



1st STEERING COMMITTEE MEETINGS

MINUTES OF THE MEETING

Project Acronym:	COOPERA
Project No:	617490-EPP-1-2020-1-MD-EPPKA2-CBHE-SP
WP / Deliverable/ Action:	WP7/D7.2/A7.2.1 – 1st Steering Committee Meetings
Project partner (s)	P1-ASEM/MD
Place/ Date	ASEM, Chisinau, Moldova / ZOOM platform – 25.09.2021

Date: 25.09.2021

1. Welcome from the COOPERA Grant Coordinator – Dr. Olesea SIRBU.
2. TRELLO management platform
3. OPERATIONAL PLAN

WP1: PREPARATION (Leader: P1-ASEM/MD; Co-Leader: P11-UdL/ES)

A1.2./ List of companies needs for DHE: Activity completed.

A1.2./ Completion of surveys of companies needs for DHE PCUs: Activity completed.

WP2: FLEXIBLE AND GENERIC DUAL HIGHER EDUCATION MODEL (DHEM) (Leader:P13-AWSB/PL; Co-Leader: P12-VUM/BG)

A2.1.2/ Study Visit on DHE:

PARTICIPANTS: members of the Working groups, based on the official decision of the institutional administration on the department to elaborated the DHE programs.

4 people from each MD and UA partner university and 1 expert for EU partner university will participate in SVs. Selection of participants, should take in to account the restrictions imposed by the host country. All the information will be sent one month prior to the Study Visit. All Study Visits will be organised in hybrid way, those who are not able to participate due to the Covid-19 will participate online.

- **P13-AWSB/PL: 25-29 October 2021**; Separate email will be sent next week with a request to provide the names of the participants. Guidelines, draft programme and additional information regarding the travel will be sent by the host and the coordinator.
- **SV to P11-UdL/ES: 8-12 Nov 2021**;
- **SV to P10-DHBW/DE: 06-10 December 2021**; Draft version of the DHE models will be presented during the SV.



- **SV to P12-VUM/BG: New date to be confirmed: mid January – mid February 2022** . Due to the restrictions imposed by the Bulgarian Government because of the Covid-19. Final DHE models will have to be presented by MD and UA partner universities during the SV.

A2.1.3/ Organisation of COOPERA Expert Workshop:

- **EXPERT WORKSHOP** on Dual Higher Education took place on 24 September 2021 will be finalised with the elaboration of the recommendations on DHE implementation. The paper will be prepared by P1-ASEM with the help on P6-KROK and available on trello.

A2.1.3/ Flexible and generic Dual Higher Education Model (DHEM) for Moldova and Ukraine: As a result of the Study visits (A2.1.2), the DHE models will have to be elaborated and presented by each MD and UA project partner by **the end of December 2021**. Draft version will be presented at P10-DHBW/DE and final version presented at P12-VUM/BG during the SV.

WP3: CREATION OF LEGAL AND OTHER CONDITIONS FOR IMPLEMENTATION OF DHE (Leader: P11-Udl/ES; Co-Leader: P10-DHBW/DE)

A3.2./ Creating amendments to the Law on Dual Education and Law on Higher Education: will be elaborated on the basis of the recommendations, elaborated as a result of the COOPERA expert Workshop, edition 1.

WP4: PILOT TESTING OF THE FLEXIBLE AND GENERIC DHEM (Leader: P10-DHBW/DE; Co-Leaders: P13- AWSB/PL)

A4.2./ Development of training materials: elaboration will start from February 2022.

A4.3./ Purchase of equipment: if the final list of equipment has not been present to the Grant coordinator, the list of equipment from the detailed description will be used. **Deadline: October 1st, 2021.**

- Ukraine universities will organized separate tender procedures. After the final equipment lists are agreed, one separate meeting with partner universities from Ukraine will be organized to discuss the realization of tender procedures.

WP5: QUALITY ASSURANCE AND MONITORING (Leader: P14-EPDRI/SI)

A5.1.2/ Conduction of NEO monitoring visits: advisory monitoring visits from the national Erasmus+ office in MD and UA will be realized:

- Separate card has been prepared in trello with all information. All institutional coordinators are asked to pay attention to **NEO monitoring requirements!**
- NEO Monitoring in Moldova: Date not yet established, approximately **November 2021;**
- NEO Monitoring in Ukraine: **September 17th, 2021 October 2021.** Presentation has to be prepared by all UA partners. An example is prepared by P6-KROK and shared through TRELLO. All UA partners are asked to consult and complete the program of the NEO monitoring visit.

WP6: DISSEMINATION, EXPLOITATION & SUSTAINABILITY (Leader: P12-VUM/BG; Co-Leaders: P1-ASEM/MD)

A6.1.2/ Design of project`s identity materials and web page:



- Institutional web page in national language with a reference to project web page must be done by each MD and UA project partner. This is a requirement of the National Erasmus + Office.
- P6-KROK has to provide the link to COOPERA Facebook page in Ukraine.

A6.2./ National mass-media dissemination: Special attention must be paid at national level, by publishing on national newspapers.

A6.3.1/ University`s level dissemination events: Each MD and UA HEIs will organize at least One dissemination event (conference, seminar) on project`s related issues.

A6.3.2/ Institutional mass-media dissemination: The conformation of the institutional dissemination (institutional web page, Facebook, newspaper, etc.) must be kept? The link must be provided during the dissemination report.

A6.4./Preparation of dissemination and sustainability reports: When reporting a national, institutional or international dissemination of the COOPERA project, the proof (picture, program with COOPERA name and reference) has to be provided.

- Partners will be asked to submit the dissemination report. Separate email with guidelines will be sent.

WP7: PROJECT MANAGEMENT (Leader: P1-ASEM/MD)

A7.2.1./ Organization of Project management meeting: Are those realized online via ZOOM.

A7.2.1./ Steering committee meeting: each partner must report the activities realized and achieved with the project.

A7.3.1/ Elaboration of trimestral reports (R1-R6):

- The reporting rules have been elaborated by the Grant coordinator, based on the previous experience;
- Each of the project partner universities are equally responsible for the budget repatriation and reporting to the grant coordinator;
- Instruction on presentation of the financial report will be sent in a separate email. Each partner have to present timesheets and joint declarations (Examples will be sent via email);
- Trimestral reports will be presented each 9 month;
- When elaborating the **Timesheet**, the reference to the respective Work Package and Activity has to be made. Outputs (results) of each activity has to be written. When indicating the month and number of days, the monthly tasks and operation plan has to be consulted.
- Timesheets has to me accompanied by the Joint declaration. Example will be provided by the grant coordinator via email. Outputs produced (results) have to inserted from the respective timesheet. The joint declaration must be signed after the reporting period.
- **Partner universities will be asked to present a trimestral report in October 2021.** Separate email will be sent.

4. CLOSING AND THANKS.