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TRIGGER: 617309-EPP-1-2020-1-SK-EPPKA2-CBHE-JP

Minutes from the Kick- off meeting

Held online (January – February 2021)

Deliverable	Minutes from the Kick-off meeting
Dates	18 January 2021; 21 January 2021; 2 February 2021; 9 February 2021
Partner(s)	Prepared by ASTRA, Nina Hadidomova
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Dissemination	TRIGGER partnership
Comments	

TRIGGER partners

Technical University of Kosice *Slovakia*	
L.N. Gumilyov Eurasian National University *Kazakhstan*	
Atyrau State University *Kazakhstan*	
Toraighyrov University *Kazakhstan*	
Termez State University *Uzbekistan*	
Namangan Institute of Engineering and Technology *Uzbekistan*	
Jizzakh Polytechnic Institute *Uzbekistan*	
Tashkent State Transport University *Uzbekistan*	
Dangara State University *Tajikistan*	
Branch of Lomonosov Moscow State University in Dushanbe *Tajikistan*	
Khorog State University named M. Nazarshoev *Tajikistan*	
Kulob State University *Tajikistan*	
University of Applied Sciences BFI Vienna *Austria*	
Universite Cote d Azur *France*	

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ASTRA *Slovakia*	astra ASSOCIATION FOR INNOVATION AND DEVELOPMENT
IDEC *Greece*	idec

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1 Kick – off meeting agenda: online 18.1.2021 – 9.2.2021

	MONDAY, JANUARY 18, 2021	
09:00 – 09:05	**Welcome – Agenda of 1st day**	TUKE, SLOVAKIA
09:05 – 10:40	**Each partner institution and team presentation (max. 5 min per partner)**	ALL - 16 partners
10:40 -11:00	**Break**	
11:00 – 12:00	**TRIGGER project general presentation**	TUKE, SLOVAKIA
12:00 – 12:30	**Discussion**	ALL
	THURSDAY, JANUARY 21, 2021	
09:00 – 09:05	**Welcome – Agenda of 2nd day**	TUKE, SK
09:05 – 09:35	**Presentation of the WP1: Assessment of the HEI preparedness for future challenges**	UCA, FR
09:35– 10:05	**Presentation of the WP2: Enhancing Entrepreneurship Education and Skills Development**	UAS-BFI, AT
10:05 – 10:35	**Presentation of the WP3: Establishment/Enhancement of the Careers, Employability and Enterprise Services**	ENU, KZ
10:35 – 10:50	**Break**	
10:50 – 11:20	**Presentation of the WP4: Quality Assurance and Evaluation**	KSU, TJ
11:20 – 11:50	**Presentation of the WP5: Dissemination & Exploitation & Sustainability**	TerSU, UZ- leader, DSU, TJ - exploitation, ToU, KZ - sustainability
11:50 – 12:30	**Presentation of the WP6: MANAGEMENT**	TUKE, SK
12:30 – 13:00	**Discussion**	ALL
	TUESDAY, FEBRUARY 2, 2021	
09:00 – 09:05	**Welcome – Agenda of 3rd day**	TUKE, SK
09:05 – 11:30	**Detailed presentation of the WP1:** **T1.1 The self- assessment of each CA HEIs** **T1.2 The Analyses of HEI preparedness for future challenges in Partner countries preparation**	UCA, FR

	D1.1 The Methodology for the Analyses of HEI preparedness for future challenges D1.2 The Report on HEI preparedness for future challenges in CA countries	
11: 30 – 12:30	**Discussion**	ALL
	TUESDAY, FEBRUARY 9, 2021	
09:00 – 09:05	**Welcome – Agenda of 4th day**	TUKE, SK
09:05 – 10:30	**Division of tasks for the first project year:** **WP1: UCA, FR** **WP2: UAS-BFI, AT** **WP3: ENU, KZ** **WP4: KSU, TJ** **WP5: TerSU, UZ** **WP6: TUKE, SK**	
10:30 – 10:45	**Break**	
10:45 – 11:45	**Project management and Finance** **Bilateral Agreements**	TUKE, SLOVAKIA
11:45 – 12:30	**Discussion**	ALL

On Kick-off meeting Day 1 held 18th January, 2021, each partner presented institution and team. TRIGGER project was in general presented by the coordinator, TUKE, SK.

On Kick-off meeting Day 2 held 21st January, 2021, detailed individual work packages were presented by correspondent leading partner.

On Kick-off meeting Day 3 held 2nd February, 2021 the WP1: Assessment of the HEIs preparedness for future challenges by UCA, FR, UAS-BFI, AT, IDEC, GR, ASTRA, SK and preparation of Partnership Agreements by TUKE, SK were presented.

On Kick-off meeting Day 4 held 9th February, 2021, the principles of Project management and Finance were explained to partners by TUKE, SK and the division of tasks for the first project year was presented by each leading partner responsible for work package.

The presentations from the Kick-off meeting can be found on Google Drive:

https://drive.google.com/drive/u/1/folders/1f9jlpENs6WTZWAKUOv5otwKO46e2LATd

2 List of participants

As not all partners filled in the Table for all meeting days, they are still requested to add missing staff who attend the meeting to Table in GD:

https://docs.google.com/spreadsheets/d/15jvBFKIatyrHAA560g85TJ1zqWZEHVmW/edit#gid=1261502574

	18.1.2021	21.1.2021	2.2.2021	9.2.2021
Total No of participants	**62**	**52**	**43**	**48**
Technical University of Kosice	2	2	2	2
L.N. Gumilyov Eurasian National University	5	5	5	5
Kh.Dosmukhamedov Atyrau University	5	4	4	2
Toraighyrov University	3	3	1	1
Termez State University	3	1	1	1
Namangan Institute of Engineering and Technology	4	3	2	2
Jizzakh Polytechnic Institute	5	2	3	4
Tashkent Institute of Railway Engineers	8	5	5	5
Dangara State University	5	5	5	5
Branch of Lomonosov Moscov State University in Dushanbe	1	1	1	1
Khorog State University named M. Nazarshoev	4	4	2	2
Kulob State University	3	4	2	2
University of Applied Sciences BFI Vienna	5	4	2	3
Universite Cote d'Azur	5	6	6	6
ASTRA	1	1	1	1
IDEC	1	1	1	1
NEO Tajikistan	1			1
NEO Kazakhstan	1	1		1
NEO Uzbekistan				2
EC BRUSSELS				1

The list of participants for all four days of Kick-off meeting is available on Google Drive: https://docs.google.com/spreadsheets/d/15jvBFKIatyrHAA560g85TJ1zqWZEHVmW/edit#gid=1261502574

3 Action item list

In general, project meeting programme was strictly built on TRIGGER project proposal. The aim was to explain and understand overall project concept, tasks, deliverables, timetable, responsibilities, management and finance.

For project proposal see:

https://drive.google.com/drive/u/1/folders/1jGiGlDQyWF-Vdnel-Fp-E0H7CQsUwZN7

3.1 WP1 The self- assessment of HEI preparedness for future challenges realisation

- HEInnovative will be adjusted to CA countries. UCA, FR will prepare Training on HEI preparedness to future challenges. Subsequently the Audits will be done and Reports on preparedness elaborated. At the end measurable indicators were set.
  For more information on WP1 see project proposal (page 40-44) at:
  https://drive.google.com/drive/u/1/folders/13_maravgfsOynGMhFTZ8uw1NTrmf0Kca
- Partner agreed on date for the training in Nice, France (13.-26.9.2021). The final decision will be done in June 2021 (due to COVID19 pandemic). Partners are requested not to buy the flight tickets and/or other travel arrangements before final decision will be done.

Based on the project agenda the following topics were presented, discussed and the relevant tasks were assigned within the **WP1.**

Task/Deliverables	Responsible	Deadline
The draft version of WP1. Methodology for the Analyses of HEI preparedness for future challenges	UCA, FR; UAS-BFI, AT; IDEC, GR; ASTRA, SK	31/01/2021
Presentation of the WP1. Methodology for the Analyses of HEI preparedness for future challenges during kick-off meeting	UCA, FR; UAS-BFI, AT; IDEC, GR; ASTRA, SK	02/02/2021
Feedback on WP1. Methodology for the Analyses of HEI preparedness for future challenges	all partners will provide feedback to UCA, FR	12/02/2021
Sending the information on persons responsible for D1.2; D2.1 and D3.1 (it can be the same person or two- three different persons)	all CA HEIs partners will send to UCA, FR	12/02/2021
Final version of WP1. Methodology for the Analyses of HEI preparedness for future challenges	UCA, FR	22/02/2021

The set-up date for all online WP1. meetings, visits and trainings till July 2021	UCA, FR	28/02/2021
The translation of HEInnovate questions to Russian language	Toraighyrov University, KZ	15/03/2021
The 1st on-line training on HEInnovate self-assessment (WP1, WP2, WP3)	UCA, FR + all partners	March 2021 - TBA
The 2nd online training on HEInnovate self-assessment: WP1	UCA, FR + all partners	April 2021- TBA
The 1st online consultancy by EU partners on WP1 • TUKE, SK and BFI, Vienna: Tajikistan • UCA, FR and TUKE, SK: Kazachstan • UCA, FR, ASTRA, SK and IDEC, GR: Uzbekistan	UCA, FR + all partners	May 2021 - TBA
The 2nd online consultancy by EU partners on WP1 • TUKE, SK and BFI, Vienna: Tajikistan • UCA, FR and TUKE, SK: Kazachstan • UCA, FR, ASTRA, SK and IDEC, GR: Uzbekistan	UCA, FR + all partners	May 2021 - TBA
The visits of EU experts in CA (in person)	all partners	*June-July 2021- TBA *November-December 2021-TBA
D1.2 The Report on HEI preparedness for future challenges in CA countries_**v01**	UCA, FR + all CA HEIs	15/07/2021
Training in Nice, FR	UCA, FR + all CA HEIs	13.-26.9. 2021
D1.2 The Report on HEI preparedness for future challenges in CA countries_**v02**: update 2 weeks after Nice, FR Training	UCA, FR + all CA HEIs	two weeks after Nice, FR Training
D1.2 The Report on HEI preparedness for future challenges in CA countries_**v03**	UCA, FR + all CA HEIs	December 2023

3.2 WP2 Enhancing Entrepreneurship Education and Skills Development

- The design of effective entrepreneurship education scheme realisation will use Entrepreneurship Competence Framework. Training of HEI staff in the area of effective entrepreneurship education programme preparation will be organise in Vienna.. Effective entrepreneurship education scheme elaboration and later implementation based on self-assessment, training and workshops, will be done. Measurable indicators were set.

- For more information on WP2 see project proposal (page 44-51) at: https://drive.google.com/drive/u/1/folders/13_maravgfsOynGMhFTZ8uw1NTrmf0Kca

Based on the project agenda the following topics were presented, discussed and the relevant tasks were assigned within the **WP2.**

Task/Deliverables	Responsible	Deadline
Sending the information on person responsible for D2.1	all CA HEIs partners will send to UAS BFI, AT	12/02/2021
The 1st on-line training on HEInnovate self-assessment (WP1,WP2,WP3)	UCA, FR + all partners	March 2021 - TBA
Workshop on D2.1 in-depth survey and D2.1 preparation: online	UAS BFI, AT + all partners	March 2021 - TBA
Online consultancy on D2.1 preparation	UAS BFI, AT + CA HEIs	31/05/2021
Translation of D2.1 questionnaire (employer/alumni survey)	CA HEIs	15/04/2021
Implementation of HEI self-assessment and survey (altogether with WP1)	CA HEIs	15/07/2021
1st draft report on status-quo of entrepreneurship education D 2.1 Report on status quo on entrepreneurship education at each partner university and gaps	CA HEIs	01/09/2021
Workshop to discuss draft reports and agree on further development of reports: online	UAS BFI, AT + all partners	30/09/2021
Planning and preparation of training for university representatives in Vienna	UAS BFI, AT + all partners	14/01/2022

Improvement and submission of finalised report D 2.1 Report on status quo on entrepreneurship education at each partner university and gaps between labour market future skills requirement and entrepreneurship education provision, potential knowledge and skills mismatches	CA HEIs	01/12/2021
Review of final reports, finalisation of deliverable D2.1 and submission to TUKE, SK	UAS BFI, AT	17/12/2021
Training for university representatives	UAS BFI, AT + all partners	*January/February 2022 - TBA
Local/regional dissemination workshops on effective entrepreneurship education programme preparation (part of WP5)	CA HEIs	March/April 2022
Purchased of Equipment: book and periodical for entrepreneurial education support	CA HEIs	February – August 2022
The selection of the 5 subjects for each HEIs which will be enhanced on EntreComp skills	ASTRA, SK + all CA HEIs	15/03/ 2022
D 2.2 The university scheme for entrepreneurship education support	CA HEIs (with assistance from EU partners)	30/06/2022
5 subjects per HEI enhanced on EntreComp skills	all CA HEIs	01/09/2022
Implementation of the education scheme	CA HEIs	31/01/2023

3.3 WP3 Establishment/ Enhancement of the Careers, Employability and Enterprise Services (CEES)

- The effective graduate employability enhancement scheme preparation will use the new integrated Internship model based on ENTER.M - ERASMUS+: Knowledge Alliance project. University – enterprise cooperation will be fostered via trainings of HEI staff and trainers from industry. Workshops on HEI and business representatives' perceptions of the graduate's employability enhancement and partnerships with employer's establishment will take placed and they will be designed by CA HEIs to suit their needs. Subsequently they will implement new services to existing university structure, as well as new and effective v Graduate Employability Enhancement Scheme. Measurable indicators were set.
- The organisation of 2 focus groups will be done within WP1 research. The 1st focus group for the assessment the current status and activities undertaken by HEI in the area

of employability support through CEES and the existing cooperation schemes with businesses. The 2nd focus group for the assessment of the existing internship schemes.

- For more detailed work on WP3 - see presentation of WP3 leader (ENU, KZ) during kick-off meeting at: https://docs.google.com/presentation/d/17ti83T2bdPPl7Pcq5YEXX3YsHpm3vpZH/edit#slide=id.p1

- For more information on WP3 see project proposal (page 51-60) at: https://drive.google.com/drive/u/1/folders/13_maravgfsOynGMhFTZ8uw1NTrmf0Kca

Based on the project agenda the following topics were presented, discussed and the relevant tasks were assigned within the **WP3:**

Task/Deliverables	**Responsible**	**Deadline**
The 1st on-line training on HEInnovate self-assessment (WP1,WP2,WP3)	UCA, FR + all partners	March 2021 - TBA
The first on-line meeting on WP3 audit	IDEC, GR + ASTRA,SK + all CA HEIs	April 2021 - TBA
The second on-line meeting on WP3 audit	IDEC, GR + ASTRA,SK + all CA HEIs	May 2021 - TBA
The Audit of graduate's employability support through Careers, Employability and Enterprise Services at each CA HEI is ready	CA HEIs	31/05/2021
D3.1 Report on graduate's employability support through careers, employability and enterprise services at each CA HEI_v01	CA HEIs	30/06/2021
Training in the area of graduate's employability promotion and HEIs–company's cooperation creation in Athens, GR	all partners	May 2022

Training in the area of graduate's employability promotion and HEIs–company's cooperation creation at each CA HEIs	CA HEIs + EU trainers	June/July 2022
D 3.1 The Report on graduate's employability support through careers, employability and enterprise services at each CA HEI_final	CA HEIs	30/11/2022
Events/workshops on perceptions of the promotion the employability of graduates and expert networks creation for further employability of graduates support	CA HEIs a EU experts	September - December 2022
The establishment/Enhancement of Careers, Employability and Enterprise services (CEES) at each CA HEI.	CA HEIs	30/04/2023
D 3.2 Guideline on careers, employability and enterprise services in each CA HEI.	CA HEIs	30/04/2023
D 3.3 Roadmap of Graduate Employability Enhancement Scheme for each CA HEI.	CA HEIs	30/11/2023
The design and testing of effective Graduate Employability Enhancement Scheme.	CA HEIs	30/11/2023

3.4 WP4 Quality Control and Evaluation

- Quality will be controlled and evaluated internally by the internal quality assurance committee (IQAC) and externally by the International Advisory and Evaluation Board (IAEB).
- IQAC will be led by KSU, TJ and will consist of one representative of each TRIGGER partner institution
- For more information on WP4 see project proposal (page 60-65) at: https://drive.google.com/drive/u/1/folders/13_maravgfsOynGMhFTZ8uw1NTrmf0Kca

Based on the project agenda the following topics were presented, discussed and the relevant tasks were assigned within the **WP4 for the 1st project year:**

Task/Deliverables	Responsible	Deadline
T4.1 The Quality Assurance guideline preparation		
set up internal quality assurance committee (IQAC)	all partners	5.2.2021
confirmation of IAQC members	KSU, TJ	28.2.2021
D4.1 The Quality Assurance Guideline and Plan -draft	KSU, TJ	20.2.2021
Feedback on D4.1 The Quality Assurance Guideline and Plan	all partners	2.3.2021
D4.1 The Quality Assurance Guideline and Plan -final	KSU, TJ	15.3.2021
T 4. 2 The periodical reports on Monitoring and Evaluation preparation		
The 1st periodical report	all partners	31.7.2021
The 2nd periodical report	all partners	31.1.2022
Evaluation		
The evaluation of kick-off meeting	KSU, TJ	20.2.2021
The evaluation of D1.1 Methodology	KSU, TJ	22.2.2021
The evaluation of D1.2 The national Reports on HEI preparedness for future challenges in CA countries	KSU, TJ	31.7.2021
The evaluation of D1.2 The Report on HEI preparedness for future challenges in CA countries	KSU, TJ	14.1.2022
The evaluation of D2.1 Report on status quo on entrepreneurship education.	KSU, TJ	14.1.2022
Evaluation of Training in Nice, FR	KSU, TJ	15.10.2021
Evaluation of meeting in Pavlodar, KZ	KSU, TJ	30.10.2021
Evaluation of local/regional dissemination workshops on HEInnovate self-assessment results	all CA partners	31.12.2021

3.5 WP5 Dissemination, exploitation and sustainability

- TRIGGER project already has logo, .ppt template, cover pages of deliverables.
- Dissemination and exploitation of results are an integral part of the Erasmus+ project and should be documented for the reporting purposes (photos, attendance lists, web links, articles, etc.)
- Partner are obliged to follow the Erasmus+ project handbook rules on Dissemination.
- Any communication or publication related to the project including conferences, seminars or in any information or promotional materials (such as brochures, leaflets, posters, presentations, etc.), must indicate that the project has received funding from the Union and must display the Erasmus+ logo, project logo and number as well as the disclaimer.
- For more information on WP5 see project proposal (page 65-81) at: https://drive.google.com/drive/u/1/folders/13_maravgfsOynGMhFTZ8uw1NTrmf0Kca
- Based on the project agenda the following topics were presented, discussed and the relevant tasks were assigned within the **WP5 for the 1st project year:**

Task/Deliverables	Responsible	Deadline
5.1. Dissemination Plan by partners	all	15.3.2021
5.1. Dissemination Plan by project	TerSU, UZ	15.4.2021
5.2.1. Website preparation	TerSU, UZ	10.4.2021
5.2.6. Leaflet -draft for feedback (assisted by TerSU)	DSU, TJ	15.2.2021
5.2.6. Leaflet -final (assisted by TerSU, UZ)	DSU, TJ	28.2.2021
Plan for project news publishing (via Social media: Facebook; Vkontakte; Instagram; LinkedIn)	TerSU, UZ	30.4.2021
5.2.3. Local/regional dissemination workshops on HEInnovate self-assessment results	All CA HEIs	31.10.2021
5.2.5. 1st Newsletter	TerSU, UZ	31.10.2021
1st Slideshare	UCA, FR	30.9.2021
2nd Slideshare	all CA HEIs	31.10.2021

1st report on Dissemination	TerSU, UZ	15.1.2022

3.6 WP6 Project management and finance

- Project management and finance is to guarantee timely implementation of all the WPs and tasks; effective decision-making mechanism, accurate project reporting, communication, maintaining accounts and monitoring of payments and project funds. Project Management Committee (PMC) will be set up, which consists of the team leaders of the participating HEIs and is chaired by TUKE (16 members). The International External Advisory Board (IEAB) from external HEIs and labor market representatives will be created, 5 members of EAB will be appointed.
- Partner agreed on date for the next meeting in Pavlodar (14.-16.10.2021). The final decision will be done in August 2021 (due to COVID19 pandemic). Partners are requested not to buy the flight tickets and/or other travel arrangements before final decision will be done.
- Partner were informed about **financial rules and process of partnership agreements** signature. All information's and templates are available at: https://drive.google.com/drive/u/1/folders/1XpNaBCSMFtvXNA-gg8GdfmyH1_d3-8tx
- Each partner will inform on persons who will have access to financial Tables on GD: https://drive.google.com/drive/u/1/folders/1mI3GT090q5dfAGK7BvGOFnYSlSN4bLIx

- For more information on WP6 see project proposal (page 81-86) at: https://drive.google.com/drive/u/1/folders/13_maravgfsOynGMhFTZ8uw1NTrmf0Kca

Based on the project agenda the following topics were presented, discussed and the relevant tasks were assigned within the **WP6 for the 1st project year.**

Task/Deliverables	Responsible	Deadline
T6.1 The setting-up TRIGGER project managerial structure and processes		
set up committees: PMC+IAEB+IAQC	all partners	5.2.2021
selection of IAEB members	TUKE,SK	28.2.2021
confirmation of IAQC members	KSU,TJ	28.2.2021
confirmation of PMC members	TUKE,SK	28.2.2021

T6.2 The project management meetings assurance+D6.1 Project reports and Minutes from the project Meetings		
Minutes from kick-off meetings draft	TUKE,SK	19.2.2021
approval of Minutes	all partners	28.2.2021
upload of Minutes	TUKE,SK	1.3.2021
Meeting in Pavlodar	ToU, KZ	14.-15.10.2021
Minutes from Pavlodar meeting	ToU, KZ	31.10.2021
D6.2 Set of Partnership Agreements	TUKE,SK	31.5.2021
D6.3 Set up project communication structure	TUKE,SK	
online communication platform	TUKE,SK	3.12.2020
mailing lists and list of contacts for each PMC, IQAC, and IEAB	TUKE,SK	28.2.2021
online meetings with all CA teams	TUKE,SK	30.6.2021
Financial management		
information on persons responsible for financial management (2 per partner) with access to GD https://docs.google.com/spreadsheets/d/12OL-BCryO7qSmSibU-5MBlw9Dc7oNL4V/edit#gid=1648634759	all partners	23.2.2021
1st financial report	all partners	15.7.2021
2nd financial report	all partners	31.1.2022
upload of financial documents	all partners	

4 GDPR consent

Upon discussion about GDPR within individual TRIGGER project teams, TRIGGER project partners on behalf of persons working on TRIGGER project agree as follows:

Each partner institution will be responsible that all persons working on TRIGGER project will sign the GDPR consent available at:

https://drive.google.com/drive/u/1/folders/1yaqXalNE8H8zlQ9awqMRvCPmO9bgByhg

The scan of GDPR for each person will be included into FINANCE (to keep them confidential)

https://drive.google.com/drive/u/1/folders/1mI3GT090q5dfAGK7BvGOFnYSlSN4bLIx

5 Additional information

The project partners agreed that from the day when Minutes from project meetings will be sent, all partners will send the comments within 10 working days. If no comments by concrete TRIGGER project partner are sent to Coordinator (natasa.urbancikova@tuke.sk) in agreed time, the Minutes are considered to be approved by this partner and the partner commits to fulfil all agreed tasks according to schedule.

The Timetable for the **first project year** is available at:

https://drive.google.com/drive/u/1/folders/1bqBoo5xljiIH7WYxmtFL-qUl7v_e-Yqa