Triggering innovative approaches and entrepreneurial skills for students through creating conditions for graduate's employability in Central Asia

Co-funded by the Erasmus+ Programme of the European Union
TRIGGER: 617309-EPP-1-2020-1-SK-EPPKA2-CBHE-JP

TRIGGER KICK-OFF MEETINGS

PROGRAMME

Nataša Urbančíková

Faculty of Economics, Technical University of Košice, Slovakia

PROGRAMME

1

MONDAY,
JANUARY 18, 2021

Each partner institution and team presentation

TRIGGER project general presentation

2

THURSDAY,
JANUARY 21, 2021

Presentation of WPs
WP1- WP6

3

TUESDAY,
FEBRUARY 2, 2021

Detailed presentation of the WP1: Assessment of the HEI preparedness for future challenges

4

TUESDAY,
FEBRUARY 9, 2021

Project management and Finance

Division of tasks for the first project year

MORE MEETINGS IF NEEDED

MONDAY, JANUARY 18, 2021

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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

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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

Presentation of the WP1: Assessment of the HEI reparedness for future challenges

Srdjan REDZEPAGIC

WP1. Description

WP1. **Assessment of the HEI preparedness for future challenges** is aimed to:

- provide the base for further work on WP2 and WP3;
- explore HEIs innovative potential;
- assessing themselves against a number of statements related to the entrepreneurial and innovative nature of their higher education environment;
- diagnoses areas of strengths and weaknesses;
- to select the areas for improvement;
- to prepare the conditions for selected area enhancement.

WP1. Description

In order to enhance entrepreneurship education and skills development and strengthen university-enterprise cooperation, universities themselves have to be entrepreneurial HEIs. It depends upon individuals and innovative ways of doing things.

The assessment will be based on the **HEInnovate tool**. It is an initiative of the European Commission, DG Education and Culture and the OECD LEED Forum. HEInnovate is a free self-assessment tool for all types of HEIs. It allows HEI to assess own institution using a number of statements related to its entrepreneurial activities, including leadership, staffing, and links with business. It is intended for HEIs who are interested in assessing themselves against a number of statements related to the entrepreneurial and innovative nature of their higher education environment.

WP1. Description

HEInnovate covers eight areas for self-assessment:

1. Leadership and Governance
2. Organizational Capacity: Funding, People and Incentives
3. Entrepreneurial Teaching and Learning
4. Preparing and Supporting Entrepreneurs
5. Digital Transformation and Capability
6. Knowledge Exchange and Collaboration
7. The Internationalised Institution
8. Measuring Impact

WP1. Description

As HEInnovate is not a benchmarking tool, it can be used by individuals or by groups of people. The group function allows stakeholders in HEIs to come together and compare their assessments internally, compare against previous assessments as well as see how perceptions change over time.

The assessment will be supported through extensive training and support materials, including practical case studies. The training will be delivered by EU partners at the beginning of the project. At the end of the TRIGGER project, the partner country HEIs will repeat assessment individually which enables them to track the progress

WP1. Tasks

T1.1 The self- assessment of each CA HEIs

Fostering an entrepreneurial spirit in an HEI presents a major challenge. It requires the ability to look at things from a new perspective while sharing and promoting a different way of thinking. The Entrepreneurship in higher education is a complex and diverse field. By dividing the field into eight areas with relevant statements, the HEInnovate tool helps stakeholders in HEIs to reflect on their own practice. The self-assessment will help the CA HEIs to design strategies for becoming more entrepreneurial in a comprehensive manner.

The HEIs should either start to think about introduction or rethink their entrepreneurship programs using an integrated approach, which will lead them to think outside the box and go deeper. They will have a framework to develop a much more participative process and to trigger integrated thinking inside HEIs. They will use HEInnovate to promote the change in the way people think about, act and support entrepreneurship.

WP1. Tasks

The Training on implementation of HEInnovate will be held in M4 in Nice, France for 4 persons from each partner country HEI. Altogether 44 persons from CA will attend the training for 14 days. The selection of the participants will be a mix of persons with experience in university top managerial positions, teachers /trainer /administrative / technical staff experienced in entrepreneurial education and/or enterprise cooperation and technology transfer, teachers of subjects suitable for incorporating entrepreneurial education into the syllabus.

The trainers will be from EU partner's institutions (9 trainers). As it was already mentioned one of the participating EU HEIs has an expert for HEInnovate initiative at EC level. Training will utilize the official HEInnovate Training Package covering the background of HEInnovate and providing a brief overview of the eight areas of the self assessment. Later on, each HEIs will assess own institution.

WP1. Tasks

T1.2 The Analyses of HEI preparedness for future challenges in Partner countries preparation Based on the self-assessment which will be carried out during the Training, the Analyses of HEI preparedness for future challenges in CA countries will be elaborated which will serve as a base for WP2 and WP3 high-quality outputs preparation. The Analyses will be based on Methodology and Template which will be presented during the Workshop. The Analyses preparation will be supported not only by Workshop in Nice, France but also by visits of EU experts at all partner's universities. Visits will be done in M6 and all CA HEIs will be visited by EU partners (the EU experts will be divided to visit partners in KZ, UZ, TJ) as it not possible to visit all 11 partners by all EU partners at the same time. This approach of the on-site visits is very important in this 1st phase as experts will be able to evaluate in-depth each partner CA HEI and to help them in the self-assessment process and Analyses. It also enables to train more persons directly at partner institutions.

WP1. Tasks

The EU partners will carry out practical assessments with 20 persons at each CA HEI. The CA participants of Training in Nice, FR will help during the local trainings. Altogether 220 persons at 11 HEIs will be trained for further utilisation of self-assessment tool which is very important for TRIGGER project sustainability. It represents cost effective approach as training in EU of such higher number of persons would not be possible. The distribution will be as follows:

TUKE, SK and BFI, Vienna: 4 persons to Tajikistan (Dhusanbe, Dangara, Kulob and Khorog) for altogether 16 days. UCA, FR and TUKE, SK: 4 persons to Kazachstan (Nur-Sultan, Pavlodar, Atyrau) for altogether 12 days. UCA, FR, ASTRA, SK and IDEC, GR: 4 persons to Uzbekistan (Taskhent, Namangan, Termez, Jizzakh) for altogether 16 days.

WP1. Dates

Start Date: 01-02-2021 **End Date:** 15-07-2021
Lead Organisation: Université Cote d'Azur, Nice, France

Participating Organisation: All partners

WP1. Costs

Staff Costs: altogether 996 days for all categories

Travel costs are necessary as trainings in both Programme and
Partner countries will be held. This approach enables to train altogether 253 persons from CA countries.
1) The Workshop on implementation of HEInnovate, Nice, FR (54 participants)
Partner country to programme Country: 44 persons for 14 days
Programme Country to Programme Country: 10 persons for 4 days
2) 11 Trainings in CA countries by EU experts:
Programme country to Partner Country: 8 persons for 16 days and 4 persons for 12 days
TUKE, SK and BFI, Vienna: 4 persons to Tajikistan (Dhusanbe, Dangara, Kulog and Khorog) for altogether 16 days. UCA, FR and TUKE, SK: 4 persons to Kazachstan (Nur-Sultan, Pavlodar, Atyrau) for altogether 12 days. UCA, FR, ASTRA, SK and IDEC, GR: 4 persons to Uzbekistan (Taskhent, Namangan, Termez, Jizzakh) for altogether 16 days.

Equipment: N/A
Subcontracting: N/A

D1.1 The Methodology for the Analyses of HEI preparedness for future challenges

The Methodology will be based on HEInnovate initiative. It will be adjusted in the way which will suit the best to TRIGGER HEIs needs in partner countries. The Methodology will enable to prepare the D1.2 “The Report on HEI preparedness for future challenges in CA countries” by each partner country university. “The Methodology” will be easily transferred also to other HEIs in Central Asia countries and can help those of them who wish to undertake the independent testing of HEIs preparedness for future challenges. It will include also template for The Report on HEI preparedness for future challenges in CA countries.

Due date: 30-03-2021

D1.2 The Report on HEI preparedness for future challenges in CA countries

“The Report” will serve as a basic tool for further work on TRIGGER project outputs preparation. It will provide the first practical inside to eight areas:

- Leadership and Governance
- Organizational Capacity: Funding, People and Incentives
- Entrepreneurial Teaching and Learning
- Preparing and Supporting Entrepreneurs
- Digital Transformation and Capability
- Knowledge Exchange and Collaboration
- The Internationalised Institution
- Measuring Impact

The strength and weaknesses of each HEI will be identified and suggestions for strength support and weakness overcoming prepared. It is intended also to inform future skills decision-makers at the university level how to deliver a more effective skills system. Altogether 11 reports will be prepared (4 in Uzbekistan, 3 in Kazakhstan and 4 in Tajikistan). The Report preparation will be supported not only by Training in the EU but also by visits of EU experts at all partner's HEIs. **Due date: 15-07-2021**

WP1. Concluding remarks

After WP1 when D1.2 The Report on HEI preparedness for future challenges in Partner countries will be ready, the HEIs will have a clearer picture on the overall situation at their HEIs and challenges for the future.

Webs site of heinnovate

https://heinnovate.eu/en

Example how it was used:

https://heinnovate.eu/en/resource/heinnovate-turan-university-kazakhstan

https://heinnovate.eu/en/resources?tid_1=All&tid_3=All&tid=All&tid_2=81&combine=

UCA Team thanks you in advance

for the good cooperation within the WP1!

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WP2: Enhancing Entrepreneurship Education and Skills Development

Dietmar Paier / Johannes Wetzinger
TRIGGER Kick-off Meeting, 21 January 2021

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Overview

1. Key facts on WP2
2. Aims and objectives
3. Tasks of the WP
4. Deliverables
5. Timeline for 2021

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1) Key facts on WP2

- **Title:** "Enhancing Entrepreneurship Education and Skills Development"
- **Leading organisation:** University of Applied Sciences BFI Vienna, Austria
- **Duration:** 15.07.2021 – 31.12.2022
- **Key results:**
  - Deliverable 1: Reports on status quo of entrepreneurship education and knowledge/skills gaps
  - Deliverable 2: University scheme for entrepreneurship education support

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Key facts on WP2

WP2 is directly building on the results of WP1 …

WP1

Assessment of HEI preparedness for future challenges

Lead: UCA, Nice

WP2

Enhancing entrepreneurship education and skills development

Lead: UAS-BFI, Vienna

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2) Aims and objectives

Broader aim:

"The overall purpose of the WP2 is to take the entrepreneurship education a big step further […]"

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Aims and objectives

Some thoughts on definitions:

- **Entrepreneurship Education** seeks to provide students with knowledge, skills and motivation to create ideas in entrepreneurial action in different environments, both as self-employed entrepreneur and as employee in established organisations (EC 2015, Lackéus et al. 2020).
- **Entrepreneurship** is a key competence for all learners, supporting personal development, active citizenship, social inclusion and employability (see European Commission et al. 2016: 21).
- **Organizational change of HEIs** is needed, since „the capacity to implement the entrepreneurship and innovation agenda depends on the governance arrangements, organisational capacity and the institutional culture of HEIs as well as characteristics of the surrounding economy" (OECD 2019: 12).

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Aims and objectives

Objectives of the WP:

- Promoting the vision of entrepreneurial education (concept, communication);
- Assessing and evaluating entrepreneurial education;
- Conducting an entrepreneurial education audit;
- Planning and managing entrepreneurial education (curricular and extra-curricular education offers, organisational institutionalisation);
- Preparation and delivery of selected subjects enriched by entrepreneurial competencies

2 Key areas:

➢Assessment of current status of entrepreneurship education

➢Planning of updated educational offer and implementation

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3) Tasks of the WP

T2.1: University entrepreneurship education audit

- Assessment of status quo regarding entrepreneurship education (implemented in frames of WP1, T1.1)
- Two dimensions:
  - Self-assessment based on **HEInnovate** (dimensions "*Entrepreneurial Teaching and Learning*" and "*Preparing and Supporting Entrepreneurs*")
  - Additional in-depth survey among employers and alumni in Central Asian countries (labour market needs, required skills, mismatches) – based on **EntreComp scheme**

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Tasks of the WP

T2.2: Identification of possible mismatches

- Identification of possible gaps, knowledge/skills mismatches (based on WP T2.1)

T2.3: Training for university representatives

- Training in entrepreneurship education programme preparation
- 2 weeks in Vienna, Austria (3 persons from each partner university in Central Asia)
- January/February 2022

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Tasks of the WP

T2.4: Design of entrepreneurship education scheme

- Design of an entrepreneurship education scheme at each Central Asian university
- Including curricular and extra-curricular activities

T2.5: Implementation of the education scheme

- Implementation of 5 courses per Central Asian university
- Subject selection in cooperation with ASTRA (Slovakia)

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Tasks of the WP

Reporting requirements for each partner:

- Reporting on all activities and results for each task
- Reporting schemes will be provided by UAS BFI Vienna
- Due to the tight schedule of the project, there will be strict deadlines for submission of reports
- Partners need
  - to plan all necessary activities **proactively**
  - provide information for **monitoring** of activities
  - and provide information for **early intervention** in cases of problems immediately

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4) Deliverables

The following two key results are expected:

1) Report on status-quo of entrepreneurship education:

- One report per Central Asian university (11 in total)
- Containing self-assessment and gaps/mismatches

➢ **Due date: 31.12.2021**

2) University scheme for entrepreneurship education:

- One scheme per Central Asian university (11 in total)
- Containing strategy, objectives, planned activities

➢ **Due date: 31.12.2022**

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Deliverables

The WP2 structure in a nutshell:

Tasks (T)	Results/Deliverables (D)
T2.1: University entrepreneurship education audit T2.2: Identification of possible mismatches	**D2.1 Report on status-quo of entrepreneurship education** (1 report per CA HEI)
T2.3: Training for university representatives T2.4: Design of entrepreneurship education scheme T2.5: Implementation of the education scheme	**D2.2 University scheme for entrepreneurship education** (1 scheme per CA HEI)

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5) Timeline for 2021

Step 1:

- **Duration:** 14.01.2021 - 15.07.2021
- **Activities:** Implementation of self-assessment and in-depth survey (T2.1, included in WP1)

Step 2:

- **Duration:** 16.07.2021 - 31.12.2021
- **Activities:**
  - Analysis of results, detection of mismatches (T2.2)
  - Report preparation and finalisation till **31.12.2021**

Results of year 1: Reports on status-quo of entrepreneurship education (Deliverable 2.1)

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Timeline for 2021

Step 3:

- **Duration:** 16.07.2021 - 15.02.2022
- **Activity:** Preparation of training for university representatives in Vienna (T2.3)

Organisational issues:

- Detailed instructions, deadlines and templates will be provided in due course (step per step)
- In case of questions, feel free to get in touch

Looking forward to further collaboration and to hopefully meet in person soon!

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Thank you for your attention!

Contact: Dietmar Paier (dietmar.paier@fh-vie.ac.at) / Johannes Wetzinger (johannes.wetzinger@fh-vie.ac.at)

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WP 3

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

- **Lead organisation:** L.N. GUMILYOV EURASIAN NATIONAL UNIVERSITY
- **Estimated Start Date:** 01-05-2022
- **Estimated End Date:** 30-11-2023
- **Participating Organisation:** All partners

- **Deliverable 1:** Report on graduate's employability support through careers, employability and enterprise services at each CA HEI
- **Deliverable 2:** Guideline on careers, employability and enterprise services in each CA HEI
- **Deliverable 3:** Roadmap of Graduate Employability Enhancement Scheme for each CA HEI

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Objectives of the WP:

to establish/enhance the Careers, Employability and Enterprise Services at partner country HEIs

to promote the delivery of new innovative services and approaches in close cooperation with the labor market for further employability of graduate's assurance

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The WP 3 is aimed to:

promote graduate's employability



planning and managing graduate's employability



the internship during the study

to introduce new services and support for students

job placement by skill

information on career



professional portfolio



guidance for maintaining a close relationship with graduates

Tasks of the WP 3

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T3.1 The Audit of graduate's employability support through Careers, Employability and Enterprise Services at each CA HEI

The Audit will be carried out at each Partner country university with the aim to describe current status and activities undertaken in the area of employability support.

Tasks of the WP 3

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T3.2 Training in the area of graduate's employability promotion and HEIs– company's cooperation creation

The purpose of the training will be to ensure highquality staff for further career, employability and enterprise services provision in order to be able to facilitate the transition of University students to a range of employment and other opportunities as part of the lifelong learning process

1st Training
Athens, Greece
33 persons from CA will be trained in EU

2 nd Training
at each CA HEIs
will reach 253 persons

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ATYRAU UNIVERSITY

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Tashkent state transport university

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Tasks of the WP 3

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T3.3 HEI and business representatives' perceptions of the graduate's employability enhancement and partnerships with employer's establishment in each Partner country

The series of events/workshops on perceptions of the promotion the employability of graduates and expert networks creation for further employability of graduates support at each Partner country university will be carried out.

Each partner university will organise at least one event devoted to a graduate's employability enhancement. At least 11 events will be organised and each will include app. 20 participants

Tasks of the WP 3

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T3.4 The establishment/Enhancement of Careers, Employability and Enterprise services (CEES) at each CA HEI

CEES will help students make well-informed career decisions and then to provide the relevant information, advice and guidance to enable them to realise their choices

CEES will help the university to understand and adapt to the changing employment market for graduates

CEES will facilitate the access of University students and graduates to employers and vacancies

Tasks of the WP 3

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T3.5 The design and testing of effective Graduate Employability Enhancement Scheme

The Roadmaps will be created which will affirm existing successful employment policies and practices and identify new strategic policies and practices at each university

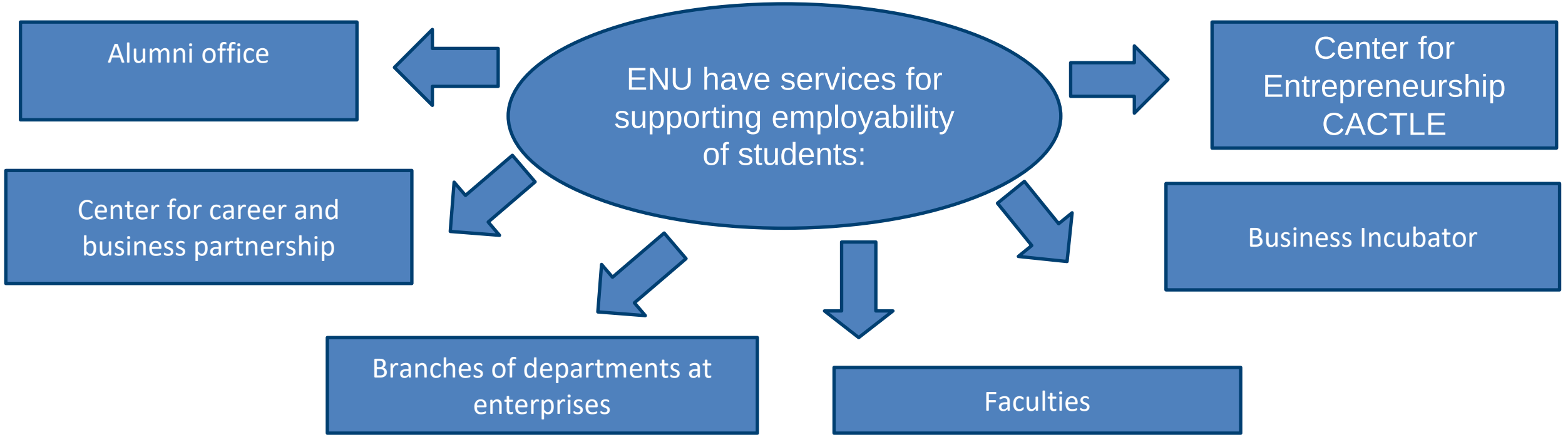
The Roadmap will be intended to initiate a process of ongoing interaction and feedback between the employers, the government, and other stakeholders in the area of graduate's employability promotion

The scheme will be tested in the 3rd project year when always three students will undertake their internship in industrial, company partners
33 students from 11 HEIs will undertake a new, innovative internship

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P2 Employability Road Map

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Training for trainers

Teaching for students

Training for employers

Creating Curriculum
Minor program
(for bachelor degree majority
Management
(Pilot program)

Teaching for students

Online learning platform

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Online Learning Platform
will be provide information for/about

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- students
- vacancies
- Business cases
- Video content (interview with employers and graduate students)
- employees
- Courses for graduated students
- Students projects
- Consulting center (interviews with employers, how fill CV form)
- Integrate with university digital education systems

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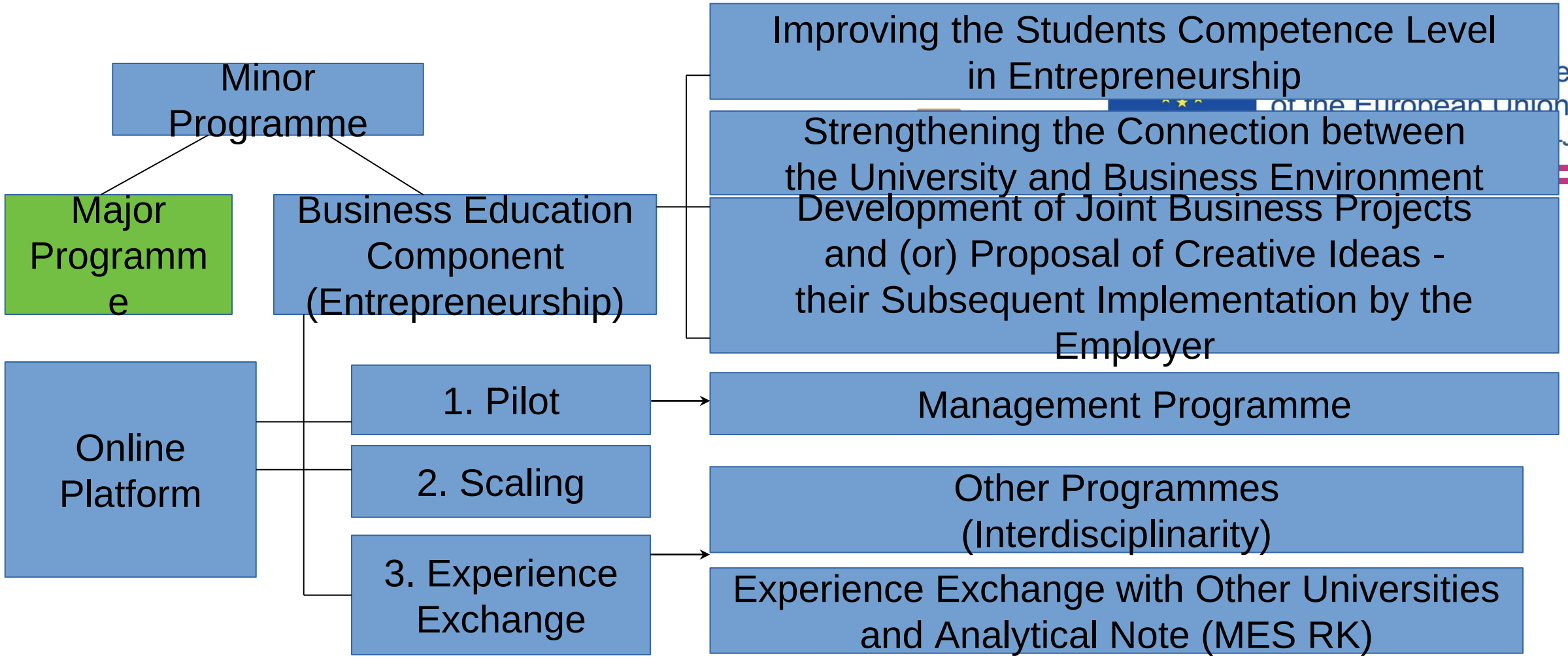
Minor program outcomes

- Additional qualification
- Professional competency
- Entrepreneurial skills
- Practicing skills
- Enterprise education
- Additional knowledge that students gain from work place
- Accredited certificate (by support from NCE Atameken)

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Impact of Minor program

- On individual level (professionalization of teacher staff, and employers)
- At the Institutional level (enhancement of curriculum, support of graduate students, employability of students, qualified administrative and academic staff)
- At the regional level (collaboration between universities and job market)
- At the national level (improving quality of learning process, increasing and influence to the job market and national economic)


Minor Programme
Major Programme
Business Education Component (Entrepreneurship)
Online Platform
1. Pilot
2. Scaling
3. Experience Exchange
Improving the Students Competence Level in Entrepreneurship
Strengthening the Connection between the University and Business Environment
Development of Joint Business Projects and (or) Proposal of Creative Ideas - their Subsequent Implementation by the Employer
Management Programme
Other Programmes (Interdisciplinarity)
Experience Exchange with Other Universities and Analytical Note (MES RK)

TRIGGER

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Thank you for your attention!

Tursynzada Kuangaliyeva
kuantu_80p@mail.ru
www.enu.kz

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TRIGGER PROJECT: WP5

Gafur Togaev, TerSU

TECHNICKÁ UNIVERZITA V KOŠICIACH
EURASIAN NATIONAL UNIVERSITY
TORAIGHYROV UNIVERSITY
ATYRAU UNIVERSITY
TOSHKENT DAVLAT TRANSPORT UNIVERSITETI
Tashkent state transport university
University of Applied Sciences BFI Vienna
Economics Management Finance
UNIVERSITÉ CÔTE D'AZUR
astra
ASSOCIATION FOR INNOVATION AND DEVELOPMENT
idec

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WP5.
Dissemination&Exploitation&Sustainability:

15/01/2021-14/01/2024

TerSU, UZ (DSU, TJ+TU, KZ)

RELATED ASSUMPTIONS



- the interest of key target groups and stakeholders in the project and the project outcomes/outputs (fostered through a timely topic, close links to target groups and a targeted awareness-raising campaign);
- common understanding and commitment by the TRIGGER project institutions;
- involvement of top management of the universities in Partner countries.



The related risks:

- the selection of marketing tools and dissemination channels is not targeted to the needs of each target groups;
- prepared strategies for dissemination, exploitation and sustainability are not implemented properly;
- the underestimation of the importance of dissemination, exploitation and sustainability for project success.

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WP5

Dissemination



Exploitation

Sustainability

TORAIGHYROV UNIVERSITY

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DISSEMINATION will represent a planned process of providing information on the results of the TRIGGER project to key actors. This involves spreading the word about the project successes and outcomes as far as possible. Making others aware of the project will impact on other organizations in the future and will contribute to raising the profile of the HEIs carrying out the project. To effectively disseminate results, an appropriate process at the beginning of the project will be designed. This covers why, what, how, when, to whom and where disseminating results will take place, both during and after the funding period



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T5.1 Dissemination Plan preparation

The Dissemination Plan will be prepared based on **template** till the end of **15/03/2021**

The template for the dissemination plan has been prepared by TerSU

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T5.2 Dissemination promotion materials, web site and events preparation



TRIGGER project identity

- Logo
- template for presentations
- poster
- the template for cover pages of outputs

Information and project news publishing

Facebook; Vkontakte; Instagram; LinkedIn; Telegram.

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www.triggerproject.uz

Languages: English/Russian/Uzbek (translations of events)

Deadline: 15/04/2021

INDICATORS: Google Analytics for websites



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Three e-newsletters will be created in English, Kazakh, Tajik and Uzbek and disseminated.

1st newsletter will be prepared when “The Report on HEI preparedness for future challenges” in Partner countries will be ready.

TerSU
09/2021

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G.2 Dissemination and exploitation strategy

Target Group	Means of Communication to Reach These Target Groups	When	Indicators to measure the effectiveness of the means of communication
HEI staff (academic + administrative)	• Web site • Direct emailing • Social media • Leaflet • Newsletter • Slide share • Conferences • Journals • Local dissemination workshops • Final exploitation conferences	From project beginning +up to 5 years after project lifetime	-Google Analytics for websites-number of emails sent + number of further information request--social media KPI- number of leaflets recipients-number of newsletters recipients –number of slide shares-number of slide share recipients-number of conferences attended-number of conference participants-number of articles in journals published-number of workshop participants-number of exploitation

HEI students	• Web site • Social media • Slide share • You tube	From project beginning +up to 5 years after project lifetime	- Google Analytics for websites-social media KPI-–number of slide shares-number of slide share recipients-number of you tube viewers
Representatives of business and other TRIGGER project relevant institutions (see target groups description)	• Web site • Direct emailing • Social media • Leaflet • Newsletter • Slide share • Conferences • Journals • Local dissemination workshops • Final exploitation conferences	From project beginning +up to 5 years after project lifetime	-Google Analytics for websites-number of emails sent + number of further information request--social media KPI- number of leaflets recipients-number of newsletters recipients –number of slide shares-number of slide share recipients-number of conferences attended-number of conference participants-number of articles in journals published-number of workshop participants-number of exploitation conference participants

G.2 Dissemination and exploitation strategy

-decision makers on regional/national level -educational policy makers at national, regional and community level and representatives of regional and local authorities dealing with education	• Web site • Direct emailing • Social media • Leaflet • Newsletter • Slide share • Conferences • Journals • Local dissemination workshops • Final exploitation conferences	From project beginning +up to 5 years after project lifetime	-Google Analytics for websites-number of emails sent + number of further information request--social media KPI- number of leaflets recipients-number of newsletters recipients –number of slide shares-number of slide share recipients-number of conferences attended-number of conference participants-number of articles in journals published-number of workshop participants-number of exploitation

G.2 Dissemination and exploitation strategy

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2nd year of the project
(WP5 - TerSU)

5.2.3 Local/regional dissemination workshops on effective entrepreneurship education programme preparation (**March 2022)**

5.2.4 The awareness-raising workshops (**September 2022)**

5.2.5 Newsletters **(June 2022)**

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3rd year of the project
(WP5 - TerSU)

5.2.5 Newsletters (**June, 2023)**

5.2.6 Leaflets (**September, 2023)**

WORKPLAN ON WP5 TASKS

№	Title of Activities	Total duration (number of weeks)	M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12	M13	M14	M15	M16	M17	M18	M19	M20	M21	M22	M23	M24	M25	M26	M27	M28	M29	M30	M31	M32	M33	M34	M35	M36
WP5	**Dissemination& Exploitation & Sustainability**	**52**																																				
5.1.	Dissemination Plan Preparation	4			x4																																	
5.2.	Dissemination promotion materials, web site and events preparation	17																																				
5.2.1.	Web site preparation					x4																																
5.2.2.	Local/regional dissemination workshops on effective entrepreneurship education programme preparation.										x1																											
5.2.3.	Local/regional dissemination workshops on HEInnovate self-assessment results.																x1																					
5.2.4.	The awareness-raising workshops																						x1															
5.2.5.	Newsletters										x2									x2												x2						
5.2.6.	Leaflets					x2																													x2			
5.3.	The exploitation strategy elaboration	8													x4																x4							
5.4.	Final exploitation conferences organization	3																														x1			x1		x1	
5.5.	The strategy for the sustainability of project results elaboration	8															x4																			x4		

The sign "=" stands for: Activity carried out in PProgramme Country (ies)
The sign "X" stands for: Activity carried out in Partner Country (ies)

Tasks for TerSU on planning meeting

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LOGO - ✓

Template for presentations - ✓

Dissemination Plan structure for partners - ✓

Dissemination report structure – ✓

Gant chart on WP5 tasks - ✓

WP5 presentation - ✓

WP5 TASK presentation – February 2, 2021

Detailed list of each partner + media on dissemination



QUESTIONS

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Thank you



TRIGGER
Triggering innovative approaches and entrepreneurial skills for students through creating conditions for graduate's employability in Central Asia

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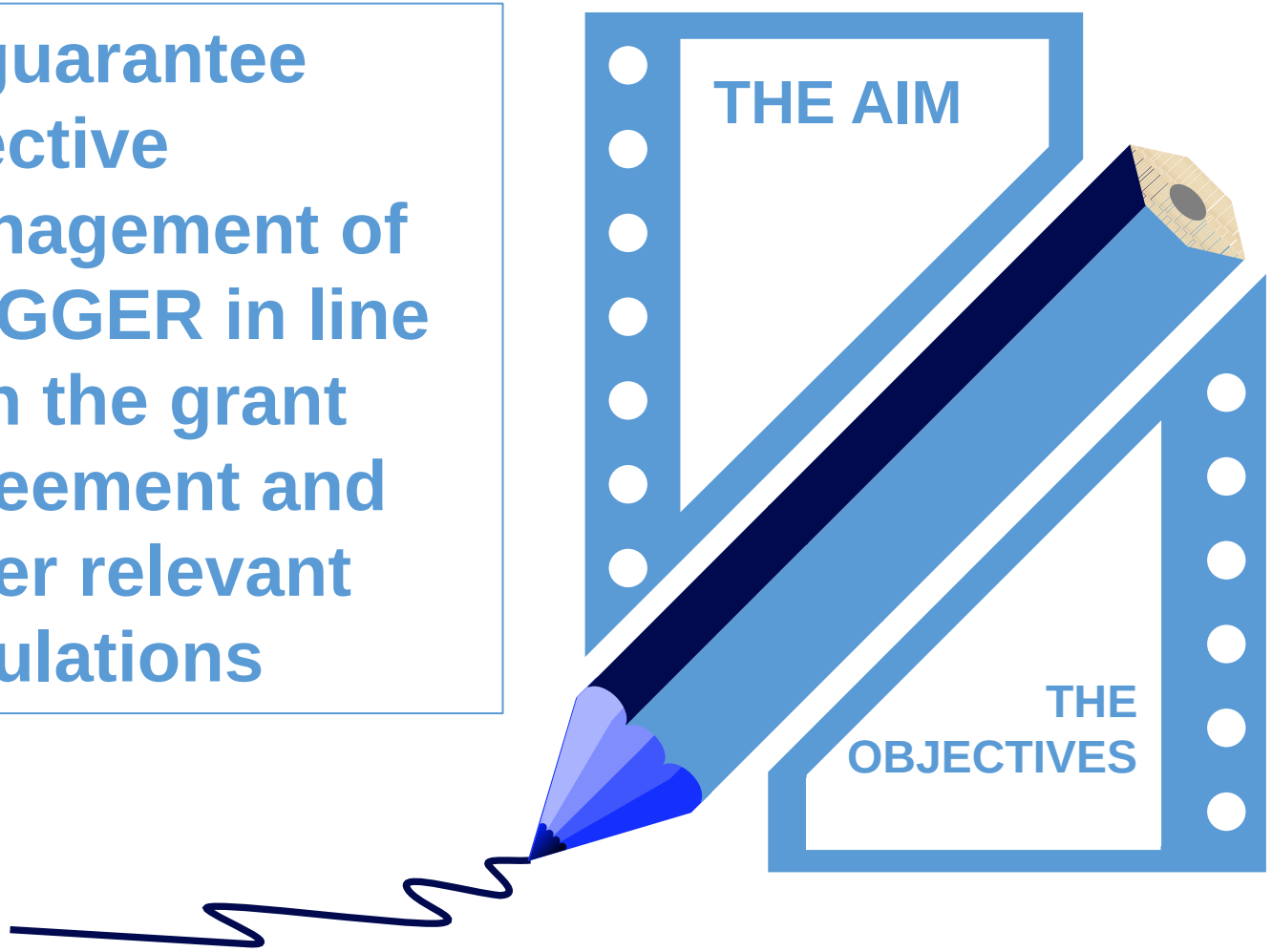
TRIGGER PROJECT
WP6: Project management

Nataša Urbančíková

Faculty of Economics, Technical University of Košice, Slovakia

WP6: AIM & OBJECTIVES

- ✓ **to guarantee effective management of TRIGGER in line with the grant agreement and other relevant regulations**



OBJECTIVE 1

To ensure timely implementation of all WPs/tasks.

OBJECTIVE 2

To establish an effective decision-making mechanism

OBJECTIVE 3

To undertake accurate project reporting (intermediate report and final report);

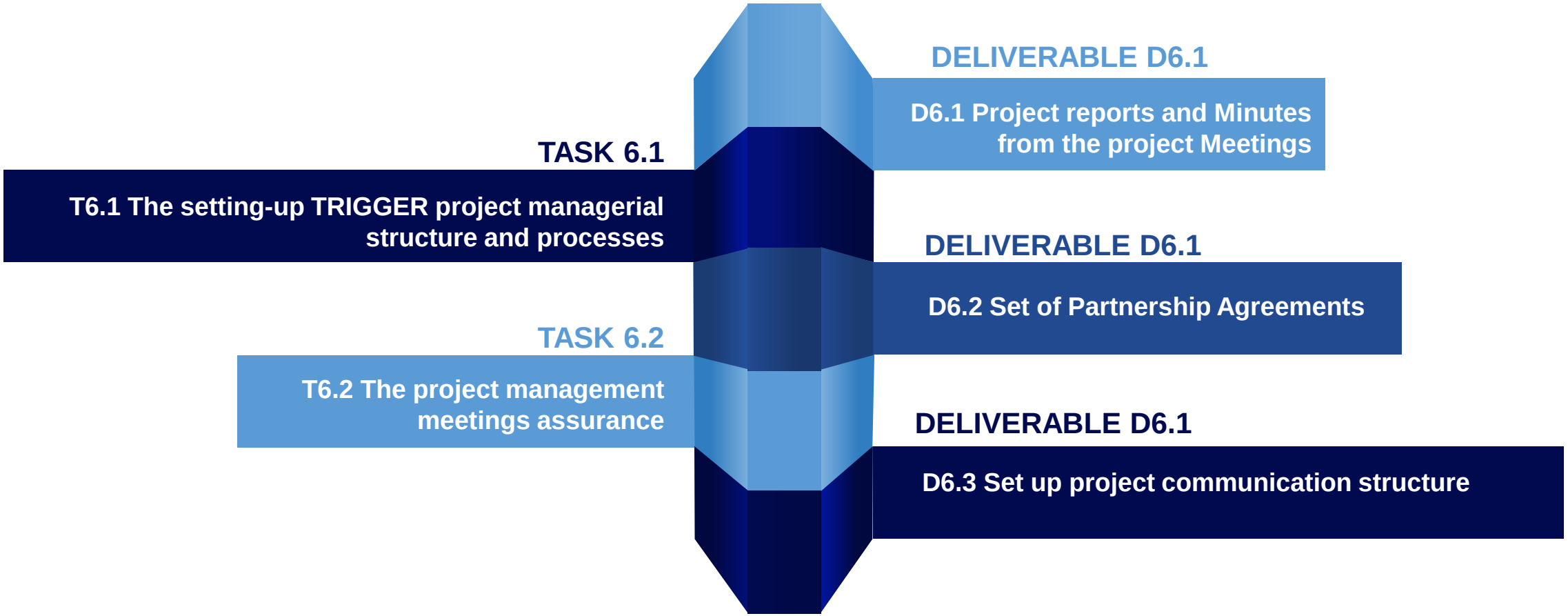
OBJECTIVE 4

To maintain project accounts, monitor the use of project funds and distribute payment

OBJECTIVE 5

To ensure effective communication and proactive management of possible problems

TASKS & DELIVERABLES



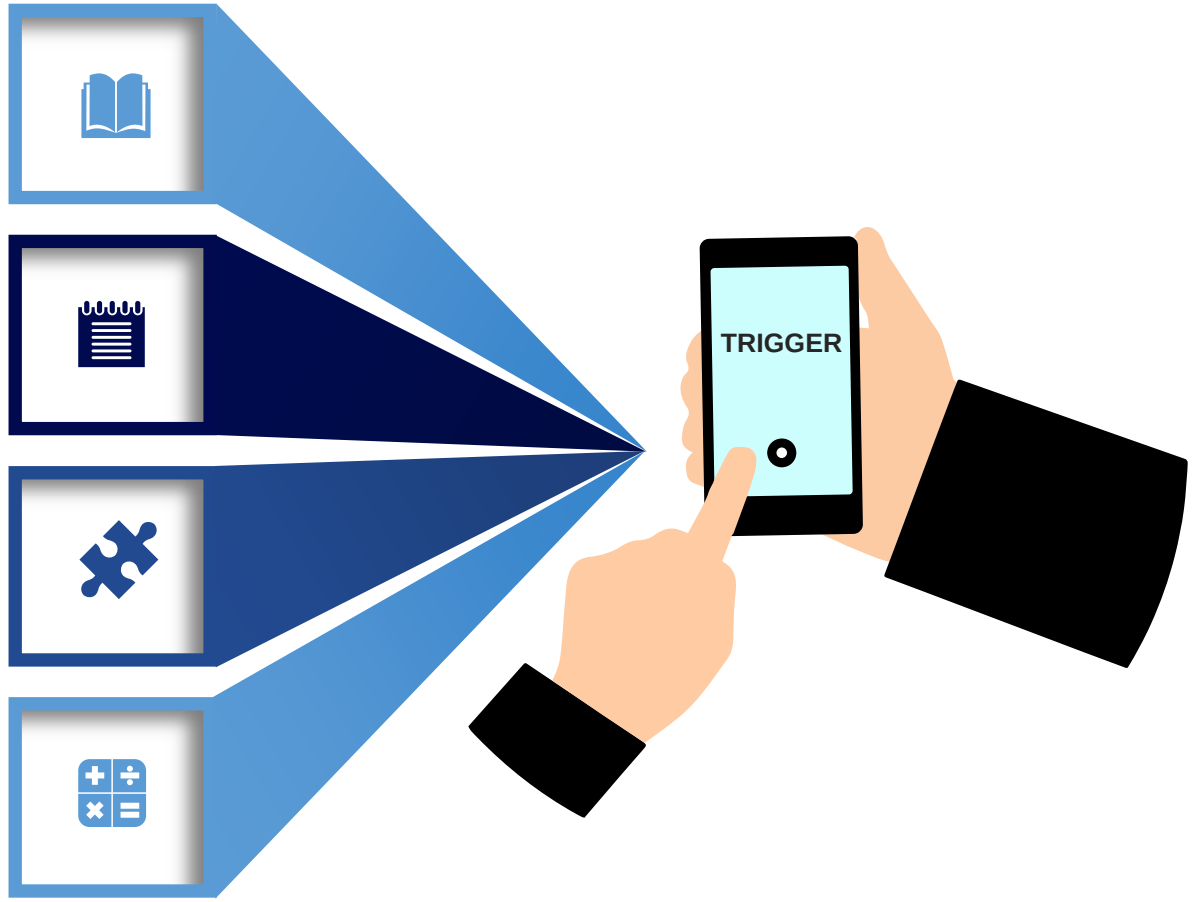
T6.1 The setting-up TRIGGER project managerial structure and processes

Three TRIGGER Committees

1) Project Management Committee (PMC)

2) International Advisory and Evaluation Board (IAEB)

3) Internal Quality Assurance Committee (IQAC)



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T6.1 The setting-up TRIGGER project managerial structure and processes

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Project Management Committee (PMC)

- **chaired by TUKE as Applicant**
- responsible for all major decision-making and the overall running and progress of the project
- have the final authority and responsibility for the project and its implementation.
- decisions will be made by **majority voting** if necessary.
- TUKE will coordinate all financial and administrative aspects of the project and ensure efficient and transparent **communication with the EACEA**.
- All activities are assigned to the **WP lead partners** and the roles of the remaining project partners are described.
- The **WP lead partner** is fully responsible for the assigned activity implementation, efficient running, and its time management.
- The WP leaders report to TUKE **on a monthly basis** about the progress
- **annual consortium meetings** for coordination, planning, monitoring, and quality control activities will be organized.
- The WP lead partner **will appoint the responsible person from own institution**. The appointed person will prepare the report on the activity progress and the WP lead partner representative will present it at the transnational meeting to the PMC.
- Each project partner will nominate **<u>one representative</u>** – contact person.

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The International External Advisory Board (IEAB)

- Led by one member – elected after IAEB is set up
- The external International advisory board (IEAB) from external HEIs and labor market representatives (fostered through a network of consortium HEIs) will be created.
- Each project partner will suggest one member of IEAB.
- From altogether 16 proposals, 5 members of EAB will be appointed (in the third month of the project –after kick-off meeting).

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Internal Quality Assurance Committee (IQAC)

- Led by KSU, Tajikistan as WP4 leader.

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T6.1 The setting-up TRIGGER project managerial structure and processes

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The minutes will be prepared from each transnational meeting including **the list of actions for the following time period**.

- always prepared by the host of the meeting, circulated among all partners and after its approval, it will become the binding document for all the partners.

In order to ensure the proper **time management of the activities** the sets of inter-linked procedures will be implemented:

1) **Routine, on-going communication** conducted by the **Project Coordinator**. In the form of regular email exchanges, the project coordinator will make sure that each partner follows the minutes and understands the tasks and activities to be carried out.

2) Activity **WP lead partner** in cooperation with the Project Coordinator. WP lead partner will regularly provide clear indications about the tasks to be carried out by the partners.

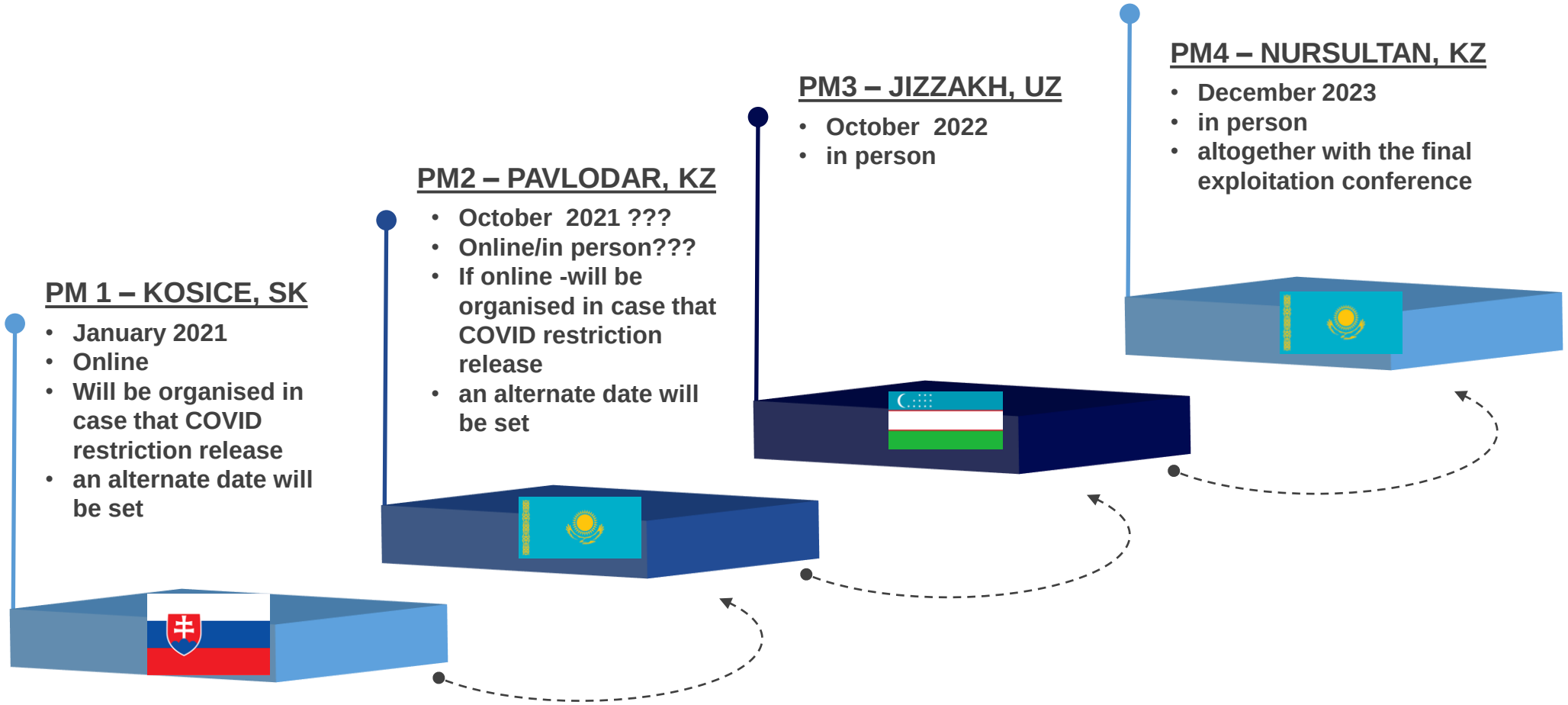
Budget control will be ensured by periodical (6 months) reporting on project progress and budget spending.

Each project partner will send this **managerial report** to Project Applicant (TUKE).

It enables to check **project progress** versus expenses and to take corrected measures (if required).

The proper budget and time management will be described in detail in the **Quality Assurance Guideline** which will be elaborated within the first 3 months of the project lifecycle and will be monitored on 6 months' bases internally and 12 months' bases externally (covered in WP4. Quality Assurance and Evaluation).

T6.2 The project management meetings assurance



Costs

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- Staff Costs: altogether 1219 days for all categories
- Travel costs:

  PM1. TUKE, Kosice, SK (28 participants)
  - Partner country to Programme Country: 22 persons for 6 days: *2 PERSONS FROM EACH CA HEI*
  - Programme Country to Programme Country: 6 persons for 4 days: *2 PERSONS FROM EACH EU PARTNER*

  PM2. PSU, Pavlodar, KZ (30 participants)
  - Programme Country to Partner country: **10** persons for 6 days: *2 PERSONS FROM EACH EU PARTNER*
  - Partner Country to Partner Country: **20** persons for 4 days: *2 PERSONS FROM EACH CA PARTNER*

  PM3. JizzPI, Jizzakh, UZ (30 participants) for (4-6 days: based on distance)
  - Programme Country to Partner country: **10** persons for 6 days: 2 PERSONS FROM EACH EU PARTNER
  - Partner Country to Partner Country: **20** persons for 4 days: 2 PERSONS FROM EACH CA PARTNER

  PM4. Will be connected to Final exploitation conference in Nur-Sultan, that is why the travel costs are calculated under Dissemination and Exploitation.

- Equipment: N/A

- Subcontracting: Audit costs for Applicant.

D6.1 Project reports and Minutes from the project Meetings

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Based on the Contract signed with EACEA **two Reports** will be prepared and submitted on agreed data to EACEA.

- After 18 months
- After 36 months

The reports will be prepared by the Coordinator based on **inputs from WP leaders** and all institutions involved.

The **Minutes from Project Meetings** will be elaborated by **host institution**, approved by Coordinator and distributed to all TRIGGER project partners (altogether 4 Minutes from 4 project meetings).

As Final Report is expected to be submitted *2 months after the project end*, the duration of 6.1 is up to 2 months after the project official end.

DEADLINE: 14-03 - 2024

D6.2 Set of Partnership Agreements

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The role and responsibilities of the involved partner institutions will be specified in **partnership agree**ment signed between **TUKE and all consortium members** at the beginning of the project.

The agreements, for example, contain information on the specific tasks and obligations of the beneficiaries as well as the financial allocations and co-financing.

Additionally, decision-making processes and measures for conflict resolution are defined in altogether 15 partnership agreements.

The template provided by EACEA will be used and adjusted to TRIGGER project needs.

DEADLINE: 15- 02 - 2021

Waiting for EACEA meeting...

WILL BE PROLONGED: 15- 03 - 2021

D6.3 Set up project communication structure

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TUKE will set up an **online communication platform**, using the ~~open digital platform~~ Google Drive for document management and co-working.

Already done:

https://drive.google.com/drive/u/0/folders/1H06aT9GTQ7odT1zAvjPJZ0HLf-SlCix2

Please, inform on persons sharing - ASAP

The **online platform WEBEX** will be used for virtual meetings, administrated by TUKE.

Already done.

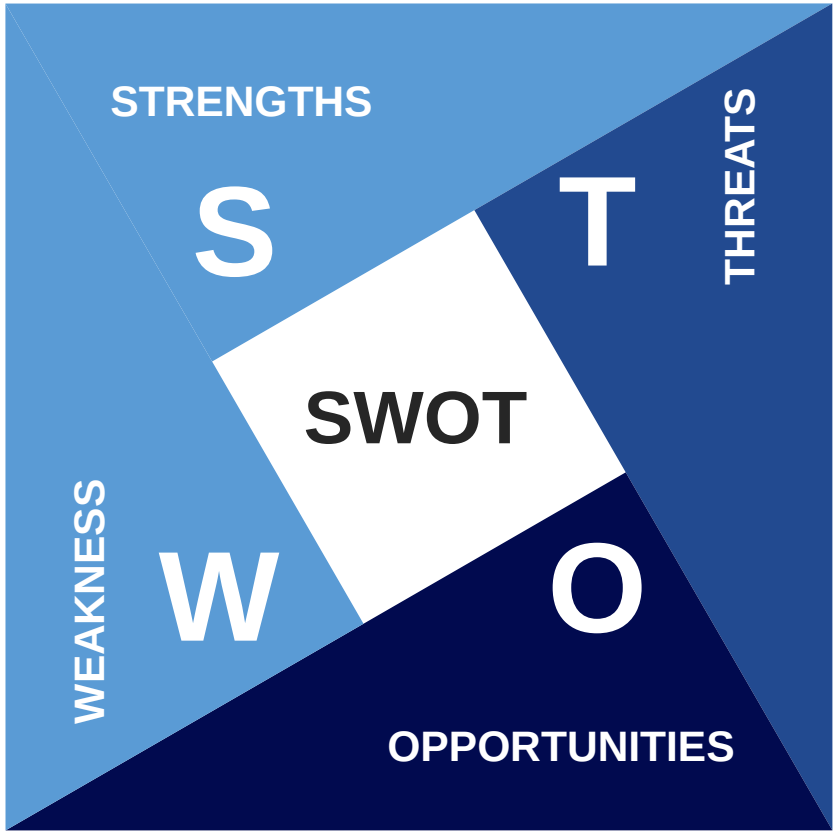
The **mailing lists and list of contacts for** each PMC, IQAC, and IEAB will be created and distributed.

Mailing list: already done: TRIGGERproject@googlegroups.com

Committees:
https://drive.google.com/drive/u/0/folders/1LBWwoitXx9pmStqGPqLKUBycDuLeY9nA

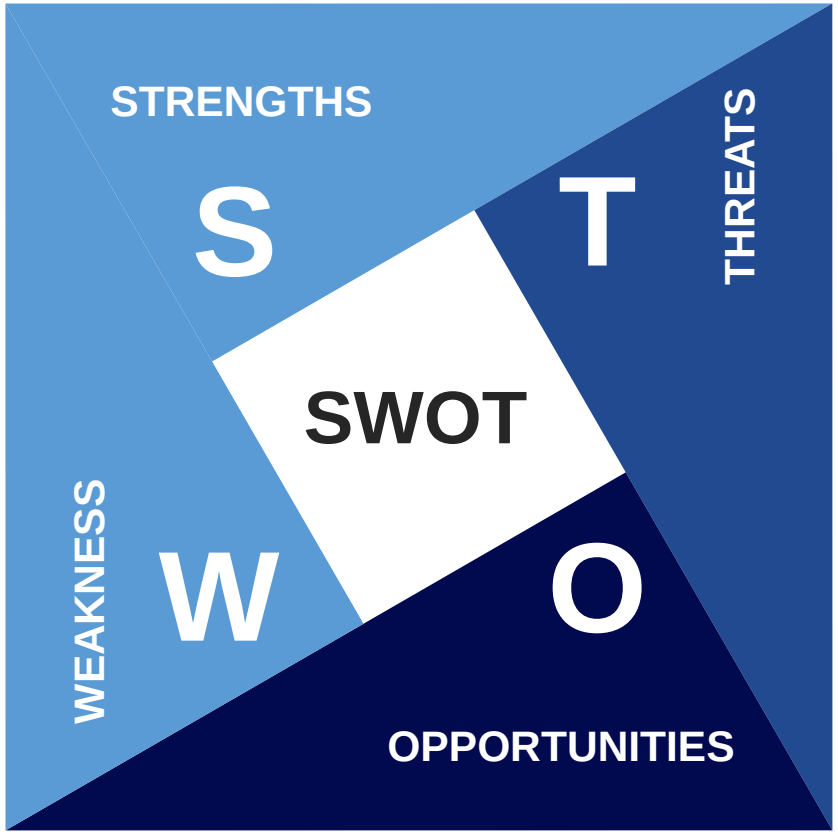
DEADLINE: 15- 02 - 2021

The related assumptions:



- common understanding and **commitment** by the partner institutions and staff;
-**sufficient language skills** of staff (previous international experience and available translation services mitigate this risk);
- clear **division of respon**sibilities with the entire project team;
- involvement of the **relevant departments** from the HEI administration
- cooperation with **EACEA**;
- enhancement of a shared sense of **ownership** of the project;
-sufficient number of members for the **international advisory and evaluation board (IAEB)** from external HEIs and labor market representatives (fostered through the network of consortium HEIs);
- democratic **decision-making system** in place for resolving differences of opinion on how the project should progress
- a clear conflict resolution strategy before the project begins;
- political and economic **stability** in the region;
- **competence and experience of projects managers** assure the proper management of the project;
- **risk recognition and a plan to mitigate those risks** guarantee successful implementation.

The related risks:



- **intercultural** communication problems;
- **changes** in project activities and its timing;
- **target group interest** in project activities is low or any;
- lack of clear **decision-making** mechanisms between project partners and conflict resolution mechanisms in;
- lack of **institutional buy-in**;
- the **lack of the support** of the relevant **finance department** as a key element to the success of the project, as sound financial management is key to successful project implementation.

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More information:

February 9, 2021

including Financial management

+ INFORMATION FROM EACEA MEETINGS HELD 25.1.-29.1.2021

TECHNICKÁ UNIVERZITA V KOŠICIACH

EURASIAN NATIONAL UNIVERSITY

TORAIGHYROV UNIVERSITY

ATYRAU UNIVERSITY

TOSHKENT DAVLAT TRANSPORT UNIVERSITETI
Tashkent state transport university

FH University of applied Sciences BFI Vienna

UNIVERSITÉ CÔTE D'AZUR

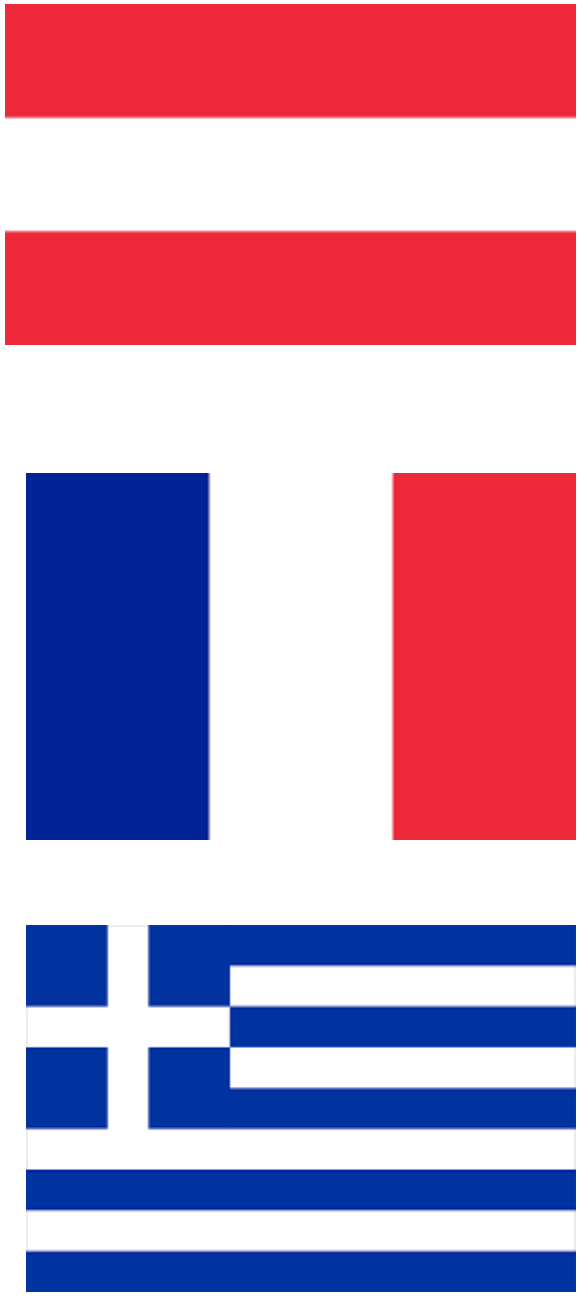
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ASSOCIATION FOR INNOVATION AND DEVELOPMENT

idec

Thanks







LOOKING FORWARD TO FURTHER COOPERATION

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TRIGGER PROJECT

- Kick-off Meeting

21.01.2021

WP 4.QUALITY ASSURANCE AND EVALUATION

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TRIGGER partners

Editable

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INTRODUCTION

1. **Introduction – Evaluation and Quality Control strategies and activities**
2. **Internal Evaluation**
3. **External Evaluation**
4. **Evaluation and Quality control templates**

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Evaluation and Quality control strategies and activities

- **Objective**: to ensure that project objectives are met in the most effective way.

- For that purpose, the defined evaluation and control strategy will be implemented **throughout the entire project lifecycle** and will require the **collaboration** of the entire Consortium, as well as of third, external parties

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Evaluation and Quality Control activities

- **Internal Evaluation**

- Collecting feedback on the quality of delivered trainings and services via direct questionnaires and surveys of participants;
- Implementing direct onsite observation activities;
- Carrying out an overall monitoring of project activities

- **External Evaluation**

- Evaluation of project results by an **independent expert evaluator(International Advisory and Evaluation Board)**

- **Financial Audit**

- Carried out during every year of project execution by an external organisation and will analyse the entire project action.

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Internal evaluation

- Collecting **feedback on the quality of delivered trainings and services** via direct questionnaires and surveys of participants:

  - Set of standard questionnaires to be distributed among the attendees / beneficiaries of the different activities and events;
  - Hosting partners are responsible for delivering questionnaires, collecting answers and sending them to KSU for analysis;
  - Questionnaires are available in Word format and online versions using Microsoft Teams will be used as much as possible;
  - KSU will always provide the questionnaire template or link to be used;
  - Whenever using an online version of questionnaires, only the link provided by KSU is valid (KSU's own google account);
  - Questionnaires must be distributed and answers must be collected in a timely manner.
  - Based on the results of the internal and external evaluation activities KSU will produce a mid- term and a final evaluation, gathering all findings in a report.

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External evaluation

• Evaluation of project results by an **independent expert evaluator**, International Advisory and Evaluation Board which will carry out the external quality assurance within the evaluation.

• <u>The independent external evaluator will:</u>

1. be able to follow project activities and have access to its results and outputs, in order to provide comments and feedback about the direction of the works, as well as offer suggestions.
2. be invited to take part in events and activities at local level, as no funds are allocated to this activity.
3. Provide suggestions, recommendation and conclusion regarding the improvement of project WPS

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Evaluation and Quality Control templates

- . KSU has prepared 5 questionnaire templates, which will be available on TeamWork and that partners will use throughout the project:
  - ✔ Questionnaire for the evaluation of training activities;
  - ✔ Questionnaire for the evaluation of events;
  - ✔ Questionnaire for the evaluation of other project activities;
  - ✔ Form for the collection of feedback on on-site monitoring activities;
  - ✔ Form for the collection of feedback from Advisory Board members.
- Whenever necessary, KSU will produce additional templates or adapted versions.
- KSU will directly contact hosting partners to provide the appropriate template.
- Online versions (via google form) will be prepared by KSU upon request/consultation with hosting partners.
- Hosting partners will be responsible for distributing questionnaires, collecting answers and sending them to KSU for analysis. This should be done in a timely manner.

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Thank you for your attention