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

# Minutes from the 5th project meeting Namangan, Uzbekistan

Held in person September 14-15, 2023)

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| **Deliverable** | Minutes from the 5th meeting |
| **Dates** | 14.-15.9.2023 |
| **Partner(s)** | Prepared by TUKE |
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| **Status** | draft |
| **Dissemination** | TRIGGER partnership |
| **Comments** | |

# TRIGGER partners

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| Technical University of Kosice<br>*Slovakia* | |
| L.N. Gumilyov Eurasian National University<br>*Kazakhstan* | |
| Kh.DosmukhamedovAtyrau University<br>*Kazakhstan* | |
| Toraighyrov University<br>*Kazakhstan* | |
| Termez State University<br>*Uzbekistan* | |
| Namangan Institute of Engineering and Technology<br>*Uzbekistan* | |
| Jizzakh Polytechnic Institute<br>*Uzbekistan* | |
| Tashkent State Transport University<br>*Uzbekistan* | |
| Dangara State University<br>*Tajikistan* | |
| Khorog State University named after Moyonsho Nazarshoev<br>*Tajikistan* | |
| Kulob State University named after Abuabdullohi Rudaki<br>*Tajikistan* | |
| University of Applied Sciences BFI Vienna<br>*Austria* | |
| Université Côte d'Azur<br>*France* | |
| ASTRA<br>*Slovakia* | |

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| IDEC<br>*Greece* |  |

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# 1. 5th project Meeting Agenda

The programme and presentations from the 5th meeting can be found on Google Drive:

https://drive.google.com/drive/u/1/folders/1c2wWgmlVVmGxsL4TwL0UfNfPcJnrK-4G

| | **THURSDAY, SEPTEMBER 14, 2023** | |
|---|---|---|
| 09:00 – 09:05 | **Welcome** | NIET, UZBEKISTAN |
| 09:05 – 09:10 | **Agenda of the 1st day** | TUKE, SLOVAKIA |
| 09:10 – 09:50 | **Presentation of the WP3: Establishment/Enhancement of the Careers, Employability and Enterprise Services**: -general overview of completed tasks; further tasks and responsibilities, deliverables D3.2 and D3.3: the overall timetable of work for the 3rd year (+ 6 months) of the project | ENU, KAZAKHSTAN |
| 09:50 – 10:30 | **T3.4 The establishment/Enhancement of CEES: ccurrent status of CEES in each CA HEIs and D3.2 -** Presentation of the CEES in each CA HEIs based on inputs from all CA partners | ENU, KAZAKHSTAN |
| 10:30-11:00 | **Break** | |
| 11:00 – 11:50 | **T3.5 The design and testing of effective Graduate Employability Enhancement Scheme.**<br>Each CA country representative will present D 3.3 and internships based on ENTER.MODE implementation<br>- KZ: represented by AGU<br>- UZ: represented by TSTU<br>- TJ: represented by KulSU<br>(max. 15 min per country) AGU+TSTU+KulSU will prepare the country summary based on inputs from all country partners-*the template for the presentation will be provided ENU, KZ* | AGU+TSTU+KulSU<br>led by ENU, KAZAKHSTAN |
| 11:50-12:05 | **Presentation of the WP2: Enhancing Entrepreneurship Education and Skills Development:** general overview of completed tasks; further tasks and responsibilities: the overall timetable of work for the 3rd (+ 6 months) project year<br>- Visibility of WP2 results at each CA HEIs website | UAS-BFI, AUSTRIA |
| 12:05 – 12:50 | **T2.5 Implementation and update of an effective EE scheme at each HEIs:** each CA country representative will present implementation of 5 updated subjects<br>- KZ: represented by ToU<br>- UZ: represented by JizzPi<br>- TJ: represented by DSU<br>(max. 15 min per country) ToU+JIZZPi+DSU will prepare the country summary based on inputs from all country partners -*the template for the presentation will be provided by UAS-BFI, AUSTRIA* | ToU+JIZZPI+DSU<br>led by UAS-BFI, AUSTRIA |
| 12:50 -13:00 | **Evaluation of updated courses** *(results for QA questionnaires for students and teachers)* | KSU, TAJIKISTAN |
| 13:00 – 14:30 | **Lunch** | |

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| 14:30 – 15:30 | **Presentation of the WP5: Dissemination**<br>- comments from Progress report evaluation<br>- presentations and discussion on changes at website;<br>- presentation of the 2nd leaflet; newsletters; slide shares<br>- general overview of completed tasks and KPI (for each target group separately)<br>- presentations of the dissemination activities and missing dissemination (based on the project proposal)<br>- further tasks and responsibilities: the overall timetable of work for the 3rd (+6 months) of the project | TerSU, UZBEKISTAN |
| 15:30 – 16:30 | **Presentation of the current status of the updated version of the Exploitation Plan** (DSU, TJ)<br>**Workshop on exploitation + sustainability** -led by TUKE, SK<br>Further tasks and responsibilities: the overall timetable of work for the 3rd (+ 6 months) of the project -DSU, TJ | DSU, TAJIKISTAN<br>TUKE, SLOVAKIA |
| 16:30 – 17:00 | **Discussion and end of the 1st day meeting** | TUKE, SLOVAKIA |
| | **FRIDAY, SEPTEMBER 15, 2023** | |
| 09:00 – 09:05 | **Welcome – Agenda of 2nd day** | TUKE, SLOVAKIA |
| 09:05 – 10:10 | **Presentation of the WP6: MANAGEMENT:**<br>- evaluation of the Progress report<br>- preparation of the final conferences<br>- financial management<br>- preparation of the Final report<br>- further tasks and responsibilities: the overall timetable of work for the 3rd (+ 6 months) project year | TUKE, SLOVAKIA |
| 10:10 – 10:30 | **Presentation of the WP5: Sustainability: the updated version of the Sustainability Plan**<br>further tasks and responsibilities: the overall timetable of work for the 3rd (+ 6 months) project year | ToU, KAZAKHSTAN |
| 10:30 -11:20 | **Presentations of IAEB members:**<br>• WP1. Dejan Eric<br>• WP2. Richard Pircher<br>• WP3. Aliya Zholdabayeva<br>• WP5. Farrukhsho Fraidonov<br>• WP4+WP6. Nargiza Alimukhamedova | Led by KSU, TJ |
| 11:30 -11:50 | **Break** | |
| 11:50 -12:10 | **Presentation of the WP4: Quality Assurance and Evaluation:**<br>- further tasks and responsibilities: the overall timetable of work for the 3rd (+ 6 months) project year<br>- cooperation with IAEB and IQAC -improvement | KSU, TAJIKISTAN |

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| | - workshop on QA results<br>presentation of the 1st and 2nd evaluation reports | |
| 12:10 -12:20 | **Workshops on "HEI and business representatives' perceptions of the graduate's employability enhancement and partnerships with employer's establishment**<br>- Summary of 10 CA HEIs workshops | ENU, KAZAKHSTAN |
| 12:20 – 12:50 | **WP3: Establishment/Enhancement of the Careers, Employability and Enterprise Service**<br>- EU experts –visits in Tajikistan –presented by UCA, FR<br>- EU experts –visit in Uzbekistan - presented by UAS-BFI, AT<br>- EU experts –visit in Kazakhstan –presented by IDEC, GR | Led by ENU, KAZAKHSTAN |
| 12:50-13:00 | **WP3: Local trainings after Training in Athens**: Summary of the current status of 10 CA HEIs workshops (after June 30, 2023) | ENU, KAZAKHSTAN |
| 13:00 – 14:30 | **Lunch** | |
| 14:30 – 14:50 | **WP1: Assessment of the HEI preparedness for future challenges Visits of EU experts at CA HEIs**<br>- Main results<br>-The state of the art of D1.2 implementation at each CA HEIs.<br>- Further tasks and responsibilities: 3rd (+6 months) year of the project<br>-Visibility of WP1 results at each CA HEIs website- UCA, FR | Led by UCA, FRANCE |
| 14:50 – 15:10 | **Local/regional dissemination workshops on effective entrepreneurship education program -**summary of all workshops at each CA HEIs (10) | ToU, KAZAKHSTAN |
| 15:10 – 15:30 | **The involvement of students to TRIGGER project**<br>Summary of all awareness raising events for at least 4000 students in CA HEIs | ASTRA, SLOVAKIA |
| 15:30 – 16:00 | **Break** | |
| 16:00 – 17:00 | **Summary of tasks till end of the project**<br>**Discussion and end of the meeting** | TUKE, SLOVAKIA |

## 2. List of participants

The meeting has been held in person. The List of Participants is available at

https://drive.google.com/drive/u/1/folders/13oxY7dAL5sSWaSyQ3iQlVaTq5Hcaeqd2

## 3. Action item list

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

For project proposal see:

https://drive.google.com/drive/folders/13_maravgfsOynGMhFTZ8uw1NTrmf0Kca

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

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

| Task/Deliverables | Responsible | Deadline |
|---|---|---|
| Check on publishing of D1.2 and D1.1 at all CA HEIs website | UCA, FR | 15.10.2023 |
| Training on WP1 at KSU (online) -as it was not delivered face to face (at least 20 participants from KSU) | UCA, FR | 31.12.2023 |
| Report on implementation of D1.2 at all CA HEIs | UCA, FR, | 20.4.2024 |

### *3.2 WP2 Enhancing Entrepreneurship Education and Skills Development*

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

| Task/Deliverables | Responsible | Deadline |
|---|---|---|
| Feedback on Training in Vienna | KSU, TJ | 10.10.2023 |
| Publishing info on Training in Vienna at TRIGGER website and all CA partners + EU (EU partners at least at social media) | all | 30.10.2023 |
| Publishing of all D2.1, D2.2 in all languages at TRIGGER website | TerSU, UZ | 10. 11.2023 |
| The report on local Training on Vienna workshop<br>https://drive.google.com/drive/u/1/folders/1mNzxAB_ie-6ygTF75bzyKovf1zs965Vm | ToU, KZ | 30.11.2023 |
| Publishing the info on local trainings at each CA HEI website | All CA HEIs | 30.11.2023 |

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|---|---|---|
| 5 subjects per HEI enhanced with EntreComp skills | KSU, TJ | 31.12.2023 |
| Feedback on implementation of the education scheme in the summer term 2023 -INFORMATION FOR PARTNERS ON NEW EVALUATION -sending the questionnaire again -new survey | KSU, TJ | 1.10.2023 |
| The feedback on implementation - REPORT | KSU, TJ | 15.11.2023 |

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

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

| **Task/Deliverables** | **Responsible** | **Deadline** |
|---|---|---|
| Publishing of D3.1 Report at all CA websites -the list of websites | ENU, KZ | 30. 10. 2023 |
| Training of CA HEIs staff on graduate's employability promotion and HEIs–company's cooperation creation by CA trainers from Athens, GR + REPORT | ENU, KZ for CA HEIs | 30.11.2023 |
| Awareness raising workshops with employers and businesses and REPORT on workshops-*Events on HEI and business representatives' perceptions of the graduate's employability enhancement and partnerships with employer's establishment and reports preparation* | ENU, KZ for CA HEIs | 31.12.2023 |
| Feedback on Training in Athens, GR | KSU, TJ | 15.10. 2023 |
| The final versions of D3.2.and D3.3 | All CA HEI to ENU | 30.10.2023 |
| Report on CEES at all CA HEIs | ENU, KZ | 15.11.2023 |
| QA of D3.2 and D3.3 | KSU, TJ | 15.11.2023 |
| Translation of D3.2 and D3.3 to all CA languages | All CA HEIs | 15.12.2023 |
| Publishing D3.2 and D3.3 reports on TRIGGER website and all CA HEIs websites | All CA HEIs and TerSU | 31.12.2023 |
| The testing of effective Graduate Employability Enhancement Scheme -3 internships from each CA HEIs for one month. | each CA HEIs | 1.6.2023 – 30.03.2024 - depends on |

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|---|---|---|
| | | internship schedule at CA HEIs |
| Feedback on internships | KSU, TJ | 31.04.2024 |

### *3.4 WP4 Quality Control and Evaluation*

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

| Task/Deliverables | Responsible | Deadline |
|---|---|---|
| Feedback all events till November 2023 | KSU, TJ | 25.11.2023 |
| Feedback on Training in Vienna | KSU, TJ | 25. 10.2022 |
| QA on D2.2 by IQAC | KSU, TJ | 31.12.2022 |
| Feedback on WP1 EU visits at CA HEIs | KSU, TJ | 30.10.2022 |
| Training on evaluation and QA for CA HEIs members of IQAC in Russian language | KSU, TJ | 30.10.2022 |
| QA on updated versions D1.2 | UCA, FR | 5.11.2022 |
| The QA of the D1.2 final versions (approved by UCA, FR) by IQAC | KSU, TJ UCA, FR | 12.11. 2022 |
| The periodical report on QA | KSU,TJ | 15.11.2023 |
| Feedback on 2nd EU visits at CA HEIs | KSU, TJ | 15.11.2023 |
| QA of D3.2 and D3.3 | KSU, TJ | 15.11.2023 |
| 2x Meeting with IEAB | KSU, TJ | TILL 30.04.2024 |
| Feedback on final conference in Astana | KSU, TJ | 2 week after |
| The final report on QA | KSU,TJ | 30.6.2024 |

### 3.5 WP5 Dissemination, exploitation and sustainability

Based on the project agenda the following topics were presented, discussed and the relevant tasks were assigned within the **WP5:**

| Task/Deliverables | Responsible | Deadline |
|---|---|---|
| The promotion of social media accounts | AGU, KZ | ongoing |
| The help with SLIDEHSARE | TerSU, UZ | Ongoing |
| The exploitation plans of each CA HEIs sent to DSU | All CA HEIs | 31.12.2023 |
| The sustainability plans of each CA HEIs sent to ToU, KZ | All CA HEIs | 31.12.2023 |
| The Exploitation plan of TRIGGER_final | DSU, TJ | 30.03.2024 |
| The Sustainability plan of TRIGGER_final | ToU, KZ | 30.03.2024 |
| Slideshare from Vienna, Nice and Athens Workshop | UAS-BFI, AT, ICA, FR, IDEC, GR | 30.11.2023 |
| The TRIGGER project announcements at all partners web sites + list of all links | TerSU, UZ | 30.10.2023 |
| Dissemination Reports (15.1.2021 – 14.10.2023) | TerSU, UZ | 1.11.2023 |
| 2nd report on dissemination (15.1.2021 – 14.10.2022) for progress report | | 10.11.2022 |
| UPDATE of TRIGGER webpage | TerSU, UZ | 10.10.2023 |
| Newsletter 2 in all languages | ToU, KZ | 20.11. 2023 |
| 2nd leaflet | TSTU, UZ | 20.11. 2023 |
| The list of dissemination activities distribution on monthly level (social media, webpage, news etc...) | TerSU, UZ | ongoing |
| Preparation of the one promotional video on TRIGGER | all CA HEIs | 31.12..2023 |
| Newsletter 3 | AGU, KZ | 31.1.2024 |

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|---|---|---|
| Final exploitation conferences organization | all CA HEIs | April-May 2024 |
| Final Dissemination Reports from Partners | All CA and European partners | 15.6.2024 |
| The Dissemination Report for Final report | TerSU, UZ | 15.7.2024 |

### 3.6 WP6 Project management and finance

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

| Task/Deliverables | Responsible | Deadline |
|---|---|---|
| Minutes from Namangan meeting | TUKE, SK | 25.9.2023 |
| Answers on questions for Final report all CA HEIs<br>Equipment+TRAININGS): deadline 1.12.2023<br>SECTION 1: RELEVANCE): deadline 31.12.2023<br>Governance reform + Links with society ): deadline 28.2.2024<br>IMPACT , DISSEMINATION, SUSTAINABILITY, EXPOLITATION: deadline 20.4.2024<br>ALL OTHER ISSUES: deadline 15.5. 2024 | All CA HEIs | ongoing |
| MEETING ON REPORTING 1 (Equipment+TRAININGS): | All CA HEIs | OCTOBER 4. 2023 at 9.00 (CET): |
| MEETING ON REPORTING 2 (SECTION 1: RELEVANCE | All CA HEIs | DECEMBER 9, 2023 at 9.00 (CET): |
| MEETING ON REPORTING 3 (Governance reform + Links with society ):): | All CA HEIs | JANUARY 10, 2024 at 9.00 (CET |
| MEETING ON REPORTING 4 (IMPACT , DISSEMINATION, SUSTAINABILITY, EXPOLITATION) | All CA HEIs | MARCH 27, 2024 at 9.00 (CET): |
| MEETING ON REPORTING 5 (ALL OTHER ISSUES): | All CA HEIs | APRIL 24, 2024 at 9.00 (CET) |
| Inputs for Final report | WP leaders | 31.5.2024 |
| Final financial report + all supporting documents (15.1.2021 – 14.7.2024)<br>Signed by legal representative | all partners | 15.7.2024 |
| to upload all presentation to GD from Namangan meeting<br>https://drive.google.com/drive/u/1/folders/1vWvrZuI7eHmXw17G8fqUguibNRsN1Qui | all partners | 23.10.2023 |
| 5th financial report | all partners | 15.1.2024 |

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|---|---|---|
| 6th financial report | all partners | 15.7.2024 |
| submission of Final report | TUKE, SK | 31.08. 2024 |
| Meeting in Astana | all partners | May 2024 |
| Final events | all CA HEI | April/May 2024 |

## *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.