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

Minutes from the 3rd project meeting Košice, Slovakia

Held in person and online (March 2.-4. 2022)

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Comments	

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Namangan Institute of Engineering and Technology *Uzbekistan*	
Jizzakh Polytechnic Institute *Uzbekistan*	
Tashkent State Transport University *Uzbekistan*	
Dangara State University *Tajikistan*	
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Kulob State University named after Abuabdullohi Rudaki *Tajikistan*	
University of Applied Sciences BFI Vienna *Austria*	
Université Côte d'Azur *France*	

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

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Disclaimer: The views and opinions expressed in this documents are the sole responsibility of the author(s) and do not necessarily reflect the views of the European Commission

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1 3rd project meeting agenda

3rd project Meeting Agenda

2.3. 2022 - 4.3.2022
Košice, Slovakia (in person and online)

Venue: Faculty of Economics, Nemcovej 32, Košice (2nd floor)

https://goo.gl/maps/PjKK3ucUBjCeCYWdA

	WEDNESDAY, MARCH 2, 2022	
LINK	https://tuke.webex.com/tuke/j.php?MTID=mf760598516c033a307f1eed463d7fcc1	
09:00 – 09:05	**Welcome – Agenda of the 1st day**	TUKE, SLOVAKIA
09:05 – 09:40	**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 2nd and 3rd year of the project - *T2.4 Design of effective EE scheme* - *T2.5 Implementation and update of an effective EE scheme*	UAS-BFI, AUSTRIA ASTRA, SLOVAKIA
09:40 – 09:50	**WP2. Training in Vienna:** Program and responsibilities - *T2.3 Training of university representatives in the area of effective EE programme preparation*	UAS-BFI, AUSTRIA
09:50 – 11:00	**Each CA HEIs presentation of main results on D2.1: The 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 (max. 5 min per partner)** -*the template for the presentation will be provided by UAS-BFI, AT*	all CA partners led by UAS-BFI, AUSTRIA
11:00 – 11:20	Break	
11:20 – 11:30	**Presentation of the WP1: Assessment of the HEI preparedness for future challenges:** - further tasks and responsibilities: the overall timetable for the 2nd and 3rd year of the project	UCA, FRANCE
11:30 – 11:40	**WP1. Training in Nice:** Program and responsibilities	UCA, FRANCE
11:40 – 13:00	**Each CA HEIs presentation of main results on D1.2: The Report on HEI preparedness for future challenges in CA**	all CA partners led by UCA, FRANCE

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	countries (max. 5 min per partner) -the template for the presentation will be provided by UCA, FR	
13:00 – 14:30	**Lunch**	
14:30 – 15:20	**Presentation of the WP3: Establishment/Enhancement of the Careers, Employability and Enterprise Services**: - general overview of completed tasks; further tasks and responsibilities: the overall timetable of work for the 2nd year and 3rd year of the project - *T3.3 HEI and business representatives' perceptions of the graduate's employability enhancement and partnerships with employer's establishment* - *T3.4 The establishment/Enhancement of CEES* - *T3.5 The design and testing of effective Graduate Employability Enhancement Scheme.*	ENU, KZ
15:20 – 15:40	**WP3. Training in Athens:** Program and responsibilities - *T3.2 Training in the area of graduate's employability promotion and HEIs–company's cooperation creation.*	IDEC, GREECE
15:40 – 16:40	**Each CA HEIs presentation of main results on D3.1: Report on graduate's employability support through careers, employability and enterprise services at each CA HEI (max. 5 min per partner)**-the template for the presentation will be provided by ENU, KZ	all CA partners led by ENU, KZ
16:40 – 17:00	**Discussion and end of the 1st day meeting**	TUKE, SLOVAKIA
18:00	**Dinner**	
	THURSDAY, MARCH 3, 2022	
LINK	https://tuke.webex.com/tuke/j.php?MTID=md31c1c35bc6cd17f2424b26867e0a81e	
09:00 – 09:05	**Welcome – Agenda of 2nd day**	TUKE, SLOVAKIA
09:05 – 10:00	**Presentation of the WP6: MANAGEMENT:** - further tasks and responsibilities: the overall timetable of work for the 2nd year and 3rd project year - visits of EU partners in CA HEIs - purchase of books	TUKE, SLOVAKIA
10:00 – 10:30	**Presentation of the WP5: Exploitation** **Presentation of the 1st version of the Exploitation Plan** - further tasks and responsibilities: the overall timetable of work for the 2nd year and 3rd year of the project	DSU, TAJIKISTAN
10:30 – 11:00	**Presentation of the WP5: Sustainability** **Presentation of the 1st version of the Sustainability Plan** - further tasks and responsibilities: the overall timetable of work for the 2nd year and 3rd year of the project	ToU, KAZAKHSTAN
11:00 – 11:20	**Break**	
11:20 – 12:20	**Presentation of the WP5: Dissemination**	TerSU, UZBEKISTAN

	- **presentations and discussion on website; leaflets; newsletters; slide shares** - general overview of completed tasks and KPI (for each target group separately) - further tasks and responsibilities: the overall timetable of work for the 2nd year and 3rd year of the project	
12:20 – 12:40	**Local/regional dissemination workshops on effective entrepreneurship education programme:** - the information how to prepare, implement and report the workshops	ToU, KAZAKHSTAN
12:40 – 13:00	**The workshops/trainings/events (as a part of WP3):** 1. The series of events/workshops on perceptions of the promotion the employability of graduates and expert networks creation for further employability of graduates support 2. 2nd Training in the area of graduate's employability promotion and HEIs–company's cooperation creation for staff involved in careers, employability and enterprise services - the information how to prepare, implement and report the workshops/trainings/events	ENU, KAZAKHSTAN
13:00 – 14:30	**Lunch**	
14:30 – 15:00	**Presentation of the WP4: Quality Assurance and Evaluation:** - presentation of the 1st year evaluation report - further tasks and responsibilities: the overall timetable of work for the 2nd year and the 3rd year of the project - role and tasks of IAEB and IQAC	KSU, TAJIKISTAN
15:00 – 15:20	**Local/regional dissemination workshops on assessment of the HEI preparedness for future challenges** - summary of completed workshops in all CA HEIs	ToU, KAZAKHSTAN
15:20 – 16:00	**Presentations of the dissemination activities I. (max. 5 min per partner)** - the template for the presentation will be provided by TerSU, UZ	
16:00 – 16:20	Break	
16:20 – 16:40	**Presentations of the dissemination activities II. (max. 5 min per partner)** - the template for the presentation will be provided by TerSU, UZ	
16:40 – 17:00	**Discussion and end of the 2nd meeting day**	TUKE, SLOVAKIA
	FRIDAY, MARCH 4, 2022 -for CA Partners	
09:00 – 09:30	**Overall TRIGGER project schedule: the timetable of work for the 2nd year and for the 3rd year of the project** - detailed discussion and clarification	TUKE, SLOVAKIA
09:30 – 10:00	**Financial management:** - further tasks and responsibilities - the overall timetable of work for the 2nd year and 3rd project year	TUKE, SLOVAKIA

10:00 – 13:00	**Excursions and individual meetings with TUKE faculties**	
13:00 – 14:30	Lunch	
14:30 – 15:30	**Individual consultations with KZ, UZ and TJ HEIs** (in three groups)	TUKE, SLOVAKIA
15:30 – 16:00	**Discussion and end of the 3rd meeting day**	
16:00 – 17:00	**Kosice guided tour**	

The programme from the 3rd meeting can be found on Google Drive:

https://drive.google.com/drive/folders/1Wte6jaOrS69fbNK7g9mQr8k9TQRHPPrV

The presentations from the 3rd meeting can be found on Google Drive:

https://drive.google.com/drive/folders/1CzQI90pA3aNkeq2SokJDftyF3ybBdaQS

2 List of participants

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

https://drive.google.com/drive/folders/1Wte6jaOrS69fbNK7g9mQr8k9TQRHPPrV

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
selection of the criteria for WP1 Training participants	UCA	9.3.2022
D1.2 The Report on HEI preparedness for future challenges in CA countries_final	CA HEIs	30.3.2022
The QA of the D1.2 final versions by IQAC	KSU, TJ	30.4.2022
The update of the D1.2 final version based on QA	CA HEIs	30.6.2022
Publishing D1.2 on TRIGGER website	TSU, UZ	31.7.2022
sending the official letters to each CA HEIs on EU visits to CA	TUKE, SK	at least one month before visits
The WP1 visits of EU experts in CA on WP1	UCA, FR + all partners	May/November 2022
Feedback on WP1 EU visits at CA HEIs	KSU, TJ	two weeks after
Training on WP1 in Athens, GR	UCA, FR, IDEC, GR + all partners	May 2023 - TBC
Feedback on Training in Athens, GR	KSU, TJ	two weeks after
The update of national reports after Training in Athens and EU visits at CA partners	CA HEIs	30.9.2023
Publishing updated D1.2 on TRIGGER website	TSU, UZ	31.10.2023

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
selection of the criteria for WP2 Training participants	UAS-BFI, AT	9.3.2022
Selection of the 5 subjects for each HEI which will be enhanced with EntreComp skills	ASTRA, SK + CA HEIs	15.3.2022
2 Follow-up Workshops for D2.2 University scheme for Entrepreneurship Education	UAS BFI, AT + CA HEIs	April & June 2022 (TBA)
Design of entrepreneurship education scheme (D2.2)	CA HEIs (with assistance from EU partners)	30.6.2022
WP2 Training for university representatives in Vienna (2 weeks)	UAS BFI, AT + all partners	19.6. - 30.9.2022
Feedback on Training in Vienna	KSU, TJ	15.10.2022
QA of D2.2 University scheme for Entrepreneurship Education	KSU, TJ	31.10.2022
Publishing of D2.2 on TRIGGER website	TSU, UZ	30.11.2022
5 subjects per HEI enhanced with EntreComp skills	CA HEIs	31.1.2023
Implementation of the education scheme in the summer term 2023	CA HEIs	30.6.2023
Feedback on implementation of the education scheme in the summer term 2023	KSU, TJ	15.7.2023

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**
selection of the criteria for WP3 Training participants	ENU, KZ	9.3.2022
D 3.1 The Report on graduate's employability support through careers, employability and enterprise services at each CA HEI_final	CA HEIs	10.3.2022
Meeting of EU partners on WP3 Training	IDEC, GR	7.-11.3.2022 -TBA
Programme of WP3 Training in Nice	IDEC, GR	15.3.2022
Request for Invitation Letters to UCA, FR	all CA HEIs	20.3.2022
QA of D3.1 -ENU will send all reports to KSU, TJ	KSU, TJ	30.3.2022
sending the information on Training in Nice (travel, accommodation, covid requirements etc.)	UCA, FR	30.3.2022
Training in the area of graduate's employability promotion and HEIs–company's cooperation creation in Nice, France	IDEC, GR + UCA, FR + all partners	2.-13.5.2022
Feedback on Training in Nice	KSU, TJ	31.5.2022
Training of CA HEIs staff on graduate's employability promotion and HEIs–company's cooperation creation by CA trainers from Nice, FR (1,5 days)	all CA HEIs	30.9.2022
Report from Trainings on graduate's employability promotion and HEIs–company's cooperation	all CA HEIs	31.10.2022
The template/suggestions for D 3.2 Guideline on careers, employability and enterprise services	ENU, KZ	30.6.2022
Events on HEI and business representatives' perceptions of the graduate's employability enhancement and partnerships with employer's establishment and reports preparation	all CA HEIs	15.11.2022

Summary on Reports from events	ToU, KZ	15.12.2022
D 3.2 Guideline on careers, employability and enterprise services	all CA HEIs	31.1.2023
QA on D3.2 Guideline on careers, employability and enterprise services	KSU, TJ	28.2.2023
The template/suggestions for D 3.3 Roadmap of Graduate Employability Enhancement Scheme	ENU, KZ	28.2.2023
D 3.2 Guideline on careers, employability and enterprise services_final after QA	all CA HEIs	30.3.2023
Publication of D3.2 on TRIGGER website	TSU, UZ	10.4.2023
EU visits at CA HEIs and Training in the area of graduate's employability promotion and HEIs–company's cooperation creation in CA	all partners	May-June 2023
Feedback on EU visits at CA HEIs	KSU, TJ	2 week after
D 3.3 Roadmap of Graduate Employability Enhancement Scheme	all CA HEIs	30.6.2023
QA on D3.3 Roadmap of Graduate Employability Enhancement Scheme	KSU, TJ	31.7.2023
D 3.3 Roadmap of Graduate Employability Enhancement Scheme_after QA	all CA HEIs	31.8.2023
publication of the D3.3 at TRIGGER website	TSU, UZ	10.9.2023
The testing of effective Graduate Employability Enhancement Scheme -3 internships from each CA HEIs for one month.	each CA HEIs	1.1.2023 – 30.11.2023 - depends on internship schedule at CA HEIs
Feedback on internships	KSU, TJ	31.12.2023

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 on Kosice meeting	KSU, TJ	20.3.2022
Training on evaluation and QA for CA HEIs members of IQAC in Russian	KSU, TJ	30.3.2022
QA of D3.1 -ENU will send all reports to KSU, TJ	KSU, TJ	30.3.2022
The QA of the D1.2 final versions by IQAC	KSU, TJ	30.4.2022
Feedback on Training in Nice	KSU, TJ	31.5.2022
Feedback on WP1 EU visits at CA HEIs	KSU, TJ	two weeks after (2022)
Feedback on Training in Vienna	KSU, TJ	15.10.2022
Feedback on meeting in Pavlodar	KSU, TJ	31.10.2022
QA of D2.2 University scheme for Entrepreneurship Education	KSU, TJ	31.10.2022
The Report of QA for Progress report	KSU, TJ	15.11.2022
Feedback on Training in Athens, GR	KSU, TJ	two weeks after (2023)
QA on D3.2 Guideline on careers, employability and enterprise services	KSU, TJ	28.2.2023
Feedback on 2nd EU visits at CA HEIs	KSU, TJ	2 week after (2023)
Feedback on implementation of the education scheme in the summer term 2023	KSU, TJ	15.7.2023
QA on D3.3 Roadmap of Graduate Employability Enhancement Scheme	KSU, TJ	31.7.2023
The periodical report on QA	KSU,TJ	15.8.2023
Feedback on Meeting in Jizzakh	KSU, TJ	2 week after (2023)
Feedback on final conference in Nur Sultan	KSU, TJ	2 week after (2023)

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Feedback on internships	KSU, TJ	31.12.2023
The final report on QA	KSU,TJ	15.1.2024

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
Missing Dissemination Reports from Partners -5 partners	All CA and European partners	15.3.2022
Meeting - DSU, TJ+TU, KZ + TerSU, UZ on templates for exploitation and sustainability plans	DSU, TJ+TU, KZ+TerSU, UZ	20.3.2022
sending template for exploitation and sustainability plans to CA HEIs	DSU, TJ+TU, KZ	30.3.2022
Local/regional dissemination workshops on HEInnovate self-assessment results -Report	NIET+TSTU+ DSU+ KULSU	30.3.2022
The list of dissemination activities distribution on monthly level (social media, webpage, news etc...)	TerSU, UZ	30.3.2022
1st report on Dissemination	TerSU, UZ	30.3.2022
The exploitation strategy elaboration	DSU, UZ (assisted by TerSU, UZ)	30.3.2022
Printing of the leaflet and distribution to all CA partners	DSU, UZ	30.3.2022

The strategy for the sustainability of project results elaboration	TU, KZ	15.4.2022
The TRIGGER project announcements at all partners web sites	all partners	30.4.2022
Slideshare	UCA, FR	31.5.2022
Preparation of the one promotional video on TRIGGER	all CA HEIs	31.5.2022
Newsletter 2	DSU, TJ (assisted by TerSU, UZ)	1.7.2022
Dissemination Reports from Partners	All CA and European partners	1.11.2022
The Dissemination Report for Progress report	TerSU, UZ	15.11.2022
Events on HEI and business representatives' perceptions of the graduate's employability enhancement and partnerships with employer's establishment and reports preparation	all CA HEIs	15.11.2022
Local/regional dissemination workshops on effective entrepreneurship education programme preparation.	All CA HEIs	1.10. 2022 -30.11.2022
Newsletter 3	AGU, KZ	31.5.2023
update of Exploitation Plan	DSU, TJ	31.5.2023
2nd leaflet	DSU, TJ	30.6.2023
Final exploitation conferences organization	all CA HEIs	06+09+11. 2023
update of Sustainability Plan	TU, KZ	30.10.2023

Dissemination Reports from Partners	All CA and European partners	15.1.2024
The Dissemination Report for Final report	TerSU, UZ	31.1.2024

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
2nd financial report	all partners	31.1.2022
Minutes from 3rd meeting https://drive.google.com/drive/folders/1Wte6jaOrS69fbNK7g9mQr8k9TQRHPPrV	TUKE, SK	18.3.2022
to upload all presentation to GD https://drive.google.com/drive/folders/1CzQI90pA3aNkeq2SokJDftyF3ybBdaQS	all partners	18.3.2022
Equipment list: books + periodical	CA HEIs	10.3.2022
upload of financial documents from Kosice meeting	all partners	20.3.2022
3rd financial report	all partners	15.8.2022
4th financial report: PROGRESS REPORT	all partners	15.10.2022
Content part for Interim report	all partners	15.10.2022
meeting in Pavlodar, KZ	all partners	13.-14.10.2022
Minutes from Pavlodar meeting	ToU, KZ	30.10.2022
submission of Progress report	TUKE, SK	14.12.2022
5th financial report	all partners	31.1.2023
6th financial report	all partners	31.7.2023
Meeting in Jizzakh	all partners	October 2023 -TBC
Meeting in NurSultan	all partners	TBA

4. Summary of EU visits in CA

WP1: May -October 2022

WP1	***person***		***days***
TUKE, SK + UAS-BFI, AT	***2 +2***	***DUSHANBE***	***5***
		DANGARA	***4***
		KULOB	***4***
		KHOROG	***4***
			17
UCA, FR + ASTRA, SK	***2 +2***	***NUR-SULTAN***	***5***
		ATAYRAU	***4***
		PAVLODAR	***4***
			13
IDEC, GR + UCA, FR+ ASTRA, SK	***2+1+1***	***TASKHENT***	***5***
		NAMANGAM	***4***
		JIZZAKH	***4***
		TERMEZ	***4***
			17

The on-site visits is very important 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. The EU partners will carry out practical assessments with 20 persons at each CA HEI. Altogether 220 persons at 11 HEIs will be trained for further utilisation of self-assessment tool which is very important for TRIGGER project sustainability.

WP3: May -October 2023

WP3			
	persons		
TUKE, SK +UAS-BFI,AT	***2+2***	***TASKHENT***	***4***
		JIZZAKH	***4***
		NAMANGAM	***4***
		TERMEZ	***4***
			16
UCA, FR + TUKE, SK	***2+1***	***DUSHANBE***	***4***
		DANGARA	***4***
		KULOB	***4***
		KOROGH	***4***
			16
UCA, FR +IDEC, GR+ASTRA, SK	***1+2+1***	***NUR-SULTAN***	***4***
		PAVLODAR	***4***
		ATYRAU	***4***
			12

Altogether 11 trainings will be carried out in Kazakhstan, Uzbekistan and Tajikistan (one at each university). Each training will take 3 days and EU partner will deliver always 1,5 days training at each CA HEIs (in English). The following 1,5 days the staff from Partner country which participated in 14 days training in Athens, Greece will share experience and deliver the most important part in the national language.

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 from the 1.3.2022 – 31.12.2023 is available at:

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