

# Online Meeting Minutes

## 1.3. Internal Communication and Coordination

September 29, 2020



DEVELOPMENT OF A MASTER PROGRAMME IN THE MANAGEMENT OF INDUSTRIAL  
ENTREPRENEURSHIP FOR TRANSITION COUNTRIES

610198-EPP-1-2019-1-ES-EPPKA2-CBHE-JP

Partners :





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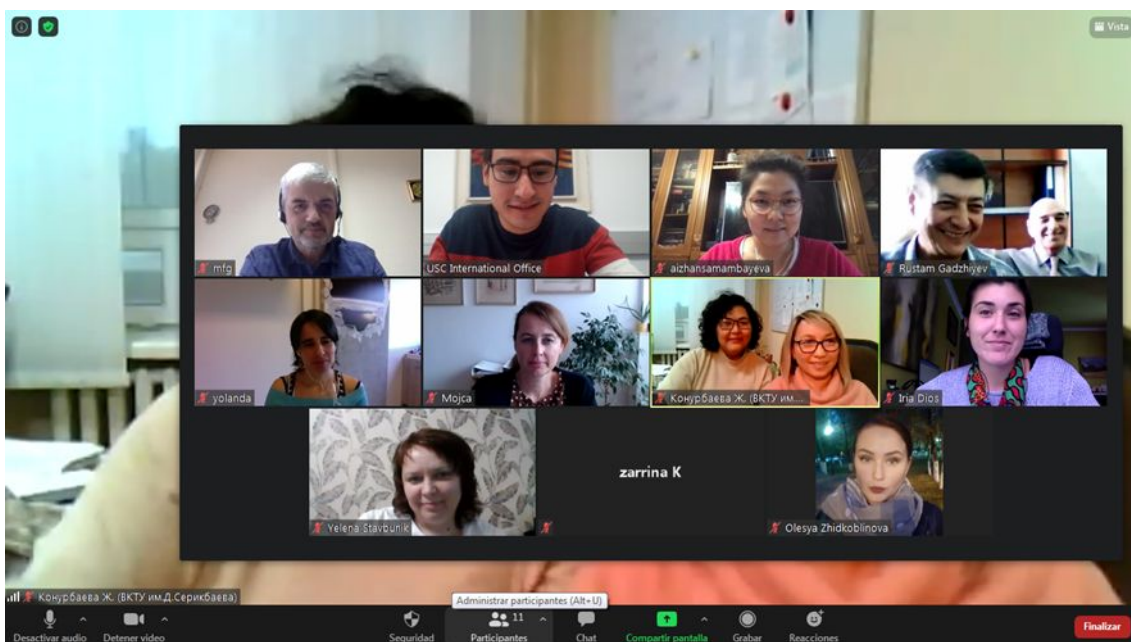
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## Agenda points

WP1 – Administrative and Financial issues (USC)  
 WP4 – Quality Assurance (USC)  
 WP2 – Needs analysis and survey (AYeconomics)  
 WP2 – Analysis of international master programs (USC)  
 WP3 – Curriculum design and preparation (USC)  
 WP3 – English training program (EKSTU)  
 Updated Work Plan  
 AOB

## Attendants

P1	USC	Manuel Fernández Grela
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P2	AYeconomics	Aizhan Samambayeva
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P6	AST	Rustam Gadzhiyev
P6	AST	Charyayr Amansahedov
P9	KEUK	Olesya Zhidkoblinova
P9	KEUK	Yelena Stavbunik
P11	TSUC	Zarrina Kadyrova



## Minutes

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### WP1. Administrative and financial issues

#### Agreements

After the approval of the budget amendment, the Partnership Agreements need to be amended.

The 1st transfer was completed in conformity with the original budget (as foreseen in the Partnership Agreement). Subsequent transfers will be done according to the amended budget.

The second transfer will be adjusted as follows:

**[50% of the amended budget] - [1st transfer]**

#### Reporting

The reporting documents for the 1st period, covering from 15/01/2020 to 14/07/2020, were due on 31/07/2020. Partners who haven't done so need to submit these documents without further delay.

#### Equipment

According to EU regulations, there is no need to launch a formal tendering procedure since contracts will not exceed the threshold of 25.000 EUR. However, national and institutional regulations must be applied.

Within the framework of an Erasmus+ Capacity Building project all equipment purchased and any provision of services in a non-EU Member State can be exempt from taxes (including VAT), duties and charges, if a Common Framework agreement has been signed between the European Commission and the country concerned. All encouraged to take the necessary actions to profit from this extension. NEO and EU delegations can provide support in this matter.

VAT cannot be claimed as an eligible expense unless the abovementioned exemption is not possible and/or an official document from the national authorities stating that the institution cannot recover VAT is provided.

In any instance, it's a good practice to request offers from different providers to ensure best value for money.

Any issues or doubts concerning the purchase as well as any changes to the Equipment list (as written down in the amended budget) must be communicated to the Coordinator as soon as possible.



USC will circulate the **Partnership Agreement Addendum** for consideration and signature by the legal representatives of each institution.



Reminder. **Relevant changes** (i.e. legal status, legal representative, contact person, etc.) must be notified to the coordinator **without delay**.

Submit **reporting documents** for the first period **as soon as possible**.

Partners should start the process for the **purchase of the Equipment** **as soon as possible**.

## WP 4. Quality Assurance

### Quality Assurance Plan

USC will define the structure and framework for the development of the Quality Plan.

In a second stage, USC, EKSTU and TSUC will work together to define the quality standards, the quantitative/qualitative indicators and the evaluation, reporting and revision procedures.

EKTSU will be the main responsible for setting the quality frameworks for each WP to be followed and monitored.

### External Evaluator

The External Evaluator will be selected through an open call. USC is responsible for the subcontracting therefore the internal and national regulations will be applied.

Partners will advertise the call through websites and specific channels available.

The expert can't be associated with any Partner and can't be involved in the project in any other capacity.

The external expert must be a specialist in the subject matter of the project. Experience in EU funded project in its own is not relevant for assessing the quality of outputs.

The External Evaluator will assess the project's results and processes, as well as its exploitation and sustainability levels. All partners, led by the QA managers, will provide to the External Evaluator all necessary information/data related to the Evaluation exercise.

There will be one interim and one final evaluation exercises. These quality assessments will identify potential project shortfalls, methods to address them, potential process redesign needs and other project implementation changes.



A **1st draft of the Quality Assurance Plan** should be finalized by **30/10/2020**

All partners should identify prospective **candidates for the External Evaluation** and inform them when the open call is published.

## WP 2. Market Needs

The work plan for the Market Needs Analysis is amended as follows:

WP2	Preparation	Partner	M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12
2.1	Development of guidelines for target group survey	P2												
2.2	Implementation of Workshops/Survey with stakeholders (3 per HEI)	CA partners												
2.3	Analysis of needs and competences	P2												
2.4	Analysis of international master programs	P1, P3, P4												
2.5	Accounting and monitoring mechanisms	P1												
2.6	Project's implementation plan	P1												
2.7	Defining Management Board, Dissemination board (DB), Academic Board (AB), Entrepreneurship Centre Manager (ECM), Task Core Groups (TCGs)	All partners												

2.3	Analysis of needs and competences	M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12
1	Search for information												
2	List of indicators and data reception from local partners												
3	Data analysis, identification of target markets and segments of experts and elaboration of questionnaire for DELPHY analysis												
4	Organisation of workshop with experts												
5	Identification of potential segments of interest and potential experts												
6	Reception of questionnaires from local experts												
7	First analysis of results and elaboration of second round of questionnaires												
8	Reception of questionnaires from local experts for second round												
9	Report and feedback and analysis												
10	Final report												

2.3	Analysis of needs and competences	OCTOBER				NOVEMBER				DECEMBER			
		W1	W2	W3	W4	W1	W2	W3	W4	W1	W2	W3	W4
	Preliminary report of the market needs based on quantitative data												
	Validation of the questionnaire by MIETC partners (Deadline: October 9th)												
	Full list of the experts emails to be able to send the questionnaire (Deadline: October 9th)												
	Adjustments on the questionnaire and sending to the experts (Deadline: October 13th)												
	Reception of questionnaires replies from local experts (Deadline: October 19th)												
	First analysis of results and elaboration of second round of questionnaires (Deadline: October 26th)												
	Reception of questionnaires from local experts for second round (Deadline: November 2nd)												
	Report and feedback and analysis												
	Final report												



AYeconomics will share the **preliminary report on the market needs**, the **questionnaire** for validation and the **full list of experts** by **09/10/2020**

All partners will review the questionnaire and provide feedback if relevant. The **questionnaire will be circulated** to the experts from **13/10/2020**

**Replies** from local experts will be **collected** until **19/10/2020**

**First analysis of results** and the elaboration of **second round of questionnaires** should be ready by **26/10/2020**.

**Replies** from local experts for **second round** will be collected until **02/11/2020**

The **final report** should be ready by **30/11/2020**

## WP 2. Analysis of international Master programs

A preliminary analysis of the international Master programs identifies two main strands:

- American programmes: MBA programmes with a touch of industrial/innovation subjects.
- European programmes: Specialization in engineering/industrial or entrepreneurship/innovation subjects.

A mix of both types of specialized European programmes seems more adapted to MIETC project.

The following observations with regards to the basic structure were made:

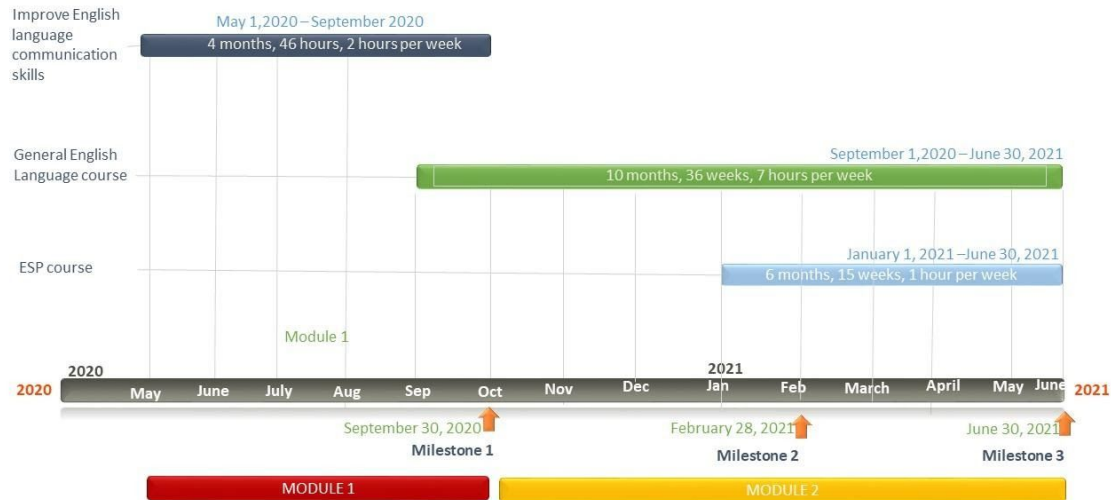
- There is a common pattern: basic compulsory core plus wealth of optional subjects.
- Our scope and resource limitations will force us to start with very limited optionality.
- Weaving a project mixing an industrial/engineering focus with an entrepreneurship/innovation one is part of our value added.
- The final proposal will depend on the conclusions of the Needs Analysis and Survey results.

Four main blocks of 3-4 subjects each (total of 12-14 subjects):

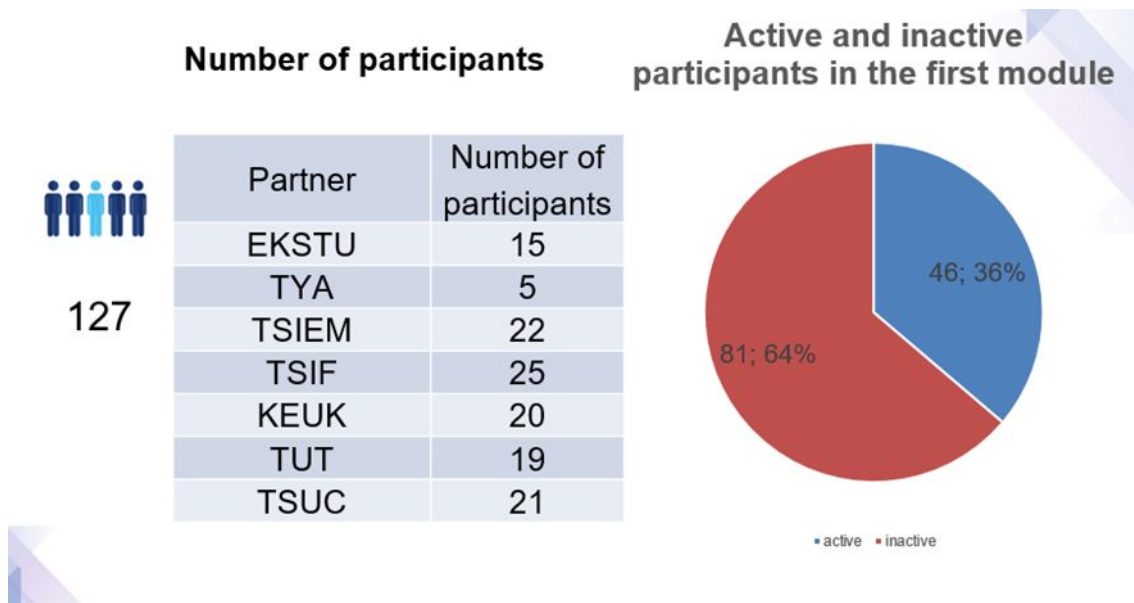
- Core basic subjects: all compulsory.
  - Fundamentals of management
  - Research Methods
  - Data Analysis
- Core management subjects: all compulsory.
  - Strategic Management
  - Project Management
  - Operations Management
- Entrepreneurship oriented subjects: including limited offer of optional subjects.
  - Innovation Management
  - Entrepreneurship
  - Start-up creation
- Industrial engineering oriented subjects: including limited offer of optional subjects.
  - Industrial technological change
  - Value change Analysis
  - Industrial Management

### WP 3. English Language Training

The updated calendar for the English training is as follows:



The targets for the 1st stage of the training are not being met:



The corrective measures proposed by EKSTU need to be applied:

Problem	Description	Solutions	Responsible
Some teachers are behind the schedule	Due to lock-down in CA countries, teachers were on unplanned vacations and did not have access to the Internet.	1) To shift the training schedule for 2 months (the missed months). 2) Develop an individual training Road map.	Joint work of a teacher, project manager and EKTU



Some participants are inactive	1) Lack or limited access to the Internet, some sites are being blocked in CA countries. (connection is possible only through VPN) 2) Unmotivated teachers.	1) Analyze the possibility of access to the Internet for each teacher. 2) Revise the list of participants	Project managers
1) Communication channels do not work. 2) Lack of feedback.	1) Submitted non-existent email addresses. 2) Lack of awareness among teachers	1) Conduct a survey and correct data. Introduce additional communication channels (imo, whatsapp, hangout) 2) Conduct online meetings / reports with project managers and participants on a monthly basis.	Project managers and EKTU

The English language proficiency is a crucial part of the project. Failure to meet the targets can result in a partial implementation of the Master program at a given institution.

### WP 3. Development

TSUC has prepared a first draft of the Sustainability Strategy.



All partners should review the **Sustainability Strategy** and provide feedback, completing the Action plan provided, **as soon as possible**.

Tajik and Kazakh partners need to produce reports detailing the **accreditation process** in each institution **without delay**. (the original deadline was April 2020).

### WP 5. Dissemination

A meeting of the Dissemination Board will be called to discuss and review the specific dissemination to be taken and more specifically the update of content of the website and social media profiles.



All partners should review the **“Specific dissemination activities per partner”** compiled and shared by AST and take the necessary actions.