

Minutes of the Erasmus+ “Promoting internationalization of research through establishment and operationalization of Cycle 3 Quality Assurance System in line with the European Integration” (C3QA)

17th November, 2017, Alcalá de Henares, Spain
Workshop to Develop the Regulatory Frameworks for EQA

C3QA Project’s Coordination meeting

Present:

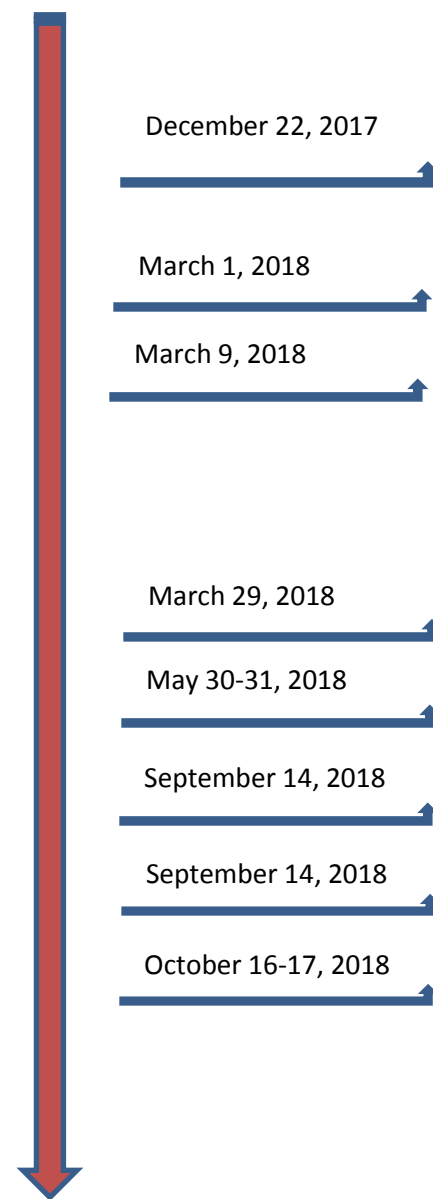
All contact persons of 21 partner countries,
as well as all training participants (up to 57 representatives)

The Coordination meeting within the Alcalá Workshop under the Project Year1 of the Erasmus+ Project on “Promoting internationalization of research through establishment and operationalization of Cycle 3 Quality Assurance System in line with the European Integration (C3QA)” took place between November on the 17th November, 2017 in Alcalá de Henares, Spain hosted by the project partner University of Alcalá (UAH).

- The Coordination meeting was launched by the opening speech of Mr. Arayik Navoyan, Erasmus+ C3QA project coordinator, UFAR.
- Mr. Arayik Navoyan presented the outline of the Coordination meeting areas of discussion to be addressed, i.e.
 1. Activities foreseen in the end of 2017
 2. Activities foreseen in 2018
 3. Timeline of 2018 activities
 4. Project financial situation
 5. Project communication

After the approval of the discussion topics per the Coordination meeting's agenda, Mr. Navoyan presented the timeline of activities per the Workpackages:

WP	Activities	Period	Deadline
WP 2	Development/update of regulatory frameworks for cycle 3 programs QA in Armenia, Kazakhstan, Mongolia and Ukraine	M12 April 27	
WP 5	Production of Reports per WP		
WP 6	Production of newsletter	M12	December 22, 2017
WP 2	Production of overall report		
WP 5	Organization of external financial audit for factual findings	M1 – M2	March 1, 2018
WP 3	Production of project interim report to be submitted to EACEA	M1 – M3	March 9, 2018
WP 2	Development/update of regulatory frameworks for cycle 3 programs QA in Armenia, Kazakhstan, Mongolia and Ukraine	M1-M4 April 27	
WP 2	Feedback of the key stakeholders on the development	M3	March 29, 2018
WP 3	Workshop on EQA and IQA for cycle 3 programs in Lyon	M5	May 30-31, 2018
WP 2	Development/update of EQA standards and procedures for QA of cycle 3 programs	M6 – M9	September 14, 2018
WP 3	Development of IQA policy manuals for QA of Cycle 3 programs	M6 – M9	September 14, 2018
WP 6	Conference in Astana to present and discuss the EQA standards/procedures and IQA policy manuals	M10	October 16-17, 2018
WPs2;3	Feedback of EU and local experts on the developed EQA standards/procedures and IQA policy manuals	M9 October 1	
WP 5	Production of Reports per WP	M12 December 20	



- ✓ The presentation on the deadlines was followed by a discussion of details regarding the upcoming Workshop on EQA and IQA for cycle 3 programs in **Lyon, May 30-31, 2018**.

The following number of participants was set up:

- 2 persons from each partner institution
- 2 days traveling maximum
- 2 working days

The deadline for the nomination of the participants for the Lyon workshop was indicated by **December 14, 2017**.

It was decided that the EMT can purchase the flight tickets directly according to your preferred itinerary within the limits of travel costs' budget. It was suggested to avoid cancelation of participation in the project's activities. The project is unable to reimburse the incurred cancelation costs from the budget.

✓ Afterwards, the details of the Project financial situation as of November 14, 2017 were presented and discussed. In order to smoothly implement the project communication it was requested to regularly share the information to be published on the website of the project, i.e. <http://c3-qa.com/>. The materials provided for the project website could also address any information on the partners' activities related to the project (meetings, interview, publication, etc.) as well as any materials related to Cycle 3 programs.

- ✓ Furthermore, the deadline for provision of information for the newsletter on 2017 activities was set by **December 15, 2017**.

The Coordination meeting adjourned by Mr. Navoyan's remarks who thanked all the participants for their presence and active contribution, as well as thanked UAH Team representatives and organizers of the Alcala workshop hosting the partners in the city of Alcala de Henares, Spain.