

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)  
Project’s Coordination meeting held in the framework of the  
Training Session on External Quality Assurance and Internal Quality  
Assurance of Cycle 3 Programs

Date: 6 July, 2017

Venue: Kyiv National University of Trade and Economics (KNUTE),  
19, Kyoto str. 02156 Kiev, Ukraine

**Present:**

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

**Chair Panel:**

Mr. Arayik Navoyan, Erasmus+ C3QA project coordinator, UFAR,  
Mrs. Solange Pizarz Head of project, Europe and International Department (EID), HCERES  
Mr. Ignacio Bravo, Full Professor in University of Alcala, 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. Next activities, deliverables and timeline of 2017 activities
  2. Project financial and administrative management
  3. Equipment purchase
  4. Project communication

After the approval of the discussion topics per the Coordination meeting’s agenda, Mr. Navoyan gave the floor to Mrs. Solange Pizarz, HCERES leading expert, to present further details on the next activities, deliverables and upcoming deadlines.

## Next activities, deliverables and timeline

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### *Overview of the outlined deliverables and deadlines*

No	Activity	Deadline
1.	Publication of the training kits	September 29
2.	Finalization of fact finding results and submission of Country Reports on C3QA	October 31
3.	Workshop in Alcalá	July 19
4.	Overall report by partner countries in the light of national level EQA policies against the Salzburg principles:	December 22

Mrs. Solange Piszcz stated that should be followed for the WP 1 in terms of submitting core documents on the state of affairs of the program, among them:

- Synthesis of the participants' views and feedbacks on the Kyiv training discussions, the discussed main principles and the presented case studies by the European country representatives within the project.
- National teams for each PC develop a Country Report on C3QA including the following items:
  - ✓ fact-finding reports submitted per partner country where each QA agency would be in charge of synthesizing the fact-finding exercise outcomes identified by the partner institutions of the given country
  - ✓ synopsis of national policies and procedures for Quality Assurance of Cycle 3 in line with Salzburg principles to be carried out by representatives of Ministries.
  - ✓ synopsis on standards and procedures for IQA in HEIs.

The presentation on deadlines was followed by a number of Q&A.

Question - Mrs. Anzhelika Gerasymenko, KNUTE representative, asked about the need of providing a common template on preparing the required synopsis.

Answer - Mrs. Solange Piszcz, HCERES representative, answered that partner institutions will be duly provided with the required template for synopsis.

Approval: By the decision of the Coordination meeting participants the established actions on the next activities, deliverables and timeline were confirmed by a common voting.

## Follow-up Discussion

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In order to coordinate the works on preparing the synopsis, Mr. Navoyan suggested that each QA agency per country should hold an internal meeting discussing the main issues to be addressed in the respective synopses.

The representative of QA agencies from Armenia, Ukraine, Kazakhstan and Mongolia voiced their agreements to this suggestion.

Afterwards, the details on the upcoming Alcalá Workshop were presented by Mr. Ignacio Bravo, University of Alcalá representative, who emphasized that the participants' names of the Workshop in Alcalá should be announced by July 19, 2017 in order to timely make hotel reservation, purchase the travel tickets, as well as communicate all Alcalá workshop-related questions to [c3qa@ufar.am](mailto:c3qa@ufar.am) and [c3qa@uah.es](mailto:c3qa@uah.es) email addresses.

It was further clarified that the Alcalá workshop would mainly focus on the activities concerning external Quality Assurance procedures and in order to come up with a common working framework the participants were asked to duly submit the contact details of representatives from their institutions.

Furthermore, Mr. Ignacio Bravo pointed out that they would use the successful example of organizing the Kyiv training and would integrate several of its logistical features in their preparations for the Alcalá workshop.

In this regard, Mr. Ignacio also thanked the organizers of the Kyiv training for their effective work and stated that it was a great opportunity for sharing opinions and views on the project activities.

The Coordination meeting during Alcalá workshop would focus on the matters of financial reporting and the preparation for audit.

Mr. Navoyan clarified that the 3 participants from Partner countries and 2 participants from Programme countries could participate in the Alcalá workshop and requested that the list of participants should not radically differ from the participants in the Kyiv training.

Afterwards, Mr. Navoyan addressed the topic on travel and stay costs identifying the list of supporting documents to be submitted in order to justify the travel and stay costs for the Kyiv training, among them

- Individual Travel Report (ITR) – the template presented to the participants
- Copies of invoices, receipts, boarding passes

The deadline for submitting the ITRs and supporting documents was set by July 25, 2017.

Approval: By the decision of the Coordination meeting participants the established actions were confirmed by a common voting.

## **Staff Costs**

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The discussion on Staff costs was further presented by Mr. Arayik Navoyan.

It was pointed out that each category of staff costs has its daily rate per countries in order to have better understating of the detailed descriptions of the categories the participants were requested to constantly refer to the guidelines for the Use of the Grant (for grants awarded in 2016 under Call EAC/A04/2015).

The list of documents to be submitted for the category of staff costs was set to be

1. Formal contract between the employee and the employer and
2. Duly filled-in Staff Convention for each person employed by the project
3. Timesheets of tasks performed - the template presented to the participants

It was suggested to report on staff costs per each month taking into account the convenience of distinguishing 6 reporting periods (see below).

<b>Number of report</b>	<b>Period</b>
1 <sup>st</sup> reporting period	15.10.16 – 30.06.17
2 <sup>nd</sup> reporting period	01.07.17 – 29.12.17
3 <sup>rd</sup> reporting period	01.01.18 – 30.06.18
4 <sup>th</sup> reporting period	01.07.18 – 29.12.18
5 <sup>th</sup> reporting period	01.01.19 – 30.06.19
6 <sup>th</sup> reporting period	01.07.19 – 29.12.19

In case 1 person would perform several tasks of different staff categories, the number of the submitted conventions should match the number of the performed task categories.

Question - Mrs. Anzhelika Gerasymenko, KNUTE representative, noted that the Partnership Agreement specified 1 year reporting period for staff costs.

Answer – Mr. Navoyan clarified that the established 6-months reporting period is aimed at transparent reporting of the performed activities.

The deadline for submitting the Staff Cost Conventions and supporting documents was set by July 25, 2017.

Approval: By the decision of the Coordination meeting participants the established actions were confirmed by a common voting.

## **Project communication**

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Mr. Navoyan emphasized that all individual presentations prepared by the project participants during the training days of 4-6 July, 2017 shall be afterwards commonly disseminated between all of the partners.

The participants were requested to permanently use the official logo of Erasmus+ that contains the following logo description “Co-funded by the Erasmus+ Programme of the European Union”.

In order to smoothly implement the communication among the participants, Mr. Navoyan requested to send to the project’s email address the updated contact details of institution representatives, along with functioning mobile phone numbers.

It was also pointed out that the participants would receive evaluation forms in order to assess the Kyiv training activities.

Mr. Navoyan afterwards addressed the topic on equipment purchase for partner countries and presented main activities implemented in this regard, i.e.

- need of equipment per each partner identified
- 2 centralized tenders announced for the procurement of the equipment on the basis of the needs of equipment expressed by the partners
- distributed the announcement on tender among the contact persons of each partner and published in the Republic of Armenia official newspaper, as well as posted on <https://www.tender.am/> and the project’s official website (<http://c3-qa.com/>)
- suppliers are required to provide the delivery of the equipment to all of the partner countries, i.e. Armenia, Kazakhstan, Mongolia and Ukraine

It was highlighted that only the project’s University partners were eligible for receiving equipment and the approximate date of equipment delivery the partners was set to be September 2017.

Each partner University was requested to prepare custom clearance documents per the regulations of their countries and prepare the necessary conditions for the 3-party contracts for the equipment delivery.

The approximate deadline for finalizing the required documents on equipment delivery for custom clearance as well as on assigning one representative per each University partner who would be in charge of settling the delivery and acceptance of the shipped equipment was set by July 2017.

Country	Partner Institution	Destination City	Name of Person in Charge
Kazakhstan	M. Auezov South Kazakhstan State University (SKSU)	Shymkent	tbc
	KAZGUU University	Astana	tbc
Mongolia	National University of Mongolia (NUM)	Ulaanbaatar	tbc
	Otgontenger University (OTU)		
Ukraine	Simon Kuznets Kharkiv National University of Economics (KhNUE)	Kharkov	tbc
	Kyiv National University of Trade and Economics (KNUTE)	Kyiv	tbc

In order to enhance the openness and communication among the project’s stakeholders, the partners were also requested to submit information on their local project-related activities, e.g. internal meeting photos, documents, etc. The provided materials would provide more visibility to the project’s activities as well as enrich the project’s website (<http://c3-qa.com/>).

Approval: By the decision of the Coordination meeting participants the established actions were confirmed by a common voting.

### Synthesized timeline of activities

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The C3QA Project’s Coordination meeting chairing panel and all participants once again approved the established line of actions by a common vote setting the synthesized timeline of activities as given below:

No	Activity	Deadline
1.	Submission of the participants’ names for the Alcalá Workshop	July 19, 2017
2.	Submission of the ITRs and supporting documents	July 25, 2017
3.	Submission of Staff Cost Conventions and supporting documents	July 25, 2017
4.	Submission of documents on equipment delivery for custom clearance	July 20, 2017
5.	Assigning a representative per University partner to be in charge of the delivery and acceptance in the destination city	
6.	Approximate date of equipment delivery and acceptance	September 2017
7.	Publication of the training kits	September 29, 2017
8.	Workshop in Alcalá	November 16-17, 2017

9.	Finalization of fact finding results and submission of Country Reports on C3QA	October 31, 2017
10.	Overall report by partner countries in the light of national level EQA policies against the Salzburg principles:	December 22, 2017

Approval: By the decision of the Coordination meeting participants the established actions were confirmed by a common voting.

### **Adjournment**

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The Coordination meeting adjourned by Arayik Navoyan's remarks who thanked all the participants for their presence and active contribution, as well as thanked KNUTE representative and organizers of Kyiv Training.

Mr. Gainelgazy Adilgazinov, representative of Independent Kazakhstan QA Agency for Education and Mrs. Khosbayar Nyamsuren and Mrs. Odgerel Batsaikhan, representatives of Otgontenger University thanked for the successful Kyiv training and presented memorable gifts for the training organizers.