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**ERASMUS +
HIGHER EDUCATION CAPACITY BUILDING**

**Erasmus+ Project
New and Innovative Courses for Precision Agriculture
(NICOPA)**

Minutes of the coordination meeting

Technical University of Berlin

Berlin, Germany

30 August 2019

ERASMUS+

**Project: New and Innovative Courses for Precision Agriculture
(NICOPA)**

MINUTES OF THE COORDINATION MEETING

Berlin, 30 August 2019

Overview of the conference content carried out:

- Discussion of project activities and their implementation – for the current year and the second year of the project
- Providing Report 6M by the target universities
- Presentation on staff costs documents – how to prepare and calculate staff costs for the first project year
- Discussion of ideas for the international anthology of articles on Precision Agriculture
- Discussion of the equipment order and delivery
- Discussion of possible dates for Summer School 2020 and the next training
- Workshop on quality assurance system and curricula development according to the ADDIE Model
- Approval of the curricula design agreement

During the coordination meeting the most important activities for the current project year were discussed, such as: equipment purchase and delivery, possible dates of delivery, process of delivery, legal questions of equipment delivery, as well as a possible supplier. A list of possible equipment was presented to the partner universities with a detailed description of each item for each of three concepts: Precision Agriculture Lab (PAL), VCR and PASO. Staff costs documents were explained and demonstration of an example of how to calculate staff costs and fill in the documents correctly was carried out. Furthermore, reports for six months of the project were discussed, difficulties and challenges were clarified. Possible dates of the Summer School 2020 were discussed, taking into consideration religious and national holidays of the partner countries and Europe. Furthermore, the date for the next training was also discussed. Finally, the agreement of the curricula design was approved by the partners and signed. There was a short session on quality assurance system according to the Bologna principles and curricula development according to the ADDIE model. All in all, according to Report 6M, plans of the project are implemented in the universities.

Resolution:

1. Until 30 October 2019 each partner university will:
 - Prepare a report in the form of a presentation about the training in Berlin. The presentation should include list of the training participants, feedback on knowledge teachers received, photos, list of new modules that they will be developed in the university taking into consideration new knowledge and materials received in the training

- Organize a dissemination event for teachers/colleagues of the university and other local educational institutions: distribute teaching materials. Send a report of the meeting, which should include a list of participants, photos and a short description of the event.
- 2. Until 1 November 2019 each partner university will:
 - Fill in staff cost documents for all employees working on the project the first project year and send them to alexandra.ivanova@ecm-space.de. The corrected versions (or suggestions for corrections) will be sent back to the local coordinators. Correct versions should be signed and stamped at the partner universities and sent to KATU.
- 3. Until 1 November 2019:
 - EXOLAUNH will send a draft of a contract for equipment from a potential supplier
- 4. Until 15 November 2019 each university will:
 - Prepare the rooms for the equipment
- 5. Until 31 December 2019 each university will:
 - Send a list of articles that should be published in the international anthology on Precision Agriculture
- 6. It is planned to hold trainings for the teachers in European universities/Summer School 2020 in accordance with the schedule:

Terms (approximately – will be defined)	Hosting university (city, country)	New Modules	Number of participating teachers from each target university*
May – June 2020, 4-5 days	Training at Agricultural University Plovdiv	Will be defined	3
June-August 2020, 4-5 days	Summer School	Will be defined	3

* A larger number of participants is possible by self-financing

Each training session will normally contain a regular coordination meeting.

Not later than 3 months before the start of trainings, topics of trainings should be agreed between partners. Responsible: hosting university

8. The place of the next regional consortium meeting is to be decided until 15 November 2019

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