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## New and Innovative Courses for Precision Agriculture (NICOPA)

Erasmus+ 597985-EPP-1-2018-1-KZ-EPPKA2-CBHE-JP

### Minutes of online coordination meeting with the partner universities

Date: April 07, 2020

Participants: Representatives of the project working groups from the S.Seifullin Kazakh Agro Technical University (P1), Shokan Ualikhanov Kokshetau State University (P6), North Kazakhstan State University Named After Manash Kozybayev (P7), Turkmen state architecture and construction institute (P9), National University of Uzbekistan (P11), Tashkent University of Information Technologies (P12), Tashkent Institute of Irrigation and Agricultural Mechanization Engineers (P13), TU Berlin (P2), EXOLAUNCH GmbH (P5), external project expert Andrey Girenko.

The list of participants is attached.

*During the meeting, the following issues on the preparation of the Intermediate Report were discussed:*

1. Questionnaires for employers, analysis of the results of the questionnaires with the examples of filling out questionnaires;
2. Creation of PASO;
3. Peer review of the new/modernised courses/modules, possible experts;
4. University internal quality assurance plan and quality group work plan;
5. University internal plan for project implementation;
6. Dissemination plan (internal university plan for disseminating information regarding the project activities);
7. Reports 12 Months, 18 Months and additional questions;
8. Curricula description of the new/modernised courses/modules;
9. Printing, publishing materials for the new/modernised courses/modules;
10. External evaluation of the project.

### *Decisions:*

The following decisions were agreed through discussion:

1. Each partner university must send the 18 Months Report and presentation regarding the activities, implemented during the project. If the activities of the work plan have not been completed project activities. In case the activities were not implemented in accordance with the project work plan, please write a justification indicating reasons for the delay and the deadline, when the activities will be done. Send the documents to the Coordinator (P1) and EXO (P5) until 13.04.2020. Collected information will be uploaded to the project website.
2. Each partner university must send a list of the new/modernised courses/modules, which pilot teaching will begin in September 2020. Send the information regarding the courses to the Coordinator (P1) and EXO (P5) until 13.04.2020. Collected information will be uploaded to the project website.
3. Each partner university must send the samples of the questionnaires, prepared for the employers, including response statistics and the sample of the filled out questionnaires. Send the information regarding the questionnaires to the Coordinator (P1) and EXO (P5) until 13.04.2020.
4. Based on the model of PASO provided by EXO (P5), each partner university should create a Service Office in their university, which is approved at the university level. Send the documents confirming the creation of the Service Office to the Coordinator (P1) and EXO (P5) until 13.04.2020.
5. Each partner university should prepare a list of peer reviewers, which will provide peer reviews of new/modernised courses/modules. Information on possible experts was provided by EXO (P5).
6. Each partner university should prepare a list of the teaching materials to be printed for the new/modernised courses/modules. Send the information regarding the teaching materials to the Coordinator (P1) and EXO (P5) until 30.09.2020.
7. Taking into account the quarantine in the world related with the spread of the virus COVID-19, universities proposed to conduct additional online training on new/modernised courses/modules. Responsible - P1 (choosing a possible platform for conducting training, communication with European partners (P2 (TUB), P3 (AU), P4 (CZU)) on this issue).
8. Ask P2 (TUB), P3 (AU), P4 (CZU) to send more extended references for new/modernised courses/modules and give additional recommendations on curricula description developed by partner universities. Responsible - P1. Deadline - 17.04.2020.
9. Based on the collected surveys provided by external expert, organize the online meeting with the expert on external project evaluation. Responsible - external project expert Andrey Girenko. Deadline - 30.04.2020.

*List of participants:*

№	Organisation	Name, Surname, Email of Authorized Representatives
P1	S.Seifullin Kazakh Agro Technical University (KATU)	Alipbeki Onggarbek Alipbekuly, <a href="mailto:aalipbeki@mail.ru">aalipbeki@mail.ru</a> ; Kitaipekova Sara Orazbekovna, <a href="mailto:saraorazbek@mail.ru">saraorazbek@mail.ru</a>
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