



ALLVET

Kick-Off Meeting Agenda

Project title:

HE and VET alliance establishment according to Bologna Principals
implementation via VET teachers' capacity building

Acronym:

ALLVET

Project Number:

609952-EPP-1-2019-1-RS-EPPKA2-CBHE-JP (2019-2022/001-001)

Venue:

Faculty of Technical Sciences Čačak
Svetog Save 65, Čačak, Serbia
Conference room 232, II floor

9th and 10th March 2020

Revision sheet

Version	Date	Revision description
1.0	1.2.2020.	First draft by UNIKG

1. Purpose

The purpose of this initial meeting is to assure that all partners recognise their role in accomplishment of the project goals, to present institutions, establish criteria and procedures for communications between partners, management and decision making structures and define functions of Working Groups, and local project coordinators.

2. Outcomes

All consortia members are aware of the project objectives and methodology for achieving results.

All consortium partners understand QA and are able to use it effectively as a process.

Separate Steering Groups of EU and of PC partners (one individual from each institution) are formed, as well as Internal Evaluation Working Group (IEWG).

3. Supporting documents for project management

It is of great importance for all partners to be familiar with the Action programme, especially if this is the first project of this kind a partner is involved in. We recommend you to take a look to these documents:

[Videos and presentations on Operational/Financial Management from the Erasmus+ Capacity Building in Higher Education Grantholders' Meeting](#)

Program guide for Capacity Building in the Field of Higher Education 2019 [Programme Guide](#) (version 2019)

[Guidelines for the Capacity Building Partnership Agreement](#)

All other relevant documents provided by EACEA are available in the beneficiary space:

https://eacea.ec.europa.eu/erasmus-plus/beneficiaries-space/capacity-building-in-field-higher-education-2019_en

4. The meeting structure and participants

The meeting lasts 2 days. The first day is devoted to partner institutions' presentations and plans for the first project year. The second day is devoted to the project implementation (work packages), administration issues and web-space requirements analysis.

The expected participants are:

1.	Natalia Gasparyan	Don State Technical University
2.	Svetlana Ponomareva	
3.	Sergey Makov	
4.	Olga Safonkina	Ogarev Mordovia State University
5.	Natalia Burenina	
6.	Elena Zimovina	Immanuel Kant Baltic Federal University
7.	Anna Belova	
8.	Gaini Mukhanova	Narxoz University
9.	Madina Subalova	
10.	Aigul Dzhondelbaeva	
11.	Kuanysh Yergalyiev	Suleyman Demirel University
12.	Aizhamal Akhayeva	
13.	Talgat Yechshzhanov	
14.	Adilzhan Anay	
15.	Gulnara Zakirova	International IT University
16.	Aigul Niyazgulova	
17.	Irina Maevskaya	Bologna club in Russia
18.	Alexandra Zvezdova	Russian Register
19.	Danijela Milošević	University of Kragujevac
20.	Dragana Bjekić	
21.	Vladimir Mladenović	
22.	Marjan Milošević	
23.	Veljko Aleksić	
24.	Lidija Palurović	
25.	Gerard Cullen	Technical University of Dresden
26.	Sven Riddell	
27.	Ivan Dyukarev	University of Deusto
28.	Paula Sanchez Jardon	
29.	David Allan	Edge Hill University
30.	Nikos Zaharis	SEERC
31.	Kelly Pasmatzí	
32.	Vicky Papachristou	

Monday 9 th March 2020, Faculty of Technical Sciences Čačak	
9:30 – 10:30	Registration of the participants and welcome coffee Entrance hall, Faculty of Technical Sciences Čačak
10:30-10:40	Welcome speech Prof. dr Danijela Milošević, Dean of the Faculty of Technical Sciences Čačak, Project Coordinator Prof. dr Nenad Filipović, Rector, University of Kragujevac
Short presentations of the partner institutions, focusing on project activities (8-10 minutes per institution)	
10:40-12:00	Don State University
	Ogarev Mordovia State University
	Immanuel Kant Baltic Federal University
	Narxoz University
	Suleyman Demirel University
	International University of Information Technologies
	Bologna Club
	Russian Register
Short presentations of EU partner institutions focusing on project activities (8-10 minutes per institution)	
12:00 – 12:45	University of Kragujevac
	Technical University of Dresden
	University of Deusto
	Edge Hill University
	South East European Research Centre
12:45 - 13:45	Lunch break
Project overview and planning for the 1 st year activities and action plan	
13:45 – 14:00	Project objectives, outcomes and activities, LFM Project plan: activities, time table, tasks for the partners in 1 st project year, University of Kragujevac

Presentation of the 1 st year activities (action plan, to-do list, task assignment)	
14:00 - 16:00	WP1 Preparation (Technical University Dresden)
	WP2 Development (University of Deusto)
	WP3 Quality Plan (Edge Hill University, Russian Register)
	WP4 Dissemination (Bologna Club)
Wrap up and discussion - All participants	
16:00-16:30	Defining action plan and travel plan
19:00	Dinner at Restaurant Romansa (optional)

Tuesday 9 th March 2020, Faculty of Technical Sciences Čačak	
Administrative aspects of the project - All participants	
10:00 - 12:00	Forming the management structure (steering committee, national contact points) and QA team
	Legal, administrative and financial aspects
	Partner agreement discussion
	Technical issues (storing and sharing documents)
12:00 - 12:30	Coffee break
QA workshop, Quality plan and Contingency plan - WP3 Leaders	
12:30 – 13:15	Quality assurance procedures
	Quality plan
	Contingency plan
13:15-14:00	Lunch break
Web-Space requirement analysis - WP4 Leader	
14:00-14:30	Visual identity presentation (Bologna Club)
	Discussion of requirements
14:30-15:30	Q&A and closing discussion