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# 5th Consortium meeting

Tuesday 12 March 2019



**elte | ppk**

Eötvös Loránd Tudományegyetem  
Pedagógiai és Pszichológiai Kar

# Overview of the agenda (part 1)

- **Welcome remarks were given by** Kris DEJONCKHEERE, Secretary General, UNICA, UZDOC 2.0. and the local Project Coordinator, Jasur KARIMKULOV, Vice-Rector for Science, Tashkent Financial Institute, UZDOC 2.0.
- **Tour de table**
- Lutfullo YOZIEV, Head of Biology Department & Abdulaziz KURBANOV (KARSU) present **the outcome of the 3<sup>rd</sup> Uzbek Local Coordination meeting in Karshi (3 December 2018)** (10')

## WP 2: DEVELOPMENT

- Dilbar ASANOVA presents the Guidelines for the Joint Virtual Doctoral Centre (2.1) (20')
- Jasur KARIMKULOV (TFI) & Pulatkhon LUTFULLAYEV (NamSU) give a state of play of **the purchase of Equipment and functioning of the (virtual) Joint Doctoral Centre** (2.2) (10')
- Zebo BABAKHANOVA (TKTI) will present the **JDP proposal** in Chemistry (2.5) (20')
- Antonio GONZALEZ (UGR) presents **the outcome of the surveys on employers' expectations from doctorate holders and the level of transferable skills of Uzbek doctoral candidates.** (2.8) (20')

# Overview of the agenda (part 2)

## WP 4: DISSEMINATION

- Pulatkhon LUTFULLAYEV (NamSU) and Zebo BABAKHANOVA present the **translation of the UZDOC 2.0 website** (4.3) (10')
- Gulnoza ARIPOVA (UzSIAC) presents the state of play of the **dissemination report** (4.6) (20')

### Upcoming activities

- REYMOV AKMED, Rector QQSU, Allabay Arziev (QQSU), Jasur KARIMKULOV (TFI) & Bibiane FRECHE & Marie-Noëlle CHAPELLE (2.6) & all project partners discuss **Final Consortium meeting, Final Conference & workshop on career development of doctoral candidates** - Nukus September 2019

### General

- Aurelie DUCHATEAU (UNICA) presents the state of play of the project UZDOC 2.0

### Any other business

# Work Package management: Where are we with WP deliverables?



# WP1: Preparation (lead organisation: TFI)

**1.1. Optimised Work Plan (related to the Joint Doctoral Centre)**

**To be completed taking account the changes following the new legislation (government decrees, new decree establishing the Ministry for Innovative Development)**

**1.2. Raised stakeholders awareness on the benefits for structured support for doctoral education**

**DONE**

# WP2: Development (part 1) – lead: UGR

<b>2.1. Guidelines for the Joint Doctoral Centre implementation</b>	<b>Ongoing (see presentation Dilbar)</b>
<b>2.2. Established Joint Doctoral Centre in Uzbekistan</b>	<b>Equipment arrived, tested and used (see update TFI)</b>
<b>2.3. Shared best practices between European and Uzbek partners on doctoral education</b>	DONE - Knowledge sharing event at POLITO DONE Knowledge sharing event at ELTE
<b>2.4. Raised awareness on quality assurance in doctoral education in Uzbekistan (Consultation workshop and seminar)</b>	DONE – Febr. 2018 in Tashkent.

# WP2: Development (part 2) – lead: UGR

<b>2.5. Performed exercise in designing a model of a new joint doctoral programme</b>	<b>Lead: ELTE</b> <b>Presentation at Knowledge Sharing event</b> <b>Budapest, March 13, 2019</b>
<b>2.6. Developed and performed trainings for supervisors and doctoral candidates</b>	<b>Lead: ULB</b> <b>DONE Training in Tashkent, February 2018 (1,5 day)</b> <b>Next training, if necessary: to be discussed at 5th consortium meeting (see presentation ULB)</b>

# WP2: Development – lead: UGR

## 2.7. Performed job shadowing events

Lead: ULB together with the Hosts  
DONE Turin  
DONE Granada

## 2.8 Raised awareness on the need of career development and career planning for doctoral candidates

- roundtable with industry/business sector (30 participants)
- 2 surveys – employment expectations and level of transferable skills
- Recommendations (based on survey & roundtable)

Lead: POLITO  
DONE Roundtable + surveys: Oct. 2018:

**Recommendations: ongoing & to be presented in Sept 2019.**

## 2.9 2-day Training for career development of doctoral candidates (20 participants)

Lead: POLITO  
**Planned for Sept. 2019, Nukus**



# WP3: Quality plan–lead: ELTE

<b>3.1. Internal quality assurance plan and evaluation reports</b>	DONE
<b>3.2. External quality assurance plan and evaluation reports</b>	Ongoing

# WP4: Dissemination & Exploitation (Lead: UzSIAC)

<b>4.1. , 4.2. Produced dissemination plan &amp; exploitation plan</b>	<b>DONE</b>
<b>4.3. Produced website content</b>	<b>to be further developed – 3 language versions &amp; more content</b>
<b>4.4. Promotional materials</b>	<b>DONE</b>
<b>4.5. Media coverage</b>	<b>Ongoing</b>
<b>4.6. Dissemination reporting</b>	<b>Ongoing</b>

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## UZDOC 2.0 partners meet in Budapest for 5th Consortium Meeting & Knowledge Sharing Event



The UZDOC 2.0 partners are meeting in Budapest, Hungary, on March 12 and 13 for a consortium meeting and knowledge sharing event at Eötvös Loránd University (ELTE).

On the first of the two-day event, the partners will gather for the 5th consortium meeting at the Faculty of Education and Psychology of ELTE. As the project enters its final stage, the meeting will focus on the ongoing work and the stages of preparation for the final event, which will take place in Nukus, Uzbekistan, in September 2019.

Representatives from Tashkent Financial Institute will start by presenting the outcome of the 3rd Uzbek Local Coordination meeting, which took place last December in Karshi. This will be followed by presentations on the results of development and dissemination activities. Afterwards partners will discuss the next steps for the organization of the final event, which will consist of a final consortium meeting, final conference & workshop on career development of doctoral candidates.

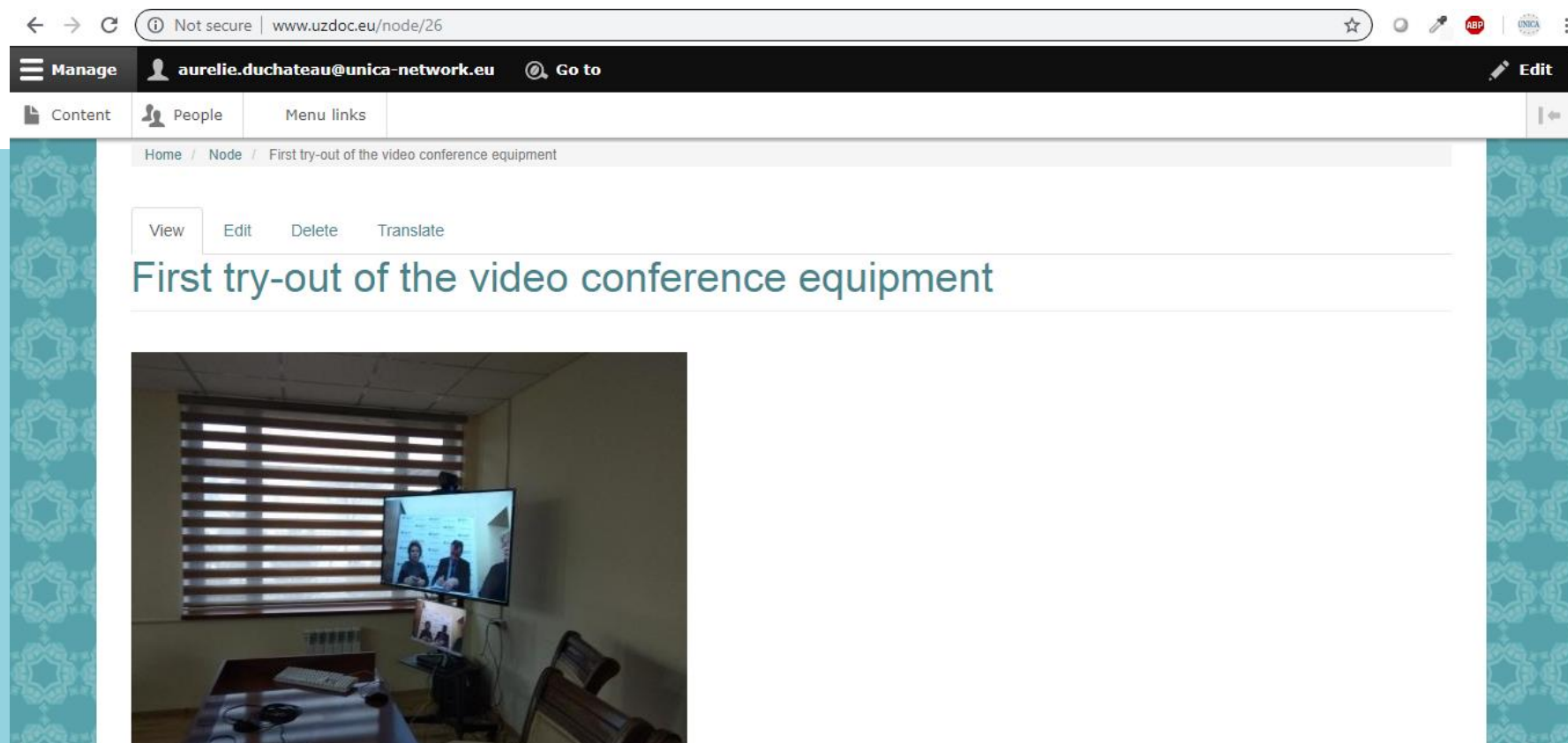
The knowledge sharing event on the following day will focus on the quality of doctoral education and organization of doctoral schools, with several speakers from ELTE among others of



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# WP5: Management (Lead: UNICA)

<b>5.1. Produced Project Management and (internal) communication plan</b>	Included in the Partnership Agreement
<b>5.2. Organised kick-off meeting, Consortium meetings, Final event</b>	5 Consortium meetings took place <b>Last one in UZ, Sept. 2019</b> <b>Final event: ongoing organisation</b>
<b>5.3. Local Coordination Board meeting</b>	3 meetings took place: OK
<b>5.4. Project reporting</b>	Ongoing, final reporting

# Conclusion –

- Final event (5.2) is a momentum to reach deliverables:
  - ❑ 2.8 Recommendations (POLITO)
  - ❑ 2.6. Developed and performed trainings for supervisors and doctoral candidates (ULB)
  - ❑ 2.9 2-day Training for career development of doctoral candidates (20 participants) (POLITO)
- Other TO finish
  - ❑ 2.1. Guidelines for the Joint Doctoral Centre implementation (TFI)
  - ❑ 2.5 Designing a model of a new joint doctoral programme (ELTE)
  - ❑ 3.2. External quality assurance plan and evaluation reports
  - ❑ 4.3. / 4.5 / 4.6 Translation website content + media coverage + dissemination (UzSIAC)

# Financial management

Budget Headings	1. Grant Awarded (in EUR)	2. Budget Spent (in EUR)
1. Staff Costs	259.947,00	88.418,00
2. Travel Costs	146.110,00	89.215,00
3. Costs of Stay	154.780,00	98.560,00
4. Equipment Costs	65.000,00	49.871,50
5. Subcontracting Costs	25.180,00	4.840,00
<b>A. Grant for Project Activities</b>	<b>651.017,00</b>	<b>330.904,50</b>
<b>B. Additional Grant for Special Mobility Strand</b>	<b>0,00</b>	<b>0,00</b>
<b>Total Grant requested from the European Union (A + B)</b>	<b>651.017,00</b>	<b>330.904,50</b>



# ADMINISTRATION

# Missing documents (1)

1	Partner No	Institution	Activity	Number	Surname	Name	Missing Report	Missing BP Go	Missing BP Return	Other
2	P1	UNICA	Tashkent October 2018	115	Duchateau	Aurelie		x		
3			Tashkent February 2017	7	Kovacevic	Melita				Missing signature on report
4			Tashkent October 2018	122	Kovacevic	Melita	x			
5	P2	Politecnico de Torino	Tashkent February 2018	116	Giordano	Claudia		x		
6			Tashkent February 2017	6	Gino	Irene	x			
7	P3	University of Granada	Brussels June 2017	22	Molina	Maria Teresa				Missing signature on report
8	P4	Université Libre de Bruxelles	Tashkent February 2018	61	Chappele Noelle	Marie	x	x	x	
9	P5	Eötvös Loránd University	Tashkent February 2018	63	Halasz	Gabor		x	x	
10			Tashkent October 2018	120	Halasz	Gabor	x	x	x	
11	P6	Tashkent Financial Institute	Turin October 2017	30	Khalikov	Ulugbek		x	x	
12			Turin May 2018	79	Khalikov	Ulugbek	x	x	x	
13			Nukus June 2018	97	Khalikov	Ulugbek			x	
14			Granada September 2018	110	Khalikov	Ulugbek	x	x	x	
15			Turin May 2018	80	Karimkulov	Jasur	x	x	x	
16			Granada September 2018	111	Karimkulov	Jasur	x	x	x	
17			Turin May 2018	81	Rahimov	Eshmurod	x	x	x	

# Missing documents (2)

A	B	C	D	E	F	G	H	I	J
P7	Namangan State University	Nukus June 2018	91	Yakubbaev	Murodilla	x			
		Nukus June 2018	92	Lutfullayev	Pulatkhon				Current return dates on report does not match excel
		Turin May 2018	68	Lutfullayev	Pulatkhon	x			
		Tashkent February 2017	10	Lutfullayev	Pulatkhon				Current return dates on report does not match excel
		Tashkent October 2018	127	Lutfullayev	Pulatkhon		x	x	
		Turin May 2018	70	Abdullaev	Gaffurjon	x			
		Tashkent October 2018	128	Sulaymanov	Asatullo		x	x	
		Tashkent October 2018	129	Isroilov	Jasur		x	x	
P8	Tashkent Institute of Chemical Technology	Turin May 2018	76	Mastura	Aripova				Current return dates on report does not match excel
		Turin May 2018	74	Babakhanova	Zebo				Current return dates on report does not match excel
P9	Ministry of Higher Education and	Turin May 2018	83	Mamanazanov	Abdusamat	x	x	x	
		Turin May 2018	82	Sulaymonov	Farrukh	x	x	x	
P10	Uzbekistan State Institute of Arts and Culture	Turin October 2017	32	Aripova	Gulnoza			x	Missing signature on report
		Granada September 2018	107	Aripova	Gulnoza				Current return dates on report does not match excel



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# Staff costs – reporting & payment

- Fixed unit costs according to national categories
  - Staff category (Manager, Researcher/Teacher, Technical, Administrative) is about the **nature of tasks performed** not the position at the University
- Example: *Head of International Relations Office carries out translation → Technical (not Manager)*
- **Evidence of outputs/tasks** performed as important as timesheets and staff conventions
- **Formal employment contract**
  - **Staff convention**
  - **Time sheets**
  - **Salary slips**
  - **Agendas**
  - **Attendance / Participant lists**
  - **Tangible outputs/products\***
  - **Minutes of meetings**

#### KEY CONSORTIUM DOCUMENTS

- Detailed project description (part of the Project Erasmus+ Application)
- Partnership Agreement (signed by all Partners)
- Annexes 1-2, 4-5 of the Partnership Agreement
- Consortium Agreement (Annex 3 of the Partnership Agreement) *link to Google Drive (the file is too heavy to be uploaded here)*

#### GUIDELINES: ERASMUS+ CAPACITY BUILDING IN HIGHER EDUCATION

- Guidelines for the Use of the Grant
- European Commission travel distance calculator

#### PREVIOUS PROJECT MEETINGS

##### Launch meetings & 1st Consortium meeting, Tashkent, 27 February 2017

- Programme launch meetings (final)
- List of participants as of 23 February 2017
- Agenda of the 1st Consortium meeting (27 Feb 2017)

# Staff costs reporting: information

The unit costs to be applied for Staff costs are those defined in the table in Annex I of these Guidelines and take into account these variables: the type of staff category, the country in which the staff member is employed, and the number of days worked for the project. Each unit cost corresponds to an amount in Euro per working day per staff.

The applicable staff categories to be applied are the following:

- Managers (including legislators, senior officials and managers) carry out top managerial activities related to the administration and coordination of project activities.
- Researchers, teachers and trainers (RTT) typically carry out academic activities related to curriculum/training programme development, development and adaptation of teaching/training materials, preparation and teaching of courses or trainings.

<sup>8</sup> Please refer to Art. II.14 of the Grant Agreement.

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- Technical staff (including technicians and associate professionals) carries out technical tasks such as book-keeping, accountancy, in-house translation activities.
- Administrative staff (including office and customer service clerks) carries out administrative tasks such as secretarial duties. Students can work for the project and can be considered as administrative staff, provided that they have signed a work contract with a consortium beneficiary institution.

The Staff category to be applied will depend on the work to be performed in the project and not on the

#### PARTNER COUNTRIES

	Manager	Teacher/ Trainer /Researcher	Technician	Administrative staff <sup>1</sup>
AMOUNTS IN EURO PER DAY				
Israel	166	132	102	92
Albania, Angola, Antigua and Barbuda, Argentina, Barbados, Bosnia and Herzegovina, Brazil, Chile, Colombia, Comoros, Cook Islands, Dominica, Gabon, Grenada, Ivory Coast, Kosovo <sup>2</sup> , Lebanon, Libya, Mexico, Montenegro, Nigeria, Peru, Saint Kitts and Nevis, Saint Lucia, Saint Vincent And the Grenadines, Sao Tome and Principe, Serbia, Seychelles, Thailand, Territory of Ukraine as recognised by international law, Uruguay, Venezuela, Zambia, Zimbabwe	108	80	57	45
Afghanistan, Azerbaijan, Bahamas, Bolivia, Burkina Faso, Cameroon, China, Congo, Costa Rica, Djibouti, Dominican Republic, Ecuador, El Salvador, Georgia, Guatemala, Guinea-Bissau, Haiti, Iran, Iraq, Jamaica, Jordan, Kazakhstan, Kenya, Micronesia, Morocco, Mozambique, Namibia, Palestine <sup>3</sup> , Panama, Papua New Guinea, Paraguay, Senegal, South Africa, Surinam, Swaziland, Territory of Russia as recognised by international law, Trinidad and Tobago, Vanuatu	77	57	40	32
Algeria, Armenia, Bangladesh, Belarus, Belize, Benin, Bhutan, Botswana, Myanmar, Burundi, Cambodia, Cape Verde, Central African Republic, Chad, Congo – Democratic Republic of the-, Cuba, Korea, Egypt, Eritrea, Ethiopia, Equatorial Guinea, Fiji Island, Gambia, Ghana, Guinea, Guyana, Honduras, India, Indonesia, Kiribati, Kyrgyzstan, Laos, Lesotho, Liberia, Madagascar, Malawi, Malaysia, Maldives, Mali, Marshall Islands, Mauritania, Mauritius, Moldova, Mongolia, Nauru, Nepal, Nicaragua, Niger, Niue, Pakistan, Palau, Philippines, Rwanda, Samoa, Sierra Leone, Solomon, Somalia, South Sudan, Sri Lanka, Sudan, Syria, Tajikistan, Tanzania, Timor-Leste – Democratic Republic of, Togo, Tonga, Tunisia, Turkmenistan, Tuvalu, Uganda, Uzbekistan, Vietnam, Yemen	47	33	22	17

# TO DO

- 1) sign individual travel reports!
  - 2) timesheets + convention of staff costs
- deadline: 15 april 2019**



Thank you for your attention!  
Questions?