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# STEERING COMMITTEE MEETING No 9

## Minutes of the meeting

Location: FHJ

Time:

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### ATENDEES

Representatives of partner institutions:

- University of Novi Sad
- Kostanay engineering and economics university named after M. Dulatov
- Innovative University of Eurasia
- Zhangir Khan West Kazakhstan agrarian-technology university
- FH Joanneum Gesellschaft M.B.H
- Duale Hochschule Baden-Württemberg
- LLP SaryarkaAvtoProm
- Uralsk Transformer Plant

### AGENDA

1. Overview of the financial situation and transfer of the grant to partners
2. Pre-financing procedure
3. Report on monitoring visit to WKATU (FHJ)
4. Discussion on the external evaluation report
5. Presentation of 5.3.2 Quality Report on Project Deliverables (FHJ)
6. Presentation of 5.3.3 Check of curriculum
7. Metrics for DIARKAZ (FHJ)
8. Accreditation of INEU
9. 5.5 Sustainability plan
10. Second external evaluation
11. Report on dissemination activities (KEEU)
12. Deliverables by the end of the project:
  - 2.4.4. Report on the second visit to Graz
  - 2.5 Courses and teaching material by WKATU and INEU
  - 3.2 Implementation reports by KEEU, WKATU, and INEU
  - 3.4 Report on feedback analysis
  - 5.4.2 Second external evaluation report
  - 5.5 Sustainability plan
  - 6.3.6 LC meeting report
13. Preparation for the auditing procedure  
Missing documents



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Preparation of translation through comments in pdf files  
Give them opportunity to compare FS and personal evidence  
INEU, staff costs 06/21-10/21 to send separate documents with ref. numbers  
UTP, staff costs 01/20-10/21 to send pdf versions of JD+TS  
For every staff cost there must be a proof about the work that has been done

14. Preparation of the final conference
15. Discussion

### Remarks:

1. Overview of the financial situation and transfer of the grant to partners  
All partners agreed on the time frame about the instalments by the end of the project. The last instalment should be transferred to the partners by September 2023.  
The coordinator will send the Financial Statement to all partner in order to check and compare their records on all costs.
2. Pre-financing procedure  
The coordinator explained the meaning of the pre-financing procedure. The last 10% of the grant will be received only if the project is fully successful. All partners must calculate the last 10% of the grant as staff costs and submit the Joint Declarations and Timesheets by the end of the project.
3. Report on monitoring visit to WKATU (FHJ)  
Prof. Hochrinner reported about the monitoring visit, with detailed presentation of survey results and World cafe. He will send his analysis to the partners. This report will be added to the deliverables of the project.
4. Discussion on the external evaluation report  
The Steering Committee made an overview of the most important suggestions and remarks from the evaluation, discussing the steps for the improvement of the project outcomes.
5. Presentation of 5.3.2 Quality Report on Project Deliverables (FHJ)  
Maja Dragan (FHJ) presented the Quality Report to Steering Committee explaining the main features of the document.
6. Presentation of 5.3.3 Check of curriculum
7. Metrics for DIARKAZ (FHJ)  
Maja Dragan (FHJ) presented the Metrics for DIARKAZ to Steering Committee explaining on how to make the report on metrics. The universities from Kazakhstan will implement the metrics while making the feedback report on study programs (Activity 4.3).
8. Accreditation of INEU  
Representatives of INEU reported that accreditation certificate for the dual study program in IAR will be received In September 2023.
9. 5.5 Sustainability plan



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WKATU is in charge of this activity. One week is given to all partners for the suggestions. The deadline for the final version of the document is June 30<sup>st</sup>.

#### 10. Second external evaluation

FHJ took the steps to find the expert in the field of dual education for the second external evaluation. The report on second EE should be submitted by September 2023.

#### 11. Report on dissemination activities (KEEU)

The representatives of three Kazakhstani universities made the presentations about dissemination activities at institutional and consortium level. It is necessary to collect data about the number of events and number of stakeholder reached through dissemination channels.

When it comes to social media, the partners must connect DIARKAZ profiles with student profiles in order to enlarge the visibility of the project.

The stickers with the logo of the project and EU must be printed out and they must be on every piece of equipment. Both logos must be present in all presentations and videos from the project.

#### 12. Deliverables by the end of the project

The coordinator summarized the deliverables necessary to produce by the end of the project:

- 2.4.4. Report on the second visit to Graz
- 2.5 Courses and teaching material by WKATU and INEU (the link is on the website)
- 3.2 Implementation reports by KEEU, WKATU, INEU
- 3.4 Report on feedback analysis (survey on students, companies, teachers...)
- 5.4.2 Second external evaluation report
- 5.5 Sustainability plan
- 6.3.6 LC meeting report

#### 13. Preparation for the auditing procedure

The coordinator started the procedure for the public purchase of the auditing service. The auditing will be conducted in Serbia, by auditing agency specialized for ERASMUS+ projects. The auditing procedure will have two rounds, one for cost occurred in the first half of the project (by 10.1.2022), and second round for the costs occurred by the end of the project (14.1.2024).

All partners must be prepared for the auditing:

- The coordinator will send the "List of supporting documents for auditing" to inform the partners about the documents that must be prepared for the auditors.
- In the case of equipment and subcontracting, all documents must be translated in English. Preparation of translation through comments in pdf files.
- In the case of staff costs and travelling, only selected documents will be translated, when auditor send the request. For every staff cost there must be a proof about the work that has been done (presentations, teaching material etc.).
- INEU must send the new documents for the staff costs in the period 06/21-10/21. Every Joint Declaration and Timesheet must be in separate pdf file, and the name of the file must be the reference number of the document.
- UTP must send to coordinator the pdf files for the staff costs in the period 01/20-10/21.
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Important dates related to auditing, first round:



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- 01.11.2023. Submission of documents from all partners to coordinator
- 15.11.2023. Submission of documents from coordinator to auditor
- 15.12.2023. Report from the auditor

Important dates related to auditing, second round:

- 15.01.2024. Submission of documents from all partners to coordinator
- 30.01.2024. Submission of documents from coordinator to auditor
- 15.02.2024. Report from the auditor

15.3.2024. The deadline for the submission of the Final report to EACEA.

After submission of the Final report, the new auditing will take place during the spring 2024, by auditing agency from EACEA.

#### 14. Preparation of the final conference

The final conference will be organized by KEEU in Kostanay, somewhere between mid-October and November 2023.

#### 15. Discussion

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Prof. Dr Mirko Savić

Date of approval: 08/05/2023