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STEERING COMMITTEE MINUTES OF THE MEETING

Location: Kostanay engineering and economics university named after M. Dulatov

Time: February 5th 2020

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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-Technical University
- FH Joanneum Gesellschaft M.B.H
- Duale Hochschule Baden-Württemberg
- LLP SaryarkaAvtoProm

AGENDA

1. Nomination of partner representatives into Steering Committee
2. Participation of Kazenergyexpertize in the consortium
3. Signing of partnership agreement
4. Activity 5.1 Defining plan for project quality control
5. Activity 4.1 Set-up Dissemination and exploitation plan
6. Activity 1.1 Analysis of best practise and comparative analysis: Organization of study visits
7. Activity 1.2 Development of learning outcomes and competencies
8. Activity 2.1 Purchase of equipment
9. Activity 6.4 Reporting
10. Discussion

REMARKS

1. Nomination of partner representatives into Steering Committee
 - **Steering committee:** Mirko Savic (UNS), Zhanat Jabassova (KEEU), Anastassiya Aliyassova (INEU), Gaukhar Kamalova (WKATU), Hagen Hochriner (FHJ), Meruert Aubakirova (SAP). DHBW will nominate its representative later on, while KEE did not have representatives at the meeting.
 - **Quality Committee:** Milan Nikolic (UNS), Oleg Moissejenko (KEEU), Akmaral Kadyrova (INEU), Askar Nametov (WKATU), Maja Dragan (FHJ), Meruert Aubakirova (SAP). DHBW will nominate its representative later on, while KEE did not have representatives at the meeting.
 - **Local Committee:** Zhanat Jabassova (KEEU), Anastassiya Aliyassova (INEU), Laura Dushayeva (WKATU), Meruert Aubakirova (SAP). KEE did not have representatives at the meeting.



2. Participation of Kazenergyexpertize in the consortium
 - Since KEE asked for additional information about their participation in the project, SC decided that coordinator will write the letter to KEE with detail explanation of KEE role on the project. If KEE accept the partnership, procedure of signing partnership agreement will continue. If decision of KEE is to leave the consortium, partners in Kazakhstan will look for new industry partner.
3. Signing of partnership agreement
 - Since some articles in partnership agreement must be changed in order to be in line with rules of EACEA, regarding exchange rate calculation, UNS will prepare new partnership agreements for all partners.
4. Activity 5.1 Defining plan for project quality control
 - Plan for quality control will be made until March 31st 2020. FHJ is WP leader.
5. Activity 4.1 Set-up Dissemination and exploitation plan
 - D&E plan will be made until March 31st 2020. KEEU is WP leader. Coordinator will help to KEEU by sending them D&E plans from earlier projects.
 - All partners must make the list of events where DIARKAZ project can be promoted in the following year. All list must be sent to KEEU. Deadline is February 29th 2020.
 - Consortium will make profile on social networks: Facebook (responsibility of INEU), Instagram (WKATU), LinkedIn (UNS).
 - All partners on their websites must have links towards DIARKAZ website with project logo and (if possible) short project description.
 - English version of website must be fully developed as soon as possible.
 - All partners are invited to give suggestions about project website and its elements.
 - D&E plan must include definition of visual identity of the project
 - Coordinator advised all partners to contribute to dissemination activities by promoting DIARKAZ project everywhere. If someone of partners is promoting the project (at conferences, meetings, etc.), advise is to make a couple of pictures and short description of event and send it to KEEU for publication on the website and social networks.
6. Activity 1.1 Analysis of best practise and comparative analysis: Organization of study visits
 - First study visit will be organized in Graz, during April 21st to 24th, hosted by FHJ.
 - Second study visit will be in Heilbronn. The proposed dates of visit are May 25th to 29th. The consortium is waiting for confirmation of dates by hosting institution (DHBW).
 - Next meeting in Kazakhstan will be in Pavlodar, during June 2020. Exact dates will be decided at the meeting in Graz.
7. Activity 1.2 Development of learning outcomes and competencies
 - KEEU will send English version of Kazakh Law on Higher Education and accreditation procedure.
 - Kazakh academic partners will make time line regarding accreditation, starting from internal evaluation, Ministry expertise, registration into Ministry register, and accreditation of study program after one year of experiment. Consortium needs to know the length of every phase in order to plan project activities.
 - Kazakh academic partners will make first draft version of curriculum for IAR study programs (list of courses, ECTS points, topics on every course, etc.) with learning outcomes. The copy of the curriculums and learning outcomes will be sent to coordinator. The first draft of curriculum will be starting point for discussion with industry representatives.
 - KEEU, INEU and WKATU will organize meetings with their industry partners in order to discuss curriculum and learning outcomes. The meeting can be in different formats (focus groups, world cafe, etc.). After the meetings, Kazakh academic partners will submit reports to coordinator.



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8. Activity 2.1 Purchase of equipment

- Purchase of equipment must be conducted in the first half of the project. Since KEEU and INEU are private, and WKATU is public university, there are different opinions on how to conduct the purchase. Kazakh partners will consult their NEO and inform the coordinator about their conclusions.

9. Activity 6.4 Reporting

- KEEU will make the report about first meeting of the consortium in Kostanay.
- Coordinator will make minutes of the SC meeting and send it to all partners for their approval.

10. Discussion

- Coordinator has informed partners about creation of Google Drive for DIARKAZ where all project reports will be uploaded.

Prof. Dr Mirko Savić

Date of approval: 12.2.2020.