

5th Project Board Meeting

Bratislava, 30 April 2015

Agenda

1. Communications and information by participants
2. First Report of the External Quality Control Team
3. Dissemination of the EQUASP Model
4. Planning of tasks for the making of the intermediate report
5. Work-plan for the test of the software for the on-line documentation of the QA of SPs
6. Administrative and financial issues
7. Next activities and events
8. Any other business and close of the meeting

1. Communications and information by participants

2. First Report of the External Quality Control Team

Observations and Suggestions

(a) Internal quality monitoring and management

The EQCT is aware that EQUASP is formally focusing in Russia. It nonetheless sees EQUASP's overall ability to function in a coherent and coordinated way as both its major challenge and its main success factor. Hence, the close monitoring of all activities and the building of bridges between its various activities and units, in particular from the Russian partners, will be essential for its effective functioning and for the actual production of its "deliverables".

A key tool for the monitoring of time and progress would be to make certain that the **activities on the EQUASP website are organised in a more efficient and structured way, showing in advance not only all meetings (together with their draft agenda), but also all relevant documents in a easy to access manner.**

Proposals

- Add a voice to the horizontal Menu: Documents (*where to put the approved documents*)
- Re-organization of the Reserved Area

Minutes

Minutes of the PB

Minutes of the 1st PB Meeting

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Minutes of the MB

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Minutes of the IMQCT

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Reports of the EQCT

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➤ Addition of the following voices to the Reserved Area

Documents under consideration (*where to put documents under considerations*)

Upcoming Meeting Documents (*where to put documents such as agenda, minutes of previous meetings to be approved, etc., relevant to the nearest next meeting*)

Next PB Meeting

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Next MB Meeting

...

Next IMQCT Meeting

...

Next EQCT Meeting

...

(b) Mobilisation of active members and partners around EQUASP's objectives

On the basis of preliminary observations gathered by or sent to the EQCT, the EQCT perceives a need to mobilise the team around the achievement of each institution objectives and before all around the need to collectively guarantee the overall success of the project. From this perspective, the EQCT recommends that **in the next 6 months each of the Russian partners should have a close follow-up by the Management Board, and each of them should appoint a work team, giving this information to all the partners (this teams should incorporate a member of the top management of the institution).** This stage of the project is considered by the EQCT as critical for its success.

Proposals

- **Follow-up** of each partner University in occasion of the next in Tambov.
- Each partner University **appoints or confirms the appointment** of an EQUASP Working Team incorporating a member of the top management of the institution within a month from today.
The appointed team is documented in the EQUAP website.

(c) Meetings

c1. All the partners should make available in the website for all the other partners all documentation about their meetings, including supporting documents, flyers, minutes, newsletters, ... and, whenever possible, with supporting pictures and/or videos.

c2. Considering the important role of the Ministry of Education and Sciences and Universities on the overall success of the project, the EQCT very much endorses that the MB to plan several meetings on a regular basis with the Ministry representative.

c3. The Management Board may wish to inform all actors prior to the meetings, in writing, about the overall state of the project in order to foster a common sense of belonging and ownership.

A general information about the overall state of the project will be made available in writing to all project partners on the project website before the meetings of the PB.

c4. It may also wish to make certain that ample space is available for activity leaders to discuss (not just to present) the current development state of their work plan and for those not involved in a particular activity (including the Coordinator and the administrative team) to ask questions and make comments and suggestions which will be heard by all.

(d) Website

The Management Board should **adjust the current website to allow requests from the institutions not involved in the project about outcomes and outputs** of the project from now on and not wait for the completion of the project to do so.

A new voice 'Contacts' will be added to the home page of the project website.

A counter of the number of the visitors should also be added to the current website.

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(e) Work-plan

The work-plan should be corrected to incorporate only the intermediate and final reports as planned and not to have 6 project reports as depicted.

It will be done.

3. Dissemination of the EQUASP Model

- Organization of at least a **Dissemination Meeting inside each partner University** possibly within the month of May.
Information (*programme, participants, etc.*) on the project website
- **Brochure** about the EQUASP Model and EQUASP Questionnaires
- **Paper** about EQUASP Model and EQUASP Questionnaires

4. Planning of tasks for the making of the intermediate report

XXX

5. Work-plan for the test of the software for the on-line documentation of the QA of SPs

XXX

6. Administrative and financial issues

XXX

7. Next activities and events

- **EQUASP Pr&Resp and EQUASP Pr&Resp with RespxDoc**
- **Tambov, September (October) 2015:** PB meeting, Workshops, MB Meeting (3 days)
Possible dates: 30/9- 2/10; 5-7/10; 7-9/10
- **Rome, October (November) 2015:** Training Seminar (3 days)
Possible dates: 9-11/11; 11-13/11; 18-20/11; 23-25/11; 25-27/11.

8. Any other business and close of the meeting

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