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**ERASMUS+**

**HIGHER EDUCATION CAPACITY BUILDING**

**Erasmus+ Project**

**Crisis and Risks Engineering for Transport Services  
(CRENG)**

Minutes of the teleconference with Azerbaijan Partner Universities

June 22, 2020.



On June 22, 2020 (11.00) online meeting (teleconference) of representatives of CRENG Project Management Board, local coordinators and participants from Azerbaijan Universities took place. The meeting was attended by:

Members of Project Management Board:

1. Dr. Konrad Lewczuk (Warsaw University of Technology)
2. Ms. Svetlana Jasic (EXOLAUNCH GmbH)
3. Dr. Iuliia Bulgakova (State University of Infrastructure and Technologies)
4. Ms. Elena Eyngorn (Technical University of Berlin)
5. Ms. Kateryna Polupanova (Priazovskyi State Technical University)

Representatives of Azerbaijani Partner Universities:

1. Yashar Omarov (Ministry of Education of Azerbaijan)
2. Arif Naijmov (Baku Engineering University)
3. Narmin Alakbarova (Baku Engineering University)
4. Orkhan Vatankhah (Azerbaijan Technological University)
5. Marziya Agayeva (Azerbaijan Technical University)
6. Subhan Namazov (Azerbaijan Technical University)

The main goals of the meeting included discussion on:

- Feedback on CRENG project intermediate report of evaluator from EACEA.
- Current issues related to project management.

The following resolutions were agreed through discussion:

1. The feedback from EACEA has been sent to local coordinators and partners of CRENG project. Local coordinators of Azerbaijan Universities are aware of its content.

2. PMB now is collecting documents on request of project Officer. The deadline for sending documents to EACEA is 9 July. AZ partners are obliged to fully support PMB and provide necessary documents on PMB request on time.

3. Till 5 July AZ partners will sent scan copies of CRENG SO regulations approved at institutional level and institutional organigram with CRENG SO placed on it.

Elena Eyngorn will conduct on-line training on CRENG SO business model on 24 June 2020 at 13.00 EU time.

Business model of CRENG SO will be prepared by AZ partners, approved on institutional level and sent to PMB till 15 July.

4. Till 5 July AZ partners will sent scan copies of CRENG Lab regulations approved at institutional level.

5. Till 5 July AZ partners will send scan copies of letters to/ from the Ministry of Education of Azerbaijan, scan copies of letters from Legal Representative of partner university to CRENG project Coordinator with detailed explanation of situation with opening of new MA program CRENG. The issue was agreed on Skype conference on 22 January 2020.

6. Till 5 July AZ partners will provide any evidences, that proof transport sector's contribution in the development of the CRENG courses and materials: questionnaire developed, list of rewrites of new CRENG courses from transport sectors, the analysis of feedbacks, the decisions made etc.



7. Till 5 July AZ partners will provide scan copies of CRENG+ Agreement signed, timetable of CRENG+ Agreements signing.

8. All above-mentioned issues should be highlighted in 18M Report and sent to PMB asap (for partners, who still didn't send 18M Report)

9. To summarize all abovementioned issues AZ partner will provide answers to the questions in the Tab 1.

Table 1

Issue / Вопрос	Explanation / Объяснение	Documents / Документы
<p>Development of CRENG MA program in your university and accreditation on national level Разработка новой магистерской программы и ее аккредитация на национальном уровне</p>	<p>Please confirm the ability of your university to open the new MA program CRENG; provide short description of actions, that you've already done to open the new MA program CRENG; describe your future actions in order to open the new MA CRENG; describe timelines of opening of the new MA program CRENG Просим подтвердить возможность открытия магистерской программы в вашем университете; Кратко опишите действия, которые вы уже предприняли для того, чтобы открыть магистерскую программу; Опишите ваши будущие действия для того, чтобы открыть новую магистерскую программу; Обозначьте даты открытия новой магистерской программы.</p>	<p>Please provide PMB: 1. Scan copy of the letter for the Ministry of Education prepared by your universities. 2. Scan copy of response of the Ministry (if applicable) or letter addressed to CRENG project coordinator with detailed explanation of the situation with opening of new MA program CRENG, signed by legal representative of your university and stamped. Просим предоставить: 1. Скан-копии обращений вашего университета в Министерство образования с просьбой открыть магистерскую программу; 2. Скан-копии ответом Министерства на ваши обращения или письмо координатору проекта с подробным описанием ситуации с открытием магистерской программы, подписанное вашим руководством, с печатью.</p>
<p>CRENG SO Сервис-офис</p>	<p>Please provide PMB the information regarding state of CRENG SO opening Просим предоставить информацию, относительно состояния вопроса об открытии Сервис-офиса</p>	<p>Please provide PMB: Regulations of CRENG SO, approved at university level; University organigram with CRENG SO placed on it (if applicable) Просим предоставить: Положение о сервис-офисе, утвержденное на уровне</p>



		университета; схема организационной структуры университета с обозначенным на ней сервис-офисом
<p>CRENG Lab Лаборатория</p>	<p>Please provide PMB the information regarding state of CRENG Lab opening Просим предоставить информацию, относительно состояния вопроса об открытии лаборатории</p>	<p>Please provide PMB: Regulations of CRENG Lab, approved at university level; University organigram with CRENG Lab placed on it (if applicable) Просим предоставить: Положение о лаборатории, утвержденное на уровне университета; схема организационной структуры университета с обозначенной на ней лабораторией</p>
<p>Transport sector contribution to the development of CRENG courses Участие представителей транспортного сектора в разработке дисциплин</p>	<p>Please provide information on how representatives from transport sector participated in CRENG course development Пожалуйста предоставите информацию о том, как представители транспортного сектора были задействованы в разработке дисциплин</p>	<p>Please provide PMB: Minutes of seminars, where CRENG courses content were discussed with representatives of transport sector; Developed questionnaire for curricula peer review by representatives of transport sector, survey analysis. Просим предоставить: Протоколы семинаров, на которых содержание дисциплин обсуждалось с представителями транспортного сектора; Разработанные анкеты для оценки содержания дисциплин представителями транспортного сектора, результаты опросов.</p>
<p>Signing CRENG+ Agreement with non-academic partner/ university-enterprise cooperation agreement Подписание соглашения с неакадемическими партнерами/ соглашение о сотрудничестве университета и транспортных компаний</p>	<p>Please provide information on how the signing of CRENG+ Agreement is organized in your university: how many, with what companies CRENG+ Agreement was already signed; what the future plan (dates and companies-potential signatories); how did you organize the work on</p>	<p>Please provide PMB scan copies of signed Agreements Просим предоставить скан-копии подписанных соглашений</p>



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	<p>signing of CRENG+ Agreement (actions, responsible persons, deadlines)</p> <p>Просим предоставить информацию о том, как организован процесс подписания CRENG+ Agreement с транспортными компаниями в вашем университете: сколько соглашений подписано и с какими компаниями; как организована эта работа (действия, ответственные, дедлайны).</p>	
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Coordinator:  
Project Manager:

Prof. Marianna Jacyna  
Dr. Konrad Lewczuk