



**Joint Project: Capacity Building in
the Field of Higher Education
ERASMUS+ 2018**

Crisis and Risks Engineering for Transport Services

On-line Coordinating meeting: Action plan till 15.08.2021



Co-funded by the
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August 31, 2020



WP1: Preparation

1.1 Designing Agreement and guidelines on instructional strategies for MA program "CRENG" development



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Done!



WP2: Development

2.1 Development new and updating existing core and transferable curricula on CRENG



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Done!



WP2: Development

2.2 Development and accreditation of new MA program “CRENG ”



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Main Tasks	Responsible Partners	Timelines	Reporting documents (RD)
1. To develop of new MA program CRENG and accredit at institutional level	P5-P13	P5, P6, P7 – Done P8, P9, P10 – moved to 15.05.2021 P11 – Done P12 – moved to 15.05.2021 P13 – failed	<ol style="list-style-type: none"> MA program downloaded for free access (university web site, national educational databases etc.) Documental approval of MA program accreditation at institutional level (minutes of University Council meetings, rectors orders, MA program title pages etc.)
2. To accredit new MA program CRENG at national level	P5-P13	P5, P6, P7 – till 15.10.2021 P8, P9, P10 – no need P11, P12, P13 - ?????	<ol style="list-style-type: none"> Accreditation Certificate or any document confirming the right of the university to issue a state diploma to persons who have completed training on new MA program CRENG
3. QA of CRENG MA program at the initial institutional level	P5-P13	P5, P6, P7 – Done P8-P13 – as soon as MA program will be developed	<ol style="list-style-type: none"> Minutes of the discussion meetings of new MA program with the stakeholders: employers, students, academic staff; letters of recommendations/ feedback from the stakeholders etc.

Comment: for the partners, who still didn't develop new MA program CRENG, it is obligatory to provide scans of educational plans approved at institutional level with implemented ALL CRENG courses!!!!



WP2: Development + WP3: QA

2.3 Development of teaching/learning materials and updating Join Web Platform, e-learning courses



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Main Tasks	Responsible Partners	Timelines	Reporting documents (RD)/ Indicators of progress (IP)
1. To develop and approve at institutional level a set of teaching materials for each CRENG course	P5-P13	Till 15.11.2020	RD: approved at institutional level sets of teaching materials for each CRENG course IP: 100% of teaching materials developed, 15% of content developed in English
2. To develop e-learning CRENG courses	P5-P13	Till 15.11.2020	RD: approved at institutional level Moodle courses IP: 100% of e-learning courses developed
3. Initial QA of CRENG courses at institutional level (assessment of course description)	P5-P13	Done	RD: questionnaire developed, report on processed results, action plan on quality improvement of developed teaching materials IP: 80% of positive feedbacks, all recommendations are taken into account
4. Initial QA of CRENG courses at project level	P1-P4	Till 15.11.2020	RD: questionnaire developed, report on processed results, action plan on quality improvement of developed teaching materials IP: 80% of positive feedbacks, all recommendations are taken into account
5. To download developed teaching materials to the EACEA platform	P4	Till 15.03.2021	RD: links to downloaded teaching materials IP: 100% of teaching materials downloaded



WP2: Development

2.4 Develop documentation/ purchase, install equipment for the CRENG Labs and VCR



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In process



WP2: Development

2.5 Development guidelines and holding the courses to retrain academic teachers in new curricula methodology incl. IPBL + WP3: QA



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Done!



WP2: Development + WP3: QA

2.6 Developing of Skills Wallet (SW)



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Main Tasks	Responsible Partners	Timelines	Reporting documents (RD)/ Indicators of progress (IP)
1. To develop a methodology and conduct a seminar on SW	P5	15.09.2020	RD: presentation materials incl. action plan and indicators of progress; record of master classes downloaded for free access; announcement of seminar (link), list of participants SW: at least 3 teachers from each PCs university evolved
2. QA of SW seminar	P5	15.09.2020	RD: developed questionnaires; report on conducted survey; action plan on SW methodology updating IP: 80% of listeners satisfaction



WP2: Development + WP3: QA

2.7 Pilot teaching of students on new curricula in CRENG new learning/teaching environment incl. IPBL; pilot operating of CRENG Labs and VCR; updating MA curriculum, if necessary



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Main Tasks	Responsible Partners	Timelines	Reporting documents (RD)/ Indicators of progress (IP)
1. To enroll students on new MA program CRENG	P5-P13	UA - Done Till 15.09.2021	RD: List of students approved at institutional level IP: At least 30 students per year should be retrained on CRENG courses
2. To conduct pilot teaching	P5-P13	Till 15.07.2021	RD: Academic schedule, books of academic groups, report on entries to the MOODLE etc. IP: 15% of new educational content should be delivered in English
3. QA of pilot teaching incl. PBL at institutional level	P5-P13	Till 15.08.2021	RD: developed questionnaires for students; report on conducted survey; action plan on CRENG educational content updating
4. QA of pilot teaching incl. PBL at project level	P7	Till 15.08.2021	RD: developed questionnaires for students/ teachers; report on conducted survey; action plan on CRENG educational content updating



WP2: Development + WP3: QA

2.7 Pilot teaching of students on IPBL



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Main Tasks	Responsible Partners	Timelines	Reporting documents (RD)/ Indicators of progress (IP)
1. To conduct additional refresh seminar on IPBL	P7	Till 15.09.2020	RD: Announcement/ agenda of the seminar downloaded for free accesses, list of participants, record of the seminar IP: At least 3 teachers from each PCs university should participate
2. To conduct IPBL pilot teaching	P5-P13	Till 15.07.2021	
2.1 To appoint responsible teachers and implement PBL methodology in appropriate course	P5-P13	Till 15.09.2020	RD: course description with implemented PBL, developed methodology of PBL implementation in PCs universities. IP: at least 1 course should contain PBL
2.2 To set relevant topics and develop PBL project plan, to discuss project with teachers	P5-P13	Till 15.11.2020	RD: Project plan, minutes of the meetings on projects discussion IP: positive feedback from teachers
2.3 To involve students and conduct pilot teaching	P5-P13	Till 15.07.2021	RD: developed projects, presentations of the projects IP: at least 1 project developed at each PCs university, at least 5 students involved incl. 1 student from other PC.
3. QA of pilot teaching incl. PBL at institutional level	P5-P13	Till 15.08.2021	RD: developed questionnaires by students; report on conducted survey; action plan on CRENG educational content updating



WP2: Development+ WP3: QA

2.8 Master Classes on new curricula



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On-line Master classes are planned till the end of 2020

Main Tasks	Responsible Partners	Timelines	Reporting documents (RD)/ Indicators of progress (IP)
1. To schedule online master classes	P1-P3	Till 15.09.2020	RD: Agenda of Master classes IP: at least 2 master classes conducted till the end of 2020
2. To involve listeners and organize technical support	P5-P13		RD: List of participants IP: at least 30 students and 10 teachers from each university are involved
3. To conduct online masters classes	P1-P3	Till 15.12.2020	RD: Presentations and records of master classes downloaded to the project web site IP: At least two master classes conducted At least one teacher from EU universities participates at each master class
4. QA of listeners satisfaction on master classes	P4	Till 15.01.2021	RD: Questionnaire, report on survey conducted IP: 80% of listeners satisfaction on master classes



WP2: Development+ WP3: QA

2.9 Developing documentation, purchase and install equipment, staff training, establishing of CRENG Service Offices



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Main Tasks	Responsible Partners	Timelines	Reporting documents (RD)/ Indicators of progress (IP)
1. To develop CRENG SO and CRENG Lab regulations and approve at institutional level	P5-P13	Done	RD: CRENG SO and CRENG Lab regulations approved at institutional level
2. To purchase equipment	P4	In process	
3. To retrain CRENG SO staff	P2, P4	Partly in July 2020 As soon as mobility will be available	RD: Record of the training
4. QA of CRENG SO staff training	P4	After the trainings	RD: Questionnaire, report on survey conducted IP: 80% of listeners satisfaction with the training
5. To establish CRENG SO: to appoint responsible persons, to develop CRENG SO institutional business plan, to create CRENG SO web page at institutional web site	P5-P13	Till 15.10.2020	RD: orders/ minutes on appointment of responsible person; link to CRENG SO web page; CRENG SO business plan approved and downloaded to the CRENG SO web page



WP4: Dissemination+ WP3: QA

4.1 Dissemination strategy and event plan; international, regional, local information conferences/ dissemination events



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Main Tasks	Responsible Partners	Timelines	Reporting documents (RD)/ Indicators of progress (IP)
1. To develop dissemination and event plan for the 3 rd project year	P5-P13	Till 15.12.2020	RD: dissemination and event plan for the 3 rd project year approved at institutional level
2. To conduct conferences	P5-P13	Till 08.15.2021	RD: conference agendas, list of participants, proceedings, announcement download for free access (please download and provide links) IP: 2 regional conferences each year, 3 local conferences each year, number of participants involved
3. QA of dissemination events at institutional level	P4	After the event	RD: questionnaires, report on conducted survey, action plan on increasing of dissemination events effectiveness IP: high level of awareness on the project; high level of participants satisfaction
4. QA of dissemination events at project level	P5-P13	After the event	RD: questionnaires, report on conducted survey, action plan on increasing of dissemination events effectiveness IP: high level of awareness on the project; high level of participants satisfaction



WP4: Dissemination+ WP3: QA

4.2 Full media coverage of the project activities incl. joint WEB based platform, groups in social networks



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Main Tasks	Responsible Partners	Timelines	Reporting documents (RD)/ Indicators of progress (IP)
1. To highlight project activities by all distribution channels	P5-P13	Till 15.11.2021	RD: publications on project web pages on project web sites, FB pages, mass media IP: at least 1 publication in a month, each of project activities are highlighted
2. QA of dissemination events at institutional level	P4	Till 15.11.2021	RD: questionnaires, report on conducted survey, action plan on increasing of dissemination events effectiveness IP: high level of awareness on the project
3. QA of dissemination events at project level	P5-P13	Till 15.11.2021	RD: questionnaires, report on conducted survey, action plan on increasing of dissemination events effectiveness IP: high level of awareness on the project



WP4: Dissemination+ WP3: QA

4.3 Establishing, pilot operating of CRENG Service Offices network; “CRENG +” Agreement



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Main Tasks	Responsible Partners	Timelines	Reporting documents (RD)/ Indicators of progress (IP)
1. To develop a concept of CRENG SO Business plan and CRENG SO Network concept	P4	Till 15.09.2020	RD: CRENG SO business plan, CRENG SO Network concept
2. To adapt CRENG SO business	P5-P13	Till 15.10.2020	RD: Approved at institutional level CRENG SO business plan
3. Signing of CRENG+ Agreements with academic and non-academic partners	P5-P13	Till 15.11.2021	RD: Scans of signed CRENG+ Agreements; downloaded logos of CRENG+ partners to the project web sites, CRENG SO web pages IP: at least 10 agreement should be signed by each PC university
4. To operate of CRENG+ Agreement and CRENG SO and CRENG SO Network	P5-P13	Till 15.11.2021 and 5 years after the project	RD: any documents approved involvement CRENG+ signatories to CRENG SO activities IP: number of participants evolved, number of events conducted
5. QA of CRENG SO at institutional level	P5-P13	Till 15.11.2021	RD: questionnaires, report on conducted survey, action plan on increasing of CRENG SO effectiveness IP: high level of awareness on the project
6. QA of CRENG SO at project level	P4	Till 15.11.2021	RD: questionnaires, report on conducted survey, action plan on increasing of CRENG SO effectiveness IP: high level of awareness on the project



WP4: Dissemination+ WP3: QA

4.4 Conduct refresh courses for graduates and other stakeholders



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Main Tasks	Responsible Partners	Timelines	Reporting documents (RD)/ Indicators of progress (IP)
1. To conduct need analysis in training courses	P5-P13	Till 15.11.2020	RD: developed draft schedule/ of training courses, mail list of potential listeners (persons/ companies)
2. To develop teaching materials/ schedule/ agendas of training courses	P5-P13	Till 01.12.2020	RD: Schedule/ agendas downloaded for free accesses to CRENG SO web page IP: 3 training courses conducted by each PCs University, 10 listeners for each training course involved
3. To conduct training courses	P5-P13	Till 15.07.2021	RD: agreements with companies/ persons, certificates issued IP: 3 training courses conducted by each PCs University, 10 listeners for each training course involved
4. QA of training courses at institutional level	P5-P13	Till 15.07.2021	RD: questionnaires, report on conducted survey, action plan on increasing of courses effectiveness IP: high level of courses satisfaction
5. QA of training courses at project level	P5-P13	Till 15.08.2021	RD: questionnaires, report on conducted survey, action plan on increasing of training courses effectiveness IP: high level of participants satisfaction



WP4: Dissemination+ WP3: QA

4.5 Promoting of Skills Wallet



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Main Tasks	Responsible Partners	Timelines	Reporting documents (RD)/ Indicators of progress (IP)
1. To involve companies and students to SW	P5-P13	Till 15.11.2020	RD: SW Agreements between company and students signed IP: At least 2 companies and 7 students involved by each PCs universities
2. To implement SW into CRENG courses	P5-P13	Till 15.12.2020	RD: course description updated with SW modules and assessment rules IP: SW implemented at least in 1 CRENG course
3. To conduct pilot teaching on SW	P5-P13	Till 15.07.2021	
4. QA of SW at institutional level	P5-P13	Till 15.08.2021	RD: questionnaires, report on conducted survey, action plan on increasing of SW effectiveness IP: high level of students/ employers satisfaction; 80% of employment after SW
5. QA of dissemination events at project level	P5-P13	Till 15.08.2021	RD: questionnaires, report on conducted survey, action plan on increasing of SW effectiveness IP: high level of students/ employers satisfaction; 80% of employment after SW



**Thank you for you
attention!**



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