

**Minutes**

**of the Second meeting of SUSDEV project**

**Erasmus+ project 574056-EPP-1-2016-PL-EPPKA2-CBHE-SP**

**“Lifelong Learning for Sustainable Development” / SUSDEV**

**April 24, Monday**

**Venue: Dublin University of Technology (DIT)**

- Opening of the Meeting

- Brief introduction of SUSDEV agenda by Jesus Frias

- Working program

**April 25, Tuesday**

**Venue: Dublin University of Technology (DIT)**

**General meeting of members of project consortium**

Chaired by Nadezda Kamynina

Implementation and working packages issues were discussed. It was decided that all travel arrangements and management issues would be rescheduled for Wednesday Skype meeting with Monika Techmanska.

The following issues were discussed:

1. **A proposal to create a Quality control team**

**Members:**

Marek Frankowicz – JU

Rui Costa – IPC

Valeriy Matison – MSUFP

Gulmira Kuttybayeva – TarSU

Reinfried Mansberger – BOKU

Evgeny Chepurin – SULUP

Tursynzada Kuangaliyeva - WKAU

Jozef Mosiej – SGGW

Nina Pakharkova – SFU

Zhenis Zharlygassov - KSU

1. **Analysis. WP1 reporting**
* Report from KZ (already uploaded in the Dropbox)
* Report from RU (should be ready till 05th of May 2017)
* Summary Report from EU (responsibility: DIT), including country reports from
* PL (WULS&JU)
* PT (IPC)
* AT (BOKU)
* SE (KTH)
* IE (DIT)
* Summary Report should be ready till the end of May 2017
1. **Improvement of communication**

Suggestion to introduce obligation of confirmations of receiving e-mail messages, Fix the schedule of virtual meetings by Steering Committee members

1. **Web page**
* To determine the structure
* To determine hosting institution
* To determine responsibilities for updating the contents
1. **The following meetings were planned:**
* Dissemination methodological seminar will take place in Almaty, **23-28 October 2017.**
* Meeting objectives & preliminary schedule shall be determined ASAP to allow for planning who will participate, for what period etc.
* KZ partners should fix the names of participants by DOODLE survey till 05/05/2017
* All technical details (like visas, hotel bookings, travel arrangements etc.) shall be checked very carefully, to avoid problems we encountered during Dublin meeting. Final decision about management issues shall be taken by Project Coordinator
* Field Visit will take place in Stockholm, **Autumn, 2018.**
* Web meetings of SC will be scheduled later by e-mail.

**Steering committee meeting**

Next face – to - face meeting of SC is suggested for **October, 2017**

**April 26, Wednesday**

**Skype meeting with Monika Techmanska**

The following issues were agreed:

* SGGW will prepare Partnership agreement till 05th of May 2017
* Partner organizations should sign PA till 02/06/2017
* Equipment procurement process should start from **October, 2017**

**Management team virtual meeting shall be organized in** June 2017