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## New and Innovative Courses for Precision Agriculture (NICOPA)

Erasmus+ 597985-EPP-1-2018-1-KZ-EPPKA2-CBHE-JP

### Minutes of online coordination meeting with Kazakh and Turkmen partner universities

Date: February 11, 2020

Participants: Representatives of the project working groups from the S.Seifullin Kazakh Agro Technical University (P1), Shokan Ualikhanov Kokshetau State University (P6), North Kazakhstan State University Named After Manash Kozybayev (P7), Turkmen Agricultural University Named after S.A. Niyazov (P8), Turkmen state architecture and construction institute (P9), Turkmen Agricultural Institute (P10), Technische Universität Berlin (P2), EXOLAUNCH GmbH (P5).

The list of participants is attached.

#### Considered questions:

1. Issues of the equipment supply and drafting of contracts;
2. Planning a summer school in Prague and training in Plovdiv;
3. Improving the information exchange regarding the development of new courses;
4. Preparation of the Intermediate report;
5. Update of the project website.

#### Decisions:

The following decisions were agreed through discussion:

1. The draft of the equipment procurement contract with the chosen supplier was sent to the project partners' universities for approval.

Each partner university is obligated:

- To prepare rooms for the laboratory and PASO, to prepare and approve on institutional level PAL and VCR regulations.

- In order to facilitate customs clearance, the regional Coordinator of each partner country should inquire information regarding the necessary procedures of the equipment procurement on the national level, to inform the national authorities about the equipment delivery;
- To ensure timely equipment delivery in accordance with the project work plan, the universities should speed up the process of issuing the contracts for the supply of equipment and sign the contracts until 20.02.2020;
- Each partner university should send a scanned copy to the representative of the supplier Raivo Neimanis, e-mail: [raivo.neimanis@gsdas.eu](mailto:raivo.neimanis@gsdas.eu) (CC [arnold.st@exolaunch.com](mailto:arnold.st@exolaunch.com)). Partners should add to the contract: partner address, address of the supplying. If necessary, partners will translate the contract into native language but for the project English version is important. The contract must be signed by the legal representative. Equipment will be supplied in 60 days after sending of the contract scanned copy signed by the legal representative of the partner institution to the supplier.
- After signing the supply contract EXO (P5) will make prepayment of 30% (from the total costs of the equipment in each partner university) to the supplier;
- After the equipment procurement and installation to the university, each partner university should sign the act of acceptance and to record the equipment units on Universities balance; after that, EXO (P5) will make the remaining payment (70% from the total costs of the equipment in each partner university) to the supplier.

2. Czech University of Life Sciences (P4) suggested holding a summer school in Prague, the Czech Republic, from July 16 to July 22, 2020 (arrival day - 15.07.2020, departure - 23.07.2020). The Agricultural University Plovdiv (P3) offered to conduct training in September 2020 in Plovdiv, Bulgaria.

Decisions regarding summer school and training preparation:

- Prepare a draft of the summer school and training program and sent it to the project partners' universities for approval. Responsible P4, P3. Deadline – 19.02.2020;
- Each partner university should confirm the participation in summer school and training, and send the data of two teachers, who will participate from each university, until 19.02.2020.
- Each participant, who is going to attend the summer school and training, should fill in the registration card;
- Plan during the summer school in Prague the 1-day poster session for master students;
- Plan during the summer school in Prague a coordination meeting; invite representatives of Ministries of Higher Education to the coordination meeting;
- Prepare an information flyer/brochure on the project activities for further distribution during the summer school in Prague and training in Plovdiv. Responsible – P1.

3. To improve the exchange of information and experience between universities each partner university should prepare the information about new/modernised courses (name of the course, short description, amount of credits) to all partners. Send the information regarding the courses to the Project Coordinator (P1) until 19.02.2020. Email - [saraorazbek@mail.ru](mailto:saraorazbek@mail.ru). Collected information will be uploaded to the project website.

4. Send out forms of the 18M report to all partner universities by 19.02.2020. Responsible – P5. Each partner university should prepare a report of completed activities according to the received form and prepare the presentation. Send the report and presentation to the Project

Coordinator (P1) and EXO (P5) until 06.03.2020. Emails - [saraorazbek@mail.ru](mailto:saraorazbek@mail.ru), [alexandra.ivanova@ecm-space.de](mailto:alexandra.ivanova@ecm-space.de), [info@ecm-academy.de](mailto:info@ecm-academy.de).

5.Organise the update of the project website (provide the translation of the main information on the project website into Russian). Responsible P1 and P5;

***List of participants:***

| <b>№</b> | <b>Organisation</b>   | <b>Name, Surname, Email of Authorized Representatives</b>   |
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| P1       | S.Seifullin Kazakh Agro Technical University (KATU)                   | Alipbeki Onggarbek Alipbekuly, <a href="mailto:alipbeki@mail.ru">alipbeki@mail.ru</a> ; Kitaibekova Sara Orazbekovna, <a href="mailto:saraorazbek@mail.ru">saraorazbek@mail.ru</a>  |
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| P5       | EXOLAUNCH GmbH (EXO)  | Arnold Sterenharz, Managing Director, <a href="mailto:arnold.st@exolaunch.com">arnold.st@exolaunch.com</a><br>Svetlana Jasic, Project Manager <a href="mailto:svetlana.jasic@ecm-academy.de">svetlana.jasic@ecm-academy.de</a>  |
| P6       | Shokan Ualikhanov Kokshetau State University (KokSU)                  | Beligibayeva Anargul Sarsembayevna, <a href="mailto:anargul.belgibayeva@mail.ru">anargul.belgibayeva@mail.ru</a> ; Auzhanova Mariya Asylkhanovna, <a href="mailto:auzhanovam@bk.ru">auzhanovam@bk.ru</a> ; Kakabayev Nurbol Ayazbayevich, <a href="mailto:nurbol.ka@mail.ru">nurbol.ka@mail.ru</a>                                      |
| P7       | North Kazakhstan State University Named After Manash Kozybayev (NKSU) | Sergey Sartin, <a href="mailto:sartin78@mail.ru">sartin78@mail.ru</a>   |
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| P9       | The Turkmen state architecture and construction institute (TSITC)     | Garajayev Atageldi <a href="mailto:ata8984@mail.ru">ata8984@mail.ru</a> ; Bendov Maksat <a href="mailto:bent@yandex.com">bent@yandex.com</a> ; Charyyeva Saadat ; Annayeva Guncha <a href="mailto:buton-annaeva@rambler.ru">buton-annaeva@rambler.ru</a> ; Myradov Yolly <a href="mailto:yolly1605tm@mail.ru">yolly1605tm@mail.ru</a> . |
| P10      | Turkmen Agricultural Institute (TAI)                                  | Babageldi Kurbanov <a href="mailto:baba.kur@gmail.com">baba.kur@gmail.com</a> ; Durdyev Dovlet; Atayev Merdan   |