

**Management Board and Project Assembly calendar: 3 - 4 October 2016****Management Board (MB)****Participants** (reference # according to the application):

Ref #	Consortium member	SURNAME Name
1	UNIGE - University of Genova	BIANCO Vincenzo
1	UNIGE - University of Genova	MUSAIO Angelo
2	URFU - Ural Federal University n.a. Boris Eltsin	ALEKHIN Vladimir
3	SPBPU - Peter the Great St. Petersburg Polytechnic University	NIKONCHUK Elena
7	NPUA - National Polytechnic University of Armenia	AGHGASHYAN Ruben
10	STUBA - Slovak University of Technology in Bratislava	STANKO Stefan

Prof. Alfredo Squarzoni from UNIGE is invited to participate as guest.

The MB session begins in NPUA at 09:30 of Monday 3rd October 2016. In accordance with the preliminary overall agenda of the coordination meeting, the meeting, the Management Board makes remarks, suggestions and recommendations to be submitted to the Project Assembly for discussion and approval, on the following issues:

0. Communications from the Partners
 1. Reporting of the first project year 2015/2016
 2. Programme Handbooks (PHBs) revisions
 3. Planning of the next activities 2016/2017 with specific reference to:
 - a) Intensive retraining by the Armenian and Russian Jr staff.
 - b) Publishing of the lectures' notes (teaching aids).
 - c) Buying of equipment for setting-up / improvement of didactical laboratories
 - d) Preliminary activities for delivering of the 1st academic year of the Master Course
 - e) Appointment of the Evaluation Board and planning of its activities
 - f) Updating of the project website.
 - g) Administrative and financial reporting issues.

The MB session ends at 10:30 of Monday 3rd October 2016.
The session has been chaired by Prof. Aghgashyan.

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**Project Assembly (PA)  
 Participants:**

| Ref # | Consortium member                                             | SURNAME Name                |
|-------|---------------------------------------------------------------|-----------------------------|
| 1     | UNIGE                                                         | BIANCO Vincenzo             |
| 1     | UNIGE                                                         | MUSAIO Angelo               |
| 1     | UNIGE                                                         | <i>SQUARZONI Alfredo</i>    |
| 2     | URFU                                                          | ALEKHIN Vladimir            |
| 2     | URFU                                                          | <i>MALTCEVA Irina</i>       |
| 3     | SPBPU                                                         | NIKONCHUK Elena             |
| 3     | SPBPU                                                         | <i>KAZANKOVA Polina</i>     |
| 3     | SPBPU                                                         | <i>VATIN Nikolai</i>        |
| 4     | Tambov State Technical University                             | MISHCHENKO Elena            |
| 4     | Tambov State Technical University                             | <i>KRASNYANSKIY Mikhail</i> |
| 5     | Voronezh S. University of Architecture and Civil Engineering  | SHITIKOVA Marina            |
| 5     | Voronezh S. University of Architecture and Civil Engineering  | <i>MISHCHENKO Valerii</i>   |
| 5     | Voronezh S. University of Architecture and Civil Engineering  | <i>MISHCHENKO Irina</i>     |
| 5     | Voronezh S. University of Architecture and Civil Engineering  | <i>ROSSIKHIN Iurii</i>      |
| 6     | <i>South Ural State University</i>                            | <i>DMITRIEVA Ksenia</i>     |
| 6     | South Ural State University                                   | ULRIKH Dmitrii              |
| 7     | National Polytechnic University of Armenia                    | AGHGASHYAN Ruben            |
| 8     | American University of Armenia                                | AMIRKHANIAN Alen            |
| 9     | Technical University of Iasi                                  | BALAN Marius                |
| 10    | Slovak University of Bratislava                               | STANKO Stefan               |
| 11    | SUN - Seconda Università degli Studi di Napoli                | NARDINI Sergio              |
| 12    | Kaunas University of Technology                               | KLIOPOVA Irina              |
| 13    | Engineering Academy of Armenia                                | BARSEGHYAN Razmik           |
| 14    | AE Consulting                                                 | JALAYAN Vahram              |
| 15    | Ministry of Education and Science of Republic of Armenia      | AZGALDYAN Harutyn           |
| 17    | European Civil Engineering Education and Training Association | MANOLIU Iacint              |
| 18    | ATOM-STROY-KOMPLEX                                            | NOVOSELOVA Nina             |
| 20    | URAL-PROEKT-DUBRAVA                                           | KAZACHIKHIN Nikolai         |

The participants from TICASS Consortium (ref. n. 16) and “Center of Construction Expertise” (ref. n. 19) are missing. Participants reported in *italic* are guests and can neither take decision nor vote.

**Minutes of the meeting of the PA**

The MB session begins in NPUA at 10:40 of Monday 3<sup>rd</sup> October 2016. The following agenda is discussed, keeping into account the suggestions of the MB:

0. Communications from the Partners
1. Reporting of the first project year 2015/2016
2. Programme Handbooks (PHBs) revisions
3. Planning of the next activities 2016/2017 with specific reference to:
  - a) Intensive retraining by the Armenian and Russian Jr staff.
  - b) Publishing of the lectures' notes (teaching aids).
  - c) Buying of equipment for setting-up / improvement of didactical laboratories
  - d) Preliminary activities for delivering of the 1<sup>st</sup> academic year of the Master Course
  - e) Appointment of the Evaluation Board and planning of its activities
  - f) Updating on the project website.
  - g) Administrative and financial reporting issues.

## 0. Communications and information from the Partners

Dr. Nikonchuk inform that SPBPU will undergo on 20<sup>th</sup> October next an institutional monitoring carried out jointly by Neo Russia and EACEA officials. The overall purposes of this visit are: i) to assess how the institution manages projects, as well as the use of inputs and resources allocated to the projects; ii) to address the university on the management side at institutional level, including the financial aspects and issues such as delegation mechanisms, information circuits and financial procedures. The monitoring will cover the years from 2008 to 2016 and, therefore, MARUEEB will be involved. Regarding the MARUEEB project, SPBPU and UNIGE have already agreed the preparing of some joint reports to be submitted to the NEO Russia.

## 1. Reporting of the first project year 2015/2016

The planned outcomes have been almost completely successfully achieved, according to the work-plan, in spite of the delayed actual beginning of the activities in February 2016.

The reporting of the activities carried out during the 1<sup>st</sup> project year Oct 2015/Oct 2016 is detailed from Mr Musaio, on the basis of the presentation in **Attachment 1**, which, together with all the other Attachments, constitutes an integral part of the present minutes.

Therefore, the following activities have some slight delays:

- |      |                                                                                                                                                       |          |
|------|-------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| 1.3. | Final draft of the six "PHB" of the Master study-programmes. Approval and recognition of the new/renewed study-programme by the academic authorities. | Feb 2017 |
| 4.2  | Official appointment of the three external members of the Evaluation Board.                                                                           | Dec 2016 |
| 4.2  | Call of the first meeting of the Evaluation Board and definition of the quality control & monitoring calendar.                                        | Dec 2016 |

## 2. PHBs revisions

Prof. Aghgashyan informs that the NPUA team has just completed the revision of its own PHB. The results of this revision process are presented during the meeting, as sample to be compared with other drafts. This documentation is enclosed to the present minutes, in **Attachment 2**.

Prof. Bianco points out that, at this stage, the drafts of the PHBs are almost completed, thanks to the contribution by Prof. Squarzoni and the results achieved after the seminar held in Genoa in past July. Anyway, as regards SPBPU, the PHB needs some integration; it will be opportune the carrying out of such tasks before the above-mentioned institutional monitoring to which SPBPU will be undergone.

Prof. Squarzoni and Mr. Musaio, on the basis of the results achieved in the framework of another running project dealing with quality assurance for study-programmes (EQUASP <http://equasp.tstu.ru/>) suggests the SPBPU partners to involve, in such phase of MARUEEB, the team which has participated in the EQUASP works. The contribution of this team, coordinated by Prof. Vladimir Mager, could be very useful for the carrying out of the final version of the PHB draft. Dr. Nikonchuk, on behalf of the SPBPU team, agrees on the suggestion of Prof. Squarzini and Mr. Musaio and she will act in such direction.

As regards the next tasks, it is confirmed the revisions of the six drafts within January 2017 by Prof. Squarzoni with the contribution of Prof. Declan Kennedy. In such a way, the PCs' Universities will be able to complete the accreditation procedures by February 2017.

### **3. Planning of the next activities 2016/2017 with specific reference to:**

The planning of the activities to carry out during the 2<sup>nd</sup> project year Oct 2016 / Oct 2017 is detailed from Mr Musaio on the basis of the presentation in **Attachment 3**. Furthermore, Prof. Bianco details the academic approach to the next activities 2016 / 2017 by means of the presentation in **Attachment 4**.

The different points are discussed as follows.

#### **a) Intensive retraining by the Armenian and Russian Jr staff**

All the logistic and academic aspects related to the forthcoming retraining course that will be launched on next 10<sup>th</sup> October have been finalised. The training calendar has been settled and the lectures will start on Tuesday 11<sup>th</sup> October. The retraining course foresees some field-visits and lectures at the Savona Campus, too.

As regards the completing of the retraining process, it is confirmed the delivery of a two-week training in Bratislava. As regards the period, Prof. Stanko suggests the period from 3<sup>rd</sup> to 14<sup>th</sup> of April 2017. The training period in Kaunas will take one week, very probably during the first week February 2017. Prof. Aghgashyan suggests from 30<sup>th</sup> of January 2017 to 3<sup>rd</sup> of February in order to insert the training during NPUA staff vacation and permit the Jr staff to start regularly the second term.

It is also confirmed that the same trainees group that will attend the course in Genova will attend the Kaunas and Bratislava training as well.

Prof. Bianco informs that the lectures notes and all the training material will be daily uploaded in the so-called "AulaWeb" portal of UNIGE, so that the trainees can download them. Moreover, once the course will be finished, the trainees will participate to the making of a "Compendium". In particular, they will develop one or more of the topics treated during the whole training course by preparing exercises and/or case-studies. These exercises and/or case-studies can be also included in the project works that the Jr staff will develop immediately after the ending of the Genoa training session.

#### **b) Publishing of lectures' notes (teaching aids)**

The material that will constitute teaching and learning aids for the different Master Courses, not properly called until now as "textbooks", will be produced in the second project year according to the guidelines prepared by Mr Musaio, keeping into account the suggestions of Prof. Bianco, document in **Attachment 5** of these minutes.

Prof. Bianco, as chairperson of the editorial board, takes commitment to contact the involved parties by the end of November next.

#### **c) Buying of equipment for setting-up / improvement of didactical laboratories**

The representatives of the Partner Countries' Universities receive appropriate guidelines on the buying of the equipment, together with all the useful information on financial issues and didactical laboratories requirements.

Prof. Bianco, on the matter, invites to duly consider the specific slide of his above-mentioned presentation, in **Attachment 4**.

**d) Preliminary activities for delivering of the 1<sup>st</sup> academic year of the Master Course**

It is confirmed that the actual delivery of the first academic year Master Course in the six universities will be carried out in correspondence with the third project year, i.e. since October 2017. Nevertheless, Mr Musaio points out that some preliminary activities, having mandatory importance for the beginning of the Courses, will be carried out since August 2017, e.g. the selection and enrolment procedures of the students.

Furthermore, the official opening of the Master is planned in SPB at the same time of the next coordination meeting. Dr. Nikonchuk already proposes the organization of such event the 3<sup>rd</sup> week of September 2017, that is from 18<sup>th</sup> to 22<sup>nd</sup> September 2017.

**e) Appointment of the Evaluation Board (EB) and planning of its activities**

As results of the preliminary contacts, the following personalities are appointed as external members of the EB:

- Dr. Emanuela Stefani from Rome, director of CRUI, the Conference of the Italian University Rectors;
- Prof. Aleksandr Grigoryan from Yerevan, first vice rector of Yerevan State University;
- Prof. Pavel Akimov from Moscow, professor at MGSU, Moscow State University of Civil Engineering.

The Assembly gives task to Mr Musaio to provide promptly for the formalization of the appointments including the due communication to EACEA, to call the calendar of the field monitoring visits of the external evaluators and to define with them an appropriate evaluation and feedback methodology.

**f) Comments on the project website.**

The project website is running although still with some adjustments to be made.

The Coordinator invites URFU to refer as soon as possible to the communication sent on April, containing the list of the several corrections and modifications suggested to the existing version.

In particular, the MARUEEB logo does not correspond to the final one, the calendar at the homepage (although useful tool) is not updated and it should contain also the future activities foreseen by the project work-plan, no publicity of the forthcoming intensive retraining course has been made so far. Furthermore, the photo/video area has not been updated after the April event even if all the documents and pictures of the activities carried out in May and June had been uploaded in the project Dropbox.

The Coordinator urge URFU to update the website regularly and properly, otherwise the duty of the taking care of the website (and the related budget) will be given to another partner.

Moreover, the URFU and NPUA partners are invited to define the technical modalities for the inserting of the Armenian section.

**g) Administrative and financial reporting issues.**

Mr Musaio, on the basis of the presentation prepared by the competent financial office at UNIGE, gives the participants all the guidelines related to the financial reporting issues on

the 1st project year. The participants are given draft copies of the documents they must produce and send to the Contractor possibly by the end of October in order to give UNIGE staff the time to elaborate them to report and transfer the financial endowment for staff costs to each consortium member.

Mr Musaio reminds that all the instalments and the reporting procedures are regulated by the art. n. 5 of the Partnership Agreement in force.

In-depth guidelines on the financial reporting issues of the 1<sup>st</sup> project year are accurately explained. Indication on how report the staff costs and how to fill in the staff conventions are given to the participants.

**Close of the meeting**

No other issues need to be discussed.

The first session of the Project Assembly sessions has been hosted in NPUA, until h 17:30 of Monday 3<sup>rd</sup> October. The second and final session has been hosted in AUA on Tuesday 4<sup>th</sup> October, from h 09:15 to 16:00.

The Project Assembly sessions have been chaired by Prof. Aghgashyan, Prof. Amirkanyan and Mr Musaio.

All the decisions and proposals contained in the present minutes have been unanimously approved by the Project Assembly.

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