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D1.1 Kick off meeting report

Tbilisi, February 21-22nd 2023

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| Project acronym: | DUGEOR |
| Project full title: | Strengthening capacities for the implementation of dual education in Georgia higher education |
| Project No: | 101081771 |
| Funding scheme: | ERASMUS+ |
| Project start date: | January 1, 2023 |
| Project duration: | 48 months |

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| Abstract | Information on the first project meeting, where Steering Committee, Local Committee and Quality Committee were established, with the list of members. Discussion and decision about the project activities in the first year of the project. |
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VERSIONING AND CONTRIBUTION HISTORY

| Version | Date | Revision description | Partner responsible |
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| 1.0 | 28.2.2023 | First draft | UNS |
| 1.1 | 23.3.2023. | Final version | UNS |

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Introduction

The kick off meeting was held in Tbilisi, Georgia, in the premises of Georgian Institute of Public Affairs (GIPA), Address: Tbilisi, 62 Lado Asatiani St, on February 21st and 22nd 2023. Agenda of the meeting is in the annex of this report.

Representatives of all partner institutions were present at the meeting:

1. University of Novi Sad UNS
2. FH JOANNEUM Gesellschaft mbH FHJ
3. Duale Hochschule Baden-Württemberg (DHBW) DHBW
4. University Business Academy in Novi Sad UBANS
5. Georgian Institute of Public Affairs GIPA
6. LLC Batumi Navigation Teaching University BNTU
7. Iakob Gogebashvili Telavi State University TeSaU
8. Batumi State Maritime Academy BSMA
9. Georgian Technical University GTU
10. Vengo group Vengo
11. INTERLOGGEORGIA INTLOG
12. Wine Company Shumi LLC Shumi
13. Ministry of Education and Science of Georgia MoESG
14. LEPL - National Center for Education Quality Enhancement NCEQE
15. Wilhelmsen Ships Service Georgia WSS
16. National Forestry Agency NFA

On the second day of the meeting, two representatives from the HMI (Hospitality Management Institute) were also present at the meeting.

Remarks

After welcome speeches, Prof. Dr. Mirko Savic, University of Novi Sad, started the presentation of the project. He introduced the participants with the general goal of the project and specific goals, work packages, main deliverables, budget, project continuous report system etc. The role of partners was explained across main groups of partners (Georgian academic and non-academic partners, and partners from Europe).

In the second part of the meeting, all partners held the presentations of their own institutions to other partners.

Third part of the meeting started on the first day, and finished on the second day. During this part of the meeting, work package leaders presented the content of the work packages. Discussion was open about the key issues related to implementation of WPs. The last presentation was from the HMI (Hospitality Management Institute, <https://www.hmi.ge/>). HMI (Hospitality Management Institute) is HEI from Georgia willing to become the associated partner and to develop dual pilot study program in the field of tourism and hospitality. They will finance the piloting program from their own funds. This can greatly improve the impact of DUGEOR project, because the consortium does not have the similar study programs for piloting in the project plan.

Fourth part of the meeting was dedicated to the election of decision bodies of the consortium: Steering Committee, Local Committee, and Quality Assurance Committee. Before the voting, the coordinator explained the role of decision bodies in the project consortium. All partner institutions have their representatives in the Steering Committee. All partners from Georgia have their representative in the Local Committee. In QA Committee, each HEI has its own representative, and there are also two representatives from the partner companies.

The agenda of the first SC meeting was the following:

1. Grant Agreement and Partnership Agreements
2. Financial and Administrative aspects of reporting
3. Planning of study and training visits
4. Action plan for the first year of the project realisation
5. AoB

Remarks of the SC meeting:

1. Grant Agreement and Partnership Agreements

Coordinator explained to all partners that after the signing of the Grant Agreement, the next step is the signature of Partnership (Consortium) Agreements, as bilateral agreement between University of Novi Sad and each partner separately. The deadline for the finish of this task is M6 (month 6) since the start of the project (June 30th).

2. Financial and Administrative aspects of reporting

Coordinator has explained the new financial and reporting rules related to the last generation of CBHE projects. Participants are familiar with the budget, how the budget was made, and the types of costs. Additionally, partners are introduced with the reporting procedure. For each reporting period, every participant must submit the Excel file prepared by coordinator about the spending of the grant, and the list of dissemination activities in the last period. Reporting procedure will be explained more in detail in the Project Management Handbook. All the documents (including project application, grant agreement, templates of the documents) will be uploaded to the Google Drive prepared by the coordinator.

3. Planning of study and training visits

The consortium decided to realize two study visits before the fall, in Graz and Novi Sad, while the last study visit will be made in Germany during the fall. Study visit to Graz will be held in May 14th-18th 2023.

4. Action plan for the first year of the project realisation

The coordinator presented the plan of activities in the first year of the project. Table below is showing the deliverables related to the activities in the first year. The deliverables in red colour are due in the first six months of the project. Project partners are already working on all of these activities.

| Work Package No | Deliverable Related No | Deliverable Name | Lead Beneficiary | Type | Dissemination Level | Due Date | Year | Note |
|-----------------|------------------------|--|------------------|------|---------------------|-------------|------|--------|
| WP1 | D1.1 | Kick off meeting report | UNS | R | SEN | 31 Mar 2023 | | 1 |
| WP1 | D1.2 | Consortium agreement | UNS | R | SEN | 30 Jun 2023 | | 1 |
| WP2 | D2.1 | Report on depth analysis of good practices and experiences in respect to DHE in EU Member States and third countries associated to the Programme | GIPA | R | SEN | 31 Jul 2023 | | 1 |
| WP2 | D2.2 | Report on company needs for DHE in Georgia | GIPA | R | SEN | 31 Oct 2023 | | 1 |
| WP2 | D2.3 | Report on round table discussion | GIPA | R | SEN | 31 Dec 2023 | | 1 |
| WP5 | D5.1 | Report on purchased and installed equipment. | TESAU | R | SEN | 30 Sep 2023 | | 1 |
| WP6 | D6.1 | Quality Assurance and Evaluation Plan | FHJ | R | SEN | 30 Apr 2023 | | 1 |
| WP7 | D7.1 | Dissemination and exploitation plan | BSMA | R | SEN | 30 Apr 2023 | | 1 |
| WP7 | D7.5 | Project website | BSMA | DEC | SEN | 30 Jun 2023 | | 1 GIPA |

5. AoB:

- The project consortium decided to bring the decision about the accepting the HMI (Hospitality Management Institute) as associated partner. The partnership of the HEI

from hospitality sector will enrich the consortium and spread the project impact in the new field.

- Representatives of TESAU will collect from HEIs in Georgia the specification of the equipment that will be purchased for DUGEOR project. Coordinator will send the list to the project officer in EACEA for their opinion and approval.

Annex I

Agenda of the kick off meeting



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KICK OFF MEETING

Location: GIPA's Frontline Club Georgia. Address: Tbilisi, 62 Lado Asatiani St
Time: February 21st 2023, 11 a.m. local time

Link for the online participation: https://www.google.com/url?g=https://gipa-ge.zoom.us/j/96943453749?pwd%3DZehEYmhlSFZ5RU0vWVZmRERibDk2Zz09&sa=D&source=calendar&ust=1677327033452866&usq=AOvVaw3Z52U9MD_N4x81atKG6Gq7

AGENDA

DAY I

| February 21 st | | |
|--|--|---|
| 10 ³⁰ – 11 ⁰⁰ h | Registration of participants | |
| Part I Opening and welcome speeches | | |
| 11 ⁰⁰ – 11 ³⁰ h | Welcome speeches | Representative of GIPA |
| | | Prof. dr Mirko Savic, University of Novi Sad, project coordinator |
| 11 ³⁰ – 12 ⁰⁰ h | Project presentation | Prof. dr Mirko Savic Project coordinator |
| Part II Short presentation of partner institutions | | |
| 12 ⁰⁰ – 14 ⁰⁰ h | Presentation of partner institutions (5-10 minutes for each partner) | Representatives of partner institutions |
| 14 ⁰⁰ – 15 ⁴⁵ h | <i>Lunch break</i> | |
| Part III Work Package presentation session | | |
| 15 ⁴⁵ – 16 ⁰⁰ h | WP1 - Project management | Representative of UNS |
| 16 ⁰⁰ – 17 ¹⁵ h | WP2 - Research and needs analysis | Representative of GIPA |
| 17 ¹⁵ – 17 ³⁰ h | WP3 - Generic Dual Higher Education Model (DUGEOR model) | Representative of GTU |
| 17 ³⁰ – 17 ⁴⁵ h | WP4 - Creation of Legal and Strategic Framework on the implementation of DHE | Representative of UBANS |
| 17 ⁴⁵ – 18 ¹⁵ h | Discussion | |

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DAY II

| February 22 nd | | |
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| 9 ⁰⁰ – 9 ³⁰ h | Registration of participants | |
| Part III | | |
| Work Package presentation session | | |
| 9 ³⁰ – 9 ⁴⁵ h | WP5 - Pilot testing of the generic DUGEOR model | Representative of TESAU |
| 9 ⁴⁵ – 10 ⁰⁰ h | WP6 - Quality Assurance and Monitoring | Representative of FHJ |
| 10 ⁰⁰ – 10 ¹⁵ h | WP7 - Dissemination and Exploitation of Results | Representative of BSMA |
| 10 ¹⁵ – 10 ³⁰ h | Dual Study Model in the SouthWest of Germany | Representative of DHBW |
| Part IV | | |
| Project tasks and activities | | |
| 10 ³⁰ – 11 ⁰⁰ h | Forming of the management structures (Steering Committee and Local Committees) and Distribution of work (WP managers, task leaders, participants) - VOTING | Prof. dr Mirko Savić Project coordinator |
| Steering Committee meeting | | |
| 11 ⁰⁰ – 11 ¹⁵ h | Grant Agreement and Partnership Agreements | Representative of UNS |
| 11 ¹⁵ – 11 ³⁰ h | Financial and Administrative aspects of reporting | Representative of UNS |
| 11 ³⁰ – 12 ⁰⁰ h | <i>Coffee break</i> | |
| 12 ⁰⁰ – 12 ³⁰ h | Planning of study and training visits | Representative of UNS |
| 12 ³⁰ – 13 ³⁰ h | Action plan for the first year of the project realisation | Prof. dr Mirko Savić Project coordinator |
| 13 ³⁰ – 14 ⁰⁰ h | <i>Discussion and closing of the kick off meeting</i> | |

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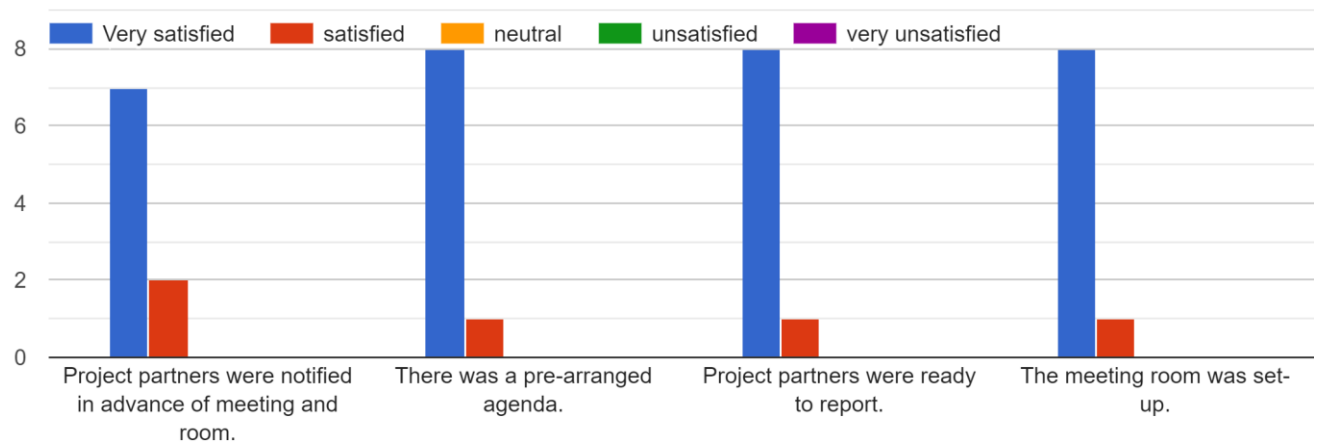
Prof. Dr Mirko Savić, project coordinator

Project Number: 101081771

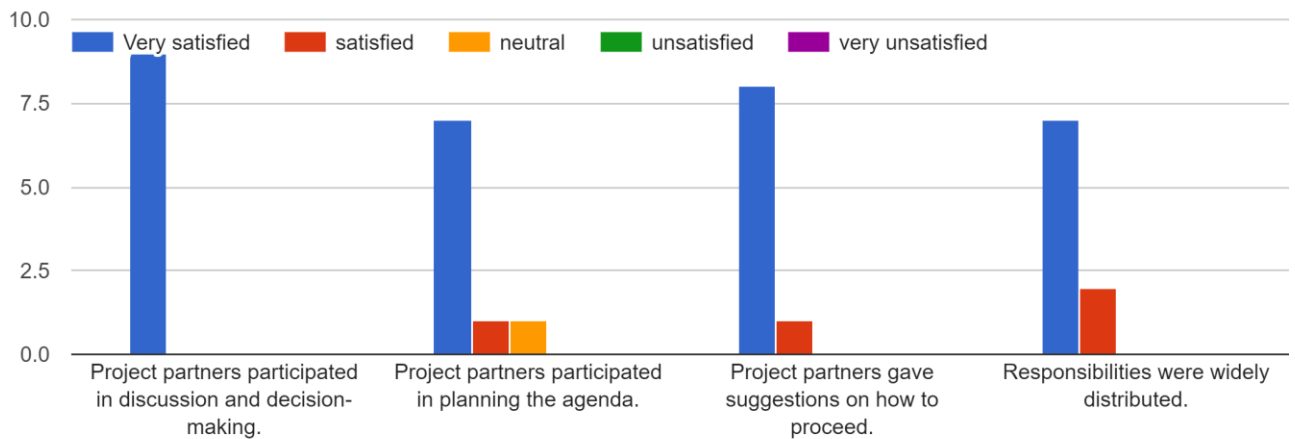
Annex II

Feedback analysis of the meeting

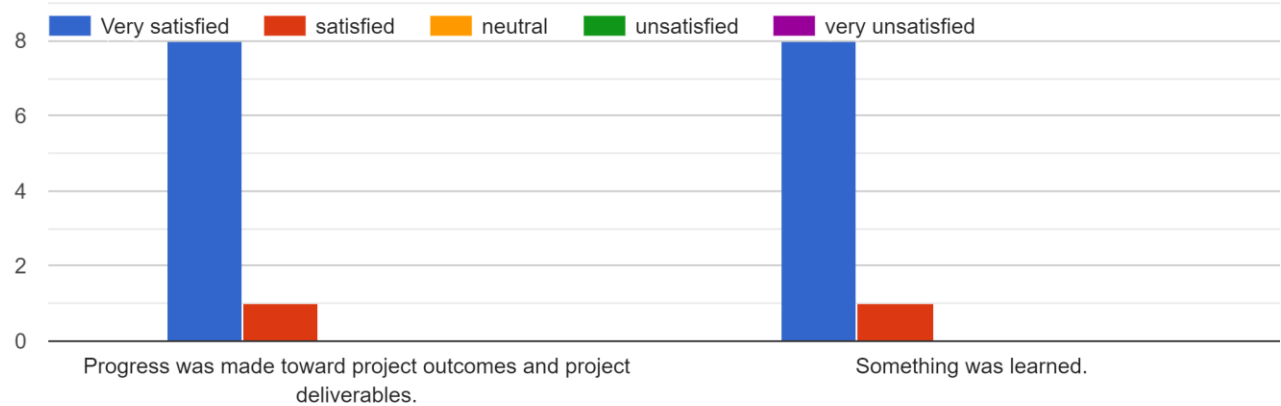
THE MEETING WAS WELL-PLANNED



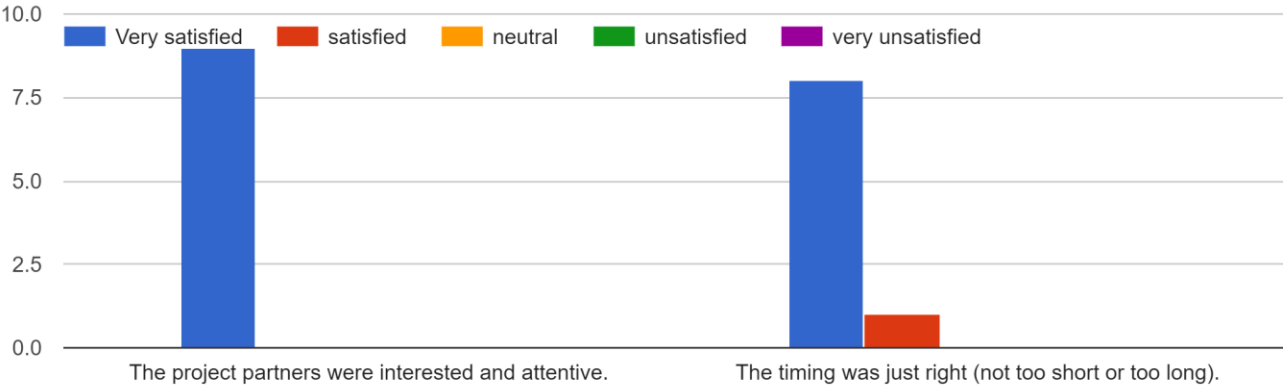
THE MEETING HAD GOOD PARTICIPATION

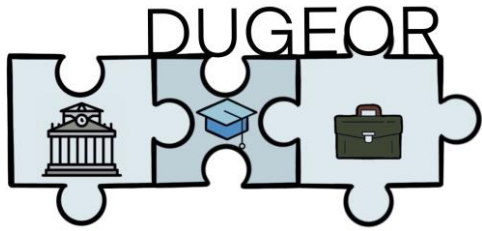


THE KICK OFF MEETING WAS VALUABLE



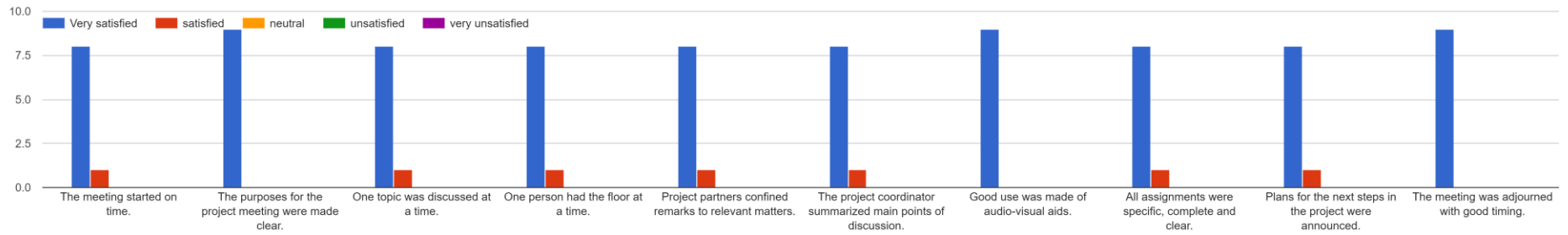
THE PROGRAM WAS WELL DONE





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THE MEETING WAS WELL-ORGANIZED



1. Overall, how productive do you think the meeting was?

8 responses

