

EMAP – Erasmus Mundus Active Participation

Minutes from the Kick-off meeting 15-16 October 2009 Krakow, Poland

EMAP project kick-off meeting

The Slovak coordinator of the project EMAP, Ms. Viera Farkasova, welcomed all representatives of project partner countries (AT, BE(nl), CY, CZ, DE, FI, FR, GR, HU, LT, LV, PL, SI) as well as the representative of the EACEA in Brussels, Mrs. Giordana Bruno. The representatives of Bulgaria and Estonia were not present, therefore all outcomes and supporting materials will be sent to them.

After opening of the kick-off meeting Ms. Viera Farkasova gave the presentation of how should be implemented the most important issues of the project.

One of the most urgent objectives seems to be the preparation of the national survey in order to select two potential consortia for training in preparation of EM projects of an excellent quality. The next issue to be discussed was the organisation of two training seminars (in CZ and CY) and the content of training itself.

Division of tasks among the partners

National survey

Viera Farkasova (SK) and Tereza Babkova (CZ) prepared the **draft of the national survey**, which was presented on the meeting by Tereza. The national survey consists of several criteria which should be followed by each participating country according to individual needs and conditions. The point is that the national survey will be used just for the internal purposes and it is not going to be announced publicly. The aim of the survey is to help EM NS to identify, select and prepare new consortia (potential applicants for The Action 1. – EMMS) and it is up to each partner country which concrete steps will be followed. There are no common rules or directions stipulated; just several ideas that could help to compare potential beneficiaries. Following the draft of the national survey based on the brainstorming of all partners we agreed on these supporting points:

1. National Higher Education system could be mentioned as an introduction of the survey. The source of information about the systems will be provided from Eurydice or Diploma Supplement. As it was mentioned before, it is up to each country what will prefer.
2. In the current situation in the joint master study programmes the legislative aspects could be described in a form of a quote of the law, implementation of the Bologna Process and changes connected therewith, realisation of the ECTS (European Credit Transfer System), DS (Diploma Supplement) etc.
3. As for the consideration the potential HEI from the point of view of internationalisation, the Compendia of existing projects in different programmes/actions aimed at

development of joint study programmes could be one of the sufficient sources to help EM NS to see, which programmes are implemented in the particular country/HEI, e.g. Erasmus (IP programmes, CD projects), Jean Monnet) and also the other bilateral or multilateral programmes/projects (e.g. CEEPUS, NIL, Nord Plus Programme.)

4. Very important issue to considerate is also the national situation in participation in Erasmus Mundus programme. All participating countries agreed on taking to account the situation in EMMC – Action 1 and 3, i.e. the overview of accepted and rejected proposals.
5. It was agreed that the participation in Action 2 – External Cooperation Window will not be analysed for the purposes of the EMAP project. EM NS will take into account also the overview of accepted and rejected applications of the last round 2009 in EMMC and EMJD.
6. Reasons of the rejection of submitted applications (Action 1. – EMMC) arose as one of the most important and very useful facts when exploring and searching for the future potential and successful consortia. By knowing the concrete mistakes and objections EM NS could help the future applicants to avoid these failures and to improve the application forms more effectively. The rejection letters should be published on CIRCA and all participating countries committed to keep the silence and not to spread these delicate information to any third parties. The use of this information is just for the internal purposes and purposes of the EMAP project. The results of this investigation will be sent to EM NS from more experienced countries as soon as possible in order to prepare the most suitable topics for the training of less experienced EM NS and HEI representatives in the seminars in CZ and CY.
7. The list of all potential consortia selected will be produced on the basis of all above mentioned criteria. The list will provide us also with the brief overview and summary of all issues discussed and it will be a sort of our internal databank.

All partners in the less/not sufficiently represented countries (AT, BG, CZ, CY, EE, GR, HU, LT, LV, PL, SI, SK) agreed on the deadline of **15 December 2009** for the final selection of two consortia on the basis of the survey as well as following the next individual criteria for selection. The last but not least seems to be the demand of necessity of a good chosen fields / subjects for the potential new EMMC that would be really attractive for the students from the third countries.

Two selected consortia should already have something behind, some background of international cooperation, ideas, partners etc. One of the ideas how to check it is also to contact the concrete institutions from old applications and to ask them what is the current situation with their partnership, whether they are still working etc.

The above mentioned EM NS are also free in selecting potential consortia from the point of view of coordinating or a partner institution.

The selected consortia are not obliged to submit the application to the next call in 2010.

Organization of 2 seminars in CZ & CY

Two training seminars will be organized in Prague, Czech Republic and Cyprus (the place will be confirmed later). The date for the Czech seminar is stipulated on **4-7 February 2010**. There is just a proposal of the date for Cyprus and that is **18-21 February 2010** but this one must be finally approved by all participants and especially by EM NS from Cyprus.

The list of proposed hotels in Prague is already available from Ms. Tereza Babkova (CZ) and Ms. Despina Martidou Forcier (CY) will prepare the proposal of potential hotels in Cyprus after confirming the place.

Training on both seminars will consist of training of EM NS from less/not sufficiently experienced countries by EM NS from more experienced ones as well as the training of the concrete representatives from HEIs who create the selected consortia.

Concerning both seminars, the first day (4, 18 February 2010) will be dedicated to the training of EM NS.

The rest of the participants, i.e. representatives of the universities will arrive on 4, 18 February 2010 and the plenary session will be devoted to all cca 60 participants.

Individual workshops consisting of EM NS + "good examples" (5 each) + 11 (12) new consortia will be held on 5 - 6 (19-20) February 2010. All EM NS will provide also kind of "help desk" for all who would need a consultation.

Agenda of the seminars

According to the draft programme of the seminar in Czech Republic prepared by Tereza (CZ), there will be 33 representatives of different EU universities in Prague (11 consortia) and Cyprus (12 consortia), 5 representatives of running successful EMMC according the topics for which they will be selected by trainers (from AT, BE(nl), CZ, DE , FI, FR, GR, HU and PL). In total there will be 10 good practice examples from 9 countries – FR will provide two examples.

As for the content of the seminars and training of the less experienced EM NS, all EMAP partner countries agreed there should be different topics / issues discussed on each seminar. Draft of the content of the training is to be clarified during their meeting on 10 December in Brussels by AT, BE(nl), DE and FR (more experienced countries).

There were several topics for training of less experienced EM NS already proposed during the kick-off meeting. The EMAP partner countries divided into two groups and performed a brainstorming and these are the results:

- Sharing the information about the EM programme, which tools are used;
- How are websites organized, brochures and info-materials spread and info campaign performed;
- How do more experienced EM NS help the potential applicants, how do they assist and prepare them for submission of application.

The training session in Prague will be focused on the preparation phase before the submitting the application and the seminar in Cyprus will be dedicated to the processes after the application is submitted and/or approved.

The second phase of training, i.e. the training of the potential consortia will have the same or very similar content, moreover supported by the presentations of good practice examples of running projects.

The workshops will be organized according to similar topics as well as the individual interests of each participant according to his/her previous experiences. There will be also the possibility to share between particular workshops/groups.

After three days of working there will be presentation of results, summary and conclusion of the seminar.

Division of tasks among the partners

"Best practice" criteria

The results of brainstorming about the ideas of the criteria for the good practice examples are following (provided by Martina Friedrich, AT):

- Does the EMMC offer a joint degree? (if yes, it is better)

- Since when runs the EMMC? If from 2004 or 2005 – was it again chosen from the EC? (prolongation would be good – twice evaluated)
- Does already exist an EMPD or at least on the reserve list?
- Has the EMMC also partners from Third Countries?
- Are enterprises involved as associated partners?
- Has the EMMC also students on self-funding basis?
- How the tutoring is organized?
- How is the dissemination strategy organized?
- Is the EMMC sustainable?

There is also a need for selection of the most suitable and useful topics to be presented by the universities with the best practice examples. These are several proposals (to be confirmed, specified and distributed among all EMAP partner countries ASAP):

- Course management
- Course integration
- Course sustainability
- How to become a good coordinator as a Central Europe HEI (to be prepared by Hungary)
- Mechanism of the students selection
- How to promote course to students
- Preparation of the application (the idea was to contact those who were rejected in the first call and then approved in the second round)

The task is not only the theoretical content of the above mentioned topics but also the practical side of the preparation of the application form, i.e. how to implement and describe these issues into the application form practically. The stress should be put on the most frequent mistakes and problems during the preparation of the application and mainly how to avoid them.

Training of the participants will be provided in a step-by-step manner starting with specification of the problem, continuing with theoretical solutions supported by practical example.

Financial management of the project

It was agreed that the costs for the kick-off meeting in Krakow (2 nights) will be reimbursed immediately after the seminar. All participating countries will send to the Slovak coordinator the certified copies of all financial documents which are to be reimbursed (hotel invoice + real travel tickets – plane/train/transfer to and from the hotel, excluding the local travel costs). The Polish EM NS will send to the Slovak coordinator certified copy of invoice for lunch on 16 October from Krakow meeting. The originals are kept in the institution that paid for it.

Countries which want to input the travel/subsistence costs for kick-off meeting in Krakow as their part of the 25% contribution will send the information and also the certified copies of the relevant documents to the coordinator.

The costs for the seminars in Czech Republic and Cyprus - the accommodation + meals for all participants will be paid centrally by the invoices. The travel costs for the participants (Prague, Cyprus) will also be reimbursed consequently according the available budget (only 80 % of the grant has been sent by the EACEA). The rest of the project costs will be reimbursed after the submission of the Final Report and receipt of 20% of the budget. The exchange rate valid for the EMAP project is specified on the basis of the table provided on the date of arriving financial support to the account of the Slovak coordinator.

Slovak EM NS committed to send all EMAP partner countries (and also to Mrs. Giordana Bruno to EACEA) the "Convention for Staff Costs" between each EM NS and its employee, which was agreed to be the sufficient document, in case it would be supported by the timesheets. The form of a timesheet will be proposed by Mr. Johan Geentjens from BE(nl) and sent to all EM NS participants by the coordinator asap.

Slovak coordinator promised to hold a separate "box" for all participating "EMAP countries" and keep them informed about their financial expenditure according to the plan in application.