

MINUTES OF THE MID-TERM MEETING

29 September 2011 / Budapest / Hungary

Participants:

CZ	Tereza Babková
AT	Martina Friedrich
BE	Johan Geentjens
CY	Rodoula Efstathiou
DE	Nina Salden
EE	Anastassia Knor
FI	Annika Sundback-Lindroos
FR	Julie Bagalciague
GR	Sofia Farmaki
HU	Gabor Dobos, Katalin Kurucz
LT	Martynas Sukys
LV	Antra Mengele
NL	Madalena Pereira
NO	Frank Moe
PL	Beata Skibinska
SI	Sonja Mavsar
SK	Ruth Trebatická
EACEA	Giordana Bruno
EC	William Aitchison

Minutes: Ruth Trebatická and Nina Salden

Chair: Tereza Babková

1/ Welcome by EM NS Hungary & Tereza

Gabor and Tereza welcomed everyone in Budapest and wished a pleasant stay and a successful meeting. Tereza thanked the Hungarian NS for organizing and hosting the mid-term meeting and welcomed the new project representatives from the EM NS - in Finland Annika Sundback-Lindroos is now responsible for the project, in Germany Grit Matthiesen and Nina Salden, in Slovakia Ruth Trebatická and in France Helene Pinaud will be soon the project contact person. Tereza presented the main agenda topics planned to be discussed during the meeting.

2/ Current state of the EMAP 2 project

The official project period started with the 1.10.2010 and ends on 31.8.2012, so currently the project is in its “middle”. Until now, two EMMC training seminars took place, one in Warsaw and one in Riga. Also one EM NS training session was held. The progress report was

finalised, Tereza thanked to colleagues who sent comments and helped with its preparation. For the second half of the project similar activities are planned: two training seminars – one for EMJD in Tallinn and one for EMMC in Ljubljana. **The final project meeting was agreed for 8.6.2012 in Prague.**

3/ EM Action 1 selection results – analysis

Tereza presented the EM Action 1 selection results (**Annexes 1 and 2**), whereby the submission and success rate of the EMMC applications submitted by the EMAP 1 and EMAP 2 training seminars consortia were examined. Result: 41 consortia were trained within both EMAP projects, 49 % of the trained consortia submitted an application (20) and 15% were selected = 6 EMAP consortia (2x AT, 3x HU, 1x PL).

Giordana proposed that for the final report not only a quantitative analysis of the outcomes but also a qualitative one should be carried out (e.g. why some EMAP consortia didn't submit the application). Martina mentioned that since the NS do not get any feedback (neither from the EACEA nor from the coordinator or partner HEIs) on the purposes why some consortia were not selected it is not possible to make any proper quantitative analysis. The only possibility is to ask the consortia which did not submitted their applications for their reasons.

4/ Finances, reimbursements and progress report

Tereza presented the projects' progress report, which was sent to EACEA on 23rd September 2011. It included all needed annexes, the second pre-financing payment request and the memoranda.

The approved budget is EUR 381.687, whereby the EM grant amounted for EUR 343.516. The project got its' first pre-financing sum in the amount of EUR 137.406, until now 119.699 EUR were spent. For now, the project is eligible for the next financing as the needed percentage of the eligible costs were used until the progress report sending.

Tereza plans to prepare a detailed table with the costs from the first year for each project partner. The priority remains to reimburse all costs related to training seminars. Project partners were asked to keep their yearly staff costs conventions and timesheets (**deadline for submitting the 2011 staff conventions and timesheets will be 31.1.2012**). All participants agreed that deadlines will be set for **submitting the expense claim forms** to coordinator (**for the Budapest meeting the deadline is 9.12.2011**).

5/ Website and dissemination

Martynas presented the analysis of the projects' website. He stated that the website is very user friendly and is having a clear structure with the basic menu on the left and the news on

the right side. The webpage has also its restricted area which is assigned to the partner NS. Those who already have login account can sign in with their official e-mail, password is their name. Those who are newcomers or do not have a login should send Martynas the email they would like to login to restricted area. The login then will be the email they will provide and their name.

Martynas carried out a website tracking. The top countries from which the project website was looked at were: 1. USA, 2. Slovenia and 3. Germany and Ukraine. Here must be said that the USAs' first place is caused mainly by computer programs which search for data and addresses to be used for selling to private companies. Top keywords typed into internet search engines were EMAP, Erasmus and Mundus, top direct links were the Seminars in Warsaw and in Riga.

Some other important statistics from the web tracking carried out by Martynas are the following:

- unique visitors: 3 897
- number of visits: 12 058
- direct address / bookmarks ~ 95%
- links from an internet search engine ~ 2.5%
- links from an external page (other web sites except search engines) ~ 2.5%

The following web pages ranked as the top 5 used for links for the project website:

- <http://www.smpf.lt>
- <http://www.naep.cz>
- <http://www.viaa.gov.lv>
- <http://eacea.ec.europa.eu>
- <http://www.oead.at>

After the presentation of Martynas, Tereza opened a round table where the partners could speak about their dissemination activities:

- **Latvia:** Information on the EMAP project is available on the website of the NS where also links to the project materials are listed. Other activities are mailing lists to Latvian HEIs, local information days, Baltic information days where projects like EMAP or ASSEMUNDUs are presented.
- **Slovenia:** Information on the project were presented at a local CEEPUS meeting, the EMAP logo was added on the agency's website www.cmepius.si. Also an article about the project was written in the Journal of the NS. The NS organized a seminar of local consortia where know-how and experience were exchanged.
- **Austria:** In Austria a radio spot is ongoing about the NS and its activities. The project was presented on a Ministerial meeting held in Cyprus as well.
- **Germany:** The German NS is having a news letter in paper form (twice a year) as well as one in electronic form (on a monthly basis) where the project was presented. After each training session a short article was written.

- **Poland:** Local training seminars – like in EMAP but only for polish HEIs was organized.

All partners were encouraged to focus on dissemination activities. The following promotional materials were suggested for the second phase of the project: flyers, pens with the project web-page on them, bookmarks and a short movie. Tereza will make some research on the related cost and will give the information on the outcome to the NS.

6/ Final project meeting

The final project meeting was agreed to be held **in Prague on 8.6.2012**. Here the final project report and the project evaluation will be discussed.

7/ Evaluation EMAP 2 training seminars in 2011

The average return of questionnaires with evaluations by consortia trained during the first two EMAP 2 seminars was 70% and all seminar aspects rated as very good or good, with a slightly better evaluation of the second seminar. The evaluation (**Annex 3**) has shown that the seminars met participants expectations, they were able to share their knowledge within their institutions and were satisfied with the seminars organization. Cca 53 % respondents said that their consortium was ready to submit the application after the training seminar which almost corresponds with the actual results.

The following list shows what the participants especially liked:

- idea and overall organization of the seminars
- discussions during the helpdesk sessions with EMMC, EACEA and EM NS representatives
- useful, clear and practical presentations and information with good tips and ideas
- opportunity of posing questions and clearing doubts in informal atmosphere
- the presence of already existing EMMC representatives
- social contacts and events
- seminar locations

The following list shows what the participants suggested to improve:

- helpdesk members should have prior knowledge of the projects proposals
- final plenary should be more structured
- helpdesk consultations should be longer
- presentations should focus more on specific and not general points
- extra partners of the consortia should be allowed to participate at own costs
- training seminars shouldn't be conducted too close to the Call for Proposal's deadline
- consortia should come more prepared to the seminars
- student's or evaluator's viewpoint and experience

All of the points suggested were reflected in the Progress report.

8/ Organization of the EMAP 2 training seminars in Estonia and Slovenia

The next two training seminars will be organized in Estonia / Tallinn / 18 - 21 January 2012 for EMJD and in Slovenia / Ljubljana / 1 - 4 February 2012 for EMMC. The agendas of the seminars (**Annexes 4 and 5**) will be again divided into two days. First day will be focused on presentations on EM general issues, application procedure and various aspects of joint programmes, second day will contain the helpdesks, time for internal consortia discussions and final plenary with presentations. In Estonia the agenda will also involve a ½ day EM NS training session.

All partner EM NS are expected to participate in both seminars according to the workplan, their potential absence should be exceptional and must be justified by an official letter explaining the reasons.

As for the **organization and logistics**, the **tasks will be divided as follows**:

- CZ will proceed a public tender for seminar hotels
- EE and SI will be responsible for the communication with selected hotels, online registrations (start 17.10.2011, end for EE 3.1.2012, end for SI 17.1.2012), choice of restaurants, organization of sightseeing, preparation of folders for participants and overall on-site organization.

9/ Participants selection

The **partner NS who will be sending consortia to the seminars are**:

- to Estonia: AT, BE, CY, CZ, DE, EE, FI, GR, HU, LT, LV, NL, PL, SI, SK (i.e. 15 consortia = 45 HEI representatives)
- to Slovenia: 2x AT, CY, CZ, EE, GR, HU, LT, LV, PL, SI, SK (11 consortia = 33 HEI representatives)

The **sending countries will be responsible for**:

- Identification of existing or potential joint study programmes
This can be done by way of individual search, call for proposals or using the EMAP 1 surveys.
- Selection of consortium consisting of 3 HEI representatives per seminar
No strict criteria were set for the selection, however the NS should concentrate on selecting complete consortia that have some knowledge about the EM and intend to prepare a proposal for the next Action 1 Call. One HEI must be from the sending country. It is allowed to select a consortium that was rejected within previous Calls. HEI representatives from third countries are eligible, but the coordinator must be consulted due to the budget reasons. The partner NS should focus on the less represented countries. The partner NS should liaise in order to avoid selecting one consortium twice.

- Send the **project form** (prepared and presented by Martina) of the selected consortium **to the coordinator by 9.12.2011 at the latest**.
If a partner NS will realize by 9.12.2011 that it can't send any consortium, this place can be offered to other NS. It is mandatory to use the project form as it will be used at the seminar helpdesks and provide the team with the consortia training needs. The project form will be available in the website restricted area and the partners are free to add further parts if needed.
- After the selection keep in touch with consortium and make sure that all participants are familiar with the EM and the EMAP seminar concept, inform all consortium about the project website, online registration and the reimbursement of costs after the seminars based on expense claim form.
- During the seminars act as a coach for the consortium.
- After the seminars keep in touch with the consortium and later analyse the Call results.

After this part a round table was opened where the partners could speak about the way how the selected consortia for the first two training seminars and how are they going to organize the selection this year:

- HU, EE and LT published a Call for Proposals.
- PL informed all non-selected projects and distributed a Call for Proposals to pre-chosen parties, but didn't publish anything openly. This year will give preference to projects without prior EM experience.
- GR and CZ distributed an offer to a list of selected HEI.
- LV published a Call for Proposals on the Agency's web-site as well as sent the information to the e-list of HEIs. They are going to do the same also for the current open selection and additionally inform last year's unsuccessful candidates.
- AT published a Call on homepage and in the newsletter, informed non-selected projects and presented this offer during seminar.
- SI contacted coordinators of already existing joint programmes and rejected EM projects.
- SK contacted non-selected EM projects.

10/ Selection of best practice projects and requirements on their presentations

The **partner NS who will be sending best practice projects to the seminars are:**

- to Estonia: AT, FR, NL
- to Slovenia: BE, DE, PL

Their presentations should cover the following three topics (with possible adjustments in case of EMJD):

- Course integration (partnership, student selection, student facilities and support)
- Course management, visibility and sustainability
- Course quality assurance and evaluation

The **sending countries will be responsible for:**

- Identification of experienced project representatives
- Negotiating the presentations topics among themselves
- Sending the **contact details and presentation topics** of the selected representatives **to the coordinator by 9.12.2011 at the latest**
- After the selection keep in touch with the representative, consult the presentation*, make sure that the representative is familiar with the EMAP seminar concept, inform about the project website, online registration and the reimbursement of costs after the seminar based on expense claim form. The presentation should be for cca 30 minutes and focused to the topic. The representative must be informed that his/her active participation at helpdesks is also expected.

At the **beginning of December 2011 the coordinator will send agreements** to the selected best practice project representatives. The project will cover their travel costs, hotel, meals and 400 EUR fee.

11/ Tasks of the training team

The new members of the project training team (FR and DE) feel confident to prepare the presentations for the training seminars, but prefer to stick to the one focused on EMMC. As the NS do not feel so experienced yet in the EMJD and consider monitoring visits as a very important source of information, Giordana was asked if she could check with the EACEA and provide the NS with the monitoring reports.

The training team should decide among each other who will present which topic and where, and to **inform the coordinator about this division of tasks by 9.12.2011**. An idea to involve a project evaluator was supported by the partners. **After 9.12.2011 the coordinator will prepare the list of consortia training needs** based on the submitted project forms and send it to all partners.

12/ Content of the EM NS training session

The training session will be focused on accreditation issues. There is a plan to have one trainer, but if two will be available and beneficial for the training, it will be possible to find resources in the project budget. There was a discussion on how should the content look like. The partners would especially like to be informed about what is going on in Europe regarding the accreditation of joint programmes, what are the possible scenarios and changes at national levels. It was suggested to liaise with the ENQA or Bridge project. The project training team should have take the main initiative to identify and address possible experts, however all partners were encouraged to do so by 30.10.2011.

13/ Tasks of the reporting team

The reporting team should decide among each other who carry out the reporting tasks and where, and to **inform the coordinator about this division of tasks by 9.12.2011**. The reporting tasks include evaluating of questionnaires and preparing the evaluation reports with graphs and reflections, and collecting the questions and answers from the seminars plenary sessions.

14/ Further tasks

The IT team will be responsible for the preparation of seminar sections at the website and for publishing the seminar outcomes on the website (i.e. evaluation report, presentations, photos, QA). The management team will be consulted when drafting the seminars documentation, organization of the helpdesks and moderating the seminars.