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Erasmus+ Project
Central Asian Network for Education, Research and Innovation in Environmental Health

‘Kick-off’ meeting – 11-12/02/2021

Venue: Online (Zoom) Meeting.

Time: 08.30 – 13.00 am (CET time - Milan).

List of participants:

European Commission, Education, Audiovisual and Cultural Executive Agency, Belgium

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Day 1

Coordinator's opening:

Coordinators welcomed everyone to the meeting of the Harmonee project of the Erasmus plus program.

This meeting was joined by: representatives of the Erasmus plus project from Europe as from Kyrgyzstan; representatives of University of Milan; staff from the Utrecht University of the Netherlands; 2 Higher education institutes (HEI) from Kyrgyzstan; 3 HEI from Kazakhstan; 2 HEI from Tajikistan and 2 HEI from Uzbekistan. The overall number of participants was 26.

The kick off meeting held over 2 days with 5 sessions. These included:

- 1) Welcoming session.
- 2) The HARMONEE project Workplan and tasks.
- 3) Project management and administration. Tasks of the single units; reporting; communication.
- 4) The organization of the activities.
- 5) Administrative issues.

Welcoming session

Gulnara Chokusheva (the representative person of Erasmus plus in Kyrgyzstan) gave the welcoming speech: she announced the beginning of a new Harmonee project in the frame of the Erasmus plus program and wished all successful and productive work in this regard.

The second welcoming speech was given by Grazia Belfiume (UniMi) where, apart from simply welcoming, she explained about the experience and productive work of UniMi in international projects, their good cooperation with Central Asian partners, etc.

Carlo Imarisio (European Commission, Education, Audiovisual and Cultural Executive Agency) welcomed all the participants and expressed his expectation for good results from the project. In particular, he expects that all the master programmes will be accredited by the participant institutions.

Presentation of partner organizations

The Central Asian partners presented their countries and universities; moreover, they explained about their work experience in international projects and effective cooperation with European universities. In the frame of the previous projects, such as Tempus and Tutorial, and through the help of such projects, they organized e-laboratory and e-library work with all necessary equipment in order to conduct research. Besides this, they congratulated all on the beginning of the project and expressed their positive expectations.

Below the list of presentations:

Dr. Zafar Aminov, Samarkand State Medical Institute, Uzbekistan

Dr. Aliia Bazhanova, International School of Medicine, Kyrgyzstan



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Dr. Khuseyn Egamnazarov, Avicenna Tajik State Medical University, Dushanbe, Tajikistan

Prof. Umeda Gaforova, Khujand State University, Tajikistan

Dr. Gavhar Jarilkasinova, Bukhara State Medical Institute, Uzbekistan

Dr. Rabiga Khozhamkul, Kazakh National Medical University, Almaty, Kazakhstan

Prof. Roman Kalamatov, Osh State University, Kyrgyzstan

Dr. Zaituna Khismetova, Semey Medical University, Kazakhstan

Dr. Olzhas Zhamantayev, Karaganda Medical University, Kazakhstan

Prof. Mieke Lumens, Utrecht University, Utrecht, Netherlands

Prof. Claudio Colosio, University of Milan, Milan, Italy

The HARMONEE project Work plan and tasks.

This part of the session included the main aims and tasks of the project alongside the work plan of each partner for every year. Professor Claudio Colosio highlighted many important points, such as the development of new modules for the strengthening of the disciplinary skills required in the field of Public Health; building local capacity by training teachers in the development and running of MSc education in Public Health; improving the level of educational and research competency and skills in participating HEIs within Public Health related fields; fostering and expanding existing regional and international networks regarding Public Health education; and the implementation of an interdisciplinary approach in Public Health education. However, not all tasks can be done, due to the COVID 19 pandemic, as they were planned before. Therefore, the realization of some tasks will have to be further discussed in relation to this situation, such as the preparation and organization of the summer school in a situation characterized by travel restrictions. The organization part of the training in the frame of this project will be solved later, but all partners agreed to have a summer school with the participation in person of teachers and students. Regarding the dissemination of the results, it was strongly recommended to create a sound project website and to update it regularly. Professor Claudio Colosio underlined that this was a weak part of the last Tutorial project and it would be better if we do not repeat previous mistakes.

There was discussion concerning the accreditation process for the future modules of the MSc program; in general as a part of national accreditation or independently overall. Dr. Kenesh Dzhusupov noted the upcoming (at least) seven modules should be approved by the Ministry of Education rather than accredited. It might be an elective course or compulsory. Also, the existing MSc program can be updated by the developed modules from this project.

The next speech was given by Dr. Kenesh Dzhusupov, where he highlighted the main components of the workplan. The presentation was continued by Prof. Mieke Lumens, concerning the first steps in our project, which are necessary to further the successful continuation of the project. Firstly, there is a need to analyse an Inventory of PC universities' needs and selection of the participants for enrollment into the project as well as for Intensive Professional English courses as a part of strengthening the Central Asian qualified staff.

For dissemination of the Harmonee project Prof. Claudio Colosio suggested opening a Facebook profile and Research Gate page, which will be linked to partners portfolios.

Prof. Kenesh Dzhusupov highlighted the follow responsible leaders charged of some Work packages:



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Wp3 – Aliia Bazhanova, IHSM

Wp4 – Karlygash Toguzbaeva, Kazakh National and Karaganda universities

Wp5 – Carlo Bitteti, Unimi

There was another plan B presented, in case of further obstacles due to the COVID 19 pandemic, which includes changing some needs, equipment, preparation plans for online lessons and the extension of summer schools.

Dr. Zafar Aminov highlighted their concern about not repeating the existing modules, and spoke about concerns relating to not meeting the expected or necessary content within them. As a solution, Prof. Kenesh Dzhusupov suggested to develop questionnaires and to conduct a survey about the content of the modules in the beginning of the project, which may help create better understanding of the needs of Universities.

In addition, there were further expressed concerns about a possible request of suspension of the project due to the pandemic. Prof. Claudio Colosio proposed that, instead of suspension, it would be better to pursue extensions, but expressed the optimistic opinion that thanks to vaccination partners will be allowed to travel and have face-to-face meetings, without any need of extension or suspension.

Project management and administration. Tasks of the single units; reporting; communication

The next presentation was given by Dr. Zhyldyz Kurzhunbaeva about project management, describing its main purposes and how it is going to be organized. It was proposed to create a Steering committee, Management board and Country-Level Coordinators: this will help to better supervise the project and thus produce good results. For discussion the following problem was highlighted: where to store the documents – DropBox or other (due to limited space in this software). The Administrative staff of UNIMI proposed to open a specific folder free of charge in the Unimibox.

The discussion about the Steering committee led to make a little change of “making-decision” to “**suggest MB resource allocation and money transfer**”. In addition, there were decided the members of SC: Claudio Colosio; Kenesh Dzhusupov, Alice Maranzana, Carlo Bitetto.

Regarding cooperation and communication, the following statement was accepted: The activities will run normally for what concerns the existing MCs and modules and the needs of the PC. Later we will decide how to manage them. Extension is a possibility to be considered. We will also create an email address for the project (harmonee@unimi.it), and consider the option of changing the dates of the summer school. A decision will be made at the end of March. All the project documents will be in Unimibox “Harmonee2”. In the project website only information regarding the project activities will be posted.

Day 2

Project management and administration. Tasks of the single units; reporting; communication

The kick off meeting was opened by the presentation of Alice Maranzana (Unimi), regarding “The assessment system and the University of Milan requirements in the matter and the filling in and managing of the many EACEA forms”. The new rules were underlined the purchases of equipment: **the equipment should be bought at the beginning of the project implementation**



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and not later than 12 months before end of the project. All documents related to expenses must be translated into English language.

In addition, Alice Maranzana shared the link to fill in the necessary forms on https://eacea.ec.europa.eu/erasmus-plus/beneficiaries-space/capacity-building-in-field-higher-education-2020_en.

Moreover, the exchange rate and means of calculating costs for equipment was also raised as an issue. Any doubts regarding financial aspects should be discussed before requesting and purchasing.

It was decided to create a Management board on a website platform or in other places, informing the relevant partners.

One of the problems that was faced during the project concerned where to store project documents. There is limited space on DropBox; therefore, we need to buy more space or find another platform, such as Google drive or UniMi cloud. This will be discussed in the next meeting after checking the administrative staff from UniMi.

The organization of the activities

Dr. Kenesh Dzhusupov presented the next topics: scheduling for the first step activities; comparative analysis and development of an Inventory of PC university needs; training of trainers and the development of modules and equipment.

Dr. Aliia Bazhanova explained how the Quality assurance of the project activities will be conducted.

Dr. Carlo Bitetto presented the process of dissemination and communication. He emphasized that all completed activities should be shared, including photos and videos with short descriptions, thereby his team can develop better dissemination on websites and social platforms.

Furthermore, there was a discussion centred upon the website in which the pages for each university should be displayed. This question is still open; therefore, it will be discussed in the next meeting.

Administrative issues

Grazia Belfiume explained the partnership agreement, which should be signed and sent to the administration of UniMi. After the presentation, it was decided to amend the agreement, due to various suggestions, and the final form agreement will be given to the partners after these corrections are made. All questions can be asked via the following emails: grazia.belfiume@unimi.it; international.agreements@unimi.it

A decision was made regarding a platform for online meetings, and most of the partners voted to use Zoom. To reaching the partners faster and more easily, it was proposed to use a WhatsApp group (will be created by Dr. Zhyldyz Kurzhunbaeva).

The next meeting will be held no later than the end of the March 2021.

All the documents and presentations regarding this meeting will be uploaded in the UnimiBox. Each participant will have access.

List of participants and program are attached.

Meeting minutes written and collected by Dr. Zhyldyz Kurzhunbaeva.

The Project Coordinator: Prof. Claudio Colosio



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**HARMONIZATION AND MUTUAL RECOGNITION OF
MSC PROGRAMS IN OCCUPATIONAL AND
ENVIRONMENTAL HEALTH**

KICK-OFF MEETING PROGRAMME



Milan, February 11th – 12th, 2021

DAY 1

Chair:	Claudio Colosio
Co-chair:	Kenesh Dzhusupov
Rapporteur:	Claudio Colosio
Co-rapporteur:	Zhyldyz Kurzhunbaeva

THURSDAY 11TH FEBRUARY 2021

8:30 – 13.00 (CET time, Milan)

Zoom:

<https://us02web.zoom.us/j/86468033970?pwd=OEtSZDILSINZd3hIOHV5NG1iTUZ6UT09>

Meeting ID: 864 6803 3970, Passcode: 482454

SESSION 1 **Welcoming session**

- 08.30 – 8.45 **Dr. Carlo Imarisio**, European Commission, Education, Audiovisual and Cultural Executive Agency (EACEA)
Mrs. Gulnara Chokusheva, Head of the National Erasmus Plus Office, Kyrgyzstan: Welcome speech
Mrs. Monica Sinibaldi, International Educational and Training Agreements and Projects Office, University of Milan

- 08.45 – 10.00 **Presentation of partner organizations**
Dr. Zafar Aminov, Samarkand State Medical Institute, Uzbekistan
Dr. Aliia Bazhanova, International School of Medicine, Kyrgyzstan
Dr. Khuseyn Egamnazarov, Avicenna Tajik State Medical University, Dushanbe, Tajikistan
Prof. Umeda Gaforova, Khujand State University, Tajikistan
Dr. Gavhar Jarilkasinova, Bukhara State Medical Institute, Uzbekistan
Dr. Rabiga Khozhamkul, Kazakh National Medical University, Almaty, Kazakhstan
Prof. Roman Kalmatov, Osh State University, Kyrgyzstan
Dr. Zaituna Khismetova, Semey Medical University, Kazakhstan
Dr. Olzhas Zhamantayev, Karaganda Medical University, Kazakhstan
Prof. Mieke Lumens, Utrecht University, Utrecht, Netherlands
Prof. Claudio Colosio, University of Milan, Milan, Italy

SESSION 2 **The HARMONEE project Workplan and tasks**

- 10.00 – 10.15 **Prof. Claudio Colosio**, UNIMI: the main aims and tasks of the project
10.15 – 10.30 All partners: comments, suggestions, and ways forward
10.30 – 11.00 **Dr. Kenesh Dzhusupov and Prof. Mieke Lumens**, The HARMONEE Workplan. The role and responsibilities of every participant



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11.00 – 11.10	Dr. Kenesh Dzhusupov , ISM: The HARMONEE Workplan in COVID-19 pandemic. Plan B
11.10 - 11.45	Comments, suggestions, and ways forward
11.45 - 12.15	Prof. Claudio Colosio , UNIMI: Establishment of the Project Management Board, Project Advisory Board, and Inter Project Coaching and Evaluation Board
12.15 - 13.00	Questions & Answers session. The Day I closing remark

DAY 2

THURSDAY 12TH FEBRUARY 2021

Zoom:

<https://us02web.zoom.us/j/86468033970?pwd=OEtSZDILSINZd3hIOHV5NG1iTUZ6UT09>

Meeting ID: 864 6803 3970, Passcode: 482454

SESSION 3 ***Project management and administration. Tasks of the single units; reporting; communication***

08.30 – 08.45	Dr. Zhyldyz Kurzhunbaeva , UNIMI: An overview of the project management
08.45 – 09.00	Questions & Answers session
09.00 – 09.30	Dr. Alice Maranzana , UNIMI: The assessment system and the University of Milan requirements in the matter. The filling in and managing of the several EACEA forms.
09.30 – 09.45	Questions & Answers session

SESSION 4 ***The organization of the activities***

09.45 - 10.15	Dr. Kenesh Dzhusupov , ISM: Schedule of the first step activities Comparative analysis and development of an Inventory of PC universities needs Training of trainers, The development of modules Equipment
10.15 – 10.30	Discussion. Suggestions and clarifying timeline
10.15 – 10.30	Dr. Aliia Bazhanova , ISM: Quality assurance of the project activities
10.30 – 10.45	Discussion
10.45 – 11.00	Dr. Carlo Bitetto , UNIMI: Dissemination Plan. Communication Plan

SESSION 5 ***Administrative issues***

11.30 – 12.15	Prof. Claudio Colosio , UNIMI: The partnership agreement
12.15 – 12.45	Discussion and agreement
12.45 – 13.00	Closure of the meeting