

Minutes of the online meeting of the EDUQAS project

(Skype, 15.01.2018, 16.00 EET)

1. The online meeting started with a presentation of all attending partners: the University of Craiova, the University of Latvia, HCeres (Paris), Kharkiv National University of Economics of Ukraine, Universite de Liege, the National Metallurgical Academy of Ukraine, the Kazakh Ablai Khan University of International Relations and World Languages and the Donetsk State University of Management.
2. A presentation of the EDUQAS project was delivered by Lucian Mandache (University of Craiova). The PowerPoint presentation is available for download on the project website (in the protected area).
3. The financial officer of the project, Anca Tanasie, made some precisions regarding the process of signature of the partnership agreements. The proposed work flow is as follows:
 - a. The partners send the contact information and the financial identification form;
 - b. The team of the University of Craiova fills in the partnership agreements with this data and sends them to the partner, for confirmation;
 - c. The team of the University of Craiova sends to the partners a template of the official payment request (for the money transfer);
 - d. The partners sign the partnership agreements (in two original copies) and fill in and sign the official payment request and send everything by post to the University of Craiova;
 - e. The University of Craiova transfers the money and provides the partners with an original copy of the partnership agreement, with all the signatures.
4. The representative of the Kazakh Ablai Khan University of International Relations and World Languages, Maygul Nugmanova, will receive an e-mail with the solution proposed by the University of Craiova for the funding allocated to the Ministry of Education of Kazakhstan.
5. The kick-off meeting has been established for **February 26 – March 2** in Craiova. These 5 days include 2 days for travel and 3 days for activities. The partners should provide the names of the persons attending the meeting (at least 1 name per institution) and request an original invitation letter, if they need one.
6. Participants to the kick-off meeting will make their own travel arrangements; however, the University of Craiova may provide advice regarding transportation and accommodation. The University of Craiova strongly advises everyone to try and send at least 1 representative of each institution to the kick-off meeting, as it is important to be able to clearly establish activities and workloads from the very beginning, and nothing is better than face to face interaction.
7. In the coordination of this project and, implicitly, the use of the grant money, the University of Craiova must comply with the applicable Romanian legislation, e.g. no payments can be done to personal bank accounts, just duly notified institutional accounts.