



Monthly summary on management and communication

November 2017

- Establishing contact with the partners

December 2017

- Establishing contact with the partners
- Creation of the EDUQAS webpage: <http://web.elth.ucv.ro/eduqas/>
- The partners were asked to send contact information and financial identification forms

January 2018

- Skype meeting on 15.01.2018
- Creation of a protected area on the EDUQAS website: <http://web.elth.ucv.ro/eduqas/protected/>
- Elaboration and signature of the partnership agreements and payment requests
- Work to solve particular issues – P16 was unable to manage funds through its own account so an arrangement had to be drawn up so that another partner could do it instead
- Preparation of the kick-off meeting

February 2018

- Preparation of the kick-off meeting
- Preparation of materials for project partners – project description, budget, etc.
- Elaboration and signature of the partnership agreements and payment requests
- Discussions with Ukrainian partners and the Ukrainian national coordinator regarding equipment procurement. Involvement of the administrative and financial offices of UCV
- Work to solve the particular issue of P16
- Development of the kick-off meeting in Craiova – 26 February – 2 March

March 2018

- Work on the EDUQAS webpage – dissemination, photos, minutes of meetings, documents for partners, etc.
- Collection of documents from the partners regarding the trip to Craiova from February 2018
- Processing of payment requests from the partners and related communications

April 2018

- Discussions on arrangements for the procurement of equipment
- Preparation of the project meeting in Plovdiv, Bulgaria
- Discussions on the project QA plan
- Work on the EDUQAS webpage

May 2018

- Discussions on arrangements for the procurement of equipment



- Final decision on the project logo
- Preparation and organization of the project meeting in Plovdiv, Bulgaria

June 2018

- Work on WP1
- Partnership agreement and payment request arrangements for the Ministry of Education of Ukraine (they only answered the coordinator's contact attempts in June 2018)
- Preparation of the project meeting in Stockholm, Sweden
- Work on the EDUQAS webpage

July 2018

- Preparation of the project meeting in Stockholm, Sweden
- Preparation and organization of financial reporting
- Partnership agreement and payment request arrangements for the Ministry of Education of Ukraine
- Payment request arrangements for several partners
- Discussions on the report of the monitoring action in Kazakhstan
- Work on the EDUQAS webpage

September 2018

- Preparation and organization of the project meeting in Stockholm, Sweden
- Payment request arrangements for several partners
- Preparation and organization of financial reporting
- Work on the EDUQAS webpage
- Discussions on arrangements for the procurement of equipment for Ukrainian partners

October 2018

- Discussions on arrangements for the procurement of equipment for Ukrainian partners. Involvement of administrative and financial offices
- Participation in the monitoring meeting of the Ukrainian National Agency of 11 October

November 2018

- Discussions on arrangements for the procurement of equipment for Ukrainian partners. Involvement of administrative and financial offices

December 2018

- Discussions on arrangements for the procurement of equipment for Ukrainian partners. Involvement of administrative and financial offices
- Preparation of the project meeting in Liege, Belgium
- Work on the EDUQAS webpage

January 2019

- Preparation and organization of the project meeting in Liege, Belgium



- Discussions on arrangements for the procurement of equipment for Ukrainian partners. Involvement of administrative and financial offices
- Work on the EDUQAS webpage: new document upload functionality added

February 2019

- Discussions on arrangements for the procurement of equipment for Ukrainian partners
- Work on the EDUQAS webpage
- Preparation and organization of financial reporting

March 2019

- Preparation and organization of financial reporting
- Management of partner budget changes and equipment procurement
- Preparation and organization of the project meeting in Nancy, France
- First contact with the National Agency for Quality Assurance in Higher Education of Ukraine and related procedures – partnership agreement, payment request, etc.

April 2019

- Preparation of the project meeting in Riga, Latvia
- Organization of the addition of a new partner to the project consortium
- Preparation and organization of financial reporting
- Submission of the project interim report

May 2019

- Preparation and organization of the project meeting in Riga, Latvia
- Collection of training package evaluation questionnaires

June 2019

- Preparation and organization of financial reporting
- Work on the project webpage

July 2019

- Preparation and organization of financial reporting
- Discussions and contacts after the evaluation of the interim report by EACEA
- Work on the project webpage

September 2019

- Preparation and organization of financial reporting
- Participation in a meeting in Brussels with EACEA
- Organization of project procurement reporting – collection of information
- Collection of participant lists for training sessions
- Organization of the evaluation of study programmes in partner countries
- Implementation of a new questionnaire for project reporting every 2 months
- Work on the project webpage
- Solution of specific issues: mistakes in the reporting of P2



October 2019

- Organization of the evaluation of study programmes in partner countries
- Preparation and organization of financial reporting
- Sending precisions to EACEA regarding the project interim report
- Organization of a Skype meeting with all the partnership to clarify issues related to the evaluation of study programmes
- Preparation of the project meeting in Almaty, Kazakhstan
- Management of payment requests