



9th Consortium Meeting

MINUTES OF THE MEETING

Project Acronym:	MINERVA
Project No:	597912-EPP-1-2018-1-MD-EPPKA2-CBHE-SP
WP / Deliverable/ Action:	WP7/D7.1/Act. 7.1.3 - Consortium meetings
Project partner (s)	P1-P16
Place/ Date	Online zoom meeting / 07 September 2021

1. Welcome from the Grant Coordinator-Dr. Olesia SIRBU.
2. Presentation of the achievements in MINERVA project implementation, realized by:
 - P2 – SUMPh
 - P3- TUM
 - P6 – YSMU
 - P7 – ASUE
 - P8-YSU
 - P9 – BSU

*All presentations available on drive.

3. Overview on MINERVA project`s results: achievements and further activities realised by Dr. Olesia SIRBU, MINERVA Project Coordinator, Dr. Rodica CRUDU, MINERVA Project manager, Anastasia STRELNICOVA, MINERVA project assistant.

The 4th year of the MINERVA project will be dedicated to:

- Secure quality of each deliverable and result elaborated. All results outputs will be evaluated by external experts;
- Secure exploitations of results;
- Secure sustainability

OPERATIONAL PLAN

WP1: Mapping of research & Open Science potentials and practices. WP Leader - P16- EPDRI/SI; co-leader - P2-USMF/MD P6-YSMU/AM

(D1.1/A1.1.) Questionnaire on research potentials will be repeatedly completed. Separate email with the instructions will be sent.

(D1.1//A1.2) Questionnaire on Open Science (OS) practices will be repeatedly completed. Separate email with the instructions will be sent.



WP2: Harmonization of legislative framework on Open Science. WP Leader - P14-UCA/FR; co-leader - P5-MECRRM/MD P10-MoESRA/AM

(D2.1/A2.1) NPTFG has been created at the beginning of the project and will be updated this year. The updated NPTFG will be a part of final report and the base for showing sustainability of the action. The official act on establishment must be secured. Separate email with the instructions will be sent to partners.

(D2.1/A2.1.) Study visits to University Cote d'Azur, FRANCE realised.

(D2.2/A2.2.) National OS coordination bodies / expert groups were created in MD and AM, it has been already approved in AM, in MD waiting for approval. This group secures the sustainability of the MINERVA project and its results on national level.

- Open Science White Paper will be developed on the bottom up approach, having the strategies on institutional level, the white paper will cover issues on national level. Deadline for draft final version in both countries is **31st May 2022**. Meeting with national OS expert group in both countries will be realised, the dates will be established via email with representatives of the Ministries of Education.

(D2.3/A2.3) Institutional policies of OS:

- **BERLIN DECLARATION**-done by all partners;
- **OS university strategy and Action Plan**-missing final version of P8-YSU and P9-BSU; missing English version of P1-ASEM, P3-TUM, P8-YSU, P9-BSU. English version can be a non-approved version of the document, while the one on national level must be approved by the senate. All partners must secure the availability of final version of approved documents and its English version by **end of April**.
- **University OA policies** - missing approved version of P8-YSU; missing English version of P1-ASEM, P3-TUM, P8-YSU.
- **Regulation of Institutional Repository**- missing approved version of P3-TUM and P8-YSU; missing ENG version all partners, except P9-BSU.

(D2.3/A2.4) Recommendations to the national Action Plan for improving the impact and accountability of publicly-funded research through the implementation of open science principles will be elaborated after OPEN SCIENCE Workshop, planned for September 2021.

WP3: Developing Infrastructure for Open Science. WP Leader - P13-UV/ES; co-leader - P3-TUM/MD; P8- YSU/AM.

(D3.1/A3.1) UPDATE the OS-University Working Group (OS-UWG) on issues related to consolidation, development and proper use of OS facilities. The new (updated) Act of Establishment of the OS-UWG /or Decision of Rector each partner must be communicated to coordinating team and uploaded on TRELLO/Drive. If no changes occurred in the organisational university structure, partners are asked to communicate it to coordinating team.

(D3.1/A3.1) Study visit to University of Valencia has been realised as planned F2F.



(D3.1/A3.1) Study visit to University Guglielmo Marconi, ITALY (P15-USGM/IT) has been realised online and will be realised F2F since the new mobility plan has been authorised by EACEA.

(D3.1/A3.1) Study visit to University of Liege, BELGIUM (P11-ULIEGE/BE) will be realised F2F

- The Study visits will secure discussion on exploitation of outputs produced within the project and sustainability of the results achieved. As result of the SVs will be elaboration of sustainability plan of each partner.
- Host Universities will have additional budget for working days.
- P15-USGM/IT and P11-ULIEGE/BE will received the prepared updated version fo the mobility plan with the dates and periods proposed by the coordinating team, which will be sent via email for discussion.

(D3.1/A3.1) Report on the EU standards related to OS services will be elaborated. All EU partners will present the records of OS services available at university and national levels, which will be summarised in the report. Structure elaborated by P1-ASEM.

(D3.2/A3.2) National standards and guidelines for the development of OS infrastructure – on Ministry level will be elaborated regulation on national OS platforms.

- In case of Armenia will be elaborated Regulation on antiplagiarism. In case if the antiplagiarism tool elaborated and adopted within MINERVA project will become national one, will be signed memorandum of understanding. This issues will be discussed within national expert groups during the meetings organised.

(D3.3/A3.3.) Integrated systems of repositories:

- All AM partners must secure, that all tendering documents are uploaded on TRELLO.
- Link to institutional repositories missing from P9-BSU and P8-YSU.
- Brochure (Guidelines) on institutional repository missing from P3- TUM, justification documents must be provided.
- Due to the technical issue of P9-BSU with the establishment of institutional repositories, may be considered to ask authorisation from EACEA to use funds for monitoring visits to be realised by the expert Alfredo Rosado Muñoz from University of Valencia in order to provide help and realise additional trainings. It will be separately discussed with both parties beforehand after the testing process will be finalised by AM partner.

(D3.3/A3.3.) National OS platform have to be designed.

- Creation of institutional OS web pages is an added value for the project and has been realised by all MD and AM partners. Quality of these institutional pages will be evaluated internally and externally. The web page must be actualised constantly. After the submission of final report by the coordinator each partner may be selectively evaluated by EACEA, therefore all partners are asked to secure constant update of the project outputs.

(D3.4/A3.4.) Seminars for researchers, journal editors, and possible funders: From today presentation partners informed that these seminars have been already realised, but no evidence documents are uploaded



in TRELLO/Drive. The confirmative documents (attendance lists, pictures, programme, etc) must be uploaded on TRELLO in drive in folders created separately for each WP and each activity for each partner.

(D3.4/A3.5) Methodology for monitoring and usage of OS platform is a follow up of the activity 3.3. and will be realised in 4th year.

(D3.4/A3.6) Registry of non-government finders will be responsibility of P1-ASEM and P3-TUM, a separate meeting for the detailed discussions will be arranged. Registry will be present on national platform of each country.

- All project partners will be asked for comments and expertise on structure of the registry. Registry will be present on national platform of each country. Deadlines and instructions will be provided in monthly tasks.

WP4: Building capacities of research management. WP leader - P11- ULIEGE /BE, co-leader - P1-ASEM/MD; P7- ASUE/AM.

(D4.1/A4.1.1) UPDATE the R-University Working Group (R-UWG). The new (updated) Act of Establishment of the OS-UWG /or Decision of Rector each partner must be communicated to coordinating team and uploaded on TRELLO/Drive. If no changes occurred in the organisational university structure, partners are asked to communicate it to coordinating team

(D4.1/A4.1.1) Study Visit to University of Montpellier (P15-UM/FR) and University of Cote d`Azur (P14- UCA/FR) will be realised F2F according to new mobility plan approved by EACEA. Separate email on establishment of dated will be sent to host universities.

(D4.1/A4.1.2) Bylaws on HR enhancement created and adopted must be upload on TRELLO/DRIVE. Final version of the document is missing from P1-ASEM, P7-ASUE, P6-YSMU; N document received from P8-YSU.

(D4.1/A4.2.1) Seminars on HRS4S must be organised by MD and AM partners. For clarification will be realised separate meeting with P9-BSU and P3TUM.

(D4.2/A4.2) HRS4R logo received by P7-ASUE; P9-BSU in progress; P3-TUM and P8-YSU needs to provide additional details on stage of achievements.

(D4.3/A4.3) HRS4R approved for P2-USEFS; P1-ASEM received feedback with the need to consolidation.

(D4.4/A4.4.) Plagiarism monitoring tools implemented by MD partners; Still ongoing process for AM partners.

(D4.5/A4.5) Researchers trained on C&C and HRS4R must be realised by MD and AM partners, can be realised during the 4th year of the project. Justification documents must be uploaded on TRELLO in respective folders.



(D4.6/A4.6) Training sessions for young researchers must be realised by MD and AM partners, can be realised during the 4th year of the project. Justification documents must be uploaded on TRELLO in respective folders.

WP5: Quality assurance and monitoring. WP leader P15-UM/FR, co-leader - P3-TUM/MD, P8-YSU/AM.

(D5.1/A5.1.) Monitoring and evaluation manual will be updated if necessary.

(D5.1/A5.1) Internal monitoring & evaluation:

- Planned three monitoring visits to be realised by P15-UM/FR which were not completed. The funds can be used for other activities. This issue will be discussed separately with the WP leader.
- P1-ASEM realised three monitoring visits to AM partner, combined with national expert Workshop in Armenia realised in October 2021, other three visits to be done in **Spring 2022.**
- Three internal progress reports have to be elaborated: 1 was elaborated and published done, 2 to be realised for periods (M17-36) and (M36-48).

(D5.1/A5.2) Two instead of three external experts will be subcontracted by the P1-ASEM for external evaluation due to the price on the market.

- External advisory board must be established within the project, which will include experts outside the consortium in the field. Together with P16-EPDRI, P1-ASEM will prepare the structure of the document and propose partners from MD and AM to nominate the board.

(D5.1/A5.3) Fine tuning meetings are realised during the other events that take place within the project.

(D5.1/A.5.4) Audit report will be realised at the end of the project.

WP6: Dissemination & Exploitation. WP leader P1-ASEM/MD, P4-CR/MD, co-leader - P2-USMF/MD, P9-YSULS/AM

- All attendance lists must state clearly what activity is realised. The template of the attendance list must be used available in MEM.
- Separate meeting for WP6 will be realised to clarify all questions on quality and type of confirmative documents to be provided.

(D6.3/A6.3) Dissemination to TG raise awareness on research and OSP – six information sessions must be organised by each MD and AM partner. Partners P3-TUM, P6-YSMU, P9-BSU must plan the events for upcoming year in order to reach the necessary amount.

(D6.4/A6.4) Six career development sessions for TGs must be organised by each MD and AM partner. Partners P3-TUM, P6-YSMU, P7-ASUE, P8-YSU, P9-BSU must plan the events for upcoming year in order to reach the necessary amount.

(D6.4/A6.5) National OS Workshops:



- In Armenia will be realised in September 2022. Event will be combined with national event organised at P9-BSU, details will be communicated and adopted via email.
- National workshop in Moldova had to be realised in May 2022, but propose to postpone it to autumn 2022. All details will be sent via email with proposal from hosts.

(D6.4/A6.6.) Survey on measuring the SATISFACTION of Target Groups (TGs) on OSP (Open Science Practices) development at all has been realised, results are presented by P3-TUM.

- Survey measuring the IMPACT at institutional level will be release on the beginning of September 2022.

(D6.4/A6.7) Obtaining the label "HR Excellence in Research". (combined with A4.2.2 & A4.3.2) is one of the project results planned. Partners have to finalise the strategy and submit to EURAXESS. The proves have to be provided and will be included in the final report to EACEA.

WP7: Project Management. WP Leader – P1-ASEM/MD.

(D7.1/A7.1.4) Draft version of the sustainability plan will prepared by P1-ASEM to be adopted by all MD and AM partners.

(D7.2/A7.2) Financial management:

- Project budget presented by the coordinator will be shared with partners for detailed study.
- In the grant agreement is fixed that each partner will remain only 90% of the budget based on the reports provided. The remaining 10% will be received after the final report is approved by EACEA. When reporting, partners must include in the final report all the work realised including the remaining 10%, which must be paid from the account of the university.
- Transfers between the budget heading are allowed without authorisation and this rule has to be respected. The staff cost can be increased without authorisation by 10%. In case the amount for travels and study visits will not be used, the staff costs can be increased. All these changes have to be discussed with the grant coordinator to insure the transparency and respect of all the rules.
- All partners are asked to be in time with sending the financial reports in order to update the project budget and see the current situation.
- Next week updated operational plan and monthly tasks will be sent after the date for realisation of the study visits within the WP3 and WP4 will be stipulated with the hosts.

4. Presentation of the results of OS satisfaction Survey realised by Dr. Carolina TIMCO (P3-TUM)

5. Thanks and closing.