



5th Consortium Meeting

MINUTES OF THE MEETING

Project Acronym:	MINERVA
Project No:	597912-EPP-1-2018-1-MD-EPPKA2-CBHE-SP
WP / Deliverable/ Action:	WP4 coordination meeting
Project partner (s)	P11- University of Liege
Place/ Date	Online zoom meeting / 18 March 2021

WP2: WP4 Building capacities of research management. WP Leader: P11- ULIEGE /BE; Co-Leaders: P1-ASEM/MD, P7- ASUE/AM

- 1. Welcome from the Grant Coordinator-Dr. Olesea SIRBU and WP Leader - Isabelle HALLEUX. Presentation of partners and teams. Presentation of the programme.**

The meetings was attended by WP4 leader and co-leaders, all activity leaders and expert teams from each PC university and EU partner representatives.

Comments from the WP4 leader - Isabelle HALLEUX regarding the HRS4R process:

- It has been decided by the consortium to appoint by partner countries universities the responsible person for HRS4R;
- The process of adaption and implementation of HRS4R is a long term one and has to have a special commitment of the applicant university. After the commitment letter is submitted to European commission, the institution has 12 month to achieve submission. It is important to figure out where each PC University is in this process. All the steps has been presented and discussed in detail during the Study visit realised to university of Liege (P11-ULIEGE/BE) on 21-25 October 2019.
- Adaption and implementation of HRS4R by all project partners from Moldova and Armenia is very important for the project itself and for each institution separately, offering the great opportunities for researchers, opening access to various research funds, possibility to work with European Universities.

Presentation of State of Art on HRS4R realised by Partner Countries universities (All presentation are available on TRELLO).

P1-ASEM Presentation realised by *Nina ROSCOVAN*;

- **Advises and Next Steps from WP4 leader:** Taking in to account, that ASEM finished the first cycle, and has to apply to European Commission for the renewal of the logo, the timeframes have to be kept in mind and to leave sufficient amount of time for the uploading the information to the portal created by European Commission Introduced after P1-ASEM initially applied). All the elements for the gap analysis has to be filled in and it in a time consuming procedure. Commitment letter of the board has to be updated. While reporting, it is good to speak about COVID-19, in case



if it slowed down the process. Today's cycle has changed, being 6 year, with period of 3 year for the Action plan renewal.

P2-USMF Presentation realised by *Artiom JUCOV*

- **Advises and Next Steps from WP4 leader:** Site visit from the commission is actually virtual one, which is less convenient and more difficult to organise, but has its advantages too. Has been proposed by the WP leader to work with P2-USMF separately in order to plan and prepare for the site visit and give explanation regarding the whole process. It is very important to work clearly with the researchers, make them visible for the commission and have a strong commitment of the board.

P3-UTM Presentation realised by *Rodica CUJBA*

- **Advises and Next Steps from WP4 leader:** All the questions were answered via e-mail.

P6-YSMU Presentation realised by *Seyran KOCHARYAN*

- **Advises and Next Steps from WP4 leader:** In case if the additional time is needed for the submission do not hesitate to ask the European Commission in advance, taking in to account that your deadline is in June, the request on the extension has to be written in April. By the end of the project P6-YSMU will have an opportunity to complete the submission process.
- **Questions:** *Do the initiatives undertaken in the Action plan, and suggestion for improvement in the gap analysis, do the prosed actions derive from suggestions o improvement or they are interconnected?* **Response:** The gap analysis is realized only for helping the applicant institution to draft their Action plan and to present its coherence with identified gaps, to the expert, it is not obligatory to publish it on the institutional webpage so any information considered relevant by the university can be included. However, try to include in your gaps analysis where you are, where you would like to go and what initiative the university can undertake. The clear actions have to defined, meaning selecting good ideas from the gap analysis that can be implemented by the institution. Not all the initiative has to be in the Action plan, but some of them can be importuned. It is important to find a good balance on what it important to implement during the first two years for the institution itself and for researchers.
- **Other question from P6-YSMU will be addressed through email.**

P7-ASUE Presentation realised by *Anna PAKHLYAN*

- **Advises and Next Steps from WP4 leader:** After the submission for the endorsement letter it normally takes 2-3 month the assessor to respond. P7-ASUE will probably have an answer by the end of May. In case of any question the partner can address them directly to the WP4 leader via e-mail.

P8-YSU Presentation realised by *Alexander MARKAROV*

- **Advises and Next Steps from WP4 leader:** Once the institution has sent the endorsement letter access to the platform and IT tool will be granted. It is recommended to access the IT tool on EURAXESS platform and know about the items to be filled, because it will help to draw your preparatory phase.

P9-BSU Presentation realised by Robert KHACHATRYAN



- **Advises and Next Steps from WP4 leader:** If partners find that it takes European Commission too much time to come back with a reply (which normally takes 2-3 month) they can enquire by email.
- WP leader will send the P3-UTM and P6-YSMU some detailed information. In case any of the project partner would like the WP4 leader to revise their application before the submission and give some external feedback, they are welcome to send it via e-mail.

Other issues addressed during the meeting

WP4: Virtual SV to P14- UCA/France

Comments from the SV organizer –Dr. Natalia TIMUS (P14-UCA):

- The focus of the Study Visit has to be updated. The SV will be realized on 19th – 23rd of April 2021. ALL EU partners confirmed their availability.
- For P14-UCA it will be good to realize half the day meeting, moreover it would be good for EU partners to present the antiplagiarism tool existing at their institution, would be very helpful form partners from MD and AM.
- It has been proposed to book one (1) whole day and realize two (2) half day meetings. It will be easier and more fruitful to focus on the subject. The longer breaks will be considered in the program. Moreover, the virtual coffee break can be realized in order to use the opportunity to communicate informally. P14-UCA will continue organization of the event.

WP2: Models of Open Science and Open Access polices from EU partners:

- No examples were received from EU partners, after the deadline (1903.2021) the WP2 leader will be contacting and reminding EU partners.

WP2: Guidelines on how to write a policy and how to write a strategy

- In Moldova were elaborated national governmental decision (guidelines) on how a document has to be developed, Partners from Armenia could have similar regulatory document, if not it will be shared including the indicators of quality. The national governmental decision is elaborated in Russian and Romanian, but will be translated in English for a better convenience if needed. The document will be published on TRELLO and prepare separate column will be created for exchanging the templates of the documents for all the WPs. All partners will be informed via E-mail by the coordinator or WP leaders.

WP4: Seminars on HRS4R development (WP4/D4.2./ A4.2.1.)

- A separate e-mail regarding realisation of the following activity will be sent.

WP6: Dissemination reports

- All project partners will be asked to submit the dissemination report and present the dissemination of actions realized within all the WPs.