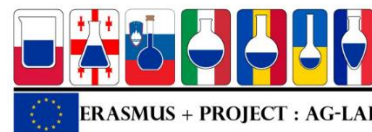




Co-funded by the
Erasmus+ Programme
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Project “Improving skills in laboratory practice for agro-food specialists in eastern Europe» (Ag-Lab)

Program Erasmus +, project KA2 n° 586recommendations-1-SI-EPPKA2-CBHE-JP (2017-2978/001-001)

Minutes of the kick-off meeting

Kyiv, 15-16 January 2018

Monday, 15.01.2018

14.00 Opening speeches:

- **Tetiana Ishchenko**, *director of Agroosvita*
- **Olga Trofimthseva**, *deputy Minister for European Integration of the Ministry of Agrarian Policy and Food (MAPF)*
- **Svitlana Shytikova**, *director of the National Erasmus+ office*
- **Christian Hell**, *Head of Sector “Agriculture” of the EU Delegation to Ukraine*
- **Nicolas Perrin**, *agricultural counselor for Ukraine, Georgia, Moldova, Azerbaijan, French Embassy in Ukraine*

14.30 – 15.30 General presentation of the project, **Marija Klopčič**, *project coordinator, University of Ljubljana*

15.30 – 16.30 Presentation of the project partners

16.30 -17.00 Networking with the projects being implemented in the field of agriculture and food safety in Ukraine by EU and international organizations (Opinions of their representatives).

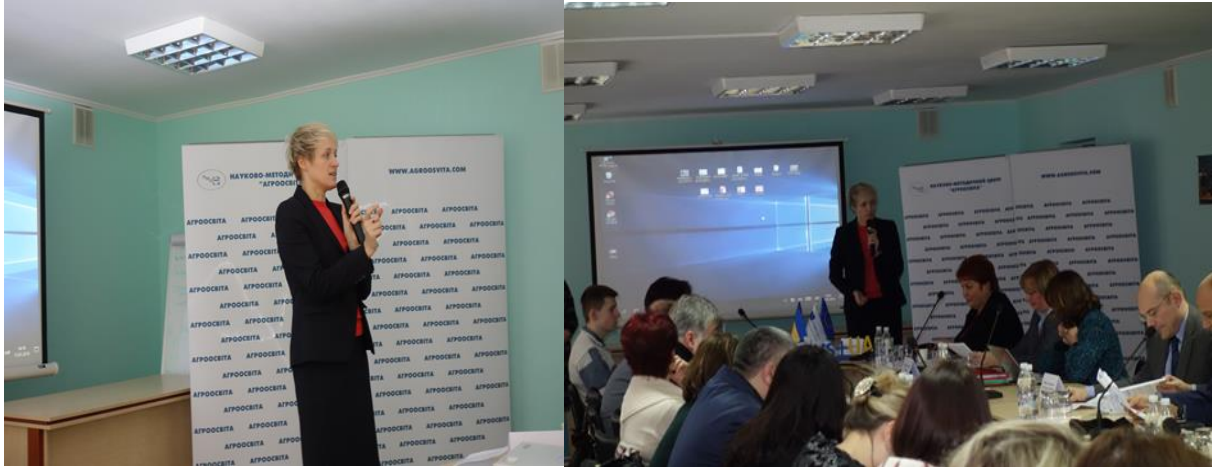


Summary of discussions

1. Welcome words by **Tetiana Ishchenko** which emphasized the importance of adaptation of vocational training to industry needs. The cooperation with laboratories which are main employers of specialists that will be trained in the framework of the project will be the best solution for this issue. She mentioned also the German - Ukrainian project devoted to practical training of students in colleges which was recently launched with the support of Agroosvita.



2. *The deputy Minister for European Integration of the Ministry of Agrarian Policy and Food* **Olga Trofimtseva** mentioned that the project was in line with the priorities of the agrarian policy which are aimed to the adaptation of Ukrainian agricultural products' quality to European standards. Now Ukraine enlarges its export markets providing products of high quality. Laboratories should guarantee their quality maintaining the image of Ukraine as a supplier of good products. She expressed a big interest to the project and promised all possible support by the Ministry.



3. *The director of the National Erasmus+ office* **Svitlana Shytikova** congratulated the project team and wished a success for the project realization. It is a great success but also a big responsibility. She promised all possible support by the national Erasmus+ office in Ukraine and invited the Georgian and Moldavian partners to work closely with their National Erasmus+ offices.



4. *The head of Sector "Agriculture" of the EU Delegation to Ukraine* **Christian Hell** indicated that the project was launched in a due time. The European Commission applies much effort to support Ukraine, Georgia and Moldova in their way to the European integration that means first of all the adaptation to EU standards and the implementation of EU regulation. Analytic laboratories are guarantee of products quality and safety. The European Commission has already launched several projects in the framework of technical assistance programmes that are devoted to the development and improvement of their technical capabilities. The training of specialists for laboratories at university level will complete these activities.



5. *The agricultural counselor for Ukraine, Georgia, Moldova, Azerbaijan, French Embassy in Ukraine* **Nicolas Perrin**, explained the history of the project development, the consortium construction. He mentioned the role of French experts in training of laboratory specialists in the framework of other programmes, such as TAIEX, the bilateral cooperation between Bila Tserkva national agrarian university and Lyon national veterinary school. Due to this cooperation the idea of the project was born. Now we are happy to join to this cooperation our Moldavian and Georgian partners for implementing together EU standards.



6. The project coordinator **Marija Klopčič**, presented the project to the meeting participants: the history of its elaboration, the competition, the selection results, its objectives, the activities foreseen for three years and the expected results.



7. The coordinating manager for partner countries **Ludmila Stepura**, presented the project consortium and explained that the choice of partners was based on their competencies and on previous successful cooperation. Three countries: Ukraine, Georgia and Moldova signed the Agreement of the integration with EU together, so they have common challenges in the implementation of EU standards.



8. The expert of the EU project “Support to Agricultural and Food Policy Implementation in Ukraine” **Mikheylo Dzuzha**, as former laboratory specialist working actually in the technical assistance project and being responsible for foodstuff safety highlighted a big importance of the project. He pointed on several common issues for the synergy between two projects.



9. The key expert of the EU technical assistance programme “Support to the Development of a Geographical Indications System in Ukraine” **Darko Jaksic**, explained the importance of laboratory analyses for the project that he represented. The project is aimed to the development and valorisation of traditional products, to the improvement of their quality in order to attribute them geographical indications. The project deals with wines and milk products.



Tuesday, 16.01.2018

Working session

09.30 – 10.30 Communication in the consortium and work plan for 3 years, ***Marija Klopčič, coordinator, UL***

10.30 – 11.00 Work plan for 6 months, ***Olga Getya, coordinating manager for partner countries , Agroosvita***

11.00 – 12.00 Financial management, ***Svitlana Shitikova, director of the national Erasmus+ office, Ludmila Stepura, coordinating manager for partner countries , Agroosvita***

12.00 – 12.30 Partnership agreement, ***Marija Klopčič, coordinator, UL***

13.30 – 14.00 Quality strategy, quality plan, ***Krzysztof Kafarski, WUELS***

14.00 – 14.30 Dissemination tools to put into place : website/ social media/ Project brochure/ Newsletters/ etc, ***Corinne Sewart, ISLE***

14.30 – 15.00 Organization of the next steering group meeting, ***Marija Klopčič - moderation, general discussion***

15.00 – 15.45 Organization of the next training session, ***Olga Getya - moderation and general discussion***

15.45 – 17.00 Ad hoc questions, discussion



Summary of discussions

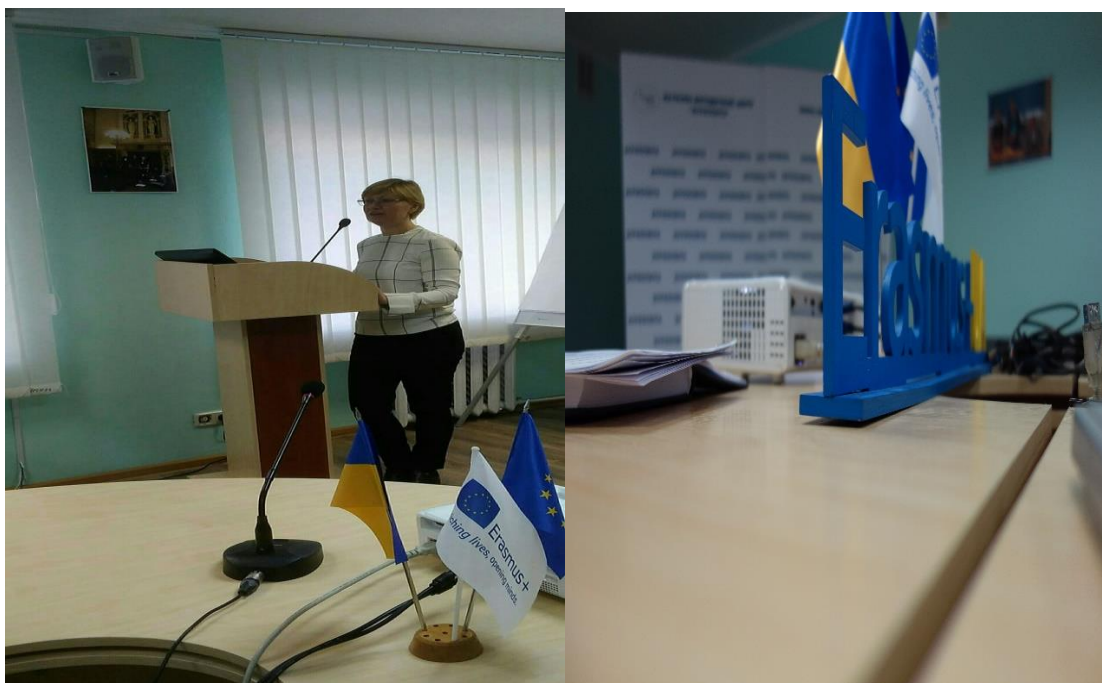
Marija Klopčič, project coordinator gave the detailed plan of the work for three years, peculiarities of activities in the framework of Erasmus+ project. An emphasis was done on the importance to respect the delay of all activities as it is foreseen in the project. The equipment should be purchased during the first year according to the open market procedure (three commercial proposals). The master course in laboratory practice should be launched since September 2018, in order to make possible students mobility since September 2019. Post-diploma training course should be launched since January 2019.

Communication is an important element for the successful project implementation. The communication will be done through steering committee presented by one person from every partner (2 persons for Agroosvita). Every partner will create a working group inside the institution and the member of the steering committee will be responsible for the dissemination locally. UL will carry out the general coordination, Agroosvita will ensure the coordination for partner countries.

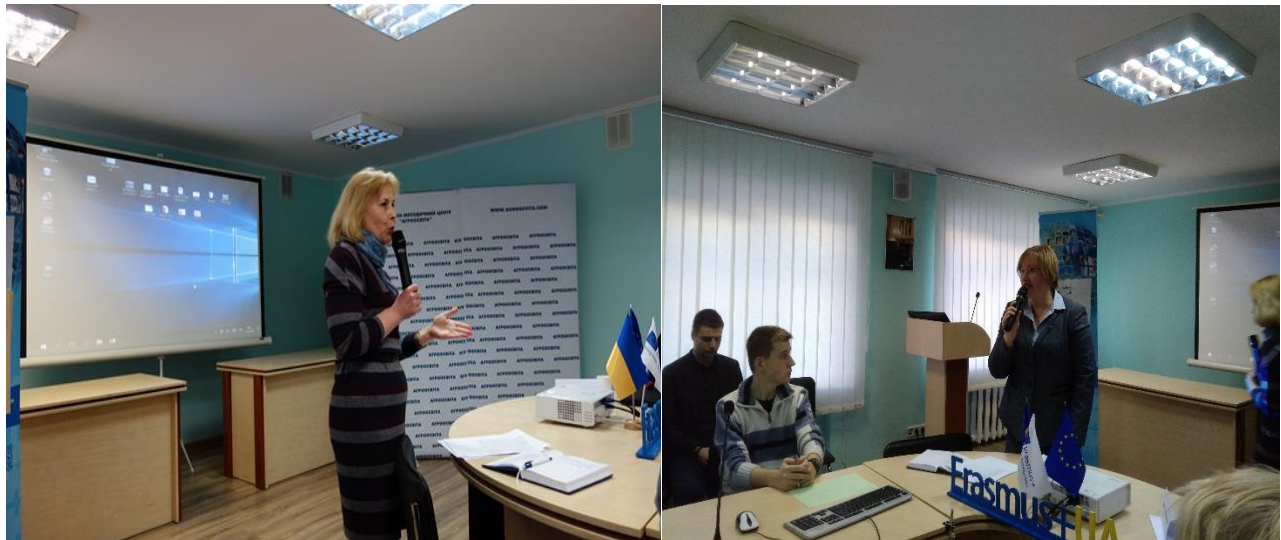
In the end of every month the Skype meeting of coordinators and WP leaders will take place. It will be devoted to summarizing the work of the month and to planning the work for next month.



Olga Getya, coordinating manager for partner countries presented the plan of project's activities for next 6 months according to the Work packages. The date for the delivery of first drafts of curricula was defined - end of April 2018. The number of participants of the second training session in EU was defined (three persons per laboratory and two persons per university).



Svitlana Shytikova, director of the National Erasmus+ office and **Ludmyla Stepura**, coordinating manager for partner countries presented the information related to the financial management of the project, gave the recommendations related to the equipment purchase, presented documents that should be kept by every beneficiary, gave explanation regarding co-financing of the project. **Svitlana Shytikova** explained the peculiarities of tenders carrying out, the section procedure for sub- contracting, the calculation of taxes for salary. She presented also the tables that can be helpful for project management.



Krzysztof Kafarski, head of international relations department of Wroclaw university of life sciences presented the quality strategy and the quality plan developed by him as this WP leader.



Corinne Stewart, president of the ISLE association presented different dissemination instruments: website, social networks, flyers, information booklets etc.



Marija Klopčič presented the template of the Partnership agreement, gave the recommendations for its content. The agreement signed by every partner should be sent to the coordinator by 15.02.2018.





Discussion

Svitlana Shytikova stressed on the importance of Moodle platform. Every partner should create the link to this platform on his institution site.

The international departments should report the project results on the sites as well.

Ludmyla Stepura pointed out that partner universities should be active in the development of training courses together with European institutions.

Marija Klopčič proposed the scheme for continuing reporting : every contact point should send the report of the project in the end of every month. It will be discussed later at the Skype meeting of the WP leaders.

Attendance

Name	Organization
Kuchukashvili Zurab	Tbilisi State University (Georgia)
Tamarashvili David	Caucasus International University (Georgia)
Inasaridze Nino	Tbilisi State University (Georgia)
Inasaridze Tamar	Caucasus International University (Georgia)
Archvadze Nino	Tbilisi State University (Georgia)
Abashidze Ekaterine	Caucasus International University (Georgia)
Kafarski Krzysztof	Wroclaw University of Environmental and Life Sciences (Poland)
Kosek-Paszkowska Katarzyna	Wroclaw University of Environmental and Life Sciences (Poland)
Compagnone Dario	University of Teramo (Italy)

Caisin Larisa	State Agrarian University of Moldova SAUM(Moldova)
Scripnic Elena	State Agrarian University of Moldova SAUM(Moldova)
Shaban Nidal	ISLE Association (France)
Stewart Corinne	ISLE Association (France)
Klopcic Marija	University of Ljubljana (Slovenia)
Gerard Robert	VetAgroSup (France)
Fedotova Liudmila	Comrat State University (Moldova)
Nartea Viktor	Public Institution "Republican Veterinary Diagnostic Center" CRDV (Moldova)
Gulbani Ana	Laboratory of the MOA of Georgia (LMA) (Georgia)
Gudelani	Laboratory of the MOA of Georgia (LMA) (Georgia)
Kekelidze Anna	Laboratory of the MOA of Georgia (LMA) (Georgia)
Titlova Olga	Odessa national academy of food technologies (Ukraine)
Povarova Natalia	Odessa national academy of food technologies (Ukraine)
Mardar Maryna	Odessa national academy of food technologies (Ukraine)
Bonkovskii Oleksandr	Bila Tserkva National Agrarian University
Rublenko Mykhailo	Bila Tserkva National Agrarian University
Gryshchenko Natalia	NUBiP of Ukraine
Gryshchenko Sergii	NUBiP of Ukraine
Getya Andriy	NUBiP of Ukraine
Ushkalov Valerii	NUBiP of Ukraine
Kalachevska Larisa	Sumy National Agrarian University
Kovalenko Ihor	Sumy National Agrarian University
Stefanyk Vasyl	Lviv National University of veterinary medicine and biotechnologies
Turko Ihor	Lviv National University of veterinary medicine and biotechnologies
Simonov Marian	Lviv National University of veterinary medicine and biotechnologies
Ishchenko Tetiana	SMC "Agroosvita"
Khomenko Mykola	SMC "Agroosvita"
Dudnyk Tetiana	SMC "Agroosvita"
Malynka Lesia	SMC "Agroosvita"
Getya Olga	SMC "Agroosvita"
Dudus Tetiana	SMC "Agroosvita"
Syniavska Nina	SMC "Agroosvita"
Stepura Ludmila	SMC "Agroosvita"
Trofimtseva Olga	Ministry of agrarian policy and food of Ukraine
Shitikova Svitlana	ERASMUS+ Office (Ukraine)
Dzhuzha Michael	EU project «Support to Agricultural and Food Policy Implementation in Ukraine»
Hell Christsan	EU Delegation to Ukraine

Jaksic Darco	EU technical assistance programme “Support to the Development of a Geographical Indications System in Ukraine”
Andreiev Iaroslav	EU technical assistance programme “Support to the Development of a Geographical Indications System in Ukraine”
Perrin Nicolas	French Embassy in Ukraine
Hassenpflug Hans Georg	German-Ukrainian project for professional education in agrarian sector
Mezhensky Andriy	State institute of laboratory diagnostic and veterinary medicine
Bashinska Olga	State service of food safety and consumers protection
Shaposhnik Volodymyr	NUBiP of Ukraine
Semenchuk Olga	State service of food safety and consumers protection
Kapustinsky Oleksandr	Center of certification of agricultural products
Holosna Lesya	NUBiP of Ukraine
Beldiy Natalya	Center of certification of agricultural products
Hazova Victoria	Center of certification of agricultural products
Martynyuk Andriy	Center of certification of agricultural products