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## Project “Improving skills in laboratory practice for agro-food specialists in eastern Europe» (Ag-Lab)

Program Erasmus +, project KA2 n° 586383-EPP-1-2017-1-SI-EPPKA2-CBHE-JP (2017-2978/001-001)

### Minute of the steering committee meeting

Chisinau, 9-10 July 2018

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#### Monday, 09.07.2018

09.30

#### Opening speeches:

- **Alisa Pirlog**, Vice-minister of Ministry of Agriculture, Regional Development and Environment
- **Valerian Balan** Professor, Rector of SAUM
- **Marija Klopčič**, project coordinator, University of Ljubljana
- **Claudia Melinte**, director of the National Erasmus office in Moldova
- **Sergey Zakharia**, rector of the Comrat state university
- **Giovanni Cavallaro**, manager of Campus France in Moldova

**10.00 – 10.30** Report of activities fulfilled during first 6 months of the project, **Olga Getya**, *Agroosvita*

**10.30 – 11.30** Analysis of the first trainings sessions at EU institutions and projects for the next training sessions (spring 2019), **Katrzyna Kosek-Paszkowska**, *WUELS*, **Dario Compagnon**, *UniTE*, **Robert Gerard**, *VetAgroSup Lyon*, **Marija Klopčič**, *UL*

**11.50 – 12.30** Budget expenditures during first 6 month of the project (financial report). Purchase of the equipment, **Marija Klopčič**, *coordinator, UL*

**12.30 – 12.50** Report on the quality assurance strategy: summary of the evaluation reports received after the events, plans for the future period, **Katrzyna Kosek-Paszkowska**, *WUELS*

**12.50 – 13.10** Dissemination results and future actions aimed to fulfilling the dissemination strategy, **Nidal Shaban**, *ISLE*

**14.30 – 17.00** Reports of every partner of the work fulfilled by his establishment according to the work plan and work packages

## Summary of discussions

The meeting began by the welcome speech of the vice-minister of agriculture of Moldova Mrs **Alise Pirlog** that noticed the importance of the project for Moldova and for the training of agrarian specialists of the republic.

The rectors of two Moldavian universities noticed the importance of the project for the development of the establishments.



The responsible of the Campus France in Moldova **Mr Giovanni Cavallaro** congratulated the participation of the French partners in the project and indicated its importance for the cooperation with Moldavian and all eastern European partners.



The director of the Moldavian national Erasmus+ office **Mrs Claudia Melinte** congratulated the project participants and promised all possible support from the Erasmus+ office.

The project coordinator **Mrs Marija Klopčič** gave the general overview of the project and main steps of its implementation for the Moldavian audience.

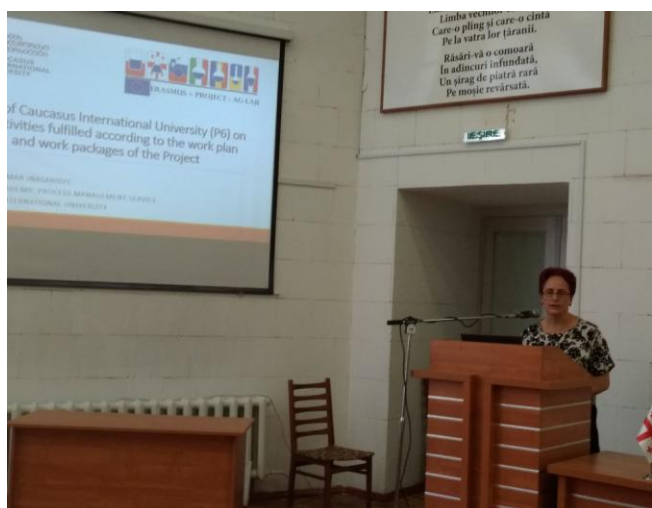


The coordinating manager for partner countries **Mrs Olga Getya** (Agroosvita) presented the work done in the framework of the project during first months:

- consultations, round tables dedicated to the elaboration of the references needed for the development of the training programmes on laboratory practice;

- development of the Curricula including “Laboratory-practice” for Master courses for students studying at veterinary, agronomy, food technologies, life sciences and animal husbandry faculties;
- organization of four study visits to EU partner universities: WUELS – veterinary medicine (26–31.03/2018), UniTE – food technologies (09-13.04.2018), VetAgroSup Lyon – general laboratory practice (23-28.04.2018), UL – animal husbandry and agronomy (07-11.05.2018);
- development and application of the quality strategy;
- creation of the Google Docs space for the exchange of documents and information between the project partners;
- creation of the flyer and presentation of the project at the international events (French-Ukrainian days of agrarian in Odessa (May, 2018), International day of agrarian education in Paris (June, 2018).

**The coordinator of the study visits (training sessions) from EU institutions: Katrzyna Kosek-Paszkowska, WUELS, Dario Compagnon, UniTE, Robert Gerard, VetAgroSup Lyon, Marija Klopčic, UL gave detailed reports about their content, results and proposals for the future training sessions.**



The project coordinator **Mrs Marija Klopčic** presented the budget expenditures during first 6 month of the project. She emphasized the importance of the equipment purchase until the end of the year (The initial

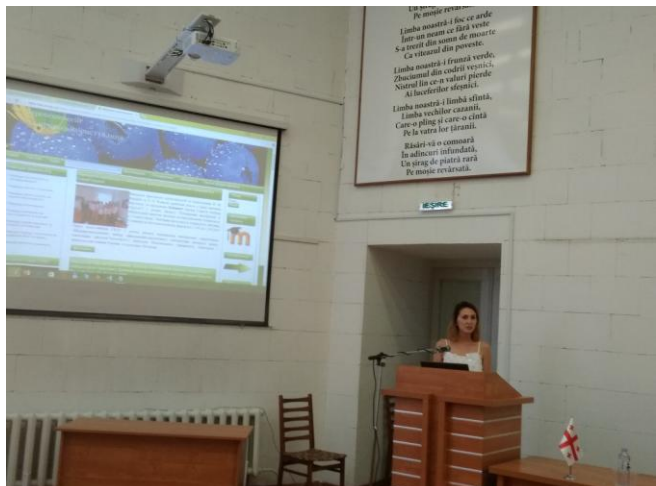


list of equipment was changed according to the real needs of the universities and approved by EU partners from UL, VetAgroSup and UniTE that are experts of laboratory equipment. The approval from the Education, Audiovisual and Culture Executive Agency arrived just in the moment of the meeting.) If the equipment is bought, 70% of the first payment will be spent by the consortium and the next payment can be asked.

**Mrs. Katarzyna Kosek-Paszkowska** (WUELS) made the report on the quality assurance strategy: the guidelines for the quality assurance strategy are elaborated, the questionnaire for quality assessment are elaborated, they are filled in by participants after every event, the evaluation results are analysed and sent to the coordinator and diffused among partners.

**Mr. Nidal Shaban** (ISLE) presented the results of the dissemination activity: the dissemination strategy is developed and shared with all partners, the information of the project is placed on the web-sites of all partners, the flyer of the project is created, the project was presented at the international events (French-Ukrainian days of agrarian in Odessa (May, 2018), International day of agrarian education in Paris (June, 2018). The first newsletter will be published by the beginning of September.

*Every partner gave a short report about the activities fulfilled during 6 first months of the project:*



**University of Ljubljana** (Marija Klopčič): general coordination of the project, participation in the kick-off meeting in Brussels in January 29-30, communication with the Education, Audiovisual and

Culture Executive Agency, preparing the information about the project and placing it on the university web-site, participation in the development of references and training programmes for the laboratory practice; organisation of the study visit (training session) to UL in may 2018 devoted to the animal husbandry and agronomy.

**Wroclaw university of life sciences** (Katrzyzna Kosek-Paszkowska): preparing the information about the project and placing it on the university web-site, elaboration and editing of the Guidelines for the quality strategy of the project, elaboration of the satisfaction questionnaires, analysing and treatment of their results after every event, sending these results to all partners, participation in the development of references and training programmes for the laboratory practice; organisation of the study visit (training session) to WUELS in march 2018 devoted to the veterinary medicine.

**University of Teramo** (Dario Compagnon): preparing the information about the project and placing it on the university web-site, participation in the development of references and training programmes for the laboratory practice; analysing and validation of the changes to the lists of equipment to be bought by partner institutions in the framework of the project, organisation of the study visit (training session) to UniTE in april 2018 devoted to food technologies.

**Institute of higher education and researches in nutrition, animal health, agronomic and environmental sciences, VetAgroSup** (Robert Gerard): preparing the information about the project and placing it on the institute web-site, participation in the development of references and training programmes for the laboratory practice; analysing and validation of the changes to the lists of equipment to be bought by partner institutions in the framework of the project, organisation of the study visit (training session) to VetAgroSup Lyon in april 2018 devoted to the metrology and quality standards for laboratory practice.

**Association ISLE** (Nidal Shaban): preparing the information about the project and placing it on the Association web-site, elaboration and editing of the Guidelines for the dissemination strategy of the project, elaboration of the project flyer, creation and administration of the Facebook account, presentation of the project at the French-Ukrainian day of agrarian education in Odessa in May 2018, participation in the training session in Lyon in april 2018.

**Science and methodological centre "Agroosvita"** (Olga Getya) coordination of the project for partner countries, participation in the kick-off meeting in Brussels in January 29-30, registration of the project at the Ministry of the economic development and trade of Ukraine, preparing of the 6-month progress report for the Ministry of the national education of Ukraine, preparing the information about the project and placing it on the institution web-site, coordination of the work and participation in the development of references and training programmes for the laboratory practice; editing of the final versions of references and training programmes, participation in the study visit (training session) to UL in may (1 persons), UniTe in april (2 persons), to VetAgroSup in april (1 person), definition of supplier, preparing and signature of the contract with the society for the development of the project Web-portal "TechLab".

**Tbilisi State University** (Nino Inasaridze) preparing the information about the project and placing it on the university web-site, participation in the development of references and training programmes for the laboratory practice in biosciences; editing of the final versions of references and training programmes for TSU, preparation for the launching of the master course dedicated to laboratory practice in biosciences since September 2018, participation in the study visit (training session) to UniTe in april (1 person), to VetAgroSup in april (2 persons), definition of supplier, preparing and signature of the contract with the society for the equipment purchase.

**Caucasus International University** (Tamar Inasaridze) preparing the information about the project and placing it on the university web-site, participation in the development of references and training programmes for the laboratory practice in food technologies; editing of the final versions of references and training programmes for CIU, preparation for the launching of the master course dedicated to laboratory practice in food technologies (with a special emphasising on winemaking) since September 2018, participation in the study visit (training session) to UniTe in April (1 person), to VetAgroSup in April (1 person), definition of supplier, preparing and signature of the contract with the society for the equipment purchase.

**Laboratory of the Minister of agriculture of Georgia** (Ana Gulbani) preparing the information about the project and placing it on the laboratory web-site, participation in the development of references and training programmes for the laboratory practice; participation in the study visit (training session) to UniTe in April (1 person), to VetAgroSup in April (2 persons).

**State Agrarian University of Moldova** (Elena Scripnic) preparing the information about the project and placing it on the university web-site, participation in the development of references and training programmes for the laboratory practice in animal husbandry and veterinary medicine, preparation for the launching of the master course dedicated to laboratory practice in veterinary medicine and animal husbandry since September 2018, participation in the study visit (training session) to WUELS in April (2 persons); definition of supplier, preparing and signature of the contract with the society for the equipment purchase.

**Comrat State University** (Ludmila Fedotova) preparing the information about the project and placing it on the university web-site, participation in the development of references and training programmes for the laboratory practice in agronomy and food sciences, preparation for the launching of the master course dedicated to laboratory practice in agronomy and food sciences since September 2018, participation in the study visit (training session) to UL in may (2 persons); definition of supplier, preparing and signature of the contract with the society for the equipment purchase.

**Moldavian republic centre of veterinary diagnostic** (Tatiana Iakimova) preparing the information about the project and placing it on the laboratory web-site, participation in the development of references and training programmes for the laboratory practice, participation in the study visit (training session) to UL in may (2 persons) and to WUELS in march (1 person).

**University of biosciences and natural resources** (Andriy Getya) preparing the information about the project and placing it on the university web-site, participation in the development of references and training programmes for the laboratory practice in animal husbandry, preparation for the launching of the master course dedicated to laboratory practice in animal husbandry since September 2018, participation in the study visit (training session) to UL in may (2 persons) and to VetAgroSup in april (1 person), definition of supplier, preparing and signature of the contract with the society for the equipment purchase.

**Bila Tserkva national agrarian university** (Mykhaylo Rublenko) preparing the information about the project and placing it on the university web-site, participation in the development of references and training programmes for the laboratory practice in veterinary medicine, preparation for the launching of the master course dedicated to laboratory practice in veterinary since September 2018, participation in the study visit (training session) to WUELS in march (1 person) and to VetAgroSup in April (1 person); definition of supplier, preparing and signature of the contract with the society for the equipment purchase.

**Sumy national agrarian university** (Igor Kovalenko) preparing the information about the project and placing it on the university web-site, participation in the development of references and training programmes for the laboratory practice in agronomy, preparation for the launching of the master course dedicated to laboratory practice in agronomy since September 2018, participation in the study visit

(training session) to UL in may (2 persons); definition of supplier, preparing and signature of the contract with the society for the equipment purchase.

**Lviv national university of veterinary medicine and biotechnologies** (Vasyl Stefanuk) preparing the information about the project and placing it on the university web-site, participation in the development of references and training programmes for the laboratory practice in veterinary medicine, preparation for the launching of the master course dedicated to laboratory practice veterinary medicine since September 2018, participation in the study visit (training session) to WUELS in march (1 person) and to VetAgroSup in April (1 person); definition of supplier, preparing and signature of the contract with the society for the equipment purchase.

**National academy of food technologies of Odessa** (Olga Titlova) preparing the information about the project and placing it on the university web-site, participation in the development of references and training programmes for the laboratory practice in food sciences, preparation for the launching of the master course dedicated to laboratory practice in agronomy and food sciences since September 2018, adoption of the specialization by the scientific council of the university, participation in the study visit (training session) to UniTE in april (2 persons); definition of supplier, preparing and signature of the contract with the society for the equipment purchase.

**Institute of laboratory diagnostic and veterinary-sanitary expertise** (Anna Kyivska) preparing the information about the project and placing it on the laboratory web-site, participation in the development of references and training programmes for the laboratory practice, participation in the study visit (training session) to VetAgroSup in april (2 persons).

**National centre of agricultural products certification and expertise** (Andriy Martynyuk) preparing the information about the project and placing it on the laboratory web-site, participation in the development of references and training programmes for the laboratory practice, participation in the study visit (training session) to UL in may (1 person).





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**Tuesday, 08.07.2018**

**Working session**

**09.30 – 10.15** Work plan for 6 months, **Ludmila Stepura, Agroosvita**

**10.15 – 11.30** Proposals of the development and publishing of training materials: textbooks, films, guides etc,

**Larisa Caisin, SAUM, Nino Inasaridze, TSU, Mykhaylo Rublenko, BTNAU**

*Discussion*

**11.50 – 13.00** Interactive Web-platform of the project: structure, content, Moodle, contribution of every partner, sub-contracting procedure, general discussion moderated by **Marija Klopčič, UL** and **Nidal Shaban, ISLE + Nikos Palavitsinis, ISLE (by Skype)**

**14.00 – 15.30** Ad hoc questions, discussion and closing remarks

**Summary of discussions**

**Mrs. Ludmila Stepura** (Agroosvita) presented the plan of the work for next 6 months. It will be organized around two main axes: the launching of pilot master courses of laboratory practice for specialties: veterinary medicine, agronomy, food technologies and animal husbandry and the update and completion of post-diploma courses for acting laboratory staff. Also the work plan for the next period includes the launching of the work on the manual dedicated to laboratory practice and the work on the Web-portal Tech-Lab. Some modifications of the dates proposed by the partners were taken into account in the detailed plan. (The detailed work plan with the calendar and the partners' responsibilities is attached).

*The discussion about the elaboration of the first manual was very intense, many different ideas were expressed:*

**Mrs. Nino Inasaridze** (TSU) proposed to edit the common textbook containing protocols of routine analysis, procedures, the metrology guide. The same ideas were expressed before by **Mr. Robert Gerard** (VetAgroSup) pointing out that this manual should contain general notion of the laboratory practice, with the presentation and links to acting standards and EU regulation related to the laboratory practice.

**Mrs. Tetiana Ishchenko** (Agroosvita) remarked that the manual should contain innovative information and **Mr. Andriy Getya** (NUBiP) remarked that it should be oriented to the content of the training programmes.

The proposal of **Mrs. Maryna Mardar** (ONAF) to edit the manual "Technological and microbiological control of foodstuffs" was declined as according to the remarks of other partners this subject is already treated in many publications that are easily accessible.

**Mrs. Valeriy Ushkalov** (NUBiP) confirmed that in practice young specialists coming to laboratories don't have principal knowledge on laboratory practice. So, we should not take into account the content of their

previous training programmes, we should pay attention to their real skills and knowledge needed by employing laboratories.

**Decision taken:** the first manual will be devoted to the general laboratory practice, containing: main procedures and analysis protocols, quality system in laboratory, main standards (with links if possible), metrology guide, security in laboratory etc. Mr. Robert Gerard will elaborate and propose to all partners the content of the manual by the beginning of September 2018. Then it will be completed and validated by all partners and the work will be launched.



The Skype meeting **Mr. Nikos Palavitsinis ( ISLE )** under the moderation of **Mrs. Marija Klopčič ( UL )** and **Mr. Nidal Shaban ( ISLE )**.

**Mr. Nikos Palavitsinis ( ISLE )** approved the proposed content of the Web-portal: general information about the project and film, hosting of Moodle, novelties in the legislation related to laboratory control, scientific information, forum and advertising (proposal of services, recruitment ...). He remarked that in order to avoid problems in the future we should decide the question of the Web portal monitoring and administration.

**Mrs. Ludmila Stepura (Agroosvita)** invited all partners to complete the proposed structure of the Web-portal with their ideas. The discussion is open while the platform is under the elaboration.

**Mrs. Nino Inasaridze (TSU)** remarked that the platform should be simple, accessible for many people, not complicated but sufficient with useful information. It should be also useful after the end of the project. The interface should be in English and the uploaded documents should be in national languages.

**Mrs. Marija Klopčič (UL)** gave their proposal for the Newsletter format: PDF, with all project logos, the information should be short and very comprehensive.



*The next meeting of the steering committee will take place in December 3-4, 2018 in Lviv (Ukraine).*