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Environmental Risk Assessment and Mitigation on Cultural Heritage assets in Central Asia

ERAMCA

ERASMUS+ CBHE Project nr. 609574



Deliverable D9.1

Kick-off meeting

Date	Version	Author
27.02.2020	Draft sent to PL	Fulvio Rinaudo
02.03.2020	Draft approved by PL	All PLs
06.03.2020	Approved minutes	Fulvio Rinaudo

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1. Participants

Attendance 14th February:

POLITO: Fulvio Rinaudo; Filippo Diara; Antonietta Cerrato; Rosario Ceravolo; Fabrizio Barpi; Monica Barbero; Carla Bartolozzi; Alberto Sapora

BUW: Lars Abrahamczyk

UNIOS: Davorin Penava; Filip Anić

TTPU: Uktam Salomov (until 11.00 am); Saidislomkhon Usmanov

SamSACII: Muhsin Hidirov

IWPHE: Jafar Niyazov

TTU: Anvarova Gulnora; Rahmonzoda Ahmadjon; Vazirov Nazir

KPITTU: Dilafruz Sanginova; Khurshed Maqsudov

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KPITTU: Dilafruz Sanginova; Khurshed Maqsudov

2. Minutes

Item	Description	To Do
1	<p><i>Welcome</i></p> <p>Politecnico di Torino: the Vice Rector for International affairs prof. Francesca Verga, the Architecture and Design Dept. Director prof. Paolo Mellano.</p> <p>EACEA: Supervisor Mrs. Piia Heinamaki</p> <p>The Supervisor will be invited to all the meetings and she will provide suggestions/answers to the Coordinator. All the Partners are kindly invited do not contact directly the Supervisor.</p>	<p>POLITO</p> <p><i>Will manage all the communication from/to Partners and Supervisor</i></p>
<p>The analysis and discussion on Partnership Agreement and WP's activities start (slides used by the speakers are in Annex 1 to these minutes).</p> <p>The budget change proposal has been distributed during the meeting and they form the ANNEX 1</p> <p>The slides used during the meeting have been sent to the participants and they form the ANNEX 2</p>		
2	<p><i>Partnership Agreement (draft distributed)</i></p> <ul style="list-style-type: none"> • EU sent 50% of the budget to POLITO (400.000,00 €). Each partner received 5000,00 € to cover the first travel expenses. The rest of the 50% will be sent to the Partners to cover travels (from now up to June 2021), subcontracting, and equipment after the Partnership agreement signature. Staff costs and travels from July 2021 to the end of the project will be paid 30 days after the receipt of the 40% from EACEA if the project partners have spent 70% of what they received (more than 280.000,00 €). The rest of the money will be sent at the end of the project and after the approval of the achieved results (only eligible and documented expenses will be covered). • All the partners have to produce a report every 6 months about expenses and related documents, staff employed to run the activities taking care to 	<p>All Partners</p> <p><i>By 29th February 2020 amendments</i></p>

	<p>the amount of working days they have to fit for each WP. Co-financed working days must also be considered. Each people can play different roles (e.g. Manager, Teacher, etc.) but he cannot report more than 20 days/month and 240 days/year. If the people are involved in other projects the above mentioned limits must be respected by considering all the projects together.</p> <ul style="list-style-type: none"> • Amendments and/or approval of the Partnership Agreement must be notified to POLITO not later than 29th February 2020. Silence will be assumed as approval. • After the approval the final version of the Partnership Agreement will be sent to the Partners: each of them have to provide 8 original signatures of the page where the acceptance of the Institution is specified and the original of the Mandates. 	<p><i>and/or acceptance of the Partnership Agreement</i></p>
3	<p>Budget</p> <p>During the meeting held in Brussels on 27th-28th January 2020 the Supervisor make some comments on budget (see annex 1). Coordinator would like to propose some changes to the presented budget by considering the received observations. The proposed changes are summarized in annex 1 and discussed among the Partners</p>	<p>All Partners</p> <p><i>Provide acceptance/refusal of the budget changes by the end of February 2020</i></p>
4	<p>WP1 – Leader TTPU</p> <p>The state of art of the WP1 started on 15th January are presented and discussed among the Partner (see annex 2). Partners stress the importance of the rules adopted in each Country regarding the conservation of Cultural Heritage assets at every level of importance (WHL, National, Regional, Local)</p>	<p>TTPU</p> <p><i>Provide the draft of report 1.1 by the end of February 2020</i></p>
5	<p>WP2 – KPITTU</p> <p>The state of art of the WP2 started on 15th January are presented and discussed among the Partner (see annex 2). Programme Partners stress the importance to have a complete documentation about the teaching activities in both the Countries to better understand the possible background of future students of the ERAMCA Master</p>	<p>KPITTU</p> <p><i>Provide the draft of report 2.1 by the end of February 2020</i></p>
6	<p>WP3 – UNIOS</p> <p>The planned activities of WP3 are presented and discussed among the Partners (see annex 2) Partner Countries are invited to check the procedure to ask for official acceptance of the ERAMCA Master and/or the integration of the teaching modules of the ERAMCA Master in different already existing courses. The activities of this WP could start as soon as possible by considering the intermediate results of WPs 1 and 2.</p>	
7	<p>WP4 – POLITO</p> <p>The planned activities of WP4 are presented and discussed among the Partners (see annex 2). For each of the disciplines involved in the project, a main responsible is proposed and the entire Partners have to identify the teachers who will join the digital library construction. For Partner Countries these teachers will be the one who will manage the teaching activities for the ERAMCA Master Pilot Courses. If budget changes will be approved by all the Partners the translations of the teaching notes and slides will be provided by Partner Countries.</p>	<p>All Partners</p> <p><i>Send the teacher's name for each of the disciplines involved in the project by the end of February 2020</i></p>

8	<p>WP5 – BUW</p> <p>The planned activities of WP5 are presented and discussed among the Partners(see annex 2).</p> <p>The disciplinary groups will be involved to organize personal and group training activities for the teachers who will be involved in the ERAMCA Master Pilot Courses.</p>	
9	<p>WP6 – TTPU</p> <p>The planned activities of WP6 are presented and discussed among the Partners (see annex 2).</p> <p>The teachers could make teaching activities in all the involved Universities in a specific Country. The disciplinary teams fixed on WP4 will be involved in the preparation of tests.</p>	
10	<p>WP7 – POLITO</p> <p>The planned activities of WP7 are presented and discussed among the Partners (see annex 2).</p> <p>Three different experts have been invited by POLITO to offer the external quality assessment. The contract will be signed with the expert who offers the set of activities at the lower price.</p>	<p>POLITO</p> <p><i>Sub-contract external quality assessment</i></p>
11	<p>WP8 – UNIOS</p> <p>The planned activities of WP8 are presented and discussed among the Partners (see annex 2).</p> <p>The website is under development and will collect all the reports, meetings and activities of the project.</p> <p>The dissemination actions will be reinforced by the participation to special congresses and seminars where the ERAMCA project will be presented.</p> <p>In all the documents and activities related to the project the LOGO of ERASMUS+ and the DISCLAIMER must be inserted.</p> <p>Some proposals of ERAMCA LOGO are presented. Partners selected the nr. 1 (see Annex 2) by asking to UNIOS to provide a final version of it.</p> <p>If budget changes will be approved by all the Partners, the translations of the texts will be provided by Partner Countries.</p> <p>All the Partners are invited to send all the information required in due times to allow a constant update of the website.</p>	<p>UNIOS</p> <p><i>Proposal of the website design and the new ERAMCA LOGO</i></p> <p>All Partners</p> <p><i>Provide information for the website</i></p> <p><i>Join conferences and seminars to introduce the ERAMCA project to the interested scientific communities</i></p>
12	<p>WP9 – POLITO</p> <p>The planned activities of WP9 are presented and discussed among the Partners (see annex 2).</p> <p>In the Project Management handbook the main topics will be:</p> <ul style="list-style-type: none"> - All the communications regarding the management of the project will be sent to the Partner Leader (PL): PL has to distribute the communications to the interested people and to provide the requested feed-backs in due time - When a deadline for answer is fixed the “no answer” will be assumed as “acceptance” - Every 6 months the PL have to submit a report on the different activities developed by his team in the different WPs, the time-sheets, the travel declarations, the invoices and/or certificate of expenditures as defined in the Partnership agreements - The PL have to join all the meetings - All the communications will be sent by eramca@polito.it and all the answers must be sent to the same address 	

The Partner Leaders, forming the Management Board of the ERAMCA project, are:

Partner	Leader	e-mail
POLITO	Fulvio Rinaudo	fulvio.rinaudo@polito.it
BUW	Lars Abrahamczyk	lars.abrahamczyk@uni-weimar.de
UNIOS	Davorin Penava	davorin.penava@gmail.com
TTPU	Saidislom Usmanov	saidislom.usmanov@polito.uz
SamSACI I	Mukhsin Hidirov	mmhidirov@gmail.com
IWPHE	Jafar Niyazov	niyazovjafar@mail.ru
TTU	Gulnora Anvarova	anvarova.gulnora@mail.ru
KPITTU	Shuhrat Usmonov	usmonov.shuhrat@gmail.com

On 15.01.2021 and 15.01.2022, a progress report of the WPs will be provided by using the information coming from meetings and reports of each PL. Each report must be sent to the entire PL not later than 15 days before the deadline.

The entire PL have one week to suggest integrations and amendments.

The final version of the reports must be sent to the Coordinators not later than the fixed deadline.

At the end of each plenary and virtual meetings, a draft of the minutes with the relevant assumed decisions will be send to the PL.

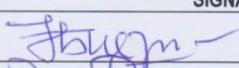
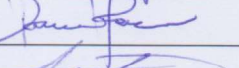
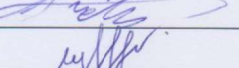
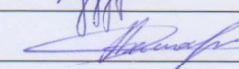
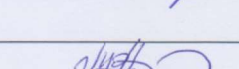
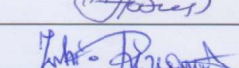
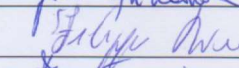
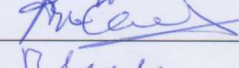
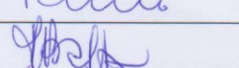
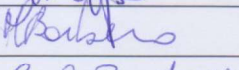
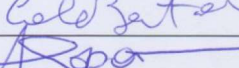
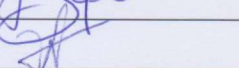
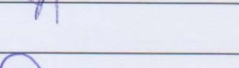
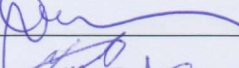
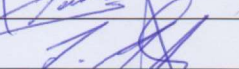
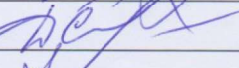
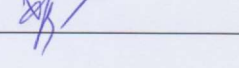

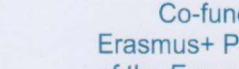
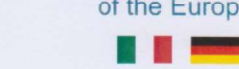
After the collection of integrations and revisions, the final version will be sent for the approval.

The approved minutes will be published on the ERAMCA website

3. Participant signatures

ERAMCA
Environmental Risk Assessment and Mitigation on cultural heritage assets in Central Asia

KICK-OFF MEETING – TURIN
LIST OF PARTICIPANTS 14TH FEBRAURY 2020

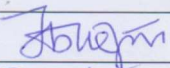
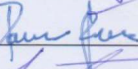
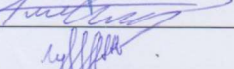
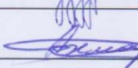
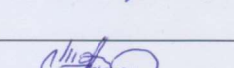
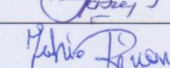
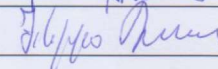

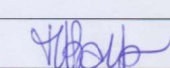
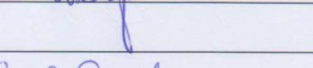

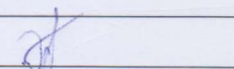
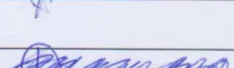

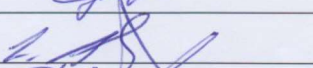
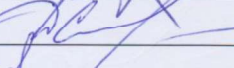
	PARTICIPANT	AFFILIATION	SIGNATURE
1	Jafar Niyazov	IWPHE	
2	Davorin Penava	UNIOS	
3	Filip Anić	UNIOS	
4	Anvarova Gulnora	TTU	
5	Rahmonzoda Ahmadjon	TTU	
6	Saidova Shahlo	TTU	
7	Vazirov Nazir	TTU	
8	Fulvio Rinaudo	POLITO	
9	Filippo Diara	POLITO	
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12	Fabrizio Barpi	POLITO	
13	Monica Barbero	POLITO	
14	Carla Bartolozzi	POLITO	
15	Alberto Sapora	POLITO	
16	Mukhsin Hidirov	SamSACII	
17	Sultan Akhmedov	SamSACII	
18	Uktam Salomov	TTPU	 <i>EXIT AT 12.00 A.M.</i>
19	Saidislom Usmanov	TTPU	
20	Lars Abrahamczyk	BUW	
21	Dilafroz Sanginova	KPITTU	
22	Khurshed Maqsudov	KPITTU	

ERAMCA

Environmental Risk Assessment and Mitigation on cultural heritage assets in Central Asia

KICK-OFF MEETING – TURIN

LIST OF PARTICIPANTS 15TH FEBRAURY 2020

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3	Filip Anić	UNIOS	
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6	Saidova Shahlo	TTU	
7	Vazirov Nazir	TTU	
8	Fulvio Rinaudo	POLITO	
9	Filippo Diara	POLITO	
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13	Monica Barbero	POLITO	
14	Carla Bartolozzi	POLITO	
15	Alberto Sapor	POLITO	
16	Mukhsin Hidir	SamSACII	
17	Sultan Akhmedov	SamSACII	
18	Uktam Salomov	TTPU	 NOT PRESENT
29	Saidislom Usmanov	TTPU	
20	Lars Abrahamczyk	BUW	
21	Dilafroz Sanginova	KPITTU	
22	Khurshed Maqsudov	KPITTU	

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