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## Kick off meeting of the project “OPEN FOOD INNOVATION UNIVERSITY” (OFINU), No. 101128855

### THE AGENDA

Dates of meeting: 6-7 May 2024

Dates for meetings with both countries public authorities and other stakeholders: 6, 8 May (TJ), 10 -11 May (UZ)

Venue of the kick off meeting: Technological University of Tajikistan, N. Karabaev street 63/3, Dushanbe, Tajikistan

<b>May 6, Monday, Dushanbe</b>	
9.30 – 9.45	Greetings of the TUT administration and Mohbonu Nakhatzoda, the Head of the NEO in Tajikistan.
9.45 – 10.15	<b>Introduction of participants:</b> full partners, associated partners, other stakeholders.
10.15 – 11.10	<b>Presentation of the project, activities foreseen and expected results, benefits and expected results to associated partners and external stakeholders.</b> <ul style="list-style-type: none"><li>• Project overview, scope and results to be achieved, progress to the date of kick-off meeting, Irina Kulitane, the project manager.</li><li>• Open university study form, Ilvita Svane, Ugis Citskovskis, the open university study experts.</li><li>• New food technology and innovation related study modules, Dace Klava, the content coordinator.</li></ul>
11.10 – 12.00	<b>Discussion with participation of external stakeholders.</b> Stakeholders' thoughts on the viability and effectiveness of the proposed solution and thematic – do they find them appropriate for their companies and staff development? What conditions must be met in order to have an interest, demand? What are their recommendations and concerns?
12.00 – 13.30	Lunch.
	<b>Discussion with participation of the project partners.</b>
13.30 – 14.30	What is missing, should be done in order to respond effectively to the stakeholders needs and interests, and to diversify higher education offer by introduction new, qualitative offer?
14.30 – 16.40	<b>Bilateral meetings, related to open university development and adoption (LBTU with each TJ partner):</b> 14.30 – 15.10 P4 TUT 15.15 – 15.55 P5 KITIM 16.00 – 16.40 P6 BTUTI
	<b>Bilateral meetings, related to general management and content development (P1 LBTU, P7 SUA with TJ and UZ partners).</b>
16.40 – 17.30	Acquaintance of partners with TUT facilities.
19.00	Joint dinner.
<b>May 7, Tuesday, Dushanbe</b>	
9.00 – 9.40	<b>Review and approval of the Project Management Plan.</b>
9.40 – 10.20	<b>Review and approval of the Project Quality Assurance Plan.</b>
10.20 – 11.00	<b>Review and approval of the Dissemination Strategy.</b>
11.00 – 11.30	<b>Discussing and setting tasks for elaboration of the Sustainability Plan.</b> What are results to be sustained, what actions and resources it requires, who is already involved and who has to be involved in order to sustain results, to increase scope and impact of work done and what are deadlines for each predefined measure?
12.00 – 13.30	Lunch.
13.30 – 15.00	<b>Review of the project work plan.</b> Taking decisions on next measures and steps: LV study visit, development of open university, contact burse, purchase of equipment and other.
15.00 – 16.30	<b>Bilateral meetings, related to open university development and adoption (LBTU with each UZ partner):</b>

	15.00 – 15.40 P2 SAMARU
	15.45 – 16.30 P3 AIAA
15.00 – 16.30	<b>Bilateral meetings, related to general management and content development (P1 LBTU, P7 SUA with TJ and UZ partners)</b>
16.30 – 17.00	<b>Closing of the kick off meeting.</b>
<b>May 8, Wednesday, Dushanbe</b>	
10.00	Meeting with the Ministry of Education of Tajikistan (all TJ partners and P1 LBTU).

**Meeting with Uzbekistan's partners and their stakeholders:**

	<b>May 10, Friday, Samarkand</b>
9.30 – 10.30	<b>Presentation of the project, activities foreseen and expected results, benefits and expected results to two associated partners (Samarkand donmaxsulot and Agromir Samarkand) and other external stakeholders.</b>
10.30 – 11.30	<b>Discussion with participation of external stakeholders.</b> Stakeholders' thoughts on the viability and effectiveness of the proposed solution and thematic – do they find them appropriate for their companies and staff development? What conditions must be met in order to have an interest, demand? What are their recommendations and concerns?
16.27	<b>Leaving to Tashkent.</b>
<b>May 11, Saturday, Tashkent</b>	
11.00 – 12.00	<b>Meeting with the Ministry of Education, Science and Innovation of Uzbekistan (both UZ partners and P1 LBTU).</b> Reinis Troksa, the Ambassador of Latvia in Uzbekistan, will take part in the meeting.
13.30 – 14.30	<b>Presentation of the project, activities foreseen and expected results, benefits and expected results to associated partner Navigul (Andijan) and other external stakeholders.</b>
14.30 – 15.30	<b>Discussion with participation of external stakeholders.</b> Stakeholders' thoughts on the viability and effectiveness of the proposed solution and thematic – do they find them appropriate for their companies and staff development? What conditions must be met in order to have an interest, demand? What are their recommendations and concerns?



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**The Project “Open Food Innovation University” (OFINU), No. 101128855**  
**MINUTES of the Kick off meeting**

**Date:** 6 – 7 May 2024 (kick-off),

**Venue of kick-off meeting:** P4 TUT, N. Karabaev street 63/3, Dushanbe, Tajikistan

**Meetings with TJ and UZ stakeholders:** 6, 8 May 2024 (Dushanbe), 10 May 2024 (Samarkand), 11 May 2024 (Tashkent)

**Led by:** Irīna Kultāne, the project manager

No	Decisions taken / tasks agreed (6 – 7 May 2024)
1	<b>OVERVIEW OF THE PROJECT PROGRESS TO THE DATE OF THE KICK OFF MEETING</b>
1.1	<b>Management and communication related tasks:</b> <ul style="list-style-type: none"><li>Partnership agreement has been elaborated and has been signed by partners.</li><li>Project management and content teams have been established; scheme of mutual interaction has been approved.</li><li>Documents elaborated by P1 LBTU and reviewed by partners:<ul style="list-style-type: none"><li><i>Project Quality Assurance Plan (D5.5)</i></li><li><i>Communication And Dissemination Strategy (D6.1)</i></li><li><i>Project Management Plan (D7.3)</i></li></ul></li><li>Logo has been elaborated and approved.</li><li>OFINU Facebook and Telegram accounts have been created.</li><li>First communication measures have been held and reported.</li><li>TJ and UZ partners have communicated the project to national public authorities and associated partners.</li></ul>
1.2	<b>Open university development tasks:</b> <ul style="list-style-type: none"><li>Study visit to Latvia for staff being responsible for the open university development and adoption is under preparation: dates fixed (28 June – 5 July), a group formed, request to issue visas is sent to the Embassy of Latvia in Uzbekistan.</li><li>TJ and UZ legal documents, defining introduction of new study forms, have been provided to understand preconditions and restrictions to develop new study form.</li><li>Open university related legal documentation has been translated and provided by P1 LBTU to TJ and UZ HEIs.</li><li>Template for a plan on steps to be taken to establish and put OFINU in function, has been elaborated by P1 LBTU and has been sent to TJ and UZ partners for further development.</li><li>Draft of the plan has been elaborated by some partners.</li></ul>
1.3	<b>Food technology and innovation modules, study visits of the academic staff and equipment purchase related tasks:</b> <ul style="list-style-type: none"><li>Seven new study modules and workbooks are in elaboration.</li><li>TJ and UZ HEIs have prepared and sent to the content coordinator information and video of existing equipment. Equipment needs and specification are under discussions.</li><li>Provisional dates of the content related study visits have been decided (LV – January 2025, SK – June 2025).</li></ul>
2	<b>OVERALL MANAGEMENT AND QUALITY ASSURANCE ISSUES</b>
2.1	Partners have reviewed and approved: <ul style="list-style-type: none"><li>The Project Management Plan.</li><li>The Project Quality Assurance Plan.</li></ul>
2.2	Prior the kick off meeting partners have familiarised their administration with project management and quality assurance requirements, described in the above-mentioned documents. Administration and coordinators are fully aware on their tasks, duties, responsibilities, results to be achieved and benefits. Especially those related to the assurance of quality of tasks and results, planned scope of participation, sustainability of results, joint responsibility, continuous reporting, and use of the project funding.
2.3	Reporting issues were discussed. Partners confirmed they are aware on reporting requirements: what has to be reported, frequency of reports. Templates to be used for reporting will be provided by P1 LBTU at least one month prior the 1 <sup>st</sup> reporting.
2.4	P1 LBTU acquainted all other partners with the Sustainability plan: its objectives, scope, ....
3	<b>COMMUNICATION AND DISSEMINATION.</b>

3.1	Partners have reviewed and approved the Communication and Dissemination Strategy. P2 SAMARU and P5 KITIM will ensure its translation in national languages.
3.2	<p>Partners have agreed on tasks and dates related to the communication and dissemination:</p> <ul style="list-style-type: none"> <li>Partners have to report communication and dissemination measures on monthly base using provided templates (in the Google Drive). Screenshots of articles and presentations have to be provided according to the agreed procedures.</li> <li>The project banner has to be produced. P1 LBTU will elaborate design. TJ and UZ partners have to ensure placement of the banner in a visible place and to use in all project related events. Deadline – 30.09.2024.</li> <li>Project leaflet (digital) in English will be elaborated by P1 LBTU. Partners P3 AIAA and P6 BTUTI have to ensure its translation in national languages. Deadline – 30.06.2024.</li> <li>TJ and UZ partners have to elaborate key messages, addressing all main groups of stakeholders: enterprises, students, public authorities, society in general. To be done by P2 SAMARU and P4 TUT. Deadline – 10.06.2024.</li> </ul>
3.3	P2 AIAA takes responsibility for the management of the OFINU Telegram account. The account is closed – other partners have to send to the coordinator posts to be published.
3.4	P5 KITIM takes responsibility for the management of the OFINU Facebook account. The account is opened – other partners have rights to publish posts directly.
3.5	P1 LBTU takes responsibility to elaborate and launch digital platform. During the project digital platform will be maintained by P1 LBTU. Deadline – 30.10.2024. TJ and UZ partners have to ensure translation in national languages all materials to be published. Before the end of the project the platform will be adopted by P2 SAMARU in Uzbekistan and by P4 TUT in Tajikistan.
<b>4</b>	<b>REVIEW OF THE WORK PLAN</b>
4.1	Partners have reviewed and agreed on the overall work plan, paying special attention to the first-year tasks.
4.2	<p>Partners agreed on approximate dates/periods of the study visits, joint forum and promotion of the open university in contact burse format:</p> <ul style="list-style-type: none"> <li>Study visit combined with training for TJ and UZ academic staff to Latvia – January 2025, up to 10 days in total</li> <li>Study visit of TJ and UZ academic staff to Slovakia – June 2025, up to 7 days</li> <li>Joint forum in Samarkand – September/October 2026</li> <li>Contact burse – participation in large scale food fairs: <ul style="list-style-type: none"> <li>Indicative events in UZ: 10-13.10.2024, Industry development (Samarkand); 27-29.11.2024 Agro Expo Uzbekistan (Tashkent); 25-27.02.2025, Agro-Industrial Exhibition (Samarkand). UZ partners have to choose the most relevant and to provide information to the project manager. Deadline – 22.05.2024.</li> <li>TJ partners have to identify the events foreseen in the time period November 2024 – March 2025 and to propose an event and dates. Deadline for provision of information to the project manager – 22.05.2024.</li> </ul> </li> </ul>
4.3	<p>Partners agreed on tasks and dates related to the open university establishment and adoption:</p> <ul style="list-style-type: none"> <li>TJ and UZ partners have to elaborate and provide a plan on steps to be taken to establish and adopt open university at own institution. Deadline – 15.05.2024.</li> <li>The first draft of Open University description: structure, rules on admission, action mechanisms have to be elaborated and provided by TJ and UZ partners. Deadline – 15.08.2024.</li> <li>TJ and UZ partners have to organise meetings with own stakeholders (internal staff, enterprises, public authorities) in order to validate the Open University structure, rules on admission, action mechanisms. Working paper of validation - opinions provided by the addressed stakeholders has to be elaborated (one per country). Deadline – 15.09.2024.</li> <li>TJ and UZ partners have to elaborate and provide a set of the Open University legal documents: documentation on structure, operational mechanisms of the OFINU, including supervision and management, reception and study rules, quality monitoring and evaluation, etc. Deadline – 15.10.2024.</li> <li>TJ and UZ partners have to provide decision on adoption of the Open University at their institutions. Deadline – 15.09.2024.</li> </ul>
	<b>6, 8, 10, 11 May 2024 (meetings with TJ and UZ stakeholders)</b>
<b>5</b>	<b>FEEDBACK AND RECOMMENDATIONS OF ASSOCIATED PARTNERS AND OTHER STAKEHOLDERS</b>

5.1	<p>06.05.2024. AP No.4. Dairy processing sector - CJSC "Combinati Shiri Dushanbe" and AP No.5. Meat processing limited liability company "Orion Rustam" (both TJ) – are welcoming the new study form - open university, as it will enable employees to take part in studies without breaking work in the production. Recommendations:</p> <ul style="list-style-type: none"> <li>• At the end of the training, to issue to the external learners' certificate containing information on the subject, knowledge and skills acquired within it, scope (in hours and/or credits).</li> <li>• During the project to organise training intensively (3 days per week).</li> <li>• To ensure a balance between theory and practice in (50/50%).</li> <li>• To ensure piloting in Russian language (or with involvement of an interpreter), in order to enable more participants to take part.</li> <li>• To promote the form of open university studies among enterprises by using networks and information channels of public sector institutions, e.g., Gosstandard.</li> </ul> <p><b>Associated partners representatives met: AP No.4: Nazarmo Nazarbekova, head of laboratory at the "Combinati Shiri Dushanbe", AP No.5: Amrudin Rustamov, director of the company "Orion Rustam".</b></p>
5.2	<p>09.05.2024. Ministry of Education and Science of Republic of Tajikistan is welcoming and supporting the proposed form of open university studies. It expressed readiness of the Ministry to support TJ partners in adoption of the open university. The Ministry highlighted significance of this form of studies as the one providing scientifically justified knowledge and verified methods. The Ministry highlighted lack of competence of national stakeholders to ensure balanced, healthy nutrition at educational institutions and need to prepare specialists, what would be done in the future by introduction of new study courses in universities.</p> <p><b>Stakeholders' representatives met: Jamshed Jurazoda, First Deputy Minister, Farrukh Khudoydodzoda, Head of the Department of International Relations, the Ministry of Education and Science of the Republic of Tajikistan.</b></p>
5.3	<p>10.05.2024. AP No.1. Fruit and vegetable processing sector - a group of companies "AGROMIR", AP No.3. Cereal processing sector - "Samarqand don mahsulotlari" JC (Samarkand grain products) and fruit and vegetable production company - "Maroqand meva-sabzavot" LLC (all from Samarkand region, UZ) are interested in the new study form - open university. Recommendations:</p> <ul style="list-style-type: none"> <li>• To review possibility to pilot module No.3 Fruit and vegetable processing technologies in P2 SAMARU.</li> <li>• To organise pilot studies out of processing season – between December and April.</li> <li>• To ensure piloting in Russian language (or with involvement of an interpreter), in order to enable more participants to take part.</li> <li>• Entrepreneurs stressed the credibility and responsibility of the higher education institutions in providing lifelong learning and called on Uzbekistan universities to take action to ensure recognition of education acquired in the open university format.</li> </ul> <p><b>Associated partners representatives met: AP No.1 Muhayyo Ismailova, chief technologist, Irina Krasilnikova, the microbiologist; AP No.3, Ulugbek Bababekov, CEO of Samarqand don mahsulotlari; additional stakeholder "Maroqand meva-sabzavot" LLC, represented by Xurshid Olimov (fruit and vegetable producer).</b></p>
5.4	<p>11.05.2024. Ministry of Education, Science and Innovation of Republic of Uzbekistan is welcoming and supporting the proposed form of open university studies. It expressed readiness of the Ministry to support UZ partners in adoption of the open university. Especially significant new form of studies has become in light of education reform, when offsite studies will be significantly reduced or even stopped (nationally). Entrepreneurs stressed the need to ensure learning possibilities to people already working, during all their professional life.</p> <p><b>Stakeholders' representatives met: Dilshod Muydinov, the Head of Education establishments department, responsible for licencing and coordination.</b></p>
5.5	<p>11.05.2024. AP No.2. Fruit and vegetable processing sector - the company "Navigul" MCHJ QK (UZ). Recommendations:</p> <ul style="list-style-type: none"> <li>• To organise pilot studies out of processing season – between December and March.</li> <li>• To ensure piloting in Russian language (or with involvement of an interpreter), in order to enable more participants to take part.</li> <li>• To seek possibility to ensure international mobility of pilot group students and external learners to LBTU and Latvia's food processing enterprises.</li> </ul> <p><b>Associated partner representative met: AP No.2: Umrzoq Xolyorov, expert at the company "Navigul".</b></p>

Minutes have been elaborated by Irina Kulitane, the OFINU project manager