The project
"Open Food Innovation University" - OFINU
No.101128855

PROJECT MANAGEMENT PLAN (D7.3)

The Document properties

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The table provides the actual version number, the author implementing the updated version, the date of the version, the name of the person approving the version, the date that version was approved, and a brief description of the reason for revision.

Version No	Issued by	Revision date	Approved by	Approval date	Short description, reason for updating
1.0	Irīna Kulitāne, project manager, P1 LBTU	x	Approved at the kick-off meeting.	07/05/2024	x

Executive summary

The Project management plan (further in this document named – PMP) is a document setting project management procedures, agreed by the consortium. The plan refers to the project "Open Food Innovation University" – OFINU, No.101128855, being in implementation with support of EU Erasmus+ Programme financial support. The period of the Grant agreement covers time period 01/02/2024 till 31/01/2027, for which the partners apply and observe management procedures, set in this document.

Quality requirements have to be observed and applied by any of partners till full completion of obligations, set in the Grant Agreement, signed between P1 LBTU as a coordinator and the European Union Education, Audiovisual and Culture Executive Agency (EACEA) as a funding authority, and it means – till end of a period of 5 (five) years starting from the date of payment of the balance by the funding authority to the coordinator. The exact date will be known in spring 2027. PMP is subject for updating throughout the project period, if any of partners have proposed changes and partners have agreed on them.

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1. SUMMARY OF THE PROJECT

Overall objective - to modernise food innovation and technology related higher education in Uzbekistan and Tajikistan, thereby increasing the quality and ensuring relevance of the higher education to the needs of the socio-economic growth of the countries concerned and especially of their regions.

Specific objectives:

1. Improve the quality of food processing related higher education in Uzbekistan and Tajikistan, enhance its relevance for the needs and interests of sustainable national economies, labour market and societies.
2. Create and implement innovative study form for increase of level of knowledge, skills and competencies of students and external learners, thus increasing their competitiveness in the labour market and employability potential of students.
3. Promote inclusive education, create learning opportunities for the external learners of different age, social background and geographic locations.
4. Ensure professional development for academic and administrative staff in order to impact the quality of higher education provided by the involved HEIs in the longer term.
5. Stimulate cooperation of universities and business, exchange of good practice, develop and test the study modules with and within enterprises, thus enhancing relevance of higher education to the respective business sector.
6. Enhance internationalisation of Central Asia higher education institutions and capacity to network effectively.

Partners of the project:
- Lead partner/Coordinator: Latvia University of Life Sciences and Technologies (P1 LBTU)
- Uzbekistan: Samarkand Agro-innovations and Research University (P2 SAMARU), Andijan Institute of Agriculture and Agro-technologies (P3 AIAA)
- Tajikistan: Technological University of Tajikistan (P4 TUT), Kulob Institute of Technology and Innovation Management (P5 KITIM), Isfara Branch of the Technological University of Tajikistan (P6 BTUTI)
- Slovakia: Slovak University of Agriculture in Nitra (P7 SUA).

6 associated partners – 5 companies and one food processors' organization:

3 in Uzbekistan: Fruit and vegetable processing sector - a group of companies "AGROMIR", Fruit and vegetable processing sector - the company "Navigul" MCHJ QK, Cereal processing sector - "Samarqand don mahsulotlari" JC (Samarkand grain products). **3 in Tajikistan:** Dairy processing sector - CJSC "Combinati Shiri Dushanbe", Meat processing sector - limited liability company "Orion Rustam", Association of Entrepreneurs of Khatlon.

Work packages (main groups of measures) and expected results:

Work packages and main activities	Expected results
WP1 Creation of the environment for the Open Food Innovation University.	15 administrative staff trained and upskilled. Open university integrated (developed and adopted) at 5 Central Asia higher education institutions.
WP2 Design of the Open Food Innovation University study modules, tools and process.	7 study modules and workbooks elaborated and adopted. Digital platform created and functions well.
WP3 Central Asia universities' capacity building.	50 teachers trained and upskilled. Pilot production or quality evaluation equipment acquired for Central Asia higher education institutions.
WP4 Open Food Innovation University study process piloting.	Study modules piloted. At least 100 students and at least 60 external learners have participated.
WP5 Quality and sustainability measures.	Quality assurance methodology and Sustainability plan adopted.
WP6 Dissemination and promotion.	The project and its results promoted among internal and external stakeholders. Joint forum held.
WP7 Management and coordination.	Qualitative implementation of the project and achievement of all planned results ensured.

2. OBJECTIVE OF THE PROJECT MANAGEMENT PLAN

The PMP plan is designed to enable efficient coordination of all actions - those to be carried jointly or by single partners. Roles and tasks of partners are assigned in a way approach ensures that European Union universities provide the most appropriate knowledge, skills and competencies necessary to achieve the objectives of the project. Involved Central Asia universities take part in all tasks, where they can benefit and leadership in tasks, where they have competencies and experience. Associated partners - non-academic stakeholders (food industry enterprises and the association) will provide to the project expertise, needed to create learning tools and mechanisms responding to their development needs, will take part in piloting introduced approach and elaborated modules, thus creating added-value to the project.

3. MANAGEMENT STRUCTURE

Two project teams are set up for implementation of the project: **Project Management Team (PMT) and Development Team (DevTeam).**

Project Management Team (PMT) consists of Project Manager (PM) assigned by the P1 LBTU, and Administrative Coordinators assigned at each partner institution.

· PMT ensures overall coordination of the project and supervision of all tasks, where necessary takes decisions, but do not take decisions related to the content.

· PMT provide administrative and technical support to the DevTeam.

· PMT takes decisions addressing management and coordination of tasks within all WPs, timely implementation, reporting, amendments and other.

Development team (DevTeam) consists of Project Content Coordinator (PCC) assigned by P1 LBTU, and Content Coordinators, assigned at each partner institution (CC).

· PCC ensures coordination of all content related tasks: however other involved partners, according to the plan, take leadership on their implementation.

· PCC interacts with respective CCs.

Other staff and stakeholders, communication with them:
· P1 LBTU is in charge and ensures communication of the consortium with the EACEA.
· Administrative coordinator of each partner takes responsibility to raise awareness of their **top-level managers** on the project, and timely communication of all issues requiring any actions and/or decisions of their institutions' administration.
· Central Asia partners take responsibility to communicate to the **associated partners** and to ensure their involvement and input into the project, according to the project plan and scope, as assigned in the Grant Agreement.
· **Other staff**, involved in the project by each partner, works under guidance and supervision according to the scheme provided below.

Besides above described, each Central Asia country partners work as a national team, where P2 SAMARU in Uzbekistan and P4 TUT in Tajikistan coordinate national level measures and actions, and communicate any country level issues to the P1 LBTU or any partner to whom decision or action refer.

The project management scheme is provided below.
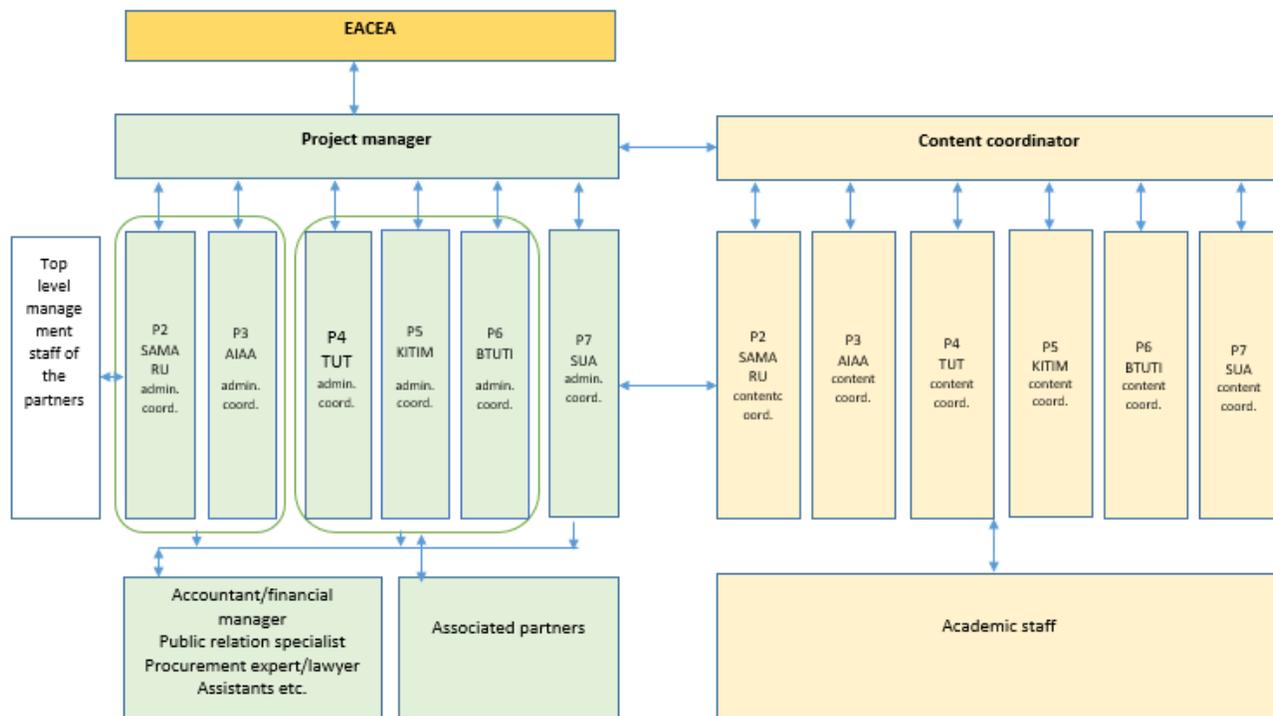
4. DECISION TAKING MODALITIES

- The Project Management Team has rights to take decisions by simple/qualified majority of votes (one vote per Partner).
- The Development Team has rights to take decision by simple/qualified majority of votes (one vote per Partner).
- All made decisions are fixed in writing. Minutes of meetings, where decisions are taken, within 7 (seven) working days have to be elaborated and sent to all involved parties by e-mail, as well inserted in the relevant Google Drive folder.
- In case the P1 LBTU has profound objections concerning the compliance of a decision taken related to the conditions of the Grant Agreement or the legal basis of the ERASMUS+ Programme, the decision shall be frozen until the P1 LBTU have clarified the matter with the EACEA. In case that no compliance should be asserted the decision will be cancelled.

5. DUTIES AND OBLIGATIONS OF THE COORDINATOR – P1 LBTU

The P1 LBTU is in overall charge in management and coordination of the Erasmus project, in particular:

- The P1 LBTU takes all the steps needed to manage properly and correctly the Erasmus project in accordance with the Grant Agreement and all its annexes, and to achieve the defined results and impact.
- Provides to partners access to documents received from the Executive Agency, if they are at interest of the whole consortium and the Partner and have not been provided on the European Union Funding and Tenders Portal.
- Keeps partners informed on a regular basis about all relevant communication between the P1 LBTU and the Executive Agency, if it is not visible on the European Union Funding and Tenders Portal.

- Informs partners without any delay on the essential issues related to the Erasmus project implementation.
- Provides to partners templates for reports and instructions for their preparation. Templates will be sent to the e-mail of partners' coordinator and provided in the joint Erasmus project documentation folder available to partners.
- Reviews documentation related to deliverables (outputs and outcomes), milestones, reports, submitted by partners, provide feedback on their quality, sends requests for improvements, and approves documents and reports.
- Provides to partners guidance and advice for implementation of tasks the partners are in charge or involved, as well advices partners on elaboration of documents, preparing and provision of procurements, and other actions leading towards fulfilment of partners' tasks and duties.
- Elaborates and submits to the Executive Agency joint reports, deliverables (outputs and outcomes) and milestones within the scope and deadlines stated in the Grant Agreement.
- Coordinates transfer of funding to partners, in accordance to the conditions stated in Article No 3.7 of the Partnership Agreement.
- On behalf of partners sends to the Executive Agency requests for amendments, if such arise during the Erasmus project implementation.

6. DUTIES AND OBLIGATIONS OF PARTNERS

6.1. OVERALL DUTIES AND OBLIGATIONS

The partners commit them to do everything in its power to carry out work, as it is specified in the Annex 1 of the Grant Agreement, and ensure implementation of the Erasmus project in full scope and good quality, using the best efforts to achieve the objectives and the results specified therein. Partners ensure compliance of all activities and actions with the Grant Agreement requirements and national rules.

- Partners are in charge in management and coordination of the tasks at the partner level, and also tasks, for which they are assigned as a coordinator (leading partner).
- Partners shall respect all rules and obligations set forth in the Grant Agreement, its annexes and in the Partnership Agreement. The PARTNER and its staff undertake to respect general principles, including fundamental rights, European Union values and ethical principles, environmental and labour standards, rules of classified information, intellectual property rights, visibility of funding and protection of personal data.
- In addition, partners shall:
  - Ensure regular and constructive communication with the P1 LBTU; any communication shall be made in writing (except during meetings) and is deemed to have been made on the date when it is sent by the sending party.
  - Provide to the P1 LBTU without any delay information and documents required to proof the work done, reports elaborated, milestones, deliverables (outcomes and outputs) produced, and documents and information required for drawing up any reports.
  - Provide access to and allow reviews of Erasmus project related content and financial documentation to the P1 LBTU, for check purposes.
  - Take all measures to prevent any situation where the impartial implementation of the Erasmus project could be compromised by the conflict of interests.
  - Keep confidential any data, documents or other materials that are identified as sensitive in writing during the implementation of the Erasmus project and 5 (five) years after receiving final payment from the Executive Agency.

- Inform the P1 LBTU in writing immediately on events which are likely to affect or delay implementation of the Erasmus project, circumstances affecting compliance with requirements or any circumstance that could lead to a temporary or final discontinuation of the Erasmus project in the PARTNER institution.
- Keep at all times the information stored in the European Union Portal Participant Register up to date, in particular, the name, address, legal representatives, legal form and organisation type. https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/participant-register
- Ensure that the associated partners, mentioned in the Article No.25 of the Grant Agreement, are timely informed and fully aware on their role and benefits from the Erasmus project and provides contribution to the tasks and results assigned to them in the Annex 1.
- Ensure that cooperation and interaction with other Erasmus project partners takes place in continuous, smooth and constructive way.
- Inform the P1 LBTU on the bank account where the partner's Erasmus project funding shall be transferred. In a case of change of the bank or account, partners should inform the P1 LBTU within 15 (fifteen) working days, but prior the next foreseen payment.
- Ensure sound management of the funding allocated for implementation of the Erasmus project. Maintain accounting system or an adequate accounting code for all transactions related to the Erasmus project.
- While provision of procurements, prior any actions, has to receive approval of the P1 LBTU of the procedure to be taken and procurement documentation prepared. Documentation has to be agreed with the P1 LBTU.
- Inform the P1 LBTU about any change of the project key personnel: administrative coordinator, content coordinator, person in charge of legal establishment and maintenance of the open university.
- Negotiate together with other partners any amendments of the Grant Agreement which have to be requested to the Executive Agency.

P2 SAMARU and P4 TUT no later than one month before the end date of the project, will take over digital platform, to be created within the OFINU project, by deploying it on the PARTNER'S server and ensuring its availability, full functionality and updating for at least 5 (five) years after receiving final payment from the Executive Agency.

6.2. SPECIFIC DUTIES AND OBLIGATIONS OF PARTNERS PER WORK PACKAGES

P1 LBTU – project coordinator:

WP1. Provision knowledge (T1.3-1.4), sharing experience (T1.2 Study visit) with CA partners on development of an open university.

WP2. **WP leader**. Elaboration of study modules contents and workbooks in the thematic assigned to LBTU (T2.1), provision of pre-training (T2.2), provision of master class for involved CA universities academic staff (T2.3), coordination development of digital OFINU, its maintenance during the project (T2.6). Leading the joint workshop (T2.4).

WP3. Provision of the trainings and technological upskilling of involved CA universities academic staff (T3.1, T3.2). Organisation of equipment procurement (T3.4).

WP4. Supervising CA academic staff while piloting the study modules (T4.1). Leading the joint workshop (T4.2).

WP5. **WP leader.** Leading and coordination elaboration of the QAM, OFINU quality assurance methodology, OFINU sustainability plan. Coordination of all quality assessment activities, inter alias carried by an external expert.

WP6. Assistance to CA partners in preparation and implementation of dissemination and promotion measures (T6.2, T6.3): formulation of messages to target groups, elaboration of articles, etc. Participation in the forum (T6.4). Ensuring publicity of the project at own university.

WP7. **WP leader.** Overall management and coordination of the project. Ensuring management at the partner level, participation on management meetings, elaboration and filing of the project documentation. Elaboration of joint reports and reporting to EACEA, according to conditions of the grant agreement.

P2 SAMTSAU, P3 AIAA (Uzbekistan), P4 TUT, P5 KITIM, P6 BTUTI (Tajikistan):

WP1. **WP leader in UZ – P2, in TJ – P4**. Exploring the regulatory framework for the implementation of innovative study form in CA universities, setting a plan (T1.1), taking part in study visit to LBTU (T1.2), elaboration of the structure and mechanisms (T1.3, T1.4), organisation and provision of validation process among own regional stakeholders, integration OFINU in the university. P2 in UZ and P4 in TJ will take responsibility on organisation of the OFINU contact burse. P3, P5, P6 will take part.

WP2. Participation in pre-training courses (T2.2), participation in the master class - study visit to LBTU (T2.3), participation in the Joint workshop (T2.4), participation in study modules designing process (T2.5), elaboration and provision input in Digital OFINU (responsible for creation and publication of contents in national languages) (T2.6).

WP3. **WP leader in UZ – P2, in TJ – P4.** Participation in the trainings and technological upskilling (T3.1, T3.2), participation in the study visit to SUA (T3.3), participation in definition of technical specifications and organisation of supply, installation of the equipment (T3.4).

WP4. **WP leader in UZ - P3, in TJ - P5.** Provision of independent study modules piloting (T4.1). Participation in the joint workshop (T4.2)

WP5. Participation in elaboration of the QAM, OFINU quality assurance methodology, OFINU sustainability plan. Responsible for adoption of quality assurance documents at own university. Carrying quality assessment among own region stakeholders.

WP6. **WP leader in UZ – P2 in TJ - P6**. Preparation and implementation of dissemination and promotion measures, especially those attracting external learners (T6.2, T6.3). P2 takes responsibility on organisation and provision of the forum, P3-P6 will participate (T6.4).

WP7. Management at the partner level, participation at management meetings, elaboration and filing of the project documentation. Elaboration of reports and submission to the lead partner, communication to all national and regional stakeholders.

P7 SUA:

WP1. Provision knowledge and expertise (T1.3-1.4).

WP2. Elaboration of study modules contents and workbooks in the thematic assigned to SUA (T2.1), provision of pre-training (T2.2), provision input in Digital OFINU (creation and publication of contents) (T2.4), participation in the joint workshop (T2.6).

WP3. Provision the trainings and technological upskilling in the agreed thematic (T3.1, T3.2), organisation and hosting the study visit (T3.3).

WP4. Provision of independent study modules piloting in the agreed thematic (T4.1), participation in the joint workshop (T4.2).

WP5. Participation in elaboration of the QAM, OFINU quality assurance methodology, OFINU sustainability plan. Responsible for adoption of quality assurance documents at own university. Carrying project quality assessment, according to the plan.

WP6. Participation in the forum (T6.4), ensuring knowledge and experience sharing. Ensuring publicity of the project at own university.

WP7. Management at the partner level, participation at management meetings, elaboration and filing of the project documentation. Elaboration of joint reports and reporting to the lead partner.

Duties of the associated partners:

WP1. Providing expertise for validation (T1.5), support to and mobilisation of food processors for the OFINU contact burse (T1.7).

WP2. Mobilisation of food processors for participation in study modules designing process (T2.5), promotion of the Digital OFINU among industry (T2.6).

WP3. Participation in and supporting CA HEIs in provision technological upskilling activities (T3.2).

WP4. Ensuring participants – external learners from food processing enterprises at independent study modules piloting process (T4.1).

WP5. Provision expertise for elaboration of the OFINU sustainability plan (T5.3), review of the OFINU Quality assurance methodology (T.2).

WP6. Participation in the forum, sharing experiences (T6.3).

7. REPORTING

Partners must **continuously report** on the progress of the Erasmus project in accordance with the timing and conditions (set out in the Annex 1 of the Grant Agreement).

Continuous reporting includes elaboration and submission to the COORDINATOR required reports, deliverables (outputs and outcomes) milestones and any other proof that the activities have been carried in good quality, results are achieved, process is properly documented, and related documentation is elaborated and filed. All documents, required in English, have to be elaborated in good quality English.

Partners must elaborate and submit to the COORDINATOR internal (consortium level) reports and required documentation. Reporting has to be done using predefined template and a list of documents to be submitted, provided to the partners by the P1 LBTU. Reporting has to be done in good quality English. Reports have to be elaborated and submitted for the periods and deadlines as following:

Number of the report	Starting date of the reporting period	End date of the reporting period	Deadline for submission of the report
No.1 (9 months)	01/02/2024	31/10/2024	30/11/2024
No.2 (9 months)	01/11/2024	31/07/2025	31/08/2025
No.3 (9 months)	01/08/2025	30/04/2026	31/05/2026
No.4 (9 months)	01/05/2026	31/01/2027	15/02/2027

On request of the P1 LBTU, partners without delay must provide additional information and data to be included in the joint report (mid-term and at the end of the project) to be submitted to the Executive Agency. Reporting has to be done using predefined template, provided to the partners by the P1 LBTU. Reporting has to be done in good quality English.

8. INTERNAL MANAGEMENT PROCEDURES

8.1. MANAGEMENT AND CONTENT TEAMS MEETINGS

- PMT meetings are organised each 1,5-2 months period, mostly online, using internet communication tools and periodically onsite. Dates are agreed and fixed timely.
- Participation of Administrative Coordinators in the online PMT meetings is mandatory. Camera has to be turned on.
- Participation Administrative Coordinators in the on-site PMT meetings is mandatory. Participating persons ensure their availability and active engagement.
- Agenda of the PMT meetings is prepared by P1 LBTU and sent partners at least 2 days before the scheduled meeting.
- Minutes are taken at all meetings, they include information on: progress (if any), agreed tasks, responsible organisations and persons, deadlines set and possibly other information. Minutes are provided on the Google Drive folder within 7 (seven) days after the respective meeting.
- DevTeam meetings are organised each 1,5-2 months period, mostly online, using internet communication tools and periodically onsite. Dates are agreed and fixed timely.
- Participation of Content Coordinators in the online PMT meetings is mandatory. Camera has to be turned on.
- Participation of Content Coordinators in the on-site PMT meetings is mandatory. Participating persons ensure their availability and active engagement.
- If Administrative Coordinator and/or Content Coordinator cannot take part in the meeting, he/she delegates other staff member, who is fully aware on the subject and thematic and can provide information and take decision.

8.2. ONLINE COMMUNICATION TOOLS AND METHODS USED FOR MANAGEMENT

- Online meetings are main remote meeting tool to be used. Specific Zoom meeting room is set for the OFINU project management meetings. PM ensures access to the meeting room.
- For other types of online meetings, such as content working groups, other processes, another Zoom meeting room has to be provided. The room has to be managed and access to be provided by a partner, organising a meeting. Link has to be sent prior the meeting.
- Zoom meetings can be recorded prior approval of participants. The person, proposing recording, has to request the permission of other participants.
- Exchange of written information is organised via e-mail. Two lists of persons involved in the project (one for administrative staff, and the other for content staff) and their e-mail addresses are elaborated and available on the OFINU Google Drive folder. Administrative Coordinators and Content Coordinators take responsibility for updating information on staff involved and their e-mail addresses regularly. persons and e-mail addresses and information of other partners on updates done.
- Partners can distribute contact information of other partners staff only in case, it is agreed with the respective partner and staff member.
- Two WhatsApp groups project (one for administrative staff, and the other for content staff) are created for speeding up communication process. When communicating via such group, person, taking an action, must respect time difference between partner countries (not early messages – before 8.00 a.m., and not late messages – after 20.00 p.m.). WhatsApp messages out of defined timeline can be done bilaterally, if respective staff members have accepted early or late communication time. Administrative Coordinators take responsibility to ensure that all involved staff members are aware on communication time.

- Google Calendar is used as a tool for fixing dates of management and content related meetings and events. Partner, responsible for organisation of the meeting, event, add it to the calendar. Administrative Coordinators and Content Coordinators have rights to add events, planned by them at institutions level.
- Any other online communication tools can be accepted, if partners have agreed to use such.

8.3. ELABORATION, FILING AND STORAGE OF THE PROJECT DOCUMENTATION

- Partners, their Administrative Coordinators and Content Coordinators are aware, what kind of documents should be elaborated within the project.
- For storage of the project related documentation Google Drive platform is used. PC is main holder of the folder, creates subfolders and structures documents.
- Editing rights of all subfolders are given to the Administrative Coordinators, however, they are not allowed to delete any folders and files without prior approval of the PM.
- Editing rights of content related subfolders are given to the Content Coordinators, however, they are not allowed to delete any folders and files without prior approval of the PCC.
- Administrative Coordinators and Content Coordinators can add new folders. In such case a staff person, who has created a folder, should by e-mail inform P1 LBTU and other partners on reason, type of documents/materials to be inserted in the folder. The link has to be sent together with the e-mail.
- Response to e-mails of other partners have to be provided: a) within 3 working days normally, b) within one working day - in the urgent case.

8.4. CONFLICT RESOLUTION PROCEDURES

- Initially, the Partner having issue to solve should bring complaint to the Project Manager. If an issue is related to management process, and to Project Content Coordinator, if issue is related to the content. PM or PCC organize meetings (either presence or online) with conflicting parties (within 5 working days from date when informed). During the meeting conflict is discussed, decision made.
- If it is not possible to solve conflict otherwise, PM or PCC (accordingly to the issue) not later than within 10 working days organize a conflict resolution meeting of relevant team (PMT or development Team). Decision is made by voting after hearing involved parties.

9. RESULTS TO BE ACHIEVED

This section provides information on results (deliverables, milestones) to be produced, deadlines for their submission at the Project Management Portal, responsible partners and short description of language and format of each document. The summary table below provides overview of deliverables and milestones to be created per each of four internal reporting periods, as they are agreed in the Partnership Agreement. Each period is marked in a certain colour, used further for detailed tables of the same section. Numbers of deliverables used are associated to work packages, numbers of milestones are sequential numbers - the same as in the Grant Agreement.

Periods	Dates of the periods	Deliverables to be produced	Milestones to be achieved/produced
No.1 Mo 1 – 9	01.02.2024 – 31.10.2024	1.1., 1.3, 2.1, 2.2., 5.1, 5.3, 6.1, 7.2, 7.3	1, 2, 3, 4, 5, 6, 12, 14, 16, 17
No.2 Mo 10 – 18	01.11.2024 – 31.07.2025	1.2, 2.3, 3.1, 3.2, 5.2, 5.4, 6.2, 7.1	7, 8, 13
No.3 Mo 19 – 27	01.08.2025 – 30.04.2026	x	9, 10
No.4 Mo 28 – 36	01.05.2026 – 31.01.2027	4.1, 5.5, 6.3	11, 15

9.1. TABLE OF MILESTONES

Milestone No	Milestone Name	WP No	Lead partner	Description	Due Date	Means of Verification
	Period No.1. Mo 1 – 9					
Ms1	The regulatory framework explored, a plan on steps to be taken to establish and put OFINU in function, set.	1	All involved CA HEIs	A plan on steps to be taken (one plan for UZ, one for TJ HEIs) to establish and adopt OFINU.	Mo.4	Two written plans – one for TJ HEIs, one for UZ HEIs: in UZ and TJ
Ms2	OFINU structure and mechanisms validated.	1	All involved CA HEIs	Summary of opinions provided by the addressed stakeholders.	Mo.8	Working paper in UZ and TJ
Ms3	OFINU legally approved at all involved CA universities and ready to start admission of students and external learners.	1	All involved CA HEIs	All documents and mechanisms prepared, procedures done, OFINU approved. Ready to announce admission.	Mo.9	Documentation package in UZ and TJ
Ms4	Drafts of the workbooks elaborated; review done.	2	P1 LBTU	Content includes the theoretical basis, learner-centred and real problem-based exercises, descriptions of laboratory work methods, protocols and control questions for final discussions.	Mo.4	Workbooks in EN, approx. 25-30 pages each
Ms5	Review of study modules design process done, lessons learnt, strengths and challenges identified.	2	P1 LBTU	Summary of feedback and opinions provided by the participants of designing activity.	Mo.8	Working document
Ms6	Digital OFINU launched.	2	P1 LBTU	Digital OFINU designed visually and technically. Ready for uploading in the internet for public use.	Mo.9	Digital OFINU available in internet.
Ms12	Draft of the OFINU quality assurance methodology elaborated and reviewed by partners <u>and associated partners.</u>	5	P1 LBTU	Methodology will define quality criteria, indicators, procedures for measuring quality, frequency of assessment, corrective measures to be implemented to reduce risks related to the quality and contingency plan.	Mo.7	Draft document in EN, up to 40 pages
Ms14	Dissemination and promotion strategy elaborated and adopted.	6	P1 LBTU	Strategy includes description of communication tools, channels, targeted media; measures planned with regard to each target group; timeline and other aspects.	Mo.3	Dissemination strategy document in EN
Ms16	Kick off meeting.	7	P1 LBTU, P4 TUT	A plan on steps to be taken (one plan for UZ, one for TJ HEIs) to establish and adopt OFINU.	Mo.4	Minutes

Ms17	PMT meetings.	7	UZ: P2 SAMTSAU, P3 AIAA, TJ: P4 TUT, P5 KITIM, P6 BTUTI	Summary of opinions on relevance of the open university to the needs of external learners, provided by the addressed stakeholders.	Mo.8	Minutes
Period No.2. Mo 10 – 18						
Ms7	Training and upskilling of CA universities academic staff completed.	3	P1 LBTU	At least 50 teachers of the involved CA HEIs (10 per HEI) have acquired knowledge and skills.	Mo.18	Training plan, feedback form teachers trained, records
Ms8	Equipment procured; delivery can be started.	3	UZ: P2 SAMTSAU TJ: P4 TUT	Procurement completed; a contract signed with a supplier.	Mo.11	Procurement documentation, contract with supplier.
Ms13	Draft of the OFINU Sustainability plan elaborated, reviewed by partners and <u>associated partners</u>.	5	P1 LBTU	Document stating what actions and resources are necessary to sustain results and impacts, stakeholders to be involved, resources needed, timing, actions. A plan set in the proposal (section 3.3) will be used as base and elaborated in detail.	Mo.11	Draft document in EN, up to 10 pages
Period No.3. Mo 19 – 27						
Ms9	Students and <u>external learners</u> admitted for studies.	4	All involved CA HEIs	Students and external learners admitted, and can take part in the piloting, at the end of the process getting credits.	Mo.19	Documents on admission, issued by each involved CA HEI
Ms10	Feedback from students and <u>external learners</u> received.	4	All involved CA HEIs	Summary of feedback and recommendations provided by the involved stakeholders.	Mo.27-28	Working document in EN
Period No.4. Mo 28 – 36						
Ms11	Review of piloting process done; findings analysed; conclusions made.	4	All involved CA HEIs	Summary of feedback and recommendations provided by the involved stakeholders.	Mo.28	Working document in EN
Ms15	The Forum prepared.	6	P1 LBTU, P2 SAMTSAU	Agenda, presentations, press release, evaluation templates, invitations and other documents elaborated, banner printed, necessary services procured and ensured.	Mo.31	Set of the Forum materials in EN

9.2. TABLE OF DELIVERABLES

Delive rable No	Deliverable Name	Lead partner	Due Date	Description (including format and language)
Period No.1. Mo 1 – 9				
D1.1	Set of OFINU legal documents.	All involved CA HEIs	Mo.9	Documentation package - set of legal documents that states the structure, operational mechanisms of the OFINU, including supervision and management, reception and study rules, quality monitoring and evaluation, etc.: in UZ and TJ.
D1.3	Decision on approval of the OFINU.	All involved CA HEIs	Mo.9	Document of adoption of the OFINUs taken by a respective decision-making body at the each involved CA HEI (UZ, TJ).
D2.1	7 innovative modules (74 ECTS in total).	P1 LBTU	Mo.6	Description of study modules (plan of the thematic of the modules, theoretical materials – descriptions of basic theoretical aspects of lecture topics, list of the literature and data bases, literature sources) in EN, UZ and TJ.
D2.2	Set of teaching/learning materials.	P1 LBTU	Mo.6	Set of teaching/learning materials – 7 workbooks (descriptions of practical and laboratory works, learner-centred and real problem-based exercises, protocols and control questions for final test) in EN, UZ and TJ.
D5.1	OFINU Quality assurance methodology.	P1 LBTU	Mo.9	Document (A4 format) in EN, UZ and TJ. Approx. 40 pages each language edition. Methodology will define quality indicators, procedures and criteria for measuring quality, frequency of quality assessment, corrective measures to be implemented to reduce risks related to the quality of the adopted teaching processes and tools. Adopted in all four involved CA universities.
D5.3	Project Quality assurance plan.	P1 LBTU	Mo.3	Plan will include: quality criteria, indicators, tools and mechanisms for assuring and measuring quality, risks and contingency plan, quality assessment procedures and other aspects. In EN.
D6.1	Dissemination strategy.	P1 LBTU	Mo.3	Dissemination strategy document in EN. Includes description of communication tools, channels, media to be targeted; target groups and measures planned with regard to each target group; timeline and other aspects.
D7.2	Documentation of the kick off meeting.	P1 LBTU	Mo.4	Agenda, list of participants, minutes in EN.
D7.3	Project management plan.	P1 LBTU	Mo.4	The Plan in EN.
Period No.2. Mo 10 – 18				
D1.2	At least 15 administrative staff trained and upskilled.	All involved CA HEIs	Mo.10	Training materials and training documentation (programme, list of participants with signatures, feedback from trained and upskilled staff in EN, UZ, TJ.
D2.3	Digital OFINU online platform.	P1 LBTU	Mo.11	Digital platform available on the internet in EN, UZ and TJ for academic staff, students, external learners and other stakeholders. The platform has the same interface for different target groups.

D3.1	Training of the academic staff done.	P1 LBTU	Mo.18	At least 50 teachers – academic staff trained and upskilled (10 per involved CA HEI). Training plan, training materials, feedback form teachers trained, list of participants with signatures, assessments. In EN, UZ, TJ.
D3.2	Five sets of pilot food production and quality evaluation equipment.	UZ: P2 SAMTSAU TJ: P4 TUT	Mo.12	Equipment available at the involved CA HEIs (photos), document on registration of the equipment in the inventory of the each respective HEI. Order on the research staff appointed to work with the new equipment. Instructions and register for the use of the equipment. Equipment has been selected for the following modules to be piloted: P2 SAMARU – No.4; P3 AIAA, P5 KITIM, P6 BTUTI - No.3; P4 TUT - No.1 (described in T4.1).
D5.2	OFINU Sustainability plan.	P1 LBTU	Mo.14	Document (A4 format) in EN, UZ and TJ. Approx. 10 pages each language edition. The plan will include a set of measures to sustain created results in a long term.
D5.4	Report on the implementation of the project Quality assurance plan.	P1 LBTU	Mo.18	Report in EN.
D6.2	Report on implementation of the Dissemination strategy.	P1 LBTU	Mo.18	Report in EN: description of measures held, communication tools, channels, media used to address target groups, number of target groups' representatives addressed, and other aspects. The report will include also overview of 24 TV and radio broadcasts, 12 publications in printed media, 12 publications in internet media.
D7.1	Progress report.	P1 LBTU	Mo.18	Report elaborated and submitted to the EACEA, in EN.
Period No.4. Mo 28 – 36				
D4.1	Study modules piloted.	All involved CA HEIs	Mo.28	At least 100 students (20 per involved Ca HEI) at least 60 external learners (12 per involved CA HEI) participated. Joint report on the results of the piloting (results, quality, outcomes, impact), including feedback from participants, in EN.
D5.5	Report on the implementation of the project Quality assurance plan.	P1 LBTU	Mo.36	Report in EN.
D6.3	Report on implementation of the Dissemination strategy.	P1 LBTU	Mo.36	Report in EN: description of measures held, communication tools, channels, media used to address target groups, number of target groups' representatives addressed, and other aspects. The report will include also overview of 24 TV and radio broadcasts, 12 publications in printed media, 12 publications in internet media and overview and set of materials of the multiplication forum with at least 80 participants.