



ITACA

Innovative Training centre
for Advanced third level Course
in Azerbaijan



Co-funded by the
Erasmus+ Programme
of the European Union

MEETING

*Management Board - Steering Committee –
Didactic Board*

Baku, AZ - September 20-21, 2023

CBHE+ Project – ITACA

Baku, AZ, September 12-16, 2022

AGENDA

First day – 20/09/2023	
<u>Morning session</u>	
Baku Higher Oil School , venue to be confirmed	
09:30 – 10:00	Institutional Greetings
10:00 – 10:30	ITACA Project and Meeting introduction Chairman: L. Di Palma, Sapienza University (coordinator ITACA Project)
10:30 – 12:00	Didactic Board meeting Discussion on the 2 nd Edition of the Advanced Course and presentation to stakeholders and representatives of the MoE Chairmen: J.L. Nielsen (AAB) – C. Calvo (UdG) – R. Guliyeva (BHOS) – K. Gezalova (External Advisor)
12:00 – 13:00	Report on dissemination activities <ul style="list-style-type: none"> ○ WP11: state of the art and deliverables presentation (including dissemination plan, project handbook) Chairman: F. Aliyev, AzUAC
13:00 – 14.00	Free time for lunch
<u>Afternoon session</u>	
Baku Higher Oil School , venue to be confirmed	
14.00 – 15:30	Meeting of the Steering Committee <ul style="list-style-type: none"> • Organization of Training Centre activities and new consortium • D8.4 - New project

	<ul style="list-style-type: none"> New partners proposal <p>Chairman: R. Guliyeva, BHOS , J. Askerova, BHOS</p>
15:30 - 17:00	<p>Meeting of the Management Board (Financial and reporting issues)</p> <ul style="list-style-type: none"> Analysis of Project GANTT and workplan, Decision on final distribution of travel costs and costs of stay Delivery to Sapienza of documents from partners <p>Chairman: L. Di Palma, Sapienza University (coordinator ITACA Project)</p>

Second day – 21/09/2023	
<u>Morning session</u>	
Baku Higher Oil School, venue to be confirmed	
09:30 - 11:00	<p>Organization of the Final Event (Baku, November 2023)</p> <ul style="list-style-type: none"> Appointment of Organizing Committee Venue selection Event dissemination and expected participants <p>Chairman: R. Guliyeva, BHOS</p>
11:00 – 13:00	<p>Discussion about financial and reporting requirements</p> <ul style="list-style-type: none"> Supporting documents Cofinancing Other relevant aspects <p>Chairman: L. Di Palma, Sapienza University (coordinator ITACA Project)</p>
13:00 – 14:00	Free time for lunch
<u>Afternoon session</u>	
Baku Higher Oil School, venue to be confirmed	
14:00 – 15:00	<p>Discussion about WPs</p> <ul style="list-style-type: none"> WP9: Course accreditation (speaker from BHOS) WP10: quality, state of the art and workplan
15.00 - 16.30	<p>Discussion about financial and reporting requirements</p> <ul style="list-style-type: none"> Supporting documents Cofinancing

	- Other relevant aspects Meeting of WP leaders on Quality sheets Chairman: L. Di Palma, Sapienza University
16:30 - 17:00	Wrap-up and closing of the Meeting