



**BEU**  
BAKU ENGINEERING UNIVERSITY

Periodical Report  
6 Months of project  
implementation

# Crisis and Risk Engineering for Transport Services

# BAKU ENGINEERING UNIVERSITY (BEU)



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

Joint Project: Capacity Building in the Field of  
Higher Education ERASMUS+ 2018

**Mr. Arif Najimov,**  
**Local project coordinator / manager**

## WORK PLAN

**"Crisis and Risks Engineering for Transport Services (CRENG)" Erasmus + K2 project  
for the first project year from 15.11.2018 to 15.11.2019**

# Work plan

No	Activity: <u>Administrative</u>	Timeline
1	Establishing communication with the Project coordinator/team and preparation for the Kick-off meeting in February, 2019.	07.01.2019
2	Participating at the Kick-off meeting of the project with 2 project staff members at Warsaw University of Technology.	27-28.02.2019
3	Preparation the dissemination materials of the CRENG Erasmus+ KA2 project and organizing info day at the BEU.	05.03.2019
4	Design and sending for signing the Partnership Agreement of CRENG project by the Project coordinator and complete registration process of PA.	10.04.2019
5	Assignment of responsible persons as a workgroup of the project at BEU and its approval by the order of the rector.	15.04.2019
6	Preparation of internal activity plan of the project at BEU.	18.04.2019
7	Selecting departments and stakeholders involved in the project.	30.04.2019
8	Developing dissemination plan for the first year of the project.	06.05.2019
9	Participating at the creating process of the project website and partners page as well as on the BEU website with regularly updating of it.	08.05.2019
10	Reporting/e-mailing/Skyping to/with the coordinator's request.	Periodically
11	Working with involved local project team at BEU and managing events of the project at BEU.	Periodically



# Work plan

No	Activity: <u>Academic/Administrative</u>	Timeline
1	The analysis of current and relevant curricula of BEU and preparing report for the Kick-off meeting presentation at Warsaw University of Technology.	12.02.2019
2	Discussion the report of BEU during Kick-off meeting Warsaw University of Technology.	27-28.02.2019
3	Organizing a seminar for teachers and students of BEU on the based of gained new practices and experiences after the Kick-off meeting Warsaw University of Technology.	08.03.2019
4	Development of criteria for the choice of teachers-developers of disciplines from BEU academic staff members for the CRENG Erasmus+ KA2 project	12.03.2019
5	Preparing announcement according to the project purpose and dissemination it for selection relevant teaching staff among of BEU academic staff members.	29.03.2019
6	Organization a meeting with selected teaching staff for CRENG Erasmus+ KA2 project	05.04.2019
7	Preparing an announcement according to the project purpose and dissemination it for selection relevant Quality group among of project staff members.	18.04.2019
	Organization a meeting with selected Quality group members for CRENG Erasmus+ KA2 project and sharing works between working group of BEU.	30.04.2019
	Preparing documentation and relevant project staff member for coordinating the purchasing process of equipment for the laboratory of CRENG LAB and Service Office at BEU	10.05.2019
8	Preparation and making registration of the participant list from BEU for the training (during 8-20 September, 2019) at Berlin Technical University / Germany within CRENG Erasmus+ KA2 project.	20.05.2019
9	Report preparation about the status of the project implementation at BEU and sending it to the coordinator.	15.06.2019
10	Organizing meeting before Berlin travel for training and dissemination after the training for BEU staff and stakeholders of the University.	08.07.2019
11	Development of documentation for the creation of the laboratory CRENG LAB and Service Office for BEU.	25.07.2019
	Organizing dissemination event: info day after the Berlin training for BEU staff and stakeholders of the University.	23.09.2019
12	Development of documentation for the supply of equipment for CRENG LAB and Service Office from ECM (Germany) for BEU.	25.09.2019
13	Conducting a survey of students regarding the level of awareness of CRENG project and after this analyse all data for preparing internal report.	21-30.10.2019
14	Obtaining equipment for CRENG LAB and Service Office from ECM (Germany) and adding equipment to BEU balance sheet.	15.11.2019



# Work group

**Table 1. Working group of BEU project team for implementing the CRENG Erasmus+ KA2 project**

No	Name, Surname, email	Position at the University	Position at the CRENG project	Responsibility (WP, tasks according to the work plan)
1	Mr. Arif Najimov	Head of International Relations and Projects Management Department & Researcher	Local co-ordinator/project manager	Local coordination and management of CRENG project at BEU and implement some technical/adminstrative & research works.
2	Mr. Manafaddin Namazov	Vice-rector for International relations & Lecturer	Researcher, Teacher, Trainer	Participate at the curriculum development and providing lectures.
3	Mr. Rauf Mammadov	Head of Master and PhD Department & Lecturer	Researcher, Teacher, Trainer	Participate at the curriculum development and providing lectures.
4	Mr. Parviz Hasanov	Head of Industrial Engineering Department & Lecturer	Researcher, Teacher, Trainer	Participate at the curriculum development and providing lectures.
5	Mr. Bakhtiyar Namazov	Lecturer of Mechanical Engineering Department	Researcher, Teacher, Trainer	Participate at the curriculum development and providing lectures.
6	Mrs. Ulkar Abdurahmanova	Leading specialist of Master and PhD Department & Lecturer	Researcher, Teacher, Trainer	Participate at the curriculum development and providing lectures.
7	Mr. Etibar Gahramanov	Lecturer of Industrial Engineering Department	Researcher, Teacher, Trainer	Participate at the curriculum development and providing lectures.
8	Mr. Ilgar Khurshudov	Lecturer of Industrial Engineering Department	Researcher, Teacher, Trainer	Participate at the curriculum development and providing lectures.
9	Mr. Samir Musayev	Head of Accounting Department & Lecturer	Technical staff	Participate at the project and support about financial reports.
10	Mrs. Narmin Alakberova	Specialist of International Relations and Projects Management Department & Researcher	Technical and Administrative staff	Participate at the project and implement technical-administrative tasks.



# Courses to update

**Table 2. Courses that are to be upgraded and the deadlines of their updates.**

Name of the course to be upgraded	Person / teacher / department / faculty responsible for the course upgrade	What has to be upgraded in the course?	Deadlines
New technologies and big data for innovations in crisis and risk management + IT Security - 6 ECTS	Mr. Manafaddin Namazov, Associate professor, Vice-rector for International relations & Lecturer	Using gained experiences from EU partners and integration into the BEU curriculums as well as preparation of the teaching materials	End of the 2019-2020 academic year
Informational-Analytic and Diagnostics for Sociotechnical System - 6 ECTS			
Supply chain management and networks - 5 ECTS	Mr. Parviz Hasanov, Associate professor, Head of Industrial Engineering Department & Lecturer	Using gained experiences from EU partners and integration into the BEU curriculums as well as preparation of the teaching materials	End of the 2019-2020 academic year
Project management and leadership in logistics and research, through open communication and team-working - 5 ECTS			
Carrier Managing, Soft skills for engineer, basics of technical creativity - 3 ECTS			



# Courses to update

Humanitarian logistics and transport services in disasters conditions - 6 ECTS	Mr. Rauf Mammadov, Associate professor, Head of Master and PhD Department & Lecturer	Using gained experiences from EU partners and integration into the BEU curriculums as well as preparation of the teaching materials	End of the 2019-2020 academic year
New challenges for crisis and risk management in logistics systems - 5 ECTS			
Risk and crisis engineering of Transport systems - 5 ECTS	Mr. Bakhtiyar Namazov, Associate professor, Lecturer of Mechanical Engineering Department	Using gained experiences from EU partners and integration into the BEU curriculums as well as preparation of the teaching materials	End of the 2019-2020 academic year
Risk and crisis forecast, Analysis and Reduction Methods and Tools - 10 ECTS	Mr. Etibar Gahramanov, Lecturer of Industrial Engineering Department	Using gained experiences from EU partners and integration into the BEU curriculums as well as preparation of the teaching materials	End of the 2019-2020 academic year
Disaster preparedness – challenges, principles, recourses, systems and tools - 6 ECTS			
Safety Management and Incident Investigation - 6 ECTS			
Health, Safety & Environmental Management Systems - 6 ECTS			



# Courses to update

<b>Emergency Response &amp; Crisis Management - 6 ECTS</b>	Mr. Ilgar Khurshudov, Lecturer of Industrial Engineering Department	Using gained experiences from EU partners and integration into the BEU curriculums as well as preparation of the teaching materials	End of the 2019- 2020 academic year
<b>Hazard Identification - 5 ECTS</b>			
<b>Human Factors in Design &amp; Operations – 5 ECTS</b>			
<b>Research methods and professional development - 5 ECTS</b>	Mrs. Ulkar Abdurahmanova, Leading specialist of Master and PhD Department & Lecturer	Using gained experiences from EU partners and integration into the BEU curriculums as well as preparation of the teaching materials	End of the 2019- 2020 academic year





# Criteria for teacher selection for trainings

## **The process of teacher's preparation for the trainings:**

- languages skills (English and Russian);
- relevant academic background;
- experiences to develop curriculum according to EU standards;
- team works skills;
- BEU staff member (full time).

# Teacher that will develop new courses

## The list of teachers from BEU

No	Name, Surname, email	Position at the University	Position at the CRENG project
1	Mr. Manafaddin Namazov	Vice-rector for International relations & Lecturer	Researcher, Teacher, Trainer
2	Mr. Rauf Mammadov	Head of Master and PhD Department & Lecturer	Researcher, Teacher, Trainer
3	Mr. Parviz Hasanov	Head of Industrial Engineering Department & Lecturer	Researcher, Teacher, Trainer
4	Mr. Bakhtiyar Namazov	Lecturer of Mechanical Engineering Department	Researcher, Teacher, Trainer
5	Mrs. Ulkar Abdurahmanova	Leading specialist of Master and PhD Department & Lecturer	Researcher, Teacher, Trainer
6	Mr. Etibar Gahramanov	Lecturer of Industrial Engineering Department	Researcher, Teacher, Trainer
7	Mr. Ilgar Khurshudov	Lecturer of Industrial Engineering Department	Researcher, Teacher, Trainer



# Equipment & Software

**Table 3.** Responsible persons from BEU for the installation of the equipment & software

Equipment/Software	Name of the person(s) responsible for the equipment/software installation	Occupation of the responsible persons	Contact information of the responsible persons
Equipment and software which decided to purchase for BEU within "CRENG" Erasmus+ KA2 project	Mr. Arif Najimov	Head of International Relations and Projects Management Department & Researcher	Mobil/WhatsApp: (+994 50) 622-37-10 E-mail 1: anajimov@beu.edu.az E-mail 2: ari_coordinator@yahoo.com Skype: arif.najimov

# Dissemination plan

## DISSEMINATION PLAN

**"Crisis and Risks Engineering for Transport Services (CRENG)" Erasmus + K2 project  
for the first project year from 15.11.2018 to 15.11.2019**

The plan is based on the overall strategy for disseminating and implementing the results of the "CRENG" Erasmus+ KA2 project by the project team of Baku Engineering University (BEU), approved at the first coordination meeting in Poland, to provide a link between the three components of the strategy: "Target Groups", "Communication Channels" and "Events".

# Dissemination plan

## Target Groups of the project:

1. Students of related and unrelated specialties of BEU;
2. Teachers of related and non-related to specialties of BEU and other partner universities;
3. Scientists and researchers of BEU and other stakeholders;
4. Future employers of graduates from the “CRENG” Master Degree Program;
5. All potential training participants of “CRENG” Erasmus+ KA2 project in Azerbaijan;
6. Authorities at local and state level of the Republic of Azerbaijan;
7. Public organizations / NGOs.

# Dissemination plan

## Communication Channels with the Target Groups of the project:

1. Local, regional and national mass media;
2. Official website of the project (<https://creng.eu/>) as well as Baku Engineering University (<http://www.beu.edu.az/en> and <http://iro.beu.edu.az/en/page/Project-Management-903483.html>);
3. Official promotional materials (leaflets, flyers, roll-ups, etc.) of the project;
4. Relevant Social Networks (SN) as well as SN of Baku Engineering University:
  - <https://www.facebook.com/iro.beu.edu.az/>
  - <https://www.linkedin.com/company/iro-beu-edu-az/>
  - <https://twitter.com/BEU60740449>
  - <https://www.instagram.com/beueduaz/>
  - <https://www.youtube.com/channel/UCOYADW2Y4cKWKfIS-IH1hCA>

## Events within the project:

Local, regional and international conferences within the project.



# Schedule of dissemination events

No	Activity	Date
<b>Web-based dissemination</b>		
1	Participate at the creation process of a web-site ( <a href="https://www.creng.eu">https://www.creng.eu</a> ) of the project as well as link it to the BEU's website ( <a href="http://www.beu.edu.az/en">http://www.beu.edu.az/en</a> and <a href="http://iro.beu.edu.az/en/page/Project-Management-903483.html">http://iro.beu.edu.az/en/page/Project-Management-903483.html</a> ).	08.05.2019
2	Creating a contact list of project stakeholders for newsletters by e-mail, via social networks (Facebook, LinkedIn, Instagram) and messengers (FB Messenger, WhatsApp, Viber etc.).	15.08.2019
3	Creation of content in social networks of BEU: on the pages of the project ( <a href="https://www.creng.eu">https://www.creng.eu</a> ), the university ( <a href="http://www.beu.edu.az/en">http://www.beu.edu.az/en</a> ) and International Relations and Projects Management Department ( <a href="http://iro.beu.edu.az/en/page/Project-Management-903483.html">http://iro.beu.edu.az/en/page/Project-Management-903483.html</a> , <a href="https://www.facebook.com/iro.beu.edu.az/">https://www.facebook.com/iro.beu.edu.az/</a> , <a href="https://www.linkedin.com/company/iro-beu-edu-az/">https://www.linkedin.com/company/iro-beu-edu-az/</a> , <a href="https://twitter.com/BEU60740449">https://twitter.com/BEU60740449</a> , <a href="https://www.instagram.com/beueduaz/">https://www.instagram.com/beueduaz/</a> , <a href="https://www.youtube.com/channel/UCOYADW2Y4cKWKfIS-IH1hCA">https://www.youtube.com/channel/UCOYADW2Y4cKWKfIS-IH1hCA</a> ).	minimum 1 post per month
4	Regular posts, event plans, planned in the framework of the project.	during the year
5	Providing information at the request of the website administrator of <a href="https://www.creng.eu">https://www.creng.eu</a> and BEU for its regular updating (presentation of events, links and articles, posts in social networks, etc.).	during the year



# Schedule of dissemination events

Event-based dissemination	
Appointment of the responsible person for the implementation of the plan at BEU.	15.04.2019
Organizing a presentation of the project for the teachers of BEU.	23.04.2019
Organizing a presentation about project activities in the international conference of BEU.	30.04.2019
Organizing a dissemination meeting of the project for BEU teaching staff.	24.09.2019
Organizing a dissemination meeting of the project for top management of BEU.	25.09.2019
Organizing a presentation of the project for students of BEU and any other specialties interested in project.	08.10.2019
Organizing a workshop/round table for discussing of knowledge gained during the training in Berlin with all interested parties of BEU.	11.10.2019





# Schedule of dissemination events

## Traditional dissemination

1	Publications in mass-media and scientific publications: - publication of an article in university newspaper	during the year
2	Distribution of promotional materials: leaflets, booklets, poster, etc.	during the year

# Non-consortium organizations

- Partners / local HEIs in Azerbaijan;
- Local NGOs;
- Public and private organizations;



## Implemented dissemination activities

- Official website of the project (<https://creng.eu/>) as well as Baku Engineering University (<http://www.beu.edu.az/en> and <http://iro.beu.edu.az/en/page/Project-Management-903483.html>);
- Official promotional materials (leaflets, flyers, roll-ups, etc.) of the project;
- Relevant Social Networks (SN) as well as SN of Baku Engineering University:
  - <https://www.facebook.com/iro.beu.edu.az/>
  - <https://www.linkedin.com/company/iro-beu-edu-az/>
  - <https://twitter.com/BEU60740449>
  - <https://www.instagram.com/beueduaz/>
  - <https://www.youtube.com/channel/UCOYADW2Y4cKWKf1S-1H1hCA>

# Quality Assurance Plan

## QUALITY ASSURANCE PLAN

**"Crisis and Risks Engineering for Transport Services (CRENG)"**

**Erasmus + K2 project**

**for the first project year from 15.11.2018 to 14.11.2021**

*The plan is based on the overall CRENG Quality Assurance Strategy and the recommendations approved at the first coordination meeting to provide communication between the three components of the strategy: "target groups", "communication channels" and "activities"*

# Quality Assurance Plan

## Plan of measures to ensure the quality of project results

No	Measure	Period
1	Appointment of responsible persons from BEU for the working package "Ensuring the quality of project results" and creation of an internal expert group to assess the quality of project results.	15.04.2019
2	Development of the procedure at BEU for evaluating the criteria and method for assessing the quality of project results (including the development of questionnaires, forms of quality monitoring reports) in the following areas: <ul style="list-style-type: none"><li>- the importance of project results</li><li>- effectiveness of project implementation</li><li>- achievements / results of the project</li><li>- impact of project results</li><li>- sustainability of project results</li><li>- communication between the consortium members</li><li>- dissemination of project results</li><li>- project management</li></ul>	08.05.2019
3	Organizing a workshop for the BEU project working group on familiarization with the project quality assessment system.	10.05.2019
4	Establishing a schedule for monitoring the quality of project implementation, which is synchronized with the schedule of project reporting (see schedule for monitoring project activities).	Every 6 months from the start of the project (15.11.2018)
5	Preparation of reports on monitoring the quality of project results, providing reports to the coordinator's request and make them open access for the project team.	Every 6 months from the start of the project (15.11.2018)



# Quality Assurance Plan

## Plan of measures to ensure the quality of educational content

No	Measure	Period
1	Creation of an expert group for the assessment of the quality of educational content that is being developed or updated within the framework of the CRENG project.	15.04.2019
2	Development of procedure, evaluation criteria and method for assessing the quality of educational content.	23.09.2019
3	Organizing a workshop for content development tutors and a group of experts to get acquainted with: <ul style="list-style-type: none"><li>➤ content quality assurance system adopted in the project;</li><li>➤ ECTS system;</li><li>➤ standards and guidelines for ensuring the quality of higher education</li></ul>	27.09.2019
4	Organizing an analysis of current curriculum content at BEU: assessing the quality of existing content, compiling a list of disciplines that can be updated and incorporated into the CRENG Master's Program.	19.04.2019
5	Development of a plan for updating current educational content at BEU in accordance with established quality criteria: appointment of responsible teachers, development of update schedule, approval of the reporting form.	01.05.2019
6	Establishing a schedule for monitoring the quality of educational content, synchronized with the schedule of updating current and developing new educational content at BEU.	According to the curriculum development schedule
7	Preparation of reports on the monitoring of the quality of educational content, reporting on the request of the coordinator and share the results with the project team at BEU.	According to the curriculum development schedule



# Quality Assurance Plan

## Schedule of Monitoring of Project Activities

Type of report	2019		2020		2021	
	The first half of the year	Second half	The first half of the year	Second half	The first half of the year	Second half
Periodic report based on internal audit reports	17.06	23.12	15.06	21.12	14.06	10.11
Monitoring of newly updated and developed curriculum			15.06			
Monitoring of pilot operation of CRENG SO					14.06	
Annual report		23.12		21.12		10.11
Interim report			15.06			
Final report						10.11



# Quality Assurance Plan

**Table 4. Quality group of BEU project team for implementing the CRENG Erasmus+ KA2 project**

No	Name, Surname, email	Occupation	Organization	Contact info (e-mail)
1	Mr. Parviz Hasanov	Researcher, Teacher, Trainer / Head of Industrial Engineering Department & Lecturer	Baku Engineering University	Mob./WhatsApp: +994 51 915 30 05, eMail: phesenov@beu.edu.az
2	Mr. Rauf Mammadov	Researcher, Teacher, Trainer / Head of Master and PhD Department & Lecturer	Baku Engineering University	Mob./WhatsApp: +994 50 333 27 44, eMail: ramammadov@beu.edu.az
3	Mrs. Ulkar Abdurahmanova	Researcher, Teacher, Trainer / Leading specialist of Master and PhD Department & Lecturer	Baku Engineering University	Mob./WhatsApp: +994 55 816 67 69, eMail: uabdurahmanova@beu.edu.az
4	Mrs. Narmin Alakberova	Technical and Administrative staff / Specialist of International Relations and Projects Management Department & Researcher	Baku Engineering University	Mob./WhatsApp: +994 55 494 05 55, eMail: nalakbarova@beu.edu.az



The draft of documents for CRENG Service Office will be ready after Berlin / Germany training (in October, 2019).

# Communication

BEU contacts/communicate with all partners as well as CRENG project consortium members using below tools and opportunities:

- Email;
- Skype calls;
- Mobile/Phone calls;
- Face to face communication during the meetings and events.



**BEU**  
BAKU ENGINEERING UNIVERSITY



# Thank you for you attention!

**Mr. Arif Najimov**

**Head of International Relations and Projects Management Department**

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**Skype: [arif.najimov](https://www.skype.com/name/arif.najimov), [www.beu.edu.az](http://www.beu.edu.az), [www.iro.beu.edu.az](http://www.iro.beu.edu.az),**

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