



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



**ERASMUS+**

**HIGHER EDUCATION CAPACITY BUILDING**

**Erasmus+ Project**

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

Minutes of the teleconference with Azerbaijani and Turkmen Partner  
Universities

May 6 and 18, 2021.



On May 6 and 18, 2021 online meetings (teleconferences) of representatives of CRENG Project Management Board, local coordinators and participants from Turkmen and Azerbaijani Universities took place. The meeting was attended by:

Members of Project Management Board:

1. Dr. Konrad Lewczuk (Warsaw University of Technology)
2. Ms. Svetlana Jasic (EXOLAUNCH GmbH)
3. Dr. Iuliia Bulgakova (State University of Infrastructure and Technologies)
4. Mr. Dmitriy Ostroverkhov (Technical University of Berlin)
5. Dr. Kateryna Polupanova (Priazovskiy State Technical University)

Representatives of Turkmen Partner Universities:

1. Dr. Maral Meredova (International University for Humanities and Development)
2. Dr. Yolly Myradov (Turkmen State Architecture and Construction Institute)
3. Dr. Atageldi Garajayev (Turkmen State Architecture and Construction Institute)
4. Dr. Valiyeva Sapargul (Institute of Telecommunications and Information Technologies of Turkmenistan)

Representatives of Azerbaijani Partners:

1. Mr. Yashar Omarov (Ministry of Education of Azerbaijan)
2. Mr. Arif Naijmov (Baku Engineering University)
3. Mr. Orkhan Vatankhah (Azerbaijan Technical University)
4. Ms. Ulviya Mammadova (Azerbaijan Technological University)
- 5.

**The main goals of the meeting included discussion on:**

1. State of project development and presenting of projects results by each Partner University;
2. Scheduling of master classes in Azerbaijan and Turkmenistan in the conditions of COVID 19 restrictions;
3. Redistribution of project budget;
4. Current issues related to project management.

The following **resolutions** were agreed through discussion:

**1. State of project development and presenting of projects results by each Partner University**

1.1 Each Partner University will fill in the form of state of CRENG project results readiness and send the form to [jbulgkova@gmail.com](mailto:jbulgkova@gmail.com) and [svetlana.jasic@ecm-academy.de](mailto:svetlana.jasic@ecm-academy.de) till 1 June 2021.

1.2 PSTU and EXO will schedule collecting project results from the Partner Universities according to the state of readiness. All Partner Universities will follow the schedule, keep deadlines and download all requested information to the Google Drive provided by EXO. EXO and PSTU will download project results to EACEA web platform and CRENG project website. Full downloading should be completed till 1 October 2021.

1.3 All Partner Universities will send their chapters of international text book to DNURT ([foreign@diit.edu.ua](mailto:foreign@diit.edu.ua)) till 1 June 2021. DNURT will prepare text book for publishing. Text book must be published till 15 September 2021.



## **2. Scheduling of master classes in Azerbaijan and Turkmenistan in the conditions of COVID 19 restrictions**

2.1 If the COVID 19 restrictions are not canceled master classes in Azerbaijan and Turkmenistan will be scheduled on September 2021.

## **3. Redistribution of project budget**

3.1 A decision approved by all Partner Universities and PMB to redistribute additional 1000 euros per Partner University (in total 9000 euros) from the travel budget to subcontracting: printing and publishing. This money will be spent on issuing: marketing materials like pens, notebooks, USBs, power banks, t-shirts with CRENG logo, roll-ups, and posters with new master program promotional content. CRENG consortium finds such additional promotion very contributive for students' attraction to the new master program and CRENG project. It would be a supplementation for regular dissemination described in the work plan. Promotional products will be distributed among students and participants of CRENG events (conferences, final conferences).

3.2 Partner universities will find companies that will produce all materials for all three universities from each partner country. Partner universities will monitor the market, get three commercial offers, and chose the best one.

3.3 The payment will be made by EXOLAUNCH to the printing and publishing company in partner countries.

3.4 Coordinator will prepare the request to the project officer to approve such strategy of budget redistribution and payment.

3.5 Any promotional materials that are to be founded in the project must be prepared in accordance with guidelines and with the approval of the coordinator. Otherwise, the costs will not be eligible.

## **4. Current issues related to project management**

4.1 All Partner Universities will prepare Staff Cost documents for all periods till 15 May 2021, send scan copies and editable versions to Coordinator, send hard copies by regular mail till 15 June 2021.

4.2 All partners are aware that if the project results are not achieved the penalties will be charged.

Coordinator:  
Project Manager:

Prof. Marianna Jacyna  
Dr. Konrad Lewczuk