

**Advocacy Establishment for Students through Ombudsman Position
AESOP
561640-EEP-1-2015-1-AZ-EPPKA2-CBHE-JP**

**Minutes
General Management Meeting
WP 9. Project Management Activities**

Meeting objectives:

1. Finalizing and checking financial issues of the project and the last preparations before submission of the Report and request for 2nd pre-financing;
2. Presentation of the recommendations for policymakers and university administration prepared by each University individually based on best practices;
3. Presentation on preparation, decisions made and ongoing process regarding training course for regional partner universities that will be created and used during training of staff for Ombudsman offices;
4. Presentation of guidelines (training plans) for training students and staff on rights, roles and responsibilities related to student advocacy and using ombudsman offices in regional partner universities;
5. Consultation and feedback from EU partners;
6. Consultation and recommendations from quality control team.

Location: 41, Mehseti Street, Khazar University, Baku, Azerbaijan

Dates: September 20-23, 2017

List of attended partners

1. Khazar University (Az)
2. Nakhchivan State University (Az)
3. Ganja State University (Az)
4. Nakhchivan University (Az)
5. Akaki Tsereteli State University (Geo)
6. Caucasus University (Geo)
7. Georgian American University (Geo)
8. Poltava University of Economics and Trade (Ukr)

9. Kyiv National Economic University (Ukr)
10. University of Jyvaskyla
11. University of Warsaw
12. University of L'Aquila
13. Middlesex University

September 20, 2017 – Arrival

Day 1 (September 21, 2017)

The representatives from the regional and EU partners participated in the meeting. Raziya Isayeva, Development Director welcomed all participants and gave the floor to Prof. Hamle Isakhanli, Founder of Khazar University and the Chairman of its Board of Directors and Trustees. He also welcomed all participants and spoke about the students' important role in the universities' activities and wished success to the participants of the AESOP project.

Prof. George Gvartadze, the rector of Akaki Tsereteli State University and Robert Michael Cawgill, the rector of Georgian American University talked about the topic. During the meeting, the members of the regional partner universities spoke about experience they gained during their visit to European universities and about their plan how to apply it to their local universities. Presentation of the recommendation for university administration (based on the experience and knowledge acquired during the study visits to EU Universities) presented by each University took place. The first day of the meeting ended with discussions. Representatives from EU partners gave their feedback and consultations on the issues. The financial issues were discussed as well.

After the meeting, the guests took part in the concert organized within the framework of the IX International Music festival devoted to Uzeyir Hajibeyli at the 'Dunya' concert hall, with the participation of Elisso Bolkradze, a UNESCO Artist for Peace.

Day 2 (September 22, 2017)

The second day of the meeting started with the reviewing of the results of previous day. Representatives from Akaki Tsereteli State University David Gegetchkori, Head of Foreign Affairs and Development Office and Tamta Demetradze, Specialist at Foreign Affairs and Development Office made a presentation on preparation, decisions made and ongoing process regarding training course for regional partner universities that will be created and used during training of staff for Ombudsman offices. They also made a presentation of guidelines (training plans) for training students and staff on rights, roles and responsibilities related to student advocacy and using ombudsman offices in regional partner universities.

Future activities and their deadlines were discussed and decided by all partners. Plan for Future Activities were produced and attached to the Minutes.

Website Team was established for posting all project related news in four languages (English, Azerbaijani, Georgian and Ukrainian) in order to reach out the main target groups. Website team consist of three universities - Khazar University, Georgian-American University and Poltava University of Economics and Trade.

At the end of the meeting, all partners visited "Atashgah", the fire temple, and "Yanar dagh".

September 23, 2017 - Departure