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Project Management Meeting

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

**Khazar University, Baku, Azerbaijan
41, Mehseti Street**

May 26-28, 2019

List of the partners

1. Akaki Tsereteli State University (Geo)
2. Khazar University (AZ)
3. Nakhchivan State University (AZ)
4. Ganja State University (AZ)
5. Nakhchivan University (AZ)
6. Ministry of Education (AZ)
7. Caucasus University (Geo)
8. Georgian American University (Geo)
9. Poltava University of Economics and Trade (UA)
10. Kyiv National Economic University (UA)
11. Office of the Austrian Student Ombudsmen (Austria)
12. University of Warsaw (Poland)
13. University of L'Aquila (Italy)
14. University of Minho (Portugal)
15. University of Jyvaskyla (Finland)
16. Middlesex University (UK)

Following partners were absent:

University of L'Aquila (Italy)

University of Minho (Portugal)

Ministry of Education of Azerbaijan Republic

May 27 2019

Khazar Neftchilar Campus

The meeting hosted by Khazar University started at 10:00 as it was planned. First, the rector of Khazar University Dr. Irada Khallilova opened the meeting with welcoming speech. Mr. Parviz Bagirov, Head of National ERASMUS+ Office was also present at the meeting with his team with a monitoring purpose of the project. In his speech Parviz Baghirov mentioned his awareness about the project results and activities.

On behalf of the Georgian partners, rector of Georgian American University Dr. Michael Cowgill expressed his gratitude for the project team.

Dr. Tamta Demetradze presented project results by WPs and she presented that almost all outcomes were achieved. It is requested from all partners to send updates of their dissemination activities and all other outcomes from relevant activities:

1. Month and year of the establishment of Ombudsman Offices, and trainings of the Ombuds persons at each university.
2. All activities on project dissemination should be sent to Khazar University since they are managing the project's website.
3. Khazar University will add one more menu bar to the website for Final Conference and Documents.
4. It was agreed that Final Conference entitled Advocacy Establishment for students through Ombuds position in three Eastern Partnership Countries – Ukraine, Georgia and Azerbaijan will be held at ATSU on July 14-18, 2019.
5. All partners need to prepare presentation on the results and impact of the project.
6. Presentation by each partner will be 15 minutes – 3 people from partner university, 2 people from the Ministry of Education.

David Gegetchkori, project coordinator, ATSU, presented financial situation of the project. Majority of the partners have not sent the financial documents for staff costs. They need to send their staff costs declaration: Time Sheets and Staff Convention as soon as possible.

It was agreed that all partners will send all the necessary documents for their staff costs. Documents of the salaries paid to the project staff need to be accurately compiled and sent to the project coordinator.