



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

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

**Minutes
Meeting on Needs Assessment
WP 2.1. Workshop to discuss needs assessment results**

Meeting objectives:

1. To present the results of the needs assessment survey;
2. To discuss the results of the needs assessment;
3. To make a plan for EU Universities visits;
4. To discuss financial issues (General Management Meeting)

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

Dates: March 15-18, 2017

List of attended partners

1. Khazar University (Az)
2. Nakhchivan State University (Az)
3. Ganja State University (Az)
4. Nakhchivan University (Az)
5. Ministry of Education (Az)
6. National Erasmus + Office (Az)
7. Akaki Tsereteli State University (Geo)
8. Caucasus University (Geo)
9. Georgian American University (Geo)
10. Poltava University of Economics and Trade (Ukr)
11. Kyiv National Economic University (Ukr)

March 15, 2017 – Arrival

Day 1 (March 16, 2017)

The representatives from the all regional partners participated in the meeting. Raziya Isayeva, Development Director welcomed all participants and gave the floor to Dr. Hassan Niknafs, rector of the Khazar University. He also welcomed all participants and spoke about the importance of the AESOP project. Speeches also were made by Prof. George Gvartadze, rector of Akaki Tsereteli State University, Prof Kakha Shengelia, rector of Caucasus University, Yashar Omarov, Senior Advisor of Ministry of Education of Azerbaijan and Parviz Bagirov, head of National Erasmus + Office in Azerbaijan.

After the welcome speeches, nine regional partner universities made presentations on the results of the needs assessment survey, which conducted among their universities staff and students. Afterwards the presentations, all partners discussed the acquired results and the challenges during conducting the survey.

Day 2 (March 17, 2017)

The second day of the meeting started with the reviewing of the results of previous day. All regional partners prepared the plan for EU university visit and came to consensus on what areas should be focused on in observing EU practices in student advocacy. The following issues are decided to observe during the visits:

1. Guidelines on students' rights and responsibilities;
2. Guidelines on administrative and academic staff rights and responsibilities;
3. General legislation on student advocacy;
4. Any changes in internal policy caused by establishing Ombuds office;
5. Obligations and responsibilities of the Ombuds office;
6. Duties and responsibilities of Ombudsperson;
7. Who should be chosen as a Ombuds person (characteristics, position, education, any particular skills);
8. How many employees should be at the Ombuds office;
9. Issues of naming the persons who apply with complaints and problems. Is it anonymous process or not? In which case yes or no;
10. Distinction of Students Union/ Self Government from the Ombuds Office;
11. Evaluation of effectiveness of the Office activities. (tools, merit);
12. Evaluation and monitoring of the results of solved issues;
13. Students involvement in Evaluation process;
14. Providing the regional partners with several case studies related to the activities of the Ombuds office;
15. Explaining the procedures from the beginning and to the end;
16. Explaining the procedures and mechanism of problem solving;
17. Sharing the challenges faced by EU partners when they started to establish Ombuds office;
18. The scope of involvement of Administration. Relationship, procedures and mechanism of working with Administration;
19. At what scope the university administration can affect the function of the office;
20. Do EU partners conduct any trainings for academic and administrative staff and students? If yes, could they share with us them?
21. Any kind of technological supports they possess;
22. How do Ombuds office fund itself?

During the meeting, the financial issues were discussed as well.

At the end of the meeting, all regional partners visited the Palace of the Shirvanshahs. The students of Khazar University guided regional partners through the Old City (İçəri Şəhər) and gave detailed information about its history.

March 18, 2017 - Departure



Meeting on Needs Assessment
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Agenda

March 15, 2017 - Arrival

Thursday, March 16, 2017

10:00 – 10:30	Welcome Coffee and Registration of Participants
10:30– 11:15	Welcome Speeches
	Prof. Hassan Niknafs, Rector, Khazar University
	Prof. George Gvartadze, Rector ATSU
	Prof Kakha Shengelia, Rector CU

	Raziya Isayeva, Development Director, Khazar University
	Prof. David Gegetchkori, Project Coordinator, Akaki Tsereteli State University
	Yashar Omarov, Senior Advisor, Ministry of Education of Azerbaijan Parviz Bagirov, Head of National Erasmus + Office in Azerbaijan
11:15-11:30	Coffee Break
11:30 – 13:00	Presentation of all the partners on the results of the needs assessment survey (max. 15 mins each) Akaki Tsereteli State University – Tamta Demetradze Poltava University of Economics and Trade – Alina Tkachenko Nakhchivan State University – Roya Safarova Caucasus University - Irena Melua Kyiv National Economic University – Yuliia Ryzhuk Ganja State University – Ruslan Mammadov
13:00 – 14:00	Lunch Break
14:00 – 14:45	Presentation of all the partners on the results of the needs assessment results (max. 15 mins each) Khazar University – Rima Mammadova Georgian American University – Bakar Berekashvili Nakhchivan University - Elmira Hüseynova
14:45 – 16:00	Discussions on the results of the needs assessment
16:00-16:30	Coffee Break
16:30-17:30	Discussions on the results of the needs assessment
18:00	Welcome Dinner at Shirvanshah Museum Restaurant

Friday, March 17, 2017	
10:00 – 10:30	Welcome Coffee and Registration of Participants
10:30 – 11:30	Making plans for EU Universities visits Discussion on Final Reports
11:30 – 11:45	Coffee Break
11:45- 13:00	General management meeting, Financial Issues
13:00 – 14:00	Lunch Break
14:00-15:00	Final discussion & closing

15:00 – 16:00	Novruz Celebration at Khazar University
16:00 – 19:00	Sightseeing – city tour
19:30 – 23:00	Dinner at Derya Fish House (Upon your request)

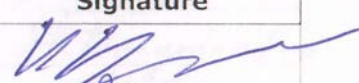




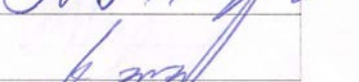

March 18, 2017 - Departure

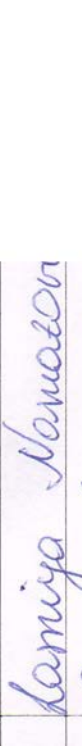
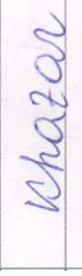

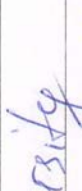














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Meeting on Needs Assessment

LIST OF PARTICIPANTS

March 16, 2016
Baku, Azerbaijan

No	Name and Surname of Participant	Institution	Participant's Signature
	Bakar Berekeashvili	GAM	
	Rima Mammadova	Khazar University	
	Elturan Yesifov	Ganja State University	
	Yulia Ryzhuk	KNEU	
	Olga Chabanik	RWBU	
	Ilena Melus	CU	
	Khatia Goglidze	CU	








Participant's Name	Institution	Participant's Signature
Kamiya Nanaev	Khazar University	
Pozviz Adigözölov	Gomes Dövlət Universiteti	
Yaqat Omurov	A.R. Təhsil	
George Gwafodze	Akaki Tsereteli State University	
HASSAN NIKNAFI	KHAZAR UNIV.	
KAKHA SHENGELIDZE	Caucasus University	
RASIA TSAEVA	Khazar University	
Seymur Halilov	Nakhchivan State University	
Roya Sapanova	Nakhchivan State University	
David Gegelckori	Akaki Tsereteli State University	
Tamta Demetradze	Akaki Tsereteli State University	
Fatma Alakbarova	Khazar UNIV.	
Alina Trachenko	Poltava University of Economics and Trade	
Yulie Perekuda	Poltava University of Economics and Trade	
Kenia Venhal	Poltava University of Economics and Trade	
Ana Chorglashvili	Georgian American University	
Elmira Museynova	Nakhchivan University	
Anox Huseynov	Nakhchivan University	

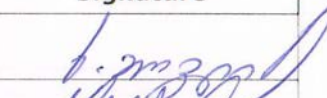

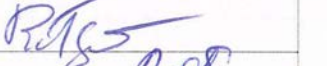


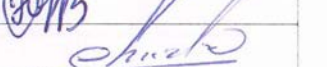
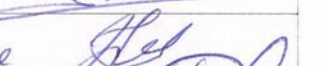
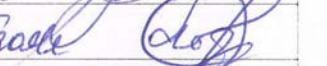


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Bakac Beccegazvil	GAU	
Buna Mammadova.	Khazar University	
Eltoran Yesifov	Ganja State University	
Yulia Puzhuk	KNEU	
Olga Chabaniuk	KNEU	
Irena Metu	CU	
Kakha Shengelia	CU	

Name and Surname of Participant	Institution	Participant's Signature
Khatia Goglidze	GU	
Parviz Adigozalov	Ganja State University	
George Gantadze@atsu.edu.ge	Akaki Tsereteli State University	G. Gantadze
RASHA ISAEVA	Khazas University	
Loya Saporova	Nakhchivan State University	
Rustan Mammadov	Ganja State University	
Tamta Demetradze	Akaki Tsereteli State University	T. Demetradze
Elmira Huseynova	Nakhchivan University	
Anar Abuzarli	Nakhchivan University	
Alina Tkacheva	Poltava University of Economic and Trade	
Julie Perepola	Poltava University of Economic and Trade	
fthe>i Chogolashvili	Georgian-American University (GAU)	
David Gegetchkov	Akaki Tsereteli State University (ATSH)	