

EQUAM.BI - 585779-EPP-1-2017-ES-EPPKA2-CBHE-JO (2017/2969/001-001)

FINAL CONFERENCE PREPARATION MEETING – 15.06.2021

Tuesday, June 15th 2021
09:30 CEST – 13:00 IST

Purpose of the meeting:

To prepare the Final Conference Meeting of the project to be held by NAAC in the first week of July, in online format.

Participants:

From the coordination (Universitat de Barcelona): Mr. Jaume Fortuny
From NAAC: Dr. Wahidul Hasan, Dr. Jagannath Patil, Mr. Umesh Kumar

Introduction:

Although the situation of the COVID pandemic in India is not improving as expected, this meeting will proceed to plan the preparation of the final conference of the EQUAMBI project in the hope that, by the time of the conference, the situation will have really improved and with the wish that participation will be as high and as wide as possible.

Commitments and decisions taken:

It was decided to continue with the idea of a conference with an institutional and a technical part.

A) Institutional Conference

For the high-level institutional agenda, it is decided that:

- **NAAC will draft a letter of invitation to the Honourable Minister of Higher Education of India, which will be shared with the University of Barcelona** and where the University of Barcelona offers to appear at the convenience of NAAC. This letter will inform of the invitation which will also be extended to the European Embassy in India. In this invitation, the date of June 7th will be proposed, with a margin of two days before or after in order to try to fit in with the Minister's agenda.

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- **The University of Barcelona will extend an invitation to the event to the Ambassador of the European Union in India, which will be shared with NAAC**, informing the Indian Minister of the invitation. In this way it is hoped that the agendas of the two leaders can be coordinated as far as possible.
- **NAAC will invite all Vice-Chancellors** of Indian Universities to the conference.
- **The University of Barcelona will invite all participating European universities.** If the presence of the Minister and the Ambassador is confirmed, an invitation will be extended to the Rectors of the participating universities.
- **The University of Barcelona will also invite other relevant institutions** of the project (Head of EACEA, Project Officer of the Project) and of the European accreditation system (Director of ENQA).

Depending on the response of the Indian Minister, the dates of the two events (institutional and technical) and the contents, order and interventions of the institutional part will be decided.

In parallel, NAAC and the University of Barcelona will work on the list of invitees to the event.

The institutional event could be a good place to release the project's Good Practices compendium and the dissemination video that is being produced.

In this sense, the University of Barcelona is committed to revise the proposal of the Good Practices compendium as soon as possible to distribute the draft among the project partners before its final publication. It will also send the link to the first draft of the dissemination video for review by NAAC.

B) Technical Conference

For the technical conference agenda, it is decided that:

- **The University of Barcelona will convene a pre-conference event with all partners on 30 June at 14:00 IST (10:30 CEST).** The purpose of this pre-conference event is to finalise the outputs and results to be presented at the final conference, as well as the format of the event and the presentation of deliverables. Partners will also be informed about the possibility to bring short videos from their institutions, highlighting some of the lines implemented with the EQUAMBI project.



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C) Other issues

NAAC highlighted the importance of having hard copies of the Good Practices compendium (in addition to the electronic version) available in English but also in other widely spoken languages in India, to make dissemination activities more inclusive and integrative, which will facilitate the sustainability of the project beyond the grant period. In this sense, NAAC called for the possibility of using the resources allocated to the sub-contracting for the final conference, which will not be physical but virtual. This originally pre allocated budget for event sub-contracting costs and dissemination materials, would be used for printing, editing and language translation of the Good Practices compendium.

The University of Barcelona must request the authorisation of this change in the budget for sub-contracting costs from the EACEA Project Officer. **For doing it so, it is necessary to have a budget** with the number of books needed in each of the languages required. This budget should be available quickly to be able to submit the request to the EACEA as soon as possible.

The University of Barcelona has informed NAAC that changes are being made to the authorisation and payment circuit of the EQUAMBI project. These changes are being made to cope with new staff changes at the University and to streamline the circuits for transferring project funds to partners. It is expected to be operational before the end of June.

The University of Barcelona has informed NAAC that must justify all the days invested in the project, since, due to the pandemic and new needs (such as the Good Practice compendium), NAAC has had additional involvement to that initially foreseen in the project. The University of Barcelona, as coordinator of the project, has mechanisms to manage a small part of the project resources that can rebalance the asymmetric efforts made. To do so, it is necessary that NAAC justifies these staff costs appropriately, through the correspondent Time Sheets and Joint Declarations with the appropriate level of detail of the work done.

With no further topics to discuss, the meeting was concluded at 10:45 CEST – 14:15 IST.