

Minutes of Steering Committee Number 4 of ERASMUS+ FSAMP Project

561989-EPP-1-2015-1-UK-EPPKA2-CBHE-JP - ERASMUS+ CBHE

8th-10th June 2017.

Held at the Aerostar Hotel in Moscow.

- Preliminary agenda attached (Appendix A).
- Attendance list attached (Appendix B).
- All presentations will be available on the website.

Meeting was opened at 11.00

The following items were discussed:

1: Presentation on the current state of the programme and the potential of the portal was made by David Campbell. The aim is that the Portal is launched with preliminary materials for the start of the new academic year – September 1st.

2: Work-groups discussed and agreed the Course descriptions for the first two modules in Block 1 – Introduction to aviation activities and Management systems in the Aviation sector.

Apart from a few minor changes, it was agreed, where possible, that

- the modules should be shorter to facilitate delivery (this includes the first module which will be retitled “Introduction to the Aviation Sector: Engineering, Business, Law”);
- the core modules (block 1) should be standard for all HEIs delivering the programme standard assessments.

It was agreed that Seitberto (UPV), Tatiana (DVFU), Levan (MPEI) and David (Kingston) and a representative of Tashkent relook at the approach to teaching statistics and data management in the course so that a basic introduction covering the use of statistical instruments is covered in the Management Systems module and a more in-depth applied approach is developed for use in the Block 2 profiles.

Petr (DVFU) offered to circulate a procedure from his University on establishing joint project work to be used as part of the agreement on joint delivery and to define the project tasks to be used in the “Management systems in aviation” module.

The agreed long descriptions of the “Introduction to the Aviation Sector: Engineering, Business, Law” and “Management systems in aviation” are included in Appendix C.

3: The Course description for the Block 1 module “Human factors in aviation” was discussed and agreed in principle, with a deadline for further changes established by 1st July. A commission consisting of PW and DC (Kingston), LF and AO (Ulyanovsk) and GC (Rome) is responsible for agreeing the final content.

The long description of the “Human factors in aviation” as agreed in principle is included in Appendix D.

4: Tasks relating to the development of course material for each of the modules were allocated and are distributed in Appendix E.

5 Presentations on the content of the Block 2 profiles – “Air worthiness and certification’ and “Flight operations” were given by Yuri (Samara) and Leonid (Ulyanovsk). It was agreed that the short descriptions of modules will be developed by 1st July. The presentations are accessible on the project site.

6: Peter (Kingston) introduced the process of programme approval and validation. It was agreed that the visits by EU staff to the partners in the autumn be used to launch the core modules in each of the partners to allow, where possible the introduction of the programme by the beginning of 2018.

A working group consisting of Tatiana (DVFU), representatives of Samara, Ulyanovsk and Uzbekistan will draft an agreement on joint delivery between the partners including the structure of the course committee, recognition procedures and project outlines. Main principles to be agreed by 1st July. David to coordinate.

7: A discussion was held on the promotion of the new programme. It was agreed to develop a programme logotype, advertising brochure, promotion film and a plan of events and publications to be used for promoting the programme. An outline of materials to be produced by 1st July.

8: The minutes of the previous steering committee (27-28th October) were reviewed. The main issue outstanding was the visit of staff to Rome. It was agreed that this would be rescheduled to September with the final date and content agreed by 1st July.

9: Planning for the visits of EU staff to the partner universities in Russia and Uzbekistan were discussed. Each partner will be visited for two weeks with the delivery of lectures, seminars and the conduct of consultations over the programme and programme delivery. It was agreed that UPV will visit DVFU. The other visits will be finalized by 1st July.

10: The project quality and dissemination plans were discussed. Partners were reminded that they should actively place material about the project on their own site, link the project site to the partner sites and provide the project site with relevant news. It was agreed to compile a plan of events by year end at which the results can be disseminated and finalise the plans for the project workshops and conference by the next steering committee. The quality and dissemination plans are in attachments F&G.

11: A short financial report was submitted which noted that the project was within budget. It was agreed to replan the budget for the final year to allow for the organization of a Student summer school in Samara (as proposed by Samara) by either reducing the number of students visiting the EU or the length of their visit.

12: Next meeting. It was agreed that the next meeting of the Project Steering Committee will take place in Vladivostok at the end of October. Final date to be agreed by 1st July.

Appendix 1: Agenda – Project Steering Committee 8th – 10th June 2017 Moscow

	Time	Issue	Expected result
Thursday: 8th June	1030-1130	Presentation and discussion on programme structure and role of Flight safety portal	Joint understanding of programme structure and role of portal as introduction to agreeing the Full description of module.
	1130 - 45	Coffee break	
	1145 - 1400	Working groups for developing modules in first block – presentation of module short descriptions 1: Introduction to the aviation sector including business economics and legislation – Giuliano to lead. 2: Management systems for the aviation sector – David and Suitberto to lead 3: Human factors – Paul to lead	Presentation of module short descriptions and agreement Agreement of Intended learning outcomes Agreement on course content (lectures) Teaching, learning and assessment strategy Plan for production of teaching materials Draft module description is attached.
	1400-1500	Lunch	
	1500-1600	Presentation on the processes of programme approval and management – Peter Reports from partners on plans for programme delivery and discussion on the process of programme launch	Develop the principles of “Agreement on Programme delivery»
	1600-1620	Coffee break	
	1620-1800	Work groups: 1: Establishing the programme committee and processes of joint recognition 2: Developing the approach to project work	Agreement of structure of programme committee and principles of joint recognition and project work.
	Friday 9th June	0900-1100	Working groups for developing the profiles – presentation of the content of profiles 1: Airworthiness - Giuliano to lead 2: Flight operations - Suitberto and David to lead
1100-1130		Coffee break	
1130-1300		Continuation of work of working groups	
1300-1400		Lunch	
1400-1530		Working groups: 1: Marketing and promotion 2: Project results dissemination plan	Development of plans for marketing and promotion of the programme and project dissemination plan.
1530-1600		Coffee break	
1600-1700		Working groups for selective modules	

	1700-1800	Reports on work of Working groups. 1: Course committee structure 2: Principles of joint recognition and project work 3: Marketing and programme promotion 4: Project dissemination plan	Approval of plans of working groups
	1900	Dinner	
Saturday 10th June	0900-1100	Review of previous minutes and events Planning visits of EU lecturers to Uzbek and Russian Universities	Approval of plan
	1100-1130	Coffee break	
	1130-1300	Planning production of training material Finance account Closing comments	Approval of plan

Appendix 2: Attendance list at Project Steering Committee Moscow 8-10th June 2017

No	FAMILY NAME and first name	Institute	Function at Institute
1	KHOLMATJANOV Bakhtiyar	National University of Uzbekistan	Senior lecturer (meteorology)
2	ABDUJABAROV, Nuriddin	Tashkent State Technical University	Lecturer, Aircraft construction
3	SAGDIEV, Tulkun	Tashkent State Technical University	Lecturer, Aircraft construction
4	KISELEV, Iurii	University of Samara (former Samara Aerospace University)	Senior lecturer, Aeroengineering
5	KUZNETSOV, Petr	Far Eastern Federal University (Vladivostok)	Vice Dean for development of Engineering School
6	SHKARINA, Tatiana	Far Eastern Federal University (Vladivostok)	Senior lecturer
7	FEDOTOV, Leonid	Ulyanovsk Institute of Civil Aviation	Head of Scientific Research
8	OLENEV, Alexey	Ulyanovsk Institute of Civil Aviation	Pro-Rector for Investment and Innovation
9	COPPOTELLI, Giuliano	University of Rome	
10	CABRERA GARCIA, Suitberto	University Polytechnic of Valencia	
11	BYSTROV, Dmitry	Tashkent State Technical University	Head of International department
12	CAMPBELL, David	Kingston University	Project manager
13	BARRINGTON, Peter	Kingston University	Head of Department of Aerospace Engineering
14	WAGSTAFF, Paul	Kingston University	Senior Lecturer
15	KULIK, Irina	Moscow Power Engineering Institute	Head of International Department
16	MILYUKOV, Igor	Moscow Power Engineering Institute	Senior Lecturer
17	SOKOLOV, Julia	Moscow Power Engineering Institute	Interpreter
18	DVOYNIKOV, Alexandr	TsAGI	Head of European Projects
19	BAZHENOV, Sergey	TsAGI	Head of Flight Safety Programme
20	TABUROV, Vladimir	To assist with programme promotion and dissemination	

