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Minutes of the 5th Steering Committee Meeting

Project title: “Enhancing capacity of universities to initiate and to participate in clusters development on innovation and sustainability principles” (UniClaD)

Reference number: 609944-EPP-1-2019-1-LT-EPPKA2-CBHE-JP

Date: 29th of October 2021.

Venue: Scientific and methodology center of higher and pre-higher education, Kyiv, str. Smilyanska, 11 / Zoom (Hybrid format)

Participating partners:

- Kaunas University of Applied Science
- University College for Agrarian and Environmental Pedagogy
- Federal Institute of Agricultural Economics and Mountain Research
- University of Valladolid
- University of Debrecen
- Mediterranean Agronomic Institute of Bari
- Poznan University of Life Sciences
- SMC Higher and pre-higher education SMC
- "Ukrainian Food Valley" Public Union
- Central Ukrainian National Technical University
- Poltava State Agrarian Academy
- Lviv National Agrarian University
- Bila Tserkva National Agrarian University
- Comrat State University
- State agrarian university of Moldova
- Trade Company “Terafix” LLC
- Azerbaijan Technical University
- Institute of steppe agriculture of the National academy of agrarian sciences of Ukraine

Moderator of the meeting: Irma Servaitė, project coordinator

Minute takers: Olga Getya, Ludmila Stepura (SMC HPHE)

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1. Agenda

Minutes of the Online Steering Committee Meeting

“Enhancing capacity of universities to initiate and to participate in clusters development on innovation and sustainability principles” (UniClaD)

No.: 609944-EPP-1-2019-1-LT-EPPKA2-CBHE-JP

Date:	29 th of October, 2021 (EET 09:30-17:00). (Brussels 8:30-16:00)
Venue:	Host: Scientific and methodology center of higher and pre-higher education (Moderator: Irma Servaitė)

09:30-09:45 Welcome speeches

Tetiana Ishchenko, director of HPHE

Irma Servaitė, project coordinator, KUAS

Svitlana Shytikova, director of the National Erasmus office in Ukraine

09:45-10:30 Project Progress Report. Communication Within the Consortium, Irma Servaitė, KUAS, Lithuania.

10:30-10:45 Discussion.

10:45-11:00 Coffee break

11:00 – 12:30 Reports of Activities Done by Partners: Purchased Equipment, Established Expertise Centre, Created Work Team, Launched Pilot Project, Local Meetings With Stakeholders, Dissemination Activity

12:30-13:00 Lunch

13:00 – 13:40 An Update on Expertise Centre and Pilot Project: a Review, Leticia Chico Santamarta, UVA, Spain and Istvan Komlosi, UD, Hungary

13:40 – 14:10 Quality Insurance Within the Project. Quality Evaluation of First Reports Presented by Partners Related to the Implementation of The Pilot Projects, Ludmila Stepura, HPHE, Ukraine

14:10-14.30 Revision of the Legal Documents for Expertise Centres Provided by Every Partner; Templates of the Post Cards, Izabela Lipinska, PULS, Poland

14:30-14.50 Coffee break

14:50-15.20 Work Plan for Next 6 Months Period, Olga Getya, HPHE, Ukraine

15:20-15:50 Study Tours Planning, Emmanuela Montenegro, Lamberto Lamberti and Noureddin Driouech CIHEAM Bari, Italy

15:50-16:45 Planning of the Development of the Training Modules, Veronika Hager and Sabin Kahrer, UCAEP, Austria

16:45-17:00 Closing Remarks, Irma Servaitė, KUAS, Lithuania

2. Minutes

The project coordinator *Irma Servaitė (KUAS)* greeted the participants, summarized the results of the workshop held during the previous days and presented the agenda of the meeting.

In her greeting speech *Tetiana Ishchenko, director of SMC HPHE* spoke about the importance of the UniClaD project for the Institution. She thanked the National Erasmus office for the help and support provided by it not only for the implementation of the project but also for their participation in other activities carried out by SMC HPHE.

The meeting participants were greeted by *Svitlana Shytikova, director of the National Erasmus+ office in Ukraine*, who highlighted the importance of this meeting, exchange and learning of experience for the further project development. She promoted the new priorities of the Erasmus+ programme that are based on the synergy and previous cooperation of partners and are aimed to the development of smaller cooperation projects to larger ones. These priorities give three opportunities strands to participants of the programme: 1) support of new comers, 2) innovations, cooperation with business for innovative transformation, 3) structural reforms in the higher education at the national level. In the end of her speech she thanked the project coordinator Irma Servaite for a fruitful cooperation.

Project Progress Report. Communication Within the Consortium, Irma Servaite, KUAS, Lithuania.

The project coordinator *Irma Servaite* presented a project progress report. Activities already performed were identified, as well as activities that were delayed. She attracted the attention to the Internal progress report indicating that all partners don't present it at due time and indicated the deadline for the submission of the next Internal report that is the **30th of November 2021**.

She informed the meeting participants about the extension of the project until the 14th of January 2024. The new date for the project mid-term report to EACEA is the 14th of January 2022. All partners should send the required documents to the coordinator by **December 2021** for preparing the general report. She indicated that the documents requested by June 2021 (as the previous date of mid-term report was the 15th of July 2021) were not provided by the partners, nevertheless it is a contractual obligation.

Also, Irma Servaite gave the analysis of the budget expenses by the partners. She reminded the scheme of the communication within the project and made an emphasis on its importance.

Discussion

Answering the questions Irma Servaite promised to revise the state of documents reported by every partner and to indicate the missing information.

Reports of Activities Done by Partners: Purchased Equipment, Established Expertise Centre, Created Work Team, Launched Pilot Project, Local Meetings With Stakeholders, Dissemination Activity

Larysa Salo, CUNTU, Ukraine presented the activities done within the project by her university together with their partner ISA NAAS during 2020 – 2021. The equipment foreseen by the project was and installed at the university. Two rooms were allocated for the creation of the Expertise center (office and laboratory), its Regulation and the working team were adopted by the Order of the rector. The topic for the pilot project "Optimization of technology elements for growing the spring barley

seeds in the Steppe of Ukraine” is defined and first steps required by the Road map are done. The Memorandum with the first cluster in the region “Organic step” was signed and the second pilot project is foreseen in the perspective.

Tetiana Kapitalova, PSAU, Ukraine started her presentation with two short movies presenting the cooperation of the university with its partner institution – Dobro-Kraft farm and the inauguration of the expertise center held on the 18th of October. She presented the team involved in the implementation of the project. The equipment was purchased and installed, the first experiments within the Expertise center were launched, two first experimental products: soft goat cheese and yogurt were obtained.

Discussion

Answering the questions of *Istvan Komlosi, UD, Hungary* Tetiana informed that master and PhD students are actively involved to the experimental works carried out by the Expertise center, the topics for master and PhD theses are defined as well. It is foreseen that the Expertise center will provide the training for external actors that should be a source of its income and condition for its sustainability after the end of the project. The creation of a special university brand for the Center’s production could be envisaged.

Answering the question related to the realization of the “Road map” for the pilot project implementation, asked by *Irma Servaite, Tetiana* responded that all required documents were provided but with some delay.

Leticia Chico-Santamarta, UVA, Spain, noticed that she had received the documents from some partners but none had sent the complete information that was asked.

Olga Ishchenko, LNAU, Ukraine informed that the equipment for the Expertise center had been purchased by the university, but some balance of 2 000 Euros remains, so the additional equipment will be bought. The Expertise center was not inaugurated yet but the legal framework for its launching and functioning were prepared. The research team and the objectives of the pilot project were defined as well. Its overall purpose is to make popular the initiative of agro-touristic clusters in the region, to contribute to the development of local communities. Besides this promotional work it is foreseen to contribute to the restoration of natural mushrooms habitat. She spoke also about the promotional activities such as meeting with local actors: representatives of ecology and tourism departments of the State administration of Lviv region, stakeholder from other Carpathian regions.

Discussion

Answering the question of *Ludmila Stepura, HPHE, Ukraine* related to the applied research component of the pilot project, *Bogdan Krektun, LNAU, Ukraine* explained that it consists first: in the integration of agro-tourism into the sustainable agricultural activity; second: in the study of mushrooms and berries properties for being consumed as a functional food.

Istvan Komlosi, UD, Hungary remarked that food that the similar research related to functional food are carried out by researchers and PhD students of its university, so the assistance in this kind of works could be provided.

Study Tours Planning, Emmanuela Montenegro, Lamberto Lamberti and Nouredin Driouech CIHEAM Bari, Italy

Speaking about the planning of the study tours *Lamberto Lamberti* presented their overall objective: Support of the UniClaD consortium partners in the development of Agri-food clusters in Moldova, Ukraine and Azerbaijan. This objective can be realized through the following activities organized

within the study tours: Presentation of agrifood clusters; Focuses on clustering processes, financial issues, academic support; Visits, meetings and interviews; Reflections and lessons learned. *Mr. Lamberti* presented the distribution of the study tours among the partners according to the project application and the planning of first study tours together with financial, administrative and organizational issues.

Discussion

Irma Servaite noticed that the first study tour will be more focused on universities and aimed at the benefit for them, the second tour will be more focused on enterprises, the third study tour will be summarizing. She added that the study tours will be organized for two years instead of three as it was initially foreseen because of the pandemic situation. Finally, every EU partner will receive two groups for study tours, but the number of travels for UA, MD and AZ partners will not change. All partners agreed this proposal and the decision to inform EACEA about this modification was taken.

Continuation of the Reports of Activities Done by Partners

Matanat Pashayeva, AzTU, Azerbaijan, presented the activities carried out by her university within the project: the creation of the Expertise centre was approved by the Academic council of the University, the research team was appointed, the “Road map” was developed and the work with the sub-contracting organization was launched. The equipment was purchased but not installed yet as the room for the Expertise centre should be ready by the end of this year. The pilot project is defined and its first draft was elaborated with the assistance of UD. The target beneficiaries of the project will be small farms and households. The topic of the project was decided in the results of the consultations with the Ministry of agriculture. The dissemination activities are carried out through the University website, social networks and due to the participation of the sub-contractor.

Discussion

Answering the questions of *Istvan Komlosi, UD, Hungary*, *Matanat Pashayeva* confirmed that the IT PhD students are actively involved to the implementation of the research project. Also, she confirmed that the research work had already been launched, the soils samples from different regions were analysed, the data of meteorological events were cumulated and transferred to the Ministry of agriculture.

Olga Varchenko, BNAU, Ukraine, informed the meeting participants that all the equipment for the project implementation had been purchased. The Center of innovations in the agricultural entrepreneurship and the Laboratory of ichthyology were created at the University. In spite of the absence of partner institution, the University managed to attract 12 stakeholders, including two fish farms and one big rural community interested in the project. Several meetings and workshops were organized with stakeholder. It is planned to create in the Centre a data base of researchers related to the area of its activity. This data base will be used for PhD and students’ research works. She spoke also about the dissemination activity carried out by the University to promote the project.

Discussion

Istvan Komlosi, UD, Hungary, suggested to all UA, MD and AZ partners to organize a kind of competition among the students to generate the best ideas for the launching of start-ups in future as it was declared in the application.

Anatoliy Kartashev, CSU, Moldova, introduced new members of the project team appointed by CSU. Then he reported the purchase of the equipment in the framework of the project, two round tables,

edition and approval by the University Senate the legal framework for the Expertise center. He confirmed the main activities that will be carried out within the pilot project: Research on nutritional diets of high-yielding cows; Choosing the research methods.

Discussion

Answering the question of the project coordinator Irma Servaite, Anatoliy assured that in spite of the changing of the project management at the university the contacts with the partner organization Oloi Park / SANA remain at due level and the pilot project will be implemented commonly.

Larisa Caisin, SAUM, Moldova informed that the university followed the work plan established within the project. On the 11th of June 2021 the legal framework for the launching of the Expertise center was adopted by the University Senate. One part of the equipment was already purchased and the laboratory of milk and meat quality was equipped. But another part of the equipment, the feed line has not been purchased yet because of price and delivery problems. The possibility to replace this machine with other equipment is under consideration. Also, she indicated that the university plans to launch the pilot project in the beginning of November 2021. The agreements with three stakeholders (private enterprises) are signed.

Discussion

Irma Servaite remarked that if a larger part of the equipment was already bought, the other part can be bought next year.

An Update on Expertise Centre and Pilot Project: a Review, *Leticia Chico Santamarta, UVA, Spain and Istvan Komlosi, UD, Hungary*

Leticia Chico Santamarta and *Istvan Komlosi* presented the draft of main activities aimed at the implementation of the expertise center objectives. For the practical training of students it is suggested: to launch discussion with EU partners revising opportunities/ideas, to develop of some training courses, to launch online activities; for the transfer of technologies: to develop a manual with the technologies and a user friendly documents; for common development of services such as advisory services: based on experts in Expertise Center to develop a document to state key expertise for further advisory service; for supporting of start-ups: to discussion ideas with EU partners, to organize workshops by EU partners on the topic; to develop guidelines for Start-ups and service, and to prepare of workshop for local development. Also, they proposed the list of progress indicators for achieving these purposes. Leticia also made an accent on the necessity to carry out promotional work.

Discussion

Natalia Mayevska, Food Valley, Ukraine noticed that the promotional activity should be regular in order to achieve the target effect. The publication is a good tool for sharing the information about the activities of the Expertise centers. She suggested to use business editions where it is easier to publish materials than in scientific editions. As the Food Valley has a good experience in the promotional work it can provide an assistance for this activity.

Istvan Komlosi, UD, Hungary remarked that all possibility for the project promotion should be used and the proofs should be carefully stired by all partners in order to be presented for the reports.

As a leader of WP 4 *Noureddin Driouech, CIHEAM-IAMB, Italy* indicated that for the dissemination two categories of stakeholders should be taken into account: internal stakeholders (within the project) and external stakeholders. Also, he informed that three channels for the dissemination of the project results had been created: Facebook, Twitter and Website. All partners should publish their information regularly that will help to feed the Newsletters with the information.

Leticia Chico-Santamarta, UVA, Spain, expressed her gratitude to those who had contacted her and had sent the documents related to the pilot project according to Tasks 1 and 2, even none had submitted the complete information. She proposed to postpone the date of the completion of pilot projects to December 2022 instead of October 2022 as it was foreseen in the Road map. Until mid-December all partners should submit the corrected and completed documents related to Task 1 and 2 + Task 3. But before it a series of meetings with every UA, MD and AZ partner will be organized separately during first weeks of November in order to discuss the situation with the pilot project and to help them to perform the tasks foreseen by the Road map.

Istvan Komlosi, UD, Hungary, indicated that all evidences of activities related to the indicators, to the contacts with enterprises as well as the pilot projects results that can be applied by enterprises should be presented in the report.

Quality Insurance Within the Project. Quality Evaluation of First Reports Presented by Partners Related to the Implementation of The Pilot Projects, *Ludmila Stepura, HPHE, Ukraine*

Speaking about the quality management within the project *Ludmila Stepura* presented its main aim, that consists in ensuring and improving of monitoring, evaluation and controlling of all relevant structures, processes, output and outcome of the cooperation. For the realization of this objective the quality management strategy was developed. She listed the activities that should be evaluated according to the Quality plan. One of these activities is Pilot projects. After having presented the qualitative and quantitative indicators developed for the assessment of Tasks 1 and 2 of the Pilot projects, she did the analysis of all documents related to these tasks provided by the partners. *Ludmila Stepura* concluded that the following parts should be revised: Definition of the overall aim and objectives of the project linked to actions to be taken and expected outcomes; Preparation of a detailed time plan of the project; Aim and Objectives Consultation with partner institution; Detail the research team and students involved in the project, tasks assigns to each of them within the project and evidence of registration to the courses at the Universities. Finally she proposed to define the deadline for resubmitting the improved documents.

Discussion

In her comment *Leticia Chico Santamarta* remarked that the purpose of the first individual meeting with partners is to provide them the feedback related to their pilot projects and to explain how the provided documents could be approved. As for the deadline she reminded the 15th of December 2021, until this date Tasks 1 and 2 should be improved and the Methodology that is the following task should be developed.

Revision of the Legal Documents for Expertise Centres Provided by Every Partner. Templates of the Post Cards, *Izabela Lipinska, PULS, Poland*

Izabela Lipinska shared with the meeting participants the status quo of legal documents developed by the partner for launching and functioning of the Expertise centres and gave some comments related to every document constituting the legal framework. This package of documents will consist in three parts that represent three levels of regulation: 1) rules and provisions applicable for all UA, MD and AZ partners; 2) rules and provisions applicable at national levels and 3) rules and provisions specific for every university and every cluster. She remarked that it can differ from country to country and from university to university depending on national and internal regulation. The status of completion of this legal framework is also different at different partners as it was reflected in the presented tables. The next step should be the preparing of post cards for staff working at the Expertise centres: head, secretary, researcher, student-researcher, projector and executor.

Discussion

On the remark of *Irma Servaite Izabela* conformed that the post card is in fact the work description and there is no established template for it.

Work Plan for Next 6 Months Period, *Olga Getya, HPHE, Ukraine*

In her presentation *Olga Getya* highlighted the main activities that are foreseen for the next period of the project implementation. These activities are: launching of study tours to EU countries (winter – spring 2022), completion of the legal framework and launching of the work of the Expertise centres, realization of the pilot projects according to the developed Road map, launching of new courses for master and PhD students in line with the project aims (statistics, project development, econometrics, modules aimed to up-to-date challenges: climate changes, food security, fight against poverty). The last activity should include: definition of a course or training modules, definition of didactic materials to be developed, creating working groups to develop each course and study material, elaboration of pedagogical support for the elaborated training courses: guides, manuals, films, e-learning courses. Also *Olga* mentioned the necessity to use all opportunities for the promotion of the project.

Planning of the Development of the Training Modules, *Veronika Hager and Sabin Kahrer, UCAEP, Austria*

Veronika Hager mentioned that according to the application the students for AU, MD and AZ should go to EU countries for four weeks trainings. In the same time students from EU should go to MD, UA and AZ for participating in the work of the Expertise centres. She proposed to appoint a person from every university responsible for the students mobility and to develop strict programme before launching it. She designed the frameworks of the students mobility organization for sending and hosting institutions and proposed to organize the first coordination meeting in December 2021.

The second part of her presentation was devoted to the development of special courses for master and PhD students. *Veronika* demonstrated the vote results of the partners, they all had voted for the development of new modules for up-dating existing courses. As for the votes of the modules topics, first modules that gained the most votes is Project management, the second is Climate changes and sustainable development. She informed that she was working on the manual devoted to the project management and was ready to send it to the partners as soon as it is finished. The second concrete idea comes from the Ukrainian university and concerns the improvement of the course devoted to the sustainable development. On the request of the project partners she proposed to organize the workshop devoted to the green pedagogy.

Closing remarks

Closing the meeting the project coordinator *Irma Servaite* gave some explanations regarding the use of the project budget especially for the mobility. She showed two tables: 1st presents the distribution of mobilities as it was indicated in the application form and 2nd presents some modifications in the mobilities related to the pandemic situation and the extension of the project for one year. She notices that this modification didn't make impact on the number of travels. She also indicated that the destinations should correspond to those indicated in the application.

Klaus Wagner, BAB, Austria, thanked Irma to the organization and the meeting and for the work in general and expressed his optimism about the future of the project.

Finally, *Irma* thanked all for the work and delivered the Certificate of attendance in the workshop and the steering committee meeting.

Decisions

No.	Decisions / Tasks	Responsible person, institution	Deadline
1.	Individual meeting with UA, MD and AZ partners devoted to the discussing of the situation of the Road map for the pilot projects realization and for helping them to improve the results of Task1 and 2 and to prepare Task 3.	UVA, UD	November 2021
2.	Submitting of the results of the implementation of Tasks 1, 2 and 3 (Methodology) of the Road map for the pilot projects realization.	UA, MD and AZ partners	15 th December 2021
3.	Completing the document package of the legal framework for clusters functioning and development of post cards	UA, MD and AZ partners under coordination of PULS	30 th November 2021
4.	External Mid-term report to EACEA (technical content report)	All partners under the coordination of KUAS	All required information provided by partners by 15 th December
5.	Organizing of two study tours cycles instead of three: every EU partner will receive the groups from UA, MD and AZ coming for the study tours twice but the number of travels foreseen for partner countries will not change.	All partners	During 2022 - 2023
6.	Study tours to EU partners for representatives of MD, UA and AZ institutions	KUAS, PULS, BAB, UD, UVA, CIHEAM-Bari, UCAEP	Winter-spring 2022
7.	First coordinating meeting devoted to students mobility	All partners under coordination of UCAEP	December 2021
8.	First coaching meeting for launching the work on the development of the training modules	All partners under coordination of UCAEP	22 nd November 2021 14-16.00 CET
9.	Workshop devoted to the green pedagogy	UCAEP	January 2022
10.	Next workshop and Steering committee meeting in Moldova or Azerbaijan	All partners under the coordination of KUAS	May – June 2022



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3. List of participants

Meeting title: Project Partners Meeting

The purpose of the activity: to discuss upcoming project activities and set up action of plans for period 2021 11 01 – 2022 04 30.

Dates: 29st of October 2021

Venue: Hybrid format: Physical meeting + Zoom Video Communications

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Representative from the receiving organisation: name, surname and position

Signature _____



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4. Pictures









