

## WORKPLAN

Please use the model provided. Applicants are expected to complete a one-page work plan for each project year.

For each year of your project proposal, please complete a work plan indicating the deadlines for each outcome and the period and location in which your activities will take place. Please create additional work plan tables if further space is needed.

The same reference and sub-reference numbers as used in the logical framework matrix must be assigned to each outcome and related activities.

Activity carried out in the Programme Country: = (E.g. activity in France for two weeks in the first month of the project 2= under M1)

Activity carried out in the Partner Country (ies): X (E.g., activity in Tunisia for three weeks in the second month of the project: 3X under M2)

### WORKPLAN for project year 1

| Activities            |   | Total duration (number of weeks) | OCT17 | NOV17 | DEC17 | JAN18 | FEB18 | MAR18 | APR18 | MAY18 | JUN18 | JUL18 | AUG18 | SEP18 |
|-----------------------|---|----------------------------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| Ref.nr/<br>Sub-ref nr | Title   |                                  |       |       |       |       |       |       |       |       |       |       |       |       |
| 1                     | <b>Revision of internships and Learning Outcomes from BA and MA agrarian management programs</b>                  |                                  |       |       |       |       |       |       |       |       |       |       |       |       |
| 1.1                   | Comparison of learning outcomes in agrarian management studies between PCs and EU partners                        | 16                               | X=    | X=    | X=    | X=    |       |       |       |       |       |       |       |       |
| 1.2                   | Learning outcome and competence based harmonization of selected agrarian management courses in line with Bologna  | 28                               |       |       | X=    | X=    | X=    | X=    | X=    | X=    | X=    |       |       |       |
| 1.3                   | Approval of revised curricula by institutional authorities and introduction of changes in 2018-2019 academic year | 40                               |       |       | X     | X     | X     | X     | X     | X     | X     | X     | X     | X     |
| 2                     | <b>Teaching methodology, tools &amp; infrastructure updated</b>   |                                  |       |       |       |       |       |       |       |       |       |       |       |       |
| 2.1                   | Training on distance learning key competences, competence-based approach and practice-based education             | 24                               |       |       |       | X     | X     | X     | X     | X     | X     | X     |       |       |
| 2.2                   | Elaboration of videos and MOOCs   | 16                               |       |       |       |       |       |       |       | X=    | X=    | X=    | X=    |       |
| 2.3                   | Use of new teaching tools & methodology   | 4                                |       |       |       |       |       |       |       |       |       |       |       | X     |
| 3                     | <b>Quality monitoring control and evaluation</b>  |                                  |       |       |       |       |       |       |       |       |       |       |       |       |
| 3.1                   | Cross-package appraisal & QA system for internships   | 6                                |       |       |       |       |       |       |       |       | X=    | X=    | X=    |       |
| 3.2                   | Internal monitoring and peer review   | 4                                |       |       | X=    |       |       | X=    |       |       | X=    |       |       | X=    |
| 3.3                   | External Review   | 4                                |       |       |       |       |       |       |       |       |       |       | X=    | X=    |
| 4                     | <b>Dissemination and Exploitation</b>   |                                  |       |       |       |       |       |       |       |       |       |       |       |       |
| 4.1                   | Development and maintenance of project website  | 12                               | X     | X     | X     | X     | X     | X     | X     | X     | X     | X     | X     | X     |

|     |  |    |    |    |    |    |    |    |    |    |    |    |    |    |
|-----|--|----|----|----|----|----|----|----|----|----|----|----|----|----|
| 4.2 | Round tables, job fairs, national conferences in 3Cs to raise awareness of project activities, ECQIP and future outcomes | 4  |    |    |    | X  | X  |    |    |    |    |    | X  | X  |
| 4.3 | Development of ICT platform for works' placement in agrarian/farm sector and data collection                             | 12 |    |    |    |    |    |    |    |    |    | X  | X  | X  |
| 5   | <b>Project management</b>  |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 5.1 | Kick-off meeting and project management meetings   | 4  |    | =  |    |    |    | X  |    |    |    |    | X  |    |
| 5.2 | Elaboration and approval of Steering Communication Plan Dissemination and QA plan and creation of Steering Committee     | 12 | X  | X  | X  |    |    |    |    |    |    |    |    |    |
| 5.3 | Project financial and administrative management  | 12 | X= | X= | X= | X= | X= | X= | X= | X= | X= | X= | X= | X= |

## WORKPLAN for project year 2

| Activities            |   | Total duration<br>(number of weeks) | OCT18 | NOV18 | DEC18 | JAN19 | FEB19 | MAR19 | APR19 | MAY19 | JUN19 | JUL19 | AUG19 | SEP19 |
|-----------------------|---|-------------------------------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| Ref.nr/<br>Sub-ref nr | Title   |                                     |       |       |       |       |       |       |       |       |       |       |       |       |
| 2                     | <b>Teaching methodology, tools &amp; infrastructure updated</b>   |                                     |       |       |       |       |       |       |       |       |       |       |       |       |
| 2.2                   | Elaboration of videos and MOOCs   | 16                                  |       |       |       |       |       |       |       | X=    | X=    | X=    | X=    |       |
| 2.3                   | Use of new teaching tools & methodology   | 48                                  | X     | X     | X     | X     | X     | X     | X     | X     | X     | X     | X     | X     |
| 2.4                   | Piloting on national/international internship scheme  | 16                                  |       |       |       |       |       |       |       | X=    | X=    | X=    | X=    |       |
| 3                     | <b>Quality control</b>  |                                     |       |       |       |       |       |       |       |       |       |       |       |       |
| 3.1                   | Integration of QA system for internship scheme in partner HEIs  | 20                                  |       |       | X=    | X=    | X=    | X=    | X=    |       |       |       |       |       |
| 3.2                   | Internal monitoring and peer review   | 4                                   |       |       | X=    |       |       | X=    |       |       | X=    |       |       | X=    |
| 3.3                   | External Evaluation   | 4                                   |       |       |       |       | X=    | X=    |       |       |       |       |       |       |
| 4                     | <b>Dissemination and Exploitation</b>   |                                     |       |       |       |       |       |       |       |       |       |       |       |       |
| 4.1                   | Development and maintenance of project website  | 12                                  | X     | X     | X     | X     | X     | X     | X     | X     | X     | X     | X     | X     |
| 4.2                   | Round tables, job fairs, national conferences in 3Cs among key stakeholders to raise awareness of importance of ECQIP and project outcomes                  | 4                                   |       |       |       | X     | X     |       |       |       |       |       | X     | X     |
| 4.3                   | Development of ICT platform for works' placement in agrarian/farm sector and data collection and training on its use for partner country staff and students | 12                                  | X=    | X     | X     | X     | X     | X     |       |       |       |       |       |       |
| 4.4                   | Multiplier workshops and faculty training in farm data collection in 3Cs  | 4                                   |       |       |       |       |       |       |       |       |       | X     | X     |       |
| 5                     | <b>Project management</b>   |                                     |       |       |       |       |       |       |       |       |       |       |       |       |
| 5.1                   | Project management meetings   | 3                                   |       |       |       | X     |       |       |       | =     |       |       | X     |       |
| 5.3                   | Project financial and administrative management   | 12                                  | X=    | X=    | X=    | X=    | X=    | X=    | X=    | X=    | X=    | X=    | X=    | X=    |

### WORKPLAN for project year 3

| Activities               |  | Total duration<br>(number of weeks) | OCT19 | NOV19 | DEC19 | JAN20 | FEB20 | MAR20 | APR20 | MAY20 | JUN20 | JUL20 | AUG20 | SEP20 |
|--------------------------|--|-------------------------------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| Ref.nr/<br>Sub-ref<br>nr | Title  |                                     |       |       |       |       |       |       |       |       |       |       |       |       |
| 2                        | <b>Teaching methodology, tools &amp; infrastructure updated</b>  |                                     |       |       |       |       |       |       |       |       |       |       |       |       |
| 2.3                      | Use of new teaching tools & methodology  | 48                                  | X     | X     | X     | X     | X     | X     | X     | X     | X     | X     | X     | X     |
| 2.4                      | Piloting on national/international internship scheme   | 16                                  |       |       |       |       |       |       |       | X=    | X=    | X=    | X=    |       |
| 3                        | <b>Quality control and evaluation</b>  |                                     |       |       |       |       |       |       |       |       |       |       |       |       |
| 3.1                      | Implementation of QA system for work placements and monitoring on progress - evaluation Phase to phase                                     | 10                                  |       |       |       |       |       |       |       | X=    | X=    | X=    | X=    | X=    |
| 3.2                      | Internal monitoring peer review  | 4                                   |       |       | X=    |       |       | X=    |       |       | X=    |       |       | X=    |
| 3.3                      | External Evaluation  | 4                                   |       |       |       |       |       |       |       |       |       |       | X=    | X=    |
| 4                        | <b>Dissemination and Exploitation</b>  |                                     |       |       |       |       |       |       |       |       |       |       |       |       |
| 4.1                      | Development and maintenance of project website   | 12                                  | X     | X     | X     | X     | X     | X     | X     | X     | X     | X     | X     | X     |
| 4.2                      | Round tables, job fairs, national conferences in 3Cs to raise awareness among key stakeholders of importance of project outcomes and ECQIP | 4                                   |       |       |       | X     | X     |       |       |       |       |       | X     | X     |
| 4.3                      | Development of ICT platform for works' placement in agrarian/farm sector and data collection   | 1                                   | =     |       | X     | X     | X     | X     |       |       |       |       |       |       |
| 4.4                      | Multiplier workshops and faculty training in data collection at 3Cs  | 4                                   |       |       |       |       |       | X     | X     |       |       | X     | X     |       |
| 4.5                      | Edition and Publication of handbook with best practices and lessons learned  | 16                                  |       |       |       |       |       |       |       |       | X=    | X=    | X=    | X=    |
| 5                        | <b>Project management</b>  |                                     |       |       |       |       |       |       |       |       |       |       |       |       |
| 5.1                      | Project management meetings  | 3                                   |       |       |       | X     |       |       |       | =     |       |       | X     |       |
| 5.3                      | Project financial and administrative management  | 12                                  | X=    | X=    | X=    | X=    | X=    | X=    | X=    | X=    | X=    | X=    | X=    | X=    |
| 5.4                      | Financial audit and final report to EACEA  | 4                                   |       |       |       |       |       |       |       |       |       |       |       | =     |

## PART H - Work packages

Please enter the different project activities you intend to carry out in your project. Make sure that the information in this section is consistent with the project Logical Framework Matrix.

### H.1. Description of work packages, outcomes and activities

|  |   |  |  |            |
|--|---|--|--|------------|
| <b>Work package type and ref.nr</b>      | <b>PREPARATION</b>  | <b>1</b>   |  |            |
| <b>Title</b>                             | <b>Revision of internships and Learning Outcomes from BA and MA agrarian management programs</b>  |  |  |            |
| <b>Related assumptions and risks</b>     | <p>Continuous commitment of Ministry of Agriculture and/or Education on reforms towards Bologna (including endorsement of ECQIP) and its openness for bottom-up efforts and projects</p> <p>Public administration and teachers in third countries understand the importance of LOs and competence-based approach to education. Revised programs including internship schemes supported by MOEs and MHSSEc</p> <p>Risks: lack of understanding of importance of PBE and internship programs.<br/>Contingency: Intense dissemination strategy to raise awareness</p>  |  |  |            |
| <b>Description</b>                       | <p>As partner HEIs may have different understanding related to the development and implementation of internships, a special attention will be paid to analyze existing methodologies, practices addressing the achievement of learning outcomes and competencies and provision of internships in agricultural management studies. Consequently, current curriculum development issues will be tackled as well. The goal is to identify gaps and define a common terminology and methodological framework to implement internship schemes following European models and respecting ECQIP. TOPAS will seek to provide likewise a sustainable environment (including supportive infrastructure) to achieve the project results through WP2 to WP5.</p> |  |  |            |
| <b>Tasks</b>                             | <p>Comparison of internships and learning outcomes in agrarian management studies between PCs and EU partners</p> <p>Learning outcome and competence based harmonization of selected agrarian management courses in line with Bologna</p> <p>Approval of revised curricula by institutional authorities and introduction of changes in 2018-2019 academic year</p>  |  |  |            |
| <b>Estimated Start Date (dd-mm-yyyy)</b> | 15-10-2017  | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"><b>Estimated End Date (dd-mm-yyyy)</b></td> <td style="width: 50%; text-align: center;">15-10-2018</td> </tr> </table> | <b>Estimated End Date (dd-mm-yyyy)</b> | 15-10-2018 |
| <b>Estimated End Date (dd-mm-yyyy)</b>   | 15-10-2018  |  |  |            |
| <b>Lead Organisation</b>                 | WUELS assisted by SNAU, ANAU and AAI  |  |  |            |
| <b>Participating Organisation</b>        | All partner HEIs  |  |  |            |

|  |                                 |  |  |
|--|---------------------------------|--|--|
| <b>Expected Deliverable/Results/Outcomes</b> | Work Package and Outcome ref.nr | 1.1.   |  |
|  | Title                           | Comparison of internships and learning outcomes in agrarian management studies between PCs and EU partners   |  |
|  | Type                            | <input type="checkbox"/> Teaching material<br><input type="checkbox"/> Learning material<br><input type="checkbox"/> Training material                                   | <input type="checkbox"/> Event<br><input type="checkbox"/> Report<br><input checked="" type="checkbox"/> Service/Product |
|  | Description                     | During the preparation phase, EU partners and PC teams will collect course descriptors and assessment materials regarding internship programs and also Learning outcomes |  |

|                            |   |  |
|----------------------------|---|--|
|                            |   | from selected courses on agricultural management. The first meeting in Weihenstephan will serve to lay the basis for a comparative analysis of these tools and proposed a path for implementation of WP2 taking into account the different local contexts. |
|                            | Due date  | 31-01-2018   |
|                            | Languages   | English, Russian   |
| <b>Target groups</b>       | <input checked="" type="checkbox"/> Teaching staff<br><input type="checkbox"/> Students<br><input type="checkbox"/> Trainees<br><input type="checkbox"/> Administrative staff<br><input type="checkbox"/> Technical staff<br><input type="checkbox"/> Librarians<br><input checked="" type="checkbox"/> Other |  |
|                            | <i>Members of working groups in PCs and Ministries of Agriculture, Education</i>  |  |
| <b>Dissemination level</b> | <input type="checkbox"/> Department / Faculty <input type="checkbox"/> Local <input type="checkbox"/> National<br><input checked="" type="checkbox"/> Institution <input type="checkbox"/> Regional <input type="checkbox"/> International  |  |

|  |   |  |  |
|--|---|--|--|
| <b>Expected Deliverable/Results/Outcomes</b> | Work Package and Outcome ref.nr   | 1.2.   |  |
|  | Title   | Learning outcome and competence based harmonization of selected agrarian management courses in line with Bologna   |  |
|  | Type  | <input type="checkbox"/> Teaching material<br><input type="checkbox"/> Learning material<br><input type="checkbox"/> Training material   | <input checked="" type="checkbox"/> Event<br><input type="checkbox"/> Report<br><input type="checkbox"/> Service/Product |
|  | Description   | A second consortium meeting at WUELS will be organised to finalise a common framework for the implementation of internships to develop WP2 in each country taking into account the recommendations from EU experts during the kick-off meeting and work elaborated within WP1. |  |
|  | Due date  | 28-02-2018   |  |
|  | Languages   | English, Russian   |  |
| <b>Target groups</b>                         | <input checked="" type="checkbox"/> Teaching staff<br><input type="checkbox"/> Students<br><input type="checkbox"/> Trainees<br><input type="checkbox"/> Administrative staff<br><input type="checkbox"/> Technical staff<br><input type="checkbox"/> Librarians<br><input checked="" type="checkbox"/> Other |  |  |
|  | <i>Members of working groups in PCs</i>   |  |  |
| <b>Dissemination level</b>                   | <input type="checkbox"/> Department / Faculty <input type="checkbox"/> Local <input checked="" type="checkbox"/> National<br><input checked="" type="checkbox"/> Institution <input type="checkbox"/> Regional <input type="checkbox"/> International   |  |  |

## Deliverables/results/outcomes

|   |  |  |  |
|---|--|--|--|
| <b>Expected Deliverable/Results/ Outcomes</b> | Work Package and Outcome ref.nr  | 1.3.   |  |
|   | Title  | Approval of revised curricula by institutional authorities and introduction of changes in 2018-2019 academic year  |  |
|   | Type   | <input type="checkbox"/> Teaching material<br><input type="checkbox"/> Learning material<br><input type="checkbox"/> Training material                                   | <input type="checkbox"/> Event<br><input type="checkbox"/> Report<br><input checked="" type="checkbox"/> Service/Product |
|   | Description  | A general framework plan for development of internships in PCs will be finalised and presented to the educational authorities and approved by governmental institutions. |  |
|   | Due date   | 30-09-2018   |  |
|   | Languages  | Russian and other local languages  |  |
| <b>Target groups</b>                          | <input type="checkbox"/> Teaching staff<br><input type="checkbox"/> Students<br><input type="checkbox"/> Trainees<br><input type="checkbox"/> Administrative staff<br><input type="checkbox"/> Technical staff<br><input type="checkbox"/> Librarians<br><input checked="" type="checkbox"/> Other |  |  |
|   | <i>If you selected 'Other', please identify these target groups.<br/>           (Max. 250 characters) HE authorities, rectors, Ministries of Agriculture, Education</i>  |  |  |
| <b>Dissemination level</b>                    | <input type="checkbox"/> Department / Faculty<br><input checked="" type="checkbox"/> Institution   | <input type="checkbox"/> Local<br><input type="checkbox"/> Regional  | <input checked="" type="checkbox"/> National<br><input type="checkbox"/> International                                   |

Please copy and paste tables as necessary.

|                                      |   |          |
|--------------------------------------|---|----------|
| <b>Work package type and ref.nr</b>  | <b>DEVELOPMENT</b>  | <b>2</b> |
| <b>Title</b>                         | <b>Teaching methodology, tools &amp; infrastructure updated</b>   |          |
| <b>Related assumptions and risks</b> | Continuous institutional support and commitment of partner HEIs for the introduction of changes in curricula, spreading new practice-based teaching methods, and setting up quality assurance scheme for internships.<br>Resistance to change of teachers at third country HEIs. This risk should be limited in the selection process of candidates to be trained as multipliers (train the trainers) with regard to their competences and motivation.  |          |
| <b>Description</b>                   | In this WP, the infrastructure for implementation of practice-based education will be set up. Each partner country HEI will take the necessary steps to install the hardware and software equipment needed to support the formation of young FL teachers in the use of MOOCs and interactive teaching methods (like case-studies and other activities described in 2.3). Each of these institutions will set up innovative practice-based methodologies according to their own priorities and needs.<br>In order to secure the best possible conditions for delivering PBE a crucial activity within this WP is the train-the-trainer sessions for 60 young teachers in partner HEIs. Our action research method (video recording/ flipped classroom, peer to peer, etc.) will guide the acquisition of the equipment. The project will provide basic equipment (10 pcs, printers, copy machine, software) as well as a rich-learning environment with e-books, access to journal, online dictionaries, etc. The IT department of HSWT will coordinate the effective integration of virtual platforms in third countries. |          |

|  |  |  |            |
|--|--|--|------------|
|  | Within this WP training will be provided for selected staff with adequate English or German language skills to be organised both in EU and third countries. In a second phase in Year 2 and 3, teachers will participate in a two-week intensive program in EU supervising student and learning farm management practice from the field as well as for some of them learning how to use digital technology for teaching purposes. A last phase of development is the piloting of internships of 2 months for 4 students per HEI in year 2 and 3 (total 48). The testing phase will be peer reviewed by EU experts from partner HEIs. Thereafter results will benefit other 60 teachers and around 1200 agricultural management students. |  |            |
| <b>Tasks</b>                             | Training on distance learning key competences, competence-based approach and practice-based education<br>Elaboration of videos and MOOCs<br>Use of new teaching tools & methodology<br>Piloting on national/international internship scheme  |  |            |
| <b>Estimated Start Date (dd-mm-yyyy)</b> | 15-01-2018   | <b>Estimated End Date (dd-mm-yyyy)</b> | 14-10-2020 |
| <b>Lead Organisation</b>                 | Writtle  |  |            |
| <b>Participating Organisation</b>        | All partner HEIs   |  |            |

### Deliverables/results/outcomes

|  |   |  |  |
|--|---|--|--|
| <b>Expected Deliverable/Results/Outcomes</b> | Work Package and Outcome ref.nr   | 2.1.   |  |
|  | Title   | Training on distance learning key competences, competence-based approach and practice-based education                                  |  |
|  | Type  | <input type="checkbox"/> Teaching material<br><input type="checkbox"/> Learning material<br><input type="checkbox"/> Training material | <input checked="" type="checkbox"/> Event<br><input type="checkbox"/> Report<br><input type="checkbox"/> Service/Product |
|  | Description   |  |  |
|  | Due date  | 30-07-2018   |  |
|  | Languages   | English, Russian   |  |
| <b>Target groups</b>                         | <input checked="" type="checkbox"/> Teaching staff<br><input type="checkbox"/> Students<br><input checked="" type="checkbox"/> Trainees<br><input type="checkbox"/> Administrative staff<br><input type="checkbox"/> Technical staff<br><input type="checkbox"/> Librarians<br><input type="checkbox"/> Other |  |  |
|  | <i>If you selected 'Other', please identify these target groups. (Max. 250 characters)</i>  |  |  |
| <b>Dissemination level</b>                   | <input checked="" type="checkbox"/> Department / Faculty<br><input checked="" type="checkbox"/> Institution   | <input type="checkbox"/> Local<br><input type="checkbox"/> Regional  | <input type="checkbox"/> National<br><input type="checkbox"/> International  |

|  |                                 |                                 |
|--|---------------------------------|---------------------------------|
| <b>Expected Deliverable/Results/Outcomes</b> | Work Package and Outcome ref.nr | 2.2.                            |
|  | Title                           | Elaboration of videos and MOOCs |



|                            |  |  |   |
|----------------------------|--|--|---|
|                            | Type   | <input checked="" type="checkbox"/> Teaching material<br><input checked="" type="checkbox"/> Learning material<br><input checked="" type="checkbox"/> Training material  | <input type="checkbox"/> Event<br><input type="checkbox"/> Report<br><input type="checkbox"/> Service/Product |
|                            | Description  | <p>Each year there will be an update of teaching and training material based on practical case-studies, videos and interactive digital platform. There will be training workshops for teachers and academic staff from PC HEIs on how to use digital platforms for teaching a foreign language. This activity entails the adaptation of selected teaching materials in digital mode. The training on how to use MOOCs and computer assisted learning will be completed during the intensive 2-week program in EU for 4 young teachers in EU. Therefore 24 teachers will be able to know how to use digital content to enhance practice-base education.</p> |   |
|                            | Due date   | 30-09-2019   |   |
|                            | Languages  | English, Russian   |   |
| <b>Target groups</b>       | <input checked="" type="checkbox"/> Teaching staff<br><input checked="" type="checkbox"/> Students<br><input checked="" type="checkbox"/> Trainees<br><input type="checkbox"/> Administrative staff<br><input type="checkbox"/> Technical staff<br><input type="checkbox"/> Librarians<br><input type="checkbox"/> Other |  |   |
|                            | <i>If you selected 'Other', please identify these target groups.<br/> (Max. 250 characters)</i>  |  |   |
| <b>Dissemination level</b> | <input type="checkbox"/> Department / Faculty <input type="checkbox"/> Local <input type="checkbox"/> National<br><input checked="" type="checkbox"/> Institution <input type="checkbox"/> Regional <input type="checkbox"/> International   |  |   |

|  |                                 |   |  |
|--|---------------------------------|---|--|
| <b>Expected Deliverable/Results/Outcomes</b> | Work Package and Outcome ref.nr | 2.3.  |  |
|  | Title                           | Use of new teaching tools & methodology   |  |
|  | Type                            | <input type="checkbox"/> Teaching material<br><input type="checkbox"/> Learning material<br><input type="checkbox"/> Training material  | <input type="checkbox"/> Event<br><input type="checkbox"/> Report<br><input checked="" type="checkbox"/> Service/Product |
|  | Description                     | <p>The objective of this task package is purchasing and installation of infrastructure (hardware, software and literature) that will support practice-based teaching activities. Examples of PBE activities may include: small group learning, workplace learning, online learning, lectures, role plays, case studies, assignments, assessment and feedback, using open education resources, YouTube, self-directed learning, community engagement, peer learning, service learning, visits to workplaces, tutorials, assignments, residentials, open education resources, professional conferences, volunteering, self-reflection, flipped classrooms, simulated workplaces as learning activities and course frameworks.</p> |  |
|  | Due date                        | 14-10-2020  |  |

|                            |  |  |
|----------------------------|--|--|
|                            | Languages  | English, Russian   |
| <b>Target groups</b>       | <input checked="" type="checkbox"/> Teaching staff<br><input checked="" type="checkbox"/> Students<br><input type="checkbox"/> Trainees<br><input type="checkbox"/> Administrative staff<br><input checked="" type="checkbox"/> Technical staff<br><input type="checkbox"/> Librarians<br><input type="checkbox"/> Other |  |
|                            |  |  |
| <b>Dissemination level</b> | <input type="checkbox"/> Department / Faculty<br><input checked="" type="checkbox"/> Institution   | <input type="checkbox"/> Local<br><input type="checkbox"/> Regional<br><input type="checkbox"/> National<br><input type="checkbox"/> International |

|  |  |  |   |
|--|--|--|---|
| <b>Expected Deliverable/Results / Outcomes</b> | Work Package and Outcome ref.nr  | 2.4.   |   |
|  | Title  | Piloting on national/international internship scheme   |   |
|  | Type   | <input type="checkbox"/> Teaching material<br><input type="checkbox"/> Learning material<br><input type="checkbox"/> Training material   | <input checked="" type="checkbox"/> Event<br><input type="checkbox"/> Report<br><input checked="" type="checkbox"/> Service/Product |
|  | Description  | <p>During the second and third year, 48 mobilities of 2 months for students to participate in internships in farms (4 per PC HEI per year) will be organized in Europe. Parallely, there will be also a two-week practical training program for 36 teachers (6 per HEI) which will accompany students and observe farm management practices in Europe. At the same time they will learn how to use digital content for creating teaching material (in HSWT and writtle).</p> |   |
|  | Due date   | 14-10-2020   |   |
|  | Languages  | English, Russian   |   |
| <b>Target groups</b>                           | <input type="checkbox"/> Teaching staff<br><input type="checkbox"/> Students<br><input type="checkbox"/> Trainees<br><input type="checkbox"/> Administrative staff<br><input checked="" type="checkbox"/> Technical staff<br><input type="checkbox"/> Librarians<br><input type="checkbox"/> Other |  |   |

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|--------------------------------------|---|----------|
| <b>Work package type and ref.nr</b>  | <b>QUALITY PLAN</b>   | <b>3</b> |
| <b>Title</b>                         | Quality control and monitoring of TOPAS   |          |
| <b>Related assumptions and risks</b> | <p>Active participation of partner members and submission of information and questionnaires to AAI, ANAU and SNAU on due time. Risks: lack of commitment on QA by partner members. In order to avoid this risk, a partnership agreement will state clear the conditions for participation to be endorsed by the legal representatives. Performance indicators will assess the active participation of partner members.</p> <p>Contingency plan: Intensive communication plan and insistence from project coordinator on importance of QA culture for the project.</p> |          |

|  |   |  |            |
|--|---|--|------------|
| <b>Description</b>                       | <p>An internal quality plan will be developed as part of general management structure (WP5). HSWT will regularly be updated on the status of activities by the Quality Leading Team (QLT) composed of 1 representative from SNAU, YSU and AAI. Project coordinators will send to the QLT a report about activities carried out at their institutions. Workshops held at the end of each activity are ideal venues for coordination of activities, analysis of sources of possible delays and discussions on possible solutions.</p> <p>In the cases where project partners do not fulfil planned activities, funds will be reallocated to partners who show more responsibilities. Management meetings will be used also to discuss about QA implementation. The QLT will send regular progress reports to HSWT. An external evaluator hired by HSWT will monitor the status of activities and level of implementation and achievement of objectives using a Monitoring on Results Methodology. A subcontracted agency will verify databank functionality and use of farm data collection.</p> <p>Internally the QLT will implement various types of monitoring and quality control processes: Questionnaires for academic and administrative staff, students, farm managers, participants at training seminars, automatic monitoring of Project's web sites. Depending on the context, different mechanisms will be for Quality control will be used: peer reviews, evaluation surveys, internal institutional evaluation boards, timely work and performance indicators.</p> <p>Indicator for progress will be:</p> <ul style="list-style-type: none"> <li>-Feedback from EU partners during workshops</li> <li>-timely work on the organization and execution of training seminars</li> <li>- outreach projects performed regularly</li> <li>- timely work on the organization and execution of the survey on developed modules</li> </ul> <p>EU institutions will participate in quality assurance process at distance (email, skype, videoconference). EU partners will contribute to the WP with presentation of a cross-package appraisal &amp; QA system for internships which the QLT will adapt to the local context. A QA system for internships embedded in ECQIP principles will be integrated and implemented in second and third year. EU institutions will conduct testing, peer review and validation of internship practices;</p> <p>Indicators will be assessed based on:</p> <ul style="list-style-type: none"> <li>- feedback on the practical trainings from participants</li> <li>- feedback from practical internships from teachers, farm managers, students.</li> </ul> |  |            |
| <b>Tasks</b>                             | <p>Cross-package appraisal &amp; QA system for internships<br/> Integration of QA system for internship scheme in partner HEIs<br/> Implementation of QA system for work placements and monitoring on progress - evaluation Phase to phase<br/> Internal monitoring and peer review<br/> External Review</p>  |  |            |
| <b>Estimated Start Date (dd-mm-yyyy)</b> | 15-01-2017  | <b>Estimated End Date (dd-mm-yyyy)</b> | 15-10-2020 |
| <b>Lead Organisation</b>                 | SNAU, YSU and AAI   |  |            |
| <b>Participating Organisation</b>        | All other EU and country partner HEIs   |  |            |

### Deliverables/results/outcomes

|                                      |                                 |      |
|--------------------------------------|---------------------------------|------|
| <b>Expected Deliverable/Results/</b> | Work Package and Outcome ref.nr | 3.1. |
|--------------------------------------|---------------------------------|------|

|                            |  |   |  |
|----------------------------|--|---|--|
| <b>Outcomes</b>            | Title  | Cross-package appraisal & QA system for internships<br>Integration of QA system for internship scheme in partner HEIs and Implementation of QA system for work placements and monitoring on progress  |  |
|                            | Type   | <input type="checkbox"/> Teaching material<br><input type="checkbox"/> Learning material<br><input type="checkbox"/> Training material  | <input type="checkbox"/> Event<br><input type="checkbox"/> Report<br><input checked="" type="checkbox"/> Service/Product |
|                            | Description  | TOPAS foresees the development of a quality assurance mechanism specific for evaluating models for the delivery of internships with Key Performance Indicators (KPI). Once established, this mechanism will be used throughout the project in order to assess the progress of students and learning outcomes.<br>The evaluation results of the piloting phase will be included in the final report of the project's evaluation. |  |
|                            | Due date   | 15-09-2016  |  |
|                            | Languages  | English, Russian and other local languages  |  |
| <b>Target groups</b>       | <input type="checkbox"/> Teaching staff<br><input checked="" type="checkbox"/> Students<br><input checked="" type="checkbox"/> Trainees<br><input type="checkbox"/> Administrative staff<br><input type="checkbox"/> Technical staff<br><input type="checkbox"/> Librarians<br><input checked="" type="checkbox"/> Other |   |  |
|                            | <i>If you selected 'Other', please identify these target groups. (Max. 250 characters) farm managers</i>   |   |  |
| <b>Dissemination level</b> | <input checked="" type="checkbox"/> Department / Faculty<br><input checked="" type="checkbox"/> Institution  | <input checked="" type="checkbox"/> Local<br><input type="checkbox"/> Regional  | <input type="checkbox"/> National<br><input type="checkbox"/> International  |

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| <b>Expected Deliverable/Results/Outcomes</b> | Work Package and Outcome ref.nr | 3.2.   |  |
|  | Title                           | Internal evaluation and peer review  |  |
|  | Type                            | <input type="checkbox"/> Teaching material<br><input type="checkbox"/> Learning material<br><input type="checkbox"/> Training material   | <input type="checkbox"/> Event<br><input checked="" type="checkbox"/> Report<br><input type="checkbox"/> Service/Product |
|  | Description                     | <p>The QA activity will be implemented from the beginning of the project and will accompany all activities. It will include a formative and summative evaluation and the production of two reports (mid term and final).</p> <p>QA activities include:</p> <ul style="list-style-type: none"> <li>-the development of evidence-based and measurable benchmarking mechanism and impact tools for evaluating PBE and teaching models</li> <li>- Implementation of QA mechanism in a formative manner at different stages of the project's implementation.</li> <li>-QA activities will include; field visits to partner country HEIs, interviews with staff responsible for internships and developing practice-based teaching models.</li> </ul> <p>Producing evaluation reports based on the results</p> |  |

|                            |  |  |
|----------------------------|--|--|
|                            |  | A common framework to assess internships in Europe and third countries will be elaborated by HSWT and other EU partners. An added value is that EU partners have extensive experts with experience in evaluation of internships and assessment of learning outcomes. |
|                            | Due date   | 15-09-2018   |
|                            | Languages  | English  |
| <b>Target groups</b>       | <input checked="" type="checkbox"/> Teaching staff<br><input checked="" type="checkbox"/> Students<br><input type="checkbox"/> Trainees<br><input checked="" type="checkbox"/> Administrative staff<br><input type="checkbox"/> Technical staff<br><input type="checkbox"/> Librarians<br><input type="checkbox"/> Other |  |
|                            | <i>If you selected 'Other', please identify these target groups. (Max. 250 characters)</i>   |  |
| <b>Dissemination level</b> | <input type="checkbox"/> Department / Faculty <input type="checkbox"/> Local <input checked="" type="checkbox"/> National<br><input type="checkbox"/> Institution <input type="checkbox"/> Regional <input type="checkbox"/> International   |  |

### Deliverables/results/outcomes

|  |   |   |  |
|--|---|---|--|
| <b>Expected Deliverable/Results/Outcomes</b> | Work Package and Outcome ref.nr   | 3.3.  |  |
|  | Title   | External evaluation   |  |
|  | Type  | <input type="checkbox"/> Teaching material<br><input type="checkbox"/> Learning material<br><input type="checkbox"/> Training material  | <input type="checkbox"/> Event<br><input checked="" type="checkbox"/> Report<br><input type="checkbox"/> Service/Product |
|  | Description   | 2 external reports with evaluation of impact and achievement of the project will be done and integrated into the midterm and final report. The external control is aimed at guaranteeing the proper running of the project, full understanding of the project by all partners, proper cooperation among the consortium institutions, collecting data from the self- evaluation reports and preparing summaries of the questionnaires. Final report with evaluation of impact and achievement of the project will be presented to HSWT. Comparison of internal and external evaluation results will be undertaken. Additionally, a subcontracted agency will overview the functionality of the farm databank and farm data collection. |  |
|  | Due date  | 14-10-2020  |  |
|  | Languages   | English   |  |
| <b>Target groups</b>                         | <input type="checkbox"/> Teaching staff<br><input type="checkbox"/> Students<br><input type="checkbox"/> Trainees<br><input type="checkbox"/> Administrative staff<br><input type="checkbox"/> Technical staff<br><input type="checkbox"/> Librarians<br><input type="checkbox"/> Other |   |  |

|                            |  |   |   |
|----------------------------|--|---|---|
|                            | <i>If you selected 'Other', please identify these target groups.<br/>(Max. 250 characters)</i> |   |   |
| <b>Dissemination level</b> | <input type="checkbox"/> Department / Faculty<br><input type="checkbox"/> Institution          | <input type="checkbox"/> Local<br><input type="checkbox"/> Regional | <input type="checkbox"/> National<br><input type="checkbox"/> International |

Please copy and paste tables as necessary.

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| <b>Work package type and ref.nr</b>      | <b>DISSEMINATION &amp; EXPLOITATION</b>   |  | <b>4</b>   |
| <b>Title</b>                             | Raising awareness campaign and exploitation of TOPAS outputs  |  |            |
| <b>Related assumptions and risks</b>     | Interest raised by the project objectives by key stakeholders and data collected<br>Risks Lack of commitment from key stakeholders; Slow reaction of farm industry to provide data concerning human resources, product output, etc;   |  |            |
| <b>Description</b>                       | This WP includes all the dissemination activities necessary to raise awareness on the importance of PBE and farm data collection. Part of dissemination costs are covered by the partners as part of their commitment to the project. Dissemination will also be achieved through a series of workshops and round tables on regulatory frameworks for internships, Bologna-based ECQIP model and through annual conferences to which a wide audience will be invited. However, the project also suggests the use of a variety of web-based tools to disseminate the outputs of the project. These tools include the use of virtual learning environments, social media and the development of a web-site for hosting blogs and on-line discussions about the project and project outputs. The project also intend to involve closely ministries of agriculture, education and farm and agricultural associations in the dissemination events. |  |            |
| <b>Tasks</b>                             | Development and maintenance of project website<br>Round tables, job fairs, national conferences in 3Cs to raise awareness among key stakeholders of importance of ECQIP and project outcomes<br>Development of ICT platform for works' placement in agrarian/farm sector and data collection<br>Multiplier workshops and faculty training in data collection at 3Cs Edition and Publication of handbook with best practices and lessons learned   |  |            |
| <b>Estimated Start Date (dd-mm-yyyy)</b> | 15-10-2017  | <b>Estimated End Date (dd-mm-yyyy)</b> | 15-10-2020 |
| <b>Lead Organisation</b>                 | UASVM assisted by NULES, YSU and SAI  |  |            |
| <b>Participating Organisation</b>        | All partner HEIs  |  |            |

### Deliverables/results/outcomes

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|--|---------------------------------|--|--|
| <b>Expected Deliverable/Results/Outcomes</b> | Work Package and Outcome ref.nr | 4.1.   |  |
|  | Title                           | Maintenance of TOPAS website and social media  |  |
|  | Type                            | <input type="checkbox"/> Teaching material<br><input type="checkbox"/> Learning material<br><input type="checkbox"/> Training material   | <input type="checkbox"/> Event<br><input type="checkbox"/> Report<br><input checked="" type="checkbox"/> Service/Product |
|  | Description                     | The project website will be developed in order to ensure dissemination of project activities and results. Creation of the website will be performed by UASVM. Contents for the website will be prepared by all consortium members. All information related to cooperation farm enterprise-HEI, |  |

|                            |  |   |
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|                            |  | practice-based education and TOPAS model for internships will be published on the project website. A facebook account will be created as well.                                      |
|                            | Due date   | 15-10-2020  |
|                            | Languages  | English, Russian  |
| <b>Target groups</b>       | <input checked="" type="checkbox"/> Teaching staff<br><input checked="" type="checkbox"/> Students<br><input type="checkbox"/> Trainees<br><input type="checkbox"/> Administrative staff<br><input type="checkbox"/> Technical staff<br><input type="checkbox"/> Librarians<br><input checked="" type="checkbox"/> Other |   |
|                            | <i>If you selected 'Other', please identify these target groups.<br/> (Max. 250 characters) all key stakeholders interested in PBE and farm data collection</i>  |   |
| <b>Dissemination level</b> | <input checked="" type="checkbox"/> Department / Faculty<br><input checked="" type="checkbox"/> Institution  | <input checked="" type="checkbox"/> Local<br><input type="checkbox"/> Regional<br><input checked="" type="checkbox"/> National<br><input checked="" type="checkbox"/> International |

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| <b>Expected Deliverable/Results/Outcomes</b> | Work Package and Outcome ref.nr  | 4.2.   |  |
|  | Title  | Round tables, job fairs, national conferences in 3Cs to raise awareness among key stakeholders of importance of ECQIP and project outcomes   |  |
|  | Type   | <input type="checkbox"/> Teaching material<br><input type="checkbox"/> Learning material<br><input type="checkbox"/> Training material   | <input checked="" type="checkbox"/> Event<br><input type="checkbox"/> Report<br><input type="checkbox"/> Service/Product |
|  | Description  | NULES, YSU and SAI will take an active role in the development of communication with local farm community to generate a large number of agreements so that students can do internships following revised supervision models and ECQIP. They will also receive feedback from the farm community and agricultural sector so that practice-based materials can be used in the classroom. Professional skills of students in agricultural studies will be debated in round tables and networking events. During the study visits of third country teachers to EU in year 3 (within WP2), they will be able to learn about the system of cooperation between HEIs, farms and agribusiness in Europe and how skills are monitored through the internships. |  |
|  | Due date   | 15-10-2020   |  |
|  | Languages  | English, German  |  |
| <b>Target groups</b>                         | <input checked="" type="checkbox"/> Teaching staff<br><input checked="" type="checkbox"/> Students<br><input type="checkbox"/> Trainees<br><input type="checkbox"/> Administrative staff<br><input type="checkbox"/> Technical staff<br><input type="checkbox"/> Librarians<br><input checked="" type="checkbox"/> Other |  |  |

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|----------------------------|---|--|--|
|                            | <i>If you selected 'Other', please identify these target groups.<br/>(Max. 250 characters) all key stakeholders in promoting entrepreneurship</i> |  |  |
| <b>Dissemination level</b> | <input type="checkbox"/> Department / Faculty<br><input type="checkbox"/> Institution   | <input checked="" type="checkbox"/> Local<br><input type="checkbox"/> Regional | <input type="checkbox"/> National<br><input checked="" type="checkbox"/> International |

### Deliverables/results/outcomes

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|--|--|--|--|
| <b>Expected Deliverable/Results/Outcomes</b> | Work Package and Outcome ref.nr  | 4.3.   |  |
|  | Title  | Development of ICT platform for works' placement in agrarian/farm sector and data collection   |  |
|  | Type   | <input type="checkbox"/> Teaching material<br><input type="checkbox"/> Learning material<br><input type="checkbox"/> Training material   | <input type="checkbox"/> Event<br><input type="checkbox"/> Report<br><input checked="" type="checkbox"/> Service/Product |
|  | Description  | <p>The professors and lecturers from the partner universities will add all the agricultural location data in the database which are relevant and necessary for the calculation of different economic efficiency calculations and comparative analysis (for example, for the calculation of machine costs, margin contribution, calculation of profitability, stability, liquidity, etc.)</p> <p>Students (BC, MBA, PhD) have than the possibility access and carry out the relevant location data for agricultural production and processing from the ICT online database platform/portal for various comparative analyzes, economic efficiency calculations for seminar-, project-, course- works as well as for research and development works.</p> <p>The platform will be online and interactive, special for agricultural production and processing from partner countries and regions. Nowadays it is practically impossible for students in east- and west European countries obtain this specifically agricultural and local information permanent on-line.</p> <p>The ICT online database platform/portal will significantly improve the quality of Students research projects, seminar- works, diploma thesis etc.</p> |  |
|  | Due date   | 15-03-2020   |  |
|  | Languages  | English, Russian   |  |
| <b>Target groups</b>                         | <input checked="" type="checkbox"/> Teaching staff<br><input checked="" type="checkbox"/> Students<br><input type="checkbox"/> Trainees<br><input type="checkbox"/> Administrative staff<br><input type="checkbox"/> Technical staff<br><input type="checkbox"/> Librarians<br><input checked="" type="checkbox"/> Other |  |  |



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|                            | <i>If you selected 'Other', please identify these target groups.<br/>(Max. 250 characters) farm industry and agricultural sector</i> |   |  |
| <b>Dissemination level</b> | <input type="checkbox"/> Department / Faculty<br><input checked="" type="checkbox"/> Institution                                     | <input checked="" type="checkbox"/> Local<br><input checked="" type="checkbox"/> Regional | <input checked="" type="checkbox"/> National<br><input type="checkbox"/> International |

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| <b>Expected Deliverable/Results/ Outcomes</b> | Work Package and Outcome ref.nr  | 4.4.   |  |
|   | Title  | Multiplier workshops and faculty training in farm data collection at 3Cs   |  |
|   | Type   | <input type="checkbox"/> Teaching material<br><input type="checkbox"/> Learning material<br><input type="checkbox"/> Training material   | <input checked="" type="checkbox"/> Event<br><input type="checkbox"/> Report<br><input type="checkbox"/> Service/Product |
|   | Description  | In year 2 and 3, multiplier workshops and extensive faculty training to other faculties will be done by partner countries HEIs. During these activities, project activities and results will be presented as well as interesting topics related to the field of enhancing professional skills, enterprise-HEI cooperation, promotion of internships to sustain socio-economic development, employability and entrepreneurship, use of farm data collection for publication of local, regional and national studies. This form of dissemination is very important because large numbers of experts and representatives from academia and farm/agriculture industry will be able to assist and participate at the same time. |  |
|   | Due date   | 14-10-2019   |  |
|   | Languages  | English, Russian and other local languages (AM,UKR, UZ)  |  |
| <b>Target groups</b>                          | <input checked="" type="checkbox"/> Teaching staff<br><input checked="" type="checkbox"/> Students<br><input type="checkbox"/> Trainees<br><input type="checkbox"/> Administrative staff<br><input type="checkbox"/> Technical staff<br><input type="checkbox"/> Librarians<br><input checked="" type="checkbox"/> Other |  |  |
|   | <i>If you selected 'Other', please identify these target groups.<br/>(Max. 250 characters) all key stakeholders and interest bodies in entrepreneurship</i>  |  |  |
| <b>Dissemination level</b>                    | <input type="checkbox"/> Department / Faculty<br><input type="checkbox"/> Institution  | <input checked="" type="checkbox"/> Local<br><input type="checkbox"/> Regional   | <input checked="" type="checkbox"/> National<br><input type="checkbox"/> International                                   |

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| <b>Expected Deliverable/Results / Outcomes</b> | Work Package and Outcome ref.nr | 4.5.   |  |
|  | Title                           | Edition and Publication of handbook with best practices and lessons learned  |  |
|  | Type                            | <input type="checkbox"/> Teaching material<br><input type="checkbox"/> Learning material<br><input type="checkbox"/> Training material | <input type="checkbox"/> Event<br><input type="checkbox"/> Report<br><input checked="" type="checkbox"/> Service/Product |
|  | Description                     | UASVM will edit and proof read scientific articles from the consortium based on the lessons learned and results                        |  |

|                            |   |  |
|----------------------------|---|--|
|                            |   | obtained from the TOPAS project. They will be submitted to an international editorial which will be identified during the second year and presented by the end of the project. |
|                            | Due date  | 15-07-2020   |
|                            | Languages   | English, Russian   |
| <b>Target groups</b>       | <input checked="" type="checkbox"/> Teaching staff<br><input type="checkbox"/> Students<br><input checked="" type="checkbox"/> Trainees<br><input checked="" type="checkbox"/> Administrative staff<br><input type="checkbox"/> Technical staff<br><input type="checkbox"/> Librarians<br><input checked="" type="checkbox"/> Other |  |
|                            | <i>If you selected 'Other', please identify these target groups. (Max. 250 characters) HEIS, scholars, policy makers, academic society</i>  |  |
| <b>Dissemination level</b> | <input type="checkbox"/> Department / Faculty<br><input type="checkbox"/> Institution   | <input type="checkbox"/> Local<br><input type="checkbox"/> Regional<br><input type="checkbox"/> National<br><input checked="" type="checkbox"/> International                  |

Please copy and paste tables as necessary.

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|--------------------------------------|---|----------|
| <b>Work package type and ref.nr</b>  | <b>MANAGEMENT</b>   | <b>5</b> |
| <b>Title</b>                         | Management of TOPAS   |          |
| <b>Related assumptions and risks</b> | <p>Assumptions: Fluent communication between EU and third country partner HEIs. Partner HEIs are willing to support the management plans recognizing the risks with contingency plans and planning ahead. Risks: lack of institutional support and low commitment from partner members. Delays in participative processes (with stakeholders and internally within HEIs) Contingency: strong communication at EU and Caucasus/Central Asia.</p>   |          |
| <b>Description</b>                   | <p>Within WP 5 the applicant/coordinating organization (HSWT) will handle financially and administrative the project management of the project with the constant support of other beneficiary HEIs. VUB as the coordinator will take care of the overall project management, financial management, regular communication with all partners, and monitoring of project activities. It will also be responsible for reporting to EACEA.</p> <p>In order to guarantee effective and efficient project management at each HEI, two main bodies will be established:</p> <p>Local Project Management Teams , which will include contact persons from each consortium member institution</p> <p>Coordinators at each third country HEI will manage and monitor all project activities, organize internal coordination meetings, and evaluate project results. The TOPAS Steering Committee will coordinate the work of the WPs and will be responsible for supervising the work of other sub-committees and leading groups (like QPLN or DISS). The steering committee will also be responsible for dealing with any risk, problem, and conflict that may arise in the course of the project.</p> <p>A kick-off meeting will be organized at the beginning of the project at the premises of the project applicant in order to establish project management procedures, quality assurance procedures and general sustainability and dissemination policies. The steering committee and the WP leaders will organise other project management meetings. Three overall coordination meetings (together with dissemination events) meetings in AM, UKR &amp; UZ and other meetings during training programs (WP2) will take place.</p> |          |

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| <b>Tasks</b>                             | Organisation of project management meetings<br>Elaboration and approval of Steering Communication Plan Dissemination & exploitation plan and creation of project Steering Committee<br>Financial and administrative management<br>Reporting to EACEA |  |            |
| <b>Estimated Start Date (dd-mm-yyyy)</b> | 15-10-2017   | <b>Estimated End Date (dd-mm-yyyy)</b> | 15-10-2020 |
| <b>Lead Organisation</b>                 | HSWT assisted by SAI   |  |            |
| <b>Participating Organisation</b>        | All partner HEIs   |  |            |

|   |  |  |  |
|---|--|--|--|
| <b>Expected Deliverable/Results/ Outcomes</b> | Work Package and Outcome ref.nr  | 5.1.   |  |
|   | Title  | Organisation of kick-off and project management meetings   |  |
|   | Type   | <input type="checkbox"/> Teaching material<br><input type="checkbox"/> Learning material<br><input type="checkbox"/> Training material   | <input checked="" type="checkbox"/> Event<br><input type="checkbox"/> Report<br><input type="checkbox"/> Service/Product |
|   | Description  | A first management meeting will take place in Weihestephan. Thereafter, one global project management meeting will take place every year (1 in each beneficiary country). The meetings will be held in order to analyse the progress of the project and correct deviations from the original plan if needed. The last meeting in Samarkand will be held before the end of the project for the collection of final documentation and reports and dissemination of final results. Partners will discuss management activities within other activities and dissemination events. Managers of farms will be invited too to management events within third countries. Ad hoc virtual conferences will be organized periodically between partner HEI using Adobe connect or similar videoconference software. Regular communication will be held between HSWT and SAI to monitor the results in SEA. |  |
|   | Due date   | 15-10-2020   |  |
|   | Languages  | English  |  |
| <b>Target groups</b>                          | <input type="checkbox"/> Teaching staff<br><input type="checkbox"/> Students<br><input type="checkbox"/> Trainees<br><input type="checkbox"/> Administrative staff<br><input type="checkbox"/> Technical staff<br><input type="checkbox"/> Librarians<br><input checked="" type="checkbox"/> Other |  |  |
|   | <i>If you selected 'Other', please identify these target groups. (Max. 250 characters) Local coordinators</i>  |  |  |
| <b>Dissemination level</b>                    | <input type="checkbox"/> Department / Faculty<br><input checked="" type="checkbox"/> Institution   | <input type="checkbox"/> Local<br><input type="checkbox"/> Regional  | <input type="checkbox"/> National<br><input checked="" type="checkbox"/> International                                   |

|                                      |                                 |   |
|--------------------------------------|---------------------------------|---|
| <b>Expected Deliverable/Results/</b> | Work Package and Outcome ref.nr | 5.2.  |
|                                      | Title                           | Elaboration and approval of Steering Communication Plan |

|                            |  |   |   |
|----------------------------|--|---|---|
| <b>Outcomes</b>            |  | Dissemination & exploitation plan and creation of project Steering Committee  |   |
|                            | Type   | <input type="checkbox"/> Teaching material<br><input type="checkbox"/> Learning material<br><input type="checkbox"/> Training material  | <input type="checkbox"/> Event<br><input checked="" type="checkbox"/> Report<br><input checked="" type="checkbox"/> Service/Product |
|                            | Description  | At the beginning of the project, a project management team composed of representatives of each partner HEI with advisory members from government and industry and local management teams will be created to implement and monitor the project. HSWT will draft the management, quality, dissemination and exploitation plan and risk analysis to be approved by the steering committee and implemented by local management teams at each HEI. |   |
|                            | Due date   | 15-01-2018  |   |
|                            | Languages  | English   |   |
| <b>Target groups</b>       | <input type="checkbox"/> Teaching staff<br><input type="checkbox"/> Students<br><input type="checkbox"/> Trainees<br><input type="checkbox"/> Administrative staff<br><input type="checkbox"/> Technical staff<br><input type="checkbox"/> Librarians<br><input checked="" type="checkbox"/> Other |   |   |
|                            | <i>If you selected 'Other', please identify these target groups.<br/>           (Max. 250 characters) Local coordinators, local teams</i>  |   |   |
| <b>Dissemination level</b> | <input type="checkbox"/> Department / Faculty<br><input checked="" type="checkbox"/> Institution   | <input type="checkbox"/> Local<br><input type="checkbox"/> Regional   | <input type="checkbox"/> National<br><input type="checkbox"/> International   |

|  |   |  |   |
|--|---|--|---|
| <b>Expected Deliverable/Results/Outcomes</b> | Work Package and Outcome ref.nr   | 5.3.   |   |
|  | Title   | Financial and administrative management and reporting of project activities  |   |
|  | Type  | <input type="checkbox"/> Teaching material<br><input type="checkbox"/> Learning material<br><input type="checkbox"/> Training material   | <input type="checkbox"/> Event<br><input checked="" type="checkbox"/> Report<br><input checked="" type="checkbox"/> Service/Product |
|  | Description   | Local coordinators will provide regular updates on the implementation of the project and will prepare relevant reports (financial/administrative) and send them to the project coordinator by the end of each year. They will be fully involved in the organization of all project activities and they will coordinate the updating of information and communicate it to HSWT so that it can available at any time on the internal communication platform. |   |
|  | Due date  | 15-10-2020   |   |
|  | Languages   | English  |   |
| <b>Target groups</b>                         | <input type="checkbox"/> Teaching staff<br><input type="checkbox"/> Students<br><input type="checkbox"/> Trainees<br><input checked="" type="checkbox"/> Administrative staff<br><input type="checkbox"/> Technical staff |  |   |

|                            |  |
|----------------------------|--|
|                            | <input type="checkbox"/> Librarians<br><input checked="" type="checkbox"/> Other<br><i>If you selected 'Other', please identify these target groups.<br/> (Max. 250 characters) Local coordinators, financial staff</i>                    |
| <b>Dissemination level</b> | <input type="checkbox"/> Department / Faculty <input type="checkbox"/> Local <input type="checkbox"/> National<br><input checked="" type="checkbox"/> Institution <input type="checkbox"/> Regional <input type="checkbox"/> International |

### Deliverables/results/outcomes

|  |  |  |  |
|--|--|--|--|
| <b>Expected Deliverable/Results/Outcomes</b> | Work Package and Outcome ref.nr  | 5.4.   |  |
|  | Title  | Reporting to EACEA   |  |
|  | Type   | <input type="checkbox"/> Teaching material<br><input type="checkbox"/> Learning material<br><input type="checkbox"/> Training material   | <input type="checkbox"/> Event<br><input checked="" type="checkbox"/> Report<br><input type="checkbox"/> Service/Product |
|  | Description  | As part of the contractual obligations, HSWT with the help of SAI will collect necessary documents and internal reports to deliver the mid-term and final report to the EACEA. |  |
|  | Due date   | 15-10-2020   |  |
|  | Languages  | English  |  |
| <b>Target groups</b>                         | <input type="checkbox"/> Teaching staff<br><input type="checkbox"/> Students<br><input type="checkbox"/> Trainees<br><input type="checkbox"/> Administrative staff<br><input type="checkbox"/> Technical staff<br><input type="checkbox"/> Librarians<br><input checked="" type="checkbox"/> Other |  |  |
|  | <i>If you selected 'Other', please identify these target groups.<br/> (Max. 250 characters) local teams and EACEA</i>  |  |  |
| <b>Dissemination level</b>                   | <input type="checkbox"/> Department / Faculty <input type="checkbox"/> Local <input type="checkbox"/> National<br><input checked="" type="checkbox"/> Institution <input type="checkbox"/> Regional <input checked="" type="checkbox"/> International  |  |  |

Please copy and paste tables as necessary.

## H.2. Explanation of work package expenditures

*Please explain what costs will be associated to each work package and covered by lump sums, flat rates, unit costs, and real costs. Provide information on the travels necessary to complete the workpackage. Detailed information on each travel must be indicated in the Budget Excel table. If purchase of equipment is required, explain how the respective equipment addresses the needs identified in the project. Remember that the specification of each item, including the partner country university/ies at which equipment will be installed, must be detailed in the Budget Excel table. If any subcontracting is considered necessary for the implementation of the project, please explain why the task cannot be performed by the consortium members themselves (limit 3000 characters).*

*If your project involves a **Special Mobility Strand**, please explain what support will be required under each budget heading in order to cover organisational costs (such as special needs, exceptional, non-online linguistic support, etc.) (limit 2000 characters).*

### H.3 Consortium partners involved and resources required to complete the work package

*Indicative input of consortium staff - The total number of days per staff category should correspond with the information provided in the budget tables.*

| Work Package Ref.nr | Partner nr | Partner acronym | Country        | Number of staff days <sup>1</sup> |              |            |            |              | Role and tasks in the work package                                  |
|---------------------|------------|-----------------|----------------|-----------------------------------|--------------|------------|------------|--------------|---|
|                     |            |                 |                | Category 1                        | Category 2   | Category 3 | Category 4 | Total        |   |
| PREPATION           | P1         | HSWT            | Germany        | 3.0                               | 15.0         | 0.0        | 0.0        | 18.0         | Preparation of materials for EU                                     |
|                     | P2         | WUC             | United Kingdom | 3.0                               | 15.0         | 0.0        | 0.0        | 18.0         | Preparation of materials for EU                                     |
|                     | P3         | WUELS           | Poland         | 12.0                              | 48.0         | 0.0        | 0.0        | 60.0         | WP Leader. Preparation of report                                    |
|                     | P4         | UASVM           | Romania        | 3.0                               | 15.0         | 0.0        | 0.0        | 18.0         | Preparation of materials for EU                                     |
|                     | P5         | NULES           | Ukraine        | 3.0                               | 15.0         | 0.0        | 0.0        | 18.0         | Preparation of materials for UKR                                    |
|                     | P6         | SNAU            | Ukraine        | 6.0                               | 30.0         | 0.0        | 0.0        | 36.0         | WP Assistant. Preparation of report for UKR                         |
|                     | P7         | ANAU            | Armenia        | 6.0                               | 30.0         | 0.0        | 0.0        | 36.0         | WP Assistant. Preparation of report for AM                          |
|                     | P8         | YSU             | Armenia        | 3.0                               | 15.0         | 0.0        | 0.0        | 18.0         | Preparation of materials for AM                                     |
|                     | P9         | SAI             | Uzbekistan     | 3.0                               | 15.0         | 0.0        | 0.0        | 18.0         | Preparation of materials for UZ                                     |
|                     | P10        | AAI             | Uzbekistan     | 6.0                               | 30.0         | 0.0        | 0.0        | 36.0         | WP Assistant. Preparation of report for UZ                          |
| <b>SUBTOTAL</b>     |            |                 |                | <b>48.0</b>                       | <b>228.0</b> | <b>0.0</b> | <b>0.0</b> | <b>276.0</b> |   |
| DEVELOPMENT         | P1         | HSWT            | Germany        | 18.0                              | 75.0         | 24.0       | 0.0        | 117.0        | WP assistant. Delivery of trainings and organisation of internships |
|                     | P2         | WUC             | United Kingdom | 24.0                              | 75.0         | 0.0        | 0.0        | 99.0         | WP Leader. Delivery of trainings and organisation of internships    |
|                     | P3         | WUELS           | Poland         | 12.0                              | 75.0         | 0.0        | 0.0        | 87.0         | Delivery of trainings and organisation of internships               |
|                     | P4         | UASVM           | Romania        | 12.0                              | 75.0         | 0.0        | 0.0        | 87.0         | Delivery of trainings and organisation of                           |

<sup>1</sup> Please see Programme Guide, Part B for your action, Table A – Project Implementation (amounts in Euro per day) Programme Countries and Table B - Project Implementation (amounts in Euro per day) Partner Countries.

|   |     |       |                |              |              |             |             |                |  |
|---|-----|-------|----------------|--------------|--------------|-------------|-------------|----------------|--|
|   |     |       |                |              |              |             |             |                | internships  |
|   | P5  | NULES | Ukraine        | 24.0         | 75.0         | 0.0         | 0.0         | 99.0           | Participation in trainings and internships   |
|   | P6  | SNAU  | Ukraine        | 12.0         | 120.0        | 0.0         | 0.0         | 132.0          | Participation in trainings and internships   |
|   | P7  | ANAU  | Armenia        | 24.0         | 120.0        | 0.0         | 0.0         | 144.0          | Participation in trainings and internships   |
|   | P8  | YSU   | Armenia        | 12.0         | 120.0        | 0.0         | 0.0         | 132.0          | Participation in trainings and internships   |
|   | P9  | SAI   | Uzbekistan     | 24.0         | 120.0        | 0.0         | 0.0         | 144.0          | Participation in trainings and internships   |
|   | P10 | AAI   | Uzbekistan     | 12.0         | 120.0        | 0.0         | 0.0         | 132.0          | Participation in trainings and internships   |
| <b>SUBTOTAL</b>                         |     |       |                | <b>174.0</b> | <b>975.0</b> | <b>24.0</b> | <b>0.0</b>  | <b>1,173.0</b> |  |
| <b>QUALITY PLAN</b>                     | P1  | HSWT  | Germany        | 6.0          | 18.0         | 0.0         | 0.0         | 24.0           | WP participant   |
|   | P2  | WUC   | United Kingdom | 6.0          | 18.0         | 0.0         | 0.0         | 24.0           | WP participant   |
|   | P3  | WUELS | Poland         | 6.0          | 18.0         | 0.0         | 0.0         | 24.0           | WP participant   |
|   | P4  | UASVM | Romania        | 6.0          | 18.0         | 0.0         | 0.0         | 24.0           | WP participant   |
|   | P5  | NULES | Ukraine        | 6.0          | 18.0         | 0.0         | 0.0         | 24.0           | WP participant   |
|   | P6  | SNAU  | Ukraine        | 12.0         | 36.0         | 0.0         | 16.0        | 64.0           | WP leader. Development of QPs. WP participant  |
|   | P7  | ANAU  | Armenia        | 12.0         | 36.0         | 0.0         | 16.0        | 64.0           | WP leader. Development of QPs. WP participant  |
|   | P8  | YSU   | Armenia        | 6.0          | 18.0         | 0.0         | 0.0         | 24.0           | WP participant   |
|   | P9  | SAI   | Uzbekistan     | 6.0          | 18.0         | 0.0         | 0.0         | 24.0           | WP participant   |
|   | P10 | AAI   | Uzbekistan     | 12.0         | 36.0         | 0.0         | 16.0        | 64.0           | WP leader. Development of QPs. WP participant  |
| <b>SUBTOTAL</b>                         |     |       |                | <b>78.0</b>  | <b>234.0</b> | <b>0.0</b>  | <b>48.0</b> | <b>360.0</b>   |  |
| <b>DISSEMINATION &amp; EXPLOITATION</b> | P1  | HSWT  | Germany        | 6.0          | 0.0          | 0.0         | 0.0         | 6.0            | Project website. Participation in dissemination events and infodays                    |
|   | P2  | WUC   | United Kingdom | 6.0          | 0.0          | 0.0         | 0.0         | 6.0            | Participation in dissemination events and infodays                                     |
|   | P3  | WUELS | Poland         | 6.0          | 0.0          | 0.0         | 0.0         | 6.0            | Participation in dissemination events and infodays                                     |
|   | P4  | UASVM | Romania        | 18.0         | 12.0         | 38.0        | 0.0         | 68.0           | WP leader, organisation of events, elaboration electronic newsletters                  |
|   | P5  | NULES | Ukraine        | 18.0         | 12.0         | 12.0        | 0.0         | 42.0           | WP assistant, organisation of local events, elaboration electronic newsletters for UKR |
|   | P6  | SNAU  | Ukraine        | 12.0         | 12.0         | 12.0        | 0.0         | 36.0           | organisation of local dissemination events and   |



|                   |     |       |                |                |                |              |              |                |   |
|-------------------|-----|-------|----------------|----------------|----------------|--------------|--------------|----------------|---|
|                   |     |       |                |                |                |              |              |                | infodays  |
|                   | P7  | ANAU  | Armenia        | 12.0           | 12.0           | 12.0         | 0.0          | 36.0           | organisation of local dissemination events and infodays                               |
|                   | P8  | YSU   | Armenia        | 18.0           | 12.0           | 12.0         | 0.0          | 42.0           | WP assistant, organisation of local events, elaboration electronic newsletters for AM |
|                   | P9  | SAI   | Uzbekistan     | 18.0           | 12.0           | 12.0         | 0.0          | 42.0           | WP assistant, organisation of local events, elaboration electronic newsletters for UZ |
|                   | P10 | AAI   | Uzbekistan     | 12.0           | 12.0           | 12.0         | 0.0          | 36.0           | organisation of local dissemination events and infodays                               |
| <b>SUBTOTAL</b>   |     |       |                | <b>126.0</b>   | <b>84.0</b>    | <b>110.0</b> | <b>0.0</b>   | <b>318.0</b>   |   |
| <b>MANAGEMENT</b> | P1  | HSWT  | Germany        | 105.0          | 0.0            | 0.0          | 105.0        | 210.0          | WP Leader. Local administrative and financial management                              |
|                   | P2  | WUC   | United Kingdom | 60.0           | 0.0            | 0.0          | 60.0         | 120.0          | WP participant. Local adm. and fin. management  |
|                   | P3  | WUELS | Poland         | 60.0           | 0.0            | 0.0          | 60.0         | 120.0          | WP participant. Local adm. and fin. management  |
|                   | P4  | UASVM | Romania        | 60.0           | 0.0            | 0.0          | 60.0         | 120.0          | WP participant. Local adm. and fin. management  |
|                   | P5  | NULES | Ukraine        | 75.0           | 0.0            | 0.0          | 60.0         | 135.0          | WP participant. Local adm. and fin. management  |
|                   | P6  | SNAU  | Ukraine        | 75.0           | 0.0            | 0.0          | 60.0         | 135.0          | WP participant. Local adm. and fin. management  |
|                   | P7  | ANAU  | Armenia        | 75.0           | 0.0            | 0.0          | 60.0         | 135.0          | WP participant. Local adm. and fin. management  |
|                   | P8  | YSU   | Armenia        | 75.0           | 0.0            | 0.0          | 60.0         | 135.0          | WP participant. Local adm. and fin. management  |
|                   | P9  | SAI   | Uzbekistan     | 105.0          | 0.0            | 0.0          | 105.0        | 210.0          | WP assistant. Local adm. and fin. management  |
|                   | P10 | AAI   | Uzbekistan     | 75.0           | 0.0            | 0.0          | 60.0         | 135.0          | WP participant. Local adm. and fin. management  |
| <b>SUBTOTAL</b>   |     |       |                | <b>765.0</b>   | <b>0.0</b>     | <b>0.0</b>   | <b>690.0</b> | <b>1,455.0</b> |   |
| <b>TOTAL</b>      |     |       |                | <b>1,191.0</b> | <b>1,521.0</b> | <b>134.0</b> | <b>738.0</b> | <b>3,584.0</b> |   |

Subcontracting of tasks to external bodies should be very occasional. The specific competences and particular expertise needed to reach the project objectives should be found in the consortium and should determine its composition. Subcontracting is intended for specific, time-bound, project-related tasks which cannot be performed by the Consortium members themselves.

**Tasks that will be subcontracted:**

| Work Package Ref.nr | Partner responsible for sub-contracting (Acronym) | Country | Number of days (where appropriate) | Brief description of task   |
|---------------------|---|---------|------------------------------------|---|
| 5                   | HSWT  | DE      | 20                                 | financial audit   |
| 5                   | HSWT  | DE      | 30                                 | external evaluation wp5 (including travel costs for monitorings)  |
| 5                   | HSWT  | DE      | 10                                 | monitoring on WP2 by expert company on farm data collection and analysis                                      |
| 2                   | HSWT  | DE      |                                    | online data bank server in EU x 2 years   |
| 4                   | SNAU, NULES                                       | UKR     |                                    | graphic printing and publishing handbooks and textbooks into Ukranian   |
| 4                   | ANAU, YSU   | AM      |                                    | graphic printing and publishing handbooks and textbooks into Armenian   |
| 4                   | SAI, AAI  | UZ      |                                    | graphic printing and publishing handbooks and textbooks into Uzbek  |
| 2                   | NULES   | UKR     | 90                                 | translation of textbooks into Ukranian (8 textbooks of average 100 pages, 500 words per page @0,015 per word) |
| 2                   | ANAU  | AM      | 90                                 | translation of textbooks into Armenian (8 textbooks of average 100 pages, 500 words per page @0,015 per word) |
| 2                   | SAI   | UZ      | 90                                 | translation of textbooks into Uzbek (8 textbooks of average 100 pages, 500 words per page @0,015 per word)    |

*Please insert rows as necessary.*