

## **ERASMUS+ PROJECT**

### **“New study program in space systems and communications engineering (SPACECOM)”**

August 4, 2021. Online

#### **PARTICIPATED:**

1. prof. Bakhtiyor Makhkamov - Acting Rector of TUIT
2. Aziza Abdurakhmanova - Coordinator of NEO Uzbekistan
3. Komil Tashev - Vice Rector of TUIT
4. Khabibullo Nosirov - Coordinator of SPACECOM
5. Dmitriy Ostroverkhov - Coordinator of TU Berlin
6. Akhmed Yusupov – Professor of TUIT
7. Kudratkhon Bakhadirov - Expert of NEO Uzbekistan
8. Gulshoda Karlibaeva - Expert of NEO Uzbekistan
9. Anastasiya Puziy - Technical assistant of SPACECOM (TUIT)

#### **AGENDA:**

1. Status of the project
2. Importance and preparation of the Technical report
3. Subcontracting issues:
  - Equipment
  - Web site

Khabibullo Nosirov, Coordinator of SPACECOM in Uzbekistan, provided information, as the work done and declared problems with the acquisition of equipment. "Space engineering and technology" major for the magistracy was opened in 2 universities from 6 universities participating in the project. Then he told what problems other universities of Uzbekistan faced in this work.

In March 2020, a kick-off meeting was hold, and then the planned training of staff from Uzbekistan in European countries was impracticable due to the termination of air traffic. Instead, winter school was hold in January 2021 by colleagues from TU of Berlin and EXOLAUNCH. Also in March 2021, a representative of EXOLAUNCH, Daria Stepanova, held master classes on CubSat at TUIT. Another meeting was in Karshi.

At first, we planned to organize the creation of the project’s website in Sorbonne, and later it became clear that it would be better to do it in Uzbekistan, as a good working platform to use for training and after the end of the project. 8000 euros were allocated for the development of the site.

The speaker also noted that the letters were not answered on time due to the increase in the number of tasks from the superiors in connection with a several change in the leadership of TUIT.

The rector of TUIT, prof. Bakhtiyor Makhkamov noted that all actions for the implementation of the tender have been done, and it remained to draw up a contract.

Dmitriy Ostroverkhov, Coordinator of TU Berlin outlined the problems in the implementation of the project:

- there is no communication between Uzbek colleagues and colleagues from Europe;
- the career office had to show its benefits during the pandemic: the development of new competencies among students
  - need prepare a report for the “Project Results” platform
  - it was necessary to put the e-mail address of the Coordinator of TU Berlin in the “copy” of the entire SPACECOM e-mail administration;
  - it is necessary to determine the agency that is responsible for the financial risks in the project;
  - it is necessary to divide the area of responsibility of each coordinator within the project in the form of an order of the rector: who is responsible for quality control, who is responsible for the dissemination of information, etc. Likewise for all members of the consortium of the Republic of Uzbekistan;
  - there is no strategy for disseminating information in the project universities (in Google Drive for the first time.). Please, upload materials on the web page and make a documents with a detailed strategy for 2019-2022;
  - there is no 18 monthly reports. They are from the University of Turin and from NU Uz;
  - prepayment to the equipment supplier is very high and risky. If the option to pay 70% is chosen, it is necessary to prepare a letter from the rector of TUIT, that in the case of farce-majeure circumstances, all costs incurred are covered by TUIT
  - the development of the site for the project is very expensive. If the coordinator decides to choose a company with a payment of 8.000 euros, then it is necessary to achieve the best price / quality result and lay in the technical task the production of flyers, posters, information brochures about the project for all members of the consortium. It is also necessary to include in the contract value of 8.000 euros constant information support of the project in social networks. This type of work should be constantly monitored by the coordinator and leader of the information dissemination team;
  - GNSS receiver costs 25,000 euros, which means that 1 university purchased only 1 supply per project. How appropriate is it? A written justification for the use of this device for educational purposes with a description of practical and laboratory work is required.
  - no activity in online exhibitions and conferences from the SPACECOM project;
  - it is necessary to prepare a summary table for all the activities of the entire consortium for the period before the submission of the report according to the sample I provided;
  - Facebook channel of SPACECOM project is not active. Urgently activate the channel;
  - there is no team to prepare the report before September 10. Issue it in the form of an order from the rector. Likewise for all members of the consortium of the Republic of Uzbekistan;

- all colleagues from TUIT in "package 1" of financial report have the same tasks;
- there is no Quality report;
- there are disadvantages in every package of the work plan.

The TUIT rector explained that this project is a new experience for Uzbek universities.

Aziza Abdurakhmanova, Coordinator of NEO Uzbekistan noted that the SPACECOM project is important for our country. Therefore, NEO Uzbekistan should become part of its team for project management support. "During preventive monitoring, positive answers were received to 2 important questions:

- Do the team and university management understand the goals and objectives of the project?
- Has a team of people been created for the successful implementation of the project?"

She gave a number of suggestions for action in the current circumstances (paragraphs 7-10 of resolution)

The Rector of TUIT approved the next meeting on the SPACECOM project to overcome the deficiencies on Monday 9 August 2021.

### **RESOLUTION:**

1. Solve the issue of openness of the SPACECOM project in such social networks as Facebook and LinkedIn, fill the project site with up-to-date information.
2. Develop a strategy for providing information from all universities of the project for further posting them on the SPACECOM website and social network pages.
3. Bring the actions of the project participants according to the work plan.
4. Organize the work of the career office in accordance with the goals and objectives specified in the materials from the Coordinator of TU Berlin
5. Analyze the financial activities for the project, assess the risks and appoint a responsible person to control the project finances for each university.
6. Form a team to control the quality of the project in all universities and actively work with the coordinator for quality control, Svetlana.
7. Organize a crisis headquarters and hold weekly meetings.
8. The Grand holder needs to organize the active work of universities' rectors participating in the project and create comfortable conditions for the management team
9. Prepare a working document for follow-up meetings based on the Program guide and available problems.
10. Project participants should respond in detail by e-mail to Dmitriy Ostroverkhov about his comments concerning them in this protocol.
11. Conduct the next meeting on the SPACECOM project on Monday 9 August 2021.



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