



Tempus

Project reference number – 543929-TEMPUS-1-2013-1-LT-TEMPUS-JPGR

***MODERN INFORMATION SERVICES FOR
IMPROVEMENT STUDY QUALITY (MISISQ)***

MEETING MINUTES

Meeting Date: 12-13 March, 2014

Meeting Location: Kaunas, Lithuania

Approval: 14 March, 2014

Recorded By: Lijana Lunskutė

1 ATTENDANCE

Name	Title	Organization	E.mail
Meilė Kretavičienė	Tempus Project Manager; Director, Library & Information Center	Lithuanian University of Health Sciences, LT	Meile.Kretaviciene@ismuni.lt
Lijana Lunskutė	Tempus Project Administrator; Deputy Director for Infrastructure and General Affairs, Library & Information Center	Lithuanian University of Health Sciences, LT	Lijana.Lunskute@ismuni.lt
Daiva Jurkšaitienė	Tempus Project Information Specialist; Head of the Information System Department, Library & Information Center	Lithuanian University of Health Sciences, LT	Daiva.Jurksaitiene@ismuni.lt
Elena Harconița	Director Scientific Library	Alecu Russo Balti State University, MD	elena.harconita@mail.ru
Scherlet Ecaterina	Director Scientific Library	Chisinau "Ion Creanga" State Pedagogical University, MD	scherlet@mail.ru
Afatin Igor	Deputy Director for Automation & Network Activities	Alecu Russo Balti State University, MD	iga_ike@mail.ru
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Niculiță Ana	Methodist Coordinator, Development Programs unit, Department of International Relation and European Integration	State University of Medicine and Pharmacy "N. Testemitanu", MD	aniculita82@gmail.com
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Janbicka Aija	Director of Scientific Library	Riga Technical university, LV	aija.janbicka@rtu.lv
Görögh Edit	Project Manager	Library of University of Debrecen, HU	editg@lib.unideb.hu
Dr. Virágos Márta	Head of Life Science Library	Library of University of Debrecen, HU	marta@lib.unideb.hu
Robu Ioana	Director of Library	"Iuliu Hatieganu" University of Medicine and Pharmacy, RO	irobu@umfcluj.ro
Ciubrei Silvia	Deputy Director of Scientific Medical Library	State University of Medicine and Pharmacy "N. Testemitanu", MD	silvia.ciubrei@usmf.md
Karnaeva Liubovi	Director of Scientific Medical Library	State University of Medicine and Pharmacy "N. Testemitanu", MD	liubovi_karnaeva@yahoo.com liubovi.karnaeva@usmf.it
Laima Zaviliauskienė	Project Accountant	Lithuanian University of Health Sciences, LT	Laima.Zaviliauskiene@ismuni.lt

2 MEETING LOCATION

Building: Library & Information Center of University of Health Sciences, Eivenių st. 6, Kaunas, Lithuania

Conference Room: No. 301

3 MEETING START

Meeting Schedule Start: 09:00, 12 March, 2014

Meeting Actual Start: 09:00, 12 March, 2014

Meeting Scribe: Lijana Lunskutė

4 AGENDA

Wednesday 12 March, 2014

- **Opening. Short partner presentations. Introductory review about Moldova university libraries**
 - Liubovi Karnaeva presented Moldova Universities
- **Project presentation**
 - Meilė Kretavičienė presented project: aims, objectives, expected results, project management and financial rules. All partners were aware with MISISQ project Grant Agreement, Annexes, Guidelines for the Use of the Grant, Staff Convention, Time-Sheet (template), Individual Mobility Report, Report forms, frequently asked questions on project management, preliminary budget Max amount:
 - EUR 967 680,36 (90%)
 - Co-financing 107 520,70 (10%)
- **Set up working groups and committees**
 - For planning and Quality assurance of WP 1 (ILS) – LT, LV
 - WP 2 e-repositories – HU
 - WP 3 Information literacy – RO
 - WP 5 Dissemination – MD
 - WP 6 Exploitation and sustainability – MD
 - WP 7 Management - LT + Management team

Thursday 13 March, 2014

- **Review of advanced ILS**
 - Daiva Jurkšaitienė presented advanced ILS

- **Requirements for ILS of Moldova universities**
 - Silvia Ciubrei (MD) presented requirements for ILS of Moldova Universities
- **ExLibris presentation**
- **Parallel meeting: Management group. Plan, partnership agreement**
- **Parallel meeting: WP1 group. Sharing tasks and responsibilities for WP1**

5 MEETING END

Meeting Schedule End: 14:00, 13 March, 2014

Meeting Actual End: 14:00, 13 March, 2014

6 DECISIONS MADE

- **Management plan**

Tasks for WP1: ILS

- To analyze the current situation and specify the libraries' for IT equipment and networking structure needs
- To prepare software and hardware requirements for LIS To organize the international tender for purchase the LIS software and hardware
- ILS installation, configuration, adoption, data migration, testing
- Staff training, 5 modules: administration (7), acquisition, statistics, (7), creation of metadata (30) , circulation (20), user services (120 Opac)
- Preparing MARC and OPAC guides for staff and users
- 2 study tours (LT, LV), dissemination workshop (MD), WP annual meetings (3: LT, LV, MD)

WP 2: Institutional e-repositories

- Analysis of e-publishing/archiving situation and needs in Moldova universities, and staff possibilities to create and administrate e-repository
- Seminar (14 persons, LT, LV, HU, RO)
- To choose and install open-source digital object repository software
- Staff training to administrate and archive documents (HU -14 persons)
- Preparing staff and user guides
- User training and advocacy (MD)
- Quality control by EU partners

WP 3: Information Literacy

- To analyze level of information literacy of Moldovan academic community (NCSOM)
- To develop education program for training trainer (6-8 modules) (RO, EU partners)
- Translation of course materials into national language (RO, MD)

- Training trainer (14 persons)
- Library user training on information literacy under the curriculum and free choice bases

WP 5: Dissemination

- To create MISISQ bilingual (English-Romanian) web site
- To use Tempus logo on the library shared e-catalogue (OPAC), booklets, equipment, educational materials
- To publish three articles in the international journals on project activities, results and outcomes (ILS, e-repositories, information literacy)
- To publish booklets, leaflets
- To design and publish poster to represent MISISQ project at the conferences and workshops
- Dissemination workshops (2 MD, RO)
- Conference (MD, 34 month)

WP 6: Exploitation & sustainability

- MD partners have to ensure consolidation of Consortium for development of e-Library, sharing creation of metadata, administrating the ILS
- MD partners have to ensure growing content of e-repositories as publishing of e-textbooks and other study media for universities are more cost effectively and more accessible and used than printed
- Course materials prepared by EU partners should be used for further students training at the free courses or Curriculum and could be up-to-dated after project be over.

WP 7: Management

- LUHS is the Applicant and responsible for the full project implementation
- Practical implementation of all project activities will be conducted by LUHS in close consultations with EU partners, responsible for WP and main Moldovan partner SUMPPh
- Management team (7 persons):
 - Coordinator, administrator, representatives of WP1, WP2, WP3, WP4, WP5 committees
 - Responsible for decision making, ensuring that WP teams undertake planned activities, achieve planned outcomes and respond appropriately to unforeseen changes, challenges or obstacles
 - One person from management team will be responsible for coordination of Moldovan partners
 - Each project partner will nominate a staff member responsible for project management in their institution. These persons will have Quarterly deliver all requested documents to the Coordinator
 - LUHS produces annual reports for Agency
- 3 -5 management meetings

WP 4: Quality assurance and planning

- For planning and Quality assurance of WP 1 (ILS) – LT, LV
- WP 2 e-repositories – HU
- WP 3 Information literacy – RO
- WP5 Dissemination – MD
- WP 6 Exploitation and sustainability – MD
- WP 7 Management - LT + Management team

- **Set up working groups and committees for planning and Quality assurance of:**

- WP 1 Creation of e-Library for Moldova Universities (ILS) – LT, LV
Work group:
 1. Daiva Jurkšaitienė, group leader, LT
 2. Sarmīte Krauze, LV
 3. ... Zaiceva, LV
 4. Silvia Ciubrei, MD
 5. Igor Afatin, MD
- WP 2 e-repositories – HU
Work group:
 1. Dr. Virágos Márta, group leader, HU
 2. Edit Görögh, HU
 3. Ana Gudima, MD
 4. Viorica Lupu, MD
 5. Daiva Jurkšaitienė, LT
- WP 3 Information literacy – RO
Work group:
 1. Ioana Robu, group leader, RO
 2. Laura Petrauskienė, LT
 3. ..., LV
- WP 5 Dissemination – MD, RO
Work group:
 1. Liubovi Karnaeva, group leader, MD
 2. Ioana Robu, RO
- WP 6 Exploitation and sustainability – MD. Will be chosen later
- WP 7 Management - LT + Management team.
Work group:
 1. Meilė Kretavičienė, group leader, LT

2. Lijana Lunskutė, LT
3. Daiva Jurkšaitienė, LT
4. Liubovi Karnaeva, MD
5. Ioana Robu, RO
6. Dr. Virágos Márta, HU
7. Aija Janbicka, LV

• **WP.1. Creation of e-Library for Moldova Universities**

Work plan

1. Generalization of meeting results – till 18th of March

The persons responsible:

Daiva Jurkšaitienė, LT

Sarmīte Krauze, LV

Silvia Ciubrei, MD

Igor Afatin, MD

2. Preparing preliminary technical requirements for international tender of software – till 25th of March

The persons responsible:

Daiva Jurkšaitienė, LT

Sarmīte Krauze, LV

3. Preparing preliminary technical requirements for international tender of hardware – till 27th of March

The persons responsible:

Igor Afatin, MD

Daiva Jurkšaitienė, LT

4. Consideration preliminary technical requirements of software and hardware with MD partners - till 31th of March

The persons responsible:

Daiva Jurkšaitienė, LT

Sarmīte Krauze, LV

Silvia Ciubrei, MD

Igor Afatin, MD

5. Preparing final technical requirements for international tender of software and hardware – till 7th of April

The persons responsible:

Daiva Jurkšaitienė, LT

Sarmīte Krauze, LV

Silvia Ciubrei, MD

Igor Afatin, MD

6. International tender for hardware and software announcement – till 14th of April

Action	Assigned To	Deadline
All partners were aware with MISISQ project Grant Agreement, Annexes, Guidelines for the Use of the Grant, Staff Convention, Time-Sheet (template), Individual Mobility Report, Report forms, frequently asked questions on project management and Management plan. Management plan was approved	M.Kretavičienė, L.Lunskutė, LT	13.03.2014
Set up working groups and committees for planning and Quality assurance of all WP. Persons of all working groups can be changed only with 6 month prior written approval from the Management group. Working groups were approved.	M.Kretavičienė, L.Lunskutė, LT	13.03.2014
WP.1. Creation of e-Library for Moldova Universities Work plan was approved	D.Jurkšaitienė,LT	13.03.2014
State University of Medicine and Pharmacy "N. Testemitanu" as a main partner will be responsible for the project coordination in Moldova. The coordinator of all MD partners was approved and can be changed only with 6 month prior written approval from the Management group of the project	L.Karnaeva, MD	For all project period 36 months: 01.12.2013 - 30.11.2016
To find out how to organize the international tender for purchase the LIS software and hardware in Moldova	L.Karnaeva, MD	21.03.2014
To consider technical requirements for international tender of software and hardware for LIS	MD partners	31.03.2014
International tender for hardware and software announcement	LUHS, MD partners	14.04.2014
Creation MISISQ bilingual (English-Romanian) web site	L.Karnaeva	30.04.2014
Adjust the budget	LUHS	After purchase LIS for MD partners' universities
To reimburse Costs of stay and Travel costs of the participation at the Tempus project Representatives meeting for Liubovi Karnaeva to the personal account	LUHS	After all required documents received
To reimburse Costs of stay and Travel costs of this management meeting for HU and RO partners to participants personal accounts	LUHS	After all required documents

		received
To reimburse Costs of stay and Travel costs of this management meeting for LV partner to university account	LUHS	After all required documents received
All Costs of stay for all partners incurred after this meeting can be paid in line (maximum rates) with Guidelines for the Use of the Grant (Tempus IV sixth call for proposals no. EACEA/35/2012) if it is not asked otherwise	LUHS	According all required documents received
Payments to Partners' universities accounts	LUHS	According to project tasks expected to do
Making and sending to Coordinator (LUHS) first implementation and financial report	All partners	31.05.2014
Making and sending to Coordinator (LUHS) next implementation and financial reports	All partners	After every 3 month from the first report

7 NEXT MEETING

Next Meeting: Workshop in Moldova after ILS installation.

Management & Coordination meeting in Moldova, September, 2014

Direktorės pavaduotoja
bendriesiems ir ūkio reikalams
Lijana Lunskutė
Project administrator
Lijana Lunskutė

Uos sveikatos mokslų universitetas
Biblioteka ir informacijos centras
Direktorė
Meilė Kretavičienė





Tempus

Project Partners' Representatives Meeting 12-13 March, 2014, Kaunas (Lithuania)

AGENDA

Meeting Place:

Library & Information Centre, Lithuanian University of Health Sciences
Eiveniu 6, LT-50162 Kaunas

Wednesday 12 March, 2014

9.00-9.10	Opening
9.10-9.30	Short partner presentations
9.30-10.00	Introductory review about Moldova university libraries
10.00-10.30	Project presentation: aims, objectives, expected results
10.30-11.00	Coffee break
11.00-11.30	Project management and financial rules
11.30-12.00	Discussions
12.00-13.00	Lunch
13.00-14.30	Set up working groups and committees, discussions
14.30-15.00	Coffee break
15.00-16.00	Library excursion
19.00	Dinner

Thursday 13 March, 2014

9.00-9.30	Review of advanced ILS
9.30-10.00	Requirements for ILS of Moldova universities
10.00-11.00	ExLibris presentation
11.00-11.30	Coffee break
11.30-12.00	Parallel meeting: Management group. Plan, partnership agreement.
11.30-12.00	Parallel meeting: WP1 group. Sharing tasks and responsibilities for WP1.
12.00-13.00	Lunch
13.00-14.00	Final discussions
14.00-15.00	Farewell Coffee

**Project Partners' Representatives Meeting
12-13 March, 2014, Kaunas (Lithuania)**

12-03-2014

Participants

Name	Surname	Organization	Occupation	E-mail
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