## **Monitoring mission**

On January 15, 2021, a monitoring mission of the project with the following agenda took place:

Time	Activity
(Kyiv time)	
11.00 – 11.30	Introduction of the mission by NEO team and communication with the Rectors/Vice-Rectors of the Ukrainian partner HEIs on the relevance of the projects results with the institutional development strategies (internationalisation); changes and impact visible at the institutional level; challenges and solutions; availability of projects results at the university website, how the sustainability will be ensured after the project end.
11.30 – 11.50	Summary of the achieved project results (up to date for the moment of monitoring, including delays, changes, challenges, solutions, best practices, visibility, status of equipment purchase etc.):  • National Coordinator
11.50 - 13.30	Short presentation up to 10-15 minutes each with focus of the key outcomes with evidence, challenges, solutions of the partner.  • Ministry of Education and Science of Ukraine (5-10 minutes)  • National University "Odessa Maritime Academy" (10-15 minutes)  • Kherson National Technical University (10-15 minutes)  • Sumy State University (10-15 minutes)  • Ukrainian National Forestry University (10-15 minutes)  • Donetsk State University of Management (10-15 minutes)  • Federation of Employers of Ukraine (10-15 minutes)
13.30 - 13.45	Summary of the project activities and Quality management:  • Project Coordinator
13.45 - 14.30	Lunch break
14.30 - 15.30	Discussion and Q&A on the achieved results, content quality assurance based on the full presentations, prepared by the partners and sent to the NEO-Ukraine in advance.
15.30 – 16.15	Discussion with project stakeholders who are not official project partners, academic and administrative staff, students: about awareness, relevance of the project to them, its innovation, their role, experience, challenges, impact etc.  • National Qualifications Agency  • Representatives of HEIs (academic and administrative staff; students)
15.30 - 16.15	Discussion with financial administrators/responsible persons for project financial management, mechanisms of
(parallel session)	payments, documentation, filing, challenges, solutions, best practices etc.
16.15 – 17.00	Formulation of the preliminary monitoring conclusions (NEO Ukraine team). Discussion and summing-up the monitoring conclusions with all participants





















