



Minutes of the Skype Meeting 10th January 2020 (10:00 a.m)

Participants:

-**ULPGC:** Prof. Inmaculada Galván, Valentina Grasso, Prof. Alicia Bolivar, Prof. Domingo Verano

-**US:** Prof. Malgorzata Guzowska, Malgorzata Kopalska

1. **Organization of the ARROW Final Meeting in Szczecin, Poland**

First of all, ULPGC proposed a change in the dates of the Final Meetings, the new dates proposed were 22-24th June 2020 also due to the fact that these are the best dates for Mongolian Partners (since there are no lectures on such dates). US agreed with the proposed dates. The agenda will be as follows: 2 days for the meeting plus a seminar/workshop during the second day and the last day for social activity. As for the detailed programme of the first 2 days, ULPGC will send a draft to US by **18th January** 2020. US also will be in charge of a 4/5 hours' on-site seminar during the second day of the meeting. The topic of the seminar will be chosen by Mongolian Partners among 2-3 topics proposed by US (for example "Design Thinking workshop" or other useful topic for the beneficiaries). The last day an institutional closure will take place with some institutional representatives of the host University (i.e. the Rector, Vicerrector, etc.). As for the social activity US proposes a visit to the seaside and to the Universities facilities located in that area. ULPGC agreed with this proposition.

2. **Logistic and Budget of the Final Meeting.**

By 30th January 2020, Mongolian Partners will have to send the list of attendants to the Final Meeting, 2 participants per each Mongolian Partner HEI will be allowed, 4 participants from ULPGC, 1 From UPORTO and 3 (or more) from US. Total number of participants: 30

US will be in charge of the preparation of the invitation letters to be sent to all the attendants as well as to send an email with all the useful information about flights, accommodation, internal transport etc. At this regard the coordinator has already transferred to each Partner the corresponding budget for Travel cost and Cost of Stay, so that each partner will be in charge of purchasing the flight tickets, accommodation, etc.

For the organization of the final meeting the coordinator has transferred to US the amount of 2.000 euros corresponding to subcontracting costs; under these cost expenditures such as renting conference rooms, printing dissemination and promotional materials and other organization cost can be covered.

3. **Special Issue:**

ULPGC proposes to publish a special issue with the results of the ARROW project, US agreed with this proposition and Prof. Guzowska will try to find some journals where it could be possible to publish the ARROW results without paying publishing fees. Another option, in case no journals will be found, could be to publish a scientific monographic.