

## **New curricula in Precision Agriculture using GIS technologies and sensing data (CUPAGIS)**

### **News Letter CUPAGIS 2018-10-09**

Dear Partners,

On behalf of Prof. Tarmo Soomere of Tallinn University of Technology (TalTech, EE), Coordinator of the CUPAGIS project I would like to inform you about upcoming events of the “CUPAGIS” project.

#### **1. Kick-off Conference**

With a pleasure I would like to provide you with details regarding our first meeting, during which all organizational aspects will be presented, discussed and an official start of activities will be announced.

Duration – 2 or 3 working days

Preliminary dates: end of November or up to 20 February, 2019

Venue: Tallinn, Estonia, Tallinn University of Technology (TalTech) or Estonian Academy of Sciences (will be specified later)

Expenses on participation in the Conference will be covered from the project budget according to Guidelines Erasmus+.

During the kick-off meeting, all issues regarding the work plan of the project will be discussed, as well work plan activities and their distribution among partners will be clarified. The financial aspects and co-financing will be discussed as well.

Each partner will conduct a presentation about their university, Project Management Team will be formed.

#### **2. Participants**

Number of Participants: max 2 persons from each partner institution (please note that these people should be directly involved in project's implementation activities).

Participant 1. University's project coordinator (it is recommended that this person is also the contact person) – the person who will manage the project implementation throughout the whole project.

Local Coordinator is responsible for:

- Internal communication regarding all questions concerning project implementation inside the university and external communication with the project management and other Consortium member-organizations;
- Realization of the project work plan and documenting the performed project activities at the university (minutes, reports, other documents);
- Dissemination of information/quality management;
- The Coordinator should have up-to-date information regarding project progress at the university and submit on a regular basis reports (word.doc/docx) and presentations (\*ppt/pptx) in English and in Russian on project implementation (the format and the dates for handing in the reports will be given at the Kick-off Conference), as well as participate in coordination meetings + participate in meetings via SKYPE. It is crucial for the effective project management that the Contact Person is easily accessible over email or SKYPE.

Participant 2: Experienced specialist/leader in development of curricula/courses, who will be responsible for the analysis/update of existing curricula/courses and development of new curricula/courses (the person should be an employee of the university and be experienced in the activities mentioned above).

It will be appreciated if the Rector or pro-rector is willing to participate in the Conference.

*Note: Participating of a larger number of the representatives is also possible, but on self-financing conditions.*

Registration of participants will be online (request for access is required if necessary): XXXXX

#### **3. Work group of the project**

Each Target university (DZ) working groups can include 7 or more people: representatives of the university management, target faculties and departments, it is desirable to involve under- and postgraduate students, young teachers. The table for the list of the work group see in CUPAGIS Information Management Package -Tab. 2. Members of the work group should only be those people who plan to connect their profession with the project result in the future.

#### **4. Contact Persons**

In order to organize a better communication between partners, we would like you to update the information of the contact persons from the work group of your university/organization. Please, fill in the online table (request for access is required if necessary). Deadline of the completion: **19.10.2018**.

XXXX

#### **5. Language of the project**

In order to organize a better communication between partners, we would like you to update the information of the contact persons from the work group of your university/organization. Please, fill in the online table (request for access is required if necessary).  
Deadline of the completion: **19.10.2018**.

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## 5. Language of the project

The languages of the project and conference:

- Working language inside the Consortium is English
- The language of written reports and forms is English
- The languages of presentations inside the Consortium is English; all presentations on project implementation made by the project partners should be created in English
- For dissemination materials inside Algeria and Europe – English, French, Arabic

## 6. Information dissemination

For designing the project information materials, please, send as a separate file your logos or other graphics, in Corel Draw (.cdr) or Illustrator (.ai) format or, in other format, – graphics with transparent background.

Email: [alexandra.ivanova@ecm-space.de](mailto:alexandra.ivanova@ecm-space.de)

## 7. Other information

As soon as the exact date of the Kick off meeting will be announced, we will send you information regarding purchase of travel tickets and payment of costs of stay, documentation, travel reports etc.

In the attachment to this information letter you will find information management package with recommendations regarding implementation of project activities. Please, familiarize yourself with the document.

Please briefly confirm that you received this letter by email.

If you have questions, feel free to discuss them with us.

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With kind regards

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