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## MUSAE

### Administrative Steering committee meeting on the Work Packages

**Present:** Federica Tomassini (project coordinator), Yasid Elrifai (Birzeit); Heba Swaiti (PPU); Majdi El Omari (DAK); Silvia Cacciatore (AB AQ); Silvano Manganaro (AB AQ); Umida Zunnunova (NIFAD); Alvaro Lopes Ferreira (CONSAQ); Muna Abdullaeva (SCU); Inge Simoens (AP)

**Present online:** Ikbel Charfi (ISAMS Sfax)

**Location:** Conservatorio L'Aquila (Italy)

**Dates:** 30-31 May 2022

**Aim of the meeting:** go through the work packages and identify what is reached and which decisions and actions to be taken.

Chair of the meeting & notes: Inge Simoens (AP)

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### WP 1- by AB AQ (IT) and BZU (PS)

#### 1. Examination of the current curricula in PC

##### Needs analysis and competence gaps identification

done: survey + report ready

not completed:

no joint teaching material

no overview of the situation

#### 2. New profiles and LO's

defined via interviews, personal contacts, meetings, etc. with all the actors of the cultural sector including teachers and students

Done: translated into a longlist of possible LO's

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## WP 2 - by AP (BE) , JAMK (FI), L'AQ (IT)

### 1. Short training workshops Retrain the trainer

based on the identified LO's and needs analysis. European partners gave online courses (Corona thus online – spring 2021)

#### **AP/RCA: April 20, 22 and 26 2021: 3 half days**

Entrepreneurship in art education

#### **JAMK: 30 May & June 1 2021: 2 half days**

Branding, Career Development, Artist Management

#### **Italian partners: June 8 (CONSAQ) & June 14 (Univaq & ABAQ): 2 half days**

Learning form students, Entrepreneurship and territory: some good practices

**Done** in online set-up: workshops did take place in spite of Corona + war in Palestina

#### **But**

No live contact or live workshops

No real interreaction

No clarity yet of the joint module

No comprehensive overview of the situation yet

Not enough PC-teachers followed the workshops (28 instead of 40)

## Extra action in WP 2/3 - by AP (BE) , JAMK (FI), L'AQ (IT)

### 2. Design of the curricula according to competence-based indicators via Field Visits

Tunesia (AP),

Uzbekistan (JAMK)

Palestina (L'AQ, AP & JAMK)

Time: spring 2022

#### **Done:**

- curriculum advise: examine curricula and current offer in arts entrepreneurship + where to embed the module and how to apply the module in other practical courses + advice for future curriculum reforms



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- check the academic validation of the new modules with academic and national authorities
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## WP 3 - by JAMK and DAK, supported by AP

1. **Prepare Module teaching material**, teaching methodology, set common criteria and assessment + Simplify the identified LO's

Done:

- Missing parts from WP1 and WP2 are more or less covered
- Comprehensive overview is reached
- Course description collected to start piloting
- Minimum joint methodology and methods delivered in l'Aq 30-31/05

Still to do:

- Determine **joint assessment criteria** (proposal by AP) – difference bachelor/master
- Adaptation of the module according to the **institutional context** (by PC) – to avoid reviews and resistance
- Programme design: PC decide **in which subjects** they implement the module (PC) + make ECTS sheet
- PC set-up a list of **local (external) partners** for the course
- PC develop a common understanding on the validation on the earned credits

### 2. Identify 48 students for WP4 = 6 per PC institute + local EU students:

International and multidisciplinary groups of students created for the preparation of a creative event structure and methods of cooperation established and shared.

#### DECISION:

Student groups should be communicated at the latest by 20 September 2022 (in case of visa issues, this decision can be taken earlier. Mix of levels, disciplines and/or gender is recommended.

#### TO DO

- Call is being prepared by Jeroen (AP)
- PC choose students who do not graduate in June 2023 and students who will follow the Entrepreneurship Module in their institution.



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- **Federica: Check whether the student mobility for the 3 project weeks needs to be 144 individuals or 3 x the same 48 students.**

3. Extra: **Training Uzbekistan teachers** by JAMK and AP-> teaching certificate for Uzbekistan teachers

**DECISION:**

Will be organized by JAMK with online support by AP (Jeroen Malaise)

4. Identify **the dates and locations for the 3 week-mobilities**

**DECISION:**

Week 1: icebreaker + experimental and introduction in interdisciplinary work+ develop from idea to first concept + pitch + start action plan

*6 days including travel – in Finland // November 2022*

In between: online work on the action plan

Week 2: start realization: rehearsing, try outs

*13-17 Febr. 2023 - Antwerpen / Belgium (within the Next Doors Festival)*

*6 days including travel*

In between: online work on the realization phase

Week 3: realization. Outcome is probably a multiple day festival (*ramadan till 21/04/2023*)

*in l'Aquila first 10 days of July 2022*

*6 days including travel -> 8 days would be better*

**To Do for Federica: Ask 2 extra days for this third project week.**

We would like PC teachers joining the students on these 3 weeks: staff mobility needed to *Guide the students*

*Participate as a coach during the project weeks*

**At this moment the following mobilities are foreseen**

3 teachers in Finland per PC for dissemination



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3 teachers in Hebron per PC and per EU Partner for dissemination  
Management meetings SC: still 3 budgetted (ANTWERPEN, BIRZEIT, L'AQUILA)

### DECISION

Plan 1: Mobilities for Retrain the trainers are lost -> can we recover them for the project week teacher mobilities?

Plan 2 : Use the above mobilities to have teachers joining the students, by combining the SC together with other events

1 unofficial SC in Finland in nov 2022, together with dissemination activity and project week 1

1 SC in Antwerpen in febr 2023, together with project week 2

1 SC in l'Aquila july 2023, together with project week 3

1 SC in Birzeit in dec 2023, together with dissemination in Hebron

**TO DO Federica: Can we recover the Mobilities for Retrain the trainers for the project weeks teacher mobilities?**

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## WP 4 - led by USFAX and assisted by AP (instead of DAK)

### 0. Change of leading WP 4:

#### DECISION

The WP will be led by ISAMS and AP.

In case AP reports more days than in the application (because of extra WP work), there is flexibility of 10%.

**TO DO Federica: check for extra money for 1 extra bilateral meeting ISAMS-AP for 2 persons of AP.**

### 1. Modules being taught in the PC - fall 2022

Application file says: The staff trained in EU will transfer knowledge to other staff in their institution -> establish a competent Local Team intended as permanent

#### DECISION

Course material:

We decide to work with key words and the plan presented by Jeroen. JAMK offered an interesting lecture on Experience Concept creation.



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## TO DO

Jeroen and Pia will provide teacher material for the course entrepreneurship.

Internal trainings in each PC -> set up Local teams, involve the local team in the evaluation of the students following the Entrepreneurship model. Implement the entrepreneurial mindset in other subjects in the programme. We need to collect information on these actions to make the report stronger.

PC adapt materials and methods to their own context (June – July – August 2022)

Pilot introduction of the modernized courses and methods in the identified programmes in the Sept 2022 -Jan 2023 (min. 60 MA students are required in the application of MUSAE -> this will not be a problem).

How will the pilot be monitored? Set up/update the MUSAE Quality Committee per PC institution (internally) composed of 3 people per PC

## DECISION

We need to update the existing list of MUSAE Quality Committees

We need to make better use of the quality plan on the Drive

## TO DO

- Federica will share the link on the drive, PC update the local Quality Committee
- Federica: UNIVAQ will make an additional questionnaire, to evaluate the pilot module
- PC launch the questionnaire in January 2023
- results of the questionnaire should be discussed in SC in Belgium in febr 2023

**2. Preparation and realization of the joint activities 3 X 1 week** with the international multidisciplinary students groups

See above

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## WP 5 - by UNIVAQ , NIFAD and PPU

1. Continuous evaluation via the **Plan and tools for Monitoring and Quality Assessment** procedures
2. **EU expert's evaluation** of the coherence of the new Modules with the needs of Creative industries -> should result in two reports

### DECISION

The EU expert team are the members of pedagogic team of the European partners: Alvaro, Jeroen, Pia, Silvano, Anna.

### TO DO

- First discussion/report after first pilot during the SC meeting in Antwerp febr 2023.
- Second discussion/report after the final event in l'Aquila.

3. **External evaluator**, subcontracted by AP: Mirko Varano  
> 2 reports have been delivered

### TO DO

AP keeps contact with the external evaluator

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## WP 6 - by PPU, UT and SCU

1. **Plan (UT and SCU)**: Responsible of the general Dissemination and sustainability plan

### DECISION

This reporting is included in the technical report by Federica. No extra action is needed.

2. **The organization of 2 international conferences (Dissemination events) including translation**



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### DECISION:

There is a specific budget for translations. Subcontracts budgets (10.000 EUR each):  
DAK = responsible for Arabic translations,  
TTPU = responsible for Russian and Oezbec translations.  
PPU has 10.000 EUR budget for the website, printing and dissemination of communication material.

What will be printed:

- Project brochure
- Musae strategy (folder with short summary and QR code linking to doc online via ISSUU)
- Framework and outline of the course (text delivery AP&JAMK – graphic design by PPU)
- Programme brochure / flyer / poster of the final event

### TO DO:

- Heba makes a fill out doc on the Drive where PC can fill out the total amount wished for.
- Jeroen and Pia deliver the text for the outline of the entrepreneurship course to Heba
- PPU should lay-out, print in ENG, Arabic and Russian and send/share the material with the other partners.

### **3. Local seminars with main stakeholders: involving staff, students and academic authorities.**

### DECISION:

Each PC is responsible for it's own actions. -> see "dissemination plan" on the Drive.  
Dissemination activities can be reported financially under the budget "dissemination activities", but you need to deliver a proof on the Drive.

### TO DO:

- Each PC organizes activities for dissemination
- PC's upload the dissemination proof on the DRIVE in WP 6.





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4. **Informing the wider public:** a highly performance **website** is promised in the project description.

The website is made by PPU – Ashaf (technician) – but it needs more updating and maintenance by SCU.

#### DECISION:

To add: field visits, internal meetings, dissemination activities

revision of the workplan: rewrite upcoming activities as accomplished activities.

Language: the project website will be designed for a wide dissemination of project documents and results, thus it will be mainly in English, but the key documents will be translated in the local languages.

#### TO DO:

- Muna SCU writes introductory texts on the activities that have taken place, based on the reports and pictures on the Drive.
- Muna adds future activities on the website
- Bilateral meeting between Muna, Roberta and Ashaf how to put it technically on the website.
- PC report to Muna about local activities, after uploading the info and pictures on the website.

5. **Preparation of Bilateral Agreements** between EU and PC partners

Min. 4 are needed (MOU) by the end of the project

Finland already has MOU with the three Uzbek partners

#### TO DO

- AP makes a MOU with DAK, Birzeit and Sfax
- PC look into the connections with other PC institution
- Everybody should upload the MOU on the Drive (folder dissemination) + notify Federica via mail.

6. **Organisation of international multidisciplinary event** during the second student mobility week - see WP 4
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## WP 7 - General management: ConsAQ

Tasks for the General management:

1. the management structure and strategy,
2. the Steering Committee (SC) and the rules of its functioning,  
-> Federica takes care of this
3. the local working groups,
4. the Scientific Group (SG) and its role: this group is composed by all the members of the local teams (30 persons min)
5. Partnership Agreements,
6. financial flows and coordination  
-> Federica takes care of this, see Drive: Mid-term report and annexes
7. narrative and financial reports  
-> Federica takes care of this, see Drive : Mid-term report and annexes
8. Five 5 project SC meetings: 8 SCs will be realized: 3 meetings took place online in 2020, there was 1 meeting in June 2021 online + the current meeting on 30-31 May in presence

### Still to realise:

- 1 unofficial SC in Finland in nov 2022, together with dissemination activity and project week 1
- 1 SC in Antwerpen in febr 2023, together with project week 2
- 1 SC in l'Aquila july 2023, together with project week 3
- 1 SC in Birzeit in dec 2023, together with dissemination in Hebron

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## OTHER ISSUES



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1. Participation of University of Tunis (consequences, budget shifts)

At this moment they seem to have no activity. There is no reporting to Federica, nor to Sfax. But the institution reports expenditures.

**TO DO**

**Federica reports this situation to Brussels.**

2. Budget shifts for WP 4 ?

Not needed except extra funding for mobility between AP and Sfax -> see above

3. Replacement of Federica during mother leave (5 months)

Maybe Roberta from ConsAQ could replace her? At this moment, no reports or SC need to be organized, so the situation is stable.

**TO DO**

**Alvaro will take this up**

4. Who is the Content leader of the project in ConsAQ ?

Alvaro can take up this role temporary, but he might change to conservatorio in Roma after this academical year.

**TO DO**

**Needs to be solved within ConsAQ, especially in the absence of Federica.**

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## LIFE AFTER MUSAE

**To be discussed in the next SC**

- 1. Continue the cooperation** between all partners through Credit Mobility Programme and bilateral agreements



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## **2. Further develop modules and curricula in PC**

Stabilization of the pilot Modules in the PC-schools

Partner institutions organize other courses with the innovative methodology developed by MUSAE (or/and implement the modules in other programmes)

PC have a global revision of their Arts programmes and professional teaching approach in function of creative economy and creative industry demand

## **3. Website : how to update and maintain ? To be discussed in the next SC**

*Notes: Inge Simoens  
6/6/2022*