CirculEc

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Development of innovative curricula and modules in Circular Economy and Sustainable Development

International Workshop Series to Foster Circular Economy
Education Across Europe and Central Asia

Modules Material Development

University-Business-Government Interaction

Share Resources and Expertise through Collaborations

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Project Coordinator
Zhadyra Konurbaeva
zhkonurbaeva@edu.ektu.kz

Project Manager
Madina Yussubaliyeva
myussubaliyeva@edu.ektu.kz

USC TMES CAU WESTMINSTER

Meeting Minutes

PROJECT: CirculEC

Date: 08 May 2025

Event Report

Summary of the event

Internal meeting of the university team to follow up on certificate awarding, finalize documents for WP7, and agree on communication with consortium members. Deadlines for submission and translation were confirmed.

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ATTENDANTS

No.	Partner No.	Organisation	Full name	Role
1	P9	KarUK	Galiya Gimranova	Manager
2	P9	KarUK	Oxana Bezler	Manager
3	P9	KarUK	Karina Nevmatullina	Teacher/Researcher
4	P9	KarUK	Svetlana Glazunova	Administrative

Content of the Meeting:

The internal coordination meeting focused on three main topics. First, the participants reviewed the certificate awarding event held as part of the project activities. It was agreed that a short news item will be prepared and published on the university website to highlight the outcomes of the event and recognize the participants. In addition, a formal report accompanied by a cover letter will be submitted to the Work Package 7 leader by 12 May 2025 to document the activity and ensure proper reporting within the consortium.

Second, the team addressed the current status of the two main deliverables under WP7, for which the university is responsible: the Handbook and the Implementation Plan. Both documents are at an advanced stage of preparation. The group agreed on the need to finalize their English translations by 12 May 2025 to ensure readiness for external review and integration into the overall project documentation.

Third, the group discussed the importance of transparent and timely communication with consortium partners. It was decided that all draft documents, including those from WP7, will be shared with all partners for review and comments. The deadline for collecting feedback was set for 15 May 2025, allowing time for revisions and consolidation ahead of the next coordination meeting.

Following the discussion, the participants agreed on the following actions:

To prepare and publish a short news post on the university website about the certificate awarding event.

To submit a report and cover letter to the WP7 leader by 12 May 2025.

To finalize and translate the WP7 Handbook and Implementation Plan into English by 12 May 2025.

To distribute all draft project documents to consortium members for review and suggestions by 15 May 2025.

Conclusion:

The meeting resulted in clearly defined action points aimed at ensuring the timely implementation of the discussed tasks. Deadlines were set for the preparation of the certificate event report, translation of key WP7 documents, and distribution of drafts to consortium members. Responsibilities were assigned accordingly. The team will monitor progress on all items, and follow-up communication will be organized as needed to support coordination and finalize deliverables.