

WORK PLAN

“Ukraine: Upgrading vocational skills in Ukraine’s meat processing sector for the period of 2018-2019”

№	Activities	Terms		Deliverables	Participants and Responsible persons	Place
		start	end			
1	Creation of working group and identification of target priorities					
1.1	Set up a working group (meat industry representatives, SNAU staff, academia, and local experts) Organize technical support (IT specialists, teachers, information and media support of the project) Define potential beneficiaries and main partners (experts and academia) regarding their sphere of expertise and role in the process of project realization	01.03.18	01.04.18	Project webpage launched online on Sumy University and Globino’s websites Technical and informational support is set up Main beneficiaries and partners are identified	EU and Taiwanese experts, meat industry representatives, SNAU project team and representatives of meat processing department. Project coordinator and assistants	SNAU
1.2	Conduct working group meetings for initial identification of gaps, setting targets and discussing priorities, review current trends, opportunities and gaps in the meat processing sector in Ukraine Identify the needs of private sector companies in relation to vocational skills for young professionals Review present training materials and define the way how training curricula of relevant disciplines can be updated Organise a workshop with broader participation (including international experts) to formally launch the project and raise awareness among relevant stakeholders. Assess the performance of students of academic groups and collect their feedback and suggestions on the new course improvement	01.04.18	01.05.18	Working group meetings are held (with international experts online) Present training materials are reviewed Gaps and needs for curricula review are identified	EU and Taiwanese experts – online, meat industry representatives, SNAU project team and representatives of meat processing department. Project coordinator and assistants	SNAU, partner companies
1.3	Create a project web page on the official websites of SNAU and Globino (and potentially other agribusiness	01.03.18	01.06.18	Project webpage launched online on project partners’	IT specialists, information and media	SNAU, partner

	companies such as MHP and Nyva P), within formation on the objectives and specific activities of the project. Organize a press conference with visibility material and a PR campaign in local media			websites Plan of media and informational support is made up Press-conference is organized	support staff, translators, meat industry representatives. Project coordinator and assistants	companies
1.4	Organize informational and technical support of the project, publishing visibility materials on project website, including PR-campaign and support of local media	01.03.18 Constantly during the project	31.12.19 Constantly during the project	Constant information support within the project	IT specialists, translators, information and media support staff. Project coordinator and assistants	SNAU, partner companies
2	Building capacity of academia and experts in order to upgrade training curricula					
2.1	Work with local and international experts to review current training programs Identify and prepare package of documents on training programs/curricula and provide it to the local and international stakeholders. Review relevant training materials and prepare for seminars and training sessions within the project	01.05.18	01.09.18	Analyze upgraded materials and preparation for training sessions	EU and Taiwanese experts, meat industry representatives, SNAU project team and representatives of meat processing department. Project coordinator and assistants	SNAU, partner companies, international experts
2.2	Organise the visit of EU and Taiwanese experts to Ukraine: to SNAU and company production facilities of project partners. Set up cooperation between local consultants and international consultants. Conduct 2 working group meetings with meat industry representatives, SNAU and international experts (expected nearly 40 participants), with meeting minutes shared with relevant stakeholders and EBRD	01.10.18	20.10.18	Visit of an EU and Taiwanese experts to Ukraine, including work at SNAU and field trips to production facilities. 2 working group meetings are held with 40 participants, meeting minutes produced and shared to EBRD	EU and Taiwanese experts, meat industry representatives, SNAU project team and representatives of meat processing department. Project coordinator and assistants	SNAU, partner companies, international experts
2.3	Organise one separate one-week training course for Sumy University teaching staff and representatives of Globino processing facilities together with MHP and Nyva P, to be delivered at SNAU premises by	08.10.18	12.10.18	One separate one-week training is held for SNAU teaching staff and company representatives, namely	International experts, meat industry representatives, SNAU project team and	SNAU, partner companies, international

	<p>Taiwanese and EU experts from universities or expert organisations. The content will cover general aspects of the processing business and the specifics of the East Asian and EU markets.</p> <p>The Local Consultant will cooperate with the International Consultant on this task.</p>			Globino, MHP, and Nyva P delivered at SNAU	representatives of meat processing department. Project coordinator and assistants	experts
2.4	Organise one separate one-week training course for 20 members of SNAU teaching staff and 5 company representatives (Globino, MHP, and Nyva P processing facilities) premises by international experts	12.10.18	19.10.18	One separate one-week training is held for 20 members of SNAU teaching staff and 5 company representatives, delivered by Taiwanese and EU experts at SNAU	International experts, meat industry representatives, SNAU project team and representatives of meat processing department. Project coordinator and assistants	SNAU, partner companies, international experts
2.5	<p>Identify recommendations on improvement of curricula from SNAU representatives and training participants.</p> <p>Collect suggestion and recommendations from meat-sector companies, and results of researches done by partner universities.</p>	01.11.18	01.02.19	Plans with recommendations for improvement of the respective courses are collected and reviewed	SNAU project team and representatives of meat processing department. Project coordinator and assistants	SNAU, partner companies, international experts
2.6	<p>Upgrade structure and quality of relevant SNAU curricula, paying attention on recommendations. It will include practical advanced classes for second- and third-year students and internships at companies' production facilities, 60% of overall training time</p> <p>Develop interactive online course on upgraded curricula, launch online course</p> <p>Upgrade structure of relevant SNAU curricula, with feedback from other universities and agribusinesses</p>	01.02.19	01.03.19	Structure and quality of curricula of relevant disciplines is upgraded, paying attention on recommendations	SNAU project team and representatives of meat processing department. Project coordinator and assistants	SNAU, partner companies, international experts

3	Implementation of upgraded training curricula					
3.1	Review relevant SNAU training programs (agreed with international experts), discuss them during relevant department staff meetings Organise working group meetings to discuss the progress for their official approval Adaptation of updated training programs and their implementation at SNAU	01.03.19	01.04.19	Upgraded curricula and teaching materials are adapted and implemented in the educational process of SNAU	SNAU project team and representatives of meat processing department. Project coordinator and assistants	SNAU
3.2	Validate, implement and improve the new training curricula with SNAU, through supporting the formation of two academic groups (each composed of 15 students and mentored by teaching staff of SNAU) that will receive professional training using job shadowing. Around 60 percent of the training is of practical nature and carried out at the company production sites Organize professional training of 30 students using upgraded curricula.	01.04.19	01.08.19	Upgraded curricula and teaching materials with their practical implementation	SNAU project team and representatives of meat processing department, 2 and 3-year students of Faculty of food technologies. Project coordinator and assistants	SNAU, partner companies
3.3	Organise and lead professional development training for at least 10 professors and teaching staff from SNAU's food processing faculty, through job shadowing of practitioners at company production facilities (Globino, MHP, Nyva P)	01.04.19	01.08.19	Upgraded curricula and teaching materials with their practical implementation	Meat industry representatives, SNAU project team and representatives of meat processing department, 2 and 3 year students of Faculty of food technologies. Project coordinator and assistants	SNAU, partner companies
3.4	Organise two one-day webinars, one for working group, and one for students together with EU and Taiwanese experts, in order to share knowledge and best industry practices and gain a better understanding	15.09.19	30.09.19	Two one-day webinars over the course of one academic year held for the working group and for students	International experts, meat industry representatives, SNAU project team and	SNAU under the support of international experts,

	of both local and global sector dynamics and requirements.			including international experts (online) in order to share knowledge and best practices on organization of relevant events	representatives of meat processing department, students of Faculty of food technologies. Project coordinator and assistants	partner companies
4	Summarizing and producing the final report					
4.1	Assessment of students' and teachers performance, collecting feedback and suggestions on the upgraded curricula. Conduct a survey of all participants undertaking the trainings and share results to SNAU and EBRD.	01.10.19	31.10.19	Assessment of students' and teachers' performance and feedback, recommendations for improvement of the new course are collected	SNAU project team and representatives of meat processing department, students of Faculty of food technologies. Project coordinator and assistants	SNAU, partner companies
4.2	Organise and lead a final working group meeting to discuss the findings and lessons learned, and take stock of achievements. Depending on project developments, this could include the development and dissemination of relevant communication/visibility material. The final meeting of working group is organized, relevant communication/visibility materials are developed.	01.11.19	15.11.19	Final working group meeting is held, project results are discussed and summarized with relevant communication materials developed.	International experts, meat industry representatives, SNAU project team and representatives of meat processing department, students of Faculty of food technologies. Project coordinator and assistants	SNAU, partner companies
4.3	Produce a project report, with an executive summary and outlining activities, results and next steps	15.11.19	15.12.19	Final report is produced	SNAU project team and representatives of meat processing department. Project coordinator and assistants	SNAU, partner companies