

## Work package WP1 – Project Management

<b>Work Package Number</b>	WP1	<b>Lead Beneficiary</b>	1. KHAZAR
<b>Work Package Name</b>	Project Management		
<b>Start Month</b>	1	<b>End Month</b>	36

Objectives
<ul style="list-style-type: none"> <li>• Holding Kick-off meeting</li> <li>• Organizing National Coordination Team Meeting</li> <li>• Organizing International Management Team Meeting</li> <li>• Organizing Virtual Meetings of IMT and NCT</li> <li>• Providing Operational and Financial Activities</li> <li>• Organizing Day-to-Day Management Activities</li> </ul>

Description
<p>Project Management will include: 1) setting up the management structure and project identity, including website; 2) liaising with the EU countries on contractual and financial matters; 3) making contractual and financial arrangements with the partners; 4) communicating with the partners and other people or bodies involved in the project on a regular basis; 5) monitoring time, cost and performance of the project ; 6) preparing management and activity reports ; 7) organizing project meetings and project assessment. Participation in the kick-off meeting, and regular representative meetings. DIRNA website will be established by Khazar and will enable all project partners to communicate with each other.</p>

## Work package WP2 – Preparation & Institutional Requirements

<b>Work Package Number</b>	WP2	<b>Lead Beneficiary</b>	10. BSU
<b>Work Package Name</b>	Preparation & Institutional Requirements		
<b>Start Month</b>	2	<b>End Month</b>	6

Objectives
<ul style="list-style-type: none"> <li>• Organizational capacity for kick-off meeting is ensured, AZ HEIs local needs must be carefully identified and understood;</li> <li>• Delivering Report on needs assessment of partner AZHEIs.</li> </ul>

Description
<p>This work package aims to identify the capacity needs of the AZ HEIs with respect to research output management, open access and IT capacity. Khazar is responsible for the management of this workpackage. EU partners will help AZ partners in preparing survey to conduct assessment studies.</p> <p>In recognition of the need for hardware solutions to be tailored to the institutional needs of HEIs in Azerbaijan that include a various kinds and size institutions. A questionnaire survey will be undertaken to collect basic information, including identifying the size of research output and the current practice of research output management in AZ-HEIs, technical capacity of AZ-HEIs and needs of partner HEIs of Azerbaijan. The first phase of the project will consist of liaison with host institutions on their preferred hardware configuration, taking into account, for instance, the existing operating systems and hardware configurations as well as levels of local IT support.</p> <p>The team will prepare the report to present it at the kick-off meeting to all partners. BSU will responsible for the management of this workpackage, Khazar will be the main assistant partner to facilitate this workpackage.</p>

### Work package WP3 – Preparing Education Materials

<b>Work Package Number</b>	WP3	<b>Lead Beneficiary</b>	3. UNIVAQ
<b>Work Package Name</b>	Preparing Education Materials		
<b>Start Month</b>	7	<b>End Month</b>	11

#### Objectives

- Equip researchers and research support staff and other stakeholders with the knowledge and skills they need to manage data more effectively.
  - Produce an effective training delivery plan.
  - Enhance skills of researchers and other stakeholders in managing and visualizing data with the help of freely available tools.

Specific objectives:

- Delivery summer school materials in Azeri and English languages
- Institutional repository as infrastructure
- Training as advocacy

#### Description

The main goal of this workpackage is to develop training and teaching material for building capacity in implementing institutional repositories, and in technically and operationally managing these repositories. UNIVAQ is responsible for the management of this workpackage. NSU will be the main assistant partner to facilitate this workpackage.

### Work package WP4 – Building Human Resources Capacity

<b>Work Package Number</b>	WP4	<b>Lead Beneficiary</b>	4. JYU
<b>Work Package Name</b>	Building Human Resources Capacity		
<b>Start Month</b>	4	<b>End Month</b>	36

#### Objectives

- Delivering detailed report or the best practices and standards of EU partners in the field of institutional repositories.
- Delivering Summer School.
- Delivering workshops on IR for inclusive education/copyright issues and plagiarism/regular workshop on research activities.

#### Description

First step in the way of planning IRs in Azerbaijani HEIs will be review and analyse the best practices of the partner EU countries. This experience will help partner HEIs of Azerbaijan to make a decision related to a unique model planning Institutional Repository network. EU partners will be consulted during this workpackage. Besides, they will also evaluate the developed institutional repositories model in a workshop that will be conducted for this purpose in EU in the beginning of this workpackage. Lead organization of this package is JYU. JYU will consult its Azerbaijan partner-universities in conceptual and technical development, as well as launching and supporting the institutional repository. JYU will be responsible for conducting a secondary research on best practices in research output management, delivering introductory trainings for research output repositories, as well as a workshop for building digital collections. UNIVAQ and IIT will be the main assistant partners to facilitate this workpackage.

EU partners will be also responsible for trainings on Open Science Research Data and regular workshops on introduction on Research output for creating institutionally unique digital collections. During workshop will be delivery main notions regards to management and curation concepts to researchers and explore methods from of moving data from work-in-progress storage spaces to repositories in more seamless ways.

Partner Azerbaijani HEIs will build on the knowledge they gained in the training for successfully conducting the activities of this workpackage.

## Work package WP5 – Planning the Institutional Repository

<b>Work Package Number</b>	WP5	<b>Lead Beneficiary</b>	2. IIT
<b>Work Package Name</b>	Planning the Institutional Repository		
<b>Start Month</b>	11	<b>End Month</b>	18

### Objectives

- Provide a roadmap for setting up an institutional repository in AZHEIs
- Provide structure and activity plan
- Provide Institutional repository policy and implementation plan

### Description

in this workpackage will be developed structure and activity plan for integrated network of Azerbaijani HEIs Open Access Repositories, research data management study, Institutional Repository policies, repository implementation plan for long term support and management.

Lead organization of this package is IIT. Khazar will be the main assistant partner to facilitate this workpackage.

Project Team will identify several specific tasks within and outside the AZHEIs that will be essential to supporting the implementation of a digital repository service for the Azerbaijani community.

## Work package WP6 – Establishing the Institutional Repository

<b>Work Package Number</b>	WP6	<b>Lead Beneficiary</b>	1. KHAZAR
<b>Work Package Name</b>	Establishing the Institutional Repository		
<b>Start Month</b>	16	<b>End Month</b>	36

### Objectives

- Building the IT infrastructure, installing IR software, and creating persistent URLs for seven production repositories in partner AZ HEIs
- Develop promotion and advocacy plan
- Creating database of teaching and learning materials for inclusive education
- Creating a DIRNA Virtual Reference Desk

### Description

In this workpackage partner AZ -HEIs will implement 7 institutional repositories in all Azerbaijani universities. Khazar is responsible for the management of this workpackage. EU partners (IIT and UNIVAQ) will be consulted during this workpackage. Besides, they will also monitor performance and suitability of hardware over the duration of the project, evaluate the implemented institutional repositories in a workshop. This workshop will be conducted for this purpose in AZ- HEIs by the end of the WP5.

During this workpackage in order to use limited funds in the most cost-effective way, consideration will be given to a variety of organisational arrangements and technical configurations, including enhanced resilience and capacity for existing pilot repositories, dedicated, stand-alone hardware for other institutions and hosted arrangements for other institutions that might not otherwise have sufficient IT resource to sustain local repository development. Either way all institutions will be provided with hardware solutions that meet their institutional requirements and that is compatible with the development of an interoperable network of independent, open access repositories based on international standards and protocols. Once procurement and installation is complete staff will monitor system performance and will advise on maintenance, repair, re-configuration and upgrade as necessary.

Based on the need of providing a solution that will involve other institutions, DIRNA is proposing a decentralized solution where Khazar University IR will act as a hub. The solution should be robust enough to allow addition of more institutions when needed.

During this workpackage will be developed promotion and advocacy plan, database of teaching and learning materials for inclusive education and a DIRNA Virtual Reference Desk.

## Work package WP7 – Monitoring and Quality Assessment

<b>Work Package Number</b>	WP7	<b>Lead Beneficiary</b>	2. IIT
<b>Work Package Name</b>	Monitoring and Quality Assessment		
<b>Start Month</b>	2	<b>End Month</b>	36

### Objectives

- Organizing Quality Control Team Meetings
- Coordinating Project Quality Monitoring Activities

### Description

Quality Assessment in DIRNA is to assure that Project deliverables meet their stated requirements, and also the Project processes are appropriately followed. These objectives will be achieved by conducting quality control and quality assurance activities. The team of the Quality Assessment will be formed in the kick-off meeting. Monitoring and evaluation of realized workshops and trainings will be organized to ensure timely corrective actions for other training. For these purposes, feedback reflecting the satisfaction level, remarks, evaluation of practical knowledge and experience gained from trainees, trainers and organizers will be continuously collected.

## Work package WP8 – Exploitation and Dissemination

<b>Work Package Number</b>	WP8	<b>Lead Beneficiary</b>	11. ASCCA
<b>Work Package Name</b>	Exploitation and Dissemination		
<b>Start Month</b>	1	<b>End Month</b>	36

### Objectives

- Develop a deep understanding of the current status of local research and the needs of AZ HEIs regarding the access to research data, the adopted access policies, and the current level of expertise and awareness
- Raise the awareness and confidence of the repository services and the benefits of open access publishing among faculty members, research scholars, students, and the academic communities.
- investigate key issues in populating and maintaining collections.

### Description

The partner AZ HEIs will work on establishing and supporting an expandable and self-sustaining network of stakeholders. This will be centered on a website providing a shared infrastructure for the stakeholders' network. It will create a coherent platform for proactive co-operation, collaboration, exchange and dissemination of research results and experience in the preservation of research output among local institutions such as libraries, archives, ICT and software developers, research institutions and universities, as well as other private and commercial sectors. It will include a comprehensive bibliography of information, and best practice recommendations as well as tools and training materials. A special attention will be paid populating, content development and scaling up activities.

Partner AZ HEIs will organize workshops to train stakeholders on establishing reliable institutional repositories. Promotional and education materials on Open Science approach will be distributed both at academic institutions and

industry in Azerbaijan. National and institutional open access institutional repositories policies and strategies will be implemented at universities in Azerbaijan.  
During this workpackage lider university ( ASCCA) will closely work with Khazar and others AZHEIs.,