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<b>Event:</b>	Consortium meeting HEIn4
<b>Venue:</b>	Skype for Business (accessible via web-browser)
<b>Moderator:</b>	Mr. Geert De Lepeleer
<b>Time:</b>	10:00 – 12.00 C.E.T
<b>Date:</b>	22.10.2020

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## Minutes of the Meeting

**Participants:** List and screenshot of the participants can be found in annex.

### 1. Approval of meeting report 17/09/2020

The minutes from the meeting of 17/09/2020 were approved by all project partners.

### 2. Webinars: overview of passed webinars (V. Shatokha)

Volodymyr Shatokha mentioned that Festo seminars were organized at three locations in Ukraine, namely Dnipro, Odessa and Lutsk. The seminar at Pokrovsk (DonNTU) is planned to be organized shortly, the exact date will be confirmed soon. Overall the seminars were very much appreciated. The content of the sessions was adapted towards the needs of the participants and split up in theoretical sessions as well as practical sessions. Participants will receive a training certificate from Festo.

EU-partners organized following webinars:

IPP > "The paradigms of industry 4.0" 29/09/2020.

IPP + KUL > "The b-remote project" IPP + "Code generation from MATLAB, code for industrial applications with PLCs. Industrial use case in ArcelorMittal Gent" KUL 13/10/2020

KTH > "Business driven production development" 20/10/2020

The webinar in Georgia was held by the Deputy head of the Georgian's Innovation and Technology Agency. It was a 2 hours webinar with 16 participants. The main aim of the webinar was to raise awareness and train the audience in response to Industry 4.0 paradigm.

### 3. Webinars: overview of planned webinars (P. Saey)

The updated excel overview can be found in annex.

Forthcoming webinars:

IPP > “From sensor to the Cloud” 27<sup>th</sup> October 2020

KUL > “Smart Health: IoT framework for clinical trials” 10<sup>th</sup> November 2020

Philippe Saey referred to the agreement made during the previous meeting. An abstract should be made and sent to the consortium members approximately one week before the webinar. This way the abstract can be spread throughout the organizations and the right people can be invited to the webinars. A Word-template which can be used to create the abstract, with project number, title and logo will be available on the website by Andriy Petrenko.

#### **4. Website and tracing of passed activities (A. Petrenko)**

[www.hein4.net](http://www.hein4.net)

Andriy Petrenko presented the website.

The website consists of different web pages with direct links to the project activities and the outputs produced. Activities are presented in chronological order.

There is also a special section with access only for the partners. This is a password protected area. An instruction manual will be created by Andriy Petrenko and will be forwarded to the consortium with detailed information about the use of the website and the partners only section. The use of the partners only section can be discussed during the next meeting.

Andriy Petrenko asks to be informed about all dissemination activities. The activities will be uploaded to the project website.

Ani Chelishvili will already send the list of links to publications to Andriy Petrenko. If the material is non-English, a translation of the titles is required.

The EACEA disclaimer can be found on the website together with the Erasmus+ logo. This should be copy pasted to all material produced, outputs, presentations, leaflets, brochures.

#### **5. Study of Teaching Methodology: input of EU partners (EU partners)**

The study of teaching methodology is almost ready but Ani Chelishvili mentioned that they are still waiting for input from IPP and KUL to finalize the study by the end of October.

Philippe Saey and the team in KUL is working on an Excel overview which is almost ready to be sent to Ani Chelishvili.

IPP asked each course director to give input related to the study about teaching methodologies. They are expecting all answers within the next two weeks from the directors of courses. Afterwards it can be sent to Ani Chelishvili who will process all the information and give a presentation about the findings during the next meeting.

Paulo mentioned the next webinar is planned on the 27<sup>th</sup> October 2020 'From sensor to the Cloud'. The invitation will be sent by IPP either via Zoom or Skype.

Andriy Petrenko will check if there is no overlap with the seminar from Festo with the webinar from IPP.

## **6. Purchase of equipment: overview per partner university**

4 partners have already been in contact with KU Leuven about the foreseen equipment list:

3 out of the 4 universities stick to the original planned list of equipment. It concerns:

- Akaki Tsereteli University
- BTU
- Odessa University

Donetsk University would like to make some changes to the initial list of equipment and they have been asked to explain in written why they need other equipment different from the proposal.

Geert De Lepeleer would like to gather all requests for changes to the original list by the 6<sup>th</sup> November and would like to write 1 mail for the project officer at EACEA regarding these changes for equipment.

The 3 universities who have been in contact with KU Leuven and stick to the original list of material can proceed with the purchase of equipment (bearing in mind the national legislation and the rules of procurement of the concerning partner university). Geert De Lepeleer also strongly advises to ask 3 offers even if it is not an official tendering procedure.

NMAU – is still looking for a suitable supplier.

Batumi – they started up a direct tender procedure but it is a complex procedure and there are many restrictions, but the process is ongoing. A list of changes to the original planned equipment will be sent to KU Leuven, who will decide whether an official request to EACEA is necessary.

Lutsk – Victoria Malets mentions that they will take a look at the list of equipment and will contact KU Leuven if any changes are necessary.

Geert De Lepeleer asks partners to send their requests or adaptations regarding equipment by the 6<sup>th</sup> November to Ellen Matthijs, Andriy Petrenko and Geert De Lepeleer.

Odessa University – wants advise from EU partners as well as UA and GE partners about the software to buy. It concerns educational software, management for enterprises software which is useful for the virtual laboratory to teach the course business management 4.0.

Andriy Petrenko suggests to contact Akaki Tsereteli University, because they are also buying such kind of software.

Philippe Saey advises to search the internet for free packages and consult the Enterprise Europe Network website.

Irina has been asked to clearly describe what kind of software is needed and send the info to Geert De Lepeleer who will contact the faculty of economics of KU Leuven and ask their advice regarding this kind of software

Iryna Shvets from Donetsk University is also interested in buying this kind of software.

## **7. Monitoring by NEO (partner universities)**

The monitoring visit in UA was Ok, all topics were covered and it was a very nice meeting.

The monitoring visit on the 14<sup>th</sup> of October in GE was Ok. As requested by the Erasmus+ Officer the written report was sent afterwards.

A general report about the monitoring visits from the EACEA project officer will be sent to the project coordinator and will be forwarded to the consortium.

## **8 Planning of further project activities apart from webinars (A. Petrenko and V. Shatokha + G. De Lepeleer )**

Due to the Covid pandemic physical study visits are still impossible. Webinars are planned and an overview can be found in the Excel table in annex.

Volodymyr Shatokha mentioned that there are some difficulties to deliver publications as study visits are impossible. Other activities still planned are making the brochures, setting up case studies, and writing recommendations. After a brief communication with UA partners there was the idea that based on the experience from FESTO seminars case studies could be made on how aspects of industry 4.0 can be reflected in each university and what is the vision for development in this context. This could be combined with input from EU-partners.

Geert De Lepeleer suggests to organise an online workshop to develop a common structure for these case studies, so that they can easily be compared. Also the topics should be discussed in a first phase.

## WP 1.2 Development of content methodology

Tbilisi and Lutsk made an analysis of study programmes. This is the basis to develop the module in WP2.

The main aim is to set up a Business model for industry 4.0. Odessa made a publication about 'Industry 4.0 Business Management' and a draft/abstract about this module which was published on the website of Odessa University. Odessa University is also willing to organise a webinar about this topic in the beginning of next year.

Odessa can be leading partner in delivering the module about Industry 4.0 Business Management, this is supposed to be ready in the summer 2021. A short course should be ready by spring. The entire module should be ready for teaching by September 2021.

Volodymyr Shatoka suggests to organise another set of webinars in the beginning of next year dedicated to pedagogical issues and curriculum development issues. Based on those webinars the short courses and the module can be created.

The reference groups are composed. A template was created by Andriy Petrenko for an evaluation made by the reference groups. They will make a yearly evaluation report. The first report will be ready by January.

Andriy Petrenko requests all documents from UA and GE partners that are related to the creation of reference groups and proof their existence.

## **9 Publications and subcontracting (A. Petrenko and G. De Lepeleer)**

In UA there will be one subcontract for 1 entire year with 1 supplier per partner university. Publications will be made throughout the year and based on the production of material payments will be done to the supplier. The procedure and the agreements made with the supplier should be clearly explained in the subcontracting agreement.

In GE a supplier has been appointed, but the subcontracting agreement still needs to be signed.

A template of a subcontract will be sent to the partners together with the report of the meeting.

## **10 Administration and finances (G. De Lepeleer, E. Matthijs en A. Petrenko)**

Andriy Petrenko has sent guidelines to the partners regarding the declaration of staff costs and details on how to complete the timesheets and the joint declarations.

KU Leuven is willing to organise bilateral partner meetings in case of questions or difficulties when preparing the administration related to the project. Partners are free to contact KUL if they think a meeting is necessary.

**11 Any other business**

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**12 Next monthly meeting: 26 November 2020 at 10 AM CET.**

**TO DO:**

- Training certificates from FESTO will be sent to the participants of the seminars > FESTO
- Send out an abstract 1 week before webinar to consortium. This way the abstract can be spread throughout the organizations and the right people can be invited to the webinars > EU Partners
- A Word-template will be uploaded on the website with Project Logo, Erasmus+ logo, project number and title > Andriy Petrenko
- Instruction manual for partners only section of website will be sent to partners > Andriy Petrenko
- Send all dissemination activities to Andriy Petrenko. These activities should be published on the website. > UA + GE + List of publications by Ani Chelisivili (BTU)
- EACEA disclaimer and Logo can be found on website > copy paste to all the material produced
- IPP and KUL send info regarding study of teaching methodology to Ani Chelisivili (BTU)
- Changes to the list of equipment should be sent to Geert De Lepeleer (KUL) by 6<sup>th</sup> of November. Geert De Lepeleer will contact EACEA about the changes and will ask for approval. > Batumi, NMAU, Lutsk
- UA and GE partners should ask for 3 price offers before buying equipment
- Geert De Lepeleer will contact faculty of economics regarding software for business for management, industry 4.0 and will send info to Irina Nyenno (Odessa University)
- Organise online workshop to develop a common structure for case studies and discuss topics > Coordinator + Volodymyr Shatokha, Andriy Petrenko
- UA + GE partners > Send all documents that proof the creation of reference groups to Andriy Petrenko
- Template of a subcontracting agreement will be sent to the consortium > See annex