



**Boosting the role of HEIs in the industrial transformation towards the Industry 4.0 paradigm  
in Georgia and Ukraine  
609939-EPP-1-2019-1-BE-EPPKA2-CBHE-JP**

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**Event:** Consortium meeting of HEIn4 project  
**Venue:** Zoom online

**Moderator:** Mr. Geert De Lepeleer  
**Time:** 10-11.30 C.E.T  
**Date:** 01.02.2024

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## AGENDA

- 1 Approval and follow up of meeting report 21.12.2023 (included in this message)
- 2 Financial management:
  - Missing documents at 31/1/2024
  - Cofinancing declaration
  - Relation between workload and declared working days: be realistic
  - Influence of exchange rate on equipment, subcontracting: consequences of inflation and how to solve.
- 3 Quality assurance: external expert (Geert) + last quality reports
- 4 Inventory of taught course: most updated version at the end of the project
- 5 Involvement of students in decision making process
- 6 Porto meeting: presentations from Porto
- 7 Offer of industry courses on university website: overview of all partner universities
- 8 Cooperation agreements with associate partners: overview of all partners.
- 9 Preparation of final report: structure for delivering information: preparing document will be sent in the week of January 8<sup>th</sup> 2024: including all deliverables (course development, ....) : follow-up of feedback ( not) received.
- 10 Any other business
- 11 Next meeting: one to one meetings + 29/2/2024: 10 AM CET