



**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**

Event: Consortium meeting HEIn4

Venue: On-line (Microsoft Teams)

Moderator: Mr. Geert De Lepeleer

Time: 10.00– 11.00 C.E.T

Date: 07.09.2023

Excused: Philippe Saey, Victor Kordas, Iryna Nyenno, Lela Turmanidze, Ievgen Ryzhenko

Not present: David Gegechkori

Minutes of the Meeting

1 Approval and follow up of meeting report 23.06.2023 (see annex)

External evaluator – KUL , Geert will contact the external evaluator to draw up the contract and discuss the details for preparing the report.

Staff costs - . Geert stresses that staff costs until jan 2023 should be up to date by now. We want to avoid that all files still need to be checked at the end of the project. Special attention and a kind request to partners BATUMI and AKAKI to finalize the staff costs until January 2023.

The total amount of staff costs to be introduced in the report equals the max budget for staff allocated + a 10% increase if we shift budget from travel to staff.

GITA – Annie V. promises to deliver all requested material by the end of the week.

BATUMI one to one meeting equipment – Geert will discuss this issue (difference amount invoice/contract) during the conference in Georgia

Inventory of taught courses – Philippe will devote a special session to the inventory during the study visit in Ghent

Partners are requested to update the Excel file and send it to Philippe in preparation to the Ghent visit.

Methodology concept and subcontracting USUST in process.

2 Financial management

Geert requests to declare draft versions of staff costs to Ellen and upload the finalized versions on the portal. Each partner receives regularly an overview of their finances (mostly after introducing a new batch of costs). During the meeting in Ghent a global overview of the finances will be given.

Geert stresses that staff costs until jan 2023 should be up to date. We want to avoid that all files still need to be checked at the end of the project. Special attention and a kind request to partners BATUMI and AKAKI to finalize the staff costs until January 2023.

BTU Subcontracting and USUST subcontracting to be finalized. Provide the coordinator with contracts and supporting documents.

A money transfer to Donetsk has failed twice due a conflict at the intermediate bank. Geert contacted our central services to try to find a solution.

3 Organisation of Georgia conference + organization of EU study visits

Georgia conference 02/10/2023 – 05/10/2023

The preliminary programme has been sent to the coordinator and has been approved. Geert requests to add the project logo to the programme.

Attention should be given to invite partners from industry, and if possible to have some testimony's of participants from industry who attended the courses.

Nana asks if an EU-partner is willing to give a presentation during the conference, any suggestions may be sent to Lela or Nana.

GITA is willing to conduct a site-event on the Techpark.

Final version of the programme will follow after consultation Batumi-Akaki.

Nana requests all partners to confirm their attendance via e-mail to Lela and Nana. The first part of the conference will take place in Batumi, the second part in Kutaisi. Conference dates are: 02/10/2023 – 05/10/2023

GHENT study visit 27/09/2023 – 29/09/2023

An information package with information about the stay in Ghent will be forwarded soon by Ellen. The programme needs to be finalized and will be sent in the next couple of weeks. At this moment 14 invitation letters are issued.

SWEDEN study visit 16/10/2023 – 20/10/2023

Victor has forwarded the programme of the study visit to Geert. You can find programme in annex. Thursday afternoon will be devoted especially to Hein 4.0 coordination + cooperation with industry.

PORTO study visit 07/11/2023 – 09/11/2023

More info will follow soon

How many participants per partner per study visit: 3 participants academic partner, 2 participants non-academic partner

Philippe S. will attend GE conference, Stockholm and Porto meeting. Geert still doesn't know.

4 Overview of dissemination, sustainability and course evaluation

Still missing: Akaki dissemination report, GITA dissemination + sustainability report

5 Development of Methodology Concept Higher Education 4.0 (Act. 1.2) in Ukraine: final version + subcontracting process for both Georgia and Ukraine.

- Finished in Georgia: subcontracting > administration to be uploaded in portal
- Finalized in UA: subcontracting > administration to be uploaded in portal

6 Development of recommendations for updating Engineering Curriculum (Act. 2.3)

BTU agreed on final text and the printing of materials has started. Will be ready by end of the week. Financial and administrative documents regarding subcontracting will be uploaded as soon as received.

USUST material is ready and has been sent to Geert, waiting for approval, afterwards printing will be started. Financial and administrative documents regarding subcontracting will be uploaded on the portal as soon as received.

7 Overview of WP 6: Impact : proposals from partner universities + planned activities until 01/10/2023

Files received from BTU, Lutsk, Batumi, Odessa and Donetsk

Geert has sent feedback. Mentioned partners are requested to send a new version after feedback, mainly focused on introducing KPI.

Other partners are urged to send the exploitation plan to Geert before the next meeting and are asked to include KPI. (AKAKI, USUST)

8 Trainings for industry: overview

BTU: Trainings and meetings are reported in Excel file, the file will be presented during Ghent meeting.

Odessa: supporting documents about events will be uploaded

Donetsk: activities planned in Sept, Oct, Nov.

FESTO: discussed online during one on one meeting, activities are organized, supporting documents will be uploaded in portal

LUTSK: activities are organized, a meeting with representatives of the local companies is organized. Participants will be invited to follow the courses.

Batumi: update via Lela

USUST: conference in November. In October and November online training for metallurgists and representatives from mechanical industry will be organized

9 Social media

Don't forget logo's!

10 Any other business

Ani C will virtually join Ghent consortium meeting, 28th September.

Geert requests Lela or Nana to virtually join consortium meeting in Ghent as well, 28th September.

Teams invitation will be sent by Ellen.

11 Next meeting: 28.09.2023 in Gent (+ possibility to join online) at 11 AM.

TO DO:

WHAT	WHO	DEADLINE
Ask permission to EACEA for external evaluator	Geert De Lepeleer	ASAP
Submit staff costs up to January 2023	All partners	ASAP
Organize one-on-one meeting Batumi – difference tender agreement – final invoice	Geert De Lepeleer	Meeting during GE conference
Inventory of taught courses – separate Excel file to be completed – register each activity – keep file updated	All partners	Update before Ghent meeting
AKAKI dissemination report to be sent to Geert	David Gegechkori	ASAP
Sustainability plan + dissemination strategy GITA to be sent to Geert	Annie Vashakmadze	ASAP
Development of methodology concept publication UA subcontracting	Olexandr Zhadanos	Next meeting
Development of methodology concept publication GE + UA subcontracting + Recommendations for updating engineering curriculum GE +UA subcontracting	Ani Chelishvili Olexandr Zhadanos	Next meeting
WP6 activity descriptions(impact) to be sent to Geert	USUST + AKAKI : full plan. BTU, LUTSK, BATUMI, Donetsk and Odessa: adapted version	ASAP

Respect publicity rules on social media	All partners	Always
Donetsk Money transfer failed – intermediate bank	Geert De Lepeleer	ASAP
Information package Ghent study visit to be sent to consortium	Ellen Matthijs	ASAP
Programme Ghent study visit to be finalized	Geert De Lepeleer Ellen Matthijs	ASAP
Programme Georgian conference to be finalised	Lela and Nana (Batumi) + David (Akaki)	ASAP