



**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: Hybrid: On-line (Zoom) and On-site at PPorto, Portugal

Moderator: Mr. Geert De Lepeleer

Time: 12.45-13.45 C.E.T

Date: 07.11.2023

Excused: Ellen Matthijs

Minutes of the Meeting

1 Approval and follow up of meeting report 19.10.2023 (see annex)

The to-do list from the previous meeting was reviewed and discussed: The excel document for Paulo's visit to Porto has been concluded by the partners, and the staff costs were presented to Geert and Ellen from their respective organizations. The Project results' Assessment Presentations were scheduled for November 9, with a specific emphasis on HEIn4 curricula. A one-on-one meeting with Batumi regarding staff cost files was arranged for November 8. The compilation of a separate Excel file for the inventory of taught courses has been mostly completed by each partner, although certain modifications are still required. GITA sent the sustainability plan and dissemination strategy to Geert.

Minutes were approved.

2 Financial Management

After the review of submitted documents, the installments, at reasonable amounts, were transferred to several partners, including Donetsk and Batumi. Geert took care of all arrangements to facilitate the travel of partners to Porto, particularly those from Batumi.

Subcontracting agreement was finalized by Geert to hire the external evaluator. Subcontracting files from BTU and USUST were also finalized. Several more payments will be done in November-December.

3 Inventory of taught courses moderated by Philippe Saey

Calculation of KPIs and visibility are highly important for successfully finalizing the project. Course Materials have to be developed by the Ukrainian and Georgian Partners too.

In terms of the Georgian partners, Akaki and Batumi are tasked with reviewing and completing the information provided by Philippe, specifically the content highlighted in red. Their attention to detail and accuracy in correcting this information is essential.

Similarly, Ukrainian partners, USUST and FESTO, are required to examine the figures highlighted in red. Their thorough evaluation of these numbers is essential for the overall success of the project.

Looking ahead, there are several planned events scheduled for reporting by both Georgian partners (BTU, GITA, among others) and Ukrainian partners in the months of November and December. These events play a crucial role in the project's progress and should be carefully documented and communicated.

4 Evaluation of Stockholm meeting

Once again, sincere gratitude is extended to the KTH Team for orchestrating an outstanding event in Stockholm. The participant lists and presentations have been disseminated to Oleksandr and are now accessible on the designated portal for everyone's convenience.

5 Overview of dissemination, sustainability and course evaluation

Everything is delivered so far – Geert will be providing several remarks and comments to Kutaisi and Gita for further discussion and consideration.

6 Overview of WP 6: proposals from partner universities

USUST, Donetsk and BTU are ok. However, the remaining partner files lack Key Performance Indicators (KPIs), which are essential metrics for assessing and evaluating their performance.

7 Involvement of students

Involving students in the decision-making process of project development through round tables (as a good example); Quality Groups incorporate students at various partner institutions. Please consider this point – suggested by Geert.

8 Offer of industry courses on university website

The industry courses should be featured on the websites of the Ukrainian and Georgian partner universities, prominently displaying the HEIn4 logo. This approach enhances visibility and emphasizes the commitment of all Georgian and Ukrainian universities to providing valuable opportunities in the field of industry education.

9 Cooperation agreements with associate partners

HEIn4 partners have to sign the agreements with associated partners as soon as possible. This step is integral to substantiating the project's impact and securing its sustainability in the long run.

10 Preparation of final report: external evaluator + overview of deliverables

External Evaluator will reach out to all partners to organize in person meetings. During these meetings, the evaluator will examine the outcomes achieved and gather comprehensive insights into the collaborative efforts of the partners. This proactive approach ensures a thorough evaluation of the project's progress, allowing for a more nuanced understanding of the extent to which objectives have been met.

11 Semiannual quality reports (USUST)

As Oleksandr stated all Ukrainian Partners are ok, as for the Georgian partners: BTU and Batumi are ok; As for Kutaisi – several reports are still missing.

Last Quality Reports will be delivered from all Partners in December, 2023.

12 Any other business

n/a

13 Next meeting: Online - 21/12/2023 at 10 CET

TO DO:

WHAT	WHO	DEADLINE
Submit staff costs spent up to now	All partners	ASAP
Inventory of taught courses – keep file updated according to Philippe's suggestions	All partners	ASAP
Updated Sustainability plan of GITA to be sent to Geert – intermediary role of GITA to be highlighted between Academia and Industry	Annie Vashakmadze	ASAP
Involvement of the students in the Decision Making	All partners	ASAP
Offer of industry courses on university website	Georgian and Ukrainian Partners	ASAP
Cooperation agreements with associate partners	All partners	ASAP
Individual Meetings with External Evaluator	All partners - to be organized by Geert	ASAP
List of Deliverables for the EU Portal	Geert, Ellen, and Oleksandr	ASAP
Quality Report for June, 2023	Kutaisi	ASAP
Last Quality Reports from all Partners	All Partners	ASAP
KTH and Porto Visit files to be sent to Geert and Ellen	All Partners	ASAP
Developed Course Materials have to be developed	Georgian and Ukrainian Partners	ASAP
Respect publicity rules on social media	All partners	Always
Preparation final report	Geert, Ellen	ASAP