



**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– 12.00 C.E.T
Date: 11.05.2023
Excused: Philippe Saey, Ani Chelishvili

Minutes of the Meeting

1 Approval and follow up of meeting report 04.04.2023

Minutes are approved.

2 Financial management: external evaluator + payments, special attention to Batumi, Akaki, GITA

The external evaluator is appointed by the coordinator. A subcontracting agreement is yet to be drafted. Permission to appoint this external evaluator will be asked to EACEA. The project application has already been forwarded as well as a user name and password so that the evaluator also has access to the partners only area of the HEIN4 website. The amount foreseen for the evaluation is EUR 3 000, taking into account the 10% flexibility rule this shouldn't be a problem.

For several partners (Lutsk, Odessa, Donetsk), payment orders are currently being transferred, or were transferred based on declared staff costs until Jan 2023. Geert urges other partners to definitely submit all costs until Jan 2023 as soon as possible in the portal, with special attention to Batumi, Akaki and GITA. After verification and approval by Ellen, it can be agreed upon whether a new transfer should be made. Certainly in view of the travels in Sept-Oct-Nov money transfer might be necessary to finance the trips.

Annie V. wonders how long it takes after approval of the costs to receive the transfer. Geert mentions it might take about up to 2 weeks. Annie V. would like to organize a seminar for regional managers and wonders if costs can be introduced in the project. Geert suggests to discuss this issue during a one-on-one meeting.

According to Iryna N. staff costs declarations uploaded by Odessa were approved and agreed upon in February, but payment has only been done in May. Ellen replies that the reason for the

delay is the absence by illness. Payment was asked not more than 1 week ago, after agreeing upon the amount. Ellen will check what exactly was the cause of the delay.

Paulo asks for an update of the finances of IPP. Ellen will send the Excel file.

3 Inventory of taught courses to Students and Industry: presentation of figures in Excel on Google Drive by all partner universities

Seen the absence of Philippe, this point of the agenda will be rescheduled during the next meeting.

4 Overview of dissemination, sustainability and course evaluation

Overview was presented and will be included with the report.

Donetsk dissemination strategy to be uploaded. The document is 99% ok, but EACEA publicity references should be integrated. Geert mentions that Donetsk university has organized a lot of dissemination activities and in fact is one of the most active partners on this topic in the project.

To be uploaded by the next meeting (first check by Geert):

- AKAKI dissemination strategies
- USUST feedback report
- GITA sustainability plan + dissemination strategies

5 Development of Methodology Concept Higher Education 4.0 (Act. 1.2) in Ukraine: what is the situation?

Publication UA editing is being finished.

To be checked with Ani: is GE publication organized via subcontracting?

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

- Finished in Georgia – Is it already published? Ask Ani BTU

- Ukraine – A draft version is ready, general conclusions should be added. A draft version will be sent to Geert after the meeting.

7 Planning of EU visits + visit to GE

Ghent visit – 25th > 29th September

Ghent visit was initially scheduled before summer break, but no possible option was found. After consultation with VOLVO it was decided to plan the visit in the week of 25th of September. The visit to VOLVO is planned Friday 29th September. This means travel will have to be planned during the weekend.

Stockholm visit – 16th > 20th October

Stockholm visit is planned during the week of October 16th - 20th October.

Partners are invited to take part in a course 'Enhancing Higher Education'. This is a full week event, which will be adjusted towards the needs of the participants. This event is organized twice a year, during Spring and Autumn. The programme was presented by Victor and is included in annex.

Topics: Sustainable development, Quality assurance, Rethinking education, cost-effective educational development, digital transformation, workshop strategies for future.

Geert suggest to introduce some topics in the programme specifically focused on cooperation with industry. Victor will try to involve the innovation and research office, who can incorporate a topic related to Industry 4.0 society.

Iryna Nyenno asks if this event could also be interesting for non-academic staff, such as quality managers. Victor explains that the target group for this specific event is academic staff. The perspective of this event is enhancing the quality of learning and is not focused on quality assurance on university level. In this view it wouldn't be interesting for quality assurance managers to join this event.

IPP visit – 6th November > 10th November

During the last meeting it was decided to plan the IPP visit during the first week of October.

Seen the fact that the 2nd of October is a bank holiday in Portugal and all offices will be closed + the fact that the Ghent visit is planned the week before it is agreed that the IPP visit is rescheduled. The visit will take place during the week of 6th November.

Batumi and Kutaisi visit – 2nd October > 6th October

Batumi and Kutaisi visit was initially planned during the week of 11th September. Due to the fact that many participants have other obligations during that week it was decided to shift the visit to the week of 2nd October. A visit to both cities will be organized during this week. GE partners decide to have a joint meeting to discuss the practical organization. Once the programme is set, it will be communicated to the coordinator and other partners. It is possible that Annie V. will not be able to attend this event due to participation in another event in Poland.

8 Overview of WP 6: proposals from partner universities + planned activities until 01/07/2023

Received from 3 partners: BTU, LUTSK, BATUMI.

Geert asks all other partners to send the overview of WP 6 as soon as possible, before the end of the month. Geert emphasizes that this is the most important WP in the proposal and the main task in prolongation year.

Geert strongly recommends to continue to organise courses for industry.

FESTO will continue to organize trainings in May and June..

FESTO will organize a training for USUST at KIEV FESTO. Ievgen mentions that this week he received a list of potential participants who are interested in a physical visit to FESTO KIEV. The training will be organized in July but no exact dates are settled yet. The training programme will be prepared FESTO and if other partners from UA are interested to join this training in FESTO KIEV they are welcome to join. The programme and invitation will be send soon.

Geert asks about the possibilities for UA partners to organize trainings for industry:

- Donetsk trainings are organized online, also for industry.
- In Lutsk on-site trainings can be organized. Ievgen will contact Mykola after the meeting to discuss the possibilities about trainings.
Geert stresses that the main aim of the project is training people from industry, not university staff
- In Odessa it will be possible to organize trainings as well on-site as online. In Odessa the course already was granted with a certification by the Center of certification of programmes and Iryna applied to promote this course for industry. It should be approved on the scientific board of the university. Iryna will keep the coordinator updated about the situation. Geert advises to also mention the certification in the sustainability plan of Odessa.
- In USUST online trainings will be organized in the middle of June. First of all the metallurgical partners from the metallurgical enterprises of Dnipro and Zaporize will be invited.

9 Social media

Ellen has sent an e-mail with instructions regarding social media.

Geert thanks Iryna S., for creating two logo's: a logo with the flag and the co-financed by EU logo.

Geert asks all partners to use both logo's on social media. EACEA will check at the end of the project all social media channels if the publicity rules are applied. If we don't apply the rule the risk is that EACEA will cut the budget with 25%, on total budget, not only for partner who has not respected the publicity rules.

10 Any other business

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11 Next meeting: Friday 23.06.2023 at 10 AM CET.

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 GITA: seminar regional managers	Ellen Matthijs	Next meeting
Check delay payment Odessa	Ellen Matthijs	ASAP
Request about an update on the finances of IPP	Ellen Matthijs	ASAP

Inventory of taught courses – separate Excel file to be completed and sent to Philippe for finalization	All partners	ASAP before the Gent on-site meeting
Dissemination strategy AKAKI to be sent to Geert	David Gegechkori	Next meeting
Feedback report USUST to be sent to Geert	Olexandr Zhadanos	Next meeting
Sustainability plan + dissemination strategy GITA to be sent to Geert	Annie Vashakmadze	Next meeting
Finalize development of methodology concept file	Olexandr Zhadanos	ASAP
Development of methodology concept publication GE – done via subcontracting?	Ani Chelishvili	Next meeting
Recommendations for updating engineering curriculum GE – Is this already published?	Ani Chelishvili	Next meeting
Recommendations for updating engineering curriculum UA – Draft will be sent to Geert after the meeting	Olexandr Zhadanos	Next meeting
WP6 activity descriptions to be sent to Geert	All project partners (except for BTU, LUTSK, BATUMI)	Next meeting
FESTO KIEV training USUST – programme + invitation	Ievgen Ryzhenko	Next meeting
Respect publicity rules on social media	All partners	always

VISIT GHENT: 25th > 29th SEPTEMBER

VISIT BATUMI + KUTAISI: 2nd > 6th OCTOBER

VISIT STOCKHOLM: 16th > 20th OCTOBER

VISIT IPP: 6th > 10th NOVEMBER