



**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 (Microsoft Teams) and On-site at KTH, Sweden

Moderator: Mr. Geert De Lepeleer

Time: 13.30– 15.00 C.E.T

Date: 19.10.2023

Excused: Ellen Matthijs

Minutes of the Meeting

1 Approval and follow up of meeting report 28.09.2023 (see annex)

The to-do list from the previous meeting was reviewed and discussed, with the following key topics addressed:

- Missing files from Kutaisi: Tamta, representing the university, assured us that all the necessary files are ready, and she will share the complete package promptly.
- Equipment and exchange rate calculation: Geert will calculate the average exchange rate, and if it does not exceed 10%, the project coordinator will cover the difference.

Minutes are approved.

2 Financial Management

Once the review of submitted documents is complete, the next installments, at reasonable amounts, will be transferred to several partners, including Donetsk and Batumi. For the Porto Meeting, Geert will take care of all arrangements to facilitate the travel of partners, particularly those from Batumi.

3 Inventory of taught courses moderated by Philippe Saey

Calculation of KPIs is highly important for successfully finalizing the project.

Georgian Partners:

Several details to be corrected in the file shared by Akaki. Batumi has to provide the new version of the file ASAP. They have technical problem as stated and need Philippes guidance (the meeting/call will be organized to solve the problem).

BTU & GITA file has some technical problems as well, but Ani promised to correct it as soon as possible.

Ukrainian Partners:

Donetsk and Lutsk: everything OK. Odessa: some details to be corrected/updated. USUST: the updated file is missing, but Oleksandr promised to deliver it before Porto meeting. FESTO: everything is fine, some details need additional clarification.

All the partners have to finalize the file before Porto Meeting to enable Philippe to finalize the file. All the partners have to place the necessary confirmation documents on the project website.

4 Evaluation of Georgia conference

- Conference Report and Participants lists are available for both days and shared by Batumi in Google drive;
- List of the industrial partners attending the events in Batumi and Kutaisi are also available together with photos and presentations;
- Oleksandr will upload the presentations to the project website.

5 Overview of dissemination, sustainability and course evaluation

We still miss: Akaki dissemination report, GITA dissemination + sustainability report – the Akaki files will be provided by Tamta promptly.

6 Development of Methodology Concept Higher Education 4.0 (Act. 1.2) in Ukraine: subcontracting

Everything is finalized from Oleksandr's and BTU's side so far.

7 Development of recommendations for updating Engineering Curriculum (Act. 2.3): subcontracting

Everything is finalized from Oleksandr's and BTU's side so far. Georgian version of the publications were distributed to Georgian partners during the Conference in Batumi and Kutaisi in early October.

8 Overview of WP 6: proposals from partner universities

USUST and Donetsk are ok, Akaki will share the files promptly – suggestion from Geert: please add KPIs too.

The following key topics were also addressed by Geert:

Pilot teaching to industrial staff: to be reviewed by Philippe based on the excel files provided by the partners.

Pilot teaching to university students: already implemented at the partner institutions.

Services of Labs.

Adjustment of deliverables: on-going process; will be discussed in details in Porto

Stakeholder roundtables: (semi-annual; academia & industry) to be organized in Georgian and Ukrainian Partner Institutions: 1 was organized by BTU, some of the events were also organized by Ukrainian Partners during the previous months.

Colloquiums/coaching sessions: 4 coaching sessions will be planned at the partner universities.

FESTO organized some events for Georgian and Ukrainian Partners in previous years.

Lecturer reflections to be collected by the partners.

Business Sustainability Plan: missing from GITA only.

Cooperation Agreements: Two Ukrainian Partners already have an agreement with KU Leuven; Other Ukrainian Colleagues are also welcome to proceed further as Ukraine has a strategic priority for KU Leuven. KA171 projects are also possible between KU Leuven and Ukraine. Signing the agreements with Georgian Universities will be much more complicated. BTU also established partnerships with project partner 3 Ukrainian Universities and Batumi within the framework of the U.S. supported Initiative: NCURA. The primary goal of the NCURA South Caucasus and Ukraine Initiative is to encourage and strengthen partnership among academic institutions in the South Caucasus and Ukraine. In the long run, it intends to foster innovation, research competitiveness and capacities of the engaged institutions as well as participating individuals through sharing resources, experience and promoting strong professional networks. Besides that BTU and Batumi are already cooperating with KTH within the framework of Erasmus+ KA171 projects.

A special session of the Porto meeting will be devoted to Activity 6.4.

All partner country universities are kindly invited to prepare a presentation regarding :

Adjustment of deliverables is of course an ongoing process that will also continue during the prolongation period. Adjustment measures will be elaborated on the 2 workshops which weren't foreseen in initial project application but are very necessary to ensure the high quality and sustainability of project results far beyond.

Adjustment of the curriculum:

After the pilot trial of the course for industry and module for students is completed project team analyses the results based on the feedback from trainees and knowledge benchmarking. The adjustment measures (e.g. the courses structure, tutorials, duration, emphasis given to some specific topics, etc.) will be developed at the 1st evaluation/adjustment workshop (KTH, May 2023) and implemented by Sep 2023 in order to ensure that from the Fall semester of 2023/2024 academic year and beyond the curriculum is up-to-date to the Industry 4.0 trends and to the business needs..

Adjustment of the reform and adjustment of the Labs' structure:

The Higher Education 4.0 Concept will be already 1.5 years "old" and some indicators and timing for their achievement might be necessary to revise. Period of Labs operation will encompass 15 months and some issues related to staffing, subordination, working methods and responsibilities might require the revision. The adjustment measures will be developed at the 2nd evaluation/adjustment workshop (IPP, Oct 2023) and implemented by the end of the project to ensure the sustainability of the reform and sustainable operation of Labs beyond the project.

9 Preparation of final report: external evaluator + overview of deliverable

The external evaluator is prepared to initiate the project evaluation and schedule one-on-one online meetings with project partners to discuss project results. She will require access to all project deliverables, and Oleksandr will handle this. Geert will be responsible for subcontracting and managing the evaluator's budget.

All partners have also to upload all the HEIn4 deliverables in the portal.

10 Semi annual quality reports (USUST)

As Oleksandr stated all Ukrainian Partners are ok (Lutsk & USUST have to provide the last reports only), as for the Georgian partners: BTU is ok, Batumi – last one is missing; As for Kutaisi – nothing so far.

11 Any other business

Final report materials have to be finalized from all partners – deliverables, equipment, exchange rate, budget, staff costs (including declarations and timesheets).

12 Next meeting: 7/11/2023 in Porto (+ possibility to join on line) at 12.45 CET

TO DO:

WHAT	WHO	DEADLINE
Porto visit in November: the partners have to fill in the Paulo's excel as soon as possible for invitation letters.	All partners	ASAP
Submit staff costs up to January 2023	All partners	ASAP
Assessment Presentations of the Project results with special focus on HEIn4 curricula	All Ukrainian and Georgian Partners	Porto Meeting
Organize one-on-one meeting Batumi for staff cost files	Ani Chelishvili	On-line
Inventory of taught courses – separate Excel file to be completed – register each activity – keep file updated	All partners	Porto Meeting
The full package of missing documents to be sent to Geert	David Gegechkori	ASAP
Sustainability plan + dissemination strategy GITA to be sent to Geert	Annie Vashakmadze	ASAP
Respect publicity rules on social media	All partners	Always
Draft programme PT visit to be sent to the partners	Pporto - Paulo	ASAP
Preparation final report	Geert, Ellen	ASAP