



**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: 23.06.2023
Excused: Philippe Saey, Victor Kordas, Iryna Nyenno, Annie Vashakmadze

Minutes of the Meeting

1 Approval and follow up of meeting report 11.05.2023

Seen the fact that no representative from AKAKI attended the meeting, nor did anyone apologize for this meeting a one on one meeting will be organized to discuss the state of the art, the follow up and the finances related to the project..

Geert asks Olexandr from USUST if the feedback report is ready?
Olexandr wrote the following in the chat:

[10:10] Oleksandr Zhadanos (USUST) (зосць)

On June 9, the teaching of the discipline Industry 4.0 in Metallurgy for educational programs Electrometallurgy of steel and ferroalloys was completed. A total of 28 students attended this course. The students are now taking a survey. There are interim results of a survey of 20 students. They have one more week to complete the survey.

A similar survey is conducted for mechanics. Education program "Technology of mechanical engineering". Discipline Industry 4.0 Integrated technologies in mechanical engineering (20 students).

Therefore, we are almost ready to analyze the results and prepare a report on this issue.

I also kindly ask the partners' permission to include this material to the Development of Methodology Concept Higher Education 4.0 (Act. 1.2) in Ukraine

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Geert agrees to add this information to the recommendations and expects the feedback report to be ready after the course.

Geert emphasizes that it is very important to respect the publicity rules, if not there is a risk to get a penalty and to lose part of the grant.

Geert mentions that the FESTO programme for the retraining in KIEV for USUST was sent to all UA partners. Ievgen confirms that up until now only participants from Dnipro registered.

2 Financial management: special attention to difference in subcontracts and invoices

When crosschecking invoices and tender agreements Ellen noticed a difference between the amount mentioned in the tender agreement and the final invoice received from BATUMI. Lela explained via mail the procedure about tenders at public universities at GE. Geert asks if this is also the case at other GE universities? Apparently this difference between contract and invoice is only the case for BATUMI. Ellen will organize a meeting with Batumi representatives as to get a view on why there is difference between the amount mentioned in the agreement and the actual invoice.

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

Geert asks partners to keep track of courses organized for industry in the Excel file. It is important to organize as many trainings during the prolongation period as possible to meet the KPI.

4 Overview of dissemination, sustainability and course evaluation

Geert mentions that following documents are still missing: Akaki dissemination report, USUST feedback report, GITA dissemination + sustainability report

As AKAKI is not attending the meeting this will be discussed during a one-on-one meeting. The same goes for GITA.

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

Geert apologies for the long delay in reflecting about the UA File, Feedback was sent the day before the meeting. Content is OK.

Subcontracting for the publication of the methodology concept in GE is planned for July.

USUST will organize the printing of the methodology concept via subcontracting for UA partners.

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

- The draft is finalized in Georgia, subcontracting will be organized to print.
- Situation of Ukrainian partners, draft has to be seen by Geert before printing.

7 Planning of EU visits + visit to GE

In view of the purchase of travel tickets for the upcoming visits, travel days per visit are discussed:

Gent visit

GENT VISIST travel days: Tuesday 26th and return Saturday 30th September
Programme Wednesday, Thursday and Friday (Volvo visit)

Universities can invite up to 3 persons per visit. On condition that you still have travel money left. USUST exceptionally four for each visit can have four participants, since they have not yet been travelling abroad.

Non-academic partners can invite up to 2 persons per visit.

Stockholm visit

Geert contacted Victor to communicate the travel days but until now no information is received. We ask Victor to communicate the travel days as soon as possible to the consortium

Porto Visit: 6-10th November Travelling on Monday 6th and return Friday 10th November

Visit to GE: from 2 to 6 October

Travel dates :Arrive Monday 2nd of October and departure date 6th October

It is advised to fly to and from Batumi airport.

Lela will send the programme to the consortium.

No VISA is needed to travel to GE from PT.

Paulo asks if it is possible to return on the 8th October to PT. Returning later is no problem as long as staff costs are only declared for the period of the meeting programme.

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

Geert did reflect on the documents of BTU, Lutsk and BATUMI and provided feedback for adjustments. At the date of 29/6 also the document from Odessa (ok) and Donetsk (feedback requested) was received.

Other partners are asked to send the plan for WP6 as soon as possible to Geert, including KPI.

Geert stresses that it is very important to prove which activities took place during the prolongation period.

Deadline: before next meeting.

9 Trainings for industry: overview

Geert inquires about the trainings for industry organized at universities:

- Online event was organized at BTU + short trainings
- Today a conference in Odessa takes place for this reason Iryna N wasn't able to join. In September a round table with chamber of Commerce and industry will be organized
- At Donetsk trainings for industry are organized, course consists of 2 modules and a round table will be organized with partners from industry
- Lutsk: meeting with partners from industry is planned in September
- FESTO continues to organise trainings on regular basis in July in modern plc and in August trainings in mechatronics. Ievgen will update the Excel file.
- Batumi: end of July a round table for industry will be organised, afterwards trainings

Geert asks to keep track of the training and document everything in the Excel file + gather proofs of all activities organized (participants lists, pictures, programmes, ...)

10 Social media

See agenda point 1. Please respect the publicity rules and retroactively adapt the posts on social media if necessary.

11 Any other business

Mykola – Lutsk: financial update requested about mail March 2023. Ellen will check and contact Mykola with further info.

IPP – update on finances requested. Ellen will check the staff costs that have been sent and will keep Paulo updated.

Geert asks Ellen to check the holiday period of Geert Goedemé at KU Leuven, responsible for money transfers in the project.

12 Next meeting: 07.09.2023 at 10 AM CET.

13 Next meeting: Thursday 07.09.2023 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 + dissemination and sustainability report.	Ellen Matthijs	Next meeting
Organize one-on-one meeting AKAKI – state of the art, follow up on project activities, financial update	Ellen Matthijs	Next meeting
Organize one-on-one meeting Batumi – difference tender agreement – final invoice	Ellen Matthijs	Next meeting
Travel dates SE study visit to be sent by Victor	Victor Kordas	ASAP
Conference programme GE study visit October to be sent to consortium	Lela Turmanidze	Next meeting
Inventory of taught courses – separate Excel file to be completed – register each activity – keep file updated	All partners	Next 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
Development of methodology concept publication UA subcontracting	Olexandr Zhadanos	Next meeting
Development of methodology concept publication GE subcontracting + Recommendations for updating engineering curriculum GE subcontracting	Ani Chelishvili	Next meeting
Recommendations for updating engineering curriculum UA – Draft to be sent to Geert	Olexandr Zhadanos	Next meeting
WP6 activity descriptions to be sent to Geert	All project partners (except for BTU, LUTSK, BATUMI, Donetsk and Odessa)	ASAP
Respect publicity rules on social media	All partners	always
Financial update LUTSK – difference 2700 EUR	Ellen Matthijs	ASAP
Financial update of IPP	Ellen Matthijs	ASAP

