



**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 of HEIn4 project
Venue: Microsoft Teams

Moderator: Mr. Geert De Lepeleer
Time: 10-11.30 C.E.T
Date: 21.12.2023

AGENDA

- 1 Approval and follow up of meeting report 07.11.2023 (included in this message)
- 2 Financial management:
 - Deadline for submitting documents: 31/1/2024
 - Cooperation between Ellen and central services
 - Cofinancing declaration
 - Relation between workload and declared working days: be realistic
- 3 Quality assurance: external expert (Geert) + semi-annual reports (USUST)
- 4 Inventory of taught course: most updated version at the end of the project
- 5 Involvement of students in decision making process
- 6 Evaluation of Porto meeting: presentations
- 7 Offer of industry courses on university website: overview of all partner universities
- 8 Cooperation agreements with associate partners: overview of all partners.
- 9 Preparation of final report: structure for delivering information: preparing document will be sent in the week of January 8th 2024: including all deliverables (course development,)
- 10 Any other business
- 11 Next meeting: 01.02.2024 at 10 CET