



**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:	11:00-12.00 C.E.T
Date:	21.12.2023
Excused:	/

Minutes of the Meeting

1 Approval and follow up of meeting report 07.11.2023 (see annex)

The to-do list from the previous meeting was reviewed and discussed and, also minutes were approved.

2 Financial Management

The partners should continue to send documents related to travel costs, sub-contracting, staff costs and proof of work to Ellen. The final deadline for submitting the documents – the end of January. The travel costs can already be sent by now, except Ani and Alexander, hence their visit is scheduled for the beginning of January.

The representative of Porto was reminded to provide the above-mentioned documents with the promised report of added value of the project.

Geert announced to send the declaration of co-financing, one-line document and all of the partners have to introduce and explain in general what is the co-financing of the project.

The declaration will be sent in January.

USUST still requires some finances that need to be transferred, but it will not be possible until the 8th of January because of the Christmas and New Year holidays.

3 Quality Insurance

The email regarding external expert has been sent during the week before the meeting, highlighting the notion that the expert should have been accepted by the other organizations, as well as internally in the university due to internal rules and procedures. The process has ended and now is ready to be signed.

4 Inventory of taught courses moderated by Philippe Saey

According to the semi-annual reports summary by USUST the reports have already been sent by BTU and Kutaisi State University and are acceptable. Other partners have to send it by the 15th of January. Those who had activities after Porto have to introduce the missing information

to Philip. BTU has already indicated to do it. Batumi, Gita, Donetsk, and Odessa also have to introduce new figures in relation to new activities, if any new activity has taken place.

5 Involvement of the students in the decision making process

Involving students in the decision-making process of project development through round tables (as a good example); It is the necessary information to take into consideration during the preparation of final reports. This information was incorporated in the reference group meetings, considering that partners were obliged to involve at least one student in the process – suggested by Ani.

6 Evaluation of presentation of Porto meeting

All of the partners have already introduced the information, except Porto itself.

7 Offer of the industry courses on your website

At the moment of introductory the final report all of the partners have to be able to introduce close links on the website of each University where the offer of the courses for industry will be announced.

8 Cooperation agreements with associate partners

The project team will need an overview on the cooperation agreements in the 1st week of January.

9 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.

A lot of information has been delivered which needs to be structured. The final report must contain all types of deliverables and the partners have to agree on how it can be gathered in most effective way in the final report.

There is also a need to have a very good overview of all the deliverables.

Final report must be introduced by 1st of March, two months after the end of the project.

10 Any other business

n/a

11 Next meeting: Online – 1.02.2024 at 10:00 CET

TO DO:

WHAT	WHO	DEADLINE
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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
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
Last Quality Reports from all Partners	All Partners	ASAP
KTH and Porto Visit files to be sent to Geert and Ellen	Porto	ASAP
Preparation final report	Geert, Ellen	By 15th of march