



**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: 28.09.2023
Excused: Philippe Saey, Lela Turmanidze, Annie Vashakmadze

Minutes of the Meeting

1 Approval and follow up of meeting report 07 09 2023 (see annex)

Meeting report was approved

- External evaluator will be contacted by G. De Lepeleer
- One to one meeting with Batumi will be organized during conference
- Inventory of taught courses: Presentation of Philippe will be uploaded with minutes
- Geert stresses the lack of participation of GE partners AKAKI and GITA in the project. Not only content wise but also on the administrative part. These partners urgently need to catch up on all backlogs and will therefore be challenged on this again.
- Geert thanks Lela and Nana for all the work they put in the preparation of the GE conference.

2 Financial management

- An overview of the total reported costs was presented and will be sent together with the minutes
- Instalments are dealt with individually upon request after update of the financial Excel sheet and the balance between the reported costs and the instalments.
- For partner Donetsk the coordinator experienced problems to transfer the requested amount, but finally we managed.
- The average exchange rate (48 months) will be applied to the categories subcontracting and equipment, meaning that the amounts as seen in the individual financial reports will still change and aren't fixed, probably will increase and be higher than the max. allocated budget for both categories. If the total amount increases and reaches over 10% (flexibility rule) of the allocated budget, the coordinator is willing to cover the extra (only for equipment) so this won't have any effect on the budget of the partners.

As a consequence the coordinator asks to not implement the 10% flexibility rule on subcontracting and stick to the allocated budget as mentioned in the project application.

- Ellen asks to introduce staff costs up until jan 2023 as soon as possible, with special emphasis on partners AKAKI, BATUMI and GITA
- Mykola asks how many travel days can be reported for the study visits. The number of days depends on the supporting documentation (meaning the dates mentioned on the flight tickets, train tickets, bus, taxi, hotel invoices, stamps on passport at the border, gasoline tickets) are the guideline to introduce costs. However if you extend your stay for personal reasons these days can't be introduced and following rule will be applied to introduce costs of stay: n°of meeting days +2.

3 Organisation of Georgia conference + organization of study visits to Porto and Stockholm.

GE conference

- Geert thanks Lela and Nana for the preparation of the conference. The programme of the conference was forwarded to the consortium.
- The coordinator suggests that presentations at the GE conference from the EU-delegation can be the same for Batumi and Akaki seen the fact that the audience is different.
- The coordinator puts the emphasis on the fact that representatives from industry should be invited, testimonies from participants from industry during the conference would be very valuable.
- Don't forget to sign participants lists

SE study visit (16-20 October)

- If invitation letters are needed, requests can be sent to Viktor
- Programme was created and a focus on cooperation with industry was included

PT study visit (07-09 November)

- Draft programme will be sent soon to coordinator for approval
- The coordinator asks GE and UA partners to write a small reflection on the study visits with focus on the things learned and how it effects the newly developed curricula

4 Overview of dissemination, sustainability and course evaluation

We still miss: Akaki dissemination report, GITA dissemination + sustainability report

- Still missing, coordinator emphasizes the lack of cooperation and insists on taking up the tasks and responsibility as soon as possible.

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

- As well in UA as in GE the material is ready for printing or has already been printed
- Coordinator asks BTU and USUST to spread the copies to other partners

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

- As well in UA as in GE the material is ready for printing or has already been printed

- Coordinator asks BTU and USUST to spread the copies to other partners

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

Feedback sent to BTU, Lutsk , Donetsk, Odessa and BATUMI + recently document received from USUST

- Coordinator suggests to add the KPI's
- The coordinator suggests UA partners to set up cooperation agreements with KU Leuven and introduce this in the report as a impact of the project
- Full plan from AKAKI is still missing.
- KPI included in newly received version from Donetsk.

8 Preparation of final report

- Geert and Ellen will start preparation of the final report based on the guidelines given by EACEA
- The coordinator needs to have a clear overview on the deliverables, the portal will be useful to collect all material
- In view of the final report the coordinator would like to invite Ani from BTU, Olexandr from USUST and Iryna from Odessa for assistance in collecting all material and composing the report. The meeting will be scheduled in the week of January 8th and will take 3 days (Tuesday – Thursday)

9 Any other business

- Olexandre announces the conference in USUST: International Scientific and Practical Conference conference "LOGISTICS AND TRANSPORT SECURITY: PROBLEMS AND PROSPECTS OF DEVELOPMENT IN THE CONTEXT OF THE ANALYSIS OF MODERN CHALLENGES AND THREATS". 09/11/2023
Olexandr invites consortium members to participate online. The official invitation has already been sent to the consortium
Geert asks if there would be added value should Ignace Martens contribute to this conference. If so, Geert will contact Ignace and ask for input.

10 Next meeting: Thursday 19th October in Stockholm (+ possibility to join on line) at 13.30 – 14.30 CET

TO DO:

WHAT	WHO	DEADLINE
Contact external evaluator + set up cooperation	Geert De Lepeleer	ASAP
Submit staff costs up to January 2023	All partners	ASAP
Organize one-on-one meeting Batumi – difference tender agreement – final invoice	Geert De Lepeleer	On-line
Inventory of taught courses – separate Excel file to be completed – register each activity – keep file updated	All partners	Stockholm meeting
AKAKI dissemination report to be sent to Geert	David Gegechkori	ASAP

Sustainability plan + dissemination strategy GITA to be sent to Geert	Annie Vashakmadze	ASAP
Development of methodology concept publication GE + UA subcontracting + Recommendations for updating engineering curriculum GE +UA subcontracting > distribute copies to partners	Ani Chelishvili Olexandr Zhadanos	Next meeting
WP6 activity descriptions(impact) to be sent to Geert	AKAKI : full plan is missing Other partner universities(excepted Donetsk and USUST): adapted version including KPI.	ASAP
Respect publicity rules on social media	All partners	Always
Request invitation letters to Viktor for SE visit if needed	All partners	ASAP
Draft programme PT visit to be sent to coordinator	ISEP"	ASAP
Preparation final report	Geert, Ellen	ASAP