



Event: Consortium meeting HEIn4

Venue: Skype for Business (accessible via web-browser)

Moderator: Mr. Geert De Lepeleer

Time: 10.00– 12.00 C.E.T

Date: 22.12.2022

Excused: Volodymyr Shatokha, Lela Turmanidze, Viktor Kordas, Paulo Avila

Minutes of the Meeting

1 Approval and follow up of meeting report 24.11.2022

- Rewrite prolongation request, deadline **29/11/2022 (Geert De Lepeleer)**
See item 3
 - Tbilisi conference travel costs to be uploaded in portal. **Deadline: 15/12/2022**
- Akaki and Batumi missing**
- Book instead of presentation IPP study visit + presentation Stockholm study visit to be sent to Ellen and Olexandr. **Deadline 15/12/2022**
- Presentation Stockholm is still missing
- USUST staff costs to be declared and uploaded in the portal. **As soon as possible**
- In progress – declarations are being completed and employment contracts are being collected
- Excel file 'Attendee and company tracking' updated by Batumi and BTU – Feedback requested – Philippe Saey. **Deadline : 1/12/2022**
See item 6
 - Update excel file 'Attendee and company tracking' Google drive.;
All partners are requested to complete the file for past and future activities
Deadline : 15/12/2022
See item 6
 - Distribute and process evaluation form after each activity (form developed by Iryna N)
All partners should write feedback reports based on the analysis of the evaluation forms.
Deadline : 15/12/2022.
See item 10

- Respect publicity rules and obligations (all partners). **Deadline : Always !**
- Update university websites according to the remarks in the dissemination sent by Geert (future activities should be announced on website, increase interactivity on website, logo's)
Deadline: 15/12/2022

See item 4

- Dissemination template to be sent to consortium + to be completed by all partners and send to the coordinator **Deadline: 22/12/2022**

See item 4 and 12

- HEIN4 website – future activities should be announced on website. Increase interactivity on website. **Deadline: 15/12/2022**

Olexandr mentions and demonstrates that all activities are uploaded on the website

- GITA seminar in Batumi – upload report and participants lists + send to Geert and Ellen + upload ITR's, activity will be published on website (Olexandr). **Deadline 1/12/2022.**

OK

- GITA : evaluation of course books. **Deadline 1/12/2022.**

Annie V. asks if there is are tools or guidelines available at KUL for reviewing curricula or course books.

Geert will contact J. Vermeersch, quality coordinator of FIW of KUL to check if there is any material/manual available.

Batumi and AKAKI are requested to send the developed course books and ECTS-files to Annie V. as soon as possible to be checked.

Annie already visited BTU and Batumi. A visit to AKAKI is planned after Christmas holiday period if project prolongation is accepted.

- FESTO seminar Lutsk – report + participants list to be uploaded + send to Geert and Ellen Activity will be published on website (Olexandr). **Deadline: 15/12/2022.**

Ok

- Quality reports: Akaki . **Deadline: 15/12/2022**
OK, but David is requested to send a better scan

- Development of methodology concept under coordination USUST Volodymyr Shatokha
Deadline 31/12/2022
Ongoing process, partners have been contacted by Volodymyr to provide material

- Development of recommendations for updating engineering curriculum. EU partners will send info (contents curricula, credits, syllabuses,...) to GE and UA partners. UA and GE partners will write report. **Deadline: 15/12/2022**

Stockholm and KUL have sent report to consortium. Porto will prepare a report based on the info received from KUL. As soon as it is ready it will be sent to the consortium.

See item 9

- Sustainability plan (all partners): **31/12/2022**
Ongoing process
- Presentations of Tbilisi seminar to be uploaded on the website (Olexandr): **Deadline 15/12/2022.**

OK

- Research gate (Philippe Saey): **15/12/2022**

Ellen has contacted partners to register on Researchgate and link to Philippe Saey

Geert emphasizes in view of the final report that all partners and mainly two partners in Georgia, Batumi and Akaki, should take up their responsibilities in producing deliverables and outcomes and meet the deadlines set during meetings as to meet the requirements that were set in the application form and agreed in the partner agreements of this project. If not, this will have consequences in the evaluation by EACEA and financial penalties are a serious risk.
Geert understands the difficulties of Ukraine due to the Russian invasion and thanks all Ukrainian partners for all their efforts.

2 Financial management

Money transfer to Donetsk > OK

Money transfer to Lutsk > in progress

Akaki has uploaded staff costs but after the 2nd review they are still not Ok > in process Ellen will follow up

Batumi is requested to proceed with the 2nd batch of staff costs and the remarks sent by Ellen on 16/12/2022– Ellen will follow up

Both partners are urgently requested to complete the documents with extreme precision.

Annie has a question regarding the travel costs for Tbilisi:

ITR's for Tbilisi were received and processed – dates on ITR's are incorrect and should be adapted - see mail Ellen 16/12/2022

Annie asks which kind of supporting documents are needed for staff costs:

- Employment contracts + pay slips (for the months mentioned on the timesheets, amounts may be deleted)+ proof of work

Geert adds that if it concerns fixed-term employment contracts which end during the project and a new fixed-term contract is set, both contracts should be uploaded for the entire duration of the project. If it concerns employment contracts with an indefinite duration one copy is sufficient.

In case the project is not prolonged all documents/declarations/invoices/subcontracting agreements (Mykola) should be dated before the end of the project (14th January 2023) and should be delivered as soon as possible to Ellen. Payments can still be transferred within 2 months after the end of the project.

3 Prolongation request: what is the situation?

On the 12th December an updated prolongation request was sent to EACEA but until today we haven't received any confirmation yet, except for a mail stating that they will inform us after the Christmas Holiday period.

4 Dissemination overview: remarks Geert: what have partners been doing since reception of e-mail from 22/9: how is the website being adapted?

Preliminary report of updated website to be sent to Geert before the meeting by all partners

Updates received from BTU, Odessa and Donetsk.

New deadline: 12/1/2023

5 GITA: evaluation of course books + report of Batumi seminar

Questions see item 1

6 Inventory of taught courses to Students and Industry: presentation of figures in Excel on Google Drive by all partner universities_

Ani (BTU) will have a meeting with Philippe on 23/12 to check if formulas in Excel file are correct

Ani confirms that all GE partners updated the Excel file.

As for UA, Odessa, Lutsk updated the file. Donetsk is gathering info and will updated before 14th January. USUST only had one activity organized for industry due to the difficulties caused by the war, future activities are foreseen for spring 2023 in case project is prolonged.

Festo has also access to the Excel document and is requested to update the file. If there are any problems or questions Geert refers to Philippe who has created the file. All questions can be sent to him.

7 Quality reports

Quality report Akaki to be sent to Geert before the meeting OK see above.

8 Development of Methodology Concept Higher Education 4.0 (Act. 1.2) in Ukraine: what is the situation? Deadline 31/12/2022

Geert received an e-mail from Volodymyr to be excused for the meeting but with information regarding the development of the methodology concept. The first case study has been created. The second case study based on the study visits in EU is being developed. Volodymyr has written an e-mail to the partners to obtain info and has set 25th December as deadline. Geert thanks Volodymyr sincerely for still actively participating in the project.

Geert mentions that if the project ends the 14th January and the brochure can't be printed anymore we only develop a digital version of the case study.

9 Development of recommendations for updating Engineering Curriculum (Act. 2.3): how to continue? Deadline?

KTH and KUL have sent their report to the consortium. Porto will create a report based on the info received from KUL. Porto needs some more time to produce the report but promises to deliver it during the first week of January.

BTU is developing a draft report based on the info received from EU-partners, but still waits for the info from Porto to finalise it. As soon as it is finalized the draft will be send to other GE-partners. The draft is provided in Georgian language.

Geert suggests that the report developed by BTU will also be used by all other partners, including UA partners. Iryna is willing to help with the translation for UA -partners. Geert is very thankful to Ani for the initiative to make the draft for the consortium. For translation issues Google translate or Deepl.com (better quality) could be used.

Deadline draft rapport Ani to be sent to other partners : 12/1/2023

10 Evaluation methods - Feedback from participants:

Evaluation results report to be sent to Geert according to the model of Irina (Odessa) by all partner universities

Evaluation report and dissemination strategy received from Odessa, BTU

Geert indicates that for the evaluation report the most important is that it is indicated what you have learned after this evaluation and how are you going to updated the courses.

New deadline: 12 January 2023

11 Sustainability plan: what is the situation? Deadline 31/12/2022

On going

12 Dissemination strategy

Report to be sent to Geert before the meeting according to the model of Ani (BTU) by all partner universities.

See item 4: New deadline 12th January

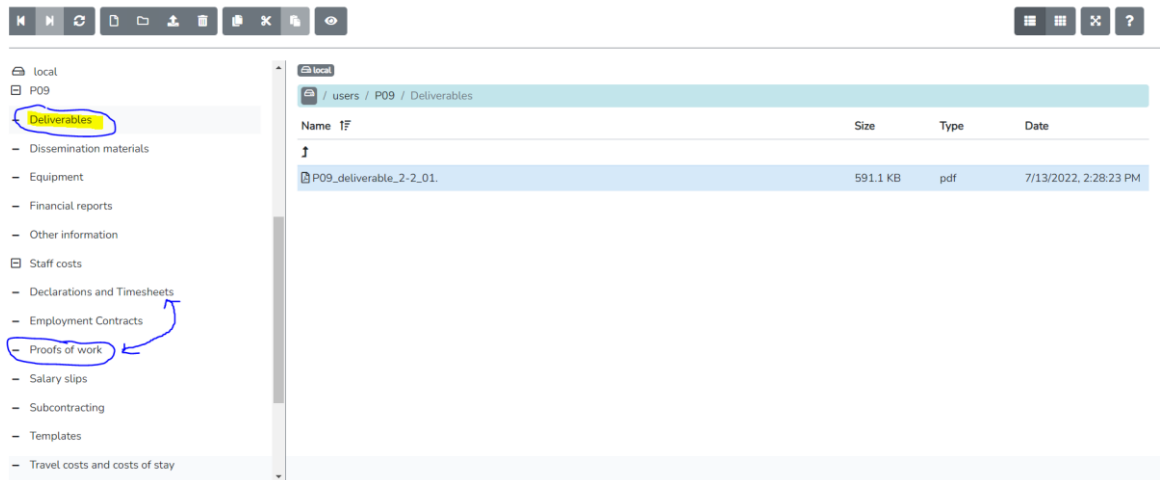
13 Semi-annual leaflets

Deadline is set at the end of the year

14 Management of outputs: website partners only section – folder outputs

In the partners only area deliverables should always be uploaded.

Partners only area – folder > deliverables



Staff costs > folder 'proofs of work' – linked to activities/task descriptions mentioned on timesheets

In this folder material should be uploaded that is linked to the activities/tasks mentioned on your timesheets.

For example if you mention personnel member 'X' is working 5 days on the syllabus 'business management' than you upload part of the syllabus (or entire syllabus) in the 'proofs of work' folder.

Once the syllabus is complete you also upload it in the 'deliverables' folder. > final product

15 Any other business

Geert thanks all partners who up until now have been very involved in the project, especially those who try to undertake the activities and deliver the material in very difficult circumstances in UA. Geert also thanks BTU and Odessa for their great enthusiasm, inspiration and cooperation in this project and urges Akaki and Batumi to take up their responsibilities and meet the deadlines set to deliver the material, organize activities for industry and keep up with administration.

16 Next meeting: 12/1/2023 (online) at 10 AM (CET)

TO DO:

- Travel costs Tbilisi conference: AKAKI and BATUMI missing (Lela and David): **Deadline: as soon as possible**
 - KTH study visit: presentation missing (Victor): **Deadline: as soon as possible**
 - USUST staff costs – **Deadline : as soon as possible (Olexandr)**
 - Batumi staff costs – see mail 16/12 Ellen remarks (Lela): **Deadline : as soon as possible**
 - AKAKI staff costs – update according to remarks mail 21/12 (David): **Deadline : as soon as possible**
 - Review of curricula and course books by GITA (Annie) : **Deadline : as soon as possible**
 - Geert will contact J. Vermeersch in view of the review of curricula and course books and already existing tools or manuals: **Deadline : as soon as possible**
 - Batumi and Akaki – urgently send course books to Annie GITA (Lela and David): **Deadline : as soon as possible**
 - Development of methodology concept – second case study - deadline set by Volodymyr 25th December –all UA partners are requested to send info **as soon as possible**
 - Development of recommendations for updating the engineering curriculum – Porto will send report in the first week of January to the entire consortium (Paulo) - Ani will send draft report about recommendations to GE and UA partners who will adapt towards their curriculum. **Deadline 12/1/2023**
 - Sustainability plan (**deadline 31/12/2022**) (all partners)
 - Dissemination overview – university websites - Dissemination overview: remarks Geert: what have partners been doing since reception of e-mail from 22/9: how is the website being adapted?
New deadline: **12/1/2023 (for all partners except Donetsk, Odessa and BTU)**
 - Inventory of taught courses to students and Industry: presentation of figures in Excel on Google Drive by all partner universities. **Donetsk, USUST, FESTO are requested to update before 14th January.**
 - Dissemination strategy
- Report to be sent to Geert based on the model of Ani (BTU) all partner universities. **New deadline 12/01/2023 for all partners except Odessa, Donetsk and BTU**
- Semi-annual leaflet (**deadline 31/12/2022**)
 - Upload outputs/final products in deliverables folder on partners only area on the HEIN4 website. **Deadline: always**

- Report on evaluation of courses. **New deadline : 12/1/2023 for all partners except BTU and Odessa.**
- Respect publicity rules and obligations (all partners). **Deadline: Always !**