



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:	24.11.2022

Minutes of the Meeting

1 Approval and follow up of meeting report 20.10.2022

- The prolongation request: EACEA contacted the coordinator to rewrite the request and outline that the extension is mainly necessary due to the impact of the war in UA affecting the project activities of UA partners. New deadline Tuesday 29th November.
- GE meeting Tbilisi conference – Travel costs to be uploaded by participants in HEIN4 portal
- Ievgen R. (Festo) will visit KU Leuven Ghent on Monday 28th and Tuesday 29th. He already visited KTH and IPP. Travel costs and a short report of the visits will be uploaded in the portal.
- IPP presentations still missing. A project book related to the project will be uploaded instead of the presentations.
- Stockholm study visit – 1 presentation missing
- Olexandr indicates that USUST staff costs will be uploaded within 1 or 2 weeks – Geert advises to send timesheets and joint declarations first to Ellen for checking before paying.
- No feedback reports(cfr. doc Iryna Nyenno) received on the deadline, new deadline **15/12/2022**. It concerns the evaluation of courses and trainings by attendees. Ani Chelisvili has translated the document to GE language and will distribute it amongst colleagues.
- 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 24/11/2022** > nothing received – new deadline **1st December 2022**
- Quality report AKAKI missing
- Development of methodology concept – Under coordination of Volodymyr the booklet is being composed by all Ukrainian partners. Ani has sent example to Volodymyr – work in progress **Deadline 31/12/2022**
- Development of recommendations for updating engineering curriculum. EU partners will send info (contents curricula, credits, syllabuses,...) to GE and UA partners. KUL will send

- report to EU partners as an example but is still waiting for more info about the curriculum of the Master degree programme. Once finished the report will be send to all partners
- UA and GE partners will write report based on EU-reports. **Deadline: 15/12/2022**
 - Sustainability plan – each UA and GE partner has to write its own sustainability plan. **Deadline 31/12/2022**
 - 5th annual dissemination leaflet is developed

2 Financial management

Prolongation request see above

Donetsk – transfer has been done for 2nd time, no confirmation received yet. Geert will contact the central service desk at KUL to inquire about the status.

AKAKI – staff costs received - one-on-one meeting to be organised for feedback because staff costs declarations are of very poor quality. Akaki is also absent in the meeting without inform the coordinator.

Financial overview – Excel file see annex

3 Prolongation request: what is the situation?

See above – follow up meeting report 20/10

4 Dissemination overview: remarks Geert: what have partners been doing since reception of e-mail from 22/9

Very little input/nor updates received on the report regarding the websites. All partners are asked to read the report carefully and adapt their websites based on the remarks.

Geert suggests to develop a dissemination template based on the report BTU developed. This template will be send to the consortium by the coordinator. All partners are asked to complete the template and send it to the coordinator. **Deadline : 22/12/2022**

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

Deadline : 1/12/2022

6 Involvement of Festo

See above

Ievgen R. visited KTH and IPP

Next visit to KUL is planned 26-29 November.

- Ievgen is asked to upload travel costs in portal and write a report about these visits
- Ievgen will leave Festo Ukraine on 1/12/2022, but another contact person will be soon indicated.

7 Inventory of taught courses to Students and Industry: presentation of figures in Excel on Google Drive by all partner universities.

GE-partners

BTU and Batumi uploaded information in Google drive. Ani (BTU) asks if Philippe could take a look at the file and provide them with feedback. Apparently there are problems with the formula in the excel table.

UA-partners

No updates yet in Google drive

Odessa

UA partners indicate that due to the war in UA it is not easy to organize courses for participants from industry. Courses now are mainly organized for Bachelor and Master students.

KPI indicated in application: 75 company representatives

Iryna enquires if participation from companies at conferences is also valid. If participation can be proved by registration forms these participants can be uploaded in Google drive as valid participants.

Iryna mentions that webinars will be organized as soon as short courses are ready.

In general industry representatives on all events organized in frame of this project should be registered in Google drive. Their presence should be proved by registration forms.

Lutsk + Donetsk info has been updated in Excel file.

USUST - stabilization of situation is necessary for organization of trainings with industrial partners.

Geert emphasizes that efforts to organise courses with involvement of industry representatives should be increased, certainly In Georgia by Batumi and Akaki. Targets of the project should be reached if not penalties will be given by EACEA.

For GE this means at least 125 company representatives. Due to the war in UA it is not possible to know when the situation will allow to organize courses for industry. KPI as mentioned in application for UA: 75 company representatives

8 Quality reports

AKAKI missing

9 Development of Methodology Concept Higher Education 4.0 (Act. 1.2) in Ukraine.

See above, approval and follow up on meeting report

10 Development of recommendations for updating Engineering Curriculum (Act. 2.3): reminder to EU partners

See above, approval and follow up on meeting report

11 Evaluation methods - Feedback from participants + sustainability plan: reminder to partner universities

See above
Deadline 15 December

12 Dissemination strategy: deadline?

Template based on Ani's example will be sent to consortium (see above)

13 Semi-annual leaflets

Deadline end of **December 2022**

14 Next meeting: 22/12/2022 (online) at 10 AM CET

Porto is excused due to holiday.

TO DO:

- Rewrite prolongation request, deadline **29/11/2022 (Geert De Leppeleer)**
- Tbilisi conference travel costs to be uploaded in portal. **Deadline: 15/12/2022**
- Book instead of presentation IPP study visit + presentation Stockholm study visit to be sent to Ellen and Olexandr. **Deadline 15/12/2022**
- USUST staff costs to be declared and uploaded in the portal. **As soon as possible**
- Excel file 'Attendee and company tracking' updated by Batumi and BTU – Feedback requested – Philippe Saey. **Deadline : 1/12/2022**
- 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
- 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.
- 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
- Dissemination template to be sent to consortium + to be completed by all partners and send to the coordinator **Deadline: 22/12/2022**

- HEIN4 website – future activities should be announced on website. Increase interactivity on website. **Deadline: 15/12/2022**
- 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.**
- GITA : evaluation of course books. **Deadline 1/12/2022.**
- 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.**
- Quality reports: Akaki . **Deadline: 15/12/2022**
- Development of methodology concept under coordination USUST Volodymyr Shatokha **Deadline 31/12/2022**
- 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**
- Sustainability plan (all partners): **31/12/2022**
- Presentations of Tbilisi seminar to be uploaded on the website (Olexandr): **Deadline 15/12/2022.**
- Next semi-annual leaflet. **Deadline 31/12/2022**
- Research gate (Philippe Saey): **15/12/2022**