



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: 09.02.2023

Excused: Volodymyr Shatokha, Ani Chelishvili, Annie Vashadmadze

Minutes of the Meeting

1 Approval and follow up of meeting report 12.01.2023 (see annex)

Minutes are approved

2 Financial management

All costs declared and dated before 15th January 2023 are eligible for reimbursement. At Batumi's request, Geert will prepare a letter confirming this. For Batumi it mainly concerns staff costs incurred during the project period.

Iryna wishes to know what the payment deadline is for costs incurred during the project period. Ellen will check the grant agreement to check if there are strict guidelines regarding the deadline for payments after the project is finished.

3 Prolongation request: what is the situation?

Several reminders have been sent to EACEA since the last meeting, unfortunately Geert still hasn't received any answer yet, except stating that they will inform the coordinator soon about the decision made.

Besides the fact that we do not yet have a definite answer on any extension, EACEA has also not yet confirmed that the change of legal entity for NMAU and USUST is ok. This is a pending issue since September 2022.

As soon as the coordinator receives any info about the above mentioned the consortium will be informed straight away.

4 Dissemination strategy, Evaluation methods and Sustainability plans: what is missing? (cfr. Overview of Ellen)

During the past week, Geert received the following documents. These will be checked as soon as possible.

Dissemination report USUST
Sustainability strategy BATUMI
Sustainability strategy ODESSA

Mykola is requested to check the images/logo's linked to the hyperlinks in the dissemination report. It seems that no images can be downloaded. Geert mentions that the project logo and EACEA logo should be uploaded in each message. Mykola will check.

To do:

Dissemination strategy Donetsk - ready within 2-3 weeks
Dissem strategy Lutsk - check links in the report. Check if messages contain all logo's

Sustainability plan Donetsk - was sent yesterday, wait for approval from Geert
Sustainability plan Lutsk – end of the month deadline
Sustainability plan USUST – end of month deadline
Sustainability plan Batumi to be checked by Geert

Feedback report Batumi has been approved to be uploaded
Feedback report Lutsk was approved by Geert – was uploaded
Feedback report USUST – end of the month deadline

5 GITA: evaluation of course books

Annie was excused for the meeting. She wrote an e-mail stating that she received all syllabuses and she would finish the report as soon as possible.
Was done on 12/2/2023.

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

Has everybody completed the file ?

Philippe has been in contact with Ani C.
A teams meeting with Ani will be scheduled to check the Excel file.
Olexandr reports that despite the difficult situation USUST was able to organize a training for participants from industry. This training will be recorded in the Excel list.

During the last meeting Batumi asked if it was possible to compose a manual on how to complete the Excel file. Philippe suggest to organize a teams meeting with Batumi to explain how the Excel file should be completed instead of creating a manual. Batumi agrees.

FESTO trainings have been organized and participants lists have been sent to Ellen. Request to upload the lists and the material also in the portal.

7 Development of Methodology Concept Higher Education 4.0 (Act. 1.2) in Ukraine: what is the situation?

Donetsk info has been sent to Volodymyr. Olexandr mentions that the digital file will be ready before the next coordination meeting.

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

- Situation In Georgia
Ani received info from Batumi, BTU part is ready, waiting for info from AKAKI > will be delivered next week
- Results of online consultation by Ukrainian partners
A fruitful meeting was organized on the 08th of February. The work was distributed, 24th February will be the internal UA-deadline. Final deadline for the consortium is the 10th March, next coordination meeting.

9 Any other business

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10 Next meeting: 10 03 2023 at 10 AM CET.

TO DO:

| WHAT | WHO | DEADLINE |
|--|-------------------|--------------------------------|
| KTH presentation study visit Stockholm | Victor Kordas | asap |
| Check partner agreement – final deadline payments | Ellen Matthijs | asap |
| Issue letter to Batumi university regarding payment orders for costs incurred during the project | Geert De Lepeleer | asap |
| Check links in dissemination report LUTSK – Images/logo's are invisible | Mykola Melnychuk | 10/03/2023 |
| Finalize dissemination strategy by Donetsk | Iryna Shvets | 10/03/2023 |
| Finalize sustainability plan Lustk | Mykola Melnychuk | 28/02/2023 |
| Finalize sustainability plan USUST | Olexandr Zhadanos | 28/02/2023 |
| Feedback report BATUMI to be uploaded in portal | Lela Turmanidze | 28/02/2023 |
| Finalize feedback report USUST | Olexandr Zhadanos | 28/02/2023 |
| Evaluation of course books/syllabuses by GITA | Annie Vashakmadze | Upload in deliverables section |
| Inventory of taught courses Excel file to be completed One on one meeting with Ani Chelisvili One on one meeting with Lela Turmanidze | Philippe Saey | |

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| Training courses FESTO to be registered in excel file inventory of taught courses + upload material in portal | Ievgen Ryzenkho | |
| Finalize development of methodology concept file | Olexandr Zhadanos | 10/03/2023 |
| Development of recommendations for updating engineering curriculum GE – waiting for info from AKAKI – to be sent to Ani Chelishvili | David Gegechkori | Asap |
| Development of recommendations for updating engineering curriculum GE – finalize doc after receiving info from AKAKI | Ani Chelishvili | 10/03/2023 |
| Development of recommendations for updating engineering curriculum UA | All UA partners | 10/03/2023 |