



Event: Consortium meeting HEIn4

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

Moderator: Mr. Geert De Lepeleer

Time: 9.30– 11.00 C.E.T

Date: 20.10.2022

Minutes of the Meeting

1 Approval and follow up of meeting report 24 08 2022 (see annex)

Follow up of minutes:

- Travel reports:
Study visit Stockholm: travel reports from AKAKI are missing, please upload in the portal
Training organized by Festo in Lutsk: travel reports to be uploaded in the portal
- 2 Presentations from Porto study visit are still missing. Paulo is requested to send them asap
- Presentations for Stockholm study visit are missing.
- USUST is preparing staff costs and will upload them soon, also travel files to Lutsk will be uploaded. Olexandr mentions there are problems for payments related to subcontracting. Due to the Marshall law these payments can't be done. USUST will contact treasury to try to solve the situation.
- Prolongation request for one year has been sent to EACEA on 24/10/2022
- A bilateral meeting with Batumi will be planned on 8/11 in order to discuss equipment, staff costs,

The meeting report was approved

2 Financial management: Batumi, ITRs, Stockholm presentations,

See above

3 Course development: Lutsk, Akaki (see remarks meeting report 24 8)

AKAI: courses are updated
Lutsk course has been updated and is uploaded in the partners only area.

4 Prolongation request: letter+ table of achieved and planned outcomes + activity planning

Prolongation request has been sent to EACEA on 24/10/2022, waiting for their reply

5 Reporting: presentation from EACEA: attention to precision and penalties (see annex)

Some important notes:

If working days are reported, they have to be linked to outcomes. Outcomes should be uploaded in the portal

Average rate GEL/UAH is calculated in the financial report at the end of the project period

Philippe will create an excel file per country 'Attendee and company tracking' to report the participation at the workshops and training sessions. It is important that we keep close track of the number of participants from companies as well as participants from the own organisation. Ani will upload the files via Google Drive and will make sure that each member of the consortium has access. Consortium members are invited to update the file after each workshop.

Antonio Maffei suggested to create a project via ResearchGate where each member can contribute. Philippe will take of this.

Geert stresses that the evaluation form developed by Iryna N. should be used by all partners for every workshop/training session organized. Analysis of these evaluations will have to be made and reports will have to be written based on the feedback from the participants as to adapt or improve the courses.

Penalties:

When at the evaluation we receive less than 50 % we will loose money. Important that all outcomes are registered.

The project group should:

- reach the goals set in project application
- register in detail which activities are organized
- contribute to the completion of outcomes

Penalties can also be given if publicity rules are not respected. Geert stresses that all presentations and publications, messages on social media should contain the logo's of the project and the EACEA logo and disclaimer.

Final products?

When finalizing the Interim report all docs were uploaded on the results platform. In this phase we should start thinking about the final products.

What are the final products that we can put on the platform?

- Courses
- Recommendations for curricula
- ...

Geert refers to the EACEA presentation (see annex) to learn more about the outcomes expected.

For example: courses developed are products

Recommendations for curricula are products

Dissemination leaflets are no final products.

For every university we have to upload different outcomes.

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

A dissemination report was sent to partners by Geert. KUL registered only one or two updates up until now, all partners are requested to take a look at the report and update their website according to the remarks mentioned in the report.

EU partners should also create a link to the official project website.

GITA will make sure the website is operational as soon as possible.

The publicity obligations should be respected.

Besides the link to the webpage of the project, there should also be a special link to the page of the lab.

Activities should be published: info about dissemination activities, news about the organization of courses.

HEIN4 website

Website should become more attracting.

General remark :there should be announcements about future activities.

Facebook/social media

If messages are published the publicity rules should be respected in each message, meaning the logo's should be visible in each message.

Research gate – invite people > see above Philippe Saey

Updates should be ready by 24th November.

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

Batumi seminar was organized, GITA attended. No results are reported. No ITRs have been uploaded. No evaluation of course books has been notified by the coordinator.

Annie will upload reports as soon as possible both from evaluation and visits

8 Evaluation of Festo seminar in Lutsk

Number of participants: 10 representatives from industry, 20 teachers from 4 universities in UA.. The report about this visit should be sent to Geert, participants list to Ellen.

Pictures will be published on the HEIN4 website

Ievgen mentions it was an interesting and fruitful cooperation. A lot of industrial companies were represented. Ievgen suggests to continue such practice since due to the war it is difficult to travel abroad. Next seminar will be organized in Dnepropetrovsk.

Presentations about the training were sent to Olexandr and will be published on the website.

9 Quality reports: 15 September

OK:
Lutsk
Donetsk
Tibilisi

USUST – not completely ready

Missing:
Odessa
Akaki
Batumi

➤ Deadline before end of the month

10 Development of Methodology Concept Higher Education 4.0 (Act. 1.2)

GE OK – Booklet with contributions from all partners, contents page in English on the 2nd page
UA – Olexandr will contact Volodymyr to compose a likewise booklet for UA. Ani will send a copy of the GE booklet to Volodymyr as an example.

11 Development of recommendations for updating Engineering Curriculum (Act. 2.3) Do you have enough material? What do you need?

Ani suggests to collect best practices and experiences from KUL, IPP, KTH regarding the engineering curriculum and transfer into publications in GE and UA with suggestions how they have to develop their ongoing and existing programmes. It will be a recommendation file. It should be ready in 2 months from now.

Info requested from EU-partners:
Contents of engineering curricula: Lists of programmes + subjects + credits, literature lists. Syllabuses.

12 Inventory of Taught courses to Students and Industry + Evaluation methods + Feedback from participants

Excel files developed by Philippe > google docs + Researchgate > see above

Partners should report their activities + feedback from participants > see above

13 Business sustainability plan + signing of cooperation agreements (Act. 6.7)

Each university has to write a plan on how they will proceed with the project once it is finished, what are the future plans with regard to the materials and outcomes that have been developed, how can the project be continued. For example the courses developed during the period of the project will have place within the curriculum, partners will keep on offering courses to industry, the lab that has been installed will be used in future activities, cooperation agreements and memorandums with industry have to be signed,

14 Semi-annual leaflets

4th and 5th Georgian leaflet OK

4th UA leaflet OK

Edition of 5th leaflet is almost ready

Leaflets printed by BTU

UA leaflets printed by USUST

Activities published on website

Attendance lists Stockholm + Porto have to be sent to Olexandr – Ellen

All presentations from Georgian seminar in October have to be sent to Olexandr - Ani will collect and send.

15 Any other business

Since UA Partners were not able to attend all EU study visits they ask if it is possible to organize a visit to EU partners institutions for the once they missed out – Geert mentions that this has been included in the prolongation request. As soon as the request has been approved we can look for possibilities.

16 Next meeting: 24 November 2022 (online) at 10 AM CET.

TO DO:

- Travel report Stockholm study visit: AKAKI upload travel reports + supporting documentation in portal. **Deadline : 15/11/2022**
- Training FESTO in LUTSK: participants upload travel reports + supporting documentation in portal. **Deadline : 15/11/2022**

- Remaining presentations IPP study visit + Stockholm study visit to be sent to Ellen and Olexandr. **Deadline 15/11/2022**
- USUST staff costs to be declared and uploaded in the portal. **As soon as possible**
- Create excel file 'Attendee and company tracking' > Philippe Saey. **Done.**
Excel file will be shared via Google drive > Ani. **Done;**
All partners are requested to complete the file for past and future activities
Deadline : 24/11/2022
- Create a project via ResearchGate > Philippe Saey: **Deadline :24/11/2022**
- 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 : 24/11/2022.
- 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: 24/11/2022
- HEIN4 website – future activities should be announced on website. Increase interactivity on website. **Deadline: 24/11/2022**
- 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 24/11/2022.**
- GITA : evaluation of course books. **Deadline 15/11/2022.**
- FESTO seminar Lutsk – report + participants list to be uploaded + send to Geert and Ellen
Activity will be published on website (Olexandr). **Deadline : 24/11/2022.**
- Quality reports: Odessa, Akaki, Batumi, USUST. **Deadline 31/10/2022**
- Development of methodology concept – Olexandr will contact Volodymyr, Volodymyr will be requested to create a booklet. Ani wil send example to Volodymyr **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**
- UA 5th annual dissemination leaflet to be finished (Olexandr) **Deadline : 15/11/2022**
- Presentations of Tbilisi seminar to be sent to Olexander by Ani : **Deadline 15/11/2022.**