



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:	25.02.2021

Minutes of the Meeting

Participants: List and screenshot of the participants can be found in annex.

Excused for the meeting: Bart Thoen, Andriy Petrenko

1. Approval of meeting report 22/10/2020

Remark regarding brochures, see further in meeting report – item 6 – suggestion to adapt the proposal

2. Webinars: evaluation planning

Updated list of webinars

Announcement of webinars should be sent in due time to the entire consortium. As agreed before an abstract should be made for each webinar. The abstract and invitation should be sent at least one week on beforehand to all partners, but not more than 1 month. The invitation should be linked to the agenda.

Abstracts and invitations can be sent to Ellen Matthijs, who will create a skype invitation for the entire consortium. If Zoom is preferred a meeting link should as well be sent to Ellen Matthijs.

Spread information about forthcoming webinars in your own organisation, to attract participants and to increase the number of participants.

Screenshots of participants should be made as proof of attendance.

Planning has been updated. See annex.

3. Webinar Volvo

The webinar will be organised at the end of March or beginning of April. The name of the webinar has been changed: "Innovations and technologies at Volvo - Innovation to Industry 4.0"

Disseminate news about this webinar as much as possible, to attract as many participants as possible.

Ani Chelisvili announces a post covid digitalisation event organised by the development office and international relations office of BTU. The event will take up to 2 hours. The invitation will be sent to the consortium. The event will take place at 22nd of March.

Geert De Lepeleer underlines that such events are ideal to disseminate information about the HEIn4 project to a wider audience.

4. Case studies

The deadline for the case studies from EU-partners was set at 15th December.

ISEP has sent a first version but it has to be updated, it will be ready by 2nd March.

KU Leuven will finish the case study by 11th March.

KTH case study will be ready by 5th March.

5. Supporting literature: where to store/save

Videos are stored on youtube. Links can be found on the HEIn4.net website section 'Dissemination'. <https://hein4.net/>

Literature and text will be stored via google drive. Andriy Petrenko will set up the google drive account to store the literature.

6. Brochures

Presentation by Volodymyr Shatoka regarding the brochures. See annex

According to the project proposal 3 brochures should be published.

Instead of 3 brochures, the information will be gathered and combined in 2 brochures:

- 1st Publication – Case Study: EU + GE/UA parts (Festo seminar) – we can do as soon as EU part is ready
- 2nd Publication – we can keep plan by Dec 2021 -
 - Comparison of curriculum (WP1.2)
 - Summary of webinars [as soon as we finish]
 - recommendations for engineering curriculum – include it here
 - **If some partners have materials suitable for publication we can include it as a chapter!**

7. Evaluation workshop 17-18 February

Geert De Lepeleer underlines the importance of the publicity obligations of EACEA. The logo and disclaimer should be copy/pasted to all materials produced in frame of the HEIn4 project. A template can be found on the HEIn4- website and as annex to this report.

During the first day of the workshop 3 very interesting presentations were presented. Volodymyr Shatokha mentions that representatives from different projects attended the workshop. There were at least 50 participants. The participants list should still be finalized. Amongst them there were participants of the Institute of Higher Engineering Education Pedagogical Institute of Ukraine. As suggested by the national Agency of UA/EU synergy has been created between different projects.

Iryna Nyenno from Odessa university adds that it was a very interesting workshop with interactive session, a discussion with experienced EU-partners regarding concrete methods/tools. Iryna asks about the possibility to upload the videos from the workshop at the You Tube Channel. Victor Kordas mentions that as soon as the videos are ready they will be uploaded.

Iryna Shvets from Donetsk university mentions Yevgen Bahskov, the coordinator of the project, “A Framework for Digital Competencies for Ukrainian Teachers and Other Citizens” (the link see below) agreed to prepare one chapter for Donetsk future discipline "Industry 4.0: Business Management" on the topic of using big data.

<https://donntu.edu.ua/en/international-cooperation/international-projects/a-framework-for-digital-competencies-for-ukrainian-teachers-and-other-citizens>

Geert De Lepeleer mentions that during the 2nd day of the workshop each partner presented their progress in the project. It became clear that the outcome for each partner will be very different. The presentation of Akaki Tstreteli university was sent afterwards. Presentations will have to be updated with the publicity obligations.

After the workshop Volodymyr Shatokha sent a template to all UA/GE partners with 2 questions:

- Situation of lab

- Situation of module/curriculum to be developed

Akaki Tsereteli hasn't completed the template yet.

Geert De Lepeleer suggests to create a template regarding the strategy for involvement of industry. Volodymyr Shatokha mentions that in the existing template already a small part was dedicated to the benefits for industry.

8. Plan of activities:

WP1 Study of EU HEI's experience

1.2 Comparison of EU curricula with UA/GE > OK , will become part of publication

WP2 Curriculum for Industry 4.0

2.1 Short courses for industrial staff

> deadline May 2021, but due to delay impossible, delay in purchasing equipment

2.2 Taught module "Industry 4.0 Business Management" MSc (level)

> discussed during 2nd day workshop, all UA/GE partners are ready to start teaching from first semester of the next academic year

NMAU will start teaching later, autumn/spring next academic year

2.3 Recommendations for updating Engineering curriculum

> deadline dec 2021, will be part of brochure mentioned above

Geert De Lepeleer suggests to organise a contents development meeting to have a look at the situation for each partner.

9. Equipment

18 months after the beginning of the project equipment should be installed in the university.

Partner 5 Kutaisi: docs ok uploaded to website and feedback given

Partner 6 Batumi: approval received by project officer, process is ongoing

Partner 7 BTU: ongoing tender, finalise purchase of hard equipment, plus checking soft equipment tenders finalise – hard equipment documents can be uploaded next week at the website, documents for the soft equipment by the 2nd week of March. Will be installed before end of June

Partner 9: tender is in progress, first phase will be finished at beginning March, second part will be finished by the end of March

Partner 10: ongoing process to purchase, by end of March material should be bought

Partner 11 NMAU: finalising procedure, analysis of offers

Partner 12 Odessa: bilateral meeting will be organised with Odessa university regarding the purchase of equipment and the procedure, Monday 1st March 09.00 CET.

10. Financial management

Geert De Lepeleer mentions the Interim report should be ready 60 days after the first 18 months of the project. Before the end of the year we also need to complete the financial report.

Staff costs should be uploaded to the website asap. Timesheets and joint declarations should be completed and employment contracts and pay slips should be gathered and handed in. Templates can be found on the website.

11. Reference groups + quality report

Andriy Petrenko has sent an update about the situation, see annex.

Akaki Tsereteli should still hand in the quality report and the document related to the establishment of the reference groups.

12. Dissemination strategy

This topic will be discussed during the next meeting.

13. Next meeting: 25th March 10.00 CET

TO DO:

- Send abstract and announcement of webinars in due time to consortium. Send info to Ellen Matthijs. Ellen Matthijs will send an outlook invitation
- Volvo webinar “Innovations and technologies at Volvo - Innovation to Industry 4.0” end of March/beginning of April, spread the news in your organisation. Further info will follow soon.
- Post covid digitalisation event organised by the development office and international relations office of BTU, invitation will follow soon
- Case studies: ISEP ready by 2nd March, KUL ready by 11th March, KTH ready by 5th March
- Google drive account to store/save literature – Andriy Petrenko
- Odessa equipment – bilateral meeting 1st March
- Financial management – hand in staff costs asap – all partners
- Akaki Tsereteli and Batumi hand in the quality report and the document related to the establishment of the reference groups.
- Creation of template for involvement of industry (V. Shatokha)
- Instalment of equipment before 30/6/2021: all partner universities.