



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:	26.11.2020

Minutes of the Meeting

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

Excused for the meeting: Philippe Saey, Bart Thoen

Due to technical problems Lela Turmanidze was unable to join the meeting;

1. Approval of meeting report 22/10/2020

The minutes from the meeting of 22/10/2020 were approved by all project partners.

2. Webinars: evaluation (V. Shatokha) + further planning

Volodymyr Shatokha suggests to compose summaries of each webinar in Ukrainian and Georgian language. These can be published as annex to the project outputs and can be spread throughout the partner universities.

Volodymyr Shatokha emphasizes to UA and GE partners the importance of inviting also other colleagues to join the webinars and not only the members of the consortium.

Webinars are not recorded. Philippe Saey has sent some video files of webinars to Andriy Petrenko, but the files are too big. Andriy Petrenko's suggestion is to upload the videos to youtube and send the link to him with the purpose of uploading them to the website. This will be communicated to Philippe Saey, who was excused for the meeting.

Forthcoming webinars:

- 10th November hosted by ISEP 'Will industry 4.0 contribute for the social sustainability'
- 9th December hosted by KTH (Title of webinar will be communicated soon)
- 15th December hosted by KUL ProfiEnergy / ProfiCloud
- 20th January 2021 hosted by KTH (Title of webinar will be communicated soon)

An updated list of webinars will follow soon.

3. WP's planning

Presentation by Volodymyr Shatokha about the planning of the workpackages and the activities for the coming year + strategy on how to proceed.

Case studies:

Case studies are due by December 2020. They should represent the EU experiences and practices in HEI's.

A template has been sent to EU-partners to be completed. The goal is to write about the success stories of ongoing or finished projects related to industry 4.0. At least one project should be described.

The info of EU-partners will be completed with info from UA and GE partners based on their experiences from FESTO seminars.

Case studies should be published in UA and GE language. Translation of the materials sent by the EU-partners will be necessary.

The case studies will be published in printing next year, but they can already be published on the website.

The templates should be completed and ready by 11th December 2020.

Development of methodology concept and updating of engineering curriculum:

Analysis of curriculum of EU universities has been done by Mykola Melnychuk and Ani Chelisvili.

ISEP should send their input of the file 'Study of teaching Methodology and curriculum in relation to Industry 4.0' to BTU so they can finalize the document.

In a next step the content of the brochure related to the concept and methodology should be defined. Analysis of literature should be done. Tasks have to be divided and materials have to be prepared. Ani will distribute roles among GE partners and Volodymyr for UA partners. The material produced and described in the brochure will be presented during the workshop in February. This workshop will be focussed on pedagogical didactic issues related to HE 4.0 concept. A guest speaker from KTH will be invited. Victor will propose a date for the workshop in February after checking the possibilities with his colleagues. KTH can also provide some interesting literature regarding engineering pedagogic and will send it to the consortium after the meeting. Also Odessa will be leading a workshop related to business management education and pedagogical issues in an engineering technology curriculum. The input from Odessa and KTH will be combined in 1 workshop.

The target group of this workshop is the consortium. The outcome of this workshop will be the concept of training.

The Concept and Recommendations for updating the engineering curriculum could be combined in one publication.

Geert De Leppeleer will contact Prof. Guy Durinck for input regarding pedagogical approach for the engineering curriculum.

4. **Website (A. Petrenko)**

www.hein4.net

Andriy Petrenko distributed a user manual to the consortium regarding the use of the internal protected area.

The main aim of this area is the storage of financial documents and a tool to deliver documents to project coordinator.

If partners upload documents to their area the project coordinator will be notified.

Coordinator and Andriy Petrenko have access to internal area's of all partners. The partners only have access to their own area.

Andriy Petrenko underlines the importance to follow the instructions explained in the user manual. Please respect the requirements regarding the names of files and the requirements to the reference of the documents when uploading to the website. It is very important that all partners work in the same way.

5. **Purchase of equipment: overview per partner university**

- Akaki Tsereteli University finished the purchase of equipment and send documents to the coordinator
- Batumi will follow original plan as mentioned in project application, but will contact project coordinator with some further questions, Lela Turmanidze was unable to join the meeting due to technical problems but was in contact with Ani Chelisvili from BTU regarding this issue
- BTU will buy the equipment as planned
- According to Andriy Petrenko Akaki Tserteli state university has bought material and will send the related documents to the project coordinator
- NMAU will prepare purchase in January, they are still trying to find the best deal for the material they would like to buy.
- Odessa will buy as planned

Lutsk and Donetsk have sent an updated version of the change of equipment after request for more information by EACEA. The new request will be sent to EACEA on 27/11.

6. Publications and subcontracting

The subcontract template has been revised by the legal service of KUL. The template will be updated and returned to the legal office for their approval. As soon as the final draft is ready it will be forwarded to the partners.

A. Petrenko explains that for a university working under treasury system it is essential that one subcontract covers several invoices. Coordinator states that this is one of the questions addressed to legal service. If necessary permission can be asked to EACEA.

Leaflets have to be published each 6 months in UA and GE. The First edition in UA and GE is available electronically. Paper versions will be ready by the beginning of 2021.

7 Quality plan: reference groups

Reference groups were established in June. Semi-annual evaluation reports have to be made by the reference groups. Templates have been sent to the consortium.

Documents regarding the establishment of the reference groups which contain the names of the persons involved and their staff position should be sent to Andriy Petrenko.

The deadline for the report and the document regarding the establishment of the group is 31st Jan 2021.

8 Dissemination

Material received from almost all partners, except for Batumi and Akaki Tsereteli. All material received has been published on the website.

Andriy Petrenko reminds partners to send links to electronical publications to him together with a brief description, title of publication in English, name of the website or news resources and an operational link.

The link to the facebook group can also be mentioned on the website.

KUL will publish an article in the newsletter of the Technology Campus Gent.

It is essential that in all project materials a correct reference is included to the EU publicity obligations. Please see document in annex.

9 Administration and finances (G. De Lepeleer, E. Matthijs and A. Petrenko)

As we are approaching the end of the first year, the coordinator reminds partners to start reporting. Upload the financial documents to the website.

In case of questions, don't hesitate to contact the coordinator. KU Leuven is willing to organise bilateral partner meetings in case of questions or difficulties when preparing the administration related to the project. Partners are free to contact KUL if they think a meeting is necessary.

Odessa reports that there are some difficulties in reporting staff costs in the university. They will discuss it further with the UA coordinator and report afterwards to KUL.

10 Reports monitoring Erasmus + agencies in countries

The report of the Georgian agency has been received and sent to the consortium.

Points of attention mentioned in the report:

- start travelling as soon as the pandemic is under control
- try to meet project deadlines – ask for prolongation
- take care of dissemination
- purchase equipment
- continue good contacts in partnerships in Erasmus+ programme

The report from the Ukrainian agency has not been received yet.

11 Any other business

Website – Internal Area: all templates for finances, quality, dissemination can be found in the folder 'TEMPLATES'

12 Next meeting: 14th January 2021 at 10 AM CET.

TO DO:

- summaries of each webinar in UA and GE language + spread throughout partner universities (UA and GE partners – divide tasks)
- Upload videos of webinars to YouTube (Andriy Petrenko + Philippe Saey)
- Updated list of webinars (Philippe Saey)
- Case studies – deadline December 2020, template has been sent already (1st step EU partners + completion by UA and GE Partners) Translation to UA and GE language (UA and GE partners)
- input of the file 'Study of teaching Methodology and curriculum in relation to Industry 4.0' to be sent to BTU by ISEP (Paulo Avila, Rafael Pedrosa)
- Brochure concept and methodology. Roles should be defined (Volodymyr Shatokha and Ani Chelisvili)
- Workshop in February 'pedagogical didactic issues related to HEI 4.0 concept Victor Kordas will invite a guest speaker from KTH. Date of the workshop has to be determined and communicated to the consortium. (Volodymyr Shatokha + Victor Kordas)
- Geert De Lepeleer > contact Guy Durinck regarding pedagogical approach engineering curriculum (Geert De Lepeleer)
- Equipment > updated request from Donetsk and Lutsk will be sent to EACEA >27/11/2020 (Geert De Lepeleer)
- Subcontracting update template – when final draft is ready send it to consortium (Geert De Lepeleer)
- Leaflets each 6 months > paper versions ready by January 2021 (UA and GE partners)
- Proof of the establishment of the reference groups to be sent to Andriy Petrenko > deadline 31st January 2021 (Reference groups)
- Quality report made by reference groups to be sent to Andriy > deadline 31st January 2021 (Reference groups)
- Dissemination > send all material to Andriy (all project partners)
- Finances – end of first year – upload financial info to the website, start declaring costs – staff costs, equipment – follow requirements in user manual when uploading files and giving names to the files (All project partners)
- Reference to EU publicity obligations in all documents (All project partners)