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<b>Event:</b>	Consortium meeting HEIn4
<b>Venue:</b>	Skype for Business (accessible via web-browser)
<b>Moderator:</b>	Mr. Geert De Lepeleer
<b>Time:</b>	10.00 – 12.00 C.E.T
<b>Date:</b>	04.03.2022

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## Minutes of the Meeting

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

### 1 Situation in Ukraine

Geert welcomes all participants and in particular participants from UA. The consortium group express their support for the people of Ukraine.

### 2 Approval and follow up of meeting report 17/01/2022

The meeting report was approved

Some points of attention:

- Seen the current situation in UA there is no news about the case study publication on paper for Ukraine.
- During the last meeting Volodymyr mentioned that he was finalizing the brochure and that he would send the draft to GE partners. Ani has not yet received the draft but nevertheless started already to collect the publications and the GE brochure will be ready by the 3rd week of March.
- Update of project info on website of Batumi - The website is online in GE and ENG  
LINK: <https://hein4.bsu.edu.ge/en/home-english/>
- URGENT REMINDER – Batumi > administrative issues to be solved > staff costs, see e-mail Ellen- Deadline : **1 April 2022**
- ECTS-template was developed and distributed by Volodymyr to the partners

### 3 Financial management:

- Proof of recording in the accounting system for real costs (equipment, subcontracting) (Geert)

- BTU OK, for all other partners the proof is missing

URGENT REMINDER to the other partners, Geert emphasizes the importance of this document. If partners want to be 100% reassured that the equipment costs will be approved this file is of great importance. **Deadline: 1/4/2022**

Ani will send as an example the printscreen she introduced in BTU costs to all other partners.

- Second instalment (Geert)

This is done in consultation with each partner separately in view of the financial situation and the status of the administration. The request can be sent to Geert or Ellen and will then be reviewed.

#### **4 Template for courses with industry**

The Template for exploitation to industry was presented. **(See annex)**

The importance of an enrolment tool on the website was emphasized, as also mentioned in EACEA's comments in the interim report

Due to the current situation/war in UA and Covid a request for prolongation of 1 year will be sent to EACEA. The KPI for UA will have to be reconsidered and we will have to negotiate with EACEA some realistic KPI in cooperation with industry for Ukraine.

Philippe stresses the importance to attract participants from industry to reach the KPI's in GE. Geert advises GE partners to contact their associate partners to promote the courses and attract participants from outside the universities.

Ellen will send the template to UA and GE partners. UA and GE partners are asked to complete the template for the courses that were already organized - **Deadline 4th April**

#### **5 Analysis of the feedback on the implementation report**

Geert thanks Volodymyr and Olexandr for the excellent preparation of the answers to the comments of EACEA. The document was sent to EACEA on the 21<sup>st</sup> February.

- *Physical visits*

In the report the importance of study visits was emphasized.

The KUL - Ghent visit is planned in the first week of May, 2<sup>nd</sup> May. GE partners and UA partners will be invited. If UA partners are unable to join, the same programme will be offered a second time when UA partners can start travelling again.

Travel days: Monday 2<sup>nd</sup> May and Friday 6<sup>th</sup> May

Please contact Ellen if an invitation letter is required.

How many participants from partner countries can join:

University: 3 participants

Non-university partners: 2 participants

IPP - Porto visit

Week 30<sup>th</sup> May, seen the fact that the SE visit is planned in the same week, IPP will try to reschedule to the beginning of July. If not possible the programme of SE will be shifted to the second half of August.

N° of participants:

Same as Gent, 3 univ., 2 non-univ.

Programme can be offered a second time as well if necessary for UA-partners

KTH - Sweden visit

Week 30<sup>th</sup> May – or if necessary 2<sup>nd</sup> half of August – waiting for confirmation from IPP

N° of participants:

Same as in Gent 3 univ, 2 non-univ

Geert will check if partners from EU-countries can join the study visits as coordination meetings if organised on site.

- *WP 2: Development: Curriculum for Industry 4.0*
  - o *2.1 Short courses for Industrial staff*
  - o *2.2 Taught module "Industry 4.0 Business Management" for Master students*
  - o *2.3 Recommendations for updating Engineering curriculum*

The development of recommendations for the update of the engineering curriculum for GE partners is not initiated yet. For now the focus is on the organization of courses for industry in a later phase the recommendations will be set. This is planned in early fall for GE partners.

All modules were gathered in one PDF-file by Olexandr. Ellen will make a summary per university for all courses developed for students: name of the university, title of the course, ECTS credits. (See Annex – please check – if list is not complete, please add courses and send updated file to Ellen – deadline 01 April 2022).

- *WP 3: Development: Capacity building*
  - o *3.1 Virtual Factory Learning Labs*
  - o *3.2 Upgraded staff for the Labs*
  - o *3.3 Content and capacity for consultancy services*
- *WP 4: Quality plan*
  - o *4.1 Reference Group Established*
  - o *4.2 Semi-annual meetings of Reference Group*
  - o *4.3 Quality of courses ensured*

Evaluation methods: Odessa sent an evaluation method for courses organized for students.

Method: After the course, before the exam a google link was sent to students and they were asked to complete the Google-form.

Odessa agrees to share this way of evaluation with the consortium and will share this method to the consortium.

BTU suggest to translate the file from UA to GE and to ENG

As suggested by EACEA an external evaluator will be appointed after the request of a project prolongation has been accepted.

- *WP 5: Dissemination and Exploitation*
  - o *5.1 Dissemination via web-site*
  - o *5.2: Dissemination leaflets*
  - o *5.3: Seminar*
  - o *5.4: Workshop*
  - o *5.5: Conference*

The advice is given to address associate partners to attend the courses offered and to complete the exploitation to industry template for each course organised. Starting up cooperation with Chamber of Commerce could also be a good opportunity to disseminate the results of the project.

Project information on project websites – check contents > Ellen

HEIN4 website – Website should be made more attractive + enrollment procedure for courses offered should be available on website

The management of the website is currently in the hands of USUST (NMAU). Thus, given the situation currently in Ukraine, it is impossible for us to post material to the website without the help of Olexandr or Volodymyr. We therefore propose to send the material through the usual channel to Olexandr but also to CC Ellen so that we can save the files and, if necessary, forward them again later or post them on the website ourselves once access has been granted.

EU-logo and full disclaimer should be copy/pasted on all materials produced, also if material is published via social media. If this rule is not followed consistently, EACEA may cut the budget up to 25%.

*WP 6: Exploitation*

- o *6.1: Courses for industry validated*
- o *6.2: Modules for students validated*
- o *6.3: Labs attain practice in services*
- o *6.4: Deliverables tuned to cutting edge*
- o *6.5: Round Table meetings practiced*
- o *6.6: System for staff coaching established*
- o *6.7: Business Sustainability Plans*
- o *6.8: International network of Labs*

Address Associate partners to attend the courses. Complete template exploitation to industry. **Deadline April 4<sup>th</sup>.**

KPI - 250 trainees from industry – monitor if this is still possible for UA, adapt according to situation. (see above 4. Template for exploitation to industry)

**6 Next meeting**

**11<sup>th</sup> April 10.00 CET**

**7 Any other business**

Administrator of HEIN4 facebook page: Mykola Melnychuk

The meeting ended with a moment of silence in respect to our Ukrainian colleagues and all people in Ukraine.

<b>TO DO:</b>
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- URGENT REMINDER – Batumi > administrative issues to be solved > staff costs, see e-mail Ellen, Deadline : **1 April 2022**
- URGENT REMINDER – send proof of recording in the accounting system for real costs (equipment, subcontracting) to Ellen. Deadline : **1 April 2022**

Ani will send as an example the printscreen she introduced in BTU costs to all other partners.

- Complete Template of exploitation to industry for all courses that already took place – deadline 4<sup>th</sup> April 2022
- Update list of courses developed at university level for students (see annex) and send updated file to Ellen – deadline **01 April 2022**
- IPP – KTH confirmation of study visits week 30<sup>th</sup> May? Or beginning of July IPP? Or half of August KTH?
- GE partners – address associate partners to start up training for industry and to disseminate results
- REMINDER copy/paste EACEA LOGO and disclaimer on deliverables, outputs, publications on social media, ...on each document created in the framework of this project
- Communicate with EACEA regarding the war in UA and to reconsider KPI's set for UA (Geert)
- Can EU partners attend the training sessions in other EU countries? (coordination meeting?) (Geert).