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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>	10.30– 12.00 C.E.T
<b>Date:</b>	05.05.2022

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## Minutes of the Meeting

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

### 1 Approval and follow up of meeting report 11/04/2022

The meeting report was approved

Some points of attention:

- Proof of recording in the accounting system. Odessa OK, Donetsk OK and AKAKI OK. The proof of recording in the accounting system is not only necessary as supporting documentation for equipment, but also for subcontracting.

### 2 Financial management Financial management: second instalment, proof of recording equipment in accountancy

- Proof of recording in the accounting system for real costs (see above), also for subcontracting costs – to be sent to Ellen by UA and GE partners

### 3 Physical visits

The study visit in Porto will take place June 7-8-9, travelling days 6<sup>th</sup> June & 10<sup>th</sup> June. A three working day programme will be sent to the consortium.

The host is requesting invitees to send as soon as possible their request for invitation letters to IPP.

Geert explains that the travel costs will be covered by unit costs as stipulated in the application and grant agreement.

The supporting documentation to declare travel costs includes: Flight invoice, itinerary, boarding passes, hotel invoice.

IPP is requested to provide an attendance list which needs to be signed by all participants each day.

Volodymyr plans to join this study visit as well and participation from Lutsk University is foreseen if possible seen the circumstances. Donetsk will take part.

The HEIN4 study visit in Stockholm will take place from 22<sup>nd</sup> -26<sup>th</sup> August.

#### **4 Courses for industry**

Organizing courses in the labs for participants from industry in UA is impossible at this moment. At some UA partners universities they try to organize online teaching for students and staff.

Staff costs can be declared for these online training session. Geert emphasizes that it is important to take screen shots of these online teaching sessions as supporting documentation.

Geert asks the UA partners if it is possible to write a two pages report on all the difficulties they are currently facing in the implementation of the project activities. How are they still trying to proceed, what is still possible and what solutions have they found to allow the activities to continue.

Iryna N. suggests to create a dissemination leaflet/booklet about the experiences of the study visit in Ghent which can be distributed to all partners who were unable to attend.

For GE partners courses for industry should be planned. For BTU 4 courses have already been implemented, a fifth one will be organized in June 2022. Batumi will organize courses for industry during the second half of May, June and July.

#### **8 Website**

Geert will go through remarks from EACEA and will contact Olexandr to adapt website.

All dissemination activities should be sent to Olexandr, so it can be uploaded to the website.

#### **9 Contents on the websites**

Ellen will contact each partner separately about the remarks on the HEIN4 info on university websites.

#### **10 Any other business**

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## 11 Next meeting

Online hybrid meeting during study visit in Porto, Thursday 9<sup>th</sup> June

<u>TO DO:</u>
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- BATUMI – administrative issues staff costs year 1 discussed during one-on-one meeting with Ellen > follow up + signature rector and upload on website
- Proof of recording in the accounting system also for subcontracting costs – to be checked by UA and GE partners
- IPP study visit will be organized 6<sup>th</sup> June + hybrid session – request for invitation letters to be sent as soon as possible to IPP
- Travel report to be completed and send to Ellen (digital version is OK) + supporting documentation (boarding pass, flight ticket, hotel invoice)
- Geert will go through remarks from EACEA regarding the website and will contact Olexandr with suggestions for improvement
- Ellen will send remarks about the partner university websites via mail