



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: 11.04.2022

Minutes of the Meeting

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

1 Situation in Ukraine

Geert welcomes all participants

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

The meeting report was approved

Some points of attention:

- Batumi > administrative issues to be solved > staff costs > ongoing process, updates have been sent and feedback was given. All administration related to staff costs will be discussed during the study visit/coordination meeting in Ghent during a one-on-one meeting.
- Proof of recording in the accounting system. Still missing from Odessa, Donetsk and AKAKI.

Geert and Victor explained that a print out of the accounting system of the university where the transfer of the amount for the purchase of equipment and the registration in the accounting system took place, should be sufficient as proof. Akaki has requested the print out but due to the treasury system it might take some time to receive it.

Project partners agreed that is it clear now what kind of document is needed.

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

- Proof of recording in the accounting system for real costs (see above)

4 Physical visits

The study visit in Ghent is planned in May 03-04-05. A three working day programme will be elaborated and send to the consortium. Ellen will send a travelers information package to all partners with general information about traveling to the KUL Ghent Technology Campus and the COVID19 requirements for entering Belgium.

Geert explains that the travel costs will be covered by unit costs as stipulated in the application and grant agreement. Costs per day for travelling to Belgium > 120 EUR.

Supporting documentation needed to declare travel costs: Flight invoice, itinerary, boarding passes, hotel invoice.

Irina N. asks if UA partners who are not staying in UA at this moment, but are due to the circumstances staying abroad, can also join the study visits organized in BE, PT and SE and consequently will not be travelling from UA but from another country. Geert will ask permission to EACEA. Irina will prepare a letter/mail formulating the question and explaining the UA situation. Geert will forward the letter to EACEA for permission.

Also related to these travels Irina N. is requesting if KU Leuven can prefund the costs of the travel tickets. Geert emphasizes that at the beginning of the project an instalment has already been made to the universities. For UA partners these first instalments have not yet been fully covered by declared costs and supporting documentation, so there is still budget to cover these travel costs for the forthcoming study visits. Geert will contact KU Leuven central office who will take a decision in this matter.

N° of participants for BE visit

AKAKI: 2

BTU: 3

BATUMI: 3

GITA: 2

David Gegechkori doubts travelling to Belgium is possible if you are not fully vaccinated with EU recognized vaccinations. In order to answer this question Ellen will forward an information package regarding travelling to KU Leuven Ghent Technology Campus, and the COVID 19 requirements for entering Belgium to the consortium. According to the regulations at this moment a negative PCR-test 72 hours before arrival is sufficient for travelling to Belgium if you don't have a vaccination of recovery certificate.

The IPP study visit will be organized at the beginning of June, June 6th. A three day programme, including lab visits will be organized, Tuesday – Wednesday – Thursday.

The dates for the KTH study visit will be confirmed soon by Viktor.

5 Completed template for courses with industry, presentation by all Georgian partners

The completed template for exploitation to industry was presented by all Georgian partners

BTU

Geert indicates that a proof of attendance is a valuable document to be introduced as supporting documentation to the proof of work.

Staff costs can be introduced for these activities and as proof of work following documents can be introduced: participants lists, the link to the website/social media where you made publicity for the course, the course itself

Geert emphasizes that based on the evaluation of the participants, partners should introduce improvements to the courses according to the remarks made by the participants.

BATUMI

Geert emphasizes that the presentation from Batumi is a very good plan, but still has to be put in practice, more precise about the number of participants, companies participating.

When introducing staff costs it is important to document the proof of work with participants list, including which companies participated. See also remark BTU.

Geert explains the ambiguity between evaluation in education versus evaluation from students/industry regarding the courses

Evaluation in university atmosphere: exams and quotation

Evaluation regarding the quality of the course: feedback to improve the courses

AKAKI

The syllabuses were presented, not the template for industry, nor the timing for the courses for industry.

Geert suggests to present the new presentation about the template for the courses for industry during the study visit in Ghent.

6 Courses for industry

Overview presented by Ellen. Is this overview complete?

GE

BTU – List will be updated based on the templates for industry presented during the previous topic

AKAKI – List will be updated according to presentation during the previous topic

UA

ODESSA

Geert suggest to offer courses for students also to industry, or part of the courses. Divide courses in separate modules and also invite participants from industry to subscribe for the courses. Irina will contact the didactic department to explore the possibilities.

Irina mentions that due to the situation in Ukraine, online courses are also open for other students from other universities. In that way they get also acquainted with the HEIN4 project.

Ani mentions that in BTU almost 95% of the participants from the work field were actually BTU master students who were already working in executive functions at industrial companies and it was their willingness to participate in the course organized. Another added value of organizing courses for industry together with students is the networking between the students and the industrial partners who are participating in the courses.

LUTSK

Hope to organize courses as soon as possible, hopefully in June

USUST

At this moment 1 course. In September a new course will be started for Metallurgical students.

7 Evaluation methods

Evaluation for students (exams) versus evaluation for industry – feedback from industry

8 Website

Presentation of the updated website by Olexandr

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

BTU sent updated information about dissemination was to Olexandr in Feb. Olexandr will check.

9 Contents on the websites

Enrollment page couldn't be found on ENG page. Probably this is only mentioned on the page with the local language.

General remark: on the ENG part of the websites of partners no or very little info is found about the HEIN4 labs

Ellen will contact each partner separately about the remarks on the info on the website.

10 Any other business

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11 Next meeting

Online hybrid session during study visit in Ghent, where UA partners can also join the meeting.
Thursday 5th May. 10.00 CET

<u>TO DO:</u>

- BATUMI – administrative issues staff costs to be solved during study visit Ghent
- Proof of recording in the accounting system. Still missing from Odessa, Donetsk and AKAKI.
- Ellen will send a travelers information package to all partners with general information about traveling to the KUL Ghent Technology Campus and the COVID19 requirements for entering Belgium.
- Geert will ask permission to EACEA for UA partners who are due to the circumstances are staying abroad and want to joint the study visit.
- IPP study visit will be organized 6th June + hybrid session
- Dates KTH study visit will be communicated soon by Viktor.
- AKAKI presentation about the template for the courses for industry during study visit in Ghent
- The overview with the courses for industry will be updated by Ellen
- 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