



Event:	Consortium meeting HEIn4
Venue:	Skype for Business (accessible via web-browser)
Moderator:	Mr. Geert De Lepeleer
Time:	09:30 – 11.30 C.E.T
Date:	17.01.2022

Minutes of the Meeting

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

1 Approval and follow up of meeting report 13/12/2021

- Interim report was submitted 15th October, no feedback received yet from EACEA
- Excel file for Covid related costs – email was sent to EACEA by Geert, following answer was given: “It is indeed possible to declare travel expenses as eligible if the travel was impacted by the COVID-19 pandemic and if the insurance does not cover the loss.”

2 State of affairs: purchase of equipment per partner – partner 6 BATUMI, 9 DONETSK

All equipment was purchased and installed before 31st December 2021.

- Batumi, bilateral meetings were organised to update and correct documentation. Updates of documentation will be uploaded to the HEIN4 website partners only area.
- Donetsk has bought the final part of equipment and uploaded the documents on the partners only section.

3 Financial management:

- Send proof of recording in the accounting system for real costs to Ellen (equipment, subcontracting) (Geert)
- Second instalment (Geert)

NMAU, LUTSK and Odessa have reached the threshold of 70% of the first instalment, so they are, according to the partner agreement, entitled to the second instalment, which is 40%.

For partners who reached the 70% of the first installment it can be agreed with the project coordinator that only part of the second installment will be paid. In this case an

amendment, or annex to the partner agreement should be made wherein it is stipulated how much will be paid.

For the other partners, as soon as they have spent 70% of the first instalment they will be contacted by Ellen, to agree about the percentage to be transferred and if an amendment to the partner agreement is needed.

The number of instalments can be multiple and flexible. The most important is to avoid that partners have to return money to KU Leuven.

NMAU > change of legal entity > Ellen will check the procedure with EACEA and will be in contact with Volodymyr and Olexandr to inform EACEA about this change.

4 Dissemination strategy – update university webpages, quality board reports, update dissemination and sustainability plan (Olexandr)

Project info on partner websites:

AKAKI ok, has updated website.

BATUMI there is info about the project in Georgian language, but no info is available in English. No news updates about the project on website. Due to ICT-problems the info is not available on the website yet, but the problem will be fixed within the next couple of weeks.

BTU info about project is available in English, but info GE disappeared and no info or news about the lab. Ani mentions that the website has been renewed and the links have been changed. The correct links will be sent to Olexandr.

Donetsk, Lutsk, NMAU and Odessa are ok.

Quality report should be ready by 25th January

Publications:

UA > Case studies publications NMAU expected soon > already available electronically, on paper within a couple of weeks

GE > Case study files are available as well printed as published

Brochures: Volodymyr explains that the brochure will exist of 3 chapters: 1) Industry 4.0 and society and 2) Industry 4.0 and education 3) Industry 4.0 and Industry. Case of Volvo and Case of Festo will also be included. Pictures will be included.

Ani asks to share the UA draft with Georgian partners, so they can adapt the Georgian version of the publication.

5 Situation Learning Lab: webpage + info + training sessions – (Partner countries)

Ani Chelisvili BTU – plan already developed, trainings offered to industrial partners. All info is available on website, links will be shared with NMAU to be put on the HEIN4 website

AKAKI – Lab is fully prepared for launching. Not clear if the webpage is ready yet. Information will be sent to Olexandr.

BATUMI – Start trainings from March on. Difficulties with general website, so webpage for lab is not available yet.

Donetsk – In December learning lab was presented to students, teachers and representatives of industry. A short course for representatives of industry will be organised in March. 12 representatives from 5 enterprises will attend. Webpage is ready.

Lutsk – 2 seminars were held together with FESTO for teachers and representatives of regional companies in June. The webpage of lab is available, where services and opportunities of lab are promoted. Leaflets were produced and will be sent to companies.

NMAU – Lab is launched and used for external trainings in February and March. Website of new university doesn't exist yet. Info about the lab will be put on old website for now.

Odessa – The webpage is part of the general Odessa universities webpage and has all info about the lab. Press releases are published on official university website, because it reaches more people, staff, students.

Geert suggests to create a template for exploitation to industry. This template will have to be completed by project partners.

Volodymyr refers to project application and mentions that project website should become a useful platform for virtual labs from all partner countries. It should become an interactive website for companies willing to retrain their staff.

Suggestion from Philippe Saey :Interactive website for industry cooperation/learning labs: he suggests having an agenda with the activities (each time with either a subscription module or an email address, course documentation ...) and for each location a description of the lab used (there are already presentations) in the course/workshop. So maybe a lean website, easy to maintain an good overview for the interested persons.

6 Presentation Learning Lab – (P11 NMAU)

Presentation available on HEIN4 website

7 Presentation progress in course development – (UA partners)

All UA partners please send presentation to Olexandr for publication on website.

P9 Donetsk, suggestion to add names of industry partners who will attend the trainings

P10 Lutsk, suggestion to have a short summary in English of the course

P11 NMAU Extended ECTS file – example for other partners

P12 Odessa. Not only a course for master level has been created but also a course for bachelor level.

Presentations available on HEIn4 website

Geert suggests exchanging the courses amongst partner countries and to create an ECTS-file in English for all courses as the example given by NMAU.

Iryna from Odessa mentions that the course was given to Portuguese guests. Geert suggests to mention this as dissemination in the final report.

Volodymyr suggests to the coordinator to develop a template for gathering from all partner universities the necessary information a uniform way.

8 Presentation exploitation plan for trainings with industry? (Partner countries)

Template will be developed by Geert and Ellen and will be sent to partners to complete.

9 Physical mobilities?

Covid pandemic situation will be monitored in all countries. Hopefully physical mobilities will be possible in March / April.

10 Next online meeting

Friday 4th March 10.00 CET – 12.00 AM CET

<u>TO DO:</u>

- Send proof of recording in the accounting system for real costs to Ellen – equipment, subcontracting – partner countries (except BTU)
- NMAU, Lutsk, Odessa entitled to second instalment, please contact Ellen to decide upon the amount of the transfer and to make an amendment to the partner agreement
- NMAU > change of legal entity > Ellen will check the procedure and inform Volodymyr
- BATUMI update project info on website
- BTU update links and send to Olexandr
- Quality reports ready by 25th January
- UA case study publication on paper expected soon
- Draft of the brochures is being developed by Volodymyr and will be shared with GE partners
- Template 'Exploitation to industry' will be developed – Geert and Ellen

- HEIN4 website – Develop an interactive website for virtual labs from partner countries. See suggestion Philippe mentioned in report - Olexandr
- Progress in course development – ECTS-file for each course In English based on example from NMAU – partner countries. Volodymyr will develop the template.