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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>	17.05.2021

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## Minutes of the Meeting

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

**Excused for the meeting:** Lela Turmanidze

### Approval of meeting report 17/05/2021

Meeting report was approved.

- Development of template for involvement of industry by Volodymyr Shatoka > still to be done
- Case studies have been handed in, translation of materials is ongoing
- Almost all PC have participated in the one on one meeting organized by the coordinator, except for Akaki Tsereteli State University and Georgia's Innovation and Technology Agency. They will be contacted soon.
- QR and reference group document is not ok for P5 AKAKI university – Andriy Petrenko is in contact with them
- The small article regarding HEIn4 project which was published in the KU Leuven campus Newsletter will be sent to IPP.

### 1. Webinars: planning

- Volvo webinar took place on 5<sup>th</sup> may, 40<sup>th</sup> participants. The webinar was recorded. The presentation and agenda are available on HEIn4 website. EU- publicity obligations should be added on the slides of the presentation.
- KU Leuven webinar 26<sup>th</sup> May "Current and future networks for Industry 4.0 – Diagnostics in modern industrial networks". Invitation was sent.

- Data KTH webinars in webinar planning should be updated. Participants lists should be sent to Andriy for website.

## 2. State of affairs: purchase of equipment per partner

- Partner 5 Kutaisi: docs ok uploaded to website and feedback given
- Partner 6 Batumi: Not present in meeting
- Partner 7 BTU: uploaded hardware equipment files to partners only section, software files still to be uploaded by end of the month
- Partner 9: Bought 5000 EUR equipment, but purchase of interactive panel and 11 computers is problematic. Expected delivery by end of May
- Partner 10: completed purchase of equipment, renovation of lab is ongoing and opening lab is scheduled 10<sup>th</sup> June
- Partner 11 NMAU: process started, approval of request by EACEA received last week. Purchase equipment by end of June
- Partner 12 Odessa: equipment purchased and delivered. Installation process at university. Opening lab planned beginning of June.

The project coordinator emphasises the importance to stick the EACEA stickers to the equipment and take pictures and add these to the equipment files.

## 3. Financial management

Akaki Tsereteli State University and Georgia's Innovation and Technology Agency will be contacted to schedule a date for the one on one meeting regarding financial management.

The Interim report should be handed to EACEA in by 15/9/2021 (15/7 + 2 months )

All partners: deadline to hand in to Ellen financial overview + supporting documents and declarations (joint declaration, timesheet, travel report, all equipment and subcontracting documents) to prepare the interim report for the project: 15<sup>st</sup> August 2021 and not 31<sup>st</sup> August as mentioned during the meeting. For partner universities it is recommended to hand in sooner the supporting documents of particular items when ready.

Volodymyr Shatoka will check if he has access to the online interim report and inform Geert De Lepeleer. Geert will apply for access rights if necessary.

## 4. Dissemination strategy + National Agency recommendations – follow up

- The virtual lab's should have their own webpage on the universities website. EN summary about the lab and an Agenda of activities of the lab.
- Update University webpages (partner universities)
- Dissemination plan, exploitation strategy plan should be updated

- Involve as many stakeholders from your own university as possible
- E-mail of both Ukrainian and Georgian NEO+ has been added to this report.

## 5. **Presentation Learning Lab – Partner 5 AKAKI + partner 7 BTU**

### **Partner 5 Akaki**

Presentation in annex. Logo + EU Publicity rules should be added.

New course: Smart solar system simulations ‘renewable energy generating equipment, devices, technological schemes and bases of design’.

Points of attention

- Put stickers on equipment
- The direct target group for the courses are electrical engineering students + civil engineering students > try to broaden target group: for example short course for professional organisations of architects, contact the workfield  
Annie Vashakmadze from Georgia’s Innovation and Technology Agency indicates that the Agency will facilitate connections with professionals, the Agency is the main coordinator and mediator to build the environment towards industry 4.0 and the universities in Georgia. This will be included in the action plan of the Agency.
- Put information about lab on universities website

### **Partner 7 Business and Technology University**

4.0 Lab activities: Intensive short courses and webinars for industry and students

Target audience: industrial partners and students

Points of attention:

- Participants lists with data from the industry
- Stickers on equipment

## 6. **Planning of next contents development workshop**

The development of curriculum was covered during previous workshop. Consortium members agreed that at this moment there is no need for a workshop. Suggestion to organise this type of workshop again in September.

## 7. **Next meeting: Tuesday 29<sup>th</sup> June at 10.00**

### **Presentation labs by:**

Odessa University (to be confirmed)

Lutsk University (to be confirmed)

TO DO:

- Development of template for involvement of industry > Volodymyr Shatoka
- Organize one on one meeting regarding financial management for Akaki Tsereteli State University and Georgia's Innovation and Technology Agency.
- QR and reference group document > P5 AKAKI university to be sent to Andriy Petrenko
- Small article regarding HEIn4 project to be sent to IPP > Geert De Lepeleer
- Data KTH webinars in webinar planning should be updated. Participants lists should be sent to Andriy for website. Overview planning will be sent to Victor Kordas > Ellen Matthijs
- All partners: deadline to hand in financial overview + supporting documents and declarations (joint declaration, timesheet, travel report, all equipment and subcontracting documents): **15th August 2021**
- Volodymyr Shatoka will check access to the online interim report and inform Geert De Lepeleer. Geert will apply for access rights if necessary.
- The virtual lab's should have their own webpage on the universities website. EN summary about the lab and an Agenda of activities of the lab.
- Put stickers on equipment
- Contents development workshop to be organised in September
- Adding EU publicity rules to all publications and presentations ( Volvo presentation, Akaki presentation, KU Leuven presentation, .... )
- Confirmation of presentation labs: Lutsk + Odessa