



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:	25.10.2021

Minutes of the Meeting

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

1 Approval of meeting report 29.06.2021

- EACEA stickers on equipment – reminder
- University webpage with info about project – see topic Dissemination
- Respect EACEA publicity rules – reminder
- Template vision for the discipline and lab – OK
- Template about the involvement of the industry – OK
- Workplan/activity plan updated - OK
- Dissemination plan updated – OK

2 Interim report and prolongation request

The interim report was submitted after postponing deadline for 1 month. .
The prolongation request was prepared by Andriy and Volodymyr and has been finalized by Geert by 14/10/2021. Prolongation of 1 year will be requested very soon.

3 State of affairs: purchase of equipment per partner

Donetsk still some pending issues regarding purchase of 2 items
BATUMI not all documentation is submitted yet
> See topic financial management

4 Financial management

See annex: General overview declared costs versus application .

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

Real costs > equipment and subcontracting –

print out or print screen of accounting system is requested for real costs, it concerns the registration of the purchase in the accounting system. This does not replace the proof of

payment. To be sent to Ellen for all already purchased equipment before the next coordination meeting.

- Declaration of costs in interim report: who is missing ?

General overview of costs declared in the interim report (see excel file annex)

Staff costs missing for P5 Akaki and P6 Batumi

Equipment missing for P6 Batumi and still some pending issues for P9 Donetsk

Equipment

P5 AKAKI exceeds the maximum amount of equipment set in application. David will provide an explanation on this matter via e-mail.

P6 Batumi – missing supporting documentation on website. No invoices, proof of recording in accounting system, proof of payment but only agreement. A one-on-one meeting will be organized to go through the equipment documents together and to clear things out.

P7 BTU – finalizing tender. Next Friday contract will be signed. Files will be uploaded beginning of next week.

P9 Donetsk – roll up banner is not equipment > subcontracting

P10 Lutsk, P11 NMAU, P12 Odessa OK

All equipment has to be installed before 31/12/2021.

Subcontracting

P9 Donetsk - Roll up banner > promotional material. Subcontracting agreement is needed. Iryna will upload the subcontracting agreement.

Before the end of the year the project coordinator will apply for the second part of the grant.

All partners are urged to hand in their costs as soon as possible, before the end of the year

5 Dissemination strategy – update university webpages, quality board reports, update dissemination and sustainability plan

Quality reports:

All partners submitted 2 reports. One for 2020 and a second report for the first half of 2021

The report for P6 Batumi for the first half of 2021 is missing.

The next quality report should be ready by Dec 2021/ Jan 2022. The period to be covered for this report: 1st July 2021 until end of the year 2021.

Project information on partner websites

On each Georgian and UA partner website information is posted about the project, however the amount of the info differs. At least the title of the project and the link to the project should be posted. Andriy emphasizes that all info should also be available in English.

P5 AKAKI title of project is published, please add short description, objectives of the project, information about the consortium and the link to the project website.

P6 BATUMI – add link to project website

P7 Business technology – add link to project website

General remark: post information about project activities labs and activities organized at labs on the news section of partner websites to make some extra publicity.

P7 BTU, P12 Odessa, and P10 Lutsk are most active partners regarding dissemination activities.

FESTO – as an industrial partner it is also important to add info about project on the website, at least the title and link to website should be posted, this is obligatory according to EACEA guidelines.

Dissemination and sustainability plan

Main dissemination activities until now: project website, publication of leaflets, publication of case study, organization of seminars and workshop

Planned dissemination activities: Publish project brochure with concept and recommendations for improving the engineering curriculum, organization of conference at the end of the project and organization of round tables with industry

6 Presentation Learning Lab – P6 Batumi university

Presentation will be uploaded to the website, amounts will be deleted by Andriy.

Focus on employability by increasing competences of students. Geert reminds that focus should also be on the workforce to train staff at companies. Retraining sessions for staff members from industry.

Due to pandemic and situation in Georgia it is not possible now to organize training sessions on campus, all lessons even for students are still online. Geert suggests to use the material also for online retraining sessions for staff. Lela emphasizes the importance of organizing physical trainings/ lessons on campus because of the specificity of the courses developed, this is also requested by the students working on this project. Geert will introduce these remarks in the prolongation request.

7 Organization of next contents development workshop: when?

Volodymyr explains that according to planning we should organize a seminar, a workshop and a conference. The previous event, workshop, was a public event, maybe this upcoming event could be an event for partners only. Volodymyr suggests to organize this event after the labs are being used intensively and we have some practical cases that can be discussed during the on-line sessions. Many universities will start teaching from spring semester. In current pandemic situation it is difficult to have progress with industrial staff as well.

Volodymyr suggests to present during next meeting an update about the progress with the content development of master courses or industrial courses by project partners.

Georgian partners will present the progress in content development of the courses during the next meeting.

P9 Donetsk will present learning lab during next meeting.

NMAU - the learning lab at NMAU should be moved to another building.

8 Physical mobilities: when- where? (all)

Training visit: week of 24st January Gent + company visit VOLVO

Geert will try to find out and communicate what the Covid restrictions and measures are concerning travelling to Belgium: what to do to prepare your travel and when arriving in Belgium

Sweden – no restrictions for travelling at this moment, if vaccinated with EU certified vaccines travel is possible. KTH can host a visit. In hotels and at airport > covid safe ticket is needed.

At Georgia half of adult population is vaccinated with Chinese vaccines. At this moment booster vaccine with EU vaccines will be made possible. An invitation letter is necessary, to proof the reason why travel to EU is necessary. If approved by ministry , booster vaccine will be given.

Is Chinese vaccine accepted in Porto? Paulo will check. In Belgium Chinese vaccine is accepted if you stay for a longer period, because 2 weeks quarantine is obliged when arriving.

EACEA had a COVID clausula concerning cancellation of travel due to COVID: If you book a ticket and due to covid you are not able to travel and are not reimbursed by the travel agency there is a pre-defined amount that you can introduce as cost. Geert will check if this is still applicable.

Travel from EU to UA: Covid safe ticket + insurance to cover covid cases

Travel from EU to GE: covid safe ticket or negative test

Another possibility suggested by Geert is travelling between partner countries to cut costs. Andriy emphasizes we have to take into account fluctuations in the exchange rate throughout the project. Geert mentioned the concerns about the fluctuations in the exchange rate in the interim report.

Training visits will be organized in Gent, Porto and Sweden. Consortium meetings will be organized online.

Paulo and Victor will propose some options for training weeks at IPP and KTH. Entire week - travelling Monday – Satu

9 Any other business

/

10 Next online meeting

Monday 13th December 10.00 CET – 12.00 CET

Presentation lab during next meeting by: P 9 Donetsk + Presentation progress course development: GE partners

TO DO:

- Put EACEA stickers on the equipment.
- Virtual labs should have their own webpage with info on the universities webpage
- Send proof of recording in the accounting system for real costs to Ellen – equipment, subcontracting
- P5 AKAKI and P6 BATUMI finalise staff costs file as soon as possible. AKAKI will provide explanation why maximum amount is exceeded
- P6 BATUMI finalise equipment file as soon as possible – one on one meeting with Ellen will be organised
- P9 Donetsk update equipment file as soon as possible – missing documents + update subcontracting Roll up banner – subcontracting agreement is needed
- P7 BTU update equipment file as soon as possible – missing documents final tender
- Quality report deadline Dec 2021/Jan 2022
- P6 Batumi hand in Quality report for first half of 2021
- All partners: update websites with info about the project. At least project title, short description and link to the project website. Add project activities on news section of website. All info should also be available in English
- Presentation of the learning lab from P6 Batumi will be sent to Andriy and will be uploaded to the project website. Amounts related to the purchase of equipment will be deleted.
- Week 24th January Training event Gent
- KTH and IPP will suggest dates for training visits – travelling days Monday - Saturday
- Presentation lab during next meeting P 9 Donetsk
- Presentation progress course development: GE partners
- EACEA clausula for non-reimbursed travel costs? – Geert will check.
- Entry requirement in Belgium for non-EU citizens – Geert will check.
- All equipment should be purchased before 31/12/2021.