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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>	09.06.2022

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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 05/05/2022

The meeting report was approved

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

- Travel reports visit Ghent: upload the individual travel reports and the supporting documentation (flight tickets, boarding passes, hotel invoices, travel tickets) to the partners only section of the website. Do not wait too long!
- Proof of recording in the accounting system for real costs, also for subcontracting costs – to be sent to Ellen by UA and GE partners
- Staff costs > joint declarations, the declared costs should be linked to outputs. Upload the outputs to partners only section of the website. A KUL meeting with Philippe Saey was organized to check the courses developed. Feedback:

General remark:

The feedback is focused on the last batch of staff costs declared for the 2<sup>nd</sup> year and the adhering outputs uploaded.

For each new course developed an English ECTS-file should be uploaded to the partners only section, folder staff costs > Proofs of work. Course + ECTS file should be uploaded – 31<sup>st</sup> July 2022

Remarks Philippe:

- Not only ECTS (P5, P7), also proof of courses, ppts, papers, etc. (and later in the project proof of teaching to industry).
- P5 Akaki:

- Is about renewable energy in general, which is quite far from I4.0
- Add I4.0 aspects, and stress “energy saving techniques” (now a prerequisite) (e.g. ProfiEnergy) or “simulation” techniques (and design techniques) or communication in electrical grids or between components, and so on. The latter are far clear and defensible I4.0 aspects.
- P7 BTU:
  - Topic fits, but 2 x the same topic?
- P9 Donetsk:
  - Topic fits, I4.0 aspects such as simulation, design, prescriptive maintenance, etc. fit very well.
- P10 Lutsk:
  - 18 and 20 contain very (!) old teaching topics, recuperation of old existing courses is not the general idea. Agreed that these topics need to be taught to students, but not under the “I4.0 flag” in a project that finances course transition to I4.0 teaching. Use from now on only “new I4.0” topics for development and teaching.
- P6 Batumi – folder proof of work should be reorganized and linked to the joint declarations

### **3 Physical visit to Stockholm – practical arrangements**

The study visit in Stockholm will take place August 23-24-25, travelling days 22nd June & 26th August. A three working day programme will be sent to the consortium.

The hybrid coordination meeting will be organized Wednesday morning 24<sup>th</sup> August.

The host is requesting invitees to send as soon as possible their request for invitation letters to KTH, preferably before 8<sup>th</sup> July or after the 5<sup>th</sup> of August, taking into account summer holiday period at KTH.

Number of invitees per partner:

Academic:3

Non-academic:2

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.

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

### **4 Courses for industry – timing in GE**

BTU

Organizes robotics workshops for children in June and a course regarding digital transformation in industry for industrial partners.

## ATSU

Organizes at the end of July a course titled "Integration of Industry 4.0 in a Renewable Energy" and the second course titled "Smart house" will be organized in the end of November.

## BATUMI

The first training course for students was held in June (The first 24-hour training in Adobe Premiere Pro), the relevant material is posted on the website of the laboratory (<https://hein4.bsu.edu.ge/en/adobe-premiere-pro-eng/>), 15 students successfully completed the training. More trainings for students are planned in August – September; as for trainings for the industry, BATUMI is working with partner companies and in September trainings will be held for academic staff;

In order to disseminate the information from the study visits held in Ghent, Porto and Stockholm, Batumi will organize a seminar for the academic staff and students in September.

GITA – Annie points out that all courses developed should be reviewed by GITA. BTU has sent the information and the courses have been reviewed. Annie requests AKAKI and Batumi to send their new courses for evaluation to GITA.

## **5 Two pages report by each UA partner with difficulties in implementation of project activities**

Geert asks UA partners to write a 2 pages report about the difficulties they are encountering for the implementation of the project.

## **6 Website**

Geert will go through remarks from EACEA and will contact Olexandr to adapt website and will check website of each partner. All partners send the exact link of their website once more to Geert.

All dissemination activities should be sent to Olexandr.

In every message posted on social media, websites, .... we are obliged to put the EACEA logo.

This logo also needs to be reattractively added to all what have been posted sofar, including also the website.



Furthermore the logo needs to be added also to all presentations, powerpoints, that we use during all official sessions: trainings in EU , trainings for industry, evaluation forms, presentations in our universities, ....

The following phrase has to be added to all publications, leaflets, course books, ....

"The European Commission's support for the production of this publication does not constitute an endorsement of the contents, which reflect the views only of the authors, and the Commission cannot be held responsible for any use which may be made of the information contained therein."

## **7 Dissemination – overview of activities by all partners, dissemination leaflet Iryna study visit Ghent**

On the 18<sup>th</sup> May Iryna from the university of Odessa organised a discussion webinar dedicated to the results of the Ghent Study visit and a leaflet was created. Geert congratulates Iryna with this initiative.

Ani from BTU distributed info about the study visit throughout the university. Joint workshops and joint seminars will be organised at the beginning of September.

The 5<sup>th</sup> dissemination leaflet will be ready by the middle of June.

Lela and Nana from the university of Batumi mention that a seminar will be organised related to the results of the EU study visits, this way results will be distributed to industry.

## **8 Merging of NMAU into new legal entity - documents to be completed**

Geert will send an e-mail to all partners with administrative follow up on the change of legal entity of NMAU. A declaration will need to be signed by the rector of each university to agree with the participation of the 'new' partner in this project.

## **9 Quality reports**

Deadline for the next quality report to be sent to Olexandr: 10<sup>th</sup> July

## **10 Any other business**

A Georgian conference will be organised in October in Tbilisi. Travel dates: Monday 17<sup>th</sup> – Friday 21<sup>st</sup>.

## **11 Next meeting**

Online hybrid meeting during study visit in KTH, Wednesday 24<sup>th</sup> August

<u>TO DO:</u>
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- Partners only section staff costs – proof of work – courses developed > see remarks Philippe (see above for more info). Deadline: 31st July 2022
- Travel report Ghent visit + Porto visit – upload to partners only section (ITR + supporting documentation). Deadline: 31st July 2022
- Study visit KTH 23-24-25<sup>th</sup> August. Request for invitation letters before 8<sup>th</sup> July or after 5<sup>th</sup> August
- GE partners – all new courses developed should be reviewed by GITA – Request to send courses for evaluation to GITA . Deadline 31st July 2022
- UA partners 2 pages report about situation in Ukraine and how it affects the implementation of the project. Deadline 31st July 2022
- EU logo + disclaimer should be copy pasted on all material produced and on all posts on social media (see above for more info) + all partners send exact link of their website to Geert: Deadline: 31st July 2022
- Geert will check all websites: Deadline 15<sup>th</sup> August 2022
- Merging of new legal entity – declaration should be signed and returned to Geert. Geert will provide the declaration shortly after the meeting. Deadline: 30th June 2022.
- Quality reports – Deadline: 10<sup>th</sup> July 2022