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**Event:** Consortium meeting HEIn4

**Venue:** Skype for Business (accessible via web-browser)

**Moderator:** Mr. Geert De Lepeleer

**Time:** 10.30– 12.00 C.E.T

**Date:** 24.08.2022

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## Minutes of the Meeting

**Participants:** Ellen Matthijs and Volodymyr Shatokha were excused for the meeting.

**1 Approval and follow up of meeting report 09/06/2022**

The meeting report was approved

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

- Travel reports visit Ghent and Porto: files have been uploaded in the partners only section by the partners. Financial table per partner has been updated as well as the general financial table. Geert thanks the project partners for being so punctual in assembling and uploading the files and asks partners to be as precise for the travel files from the Stockholm visit. Do not wait too long to upload your travel costs on the partners only section.
- A request for payment has been sent to our central offices for Donetsk university and BTU. There is a delay due to the holiday period and we are waiting for approval from the responsible.
- Iryna from Donetsk has uploaded an equipment file in the partners only section. It concerns equipment bought in July 2021. Ellen will check the file and will process it, asking more info if needed.
- Geert asks Odessa if they can still spend the received grant amount. Irina answers that there is in general no obstacle, but the university accountant until now is not willing to pay in advance unit cost for travel or even not half of the unit costs. Iryna from Donetsk proposes that the account from Donetsk or Lutsk contacts his colleague in Odessa. **If necessary help can also be asked to the National Erasmus+ office to solve this issue.**
- There is also the fact that this is a technical project and that a lot of men are involved. In Ukraine it is very uncertain if they can leave the country.

- Oleksander from Dnjepro says that will spend the grant on staff costs and subcontracting due to the difficulties in travelling.

### **3 Prolongation request**

Projects end 15<sup>th</sup> January. The prolongation request will be prepared in September. A prolongation of 12 months will be asked. If the request is approved the final report should be ready by the 15<sup>th</sup> March, we have to check with the colleagues from our central services if this is ok for them.

UA partners have described the difficulties they are encountering with the implementation of the project with the main focus on the contacts with industry. This will certainly be mentioned in the request.

Ideas to include in order to justify the prolongation request:

- COVID 19
- Contacts with industry due to war in UA

### **4 Partners only section staff costs – proof of work – courses developed – updates ( remarks Philippe Saey ) + ECTS files?**

Are ECTS-files ready?

BTU > Remark 2 times the same course > 1<sup>st</sup> one is a regular course master students + second one is the course for industry. The course for industry is shorter.

AKAKI > Remark: courses are focused on renewable energy while focus should mainly be on industry 4.0. Stress topics that are related to industry 4.0 > Smart House course will be organized. Aspects of industry 4.0 need to be integrated in the course of renewable energy for example energy saving techniques for industry, simulation techniques.

After adaptations course can be sent to Philippe for review.

LUTSK > remarks: very old topics. Courses have been updated and the new courses will be uploaded.

BATUMI > proof of work should be reorganized and linked to staff costs. Request to update staff costs file as well.

Geert suggests to organize a workshop regarding the review of the courses during the Tbilisi conference

## **5 GE Course evaluation by GITA + evaluation seminar Batumi**

BTU courses have been evaluated and feedback has been sent.

AKAKI and BATUMI courses are being evaluated, feedback will be sent soon.

A report of this evaluation has to be written and uploaded to the partners only section. A summary in English is necessary if staff costs are claimed.

GITA partners participated in the seminar in Batumi. Travel costs should be uploaded in the partners only section. A short report about the findings of this seminar should be written. Suggestions: how was it organized, how many participants, what were the topics, what is the added value of this seminar, is it a good idea to organize this as well in Akaki.

## **6 Update organization of courses for industry**

New courses that are planned:

BTU: course 'VR technologies in 4<sup>th</sup> Industrial Revolution' will be organized by the end of September.

## **7 Overview reports UA partners related to the difficulties of war in implementation of project activities**

Reports have been sent to Geert. The main difficulties for the further implementation of the project are related to the contacts with industry and the organization of courses for industry.

Odessa: after analyzing presentations from Porto study visit and Stockholm and based on the material received during these visits online master classes for industry will be organized

USUST: online courses have been organised for master students for mechanical engineering and also courses for metallurgical students will be organized. Courses for industry have to be postponed. A lot of enterprises stopped their activities due to the dangerous situation. There are still a lot of missile alarms on daily basis. If the situation improves USUST will try to organize courses for industry.

LUTSK: a training in Lutsk will be organized by FESTO (topic 13 agenda) in September. Participants: Representative from companies from the region and professors from Lutsk as well as all other partners from UA will be invited. Agenda will be send to Geert.

Donetsk: Course for master students is finished and students will be able to attend the course from September on. The course for industry will be finished by Oct - Nov. In the meantime partnerships have been elaborated with representatives of enterprises from Pokrovsk. Donetsk university hopes to start organizing courses for Industry by December.

## 8 Use of EU-logo + check partner websites

EU-logo should be copy pasted to all publications, all online posts, all material produced also retro-actively.

Geert will contact each partner personally with feedback regarding the links that have been sent.



## 9 Website

Olexandr mentions that new activities have been uploaded: consortium meetings, study visit Porto and study visit Stockholm will be uploaded.

IPP is asked to send presentations as soon as possible.

Looking back to the remarks of EACEA regarding the structure of the site Olexandr concludes that unfortunately we are unable to adapt the structure of the site, we can only add news items and upload material. If necessary an IT specialist and/or programmer should be consulted and appointed for reorganisation of the site, which means we will have to foresee budget. In the opinion of Olexandr and Volodymyr we should stick to the structure of the site as it is and rather focus on the output of materials.

## 10 Quality reports

Donetsk OK

BTU OK

Other partners are requested to send report by 15<sup>th</sup> September.

## 11 Dissemination

All universities have dissemination material on their university websites.

BATUMI and Donetsk have sent new info to Olexandr.

Mykola has sent info regarding training for representatives for staff and industry and public administration staff at LUTSK but it was not published on the website. Olexandr asks to send the info again.

BTU will put news about the study visits not only on the website but also on Facebook and Linked in as well. It might be useful for the promotion and dissemination purpose of the project. Links will be sent to Olexandr.

## 12 Conference in Tbilisi 17th – 21st October. Programme and practical arrangements

17<sup>th</sup> – 21<sup>st</sup> October > Most probably 2 days at BTU and 1 day at GITA, still to be determined. 1 day devoted to participation from industry

Possible topics for the programme?

Target audience: university academic and admin staff, master and Phd students. Industrial partners and other external stakeholders will be invited to attend one session.

- Coordination meeting
- Dissemination purposes with external stakeholders
- Session regarding evaluation of courses (internal meeting with project partners)

Geert and Philippe will attend for KUL

Victor will ask Antonio to join for KTH

IPP will normally send no representative ( info from 5/9 )

Agenda will be finalised by the 2<sup>nd</sup> week of September.

## 13 Any other business

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## 11 Next meeting

To be determined, waiting for agenda Tbilisi conference.

<b>TO DO:</b>
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- Travel report Stockholm study visit + Gita Batumi visit – upload to partners only section (ITR + supporting documentation). > all partners
- Donetsk equipment file to be checked + update financial overview > Ellen
- Prolongation request will be prepared in September > Geert
- Upload ECTS files for the courses developed > UA and GE partners
- Process remarks from Philippe regarding course 'renewable energy' + send new version to Philippe for approval > AKAKI by September 30<sup>th</sup>
- LUTSK upload renewed courses by September 30<sup>th</sup>.
- BATUMI reorganize folder 'Proof of work' on partners only section of website. Clear link to staff costs (use same reference as file name). As soon as possible !
- Report about evaluation of courses > GITA by September 30
- Report about seminar organized at BATUMI > GITA by September 30<sup>th</sup>

- Organisation of training in LUTSK by FESTO > practical arrangements LUTSK + FESTO. As soon as possible.
- USE OF EU-LOGO on all material produced and published!!! Please also adapt retroactively > all partners as soon as possible.
- Feedback about university webpages/ links to be sent individually > Geert
- Send presentations from IPP study visit to Olexandr and Ellen > Paulo
- Quality reports > deadline 15<sup>th</sup> September > UA +GE
- Programme Tbilisi conference + practical organisation > BTU + GITA 2<sup>nd</sup> week September