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| 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: | 25.03.2021 |

Minutes of the Meeting

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

Excused for the meeting: Bart Thoen, Lela Turmanidze represented by Nana Mazmishvili

1. Approval of meeting report 25/02/2021

Meeting report was approved.

- The post covid digitalization event was organized by BTU. Geert De Lepeleer participated. It was a very successful event.
- Google drive account has been activated.
- Creation of template for involvement of industry. The template that was created for the partner universities will be updated and will be more focused on the curriculum and lab and the discussion with industrial partners.

2. Webinars: evaluation planning

- Row 32 needs to be changed to 22nd April 2021, it's a combination of both seminars for KU Leuven.

Planning has been updated. See annex.

3. Webinar Volvo

Ani Chelivili did sent an e-mail to Bart to plan the webinar and set an exact date, but didn't receive an answer yet. Elmar Dermaut is also involved from Volvo in the organisation of this webinar.

If there is no feedback from Bart Thoen by Tuesday 30th March, Geert will contact him to make further appointments.

4. Case studies

KTH and KU Leuven case studies are ready.

Volodymyr Shatokha will distribute case studies to UA and GE partners.

ISEP still needs to hand in the final version of the case study. They are waiting for information from colleagues to finalize the report.

Volodymyr Shatokha emphasizes that before publishing the material still needs to be translated to UA and GE.

5. Plan of activities:

Geert De Leppeleer mentions that during the workshop on 17th and 18th of February it became clear that all partners are progressing towards the aim of the project, with preparing short courses for at least 5 ECTS credits.

At the end of the 18th month of the project the interim report is due. Geert emphasizes that it is very important to link the outputs to the staff costs. Also Volodymyr Shatokha has the experience that it is very important to document as much staff costs as possible by means of material and link it to the outcomes of the project. The storage of material on the website is of great value for the interim and final report.

6. Equipment

Geert De Leppeleer refers to the e-mail regarding the communication between the project officer of EACEA and the coordinator about the purchase of equipment. The concerning e-mails were sent to the PC . EACEA advises for future projects to set up joint tendering procedures per project, or at least per country. For the ongoing project the money transfers for the purchase of equipment have already been made to the different partner universities. They are entitled to purchase the equipment and we will proceed in this way.

The central project office in Leuven is convinced that for future projects direct payments for equipment from the coordinator to the companies is preferred.

Exchange losses for partner universities will be covered by increasing the unit costs for staff costs within the 10% flexibility rule, due to the fact that most probably we will not be able to spend the full amount of travel money, even with a one year prolongation. In due time Annex to the contract will be set up.

Partner 5 Kutaisi: file is OK

Partner 6 Batumi: update for equipment received via mail

Partner 7 BTU: finalised purchase of hard equipment, soft equipment waiting for tenders to be finalised, probably by the 2nd week of April

Partner 9: 2 tenders are announced, waiting for offers, first part of equipment expected at the beginning of May

Partner 10: tender procedure finished, all equipment will be installed by the end of April

Partner 11 NMAU: adapted list of equipment to be sent to project officer, suppliers have been selected, procedure agreed upon with procurement officer.

Partner 12 Odessa: waiting for 3 proposals from suppliers. According to the best proposal the supplier will be chosen. End of April, software will be delivered.

Procurement plan for UK : Geert will prepare and scan the documents and the originals will be sent by DHL to Andrey.

7. Financial management – online meetings with partner universities

Geert De Lepeleer suggests to organise meetings per partner university to discuss the financial and administrative part of the project. Project partners will be contacted to make appointments.

Easter holidays

GE: 30rd April – 3rd May holidays

UA: 3rd May

Question of Rafael Pedrosa from IPP – How to use and declare the planned unit costs for staff?

The description of staff costs in the application is merely a prediction. Each partner is free to use the amount of staff costs that has been allocated but there should be a clear link between the tasks mentioned on the timesheets and the outputs.

8. Reference groups and quality report

No information from partner 5 Kutaisi. David Gegechkori will be contacted by the coordinator.

9. Dissemination strategy

Presentation by Volodymyr Shatokha – overview of dissemination activities until now. Please see also annex.

The overview is based on the information published on the project website.

All UA and almost all GE partners have published activities on university websites and via facebook, Instagram and other media

BTU is the most active partner in dissemination activities. Up to 10 more dissemination links will be sent to Andriy related to the official opening of the lab Industry 4.0.

Andriy Petrenko mentions that no links from Kutaisi were received.

According to the project proposal at least each 6 months leaflets in UA and GE should be published. For the 1st year this is OK. In GE leaflets are published on paper, In UA leaflets are available electronically, but will be printed this month.

Internal dissemination in the university to students is done via university websites and in GE through the websites and during on site-events.

EU-partners should also do some efforts to disseminate information about the project. KUL will publish a small article in the campus newsletter. Paulo Avila from IPP asks if the draft version could also be sent to them, so they can use it for dissemination as well.

Geert De Lepeleer emphasizes that UA and GE National agency recommendations should be followed. Geert De Lepeleer will go through the recommendations during Easter break and will follow up on the things to do.

10. Any other business

Ani Chelishvili announces that the Industry 4.0 project lab at BTU has been opened. The first short course Power BI will be organised for industrial partners.

Philippe Saey suggests to have presentations from each UA and GE partner during the next meeting about the installation of the equipment, how will it be used, what is the purpose, what is the target audience.

Andriy Petrenko mentions that at this time not all partners have installed the equipment yet, so he suggests to have presentations each time a university is ready with the installation of the equipment and the lab. In this way presentations will be spread in time.

Next meeting BTU and Akaki can present their lab, how it is/will be used, what is the target audience.

Very important : it is time for partner universities to make the switch from learning by on-line seminars to full project development.

11. Next meeting: 17th May 10.00 CET

TO DO:

- Template involvement of industry will be updated – Volodymyr Shatokha.
- Update webinar planning – Ellen Matthijs
- Contact Bart Thoen regarding Volvo webinar – Geert De Lepeleer
- Update IPP case study

- Case studies will be transferred to UA and GE partners
- Case studies will be translated to UA and GE
- An online meeting regarding financial management will be organised with each project partner – possible meeting dates will be communicated – Geert De Lepeleer
- Quality report and reference group – partner 5 will be contacted – Geert De Lepeleer
- KUL will publish a small article regarding the project in campus newsletter + send draft to IPP – Geert De Lepeleer
- UA and GE national agency list of recommendations – Geert will check during Easter break
- P 5 AKAKI and P7 BTU will present the industry 4.0 lab during the next meeting