



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: 29.06.2021

Minutes of the Meeting

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

Excused for the meeting: Lela Turmanidze

1 Approval of meeting report 17/05/2021

- Development template about the involvement of industry – OK by Volodymyr, only BTU and Donetsk completed, Lutsk is working on it. Deadline: 9th of July
- One to one financial meetings organized with all partners - OK
- Reminder sent by Andriy to reference groups - reports are expected within next two weeks, before 16th July 2021
- Small article was sent to IPP
- Data KTH webinars updated – all documentation has been sent to Andriy? If no proof of attendance can be shown no costs will be reported as staff costs, although proof of registration can be added by the partner universities to staff costs if presentations have been sent by KTH to Andriy.

2 Webinars: final list

List was finalised and is enclosed. This is not a final list, if there is a need to organise webinars this is possible throughout the entire duration of the project.

3 State of affairs: purchase of equipment per partner

P5 AKAKI – OK, presentation during previous meeting, material installed, lab presented, administrative procedure and proof sent to Ellen

BATUMI – not present

BTU – ANI – purchased part of equipment > hardware – a 2 language webpage has been created on the universities website, lab is open – presentation previous meeting, waiting for approval from EACEA to proceed in software purchase. Follow up on EACEA answer by Geert and Ellen.

Donetsk – procedures and signing of contracts completed, purchase procedure finished by end of July

NMAU – purchased part of equipment, waiting for delivery of 3 last items. Within next two weeks finished

Odessa – presentation of lab see annex – equipment bought and installed

LUTSK – presentation of lab see annex – equipment bought and installed

- An administrative overview of supporting documentation uploaded by the partners regarding equipment is **enclosed in annex**. Please check what is missing and upload complete purchase files with all supporting documentation to the HEIN4.net website as soon as the purchase procedure is finished.
- Experience from another project learns us that auditors also request a proof of recording in the accounting system for real costs. For the HEIN4 project this concerns equipment costs and subcontracting. A printscreen of the accounting system and the costs made is sufficient.
- Don't forget to put the EACEA stickers on the equipment bought.
- Virtual labs should have their own webpage with info on the universities webpage
- Always respect EACEA publicity regulations. Template with logo and disclaimer can be downloaded from the HEIN4.net website

4 Financial management – deadline 16/08/2021

Change of deadline to 16/08/2021 instead end of August. The interim report is due by 15th September. Try to upload/send as much costs and supporting documents as possible to the partners only section of the website. It mainly concerns staff and equipment costs and for FESTO some travel as well.

5 Preparation of interim report. What extra info is needed for the contents report? Deadline to hand in extra info to Volodymyr Shatokha?

Deadline to submit interim report: 15th September 2021.

- 1) The template for UA and GE partners developed after development workshop regarding the vision for the discipline and lab should be revised or updated by partners according to current situation. If no update is necessary inform Volodymyr by e-mail. Updated template or confirmation e-mail to be sent to Volodymyr by 12th July 2021.

- 2) Template about the involvement of industry to be completed and sent to Volodymyr by 12th July 2021
- 3) Deliverables: case studies > UA and GE electronic versions are ready, links can be added to report, in best case printable versions will be finished as well.

6 Dissemination strategy + National Agency recommendations – follow up

- Update of the university webpages about the installation of the labs + link
- Quality boards reports – reminder sent by Andriy – should be ready by 16th July 2021
- The workplan/activity table needs to be adapted to reality – it has to be uploaded together with the interim report – delay of +/- 1 year due to Covid – prolongation of project with one year will be necessary and will be asked to project officer at EACEA
- The dissemination and sustainability plan will be updated if necessary

7 Presentation Learning Lab – Partner 10 Lutsk University + partner 12 Odessa University

Presentations can be found on the HEIN4.net – website

Congratulations from coordinator to Odessa team for perfect work and great involvement of lots of colleagues !

8 Planning of next contents development workshop in September

Course development session: Friday 8th October 10.00 CET – 12.00 CET

9 Any other business

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10 Planning next meeting

Monday 27th September 10.00 CET – 12.00 CET

Presentation lab during next meeting by:

P 9 Donetsk will confirm if possible

P6 Batumi? Lela did not attend the meeting but Ani C. will check with Lela after meeting.

TO DO:

- Put EACEA stickers on the equipment.
- Virtual labs should have their own webpage with info on the universities webpage
- Always respect EACEA publicity regulations. Template with logo and disclaimer can be downloaded from the HEIN4.net website
- Financial management: upload declarations + supporting documentation to the partners only section of the website > 16/08/2021
- Interim report deadline > 15/09/2021
- Template vision for the discipline and lab should be revised or updated > UA + GE partners > 12th July 2021
- Template about the involvement of industry to be completed and sent to Volodymyr by 12th July 2021
- Update of the university webpages about the installation of the labs + link UA + GE partners
- Quality boards reports deadline > 16th July 2021
- The workplan/activity table needs to be adapted to reality > Andriy + Volodymyr
- The dissemination and sustainability plan will be updated if necessary
- Presentation virtual lab next meeting: P 9 Donetsk will confirm if possible
- Presentation virtual lab next meeting: P6 Batumi? Lela did not attend the meeting but Ani C. will check with Lela after meeting.
- Presentations of last series of seminars has been sent to Andriy by KTH ?