



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:	13.12.2021

Minutes of the Meeting

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

1 Approval of meeting report 25.10.2021

- EACEA stickers on equipment – reminder
- University webpage with info about project – see topic Dissemination
- Apply EACEA publicity rules – reminder

2 Interim report and prolongation request

The interim report was submitted. Evaluation by EACEA will be communicated to the consortium.

The prolongation request was submitted. The project officer from EACEA replied that a prolongation request cannot be sent any earlier than 8 months before the end of the project. A new request will be sent taking into account this timeframe.

3 State of affairs: purchase of equipment per partner

All equipment should be installed before December 31st 2021.

P5 AKAKI – In order to find out why the budget for equipment was exceeded a one-on-one meeting will be organised

P6 BATUMI – supporting documents are incomplete, nor a translation is available in English. To clear things out a one-on-one meeting will be organised

P7 BTU – extra equipment was uploaded and introduced in the report. The file is complete

P9 DONETSK – pending tender regarding software. As soon as the tender is complete the costs and supporting documents will be uploaded on the website and will be introduced in the report

4 Financial management

- 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.

P7 BTU printscreen received

- Request for second prefinancing has been introduced to EACEA on 12/12/2021.

STAFF COSTS

The staff costs file for P5 AKAKI and partner 6 BATUMI for the first project period is incomplete and needs to be adjusted to the project guidelines according to the remarks given by the project coordinator. The outputs need to be in line with what is mentioned on the timesheets. A one-on-one meeting will be organized with P5 and P6 to take a closer look at the files and the remarks given.

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

Dissemination

An overview was presented by Andriy Petrenko and is enclosed to this report.

University webpage: link + info about the project + news items

P5 AKAKI – only the title of the project is mentioned with a link to the project website. More info about the project should be uploaded. No news items/ activities/ publications were found
P6 BATUMI – link to project seems to be disappeared? No info was found about the project on the website. No news items/ activities/publications were found

Other partners OK

Webpage about the virtual learning lab should be created on the university websites as well.

The excel overview regarding dissemination via university website should be adapted and an extra column should be added: 'webpage virtual learning lab'

Quality reports

Quality reports are expected by the end of December/mid January.

Publications

UA – Case study publications are expected soon, in the next week

GE – Case study file was already published, both printed and online version. Original files will be sent to Akaki and Batumi in the beginning of next week.

Brochures regarding the reflection of the webinars will be published. Papers/publications can also be enclosed to this brochure. In UA the brochure is almost ready, proof-reading will start and the brochure will be finetuned.

The GE draft version of the brochure about the descriptions of the webinars is ready. As soon as the UA version is complete a copy will be sent to Ani Chelivili so the layout of the GE brochure can be adapted and both brochures look the same. Ani will check in faculty if academic staff wish to write an article about industrial revolution.

6 Presentation Learning Lab – P9 Donetsk

Presentation will be uploaded to the website

7 Progress in course development

GE partners

P5 Akaki – No PPT, PPT will be sent afterwards to Ellen (next week). Feedback will be given after presentation has been sent

P6 Batumi – PPT - EACEA disclaimers should be copied on each slide. Waiting for furniture to be installed in lab. End of January/ mid February lab will be ready to be used.

Staff coordinator emphasizes that learning lab is not only to be used by students but by companies as well for staff training.

If staff costs are reported for course development it is important to include link to course itself in outputs on the HEIN4 website.

Philippe suggests to make the link with Industry 4.0 in the syllabus that was presented during the meeting by AKAKI.

P7 BTU – PPT - Name of the course is changed to suit the project 'Industrial Transformation and Technical Changes' and will be offered to Master student from next spring. Academic board already approved the syllabus. The course is already available in course catalogues of the university.

8 Physical mobilities: when- where? (all)

Training visit was planned in Gent in January 2022, but due to the pandemic situation these plans will have to be cancelled. For meetings there are no facilities at this moment at the Technology Campus Ghent.

In Sweden visits at this moment are possible but the pandemic situation is changing as well, there are no certainties for January and therefore it is difficult to organise a visit in January.

The consortium decides to organise a meeting mid-January to analyse the situation and hopefully plan a visit.

9 Further project progress during Covid-19

Exploitation

How to organise: pilot teaching for industry staff, possibilities for retraining, stakeholders round tables?

NMAU: training sessions depend on scope of lab but online teaching is not always possible, because the focus is on learning by doing. In UA training sessions can be organized in small groups at this moment. NMAU will check its partnerships in industry and inform about the learning lab and possibilities for trainings. The aim is to start from February with trainings for industrial partners.

BTU – already started training for industrial staff, continue this way of working and organise same type of trainings or new ones from February 2022

BATUMI – probably from February on discussion with industrial partners will be resumed to organise training sessions

Project coordinator suggests project partners from GE and UA to set up a plan that can be presented during the next meeting.

10 Any other business

Introduction new colleague for NMAU who will be in charge of project management: Prof. Olexandr Zhadanos, the address will be included in the mailing list. All communication that previously was addressed to Andriy Petrenko from now needs to be sent to Assoc. Prof. Olexandr Zhadanos alexzhad1980@gmail.com

NMAU is part of a merging of universities, a new legal entity will be created. This will have to be communicated to EACEA as soon as the merging is finalized.

The coordinator thanks Andriy Petrenko for so many years of dedicated work in project management and wishes him good luck in life and in his professional career.

11 Next online meeting

Monday 17th January 09.30 CET – 11.30 AM CET

Presentation lab during next meeting by: P11 NMAU

Progress course development: UA partners

<u>TO DO:</u>

- Put EACEA stickers on the equipment. All equipment should be purchased before 31/12/2021
- Send proof of recording in the accounting system for real costs to Ellen – equipment, subcontracting
- One-on-one meeting with P5 AKAKI and P6 Batumi regarding equipment and staff costs
- P9 Donetsk update equipment file as soon as possible, purchase software
- Finalise publications, brochure about case studies (Ani Chelishvili, Volodymyr Shatokha)
- Quality reports due by the end of December, mid January 2022 (Olexandr Zhadanos)
- P5 AKAKI + P6 BATUMI update websites with info about the project. Project title with info + link to website of project. Add project activities on news section of website. All info should also be available in English
- All partners, on university website a webpage should be dedicated to the new established learning labs, with info about these labs and the training sessions
- Presentation lab during next meeting P 11 NMAU
- Presentation progress course development: UA Partners
- All partners, present exploitation plan for trainings with industry during next meeting
- The excel overview regarding dissemination via university website should be adapted and an extra column should be added: 'webpage virtual learning lab' (Oleksandr Zhadanos)
- Add e-mail address of Prof. Oleksandr Zhadanos to mailing list (Ellen Matthijs)
- Communicate merging of NMAU to EACEA (Geert De Lepeleer)
- Excel file for covid-related costs (cancelled travel,) : request to EACEA (Geert De Lepeleer)