



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:	17.09.2020

Minutes of the Meeting

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

1. **Approval of meeting report 10/07/2020**

In July 2020 the project Coordinator had prepared and distributed among all partners the Minutes of the kick-off meeting held on 10/07/2020. All partners have confirmed the receipt and approved the agreements reflected in the Minutes.

2. **Approval of COVID_19 survey EACEA**

Project Coordinator presented the main points of the COVID_19 survey requested by the EACEA. The survey was targeted to measure the state of the art in project performance and to evaluate the impact of COVID_19 restrictions on the project results. Project Coordinator has submitted the COVID_19 survey to EACEA on 02/09/2020.

All partners noted that despite the performance of project activities through on-line meetings there are delays in implementation, it was also mentioned that not every activity is possible to implement properly and achieve the planned results by on-line activities and there is a need to perform these activities as it was planned in the application, particularly the physical visits to EU partners are needed. Therefore there is a common vision that it is necessary to perform as much as possible project activities on-line but it is necessary to ask for a project extension of 1 year in order to accomplish properly all activities and achieve the planned project results.

Project Coordinator sees his answers in the survey as a first step for a request of project extension.

3. **Planning of webinars from EU partners: what, who and when?**

Prof. Philippe Saey has presented the current planning of webinars to be delivered by EU partners. It was noted that some confirmations of webinars topics and dates are still needed. The re-scheduling of few webinars might be needed in the view of Seminars to be performed by Festo in Ukraine (dates for Festo seminars are still under discussion). The dates for Festo seminars must be agreed by Friday 25/09/2020 at the latest. The exact scheduling of webinars is expected by October 5th Prof. Philippe Saey has proposed to arrange the webinars as 30 minutes presentation

with next 30 minutes for questions & answers, in total 1 hour duration per day. NMAU (co-coordinator), taking into account the availability of staff, suggested to plan 2 webinars per day that will be more attractive and should ease the involvement of the academic staff. This idea needs to be discussed further and might be considered in the final planning of webinars.

One week prior to the webinar the organizing partner must send to the Project Coordinator the brief abstract on the topic and content of the webinar, Project Coordinator is responsible to distribute this information among all project partners. The project partners from Georgia and Ukraine must distribute the abstracts of the webinars among the relevant academic staff and send to Project Coordinator the names and e-mail addresses of their participants in 3 days prior to the date of each webinar. Project Coordinator collects the names and e-mail address and sends the final list to the organizing partners 1-2 days prior to the start of the webinar. Since the preparation of webinars takes a lot of time/ efforts the Georgian and Ukrainian partners must ensure a sufficient number of participants.

4. Seminars by Festo

Ukrainian partners have agreed during the online meeting on 14/09/2020 that Festo will facilitate seminars on the premises of each UA university. The current COVID_19 restrictions allow to perform such activity in Ukraine. The seminars from Festo will be performed as project activity 5.3 which was initially planned for September 2020 in Dnipro. Festo has confirmed its readiness to deliver the seminar on-line in case the pandemic situation will not allow to perform this activity on the premises of universities.

The seminars held by Festo will focus on the latest Industry 4.0 technologies and practical implementation of these technologies in industry. Each Ukrainian partner must choose the most interesting topics from the exhaustive list provided by Festo. The Festo seminar at each UA university is planned as follows: 2 full days of training + 1 follow up webinar. Except presentations Festo will bring some relevant equipment for the practical part of the seminars. Upon completion of seminars Festo will issue Certificates to the participants.

The seminar at Odessa I.I.Mechnikov National University is scheduled for 25-26/09/2020, the seminar at National Metallurgical Academy of Ukraine is scheduled for 01-02/10/2020. The dates for seminars at Donetsk National Technical University and Lutsk National Technical University should be agreed asap.

Seminar in Georgia will be facilitated by Georgia's Innovation and Technology Agency early in October 2020, this activity will have the on-line format. Preliminary date for seminar in Georgia is 06/10/2020 or 07/10/2020. Once all arrangements will be done, the Georgian Coordinator BTU will inform about the exact date and content of the seminar.

5. Study of Teaching Methodology as elaborated by BTU: discussion.

Georgian and Ukrainian project partners through the web-sites of EU universities have performed the analysis of the different study programmes in the context of reflection of the Industry 4.0 elements in curriculum. This activity was the attempt to mitigate the absence of study visits to EU partners and get the general overview of the state of the art in EU universities.

BTU and LutskNTU elaborated the documents with overview on Industry 4.0 teaching

methodology. Both universities were trying to gather the information collected from different EU partners in the single document and comparable way but the type of available information on the universities' websites is different and thus some clarifications and additional info is still needed from EU partners. BTU and LutskNTU will continue communication with EU partners on this issue. The developed documents will be considered as the additional project deliverable and might be included into the future publications of the project.

6. Literature study in each partner university: overview

Project partners have received the List of Recommended Literature after the kick-off meeting held in July 2020. BTU has developed the document with the analysis/report of this study.

Prof. Philippe Saey had noted that the joint work of all partners is still needed to elaborate further the developed document.

Prof. Paulo Ávila suggested to accomplish this work after webinars will be performed and the vision of all GE and UA partners for Industry 4.0 aspects will be more clear.

Project co-coordinator Prof. Vlodymyr Shatokha reminded that the literature study wasn't foreseen as the project deliverable but may be considered as additional project deliverable and included into the further project publications.

Publications foreseen in the project (titles are indicative):

- 1st project brochure "Higher Education 4.0 Concept in Georgia and Ukraine" (1 publication in Georgia and 1 publication in Ukraine);
- case study on the EU HEIs experience in project context (1 publication in Georgia and 1 publication in Ukraine);
- 2nd project brochure "Recommendations for updating Engineering curriculum in Georgian and Ukraine" (1 publication in Georgia and 1 publication in Ukraine);
- semi-annual dissemination leaflets in Georgia and Ukraine;
- publication of tutorials for new courses and promotional materials for the Labs to be established and equipped within HEIn4 project.

Regarding the publication of the two brochures(Activity 1.2) on-line consultations are necessary between Georgian and Ukrainian partners. To be organized before next coordination meeting

7. Selection and purchase of equipment

Project Coordinator reminded to all Georgian and Ukrainian partners about the importance to purchase and install the equipment by the 18th month of the project. The VAT can't be charged on the project and purchased equipment must be excepted from VAT. The state registration of the project in Georgia and Ukraine is needed for exception from VAT. National co-coordinators in Georgia (BTU) and Ukraine (NMAU) reported that registration of the project is already performed in Georgia and is on the final stage in Ukraine.

ATSU informed that it is not possible to buy the exactly same specification of equipment as in project application because it is not available in Georgia. In this it was explained that list of equipment in project application was developed 2 years ago and partners have the certain level of flexibility in the choice of the specific models of equipment and even types of the equipment. The main point – the purchased equipment must be necessary for the implementation of the project and be effectively

used by universities for educational purposes. Therefore it was suggested that each partner shall seriously think what type of the Lab they will establish and only then to decide about the equipment they will purchase from the project funds. Clear vision on the Lab's functions and activities is needed. For better understanding of the possible functioning directions of Labs it was also suggested to participate in all seminars and webinars that will make clearer the vision on the trends in Industry 4.0 and available 4.0 instruments for educators.

In case the selected equipment will be much different from the list in application (type of equipment) the project coordinator, on behalf of the project partner, may ask the approval from EACEA. For this purpose the project partner must provide coordinator with written clarifications (need of the change, how equipment will be used, etc).

Partners were also reminded that a change of equipment might cause the necessity to change the Plans of Procurement submitted to authorities in time of the state project registration, this procedure takes some time and must be done in advance.

All partners are asked to develop and submit to project coordinator their lists of equipment by October 31st 2020.

8. Development of project website

National Metallurgical Academy of Ukraine is taking care of the development of the project website. NMAU reported that the materials for the website are developed, administrative formalities necessary for payment are launched and the website is expected by the mid of October.

9. Financial reporting tables

Partners were reminded to take a look into the financial reporting documents distributed earlier by Ellen Matthijs and Andriy Petrenko. Project partners can send questions to project coordinator and discuss possible difficulties or get clarifications during the coordination meetings.

10. Monitoring by NEO

"Preventive monitoring" of HEIn4 project by NEOs in Georgia and Ukraine is expected in October 2020. Monitoring in Ukraine is expected in the week of October 19th 2020. Partners are reminded to make the overview of the project workplan and to record properly all performed activities.

The separate on-line meeting dedicated to the preparation for monitoring may be organized.

11. Semi-annual dissemination leaflets

Semi-annual dissemination leaflets must be published in Georgia and Ukraine, BTU is responsible in Georgia and NMAU in Ukraine. Time periods to be covered by leaflets: 1st from Jan to Jun, 2nd from Jul to Dec. Leaflets must be distributed among stakeholders, advertise the project activities and promote the project results.

1st dissemination leaflets in both Georgia and Ukraine are ready (electronic versions). BTU and NMAU are advised to publish leaflets in paper and distribute it among other partners.

It is necessary to think over the approach for the general sub-contracting of publishing services in order to avoid a big number of low-cost sub-contracts which require a lot of administrative work.

12. Planning of further project activities: physical study visits and other activities

Partners ascertained that current epidemiological situation doesn't allow to perform the study visits to EU partners and decided to continue working on-line as much as possible. However physical study visits are not cancelled and will be performed at earliest possibility. Partners are asked to constantly check the situation and notify project coordinator once the situation will be improved.

The most important tasks for nearest period are:

- holding the seminars from Festo in Ukraine and from GITA in Georgia;
- holding the webinars from EU partners;
- preparations for project monitoring in Georgia and Ukraine;
- finalization of the list of equipment to be purchased from the project.

13. Other questions

Prof. Iryna Nyenno from Odessa I.I.Mechnikov National University has suggested to consider the possibility to sub-contract the external auditors for each partner in order verify the financial supporting documentation prior to the submission of the final project report to EACEA (prior to the compulsory external audit).

Project coordinator has informed that such costs are not budgeted in the project and such activity can't be financed. KTH and NMAU also consider this additional audit as excessive because the project coordinator will carefully perform the verification of all documents submitted by project partners. In case Odessa still has this need, the project coordinator can contact EACEA for permission. Project coordinator has stressed the attention that partners must always carefully record any activity performed in frame of the project and always develop reports.

14. Fixing dates for monthly meetings

The project coordinator suggested the idea to have the on-line coordination meetings each month on a fixed day. In general all partners have agreed on this and asked to consider 1st half of the day on Thursdays for these meetings.

Next on-line meeting is planned 22/10 at 10 AM CET.

TO DO

- Updated list of webinars including Festo seminars, dates to be agreed by Friday 25/09/2020 > final list should be ready by 05/10/2020
List to be updated by Philippe
One week before webinar a brief abstract of the topic and content of the webinar should be sent to all partners by the organizing institution. Partners from Georgia and Ukraine should send the info to the academic staff. 3 days before the webinar a list of participants (names and e-mail addresses) should be sent to the host of the webinar.
- Study of teaching methodology : document to be finalized by 15/10/2020. Direct contact between BTU and LutskNTU with EU partners (Activity 1.1)

- Literature study : text elaborated by BTU : to be finalized by all partner universities after all webinars
- Regarding the publication of the two brochures(Activity 1.2) on-line consultations are necessary between Georgian and Ukrainian partners. To be organized before next coordination meeting

- List of equipment by UA and GE partner by 31/10/2020 to be sent to coordinator

- Website > logo's to be sent to Andriy Petrenko asap

- Preparation of NEO by Ukrainian and Georgian partners > overview of workplan and keep track of all performed activities > organization of online meeting for this preparation by GE and UA partners