



Event:	kick off meeting of HEIn4 project
Venue:	Skype for Business (accessible via web-browser)
Moderator:	Mr. Geert De Lepeleer
Time:	10:00 – 13:00 C.E.T
Date:	22.06.2020

Minutes of the Meeting

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

(Due to technical problems Ms Irina Nyenno from Odessa I.I.Mechnikov National University joined later on. – inyenno@onu.edu.ua 10:52: Hello, dear partners, sorry for the delay')

1 Welcome by the coordinator + short presentation of all participants

Reference to relevant project by the national Erasmus+ office in Ukraine:
Jean Monnet: European Integration of Ukraine in Industry 4.0 -
<https://ec.europa.eu/programmes/erasmus-plus/projects/eplu-project-details/#project/611674-EPP-1-2019-1-UA-EPPJMO-MODULE>

2 Administrative and financial Management

Presentation Guidelines for the use of the Grant. Presentation in annex.

Mr. Victor Kordas from KTH questions if supporting documents such as pay slips and hotel bills are still needed in case of unit costs. Mr. Victor Kordas referred to Article II.20.2 (b) in the grant agreement: 'The beneficiary does not need to identify the actual eligible cost covered or to provide supporting documents, such as accounting statements, to prove the amounts declared per unit'.

Mr. Geert De Lepeleer will contact Ms. Belen Enciso, project officer at EACEA, to clarify whether these supporting documents are needed for reporting and if a proof is needed that these costs have been recorded in the accounting system.

During the presentation Ms. Svitlana Shytikova from the national Erasmus+ office in Ukraine referred to 2 important links to facebook videos for Ukrainian partners based on the experience of UA HEIs and national legislation:

1st on project management - <http://erasmusplus.org.ua/novyny/2899-facebook-vebinar-na-temu-porady-shchodo-pershykh-krokv-ta-podalshoho-vprovadzhennia-proiektiv-yes-erazmus-z-rozvytku-potentsialu-vyshchoi-osvity-280420-r.html>

2nd quality of modernisation of the curricular - <http://erasmusplus.org.ua/novyny/2894-facebook-vebinar-na-temu-natsionalna-komanda-ekspertiv-z-reformuvannia-vyshchoi-osvity-erazmus-novi-znannia-ta-mozhlyvosti-u-modernizatsii-osvitnikh-prohram-zakladu-vyshchoi-osvity-230420-r.html>

Contact details from the NEO office UA: mob./Viber/WhatsApp: +380505966045.

3 General presentation of the project content

Presentation by Mr. Volodymyr Shatokha. Presentation in annex.

4 Implementation of first activities

Presentation by Mr. Philippe Saey. Presentation in annex.

5 Conclusions

- Mr. Geert De Lepeleer will contact the project officer at EACEA regarding the supporting documentation needed and will inform the project partners.
- Payments of the first part of the grant are being transferred and signed partnership agreements will be sent to the partners
- Webinar sessions will be organized in preparation to real-life study visits. A webinar session will take up to 1.5 – 2 hours. Taking into account summer holidays these webinar sessions will start from mid September. KU Leuven will contact IPP and KTH soon to set up some topics
- Real-life study visits will be organized in October 2020. Belgium week of 26/10; KTH week of 05 or 12/10; ISEP; Porto: week of 12/10 or 05/10.
- UA and GE partners will start with the literature study in preparation to the webinar sessions and real-life study visits. EU partners will send literature and web links to UA and GE partners.
- Geert De Lepeleer will contact Andriy Petrenko regarding the creation of the project website.
- Next online meeting is scheduled 10th July 2020 at 10.00 CET. Topic: Follow up of project progress.