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<b>Event:</b>	consortium meeting
<b>Venue:</b>	Skype for Business (accessible via web-browser)
<b>Moderator:</b>	Mr. Geert De Lepeleer
<b>Time:</b>	10:00 – 11:30 C.E.T
<b>Date:</b>	10.07.2020

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## Minutes of the Meeting

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

### 1 Welcome by the coordinator + approval of minutes of kick-off meeting

The minutes of the meeting were approved.

### 2 Progress of literature study

Volodymyr Shatokha has made a list of recommended reading material, a literature list. This was sent to partners with the request to elaborate the list.

As well IPP as KTH will add learning materials by the end of August or the beginning of September.

At BTU a team already started with the literature study and a presentation of the preliminary findings was given during the meeting. The final report of this study will be ready by July 15<sup>th</sup>.

The literature study is a preparation to the webinars and a preliminary report of the analysis should be made by all partners from partner countries by the end of August / beginning of September.

Volodymyr Shatokha emphasizes that the literature list is a document that can be updated throughout the entire lifetime of the project, it is non exhaustive list of materials and should be a kind of library at the end of the project.

On each report or output produced the logo of the project should be mentioned, as well as the Erasmus+ logo and disclaimer:



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### **3 Equipment**

All partner countries are advised by Geert De Lepeleer to check what kind of equipment is necessary to be bought during the project and if it is still in compliance with the project application. Also national legislation and university rules should be checked in regarding tendering procedures. Taking into account the national legislation and the internal university obligations the procedures to buy equipment should be started up in due time. If there are any changes to the equipment that has to be bought a request will have to be send to the project officer at EACEA. Any change to the initial application will need permission from EACEA. In the request for change a clear link with the project should be described.

Andriy Petrenko mentions that Festo is a project partner and can give advice about which kind of material should be bought. Geert De Lepeleer adds that due to the fact that Festo is a project partner material can't be bought from that organization.

Andriy Petrenko suggests to contact local industry in UA en GE from the beginning of the project and involve them as much as possible during the project. This can be linked to buying equipment, or they can become customers for the courses that will be developed.

The tendering procedure in UA en GE for public universities takes on average about 3 months.

As well in UA and GE the project should be registered at the secretariat of the cabinet of the ministers in order to have the exemption from VAT and partners will need to obtain an original project registration card before equipment can be bought. Andriy Petrenko takes care of this for all UA partners. In GE a similar registration procedure has already been started.

Ani Chelishvili mentions that for private universities at GE, the project is registered as a VAT-free project, so equipment can be bought without paying VAT.

According to the grant agreement material should be bought and installed before the 24<sup>th</sup> month of the project.

### **4 Webinars**

Philippe Saey will contact IPP and KTH at the end of August / beginning of September to set up the webinars.

## **5 Administrative and financial management**

- Partnership agreement + annexes has been sent to EACEA
- First installment has been transferred to all partners except for Odessa University and LepI Innovation and Technology Georgia who will receive the first installment by the end of next week (Friday 17<sup>th</sup> July), if not they should inform Geert De Lepeleer.
- Geert has contacted Ms. Belen Enciso regarding the questions about the financial and administrative management during the previous meeting and has informed Andriy Petrenko, Volodymyr Shatokha and Victor Kordas.

Keeping in mind the recommendations of Ms. Enciso we will proceed as mentioned during the presentation of the guidelines during the kick-off meeting. The presented guidelines do not change. KTH will deliver the supporting documents as mentioned in the grant agreement and takes full financial responsibility in case of problems.

- End August / beginning of September an Excel reporting table will be sent to the partners together with the templates for staff and travel costs.
- Monitoring meetings by National Erasmus+ Offices are planned in autumn. At this moment it is not clear if it will be real life visits or online meetings.

## **6 Website**

Andriy Petrenko is searching for a private company or web-designer who is able to create a website.

All partners will have to send their company logo to Andriy Petrenko. Contact details will be published on the website as mentioned in Annex III of the partnership agreement. If there are some changes, please inform Andriy Petrenko.

## **7 Summary – To Do**

**> Literature study – KTH and IPP will add materials**

**Partner country will make reports on literature study. They should be ready before end August / beginning of September. Don't forget logo of project and Erasmus+ logo and disclaimer**

**> Check the list of equipment and check if any changes are needed > contact Geert De Lepeleer with the equipment that your organization wants to buy or the changes that need to be made so permission can be asked to EACEA.**

**> Webinars – Philippe Saey will contact KTH and IPP at the end of August / beginning of September to set up webinars**

**> Administrative management - End August / beginning of September an Excel reporting table will be sent to the partners together with the templates for staff and travel costs**

**> Website > company or web designer will be appointed to create website. Partners send logo's to Andriy Petrenko and confirm if contact data from annex III can be published on the website.**

**> Next meeting > second week of September, date will be confirmed later on. Geert needs to contact Philippe Saey before.**