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Higher engineering training for environmentally sustainable industrial development
543966-TEMPUS-1-2013-1-BE-TEMPUS-JPCR
HETES

MINUTES OF THE 5TH COORDINATION MEETING

Venue: KTH Royal Institute of Technology,
Brinellvägen 8, 10044 Stockholm Sweden

Dates: March 15 – 17, 2016

Participants: **BELGIUM**
Katholieke Universiteit Leuven
Mr. Philippe Saey
Mr. Geert De Lepeleer

Volvo Cars Gent
not available

UNITED KINGDOM
Buckinghamshire New University
Mr. Florin Ioras

SPAIN
Universidad de Granada
Mr. Luis Enrique Pedauga

SWEDEN
Kungliga Tekniska Högskolan
Ms. Olga Kordas
Mr. Victor Kordas

UKRAINE
Donetsk National Technical University
Ms. Iryna Shvets
Mr. Yevgen Zbykovskyy

National Metallurgical Academy of Ukraine
Mr. Oleksandr Velychko
Mr. Volodymyr Shatokha
Mr. Andriy Petrenko

Ivano-Frankivsk National Technical University of Oil and Gas
Mr. Maksym Karpash
Mr. Ihor Rybitskyi

Kryvyi Rih National University
Ms. Lyudmyla Kruhlenko
Mr. Sergii Ruban

Sevastopol National Technical University
suspended partner

Ministry of Education and Science of Ukraine
not available

Ukrainian Research & Technology Center of Metallurgy Industry
not available

OVERVIEW OF ACTIVITIES PERFORMED FROM MARCH 2015 TO FEBRUARY 2016

During the meeting partners have analysed the project performance for the period of March 2015 – February 2016. Ukrainian partners reported on the activities and results achieved, EU partners contributed with evaluation and recommendations on how to ensure the sustainability beyond the project lifetime.

During the reported period the main efforts were focused on the activity 1.6. “Selective update of existing taught disciplines” and activities of WP2 “New platform for networking towards the needs of sustainable society”, WP3 “Lifelong learning for environmentally sustainable industrial development” and exploitation WP6.

Efficient actions are noticed in implementation of dissemination WP4 and quality assurance WP5: project website is being constantly updated and contains info materials about the main project events, dissemination leaflets are developed as scheduled, number of project related papers are published in different journals either presented on the conferences, proper internal dissemination actions and staff trainings were organised at each UA HETES-university, all required internal quality control reports and external assessments are submitted by UA partners to coordinator.

IFNTUOG, KNU and NMAU performed the most of activities and achieved the established objectives as scheduled in the workplan. DonNTU, due to the evacuation related issues, experiences delays in activities of WP1, WP2, WP3, WP6 and is urged to catch up the delays and report to coordinator on undertaken measures and achieved results by June 2016.

DETAILED PLANNING OF THE PROJECT WORK FOR MARCH – SEPTEMBER 2016

1. Copies of official documentation related to the project deliverables

All Ukrainian universities must provide the scanned copies of official documents on:

- introduction and approval of new course/s;
- update and approval of existing disciplines;
- approval of Action Plan “Higher education for environmentally sustainable industrial development”;
- establishing of the Interfaculty Sustainable Development Centres;
- establishing of Joint Curriculum Boards;
- methodological recommendations for LLL education.

Deadline for providing the documents – 30/04/2016.

**provided documents will be published on the website of HETES project.*

2. Launching of LLL courses

Each Ukrainian university must adjust the newly developed course “Environmentally Sustainable Industrial Development” for LLL audience and make it available on-line. It is recommended to consider the application of free on-line systems like [Moodle](#), [Prometheus](#) or others for launching the on-line courses developed in frames of HETES. Project partners are kindly asked to share their practical experience in development and launching of on-line courses with other partners.

Deadline for providing the link to the operational LLL course – 31/05/2016.

3. Interfaculty Sustainable Development Centres (ISDC)

3.1. ISDC websites

Each ISDC must have the website which provides the information on the activities, facilities and events available/organised/supervised by ISDC. Integration of LLL courses and other additional functions into the ISDC websites are much appreciated.

Deadline for providing the link to the operation ISDC website – 31/05/2016.

3.2. Equipment for ISDC

Each UA university must decide about equipment needed for ISDC (to be purchased from the project funds). The required equipment must be justifiable towards the ISDC tasks and objectives of HETES project. While making the decision on the needed equipment partners must keep in mind the “rule of origin” – equipment must be **produced/assembled in the following countries**: EU Member States, Norway, Liechtenstein, Iceland, Turkey and Eastern European Countries (Armenia, Azerbaijan, Belarus, Georgia, Moldova, Ukraine). For equipment items with the unit cost exceeds 5000 Euro the Certificate of Origin must be provided.

Deadline for providing the list and brief justification for equipment– 15/04/2016.

PRELIMINARY WORK SCHEDULE FOR ACQUIRING OF EQUIPMENT:

15/04/2016 – lists of equipment from all partners are with coordinator;

30/04/2016 – analysis of the required equipment and, in case of need, consultations with EACEA for obtaining the approval;

01/05/2016 – 30/05/2016 – preparations for purchases (detailed guidelines form Grantholder, concluding the Contracts, etc.);

01/06/2016 – acquiring of the equipment.

In the view of summer holidays the accurate following of the proposed schedule by each UA partner is very important.

UA partners are kindly asked to exchange with information about the equipment originated from the eligible countries (mkarpash@hotmail.com, shatokha@metal.nmetau.edu.ua, petrenko_a@metal.nmetau.edu.ua, kruhlenko@gmail.com, irina_shvets13@ukr.net).

4. Development of joint publication

Publication will be a monograph developed jointly by all HETES partners aimed to summarise the obtained knowledge and best practices in environmentally sustainable industrial development. The language of monograph will be English.

Content and distribution of chapters have been done on the previous coordination meeting. Revision of language will be performed by BUCKS. Around 50% of chapters are already submitted, remaining chapters must be submitted **by 30/04/2016 as latest**.

Papers must be submitted as MS Word files with images inserted within the text. The technical requirements for papers (fonts, paragraphs, etc.) will be provided after revision of the language and authors will have to format their papers accordingly.

Additionally to MS Word file with paper authors must send the graphic files with images in highest possible resolution. Naming of files in line with ref numbers used in papers is much appreciated. Authors of already submitted chapters are kindly asked to check the availability and send files with images to coordinator.

At the first stage the monograph will be published in paper in Ukraine and then partners will investigate the opportunities to publish it with international publisher as e-book.

THE FOLLOWING SCHEDULED IS AGREED FOR FINALIZATION OF THE PUBLICATION:

30/04/2016 – remaining chapters must be sent to coordinator;

May/June 2016 – revision of language;

June/July 2016 – publishing the book;

September/October – publishing e-book.

Supplementary to the monograph, partners have decided to prepare the joint scientific article with indicative title “Methodological Base for Teaching the Sustainable Development” that should be developed by all UA partners under coordination/supervision by Lyudmyla Kruhlenko from Kryvyi Rih National University (to be completed *by August 2016*).

5. Validation of new programmes

The developed/updated programmes/courses need to be evaluated by external stakeholders (industry, academic staff who is not involved directly in project activities, students, etc.). This validation is a part of project workplan: activity 6.1. “Validation of curriculum”.

For validation of curriculum Coordinator will distribute the templates and UA university partners shall offer the templates to external experts. The evaluation reports on programmes/courses are expected to be submitted to Coordinator *by May 31st 2016*.

6. Dissemination

Good dissemination activities have been performed during the 1st and 2nd years of the project and UA UA partners are asked to continue their active dissemination strategies. The most of dissemination actions became known for coordinator just from partners presentations and weren't reported on earlier stage. Therefore *All UA partners are asked to send to coordinator the copies of published dissemination materials, links to web-publications and other relevant dissemination information*. Dissemination materials provided by project partners will be published on the website of HETES project.

Project partners were reminded to use within the dissemination the latest version of the logo of Tempus programme, logo and project number of HETES project:



Project number: **543966-TEMPUS-1-2013-1-BE-TEMPUS-JPCR**

7. Study of best EU industrial practices

The objective of this study visit is to learn the practices of EU industries in permanent modernization of its capacities and upgrading of its staff needed to reduce the environmental footprint and to address the respective legislative restrictions. This training week will be hosted by Technological Faculty of KU Leuven (Gent) with a visit to Volvo Cars Gent and possibly to other industries. The seen EU practices will be summarized in the case study “Model of Best Industrial Practice” with further recommendations for UA industries. The main objective of case study is to disseminate the EU practices of modernization in EU industry and cultivate the social responsibility in UA industries towards the ensuring of sustainable being for future generations. The case study will be published and disseminated in Ukraine.

The study visit will be focused on:

- rising environmental awareness among employees at all levels;
- modification of processes and equipment;
- usage of natural resources;
- processing of waste materials;
- use of hazardous substances;
- open dialogue with community.

SCHEDULE OF STUDY VISIT:

Sunday 22/05/2016 – day for mobility to Gent;

Monday 23/05/2016 to Friday 27/05/2016 – working days (visit to Volvo Cars on Tuesday 24/05/2016, visit to ESAT-ELECTA in Leuven/Heverlee on Wednesday 25th).

Saturday 28/05/2016 – day for mobility from Gent.

For this visit each UA project partner can assign 2 persons with exemption of 4 persons for DonNTU and UA Coordinator.

Official Invitation Letters will be issued on the week of April 04th. Therefore UA partners must provide the visitors passport details **by April 01st 2016 as latest**.

8. Final Project Conference

The final project Conference was initially scheduled for September 2016 at Sevastopol National Technical University. Due to annexation of Crimea by Russian Federation project partners have decided to hold the final project Conference at the Ivano-Frankivsk National Technical University of Oil and Gas on the week of September 19th 2016. The main Conference event is scheduled for Wednesday 21st 2016.

The objective of the final Conference is to summarise the learnt EU experience, to disseminate the project deliverables and to enhance the awareness in target groups of the importance of environmental issues within the industrial modernizations. The synergy of these objectives will create the solid background for lasting sustainability of the project's results. UA project partners are encouraged to promote to the Conference and invite stakeholders of HETES project to attend the Conference.

PRELIMINARY PLANNING OF THE CONFERENCE:

Monday 19/09/2016 – arrival to Ivano-Frankivsk;

Tuesday 20/09/2016 – group work on review / perfection of project deliverables;

Wednesday 21/09/2016 – Conference;

Thursday 22/09/2016 – work at the thematic sections at IFNTOUG;

Friday 23/09/2016 – departure from Ivano-Frankivsk.

All EU and UA partners are invited to attend the Conference. Project will cover the travel costs for up to 2-3 persons from EU partners and 3-4 persons from UA partners with a maximum 5 days of daily allowance (3 days for onsite activities + 2 days for mobility).

Invitation Letters may be issued for the request of project partners. Those who needs the Invitation Letters must provide the details of conference participants **by September 01st 2016**.

The code of Ivano-Frankivsk airport is IFO and may be reached by flights via Istanbul, Vienna and Kyiv. The alternative airport is Lviv (code LWO) that have accepts flights from Warsaw, Munich, Vienna and Istanbul. The best option for reaching the Ivano-Frankivsk from Lviv is the rail service, trains schedule and online tickets are available on [official website](#) of UA rail company.

9. 6th Coordination Meeting

The 6th coordination meeting will be a closing meeting of HETES project with the objective to overview the project performance as a whole and collect materials for the final report of the project. Each partner will have to report for their 3-year work in HETES and handle to coordinator relevant materials and documents. During this meeting partners will also work on the supporting documentation of the project, discuss the remaining administrative issues and agree on the terms for payments of the balance to project partners.

The 6th Coordination Meeting will be hosted by Universidad de Granada and *preliminary* is scheduled for the week of October 24th 2016 (exact dates will be confirmed in soon time).

PRELIMINARY SCHEDULE OF THE 6TH COORDINATION MEETING:

Monday 24/10/2016 – arrival to Granada;

Tuesday 25/10/2016 – Thursday 27/10/2016 – coordination meeting;

Friday 28/10/2016 – departure from Granada.

Project will cover the travel costs for up to 2-3 persons from EU partners and 2 persons from UA partners with exemption of 3 persons for coordinator. The maximum daily allowance for this meeting equals to 5 days (3 days for onsite activities + 2 days for mobility).

10. Project management

The project management board, represented with project administrators at each partner, works efficiently under the supervision of project coordinator. The fluent e-mail communication between all project partners is ensured and all partners are well informed about the ongoing activities and tasks.

According to the decision of the 2nd coordination meeting (Granada, June 2014) the project tasks of Sevastopol National Technical Universities are being successfully performed by other UA project partners with no any negative impact on the objectives established for HETES project.

Donetsk National Technical University has become an active partner in HETES project. Being evacuated to the city of Krasnoarmiysk, DonNTU participates in HETES project with a maximum possible eagerness and makes its best for the delivery of project objectives. Participation in HETES project is a good opportunity for DonNTU to reinforce its technical capacities and human resources impacted badly by evacuation. DonNTU is in contact with UA project Coordinator and is expected to perform all required tasks and deliver objectives established for DonNTU in HETES project.

Some administrative issues related to the modalities for payment of staff costs to UA partners are still to be agreed. Coordinator through consultations with Project Officer at EACEA and NEO is looking for the suitable solution. The news and detailed procedures are expected from Coordinator by the *mid of April 2016*.

Partners are reminded to take care of their co-financing contribution to the project and provide Coordinator with a proper supporting documentation. Eligibility requirements and supporting documentation for co-financed expenditures are the same as for expenditures paid from the project funds. More detailed guidelines for co-financing will be distributed by Coordinator.

FINAL NOTES

1. Constantly keep Coordinator informed about your activities.
2. Always send the copies of dissemination materials to Coordinator.
3. Respect the deadlines established on Coordination Meeting and indicated in the Minutes.
4. In case of significant changes in project activities please agree them with Coordinator.
5. Share the most interesting achievements with project partners.