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

MINUTES ON THE COORDINATION MEETING

Venue: Universidad de Granada, Spain

Dates: October 25 – 27, 2016

Participants: **EU partners**

Katholieke Universiteit Leuven

Mr. Philippe Saey

Mr. Geert De Lepeleer

Buckinghamshire New University

Mr. Timothy Coole

Universidad de Granada

Ms. Nuria Hurtado-Torres

Ms. Blanca Delgado-Márquez

Mr. Javier Delgado-Ceballos

Mr. Luis Enrique Pedauga

Kungliga Tekniska Högskolan

Mr. Victor Kordas

Volvo Cars Gent

not available

UKRAINE partners

Donetsk National Technical University

Ms. Iryna Shvets

Mr. Yevgen Zbykovskyy

Ivano-Frankivsk National Technical University of Oil and Gas

Mr. Oleg Karpash

Mr. Maksym Karpash

Kryvyi Rih National University

Mr. Mykola Stupnik

Ms. Lyudmyla Kruhlenko

National Metallurgical Academy of Ukraine

Mr. Olexandr Velychko

Mr. Volodymyr Shatokha

Mr. Andriy Petrenko

Sevastopol National Technical University

suspended partner

Ministry of Education and Science of Ukraine

not available

Ukrainian Research & Technology Center of Metallurgy Industry

Mr. Volodymyr Botshtein

Mr. Vadym Mantula

Ms. Iryna Stalinska

OBJECTIVES OF THE COORDINATION MEETING

The main objective of the coordination meeting was to make the detailed overview of the activities performed and results achieved for the period of December 2013 – November 2016, to identify gaps in project performance, to elaborate measures for catching up the delays and to develop the workplan for the extension period (requested from EACEA).

PERFORMED DISCUSSIONS AND ACHIEVED AGREEMENTS

1. Each UA project partner had made the detailed report on the activities performed and results achieved from the beginning of the project. The reports were given in the kind of presentation accompanied with extended reports submitted to Coordinators. All UA partners have timely and properly submitted their extended reports. Presentations will be added to the website.

2. The following issues concerned the performed activities were identified:

a) coordinator is missing the copies of official documentation related to the official approval and introduction to teaching of the new courses and updated disciplines – **UA partner universities must send to coordinator the abovementioned by December 01st 2016, references to the title and number of the project are much appreciated.**

b) coordinator is missing information about the dissemination activities performed by partners – **UA partner universities must send to coordinator the e-copies/web-links by December 01st 2016** (table for reporting dissemination activities will be provided).

Two additional issues of dissemination leaflets are expected to be published (March 2017 and August 2017).

c) some partners already have developed and launched the web-based courses for LLL audience – please **send to coordinator the web-links to your courses**. Those who are still in the progress of development of web-based courses must **complete the work by January 31st 2017 and send to coordinator the web-links to operational courses**.

d) UA partner developed the recommendations for methodology of continued education and are kindly asked to send their materials to coordinator **by December 31st 2016**.

e) UA partner universities are still in progress of the establishing of the Interfaculty Sustainable Development Centres – this activity must be completed by the completion of the acquiring of equipment (January 31st as latest). Interfaculty Sustainable Development Centre must have the website and the **links to operational and informative ISDC websites must be provided to coordinator by January 31st 2017**.

f) external evaluation of new courses and updated disciplines is required as a part of quality control activities. It is decided that no any special form/questionnaire will be distributed and each UA partner university will have the flexibility in the methodology of external evaluation BUT the following in any case must be respected:

- external evaluation must be performed by people from industry relevant to the title/content of new courses;

- evaluation must address the following aspects: quality of the design of new study course, evaluation of the expected learning outcomes, quality of the content and tutorials, content of practical training, feedback on the assessment of the knowledge/skills to be obtained by students, any other comments from experts.

The external evaluations of the new courses/updated disciplines must be provided to coordinator **by January 31st 2017**. In case if the original evaluation report is developed in Ukrainian language partners are kindly asked to attached the translation in English.

g) development of Joint Publication. All materials have been passed through language check. Coordinator will send materials along with templates back to authors for final formatting (*will be done by 11th of November*). The authors shall finalise their materials in line with distributed templates and

send back to coordinator **by November 30th 2016 as latest**. *Images must be sent as separate graphic files in highest possible resolution, names of the images files must be in line with references given in the text of the paper.* The assembling and designed will be done in December 2016 and publication is expected in January 2017.

h) Development of the joint scientific article “Methodological Base for Teaching the Sustainable Development”. The framework and content of the article have been developed already. It was decided to accomplish the article with informational and statistic tables - tables have been proposed by Prof. Philippe Saey. KNU is asked to consider the application of the proposed tables in the article (with possible modifications) and distribute final tables among UA partners for collection of the required information (*by November 14th 2016*) – **UA partners must return to KNU the completed tables by November 30th 2016 as latest**. The paper shall be submitted to journal for publication in December 2016, publication of the paper will depend on the workplan of the journal.

i) information collected via the statistic and informative tables will be processed and submitted to National Erasmus+ Plus Office as a self-evaluation report on the project performance – this to be done by coordinator **by March 31st 2017**.

k) the next coordination meeting of HETES project will be held at the Katholieke University Leuven on the week of May 29th 2017 (31/05/2017 will be the main working day to be attended by each project partner). More details on this coordination meeting (agenda, number of participants, etc.) will be circulated in March 2017.

l) in meantime coordinator will develop and distribute the guidelines for preparation and reporting of staff costs by UA partners. Payments of staff costs to UA partners will be done only after the submission to coordinator the proper supporting documentation. UA partners are strongly advised to follow precisely the guidelines that will be proposed and distributed by coordinator.

CONCLUSIONS

- 1.** Coordination meeting was very useful for overview of the project as a whole, for identification of gaps in project deliverables and for elaboration of necessary adjustment measures.
- 2.** Partners have agreed the workplan for the extended period of the project (from December to August 2017).
- 3.** Coordinator and UA partners have reached the common vision for administrative issues and agreed the set of documents to be submitted for reporting of the project costs.
- 4.** UA partners are reminded to proceed with purchase of equipment as soon as possible, all purchases must be completed by the end of December 2016.
- 5.** Prolongation was approved until 31/08/2017 (notification letter from 31/10/2016 from EACEA to coordinator).