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Higher engineering training for environmentally sustainable industrial development
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HETES

MINUTES ON THE COORDINATION MEETING

Venue: KU Leuven Technology Campus Ghent, Belgium

Dates: May 29th – June 2nd 2017

Participants: **EU partners**

Katholieke Universiteit Leuven

Mr. Philippe Saey

Mr. Geert De Lepeleer

Buckinghamshire New University

Mr. Timothy Coole

Universidad de Granada

not available

Kungliga Tekniska Högskolan

not available

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. Maksym Karpash

Mr. Ihor Rybitskyi

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 since January 2014 and results achieved as on June 2017, to analyse the quality of project results and to identify possible gaps in project performance, to discuss and agree reporting procedures needed for timely preparation of the final project report (to be submitted to EACEA by 31/10/2017), to make planning for the advisory monitoring visit to HETES project by NEO in Ukraine (Ivano-Frankivsk, 22/06/2017) and to discuss and agree the administrative issues related to the payments of remaining project costs to UA partners.

PERFORMED DISCUSSIONS AND ACHIEVED AGREEMENTS

Each UA project partner has delivered the detailed report focused on the results and impacts achieved in their institutions in frames of HETES project. Reporting has been performed in the form of oral presentations that have to be accomplished with extended reports (text files) submitted to National co-Coordinator within one week after coordination meeting. Presentations of project partners (in ppt format) will be published on the website of the project.

All UA project partners have convincingly proved the reaching of all project goals and obtaining all results established for the consortium in the original project application. More precisely, the following elements have been reported by UA partners:

- Number of academic and administrative staff familiarised with EU practices of teaching in the context of environmentally sustainable industrial development is sufficient to implement the project results and to perform further reforms in this scope beyond the project lifetime;
- Each UA university has developed the new disciplines covering the environmentally sustainable industrial development aspects and delivered them to the majority of Master and PhD Students. New courses have a duration of 3-4 ECTS credits and approved by Academic Council of each partner university (state accreditation for new disciplines is not needed). Ivano-Frankivsk National Technical University of Oil and Gas has gone further than planned in project application launching the new study programme “Energy Management” that was accredited by the Ministry of Science and Education of Ukraine and is taught to students from 2015/2016 academic year. Coordinator is still missing the copies of official documentation confirming the approval and introduction of new courses – UA university partners have to send the scanned copies of relevant documentation not later than June 15th, *references to the title and number of the project are very appreciated.*
- Besides the new disciplines the number of existing ones have been updated by introduction of elements related to sustainable development (list of updated disciplines must be included in the extended reports of project partners);
- Interfaculty Sustainable Development Centres (ISDC) have been established in frames of HETES project at each UA partner university. Each ISDC has got the needed equipment from the project funds and this equipment is used for both student training and staff development purposes. All supplied equipment corresponds with the “rule of origin”; necessary supporting documentation has been provided to project Coordinator;
- KNU and NMAU have made good efforts in making the newly developed courses available online for LLL audience. NMAU, in frames of HETES project, even has established the Centre for Distance Learning that operates on Moodle platform and will provide the whole cycle of Master level education for all part-time students from September 2017. IFNTIUOG and DonNTU still have to accomplish tasks related to delivery of the newly developed courses via the web (weblinks to online course materials shall be provided to Coordinator by June 20th as latest);
- UA university partners have reported on the improvement of collaboration with industrial partners. Industry representatives are included in the scientific-methodological commissions at each university and thus take part in the revising of the content of study programmes. Several round tables with industry have been organised at DonNTU, KNU and NMAU. IFNUOG, while developing the new study programme “Energy Management”, has performed the questionnaire research involving stakeholders from relevant industrial sectors (about 50% feedbacks). The questionnaire was focused on

the learning outcomes required for the new study programme, skills of graduates and content of disciplines and practical training.

- Partners have performed both internal and external quality control measures. Internal quality control have been performed using Internal Quality Control Report forms that have been submitted semi-annually by each UA project partner to project Coordinator prior the each coordination meeting where these reports were discussed and analysed. External quality control was twofold, focusing the quality of project performance and the quality of the newly developed courses. Both types of external quality control were performed through questionnaire offered to external experts not involved in performance of HETES project.

The most of quality control reports are submitted to Coordinator but there are few that still have to be sent. UA partners must check their QC reports and send the delayed reports to Coordinator asap but not later than June 15th.

- IFNTUOG, KNU and DonNTU have to finalise the assigned them conceptual documents by June 9th as latest;

- UA partners have put a lot of efforts for the dissemination of the project results: website of the project is constantly updated, information about the project is present on the websites of universities, 7 issues of dissemination leaflets have been published and distributed among different universities in UA, methodological materials developed and available for free online: textbook “Sustainable development of steel industry”, brochure “European experience of higher engineering training for sustainable development”, brochure “Case Studies: Implementation of Sustainable Development Strategy on Enterprises – Experience of Europe and Ukraine”, book “Environmentally Sustainable Industrial Development” – *expected in June 2017*. Besides the common publications each UA partner implemented many other dissemination events in their regions (conference presentations, round-tables, publications in local media, etc). In order to collect the complete information about performed dissemination activities national co-Coordinator will distribute the table designed for reporting the dissemination and each UA partner is requested to fill in and return the dissemination table to national co-Coordinator by June 15th as latest.

- Joint scientific article is ready for publishing. Partners approved the following title of the paper “A Study of the Best European Practice in Training for Sustainable Development”. Article will be published before the end of the project and in the journal indexed in Scopus database.

- Coordinator has explicitly explained the requirements to supporting documentation for staff costs. Project partners are encouraged to prepare and submit documents needed for payment of staff costs asap. Documents, submitted before June 30th 2017, will be paid during July, later submitted documents will be paid after August 15th.

- partners have agreed the programme for advisory monitoring visit to HETES project, IFNTUOG will finalise the programme depending upon the staff availability and other arrangements. Final programme must be sent to NEO in Ukraine by IFNTUOG before June 8th 2017.

IMPORTANT TASKS AND DEADLINES

a) to send to national co-Coordinator the finalised versions of the extended reports on project performance and achieved results **by June 7th as latest** (to the template provided).

b) to send to national co-Coordinator the finalised conceptual documents **by June 9th as latest**;

c) to send to national co-Coordinator the delayed quality control reports **by June 15th as latest**.

d) to send to national co-Coordinator the reports on performed dissemination activities **by June 15th as latest**.

e) to send to national co-Coordinator the copies of official documentation confirming the approval and introduction of new courses **by June 15th as latest**.

CONCLUSIONS

- 1.** Coordination meeting was very useful for overview and analysis of the project results.
- 2.** Partners have agreed the reporting mechanism to be applied for timely development of the final project report.
- 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.** Partners have agreed the programme for advisory monitoring visit to HETES project.
- 5.** All partners are aware that any costs, related to the project performance, are eligible for reimbursement only if they are incurred before 31/08/2017. Any cost incurred after 31/08/2017 will be considered as ineligible and will not be reimbursed from the project.