



**Project 609557-EPP-1-2019-1-LV-EPPKA2-CBHE-JP**  
**“Development of practically-oriented student-centred education in the field**  
**of modelling of Cyber-Physical Systems / CybPhys**  
**of the Program ERASMUS+ EU**

**1<sup>st</sup> Management meeting (Kick-off)**

December 5-6<sup>th</sup>, 2019  
Belarusian State University  
Leningradskaya street 20, room 520, 220030 Minsk, Rep. of BELARUS

**Meeting agenda**

<b>December 5<sup>th</sup></b>		
<b>The issue of agenda</b>	<b>Time</b>	<b>Contributor</b>
<i>Registration</i>	<b>9.00</b>	
Welcome by BSU	9.30	BSU
Welcome by National ERASMUS+ Office in Belarus	9.40	National ERASMUS+ Office in Belarus
Introducing of meeting participants	10.00	All partners
Adoption of agenda and targets of the meeting	10.30	RTU and all
<i>Presentations of the partners: introduction of a partner and its team:</i>		
- BSU - Belarusian State University	10.40	BSU
- GSU - Gomel State University	10.50	GSU
<i>Coffee break</i>	<b>11:00-11.20</b>	
- MSPU - I.P. Shamyakin Mozyr State Pedagogical University	11.20	MSPU
- RANI - Republican Nanoindustry Association	11.30	RANI
- CNUT - Chernihiv National Technological University	11.40	CNUT
- KNAHU - Kharkiv National Automobile and Highway University	11.50	KNAHU
- KNU - National Technological University of Kryvyi Rih	12.00	KNU
- KU Leuven - Katholieke Universiteit Leuven	12.10	KU Leuven
- UCY - University of Cyprus, KIOS Research Centre	12.20	UCY
- RTU - Riga Technical University	12.30	RTU
Wrap up morning session	12.40	
<i>Lunch</i>	<b>12.50-13.50</b>	
Project targets and deliverables	13.50	RTU and all



Preparation tasks (WP1)	14.05	RTU, BSU, all partners
Development and modernizing of curricula (WP2)	14.20	BSU
Implementation of innovative ICT based teaching/learning environment (WP3)	14.50	KU Leuven (methods), BSU – technical support
<i>Coffee break</i>	<i>15.10-15.30</i>	
WP4 Developing the Sharing Modelling and Simulation Environment platform	15.30	BSU and UCY (methodical support)
Quality Assurance (WP5)	15.50	UCY and RTU – quality of project implementation
Dissemination, exploitation and sustainability (WP6)	16.10	RANI, all partners
<i>Wrap of the meeting and Coffee break</i>	<i>1630</i>	
Free opportunity for the project team representatives to meet amongst themselves	17.00	All partners
<b>December 6<sup>th</sup></b>		
<i>Registration</i>	<i>9.00</i>	
Project financial aspects. Cost reporting. Tenders for the equipment.	9.30	RTU
Partner's agreements	10.00	RTU
Management plan, reporting and progress monitoring.	10.30	RTU
Communication tools for the project team members	11.00	RTU, UCY and all partners
<i>Coffee break</i>	<i>11.20-11.40</i>	
Development and modernizing of curricula. Discussions about implementation and deliverables.	11.40-13.00	All partners
<i>Lunch</i>	<i>13.00-14.00</i>	
Further tasks and the next steps	14.00	RTU, all partners
<i>The end of the meeting and Coffee break</i>	<i>15.30-15.45</i>	
Free opportunity for the project team representatives to meet amongst themselves, excursion at laboratories of BSU	15.45	All partners



## Discussions and decisions

Before the beginning the meeting, representatives of BSU (vice-rector Konstantin Kozadaev), head of Erasmus+ Office (Elena Belanivich) and Chief Department of Professional Education of the Ministry of Education of Belarus (Alena Lipa) welcomed participants.

### **1. Adoption of the agenda of the meeting**

Decision: to accept agenda of the meeting.

### **2. Introduction of a partners and its teams:**

Participant from every team presented information about their institutions.

Decision: Take note of the information.

### **3. Project targets and deliverables**

A. Zabašta informed participants about background, goals and deliverables of the project; total amount of financing, necessary co-financing volume; responsibility of the participating universities for the e-book courses to be developed; timetable of the management meetings and workshops; project schedule. In particular, one of the immediate tasks is related to development of e-books content (deadline is the end of February 2020).

*Decisions:*

*1) to take this information for implementation;*

*2) to recommend for every Partner to publish press-release about the Kick-off Meeting and other activities.*

### **4. Preparation tasks (WP1)**

A. Zabašta described the tasks to be realized in the framework of this WP1. In particular, the importance of interaction between universities, associated and industrial partners during realization of the project was noted.

*Decision: to take this information into account.*

### **5. Development and modernizing of curricula (WP2)**

V. Volkov described the main goals of WP2 (objectives, tasks, mostly important results and activities), identified their indicators and measuring instruments, determined contemporary status of higher education principles in Belarus and defined its changes during the project running and also presented the preliminary-planned structure of planned curricula and study programs of courses to be developed.

*Decision: to take this information into account.*

### **6. Implementation of innovative ICT based teaching/learning environment (WP3)**

Joan Peuteman told about KU Leuven team understanding of the ICT based teaching/learning environment to be developed in the framework of the WP3.

*Decision: to take this information into account.*

### **7. Developing the Sharing Modelling and Simulation Environment platform (WP4)**

Alexander S. Fedotov had a talk about BSU team understanding of the Sharing Modelling and Simulation Environment platform formation.



*Decision: to take this information into account and recommend to BSU team to discuss the main directions of the platform development to the 1<sup>st</sup> February 2020.*

### **8. Quality Assurance (WP5)**

Nikolas Flourentzou from University of Cyprus team informed participants about the planned activity in realization of quality control during the project running.

*Decision:*

- 1) to take this information into account;
- 2) every Partner should inform RTU about plans and persons who will be responsible for this activity in the team.

### **9. Dissemination, Exploitation and Sustainability of results (WP6)**

Anatolijs Zabashta informed participants about the planned activity in realization of the WP6 (Dissemination and Exploitation of Results) due to the lack of the RANI Representative on the meeting.

*Decision:*

- 1) to take this information into account.
- 2) recommend to RANI team to discuss in detail the main directions of their activity and inform RTU.

### **10. Project financial aspects: cost reporting, tenders for the equipment.**

A. Zabašta informed participants about financial questions related to the project. Participants have been familiarized with the schedule of payments from RTU to the partners.

The information about financial documents necessary for the financial report was provided to the participants. It was noted that tender is necessary when the equipment cost exceeds 25000 EUR. The list of equipment to be purchased can be corrected at the present stage of the project realization.

*Decision: to take this information into account.*

### **11. Management plan, reporting and progress monitoring.**

Zabašta described the tasks to be realized in the framework of planning, reporting and monitoring of the project activity. In particular, A. Zabašta informed participants about deadlines for the partner reports. It was emphasized that low activity in the project realization can lead to the financial penalties.

*Decision: to take this information into account.*

### **12. Communication tools for the project team members**

A. Zabašta informed participants about necessity to solve the following communication tasks: (i) communication between participants; (ii) documents' collection; documents' editing. Different software products have been proposed by the participants for these purposes (DropBox, Viber, Skype, GoogleDocs, YouTube, TeacherTube, etc.).

*Decision: 1) to submit to RTU contact information of all key persons participating in the project (phones, e-mail, Viber, Skype, addresses);*

*2) to use the RTU web-site and BSU Moodle platform for collection of documentation.*



3) *A.Zabašta will try to develop Dropbox repository.*

### 13. Further tasks and the next steps

- Partners has to nominate one contact person by **January 15<sup>th</sup>** for Partnership agreements.
- RTU elaborates and sends Partners Agreements, and Financial Identification form: **December 20<sup>th</sup>**
- Partners have to ensure a pre-financing to cover travel cost and salaries until PA is not signed and 1st advance is not paid.
- **WP1:**
  - ✓ Partners confirm the names of responsible for development of training programs and courses development and send formation to the Coordinator by **January 15<sup>th</sup>**.
  - ✓ Partners nominate leaders of e-books by **January 15<sup>th</sup>**. Information to be sent to partners and Coordinator.
  - ✓ The leaders of e-books together with co-authors confirm names of courses at the Matrix of courses by **January 30<sup>th</sup>**.
  - ✓ Ex-Ante reports to be created by **February 15<sup>th</sup>** (the template of the report will be sent by RTU by **January 15<sup>th</sup>**)
  - ✓ A Questionnaire for survey of potential employers (template by RTU will be snet by **January 15<sup>th</sup>**)
  - ✓ A survey of stakeholders provided by Belarusian and Ukrainian partners by **February 30<sup>th</sup>**.
  - ✓ A Consolidated draft of the Survey and report with recommendation for curricula to be developed and modernised in the project (RTU) by **March 20<sup>th</sup>** (RTU).
  - ✓ Matrix of competences and profile of the CPS specialist will be created in each PC university **March 15<sup>th</sup>**.
- **WS1:** Workshop in Minsk (BSU). We will finish WP1 Preparation on **March 10-11<sup>th</sup>**.
- KU Leuven arrange training on academic English to teaching staff of the partner countries at Brugge: **June 15 - 19<sup>th</sup> 2020**.
- Developing the Sharing Modelling and Simulation Environment platform (WP4)  
BSU team (Alexander S. Fedotov and other colleagues) taking into account input form KNU colleagues will prepare a new version of the Concept of the Sharing Modelling and Simulation Environment platform: **January 30<sup>th</sup>**.
- KNAHU visit to Riga for discussion of double degree programs: **February 17-18<sup>th</sup>**.
- Workshop **WS2:** Workshops for curricula development. First draft of the course books, in Riga. Management Committee meeting – **MC1** will be held in Riga, **June 20-30<sup>th</sup>**.

Project Coordinator:

Anatolijs Zabašta, RTU