Project CENEAST 10th Meeting | MINUTES

Meeting date | time *22/01/2015 10:00* | **Meeting location** *Moscow State Industrial University*

Meeting called by	Prof Andrey Safonov	Attenders
	Prof PhD DrSc Arturas Kaklauskas	Andrey Safonov, MSIU
		Irina Tkachenko, MSIU
		Alexander Sedykh, MSIU
Type of meeting	10th project meeting	Anatoly Martynenko, MSIU
Facilitator	Irina Tkachenko	Irina Shubnikova, MSIU
Note taker	Lina Peciure	Konstantin Palaguta, MSIU
		Ivan Dolgov, MSIU
		Irina Martynenko, MSIU
		Arturas Kaklauskas, VGTU
		Lina Peciure, VGTU
		Dilanthi Amaratunga, UOH
		Richard Haigh, UOH
		Irene Lill, TUT
		Massimo Bianchi, UNIBO
		Zinaida Ivanova, MGSU
		Michael Eichner, MGSU
		Igor Pichugin, MGSU
		Valery Beley, KSTU
		Andrey Nikishin, KSTU
		Nikolai Elagin, KSTU
		Elena Gordeeva, KSTU
		Nikolai Siniak, BSTU
		Sergej Shavrov, BSTU
		Alla Volik, YKSUG
		Larysa Cherkas, YKSUG
		Nikolai Vatin, SPbSPU
		Darya Nemova, SPbSPU
		Zlata Gaevskaja, SPbSPU
		Volodymyr Prokopenko, NTUU KPI (online)
		Angela Piatova, NTUU KPI (online)

AGENDA TOPICS: 1ST MEETING DAY

1. Structure and Objectives of the 10th meeting

The objectives of the 10th meeting are:

- Discussions on the integration of prepared BSc/specialists, MSc and PhD modules in Russian, Ukrainian, Belarusian and other countries' universities (WP2).
- Discussion on printing and publishing of textbooks (WP2).
- Dissemination questions (WP5).
- Intelligent Library, the Intelligent Tutoring System and the Intelligent Knowledge Assessment System inter-university integration (WP3).
- Submission of financial reports (WP1).
- Submission of the internal and external peer review reports (WP4).
- Preparation of the new ERASMUS+ project application.

2. WP2. Module specifications and teaching materials

Time allotted | *22/01/2015 10:00–10:20* | Agenda topic *Welcome speech* | Presenter *Prof. Yuri Borovin, Rector, Prof. Andrey Safonov, Vice-Rector*

Discussion: *Rector of Moscow State Industrial University Prof. Yuri Borovin and Vice-Rector for Internatiol Relations Prof. Andrey Safonov welcomed the meeting participants in MSIU.*

Time allotted | *22/01/2015 10:20–11:00* | Agenda topic *Review of project activities* | Presenter *Prof. Arturas Kaklauskas*

Discussion: *Prof. Arturas Kaklauskas made a review of the Project activities and agenda. 9 books have to be printed, 7 books should be in e-format. Each partner should decide:*
- Which modules will be in paper, which be in electronic version.
- How the modules will be integrated (examples from VGTU), what we have to show in the final report.
Everything has to be confirmed officially. EACEA is interested in module integration also in other universities (dissemination). Partners can disseminate study modules with their contacts in Kazakhstan, Germany and other Asian, African, Europe countries). TUT has Scandinavian partners, maybe we could disseminate our modules to them.
Every partner has to fill in the module integration table. *This will be the first step to preparation of the books.*
Nikolai Siniak and Arturas Kaklauskas led the discussion concerning publishing of the textbooks. BSTU propose 1 book in paper version and 1 – in electronic version. NTU KhPI proposed to print all books according to one template according to VGTU example.
Each partner has to send the documents confirming integrated modules.
Al partners have to discuss and find out, which type of book is better: monograph, textbook, module, etc.
Publishing activities have to be started as soon as possible *because of long duration of these procedures.*

Time allotted | *22/01/2015 11:00–11:20* | Agenda topic *Integration of the modules* | Presenter *Assoc. Prof. Zinaida Ivanova*

Discussion: *Assoc. Prof. Zinaida Ivanova presented, how the prepared modules were integrated: MGSU integrated two modules, one prepared by MGSU and one by VGTU (Vladislavas Kutut). Also, they are implementing module exchange with Saint Petersburg university. They would like to do the same with KSTU and MSIU. MGSU lecturers have published 3 papers, where CENEAST project is mentioned. CENEAST project is also mentioned in the papers from the November conference held in MGSU. Modules were started from September 2014.*

Prof. Valery Beley confirmed that one module is also integrated in KSTU.
*Prof. Arturas Kaklauskas asked **all partners to send the filled in tables with the module integration (Annex II).***

Time allotted | *22/01/2015 11:20–11:30* | Agenda topic *Module integration* |Presenter *Assoc. Prof. Alla Volik*

Discussion: *Assoc. Prof. Alla Volik confirmed, that one module is already included to the study plan started on September 2014.*

Time allotted | *22/01/2015 11:30–11:50* | Agenda topic *Printing of textbooks* |Presenter *Sergej Shavrov*

Discussion: *Sergej Shavrov from BSTU presented a book according to the module. Prof. Arturas Kaklauskas asked about the integration of the modules or adding the prepared materials to existing study modules. BSTU will fill in the required table.*

Time allotted | *22/01/2015 11:50–12:20* | Agenda topic *Module integration* |Presenter *Irina Porunkova*

Discussion: *Irina Porunkova presented a module Environmentally sustainable cities development, which will be integrated as a selected module. Consultations with the experts that are working in company, but not at the university., were made*

3. WP5. Dissemination

Time allotted | *22/01/2015 12:50–13:10* | Agenda topic *Project dissemination* |Presenter *Prof. Irene Lill*

Discussion: *Prof. Irene Lill made a presentation of current dissemination situation (published papers, websites, etc.). Not every partner have send the required information.*

Time allotted | *22/01/2015 13:10–13:20* | Agenda topic *Project integration with other projects* |Presenter *Prof. Dilanthi Amaratunga*

Discussion: *Prof. Dilanthi Amaratunga confirmed, that the module "Principles of Disaster Mitigation and Reconstruction" is a PhD level module. There was discussed a possibilities to integrate this module to Sri Lanka universities. The CENEAST project results could be circulated through ANDROID project ("Academic Network for Disaster Resilience to Optimise educational Development") partners.*

4. WP3. Development of e-interuniversity networked system

Time allotted | *22/01/2015 13:20–14:00* | Agenda topic *Intelligent systems* |Presenter *Prof. Arturas Kaklauskas*

Discussion: *Prof. Arturas Kaklauskas presented the Intelligent systems, which are accessible on the website **iti.vgtu.lt/tempus**. User's manual will be sent again to all project partners.*

5. WP1. Management

Time allotted | *22/01/2015 14:00–14:30* | Agenda topic *Financial reporting* |Presenter *Prof. Arturas Kaklauskas, Lina Peciure*

Discussion: *Partners have submitted their financial reports. BSTU, SPbSPU, MSIU, NTUU KPI and NTU KhPI have to sen their reports to VGTU, other submitted reports have to be checked.*
If some partners need to make the budget change between headings, they have to send the request to VGTU. VGTU will contact EACEA if needed.
Further project meetings:
11th project meeting on 16th – 17th April 2015 in Grodno, Belarus,
12th project meeting on 1st – 2nd July in Saint Petersburg, Russia,
13th project meeting in Huddersfield, United Kingdom.

6. Discussion on preparation of the new ERASMUS+ project

Time allotted | *22/01/2015 14:30–18:00* | Agenda topic *Preparation of the new ERASMUS+ project SCARE* |Presenter *Prof. Arturas Kaklauskas, All*

Discussion: *Discussion on the new project. All the partners should send their proposals. Assoc. prof. Irina Martynenko led the discussion about the use of small planes.*
Distribution of tasks:
- D.2. Project management – NTU KhPI
- E.1., E.2. – KSTU
- E.3., E.4., F.1., F.2. – MGSU
- F.3. – NTU KhPI will prepare the draft version with proposals, VGTU will prepare the final version
- F.4. – TUT
- G.1. – SPbSPU
- G.2. TUT
- G.3. – TUT
- Logical Framework Matrix – UoH
- Description of osmic technologies – BSTU together with MSU
- WP1 – UoH
- WP2 – MSIU will describe the "Energy" part
- WP3 – MSIU, BSTU, SPbSPU, VGTU, TUT (energy, CO_2, climate change)
- WP4 – TUT
Project impact and budget have to be considered and described carefully.
On 26th January the draft version of the proposal will be circulated.
Prof. Dilanthi Amaratunga will review the whole proposal, it's consistency.
There is no co-financing in the project proposal. But the co-financing has to be added in every institution. We just do not need to show it.
There is only staff, travel, equipment and subcontracting. Everything is based on the unit rated.
Every partner has to send the signed and scanned Mandate letter.

AGENDA TOPICS: 2ND MEETING DAY

Time allotted | *23/01/2015 10:00–10:30* | Agenda topic *Further project activities* |Presenter *Prof. Arturas Kaklauskas*

Discussion: *All partners have to fill in the table with the module integration and to submit the signed internal and external peer review report.*

Time allotted | *23/01/2015 10:45–11:25* | Agenda topic *Project activities* |Presenter *Assoc. Prof. Volodymyr Prokopenko, Angela Piatova*

Discussion: *Angela Piatova and Volodymyr Prokopenko discussed on project issues, module integration in partner universities of NTUU KPI via Skype. Association of technical universities of Ukraine has to review the modules. Angela Piatova will send her proposals and input.*
NTUU KPI will organize a conference and will add the project information to the conference documents. In this way the project will be disseminated.
Equipment purchase issues were discussed.

Time allotted | *23/01/2015 11:25–12:30* | Agenda topic *Presentation of MSIU*

Discussion: *A MSIU representative made a presentation of MSIU.*

General Conclusions:
• *The prepared modules should be integrated to other universities, not only project partners.* **All partners have to finish filling in the table with the module sharing (Annex II).**
• **Each partner has to send the documents confirming integrated modules.**
• *The partners have to send information concerning* **student thought** *in newly developed modules.*
• *Partners have to submit the* **peer review** *reports. The submitted reports are marked in Annex II.*
• *All partners have to decide about the* **publishing of the textbooks**, *fill in the required column of the Annex II and start publishing activities ASAP.*
• *Some partners still have to send their information about CENEAST project* **dissemination**.
• *Partners should test the intelligent systems and contact VGTU if needed concerning the user's manual. VGTU will circulate the user's manual on 26th January 2015.* **The brief report of the intelligent systems integration** *has to be prepared by each partner.*
• *Partners have to submit the* **financial reports** *to VGTU (reports of BSTU, SPbSPU, MSIU, NTUU KPI, NTU KhPI are missing). VGTU has to check the submitted reports by other partners.*
• *Tasks for the new ERASMUS+ project SCARE application were distributed.*
• *Next project meeting will be held in Yanka Kupala State University of Grodno, Grodno, Belarus on 16th – 17th April 2015.*

CURRENT ACTIVITIES ACCORDING TO THE PROJECT WORKPLAN:

WP Type	Deliverable / Activity Ref. N°	Activities (as indicated in the LFM)	Dura-tion (weeks)	2012.10.01	2012.11.01	2012.12.01	2013.01.01	2013.02.01	2013.03.01	2013.04.01	2013.05.01	2013.06.01	2013.07.01	2013.08.01	2013.09.01	2013.10.01	2013.11.01	2013.12.01	2014.01.01	2014.02.01	2014.03.01	2014.04.01	2014.05.01	2014.06.01	2014.07.01	2014.08.01	2014.09.01	2014.10.01	2014.11.01	2014.12.01	2015.01.01	2015.02.01	2015.03.01	2015.04.01	2015.05.01	2015.06.01	2015.07.01	2015.08.01	2015.09.01
MNGT	1.1.	Development of communication infrastructure		o	x	o	x	o	x											x																			o
MNGT	1.2.	Continual management and reporting				o	x	o	x	o	x	o	x	o	x	o	x	o	x	o	x	o	x	o	x	o	x	o	x	o	x	o	x	o	x	o	x	o	x
DEV	2.1.	The framework report for the common curricular		x	o	x	o	x	o	x																													
DEV	2.2.	Report on common grounds for teaching and learning						x	o	x	o	x																											
DEV	2.3.	Module specifications and teaching materials										x	o	x	o	x	o	x	o	x	o	x	o	x															
EXP	3.1.	Development of e-interuniversity networked system					x	o	x	o	x	o	x	o	x	o	x	o	x	o	x	o	x	o															
EXP	3.2.	Development of the virtual research environment								x	o	x	o	x	o	x	o	x	o																				
EXP	3.3.	Training, lecturing and guest visits																						o	o	o	o												
EXP	3.4.	Training of students																										x	x	x	x	x	x	x	x	x	x	x	x
QPLN	4.1.	Report on internal CENEAST monitoring results				x	o	x	o	x	o	x	o	x	o	x	o	x	o	x	o																		
QPLN	4.2.	Report on external CENEAST monitoring results														x	o	x	o	x	o	x	o	x	o	x	o	x	o	x	o	x	o	x	o	x	o	x	o
QPLN	4.3.	Analyses and recommendations																										x	o	x	o	x	o	x	o	x	o	x	o
DISS	5.1.	Dissemination through branch organizations																													o	x	o	x	o	x	o	x	o
DISS	5.2.	Dissemination through international conferences																														x	o	x	o	x	o	x	o
DISS	5.3.	Dissemination through websites																														x	o	x	o	x	o	x	o
DISS	5.4.	Printed dissemination material																																	x	o	x	o

NEXT MEETINGS:

11th Meeting: 23rd – 24th April 2015, Grodno, Belarus

12th Meeting: 1st – 2nd July, St. Petersburg, Russia

13th Meeting: Huddersfield, UK

Tempus Project CENEAST: Reformation of the Curricula on Built Environment in the Eastern Neighbouring Area

10th PROJECT MEETING AGENDA

Moscow State Industrial University (MSIU)

Time / Location	Content	Chairman/ Speaker
	Wednesday, January 21, 2015	
	Participants arrival. Hotel accommodation	
	Thursday, January 22, 2015 Venue: MSIU, 16, Avtozavodskaya St.	
10.00 – 10.30	Participants' registration. Welcome speech.	MSIU
10.30 –11.30	WP5. Dissemination: Integration of the prepared BSc/specialists, MSc and PhD modules to the certain study programmes in Russian, Ukrainian, Belarusian and other countries' universities as core or elective modules – programme title, course title, mode of studies, etc.	All
11.30 – 12.30	WP5. Dissemination: Possibilities of the Intelligent Library, the Intelligent Tutoring System and the Intelligent Knowledge Assessment System inter-university integration.	VGTU, All
12.30 - 13.00	*Coffee Break*	
13.00 - 14.30	WP3. Training of students.	All
14.30 - 15.30	*Lunch Break*	
15.30 – 16.00	WP1. Management. Reporting of the project administrative documents.	VGTU, All
16.00 – 17.30	Erasmus+. New project proposal preparation, distribution of tasks and discussions.	VGTU, All
17.30 - 19.00	Free time	
19.00 – 21.00	*Dinner. Informal discussion of project issues.*	
21.00-23.30	Night Moscow Sightseeing Tour	

Friday, January 23, 2015 Venue: MSIU		
10.00 – 10.45	WP4. Report on internal CENEAST monitoring results. Peer review procedures of the modules.	All
10.45 – 11.30	WP4. Report on external CENEAST monitoring results. Analyses and recommendations.	All
11.30 – 12.30	Distance Education System in MSIU. Presentation.	MSIU
12.30 – 13.00	*Coffee Break*	
13.00 – 14.30	MSIU tour	MSIU
14.30 – 15.30	*Lunch Break*	
15.30 – 17.00	WP5. Dissemination through branch organizations, international conferences and websites.	All
17.00 – 17.30	Discussion and actions for the next meeting. General summing up. Closing of the meeting.	All
17.30 – 19.00	Free time	
19.00 – 22.00	*Dinner. Informal discussion of project issues.*	
Saturday, January 24, 2015.		
	Participants departure	