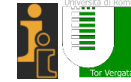




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University of Rome
Tor Vergata

<http://smalog.uniroma2.it>

ERASMUS+ PROGRAMME
Project Number: 585832-EPP-1-2017-1-IT-EPPKA2-CBHE-JP

Master in SMARt transport and LOGistics for cities / SMALOG

Grant Agreement Number 2017-2893/001-001

Initial Conference of Project Participants & 1st Coordination Meeting of the PMC

University of Rome Tor Vergata, 5 – 7 December 2017, Rome, Italy

Venue: Aula Convegni, via del Politecnico 1, 00133, Rome

1. Project meeting minutes

Place: Rome, University of Rome Tor Vergata, via del Politecnico 1, Italy
5th - 7th of December, 2017

Meeting attendees:

- Giovanni Schiavon (University of Rome Tor Vergata)
- Nathan Ghiron Levialedi (University of Rome Tor Vergata)
- Agostino Nuzzolo (University of Rome Tor Vergata)
- Antonio Comi (University of Rome Tor Vergata)
- Umberto Crisalli (University of Rome Tor Vergata)
- Pierluigi Coppola (University of Rome Tor Vergata)
- Stefano Giordani (University of Rome Tor Vergata)
- Cinthia Campi (University of Rome Tor Vergata)
- Antonio Polimeni (University of Rome Tor Vergata)
- Giuseppe Vaccaro (University of Rome Tor Vergata)
- Luca Persia (Sapienza University of Rome)
- Andrea Campagna (Sapienza University of Rome)
- Lobashov Oleksii (O.M. Beketov National University of Urban Economy in Kharkiv, NUUE)
- Roslavtsev Dmytro (O.M. Beketov National University of Urban Economy in Kharkiv, NUUE)
- Vakulenko Kateryna (O.M. Beketov National University of Urban Economy in Kharkiv, NUUE)
- Zhuk Mykola (Lviv Polytechnic National University, LPNU)
- Kovalyshyn Volodymyr (Lviv Polytechnic National University, LPNU)
- Mamray Vasyl (Zhytomyr State Technological University, ZSTU)
- Kravchenko Oleksandr (Zhytomyr State Technological University, ZSTU)
- Kunytska Olha (National Transport University, NTU)
- Yanishevskiy Serhii (National Transport University, NTU)
- Minakova Svitlana (Institute of Market Problems and Economical and Ecological Researches of the National Academy of Science of Ukraine, IMPEER)
- Doborjginidze Giorgi (Georgian Technical University, GTU)
- Ugulava Teimuraz (Georgian Technical University, GTU)
- Roman Mamuladze (Lepl Teaching University-Batumi State Maritime Academy, BSMA)
- Dzneladze Teona (Lepl Teaching University-Batumi State Maritime Academy, BSMA)
- Śładkowski Aleksander (Politechnika Ślaska, SUT)
- Manfred Ahn (Hochschule Wismar University of Applied Sciences: Technology, Business and Design, HWS)

During the meeting, the following topics were covered by the discussion.

- Topic 1: Welcome speech;
- Topic 2: The Erasmus+ Programme at the University of Rome Tor Vergata;
- Topic 3: The Education System – Engineering Universities at the Universities of Rome;
- Topic 4: Introduction of all partners' universities 10 min. presentation of each institution – representatives of each institution;
- Topic 5: SmaLog project: Objectives, Structure, Activities and Time schedule;
- Topic 6: Administrative, financial and operational aspects;
- Topic 7: Project Management Committee (PMC);
- Topic 8: The Higher Education System:
 - The Ukraine Higher Education System – Technical and Economic Universities,
 - The Georgian Higher Education System – Technical and Economic Universities,
 - The EU Higher Education System and Erasmus+/Tempus experiences in Poland and Germany;
- Topic 9: Discussion: differences in the Educational path to getting the Master degree, Possibility of Double Diploma realization;
- Topic 10: Description of Working Groups and allocation of responsibilities:
 - WG1 - SmaLog Master Programme preparation and development,
 - WG2 - Improvement of study infrastructures at Partner Country Universities, including dissemination and exploitation,
 - WG3 – Development of International Quality Assurance System;
- Topic 11: Description of Working packages:
 - WP2: EU-UA-GE Joint Master Programme in SmaLog,
 - WP3: Theoretical fundamentals of PhD Programme in SmaLog,
 - WP4: System of UA & GE University SmaLog teachers' skills upgrading,
 - WP5: Methodical, organizational and technical support of SmaLog students' training,
 - WP6: Pilot SmaLog students' training,
 - WP7: International Quality Assurance System,
 - WP8: Project Quality Control and Monitoring,
 - WP9: Dissemination and Exploitation activities of the project,
 - WP10: Management activities of the project;
- Topic 12: Special Mobility Strand (SMS).

Below for each topic, the main issues discussed, and the actions agreed are reported.

Topic 1: Welcome speech

Prof. Agostino Nuzzolo, Prof. Nathan Ghiron Levialdi, Prof. Antonio Comi opened the meeting and welcomed all participants on behalf of University of Rome Tor Vergata.

Topic 2: The Erasmus Programme at the University of Rome Tor Vergata

Prof. Cinthia Campi presented how the University of Rome Tor Vergata manages and develops the projects within the Erasmus+ Programme, also focusing on the services provided to students and teachers.

Topic 3: The Education System – Engineering Universities at the Universities of Rome

Prof. Stefano Giordani presented the Engineering Education System at the Universities of Rome Tor Vergata. He paid special attention to the Learning Pathways, Class Schedule and Engineering Degree Programs.

Prof. Luca Persia presented the Engineering Education System at the Sapienza University of Rome.

Topic 4: Introduction of all partners' universities: 10 min. presentation of each institution – representatives from each partner institution

- *P1*, Transportation and Logistics Study Unit at the University of Rome Tor Vergata, prof. Agostino Nuzzolo
- *P2*, Centro di ricerca per il Trasporto e la Logistica, prof. Luca Persia
- *P3*, O. M. Beketov National University of Urban Economy in Kharkiv (NUUE), prof. Oleksii Lobashov
- *P4*, Lviv Polytechnic National University (LPNU), prof. Mykola Zhuk
- *P5*, Zhytmyr State Technological University, prof. Vasyl Mamray
- *P6*, National Transport University (NTU), prof. Kunytska Olha
- *P7*, Georgian Technical University Presentation (GTU), prof. Giorgi Doborjginidze
- *P8*, LEPL-Teaching University-Batumi State Maritime Academy (BSMA), Mrs. Teona Dzneldadze and prof. Roman Mamuladze
- *P9*, Transport Engineering Education in SUT (Silesian University of Technology), prof. Aleksander Sładkowski
- *P10*, Institute of Market Problems and Economic & Ecological Research of the National Academy of Sciences of Ukraine (IMPEER), prof. Svitlana Minakova
- *P11*, Hochschule Wismar, prof. Manfred Ahn

Topic 5: SmaLog project: Objectives, Structure, Activities and time schedule

Prof. Antonio Comi presented

- the main aspects of Erasmus+ KA2 Action;
- the Selection results 2016;

- the results of Call 2017 EAC/A03/2016 - Selection Year 2017 (Capacity Building in Higher Education).

Subsequently, he outlined SmaLog Project, including SmaLog aims. Special attention was paid to relationships among WGs and WPs, allocation of responsibilities concerning to WG and WP and flows of responsibilities. The main future tasks for all participants of the project was identified.

Action 1: all partners were asked to inform coordinator of main staff involved in SmaLog as well as changes in contact details of each involved partner to be also sent Project Officer

Action 2: overview of allocation of responsibilities in each task as in the original application

Topic 6: Administrative, financial and operational aspects

The content of main components of Grant Agreement was presented by Prof. Antonio Comi. Prof. Antonio Comi presented the structure and content of Partnership Agreement. The structure of payment was discussed and agreed. Besides, according to the suggestions received from Project Officer, the way for reimbursing the host institution for each meeting was also agreed:

the host organises coffee breaks and lunches, and some dinners. The coordinator gets the whole bill and reimburses the host from Erasmus+ budget as follows: the coordinator divides the whole bill to each participating person (corresponding to their attendance) and reduce the reimbursement of costs of stay accordingly. It is preferable that participating persons will be informed in advances on this way of proceeding.

It was decided to sign a single agreement between all partners (Multilateral Agreement).

Prof. Antonio Comi presented the content of Grant Agreement for student's mobility under SMS and Grant Agreement for staff mobility under SMS.

Prof. Antonio Comi introduced the structure of Technical and Financial reporting. Attention was paid to the study of the financial rules for the management of the Grant and the examples of financial report. The structure of payment arrangements was agreed.

Prof. Antonio Comi introduced rules for WP 9 - Dissemination & exploitation of results.

Action 3: definition and starting of the signature process of Partnership Agreement

Topic 7: Project Management Committee (PMC)

Prof. Umberto Crisalli presented the Definition and Strategy of PMC. The schedule of PMC meetings was introduced.

Members of PMC was identified and approved.

Organization	Contact Person
Università degli Studi di Roma Tor Vergata	Agostino Nuzzolo
	Antonio Comi
	Umberto Crisalli
Università degli Studi di Roma La Sapienza	Luca Persia
O.M. Beketov National University Of Urban Economy in Kharkiv	Oleksii Lobashov
	Kateryna Vakulenko
LVIV Polytechnic National University	Mykola Zhuk
Zhytomyr State Technological University	Vasyl Mamray
National Transport University	Olga Kunitska
Georgian Technical University	Giorgi Doborjginidze

Organization	Contact Person
LEPL Teaching University-Batumi State Maritime Academy	Teona Dzneladze
Politechnika Slaska	Aleksander Śładkowski
Institute of Market Problems and Economical and Ecological Res	Oleksii Kotlubay
Hochschule Wismar	Norbert Gruenwald

Topic 8: The Higher Education System

The Ukraine Higher Education System – Technical and Economic Universities

Associate professor Dmytro Roslavtsev told about:

- Higher Education system in Ukraine;
- Implementation of the Master's programme in SmaLog taking the requirements of the Specialty Standard into account;
- Internal Quality Assurance System and prospects for its development in O. M. Beketov National University of Urban Economy in Kharkiv.

The Georgian Higher Education System – Technical and Economic Universities

Mrs. Teona Dzneladze and Prof. Roman Mamuladze introduced MET in Georgia, in the directions:

- The features of Maritime Education and Certification;
- Qualification Frame;
- Qualification Frame – Business and Management.

Prof. Dr. Gorge Doborjginidze presented Georgian Educational System, Engineering Degrees and Accreditation Procedures, in the directions:

- Georgian Educational System;
- Qualification Framework for Transport and Logistics Programs;
- Experience of Double Degree Requirements Based on the Bologna Criteria.

The EU Higher Education System and Erasmus+/Tempus experiences in Poland and Germany

Prof. Aleksander Śładkowski told about:

- Structure of education system and Structure of higher education in Poland (from September 2017);
- Educational process at the Faculty of Transport of SUT (full-time education);
- Tempus experiences.

Prof. Dr.-Ing. Manfred Ahn presented the questions:

- European Higher Education Area (EHEA) and Bologna process;
- The Qualifications framework;
- Tempus experiences.

Topic 9: Discussion: differences in the Educational path to getting the Master degree, Possibility of Double Diploma realization

After detailed familiarization with the specific of Education Systems in Universities of Italy, Poland, Germany, Ukrainian and Georgian participating in SmaLog, the differences in the educational path to getting the Master (of Specialization and Science) degree have been recalled

starting from investigation carried out during application design and submission. The partners agreed to update the info collected before and to check again the opportunity for the Georgian and Ukrainian contexts to implement Master of Specialization according to their new incoming needs and academic regulations. This situation can effect on a Possibility of Double/Joint Diploma realization. It was decided to elaborate on the Possibility of Double/Joint Diploma realization and have a consultation with the EACEA Erasmus+ office in Brussels during the first meeting of new funded project in January 2018, and Ministry of Education in all countries, which participate in the project, in order to define what is best for partner countries and how to proceed if arrangements have to be asked. Besides, the coordinator explores the constraints present in each involved partner institutions in order to present a whole overview to the Project Officer in Brussels.

Action 4: investigation of possibility to implement *Master of Specialization* in Partner Countries

Action 5: investigation of problem related to double/joint degree

Action 6: exploration of agreements for double/joint degree

Topic 10: Description of Working Groups and allocation of responsibilities

WG1 - SmaLog Master Programme preparation and development

Prof. Oleksii Lobashov introduced WG1 (SmaLog Master Programme preparation and development) and Work Packages related to this WG: WP2, WP3, WP4, WP6. According to the detailed description of the project the objectives of each Work Package and key role of WG1 were presented. Master Programme preparation and development consists of subgroups: WG1/passenger - Passenger Transportation, WG1/freight - Freight Transportation, WG1/traffic - Traffic Flows, WG1/smart - Smart Transport, Industry sector.

In the WP2, the draft version of Curriculum (Module), taking into account the distribution of Universities and modules into target groups, was presented.

Also Prof. Oleksii Lobashov considered all the activities, travels and expected outputs regarding to each Work package in WG1.

WG2 - Improvement of study infrastructures at Partner Country Universities, including dissemination and exploitation

Mr. Vasyl Mamray as a leader of WG2 introduced the objectives and the Work Packages which include in this group: WP5 and WP9. Planned travels and their terms was presented. According to Description of the project the expected outputs were formulated. He was asked to start the revision of equipment list in order to be ready for submission to EACEA for final approval before starting purchasing.

Action 7: revision of the list of equipment they need

Action 8: to send the revised list to National Erasmus Offices and EACEA for final approval

WG3 – Development of International Quality Assurance System

Dr. Minakova Svitlana as a representative of the leader Institute of WG3 introduced the objectives and the following Work Packages related to this group: WP7 and WP8. Planned travels and their terms were presented. According to Description of the project the expected outputs were formulated.

Topic 11: Description of Working packages

WP2: EU-UA-GE Joint Master Programme in SmaLog

Dr. Aleksander Śładkowski as leader of WP2, according to detailed description of the project, presented the main tasks, responsibilities and leaders in accordance with each activity (planned terms) and target group were presented. He proposed as first visit of WG1 representative (according to the original application) in the week 19-23rd of March 2018, in Katowice. The others to be hold in Rome and in Wismar will be defined in the next weeks taking into consideration the needs of SmaLog and partners involved.

Action 9: definition of dates of next meetings in Rome and Wismar

WP3: Theoretical fundamentals of PhD Programme in SmaLog

Dr. Andrea Campagna introduced the objectives, task and approach of the WP3. Logical block diagram of the approach was created and presented for greater understanding the structure of WP3. Planning outputs, terms of activities and roles and responsibilities were presented.

WP4: System of UA & GE University SmaLog teachers' skills upgrading

Prof. Olha Kunytska introduced the objectives of the WP4. Content of each activity, their terms, expected outputs and allocation of responsibilities according to detailed description of the project were presented.

WP5: Methodical, organizational and technical support of SmaLog students' training

Mr. Vasyl Mamray introduced the objectives of the WP5. Content of each activity, their terms, expected outputs and allocation of responsibilities according to detailed description of the project were presented.

Discussion: According to WP5.3 “Project web-site, Facebook Page/Group”, the Project web-site language was discussed.

It was agreed that:

- GE Universities (coordinated by GTU) use English language and for info that could not be easily accessible to audiences will be also translated in Georgian;
- UA Universities (coordinated by ZSTU) use English and Ukrainian languages.

Action 10: Georgian partners will be responsible for Georgian language of the project websites

Action 11: Ukrainian partners will be responsible for Ukrainian language of the project websites

WP6: Pilot SmaLog students' training

Prof. Oleksii Lobashov presented objectives and main contents of activities of WP6, their duration, expected outputs and allocation responsibilities according to detailed description of the project. Special attention was paid to Curriculum, its duration and contain.

Discussion: According to WP6, the Curriculum and Modules were discussed. Do they have to be the same for UA&GE universities?

It was considered the possibility of anticipating the enrolment date of 1st semester from January 2019 (as in the original application) to September 2018 (as new year academic year), because of:

- the main aim of the project is to graduate students during the project time implementation;

- educational year in UA&GE universities starts in September.

Representatives of GE universities introduced the problem of SmaLog implementation in September 2018, because the need of the new Master Programme accreditation. The duration of accreditation procedure is 1 year.

It was agreed that:

- Representatives of GE universities have to identify their possibility to implement SmaLog in September 2018; to present the suggestions on the next meeting, which are devoted to WP2;
- The omission in the WP.6.5 “Teachers’ exchange between UA and GE Universities” was found, this activity was not include in the Budget of the project. PMC should consider the eventual possibility of the redistribution of the budget before to implement such an action.

Action 12: Local universities investigate possibility to anticipate enrolment of students

WP7: International Quality Assurance System

Prof. Umberto Crisalli presented objectives and main activities of WP7, their duration, expected outputs and allocation of responsibilities according to detailed description of the project.

WP8: Project Quality Control and Monitoring

Dr. Minakova Svitlana presented objectives and main activities of WP8, their duration, expected outputs and allocation responsibilities according to detailed description of the project. Associated Partners and their role in the project were presented.

WP9: Dissemination and Exploitation activities of the project

Prof. Mykola Zhuk presented objectives and main activities of WP9, their duration, expected outputs and allocation responsibilities according to detailed description of the project.

Discussion: All participants of the Meeting voted the project LOGO through the anonymous voting among the more voted during a first online selection.

It was agreed

- in the nearest time after the meeting each partner places the Logo with the link on the web-site of the project on the Universities’ sites, remembering that the priority in visibility must be given to Erasmus+ logo;
- Prof. Mykola Zhuk asks each partner useful info to publish in the website according to a form that will be soon shared;
- Social profiles (e.g. facebook, twitter) will be created and shared among potential users of SmaLog.

Action 13: to post information about the SmaLog team on the project website

Action 14: to create and update the project Facebook and Twitter pages

Action 15: to add the link to the official project web-site to the Universities web-pages devoted to the project

Action 16: to post information about the open days on the project website

WP10: Management activities of the project;

The coordinator, Prof. Antonio Comi presented objectives and main activities of WP10, their duration, expected outputs and allocation of responsibilities according to detailed description of the project.

According to WP10.1 Contractual issues and Project Progress Reports the issues related with the equipment purchasing were noticed: a **tendering procedure** is required by EACEA rules if the value is over € 25.000 and less than €134.000 and the beneficiaries may not split the purchase of equipment into smaller contracts

Special attention was paid to communication between partners and given timely responses to messages for smooth Project realization. It was notice, that a quick look to a document could often avoid major problems later.

According to the first meeting for new funded Project in Brussels, it was agreed that coordinator will contact the EACEA for asking that two representatives of partner countries, one from Ukraine and one from Georgia, can join coordinator.

It was asked to coordinator to verify again with Project Officer if the expenses due to hospitality (e.g. coffee break, quick lunches, networking dinners) can shared among participants according to their attendances using the costs of stay.

Action 17: investigation on the procedures for purchasing equipment

Action 18: to ask EACEA the possibility two representatives of partners countries can attend the meeting in Brussels

Action 19: to ask Project Officer if hospitality expenses can be shared among partners using costs of stay.

Action 20: merging of possible travels and provide an overview of travels along SmaLog.

Action 21: NUUE and UNITOV will prepare the minutes of meeting that will be upload on the website.

Topic 12: Special Mobility Strand (SMS)

Prof. Kateryna Vakulenko presented objectives and main activities of SMS, their duration, expected outputs and allocation responsibilities according to detailed description of the project. The importance to plan in advance such visits in order to be ready with all agreement to be signed before travels.

Discussion:

It was deepened the opportunity to define clearly the objectives of this mobility taken into consideration the duration the Studying and Traineeship period for students and the tasks that will be performed the students in this period. The financials aspects according to SMS were also focused remembering that partners have to co-funded some activities as detailed in the guidelines of the projects funded in the call 2016 and agreed during SmaLog submission.

Other

All materials of Initial Conference of Project Participants & 1st Coordination Meeting of the PMC are presented on the web-site of the project SmaLog <http://www.smalog.uniroma2.it>.

Action 22: all relevant documents of meeting will be posted on the project website

Below the main actions agreed are reported:

Action N°	Partner/s in charge	Action	Deadline
Action 1	All	main staff involved in SmaLog with allocation of responsibilities as well as changes in contact details of each involved partner	one week
Action 2	UNITOV	overview of allocation of responsibilities in each task as in the original application	after meeting in Brussels
Action 3	All	definition and starting of the signature process of Partnership Agreement as well as revision of contact details of each involved partners to be also sent Project Officer	asap
Action 4	Local Universities	investigation of possibility to implement Master of Specialization in Partner Countries	before meeting in Brussels
Action 5	All	investigation of problem related to double/joint degree	before meeting in Brussels
Action 6	All	exploration of agreements for double/joint degree	
Action 7	ZSTU	revision of the list of equipment they need with prices	After meeting in Programme countries (WP 5.1)
Action 8	UNITOV	to send the revised list to National Erasmus Offices and EACEA for final approval with prices	After meeting planned in WP 5.1
Action 9	All	definition of dates of next meetings in Rome and Wismar	asap
Action 10	UA partners	Georgian partners will be responsible for Georgian language of the project websites	asap
Action 11	Local Universities	Ukrainian partners will be responsible for Ukrainian language of the project websites	asap
Action 12	Local Universities	local universities investigate possibility to anticipate enrolment of students	asap
Action 13	LPNU	to post information about the SmaLog team on the project website	asap
Action 14	LPNU	to create and update the project Facebook and Twitter pages	asap
Action 15	All	to add the link to the official project web-site to the Universities web-pages devoted to the project	asap
Action 16	All	post information about the open days on the project website	asap
Action 17	UNITOV + ZSTU	investigation on the procedures for purchasing equipment	after Brussels meeting
Action 18	UNITOV	to ask EACEA the possibility two representatives of partners countries can attend the meeting in Brussels	asap
Action 19	UNITOV	to ask Project Officer if hospitality expenses can be shared among partners using costs of stay	
Action 20	UNITOV	merging of possible travels and provide an overview of travels along SmaLog	
Action 21	NUUE and UNITOV	the minutes of meeting that will be upload on the website will be prepared	asap
Action 22	UNITOV	all relevant documents of meeting will be posted on the project website	asap