Vademecum
1st meeting of WG1, WG2 and WG3

1   Expected outcomes from meeting

1.1   Meeting of Working Group 1 (*responsible for SmaLog Master programme preparation and development*) under WP 2.1

The meetings at EU partners were planned in order to support UA and GE partners in designing SmaLog curriculum acquiring indications from EU experiences. Each meeting involves different topics according to the ones identified during application design: Passenger (SUT), Traffic (HSW), Freight (UNITOV) and Smart (UNIROMA1).

Therefore, it becomes very important that PC delegates of each WG1 subgroup acquire all info for defining syllabi of each module. They should have, after the meetings, all info for:

- Developing detailed module programmes;
- Identifying the reading materials for students (e.g. books, exercises, papers and so on) within each module;
- Identifying possible group exercises/projects (e.g. development of small real test cases on what is studied in the module).

For example, from the meeting in Rome on Freight, we expect to provide partners' delegates all info for:

- *Revising programme module (i.e. Module 5, see below) at each PC universities;*
- *Developing programme of new Module 7;*
- *Acquiring info on course delivered at UNITOV and UNIROMA1 useful for revising or updating other modules of the SmaLog curriculum (e.g. module 2 , 4 and so on);*
- *Learning on the equipment used when delivering similar modules at UNITOV or UNIROMA1.*

Therefore, for each of the identified modules at the end of the meetings (or not later than few weeks from them), we expect, at least, to have a form for each module of the SmaLog curriculum with the following info:

- Title of the module and ECTS provided

- Expected outcomes/ Aim of the module

- Prerequisites (e.g. it is highly recommended to have passed the exams of the following courses: *XXXXX*)

- Teaching methods (e.g. classroom teaching)

- Examination procedures (e.g. written and oral)

- Contents of module

- Textbooks and other reading material

- Support tools (e.g. MS excel, MS word, VISUM, TransCAD)

It is strictly relevant that each PC institution implements modules of SmaLog curriculum with the **same** outcomes (aims of the module). Therefore, the name of the module could be not equal.

The curriculum definition should take into account the development of double/joint degree. In fact, given that:

- we must produce a Master, according our application, otherwise the project will not be founded and we would have penalties;

- we must produce a double/joint degree according to the recommendation received from European Commission and as declared in our original application, and discussed before;

- Master of Specialization (as we planned) is not provided by the legislations of Georgian and Ukrainian partners, so we must design and implement a joint/double Master of Science degree (120 ECTS);

- from my investigation on the possibility to have joint/double title, it is emerged that only P9 - SUT and P11 - HSW can accomplish such necessity,

therefore, from the meetings in Katowice and Wismar, we must take the final decision and to communicate it to our Project Officer. It means that we must to know exactly the process and the steps to do in each institutions for reaching this outcome respecting the project temporal constraints (defined in original application). SmaLog degree will start in the academic year 2018-2019.

SmaLog Curriculum as in original application

The EU Master Programme in Smart Transport and Logistics for Cities has duration of 2 years (4 semesters), 120 ECTS. Its Curriculum contains the following disciplines:

- First Year (60 ECTS)

  WG1/SMART - MODULE 1. Smart Transport and Logistics for Cities /7 ECTS - NEW
    o Transport Systems in Urban Infrastructure (2 ECTS)
    o Theory Transport Processes and Systems of Cities (2 ECTS)
    o Trends of Smart Transport and Logistics (3 ECTS)

  WG1/TRAFFIC - MODULE 2. Traffic Flows Simulating and Management /8 ECTS – TO UPDATE
    o Traffic Flows Simulation (4 ECTS)
    o Assessment Traffic Impacts (2 ECTS)
    o Traffic Flows Management in Cities (2 ECTS)

  WG1/TRAFFIC - MODULE 3. Traffic Control /7 ECTS - TO UPDATE
    o Traffic Control in Transport Network Segments (2 ECTS)
    o Traffic Control at Intersection (2 ECTS)
    o Human Factor and Ergonomics in Transport Systems (3 ECTS)

  WG1/PASSENGER - MODULE 4. City Passenger Transport /8 ECTS - TO UPDATE
    o Routing Systems Simulation (3 ECTS)
    o Passenger Transportation Management (2 ECTS)
    o Human Factor in Passenger Transportation (3 ECTS)

  WG1/FREIGHT - MODULE 5. Freight Transportation Simulation /8 ECTS - TO UPDATE
    o Urban Logistics Principles in Freight Transportation (2 ECTS)
    o Alternative of Route Schemes (3 ECTS)
    o Urban Rail Transit (3 ECTS)

  WG1/SMART - MODULE 6. Smart Transport /8 ECTS - NEW
    o Information Technologies in Traffic Management (2 ECTS)
    o Information and Navigation Systems Operational Management of Vehicles (3 ECTS)
    o Satellite Navigation (3 ECTS)

  WG1/FREIGHT - MODULE 7. Integrated Transport Systems in City Logistics /6 ECTS - NEW
    o Principles of Freight Transportation Integration (2 ECTS)
    o Consolidating freight flows (2 ECTS)
    o Joint Freight Service (2 ECTS)

WG1/SMART - MODULE 8. Smart Transport and Logistics for Cities Project /8 ECTS - TO UPDATE
- o Introduction to Modelling Multimodal Transit Systems in an ITS Context (2 ECTS)
- o Real-time transit operations control and traveller information (3 ECTS)
- o Freight transport and traffic management systems (3 ECTS)

- Second Year (60 ECTS)

WG1/PASSENGER - MODULE 9. Human and Environmental Impacts, Safety and Sustainability /15 ECTS - NEW
- o Environmental Impacts (4 ECTS)
- o Reliability and Safety of City Logistics (4 ECTS)
- o Traffic Psychology and Human Machine Interface (7 ECTS)

WG1/TRAFFIC - MODULE 10. Traffic Flows Management in the City Center / 15 ECTS - NEW
- o Trends of Traffic Flows Management in the City Center (4 ECTS)
- o Parking in the City Center (7 ECTS)
- o Environmental Management (4 ECTS)

WG1/PASSENGER - MODULE 11. Efficiency of Cities Transport Systems / 10 ECTS - NEW
- o Social Efficiency (3 ECTS)
- o Economic Efficiency (3 ECTS)
- o Ecology Efficiency (4 ECTS)

MODULE 12. Master Thesis (20 ECTS)

1.2 Meeting of Working Group 2 (responsible for the improvement of study infrastructures at PC universities, including dissemination and exploitation) under WP 5.1

Each partner can learn from the EU experiences which type of equipment is relevant for delivering each course according to the expected outcomes of each module.

Therefore, we expect after meetings that the teams of WG2 and WP 5 produce a **revised list of equipment** to be submitted to National Erasmus Officers and Project Officer for final approval. Then, we can start the purchasing procedures.

Equipment as in original application

PC Intel Core i7-4790 4/8 3.6GHz 8M LGA1150/MB MSI s1150 H97 HD MI/DVI/VGA mATX H97M ECO/3x GOODRAM 8Gb DDR3 1600MH z PLAY Red HDD HITACHI HUS724020ALA640 -2TB (0F14690) ASUS R7240 SL 2GB 128bit GDDR3 DVD±RW LG GH24NSB0 Black FSP 7501 with Qdion QD500	€	1,200.00
LED LCD LG 18.5" 19M35A-B Black D-Sub (21 unit)	€	1,800.00
NComputing L300	€	4,200.00
Genius KB-110 USB / black (21 unit)	€	200.00
Genius NS 100 USB G5 (21 unit)	€	150.00
Eaton 5E 850VA, USB	€	90.00
Logitech WebCam C270	€	30.00
A4 HP LaserJet Pro M201n	€	230.00
Prestigio MultiBoard PMB554H708	€	8,000.00
Floor stand on wheels with a shelf (for displays 55-70 ") PMB	€	540.00
SMI Eye Tracking Glasses 2 Wireless	€	9,900.00
Soft	€	-
WinMultiPointSvrPrem 2012 RUS OLP NL Acdmc	€	120.00
WinMultiPointSvrCAL 2012 RUS OLP NL Acdmc wWinSvrCAL DvcCAL (21 unit)	€	620.00
ESET Endpoint Security, (B11)	€	255.00
OfficePro 2013 RUS OLP NL Acdmc	€	1,400.00
PTV Vision Traffic Suite (Visum, Vissim) (20 unit)	€	7,900.00
STATGRAPHICS Centurion XVI (32-bit/64-bit) Multilingual (5 unit (1525 per/unit)	€	6,600.00
TOTAL	**€**	**43,235.00**

1.3 Meeting of Working Group 3 (responsible for development the International Quality Assurance System - IQAS)

During meetings, the PC partners should learn how the guidelines on IAQS from European Commission have been implemented at each EU institution.

This allows delegates to return home institution and to elaborate their International Quality Assurance System.

2   General indications for host institutions

To be able to reimburse the travel costs and costs of stay for each participating delegate of partner institutions the following documents need:

1. Individual Travel Report (ITR) – *under responsibility of travellers*
2. Invoices, receipts, boarding passes - *under responsibility of travellers*
3. Agendas - *under responsibility of hosting partners*
4. Attendance / Participant lists - *under responsibility of hosting partners*
5. Tangible outputs/products - *under responsibility of hosting partners*
6. Minutes of meetings - *under responsibility of hosting partners*

Therefore, each hosting partner is expected to produce, at least,:

- Agenda of the meeting
- Attendance / Participant list
- Tangible outputs/products
- Minutes of meeting

Besides, given that hosting partners incur in some expenses according to the needs of meetings (i.e. coffee breaks and lunches, some dinner), the host could get the whole bill and the coordinator could reimburse the hosts from Erasmus+ budget. Once the coordinator is informed on such a way to proceed (agreed among host and delegates), the coordinator will divide the whole bill to each participating person (corresponding to their attendance) and reduce the reimbursement of costs of stay accordingly. If this option is chosen, the host should take into account that the available budget of each travelling delegate is, in total (including hotel, transfers, eventual other meals and so on), of €120 per day.