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University of Rome Tor Vergata

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ERASMUS+ PROGRAMME

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

Master in SMArt transport and LOGistics for cities

SMALOG

Advancement & 2nd PMC Coordination Meetings

Current status and the road ahead

Project meeting minutes

Place: Rome, University of Rome Tor Vergata, via del Politecnico 1, Italy
29^{th} – 31^{st} of May

Below, the Agenda of the 2nd PMC Coordination meetings with, in order, date, time, topic and speakers:

Tuesday, 29th May 2018 - "SMALOG DEVELOPMENT"

Time	Topic	*Speaker(s)*
09:30 – 10:00	Participant arrivals at the University of Rome "Tor Vergata"	
10.00 – 10.30	Greetings Introduction to the meeting (organization and expected outcomes)	A. Comi (UNITOV)
10.30 – 11.30	WP2: EU UA-GE Joint Master Programme in SmaLog (I part): Present state Current Development (working process, tasks, deadlines) Joint/Double degree process at SUT Joint/Double degree process at HSW	A. Sladkowski (SUT) A. Sladkowski (SUT) N. Gruenwald (HSW)
11.30 – 12.00	Break	
12.00– 13.00	WP2: EU UA-GE Joint Master Programme in SmaLog (II part): Curriculum Definition – special and common parts UA&GE needs and constraints	A. Sladkowski (SUT)
13.00 – 14.30	Lunch time (free)	
14.30 – 15.00	WP4: System of UA&GE University of SmaLog teachers' skills upgrading	O. Kunytska (NTU)
15.00 – 15.30	WP8: Project Quality Control and Monitoring	A. Campagna (UNIRM1) O. Kotlubay / S. Minakova (IMPEER)
15.30 – 16.00	WP7: International Quality Assurance System	U. Crisalli (UNITOV)

Time	Topic	*Speaker(s)*
16.00 – 17.00	Sum-up (round table)	A. Comi (UNITOV)

Wednesday, 30th May 2018 - "MANAGEMENT AND FINANCIAL REPORTS - EQUIPMENT – DISSEMINATION"

10:30 – 11:30	Financial management of the grant	A. Comi (UNITOV)
11:30 – 12:00	Break	
12:00 – 13:00	Equipment purchase procedure changes in equipment lists purchase procedures at UA&GE partners	A. Comi (UNITOV)
13.00 - 14.00	Lunch time (free lunch)	
14.00 – 14.30	WP5: Methodical, Organizational and technical support of SmaLog students' training	V. Mamray (ZSTU)
14.30 – 15.00	WP9: Dissemination and Exploitation activities of the project	M. Zhuk (LPNU)
15.00 -15.30	Monitoring visits by UA NEO by GE NEO by EACEA	A. Comi (UNITOV)

Thursday, 31st May 2018 - "SMS - SPECIAL MOBILITY STRAND"

Time	Topic	*Speaker(s)*
10.30 – 11.30	Special Mobility Strand: eligible a preparatory activities	Kateryna Vakulenko (NUUE) Maria Olkhova (NUUE)
11.30 – 12.00	Break	
12.00 - 13.00	Special mobility strand:	Antonio Comi (UNITOV)

Time	Topic	*Speaker(s)*
	Financial management of the grant Implementation and follow up at the end WEB tool	Michela Carnevali (UNITOV)
13.00 – 13.30	Lunch time (free lunch)	

Meeting attendees:

Antonio Comi (University of Rome Tor Vergata)

Agostino Nuzzolo (University of Rome Tor Vergata)

Umberto Crisalli (University of Rome Tor Vergata)

Antonio Polimeni (University of Rome Tor Vergata)

Michela Carnevali (University of Rome Tor Vergata)

Pierluigi Coppola (University of Rome Tor Vergata)

Andrea Campagna (Sapienza University of Rome)

Eleonora Meta (Sapienza University of Rome)

Kateryna Vakulenko (O.M. Beketov National University of Urban Economy in Kharkiv, NUUE)

Maria Olkhova (O.M. Beketov National University of Urban Economy in Kharkiv, NUUE) – delegated by Oleksii Lobashov for PMC

Zhuk Mykola (Lviv Polytechnic National University, LPNU)

Kovalyshyn Volodymyr (Lviv Polytechnic National University, LPNU)

Mamray Vasyl (Zhytomyr State Technological University, ZSTU)

Anna Ostapchuk (Zhytomyr State Technological University, ZSTU)

Kunytska Olha (National Transport University, NTU)

Yanishevskyi 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) delegated by Kotlubay Oleksiy for PMC

Olena Lypynska (Institute of Market Problems and Economical and Ecological Researches of the National Academy of Science of Ukraine, IMPEER)

Doborjginidze Giorgi (Georgian Technical University, GTU)

Roman Mamuladze (Lepl Teaching University-Batumi State Maritime Academy, BSMA) delegated by Teona Dzneladze for PMC

Aleksander Sladkowski (Politechnika Slaska, SUT)

Norbert Gruenwald (Hochschule Wismar University of Applied Sciences: Technology, Business and Design, HWS)

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

Welcome speech: Introduction to the meeting

Advancement of each ongoing Working Packages WP2:

EU-UA-GE Joint Master Programme in SmaLog,

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

WP5: Methodical, organizational and technical support of 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;

Monitoring visits by NE+O of Ukraine

Special Mobility Strand (SMS): eligible and preparatory activities / Financial management and WEB tool

Welcome speech: Introduction to the meeting

Professor Antonio Comi opened the meeting and welcomed all participants on behalf of University of Rome Tor Vergata. He presented the agenda of the meeting and he introduced the topics, also focusing on the organization and expected outcomes of the meeting.

In reference to the decisions taken and outcomes obtained during the kick-off meeting in Rome on December 2017 (see below), Professor Comi summaries as follows:

the status of development recalling the WP ongoing and which tasks were concluded;

partnership agreement status: the 11 copies are in Rome. In few days, UNIROMA1 and then UNITOV will sign them and a copy will be delivered to each partner. A copy will be emailed to Project Officer;

the management rules and constraints, which will be deepened during the meeting as reported in the meeting agenda;

equipment purchase status: the list changes have been submitted to EACEA and communicated to UA and GE National Erasmus+ Officers and we are waiting for formal approval;

the activities to be performed in the next couple of months in order to complete the CV development; besides, he informed all partners that EACEA asked us information on the implementation process in UA and GE, and we provided them and are waiting for replying in particular on GE proposal ();

the activities to be performed for teacher skill updates, Special Mobility Strand, Monitoring visits by UA NEO – Ukraine Team, the issues incurred and the road ahead. All these points will be discussed during the meeting.

Previous Recommendations/Follow Up - Summary of what was discussed during the kick-off meeting in analysing the expert's assessment of application

Suggestions	**Actions**	**Partner in charge**	**Deadline (mandatory)**
To Pay particular attention to the involvement of local institutions and, in general, local stakeholders	Each UA and GE partner have to inform coordinator about the procedure to implement for involving local institutions and stakeholders. How are the associated partners involved in the current development of SmaLog (e.g. in curriculum definition)? Who signed the letter of intents attached to the application submitted is informed on the SmaLog activities?	UA and GE universities	**22nd of June 2018**

Suggestions	Actions	Partner in charge	Deadline (mandatory)
To Point out: the scope of the dissemination events/actions	For each developed and planned events clarify well the target group and scope of the events/actions	UA and GE universities coordinated by LPNU (leader of WP 9) synthetises the scope of already done events and prepare for the future events a detailed description of scope of each one	For the already developed events by **22nd of June 2018** For further events: **a week before the event**
To Identify: outputs and measurable progress indicators	Each WP leader must identify and communicate to coordinator the list of outputs and measurable progress indicators of each task within the WP taking into account what included in the original application	WP leaders	**30th of June 2018**
To Pay attention to "brain-drain" of trained teachers	Each UA and GE partner has to propose a procedure for avoiding "brain-drain"	UA and GE partners	**22nd of June 2018**
To Payattention to candidates withfewer opportunities	Each UA and GE partner has to propose a procedure for paying attention in selecting candidates with fewer opportunities as also described in the application and suggest by reviewers	UA and GE partners	**22nd of June 2018**
Risk of insufficient language skills	Each UA and GE partner must prepare a procedure for avoiding this risk	UA and GE partners	**30th of June 2018**
To Increase dissemination and exploitation activities	LPNU has to integrate the activities proposed for increasing dissemination and exploitation activities also asking to each UA and GE partners in order to take into account local needs.	LPNU	**30th of June 2018**
	The info on each event must be published on the website (both public and private events)	LPNU	**The old by 30th of June 2018** **The incoming ones a week after**

Activities agreed at kick-off meeting and still do not concluded

Action N°	Partner/s in charge	Action	Deadline
Action 6	UNITOV UNIROMA1 HSW	*exploration of agreements for double/joint degree* **Defined**: SUT produce double degree. Therefore, the UA ad GE partners must define their curricula according to the constraints give by SUT (i.e. modules and 2 last semesters to attend in Katowice) **TO DO:** UNITOV, UNIROMA1 AND HSW explore the opportunity to have a co-badged degree and provide a feedback to coordinator in order to check such an opportunity with PO	**30th of June 2018**
Action 10	LPNU	*Georgian partners will be responsible for Georgian language of the project websites* **TO DO:** Define a schedule with LPNU for translating website and inform the coordinator. LPNU is responsible of such an activity	**11th of June 2018**
Action 11	LPNU	*Ukrainian partners will be responsible for Ukrainian language of the project websites* **TO DO:** Define a schedule with LPNU for translating website and inform the coordinator. LPNU is responsible of such an activity	**11th of June 2018**
Action 13	LPNU	*to post information about the SmaLog team on the project website* **TO DO:** SEND TO LPNU THE DETAILED INFORMATION ACCORDING TO THE PROVIDED FORM. ALL PERSONS TRAVELLING FOR PARTECIPATING IN SMALOG **ARE STAFF MEMBERS OF SMALOG PARTNERS** AND ARE INVOLVED IN SMALOG ACTIVITIES Therefore: P05 (ZSTU): send the missing info on the other involved people P07 (GTU): ALL MISSES. Send LPNU the info required. P11 (HSW): ALL MISSES. Send LPNU the info required. LPNU is expected to contact Associated Partners for their involvement in dissemination and exploitation activities and for obtaining update info to include in the website	**11th of June 2018**
Action 15	All	*to add the link to the official project web-site to the Universities web-pages devoted to the project* **TO DO:** All must inform coordinator that the websites of partner institutions contains info or link to SmaLog. This link must be added in the main website of SmaLog	**11th of June 2018**

Action 1: Sign the copies of Partnership Agreement and deliver a copy to each partner.

Action 2: Update and send a detailed schedule of deadlines according to the activities to be completed.

Advancement of each Working Packages

Each WP leader introduced his/her Working Packages and sharing the results, delays and issues occurred, and solutions for going ahead.

They made a presentation on 20 minutes (of each institution) in which they introduced to the coordinator the list of outputs and measurable progress indicators of each task within the WP taking into account what included in the original application

Below the list of WP according to the project schedule:

WP	Title	Leader	Start	End
1	Consolidated Work Plan	P1 – UNITOV (IT)	16-10-2017	08-12-2017
2	EU-UA-GE Joint Master Programme in SmaLog	P9 – SUT (PL)	**01-12-2017**	31-10-2018
3	Theoretical fundamentals of PhD Programme in SmaLog	P2 – UNIRM1 (IT)	01-07-2019	26-09-2020
4	System of UA&GE University SmaLog teachers' skills upgrading	P6 - NTU (UA)	**01-12-2017**	29-08-2020
5	Methodical, organizational and technical support of SmaLog students' training	P5 – ZSTU (UA)	**01-04-2018**	30-09-2020
6	Pilot SmaLog students' training	P3 – NUUE (UA)	01-01-2019	31-08-2020
7	International Quality Assurance System	P1 – UNITOV (IT)	**01-02-2018**	30-09-2020
8	Project Quality Control and Monitoring	P2 – UNIRM1 (IT) P10 – IMPEER (UA)	**01-01-2018**	31-07-2020
9	Dissemination and Exploitation activities of the project	P4 - LPNU (UA)	**01-11-2017**	30-09-2020
10	Management activities of the project	P1 – UNITOV (IT)	**16-10-2017**	30-09-2020

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

Professor Aleksander Sladkowski, as leader of WP2 "EU-UA-GE Joint Master Programme in SmaLog" from the Politechnika Slaska, according to detailed description of the project, presented the exploration of agreements for double/joint degree. Besides, he communicated that the UA/GE

visits of each WG1 subgroups were completed and all partners acquired the base material from EU partners for developing their SmaLog CV. In particular, Professor Sladkowski explained the positions of his institution:

At SUT, students must attend at last 2 semesters (for SmaLog grant they can try to reduce this period to one semester as an exception). For students from non-EU countries, the fee is paid (1000 euro per semester). Free tuition is provided only to students who have a Polish Card.

A student who successfully graduates from his studies must defend his master's thesis. This defence can take place before a special examination board, which may include professors from another university.

The coordinator pointed out that no fees are allowed to be paid according to the Guidelines for the Use of the Grant and in particular to the Guidelines for the Special Mobility Strand. Besides, the mobility foreseen for SmaLog students can be adapted for meeting SUT requests (at least one semester at SUT).

Subsequently, Professor Norbert Gruenwald synthetized the Schedule for Implementation of a Degree Programme at Wismar University and explained the possible way of cooperation among institution for common/shared educational paths.

The discussion was hence opened and constraints and opportunity were pointed out. Finally, the partners agreed that: students travelling to SUT could obtain the double degree, while students travelling to UNITOV, UNIROMA1 and HSW will obtain a co-badged degree.

Therefore, the UA ad GE partners must define their curricula according to the constraints given by EU partners for such an outcomes.

Action 3: UNITOV, UNIROMA1 AND HSW explore the opportunity to have a co-badged degree and provide a feedback to coordinator in order to check such an opportunity with PO.

Action 4: Prepare the report of the task including achieved / planned results.

Action 5: Share with all partners the data on courses/modules collected from EU and UA/GE partners.

Action 6: Provide indications for designing SmaLog Master Curriculum based on meeting in this Rome according to the constraints for co-badged and double degree.

Action 7: Provide indications for designing Syllabi based on this meeting and according to the constraints for co-badged and double degree.

Action 8: Define the exact date and design agenda and expected outcomes from the meeting.

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

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

Structure of work on the distance learning course and Sequence of actions;

Rescheduling the date of the WP 4.1. - development of the International Distance Learning Network;

Certificate form;

Rescheduling the date of the WP 4.3. - UA & GE project academic staff formation.

System of UA&GE University teachers' skills upgrading including International Network and distance learning courses in Advanced SmaLog will be developed during (2nd-8th Project months). Main responsible for International Network development and function will be P6 (NTU) The course can be passed by all interested teachers, but for those who will pass the training in the European universities the courses are compulsory: Selection criteria for staff, high level of English language skills; professional background, the academic performance; relevant experience of teaching/researching; willingness and appropriate attitude to teaching students; motivation.

In order to have a more efficacy 1st Annual Training Seminars on SmaLog issues (WP4.5), Professor Olha Kunytska proposed to merge the meeting with the 3rd that is foreseen in Kharkiv and Tbilisi. The discussion was opened and all delegated of PMC agreed to such an opportunity. More details will be provided by Professor Olha Kunytska during the meeting of Kharkiv in next July.

Action 9: Prepare the report of the task including achieved / planned results.

Action10: NTU (WP leader) must coordinate with WG1 subgroups and with EU partners (UNITOV for freight, UNIROMA1 for Smart, SUT for Passenger, HSW for Traffic) for defining the topic of lessons to put in the distance learning system. Then, the coordinator must be informed on set of topics identified.

Action11: The partners of each WG1 subgroups must provide NTU materials to include in the systems according to their skills and experiences.

Action12: UA and GE partners define procedures for selecting teachers. The coordinator must be taken informed.

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

Mr. Vasyl Mamray introduced the outputs of the WP5 and communicated that UA/GE members of WG2 groups completed their visits at EU institutions and obtained all info for revising their equipment lists. Content of each activity, their terms, expected outputs and allocation of responsibilities according to detailed description of the project was presented.

Vasyl communicated the guidelines for the purchase of equipment in the SmaLog project, both in UA and EU. In the European legislation for equipment costs under 25.000 Euro the tender is not necessary, but for GE and UA legislation the tender is always necessary, even if the amount of the equipment is even less 25.000 Euro.

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 13: Prepare the report of the task including achieved / planned results.

Action 14: Georgian partners will be responsible for Georgian language of the project websites, and a schedule with LPNU for translating website will be defined and the coordinator will be informed. LPNU is responsible of such an activity.

Action 15: Ukrainian partners will be responsible for Ukrainian language of the project website and a schedule with LPNU for translating website will be defined and the coordinator will be informed. LPNU is responsible of such an activity.

Action 16: Prepare the report describing the procedures to implement according to: Type of purchases; Partner country and institution constraints

WP7: International Quality Assurance System

Professor Umberto Crisalli presented outcomes and main activities of WP7, and allocation of responsibilities according to detailed description of the project. He also communicated that UA/GE members of WG3 groups completed their visits at EU institutions and obtained all info for revising their developing their IQAS.

Action 17: Prepare the report of the task including achieved / planned results.

Action 18: UA and GE partners must be coordinated and pushed to develop draft.

WP8: Project Quality Control and Monitoring

Dr. Andrea Campagna presented outcomes and main activities of WP8, and allocation of responsibilities according to detailed description of the project.

He presented the role and responsibilities: P2 and P10 are leading the WP:

P2 could lead EU university (8.3)

P10 could lead GE and UA universities (8.2)

P2 and P10 could share results and prepare reports

P2 and P10 could coordinate the evaluation within PMC (8.1)

He said that the Universities are involved to conduct monitoring and evaluation:

GE and UA universities should agree on a interuniversity evaluation

activity EU universities should do the same (QAS, Bologna process)

He presented also the expected output:

Institutional evaluation panels. Project quality and sequence of realization will be controlled at the institutional level by the representatives of the PMC

UA-GE Cross-university Evaluation. *UA & GE Interuniversity and Cross-university Assessment of the quality of PC Universities' infrastructure, quality of UA & GE teachers'*

retraining and volume and quality of students' knowledge will be done by UA and GE academic staff involved in the project upon the results' completing.

Evaluation by representatives of EU and employers. *External Evaluation of quality of Study Programme, teaching materials, PC Universities' infrastructure, teachers' professional skills and students' knowledge will be carried out by EU Universities, IMPEER experts, employers and other stakeholders.*

Action 19: UNIROMA1 (P2) must complete monitoring tool and share with Partners. UNIROMA1 will start first assessment and can support IMPEER to define an high-level assessment for EU-UA-GE

Action 20: to prepare the draft of report of the task developed in the first six months including achieved / planned results

WP9: Dissemination and Exploitation activities of the project

Professors Mykola Zhuk and Kovalyshyn Volodymyr presented outcomes and main activities of WP9, and allocation of responsibilities according to detailed description of the project. In particular, they presented the new structure of the website and asked to all partners to provide as soon as possible all data to be put on line.

Action 21: To prepare the draft of report of the task developed in the first six months including achieved / planned results

Action 22: Define the target groups and lists of outcomes and measurable indicators of progress

Action 23: To complete the action recalled in the introduction by coordinator.

WP10: Management activities of the project;

Professor Antonio Comi presented WP 10. He said that each partner must identify and communicate to coordinator the list of outputs and measurable progress indicators of each task

within the WP taking into account what included in the original application, and every partner must identify the topics of the lessons

Each leader is asked to manage for providing not later than 2 weeks from the end of each WP task a brief synthesis of archived and planned results as well as issues incurred, and the solutions implemented (file: "annex_c_table_of_achieved_planned_results.docx").

Then, not later than one month from the end of the scheduled (revised version) end of WP, each WP leader is asked to send coordinator:

the Table of Achieved / planned results using the provided format

and the Deliverables of WP leaded.

All participants to the project must be member staff of SmaLog partners.

The contracts of each involved person must be sent to coordinator.

Professor Antonio Comi explained in depth all financial documents.

Action 24: a brief and detailed synthesis of the activities to be performed in the next months will sent to each partners.

Monitoring visits

Professor Comi presented the part of monitoring visits by Erasmus+ NO from Ukraine. With a view to be able to plan well in advance the monitoring visit that will be during the 3rd meeting of PMC in Lviv, the coordinator presented the documents sent by NEO – Ukraine Team. The LPNU was asked to manage the local activities and to inform the coordinator on what they expect to develop.

Action 25: LPNU with coordinator manages the activities planned for such a monitoring visit.

Special Mobility Strand (SMS): eligible a preparatory activities / Financial management and WEB tool

Professor Maria Olkhova from O.M. Beketov National University of Urban Economy in Kharkiv, NUUE, presented objectives and main activities of SMS, their duration, expected outputs and 13

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.

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.

Drs Michela Carnevali presented Special Mobility Strand and, in particular, the financial management of the grant, individual financial support cover staff members and student costs: travel and subsistence costs. She introduced the *Student/Staff Grant Agreement* and she said that students and staff members must be insured against the risks linked to their participation in these activities on mobility. The web tool was also presented. She presented the purpose of such a tool, i.e. to help coordinators and partners in the management of scholarship of students and staff members; to keep information on selected candidates activities, mobility tracks, credits earned, amounts received; to provide the coordinators with automated reports (Progress and Final reports), which they need to send to the Agency regularly; to provide the Agency with statistics on mobility flows

Action 26: UA and GE partners must start procedure for signing the staff and student agreements (see attached file "SMS_02_02eac-eacea_inter_inst_agreement_proposal_2_1")

Action 27: The coordinator must be informed on the defined procedure for signing agreements

Action 28: UA and GE partners must start the design of criteria and procedure for selecting people, taking into account indication of reviewers and what written in the applications

Other

All materials of the Advancement & 2nd PMC Coordination Meeting will be put on SmaLog website.

Action 29: LPNU will put all documents on the website.

ACTIVITIES AGREED AT THE MEETING

Action N°	Partner/s in charge	Action	Deadline
Action 1	UNITOV	Sign the copies of Partnership Agreement and deliver a copy to each partner.	**30th of June 2018**
Action 2	UNITOV	Update and send a detailed schedule of deadlines according to the activities to be completed.	**11th of June 2018**
Action 3	UNITOV UNIROMA1 HSW	(WP2) UNITOV, UNIROMA1 AND HSW explore the opportunity to have a co-badged degree and provide a feedback to coordinator in order to check such an opportunity with PO.	**30th of June 2018**
Action 4	SUT	(WP2) Prepare the report of the task including achieved / planned results.	**30th of June 2018**
Action 5	SUT	(WP2) Share with all partners the data on courses/modules collected from EU and UA/GE partners.	**22th of June 2018**
Action 6	SUT	(WP2) Provide indications for designing SmaLog Master Curriculum based on meeting in this Rome according to the constraints for co-badged and double degree.	**22th of June 2018**
Action 7	SUT	(WP2) Provide indications for designing Syllabi based on this meeting and according to the constraints for co-badged and double degree.	**6th of July 2018**
Action 8	SUT	(WP2) Define the exact date and design agenda and expected outcomes from the meeting.	**6th of July 2018**
Action 9	NTU	(WP4) Prepare the report of the task including achieved / planned results.	**30th of June 2018**
Action 10	NTU EU partners	(WP4) NTU (WP leader) must coordinate with WG1 subgroups and with EU partners (UNITOV for freight, UNIROMA1 for Smart, SUT for Passenger, HSW for Traffic) for defining the topic of lessons to put in the distance learning system. Then, the coordinator must be informed on set of topics identified.	**15th of June 2018**
Action 11	NTU	(WP4) The partners of each WG1 subgroups must provide NTU materials to include in the systems according to their skills and experiences.	**30th of June 2018**
Action 12	NTU	(WP4) UA and GE partners define procedures for selecting teachers. The coordinator must be taken informed.	**27th of July 2018**
Action 13	ZSTU	(WP5) Prepare the report of the task including achieved / planned results.	**30th of June 2018**
Action 14	ZSTU	(WP5) Georgian partners will be responsible for Georgian language of the project websites, and a schedule with LPNU for translating website will be defined and the coordinator will be informed. LPNU is responsible of such an activity.	**30th of June 2018**
Action 15	ZSTU	(WP5) Ukrainian partners will be responsible for Ukranian language of the project website and a schedule with LPNU for translating website will be defined and the coordinator will be informed. LPNU is responsible of such an activity.	**30th of June 2018**
Action 16	ZSTU	(WP5) Prepare the report describing the procedures to implement according to: Type of purchases; Partner country and institution constraints	**30th of June 2018**

Action N°	Partner/s in charge	Action	Deadline
Action 17	UNITOV	(WP7) Prepare the report of the task including achieved / planned results.	**30th of June 2018**
Action 18	UNITOV	(WP7) UA and GE partners must be coordinated and pushed to develop draft.	**30th of June 2018**
Action 19	UNIROMA1	(WP 8) UNIROMA1 (P2) must complete monitoring tool and share with Partners. UNIROMA1 will start first assessment and can support IMPEER to define an high-level assessment for EU-UA-GE	**30th of June 2018**
Action 20	UNIROMA1	(WP 8) Prepare the draft of report of the task developed in the first six months including achieved / planned results	**30th of June 2018**
Action 21	LPNU	(WP 9) To prepare the draft of report of the task developed in the first six months including achieved / planned results	**30th of June 2018**
Action 22	LPNU	(WP 9) Define the target groups and lists of outcomes and measurable indicators of progress	**27th of July 2018**
Action 23	LPNU	(WP 9) To complete the action recalled in the introduction by coordinator.	**30th of June 2018**
Action 24	UNITOV	(WP 10) a brief and detailed synthesis of the activities to be performed in the next months will sent to each partners.	**30th of June 2018**
Action 25	UNITOV LPNU	LPNU with coordinator manages the activities planned for such a monitoring visit.	**30th of June 2018**
Action 26	UNITOV UA & GE partners	(SMS) UA and GE partners must start procedure for signing the staff and student agreements (see attached file "SMS_02_02eac-eacea_inter_inst_agreement_proposal_2_1")	**15th of June 2018**
Action 27	UNITOV UA & GE partners	(SMS) The coordinator must be informed on the defined procedure for signing agreements	**15th of June 2018**
Action 28	UNITOV UA & GE partners	(SMS) UA and GE partners must start the design of criteria and procedure for selecting people, taking into account indication of reviewers and what written in the applications	**30th of June 2018**
Action 29	LPNU UNITOV	LPNU will put all documents on the website.	**30th of June 2018**

ACTIVITIES AGREED AT KICK-OFF MEETING AND STILL DO NOT CONCLUDED

Action N°	Partner/s in charge	Action	Deadline
Action 6	UNITOV UNIROMA1 HSW	*exploration of agreements for double/joint degree* **Defined**: SUT produce double degree. Therefore, the UA ad GE partners must define their curricula according to the constraints give by SUT (i.e. modules and 2 last semesters to attend in Katowice) **TO DO:** UNITOV, UNIROMA1 AND HSW explore the opportunity to have a co-badged degree and provide a feedback to coordinator in order to check such an opportunity with PO	**30th of June 2018**
Action 10	LPNU	*Georgian partners will be responsible for Georgian language of the project websites* **TO DO:** Define a schedule with LPNU for translating website and inform the coordinator. LPNU is responsible of such an activity	**11th of June 2018**
Action 11	LPNU	*Ukrainian partners will be responsible for Ukrainian language of the project websites* **TO DO:** Define a schedule with LPNU for translating website and inform the coordinator. LPNU is responsible of such an activity	**11th of June 2018**
Action 13	LPNU	*to post information about the SmaLog team on the project website* **TO DO:** SEND TO LPNU THE DETAILED INFORMATION ACCORDING TO THE PROVIDED FORM. ALL PERSONS TRAVELLING FOR PARTECIPATING IN SMALOG **ARE STAFF MEMBERS OF SMALOG PARTNERS** AND ARE INVOLVED IN SMALOG ACTIVITIES Therefore: P05 (ZSTU): send the missing info on the other involved people P07 (GTU): ALL MISSES. Send LPNU the info required. P11 (HSW): ALL MISSES. Send LPNU the info required. LPNU is expected to contact Associated Partners for their involvement in dissemination and exploitation activities and for obtaining update info to include in the website	**11th of June 2018**
Action 15	All	*to add the link to the official project web-site to the Universities web-pages devoted to the project* **TO DO:** All must inform coordinator that the websites of partner institutions contains info or link to SmaLog. This link must be added in the main website of SmaLog	**11th of June 2018**