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Master in SMARt transport and LOGistics for cities
585832-EPP-1-2017-1-IT-EPPKA2-CBHE-JP



KA 2 - Cooperation for innovation and the exchange of good
Practices Capacity Building in Higher Education
Joint project

<http://smalog-2017.uniroma2.it>

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

Master in SMARt transport and LOGistics for cities

SMALOG

Minutes of meetings

NEO Ukraine Monitoring Mission

(22nd October 2018)

WPs 2.7 & 10.2 - Master Programme & 3rd PMC Coordination Meetings

Current status and the road ahead

(23st – 25th October 2018)

LVIV POLYTECHNIC NATIONAL UNIVERSITY
Lviv, Ukraine

Venue: Stepana Bandera str. 12, Lviv



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NEO Ukraine Monitoring Mission minutes

Monday, 22nd of October 2018

Place: Lviv Polytechnic National University, Stepana Bandera str. 12, Lviv
the main building – room 226, 22th October 2018, Lviv, Ukraine

Meeting attendees:

Institution	City	Participant Name
P1 - University of Rome Tor Vergata - UNITOV	Rome	Antonio Comi
		Umberto Crisalli
		Michela Carnevali
P3 - O. M. Beketov National University of Urban Economy in Kharkiv - NUUE	Kharkiv	Oleksii Lobashov
		Dmytro Roslavtsev
		Kateryna Vakulenko
P4 - Lviv Polytechnic National University - LPNU	Lviv	Yevhen Fornalchuk
		Mykola Zhuk
		Volodymyr Kovalyshyn
		Volodymyr Hilevych
		Taras Postranskyi
P5 - Zhytomyr State Technological University - ZSTU	Zhytomyr	Vasyl Mamray
		Volodymyr Shumliakivskiyi
		Artur Makhno
P6 - National Transport University-NTU	Kyiv	Volodymyr Polishchuk
		Olga Kunytska
		Sergii Yanishevskiyi
P7 - Georgian Technical University - GTU	Tbilisi	George Doborjginidze
		Teimuraz Ugulava
P9 – Silesian University of Technology - SUT	Katowice	Aleksander Sladkowski
P10 - Institute of Market Problems and Economic & Ecological - IMPEER	Odessa	Svetlana Minakova
		Svetlana Ilchenko
P11 - Hochschule Wismar - HSW	Wismar	Norbert Gruenwald
Representatives of NEO Ukraine Monitoring Mission	Kyiv	Svitlana Shytikova
		Ivanna Atamanchuk

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

- Topic 1: Greetings. Introduction to the meeting (organization and expected outcomes).
- Topic 2: Presentation of the outcomes expected of the project and the main results obtained up to date with relation to each WP.
- Topic 3: Presentation of the outcomes and the main results obtained up to date for O. M. Beketov National University of Urban Economy in Kharkiv (P3).
- Topic 4: Presentation of the outcomes and the main results obtained up to date for Lviv Polytechnic National University (P4).
- Topic 5: Presentation of the outcomes and the main results obtained up to date for Zhytomyr State Technological University (P5).
- Topic 6: Presentation of the outcomes and the main results obtained up to date for National Transport University (P6).
- Topic 7: Meetings-interviews with project teams from UA partner universities (P3, P4, P5, P6) and Project Coordinator.
- Topic 8: Meeting with project stakeholders who are not official project partners.
- Topic 9: Review and discussion of project documentation, publications or other project deliverables produced within a project outputs.
- Topic 10: Meeting with students who are main target group of the project.
- Topic 11: Meeting with academic and administrative staff who are involved and not involved in the project.
- Topic 12: Presentation of equipment, laboratories, etc. purchased within the project.
- Topic 13: Formulation of the preliminary monitoring conclusions (NEO Ukraine team).

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

Topic 1: Greetings. Introduction to the meeting (organization and expected outcomes)

Professor Oleh Matviykyv opened the meeting and welcomed all participants on behalf of Lviv Polytechnic National University in Lviv.

Svitlana Shytikova presented the members of NEO Ukraine Monitoring Mission and the main aspects of their mission.

Professor Mykola Zhuk presented the Agenda of NEO Ukraine Monitoring Mission to the participants.

Topic 2: Presentation of the outcomes expected of the project and the main results obtained up to date with relation to each WP.

Project Coordinator, Professor Antonio Comi presented the project aim and synthesized the results obtained, in particular his speech was structured as follows: General information; Objectives/outcomes expected; Structure; Activities and time schedule. In general information he showed the Project Title (Master in Smart Transport and Logistics for Cities), Project Acronym (SmaLog), Project Duration (36 months) and Total Cost. Also he presented the Consortium of the Project SmaLog. The importance of the project is hence emphasized, focusing on the results of survey carried out during proposal design: Strong demand for experts in improving

city sustainability and livability; Educational lacks; Research lacks. City sustainability problems: transport problems have not been dealt in a systematic way with consequence that the actions implemented are often not effective for solving the transport impacts; Ukraine have an inferior environmental quality than European countries, e.g. 35% of CO₂ in UA is twice EU although the motorization rate is less than the half; the road accident death rate in UA is more than 14.0 thousand for every 100 million people. Education lacks: Joining to the Bologna process is important and necessary for UA Education and University system because of the need to improve the efficiency and the quality of education for favoring the integration of UA into European area providing employment opportunities and improving the competitiveness of UA Universities; The current Master program at UA Universities do not take into account methods and solutions for improving city sustainability and livability; UA Edu System is mainly devoted to specific sectors, e.g. organization and regulation of road traffic; No sufficient funding for starting Edu reform; There is not a clear and unified academic path for supporting the exploitation and dissemination of smart transport culture. Research lacks: Researches does not focus on methods and solutions for improving city sustainability and livability; Isolation from the international research communities (funds, language); Low level of advanced technical equipment available in research laboratories.

Professor Antonio Comi synthetized SmaLog's aims: to contribute to solve the lack of experience on planning, management and control; supporting exploitation and dissemination of smart transport culture, including the limits of their research and their limited international relationships; to transfer to UA the most recent knowledge and good practices developed within the European Countries in the field of smart urban transport and logistics, holding the challenges supplied by new technologies; to develop and test in UA 2-year University Master; to support LU in defining and delivering the Master; to provide SmaLog students and lectures to experiment EU academic world through ad-hoc visits; to support the implementation in LU laboratories dedicated to smart urban transport; to disseminate through the newsletters, events, seminars the importance of research in urban transport and logistics exploiting the new technologies; to set up national coordinated networks of UNIs, public bodies, private companies and NGOs involving them in the wider European network of research centers on smart urban transport and logistics.

SmaLog main outputs expected:

- Master in Smart Transport and Logistics for Cities formally approved and delivered at UA HEIs;
- Internationalization of research on smart transport and logistics for cities;
- Urban smart transport and logistics networks in UA;
- Implementation of local laboratories on urban smart transport and logistics.

Innovation of the project SmaLog:

- Use of a bottom-up approach (from cities' needs): SmaLog germinated starting from several discussions and meetings among local academics and stakeholders in UA;
- Promotion of the use of quantitative methods and models for the identification and deployment of cost-effective urban transport solutions;
- Promotion of the use of advanced behavioral models and methods, which allowed to investigate demand, supply and demand-supply interaction and to raise safety and efficiency of transport service of cities while decreasing negative impact;
- The curriculum developed sinergically with EU partners can open to new job opportunities, also in EU.



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Professor Antonio Comi showed structure of the Project consisting of Project Management Committee (PMC), 3 Working Group and 10 Working Packages. According to the structure it was presented relationships among WGs and WPs, allocation and flows of responsibilities.

Key success of the Project: Common strong motivation and enthusiasm; Need for quick harmonization of working methods and approaches; Frequent and detailed communication; Frequent meetings, especially in the first part of the project; Common language (English); Awareness of the high potential of the project.

Also it was presented CBHE indicators:

- Curriculum development;
- Level of new/updated courses;
- Type of recognition;
- The new study programme includes;
- Type of skills/competence developed;
- For Training/mobility activities;
- Impact and sustainability - Impact at individual level;
- Impact and sustainability - Impact at institutional level;
- Impact and sustainability - Impact on the HE Sector;
- Impact and sustainability - Impact on the society as a whole;
- Impact and sustainability – Sustainability;
- Quality of partnership & cooperation;
- Relevance in relation to project objectives.

First main obtained results: Accreditation and implementation of SmaLog master degree (mainly with 120 ECTS) with new modules and mainly taught in English; Strong cooperation with EU lectures for defining syllabi taking into account the local needs, always according to the SmaLog core outcomes; Starting of cooperation for future activities: new project proposals, joint research, joint papers, fellowship.

He emphasized the issues in which we need to point out: Increasing SmaLog students pointing the opportunities offered by such a programme; Increasing SmaLog lectures delivered in English; Increasing of the potential direct beneficiaries.

Topic 3: Presentation of the outcomes and the main results obtained up to date for O. M. Beketov National University of Urban Economy in Kharkiv (P3).

Professor Kateryna Vakulenko from NUUE presented the implementation of the project, activities that was implemented and achieved outputs. According to this, also was displayed Quality assurance measures and 4 evaluation and monitoring schemes (Quality plan): 1. Institutional Evaluation Panels; 2. UA-GE cross-university evaluation; 3. EU Assessment; 4. External Evaluation of quality of Study Programme. Prof. K. Vakulenko also showed Publicity, Visibility & exploitation obligations and dissemination activities done by SmaLog team from all university-beneficiaries. The considerable attention in the presentation was given to the purchase of equipment and use of funds and Curriculum development aspects. According to this it, tools of the Bologna Process and methodology for building a student-centered educational program was presented. It includes: defined program profile and key competencies, formulated program learning outcomes etc. Then, as Prof. K. Vakulenko pointed out, it is planned to print educational materials, including Guideline for performing exercises, Lecture notes etc. All printing materials have visibility obligations, namely logo Erasmus+, logo of the project and phrase “This project has been funded with support from the European Commission. This publication

[communication] reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein. In the end was presented 1. Project management; 2. Planed training/mobility activities; 3. Future scientific collaboration; 4. Internal monitoring of the project by working packages, dates and executors; 5. Accounting for travel expenses for project implementers; 6. Timesheet project implementers working days.

Topic 4: Presentation of the outcomes and the main results obtained up to date for Lviv Polytechnic National University (P4).

Professors Mykola Zhuk and Kovalyshyn Volodymyr presented creating SmaLog team in LPNU, Project work plan for the 1-st year and structural-logistic scheme of the program at LPNU. After that they showed the Partnership Agreement between coordinator (University of Rome Tor Vergata) and beneficiaries from Italy, Germany, Poland, Ukraine and Georgia. They also represented curriculum, description of each modules (WG1/passenger – Passenger Transportation) and syllabi of SmaLog modules in the first semester at LPNU. Later professors from NLP told about the distribution of materials and information on the activities of the Project on: official web site of the program SmaLog; social networking pages Facebook and Twitter; official websites of PC universities. After that they presented different publication (SmaLog LeafLet; SmaLog Master Programme LeafLet in PC universities (LPNU, NUUE, ZSTU, NTU)) and information about conferences with students and employers, which was presented program SmaLog in the PC universities. Some information about the project SmaLog was published in the press. At the end they talked about research centers for SmaLog students and teachers.

Topic 5: Presentation of the outcomes and the main results obtained up to date for Zhytomyr State Technological University (P5).

Professor Vasyl Mamray presented Signed Partnership Agreement between coordinator and beneficiaries from Italy, Germany, Poland, Ukraine and Georgia. Thus, the main documents about setting up of the Working Team on SmaLog Project at Zhytomyr State Technological University were showed. First of all, it was the minute of the session of the Department of Automobiles and Transport Technologies at Zhytomyr State Technological University from 20.10.2017. Professor Vasyl Mamray described the Organizational Structure of the Working Team on SmaLog in this university and Mobility actions realized within Project. Were displayed Workplan for Year 1 within WP5, Education-professional Program of “Smart Transport and Logistics for Cities” in ZSTU and its Study Plan. These documents have the appropriate signatures and stamps. Also, according to the Education-professional Program, Structural scheme of the study process within SmaLog MSc Program at ZSTU was presented. In the end, Professor Vasyl Mamray presented Financial situation control within the Project, Visibility of the Project at ZSTU and Cooperation with stakeholders.

Topic 6: Presentation of the outcomes and the main results obtained up to date for National Transport University (P6).



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Professor Olha Kunytska talked about the initial workshops in partner countries and work plan for 1-st year. She presented documents about setting up of agreement with participants and mentioned the initial conference of Project participants (in Rome). Professor Olha Kunytska also 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: International Network for Distance Learning // Distance Learning Courses in Advanced SmaLog; UA & GE project academic staff formation; Training of 24 UA & GE teachers in EU Universities; Annual Training Seminars on SmaLog issues.

Professor Olha Kunytska introduced developed 4 lessons according to the International Network for Distance Learning: Freight (Routing (and scheduling) models); Passenger (Human and Environmental Impacts, Safety and Sustainability); Smart (Intensive applications of ICT); Traffic (Road Safety Assessment). However, 12 lessons are needed to fill the platform (3 lessons in each area).

Firsts Annual Training Seminar on SmaLog issues in Batumi was held from 12th to 15th of September 2018. Main goal was training teachers of local universities on those areas that lack information. This knowledge will be used in the master's program. The Seminar was attended by 4 participants from each local UA&GE Universities and 10 lectures from European universities. It was presented the selection criteria for staff according to the description and application form: Profile matching with the needs of the SmaLog project; English language skills (minimum recommended level B2); Experience in teaching/researching; Professional background and academic performance; Willingness and appropriate attitude to teaching students; motivation.

For UA & GE project academic staff formation it was presented selection procedure. Required documents are needed for that: Passport copy, Curriculum Vitae, Motivation Letter, Recommendation Letter (Expert from the minute of University), Proof of staff employment (Decree), Training project. UA&GE participants were stressed that all of these documents are mandatory. It was also shown training project form.

The main criteria defined for staff selection:

1-Target Group

Universities' academic staff from the Georgian and Ukrainian universities/academy of SmaLog project.

2 - Eligibility Criteria

For participating to the selection the following requirement are asked:

- To be academic staff from the Georgian and Ukrainian universities/academy partners of SmaLog
- To have a work agreement with the institution to which the application is submitted; the work agreement must end not later than two years after the end of SmaLog or a declaration from the institution that it is available to continue collaboration for not later than two years after the end of SmaLog
- To be involved in SmaLog programme as professor or lecture
- To have experience in the topic of modules of SmaLog
- To held a Master degree or equivalent academic title
- To have adequate knowledge of English

Regarding the training of 24 UA & GE teachers in EU Universities, Professor Olha Kunytska stressed that each UA & GE partners must publish at their universities website "The Call for the internship" before the Internship. She presented the periods and main topics of internship agreed with EU partners: P1 - University of Rome Tor Vergata; P2 - Sapienza University of Rome; P9 - Silesian University of Technology; P11 University of Applied Sciences Technology, Business and Design.



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Topic 7: Meetings-interviews with project teams from UA partner universities (P3, P4, P5, P6) and Project Coordinator.

Svitlana Shytikova interviewed with project teams from UA partner universities (P3, P4, P5, P6) and Project Coordinator. The interviews were held separately with each project team.

Topic 8: Meeting with project stakeholders who are not official project partners.

Ivanna Atamanchuk led the meeting with project stakeholders:

Gits Maryan – Judicial expert of the laboratory of automotive research (AMR) of the Lviv Research Institute of Forensic Expertise;

Ihor Mohyla – Head of development department, Lviv municipal enterprise "Lvivelectrotrans" and Head of traffic engineering department, Lviv communal enterprise "Lvivavtodor";

Ihor Kopko – director of transport enterprise "INTERPOST";

Oleksiy Lanets – Director of Institute of Engineering Mechanics and Transport (LPNU).

Discussed the relevance of the project SmaLog, the participation of stakeholders in the development of the Master program, the needs of the market of the Western region of Ukraine in the Master of the specialty “Smart transport and logistics for cities”.

During the discussion, the support of the project was discussed by the administration of the Institute of Engineering Mechanics and Transport and the participation of employers and administration in the implementation of the project.

Topic 9: Review and discussion of project documentation, publications or other project deliverables produced within a project outputs.

Svitlana Shytikova acquainted with project documentation, publications or other project deliverables produced within a project outputs Ukrainian partner-universities of the project:

P3 - O. M. Beketov National University of Urban Economy in Kharkiv – NUUE;

P4 - Lviv Polytechnic National University – LPNU;

P5 - Zhytomyr State Technological University – ZSTU;

P6 - National Transport University-NTU;

P10 - Institute of Market Problems and Economic & Ecological – IMPEER.

Topic 10: Meeting with students who are main target group of the project.

Ivanna Atamanchuk had a meeting with Masters which are studying at the educational and scientific program Smalog. Discussed the curriculum, methodology of conducting occupations, research work within the framework of the project. Mobility Issues within the Project.

Topic 11: Meeting with academic and administrative staff who are involved and not involved in the project.

Ivanna Atamanchuk met with academic and administrative staff who are involved and not involved in the project at the transport technologies department.

Discussed:

- introduction of the staff of the department with the project Smalog;
- discussion of the project stages at sessions of transport technologies department;



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- lecturers participation in the project activity;
- the procedure of the selecting teachers to participate in European mobility;
- use of the materials of the project SmaLog in the teaching of other academic modules.

Topic 12: Presentation of equipment, laboratories, etc. purchased within the project.

Head of transport technologies department, Professor Yevhen Fornalchyk presented the room to the participants of the Monitoring Mission, which will host a lab on the project SmaLog. He emphasized the support of the project by the administration of LPNU. In this room, all furniture was repaired and purchased by the cost of LPNU, which are intended for placement of the laboratory.

Participants from Ukrainian universities also presented a list of equipment to be procured within the framework of the project.

Topic 13: Formulation of the preliminary monitoring conclusions (NEO Ukraine team).

Svitlana Shytikova and Ivanna Atamanchuk addressed the project teams and coordinator with the following recommendations:

- UA universities together with European partners consider the possibility that Masters will gain joint professional competencies;
- UA universities together with European partners should agree on the competences and knowledge that Masters must have in the Program SmaLog;
- to pay more attention to the system of IQAS in SmaLog. New IQAS will be part of both of teachers' training and students' awareness;
- to develop operational implementation activities of IQAS in SmaLog;
- to discuss the possibility of using external monitoring of the quality of education under the program SmaLog;
- to check the "copyright" of each universities;
- to check whether the SmaLog emblem on the official websites of all PC universities;
- to take into account the possibility of conducting procurement both in the tender procedure and in the direct contract for the purchase of equipment. Such purchases should take into account the current legislation and Erasmus office of Ukraine and the Ministry of Education and Science of Ukraine. All the documents in Ukrainian should be translated into English;
- to pay attention on the importance of timely placing information on all project activities on the web-sites of universities;
- to pay attention to the need for open selection procedures for teachers and students for training according to the program SmaLog;
- take into account the interests of potential students and employers in the preparation of Masters in the program SmaLog;
- to involve project-stakeholders to identify market needs in the qualifications level of Masters in SmaLog;
- to improve information for students regarding mobility within the framework of the project SmaLog;
- it is necessary the registration to Ministry for each University.
- feedback from students is an important point for each partner.
- it is very important that each payment is well justified by activities performed;



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- the teaching materials developed within the framework of the project SmaLog should be used in the educational process to increase the capacity of the departments.

WPs 2.7 & 10.2 Master Programme & 3rd PMC Coordination Meeting minutes

23rd – 25th October 2018

Place: Lviv Polytechnic National University, Stepana Bandera str. 12, Lviv
the main building – room 226, Lviv, Ukraine

Meeting attendees:

Institution	City	Participant Name
P1 - University of Rome Tor Vergata - UNITOV	Rome	Antonio Comi
		Umberto Crisalli
		Michela Carnevali
P2 - Sapienza University of Rome – UNIROMA1	Rome	Loris Mezzavilla
P3 - O. M. Beketov National University of Urban Economy in Kharkiv - NUUE	Kharkiv	Oleksii Lobashov
		Dmytro Roslavtsev
		Kateryna Vakulenko
P4 - Lviv Polytechnic National University - LPNU	Lviv	Yevhen Fornalchyk
		Mykola Zhuk
		Volodymyr Kovalyshyn
		Volodymyr Hilevych
		Taras Postranskyi
P5 - Zhytomyr State Technological University - ZSTU	Zhytomyr	Vasyl Mamray
		Volodymyr Shumliakivskyi
		Artur Makhno
P6 - National Transport University-NTU	Kyiv	Volodymyr Polishchuk
		Olga Kunytska
		Sergii Yanishevskyi
P7 - Georgian Technical University - GTU	Tbilisi	George Doborjginidze
		Teimuraz Ugulava
P8 - Batumi State Maritime Academy - BSMA	Batumi	Roman Mamuladze
		Natalia Revutska
P9 – Silesian University of Technology - SUT	Katowice	Aleksander Sladkowski
P10 - Institute of Market Problems and Economic & Ecological - IMPEER	Odessa	Svetlana Minakova
		Svetlana Ilchenko
P11 - Hochschule Wismar - HSW	Wismar	Norbert Gruenwald

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

- Topic 1: Greetings. Introduction to the meeting (organization and expected outcomes).
- Topic 2: WP2: EU UA-GE Master Programme in SmaLog:
 - Activities developed and obtained outcomes;



- Final remarks and further indications for SmaLog development.
- Topic 3: WP4: System of UA&GE University of SmaLog teachers' skills upgrading:
 - Activities developed and obtained outcomes;
 - Identified issues and proposal for going ahead;
 - Internship Activity: Work project; final remarks and further indications for the road ahead.
- Topic 4: WP7: International Quality Assurance System and WG 3:
 - Activities developed and obtained outcomes;
 - Identifies issues and proposal for going ahead;
 - Contribution of associate partners;
 - Final remarks and further indications for the road ahead.
- Topic 5: WP8: Project Quality Control and Monitoring:
 - Activities developed and obtained outcomes;
 - Identifies issues and proposal for going ahead;
 - Final remarks and further indications for the road ahead.
- Topic 6: WP5: Methodical, Organizational and technical support of SmaLog students' training and WG 2 :
 - Activities developed and obtained outcomes;
 - Tender delivering;
 - Identifies issues and proposal for going ahead;
 - Final remarks and further indications for the road ahead.
- Topic 7: Presentation Master Program in SmaLog UA & GE partners (objective, competencies, outcomes); Presentation Master Program in SmaLog (common & special parts):
 - NUUE;
 - LPNU;
 - NTU;
 - ZSTU;
 - GTU;
 - BSMA.
- Topic 8: WP6: Pilot SmaLog students' training:
 - Activities developed and obtained outcomes;
 - Identified issues and proposal for going ahead;
 - Final remarks and further indications for the road ahead.
- Topic 9: WP3: Theoretical fundamentals of PhD Programme in SmaLog:
 - Activities developed and obtained outcomes;
 - Identified issues and proposal for going ahead;
 - Final remarks and further indications for the road ahead.
- Topic 10: WP9: Dissemination and Exploitation activities of the project:
 - Activities developed and obtained outcomes;
 - Identified issues and proposal for going ahead;
 - Final remarks and further indications for the road ahead.
- Topic 11: Special Mobility Strand:
 - Activities developed and obtained outcomes;
 - Identified issues and proposal for going ahead;



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- Final remarks and further indications for the road ahead.
- Topic 12: WP10: Management activities of the project:
 - Activities developed and obtained outcomes;
 - Identified issues and proposal for going ahead;
 - Final remarks and further indications for the road ahead.
- Topic 13: WP2: EU UA-GE Joint Master Programme in SmaLog:
 - Deliverable design;
 - Allocation of tasks;
 - Roadmap for publishing;
 - Indications and planning of future revisions of implemented CVs.

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

Topic 1: Greetings. Introduction to the meeting (organization and expected outcomes)

Professor Mykola Zhuk and Professor Antonio Comi opened the meeting and welcomed all participants on behalf of Lviv Polytechnic National University in Lviv. They presented the agenda of the meeting and he introduced the topics, also focusing on the organization and expected outcomes of the meeting.

Topic 2: WP2: EU UA-GE Master Programme in SmaLog

Professor Aleksander Sladkowski, as leader of WP2 “EU-UA-GE Joint Master Programme in SmaLog” from the Politechnika Slaska, made an analysis of the curricula of the UA universities. He highlighted the significant differences in curricula and noted the complexity of the joint program under such conditions.

He asked the partners to consider the possibility of reviewing the curricula. To do this, he proposed to take as a basis the curriculum of LPNU.

Partners from Ukraine expressed their position clarifying how the outcomes foreseen for SmaLog master degree are satisfied. Besides, they point out that this is a process and as a process, it will be improved capturing all the indications that come from this first test. Then, according to the outcomes expected from master programme designed and funded by EACEA (clearly detailed in the original application), UA and GE HEIs developed SmaLog master programmes integrating SmaLog objectives in the local contexts, i.e. cultural, social, and educational and employment contexts. In such a way, the core learning outcomes remained those planned, and each curriculum was fully integrated in the local context pointing out the opportunities offered. This aspect is very relevant if we expect that the project continues to live after the end of funds.

Action 1: PC partners should point out the competences and knowledge that SmaLog students obtain from Program SmaLog.

Action 2: to discuss with European partners the possibility that Masters will gain shared professional competencies thanks to the experiences carried out visiting EU institutions.

Topic 3: WP4: System of UA&GE University of 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: International Network for Distance Learning // Distance Learning Courses in Advanced SmaLog; UA & GE project academic staff formation; Training of 24 UA & GE teachers in EU Universities; Annual Training Seminars on SmaLog issues.

Professor Olha Kunytska introduced developed 4 lessons according to the International Network for Distance Learning: Freight (Routing (and scheduling) models); Passenger (Human and Environmental Impacts, Safety and Sustainability); Smart (Intensive applications of ICT); Traffic (Road Safety Assessment). However, 12 lessons are needed to fill the platform (3 lessons in each area).

Firsts Annual Training Seminar on SmaLog issues in Batumi was held from 12th to 15th of September 2018. Main goal was training teachers of local universities on those areas that lack information. This knowledge will be used in the master's program. The Seminar was attended by 4 participants from each local UA&GE Universities and 10 lectures from European universities. It was presented the selection criteria for staff according to the description and application form: Profile matching with the needs of the SmaLog project; English language skills (minimum recommended level B2); Experience in teaching/researching; Professional background and academic performance; Willingness and appropriate attitude to teaching students; motivation.

For UA & GE project academic staff formation it was presented selection procedure. Required documents are needed for that: Passport copy, Curriculum Vitae, Motivation Letter, Recommendation Letter (Expert from the minute of University), Proof of staff employment (Decree), Training project. UA&GE participants were stressed that all of these documents are mandatory. It was also shown training project form.

The main criteria defined for staff selection:

1-Target Group

Universities' academic staff from the Georgian and Ukrainian universities/academy of SmaLog project.

2 - Eligibility Criteria

For participating to the selection the following requirement are asked:

- To be academic staff from the Georgian and Ukrainian universities/academy partners of SmaLog
- To have a work agreement with the institution to which the application is submitted; the work agreement must end not later than two years after the end of SmaLog or a declaration from the institution that it is available to continue collaboration for not later than two years after the end of SmaLog
- To be involved in SmaLog programme as professor or lecture
- To have experience in the topic of modules of SmaLog
- To held a Master degree or equivalent academic title
- To have adequate knowledge of English

Regarding the training of 24 UA & GE teachers in EU Universities, Professor Olha Kunytska stressed that each UA & GE partners must publish at their universities website "The Call for the internship" before the Internship. She presented the periods and main topics of internship agreed with EU partners: P1 - University of Rome Tor Vergata; P2 - Sapienza University of Rome; P9 - Silesian University of Technology; P11 University of Applied Sciences Technology, Business and Design.

Action 3: According to the International Network for Distance Learning each UA partner prepare 2 lessons in each area in the next month. The partners of each WG1 subgroups must also provide NTU materials to include in the systems according to their skills and experiences.

Action 4: UA & GE partners (P3 – NUUE and P8 – BSMA) have to send the selection procedure documents for Batumi by 31/10/18.



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Action 5: The Call for the internship must be published by P5 – ZSTU, P7 – GTU and P8 – BSMA on website of each universities. Then send a link and documents of the Selection procedure for the internship to P6 – NTU. The coordinator must be taken informed.

Topic 4: WP7: International Quality Assurance System and WG 3

Professor Umberto Crisalli presented main activities developed, obtained outcomes and identifies issues going ahead of WP7. He also communicated that Study Visit UA&GE part of WG3 to EU Universities completed. After the review of existing QAS at home, representatives of WG3 visited EU Universities for further investigation on QAS.

The following issues are in progress: Draft of IQAS development (IQAS will be developed on the basis of Desk and Field studies); Discussion, finalizing and approval of IQAS (Partner Country University Councils will approve final version of IQAS as results of an in-depth discussion and finalisation process); Guide on IQAS use (Guide on IQAS use will elaborated and published by P3).

Action 6: to prepare the report of the task including achieved / planned results.

Action 7: Training of teachers and Acquaintance of students. New IQAS will be part of both of teachers' training and students' awareness.

Action 8: IQAS in operation. Partner Country Universities will introduce and use the new IQAS.

Topic 5: WP8: Project Quality Control and Monitoring

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

In WP8, there are two lead partners: CTL, the research centre for transport and logistics of La Sapienza University, and IMPEER, Institute of Market Problems and Economic& Ecological. A strategy to carry on the work is here presented.

Regarding the objectives, is fundamental to guarantee the European standard level about training and education activity, for this reason, will be created a tool aimed to provide the quality assurance system. At the same time, the project will be an important occasion to promote innovation in quality level. After, must be conducted an evaluation activity of the SMALOG training, a monitor activity and finally, the evaluation of the results.

According to the application, there is one task, divided into four sub-tasks: Day to Day monitoring of the project activities, Cross-university assessment between Georgia and Ukraine, EU assessment and finally, external evaluation of quality.

Sub-task 1: Day-to-day monitoring activity will involve the perter of the Project Management Committee, in fact, the results of verification of timetable, quantity and quality of activities will be discussed during Project, Coordinating Meeting.

Sub-task 2: Cross-university assessment will involve the Georgian and Ukrainian partners, in fact academic staff of Ukrainian university will assess the results obtained by own university as well as results developed by their colleagues from Georgia universities, and vice versa.

EU Assessment: the quality assessment of teaching materials will be performed upon their development, quality assessment of UA teachers retraining will be done by the end of their visit to the EU countries and



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assessment of volume and quality of students' knowledge obtained during their training at home universities will be done at the beginning of their training in the EU Universities and during the Master theses defence. Sub task 4: External Evaluation of quality activity will involve European universities and IMPEER. The results and recommendations of the external evaluation stated in the Evaluation Reports will be discussed during the PMC Meetings and taking for execution.

According to the sub-tasks, the output consists of three items: the institutional evaluation panels, Ukraine-Georgia cross-university evaluation and evaluation by representatives of European and employers.

The institutional evaluation will be produced every three months, while the cross evaluation will be done at the end of 2019 and in April 2020, finally, evaluation by representatives of EU and employers will be done in June 2020.

Obviously, we have to conduct preparation activities to these three tasks, to be done during the project execution, mainly concerning data collection for the evaluation work.

Loris Mezzavilla proposed to adopt a monitoring plan to conduct the sub-tasks. As an example, the monitoring plan will include procedures and specific control checklists related to the process of monitoring and evaluation. The indicators will be useful to evaluate the degree of correspondence between project's objectives, results, approach and impact, but also, to identify some risks.

Action 9: P2 – UNIROMA1 will start first assessment and can support IMPEER to create a tool aimed to provide the quality assurance system for EU-UA-GE and share with Partners.

Action 10: Must be conducted an evaluation activity of the SMALOG training, a monitor activity and finally, the evaluation of the results.

Action 11: Day-to-Day monitoring of the project activities, Cross-university assessment between Georgia and Ukraine, EU assessment and finally, external evaluation of quality.

Topic 6: WP5: Methodical, Organizational and technical support of SmaLog students 'training and WG 2

Professor Vasyl Mamray presented the materials which included topics about goals, a plan of activities and expected outputs according to WP5. The main idea of the program is to create a Master Student Research Center for SmaLog students and teachers, creating a website and Facebook group, creating a base for Transnational Student Mobility. It is also important to introduce new advanced methods of Master student training and sign agreements between PC Universities. According to the Plan of Activities, they started from 01.04.2018 and will end on 30.09.2020. The first part of WP5 is starting Study Visit UA&GE part of WG2 to EU Universities. This activity was planned to do from 01.04.2018 to 28.04.2018. It was done in time, actually to 13.04.2018.

The second part of WP5 is about the Master Students' Research Center for SmaLog students and teachers. Appropriate equipment for the Master Course must be purchased and installed at PC universities during the 1st Project year. Now it is out of date. Today, universities from Ukraine are working in this direction and are preparing for the implementation of appropriate tenders. There are two ways how equipment can be bought – in one group or different. In this case, one or more tenders may be conducted. Also should be reporting documents for equipment purchase within each tender: agreement on purchase, invoice(s), bank statement(s), three quotations from different suppliers and inventory list. All the document in UA/GE should be translated into English. Next part of WP 5 are projects of web-site, Facebook Page/Group and project related Teaching Materials. All elaborated teaching materials will be presented



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at the Website for free access for SmaLog Master students from Project participant universities. In the fifth part of WP5 should be created the appropriate base for Transnational Students Mobility based on rules of Erasmus+ program Mobility. According to our plans in WP5, it is necessary to use current EU methods of students training. That's why we should have agreements between EU and PC Universities. Also for possible Double Degree Diploma and joint Diploma Supplement necessary to have signed Agreement among participating Universities. In conclusion, I want to remind about 3rd Conference of the Project Participants together with 5th PMC Meeting that will be organized in Kyiv.

Action 12: Universities from UA&GE have to work in the direction of Master Students' Research Center and prepare for the implementation of appropriate tenders.

Action 13: All UA&GE partners prepare reporting documents for equipment purchase within each tender. All the documents in UA/GE should be translated into English.

Action 14: Partners should consider the legal documents for the purchase of equipment. Purchasing equipment under direct contracts must take into account this.

Action 15: To pay attention to all partners on the importance of timely placing information on all project activities on the web-sites of universities and Facebook&Twitter.

Topic 7: Presentation Master Program in SmaLog UA & GE partners (objective, competencies, outcomes). Presentation Master Program in SmaLog (common & special parts).

Professor Antonio Comi presented students, employers and project stakeholders the main task of SmaLog Master Program. He focused attention that it is necessary to develop and update this program according to the requests and needs of modern society. This project is developed and defined by EU commission. In SmaLog programme researchers and teachers from EU, UA and GE universities are attracted. In all, there are 11 partners that collaborate with each other. It was presented the university-coordinator and universities of beneficiaries. The main idea of the SmaLog Master Program presentation to the European Commission was to discover the needs of UA & GE transport systems. It is known that freight and passenger transport depend on sustainable mobility in cities. That's why SmaLog students are necessary for employers now and in the future. They can help solve various transport problems. Also to transfer EU technologies students and teachers have the opportunity to come to Italy, German or Poland. But after that, they need to use this knowledge in home countries and adapt it to different situations. We also want to help our partners from UA & GE to create new modern laboratories. Accordingly, there is the importance of this master's program.

Professor Volodymyr Kovalyshyn presented information about SmaLog master program. The structure of program in all partner-universities and educational-scientific program of LPNU Also was presented: "Smart transport and logistics for cities". It was noted that in July this year, 14 students enrolled in this master's program. The main tasks of the program, which are solved various transport problems, are shown. It was noted, that the aim of the educational-scientific program «SmaLog» is ensuring the training of highly skilled specialists in specialty 275 «Transport technologies». Was described the structural-logistic scheme of the program and main results of studying in the educational-scientific program "SmaLog".

Professor Kateryna Vakulenko showed a brief overview O. M. Beketov National University of Urban Economy in Kharkiv and process of SmaLog teaching. She also described subsystems of the educational-



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scientific program and its impacts. She noted that partner universities have common disciplines and those that are different. The disciplines studied and their semesters were presented. She noted that students studying by this program have the opportunity to practice and prepare their master's thesis abroad.

Professor Olga Kunytska presented structure of National Transport University. There are nine faculties: Automotive engineering, Mechanical engineering, Logistics, Civil engineering, Geodesy and land use, Law, Computer science and transportation technology, Tourism, Accounting and auditing. Was presented Department of transport systems and road safety and its staff. Also was explained the schedule of studying in NTU.

Professor Artur Makhno from ZSTU presented the aim of the education-professional program «SmaLog» and main results (outcomes) of studying. He drew the attention of the present to the possibilities for students to obtaining the latest knowledge and practices in the field of intelligent transport and logistics taking into account Smart technologies and opportunity to study and practice in EU universities. He showed the distribution of content of the education-professional program by groups of components and training cycles.

Professor Roman Mamuladze presented a brief history of MET in Georgia and Batumi State Maritime Academy. Were presented Business and Management Faculty and its Bachelor and Master educational programs. Also GTU showed two previous International Projects of this department in Tempus.

Professor Georgi Doborjginidze presented a brief history of Georgian Technical University and its eleven faculties. It is known that Georgia is a transit country. There is a way that connects Asia and Europe. A huge number of container cargoes pass through the country. Also was presented faculty of Transportation and Mechanical Engineering and PhD studying in field of transport and logistic.

Action 16: all partners pay attention to the interests of potential students and employers during presenting programs.

Action 17: to discuss the possibility of developing a common platform for disseminating information and discussing the Smalog project.

Topic 8: WP6: Pilot SmaLog students' training

Professor Kateryna Vakulenko presented materials according to the advancement of WP 6. It was planned such activities:

1. Introduction SmaLog Programme into regular teaching;
2. Students' training at home universities;
3. Students' studying at EU universities;
4. Advertising and Admission Campaign;
- 5 Teachers' exchange between UA and GE Universities;
- 6 Master Theses' development and defence;
- 7 Feedback for SmaLog training improvement.

It will be enrolled 15 students at each UA&GE University. The total intake of students is 90 persons. Currently, 50 Master's students study at the Smalog program at UA universities. Students will be also trained according to new elaborated Master Programme at home universities. According to the program it is planed that some of the best students of the SmaLog specialty will be selected among every PC University and for them will be organized a study-period at the EU Universities. This activity will be



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combined with SMS period and shift it to 4th semester. Advertising and Admission Campaign is also necessary, that why it is provided by: Project website, Facebook Page/Group, Image Booklets of the SmaLog Master Programme and Project Leaflets. Another part of WP 6 is Teachers' exchange between UA and GE Universities. Academic staff of UA Universities will assess both results obtained by own University as well as results developed by their colleagues from GE Universities. It should also be noted that master theses prepared under supervision of EU and PC experts and Industry sector will be defended in the International Exam Commissions in June 2020. And as the results of the program will be able to get feedback from peers, employers, stakeholders, students and staff via employability of alumni indicators, student academic performance.

Action 18: to consider the procedure for selecting students for training according to the program SmaLog.

Action 19: UA&GE universities develop a training program with EU universities.

Topic 9: WP3: Theoretical fundamentals of PhD Programme in SmaLog

According to the WP3 “Theoretical fundamentals of PhD Programme in SmaLog” the are such objectives: to contribute to harmonization of the Higher Education Systems between EU, UA and GE, by introducing PhD programmes in Partner Countries Universities; to define and elaborate theoretical fundamentals of a PhD Programme within SMALOG. The main task is to elaborate theoretical fundamentals of PhD Programme in SmaLog. Sub-tasks are:

- Draft theoretical fundamentals of PhD by means of desk research;
- Establish a panel of experts (PC and EU), involve Ministries of Education, involve the Scientific Council of PC;
- Revision of the draft by the three of them;
- Progress seminar to finalise the PhD programme;
- Present the programme to stakeholders (industry, academia);
- Elaborate implementation guidelines.

Also the main outputs of it are:

1. Progress Seminar of Theoretical fundamentals of PhD Programme in SmaLog;
2. Theoretical fundamentals of PhD Programme in SmaLog presentation;

Finally were presented roles and responsibilities according to the theoretical fundamentals of PhD Programme in SmaLog.

Action 20: to start preparing for the event “Progress Seminar of Theoretical fundamentals of PhD Programme in SmaLog (in Kharkiv)”.

Topic 10: WP9: Dissemination and Exploitation activities of the project

Professors Mykola Zhuk and Kovalyshyn Volodymyr told about the distribution of materials and information on the activities of the Project on:

- official web site of the program SmaLog;



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- social networking pages Facebook and Twitter;
- official websites of PC universities.

After that they presented different publication (SmaLog LeafLet; SmaLog Master Programme LeafLet in PC universities (LPNU, NUUE, ZSTU, NTU)) and information about conferences with students and employers, which was presented program SmaLog in the PC universities. Some information about the project SmaLog was published in the press.

Action 21: to complete the project website in Georgian.

Action 22: to on the website in the tab «Results» to submit links not only to Facebook, but also on university websites.

Action 23: the Erasmus emblem and the inscription «Co-funded by the Erasmus+ Programme of the European Union» must be indicated on all presentations.

Action 24: participants from LPNU to check whether the SmaLog emblem on the official websites of all PC universities.

Topic 11: Special Mobility Strand

Professor Kateryna Vakulenko from O.M. Beketov National University of Urban Economy in Kharkiv, NUUE, presented objectives and main activities of SMS. She paid attention to the state of preparation and signing Inter-Institutional Agreement. Informed about changing dates of teaching period according to SMS staff in UA-GE and EU. She proposed to combine student's studying at UA universities in one period (4 Semester). According to the description and application form to produce selection criteria for students. With other things being equal Preference will be assigned to students with fewer opportunities.

Each submitted Application will go through the evaluation procedure which consists from 3 phases:

- 1 – Eligibility's verification of the candidate (see Eligibility criteria and Eligibility Rules above).
- 2 – Academic merit's evaluation of the candidate (see below Selection criteria).
- 3 – Cross-cutting issues / Additional criteria for complying with the European Commission's requirements in order to encourage the disadvantage groups (see below).

After your Application is submitted, the Selection Board will be appointed for the Eligibility verification and for the Academic merit's evaluation. For each grantee the Selection Board will be composed by 3 reviewers:

- 1 – From the Home University.
- 2 – From the Host University.
- 3 – Independent Reviewer (an Associated Partner of the SmaLog partnership).

Beneficiary organisations involved in the SMS commit to:

- To recognise the ECTS or equivalent credits obtained by the students during the activities carried out and agreed in the Learning Agreement;
- To avoid any extension of the study period upon return to take additional exams;
- To recognise, disseminate and embed the learning outcomes of the staff mobility (for training purposes);
- To solicit the individuals to fill in the Participant Report before the end of mobility (for students) and right after the end of the mobility (for staff).



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Action 25: UA and GE partners pay attention to the state of preparation and signing Inter-Institutional Agreement to the end of November 2018.

Action 26: to consider the opportunity to combine student's studying at EU universities in one period (4 Semester).

Action 27: According to the description and application form, to produce selection criteria for students. With other things being equal Preference will be assigned to students with fewer opportunities.

Topic 12: WP10: Management activities of the project

Mrs. Michela Carnevali presented WP 10. She talked about the peculiarities of travel reimbursement and why not all travels have been reimbursed. She also explained the features of filling out the report and what it will be evaluated on the basis of the award criteria defined for assessing the grant proposal and will be scored out of a total of a maximum of 100 points. At the end of the report assessment, the project's performance will be qualified in four different categories, i.e. Very good (at least 75 pts out of 100): the project is implemented in accordance with its original work programme and timetable. Mrs. Michela stressed on the project summary and horizontal issues.

Action 28: to pay attention to the correctness of filling out travel report.

Topic 13: WP2: EU UA-GE Master Programme in SmaLog

Professor Aleksander Sladkowski expressed his position on the program of the Smalog curriculum developed and implemented at PC HEIs. He pointed out that possible difficulties of masters training could be occur if not well planned.

Professor Norbert Gruenwald expressed his opinion on a shared training program. He pointed to the necessity and possibility of obtaining a Master of competencies within the various curricula.

Professor Mykola Zhuk has supported Professor Norbert Gruenwald in the possibility of obtaining Master's degree of professional competence within the various curricula of the program Smalog.

Action 29: Partners pay attention to features Master Programme in SmaLog.

ACTIVITIES AGREED AT THE MEETING IN LVIV (UA)

Action N°	Partner/s in charge	Action	Deadline
Action 1	PC HEIs	PC partners should point out the competences and knowledge that SmaLog students obtain from Program SmaLog.	Dec 2018
Action 2	All	to discuss with European partners the possibility that Masters will gain shared professional competencies thanks to the experiences carried out visiting EU institutions.	Nov 2018
Action 3	UA&GE Universities	According to the International Network for Distance Learning each UA partner prepare 2 lessons in each area in the next month. The partners of each WG1 subgroups must also provide NTU materials to include in the systems according to their skills and experiences.	Jan 2019
Action 4	P3 – NUUE and P8 – BSMA	UA & GE partners (P3 – NUUE and P8 – BSMA) have to send the selection procedure documents for Batumi	31/10/18
Action 5	UA&GE Universities	The Call for the internship must be published by P5 – ZSTU, P7 – GTU and P8 – BSMA on website of each universities. Then, send a link and documents of the Selection procedure for the internship to P6 – NTU. The coordinator must be taken informed.	31/10/18
Action 6	All	To prepare the report of the task including achieved / planned results.	Jan 2019
Action 7	All	Training of teachers and Acquaintance of students. New IQAS will be part of both of teachers' training and students' awareness.	March 2019
Action 8	UA&GE Universities	IQAS in operation. Partner Country Universities will introduce and use the new IQAS.	Feb. 2019
Action 9	UNIROMA 1, IMPEER	P2 – UNIROMA1 will start first assessment and can support IMPEER to create a tool aimed to provide the quality assurance system for EU-UA-GE and share with Partners.	Feb. 2019
Action 10	All	Must be conducted an evaluation activity of the SMALOG training, a monitor activity and finally, the evaluation of the results.	
Action 11	All	Day-to-Day monitoring of the project activities, Cross-university assessment between Georgia and Ukraine, EU assessment and finally, external evaluation of quality.	
Action 12	UA&GE Universities	Universities from UA&GE have to work in the direction of Master Students' Research Center and prepare for the implementation of appropriate tenders.	
Action 13	UA&GE Universities	All UA&GE partners prepare reporting documents for equipment purchase within each tender. All the documents in UA/GE should be translated into English.	
Action 14	UA&GE Universities	Partners should consider the legal documents for the purchase of equipment. Purchasing equipment under direct contracts must take into account this.	
Action 15	UA&GE Universities	To pay attention to all partners on the importance of timely placing information on all project activities on the web-sites of universities and Facebook & Twitter.	
Action 16	All	All partners pay attention to the interests of potential	

		students and employers during presenting programs.	
Action 17	All	To discuss the possibility of developing a common platform for disseminating information and discussing the SmaLog project.	
Action 18	UA&GE Universities	Consider the procedure for selecting students for training according to the program SmaLog.	
Action 19	All	UA&GE universities develop a training program with EU universities.	
Action 20	All	Start preparing for the event “Progress Seminar of Theoretical fundamentals of PhD Programme in SmaLog (in Kharkiv)”.	
Action 21	LPNU, BSMA	To complete the project website in Georgian.	
Action 22	LPNU	On the website in the tab «Results» to submit links not only to Facebook, but also on university websites.	
Action 23	LPNU	The Erasmus emblem and the inscription «Co-funded by the Erasmus+ Programme of the European Union» must be indicated on all presentations.	
Action 24	LPNU	Participants from LPNU to check whether the SmaLog emblem on the official websites of all PC universities.	
Action 25	UA&GE Universities	UA and GE partners pay attention to the state of preparation and signing Inter-Institutional Agreement to the end of November 2018.	
Action 26	All	To consider the opportunity to combine student`s studying at UA universities in one period (4 Semester).	
Action 27	All	to produce selection criteria for student according to the description and application form. With other things being equal, preference will be assigned to students with fewer opportunities.	
Action 28	All	To pay attention to the correctness of filling out travel report.	
Action 29	UA&GE Universities	Partners pay attention to features Joint Master Programme in SmaLog.	

ACTIVITIES AGREED AT THE MEETING in KHARKIV

Action N°	Partner/s in charge	Action	Deadline
Action 1	All	students from local institution, both from Ukraine and Georgia, will spend their 4 th semester in the EU partners for developing their master thesis and for studying modules related to topic of thesis.	After signing the inter-institutional agreements (not later than June 2019)
Action 2	All	students travelling in the 4 th semester will define in advance the topic of their thesis in accordance with tutor at origin and destination institutions.	After signing the inter-institutional agreements (not later than Sept. 2019)
Action 3	ZSTU	delegates from ZSTU provide a detailed report on the reasons, which drove the development of their CV, clarifying the differences with SmaLog original application and the UA partners.	asap
Action 4	UA&GE Universities	all partners, both from Ukraine and Georgia, in the weeks next to the meeting will provide coordinator a brief description on the above stages as reported in the topic 3	September 2018
Action 5	All	each WG1 sub-group will revise the modules according to the provided suggestions and propose a brief description on how each developed module participates to the general outcomes of SmaLog.	October 2018
Action 6	UA&GE Universities	ECTSs of each module will be revised in order to have a more congruence among the local institutions without neglecting the background and context of each institution.	September 2018
Action 7	UA&GE Universities	a brief description of how each module contributes to the whole outcomes of SmaLog degree in each institution should be provided.	September 2018
Action 11	ALL	each local institution will push to sign the inter-institutional agreement with each EU partner.	November 2018
Action 12	ALL	each travel will be reimbursed after receiving the previous originals and the current scanned copies according to the rules agreed and given by EACEA	After each travel