



Co-funded by the  
Erasmus+ Programme  
of the European Union

585832-EPP-1-2017-1-IT-EPPKA2-CBHE-JP

Master in SMARt transport and LOGistics for cities

SMALOG



# Master in SMARt transport and LOGistics for cities



<http://smalog.uniroma2.it>

## WP 10.2 Coordination Meetings of the PMC (4th)

*Current status and the road ahead*

**SAPIENZA UNIVERSITY**

*Via Eudossiana 18, 00184 Roma*

*5<sup>th</sup> floor*

*Laboratorio di Sistemi di Trasporti e Logistica*

*8<sup>th</sup> – 10<sup>th</sup> May 2019 Rome, Italy*

**Project meeting minutes**

**Place:** Rome, University of Rome **SAPIENZA UNIVERSITY**

*Via Eudossiana 18, 00184 Roma 8 – 10<sup>th</sup> -of May 2019*

## SMALOG 4<sup>th</sup> PMC Coordination Meetings minute

Below the agenda of meeting, with the list of participants.

### Programme at a glance

Day	
Wednesday, 8 <sup>th</sup> May 2019	Current Status: SmaLog at consortium HEIs and activity development
Thursday, 9 <sup>th</sup> May 2019	SmaLog management, dissemination/exploitation and activity development (PMC Dinner in the centre of Rome (Testaccio) – Ristorante “Flavio al Velavevodetto” <a href="http://www.ristorantevelavevodetto.it">http://www.ristorantevelavevodetto.it</a> )
Friday, 10 <sup>th</sup> May 2019	Special Mobility Strand: current status and ongoing activities

### Wednesday, 8th of May 2019

Time	Topic	Speaker(s)
09:30 – 10:00	Participant arrivals at the Sapienza University	
10.00 – 10.30	Greetings  Introduction to the meeting (organization and expected outcomes) and SmaLog development overview	Luca Persia (UNIROMA1)  Antonio Comi (UNITOV)
10.30– 12.30	Curricula development and implementation at SmaLog HEIs <ul style="list-style-type: none"> <li>• O. M. Beketov National University of Urban Economy in Kharkiv - NUUE</li> <li>• Lviv Polytechnic National University - LPNU</li> <li>• Zhytomyr State Technological University - ZSTU</li> <li>• National Transport University - NTU</li> <li>• Georgian Technical University - GTU</li> <li>• Lepl Teaching University-Batumi State Maritime Academy - BSMA</li> </ul>	Kateryna Vakulenko (NUUE)  Mykola Zhuk/ Volodymyr Kovalyshyn (LPNU)  Vasyl Mamray (ZSTU)  Olga Kunytskaya (NTU)  Temur Ugulava (GTU)  <i>Teona Dzneladze</i>
12.30 – 14.00	Break (lunch time)	
14.00 – 14.45	WP 4 “System of UA/GE University of SmaLog teachers’ skills upgrading” <ul style="list-style-type: none"> <li>• Activities developed and obtained outcomes</li> </ul>	Olga Kunytskaya (NTU)

## SMALOG 4<sup>th</sup> PMC Coordination Meetings minute

Time	Topic	Speaker(s)
	<ul style="list-style-type: none"> <li>Identified issues and proposal for going ahead</li> </ul>	
14.45 – 15.15	WP 5 “Methodical, Organizational and technical support of Smalog students’ training” <ul style="list-style-type: none"> <li>Activities developed and obtained outcomes</li> <li>Identified issues and proposal for going ahead</li> </ul>	Vasyl Mamray (ZSTU)
15.15 – 15.45	WP 6 “Pilot Smalog students’ training” <ul style="list-style-type: none"> <li>Activities developed and obtained outcomes</li> <li>Identified issues and proposal for going ahead</li> </ul>	Kateryna Vakulenko (NUUE)
15.45 – 16.15	WP 7 “International Quality Assurance System” <ul style="list-style-type: none"> <li>Activities developed and obtained outcomes</li> <li>Identified issues and proposal for going ahead</li> </ul>	Umberto Crisalli (UNITOV)

### *Thursday, 9th of May 2019*

Time	Topic	Speaker(s)
10:00 – 12:00	WP 10: SmaLog Management: <ul style="list-style-type: none"> <li>Grant development</li> <li>Budget overview</li> </ul>	Antonio Comi (UNITOV)
12.00 – 14:00	Break (lunch time)	
14:00 – 14:30	WP 3 “Theoretical fundamentals of PhD Programme in SmaLog” <ul style="list-style-type: none"> <li>Activities developed and obtained outcomes</li> <li>Identified issues and proposal for going ahead</li> </ul>	Eleonora Meta (UNIROMA1)
14.30 – 15:00	WP 8 “Project Quality Control and Monitoring” <ul style="list-style-type: none"> <li>Activities developed and obtained outcomes</li> <li>Identified issues and proposal for going ahead</li> </ul>	Anastasia Azarko (UNIROMA1)
15.00 – 15:30	WP 9 “Dissemination and Exploitation activities of the Project” <ul style="list-style-type: none"> <li>Activities developed and obtained outcomes</li> <li>Identified issues and proposal for going ahead</li> </ul>	Mykola Zhuk (LPNU)

*Friday, 10<sup>th</sup> of May 2019*

<b>Time</b>	<b>Topic</b>	<b>Speaker(s)</b>
10:30 – 11:30	Special Mobility Strand for Staff: <ul style="list-style-type: none"><li>• Activities developed and obtained outcomes</li><li>• Identified issues and proposal for going ahead</li></ul>	Olga Kunytskaya (NTU)
11:30 - 12:30	Special Mobility Strand for Students: <ul style="list-style-type: none"><li>• Activities developed and obtained outcomes</li><li>• Identified issues and proposal for going ahead</li></ul>	Kateryna Vakulenko (NUUE)
12.30 – 13.30	Sum-up (round table)	Chair: Antonio Comi (UNITOV)

**LIST OF PARTICIPANTS**

<b>Institution</b>	<b>City</b>	<b>Participant Name</b>
P1 - University of Rome Tor Vergata – UNITOV	Rome	Antonio Comi
		Umberto Crisalli
		Michela Carnevali
P2 - Sapienza University of Rome – UNIROMA1	Rome	Luca Persia
		Eleonora Meta
		Anastasia Azarko
		Andrea Campagna
P3 - O. M. Beketov National University of Urban Economy in Kharkiv – NUUE	Kharkiv	Kateryna Vakulenko
		Yevhen Kush
P4 - Lviv Polytechnic National University LPNU	Lviv	Mykola Zhuk
		Volodymyr Kovalyshyn
P5 - Zhytomyr State Technological University - ZSTU	Zhytomyr	Vasyl Mamray
		Arthur Makhno
P6 - National Transport University-NTU	Kyiv	Olga Kunytskaya
		Serhii Yanishevskiy
P7 - Georgian Technical University - GTU	Tbilisi	Temur Ugulava
P9 – Silesian University of Technology - SUT	Katowice	Aleksander Sladkowski
P10 - Institute of Market Problems and Economic & Ecological - IMPEER	Odessa	Irina Antonik Olha Karpenko
P11 - Hochschule Wismar – HSW	Wismar	Norbert Gruenwald

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

- Welcome speech: Introduction to the meeting
- Advancement of each ongoing Working Packages  
WP3: Theoretical fundamentals of PhD Programme in SmaLog,  
WP4: System of UA & GE University SmaLog teachers' skills upgrading,  
WP5: Methodical, organizational and technical support of SmaLog students' training,  
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,
- Budget status,
- Special Mobility Strand (SMS): eligible and preparatory activities / Financial management and WEB tool.

### **Welcome speech: Greetings and Introduction to the meeting**

Prof. Luca Persia opened the meeting and welcomed all participants on behalf of University of Rome Sapienza. Prof. Antonio Comi presented the agenda of the meeting and introduced the topics, also focusing on the organization and expected outcomes of the meeting.

Professor Comi also summarised (recalled):

- the status of development recalling the WP ongoing and which tasks were concluded, including the submission of intermediate report on 11<sup>th</sup> of April 2019;
- the management rules and constraints;
- that three monitoring visits were carried out (one in Ukraine and two in Georgia); Ukrainian side on October 2018: report received and actions implemented reported in the submitted intermediate report; Georgian side on March 2019: no feedback has been yet received;
- Budget revision: revised and approval already received from EACEA min order to consider the opportunity to have money for audit and external evaluators;
- The expected outcomes:
  - Check the status of development;

- Grant and SMS;
- How feedbacks from monitoring visits are taken into account in the development;
- Meeting on L'viv (July 2019) for the annual meeting for staff training;
- Equipment purchase status;
- Budget overview and speed up for further funds requests;
- Issues incurred and the road ahead;
- Actions agreed in previous meetings which need more attention: before last PMC meeting; at last PMC meeting; after last PMC meeting.

### **Curricula development and implementation at SmaLog HEIs**

Each Institution introduced his/her **Curricula development and implementation at SmaLog HEIs** and sharing the results, delays and issues occurred, and solutions for going ahead.

They made a presentation on 20 minutes (for each institution) in which they introduced to the coordinator the list of outputs and measurable progress indicators of each task.

Each Institution defined the component of Master programme and developed syllabi of SmaLog disciplines in Master course.

Kateryna Vakulenko from NUUE opened the Curricula development and shared the results for NUUE, Volodymyr Kovalyshyn from LPNU made his presentation in which he introduced the objectives and contents of the Master programme. Similarly, Arthur Makhno from ZSTU, Olga Kunytska from NTU introduced Master programme and explained the employment opportunities for students.

Temur Ugulava from GTU introduced the general structure, objectives and contents of the Masters, the programme structure of master programme.

Although BSMA delegates did not attend the meeting, they communicated that in the few weeks, a presentation will be sent to be shared with partners.

The discussion was hence opened and constraints and opportunity were pointed out. Finally, the partners agreed that:

**Action 1** - UA and GE partners have to check the eight competences of EU (key competences, as suggested by Prof. Norbert Gruenwald).

**Action 2** – ZSTU has to check the minimum number of credits satisfying the EU accreditation of master degree.

**Action 3** – Teaching and learning materials have to be in English.

### Development status of each WP

Each WP leader summarised the activities developed within each WP and described the road ahead according to the planned outcomes.

Prof. Olga Kuntyska focused on WP 4 “System of UA/GE University of SmaLog teachers’ skills upgrading”, activities developed and obtained outcomes, identified issues and proposal for going ahead. In particular, she introduced the issues related to the distance course platform and the lessons developed by May 2019, then provided a tentative schedule for meeting in Lviv on July 2019.

**Action 4** – to define the procedure for open access to distance learning platform.

**Action 5** – to speed up the development of lessons for distance learning platform.

After, Dr Vasyl Mamray provided an overview of WP 5 “Methodical, Organizational and technical support of SmaLog students’ training”: activities developed and obtained outcomes, identified issues and proposal for going ahead. The discussion was then devoted to defining manual (teaching and learning materials) for staff and students.

**Action 6** – Collection of material for staff and students.

Prof. Kateryna Vakulenko provided an overview of WP 6 “Pilot Smalog students’s training”: activities developed, obtained outcomes, identified issues and proposal for going ahead.



Prof. Umberto Crisalli defined the activities and tasks of WP7 “International Quality Assurance System”. He shared with all partners activities developed and obtained outcomes, identified issues and proposal for going ahead, in particular on student module assessment.

**Action 7** – Definition of report of evaluation of modules performed at each HEI.

Prof. Eleonora Meta shared with all partners the WP 8 “Project Quality Control and Monitoring”, and she explained activities developed and obtained outcomes, the identified issues and proposal for going ahead. She presented SmaLog PhD concept and contents, and she defined the roles and responsibility of all partners. It is expected that each HEI approves the guidelines for introducing the designed PhD course.

**Action 8** – Approval of guidelines for introducing PhD course at each HEI.

Dr. Anastasia Azarko defined the WP8 “Project Quality Control and Monitoring”. She provided the objectives and the aims of the QP. The quality Assurance has two approaches: internal and external. She explained the rules of Quality Assurance and the criteria list, and the sections, like the feedback, the module specification, and delivery of the programme, assessment of the reports, documents. She spoke about the system of external quality assurance. Harmonization with reports proposed within WP 7 was discussed and the opportunity to evaluate each meeting was discussed. Then, a questionnaire was defined and from this meeting will be proposed to participants.

**Action 9** – Harmonization with reports developed within WP7

**Action 10** – Questionnaire for evaluating meetings.

Prof. Volodymyr Kovalyshyn defined the activities developed and obtained outcomes of WP9 “Dissemination and Exploitation activities of the project”. He showed all main pages of each Institution, NTU University web page, NUUE web page, GTU University web page, BSMA

University web page and he presented a table of information availability on University web site. Then, the opportunity to revise the layout was discussed.

**Action 11** – Improvement of website layout

**Action 12** – Check that in all HEIs there are info on SmaLog also in English.

Finally, Prof. Antonio Comi introduced WP10. In particular, he focused on budget providing an overview and defined the activities that it is expected to do in the next months for asking the second financing from EACEA.

**Action 13** – To send coordinator all proofs of expenditures in order to be ready for asking the second financing.

### Special Mobility Strand

Prof. Antonio Comi opened the third day of meeting in Rome with an overview of SMS grant within the SmaLog project. He suggested to complete the documents, selection procedure for the staff and student's mobility. He suggested to stress the students to have all correct documents. He presented the eligible activities, mobility duration and organisation.

Prof. Olga Kynytska introduced the special mobility strand for staff and she explained the internship activities and additional topics. She presented the internship documents focused her attention on Inter-Institutional agreement and the grant to be signed by staff and institutions involved in mobility.

Prof. Kateryna Vakulenko provided an overview on mobility of students that will start on Sept. 2019.

## SMALOG 4<sup>th</sup> PMC Coordination Meetings minute

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

Action	Partner/s in charge	Action	Deadline
<b>Action 10</b>	LPNU	Georgian partners will be responsible for Georgian language of the project websites <b>TO DO</b> Translation of website into Georgian language	<b>Not solved</b>

### *Activities agreed at 2nd PMC Coordination meeting*

Action	Partner/s in charge	Action	Deadline
<b>Action 26</b>	All partners	SMS agreements among partner HEIs	Agreement between SUT – GTU misses

### *Activities agreed at the progress seminar of WG1 (Kharkiv) and do not still concluded*

Action	Partner/s in charge	Action	Deadline
<b>Action 3</b>	All partners	Deliverables on SmaLog implementation at each HEIS	Reports from ZSTU and BSMA miss
<b>Action 11</b>	All partners	SMS agreements	Agreement between SUT – GTU misses

### *Activities agreed at 3rd PMC meeting and do not still concluded*

Action	Partner/s in charge	Action	Deadline
<b>Action 3</b>	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
<b>Action 7</b>	All	Training of teachers and Acquaintance of students. New IQAS will be part of both of teachers' training and students' awareness.	March 2019
<b>Action 8</b>	UA&GE Universities	IQAS in operation. Partner Country Universities will introduce and use the new IQAS.	Feb. 2019
<b>Action 9</b>	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

## SMALOG 4<sup>th</sup> PMC Coordination Meetings minute

Action	Partner/s in charge	Action	Deadline
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 17	All	To discuss the possibility of developing a common platform for disseminating information and discussing the Smalog project.	
Action 21	LPNU, BSMA	To complete the project website in Georgian.	

### Activities agreed at 4<sup>th</sup> PMC meeting

Action	Partner/s in charge	Action	Deadline
Action 1	All PC HEIUs	UA ad GE partners have to check the eight competences of EU (key competences, as suggested by Prof. Norbert Gruenwald)	
Action 2	ZSTU	ZSTU has to check the minimum number of credits satisfying the EU accreditation of master degree	
Action 3	All PC HEIs	Teaching and learning materials have to be in English	
Action 4	NTU	to define the procedure for open access to distance learning platform	Sept. 2019
Action 5	NTU	to speed up the development of lessons for distance learning platform	Sept. 2019
Action 6	ZSTU	Collection of material for staff and students	Oct. 2019
Action 7	UNIROMA2	Definition of report of evaluation of modules performed at each HEI.	Oct. 2019
Action 8	UNIROMA1	Approval of guidelines for introducing PhD course at each HEI	Dec 2019
Action 9	UNIROMA1	Harmonization with reports developed within WP7	Sept. 2019
Action 10	UNIROMA1	Questionnaire for evaluating meetings	
Action 11	LPNU	Improvement of website layout	
Action 12	LPNU	check that in all HEIs there are info on SmaLog also in English	
Action 13	All	to send coordinator all proofs of expenditures in order to be ready for asking the second financing.	July 2019