



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



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<http://smalog.uniroma2.it>

WP 10.2 Coordination Meetings of the PMC (6th)

Current status and final remarks for completing activities

23th March 2021

on line – MS Teams Platform

Project meeting minutes



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

Programme at a glance

PMC COORDINATION MEETING – from 09:00 to 12:00 CEST

Time	Topic	Speaker(s)
09:00-09:15	Greetings Introduction to the meeting	Antonio Comi (UNITOV)
09:15-09:45 Short speech, e.g. not longer than 10 minutes	WP 3 “Theoretical fundamentals of PhD Programme in SmaLog”: current status and final remarks	Anastasia Azarko (UNIROMA1)
	WP 4 “System of UA/GE University of SmaLog teachers’ skills upgrading”: current status and final remarks	Olga Kunytskaya (NTU)
	WP 6 “Pilot Smalog students’ training”: current status and final remarks	Mariia Olkhova (NUUE)
09:45-10:15 Short speech, e.g. not longer than 10 minutes	WP 7 “International Quality Assurance System”: current status and final remarks	Umberto Crisalli (UNITOV) Dmitry Roslavtsev (NUUE)
	WP 8 “Project Quality Control and Monitoring”: current status and final remarks	Anastasia Azarko (UNIROMA1) Svitlana Ilchenko (IMPEER)
	WP 9 “Dissemination and Exploitation activities of the Project”: current status and final remarks	Mykola Zhuk (LPNU)
10:15-11:00	WP 5 “Methodical, Organizational and technical support of SmaLog students’ training”: current status and final remarks	Vasyl Mamray (ZSTU)
	Special Mobility Strand	Olga Kunytskaya (NTU) Kateryna Vakulenko (NUUE)
11:00-11:30	WP 10 “Management activities of the project”: <ul style="list-style-type: none"> • Final reports <ul style="list-style-type: none"> ○ Report on partner activity according to staff costs and travel costs, equipment costs ○ Deliverable for Project dissemination ○ Final report to Submit to EACEA • Budget overview: Grant and SMS • How to continue after eligibility period: new proposals? 	Antonio Comi (UNITOV)
	Closing keynotes (open discussion)	



LIST OF PARTICIPANTS

Institution	City	Participant Name
P1 - University of Rome Tor Vergata – UNITOV	Rome	Antonio Comi: comi@ing.uniroma2.it
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P3 - O. M. Beketov National University of Urban Economy in Kharkiv - NUUE	Kharkiv	Oleksii Lobashov: lobashov61@gmail.com
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P4 - Lviv Polytechnic National University LPNU	Lviv	Mykola Zhuk: zhukmm65@gmail.com
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P5 - Zhytomyr State Technological University - ZSTU	Zhytomyr	Vasyl Mamray: vmamray@rambler.ru mamrayv@ukr.net
P6 - National Transport University-NTU	Kyiv	Olga Kunitska: o.kunytyska@gmail.com ogulchak@ukr.net s.yanishevskiy@ukr.net
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P11 - Hochschule Wismar - HSW	Wismar	Gruenwald Norbert: norbert.gruenwald@hs-wismar.de



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).

Welcome speech: Greetings and Introduction to the meeting

Prof. Antonio Comi opened the meeting and welcomed all participants on behalf of University of Rome Tor Vergata. 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 and asked:

- Program and objectives;
- An overview of performed and ongoing activities;
- An overview of mandatory activities to complete the project;
- Reports to submit;
- An overview of Special Mobility Strand (impact from pandemia);
- Budget management.

Overview of SmaLog at PC HEIs: results obtained, issues and lesson learnt

Each Institution introduced an overview of SmaLog development at PC HEIs, in particular: results obtained, issues and lesson learnt.



They made a presentation on 10 minutes for each institution in which they introduced to the coordinator the list of outputs and measurable progress indicators of each task.

Anastasia Azarko from UNIROMA1 opened the session and discussed about the PhD program, Umberto Crisalli from UNITOV and Dmytro Roslavytsev from NUUE made his presentation introducing the tasks and the results of International Quality Assurance System (IQAS). Similarly, Mariia Olkhova from NUUE spoke about the introduction of SmaLog Master Programme into regular teaching. Olga Kunytska from NTU introduce teachers' skills upgrading within SMALOG. Anastasia Azarko from UNIROMA1 spoke about Project Quality Control and Monitoring. Volodymyr Kovalyshyn from LPNU introduced the dissemination and exploitation activities of SMALOG. Vasyl Mamray from ZPSU introduced a report on equipment purchase. Finally, Olga Kunytska from NTU and Kateryna Vakulenko from NUUE spoke about the accomplished mobility within Special Mobility Strand (SMS).

Development status of each WP

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

Dr. Anastasia Azarko focused on WP 3 “Theoretical fundamentals of PhD Programme in SmaLog” by introducing: the developed activities and the outcomes, the deliverables (reports) to produce in 2021; a survey to collect the research needs for academics in order to understand how to deliver the PhD courses in UA and GE.

Action 1 – All PC HEIs: fill the survey for PhD and report any problem

Prof. Umberto Crisalli and Prof. Dmytro Roslavytsev provided an overview of WP7 “International Quality Assurance System”. He shared with all partners' objectives, expected output, allocation of responsibilities, activities and tasks. He introduced the current version of the “guide for assuring the quality of educational program” (the final version of the guide will have to be uploaded on SMALOG website), provided an example of obtained results, presented the questionnaire evaluation of the SmaLog programme by students and by employers (ongoing).



Action 2 – Complete the procedure of automation of the questionnaire for IQAS, collect data through the questionnaire

Prof. Mariia Olkhova provided an overview of WP 6 “Pilot Smalog students’s training”: activities developed and obtained outcomes, activities ongoing (6.2: Students’ training at home universities, 6.7: Feedback for SmaLog training improvement), activities to start (6.5: Teachers’ exchange between UA and GE Universities), activities modified (merged to SMS).

Action 3 – Activity 6.5: organize online meeting in April, May, June

Prof. Olga Kunytska focused on WP 4 “System of UA/GE University of SmaLog teachers’ skills upgrading”. In particular, she introduced the results of distance course platform for teachers (active on MOODLE).

Action 4 – Provide the number of participants

Dr. Anastasia Azarko defined the WP8 “Project Quality Control and Monitoring”, discussing the developed activities and the obtained results, and the next steps in order to finalize the project quality control.

Action 5 – To continue evaluation activities and to define 2 external experts for Quality Control

Prof. Volodymyr Kovalyshyn defined the activities developed and obtained outcomes of WP9 “Dissemination and Exploitation activities of the project”. He spoke about the project dissemination activities and the new layout of website. He showed some web pages for results dissemination.



After, Dr Vasyl Mamray provided an overview of WP 5 “Methodical, Organizational and technical support of SmaLog students’ training”. The discussion was then focused on the equipment costs and on purchased equipment.

Action 5 – All participants: share information on purchased equipment

Special Mobility Strand for Staff and students

Prof. Olga Kunytska and prof. Kateryna Vakulenko introduced the special mobility strand for student (concluded) and staff (the possibility of other trips is being evaluated, compatibly with the evolution of the pandemic). Besides, some data related to the survey on mobility are presented.

Action 5 – Some students from LPNU and ZPSU have to complete the survey on mobility

Prof. Antonio Comi introduced WP10. In particular, he focused on final reports to produce and on budget providing an overview on spent budget, budget to spend and general rules (including ceilings). The main activities to complete are related to the equipment purchase.

Minutes were prepared, and then approved by participants.



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

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

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

Action	Partner/s in charge	Action	Deadline
Action 3	All partners	Deliverables on SmaLog implementation at each HEIS	Reports from ZSTU and BSMA miss
Action 11	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
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 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 17	All	To discuss the possibility of developing a common platform for disseminating information and discussing	



Action	Partner/s in charge	Action	Deadline
		the Smalog project.	
Action 21	LPNU, BSMA	To complete the project website in Georgian.	

Activities agreed at 4th PMC meeting and do not still concluded

Action	Partner/s in charge	Action	Deadline
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

Activities agreed at 5th PMC meeting

Action	Partner/s in charge	Action	Deadline
Action 1	All PC HEIUs	Translate the learning material	
Action 5	All PC HEIUs	Provide missing exam results	
Action 6	GTU	provide the data on students' travels	

Activities agreed at 6th PMC meeting

Action	Partner/s in charge	Action	Deadline
Action 1	All PC HEIUs	fill the survey for PhD and report any problem	
Action 2	NUUE	Complete the procedure of automation of the questionnaire for IQAS, collect data through the questionnaire	
Action 3	NUUE	organize online meeting in April, May, June	
Action 4	NTU	Provide the number of participants	
Action 5	LPNU-ZPSU	Some students have to complete the survey on mobility	