



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 (7<sup>th</sup>)

*Current status and final remarks for completing activities*

*8<sup>th</sup> June 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 09:30 to 12:30 CEST**

Time	Topic	Speaker(s)
09:30-09:45	Greetings Introduction to the meeting	Antonio Comi (UNITOV)
09:45-10:15	WP 3 “Theoretical fundamentals of PhD Programme in SmaLog”: <b>final deliverable of the WP</b>	Anastasia Azarko (UNIROMA1)
Short speech, e.g. not longer than 10 minutes	WP 4 “System of UA/GE University of SmaLog teachers’ skills upgrading”: <b>final deliverable of the WP activities (first version)</b>	Olga Kunytskaya (NTU)
	WP 6 “Pilot Smalog students’ training”: <b>final deliverable of the WP activities (first version)</b>	Mariia Olkhova (NUUE)
10:15-10:45	WP 7 “International Quality Assurance System”: <b>final deliverable of the WP activities (first version)</b>	Umberto Crisalli (UNITOV) Dmitry Roslavtsev (NUUE)
Short speech, e.g. not longer than 10 minutes	WP 8 “Project Quality Control and Monitoring”: <b>final deliverable of the WP activities (first version)</b>	Anastasia Azarko (UNIROMA1)
	WP 9 “Dissemination and Exploitation activities of the Project”: <b>final deliverable of the WP activities (first version)</b> <ul style="list-style-type: none"> <li>• Status of website revision</li> </ul>	Mykola Zhuk (LPNU)
10:45-11:00	WP 5 “Methodical, Organizational and technical support of SmaLog students’ training”: <b>final deliverable of the WP activities (first version)</b> <ul style="list-style-type: none"> <li>• Completing purchases and documentation to audit</li> </ul>	Vasyl Mamray (ZSTU)
11:20-11:30	Special Mobility Strand: further possible travels for completing planned activities (if possible)	Olga Kunytskaya (NTU) Kateryna Vakulenko (NUUE)
11:30-12:20	WP 10 “Management activities of the project”: <ul style="list-style-type: none"> <li>• Final Conference: <ul style="list-style-type: none"> <li>○ structures,</li> <li>○ who to invite, stakeholders, students, staff, local, NE+, Project Officers, ....</li> <li>○ physical or remote conference?</li> <li>○ ...</li> </ul> </li> <li>• Budget overview: Grant and SMS</li> <li>• Final report <ul style="list-style-type: none"> <li>○ Report on partner activity according to staff costs and travel costs, equipment costs</li> <li>○ Deliverable for Project dissemination</li> <li>○ Final report to Submit to EACEA <ul style="list-style-type: none"> <li>▪ e-report (form online)</li> <li>▪ tables of outcomes</li> <li>▪ deliverables</li> <li>▪ budget</li> </ul> </li> </ul> </li> <li>• CBHE Virtual Fair in October 2021</li> <li>• How to continue after eligibility period: new proposals?</li> </ul>	Antonio Comi (UNITOV)
12:20-12:30	Closing keynotes (open discussion)	

**LIST OF PARTICIPANTS**

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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;
- Final report;
- Special Mobility Strand: rules for new mobilities (if any);
- Budget management.

### 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 final deliverable is foreseen for the end of July. She also proposing a progress seminar at the end of July, 2021. The date will be defined after according to the opportunity to have mixed (physical and remote meeting).

**Action 1 – ZSTU/ZPSU and UNIROMA1 will evaluate the technical issues for having physical and remote meeting. An online surveys, with the support of NUUE, will be lunched for identifying who and how will attend the meeting**

Prof. Olga Kunitiska 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 by presenting the data on distance learning courses (number of participants, developed activities, annual seminars, lectures).

Prof. Mariia Olkhova provided an overview of WP 6 “Pilot Smalog students’s training”: all the activities are completed, prof. Olkhova presented some indicators and statistics on developed activities. The final deliverable is ongoing, but some data from GTU are missing.

**Action 2 – GTU provides the missing data as soon as possible**

Prof. Umberto Crisalli and Prof. Dmytro Roslavtsev provided an overview of WP7 “International Quality Assurance System”. He shared with all partners’ objectives, expected output, allocation of responsibilities, activities and tasks. All activities are completed and the final report is ongoing.

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 (external experts and evaluation panel).

### **Action 3 –To define external experts and evaluation panel 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 by presenting the webpage, the facebook page and the google advertising.

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, in particular on the list of documents to provide. Some data from GTU and BSMA are missing.

### **Action 4 — GTU and BSMA provide the missing data as soon as possible**

Prof. Kateryna Vakulenko introduced the special mobility strand for student (concluded) and staff (3 mobility's from ZPSU to SUT are ongoing, other ones are foreseen). Since the restrictions for pandemic, the participants agreed to perform some activities on-line. SUT colleagues declared their availability to participate in mobility to Ukrainian HEIs.

**Action 5 — to support HEIs that can participate in mobility moving budget from partners that cannot do it.**

Finally, prof. Antonio Comi introduced WP10. In particular, he focused on final reports to produce and on activities completed or to complete. Each participant is asked to provide a contribution for the final report, the deadline for this contribution is June 30<sup>th</sup>.

The format of the final conference was discussed in terms of organization, technical aspects, date of the event. Besides, the participation to CBHE Virtual Fair in October 2021 was agreed.

**Action 6 — to register to CBHE Virtual Fair in October 2021.**

**Action 7 – to push partners to share the expenditures proofs.**

## SMALOG 7<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
Action 10	LPNU	Georgian partners will be responsible for Georgian language of the project websites <b>TO DO</b> Translation of website into Georgian language	Partially 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 7	All	Training of teachers and Acquaintance of students. New IQAS will be part of both of teachers' training and students' awareness.	On going
Action 8	UA&GE Universities	IQAS in operation. Partner Country Universities will introduce and use the new IQAS.	On going
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 21	LPNU, BSMA	To complete the project website in Georgian.	

*Activities agreed at 4<sup>th</sup> PMC meeting and do not still concluded*

Action	Partner/s in charge	Action	Deadline
Action 8	UNIROMA1	Approval of guidelines for introducing PhD course at each HEI	Dec 2019



*Activities agreed at 5<sup>th</sup> PMC meeting and still do not concluded.*

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	