



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

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



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

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



*Project Working Meeting combined with the
Progress Seminar: Theoretical fundamentals of PhD Program minute*

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

Master in SMARt transport and LOGistics for cities / SMALOG

Grant Agreement Number 2017-2893/001-001

**Project Working Meeting combined with the Progress Seminar:
Theoretical fundamentals of PhD Program**

Zhytomyr Polytechnic State University, 28th of July – 30th of July 2021, Zhytomyr,
Ukraine

Venue: Chudnivska str. 103, Zhytomyr

*Project Working Meeting combined with the
Progress Seminar: Theoretical fundamentals of PhD Program minute*

1. Project meeting minutes

Place: Zhytomyr Polytechnic State University, Chudnivska str. 103, Zhytomyr
28th of July – 30th of July 2021, Zhytomyr, Ukraine

Meeting attendees:

Institution	City	Participant Name
P1 - University of Rome Tor Vergata - UNITOV	Rome	Antonio Comi (<i>on-line</i>)
		Antonio Polimeni (<i>on-line</i>)
P2 - Sapienza University of Rome - UNIROMA	Rome	Luca Persia (<i>on-line</i>)
		Anastasia Azarko (<i>on-line</i>)
		Eleonora Meta (<i>on-line</i>)
P3 - O. M. Beketov National University of Urban Economy in Kharkiv - NUUE	Kharkiv	Oleksii Lobashov
		Kateryna Vakulenko
		Maria Olkhova
		Dmytro Roslavytsev
		Yevgen Kush
		Oleksii Prasolenko
		Tatiana Lutsenko (<i>on-line</i>)
P4 - Lviv Polytechnic National University - LPNU	Lviv	Mykola Zhuk
		Yuriy Royko
		Volodymyr Hilevych
		Halyna Pivtorak
P5 - Zhytomyr Polytechnic State University - ZPSU	Zhytomyr	Vasyl Mamray (<i>on-line</i>)
		Andrii Morozov
		Oleksandr Kravchenko
		Andrii Ilchenko
		Artur Makhno
		Oleksii Gromovyi
		Dmytro Beherskyi
		Volodymyr Shumliakivskyi
		Vitalii Kuchmenko
		Volodymyr Shlapak
P6 - National Transport University - NTU	Kyiv	Oksana Hulchak
		Yanishivskiy Serhii
P7 - Georgian Technical University – GTU	Tbilisi	Temur Ugulava (<i>on-line</i>)
		George Sisvadze (<i>on-line</i>)

*Project Working Meeting combined with the
Progress Seminar: Theoretical fundamentals of PhD Program minute*

		Vakhtang Bogvelishvili (<i>on-line</i>)
		Emeliane Gogilidze (<i>on-line</i>)
P8 - Batumi State Maritime Academy - BSMA	Batumi	Roman Mamuladze (<i>on-line</i>)
		Guladi Tkheilaishvili (<i>on-line</i>)
		Nino Kurshbadze (<i>on-line</i>)
		Teona Dzneladze (<i>on-line</i>)
P9 – Silesian University of Technology	Katowice	Aleksandr Sladkowski
P10 - Institute of Market Problems and Economic & Ecological, Research of the National Academy of Sciences of Ukraine - IMPEER	Odessa	Svitlana Ilchenko (<i>on-line</i>)
P11 - University of Applied Sciences Technology, Business and Design - HSW	Wismar	Norbert Gruenwald (<i>on-line</i>)

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

- Topic 1: Welcome speech;
- Topic 2: Presentation of current outcomes and problems within realization of WP5: Methodical, organizational and technical support of SmaLog students' training at UA and GE partners (NUUE, LPNU, NTU, ZPSU, GTU, BSMA);
- Topic 3: Presentation of current outcomes and problems within realization of WP6: Pilot SmaLog students' training at UA and GE partners (NUUE, LPNU, NTU, ZPSU, GTU, BSMA);
- Topic 4: Presentation of the Theoretical Fundamentals of PhD Programme in SmaLog. Ways of implementation of presented PhD Programme Theoretical Fundamentals at UA and GE HEIs;
- Topic 5: Presentation of current outcomes and problems within realization of WP10: Management - Further steps within the project: management issues; final Report preparation; final Project Meeting: preliminary plan;
- Topic 6: Seminar "Using the Pupil World Camera in the educational process and in PhD research work";
- Topic 7: Seminar "Problem solving and critical thinking";
- Topic 8: Presentation of current outcomes and problems within realization of WP7: International Quality Assurance System. IQAS in Operation: Elaborated IQAS introduction and usage at UA/GE Universities;

*Project Working Meeting combined with the
Progress Seminar: Theoretical fundamentals of PhD Program minute*

- Topic 9: Presentation of current outcomes and problems within realization of WP8: Project quality control and monitoring. External evaluation: procedure of External Evaluation by IMPEER experts;
- Topic 10: Presentation of current outcomes and problems within realization of WP9 Dissemination & Exploitation. Plan for project results dissemination and sustainability after its completion;
- Topic 11: Financial management. Summarising of the Project Working Meeting. Further steps within the Project.

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

Topic 1: Welcome speech

Prof. Andrii Morozov, Assoc. Prof. Dmytro Beherskyi and Prof. Antonio Comi (on-line) opened the meeting and welcomed all participants on behalf of Zhytomyr Polytechnic State University.

Topic 2: Presentation of current outcomes and problems within realization of WP5: Methodical, organizational and technical support of SmaLog students' training at UA and GE partners (NUUE, LPNU, NTU, ZPSU, GTU, BSMA)

Senior lecturer Artur Makhno (ZPSU) was presenting draft version of teaching materials for SmaLog Students elaborated by all UA partners. The draft version of Students Book “Smart transport and Logistics for cities” is written in Ukrainian language. Prof. Antonio Comi mentioned that it is necessary to add abstracts in English and Ukrainian languages to each Chapter of the book and it is necessary to add foreword and translation of the content in English languages. After these corrections, it will be also good to get external reviews from local universities and others stakeholders. GE partners informed everybody that they already have elaborated teaching materials for SmaLog Students in Georgia in Georgian language. After this senior lecturer Artur Makhno was presenting the draft version of General Guide: “Modern European Methods of Students' Training”. UA and GE partners in English language elaborated the General Guide. Prof. Antonio Comi ask also the authors about possibility of external reviews by European professors/universities.

It was also discussed the current situation with equipment purchasing at Partner Universities sides. ZPSU and NUUE reported that they fully completed equipment purchasing and sent all reporting documents to the coordinator. LPNU, NTU, GTU and BSMA informed that they launched last Tenders and all equipment they receive within next month. Prof. Antonio Comi mentioned that all reporting documents should be send to the coordinator before the end of the Project.

*Project Working Meeting combined with the
Progress Seminar: Theoretical fundamentals of PhD Program minute*

Action 1: the draft version of Students Book “Smart transport and Logistics for cities” should be adapted and all necessary reviews should be collected. The draft version of General Guide: “Modern European Methods of Students’ Training” should be sent for external evaluation.

Action 2: The equipment purchasing process should be completed and all reporting documents should be provided before the end of the Project.

Action 3: Complete the signing procedure of Agreements about future collaboration between UA/GE and EU Universities

Topic 3: Presentation of current outcomes and problems within realization of WP6: Pilot SmaLog students’ training at UA and GE partners (NUUE, LPNU, NTU, ZPSU, GTU, BSMA)

Prof. Maria Olkhova (NUUE) was mentioned that almost all activities within WP6: Pilot SmaLog students’ training at UA and GE partners are successfully completed. UA and GE partners should pay attention about accreditation by National Quality Assurance Agencies SmaLog Master Programme at each university.

Action 4: all partners, both from Ukraine and Georgia, in the weeks next to the meeting will provide coordinator a brief description of the following stages about accreditation by National Quality Assurance Agencies SmaLog Master Programme.

Topic 4: Presentation of the Theoretical Fundamentals of PhD Programme in SmaLog. Ways of implementation of presented PhD Programme Theoretical Fundamentals at UA and GE HEIs

Anastasia Azarko (UNIROMA) presented the Theoretical Fundamentals of PhD Programme in SmaLog. Ways of implementation of presented PhD Programme Theoretical Fundamentals at UA and GE HEIs.

Oksana Hulchak (NTU) presented the situation with PhD Programme, aspects of its accreditation in the UA Universities according to the Law and possibility ways of implementation of presented PhD Programme Theoretical Fundamentals at UA Universities.

All Partners are fully interested about introduction of the PhD Programme. It is necessary to involve EU tutors from academics and industry for SmaLog PhD Programme at UA and GE HEIs.

Action 5: to complete the elaboration and approved theoretical fundamentals of PhD Programme in SmaLog, to prepare to presented at the International Conference/ Final Meeting at Kharkiv (5th of October) for following evaluated and discussed by the local (University) methodical council and approved by the Scientific Councils of the participated PC Universities.

*Project Working Meeting combined with the
Progress Seminar: Theoretical fundamentals of PhD Program minute*

Topic 5: Presentation of current outcomes and problems within realization of WP10: Management - Further steps within the project: management issues; final Report preparation; final Project Meeting; preliminary plan

Prof. Antonio Comi presented current outcomes and problems within realization of WP10: Management. He also announced information about final Report preparation. Final Project Meeting: preliminary plan was presented by prof. Kateryna Vakulenko (NUUE) as a representative of Host University.

Action 6: For all partners to complete the Final Report and send the contributes to the Coordinator till the 30th of August 2021.

Action 7: Develop the Agenda of the Final Meeting. Develop the Plan of the Logistic, printing, publishing and dissemination activities.

Topic 6: Seminar “Using the Pupil World Camera in the educational process and in PhD research work”

Tatiana Lutsenko (NUUE) was providing Seminar “Using the Pupil World Camera in the educational process and in PhD research work” for all participants.

Topic 7: Seminar “Problem solving and critical thinking”

Prof. Norbert Gruenwald was providing Seminar “Problem solving and critical thinking” for all participants.

Topic 8: Presentation of current outcomes and problems within realization of WP7: International Quality Assurance System. IQAS in Operation: Elaborated IQAS introduction and usage at UA/GE Universities

Assoc. Prof. Dmytro Roslavytsev was mentioned that almost all activities within WP7: International Quality Assurance System partners are successfully completed. It is necessary to collect and analyze all questionnaire of students, teachers, local stakeholders and representatives of work market about evaluation of SmaLog Master Programme. Quality Assurance Guide that was elaborated during the Project lifetime should be implemented at each UA and GE Partner University.

Action 8: collect and analyze all questionnaire of students, teachers, local stakeholders and representatives of work market about evaluation of SmaLog Master Programme for including this information in the Final Report and presented it on the Final meeting.

*Project Working Meeting combined with the
Progress Seminar: Theoretical fundamentals of PhD Program minute*

Topic 9: Presentation of current outcomes and problems within realization of WP8: Project quality control and monitoring. External evaluation: procedure of External Evaluation by IMPEER experts

Svitlana Ilchenko (IMPEER) was presenting current outcomes and problems within realization of WP8: Project quality control and monitoring.

Action 9: For UA/GE send all necessary information for complete by IMPEER there wart of realization the WP8. For IMPEER cooperate and agree the activity within the realization the WP8 with the UNIROMA1.

Topic 10: Presentation of current outcomes and problems within realization of WP9 Dissemination & Exploitation. Plan for project results dissemination and sustainability after its completion

Halyna Pivtorak (LPNU) was presenting of current outcomes and problems within realization of WP9 Dissemination & Exploitation. Halyna Pivtorak also presented plan for project results dissemination and sustainability after its completion. Before the Final Meeting that is planned in October 2021 in Kharkiv it's necessary to develop leaflet with Project Results. All UA and GE Partner Universities should proceed necessary information to LPNU. It was also mentioned that each UA and GE Partner University should publish at the main Project site <http://smalog-2017.uniroma2.it/> the link from the University site about Project results.

Action 10: LPNU is developing the structure of leaflet with Project Results. All partners, both from Ukraine and Georgia, in the weeks next to the meeting will provide to LPNU a brief description with the SmaLog Project Result. All partners, both from Ukraine and Georgia, also sending to LPNU the link from their University site about Project results.

Topic 11: Financial management. Summarising of the Project Working Meeting. Further steps within the Project.

Prof. Antonio Comi was summarizing the Project Working Meeting and discussed with all partners further steps within the Project.

*Project Working Meeting combined with the
Progress Seminar: Theoretical fundamentals of PhD Program minute*

ACTIVITIES AGREED AT THE MEETING

Action N°	Partner/s in charge	Action	Deadline
Action 1	UA/GE	the draft version of Students Book “Smart transport and Logistics for cities” should be adapted and all necessary reviews should be collected. The draft version of General Guide: “Modern European Methods of Students’ Training” should be sent for external evaluation.	30th of August 2021
Action 2	UA/GE	The equipment purchasing process should be completed and all reporting documents should be provided before the end of the Project.	14th of October 2021
Action 3	ALL	Complete the signing procedure of Agreements about future collaboration between UA/GE and EU Universities	14th of October 2021
Action 4	UA/GE	providing to the coordinator a brief description of the following stages about accreditation by National Quality Assurance Agencies SmaLog Master Programme.	15th of September 2021
Action 5	UNIROMA1 ALL	complete the elaboration and approved theoretical fundamentals of PhD Programme in SmaLog, prepare to presented at the International Conference/ Final Meeting at Kharkiv (5th of October) for following evaluated and discussed by the local (University) methodical council and approved by the Scientific Councils of the participated PC Universities.	05th of October 2021
Action 6	ALL	complete the Final Report and send the contributes to the Coordinator	05th of October 2021
Action 7	UNITOV, NUUE, ALL	Develop the Agenda of the Final Meeting. Develop the Plan of the Logistic, printing, publishing and dissemination activities.	15th of September 2021
Action 8	UA/GE	Collect and analyze all questionnaire of students, teachers, local stakeholders and representatives of work market about evaluation of SmaLog Master Programme for include this information in the Final Report and presented it on the Final meeting.	05th of October 2021
Action 9	IMPEER, UA/GE	For UA/GE send all necessary information for complete by IMPEER there wart of realization the WP8. For IMPEER cooperate and agree the activity within the realization the WP8 with the UNIROMA1.	30th August 2021
Action 10	ALL	LPNU is developing the structure of leaflet with Project Results. All partners, both from Ukraine and Georgia, in the weeks next to the meeting will provide to LPNU a brief description with the SmaLog Project Result. All partners, both from Ukraine and Georgia, also sending to LPNU the link from their University site about Project results.	05th of October 2021