



GEN - TMM - 28 20140128

Kick Off Meeting Tempus DESIRE, 28 - 30 January 2014.

Minutes of the Kick Off Meeting

Presentation of Project

All agreed to the content of the general presentation.

Presentation of Partners

All partners made presentations according to the agenda.

Preparation of the Work Packages / Individual Roles Partners

Language of courses: English or local language => Material will be developed in English, but target countries may teach in their own language if they want to.

Teaching the teachers will be in English.

Every target country will get their tasks handed out by ZNTU, for first year.

There are template documents for reporting in English which will be provided to all the participating partners.

First is establishing goals per target country, create a website, start local project teams, etc.

Consortium Members will put info on the project on their own website, will organize seminars and disseminate info about project goals and tasks to other interested parties, such as other departments and external stakeholders.

A project website is developed by TMM containing more detailed information on the project.

The Tempus board wanted a more regional spread, since in some of the target countries the partners are located only in the capital. This can be done by organizing countrywide seminars or classes.

Karsten Henke made additional presentation about remote lab.

Discussion after presentation:

- Should other universities have physical hardware or not?
- They get special hardware to connect to the remote lab, but they can also send code to the remote lab which will then be launched there.
- How many students can use the remote lab at the same time?
- This depends on the amount of students that are using the remote lab from everywhere. This is not easy to know, because you have to estimate when students will use the lab and for how long. If there are a lot of physical boards at the different universities it is possible to get more students working at the same time.

Documents / Procedures / Methodology / Budget

The European Union asks for a lot of documents that have to be filled in correctly in case to get payments.

All documents in the project are distilled from the guidelines given by the EU.

- Staff costs
- Travel
- Equipment
- General
- Printing and Publishing
- Other costs
- Overhead
- Financial
- Agreements

Since the budget is over 700000 euro, the project will be audited, probably in the last year of the project. This means that every partner is obliged to fill in the proper documents and provide them to the project manager at the proper time.

Tempus projects are considered as international help so VAT does not need to be paid for equipment.

The certificate on staff costs (annex 7) should be provided to the project coordinator. Target countries should provide the salary slips of each participating member on request from auditing company appointed by the EACEA, according to the guidelines.

Annex 14 should always be included with every kind of equipment that is bought. This for reasons of visibility, as it says "Funded by the European Union".

Staff cost co-financing can be chosen by the university. The project management team decides that the estimated total sum of co-financing should be proven in staff cost. If consortium members want to prove this in another budget heading, this is only possible with a written certificate, stating what part shall be co-financed by the university in what manner, along with the partner agreement. At least 10% of the complete project should be paid by co-financing. Co-financing staff cost is the most effective way since this will be the major part of the project cost. Every partner should co-finance 10% of the total budget they receive. This is calculated after the project and can only be estimated at the beginning of the project. The amounts are over-estimated now, more exact numbers will be available during project roll-out.

Each university has a responsibility in one or more packages. These responsibilities should be worked out for every university. This should be worked out by the Local Project Teams. They should find out what needs to be done, do the follow up and look for possible problems and solutions.



The first part of the budget is already paid by TEMPUS. This can be used to pay the project costs in the first 1.5 years. If possible, the hardware should be bought in this period of time.

Partnership agreement and planned budget (ANNEX 6) should be signed by the university, along with certificates on staff cost and mobility, before 14/02/2014.

Discussion Planning General & First Year

Deadline Competences HEI will be postponed to the end of April 2014 instead of the end of March.

Deadline Report on Competences will be changed to the end of May 2014

For analysis of the competences the target universities will make their own questionnaires, but for reference, a questionnaire shall be send to them by ZNTU.

For informative reasons a webinar is organized between partners in March.

A secured section on the project website is foreseen to share documents at this stage.

For semantics reasons a term dictionary in different languages for using during the course of the project, on the Wiki-page, responsibility of BGKU.

For approval

Project Management Team

| <u>Project Management Team</u> | <u>Signature</u> |
|--|------------------|
| Thomas More University College Dirk Van Merode | |
| KU Leuven - campus De Nayer Peter Arras | |
| Thomas More University College Nathalie Maes | |
| Thomas More University College Lars Struyf | |
| Ilmenau University of Technology Karsten Henke | |
| Ilmenau University of Technology Heinz-Dietrich Wuttke | |

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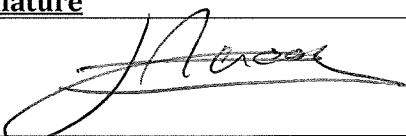
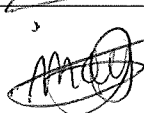

For informative reasons a webinar is organized between partners in March.

A Dropbox or SharePoint is foreseen to share documents at this stage.

Templates or examples for questionnaires and analysis for curricula should be provided, at the end of February, by ZNTU.

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| Ilmenau University of Technology | |
| Heinz-Dietrich Wuttke | |
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| Eva Malá | |
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