



**MINUTES of MEETING –
Consortium meeting on 13th to 17th June 2023 in Romania**

List of Participants		
Name	Partner	Type of Participation
Ali Behravan	USI	Personally
Hamidreza Ahmadian	USI	Personally
Xiaojun Zeng	UMA	Personally
Yuan Chai	UMA	Virtually
Grigore Stamatescu	UPB	Personally
Mircea Stefan Simoiu	UPB	Personally
Elisabeth Lazarou	UPB	Personally
Amin Keshavarzi	PTX	Virtually
Ehsan Pouladi	IAU	Personally
Reza Ghaemi	IAU	Virtually
Hossein Ghadami	IAU	Personally
Seyed Ehsan Nedaaee Oskoei	IBS	Personally
Morteza Abedi	IBS	Personally
Mohammad Javad Rashti	SCU	Virtually
Seyed Enayatallah Alavi	SCU	Virtually
Shahram Mohanna	USB	Virtually
Mr. Zamanifar	USB	Virtually
Adel Jaber	USU	Personally
Wael Abd Alaziz	USU	Personally
Basim Abood	USU	Personally
Salim Alwasity	UWA	Virtually
Ali Nasser Hilo	UWA	Personally
Mazin Al-Hasany	UWA	Personally
Manaf Kadhum	UWA	Personally



No.	Description	T ⁿ)	Actionee / Date
	Dear all presenters at the Romania meeting, are kindly asked to upload all the slides presented at the Romania meeting folder on the SharePoint by the latest 20.06.2023. Please create a new folder, e.g., External Evaluation Slides, or WP5 Sustainability Slides.	A	All partners/ 20.06.2023
Project status	The following deliverables are open for the upcoming months of the project: D5.3 (due 14.07.2023), D3.3 and D4.5 (due 14.08.2023), D4.3 and D5.1 (due 14.09.2023), D3.5 and D6.7 (due 14.11.2023), D2.6 (due 14.07.2024), D3.6, D4.5, D6.8 and D6.9 (due 14.11.2024) and D6.9 (due 14.01.2025) Totally 12 deliverables to be submitted in the coming 16 months	U	All partners
	Accreditation status: IBS, USB, SCU, USU, and UWA already received the accreditation. The confirmation letter sent from the ministry shows its validity for IBS, SCU and USB jointly. IAU is waiting for confirmation. We kindly ask IAU (Dr. Ehsan Pouladi) to quickly follow up on the accreditation status otherwise the equipment budget is not eligible for IAU.	U and D	All partners, IAU (Dr. Ehsan Pouladi)
WP6: Financial	Clarify on 8.400 Euro for the equipment (which is shown transferred to SCU but not really) with Ms. Wenzel	A	USI / 30.06.2023
	SCU requests USI to check before making any payments (high transfer cost by Condor) and the possibility of a single transaction for together staff costs and equipment costs with USI administration	A	USI / 30.06.2023
	Check the 7.000€ budget for external evaluators, which is assigned to UMA but the contract has been done by USI. UMA should provide this to USI.	A	USI / 30.06.2023
	Check how the subcontracting cost (2.000€) for UPB can be spent? Can it be used to translate the curriculum and publish it in Arabic and Persian in a form of a booklet and online on the website?	A	USI + UPB
	Check the budget for course development and send the decision to the partners.	A	USI + UPB

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WP2: Development	<p>The course development status and review status were discussed at the meeting the course development status table has been updated accordingly. It is planned to have all the course materials in a final format after updating based on the review feedback by the latest 14.08.2023 as the course materials will be used for teaching from 10th September in Iraq.</p> <p>The rows highlighted in green color mean course materials based on the reviews are available and finalized.</p> <p>The rows highlighted in yellow color mean course materials are in the reviews process</p> <p>The rows highlighted in red color mean the course material is not available or the template is not identical to the project template</p> <p>Link to see the status: https://iotrain.teams.uni-siegen.de/wps/wp2/_layouts/15/WopiFrame.aspx?sourcedoc={535E226B-4B5D-4495-91F8-2071152394E2}&file=Course_Development_Status.xlsx&action=default</p>	A	All partners/ 14.08.2023
	<p>Teaching plan:</p> <p>Iraq (USU): National exam in June 2023, start of classes 10.09.2023</p> <p>Iraq (UWA): National exam in June 2024, start of classes 10.09.2024</p> <p>Iran: National exam in March 2024, start of classes September 2024. However Iranian partners will check whether there is a possibility to have students from Jan 2024.</p>	U and A	All Iranian and Iraqi partners SCU, USB, IBS / Deadline 10.07.2023
	Partners asked whether creation of PPT files is part of our mandatory inputs to the EC? There are some courses or professors that don't use slides or they dynamically change the slides and examples.	A	USI / UPB
	A new web page (a new tab) on the project website must be designed and created and allocated to the disadvantaged groups, disabled, and women. Also, on this new page, an online registration form must be designed which collects the email addresses of these unfacilitated groups. The free version of the course materials, books, and slides then will be delivered to them (inclusiveness)	A	UWA / 10.07.2023
WP4: Dissemination	It was discussed how we can improve the number of followers of our social media channels. IBS is kindly requested to work on the content of social media. More information is given in the email sent on 31.05.2022 by the coordinator (examples, descriptions etc.).	A	IBS
	On Instagram and LinkedIn page, partners should be mentioned and hash tags should be used.	A	IBS
	Instagram page cannot be opened for some users (Ahmadian). IBS checks the reason and resolves it.	A	IBS
	Local web pages must be in the local language to absorb the local audience. Also, the new extended end date of the project must be updated (14.11.2024).	A	All partners
	Styling of Persian language to be improved (wrong font size, wrong alignment for USI)	A	IBS
	Project end date on different pages must be corrected.	A	All partners

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WP3: Quality	<p>Comments from the External evaluation:</p> <ul style="list-style-type: none"> • Arabic website needs more modifications and improvements • LinkedIn: very few activities, few followers, feedbacks from the interim report to be incorporated. More followers to be attracted. • Some of the partners have issues with the project objectives and implementation • Equipment: how the program is implemented without equipment? Try to purchase the equipment ASAP. • Training knowledge transfer: the majority of the partners participated but, one partner not. Why? • Satisfaction: there is a high satisfactory for the project administration • Course development process: 19 courses, there are missing data to be inserted. • Summer schools: detailed reports are missing, e.g., agenda, topics, training, students feedback • Entrepreneurship and dissemination workshop: it is not clear how you would do that. If you don't running program, how you would do that? • Newsletter: add more special activities and involvement of the partners • Sustainability: you plan to have sustainability at the end of the project. It is not acceptable. The plan must assure sustainability of the project beyond the EU fund, but must be done during the project. Industry must be involved in the sustainability plan. Offer projects, student works etc. • Accreditation issue: must be discussed and mitigation plans to be compiled • Industrial involvement: to be planed and done. How the project will involve the local industry? List of industries involved in the project? • Structure of SahrePoint is not acceptable: very ducplicates, missing etc. the inputs must be found easily. File and date are not well structures and not easy to follow • Training activities and knowledge transfer workshops to be planed and done. • Course development: make sure course development (peer review), the approval process and the copy right issue and the staff in charge is clear. Which course is adopted by each university? • Implementation of the project: if you don't have students by the end of the project, it will be problem. 	A	All partners
	Partners are requested to check the feedbacks from the external evaluator and resolve the criticicims provided by Dr. Saleh and provide report during the next PMB telco.	A	All partners
	The result of questionnaire to be analyzed and used as a feedback to improve the meetings and events.	A	UMA
	We need to work on the quality assurance policy to improve the quality of courses	A	UMA

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	UMA is kindly requested to propose an evaluation procedure for the program, by which the students provide feedback to the partner universities regarding the quality of the lectures and program	A	UMA
WP6: Management and Coordination	USI asks the administration to check how much travel budget is spent for travels per partner.	A	USI / 30.06.2023
	<p>To manage the process of the documents and prepare them for our administration, we will:</p> <ul style="list-style-type: none"> Collect the documents since the beginning of the second reporting period (15.08.2022) up to 31.03.2023: you will have time to send us the signed and final version of the documents for this time period no later than July 31st 2023. No documents related to the previous months of the project can be accepted after this date. Collect the timesheets starting from 01.04.2023 quarterly (i.e., Q2 2023 will be Apr., May and June 2023). The deadline to submit the timesheets and supporting documents for each quarter is the end of the first month after this quarter. The deadline for Q2 will be July 31st, 2023, Q3, end of Oct. and Q4 2023 will be end of Jan. 2024 and so on. <p>Please note:</p> <ul style="list-style-type: none"> Once timesheets for one quarter are submitted to us, further timesheets or replacements for this quarter cannot be accepted, as the quarter will be closed. For EACH staff member, EACH quarter, and EACH staff category (researcher, manager etc.) ONE timesheet is required. WP-number and Deliverable-number must be inserted in the description field. All the documents (incl. timesheets) must be signed. PDF version to be sent to us <u>ONLY via email (to Amir Hosein Akbari <Amir.Akbari@uni-siegen.de>)</u> taking into account the above point. The original copies will be collected during the f2f meetings or sent to our administration by post. 	A	All partners

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Equipment	<p>Important points regarding the equipment purchase:</p> <ul style="list-style-type: none"> • Deadline for the delivery: 14.11.2023 • You may want to keep this date for yourself and share an earlier date (buffer) • Since the amount is over 25.000 Euro, we must purchase the equipment only via tendering • Tendering has a definition, which shall be considered • The coordinator is liable for the correctness of the procedure • Please check all the steps with USI (HA) beforehand! Otherwise we may have to redo some steps • The technical and financial auditor will come from the USI side (no external auditor is needed to be hired) • Joint tendering is requested by the PO • Joint tendering means that you merge the equipment and make a unified list of equipment • If needed define lots in the tender and ask for discount • Joint tendering DOES NOT mean that the beneficiaries must purchase the same equipment <p>Please make sure you address the below points in the tender documents:</p> <ul style="list-style-type: none"> • Tender guarantee • Selection criteria (only price) • Technical requirements, warranty, country of origin • Required documents (COO, datasheets, manuals etc.) • Delay penalty • Advance payment and advance payment guarantee • Performance guarantee (typically 10%) • Delivery term (only DDP) • Payment term (e.g., 30%,40%,30%) • GAC by the delegate of USI • Invoicing after the issuance of GAC • Contract draft, template for bank guarantee etc. along with tender documents 	U	All partners
	Wael will send USI an email and explains that the tender cannot be cancelled. USI will reply and make it clear that without joint tendering there will be no funds.	D, A	USU / 23.06.2023
	All partners confirmed that they will do "joint tendering"	D	All
	USI will send the updated letter containing the steps for purchase equipment to Iraqi partners once the administration signs it.	A	USI /
	IBS and UWA will send the DRAFT of the joint-tender documents to USI (Hamid)	A	IBS, UWA/ 22.06.2023
Next meetings	<p>The next meeting D5.1 Industry Exploitation Workshop (Deliverable leaders IAU and IBS, WP leader PTX) will be from Sept. 25th to 29th in Tehran, Iran. Partners are kindly requested to block this time and do not set any other meetings or activities.</p> <p>USI will double-check with the EC whether the meeting can take place in Tehran to get benefit from local industrial and keynote speakers from Tehran (capital city). Also, USI will check the travel costs of IAU and IBS for this special case to Tehran.</p>	D and A	All partners USI / Deadline 10.07.2023

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	PTX is kindly requested to prepare a plan for the Industry Exploitation workshop by asking IBS and IAU. Possible speakers will be invited keynote speakers from academia and industries and ministries in Tehran for seminars, discussion panels, the introduction of success stories of EU partners, problems and industrial needs.	A	PTX / 05.07.2023
	The 3rd Annual Project Management and Quality Monitoring Meeting , (Deliverable Leader: PTX, WP.Leader: USI) will take place in December 2023 in Bonn, Germany. PTX will send some suggestions on the possible dates (some time slots) in the form of a voting poll to the mailing list by 10.07.2023.	A	PTX / 10.07.2023
	The Entrepreneurship and Dissemination workshop is decided to be organized in summer 2024 (next year)	D	
WP5: Sustainability and Exploitation	PTX is kindly requested to provide a justification for the deadline extension of the exploitation plan to be discussed and relayed to the PO.	A	PTX / 30.06.2023
	The purpose, content and detailed planning about the industry exploitation workshop is unclear. PTX will follow up on the content of the industry exploitation workshop and present in the next meeting	A	PTX
	D5.2, section 4 still needs update by adding a concrete action plan table based on the MoUs. PTX as the WP and Deliverable leader is kindly requested to read the MoUs and extract sustainability actions, which is done by the MoU parties and to organize joint meeting with the parties and to document the actions with some deadlines to achieve sustainability. This table extracted based on the MoUs must be finished and delivered to Coordinator by the latest 15.08.2023. This was the comment from the EC: Missing mid/long-lasting sustainability perspectives with MoUs : Our response: Concrete actions will be defined based on the MoUs to ensure mid/long-lasting sustainability.	A	PTX / 15.08.2023
	PTX is kindly requested to prepare a “sustainability report” which summarizes all the sustainability actions as a part of final report. This report can be completed until the end of the project.	A	PTX / 14.11.2024
	The content of the sustainability deliverable needs to be improved based on the discussions in the meeting. Kick-off meeting and monthly meetings cannot serve as a sustainability actions. Likewise, dissemination actions by the partners cannot be sustainability actions. Thus they need to be moved to the respective deliverables and more related content to be put in the deliverable D5.2 (sustainability plan). More information is given in the email sent on 31.05.2022 by the coordinator (examples, descriptions etc.).	A	PTX

*) A=Action, D=Decision, U=Update