

**ERASMUS+ Project: Crisis and Risks Engineering for Transport Services / CRENG
598218-EPP-1-2018-1-PL-EPPKA2-CBHE-JP**

MINUTES OF THE KICK-OFF CONFERENCE APPLE

Warsaw, February 27-28, 2019

Agenda:

- Presentation of the CRENG project
- Presentations of the CRENG partners
- Project structure – General overview: Work Packages: Preparation, Development, Dissemination and Exploration, Quality Assurance, Management, Timelines
- Presentation of need analysis conducted
- Development of CRENG learning environment
- Dissemination strategy and event plan
- Quality Assurance plan
- Project management: overall management structure, financial management (based on the Guidelines for the Use of the Grant) and reporting
- Networking:
 - approval of curriculum development plan
 - approval of training courses for PCs academic teachers
- Establishing of Project Management Board (PMB) and Internal Evaluation Board (IEB);
- Appointment of regional project coordinators in Partner Countries
- Partnership agreements preparation.

The detailed discussion of the project plan implementation includes key objectives, activities and expected project results clarification, such as: organization of project trainings at EU universities and master classes at target universities, purchase and installation of equipment, establishment of CRENG Labs, sustainability and dissemination plan of the project, financial management of the grant, budget expenditures regulations.

The Agenda covers the presentation of Partners about their role, their key activities and responsibilities in the project. It also covers the presentation of support/industrial organization about their role and responsibilities in the project implementation.

The Agenda also covers the formation PMB, adoption of the project working protocol. Regional project coordinators were appointed in Partner Countries:

The existing curricula of relevant disciplines at UA, TM and AZ universities were reviewed. The methodology of new curricula development was presented by WUT and SUIT as well, including

recommendations on Bologna process.

Resolution:

1. Each partner university has to:
 - Develop its own internal plan of activities to meet the project's objectives (based on the project's work plan) till April 15, 2019.
 - Establish a working group (min. 5 persons) of the project and appoint responsible persons for each Work package implementation. Send a scan of the adopted plan approved by the target university's rector/vice rector until April 15, 2019 to e-mail: polupanova.pstu@gmail.com and jlbulgakova@gmail.com with CC to kle@wt.pw.edu.pl
 - Compose a list of the departments involved into the project. Compose a list of stakeholders involved in project activities.
 - Develop criteria for the selection of teachers for internships in European universities till April 15, 2019.
 - Compose a list of the events and presentations to disseminate information about the project, publications in local or national media incl. Internet media & social networks for the first project year till April 15, 2019.
2. In the upcoming month, each partner university has to conduct a CRENG dissemination meeting on project activities for students, teachers and administrative staff of the university incl. top management.
3. PMB were created, which includes representatives of project partner-organization (see Table 1, Appendix).
4. Regional project coordinators in Partner Countries have been appointed:

For Ukraine: State University of Infrastructure and Technology

Dr. Iuliia Bulgakova, Ph.D. Associate Professor at the Department of Management of Railway Commercial Activities

e-mail jlbulgakova@gmail.com

For Azerbaijan: The Ministry of Education of the Republic of Azerbaijan

Mr. Yashar Omarov, Head of the Unit of Higher and Secondary professional education

e-mail yashar.omarov@edu.gov.az

For Turkmenistan: Turkmen State Institute of Transport and Communication

Dr. Valiyeva Sapargul, Head of Department Economy and Management of Transport and Communication

e-mail sapargul@mail.ru

5. Each consortium participant has to send 3 signed, printed partnership agreements by post to the Coordinator (WUT) until April 15, 2019 on the postal address of the Faculty of Transport, WUT (Koszykowa 75, 00-662 Warsaw, Poland).
6. Each consortium member should create its own specified plan of the dissemination and sustainability of the project based on the “CRENG Dissemination, Sustainability and exploitation strategy” based on the draft, which PSTU developed. The plan should deliver the definition of “target groups” and “dissemination channels”. There should be at least one publication in media with the information about the project. *The plan should be finalized and the scan of the publication should be sent to PSTU (polupanova.pstu@gmail.com). Deadline: till April 28, 2019.*
7. Recommendations for the implementation of the dissemination plan:
 - to establish a publication plan (i.e., 1 publication every 3 months);
 - to schedule local activities for sustainability and dissemination of information about the project (i.e., one event per 3 months);
 - to establish a plan for local and regional coordination meetings and conferences. It is recommended to use scheduled internal and external events;
 - to define a group of related universities and non-academic partners involved in the project activity, to create a database of organizations interested in the project;
 - once a year to conduct an information conference with an invitation to local universities and non-academic partners;
 - establish the UA, AZ and TM coordinators with "working contacts". Indicate a date of monthly meeting to be sure that all participants are in and the project information reaches partners well.
7. It is planned to hold trainings for the teachers in European universities in 2017-2018 in accordance with the schedule:

Terms (approximately)	Location (city, university)	Number of participating teachers from each target university*
November, 2019	Warsaw University of Technology, Poland	4

January 13-24, 2020	University of Valenciennes, France	4
September 9-21, 2019	Technische Universität Berlin, Germany	4

* A larger number of participants can be possible by self-financing

During each training, the coordination meeting is planned to be held.

7.1. Till June 1, 2019 each target university has to send the approved list of selected participating teachers to WUT (kle@wt.pw.edu.pl) and SUIT (jlbulgakova@gmail.com).

7.2. EU partners send teaching material to the partner countries in advance of the teachings.

- The EU Universities are responsible for the content/teaching materials of curricula;
- P1-P3 should develop short summary (list of topics) of curricula they responsible for and send to WUT (kle@wt.pw.edu.pl) and SUIT (jlbulgakova@gmail.com) till April 15, 2019;
- P1 - P3 should develop and transmit draft content and teaching materials to the target universities (P5 - P13) until 15.05.2019.
- P1 - P4 should prepare a list of topics for theoretical and practical/laboratory classes, curricula description for each disciplines incl. ECTS, the list of the recommended teaching materials (literature, text books etc), presentations in .ppt for each of the topics, deliver all the materials to the target universities (P5 - P13).
- The EU partners should prepare a draft of curricula descriptions of new core curricula and transferable modules including innovative teaching/ learning facilities and develop syllabi.

7.3 Based on discussion of MA CRENG curricula with employers inside and outside the project, relevance of ECTS implementation, partners reviewed the list of curricula and proposed the following new list:

No	Core curricula	Responsible partner
1	New technologies and big data for innovations in crisis and risk management + IT Security - 6 ECTS	TUB
2	Risk and crisis forecast, Analysis and Reduction Methods and Tools - 10 ECTS	UPHF
3	Simulation of complex transport processes and systems that operate in conditions of risks – 10 ECTS incl. course work	SUIT
4	Human Factors in Design & Operations – 5 ECTS	WUT
5	Humanitarian logistics and transport services in disasters conditions - 6 ECTS	UPHF
6	Informational-Analytic and Diagnostics for Sociotechnical System - 6 ECTS	TUB
7	Risk and crisis engineering of Transport systems - 5 ECTS	WUT
8	New challenges for crisis and risk management in logistics systems - 5 ECTS	UPHF
9	Supply chain management and networks - 5 ECTS	WUT
10	Health, Safety & Environmental Management Systems - 6 ECTS	UPHF
	Transferable Curricula	
11	Project management and leadership in logistics and research, through open communication and team-working - 5 ECTS	TUB

12	Research methods and professional development - 5 ECTS	TUB
13	Carrier Managing, Soft skills for engineer, basics of technical creativity - 3 ECTS	TUB

The teaching content is distributed in following way: modules of four curricula (excluded from MA program) are included in other curricula of MA CRENG. One curricula added as the most important, related to crisis and risks modelling in transport systems. Partners agreed to keep 2 or 3 curricula (according to ECTS credits number) free for choosing by each university according to partners' competences, peculiarities of local labour market and national legislation in HE.

8. Each target university needs to develop a draft of documents for the establishment of CRENG Labs and Service Offices. The copy of the documentation should be emailed to ECM (arnold.sterenharz@ecm-office.de, a.starikow@ecm-space.de). The documents should be approved by the administration of the universities not later than the May 30, 2019.
9. Skype meeting of the project's board (PMB) should be organized once every two months. Send contacts of the representatives of PMB (see Table 1 in Appendix) to WUT (kle@wt.pw.edu.pl).
10. To distribute the CRENG budget for travel in the most efficient way and to avoid the shortage of personal funds due to the low rate of direct labour cost in Partners' country, which can be the course of difficulty of Partners participation at CRENG international events as well as currency exchange restriction, and for monitoring and control the travel cost reimbursement, the Coordinator will transfer CRENG travel cost to personal bank accounts of mobility participants. The reimbursement can be done after mobility, only after reporting to Coordinator with documents provided as Annex 5,7,8 to Partnership Agreement. This mechanism of reimbursement will be implemented in response to an explicit and collective request of TM, AZ and UA Partners. The partners report this mechanism after analysing available options and recognize it unanimously as the best.
11. All finance-management related materials and documents (including those mentioned in point 11.) must be sent to dedicated e-mail address provided by coordinator (WUT): creng.finance@pw.edu.pl
12. The next annual consortium meeting will be held in April/May 2020.

Project coordinator: Prof. Marianna Jacyna

Project Manager: Konrad Lewczuk

kle@wt.pw.edu.pl

Appendix

Table 1.**Project Management Board**

P No.	Organisation	First Name/ Family Name	Position	E-mail	Skype	Office Tel.	Mobil. Tel.
P1	Warsaw University of Technology	Marianna Jacyna	Professor, Dean of the Faculty of Transport	maja@wt.pw.edu.pl	-	+48 22 234 73 11	
P1	Warsaw University of Technology	Konrad Lewczuk	Associate Professor	kle@wt.pw.edu.pl	live:k_lewczuk	+48 22 234 75 82	+485028976 70
P2	Berlin Technical University	Elena Eyngorn	Scientific Researcher	elena.eyngorn@lr.tu-berlin.de	eyngorn	+49 (0)30/314 21301	
P3	University of Valenciennes	Jimmy Lauber	Professor	jimmy.lauber@univ-valenciennes.fr			
P4	ECM Space technologies GmbH	Arnold Sterenharz	Director	arnold.sterenharz@ecm-space.de	arnold-com	+ 49 30 55 62 82 23	+ 49 176 401 55 832
P5	Pryazovskyi State Technical University	Kateryna Polupanova	Head of the International Projects Dept.	Polupanova.pstu@gmail.com	ekarena	+380629446 184	+380664885 515
P7	State University of Infrastructure and Technologies	Julia Bulgakova	Associate Professor at the Department of Management of Railway Commercial Activities	jlbulgakova@gmail.com	Jl_bulgakova 1985		+380982688 035