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**ERASMUS +
HIGHER EDUCATION CAPACITY BUILDING**

**Erasmus+ Project
Crisis and Risks Engineering for Transport Services
(CRENG)**

**Minutes of the coordination meeting
Technical University of Berlin
Berlin, Germany
19 September 2019**



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**Crisis and Risks Engineering for Transport Services
(CRENG)**

MINUTES OF THE COORDINATION MEETING

Berlin, 19 September 2019

Overview of the conference content carried out:

- Discussion of project activities and their implementation – for the current year and the second year of the project
- Providing Report 6M by the target universities
- Presentation on staff costs documents – how to prepare and calculate staff costs for the first project year
- Discussion of ideas for the international text book on Crisis and Risks Engineering for Transport Services
- Discussion of the equipment order and delivery
- Workshop on quality assurance system and curricula development according to the ADDIE Model
- Methodology of preparation for NEO monitoring
- Approval of the curricula design agreement

During the coordination meeting the most important activities for the current project year were discussed, such as:

Equipment purchase and delivery, possible dates of delivery, process of delivery, legal questions of equipment delivery, as well as a possible supplier. A list of possible equipment was presented to the partner universities with a detailed description of each item for each of three concepts: CRENG Lab, VCR and CRENG SO. List of equipment was downloaded to the project web-site.

Staff costs documents were explained and demonstration of an example of how to calculate staff costs and fill in the documents correctly was carried out. The preliminary content of works was downloaded to the project web-site.

Reports for six months of the project were discussed, difficulties and challenges were clarified.

Furthermore, the dates and content for the next trainings in Warsaw and Valenciennes was also discussed.



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The agreement of the curricula design was approved by the partners and signed. There was a short session on quality assurance system according to the Bologna principles and curricula development according to the ADDIE model.

All in all, according to Report 6M, plans of the project are implemented in the universities.

The main points, that should be taken into consideration and highlighted in presentations for NEO monitoring were discussed. The questionnaire for the NEO monitoring was downloaded to the project web-site.

The concept of CRENG SO was presented and discussed: aim, main functions, responsibilities of the staff. The CRENG SO concept was downloaded to the project web-site.

Resolution:

1. Until 30 October 2019 each partner university will:
 - Prepare a report in the form of a presentation about the training in Berlin. The presentation should include list of the training participants, feedback on knowledge teachers received, photos, list of new modules that they will be developed in the university taking into consideration new knowledge and materials received in the training
 - Organize a dissemination event for teachers/colleagues of the university and other local educational institutions: distribute teaching materials. Send a report of the meeting, which should include a list of participants, photos and a short description of the event.
2. Until 1 November 2019 each partner university will:
 - Fill in staff cost documents for all employees working on the project the first project year and send to project coordinator. The suggestions for corrections will be sent back to the local coordinators. Correct versions should be signed and stamped at the partner universities and sent to WTU.
3. Until 15 October all teaching and managing materials will be downloaded to the project web-site.
4. Until 1 December 2019 each university will:
 - Prepare rooms for the equipment
 - Send a list of documents that the university needs from the supplier in order to book the equipment as university asset and to give each item an inventory number.
5. Until the end of January 2020:

To ensure delivery of the approved basic equipment set to the universities of AZ, TM, UA, Exolaunch will search for a supplier (including the tender procedure) and send the draft of the equipment procurement contract with the chosen supplier to the project partners for approval.
6. Until 1 November 2019 each university will:

Appoint and send the name and contacts of responsible person for the text book publishing to Nataliia Chernova (foreign@diit.edu.ua).



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7. Till 1 November each partner university will prepare the draft of CRENG SO.
8. It is planned to hold trainings for the teachers in European universities 2019-2020 in accordance with the schedule.

Training in WUT will be held on 25 November - 6 December 2019. Maximal number of participants from each university is 3 persons. A larger number of participants is possible by self-financing

Until 10 October 2019: Partner Universities should register for the training in Warsaw.

Training in UPHF will be held on 13-24 January 2020. Maximal number of participants from each university is 3 persons. A larger number of participants is possible by self-financing

Until 15 October UPHF will send draft of training agenda to Iuliia Bulgakova (jlbulgakova@gmail.com).

Each training session will normally contain a regular coordination meeting.

8. The place of the next consortium meeting is to be decided until 15 November 2019

Coordinator:
Project Manager:

Prof. Marianna Jacyna
Dr. Konrad Lewczuk



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Appendix

Table 1. List of the participants of the coordination meeting

List of participants

Coun.	Institution	Name and Surname/ email	Position
GE	ECM Space Technologies GmbH	Dr. Arnold Sterenharz <i>arnold.sterenharz@ecm-office.de</i>	Director
GE	ECM Space Technologies GmbH	Ms. Alexandra Ivanova <i>alexandra.ivanova@ecm-space.de</i>	Project assistant
GE	Berlin Technical University	Ms. Elena Eyngorn <i>elena.eyngorn@tu-berlin.de</i>	Scientific Researcher Project manager
FR	University of Valenciennes and Hainaut-Cambrésis	Prof. Jimmy Lauber <i>E-mail: jimmy.lauber@uphf.fr</i>	Professor at the Technical Institute of Science, head of Automation department
UA	Pryazovskyi State Technical University	Dr. Ganna Maslak <i>avmaslak81@gmail.com</i>	Head of the Dept of Transport Technologies of Enterprises
UA	Pryazovskyi State Technical University	Dr. Halyna Burlakova <i>galochkagoogl@gmail.com</i>	Head of the Dept of Automobile Transport
UA	Dnipropetrovsk National University of Railway Transport named after Academician V. Lazaryan	Dr. Andrii Okorokov <i>andrew.okorokoff@gmail.com</i>	Head of the Dept Management of operational work
UA	Dnipropetrovsk National University of Railway Transport named after Academician V. Lazaryan	Dr. Nataliia Chernova <i>foreign@diit.edu.ua</i>	Associate Professor at the Department of Economics and Management
UA	State University of Infrastructure and Technologies	Dr. Olha Halan <i>helga.halan@gmail.com</i>	Associate Professor of the Dept of Automation and Computer-Integrated Transport Technologies
UA	State University of Infrastructure and Technologies	Dr. Iuliia Bulgakova <i>jibulgakova@gmail.com</i>	Associate Professor at the Department of Management of Railway Commercial Activities
UA	State University of Infrastructure and Technologies	Dr. Oksana Yurchenko <i>oksana.yurchenko07@gmail.com</i>	Associate Professor at the Department of Management of Railway Commercial Activities
UA	State University of Infrastructure and Technologies	Prof. Viacheslav Matsiuk <i>vimatsiuk@gmail.com</i>	Professor at the Department of Transport Technology and Process Control Traffic
AZ	Baku Engineering University	Dr. Manafaddin Namazov <i>mnamazov@beu.edu.az</i>	Vice-rector for International relations and Lecturer
AZ	Baku Engineering University	Dr. Parviz Hasanov <i>phesenov@beu.edu.az</i>	Head of Industry organization and management department and Lecturer
AZ	Baku Engineering University	Ms. Ulkar Abdurahmanova <i>uabdurahmanova@beu.edu.az</i>	Leading specialist of Master and Doctorate Department and Lecturer
AZ	Azerbaijan Technical University	Dp. Fuad Dashdamirov <i>dr.fuad@rambler.ru</i>	Associate professor at the Department of Organization of automobile transportation and road traffic



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Coun.	Institution	Name and Surname/ email	Position
AZ	Azerbaijan Technical University	Dr. Nijat Zohrabov <i>nidjatzoxrabov@mail.ru</i>	Associate professor at the Department of Exploitation of railway transport
AZ	Azerbaijan Technical University	Dr. Allahverdi Sharifov <i>s.allahverdi@mail.ru</i>	Associate professor at the Department of Organization of automobile transportation and road traffic
AZ	Azerbaijan Technological University	Mr. Nijat Gazanfarli <i>q.nicat@list.ru</i>	Lecturer at the Depart of Mechanical Engineering and Logistics
AZ	Azerbaijan Technological University	Mr. Nofal Hajiyeu <i>haciyev.nofel@gmail.com</i>	IT specialist of E-services and Information Department & lecturer
AZ	Azerbaijan Technological University	Dr. Nijat Aghayev <i>n.aghayev@uteca.edu.az</i>	Head of E-services and Information Department & Lecturer at Management Department
TM	Turkmen State Institute of Transport and Communications	Prof. Valiyeva Sapargul <i>sapargul@mail.ru</i>	Head of the Department of Economy and management of transport and communication
TM	Turkmen State Architecture and Construction Institute	Dr. Maksatguly Bendov <i>bent@yandex.com</i>	Head of the Department of Computer Technology
TM	Turkmen State Architecture and Construction Institute	Dr. Govher Amanova	Head of the Logistics Department
TM	International University for the Humanities and Development	Rahman Rahmanov <i>resa93@mail.ru</i>	Instructor of Computer Technologies and Systems Department
TM	International University for the Humanities and Development	Ayna Mametsaliyeva <i>mametsaliyeva@gmail.com</i>	Instructor of International Management Department
TM	Turkmen State Architecture and Construction Institute	Suleymanov Resul <i>resa93@mail.ru</i>	Trainee-teacher of department Economy and management
TM	International University for the Humanities and Development	Habib Halmamedov <i>halmamedovh@gmail.com</i>	Instructor of Social Sciences Department