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**ERASMUS +  
HIGHER EDUCATION CAPACITY BUILDING**

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

**Minutes of the coordination meeting**

**Université polytechnique des Hauts-de-France**

**Valenciennes, France**

**14 January 2020**



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**ERASMUS+**  
**Crisis and Risks Engineering for Transport Services**  
**(CRENG)**  
**MINUTES OF THE COORDINATION MEETING**

Valenciennes, 14 January 2020

Overview of the conference content carried out:

- Discussion of quality assessment of training in EU
- Discussion of the equipment purchasing process
- Discussion of the procedure of staff costs payment
- Discussion of preparation for the intermediate report
- Discussion of project activities and their implementation – for the second year of the project
- Discussion of timetable of development for the international text book on Crisis and Risks Engineering for Transport Services
- Other

**Resolution:**

**Updating CRENG web site with teaching materials**

1. Until 15 February 2020 all teaching materials of training in Université polytechnique des Hauts-de-France will be downloaded to the project website;
2. EU partners will give consultation and support to PCs teachers in developing of study modules at home.

**Quality assessment of training in EU**

1. Until February 1 PCs participants will complete questionnaire on training in EU satisfaction.
2. According to results of survey EU partners will update necessary teaching materials for successful development of CRENG modules in PCs universities.

**Equipment**

1. The following equipment procurement procedures have been already executed:



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- In September 2019 P4 published an announcement on the company's website looking for the suppliers of the project equipment.
  - In order to secure transparency and to involve project partners in the equipment procedure in the beginning of November 2019 during the meeting regarding the tender opening, the tender evaluation committee with the representatives of European partner's representatives and representatives of all target universities was established.
  - In November 2019 P4 sent to the companies the invitation to tender for equipment procurement with the tender conditions, locations, deadlines and technical specifications of the equipment.
  - In response to the invitation to tender, P4 received four commercial offers for equipment procurement.
  - In December 2019 P4 prepared the tender evaluation report with the details of all received commercial offers and selected supplier for the equipment procurement. The evaluation report was approved by the tender evaluation committee.
  - Currently, P4 has prepared the draft of the equipment procurement contract and going to send it to the project partners for approval.
2. Each partner university is obligated:
- To prepare rooms for the laboratory CRENG SO, to prepare and approve on institutional level CRENG Lab and VCR regulations.
  - In order to facilitate customs clearance, the regional Coordinator of each partner country should inquire information regarding the necessary procedures of the equipment procurement on the national level, to inform the national authorities about the equipment delivery;
  - To ensure timely equipment delivery in accordance with the project work plan, the universities should speed up the process of issuing the contracts for the supply of equipment and sign the contracts until 20.02.2020;
  - After signing the supply contract, each partner university should send a scanned copy to the representative of the supplier Raivo Neimanis, e-mail: raivo.neimanis@gsdas.eu (CC arnold.st@exolaunch.com). Partners should add to the contract: partner address, address of the supplying. If necessary, partners will translate the contract into native language but for the project English version is important. The contract must be signed by the legal representative. Equipment will be supplied in 60 days after sending of the contract scanned copy signed by the legal representative of the partner institution to the supplier.
  - After the university has signed the supply contract, EXO (P4) will make prepayment of 30% (from the total costs of the equipment in each partner university) to the supplier;
  - After the equipment procurement and installation to the university, each partner university should sign the act of acceptance and to record the equipment units on Universities balance; after that, EXO (P4) will make the remaining payment (70% from the total costs of the equipment in each partner university) to the supplier.



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### **Dissemination**

1. During and after the training in UPHF each training participant is obliged to prepare at least one publication (FB post, article on CRENG page at university website) about the training;
2. Each PC university is obliged to conduct at least one dissemination event for teachers, students and other stakeholders to share experience gained on the training in UPHF.

### **Preparation for technical report**

1. WUT, EXO, TUB, SUIT, PSTU as a leads of WPs will prepare draft technical report till March 15. WUT will submit the report to EACEA till April 15, 2020.
2. Each PCs university will receive questionnaire to collect information for technical report till February, 15;
3. Each PCs university is obliged to complete 12M report no later than February, 15 and Questionnaire no later than March, 1 and send to [kle@wt.pw.edu.pl](mailto:kle@wt.pw.edu.pl) (CC [jlbulgakova@gmail.com](mailto:jlbulgakova@gmail.com));
4. Each PCs university is obliged to provide PMB any information necessary for technical report preparation as soon as possible in required form.

### **Second year activities**

1. Each PCs university is obliged to prepare work plan, dissemination plan and quality assurance plan for the second project year (if still didn't do) and send scans to [jlbulgakova@gmail.com](mailto:jlbulgakova@gmail.com) no later than February, 15. Plans should be developed based on CRENG project general plan (please see attached presentation Milestones and Deliverables (2nd and 3rd project year) available at: <https://www.creng.eu/index.php/presentations-3>). Work Plan on second year should obligatorily include clear outcomes, deadlines and responsible persons for: development of courses description, development of teaching materials of each course, development of CRENG MA study program, accreditation at institutional and national levels, strategy of enrollee attraction.
2. Each partner is obliged to develop and implement **NEW MA STUDY PROGRAM CRENG**;
3. If some newly appeared circumstances are an important obstacle for full project implementation in particular PC institution, the institution is obliged to provide proved evidences of situation accrued and proved evidence of willingness of partner to fully implement the project and activities, that partner made to solve the problem. In other case coordinator will stop financing of the institution until the situation will be managed.

### **International textbook**

1. Till the Feb 28, 2020 all partners will provide to Nataliia Chernova ([foreign@diit.edu.ua](mailto:foreign@diit.edu.ua)) name and e-mail address of member of authors team.
2. Till Jan 30, 2021 each PC university will send to authors team the finished text of textbook chapter.



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3. Till Aug 29, 2021 e-version of text book will be ready for publishing.
4. Distribution of text-book content among partners is provided in the table

Chapter title	Partner which are Responsible for the Development
Chapter 1. Informational-Analytic, Diagnostics and new technologies for Sociotechnical System crisis and risk management and IT Security	Azerbaijan Technological University
Chapter 2. Risk and crisis forecast, Analysis and Reduction Methods and Tools	Baku Engineering University
Chapter 3. Simulation of complex transport processes and systems that operate in conditions of risks	State University of Infrastructure and Technology
Chapter 4. Human Factors in Design & Operations	Azerbaijan Technical University
Chapter 5. Humanitarian logistics and transport services in disasters conditions	Turkmen State Institute of Transport and Communications
Chapter 6. New challenges for crisis and risk management in logistics transport systems	Dnipro National University of Railway Transport
Chapter 7. Supply chain management and networks	Pryazovskyi State Technical University
Chapter 8. Health, Safety & Environmental Management Systems	International University for the Humanities and Development
Chapter 9. Project management, leadership, Soft skills and Research methods for professional development	Turkmen State Architecture and Construction Institute

Coordinator:  
Project Manager:

Prof. Marianna Jacyna  
Dr. Konrad Lewczuk

## Appendix

**Table 1. List of the participants of the coordination meeting**

### List of participants

Coun.	Name and Surname	Institution	Position	Mobile / Email
PL	Prof. Marianna Jacyna	Warsaw University of Technology	Dean of Faculty of Transport, WUT Coordinator	<i>maja@wt.pw.edu.pl</i>



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