

Minutes – Erasmus NanoEI

12-13 November 2018
Tel Aviv University, Israel

Agenda

Monday 12, November 2018

- 10h00-10h20 Coffee, welcome and opening the meeting
- 10h20-11h00 Results of the interim report. Status of financial reporting, VAT exemption documents, purchase of equipment (Slavka)
- 11h00-12h00 Status of financial reporting, VAT exemption documents, purchase of equipment, tendering procedure (each partner)
- Lunch
- 13h30-16h00S Status of financial reporting, VAT exemption documents, purchase of equipment, tendering procedure (each partner)
- Coffee break
- 16h15 Visit of TAU Nano-center

Tuesday 13, November 2018

- 09h00-10h00 Quality Assurance. Status of the courses in Moodle (All)
- Coffee break
- 10h15-12h00 Quality Assurance. Status of the courses in Moodle (All)
- Lunch
- 13h30-14h30 Skype meeting with Mrs. Bruno and decision about the project continuation
- 14h30-15h30 Dissemination
- 15h30-17h00 ToDo list and planning of next meetings

Participants

See the list of participants in pdf file

Monday 12, November 2018

Status of interim report, financial reporting

Slavka Tzanova

- The intermediate report was submitted on time but till now we do not have any feedback.
- The financial report with more than 70% of the advance spent and requirement for the next instalment was send on 8 August.
- On 17 September Slavka asked Mr. Micaleff who is the new project officer for the project about the evaluation of the intermediate report.
- In 9 October the third project officer for this project Mrs. Giordana Bruno started asking questions on the technical report and lately on the VAT exemption and purchase of equipment on different slots.

The e-mails were forwarded to all partners and they are informed about the discussion on the VAT exemption and tendering procedures.

Slavka asked all partners to send her copies of all financial documents and the documents for the tendering procedures to be sent to EACEA for an audit.

Slavka sent an e-mail to Mrs. Bruno on 5 November asking for possible on-line discussion with all partners during the project meeting at Tel Aviv University on 12 and 13 November. There was an automatic reply that she was out of the office and that she will read her messages on 12th of November.

Until the end of the meeting in Israel there was no answer by Mrs. Bruno.

With regard to the VAT regulations (or corresponding taxes in the country) for higher education institutions (HEIs) in China and India the partners declared that there is no tax authority which could provide a formal letter about the tax exemption of HEIs. They can provide copies of the legal national regulation for VAT registration and exemption for higher education institutions with translation of the relevant information and copies of the documents for the status of their universities corresponding to the legal regulations for VAT exemption.

The equipment was not purchased in one procedure because there can not be only one tendering procedure for all equipment because no one provider can sell all different types of equipment. In India the internal regulations allow the use of 50% of the budget for equipment from the project if only these 50% are transferred to the HEI. That is why they could not purchase all items planned in the proposal. They can do this only after receiving the second instalment.

Visit of TAU Nano-center

Tuesday 13, November 2018

Status of interim report, financial reporting

Meeting with the representative of the National Erasmus+ office in Israel Dina Gallero. Slavka exposed briefly the situation with the interim report, the problems with VAT exclusion of all partner universities, the discussions with the project advisor on the tendering procedures and the impossibility to purchase different kinds of equipment from the same provider and the specific rules at partner institution.

Dina suggested to send all documents to EACEA although there is no auditing procedure. She said that she has an e-mail from EACEA that for the project from 2015 and 2016 for VAT exemption a declaration by the accountant of the partner institution is enough. She will forward it to Slavka.

Peer review of the courses in Moodle

Peer review of all courses was done. The courses developed are 26 instead of the planned 22.

New videomaterials will be added to mMoodle for the following courses:

- USN –28 November
- NIIT University – some videos on the courses: end of December
- UM – PowerPoint presentation: end of December
- UTAR - PowerPoint presentation: 28 November
- NCNST – Some PowerPoint presentation: 28 November
- CTBU - Some PowerPoint presentation: end of December
- BIU – Some PowerPoint presentation: 28 November
- MU - Deadline: end of December

For the pilot test for the survey the Lime survey software will be used because in China Google is not available and in the last version of Moodle 3.3.1 there is no option for a survey but only for simple tests for the students.

Discussion on how to organise the students' support and evaluation with following options was done:

- To provide support by the home institution
- To provide support to the students from the other universities
- To leave the students to follow the on-line course without marks.

All these options are acceptable in a case of students from other HEI following the courses developed by the partner HEI.

Skype meeting with Mrs. Bruno and decision about the project continuation

Mrs. Bruno did not answer the e-mail concerning the request of the project partners to discuss with her on-line the issues on the interim report and the purchase of equipment during the two Days meeting in Tel Aviv University.

Dissemination

Rossana Terracciano has created a dissemination site for the project in LinkedIn:

<https://www.linkedin.com/company/nanoel-erasmus/>

Jack Barokas created You Tube and Facebook pages of the project. He invited all partners to contribute with information and pictures/images.

Kristin Imenes has presented a paper on the need analysis results in EDUCON 2018 conference 17-20 April 2018.

Slavka Tzanova presented the project on the 40th International Spring Seminar on Electronics Technology in Sofia in 10-14 May 2017.

The logo of USN has changed and it should be changed on the project Web page and in the leaflet and all dissemination materials.

Sustainability

NIIT University created a new MSc programme in nanotechnologies with a new curriculum and the use of the courses developed in the project. This outcome is a big success for the project and this new curriculum has not even been planned in the project proposal.

TODO list

- Pilot test: min 20 students/course; 25 students/institution for all courses
- To send to Slavka copies of all financial documents including the documentation from the tendering procedures, for VAT or other taxes, travel, equipment, staff cost and the excel table 28 November
- Questionnaires for the pilot tests, Vivek, Jack and Danilo – 28 November
- Leaflet translated in Chinese and Norwegian – 28 November
- Web pages in all partners' languages – 28 November

- Requesting authorization to extend the next F2F meeting for production joint lectures by some professors
- **Next virtual meeting** – 29 November, 09:00 Italy and Norway, 10:00 Israel and Bulgaria, 11:30 India, 16:00 Malaysia and China
- The virtual meeting will take place on January 9th , Wednesday
- **Next meeting:** Turin- 25-27 March 2019