

# Minutes – Erasmus NanoEI

17 - 19 February 2018

NIIT University, Neemrana, India

**Opening words:** Prof. Parimal V Mandke, Maj Gen A K Singh (Retd) and Prof. Vijay V Mandke

Slavka Tzanova suggested starting the agenda in reverse order.

## **Status of financial reporting, VAT exemption documents, purchase of equipment.**

### **Slavka Tzanova**

- The intermediate report is close.
- First issue – financial reporting.
- Staff cost is 40% of all reported costs.
- Timesheets completion and employment contracts translated in English.
- Subcontracting e.g. translation, no management can be subcontracted

### **Slavka Tzanova –**

- Equipment purchase is a big problem, because no partner has bought anything yet.
- Equipment to be bought ASAP – computers, cameras, materials, books, licenses, etc.
- Report the full amount of money – actual costs.
- 20.03.2018 – deadline for partner reports.
- Payslips or payrolls are needed for the report.
- To prepare scanned set of documents in one file for each row in the excel table for the report, e.g. individual travel report + plane ticket + boarding passes + hotel invoice in one pdf file T.(institution abbreviation)no. Example: T.TUS1, T.TUS2 etc.
- The same for the staff costs: S.TUS1 with joint declaration, timesheet, payslip, employment contract. All documents translated in English, at least the key words.
- Do not send your internal reporting documents. Only the required in the project handbook.

**Danilo Demarchi** – cannot report personnel before the end of February, because of payslips being not available before that time.

### **Slavka Tzanova**

- Presented different examples of reporting in MS Excel sheets.

- If VAT recovery is not possible, a formal letter from the local tax authorities certifying the fact is needed.

**Morris Abraham** – what should the procedure be? Look for the document and then by the equipment or vice versa?

**Slavka Tzanova**

- Start the procedure and look for the document.
- Place special stickers on the equipment “with the support of Erasmus+ programme of the EU”.
- Invoices and proofs of payment, e.g. transcript of bank transfers, should be included.
- Subcontracting and equipment are actual costs. The rest are unit costs, like subsistence.
- Use all budget for travelling. It is transferable between different travels.

**Danilo Demarchi** – I want to travel to Israel for developing courses with Jack and Jack – to come to Italy for recording the lectures.

**Slavka Tzanova**

- Only travel for meetings is allowed as it is planned in the budget. For additional mobility I have ask the project officer.
- The accountant must sign all copies of the original documents.
- Project meetings should be planed carefully.

**Jack Barokas** – are changes in expenses possible?

**Slavka Tzanova**

- Changes between different kinds of expenses are possible, but only with the permission of EU. The request should be submitted by the project coordinator.
- Tender procedures without the so called “slicing” should be carried out.
- Previous tender procedures are applicable, even if they have started before the beginning of the project.
- All partners have similar procurement procedures.
- Discussed tasks in the objectives, design of syllabi, e-learning courses.
- Courses to be developed by each partner – confirmed by everyone.

**Final need analyses report**

**Kristin Imenes**

- A paper for EDUCON in April is prepared.
- 3 survey results are published on the web page:
  - o Industry
  - o Students
  - o Teachers and staff

- There are 3 most relevant courses for the industry.
- 6 are not so needed by industry.
- Teachers and staff – disadvantages of OERs.
- All teachers - above average result that such courses are needed.
- Students
  - o 286 feedbacks
  - o Majority uses OERs
  - o 7 benefits for students concerning usage of OERs in education.
- Industry shows average interest towards courses.

## **Training on Moodle environment and creation of videos with presentations**

### **Jack Barokas**

- Moodle is set up at TAU for the needs of the project.
- Commented on courses structure – outlook, etc.
- Uniqueness is not necessary.
- Example structure of a video course.
- Partners have username and password to access their courses.
- Special structure of MS Excel file regarding users.
- Anyone who wants to use video recordings should contact Jack Barokas.
- Suggested what software should be used.
- Suggested to invite associate partner universities in India to share course content.

**Slavka Tzanova** - The last should be possible only at the end of the project.

**Danilo Demarchi** – It is good to have hot contacts after the end.

### **Slavka Tzanova**

- Creating collaborative content in India is difficult and was underlined in Prof. Mandke's presentation at the opening of the meeting.
- There is a big competition in such big countries as China and India and it's not time to discuss it.
- The purpose of the project is to share among the project partners and no one else.
- Be careful with intellectual property rights. Third party contents should be given only as a reference by link

**Danilo Demarchi** – Pictures and texts of third party can be used in password-protected courses. Partners can use each other's resources, just ask.

### **Slavka Tzanova**

- Thinks that contents created by other people can be used in the teaching materials only with their agreement.
- Reminded that July is the deadline for the courses.

- Showed a presentation from Brussels about dissemination. The essence of which is: disseminate only the results not activities. She does not agree because it is important to have feedback on the activities in order to have better results and this is from the theory of educational sciences.
- Explanation of project results was given.
- Availability of local web pages and structure.

**Jack Barokas** will create You Tube and Facebook pages of the project.

Meeting with representatives of the business in India involved actively in the teaching process at NIIT.

#### **TODO list –**

- To send to All the docs for financial report - 23d Feb. Slavka:
  - Excel form for the interim report
  - Individual travel report
  - Joint declaration
  - Time-sheet
  - Examples
- Financial reports – 23d March
- Interim report – 23d March
- To collect documents for the tendering procedures for equipment suppliers at each university - 23d March
- Missing learning outcomes and syllabi - 3 March
- To send the Word file with the leaflet – 23d Feb. Slavka
- Leaflets in all partners' languages – 15 March
- Web pages in all partners' languages – 15 March
- To create dissemination materials in the social media – Jack and Hong Li - 15 March
- To develop the e-learning courses – 30 July
- To select the software for videoconferencing – Jack and Hong Li
- Next virtual meeting – 19<sup>th</sup> March, 9:00 Italy and Norway, 10:00 Israel and Bulgaria, 13:30 India, 16:00 Malaysia and China
- Next meeting: Vestfold, 25-27<sup>th</sup> June

**Next virtual meeting** – March 19, 2018, 9:00 CET

**Next meeting** - June 25-27, 2018 at University College of Southeast Norway, Norway