



Co-funded by the  
Erasmus+ Programme  
of the European Union



# **Improvement of master-level education in the field of physical sciences in Belarusian universities, Acronym: "Physics"**

**3<sup>nd</sup> Management meeting and 4th Workshop January 24 2017  
Belarusian State Technological University, Minsk  
Anatolijs Zabašta**

# Today's agenda

- Overall progress
- WP2: Implementation of curriculum
- WP3: Progress in implementation of innovative ICT based teaching and learning environment
- WP5: Progress in dissemination and Exploitation of results
- Arrangement of tenders for the equipment
- Project financial aspects
- Midterm Financial and Activities reports
- Project quality: Project Manual approval
- Arrangement of students training in Ostend (in February) and Riga
- Project logo: decision
- Further tasks and the next steps

# Project progress

# Partnership Agreements

- Partner Agreements, 1<sup>st</sup> advances to all partners
- Project registration in the government institutions - by now only BSU has got acceptance
- Agreement about staff of the Ministry travels to the meetings
- Progress in elaboration of 5 course books
- RTU received 1<sup>st</sup> Activities reports (not from all partners)
- 1<sup>st</sup> Financial reports: UCY and Ku Leuven
- Students training: 1<sup>st</sup> group – in Ku Leuven (February 6<sup>th</sup>)
- Tenders for labs equipment – behind of the schedule
- Dissemination activities








# E-environment

- Project WEB now is working <http://physics.rtu.lv/>
- E-environment – <http://dl.bsu.by>
  - The job was finished in September 2016.
  - Usernames and passwords have been sent by e-mail

# Documentation

---

## General Documentation

-  Project proposal documents
-  Project approval documents
-  Instructions and guidelines
-  Grant Agreement
-  Partner agreements
-  Budget & financing
-  Planning tasks












---

## New courses development

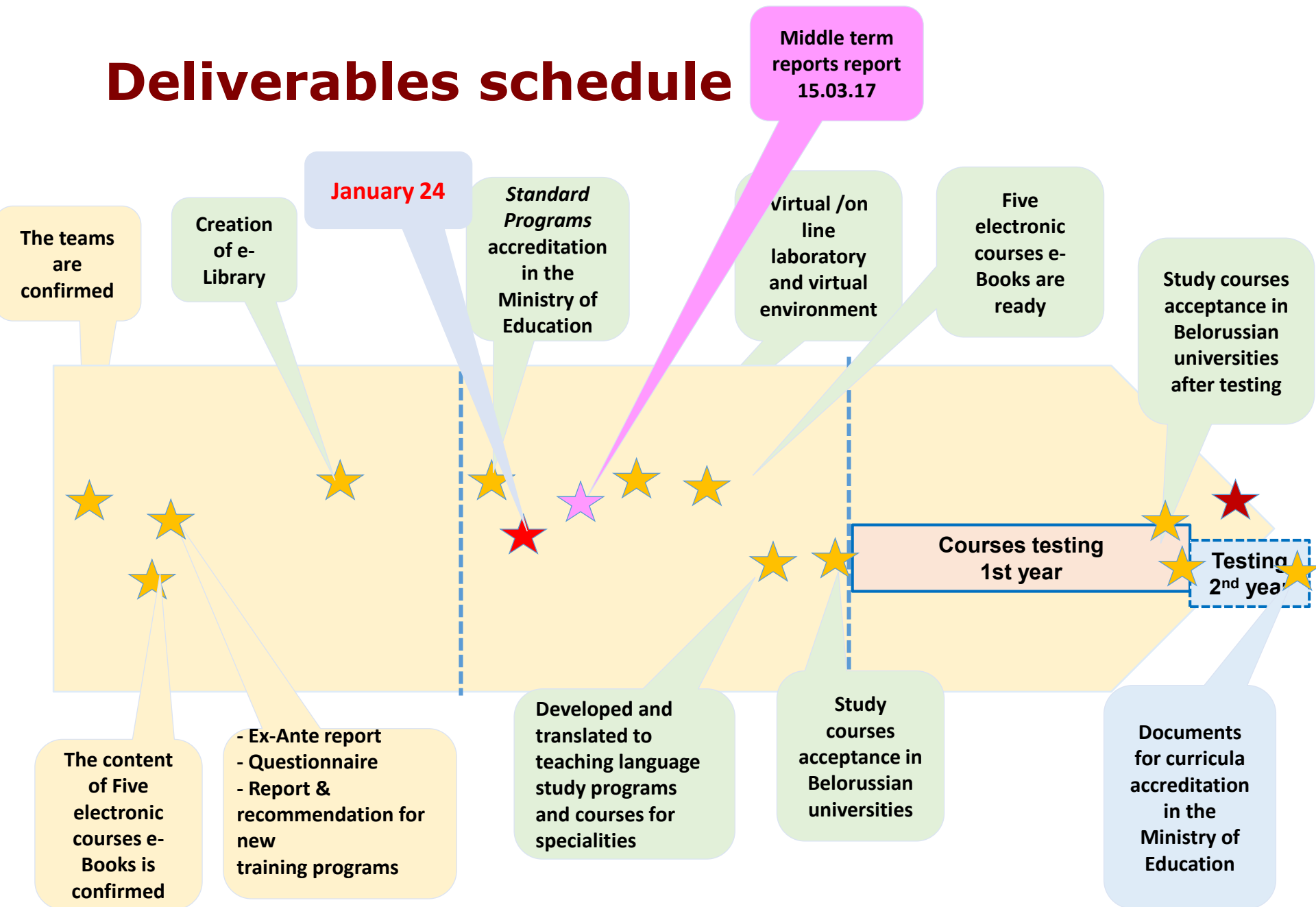
-  1. Applied physics
-  2. Functional nanomaterials
-  3. Photonics
-  4. Applied informatics
-  5. Research towards master thesis

---

## Meetings

-  Brussels\_27.01.16
-  Minsk\_17.12.15\_BSU
-  Minsk\_10.03.16\_BSTU
-  Minsk\_X.03.18
-  Riga\_1-2.06.16
-  Riga\_X.11.17
-  Ostend\_27-28.10.16
-  Ostend\_X.04.18
-  Nicosia\_X.06.17
-  Nicosia Final conference
-  Grodno\_X.01.17

# Deliverables schedule



# **Implementation of the curricular (WP2)**

Belorussian State University



# Course books

1. **Applied Physics:** The course leader: Joan PEUTEMAN – KU Leuven
2. **Applied Informatics:** Editors: Leonids Ribickis, Nadezhda Kunicina
3. **Functional nanomaterials:** The course leader: Alexander FEDOTOV - BSU
4. **Photonics:** The course leader: Alexey Tolstik – BSU
5. **Guidelines on Master Thesis in Applied Physics:** Editors: Elias Kyriakides and Stella K. Hadjistassou (KIOS Research Center, UCY)

# Applied Informatics 1

Chapters	University	Contributor
<b>Executive summary</b>	RTU	N. Kunicina
Introduction	RTU	N. Kunicina
<b>Chapter 1: Information and Communication Technologies</b>	RTU, GrSU	A.Zabasta
1.1. Communication network design and operational characteristics.	RTU	A.Zabasta
1.2. Computer Networks a systems approach	GrSU	B.Assanovich
1.3. Computer networks architecture and design, using standard and specific adaptive telecommunication network elements.	RTU	A.Zabasta
1.4. Specialized telecommunications networks, the use for infrastructure control.	RTU	A.Zabasta
References	RTU	A.Zabasta B.Assanovich
<b>Chapter 2: Control Theory</b>	RTU	A. Ziravecka
2.1. Basics of Control Theory	RTU	A. Ziravecka
2.2. Concept about transfer function	RTU	A. Ziravecka
2.3. Combined regulators with P, I, D links and its description	RTU	A. Ziravecka
2.4. Concept about aperiodical link	RTU	A. Ziravecka
2.5. Investigation of regulation system – evaluation of stability	RTU	A. Ziravecka
2.6. Analyses of system qualitative parameters	RTU	A. Ziravecka
References	RTU	A. Ziravecka

# Applied Informatics 2

<b>Chapter 3: Microcontrollers (MCU)</b>	RTU	I.Galkins
3.1. Architectures of MCUs, their main parameters, most popular MCUs presented on market	RTU	I.Galkins
3.2. Peculiarities of MCU programming, command systems of MCU, interrupts	RTU	I.Galkins
3.3. Basic peripheral devices of MCUs	RTU	I.Galkins
3.4. Analogue peripheral devices of MCUs	RTU	I.Galkins
3.5. Communication peripheral devices of MCUs	RTU	I.Galkins
3.6. Digital signal processing in MCUs	RTU	I.Galkins
3.7. Peculiarities of process control with MCUs	RTU	I.Galkins
References	RTU	I.Galkins
<b>Chapter 4. Electrical engineering and automation</b>	RTU	A.Ziravecka L.Ribickis N.Kunicina E. Kiriakides
4.1 Electrical circuits of direct current		A.Ziravecka
4.2 Calculation and analysis of magnetic circuits		
4.3 Electrical circuits of alternating current		
4.4. Three-phase electrical circuits		
4.5. Means of automation in electrical systems		
References		A.Ziravecka <sub>1</sub> N.Kunicina

# Guidelines on Master Thesis in Applied Physics

<b>Chapters</b>	<b>University</b>	<b>Contributor</b>
<b>Chapter 5: Project Management</b>	RTU	A. Zabašta N. Kunicina R. Reklaitis L. Ribickis
<b>Chapter 8: Introducing New Offers to the Market</b>	RTU	N. Kunicina M. Ragainis I. Rankis R. Reklaitis A. Vitols M. Baltvilka
<b>Chapter 10: E-Marketing</b>	RTU	Ina Gudele
<b>References</b>		

# **Implementation of innovative ICT based teaching/learning environment (WP3)**

Ku Leuven University

# **Dissemination and Exploitation of results (WP5)**

University of Cyprus

# **Project financial aspects.** **Tenders for the equipment**

# Tenders for the equipment

- BSU - Belarusian State University – 93 600 euro
- GrSU, Grodno State University – 41 938 euro
- GoSU, Gomel State University – 34 765 - euro
- BSTU, Belarusian State Technological University - 26 500 euro

**Total 196 803 euro**

- Procurement and delivery of equipment is often a rather complex procedure and this should be taken into consideration at the planning stage.
- RTU will pay an advance to the partner, when gets the proof of successful tender
  - 50% of total cost
  - 40% when 2<sup>nd</sup> advance is received
  - The rest 10% after the project is finished



# Tender's rules

The **Tender Regulation** must always indicate:

- the **exclusion and selection criteria** that must be fulfilled by tenderers (analysis of the tenderers)
- the **award criteria** and their relative weighting (analysis of the quality and price)
- the **technical requirements**, i.e. **The technical specifications** (including, whenever relevant, the minimum technical requirements)

# Tender's rules

Each **tendering procedure** must contain at least the following elements:

- Invitation to tender
- Tender specifications
- Minutes of the tender opening
- Tender evaluation report from the evaluation committee
- Commercial offers
- Etc.

# Adjustment of the list of equipment

- In **case of significant changes of the equipment** to be purchased compared to the equipment as specified in the original application, prior written authorisation from the Agency should be given during project implementation.
- In any **case of doubt** the coordinator shall contact the Agency and ask for prior written approval based on clear justifications.
- The **modification can be justified** and is related with the **project objectives**.

# Cost reporting - equipment

- In the event of purchase of equipment over €25.000, the beneficiaries must obtain competitive tenders
- At least three suppliers and retain the one offering best value for money (in all cases)
- The principles of transparency and equal treatment of potential contractors and taking care to avoid conflicts of interests.
- For the purposes of any financial evaluation and/or audit:
  - the declared **costs being recorded in the accounting system** of the beneficiary.
  - the equipment **is properly registered in the inventory** of the institution concerned.

# Cost reporting - equipment

**Supporting documents should be retained with the project accounts, copies – to the leading partner**

- **Invoices** for all purchased equipment (*please note that order forms, pro-forma invoices, quotations or estimates are not considered as proof of expenditure*).
- **Documentation on the tendering procedure and three quotations** (Tender Regulation, Tender commission decision etc.) to EC
- The beneficiaries may not split the purchase of equipment into smaller contracts with individual amounts lower than the EUR 25 000 threshold.
- *If the equipment differs by nature, supplier or by the time of supply, the tender could be arranged **in several lots**.*
  - *However, the procedure to be the same as for 25 000 euro and more*

# Reporting and progress monitoring

Midterm Financial and Activities reports

# **Technical Implementation Report (Progress report on implementation of the action)**

The deadline for submitting Progress report is **15.03.2017**.

RTU will have 1 month to gather supporting documents and info to ONE ERASMUS+ PHYSICS FINANCIAL REPORT!

# NARRATIVE SECTIONS

This document comprises the following narrative sections:

- Section 1 Quality of the project implementation
- Section 2 Impact and sustainability
- Section 3 Quality of the cooperation
- Section 4 Relevance
- Section 5 Horizontal issues

It is mandatory to complete all sections in full and to address all the questions applicable to the project!



# SECTION 1: QUALITY OF THE PROJECT IMPLEMENTATION

## 1) Activities implemented

- Summarise the activities implemented so far addressing in particular the following issues:
  - Extent to which these activities are in line with (or diverge from) the work programme, timetable and partners' share of responsibilities presented in the application;
  - The applicability, added value and impact for the partner countries involved of the activities implemented so far
  - Describe any obstacle/difficulty encountered and the measures taken to address them.

# SECTION 1: QUALITY OF THE PROJECT IMPLEMENTATION

## 3) Project Visibility

- Please indicate the address of the project website and describe briefly its structure (including the purpose and content of sections restricted to the beneficiaries), the maintenance and updating plan in place, as well as the actions implemented for ensuring its visibility to all interested stakeholders.
- Describe and, if applicable, provide the electronic link to any information and support material produced by the project for visibility and promotion purposes.
- Explain how the consortium ensures that the visibility, exploitation and publicity obligations described in the grant agreement (art. I.10.8, I.10.9) are respected.

# SECTION 1: QUALITY OF THE PROJECT IMPLEMENTATION

## 4) Equipment

- Describe the equipment(s) already acquired by the project and, if applicable, present the timetable and type(s) of equipment still to be acquired (by and for whom).
- Justify how equipment items have been used in the project activities (for teaching, learning, research, the provision of new services, etc.) for the different target groups (specifying the nature of these target groups and the estimated number of final beneficiaries of the equipment on a yearly basis) and describe the actions implemented (/foreseen) for maximising their usage;
- Indicate where it has been installed.
- As compared to the proposal, what changes have occurred (/do you foresee) for the purchase and/or usage of equipment?

# SECTION 2: IMPACT AND SUSTAINABILITY

## 1) Awareness raising, dissemination, sustainability and exploitation of the project results

Explain briefly the actions already taken (as well as those envisaged until the end of the project) for raising awareness and contributing to the dissemination, exploitation and sustainability of the results achieved (/products delivered) by the project. In particular:

- Provide an electronic version of the project Dissemination and sustainability/exploitation if available;
- Explain the role (and commitment) taken by the partner country beneficiaries in this respect and the concrete measures taken for:
  - ensuring the visibility of the project at all levels (i.e. department and faculty, institution, local and regional, national, international);
  - guaranteeing the sustainability of the project outcomes beyond the project lifetime (specify the funding sources if known) ...)
- Please add a list of realised deliverables/project products

Explain and justify any change as compared to the dissemination and sustainability measures envisaged in the application.

# STATISTICS AND INDICATORS

## Training and mobilities

- Training of partner country staff and students
  - Number of **academic staff** from the partner country's Higher Education Institutions trained/retrained
  - Number of **non-academic** staff from the partner country's Higher Education Institutions trained/retrained
  - Number of **staff** from the partner country's non **Higher Education** Institutions trained/retrained
  - Number of **students** from the partner countries who have attended programmes/courses developed in the framework of the project

# STATISTICS AND INDICATORS

- Academic/administrative Staff mobility

- Number of partner country – programme country mobility flows of **more than 2 weeks**
- Number of programme country - partner country mobility flows of **more than 2 weeks**
- .....

- Student mobility

- Number of partner country – programme country mobility flows of more **than 2 weeks**

# TABLE OF ACHIEVED / PLANNED RESULTS

<b><u>Title and reference number of the work package (WP)</u></b>	
---	--

<b><u>Indicators of achievement and or/performance as indicated in the project proposal</u></b>	
---	--

**Activities carried out to date to achieve this result:**

<b>Activity N°</b>	<b>Activity Title</b>	<b>Start date</b>	<b>End date</b>	<b>Place</b>	<b>Description of the ac</b>

**Activities to be carried out to achieve this outcome (before the end of the project)**

<b>Activity N°</b>	<b>Activity Title</b>	<b>Start date</b>	<b>End date</b>	<b>Place</b>	<b>Description of the activi</b>

# Midterm financial report



# Intro

## 1<sup>st</sup> Financial report

- 16.05.2016 – we asked financial reports to be ready on 01.06.2016.
- On 01.06.2016. there were **0** financial reports ready
- By 24.06.2016. we finally had reports from those, who spent money.
  
- Next deadline for submitting financial report is **15.03.2017.**
- **RTU will have 1 month to gather supporting documents and info to ONE ERASMUS+ PHYSICS FINANCIAL REPORT!**
- Please respect others and submit reports on time!

# Step 1

- Ask for bank account statement for period till **28.02.2017**.

📌 ⏪ ⏩ 15.10.2015 📅 -- 📅 28.02.2017 ⏪ ⏩ Decembris | Janvāris | 2016.gads | 2017.gads | 10.2015 - 09.2016 | 10.2016 - 09.2017

Apgrozījums ▾

Operācijas teksts:   EKK:

Periods	Datums	Valūta	Ieņēmumi	Izdevumi	Do k. Nr	Operācija
12.2016	29.12.2016	EUR	0.00	16.12	20462	Pārējo darbinieku mēnešalga (darba alga)
12.2016	28.12.2016	EUR	0.00	456.85	20422	Pārējo darbinieku mēnešalga (darba alga)
12.2016	28.12.2016	EUR	0.00	210.21	20379	Pārējo darbinieku mēnešalga (darba alga)
12.2016	28.12.2016	EUR	0.00	472.49	20379	Rīgas pils.Centra raj.VID Soc. nodr. maksājumi no 2016 .decembris
12.2016	28.12.2016	EUR	0.00	563.29	9331	Pārējo darbinieku mēnešalga (darba alga)
12.2016	28.12.2016	EUR	0.00	950.03	9330	Pārējo darbinieku mēnešalga (darba alga)
12.2016	23.12.2016	EUR	90 000.00	0.00	0	Priekšņi nansējums / no projekta N8080 / N/04000 rēk.Nr.F/1639S no 21.12.2016
12.2016	08.12.2016	EUR	0.00	1.96	9291	Pārējo darbinieku mēnešalga (darba alga)
12.2016	08.12.2016	EUR	0.00	366.70	9268	Pārējo darbinieku mēnešalga (darba alga)
12.2016	08.12.2016	EUR	0.00	183.44	9246	Pārējo darbinieku mēnešalga (darba alga)
12.2016	08.12.2016	EUR	0.00	412.15	9246	Rīgas pils.Centra raj.VID Soc. nodr. maksājumi no 2016 .novembris
12.2016	07.12.2016	EUR	0.00	412.39	9216	Pārējo darbinieku mēnešalga (darba alga)
12.2016	07.12.2016	EUR	0.00	813.33	9215	Pārējo darbinieku mēnešalga (darba alga)
11.2016	08.11.2016	EUR	0.00	6.14	9158	Pārējo darbinieku mēnešalga (darba alga)
11.2016	08.11.2016	EUR	0.00	285.72	9137	Pārējo darbinieku mēnešalga (darba alga)
11.2016	08.11.2016	EUR	0.00	134.42	9116	Pārējo darbinieku mēnešalga (darba alga)
11.2016	08.11.2016	EUR	0.00	302.10	9116	Rīgas pils.Centra raj.VID Soc. nodr. maksājumi no 2016 . oktobris
11.2016	04.11.2016	EUR	0.00	427.85	9031	Pārējo darbinieku mēnešalga (darba alga)
11.2016	04.11.2016	EUR	0.00	522.53	9030	Pārējo darbinieku mēnešalga (darba alga)
11.2016	02.11.2016	EUR	0.00	379.08	16407	Komandējuma izdevumi.

# Step 2

- Get acquainted with the financial report form and PowerPoint presentation/ guide in the report

The image displays several overlapping financial report forms for Erasmus+ projects. The forms are titled 'ANNEX VI. FINAL FINANCIAL STATEMENT' and include various sections for budget breakdowns and grant distribution. Key sections visible include:

- ANNEX VI. FINAL FINANCIAL STATEMENT**: A table with columns for '1. Grant Awarded (in EUR)' and '2. Budget Used (in EUR)'. It includes a list of budget headings and a 'Please fill in the Project Number' box.
- DISTRIBUTION OF THE GRANT BY ORGANISATION (in EUR)**: A table with columns for '1. Grant Awarded (in EUR)', '2. Travel Costs', '3. Costs of Study', and '4. Total'. It includes a list of partner names and countries.
- Budget Breakdown by Workpackage / Budget Headings**: A table with columns for '1. Staff Costs', '2. Travel Costs', '3. Costs of Study', '4. Equipment Costs', and '5. Subcontracting Costs'. It includes a list of workpackage activities.
- Budget Breakdown by Programme or Partner Countries / Budget Headings**: A table with columns for '1. Staff Costs', '2. Travel Costs', '3. Costs of Study', '4. Equipment Costs', and '5. Subcontracting Costs'. It includes a list of programme countries.
- Budget Breakdown by Partner / Work Package**: A table with columns for '1. Staff Costs', '2. Travel Costs', '3. Costs of Study', '4. Equipment Costs', and '5. Subcontracting Costs'. It includes a list of partner names and work packages.

Some cells in the forms are highlighted in red and yellow, indicating specific data points or areas of focus.

New form of

**FINANCIAL REPORT**

# Step 3

- Fill-in the financial report form
- Check if all expenditure are put down in the report



Key Action 2: Cooperation for innovation and the exchange of good practices  
Capacity Building in the field of higher education

## ANNEX VI - STATEMENT OF THE COSTS INCURRED AND REQUEST FOR PAYMENT (SECOND PRE-FINANCING)

<b>Project Number</b>								Co-financing (for information only)	0.00
<b>Budget Headings</b>		<b>1. Grant</b>						<b>Amount of 1st Prefinancing</b>	0.00
1. Staff Costs			0.00					<b>% Spent on 1st Prefinancing</b>	0.00%
2. Travel Costs			0.00					<b>Eligible for 2nd Prefinancing</b>	NO
3. Costs of Stay			0.00					<b>Amount of 2nd Prefinancing</b>	0.00
4. Equipment Costs			0.00						
5. Subcontracting Costs			0.00						
A. Grant for Project Activities			0.00						
B. Additional Grant for Special Mobility Strand			0.00						
<b>Total Grant requested from the European Union (A + B)</b>			<b>0.00</b>						
			<b>COSTS INCURRED (in EUR)</b>						
<b>Partner N°</b>	<b>Name of Partner</b>		<b>2. Travel Costs</b>	<b>3. Costs of Stay</b>	<b>4. Equipment Costs</b>	<b>5. Subcontracting Costs</b>	<b>Total Costs (in EUR)</b>		
P1			-	-	-	-	-		
P2			-	-	-	-	-		
P3			-	-	-	-	-		



## Step 4

- Collect supporting documents and mark them with supporting document reference



### Formula for supporting document numbers:

Partner No. (P1, P2, P3 ...)

+

Budget category (SC, TC, EC, SUB)

+

Number in a row (1, 2, 3 ...)

# Step 5

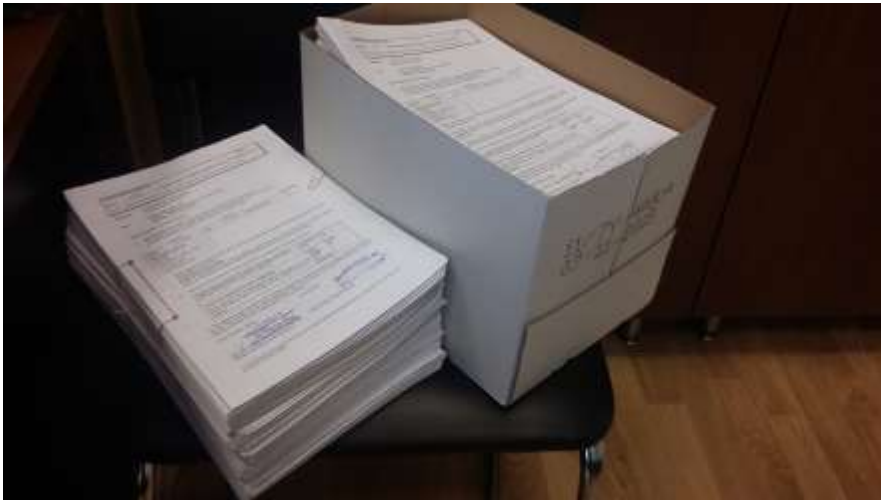
- Scan, organize and send everything till **15.03.2017** to [anatolijs.zabasta@microdators.lv](mailto:anatolijs.zabasta@microdators.lv) and [Linda.sterna@rtu.lv](mailto:Linda.sterna@rtu.lv)

From: YOU  
Sent: in time  
To: [anatolijs.zabasta@microdators.lv](mailto:anatolijs.zabasta@microdators.lv); 'Linda Šterna' <[Linda.Sterna@rtu.lv](mailto:Linda.Sterna@rtu.lv)>  
Cc:  
Subject: Financial report.

Dear Linda, Anatoly,

Hereby we send you 1st financial report.

**Note:** Send documents via e-mail, but don't forget to submit approved copies in paper at the next meeting in Riga!



# Step-by-step

1. Ask for bank account statement for period till 28.02.2017.
2. Get acquainted with the financial report form and PowerPoint presentation/ guide in the report
3. Fill-in the financial report form. Check if all expenditure are put down in the report
4. Collect supporting documents and mark them with supporting document reference
5. Scan, organize and send everything till **15.03.2017.** to [anatolijs.zabasta@microdators.lv](mailto:anatolijs.zabasta@microdators.lv) and [Linda.sterna@rtu.lv](mailto:Linda.sterna@rtu.lv)

**Note:** Send documents via e-mail, but don't forget to submit approved copies in paper in the next meeting!

See e-mail on September 20 of 2016

# Supporting documents



# Staff Costs - *Supporting Documents*

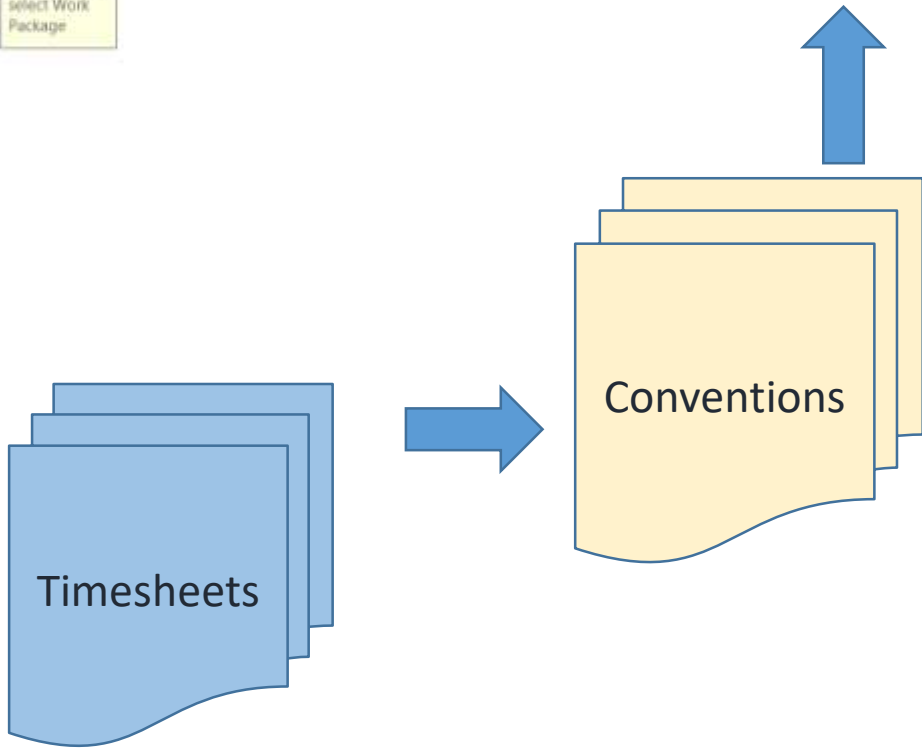
## Certified copies:

- **STAFF CONVENTION** for each person and particular contract employed
- **TIME-SHEETS** (attached to each staff convention), indicating number of days worked for corresponding month/year, description of tasks , outputs produced and related work package
- **ANY EVIDENCE** allowing to **verify that declared workloads correspond to actual activities/outputs** (e.g. attendance lists for lectures given, tangible outputs / products)
- **EMPLOYMENT CONTRACT**
- **Evidence about payment:** salary slips, bank documents etc.

# Cost reporting

1. Staff Costs													
Total (EUR)		0.00											
Work Package	Partner N°	Name of Partner (to encode in the final financial statement sheet)	Country (to encode in the final financial statement sheet)	Supporting Document Ref.	Name of Staff Member	Staff category	Short description of tasks	From (dd/mm/yyyy)	To (dd/mm/yyyy)	Number of days (A)	Maximum Unit cost per day (in EUR) (B)	Total Calculated (in EUR) (A x B)	Check Date Ending
										0	0.00	0.00	

Click arrow to select Work Package



# Cost reporting - travels

## Travels are intended for the following activities:

- Teaching/training assignments;
- Training and retraining purposes (**only eligible for staff from Partner Countries**);
- Updating programmes and courses;
- Project management related meetings (e.g. for management, coordination, planning, monitoring and quality control activities purposes);
- Workshops and visits for result dissemination purposes (practically only in the Partners countries – Belarus)

# Travel and Costs of Stay - Supporting documents

## Justification for the following elements:

- Journeys actually took place
- Journeys connected to specific and identifiable project-related activities

## To be retained with project accounts:

**INDIVIDUAL TRAVEL REPORT** +

**Supporting documents** *e.g.*

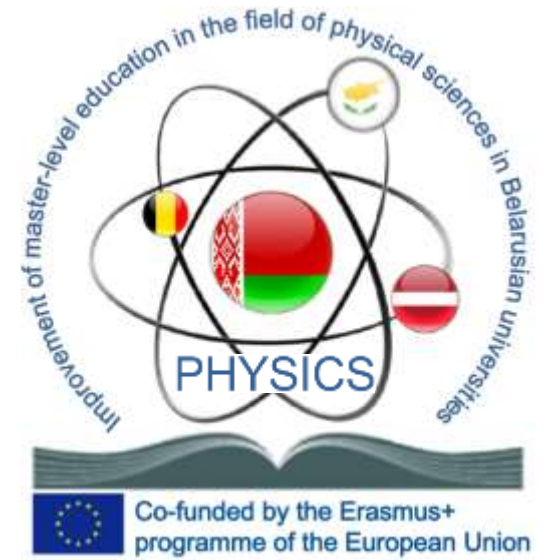
- *travel tickets, boarding passes,*
- *invoices, receipts,*
- *proof of attendance in meetings and/or events, agendas, tangible outputs/products, minutes of meetings)*

# **Project quality: Project Manual approval**

# Project logo



**PHYSICS**



# Students and teachers training

## English language in Ostend or Leuven. When?

Flows from Belarusian universities to Ku Leuven for English language training:

- BSU: Ostend 4 x 7d.;
- GrSU: Ostend 4 x 7d.;
- GoSU: Ostend 4 x 7d.;
- BSTU: Ostend 4 x 7d.;

## Students' flows for training: When?

- BSU: Nicosia 8 x 7d.;
- GrSU: Ostend 8 x 7d.;
- GoSU: Nicosia 8 x 7d.;
- BSTU: Riga 8 x 7d.;
- GrSU: Riga 8 x 7d.;
- GoSU: Ostend 8 x 7d.

## Teachers, technician staff flows. Additional to MC and WS!

- BSU, GrSU, GoSU, BSTU for the staff exchange trainings 4 persons from each university within 7 days to Riga, Ostend, Cyprus.
- RTU, KU Leuven, UCY: flows EU-EU with 7 days to Ostend - 2 and Nicosia.
- BSU, GrSU, GoSU, BSTU: 2 persons 7 working days to Minsk - 2, Grodno, Gomel.

# Student training at Riga Technical University

Program from Monday September 25th to Friday September 29th 2017  
(preliminary status)

Schedule September 2017	Activity	Contributors
Sunday September 24, 2017	Arrival at student home Kipsala Dormitory, Azenes iela 6, Riga, LV-1048	A.Galkina
Monday September 25 (AM)	General welcome - Presentation of Riga Technical University - Short campus tour. - Overview schedule + main goals of mobility program	N.Kuņicina A.Zabašta A.Avotiņš
Monday September 25 (PM)	Scientific – technical training - Scientific projects management - Laboratory demonstrations: solar energy, wind energy, fuel cells. - A walk around Old Riga	N.Kuņicina A.Avotiņš
Tuesday September 26 the whole day	Scientific – travel to gas storage in Inčukalns, the biggest gas storage in Baltic countries	
Wednesday 27 (AM)	Scientific – technical training - Lecture control theory	N.Kuņicina A.Žiravecka
Wednesday 27 (PM)	Scientific – technical training - Matlab - Simulink	J. Čaiko
Thursday 28	Scientific – visit to Riga co-generation station Getlini	.....
Friday 29	Scientific – technical training - EMC laboratory - Closure of the course	Ašmanis



# **Further tasks and the next steps**

<b>Ostend</b>	KU Leuven	Student training in Ostend (BSU, BSTU, GrSU, GoSU) from Monday February 6th until Friday February 10th 2017.	Monday February 6 <sup>th</sup> - Friday February 10th 2017.	yes
<b>Ostend</b>	KU Leuven	WS8: WP3: Workshop on innovative teaching methods & electronic environments	April 20-21 <sup>st</sup> 2017	yes
<b>Ostend</b>	KU Leuven	The <i>English language course for teachers</i> is planned in Ostend.	Friday June 9th until Tuesday June 13th 2017	yes
<b>Nicosia</b>	UCY	WS5 <i>Developed and translated to teaching language study programs and courses for specialities</i>	29-30 <sup>th</sup> June 2017	yes
	UCY	MC4 meetings		
<b>Minsk</b>	Ministry of Education	WP5: Information sessions with stakeholders	August – September 2017	
<b>Riga</b>	RTU	WS6: Workshops for curricula development. <i>Courses acceptance and testing is started.</i>	November 16-17 <sup>th</sup> 2017	Yes
	RTU	MC5 meeting		
<b>Gomel Minsk</b>	GoSU/ BSU	WS9: WP2: Workshops for curricula development and testing	March 2018	Yes
	GoSU	MC6 meeting		
<b>Minsk</b>	BSTU	WS7: WP2: Workshops for curricula development. <i>First testing results, acceptance.</i>	September 2018	
<b>Nicosia</b>	UCY	Final conference	September 2018 <sup>50</sup>	

# Further tasks and the next steps

- Courses e-books:
  - 2<sup>nd</sup> draft to be ready before the meeting in Nicosia (in May).
  - The books are ready – August 2017.
- Dissemination:
  - Press conferences: 1 in each Belarus university
  - Press releases:
  - Web and E-environment – improvements?
  - **References** to the project and its website!!
  - Facebook and YouTube
- Students training – 4-6<sup>th</sup> year of education including PhD students.
  - February 6 – 10<sup>th</sup> 2017 in Ostend
  - September 24-29<sup>th</sup> - October 2017 - in Riga
  - Provisionally in February 2018 - in Nicosia
- Teachers training
  - (*English courses*) in Ostend – 9 - 13<sup>th</sup> June 2017 (5 days total plus 2 days travel).
  - Teachers training in Riga – **provisionally in February 2017**

# Questions

# E-environment

- E-environment – <http://dl.bsu.by/>
  - The job was finished in September. Two weeks for testing.
  - Usernames and passwords have been sent by e-mail
  - Feedback from Ku Leuven and RTU
  - Please change you Passwords!

Username	firstname	lastname	email	Password
leonids.ribickis	Leonids	Ribickis	<a href="mailto:leonids.ribickis@rtu.lv">leonids.ribickis@rtu.lv</a>	Pa\$\$word1
nadezda.kunicina	Nadezda	Kunicina	<a href="mailto:kunicina@latnet.lv">kunicina@latnet.lv</a>	Pa\$\$word2
anatolijs.zabasta	Anatolijs	Zabasta	<a href="mailto:anatolijs.zabasta@microdators.lv">anatolijs.zabasta@microdators.lv</a>	Pa\$\$word3
anastasija.ziravecka	Anastasija	Ziravecka	<a href="mailto:zhiravecka@eef.rtu.lv">zhiravecka@eef.rtu.lv</a>	Pa\$\$word4
alina.galkina	Alina	Galkina	<a href="mailto:alina.galkina@rtu.lv">alina.galkina@rtu.lv</a>	Pa\$\$word5
linda.sterna	Linda	Sterna	<a href="mailto:linda.sterna@rtu.lv">linda.sterna@rtu.lv</a>	Pa\$\$word6
renaat.dekraemer	Renaat	De Craemer	<a href="mailto:renaat.dekraemer@kuleuven.be">renaat.dekraemer@kuleuven.be</a>	Pa\$\$word7
anik.janssens	Anik	Janssens	<a href="mailto:anik.janssens@kuleuven.be">anik.janssens@kuleuven.be</a>	Pa\$\$word8
joan.peuteman	Joan	Peuteman	<a href="mailto:joan.peuteman@kuleuven.be">joan.peuteman@kuleuven.be</a>	Pa\$\$word9
elias.kyriakides	Elias	Kyriakides	<a href="mailto:elias@ucy.ac.cy">elias@ucy.ac.cy</a>	Pa\$\$word10
stella.hadjistassou	Stella	Hadjistassou	<a href="mailto:shadjis@ucy.ac.cy">shadjis@ucy.ac.cy</a>	Pa\$\$word11
despina.petrou	Despina	Petrou	<a href="mailto:petrou.despina@ucy.ac.cy">petrou.despina@ucy.ac.cy</a>	Pa\$\$word12
natallia.strekal	Natallia	Strekal	<a href="mailto:nat@grsu.by">nat@grsu.by</a>	Pa\$\$word18
boris.assanovich	Boris	Assanovich	<a href="mailto:bas@grsu.by">bas@grsu.by</a>	Pa\$\$word19
gachko.henadzi	Gachko	Henadzi	<a href="mailto:gachko@grsu.by">gachko@grsu.by</a>	Pa\$\$word20
igor.semchenko	Igor	Semchenko	<a href="mailto:isemchenko@gsu.by">isemchenko@gsu.by</a>	Pa\$\$word21

# E-environment

E-environment – <http://dl.bsu.by/>

- Maintenance:
  - Request for help – to Alina Galkina

