

Meeting calendar: **17<sup>th</sup> – 19<sup>th</sup> February 2016**

For the participants in the meeting: see **Attachment 1**

**Other participants:** teaching staff of the Polytechnic School and School of Social Sciences of UNIGE; the staff of **SRI**, International Relations Service of UNIGE.

**List of documents** distributed and discussed during the meeting and means of distribution:

Presentation of the MARUEEB project and its work-plan	Meeting
Planning of the Activities for the 1 <sup>st</sup> project year, Oct 2015 / Oct 2016	Meeting
Mobility plan for the the 1 <sup>st</sup> project year	Meeting
Evaluation Report received by the EACEA	Meeting
Draft of the Stakeholders' questionnaires (in English and Russian)	Meeting
Presentation of the MARUEEB academic approach proposed by UNIGE	Dropbox
Financial and administrative guidelines for the use of the Grant	Meeting
EACEA Guidelines for the use of the grant	Dropbox
Presentations of each consortium member	Dropbox
Counter-signed Grant Agreement	Dropbox
Administrative templates (ITR, convention for staff costs, time-sheets)	Dropbox

The set of the **application form** was already sent to each contact person by email.

**Agenda** of the meeting and matters discussed:

1. Presentation of the University of Genoa
2. Presentation of the MARUEEB project and its work-plan
3. Academic approach to the MARUEEB project
4. Common acquaintance on the MARUEEB consortium members
5. Presentation of the teaching offer of UNIGE Polytechnic School relevant for MARUEEB
6. Planning of the activities for the 1st project year Oct 2015 / Oct 2016
7. Management of the project and MARUEEB partnership agreement
8. Dissemination plan
9. Appointment of the Project Boards
10. Summing-up

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**Minutes** of the Meeting

## 1. Presentation of the University of Genoa

The meeting is hosted in Aula "Mazzini" in the Rectorate of UNIGE. After the institutional greetings from Prof. Enrico Giunchiglia, first vice Rector of UNIGE, Mr. Musaio, in his position of project coordinator, presents UNIGE to the Consortium members, pointing out the main features related to the last reform of the HE and the role of the internationalisation.

## 2. Presentation of the MARUEEB project and its work-plan

Mr. Musaio presents the overall project framework, including the consortium composition and the main project topics. He presents the project structure, the work-packages and related deliverables/activities, the detail of the activities planned for the next months, in accordance with the revised work-plan, taking into account the remarks contained in the assessment report made by the application reviewers. The participants, mainly the Partner

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Countries Universities (PCUs), put several questions. The hard copy of the presentation is distributed among the participants and put in **Attachment 2** to the minutes.

### **3. Academic approach to the MARUEEB project**

Prof. Vincenzo Bianco, Associate professor of Energy and Thermal Sciences of the Polytechnic School and coordinator of the MARUEEB academic team, has a specific presentation on the matter, presenting in depth the academic aims of MARUEEB project with specific reference to the design, development and implementation of the new academic model the project wants to create. The hard copy of the presentation is distributed among the participants and put in **Attachment 3** to these minutes.

Particular attention will be paid to the involvement of the stakeholders from the beginning of the project life cycle, in order to tailor the study-programmes (SPs) to the local labour market needs. At this aim, Dr. Monica Penco from the School of Social Sciences shows a draft of the questionnaire for the stakeholders. The questionnaire, available online, presents a set of questions dealing with basic info, needs of the institutions related to the specific competences of the SPs in the field of energy efficient buildings, the specific and soft skills that a master graduate must have and some final questions related to the internships.

Some suggestions are proposed already during the meeting. It is decided that suggestions / remarks / corrections will be submitted to Prof. Bianco and Dr. Penco by the 28<sup>th</sup> February next, so that the final online version of the questionnaire to be submitted to the stakeholder will be released on the 2<sup>nd</sup> of March. The 25<sup>th</sup> of March is fixed as deadline for the collection of the on-line English version of the questionnaires. A minimum requirement is fixed: at least 60, 15 from each Master territorial site (Ural, SPB, Tambov/Voronezh, Yerevan).

### **4. Common acquaintance on the MARUEEB consortium members**

One representative per each Institution presents briefly its own history, organization, and in depth, the experience and specific competences related to the project topics and environmental protection and energy efficient buildings in general.

PCUs present their current teaching offer. In particular, SPBPU has a master programme taught in English on “Energy efficient and Sustainable Buildings” and they would like to use the MARUEEB experience to improve and refine it.

NPUA and AUA have some master programmes in the field of energy, therefore they would like to improve their offer by introducing, in the framework of the current SPs, curricula focused on the energy efficiency in buildings.

URFU, VSUACE, TSTU and SUSU have traditional courses of civil, buildings engineering and architecture with some specific modules related to the MARUEEB proposed contents. All the EU universities offer specific modules on the MARUEEB contents and in some cases (UNIGE and SUN) PhD courses entirely focused on the energy efficiency of buildings.

All the stakeholders have relevant capabilities in the fields of competences of MARUEEB. In particular, Atomstroykompleks is a large holding vertically integrated on the “buildings sector”, starting from production of concrete materials up to design and construction of buildings. Instead, UralProektDubrava and AE Consulting are focused on the design and energy management of buildings. MESRA and EUCEET will ensure their contribution regarding the analysis of the main aspects of the innovation of the educational process.

### **5. Presentation of the teaching offer of UNIGE Polytechnic School relevant for MARUEEB**

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Prof. Bianco presents the structure and the teaching / research activities of the School with its Departments and Centres with particular attention to the teaching offer relevant to the project. Furthermore, he illustrates a possible “draft” of the MARUEEB SPs’ modules.

Prof. Luca Tagliafico, full professor of Thermal plants at the Polytechnic School, presents the Water-refrigerated Solar Assisted Heat Pumps with hybrid PVT solar panels. This project has been actually implemented and it is working by a plant adopted for the maintenance of the University sport complex that will be visited by the MARUEEB delegation during the meeting sessions.

## **6. Planning of the activities for the 1<sup>st</sup> project year Oct 2015 / Oct 2016**

On the basis of the former application and duly considering the amended work-plan, the planning of the activities for the 1<sup>st</sup> project year is defined, as well as the set of mobility flows to be carried out. The summary of such planning, including the summarized mobility plan, is distributed in hard copy among the participants, also in **Attachment 4** to these minutes.

## **7. Management of the project and MARUEEB partnership agreement**

The SRI staff illustrates the operational details of the organization and administrative & financial management of the project, detailing the main elements of such framework:

- the project lifecycle is divided in 3 budget years: October 2015 / September 2016, October 2016 / September 2017, October 2017 / September 2018;
- the endowment for the carrying out of the project activities will be transferred from UNIGE to every single consortium member, by means of two yearly instalments;
- the budget sharing and all the provisions, not clearly defined by the Grant Agreement, will be settled by one multilateral specific “MARUEEB partnership agreement”, issued in accordance with the EACEA template;
- the budget will be reported according to the mixed system of the “actual costs” and “unit costs”; in addition to the description of such systems, some examples regarding the latter are described, with reference to the costs for the mobility flows and the staff costs.

The consortium members are asked to confirm in the very next days to SRI the position and name/surname of the person that will be able to sign such agreement (Rector, first vice Rector, other Deputy Rector, CEO, Head of financial services, Director General, ...).

Furthermore, every consortium member is asked for the urgent communication on official letter of the official bank account by which the instalments will be transferred in Euro.

At the end of the presentation, the SRI staff recalls the project responsibilities scheme: i) project coordinator, Mr. Angelo Musaio, Head of International Relations Service, <musaio@unige.it>; ii) coordinator of the academic team, Prof. Vincenzo Bianco, Polytechnic School, <Vincenzo.Bianco@unige.it>; iii) administrative and financial tasks, SRI, International Relations Service of UNIGE, <intstrat@unige.it>.

## **8. Dissemination plan**

At the moment the main dissemination actions will be delivered by the project website to be set-up by URFU and hosted by its server. URFU takes commitment to establish the first draft of the website by the end of February 2016. It is common opinion that previous successful and effective models from other projects can be adopted. The website will have

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a common-access area in order to disseminate as much as possible the project results; a link to Dropbox will be set-up. A limited-access area will be also set-up in order to upload documents, info and data having limited dissemination, e.g. the minutes of the meetings.

## **9. Appointment of the Project Boards**

The composition of the project boards and the decision-making process are confirmed in accordance with the outlines of the application.

The Project Assembly (PA) composed by 21 members, will carry out the general management and the general planning of the activities. The contact persons of each consortium member, the project coordinator and the coordinator of the academic team compose the PA.

A restricted board is established, having the responsibility to coherently develop the project activities planned by the PA: the Management Board (MB), composed by six members (project coordinator, coordinator of the academic team, the official contact persons from URFU, SPBPU, NPUA and STUBA).

The coordination at AM and RU level will be responsibility of respectively NPUA and URFU. They will put in place an operational network between the members of the PCs.

As regards the internal monitoring and quality control and the external quality control, two boards are established. Internal monitoring and quality control will be carried out by the MB that will refer to the PA and the Evaluation Board (see below).

The External Quality Control Team (EQCT) or Evaluation Board (EB) will carry out external quality control. It will be composed by 8 members, five of which internal to the consortium: the representative of the MES of Armenia that will coordinate the EB activities, the representative from “Engineering Academy of Armenia”, “Centre of Construction Expertise”, “AtomStroyKomplex” and TICASS. Three members will be external: the Rector of UNIGE (or delegate) and two Rectors / Presidents / Directors of Universities / Associations / Agencies involved in Environmental or Higher Education issues, to be chosen - anyway external to the MARUEEB consortium - one from the AM and one from the RU party. It is agreed the nomination of the external members by 30 April next.

In addition to these Boards, the setting-up of specific working teams at each PCU is planned. SRI will collect later on from each PCU the composition of such working teams.

## **10. Summing-up**

As final session, an additional in-depth analysis of the project outcomes and its academic, organizational and administrative aspects is jointly carried out. The next events of the project regard the carrying out of the expertise visits by the EU consortium members to the four Master sites in Armenia and Russia. The consortium members unanimously agree that the elements for a fruitful and effective cooperation aimed at the achieving of the project outcomes have been established.

*signed, the chairman of the session*  
**Angelo Musaiò**