



With the support of the
Erasmus+ Programme
of the European Union



Advanced Curriculum on Energy Efficient Buildings in Extreme Continental and Sunny Climate / CEBEC



Agenda

1. Welcome and presentation of agenda – 5 min (JA)
2. Short presentation of participants – 15 min (All)
3. **Overview of project – 15 min (JA)**
4. Ongoing work in WP1, status and plan – 15 min (ML)
5. Break 15 min
6. Partnership agreement, presentation of proposal – 15 min (BR)
7. Economy, project work, meetings and travelling – 15 min (BR)
8. Any other business (All)
9. Next steps (JA)
10. End of meeting (JA)

Overview of project - Aims

1. The project aims **to build the capacity of Mongolian higher education in the area of environment and engineering** via transferring knowledge of European HEI's. The area is of tremendous importance to the partner country as extreme environmental pollution, triggered by poor urban planning and lack of thermal energy needed in continental climate, has been affecting the well-beings of more than a half of the Mongolian population. **The project aims to contribute to the development of the partner country by building the capacity of HE in terms of curricula development and the staff development so that the country can prepare competent professionals to deal with the problem of pollution.**
2. Specifically, the project aims to **build the national capacity in the area of energy efficiency buildings**. In Mongolian context, a traditional building concept familiar to Europeans must also be extended to Mongolian traditional housing units, i.e. gers. As a result of the project, the **HE sector in Mongolia should possess a capacity to teach, train, research, and develop sustainable solutions in the area energy efficient buildings.**

Overview of project - Objectives

The specific objectives of the project are to:

1. Develop/revise and enhance new Higher Education programs (Master and Bachelor)/existing courses on Energy Efficient Building and Renewable Energy.
2. Develop the relevant didactics methods, instructional documents and tools, including possibly digital teaching-learning tools/methods
3. Support faculty development and establish faculty cooperation and knowledge sharing network amongst the partner HEI's
4. Establish faculty/student exchange programs to support internationalization of the partner HEI's
5. Develop of laboratory facilities amongst the Partner universities
6. Develop training programs for engineers already working in the industry (building design, construction, and maintenance).



Project activities and methodology

The activities for all partners can be summarized to:

1. New and revised curricula for courses on Energy Efficient Buildings and Renewable Energy.
2. Development of laboratory facilities for interactive teaching methods and hands on training.
3. Improve pedagogy and english skills among teachers.

Workpackages in project

- | | |
|--------------------------------------|---------------------------|
| 1. Preparation | Lead organisation MUST |
| 2. Development | Lead organisation LU |
| 3. Quality plan | Lead organisation TalTech |
| 4. Dissamination
and Exploitation | Lead organisation GMIT |
| 5. Management | Lead organisation LU |

WP1 Preparation (MUST)

Analysis of needs by surveys together with relevant stakeholders and authorities.

It is important to **find out the needs in the building sectors of engineers and architects taught in Energy Efficient Buildings**. Surveys and contacts will be used that involves e.g. the syndicate of engineers, construction companies, and real estate owners. This will help to **quantify future need for trained specialists** in the field and **identify specific important areas** of interest.

English courses for teachers will be organized.

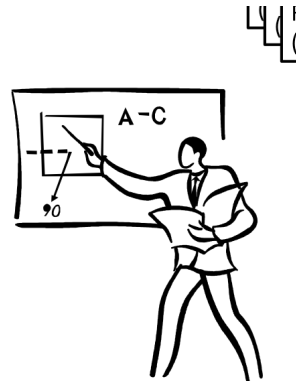


WP2 Development (LU)

Development of courses and Experiment stations.

The development includes structure, admission, courses and graduation requirements.

Courses will be developed to be included in Masters or Bachelor programs. The courses will be developed together with the European partners.



WP2 - Laboratory and experiment stations.

Establishment of laboratory and experiment stations.

- **This activity includes Installation, Testing and Calibration of the purchased equipment.** The first step is planning and design of experimental stations **needed for the courses**. Exact quantity and specification of needed equipment will be prepared along with a business plan for each equipment or system proposed including location, personnel in charge, the possible courses that will use the equipment, the possible experiments, and if it has a service component to the industry.



WP3 – Quality assurance plan (TalTech)

The Quality assurance process contents

- Creation of effective operational groups
- Student and teacher surveys after finishing each course

A Quality Assurance Plan shall be **elaborated by the Management Team** and discussed to be accepted by all consortia partners. It will be **monitored by the Management Team**, which will decide upon measures to be taken if quality problems occur.

Annually quality reports will be presented by the Management Team.

WP4 - Dissemination and Exploitation (GMIT)

Draft Dissemination and Exploitation plan

- **Web-site** at each partner university.
- Information about **mobility of some students** who can do part of their studies at EU institutions.
- Dissemination **information days** at each partner university. Engagement from both EU and the local university.
- **Demonstration of laboratory training stations** at each partner university.
- Development of **Dissemination and Exploitation plan**.

After finishing of the program the student will receive:

- A training course certificate – international certificate approved (signed, stamped) by two universities (local and EU-partner university)

WP5 - Management and operational structures

A Head Coordinator, a Management Team, an Administrative Team (AT) will manage the project and the Consortium Team, including all partners, will operate the project. The management structure will efficiently address the specific objectives via a clear distribution of tasks and authorities and achieve an effective administrative management. All partners will be engaged in the management through the Consortium Team.

Management Team

Management Team (MT):

Coordinator + one responsible from each university

Same people, should attend all Consortie meetings and MT-meetings

MUST	Munkhtsetseg Lkhagvasuren (Main contact for Mongolia)
MULS	Turbold Banzragch
GMIT	Daniel Karthe
TalTech	Targo Kalamees
LU	Jesper Arfvidsson (coordinator)

Administrative team

Administrative Team (AT):

Financial Manager + one administrator from each university.

Same persons, should attend all Consortie meetings and MT-meetings

MUST	?
MULS	?
GMIT	?
TalTech	Laura Kadaru
LU	Bitte Rosencrantz (Financial Manager)

Milestones

- M1. A report suggesting new courses in Master/Bachelor programs.
- M2. List of approved course materials
- M3. Developed laboratory and training stations.
- M4. The Quality Assurance Plan elaborated among all consortia partners
- M5. Web-site for student information established at each university.
- M6. Start of developed courses.

Time plan - Year 1

Activities		Total duration (number of weeks)	M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12
Ref.nr/ Sub-ref nr	Title													
1.1	Needs of higher education on EEB and RE	3= 7X	1= 1X	1= 1X	1= 1X	1X	1X	2X						
1.2	Suggestions for higher education programs on EEB	2= 8X				1= 1X	1X	2X	2X	1= 2X				
1.3	Language training	8X				1X	1X	1X	1X		1X	1X	1X	1X
2.1	Proposed new Higher Education Programs, courses and equipment for laboratory and teaching facilities	6= 24X						1= 4X	1= 4X		1= 4X	1= 4X	1= 4X	1= 4X
2.2	Approved course materials	4= 5X					1= 2X		1= 1X		1= 1X		1= 1X	
2.3	Developed laboratory facilities	11= 16X									2= 4X	3= 4X	3= 4X	3= 4X
3.1	An elaborated quality assurance plan	7= 2X	2= 1X	1=	1=	1=	1=	1= 1X						
3.2	Quality assurance report	6= 8X											2= 4X	4= 4X
4.1	Web-site	9= 2X	2=	2=	1=	1=	1=				1= 1X		1= 1X	
5.1	Rules for the working group and administrative work	12= 2X	2= 1X	2=	2=	2=	2=	2= 1X						
5.2	Follow up of activities during project time	13= 4X	1= 1X	1=	1=	1=	1=	2= 1X	1=		1=	1=	2= 2X	1=

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BREAK 15 minutes

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Partnership Agreement (PA)

1.1 This Agreement defines the terms that govern the relations between the parties, by establishing their rights and obligations, and lays down the **rules of procedure for the work** to be carried out in order to successfully implement the Erasmus+ CBHE action CEBEC.

4.2 The Erasmus+ grant contribution is awarded to the partnership under the form of:

- a "***reimbursement of actual costs***" for Equipment and Subcontracting costs
- a "***unit contribution***" to the costs incurred for Staff costs, Travel costs and costs of Stay

PA - Article 5 - Payment arrangements

- 5.1 The coordinator will transfer the part of the Erasmus+ grant contribution corresponding to each individual beneficiary using the accounts stipulated in [Annex IV](#) of this Agreement.
- The coordinator will transfer the **unit contribution** for Staff cost, Travel cost and Cost of stay and the reimbursement for the **actual** costs of Equipment:



PA – Staff cost, Travel cost and Cost of stay

- First pre-payment: **50% of the budget headings Staff cost, Travel cost and Cost of stay**, the estimated Erasmus+ grant contribution at the **time of signature** of the Partnership Agreement.
- **Second pre-payment: 30% of the budget headings Staff cost, Travel cost and Cost of stay**, the estimated Erasmus+ grant contribution when at least **70% of the first pre-payment is used and reported** with required documents. If travels and meetings is much less than estimated plan and budget (depending on Covid-19 or other circumstances) the coordinator will have the possibility to decide on another percentage.

PA - Equipment.

- Actual costs of Equipment will be payed when evidence of the **payment or order confirmation is received** by the coordinator. All equipment expenses must be done at latest one year before end of project.



Final payment

- The last payment will be done when the assessment of the Final Technical Implementation Report and payment to the coordinator has been made by EACEA.

PA – Signed Partnership Agreement

- The Coordinator should provide one copy of the Agreement duly signed to each beneficiary and to the Executive Agency within 6 months of the signature of the Grant Agreement.

LU needs a signed signed Partnership Agreement from you **by the end of May at latest.**

A collection of handwritten signatures in blue ink, arranged in three rows. The first row contains four signatures, the second row contains three, and the third row contains four. The signatures are cursive and vary in legibility.

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Economy - project work

- When work is done a [Timesheet](#) excel-document has to be filled in.
- Work from the same person could be work as:
 - Manager - Researcher / Teacher - Technical - Administrative

One Timesheet for each “role” should be filled in and summarized in a [Joint Declaration Document](#)

Please fill in the document for the time period 15th of January to 31th of May

Economy - travelling

When travelling you will get costs covered according to predefined Unit costs.

Unit costs for travelling is based on distance.

Cost of stay is based on number of meeting days + travelling days.

Example of [Individual Travel Report](#) (ITR)

When travelling to a meeting you have to buy your tickets and hotel yourself or through your own university. The meeting host normally help with hotel booking.

Economy – meetings

How to finance a meeting? (for example meeting room, food, study visits and local travelling)

The cost for a project meeting is paid to the host from each participant's Cost of stay.

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Any other Business

- Next meeting, Zoom-meeting in June 16
- ..

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Next steps

- Partnership Agreement (Signed by all before May 31th)
- Report from WP1 (Ready before June 15)
- Send Joint Declaration and Timesheet for the period 2020-01-15 to 2020-05-31 to Bitte before June 30.
- Continue the work

End of Meeting