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



Agenda 2023-06-06

- 09:00 – 12:30 Opening of the meeting. Presentation of participating staff.
Project Overview and Objectives for the meeting, Coordinator
Work packages and tasks in CEBEC project. Information and discussion.
WP 1, PREPARATION. Leader: Mongolian University of Science and
Technology
WP 2, DEVELOPMENT. Leader Lund University, GMIT, MULS, MUST
- 12:30 – 12:45 Photography
12:45 – 13:30 Lunch
- 13:30 – 15:30 WP 3, QUALITY PLAN. Leader: Tallinn University of Technology.
WP 4, DISSEMINATION & EXPLOITATION. Leader: German-Mongolian
Institute for resources and Technology
WP 5, MANAGEMENT. Leader Lund University
Individual meetings with each university

Overview and Objectives for the meeting

WP 1 – Preparations for Final Report(MUST)

WP 2 – Status for Equipment and Courses (LU+All)

Preparations for Final Report.

WP 3 – All three Mongolian universities upload a document to google drive (folder with university name) including information specified by TalTech. (TalTech)

Preparations for Final Report.

WP 4 – All universities should be developed to the same level. GMIT will help and support in this matter. Internal meetings will be held. (GMIT)

Preparations for Final Report

WP 5 – Management

Economy, all documents should be in place.

Google-drive.

Coming meetings.

Preparations for Final report.

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.
- Indicators
 - I 1: Number of Survey sent and fraction of answers.
 - I 2: Number of teachers taking English course.

WP2 Development (LU)

The current situation regarding equipment:

Partner	Equipment ordered	Equipment arrived
GMIT	Yes	Yes
MUST	Yes	Yes
MULS	Yes	Yes

WP2 Development (LU)

Development of courses and Experiment stations.

- The development of courses includes structure, admission, courses and graduation requirements. Courses will be developed to be included in Masters or Bachelor programs.
- Courses for staff and students.

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.

Indicators

- I 3: Number of new and revised courses.
- I 4: Number of established experimental training stations.
- I 5: Number of trained students and staff at EU universities.

WP3 Quality plan (TaTech)

Quality assurance Plan

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 and discussed to be accepted by all consortia partners. It will be monitored, and if quality problems occur decide upon measures to be taken.
- Annually quality reports will be presented.

Indicators

I 6: The result of the Quality assurance plan.

WP4 Dissemination & 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)

Indicators

- I 7: Number of web-site visitors.
- I 8: Feedback from Information days.

Dissemination and exploitation, WP 4

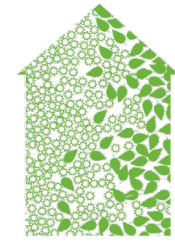




Erasmus+

Cooperation for innovation and the exchange
of good practices sub-programme

Final REPORT form

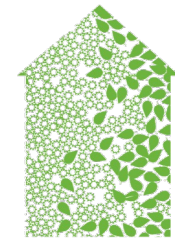


IMPACT AND SUSTAINABILITY

- Impact
- Dissemination
- Sustainability / exploitation of results
- Unexpected outcomes / spin-off effects



The CBHE eReport Explanatory Note on The Final Report



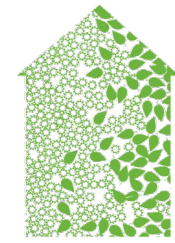
2) Dissemination

Explain the commitment taken by the partner country beneficiaries as regards dissemination and the concrete measures taken for ensuring the visibility of the project at all levels (i.e. department and faculty, institution, local, regional, national, international);

List the material produced aimed at promoting the project and its results (i.e. leaflets, brochures, web site, banners, etc.); TV radio

Provide the link to the project website;

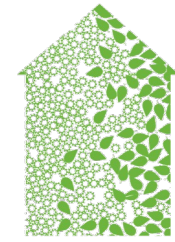
Explain if the website will continue to exist after the end of the project's eligibility period and how it will be maintained.



3) Sustainability / exploitation of results

Explain the role, commitment and **concrete measures** taken by the partner country beneficiaries to guarantee the **sustainability of the project outcomes**/results beyond the project's lifetime (specify the funding sources if known);

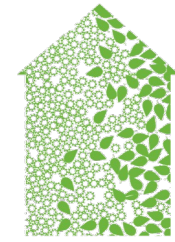
Explain how you have achieved a **multiplier effect** of the project; how the results have been exploited **beyond the immediate target group** and transferred to other contexts (for example to the **wider education system, local economy and society**, other institutions, other regions, etc.);



3) Sustainability / exploitation of results

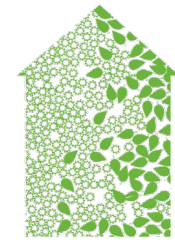
What measures have been taken to formalise or institutionalise links with local non-university partners?

For joint projects: please explain if any measures have been put in place in order to enlarge the implementation of the project results/outcomes beyond consortium participants;



From the application, E.4 Logical Framework Matrix

What?	How		
Web-site	Web-site visits statistics	Number of web-site visitors	
Information days for students companies and society	Reaction from students	Number of participants at seminars	
Final conference	Reaction from students and society	Number of presentations and attendees	



From the application: WP 4 description

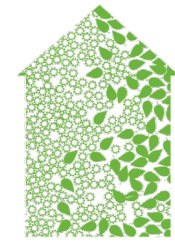
Dissemination and Exploitation of Results:

Marketing the newly developed courses will be important in order to get a high enough number of students to the courses.

Keeping a laboratory living needs continuous maintenance. This costs money and time. One way of financing this is to sell or rent the facility to the industry. This creates necessary funds and also developed know-how to the university. The laboratory can also work as a bridge between the university and industrial partners.

Dissemination information days shall be organized for the students, engineering associations and large companies of the building and energy markets and for authorities to make the new educations and their content well known.

Advertisements shall be put in newspapers, magazines and on Internet about profession seminars and laboratory facilities...Different methods and communication tools will be used, such as meetings, internet website, newspapers, radio, local TV, brochures and posters.



From the application: WP 4 description

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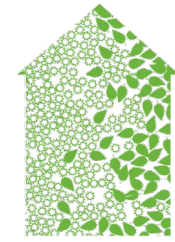
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WP 4

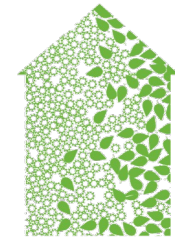


From the application: WP 4.1 and 4.2

Description	Project web site is created. Information sources are added to the web-site regularly. All information on the university web-site will be in English and Mongolian.
Due date	14-01-2023

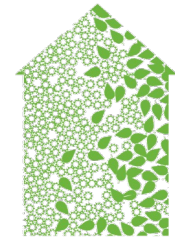
Description	Student information days will be organized by each partner university before starting the courses
Due date	14-01-2023

WP 4, after project's lifetime



Target Group	Means of Communication to Reach These Target Groups	When	Indicators to measure the effectiveness of the means of communication
MULS Bachelor students	Provide courses	2020	Obtain modern equipments usage abilities
MULS Graduated students	Provide courses	2021	Obtain modern equipments usage abilities
Undergraduate students	Lectures/Training Academics Registrar's Team of SCEA-MUST SCEA students association	2022 and onward	Number of students Number of lectures Number of trainings
Graduate students	Lectures/Training Academics Registrar's Team of SCEA-MUST SCEA students association	2022 and onward	Number of students Number of lectures Number of trainings
Lecturers/ Researchers	Weekly/Bi-weekly meeting SCEA lecturers association	2020 and onward	Number of meetings , lectures, researchers, lecturers
Alumni/Partners from industry	SCEA-MUST alumni association Meeting Training	2020 and onward	Number of alumni trained Number of companies involved Number of meeting/training organized
Current/future GMIT undergraduate students	Advising- Program coordinators & Department of academic and student affairs Marketing and public relation activities	2021	Number of students taking the EE & EEB modules
Current/future GMIT graduate students	Advising- Program coordinators & Department of academic and student affairs Marketing and public relation activities	2021	Number of students taking the EE & EEB modules
Academic staff	Peer-peer learning Faculty seminars/meetings Workshops	2021	Increase in research activity in EE & EEB Increase in number of staff integrating a EE & EEB content into their modules
Alumni/ industry partners	Workshops Marketing and public relation activities	2020 and onward	Industry-University cooperation in EE & EEB Research grants from industry in EE & EEB

WP 4, Technical report



- The **dissemination plan** is clear, appropriate and reflects the resources allocated to it. It begins at an early stage with activities throughout. Nevertheless, the absence of an industry partner weakens this element, despite the good focus in particular on using on alumni and industry for dissemination. This partly offsets the absence of such partners in the project team itself and is likely to increase both impact and sustainability, by targeting potential training or consulting, as well as providing recommendations for future students.

Comment: The already established contact with a number of industries will be used in the dissemination of the developed new programs.

WP5 Management (LU)

- Budget (BR)
- Economy – Status of economy documents (Timesheets, Joint Declaration and VAT) Proof of employment (BR)
- Meetings (JA)
- Courses (JA)
- Final Report

MUST

- Invoices, missing invoice for the books, no supplier; no invoice for Mathlab software
- Staff cost – reported to April 2023
- Travel documents missing for students
- Proof of employment, lacking 2021, 2022, 2023

	Staff Costs	Travel costs	Cost of stay	Equipment cost	
Reported	24 967	7 380	13 160	54 771	100 278
Budget	31 115	14 760	23 370	60 000	129 245

MULS

- No invoices yet
- Staff cost- reported to December 2021
- Travel documents missing for training in Tallinn, students to Lund
- Proof of employment – No documents yet

	Staff Costs	Travel costs	Cost of stay	Equipment cost	
Reported	20 261	3 280	4 800	29 576	57 917
Budget	23 575	14 760	23 370	34 500	96 205

GMIT

- Invoices missing 30% of payment (included in report), 15 000 EUR?
- Staff cost, over the budget, reported to September 2022.
- Travel documents missing for students to Lund.
- Proof of employment – lacking 2022, 2023

	Staff Costs	Travel costs	Cost of stay	Equipment cost	
Reported	29 626	5 740	10 470	45 342	91 178
Budget	24 614	14 760	24 810	60 000	124 184

All partners

- Beware – we will not get the last payment (10%) if not full reporting of the costs!
- If we are missing documents, maybe pay back.
- Audit in January-February 2024. All documents must be in order.
- Final report February – March 2024
- Last payment: summer – fall 2024?

	Staff Costs	Travel costs	Cost of stay	Equipment cost	Subcontracting costs	SUM	
Reported	132 498	25 700	41 030	129 689	2 487	331 404	56%
Budget	223 908	85 850	114 270	154 500	14 000	592 528	

WP5 - Meetings

Meeting	Host	Time	Comments
Tallinn	TalTech	Feb, 2023	Feb 13-14, 2023
Ulaanbaatar	MULS	June, 2023	June 5-7, 2023
Lund	LU	Aug, 2023	Aug 16-18, 2023
Ulaanbaatar	MUST	Nov, 2023	Nov 6-10, 2023

WP5 - Courses

Place	Host	Time	Comments
Tallin	TalTech	Feb, 2023	Feb 6-17, 2023
Lund	Lu	April – May 2023	April 24 – May 5

WP5 – Final Report

Management and operational structures

- Management and operational structures
- A Head Coordinator, a Management Team, an Administrative Team will manage the project and the Consortium Team, including all partners, will operate the project. All partners will be engaged in the management through the Consortium Team.

Indicators

- I9: Fulfilled milestones.

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 QAP elaborated among all consortia partners
- M5. Web-site for student information established at each university.
- M6. Start of developed courses.

End of Meeting