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



Agenda 2022-11-28

- 1. Welcome and presentation of agenda (JA)
- 2. Participants (short presentation round) (All)
- 3. Minutes from last meeting (JA)
- 4. WP2 – Status in the process of purchasing equipment (All)
- 5. Economy – Status of economy documents (Timesheets, Joint Declaration and VAT) Proof of Employment (BR)
- 6. Meeting and Course in Tallin in February (TK)
- 7. Any other business (All)
- 8. Next steps (JA)
- 9. End of meeting (JA)

WP2 Development (LU)

The current situation at regarding equipment:

Partner		Equipment ordered	Equipment will arrive	Equipment in place
GMIT	?	Yes	Dec 25	
MUST	?	Yes	Dec 25	
MULS	?	?	To be decided	

- Send copy of order of equipment and receipt of payment.
- Documentation on the tendering process, >25000 EUR.

Economy

The current situation regarding economy:

- Send Timesheets and Joint Declarations until ...
- Travel report

	MUST	MULS	GMIT	TalTech	LU
Travel report	OK	OK	OK	OK	OK
Timesheets and Joint declarations	31-12-21	31-12-21	31-12-21	30-04-22	30-04-22
VAT		OK		-	-

Example: Travel expenses 14 days course

Costs	Covered by EU (now)	Covered by EU (if OK)
Ticket 1 700€	820€	$0,8 \times 2\,000\text{€} = 1\,600\text{€}$
Cost of stay $14 \times 38 = 532\text{€}$	$14 \times 120 = 1\,680\text{€}$	$14 \times 120 = 1\,680\text{€}$
Staff cost y€	$10 \times 33 = 330\text{€}$	$10 \times 33 = 330\text{€}$
Total: 2 232 €	Total: 2 830€	Total: 3 610€

Courses

Course	Place	Time	Comments
Course for staff	Tallin	2 weeks Feb 6 – Feb 17	3 from each university
Course for students	Lund	2 weeks Prel. May 2023	3 from each university

Topics for courses that were discussed:

- Simulations, Math-lab, energy-simulation, building-simulation
- moisture safety, energy efficiency
- Different steps in a building project – project for students.

Meetings

Meeting	Host	Time	Comments
Tallin	TalTech	Feb, 2023	Feb 13-14, 2023
Ulaanbaatar	MULS	June, 2023	June 5-9, 2023
Lund	LU	Aug, 2023	Aug 21-25, 2023
Ulaanbaatar	MUST	Nov, 2023	Nov 6-10, 2023

Any other Business

- Course for students in Lund.
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Next steps

- Send Joint Declarations and Timesheets.
- Send copy of order of equipment, and receipt. (also translated to English)
- VAT – Send document.
- Proof of employment – please send document to Bitte.
- Zoom-meeting on course for staff in late December.

End of Meeting