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Erasmus+ Programme
of the European Union



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

CEBEC

Minutes
1st Consortium meeting

Date: May 19, 2020

Place: Zoom-meeting

Autors: Bitte Rosencrantz and Jesper Arfvidsson, Lund University
Version: June 9, 2020.

List of partners in the CEBEC project

P1 – Lund University (LU), Lund, Sweden

P2 – Tallinn University of Technology, (TalTech), Tallinn, Estonia

P3 – Mongolian University of Science and Technology (MUST), Ulaanbaatar, Mongolia.

P4 – Mongolian University of Life Sciences (MULS), Ulaanbaatar, Mongolia.

P5 – German-Mongolian Institute for Resources and Technology (GMIT), Ulaanbaatar, Mongolia.

List of work packages

WP1 – Review and analysis of the need and content of higher Education courses on Energy Efficient Buildings and Renewable Energy taking into account local climate conditions.

WP2 – Development of new Higher Education courses in Energy Efficient Buildings and Renewable energy.

WP3 – Quality plan.

WP4 – Dissemination and Exploitation of Results.

WP5 – Management and operational structures

List of participants in the 1st Consortium meeting

1	Jesper	Arfvidsson	Sweden	LU	P1
2	Bitte	Rosencrantz		LU	P1
3	Elisabeth	Kjellsson		LU	P1
4	Targo	Kalamees	Estonia	TalTech	P2
5	Endrik	Arumägi			P2
6	Laura	Kadaru			P2
7	Munkhtsetseg	Lkhagvasuren	Mongolia	MUST	P3
8	Ninjarav	Enebish		MUST	P3
9	Turbold	Banzragch		MULS	P4
10	Gonchigdorj	Enkhbayar		MULS	P4
11	Daniel	Karthe		GMIT	P5
12	Lkhamsuren	Altangerel		GMIT	P5

1. Welcome and presentation of agenda.

2. Presentation round of all participants.

3. Jesper Arfvidsson gave a short overview of the project (Appendix 1). The content of the different work packages and responsibilities were presented. The names of the participants of the Management team was specified as follows:

MUST - Munkhtsetseg Lkhagvasuren (Main contact for Mongolia)

MULS - Turbold Banzragch

GMIT - Daniel Karthe

TalTech - Targo Kalamees

LU - Jesper Arfvidsson (coordinator)

The names of the participants in the Administrative team are so far:

MUST - Vacant

MULS - Vacant

GMIT - Vacant

TalTech - Laura Kadaru

LU - Bitte Rosencrantz (Financial Manager)

MUST, MULS and GMIT was asked to send the name of the administrator to the coordinator.

The person should be skilled in economic and personnel administration and should be able to attend all project meetings.

4. Munkhtsetseg Lkhagvasuren (MUST) presented the ongoing work in WP1 considering the input from industry and society for the development of courses (Appendix 2). A survey (Appendix 3) has been developed and so far distributed to 26 people at different companies and organizations and appointments nine more are made. Daniel Karthe (GMIT) will add more names to the list of relevant stakeholders to be contacted.

After analysing of the results from the survey and interviews, a report will be written.

Deadline for this is June 15, 2020.

5. BR presented the content of the Partnership agreements between each partner university and Lund University. Some names and addresses will be corrected and then the agreements will be sent out to be signed by the legal representative for each partner university. Deadline to send the signed Partnership Agreement is May 31.

6. BR presented the payment arrangements in the project. 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:

- 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.
- When work is done a **Timesheet** excel-document (Appendix 4) 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** (Appendix 5).
- 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. An **Individual Travel Report (ITR)** (Appendix 6) must be filled in by all participants.
- Actual costs of Equipment will be paid 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.
- 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.

To be able to transfer money to the Partner universities, Annex IV must be filled in and sent to Bitte Rosencrantz (LU).

7. Next meeting will be a Zoom meeting in June 16.

8. 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 Rosencrantz (LU) before June 30.
- Continue the work

9. Turbold Banzragch presented Mongolian University of Life Sciences (Appendix 7)

Appendices

1. Presentation by Jesper Arfvidsson
2. Presentation by Munkhtsetseg Lkhagvasuren in WP1
3. Survey
4. Timesheet document
5. Joint declaration document
6. Individual travel report
7. Presentation of MULS by Turbold Banzragch.