



1st Online BECK meeting | Minutes

Integrating education with consumer behaviour relevant to energy efficiency and climate change at the Universities of Russia, Sri Lanka and Bangladesh (BECK)

Project number: 598746-EPP-1-2018-LT-EPPKA2-CBHE-JP

Meeting date | 21st May, 2019, 12:00 – 14:00 CET (Central European Time) | **Tool** | Gotomeeting

Meeting called by	Prof. Artūras Kaklauskas	Participants
Type of meeting	Coordination meeting	Luigi Saia, EACEA
Chair	Prof. Artūras Kaklauskas	Prof. Artūras Kaklauskas, VGTU
Note taker	Assoc. Prof. Dr. Laura Tupėnaitė	Prof. Audrius Banaitis, VGTU
		Assoc. Prof. Dr. Laura Tupėnaitė, VGTU
		Assoc. Prof. Dr. Vaidotas Trinkūnas, VGTU
		Prof. Dilanthi Amaratunga, UoH
		Richard Haigh, UoH
		Prof. Irene Lill, TalTech
		Assoc. Prof. Emlyn David Qivitoq Witt, TalTech
		Dr. Maxim Kharitonov, KSTU
		Prof. Valeriy Beley, KSU
		Prof. Champa Madhumathi Navaratne, UoR
		Prof. Emeritus Kariyawasam Don Nandasiori Weerasinghe, UoR
		Prof. Marco Pretellii, UNIBO
		Elena Nikonchuk, SPbPU
		Dr. Alla Mazina, SPbPU
		Stefan Shvedov, MGSU
		Dr. Zinaida Ivanova, ASV
		Assoc. Prof. Maria Ulyanova, MSU
		Prof. Vladimir Echenique, MSU
		Md Abubakkor Siddik, PSTU
		Dr. Palliyawaththage Ransil Nishara Fernando, UoC
		Dr. Dhiman Kumer Roy, BU
		Prof. Rangika Halwatura, UoM
		Anuradha Peramunugamage, UoM
		Thamali Fonseka, UoM



AGENDA

Meeting date | 21st May, 2019, 12:00 – 14:00 CET (Central European Time) | **Tool** | Gotomeeting
Purpose: to report progress, solve issues and prepare for the Coordination and Common Capacity Building Meeting to be held in Huddersfield, UK, June 2019.

No.	Topics	Facilitators
1.	WP1. BECK capacity building framework: main findings and results	UoR, UoH Discussion: All
2.	BECK project implementation, information from EACEA	Luigi Saia, EACEA
3.	WP1. Development of guidelines and accreditation rules for the quality assurance of MOOCs	VGTU Discussion: All
4.	WP2. Development of New Adaptive MOOC Modules on Consumer's Behaviour Related to Energy Efficiency and Climate Change. Progress	UoH Discussion: All
5.	Accommodation of participants, venue and agenda of the meeting at Huddersfield	UoH
6.	WP3. Development of the Simulated Big Data Interuniversity Networked Affective Educational Centre, progress	VGTU Discussion: All
7.	WP4. Quality assurance: monitoring process	SPbPU, TTU, UoM Discussion: All
8.	WP5. Dissemination activities	MGSU, ASV, UoC Discussion: All
9.	Summary of the meeting	VGTU



MINUTES

1. Welcome and opening of the meeting

Time allotted | 21/05/2019 14:00 | **Agenda topic** | Welcome and brief introductions |
Presenter Prof. Artūras Kaklauskas, VGTU

Discussion: Prof. Artūras Kaklauskas opened the meeting and presented the agenda.

2. WP1. BECK capacity building framework: main findings and results

Time allotted | 27/02/2019 14:10 | **Agenda topic** | BECK capacity building framework |
Presenters Prof. Dilanthi Amaratunga, UoH and Dr. Laura Tupénaitė, VGTU

Discussion:

Prof. Dilanthi Amaratunga reviewed progress on preparation of BECK capacity building framework. All partners completed their reports, currently information is summarized and analysed by UoR. Results will be presented and discussed at the 2nd project meeting in Huddersfield, the UK. Dr. Laura Tupenaite reminded methodology of the project and commented on progress of implementation of the WP1 tasks, additional comments were provided by Prof. Dilanthi Amaratunga.

Conclusion:

T.1.1. Workshop and focus groups to analyze needs, gaps and possibilities for common curricula development are completed.
T.1.2. Preparation of reports by each university based on the Capacity Needs Assessment Methodology (United Nations 2013) completed.
T.1.3. Development of BECK capacity building framework is in progress.
T.1.4. Development of guidelines and accreditation rules for the quality assurance of MOOCs in progress.
Outcomes of WP1 will serve as a basis for development of common MOOCs.

2. BECK project implementation, information from EACEA

Time allotted | 21/05/2019 14:20 | **Agenda topic** | BECK project implementation, information from EACEA |
Presenter Luigi Saia, Financial Officer at EACEA

Discussion:

Luigi Saia, project officer in charge of monitoring BECK project, at the EU Commission in Brussels introduced himself. His role will be assisting through implementation of this project, during the three years, to help in administrative procedure also giving advices in the implementation of the content. Normally he will communicate with coordinator (VGTU) and only in very serious cases – with project partners. Partners shall liaise with the coordinator and coordinator – with the Agency. Luigi Saia provided the most important information on implementation of the project:



1. Capacity Building in the field of Higher Education is an action aiming at modernising the HEIs and education systems in the partner countries: Russia, Bangladesh and Sri Lanka (Partner countries – PCs). Therefore all the activities must be targeting particularly the education system in PCs. The EU institutions (VGTU, UoH, TalTech, UNIBO) have to help in modernisation process. All dissemination activities will be targeting PCs.

2. BECK is the curriculum development project. The main objective of the project is to update curricula with MOOCs. MOOCs must be implemented by end of the project. The European Commission (EC) will check if a grant of EUR 1 mln. was managed in a good manner, smooth way, respecting the rules, as well as if activities from the application had been implemented. If not, the EC may apply some penalties. Partners are encouraged to have a good arrangement, listen to the coordinator, and propose to the coordinator a good plan to implement all activities in three years. All MOOCs must be accredited and implemented by end of the project.

Coordinator shall inform the Agency in case of implementation problems, Agency will try to find the solution. Preparation for accreditation must start now, to make sure that it will be on time and implementation of MOOCs will take at least 1/3 of the project life span. This is a requirement from the program guide.

3. If there are delays for 1-3 months in some project activities it's not a big issue, but if delays are accumulating and reaching 6 months or 1 year delay, that would be a problem, so partners have to be very careful and have a smooth planning in implementation of the activities.

4. Coordinator shall be respected, all supporting documents provided because there can be a request to do an audit during three years.

5. Partners have signed a grant agreement with all month dates so they are jointly responsible for the implementation of the project. If one or two partners fail the entire project can fail. Partners must have a very strong partnership in order to reach good results at the end of the project. It is extremely important.

6. It is important to respect procedure of the tendering, to apply correct logo of Erasmus+ in published documents. Equipment has to be purchased as soon as possible, not waiting till the end of the project.

Luigi Saia reminded that partners have to sign a partnership agreement within first 6 months. Agreement is very important because it defines how unit costs, travel costs, staff contracting, equipment are endorsed also it has clear procedures on how to deal with possible conflicts between partners, if it would happen. Prof. Artūras Kaklauskas replied that all agreements are already signed and funds transferred. All agreements will be sent to the Agency immediately.

Luigi Saia encouraged participants to ask questions.

1. Prof. Emeritus Kariyawasam Don Nandasiori Weerasinghe raised concerns that accreditation of MOOCs can take longer than expected.

Luigi Saia noted that accreditation for starting MOOCs is necessary. Modules must be implemented at least for 1 year. Any possible delay in accreditation shall be known in advance. There is a possibility to extend project duration for 3-6 months/1 year. But it's not automatically accepted by the Agency, the reasons must be sound. Now it's too early to think about extension.

Prof. Artūras Kaklauskas commented that accreditation is quite simple. It must be achieved at faculty, university level and usually takes 1 month. Partners do not have to accredit new programme curricular, only to include new modules or update existing ones.

Luigi Saia asked if other partners have any problems about accreditation.

Elena Nikonchuk replied that accreditation is a part of WP4 (Quality assurance) and accreditation standards are being prepared, therefore there shall be no problems with accreditation.



2. Stefan Shvedov reported financial problems of ASV. Bank to which funds were transferred became out of licence, so no money available. Funds will be returned in 12 months. What solutions can be?

Luigi Saia commented that he can contact with ASV and Coordinator and to ask national Erasmus+ office in Russia for help.

He asked if other partners had any problems with fund transfers. Partners replied that no problems occurred.

Conclusion:

1. All project activities must be targeting particularly the education system in PCs (Russia, Sri Lanka and Bangladesh). The EU institutions (VGTU, UoH, TalTech, UNIBO) have to help PCs in modernisation process.
2. BECK is the curriculum development project. The main objective of the project is to update curricula with MOOCs. MOOCs must be accredited and implemented for one year of the project.
3. Partners have to be very careful and have a smooth planning in implementation of the activities; accumulation of delays must be avoided.
4. Coordinator shall be respected, all supporting documents provided.
5. Partners must have a very strong partnership in order to reach good results at the end of the project. Joint responsibilities are highlighted at the Agreement.
6. It is important to respect procedure of the tendering, to apply correct logo of Erasmus+ in published documents. Equipment has to be purchased as soon as possible.

3. WP1. Development of guidelines and accreditation rules for the quality assurance of MOOCs

Time allotted | 21/05/2019 14:45 | **Agenda topic** | guidelines and accreditation rules for the quality assurance of MOOCs |

Presenter Assoc. Prof Dr. Vaidotas Trinkūnas, VGTU

Discussion:

Assoc. Prof Dr. Vaidotas Trinkūnas, director at Educational Technology Center (VGTU), introduced Manual for Quality Assessment for E-learning (2016) by European Association of Distance Teaching Universities (EADTU) and OpenupEd quality benchmarks for MOOCs. He discussed key futures for MOOCs, including openness to learners, digital openness, learner-centred approach, independent learning, media-supported interaction, recognition options, quality focus, and spectrum of diversity. He also presented VGTU practices in implementation of the MOOCs, quality assurance procedures by OpenupEd methodology, accreditation process at VGTU and certification of MOOCs.

Conclusion:

Project may adapt OpenupEd methodology for quality assurance of MOOCs. Experience of VGTU can be used in support of accreditation and certification procedures at partner countries.

4. WP2. Development of New Adaptive MOOC Modules on Consumer's Behaviour Related to Energy Efficiency and Climate Change

Time allotted | 21/05/2019 14:55 | **Agenda topic** | Implementation of WP2 | **Presenter** Prof. Dilanthi Amaratunga, UoH



Discussion:

Prof. Dilanthi Amaratunga reminded objectives in implementation of WP2. She commented on tasks and provision of deliverables:

T.2.1. Development of a common framework for BECK curricula. Directly linked to outcomes of WP1, will be in detail discussed at the UK.

T.2.2. Development of a common approach to learner-centered and real problem-based teaching and lifelong learning activities. Task related to share of modules across institutions. There are different educational systems, indeed common grounds shall be found. Will be discussed at the UK.

T.2.3. Training of teaching staff. Will be organized in Vilnius, staff will gain necessary competences for development of the MOOCs. VGTU expertise will be shared.

T.2.4. Development of BECK MOOC modules specifications and teaching (learning) materials and adaptation to different learning contexts and different cycles of studies to different stakeholders will be based on previous outputs. Indicative contents are already included to proposal. Indicated education gaps (WP1) will be linked with learning opportunities (WP2, T.2.1, T.2.2).

T.2.5. Assessment, recognition and certification of the developed BECK MOOC modules by universities in Russia, Bangladesh and Sri Lanka and integration to different cycles of corresponding studies. Partners shall bear in mind that certification is a time-taking procedure.

Prof. Dilanthi Amaratunga proposed extended time scales for implementation of WP2.

Activities		M8	M9	M10	M11	M12	M13	M14	M15	M16	M17	M18 (interim reporting)
	Title	Jun. 19	Jul. 19	Aug. 19	Sep. 19	Oct. 19	Nov. 19	Dec. 19	Jan. 20	Feb. 20	Mar. 20	Apr. 20
WP2	Development											
D 2.1	The framework report for the common curricular	X						X				
D 2.2	Development of a common approach to learner-centered and real problem-based teaching and lifelong learning activities	X								X		
D2.3	Training of teaching staff	X									X	

Assoc. Prof. Dr Laura Tupėnaitė (VGTU) commented that extended periods are too long. Training of teaching staff will be organized in September as it was agreed at kick-off meeting in Sri Lanka. Delivery of other outcomes (D2.1 and D2.2) must be earlier as there will be no time to prepare the MOOCs, accredit them and implement at least for one year.

Prof. Dilanthi Amaratunga and Prof. Irene Lill raised concerns about summer holidays. Prof. Artūras Kaklauskas suggested to carefully discussing time schedule at the meeting in the UK.

Conclusion:

Implementation of WP2 is in progress. Time schedule must be carefully discussed during the meeting at the UK. Accumulation of delays shall be avoided.

5. Accommodation of participants, venue and agenda of the meeting at Huddersfield

Time allotted | 21/05/2019 15:15 | **Agenda topic** | Planning of the meeting at Huddersfield, UK | **Presenter** Prof. Dilanthi Amaratunga, UoH



Discussion:

The second coordination meeting will take place at the University of Huddersfield, 27-28 June 2019. All partners received visa letters. Joining instructions have been prepared by UoH and shared with partners. Partners have to book accommodation by themselves.

Meeting agenda is prepared by VGTU and UoH. Any additional information about the meeting is available from UoH.

Conclusion:

The second coordination meeting will take place at the University of Huddersfield, 27-28 June 2019. All partners shall follow joining instructions.

6. WP3. Development of the Simulated Big Data Interuniversity Networked Affective Educational Centre, progress

Time allotted | 21/05/2019 15:25 | **Agenda topic** | Progress on WP3 | **Presenter** Prof. Artūras Kaklauskas, VGTU

Discussion:

Prof. Artūras Kaklauskas reported that procurement process already took place. In December 2019 BECK centre will be available for the users.

7. WP4. Quality assurance: monitoring process

Time allotted | 21/05/2019 15:35 | **Agenda topic** | WP4. Quality assurance: monitoring process | **Presenter** Elena Nikonchuk, SPbPU

Discussion:

Elena Nikonchuk reported on WP4 progress and discussed current issues.

Quality Plan is already prepared and shared with MQCC, but no feedback received. WP leaders are asked to comment on Quality Plan. List of Quality indicators was prepared according to application. Any additions are welcomed. WP leaders will be asked to complete short monitoring reports – to mark whether activities are completed or not.

Elena Nikonchuk asked when project web-site will be ready. Prof. Artūras Kaklauskas commented that it's already developed by VGTU.

Elena Nikonchuk presented quality evaluation results of the BECK Kick-off meeting based on survey of participants. In general evaluation is good, but there are some areas to be improved, namely clarification of meeting objectives, active involvement of all participants and effective time planning. Therefore it is recommended to ensure online participation during meetings, to include more team building activities and team work in the future.

Communication model is already developed. P7 must identify the leader of activities.

Evaluation of the 1st online meeting will be performed by means of online questionnaire.

Conclusion:

1. Implementation of WP4 is in progress.
2. Quality Plan and indicators shall be revised by WP leaders.
3. Based on survey, it is recommended to ensure online participation, to include more team building activities and team work in the future meetings.
4. Participants of the online meeting will be asked and shall fill quality evaluation questionnaire online.



8. WP5. Dissemination activities

Time allotted | 21/05/2019 15:45 | **Agenda topic** | WP5. Dissemination activities | **Presenter**
Stefan Shvedov

Discussion:

Stefan Shvedov reported that dissemination activities are led by MGSU, ASV, UoC and PSTU. He made remarks on visual identity of the BECK project. All partners are encouraged to use Erasmus+ logo, project logo and templates for presentations and deliverables.

Dissemination plan is already completed and will be presented at the meeting in the UK. Dissemination plan covers activities envisaged in application and additional ones.

Project website is developed by VGTU and will be maintained by partners, provided in English language. Partners are encouraged to create their mirror websites with the link to main project website.

WP5 leaders will prepare drafts for printed dissemination materials. Leaflet will be presented at the UK and shared with all partners.

Dr. Vladimir Andreev from ASV will lead annual international meeting hosted by ASV in June on Civil Engineering education. Project for the first time will be widely disseminated to academic society in Russia, other Central Asia countries, Belarus, Caucasus, etc.

Conclusion:

1. Implementation of WP5 is in progress.
2. Dissemination Plan will be presented at the meeting in the UK.
3. Partners are encouraged to use Erasmus+ logo, project logo and templates provided by coordinator.
4. WP5 leaders will prepare drafts for printed dissemination materials.
5. Project website is already developed by VGTU.

9. Summary of the meeting

Time allotted | 21/05/2019 15:55 | **Agenda topic** | Summary of the meeting | **Presenter** *Prof. Artūras Kaklauskas, VGTU*

Discussion:

Prof. Artūras Kaklauskas summarized the results and closed the meeting.

Conclusion:

1. The second coordination meeting will take place at the University of Huddersfield, 27-28 June 2019. All partners shall follow joining instructions.
 2. All partners are encouraged to follow project implementation guidelines presented by the EACEA.
 3. BECK capacity building framework will be presented at the 2nd project meeting in Huddersfield, the UK. Outcomes of WP1 will serve as a basis for development of common MOOCs.
 4. Project may adapt OpenupEd methodology for quality assurance of MOOCs. Experience of VGTU can be used in support of accreditation and certification procedures at partner countries.
 5. Implementation of WP2 is in progress. Time schedule must be carefully discussed during the meeting at the UK. Accumulation of delays shall be avoided.
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6. Procurement process the Simulated Big Data Interuniversity Networked Affective Educational Centre already took place. In December 2019 BECK centre will be available for the users.
 7. Implementation of WP4 is in progress. Quality Plan and indicators shall be revised by WP leaders.
 8. Implementation of WP5 is in progress. Dissemination Plan will be presented at the meeting in the UK. Partners are encouraged to use Erasmus+ logo, project logo and templates provided by coordinator.
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