

ICT-INOV: Modernizing ICT Education for Harvesting Innovation

4th Consortium Meeting

Ho Chi Minh City, April 3 – 5, 2023

Location: University of Science Ho Chi Minh City

Address: No. 227, Nguyễn Văn Cừ street, Ward 4, Dist. 5, Ho Chi Minh City, Viet Nam

The 4th consortium meeting took place on April 3 – 5, 2023 in Ho Chi Minh City as foreseen by the project proposal. The meeting was hosted by John Von Neumann Institute.

Monday, April 3, 2023

The meeting took place at the University of Science Ho Chi Minh City, which belongs to the network of Vietnam National University Ho Chi Minh City, a network of 7 universities to which John Von Neumann Institute belongs. The meeting was opened by Huy Nguyen, the ICT-INOV project leader at John Von Neumann Institute.

Current status of project implementation

Subsequently, Hariklia Tsalapatas, the project coordinator, provided an overview of the current status of implementation of the project.

Work package 1: Preparation is complete. The output of this work package is D1.1 State of the Art report, which is available on the project portal. No changes are expected to this deliverable.

Work package 2: Methodological Learning Design is complete. The work package has 2 deliverables, D2.1 Methodological Learning Framework and D2.2 Institutional Strategies. No changes are expected to these deliverables.

Work package 3: Implementation will be completed on month 36. The work package focuses on:

Infrastructures in the form of physical labs established at partner sites in Asia. The work is complete and the labs are in use. This constitutes deliverable D3.1 Physical Labs.

Digital learning services for building innovation skills. The work is complete and the services are in use in the context of courses. The interface will be translated into the national languages of project partners. This constitutes deliverable D3.2 Digital Learning Services.

Educational activities for innovation, which are integrated into the digital learning services. Forty activities have been developed, which is very close to the proposal target of 45. Additional activities will be developed before the completion of the project, exceeding proposal targets. This constitutes deliverable D3.3 Educational Activities.

Instructor training. Activities are underway, with all partners engaging in instructor training. The training events are structured, presenting project objectives, activities, and outcomes and familiarizing participants with the ICT-INOV digital learning intervention, including physical and digital infrastructures as well as educational activities. This constitutes deliverable D3.4 Instructor Training.

Piloting in courses. Activities are underway, with each partner having piloted already in several courses. The target is to pilot project outcomes in at least 5 courses at each partner site, reaching at least 100 students per partner.

Piloting of the labs and digital learning services is also underway at all partner sites. By the end of the project, the goal is to use the services and/or labs in at least 5 courses. All partners have initiated this process, with results being reported and published on the project portal. This is deliverable D4.5 Piloting.

Work package 4: Community building started on month 19 will be completed on month 36. It focuses on three main activities.

Plenary instructor training in the form of 2 week-long instructor training events with the engagement of educators from all partners. These events took place in Porto and Hanoi and are complete. They constitute deliverables D4.4 and D4.5 Training Events in Porto and Hanoi.

Organization of webinars for building a community of good practice as well as a national event at each partner site, which will take place at the end of the implementation period. Webinars are already under already underway, with 3 having been organized. This constitutes deliverable D4.1 Webinars.

Development of good practices that will promote the wider uptake of project outcomes. This activity is underway and will continue until the end of the project implementation. This constitutes deliverable D4.6 Good Practice Guidelines.

National level events are foreseen at each partner site. They constitute deliverable D4.2 National Events. These activities will take place towards the end of the project implementation period.

A final project conference is planned at the end of the project implementation period. This constitutes deliverable D4.3 Final Conference.

Work package 5: Dissemination is well underway. The consortium has been very active in this area, and all activities are published on the project portal.

The project portal is functional and is continuously updated. This constitutes deliverable D5.1 Project Portal.

The project newsletter is under way. Three out of 4 foreseen issues have been developed. This constitutes deliverable D5.2 Newsletter.

Three scientific articles have been published, exceeding the proposal target of 2. This is deliverable D5.3 Scientific articles. More articles will be published before project completion.

Several internet articles have already been produced as a result of press releases and other activities. This is deliverable D5.4 Internet Presence.

Media articles, 3 press releases have been achieved. This is deliverable D5.5 Traditional Media Articles.

Social media presence, with the project has a very active Facebook® page. Also, partners publish regularly on their organizational social media. This is deliverable D5.6 Social Media Presence.

The project leaflet is complete and translated to the national languages of project partners. This constitutes deliverable D5.7 Informational Material.

Links to project on partner portals, with partners have published articles on the project on their organizational portals. The links are available on the project portal. This constitutes deliverable D5.4 Internet Presence. All partners have published links with the exception of NUCES. More links will be published before the end of the project.

Work package 6: Quality Assurance is underway. Two activities are foreseen: internal and external evaluation.

In relation to internal evaluation, the partners have been filling in questionnaires every 6 months. The results are compiled into an internal evaluation report, due with the interim report. This is deliverable D6.1 Internal Evaluation Report. At the end of the project, D6.1 will be updated with information on internal evaluation activities taking part in the second half of the project implementation period.

In relation to external evaluation, the consortium has hired an external evaluator through an open tender process. This is deliverable D6.2 External Evaluation Report. At the end of the project, D6.2 will be updated with information on internal evaluation activities taking part in the second half of the project implementation period.

Work package 7: Project Management continues as planned. This activity refers to financial and administrative management on a periodic basis as well as the organization of consortium meetings. Partners periodically submit to the coordinator expense reports accompanied by supporting documents. All information is archive in an on-line document sharing area accessible by the consortium for transparency.

Partner presentations on piloting, instructor training, and lab implementation

Each partner delivered a 10-minute presentation. The presentations included the following information:

Piloting activities that have taken place so far as well as future related activities. The presentations included information on the courses in which piloting has taken or will take place, the number and profile of students engaged, and innovation building activities.

Instructor training activities that have taken place so far as well as future related activities. The presentations included information on the location and date of the events, the number and profile of participants, and the activities that took place.

Lab presentations highlighted the lab setup, including photos of the installations.

The information presented by partners will be integrated into the project portal in the form of text and additional photos to complement the pages related to piloting, instructor training, and lab presentation.

Updates on interim report feedback

The consortium has received the interim report feedback which is “good”. The comments are positive, highlighting the fact that the platform and labs are complete, 40 educational activities have been created, project portal is up to date, and more. The recommendations of the evaluator include:

- Present information on how the consortium will integrate the feedback of the external evaluator.
- Present information on how each partner owns the project.
- Develop a draft sustainability report.

The above must be sent to EACEA by April 22, 2023.

Workshop on project ownership and providing additional information to EACEA on the interim report evaluation

All partners are very committed to the successful implementation of the project. This is evident in:

- Piloting in courses that is underway.
- Instructor training that is underway.
- Dissemination.

A workshop was conducted during which partners prepared a 1 paragraph report demonstrating project ownership based on activities underway. The partner reports will be used by the coordinator to prepare a summary for EACEA.

Tuesday, April 4, 2023

The meeting took place at John Von Neumann Institute, to which partners were transported on a bus.

Platform overview and evaluation

The consortium discussed enhancements that have taken place over the past 6 months on the digital learning services based on evaluation feedback generated during piloting activities. Enhancements were mostly related to bug fixing. Some fixes include:

- The network experienced many micro interruptions, during which, naturally, services were killed. Notably, these interruptions are unrelated to the ICT-INOV implementation; they reflect some small instability in the network of the university. However, since the problem affects the piloting process, the developers created a fix through which the services are auto restarted and an email is sent to the development team to make them aware of the interruption. This fix eliminated the micro interruptions problem.
- Some analytics information was accidentally lost. To avoid this in the future, steps have been taken for further securing information.

Subsequently, partners worked on a workshop for translating the interface of the digital learning platform to their national languages. The translations will be integrated into the digital learning services by the development team.

Workshop on integrating the input of the external evaluator into project implementation

The external evaluator recommendations were:

- To review the project management process.
- To organize dissemination activities.
- To develop a sustainability plan.

The workshop focused on identifying how the above can be integrated into the project implementation. This is what was decided:

- In relation to project management, the partners are happy with the frequency of the virtual conference calls, which is monthly. Minutes will be sent by email for subsequent meetings. All project management documents are available to partners through the on-line project document sharing area. Partners agreed that they are content with these arrangements.
- In relation to dissemination activities, they are organized on the project portal in the following categories: press releases, internet articles, social media posts, articles on partner portals, presentations, scientific articles, and informational material. This organization reflects the proposal dissemination tasks. In addition to this, the partners will document all dissemination activities in a list in order to have an idea about the impact upon completion.
- Partners are working on a sustainability plan. A first draft will be available on April 22, 2023.

Workshop on sustainability plan

Partners worked on their contribution to the sustainability plan by developing a description of:

- The lab name.
- The lab configuration.
- Example of lab use.
- Courses that currently use the lab and digital learning services.
- Courses that will use the lab and digital learning services in the future.
- Funding of activities post project completion.

Input was uploaded by each partner in the on-line document sharing area. Input will be used by the coordinator to complete the sustainability report.

Wednesday, April 5, 2023

The meeting took place at the University of Science Ho Chi Minh City.

Quality assurance

Carlos Vaz de Carvalho, leader of quality assurance processes, presented the impact indicators set in D6.1 Internal Evaluation Report. The indicators are more ambitious than those of the proposal. They include:

- At least 45 educational activities (almost achieved).
- At least 2.000 students (this is higher than the proposal plan of 1.200. The number of 2.000 students has already been achieved).

- At least 50.000 individuals reached through dissemination (the consortium is well underway to reach this number).
- At least 6 scientific articles (this number is higher than the proposal foreseen 2 articles. So far 3 have been achieved).
- At least 160 educators reached (the consortium is well underway to reach this number).

Quality assurance takes place every 6 months through questionnaires. The results demonstrate that project partners are content with the implementation progress of the project and the quality of outcomes. The results are documented into D6.1 Internal Evaluation Report.

An evaluation questionnaire will be filled in soon after the meeting completion.

Good practice guidelines

Each partner will develop 1 – 2 more good practice guidelines on how to maximize the impact of the ICT-INOV digital learning intervention. The guidelines will be integrated into the corresponding report. Partner may base their recommendations on their piloting experiences.

Each partner will organize a multiplier event for promoting project outcomes to the target higher education sector. Each event must be attended by at least 50 individuals. The events may take place anytime until the completion of the project implementation period.

Project management

Partners had a detailed discussion on project management. The following were discussed:

For staff costs, partners must submit timesheets, joint declaration forms, and contracts. Timesheet descriptions must be related to deliverables and tasks.

For travel costs, partners must submit boarding passes and invoices. Also, participants must sign the meeting participant list.

For equipment costs, partners must submit 3 offers, invoice, proof of payment, and inventory list.

Partners must be aware of the proposal foreseen budget to ensure proper grant absorption.

It is not possible to move unused grant from one category to another without email approval by the project officer.

In relation to VAT, this can only be charge to the project if a partner provides: a) a document by tax authorities confirming that the VAT cannot be retrieved or b) a document from a sworn auditor accompanied by a declaration of honour from the legal rep.

Exchange rates are calculated automatically by the excel tool for expense reporting by entering the first and last day of the reporting period. It is calculated twice, on month 21 and at the end of the project implementation period.

The project expenses for the period of month 1 to month 21 were audited by an external auditor subcontracted by the coordinator. The auditor checked all expenses formally, using formal auditing processes, even though this is not the end of the implementation period. This practice was used in order to ensure that reported expenses are in-line with foreseen rules and to help the consortium comply. A second audit will take place upon completion of the implementation period.

Next consortium meeting

The next consortium meeting will be held in Tallin on August 30 – September 1, 2023.

The final project meeting will be held in Kuala Lumpur on January 9 – 11, 2024. The final conference will be held on the last day of this meeting.

To do list for the near future

- Create at least 1 or 2 more good practices per partner.
- Create at least 1 more educational activity per partner.
- Put links to the project portal on the organizational partner portals.
- Report dissemination activities in the specified excel file, available in the on-line document sharing area.
- Ensure piloting in at least 5 courses, report results as soon as they are available for integration into the corresponding report and the project portal.
- Ensure at least 4 – 5 instructor training events, report results as soon as they are available for integration into the corresponding report and the project portal.
- Pursue wide dissemination.
- Start organizing a multiplier event to be attended by at least 50 individuals.