

Project: Microelectronics Cloud Alliance (2016-2018)
Kick off meeting
Minutes of the meeting

Agenda

Thursday 11, February 2016

- 10h00-10h15 Welcome and opening the kick-off meeting (Slavka Tzanova)
- 10h15-11h00 Presentation of the attendees and their entities (All)
3 minutes each
- 11h00-11h45 MECA project and its evaluation by the experts (Slavka)
- 11h45-13h00 Administrative issues, financial constraints... (Slavka)
Lunch
- 14h00-15h30 Questions, discussion on the administrative issues (All)
Coffee break
- 16h00-17h00 POLITO's experience with educational cloud (Danilo Demarchi)
- 17h00-18h00 Planning of the first tasks on need analysis (Slavka presenting, All discussing)

Friday 12, February 2016

- 09h30-11h00 Discussion and planning the functional specifications of mClouds.
Specification of remote labs access – design considerations, architecture, software and hardware solutions.
Coffee break
- 11h30-13h00 Discussion and planning the update of the HE programmes in collaboration with enterprises and development of job-specific training modules.
- 13h00-13h15 ToDo list and planning the next meeting.

Participants: (see the pdf file with the participants list)

Welcome by Prof. Hristov (Rector of TU-Sofia till 2015)

All partners presented themselves and their institutions.

Slavka Tzanova: Presentation of the project

- 18 European institutions (8 HEIs and 8 SMEs)

Rationale: all companies and university have to share facilities, expertise and strengthening the links in industry.

- The idea is to create microelectronics cloud for all European countries.

Objectives with deadlines:

1. Analysis of institutional, teachers' and students' needs in shared IT infrastructure, teaching materials and learning resources, meeting the requirement of the enterprises in micro-nanoelectronics and translation into functional specifications of mClouds. Deadline: May 2016
2. Networking of project partners from HEIs and SMEs, to share ideas, methodologies and experiences in order to improve the HE programs to face the rapid technological change in the sector and joint development of job-specific training modules. Deadline: already started
3. Development of the mClouds system and realization of: a shared server infrastructure, shared e-learning resources and the remote access to the CAD tools. Deadline: December 2017
4. Pilot test of the virtual services and training teachers and technical staff in their use. From January 2018 till March 2018
5. Implementation of jointly developed cloud-based open educational resources in micro-nanoelectronics in the partners' educational contexts. As a part of the regular educational practices at each university. From April 2018 till December 2018

Milestones:

1. M1 need analysis report: May 2016
2. M2 specification of the three Clouds architecture: September 2016
3. M3 job specific courses: March 2016
4. M4 updated HE curricula in microelectronics in collaboration: August 2017
5. M5 system officers and teachers and trainers from enterprises trained, December 2017
6. M6 pilot tests, March 2018
7. M7 exploitation/field trial, December 2018

Outcomes:

The seminar in Brussels is next week. All questions now will be discussed with the Brussels Commission. Everything, which is job oriented will be useful. For bachelor degree the plan should be changed.

Meetings: they are connected with milestones.

All changes should be discussed with the Brussels Commission.

- M1: meeting in Toulouse for need analysis with involvement of target users, stakeholders and decision makers from France.
- M2: Meeting on mClouds functional specification at POLITO
- M3: Meeting for peer review of job-specific teaching and on mClouds on-going development/ implementation and training seminar for system administrators in Frankfurt.
- M4: Training workshop for teachers by the industrials on job-linked education in Bucharest.
- M5: Training seminar for teachers, system administrators for the use of mClouds in Cadiz. Users and managers at different levels invited.
- M6: Meeting for reporting the pilot test in Berlin, Users and managers at different levels invited.
- M7: Open dissemination/demonstration workshop in Budapest.

Not all countries are planned for meeting because the budget is limited.

Danilo Demarchi gives a general overview of the idea which they have prepared for mClouds. Also the tools and configuration which should be installed and the resources by each partner have to be selected were presented in details.

Prof. Tzanova continued with management tasks:

- The agreements between coordinator and partners are ready. The agreements who gave the agreements last week will receive the money this week. One agreement is not done yet because UKIM needs an approval from the Ministry for creation of separate account for the project.
- Discussion on the remarks in the Evaluation of the project: “The coordinator’s position as chair of PSC has potential for unnecessary conflicts of interests. It should be considered what conflicts can arise.”

All partners decided with consensus not to change the chair of the project steering committee.

Five work groups were determined with corresponding leaders as follows:

- P2, P5, **P6**, P7, P8, P10, P15, P16, P17– on university-business co-operation; P6 - leader
- P1, P2, **P3**, P4, P5, P9, P11, P13, P14 - mClouds system development; P3 - leader
- P14, **P1**, P2, P3, P4, P5, P9, P13, P16, P17 - exploitation including the pilot test and the field trial organisation; P1 - leader
- **P12**, P1, P10 - evaluation; P12 - leader
- **P13**, P5, P6, P7, P8, P10, P15 – dissemination, P13 - leader

Then the upcoming tasks were discussed.

Need analysis: It has to be performed job and educational need analyses. The feasibility of the cloud system should be discussed. Good questionnaire and interviews should be prepared. It should be carefully considered by the partners what courses they are able to prepare.

MOOC pedagogies and learning design was presented by Slavi Stoyanov (Open Universiteit).

Quality assurance plan: Slavi Stoyanov is responsible. Deadline: end of March .

Dissemination. First tasks:

- All results and minutes of the meetings will be published on the project’s website.
- The webpage will be developed by TUS the week after the meeting
- Each partner should develop one Web page in his language for the project.

Financial guidelines: they are not very clear for KA. There are detailed guidelines for CBHE and SA but not for KA.

In the Handbook there is a contradictions about the Mobility costs.

On p. 10 it is written; “Mobility activities (travel and subsistence for mobility activities - if approved by "Estimated budget of the action" - Annex III of the Grant Agreement).”

The travel and subsistence costs for the project meetings were approved in the project budget (Annex III) but on p. 12 they are declared as non-eligible:” Mobility activities are limited to learning mobility of students/learners and staff. They cannot be used to cover parts of the general project activities such as partners' travel to project events or partnership meetings.”

- In Erasmus + they equipment is not provided for the European countries.
- Mobility costs cannot be used for staff costs, for example.
- The money for attending conferences cannot be used for conference fees.
- Mobility costs cannot be used to cover parts of the general project activities such as partners’ travel to project events or partnership meeting. An inquiry to the Brussels Commission will be sent.
- It was accepted by all partners, the timesheets to be prepared on a monthly basis.
- It should be sent an inquiry to the Brussels Commission about the people who travel by car, because it is not included in the guidelines for travel costs.

It is very important: the logo and the disclaimer to be used in every published paper, Web page, communication.

Changes which require or do not require an amendment were discussed.**To Do list:**

Guidelines for learning outcomes definition –15.02.2016	TUS
To ask on 17 th February the KA experts about the mobility for project meetings; financial report template; mobility for dissemination (attending conferences); reporting (unit costs); is report of co-financing necessary?	TUS
Example of need analysis questionnaires for teachers: end of February.	UNED
Example of need analysis questionnaire for learners: end of February	OUN
QA plan, end of March	OUN
First draft of the concept for the technical cloud environment, end of March	eWorks
Each HEI to be ready with the final topics of the courses and the learning outcomes for each course, end of March	TUS, INSA, POLITO, TUB, UKIM, BME, CETTI, UNED

Information from the HEIs for the available infrastructures at each (micro) electronics department, end of April	TUS, INSA, POLITO, TUB, UKIM, BME, CETTI, UNED
Need analysis questionnaire – to be answered by all partners, their teachers, students, enterprises, by end of April	All except OUN and eWorks
Analysis of the feasibility of all three clouds at each HEI, 2d PSC meeting	TUS, INSA, POLITO, TUB, UKIM, BME, CETTI, UNED
Need analysis report by each partner, 2d PSC meeting	All except OUN and eWorks

In the next meeting all system administrators should be present in order to discuss the feasibility and realization of the three Clouds!

Next meeting in Toulouse, France: 2-3 June 2016