



Erasmus + KA2 Cooperation for innovation and the exchange of good practices **Capacity Building in**the field of Higher Education

Proposals 2019 - EAC/A03/2018 Project Grant Agreement N. **586221**

Project acronym: NePRev

Full title: Setting up a multidisciplinary joint master degree dedicated to the Next Production Revolution

Kick off meeting Tunis 18th February 2020

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Executive summary

The Kick-off meeting needs to achieve a common view about the project objectives, implementation and rules.

It sets the formalities and plan the activities. In particular, WP leaders set the plan for each WP and guide partners on different tasks.

In addition, it aims to set relations with potential stakeholders to improve pedagogical aspects of the Master (e.g. learning by doing) and to promote job creation.

Indeed, this meeting was held in correspondence with the Strategy Forum Workshop.

Duration 4 days, including travels.

The first day of the meeting was organized by ENIT at Tunis and, on the second day, the Strategy Forum Workshop was organized by ISGIS in Sfax.

Participants: 4 from coordinator, 4 from EU partners, 4 from Tunisian partners.

Introduction

This deliverable represents the minutes that were produced after the meeting.

The main contents of the presentations and of the discussions are reported.

A to-do list is added at the end in order to summarize the next actions that each Partner of the project should undertake.

The agenda

This chapter describes the development of the two days of meetings. Following the agenda, the main outcomes of each speech are reported in the next chapters.

February 18th, 2020 Venue | ENIT Tunis

8:30-11:30 | Open session

8:30-9:00

registration

9:00-9:45

- Welcome Opening
 - Hatem Zenzri, Directeur de l'Ecole Nationale d'Ingénieurs de Tunis
 - o Fathi Sellaouti, Président de l'Université Tunis el Manar
- Introduction to NePrev
 - Wyssal Abbassi, Ecole Nationale d'Ingénieurs de Tunis
 - Pierluigi Leone, Politecnico di Torino
- Presentation of the Consortium





9:45-10:45

- Toward the development of an Ecosystem for the Next Production Revolution
 - o Gwenaelle Guillerme, General Secretary, T.I.M.E. Association
 - o Faten Aissi, Marketing & Outreach Manager, Flat6Lab
 - o Moncef Harrabi, CEO, STEG
 - o Chiheb Bouden, Former Minister of HE, ENIT

11:00-11:30 | Coffee break

11:30-13:00 | Internal meeting

11:30-13:00

- Project management
 - o Pierluigi Leone, Politecnico di Torino
 - o Laura Rietto, Politecnico di Torino

13:00-14:00 | Lunch

14:00-14:20

WP1 - Assessment of existing curricula in Tunisian and European Universities related with NPR

Maher Raddaoui, Ecole Nationale d'Ingénieurs de Gafsa

14:20-14:40

WP2 - Assessment of skills and competences requirements

Hamdi Kessentini, Institut Supérieur de Gestion Industruelle de Sfax

14:40-15:00

WP3 - Design and development of a Master in the Next Production Revolution

Pierluigi Leone, Politecnico di Torino

Sonja Sechi, Politecnico di Torino

15:00-15:20

WP4 - Design and development of a teaching lab in NPR

Jaume Fortuny, OBREAL – Global Observatory

15:20-15:40

WP5 - Staff training about key courses and lab equipment

Elisa Negri, Politecnico di Milano

15:40-16:00





WP6 - Pilot Master in NPR

Wyssal Abbassi, Ecole Nationale d'Ingénieurs de Tunis

16:00-16:20

WP7 - Project Quality and Evaluation

Regaieg Boutheina, Faculté des Siences Juridiques Economiques et de Gestion de Jendouba

16:20-16:40

WP8 - Dissemination and exploitation

Selmen Boubaker, CENTRALE SUPELEC

16:40-17:00

Wrap Up

Pierluigi Leone, Politecnico di Torino

Wyssal ABBASSI, Ecole Nationale d'Ingénieurs de Tunis





Day 1 - February 18th, 2020

ENIT | Amphi Laatiri

In this chapter it is reported the list of the participants and the main outcomes of each speech.

Participants

Attached to the document

09:00 – 12:00 Open Session and Project Summary - ENIT Anfiteatro

09:00 - 09:30 All the participants registered at the welcome desktop.

09:30 - 09:45 The meeting started with the institutional greetings and the presentation of the agenda of the meeting from the director of Enit, Prof Hatem Zenzri and the rector of Tunis El Manar University, Prof. Fathi Sellaouti. They expressed the sincere thanks to all the partners and the affiliated partners of the NePRev project, the invited stakeholders, and all the guests and the commitment of the Tunis El Manar University and Enit for the project.

9:45 - 10:00 Prof. Abbassi (ENIT) introduces all the partners involved in the project.

10:00 -10:30 Prof. Leone (PoliTO) presented the NePRev project. In the first place, Prof. Leone introduced the Next Production Revolution concept and the potential role of Tunisia in this context. Moreover, he highlighted that Tunisia needs to be able to overlap economic, institutional, legal, regulatory and financial impediments to push towards the NPR thanks to the enforcement of high education institutions and their collaboration with local companies and public institutions.

NePRev aims to develop a closer connection between universities and industries and reinforce the role of Tunisian universities to promote the transition toward the Next Production Revolution and adapting to the evolving needs of the labour market in Tunisia. A key major outcome of NePRev is to set up a research master degree in Next Production Revolution, focusing on the training and education of researchers and skilled experts prepared to help the Tunisian industry to embrace this revolution.

Then Prof. Leone described the phases and the work packages of the project:

- Preparation
- Development
- Dissemination
- Quality
- Management and financing

and the specific objectives of the project:

- Design of a Master in NPR at ENIT;
- Introduction of new multi-disciplinary courses about NPR using digital tools and with a linkage to the international community and the needs of the job market in the other Tunisian Universities;





- Accredit the Master and the courses after 1 year project in order to have the first graduate before the end of the project;
- Design and Create labs for NPR in all the Tunisian Universities.

Finally, Prof. Leone illustrated the timeline of the project.

10:30 - 10:45 Gwenaelle Guillerme, General Secretary of TIME, presented TIME association and its role in high education.

10:45 - 11:00 Faten Aissi, Marketing and Outreach manager, Flat6Lab

11:00 - 11:15 Chiheb Bouden, Former Minister of HE, ENIT

11:15 - 11:45 Questions and Answers Time

11:45-12.00 | Coffee Break

12:00 – 17:30 | Internal Meeting. Room 720

12:00 – 13:00 | Management of the project, WP 9 | POLITO

Speakers: Laura Rietto, Pierluigi Leone

Eng. Laura Rietto presents the administrative aspects linked to the project management and highlights the importance of correctly preparing the mid-term financial statement (M18 - deadline) and the final report to avoid cut in the budget of the project.

Eng. Rietto gives an overview of the financial statement (official excel file distributed by EACEA) and its parts and stresses the importance that each Beneficiary duly completes the mandatory supporting documents that have to be archived at the Administrative Office of the home Institutions and have to be sent as scanned copy to the Coordinator (Administrative Office email: denerg.progetti@polito.it) Supporting modules that have to be completed include "STAFF" modules. How to complete them is analysed all together opening the file of each single module.

EACEA mandatory modules are:

- Joint Declaration JD
- Timesheet
- Individual Travel Report

Official documents may be found at the official EACEA website of A2 Actions:

https://eacea.ec.europa.eu/erasmus-plus/beneficiaries-space/capacity-building-in-the-field-of-higher-education en

POLITO modules (foreseen in the Partnership Agreement) are:

Internal Timesheet (suggested by POLITO only for those Partners that do not have a timesheet system yet – clearer layout with respect to the AECEA timesheet and useful to successively copy and paste the summary of the activities in the EACEA Timesheet)





Internal Individual Travel Report (to be completed only by those persons that need to be reimbursed by POLITO).

An overview of the budget is carried out and the useful presence of a **reserve fund** is suggested. This fund may be the 20% of the staff cost or the 20% of the total budget of each Partner. The size of these two cases depends on how the expenditures will be managed. I.e. a reserve fund of the 20% of the staff cost may be useful to co-finance the costs of travels if they exceed the unit costs, but it wouldn't be enough if the Partners wish to purchase the equipment as soon as possible without using a co-funding of their own Institutions. It may be agreed by the Partners to use the reserve fund (not entirely) to lower the financial exposition of the Partners that have to purchase the equipment.

These issues will be presented in the first draft version of the Parternship Agreement and all the Partners will have to express their opinion before to finalize the document and sign it.

Eng. Rietto highlights that, for its nature, the CBHE program is co-financed by the EACEA and each Partner Institution declared a certain amount of co-financing for staff costs, overheads and dissemination costs.

Eng. Rietto highlights that a Microsoft Team share point has been activated by POLITO to facilitate the sharing of the documents of the project. Folders containing the files about the budget, the Grant Agreement, the Partnership Agreement, the Financial Report, the "Mission" modules, the "Staff" modules and the powerpoint presentations will be at disposal and, in order to facilitate the teamwork, it will be possible to work on the online file directly. The staff members of the Partner Institutions will be added to the TEAM within 15 days.

Finally, Eng. Rietto informs that **each Partner** needs to identify one person per Partner that will be responsible for the Administrative Management (collection of modules, timesheets, etc.). This person will be in charge of collecting the administrative documents of his colleagues, check them, archive them and will have the right to access to the Administrative section of the share point.

Discussion about the Travel Cost management. Tunisian partners expressed their request to transfer the management of travel costs and/or costs of stay to PoliTO because they stated that national legislation do not allow a full reimbursement of the travel/stay costs but only a fixed amount of money per day that is probably low for traveling in Europe (around 20 €). Nevertheless, Prof. Bouden (ENIT) has been committed to understand if there are new national rules that should allow a more fair management of the travel budget.

Eng. Laura Rietto (PoliTO) stated that the central management of the travel cost by PoliTO is possible but all the partners have to be aware of the fact that:

- 1) The partners will receive only the reimbursement for the actual and verified travel purchases (limited to flight tickets, hotel stay, taxi from and to the airport/station and main meals with a ceiling) and PoliTO needs all the original receipts.
- 2) PoliTO will reduce the staff cost of Tunisian partners (around 5% of the staff costs per "Partner managed") for this extra management activity.

The importance of the purchase of the equipment as soon as possible is stressed by Eng. Laura Rietto. POLITO, as Coordinator, will have the duty to check and approve all the steps of the tenders before they will be launched by the Partners.





The payment of the equipment could be managed directly by POLITO that could keep the budget of the Tunisian Partners and pay the suppliers "in name and on behalf" on the Partner Institutions. This opportunity have to be analyzed by the Partners and then stated in the Partnership Agreement, in case.

Hence, the main suggestions and to do actions in the framework of WP 9 are:

- Tunisian Partners have to communicate their decision about travel/stay costs management to be included in the PA;
- The percentage and the use of the reserve fund has to be agreed between Partners and stated in the PA;
- The modality of the payment of the equipment has to be agreed between Tunisian Partners and POLITO;
- Partner Agreement Signature (deadline 15/04/2020)

13:00 -14.00 | Lunch

14:00-14:30 Preparation. WP1 Focal Areas and assessment of skills and competences requirements | Gafsa

Gafsa Univesity started with an overview and a summary of the tasks of the WP1.

The material provided from the partners has to be integrated in order to complete the study about the existing situation in curricula and teaching methods for NPR in Tunisia. In particular, some courses and master have to be studied and included in the analysis in such way that the sample of the study is representative of the actual education offers in NPR focal areas.

Moreover all the partners stressed the necessity to provide some examples of the teaching material available such as project work, assignment and e-learning materials.

Hence, the main findings and actions to do in the framework of WP1 are:

- Tunisian partners has to provide more detailed information about the **teaching methods** of the courses of the **existing masters and courses** already analyzed;
- Tunisian partners has to **collect further information** about courses in focal area that so far have not been considered in the analysis;
- A draft of the Deliverable will be shared on Microsoft Team.

14:30 – 15:00 Preparation: Identification, WP2 | ISGIS

Speaker: Hamdi Kessentini

Dr. Kessentini (ISGIS) introduced the WP2 and its tasks. He highlighted that the rapid pace of technological innovation is continuously changing the skills required to effectively perform roles within manufacturing and the fact that the skills gap phenomenon is one of the most pressing issues faced by the industry today and new society trends such as ageing workers has increased the need for more creative solutions.

ISGIS selected some important forum and contribution for NPR, in particular:





- The World Manufacturing Forum 2019 and the corresponding report.
- Seminar on industry 4.0 in Sousse and Sfax, May 2019, 20th November 2019
- Tunisia Smart industry 2020, 19th and 20th February in Tunis in which NePRev project will be presented
- International Forum for Next Production Revolution, ISGIS, 19th February2020

Hence, the main findings and actions to do in the framework of WP2 are:

- ISGIS will share a report of the Tunisia Smart industry fair and the most important findings for the project
- ISGIS will deliver a document able to identify the overall approach of capacity building in NPR including challenges and opportunities
- Nominate national experts in each focal topics in industry and institutions

15:00 - 15:30 Design of the Master in NPR, WP3 | PoliTO

Speaker: Sonja Sechi, Pierluigi Leone

Sonja Sechi from PoliTO presented the WP3 structure, its tasks and the corresponding deliverables. The main tasks of WP3 are the design of the Master in NPR at ENIT and of new courses in the other Tunisian partners and their accreditation at institution and national level. She **highlighted the importance of the indicators** for demonstrating the quality and the success of the project to European Union and EACEA. She described the methodology that PoliTO will follow to design the Master and provided a practical example for one of the selected focal area in NPR that is Renewable Energy Sources. The strategy consists of taking care of:

- The preparation phase of the projects: selection of focal topics but first of all of the professors and experts selected by Tunisian Universities who will teach in the Master.
- Study of the state of the art in Europe in NPR starting from institutional reports, expertise of the consortium (e.g. TIME experience in similar Masters; PoliTO, PoliMI and ENIT experience in Africa Innovation Leaders Program, etc).
- Study of similar Master in Europe using the QS ranking.

Moreover, the description of two examples of European Masters structure was shown to highlight the fragmented status in Europe today.

The proposed structure of the Master could include:

- Core topics
- Specialization courses
- Elective courses
- Master Thesis Project
- Internship

The main decisions and actions to do in the framework of WP3 are:

- Procedures for accreditation of the Master in Tunisia. Tunisian universities will provide the information about the accreditation procedure for Master and new courses both on national level and on department/university level. It is important to understand if there are some obstacles due to the fact that not all the universities have an "NPR Department" or a Bachelor program in NPR or one of its focal areas such as renewable energy.
- Structure of the Master. Tunisian universities will provide the specific rules about the structure of the master in terms of compulsory, electives courses, master thesis and internship





ECTS. Tunisian universities will also provide a document attesting the exact equivalence between ECTS to Tunisian credits.

15:30 - 15:45 | Design and implementation of labs in NPR, WP4 | OBREAL

Speakers: Jaume Fortuny

First of all Prof. Fortuny presented his institution.

He introduced then the WP. In particular, he presented the assumptions of the methodology, the risks and the mitigation strategies for the design and creation of a teaching lab in NPR in partners Tunisian universities:

Assumptions: the labs should:

- increase the quality of the educational offer
- promote blended learning opportunities
- facilitate the dialogue with industrial stakeholders

The risks and the mitigation strategies are the lack of availability of technical expertise in partners universities that will be mitigated with training activities (WP5).

Prof. Fortuny presented the two tasks of the project. The first one is the design of the teaching labs. In order to do this it is <u>fundamental the selection of the appropriate equipment according to the master program and the writing of a public tender/public call for the purchasing</u>. The second task is the installation, test and start-ups of the lab. Some activities such as the development of the software for Virtual Lab for Industry 4.0, assembly of equipment and the purchasing of the licence are in subcontracting at the moment. The PO suggested that Obreal could involve expert staff in this field and change this budget heading (even partially) from subcontracting to staff cost.

Hence, the most important findings and actions to do in the framework of WP4 are

- OBREAL will provide a draft of the tender/public call to Tunisian partners
- OBREAL has to prepar a technical report with specification costs by 15th May 2020.

16:00 – 16:15 Teacher and staff training, WP5 | PoliMI

Speaker: Elisa Negri

Eng. Negri (PoliMI) presented the WP5 and the proposal of the strategy of PoliMI for the training sessions.

Hence, the most important findings and actions to do in the framework of WP5 are:

- **Selection of the Professors and staff involved**. PoliMI will provide the criteria to select the people involved:
- **Selection of the Trainer**. PoliMI will provide a list of the trainers according to the preparation phase.

16:00 – 16:15 NPR Master, WP6 | ENIT

Speaker: Wyssal Abbassi

Prof. Abbassi (ENIT) presented the WP6 and the proposal of the strategy of ENIT in order to implement the master from October 2020 even if the accreditation process would not be completed. In particular,





the strategy consists in approving the courses of the master of the so called M2 (period 2 that is the second year of the master) in the undergraduate program (Bachelor). In fact in Tunisia, students of the third year (last year) of the Bachelor can be enrolled in some Master Programs courses. In this way, starting from October 2020 students can start the new courses designed and approved in the framework of the NePRev Project and then they will be able to be enrolled in the accredited Master in October 2021 in order to follow the lessons of the period 1 (M1). This strategy will allow to have the first graduate students before the end of the project as it has be written in the proposal even if the accreditation process would last more than 1 year.

Hence, the most important findings and actions to do in the framework of WP6 are:

- ENIT has to provided the timeline to implement the strategy supported by official documentation;
- Other partners, that will introduced new courses in existing masters, should provide the update list of courses and the procedure for internal approval in their own institutions.

13:00-14:00 Project quality and evaluation, WP 7 | FSJEGJ

Speaker: Prof. Gharbi

Prof. Sami Gharbi from FSJEGJ illustrated a draft of the quality plan for the NePRev project. Some tasks of the internal evaluation process are the evaluation of the contents of the project, organization and logistics, effectiveness of the training methodology and the user satisfaction.

FSJEGJ has already prepared the draft of the questionnaires for the evaluation of the Kick Off Meeting and a general format to assess the quality of the tasks and deliverables produced in the framework of the project.

PoliTO highlights the need to identify an external evaluator expert in Erasmus Projects and in the field of Engineering. This specialist has to be selected between at least 2 offers and the person who provides the best offer, according to the best value of money principle, will be hired. TIME association will provide some names of possible specialists who can be invited to present their offers.

All questionnaires will be circulated through WEB based applications like Google forms.

Hence, the main findings and actions to do in the framework of WP7 are:

- FSJEGJ will select the external quality evaluator;
- FSJEGJ will share the draft questionnaires with PoliTO and after its approval will circulate the questionnaires with the partners.

11:30 – 12:30 | Dissemination and exploitation, WP8 | CS

Speakers: Dr. Boubaker

Dr Boubaker, represented the Centrale Supelec, leader of the Work Package 8. He presented the ongoing activities of the Dissemination and Exploitation plan. The partner showed the logo proposal and the selected logo for the project explain the meaning of its colours and shape. The main home page of the NePRev project has and the social media accounts were created (so far Twitter and Facebook).





The partners were encouraged to send to NePRev news from their universities that are directly or indirectly connected to the project with the aim of creating a dynamic platform of interaction and expand the results of the project abroad.

Hence, the most important findings and actions to do in the framework of WP8 are:

- Development of the website CentraleSupelec will add the first contents on the website and social media;
- The UE logos must be included in an evident section of the home page and social media for the visual identity of the project. In particular CentraleSupelec will update the information of each universities and partners, provide a photo of each partners, add the references of each universities (website, social media links). Then CentraleSupelec will add contents about the Kick-off Meeting, goals and structure of the projects and next events;
- Dissemination strategy CentraleSupelec has to provide a document with the dissemination strategy for the project;
- Social Media Creation of Linkedin Profile. Engagements from all the partners on the social media is needed.





Annex 1: Participants List









Setting up a multidisciplinary joint master degree dedicated to the Next Production Revolution (NPR)

NePRev

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