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Meeting minutes

DIGIWATER Project Management Meetings

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PROJECT INFO

Project title	Digitalisation of water industry by innovative graduate water education
Project acronym	DIGIWATER
Project reference number	621764-EPP-1-2020-1-NO-EPPKA2-KA
Action type	Knowledge Alliances in Higher Education
Web address	http://waterharmony.net/projects/digiwater/
Coordination institution	Norwegian University of Life Sciences (NMBU)
Project duration	01 January 2021 – 30 April 2024

DOCUMENT CONTROL SHEET

Work package	WP7
Ref. no and title of task	Project Management
Title of deliverable	Minutes of the project management meetings
Lead institution	NMBU
Author(s)	Rasha Hassan, Harsha Ratnaweera
Document status	
Document type	
Document version and date	
Dissemination level	Restricted

VERSIONING AND CONTRIBUTION HISTORY

Version	Date	Revision description	Partner responsible
v.01			

1. Introduction

This document reports the project management meetings of the Erasmus+ Capacity Building in the Field of Higher Education project “Digitalization of Water Industry by Innovative Graduate Water Education“ (DIGIWATER) took place during the project lifespan. The meetings were chaired by Prof. Harsha Ratnaweera. The main purpose of the meetings was to discuss the updates and future project activities in more detail.



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Meeting minutes

DIGIWATER Project Management Meetings

(Online Kick-off Meeting)

Dates	15.01.2021
Format	Online

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1. EXECUTIVE SUMMARY

Partners agreed on priorities for the next period:

1. Fill in WP and task leaders + resource persons in [Groupmap](#)

2. IMPORTANT DATES

Meeting	Organizer	Date
Task leaders + resource person review Zoom: https://nmbu.zoom.us/j/67675707309	NMBU	22.01.21 (11-1PM CET)

3. ACTIONS AGREED

Nº	Actions	Task owner	Deadline
	Groupmap – Confirm/Fill in: WP and task leaders, resource persons	All	20. Jan 21
	'Kick-off meeting for the Erasmus+ Knowledge Alliances 2020 selected projects': Harsha and Susann will attend 28/1 – forward questions to Harsha	Harsha	27. Jan 21

4. TENTATIVE AGENDA OF THE NEXT MEETINGS

22.Jan: Review task leaders + resource persons

Agenda

- Introduction to the project and activities
- Project structure and work plan
- Information from EU & formalities
- Planning of work plan for the next year

Introduction to partners/participants

- All partners presented themselves, their team + relevant activities and specializations to the project

Introduction to the project and activities

- Harsha briefly went through the history of the project: from application submitted (26.02.20) to award notification (30.07.20)
- We scored the lowest on “Impact and dissemination” – 13/20 (overall score 82/100)
- Logo: Let us know if you have any comments/ideas etc



Three main objectives: (1) To strengthen the innovation capacity of the water industry (2) to tackle the digital skills mismatch in the water industry (3) To improve social engagement of universities educating water specialties

Project organization

- Project coordinator and the team (Harsha, Zakhar and Susann)
- Project steering committee (one representative of each partner organization)
- Project management committee (WP leaders + 5 cross-cutting actions leaders)
 - • Prof Martin Oldenburg (TH OWL, DE)- Quality Assurance,
 - • Dr. Alexandros Yeratziotis (UCY, CY) – Big Data/IoT and Cyber security
 - • Prof Marian Barbu (UGAL, RO) – SCADA and process control
 - • Dr Vincent Wolfs (SumAqua, BE)- SME perspectives
 - • Mr Markus Beine (STEB, DE) - End-user perspectives.

Meetings and mobilities

- 2 two student gatherings of 1 week in Belgium and Turkey with 2 students each.
- Three staff gatherings of 3-4 days (including travel) will take place in Norway, Turkey and Cyprus.
- The main core activity of the gathering will be the various workshops and Innovation Camps.
- Six video project meetings (3 hybrid meetings when the staff meets in Norway, Cyprus and Romania)
- >2 web-based meetings per year.

Johannes Lohaus: Suggested to have a dissemination event in Munich

Formalities:

- Grant agreement is signed between EU-EACEA and NMBU
 - Meeting 28. Jan: Harsha and Susann will attend - [send questions](#)
- Partnership agreement is signed between NMBU and partners
- 40% of funds received and transfer to partners initiated

Budget:

- Time sheets (TS) and joint declaration (JD) – we will send you more information about this. It is formal documents that indicates time of work

- Travel budget is a bit tight (Unit cost per participant 100 – staff, 50 – students)
- [Annex B](#)

Work structure and planning

[Annex C](#)

The following WP leaders were confirmed:

WP1 leader: Bjørn EWA

WP2 leader: Thomas Photiades – UCY

WP3: Vincent Wolf - SumAqua

WP4: Martin Oldenburg, TH - Owl

WP5: Recep Kaya Memsis

WP6: Patrick Willems – KU Leuven (TBC)

WP7: Harsha Ratnaweera – NMBU

Overview of plans for 2021:

WP1

- Report on stakeholders and needs analysis
- Report “Anchors & Engines for water digitalisation”
- Digital Water Roadmap for education, research and innovation

WP2

- Report on partners’ assets
- Report on best practices in teaching digital water subjects
- Digital Water Curriculum description
- Syllabi for courses

WP3

- Concepts document

WP4

- Quality assurance plan

WP6

- Dissemination & Exploitation Plan

WP7

- Management meetings
- Guide
- Communication tools

6. LIST OF ATTENDEES

Meeting participants

No.	NAME	Country	Email	UNIVERSITY/SME
	Prof Harsha Ratnaweera	NO	harsha.ratnaweera@nmbu.no	NMBU
	Dr Zakhar Maletskyi	NO	zakhar.maletskyi@nmbu.no	NMBU
	Goitom Weldehawaryat	NO	goitom.kahsay.weldehawaryat@nmbu.no	NMBU
	Prof. Dr.-Ing. Martin Oldenburg	DE	Martin.oldenburg@th-owl.de	TH-OWL
	Katharina Pilar von Pilchau	DE	katharina.pilar@th-owl.de	TH-OWL
	Stefan Wolf	DE	Stefan.wolf@th-owl.de	TH-OWL
	Prof. Ismail Koyuncu	TR	koyuncu@itu.edu.tr	ITU
	Sevde Korkut	TR	korkuts@itu.edu.tr	ITU
	Assoc. Prof. Bihter Zeytuncu-Gokoglu	TR	bihtzeytuncu@itu.edu.tr	ITU
	Mehmet Emin Pasaoglu	TR	mpasaoglu@itu.edu.tr	ITU
	Dr. Ir. Vincent Wolfs	BE	Vincent.wolfs@sumaqua.be	Sumaqua
	Abhilash Nair	NO	abhilash@doscon.no	DOSCON
	Nataliia Sivenchen	NO	nataly@doscon.no	DOSCON
	Prof. George A. Papadopoulos		george@cs.ucy.ac.cy	UOC
	Thomas Photiades		photiades.t@unic.ac.cy	UOC
	Alexandros Yeratziotis		alexis.yeratziotis@gmail.com	UOC
	Marian Barbu	RO	Marian.barbu@ugal.ro	UGAL
	Phd. Eng. Nicu Roman	RO	nicu.roman@smartech-a.ro	SmarTech
	Phd. Eng. Laurentiu Luca	RO	Laurentiu.luca@smartech-a.ro	SmarTech

	Dr. Recep Kaya	TR	rkaya@itu.edu.tr	Memsis
	Dr. Türker Türken	TR	info@memsis.com.tr	Memsis
	Ms Athina Papatheodoulou	CY	athina.papatheodoulou@gmail.com	I.A.C.O
	Ms Elena Nikolaou	CY	elenan@iaco.com.cy	I.A.C.O
	Ayis Iacovides	CY	a.iacovides@iaco.com.cy	I.A.C.O
	Mr. Markus Beine	DE	markus.beine@paderborn.de	STEB
	Johannes Lohaus	EU	lohaus@dwa.de	EWA
	Mona Lorvik	EU	lorvik@EWA-online.eu	EWA
	Bjørn Kaare Jensen	EU	bjkj@geus.dk	EWA

7. ANNEXES

Annex A:



Digiwater-partnerin
fo.pdf

Annex B:



Digiwater-kickoff-H
arsha.pdf

Annex C:



Digiwater
Work-Zakhar.pdf



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Meeting minutes

DIGIWATER Project Management Meetings

(Second meeting)

Dates	20th September 2021
Format	Online

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20 September 2021 (10:00-12:00)

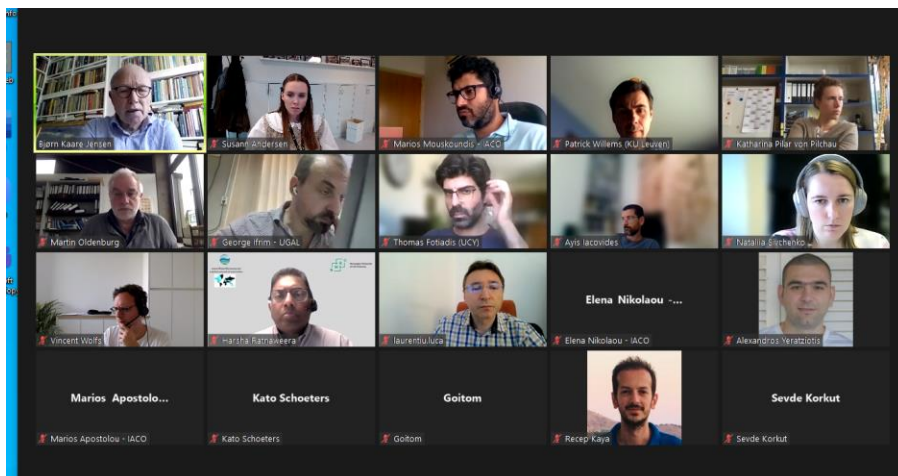
10:00-10:10	Check in	Susann (NMBU)
10:10-10:20	DIGIWATER progress overview	Harsha (NMBU)
10:20-10:40	Admin matters: reporting, timesheets, payments, etc	Susann (NMBU)
10:40-11:40	WPS progress updates	WP leaders
11:40-11:55	Open discussion about challenges and needs	All participants
11:55-12:00	Closing remarks	Harsha (NMBU)

Key discussion points:

WP1	<p>T.1.1 – Finalized, Survey was finalized on the 18th of March</p> <p>T.1.2 – Workshop report finalized</p> <p>T.1.3 – Report is almost done – review → 1-2 weeks the report shall be finalized</p>
WP2	<p>It was noted that Action Item T2.1.3 requires a new deadline.</p> <p>T2.1.4 has a deadline of December 2021.</p>
WP3	<p>Keep innovation camp as physical, as initiated in the proposal. T3.1 Concept design workshop, in planning phase now, will be organized in the beginning of November.</p>
WP4	<p>Internal quality assurance, dependent on other work packages and other tasks, such as T1.3 and T2.1 and the first results from WP3, once this is in further progress, then we will also start the work, make a schedule for the next steps of the working plan.</p>

Attendance list:

Email address	Name (given name and surname)	Organisation
vincent.wolfs@sumaquabe.be	Vincent Wolfs	SumAqua
katharina.pilar@th-owl.de	Katharina Pilar von Pilchau	TH-OWL
martin.oldenburg@th-owl.de	Martin Oldenburg	TH-OWL
laurentiu.luca@smartech-a.ro	Laurentiu Luca	SmarTech
daan.buekenhout@kuleuven.be	Daan Buekenhout	KUL
photiadisth@gmail.com	Thomas Fotiadis	UCY
elenan@iaco.com.cy	Elena Nikolaou	I.A.CO.
rkaya@itu.edu.tr	Recep Kaya	MEMSIS
nataly@doscon.no	Nataliia Sivchenko	DOSCON
abhilash@doscon.no	Abhilash Muralidharan Nair	DOSCON
mpasaoglu@itu.edu.tr	Mehmet Emin PASAOGLU	ITU
kato.schoeters@sumaquabe.be	Kato Schoeters	SumAqua
harsha.ratnaweera@nmbu.no	Harsha Ratnaweera	NMBU
	Goitom Kahsay	NMBU
kyprianou.a.marios@ucy.ac.cy	Marios Kyprianou	UCY
Susann.Andersen@nmbu.no	Susann Andersen	NMBU
korkuts@itu.edu.tr	Sevde Korkut	ITU
	George Ifrim	UGAL





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Meeting minutes

DIGIWATER Project Management Meetings

(Third meeting)

Dates	23rd – 25th November 2021 <i>(Arrival date: 22nd November, Departure date: 26th November)</i>
City	Ås
Meeting venue	REALTEK, NMBU
Address	Drøbakveien 31

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Tuesday, 23rd November 2021

1st Project Management Committee meeting

09:30-12:00	Registration, schedule, formalities, and planning	Susann (NMBU)
13:30-14:20	Welcome and self-introduction of participants	Harsha (NMBU) and all participants
14:20-14:40	Admin matters: reporting, timesheets, payments, etc	Susann (NMBU)
14:40-14:50	WP1: Digital Water Needs Analysis: Status	Noama Shareef (EWA)
14:50-15:30	<p>WP1: Reflective discussion on the final outcome of the WP1 “Digital Water Roadmap”</p> <ul style="list-style-type: none"> • Key messages • How to use it in the project? • How to communicate, disseminate and exploit outside the consortium? 	Moderator: Bjørn K J, EWA
15:30-15:45	Break	
15:30-15:45	WP6: Dissemination & communication: Status	Daan Buekenhout (KUL)
15:55-16:45	<p>Impact workshop</p> <ul style="list-style-type: none"> • What can we disseminate • How? (what is the best way) • Improving the webpage, etc 	Moderator: Daan Buekenhout (KUL)
16:45-16:55	EWA conferences and publications	Noama Shareef (EWA)
16:55-17:00	General discussion and closing of the meeting	

Wednesday, 24th November 2021

1st Project Management Committee meeting

11:30-12:00	Registration and coffee	Susann (NMBU)
12:00-12:20	WP3: Digital Water Living Lab: Status	Kato Schoeters (SumAqua)
12:20-13:00	WP3: Digital Water Living Lab: concepts brainstorming <ul style="list-style-type: none"> • Needs recap (SmarTech) • Brainstorming of prototypes • Prioritisation 	Kato Schoeters (SumAqua)
13:00-13:20	Curriculum design workshop: Introduction to design	Mehmet Emin PASAOGLU (ITU)
13:20-14:30	Exchange of experiences: The university and Industrial partners	Mehmet Emin PASAOGLU (ITU)
14:30-14:45	Break	
14:45-15:00	Implementation of developments	Recep Kaya (MEMSIS)
15:00-15:15	Introduction to Internal Quality Management (IQM) – EU procedures and practices	Katrina Pilar, (THOWL)
15:15-16:15	Implementation of IQM in DIGIWATER, Brainstorming session	Moderators: Katrina Pilar/Martin Oldenburg, THOWL-DE
16:15-16:45	External Quality Assurance in DIGIWATER	Marian Barbu, UGAL-RO
16:45-17:00	Break	
17:00-18:00	WP2: next steps	
18:00-18:20	Student mobilities: plans, logistics	Harsha (NMBU)
18:20-18:30	Revision of the deliverables and deadlines	Susann (NMBU)

18:30-18:45	Work plan / activities for the next 6 months	Zakhar (NMBU)
18:45-19:00	Collaboration beyond E+ DIGIWATER: New possibilities: Calls, supervision, conferences, monographs, etc	Harsha (NMBU)
18:55-19:00	General discussion and closing of the meeting	

Attendance list:

Email address	Name (given name and surname)	Organisation
shareef@ewa-online.eu	Noama Shareef	EWA
mbarbu@ugal.ro	Marian Barbu	UGAL
d.plath@paderborn.de	Daniel Plath	STEB
katharina.pilar@th-owl.de	Katharina Pilar von Pilchau	TH-OWL
martin.oldenburg@th-owl.de	Martin Oldenburg	TH-OWL
laurentiu.luca@smartech-a.ro	Laurentiu Luca	SmarTech
daan.buekenhout@kuleuven.be	Daan Buekenhout	KUL
photiadisth@gmail.com	Thomas Fotiadis	UCY
elenan@iaco.com.cy	Elena Nikolaou	I.A.CO.
rkaya@itu.edu.tr	Recep Kaya	MEMSIS
nataly@doscon.no	Natalia Sivchenko	DOSCON
abhilash@doscon.no	Abhilash Muralidharan Nair	DOSCON
mpasaoglu@itu.edu.tr	Mehmet Emin PASAOGLU	ITU
kato.schoeters@sumaquab.be	Kato Schoeters	SumAqua
harsha.ratnaweera@nmbu.no	Harsha Ratnaweera	NMBU
zakhar.maletskyi@nmbu.no	Zakhar Maletskyi	NMBU
Susann.Andersen@nmbu.no	Susann Andersen	NMBU



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Meeting minutes

DIGIWATER Project Management Meetings

(Forth meeting)

Dates	31/05/2022
City	Munich
Meeting venue	IFAT
Address	Messe München

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Agenda		
09:00-09:30	Registration and coffee	Susann (NMBU)
09:30-10:00	Welcome and self-introduction of participants	Harsha (NMBU)
10:05-11:00	Interim reporting: Requesting input and documents	Susann (NMBU)
11:00-13:00	Updates of the progress of the WPs and next steps	WPs leaders
13:00-14:00	Lunch	
14:00-16:00	Updates of the progress of the WPs and next steps	WPs leaders
16:00-16:30	Overview of the budget	Harsha (NMBU)
16:00-17:00	General discussion with the PO and closing of the meeting	

Key discussion points:

Project info and Admin matters

- Timesheets for travels should be filled,
- Prepare deliverables,
- All travel documentation should be sent to coordinators and kept for 5 years,
- To increase visibility of project, need increased number of publications and use project`s logo on it.

Responding to specific questions raised by the project partners, the Project Officer informed that:

- The interim report was received and undergoing review, thus no comments at this stage
- Revised deadlines and justifications noted in the interim report will be commented/confirmed
- Reallocation of travel funds to originally unplanned travels or other activities must obtain approval from the EACEA-KA
- Documentation of travel with boarding cards is preferred

Work Packages review

Interim report

- NMBU team presented an overview of the necessary practices and input for the interim reporting
- NMBU team presented an overview of the financial documents necessary for the interim reporting.

NAME	Country	Email	UNIVERSITY/SME
Prof Harsha Ratnaweera	NO	harsha.ratnaweera@nmbu.no	NMBU
Dr Zakhar Maletskyi	NO	zakhar.maletskyi@nmbu.no	NMBU
Susann Andersen	NO	Susann.andersen@nmbu.no	NMBU
Prof. Dr.-Ing. Martin Oldenburg	DE	Martin.oldenburg@th-owl.de	TH-OWL
Katharina Pilar von Pilchau	DE	katharina.pilar@th-owl.de	TH-OWL
Mehmet Emin Pasaoglu	TR	mpasaoglu@itu.edu.tr	ITU
Kato	BE	Vincent.wolfs@sumaquabe.be	Sumaquabe
Abhilash Nair	NO	abhilash@doscon.no	DOSCON
Nataliia Sivenchen	NO	nataly@doscon.no	DOSCON
Thomas Photiades	CY	Photiadisth@gmail.com	UOC
Alexandros Yeratziotis	CY	alexis.yeratziotis@gmail.com	UOC
Marian Barbu	RO	Marian.barbu@ugal.ro	UGAL
Phd. Eng. Laurentiu Luca	RO	Laurentiu.luca@smartech-a.ro	SmarTech
Dr. Recep Kaya	TR	rkaya@itu.edu.tr	Memsis
Ms Elena Nikolaou	CY	elenan@iaco.com.cy	I.A.C.O



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Meeting minutes

DIGIWATER Project Management Meetings (Fifth meeting)

Dates	6/10/2022
City	Leuven
Meeting venue	KU Leuven
Address	The Multifunk, 2nd floor, De Hoorn, Sluisstraat 79

Agenda		
09:00-09:30	Registration and coffee	Susann (NMBU)
09:30-10:00	Welcome and self-introduction of participants	Harsha (NMBU)
10:05-10:30	Project info and Admin matters: reporting, timesheets, budget, payments	Susann (NMBU)
10:30-13:00	Updates of the progress of the WPs and next steps	WPs leaders
13:00-14:00	Lunch	
14:00-16:00	Workplan/activities for the next 6 months	Harsha (NMBU)
16:00-17:00	General discussion with the PO and closing of the meeting	

Key discussion points:

Project info and Admin matters

- Timesheets for travels should be filled,
- Prepare deliverables,
- All travel documentation should be sent to coordinators and kept for 5 years,
- To increase visibility of project, need increased number of publications and use project`s logo on it.

Responding to specific questions raised by the project partners, the Project Officer informed that:

- The interim report was received and undergoing review, thus no comments at this stage
- Revised deadlines and justifications noted in the interim report will be commented/confirmed
- Reallocation of travel funds to originally unplanned travels or other activities must obtain approval from the EACEA-KA
- Documentation of travel with boarding cards is preferred

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Work Packages review

1. WP1- all tasks are completed,
2. WP2- templates for courses need to be finished and presentations should be uploaded on the website- deadline 31.10.22.
 - Set deadline for task T2.2.2– 2 months since meeting,
 - Set deadline for T2.2.3 Harmonizing of content:
 - For courses- 30.11,
 - For practical- 20.12
 - T2.3.1- until December- January should be done pilot online full-scale lectures (2 students from each university). Upgraded lectures will be presented on the next Innovation Camp and Summer School.
3. WP3-done first Innovation Camp in Leuven, Belgium. Innovation Camp on IoT and BigData. «How can digital tools help to tackle problems as flood, drought, water scarcity and water quality».
 - More than 50 students-participants,
 - Workshop to identify problems,
 - Six lectures and demonstration of virtual tour,
 - Brainstorm to identify challenges and solutions,
 - Excursion and social networking,
 - Groupwork on creating project,
 - Prototyping period of six weeks and six months should be done.
 - Next Innovation Camp will be in Istanbul, Turkey in March.
4. WP4- meeting of 1.5-2 hours will be done during next Innovation Camp to discuss quality of courses.
5. WP5- each country-partner should propose 1 university, 1 SME and 1 end-user for external evaluation of curriculum.
 - Proposals of questionnaires are required and should be added in Teams by 25th December. Questionnaires will be done at the same time with online lectures.
 - Cross-evaluation will be done on 25th of October (with CC-water).
6. WP6- publications from partners are required.
7. WP7- information about travels is needed for report.

LIST OF ATTENDEES**Meeting participants**

No.	NAME	Country	Email	UNIVERSITY/SME
	Daan Buekenhout	BE	daan.buekenhout@kuleuven.be	KULeuven
	Patrick Willems	BE	patrick.willems@kuleuven.be	KULeuven
	Vincent Wolfs	BE	Vincent.wolfs@sumaquu.be	Sumaquu
	Kato Schoeters	BE	kato.schoeters@sumaquu.be	Sumaquu
	Ms Elena Nikolaou	CY	elenan@iaco.com.cy	I.A.C.O
	Alexandros Yeratziotis	CY	alexis.yeratziotis@gmail.com	UOC
	Martin Oldenburg	DE	Martin.oldenburg@th-owl.de	TH-OWL
	Katharina Pilar von Pilchau	DE	katharina.pilar@th-owl.de	TH-OWL
	Viktoriiia Yavorska	NO	viktoria@doscon.no	DOSCON
	Harsha Ratnaweera	NO	harsha.ratnaweera@nmbu.no	NMBU
	Zakhar Maletskyi	NO	zakhar.maletskyi@nmbu.no	NMBU
	Laurentiu Luca	RO	laurentiu.luca@smartech-a.ro	SMARTTECH
	Marian Barbu	RO	Marian.barbu@ugal.ro	UGAL
	Bogdan Nistor	RO	bogdan.rosu@ugal.ro	UGAL
	Sevde Korkut	TR	korkuts@itu.edu.tr	ITU
	Mehmet Emin Pasaoglu	TR	mpasaoglu@itu.edu.tr	ITU
	Türker Türken	TR	info@memsis.com.tr	Memsis
	Online participants:			
	Bjørn Kaare Jensen	EU	bkj@geus.dk	EWA
	Arthur Guischet	EU	guischet@ewa-online.eu	EWA
	Thomas Photiades	CY	photiades.t@unic.ac.cy	UOC

	From EACEA-KA			
	Maria Canelas	EU	Project officer	EACEA



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Meeting minutes

DIGIWATER Project Management Meetings

(Sixth meeting)

<i>Dates</i>	20th December 2023
<i>Format</i>	Online

Agenda (20th December 2023)

09:00-09:10	Welcome and agenda	Harsha (NMBU)
09:10-09:30	Admin matters: reporting, timesheets, budget, payments	Rasha (NMBU)
09:30-10:45	Updates of the progress of the WPs and the next steps	WPs leaders
10:45-11:00	General discussion and closing the meeting	

Attendance list

Name	Partner
Harsha Ratnaweera (HR)	NMBU
Rasha Hassan	NMBU
Martin Oldenburg	THOWL
Zakhar Maletskyi	NMBU
Milan Gocic	NMBU
Daan Buekenhout	KU Leuven
Recep Kaya	ITU
Elena Nikolaou	IACO
Alexandros Yeratziotis	University of Cyprus
Marios Mouskoundis	IACO
Thomas Fotiadis	UCY
Mehmet Emin Pasaoglu	ITU
Daniel Plath	STEB
Nataly Sivchenko	DOSCON
Viktoria Yavorska	DOSCON

Introduction

This document reports the online monthly progress meeting of the Erasmus+ Capacity Building in the Field of Higher Education project “Digitalization of Water industry by Innovative Graduate Water Education“ (DIGIWATER) took place on 20th December 2023. The meeting was chaired by Prof. Harsha Ratnaweera. The purpose of the meeting was to discuss the updates and future project activities in more details. Most project partners took part into this meeting.

The meeting agenda was adopted without changes.

The project meeting minutes

Please keep in mind that the first phase of the external review will take place on 15th January and the second one in the first week of February, so all the deliverables should be prepared according to this plan.

WPs updates

- **WP1: Digital Water Needs Analysis led by EWA**
 - **R1.1 Report on stakeholders and needs analysis:** Elena will send the report by the end of the year.
 - **R1.2 Report on Anchors & Engines online-workshop “Water digitalisation”:** Rasha will finalize the report and upload it on Teams by mid-January.
 - **R1.3 Digital Water Roadmap for education, research and innovation:** Rasha will check Teams.
- **WP2: Digital Water Curriculum led by UCY**
 - **R2.1.2 Report on best practices in teaching digital water subjects:** Rasha will contact Luca for further information.
 - **R2.1.3 Digital Water Curriculum:** Kaya will send it by Friday.
 - **R2.1.4 Syllabi for courses:** Rasha will contact Marian.
 - **R2.3.3 Reports on open education sessions:** Daan will send further information.
 - **R2.3.4 Report on intensive courses:** Harsha will send it by mid-January.
- **WP3: Digital Water Living Lab led by Sumaqua**
 - Th reports are finished, and they will be uploaded by mid-January.
- **WP4: Internal Quality Assurance led by THOWL**
 - Martin will send an invitation at the beginning of January and we will have a meeting in mid-January.
 - Rasha will send the Doodle Poll to schedule the meeting.
 - The Quality Assurance Committee will work on linking WP5 & WP4 and set the necessary plan.
- **WP5: External Evaluation by MEMSIS**

- **T5.6 Cross-evaluation at open education sessions:** The following colleagues are responsible for the evaluation:
 - **EWA: Arthur Guischet**
 - **NMBU: Harsha**
 - **MEMIS: Turken& Kaya**
- **T5.8 Evaluation of demo-cases:** Katharina and Bansemer (or Daniel Plath) will send it by 1st Feb.
- **WP6: Dissemination and Exploitation of results led by KUL**
 - **R6.1 Dissemination & Exploitation Plan:**
 - Daan will forward an email to Rasha from STEB and then Rasha will follow up.
 - Harsha will send an email to EWA in this regard.
 - **T6.5 Publications:** Rasha will create an Excel sheet and share it with the partner to collect the related information.
 - **T6.6 Exploitation roundtables and/or board meetings:** NMBU will follow up with Arthur.
- **WP7: Project management led by NMBU**
 - NMBU team will share more information about the status-quo of the timesheets and some instructions for the new ones.

To-do list

Task	Name	Deadline
Sending R1.1 Report on stakeholders and needs analysis	Elena	22 nd Dec
Uploading R1.2 Report on Anchors & Engines online-workshop “Water digitalisation”	Rasha	15 th Jan
Checking the status of R1.3 Digital Water Roadmap for education, research and innovation:	Rasha	5 th Jan
Contacting Luca for information on R2.1.2 Report on best practices in teaching digital water subjects	Rasha	5 th Jan
Sending R2.1.3 Digital Water Curriculum	Kaya	22 nd Dec
Contacting Marian for R2.1.4 Syllabi for courses	Rasha	5 th Jan

R2.3.3 Reports on open education sessions	Daan	22 nd Dec
R2.3.4 Report on intensive courses	Harsha	15 th Jan
Reports of WP3	Sumaqua Team	15 th Jan
Internal Quality Assurance meeting	Rasha and Martin	15 th Jan
T5.8 Evaluation of demo-cases	Katharina and Bansemer (or Daniel Plath)	1 st Feb
R6.1 Dissemination & Exploitation Plan:	Daan will send an email Harsha will contact EWA	15 th Jan
Collecting information for T6.5 Publications	Rasha	5 th Jan
Following up on T6.6 Exploitation roundtables and/or board meetings	Rasha	5 th Jan
TSs	Milan	15 th Jan

