



ITYLAB

Videoconference

Juni 15th 2017 – 04:00pm

Agenda

- Welcome (Tom Coppens)
- Introduction new co-coordinator (María Jimena RODRÍGUEZ PINZÓN)
- Evaluation of the mid term technical report
- Buenos Aires meeting: agenda (Tom Coppens and Columbus)
- Bogota: timeline and allocation of work packages (Tom Coppens)
- Project management: expert visits, equipment and staff costs (Stijn Rybels)

Introduction new co-coordinator

(María Jimena RODRÍGUEZ PINZÓN)

Result of mid-term evaluation

Categories of qualification:

Very good (at least 75 pts out of 100): the project is implemented in accordance with its original work programme and timetable; the report provides all the information and evidence needed and there are no particular concerns or areas of weakness.

Good (between 74 and 60 pts out of 100): the project progresses in accordance with its original work programme and timetable but some improvements could be made; the report gives clear information on all or nearly all of the evidence needed.

Fair (between 59 and 50 pts): there are weaknesses and concerns in the project implementation; although the report gives some relevant information, details are lacking and/or the information is unclear; there are several areas in the implementation that must be improved during the second half of the project.

Weak (less than 50 pts out of 100): the project is not respecting its original work plan/timetable and/or is not fulfilling the CBHE requirements; the report fails to address important aspects of the project implementation that cannot be judged due to missing or incomplete information; in accordance with article 1.10.6 of the Grant Agreement and section 3.5.2.2 of the Guidelines for the Use of the Grant, the maximum grant will be reduced at final report stage if no substantial improvements are observed during the second half of the project.

Urgent matters

Regarding the **purchase of equipment**, we understand that only three partners have purchased the planned equipment and that the others are still in the development phase of their modules which are not running yet. We recommend you to finalise the identification and launch the purchase of the remaining equipment as soon as possible so as to ensure that the institutions are completely ready with the starting phase of the modules.

Points that need attention

- Prove that PBL is promoted on a national level
- Final assessment of both the teachers and students of PBL modules
- Involvement of other faculties
- Assessment of satisfaction of the online training module
- Report on involvement of local actors

Buenos Aires meeting - Agenda

DAY 1 - Wednesday September 13th – Workshop on Cities and Local Governments (UCLG & Columbus)

Time - Temps	Subject - Sujet	Who - Qui
	Pick-up @ Hotel	Metro ou à pied
09:00 - 09:15 am	Welcome	U Belgrano
09:15 - 09:45 am	Introduction to the Project Team meeting - program & agenda	Tom Coppens & Stijn Rybels (University of Antwerp) Maria (University of Rosario)
09:45 - 10:30 am	Introduction to the workshop	Daniel Samolovich (Columbus) Sara Hoeflich (UCLG)
10:30 - 11:00 am	Coffee Break 1	
11:00 – 01:00 pm	Workshop session 1	
01:00 - 2:00 pm	Lunch	
02:00 - 3:30 pm	Workshop session 2	
03:30 - 4:00 pm	Coffee Break 2	
04:00 - 5:00 pm	Plenary session – conclusions from the workshop	Tom Coppens
7.00 – 10pm	Evening Program	Diner

DAY 2 - Thursday September 14th – Learning from...

Time - Temps	Subject - Sujet	Who – Qui / Where – Où?
	Pick-up @ Hotel	A metro ou à pied
9:00 – 09:15 am	Introduction to the second day: Concept & Goal(s)	Tom Coppens (University of Antwerp)
	Coffee Break 3	
09:30 - 12:30 pm	Poster presentation of the Citylab module	Every partner (4 groups of 8-10 persons) – parallel discussion groups - posterpresentation
	Group 1	University of Antwerp Universidad del Rosario Universidad Metropolitana Universidade de Santa Catarina Universidad Politécnica de Madrid (no poster)
	Group 2	Aalborg University Universidad de Belgrano Universidad Autónoma de Nuevo León Universidad de Lima UCLG (no poster)
	Group 3	Politecnico di Torino Universidad Nacional de Córdoba Universidad de Guanajuato Universidad del Pacífico
	Group 4	Université Technologique de Compiègne Universidad Tecnológica de Pereira Universidad Simón Bolívar Universidade de rio janeiro
01:00 - 2:30 pm	Lunch	
02:30 pm	Group Picture	
02:45-03:30 pm	Poster Exhibition	
03:30 - 05:00 pm	Update and results of expert visits Update and results of online training	Heilyn Tom Coppens Hipolito
7.00 – 10pm	Evening Program	Diner

Time - Temps	Subject - Sujet	Who - Qui
	Pick-up @ Hotel	A pied en metro
	Final Conference in Bogota - preparation	
09:00 - 10:00 am	Committee 1: Student Competition: <ul style="list-style-type: none"> <input type="checkbox"/> guidelines and competition rules <input type="checkbox"/> composition of jury (in collaboration with Com 3) <input type="checkbox"/> Promotion of the competition <input type="checkbox"/> output of the competition 	
10:00-11:00	Committee 2: Academic conference <ul style="list-style-type: none"> <input type="checkbox"/> Establish conference title, theme and topics <input type="checkbox"/> Agreement on format of contribution (see Com 4) <input type="checkbox"/> Agreement on how participants will present (oral/poster/panel/...) (see Com 4) <input type="checkbox"/> Proposal for call for abstracts <input type="checkbox"/> Proposal for mailing list of authors (experts list as base) 	
11:00:11:30	Coffee Break 4	
11:30-12:30	Committee 3: Key note speakers <ul style="list-style-type: none"> <input type="checkbox"/> List of keynote speakers <input type="checkbox"/> List of potential reviewers 	
12:30-1:30 pm	Committee 4: Output <ul style="list-style-type: none"> <input type="checkbox"/> Agreement on format of contribution (Com 2) <input type="checkbox"/> Agreement on how participants will present (oral/poster/panel/...) (Com 2) <input type="checkbox"/> Proposal for book of abstracts <input type="checkbox"/> Proposal for special issue in magazine 	
1:30 - 2:30 pm	Lunch	
2:30-4:00pm	Project Team meeting <ul style="list-style-type: none"> • Financial management • Reporting • Bogota conference • Monitoring and evaluation • Dissemination strategies and publications 	Tom Coppens (University of Antwerp) Stijn Rybels (University of Antwerp) Maria (University of Rosario) Kelly Henao & Daniel Samolovich (Columbus)
	Visit of the University Campus	
5:00 pm	Return to Hotel	

Buenos Aires – to do

- Poster presentation (a poster template will be send to you soon)
- Preparation Bogota

Buenos Aires - practical

- Flights: P9-P16-P17 Not confirmed!!

Erasmus +	Citylabs - Project team meeting Buenos Aires				
Nummer	Partners	Lumpsum	Passengers	Dept Airport	Ret Airport
1	Uantwerpen	1 100,00	Stijn Rybels	Brussels	BUENOS AIRES
1	Uantwerpen	1 100,00	Tom Coppens	Brussels	BUENOS AIRES
1	Uantwerpen	1 100,00	Jorge Daniel Samoilovich	Paris	BUENOS AIRES
2	Aalborg University	1 100,00	Heilyn Camacho Nuñez	AALBORG	BUENOS AIRES
3	Universidad Politecnica de Madrid	1 100,00	González García Isabel María	MADRID	BUENOS AIRES
4	Politecnico di Torino	1 100,00	Elena Fregonara	TURIJN	BUENOS AIRES
5	UT Compiègne	1 100,00	Hipolito Martell Flores	Paris	BUENOS AIRES
8	Universidad Tecnologica de Pereira	820,00	Juan Esteban Tibaquirá Giraldo	Matecaña	BUENOS AIRES
9	Colegio Mayor de Nuestra Senora del Rosario	820,00	Not Confirmed		BUENOS AIRES
9	Colegio Mayor de Nuestra Senora del Rosario	820,00	Not Confirmed		BUENOS AIRES
10	Universidad Autonoma de Nuevo Leon	1100,00	Carlos Estuardo Aparicio Moreno	MONTERREY	BUENOS AIRES
11	U de Guanajuato	820,00	Velia Yolanda Ordaz Zubia	BAJÍO (Leon, Guanajuato)	BUENOS AIRES
12	Simon Bolivar University	820,00	Sandra Ornés Vásquez	CARACAS	BUENOS AIRES
13	Universidad Metropolitana	820,00	Yuherqui Ayarí Guaimaro Gonzalez	Maiquetía	BUENOS AIRES
14	Universidad de Lima	530,00	Madeleine Diana Garcia Daccarett De Baracco	LIMA	BUENOS AIRES
15	Universidad del Pacifico	530,00	Zoila del Rosario Gómez Gamarra de Zea	LIMA	BUENOS AIRES
16	Universidade Federal do Rio de Janeiro	275,00	Not Confirmed		BUENOS AIRES
17	Universidade Federal de Santa Catarina	275,00	Not Confirmed		BUENOS AIRES
18	UCLG	1100,00	Edgardgo Javier Bilsky Guerscovich	BARCELONA	BUENOS AIRES

Buenos Aires - Hotel

- If you wish to stay longer (or arrive earlier) send us (Stijn & Maria) **a separate request** so that we can arrange your accommodation **no later than June 20th!**
- We have booked the following accommodation:

For each participant:

1 single room

check-in: 12th September

check-out: 15th October. (3nights)

Missing info from P9-P16-P17

Erasmus +	Citylabs - Project team meeting Buenos Aires			
Nummer	Partners	Participant	Check-in	Check-out
1	Uantwerpen	Stijn Rybels	12/09/2017	15/09/2017
1	Uantwerpen	Tom Coppens	12/09/2017	15/09/2017
1	Uantwerpen	Jorge Daniel Samoilovich	12/09/2017	15/09/2017
2	Aalborg University	Heilyn Camacho Nuñez	12/09/2017	15/09/2017
3	Universidad Politecnica de Madrid	González García Isabel María	12/09/2017	15/09/2017
4	Politecnico di Torino	Elena Fregonara	12/09/2017	15/09/2017
5	UT Compiègne	Hipolito Martell Flores	12/09/2017	15/09/2017
8	Universidad Tecnologica de Pereira	Juan Esteban Tibaquirá Giraldo	12/09/2017	15/09/2017
9	Colegio Mayor de Nuestra Senora del Rosario	Not Confirmed	12/09/2017	15/09/2017
9	Colegio Mayor de Nuestra Senora del Rosario	Not Confirmed	12/09/2017	15/09/2017
10	Universidad Autonoma de Nuevo Leon	Carlos Estuardo Aparicio Moreno	12/09/2017	15/09/2017
11	U de Guanajuato	Velia Yolanda Ordaz Zubia	12/09/2017	15/09/2017
12	Simon Bolivar University	Sandra Ornés Vásquez	12/09/2017	15/09/2017
13	Universidad Metropolitana	Yuherqui Ayarí Guaimaro Gonzalez	12/09/2017	15/09/2017
14	Universidad de Lima	Madeleine Diana Garcia Daccarett De Baracco	12/09/2017	15/09/2017
15	Universidad del Pacifico	Zoila del Rosario Gómez Gamarra de Zea	12/09/2017	15/09/2017
16	Universidade Federal do Rio de Janeiro	Not Confirmed	12/09/2017	15/09/2017
17	Universidade Federal de Santa Catarina	Not Confirmed	12/09/2017	15/09/2017
18	UCLG	Edgardgo Javier Bilsky Guerscovich	12/09/2017	15/09/2017

Bogota conference

The final conference in Bogota will have a **double purpose**:

- The final project team meeting of the Citylab LA project
- An international conference and competition on PBL courses in HEI in Latin America where the results of the students work and the campus teams will be presented. (competition)

The conference aims to exchange good practices and will eventually lead towards a publication of students work.

Practical information

Participants:

LA Partners:

Number of participating Students: 4

Number of participating Staff: 6

EU partners:

Number of participating Staff: 4

Road to Bogota

		jun/17	WP1 Preparation	Setting op Committees
		jul/17		
		aug/17		
		sep/17		Project team meeting Buenos Aires
	WP2 Development	okt/17		
		nov/17		
Launching website & call for abstracts & registration		dec/17		
		jan/18		
		feb/18		
		mrt/18	WP3 Review	Call closed , Student contribution & registration
		apr/18		
		mei/18		
		jun/18		
	WP4 management	jul/18		
		aug/18		Closing registration
		sep/18	Conference	
		okt/18		
		nov/18	Conference output	

Road to Bogota – to do

- Formation of a steering group:
 - UA
 - URosario
 - Columbus
 -
- Formation of 5 committees:
 - Committee 1: Student Competition
Responsible:
 - Committee 2: Academic conference
Responsible:
 - Committee 3: Key note speakers
Responsible: Columbus & UCLG
 - Committee 4: Output
Responsible:
 - Committee 5: Practical Organization
Responsible: URosario & UAntwerp

Road to Bogota – WP1 Preparation

Deadline: project team meeting Buenos Aires (13-15 September 2017)

Responsible partner:

Committee 1: Student Competition

- Establish guidelines and competition rules
- Proposal on composition of jury (in collaboration with Com 3)
- Promoting the competition
- Proposal output of the competition

Road to Bogota – WP1 Preparation

Deadline: project team meeting Buenos Aires (13-15 September 2017)

Responsible partner:

Committee 2: Academic conference

- Establish conference title, theme and topics
- Agreement on format of contribution (see Com 4)
- Agreement on how participants will present (oral/poster/panel/...) (see Com 4)
- Proposal for call for abstracts
- Proposal for mailing list of authors (experts list as base)

Road to Bogota – WP1 Preparation

Deadline: project team meeting Buenos Aires (13-15 September 2017)

Responsible partner:

Committee 3: Key note speakers

- List of keynote speakers
- List of potential reviewers

Road to Bogota – WP1 Preparation

Deadline: project team meeting Buenos Aires (13-15 September 2017)

Responsible partner:

Committee 4: Output

- Agreement on format of contribution (Com 2)
- Agreement on how participants will present (oral/poster/panel/...)
(Com 2)
- Proposal for book of abstracts
- Proposal for special issue in magazine

Road to Bogota – WP1 Preparation

Deadline: project team meeting Buenos Aires (13-15 September 2017)

Responsible partner: URosario & UAntwerp

Committee 5: Practical organization

- Venue selection and local arrangements
- Financial accounting + budget
- Check hotel availability
- Designing website

Road to Bogota - responsibilities

- Committee 1: Student Competition
Responsible:
- Committee 2: Academic conference
Responsible:
- Committee 3: Key note speakers
Responsible: Columbus & UCLG
- Committee 4: Output
Responsible:
- Committee 5: Practical Organization
Responsible: URosario & UAntwerp

Project management

- Expert visits
- Equipment
- Staff cost reimbursement

Expert visits - practical

Each institution is entitled to two expert visits.

Note: if an expert can visit the two institutions in the same country in one expert visit, you can have up to 4 expert visits.

The expert visits are demand-driven: you choose which expert is suited the best for your module/situation/needs. (cf. Hipolito)

Expert visits - practical

The expert visits are covered by the projects' budget:

- Flight (depending on the lump sums - distance)
- Up to six per diems (120€ per day) to cover:
 - Accommodation
 - Food
 - Transport to and from institution-hotel-airport
- → will be send to the sending HEI!

Note: Staff cost is NOT covered by the budget

Equipment - procedure

Procedure:

Each institute purchases the necessary equipment (**max €5.000 excl. VAT !**) in due time.

After the purchase the Coordinator will reimburse you the actual cost of the equipment.

IMPORTANT:

- **VAT is NOT refundable**
- Mention the **reference number** on the invoice: **Citylab-561836**

Equipment – proof(s)

List which equipment you purchased

Equipment description + Justification	Amount	Unit cost (excl. VAT)	Total	Photo
<i>Which equipment? Why do you need it? Purpose? When during the project you will use this?</i>	<i>Number of equipment</i>	<i>The amount corresponding to the invoice (in local currency)</i>	<i>Total</i>	<i>Add a photo that clearly shows the Erasmus+ sticker</i>
TOTAL of Equipment			€	

- + Corresponding invoices (with ref. number) !!!
- Only after we have received this information, we can reimburse you.

Equipment - progress

Erasmus +	Citylabs - Equipment	Eligible	Foto available	Invoice available
Nummer	Partners			
6	Universidad de Belgrano	X	X	X
7	Universidad Nocial de Cordoba	X	X	X
8	Universidad Tecnologica de Pereira	X		
9	Colegio Mayor de Nuestra Senora del Rosario			
10	Universidad Autonoma de Nuevo Leon	X		
11	U de Guanajuato	X	X	X
12	Simon Bolivar University	X	X	X
13	Universidad Metropolitana			
14	Universidad de Lima			
15	Universidad del Pacifico			
16	Universidade Federal do Rio de Janeiro			
17	Universidade Federal de Santa Catarina			

	reimbursement of equipment
	nothing received
	received but missing documents

Staff costs reimbursement

2	University of Aalborg	NN	CITYLAB LA - First Staff cost reimbursment GA 2015 3208/001-001- Balance February 2017						
3	Universidad Politenica de Madrid	NN	CITYLAB LA - First Staff cost reimbursment GA 2015 3208/001-001- Balance February 2017						
4	Politecnico di Torino	NN	CITYLAB LA - First Staff cost reimbursment GA 2015 3208/001-001- Balance February 2017						
5	Universite de Technologie Compiegne	NN	CITYLAB LA - First Staff cost reimbursment GA 2015 3208/001-001- Balance February 2017						
6	Universidad de Belgrano	NN	CITYLAB LA - First Staff cost reimbursment GA 2015 3208/001-001- Balance February 2017						
7	Universidad Nacional de Cordoba	NN	CITYLAB LA - First Staff cost reimbursment GA 2015 3208/001-001- Balance February 2017	sign time sheets and staff conventions					
8	Universidad Tecnológica de Pereira	NN	CITYLAB LA - First Staff cost reimbursment GA 2015 3208/001-001- Balance February 2017						
9	Universidad del Rosario	NN	CITYLAB LA - First Staff cost reimbursment GA 2015 3208/001-001- Balance February 2017						
10	Universidad Autónoma de Nuevo Leon	NN	CITYLAB LA - First Staff cost reimbursment GA 2015 3208/001-001- Balance February 2017						
11	University de Guanajuato	NN	CITYLAB LA - First Staff cost reimbursment GA 2015 3208/001-001- Balance February 2017						
12	Universidad Simon Bolivar	NN	CITYLAB LA - First Staff cost reimbursment GA 2015 3208/001-001- Balance February 2017						
13	Universidad Metropolitana	NN	CITYLAB LA - First Staff cost reimbursment GA 2015 3208/001-001- Balance February 2017	staff conventions en time sheets					
14	Universidad de Lima	NN	CITYLAB LA - First Staff cost reimbursment GA 2015 3208/001-001- Balance February 2017						
15	Universidad del Pacifico	NN	CITYLAB LA - First Staff cost reimbursment GA 2015 3208/001-001- Balance February 2017						
16	Universidad Federal Rio de Janeiro	NN	CITYLAB LA - First Staff cost reimbursment GA 2015 3208/001-001- Balance February 2017						
17	Unviersidad Federal de Santa Catarina	NN	CITYLAB LA - First Staff cost reimbursment GA 2015 3208/001-001- Balance February 2017						
18	Global Network of Cities Local and Regional Governments	NN	CITYLAB LA - First Staff cost reimbursment GA 2015 3208/001-001- Balance February 2017						

	reimbursement of staff costs
	nothing received
	received but missing documents

Payment on MAY 18th

Ref.:

CITYLAB LA - First Staff
cost reimbursment GA
2015 3208/001-001-
Balance February 2017

Video conferences - timing

July 2017 Next Video conference:

Date: ???

Questions?

Questions related to the project implementation:

Stijn Rybels (stijn.rybels@uantwerpen.be)

Tom Coppens (tom.coppens@uantwerpen.be)

María Jimena RODRÍGUEZ PINZÓN(mariaji.rodriquez@urosario.edu.co)

Questions related to the financial management:

María Jimena RODRÍGUEZ PINZÓN(mariaji.rodriquez@urosario.edu.co)

Guy Mertens (guy.mertens@uantwerpen.be)

Stijn Rybels (stijn.rybels@uantwerpen.be)

----- THANKS FOR YOUR ATTENTION -----