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**Minutes of the 5th Project Meeting of the IncEdu Project held on 10th May 2023 at 10.00 a.m.
at Uppsala University, Sweden - Physical Meeting**

Present:

University of Peradeniya

Anoma Abhayaratne
Sakunthala Yatigammana
Leena Seneheweera
Samanmala Dorabawila
Niroshi Seneviratne

University of Ruhuna

Upali Pannilage
Indu Gamage
Kokila

Eastern University of Sri Lanka

Ravi Muniyandi
G. Vigneshwaran
M. Prahasan
Guneratnam

Sri Lanka Technology Campus

Heminda Jayaweera
Migara Karunaratne
Dilanka de Silva

Masaryk University, Czech Republic

Boris Janca,

Zagreb University, Croatia

Lelia Kis-Glavaz
Martina
Vesna

Transilvaniya University of Brasov, Romania

Carmen Buzea



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Uppsala University of Sweden

Fanny Jonnson

Welcome and announcements:

The coordinator/IncEdu welcomed the members and presented a brief update of the project activities since the 4th meeting of the project up to May 10th, 2023.

The coordinator explained the financial situation of the project up to the date of the meeting. She also requested the partners to submit their updated financial statements by that date to submit with the request to the funding agency to release the balance of the 2nd pre-financing payment for the project.

Carmen gave a brief update on the progress on WP 5 - Quality Assurance work package.

She reported that 9 quality board meetings were conducted, and 3 reports were submitted. And stated that there will be in total 4 QA reports. She expects to share the draft version of the 4th report by Oct/November. The final QA meeting is scheduled for November.

Boris gave a brief update on the WP 2 - *Establishment of the Support Centre work package.*

Initially, he stated that Petr, their coordinator was to retire by September this year. Still, no one knew who the next coordinator will be. He gave a list of activities that they have completed so far: Providing advice on necessary assistive technology to establish support center at the four local partner universities, a team of MU members visiting Sri Lanka to observe the status of equipment, conducted an assistive technology workshop for the SL partners in MU. He finally stated that a MU team is to visit Sri Lanka to conduct staff training for the personnel working in the centres. He stated that the training will be scheduled in parallel with the final conference in September. The date and place are to be informed after discussing with the expected team to visit SL and the local partners.

Lelia gave a brief update on WP 3 - Education of Educators

She gave a list of activities that they have completed so far: completed the focus group discussion session in SL, the training of educators in ZU, the training of teachers and non-teaching staff of the partner universities in SL and the education of educators follow-up workshop.

Vesna presented the finance for UNIZG. UNIZG was given more funding than necessary so they will not be able to spend the additional funding.

The coordinator inquired whether the excess can be transferred to other universities with less funding. The team agreed to inquire from the EU Commission and get approval.



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Upali (Ruhuna coordinator) presented the final conference details to the project team.

Project members requested to change the heading of the conference to show that it was the conference of the IncEdu project.

The schedule for the month of September was also presented along with the conference details as follows:

12-13th – Workshop organize by Fanny

14th – conference

15th – Study visits

16th – Project meetings

Project coordinator presented a detailed finance sheet for the meeting. Fanny reported that UU was not going to use the Subcontracting amount.

Coordinator reported that the UU and MU had not sent a request to transfer the money to her.

The partners agreed to conduct a 2 half-day workshop (The World Café for final reporting) on the 12 & 13th

Sept 2023 before the final project conference, which will be useful in final reporting and follow-up of the project activities as initially suggested by Fanny. UU will conduct the workshop. Members requested the coordinator to write to the funding agency requesting the agency's approval for the above workshop.

The meeting adjourned around 11.15 a.m Sweden time.

Abhayaratne

Coordinator/IncEdu