

## Workpackage Quarterly Report

<b>Title and reference number of the workpackage (WP)</b>	WP1- Non-University Capacity Assessment		
<b>WPL:</b> Rui Lima (UMinho)	<b>Co-WPL:</b> Athakorn Kengpol (KMUTNB)	<b>Reporting period:</b> July 31, 2021	

<b>Indicators of achievement and or/performance as indicated in the project proposal</b>	<ul style="list-style-type: none"> <li>• The capacity assessment execution plan is ready by M1</li> <li>• The capacity assessment form is available by M2</li> <li>• The assessment results are available by M6</li> <li>• Recommendations are available by M6</li> </ul>
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### Status of Deliverables\*

Deliverable No	Deliverable Title	Status (Y/N/NA)					
		Preparing	Executing	Execution complete	Report to QCMB	Report to PEC	Officially Complete
Dev 1.1	A capacity assessment execution plan	Y	Y	Y	Y	N	N
Dev 1.2	A capacity assessment form	Y	Y	Y	N/A	N/A	Y
Dev 1.3	An assessment report on non-university capacity, including recommendations emphasis areas for the Industry 4.0 competence development training program	Y	Y	N	N	N	N

\*Please list all deliverables of the WP.

## Activities carried out to date to achieve this result:

Task No	Task Title	Start date	End date**	Place/ Partners involved	Description of the activity carried out	Specific and measurable indicators of achievement
Task 1.1	Developing a capacity assessment execution plan	Feb 1, 2021	-	All partners	<ul style="list-style-type: none"> <li>• Explored the knowledge needed for the assessment form.</li> <li>• Developed a capacity assessment execution plan.</li> <li>• Reviewed and approved the plan by WP1 team</li> <li>• Submitted the plan to QCMB</li> <li>• Revised the plan</li> <li>• Resubmitted the plan to QCMB</li> </ul>	<ul style="list-style-type: none"> <li>• Two versions of the capacity assessment execution plan.</li> </ul>
Task 1.2	Designing capacity assessment	Mar 1, 2021	June 1, 2021	All partners	<ul style="list-style-type: none"> <li>• Analysed knowledge areas and sources required for the assessment form.</li> <li>• Developed items for the questionnaire.</li> <li>• Reviewed and approved the questionnaire's items by WP1 team.</li> <li>• Developed a think-aloud procedure with 6 Thai teachers to improve understanding of the questionnaire.</li> <li>• Improved the questionnaire.</li> <li>• Tested and retested to validate the questionnaire with 43 participants</li> <li>• Reviewed the results</li> <li>• Adjusted the questionnaire</li> </ul>	<ul style="list-style-type: none"> <li>• An official questionnaire for the capacity assessment available in a Google forms.</li> </ul>

					<ul style="list-style-type: none"> <li>Obtained the final version of the questionnaire for the capacity assessment available in a Google forms.</li> </ul>	
Task 1.3	Conducting non-university capacity assessment	June 1, 2021	June 30, 2021	Thai partners and UMinho	<ul style="list-style-type: none"> <li>Sent out the invitation to the target groups to participate on the survey.</li> <li>Monitored the number of responses and took action to ensure the number was reached.</li> </ul>	<ul style="list-style-type: none"> <li>The survey results from 200 participants</li> </ul>
Task 1.4	Summarize, interpret results and recommendations	July 1, 2021	-	All partners	<ul style="list-style-type: none"> <li>Analyzed the data.</li> <li>Developed the final report with a summary and interpretation of the results, and recommendations.</li> <li>Reviewed the report internally among the WP1 members.</li> <li>Sent the report to QCMB for evaluation.</li> </ul>	<ul style="list-style-type: none"> <li>A capacity assessment report</li> </ul>

\*\* if it is still ongoing, please put “-”.

## Activities to be carried out to achieve this outcome (before the end of the project)

Task No	Task Title	Start date	End date#	Place/ Partners involved	Description of the activity carried out	Specific and measurable indicators of achievement
Task 1.1	Developing a capacity assessment execution plan	Nov 2020	Dec 2020	All partners	<ul style="list-style-type: none"> <li>Send the WP1 plan to PEC for approval.</li> </ul>	<ul style="list-style-type: none"> <li>An official capacity assessment execution plan.</li> </ul>
Task 1.4	Summarize, interpret results and recommendations	Apr 2021	May 2021	All partners	<ul style="list-style-type: none"> <li>Send the report for PEC approval.</li> </ul>	<ul style="list-style-type: none"> <li>An official non-university capacity assessment report.</li> </ul>

# according to the proposal

## Corrective Actions \*\*

Task No	Task Title	Start date	End date*	Place/ Partners involved	Description of the activity carried out	Specific and measurable indicators of achievement

\*\*Only when corrective actions are needed.

## Changes that have occurred in this result since the original proposal:

The project was kicked-off in Feb 2021.  
The workplan was revised one time in Feb 2021.  
Tasks 1.1 to 1.3 were executed according to the plan.  
Additional time was needed to ensure the quality of the analysis of the results.  
Consequently, an official report on the capacity assessment is expected to be delayed by a couple months.

<b>Title and reference number of the workpackage (WP)</b>	WP2- Sustainable Development of Industry 4.0 Competence Development Training Program	
<b>WPL:</b> Pisut Koomsap (AIT)	<b>Co-WPL:</b> Cathal de Paor (MIC)	<b>Reporting period:</b> July 31, 2021

<b>Indicators of achievement and or/performance as indicated in the project proposal</b>	<ul style="list-style-type: none"> <li>• Approval of an Industry 4.0 Competence Development Training Program by PEC by M7</li> <li>• 10 modules complete with innovative training materials are ready by M9</li> <li>• A capacity training assessment form is approved by WP2 members by M3</li> <li>• Completion of training sessions for the 12 Thai trainers by M29</li> <li>• Completion of coaching sessions for the 12 Thai trainers by M30</li> <li>• An assessment report by M31</li> <li>• An Innovative Teaching and Learning Center for Thailand Sustainable Smart Industry</li> </ul>
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**Status of Deliverables\***

Deliverable No	Deliverable Title	Status (Y/N/NA)					
		Preparing	Executing	Execution complete	Report to QCMB	Report to PEC	Officially Complete
Dev 2.1	An Industry 4.0 Competence Development Training Program	Y	Y	N	N	N	N
Dev 2.2	Innovative training materials for 10 modules	N	N	N	N	N	N
Dev 2.3	A capacity training assessment form	Y	Y	N	N/A	N/A	N
Dev 2.4	12 Thai trainers trained in program design (for higher education)	Y	N	N	N/A	N/A	N

	contexts), and in the use of innovative learner-centered teaching and assessment methods						
Dev 2.5	An assessment report of the Thai trainer's competence in the use of knowledge and skills gained in higher education teaching	N	N	N	N	N	N
Dev 2.6	An Innovative Teaching and Learning Center for Thailand Sustainable Smart Industry	N	N	N	N	N	N

\*Please list all deliverables of the WP.

## Activities carried out to date to achieve this result:

Task No	Task Title	Start date	End date**	Place/ Partners involved	Description of the activity carried out	Specific and measurable indicators of achievement
Task 2.1	Designing an Industry 4.0 Competence Development Training Program	Feb 10, 2021	-	All partners	<ul style="list-style-type: none"> <li>Prepared for the development of the Industry 4.0 Competence Development Training Program</li> <li>Identified the experts who will develop and offer the 10 training modules</li> <li>Developed a template for the development of the syllabuses for the 10 training modules</li> </ul>	<ul style="list-style-type: none"> <li>Presentation material on the concept of the Industry 4.0 Competence Development Training Program</li> <li>A list of the experts</li> <li>A template for module development</li> <li>1 template filled for 1 module</li> </ul>

					<ul style="list-style-type: none"> <li>Completed the template to develop a syllabus for one module</li> <li>Conducted a meeting with the experts on how to use the template for the module development</li> </ul>	
Task 2.2	Developing innovative training materials	Apr 27, 2021	-	AIT	<ul style="list-style-type: none"> <li>Started forming materials for a module on Course Design and development</li> </ul>	<ul style="list-style-type: none"> <li>Collection of materials</li> </ul>
Task 2.3	Developing a capacity training assessment	Feb 10, 2021	-	MIC and AIT	<ul style="list-style-type: none"> <li>Developing a capacity training assessment system</li> <li>Completed assessment forms for 7 modules</li> </ul>	<ul style="list-style-type: none"> <li>A draft of a capacity training assessment form</li> <li>7 capacity training assessment forms for 7 modules</li> </ul>
Task 2.4	Training the Thai trainers	Feb 17, 2021	-	Thai partners	<ul style="list-style-type: none"> <li>Identified the 12 Thai trainers</li> </ul>	<ul style="list-style-type: none"> <li>A list of the Thai trainers</li> </ul>

\*\* if it is still ongoing, please put “-”.

## Activities to be carried out to achieve this outcome (before the end of the project)

Task No	Task Title	Start date	End date#	Place/ Partners involved	Description of the activity carried out	Specific and measurable indicators of achievement
Task 2.1	Designing an Industry 4.0 Competence Development Training Program	Feb 21	Aug 21	All partners	<ul style="list-style-type: none"> <li>Create syllabuses for the 10 training modules</li> <li>Prepare a curriculum for the program</li> <li>Submit the curriculum to QCMB and PEC</li> </ul>	<ul style="list-style-type: none"> <li>An official curriculum of an Industry 4.0 Competence Development Training Program</li> </ul>
Task 2.2	Developing innovative training materials	Apr 21	Dec 21	AIT, KKU, MIC, UPB, and UMinho	<ul style="list-style-type: none"> <li>Create training material for the 10 modules</li> </ul>	<ul style="list-style-type: none"> <li>Official training materials for the 10 modules</li> </ul>

Task 2.3	Developing a capacity training assessment	Feb 21	Apr 21	AIT, KKU, MIC, UPB, and UMinho	<ul style="list-style-type: none"> <li>Completing the assessment forms for 3 modules</li> </ul>	<ul style="list-style-type: none"> <li>A capacity training assessment form</li> </ul>
Task 2.4	Training the Thai trainers	Feb 21	Mar 23	All partners	<ul style="list-style-type: none"> <li>Train 12 Thai trainers</li> </ul>	<ul style="list-style-type: none"> <li>Completion of training sessions</li> </ul>
Task 2.5	Coaching the Thai trainers	Jun 21	May 23	All partners	<ul style="list-style-type: none"> <li>12 Thai trainers do assigned tasks</li> <li>Experts advise the Thai trainers</li> </ul>	<ul style="list-style-type: none"> <li>Completion of coaching sessions</li> </ul>
Task 2.6	Assessing the Thai trainers	Jul 21	Jun 23	All partners	<ul style="list-style-type: none"> <li>Assess the performance of the 12 Thai trainers</li> </ul>	<ul style="list-style-type: none"> <li>An assessment report on the performance of the 12 Thai trainers</li> </ul>
Task 2.7	Setting up an Innovative Teaching and Learning Center for Thailand Sustainable Smart Industry	Nov 22	Jun 23	All partners	<ul style="list-style-type: none"> <li>Establish the center</li> </ul>	<ul style="list-style-type: none"> <li>an Innovative Teaching and Learning Center for Thailand Sustainable Smart Industry</li> </ul>

# according to the proposal

## Corrective Actions \*\*

Task No	Task Title	Start date	End date*	Place/ Partners involved	Description of the activity carried out	Specific and measurable indicators of achievement
Task x.x					<ul style="list-style-type: none"> <li></li> </ul>	

\*\*Only when corrective actions are needed.

**Changes that have occurred in this result since the original proposal:**



## ERASMUS+ CBHE PROJECT

Reinforcing Non-University Sector at the Tertiary Level in Engineering  
and Technology to Support Thailand Sustainable Smart Industry

Co-funded by the  
Erasmus+ Programme  
of the European Union



A plan has been revised one time in Feb 21.

<b>Title and reference number of the workpackage (WP)</b>	WP3-Capacity training for non-university sector at tertiary level in Thailand	
<b>WPL:</b> Thanate Ratanawilai (PSU)	<b>Co-WPL:</b> Kanchaha Sethanan (KKU)	<b>Reporting period:</b> July 312021

<b>Indicators of achievement and or/performance as indicated in the project proposal</b>	<ul style="list-style-type: none"> <li>• The capacity training execution plan is ready by M4</li> <li>• Completion of the capacity training sessions by M31</li> <li>• Completion of the capacity coaching sessions by M33</li> <li>• An assessment report on the trained capacity by M35</li> </ul>
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**Status of Deliverables\***

Deliverable No	Deliverable Title	Status (Y/N/NA)					
		Preparing	Executing	Execution complete	Report to QCMB	Report to PEC	Officially Complete
Dev 3.1	A capacity training execution plan	Y	N	N	N	N	N
Dev 3.2	60 trained teaching staff from non-university sector at tertiary level	Y	N	N	N/A	N/A	N
Dev 3.3	An assessment report of trained teaching staff from non-university sector at tertiary level	N	N	N	N	N	N

\*Please list all deliverables of the WP.

**Activities carried out to date to achieve this result:**

Task No	Task Title	Start date	End date**	Place/ Partners involved	Description of the activity carried out	Specific and measurable indicators of achievement
Task 3.1	Developing capacity training execution plan	Feb 21	-	KKU, M U, and PSU	<ul style="list-style-type: none"> <li>Obtained an initial registration list of trainees and their interested modules from WP5</li> <li>Checked availability of registered trainees in the Southern region (the largest group according to the list) for attending the first module</li> <li>Explained about the training program to prospective trainees in the Central, Eastern, and Western region in the online information session</li> <li>Explained about the training program to prospective trainees in the Southern region in the online information session</li> </ul>	<ul style="list-style-type: none"> <li>A tentative list of trainees and their interested modules</li> </ul>
Task 3.2	Conducting capacity training on Industry 4.0 competence development	Apr 21	-	AIT, KKU, M U, and PSU	<ul style="list-style-type: none"> <li>Preparing for offering the first module in the South</li> </ul>	<ul style="list-style-type: none"> <li>A tentative plan for offering the first module in the South</li> </ul>

\*\* if it is still ongoing, please put "-".

**Activities to be carried out to achieve this outcome (before the end of the project)**

Task No	Task Title	Start date	End date#	Place/ Partners involved	Description of the activity carried out	Specific and measurable indicators of achievement
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Task 3.1	Developing capacity training execution plan	Feb 21	July 21	All partners	<ul style="list-style-type: none"> <li>Obtain a complete registration list of trainees and their interested modules, registered for 4 regions of Thailand from WP5</li> <li>Collect a name list of 12 Thai trainers for each module from WP2</li> <li>Create tentative schedules for training and coaching of the 10 modules for the 4 regions to form a capacity training execution plan (CTEP)</li> <li>Submit the CTEP to QCMB and PEC for approval</li> </ul>	<ul style="list-style-type: none"> <li>An official capacity training execution plan</li> </ul>
Task 3.2	Conducting capacity training on Industry 4.0 competence development	Apr 21	Sept 23	Thai partners	<ul style="list-style-type: none"> <li>Prepare for the implementation of the training sessions of CTEP in all 4 regions</li> <li>Conduct the training sessions for teaching staffs of non-university sector at tertiary level</li> <li>Assess the trainees after the completion of each training module</li> </ul>	<ul style="list-style-type: none"> <li>Completion of capacity training sessions</li> </ul>
Task 3.3	Coaching trained capacity	July 21	Oct 23	Thai partners	<ul style="list-style-type: none"> <li>Prepare for the implementation of the coaching sessions of CTEP in all 4 regions</li> <li>Conduct the coaching sessions for teaching staffs of non-university sector at tertiary level</li> <li>Assess the trainees after the completion of each coaching module</li> </ul>	<ul style="list-style-type: none"> <li>Completion of coaching sessions</li> </ul>
Task 3.4	Assessing trained capacity	July 21	Oct 23	EU partners and AIT	<ul style="list-style-type: none"> <li>Monitor the training and coaching activities</li> </ul>	<ul style="list-style-type: none"> <li>An assessment report on the performance of the trained teaching staff from non-university sector</li> </ul>



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					<ul style="list-style-type: none"><li>Assess the overall performance of the trainees after the completion of coaching sessions</li></ul>	
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# according to the proposal

### Corrective Actions \*\*

Task No	Task Title	Start date	End date*	Place/ Partners involved	Description of the activity carried out	Specific and measurable indicators of achievement

\*\*Only when corrective actions are needed.

### Changes that have occurred in this result since the original proposal:

A plan has been revised one time in March 21.

<b>Title and reference number of the workpackage (WP)</b>	WP4- Quality Monitoring and Control		
<b>WPL:</b> Andrei Szuder (UPB)	<b>Co-WPL:</b> Danaipong Chetchotsak (KKU)	<b>Reporting period:</b> April 30, 2021	

<b>Indicators of achievement and or/performance as indicated in the project proposal</b>	<ul style="list-style-type: none"> <li>• WP4-4.1 A quality control and monitoring system (M1)</li> <li>• WP4-4.2 Internal quality control and monitoring (on a regular basis until the end of the project)</li> <li>• WP4-4.3 External quality control and monitoring (M13 and M25)</li> <li>• WP4-4.4 External financial audit (M27)</li> </ul>
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**Status of Deliverables\***

Deliverable No	Deliverable Title	Status (Y/N/NA)					
		Preparing	Executing	Execution complete	Report to QCMB	Report to PEC	Officially Complete
4.1	Developing a quality control and monitoring system -	Y	Y	N	Y	Y	N
4.2	Internal quality control and monitoring (on a regular basis until the end of the project)	Y	Y	N	Y	N	N
4.3	External quality control and monitoring	N	N	N	N	N	N
4.4	External financial audit	N	N	N	N	N	N

\*Please list all deliverables of the WP.

**Activities carried out to date to achieve this result:**

Task No	Task Title	Start date	End date**	Place/ Partners involved	Description of the activity carried out	Specific and measurable indicators of achievement
4.1	Developing a quality control and monitoring system	Feb 1, 2021	-	All partners	<ul style="list-style-type: none"> <li>Developed a QCMP and supporting Quality Management System templates</li> <li>Reviewed and approved the contents of the QCMP by QCMB</li> <li>Revised the QCMP according to the project management flow given by PC., approved Project Proposal and the ReCap 4.0 Erasmus Projects Overview.</li> <li>Submitted to PC for approval.</li> <li>Revised QCMP per PEC comments</li> </ul>	<ul style="list-style-type: none"> <li>A revised version of QCMP and related Quality Management System templates available on the ReCap4.0 Project Portal: <a href="https://docs.google.com/document/d/10U_uJQALy6WR_pTQtIPWpyM8oQvIQ9U3/edit?usp=sharing&amp;ouid=103022797274255782766&amp;rtpof=true&amp;sd=true">https://docs.google.com/document/d/10U_uJQALy6WR_pTQtIPWpyM8oQvIQ9U3/edit?usp=sharing&amp;ouid=103022797274255782766&amp;rtpof=true&amp;sd=true</a></li> <li>The Quality Management System templates drafts are available on the ReCap4.0 Project Portal: <a href="https://drive.google.com/drive/u/0/folders/1ot-4rojBGw6VC0zkBQmouevagg12M-JHg">https://drive.google.com/drive/u/0/folders/1ot-4rojBGw6VC0zkBQmouevagg12M-JHg</a></li> </ul>
4.2	Implementing the internal quality control and monitoring of the project	Mar 11, 2021	-	All partners	<ul style="list-style-type: none"> <li>Updated data of the task deadlines, responsible and the current stage of WP's in the Quality Control and Monitoring Template</li> <li>Reviewed and approved the contents of deliverable, "WP1-1.1 A capacity assessment execution plan"</li> </ul>	<ul style="list-style-type: none"> <li>The quality monitoring report is available on the ReCap4.0 Project Portal: <a href="https://docs.google.com/document/d/14Jc3sVm_MHS4yuaICTWUlgY5xU53sAj/edit">https://docs.google.com/document/d/14Jc3sVm_MHS4yuaICTWUlgY5xU53sAj/edit</a></li> <li>Consolidated Quality Control and Monitoring Report (QCMR): <a href="https://docs.google.com/document/d/1fvlaIUpEFdeW7cngfOGx8K29BLkel">https://docs.google.com/document/d/1fvlaIUpEFdeW7cngfOGx8K29BLkel</a></li> </ul>

					<ul style="list-style-type: none"> <li>Reviewed and approved the contents of deliverable, “WP5-5.1 A Dissemination, Exploitation and Sustainable plan (DESP)”</li> <li>Reviewed and approved the contents of deliverable, “WP4-4.1 A quality control and monitoring system.”</li> <li>Set up QCMB tasks for the end of the first 6 months of the ReCap 4.0 project monitoring activities and adapting the necessary templates. Data collection and work for drafting the second consolidated QCMR- Quality Control and Monitoring Report</li> <li></li> </ul>	<p><a href="https://mdm.edit.usp/sharing&amp;ouid=103022797274255782766&amp;rtpof=true&amp;sd=true">MDM/edit?usp=sharing&amp;ouid=103022797274255782766&amp;rtpof=true&amp;sd=true</a></p> <ul style="list-style-type: none"> <li>The consolidated reviewed report (The consolidated deliverable evaluation template) for the deliverable WP1-1.1</li> <li>The consolidated reviewed report (The consolidated deliverable evaluation template) for the deliverable WP5-5.1</li> <li>The consolidated reviewed report (The consolidated deliverable evaluation template) for the deliverable WP4-4.1 and Revised QCMP per PEC comments.</li> <li>Tasks, templates and QCMR reports.</li> </ul>
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\*\* if it is still ongoing, please put “-”.

**Activities to be carried out to achieve this outcome (before the end of the project)**

Task No	Task Title	Start date	End date#	Place/ Partners involved	Description of the activity carried out	Specific and measurable indicators of achievement
4.1	Developing a quality control and monitoring system	Nov 2020	Dec 2020	All partners	<ul style="list-style-type: none"> <li>Waiting for PEC approval after revision.</li> </ul>	<ul style="list-style-type: none"> <li>The official QCMP and related Quality Management System templates will be available on the ReCap4.0 Project Portal.</li> </ul>
4.2	Implementing the internal quality control and monitoring of the project	Dec 2020	Nov 2023	All partners	<ul style="list-style-type: none"> <li>Monitor the project activities</li> <li>Execute quality control of all deliverables according to the proposal until the end of the project.</li> </ul>	<ul style="list-style-type: none"> <li>Updated quality monitoring report as Link to the file: <a href="https://drive.google.com/file/d/1GPIrI38xVJvM1GsC62I6_vhhz3HVvDV/view?usp=sharing">https://drive.google.com/file/d/1GPIrI38xVJvM1GsC62I6_vhhz3HVvDV/view?usp=sharing</a></li> <li>Consolidated report of QCMB using Deliverable Evaluation Template</li> </ul>
4.3	Inviting independent external evaluation of the project results	Nov 2021	Nov 2023	All partners and External evaluator	<ul style="list-style-type: none"> <li>Prepare a process for selection of an external evaluator</li> <li>Contact candidates for information (if necessary)</li> <li>Select the external evaluator</li> <li>Submit the selection to PEC for approval</li> <li>Contact the external evaluator</li> <li>Draft a contract between the external evaluator and the project</li> <li>Facilitate the external evaluation process</li> </ul>	<ul style="list-style-type: none"> <li>Midway external quality control and monitoring report.</li> <li>Final external quality control and monitoring report.</li> </ul>
4.4	Inviting independent external financial audit	Jan 2023	Nov 2023	All partners and	<ul style="list-style-type: none"> <li>Prepare a process for selection of an external auditor</li> <li>Contact candidates for proposals</li> </ul>	<ul style="list-style-type: none"> <li>External financial audit report.</li> </ul>

				External auditor	<ul style="list-style-type: none"> <li>• Conduct a process to select an external financial auditor</li> <li>• Contact the external financial auditor</li> <li>• Draft a contract between the external financial auditor and the project</li> <li>• Facilitate the external financial audit process</li> </ul>	
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# according to the proposal

## Corrective Actions \*\*

Task No	Task Title	Start date	End date*	Place/ Partners involved	Description of the activity carried out	Specific and measurable indicators of achievement
n/a	n/a				•	

\*\*Only when corrective actions are needed.

## Changes that have occurred in this result since the original proposal:

For WP4 a revision was proposed compared to the initial plan. WP 4. Task 4.1 Quality Control and Monitoring System, start date. 4.1 -Feb 1, 2021and closing date June 30, 2021

<b>Title and reference number of the workpackage (WP)</b>	WP5-Dissemination and Exploitation of Project Results	
<b>WPL:</b> Tuangyot Supeekit (MU)	<b>Co-WPL:</b> Pisut Koomsap (AIT)	<b>Reporting period:</b> April 30, 2021

<b>Indicators of achievement and or/performance as indicated in the project proposal</b>	<ul style="list-style-type: none"> <li>• Dissemination, Exploitation and Sustainable plan is prepared by M1.</li> <li>• A project website is created and publicly available from M1.</li> <li>• Online registration form for trainees is created by M2.</li> <li>• A complete list of registered trainees from Rajabhat Universities is finalised by M4.</li> <li>• Dissemination materials will be available from M1.</li> <li>• Availability of publications regarding project outputs in professional journals, conference proceedings and social media from M18.</li> <li>• Training centres and training networks with 80 members are established by M36.</li> <li>• Public seminars are organised at the beginning of project years; M1, M13, M24.</li> <li>• Final conference with project presentation from partners is arranged in M35.</li> </ul>
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**Status of Deliverables\***

Deliverable No	Deliverable Title	Status (Y/N/NA)					
		Preparing	Executing	Execution complete	Report to QCMB	Report to PEC	Officially Complete
Dev5.1	A Dissemination, Exploitation and Sustainable plan (DESP)	Y	Y	N	Y	N	N
Dev5.2	A project website	Y	Y	N	N	N	N
Dev5.3	A list of registered trainees from the non-university sector at tertiary level in Thailand	Y	Y	N	NA	NA	N
Dev5.4	Dissemination materials	Y	Y	N	N	N	N

Deliverable No	Deliverable Title	Status (Y/N/NA)					
		Preparing	Executing	Execution complete	Report to QCMB	Report to PEC	Officially Complete
Dev5.5	Publications in professional journals, newspapers, magazines, brochures and social media	N	N	N	N	N	N
Dev5.6	A list of the members of the Innovative Teaching and Learning Centre for Thailand Sustainable Smart Industry	Y	N	N	NA	NA	N
Dev5.7	Dissemination events	Y	Y	N	NA	NA	N
Dev5.8	A dissemination-sustainability conference	N	N	N	NA	NA	N

\*Please list all deliverables of the WP.

## Activities carried out to date to achieve this result:

Task No	Task Title	Start date	End date**	Place/ Partners involved	Description of the activity carried out	Specific and measurable indicators of achievement
Task 5.1	Development of a Dissemination, Exploitation and Sustainable plan	Apr 23, 2021	-	MU, AIT	<ul style="list-style-type: none"> <li>Discussed about activities</li> <li>Drafted a DESP</li> <li>Reviewed the plan</li> <li>Submitted the DESP to QCMB</li> <li>Revising the DESP according to QCMB's feedback</li> </ul>	<ul style="list-style-type: none"> <li>A DESP for QCMB approval</li> </ul>

Task No	Task Title	Start date	End date**	Place/ Partners involved	Description of the activity carried out	Specific and measurable indicators of achievement
Task 5.2	Creating a project website and maintaining it throughout the project lifetime to support the dissemination strategy, and communication and collaboration among partners	Jan 12, 2021	-	AIT	<ul style="list-style-type: none"> <li>Designed, created and launched both the project website and Member Space (internal website for the project's members)</li> <li>Transformed MSIE 4.0 Facebook to ReCap 4.0 Facebook and keeping it up to date with the activities of ReCap 4.0</li> <li>Created a YouTube Channel for ReCap 4.0</li> <li>Updating contents to keep these communication channels up to date.</li> <li>Updating the website with short articles about Industry 4.0 and EU consortium partners</li> </ul>	<ul style="list-style-type: none"> <li>The project website: <a href="http://recap4.ait.ac.th/">http://recap4.ait.ac.th/</a></li> <li>Member Space: <a href="https://sites.google.com/ait.asia/resource-for-recap-4-0/home">https://sites.google.com/ait.asia/resource-for-recap-4-0/home</a></li> <li>Facebook: <a href="https://www.facebook.com/ReCap4Thailand">https://www.facebook.com/ReCap4Thailand</a></li> <li>YouTube Channel: <a href="https://www.youtube.com/channel/UCrp2CJHgMiLy8QK8cbHRdxw">https://www.youtube.com/channel/UCrp2CJHgMiLy8QK8cbHRdxw</a></li> </ul>
Task 5.3	Inviting non-university sector to participate in the training program and preparing for online training registration	Dec 22, 2020	-	AIT, PSU	<ul style="list-style-type: none"> <li>Visited Nakorn Pathom Rajabhat University in December 2020 to introduce the project to the administration of the Faculty of Science and Technology and invite them to send their faculty members to participate in the competence development training program</li> <li>Attended the 31st meeting of the Council of the Industrial Technology</li> </ul>	<ul style="list-style-type: none"> <li>The 31st meeting of the Council of the Industrial Technology Deans of Rajabhat Universities <a href="http://recap4.ait.ac.th/recap-4-0-attended-the-31st-meeting-of-the-council-of-the-industrial-technology-deans-of-rajabhat-universities/">http://recap4.ait.ac.th/recap-4-0-attended-the-31st-meeting-of-the-council-of-the-industrial-technology-deans-of-rajabhat-universities/</a></li> <li>Rajabhat visits</li> </ul>

Task No	Task Title	Start date	End date**	Place/ Partners involved	Description of the activity carried out	Specific and measurable indicators of achievement
					<p>Deans of Rajabhat Universities in March 2021 to introduce the project and invite them to send their faculty members to participate in the training program</p> <ul style="list-style-type: none"> <li>Visited Nakorn Si Thammarat Rajabhat University, Songkla Rajabhat University and Suratthani Rajabhat University to introduce the project to the faculty members of the Faculty of Industrial Technology and the Faculty of Science and Technology and invite them to participate in the training program</li> <li>Created an online registration for the teaching staff to register for training</li> <li>Monitoring, responding, and updating the registration</li> <li>Organized two meetings and presented the ReCap 4.0 Competence Development program to trainees in the Central and Southern regions. The activity has been on hold for the other two regions due to the third wave of the COVID-19 pandemic.</li> <li>Prepared and sent official invitation letters to 36 trainees in the Central region and 12 trainees in the Southern region</li> </ul>	<p><a href="http://recap4.ait.ac.th/recap-4-0-was-introduced-to-industrial-technology-faculty-members-at-nakhon-si-thammarat-rajabhat-university/">http://recap4.ait.ac.th/recap-4-0-was-introduced-to-industrial-technology-faculty-members-at-nakhon-si-thammarat-rajabhat-university/</a></p> <p><a href="http://recap4.ait.ac.th/recap-4-0-is-introduced-to-industrial-technology-faculty-members-at-songkla-rajabhat-university/">http://recap4.ait.ac.th/recap-4-0-is-introduced-to-industrial-technology-faculty-members-at-songkla-rajabhat-university/</a></p> <p><a href="http://recap4.ait.ac.th/recap-4-0-is-introduced-to-industrial-technology-faculty-members-at-suratthani-rajabhat-university/">http://recap4.ait.ac.th/recap-4-0-is-introduced-to-industrial-technology-faculty-members-at-suratthani-rajabhat-university/</a></p> <ul style="list-style-type: none"> <li>Online registration form available via the project website <a href="https://sites.google.com/ait.asia/recap4-join-us/%E0%B8%AB%E0%B8%99%E0%B8%B2%E0%B8%AB%E0%B8%A5%E0%B8%81?fbclid=IwAR2Qe3-Pl4by8Wv2dVE-UzdQ5xJOSs8XVbotmK_zg4m4CNJtEcBOKTGFXyE">https://sites.google.com/ait.asia/recap4-join-us/%E0%B8%AB%E0%B8%99%E0%B8%B2%E0%B8%AB%E0%B8%A5%E0%B8%81?fbclid=IwAR2Qe3-Pl4by8Wv2dVE-UzdQ5xJOSs8XVbotmK_zg4m4CNJtEcBOKTGFXyE</a></li> </ul>

Task No	Task Title	Start date	End date**	Place/ Partners involved	Description of the activity carried out	Specific and measurable indicators of achievement
					<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li>Information Session for Central Region <a href="http://recap4.ait.ac.th/information-session-for-central-region/">http://recap4.ait.ac.th/information-session-for-central-region/</a></li> <li>Tentative lists of trainees from Rajabhat universities (150 trainees as of 15 June 21 for initial registration)</li> <li>36 confirmed trainees in the Central region</li> <li>12 confirmed trainees in the Southern region</li> <li></li> </ul>
Task 5.4	Production of dissemination materials	Jan 12, 2021	-	AIT, MIC	<ul style="list-style-type: none"> <li>Created a poster and distributed to WP5 members for dissemination and post on their universities' websites.</li> <li>Created a flyer and distributed to visited Rajabhat Universities</li> <li>Created contents about the project's activities for the project website, Facebook and YouTube Channel</li> <li>Created a project introduction video</li> <li>Creating the first issue of E-newsletter</li> <li></li> </ul>	<ul style="list-style-type: none"> <li>A poster published in Production Engineering Archive Journal (April 2021)</li> <li>A flyer (same format as poster)</li> <li>Contents on the project website, Facebook and YouTube Channel</li> <li>A VDO clip to be introduced after the COVID situation is alleviated.</li> <li>A draft of E-newsletter issue1</li> </ul>

Task No	Task Title	Start date	End date**	Place/ Partners involved	Description of the activity carried out	Specific and measurable indicators of achievement
Task 5.5	Publications in professional journals, newspapers, magazines, brochures and social media	Apr 15, 2021		MIC, AIT	<ul style="list-style-type: none"> <li>introduced the project on the university website (MIC), and local newspapers</li> <li>Delivered a presentation at 15<sup>th</sup> International Conference Quality Production Improvement – QPI 2021</li> <li></li> </ul>	<ul style="list-style-type: none"> <li>Project introduction in local newspapers in Limerick available at <a href="http://recap4.ait.ac.th/recap-4-0-appears-in-news/">http://recap4.ait.ac.th/recap-4-0-appears-in-news/</a></li> <li>Project presentation at QPI conference <a href="http://recap4.ait.ac.th/recap-4-0-consortium-delivered-a-presentation-at-qpi-2021/">http://recap4.ait.ac.th/recap-4-0-consortium-delivered-a-presentation-at-qpi-2021/</a></li> </ul>
Task 5.7	Organizing dissemination events with relevant stakeholders	Mar 1, 2021	-	AIT, MU	<ul style="list-style-type: none"> <li>Contacted speakers and arranged the first dissemination event in March 2021 “Strengthening Rajabhat University, Local Driving Mechanism, to Support Sustainable Growth of Thailand</li> </ul>	<ul style="list-style-type: none"> <li>The first dissemination event (Online) <a href="https://youtu.be/g4gU5GZU8EM">https://youtu.be/g4gU5GZU8EM</a></li> </ul>

\*\* if it is still ongoing, please put “-”.

## Activities to be carried out to achieve this outcome (before the end of the project)

Task No	Task Title	Start date	End date**	Place/ Partners involved	Description of the activity carried out	Specific and measurable indicators of achievement
Task 5.1	Development of a Dissemination, Exploitation and Sustainable plan	Nov 2020	Dec 2020	All partners	<ul style="list-style-type: none"> <li>Complete DESP</li> <li>Submit DESP to QCMB and PEC for approval</li> </ul>	<ul style="list-style-type: none"> <li>An official DESP</li> </ul>

Task No	Task Title	Start date	End date**	Place/ Partners involved	Description of the activity carried out	Specific and measurable indicators of achievement
Task 5.2	Creating a project website and maintaining it throughout the project lifetime to support the dissemination strategy, and communication and collaboration among partners	Nov 2020	Nov 2023	AIT and MU	<ul style="list-style-type: none"> <li>Keep the website, Facebook as well as YouTube regarding activities and results up to date</li> </ul>	<ul style="list-style-type: none"> <li>Up to date project website, Facebook and YouTube</li> </ul>
Task 5.3	Inviting non-university sector to participate in the training program and preparing for online training registration	Nov 2020	Feb 2021	AIT and all Thai partners	<ul style="list-style-type: none"> <li>Contact the administration and teaching staff of the non-university sector at tertiary education level in Thailand to introduce the Industry 4.0 competence development training program</li> <li>Invite teaching staff to participate in the training program</li> <li>Short list the registered trainees and submit to WP3 leader.</li> </ul>	<ul style="list-style-type: none"> <li>A list of registered trainees</li> </ul>
Task 5.4	Production of dissemination materials	Jan 2021	Nov 2023	All the members	<ul style="list-style-type: none"> <li>Create promotional materials.</li> <li>Create contents for the website, Facebook and YouTube</li> <li>Issue newsletter twice a year providing key project results, information regarding the project process and the training sessions as main messages</li> </ul>	<ul style="list-style-type: none"> <li>Poster</li> <li>Leaflet</li> <li>Newsletters (Half-yearly)</li> </ul>
Task 5.5	Publications in professional journals, newspapers, magazines,	Apr 2022	Oct 2023	All the partners	<ul style="list-style-type: none"> <li>Disseminate project outputs achieved at each stage of the project in relevant professional journals, conference</li> </ul>	<ul style="list-style-type: none"> <li>Publications regarding project outputs get published in professional</li> </ul>

Task No	Task Title	Start date	End date**	Place/ Partners involved	Description of the activity carried out	Specific and measurable indicators of achievement
	brochures and social media				proceedings, newspapers, magazines, and social media • Review the task every 6 months	journals, conference proceedings and social media.
Task 5.6	Setting up training network among the members of partner universities and of associated partners	Apr 2023	Oct 2023	All the partners	• Setup training network among the members and associated partners • Share information about the activities of the center	• A list of the members of the training center
Task 5.7	Organizing dissemination events with relevant stakeholders	Nov 2020	Sep 2023	All the partners	• Organise dissemination events such as public seminar and info days to disseminate key results of some work packages/ training programmes	• Public seminars
Task 5.8	Organizing the final dissemination-sustainability conference	Jul 2023	Sep 2023	All the partners	• Organise a conference • Present project results, achievements, and sustainability measures	• A conference • Project presentation

# according to the proposal

## Corrective Actions \*\*

Task No	Task Title	Start date	End date*	Place/ Partners involved	Description of the activity carried out	Specific and measurable indicators of achievement
					•	

\*\*Only when corrective actions are needed.



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### Changes that have occurred in this result since the original proposal:

- The WP5 plan has been revised once in Mar 2021.



<b>Title and reference number of the workpackage (WP)</b>	WP6- Project Management	
<b>WPL: Pisut Koomsap (AIT)</b>	<b>Co-WPL:</b>	<b>Reporting period: July 31, 2021</b>

<b>Indicators of achievement and or/performance as indicated in the project proposal</b>	<ul style="list-style-type: none"> <li>• Approved PMCP by PEC by M1</li> <li>• 7 PEC meetings are organized and decisions are implemented</li> <li>• Project is implemented according to the plan. Efficient and successful project and financial management by M36</li> <li>• Submission of midterm progress report by M18 and final report by M3</li> </ul>
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## Status of Deliverables\*

Deliverable No	Deliverable Title	Status (Y/N/NA)					
		Preparing	Executing	Execution complete	Report to QCMB	Report to PEC	Officially Complete
Dev 6.1	Project management and communication plan	Y	Y	N	N/A	N	N
Dev 6.2	Kick-off and regular consortium meetings	Y	Y	N	N/A	Y	N
Dev 6.3	Documents on daily project administration and coordination	Y	Y	N	N/A	N/A	N
Dev 6.4	Midterm progress and final reports for the project	N	N	N	N/A	N	N

\*Please list all deliverables of the WP.

**Activities carried out to date to achieve this result:**

Task No	Task Title	Start date	End date**	Place/ Partners involved	Description of the activity carried out	Specific and measurable indicators of achievement
Task 6.1	Finalizing management structure	Nov 20	-	All partners	<ul style="list-style-type: none"> <li>Processed a request to change consortium members</li> <li>Established Project Executive Committee (PEC)</li> <li>Prepared 7 bilateral partnership agreements (PAs) between AIT and other seven partners</li> <li>Sent the PAs to all partners to review and sign</li> <li>Structured MSIE 4.0 consortium</li> <li>Identified roles and responsibilities of members</li> <li>Created project management flow</li> <li>Revised workplan for entire project after the kick-off meeting on February 2021</li> <li>Established project financial management</li> <li>Established internal communication channels</li> <li>Created document templates for managing the project</li> <li>Developing Project Management and Communication Plan (PMCP)</li> </ul>	<ul style="list-style-type: none"> <li>Official approval from EACEA on changing of consortium members</li> <li>PEC and QCMB</li> <li>6 completely signed PAs</li> <li>PA between UMinho and AIT had been received from UMinho on July 24. It was at AIT president's office for signature.</li> </ul>
Task 6.2	Organizing kick-off and regular meetings	Feb 21	-	All partners	<ul style="list-style-type: none"> <li>Organized online PEC meeting</li> </ul>	<ul style="list-style-type: none"> <li>PEC Meeting Minutes</li> </ul>

Task 6.3	Monitoring and controlling the project	Nov 20	-	All partners	<ul style="list-style-type: none"> <li>Organized online general meeting</li> <li>Followed up with WP leaders on the progress of the project</li> <li>Reminded the WPLs for submission of WP quarterly reports</li> <li>Meeting with WP leaders</li> <li>Reviewed and gave feedback on QCMP</li> <li></li> </ul>	<ul style="list-style-type: none"> <li>Project Quarterly Report for April 30, 2021</li> <li>Project Quarterly report for July 2021</li> <li>WP meeting Minutes</li> <li>Feedback to QC Chair for the revision of QCMP</li> <li></li> </ul>
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\*\* if it is still ongoing, please put “-”.

## Activities to be carried out to achieve this outcome (before the end of the project)

Task No	Task Title	Start date	End date#	Place/ Partners involved	Description of the activity carried out	Specific and measurable indicators of achievement
Task 6.1	Finalizing management structure	Nov 20	Nov 20	All partners	<ul style="list-style-type: none"> <li>Complete the remaining PA and submit to EACEA</li> <li>Complete PMCP</li> </ul>	<ul style="list-style-type: none"> <li>Submission of all PAs to EACEA</li> <li>An official PMCP</li> </ul>
Task 6.2	Organizing kick-off and regular meetings	Feb 21	Sep 23	All partners	<ul style="list-style-type: none"> <li>Organize 6 regular meetings</li> </ul>	<ul style="list-style-type: none"> <li>Remaining 6 meetings are organized</li> </ul>
Task 6.3	Monitoring and controlling the project	Nov 20	Nov 23	All partners	<ul style="list-style-type: none"> <li>Monitor, assess and give feedback to related WPLs on the progress of tasks under their supervisions</li> <li>Review and give feedback on financial statement and related financial documents to the partner leaders.</li> </ul>	<ul style="list-style-type: none"> <li>WP Quarterly reports</li> </ul>

					<ul style="list-style-type: none"> <li>Remind the WPLs and partner leaders for submission of WP monthly reports and financial statements respectively</li> <li>Make final reviews of the remaining project outcomes approved by QCMB</li> <li>Update PMCP if it is necessary</li> <li>Upload official reports approved by PEC and financial documents passed the screen of PC on the website</li> </ul>	
Task 6.4	Closing project	Aug 23	Nov 23	All partners	<ul style="list-style-type: none"> <li>Collect all documents</li> <li>Prepare a draft of the final report</li> <li>Review and finalize the report</li> <li>Submit the final report</li> </ul>	<ul style="list-style-type: none"> <li>Submission of final report</li> </ul>

# according to the proposal

## Corrective Actions \*\*

Task No	Task Title	Start date	End date*	Place/ Partners involved	Description of the activity carried out	Specific and measurable indicators of achievement
Task x.x					•	

\*\*Only when corrective actions are needed.

**Changes that have occurred in this result since the original proposal:**



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A plan has been revised one time.



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