

## Minutes on the kick-off meeting of BUGI project

<b>Project Acronym:</b>	<b>BUGI</b>
<b>Project Full Title:</b>	<b>Western Balkans Urban Agriculture Initiative</b>
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v.01	01/06/2018	First draft version	Petar Glamočlija (UNSA)
v.02	04/06/2018	Final version	Petar Glamočlija (UNSA)

### LIST OF ABBREVIATIONS

SC	Steering Committee
QAC	Quality Assurance Committee
EACEA	Education, Audiovisual and Culture Executive Agency
GA	Grant Agreement
PA	Partnership Agreement
WP	Work package
UNSA	University of Sarajevo
UNMO	University "Džemal Bijedić" of Mostar
UDG	University Donja Gorica
UP	University of Prishtina
UXZ	University "Haxhi Zeka" of Peja
UNIBO	University of Bologna
SWUAS	South Westphalia University of Applied Sciences

## Purpose, objectives and elements of the meeting

The first meeting of the partners within the BUGI Erasmus Plus project was organized at the University of Bologna in Bologna on May 24. The objectives of the kick-off meeting were:

- to report on BUGI Project results according to Project Management Procedures,
- to evaluate BUGI Project results,
- to discuss into details activities for the next six months.

The Sc and QAC meeting was organized as full one-day event.

### 1.1. The list of attendees

Fifteen representatives from 7 partner institutions were present at the meeting. Representatives from University Dzemal Bijedic of Mostar could not participate at the event. The list of attendees is presented below.

**Table 1: List of attendees at the BUGI kick-off meeting**

Partner	Name	E-mail
P1 UNSA	Prof. Pakeza Drkenda, PhD	p.drkenda@ppf.unsa.ba
P1 UNSA	Petar Glamočlija, MSc	p.glamoclija@ppf.unsa.ba
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P4 UP	Prof. Hysen Bytyqi, PhD	hysen.bytyqi@uni-pr.edu
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## 1.2. Agenda

08.30 – 09.00 Registration

09.00 – 09.15 Welcome speech

09.15 – 10.00 Report for the done and further activities from WP1

10.00 – 10.30 Project partner activities – presentations (5 minutes each)

10.30 – 10.45 Coffee break

10.45 – 11.15 Report for the done and further activities from WP5 + Dissemination Strategy

11.15 – 11.45 Report for the done and further activities from WP6 + Project management procedures

11.45 – 12.30 Equipment purchase procedures

12.30 – 13.15 Discussion on WP1, WP4, WP5

13.15 – 14.30 Lunch break

14.30 – 14.50 Report for the done and further activities from WP4 + Quality Plan

14.50 – 15.10 WP2 activities and further plans

15.10 – 15.30 WP3 activities and further plans

15.30 – 16.00 Next activities and dynamical plan

16.00 – 16.30 Final discussion and closing the meeting

## Meeting Minutes

### 2.1. Welcome

Welcome speeches were given by Francesco Orisni (UNIBO) on behalf of the host, University of Bologna and by Pakeza Drkenda-Project Coordinator (UNSA).

Project Coordinator reported to SC and QAC members on project administration work done in past six months including EACE approved changes in:

- budget allocation,
- study visits organization,
- equipment purchase, and
- Partnership Agreement.

After welcome speeches, new participants introduce themselves to SC and QAC members:

- Svenja Pokorny, UNIBO
- Rozalija Cvejić, UL
- Špela Železnikar, UL
- Adnan Kafedžić, UNSA

### 2.2. Report for the done and further activities from WP1

WP1 Leader Bernd Polling (SWUAS) presented WP1 work done during the project lifetime including workloads and timetables. It is concluded that WP1 work is not delivered on time and some reports are missing or incomplete.

After discussion, SC proposed changes in WP1 Working Groups members in order to improve communication as well as to ensure quality and timely deliverance:

- Business and networking (MNE team) - Jovana Drobnjak (UDG) and Vesna Maraš (UDG) to be added in to the team.
- Business and networking (XK team) - Iliriana Miftari (UP) to be added in to the team.
- Agriculture and food processing (BiH team) - Petar Glamočlija (UNSA) to added in to the team
- Agriculture and food processing (MNE team) - Jovana Drobnjak (UDG) and Vladan Božović (UDG) to be added in to the team.

- Agriculture and food processing (XK team) - Afrim Hamiti (UP) to be added in to the team.
- Urban planning, ecology, energy efficiency (EU team) – Špela Železnikar (UL) to take over group lead.
- Urban planning, ecology, energy efficiency (MNE team) - Vladan Božović (UDG) and Jovana Drobniak (UDG) to be added in to the team.

For reports of deliverables, reporting template will be developed by WP1 leader to ensure uniformity and consistence of report structure along with WP1 survey results template.

SC agreed on following deadlines:

03.06.2018. – Consumer preference survey questioner development.

15.06.2018. - Farmers, Public authorities, NGOs, Enterprises and Consumer preference surveys results.

30.06.2018. – Desktop research reports.

### **2.3. Report for the done and further activities from WP3**

Rozalija Cvejić (UL) presented WP3 deliverables and roles of partners within. Study visits were further discussed within WP3 work. Study visit to Slovenia (Ljubljana), planed from 18.06.2018. to 22.06.2018., program, plan, schedule and typology were presented and discussed.

Bernd Polling (SWUAS) presented an outline for 1<sup>st</sup> study visit to Germany. SC decided to schedule study visit from 17.07.2018. to 21.07.2018.

2<sup>nd</sup> study visit to Italy is planned for middle October. Deadline to propose program for Slovenia and Germany is 01.07.2018.

### **2.4. Report for the done and further activities from WP4**

Svenja Pokorny (UNIBO) presented BUGI Project Quality Plan highlighting expected and project claimed deliverables in the form of number of curricula delivered, number students, staff and out-side HEI individuals trained. Participants discussed differences in accreditation procedures in partner countries where it is concluded that for Kosovo and Montenegro curricula accreditation procedures are time-consuming and should be started as soon as possible.

Study visit in Bologna evaluation survey report was presented and discussed. With the respect to good evaluation results, improvements in study visits organizations were proposed:

- To include type of each case study planned to be visited according to proposed typology-social, environmental or business oriented.
- To list of expected costs per participant.
- To develop online registration form including contact information to enhance communication during study visit.

## 2.5. Report for the done and further activities from WP5

Petar Glamočlija (UNSA) presented WP5 outline and deliverables including project planed timelines. Project website as well as project Facebook page was presented. Report based on Facebook analytics was used to analyze online audience, reach, demographic and similar statistics. It was concluded that further engagement from all project partners is needed to enhance project visibility and the use of project produced online tools. Project developed promotional materials – informative pamphlet in WB partner countries languages was presented. Upcoming green entrepreneurship software and portal, info days and scientific contribution were discussed. It was concluded that Project partners need to prepare timely for info days, using available budget. Additional work and planning is need, especially using social medias, to plan and deliver green entrepreneurship software and portal. For scientific contribution, it was decided that WP1 results will be published by the end of the year 2018.

Further plans to develop Project website were discussed including ways to disseminate Project results to international UA community as well as to engage wider audience.

## 2.6. Equipment purchase

Petar Glamočlija (UNSA) presented equipment purchase plane for 2018. according to partners, type and allocated budget. SC was informed about decision to postponed computers, IoT sensors and textbooks for second money installment. Types of LOTs in tender procedure were presented with the aim to enhance legal and practical procedures. Using BiH as a case study, estimated prices, availability and other issues (security, legal permits, etc) for specific items was discussed. It is agreed that each WB Project country will purchase equipment individually, according to each country legislations and Grant Agreement. It is essential to ensure that each partner will purchase best value equipment primarily for curriculum implementation. EU partners, as peer review, will provide assistance to ensure quality of equipment. Since initial



plan (Kick-off meeting) to start legal procedure within 6 months was not realized, special and urgent steps are needed to enhance equipment purchase procedures.

## 2.7. Report for the done and further activities from WP2

Francesco Orsini (UNIBO) presented WP2 outline and deliverables. After discussion, SC decided that:

- BUGI curriculum should be based on Urban Green Train (Erasmus + project) outcomes,
- BUGI Project proposed working groups in WP2 should be same as WP1 groups, new group for ICT technologies should be created,
- Each WP partner should be responsible for management and lead in WP2 working groups:

Introduction to UA – UNSA

Food production systems – UP

UA Entrepreneurship – UHZ

Urban planning and resources – UNMO

Use of technologies and ICT in UA – UDG

Furthermore each WP partner will propose one person responsible for management and communication with WP2 working groups. Deadline for nomination is 31.5.2018.

First curriculum draft will be delivered 10.06.2018. for review, while curriculum draft will be delivered at 17.06.2018.

In order to meet Project proposed outputs and enhance curriculum accreditation following deadlines for curriculum development are set:

20 ECTS – 31.07.2018

40 ECTS – 15.09.2018.

60 ECTS – 05.11.2018

For Learning Projects Design Guide for Teachers Report, each partner will describe 2 examples/case studies used for Problem Based Learning (PBL) in UA by 15.06.2018., while final report is expected by 31.07.2018.

For Skills and Competence Evaluation Guide Report, beside WP1 surveys results mapped skills and competences, each WB partner should perform desktop research according to guidelines proposed by UNSA



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## 2.8. Final Discussion and Conclusions

SC has decided that next SC meeting will be organized in Pristine between 5<sup>th</sup> and 9<sup>th</sup> of November 2018. Final date as well as Agenda will be agreed timely.