

## Minutes on the fourth meeting of BUGI project

<b>Project Acronym:</b>	<b>BUGI</b>
<b>Project Full Title:</b>	<b>Western Balkans Urban Agriculture Initiative</b>
<b>Project No.:</b>	<b>586304-EPP-1-2017-BA-EPPKA2-CBHE-JP</b>
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<b>Coordinator:</b>	<b>University of Sarajevo</b>
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### VERSIONING AND CONTRIBUTION HISTORY

Version	Date	Revision Description	Partner responsible
v.01	01/11/2018	First draft version	Adnan Kafedžić (UNSA)
v.02	23.11.2020	Final	Prof. dr Pakeza Drkenda

### 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 fourth meeting of the partners within the BUGI Erasmus Plus project was organized in Berlin by South Westphalia University on November, 01 2019. The objectives of the fourth 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

**Table 1: List of attendees at the BUGI fourth meeting**

Partner	Name	E-mail
P1 UNSA	Prof. Dr. Pakeza Drkenda	p.drkenda@ppf.unsa.ba
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P1 UNSA	Adnan Kafedžić	adnan.k@unsa.ba
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P3 UDG	Jovanović	
P3 UDG	Jovana Drobnjak	jovana.drobnjak@udg.edu.me
P4 UP	Prof. Mentor Thaqi, PhD	mentor.thaqi@uni-pr.edu
P4 UP	Prof. Hysen Bytyqi, PhD	hysen.bytyqi@uni-pr.edu
P4 UP	Prof. Skender Kaciu, PhD	skender.kaciu@uni-pr.edu
P5 UHZ	Asist. Prof. Nexhdet Shala	nexhdet.shala@unhz.eu
P5 UHZ	Hajrija Škrijelj	sajrija.skrijelj@unhz.eu
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P6 UNIBO	Prof. Pier Giacomo Sola, PhD	piergiacomo.sola2@unibo.it
P6 UNIBO	Giuseppina Pennisi	giuseppina.pennisi@unibo.it
P7 SWUAS	Prof. Dr. Wolf Lorleberg	lorleberg.wolf@icloud.com
P6 UL	Špela Železnikar	spela.zeleznikar@bf.uni-lj.si

## 1.2. Agenda

09:00 Welcome and general organization of the meeting (Wolf Lorleberg and Pakeza Drkenda)

09.15 Report on the Activities between two Meetings (Pakeza Drkenda)

10.00 Project Partners Presentation of Activities (partners coordinators, 5 minutes each)

10.45 Coffee break

11.00 WP Leaders Reports (SWUAS, UNIBO, UL, UNSA)

12.00 QAC Report and Recommendations (QA members)

12.30 Lunch

14.00 Discussion on EACEA Assessment, Comments and Recommendations of the Technical Implementation Report of the BUGI Project (all participants)

15.00 Collaboration with LANDS Project (Pakeza Drkenda)

15.15 Information on Cluster Meeting in Albania (Mentor Thaqi, UP)

15.30 Highlights of the EACEA Webinar on preparation of Final Report

15.45 Plan of Further Activities

- WP/Project timelines
- Extensions of the Project
- Date and place of the next meeting

16.30 Final Discussion and Conclusions

17.00 Closer of the meeting

## Meeting Minutes

### 2.1. Welcome and general organization of the meeting

Welcome speeches were given by Prof. Dr. Wolf Lorleberg (SUWAS) on behalf of the host, South-west Westphalia University and by Pakeza Drkenda-Project Coordinator (UNSA).

### 2.2. Report on the Activities between two Meetings

Prof. Dr. Pakeza Drkenda inform partners about activities that was held between two meetings:

- skype SC&QAC Meeting was held on June 24,
- analysis of EACEA Assessment of BUGI Technical Implementation Report and proposed Actions was sent to BUGI Western Balkans Urban Agriculture Initiative to partners on August 7,
- EACEA Note on Staff Costs Declaration in Erasmus+ CBHE projects on August 9,
- regular updates on proposed Actions by email,
- UNSA Rector's letter was sent to Kosovo partners on September 3,
- reply to EACEA request was sent by September 9,
- monitoring visits was held in Mostar and Podgorica (in September),
- EACEA Webinar: Briefing on Reporting requirements for the project generation 2016 for Capacity Building Higher Education (CBHE) on October 3 / 4,
- Authorization to subcontract SERDA in the context of the LLL courses given by EACEA on October 10,
- Montenegro request for change in equipment,
- Updated financial table was sent to all partners on October 18,
- EACEA Analysis of our Feedback and Field Monitoring BUGI Western Balkans Urban Agriculture Initiative visits BA and ME Report (October 21),
- Request for second pre-financing was sent to EACEA on October 24 + update on October 25,
- Reply to EACEA on Quality Performance Framework and Plan sent to EACEA on October 25 and
- EACEA approved second pre-financing on October 30.

### 2.3. Project Partners Presentation of Activities (5 minutes each)

Prof. Dr. Pakeza Drkenda on behalf of University of Sarajevo inform partners about what is done so far. The study programme is not yet accredited because National Accreditation Agency of B&H advised that accreditation of programme can be done after one generation of students finished the study programme. The green house is almost finished and UNSA is expecting to be done until the end of November. The specification of second equipment will be prepared as soon as possible and procurement will be start right after that. The planned android app is on study because of lack of money

that was planned for this app and they are working to somehow find right solution. EACEA gave advise to coordinators to of LANDS and BUGI projects to make contacts because of similarity of the projects and to take advantage of both projects in fulfilling the tasks. So the plan of the coordinators is to have meeting in November.

Prof. Dr. Menthor Thaci on behalf of Kosovo partners inform other partners about what is done so far. The 90% of green houses at University of Prishtina and Peja are done they are expecting to be finished by the end of November. The study programme did not started at these universities because of lack of accreditation. The evaluation report of study programme was prepared and sent to National Accreditation Agency of Kosovo but report of the external experts was negative so it was rejected, but interest of students is existing. Prof. Dr. Menthor Thaci is asking other partners to help them to make a better study programme and better self evaluation report of the study programme in interest of the project. It was concluded that Kosovo partners needs to share the study programme and self evaluation report to other partners for revision and to have new one prepared till the end of this year so the Kosovo partners can applicate for accreditation of study programme and have him prepared for next academic year.

UNMO presented that agreement was signed by Rector. There was 3 applicants for Urban Agriculture study programme but only one was enrolled so now they are trying to organised study in best way possible. The lack of students at all study programmes is major problem for University.

Prof. Božović Vladan on behalf of University of Donja Gorica informed partners about activities they done so far. The self evaluation report of the study programme was submitted to National Accreditation Agency of Montenegro on October 25. The greenhouse is not built yet because there is no company interest to build greenhouse for the money that was planned for. Now University is in contact with one company who is willing to build it but specification of greenhouse must be revisited. They were visited from Erasmus+ national office of Montenegro and they are expecting positive answer. The Project was promoted through different activities and promo material was also developed and printed. The University set up everything ready for study programme in the next academic year, first year for 5 enrolled students will be free of charge.

Vladan noted that within rules of National Accreditation Agency the qualification, study and LLL programme must be accredited and with that they will be approved for acting.

Špela Železnikar on behalf of University of Ljubljana presented what is done so far within working packages 3 and 5.

WP3:

Task 3.1: teaching staff assessment merged with 1.7 Partners HEIs infrastructure and teacher's assessments are done

Task 3.2: study visits 5/6 Bologna (May 2018), Ljubljana (18-22/18), Soest 17-21/7/2018), Venice (15-17/10/2018), Berlin (29-31/10/2019) all implemented so far

- Task 3.3: competence based learning workshop in Sarajevo (P1) (08/06/19) – implemented
- Task 3.4: distance learning and manual (P1) (01/03/19) - delayed
- Task 3.5: development of teaching/training tools (draft by partner P6) (01/07/19) - delayed
- Task 3.6: purchase and installation of equipment (in implementation by P1-5) (01/09/19) ongoing
- Task 3.7: curriculum accreditation (will be implemented by P1-5) (14/10/20)
- Task 3.8: curriculum implementation (will be implemented by P1-5) (14/10/20)

WP5:

- Task 5 .1 Dissemination Strategy - done
- Task 5 .2 Project web site and social media channels - ongoing
- Task 5.3 Green Entrepreneurship (14/10/2020)
- Task 5.4 Distance learning platform (14/10/2020)
- Task 5.5 Project promotional materials - done
- Task 5.6 Scientific contributions - postponed
- Task 5.7 Info days, open door day and UA conference - ongoing
- Task 5.8 Interim and final report on dissemination and exploitation (01/10/20)

Pier Giacomo Sola presented what is done so far within working packages 2 and 4.

WP2 includes the activities necessary for the design and implementation of new master study curriculum and LLL programs at partners HEIs. Two years study program with 120 ECTS (basic obligatory modules and other optional modules for specialization) of which 60 ECTS will be for real life experience and thesis preparation. New study contents to be defined accordingly to the reports delivered in WP1.

### **D2.1 – Curriculum Draft**

One common curriculum draft, including courses and modes within modules, describing the study contents. Modules meet objectives and priorities for each country's needs based on results of WP1. Proposal for some module courses to be offered for distance and blended learning programs.

Language: English

Status: Complete

### **D2.2 – Learning projects design guide**

Framework for design of PBL and EL in specific learning projects targeting desired learning outcomes within the modules. A guide that assures applicability for each module. The guide enables teachers to implement PBL and EL scenarios with the possibility to evaluate students'



performance. It gives flexibility in designing PBL and EL topics for requested key competences and skills. It needs to be translated in partner languages and UNMO will do it.

Languages: English, Partner languages

Status: English version complete

### **D2.3 – Skills and competence evaluation guide**

A competence inventory with links to the skills. Reference systems for learning outcomes and the level of competence. It defines methodology used to evaluate, describe and document skills and competences. Self-evaluation and teachers reports will be put in students' electronic index, to monitor progress and describe competences in Diploma Supplement. It needs to be translated in partner languages and UNSA will do it.

Languages: English, Partner languages

Status: English version complete

### **D2.4 – Master study and LLL program elaborate**

New curriculums and LLL programs. WB HEIs elaboration + revision by UNIBO, SWUAS and Lubljana). WB HEIs select modules and modes (basic/advance) according to national and HEI strategies. WB HEIs will try to develop the same curriculum content and structure according to national regulations. WB HEIs define ECTS credits for common modules and courses.

Languages: English, Partner languages

Due date: 1 May 2019 - in Prishtina partners agreed to issue a first draft on 1 March, to be approved on 1 May, and a second step on 1 August to be approved by 1 October.

### **D2.5 – Module Placement Guide**

Module Placement Guide assess student's current readiness to register for advance mode courses within the modules. Registration procedure will be transparent and well organized. Interdisciplinary nature of curriculum is nourished, while international teaching staff can plan learning projects targeting specific skills/outcomes, including cross-cultural communication skills.

Languages: English, Partner languages

Status: Complete

### **D2.6 – Diploma Supplement**

A standardized description of nature, level, context, content and status of the studies for WB HEIs. It describes acquired competencies according to the EUROPASS cluster: social and organizational competences described in the field of study. The DS will enrich formalized ECTS system providing students with the evidence of their potential regarding the selected key competence.



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

Languages: English, Partner languages

Status: Complete

University of Donja Gorica have to finish the tasks within 2.5 and 2.6 and deadline is until December 2. The material are already on the web page of BUGI project.

### **D2.7 – Multilateral inter-institutional agreement**

WB HEIs will sign inter-institutional agreement. They will work on common ECTS credits design and transfer system thus allowing credit mobility, virtual and physical students and staff mobility. Virtual mobility will be enhanced since partner HEIs will develop common UA Distance learning platform for distance and blended learning.

Languages: Partner languages

Due date: Complete

Translation of Problem based learning materials needs to be done until the end of next week.

Developing of Teaching materials for modules are in charge of WB partners, some of them are finished but mostly not. One of the problem is that there is no enough literature regarding to UA in WB partners language. So lot of them needs to be drag out thought diferent literatures in English. So the situation with teaching materials for the common courses within syllabuses UNSA/UNMO/UDG/UP/UHZ are this:

For the first semester:

1. Urban agriculture: introduction, history and evolution - is completed.
2. Urban food system course – Mirza from UNSA working on it.
3. Entrepreneurship and urban demands – University of Donja Gorica working on it.
4. Urban ecology is completed
5. Precision agriculture and smart food production – UNSA/UNMO working on it
6. Statistics - completed
7. Experimental methodology – UNSA working on it

For the second semester:

1. Sustainable agriculture - UNSA working on it
2. Urban fruit and vine growing – UDG working on it
3. Urban vegetable and field crop production – UNMO working on it

Courses in second semester of the syllabuse at UP/UHZ are diferent. Because the lack of the acreditation of the study program, it is proposed that UP/UHZ unified their courses with courses of sillybuse at UNSA/UNMO/UNDG. Kosovo partner needs to update their study program till November 15, UNSA needs to create matrix for teaching materials and send to UNBO and SUWAS. UNBO and SUWAS will share links for teaching materials within matrix, all that has to be done until December 2, after that

skype meeting will be organised. UNSA will send the existing, developed teaching materials to Kosovo partners on Monday after the meeting.

## 2.4 WP Leaders Reports

The WP ensures quality of the project results. A Quality assurance comity (QAC) will be appointed at the first Consortium meeting: 4 members with previous experience in quality assurance and not engaged in other project activities: Wolf Lorleberg, Hysen Bytyqi, Adnan Kafedžić, Andrej Udovč. Following areas will be evaluated:

- Quality of deliverables,
- Quality of process,
- Quality of curricula,
- Quality of dissemination and exploitation of project results and budget.

QAC will perform 6 months progress reports and annual in-depth progress evaluations reports on projects' activities and outcomes and assess whether they are in line with the project/consortium plans, aims, objectives, budget and timetables. These reports will include potential risks assessments and propose changes in planned project methodologies if necessary. UniBO has prepared the template for the QAC Report, analysing all the results of the project until 15 October 2019. The document has to be analysed by the QAC, who has to provide suggestion for the future.

Curent states of WP3 and WP5 and what needs to be done (new deadline):

Task 3.1: teaching staff assessment merged with 1.7 Partners HEIs infrastructure and teacher's assessments are done.

Task 3.2: study visits 5/6 Bologna (May 2018), Ljubljana (18-22/18), Soest 17-21/7/2018), Venice (15-17/10/2018), Berlin (29-31/10/2019) implemented so far. It is proposed to do one more study visit at Ljubljana after May 25, 2020.

Task 3.3: competence based learning workshop in Sarajevo (P1) (08/06/19) – implemented. UNDG needs to translate report from English.

Task 3.4: distance learning and manual (P1) - New deadline is until March 2020. Mirza from UNSA is already working on it.

Task 3.5: development of teaching/training tools (draft by partner P6) (01/07/19) - delayed

Task 3.6: purchase and installation of equipment (in implementation by P1-5) - New deadline is the end of the curent year (2019). UNDG needs to prepared new specification of the green house with explanation and has to send to UNSA till November 11, 2019. The risk is that Agency will not aproved the purchase because the Project is entered in final year.

Task 5 .1 Dissemination Strategy is done.

Task 5 .2 Project web site and social media channels are ongoing

Task 5.3 Green Entrepreneurship (14/10/2020)

Task 5.4 Distance learning platform (14/10/2020)

Task 5.5 Project promotional materials are done.

Task 5.6 Scientific contributions – It was proposed that Prof. Wolf Lorleberg prepare one paper for publish and Bernd to use his presentation for manuscript.

Task 5.7 Info days, open door day and UA conference are ongoing

Task 5.8 Interim and final report on dissemination and exploitation (01/10/20)

Prof. Zenan Šabanac inform partners about financial issues, request for second instalment was sent to EACEA, UNSA is expecting income in next week. After receiving second instalment partners need to send request for second refinancing to UNSA. Maximum amounts to be transfered are as follow:

- “Džemal Bijedić” University of Mostar - 23,707.00 EUR
- University of Donja Gorica - 33,823.00 EUR
- University of Prishtina - 33,030.00 EUR
- “Haxhi Zeka” University in Peja - 31,275.00 EUR
- University of Bologna - 32,116.00 EUR
- South-Westphalia University of Applied Sciences - 28,940.00 EUR
- University of Ljubljana - 25,522.00 EUR

Second phase of equipment purchase is expected to be implemented during second project year (not later than October 2019). Procurement procedures will have to follow rules specified by Guidelines for the Use of the Grant (here in Annex III).

Estimated amounts to be spent from the second payment for these purposes are as follow:

- “Džemal Bijedić” University of Mostar - 7,000.00 EUR
- University of Donja Gorica - 7,000.00 EUR
- University of Prishtina - 7,100.00 EUR
- “Haxhi Zeka” University in Peja - 7,100.00 EUR

Prof. Zenan Šabanac remarks that financial progress will depend on project progress at partner s level.

## 2.5 QAC Report and Recommendations (QA members)

UNSA proposed that external evaluators for curriculum and teaching tools be from Serbia and Croatia because they are familiar with state of education system in region and UNSA already have some contacts. Francesco Orsini proposed one evaluation expert from Greece. UNSA developed LLL program with Sarajevo Economic Region Development Agency (SERDA) which does not require accreditation and it is proposed to Kosovo partners and UNDG to do same thing.

QAC needs to prepare overall report, UL will do draft version. It was concluded that two to three people do checks website of BUGI and give some remarks for improvement, deadline for that is December 2, 2019.

## **2.6 Discussion on EACEA Assessment, Comments and Recommendations of the Technical Implementation Report of the BUGI Project**

Zenan Šabanac inform partners about EACEA Assessment, Comments and Recommendations of the Technical Implementation Report of the BUGI Project received on August 2, 2019, BUGI Western Balkans Urban Agriculture Initiative.

### **C&R 1 (Internship and dissemination)**

We would encourage starting as soon as possible establishing links with private sector (farmers, agribusiness SMEs) in view to find suitable internship placements for students. You might wish to involve the same stakeholders such as farmers, Initiative agribusiness SMEs, businesses representatives that were surveyed through direct interviews within WP1. In the same context we would encourage to plan specific dissemination activities for this specific target group which will be a key success factor for the impact of your project.

### **C&R 2 (Accreditation)**

Kosovo: We are really surprised to read that the Agency for quality assurance in Kosovo rejected to issue accreditation of the new Master Programme. This is an indicator of poor performance at project implementation level and a weak internal quality control assurance. We urge you to take all possible corrective measures and to ensure that the new study programme in Kosovo is successfully accredited as described in the application form.

### **C&R 2 cont. (Accreditation, Montenegro)**

Montenegro: we received confirmation from the National Erasmus+ Office (NEO) in Montenegro that the Quality Assurance Agency in Montenegro, although is being restructured, is regularly working. Namely, in accordance with the Law on Higher Education in Montenegro, the Agency adopted the Guidelines for the (re)accreditation of the HEIs and three types of standards and guidelines. Rulebook on Accreditation was prepared and sent to the Ministry of Education for adoption back in November 2018, since in accordance with the Law on HE, it needs to be submitted to the Ministry for adoption. Its adoption by the Ministry of Education is still pending.

However, the fact that the new Rulebook is waiting to be adopted, does not affect the process of accreditation of the new study programs, since all HEIs can submit documents for accreditation to the Agency, and it will be done in accordance with the “old” procedures (the ones in force at the moment) till the adoption of the new procedure. So, the rules for accreditation do exist, and the Agency is regularly getting requests for accreditation. As a result we urge you to submit to the QA Agency (which is fully operational and working in accordance with the valid rules for accreditation) all relevant documents related to the accreditation of the New Study Programme at University of Donja Gorica.

### **Q&R 3 (Equipment)**

We took note that difficulties were experienced in relation to the equipment purchase, in particular in Bosnia Herzegovina. We strongly encourage taking all necessary steps to conclude this important project milestone before the start of the academic year (fall 2019) as the equipment is meant to be used by students as of the first semester.

### **Q&R 4 (Project Results)**

The project web site looks complete: in view to be more attractive for the general public and all those people interested in the results of the project, we suggest to add a page dedicated to the 'project results'.

### **Q&R 5 (Final version of documents)**

Please note that the document 'Curriculum draft' available on the web site is a document still in track changes. Please be so kind to upload the final version and ensure that final version of documents is systematically uploaded and available to the general public. Diploma supplement (act.2.6) needs to be verified and revised with updated information (chapter 8 on Higher Education System in Bosnia and Herzegovina is dated 2007).

### **Q&R 6 (Use of Erasmus+ logo)**

Publicity obligations are not always respected. Please make sure that the Erasmus+ logo (the correct one: 'Co-funded by...') is systematically integrated in all outputs and products, also those documents produced by Programme Country Partners.

### **Q&R 7 (Partner's web sites)**

Ensure that the project BUGI, its development and the two Master Programmes are easily founded in each of the HEIs web sites. We failed to find information when searching and navigating in the partner's web sites.

### **Q&R 8 (Quality performance framework and plan)**

Quality performance framework: the document seems complete in its theoretical description. However, it lacks of a list of quantitative and qualitative indicators of progress and these should be associated to

products and processes. Please be kindly reminded that quality assurance should ideally be applied also to the implementation of the dissemination activities to measure their efficiency and effectiveness.

### **Q&R 9 (Project Impact)**

However, the general impression is that the project impact is moderate for two main reasons. Firstly, not a particularly high number of students planned to be enrolled in the two new Master programs (only 10 students enrolled per Partner Country Higher Education Institution) will not have a quantitative impact on HE in each Country. The qualitative impact may be higher once the first students graduate from the program. Secondly, the impact may be increased in terms of quality if numbers of graduates correspond with the labour market needs. To this end a close cooperation and involvement of the private sector representatives is a key success factor. We recommend intensifying the external communication and the involvement of non-academic partners and to explore the real needs of the market; it will help orient the employability options.

### **Q&R 10 (Synergies with LANDS)**

We would like to suggest establishing synergies with the project LANDS 585833 where the University of Sarajevo is one of the partners; in particular to share methodologies to involve the private sector representatives (farmers, agribusiness SMEs).

### **EACEA Assessment of Consortium Performance Level**

The BUGI project foresees activities in three Partner Countries: Bosnia Herzegovina, Kosovo and Montenegro and the project is successful only if implemented in three PC at the same high quality level. In this moment there are concrete implementation differences among the three countries and it is the Consortium responsibility to take all possible measures to correct them. The above weaknesses do not depend from factors external to the consortium, on the contrary, these depend merely on consortium performance level which is now changed from GOOD (technical report) into FAIR.

### **Field Monitoring visits recommendations: Montenegro**

- University of Donja Gorica should apply as soon as possible for accreditation of the new curriculum for Master study programme to the Montenegrin QA Agency, since the new generation of students needs to be enrolled during the project lifetime.
- The equipment should also be purchased in the near future, since purchase of equipment should serve the project results, and should start to be used during the project lifetime by the students enrolled in the new study programme;
- The dissemination activities should be further intensified, especially with business sector, taking into account the topic; so collaboration should be strengthened with business sector potential stakeholders from the field of agriculture.

- Since the project aims at internationalization of the HEIs, the interinstitutional agreements should be considered, especially traineeship mobility, so the project could better realize the university-business sector collaboration aim.

### **Field Monitoring visits recommendations: Bosnia and Herzegovina**

- Finish procurement of the equipment as soon as possible in order to effectively use it in the last year of the project duration, Enhance promotional and dissemination activities in purpose to have a sufficient number of participants in the Master Studies and LLL courses,
- Update project website with finished documents and deliverables,
- Continue with implementation of all remaining activities in line with the work plan and recuperate the time lost.

### **2.7 Collaboration with LANDS Project (Pakeza Drkenda)**

Prof. Pakeza Drkenda already made contact with coordinator of LANDS project and they will have meeting till the end of November when they will make memorandum of using results made within these projects.

### **2.8 Information on Cluster Meeting in Albania (Mentor Thaqi, UP)**

### **2.9 Highlights of the EACEA Webinar on preparation of Final Report**

Prof. Zenan Šabanac inform partners about webinar that was organised by EACEA and held on October 3/4, 2019.

#### **Reporting**

- Project is a common achievement of ALL project partners
- Narrative and financial part of the Report MUST be agreed by ALL partners
- No copy-paste, have to report facts!

#### **Curriculum Development**

- Nature of curriculum development (new programme, new module, new courses)
- in which HEI(s)/Faculty(ies)/Department(s) (who are beneficiaries)
- ECTS and DS Content of courses/programme
- Target groups (students, LLL) and quantitative indicators on beneficiaries (how many have enrolled, how many have graduated)



- Institutionalisation (accreditation of a new programme is the minimum requirement for the sustainability of curriculum developed)
- Official accreditation paper has to be uploaded at the Erasmus+ Results Platform

### **Common Aspects**

- QA (quality of products have to be insured)
- Sustainability (demonstrate sustainability)
- Impact (measures, actions for improvement)

### **Visual Identity**

- ALL beneficiaries are obliged to use:
  - to use EU emblem (correct logo)
  - to use specific disclaimer
  - to indicate that they have received an EU funding
- Subject to penalty (20% of grant) if not respected
- [https://eacea.ec.europa.eu/about-eacea/visualidentity-and-logos-eacea/erasmus-visualidentity-and-logos\\_en](https://eacea.ec.europa.eu/about-eacea/visualidentity-and-logos-eacea/erasmus-visualidentity-and-logos_en)

### **Penalties**

- Penalties for poor implementation
- Quality of results
- EACEA Recommendations on how to improve/correct project dimensions and Feedback on Field Monitoring
- Extension of eligibility period is possible if we are late in implementation for some reasons
- Classification of progress: weak, fair, good, very good (all projects that will score 50 or below 50 points will be reduced – penalty for poor implementation)

### **EACEA Project Results Platform**

- ALL results must be uploaded to Platform (every time we achieve/conclude one)
- Integral part of the Final Results (before submitting Final Report results must be on the Platform)
- Results are concrete products (for example: new curriculum, new course(s), training manual, specific report, policy recommendation, new database,...)
- Concrete evidence of results

- Booklet after login at <https://ec.europa.eu/programmes/erasmusplus/projects>

### **What is not considered a “result”**

- Project activities (e.g. project meetings, study visits)
- Project working documents (e.g. dissemination plan, QA plan)
- Promotion material (e.g. web site, posters, leaflets)

### **Financial Reporting**

- ALL beneficiaries listed in Annex IV of the GA are responsible for information and data declared
- Before submitting Final Financial Report should be endorsed by ALL beneficiaries
- If some costs are not accepted, these costs could be incurred by coordinator or by project beneficiary, but this will impact the entire Grant / there may be reduction of Grant due
- Beneficiary(ies) responsible for ineligible costs will have to reimburse funds to coordinator

### **Staff Costs**

- Have to declare clear description of activities indicating output and result(s)
  - EACEA Note on Staff Costs
- Staff costs can only be claimed for individuals employed by a beneficiary organisation mentioned in the grant agreement;
- The reimbursement of staff costs is done under the condition that the staff member’s salary for the tasks performed is compensated only once;
- The daily rate corresponds to one full day of work in accordance with the applicable national legislation or internal regulation;
- The number of full working days declared per staff member (for one or several funded projects) cannot exceed 20 days per month or 240 days per year.

### **Costs and Activities**

- During the project lifetime (exception costs related to preparation of final report and audit certificate)
- Incurred and declared only by beneficiaries listed in Annex IV
- Should be verifiable and recorded in the accounting records

### **Foundations**

- Costs of Foundations (or other autonomous legal entities), if not listed in Annex IV of the GA, cannot be allowed and become ineligible for reimbursement. This concerns all costs (staff, travel and stay costs, equipment and subcontracting)

### **Eligible Costs**

- In line with rules with Erasmus+ Programme Guide and GA
- Co-financing: e.g. overhead costs, bank charges, general photocopying

### **Equipment**

- Must be used during the project implementation
- Purchased as soon as possible (equipment purchased only near the end of Project period will be rejected, unless duly justified, e.g. force majeure!)

### **Supporting documents**

- To speed up the process documents has to be divided per budget heading and per partner organisation
- ALL payments should be made via the banking system (no cash payments!)
- Coordinator has to transfer funds to the institution beneficiary and they will transfer it to an individual
- Possible to be audited by external auditor up to 5 years

### **Supporting documents cont.**

- For travel and stay costs:
  - ITRs, proof of travels (e.g. boarding passes, train tickets),
  - if travelling by car show other proofs that event took place (like attendance list, agenda of meeting) .
- For staff costs:
  - timesheets,
  - joint declarations,
  - employment contracts (or declarations) to be signed by persons legally authorized,
  - proofs of work performed (e.g. activity reports, teaching materials, outputs),
  - and may be requested salary slips (even if the amount paid will not be verified).
- For equipment or subcontracting:
  - invoices, subcontracts,
  - proof of payments, bank transfers,
  - tendering procedures, documents and quotes.

### **Summary of Financial Reporting (main recurrent mistakes to be avoided)**

- Missing supporting documents,
- Missing or unclear proofs of employment relations,
- Missing documents on tendering procedures,
- Missing documents on VAT (if applicable),
- Exchange rate wrongly applied,

- Purchase of equipment in a late period of a project,
- Travels outside countries of the partnership without prior autorisation from the EACEA and reporting costs for travels outside dates planned for activity (arrival date, activity date(s), departure date).

## 2.10 Plan of Further Activities

In order to clarify costs by Foundation of Alma Mater Bologna paid by BUGI, UNSA and UNBO will prepare reply for Gulia.

Partners need to fill dissemination matrix every two months and send to Špela.

QAC needs to prepared overall report, UL will do draft version. It was concluded that two to three people do checks website of BUGI and give some remarks for improvement, deadline for that is Dcember 2, 2019.

It was proposed that Prof. Wolf Lorleberg prepare one paper for publish and Bernd to use his presentation for manuscript.

UNDG needs to prepared new specification of the green house with explanation and has to send to UNSA till November 11, 2019. The risk is that Agency will not aproved the purchase because the Project is entered in final year.

Kosovo partner needs to update their study program till November 15, UNSA needs to create matrix for teaching materials and send to UNBO and SUWAS. UNBO and SUWAS will share links for teaching materials within matrix, all that has to be done until December 2, after that skype meeting will be organised. UNSA will send the existing, developed teaching materials to Kosovo partners on Monday after the meeting.

UDG will translate Problem based learning materials and needs to be done until the end of next week.

University of Donja Gorica have to finish the tasks within 2.5 and 2.6 and deadline is until December 2. The material are already on the web page of BUGI project.

It was concluded that next meeting be on May 25, 2020 in Ljubljana. Organising of Study visit will be discussed in March 2020 throughout skype meeting. It was proposed extension of the Project for 3 to 6 months.

It was concluded to do one more study visit at Ljubljana after May 25, 2020.