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Minutes on the second meeting of BUGI project

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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



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Purpose, objectives and elements of the meeting

The second meeting of the partners within the BUGI Erasmus Plus project was organized at the Hotel Prishtina in Prishtina on November 6 by University of Prishtina. The objectives of the second 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 second meeting

Partner	Name	E-mail
P1 UNSA	Prof. Pakeza Drkenda, PhD	p.drkenda@ppf.unsa.ba
P1 UNSA	Adnan Kafedžić	adnan.k@unsa.ba
P3 UDG	Asist. Prof. Božović Vladan, PhD	vladan.bozovic@udg.edu.me
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 Kaci u, PhD	skender.kaci u@uni-pr.edu
P5 UHZ	Asist. Prof. Nexhdet Shala	nexhdet.shala@unhz.eu
P5 UHZ	Hajrija Škrijelj	sajrija.skrijelj@unhz.eu
P6 UNIBO	Prof. a Contr. Federico Orsini, PhD	f.orsini@unibo.it
P6 UNIBO	Prof. Pier Giacomo Sola, PhD	piergiacomo.sola2@unibo.it
P7 SWUAS	Bernd Pölling	poelling.bernd@fh-swf.de
P6 UL	Špela Železnikar	spela.zeleznikar@bf.uni-lj.si



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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 state

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



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Meeting Minutes

2.1. Welcome

Welcome speeches were given by Skender Kaciu (UP) on behalf of the host, University of Prishtina and by Pakeza Drkenda-Project Coordinator (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 all activities within WP1 are completed and delivered on last set up deadline.

It is proposed to make one scientific journal paper within deliveries of activities 1.5 Consumers' preferences surveys. It is proposed that Špela Železnikar (UL) prepare questionnaire with 7-8 questions for partners and send them to Bernd Pölling (SWUAS). Deadline is set up for end of November or December 10, 2018. After that the propose of scientific paper will be send to all partners. It is proposed that second scientific paper will be about curriculum which are developed within project.

2.3. Project partner activities – presentations (5 minutes each)

Skender Kaciu (University of Prishtina) presented that they made common syllabus with "Haxhi Zeka" University of Peja for II cycle study program, which is new study program and will be holding in English language. They also started with procurement procedure and it is in final stage. They will also have meeting with Kosovo Accreditation Agency in December, and they are planed to finalize documentation for new study program till March or April and new program will be evaluated by international experts till July. Program will start in academic 2019/2020 year.

Kommentar [P1]:

Božović Vladan (University of Donja Gorica) presented that they are participated in all study visits. They made four syllabuses and delivered three. Their University is in the process of undergoing reaccreditation from national Agency and within reaccreditation they will be accreditate the new program. Before that they need to delegate new qualification from program for national qualification framework. It is conclude that Francesco Orsini helps about qualification issues. Management of University of Donja Gorica wants to build green house made by glass because esthetic issues. So they will build smaller green house in order to fit in the budget they have. It is concluded that they need to send official request for changing the



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specification of green house, with short explanation, to Pakeza Drkenda till Friday, November 09. Tendering documentation is already prepared.

Pakeza Drkenda reported that they created multidisciplinary master program which will be held on Faculty of Agriculture. Now they need to prepare Elaborate for this new master program till April and after that this Elaborate will be send to Senat of University of Sarajevo and Ministry of High Education of Canton Sarajevo for adoption. Ministry of High Education will be, in May or June, determine the number of students for the new study. New master program will be start in academic 2019/20 year. For now problem is the teaching material. Tendering documentation is in final stage and soon will be published call for application.

It is concluded that partners from B&H, Kosova and Montenegro must end purchasing of goods till April 2019.

2.4 Report for the done and further activities from WP5 + Dissemination Strategy

Špela Železnikar (University of Ljubljana) presented what is done in WP5. The dissemination strategy is developed and published on web page of BUGI project. The pamphlet is developed on Albanian, B/H/S and Montenegro language and it is published on web page. Interim report of dissemination and exploitation is in draft version and it was sent to Petar Glamočlija for review. It is concluded that final version must be done till mid term report and also approved by all partners. Within WP5.6 must be published two scientific papers, nothing is done so far, so it is concluded that all of partners must start to work on first one for now. All of partners needs to organize info days as soon as possible. All of partners have project money within subcontracting costs and they are free to use them for organising of info days. Špela will create the excel template for registering of all dissemination activities by partners. Hajrija and Petar need to update picture on web page and facebook page of the project.

2.5 Report for the done and further activities from WP6 + Project management procedures

Zenan Šabanac reported about activities done within working package 6;

- Committee board is established
- Quality board established
- All Partnership Agreements are signed
- First instalment of project money was transferred to all partners
- All planned meetings by now are organised



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Explanation was given to partners which EU forms will be used for justification of costs for travel and staff and what documentation from institution must be submitted as support documentation. For now partners from B&H, Kosovo and Montenegro need to finish as soon as possible purchasing the goods, because it is only way to spend 70% of money from first instalment and it needs to be done till at latest to April 2019. After second of instalment, money will be transferred to partners till June/July.

2.6. Report for the done and further activities from WP4 + Quality plan

Pier Giacomo Sola (UNIBO) presented what is done within WP4. All study visits organised for now are evaluated, study visit in Bologna is overall rated as good, study visit in Slovenia is overall rated as very good, study visit in Berlin is overall rated as excellent and also study visit in Venice is rated as excellent which shows that how project is developing that organisations are better. Partners have to decide dates for the last study visit in Italy, next places and dates are proposed:

1. NovelFarm + UrbanFarm2019 February, Pordenone
2. Milan + Turin (maybe plant factory + Terra Madre + Salone del Gusto), September.
3. Rome + Naples (Zappata Romana, Bioparco, Orti della Garbatella, GardensToGrow + UrbanAgr projects in Naples): September.

It is concluded that Western Balkan partners will finalise their choice by 30 November 2018.

2.7. WP2 activities and further plans

Francesco Orsini (UNIBO) presented what is done within WP2 activities:

Deliverable 2.1 – Curriculum Draft:

UNIBO needs curriculum draft from Kosovo to finalize the draft version of deliverables 2.1. In two weeks from when they will receive curriculum from Kosovo they will circulate the Deliverable file till mid of December. Previous deadline was set on the 31 October 2018, now Kosovo will send the report by 17 November.

Deliverable 2.2 – Learning project design guide for teachers:

After UNIBO receives missing PBL and EL from partners they will start development of the deliverable. They will circulate the draft version within 30 days. Deadline was set at the end of June 2018! New deadline, University of Donja Gorica and University of Peja will provide the report by 16 November.



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Deliverable 2.3 - Skills and competence evaluation guide: "It will define and describe a competence inventory and link it to the skills. Reference systems will be developed for learning outcomes and the level of competence in accordance to the modules. The framework will establish methodology used to evaluate, describe and document skills and competences for the specific learning projects. Together with self-evaluation report, teachers report will be documented in students' electronic index. Those indicators will be used to monitor progress as well as to create description of competence in student Diploma Supplement".

UNIBO will work on this deliverable after completing the first two. Deadline was set on June 2018. New Deadline is 20 January 2019, if previously deadline are respected.

Deliverable 2.4 – Master study and LLL program elaborate:

Deadline was set on May 1st, 2019. Partners agree that a first draft can be issued on 1 March (first semester), to be approved on 1 May, and a second step on 1 August (second semester) to be approved by 1 October.

Deliverable 2.5 – Module Placement Guide: "Module Placement Guide will be developed to assess student's current readiness to register for advance mode courses within the modules.

Partners will discuss and propose 2 design principles; tests and bachelor syllabi. This Deliverables will be written in the Consortium partner countries languages. The WP co-leader (University of Peja) will coordinate this. Deadline was set on August 1st, 2018. The new deadline is January 1st 2019.

Deliverable 2.6 – Diploma Supplement:

Partners agree that Diploma supplement is about transversal skills and abilities (according to the European Qualification Framework) that are necessary to complement the technical and scientific competences acquired through the BUGI curriculum. Giuseppina Pennisi is already started to write description about transversal skills and abilities. UNIBO will send the format on 15 December and needs to be filled by all the partners by 31 January 2019.

Deliverable 2.7 – Multilateral inter-institutional agreements:

UNSA will prepare draft of multilateral inter-institutional agreements till 15 December, to be revised and signed by 31 January 2019.

2.8 WP3 activities and further plans

Špela Železnikar (University of Ljubljana) presented what is done so far within WP3.

First study visit was organized in Bologna, 21- 23/5/2018, and it was provided by different presentations and lessons. Within study visit, 4 UA locations are visited, examples:



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- F.I.C.O (a training ground for a sensorial and educational experience about food and its biodiversity);
- SCUDERIA Le SERRE (regenerated abandoned public place) and
- URBAN GREEN TRAIN (social cooperative that offers therapeutic and rehabilitative programs).

Second study visit was organized in Ljubljana 19- 21/06/2018, and it was provided by different presentations and lessons. Within study visit, 7 UA locations are visited and 29 participants were included, examples:

- TRNULJA (organic country estate);
- farm LAVRINC (blueberry farm);
- NJIV' Ca (micro urban farm);
- BRINJEVKA (social and ecological farm);
- RENČELJ (production of cosmetics from lavender and other lavender products);
- LIVADALAB (Multifunctional urban green area) and
- KRAKOVO GARDENS (allotment gardens).

Third study visit was organized in Ruhr Metropolitan Area 18 – 20/7/2018, and it was provided by different presentations and lessons. Within study visit, 7 UA locations are visited and 21 participants were included, examples:

- WERKHOF (certified organic horticultural farm);
- SCHULTE-TIGGES (Community-Supported Agriculture);
- SWUAS (aquaponics system) and
- HUBERTUS BUDDE and EMSCHER LANDSCAPES PARK (Co-production, diversification, and urban planning).

Fourth study visit was organized in Venice, 15- 17/10/2018, and it was provided by different presentations and lessons. Within study visit, 8 UA locations are visited and 28 participants were included, examples:

- HOUSE OF FEMALE IMPRISONMENT; THERAPEUTIC GARDEN;
- GARDEN OF THE PALAZZO RIZZO PATAROL; LAGUNA FIORITA ONLUS (a social cooperative that deals with the employment of disadvantaged and disabled people);
- L'ORTO DEL CAMPANILE CARMINI; HONEY OF THE DOGE SANT'ERASMO;
- SAPORI DI SANT'ERASMO (agriculture of small gardens) and
- LE VIGNE RITROVATE (recover abandoned vineyards, establish relationships and diff. collaborations)

Within WP3, 3.3. Activities, is planned for UNSA to organise competence based learning workshop but without deliverables from WP2, activities 2.4, it can not be done. It is also concluded that previous number to 25 of teaching staff that needs to participate to workshop needs to be reduced to 15 teaching staff who will participate to workshop and those who are already participated to study visits will be PBL teachers. The plan is to organise workshop after CS meeting in Berlin which is planned to be on May 2019. There is need for more consulting



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between partners University in Ljubljana, University of Sarajevo and University of Donja Gorica about WP3 matters.

2.9. Next activities and dynamical plan

One of the main deliverable within WP5, 5.3, is to create Regional Green Entrepreneurship e-portal and idea is to have one regional spot for various stakeholders which will have benefits from it and also there is idea for creating an Android application for farmers for easier meet their costumers. For now nothing is done yet within this activity mainly because it is more technical issue. It is concluded that University in Ljubljana gather all necessary information for building up e-portal and Android application and on the next meeting partners will decide how to manage this.

2.10. Final Discussion and Conclusions

SC has decided that next SC meeting will be organized in Berlin on May 2018. Final date as well as Agenda will be agreed timely.