

Minutes on the third SC&QAC 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

Purpose, objectives and elements of the meeting

The third meeting of the partners within the BUGI Erasmus Plus project was organized at the Faculty of Agriculture and Food Sciences in Sarajevo on June 10 by University of Sarajevo. The objectives of the third meeting were:

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

The SC and QAC meeting was organized as a 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. Dr. Pakeza Drkenda	p.drkenda@ppf.unsa.ba
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P3 UDG	Prof. Dr. Vesna Maraš	Vesna.maras@udg.edu.me
P3 UDG	Jovana Drobnjak	jovana.drobnjak@udg.edu.me
P3 UDG	David Kočević	david.kocovic@udg.edu.me
P4 UP	Prof. Dr. Mentor Thaqi	mentor.thaqi@uni-pr.edu
P4 UP	Prof. Dr. Skender Kaciu	skender.kaciu@uni-pr.edu
P5 UHZ	Asist. Prof. Nexhdet Shala	nexhdet.shala@unhz.eu
P5 UHZ	Hajrija Škrijelj	sajrija.skrijelj@unhz.eu
P6 UNIBO	Prof. Pier Giacomo Sola, PhD	piergiacomo.sola2@unibo.it
P7 SWUAS	Bernd Pölling	poelling.bernd@fh-swf.de
P8 UL	Špela Železnikar	spela.zeleznikar@bf.uni-lj.si

1.2. Agenda

8:30 – 9:00 Registration

9:00 – 9:15 Welcome (Prof. Dr. Muhamed Brka, Dean and Prof. Dr. Pakeza Drkenda, Project Coordinator)

9:15 – 09:45 BUGI Achieved Results (short presentations by Project Coordinator and WP leaders)

09:45 – 10:30 Project partners' presentations (5 minutes each): UNMO, UDG, UP, UHZ, UNIBO, SWUAS, UL & UNSA

10:30 – 11:00 Coffee break

11:00 – 11:30 WP2 activities

- LLL program elaborate
- Multilateral institutional agreement

11:30 – 12:30 WP3 activities

- Study visit to Germany
- PBL and EL competence based learning workshop
- DL guide, manual and workshop
- Development of teaching/training tools
- Curriculum accreditation and implementation
- Equipment purchase

12:30 – 13:00 WP4 activities

- QAC report and recommendations (D4.4.)
- Development of evaluation questionnaires (D4.3.)

13:00 – 14:15 Lunch break

14:15 – 14:45 WP5 activities

- Dissemination Strategy goals and Project visibility
- Green Entrepreneurship and development of DL platform
- Project promotional material and events

14:45 – 15:30 WP6 activities

- Amendment of the Project management procedures (adoption of contingency measures and contingency plan)
- Reporting and administrative issues
- Financial management of Project

15:30 – 15:45 Coffee break

15:45 – 16:15 QAC Recommendations

16:15 – 17:00 Plan of further activities

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

17:00 – 17:30 Final Discussion and Conclusions

Meeting Minutes

2.1. Welcome

Welcome speeches were given by Muhamed Brka (UNSA) on behalf of the host University of Sarajevo and by Pakeza Drkenda, Project Coordinator (UNSA).

2.2. BUGI Achieved Results

UNSA presented achieved results as reported in the Technical Report of the BUGI Project on behalf of the coordinating institution (see annex A. to the Minutes).

Each partner gave short oral presentation on achieved results and problems they face in implementation of the Project.

UNMO representative reported that Senate adopted Master Study Program Elaborate after small changes to original proposal were requested by Quality Assurance body of UNMO. UNMO is ready to start new program from academic 2019/2020 year. They promoted the Project within UNMO anniversary and open days and more information will be available on the website in near future.

UDG prepared Master Study Program Elaborate and forwarded it to the Montenegro Accreditation Agency in line with the national legislation. UDG will not be able to start new program from academic 2019/2020 year since the accreditation process lasts longer. Equipment Tender was unsuccessful. New tender will be announced in a month. Open day was organized. UDG faced problems with study visits due to limited number of staff available for project activities.

UP prepared Master Study Program Elaborate together with UHZ and applied for accreditation in line with national legislation. Expert Commission (2 EU experts chosen by Kosovo Accreditation Agency) visited UP, evaluated program and sent draft report. EU experts did not have any objections to quality of new study program, but they believe it is premature to start new program this year because there even hasn't been enough experience with study program in UA within EU. They recommended postponing application it for one year. UP and UHZ are waiting for the Final Accreditation Report. One info-day was organized in Pristina and their students participated at the International Student Challenge UrbanFarm2019 in Pordenone (IT). UP organized several meetings with business sector and students. UHZ organized info-day. The equipment tender winning company started with construction of greenhouses in Pristina and Peja. It is expected to be finished by the end of June.

UNIBO was responsible for WP2 and WP4 as a WP Leader. One scientific paper is prepared on UA and submitted for publication in scientific journal Acta Horticulturae. More information will be presented through WP reports.

SWUAS completed work on WP1 and realized one study visit to Germany as a host. They prepared 2 scientific papers (submitted for the conference). SWUAS prepared case study for Workshop on PBL and EL.

UL reported on problems in communication among partners related to dissemination reports. They cooperated with SWUAS in completion of activities 1.7 and 3.1. UL prepared 2 case studies for Workshop on PBL and EL.

UNSA reported on activities done by UNSA Team. First Equipment tender (run together with UNMO) was unsuccessful and the second one will be completed in next few weeks. UNSA team hopes it will be successful this time. Master Study Program Elaborate is adopted and temporary accreditation is given according to the Canton Sarajevo legislation. Info-catalogues (in local and English language) are published on the website of the Faculty and the University. Dissemination was organized through info-days and alumni and stakeholders meetings. UNSA started with creation of the teaching tool materials.

2.3. WP2 activities

Pier Giacomo Sola (UNIBO) presented WP2 achievements (for details see WP2 presentation).

Documents produced within WP2 are currently being translated by UDG, UNMO and UNSA into local languages. Kosovo partners will use English version only since they developed whole master program in English language.

LLL Elaborates will be produced based on Master Study Program Elaborates and URBAN Green Train project results. LLL will be delivered through 60 contact hours and will worth 6 ECTS. UNSA and UNMO will try to accredit LLL program through the Regional Development Agency in B&H.

Multilateral Institutional agreement is prepared by UNSA team. After discussions with the deans of WB partners will be adopted during next skype meeting and signed after it.

2.4. WP3 activities

Špela Železnik (UL) presented activities within WP3.

Nex study visit to Germany will take place in Berlin in October. SWUAS can organize visit for up to 40 WB participants. Exact date will be confirmed during next skype meeting.

SC also discussed possibility to organize additional study visit to UL or SWUAS. Prior approval by EACEA is needed. If agreed, UNSA will ask EACEA to approve new study visit for staff involved in realisation of UA master program.

PBL and EL competence based learning workshop will be held in Sarajevo on June 11, 2019. UNIBO will present results of the WP2 to workshop participants and UNSA, SWUAS and UL will present 4 case studies.

DL guide and manual will be prepared by UNSA in English language and prepare DL workshop agenda. Since Kosovo partners staff need visa for Bosnia and Herzegovina, it was discussed to move DL workshop to Podgorica (Montenegro). Final decision (on place and date of the WS) will be made during next skype meeting.

UDG, UNMO and UNSA will prepare teaching materials and tools for 1st semester courses and partners from Kosovo will make an English version of courses. Groups are defined per courses (see list in annex). Deadline will be set up during next Skype meeting.

UNSA and UNMO will start with the implementation from October 2019. As it stands by now, UP, UHZ and UDG will not be able to get accreditation by the beginning of the next academic year, so they will have to postpone curriculum implementation by one year. Therefore, SC will discuss possible need for extension of the project during SC meeting in Berlin when more information on accreditation and implementation of new master study programs will be available.

UP and UHZ expect to complete equipment (greenhouses) purchase by the end of June 2019. UNSA and UNMO will know tender results in next 2-3 weeks, after which they can proceed with purchase. UDG will have to start new tender for greenhouses in one month. Specification of the second part of equipment (computers and sensors) will be prepared in order to be able to run new tenders after the second instalment is received.

2.5 WP4 activities and QAC Recommendations

Pier Giacomo Sola (UNIBO) presented QAC report and recommendations (see WP4 presentation).

Quality of meetings and study visits is analysed and presented to participants. Progress in quality of the organization of events is evident.

It was agreed that QAC report is orally presented every six months, and once a year in written form.

UNIBO will develop staff and student evaluation questionnaires for master study courses and LLL. Evaluation form will be presented in Berlin in October this year.

All partners are invited to propose external evaluators for curriculum and project evaluation by October 2019. Experts will be discussed and selected in Berlin in October 2019. External evaluation for will be developed.

2.6. WP5 activities

All partners linked their official websites with BUGI official website. UNSA, UHZ, UDG and UNMO organized info-days. UP will organize info-day after equipment installation. All partners are asked to connect their ResearchGate and/or LinkedIn profiles with the BUGI Project.

UNSA will start procedure to develop Green Entrepreneurship application and DL platform (as a moodle e-platform). UNIBO offered to share their experience in development of e-platform.

Additional project promotional material will be developed (for master and LLL program).

2.7. WP6 activities

Zenan Šabanac (UNSA) presented WP6 activities (see WP6 presentation). Written partners' progress reports are received which helped to generate mid-term report. The technical report was submitted on April 12, 2019 together with the Financial Report (see presentation). Request for second installment is not submitted since it was not spent 70% of the first installment. It will be submitted as soon as requirements are met.

Some partners did not use all mobilities for study visits, workshop and project meetings. Redistribution of travels will be discussed during next skype meeting.

Following contingency measures were proposed and discussed:

- Email containing information on progress and work within WP will be sent to WP leader by WB partners by the end of each month.

- WP leader sends information on progress and work within WP at the beginning of each month to Project Coordinator. Project Coordinator shares information with QAC.
- In case of delay in submitting information, WP Leader will inform Project Coordinator. Project Coordinator will contact partner's coordinator to resolve the problem. If they fail, Project Coordinator will seek help from university management.
- All financial issues between Grant Holder and Partners will be given priority in solving. Grant Holder will apply for next instalment as soon as criteria set up in the Guidelines for the Use of Grant are met. Grant Holder and Partners will fully comply with rules set up in Article 5. of the Partnership Agreement.

Final decision on contingency measures will be made during next skype SC meeting.

2.8 Plan of further activities

Following proposal has been made:

Activity	Description	Date or Deadline
2.4.	LLL Elaborate	By December 15, 2019
2.7.	Multilateral institutional agreement	Final version agreed at Skype meeting and Signed by the end of September 2019
3.2.	Study visit to Berlin	By the end of October 2019
3.3.	PBL & EL workshop in Sarajevo	June 11, 2019
3.4.	DL workshop in Podgorica	To be agreed at the skype meeting
3.5.	Development of teaching/training tools	By September 1, 2019 in local languages, translations to be finished by the end of September 2019.
3.6.	Purchase and installation of	Kosovo partners by the end of June 2019, BA partners by the end of September 2019, MN partner by the end

	equipment	of October 2019.
3.7.	Curriculum accreditation	In line with the national legislation and recommendations of accreditation agencies
3.8.	Curriculum implementation	Implementation starts on October 1, 2019 for UNSA and UNMO
4.3.	Feedback questionnaires on quality of subjects, modules and teaching for students, LLL participants and trainees as well as other targeted groups proposed by QAC will be developed	By October 2019
4.4.	Evaluation reports (partners progress report)	By end of December 2019
4.5.	External evaluators selected	By the end of October 2019
5.3.	Green Entrepreneurship android application	By the end of 2019
5.4.	Distance learning platform (moodle)	By the end of September 2019
5.5.	1 brochure for master study program including project information in partner HEIs languages, promotion material for master courses including posters in mass-media and on public promotional sites.	By the end of June 2019

5.6.	Scientific contributions	At least one scientific contribution by the end of 2019
5.7.	Open door day	After equipment installation.
6.2.	Skype meeting	June 24, 2019 at 10:00 o'clock
6.2.	4 th SC&QAC meeting in Berlin	By the end of October 2019

2.9. Final Discussion and Conclusions

SC & QAC has decided that the final decisions on the Project timeline will be made during skype meeting on June 24, 2019. UNSA will send additional material for discussion to all partners by email.

Skype meeting minutes will be made annex to this meeting minutes.