

minutes

## 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>
<b>Project No.:</b>	<b>586304-EPP-1-2017-BA-EPPKA2-CBHE-JP</b>
<b>Funding Scheme</b>	<b>Erasmus Plus</b>
<b>Coordinator:</b>	<b>University of Sarajevo</b>
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## VERSIONING AND CONTRIBUTION HISTORY

Version	Date	Revision Description	Partner responsible
v.01	21/12/2017	First draft version	Dr. Zenan Šabanac (UNSA)

## LIST OF ABBREVIATIONS

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

## 1. 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 Donja Gorica in Podgorica on December 11. The objectives of the kick-off meeting were:

- to introduce to each other all the partners of the project,
- to develop a common understanding of the project objectives, activities and expected results,
- to discuss into details activities for the first six months,
- to clarify project management and administrative procedures.

The kick-off meeting was organized as full one-day event.

### 1.1. The list of attendees

Sixteen representatives from 7 partner institutions were present at the meeting. Representatives from University of Ljubljana 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
P1 UNSA	Asist. Prof. Zenan Šabanac, PhD	zsabanac@pmf.unsa.ba
P2 UNMO	Prof. Ahmed Džubur, PhD	ahmed.dzubur@unmo.ba
P2 UNMO	Asist. Prof. Alisa Hadžiabulić, PhD	alisa.hadziabulic@unmo.ba
P2 UNMO	Zlatko Jusko	zlatko.juklo@unmo.ba
P3 UDG	Asist. Prof. Božović Vladan, PhD	vladan.bozovic@udg.edu.me
P3 UDG	Miralda Bero	miralda.bero@udg.edu.me
P4 UP	Prof. Hysen Bytyqi, PhD	hysen.bytyqi@uni-pr.edu
P4 UP	Prof. Skender Kaciu, PhD	skender.kaciu@uni-pr.edu
P4 UP	Asoc. Prof. Mentor Thaqi, PhD	mentor.thaqi@uni-pr.edu
P5 UHZ	Asist. Prof. Agim Rysha, PhD	agim.rysha@unhz.eu
P5 UHZ	Asist. Prof. Nexhdet Shala	nexhdet.shala@unhz.eu
P6 UNIBO	Prof. a Contr. Federico Orsini, PhD	f.orsini@unibo.it
P6 UNIBO	Giuseppina Pennisi	giuseppina.pennisi@unibo.it
P7 SWUAS	Bernd Pölling	poelling.bernd@fh-swf.de

## 1.2. Agenda

- 09.00 – 09.30 Registration
- 09.30 – 09.45 Welcome (Asist. Prof. Vladan Božović, UDG and Prof. Dr. Pakeza Drkenda, UNSA)
- 09.45 – 10.15 BUGI Project Presentation (Mr. Petar Glamoclija, MSc., administrator)
- 10.15 – 11.00 Project partners' presentations (5 minutes each): UDG, UP, UHZ, UNIBO, SWUAS, UNMO, UNSA
- 11.00 – 11.15 Coffee break
- 11.15 – 12.15 Forming of project management structures: SC elections, WP leaders nomination (Prof. Dr. Pakeza Drkenda, Project Coordinator)
- 12.15 – 12.45 Partnership agreement discussion (Mr. Petar Glamoclija, MSc., administrator)
- 12.45 – 13.45 Lunch break
- 13:45 – 14:15 Visit to research laboratory and library of the University of Donja Gorica
- 14.15 – 15.30 Initial Project management procedures, Financial issues and Reporting (Asist. Prof. Zenan Šabanac, administrator)
- 15.30 – 16.15 WP1 Presentation (Mr. Bernd Pölling, MSc., SWUAS)
- 16.15 – 16.30 WP4 QA Presentation (Dr. Francesco Orsini, UNIBO)
- 16.30 – 16.45 Coffee break
- 16.45 – 17.00 WP5 Dissemination Strategy (Petar and Zenan)
- 17.00 – 17.15 Equipment purchase and Further plans (Prof. Dr. Pakeza Drkenda, Project Coordinator)
- 17.15 – 17.45 Final Discussion and Conclusions

## 2. Meeting Minutes

### 2.1. Welcome, BUGI Project Presentation & Project partners' presentations

Welcome speeches were given by Asist. Prof. Božović Vladan on behalf of the host University of Donja Gorica and Prof. Pakeza Drkenda on behalf of the University of Sarajevo.

After welcome speeches, Mr. Petar Glamodlija from UNSA gave presentation on BUGI Project. The presentation was intended to bring forth the basic ideas of the project as well as the expected results and the specific actions related to it, with special focus on WPs 1 to 3.

Each of the project partners gave a short presentation of their institution. The aim of these presentations was to provide the participants with the opportunity to learn more about the other institutions participating in the project and their expertise and experience relevant for the successful implementation of the project activities. 7 presentations were given in this order:

University of Donja Gorica by Asist. Prof. Vladan Božović,

University of Prishtina by ????

University "Haxhi Zeka" of Peja by ????

University of Bologna by Dr. Francesco Orsini

South Westphalia University of Applied Sciences by Bernd Pölling

University "Džemal Bijedić" of Mostar by Asist. Prof. Alisa Hadžibulić

University of Sarajevo by Prof. Pakeza Drkenda

### 2.2. Forming of project management structures & Partnership agreement discussion

The management structure was proposed by the project coordinator. It included, among others, three management bodies that needed to be adopted by the Consortium members:

- Steering Committee (eight members, one from each BUGI partner institution)
- Quality Assurance Committee (four members from four BUGI partner institution)
- WP leaders

The BUGI Consortium adopted the decision on the establishment of management structures. Each Project partner will propose one SC member, send respective names to coordinator and ask for written approval/support from legal representative of his/her institution.

Quality Assurance Committee will be composed of two representatives from EU partners and two representatives from WB partners. It has been decided that EU representatives will be from SWUAS and UL, and WB representatives will be from UNSA and UP.

WP institutional leaders and vice leaders are as follows:

- WP1 – SWUAS (Bernd Pölling) and UP (????)
- WP2 – UNIBO (Francesco Orsini) and UHZ (????)
- WP3 – UL (????) and UDG (????)
- WP4 – UNIBO (Francesca Magrefi) and UNSA (Mirza Uzunović)
- WP5 – UL (????) and UNMO (Alisa Hadžiabulić)
- WP6 – UNSA (Zenan Šabanac)

All project partners will nominate responsible persons for each project WP. Names of partners' representatives have to be sent to project coordinator as soon as possible.

The Decision was sent to all project partners and it is a part of these Minutes as Annex 1.

Draft version of Partnership agreement has been presented and discussed with partners. Project coordinator reported it could not be finalized since UNSA is waiting for EACEA response regarding clarification on equipment purchase. It was proposed to run three public tenders (one per WB country) for purchase of equipment. Institutions responsible for purchase will be UNSA for B&H (UNSA and UNMO), UDG for MNE (UDG) and UP for XK (UP and UHZ).

Draft PA agreement will be circulated to all partners for discussion as soon as UNSA receive response from EACEA.

### 2.3. Initial Project management procedures, Financial issues and Reporting

Dr. Šabanac presented some basic information on the programme, contractual and financial obligations of beneficiaries, clarification of costs eligibility and other issues relevant for the successful implementation of the project. Proper communication channels between partners (project coordinator and partners' contact persons, administration office and HEIs administrators) has been agreed. Detailed management procedures will be prepared by UNSA and sent to all partners for discussion by January 15, 2018. SC is the body responsible for their adoption.

Presentation included information regarding the financial management of the project that was obtained from the Grant Agreement and Work Programme of Erasmus Plus. More specific and detailed requirements will be available upon the official release of the financial guidelines by the EACEA and the coordinators' meeting in Brussels, scheduled for January 29 and 30, 2018.

### 2.4. WP1, WP4 & WP5 Presentations

#### WP1 Presentation

Mr. Pölling presented WP1. SWUAS is involved in several research and implementation projects such as: URBAN GREEN TRAIN, EU COST-Actions „Urban Agriculture Europe“ and „Aquaponics“, Co-Production in urban farming (CoProGrün, StadtFarm NRW), „InnoAquapon“ and NEWBIE (H2020). These experiences would be of great help for successful implementation of BUGI WP1. Mr. Pölling gave General description and objectives, Deliverables and Time frame of the WP1.

3 expert working groups have to be constituted:

- 1) Business and networking (SWUAS, P7)
- 2) Agriculture and food processing (UniBo, P6)
- 3) Urban planning, ecology, energy efficiency (UL, P8)

Each partner county (B&H, MN, XK) will be represented in each expert WG.

Following time-frame has been proposed and adopted by Consortium members:

<b>Deliverables</b>	<b>Proposal time (in application)</b>	<b>New time (due to project start delay)</b>
1.1 Survey guide:	15.11.2017	15.01.2018
1.2 Needed skills:	01.01.2018	01.03.2018
1.3 Farm models:	01.01.2018	01.03.2018
1.4 SSFCs:	01.01.2018	01.04.2018
1.5 Consumers:	01.01.2018	01.05.2018
1.6 Synthesis 1.2-1.5:	01.03.2018	01.06.2018
1.7 HEI infrastructure:	01.07.2018	01.07.2018

#### WP4 Presentation

Dr. Orsini presented WP4. UNIBO will lead this WP and UNSA will co-lead it. All partners have to participate. Aims of this WP are to ensure high quality project and results and to establish, implement and deliver internal and external quality assurance, control and monitoring mechanisms in order to guarantee high quality outcomes and smooth running of the project. Quality assurance committee (QAC) will be established consisting of 4 members (2 from partner and 2 from program HEIs) with previous experience in quality assurance and who will not be engaged in any other project activities. 2 external evaluations of results and deliverables will be carried out in second year and at the end of the project. WP Deliverables are presented in details.

Next steps are:

- Appointment of members of QA Comity (2 from Partner and 2 from Programme HEIs) and definition of the basic communication and working procedures,
- D4.1 Quality performance framework – v.1 -> draft expected by 31/01/2018 for feedbacks by QAC and partners,
- WPs quality evaluations and QAC functioning – ONGOING,
- D4.4 Progress evaluation Report n.1 due by M6 (15/04/2018),
- Questionnaire on kick off meeting evaluation to be filled in online (1 per partner).

#### WP5 Presentation

Mr. Glamočlija and Dr. Šabanac gave short presentation on WP5 since WP5 leader UL representatives could not attend kick-off meeting. UL and UNSA will coordinate this WP and realization of its activities. UNSA will launch official project web-site in the following weeks. Dissemination Strategy will be developed and sent to partners for discussion by February 15, 2018.



## 2.5. Equipment purchase and Further plans

Dr. Drkenda informed partners that UNSA is waiting for response from EACEA regarding project officer in charge of the supervision of BUGI project in EACEA and clarification of equipment purchase.

In order to initiate project activities successfully and in accordance with the defined dynamics, the Further plan was discussed and reviewed. The plan included the list of project activities and sub-activities that need to be realized in the first six months (for more details see WP1, WP4 and WP5 presentations).

After the review and discussion, the list of project activities and sub-activities discussed under WP1, WP4 and WP5 were adopted.

All partners have to send names of responsible persons by the end of this year, and WP leaders and co-leaders will start with implementation of activities.

## 2.6. Final Discussion and Conclusions

The first partners' meeting on the BUGI project was successfully realized in accordance with the previously established agenda. The presentations and material from the meeting will be additionally delivered to all partners.

## **3. Visit to research laboratory and library of the University of Donja Gorica**

After the lunch break participants had an opportunity to visit research laboratory and library of the University of Donja Gorica. Hosts organized University tour and gave basic information on organization of the university and current activities, with special focus on equipping new research laboratory of the Faculty for Food Technology, Food Safety and Ecology.