**Minutes on the SC&QAC Skype meeting of BUGI project**

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| **Project Acronym:** | **BUGI** |
| **Project Full Title:** | **Western Balkans Urban Agriculture Initiative** |
| **Project No.:** | **586304-EPP-1-2017-BA-EPPKA2-CBHE-JP** |
| **Funding Scheme** | **Erasmus Plus** |
| **Coordinator:** | **University of Sarajevo** |
| **Project Start Date:** | **October 15, 2017** |
| **Project Duration:** | **36 months** |

**DOCUMENT CONTROL SHEET**

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| --- | --- |
| **Title of Document:** | **BUGI** |
| **Work Package:** | **WP6 Management** |
| **Last Version Date:** | **18.07.2019** |
| **Status:** | **Draft** |
| **Document Version:** | **v.01** |
| **File Name:** | **Minutes on the third SC and QAC meeting** |
| **Number of Pages:** |  |
| **Dissemination Level:** | **Internal** |

**VERSIONING AND CONTRIBUTION HISTORY**

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| --- | --- | --- | --- |
| Version | Date | Revision Description | Partner responsible |
| v.01 | 18/07/2019 | Final version | Prof. Dr. Pakeza Drkenda |
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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 of the meeting

# The skype meeting was organized in line with the conclusions of the 3rd SC & QAC meeting to discuss some open issues and make final conclusions for the implementation of the project in next 6 months.

## The list of attendees

All project partners were represented. The list of attendees is presented below.

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

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| --- | --- | --- |
| Partner | Name | E-mail |
| P1 UNSA | Prof. Dr. Pakeza Drkenda | [p.drkenda@ppf.unsa.ba](mailto:p.drkenda@ppf.unsa.ba) |
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**Discussion topics**

* Mobilities (travels) within the project
* Date and place of the next Workshop on distance learning
* Date of the next study visit and 4th SC & QAC Meeting in Berlin
* Interinstitutional agreement
* Adoption of contigency measures
* Equipment & Financial issues
* PBL Workshop Report
* Teaching material development
* E-learning platform and LLL
* External evaluators selection
* Project timeline

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# Meeting Conclusions

* **Mobilities (travels) within the project**

UDG agrees that UNSA redistribute saved mobilities among all partners (see summary mobility document attached). In order to reach 125 WB mobilities for study visits, it is agreed that WB partners should send more participants to the next study visit (UNSA 7 or 8 staff members, UNMO 6, UDG 6, UP 6 to 8, UHZ 6 to 8).

* **Date and place of the next Workshop on distance learning**

In order to facilitate participation of Kosovo partners (no visa required), Workshop on distance learning will be held in Podgorica on September 6, 2019. UNSA will help UDG with the organization of the event. UL representative (as WP3 leader) is invited to take part in the Workshop.

* **Date of the next study visit and 4th SC & QAC Meeting in Berlin**

Study visit will be organized in Berlin from October 29 – 31, 2019. SWUAS can accept up to 40 participants. More details will folllow in next weeks. Two UNIBO representatives are invited to take part in the last day of Study visit (October 31).

4th SC & QAC meeting will take place in Berlin on November 1, 2019.

* **Interinstitutional agreement**

WB partners accepted proposed Interinstitutional Agreement. Agreement will be signed by deans of involved faculties. Kosovo partners will sign it and bring it to Montenegro for further signatures during workshop.

* **Adoption of contigency measures**

Following contigency measures are adopted:

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 begining 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.

* **Equipment & Financial issues**

Kosovo partners will regularly inform Project Coordinator about situation in progress regarding instalation of equipment. UNSA and UNMO will speed the process of instalation of equipment.

Tender for Montenegro is prepared and will be published soon (in next 15 days).

WB partners will prepare specification of IT equipment and sensors (second part of equipment) by September 1.

UNSA will send application for 2nd installement as 70% of the first pre-financing is spent.

* **PBL Workshop Report**

UNSA will provide data for the report, and UL will prepare it based on input data and WS presentations.

* **Teaching material development**

UNSA, UNMO and UDG will develop teaching material in local languages by the end of August, and Kosovo partners will translate it in English.

* **E-learning platform and LLL**

UNIBO will share their experience regarding establishing e-learning / DL platform. UNIBO and SWUAS will share their experience regarding LLL programmes (URBAN GREEN TRAIN experiences and outcomes, adapted to WP partners real situation in field of human and institutional capacities contained in D 1.7.).

* **Internal and external evaluation questionaries**

UNIBO will evaluate 3rd SC & QAC meeting and PBL workshop, and prepare questionaries to be used by students and teachers involved in the new master programme.

* **External evaluators selection**

UNIBO, SWUAS and UNSA will propose potential external evaluators. All other partners are also welcome to propose external evaluators. Discussion and selection of 2 evaluators will be done in Berlin during SC & QAC meeting.

* **Project timeline**

Following timeline has been adopted:

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| 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 | October 29 – 31, 2019 |
| 3.3. | PBL & EL workshop in Sarajevo | June 11, 2019 |
| 3.4. | DL workshop in Podgorica | September 6, 2019 |
| 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 equipment | Kosovo partners by the end of June 2019, BA partners by the end of September 2019, MN partner by the end 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 | Decision will be made during 4th SC and QAC meeting |
| 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. | 4th SC&QAC meeting in Berlin | November 1, 2019 |