**SC & QAC Meeting of the Erasmus+ project**

**586304-EPP-1-2017-BA-EPPKA2-CBHE-JP**

**08/07/2021**

**Western Balkans Urban Agriculture Initiative – BUGI**

**Agenda**

09:00 – 09:15 On-line registration

09:15 – 09:20 Welcome (Prof. Dr. Pakeza Drkenda, Project Coordinator)

09:20 – 09:40 Information about project activities between two meetings (October 23, 2020 – January 23, 2021)

09:40 – 10:40 Discussion on project implementation

* Possible organisation of Study Visit in Maribor (16-18 August, 2021)
* Possible organisation of SC & QAC and Finale conference
* Equipment purchase
* Tirth instalment
* Preparing and sending documentation for final report
* Implementation of Master and LLL programes

10:40 – 10:55 Meeting conclusions

12:00 Closure of the meeting

**Minutes**

Prof. Pakeza Drkenda had opened the meeting and had welcomed all participants. She informed participants about what is done in the project since the last skype meeting in January.

To be more successful in the project and avoid possible penalties, all participants discussed what has to be done till the end of the project. So it is pointed out that it will be good to have as many as a possible number of students enrolled in the Urban Agriculture study program at the universities, to reach a close number of students from the project proposal, until the end of the project on 14 October 2021. Also, the same situation is with students within the LLL program.

Because of the late accreditation of the study program Urban Agriculture at the University of Donja Gorica, they will open the call for application in September 2021 and they will provide the information, to the consortium, about students' enrollment right after they close the call. It was suggested that all universities put their maximum effort into the additional promotion of the program to reach high numbers of students also it is the same suggestion for the LLL program.

Participants discussed the possible organization Study Visit in Maribor (16-18 August 2021) to spend more money for travel and stay costs, these funds which weren't used because of covid-19 pandemic and restriction for travel. The colleagues from the University of Ljubljana agreed to organize this study visit and it was concluded that if occasions with the Covid-19 pandemic going to be favorably and travels between countries will be allowed it will be organized.

With the same goal, it was proposed to organize Steering Committee & Quality Assurance Committee meetings and Finale conference, and it was suggested that these meetings be organized by the University of Donja Gorica in Podgorica. The place is chosen because of the partners from Kosovo, they don’t need visas for Montenegro. Vladan Bozovic had agreed with the proposal, and it was concluded that the details will be specified in the next period.

For the equipment purchase, it was suggested that all remaining activities must be finalized as soon as possible because there is no additional time.

All participants need to send their request for the third installment. The University of Donja Gorica needs to send their second request for installment as soon as possible to the coordinator before the third installment.

All partners need to start preparing supporting documentation for justification of the costs incurred within the project. All documentation must be copied, signed by an official at University, and stamped. Prepared documentation must be sent to the coordinator via post and scanned via e-mail. Also, partners need to fulfill the Financial report and send it to the coordinator, so the costs can be tracked.

As mentioned before in the minutes, partners from Kosovo and Montenegro are obliged to start with the implementation of the Urban Agriculture master study program this year after they enrolled students. They need to inform the coordinator about the number of enrolled students so this data can be put in the final report of the project. The LLL program will be organized by SEDRA Agency for all participants in the region online, but practical teaching will be organized in home institutions.