**Skype SC & QAC Meeting**

**of the Erasmus+ project 586304-EPP-1-2017-BA-EPPKA2-CBHE-JP**

**Western Balkans Urban Agriculture Initiative – BUGI**

**Tuesday, March 24th, 2020 from 10:00 – 11:30 a.m.**

**Topics for Discussion**

* Project progress – partners' short progress reports with special focus on equipment purchase and installation, study program accreditation and teaching material creation (in the following order: UNMO, UDG, UP, UHZ, UNSA, UNIBO, SWUAS, UL, approx. 3 min each)
* WP Leaders reports (approx. 3 min each)
* QAC Report (approx. 10 min)
* Extension of Project discussion (approx. 10 min)
* Revised budget discussion (approx. 10 min)
* Plan for further activities and Conclusions (approx. 15 min)

**MINUTES**

Each partner presented the status of the activities foreseen in the previous meeting.

Prof. dr. Pakeza reports that UNSA has prepared to acquire an android application, sensors, and computer equipment. Due to the coronavirus situation, it is not certain whether the procurement can be completed with quality. Life-Long Learning program is organized in cooperation with SERDA Agency, but because of the coronavirus situation, it is impossible to implement.

Prof. Dr. Pier shares his experience with the implementation of the projects funded by the EU in crisis times like this one with the coronavirus situation.

Prof. dr. Menthor reported that the University of Pristina expected a study program accreditation committee visit at the end of April to evaluate the study program on Urban Agriculture, but because of the coronavirus situation, it was delayed and could be up to a year. The same problem is with the University of Peja.

Mr. Vladan reported that the University of Donja Gorica has the same problem. They were expecting a visit from the study program evaluation team these days, but because of the coronavirus situation, it is unlikely that it will happen.

The greenhouse procurement procedure for the University of Donja Gorica started three weeks ago, but no one has responded to the call for proposals. The invitation to tender has been extended and they hope that one company from Nikšić will apply, which they have negotiated with, in the meantime. It is complicated to build a quality greenhouse and they have negotiated with many companies.

To complete the greenhouse procurement procedure, it was concluded that Mr. Vladan sends a link to partners in the region for an international invitation so that companies from the region can apply.

Prof. Šabanac pointed out that the situation with the teaching material was not satisfactory since they were not fully developed for the second semester while they were not available for the third semester. Of these, only two teaching materials were translated into English for elective subjects.

Prof. Dr. Pakeza reported that UNSA teachers provided her with elective course materials in the form of a PowerPoint Presentation, and suggested that partners in the region use them to develop teaching materials for other subjects.

Mr. Bernd and Mrs. Rosalia offered to participate in preparing or checking certain teaching materials.

It was concluded that by the end of the week, 29/03/2020, a list of completed teaching materials for obligatory and elective subjects should be made and that the developed materials should be put on a dropbox in two folders, one in the languages of the partners in the region so that all partners could access and further develop materials and translate at the same time, and others in English that Mr. Bernd and Mrs. Rosalia can check teacher material materials.

Prof. Dr. Pakeza reported that an external evaluation of the project is foreseen and that it is doubtful whether this can be done given the coronavirus situation.

Prof. Dr. Pier believes that the corona situation is not an obstacle to an external evaluation of the project as it can be done online.

It is important that by the external evaluation key project activities have been completed so that there is something to evaluate.

Prof. Dr. Menthor reported that the University of Pristina is participating in a project implemented in cooperation with Austrian partners that deal with food production and that the plan is to implement the Life Long Learning Program within two projects through two courses in urban agriculture. The courses will last for 15 days. Although everything is questionable because of the coronavirus situation, he believes he will successfully implement it. The University of Peja will also participate in this project.

Mr. Vladan reported that they cannot organize the LLL program through development agencies and that they must accredit courses and study programs, and that they will apply to the LLL Program Accreditation Agency in May or June.

Prof. Dr. Pakeza reported that she had obtained a permit from the Agency for the University of Peja to spend funds to restore greenhouses damaged by bad weather instead of purchasing computer equipment, and called on Prof. Dr. Menthora to send her the specification of the computer equipment she will obtain for the University of Pristina so that she can send it to the Agency together with the specification for UNSA.

Mrs. Alisa reported that their greenhouse was also damaged in bad weather, but the real damage is unknown and that the „Džemal Bijedić“ University in Mostar would like to redirect the procurement of sensor equipment to the reconstruction of the greenhouse equipment, and will procure the sensors through another project in which they participate.

It was concluded that the Džemal Bijedić University in Mostar would inspect the destroyed equipment to know the real state and the real need for reconstruction funds, which would be diverted from the sensor assets.

Prof. dr. Pakeza asked for the contact of the company from which to obtain the sensors.

They all agreed to ask the agency to extend the project completion period to one year but that there should be a well-founded justification for the request. Before requesting an extension, the status of the tasks to be implemented should be determined.

Prof. Šabanac pointed that request must be sent to Agency at least one month before the end of the project.

Prof. Dr. Pier suggested we wait for the request until the situation with the coronavirus is over or calm.

It has been decided that UNSA prepares a google spreadsheet document by the end of the week, 29/03/2020, and uploads it to google drive 30/03/2020 so that partners can record the status of tasks by 02/04/2020 for which they are in charge. On this basis, UNSA will prepare a draft study with a new budget and activity plan to cover the new year of the project and it has to be done till 05/04/2020.

Prof. Dr. Pakeza asked that Mr. Bernd contact Mr. Mirza and finalizes the teaching materials for the subjects they worked on, she will send him a contact from Mr. Mirza.