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

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

**23/10/2020**

Western Balkans Urban Agriculture Initiative – BUGI

**Agenda**

09:45 – 10:00 On-line registration

10:00 – 10:15 Welcome (Prof. Dr. Pakeza Drkenda, Project Coordinator)

10:15 – 11:00 Project partners’ presentations (5 minutes each): UNMO, UDG, UP, UHZ, UNIBO, SWUAS, UL & UNSA

11:00 – 11:30 WP2 activities (presentation by WP2 Leader)

* LLL program elaborate

11:30 – 12:00 WP3 activities (presentation by WP3 Leader)

* Study visits and trainings
* DL guide, manual and workshop
* Development of teaching/training tools
* Purchase and installation of equipment
* Curriculum accreditation and implementation

12:00 – 13:00 Lunch break

13:00 – 13:45 WP4 activities (presentation by WP4 Leader)

* WPs quality evaluations
* Evaluation questioners
* Evaluation reports
* External evaluations
* Evaluation of curriculum and teaching tools

13:45 – 14:15 WP5 activities (presentation by WP5 Leader)

* Project web site and social media channels
* Green Entrepreneurship and development of DL platform
* Project promotional material and events
* Scientific contributions
* Info days, open door day and UA conference

14:15 – 15:00 WP6 activities (presentation by WP6 Leader)

* Change of the eligibility period and new plan of activities
* Change of the legal representative or of the contact person of the beneficiaries
* Finacial reports by Partners
* Financial management of Project

15:00 – 15:15 Coffee break

15:15 – 15:30 WP Leaders and QAC Recommendations

15:30 – 16:15 Discussion (all participants)

16:15 – 16:30 Plan of further activities

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

16:30 Closure of the meeting

Minutes

Project partners’ presentations (5 minutes each): UNMO, UDG, UP, UHZ, UNIBO, SWUAS, UL & UNSA

**UNDG**

UNDG has accreditation for the master study program and they finished preparation and translation for teaching materials. The building greenhouse is still a problem because they did not get any offer and the plan is to open new tendering procedures in the hope to get any offer. Money for travel was spent and money for purchasing the goods is still unspent because of that UNDG doesn't spend 70% of the first installment and because of that they didn't receive the second installment, so they don't have money for staff costs. Some of the workers who worked for the project left UNDG and they are official not employed at the project, because of lack of funding. About this issue will be discussed more, the first thing is to up to spend the first installment.

**WP2**

As you know WP2 is almost finished. We only have one activity in progress which is related to the background of translation teaching material and that was coordinated by the University of Prishtina.

**WP3**

The plan was to have one more study visit. The draft for the study visit was prepared, but the covid-19 pandemic is far from ending, there is hope to do this trip in June or July 2021. There is also an idea to make some kind of online visit but it will be without travel costs. There is unspent money for study visits, for travel costs and etc. It will be more useful to see more interesting things in Slovenia but at moment it's not possible to fulfill that. It was concluded to wait and see what will happen next year, before asking the European agency for approval to change something. The decision will be made in March after the situation with covid-19 was analyzed.

Mirza prepared guidelines in the Bosnian language, focus of the manual is to stress out how important is to use specific tools for specific learning outcomes. After the meeting, it will be sent to partners and also it will be on our BUGI website. There is approval from the Gulia to spend some money on translation. It will be discussed about this translation to local language and English and maybe in the Albanian language if partners from Kosovo are interested. The official study program language on Kosovo universities is Albanian, Serbian, and English, they can use this material already. It is not an issue for them.

Academic staff from UNSA made a really big effort and we developed all modules, all subjects, teaching materials for all subject. Colleagues from Montenegro helped also, they made some work on two subjects. All material was sent it to Rosalia also to check them a little bit and also it was sent to colleagues from Kosovo because they should make translations for their students because they will have a study program in English. The problem is to translate entire books which are very hard to translate in English and the rest of them are like PPT which is not hard to translate. Many colleagues from Kosovo universities use their own material and find them proper for use. They also find that in this situation with covid-19 and online teaching there is not enough teaching material for students because it is very different from when you teach students in life than online. There is an idea to call up European colleagues from partners in the project to give some classes to Kosovo students about some topics and is their possibility for that. It was explained that there will be a lot of financial issues regarding paying colleagues from European universities because of their salaries. It is possible to subcontract external teachers to deliver the courses but we need prior approval from the Agency. It means that if you use the money for such activities you have to respect the wages given within the budget. You need to grant staff money from your staff cost to that other person. It's better to try to find a solution within the university all of your person employed in University but as I said it's not impossible, You can subcontract somebody else but we need approval by the Agency for that person, in that case, we will have to use your staff cost and give them to somebody else. Justification can be that you don't have enough expertise.

It was proposed that students need to be provided with links to additional material, documents, articles, readings. Then we also need to propose some practical activities, just to have some experience to links to the material, to information, to knowledge, to just apply them and besides that students need to have very strong tutorial support. You need to remotivate ......

**Purchase and installation of equipment**

There is still a problem with purchasing the greenhouse at UNDG, they trying to find the best solution. Three tendering procedures went fail because companies did not apply, two of them were international calls. There is an idea to change the specification of the greenhouse and go with cheaper material, this was proposed to UNDG management, they did not reply yet. The problem is if we skip the end of January for purchasing the equipment we will declare that money as unspent.

Purchasing of goods at UNSA started with the android app and sensors, the purchasing of computer equipment is in preparation.

The University of Peja will start to purchase the rest of the equipment soon as possible for Kosovo universities.

**WP5**

I sent you the proposal for evaluation questionaries, before I sent it to you, I sent it to Pier Guicomo for approval because he is more or less technically in charge of the quality, and maybe he can tell us more about this and can we agree or disagree to use these questionaries to go forward in the evaluation process.

We are obliged by grant agreement to provide everywhere one report of the quality assurance committee and it is time to do it because it is the last issue at the end of 2020. We should prepare a quality assurance report for the committee. We should circulate all of the different evaluation forms etc. In particular to evaluate training events, project web site, project progress, dissemination, curriculum, also the people

If you agree next week I will send you all different questionnaires filled in with all instructions according to different methodology. I'll ask you to please fill in the questions and if you can finish in the first week of November in order to give us time to collect all your answers and prepare a quality assurance report. Sends them to members of quality assurance commitee to validate or provides some advice by the end of November