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

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

**06/10/2021**

**Western Balkans Urban Agriculture Initiative – BUGI**

**Agenda**

9:00 – 9:30 Registration

9:30 – 9:45 Welcome (Prof. Dr. Muhamed Brka, Dean and Prof. Dr. Pakeza Drkenda, Project Coordinator)

9:45 – 10:05 BUGI Achieved Results (short presentations by Project Coordinator)

10:05 – 12:00 Project partners’ presentations (10 minutes each): UNMO, UDG, UP, UHZ, UNIBO, SWUAS, UL & UNSA

12:00 – 13:45 Lunch break

13:45 – 14:15 Preparation of Final Report

14:15 – 14:45 Coffe break

14:45 – 15:15 Lessons learned -Discussion

15:15 – 16:00 Final Discussion and Conclusions

**Minutes**

Prof. Pakeza Drkenda had opened the meeting and had welcomed all participants. Then she presented the achieved results of the BUGI project by the working packages and activities.

**WP 1**

Within the working package 1 (Needs Analysis) it was planned to realize the next activities: 1.1 Survey guide, 1.2. Regional and EU action plans and strategies report, 1.3. Farms models in region, 1.4. Food supply chains analysis, 1.5. Consumers preferences surveys, 1.6. City-adjusted farm strategies in B&H, MN and XK and 1.7. Partners HEIs infrastructure and teacher’s assessments. All planned activites are implemented.

**WP 2**

Within the working package 2 (Curriculum modules, and The lifelong learning programs development), it was planned to realize the next activities: 2.1. Curriculum draft, 2.2. Learning projects design guide for teachers , 2.3. Skills and competence evaluation guide , 2.4. Master study and LLL program elaborate, 2.5. Module Placement Guide, 2.6. Diploma supplement (DP) and 2.7. Multilateral inter-institutional agreement. All planned activites are implemented.

**WP 3**

Within the working package 3 (Developing capacities and facilities), it was planned to realize the next activities: 3.1. Infrastructure and teachings staff assessment, 3.2. Study visits and trainings (Bologne, 2018, Dortmund, 2018, Ljubljana, 2018, Venice, 2019, Pordenone, 2019, Berlin, 2019, Ljubljana, 2021), 3.3. PBL and EL in competence based learning workshop (Held at the University of Sarajevo 11.06.2019.), 3.4. Distance learning guide, manual and workshop (Held at the University of Donja Gorica in Podgorica 06.09.2019.), 3.5. Development of teaching/training tools, 3.6. Purchase and installation of equipment and 3.7. Curriculum accreditation. All planned activites are implemented.

In the purchase and installation of equipment was included:

* for the University of Sarajevo: Green House, Vertical NFT hydroponic system, Ebb and Flow Tables rolling benches, Solar energy panels, Automatic adjustable hydroponic pH and EC Controller, Rooftop organic pot production system, Composting bin, Waterproof Full Spectrum LED, IT equipment, Open-source electronic prototyping platform
* for the University “Džemal Bijedić” in Mostar: Vertical NFT hydroponic system, Ebb and Flow Tables rolling benches, Solar energy panels , Automatic adjustable hydroponic pH and EC Controller, Rooftop organic pot production system, Composting bin, Waterproof Full Spectrum LED, IT equipment
* for the University of Donja Gorica: Green House
* for the University of “Haxi Zeka” in Peja: Green House, Vertical NFT hydroponic system, Ebb and Flow Tables rolling benches, Solar energy panels, Automatic adjustable hydroponic pH and EC Controller, Rooftop organic pot production system, Composting bin, Waterproof Full Spectrum LED
* for the University of Prishtina: Green House, Vertical NFT hydroponic system, Ebb and Flow Tables rolling benches, Solar energy panels, Automatic adjustable hydroponic pH and EC Controller, Rooftop organic pot production system, Composting bin, Waterproof Full Spectrum LED, IT equipment, Open-source electronic prototyping platform.

Master Program Urban Agriculture was accredited: at the University of Sarajevo in 2019, at the University “Džemal Bijedić” in Mostar in 2019, at the University “Donja Gorica” in 2020, at the University of Prishtina in 2020, and at the University “Haxi Zeka” in Peja in 2020.

The lifelong learning program was accredited: at the University of Sarajevo in 2021 through SERDA, at the University “Donja Gorica” in 2021, at the University of Prishtina in 2021, and at the University “Haxi Zeka” in Peja in 2021.

Curriculum implementation started at the University of Sarajevo in the academic year in 2019/2020 and 8 students were enrolled, at the University “Džemal Bijedić” in Mostar 1 student was interested in academic 2019/2020 in 2021 will be an open new public announcement, at the University “Donja Gorica” will be open public announcement in the academic year 2021/2022, at the University of Prishtina, will be open public announcement in the academic year 2021/2022 and at the University “Haxi Zeka” in Peja will be open public announcement in the academic year 2021/2022.

The Lifelong learning program started at the University of Sarajevo through SEDRA in September 2021 and there were 55 participants, at the University of Prishtina will be an open call for application in September 2021.

**WP 4**

Within the working package 4 (Quality plan), it was planned to realize the next activities: 4.1. Quality performance framework, 4.2. WPs quality evaluations and QAC functioning, 4.3. Evaluation questioners, 4.4. Evaluation reports, 4.5. External evaluations and costs verification and 4.6. Evaluation of curriculum and teaching tools. All planned activites are implemented. Final QAC report was adopted.

**WP 5**

Within the working package 5 (Dissemination & exploitation), it was planned to realize the next activities: 5.1. Dissemination Strategy, 5.2. Project web site and social media channels, 5.3. Green Entrepreneurship, 5.4. Distance learning platform, 5.5. Project promotional materials, 5.6. Scientific contributions and 5.7. Info days, open door day and UA conference. All planned activites are implemented.

**WP 6**

Within the working package 5 (Project management), it was planned to realize the next activities: 6.1. Project management procedures, 6.2. Regular meetings, 6.3. Management and report on the project activities and 6.4. Project finance and administration. All planned activites are implemented.

After the presentation of prof. Pakeza Drkenda all partners presented their work and effort in the project. After short presentations from all partners prof. Zenan Šabanac presented the preparation of the Final Report for the BUGI project.

**Project Details:**

* Start of the Project: October 15, 2017
* End of the Project: October 14, 2020, extended to October 14, 2021
* Budget: 838.397,90 EUR
* Staff Costs: 331.037, 00 EUR (cannot exceed 40% of total or 335.359,16 EUR)
* Travel Costs: 74.010,00 EUR
* Costs of Stay: 150.840,00 EUR
* Equipment Costs: 231.000,00 EUR (cannot exceed 30% of total or 251.519,37 EUR)
* Subcontracting Costs: 51.510,90 EUR (cannot exceed 10% of total or 83.839,79 EUR)

**Maximum possible amounts:**

* Staff Costs: 331.037, 00 EUR + 33.103,70 EUR
* Travel Costs: 74.010,00 EUR
* Costs of Stay: 150.840,00 EUR
* Equipment Costs: 231.000,00 EUR + 23.100,00 EUR
* Subcontracting Costs: 51.510,90 EUR + 5.151,09 EUR

**Partnership Agreement Article 5 (5.3-5.8):**

5.3 Beneficiaries are obliged to use the Erasmus+ grant contribution exclusively for the purposes defined by the project, and in accordance with the terms and provisions of the present Agreement and the Grant Agreement and its annexes. Erasmus+ grant amounts received in advance and not used by the beneficiaries will be reimbursed to the coordinator at the latest 30 days after the end of the project's contractual period.

5.4 If there is a difference between the amount of the Erasmus+ grant contribution actually used by the partnership and the amount of expenditure declared eligible by the Executive Agency at the end of the project, the following procedure will apply:

the beneficiary(ies) responsible for the expenditure declared ineligible will reimburse the corresponding amount to the coordinator.

5.5 The costs of financial transfers charged by the bank of the coordinator and the beneficiaries shall be borne by the financial transfer recipient.

5.8. UL team presented the Interim and final report on dissemination and exploitation. All consortium partners agreed to adopt Final report of dissemination and exploitation.

**Partnership Agreement Article 6 (Reporting):**

6.1 The coordinator is responsible for submitting in due time to the Executive Agency all reports and financial statements as required in the Grant Agreement. For this purpose and in a timely manner, the beneficiaries commit to provide the coordinator with all necessary information and, if applicable, copies of supporting documents needed for drawing up reports, financial statements and any other documents required in the Grant Agreement.

6.2 The coordinator shall provide the beneficiaries with the appropriate reporting forms for the declaration of expenses/activities and the respective instructions for their completion. These reports must be drawn up in EURO and be delivered to the coordinator till March 1 2019 for the first progress reporting period, and till September 1 2020 for the final report.

6.3 The beneficiaries shall keep a record of any expenditure/activity incurred under the project and all proofs and related documents for a period of 5 years after the payment of the final balance under the Grant Agreement. The coordinator may reject any item which cannot be justified in accordance with the rules set out by the Executive Agency in the Grant Agreement and in the Guidelines for the Use of the Grant.

**Timeline for Reporting:**

* All partners to send relevant documents to coordinator (UNSA) by Friday, October 22, 2021 (by email and post – all copies to be verified: signed and stamped)
* Draft narative report to be sent by UNSA to partners by Monday, November 1, 2021
* Comments by partners by Monday, November 15, 2021
* Final Report prepared by UNSA and sent to partners by Monday, November 29, 2021
* Cost verification by external agency by the end of November
* Financial report to be sent to partners by Friday, December 3, 2021
* Submission of documents to EACEA: deadline is December 14, 2021.

**Documentation for Staff Costs:**

a) The existence of a formal contractual relationship10 between the employee and the employer. Furthermore, for non-permanent staff and/or not officially registered under a beneficiary institution, the latter must be able to demonstrate that the conditions defined under the section 3.3.1.1 of guidelines have been fulfilled.

b) A duly filled-in Joint Declaration (Annex II of these Guidelines) for each person employed by the project. The declaration must be signed by the person performing the activity then countersigned and stamped by the person responsible (e.g. rector, dean) in the institution that employed this person. For staff performing different categories of tasks a separate declaration must be signed for each type of activity.

**Documentation for Staff Costs (cont.):**

c) Time-sheets have to be attached to each Joint Declaration. They must be signed by the person concerned and countersigned by the person responsible in the institution that employed this person. They must indicate the following:

* the project reference
* the name of the person performing the tasks, his/her position and the staff category
* the institution and the country where the person is employed
* the number of days worked for the corresponding month and year
* the description of the tasks performed, the outputs produced and the related work package.

d) Any material evidence allowing to verify that the declared workloads correspond to actual activities/outputs (e.g. attendance lists for lectures given, tangible outputs / products, salary slips, etc.).

**Documentation for Travel and Stay Costs:**

a)  annex III – ITR,

b)  copy of travel order,

c)   decision or agreement,

d)   copy of bank statement,

e)   copy of hotel invoice,

f)    copy of travel invoice, copy of boarding passes,

g) copy of attendance list.

A duly filled-in Individual Travel Report (Annex III of these Guidelines). Supporting documentation will have to be attached to each travel report in order to demonstrate the fact that the travel and the activity actually took place (e.g. travel tickets, boarding passes with points of departure and destination, dates and name of the person travelling, invoices, receipts, proof of attendance in meetings and/or events, agendas, tangible outputs/products, minutes of meetings). It will not be necessary to prove the actual cost of the travel.

**Documentation for Equipment:**

* VAT/customs exemption certificate obtained
* Tender documentation
* All relevant documents to UNSA to be submitted
* copy of at least 3 offers,
* copy of decision of the best supplier,
* copy of contract,
* copy of invoice,
* copy of bank statement,
* handing over record/protocol of equipment,
* proof of registration of equipment as HEIs property.

**Documentation for Subcontracting Costs:**

* Invoices, subcontracts and bank statements.
* In the case of travel activities of subcontracted service provider, copies of travel tickets, boarding passes, invoices and receipts, or for car travel a copy of the internal regulations on the reimbursement rate per km. The aim of the supporting documentation is to demonstrate that the activities took place.
* When the threshold of EUR 25.000 is exceeded and below EUR 134.000, documentation on the tendering procedure and three quotations from different suppliers.
* When the threshold of EUR 134.000 is exceeded, documentation on the tendering procedure applied according to national legislation.
* Tangible outputs/products

After presentations, all participants discussed realized activities and project results, the obstacles they faced, and the future of achieved goals.