



SEMINAR & LECTURE, 10-14 SEP, UHZ, PEJA

Erasmus +

STEPS

**Cooperation for innovation and the exchange of good practices
Capacity Building in the Field of Higher Education**

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Co-funded by the
Erasmus+ Programme
of the European Union

Project number: 598963-EPP-1-2018-1-AL-EPPKA2-CBHE-JP

Next meeting overview

- Planning time schedule according to workplan for 1st year,
- Activities
- Partners responsibilities
- Travel cost and cost of stay for each partner
- Other WPs in the focus of the meeting

Planning time schedule

WORKPLAN for project year 1

Activities		Total duration (number of weeks)	M9	M10	M11	M12
Ref.nr/ Sub-ref nr	Title					
1.4	Development of mechanisms for continuous stakeholders input		2x=			
2.1	Design of STEPS structure		4x=			
2.2	Selection of faculty staff and organisation of working groups		4x=			
2.4	Design of STEPS courses		4x=	4x=	4x=	4x=
3.1	Assessment of training needs		4x			
3.2	Organisation of seminars and lectures		1x			1x
3.3	Continuous support and improvement of scientific background and teaching capacity of scientific staff		2x=	2x=	2x=	2x=
4.1	Development of LMS platform		4x			
4.2	Development and harmonization of STEPS courses		4x=	4x=	4x=	4x=
4.3	Conversion and digitisation of educational material		4x	4x	4x	4x
5.1	Development of teaching/learning environment		4x	4x	4x	4x

Planning time schedule

WORKPLAN for project year 1

Activities		Total duration (number of weeks)	M9	M10	M11	M12
Ref.nr/ Sub-ref nr	Title					
5.2	Development of research labs		4x	4x	4x	4x
6.1	Preparation of the application of STEPS programme for accreditation		1x	1x	1x	1x
8.2	Quality monitoring and evaluation		1x=	1x=	1x=	1x=
8.3	External evaluation		1x=	1x=	1x=	1x=
9.3	Development of social media profiles and dissemination material		1x	1x	1x	1x
9.6	Career offices development/enhancement			1x	1x	1x
10.3	Coordination and management		1x=	1x=	1x=	1x=
10.4	Organization of project meetings		1x	1x=	1x=	1x

Activities next meeting

- **Main Activities**

Deliverables 3.2 – Organization of seminars and lectures

- **Combined activities:**

Deliverable 10.4d- organization of project meetings

Deliverable 8.2d –Internal evaluation reports

Scientific staff from all the partnership organized in **Working Groups** (task 3.1):

- Scientific staff of **AUT, UHZ, UNBI, USAMVB** and **ReadLab** will collaborate in the design of *food engineering, quality and safety related courses*.
- Scientific staff of **UET, UHZ, UC, UNSA, CULS, TEISTE** and **ReadLab** will collaborate in the design of *food production systems management related courses*.

will **organize/attend training SEMINARS** for scientific staff of partner countries HEIs (task 3.2).

Meeting in Sarajevo , Bosnia & Herzegovina

D3.2 Organization of seminars and lectures

D8.2 Quality monitoring and evaluation

D10.4 Organization of project meetings

Hosting Institution: P6 (UNSA)

Data 10-14 Dec???



Main objective of the meeting will be the arrangement of seminar and lecture in order to:

- I. Gain experience on how master courses will be structured
- I. Improve and enrich the scientific background of scientific staff of partner countries HEIs

The main topics in which the seminar and lecture will be focused are:

- I. Advanced technologies achievement related to: food production, processing, quality monitoring and food safety
- I. Aspect of sustainable management of food production systems, including supply chain management, economics and environmental management.

Partners responsibilities

UHZ_P3, task leader

- AUT, UHZ, UNBI, USAMVB, ReadLab will prepare presentation, interactivities joint project in: food engineering, food safety and food quality related topics
- UET, UHZ, UC, UNSA, CULS, TEISTE, ReadLab will prepare presentation, interactivities joint project related to: supply chain management, economics and environmental management of food production systems

Travel cost and cost of stay for each partner /meeting in Sarajevo, Bosnia & Herzegovina

Name of Partner (to encode in overview sheet)	Number of Participants	City of Destination	Number of days (per participant)	Travel Costs (EUR)	Costs of Stay (EUR)	Total (EUR)
Agricultural University of Tirana	4	Sarajevo	5	720.00	2,400.00	3,120.00
European University of Tirana	4	Sarajevo	5	720.00	2,400.00	3,120.00
University Haxhi Zeka	4	Sarajevo	5	720.00	2,400.00	3,120.00
College Universum	4	Sarajevo	5	720.00	2,400.00	3,120.00
University of Bihac	4	Sarajevo	5	720.00	2,400.00	3,120.00
Cantonal Ministry of Education Bihac	4	Sarajevo	5	720.00	2,400.00	3,120.00
Czech University of Life Sciences	4	Sarajevo	5	1,100.00	2,400.00	3,500.00
University of Agronomic Sciences Bucharest	4	Sarajevo	5	1,100.00	2,400.00	3,500.00
Technologiko Ekpaideftiko Idryma Steras Elladas	4	Sarajevo	5	1,100.00	2,400.00	3,500.00
ReadLab P.C.	2	Sarajevo	5	550.00	1,200.00	1,750.00

Other WPs in the focus of the meeting

WP2- USMAVB P9 task leader

D 2.4: Design of STEPS courses

WP3- UHZ P3 task leader

D 3.3: Continuous support and improvement of scientific background and teaching capacity of scientific staff

WP4- UNSA P6 task leader

D4.2: Development and harmonization of STEPS courses

D 4.3: Conversation and digitization of steps courses

Other WPs in the focus of the meeting

WP5- UNBI P5 task leader

D 5.1: Development of teaching/learning environment

D 5.2: Development of research labs

WP6- MESCS USK P7 task leader

D 6.1: Preparation of the application of STEPS programme for accreditation

WP8- ReadLab P11 task leader

D8.2: Quality monitoring and evaluation

D8.3: External evaluation

Other WPs in the focus of the meeting

WP9- AUT P1 task leader

D 9.3: Development of social media profiles and dissemination material

D 9.6: Career offices development/enhancement

WP6- MESCS USK P7 task leader

D 10.3: Coordination and management

D 10.4: Organization of project meetings

***Discussion on the procedure for equipment tendering procedure according to the Guide for the use of the Grant (documentation) and also in accordance with national specific law applied for tendering procedure.**

COMMENTS & QUESTIONS

