



STUDY VISIT, 4-8 JUNE, USMAVB, BUCHAREST

Erasmus +

STEPS

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

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Next meeting overview:

- Planning time schedule,
- Content,
- Partners tasks,
- Assignment of partner responsibilities

Planning time schedule

	Title of activities	M1	M2	M3	M4	M5	M6	M7	M8	M9
1.1	Assesment and analysis of stakeholders needs	4X=	4X=	4X=	4X=	4X=				
1.2	Research on steps relevant programs	4X=	4X=	4X=	4X=	4X=				
1.3	Review and analysis of best practices	4X=	4X=	4X=	4X=	4X=	4X=			
1.4	Development of mechanisms for continuous stakeholder input	4X	4X	4X	4X	4X	4X	2X=	2X=	2X=
2.1	Design of STEPS structure				4X=	4X=	4X=	4X=	4X=	4X=
2.2	Selection of faculty staff and organisation of working					4X=	4X=	4X=	4X=	4X=
2.3	Organization of study visit						1X			
2.4	Design of STEPS courses						4X=	4X=	4X=	4X=
3.1	Assesment of training needs							4X	4X	4X
3.2	Organization of seminars and lectures									1X

- Next meeting will be held in Peja (Kosovo).
- UHZ will be the Host Organization
- Month 9 (September), **Data 16-20 ??**

Travel cost and cost of stay for each partner /meeting in Peja, Kosovo

Partner	No. of participants	City of destination	No. of days	Travel cost euro	Cost of stay euro	Total euro
AUT	4	Peja	5	720.00	2,400.00	3,120.00
EUT	4	Peja	5	720.00	2,400.00	3,120.00
UC	4	Peja	5	80.00	2,400.00	2,480.00
UNBI	4	Peja	5	720.00	2,400.00	3,120.00
UNSA	4	Peja	5	720.00	2,400.00	3,120.00
MESCS USK	4	Peja	5	720.00	2,400.00	3,120.00
CULS	4	Peja	5	1,100.00	2,400.00	3,500.00
USMAVB	4	Peja	5	1,100.00	2,400.00	3,500.00
TEISTE	4	Peja	5	1,100.00	2,400.00	3,500.00
ReadLab	2	Peja	5	550.00	1,200.00	1,750.00

Content

WP3 Development (Professional development of scientific staff)

- Main Activities: **Deliverables 3.2** – Organization of seminars and lectures
- Combined activities: **Deliverable 10.4c**- organization of project meetings
Deliverable 8.2c –Internal evaluation reports

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.**

Task responsibilities

- I. UHZ_P3, task leader

- II. AUT, UHZ, UNBI, USAMVB, ReadLab will prepare presentation, interactivities joint project in:
food engineering, food safety and food quality related topics

- I. 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

Secondary focus of the meeting

- I. **WP1**- Final conclusion on stakeholders needs and the development of mechanisms for continues stakeholders input.

EUT P2 task leader (in reference with the new proposal for the delivery of the final report)

- I. **WP2**- Discussion on Design of the STEPS master structure and courses.

USMAVB P9 task leader

- I. **WP4** - Development of LMS platform (D4.1)
- Development and harmonization of STEPS courses (D4.2)
- Conversation and digitization of steps courses (D4.3)

UNSA P6 task leader

- IV. **WP5** - Development of teaching /learning environment (D 5.1)

UNBI P5 task leader

- V. **WP6-** Preparation of the application of STEPS programme for accreditation
MESCK USK P7 task leader

- VI. **WP8-** Evaluation Report and other issues concerning the quality of the implementation of STEPS project. **ReadLab P10 task leader**

- VII. **WP9-** Dissemination strategies **AUT P1 task leader**

- VIII. **WP10-**Management issues **AUT P1 task leader**

***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

