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D9.1 DISSEMINATION/EXPLOITATION STRATEGY REPORT

WP9. DISSEMINATION & EXPLOITATION





Deliverable 9.1. Dissemination/exploitation strategy report

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List of abbreviation

AUA – Agricultural University of Athens
 AUT - Agricultural University of Albania
 CULS – Czech University of Life Science
 EACEA – Education Audiovisual and Culture Executive Agency
 EU - European Union
 EUT- European University of Tirana
 Dev - Deliverables
 HEIs - Higher Education Institutions
 ICT - Information and Communication Technology
 MESCS USK - Ministry of education, science, culture and sport of Una-Sana Canton
 MT - Management Team
 QP - Quality Plan
 QT - Quality Team
 ReadLab - Research Innovation and Development Lab Private Company
 UC - Universum College
 UNBI - University of Bihac
 UNSA - University of Sarajevo
 USAMVB – University of Agronomic Sciences and Veterinary Medicine in Bucharest
 WB - Western Balkans

Executive Summary

This document highlights the main actions to be undertaken by the STEPS project in order to ensure the dissemination and sustainability of the project and its findings during and after the end of the project in January 2022. This deliverable corresponds to work package 9 “Dissemination and Exploitation”, led by the Agricultural University of Tirana, AUT. The present document has been drafted having in mind the following EU’s definition of a project dissemination/exploitation plan (https://ec.europa.eu/programmes/erasmus-plus/programme-guide/annexes/annex-ii_en).

This document basically comprises three main pillars, namely Strategy, Action and Evaluation.

1. Strategy: The basic principles of the project communication by defining clear objectives, establishing target groups, define the problem to be tackled and select the appropriate channels and tools to achieve communication, dissemination and exploitation of the STEPS project outcome are underline.

2. Action: Are included and described how all the actions are going to be developed during the lifetime of the project in order to raise awareness of the project and its results among the stakeholders and also to maximize its impact.

3. Evaluation of activities: Indicators used for the evaluation of activities such as workshops, laboratory demonstration, web site are included.

Some the action that are described in this document includes the development of the project Web Site or being active in Social media (or other information material such as brochure, newsletter etc.). Organization of workshops, Roundtables, laboratory demonstrations are also action that are going to be taken not only to achieve dissemination but also the sustainability of the Steps project. Because another key point of this draft plan is the sustainability of the project. In reference again with EU definition the sustainability plan is: “a project is sustainable when it continues to deliver benefits to the project beneficiaries and/or other constituencies for an extended period after the Commission’s financial assistance has been terminated”. The functionality of the Web Site after the lifetime of the project or being active in social media or an active and fully function of a Career Office are some of the action that also are going to ensure the sustainability of the STEPS project.

Part of this document is a draft Agreement for a further cooperation between all the STEPS project partner on the field of education, science and technical too to achieve the sustainability of the main outcome, which is the opening, development and maintains of a Scientific Master under the name “Sustainable Food Production System”.

1. Aims and Objectives of the Document

The dissemination strategy will be set up on some basic pillars of communication strategy:

- Definition of dissemination objectives
- Identification of relevant target groups and stakeholders
- Description of dissemination action to be carried out
- Communication of results to the research community, policy makers, stakeholders and public
- Identification of specific tools to be developed in order to support effective communication
- Involvement of external organization and experts that perform in the Food sector
- Establishment of close collaborations with related projects
- Publishing of the STEPS results in relevant national/international scientific journal

Based on what has been mentioned above we have defined some of the main aim and objectives of the strategy in order to communicate and disseminate the project results to the identified target groups on a timely basis and by the most effective means. To be more specific the main aim of the strategy is to use all the tools (that are going to be explained below) in order to communicate, to emphasize the importance of the development of the Scientific Master in Sustainable Food Production Systems and to maximize the impact of this project outcome in order to ensure the right background for the transition from the grant support period to a self-sustained master program.

The objectives of the Dissemination Strategy are as listed below:

- To communicate and disseminate the STEPS results and outcomes during and after the lifetime of the project.
- To promote master structure and courses design.
- To promote the education material, teaching/ learning approaches, modern equipment and tools, ICT.
- To promote the impact of the output of the STEPS project in stakeholders and target groups directly or indirectly connected to the outcomes of the project.
- To promote and enhance a career office within institution and their linkage with companies, HEIs, government bodies that work in the food sector for employment possibilities.

2. STEPS project & Stakeholders

In STEPS project are involved 11 partners, 3 (three) EU Institution/Universities (CULS, USAMVB, AUA) and one private company (ReadLab), partner countries are 7 (seven), represented by 6 (six) HEIs which are comprised by 2 (two) HEIs from Albania (AUT and EUT), 2 (two) HEIs Universities from Kosovo (UHZ and UC), 2 (two) HEIs from Bosnia and Herzegovina (UNBI and UNSA) and 7th PC is the Ministry of Education, Science, Culture and Sport of Una-Sana Canton (MESCS USK) from Bosnia and Herzegovina.

STEPS project intends to implement a modern MSc programme focused on “Sustainable Food Production Systems”. The master programme should be in compliance with Bologna convention. More

important the master programme will be designed in accordance with the recommendation and the needs of the target groups and stakeholders, needs that will be emphasized during the preparatory activities of the project. The master programme will be structured under two main pillars:

1. Food engineering, quality and safety
2. Food production systems management

The main focus of the first group (food engineering, quality and safety) will be in:

- Advance food science and technologies
- Innovation harvest and post-harvest practices
- Food quality and safety

The main focus of the second group (food production systems management) will be in:

- Agro-food marketing
- Industrial ecology and circular economy in agriculture
- Sustainable supply chain management
- Innovation in sustainable food systems.

The most important outcome of the project will be the launching of an educated and skilled workforce, able to face the challenges of food production systems. To achieve this outcome, it is of a great importance to disseminate in an appropriate way the deliverable of STEPS project (MSc programme, project meeting, workshops, laboratory demonstration etc.). Internet based communication and organization of events are going to be the two main routes to keep informed, to disseminate and to assure a long-term impact of STEPS outcome between different stakeholders' groups. For this reason it's extremely important not only to clearly identify the target groups but also to take into consideration:

- Their needs in order that the outcome of the project have a greater impact
- Their background and contribution in order to improve or to implement a master programme that will be in accordance with WB Food Trade Sector needs.
- A continues involvement and cooperation to ensure sustainability for the Master

This information will make the development and dissemination strategy of the STEPS master easier to be implemented with success. Above are listed the main target groups of STEPS project that has been defined based on their direct or indirect connection with the Food Sector chain:

- Students
- HEI-s (academic staff, scientific staff, technical staff etc.)
- Certification bodies in food systems.
- Trainee in food system development program
- Suppliers
- Farmers
- Food processing industries
- Government Agency
- NGO

•Others

A deep analysis of the FOOD sector chain in Western Balkans is going to be performed in the first stages of the project, where the main actors are going to be the target groups mentioned above. The main objective will be to explore WB needs in terms of skilled engineers and managers that will perform in the Food sector, because they will be the main pillar that will support the transition towards sustainability food production systems. In order to emphasize these issues in the WB food sector it is extremely important to:

- Establish an efficient communication with stakeholders. This is going to be achieved throughout organization of roundtables, interviews, questionnaires etc.
- Establish mechanisms that will allow continued cooperation, involvement of stakeholders as a result of development of a stakeholders database that performs in the food sector.

The following table is an indicative list of how the target groups will be reached and involved during the project activities:

Stakeholders type	Description	Route of communication	Involvement in STEPS project	Performance indicators
Academic staff	Scientist, researcher, lecturer, administrative staff working in PC HEIs	*e-mail *STEPS website & social media *Delivering Newsletter, leaflet etc	Organization and participation in: *Interview *questionnaires *round table *workshops *open lecture *study visit	250 questionnaires delivered between differing target groups, acquired and processed 25 key stakeholders representative interviewed 24 manager and faculty members participating in study visit
Students	Students that are currently: *at bachelor level *has a bachelor degree *master level *has a master degree In the field of Food technology, food Science, Food analysis, Marketing, etc.	*e-mail *STEPS website & social media *Delivering Newsletter, leaflet etc	Participation in: *Interview *questionnaires *round table *workshops *open lecture	4 events organized (open lecture, workshops, laboratory demonstration etc.) 100 related master programme analysed and reviewed (In Europe, North and South America)
Food processing SME and larger companies	Companies that perform in food sector (local or national) e.g. Meat Industries, dairy industry.	*e-mail *STEPS website & social media *Delivering Newsletter, leaflet etc	Participation in: *Interview *questionnaires *round table *workshops *study visit *open lecture	25 best practice of MSc programme analysed and will support the design of STEPS master programme. Quality of the reports

				delivered
Policy makers	Policy makers at local, national level (eg. For the case of Albania; Ministry of Education, Sports and Youth, Ministry of Agriculture and Rural Development)	*e-mail *STEPS website & social media *Delivering Newsletter, leaflet etc	Participation in: *Interview *questionares *round table *workshops *study visit *open lecture	Quality of educational material delivered in open lectures, seminars etc. Level education, experience of Stakeholders involved in STEPS activities
NGO	A not profit organization that addresses issues in the field of food quality and security, consummator right, environment protection etc	*e-mail *STEPS website & social media *Delivering Newsletter, leaflet etc	Participation in: *Interview *questionares *round table *workshops *study visit *open lecture	Level of Stakeholders expectation achieved during STEPS activities (workshops, laboratory demonstration etc.

Table 1: Description of how the target groups of STEPS project are going to be contact, involved and contribute in project

3. Dissemination strategy and dissemination activities

Dissemination strategy of STEPS project can be defined as the combination of any appropriate tools to present, make known and accessible research results to a specific target group. The process of dissemination will take place at all levels and at all stages of the project's life and afterwards. We consider STEPS dissemination strategy effective because of some key characteristics that we think it possesses, such:

- It is oriented towards the needs of target groups
- Include various dissemination tools
- Drawn upon existing resources, relationships and networks
- Involving the targeted beneficiaries into the discussion which is going to contribute in the practical applicability of the final results. This is going to be specifically useful when the food industry, SMEs represent the majority of the target audience.

The dissemination activities of the STEPS project is based on two main pillars:

- Internet based communication
- Organization of events

The internet communication channel is going to be achieved basically through the development a project Web site and by being strongly active in social media (Facebook and Instagram). The Web site will be the main communication channel and also the main tool for dissemination of project outputs. The web page will contain information about the project, its progress, the upcoming events, etc.

Another tool for the dissemination strategy will be the creation of a social media account, accompanied with a strong presence for the whole life of the project and after. An important core of the dissemination strategy will be the publicity of STEPS project in local media, or press releases and journal articles.

Referring to the organization of the events, part also of dissemination/exploitation strategy, besides the planned meeting between STEPS partner, are foreseen the organization of workshops, laboratory demonstration, participation in national/international conferences, the opening and enhancement of a career office etc. All these dissemination activities are dived and structured in different tasks as listed below:

- Development of dissemination/exploitation strategy (Dev 9.1)
- Web site development (Dev 9.2)
- Development of social media profiles and dissemination material (Dev 9.3)
- Organization of workshops (Dev 9.4)
- Organization of laboratory demonstration (Dev 9.5)
- Career office development /enhancement (Dev 9.6)
- Dissemination/exploitation reports (Dev 9.7)

4. Description of dissemination activities

4.1 D9.1 Dissemination/exploitation strategy report

Task leader: Agricultural University of Tirana, AUT

Due date: second month of 1st year (15/02/2019)

Type: Report

Language: English

Description

The report will include the project outputs which will be disseminated, the target groups and stakeholders as well as the mean of communication among them. All the dissemination activities will be described in detail. Exploitation activities will be highlighted and documented with respect to their importance in sustainability of the project. The strategy will also include indicators used for the evaluation of the activities, including the level of stakeholders' involvement, target groups satisfaction and the development of the conditions for multiplication and up scaling of the STEPS programme. Partners will provide amendments, which will take into consideration the current conditions and the communication channels they need to improve and extend during the implementation of the project

4.2 D9.2 Web Site

Task leader: *Agricultural University of Tirana, AUT*

Due date: *Second month of 1st year (15/02/2019)*

Type: *Service/Product*

Language: *English, Albanian, Bosnian*

Description

The project website will be developed early in the project and will be maintained and updated throughout the project lifetime. The web site will be designed in collaboration with UX designers and in accordance with EACEA requirements. Furthermore it will be one of the main tools for the dissemination of STEPS outcomes. The STEPS web site will offer the opportunity for all the target groups and stakeholders to provide information for the master structure and courses, the project progress, workshops, laboratory demonstrations, upcoming events, etc.

The STEPS Web Site has been set up at www.steps-project.eu/ (see Annex 1), and it is structured in six public sections and a reserved area:

- “Steps”. This section includes:
 - ✓ general informal information about the project under the name ABOUT
 - ✓ List of partners that are involved in STEPS, and a general information for partner and the contact person for each institution. This part of information is enclosed under the name PARTNER
 - ✓ Work packages in which is organized the work for the whole life of STEPS project. In total are 10 (ten) work packages and a detailed description and partner responsible for each WP is included in this section under the name WORKPACKAGES
 - ✓ All the deliverables for each WP, accompanied with the due date and the type of the product (report) that must be delivered. This information is under the name of DELIVERABLES
 - ✓ “DOCUMENTS” under this section are included “Key Materials” and “Implementation WP1-WP10”.
- “Stakeholders” section
- “News and Dissemination” section in which are included “Promotion Material” and “Publicity”
- “Contact” section

4.3 D9.3 Social media profile and dissemination material

Task leader: *Agricultural University of Tirana, AUT*

Due date: *twelfth month of 3rd year (15/12/2021)*

Type: *Service/Product*

Language: *English, Albanian, Bosnian*

Description

Social media (Facebook, Instagram etc.) profiles will be created at the beginning of the project and it will be used to inform the target groups about the progress of the project, the organization of lectures,

workshops, research labs and ICT centers which will support the STEPS courses delivery. In the social media profiles will be included newsletter, press releases and articles sent to relevant media and journals.

STEPS project is active in social media (see Appendix II):

- **Facebook:** *STEPS Erasmus* and *STEPS Erasmus+* (page)
- **Instagram:** *stepserasmus*.

✓ Leaflet/ Brochures

While the project will privilege electronic communication, motivated by a better scalability and respecting the environment, printed leaflets, brochures, banner and other material will be used as well. In this context a project leaflet will be produced at two different stages of the project:

- First version of the leaflet aims to inform relevant stakeholders about the project and its main objectives. It will be one of the main dissemination material used for distribution during workshops, laboratory demonstration, open lectures, fairs etc. The leaflet is under development and will be available in English.
- The second version of the project leaflet will be released at month 24 (15/01/ 2021)

The digital version of the project brochures will be available for download on the project website <http://steps-project.eu/>. Hard copies of the project leaflets will be printed by project partners when necessary to be handed out at events.

✓ Poster/ roll-up banner

Poster and /or roll-up banners will also be designed and used at events that the project will organize or contribute to. They will be laminated in order to make them reusable and limit the number of printed copies. The first roll-up banner is developed and is it has been used in all the events that are organized till now in the name of STEPS project.

✓ Newsletter

Two project newsletters will be developed and distributed to STEPS target groups by month 24 (1 issue) and month 36 of the project. The articles will include information on project activities, results, activities etc. The newsletter will also be published on project website (allowing wider audience for download) as well a disseminated in social media.

✓ Press releases

Press releases (media statement) will be prepared during the whole life of the project, where it is going to announce project objectives, events, services and relevant achievements. All STEPS partners will sent press releases, always mentioning that STEPS project is co-funded by ERASMUS+ Programme of the European Union, accompanying with ERASMUS + visible logo.



4.4 D9.4 Workshops

Task leader: Agricultural University of Tirana, AUT

Due date: tenth month of 3rd year (15/10/2021)

Type: Event, Report

Language: English

Description

Three (3) workshops (table 1) will be organized in HEIs partner countries, and four person per partner will be present in the event. These workshops will create the possibility for the stakeholders and target groups to be actively involved in the improvement of the quality of STEPS master programme. Also the workshops will serve as a main tool to disseminate the benefits of the implementation of STEPS master, impact of the project in social, economic and food sector during the lifetime of the project and after. Moreover important these workshops will serve as tools to explore and develop a mechanism which shall contribute to the financial sustainability of STEPS programme after project lifetime.

Deliverable	Month no.	City/country	Host organization
Dev 9.4a	18	Pristina/Kosovo	UC
Dev 9.4b	21	Tirana/Albania	AUT
Dev 9.4c	34	Sarajevo/Bosnia-Herzegovina	UNSA

Table 2: Workshops date/city/ responsible institution

4.5 D9.5 Laboratory demonstrations

Task leader: Agricultural University of Tirana, AUT

Due date: tenth month of 3rd year (15/10/2021)

Type: Event, Report

Language: English

Description

Laboratory demonstrations are key point of STEPS master program, for many reasons. In primes it will accompany master course, secondly it will be an attractive tool of cooperation with private companies, national/international authorities during and after the project lifetime. Another goal is to demonstrate the capacity building of infrastructure and the modernization of labs.

Deliverable	Month no.	City/country	Host organization
Dev 9.5a	18	Pristina/Kosovo	UC
Dev 9.5b	21	Tirana/Albania	AUT
Dev 9.5c	34	Sarajevo/Bosnia-Herzegovina	UNSA

Table 3: Laboratory demonstration date/city/ partner responsible

4.6 D9.6 Career office development/enhancement

Task leader: *Agricultural University of Tirana, AUT*

Due date: *twelfth month of 3rd year (15/12/2021)*

Type: *Report, Service/ Product*

Language: *English, Albanian, Bosnian*

Description

Career office will be developed and enhanced in each partner country HEIs. The main duty of the career office will be to establish and extending further channel communication with stakeholders. Also it will contribute:

- to the continues monitoring of the relevance of the project results
- to organize internships with private sectors companies and public organization
- to explore national/international calls for projects.

4.7 D9.7 Disseminations/exploitation reports

Task leader: *Agricultural University of Tirana, AUT*

Due date: *twelfth month of 3rd year (15/12/2021)*

Type: *Report*

Language: *English*

Description

Disseminations/exploitation activities performed during the life time of the project will be reviewed on yearly basis: In total there will be three reports: M12-Dev 9.7a; M24-Dev 9.7b; M36-Dev 9.7c. Reports will be available on project website.

For all the dissemination activities mention above a Dissemination Reporting Template is developed (see Annex V) that partners will use when reporting on their dissemination activities. This template is obligatory and is expected to facilitate and allow corrective action, if necessary. Each reporting partner will be able to fill in the below fields:

- Web site
- Social media post
- Newsletter
- Flyers/brochure
- events
- others.

5. Dissemination success factor

Once dissemination activities begin it is essential to consider how to evaluate the impact that Dissemination and Exploitation strategy has on delivering the message to identified target groups.

Dissemination is not a one-time activity; it is a long-term relationship with STEPS target groups who might provide ongoing feedback to help dissemination strategy to improve and to raise the impact of STEPS outcome. As mention above the dissemination strategy is based in two main pillars: internet-based communication and organization of events.

On the tables below (Table 3 and tables 4) a set of key performance indicators has been defined to measure the efficiency and effectiveness of dissemination activities carried out from the two main pillars mention above (internet-based communication and organization of events)

Dissemination activities	Performance indicators
Web site	<ul style="list-style-type: none"> ● Number of page visits ● Number of documents available in the web site ● Number of downloaded documents ● Number of news published ● Number of reference to the project on FOOD related sector ● Level of contribution to raise of awareness of the project and disseminate project results
Social media (Facebook and Instagram)	<ul style="list-style-type: none"> ● Number subscribers ● Number of posts published ● Numbers of likes
Publications and Press release	<ul style="list-style-type: none"> ● Distribution per journal/ conference participation and publication ● Number of open access scientific papers ● Number of national press release

Table 4: Performance indicators for dissemination activities based on internet communication

Dissemination activities	Performance indicators
Workshops & open lectures	<p>The efficiency of workshops, in terms of stakeholders' participation and involvement will be evaluated based on indicators which, among others include: the number of participants, presentations, roundtables and meetings organized, the number of the different opinions recorded, the number of common needs identified, the number of future collaborations planned etc. In order to record the data mention above (stakeholders' opinion etc.) a Workshop Performance Form is prepared (see Annex III in reference with the QP). Stakeholder response will be processed by the QT and reviewed by the MT. Results will be, included in the dissemination/exploitation reports (D9.7) and also in internal and external quality monitoring reports (D8.2, D8.3).</p>
Laboratory demonstration & open lecture	<p>Questionnaires will be delivered to the audience in order to acquire feedback with respect to particular topics addressed and also to the overall goal of the dissemination activities which is the opening up of the partner countries HEIs to the world of work and the society. The level at which the laboratory demonstrations reach their goals will be measured by processing the data of questionnaires delivered by QT members in institution level and filled by participants during or after the events (see Annex IV in reference with QP). Interviews of key stakeholders will be also organized at the side-lines of the events or by calling them, few days after. The effectiveness of the events will be measured through the number of participants, the level of their satisfaction, the level at which stakeholders will be interested in exploiting experimental facilities and software tools, propose joint projects etc. Events will be presented in the Dissemination/Exploitation reports (D9.7) while the efficiency of the actions will be analyzed in the Quality Monitoring reports (D8.2, D8.3). All the laboratory demonstrations will coincide with project workshops.</p>
Career office	<p>The actions related to the development/enhancement of career offices in partner HEIs will be reviewed in a report (D9.6). The efficiency of the actions will be monitored by using indicators which will reflect the number of internships organized, the number of the different stakeholders databases accessed, the number of communication channels developed and maintained, the number of mailing lists and contacts with representatives of the different types</p>

	of stakeholders, the announcements regarding jobs openings and open calls etc. Results will be reviewed in the Quality Monitoring reports (D8.2, D8.3).
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Table 5: Performance indicators for dissemination activities based on the organization of events

6. Ensuring a sustainability and long-term impact of STEPS project

Organization of round tables and workshops between representative from companies and industries that perform in food sectors and academic staff or students not only is the key driver for the implementation of a successful master but also to ensure the sustainability after the termination of financial aids from EC. Periodic organization of workshops and roundtables, not only during the lifetime of the project, but even after will give us a hole background for the needs of our labour market in food sector which will directly reflected in the structure of the MSc. Continues improvement and adaptability of the MSc program in order to meet social and market needs are the most critical aspects towards sustainability. Knowing the needs in food sector in WB will have its impacts in HEIs which will be reflected in a number of measures as a post-project strategy. To mention some: scientific background improvement of academic staff, recruitment of professor with significant scientific background in the food production systems, food security and quality, food management etc.

The main impact of project will reflect in three main pillar:

1. Improvement of the quality of education offered by HEIs. This will be as a result of open lectures, laboratories demonstration, exchange experience in teaching/learning activities between partners of STEP project related mainly with ICT –based methodologies and student centered approaches.
2. Improvement of the quality of collaboration between HEIs and stakeholders (companies & industries that perform in food sector, national organizations and governments body making decision related with food sector etc.). Enforcement of existing communication channels with stakeholders and development of new ones will increase their role and involvement not only in designing the MSc program during and after the lifetime of STEPS project.
3. Launching in labour market engineers and food chain managers motivated and well prepared for the needs underline in foods sector in Balkan regions.

The result of STEPS dissemination activities should ensure the impact in the modernization of teaching tools, cooperation between HEIs and private companies, stakeholders and governmental bodies who works in the food sector. In order to achieve this all materials, web-based platforms, deliverables will be made public and open source code will be chosen for the STEPS web-based platforms. Communications and disseminations activities will be designed as to ensure that each type of stakeholder is reached and provided with personalized and of direct use information and materials. The STEPS exploitation and dissemination activities are designed in order to ensure the sustainability and further multiplication of the project outputs beyond the project period.

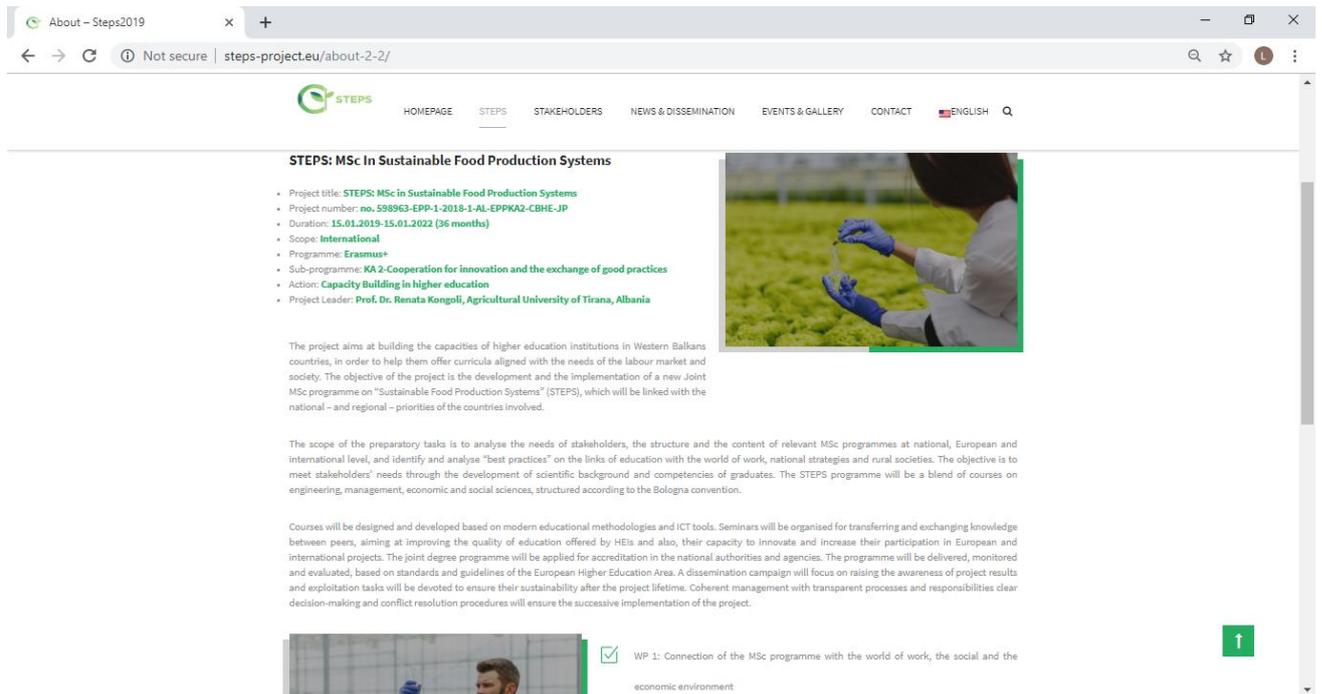
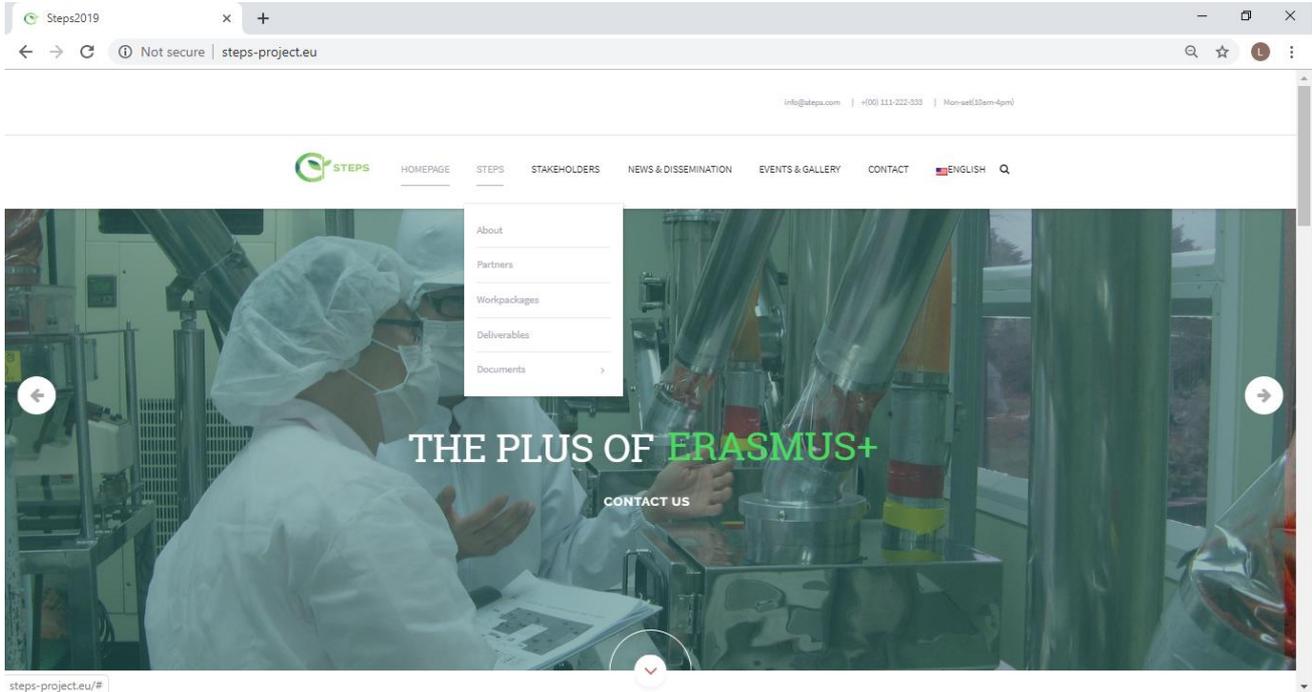
During the up coming months, the consortium will start a close cooperation with several experts from the business sector, civil society and science/academia, stakeholders will foster analysis of market needs in food sector and future impact as their expertise will be integrated throughout meetings, conferences, review and follow-up and control of Quality assurance of research results through experts review. Delivery

of a number of scientific papers will shape the research in food sustainable production, food quality and safety, raising awareness about the importance of this sector in Western Balkans.

The main STEPS output will be a master in FOOD Sustainable Production Systems which is in correlation with current EU policy priorities and future needs in food sector. Sustainability of the project will be ensured through the following actions:

- I. Wide promotion and distribution of project results and materials
- II. Materials uploaded on the project and partners' websites will be available for use once the project is over.
- III. The associated partners and the contacts established through our dissemination – in particular the newsletter, our multiplier events, other dissemination efforts will serve as a basis for a network of interested parties, with whom further exchanges and collaborations could be undertaken.

ANNEX I: STEPS project Web site



Browser: About - Steps2019 | Not secure | steps-project.eu/about-2-2/

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- WP 1: Connection of the MSc programme with the world of work, the social and the economic environment
- WP 2: STEPS structure and courses design
- WP3: Professional development of scientific staff
- WP4: STEPS Development
- WP 5: Development of infrastructures
- WP 6: STEPS application for official accreditation
- WP 7: STEPS programme delivery
- WP 8: Quality Plan and evaluation of project progress
- WP 9: Dissemination and exploitation
- WP 10: Project Management



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RECENT POSTS

How to Do Homework when You Don't Want to: No Longer a Mystery

The Argument About Ap Chemistry Frqs

The Argument About Ap Chemistry Frqs

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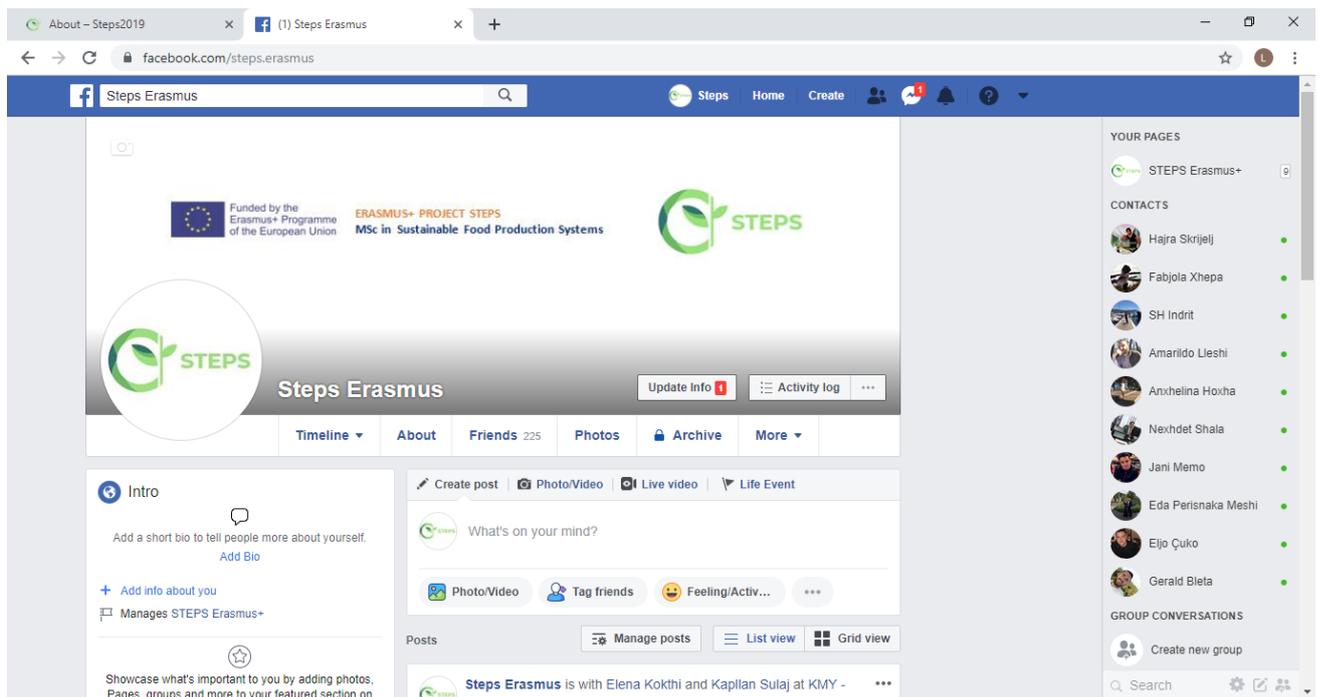
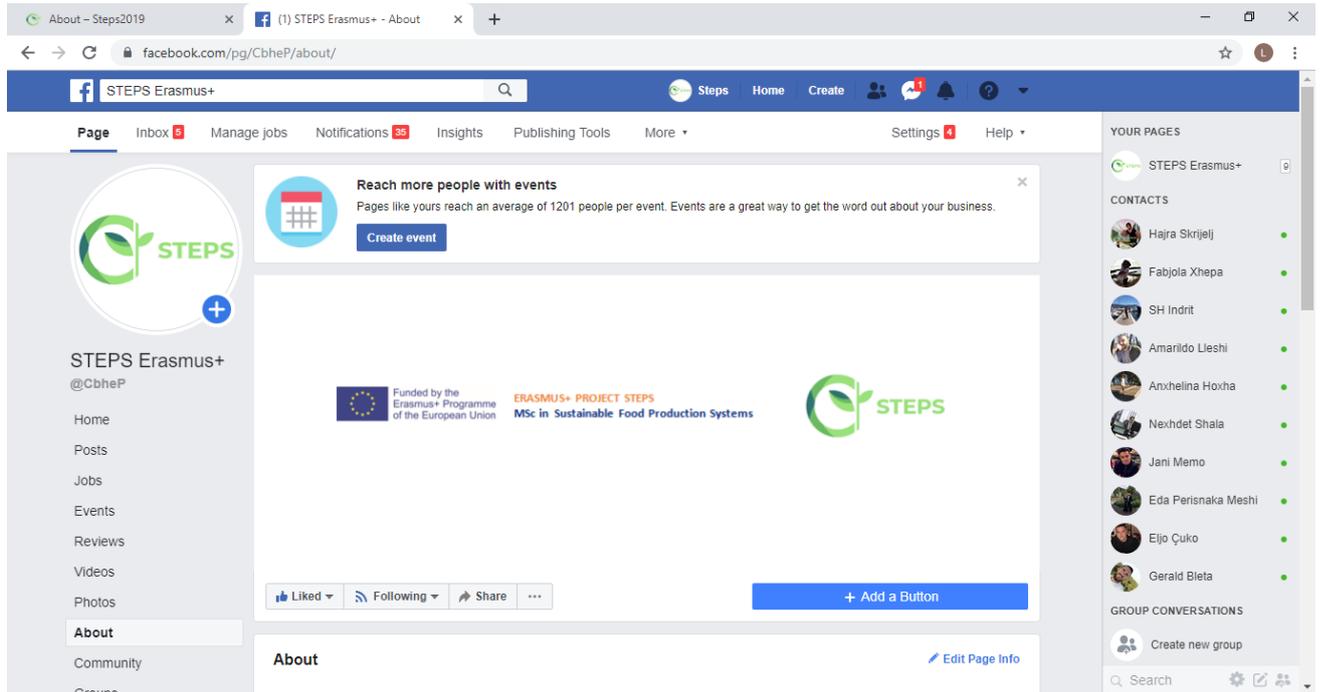
Email

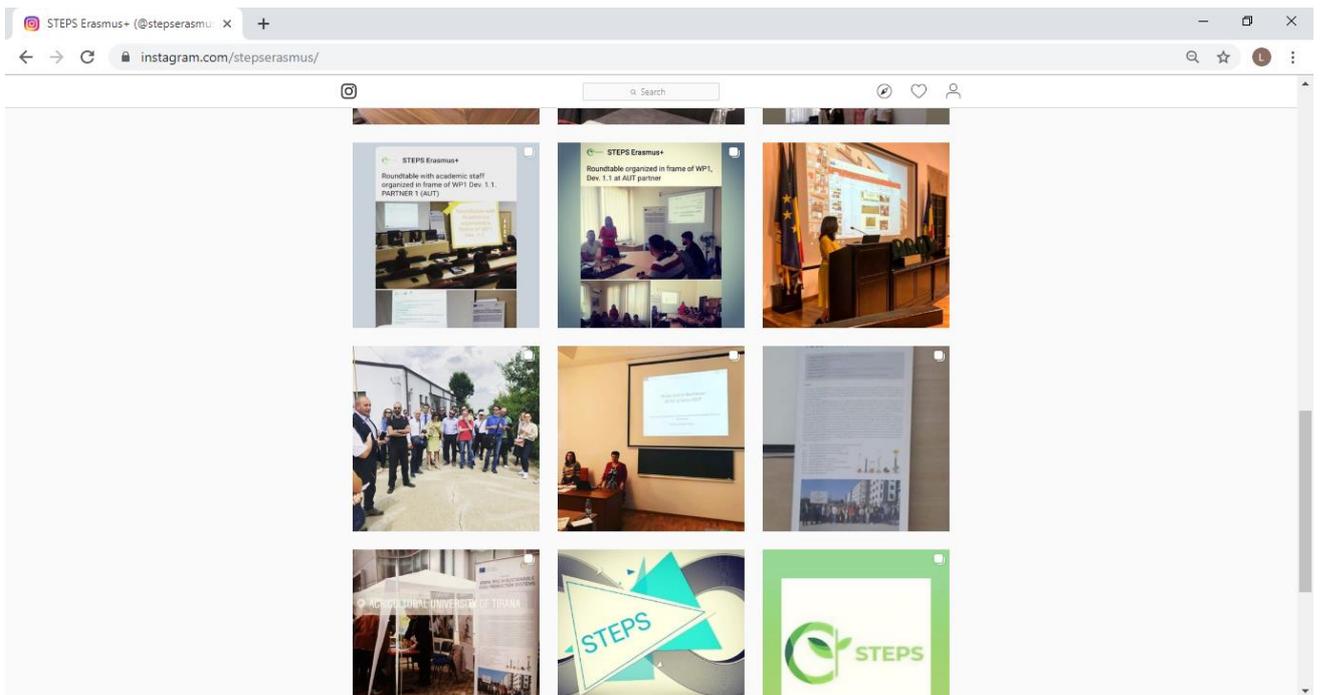
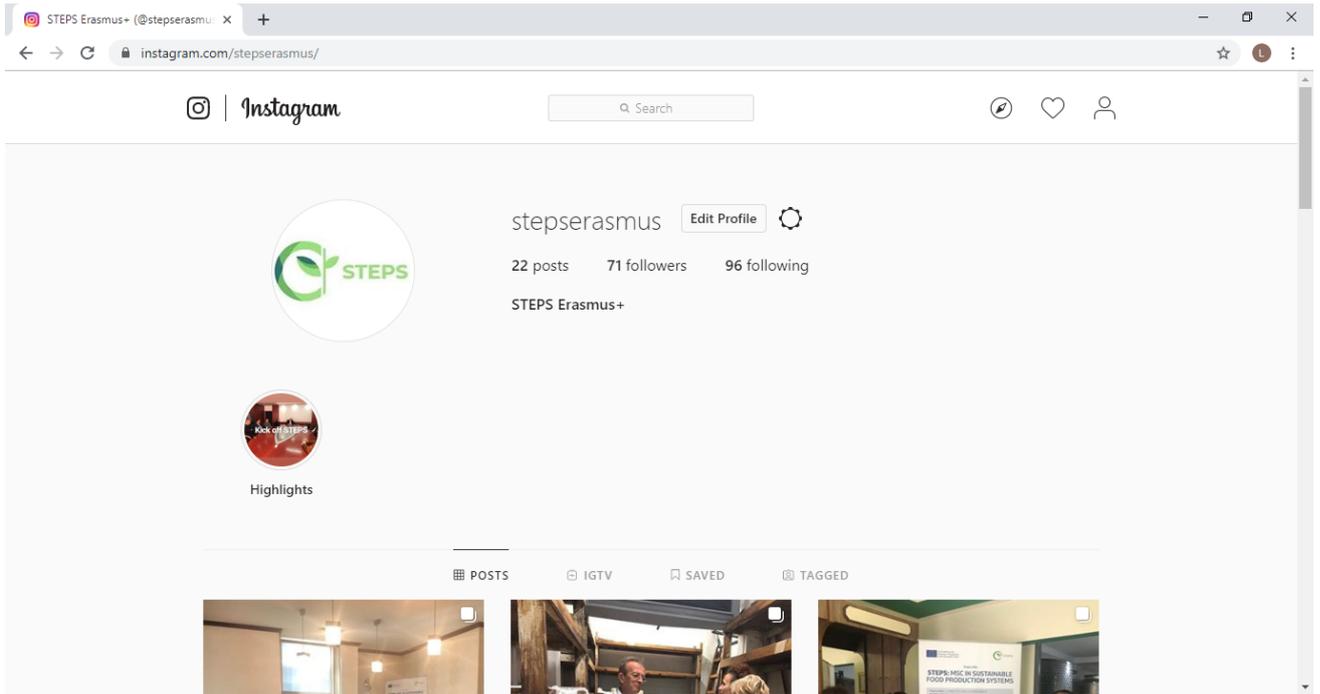
 

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ANNEX II: STEPS active in social media Facebook and

Instagram





ANNEX III: Evaluation form for STAKEHOLDERS

Stakeholder name	<i>Name of Person</i>				
Stakeholder organisation	<i>Name of organisation</i>				
Position within organisation or title					
Type and sector of organisation	<i>e.g. Public/Private, Education, Information technology, etc</i>				
Date of submission:					
What is your primary interest in STEPS?					
Is there a way that you could contribute to STEPS' goals?					
Are there any other objectives that should be pursued during the project or in a future endeavour?					
Do you find STEPS results useful/beneficial for your organization (rate from 1 to 5)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rating ≥ 3 : In what way? Rating < 3 : Why not?					

Project results are easy to use:	<input type="checkbox"/>				
Rating < 3: Why not? How can this be improved?					
Project results are expandable:	<input type="checkbox"/>				
Rating < 3: Why not? How can this be improved?					
Are you satisfied with the way the project results/achievements were communicated to you?	<input type="checkbox"/>				
<i>If not (rating <=3), in what ways could this communication be improved?</i>					
Which of the STEPS results are of interest to your organisation and why?					
How can they be improved and make them more interesting and applicable?					

<p>Do you have any proposal on how to reach more stakeholders and/or increase the impact of STEPS' results?</p>	

Meeting Name					
Date					
Place					
Hosting Organisation					
Evaluation Form submitted by	<i>(Reviewer Name & Organisation)</i>				
Date of submission					
Project Meeting/Event Quality Criteria					
How satisfied are you:	Completel y satisfied	Satis fied	Ne utral	Dissatis fied	Completely dissatisfied
with the preparations made to organize the meeting?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
with venue arrangements and accommodation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
with support (meeting rooms, equipment) provided during the meeting?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
with the participation of project partners in discussions and decision making?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
with the structure of the agenda (subjects/issues covered)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
with the time assigned to the discussion of important issues?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
with the scope of information presented?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
with the meeting's overall value in helping you achieve project goals?					
with the quality of the overall meeting					

Annex V: Dissemination reporting template

Publications							
No.	Type of publication (website, blog, newspaper, journal, book, newsletter etc.)	Title of publication	Short description of presented topics	Audience type and number	Link to publication	Date of publication	Comments (impact, observations etc.)
1							
2							
3							
4							
5							
6							
..							
..							
..							
..							
..							
..							
..							

Events							
No.	Type of activity (conference, workshop, presentation, networking event etc.)	Title of event	Short description of presented topics	Audience type and number	Link to presentations/other related material (ppt, agenda, fact sheets, videos, etc.)	Organizer, Date, Place	Comments (impact, observations etc.)
1							
2							
3							
4							
5							
6							
..							
..							
..							
..							

Dissemination of video/web spot							
No.	Channel (YouTube, facebook, Website, Blog, etc.)	Title of Video	Short description of presented topics	Audience type and number	Link to video	Date of release	Comments (impact, observations etc.)
1							
2							
3							
4							
5							
6							
..							
..							
..							

Policy Briefs							
No.	Target groups	Short description of content	Short description of	Date of release	Link to policy brief	Comments	
1							
2							
3							
4							
5							
6							
..							
..							
..							

Dissemination of Flyers, Brochures, Posters							
No.	Type of dissemination	Location	Date of distribution	Number of copies			
1							
2							
3							
4							
5							
6							
..							
..							
..							

Social Media Posts							
No.	Social Media Channel	Type of Post	Short description of post	Date of posting	Link		
1							
2							
3							
4							
5							
6							
..							
..							
..							

ANNEX VI Agreement on educational, scientific and technical cooperation between STEPS Partner

Agreement on educational, scientific and technical cooperation between:

1. Agricultural University of Tirana
2. European University of Tirana
3. University of "Haxhi Zeka"
4. Universum College
5. University of Bihac
6. University of Sarajevo
7. Ministry of Education, Science, Culture and Sport of Una-Sana Canton
8. Czech University of Life Science Prague
9. University of Agronomic Science and Veterinary medicine in Bucharest
10. Agricultural University of Athens
11. Research Innovation and Development Lab Private Company

The main outcome of the project will be the delivery of a common master, under the name of "Sustainable Food Production Systems", which is going to be open in three different region of Western Balkans (Albania, Kosovo, Bosnia & Herzegovina). Needs and specification of each trade marker, rural area or other stakeholder that perform in food industry for each of the country's mention above are going to be reflected in the Master curricula. But from the other hand there is a common interest in exchange of scientific staff and students, strengthening the capacity of training and education possibility in accordance with the STEPS master after the financial assistance from Erasmus + European Commission it's going to be terminated.

Based on this common interest not only to ensure the sustainability of the master but also for a further cooperation in the field of education, science and technical, all the partners involved in the STEPS project have agreed with this Agreement, which follows:

Article 1.

The educational institution of nine Universities, a private company and a Governmental Cantonal body from Albania, Kosovo, Bosnia & Herzegovina, Czech Republic, Romania and Greece are prepared for mutual educational cooperation, scientific research and other forms of cooperation in the areas of registered activities.

Article 2.

The contracting parties have an interest in their long-term mutual cooperation through establishing the sustainability of the project "STEPS: "Master in Sustainability Food Production Systems" after its completion, in which the educational institutions signatory to this Agreement were active participants;

- joint usage of laboratory equipment from scientific staff and exchange students which were part of the Project to expand long-term sustainability

- Joint usage of web platform domain which was developed within the Project;
- Exchange of researchers, teachers, associates and students;
- Scientific and research collaboration in realization of international and national projects;
- Exchange of scientific experiences and achievements.

Article 3.

The agreement generally defines elements of educational, scientific and technical cooperation between the contracting parties. In the case that some of the forms of cooperation are not covered by this Agreement, a special agreement on regulation of the subject of cooperation will be signed.

Article 4.

Within the possibilities provided in Article 2 of this Agreement, educational institutions, and signatories to the Agreement, will separately define mutual rights and obligations in each specific joint project using Contract annexes

Article 5.

The Contracting Parties shall implement the agreed cooperation under this Agreement in the following manner:

- Joint educational and research activity will be accomplished through bilateral and multilateral projects that may also involve participation of other entities that are not signatories to this agreement.

Article 6.

This contract does not imply any financial involvement of any party. All parties agree that the financial arrangements necessary for the implementation of this Agreement must be directly negotiated for each specific activity and will depend on the availability of funds. Each signatory to the Agreement will provide its own sources of funding for the completion of concrete forms of cooperation, or the source of funding will be provided as an outcome of joint scientific and research projects.

Article 7.

The Parties agree to resolve all mutual misunderstandings with mutual respect, mutual contact and agreement.

Article 8.

This Agreement shall enter into force when signed by representatives of the contracting parties, in accordance with the rules that oblige them.

Article 9.

This Agreement is concluded for an indefinite period.

Article 10.

Amendments to this Agreement may be made by special annexes, in the manner and procedure as the Agreement has been concluded.

Article 11.

Any Contracting Party may require the termination of this Agreement if such circumstances arise which lead the Contracting Party to an unequal position or which substantially violate the interests of the Contracting Party without her fault, with the obligation to file a written request for termination at least six months earlier to each of the signatories of the Agreement.

Article 12.

All notices and correspondence of the contracting parties will be sent to official addresses, e-mail, telephone and fax.

Article 13.

This agreement is made in ... identical copies and each contracting party holds ... copies.

Signed ... (when) and ... (where)

1.

2. _____

3. _____