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Approved on behalf of STEPS

Name

Partner

STEPS Management Tema

Position

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EXECUTIVE SUMMARY

The annual progress report of the Erasmus+ projects STEPS - *“Sustainable Food Production Systems”* - present the overall achievements of the project and was the result of the close collaboration between 7 partner countries organizations from Albania (AUT, EUT), Kosovo (UHZ, UC), and Bosnia & Herzegovina (UNBI, UNSA and MESCS USK) and 4 EU partners from Czech Republik (CULS), Romania (USAMVB) and Greece (AUA, ReadLab).

The presentation of the progress is composed by a narrative part and other info is structured according to the work plan. Actions related to financial and technical management are reviewed. Communication, information exchange and effective cooperation activities are also highlighted. The reports contain links to the most important outputs and outcomes of the project and quality monitoring issues.

Specific sections are devoted to the dissemination/exploitation activities and the management of links/relationships with the external environment of the project.

1 . INTRODUCTION

1.1 SCOPE

Annual progress report aim to present all issues related to project implementining, documents assumption and decisions regarding the management structure, the roles of MT, the internal communication mechanisms, financial aspects, indicators of progress, quality and sustainability aspects etc

Besides being able to fit all the specific requirement of Erasmus+ program, the organization structure of the STEPS project is design to assure that the project will be implemented with success, on time and with mutual respect among all the partners involve in this project.

Progress is structured according to the work plan for the first year, and are presented here:

- Actions related to financial management.
- Actions related to technical management.
- Communication, information exchange and effective cooperation activities.
- Links to the most important outputs and outcomes of the project and
- Quality monitoring.
- Dissemination/exploitation activities
- Management of links/relationships with the external environment of the project.

1.2 AUDIENCE

This report is addressed to the partners of the STEPS project, as well as to the interested stakeholders, students, teaching staff, trainees and technical staff.

1.3 DEFINITIONS

It is important to assign definitions to the terms used in the report, so that there is not a misunderstanding of what is meant for various components therein. For the purposes of the STEPS project, these definitions apply:

Core is a set of courses that are considered basic and essential for future class work and graduation.

Course is a unit of teaching that typically lasts one academic term, is led by one or more instructors (teachers or professors), and has a fixed roster of students. A course is usually an individual subject. Students may receive a grade and academic credit after completion of the course.

Elective is course chosen by a student from a number of optional subjects or courses in a curriculum, as opposed to a required course which the student must take.

ECTS (European Credit Transfer and Accumulation System) is a tool of the European Higher Education Area for making studies and courses more transparent. It helps students to move between countries and to have their academic qualifications and study periods abroad recognised. ECTS allows credits taken at one higher education institution to be counted towards a qualification studied for at another.

Knowledge means the outcomes of the assimilation of information through learning. Knowledge is the body of facts, principles, theories and practices that is related to a field of study or work. Knowledge is described as theoretical or factual. There is a necessity of new knowledge about the requirements which

the agricultural production (AP) should meet in order to implementation of friendly technologies for sustainable food system.

Skills mean the ability to apply knowledge and use know-how to complete tasks and solve problems. Skills are described as cognitive (involving the use of logical, intuitive and creative thinking) or practical (involving manual dexterity and the use of methods, materials, tools and instruments).

1.4 Methodology

This report is based on the results obtained in 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

1.5 STRUCTURE

Chapter 1 contains an overview of this document, providing its Scope, Audience, methodology, Definitions and Structure.

Chapter 2: this section provides information of project management, STEPS Coordinator, Project Management Team , Work Package Leader , Involvement of partners and stakeholders , Activities implemented , Equipment , New/updated courses , Mobility for Teaching, Training and/or project research activitie , Management of the grant , Relevance in relation to project objectives, horizontal issues .

Chapter 3: includes achieved and planned results.

Chapter 3: includes the conclusions.

2 Project management

During the first year of the project in order to provide a good management of the project, the consortium of STEPS project has created: Steering Committee Team, Project Management Team, which had provided better connection between HEIs, employers and enterprisers, and strategic direction of the project, Internal Quality Team had managed the internal QA, monitored all Project activities and created of annual QA report, and External Quality Assurance Team had generated annual report about project. Each team, created for a good and successful progress of the project, has an equal number of representatives for each Partner.

Some of the main outputs achieved form the beginning of the project and in accordance with the workplan: were establishment of the working groups and preparation of the management plan, for each beneficiary Partnership Agreement were prepared and signed, for the dissemination and exploitation were prepared a Strategy/plan report, also for the Internal Quality was prepared the Quality Plan.

During the 2019 year of the project have been organized 4 Project related meetings Kick off held in Tirana, combined with other activities such as Study visit held in Bucharest, Seminar and Lectures held in Peja and Sarajevo. Also for the project management, PMT has performed skype meetings, used internal communication platform also mail correspondence.

The main forms of management tools used were technical and financial reports and also sharing data and information.

2.1 STEPS Coordinator

The coordinator of STEPS project Agricultural University of Tirana, during the first year of project life has implemented the activities respecting the **Grant Agreement**, and referring the responsibilities the coordinator had:

- Monitored the action in order to be implemented in accordance with the Agreement
- Have been intermediary for all the communication between the beneficiaries and the Agency
 - AUT had immediately provided to the Agency with the information related to amendment: changes in partner composition.
 - AUT had supplied all documents and information to the Agency which have been required under the Agreement;
- AUT had transfer to the beneficiaries, any documents relating to the action or the grant
- Others

Also, coordinator during this first year of projects had fulfilled other specific duties such as:

- AUT had chaired the meetings and MT
- Had worked closely with WP leaders in order to resolve matter arising during this first year of life of the project and to assure a quality implementation of the project
- AUT had closely cooperated with team project (QT, MT and WP leader) for reflecting in the delivery of the reports and other outputs in time and with quality.
- AUT had monitored and ensured that the project was implemented in accordance with the grant agreement and reported even a minor changes to the EACEA
- AUT had updated the online Erasmus+ Project Results Platform

2.2 Project Management Team

The Management Team is composed by one representative of each partner involved in STEPS project and during this year has reviewed the project progress, outputs, impact and furthermore has:

- Provided administrative support and facilitate the gathering of information and reporting output.
 - Provided budget control and financial follow-up, establishing and maintaining financial records
 - Established the working groups for the implementation of tasks
- Etc.

2.3 Involvement of partners and stakeholders

The project objectives are relevant to the needs of Partners Countries, involved in the project, due to the fact that Sustainable Food Production Systems are actual trend in Agro-industry at the global level, but in the WB countries is still undeveloped.

Each Partner Country, member of the STEPS project, has its clear role in project management, also it has been established a task for each of partner.

AUT is leader of WP9 and WP10, dealing with project dissemination and management issues. AUT has involved in project management, teachers, researchers, technician and administrative staff that are employed in AUT, also representative of enterprises and students have been actively involved.

The main tools used for communication and project management has been G-Drive platform, website, skype meeting, emailing, mailing, writing reports, preparing presentations, sharing data and information, organization of workshops, roundtables and meeting.

2.4 Work Package Leader

Steps project work is organized in 10 (ten) work package, for each WP there is a Partner leader which have been:

- Responsible that all the WP activities to be delivered on time, as defined on project description.
- Responsible for informing in-time the Coordinator for every changes that affect the WP objectives (submission deadline, risk factors, etc.)
- Responsible for informing all the other partners that are involved in that WP for the procedures to be followed up and provided the input and suggestions during the development of the WP deliverables.
- Cooperated with the QT in order to implement all the suggestion recommended from QT in reports or other deliverables of the WP.

WPs and their deliverbles started for implementation during the first year of project:

WP1, leader Partner 2 (EUT)

- 1.1 Assessment and analysis of stakeholders needs
- 1.2 Research on STEPS relevant programmes
- 1.3 Review and analysis of best practices
- 1.4 Development of mechanisms for continuous stakeholders input

WP2, leader Partner 9 (USAMVB)

- 2.1 Design of STEPS structure
- 2.2 Selection of faculty staff and organisation of working groups
- 2.3 Organization of study visit

2.4 Design of STEPS courses

WP3, leader Partner 3 (UHZ)

3.1 Assessment of training needs

3.2 Organisation of seminars and lectures

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

WP4, leader Partner 6 (UNSA)

4.1 Development of LMS platform

4.2 Development and harmonization of STEPS courses

4.3 Conversion and digitisation of educational material

WP5, leader Partner 5 (UNBI)

5.1 Development of teaching/learning environment

5.2 Development of research labs

WP6, leader Partner 7 (MESCS USK)

6.1 Preparation of the application of STEPS programme for accreditation

WP8, leader Partner 11 (ReadLab)

8.1 Organization of internal and external quality teams and development of the quality plan

8.2 Quality monitoring and evaluation

8.3 External evaluation

WP9, leader Partner 1 (AUT)

9.1 Development of dissemination/exploitation strategy

9.2 Web site development

9.3 Development of social media profiles and dissemination material

9.6 Career offices development/enhancement

WP10, leader Partner 1 (AUT)

10.1 Establishment of management team and working groups

10.2 Development of internal communication platform

- 10.3 Coordination and management
- 10.4 Organization of project meetings

2.5 Activities implemented

Since the beginning of the project, partners has been involved in implementing all the activities planned for the first year of the project.

- Regarding WP1, Connection of the MSc programme with the world of work, the social and the economic environment:

The Work Package 1 is the key driver of the project. The overall objective of this work package is to provide the background and support the design of the STEPS programme in order to meet labour market and society's need and expectations. Thus the specific objective of the need assesment process is to address new job market needs induced by new and forthcoming Western Balkan countries (Albania, Bosnia and Herzegovina and Kosovo) public policies on sustainable food systems. To explore partner countries' needs in terms of skilled engineers and managers, which will support every aspect of the transition towards sustainable food production systems.

These reports reviewed and analysed the needs of rural societies, labour market, national organisations and stakeholders at large in terms of the highly educated and skilled engineers and managers needed to improve food production, transform traditional harvest and post-harvest practices, manage processes and systems, monitor food quality and safety and also, exploit opportunities to innovate, increase productivity and competitiveness of food production systems.

The reports were based on different methods: The reports were based on a mixed-method research. Quantitative segment had a form of an on-line survey – participants were provided with a link to an on-line questionnaire. Qualitative part, in its data gathering segment, was done in a form of in depth interviews. The report were based on the analysis of the literature and coordination of focus groups. Firstly, about 40 in depth interviews have been undertaken, (17 in Albania, 15 in Bosnia Herzegovina and 8 in Kosovo).

The purpose of in depth interview and focus groups, is to collect stakeholder perceptions on a) sustainable food systems, b) the dynamic of food productions systems, c) the perceived changes in the last years, d) its comparison with the Eu and regional level and the general context of its development taking in consideration social and environmental issues e) challenges that the work force is facing and f) the needed skills to better perform their activities. Secondly, about 200 online survey have been completed (respectively 70 in Albania, 71 in Bosnia Herzegovina and 60 questionnaires in Kosovo). Through the online questionnaire perceptions on sustainability are collected. In addition to that, 39 skills and competences are evaluated regarding the level of importance and the level of proficiency required. Thirdly, in order to have more accurate evaluation of the needs in the respective countries and to identify the competences and skills within food systems in Albania, Bosnia Herzegovina and Kosovo 31 focus groups/study visits were performed, (respectively 10 focus groups o or/and study in Albania, Bosnia Herzegovina and 11 study visits in Kosovo).

WB partners created the database with contact and information of key stakeholders, which is available to Career office in institution and used as a mekanizm for linking students with job market. This database is being continuously updated and enhanced.

The target groups were staff of HEI, students, other stakeholder from private business, NGO, association, Government etc. Results achieved was processed for finding and analyzing the stakeholders' needs training needs, also developing the mechanisms for continuous stakeholders input.

Leader of WP. 1. of the STEPS project has been European University of Tirana. EUT is skilled in conducting of surveys and analyses and providing professional support to decision makers and practitioners in developing, implementing and evaluating policies. Based on its experience and its great network with stakeholders, EUT was the leading partner for the implementation of project activities connection of the MSc programme with the world of work, the social and the economic environment. EUT brought into the consortium significant experience in sustainable management, agricultural and rural development policies and strategies and business development. All surveys were coordinated and edited by EUT and for the researches provided in Albania, responsible partner of STEPS project is European University of Tirana (UET). All surveyes are prepared in collaboration with the regional partner from Kosovo and Bosnia and Herzegovina.

Within Working Package 1 of the STEPS project, four reports (D1.1, D1.2, D1.3 and D1.4) have been developed as project deliverables based on agreed research exercise: Report 1.1: Assessment and analysis report on stakeholders' needs; Report 1.2: Survey of STEPS relevant programmes; Report 1.3: Best practices of MSc programmes; Report 1.4: Report on the mechanisms for continuous stakeholders input. Some of the findings are:

- The agri-food sector suffers from several major problems.
- The high transaction costs,
- the asymmetry of information,
- Lack of traceability which rises the difficulty to guarantee the quality of the product.
- The food sector has taken important steps to improve the quality and diversification of the products.
- The increased competition force the agro-processors to increase the effort in product quality and food safety improvements.
- The development of agri-food systems can be defined as a two type speed system, from one side, large industrial food processing unit which have intensified their efforts and compete in a larger markets and small unit of production and processing that struggle in the process of quality standardisation.
- The system is facing inefficiencies because of the poor quality of the raw material in the country compared to countries in the region
- etc

Title and reference number of the work package (WP)	WP1. Connection of the MSc programme with the world of work, the social and the economic environment
Indicators of achievement and or/performance as indicated in the project proposal	
	1.1. Assessment and analysis of stakeholders
Start date	1 May 19
End date	31 Aug 19

Place	AL, XK, BiH
Description of the activity carried out	<p>As the specific objective of the need assesment process is to address new job market needs induced by new and forthcoming Western Balcan countries (Albania, Bosnia and Herzegovina and Kosovo) public policies on sustainable food systems. To explore partner countries' needs in terms of skilled engineers and managers, which will support every aspect of the transition towards sustainable food production systems.</p> <p>Under Del.1.1 has been reviewed and analysed the needs of rural societies, labour market, national organisations and stakeholders at large in terms of the highly educated and skilled engineers and managers needed to improve food production, transform traditional harvest and post-harvest practices, manage processes and systems, monitor food quality and safety and also, exploit opportunities to innovate, increase productivity and competitiveness of food production systems.</p> <p>As previously mentioned, several research instruments have been employed in order to identify the competences and the skills needed by the future STEP MSc Sustainable Food System , such as in depth interview, online survey and focus groups. Assessment and analysis report on stakeholders' needs had been delivered.</p> <p>Target groups has been contacted and stakeholders' opinions have been gathered, processed and analysed.</p> <p>WB partners have contributiued at Country level per: Organisations/stakeholders contacted over 80 surveys completed; over 17 in-depth interviews / semi-structured interviews done; over 10 roundtables and visits visits.</p> <p>The target groups were staff of HEI, students, other stakeholder from private business, NGO, association, Government etc. Results achieved was processed for finding and analyzing the stakeholders' needs training needs, also developing the mechanisms for continuous stakeholders input.</p>
Specific and measurable indicators of achievement	<p>320 organizations contacted</p> <p>-200 questionnaires delivered, acquired and processed</p> <p>-39 key stakeholders interviewed</p> <p>-31 Visits and roundtables conducted</p>
Planned results	Finished
1.2. Research on STEPS relevant programmes	
Start date	15 Jun 19
End date	15 Sep 19
Place	All Project Countries
Description of the activity carried out	<p>The main motivation of STEP project is to build the capacity of partner countries HEIs, in order to help them improve the quality of the education offered, and provide an education that is more aligned to the needs of the labour market and society. In this framework, cross-country higher education systems analysis has enabled the STEP consortium to identify the best examples that can be adopted in each of the countries.</p> <p>The inventory of the existing study programs focusing on sustainable food systems is important in order to have a broader view of the modules that are applied in different countries within the EU and abroad. Western Balkans partners undertook the task to analyse MSc. programs in relevant fields offered in WB countries. EU Partners analysed programmes in the EU and worldwide.</p>

	<p>The inventory of the existing experiences explores the structure and the contents of MSc programmes in agriculture and food production systems, in particular those that involve the sustainability dimension. This exhaustive inventory has provided best practices and recommendations towards the development of an educational programme linked with environmentally friendly and socially accepted food production systems. The analysis of the existing education offer in food sector in Albania, Bosnia Herzegovina and Kosova shows the lack of multidisciplinary and sustain the implementation of the new STEP master. The process was conducted primarily through desk research. The Report on Survey of STEPS relevant programmes has been delivered.</p>
Specific and measurable indicators of achievement	<p>100 related MSc programmes analyzed and reviewed during preparatory activities; 12 master programme analysed per each partner Defined the role of the MSc programs in development and promotion of social and entrepreneurial skills of graduates Undergraduate level programs were also analyzed in order to see the potential market for the Msc. in Sustainable Food Processing System.</p>
Planned results	Finished
	1.3. Review and analysis of best practices
Start date	1 Sep 19
End date	5 Nov 19
Place	All Project Countries
Description of the activity carried out	<p>The goal of this task has been to prepare report that was offer to provide best practices of MSc programmes in food production systems and analysed how MSc programmes provide strong scientific background, soft skills (including entrepreneurial) to graduates and the capacity to face modern challenges regarding the transition towards sustainable practices from engineering and management points of view: UET, AUT, UHZ and UC for the case of Western Balkans, and CULS, USAMVB, TEISTE and ReadLab at European and at international level.</p> <p>This report is of crucial importance and served as an overview of status quo in private sector, also research results was immensely contributed to developing of results of the project, i.e. master degree programmes and trainings. For this task, all partners have provided best practices based on the regions they explored during the implementation of tasks 1.1 and 1.2. In this framework, cross-country higher education systems best practices analysis enabled the STEP consortium to identify the best examples that can be adopted in each of the countries. This report is written by the research team from UET, a consortium partner responsible for the research design, organization and administration, data analysis and the writing of the reports. Overall coordination of the research process done in three countries (Albania, Kosovo, Bosnia and Herzegovina) was overseen and supported by the coordinating institution. The report of Review and analysis of best practices has been delivered.</p>
Specific and measurable indicators of achievement	<p>-25 best practices of MSc programmes analysed; 3-4 best practices per partner</p>
Planned results	Finished
	1.4. Development of mechanisms for continuous stakeholders input
Start date	1 Jun 19

End date	14 Oct 19
Place	AL, XK, BiH
Description of the activity carried out	The goal of WP.1.4. is to present the mechanisms of regular communication and collaboration between STEPS partners and stakeholders. The purpose of this report were to provide detailed information on stakeholders, that is used for the delivering questionnaires, organising meetings, roundtables, workshops etc. Followig this, during the development of this task, there were offered the opportunity to be engaged with project activities. WB HEIs have created the database with contact and information with key stakeholders, Database is available for Career office at Partner institution and used as a mecanism for linking students with job market. Western Balkans HEIs have extend existing and developed new communication channels with the stakeholders. Status of abovementioned tasks: completed on time in Albania, Kosovo, Bosnia and Hercegovina. The Report on the mechanisms for continuous stakeholders input has been delivered.
Specific and measurable indicators of achievement	Standard mechanisms established for continuous contribution and communication; A list of stakeholders and contact details developed
Planned results	Database is being continuously updated and enhanced.

➤ Regarding WP2, STEPS structure and courses design:

Partners (at least 3 scientific staff) participated in the Study visit (D2.3) organized in Bucharest, Romania in 04-08 June 2019, host USAMVB (P9). Reports for D2.1, D2.2, D2.3 (D2.4 draft) are prepared based on results for development work as planned for WP2. After several institutional and with partners meeting (Bucharest, Peja and Sarajevo meeting) some of the result referring to WP2 and reported: MSc STEPS structure and courses (D2.1) will be offered in two academic years, four semesters, 120 ECTS in total, 15 teaching weeks per semester, HEIs will offer their expertise comprising at least 20 courses, from which 6 are core courses and other are elective courses, work load hours ratio 2:2 (lecture: seminars, lab, project, etc), written and oral form of knowledge control will be used. WB HEIs will offer this MSc Jointly in National level, and modalities will be egulated in the MoU for this purpose. Also WB HEIs have provided to WP2 leader the information about the staff selected (D2.2) for teaching on each course, shortened CVs, expertise, qualifications and contacts details.

STEPS proposed curricula will be organized/developed (WP7) during the next academic year (2020-2021), research laboratories and ICT center are being developed (WP5), and procedures for opening/licensing following National rules are being followed (WP6), also supporting materials are being developed for digitization (WP4) and puted in LMS platform.

Title and reference number of the work package (WP)	WP2. STEPS structure and courses design
Indicators of achievement and or/performance as indicated in the project proposal	<ul style="list-style-type: none"> • Faculty members joining the study visit (over 25) • Scientific staff present in seminars and lectures (over 40) • Courses designed based on ECTS (all)
2.1 Design of STEPS structure	

Start date	15 Jun 19
End date	27 Dec 19
Place	All Project countries
Description of the activity carried out	<p>All HEIs universities have a List of STEPS courses. All HEIs universities developed a Course Curriculum. All partner Universities will develop a 2 year Masters Degree (except UNBI which has the 4 + 1 + 3 education system regulated by the Statute of the University of Bihac, UNBI can only develop and organize only 1 year / 2 semester master program 60 ECTS credits). The courses are structured under two pillars of food production systems: I. Food engineering, quality and safety (FEQS) and II. Food production systems management. All partners offer Core courses and elective courses according to the training needs of target groups. WB HEIs participated in designing and developing the structure of courses for the programm, by developing a list of courses that fit with the market needs. They have submitted at least 20 course descriptors in national level, as they commit to develop this MSc jointly in National level. Mescs USK Analysed of STEPS structure drafts in order to ensure its accordance with HE legislation AUA participated in the design and development of courses relevant with the food production systems management. AUA suggested compulsory and elective courses and contributed to the overall structure of STEPS. Development of a new MSc program in Sustainable Food Production System (STEPS) Harmonisation of STEPS structure and courses design with Bologna Convention Design the STEPS structure and Courses, participation in seminars/ lectures</p>
Specific and measurable indicators of achievement	<p>All HEIs institutions developed the Master of Science Program based on Bologna convention structured based on ECTS credits (120). Courses designed based on ECTS (all). Level and quality of collaboration between consortium partners. STEPS structure and courses designed based on ECTS (draft) UHZ A list of courses for core (mandatory and elective) MESCS STEPS structure and courses designed according to HE national legislation) Report delivered for D2.1.</p>
Planned results	<p>Start 15.02.2019 due date 15.12.2021 to be carried out: Evaluation of STEPS programme structure/courses designed. USAMVB Coordination and submission of report, task leaders Indicators of progress: Annual progress reports, Project's external evaluation reports</p>
2.2 Selection of faculty staff and organisation of working group	
Start date	15 Jun 19
End date	27 Dec 19
Place	All Project Countries
Description of the activity carried out	<p>USAMVB supports the to develop the of teaching staff working groups for STEPS MSc program. Professional development of Scientific Staff of Western Balkans HEIs through the transfer of knowledge and experience of EU partners.</p>

	<p>The teaching staff is organised in working groups, according to the two groups of courses and their scientific background and capacity</p> <p>WB partners HEIs assigned Teaching staff have submitted Core and elective Courses according to their expertise:</p> <p>"Food engineering, quality and safety" (AUT, UHZ, UNBI)</p> <p>"Management of sustainable food production systems" (EUT, UC, UNSA)</p> <p>The academic staff of AUA acted as mentors for the colleagues of partner countries.</p> <p>Course descriptors are uploaded in G-Drive, reviewed by EU partners</p>
Specific and measurable indicators of achievement	<p>Level and quality of collaboration between consortium partners</p> <p>A list of relevant skills and experience of WB partners teaching staff has been made</p> <p>A list of relevant skills and experience of USAMVB teaching staff has been made. Scientific staff (30) are organised in working groups as monitoring team.</p> <p>AUA-Relevant skills and experience lists of HEIs of partner countries (draft).</p> <p>Report delivered for D2.2</p>
Planned results	<p>Start 15.02.2019 due date 15.12.2021 to be carried out:</p> <p>Evaluation of the selection of faculty staff and organisation of working group. USAMVB Coordination and submission of report, task leaders</p> <p>Indicators of progress: Annual progress reports, Project's external evaluation reports</p>
2.3 Organization of study visit	
Start date	04 Jun 19
End date	08 Jun 19
Place	Bucharest, Romania USAMVB, All Project Countries
Description of the activity carried out	<p>USAMVB organised the Study visit</p> <p>Till 4 staff by each partner participated in study visit, where they have 3 AUA members participated in study visit</p> <ul style="list-style-type: none"> -exchanged ideas; exchange of insights; and experiences, knowledge transfer -Identification of the preliminary STEPS program structure -Analysis and discussion on the deliverables of WP1 - developed new contacts and explore opportunities of cooperation; - contributed to the design of the STEPS Program through exchange of insights and experiences, knowledge ; -Identified how interrelated scientific topics can be combined under a unified Master Program and assess the implementation of relevant MSc courses in Romania and other European Areas. -disseminated the activities and results of project
Specific and measurable indicators of achievement	<p>USAMVB team (teaching staff and experts) was included in organisation of Study Visit in Bucharest</p> <ul style="list-style-type: none"> - quality of analysis of MSc programmes, in terms of organizational structure, level of education and relevance ; -quality of the study visit -level of contribution of research and analysis to the MSc in Sustainable Food Production -Presentation of STEPS projects in Plenary Agronomy Session of The International Conference "Agriculture for life, Life for Agriculture". -Participation of 50 persons in the STEPS workshop during the International Conference.

	<ul style="list-style-type: none"> - Faculty members joining the study visit (over 25) - Exchange of insights and experiences, knowledge transfer - Identified of basic STEPS program structure - Identified a method to link scientific topics under a unified STEPS Master Program Report delivered for D 2.3
Planned results	Start 15.02.2019 due date 15.12.2021 to be carried out: Evaluation of STEPS structure and courses designed based on ECTS (final) Study visit organized to support the design of the MSc programme Indicators of progress: Annual progress reports, Project's external evaluation reports
2.4 Design of Steps Courses	
Start date	15 Jun 19
End date	15 March 20
Place	All Project Countries
Description of the activity carried out	Start to develop the Course description template for all List of Course Curriculum Development of courses Harmonisation and Mentoring by EU partners Development of modernised curricula of Food Quality Control and Food Production System Management
Specific and measurable indicators of achievement	<ul style="list-style-type: none"> -Over 20 courses developed -STEM subjects and innovative concepts included analysed in the content of course -Quality of educational program Improvement of professional background of scientific staff and teaching competences. Quality of course delivery. Organise EU team by the specialisation to mentoring and revise the Course description Receptiveness of academics regarding the adoption of learning outcomes approach and ECTS system
Planned results	15.06.19 to 15.03.20 USAMVB Coordination and submission of report, task leaders Indicators of progress: Annual progress reports Project's evaluation reports

Regarding WP3, Professional development of scientific staff, are drafted three reports (D3.1, D3.2 and D3.3), which will continuously updated depended on the Seminar and Lectures which are planned for year 2020 (M15-Bihac, M18-Pristina, M21-Tirana).

For assessing training needs are used the results from the assessments and analyses of stakeholder's needs (WP1), and outcomes out of course design of the MSc (WP2) as prerequisites during preparation and implementation of activities related to professional development of scientific staff. Partners have participated in Study Visit in Bucharest, Seminars and lectures in Peja, and in Sarajevo, which have been trained for improving scientific staff capacities. Other needs for continuous training presented by UHZ are related to the courses which will be delivered in th MSc of STEPS.

Title and reference	WP3. Professional development of scientific staff
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number of the work package (WP)	
Indicators of achievement and or/performance as indicated in the project proposal	<ul style="list-style-type: none"> • Scientific staff present in seminars and lectures (over 40) • Level and quality of collaboration and synergies developed between consortium partners • Scientific articles prepared/published (5 per year and per HEI)
3.1 Assessment of training needs	
Start date	15 Jul 19
End date	15 Aug 19
Place	AL, XK, BiH
Description of the activity carried out	<p>UHZ WP 3 leader has organized internal meetings and with Partners to assess the need of for training that would serve as an added value towards the improvement and towards the learning and teaching process.</p> <p>AUA has contributed to the evaluation of all partners HEIs.</p> <p>All partners have evaluated needs in terms of scientific staff background improvements and also teaching competencies, and sent to the leader of WP 3</p>
Specific and measurable indicators of achievement	<p>5 training themes are planned, so far 2 of them take place in Peja 10-14 Sep 2019 and Sarajevo 10-14 Dec 2019.</p> <ul style="list-style-type: none"> • The needs of scientific staff for improvements and teaching competencies have been defined • Report on training needs <p>The needs of scientific staff and teaching competencies have been improved.</p> <p>-quality of the seminars/lectures by relevance of scientific topics addressed.</p> <p>Team of USAMVB prepared presentations for food engineering, quality and safety related topics.</p>
Planned results	<p>Start 15.07.2019 due date 15.12.2021 To be carried out:</p> <p>Evaluation of training seminars in terms of teachers/learners opinions about the level of expectations</p> <p>Indicators of progress: Annual progress reports, Project's external evaluation reports</p>
3.2 Organisation of seminars and lectures	
Start date	10 Sep 19
End date	14 Sep 19
Place	Kosovo (UHZ), All Project Countries
Description of the activity carried out	<p>Scientific staff (4 UNBI members) participated seminars and lectures</p> <p>Participation in open lectures</p> <p>UHZ staff participated in training.</p> <p>Scientific staff of USAMVB participated seminars and lectures</p> <p>Scientific staff (a.: 3 AUA members; b.: 2 AUA members) participated in seminars and lectures in partner countries.</p>

	Participation in open lectures
Specific and measurable indicators of achievement	<p>Level and quality of collaboration and synergies developed between consortium partners</p> <p>Seminars/lectures</p> <p>UHZ academic staff presented on well integrated course development.</p> <p>The needs of scientific staff and teaching competencies have been improved</p> <p>-quality of the seminars/lectures by relevance of scientific topics addressed.</p> <p>Improve interinstitutional cooperation, cooperation with other institutions and enterprises, the capacity to innovate and HEIs perception</p>
Planned results	<p>Start 15.02.2019 due date 15.12.2021</p> <p>a. 24.03.2020 to 28.03.2020</p> <p>b. 06.2020 to 06.2020</p> <p>c. 09.2020 to 09.2020</p> <p>To be carried out: Seminars/lectures; Evaluation of the seminars/lectures implementation and efficiency</p> <p>Seminar and lectures will be organized ongoing and take place in Bihac, Pristina and Tirana during 2020.</p> <p>Indicators of progress: Annual progress reports, Project's external evaluation reports</p>
3.3 Continuous support and improvement of scientific background and teaching capacity of scientific staff	
Start date	15 Sep 19
End date	15 Dec 21
Place	All
Description of the activity carried out	<p>Training and ritrainings</p> <p>Transfer and exchange of knowledge of scientific staff between EU and partner countries.</p>
Specific and measurable indicators of achievement	<p>Training and ritrainings</p> <p>Continuous support and improvement of scientific background and teaching capacity of scientific staff</p>
Planned results	<p>Training and ritrainings</p> <p>Transfer and exchange of knowledge of scientific staff between EU and partner countries.</p> <p>Continuous support and improvement of scientific background and teaching capacity of scientific staff</p>

➤ Regarding WP4, STEPS development:

Under this WP Readlab P11 had been developed the LMS, while AUT has prepared the term of reference and technical specification (what file format, duration, etc.) together with WP4 leader P6, and other partners P8, P9, P10 and P11, are collaborating for subcontracting the conversion and digitization of materials. In the meantime professors are creating materials in forms of some notes to students developed in the frame of project (slides), in different languages (English, Albanian, Bosnian) which will be open source and support the course.

Title and reference number of the work package (WP)	WP4. STEPS development
Indicators of achievement and or/performance as indicated in the project proposal	<ul style="list-style-type: none"> • • Development of LMS (Learning Management System) platform with open source utilities (4.1) • Development and harmonization of STEPS courses (4.2.) • Conversion and digitization of educational material (4.3.)
4.1 Development of LMS platform	
Start date	15 Aug 19
End date	15 Nov 19
Place	Readlab
Description of the activity carried out	Procedures for procurement of subcontracting of platform are followed by P 11.
Specific and measurable indicators of achievement	LMS platform product/ service
Planned results	Maintance and updated platform with the materials for supporting MSc teaching and research.
4.2 Development and harmonization of STEPS courses 4.3 Conversion and digitisation of educational material	
Start date	15 Sep 19
End date	15 Oct 20
Place	All
Description of the activity carried out	Preparation of learning materials by teachers, and terms of reference for subcontracting of the service
Specific and measurable indicators of achievement	Terms of reference for subcontracting are prepared Procedures for procurement of this service have started
Planned results	Preparation of materials by teachers, in order to be digitised before the start of MSc (by Aug 2020).

➤ Regarding WP5, Development of infrastructures:

A justification for equipment has been prepared for all partners and sent to Agency. Also the brochures and guidelines are prepared by task leader UNBI and distributed to partners.

Partners have followed separate tendering procedures for electronic equipment for supporting ICT center equipped relevant infrastructures that will be used for the development/enhancement of teaching/learning environment, also laboratory equipment for supporting teaching and research in frame of STEPS MSc (detailed list is in section for Equipment). In each case at least three competitive offers has been involved. All the documents related to purchase, delivery, are archived in hard and electronic copy and will be included in the report to be send to Agency.

Title and reference number of the work package (WP)	WP5. Development of infrastructures
Indicators of achievement and or/performance as indicated in the project proposal	<ul style="list-style-type: none"> • Development of teaching/learning environment • Development of research labs • Development of experiments/ simulations and training material
5.1 Development of teaching/learning environment	
Start date	15 Sep 19
End date	15 Jun 20
Place	AL, XK, BiH
Description of the activity carried out	<p>Defined and described in detail experimental devices and equipment before purchase. Guidance to the consortium, in order to be synchronised with modern measuring techniques and instrumentation</p> <p>AUT: completed a separate procurement procedure. Installation of laboratory equipment in progress.</p> <p>EUT: completed a separate procurement procedure. Installation of laboratory equipment in progress.</p> <p>UHZ: List of Equipment, 20.03.2019 - UHZ conducted an analysis about the equipment needs. The final version of equipment was decided and approved by the consortium as well. University of Haxhi Zeka has successfully completed the tendering process for the management lab. (41500.00).</p> <p>Universum College has successfully completed the tendering process for the management lab. (For technical lab: Even after advertising for the 2nd time, no company in Kosovo or the region submitted an offer)</p> <p>Procurement procedures for equipment (currently in progress):</p> <p>UNBI: Tender procedure for equipment is currently open on UNBI</p> <ul style="list-style-type: none"> • UNBI has separate tender procedures • procurement of instrumental - laboratory and computer equipment is planned <p>the type of equipment purchase and justification can be found in the document: https://btf.unbi.ba/wp-content/uploads/2019/11/Detailed-Justification-specification-and-argumentation-for-purchasing-equipment-STEPS-2019.pdf https://drive.google.com/drive/folders/1fwUgAXQQmStOkgsdNsTUMpbT8gjXAY3</p> <p>UNSA: has separate tender procedure Tender for lab equipment is ongoing. Tender for ICT equipment in preparation (coming soon)</p> <p>The procurement procedure Regarding UNSA tender procedure of procurement of equipment is currently:</p> <ol style="list-style-type: none"> 1. Autoclave: The course of procedure: Signature of the contract with the supplier - Spent amount EUR 6,050 2. Spectrophotometer: The course of procedure: The procedure is canceled - Reason: Incomplete tender documentation - Spent amount EUR 0 3. ELISA system with kits: The course of procedure: Signature of the contract with the supplier - Spent amount EUR 6,386 4. Portable NIR spectrometer: The course of procedure: The procedure is canceled - Reason: Incomplete tender documentation -

	<p>Spent amount EUR 0</p> <p>5. LabVIEW software portfolio: The course of procedure: The procedure is canceled - Reason: There were no apply on public call - Spent amount EUR 0</p> <p>6. IT equipment: The course of procedure: Signature of the contract with the supplier - Spent amount EUR 6,479</p> <p>7. Microscale food processing devices: The course of procedure: Signature of the contract with the supplier - Spent amount EUR 8,326</p> <p>Regarding equipment where UNSA did not have any apply (LabVIEW software) they will propose change (with explanation and approval by STEPS coordinator and EU Agency). Regarding spectrophotometer they will probably repeat the public call, while regarding purchase of NIR spectrometer UNSA team will discuss and make a decision very soon.</p>
Specific and measurable indicators of achievement	Brochure/Guideline: Development of the „Food Quality Control Lab“ and the „Food Production Systems Management Lab / ICT-center“ - justification for equipment specification modification detailed argumentation and specification for equipment procurement
Planned results	<p>AUT & EUT will carry out the installation</p> <p>UHZ is waiting for the equipment arrival</p> <p>UC will open tender again for laboratory equipment</p> <p>Tender is in progress/ almost at the end for UNBI, UNSA</p>
5.2 Development of research labs	
Start date	15 Sep 19
End date	15 Jun 20
Place	AL, XK, BiH
Description of the activity carried out	<p>Are being developed in WB countries:</p> <p>“Food Quality Control Lab“ and the</p> <p>“Food Production Systems Management Lab /</p> <p>“ICT-center“ –</p>
Specific and measurable indicators of achievement	<p>-justification for equipment specification modification detailed argumentation and specification for equipment procurement</p> <p>-Brochure/Guideline developed for the</p> <p>“Food Quality Control Lab“ and the</p> <p>“Food Production Systems Management Lab /</p> <p>“ICT-center“ –</p> <p>Tender procedure followed for equipment</p>
Planned results	<p>Inventory and Installation of equipment;</p> <p>D 5.3 Development of experiments/simulations and training material are planned to start in 2020</p>

➤ Regarding WP6, STEPS application for official accreditation:

The preliminary information for the opening and accreditation procedures in each country is collected and are presented continuously in the meetings (Bucharest, Peja, Sarajevo) the preliminary findings for procedures to be followed and the deadlines, the main result so far is that Kosovo can do accreditation and need to have a final acceptance before Oct 2020, while Albania and Bosnia & Herzegovina needs first to apply for opening/licensing, and BH will apply by the end of January 2020, Albania will apply in the middle of February 2020, for this process AUT coordinator had made different

appointment with ASCAL and Ministry of Education in Albania, other internal procedures for approval in Senate, Administration Bord, etc. level are followed as prerequisite before submission.

Title and reference number of the work package (WP)	WP6. STEPS application for official accreditation
Indicators of achievement and or/performance as indicated in the project proposal	<ul style="list-style-type: none"> • Project partners from WB countries applied for accreditation of STEPS
6.1 Preparation of the application of STEPS programme for accreditation	
Start date	15 Aug 19
End date	2021
Place	AL, XK, BiH
Description of the activity carried out	<ul style="list-style-type: none"> - Analysis of national legislations, overview for partners about accreditation procedures, contacting BiH HE Agency - UHZ and UC (Kosovo HEI) initiated accreditation procedure in October 2019 at their national Ministry, because their legislation allow them to apply with basic elements of STEPS programme structure (STEPS structure was not finalized yet). - National legislation procedures has been identified – there is a difference between Kosovo procedure (where program must be accredited before first academic year) compared with BiH and Albania where program has to have opening procedure (government approval) prior to first academic year, and accreditation procedure follows the end of first generation of students, but HEI can apply during first academic year. - All three countries (6 HEI) at this moment are waiting finalisation of STEPS structure so that they continue with their procedures.
Specific and measurable indicators of achievement	<ul style="list-style-type: none"> • Six HEI from WB countries started with their internal procedure for accreditation application
Planned results	<p>Start date 20.03.2019 due date 31.12.2021 to be carried out:</p> <ul style="list-style-type: none"> - Providing assistance to HEI from Albania and BiH to initiate national opening procedure/government approval - Conducting procedure of initiating accreditation in BiH (UNBI, UNSA) and assisting Albanian HEI to the same. - Monitoring Kosovo accreditation procedure status, because it has to be finished before October 2020. <p>Indicators of Progress:</p> <ul style="list-style-type: none"> - BiH and Albanian national opening procedures finalized - BiH and Albanian accreditation procedures initiated - Kosovo accreditation procedure finalized before October 2020.

➤ Regarding WP7, STEPS programme delivery:

Title and reference number of the work package (WP)	WP7. STEPS programme delivery
Start date	15 Oct 20
End date	15 Jan 22

Place	AL, XK, BiH
Planned results	STEPS programme delivery is planned to start in the next academic year 2020-2021.

➤ Regarding WP8, Quality plan and evaluation of project progress,

Partners are involved in Internal and External Quality team (persons outside our institutions and not involved in STEPS project), and are assigned internal and external quality team members and deputies, also all have contributed for Quality Plan (D8.1) and Project evaluation Report (D8.2a,b,c), and Annual Quality Report (D8.2d). Evaluation of project outputs and outcomes are performed based on indicators presented in the logical framework matrix. So far QT team has done meetings for presenting the results from continuous monitoring of project implementation in accordance with the work plan, if there are deviations and provide recommendations for better implementation. Some of the achieved results are:

Title and reference number of the work package (WP)	WP8. Quality plan and evaluation of project progress
Indicators of achievement and or/performance as indicated in the project proposal	<ul style="list-style-type: none"> • No of internal evaluation reports • No of external evaluation reports • Internal quality evaluation of deliverables
8.1 Organization of internal and external quality teams and development of the quality plan	
Start date	15 Jan 19
End date	15 Feb 19
Place	Readlab, Greece
Description of the activity carried out	<p>Proposed member of STEPS (internal) Quality Team</p> <p>Proposed members for the external quality team</p> <p>University of Haxhi Zeka reviewed the quality plan developed by Read Lab and provided its comments</p> <p>USAMVB Internal evaluation of quality plan</p> <p>AUA Proposition of members for the internal and the external quality teams. Contribution to the review of the quality plan.</p>
Specific and measurable indicators of achievement	<p>STEPS Internal Quality Team established</p> <p>External Quality Team Established</p> <p>Quality plan produced</p> <p>The final quality report is produced.</p>
Planned results	<p>Start date 15.01.2019 due date 15.12.2021 to carried out: Internal evaluation of quality plan.</p> <p>Indicators of progress: Annual progress reports</p> <p>Project's internal evaluation reports</p>
8.2 Quality monitoring and evaluation	
Start date	15 Jan 19
End date	15 Dec 19
Place	All Partners

Description of the activity carried out	<p>After each meeting, UHZ representatives who participated in trainings or management meetings provided feedback as a means to improve the quality of the project.</p> <p>USAMVB Internal quality procedure was implemented according to the Quality Plan D8.1. The main results of the evaluation questionnaire are part of D8.2.</p> <p>AUA Acting in compliance with the Quality Plan</p> <p>Contribution to Quality Monitoring and Evaluation procedures</p> <p>Response to recommendations</p>
Specific and measurable indicators of achievement	<p>D1.1 D 1.2, D1.3, D1.4 reports are reviewed</p> <p>Questionnaires after the events are filled</p> <p>Internal Project evaluation Report (D8.2a,b,c),</p> <p>Annual Quality Report (D8.2d) for 2019</p>
Planned results	<p>Report of other WPs will be reviewed</p> <p>Acting in compliance with the Quality Plan</p> <p>Contribution to Quality Monitoring and Evaluation procedures</p> <p>Response to recommendations</p> <p>Internal evaluation reports</p> <p>Annual Internal Quality Report for 2020, 2021</p>
8.3 External Evaluation	
Start date	15 Jan 19
End date	ongoing
Place	All partners
Description of the activity carried out	<p>Visit of National office of Erasmus programme and discussion about first year of implementation of STEPS project on 10.12.2019:</p> <p>UHZ: On the basis of previous filled questionnaire assessment (by discussion) of the implementation of first year of the STEPS project on different issues. Information on Erasmus+work together with European higher education institutions.</p> <p>UNSA: On the basis of previous filled questionnaire assessment (by discussion) of the implementation of first year of the STEPS project on different issues. By this opportunity the problem of one year MSc study program in UNBI is highlighted.</p>
Specific and measurable indicators of achievement	Annual report for external quality evaluation for 2019
Planned results	Annual report for external quality evaluation for 2020, 2021

➤ Regarding WP9, Dissemination/Exploitation:

AUT is leader in this WP also other partners have their role and responsibilities for disseminating project. During this first year of the project some of the results achieved are:

Title and reference number of the work package (WP)	WP9. Dissemination/Exploitation
Indicators of achievement and	<ul style="list-style-type: none"> • Development of Dissemination/Exploitation strategy • Web site development

or/performance as indicated in the project proposal	<ul style="list-style-type: none"> • Development of social media profiles and dissemination material • Organization of workshops • Organization of laboratory demonstrations • Career office development/enhancement • Dissemination/exploitation reports
9.1 Dissemination/exploitation strategy report	
Start date	15 Jan 19
End date	15 Feb 19
Place	AL
Description of the activity carried out	Created Dissemination & Exploitation Strategy + <i>Dissemination Reporting sheet</i>
Specific and measurable indicators of achievement	Plan and Report of Diss for 2019
Planned results	Activities will be guided by this plan
9.2 Web-site development	
Start date	15 Jan 19
End date	15 Apr 19
Place	AL
Description of the activity carried out	Service delivered Creation/ developed the website (since 10.04.2019): http://steps-project.eu/ MESCS USK - Information about project purpose, announcement of STEPS MS programme for students for academic 2020/21 at UNBI, announcement about co-financing of mobility classes.
Specific and measurable indicators of achievement	http://vladausk.ba/v4/novost/steps-projekt-ucisce-monks-usk-i-biotehnickog-fakulteta-unbi-educiranje-master-program-strucnjaka-u-oblasti-odrzivih-sistema-proizvodnje-hrane/1829
Planned results	Ongoing maintenance of the website, material uploaded, news, events, agendas update
9.3 Development of social media and dissemination material	
Start date	15 Jan 19
End date	ongoing
Place	All project partners
Description of the activity carried out	Service delivered, Creation of social media profile (since march 2019): facebook STEPS Erasmus+ https://www.facebook.com/steps.erasmus and Instagram stepserasmus: https://www.instagram.com/stepserasmus/ Dissemination partially are printed and published, is ongoing
Specific and measurable indicators of achievement	Promote STEPS project within the international week Organize an Open day with students to present the aims of STEPS Online Portals https://gazetablic.com/filloi-java-nderkombetare-me-30-universitete-nga-evropa-per-here-te-pare-ne-kosove/?fbclid=IwAR2v9uC1MhIDpdCV1iVv1H22v9N5MYKr6ZQD7GO-juWDLsv2KALEhirbVo International Week https://www.youtube.com/watch?v=dNjFx3A4AAg&fbclid=IwAR2r_QT8q9dHDZ

	<p>fLFr8QzcQT3UudWbbefB4CycoYzVX67-UslvyjTmQ-Qpl National Television in XK, Uran Rraci Live: https://www.youtube.com/watch?v=IF8c2g3GAZc</p> <p>Gazeta Blic: https://gazetablic.com/kolegji-universum-program-master-te-perbashket-te-financuar-nga-bashkimi-evropian/</p> <p>KultPlus https://gazetablic.com/kolegji-universum-program-master-te-perbashket-te-financuar-nga-bashkimi-evropian/</p> <p>universumwebsite https://gazetablic.com/kolegji-universum-program-master-te-perbashket-te-financuar-nga-bashkimi-evropian/</p> <p>video report in the central news on the steps project http://www.rtvusk.ba/video/dnevnik-1342019/3744 https://www.facebook.com/btf.unbi/?modal=admin_todo_tour https://btf.unbi.ba/?page_id=3197 https://www.facebook.com/btf.unbi/?modal=admin_todo_tour</p> <p>stakeholder contact (personal contact, phone call, email, facebook viber chat, etc.) https://btf.unbi.ba/?page_id=3197 https://www.facebook.com/btf.unbi/?modal=admin_todo_tour</p> <p>Roundtable with stakeholder https://btf.unbi.ba/?page_id=3197 http://uet.edu.al/new/takim-konsultativ-ne-kuader-te-projektit-steps/ https://www.facebook.com/btf.unbi/?modal=admin_todo_tour https://www.erasmusbih.com/index.php/news/210-cluster-meeting-at-the-university-of-banja-luka https://www.facebook.com/btf.unbi/?modal=admin_todo_tour http://uet.edu.al/new/steps/ https://www.facebook.com/UniversitetiEuropianiTiranes/ https://btf.unbi.ba/?page_id=3197 http://www.unibl.org/en/news/2019/11/cluster-meeting-of-erasmus-cb-he-projects- held stakeholder contact (personal contact, phone call, email, facebook or viber chat)</p> <p>Radio Peja, https://onlineradiobox.com, https://unhz.eu, Nexhdet Shala and Renata Kongoli Live on Radio Peja (11.09.2019).</p> <p>Promotion of project, 06 June 2019 USAMV Bucharest Presentation of the project aims and activities during the International Conference «Agriculture for Life, Life for Agriculture», organise of USAMVB. The abstract of the STEPS team was included in the program of Conference: http://2019.agricultureforlife.usamv.ro/images/pdf/2019/Section_I_Agronomy.pdf</p> <p>Promotion of project aims and activities, 06 June 2019 USAMV, Bucharest, Presentation of the project activities during the workshop in connection with International Conference «Agriculture for Life, Life for Agriculture», organised by USAMVB. The workshop was included in the program of Conference: http://2019.agricultureforlife.usamv.ro/images/pdf/2019/Program_Agriculture_ForLife_2019.pdf</p>
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	<i>*More details of dissemination activities are included in Annual Report (2019) for dissemination</i>
Planned results	Ongoing maintenance and enhancement of social media for the dissemination of project
9.4 Organization of workshops	
Start date	15 Jun 20
End date	15 Oct 21
Place	AL, XK, BiH
Planned results	Has not started yet, is planned to start next year 2020-2021.
9.5 Organization of laboratory demonstration	
Start date	15 Jun 20
End date	15 Oct 21
Place	AL, XK, BiH
Planned results	Has not started yet, is planned to start next year 2020-2021.
9.6 Career office development/enhancement	
Start date	15 Oct 19
End date	ongoing
Place	AL, XK, BiH
Description of the activity carried out	Service/product develop in some partner countries HEIs
Specific and measurable indicators of achievement	Career office developed Stakeholders database developed Work fairs
Planned results	Further maintenance and enhancement of CO.

9.7 Dissemination Reports	
Start date	15 Jan 19
End date	15 Dec 21
Place	All partners
Description of the activity carried out	<p>Annual Report delivered for 2019</p> <p>Some other activities are: STEPS is on AUT website: https://ubt.edu.al/sq/2019/04/05/steps-msc-ne-sistemet-e-prodhimit-te-qendrueshem-te-ushqimeve/, organized workshop for presenting objective, goals, benefits, activities performed and planned etc., about the coordinator and partners of the project with professors, students and analysts from our institution, roundtable with students, meetings with private businesses (Miell Tirana, KMY, KASH, Tre Miqte etc), participated in fairs "EU village" on 10.05.2019 in Tirana, "Work fair" VI edition, on 15.05.2019 organized by AUT, "Albania works the land" III Edition, on 16-17.11.2019 in Tirana, "Agrifood Festival" organized in frame of BALKANET project and held on 30-31.10.2019 in Tirana, Erasmus Mundus Days on 10-12.10.2019 in Tirana, fair "Study in Europe" on 26.10.2019 in Tirana,</p>

	<p>National Info Day Erasmus+ on 17..12.2019 in Tirana, prepared promotional materials design of logo, leaflet, pens, notes, files, stickers, rollup and printed for project.</p> <p>USAMVB, dissemination activities 05 June 2019 to 07 June 2019 in Bucharest, Romania - to disseminate project activities to all interested actors that can find information about the project and its achievements, even after the completion of the project and to bring them forward for public discussion in the relevant communities of interested actors.</p> <p>Acquire USAMVB experience knowledge of the organizational structure, the content the effectiveness and the relevance of MSc programmes</p> <p>05 June 2019 07 June 2019 Bucharest, Romania -During the Study visit in Bucharest, organise by USAMVB, was analysed some examples of best practices can be adapted to the MSc program that will be developed during the STEPS project;</p> <p>- regarding support by the hierarchy, structure, content, level of knowledge Systems / STEPS and linking with the labour market and society at large.</p> <p>Organise of Workshop with title “Modernisation of Food Engineering and Food Management Practices - a Priority for a Sustainable Development” 06 June 2019 06 June 2019 USAMV of Bucharest, “Gheorghe Ionescu Sisești” Amphitheater, Romania Comparison of the educational strategies and practices and exchanging ideas about technological advancements between partners.</p>
Specific and measurable indicators of achievement	<p>-Over 70 persons at Plenary Agronomy Sessions</p> <p>Presentation of STEPS projects in Plenary Agronomy Session of The International Conference</p> <p>-Participation of 50 persons in the STEPS workshop during the International Conference.</p>
Planned results	Annual Report will be delivered for 2020, 2021

➤ Regarding WP10, Project Management and Coordination:

AUT has the leading role and some of the main activities from the beginning of the project, and the activities implemented for this WP are:

Title and reference number of the work package (WP)	WP10. Project Management and Coordination	
Indicators of achievement and or/performance as indicated in the project proposal	<ul style="list-style-type: none"> • report • communication platform • reports • 	<ul style="list-style-type: none"> Management plan Internal Annual progress Project meetings
10.1 Establishment of management team and working groups		
Start date	15 Jan 19	
End date	15 Feb 19	
Place	All partners	

Description of the activity carried out	<p>Management Plan/ Report delivered</p> <p>AUT prepared and signed and Partnership Agreement were for all consortium since the beginning of the project (signed from January 2019)</p> <p>Are established SC, PMT, QT, EQT of project. Created management group, approved the staff who will work for project implementation, created working groups for implementing WPs, for preparing reports, managing all the documents and invoices, archive and uploading them to the project web, for financial issues, for organization seminar and lectures, for laboratory and ITC center maintain up to date and making equipment available and for those that will be acquired by STEPS project, for accreditation procedures of STEPS, for quality assurance of project, for for organization of round tables, workshops and other dissemination activities etc.</p> <p>Proposed member of STEPS management team (MT) (we have provided project manager/leader at institutional (UNBI) level and also the physical and human resources they will provide for the implementation of tasks)</p> <p>UHZ provided the key staff who will be responsible each WP.</p> <p>USAMVB Report delivered, Proposed member of STEPS management team (MT) (we have provided project manager/leader at institutional (USAMVB) level and also the physical and human resources they will provide for the implementation of tasks)</p>
Specific and measurable indicators of achievement	<p>STEPS SC, PMT, QT, EQT team established</p> <p>Partnership Agreement signed</p> <p>Report/ management plan delivered</p>
Planned results	<p>Start date 15.01.2019 due date 15.12.2021 to carried out: Internal evaluation of quality plan</p> <p>Indicators of progress: Annual progress reports</p> <p>Project's internal evaluation reports</p>
10.2 Development of internal communication platform	
Start date	20 Mar 19
End date	ongoing
Place	AL, all partners
Description of the activity carried out	<p>AUT has created the internal communication through G-Drive, uploading and maintaining all materials developed during project, also FTP is created for all partners and credentials are distributed</p> <p>Partners shares documents via the platform</p>
Specific and measurable indicators of achievement	The platform is active. And partners have uploaded reports and other materials of implementation of project
Planned results	Maintained and updated with information the website dhe social media Service delivered (GD and website)
10.3 Coordination and managements	
Start date	15 Jan 19
End date	ongoing
Place	All partners

<p>Description of the activity carried out</p>	<p>AUT allowed all procedures for budget transfer to all beneficiaries and prepared the plan-budget expenditure for each year at institutional level for AUT and prepared budget background for each beneficiary for better tracking financial issues during project implementation,</p> <ul style="list-style-type: none"> • organized in collaboration with host institutions Bucharest, Peja and Sarajevo meeting, providing them draft agenda, prepared the minutes of the meeting, leading the meetings, • prepared agenda for visits in companies in Tirana, roundtables and workshops together with presentations and minutes of the meeting • presenting progress of each WPs, management issues and next planning • prepared reports for National Erasmus+ Office (monitoring visit took place in Albania on 28.06.2019, in Kosovo on 23.05.2019, and in Sarajevo on 10.12.2019), to the Agency for any changes and progress of the project • distributed to all partners all information from monitoring visits, and serve as bridge for disseminating notice from Agency • prepared amendments for change of bank account of coordinator, beneficiary, change in partner composition P10 from TEISTE to AUA, justification needed for new equipment list prepared, • prepared all template of documents supported by P11 • advised and supported other partners for supporting documents preparation • followed procedures of procurement for subcontracting (external catering, website), equipment purchase (electronic and laboratoric equipment) <p>Partners have submitted the data, documents and information required for reporting, audits, checks, monitoring or evaluation in good time to the Project Coordinator</p> <p>After each meeting or progression, UHZ inform the coordinators and WP leaders about the achievements. More specifically, we submit the necessary information to justify the costs.</p>
<p>Specific and measurable indicators of achievement</p>	<p>Annual progress report for 2019 Financial statement for 2019 Supporting documents for all activities archived</p>
<p>Planned results</p>	<p>Start date 15.01.2019 due date 15.12.2021 to carried out: Submitted the data, documents and information required for reporting, audits, checks, monitoring or evaluation in good time to the Project Coordinator Indicators of progress: Annual progress reports Project's internal evaluation reports</p>
<p>10.4 Project meeting</p>	
<p>Start date</p>	<p>15 Jan 19</p>
<p>End date</p>	<p>ongoing</p>
<p>Place</p>	<p>Tirana, Bucharest, Peja, Sarajevo, Bihac, Pristina</p>
<p>Description of the activity carried out</p>	<p>Four meetings are organized in the 2019: 18-19 Mar 19, Kick off meeting, in Tirana, Albania, organizer AUT 04-08 Jun 19, Study visit, in Bucharest, Romania, organizer USAMVB 10-14 Sep 19, Seminar/ Lectures, Peja, Kosovo, organizer UHZ 10-14 Dec 19, Seminar/ Lectures, Sarajevo, Bosnia & Herzegovina, organizer UNSA</p>

Specific and measurable indicators of achievement	Agendas, prepared by host and coordinator Minutes, prepared by coordinator and host Presentations, prepared and presented by all Trainings Study visit
Planned results	Other meeting are planned in Bihac 24-28 Mar 2020 Also, meeting will be held as planned in proposal: Pristina in June 2020 (seminar, workshop, lab demonstrations), Tirana in September 2020 (seminar, workshop, lab demonstrations), Sarajevo in October 2021 (workshop, lab demonstrations), Tirana for closure of project.

2.6 Equipment

WB HEIs have purchased laboratory and ICT equipment that will be used by teachers for performing and improving MSc courses at their institution.

Laboratory equipment consists on pH meter benchtop including electrode for food (solid samples), Kjeldahl system for nitrogen and protein analysis including digestion 8 places and scrubber unit, ELISA system including accessories, Vortex mixer, Centrifuge general purpose, Analytical Balance, ABBE refractometer, Hotplate Magnetic Stirrer, Soxhlet single place complete extraction unit, Water activity meter, Moisture Analyzer, Color meter, etc. WB HEIs have finished the separate tender procedure for acquiring the laboratory equipment, and the process of inventorying them as a property of HEIs have partially finished, for proceeding next with the installation.

ICT equipment consist mainly in: Desktop PC, Multifunction Stand alone color photocopy machine A4, Projector, etc. The ICT equipment will be used by teachers and students during teaching, research topics, thesis, articles preparation, simulation in softwares. The tender procedure for acquiring those ICT equipment and the process of inventorying them as a property of HEIs have partially finished.

2.7 New/updated courses

In order to fulfill this task, HEIs has defined the courses that will be a modernized curricula according to the real needs of job markets, companies and laboratories of food control. The teaching materials are being prepared and will be digitized to be uploaded in the designated LMS platform. Every scientific staff of AUT has already created the course descriptor for group I: Food engineering, quality and safety, and will offer over 15 courses (core and elective), and defined the educational elements that need to improve in its lecture with the support by EU experts that are part of STEPS project. It is still in progress the work on creating the structure and the content of these courses via LMS platform.

2.8 Mobility for Teaching, Training and/or project research activities

Partners have been part of teaching/trainings organized during the first year of the project in Bucharest was organized Study Visit on 04-08.06.2019, in Peja on 10-14.09.2019 was organized Seminar & Lecture, in Sarajevo on 10-14.12.2019 was organized Seminar & Lecture.

Objectives of those training activities has been training of university staff, to adapt and develop a modernized curricula, to manage with courses at the platform, to download the course content, to create

the course outline. The staff that have participated in those training is the same staff that will carry out the MSc Sustainable Food Production Systems.

2.9 Management of the grant

Since the beginning of the STEPS project, all partner countries were informed the Coordinator of the Project about the grant management, and it has also been signed a Partnership Agreement since the beginning of the project.

During first year (2019), AUT has managed the grant, for traveling cost and cost of stay, staff cost, equipment cost and subcontracting, budget available (1st trans) is 494,646.00 EUR, spende so far approximately 346,252.20 EUR. Also, all the supporting documents are archived in hard and soft copy for audits check.

2.10 Relevance in relation to project objectives

For Agricultural University of Tirana, has been of big importance taking part and leading the STEPS project. Also this project is a big opportunity for WB HE institution to improve knowledge/skills/technical resources of the university staff to enable them to offer competitive education, research and innovation for ever-growing need in Sustainable Food Production Systems domain. Being part of STEPS project till now, has helped the staff of WB HEIs in improving their courses, teaching method, research, possibility of using of specialized software, updated method and equipment in lab use, cooperation and extending network in an international consortium. Beneficiaries of this project will be not only the teacher and technicians of the institution, but also the students and professionals in enterprises, that will graduated with skills and knowledge.

2.11 Horizontal issues

Each Partner is part of External Quality Team, to achieve and assure the process of project quality monitoring, composed of members outside of our institutions, which are not involved in STEPS project. It is still in progress preparation of external quality annual report, and during the first months of 2020 will be provided.

EQUIPMENT: TYPE OF EQUIPMENT ACQUIRED

- a) audio-visual equipment
- b) Computers and software
- c) lab material

CONSORTIUM MEETINGS

Estimated dates of consortium meetings until the end of the projects

Recommendations

1. Finalize the procurement of the equipment,
2. Continue with all planned activities according to the project work plan.

CONCLUSIONS

According to the project proposal and the multiple discussions with the STEPS partners, the following most important conclusions can be drawn:

- The report refers to **STEPS project management and progress of WPs**.
- This document present the **List of achievement and planned results**.
- Activities have been implemented in accordance with the work plan.

Some conclusions for the project implementation in the 1st year:

I. The preparatory activities (WP1): have been implemented and reports produced. The preparatory activities consist of: Assessment and analysis of stakeholders needs, Research on STEPS relevant programmes, Review and analysis of best practices and Development of mechanisms for continuous stakeholders input.

II. The development activities: The project STEPS is a curriculum development project with the aim of creation of a joint master program, MSc “Sustainable Food Production Systems”. MSc would consist of two modules: Food engineering, quality and safety (FEQS) and Food production systems management. Master program will start in the academic year 2020/2021 and will be implemented at the partners HEIs from WB Countries (Albania, Kosovo, Bosnia and Herzegovina,). It would be some differences in the content of the master program, but 6 core courses will be common to WB partner HEIs. The duration of the MSc will be 2 years (120 ECTS), except the University of Bihac (BiH), the duration of a first study cycle is 4 years and second study cycle is 1 year. Duration of studies is defined by Ministry of Education, Science, Culture and Sports of the Una-Sana Canton, Federation of Bosnia and Herzegovina. Research laboratories are being developed, and the tender procedure for equipment is on-going partially, where some of partners are proceeding with the installation.

III. Mobility activities have been implemented: study visit to Bucharest (Romania) and staff training in Peja (Kosovo). The mobility activities that will be implemented in the coming period are trainings for staff in Tirana, Bihac, Pristina and Sarajevo. Implemented training contributes to the upgrading of skills and knowledge of team members related to new trends and practices in Sustainable Food Production.

IV. Quality Assurance: the Quality Plan plan is created and the Quality Team (QT) is established, each Project partner has one member and one deputy member. The internal Quality Assurance (QA) measures are: Internal QA questionnaires (online form), QA Progress Report, QA WP Leader’s Evaluation Reports. QA measures are taken into account in the on-going implementation of the project and all QA reports are sent to QT to produce recommendations for the on-going implementation of the project.

V. Dissemination & exploitation: the Dissemination plan is created, the website is created and the visibility and publicity obligations are respected: <http://steps-project.eu>, also social media profile are created, career offices are established, and promotional activities and materials are created. It is expected that impact will be more visible in 2020, when the procurement of the equipment should be finalized and the beginning of the MSc (academic year 2020/2021).

VI. Management: The Management Team (MT) is established, and each Project partner has one member. Bilateral Partnership Agreements were signed since the beginning of the project, and project partners are familiar with the rules for managing the grant. The percentage of total budget used during the 1st year is approx. 70 %.

Annexes

Table: Project Management team

P a r t n e r N o .	Organization name (acronym)	PC	Name	e-mail	phone/mobile
P1	Agricultural University of Tirana (AUT)	Albania	Prof. Dr. Renata Kongoli	rkongoli@ubt.edu.al	+355 696037803
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P3	Universiteti "Haxhi Zeka" në Pejë (UHZ)	Kosovo	Prof. Asoc Nexhdet Shala	nexhdet.shala@unhz.e	+383 44138444
P4	Universum College (UC)	Kosovo	Uran Rraci	uran.rraci@universum-ks.org	+377 45447477
P5	University of Bihać (UNBI)	Bosnia	Emir Mujić	emit.mujic@unbi.ba	+387 (37) 22 80 59
P6	University of Sarajevo (UNSA)	Bosnia & Herzegovina	Prof. Dr. Sabahudin Bajramovic	s.bajramovic@ppf.unsa.ba	+387 61206108
P7	Ministry of education, science, culture and sport of Una-Sana Canton (MESCS USK)	Bosnia	Adnan Kreso	adnan.kreso@vladausk.ba	+387 62900084 +387 37316084
P8	Czech University of Life Sciences Prague (CULS)	Czech Republic	Prof. Michal Lošťák	lostak@pef.czu.cz	+420 732903327
P9	Universitatea de Stiinte Agronomice si Medicina Veterinara din Bucuresti (USAMVB)	Romania	Lect. Dr. Maria Toader	mirelatoadervali@yahoo.com	+407 24000059
P10	Agricultural University of Athens (AUA)	Greece	Prof. As. Giannis Tsoulfas	giannis@aua.gr	+30 6906229821
P11	Research Innovation and Development Lab Private Company - ReadLab P.C. (ReadLab)	Greece	Petros Chondros	chondros@read-lab.eu	+306 977081008

Reports

Deliverable 10.1. Management Plan Report

Project Acronym:	STEPS
Project full title:	MSc in Sustainable Food Production Systems
Project No:	598963-EPP-1-2018-1-AL-EPPKA2-CBHE-JP
Funding Scheme:	Erasmus+ KA2 Capacity Building in the field of Higher Education
Coordinator:	AUT
Work Package:	WP10 Management
WP Leader:	Agricultural University of Tirana
Task:	10.1 Management plan report
Task Leader:	Agricultural University of Tirana
Last Version date:	September 20 th , 2019
Author(s):	Prof. Dr. Renata Kongoli Dr. Enkeleda Berberi Dr. Luziana Hoxha
Status:	Final
Dissemination Level:	Internal

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Deliverable 9.1. Dissemination/exploitation strategy report

Project Acronym:	STEPS
Project full title:	MSc in Sustainable Food Production Systems
Project No:	598963-EPP-1-2018-1-AL-EPPKA2-CBHE-JP
Funding Scheme:	Erasmus+ KA2 Capacity Building in the field of Higher Education
Coordinator:	AUT
Work Package:	WP9 Dissemination & Exploitation
WP Leader:	Agricultural University of Tirana
Task:	9.1 Dissemination/exploitation strategy report
Task Leader:	Agricultural University of Tirana
Last Version date:	September 20 th , 2019
Author(s):	Prof. Dr. Renata Kongoli Dr. Enkeleda Berberi Dr. Luziana Hoxha
Status:	Final
Dissemination Level:	Internal/external

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**Deliverable 10.3. Annual progress reports**

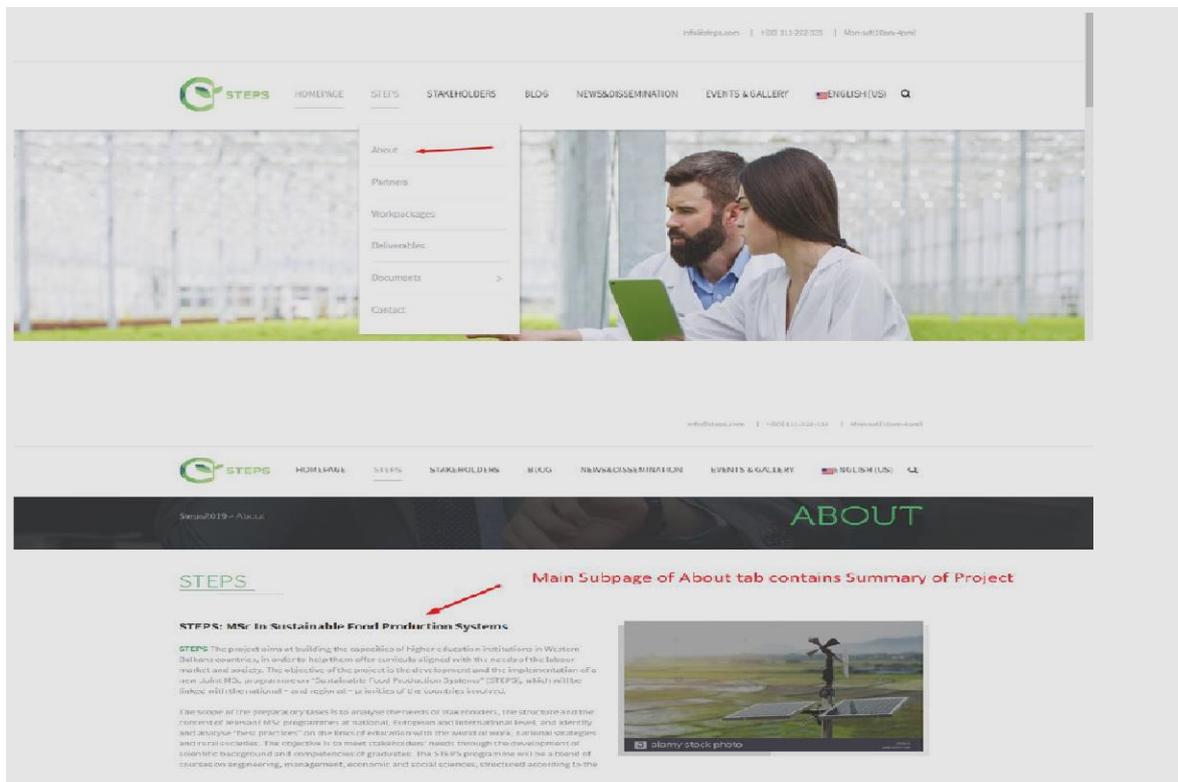
Project Acronym:	STEPS
Project full title:	MSc in Sustainable Food Production Systems
Project No:	598963-EPF-1-2018-1-AL-EPFKA2-CBHE-IP
Funding Scheme:	Erasmus+ KA2 Capacity Building in the field of Higher Education
Coordinator:	AUT
Work Package:	WP10- Management
WP Leader:	AUT
Task:	D10.3. Annual progress reports
Task Leader:	AUT
Last Version date:	23.12.2019
Author(s):	Renata Kongoli, Lujana Hodra, Erikeleda Berberi
Status:	Draft
Dissemination Level:	International



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Dissemination

Website and social media



Meetings

STEPS Erasmus+ added 7 new photos.
4 Apr 2019 at 23:03

The kick off meeting of the project STEPS Erasmus+ CBHE is held on 18-19 March 2019, with participation of NEO and 11 Partners from Western Balkan (Albania, Kosovo and Bosnia & Herzegovina), and EU partners from Greece, Czech Republic and Romania



STEPS Erasmus+
5 Apr 2019 at 20:46

<http://ubt.edu.al/sq/event/takimi-kick-off-ne-kuader-te-projektit-steps-msc-ne-sistemete-prodhimit-te-qendrueshem-te-ushqimeve/>



UBT.EDU.AL
TAKIMI KICK OFF NË KUADËR TË PROJEKTIT STEPS: MSC NË "SISTEMET E PRODHIMIT T...

You and 4 others

Like Comment Share

STEPS Erasmus+ is in Sarajevo, Bosnia and Herzegovina.
16 Dec 2019 at 17:09

Three days meeting 11-13. Dec 2019, host Partner 6 UNSA, Seminar & Lecture
#stepserasmus
#cbhe





STEPS Erasmus+ is 😊 feeling motivated at Agricultural University of Tirana.
29 May 2019 at 13:20 • Tirana, Albania • 🌐

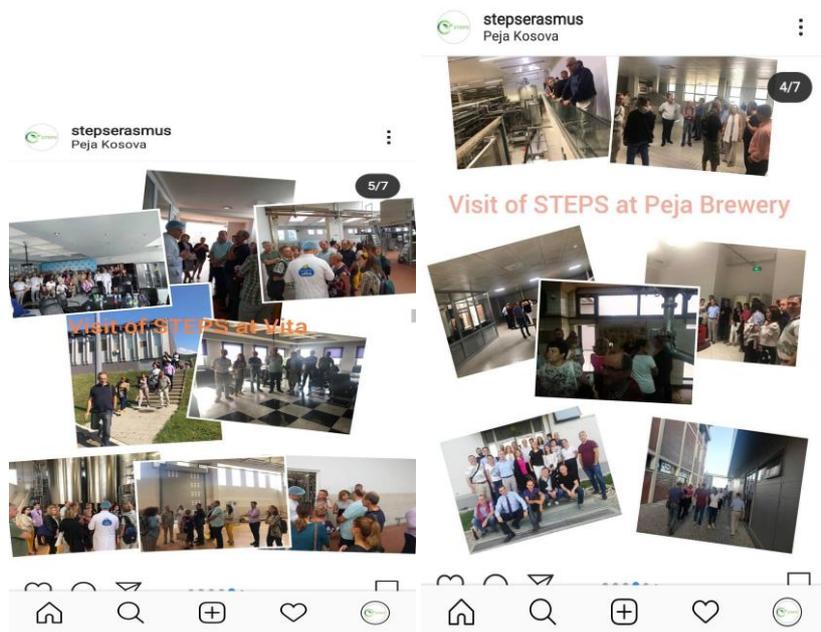
STEPS WORKSHOP AT AUT



Participation in International Conferences

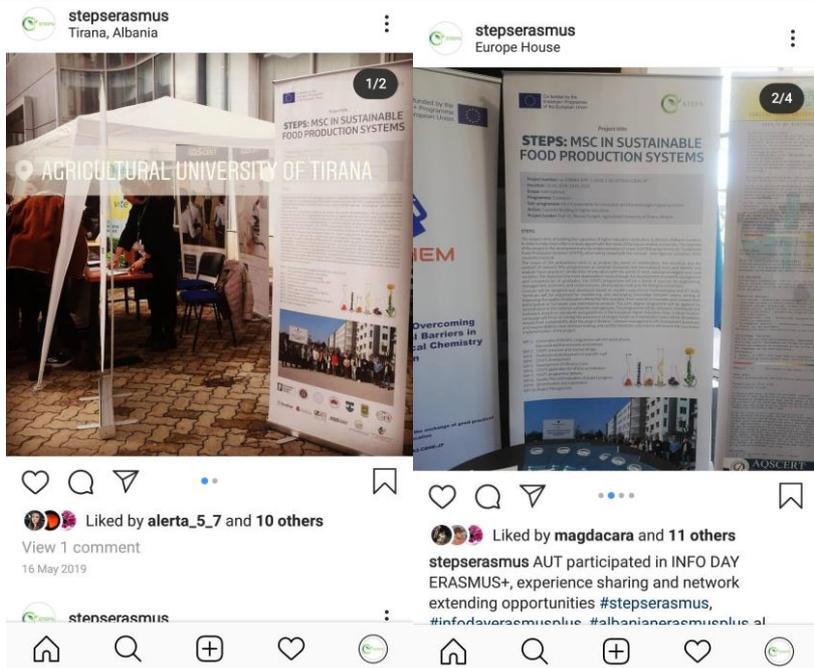


Study visits to promote the exploitation of project results and to increase further the impact of the MSc programme





Other events



STEPS Erasmus+ is at Europe House.
17 Dec 2019 at 10:07 • Tirana, Albania • 🌐

AUT participated in Info Day ERASMUS+, experience sharing and network extending opportunities, #cbhe, #nationalerasmusplusoffice

