



## DOCUMENT CONTROL SHEET

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## VERSIONING AND CONTRIBUTION HISTORY

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<b>v.01</b>	27/03/19	First draft	Agricultural University of Tirana
<b>v.02</b>			
<b>v.03</b>			

## LIST OF ABBREVIATIONS

WP: workpackage  
PC: Partner Country

## Purpose, objectives and elements of meeting

The “Kick-off” meeting (D10.4.a) was held as two days event in Agricultural University of Tirana, on 18-19 March, 2019. The objectives of this meeting was to present in detail the project aim and objectives, work plan , activities and planning, the allocated budget, draft documents of the Dissemination/exploitation Strategy (D9.1)



and Quality Assurance Plan (D8.1). Also enabling partnership to establish boards and working groups. Furthermore discussion and planning of all other work packages, and to prepare for the next meeting in Bucharest.

## LIST OF PARTICIPANTS

### **Agricultural University of Tirana**

1. Renata Kongoli
2. Bari Musabelliu
3. Remzi Keco
4. Maksim Meco
5. Anila Kopali
6. Enkeleda Berberi
7. Luziana Hoxha
8. Mariola Kodra
9. Ariola Morina
10. Fatjon Hoxha

### **Czech University of Life Sciences Prague**

19. Lošťák Michal Jakub Husak

### **University of Agronomic Sciences and Veterinary Medicine of Bucharest**

20. Maria Toader
21. Gheorghe Valentin Roman
22. Viorel Ion

### **Technological Educational Institute of Sterea Ellada**

23. Giannis Tsoulfas
24. Catherine Marinagi

### **Research Innovation and Development Lab Private Company**

25. Petros Chondros
26. Alexandros Vouros

### **European University of Tirana**

27. Blerjana Bino
28. Kebjana Haka

11. Mamica Ruci
12. Edmond Terthorja
13. Suzana Lami
14. Altin Murto
15. Amarildo Lleshi
16. Albiona Brahollari
17. Mimoza Kurti

### **National Erasmus+ Office**

18. Aida Breti

### **University "Haxhi Zeka"**

29. Nexhdet Shala
30. Arsim Elshani
31. Ibrahim Hoxha

### **Universum College**

32. Uran Raci
33. Ardit Berisha

### **University of Bihac**

34. Emir Mujić
35. Suzana Jahić
36. Jasmina Ibrahimpašić

### **University of Sarajevo**

37. Sabahudin Bajramovic
38. Milenko Blesic
39. Zlatan Saric

### **Ministry of Education, Science, Culture and Sport of Una-Sana Canton**

40. Adnan Kreso
41. Una Redžić



**Monday, 18<sup>th</sup> of March 2019**

**1. Opening of ceremony and welcome speech by:**

Renata Kongoli, Project manager and Project manager;  
Bari Musabelliu, Rector AUT;  
Remzi Keco Vice Rector AUT, and  
Aida Breti NEO Coordinator.

**2. Agenda and consortium introduction. STEPS overview-Project aims and oreseen results, by:**

[R. Kongoli, Contact person and Project manager]

- Short introduction of the meeting and main tasks that has to be accomplished during meeting. Overview of the project, partners, associated partners, cooperation, arrangements, management and communication, duties, STEPS course structure, short overview of each work package etc.

-Related to accreditation of MSc each country will get information from their Ministry of Education about the procedure (and to be requested to Ministry licensing and accreditation in the same time as the MSc will be held during project lifetime.

--Also MSc will be delivered as joint degree per country as 6 month is obligatory to be followed in another partner HEIs and 2 courses have to aligned in two countries.

**3. Presentations of Project Partners Institution:**

Agricultural University of Tirana, Anila Kopali  
Czech University of Life Sciences Prague, Lošťák Michal  
University of Agronomic Sciences and Veterinary Medicine of Bucharest, Viorel Ion  
Technological Educational Institute of Sterea Ellada, Giannis Tsoulfas  
Research Innovation and Development Lab Private Company, Petros Chondros  
European University of Tirana, Kebjana Haka  
University "Haxhi Zeka", Arsim Elshani  
Universum College, Uran Raci  
University of Bihac, Suzana Jahić  
University of Sarajevo, Milenko Blesic  
Ministry of Education, Science, Culture and Sport of Una-Sana Canton, Una Redžić

-During their presentations, overall structure of Institutions were presented, study programs, international cooperation, evolvment during their lifetime, also the link and role of the HEI in this MSc based on their orientation and expertise, etc., for:

**4. STEPS management, by:**

[R. Kongoli, Contact person and Project manager]

- Was presented Workplan of MNG (WP 10) and discussed over supporting documents (ITR, JD and Time sheets, Equipment invoices).

-It was discussed over ITR supporting documents, for travel cost should comprise boarding pass or in cases of travel by car, institutions should provide a declaration and copy of passports visa. Regarding cost of stay, supporting documents should comprise hotel recipe, agenda of the meeting and attendance list of the meeting. A scan copy (pdf format) of original documents must be put on inbox of each institution. A hard copy (singed and



timber by head of institution) of original supporting documents including ITR must be sent to Agricultural University of Tirana. All the supporting documents for cost of stay and travel cost must be saved in one file (pdf format) and named as P-ITR-00..(reference number of each supporting document).

-During this meeting it was discussed also regarding staff cost supporting documents. For each category of staff cost (manager/ teacher/technician/ administrative) supporting documents must include as following: Joint declaration, time sheet, job contracts and list of staff involved in STEPS project approved by Legal Representative of Institutions. A hard copy (signed and timber by head of institution) of original supporting documents including JD and Time sheet must be sent to Agricultural University of Tirana. All the supporting documents for staff cost must be saved in one file (pdf format) and named as JD-00..(reference number of each supporting document).

-Also was discussed about Grant and Partnership agreements, which are finalized and signed between coordinator and beneficiaries, explanation of the current guidelines for the use of the grant, preparation of amendments where is necessary, relevant documents to be distributed by the coordinator to partners, administration and document records.

-Documents final or draft that need to be edited will be shared through Google Drive, owner AUT to be shared to the Partners after the meeting.

-Each document will be codified and unified (related to type of document, last edited version, etc) prior activation in website of the STEPS project. All documents relevant to project will be uploaded to the project website.

## Tuesday, 19<sup>th</sup> of March 2019

### **1. Opening of the second day meeting by**

[R. Kongoli, Contact person and Project manager]

### **2. Workpackage presentations:**

#### **WP1: Connection of the MSc programme with the world of work, the social and the economic environment**

[B. Bino, UET]

- For this WP was presented the overall objective, during this WP will be explored partner countries' needs will be identified and analysed relevant MSc programmes at national, regional, European and international level that focus on the sustainability aspects of food production systems.

-For this WP will be provided 30 best practices relevant to MSc (10 for each country, UET (5) and AUT (5) for the case of Albania; UC (5) and UHZ (5) for the case of Kosovo; UNSA (5) and UNBI (5), assisted by MESCS USK for the case of Bosnia-Herzegovina) CULS, USAMVB, TEISTE and ReadLab will record Western Balkans problems and needs of education in MSc level, by reviewing EU and international organisations' archives and publications. EU partners will report relevant MSc programme at European and international level: CULS for the case of central and northern EU countries; USAMVB for the case of eastern EU countries; TEISTE for the case of southern EU countries; ReadLab for the case of western EU countries. In addition, CULS and USAMVB will review relevant MSc programmes in North and South America; TEISTE and ReadLab will review relevant MSc programmes in Asia, Africa and Oceania.

- About the mechanisms of regular communication and collaboration between STEPS partners and stakeholders, will be delivered questionnaires, organising meetings, roundtables, workshops etc. The mechanisms will be presented then in the report.

-For this WP was proposed a New timeline: start 15 March 2015 / end 15 October 2019



-For each task of this WP will be assigned staff from each PC, and EUT will prepare xls. file in order to be filled with the names of staff assigned.

-A deliverable template will be prepared by EU partner (ReadLab) for reporting. Product report will be in English, but each partner can translate for their HEIs. For the focus group report: template should be unified.

-Within 2-3 weeks EUT will send the proposed methodology. Will be included surveys, questionnaires or interviews, round tables, best practices, input/feedback

For the dev 1.1-1.4 will be worked in parallel, the staff of each partner will be assigned for each task, and the communication will be through the contact persons.

-Proposed that in September to be sent the first draft, final in October, maybe a delay 2 weeks in November.

### **WP2: STEPS structure and courses design**

[G. V. Roman, USAMVB]

-For this WP was discussed about STEPS structure where the design and the development of courses will be distributed according to partner`s scientific background and experience. All partners will offer “core” courses with the topics: Fundamentals of food production systems; Law and policies on food production systems; Agricultural economics; Research methodologies and tools. Scientific staff of AUT, UHZ, UNBI, USAMVB and ReadLab will design the elective courses related to “Food engineering, quality and safety”, while scientific staff of UET, UC, UNSA, CULS, TEISTE and ReadLab will design the elective courses related to “Food production systems management”. MESCS USK will provide guidelines in order to ensure that the courses of the MSc programme are designed in accordance to the requirements of the educational systems of partner countries. Due date 15/9/2019 in English.

-Master of Sciences will be 2 years of study – 4 semesters – 120 credits, core courses will be done in the first semester, while elective courses in the semester 2+3, in the fourth semester will be done Thesis, Work (project) for Final examination. Optional may be a Internship for one semester. Elective courses will be grouped in order to avoid 1-2 students / professor.

- A list of the names and contact information of the scientific staff organized in working groups (participating also in seminars/lectures (task 3.1, 3.2), and involved in the development of research labs (tasks 5.2, 5.3) will design STEPS courses they (task 2.4), based on their scientific background.

-A study visit will be organized in Bucharest and Manager + scientific staff (4 persons per partner HEIs) will participate in the three-day visit to the infrastructures of USAMVB in proposed dates 5-7 June 2019. A critical task will be to compare educational strategies and practices, exchange ideas about technological advancement, how interrelated scientific topics can be combining in the structure of educational programmes. During this visit scientific staff of AUT, also other partners, may present the STEPS project in the International Scientific Conference – 6-7 June 2019, also this paper will published in the summary of the Scientific Bulletins, with no fee necessary to be paid and may serve for project dissemination.

### **WP3: Professional development of scientific staff**

[A. Elshani, UHZ]

- Scientific staff organized in working groups, according to the courses that HEIs will deliver during the implementation of the MSc programme (tasks 7.1, 7.2) will participate in the training seminars for development of courses (4.2), research labs, experiments simulations and and will develop in parallel the educational material of courses (tasks 5.1, 5.2, 5.3) presentations, interactive activities, joint projects etc. Their needs in terms specific scientific topics that will be included in the content of courses, will be assessed as defined by the design (task 2.4).

### **WP4: STEPS Development**

[S. Bajramovic, UNSA]



- A LMS (Learning Management System) platform will be used to upload the educational material also will be subcontracted Conversion and digitization of educational materials (due date 15/10/2020). The platform may be commune for Partners, but flexible to facilitate use. AUT will give access to other PC

#### **WP5: Development of infrastructures**

[E. Mujic, UNBI]

- The list of equipment will be verified. Also preparation of the appropriate documentation for the equipment and accommodate and install the purchased equipment advanced measurement instrumentation; licenses for advanced software tools. ICT-centers equipped with computers, software and relevant infrastructures in all partner countries HEIs. UNBI will be responsible for collecting all the necessary documentation and EU partners will actively be involved in the task as advisors. Partner countries HEIs will validate the lists of equipment delivered to the Coordinator, and have the responsibility for purchasing and installing the equipment on their premises. The whole set of devices purchased will be described in detail in a report. All the documents will be available to EACEA. Also distributed by newsletters, press releases, and the web-site.

-PC will send till the 10 of April a detailed list of Equipment with the specification and intend of use, in order to inform prior tendering EACEA for permission of buying those equipment. Coordinator after will inform Partners about initiating procedures and if will be a joint tender per country or a separate tender procedure.

#### **WP6: STEPS application for official accreditation**

[A. Kreso, MESCS USK]

- Accreditation procedure is PLANNED from september 2019 to june 2020.

- PC HEIs will prepare and submit the application and a self-evaluation report to the national authorities in Western Balkan countries: AUT(P1) and UET(P2) will apply for accreditation of the steps program in Albania; UHZ(P3) and UC(P4) will apply for accreditation of the steps program in Kosovo; UNBI(P5) and UNSA(P6) assisted by MESCS USK(P7) will apply for accreditation in Bosnia-Herzegovina.

- The higher education institutions, the educational authority and the Agency for the Development of Higher Education and Quality Assurance, will prepare a plan as a base for the accreditation.

- Each HEIs will provide information about the application, time limits and procedure to MESCS USK.

-Also PC Albania and Kosovo will provide a description in English for their details on legislations.

#### **WP7: STEPS programme delivery**

[J. Ibrahimpašić, UNBI]

- Partner countries HEIs will prepare all the necessary documentation/services for students' admission, guidance, description/presentations of STEPS programme and courses etc.

-Scientific, technical and administrative staff will be informed about the duration and the program of courses, laboratories will need to be synchronised in order to ensure availability of equipment and staff.

-Career offices will be open and available for students, in order to be informed about internships, scholarships and additional opportunities and job fairs. Exhibitions to industrial partner and private sector companies and invited lectures and presentations by stakeholders will be included in the program of the courses.

- Courses will be delivered from M25 to M36 – one full academic year. For this is needed approval of Ministry of Education as an academic year can't start in January but in October. WP should finished in october in order to align with other WPs.

-During the summer months, ICT centres and labs will be open to students in order to prepare projects, communicate with scientific staff and plan and/or start implementing theses. As a pilot first version, delivery will foresee full-time attendance. At least 25 students per HEI will attend the STEPS programme.



### **WP8: Quality Plan and evaluation of project progress**

[P. Chondros, ReadLab]

-P11 will create a standard template of deliverables/outcomes that will be used by all partners. Also will develop Development of the Quality Plan and will be shared to other partners.

-In a xls. File will circulate among partners to fill the names and data of the STEPS Quality Team (QT) – One person per Partner (plus one backup person).

- 3 annual Internal Quality Reports and 6 meetings/events reports

- 3 reviewers will be assigned from QT that have not participated in the development of the deliverable.

- Coordinator and QT assigns Experts based on the EQT pool for External Evaluation, and 3 External Evaluation Reports (M13, M25, M36)

### **WP9: Dissemination and exploitation**

[E. Berberi, AUT]

-AUT during KOM have delivered a draft plan for the dissemination strategy.

-Also AUT will initiate till the end of March subcontracting procedures for the project website development and maintained and updated through the project lifetime, in collaboration with UX designers and in accordance with EACEA requirements.

- Social media (facebook, twitter etc) profiles will be created at the beginning of the project.

-All PC will inform the target groups about the progress of the project, through the organization of lectures, workshops, research labs and ICT center which will support the STEPS courses. In the social media profiles will be included newsletter, press releases and articles sent to relevant media and journals.

### **3. STEPS management [Renata Kongoli, Contact person and Project manager]**

-Setting up **MT**: were selected all contact persons (11):

1. Renata Kongoli, Agricultural University of Tirana:
2. Blerjana Bino, European University of Tirana
3. Nexhdet Shala, University "Haxhi Zeka"
4. Uran Rraci, Universum College
5. Emir Mujic, University of Bihać
6. Sabahudin Bajramovic, University of Sarajevo
7. Adnan Kreso, Ministry of education, science, culture and sport of Una-Sana Canton
8. Michal Lošťák, Czech University of Life Sciences Prague
9. Maria Toader, University of Agronomic Sciences and Veterinary Medicine of Bucharest
10. Giannis Tsoulfas, Technological Educational Institute of Sterea Ellada
11. Petros Chondros, Research Innovation and Development Lab Private Company

-Setting up **SC**, were selected 8 persons:

1. Renata Kongoli, Agricultural University of Tirana:
2. Michal Lošťák, Czech University of Life Sciences Prague
3. Roman GV, University of Agronomic Sciences and Veterinary Medicine of Bucharest
4. Petros Chondros, Research Innovation and Development Lab Private Company
5. Blerjana Bino, European University of Tirana



6. Nexhdet Shala, University "Haxhi Zeka"
7. Sabahudin Bajramovic, University of Sarajevo
8. Suzana Jahić, University of Bihać

-Setting up Working Group (**WG**): delegate leading roles for tasks and work packages WP 1, 2, 3, 4, 5,6, 8: partners tasks, assignment of partners responsibilities, also a plan-contact list (team member names, roles, departments, e-mails, phone) each Partner will make a potential list of staff assigned for the task of the project, this staff should be prior approved by the legal representative and the list should be sent to the coordinator.

-Setting up Quality team (**QT**): one representative from each partner and a deputy, that should be different from MT, will be sent: names, phone, email, skype.

-Setting up External Team (**ExT**): Coordinator and QT assigns 4 Experts based on the EQT pool, may be professionals, academician, policy makers etc.

#### **4. Action plan for the first project year.** [Renata Kongoli, Contact person and Project manager ]

-Travel plan list, the order of travels will remain the same as in proposal:

-4-8 June in Bucharest, Romania: staff from Kosovo (4 UC+ 4UHZ) will send the names till the end of the March, in order to prepare the official invitation of Host institution, and then proceeding with other steps, consulting with embassy of Romania.

-September in Peja, Kosovo

-December in Sarajevo, Bosnia & Herzegovina: staff from Albania, Kosovo will send the names till the end of the September, in order to prepare the invitation of Host institution, and then proceeding with other steps for short visa application, consulting with embassy of Bosnia and Herzegovina.

#### **5. Experiences from other Project NETCHEM: "ICT Networking for Overcoming Technical and Social Barriers in Instrumental Analytical Chemistry Education"**

[Mariola Kodra, Head of Chemistry Department]

-Erasmus+ Project and link to STEPS project

#### **6. Project finances. Equipment lists,** [Renata Kongoli, Contact person and Project manager]

-In the budget should be corrected the km of UC (100-499) differ UHZ (500-1999) to Bucharest

-The software should be the same to specific SimaPRO to scenario for sustainability

-Equipment + soft for applied research for MSc thesis

-PC have proposed a new equipment list but is needed to be sent to the coordinator a justification on their use related to MSc, also technical specification, quantity, price without VAT up to 10 April 2019.

## CONCLUSION

The first working meeting of the STEPS project was successfully realized in accordance with the agenda.

The presentations and material from the meeting will be set to the Google Drive till the project website is created.

The signed attendance lists and list of participants will be distributed to all participants. To do list was presented and accepted by all participants:

1. Readlab to make final version of Quality Plan till the end of the March and to be uploaded on the web site. It will be offered for approving by PMT.
2. Selected MT to make draft version of Project Management Plan up to April 2019 and distribute it to contact persons and specially SC members. It will be offered for discussion to PMT and SC.





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3. AUT to make draft version of Dissemination plan up to April 2019 and distribute it before Bucharest meeting to contact persons.
  4. Selected members of PMT, and SC at meeting in Tirana to make reports for: PMT 1, and SC 1 meetings up Bucharest meeting and to distribute them to contact persons of institutions.
  5. Staff from Kosovo (4 UC+ 4UHZ) have to send up to 01 April 2019, the names, in order to prepare the official invitation of Host institution, and then proceeding with other steps, consulting with embassy of Romania.
  6. PC to collect information regarding accreditation process, national legislation a description in English of 6 PC institution (planned date for applying for re-accreditation), and to send to MESCO USK.
  7. PC for the proposed of new equipment list have to send to the coordinator a justification on their use related to MSc, also technical specification, quantity, price without VAT up to 10 April 2019.
  8. Setting up the WG in each PC and a proposed list of courses, up to Bucharest meeting.
  9. Schedule for the next meeting- dates are agreed and will be putted on the website.