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LIST OF ABBREVIATIONS

WP: workpackage
PC: Partner Country

Purpose, objectives and elements of meeting



The study visit was held at the University of Agronomic Sciences and Veterinary Bucharest, Romania, in the main building (Marasti str. 59), in the University Campus and also, at the Moara Domneasca Training and Experimental Farm of USAMVB. The event took place on 05-08th of June, 2019, from 09:00 to 18:00 o'clock.

The objectives of this meeting were to present in detail the progress of the project after six months, work plan, activities and planning, the allocated budget for all activities, draft documents of the work packages, deadlines, and to prepare the next meeting in Peje. On the other hand, the meeting was important to provide participants the opportunity to get to know and compare with own experience the strategies and practices for the organization of teachers training initiatives in Romania.

LIST OF PARTICIPANTS

Agricultural University of Tirana (AUT), Albania [Leader]

1. Prof. Dr. Renata Kongoli
2. Prof. Asoc. Anila Kopali
3. Dr. Enkeleda Berberi

Czech University of Life Sciences Prague (CULS), Czech Republic

4. Prof. Michal Lošťák
5. Dr. Jakub Husák
6. Dr. Petra Šánová

Technological Educational Institute of Sterea Ellada (TEISTE), Greece

7. Mr. Ioannis Tsoulfas
8. Mrs. Aikaterini Marinagi
9. Mr. Panagiotis Trivellas

Research Innovation and Development Lab Private Company (ReadLab), Greece

10. Mr. Petros Chondros
11. Mr. Yannis Mouzakitis

European University of Tirana (UET), Albania

12. Prof. Dr. Elvin Meka
13. Prof. Dr. Arlinda Ymeraj
14. Dr. Irina Canco
15. Msc. Kebjana Haka

University "Haxhi Zeka" (UHZ), Kosovo

16. Prof. Asoc. Dr. Nexhdet Shala
17. Prof. Asoc. Dr. Arsim Elshani
18. Prof. Asoc. Dr. Ibrahim Hoxha
19. Prof. Asoc. Dr. Agim Rysha

Universum College (UC), Kosovo

20. Mr. Uran Raci
21. Mr. Ardit Berisha
22. Mr. Florent Bacaliu

University of Bihac (UNBI), Bosnia and Herzegovina

23. Emir Mujić
24. Jasmina Ibrahimpašić
25. Suzana Jahić
26. Halid Makić

University of Sarajevo (UNSA), Bosnia and Herzegovina

27. Prof. Dr. Sabahudin Bajramovic
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29. Nermina Spaho
30. Emir Becirovic

Ministry of Education, Science, Culture and Sport of Una-Sana Canton (MESCS USK), Bosnia and Herzegovina

31. Adnan Kreso
32. Una Redžić
33. Adela Tabakovic



**University of Agronomic Sciences and Veterinary
Medicine of Bucharest (USAMVB), Romania**

- 34. Lect. Dr. Maria Toader
- 35. Prof. Dr. Gheorghe Valentin Roman
- 36. Prof. Dr. Viorel Ion

- 37. Assoc. Prof.dr. Lenuta Iuliana Epure
- 38. Prof.dr. Mircea Mihalache
- 39. Lect.dr. Mirela Elena Dusa
- 40. Lect.dr. Adrian Gheorghe Basa
- 41. Assoc. Prof. dr. Leonard Ilie
- 42. PhD Student Paula Ionela Nastase
- 43. Prof.dr. Georgeta Temocico
- 44. Ec. Nistor Stefania

Wednesday, 5th of June 2019

1. Agenda and consortium introduction speech by:

Renata Kongoli, Project manager;
Maria Toader, representative of USAMVB.

According to the Agenda, Prof. Renata Kongoli, coordinator of STEPS project and Lect. Maria Toader, representative of USAMVB made a short introduction in the Agenda by presenting the scope and objectives.

2. Overview of current activities in all WPs by:

[R. Kongoli, Project manager]

Prof. Kongoli made an overview of current activities in all WPs. She have been highlighted> to establish the needed actions and efforts in order to finalize the corresponding reports/deliverables in the very next time interval; to establish next steps and deadlines until the end of the 1st year of STEPS project in order to fulfil the objectives, aims, and workplan activities of the project; to run throughout the whole project objectives and activities, in order to foresee the necessary actions until the end of the project.

3. Quality management issues in connection to IAQT members meeting and drafting Report

[Pedros Chondros, ReadLab]

Mr Pedros Chondros from ReadLab partner, the leader of the WP8-Quality management present a draft report about "Quality management issues in connection to IAQT members meeting". He stressed that the quality assurance of the STEPS programme is an important part of the quality of the project. Internal and external evaluation will be based on the "Standards and Guidelines for Quality Assurance in the European Higher Education Area" report (ESG), taking into consideration the provision and the diversities of educational systems, the needs and the expectations of students, stakeholders and the society at large. Internal and external evaluation of the STEPS programme will be performed by the MT and the External Team (ET), respectively. The establishment of systematic (periodic) quality assurance procedures and the development of a relevant culture in the partner countries HEIs will be promoted by the Quality Plan.

Quality monitoring and evaluation motivated partners to discuss and review the performance of the project activities, to analyse strengths and weaknesses, to plan and apply corrective action in order to improve the quality of the implementation of tasks and project outputs and outcomes. One of the most important concerns is to develop a culture of quality assurance among the whole partnership by monitoring the relevance, the effectiveness, the efficiency, the impact and the sustainability of the project results.

4. Visit in the "Moara Domneasca" Training and Experimental Farm of the University of Agronomic Sciences and Veterinary Medicine of Bucharest



The next point of the STEPS meeting was the visit in Moara Domneasca Training and Experimental Farm in order to present the potential ideas/topics for MSc Course on “Sustainable Food Production System”. The examples of food chains in Moara Domneasca Farm were the following: “Production, Processing and Utilization (Marketing) of Dairy Cows Produces” – cheese, cream, fresh milk; “Production, Processing and Utilization (Marketing) of Fields Crop Production” – wheat, maize, barley, peas, medicinal and aromatic plants, etc.; “Production, Processing and Utilization (Marketing) of Fruit (Orchards) Produces” – fresh fruits (sweet cheery, apple), fruit juice (apple); fruits brandy; storage of fruits in own cold store; “Production, Processing and Utilization (Marketing) of Poultry Growing Produces” – eggs, duckling and gosling for growing in commercial farms (or family farms), processing in slaughter house for meat; New systems/technologies for avoid/prevent the contamination of the environment and agricultural produces/food with pesticides.

Thursday, 6th of June 2019

1. Opening of the second day meeting by:

[R. Kongoli, Project manager]

2. Project management issues. Documentation archive.

Prof. Kongoli presented the management structure of the project and an overview of the Work Packages (WPs) and tasks, and which are the priorities to discuss and decide for the 3th meeting. The objectives of this session have been the following: to evaluate the current status of the activities included in the workplan; to establish the needed actions and efforts in order to finalize the corresponding reports/deliverables in the very next time interval; to establish next steps and deadlines for interim report of Steps project in order to fulfil the objectives, aims, and workplan activities of the project; to run throughout the whole project objectives and activities, in order to foresee the necessary actions until the end of the project.

3. STEPS Project Workshop - "Modernisation of Food Engineering and Food Management Practices - a Priority for a Sustainable Development" in connection with International Conference "Agriculture for Life, Life for Agriculture", organized by University of Agronomic Sciences and Veterinary Medicine of Bucharest, Faculty of Agriculture

In the second day, the project partners and teaching staff and students participated at STEPS workshop with the title: *Modernisation of Food Engineering and Food Management Practices - a Priority for a Sustainable Development*.

The workshop had two sections.

The first topic was about the “Final version of the questionnaires and stakeholders of STEPS partners related to universities partners” and second section was about “Analysis and adaption of relevant master programme in EU countries and worldwide” delivered from Programme countries.

In this sense, MSc. Kebjana Haka (UET), present some type of questionnaires for on-line version and interviews of participants which will be used to assess the training needs of target groups, i.e. rural societies at large, labour market and national organisations. Feedback will refer to the level at which the scientific background of participants is enriched, the level at which modern teaching/learning methodologies and tools are demonstrated and analyzed, the level at which the methodologies can be adapted and supported by the



existing infrastructures and the equipment that will be purchased during the project, the level at which the seminars reach the expectations of the attendees etc.

She proposed new deadlines for WP1, in September to be sent the first draft, final in October, maybe a delay 2 weeks in November. Participants said a review of the questionnaires would have to be made. Respectively, should be shorter forms of about 20 questions and more focused on food chain issues. Mrs. Kebjana said would do that in the next period.

In the second part of Workshop, Mr. Roman Gheorghe Valentin (USAMVB) made a presentation of some relevant Master Programs of Food Chains in Romania, Bulgaria, Hungary, Republic of Moldova, Ukraine, Slovenia, North America, Polonia, etc. He made an analysis regarding the course title, syllabus, compulsory and optional or facultative courses, number of credits, and period for realization of dissertation work. These courses were expressed in comparison to the future curriculum of Master STEPS courses. It highlighted the importance of studying food production processes as an integrated system and their relationship to legal, economic, risk management and communication aspects of food safety. Also, Prof. Roman pointed out that through the integration of scientific, technological and managerial aspects the MSc students will learn how to use and manage food resources more efficiently (agriculture, logistics, food analysis, consumers, food management, certification, food innovation), in order to achieve sustainable, secure and safe food supply chains across the globe.

Mr. Michal Lostak (CULS) present some aspects about the importance of sustainability of the Ms Courses. Also, was pointed that the STEPS programme will give students the opportunity to learn, practise and take on challenges and opportunities that lead to sustainable development. The programme will focuses on development of sustainable circular food systems. It recognises the many actors in society that have a role in the development of innovative solutions. A student that has taken this programme may take on a number of roles; in primary production, food industry, food retail, service organisations, governmental agencies, PhD-studies and working with policies in a national as well as an international setting.

Prof. Asoc. Dr. Nexhdet Shala presents some aspect regarding MSc situation in Kosovo.

Mr Sabahudin Bajramovic presents some aspect regarding MSc situation in Bosnia Hertegovina.

4. Participation in the First Session of the International Conference "Agriculture for Life, Life for Agriculture", Agronomy Section. Presentation of STEPS project structure and main objectives and outcome of the project in accordance with the Dissemination Strategy.

Prof.dr. Renata Kongoli, coordinator of Steps project, had a presentation in the plenary session of "Agriculture for life, life of Agriculture" International Conference.

The team of AUT (Kongoli Renata, Hoxha Luziana), USAMVB (Roman Gh. Valentin, Toader Maria) and ReadLab (Petros Chondros, Chatzipetrou Vassiliki) prepared a presentation and an abstract with the title: "The importance of sustainable food production systems in helping to face today challenges in agricultural production and rural development". The abstract was publishing in the Book of Abstracts, Section 1, Agronomy, of International Conference, to promote the STEPS project activities and outcomes. Over 100 of people participated at this conference.

5. WP1: Analysis and Discussion on the mechanism for the continues stakeholders input. Activities and expected outcomes in detail.

For this was presented the overall objective. During this WP will be explored partner countries' needs will be identified and analyzed 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.

These analyses are very important as the basis for STEPS Course Design, respectively for WP2.

Friday, 7th of June 2019

1. Agenda introduction by:

Renata Kongoli, Project manager;

Maria Toader, representative of USAMVB.

2. Visit USAMVB training and research facilities (laboratories, Field Crops Museum, Soil Sciences Museum, didactic collection of fruits trees plantation and vineyard, vegetables greenhouse, field crops collection, Botanical Garden, Rosarium, etc). Specific equipments for analysis of raw material of agri-food products

During the third day of the meeting, participants were able to visit and analyze the USAMVB's education and research infrastructure. Thus, a visit was made to the USAMVB Soil Fertility Museum (in relation with Environment and Crop Production); Research Center for the Study of Quality Food Products – HORTINVEST; Greenhouses; Dendrological Park; the Botanic Garden; the Laboratories of Field Crops Quality Product and the Field Crops Museum.

3. Exchange of experience

Accreditation of Master Programs in Romania

Mr. Ion Viorel (USAMVB) present the steps of accreditation of MSc in Romania. He explains some rules and definitions for accreditation MSc program for Faculty of Agriculture. He stressed:

-Education Providing Organization: Is an education institution or other person legal status, which, according to its statute, carries out higher education activities based on approved legal study programs. Under the law, the education provider is subject to the assessment procedure, for the external quality assurance assessment or, where applicable, to authorize interim or accreditation of study programs and / or as a provider of education.

-Study program: a program of study / specialization consists of the whole the activities of designing, organizing, conducting and effectively delivering teaching, learning, evaluation and research in a field leading to a university qualification.

-A curriculum consists of:



- (a) the curriculum which includes all disciplines contributing to the achievement of a university qualifications, broken down successively by years of study and with weightings expressed in study credits of the ECTS type;
- b) programs or factsheets in which they are formulated: the subject of teaching and learning and practices related to teaching, learning and evaluation;
- (c) the organization of students and teaching staff during the period of implementation the study program;
- (d) the academic quality assurance system of the program's activities of studies.

-Authorizing the provisional functioning of study and / or institutional programs is the first step of the accreditation procedure and is the result of the external evaluation by the ARACIS (The Romanian Agency for Quality Assurance in Higher Education) on the basis of the self-assessment report proposed by the applicant. Authorization of operation provisional is the act that confers on the higher education institution or the provider organization the right to education to carry out the education process and to organize, as appropriate, admission to a study program.

-Accreditation is the way to ensure the quality by which it is certified compliance with standards for the functioning of the education provider and a study programs. Accreditation is proposed and granted based on the results of the process external evaluation carried out by ARACIS in recognition of the academic quality of a higher education institutions or an education provider that has been authorized to operate on a temporary basis and which meets the minimum requirements of the standards and performance indicators on the quality of education.

Accreditation of Master Programs in Bosnia Hertegovina and Kosovo

Mr. Adnan Kreso (MESCS USK) presents the methodology of MSc accreditation in Bosnia Hertegovina. The problems are similar. Also, the similar situation there is in Kosovo, presented by Mr. Uran Raci (UC).

4. Project management issues. Finance- overview for each institution, planning of expenditures for the first period (* equipment, tendering organization, 1st transfer and commission statement). Guidelines for reporting. Web site activities - comments, discussions.

Mrs Kongoli pointed the importance of elaboration and submission of periodic progress reports and cost statements, preparation of annual review reports and submission to EC.

Then, prof. Kongoli presented, once again, the financial, administrative and technical rules of Erasmus Plus, and explained which the documents necessary for the financial project reports are: travel documents (boarding passes, real costs for travel tickets, Erasmus plus rate for subsistence), personnel (internal rules of partner organizations), list of equipments. Also, she pointed that all documents must be translated into the language of the project (English language), to be in order and clearly photocopied, and it is necessary to set the exchange rate.

The next project meeting will be organized in Peje, Kosovo, on 10-14th of September 2019.

5. WP2: Design of STEP master structure

Maria Toader once again introduced WP2 issues, deadlines, methodology. She highlighted the special importance of developing the structure of the food chain Masters course in HEI's countries, the curriculum and the related courses development. She said that USAMVB cannot go any further with these things without the WP1 reports, customer requirements and learning needs of stakeholders, as well without the analyzing masters courses in the world as examples of good practices. This is based of WP2. Also, for accreditation, the documentation needs to be submitted to the HEIs countries by the end of November. As a result, the consortium also agreed that the deadlines for WP1 included in the project proposal should be respected. In the next period, the activities covered by WP1 will be carried out, on-line survey by questionnaires and interview, and analysis of MSc in the world. 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.

CONCLUSION

The second 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.

The results of the meeting have been the following:

- Evaluation of the current status of the activities included in the workplan of the 1st year of STEPS project.
- Clarifying the list of equipment for all partners.
- Solving the new version of questionnaires in the next month and sent to partners for specific activities of WP1 of HEI's partners.
- Establishing the needed actions and efforts in order to finalize the corresponding reports/deliverables in the very next time interval, in order to fulfill the objectives, aims, and workplan activities of the project.