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LIST OF ABBREVIATIONS

WP: workpackage
PC: Partner Country

Purpose, objectives and elements of meeting

The Peja meeting (D3.2a, D8.2c, D10.4.a) was held as three days event in Haxhi Zeka University of Peja, on 11-13 September, 2019. The objectives of this meeting were to present in detail the progress of project WP1, WP2, WP3, WP4, WP8, WP9 and WP10, MSC structure and program proposal, etc. Furthermore, discussion and planning of all



other work packages, and to prepare for the next meeting in Sarajevo. On the other hand, the meeting was important to provide participants the opportunity to get open lectures, visit in factories, compare and share experiences, and further discussion for the next scientific staff training initiatives in Sarajevo.

LIST OF PARTICIPANTS

Agricultural University of Tirana (AUT), Albania

[Leader]

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2. Prof. As. Anila Kopali
3. Dr. Luziana Hoxha
4. Dr. Enkeleda Berberi

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

5. Prof. Michal Lošťák
6. Prof. As. Jakub Husak
7. PhD. Tomas Uhnak

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

8. Lect. Dr. Maria Toader
9. Lect. Dr. Elena Mirela Dusa

Technological Educational Institute of Sterea Ellada (TEISTE)/ Agricultural University of Athens (AUA), Greece

10. Prof. As. Giannis Tsoulfas
11. Prof. Catherine Marinagi
12. Prof. Panagiotis Trivellas

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

13. Mr. Petros Chondros
14. Dr. Yannis Mouzakitis

European University of Tirana (UET), Albania

15. MSc. Kebjana Haka
16. PhD. Elena Kokthi

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17. Prof. As. Dr. Nexhdet Shala
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University of Bihac (UNBI), Bosnia and Herzegovina

24. Prof. As. Emir Mujić
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University of Sarajevo (UNSA), Bosnia and Herzegovina

28. Prof. Dr. Sabahudin Bajramovic
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Ministry of Education, Science, Culture and Sport of Una-Sana Canton (MESCS USK), Bosnia and Herzegovina

32. Mr. Adnan Kreso
33. Mr. Neir Pašić
34. Prof. Genc Trnavci

Wednesday, 11th of September 2019

1. Welcome and Agenda overview-goal and expected outcomes of the meeting



According to the Agenda, Prof. Renata Kongoli, Project Manager of STEPS and Prof. Nexhdet Shala representative of UHZ made a short introduction in the Agenda by presenting the scope and objectives. Also, the Rector and Vice Rector made a welcome speech and had a presentation for the UHZ too.

2. Visit to UHZ faculties

All Peja meeting participants had the opportunities to visit UHZ faculties, which were presented by UHZ representatives, the overall structure of Institutions, study programs, involvement during their lifetime, etc.

3. Overview of current activities in all WPs

Prof. Renata Kongoli, Contact person and Project manager made an overview of current activities in all WPs. She highlighted the needed actions and efforts in order to finalize the corresponding reports/deliverables until the end of the 1st year of STEPS project in accordance with the project objectives, aims, and workplan and partners responsibilities.

4. Report/findings on WP1

Representative from UET, PhD. Elena Kokthi, presented the preliminary findings for D1.1. assessment and analyses on stakeholders needs. Findings were reported for the case with the Albania stakeholders (government, producers, NGO, association, consumers, etc.) needs based on research instruments used such as: survey, in depth interview, focus groups, through which can be understood training needs, and future training needs. These instruments are in common and checked by partners, where results can be compared between Albania, Kosovo, and Bosnia & Herzegovina.

During the presentation of draft report prepared, Elena explained sampling methodology and data findings, and compliance with the objective, the preliminary results revealed that actual need skills from a predefined list are: agrobiodiversity, food quality and safety, knowledge on engineering, sustainability, analytical control of food laboratory, etc. Also the future needs suggested by respondents are: food technology, supply chain, food legislation, social acceptance, nutrition science. Perception of the stakeholders: result to sustain the future of this MSc., where the main issue is Food technology, entrepreneurship, food process, innovation, supply chain sustainability.

As for the other mechanism such as focus groups, after used several researches, the model for assessment agreed to give to stakeholders a questionnaire, listing the skills, competences they need/have, what is the relevance, importance to the future. Also was agreed that by 16.09.2019 UET will send the draft report to all partners, in order to put the contribution of partners from KX and BH within the deadline 22.09.2019.

Further presentation related to WP1 was made by Prof. Asoc. Anila Kopali, representative of AUT, for D1.2. survey of STEPS relevant master and D1.3. for best practice of MSc program which were supported by Task leader UET, also all partners had the opportunity to discuss for further progress of WP1 and the link with other WPs.

Also during this presentation was made the link with WP2.4 were according to program proposed according to HEI capacities and percent from the surveys from stakeholders, cooperation among institutions, also based in model presented by P8 in Bucharest meeting are preliminary proposed the distribution : economic up to 15%, food technology up to 35%, environment up to 10%, social up to 15%, and thesis up to 25% of whole curricula, offering thus training, research, assistance to food sector and to qualifying students at every step of value chain. Also was proposed for further discussion core and elective courses for AI, as for the thesis to be provide by the professor of university, even is a joint master. Was stressed that that keeping our courses up to date: reflect the need of business, legislation changes, improve learning experiences, external accreditation, is way to communicate attractively.

The final deadline agreed to send all partners contributions were 22.09.2019, in order to achieve in a final report till the end of September 2019.

As for (D1.4), Elena Kokthi stated the stakeholder's database is consolidated by P1 and P2, also other PCs were advised to work further on developing the communication mechanism of stakeholders.

5. Current Status of WP2



The current status of WP2 were presented by Lect. Dr. Maria Toader, contact point of USAMVB. During the presentation several questions were raised, also partners had an open discussion about STEPS structure courses and list of teaching staff, D2.1 & D2.2.

Direction of program: was two, in accordance with the project proposal, comprised by Core courses, and elective courses.

By P9 WP2 leader was requested a new deadline for the report 30.11.2019, as the deadline for WP1 was postpone till the end of September, but in the meantime to collect by each partner a list of courses which could faster the finalization of WP2, and thus presenting the findings in the next meeting in Sarajevo.

Further an open discussion took place regarded teaching staff, equipment, country, job profile etc. linked with WP2, MSc structure.

Also many question was raised during this presentation as for the title of MSc, which was agreed as mandatory to be the same for six HEIs, and this title is for two profiles.

Another question was if it will be different program or joint program.

-For case of Albania was stated that would be joint.

-For the case of Kosovo is needed to be clarified with Ministry of Education and Accreditation agency in Kosovo.

-For case of Bosnia & Herzegovina, which have other procedures, and they have to applicate two programs because are different canton. So is separate. Same title program, two different application so two degrees, but P5 stated that UNBI may do only one year master.

Further procedures for MSc opening and accreditation will be clarified with National Agency for accreditation and Ministry of education of each country with the support of P7.

Another question raised were related to core courses if will be in common with six Pcs, and was agreed that for all partners core courses will be mandatory, and was proposed to be set for one semester to make a core classes with same title of module for all (3 from Group I+3 from group II, in total 6 courses with 5 ECTS, in total 30 ECTS, which may be distributed in all semesters). As for the elective courses (at least 15 to be proposed to have flexibility) will be offered two profile meeting the HEIs capacity to deliver MSc in 4 semesters in total with 120 ECTS, where students get 30 ECTS for semester.

The other question raised related to the language of courses which could be offered in English, was agreed to be reachable by each PCs. As for the use of ICT may be used of the online space LMS for supporting MSc with typical materials, also inclusion of some statistic topics in the research methodology module was proposed.

About the list of courses of two groups was agreed to circulate among partners two template which include title, type, semester, needed to be filled for further accreditation steps. As for the case of Albania every description should be ready till November 2019 for opening of program, and for the case of Kosovo the description should be ready till middle of October 2019.

The deadline to send all information for WP2 was set 10.10.2019, and for finishing the report for WP2 till middle of November 2019.

6. WP4. Design and development of LMS platform

Mr. Petros Chondros, contact point of ReadLab presented the LMS platform (D4.1), as an online space with a very fast and very easy content with section, subsection and unit, and will serve for supporting the courses that will be in classroom, which it is not Moodle, but is fully concentrated to users: self-registration, download material, programs dashboard. For this platform was displayed a short demo. Further what is needed is the web design Landing page, about, term of service privacy policy, honor code, link to social media, also was proposed that the content to be translated.



Also an open discussion for Conversion and digitalization of education materials (D4.3) three EU HEI [USAMVB, CULS, TEISTE/AUA] and P1 (AUT) will subcontract for doing some lectures or learning materials in different languages.

7. WP8. Quality management issues, Report on Bucharest Meeting

Mr. Petros Chondros, contact point of ReadLab and WP8 leader, presented the results for the study visit event organized by host institution P9 (USAMVB) in 4-8 June 2019, Bucharest, Romania for issues related to: Organizational aspects, individual components of the visit, and Achievement of objectives and overall satisfaction.

Quality monitoring and evaluation motivated partners to discuss and review the performance of the project activities, to analyse strengths and weaknesses, and shared some ideas for improvement for all partners such as to clearly understand the own tasks and responsibilities and to prepare the presentations and discussions on different responsibilities for future meetings, communicate some core questions/issues 1-2 weeks before the meeting, also WP leaders need to have a clear time plan.

As for the external quality member a xls. file is circulated among partners and was required to partners to assign and send the names and data of the STEPS External Quality Team (QT) – Two person per Partner. Experts based on the EQT pool for External Evaluation, may be professionals, academician, policy makers etc., and will make 3 External Evaluation Reports (M13, M25, M36).

The first day meeting run fully in compliance with agenda, and during Concluding remark made by Prof. Renata Kongoli, Project manager was stressed the finding of the meeting, importance of being fully responsible for the leading role and all partners contribution in achieving project objectives and meeting the deadlines.

Thursday, 12th of September 2019

1. Opening of the second day meeting and agenda overview by

Prof. Renata Kongoli, Contact person and Project manager, make the opening and presented the agenda of the second meeting day.

2. WP10 Management issues

Prof. Renata Kongoli presented the management structure of the project and an overview of the Work Packages (WPs) and tasks, in accordance with the workplan of the first year. Also WPs which are the priorities to discuss and decide for the 4th meeting. The objectives of this session have been the following: to evaluate the current status of the activities; 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; to run throughout the whole project objectives and activities, in order to foresee the necessary actions until the end of the project.

Also was communicated in more detail the finalized amendment for making legal P10 from TEISTE to AUA after the Agency approval, and following other procedures, partnership agreement, bank account details and FIFI for P10 fund transfer. All beneficiaries were recommended to inform in advance in case need an amendment. Budget reallocation among partners was discussed, and the need for amendment preparation for this.

Further was discussed for tendering procedure for equipment and supporting documents, for each PCs.

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 of responsible person that have traveled and copy of passports visa. For ITR a draft version will be sent prior for checking to the coordinator, and P1 will send by email a template to follow, indicating/highlighting the expenses in bank statement in accordance with the budget breakdown and



reflected in financial statement, for documents not in English in the head of document have to a short description for what documents refer. 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 (signed and stamped 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 Px-ITR-xxx (reference number of each supporting document). Attention should be paid the dates and other relevant info, also documents should be clear and easily readable.

-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 stamped 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 Px-JD-xxx (reference number of each supporting document).

Among the expenses declared under CBHE projects, beneficiaries will declare "staff costs" covering its staff contribution to the project activities respecting several important rules i.e.:

- Staff costs can only be claimed for individuals employed by a beneficiary organization mentioned in the grant agreement;
- The reimbursement of staff costs is done under the condition that the staff member's salary for the tasks performed is compensated only once;
- The daily rate corresponds to one full day of work in accordance with the applicable national legislation or internal regulation;
- The number of full working days declared per staff member (for one or several funded projects) cannot exceed 20 days per month or 240 days per year

Was agreed that staff cost will be sent for a reporting period of 8 months.

Document archive, will be uploaded in platform (website), analyze the task, claim for WP, each partner responsible for task to prepare in time, to have standard report, other documents. It is the 9M of project, and report have to be prepared for activities, also financial reports etc for this are needed the proofs regarding all activities, original documents should be kept by beneficiaries, at least doc should be kept at safe place for 5 years.

Partners should submit in good time to the Coordinator, any data, documents or information required for reporting, audits, checks, monitoring or evaluation. Was advised to prepare and send all document in a scan copy and send till October 2019 (for the first 8 month of project), and a hard copy (signed and stamped by head of institution or contact person of each beneficiary) of original documents must be sent to Agricultural University of Tirana. and stated that are the same with the original, to be delivered in the next meeting. In the continuity these documents will be delivered in each meeting as hard copy, and a scan copy by email immediately are ready.

3. WP3.2 Open lectures

The open lectures took place in accordance with agenda:

Open lecture 1: Social and cultural context of food (social pillar of sustainability), presented by Prof. Michal Lošťák, CULS contact person

Open lecture 2: The use of ICT solutions in lab courses, presented by Prof. Catherine Marinagi, representative of AUA.

Open lecture 3: Practices for students engagement - Enriching the learning experience in managerial courses, presented by Prof. As. Giannis Tsoulfas, contact point of AUA



Open lecture 4: Prevention of pollution in food industry, presented by Prof. Zlatan Saric, representative from UNSA.

Open lecture 5: Sustainable food and environment perceptions, presented by PhD. Elena Kokthi, representative from UET

Open lecture 6: Developing an integrated syllabus using XXI skills and Developing teaching resources to keep students awake, topics were presented by Mr. Uran Raci, UC contact point.

4. WP9 Dissemination activities

The current status of WP9, presence in social media, and all partners contribution was presented by Enkeleda Berberi, AUT representative. Also Dev.9.1 was discussed and final partners contribution are invited till the end of September 2019, to have the final report. As for the carrier office is established at P1 and P2, other PCs should establish in their institutions. Further actions were proposed such as the “Agreement on educational, scientific and technical cooperation between STEPS Partner”, which remained opened for discussion what action and activities should include in the future. All partners were invited to give their contribution for disseminating STEPS in the future.

In frame of disseminating STEPS photo from the meeting were displayed in social media, and Prof. Renata Kongoli and Prof. Nexhdet Shala had a short interview in a local radio in Peja.

After the concluding remarks given by Prof. Renata Kongoli, Peja meeting delegates had a visit at “Peja Brewery”, where they had the possibility to see and learn about all processes from raw matter reception till the distribution of final product.

Friday, 13th of September 2019

1. Visits of Peja meeting delegates in factories Vita and Agro Product

In the third day of Peja meeting delegates had the possibility to attend in two visits in factories such: Vita and Agro Product in accordance with the agenda. During the visits participant had the possibility to see and learn about all processes and analysis in the quality control lab, physico-chemical lab and microbiology lab, from receive of raw material till the distribution of final product. Also, participant through a lot of question raised had the opportunities to share experiences in terms of technological food processes and supply chain and business management.

2. WP3.2 Open Lecture

Dr. Tomas Uhnak, CULS representative gave an open lecture with topic: Experiences with studying master on Food systems. This open lecture served as a brainstorming for further open discussion on MSc structure.

3. Open discussion and partners contribution for MSc structure

All partners contribution three versions collected for three countries for the MSc structure was discussed, and shared among partners in GD the list with courses, it necessary to discuss in general areas, also may be seen the similar titles in the program reviewed, but it depend is specialization of HEIs, but for core courses it should be the same titles. It can be started with a total number of courses, at least 20 elective courses, and in total may be 30 courses together with core courses. The content of course may have some flexibility which is a matter of academic framework. It was advised to use high quality textbook as a basis

Was agreed to be further developed till 22.09.2019, prior the next meeting for the accreditation proposes, the programs to be developed with the laboratories till middle of November 2019, prior next meeting.



4. WP10. Management-Next meetings planning

Prof. Dr. Renata Kongoli, Project manager discussed for the time schedule, content, partner tasks, assignment of partner responsibilities. Travel plan list, the order of travels will remain the same as in proposal: 4 person, 5 days for the dates 10-14 December 2019 in Sarajevo, Bosnia & Herzegovina. Staff from Kosovo (4 UC+ 4UHZ) will send the names till the end of the September 2019, in order to prepare the official invitation of Host Institution P6 (UNSA), and then proceeding with other steps for short visa application, consulting with embassy of Bosnia and Herzegovina. For the meeting should be prepared and shared materials in advance at least 1-2 weeks prior the meeting, for the combined activities D3.2.b+D8.2d+D10.4d.

Other WPs in the focus of the meeting was discussed and was summarized task leaders and partners responsibilities.

CONCLUSION

At the end of three-day meeting in Peja, Prof. Renata Kongoli concluded that third working meeting of the STEPS project was successfully realized in accordance with the agenda. The presentations and materials from the meeting will be shared through Google Drive and in the project website too.

The concluding remarks of the meeting are as following:

1. Up to 16.09.2019 UET will send the draft report for WP1, in order to put the contribution of partners from KX and BH within the deadline 22.09.2019, and the final report on WP1 to be achieved till the end of September 2019.
2. A list of courses of two groups will be circulated among partners, also will provided by P9 two template which will include title, type, semester, needed to be filled by Partners. As for the case of Albania every description should be ready till November 2019 for opening of program, and for the case of Kosovo the description should be ready till middle of October 2019.
3. All partners contribution for the MSc structure are shared among partners in GD at least 20 elective courses, and in total may be 30 courses together with core courses should be proposed, till 22.09.2019, the programs to be developed with the laboratories till middle of November 2019, prior next meeting.
4. The deadline to send all information for WP2 was set 10.10.2019, and for finishing the report for WP2 till middle of November 2019, and thus presenting the findings in the next meeting in Sarajevo.
5. Further development of LMS platform and subcontracting should continue according the working plan
6. Starting the tender procedure for the equipment for all partners and sending supporting documents to AUT.
7. As for the external quality member a xls. file is circulated among partners and was required to partners to assign and send the names and data of the STEPS External Quality Team (QT) – Two person per Partner, deadline the end of September 2019.
8. Partners are invited to send final contributions for Dev.9.1 till the end of September 2019, to have the final report. Also attempt to established a carrier office in PC HEIs should be taken.
9. Evaluation of the current status of the activities included in the workplan of the 1st year of STEPS project.
10. Staff from Kosovo (4 UC+ 4UHZ) have to send up to 01 October 2019, the names of delegates, in order to prepare the official invitation of Host institution, and then proceeding with other steps, consulting with embassy of Bosnia & Herzegovina.
11. All partners to prepare the presentations and discussions on different responsibilities for future meeting, communicate some core questions/issues 1-2 weeks before the meeting, also WP leaders need to have a clear time plan.
12. Partners should submit in good time to the Coordinator, any data, documents or information required for reporting, audits, checks, monitoring or evaluation and send all document (for the first 8 month of project),



in a scan copy till October 2019 and a hard copy (signed and stamped by head of institution or contact person of each beneficiary and stated that are the same with the original) of original documents to Agricultural University of Tirana., to be delivered in the next meeting.