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v.03			

LIST OF ABBREVIATIONS

WP: workpackage
PC: Partner Country

Purpose, objectives and elements of meeting

The Sarajevo meeting (D3.2b, D8.2d, D10.4.b) was held as three days event in University of Sarajevo, on 11-13 December, 2019. The objectives of this meeting were to present in detail the progress of project WP1, WP2, WP3, WP4, WP5, WP6, WP8, WP9 and WP10, MSC structure and program proposal, etc. Furthermore, discussion and



planning of all work packages, and to prepare for the next meeting in Bihac. 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 Bihac.

LIST OF PARTICIPANTS

Agricultural University of Tirana (AUT), Albania

[Leader]

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

42. Mr. Adnan KRESO

Wednesday, 11th of December 2019



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

According to the Agenda, Prof. Sabahudin Bajramovic, representative of UNSA made a short introduction in the Agenda by presenting the scope and objectives. Also, the vice Rector Prof. Dr. Majda Cohodar Husic and the Dean Prof. Dr. Muhamed Brka of Agriculture and Food Sciences Faculty made a welcome speech and had a presentation for the UNSA too.

2. Overview of current activities in all WPs

After welcome speech an overview of current activities in all WPs was made, and were highlighted the need for the actions and efforts of all partners, in order to finalize the corresponding reports/deliverables for the 1st year of STEPS project in accordance with the project objectives, aims, and workplan and partners responsibilities.

3. The final Report on WP1

Representative from UET, Dr. Irina Canco, presented the findings D1.1. Assessment and analysis of stakeholders' needs, D1.2. Research on STEPS relevant programmes, D1.3. Review and analysis of best practices, D1.4. Development of mechanisms for continuous stakeholders' input

Dr. Irina Canco presented the overall objective of WP1, which 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, and other objectives such as: Explore partner countries' needs in terms of skilled engineers and managers; Identify and analyses relevant MSc programmes at national, regional, European and international level; Provide best practices by highlighting the role of the education in the sustainable development of food production systems. Also, WP 1 key information for the tasks, research methodology and data findings for Albania, Bosnia & Herzegovina and Kosovo. As for the D1.4 Partners have contributed for creating the database with all stakeholders and it is needed to update continuously.

The report for WP1 is finalized and reviewed by Quality team, other reviewer needs to send/ upload in G-Drive the evaluation of Deliverables in charge by the 20th of December 2019.

4. Report/ findings on WP2, open discussion and working in groups: for drafting the frame of courses possible to be developed in the University.

The current status of WP2 were presented by Lect. Dr. Maria Toader, contact point of USAMVB and Prof. Dr. Roman Gheorghe Valentin. During the presentation was explained "The need assessment process has shown that the three countries have similarities in rural and agriculture sector not only in their development perspectives but also in their current and future skills and competences needs", also training needs for each country were presented, and Curriculum Design of "Sustainable Food Production Systems" MSc programme in Western Balkan; Qualification; Target groups; Skills and competences.

Dev.2.1 STEPS structure and courses: were reported for each PC HEIs the MSc Language, Type, Years of Study, Duration in semesters, ECTS, Short Description, List of Course Curriculum per each semester, Course title, Formative category, no of hours per Lectures, Seminars, Lab, Project, ECTS, Exam form, The total course hours/ECTS/weeks. After a session of open discussions/questions/decisions, Working groups took place for deciding on: If all MSc will be in English, the necessity for translation and Digitation in Albanian and Bosnian, start the universities year of study, number of weeks of exams, holidays? and Modality to accessing of the MSc program – Exam or Note of Graduated Exam, MSc Program with taxes or without taxes; Number of students; about online learning and blended education systems.



Dev.2.2 Selection of faculty staff and organization in working group report. For this task the scientific staff for all partners HEIs was organised in working groups, according to the two groups of courses by their scientific background and capacity:

-Courses related to food engineering, quality and safety will be designed by AUT, UHZ, and UNBI and Scientific staff of USAMVB and ReadLab will acting mainly as supporter of their colleagues of partner countries HEIs.

-Courses related to food production systems management will be designed by EUT, UC and UNSA and Scientific staff of CULS, AUA and ReadLab will acting mainly as supporter of their colleagues of partner countries HEIs.

During presentation per each PC HEIs was presented the Teaching staff of working groups, also this for the mentors, and the expertise of teachers and contact information was presented too. All the materials were printed by host institution and were distributed to the each for the working groups.

As for the D2.4 a template for course description was proposed and provided to partners to be used in a unified form by each PC HEIs with the logos. Instead for the accreditation purposes each country will adapt it according to national law and rules.

By P9 WP2 leader was requested a new deadline for the report January 2020, as the deadline for WP1 was postpone till the end of November, but in the meantime to collect by each partner a list of courses with description till the beginning of January 2020, and thus presenting the findings in the next meeting in March, in Bihac.

Further an open discussion took place regarded teaching staff qualification, accreditation status per each country, equipment linked with courses, country, job profile etc. linked with WP2, MSc structure.

Credits proposed to use the same 0.33 ECTS as correct, as must to be used the same how to express. For thesis they need some hours for Lectures, Seminars, laboratory is very clear, if the master thesis is like a project or internship it could be very interesting because we can solve experimental research in industry (mastership).

Language of MSc will be English and the materials could be translated in national language Albanian and Bosnian and digitized for LMS. To have very important education material, to put in LMS, the initial documents must be in English, maybe it is important to use the local language, all the docs to be in English

Equipment and sources: we have to have sufficient equipment, lab service is important to include some material, whether you have access, to have access in some journal or databases, so all material to be accessed, we must write the sources, we can provide material but we don't know it is legal, literature should be available in library (student to have access not to pay).

Agreement among partners: should be an agreement among partners, as part of sustainability (it is included in Dissemination plan).

Course description: should write only the chapters by the first week of January 2020, so the PC HEIs have to write the draft and then complete the documents for accreditation.

Another question was if it will be different program or joint program (the findings are as below), but an official letter will be provided 16.12.2019 by coordinator for asking each PC HEIs how do they offer the MSc, by 20th of Dec 2019.

When partners apply for accreditation can use official letters, but for the project products should be logged co funded EU Erasmus + logo, and disclaimer, as long that we are in funding period.

About the core courses was agreed to be in common with six Pc HEIs, and was agreed that for all partners core courses will be mandatory, and was proposed to be set for first 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).

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, should be prepared ppt at least for core courses and digitized and uploaded in LMS by June 2020.



About the list of courses with the names and contacts of two groups was prepared during working groups and circulated among partners using GD, for the course description, and a team leader for each course will be assigned also a team leader for supporting Program countries. As for the case of Bosnia and Herzegovina every description should be ready till beginning of January 2020 for opening of program.

About sustainability, it was agreed the combination of modules with strong sustainability, and flexible system, we can profile going to engineering or managerial. The internship and professional practice needed to be foreseen. It is not obligatory we must follow this form

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.

5. Course structure presentation case of UNSA

During the presentation prof. Milenko Blesic stated that NEO of Sarajevo continuing monitoring what are project for student attendance commercial fees etc, presentation of UNSA, basically in Sarajevo: 25 h per one credit, 2 years, 6 core by their own staff 30 ECTS, Students must have bilateral agreement 1st semester, 2nd and 3rd should select 6 of 10 elective courses, and in the 4th is MSc thesis. We must prepare a lot of documents, chapter and subchapters, labor market, submit in local language, to translate in English to send to international reviewers. 18 attachments there are going to Uni, if accept, going to faculty, pass to government, finish procedure before April, these are last two days because we have to submit.

6. Visits of Sarajevo meeting delegates in “KLAS” d.d. Sarajevo, Mill and Bakery Industry Company

In the first day of Sarajevo meeting delegates had the possibility to attend in study visits in company: “KLAS” d.d. Sarajevo, Mill and Bakery Industry 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, 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.

Concluding remarks: the first day meeting run fully in compliance with agenda, and during Concluding remark 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, and the preliminary instruction for the next day's activities.

Thursday, 12th of December 2019

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

Prof. Sabahudin Bajramovic Contact person of UNSA, make the opening and presented the agenda of the second meeting day.

2. Working in groups: for drafting the frame of courses and learning outcomes.

Mrs. Vassiliki Chatzipetrou representative of ReadLab (partner 11), together with WP2 task leader (partner 9, USAMVB) and team of Partner 1 (AUT), after the unanimity consensus of Sarajevo participants, organized the work in groups for realization of the work for the MSc content and the learning outcome for each course. First the distribution of printed materials based on report for WP2 to each HEIs, and a list of courses summarized in a table



prepared by Maria, was given to each putting the title of course, if the description exist already or no, the orientation of group (engineering or managerial), type of course (core or elective) and each of partners could give who has proposed together with the teaching staff and contacts, and the team leader for each course will be proposed, and team leader from supporting partners. All participants contributed for filling all necessary information, and after were split in subgroups for creating the general description and learning outcomes. Working groups gave priority to the core courses, equally divided 3 courses per each group (engineering and managerial), and some of elective courses, while for the staff responsible for the course that weren't in the meeting only the names and contacts was given. After compilation according to the template provided by Program countries, the general description of the courses was made, including list of references, the topics of course (10-12), the learning outcomes using Bloom's taxonomy (5-7), the whole results of the WG was uploaded in GD, and were presented by the expert representative of each subgroups. It was recommended in reference to core courses, and to be unified for all partners according to 5 ECTS (because EUT is using 6 ECTS and has to decide on it). These were the preliminary info and it should be consulted with other colleagues, and a coordinator per team for each course, should be for PC, because the program partners are reviewers.

3. Report on WPs achievement, reports for the leading task & financial management for the 1st year

All partners contact points/ delegates had a short presentation about the first year of the project implementation: WPs achieved results, financial management according to budget headings, equipment status, dissemination activities. Open discussion, question and answers related to project implementation took place.

4. WP3.2 Open lectures

The open lectures according to agenda:

Open lecture 1: Teaching Environmental Management at post-graduate level: transferring best practices, by Dr. Yannis Mouzakitis, ReadLab

Open lecture 2: Legislation and standards regarding organic agrifood products by USAMVB

After the concluding remarks Sarajevo meeting delegates had possibilities to visit UNSA, Faculty of Agriculture and Food Sciences facilities.

Friday, 13th of December 2019

1. Report/findings on WP2 and procedures for opening and accreditation of STEPS program (D.6.1)

By USAMVB contact point and Readlab representative, presented the main results on the STEPS structure and courses description (WP2), all partners were involved in discussion. Also, the procedures for opening and accreditation in Albania, Kosovo, and Bosnia & Herzegovina was facilitated by Mr. Adnan Kreso, contact point of MESCS USK.

Main results per each country:

-For case of Albania was stated that would be joint, as AUT agreed to make a joint MSc in National level in Country, while EUT stated to go for Joint MSc, but will provide a final decision till next week, to deal with in the project, and in line what was agreed in previous meetings. Each course 5 ECTS, in the 1st semester will be offered the core courses by AUT and EUT, developed per 15 weeks per semester. EUT will provide information if can



apply 5 ECTS per course. In the end of the second-year students is compulsory thesis, we should define what will research work, analyses etc. In the meantime, Albania is waiting for new procedures to be released for the opening and accreditation.

-For the case of Kosovo UHZ has applied for accreditation as a separate MSc, and UC is pro to offer Joint and they stated that have applied actually for accreditation for a joint program, where 1st semester will be done in UHZ and the 2nd at UC. UHZ partner stated that have applied separately, and UC should clarify to see what can do in addition, the next week will have a meeting between UHZ and UC. Another point for Kosovo PC has a semester with 13 weeks (but as in Albania is required 15 teaching weeks, can be make 15 weeks for all, and to prepare a general template in English we can adapt to the requirement of HEI). Kosovo PC applied separately, but in accordance with the Project Proposal, if you want to deviate for this, you have to ask. In proposal students can have mobility, and some element of joint is the suggestion of the mobility window, for this there are elective courses. UC partner proposed that every institution enroll their own students, and they can offer the diploma with all logos, but the problem is related to accreditation, everyone will have their own students, e.g. to have a blended system short period face to face and some online courses in LMS, or can be a skype teaching etc. They can actually share the modules, it is up to them if it is going to be a best practice.

-For case of Bosnia & Herzegovina is separate, as they have other procedures, and they have to applicate two programs because are different canton, but will be the same title program, two different application so two degrees, and in BH they can do only one year master, 60 ECTS, but according to Bologna convection it should be 90 or 120 ECTS, this mean is problem of University, to have enough reason, but in EU level they recognize MSc to have 3 or 4 semester, and are thing discussed in Bucharest, let explain the universities, also it is a problem with the proposal that is based in Bolognian convection. If they have other possibilities they can apply and support the mobilities but the problem is for funding these mobilities. UNSA will support providing mentor for master thesis, and MSc must be defended in UNSA. MoU if staff mobility, and at least to be supported for the food and accommodation, if there is justified and there is MoU and there are joint elements, they can have an answer by officer. Also, BH will send the explanation of problem with two semesters and after sending to Agency. UNBI can you offer at least some thing joint, about is related to lab etc. The procedures for opening of the programme are by the end of January have to submit, and do not have this time, they have to analyze sooner. After they can apply for accreditation. MESCS stated that it is possible to offer joint elements but BH is not being accredited as joint, and they can arrange all for BH. 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.

Conclusions, responsibilities and the deadline for the final task delivering by partners agreed for WP2:

-Each PC should manage what is written in proposal, and announce the result to the potential of joint curriculum. A written information confirming to AUT by each PC, an official written letter prepared by Coordinator will sent on 16.12.2019, and resend the letter by 23rd of Dec 2019, if it will be offered a joint degree in transnational level with PC or in National level, signed and stamped by legal representative. This is need to be written to be clear in what way is consider joint, it is jointly submitting application, or joint elements, justify the option of joint degree that exist in your country or a degree with joint elements e.g.: Joint degree 1 common master, a double degree accredited by both, defense of the thesis defended by both, students get two diploma a double degree, an agreement with University what will be done together, supervising/ co-supervision in distance, courses will be taught physically or online, staff mobilities e.g. three people.

-Number of courses per week, have to be cleared according to the changes confirmed by Sarajevo meeting participants, and the final list of courses to be send by 23.12.2019 to Maria, separate FEQS and FMSC.

-List of course development will be upload in GD and share the course description existing, which are team leader of courses.



- For the teaching staff is needed to be send the short CVs with the names, in the acronym and the email address as well. By 16.12.2019 to be send the list of courses with the names and the course description before 25th Dec 2019.
- MSc has to start delivering in the next academic year 2020-2021.
- MSc will be offer in English, and teaching materials should be in English, also can be translated in national languages (Albanian, Bosnian)
- Course description should be in English, will be offered for two years of MSc, and BH will send the explanation of problem with two semesters and send to Agency.
- Number of exams week depends from HEIs.
- For the MSc thesis, could be followed the example of UC. For project reporting we can use unified elements, so when partners apply for accreditation can use official letters, but for the project products should be logged co funded EU Erasmus + logo, and disclaimer, as long that we are in funding period. Also, the diploma has the logo of Ministry, University, and signed by rector and dean, and for the project result PC HEIs can offer a certificate with EU logos etc.

2. Report/findings on other WPs

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

-WP3

The task leader UHZ, presented the main findings for the training needs and how are tracked the activities for the training needs. After the presentation was agreed that PC need to have some more insights for the next meeting, they need a training, general presentation what that course mean, exchange the way of teaching, show some of the issue which will be done and can fit to the open lecture. Could be another option looking for flexible solution, e.g .skype meeting to bring to talk about to provide a certain course. Working as team to exchange to each other, it is an opportunity to know each other and to create the courses. It was agreed to use a template for 3.3 it would be multiplied effect to some scientific activities and publication, to be used a repository for putting open access articles to demonstrate to EU, contribution of every partners, help to distinguish area of interest. In terms of improving the scientific background.

-WP4

About the LMS, the digitization of materials, professors who will create some notes to students developed in the frame of project (slides). Will support the course, it has to be open sources, attention with the copy right. After the WP2 development will be proceeded with the digitization. Task leader UNSA should know the technical specification what file format, duration, etc. The same team that coordinate the course description will coordinate the course for the digitization, recommend bibliography, develop ppt, etc in WP4. First material should be ready till digitized by June-July 2020 at least for the first semester so for the core courses. LMS with develop in the context of this project, it is developing by Readlab, and terms of reference are being prepared for subcontracting by AUT. 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.

-WP5

The task leader UNBI presented the actual status for each partner about the tendering procedure, purchase and installation in labs. also Prof. Emir presented some guidelines developed by UNBI after Kick off meeting, which are in GD, and in UNBI page, how to connect the equipment, software and the STEPS courses and research activities. It was discussed in in what percent PCs have followed the guideline prepared by UNBI. Also, was discussed about only PC desktop purchase by any of partners, and how they are connected to managerial courses, and the use/ purchase of specialized software to sustain social issues, to fit the specific courses in the syllabus. It



was stated by EUT that haven't bought with budget of this project, we have to setup the lab, it is directly with students where students can use for some core courses. It was recommended that purchase to be in reference with food system to have more specific in managerial with reference to the project. UNBI will send the template fill what have bought and how will use.

-WP6

MESCS contact point Adnan Kreso after presented the preliminary information for the opening and accreditation procedures in each country, will work on for collecting the info about three countries as Albania is waiting to be released new procedures. Also the preliminary findings for procedures to be followed and the deadlines were presented in previous meeting (in Bucharest and Peja). Kosovo can do accreditation but Albania and Bosnia & Herzegovina need to apply for opening/licensing first. Was agreed that crucial to have a finalized structure of STEPS MSc. Which element Kosovo used to apply in October, Name of the program and three responsible persons for the program and present the hole report haw you have done this. Kosovo need to have a final acceptance before Oct 2020, while AL and BH need to apply for licensing. It was recommended to make official contact with ministries for each country. To collect all the documents each country submitted for the process. Also was stated that according to project proposal during project cycle is to apply for accreditation, and to be accredited in the first year.

-WP8

Mr. Petros Chondros, contact point of Readlab task leader of WP8 will organize a skype meeting with the quality team. Also reviews of D1.2, D1.3, D1.4. should be send to Readlab by 20th of Dec 2019. Also, it need to be assigned the names of EQT by partner 9, other are in excel file in GD and will make 3 External Evaluation Reports (M13, M25, M36).

A list with the emails of Sarajevo participants was send by AUT to Readlab for the evaluation of Sarajevo meeting processing.

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.

-WP9

AUT task leader reported about dissemination activities performed during the first year and the guidelines what to other partners and the Dissemination report should be done including the partners contribution. For the Dissemination plan was required to send all partners the final suggestions, also website is created and is being maintained, social media profile is created it is very active and many activities are being post but further efforts by all partners should be made, Career office establishment and enhancement (at least inform at the UNI level, contact with the companies), and was required by each partner to fill the excel file by 20th of Dec 2019, that is already in GD for every activity they performed for the STEPS dissemination. Printing and publishing of dissemination materials was considered, to subcontract a local designer in your language (Al En Bs), as all PC have a budget of 1.000 EUR. If there are printed report the leader can provide design by AUT, and printing developing producing it is for other PCs. It is penalty if not compliance with the publication rules in the guide, and in terms of sustainability you should put all partners logo.

As for the dissemination results was recommended to take into account the intellectual properties, because it is sensitive among academic, any kind of publication, author related to STEPS. AUT to offer some guidelines, and partners to inform all, especially in case of articles (depend on the objective to that paper) to inform WP9 and WP3 leader in which journal will published and who is contributing by partners, also the consortium should be informed whatever produced under the project is collective ownership.



All task leader will be informed what partners are doing, any dev is at least in two WPs, so two leaders should be informed, and all the consortium.

-WP10 Management-Next meetings planning

AUT, WP10 task leader supported by Mrs. Vassiliki Chatzipetrou representative of Readlab, reported for management issues and the next steps what is going to be. Partners were informed for documents preparation, financial statement filling, and a scanned copy of supporting documents will be sent by email and putted in FTP, also some Partners delivered a hard copy of them to coordinator, while the rest of partners will prepare and send by post. It was discussed for the monitoring visits by Brussels and NEO in each country and the feedback of reports, dissemination among partners about the feedback of Agency for the monitoring visits happened, while is waiting for the report of monitoring visit done in 10 Dec 2019 in Sarajevo. Also was recommended to be informed all consortium before the monitoring visit take place, in order to provide all the information according to the questionnaire NEO provide prior the monitoring visit. Was recommended to be up to date what is the state of the progress in general, a concrete plan of next steps and activities, NEO write evaluation reports, report to Agency, which is putted into account into interim report, and they are checked. Inform each make sure you are ready and if needed support, also it was stressed the involvement of relevant departments. As for the communication it was recommended to a regular communication, suggested regular skype meeting with managers, for discussing what is done, at least one skype meeting in 2 months.

Also budget reallocation was discussed among MESCS USK (P7) and AUT(P1), UNSA (P6), and a confirmation letter will be prepared by AUT and distributed to all partners by 16th of Dec 2019, and partners confirming/sending back by 20th of Dec 2019, while the amount of 2.400 EUR will kept from second pre-financing of MESCS USK, and distributed 1.400 EUR to AUT and 1.000 to UNSA.

Also financial statement to be sent by 23rd of Dec 2019, and partners should submit 23rd of Dec 2019 to Coordinator, any data, documents or information required for reporting, audits, checks, monitoring or evaluation. It is advised to prepare and send all document in a scan copy and a hard copy (singed and timber by head of institution or contact person of each beneficiary) of original documents must be sent to Agricultural University of Tirana via post.

- ✓ Preparing individual 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, 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. 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.
- ✓ 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 (singed 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 Px-JD-xxx (reference number of each supporting document).
- ✓ Equipment purchase, tendering procedure at least 3 competitive offers based in the guide, invoices, contracts, inventory in Institution and sticker in each equipment with the EU logo to be done, and any data to be sent to Coordinator. Also, for other subcontracting procedures followed to be sent all supporting documents to the Coordinator.



P10 AUA is still waiting for the STEPS project transfer in the AUA account, after having written to Help Desk in Participant Portal.

Next meeting planning: 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 was agreed to be held on 24th of March 2020, Host UNBI Partner 5, in Bihac, Bosnia and Herzegovina. Staff from Kosovo (4 UC+ 4UHZ) will send the names till 15.01.2020 in order to prepare the official invitation of Host Institution P5 (UNBI), 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.c+D8.2e+D10.4e.

3. WP3.2 Open Lecture

Improved functional food products. A review of polyunsaturated fatty acids, by Prof. Ass. Suzana Jahić, UNBI

Food quality and safety management in Kosovo – An overview , by Agim Rysha, UHZ

Food loss and waste, the consequences from farm to fork, by AUT

CONCLUSION

At the end of three-day meeting in Sarajevo, was concluded that fourth 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.

Some concluding remarks of the meeting are as following:

1. WP2: A written information confirming to AUT by each PC, an official written letter prepared by Coordinator will sent on 16.12.2019, and resend the letter by 23rd of Dec 2019, if it will be offered a joint degree in transnational level with PC or in National level, signed and stamped by legal representative. This is need to be written to be clear in what way is consider joint. Number of courses per week, have to be cleared according to the changes confirmed by Sarajevo meeting participants, and the final list of courses to be send by 23.12.2019 to Maria, separate FEQS and FMSC. For the teaching staff is needed to be send the short CVs with the names, in the acronym and the email address as well. By 16.12.2019 to be send the list of courses with the names and the course description before 25th Dec 2019.
2. WP4: Further development of LMS platform and subcontracting should continue according the working plan, the technical material to be sent to UNSA task leader. First material should be ready till digitized by June-July 2020 at least for the first semester so for the core courses.
3. WP8: Reviews of D1.2, D1.3, D1.4. should be send to Readlab by 20th of Dec 2019. Also, to be send the names of EQT, other are in excel file in GD, which will make first External Evaluation Report by 15.01.2020.
4. WP9: each partner to fill the excel file by 20th of Dec 2019, that is already in GD for every activity they performed for the STEPS dissemination. All task leader will be informed what partners are doing, any dev is at least in two WPs, so two leaders should be informed, and all the consortium.
5. WP10: Budget reallocation was discussed among MESCS USK (P7) and AUT(P1), UNSA (P6), and a confirmation letter will be prepared by AUT and distributed to all partners by 16th of Dec 2019, and partners confirming/sending back by 20th of Dec 2019, while the amount of 2.400 EUR will kept from second pre-financing of MESCS USK, and distributed 1.400 EUR to AUT and 1.000 to UNSA.



6. WP10: financial statement to be sent by 23rd of Dec 2019, and partners should submit 23rd of Dec 2019 to Coordinator, any data, documents or information required for reporting, audits, checks, monitoring or evaluation. It is advised to prepare and send all document in a scan copy 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 via post.
7. WP10: Next meeting planned as in proposal: 4 person, 5 days was agreed to be held on 24th of March 2020, Host UNBI Partner 5, in Bihac, Bosnia and Herzegovina. Staff from Kosovo (4 UC+ 4UHZ) will send the names till 15.01.2020 in order to prepare the official invitation of Host Institution P5 (UNBI), 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.c+D8.2e+D10.4e.
8. To be informed all consortium before the monitoring visit take place, in order to provide all the information according to the questionnaire NEO provide prior the monitoring visit. Was recommended to be up to date what is the state of the progress in general, a concrete plan of next steps and activities. As for the communication it was recommended to a regular communication, suggested regular skype meeting with managers, for discussing what is done, at least one skype meeting in 2 months.
9. To be prepared the Report of Dissemination for the 1st year, with contribution of all partners.
10. To be prepared the Report of Internal Quality for the 1st year, with contribution of all partners.
11. To be prepared the Report of Management for the 1st year, with contribution of all partners.
12. To be prepared the Report of External Quality for the 1st year.