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**LIST OF ABBREVIATIONS**

AUA-Agricultural University of Athens

AUT-Agricultural University of Tirana

EUT-European University of Tirana

UNSA-University of Sarajevo

UNBI-University of Bihac

UHZ-University of Haxhi Zeka

UC-Universium College

WP-Work package

D-deliverable

EU-European Union

CULS- Czech University of Life Sciences Prague

**Purpose, Objectives and Elements of Meeting**

The meeting in Pristina (D3.2f, D8.2c, D10.4.a) was held as 5 days event in Universium College, on 22-28 May 2022. The objectives of this meeting were the organization of workshop (dev9.4a) and laboratory demonstration (9.5a) along with the open lecture and seminars (dev 3.2). Moreover, task regarding other work packages were discussed, and the preparation 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 Workshops and Laboratory demonstration planned for the meeting in Sarajevo.

**LIST OF PARTICIPANTS**

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

* 1. Prof. Renata Kongoli
	2. Dr. Alketa Shehaj
	3. Dr. Enkeleda Berberi
	4. Mrs. Mimoza Kurti

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

1. Prof. Michal Lošták
2. Ing. Jiri Zeleny, Ph.D.
3. Doc Jakub Husak, Ph.D.

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

1. Assoc. Prof. dr. Maria Toader
2. Prof. dr. Viorel Ion
3. Lect. dr. Elena Mirela Dusa
4. Lect. dr. Adrian Gheorghe Basa

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

1. Prof. As. Giannis Tsoulfas
2. Prof. Catherine Marinagi
3. Prof. Panagiotis Trivellas

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

1. Dr. Yannis MOUZAKITIS (*will attend online*)
2. Mr. Petros CHONDROS (*will attend online*),
3. Alex Vuros *(will attend online)*
4. Vassiliki Chatzipetrou (*will attend online*)

**European University of Tirana (UET), Albania**

1. Kebjana Hoxha
2. Dr. Fatri Morina
3. Dr. Klementin Mile

**University "Haxhi Zeka" (UHZ), Kosovo**

1. Prof. Asoc. Dr. Nexhdet SHALA
2. Prof. As. Dr. Ibrahim HOXHA
3. Prof. As. Dr. Agim RYSHA

**Universum College (UC), Kosovo**

1. Mr. Uran RRACI
2. Prof. Dr. Filipos Ruxho
3. Prof. Dr. Sejdi Xhemaili
4. Prof. Dr. Shqipe Gerguri-Rashiti

**University of Bihac (UNBI), Bosnia and Herzegovina**

1. Asst Prof. Emir Mujić
2. Full Prof. Halid Makić
3. Assoc Prof. Suzana Jahić
4. Assoc Prof. Jasmina Ibrahimpašić

**University of Sarajevo (UNSA), Bosnia and Herzegovina**

1. Prof. dr Sabahudin Bajramović (*will attend online*)
2. Prof. dr Milenko Blesić(*will attend online*)
3. Prof. dr Zlatan Sarić (*will attend online*)
4. Doc. dr Emir Bećirović(*will attend online*)

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

1. Mr. Adnan Kreso
2. Mr. Neir Pašić
3. Prof. Genc Trnavci

**Monday, 23rd of May 2022**

1. **Welcome speech**

The host institution of the STEPS project members was initially represented by the Mr. Alejtin Berisha, President of Universium College, who also gave the opening and welcoming remarks.

Prof. Renata Kongoli, Project Manager of the STEPS project, made the introductory speech, as well as a brief explanation of the STEPS project, focusing primarily on the project's goals and objectives, as well as where we are currently in the STEPS project's framework. Moreover Prof. Kongoli made a brief presentation of the agenda regarding the activities that will be developed during the 5 days of the meeting and expected outcomes of the meeting regarding the STEPS project.

The STEPS participants were greeted also by Mr. Astrit Istrefi, Executive Director of the Balkan Forum.

**1.1 Panel: Circular economy policies in the Western Balkans**

All Pristina meeting participants had the opportunities to be part of the workshop “Circular economy policies in Western Balkans”. The session was hosted by a panel of four specialists, in addition to STEPS project participants and stakeholders:

**1.Mr. Uran Rraci, representative of Universium College, was the moderator of the panel,**

**2.****Prof. Maria Toader as e representave of STEPs consortium,**

**3.****Sanda Midzic-Kurtagic, PhD, enrolled in the University of Sarajevo *(attending online)***

**4****.Ivana Lozanovska, PhD, work as a project lead of Ecological Society, North Macedonia *(attending online)***

At the beginning it was the opening word from Mr. Uran Rrani: WB governments have been working to improve their respective circular economy policies but often without moving beyond the theoretical concept. At the same time citizens of the region would strongly benefit from the implementation of circular economy approaches, which are also a pivotal tool for delivering part of the 2050 decarbonization agenda in the EU. This panel aim to highlight the link between theory and practical policies in the Western Balkan region.

The opening word from Mr. Uran Rraci was followed by a discussion in the panel for the concept of circular economy, importance of the circular economy and the role of government and society in circular economy.

**Ivana Lozanovska, PhD** emphasize the importance of raising awareness in the population for the circular economy, which is related with the reuse of the material and in this way to log the life in this planet!

In this frame the role of HEIs is vital and should began with the improving of the curriculum because the concept of circular economy it is not understand from the common people and the new generation is the main key to promote and develop this concept.

**Sanda Midzic-Kurtagic, PhD** not only agreed with the concept set forth in informing and involving the community but also its vital to take concrete steps and implement the concept of circular economy i.e., land field investment.

**Prof. Maria Toader, as** part of the panel and a representative of STEPS consortium emphasizes the role and correlation between circular economy and the sustainability of environment/ecosystems.

All the panelists gave examples from the WB countries (Kosovo, Bosnia and Herzegovina and North Macedonia) for the circular economy awareness , implementation etc. in their respective countries i.e., the plastic bottle and material separated and reused, paper material and organic material. In the case of Bosnia and Herzegovina there is a bill that you pay for the waste, and this bill will be reduced if you separate the waste material for examples organic waste from plastic waste. In Kosovo, some machines were used for the collection of the plastic bottles, where peoples who put the plastic bottles in the machine could get a code for some free internet, but it didn’t last more than a year, because people lost interest in this.

Then the panel was oriented through questions and answers related to the circular economy that reflected the situation in WB and the improvement that need to be done in this field. Question such as: Why there is not a law which regulate or enforce the community toward the circular economy?

The panelist thinks that we should refer to examples from EU countries as good practice of implementation of circular economy that WB. **Sanda Midzic-Kurtagic, PhD** gave an example that we should refer as a good practice which is the processing of glass waste to produce tires implemented in region of Kosovo

Would you choose a product that is produced in a sustainable way despite the price?

In this case varied factors that will influence the decision making were analyzed and there was a discussion if the product produced in a sustainable way are cheaper than the product produced in a conventional way.

**1.2 Panel: Bridging the gap between theory & amp; practice; development &amp; implementation**

The panel was composed of a one representative from STEPS Project **Prof. Maria Toader,** and three other panelists.

The discussion was mainly focused in finding mechanisms to fill the gap between HEIs and industries in implementing the concept of circular economy and then produce in a sustainable way. So, the question arose spontaneously by the moderator of the panel, **Mr. Uran Rraci:** How can we work closely with the industries performing in WB to produce a sustainable product? According to **Sanda Midzic-Kurtagic, PhD**, the academic staff of HEIs in WB are willing to collaborate but in general the industries are not open for the concept of circular or sustainability due to the increase of investment. **Prof. Maria Toader** mentioned that in her university, the students that have their family farm, implement all the information gained during their years of study in order to produce sustainable product. Also, they have contacts with farmers and industry and help them to produce organic or sustainable products.

The session was concluded with the discussion between all the participants mainly focused on the impact of circular economy in Western Balkans?

**1.3 Progress of STEPS Study Program in Kosovo**

 **STEPS COURSES (D.4.2.)**

*[Mr. Uran Rraci, UC & UHZ]*

In frame of D4.2, **Prof. Agim Rysha** in collaboration with **Mr. Uran Rraci** gave a short presentation in frame of STEP master program procedure of accreditation in Kosovo and also how the master is implemented in Kosovo during the first year.

An overview of the procedure for the self-evaluation and accreditation of STEPS master’s in “Sustainable Food Production System” in Kosovo was explained. The accreditation process took place in UHZ on March 2021 with excellent results. The master will be offered from UHZ based on the Kosovo’s legislation for the HEI. But between the two Universities there is an Memorandum for a joint development of the master. More than 50 students applied the first year and only 25 were accepted. The list of courses and curriculum was described. Now the master is in progress with the finalization of the first year.

**1.4 STEPS COURSES (D.4.2; Digitized education materials (UC& UHZ)**

**Needs for trainings (UHZ decide according to the needs)**

There was a discussion between the participants. Representatives from Bosnia (UNBI) and Kosovo (UHZ), where the STEPS master is implementing, have used their platforms to upload education material. They were advised from the project coordinator, Prof. Kongoli to upload this material on LMS platform developed in frame of STEPS project.

**1.5 STEPS - LMS Platform teaching materials; problems, needs for training**

**(Each WB partner) [*Mr. Kostika Gorica, Service provider*] (*will attend online*)**

Mr. Gorica, couldn’t participate online, but Prof. Renata Kongoli presented Alketa as a contact person for Mr Gorica, and they gave a short presentation of the LMS Platform. The University of Bihac has fully created and uploaded all the modules and their materials. The other members are in the process for creating the modules. UHZ, is advised by all the other members to use the platform. They explained that Mr. Gorica and his team has made some training for the creation of the modules and uploading of the material, but he is available for all the members who need his advice and his help.

**1.6 Concluding remarks**

**[Prof. Dr. Renata Kongoli, Project Manager]**

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 especially focused on producing learning and teaching materials from STEPS partner and digitizing of these education materials.

**Tuesday, 24th of May 2022**

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

**Prof. Renata Kongoli**, contact person and Project manager, along with **Mr. Uran Rraci**, contact person of STEPS project for the Universium College, hold the opening speech and presented the agenda of the second day of meeting.

* 1. **Study Visit: Universium College IT labs**

The second day of meeting starts with a visited in IT lab., which is located in Universium College. The equipment presented in the Lab were purchase with STEPS project budget which is co-founded by EU in frame of ERASMUS + program, KA-2. As describe in the STEPS project two types of laboratories will be developed which will support the implementation of STEPS master in “Sustainable food production systems”. Since the scientific master in Kosovo is implemented as **joint between** **UHZ** (University of “Haxhi Zeka”) and **UC** (Universium College) and the courses are structured under to main pillars of food productions systems the two types of laboratories are: (i) Food engineering, quality, and safety (ii) Food production systems management. The first type is developed in UHZ and the second type is developed in UC which will cover the courses in the field of food management systems.

Laboratory demonstrations were conducted by Mr. Uran Rraci. He gave a tour, for all the STEPS team, in the building where the IT lab where situated. The computers where all set up and ready to be used by the students. He explained the importance of the IT lab in development of the full curriculum because the students have necessity to evolve in the practical part of their study.

**1.2 D.5.3 Experiments/simulations and training materials**

 **(UC; UHZ) (UNSA; UNBI)**

A short presentation was held by **Prof. Emir** **Mujić**, contact person in UNBI (University of Bihac) for the Dev. 5.3 part of WP5 for which UNBI is the partner leader. Based on the project description teaching/learning/ and training material will be developed with the contribution of all the partners. According to **Prof. Emir Mujić**, a draft report is concluded and in months to come (September/October) the report will be finalized.

**1.2 Career office development/enhancement**

**[Mr. Uran Rraci (UC)**

The development and enhancement of a career office is part of the WP9, D.9.5 and is a task that need to be fulfilled by all the partner countries involved in STEPS project, where the Scientific Master in “Sustainable food production systems” is implemented. **Mr. Uran Rraci** held a presentation for the career office which is developed in Universium College. He emphasizes the key role of career office in UC which include secure internships, cooperation with industries, and orientation of students in their carries / employment.

The pillars for finding a job or internship for the students were the dual study, where the companies finance the fee of the student’s studies, and Co-op, where the companies who would like to give private courses, contact the Universium College and they prepare all the documentation for the government and also the material for the courses, and the companies have the obligation to take students for real internship.

Training and workshop to help the students how to write an impressive CV, cover letter or how to fill a job application etc. are also responsibilities of career office.

After the Covid-19 pandemic, another task was added to the career office that has to do with the welfare of the students- psychological treatment etc.

Furthermore, it was underlining the role of career office in UC in frame of STEPS projected such as raising awareness of students for the importance and possibilities that offer their enrollment in a Scientific Master in “Sustainable food production systems” through the organization of workshops, dissemination of leaflet etc.

**1.3 Career office development/enhancement**

**[Ms. Elsida Sinaj, UET]**

Based on the foregoing, the representative from EUT, which is the Dean for the students, also gave a presentation on the development of career office in their institution. The presentation was focused on the task that career office fulfilled in EUT, and a special focus was on the work done by the career office in dissemination of STEPS project etc. They used the Howard Gardner Test for the evaluation of the students and finding the perfect method to help them.

**1.4 Report on accréditation of STEPS MSC Study Program**

**[Ms Adisa Nadarević , MESCS-USK, *attending online*]**

The representative of MESCS-USK gave a detailed presentation where do the STEPS consortium stand until May 2022 in frame of STEPS master opening and accreditation in WB countries.

For the case of Albania: The scientific master is going to be implemented as joint between AUT (Agricultural University of Tirana) and EUT (European University of Tirana). For the moment, the master in Albania is still in procedure of opening. After passing with success this phase the HEIs in Albania will start the procedure for the accreditation of master.

For the case of Kosovo: The scientific master is implemented as joint between UHZ (University of “Haxhi Zeka”) and UC (Universium College). The master has fulfilled the procedure of accreditation and is open in September 2021 with 25 students enrolled.

For the case of Bosnia and Herzegovina: The scientific master is implemented separately, one in UNSA (University of Sarajevo) and one in UNBI (University of Bihac). Students were enrolled on September/October 2021 in UNSA and UNBI.

After the presentation, a question raised by Prof.Giannis Tsoulfas led to underline once again the situation of STEPS master program implementation in WB. Basically, there is a join master under the name of “Sustainable food production systems” in Kosovo, two separately master program implemented in Bosnia and Herzegovina (UNSA and UNBI) under the name of “Sustainable food production systems”. And a joint master program in Albania (between AUT and EUT) which is still under procedure of opening under the name of “Sustainable food production systems”.

**1.5 Study Visit to Frutomania**

[**http://www.frutomaniaks.com/about/**](http://www.frutomaniaks.com/about/)

In the second day of Pristina meeting all the participants had the possibility to attend a visit in “Frutomania” factory in line with the agenda. During the visit the participants had the possibility to see and learn about all processes and analysis from receiving of the 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, circulation economy, sustainable production, supply chain and business management.

**1.6 Concluding remarks**

**[Prof. Dr. Renata Kongoli, Project Manager]**

The second day of meeting run fully in compliance with agenda, and during Concluding remark made by Prof. Renata Kongoli, Project manager, stressed out the finding of the meeting, mainly focus on the importance of enhancement of the career office for the dissemination of STEPS project outcome in order ensure sustainability of STEPS master in years to come.

**Wednesday, 25th of May 2022**

**1. Management Report D10.3 (WP10): Financial statement and supporting documents; reports preparation, progress of project and next planning according to updated GANTT; budget issues.**

 *[Prof. R. Kongoli, AUT]*

**Prof. Renata Kongoli** gave a detailed presentation about the progress of the report for each WP of STEPS project. WP1 and WP2 are fully completed but it was suggested from Prof. Kongoli to revised D1.4 from EUT and to write a fully report as underline in the description of the project. Regarding the other WP some of the tasks are completed and some of them are in progress as mentioned below:

WP3 “Professional development of scientific staff”: D3.1 completed, D3.2 and D3.3 in progress – deadline set by end of September.

WP4 “STEPS development”: D4.1 completed, D4.2 and D4.3 in progress

WP5 “Development of infrastructures”: D5.1 completed, D5.2 and D5.3 in progress deadline set by the end of September.

WP6 STEPS application for official accreditation- report still in progress, deadline set by the end of September.

WP7 STEPS implementation: reports of D7.1 and D7.2 still in progress.

WP9 Dissemination and exploitation: D9.1, D9.2 completed, D9.3 in progress, D9.4 and D9.5 still in progress. D9.6 in progress and deadline was set by the end of October, D9.7a and D9.7 b completed, D9.7c in progress.

There was a brief discussion between the participant in the meeting and stressed the need for a contribution from all partners for the reports to be finalized on the due dates

**2. AUT-UET “STEPS MSC Study program, application process, structure and procedures attended for opening”**

 *[Alketa Shehaj ,AUT]*

 *Dr. Alketa Shehaj,* is a representative of the Faculty of Biotechnology and Food in the Agricultural where the Master of Science “Sustainable food production systems”, will be opened, in collaboration with the University of European of Tirana (UET) as a joint Master.

Her main focus in this project was the preparation of the documentation for the second phase of the application in the Ministry of Education and Sport in Albania, in collaboration with UET and also is responsible for the implementation and preparation of the online courses for this Master. In her presentation she gave a resume of all the documentation that were sent in the Ministry of Education and Sport for the second phase of the application and also gave a presentation of the curriculum Master of Science “Sustainable food production systems” that will be implemented in Albania. Curricula of the MSc STEPS, provides to profile of study: “Engineering, quality and food safety” and “Management of food production systems”. The master will be offered in two years, 4 semesters, 30 ECT/ semester. Most of the material of the module are prepared by each professor and will be upload and will be used as soon as this program will be evaluated and approved by the Ministry of Education and Sport in Albania.

**3. Open lecture “Wines, Beers, and Spirits as Products of Sustainable Agriculture”**

*[ Ing. Jiri Zeleny, Ph.D., CULT]*

 **Ing. Jiri Zeleny**, Ph.D., representative of CULT, held an open lecture on “Wines, Beers, and Spirits as Products of Sustainable Agriculture”. The lecture was followed by a degustation seminar of beers/wines without alcohol that are produced in sustainable way with the participation of all the STEPS partners’ participants.

**4. Open lecture "Composing Financial Statements",**

K. Toudas (AUA)

**Prof. K.Toudas**, representative of AUA, held a lecture on "Composing Financial Statements". The lecture was followed by a brief discussion between the participants.

**5.** **Integrating SDGs in developing Teaching Resources for STEPS modules.**

[Prof. Dr. Filipos Ruxho, UC]

**Prof. Filipos Ruxho**, representative of UC, held a lecture on “Integrating SDGs in developing Teaching Resources for STEPS modules". The lecture was followed by a brief discussion between the participants

**6. Concluding remarks**

*[Prof. Dr. Renata Kongoli, Project manager]*

The third day of meeting run fully in compliance with agenda, and during concluding remark made by **Prof. Renata Kongoli**, Project manager, stressed out the finding of the meeting, mainly focus on the importance of finalization of STEPS project report in frame of each WP may be the end of October/November 2022 (at least the majority of them). This task to be concluded need a better teamwork between all the STEPS partners.

**Thursday, 26th of May 2022**

**1. Financial issues; External Audit procedures**

 *[Prof. Dr. Renata Kongoli, Project Manager & all partners]*

**Prof. Renata Kongoli**, as the project coordinator, gave a detailed presentation according to the financial issues, where the STEPS partner stands until May 2022 in frame of finances. She stressed out the importance of delivered by all the partners the financial documentation by September 2022. Because not only we are near the ending of the project but on the month of September the STEPS project will undergo financial audit process. AUT has started all the procedure for sub-contraction of an audit company

**2. Dissemination report, materials for the last period of the project,**

*[E. Berberi, PhD, AUT]*

A detailed presentation was held by **E. Berberi**, representative of AUT regarding the WP9, for which AUT is the partner leader. Besides the task that are fully completed such as D9.1, D9.2, there are task that are ongoing but in good track such as D9.3 (STEPS being active in social media and dissemination material). Leaflet has been developed, printed and dissemination during the organization of workshops and laboratory demonstration. The first newsletter has been developed since January 2022, uploaded on STEPS website ([www.steps-project.eu](http://www.steps-project.eu)) for public view and to raise a wider audience. The second newsletter development and the final brochure is still ongoing but in accordance with the deadlines set in “Dissemination Strategy”-report of STEPS project. A special focus was the D9.4 and D9.5 respectively Workshop and Laboratory demonstration. In Pristina meeting it was concluded the D9.4a and D9.5a and the other workshops and Laboratory demonstration are planned for the next meeting in Tirana (Albania) and in Sarajevo (Bosnia and Herzegovina). It was asked the contribution from partner countries regarding the enhancement of Career office in frame of STEPS project, in sending feedback by the month of September, in order to finalize the report for D9.6 “Development/ enhancement of Career office. D9.7a and D9.7b “Annual reports” first and second are finalized and in progress is D9.7c, the third annual report regarding the dissemination of STEPS project.

**3.** **Food quality and safety management in Kosovo – An overview**

[Prof. Dr. Agim Rysha, UHZ]

**Prof. Agim Rysha**, representative of UHZ, held a lecture on “Food quality and safety management in Kosovo – An overview”. The lecture was followed by a brief discussion between the participants mainly focused on the law that applies / or should be applied in Kosovo to control the products produced by small farms and then sold in markets often unlicensed

**4. Open lecture “Agrifood Supply Chain”**

 *[Assist. Prof.Dr. Foivos Anastasiadis, (AUA), online presentation]*

**Prof. Foivos Anastasiadis**, representative of AUA, held an online open lecture on “Agrifood Supply Chain”. The lecture was followed by brief discussion between the participants.

**5. Study Visit to Amel Chocolate Factory**

<https://www.facebook.com/amelchocolate/>

In the fourth day of Pristina meeting all the participants had the possibility to attend a visit in “**Amel Chocolate” Factory** . During the visits participant had the possibility to see and learn about all processes from receive of raw material till the distribution of final product. This factory was not automated but all the products were produced manually by workers. Moreover, the products were destined just for the local markets.

**6. Concluding remarks**

*[Prof. Dr. Renata Kongoli, Project manager]*

The fourth day of meeting run fully in compliance with agenda, and during concluding remark made by **Prof. Renata Kongoli**, Project manager, stressed out the finding of the meeting, mainly focus on the importance of delivered STEPS project documentation from each partner in frame of financial issues. **Prof. Kongoli** stressed out that the documentation should be send via mail (as a copy) and via email as scanned format by the month of September 2022. This task to be concluded need a better teamwork between all the STEPS partners.

**Friday, 27th of May 2022**

**1. Internal Quality Report D8.2 and External Quality Report D8.3 (WP8) (progress of project and next planning according to updated GANTT)**

 [Alex Vuros, ReadLab]

The representative of ReadLab.P.C gave a detailed presentation about the quality evaluation of reports for each work package. This is done in frame of WP8 “Quality plan and evaluation of project progress” for which ReadLab is the lead partner.

WP1- all the report has been finalized and delivered; it was suggested to update the task 1.4 “Development of mechanisms for continuous stakeholders’ input”

WP2- all the report of has been finalized and delivered; it was suggested that D2.1 should be revised to include the correct information (**Not Joint/Joint per country/Joint)** for the master program due to the specification of its implementation in Albania, Kosovo and Bosnia and Herzegovina.

WP3: In frame of this work package: **D3.1** “Training needs” the report has been finalized and delivered. **D3.2** “Training seminars”– this task is in progress. In the STEPS project description, it is underlining that the outcome will be Product/Service. It was suggested by the review from the officer to create a report which will include the academic content of seminars.

Till now that correspond with the meeting in Pristina are organized different open lecture/seminar as shown below and the quality and relevance of this activities must be evaluated:

* Peja (Sep. 2019),
* Sarajevo (Dec. 2019),
* Online training seminars (Feb. 2020 - June 2020),
* Bihac (Nov. 2021)
* Pristina (May 2022)

**Prof. Agim Ryshaj** representative of UHZ (partner leader of WP3) partner responsible for the compiling the final report of WP3 asked for a clarification about the report template and content that must circulate in order to gather the contribution from all the partners regarding the open lecture or seminars realized until now. Prof. Kongoli (AUT, project coordinator) and Mr. Petros Chondros clarified what type of content should be included in report for each open lecture held until now. **Prof. Agim Rushaj** will circulate the first draft among all the partners.

**D3.3** Continuous professional development (Service/Product according to the description of the project) – is still in progress. It was suggested to create a report - include results related to staff professional development (synergies, papers, joint presentations, exchange of best practices and any other evidence of professional development of scientific staff).

WP4: In frame of this work package: **D4.1** “LMS platform (Specifications of the LMS platform)” the report is finalized and delivered. **D4.2** Development and Harmonization of STEPS courses- report is still in progress. After the review currently, we have two deliverables 4.2a and 4.2b while another one 4.2c is planned! We must decide if we will keep this format or revise the content according to the description given in the proposal. **D4.3** Educational material. Educational material should be digitized and uploaded in the platform- still in progress

WP5: Infrastructures (UNBI partner leader)

The material/content for the report of D5.1 and D5.2 are updated and structured again according to the description of the deliverables in the project proposal! D5.3 is still in progress.

D6.1 Preparation for Accreditation. It is necessary now need to create a report describing the status of the accreditation procedure in WB HEIs. It was emphasized that the content of the report should be done according to the project proposal

WP7 Implementation (UNBI). D7.1 STEPS program planning. Document should be similar to that used for the accreditation procedure (MSc program structure, courses, scientific staff, infrastructures, services, career offices, etc.). D7.2 STEPS program delivery. Description of the MSc implementation within HEIs

WP9: Dissemination/Exploitation. Task that are ongoing for this package are D94 and D9.5 or the organization of workshop and laboratory demonstration. Information about career offices development was requested by the Officer (Information was provided but we might need more evidence).

**2. Management Team Meeting: Steering Committee meeting.**

*Reports finalized approval; budget realization/funds reallocation*

*[R.Kongoli and SC members] [all partners reporting]*

**Prof. Kongoli**, project coordinator, decided to postpone the SC committee meeting due to:

* lack of finalized reports
* absence of some SC members (members from UNSA)
* replacement of some SC members with new members

The SC meeting will be organized in the next day to come as an online meeting.

**3. Next Meeting plan and future activities**

*[Prof. R.Kongoli, project coordinator]*

Before the presentation from **Prof. Kongoli**, it was decided unanimously that the next meeting should be organized in Sarajevo, Bosnia and Herzegovina, by UNSA. The meeting will take place earlier than it was planned and scheduled according to the description of project due to weather conditions. But, more importantly, the postponement of the meeting in Tirana in December and the approach of next Sarajevo meeting will not change the scheduled agenda. This is due to the fact that both events include workshops and laboratory demonstrations demonstration.

Besides the activities that needs to be planned for the next meeting, Prof. Kongoli underline some other issues that has to do with number of participants per partner that will attend the meeting and also finances that has to do with the travel cost and cost of stay for each partner.

**4. 6. Concluding remarks**

*[Prof. Dr. Renata Kongoli, Project manager]*

The fifth day of meeting run generally in compliance with agenda, and during concluding remark made by **Prof. Renata Kongoli**, Project manager, stressed out the finding of the meeting, mainly focus on the importance of finalization of STEPS project report in frame of each WP may be the end of October/November 2022 (at least the majority of them). This task to be concluded need a better teamwork between all the STEPS partners.

CONCLUSION

At the end of 5-day meeting in Pristina, **Prof. Renata Kongoli** concluded that the five working day 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.All the partners of STEPS need to respect all the deadlines set for the development of the reports for each WP.

2. Partners should submit on time (deadline set by the month of September) to the coordinator, any data, documents or information required for reporting, audits, checks, monitoring or evaluation. All documents, in a scan copy should be send via email and a hard copy (singed and timber 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, via mail, also need to be delivered.

3. All partners need 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.