

## DOCUMENT CONTROL SHEET

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## VERSIONING AND CONTRIBUTION

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## LIST OF ABBREVIATIONS

AUA-Agricultural University of Athens  
AUT-Agricultural University of Tirana  
EUT-European University of Tirana  
EU-European Union  
D-deliverable  
UNSA-University of Sarajevo  
UNBI-University of Bihac  
UHZ-University of Haxhi Zeka  
UC-Universium College  
USAMVB - University of Agronomic Sciences  
and Veterinary Medicine of Bucharest  
WP-Work package

## Purpose, Objectives and Elements of Meeting

The meeting in Sarajevo (D8.2d, D10.4.c) was held as 5 days event in University of Sarajevo, on 10 to 14 October 2022. The objectives of this meeting were the organization of workshop (dev9.4c) and laboratory demonstration (9.5c) along with other management activities. Moreover, task regarding other work packages were discussed, and the preparation for the next meeting in Tirana. 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 next meeting in Tirana.



## LIST OF PARTICIPANTS

### **Agricultural University of Tirana (AUT), Albania**

#### **[Leader]**

1. Prof.Dr. Renata Kongoli
2. Prof.Dr. Ilir Kapaj, AUT Vice Rector for Education
3. Edmond Terthorja, AUT Counselor
4. Dr. Enkeleda Berberi
5. Dr. Alketa Shehaj

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

#### **Czech Republic**

1. Prof. Michal Lošťák
2. Jakub Husak
3. Tomas Jarabica

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

1. Assoc. Prof. Dr. Maria Toader
2. Prof. Dr. Gheorghe Valentin Roman
3. Prof. Dr. Viorel Ion
4. Lect.dr. Elena Mirela Dusa

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

1. Assist. Prof. Giannis Tsoulfas
2. Prof. Katerina Marinagi
3. Assist. Prof. Kannelos Toudas

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

1. Alex Vuross (will attend online)
2. Vassiliki Chatzipetrou

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

1. Irini Goga
2. Aurela Braholli
3. Elida Boshnjaku
4. Joana Shima

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

1. Prof. Assoc. Dr. Nexhdet SHALA
2. Prof. Assoc. Dr. Ibrahim HOXHA
3. Prof. Assoc. Dr. Agim RYSHA
4. Prof.Assoc.Dr. Arsim Elshani

### **Universum College (UC), Kosovo**

1. Mr. Uran RRACI (will attend online)
2. Prof. Assoc. Dr. Filipos Ruxho
3. Prof. Assoc. Dr. Sejdi Xhemaili

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

1. Asst Prof. Emir Mujić
2. Prof. Dr. Refik Šahinović
3. Prof. Dr. Husein Vilić
4. Prof. Dr. Vildana Jogić

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

1. Prof. Dr. Sabahudin Bajramović
2. Prof. Dr. Milenko Blesić
3. Prof. Dr. Asima Akagić
4. Dr. Emir Bećirović
5. Prof. Dr. Dragana Ognjenović

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

1. Albijana Trnavci
2. Adisa Eminoglu
3. Nezira Muzaferovic
4. Edita Dedic

Tuesday, 11<sup>th</sup> of October 2022

## 1. Welcome Speech and Agenda overview

**Prof. Dr. Sabahudin Bajramović** initially spoke on behalf host institution, the University of Sarajevo, and welcomed the STEPS project participants to the meeting. In addition, **Prof. Dr. Renata Kongoli**, the STEPS project manager, gave an introduction and a brief description of the project, focus on relevant goals and objectives. Moreover **Prof. Dr. R. 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. Also, she shared with the participants the news of STEPS master opening in AUT and EUT (as a joint master) and that enrollment for the program had already attracted 21 students.

## 2. STEPS project WP overview

A presentation on the STEPS overview is made by **Prof. Dr. Renata Kongoli**, the project coordinator for STEPS. The primary events of the meeting in Sarajevo, which included D3.2 (organization of public lectures and seminars), D9.4c (organization of workshops), and D9.5c, were initially the focus (organization of Laboratory demonstration). She proceeds by providing a general summary of every WP for the STEPS project.

**WP1- "Connection of the MSc programme with the world of work, the social and the economic environment"** is completed but it is necessary an update in D1.4 until the next meeting in Tirana from European University of Tirana as the task leader . AUT has organized meeting with different stakeholders and an update list of stakeholders is available. **WP2- "STEPS structure and courses design"**: All the task of this WP are fully completed and evaluated. The task leader of this work package was University of Agronomic Sciences and Veterinary Medicine of Bucharest (USAMVB). University of "Haxhi Zeka" is the task leader of **WP3 "Professional development"** which is almost completed. Participation in scientific conference it's fair. D3.1 completed. D3.2 and D3.3 still ongoing. The reports for these tasks are still delivered as drafts and a deadline is set for the final version by the end of November. University of Sarajevo is the task leader of **WP4 "STEPS development"**. D4.1 and D4.2 finalized. **D4.3 still in progress**. The same situation was presented for the **WP5 "Infrastructures"**. D5.1 and D5.2 concluded and D5.3 is still in progress. University of Bihac is the task leader of WP5 and responsible for the finalization of D5.3 report. MESCS USK is the task leader of the WP6 "Accreditation". A draft report is prepared, uploaded in the STEPS website. **Prof. Dr. R. Kongoli** recommended the update of the report with all the procedure followed from each WB countries where the STEPS master is implemented by the end of November. The procedures in general include two main steps, the opening (Licensing) and the accreditation. UNBI is the task leader of WP7 "Implementation". Regarding the D7.1 and D7.2 a draft report is available in the Google drive of the consortium but it's necessary to finalized them by the end of the project. The main issues raised regarding **WP8 "Quality Monitoring"**, for which ReadLab P.C. is the task leader, was the completion of External Evaluation Team. AUT is responsible for WP9 "Dissemination/exploitation". The main challenge for this work package is the completion of D9.4 and D9.5 along with the finalization of reports. After the presentation of **Prof. Dr. R. Kongoli** a discussion was developed between the participants in the meeting. **Prof. Dr. Michal Lošták** began his word by thanking all the partners for their contribution and the results that are visible. He continues by asking if there is a need to discuss for the reallocation of some funds? **Prof. Dr. Renata Kongoli** reply that this discussion is going to be held in the steering committee and in the last presentation regarding the management and financial issues of STEPS project. **Prof. Dr. Giannis Tsoulfas** asked if we are going to claim for an extension of the STEPS project? The same issue was raised **Ms. Vassiliki Chatzipetrou** by adding that if we ask for an extension, we must do it now since the project deadline is in January 2022. In her opinion the extension of the project is inevitable because the accreditation of the STEPS master is necessary according to the description of the project.

**Prof. Dr. Renata Kongoli** replied that the extension may not be possible not only because we have been awarded with one during the Covid pandemic, but also due to the communication that she has with the officer responsible for the STEPS project. **Prof. Dr. Michal Lošták** backup the statement of **Prof. Dr. Renata Kongoli**. **Prof. Emir Mujić** member of UNBI and responsible for WP7 gave rise to a challenge regarding the completion of this WP because of the importance of the feedback of the students and accreditation. **Prof. Dr. Renata Kongoli** replied that in Kosovo and Bosnia and Herzegovina the scientific Master "Sustainable Food production Systems" is in the second year of its implementation and you have feedback from students enrolled and also the accreditation is finalized. Regarding the

implementation of STEPS master in Albania we will have feedback from the students just for the first semester. She continued by saying that the report regarding this WP must be finalized with a wick point for the case of Albania. Delay in the opening and accreditation of the master was not depending on STEPS consortium but due to the procedures that this country needs to follow for the opening of a master.

### 3. Workshop: Implementation of STEPS MASTER “SUSTAINABLE FOOD PRODUCTION SYSTEMS” in UNSA (General information, feedback, impact, current situation)

All Sarajevo meeting participants had the opportunities to be part of the workshop “*Implementation of STEPS MASTER “SUSTAINABLE FOOD PRODUCTION SYSTEMS” in UNSA (General information, feedback, impact, current situation)*”. The session was hosted by **Prof. Dr. Milenko Blesić**. The main pillars of the workshop presentation were:

- Creation of the STEPS study program at UNSA
- Licensing of the STEPS at UNSA
- Actual realization of the STEPS study program at UNSA
- Accreditation of the STEPS at UNSA

Prof. Milenko Blesić made a detailed description for each pillar. Firstly, he underlined the contribution of STEPS partner in defining the STEPS master program after the evaluation of WB market and needs in agriculture food sector. He continued with all the procedures that they followed for the licensing and the accreditation of scientific master in “Sustainable food production systems”. An issue raised by **Prof. Dr. Milenko Blesić** was the number of students enrolled in STEPS master since the beginning of its implementation in 2020. The Study program “Sustainable Food Production Systems” II (second) Cycle (MA – Master) study program officially approved (UNSA, licensed by Sarajevo Canton Government – Ministry of Education and Science) in spring 2020 is now in the third generation of student’s enrollment:

- A. The first generation enrolled at UNSA - FoAFS in October 2020 (2020/21 academic year)-seven students enrolled.
- B. The second generation enrolled at UNSA - FoAFS October 2021 (2021/22 academic year)-five students enrolled.
- C. The third generation is still enrolling (October 2022) at UNSA - FoAFS (2022/23 academic year) -seven students enrolled until now (still in process).

**Prof. Dr. Milenko Blesić** presented an argument regarding the low enrollment in the STEPS master's program in relation to the political and economic climate in Bosnia and Herzegovina, which has led to a high rate of youth emigration to EU countries. He continues by saying that students in Bosnia and Herzegovina are driven toward attending a Professional Master (one academic year) because they have more possibilities to find employment in EU countries. **Prof. Dr. Michal Lošťák** asked if the STEPS master is going to be open after the end of the project? **Prof. Dr. Milenko Blesić** answer that our interest is to continue with the implementation of the master based on the problematics of our agrifood sector despite the decrease of the student number. He concluded by saying that in general we are positive for the continuation STEPS master. Technical questions were raised by **Prof. Dr. Viorel Ion** and **Prof. Dr. Ilir Kapaj**. **Prof. Dr. Viorel** ask about the acronym MA used in the presentation by **Prof. Dr. Milenko Blesić**. He explains that is a Master of ART second cycle of study e.g., MA in food Technology. **Prof. Dr. Ilir Kapaj** asked if there mandatory for the student a certificate in English in order for them to be enrolled in Scientific Master? **Prof. Dr. Milenko** explain that unlike the situation in Albania, in Bosnia and Herzegovina it is not mandatory. **Prof. Dr. Ilir Kapaj** continued that Albania is facing the same situation regarding the decrease of student’s enrollment but not in these proportion. **Prof. Dr. Giannis Tsoulfas** asked about the number of the students that UNSA enroll in bachelor and if the students enrolled in STEPS master until now came from UNSA? **Prof. Dr. Milenko Blesić** answered that in bachelor at the UNSA in general are enrolled 80 students and all the students enrolled in STEPS master came from this pool, but he continued with the argumentation that profession school are attracting students in Bosnia and Herzegovina because in a more shorten period of time they can get a professional degree and get employed. Furthermore, he added that students are oriented toward IT study profiles because they are paid well and food technology it’s not attractive to them because a Food Technology it’s not well paid.

### 4. Laboratory Demonstrations

UNSA organized two types of laboratory demonstration with the participation of academic staff and students that

are enrolled in scientific master “Sustainable food production systems”.

- ✓ **Exercise 1 - Production of fruit juices and their quality analysis.**
- ✓ **Exercise 2 - Use of Arc GIS software in land resources analysis and production planning**

The equipment used for the laboratory demonstration were purchased from the funds of STEPS project, which is funded by Erasmus + Programme of the European Union, in the first phase of project implementation.

The first part of the laboratory demonstration was focused on the production of fruit juice (students used a local apple breed) followed by quality analyses of the fruit juice. This part of the laboratory demonstration was followed by the degustation of fruit juice from all the participant who fill a form that refers to the sensorial analysis.

**All part of the laboratory demonstration is video recorded and will be available in STEPS website and also a detailed description of the laboratory demonstration will be included in the report of D9.5 (WP9-Dissemination/Exploitation)**

## **5. Workshop: Implementation of STEPS MASTER “SUSTAINABLE FOOD PRODUCTION SYSTEMS” in UNBI General information, feedback, impact, current situation etc.)**

All Sarajevo meeting participants had the opportunities to be part of the workshop “*Implementation of STEPS MASTER “SUSTAINABLE FOOD PRODUCTION SYSTEMS” in UNBI (General information, feedback, impact, current situation)*”. The session was hosted by **Prof. Emir Mujić**. His speech was mainly oriented in the themes mentioned below:

- A. University of Bihać (Biotechnical Faculty) launched the STEPS study program in the beginning of the 2020/21 academic year by enrolling the first generation of students into the one-year master's study program "Sustainable Food Production Systems"(12 students enrolled, Together with UNSA 19 students).
- B. These students are still active. At the moment, most of them are doing their master’s theses.
- C. UNSA and UNBI offer the new Master of Sciences in Sustainable Food Production Systems, under the framework of STEPS Erasmus+ Project, Jointly in National level and based on a bilateral agreement between University of Bihać (UNBI) and University of Sarajevo (UNSA).
- D. The next generation 2021/22 - break. Not enough registered students.
- E. Current academic year 2022/23. The enrollment process is ongoing. Number of students required; the teaching process begins in November 2022.
- F. The detailed establishment procedure and more information about MSc STEPS at UNBI can be found at [www.btf.unbi.ba](http://www.btf.unbi.ba)

**Prof. Dr. Emir Mujić** raised the same problem as **Prof. Dr. Milenko Blesić** regarding the number of students enrolled in STEPS master which is decreasing. **Prof. Dr. Michal Lošták** asked if there are any possibilities to attract foreign students and to enroll them in STEPS master? Prof. Dr. Milenko Blesić intervene by say that this raise the problem of covering the cost for this exchange since the first year of STEPS master is free of charge. Prof. Filipos Ruxho added that our students can be part of exchange program, but we have difficulties to enroll in foreign students.

## **6. Concluding remark**

[Prof. Dr. Renata Kongoli, Project Manager]

The first day meeting run fully in compliance with agenda, and during concluding remark made by **Prof. Dr. 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 finalization of reports for each WP.

Wednesday, 12<sup>th</sup> of October 2022

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

**Prof. Dr. Renata Kongoli**, contact person and Project manager, along with **Prof. Dr. Sabahudin Bajramović**, contact person of STEPS project for the University of Sarajevo, hold the opening speech and presented the agenda of the second day of meeting.

### 2. Workshop: Implementation of STEPS MASTER “SUSTAINABLE FOOD PRODUCTION SYSTEMS” in Kosovo (General information, feedback, impact, current situation etc.)

[UHZ and UC]

All Sarajevo meeting participants had the opportunities to be part of the workshop “*Implementation of STEPS MASTER “SUSTAINABLE FOOD PRODUCTION SYSTEMS” in UNBI (General information, feedback, impact, current situation)*”. The session was hosted by **Prof. Dr. Agim Rushaj**. His speech was mainly oriented in the themes mentioned below:

- A. Activities in the STEPS project were used to prepare Study Program
- B. Preparation for the application to the Kosovo Accreditation Agency
- C. STEPS master implemented in UHZ/UC and current situated with student’s enrollment and feedback.

During his speech **Prof. Dr. Agim Rushaj** emphasize the fact that in Kosovo the master program must be accredited before opened and student enrollment. An expert Team headed by Prof. Dr. Drazenka Komes considers that the Master programme “Sustainable Food Production Systems” offered by University of “Haxhi Zeka” is substantially compliant with the standards included in Accreditation Manual and, therefore, recommends to accredit the above study programme *for a duration of three years with 25 students to be enrolled on the programme*. **Prof. Dr. Agim Rushaj** underline that unlike the situation in Bosnia and Herzegovina where a low number of enrolled students is observed, in Kosovo the number of students who want to study at STEPS master program is high. Despite the high request in first academic year of STEPS master in Kosovo (2021-2022) were enrolled 25 students. For this academic year (September 2022-september 2023) more than 30 students have requested to be enrolled in STEPS master but in the end will be accepted 25 students.

Despite the external evaluation done by the External evaluation body can you please explain the procedure for the internal evaluation? -a question asked by **Prof. Dr. Michal Lošťák**

**Prof. Dr. Agim Ryshaj** reply that the interval evaluation is a process that include:

- ✓ the elaboration of feedback from industries/business: How many students have they employed? Are they satisfying with students’ performance?
- ✓ the elaboration of student’s feedback regarding the master program

**Prof. Dr. Giannis Tsoulfas** asked if the master is implemented as joint in Kosovo? **Prof. Dr. Agim Ryshaj** reply that the master is implemented as joint in Kosovo but due to the procedures that we need to respect only one High Education Institution has the right to apply for the accreditation. UHZ and UC has signed an agreement between each other, and it was decided that UHZ must carry on the procedure for the accreditation.

**Prof. Dr. Giannis Tsoulfas** asked if the final degree will be offered by both universities?- **Prof. Dr. Agim Ryshaj** reply that based on the agreement the final degree will be offered by both universities, but we need to define the structure and some other technicalities of the final degree. Prof. Filipos Ruxho added that the modules that belongs to the group of Management of Food Production Systems are covered by the academic staff of UC.

### 3. AUT-UET “STEPS MSC Study program” application process, structure and procedures attended for opening of the academic year 2022-2023

(AUT-UET)

**Dr. Alketa Shehaj** made a presentation about the development and the situation of the project in Albania. During her speech, she presented the document where the main parts were translated, which explained the opening of the joint program of the Master of Science “Sustainable food production technology”. The document was issued by the Ministry of Education and Sports on 4.10.2022. After the document was issued, some work was done to notify the interested

party regarding the opening of the new Master of Science. A post on the social media of the Agricultural University of Tirana was done for this purpose. The website of the Agricultural University of Tirana also has given the news of an opening and that the student could register their application.

Till the presentation 15 was the number of the student's applicant. **Dr. Shehaj** said that this number is likely to increase in the day to come till the end of the registration.

After the registrant finish, the evaluation commissioner will determine which applications are suitable for continuing study, depending on most of the average grade of the Bachelor Study program that the applicant has followed.

Another point of the presentation was the presentation of the curricula and the difference that are between the two profiles of Master of Science "Sustainable food Production Technology. The timetable of the Faculty of Biotechnology and Food added the program of this Master's with the module of the first semester.

**Dr. Shehaj** emphasized the procedure for the accreditation of the Master's program that has to be done before the release of the first diploma. The team responsible for this process will start the procedure as soon as the Master's has begun.

In the LMS platform are added some modules with the main information and more will be added in the day to come by the person trained by Team DAEdalus. All the professors engaged in the STEPS program will open an account and will use this platform.

#### 4. WP4: LMS platform

##### (AUT)

A video call was held in this session with **Mrs Ildrina** from the DAEdalus Team, where some questions were done of her.

**Mr Vassiliki**, asked if it is possible to make two groups of modules, where one is the cores module and another one is the elaborates module. **Mrs Ildrina** said that has to discuss with the team Manager but she thinks that can be done. Another thing that **Mr Vassiliki** asked is if some more filters can be added in order to have the possibility to choose the best module that is suitable for the applicant (student).

The last question that took some time was the possibility for the core modules to appear in three languages (Albanian, English and Bosnian language) and the other modules in two languages, English and the mother language.

All the questions took positive answers, but more detail will be given to them in the meeting that **Dr. Shehaj** as a contact point for the LSM platform and **Prof. Renata Kongoli** as a coordinator of the project will have with the Tam leader, **Kostika Gorica**, in the week to come

**Prof. Michal Lošták** asked **Mrs Ildrina** if they can upload in the LMS platform some questions for the student that he will give to him in the word format, and this process will be with a subcontracting process. The DAEdalus team representative said that is something that can be done.

#### 5. Reporting of each partner (WP, activities performed and budget) P1, P2, P3, P4, P5, P6, P7, P8, P9, P10, P11.

Each partner of STEPS project reported about the activities that have performed in the frame of WP that they are leader and budget situation until October 2022.

##### 5.1 Reporting of P1-AUT

**Dr. Enkeleda Berberi** reported on behalf of the Agricultural University of Tirana. AUT is the task leader of WP9 "Dissemination/ Exploitation" and WP 10 "Management". Regarding the WP 9 she made a detailed description of what is done until now in the frame of this work package, but she was mainly focused on the task that are still in progress: D9.4 "Organization of workshop", D9.5 "Laboratory demonstration", D9.6 "Career office development/enhancement". Also, a special focus on her presentation was on the regard of dissemination material that needs to be developed from the partner countries. **Dr. Enkeleda Berberi** mention that the draft for the second newsletter is ready and a final version will be ready by the end of November and uploaded in STEPS website. Regarding the WP10 "Management" she mention the task of this WP that are finalized and underline some of the tasks that are still in progress e.g., organization of the next meeting in Tirana, the finalization of second/final technical report etc.

## 5.2 Reporting of P2-EUT

**Mrs. Irimi Goga** reported on behalf of the European University of Tirana. EUT is the task leader of WP1 “Connection of the MSc programme with the world of work, the social and the economic environment”. She mentions that all the tasks are finalized but we are taking under consideration the suggestion to update D1.4 and finalized it in form of a report. Regarding the budget EUT has a remain budget for the Travel cost and Cost of stay (2,795 euro) and they suggest organizing regional meetings at the UHZ and UC, mostly dedicated to the WP7, and the brief up to date managerial meeting and closing reports.

## 5.3 Reporting of P3-UHZ

**Prof. Dr. Agim Ryshaj** reported on behalf of the University of “Haxhi Zeka”. UHZ is responsible for the work package no. 3, “Professional development of Scientific Staff: Albania, Kosova and Bosnia and Herzegovina. He underlines that the D3.2 “Organization of seminars and open lecture” which started in Peja meeting will be finished in Tirana meeting. All the list of lectures that were presented in all the meetings is ready. Prof. Renata Kongoli intervene by adding that the indicator for the number of open lecture and seminar is reached according to the description of STEPS project. The academic staff from EU, part of STEPS consortium organized training for WB countries part of the STEPS project according to their training needs. **Prof. Dr. Agim Ryshaj continued by requesting a** summery for each presentation (open lecture) held in order for the UHZ to finalize the report. He finished his presentation by with STEPS budget situation in UHZ until October 2022.

## 5.4 Reporting of P4- UC

**Mr. Uran Rraci** reported on behalf of Univesium College for the budget situation. He is attending the meeting online. **Mr. Uran Rraci** underline that the budget for equipment was dived in two lots. The budget for equipment has been surpassed by 168€. UC has returned the exceeded amount to STEPS account and all the documentation is uploaded in the Google Drive of STEPS consortium. Since UC has money unspent from the Travel cost heading, he continued by suggesting 10% of this budget line to be moved to the staff cost, whilst the remaining will be used in the next trainings/meetings. **Ms. Vassiliki Chatzipetrou** backup the suggestion of UC. She continued by saying that if this budget reallocation from the travel cost to staff cost exceed the 10% this must need an amendment request to the officer. **Prof. Renata Kongoli** reply that we cannot exceed 40% of the staff cost amount. She doesn't thing that this reallocation will be possible.

## 5.5 Reporting of P5- UNBI

**Prof. Dr. Emir Mujić** reported on behalf of University of Bihac. UNBI is the task leader for WP5 and WP7. D5.1 and D5.2 finalized after the comment and suggestion from **Mr. Alex Vuros** in the last meeting in Pristina. D5.3 still in progress. Until now for this task the draft report is ready the guideline is also included along with teaching and experimental simulations. This material should be digitized and uploaded in the platform. D5.3 will be ready for the last meeting in Tirana. Regarding the deliverable in WP7, D7.2 is still in progress. **Prof. Dr. Emir Mujić** emphasize that it is necessary to describe all the activities from each partner about the procedure related to the delivery and implementation of STEPS master. Regarding the budget **Prof. Dr. Emir Mujić** suggested since there are money unspent from equipment to be reallocated in other budget headings.

## 5.6 Reporting of P6-UNSA

**Prof. Dr. Milenko Blesić** reported on the behalf of University of Sarajevo. UNSA is the task leader of WP 4. An overview of the main aim and objectives of WP4 along with the difficulties with the implementing of this work package was presented. Difficulties in harmonization of curricula (situation in Bosnia and Kosova and Albania.) were

underline. D4.1 is finalized. D4.2 produced two reports 4.2a and 4.2b which are finalized, and a final report for this task is also finalized 18/02 2022.

D4.3"Conversion and digitization of education material" is in the form of draft in Google Drive. A final report is on the way, but **Prof. Dr. Milenko Blesić** still underline that is not clear what is Conversion and digitization of education material.

## 5.7 Reporting of Programme countries-CULS, USAMVB, AUA, ReadLab P.C.

Except for USAMVB-P9 who is also the task leader of WP2 all the other programme countries reported respectively only on their budget situation. During their presentation was raised the need for some budget reallocation.

**It was decided that all the partners must fill the financial table until next Wednesday October 19<sup>th</sup>, 2022 in order to have a complete picture of the budget situation and then to decide if it is possible to proceed with the budget reallocation.**

WP2 is fully completed and evaluated.

## 6. Study visit - MILKOS d.d. Sarajevo - Dairy Industry Company

In the second day of Sarajevo meeting all the participants had the possibility to attend a visit in "MILKOS d.d. Sarajevo - Dairy Industry Company". 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.

## 7. 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. Dr. Renata Kongoli**, Project manager, stressed out the finding of the meeting, mainly focus especially focused on finalization of reports for each WP and the compile of the financial table from each STEPS partner.

## Thursday, 25<sup>th</sup> 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; deadlines for reporting from each partner [R. Kongoli, AUT]**

**Prof. Renata Kongoli** as the project coordinator made a presentation focused on the issues mentioned below:

- ✓ Remain reports preparation/tasks delivering
- ✓ Activities to be done until the end of the project
- ✓ Organization of the final meeting of STEPS project
- ✓ Budget proposals for reallocation
- ✓ Steps Auditing Process
- ✓ Agreement of the partners for the collaboration after the project
- ✓ Preparation of technical final Report
- ✓ Preparation of Financial Report

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, financial statement from each partner to be sent by 19<sup>th</sup> October 2022, in order to have a detailed overview of the STEPS budget. Along with the financial statement any data, documents or information required for reporting, audits, checks, monitoring or evaluation must be sent. It was once again requested to prepare and send all documents 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 mail. The documentation requested includes:

- ✓ 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.
- ✓ Regarding cost of stay, supporting documents should comprise hotel receipt, 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 (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).

Document archive will be uploaded in platform (website), original documents should be kept by beneficiaries, at least doc. should be kept at safe place for 5 years.

**It was decided that all the partners must fill the financial table until next Wednesday October 19<sup>th</sup>, 2022 in order to have a complete picture of the budget situation and then to decide if it is possible to proceed with the budget reallocation.**

To ensure the sustainability of STEPS master after the termination of financial aids from EU **Prof. Renata Kongoli** proposed again to sign an agreement between the STEPS partners. A draft was proposed which include articles that define the collaboration/exchange between academic staff, students etc. The draft proposed will be further distributed to the STEPS partners and may a final version will be finalized at the next meeting in Tirana.

## **2. WP8: Quality plan and evaluation of STEPS project-current situation**

The representative of ReadLab.P.C, **Ms. Vassiliki Chatzipetrou**, 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. Recommendation, improvement of reports according to **Ms. Vassiliki Chatzipetrou** for each WP are as follows:

**1. Work package 1- EUT (P2)** is the task leader is almost fully completed. Some recommendation that needs to be fulfilled from EUT partner until the next meeting are:

- Check deliverables status (UET) – Authors in documents revision tables are missing! Must be Added or removed! Check and correct dates according to the final plan.
- Check titles (e.g. D1.1 title is not Market need assessment!)
- Provide final pdfs according to the deliverables template so that deliverables are ready for evaluation by EU Officers!

**2. Work package 2 – USAMVB** is the task leader. All the reports and activities parts of WP 2 are fully completed.

**3. Work package 3- UHZ** is the task leader. Some recommendations that needs to be fulfilled from UHZ partner until the next meeting:



- In frame of *D3.2 Training seminars* which is still in progress, (due date: end of project) University of Haxhi Zeka as the task leader must provide a document-template for providing abstract information of the content of lecture. All partners involved in seminars should contribute with the aim to prepare at least a book of abstracts!
- In frame of *D3.3 Continuous professional development* – in progress – (due date: end of project) UHZ must create a report - include results related to staff professional development (synergies, papers, joint presentations, exchange of best practices and any other initiative).

**4. Work package 4- UNSA** is the task leader. It was recommended that D4.3 should include some evidence. For example, prepare a demo-course. **D4.1** LMS platform (Specifications of the LMS platform). *Report finalized.* **D4.2** Development and Harmonization of STEPS courses. *Report finalized. Courses are analyzed in detail!*

**5. Work package 5-UNBI** is the task leader. Almost finalized. **D5.1** Development of teaching/learning environment. *Report finalized.* **D5.2** Development of research labs. *Report finalized.* **D5.3** Development of experiments/simulations and training material (*due date the end of the project*). *Draft version is in GD. Information about development of labs/simulations ?*

**6. Work package 6- MESCO USK** is the task leader. It was recommended for the finalization of the report to provide the details of the process (according to national laws and the preparatory activities of WB partners, the dates and the documents needed).

**7. Work package 8-ReadLab P.C.** is the task leader. The wick point was the absence of an external evaluation body. Recommended to make a decision on the persons involved as external experts from the STEPS partner by end of the meeting in Sarajevo.

**8. Work package 9: AUT** task leader. Recommended to compile a report for the career office (Erasmus + officer request).

### 3. Steering committee meeting

The main aim of the Steering committee meeting was the approval of finalized reports and budget realization/funds reallocation. Prof. Renata 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.**

### 4. Open lecture: Prof. Gheorghe Valentin ROMAN: "Grain legumes - main source of vegetal proteins for European consumption"

- The course has presented the importance of legume crops addition to being of economic benefit for farmers and producers of food and animal feed, the development of plant protein production in the EU also carries a range of environmental benefits. In particular, legumes contribute to fixing the atmosphere's nitrogen in the soil and therefore play an important role in a more sustainable nutrient cycle.
- Also, it presented some statistical data on cultivation of soybean and other crops that produce protein at global, European and national levels of partner countries, provided by specialized institutions on statistical data collection and processing.

### 5. Open lecture: Mr. Alex Vouros: "Experimental Measurements and Computational Modelling of Convective Drying of Quince Slices."

Mr. Mr. Alex Vouros held an open lecture online on "Experimental Measurements and Computational Modelling of Convective Drying of Quince Slices".

## 6. Planning next meeting in Tirana, Albania

**Prof. Dr. Renata Kongoli** in accordance with all the STEPS participants agreed that the next meeting in Tirana will take place from 20<sup>th</sup> to 26<sup>th</sup> of November 2022. AUT is the main host of this seven-day meeting. The main aim of the meeting will be to the organization of workshop, Laboratory demonstration, management issues etc.

## CONCLUSION

After a three-day meeting in University of Sarajevo conclusion along with the setting a deadline for the delivered of reports are as follows:

**1. The reports outlined in each WP (which are not finalized) must be submitted to the coordinator by all STEPS project partners during the month of November (prior to the meeting in Tirana).**

**2. It was decided that all the partners must fill the financial table until next Wednesday October 19th , 2022 in order to have a complete picture of the budget situation and then to decide if it is possible to proceed with the budget reallocation.**

Recommendation for each partner in order to fulfill their obligations are as follows:

1. Work package 1- EUT (P2) is the task leader is almost fully completed. Some recommendation that needs to be fulfilled from EUT partner until the next meeting are:

- Check deliverables status (UET) – Authors in documents revision tables are missing! Must be Added or removed! Check and correct dates according to the final plan.
- Check titles (e.g. D1.1 title is not Market need assessment!)
- Provide final pdfs according to the deliverables template so that deliverables are ready for evaluation by EU Officers!

2. Work package 2 – USAMVB is the task leader. All the reports and activities parts of WP 2 are fully completed.

3. Work package 3- UHZ is the task leader. Some recommendations that need to be fulfilled from UHZ partner until the next meeting:

- In frame of *D3.2 Training seminars* which is still in progress, (due date: end of project) University of Haxhi Zeka as the task leader must provide a document-template for providing abstract information of the content of lecture. All partners involved in seminars should contribute with the aim to prepare at least a book of abstracts!
- In frame of *D3.3 Continuous professional development* – in progress – (due date: end of project) UHZ must create a report - include results related to staff professional development (synergies, papers, joint presentations, exchange of best practices and any other initiative.

4. Work package 4- UNSA is the task leader. It was recommended that D4.3 should include some evidence. For example, prepare a demo-course.

5. Work package 6- MESCO USK is the task leader. It was recommended for the finalization of the report to provide the details of the process (according to national laws and the preparatory activities of WB partners, the dates and the documents needed).

6. Work package 8-ReadLab P.C. is the task leader. The wick point was the absence of an external evaluation body. Recommended to make a decision on the persons involved as external experts from the STEPS partner by end of the meeting in Sarajevo.

7. Work package 9: AUT task leader. Recommended to compile a report for the career office (Erasmus + officer request).



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