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LIST OF ABBREVIATIONS

WP: workpackage
PC: Partner Country

Purpose, objectives and elements of meeting



The Bihca meeting (D3.2b, D8.2d, D10.4.b) was held as three days event in University of Bihac, Bosnia and Herzegovina, on 23-25 November, 2021. 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, licensing & accreditation etc. Furthermore, discussion and planning of all work packages, and to prepare for the next meeting in Pristina. 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 and workshop & laboratory demonstration in Pristina.

LIST OF PARTICIPANTS

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

1. Prof. Renata Kongoli
2. Dr. Luziana Hoxha
3. Dr. Enkeleda Berberi
4. Dr. Neritl Xhaferaj

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

5. Prof. Michal Lošťák
6. Mr. Tomáš Jarabica
7. Dr. Jakub Husák

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

8. Assoc. Prof. dr. Maria Toader
9. Prof. dr. Viorel Ion
10. Lect. dr. Elena Mirela Dusa
11. Lect. dr. Adrian Gheorghe Basa

Agricultural University of Athens (AUA), Greece

12. Asst Prof. Giannis Tsoulfas (*online*)
13. Prof. Katerina Marinagi (*online*)

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

13. Dr. Alex Vouros (*online*)
14. Vassiliki Chatzipetrou (*online*)

European University of Tirana (UET), Albania

15. Dr. Agim Kasaj
16. Dr. Fatri Morina
17. Dr. Klementin Mile

University "Haxhi Zeka" (UHZ), Kosovo

18. Prof. Asoc. Dr. Nexhdet SHALA

19. Prof. As. Dr. Ibrahim HOXHA
20. Prof. As. Dr. Agim RYSHA

Universum College (UC), Kosovo

21. Prof. Dr. Filipos Ruxho
22. Prof. Dr. Sejdi Xhemaili

University of Bihac (UNBI), Bosnia and Herzegovina

23. Asst Prof. Emir Mujić
24. Alma BOSNIĆ, Expert Adviser for
International Relation
25. Full Prof. Halid Makić
26. Assoc Prof. Suzana Jahić
27. Assoc Prof. Jasmina Ibrahimpašić
28. Assoc Prof. Husein Vilić
29. Assoc Prof. Vildana Jogić
30. Emrah Kazaz – STEPS student

University of Sarajevo (UNSA), Bosnia and Herzegovina

31. Prof. dr Sabahudin Bajramović
32. Prof. dr Milenko Blesić
33. Prof. dr Zlatan Sarić
34. Doc. dr Emir Bećirović

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

35. Albijana Trnavci
36. Nezira SADIKOVIĆ,
37. Adisa Eminoglu
38. Assoc Prof. Benjamin MUHAMEDBEGOVIĆ
(Agency for Development of Higher Education and
Quality Assurance BiH)



Tuesday, 23 November, 2021

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

According to the Agenda, and Asst Prof. Emir Mujić, representative of UNBI made a short introduction in the Agenda by presenting the scope and objectives. Also, the MESCS - Minister Almin Hopovac and UNBI Prof. Dr. Fadil Islamović - Rector of the University of Bihać and the Dean Assoc Prof. Husein Vilić of Faculty of Biotechnology made a welcome speech and had a presentation for the UNBI too.

2. Overview of current activities in all WPs

After welcome speech started the official meeting, prof. dr. Renata Kongoli, Coordinator of STEPS made a welcome speech for this meeting physically after more than one year and opportunities for three working days to catch all the activities for STEPS. She presented an overview of current activities in all WPs was made. As per agenda plan combined physical and online courses, as well food business operator visits and visit to UNBI scientific laboratories. Also, were highlighted the need for the actions and efforts of all partners, in order to finalize the corresponding reports/deliverables for the 2020-2021 of STEPS project in accordance with the project objectives, aims, and work-plan, new GANTT and partners responsibilities. Collection of hard copies of financial documents from partners, as well partners that currently are delivering STEPS MSc what is done so far, what lectures, and other courses to do in the next months, LMS to be used by HEIs. Argumentation to EACEA for the changes done, differences, obstacles to offer Regional Study Program, etc.

3. Procedures for opening and accreditation of STEPS programm D.6.1 (WP6)

Representative from MSESC USK, Ms. Azra Sulic, presented the findings D6.1. Short presentation of current progress in opening and accreditation for each country: Bosnia and Herzegovina has finished the process of self-evaluation, Prof. As. Dr. Agim RYSHA presented the case of Kosovo partner have different procedure as they apply from the beginning for the accreditation, while Dr. Luziana Hoxha presented the case of Albania, in which a long procedure is followed as application is divided in different phases, and after a not succeeding for opening in 2021-2022 year, a reapplication with improvement were done in September 2021 for the academic year 2022-2023, and waiting for the Ministry of Education in Albania decisions.

After these country state presentations, in line with WP6 Assoc Prof. Benjamin MUHAMEDBEGOVIĆ, Agency for Development of Higher Education and Quality Assurance BiH, presented the accreditation procedure for the BiH and gender equity. How to improve accreditation process, list of competences of experts, improvement of legislative framework.

The report for WP6 is drafted, and upload in G-Drive and expected to be finalized after the final decision of the Ministry of Education in Albania for opening the study program and accreditation official procedure in each country.

4. Report/ findings on WP2



The current status of WP2 Design of STEPS course; final Reports D2.1 D2.2 & D2.4- (WP2) were presented by Lect. Dr. Maria Toader, contact point of USAMVB and open discussion for all partners. During the presentation was explained the total number of courses (40), divided in core courses 50% from each profile (3+3) identified all elective courses (34) with similar titles (21 FEQS 61.76% and 13 MFPS 38.24%). Also was agreed that UC should change the number of ECTS from 7.5 to 5 ECTS per course. Furthermore, was proposed to be changed accordingly the reports D2.1 and D2.4, changes that will be reflected in WP4 (D4.2) or WP6 official accreditation.

The deadline to send all information for WP2 and for finishing the report for WP2 till middle of December 2021.

5. Report/ findings on WP3

The current status of WP3 were presented by Prof. As. Dr. Agim RYSHA, representative of UHZ. During the presentation was explained the total number of courses delivered online during April-June 2021 (9 courses). Was agreed that the participant list to be delivered by the trainers and the deadline to send all information was set 15.12.2021. Report D3.2c to be finished till middle of January 2022. Other seminars are planned to be organized in Pristina hosted by UC and in Tirana hosted by AUT.

6. Report/ findings on WP4: STEPS - LMS Platform 2nd training (online) and Open discussion on LMS platform & Conversion and digitalization of education materials

During the 2nd training STEPS - LMS Platform offered online by Mr. Kostika Gorica, Service provider, an overview of courses were made, Edex community, word doc. From D2.4 content plus info for the evaluation process; course outline; question were for the assignment of university admin user, IP right recording lectures option but if may be downloaded, an option might be private YouTube channel, video presentation with protected IP right; if should be private for the university. A vision on LMS long run was discussed, and was agreed that for the moment Edex is the best option for this. For the joint MSc partners may use LMS outside of the platform. An option for best explanation on platform would be that Mr. Kostika Gorica to attend the physical meeting in Pristina, other option individual partners may have meeting with each, and guide them on which are the right of them for the use of LMS and might be assisted by the ReadLab.

Open discussion on D4.1 & Conversion and digitalization of education materials D4.3 was followed by prof. Milenko Blesic for the 4 study programs and harmonization issues. The common learning outcomes on study program level not subjects level, and accreditation required after passing 1 cycle that may lead to another postponement of project by Albania and Sarajevo that have to achieve the official accreditation. Another point discussed was the content to be harmonized; was suggested a formal reciprocity through a legal agreement to be recognized diploma, certificate, or double degree one single common diploma with a legal permission; but also the different requirement should be considered, political and legal obstacles, how to justify to EACEA, how to find modality, mobility, cooperation between countries, may be designed an agreement template for Regional MSc, to harmonise 80% of syllabus (let 20% flexible), for this should be sent syllabus in English to UNSA team to harmonize, for the double degree option to be created a MoU, considering also the study language that is regulated by law; to secure of financial resources from co-funded schemes eg. Erasmus+ ICM, Ceepus etc. At the end was decided to be prepared a short concept note with actual state of STEPS projects, courses, modalities and to send to ReadLab to prepare the justification to EACEA for the regional degree.

7. Regional joint degrees



During this open discussion with the online presence of Mrs. Vassiliki Chatzipetrou, situation is changed the scope of project prepare the study programs in Regional level, and now we have 4 study programs AUT& EUT, UHZ & UC, UNBI, UNSA that are running or when are expected to start. The justification will include how many students we have taken already, why in each country happen this, considering as a success, if it is not exceptional we can ask to make an amendment to take off “joint”. We have achieved some point of joint study programs. Vassiliki Chatzipetrou write the justification before 15 Dec 2021/ before 2nd report.

8. Study Visit at BIHAĆKA BREWERY dd Vinička bb; 77000 Bihac, Bosnia and Herzegovina

In the first day of Bihac meeting delegates (*1-2 representative per each institution*) had the possibility to attend in study visits in company at BIHAĆKA BREWERY dd Vinička bb; 77000 Bihac, Bosnia and Herzegovina 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. In addition, 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 1st day: 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.

Wednesday, 24 November, 2021

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

Prof. Dr. Renata Kongoli, Project Manager of STEPS and Prof. Ass, Emir Mujic, UNBI Contact person, make the opening and presented the agenda of the second meeting day.

2. WP9 Annual Report Dissemination/exploitation

AUT task leader reported about dissemination activities performed so far in line with progress of project, further efforts to be done to finish 2nd Annual Dissemination/exploitation Report D9.7 (and next planning according to updated GANTT), as well was discussed the creation of an Agreement for continuous interinstitutional cooperation among STEPS partners and put in G Drive the model, some elements of agreement, students exchange in 1st and 2nd semester, how the exchange will be organized, etc. The guidelines what to other partners and the Dissemination sheet and report should be done including the partners contribution. For the Dissemination plan was required to send all partners the final suggestions, also website maintained, social media profile to be more active and many activities being post by all partners, Career office enhancement, and was required by each partner to fill the excel file Dec 2021 till 1st Jan 2022, that is already in GD for every activity they performed for the STEPS dissemination. Two newsletters will be created one till 15 Dec 2021 and send till Dec 2022, partner will send prior the contribution via email for the template and the content. Other dissemination materials are 3 leaflets including open lectures (held online) responsible for the content USAMVB with collaboration of AUT, events responsible for the content UHZ



with collaboration of UNSA, 3rd leaflet might be for the event hosted by UNBI and some proposal to include work from report D5.1 and D5.2 lab demonstrations, partner will send prior the contribution via email for the template and the content and send to AUT all contribution till Dec 2021. For the Design could help EUT partner sending till 6 Dec 2021. Content should be ready till 10.01.2022, before the report should be ready electronic version, and will be decided about the numbers of printed copies. About brochures will be prepared in country level Albania, Kosovo, Bosnia & Herzegovina. Template of newsletter till 15.12.201, leaflet/flyer till 10.01.2022, and 1000 Euro budget for dissemination activities organized by hosting HEIs and leaflet & brochures.

3. WP3.2 Open lectures

The open lectures according to agenda:

Open lecture 1: “Sustainable energy use in the food industry, Energy problems in the present world”, by USAMVB - Assoc. Prof.dr. Maria Toader.

Open lecture 2: “Consumer science and sustainable consumption”, by CULS - Prof. Michal Lošťák

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

4. Report on WP5: teaching learning environment/research lab

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, which are in GD, and in UNBI page, how to connect the equipment, software and the STEPS courses and research activities. All the partners have prepared the documents for the process & tender to buy, supporting documents, and should be check the documnts in GDrive for EACEA.

Reports D5.1 and D5.2 (WP5) are finished and are in G drive. Minor adjustment should be done before reviewing by QA members assigned.

D5.3 development of experiments and training materials it is drafted, a survey for the level of satisfaction of equipment by staff and students is prepared and circulate to agree and by all PC partners, and results should be included in the D5.3 Report per each HEI. There were agreed that all partners to prepare some materials that describe experiments & trainings for food quality control lab and IT software and exercise. Albanian universities AUT+EUT need to start first teaching of STEPS MSc and thesis to conduct the survey (which is prepared in English but each country can translate in their language). So based by the situation of Albanian, which is waiting for study program opening this report is expected to be finalized with a delay, by Oct 2022.

5. Visit to UNBI scientific laboratories and contact exchanging between scientific staff

In the second day of Bihac meeting delegates (*1-2 representative per each institution*) had the possibility to attend in visits to UNBI scientific laboratories, Bosnia and Herzegovina in accordance with the agenda. During the visits participant had the possibility to see and learn about laboratory organizations, methods, equipment, analysis in the quality control, equipment from STEPS project and new IT laboratory created in this frame. Also, participant through a lot of question raised had the opportunities to contact exchanging between scientific staff.



Concluding remarks 2nd day: 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, 25 November, 2021

1. Quality Annual Report WP8

In the third working day Alex Vuross, ReadLab presented (online) Annual Internal Quality Report D8.2 and External Quality Report D8.3 (WP8) progress of project and next planning according to updated GANTT. 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.

-WP2: During this meeting the final design of WP2. Preparation of 2nd Annual report and for this Alex will circulate G Forms on events organized so far. -WP3: About D4.3 all education materials to be uploaded in LMS till; 15 Nov 2021, but to other delays in opening the study program a postponement was suggested till June 2022, in order to be ready to upload courses as structures.

-WP4: About D4.2 courses design according to D2.1, will be described as project or an application in a noticed level.

-WP5: By Alex was advised that Report of D5.1 and D5.2 to be restructured according to the description of the deliverables in the project proposal (5.1 only ICT, 5.2 present individual labs developed for food control and ICT (based on 5.1). Report D5.3 deadline is 15 Nov 2021 and the postponement of finalizing should be justified (education materials mention above). The quality and relevance should be monitored during laboratory demonstrations.

-WP6: Independent programs can be considered as success of the project, report status of accreditation (may include photo, see in GDrive the UNSA example).

-WP7: documents are similar to that use for accreditation and *D7.1 was not included in the interim. For the D7.2 ReadLab will send the ESG guideline.

-WP8: Readlab will finalize the 2nd Annual report before the end of 2021 year, *monitor based on indicators, for this will be required WP leader contributions through e-forms for the synergy how deliverables are available see some indicators, evaluation of the meetings Alex will send the links and circulate the data.

-WP9: activities will be with involvement of audience, strong dissemination activities, laboratory demonstration and workshop, info days, career office how will help students to be linked with the market. During events evaluation questionnaires will be circulated, Readlab will proceed with new questionnaires on quality, how important activities needs and expectation of participants. A list with the emails of Bihac participants will be provided to Readlab for the evaluation of Bihac meeting.



2. Annual Management Report WP10

AUT, main coordinator of STEPS Prof. Dr. Renata Kongoli had a short presentation about the 2020-2021 of the **project implementations**, according to updated GANTT. It was discussed for the feedback of EACEA feedback of interim report and amendment of project prolongment with one year, monitoring visits by NEO in each country, etc.

Also, **budget reallocation** was discussed among MESCS USK (P7) and AUT(P1), UNSA (P6), and a confirmation letter is prepared by AUT and signed, 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. While USAMVB requested to transfer 1000 EUR budget for digitization (WP4) to AUT. Partners transferring amount should be by 20th of Dec 2021

As for the **communication** it was recommended to a regular communication, suggested regular skype meeting with managers, for discussing what is done and COVID-19 mitigation plan. Open discussion, question and answers related to project implementation took place and an open discussion with all partners contact points/ delegates took place.

AUT, WP10 task leader, by Dr. Luziana Hoxha was presented the **financial management** according to budget headings, expenses status and supporting documents requirement, also claiming visa expenses, and other unexceptional cost. Partners were informed for documents preparation, financial statement filling, sending to Coordinator, any data, documents or information required for reporting, audits, checks, monitoring or evaluation. It was advised to prepare and send all document in a scan copy and a hard copy (signed and timber by head of institution or contact person of each beneficiary) of supporting documents will be sent by email and putted in FTP, also some Partners (P5, P6, P7) delivered a hard copy to AUT, while the rest of partners will prepare and send by post.

-WP10 Next meetings planning

AUT, main coordinator of STEPS Prof. Dr. Renata Kongoli together with all consortium planned the next steps in Pristina meeting: 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, 7 days was agreed to be held on 13-19 March 2021, Host UC Partner 4, in Pristina, Kosovo. Staff from Bosnia and Herzegovina (4 UNSA+ 4 UNBI+ 4 MSECS USK) will send the names till 15.01.2021 in order to prepare the official invitation of Host Institution P4 (UC), and then proceeding with other steps for short visa application, consulting with embassy. For the meeting should be prepared and shared materials in advance at least 1-2 weeks prior the meeting, proposed some topic for seminar & lectures that are left, preparation of dissemination materials that will be distributed in workshops, preparation of laboratory demonstration, questionnaires for the feedback; thinking about the budget; preparing interim report before 14.01.2022, co-financing declaring at least 10%: e.g. fees of bank, staff cost (for delivering study program that is free in the first year, printing materials, workshops organization), submitting information until the end of Dec 2021. A steering committee will be organized online, in which may be apply a request for project extension with 4 months 14/01/2023 till 14/04/2023; approval of deliverables new plan; approval of 2nd report; approval of budget reallocation because of Covid and online meeting organization. Digitalization of materials subcontracting (WP4) by EU partners. Till the next meeting UNBI will have prepared the structure of D5.3, D7.1 and D7.2 information provided by UNBI till March 2022

3. WP3.2 Open Lecture

Open lecture: “Innovative product and process development”, by CULS, Prof. Michal Lošťák.



Open lecture: “Entrepreneurship in the food industry; Rural development and Business economics and international trade in the agri-food sector” by AUA, Assoc. Prof Dr Damianos Sakas, online.

Open lecture: “LCA as a tool for the design and operation of sustainable agri-food supply chains”, by AUA, Asst Prof. Giannis Tsoulfas, online.

Open lecture: “Total Quality Management in the Agri-Food Sector - Part II ”, by USAMVB, Assoc. Prof.dr. Maria Toader.

CONCLUSION

At the end of three-day meeting in Bihac, was concluded that fifth working meeting (physically) 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. The report for WP6 is drafted, and upload in G-Drive and expected to be finalized after the final decision of the Ministry of Education in Albania for opening the study program and accreditation official procedure in each country.
2. To be changed accordingly the reports D2.1 and D2.4, for WP2 till middle of December 2021.
3. To be prepared by UHZ the report D3.2 linked with Bihac meeting and delivered till the middle of January 2022; and a participant list to be delivered by the trainers (online training) till 15.12.2021. Other seminars are planned to be organized for events in Pristina hosted by UC and in Tirana hosted by AUT.
4. To harmonize 80% of syllabus (let 20% flexible), for this should be sent syllabus in English to UNSA team and to prepare a short concept note with actual state of STEPS projects, courses, modalities and to send to ReadLab to prepare the justification to EACEA for the regional degree.
5. To prepare a justification which will include how many students we have taken already, why in each country happen this, considering as a success, if it is not exceptional we can ask to make an amendment to take off “joint”, some point of joint study programs, before 15 Dec 2021/ before 2nd report.
6. D4.3 all education materials to be uploaded in LMS till; 15 Nov 2021, but to other delays in opening the study program a postponement was suggested till June 2022, in order to be ready to upload courses as structures. Digitalization of materials subcontracting (WP4) by EU partners.
7. Reports D5.1 and D5.2 (WP5) are finished and are in G drive. to be restructured according to the description of the deliverables in the project proposal (5.1 only ICT, 5.2 present individual labs developed for food control and ICT (based on 5.1). All the partners have prepared the documents for the process & tender for equipment, supporting documents, and should be check the documents in GDrive for EACEA.
8. D5.3 development of experiments and training materials it is drafted, a survey for the level of satisfaction of equipment by staff and students is prepared and circulate to agree and by all PC partners, and results should be included in the D5.3 Report per each HEI. Report D5.3 deadline is 15 Nov 2021 and the postponement of finalizing should be justified (education materials mention above). The quality and relevance should be monitored during laboratory demonstrations. Till the next meeting UNBI will have prepared the structure of D5.3.



9. For the D7.2 ReadLab will send the ESG guideline. D7.1 and D7.2 information provided by UNBI till March 2022
10. Readlab will finalize the 2nd Annual report before the end of 2021 year, *monitor based on indicators, for this will be required WP leader contributions through e-forms for the synergy how deliverables are available see some indicators, evaluation of the meetings Alex will send the links and circulate G Forms on events organized so far.
11. WP9 activities will be with involvement of audience, strong dissemination activities, laboratory demonstration and workshop, info days, career office how will help students to be linked with the market. During events evaluation questionnaires will be circulated, Readlab will proceed with new questionnaires on quality, how important activities needs and expectation of participants. A list with the emails of Bihac participants will be provided to Readlab for the evaluation of Bihac meeting.
12. To prepare the 2nd Annual Dissemination/exploitation Report D9.7 (according to updated GANTT), as well was discussed creation of an Agreement for continuous interinstitutional cooperation among STEPS partners and put in G Drive the model, some elements of agreement, students exchange in 1st and 2nd semester, how the exchange will be organized, etc.
13. Each partner to fill the excel file by Dec 2021 till 1st Jan 2022, that is already in GD for every activity they performed for the STEPS dissemination.
14. Two newsletters will be created 1st till 15 Dec 2021 and 2nd till Dec 2022, partner will send prior the contribution via email for the template and the content.
15. Three leaflets including open lectures (held online) responsible for the content USAMVB in collaboration of AUT, events responsible for the content UHZ with collaboration of UNSA, 3rd leaflet might be for the event hosted by UNBI and some proposal to include work from report D5.1 and D5.2 lab demonstrations, partner will send contribution for the template and the content via email to AUT till 10.01.2022, before the report
16. WP10 Next meetings planning: AUT, main coordinator of STEPS Prof. Dr. Renata Kongoli together with all consortium planned the next steps in Pristina meeting: 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, 7 days was agreed to be held on 13-19 March 2021, Host UC Partner 4, in Pristina, Kosovo. Staff from Bosnia and Herzegovina (4 UNSA+ 4 UNBI+ 4 MSECS USK) will send the names till 15.01.2021 in order to prepare the official invitation of Host Institution P4 (UC), and then proceeding with other steps for short visa application, consulting with embassy. For the meeting should be prepared and shared materials in advance at least 1-2 weeks prior the meeting, proposed some topic for seminar & lectures that are left, preparation of dissemination materials that will be distributed in workshops, preparation of laboratory demonstration, questionnaires for the feedback; preparing interim report before 14.01.2022.
17. A steering committee will be organized online, in which may be apply a request for project extension with 4 months 14/01/2023 till 14/04/2023; approval of deliverables new plan; approval of 2nd report; approval of budget reallocation because of Covid and online meeting organization.
18. To be prepared the 2nd Annual Report of Dissemination, with contribution of all partners.
19. To be prepared the 2nd Annual Report of Internal Quality, with contribution of all partners.
20. To be prepared the 2nd Annual Report of Management, with contribution of all partners.
21. To be prepared the 2nd Annual Report of External Quality.



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