

**Erasmus +**

**STEPS**

**Cooperation for innovation and the exchange of good practices  
Capacity Building in the Field of Higher Education**

**Prof. Dr. Renata Kongoli**



14:00	<b>Participant log in</b>
14:00 – 14:30	Welcome, Agenda overview-goal and expected outcomes of the meeting [Prof. Dr. Renata Kongoli, Project Manager]
14:30– 15:00	WP3: Organization/planning of ONLINE TRAININGS  (planning organization of online trainings, WHEN and WHO, based on needs of partners that have opened the MSc program, e.g. P5 and P6 have proposed in D3.1: [UHZ and all partners])
15:00– 15:30	WP4: the platform and "VLE Storyboard", enrichment of content, material development, preparation for the workshop: "How to develop capacities on STEPS LMS platform: Guidelines for easy play on platform" (Possible: Workshop 26.02.2019, after 2 pm) [UNSA and all participants]
15:30 – 15:45	WP9: Newsletter & other promotional activities/materials, [Enkeleda Berberi, AUT]
15:45 – 16:00	Other WPs in progress and reports preparation [WP's leaders]
16:00 – 16:15	Financial issues related to findings on expenditures based on partners submitted documents (for first installment). [Luziana Hoxha, AUT]
16:15 – 16:30	Next meetings planning time schedule, content, partners tasks, assignment of partner responsibilities. Concluding remarks [Renata Kongoli, Project Manager]

## WP3: Organization/planning of ONLINE TRAININGS

UNBI: Supply chain, Sustainable food production systems,

Advanced food science and technology,

Sustainable management, Management of food production systems,

Food Ethics,

Low input agriculture,

Consumer science,

Rural development & Business economics; International trade in the agri-food sector.

UNSA: Food ethics,

Economics of sustainability,

Sustainable food value chain management,

Sustainable water management in the food industry,

Processing by-products of the food industry, Sustainable energy using in the food industry; Data analysis and decision making.

## Core Courses

- Fundamentals of sustainable agri food systems
- Agricultural and food industry waste management
- Advanced food science and technology
- Governance, policy and legislation in the agri-food sector
- Food Ethics
- Research methodologies and tools

WP4: the platform and "VLE Storyboard", enrichment of content, material development,

- Documents prepared by RedLab (P. Condros)
  - Honor Code (RULES FOR ONLINE CONDUCT/PROHIBITED ITEMS)
  - Terms of services
  - Privacy Policy
- Workshop: "How to develop capacities on STEPS LMS platform: Guidelines for easy play on platform" (26.02.2019, after 2 pm)
- Reports
  - D 4.2 a Development and Harmonisation of STEP Courses
  - D 4.2 b Digitization of STEP Courses Report

## DOCUMENT OF EACEA

### Grant award and management procedures PRIVACY STATEMENT

The Education, Audiovisual and Culture Executive Agency ("EACEA") is dedicated to respecting the privacy of natural persons participating in grant award procedures.

As the evaluation and follow-up of the applications will require the recording and further processing of personal data by the EACEA, all personal data are dealt with in accordance with Regulation (EU) No 2018/1725 on the protection of personal data by the Union institutions, bodies, offices and agencies ("the data protection regulation").

The following Privacy statement outlines the policies by which the EACEA collects, manages and uses the personal data for the grant procedure.

1. Who is responsible for processing your personal data (data controller)?
2. Which personal data are processed?
3. For which purpose do we process your data?
4. Who has access to your personal data and to whom may it be disclosed?
5. How do we protect and safeguard your data?
6. What are your rights concerning your personal data and how can you exercise them?
7. How long do we keep your personal data?
8. Your right to have recourse in case of conflict on any personal data issue
9. On which legal basis are we processing your personal data?