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D10.3 ANNUAL PROGRESS REPORTS WP10. PROJECT MANAGEMENT AND COORDINATION



Deliverable 10.3. Annual progress reports

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List of Abbreviation

AUA	Agricultural University of Athens
AUT	Agricultural University of Albania
CO	Career Office
CULS	Czech University of Life Science
EACEA	Education Audiovisual and Culture Executive Agency
EU	European Union
EUT	European University of Tirana
D.	Deliverables
HEIs	High Education Institutions
MESCS USK	Ministry of education, science, culture and sport of Una-Sana Canton
ReadLab	Research Innovation and Development Lab Private Company
UC	Universum College
UNBI	University of Bihac
UNSA	University of Sarajevo
USAMVB	University of Agronomic Sciences and Veterinary Medicine in Bucharest
Y2	Year 2
WB	Western Balkans
WP	Workpackage

Executive Summary

Second annual progress report of the Erasmus + projects STEPS: **“Sustainable Food Production Systems”** - present the overall outcome and achievements of the project, **from January 2020 until January 2021**. Each result included in this document, is the consequence of a close cooperation between the STEPS partners, namely, AUT, EUT (Albania), UHZ, UC (Kosovo), UNBI, UNSA and MESCS USK (Bosnia & Herzegovina) and 4 EU partners from Czech Republic (CULS), Romania (USAMVB) and Greece (AUA, ReadLab P.C).

The document is composed of three main chapters. The first chapter is composed by a narrative part and other info is structured according to Management Plan Strategy. Aims of the documents, target audience are included in this part of the document.

The second chapter, "STEPS second year workplan revised", outlines the reasons and arguments that compelled the project coordinator to work closely with all the partners on the revision of the STEPS project's work plan for the second year of implementation.

Project management-related topics for the second year of implementation, are addressed in the third chapter of this document, "Project Management".

The final chapter, "Activities implemented during the second year", contains comprehensive information on all the achievements and activities carried out during this time.

1 Introduction

According to the Technical Description of the STEPS project, the second year of the project implementation coincided with the year 2020 (January 2020 up to December 2020), when the Covid 19 pandemic caused the global lockdown until the first months of 2021. Drastic measures taken, completely prohibited the free movement of peoples; STEPS project activities scheduled for the first months of 2020 were postponed. The scheduled meeting in Bihac (UNBI) in March 2020 was cancelled, at a cost to the project. Due to the persistence of the restrictive measures enacted in response to the Covid 12 pandemic, other meetings scheduled to Pristina (June 2020), Tirana (September 2020), and Sarajevo (December 2020) were postponed in the coming year. The Covid 19 pandemic's effect on the STEPS project led to:

- A shift in communication within the project partners (online platforms were the only tools of communication during that period)
- Need to change Management and upcoming new events postponed
- Delays and postpones in project delivery.
- Challenges and changes in the Management of stakeholders
- Extra Pressure on the project teams

During 2020 it was planning the application and the licencing of the Joint STEPS Master of Sciences Study programme in Albania, Kosovo and Bosnia. Small progress was done regarding the development/enhancement of laboratory infrastructure in frame of STEPS project.

All activities and results, achieved by January 2020 up to January 2021, are underlined in this document.

1.1 Scope

The second Annual Progress Report aims to present all project related activities, implemented during this period, documents assumption and decisions regarding the management structure, the role of MT, internal communication mechanisms, financial aspects, progress indicators, quality and sustainability aspects etc.

STEPS progress is structured according to the work plan for the second year (revised), listed as below:

- Actions related to financial management.
- Actions related to technical management.
- Communication, information exchange and effective cooperation activities.
- Links to the most important outputs and outcomes of the project and
- Quality monitoring.
- Dissemination/exploitation activities
- Management of links/relationships with the external environment of the project.

1.2 Target audience

This report is addressed to the partners of the STEPS project, EACEA, as well as stakeholders, teaching staff, trainees, students and technical staff.

1.3 Methodology

For a successful implementation of the project the work is organized in ten work packages (Refer to the Technical Description of the project and Management plan document). The second Annual Progress Report provides an overview of each project outcome and activity completed during the second year (January 2020-January 2021). The reporting is based on tasks define for each WP, in accordance with the working plan, foreseen for the 2-nd year.

With the exception of the first work package, which was finalized during the first year of the project (2019), other packages that starts/continued their implementation during the second year are as follows:

- WP 2: STEPS structure and courses design.
- WP3: Professional development of scientific staff.
- WP4: STEPS Development.
- WP 5: Development of infrastructures.
- WP 6: STEPS application for official accreditation.
- WP 7: STEPS programme delivery.
- WP 8: Quality Plan and Evaluation of project progress.
- WP 9: Dissemination and exploitation.
- WP 10: Project Management

2. STEPS workplan Y2 overview

Based on the Technical Description of STEPS project for the second year of its implementation, planned activities are listed below (refer also to **Table 1**):

1. In frame of WP-3 “Organization of seminars and open lecture” planned to be held in University of Bihac, Bosnia and Herzegovina. In the last meeting organized in the University of Sarajevo (from December 10th until December 14th, 2019), the meeting in UNBI it was schedule to be held from 24-28 March 2020 (Check STEPS website www.steps-project.eu, Link: http://steps-project.eu/wp-content/uploads/2020/04/STEPS-Next-meeting-planning_AUT.pdf).
2. In frame of WP-3 “Organization of seminars and open lecture” and in frame of WP-9 “Organization of workshop” and “Organization of Laboratory demonstrations” planned to be held in Universium College, Kosovo. The meeting was scheduled for the month 18 (June 2020) of STEPS implementation.
3. In frame of WP-3 “Organization of seminars and open lecture” and in frame of WP-9 “Organization of workshop” and “Organization of Laboratory demonstrations” planned to be held in Agricultural University of Tirana, Albania. The meeting was scheduled for the month 21 (September 2020) of STEPS implementation.

Activities		Total duration (number of weeks)	M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12
Ref.nr/ Sub-ref.no.	Title													
2.4	Design of STEPS courses		4x=	4x=	4x=									
3.1	Assessment of training needs													
3.2	Organization of seminars and lectures				1x			1x			1x			
3.3	Continuous support and improvement of scientific background and teaching capacity of scientific staff		2x=											
4.1	Development of LMS platform													
4.2	Development and harmonization of STEPS courses		4x=											
4.3	Conversion and digitization of educational material		4x											
5.1	Development of teaching/learning environment		4x	4x	4x	4x	4x	4x						
5.2	Development of research labs		4x	4x	4x	4x	4x	4x						
5.3	Development of experiments/simulations and training material				4x									
6.1	Preparation of the application of STEPS programme for accreditation		1x	1x	1x	1x	1x	1x						
7.1	Development of STEPS programme plan												4x	4x
7.2	STEPS programme delivery													
8.2	Quality monitoring and evaluation		1x=											
8.3	External evaluation		1x=											
9.2	Web site development													
9.3	Development of social media profiles and dissemination material		1x											
9.4	Organization of workshops							1x			1x			

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9.5	Organization of laboratory demonstrations							1x			1x			
9.6	Career offices development/enhancement		1x	4x	4x									
10.3	Coordination and management		1x=											
10.4	Organization of project meetings		1x=	1x=	1x	1x=	1x=	1x	1x=	1x=	1x	1x	1x=	1x=

Table 1: STEPS project work plan for Y2. Marked in yellow are all the activities scheduled for 2020.

**The activities that were completed in the first year have been removed from the table, where are reflected the task for the second year and those which are ongoing throughout the life of project.*

Restrictive measures due to Covid 19, prevented the realization of the planned activities during 2020. Furthermore, according to STEPS project workplan for the second year of its implementation (Table 1) other tasks in frame of WP had to be carried out. A non-exhaustive list of this activities is listed below:

1. In frame of WP-4, leader Partner 6 (UNSA)

- T4.2 Development and harmonization of STEPS courses
- T4.3 Conversion and digitization of educational material

2. In frame of WP-5, leader Partner 5 (UNBI)

- T5.1 Development of teaching/learning environment
- T5.2 Development of research labs
- T5.3 Development of experiments/simulations and training material

3. In frame of WP-6, leader Partner 7 (MESCS USK)

- T6.1 Preparation of the application of STEPS programme for accreditation

4. In frame of WP-9, leader Partner 1 (AUT)

Continues enhancement of STEPS project:

- website (www.steps-project.eu)
- dissemination activities in social media
- Continues enhancement of Career office.

Activities regarding the Quality evaluations (WP-8) and STEPS management were also foreseen for Y2.

3 Project management

The entire project consortium faced the situation created due to the pandemic. This necessarily led to finding a new way of thinking and acting which would enable the implementation of the project. First, to enable the continuation of communication between the project partners, online platforms were used. All communications/discussions between the coordinator and the management team for the actions undertaken, were carried out online. Some of activities related to WP were carried out also online, such as:

- Tasks related to WP 4,
- Task related to WP 5
- Task related to WP 6.

3.1 STEPS Coordinator

The coordinator has submitted "Interim Progress report on the implementation of the action" in May 2020. Together with the Technical Progress Report, the Financial Statement and the "Request for payment" of the second pre-financing, (as specified in Annex VI of the Agreement in case 70% of the previous prefinancing instalment has been used), was submitted.

Based on the communication/discussion between STEPS coordination and the members of management Team, the coordinator of STEPS project, on 10 December 2020 notified the Agency and on behalf of STEPS consortium requested the extension of the project with one year more, until 14 January 2023. The Agency/EACEA approved the Amendment of the Agreement and the action will run for 48 month until January 14th, 2023 (for a detailed information check ANNEX of the document).

3.2 Project Management Team

The further meeting was organized online (Zoom and Meet platforms). All the issues discussed in frame of Work Packages are included in the agenda of the meeting (ANNEX 2). Also issues regarding management, planning in frame of STEPS project, the revision of GANTT and STEPS workplan, after the approval of Project extension (section 3.1 of the document) were also pointed out. The revised work plan approved by all the STEPS consortium is displayed in **Table 2**.

3.3 Management of the grant

In October 2020, the 2nd reimbursement of 40% of the grant was granted to Lead partner (AUT). Following the “Guideline for the use of the grant”, Finance Department in AUT prepared the documentation and proceeded with the 2nd reimbursement to other partners of STEPS project.

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No	TASK	M12	M13	M14	M15	M16	M17	M18	M19	M20	M21	M22	M23	M24	M25	M26	M27	M28	M29	M30	M31	M32	M33	M34	M35	M36	M37	
WP3																												
T3.1	Assessment of training needs																											
T3.2	Organisation of training seminars/guest lectures	1x			1x			1x								1x												
T3.3	Continuous support and improvement of scientific background and teaching capacity of scientific staff	2x																										
D3.1																												
D3.1	Assessment of training needs reports																											
D3.2	Training seminars/guest lectures	T			T			T								T												
D3.3	Continuous support and improvement of scientific background and teaching capacity of scientific staff																											
WP4																												
STEPS Development																												
T4.1	Development of the LMS platform																											
T4.2	Development and harmonization of STEPS courses	4x																										
T4.3	Conversion and digitisation of educational material	4x																										
D4.1	LMS platform																											
D4.2	STEPS courses																											
D4.3	Digitised educational material																											
WP5																												
Development of infrastructures																												
T5.1	Development of teaching/learning environment	4x																										
T5.2	Development of research labs									4x																		
T5.3	Development of experiments/simulations and training material												4x															
D5.1	Teaching/learning environment																											
D5.2	Research labs																											
D5.3	Experiments/ simulations and training material																											
WP6																												
STEPS application for official accreditation																												
T6.1	Preparation of documentation for STEPS application			2x																								
D6.1	STEPS application for accreditation																											
WP7																												
STEPS implementation																												
T7.1	STEPS programme implementation plan																											
T7.2	STEPS programme implementation																											
D7.1	STEPS programme implementation plan report																											
D7.2	STEPS programme																											
WP8																												
Quality plan and evaluation of project progress																												
T8.1	Organization of internal and external quality teams and development of the quality plan																											
T8.2	Quality monitoring and evaluation	1x																										
T8.3	External evaluation			4x											4x												4x	
D8.1	Quality plan																											
D8.2	Internal evaluation reports	T-R			T-R			T-R								T-R												
D8.3	External evaluation reports		R																									
WP9																												
Dissemination/Exploitation																												
T9.1	Development of dissemination/exploitation strategy																											
T9.2	Web site development																											
T9.3	Development of social media profile and dissemination material	1x																										
T9.4	Organisation of workshops																											
T9.5	Organisation of laboratory demonstrations																											
T9.6	Career offices development/enhancement	1x	4x																									
D9.1	Dissemination/exploitation strategy report																											
D9.2	Web site																											
D9.3	Social media profile and dissemination material																											
D9.4	Workshops																											
D9.5	Laboratory demonstrations																											
D9.6	Career office development/enhancement																											
D9.7	Dissemination/exploitation reports	R																										
WP10																												
Project management and coordination																												
T10.1	Establishment of management team and working groups																											
T10.2	Development of internal communication platform																											
T10.3	Coordination and management	1x																										
T10.4	Organization of project meetings	1x																										
D10.1	Management plan report																											
D10.2	Internal communication platform																											
D10.3	Annual progress reports	AR1																										

No	TASK	24	M25	M26	M27	M28	M29	M30	M31	M32	M33	M34	M35	M36	M37	M38	M39	M40	M41	M42	M43	M44	M45	M46	M47	M48
WP8 Quality plan and evaluation of project progress																										
T8.1	Organization of internal and external quality teams and development of the quality plan																									
T8.2	Quality monitoring and evaluation		1x																							
T8.3	External evaluation		4x											4x												
D8.1	Quality plan																									
D8.2	Internal evaluation reports				T-R																					
D8.3	External evaluation reports													ZAR												FR
														R												R
WP9 Dissemination/Exploitation																										
T9.1	Development of dissemination/exploitation strategy																									
T9.2	Web site development																									
T9.3	Development of social media profile and dissemination material		1x																							
T9.4	Organisation of workshops					1x								1x												
T9.5	Organisation of laboratory demonstrations					1x								1x												
T9.6	Career offices development/enhancement		4x																							
D9.1	Dissemination/exploitation strategy report																									
D9.2	Web site																									
D9.3	Social media profile and dissemination material																									
D9.4	Workshops				T																					
D9.5	Laboratory demonstrations				T				T				T													T
D9.6	Career office development/enhancement				T				T				T													T
D9.7	Dissemination/exploitation reports																									R
WP10 Project management and coordination																										
T10.1	Establishment of management team and working groups																									
T10.2	Development of internal communication platform																									
T10.3	Coordination and management		1x																							
T10.4	Organization of project meetings		1x																							
D10.1	Management plan report																									
D10.2	Internal communication platform																									
D10.3	Annual progress reports	R2																								FPR

No	TASK	M25	M26	M27	M28	M29	M30	M31	M32	M33	M34	M35	M36	M37	M38	M39	M40	M41	M42	M43	M44	M45	M46	M47	M48	
T9.5	Organisation of laboratory demonstrations					1x							1x													
T9.6	Career offices development/enhancement		4x																							
D9.1	Dissemination/exploitation strategy report																									
D9.2	Web site																									
D9.3	Social media profile and dissemination material																									
D9.4	Workshops				T																					
D9.5	Laboratory demonstrations				T				T				T													T
D9.6	Career office development/enhancement				T				T				T													T
D9.7	Dissemination/exploitation reports																									R
WP10 Project management and coordination																										
T10.1	Establishment of management team and working groups																									
T10.2	Development of internal communication platform																									
T10.3	Coordination and management		1x																							
T10.4	Organization of project meetings		1x																							
D10.1	Management plan report																									
D10.2	Internal communication platform																									
D10.3	Annual progress reports																									FPR
D10.4	Project meetings				T6									T7												T8
																										T9
																										FPR
																										T10

Table 2: GANTT Steps reviewed for the period of time 2020 until January 2023.

4 Activities implemented for the second year

4.1 Activities implemented for each WP

This section will present the achievements and activities performed during **January 2020 to January 2021**; furthermore, a brief summary of the achievements of the year 2019 for each WP, is also included.

4.1.1 Work package no.1 *“Connection of the MSc programme with the world of work, the social and the economic environment.”*

WP1 *“Connection of the MSc programme with the world of work, the social and the economic environment.”* was finalized during the first year of STEPS implementation. **4 Reports** were generated regarding the deliverables of this WP. These reports reviewed and analyzed the needs of rural societies, labor market, national organizations and stakeholders at large in terms of the highly educated and skilled engineers and managers needed to improve food production, transform traditional harvest and post-harvest practices, manage processes and systems, monitor food quality and safety and also, exploit opportunities to innovate, increase productivity and competitiveness in frame of sustainable food production systems.

All the specific and measurable indicators of achievements were reached. A detailed description regarding the WP 1 implementation and progress indicators can be found in the first Annual Management Report, Available at: <http://steps-project.eu/wp-content/uploads/2020/04/STEPS-Mng-D10.3-1st-Annual-Report-Final-version.pdf>

A detailed information the 4 reports delivered in frame of this WP is available at:

- D1.1 *“Assessment and analysis of stakeholders’ needs”*. Link: <http://steps-project.eu/wp-content/uploads/2020/04/WP1-D-1.1-Assessment-and-analysis-report-on-stakeholders%E2%80%99-needs.pdf>
- D1.2 *“Research on STEPS relevant programs”*. Link: <http://steps-project.eu/wp-content/uploads/2020/04/WP1-D-1.2-Survey-of-STEPS-relevant-programmes.pdf>
- D1.3 *“Review and analysis of best practices”*. Link: <http://steps-project.eu/wp-content/uploads/2020/04/WP1-D-1.3-Review-and-Analyses-of-Best-Practices.pdf>
- D1.4 *“Development of mechanisms for continuous stakeholder’s input”* Link: <http://steps-project.eu/wp-content/uploads/2020/04/WP1-D-1.4-Development-of-mechanisms-for-continuous-stakeholders-input.pdf>

4.1.2 Work package no.2 *“STEPS structure and courses design.”*

WP 2 *“STEPS structure and courses design.”* was mostly implemented during the first year (January 2019-December 2019). **3 Reports** were delivered from this WP during the year 2019 and are available at:

- D2.1 *“Design of STEPS structure”* Link: <http://steps-project.eu/wp-content/uploads/2020/05/D2.1-STEPS-structure-and-courses.pdf>
- D2.2 *“Selection of faculty staff and organization of working group.”* Link: <http://steps-project.eu/wp-content/uploads/2020/04/D2.2.-final-version-27.02.20.pdf>
- D2.3 *“Organization of study visit”* Link: <http://steps-project.eu/wp-content/uploads/2020/04/D2.3.-final-version.pdf>

During the second year of STEPS project, was finalized the following deliverable, D2.4 *“Design of Steps Courses”*. A detailed description of the activities carried out in frame of this deliverable and the achievement of progress indicators, are included in the table below.

Title and reference number of the work package (WP)	WP2. STEPS structure and courses design
Indicators of achievement and or/performance as indicated in the project proposal	<ul style="list-style-type: none"> • Faculty members joining the study visit (over 25) • Scientific staff present in seminars and lectures (over 40) • Courses designed based on ECTS (all)
2.4 Design of Steps Courses	
Start date	15 Jun 19
End date	15 March 20
Place	All Project Countries
Description of the activity carried out	Development of the Course description according to a unified template approved from the consortium in UNSA meeting (December 2019) for all List of Course Curriculum. Development of courses Started the Harmonisation of courses syllabus mentoring by EU partners. Development of modernised curricula of Food Quality Control and Food Production System Management
Specific and measurable indicators of achievement	<ul style="list-style-type: none"> • Over 20 courses developed, • STEM subjects and innovative concepts included analysed in the content of course, • Quality of educational program • Quality of course delivery. • Organise EU team by the specialisation to mentoring and revise the Course description. • Receptiveness of academics regarding the adoption of learning outcomes approach and ECTS system
Planned results	Finalized, Under the coordination of the USAMVB on March 15, 2020, the report was submitted. Link: http://steps-project.eu/wp-content/uploads/2020/04/D2.4.-final-version.pdf Report undergone the Internal Quality Evaluation

Table 3: A detailed description of the activities carried out in frame of WP2, T2.4, Y2

4.1.3 Work package no.3 “Professional development of scientific staff.”

WP3 “Professional development of scientific staff.” was partially implementing during the first year of STEPS project (2019). The report of D3.1 “Assessment of training needs” was finalized in November 2019 (link: http://steps-project.eu/wp-content/uploads/2020/05/STEPS_WP3_Dev-3.1.-Assesment-of-training-needs.pdf). Progress indicators were reached.

A detailed description of the activities carried out in frame of this WP during the second year of STEPS implementation, along with the achievement of progress indicators are included in the table below.

Title and reference number of the work package (WP)	WP3. Professional development of scientific staff
Indicators of achievement	•Scientific staff present in seminars and lectures (over 40)

and or/performance as indicated in the project proposal	<ul style="list-style-type: none"> •Level and quality of collaboration and synergies developed between consortium partners •Scientific articles prepared/published (5 per year and per HEI)
3.2 Organization of seminars and lectures	
Start date	10 Sep 19
End date	15 September 2020 (postponed)
Place	Kosovo (UHZ), All Project Countries
Description of the activity carried out	Activity is postponed
Planned results	Indicators of progress: Final report (<i>The delivery of the Final report of D3.2 was postponed due to the postpone of the activities related with this task, Open lecture/seminars in UNBI, UC and AUT</i>) Project's external evaluation reports
3.3 Continuous support and improvement of scientific background and teaching capacity of scientific staff	
Start date	15 Sep 19
End date	15 Dec 21 (postponed)
Place	All
Description of the activity carried out	Postponed
Specific and measurable indicators of achievement	Postponed
Planned results	<i>The delivery of the Final report of D3.3 was postponed due to the postpone of the activities related with this task.</i>

Table 4: Description of the activities carried out in frame WP3, T3.2 and T3.3, Y2

4.1.4 Work package no. 4 "STEPS development".

WP4 "STEPS development" was partially implemented during the first year of STEPS project (2019). The report in frame of D4.1 was finalized during the period mentioned above in accordance with the deadline set in the Technical Description of STEPS project (Link: <http://steps-project.eu/wp-content/uploads/2020/05/D4.1a-Specifications-of-STEPS-LMS-Platform.pdf>).

A detailed description of the activities carried out in frame of this WP, during the second year of STEPS implementation, along with the achievement of progress indicators are included in the table below.

Title and reference number of the work package (WP)	WP4. STEPS development
Indicators of achievement and or/performance as indicated in the project proposal	<ul style="list-style-type: none"> •Development of LMS (Learning Management System) platform with open-source utilities (4.1) •Development and harmonization of STEPS courses (4.2.) •Conversion and digitization of educational material (4.3.)
4.1 Development of LMS platform	
Start date	15 Aug 19
End date	15 Nov 19 (postponed)
Place	AUT
Description of the activity carried out	Technical specification of LMS platform finalized. Development/Integration of LMS platform in STEPS website (www.steps-project.eu) finalized. LMS platform available

	at: https://mooc.steps-project.eu/? ga=2.159494205. 1257218395.1675466644-21828568.1649171688 . Activities in frame of this task such as: -LMS training -Uploading of teaching/learning/training material (digitization) were postponed due to Covid-19 pandemic.
Specific and measurable indicators of achievement	LMS platform product/ service https://mooc.steps-project.eu/?ga=2.159494205.1257218395.1675466644-21828568.1649171688
Planned results	Partially achieved, postponed
4.2 Development and harmonization of STEPS courses	
Start date	15 July 2019
End date	15 October 2020 (postponed)
Place	All
Description of the activity carried out	Activities related with this task: 1. Development of the syllabuses for each course partially finalized in the meeting in UNSA (Bosnia and Herzegovina), December 2019. 2. Harmonization of courses syllabus: Slow progress during 2020. Discussions about this task by the representative of UNSA (task leader) and from other partners took place during the online meeting in December 2020 (<i>Annex 2-Meeting online Agenda</i>). Harmonization of syllabuses will include: <ul style="list-style-type: none"> •Basic information about the course, such as course title and code, prerequisites, semester and ECTS units •Professor/Instructor and teaching assistances contact information, including professor's name and title and web page address •Description of course purpose and link with specific processes, problems and challenges •Scientific topics, methods and approaches that will be analysed to address processes, problems and challenges. •Course learning objectives and learning outcomes for each of the sections of the course and skills that are expected to be developed by students. •Schedule and course calendar including the details of the educational content that will be presented, activities that will be carried out, individual and/or team projects to be conducted. •Scheduled laboratory experiments and software simulations. •others
Planned results	Activity is postponed.
4.3 Conversion and digitization of educational material	
Start date	15 Sep 19
End date	15 Oct 20 (postponed)
Place	All
Description of the activity carried out	Activity is Postponed
Planned results	Postponed

Table 5: Description of the activities carried out in frame of WP4, T4.1, T4.2 and T4.3, Y2

4.1.5 Work package no.5 "Development of infrastructures".

During the first year of STEPS project implementation (year 2019) it was finalized an important task that directly impact the development of WP5 which is the purchase of the equipment. A detailed description of the tendering procedures and the purchase steps are described in the reports of D5.1 "Development of

teaching/learning environment” and in first Annual Management Report (link: http://steps-project.eu/wp-content/uploads/2020/04/STEPS-Mng-D10.3-1st-Annual-Report_Final-version.pdf)

A detailed description of the activities carried out in frame of this WP, during the second year of STEPS implementation, along with the achievement of progress indicators are included in the table below.

Title and reference number of the work package (WP)	WP5. Development of infrastructures
Indicators of achievement and or/performance as indicated in the project proposal	<ul style="list-style-type: none"> • Development of teaching/learning environment • Development of research labs • Development of experiments/ simulations and training material
5.1 Development of teaching/learning environment	
Start date	15 Sep 19
End date	15 Jun 20 (postpone)
Place	AL, XK, BiH
Description of the activity carried out	Activities related with this task: <ul style="list-style-type: none"> • Purchase and instalment of the equipment in HEIs of WB countries (AUT, EUT, UHZ, UC, UNBI and UNSA)-finalized. • Technical specification of the equipment (partially implemented) • Demonstration with the equipment related also with the courses of STEPS master programme (postpone)
Specific and measurable indicators of achievement	Brochure/Guideline: Development of the „Food Quality Control Lab” and the “Food Production Systems Management Lab / ICT-center“-justification for equipment specification modification detailed argumentation and specification for equipment procurement
Planned results	Partially implemented. Report is postponed
5.2 Development of research labs	
Start date	15 Sep 19
End date	15 Jun 20 (postpone)
Place	AL, XK, BiH
Description of the activity carried out	Partially implemented. Activity is postponed
Planned results	Postponed

Table 6: A detailed description of the activities carried out in frame of WP5, T5.1 and T5.2, Y2

4.1.6 Work package no.6 “STEPS application for official accreditation”.

All the activities implemented in frame of WP7 from January 2020 until December 2021 are underline in the table below:

Title and reference number of the work package (WP)	WP6. STEPS application for official accreditation
Indicators of achievement and or/performance as indicated in the project proposal	<ul style="list-style-type: none"> •Project partners from WB countries applied for accreditation of STEPS
6.1 Preparation of the application of STEPS programme for accreditation	
Start date	15 Aug 19

End date	2021
Place	AL, XK, BiH
Description of the activity carried out	<p>1. Licencing/Accreditation of Joint Master of Science Programme/STEPS in AUT &EUT Agricultural University of Tirana (AUT) and European University of Tirana (EUT) prepared the application for opening of the Joint Master of Sciences Study Program "Sustainable Food Production Systems" with two profiles: 1. Engineering and Food Safety; 2. Food Production Systems Management. The First application, done in February 2020, didn't have the approval of the Ministry of Education, Sport and Youth in Albania (MASR) (No official response was received within the year 2020!)</p> <p>2. Accreditation of Joint Master of Science Programme/STEPS in UHZ &UC UHZ-UC signed an Agreement of Cooperation, for Joint Master of Science, on 23/12/2020. The application for the accreditation of the MSc. Program "Sustainable Food Production Systems" started in October 2020. The University of "Haxhi Zeka" has submitted a formal Application to the Kosovo Accreditation Agency for accreditation of the Master study program "Sustainable Food Production Systems". In January 2021 it submitted the Self Evaluation report to the KAA.</p> <p>3. Licencing/Accreditation of Joint MS Programme STEPS in UNBI University of Bihać launched the STEPS study program (October 2020) 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". Before submitting an application for accreditation, the higher education institution conducts a self-evaluation, which results in the creation of a Self-Evaluation Report.</p> <p>4. Licencing/Accreditation of Joint Master of Science Programme STEPS in UNSA The University of Sarajevo, Faculty of Agriculture and Food Sciences, launched the STEPS study program at the beginning of the 2020/21 academic year by enrolling the first generation of students in the two-year master's study program "Sustainable Food Production Systems". Prior to the launch of the STEPS study program, according to provisions of the law (Higher Education Act "Official Gazette of Sarajevo Canton", 33/17) the procedure of prior approval of the study program through university and ministerial procedures was provided. The complex procedure of prior approval, with the preparation and submission of a number of elaborates and documents, including external ex-ante evaluation by two external experts of the proposed study program was carried out in three phases: a) consideration and approval by the Quality Committee and Teaching-Scientific Council of the Faculty of Agriculture; b) review and approval by the Quality Committee and the Senate of the University of Sarajevo and c) review and approval (licensing) by the Ministry of Higher Education and Science of the Sarajevo Canton</p>
Specific and measurable indicators of achievement	7 (seven) students enrolled in UNSA (first generation 2020-2021) 12 (twelve) students enrolled in UNBI (first generation 2020-2021)

Planned results	Partially implemented. Report is postponed
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Table 7: A detailed description of the activities carried out in frame of WP6, Y2

4.1.7 Work package no.7 “STEPS programme delivery”.

The table below describes the activities implemented in frame of WP7 from January 2020 – January 2021.

Title and reference number of the work package (WP)	WP7 STEPS programme delivery
Indicators of achievement and or/performance as indicated in the project proposal	<ul style="list-style-type: none"> • Students joining the MSc programme (25 per HEI) • Students’ expectations achieved. • Students’ performance
7.1 Development of STEPS programme plan	
Start date	15 November 2020
End date	15 December 2020 (postpone)
Place	AL, XK, BiH
Description of the activity carried out	Activities related with this task: <ul style="list-style-type: none"> • Preparation from Partner countries HEIs all the necessary documentation/services for students’ admission, guidance, description/presentations of STEPS programme and courses etc. Partially implemented (from UNSA and UNBI). Activities is postponed (<i>refer to Table 6</i>)
Specific and measurable indicators of achievement	Partially achieved. Report is postponed
Planned results	Report is postponed
7.2 STEPS programme delivery	
Start date	15 November 2020
End date	15 December 2021 (postpone)
Place	AL, XK, BiH
Description of the activity carried out	Activities related with this task: <p>All partner countries HEIs will deliver core courses while elective courses will be delivered by HEIs, according to scientific background of faculty staff, their professional development during the implementation of the project and possible recruitment of additional staff.</p> Partially implemented. Core course delivered in UNSA and UNBI. STEPS Master of Science programme was delivered
Specific and measurable indicators of achievement	UNSA- 7 student enrolled, 6 core courses delivered. UNBI- 12 students enrolled, 6 core courses delivered.
Planned results	Report is postponed.

Table 8: A detailed description of the activities carried out in frame of WP7, T7.1 and T7.2, Y2

4.1.8 Work Package no.8 “Quality plan and evaluation of project progress”

During the first year of STEPS project implementation, 2019, Quality Plan report (D8.1) and Project evaluation Report (D8.2a, b, c), and the first Annual Quality Report (D8.2d) were finalized. All the deliverable outputs mentioned above, were in accordance with the deadline set in the Technical Description of STEPS project (the links below).

- D8.1 http://steps-project.eu/wp-content/uploads/2020/05/STEPS_8.1_Quality-Plan.pdf
- D8.2a http://steps-project.eu/wp-content/uploads/2020/05/STEPS_WP8.2a-1.pdf
- D8.2b http://steps-project.eu/wp-content/uploads/2020/05/STEPS_WP8.2b-1.pdf
- D8.3c http://steps-project.eu/wp-content/uploads/2020/05/STEPS_WP8.2c-1.pdf

A detailed description of the activities carried out in frame of this WP, during the second year of STEPS implementation, along with the achievement of progress indicators, are included in the table below.

Title and reference number of the work package (WP)	WP8. Quality plan and evaluation of project progress
Indicators of achievement and or/performance as indicated in the project proposal	<ul style="list-style-type: none"> • No. of internal evaluation reports • No. of external evaluation reports • Internal quality evaluation of deliverables
8.2 Quality monitoring and evaluation	
Start date	15 January 2019
End date	15 January 2021 (postponed)
Place	All Partners
Description of the activity carried out	Evaluation of reports developed in frame of WP-2 Evaluation of the meeting in UNSA (Open lecture/seminars) No events realized during 2020 (no questionnaire filled for the evaluation of the meetings/events)
Specific and measurable indicators of achievement	No. of questionnaire filled. No. of Meeting Evaluation Reports compiled. Quality of reports
Planned results	Internal evaluation reports Annual Internal Quality Report for the period January 2020 to December 2021 is postponed
8.3 External Evaluation	
Start date	15 January 2019
End date	14 January 2021 (postponed)
Place	All partners
Description of the activity carried out	Postponed
Specific and measurable indicators of achievement	No. of reports compiled. Quality of reports
Planned results	D8.3b External Evaluation Report (2nd year, for the period January 2020 to December 2021) is postpone.

Table 9: Description of the activities carried out in frame of WP8, Y2

4.1.9 Work package no. 9 “Dissemination/Exploitation”

A detailed description of the activities carried out in frame of this WP, during the second year of STEPS implementation, along with the achievement of progress indicators are included in the table below.

Title and reference number of the work package (WP)	WP9. Dissemination/Exploitation
Indicators of	<ul style="list-style-type: none"> • Development of Dissemination/Exploitation strategy

achievement and/or/performanc e as indicated in the project proposal	<ul style="list-style-type: none"> • Web site development • Development of social media profiles and dissemination material • Organization of workshops • Organization of laboratory demonstrations • Career office development/enhancement • Dissemination/exploitation reports
9.2 Web-site development	
Start date	15 Jan 19
End date	15 Apr 19
Place	AL
Description of the activity carried out	Service delivered Creation/ developed the website (since 10.04.2019): http://steps-project.eu/ MESCS USK - Information about project purpose, announcement of STEPS MS programme for students for academic 2020/21 at UNBI, announcement about co-financing of mobility classes.
Specific and measurable indicators of achievement	http://vladausk.ba/v4/novost/steps-projekt-ucesce-monks-usk-i-biotehnickog-fakulteta-unbi-educiranje-master-program-strucnjaka-u-oblasti-odrzivih-sistema-proizvodnje-hrane/1829
Planned results	Ongoing maintains of the website, material uploaded, news, events, agendas update
9.3 Development of social media and dissemination material	
Start date	15 Jan 19
End date	ongoing
Place	All project partners
Description of the activity carried out	Service delivered, Creation of social media profile (since March 2019): Facebook STEPS Erasmus+ https://www.facebook.com/steps.erasmus and Instagram stepseasmus: https://www.instagram.com/stepserasmus/ Some of the publication in frame of STEPS project during 2020 in social media: 1. Documents for the establishment of the MSc STEPS – BIOTEHNIČKI FAKULTET (unbi.ba) 2. Food Quality Control Lab – BIOTEHNIČKI FAKULTET (unbi.ba) 3. Food Production Systems Management Lab/ICT-Center–BIOTEHNIČKI FAKULTET (unbi.ba) 4. https://www.youtube.com/watch?v=QDUz6yNv_ds&feature=emb_share&fbclid=IwAR1UDNUjrW_on8-fDdQH3BHO9c5WoOPIe2lhARMJWMrakPfrsP8GRyfrNkQ 5. https://www.facebook.com/stepsbtf.unbi/videos/617292902339225 6. https://www.rtvusk.ba/vijest/biotehnicki-fakultet-pokrenut-novi-studijski-program-na-temu-odrzivih-sistema-proizvodnje-ekoloski-zdrave-hrane/42560?fbclid=IwAR3BRj17-cKN_RTcyA7LvmmNHM9g0sV-5tGrY_jR10WI53aznd6u_ofzv8 7. https://www.facebook.com/stepsbtf.unbi 8. https://www.facebook.com/stepsbtf.unbi 9. others <i>(*A detailed information is included in D9.7 second Annual Report)</i>
Specific and measurable indicators of achievement	Partially achieved
Planned results	Ongoing maintained and enhancement of social media for the dissemination of project
9.4 Organization of workshops	
Start date	15 Jun 20
End date	15 Oct 21
Place	AL, XK, BiH
Planned results	Activity is postponed

9.5 Organization of laboratory demonstration	
Start date	15 Jun 20
End date	15 Oct 21
Place	AL, XK, BiH
Planned results	Activity is postponed
9.6 Career office development/enhancement	
Start date	15 Oct 19
End date	Ongoing
Place	AL, XK, BiH
Description of the activity carried out	Service/product develop in some partner countries HEIs
Specific and measurable indicators of achievement	Career office developed. Stakeholders database developed. Work fairs
Planned results	Further enhancement of CO. Report is postponed
9.7 Dissemination Reports	
Start date	15 Jan 19
End date	15 Dec 21
Place	All partners
Planned results	Second Annual Report is postponed

Table 10: Description of the activities carried out in frame of WP9, Y2

4.1.10 Work Package no.10 “Project Management and Coordination”

During the first year of STEPS project implementation, 2019, D10.1 and 10.2 and D10.3a are finalized. All the deliverable outputs (reports) mention above were in accordance with the deadline set in the Technical Description of STEPS project. They are available at:

- D10.1 <http://steps-project.eu/wp-content/uploads/2020/04/D10.1-Management-Plan-Report.pdf>
- D10.2<http://steps-project.eu/wp-content/uploads/2020/05/D10.2-DEVELOPMENT-OF-INTERNAL-COMMUNICATION-PLATFORM.pdf>
- D10.3a<http://steps-project.eu/wp-content/uploads/2020/04/STEPS-Mng-D10.3-1st-Annual-Report-Final-version.pdf>

A detailed description of the activities carried out in frame of this WP, during the second year of STEPS implementation, along with the achievement of progress indicators are included in the table below.

Title and reference number of the work package (WP)	WP10. Project Management and Coordination
Indicators of achievement and or/performance as indicated in the project proposal	<ul style="list-style-type: none"> • Management plan report • Internal communication platform • Annual progress reports • Project meetings
10.3 Coordination and managements	
Start date	15 Jan 19
End date	ongoing

Place	All partners
Description of the activity carried out	Interim progress report for 2020 Financial statement for 2020 Supporting documents for all activities archived
Specific and measurable indicators of achievement	Annual progress report for 2020 Financial statement for 2020 Supporting documents for all activities archived
Planned results	Start date 15.01.2020 due date 15.01.2021 to carried out: Submitted the data, documents and information required for reporting, audits, checks, monitoring or evaluation in good time to the Project Coordinator. Second Annual progress reports compiled.
10.4 Project meeting	
Start date	15 Jan 19
End date	ongoing
Place	Bihac, Pristina, Tirana
Description of the activity carried out	Meetings scheduled for 2020 are postponed. Online meeting December 2020 (Annex 1)
Specific and measurable indicators of achievement	Agenda for the online meeting prepared by host and coordinator. Minutes, prepared by coordinator and host. Presentations, prepared and presented by all.
Planned results	

Table 11: A detailed description of the activities carried out in frame of WP10, Y2.

4.2 Relevance in relation to project objectives

The licensing of the Master of Science in “Sustainable Food Production Systems/STEPS” in HEIs of Bosnia and Herzegovina is relevant in relation to the project objectives. Accreditation of STEPS Master of Science programme and launching in labour market skilled food engineers in the field of sustainable food production are the main objectives of the project. Until now this objective is partially achieved.

Another action in relevance with the STEPS project objectives is the development of laboratory infrastructure through the:

- Purchase of equipment (task completed from all the HEIs of partner countries in Albania, Kosovo and Bosnia and Herzegovina during 2019 and at the beginning of 2020)
- Installments of the equipment’s (partially achieved during 2020)
- Performing laboratory demonstration, assessment of relevance of the equipment purchased in frame of STEPS Master of Science programme was postponed.

Development/Integration of LMS platform in STEPS website (www.steps-project.eu) was finalized. LMS platform available at: https://mooc.steps-project.eu/?_ga=2.196619820.1662866474.1675718161-21828568.1649171688. The LMS is particularly significant for STEPS Mater of Science programme because the all the teaching/learning and training materials are going to be uploaded in this platform, serving as another connecting tool of communication between academic staff and students. This task I partially implemented.

4.3 Horizontal issues

Delay in the fulfillment of tasks related to the development of the project:

- WP-3 Professional development of scientific staff-open lecture were not held during the year 2020 as were scheduled in the project workplan.
- Wp-4 STEPS LMS development-slow progress
- Wp-5 Development of infrastructures- slow progress due to the isolation despite the fact that all the procedure for the procurement/purchase of equipment almost finalized in all HEIs of WB.
- WP-6 STEPS application for Accreditation-in progress in HEIs of WB part of the STEPS consortium
- WP-7 STEPS master delivery-partially implemented.

RECOMMENDATIONS

Due to the Sars Covid-19 Pandemic and the austerity measures that follows, the majority of task planned for the second year of STEPS project were not fulfilled. Some recommendations based also on the situation that is going on worldwide are:

1. Utilization of online platforms to enable communication/discussions regarding the continuation of the STEPS project.
2. HEIs in Albania (AUT and EUT) must be prepared for a reapplication for the licensing of STEPS Master of Science programme as joint (If the official response from MASR is negative)
3. HEIs in Kosovo (UHZ and UC) must continue the procedure for the accreditation of STEPS Master of Science programme as joint.

CONCLUSIONS

According to the STEPS project Technical Description, the following most important conclusions drawn:

- The report refers to STEPS project management and progress of WPs for the second year
- Activities have been implemented in Y2 of the project.

Some conclusions in frame of STEPS project achievement, during the 2nd year implementation, Jan 2020-Jan 2021:

1. WP4, D4.1 "Development of LMS platform" was finalized the report, on technical specification of STEPS LMS platform.
2. Partners of WBC (Albania, Kosovo and Bosnia & Herzegovina) started the procedures for the licencing/accreditation of Joint Master Programme, in compliance with national legislation framework: Kosovo - with the accreditation process; Albania and Bosnia - with licensing procedures for opening of the study program.

2.1 AUT conducted the procedure for the licencing of the joint Master of Science programme between the two HEIs in Albania (AUT and EUT). The First application, was done in February 2020, didn't has the approval of the Ministry of Education, Sport and Youth in Albania (MASR).

2.2 UHZ started the procedures for the accreditation of the joint Master of Science programme between two HEIs in Kosovo (UHZ and UC) in October 2020.

2.3 UNSA gain the right to implement/licencing (according to their local laws) the STEPS Master of Science programme in October 2020. The first generation of STEPS master students were enrolled.

2.4 UBI gain the right to implement/licencing (according to their local laws) the STEPS Master of Science programme in October 2020. The first generation of STEPS master students were enrolled.

ANNEX 1: EACEA AMENDMENT TO THE GRANT AGREEMENT

Brussels, 25/01/2021
Appfin 000453
File code : (2018-2504)

Prof. Dr Bari Musabelliu
Rector
Universiteti Bujqesor I Tiranes
Kamez
AL- 1001 Tirana

Email: bahri_musabelliu@yahoo.com

Subject: 598963-EPP-1-2018-1-AL-EPPKA2-CBHE-JP
Ref.: 2018-2504/001/005 - Extension of the Eligibility Period

Dear Prof. Dr Musabelliu,

Thank you for your letter received on 10 December.

Based on the reasons provided, we can agree to extend the eligibility period of the project by 12 months until 14 January 2023. Please note that this extension is conditional on the achievement of the project's objectives and the respect of the budget allocated to the project. No further extension of the eligibility period will be granted.

The deadline for the submission of the Final Report is now 14 March 2023.

You will find attached an amendment to your Grant Agreement.

Should you require any further information, please contact Inmaculada Rodríguez (Tel: +32 2 295 28 42, e-mail: inmaculada.rodriguez@ec.europa.eu and eacea-eplus-cbhe-projects@ec.europa.eu). We also encourage you to regularly consult our Erasmus+ CBHE website https://eacea.ec.europa.eu/erasmus-plus/beneficiaries-space/capacity-building-in-higher-education_en.

We wish you a successful continuation of your activities.

Yours sincerely,



Ralf RAHDERS
Head of Unit

Copy by email: rkongoli@ubt.edu.al; albania@erasmusplus.al; office@erasmuspluskosovo.org

 Electronically signed on 23/01/2021 14:20 (UTC+01) in accordance with article 11 of Commission Decision C(2020) 4482
Commission européenne/Europese Commissie, 1049 Bruxelles/Brussel, BELGIQUE/BELGIË - Tel. +32 229911111
Office: J-59 06/033 - Tel. direct line +32 229 94915

ARTICLE I

ARTICLE I.2 – ENTRY INTO FORCE OF THE AGREEMENT AND DURATION OF THE ACTION of the Agreement shall read as follows:

I.2.1 The agreement shall enter into force on the date on which the last party signs.

I.2.2 The action shall run for **48 months** as of **15-01-2019** (“the starting date of the action”) and shall end on **14-01-2023**.

ARTICLE II

All the other provisions and annexes of the Agreement and any previous amendments, which are not changed by this amendment shall remain unchanged and shall continue to apply.

ARTICLE III

The present amendment shall form an integral part of the Agreement. It shall take effect on the date of its signature.



Ralf RAHDERS
Head of Unit

Signed in Brussels, on 23/01/2021

ANNEX 2:STEPS ONLINE MEETING-AGENDA

ERASMUS+ PROJECT STEPS
MSc in Sustainable Food Production Systems



Online Meeting Agenda

Dec 23, 2020, time 02:00 – 05:00 PM (time zone CET)

Zoom Meeting:

<https://zoom.us/j/94663237337?pwd=VnZ0UjBDWlo5K2hmTkVhTGoyTHkyZz09>

Meeting ID: 946 6323 7337

Passcode: 779337

Meeting language: English

LIST OF PARTICIPANTS

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

1. Prof. Dr. Renata Kongoli

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

2. Prof. Michal Lošťák

3. Dr. Jakub Husák

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

4. Lect. Dr. Maria Toader

5. Prof. Dr. Gheorghe Valentin Roman

Agricultural University of Athens (AUA), Greece

6. Prof. As. Dr. Giannis Tsoulfas

7. Prof. Dr. Catherine Marinagi

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

8. Mr. Petros Chondros

9. Mrs. Vassiliki Chatzipetrou

European University of Tirana (UET), Albania

10. Mrs. Kebjana Haka

University "Haxhi Zeka" (UHZ), Kosovo

11. Prof. Asoc. Dr. Nexhdet Shala

12. Prof. Asoc. Dr. Ibrahim Hoxha

Universum College (UC), Kosovo

13. Mr. Uran Raci

University of Bihac (UNBI), Bosnia and Herzegovina

14. Prof. Asoc. Emir Mujić

University of Sarajevo (UNSA), Bosnia and Herzegovina

15. Prof. Dr. Sabahudin Bajramovic

16. Prof. Dr. Blesic Milenko

Wednesday, 23 rd Dec, 2020, ZOOM	
14:00 - 14:05	Participant registration
14:05 – 14:30	Welcome, Agenda overview-goal and expected outcomes of the meeting <i>[Prof.Dr. Renata Kongoli, Project Manager]</i>
14:30– 15:20	WP1: data protection for D1.4 and further enhancement, link with career office (D9.6) <i>[EUT, and all participants]</i>
	WP2: summing of courses according to the last version of D2.4 (GD). <i>[USAMVB, and all participants]</i>
	WP3: report 3.2 and 3.3 needed to be upload in website, trainings how will be organized in the future <i>UHZ, and all participants]</i>
	WP4: the platform and "VLE Storyboard", Maintenance of the platform upon completion of the project exploitation plan <i>[UNSA and all participants]</i>
	WP5: reports 5.1 and 5.2, procurement in progress, should respect recommendation of Agency; submission of the requested data from the partner institutions to WP leader UNBI; Activity 5.3 preparation of the first draft report - (UNBI) information about this activity; Q&A; <i>[UNBI, and all participants]</i>
15:30 - 15:45	Coffee break
15:45 – 16:15	WP6: 1-year MSc in UNBI, application that didn't succeed, accreditation preparation, MoU between HEIs, how will affect 1-year MSc to UNSA. <i>[MESCS USK, and all participants]</i>
	WP7: UNBI & UNSA - MSc Information about MSc STEPS current state and future plans; staff and students' mobility, joint elements, internships, diploma model title logos etc. <i>[UNBI, and all participants]</i>
16:15 – 16: 45	WP8: Quality process of the project: timeline, project development, master implementation / re-accreditation process for AL-KS Partners. The "Key Steps" to developing a COVID-19 plan. Articles realization Revised GANTT <i>[ReadLab, and all participants]</i>
16:45 – 17:00	Next meetings planning time schedule, content, partners tasks, assignment of partner responsibilities. Concluding remarks <i>[Prof. Dr. Renata Kongoli,]</i>