



Co-funded by the
Erasmus+ Programme
of the European Union

D10.3 ANNUAL PROGRESS REPORTS

WP10. PROJECT MANAGEMENT AND COORDINATION



Deliverable 10.3. Annual progress reports

Project Acronym:	STEPS
Project full title:	MSc in Sustainable Food Production Systems
Project No:	598963-EPP-1-2018-1-AL-EPPKA2-CBHE-JP
Funding Scheme:	Erasmus+ KA2 Capacity Building in the field of Higher Education
Coordinator:	AUT
Work Package:	WP10- Management
WP Leader:	AUT
Task:	D10.3. Annual progress reports
Task Leader:	AUT
Last Version date:	14.01.2023
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Status:	Draft
Dissemination Level:	Internal/External

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Document Revisions Table

Version	Date	Author(s)	Organization	Comments
01	13.12.2022	Renata Kongoli, Enkeleda Berberi,	AUT	First draft version
02	3.01.2023	Renata Kongoli, Enkeleda Berberi, Alketa Shehaj,	AUT	Second Draft Version
03	13.01.2023	Kebjana Haka Prof. assoc. Nezhdet Shala Mr. Uran Rraci Prof. Dr. Sabahudin Bajramovic Prof. Dr. Emir Mujić Prof. Michal Lošťák Prof. Dr. Maria Toader Prof. As. Giannis Tsoulfas Vassiliki Chatzipetrou Alex Vuros	All	Third draft version
04	18.01.2023	Prof. Dr. Renata Kongoli Dr. Enkeleda Berberi	AUT	Final Version

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List of Abbreviation

AUA	Agricultural University of Athens
AUT	Agricultural University of Albania
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
MASR	Ministry of Education, Sport and Youth in Albania
ReadLab	Research Innovation and Development Lab Private Company
SC	Steering Committee
UC	Universum College
UNBI	University of Bihac
UNSA	University of Sarajevo
USAMVB	University of Agronomic Sciences and Veterinary Medicine in Bucharest
Y3	Year 3
WB	Western Balkans
WP	Work Packing

Executive Summary

Third annual progress report of the Erasmus+ projects STEPS - “**Sustainable Food Production Systems**” - present the overall outcomes and achievements of the project **for the period of time January 2021-14 January 2023**. Each and every result included in this document, is the consequence of close cooperation between STEPS partners: AUT, EUT (Albania), UHZ, UC (Kosovo), UNBI, UNSA and MESCS USK (Bosnia & Herzegovina); Czech Republic (CULS), Romania (USAMVB), Greece (AUA, ReadLab P.C.).

This document is composed of three main chapters:

The first chapter consists of a narrative that outlines the activities/tasks/events carried out in 2021 and 2022, in accordance with the revised work plan. This section includes also information about objectives of the document, target audience and the methodology used to draft this report.

The second chapter discusses topics relating to project management, as well as the coordinator's responsibilities, the project management team and steering committee decisions, during this period.

Comprehensive information on all outcomes and activities/events carried out during this time period, are provided in the **final chapter**, "Activities implemented during the 3-rd year."

1 Introduction

This report is a follow up of the “Second Annual Progress” report, of the management of STEPS Erasmus + Project. Coming out of the traumatic period caused by Covid-19, still the first months of 2021 were faced by drastic measures, that still limited free movement and group activities organization. This led online communication within the project partners through the use of online platforms. Several online meetings were arranged, focused mainly on tasks related to:

- Revision of STEPS workplan.
- Organization of open lectures in frame of training needs
- Trainings on LMS platform
- Harmonization and Digitization of STEPS courses content
- Development of teaching/ learning materials
- Ongoing procedures for “STEPS” Study Master of Sciences Program Opening in all Partner countries.

Delays and Obstacles created for the opening of the study program in all partner countries, during 2020, followed the hesitation of EACEA decision, for the approval of the realization of the activities foreseen during 2021, in frame of STEPS Project. The positive decision of the Accreditation of MSC Study Program in Kosovo, in the beginning of September 2021, impacted positive synergy to EACEA for getting the approval to the continuation of the activities.

The first meeting after the lockdown was organised in the University of Bihac, (BH), in November 2021. All activities scheduled in the agenda and Technical Description of STEPS project, were fulfilled.

STEPS Master of Science programme was opened in UNSA and in UNBI during October 2020 and up to October 2022, the third generation of STEPS master students, was enrolled. Furthermore, Master of Science in “Sustainable food production systems” was accredited as Joint Master in Kosovo and UHZ and UC, in frame of a Cooperation Agreement agreed to offer this program jointly. The first generation of students pursuing a Master of Science degree/STEPS in these HEIs were enrolled in October 2021. In October 2022 they enrolled the second generation of STEPS master students. As for the case of HEIs in Albania, STEPS Master of Science programme in “Sustainable Food production systems” was approved to be opened as a Joint one, by the MASR, in October 2022. The first generation of students was enrolled in October 2022.

However, the year 2021 was also impacted by the constraints imposed by the Covid 19 epidemic, which had an impact on:

- Delays and postpone in project delivery (work plan updated)
- Challenges in the Management
- Extra Pressure on the project teams, disorientation and decline of enthusiasm

During the year 2022 were organized all activities in frame of WP 9: Organization of workshop and laboratory demonstrations in Universium College, Pristina (May 2022), University of Sarajevo (October 2022), Agriculture University of Tirana (November 2022).

These activities and more, performed during January 2021- January 2023 are underline in this document.

1.1 Scope

The **third Annual Progress Report** aims to present all project related activities implemented during January 2021- 14 January 2023, documents assumption and decisions regarding the management structure, the roles of MT, the internal communication mechanisms, financial aspects, indicators of progress, quality, and sustainability aspects etc.

The main objectives of the document are to describe and assess the:

- Progress and outputs for each WP
- LMS Platform completion
- Successful continuation of 4 MSC Study programs
- Quality monitoring
- Dissemination/exploitation activities
- 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
- 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 to the interested stakeholders, students, teaching staff, trainees, and technical staff.

1.3 Methodology

The methodology followed for drafting this report, is based on:

1. General description of project work packages,
2. Description of the activities implemented for each task and their deliverables.
3. Assessment of the achieved indicators for each task

For the time frame, the report is referring to the Work Packages, as follows:

- 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/REVISED

After the approval for extension of the project with one year more, Gantt Chart, form EACEA, the STEPS management team engaged in the revision of the work plan for the period that follows; delays on the

procedures for opening of master programs in Kosovo and Albania, resulted on the advisory of the Officer /EACEA, quote “Considering this unfortunate situation for the project, we need to reflect and discuss internally and with you what would be the most sensible line of action, and within the legal terms, for the project at this stage. In view of reduced capacity during the summer period we envisage to come back to you on this in September” (communication between the coordinator and the officer/EACEA after notification MASR for a non-approval of the licensing of STEPS master programme as joint between AUT and EUT for the academic year 2021-2022).

In September 2021, the work plan of activities was revised again; the agency was also informed about new changes (**Table 1**). The meeting in UNBI, Bosnia and Herzegovina, was postponed in November 2021. The main activities to be held in this meeting were the organization of open lecture, seminars, and training. The other activities in frame of WP-9, workshops and laboratory demonstration, were postpone as follows:

- Organization of workshops and laboratory demonstrations in UC was postponed in May 2022
- Organization of workshop and laboratory demonstration in AUT was postpone in November 2022
- Organization of workshop and laboratory demonstration in UNSA was postpone in October 2022.
- The final conference meeting of STEPS project was held in AUT, Albania, from January 10-13, 2023.

During the year 2021 some of the activities in frame of WP3, D3.2 “Organization of open lecture” were held online.

The table below (**Table 1**) provides more detailed information regarding the timeline of STEPS project activities that will be carried out during the times that follows, as well as the due dates for each task and their respective deliverables.

Work package	No.	Deliverables	Task Leader	Type	Due date	Updated delivery date
DEV	3.2.	Organization of seminars and lectures	UNBI	EVENT Report	15/03/20	22-
			UC		15/06/20	26/11/21
			AUT		15/09/20	15/03/22
DEV	3.3.	Continuous support and improvement of scientific background and teaching capacity of scientific staff	UHZ	Service/ Product	15/12/21	15/12/22
DEV	4.3	Conversion and digitization of educational material	UNSA	Teaching material/ Learning material	15/10/20	15/11/21
DEV	5.3.	Development of experiments/simulations and training material	UNBI	Teaching / Learning/ Training material	15/10/20	15/11/21
DEV	6.1.	Preparation of the application of STEPS program for accreditation	MESC USK	Report	15/06/20	15/12/21 AUT, UET-AL
DEV	7.2.	STEPS program delivery	UNBI	Service/Product	15/12/21	15/11/22
QP	8.2.	Quality monitoring and evaluation	ReadLab	Report	15/12/21	15/12/22
			UC	Seminar/lectures	15/03/20	15/03/22
			AUT	Seminars/lectures/workshop/labs demo	15/09/20	15/06/22
				2 nd Annual report	15/12/20	15/01/22

DISS			UNSA	Workshop/labs demo	15/10/21	15/10/22
				Final report	15/12/21	14/01/23
	8.3.	External evaluation	ReadLab	2 nd Annual report	15/01/21	15/01/22
				Final report	15/12/21	15/12/22
	9.3.	Development of social media profiles and dissemination material	AUT	Service/Product	15/12/21	15/12/22
	9.4.	Organisation of workshops	UC	Report Event	15/06/20	15/03/22
			AUT		15/09/20	15/06/22
			UNSA		15/10/21	15/10/22
	9.5.	Organisation of laboratory demonstrations	UC	Event Report	15/06/20	15/03/22
			AUT		15/09/20	15/06/22
			UNSA		15/10/21	15/10/22
MNG	9.6.	Career offices development/enhancement	AUT	Report Service/Product	15/12/21	15/12/22
	9.7.	Dissemination/exploitation reports	AUT	2 nd Annual report	15/12/20	15/01/2022
				Final report	15/12/21	15/12/2022
	10.3.	Coordination and management. (Annual progress reports)	AUT	Report	15/12/21	15/12/2022
	10.4.	Organization of project meetings	UNBI	Report Event	15/03/20	15/11/21
			UC		15/06/20	15/03/22
			AUT		15/09/20	15/06/22
			UNSA		15/10/21	15/10/22
			AUT		15/12/21	15/12/22

Table 1: STEPS Work plan revised for the period January 2021 to January 2023

3 Project management

3.1 STEPS Coordinator

The coordinator of STEPS project, Agricultural University of Tirana, has implemented the activities respecting the **Grant Agreement**, and referring the responsibilities the coordinator had:

- AUT had monitored and ensured that the project was implemented in accordance with the grant agreement and reported even a minor change to the EACEA.
- AUT has been intermediary for all the communication between the beneficiaries and the Agency.
- AUT had transfer to the beneficiaries, any documents relating to the action or the grant.
- Has worked closely with WP leaders in order to resolve matter arising during this second and third year of STEPS project and to assure a quality implementation of the project.
- AUT had closely cooperated with team project (QT, MT and WP leader) for reflecting in the delivery of the reports and other outputs in time and with quality.

3.2 Project Management Team

Almost throughout 2021, due to the covid 19 pandemic, communication between MT members was carried out through online platforms: The issues that were discussed were related to:

- Revised of the workplan
- Activities in frame of WP

- Respecting the deadline in frame of deliverables for each task
- others

3.3 Steering committee

SC is another decision-making body within STEPS project. Throughout the 2021 the online platforms were utilized for the organization of meeting. (Agendas in Annex I). During the meeting in UC, UNBI, UNSA and AUT Steering committee meeting were schedules (Agendas of the meeting are uploaded in STEPS webpage, available at:

http://steps-project.eu/event/action~agenda/page_offset~-1/cat_ids~140/request_format~json/

The main decision of SC was in frame:

- Reports finalized approval.
- budget realization/funds reallocation
- Agreement of STEPS consortium in Educational, Scientific, and technical cooperation for the Sustainability of STEPS project

3.4 Involvement of partners and stakeholders

The involvement of Each Partner Country, member of the STEPS project, is clearly define in the Technical Description of STEPS project and in the Management plan document. Also, the establishment of partners as task leaders is another way of their involvement despite their contribution in all the work packages of the project. The main tools used for communication and project management has been G-Drive platform, website, skype meeting, emailing, mailing, writing reports, preparing presentations, sharing data and information, organization of workshops, roundtables, and meeting.

Involvement of the stakeholders during this period (covid-19 pandemic) has been really a challenge. Tools used for the continues involvement of stakeholders in STEPS project are through the:

- Career office
- Organization of workshops
- Organization of laboratory demonstration
- Questionnaires
- Usage of STEPS online platforms (STEPS website www.steps-project.eu , FB, Instagram)

3.5 Management of the grant

At the October meeting held in Sarajevo, UNSA, at the request of all partners it was discussed how to proceed with the remaining funds from travel and equipment heading of the STEPS budget. Partner countries and programme countries agreed to reallocate the remaining budget to the staff cost headings without exceeding the total value of the budget. This decision was communicated to the officer in the agency. After the review, the decision was not to reallocate funds, a decision which was respected by the majority of the consortium.

Each partner has realized the expenses in full accordance with each budgeted headings and with the total approved budget

The total budget of the STEPS project, which has remained unspent, is approximately 60,000.00 euros.

It is important to note that as of the time this report was drafted, AUT had finished the process for subcontracting the auditing body, but the fund was not yet executed.

4Activities implemented for the third year.

4.1Activities implemented for each WP

For the reasons above mentioned this section will include all the achievement and activities implemented from **January 2021 to January 2023**.

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

In WP3 “*Professional development of scientific staff.*” three tasks are foreseen to be fulfilled with the main outcomes/deliverables for each task are as follows:

- T3.1 “Assessment of training needs”. The main outcome is the delivery of a report. It was finalized in first year, 2019. Available at:
http://steps-project.eu/wp-content/uploads/2020/05/STEPS_WP3_Dev-3.1.-Assesment-of-training-needs.pdf.
- T3.2 “Organization of seminars and lectures”. Implemented during 2021 (online open lecture) and during 2022. The main outcomes are the organization of events and a report.
- T3.3 “Continuous support and improvement of scientific background and teaching capacity of scientific staff”. The main outcome is the delivery of a report. Finalized in January 2023.

A detailed description of the activities carried out in frame of this WP during the third year of STEPS implementation, along with the outcomes/deliverables and achievement of progress indicators are included in the table below (Table 3).

Title and reference number of the work package (WP)	WP3. Professional development of scientific staff
Indicators of achievement and or/performance as indicated in the project proposal	<ul style="list-style-type: none"> •Scientific staff present in seminars and lectures (over 40) •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 June 2022
Place	Kosovo (UHZ), All Project Countries

<p>Description of the activity carried out</p>	<p>Activities carried out in frame of this task during the year 2021 and 2022 are as follows:</p> <p>1.From January 2021 until June 2021 online open lecture and seminars were organized. As an example, in Annex II is the agenda of the online meeting on February 19,2021. A non-exhaustive list of online open lecture/training is as follows:</p> <ul style="list-style-type: none"> •Online meeting completed on February 25th 2021. Training subject: Food Ethics Partner/trainer: CULS/Prof. Dr. Michal Lošťák •Online meeting completed on February 26th 2021. Training subject: STEPS - LMS Platform Training Partner/trainer: Service provider/Kostika Gorica • Online meeting completed on April 16th 2021. Training subject: <ul style="list-style-type: none"> ✓Food legislation/ Governance, policy and legislation in the agri-food sector ✓Fundamentals of food production systems, Sustainable food production systems, Introduction to sustainability Partner/trainer: USAMVB/ Assoc. Prof. PhD. Toader Maria, Prof.PhD. Roman Gheorghe Valentin, Lect.PhD. Mirela Elena Dusa •Online meeting completed in May 14th 2021. Training subject: An ethical approach of organic agriculture - strategy to feed the world, to protect natural ecosystems and save biodiversity. Partner/trainer: USAMVB/Prof. PhD. Roman Gheorghe Valentin • Online meeting completed in May 21st 2021. Training subject: Sustainable food value chain management; Introduction to supply chain; Sustainable management. Partner/trainer: AUA/Prof. Ass. Giannis Tsoulfas •Online meeting completed on June 4th 2021. Training subject: Total Quality Management in the Agri-Food Sector Partner/trainer: USAMVB/Assoc. Prof. PhD. Toader Maria, Prof.PhD. Roman Gheorghe Valentin, Lect.dr. Sonea Cosmin, Lect.PhD. Ionescu Alina Maria Training subject: Data analysis and decision making. Partner/trainer: AUA/Katerina Marinagi <p>The full list of open lecture/training organized online in frame of this task is attached to this document in displayed in Annex III.</p> <p>2. Event in frame of T3.2 (organized in UNBI, UC, AUT and UNSA)</p> <p>2.1 Meeting in UNBI (Bihac, Bosnia and Herzegovina), November 2021. A detailed information regarding the meeting can be found in STEPS website, available at: http://steps-project.eu/event/action~agenda/page_offset~1/cat_ids~140/request_format~json/</p> <p>A list of the open lecture/training held in this event are as follows:</p>
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- STEPS - LMS Platform 2nd training seminar" –prepared by Mr. Kostika Gorica, Service provider form Greece
- Sustainable energy use in the food industry, Energy problems in the present world - prepared by the University of Agronomic Sciences and Veterinary Medicine of Bucharest (USAMVB), Romania
- Consumer science and sustainable consumption - prepared by Czech University of Life Sciences Prague (CULS)
- Innovative product and process development – prepared by the Czech University of Life Sciences Prague (CULS)
- Entrepreneurship in the food industry; Rural development and Business economics and international trade in the agri-food sector - prepared by Agricultural University of Athens (AUA)- Greece
- LCA as a tool for the design and operation of sustainable agri-food supply chains - prepared by AUA- Greece
- Total Quality Management in the Agri-Food Sector - part II – prepared by the University of Agronomic Sciences and Veterinary Medicine of Bucharest (USAMVB), Romania

2.2 Meeting in UC (Pristina, Kosovo, May 2022). A detailed information regarding the meeting can be found in STEPS website, available at:

http://steps-project.eu/event/action~agenda/page_offset~1/cat_ids~140/request_format~json/

A list of open lectures held in Pristina meeting is as follows:

- Wines, Beers, and Spirits as Products of Sustainable Agriculture - prepared by Czech University of Life Sciences Prague (CULS).
- Composing Financial Statements - prepared by the AUA- Greece.
- Integrating SDGs in developing Teaching Resources for STEPS modules - prepared by the Universum College (UC), Kosovo.
- AGRI-FOOD SUPPLY CHAINS: ENVIRONMENTAL HOTSPOTS ANALYSIS - FRAMEWORK & CASE STUDY- prepared by Agricultural University of Athens (AUA), Greece

2.3 Meeting in AUT (Tirana, Albania, November 2022).

A detailed information regarding the meeting can be found in STEPS website, available at:

http://steps-project.eu/event/action~agenda/page_offset~1/cat_ids~140/request_format~json/

Open lecture held in Tirana meeting is as follows:

- Czech Food with Protected Geographical Indications: Is there a Clash between Traditions and Sustainability? Prepared by the Czech University of Life Sciences Prague (CULS)

2.4 Meeting in UNSA (Sarajevo, Bosnia and Herzegovina, October 2022, second trip)

A detailed information regarding the meeting can be found in STEPS website, available at:

http://steps-project.eu/event/action~agenda/page_offset~1/cat_ids~140/request_format~json/

	1/cat_ids~140/request_format~json/ Open lectures held in Sarajevo meeting are as follows: <ul style="list-style-type: none"> •Grain legumes - main source of vegetal proteins for European consumption – prepared by the University of Agronomic Sciences and Veterinary Medicine of Bucharest (USAMVB), Romania. •Experimental Measurements and Computational Modelling of Convective Drying of Quince Slices – prepared by the Research Innovation and Development Lab Private Company (Read Lab P.C), Greece
Specific and measurable indicators of achievement	Data/statistics regarding this task: <ol style="list-style-type: none"> 1)During the meetings organized in the host universities, a total of 26 open lectures and 10 training sessions were presented. The presentations of the open lectures were followed by a total of 217 staff from respective counties who participated in the STEPS project. 2) 10 online training sessions were followed by 89 academic staff.
Planned results	<i>The delivery of the Final report of D3.2 in January 2023</i> Report evaluated from the quality team.
3.3 Continuous support and improvement of scientific background and teaching capacity of scientific staff	
Start date	15 September 19
End date	15 December2022
Place	All
Description of the activity carried out	Training and retraining Transfer and exchange of knowledge of scientific staff between EU and partner countries.
Specific and measurable indicators of achievement	Training and retraining Continuous support and improvement of scientific background and teaching capacity of scientific staff
Planned results	<i>The delivery of the Final report of D3.3 was in January 2023</i> Report evaluated from the quality team.

Table 2: A detailed description of the activities/deliverables/outcomes in frame of WP-3 from January 2021 to 14 January 2023

4.1.2 Work package no. 4 “STEPS development”.

For the WP4 “STEPS development”, three tasks are foreseen to be fulfilled with the main outcomes/deliverables for each task are as follows:

- T4.1 “Development of LMS platform”. The main outcomes are:

✓Delivery of a report. The report in frame of D4.1 was finalized during the first year of STEPS project (2019) in accordance with the deadline set in the Technical Description of STEPS project. The report is available at:

<http://steps-project.eu/wp-content/uploads/2020/05/D4.1a-Specifications-of-STEPS-LMS-Platform.pdf>

✓ Delivery of service/product. Partially implemented during 2020 (refer to the STEPS project progress report for Y2, D10.3)

- T4.2 “Development and harmonization of STEPS courses”. The main outcome is the delivery of a report.

- T4.3 “Conversion and digitization of educational material”. The main outcome is the delivery of digitized teaching/learning/ training material and the compilation of a report.

A detailed description of the activities carried out in frame of this WP during the third year of STEPS implementation, along with the outcomes/deliverables and achievement of progress indicators are included in the table below (Table 3).

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 August 19
End date	15 November 19
Place	All
Description of the activity carried out	<p>The STEPS LMS platform is operational, integrated in main STEPS webpage, available at: https://mooc.steps-project.eu/?_ga=2.126062989.1257218395.1675466644-21828568.1649171688</p> <p>Training in frame of LMS platform utilization from academic staff and students are organized (refer to the Report delivered in frame of T3.2)</p> <p>During 2021 and until now the LMS platform is continuously updated with teaching/learning/training material (digitization) developed from academic staff of HEIs of WB.</p>
Specific and measurable indicators of achievement	LMS platform product/ service
Planned results	Continued maintenance and updated platform with the materials for supporting MSc teaching and research.
4.2 Development and harmonization of STEPS courses	
Start date	15 July 2019
End date	15 July 2021
Place	All
Description of the activity carried out	<p>Academic staff from all project partner HEIs, with the supervision and support of academic staff from program partner HEIs, developed core/compulsory and elective STEPS courses according to all mutually agreed criteria:</p> <ul style="list-style-type: none"> • unique form of syllabus, • ECTS allocation, • defined learning objectives and learning outcomes. • Others (please refer to the Technical Description of STEPS project)

	<p>STEPS Master of Science programme is implemented as Joint within WB countries, namely:</p> <ul style="list-style-type: none"> •Joint STEPS Master of Science programme within HEIs in Albania (AUT and EUT) •Joint STEPS Master of Science programme within HEIs in Kosovo (UHZ and UC) •STEPS Master of science programme implemented in UNBI – BiH and UNSA – BiH (Bosnia and Herzegovina) <p>A total of 87 STEPS courses were developed. Among them are 6 STEPS core/compulsory courses for all four STEPS study programs, which were developed with a very high degree of mutual harmonization.</p> <p>Teams established through activities within the framework of WP 2 - D2.4 to developed STEPS courses with the highest possible degree of mutual harmonization of courses with nominally the same names that will be realized at different HEIs.</p> <p>All developed STEPS courses are presented in the Catalogue of STEPS courses.</p>
Specific and measurable indicators of achievement	87 highly harmonized STEPS courses have been developed.
Planned results	Delivered the final report for T4.2 (during the implementation two types of report were developed D4.and D4.2b and the final report D4.2 in which is included the Catalogue of STEPS master courses .
4.3 Conversion and digitization of educational material	
Start date	15 September 19
End date	15 November 21
Place	All
Description of the activity carried out	<p>Academic staff from partner HEIs prepared, adapted, and uploaded to the STEPS LMS platform educational, instructional, and other auxiliary materials necessary for the realization of courses through this platform.</p> <p>Among the digitized materials produced and uploaded to the STEPS LMS platform are PowerPoint™ presentations, course instructor's written materials, external written materials, external video materials, own video materials, tests/quizzes for students, problems and/or calculation tasks, software simulations, etc.</p>
Specific and measurable indicators of achievement	Up to January 2023 a total of 1214 items of various forms of digitized educational materials uploaded to the STEPS LMS platform
Planned results	<p>Final report delivered for the T4.3</p> <p>Evaluated from Quality Team</p> <p>Continuously development/digitization of teaching/learning/training materials (upload in STEPS LMS platform)</p>

Table 3: A detailed description of the activities/deliverables/outcomes in frame of WP-4 from January 2021 to 14 January 2023

4.1.3 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
5.2 Development of research lab.	
Start date	15 September 19
End date	15 November 21
Place	AL, XK, BiH
Description of the activity carried out	<p>Research Laboratories in the partner countries HEIs have been developed with new equipment that will support the development and increase in quality and relevance of courses.</p> <p>Equipment and software are purchased and installed.</p> <p>EU partners were actively involved, mainly for mentoring purposes.</p> <p>Two types of laboratories developed/enhanced in partner countries HEIs:</p> <p>“Food Quality Control Lab.”</p> <p>“Food Production Systems Management Lab.”</p> <p>All STEPS partner countries have provided all documents related to the development of two types of laboratories (scanned PDF file). A well define list of documents is underline in the report compile for this task such as:</p> <ul style="list-style-type: none"> •Documents depending on your internal procedures, with translation of the document title. •Supporting documents for development of laboratories •Documents (e.g., Request) for adopting the decision on establishment of laboratory/IT cabinet for Food production systems management within the STEPS Project (original documents and English version), •Documents (e.g., DECISION) on establishment of “Food Production Systems Management Lab” within the framework of STEPS Project, •Documents (e.g., DECISION) on establishment of “Food Quality Control Lab”; within the framework of STEPS Project, •others
Specific and measurable indicators of achievement	<p>Development of the „Food Quality Control Lab” and the “Food Production Systems Management Lab / ICT-center”</p> <p>Justification for equipment specification modification detailed argumentation and specification for equipment procurement, ect.</p>
Planned results	<p>Final report delivered in frame of T5.1</p> <p>Report evaluated from quality Team</p>
5.3 Development of experiments/ simulations and training material	
Start date	15 September 2019
End date	15 November 2021
Place	AL, XK, BiH

Description of the activity carried out	<p>Scientific staff of HEIs partner countries (AUT, EUT, UHZ, UC, UNSA and UNBI) supervised and mentored by the scientific staff from the program countries (USAMVB, CULS, TEISTE and ReadLab) designed educational material - laboratory and software-based exercises and projects, with the aim of ultimately exploiting the purchased STEPS equipment and further improving the level of knowledge and the relevance of a variety of courses. For each of the experiments and simulations from the MSc STEPS syllabus, educational and training material was developed by scientific staff involved in the development of the two laboratory types, "Food Quality Control Lab" and "Food Production Systems Management Lab".</p> <p>Scientific and technical staff of AUT, UHZ and UNBI, mentored and supervised by scientific staff of USAMVB and ReadLab developed experiments and training material related to the exercises/projects designed for the Food Quality Control Lab. Scientific and technical staff of UET, UHZ, UC and UNSA, mentored and supervised by scientific staff of CULS, TEISTE and ReadLab developed simulations and training material for exercises/projects designed for the Food Production Systems Management Lab.</p> <p>Developed training material is based on learning outcomes at the experiment/simulation level and they include detailed description of the experiments/simulations, guidance and description of steps towards the successful implementation of the activity, samples as well as samples of the results and scenarios for additional exercises and research.</p>
Specific and measurable indicators of achievement	<p>Data collected and analysed for the level of satisfaction regarding the STEPS equipment:</p> <ul style="list-style-type: none"> -utilization of STEPS equipment in frame of STEPS master programme from academic staff and students -relevance of STEPS equipment in frame of STEPS master courses (no. experiments/ training developed) -others <p>(Data included in the report of D5.3)</p>
Planned results	<p>Final report delivered for the T5.3</p> <p>Report evaluated from Quality Team</p>

Table 4: A detailed description of the activities/deliverables/outcomes in frame of WP-5 from January 2021 to 14 January 2023

4.1.4 Work package no.6 "STEPS application for official accreditation".

All the activities implemented in frame of WP6 from January 2021 until January 14th 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	•Project partners from WB countries applied for accreditation of STEPS
6.1 Preparation of the application of STEPS programme for accreditation	
Start date	15 August 2019
End date	15 December 2021

Place	AL, XK, BiH
Description of the activity carried out	<p>STEPS Master of Science programme in “Sustainable Food production systems” is design in accordance with Bologna convention. The procedures for the licencing and accreditation of STEPS master programme are different in each WB countries where the master is implemented. All the documentation prepared from Albania, Kosovo and Bosnia & Herzegovina partners, procedures followed, are included in the finale report of this task (T6.1).</p> <p>A short description is included in this section regarding the licencing/accreditation of STEPS master programme:</p> <p>1.Licencing/Accreditation of Joint Master of Science Programme/STEPS in AUT &EUT</p> <p>Agricultural University of Tirana (AUT) and European University of Tirana (EUT) prepared first the application for opening of the Joint Master of Sciences Study Program “Sustainable Food Production Systems” in February 2020. The reply from Ministry of Education, Sport and Youth in Albania (MASR) that the programme didn’t get the approval was officially delivered in June 2021.</p> <p>A reapplication from Albanian team was prepared. The procedures started in September 2021, final documents for the licencing of STEPS master programme were uploaded in February 2022. The official reply from the Ministry of Education, Sport and Youth in Albania (MASR) that the programme did get the approval was delivered on October 4th 2022.</p> <p>The first generation of STEPs Master students were enrolled (20 students)</p> <p>2. Accreditation of Joint Master of Science Programme/STEPS in UHZ &UC</p> <p>In January 2021 Kosovo team (led by UHZ) submitted the Self Evaluation report to the KAA.</p> <p>In October 2021, STEPS Master of Science programme did get the accreditation and was implemented as joint between UHZ and UC.</p> <p>The first generation of STEPS master students were enrolled (25 students)</p> <p>3.Licencing/Accreditation of Joint Master of Science Programme/STEPS in UNBI</p> <p>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".</p> <p>Up to January 2023 UNBI has enrolled the third generation of STEPS master students.</p> <p>In process for accreditation.</p> <p>4. Licencing/Accreditation of Joint Master of Science Programme/STEPS in UNSA</p> <p>The University of Sarajevo, i.e., its Faculty of Agriculture and Food Sciences, launched the STEPS study program in October 2020 (academic year 2020-2021).</p> <p>Up to January 2023 UNSA has enrolled the third generation of STEPS master students.</p> <p>In process for accreditation.</p>
Specific and measurable indicators of achievement	<p>Licencing/accreditation of STEPS master programme in “Sustainable food production systems”</p> <p>No. of students enrolled:</p>

	AUT/EUT- 20 students (first generation) UHZ/UC-50 students (second generation) UNBI-12 students (third generation) UNSA-12 students (third generation) A total of 94 students enrolled in STEPS Master of Science programme in "Sustainable food production systems"
Planned results	Delivered the final report regarding the task T6.1 Report evaluated from the Quality Team

Table 5: A detailed description of the activities/deliverables/outcomes in frame of WP-4 from January 2021 to 14 January 2023

4.1.7 Work package no.7 "STEPS programme delivery".

All the activities implemented in frame of WP7 from January 2021 until January 2023 are underline in the table below:

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	14 October 2021
Place	AL, XK, BiH
Description of the activity carried out	<p>For the fulfilment of this task WB countries have prepared and delivered all documents related to the MSc STEPS programme plan in accordance with the internal procedures for HEIs (scanned PDF file).</p> <p>A non-exhaustive list of Supporting documents for the STEPS program plan is as follows:</p> <ul style="list-style-type: none"> ✓ Documents/procedures related to the promotion of the MSc STEP Study Program, information, enrolment and admission of students to the MSc STEPS study program (e.g. material related to the promotion of the MSc STEPS, competitions, and reports on student enrolment, ranking list of admitted students, etc.), ✓ Documents/procedures related to compatibility and availability of STEPS equipment and laboratories for students, documentation related to the planning and implementation of research projects, documents and procedures of master theses and doctoral dissertations. (e.g. documents related to laboratory procedures, documents related to projects in which STEPS equipment / laboratory was used, master's thesis procedures: applications, reports, commissions of master's theses and doctoral dissertations, etc.), ✓ Documents/procedures related to the Career Office, Internships, scholarships and student exchanges (e.g.: scholarship agreements, exchange agreements and reports, plans for internships and internships, scholarship and student exchange plans, etc.), ✓ other

Specific and measurable indicators of achievement	Preparation of all the necessary documentation and services for the admission of students, as well as guidelines, descriptions and presentations of STEPS programs and courses.
Planned results	Delivered the final report in frame of task 7.1. Report evaluated from the Quality team
7.2 STEPS programme delivery	
Start date	15 November 2020
End date	15 November 2022
Place	AL, XK, BiH
Description of the activity carried out	<p>For the fulfilment of this task WB countries have prepared all the documentation for the activities and procedures related to the delivery of MSc STEPS programs at HEIs of partner countries. A non-exhaustive list of the procedures/documents is as follows:</p> <ul style="list-style-type: none"> ✓ Procedure for announcing and conducting the competition for enrolment of students in MSc STEPS at higher education institutions of partner countries, ✓ Procedures for enrollment and admission of students to the MSc STEPS at higher education institutions in partner countries, ✓ Procedures for hiring teachers for MSc STEPS at higher education institutions in partner countries, ✓ Procedures for organizing and conducting classes at the MSc STEPS at higher education institutions in partner countries, ✓ Procedures for organizing and conducting exam deadlines for MSc STEPS at higher education institutions of partner countries, ✓ Procedures related to applications and mentoring of master's theses at MSc STEPS at HEIs of partner countries, ✓ other
Specific and measurable indicators of achievement	Documents related to the enrollment of the students (as specified in the section above) No. of students enrolled
Planned results	Delivered the final report in frame of task 7.2. Report evaluated from the quality Team.

Table 6: A detailed description of the activities/deliverables/outcomes in frame of WP-7 from January 2021 up to 14 January 2023.

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

WP-8 is organized in three task as follows:

- T8.1 "Organization of internal and external quality teams and development of the quality plan". The main outcome of this task is the delivery of a report "Quality plan", which is finalized during 2019, available at:
http://steps-project.eu/wp-content/uploads/2020/05/STEPS_8.1_Quality-Plan.pdf
- T8.2 "Quality monitoring and evaluation". The main outcome of this task are reports (a detailed information is included in Table 8.

- T8.3 External Evaluation. The main outcome of this task will be the delivery of reports (a detailed information is included in Table 8).

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	14 January 2023
Place	All Partners
Description of the activity carried out	<p>Evaluation through online questionnaire form of the meetings organized during 2021 and 2022.</p> <ul style="list-style-type: none"> ✓ Evaluation of event/meeting in UNBI (Bihac, Bosnia and Herzegovina, November 2021) ✓ Evaluation of event/meeting in UC (Pristina, Kosovo, May 2022) ✓ Evaluation of event/Meeting in AUT (Tirana, Albania, November 2022) ✓ Evaluation of event/meeting in UNSA (Sarajevo, Bosnia and Herzegovina, October 2022). <p>In frame of this task during this period 2 annual Project evaluation report are going to be delivered</p>
Specific and measurable indicators of achievement	No. participants that fulfilled the questionnaire, data collected and analysed. The delivery of quality reports as foreseen
Planned results	Delivered the Evaluation reports for the meeting/event. Delivered the second and third Annual Evaluation Reports.
8.3 External Evaluation	
Start date	15 January 2019
End date	15 December 2022
Place	All partners
Description of the activity carried out	<p>External Quality Assurance Team was set up.</p> <p>Evaluation of reports from the External quality team such as</p> <p>Report of D4.2</p> <p>Report of D5.2</p> <p>others</p>
Specific and measurable indicators of achievement	No. of reports evaluated, and no. of reports delivered from the EQAT
Planned results	Delivered the second and third annual reports (D8.3b and D8.3c- External evaluation report) from the External Quality Assurance Team.

Table 7: A detailed description of the activities/deliverables/outcomes in frame of WP-8 from January 2021 to 14 January 2023

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 achievement and or/performance as indicated in the project proposal	<ul style="list-style-type: none"> • Volume and quality of dissemination activities/material • Stakeholders present in workshops, laboratory demonstrations (at least 50 per workshop) • Stakeholders’ presence/involvement in open discussions, face to face meetings, round tables. • Stakeholders’ expectations achieved by workshops. • Volume and quality of data collected and processed during after workshops/demonstrations/meetings. • Internships/scholarships organised. • Memoranda and contracts signed, and co-funding schemes identified. • HEIs perception in the society at large and enhancement of their role in reforms in education and social and economic development
9.2 Web-site development	
Start date	15 January 2019
End date	15 April 2019
Place	AL
Description of the activity carried out	<p>Service delivered Creation/ developed the website (since 10.04.2019): http://steps-project.eu/</p> <p>Since then, it was continuously update with:</p> <ul style="list-style-type: none"> •Uploading all report for each deliverable •Uploading events organized in frame of STEPS project. •Uploading of the newsletters •Promotions materials •STEPS participation in Scientific journal and conferences
Specific and measurable indicators of achievement	<ul style="list-style-type: none"> •More than 34 reports developed and uploaded in STEPS website. •10 events (agenda, presentation, activities, photos etc) uploaded in STEPS website. •2 annually newsletter uploaded in STEPS website. •2 articles published in scientific journals uploaded. •3 conferences participation uploaded. •Integration of STEPS LMS platform •Uploaded the teaching/learning and training material in LMS platform
Planned results	Ongoing maintenance of the website, material uploaded, news, events.
9.3 Development of social media and dissemination material	
Start date	15 January 19
End date	15 December 2022
Place	All project partners
Description of the	Being active in social media profile (since march 2019):

activity carried out	<p>facebook STEPS Erasmus+ https://www.facebook.com/steps.erasmus and Instagram stepsearasmus: https://www.instagram.com/stepserasmus/</p> <p>All publication in these social platforms in Frame of STEPS project are included in 2nd Annual Dissemination report (January 2020-December 2021) and in 3rd Annual Dissemination report (January 2022-January 2023).</p> <p>Dissemination material developed and printed/distributed:</p> <ul style="list-style-type: none"> • Leaflet • Newsletter • Pens, notebook, envelope, stickers, cups used in the event organized in frame of STEPS project. • Booklet (final STEPS Conferences)
Specific and measurable indicators of achievement	<p>No. of friends and followers in FB and Instagram</p> <p>No. activities disseminated through FB and Instagram</p> <p>No of dissemination material printed/distributed.</p> <p><i>*More details of measurable indicators of achievement are included in third Annual Report (2023) for dissemination</i></p>
Planned results	Ongoing maintenance and enhancement of social media for the dissemination of project
9.4 Organization of workshops	
Start date	15 June 2020
End date	15 October 2022
Place	AL, XK, BiH
Description of the activities carried out	<p>Organization of workshop in UC, AUT and UNSA</p> <p>Topics discussed in workshop.</p> <p>Stakeholders' participation/involvement</p> <p>STEPS master students' participation/involvement</p>
Specific and measurable indicators of achievement	<p>1.No. of stakeholders present in workshop:</p> <ul style="list-style-type: none"> •UC- 52 participant •AUT-61 participants •UNSA-50 participants <p>2.No. of stakeholders who filled out the questionnaire:</p> <ul style="list-style-type: none"> •UC-29 stakeholders •AUT –24 stakeholders •UNSA-18 stakeholders <p>3.Perception of stakeholders toward STEPS aims, outputs, impact ect.</p> <p><i>*More details of workshop activities are included in the Report "Organization of workshops", January 2023</i></p>
Planned results	<p>Three events organized in UC, AUT and UNSA</p> <p>Final report delivered.</p>
9.5 Organization of laboratory demonstration	
Start date	15 June 2020
End date	15 October 2022
Place	AL, XK, BiH
Description of the activities	<p>Organization of laboratory demonstration in UC, AUT and UNSA</p> <p>Stakeholders' participation/</p> <p>STEPS master students' participation/involvement</p>

Specific and measurable indicators of achievement	<p>No. of stakeholders present in workshop:</p> <ul style="list-style-type: none"> • UC- 52 participant • AUT-61 participants • UNSA-50 participants <p>No. of stakeholders who filled the questionnaire:</p> <ul style="list-style-type: none"> • UC-29 stakeholders • AUT –24 stakeholders • UNSA-18 stakeholdeers <p>Perception of stakeholders toward STEPS aims, outputs, impact ect</p> <p><i>*More details of laboratory demonstration activities are included in the Report “Organization of laboratory demonstration”, January 2023</i></p>
Planned results	<p>Three events organized in UC, AUT and UNSA</p> <p>Final report delivered.</p>
9.6 Career office development/enhancement	
Start date	15 October 19
End date	14 December 2022
Place	AL, XK, BiH
Description of the activity carried out	Service/product develop/enhanced in all partner countries HEIs
Specific and measurable indicators of achievement	<p>Career office developed/enhanced.</p> <p>Stakeholders database developed/enhanced.</p> <p><i>*More details of career office activities are included in the Report “Career office development/enhancement”, January 2023</i></p>
Planned results	<p>Further maintenance and enhancement of CO.</p> <p>Final report developed, January 2023</p>
9.7 Dissemination Reports	
Start date	15 Jan 19
End date	15 Dec 21
Place	All partners
Description of the activity carried out	<p>A detailed description of all the activities carried out in frame of dissemination is included in reports drafted for the period:</p> <ul style="list-style-type: none"> •January 2020-December 2021 (Second Annual Report) •January 2022-Janaury 2023 (Third Annual Report)
Specific and measurable indicators of achievement	Quality of the reports
Planned results	<p>Second Dissemination Annual Report delivered in December 2021</p> <p>Third dissemination Annual Report delivered in January 2022</p>

Table 8: A detailed description of the activities/deliverables/outcomes in frame of WP-9 from January 2021 to 14 January 2023

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	Management plan report Internal communication platform Annual progress reports Project meetings
10.3 Coordination and managements	
Start date	15 January 2019
End date	15 December 2022
Place	All partners
Description of the activity carried out	<p>In frame of T10.3 the activities carried out are includes the:</p> <p>1. Duties and Responsibilities of coordinator. The coordinator during this period has:</p> <ul style="list-style-type: none"> • Monitored and ensured the project is implemented in accordance with the grant agreement and, report even a minor change to the EACEA if possible, in advance, or as soon as it occurs. • Acted as the intermediary for all communications between the beneficiaries and the EACEA. • Informed the EACEA of any event likely to affect or delay the implementation of the project. • Been responsible for supplying all documents and information to the EACEA required under the grant agreement and annexes. • Been responsible for obtaining and verifying any information required from the other beneficiaries before passing it on to the EACEA. • Established the requests for payment in accordance with the Agreement. • Ensured that appropriate payments are made to the other beneficiaries without unjustified. • Provided all the necessary documents in the event of checks and audits initiated before the payment of the balance. • Updated the online Erasmus+ Project Results Platform <p>2. Responsibilities of the project partners. STEPS partners during this period have:</p> <ul style="list-style-type: none"> • Agreed on appropriate internal arrangements to ensure the proper implementation of the project. • Carried out the project in accordance with the terms and conditions of the Grant Agreement and comply with any legal obligations outlined. • Kept all original documents, especially accounting and tax records, including digitalised originals.
Specific and measurable indicators	Annual progress report from January 2021 to January 2023 Financial statement

of achievement	Supporting documents for all activities archived
Planned results	Gathering all documents that partners have provided regarding reporting, financing, etc. Indicators of progress: Annual progress reports
10.4 Project meeting	
Start date	15 January 2019
End date	15 December 2022
Place	Bihac, Pristina, Sarajevo, Tirana
Description of the activity carried out	<p>Activities carried out in frame of T10.4 are as followed:</p> <p>1. Organization of online meeting, 2021 A detailed description is displayed in Table 2 and in respective reports (D10.2 "Organization of open lectures/seminars report")</p> <p>2. Five meetings are organized from November 2021 to January 2023</p> <ul style="list-style-type: none"> •UNBI meeting, Bihac, Bosnia and Herzegovina, November 2021. •UC meeting, Pristina, Kosovo, May 2022. •AUT meeting, Tirana, Albania, November 2020. •UNSA meeting, Sarajevo, Bosnia and Herzegovina, October 2022 •STEPS final conference, Tirana, Albania, January 2023. <p>All the materials regarding these activities (agendas, topics that were discussed in frame of STEPS tasks, presentations etc are uploaded in STEPS website, www.step-project.eu</p>
Specific and measurable indicators of achievement	<p>Agendas, prepared by host and coordinator.</p> <p>Minutes, prepared by coordinator and host.</p> <p>Presentations, prepared and presented by all.</p>
Planned results	<p>Reports for each meeting, uploaded on STEPS website:</p> <p>1.https://view.officeapps.live.com/op/view.aspx?src=http%3A%2F%2Fsteps-project.eu%2Fwp-content%2Fuploads%2F2022%2F10%2FD10.4-Report-MM_Pristina_May-2022.docx&wdOrigin=BROWSELINK</p> <p>2.http://steps-project.eu/wp-content/uploads/2022/12/AUT_D10.4-Report-MM_Sarajevo_October-2022_Final-version-1.pdf</p> <p>3.http://steps-project.eu/wp-content/uploads/2022/12/AUT_D10.4-Report-MM_Tirana_First-draft-version_November-2022.pdf</p>

Table 9; A detailed description of the activities/deliverables/outcomes in frame of WP-10 from January 2021 to 14 January 2023.

4.2 Relevance in relation to project objectives

Some of the achievements of the STEPS project from January 2021 to January 2023 which are relevant in relation to the main objectives of the project as a whole are as follows:

1. Licensing and Accreditation of STEPS Master of Science programme in "Sustainable Food Production Systems"
2. Enrichment of STEPS LMS platform with teaching/learning and training materials in frame of STEPS Master of Science in Sustainable Food Production systems.
3. Enhancement of laboratory infrastructure in HEIs of WB (AUT, EUT, UHZ, UC, UNBI, UNSA).
4. Improvement of scientific background and teaching capacity of scientific staff in WB countries.

5. Agreement in Educational, Scientific and Technical cooperation between all the STEPS partners in frame of sustainability.

4.3 Horizontal issues

Due to national policies and legislation which applies in Albania, Kosovo and Bosnia & Herzegovina, which didn't leave room for flexibility, STEPS Master of Science programme was implemented:

- As Joint in Albania between the two HEIs, AUT and EUT
- As Joint in Kosovo between the two HEIs, UHZ ad UC
- Separately in Bosnia and Herzegovina
 - ✓STEPS Master of Science programme in “Sustainable food production systems” UNSA
 - ✓STEPS Master of Science programme in “Sustainable Food Production Systems” UNBI.

This structure of STEPS master of Science programme implementation can be consider a minor deviation from the first proposal of STEPS project.

Another horizontal issue is related to the delay in the deliverables of some task due to:

- Covid -19 pandemic
- Rejection from the MASR in Albania to licensing of STEPS Master of Science programme in “Sustainable Food Production Systems” as joint between AUT and EUT.
- Long procedures for accreditation of programmes in Bosnia and Herzegovina and in Albania

CONCLUSIONS

Some conclusions in frame of STEPS project achievement, during the 3rd year of its implementation, January 2021 to January 2023 are as follows:

1. Licensing/Accreditation of STEPS Master of Science programme in “Sustainable Food production Systems” in:

- UNSA and UNBI (implemented as a separate programme in these HEIs), third generation of students enrolled for a total of 24 students.
- AUT and EUT (implemented as joint programme), first generation of students enrolled for a total of 20 students
- UHZ and UC (implemented as joint programme), second generation of students enrolled for a total of 50 students.

2. Harmonization of STEPS master curriculum (more than 80%)

3. Launching in labour market the first generation of STEPS master students that have pursue a degree in Sustainable Food production Systems (Bosnia and Herzegovina)

4. Development/ enhancement of laboratory infrastructure in AUT, EUT, UHZ, UC, UNSA and UNBI with equipment's purchased in frame of STEPS project cofounded from Erasmus + programme.

- Equipment's are relevant to STEPS Master of science courses in frame of food security and food quality and in frame of food management systems too.

5. Improvement of scientific background and teaching capacity of scientific staff in WB countries in frame of sustainable food production systems

6. Continues involvement of stakeholders through the:

- Organization of workshops
- Organization of laboratory demonstration
- Internship for STEPS master students
- Others

7. Agreement in Educational, Scientific and Technical cooperation between all the STEPS partners in frame of sustainability.

- Exchange/mobility of academic staff
- Exchange/mobility of STEPS master students.

ANNEX I

Agenda -Online meeting of SC, February 2021



ERASMUS+ PROJECT STEPS
MSc in Sustainable Food Production Systems



Steering committee Meeting Agenda

09 February 2022

Online meeting

Time: Feb 9, 2022 03:00 PM Amsterdam, Berlin, Rome, Stockholm, Vienna

Zoom Meeting: <https://us06web.zoom.us/j/85050480002?pwd=eEx4R3d1V3VLNmgvdUhFc1oxczY1UT09>

Meeting ID: 850 5048 0002

Passcode: thj68k

15:00-15:10	<p>Introduction to participants the agenda of SC</p> <p>Agricultural University of Tirana (AUT), Albania [Leader]</p> <p>1. Prof. Dr. Renata Kongoli</p> <p>Czech University of Life Sciences Prague (CULS), Czech Republic</p> <p>2. Prof. Michal Lošťák</p> <p>University of Agronomic Sciences and Veterinary Medicine of Bucharest (USAMVB), Romania</p> <p>3. Prof. Dr. Gheorghe Valentin Roman</p> <p>Agricultural University of Athens (AUA), Greece</p> <p>4. Prof. As. Dr. Giannis Tsoulfas</p> <p>Research Innovation and Development Lab Private Company (ReadLab), Greece</p> <p>5. Mr. Petros Chondros</p> <p>European University of Tirana (UET), Albania</p> <p>6. Mrs. Kebjana Haka</p> <p>University "Haxhi Zeka" (UHZ), Kosovo</p> <p>7. Prof. Asoc. Dr. Nexhdet Shala</p> <p>Universum College (UC), Kosovo</p> <p>8. Mr. Uran Raci</p> <p>University of Bihac (UNBI), Bosnia and Herzegovina</p> <p>9. Prof. Asoc. Emir Mujić</p> <p>University of Sarajevo (UNSA), Bosnia and Herzegovina</p> <p>10. Prof. Dr. Sabahudin Bajramovic</p> <p>Ministry of Education, Science, Culture and Sport of Una-Sana Canton (MESCS USK), Bosnia and Herzegovina</p> <p>11. Mrs Šulić Azra</p>
15:10-16:15	<p>Approval of Deliverable Reports for WP2-WP7 finished.</p> <p>Financial Reports for the 2-nd Year, Funds reallocation</p> <p>Approval of events postpone (Pristina, Tirana, Sarajevo)</p> <p>Extension of the project with 3 months more, until end of April 2023</p>
16:15-16:30	<p>Discussion, questions, Conclusions</p>



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**I**

ERASMUS+ Call 2018, Cooperation for innovation and the exchange of good practices, Capacity Building in Higher Education

**“STEPS”: Master in Sustainable Food Production Systems,
Ref. no. 598963-EPP-1-2018-1-AL-EPPKA2-CBHE-JP**

To: STEPS Beneficiary, Partner ____, (ACRONYM)

SUBJECT: Confirmation for reallocation of task and funds between Ministry of education, science, culture and sport of Una-Sana Canton (MESCS USK) and Agricultural University of Tirana and University of Sarajevo

Dear STEPS Beneficiary, Partner ____, (ACRONYM)

According to Project Application, Ministry of education, science, culture and sport of Una-Sana Canton (MESCS USK) is planned a budget 2.400,00 EUR for the “Bihac meeting”, which will be held in the 15 month of the project life the in Bihac, Bosnia and Herzegovina for the cost of stay (for 5 days and for 4 staff planned).

Based on the suggestion made by AUT Financial team, and the confirmation by Project Adviser (the confirmation email received on 06.05.2019) for “allowing the redistribution among partners”, the Coordinator institution – Agricultural University of Tirana ask you to give confirmation that instead of MESCS USK, the budget to be reallocated between AUT and UNSA and to be spent as following:

- ✓ 1,400.00 EUR for Agricultural University of Tirana (AUT), to be used as subcontracting cost for “Printing and Publishing”;
- ✓ 1,000.00 EUR for University of Sarajevo (UNSA), to be used as subcontracting cost for “Organization of the training seminars (D3.2) - coffee, Tea, Water, Fruit, Juice, Biscuits, etc for participants-External catering supplier”.

An updated Partnership Agreement and budget breakdown will be provided to AUT (plus 1,400.00 EUR to total grant awarded), UNSA (plus 1,000.00 EUR to total grant awarded), and MESCS USK (minus 2,400.00 EUR from total grant awarded), and the budget reallocation will have effect in the second pre-financing.

Confirmation:

I agree with all the above propositions given in this document by STEPS Coordinator, Agricultural University of Tirana.

For the Beneficiary, Partner ____, (Acronym)

(contact point Name and Surname)

(Signature)

Date:

For the Coordinator

Prof. Dr Renata KONGOLI



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II

Reallocation Funds: Agricultural University of Athens,

Cost category	Initial budget with breakdown (€)	Proposed budget with breakdown (€)	Relative change (%)
Staff costs	34,558.00 Days Manager: 27 Researcher: 200 Administrative staff: 35	38,000.00 Days Manager: 29 Researcher: 188 Administrative staff: 96	9.96
Subcontracting costs	3,000.00	3,295.00	9.83

III

Reallocation Funds:

University of Agronomic Sciences and Veterinary Medicine of Bucharest (USAMVB), Romania
1 000 Eur for LMS Platform maintenance

ANNEX II

Agenda of the online meeting on February 19, 2021



ERASMUS+ PROJECT STEPS
MSc in Sustainable Food Production Systems



Online Meeting Agenda

Feb 19, 2021, time 02:00 – 04:30 PM (time zone CET)

Google Meet:

(link to be generated before meeting)

Meeting language: English

LIST OF PARTICIPANTS

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

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

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

4. Prof. Michal Lošťák
5. Dr. Jakub Husák

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

6. Lect. Dr. Maria Toader
7. Prof. Dr. Gheorghe Valentin Roman

Agricultural University of Athens (AUA), Greece

8. Prof. As. Dr. Giannis Tsoulfas

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

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. Agim Rysha

Universum College (UC), Kosovo

13. Mr. Uran Raci
14. Mr. Valdrin Dervishaj

University of Bihac (UNBI), Bosnia and Herzegovina

15. Prof. Asoc. Emir Mujić
16. Mrs. Alma Bosnic

University of Sarajevo (UNSA), Bosnia and Herzegovina

17. Prof. Dr. Sabahudin Bajramovic
18. Prof. Dr. Blesic Milenko

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

19. Mrs Šulić Azra

20. Mrs. Adela Tabakovic

Location

Google Meet:

(link to be generated before meeting)

Thursday, 28th Jan, 2021, ZOOM

14:00	Participant log in
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: UNBI: <i>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 and Business economics and international trade in the agri-food sector.</i> UNSA: Food ethics (same); <i>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.</i> [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 and other promotional activities and materials. [Enkeleda Berberi,AUT]
15:45 – 16:00	Other WPs in progress and reports preparation [WP's leaders]



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16:00 – 16:15	Financial issues related to findings on expenditures based on partners submitted documents (for first installment). <i>[Luziana Hoxha, AUT]</i>
16:15 – 16:30	Next meetings planning time schedule, content, partners tasks, assignment of partner responsibilities. Concluding remarks <i>[Prof.Dr. Renata Kongoli, Project Manager]</i>

ANNEX III

List of open lectures/training held online/ 2021

N o.	date/ time	Training subject	Partner/ Trainer	Participant per each PC					UNSA	Participant from program countries + MESCS USK
				AUT	EUT	UHZ	UC	UNBI		
1	Completed 25.02.2021/ 09.00-10.30	Food ethics	CULS/Prof. Dr. Michal Lošťák	Elena Kokthi; Klotilda Marku, Luziana Hoxha	Arlinda Ymeraj; Klementin Mile	Agim Rysa		Suzana Jahić	Alen Mujčinović	Assoc. Prof. PhD. Toader Maria
2	Completed 26.02.2021/ 14:30 - 16:30	STEPS - LMS Platform Training	Service provider/Kostika Gorica	Alketa Shehaj; Enkele da Berberi , Luziana Hoxha	Agim Kasaj			Emir Mujić	Dragana Ognjenović	Assoc. Prof. PhD. Toader Maria
3	Completed 16/04/2021 at 09 am CET	Food legislation/ Governance, policy and legislation in the agri-food sector	USAMVB/ Assoc. Prof. PhD. Toader Maria, Prof. PhD. Roman Gheorghe Valentin, Lect. PhD. Mirela Elena Dusa		Arlinda Ymeraj	Sabiha Shala	Edib Abazi		Aleksandra Nikolić, Alen Mujčinović	Prof. Dr. Michal Lošťák
4		Fundamentals of food production systems, Sustainable food production systems, Introduction to sustainability	USAMVB/ Assoc. Prof. PhD. Toader Maria, Prof. PhD. Roman Gheorghe Valentin, Lect. PhD. Mirela Elena Dusa, Prof. PhD. Ion Viorel		Ani Mbrica	Nexhdet Shala	Uran Rraci	Suzana Jahić; Emir Mujić; Husein Vilić; Vildana Jogić	Sabahudin Bajramović, Emir Becirović, Zlatan Sarić, Aleksandra Nikolić, Alen Mujčinović, Mirha Đikić	Prof. Dr. Michal Lošťák
5	Completed 23.04.2021, time 09.00-10.45 CET	Low input agriculture	USAMVB/ Assoc. Prof. PhD. Toader Maria, Prof. PhD. Roman Gheorghe Valentin, Eng. dr. Andrei Radu-Popovici	Luziana Hoxha		Defrim Berisha		Refik Šahinović; Emir Mujić; Husein Vilić; Vildana Jogić	Mirha Đikić	
Trainings on 14/5/2021										

6	Completed 10.30-12.00 CEST	An ethical approach of organic agriculture - strategy to feed the world, to protect natural ecosystems and save biodiversity	USAMVB/Prof. PhD. Roman Gheorghe Valentin	Luziana Hoxha, Alketa Shehaj		Ibrahim Hoxha			Asima Akagic, Sanja Zuljevic	(USAMVB) Assoc. Prof. PhD. Toader Maria, Prof. Dr. Michal Lošťák, Azra Sulic
Trainings on 21/5/2021										
7	Completed 10.30-12.00	Sustainable food value chain management; Introduction to supply chain; Sustainable management;	AUA/Prof. Ass. Giannis Tsoulfas		Irina Canco, Kreshnik Bello	Florin Peci	Filip Ruxho	Emir Mujić; UNBI MSc STEPS students: Emrah Kazaz, Belma Osmanagić; Makić Lamija	Aleksandra Nikolic, Alen Mujčinović	(USAMVB) Assoc. Prof. PhD. Toader Maria
Trainings on 04/06/2021										
8	Completed 09.00-10.30	Total Quality Management in the Agri-Food Sector	USAMVB/Assoc. Prof. PhD. Toader Maria, Prof. PhD. Roman Gheorghe Valentin, Lect. dr. Sonea Cosmin, Lect. PhD. Ionescu Alina Maria		Ermira Qosja	Ibish Mazrek	Uran Rraci	Suzana Jahić; Halid Makić; UNBI MSc STEPS students Emrah Kazaz and Faris Muminović	Aleksandra Nikolic, Alen Mujčinović	
9	Completed 10.30-12.00	Traceability systems of food products and HACCP system	USAMVB/Assoc. Prof. PhD. Toader Maria, Prof. PhD. Roman Gheorghe Valentin, Lect. dr. Sonea Cosmin, Lect. PhD. Ionescu Alina Maria	Enkeleida Berberi, Luziana Hoxha		Ibrahim Hoxha		Halid Makić; UNBI MSc STEPS students Emrah Kazaz; Faris Muminović	Aleksandra Nikolic, Alen Mujčinović	
10	Compiled 12.00-13.30	Data analysis and decision making	AUA/Katerina Marinagi		Irina Canco	Fadil Millaku	Uran Rraci	Halid Makić; Emir MUJIĆ; UNBI MSc STEPS student	Aleksandra Nikolic, Alen Mujčinović	(USAMVB) Assoc. Prof. PhD. Toader Maria

								Emrah Kazaz		
12	Completed 09.00-10.30	Energy problems in the present world. Agricultural and food industry waste management	USAMVB/Prof. PhD. Roman Gheorghe Valentin			Ilir Morina	Uran Rraci	Jasmina Ibrahimpašić; UNBI MSc STEPS students Emrah Kazaz; Faris Muminović	Emir Dzomba, Zlatan Sarić, Alen Mujčinović, Mirha Đikić	

