

**Meeting:** **Project Management Committee**

**Date of meeting:** 26/02/2015

**Minutes prepared by:** Helena Virić Gašparić

## 1. Purpose of Meeting

- Discuss with Project coordinators from each HEI about achievements in project so far, comment on Field monitoring's that were conducted in Croatia, Kosovo, Albania, Bosnia and Herzegovina, agree on the next steps in project, agree on the Round table on regional guidelines in Podgorica and discuss problems in project implementation

## 2. Attendance at Meeting

### Members of PMC

<i>Name</i>	<i>Organisation</i>	<i>e-mail</i>
Renata Bažok	University of Zagreb Faculty of Agriculture, Croatia	<a href="mailto:rbazok@agr.hr">rbazok@agr.hr</a>
Krunoslav Zmaić (vice Sonja Marić)	Josip Juraj Strossmayer University of Osijek Faculty of Agriculture, Croatia	<a href="mailto:krunoslav.zmaic@pfos.hr">krunoslav.zmaic@pfos.hr</a>
Marija Zanubović	University of Natural Resources and Life Sciences, Vienna, Austria	<a href="mailto:marija.zunabovic@boku.ac.at">marija.zunabovic@boku.ac.at</a>
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Illir Ničko	"Fan S. Noli" University Faculty of Agriculture, Albania	<a href="mailto:ivangjelnicko@gmail.com">ivangjelnicko@gmail.com</a>
Perparim Laze	Agricultural University of Tirana Faculty of Agriculture and Environment, Albania	<a href="mailto:perparimlaze@yahoo.com">perparimlaze@yahoo.com</a>
Elma Sefo (vice Zrinka Knezović)	University of Mostar Faculty of Agriculture and Food Technology, BiH	<a href="mailto:elma.sefo@sve-mo.ba">elma.sefo@sve-mo.ba</a>
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Fadil Musa (via Skype)	University of Pristina Faculty of Agriculture and Veterinary, Kosovo	<a href="mailto:fadil.musa@uni-pr.edu">fadil.musa@uni-pr.edu</a> <a href="mailto:fadilmusa@hotmail.com">fadilmusa@hotmail.com</a>
Silvester Žgur (vice Marija Klopčič)	University of Ljubljana Biotechnical faculty, Slovenia	<a href="mailto:silvo.zgur@bf.uni-lj.si">silvo.zgur@bf.uni-lj.si</a>
Nedeljko Latinović	University of Montenegro Biotechnical faculty, Montenegro	<a href="mailto:nlatin@ac.me">nlatin@ac.me</a>

### Other present participants

Name	Organization	e-mail
Angelika Thomas	University of Hohenheim, Stuttgart	<a href="mailto:angelika.thomas@uni-hohenheim.de">angelika.thomas@uni-hohenheim.de</a>
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Helena Virić Gašparić	University of Zagreb Faculty of Agriculture, Croatia	<a href="mailto:hviric@agr.hr">hviric@agr.hr</a> , <a href="mailto:lifeada@agr.hr">lifeada@agr.hr</a>

### Not present members of PMC

Name	Organization	e-mail
Sonja Marić	Josip Juraj Strossmayer University of Osijek Faculty of Agriculture, Croatia	<a href="mailto:smaric@pfos.hr">smaric@pfos.hr</a>
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Bedri Dragusha	University of Pristina Faculty of Agriculture and Veterinary, Kosovo	<a href="mailto:bedri.dragusha@uni-pri.edu">bedri.dragusha@uni-pri.edu</a>

## 3. Agenda

1. Achievements in project so far / deliverables
2. Comments on Field monitoring's Croatia, Kosovo, Albania, Bosnia and Herzegovina
3. Next steps in project / Working package 3
4. Round table on regional guidelines in Podgorica
5. Problems in project implementation / Discussion

## 4. Meeting Notes, Decisions, Issues

Prof. Renata Bažok, Ph.D. prepared the PMC meeting – Sarajevo presentation. The PMC – Sarajevo presentation „Lifelong learning for sustainable agriculture in Alps-Danube-Adriatic Region“ – LifeADA is an integral part of these Minutes.

1. Prof. Renata Bažok, Ph.D. presented all the achievements so far divided according to the list of deliverables together with the date of the delivery. She has also pointed out the importance of future project activities.
2. Presentation of the comments on the Field monitoring was discussed among Partners. Prof. Renata Bažok, Ph.D. proposed following:
  - to speed up finalization of Equipment procurement for SVEMO, UP, UoM and AUT
  - to link the LifeADA project web page to the web pages of the relevant institutions and Faculty web pages (all Partners) and to be more active on FB page in order to ensure project visibility
  - that the Partners from Montenegro contact us when their Field monitoring will be scheduled in order to help them with the preparations
  - Since colleagues from Kosovo were not present on the Workshop in Sarajevo, dr. Fadil Musa connected and participated via Skype. Project coordinator proposed to

organize a two day meeting in Zagreb for colleagues from Kosovo in order to help them overcome the delays if the EACEA will approve the request. Dr. Musa asked if the student can participate as well since she is highly involved in the project and participates in all project activities.

➤ **PMC agreed on all proposals.**

3. Prof. Renata Bažok, Ph.D. explained next steps in the project activities. She asked that before starting of Working package 3 all Partners countries send written reports on the needs on national and English language and that the EU countries send us the written reports on Case studies on English language. She has also explained why the harmonization of LL is necessary in the ADA region and the plan to proceed with our next activity as follows:

- each partner should identify extent and quality of existing LL possibilities in the region and according to results define their position and role within the landscape of LL providers and prepare results till the meeting in Podgorica.
- based on conclusions in Sarajevo UNIZG will develop the draft of the Regional guidelines for LL strategy
- RG draft will be the base for discussion in Podgorica. Criteria for evaluation of LL models and framework for recognition will be assessed and proposed in order to ensure sustainability among all partner countries

➤ **PMC agreed on all proposals.**

4. Prof. Renata Bažok, Ph.D. announced the next meeting "Round table on regional guidelines" which will take place in Podgorica, Montenegro. She explained the recourses foreseen in the budget available for the staff cost, travel cost and for printing and publishing. The PMC discussed on most appropriate date for the next meeting and proposed the second or third week of June. Prof. Renata Bažok, Ph.D. proposed following:

- the poll with suggested dates for the "Round table in Podgorica" will be sent to all project coordinator and EB members right after the Workshop in Sarajevo in order to agree on the most convenient date for the next meeting. The deadline for submission of the proposals would be March 6, 2015.
- that the Project coordinator from Montenegro, professor Nedeljko Latinović cooperate closely with project coordinator in order to organize everything on time as well as to choose most appropriate place for the "Round table in Podgorica".
- that all partners send missing documentation and finalize equipment procurement till the end of April in order to respect the deadline for the announced Intermediate report that has to be submitted by the **June 1, 2015**
- that all partners send final list of participants for "Round table on regional guidelines in Podgorica" till **April 13, 2015.**

➤ **PMC agreed on all proposals.**

5. Prof. Renata Bažok, Ph.D. presented the encountered problems in project implementation regarding the poor communication, disrespect of the deadlines etc. She explained that all partners must respect the TEMPUS rules and in case of any uncertainties contact us immediately. She has also proposed to all partners to be more involved in the dissemination of the project actives among academic community as well as the relevant institutions in their country. Prepared banners were handed out to all project coordinators in order to display them in their institution.

➤ **PMC agreed on all proposals.**

During the PMC meeting the project consortium discussed about teacher training within WG4. EU institutions (BOKU, UHOH and UL) should organize three day training for teachers from Partner countries and Croatia. According to the project proposal

trainings are foreseen for five teachers from each institution, maximum 15 people from each Partner country. Project consortium agreed that the number is not appropriate and that it has to be reduced because it is difficult to organize quality training for 40 people at once.

- **PMC agreed that teacher training will be organized for two teachers per Partner institution per training, maximum 6 teachers from each Partner country**
- **EU Partners proposed to send a list of programs that could be offered as teacher training to the project coordinator till the meeting in Podgorica**
- **PMC agreed** that the Minutes will be sent to all Partners till the end of March. Partners will have 10 additional days to send comments and/or corrections to the Project Coordinator (**till April 10, 2015**). If no comments and/or corrections are made it will be considered that Partners agree with the sent Minutes.

## 5. Action Items

Action	Assigned to	Due Date
• Project Coordinator shall send the poll on the Round table in Podgorica right after the meeting in Sarajevo	Project Coordinator	02/03/2015
• Partners shall send their proposals of the suitable date for the Round table in Podgorica to the Project Coordinator.	All	06/03/2014
• Project Coordinator shall send Minutes to all Partner institutions on review	Project Coordinator	31/03/2014
• Partners shall send their comments and/or corrections of Minutes to the Project Coordinator.	All	10/04/2014
• Project coordinator shall organize additional meeting in Zagreb for Partners from Kosovo	Project Coordinator	March 23 and 24, 2015
• Partners shall send a final list of participants for "Round table on regional guidelines in Podgorica"	All	13/04/2015
• Partners shall send all missing documentation and finalize procurement of equipment to the Project Coordinator due to the intermediate report.	All	30/04/2015
• Next meeting, Round table on Regional guidelines, will be organized in Podgorica, Montenegro	Project Coordinator and UoM	June 15 - 17, 2015
• Partner countries shall identify extent and quality of existing LL possibilities in the region and according to results define their position and role within the landscape of LL providers, Eu countries shall send the proposal of programmes for teacher trainings	All	End of May
• UNIZG will develop the draft of the Regional guidelines for LL strategy	Project Coordinator	June 15 - 17, 2015

Meeting was concluded at 10:00 am.

Project Coordinator:  
Prof. Renata Bažok, Ph.D.