

ANNEX IV

Intermediate Report on implementation of the project (IR), Statement of the costs incurred and Request for Payment

TEMPUS IV (Sixth Call for proposals EACEA No. 35/2012) Joint Project / Structural Measure

Project No.: 544595-TEMPUS-1-2013-1-HR-TEMPUS-JPHES
Agreement No.: 2013-4592/001-001

(Project No. / Agreement No.)

| <u>INTERMEDIATE REPORT</u> | <u>DEADLINE</u> |
|---|--|
| <ul style="list-style-type: none">• Report on implementation of the project• Statement of the costs incurred and Request for Payment | When 70% of the 1 st pre-financing has been disbursed but <u>not later than</u> : - 1 December 2014 for 2 year projects - 1 June 2015 for 3 year projects |

Structure of the Report

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One original (with original signatures) and one copy are to be sent by the deadline by registered mail (date as per postmark) to:

Education, Audiovisual and Culture Executive Agency (EACEA)
Erasmus+ : Higher Education - International Capacity Building (Unit A4)
Mr Klaus Haupt
Head of Unit
BOUR 02/17
1, Avenue du Bourget
BE-1049 Brussels

Please also send the electronic version to eacea-tempus-project-management@ec.europa.eu when submitting the paper version of the report.

DECLARATION

This declaration should be completed and signed by the following people:

1. the contact person at the co-ordinator (institution);
2. the person who is legally authorised to represent the co-ordinator (institution).

We, the undersigned, certify that we have submitted all the required documentation, including the documents mentioned in the checklist.

Furthermore, we certify that the information given in this Intermediate report is correct to the best of our knowledge and complies with the requirements of the provisions of Article I.4 and II.23 (Annex VI) of the Grant Agreement.

We are aware that amendments to these documents will not be accepted after the date of submission.

Name of the co-ordinator (institution): **University of Zagreb Faculty of Agriculture**

Name of the contact person:

Prof. Renata Bažok, Ph.D.

Position: **Project coordinator**

Place: **Zagreb**

Date: **29. 5. 2015.**

Signature: 

Name of the legal representative:

Prof. Damir Boras, Ph.D.

Position: **Rector of the University of Zagreb**

Place: **Zagreb**

Date: **26. 5. 2015.**

Signature: 

Stamp of the co-ordinator (institution):



REPORT ON IMPLEMENTATION OF THE PROJECT

Please provide an overview on **implementation of the project**, by following the instructions below.

Overall achievements

Please provide a description of the activities carried out since the start of the project and describe to what extent, the results achieved since the beginning of the project, are contributing to the project objectives.

Since the beginning of the LifeADA project (1.12.2013.) till the submission of this report (1.6.2015.) all foreseen activities for the first project period have been carried out. The project is coherent with the outcomes. Results achieved since the beginning of the project are fully contributing to the project objectives defined in project proposal.

According to the project methodology WG 1 is responsible for four working packages (WP 1, WP 6, WP 7 and WP 8). In **Working package 1, activities A1.1** – working teams set up, working concept developed and **A1.2** – officer for LL, expert career guidance appointed were completed and delivered till the end of February 2014. All partner institutions have sent the list of their working team with appointed coordinators, working group coordinators, team members, students (if it was possible to appoint them at the moment), LL experts and LL officers (<http://lifeada.sistemi.hr/Portals/0/pdf/Project%20team%20members%20at%20regional%20and%20local%20level.pdf>, <http://lifeada.sistemi.hr/Portals/0/pdf/List%20of%20LL%20experts%20and%20LL%20officers.pdf>). Project coordinator from UNIZG has developed project methodology which was delivered to all partners. **Activity A1.3** – opening conference and training working agenda was accomplished during the Opening conference in Zagreb (“Kick off meeting”, 26.2. – 1.3.2014.). On the first day of the conference all partners had the chance to introduce themselves and their institution as well as their past and ongoing activities in lifelong learning (<http://lifeada.agr.hr/news/id/1/february-27-and-28-2014--kick-off-meeting-in-zagreb>). On the second day the training for LL experts and LL officers was organized by the Project coordinator in cooperation with the Centre for Lifelong Learning - University of Zagreb Faculty of Education and Rehabilitation Sciences. Head of the Centre, Assis. Prof. Neven Ricijaš, PhD prepared a whole day Workshop where he introduced the attendants with the possibility of continuous specialization of current knowledge and skills for different professionals, as well as to ensure a range of possibilities to gain new professional competencies and intervention methods when working directly with clients (http://lifeada.agr.hr/Portals/0/documents/LLL%20workshop_Neven%20Ricijas.pdf). The impact of Workshop was extremely satisfying. Majority of conference participants joined the Workshop although it was organized just for LL experts and officers. At the same time Project management committee (PMC) was held where all institutional project coordinators discussed about methodology of implementation and financial structure of the project (<http://lifeada.agr.hr/news/id/1/february-27-and-28-2014--kick-off-meeting-in-zagreb>). About 40 foreign participants, partners in the project and about 30 local participants attended the meeting.

As indicated in project proposal creation and maintenance of project web site and Facebook profile was foreseen trough whole period of project implementation. In **WP 6, activity A6.1** Project's website was delivered on April 9, 2014 (<http://lifeada.agr.hr/>) and Project's Facebook profile (<https://www.facebook.com/LifeADA>) was published on May 29, 2014. Partners are satisfied with project web site as well as with access to on-line documents and presentations. **Activity A6.2** - Dissemination through project assemblies was initiated by publishing information about the project in articles and presentation of the project and its current results on conferences/seminars outside of the project framework. All partners received promotional materials (leaflets) during the Kick off meeting in Zagreb. Partners were provided with banners as well. Partners linked the LifeADA web site to their institutional web site (example: <http://www.unkorce.edu.al/en/content/lifeada-project>, <http://www.ubt.edu.al/sq/lifeada>, <http://www.btf.ucg.ac.me/>).

Public presentation on the project activities and results was organized by project coordinator (http://www.agr.unizg.hr/hr/article/1029/javna_prezentacija_rezultata_i_zavr%C5%A1lenih_aktivnosti_tempus_projekta_lifeada) and several partner institutions (example: <http://www.btf.ucg.ac.me/news.php?id=1&vid=198>). Project coordinator and partners agreed that the future AGRIMBA conference is good opportunity to present project results to broader audience. Therefore the group of authors (Marija Cerjak, Marina Tomić, Ferdi Brahushi, Mirko Knežević, Melisa Ljuša, Fadil Musa, Ilir Nicko, Leona Puljić) applied for a conference with the presentation entitled “Lifelong learning needs in sustainable agriculture”, AgriMBA congers, 16 -20 June 2015, Poreč, Croatia (see more <http://www.agrimba-ava2015.hr/>).

Within the **WP7, activity A7.1** – Establishing of Evaluation board (EB) was completed in July 2014 and adjusted according to the recommendations from the EACEA. Instead of 3, 11 members of EB from each country were appointed (<http://lifeada.agr.hr/Portals/0/pdf/Evaluation%20Board.pdf>) and EB coordinator was elected (<http://lifeada.agr.hr/news/id/15/evaluation-board-coordinator-elected>). They have started with the **activity A7.2** – Monitoring of general process. Although the field monitoring visits were organized by EACEA at coordinator and partner institutions, EB started with the preparations how to organize the monitoring of the general process. On their first meeting in Sarajevo, EB started with developing criteria for monitoring of pilot activities.

In the **WP8, activity A8.1** - Project Management Committee (<http://lifeada.sistemi.hr/Portals/0/pdf/PMC.pdf>) and **A8.2**

- Project administration were completed and delivered till the end of February 2014. Two persons were employed on half time for financial and administrative management of the project (<http://lifeada.sistemi.hr/contact>).

After the Kick off meeting. WG2 started with the **activity A2.1 and A2.2** - development of surveys on LL potentials and LL needs. Surveys were compiled by WG2 from UNIZG, reviewed by all partners, translated on national languages and published on-line (open till January 21, 2015). Afterwards the WG2 from UNIZG conducted the analysis and delivered the results to all partners which were the base for preparation of the reports. **Activities A2.3, A2.4, A2.5 and A2.6** – reports on LL needs, reports on LL potentials and case studies were completed on February 25 and 26, 2015, during the Workshop on assessment of reports in Sarajevo (<http://lifeada.agr.hr/news/id/2/february-24--27-2015--workshop-on-assessments-of-reports-in-sarajevo>). About 60 participants attended the Workshop on assessment of reports which was rated as very successful. All partners presented their reports and Case studies. The priority areas for sustainable agriculture were identified, discussed and assessed during the Workshop which was organized as a channel for knowledge and experience exchange among HEI. Also, another PMC meeting was held where all project coordinators discussed project activities and management issues.

First Evaluation Board meeting was also organized during the Workshop in Sarajevo (http://lifeada.sistemi.hr/Portals/0/Protocol%20EB%20Sarajevo_03_03_15.pdf).

At the moment WG 3 and 4 are intensively working on their activities **A3.2** – development of Regional guidelines, **A3.3** – development of LL strategies for sustainable agriculture, **A4.1** – identification of training needs for LL, **A4.2** – preparation of trainings on adult educational methods for LL. Also activity **A3.1** – Round table on regional guidelines in Podgorica is scheduled for June 15 and 17, 2015 (<http://lifeada.sistemi.hr/news/id/3/june-15-17-2015--round-table-on-regional-guidelines-podgorica>).

All preparations are going as planned and all activities are contributing to the project objectives. All partners are equality involved in implementation of the project as well as in decision making process. Project coordinator is especially focused on non EU country's needs in order to help them overcome all administration obstacles and delays.

Coherence with the workplan and comments on deviations and modifications

Please write in this section the main changes which have occurred compared with the original project proposal. (More detailed information is requested in the relevant sections below).

After receiving the Evaluation report and Budget revision from EACEA reviewers on project application, we accepted their suggestions and made following changes:

It was foreseen that the EB will be consisted of 3 experts form EU countries, but according to the Evaluation Report received from the EACEA and comment that the involvement of all Partner Country HEI as members of EB (not only EU partners) would be desirable, the **WP7** – Quality control and monitoring was changed accordingly. The EB is now consisted of 11 members, one from each partner institution. The delivery of **D7.1** – Evaluation board established was foreseen for the January 31, 2014. It was not possible to deliver this activity on time since we had to respect the suggestion from the EACEA to include the experts from all partners in the EB. Partners needed some time to identify the most appropriate people for this assignment in order to respect the requirements set up in the project proposal. Also it was necessary to additionally explain their responsibilities. Project coordinator gave a suggestion that one person should be the coordinator of the EB. Partners had an electronic vote and decided that the coordinator should be Mag. Thomas Guggenberger form University of Natural Resources and Life Sciences (BOKU) since he gained his expertise in Evaluation, quality assurance, project management, educational reforms, new teaching and learning techniques, lifelong learning, development cooperation, Child Rights and psychotherapy in Europe, USA and Latin America. (CV available on <http://lifeada.sistemi.hr/news/id/15/evaluation-board-coordinator-elected>).

Important change, compared with the original project proposal, occurred regarding the **Budget correction**. After receiving a budget revision from the EACEA the budget heading “Other Costs – Audit Report” was reduced for the suggested amount.

The main changes that have occurred during the project implementation, compared with the original project proposal are following:

During the PMC meeting in Sarajevo all partners agreed that the **D3.1** - Round table on Regional guidelines in Podgorica **should be organized in the beginning of June (now scheduled for June 14 – 15) instead in the end May** as foreseen in project proposal. The explanation for this shift is that some partners are still occupied with teaching assignments and/or examination terms which would prevent them from participating on the conference in Podgorica.

Also, during the PMC meeting in Sarajevo, Project management committee agreed that the **number of teachers proposed in WP4, A4.2 – Training on adult educational methods for LL** (five teachers from each institution per training, maximum 15 people from each Partner country) **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 to three teachers per Partner country and Croatia per training, maximum 6 teachers from each Partner country and Croatia. Groups for training will have maximum 24 participants.

On October 1, 2014 new **Rector of the University of Zagreb, prof. Damir Boras, Ph.D., was appointed replacing the former Rector prof. Aleksa Bjeliš, Ph.D.** The EACEA was informed about the change of the legal representative of the University of Zagreb on November 6, 2014 (official confirmation about noted change was received from the EACEA on November 11, 2014).

Field monitoring visits held at project coordinator, at partner institutions in Albania, Kosovo and Bosnia. Also, here you may find comments and follow-up on all received Field monitoring recommendations:

Field monitoring of Tempus project 544595-TEMPUS-1-2013-1-HR-TEMPUS-JPHES, feedback from Zagreb, received on July 3, 2014

Remarks 1 and 2: The activity aimed at implementing national strategies in EU countries does not seem to be fully justified by the project objectives which, according to the Tempus rules, should target Partner Countries institutions. Therefore, this activity should be re-considered and better explained in relation to the scope of the project. The harmonization of national LL systems at regional level should be more explored through the development of regional guidelines, as initially foreseen under work package 3, which regrettably could not be explained and discussed during the monitoring visit. At the moment, the project seems indeed mainly focused on the development of national strategies without a tangible regional approach.

Regarding the remark 1 and 2 we would like to explain that the Regional guidelines are basically guidelines for National strategy preparation. They are not guidelines for lifelong learning but only a tool for NS development. The RG will be presented to National authorities (not Regional authorities as stated in project proposal) prior to the development of NS. National authorities should recognize the quality of the RG so that later on, according to those RG, the NS will be acknowledged by the authorities. According to the project proposal the Partner countries will receive help from EU countries during the preparation of NS which should be in line with common guidelines adopted at the whole regional level. All NS will generally have same outline with the aim of harmonization of lifelong learning and will be partly specific respecting the Partner expertise in given field so as the national differences. Croatia, although EU country, is in the regional context very closely associated with Partner countries. The development of NS for Croatia felt justified. Our highest interest is to investigate the situation the regional level and to find out what is already done and still needs to be done in Partner countries concerning the lifelong learning. Development of NS for Croatia would contribute to the harmonization of the lifelong learning system at whole regional level and also enable increase of mobility in both ways for all of those who will use lifelong learning programs (students, teachers, etc.). Also, one of our goals is to enable beneficiaries of lifelong learning programs from whole region (including Croatia) to be equally recognized at the labour market.

Under discussion on Project proposal during the monitoring visit it was highlighted that **the term regional authorities** remained unclear and **need definition**. After discussion with partners during the workshop in Sarajevo it became clear that Regional guidelines for LL strategy will be primarily directed to **national authorities in the region**. Although Croatia is an EU country, the same time Croatia is important part of the region. The development of National strategies in EU countries **is not eligible under Tempus rules**. Because of the need for harmonization at regional level **it is essentially to achieve that all countries in the region, including Croatia, have harmonized National strategies for LLL** that could be easily compared. In defining the national strategies for LL in sustainable agriculture, respectively, partner countries should identify the extent and quality of already existing LL possibilities in the region in order to be able to position them, and define their role within the landscape of LL providers. Development of national strategies within this project is of great importance, as well as starting point for making strategic decisions, e.g. which target groups should the institution put a focus on in order to further stimulate participation in LL, thus strengthen its position on the market and will have same programs with the aim of harmonization and partly specific programs respecting the Partners expertise in given field so as the national differences.

Remark 3: Inter-project coaching activities with the project 544072-TEMPUS-1 -2013-1-RS-TEMPUS-SMHES should be envisaged, especially taking into considering that Serbia is the only country in the region not involved in the LifeADA project. Please refer to FAQ n. 86.

During the preparation of project proposal our intention was to include Serbia in the project but unfortunately Development of lifelong learning in society at large was not on the list of National priorities for Joint projects in Serbia (6th call application guidelines, EACEA N° 35/2012, Annex 7).

We have also contacted Prof. Branko Ćupina, Ph.D., Vice-Dean for Science and International Relations at the Faculty of Agriculture, University of Novi Sad, Serbia, who also confirmed that Lifelong learning was not on the list of National priorities for Joint projects in Serbia so we jointly decided that University of Novi Sad will not participate in this project. Nevertheless we have agreed that future cooperation is high priority.

Remark 4: Project quality control activities should be regularly carried out since the beginning and during all project life. In this regard, indicators of progress in the LFM should be quantified and time- bounded. LFM is a key tool for quality control and monitoring which should be used by the Evaluation Board to monitor the progress of the activities and propose corrective measures if necessary.

The suggestion to **quantify and time-bound the indicators of progress in the LFM** was respected. The modifications

were made and new LFM was delivered to EACEA, to all partners in project and published on project web page http://lifeada.sistemi.hr/Portals/0/Logical_framework_matrix.pdf.

Remark 5: The project website should be finalized as soon as possible, all documents produced so far should be made available on line and the correct Tempus logo should be used on all promotional materials.

Project web site was finalized on April 9, 2014. One may access it on following location <http://lifeada.agr.hr/>.

All project documentation is available on the project web site and you may access to documentation with:

USERNAME: agrlifeada

PASSWORD: agrlifeada123

Project Facebook profile was finalized on May 29, 2014. One may access it on <https://www.facebook.com/LifeADA>.

So far we have 170 likes and very high, organic posts reach. Since the launch of the FB profile average post reach has grown from average of 30 to 264 views and rising.

All Tempus rules regarding logo and the following sentence regarding publications: *"This project has been funded with support from the European Commission. This publication reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein."* are respected and published on all project materials.

Remark 6: As it seems that partners were not involved in the identification of the equipment, we would recommend you to discuss again this list with the concerned institutions. If needed, a new revised list of equipment may be proposed to the Executive Agency, provided that this is in line with the project activities and necessary for the achievement of the project objectives.

During the preparation of project application all Partner countries were contacted regarding the project proposal via e-mail (March 7, 2013). There were no suggestions or objections regarding the list of equipment proposed in the Application form. Again, equipment procurement was one of the subjects during the Kick off meeting in Zagreb. None of the Partners proposed modification of the list. Respectively to the comment of Ms. Giorgio considering equipment procurement we have sent one more request for the revision of equipment list to all non EU Partners on July 8, 2014. None of the Partners requested modification of the proposed list. Later on, during the procurement procedure some partners requested a modification within the character of the wanted equipment (IT equipment). For example UNKO asked for a change of the number of laptops. EACEA has replied that additional authorization of that type of changes is not required (e-mail 21.05.2015.).

Remark 7: The Executive Agency should be officially informed about the new bank account recently opened for the project: a letter signed by the legal representative together with a new Financial Identification Form shall be submitted.

After receiving monitoring visit and approval by EACEA the Faculty of Agriculture prepared new Financial identification together with other relevant documentation and forwarded it to the University of Zagreb to MS Branka Roscic, Head of International Relations Office and Ms. Ruža Bruvo, International Relations Office. We started the initiative towards the UNIZG to change FIF in order that FoAZ receive the money directly from EACEA. However, UNIZG did not find this as a good solution since the fact that Rector is legal representative who signed the contract. Therefore we are not going to change FIF and we will pay again high amount for bank provision when transferring money from UNIZG to FoAZ account.

Field monitoring of Tempus project 544595-TEMPUS-1-2013-1-HR-TEMPUS-JPHES, feedback from Kosovo, received on October 22, 2014

Remark 1: On the basis of the outcomes of this visit, we would like to encourage the consortium to further enhance the regional dimension of the project by exploring the possibility of harmonizing the national Life Long Learning systems and providing some regional guidelines.

Wider project objectives are to modernize and harmonize higher education by development of Lifelong learning (LL) system for sustainable agriculture in non-EU Alps-Danube-Adriatic region countries and to enhance networking between EU and Partner countries (non-EU) in Alps-Danube-Adriatic region by promoting LL system as a tool for permanent modernization of higher education. Currently a draft for Regional guidelines is in preparation. The draft will be presented to project consortium during the Round table on Regional guidelines in Podgorica. When accepted by all partners, the RG will be the base for development of National strategies on Lifelong learning in sustainable agriculture.

Remark 2: We would also like to encourage you to speed up the equipment purchase which seems to be slightly delayed according to the planning. Also, we recommend you to produce promotional material such as project flyers, posters and short written materials in order to disseminate the project among the academic and student community and enhance their interest

The University of Prishtina, Faculty of Agriculture and Veterinary is currently in the procedure of equipment procurement. Recently they have asked for a slight modification of IT equipment and after receiving official approval from the EACEA on May 21, 2015 the process was initiated. As we were informed by our partners from Kosovo, prof. Bedri Dragusha, Ph.D., Dean of the Faculty of Agriculture and Veterinary they have excellent support from their

institution regarding the equipment procurement and they do not expect any further delays in faculty administration.

Remark 3: Contacts with local stakeholders in Kosovo should be initiated. Additionally we would like to encourage you to support the University of Prishtina to overcome the delays and other difficulties they are facing due to the instable situation at the level of University management during this period.

Project coordinator is especially devoted to the resolving all issues that University of Prishtina is facing. Since we are aware of their instable situation we are at their disposal continuously. Project coordinator organized additional meeting with partners from Kosovo in order to help them overcome all difficulties (additionally explained in the section below). We received the input from our Kosovo partners that they are more than welcome and satisfied with our effort and all received help.

Remark 4: We would like to remind you as well that the EACEA should receive a letter signed by the legal representative informing us about the change of bank account and a new Financial Identification Form.

Explained in the section above.

Field monitoring of Tempus project 544595-TEMPUS-1-2013-1-HR-TEMPUS-JPHES, feedback from Bosnia and Herzegovina, received on January 9, 2015

Remark 1: According to the feedback received, the University of Sarajevo purchased already some equipment and the University of Mostar is still in the process of procurement, which will be finalized in January 2015. We would like to encourage you to finalize the procurement processes and to ensure that the equipment purchased in the framework of the project complies fully with the 'Rule of Origin' and that the relevant certificates are available.

University of Sarajevo has completed the equipment procurement on December 16, 2014. Following equipment has been purchased:

PC Desktop i3 - 4 pieces, Notebook Fujitsu Siemens - 6 pieces, The LCD Projector - 2 pieces, Color Printer - 2 pieces, SMART board - 1 piece.

The University of Mostar carried out market research and IT equipment for which it is possible to obtain a certificate of EU origin is identified. It is planned to complete tendering procedure by the end of September 2015.

Remark 2: In addition, we would like to encourage the consortium to finalize as soon as possible the activities related to the collection of data for survey on needs and potentials in LL in sustainable agriculture in Bosnia and Herzegovina. It would seem that it has been decided to use an online survey instead of the field survey preferred by the local partners. In order to ensure effectiveness, relevance of the results and local ownership of the project, we do recommend adapting the questionnaire to the local needs and implementing the process in full cooperation with the Bosnian partners. We would appreciate that you ensure that the local partners follow the process closely and have a full access to the results.

Partners from Bosnia and Herzegovina successfully completed data collection for survey on needs and potentials in LL in sustainable agriculture. They have presented their results on Workshop in Sarajevo which are valuable for the whole region and will be the excellent base for further activities. The presentations are available on: http://lifeada.sistemi.hr/Portals/0/Melisa%20Ljusa_Leona%20Puljic_Report%20on%20needs_LifeADA_SVEMO_UNSA.pdf, http://lifeada.sistemi.hr/Portals/0/Sabrija%20Cadro_Report%20on%20potentilas_LifeADA_UNSA.pdf, http://lifeada.sistemi.hr/Portals/0/Leona%20Puljic_Report%20on%20potentilas_LifeADA_SVEMO.pdf

Remark 3: University-enterprise cooperation should be initiated in Bosnia and Herzegovina with the aim of establishing and promoting a long lasting relationship with local enterprises. Sustainability issues should be tackled from the very beginning of the project and a sustainability plan developed and discussed within the consortium.

Representatives from the University of Sarajevo and University of Mostar discussed with colleagues from Faculty institute and Plant Protection Management in Bosnia and Herzegovina about appropriate models of lifelong learning acceptable to their conditions as well as most appropriate implementation activities. Future collaboration and their involvement in the project were proposed.

Field monitoring of Tempus project 544595-TEMPUS-1-2013-1-HR-TEMPUS-JPHES, feedback from Albania, received on January 20, 2015

Remark 1: We would like to encourage the Agriculture University to carefully reconsider its decision to request, at this stage of project implementation, an amendment of the partnership agreement with the aim to independently manage its whole grant share. In principle, the university management commitments and the participation rules are initially expressed in the partnership agreement and any potential change may affect the proper implementation of the project or cause, in a later phase, difficulties in reporting.

As suggested in the feedback from Albania the partners from University of Tirana respected the remark received from the EACEA. As established at the beginning the project management is mainly handled by the UNIZF FoAZ while University of Tirana is responsible for staff cost and equipment procurement as well as for Indirect costs. On the other hand University of Kora was approved at the beginning of the project to be fully responsible for project management at their institution. They have proven their good organizational skills and so far they have respected all given deadlines and

submitted all necessary project documentation to Project coordinator.

Remark 2: On the other side, we would like to encourage Korça University to speed up the equipment purchase which seems to be slightly delayed according to the planning.

University of Korça has fully completed equipment procurement on March 2015. Following equipment was purchased: Notebook Fujitsu Siemens - 8 pieces, Desktop Espresso - 10 pieces.

University of Tirana has also fully completed equipment procurement on April 2014. Following equipment was purchased: Notebook Fujitsu Siemens - 10 pieces, The LCD Projector ACER - 2 pieces, Network color printer Konica Minolta - 2 pieces, Scanner - 2 pieces, SMART Board - 1 piece

Remark 3: Additionally, we would like to encourage the finalization of the "Reports on LL potentials in partner countries" for the assessment meeting in Sarajevo (to be held in February 2015). Moreover, the impact of the project's results can only get stronger if during the assessment meeting in Sarajevo, the consortium succeeds in further enhancing the project regional dimension, by exploring the possibilities for the national Life Long Learning systems harmonization Universities of Korça and Tirana have finalized their reports on LL potentials and LL needs on time. The results were presented on the Workshop in Sarajevo on February 24 - 27, 2015. The presentations are available on: http://lifeada.sistemi.hr/Portals/0/Iir%20Nicko_Report%20on%20needs_LifeADA_UNKO_AUT.pdf, http://lifeada.sistemi.hr/Portals/0/Ardian%20Cerava_Report%20on%20potentials_LifeADA_UNKO.pdf, http://lifeada.sistemi.hr/Portals/0/Ferdi%20Brahushi_Report%20on%20potentials_LifeADA_%20AUT.pdf.

Remark 4: In addition, we recommend that besides the website and Facebook page, other internal dissemination events and promotion materials should be foreseen, in order to further disseminate the project among academic, student and business community and enhance their participation interest.

Project coordinator provided each partner with banner which should be displayed on visible place on the institution.

The Agricultural University of Tirana has organized following events with the aim of dissemination activities of the LifeADA project:

On October 15, 2014 at the Agricultural University of Tirana Faculty of Agriculture and Environment a full presentation of the LifeADA project was presented, comprising the scope and objective of the project, the steps, the partners, working groups and also a presentation of the staff involved. During the meeting, leaflets and promo materials were delivered. Audience was comprised of representatives from the academic staff, master and PhD students.

On May 5, 2015 the Annual Career Fair was held at the Agricultural University of Tirana Campus, involving students, private companies and public officials operating mostly in the agricultural sector. At the Projects Stand, the LifeADA project was presented and leaflets were distributed. Several companies expressed their interest in the project and were opened to a future possible collaboration.

Also, Agricultural University of Tirana Faculty of Agriculture and Environment announced a public presentation during the first week of June (2-5) 2015. The draft content will be as follows: Sustainability of the project, Report on needs in Albania and potentials in Agricultural University of Tirana, introduction to links and Facebook of LifeADA.

Also, University of Korça announced a public presentation in the second week of June (between 8 and 10 June). The draft content will be as follows: Introduction to LifeADA project, Presentation of project management personnel to teachers and students, General info about project, Sustainability of the project, Report on needs and potentials in University of Korça, Albania, Introduction to links – web page and Facebook profile, Distribution of leaflets

The information on public presentation of LifeADA project and its activities at University of Korça will be also announced on FB profile.

Remark 5: Last but not least, the Albanian partners should further seek, beyond the completion of questionnaires, to actively involve in a later phase, the businesses and agriculture industries in order to enhance the future sustainability of the project.

University of Korça successfully established contact and has agreements of collaboration with following public administration: Regional Agriculture and Food Director Of Korça, Agriculture Technology Transfer Center Of Korça, Food Control Agency Of Korça, Institute of Hygiene and Epidemiology of Korça as well as with Agro-food enterprises like "Rilindja" canteen, "Tona" and "Fix" salami Factory and Beer Brewery of Korca. Also, they are still in the process of establishing new collaboration with several businesses and agriculture industries in order to involve as many companies in the project as possible with the aim of enhancement of future project sustainability.

Evaluation board recommendation

After the meeting in Sarajevo, project coordinator received a suggestion from Evaluation Board to make few **modifications in Logical framework matrix** in order to improve indicators of progress and make them more objective. The suggestion is to modify the specific objective: **to set quality benchmarks and indicators for lifelong learning competences in the field of sustainable agriculture**, into: **to establish quality criteria for lifelong learning in the field of sustainable agriculture**. According to proposed modification the modification of the indicator of the progress: **examples of standardized educational levels, vocational education standards and specification of qualifications are developed**, shall be: **examples of evaluation criteria specifically for the need of LLL at the different partner institutions in the field of sustainable agriculture**. Accordingly, one new measurement tool shall be added: **Number of**

evaluated pilot activities, and in the part where assumptions and risks are explained instead of: **quality benchmarks and indicators for lifelong learning competences are not adequately set-up**, shall be stated: **evaluation procedures for lifelong learning are not adequately set up**. We found the proposed modifications very constructive. It is understandable that the specific objectives of the project once this has been selected for funding and is being implemented shall not be changed, but there is a rather modification than change in the specific objective. The proposed modifications will not have any significant influence on the final result, it is rather the change in the wording because quality benchmarks are replaced with the evaluation criteria, and **therefore we are asking EACEA to accept the proposed change**.

Obstacles and shortcomings

Please describe any obstacles and/or shortcomings experienced during the period covered by the report and the measures taken by the project team to address them.

During the period covered by this report we have encountered several obstacles/shortcomings.

First obstacle occurred during the preparation of partnership agreements. As agreed among all partners on the PMC meeting (February 2014) Project coordinator has prepared one Consortium agreement that should be signed by all partners' i.e. legal representatives. After some time comments and special demands from partner institutions were received. In order to respect demands, national differences and legal framework of each institution Project coordinator proposed to prepare 10 individual Partnership agreements. All partners agreed so preparations and changes were started. This arrangement was suitable and it was working well, part of agreements was signed and verified. In the middle of the process two of the partners (Sarajevo and Korça) asked to take full responsibility for project coordination (financial and administrative). Again Project coordinator had to make all necessary changes, notify the EACEA, prepare new agreements etc. Whole process was prolonged till May 2014 and for BOKU and Hohenheim even longer, until end of June.

Measures taken by the Project coordinator to address the obstacle were following:

Project coordinator respected all demands and national differences and legal framework of each institution while notified EACEA on all changes. Finally, the process has been successfully finished.

We experienced **slight delays** in the project workflow. Some activities were not completed exactly on foreseen delivery date as indicated in the project proposal but with lag of approx. one month. For example **D2.1 and D2.1**, delivery of Survey on LL potentials and needs were published on-line on October 1, 2014 instead of August 31, 2014. The delay occurred because of the summer holidays when the majority of partners were not available for the communication. The delay didn't cause any problems with collecting the data because on-line surveys were available till the January 31, 2015. Results were collected and analyzed, Workshop in Sarajevo was scheduled on time and Reports were delivered as foreseen in the project proposal.

Also, there has been a **delay** with money transfer. The first installment from the EACEA was transferred to the account of the UNIZG. The UNIZG and Faculty of Agriculture signed mutual agreement that the FoAZ will take full responsibility of project implementation as well as for financial and administrative management of the project. After signing the agreement, on February 19, 2014, UNIZG transferred received money to FoAZ. FoAZ opened a separate account where the UNIZG transferred the money so that the Project coordinator can dispose with the funds as needed without any delays and unneeded procedures. The money transfer cost was high and we found this expense not appropriate.

The Project coordinator started with first installments to all partners (staff cost + funds for equipment in partner countries) after signing the agreements. All transferred were successful and transparent. On May 16, 2014 the first instalments for Tirana, Mostar, Podgorica, Pristina and Osijek have been paid and on May 19, 2014 the first instalments for Sarajevo, Ljubljana and Korça have been paid. Due to the delay in signing the agreement, first instalments to BOKU and Hohenheim have been paid on July 4, 2014.

Measures taken by the Project coordinator to address the obstacle were following:

After receiving monitoring visit and approval by EACEA, we started the initiative to convince UNIZG to change FIF in order that FoAZ receive the money directly from EACEA. However, UNIZG did not find this as a good solution since the fact that Rector is legal representative who signed the contract. Therefore we are not going to change FIF and we will pay again high amount for bank provision when transferring money from UNIZG to FoAZ account.

A **shortcoming occurred** regarding the communication with the Partners from Kosovo, University of Prishtina, Faculty of Agriculture and Veterinary. We experienced a gap in communication for more than a month. Project coordinator received no replies on e-mails, phone calls or left messages what caused a delay in preparation of all relevant documentation for attendance of Kosovo team (working group 2) on Workshop on assessment of reports in Sarajevo (February 24 – 27, 2015). The explanation for the gap in communication was major problem with Kosovo faculty servers due to a flood caused by big amount of rain in the basement where the servers are located. Although we managed to establish communication through the Kosovo Erasmus+ office (office@erasmuspluskosovo.org) and

arranged their attendance at the Workshop (accommodation, time of presentations, etc.) partners from Sarajevo, Faculty of Agriculture and Food Science, failed to issue visas for participants from Kosovo on time due to the lack of time and knowledge of procedure regarding the invitation letters. The result was inability of Kosovo team to participate on the Workshop in Sarajevo.

Measures taken by the Project coordinator to address the obstacle were following:

- Colleagues from Kosovo delivered us their presentations on LL potentials and LL needs and our WG2 coordinator (MS Ivona Filipovic) presented them in Sarajevo since their results were valuable and necessary for getting the right picture of the situation in Region.
- Project coordinator has established a Skype connection with Kosovo during the PMC meeting in Sarajevo so dr. Fadil Musa was able to actively participate in discussion.
- Project coordinator has organized additional meeting in Zagreb from March 23 to 24, 2015 (arrival on March 22, departure on March 25) for professor Bedri Dragusha, Dr. Fadil Musa and MS Edona Godeni (approved by the EACEA on March 12, 2015) in order to help them overcome the delays. During this meeting we went through all activities that are done and are yet to come (WP1, WP2, WP3), presented all conclusions from Sarajevo, gave all necessary documentation, prepared banner, resolved all that is unclarified and help them to understand further activities in order to prevent future delays. The cost for meeting in Zagreb was covered from the Kosovo budget foreseen for Workshop in Sarajevo.

Another **problem occurred when for the equipment procurement procedure** was initiated. According to the Tempus rules, if there are more partners per one country, one common tendering procedure should be launched due to the rationalization of the procurement process and achieving a better price. It turned out that this rule will not be possible to follow in case of partners from Bosnia and Herzegovina (Sarajevo and Mostar) and Albania (Tirana and Korça). While the EACEA was aware of the problem with the procurement procedure in Bosnia and Herzegovina, the problem with Albania proved to be brand new.

Also there was a **problem with respect of the rule of origin from the EU or EU eligible countries** for purchased equipment. Market research conducted by partners has shown that it is impossible to find certain IT equipment manufactured in the EU Member States and accordingly, there is no possibility to obtain a certificate of the EU origin.

Measures taken by the Project coordinator to address the obstacle were following:

Project coordinator proposed to partners (BiH and Albania) to prepare draft notifications with explanation of the above mentioned issues. Project coordinator received such notifications from partners and contacted the EACEA. A separate procurement processes have been approved for Bosnia and Herzegovina on 11.07.2014 (by e-mail) and for Albania on 10/03/2014 (by e-mail).

Also the Project coordinator sent notification letters on behalf of the partners who have not completed the procurement process (University of Mostar and University of Pristina) with the revised list of equipment for approval to EACEA. Since it does not change the character of the wanted equipment (IT equipment) EACEA has replied that additional authorization of the changes is not required (e-mail 21.05.2015.).

The **only major shortcoming occurred regarding the payment of equipment purchased by the University of Tirana**. IBAN account did not match the company's name and the money transfer was not possible. According to the Albanian legislation it is possible / legal that a company operates through a bank account of a private / natural person.

Measures taken by the Project coordinator to address the obstacle were following:

After consultation with the EACEA, it has been decided that the funds for equipment procurement should be transferred to the bank account of the University of Tirana who is, further on, fully responsible for the money disburse. The transaction was completed at the end of December, 2014.

Development of programmes and courses

Please provide a description of the teaching/training programme(s) (undergraduate/postgraduate programmes, intensive courses, training modules to academic or non-academic staff, etc.) that the beneficiaries are developing or of the introduction of the new programme(s) and the state-of-play of these developments at the time of submitting the report. If unforeseen changes in the original plans occurred, please describe the type of changes and the measures taken to address them. Please also indicate the activities you plan to carry out before the end of the project. If this section is not relevant for your project, please write 'Not Applicable'.

Development of LLL programmes and improving teachers' competences is foreseen in the next phase of the project. It is comprised in the WP 4 (development) and 5 (implementation). Activities started already. The first step is to organize workshops with the aim to improve training skills of teacher involved in LL activities. Understanding the principles of adult learning can help teachers become better facilitators of learning. Training needs related to teaching skills and methods will be identified at non EU HEI. Identifying the training needs of education providers will be facilitated by taking into account drivers of innovation (innovating companies, design centers, cultural sector), thus encouraging them to streamline their capacities. After identifying priorities, three trainings will be held.

Trainings will be facilitated by EU HEI staff. Also, the same time pilot activities will be defined, developed and prepared for implementation. Pilot activities (pilot lines or deployment projects) are the best means to generate the knowledge base and the visibility. At national levels the ad hoc advisory boards consisting from 5-7 stakeholders from business and community sector will be formed in order to advise on defining pilot activities. Partner institutions, respectively, will design the pilot activity; curriculum syllabus will be proposed and discussed with national advisory board. Partner institutions will carry out the design of each course; select the materials and learning activities, the sequence and ways of using them.

Pilot activities will be conducted within the frame of WP 5. They are the best means to generate the knowledge base and the visibility. Partner institutions, respectively, will decide on the type of the activity (postgraduate specialist study, summer school, short course, on-line course etc.) which will be carried out in the pilot phase. Levels of competence obtained after a certain pilot activity will be envisaged, from the lowest one - competence that involves the application of knowledge and skills in the performance of a range of varied work activities, to the highest level - competence that involves the application of skills and a significant range of fundamental principles across the wide and often unpredictable variety of contexts.

According to the project proposal trainings are foreseen for five teachers from each institution per training, maximum 15 people from each Partner country. During the PMC meeting in Sarajevo, Project management committee 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 to three teachers per Partner country and Croatia per training, maximum 6 teachers from each Partner country and Croatia. Groups for training will have maximum 24 participants.

Restructuring: university management and governance

Please provide information on the institutional changes that the project is introducing in the Partner Country beneficiaries (institutions), the state-of-play of project activities and any changes which occurred compared with the original plans. Please also indicate the activities you plan to carry out before the end of the project. Examples: establishment of new units/faculties, establishment/upgrading of libraries, establishment/restructuring of international relation offices, introduction of reforms to university governance (i.e. decision process, autonomy, accountability). If this section is not relevant for your project, please write 'Not Applicable'.

Not Applicable

Staff (re-)training

Please provide a description of the activities carried out in order to train the staff of the partner country participating institutions. Please also provide an outline of the selection criteria for the different groups of people who have participated in the implementation of these activities. Please describe any change in comparison with the original proposal and indicate the activities that you plan to carry out before the end of the project.

First staff training (a whole day Workshop for LL officers and LL experts) was organized during the Kick off meeting in Zagreb, February 27 and 28, 2014. Each partner has appointed an expert for career guidance according to the selection criteria (experienced teacher) and officer for LL (administrative person) who will be in charge in promoting LL and career guidance at each partner institution. About 10 LL officers and LL experts were trained how to establish and organize center for lifelong learning, how to operate such facility, establish standards and forms, certificate and award ECTS points, do the budgeting and promote center for lifelong learning. The results of the Workshop were very satisfying.

Staff training (teacher training) is foreseen from August and September 2015 (Deliverable D4.2) so there is no available data on this section yet.

Occurred change is regarding the number of teachers involved in the training. According to the project proposal trainings are foreseen for five teachers from each institution per training, maximum 15 people from each Partner country. During the PMC meeting in Sarajevo Project management committee 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 to three teachers per Partner country and Croatia per training, maximum 6 teachers from each Partner country and Croatia. EU Partners proposed to send a list of programs for training on adult educational methods for lifelong learning that could be offered as teacher training to the project coordinator till the meeting in Podgorica. The trainings will provide new skills and professional understanding of novel methods for teaching in vocational education such as concerning phasing a lesson, using group and partner work in class, motivating different groups of learners, steering class acidity, offering patterns of learning and debating.

Activities regarding the teacher training that we plan to carry out till the end of the project are following:

- Teacher training organized by the University of Hohenheim, duration: 3 days, number of participants: 16-24
- Teacher training organized by the University of Natural Resources and Life Sciences (BOKU), duration: 3 days, number of participants: 16-24

- Teacher training organized by the University of Ljubljana Biotechnical faculty, duration: 3 days, number of participants: 16-24

Staff mobility

Please provide an outline of the staff mobility scheme and the selection criteria used for the different groups of people that participate in mobility. Please describe the activities carried out so far, how mobility activities have been organized by home institutions and how mobility helped and/or will help achieve the project's objectives. Information about how the home institutions recognize the mobility should also be provided. If unforeseen changes in your original plan occurred, indicate the type of changes and the measures taken to address them. Please also indicate the activities that you plan to carry out before the end of the project.

Except participation in teacher trainings and participation on project conferences (Zagreb, Sarajevo, Podgorica, Tirana) no staff mobility is foreseen in the project proposal.

Teacher trainings are foreseen in the next phase of the project (August 2015).

The tables below show **short term staff mobilities** from Partner countries and EU countries on conferences (Zagreb, Sarajevo) and additional meetings, field monitoring, etc.

TEMPUS project representatives meeting in Brussels, February 10 – 11, 2014

| Partner country | Number of staff | EU country | Number of staff |
|-----------------|-----------------|------------|-----------------|
| AUT | 1 | UNIZG | 2 |

Kick off meeting in Zagreb, February 27 and 28, 2014

| Partner country | Number of staff | EU country | Number of staff |
|-----------------|-----------------|------------|-----------------|
| UNKO | 5 | BOKU | 1 |
| AUT | 5 | UHOH | 2 |
| SVEMO | 4 | UNZG | 0 |
| UNSA | 3 | UNIOS | 4 |
| UoM | 3 | UL | 1 |
| UP | 4 | | |

Field monitoring in Tirana, December 12, 2014

| Partner country | Number of staff | EU country | Number of staff |
|-----------------|-----------------|------------|-----------------|
| AUT | 1 | 0 | 0 |

Field monitoring in Mostar, December 16, 2014

| Partner country | Number of staff | EU country | Number of staff |
|-----------------|-----------------|------------|-----------------|
| UNSA | 2 | 0 | 0 |

Workshop on assessment of reports, February 24 - 27, 2015

| Partner country | Number of staff | EU country | Number of staff |
|-----------------|-----------------|------------|-----------------|
| UNKO | 4 | BOKU | 4 |
| AUT | 6 | UHOH | 4 |
| SVEMO | 4 | UNIZG | 7 |
| UNSA | 0 | UNIOS | 5 |
| UoM | 3 | UL | 3 |
| UP | 0 | | |

Additional meeting in Zagreb, March 23 - 24, 2015

| Partner country | Number of staff | EU country | Number of staff |
|-----------------|-----------------|------------|-----------------|
| UP | 2 | UL | 1 |

Student mobility

Please provide an outline of the student mobility scheme and the selection criteria for the different groups of students that participate in mobility. Please describe the activities carried out so far, how mobility activities have been organized by home institutions and how mobility helped and/or will help achieve the project's objectives. Information about how the home institutions recognize the mobility (credit transfer, double diploma, diploma supplement, etc.) should also be provided. If unforeseen changes in your original plan occurred, indicate the type of changes and the measures taken to address them. Please also indicate the activities that you plan to carry out before the end of the project. If this section is not relevant for your project, please write 'Not Applicable'.

Student mobilities are foreseen in the framework of **A5.1 – Implementation of pilot activities** from October 2015 so there is no available data on this section yet.

The tables below show **short term student mobilities** from Partner countries and EU countries on conferences (Zagreb, Sarajevo) and additional meetings.

Kick off meeting in Zagreb, February 27 and 28, 2014

| Partner country | Number of students | EU country | Number of students |
|-----------------|--------------------|------------|--------------------|
| SVEMO | 1 | UNIOS | 1 |
| UNSA | 2 | | |
| UP | 1 | | |

Workshop on assessment of reports, Sarajevo, February 24 - 27, 2015

| Partner country | Number of students | EU country | Number of students |
|-----------------|--------------------|------------|--------------------|
| UNKO | 1 | BOKU | 2 |
| AUT | 1 | UHOH | 3 |
| SVEMO | 1 | UNIZG | 1 |
| UNSA | 0 | UNIOS | 2 |
| UoM | 1 | UL | 2 |

Additional meeting in Zagreb, March 23 - 24, 2015

| Partner country | Number of students | EU country | Number of students |
|-----------------|--------------------|------------|--------------------|
| UP | 1 | UL | 0 |

There are two main objectives of proposed student mobility, to participate in project implementation and to test pilot activities. Pilot activities (pilot lines or deployment projects) are the best means to generate the knowledge base and the visibility. Partner institutions, respectively, will decide on the type of the activity (postgraduate specialist study, summer school, short course, on-line course etc.) which will be carried out in the pilot phase. They will carry out the design of each course, selecting the materials and learning activities, the sequence and ways of using them. The primary outcome of vocational education is expertise – being able to do skillful things of a kind and in an area of work that is quite clearly specified and understood. In order to provide a good LL model, and primary outcomes of vocational education, pilot activities will enable an insight into a vocational student standard after the pilot activity, which will have to be described by her/his teacher, probably using criteria expressed in words, what they are doing. Levels of competence obtained after a certain pilot activity will be envisaged, from the lowest one - competence that involves the application of knowledge and skills in the performance of a range of varied work activities, to the highest level - competence that involves the application of skills and a significant range of fundamental principles across the wide and often unpredictable variety of contexts. Moreover, vocational education should be relevant to the real needs of employers is thus a very reasonable aspiration when designing pilot activities. An important aspect will be, therefore, scope for updating content and approaches based on the current (and future) needs of employers. After pilot activities will be completed and student questionnaire evaluated, the Final conference on improving educational standards in LL and review of all project activities will be held. The possible improvements in national strategies will be proposed.

The selection criteria for the different groups of students will be based on a sound professional knowledge (references from professors), working proficiency on English (proven by the language certificate or interview with the PMC), motivation, initiative and reliability of a student. Exact criteria will be more specifically defined before start of the WP5.

Student mobility scheme foreseen in the project proposal is following:

From each partner institution in the project one student will participate in pilot activities organized at each partner institution in duration of 30 days (Sum: 11 host institutions x 10 students = 110 student mobilities).

In order to measure the quality of the conducted pilot activities the questionnaires will be created, translated to national languages and students who completed the pilot activities will be asked to fulfil it.

Academic co-ordination and administrative management

Please describe how the division of labour is managed between the various beneficiaries, for both academic co-ordination and administrative management. Particular attention should be paid to the description of how this division of labour is managed in areas such as communication and the decision-making process used. Please also describe how day-to-day project activities are managed, indicating what kind of administrative support or other support you have received from the beneficiaries (institutions). If you encountered difficulties related to the management of the project, please indicate the type of problems and the solutions found to address them.

The project is managed by the Project Management Committee (PMC) consisted of 11 project coordinators from each Partner institution. The PMC is directed by the Project coordinator (grant holder), Prof. Renata Bažok, Ph.D. from the University of Zagreb Faculty of Agriculture. Full project management such as administrative and financial support (payments, contact point, correspondence, reporting, draft preparation, travel and accommodation arrangements, visa, etc.) as well as all administrative and financial relation, elaboration of reports and project documentation towards the EACEA is handled by the Project coordinator, University of Zagreb Faculty of Agriculture.

Project coordinator has one financial assistant and one administrative assistant (each employed on half time) who are in close cooperation with all partners in project. Communication is done mostly by e-mails (all partners have good internet access) and phone but also via Skype (Username: [TEMPUS Project LifeADA](#), [☎+385 01 239 4061](#)), Facebook and regular post. The financial assistant in cooperation with Faculty Accounting office is responsible for the budget distribution, all financial transactions, bank account management, individual mobility reports, time sheets, per diems, equipment procurement, keeping all supportive financial documentation, etc. Administrative assistant is responsible for day-to-day correspondence with all partners, maintaining of the web site and Facebook profile, meeting preparations, accommodation and travel arrangements, preparation of working material (programmes, venue, leaflets, brochures, banners, etc.), preparation and distribution of Minutes, keeping all supportive administrative documentation.

According to partnership agreements signed between project coordinator and each partner shall:

- ▶ to commit themselves to do everything in their power to carry out the activities as specified in the Work plan and foster the implementation of the project,
- ▶ to provide the staff, facilities, equipment and material necessary to perform the project activities,
- ▶ to support the coordinator to fulfil its tasks according to the Grant Agreement,
- ▶ to ensure adequate communication with the coordinator,
- ▶ to ensure that interaction with other partners takes place in continuous and smooth way,
- ▶ to provide the coordinator without any delay with any information needed to draw up the Intermediate Report and the Final Report,
- ▶ to react on any request by the Executive Agency, or provide with any further information needed by the coordinator, inform the coordinator immediately about any delay in the performance of the activities or any circumstance that could lead to a temporary or final discontinuation of the project,
- ▶ to inform the coordinator about any change in personnel, tasks or procedures of its project team, maintain either a separate accounting system or an adequate accounting code for all transactions relating to the project,
- ▶ to inform the coordinator on the details of the bank account where the part of the Executive Agency contribution shall be transferred by coordinator,
- ▶ to complete the activities foreseen for each reporting period of the project implementation,
- ▶ to have the expenditures incurred and paid in the given reporting period defined in Agreement and submit the supporting documents on validation of expenditure to the coordinator regularly. The expenditure of the partner not covered by supporting documents on validation of expenditure in the given reporting period can be requested only for the next reporting deadline following to the reporting period concerned,
- ▶ to comply with Tempus and national rules, including rules on public procurement, state aid, publicity and equal opportunities,
- ▶ to be responsible for the sound financial management of the funds allocated to the project part,
- ▶ to agree with the partners of the project before submission of any request for amendment of the Grant Agreement to the Executive Agency.

There are differences among partners related to financial management because majority of partners take responsibility for staff costs only while other costs are managed by project coordinator.

However, two partner institutions (beneficiaries), the University of Sarajevo Faculty of Agriculture and Food Science (project coordinator: prof. Nedžad Karić, Ph.D.) and "Fan S. Noli" University, Korça, Albania (project coordinator: Dr. Ilir Vangjel Niçko), have taken the responsibility of full project financial management. Accordingly, as agreed by the Partnership agreements between the Project Coordinator and University of Sarajevo and University of Korça, Project coordinator shall transfer the funds to the partner's account in order to carry out eligible activities that fully comply with the Work plan only, in accordance with the Grant Agreement and project performance. The grant received has to be strictly and solely dedicated to the project cost funding in accordance with the guidelines and regulations of the Grant Agreement. The coordinator shall transfer the funds to the Partner in five instalments for work completed satisfactorily according to the description and schedule of this work. Partner is obligated to complete all the work related to administration and financial management of the project. Partner is obligated to submit supporting documentation to the

coordinator by the agreed dates (every 6 months) in order to satisfy audit requirements. If submitted documentation is approved by audit, new instalment will be made. If the submitted documentation is not approved by audit and cost will not be considered "eligible", following instalment will be reduced by that "non-eligible" cost. In first instalment the amount proposed for equipment cost will be paid.

All partner countries participate equally in the decision making process which is ensured by the frequent communication and PMC meetings where all management issues are discussed, planned and agreed on co-operative base among partners. The PMC meets during every conference, Workshop, Round table, etc. (approx. every 6 months). In each Partner institution Working groups were set up on the beginning of the project. Project coordinators appointed WG coordinators that are responsible for each working package. WG coordinators are handling activities related to their working package as well as coordination of team members. Each Project coordinator, WG coordinator or appointed administrative assistant (depends on Partner institution) is responsible for administrative support towards the Project coordinator (UNIZG). Administrative support from beneficiaries includes delivery of all necessary documentation on time, submission of reports, sending comments on Minutes and/or proposals regarding project activities, regular replays on e-mails, cooperative organization of meetings (depending on host institution), preparation of materials, etc.

Equipment

Please outline the equipment purchased, explain where the equipment has been installed, who will benefit from it and have access to it and plans for future maintenance. Please also describe the activities that you plan to carry out before the end of the project, in relation to the equipment purchased/installed. If unforeseen changes in your original plan occurred, indicate the type of changes and the measures taken to address them. If this entry is not relevant for your project, please write 'Not Applicable'.

According to the project proposal following partner countries should benefit from equipment procurement within LifeADA project in order to successfully realize all project activities:

INSTITUTION

University of Sarajevo Faculty of Agriculture and Food Science, Bosnia and Herzegovina

University of Mostar Faculty of Agriculture and Food Technology, Bosnia and Herzegovina

University of Montenegro Biotechnical Faculty, Podgorica, Montenegro

University of Prishtina Faculty of Agriculture and Veterinary, Kosovo

Agricultural University of Tirana Faculty of Agriculture and Environment, Albania

"Fan S. Noli" University, Korça, Albania

Anticipated total value of the equipment 100.800,00 € or 16.800,00 € per partner.

So far, following partners fully completed procurement process:

Agricultural University of Tirana Faculty of Agriculture and Environment, Albania

| ITEM | PIECES | PRICE (EUR) |
|--------------------------------------|--------|------------------|
| Notebook Fujitsu Siemens | 10 | 10.000,00 |
| The LCD Projector ACER | 2 | 1.200,00 |
| Network color printer Konica Minolta | 2 | 1.800,00 |
| Scanner | 2 | 790,00 |
| SMART Board | 1 | 3.000,00 |
| TOTAL AMOUNT / EUR | | 16.790,00 |

University of Sarajevo Faculty of Agriculture and Food Science, Bosnia and Herzegovina

| ITEM | PIECES | PRICE (EUR) |
|-------------------------------------|--------|-----------------|
| PC Desktop i3 | 4 | 1.491,77 |
| Monitor LCD Fujitsu LED L22T-7 | 4 | 447,69 |
| HDD EXTERNI 2.5" 1TB Toshiba | 4 | 257,06 |
| Notebook Fujitsu Siemens A544 NG i3 | 6 | 2.956,09 |
| HDD EXTERNI 3.5" 4TB WD | 6 | 884,74 |
| Projector Epson EB-X20 | 2 | 778,19 |
| Scanner HP SCAJET G4010 | 2 | 261,78 |
| Printer HP Color LaserJet Pro | 2 | 630,93 |
| SmartBoard SB680 | 1 | 1.350,32 |
| TOTAL AMOUNT / EUR | | 9.058,57 |

| "Fan S. Noli" University, Korça, Albania | | |
|--|---------------|------------------|
| ITEM | PIECES | PRICE |
| Laptop Fujitsu Siemens Lifebook A 544 | 8 | 6.280,00 |
| Desktop Esprimo, Monitor L22T-7 LED | 10 | 7.890,00 |
| Software Office Home and business 2013 32/64 bit, English | 18 | 2.610,00 |
| TOTAL AMOUNT / EUR | | 16.780,00 |

The plan for each institution is to organize the classroom / laboratory for lifelong learning in the field of sustainable agriculture. All purchased equipment will be installed as part of the classroom / laboratory, properly marked with TEMPUS stickers, maintained by the institutional IT service and thus available to all participants in the project as well to all future participants of developed programmes / courses / summer schools by this project.

Other partners have completed the tendering documentation and tendering is expected in the near future.

Dissemination

Please describe what has been done to disseminate the results of the activities carried out to date, both within the framework of the project and outside the project. In particular, you should refer to the definition of tasks and the dissemination channels used to make the project results available to larger beneficiary groups. If a web site for the project has been created, please provide the address. If there have been any unexpected positive secondary effects from project activities, please describe them in this section. Please indicate any change which occurred in comparison with the original plans for dissemination and the activities you plan to carry out before the end of the project, to disseminate the project results.

Within the framework of the project following activities (A6.1 and A6.2) for dissemination have been carried out:

All project information, activities and results are visible on project web site and project Facebook profile.

- Project's website was created on April 9, 2014, <http://lifeada.sistemi.hr/>
 - Facebook profile was created on May 29, 2014, <https://www.facebook.com/LifeADA>
 - All partner institutions have displayed banners on visible places in their institutions and linked the project web site to their official institutional web site (where applicable).
 - Also, over the Facebook project is linked with numerous Institutions and agencies relevant for project implementation such as Agency for science and higher education, Agency for Mobility and EU Programmes, University of the Third Age, Sustainable Agriculture Research and Education, Association of Agricultural Journalists, etc.
 - Leaflets about project activities have been handed out to all Partner institutions in order to disseminate information among academic society.
 - On April 1, 2015, **University of Zagreb Faculty of Agriculture** organized a Public presentation of LifeADA project and activities completed so far. Project coordinator, prof. Renata Bažok, Ph.D. and 3 members of WG2 (Ivona Filipović, M.Sc., Assoc. prof. Marija Cerjak and Dr. Branka Šakić Bobić) presented results on LL potentials and LL needs as well as the Case studies. Audience was mainly from Faculty of Agriculture http://www.agr.unizg.hr/hr/article/1029/javna_prezentacija_rezultata_i_zavr%C5%A1lenih_aktivnosti_tempus_projekta_lifeada.
 - On May 7, 2015, **University of Montenegro Biotechnical Faculty** organized a Public presentation of LifeADA project and activities completed so far. Project coordinator from UoM, Prof. Nedeljko Latinović, Ph.D. and Dr. Mirko Knežević presented results on LL potentials and LL needs as well as the Case studies. Audience was mainly Biotechnical Faculty <http://www.btf.ucg.ac.me/news.php?id=1&vid=198>.
 - On October 15, 2014 **Agricultural University of Tirana Faculty of Agriculture and Environment** organized a presentation of the LifeADA comprising the scope and objective of the project, the steps, the partners, working groups and also a presentation of the staff involved. During the meeting, leaflets and promo materials were delivered. Audience was comprised of representatives from the academic staff, master and PhD students.
- On May 5, 2015 the Annual Career Fair was held at the Agricultural University of Tirana Campus, involving students, private companies and public officials operating mostly in the agricultural sector. At the Projects Stand, the LifeADA project was presented and leaflets were distributed. Several companies expressed their interest in the project and were opened to a future possible collaboration.
- Also, Agricultural University of Tirana Faculty of Agriculture and Environment announced a public presentation during the first week of June (2-5) 2015. The draft content will be as follows: Sustainability of the project, Report on needs in Albania and potentials in Agricultural University of Tirana, introduction to links and Facebook of LifeADA.
- **University of Korça** announced a public presentation in the second week of June (between 8 and 10 June). The draft content will be as follows: Introduction to LifeADA project, Presentation of project management personnel to teachers and students, General Information about project, Sustainability of the project, Report on needs and potentials in University of Korça, Albania, Introduction to links – web page and Facebook profile, Distribution of leaflets
- The information on public presentation of LifeADA project and its activities at University of Korça will be also announced on FB profile.

Outside the framework of the project following activities for dissemination have been carried out:

- Article about LifeADA project was published (paper and electronic version) on November 1, 2014 in "Gospodarski list" (<http://www.gospodarski.hr/>).
- Article about LifeADA project was published (electronic version) on February 26, 2014 on official web site of the University of Zagreb (<http://www.unizg.hr/nc/vijest/article/uvodna-konferencija-tempus-projekta-lifeada-na-agronomskom-fakultetu/>)
- LifeADA project was promoted (oral, banner and leaflets) to producers who were also included in LL needs survey during the meeting of the project "Enhancement of collaboration between science, industry and farmers: Technology transfer for integrated pest management (IPM) in sugar beet as the way to improve farmer's income and reduce pesticide use", Science and Innovation Investment Fund Grant Scheme, Europe Aid/131920/M/ACT/HR in Sveti Martin, January 16, 2015.
- LifeADA project was promoted (banner and leaflets) on the 50th Croatian & 10th International Symposium on Agriculture in Opatija, 16. – 20.2.2015 (<http://sa.agr.hr/>).
- LifeADA project and results on LL potentials and needs for Lifelong learning for sustainable agriculture will also be presented on the 4th AGRIMBA-AVA Congress in Poreč, 16.-20.6.2015., by Prof. Marija Cerjak (<http://www.agrimba-ava2015.hr/>).
- Project coordinator from BOKU, Marija Zunabovic, Ph.D. had added the LifeADA added the project in submission for Danubius Young Scientist Award 2015
http://www.idm.at/projekte/preise/danubius_award/danubius_young_scientist_award/Danubius-Young-Scientist-Award-2015--a1527.html.
- On May 22, 2015 MS Marion Ramusch from University of Natural Resources and Life Sciences, Austria (BOKU) had a presentation about LifeADA project, LL strategies and ways to develop them at the Austrian University Continuing Education and Staff Development Network (AUCEN) meeting in Krems, Austria (www.aucen.ac.at/).

Unexpected positive secondary effect from project activities occurred during the meeting of the Economic Council of the University of Zagreb Faculty of Agriculture held in Zadar, May 7, 2015. Economic Council is comprised of seven leading companies:

Agrokor d.d., Zagreb, Trg Dražena Petrovića 3, <http://www.agrokor.hr/hr/>

Agroproteinka d.o.o., Sesvetsi Kraljevac, Strojarska cesta 1, <http://www.agroproteinka.hr/>

Cromaris d.d., Zadar, Gaženička cesta 4/b, <http://cromaris.hr/>

Chromos Agro d.d., Zagreb, Radnička cesta 173 n, <http://www.chromos-agro.hr/>

Hrvatske vode d.d., Zagreb, Ulica grada Vukovara 220, <http://www.voda.hr/>

Kutjevo d.d., Kutina, Kralja Tomislava 1, <http://www.kutjevo.com/>

Osatina Grupa d.o.o., Semeljic, Kralja Tomislava 91, <http://www.osatina.hr/hr/>

The task of the Council is to guide Faculty in its activities, particularly in scientific area and application of research into practice, both in Croatia and in Europe. In educational area, the Council will suggest and inform on the market needs for various profile of students and needs for lifelong learning education.

During the meeting project coordinator Prof. Renata Bažok, Ph.D. gave a presentation of the LifeADA project and results achieved so far. The council will be engaged in project activities through Advisory Board and will contribute in development of the pilot lifelong learning programmes. Furthermore, this fruitful cooperation will contribute to a rapid knowledge transfer into practice and faster development of agriculture and food industry which will result with greater recognition of all stakeholders

(http://www.agr.unizg.hr/en/article/1066/economic_council_of_the_faculty_of_agriculture).

Sustainability

A project is 'sustainable' when it continues to deliver benefits to the project beneficiaries and/or other target groups for an extended period after the EU's financial assistance has ended. Sustainability may not be relevant for all aspects of a project; in each project some activities or results may be continued, while it may not be necessary to continue others. Sustainability is relevant for issues such as: academic/socio-economic/institutional support (describe the measures undertaken to formalize or institutionalize any links with local non-university partners, to obtain official accreditation of new curricula, etc.), involvement of members from the beneficiaries (institutions) (ownership/motivation), effective management and leadership, active participation of the target group, forecast of needs, availability of resources to continue, making the most of results achieved and a measurable medium/long term impact (long-lasting effects of project cooperation, as well as impact on the beneficiaries (institutions) and target groups). Please explain which of your planned activities and results must be maintained to make your project sustainable. Describe which measures have been taken so far to realistically ensure the continuity of those activities and results beyond the original life-cycle of the project (even when the project is no longer financed by Tempus). Please indicate any changes which occurred in comparison with the original plans and the activities you plan to carry out before the end of the project in order to ensure sustainability.

Outcomes considering sustainability of the LifeADA project, and the strategy ensuring dissemination of the project results, on a longer term, are following:

1. creation and (re)improvement of LL strategy on sustainable agriculture is currently based on a system based on the best-benchmarking practice, and a set of existing LL on sustainable agriculture; hence, by forming working groups consisting of partner institutions, business and policy makers, partner institutions will show their willingness to continue with established project networking both, during and after the project implementation;
2. implementation of the Regional guidelines delivered by educational, business and authorities, working in a close partnership will enable recognition and evaluation of the prototype, long term models of LL on sustainable agriculture, and ensure sustainability;
3. development of the curriculum will be based on the strategy brought by each partner (non-EU countries), and will be mentored and guided on educational and teaching methodologies by EU partner universities; curriculum will be defined according to the labor market needs, and approved at HEI, business and entrepreneurial sector levels;
4. implementation of at least one pilot activity considering LL on sustainable agriculture (i.e. course, e-learning) during the project, by introducing and training of the university teaching staff and students involved in regular study programmes, as well as Alumni (interested in widening and expanding their knowledge and education/al level);
5. dissemination of information considering importance and benefits of LL on sustainable agriculture during and after project's activities will be provided by formal and informal communication channels, set through this project which ensure sustainable networking among all partner countries, as well as spread to other ADA countries;
6. project outcomes, beside established strategy and curriculum, will enable trained academic staff, businessman, students and other stakeholders that, by guidelines set through this project, will provide sustainability;
7. after finalizing the project, and via established communication networking, further motivation between partner universities, new interested regional universities, Alumni, students, policy makers, and universities (from ADA region not participating in this project) will be present, with focus on LL on sustainable agriculture providing financial benefits in the future, ensuring a long term project sustainability.

Quality control and monitoring

Please describe what monitoring activities the beneficiaries carry out, in order to assess whether the project proceeds according to the work plan. Please describe the strategy for internal and external evaluation of project results and include measurable quality indicators for progress. In addition to the project results (courses, publications, new institutional structures, etc.), you should also pay attention to the project management strategy. In particular, explain what instruments you use to ensure effective quality control (i.e. the Logframe approach, feedback questionnaires for evaluations or surveys, swot analysis, etc.) and who is involved in evaluation (i.e. committee(s), validation commission(s), accreditation board(s), etc.). For external evaluation, please mention the role of independent experts or peer reviewers providing a summary of their evaluation plan and report(s). Please indicate the activities carried out to date, any change which occurred in comparison with the original plans and the activities you plan to carry out before the end of the project.

Internal evaluation of project results is carried out by the Project management committee. During each PMC meeting all finished project activities are discussed and all upcoming activities are explained, commented and agreed. The progress and the results of the specific activities are measured by the Project Management Committee (PMC) on a different institutional level according to the project indicators and indicators established by the EB.

External evaluation of project results is carried by EACEA through field monitoring visits. So far four EACEA monitoring visits have been received at project coordinator institution and in three partner countries: Albania, Bosnia and Herzegovina and Kosovo.

External evaluation of project results is carried out by the Evaluation Board consisted of experts from Partner institutions, but who are not involved neither in any other Working Group nor in any other activity of the project. It was foreseen that the EB will be consisted of 3 experts from EU countries, but according to the Evaluation Report received from the EACEA and comment that the involvement of all Partner Country HEI as members of EB (not only EU partners) would be desirable, the **WP7 was changed accordingly**. On July 24, 2014 EB consisted of 11 members from each Partner institution was established. On November 7, 2014 EB coordinator was appointed (Mag. Thomas Guggenberger Head of Quality Management, University of Natural Resources and Life Sciences Vienna - BOKU). It is proposed that EB conduct evaluation of general process and evaluation of pilot activities. First EB meeting was organized during the Workshop in Sarajevo, February 24 – 27, 2015). EB held a one day workshop. After the introduction of the participants an overview of WP 7 was given and the tasks and objectives of the Evaluation Board were clarified. In order to obtain sufficient information on evaluation and quality assurance procedures which are in place at the different partner institutions, each EB gave a presentation in respect to this topic. This mutual exchange of information and ideas lays an important basis for the elaboration joint evaluation procedures. In the afternoon the EB members defined certain characteristics of continuing education. These characteristics will be taken into consideration when consequently key indicators for the evaluation of the pilot activities will be carried out.

The main instrument for effective quality control insurance and monitoring of general process is Logical framework matrix which is quantified and time bounded. The EB is currently working on the monitoring of general process. It is proposed that the first report will be completed by May 31st and it will be presented and discussed at the meeting in

Podgorica. It will provide analysis of indicators and evaluation of all possible incoming problems, their impact on implementation of the activities, delays, lack of availability of the resources, underestimated necessary efforts and all other risks that could limit the whole project. The EB will also propose to the PMC all possible corrections of the process.

As explained in the section **Coherence with the work plan and comments on deviations and modifications**, EB already proposed a few modifications in **Logical framework matrix** in order to improve indicators of progress and make them more objective. We found the proposed modifications very constructive. It is understandable that the specific objectives of the project once this has been selected for funding and is being implemented shall not be changed, but there is a rather modification than change in the specific objective. The proposed modifications will not have any significant influence on the final result, it is rather the change in the wording because quality benchmarks are replaced with the evaluation criteria, and **therefore we are asking EACEA to accept the proposed change**.

Gender balance

Please explain to what extent the principle of equal opportunities has been taken into account in the project implementation (i.e. gender analysis carried out, presence of women in decision-making bodies, balanced percentage share of women among the teachers or the enrolled students, etc.). Describe how the project helped to promote gender balance and to identify and address factors influencing gender discrimination.

So far the number of **women : men** involved in the project implementation is following:

TEMPUS project representatives meeting in Brussels, February 10 – 11, 2014

| Institution / Gender | Woman | Men |
|-----------------------------|--------------|------------|
| AUT | 1 | 0 |
| UNIZG | 1 | 1 |
| TOTAL | 2 | 1 |

Kick off meeting in Zagreb, February 27 and 28, 2014

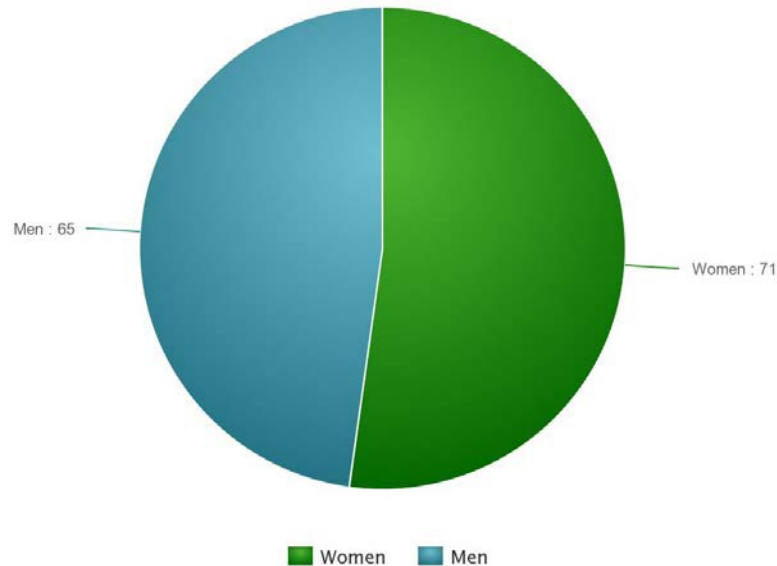
| Institution / Gender | Woman | Men |
|-----------------------------|--------------|------------|
| UNIZG | 12 | 9 |
| UNIOS | 3 | 2 |
| BOKU | 1 | 0 |
| UHOH | 1 | 1 |
| UL | 1 | 0 |
| UNKO | 2 | 3 |
| AUT | 0 | 5 |
| SVEMO | 3 | 2 |
| UNSA | 2 | 3 |
| UP | 1 | 4 |
| UoM | 1 | 2 |
| TOTAL | 27 | 31 |

Workshop on assessment of reports, Sarajevo, February 24 - 27, 2015

| Institution / Gender | Woman | Men |
|-----------------------------|--------------|------------|
| UNIZG | 7 | 1 |
| UNIOS | 4 | 3 |
| BOKU | 2 | 4 |
| UHOH | 5 | 1 |
| UL | 3 | 2 |
| UNKO | 0 | 5 |
| AUT | 3 | 4 |
| SVEMO | 3 | 1 |
| UNSA | 7 | 6 |
| UP | 0 | 0 |
| UoM | 0 | 4 |
| TOTAL | 34 | 31 |

| Additional meeting in Zagreb, March 23 - 24, 2015 | | |
|---|----------|----------|
| Institution / Gender | Woman | Men |
| UP | 1 | 2 |
| UL | 1 | 0 |
| UNIZG | 6 | 0 |
| TOTAL | 8 | 2 |

In total gender balance within project activities so far is 52,20 % women and 47,80 % men.



The Project management committee is consisted of 5 women and 6 men (all equal in decision making).

The Evaluation board is consisted of 3 women and 8 men (all equal in decision making).

Of 11 appointed LL experts 5 are women and 6 are men.

Of 10 appointed LL officers 7 are women and 3 are men.

Since the question of gender balance and equality between women and men is one of the European Union's founding values all European countries strive to follow the [Strategy for equality between women and men](http://ec.europa.eu/justice/gender-equality/) (<http://ec.europa.eu/justice/gender-equality/>). Accordingly we are trying to encourage all partners, especially non EU countries in project to include more females in working teams by promoting gender equality on our web home page (<http://lifeada.sistemi.hr/>). As it is visible from the gender analysis some of non EU partners (Albania, Montenegro, and Kosovo) have working teams comprised form mostly men. Before starting of pilot activates implementation Project coordinator intends to include this question in the PMC agenda which will be held on June 16, 2015 in Podgorica.

Any other comment

Please provide in this entry, any relevant information you think might be useful for the assessment of your project's implementation (i.e. synergies with other projects, any support from external environment, networking with professional bodies, etc.).

The Project coordinator initiated contacts with Dragica Karaić, Directorate for EU Programmes, bilaterals and International Institutions, Ministry of Entrepreneurship and Crafts who is responsible for the EU strategy for the Danube region – EUSDR. Croatian Ministry of Entrepreneurship and Crafts co-ordinates together with Baden-Württemberg's Ministry of Economy and Finance the EUSDR Priority Area 8 „To Support Competitiveness of Enterprises, Including Cluster Development“. The Danube Strategy is one of the priorities of the Croatian Government because it is a key for strengthening transnational cooperation as well as cooperation between SMEs (99.5% of all registered enterprises in Croatia are SMEs). Also their great support lies in lifelong entrepreneurial learning, vocational education, training and research which create the opportunity for further development and for creation of new jobs. She found our project as a good activity for increasing the capacity of enterprises from agricultural sector. Therefore we will stay in contact and inform her on pilot activities developed in the project.

Statistics and Indicators

This section aims to gather statistical data and indicators of performance for the period covered by this Intermediate Report

Main targets

YES NO N/A

Teacher training

Please indicate whether your project has links, targets or objectives related to teacher training

| | | |
|---|--|--|
| X | | |
|---|--|--|

VET

Please indicate whether your project has links, targets or objectives related to Vocational Education and Training

| | | |
|---|--|--|
| X | | |
|---|--|--|

Qualification levels addressed by the project

Please indicate whether your project has links, targets or objectives related to programmes at :

- Bachelor level
- Master level
- Doctorate level

| | | |
|---|--|--|
| X | | |
| X | | |
| X | | |

Training and mobilities

Enter the code of the partner country concerned in the first lines and figures in the second and third:

Training of partner country staff and students

Number of academic staff from the partner country's Higher Education Institutions trained/retrained

Please indicate the number of teaching staff (professors, assistants with teaching tasks, etc.) trained and/or retrained to the date of the report submission: 18

(Country of origin)

| | Country Code: AL | Country Code: BA | Country Code: XK | Country Code: ME | Country Code: |
|---------------|-------------------------|-------------------------|-------------------------|-------------------------|---------------|
| Number Male | <u>6</u> | <u>2</u> | <u>3</u> | <u>1</u> | |
| Number Female | <u>2</u> | <u>3</u> | | <u>1</u> | |

Number of non-academic staff from the partner country's Higher Education Institutions trained/retrained

Please indicate the number University administrative staff (librarians, staff from the International Office, IT specialists, etc.) trained to the date of report submission:

| | Country Code: | Country Code: | Country Code: | Country Code: | Country Code: |
|---------------|---------------|---------------|---------------|---------------|---------------|
| Number Male | | | | | |
| Number Female | | | | | |

Number of staff from the partner country's non Higher Education Institutions trained/retrained

Please indicate the number of staff of non HEI (enterprises, NGOs, Chambers of Commerce, Government, local administration, etc.) trained to the date of report submission:

| | Country Code: | Country Code: | Country Code: | Country Code: | Country Code: |
|---------------|---------------|---------------|---------------|---------------|---------------|
| Number Male | | | | | |
| Number Female | | | | | |

Number of students from the partner countries who have attended programmes/courses developed in the framework of the project

Please indicate the number of students from the partner countries that have been trained and/or retrained in the programmes/courses developed by the project to the date of report submission: 4

| | Country Code: AL | Country Code: BA | Country Code: XK | Country Code: ME | Country Code: |
|---------------|-------------------------|-------------------------|-------------------------|-------------------------|---------------|
| Number Male | | <u>2</u> | | | |
| Number Female | | <u>1</u> | <u>1</u> | | |

Academic/administrative Staff mobility

Number of partner country - EU mobility flows of more than 2 weeks

Please indicate the number of partner country staff mobility flows from the partner country to the European Union to the date of report submission:

(Country of origin)

| | Country Code: | Country Code: | Country Code: | Country Code: | Country Code: |
|---------------|---------------|---------------|---------------|---------------|---------------|
| Number Male | | | | | |
| Number Female | | | | | |

Number of EU - partner country mobility flows of more than 2 weeks

Please indicate the number of European staff mobility flows from the European Union to the partner country to the date of report submission:

(Host country)

| | Country Code: | Country Code: | Country Code: | Country Code: | Country Code: |
|---------------|---------------|---------------|---------------|---------------|---------------|
| Number Male | | | | | |
| Number Female | | | | | |

Number of partner country – partner country mobility flows of more than 2 weeks

Please indicate the number of staff mobility flows within the same partner country to the date of report submission:

(Country of origin)

| | Country Code: | Country Code: | Country Code: | Country Code: | Country Code: |
|---------------|---------------|---------------|---------------|---------------|---------------|
| Number Male | | | | | |
| Number Female | | | | | |

And between two different partner countries:

| | | | | | |
|---------------|--|--|--|--|--|
| Number Male | | | | | |
| Number Female | | | | | |

Student mobility

Number of partner country - EU mobility flows of more than 2 weeks

Please indicate the number of partner country student mobility flows from the partner country to the European Union to the date of report submission:

(Country of origin)

| | Country Code: | Country Code: | Country Code: | Country Code: | Country Code: |
|---------------|---------------|---------------|---------------|---------------|---------------|
| Number Male | | | | | |
| Number Female | | | | | |

Number of EU - partner country mobility flows of more than 2 weeks

Please indicate the number of European student mobility flows from the European Union to the partner country to the date of report submission:

(Host country)

| | Country Code: | Country Code: | Country Code: | Country Code: | Country Code: |
|---------------|---------------|---------------|---------------|---------------|---------------|
| Number Male | | | | | |
| Number Female | | | | | |

Number of partner country – partner country mobility flows of more than two weeks

Please indicate the number of student mobility flows within the same partner country to the date of report submission:

(Country of origin)

| | Country Code: | Country Code: | Country Code: | Country Code: | Country Code: |
|---------------|---------------|---------------|---------------|---------------|---------------|
| Number Male | | | | | |
| Number Female | | | | | |

And between two different partner countries:

| | | | | | |
|---------------|--|--|--|--|--|
| Number Male | | | | | |
| Number Female | | | | | |

Links to European Higher Education policies

| | YES | NO | N/A |
|--|-----|----|-----|
| Diploma supplement Please indicate whether the project contributes to the introduction of diploma supplements in the Partner Country university/ies. | | | X |
| Adoption of a system based on three main cycles, undergraduate (Bachelor), postgraduate (Master) and Doctorate Please indicate whether your project contributes to the achievement of the adoption of a system based on three main cycles. | | | X |
| Introduction of double/multiple or joint degrees Please indicate whether in the framework of your project the institutions involved plan to develop/issue double/multiple or joint degrees. | | X | |
| Establishment of an ECTS system Please indicate whether your project contributes to the introduction and/or development of the European Credit Transfer System at the co-beneficiary partner university(ies). | X | | |
| Promotion of quality assurance procedures at institutional or national level Please indicate whether the project contributes to the enhancement of the Partner Country university/ies' quality assurance strategies. For information on the 'Standards and guidelines for quality assurance in the European higher education area' : http://www.bologna-bergen2005.no/Docs/00-Main_doc/050221_ENQA_report.pdf | X | | |
| Qualification frameworks Please indicate whether the project contributes to developing of national qualifications frameworks and implementation at university level. | X | | |
| Lifelong learning policies and approaches Please indicate whether your project contributes to developing lifelong learning approaches | X | | |
| Modular curriculum structure Please indicate whether your project contributes to the promotion of modular curriculum structure. | | X | |
| New teaching and learning methods Please indicate whether the project contributes to the development of new teaching/learning methods at the Partner Country university/ies. | X | | |
| E-Learning Please indicate whether the project contributes to the development of an e-learning strategy at the Partner Country university/ies. | | X | |
| University/Enterprise cooperation Please indicate whether the project plans to encourage co-operation between the Partner Country university/ies and the private sector. | X | | |
| Links between the labour market and degree programmes Please indicate whether the new/restructured curriculum/curricula responds directly to the needs of the local and national labour market through internships, intensive training in the field, etc. | X | | |
| Links with other EU education programmes Please indicate whether your project is directly linked to other EU education Programmes (other than Tempus) such as Erasmus Mundus or the Life Long Learning Programme. If yes, please indicate with which EU educational programme your project is linked: | | X | |

Table of achieved / planned results

| | |
|--|--|
| Title and reference number of the work package (WP) | <i>Network of working groups and development of working concept</i> WP1 |
| Indicators of achievement and or/performance as indicated in the project proposal | <ul style="list-style-type: none"> • Working groups established • Working concept developed • Working agenda on Opening conference accepted by all participants |

Activities carried out to date to achieve this result:

| Activity N° | Activity Title | Start date | End date | Place | Description of the activity carried out | Specific and measurable indicators of achievement |
|-------------|--|------------|------------|---|--|---|
| D1.1. | Working teams set-up and working concept developed | 1.12.2012. | 2.2.2014. | UNKO, AUT, UNSA, SVEMO, UP, UoM, BOKU, UHOH, UL, UNIOS, UNIZG | Working groups were established at each HEI institution comprised of academic staff (nominated key persons and other), representatives of the faculty management, administrative staff and representatives of students. Network of working groups and working concept was developed and delivered to all partners http://lifeada.sistemi.hr/Portals/0/pdf/Project%20team%20members%20at%20regional%20and%20local%20level.pdf . | 5 Working groups established (WG 1 – 5) 1 Project methodology delivered |
| D1.2. | Officer for LL, expert career guidance appointed | 1.12.2012. | 2.2.2014. | UNKO, AUT, UNSA, SVEMO, UP, UoM, BOKU, UHOH, UL, UNIOS, UNIZG | Each partner has appointed an expert for career guidance (experienced teacher) and officer for LL who will be in charge in promoting LL and career guidance at each partner institution http://lifeada.sistemi.hr/Portals/0/pdf/List%20of%20LL%20experts%20and%20LL%20officers.pdf | 11 LL experts appointed 10 LL officers appointed |
| D1.3. | Opening conference and training working agenda | 27.2.2014. | 28.2.2014. | UNIZG - Zagreb | The implementation of the Tempus project LifeADA started with the Kick off meeting held on February 27 and 28, 2014, organized by the University of Zagreb Faculty of Agriculture. About 40 foreign participants, partners in the project and about 30 local participants attended the meeting http://lifeada.sistemi.hr/news/id/1/february-27-and-28-2014--kick-off-meeting-in-zagreb . At the opening ceremony participants were welcomed by Melita Kovačević, Vice-Rector for Research and Technology, University of Zagreb, Vesna Dodokivić Juroković, | 1 Kick off meeting programme delivered List of participants counting 70 participants |

| | | | | | | |
|--|--|--|--|--|--|--|
| | | | | | <p>deputy of the Director, Agency for Science and Higher Education, Aleksandar Horvatić, Head of Department for Education and training of farmers, Agricultural Extension Service, Dragica Karaić, Directorate for EU Programmes, bilaterals and International Institutions, Ministry of Entrepreneurship and Crafts, Jasmina Skočilić, Agency for Mobility and EU programs, Zoran Grgić, Vice-Dean for Management, Faculty of Agriculture and Renata Bažok, Project coordinator and Vice-Dean for International Relations, Faculty of Agriculture. All partners presented their participation in lifelong learning over the past five years. The subject of the conference was about the methodology of implementation and financial structure of the project. The first meeting of the Project Management Committee was held and next steps in the project were agreed. They include Partnership Agreement signing, allocation of resources, creation of questionnaire that will be translated into all national languages of the project partners, analysis of questionnaires and review of the need for lifelong learning.</p> | |
|--|--|--|--|--|--|--|

Activities to be carried out to achieve this outcome (before the end of the project)

| Activity N° | Activity Title | Start date | End date | Place | Description of the activity to be carried out | Specific and measurable indicators of progress |
|-------------|----------------|------------|----------|-------|---|--|
| | | | | | | |
| | | | | | | |

Changes that have occurred in this result since the original proposal:

| |
|--|
| |
|--|

Please add as many tables as necessary.

Table of achieved / planned results

| | |
|--|---|
| Title and reference number of the work package (WP) | <i>Analysis on LL potentials and needs in sustainable agriculture</i> WP2 |
|--|---|

| | |
|--|--|
| Indicators of achievement and or/performance as indicated in the project proposal | <p>Documents on surveying</p> <p>Report on LL potentials created</p> <p>Report on LL needs created</p> <p>Case studies conducted</p> |
|--|--|

Activities carried out to date to achieve this result:

| Activity N° | Activity Title | Start date | End date | Place | Description of the activity carried out | Specific and measurable indicators of achievement |
|-------------|-------------------------|--------------|--------------|---|--|---|
| D2.1. | Survey on LL potentials | October 2014 | January 2015 | UNKO, AUT, UNSA, SVEMO, UP, UoM, BOKU, UHOH, UL, UNIOS, UNIZG | The questionnaire on LL potentials was created and distributed among partners. The results give the insight into capacity (present state) and potential (future state) of each HEI in the development of LL in specific topics related to sustainable agriculture. | Filled Questionnaire / Interview on potentials conducted at each HEI based on the number of involved departments (Example: number of involved departments in SVEMO: 11, UNIZG: 26, AUT: 6) |
| D2.2 | Survey on LL needs | October 2014 | January 2015 | UNKO, AUT, UNSA, SVEMO, UP, UoM, UNIOS, UNIZG | The questionnaire on LL needs was divided into two logical fields: 1.) the present state of the labour market with the focus on agriculture, environment and food sector, and 2.) the needs of the community and business sector in terms of LL. Questionnaires were distributed among business and community sector and Alumni. According to the questionnaires mentioned above, the analysis of the potentials and needs of each sector was completed and the reports were produced. | <p>Three on-line Questionnaires were created:</p> <p>Questionnaires on the needs - high schools (In total: 209 filled questionnaires, HR: 57, ME: 9, BA: 17, AL: 96, XK: 30)</p> <p>Questionnaire on the needs – producers (In total: 339 filled questionnaires, HR: 106, ME: 76, BA: 53, AL: 87, XK: 17)</p> <p>Questionnaire on the needs – public state administration (In total: 216 filled questionnaires, HR: 83, ME: 10, BA: 45, AL: 55, XK: 23)</p> |

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| D2.3 | Report on LL potentials | January 2015 | February 2015 | UNKO, AUT, UNSA, SVEMO, UP, UoM, BOKU, UHOH, UL, UNIOS, UNIZG | Each partner prepared a written report on LL potentials as well as the power point presentation which was elaborated in Sarajevo http://lifeada.sistemi.hr/results-and-progress/folderid/89 . | 11 Reports delivered (1 per each HEI) |
| D2.4 | Reports on LL needs | January 2015 | February 2015 | UNKO, AUT, UNSA, SVEMO, UP, UoM, UNIOS, UNIZG | Each partner country and Croatia prepared reports on LL needs. The reports will be the basic line for further project activities and the development of strategies and policies to be implemented in the building of capacities and programmes for LL http://lifeada.sistemi.hr/results-and-progress/folderid/89 . | 5 Reports delivered (BA, AL, XK, ME, HR) |
| D2.5 | Case studies on existing LL | January 2015 | February 2015 | BOKU, UHOH, UL, UNIOS, UNIZG | EU project partners shall prepare case studies on LL with the focus of existing activities. The case studies include not only positive practices with desirable effects, but also the risks and possible misconceptions that should be avoided in the future. Impact on following stakeholders in the process of knowledge transfer was covered in the case studies: 1.) educational institutions at all level (high and higher education), 2.) Business and entrepreneurial sector, and 3.) Governmental organizations and agencies included in agricultural sector http://lifeada.sistemi.hr/results-and-progress/folderid/89 . | 4 Reports delivered (UNIOS, UNIZG, BOKU, UHOH, UL) example of bad practice, example of good practice |
| D2.6 | Workshop on assessment report | February 24, 2015 | February 27, 2015 | UNSA - Sarajevo | Workshop on assessment of reports was held in Sarajevo, Bosnia and Herzegovina on February 25 and 26, 2015 http://lifeada.sistemi.hr/news/id/2/february-24--27-2015--workshop-on-assessments-of-reports-in-sarajevo . Specific reports and Case studies were discussed and assessed during the Workshop which was organized as a channel for knowledge and experience exchange among HEI. The priority areas for sustainable agriculture were identified. Need and potentials of each HEI were discussed. Also, during the Workshop first Evaluation Board meeting was organized. Their task is Quality control and monitoring of LifeADA project activities. EB coordinator, Mag. Thomas Guggenberger from University of Natural Resources and Life Sciences, Vienna, held a whole day Workshop where evaluation tools, processes, tasks and structure were | 1 Workshop programme delivered List of participants available. It counts 60 participants. |

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| | | | | | <p>defined. The Workshop was organized by the University of Sarajevo Faculty of Agriculture and Food Science and the University of Zagreb Faculty of Agriculture. The venue took place in Spa Hotel Terme, Ilidža http://www.hoteliilidza.ba/hoteli_eng/.</p> | |
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Activities to be carried out to achieve this outcome (before the end of the project)

| Activity N° | Activity Title | Start date | End date | Place | Description of the activity to be carried out | Specific and measurable indicators of progress |
|-------------|----------------|------------|----------|-------|---|--|
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Changes that have occurred in this result since the original proposal:

Some activities were not completed exactly on foreseen delivery date as indicated in the project proposal but with lag of approx. one month. For example **D2.1 and D2.1**, delivery of Survey on LL potentials and needs were published on-line on October 1, 2014 instead of August 31, 2014. The delay occurred because of the summer holidays when the majority of partners were not available for the communication. The delay didn't cause any problems with collecting the data because on-line surveys were available till the January 31, 2015. Results were collected and analyzed, Workshop in Sarajevo was scheduled on time and Reports were delivered as foreseen in the project proposal.

Please add as many tables as necessary.

Table of achieved / planned results

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| Title and reference number of the work package (WP) | <i>Harmonization of Lifelong Learning (LL) system</i> WP3 |
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| Indicators of achievement and or/performance as indicated in the project proposal | Working agenda on round table accepted by all participants Regional Guidelines published National strategies published |
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Activities carried out to date to achieve this result:

| Activity N° | Activity Title | Start date | End date | Place | Description of the activity carried out | Specific and measurable indicators of achievement |
|-------------|------------------------------------|---------------|---------------|-----------------|--|--|
| D3.1 | Round table on Regional Guidelines | June 15, 2015 | June 17, 2015 | UoM - Podgorica | All preparations such as travel and accommodation arrangements, agenda, venue etc. are already made http://lifeada.sistemi.hr/news/id/3/june-15-17-2015--round-table-on-regional-guidelines-podgorica . | Working agenda on round table accepted by all participants |

Activities to be carried out to achieve this outcome (before the end of the project)

| Activity N° | Activity Title | Start date | End date | Place | Description of the activity to be carried out | Specific and measurable indicators of progress |
|-------------|--|---------------|--------------------|---|--|--|
| D3.2 | Regional Guidelines developed | April, 2015 | June 30, 2015 | UNIZG - Zagreb | Based on the conclusions of the Workshop in Sarajevo, the draft of Regional guidelines for LL strategy will be developed by UNIZG. This draft will serve as a base of discussion at the Round table for regional guidelines which will be held in Podgorica, June 15 - 17, 2015. | 1 Regional Guidelines published (BA, AL, XK, ME, HR) 1.200 copies |
| D3.3 | Strategies on LL for Sustainable Agriculture | June 30, 2015 | September 30, 2015 | UNKO, AUT, UNSA, SVEMO, UP, UoM, UNIOS, UNIZG | Each partner country and Croatia will form national teams for development of National strategies. First Workshop is already scheduled during the Round table on Regional guidelines in Podgorica. The NS will be based on RG and identifies HEI potentials | 5 National strategies (BA, AL, XK, ME, HR) |

Changes that have occurred in this result since the original proposal:

During the PMC meeting in Sarajevo all partners agreed that the **D3.1** - Round table on Regional guidelines in Podgorica **should be organized in the beginning of June (now scheduled for June 14 – 15) instead in the end May** as foreseen in project proposal. The explanation for this shift is that some partners are still occupied with teaching assignments and/or examination terms which would prevent them from participating on the conference in Podgorica.

Please add as many tables as necessary.

Table of achieved / planned results

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|---|--|
| <u>Title and reference number of the work package (WP)</u> | <i>Dissemination</i> WP 6 |
| <u>Indicators of achievement and or/performance as indicated in the project proposal</u> | Project's website and Facebook profile created and active Project material published Working agenda on Career guidance panels |

Activities carried out to date to achieve this result:

| Activity N° | Activity Title | Start date | End date | Place | Description of the activity carried out | Specific and measurable indicators of achievement |
|-------------|--|--------------|--------------------------------|---|---|---|
| D6.1 | Project's website and Facebook profile | January 2015 | April 9, 2014 and May 29, 2014 | UNIZG - Zagreb | All project information, activities and results are visible on project web site and project Facebook profile. - Project's website was created on, http://lifeada.sistemi.hr/ - Facebook profile was created on, https://www.facebook.com/LifeADA | 1 Web page active 1 FB profile active |
| D6.2 | Dissemination through project assemblies | January 2015 | May 2015 | UNIZG - Zagreb, UoM - Podgorica, Opatija, Sveti Martin, Zadar | - Leaflets about project activities have been handed out to all Partner institutions in order to disseminate information among academic society. - On April 1, 2015, University of Zagreb Faculty of Agriculture organized a Public presentation of LifeADA project and activities completed so far. Project coordinator, prof. Renata Bažok, Ph.D. and 3 members of WG2 (Ivona Filipović, M.Sc., Assoc. prof. Marija Cerjak and Dr. Branka Šakić Bobić) presented results on LL potentials and LL needs as well as the Case studies. Audience was mainly from Faculty of Agriculture (http://www.agr.unizg.hr/hr/article/1029/javna_prezentacija_rezultata_i_zavr%C5%A1enih_aktivnosti_tempus_projekta_lifeada). - On May 7, 2015, University of Montenegro Biotechnical Faculty organized a Public presentation of LifeADA project and activities completed so far. Project coordinator from UoM, Prof. Nedeljko Latinović, Ph.D. and Dr. Mirko Knežević, presented results on LL potentials and LL needs as well as the Case studies. Audience was mainly Biotechnical Faculty (http://www.btf.ucg.ac.me/news.php?id=1&vid=198). - Article about LifeADA project was published (paper and electronic version) on November 1, 2014 in "Gospodarski list" (http://www.gospodarski.hr/). - Article about LifeADA project was published (electronic version) on | 1 Project logo 1 Leaflet on project activities (1.100 copies) 11 Banners 2 articles Links to public presentations |

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| | | | <p>February 26, 2014 on official web site of the University of Zagreb (http://www.unizg.hr/nc/vijest/article/uvodna-konferencija-tempus-projekta-lifeada-na-agronomskom-fakultetu/)</p> <ul style="list-style-type: none"> - LifeADA project was promoted (oral, banner and leaflets) to producers who were also included in LL needs survey during the meeting of the project “Enhancement of collaboration between science, industry and farmers: Technology transfer for integrated pest management (IPM) in sugar beet as the way to improve farmer's income and reduce pesticide use”, Science and Innovation Investment Fund Grant Scheme, EuropeAid/131920/M/ACT/HR in Sveti Martin, January 16, 2015. - LifeADA project was promoted (banner and leaflets) on the 50th Croatian & 10th International Symposium on Agriculture in Opatija, February 16 – 20, 2015 (http://sa.agr.hr/). - LifeADA project was presented on meeting of the Economic Council of the University of Zagreb Faculty of Agriculture held in Zadar, May 7, 2015, by prof. Renata Bažok, Ph.D. (http://www.agr.unizg.hr/en/article/1066/economic_council_of_the_faculty_of_agriculture). - LifeADA project and results on LL potentials and needs for Lifelong learning for sustainable agriculture will also be presented on the 4th AGRIMBA-AVA Congress in Poreč, June 16 – 20, 2015, by Prof. Marija Cerjak (http://www.agrimba-ava2015.hr/). - Project coordinator from BOKU, Marija Zunabovic, Ph.D. had added the LifeADA added the project in submission for Danubius Young Scientist Award 2015 http://www.idm.at/projekte/preise/danubius_award/danubius_young_scientist_award/Danubius-Young-Scientist-Award-2015--a1527.html. - On October 15, 2014 Agricultural University of Tirana Faculty of Agriculture and Environment organized a presentation of the LifeADA comprising the scope and objective of the project, the steps, the partners, working groups and also a presentation of the staff involved. During the meeting, leaflets and promo materials were delivered. Audience was comprised of representatives from the academic staff, master and PhD students. - On May 5, 2015 the Annual Career Fair was held at the Agricultural University of Tirana Campus, involving students, private companies and public officials operating mostly in the agricultural sector. At the Projects Stand, the LifeADA project was presented and leaflets were distributed. Several companies expressed their interest in the project and were opened to a future possible collaboration. - On May 22, 2015 Ms Marion Ramusch from University of Natural Resources and Life Sciences, Austria (BOKU) had a presentation about LifeADA project, LL strategies and ways to develop them at the Austrian University Continuing Education and Staff Development Network (AUCEN) meeting in Krems, | |
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| | | | | | Austria (www.aucen.ac.at/). | |
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Activities to be carried out to achieve this outcome (before the end of the project)

| Activity N° | Activity Title | Start date | End date | Place | Description of the activity to be carried out | Specific and measurable indicators of progress |
|-------------|---|--------------|-------------|---|---|---|
| D6.3 | Career guidance panels | January 2015 | 31.10.2016. | UNKO, AUT, UNSA, SVEMO, UP, UoM, UNIOS, UNIZG | Career guidance panels will be organized at each partner country and Croatian HEI. Panels will be aimed at promoting career guidance in general as a new HEI activity and divided in two types. 1. Panel for enrolled and recently graduated students will be focused to build employability skills, plan their careers and look for work. 2. Panel for prospective students and adults will be focused to guide in selecting the most appropriate course of study. Both panels will be held twice per year. | 8 Working agendas on Career guidance (non EU HEI + Croatia) |
| D6.2 | Dissemination through project assembles | January 2015 | 30.11.2016. | UNKO, AUT, UNSA, SVEMO, UP, UoM, BOKU, UHOH, UL, UNIOS, UNIZG | This activity will continue till the end of the project by all partners. - Agricultural University of Tirana Faculty of Agriculture and Environment announced a public presentation during the first week of June (2-5) 2015. The draft content will be as follows: Sustainability of the project, Report on needs in Albania and potentials in Agricultural University of Tirana, introduction to links and Facebook of LifeADA. - University of Korça announced a public presentation in the second week of June (between 8 and 10 June). The draft content will be as follows: Introduction to LifeADA project, Presentation of project management personnel to teachers and students, General Information about project, Sustainability of the project, Report on needs and potentials in University of Korça, Albania, Introduction to links – web page and Facebook profile, Distribution of leaflets | |

Changes that have occurred in this result since the original proposal:

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Please add as many tables as necessary.

Table of achieved / planned results

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| <u>Title and reference number of the work package (WP)</u> | <i>Quality control and monitoring</i> WP7 |
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| <u>Indicators of achievement and or/performance as indicated in the project proposal</u> | Report on monitoring of general process Report on monitoring of pilot activities |
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Activities carried out to date to achieve this result:

| Activity N° | Activity Title | Start date | End date | Place | Description of the activity carried out | Specific and measurable indicators of achievement |
|-------------|------------------------------|--------------|-----------|---|--|--|
| D7.1 | Evaluation Board established | January 2015 | July 2015 | UNKO, AUT, UNSA, SVEMO, UP, UoM, BOKU, UHOH, UL, UNIOS, UNIZG | <p>On July 24, 2014 EB consisted of 11 members from each Partner institution was established. On November 7, 2014 EB coordinator was appointed (Mag. Thomas Guggenberger Head of Quality Management, University of Natural Resources and Life Sciences Vienna - BOKU). Other members are: UNIZG - Edi Maletić, UNIOS - Marcela Šperanda, UHOH - Reiner Doluschitz, UL - Drago Kompan, UNKO - Besnik Skenderasi, AUT - Anila Hoda, SVEMO - Žana Mrkonjić, UNSA - Mirsad Kurtović, UP - Shukri Fetahu, UoM - Slavko Mirecki (http://lifeada.sistemi.hr/Portals/0/pdf/Evaluation%20Board.pdf). First EB meeting was organized during the Workshop in Sarajevo, February 24 – 27, 2015). EB held a one day workshop (http://lifeada.sistemi.hr/news/id/2/february-24--27-2015--workshop-on-assessments-of-reports-in-sarajevo). After the introduction of the participants an overview of WP 7 was given and the tasks and objectives of the Evaluation Board were clarified. In order to obtain sufficient information on evaluation and quality assurance procedures which are in place at the different partner institutions, each EB gave a presentation in respect to this topic. This mutual exchange of information and ideas lays an important basis for the elaboration joint evaluation procedures. In the afternoon the EB members defined certain characteristics of continuing education. These characteristics will be taken into consideration when consequently key indicators for the evaluation of the pilot activities will be carried out. The main instrument for effective quality control insurance</p> | EB Workshop programme, EB list of participants, EB presentations, EB report from the first meeting |

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| | | | | | is Logical framework matrix which is quantified and time bounded. | |
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Activities to be carried out to achieve this outcome (before the end of the project)

| Activity N° | Activity Title | Start date | End date | Place | Description of the activity to be carried out | Specific and measurable indicators of progress |
|-------------|--------------------------------|---------------|-------------------|---|---|--|
| D7.2 | Monitoring of general process | February 2015 | December 31, 2016 | UNKO, AUT, UNSA, SVEMO, UP, UoM, BOKU, UHOH, UL, UNIOS, UNIZG | The EB will provide analysis of these indicators and evaluation of all possible incoming problems, their impact on implementation of the activities, delays, lack of availability of the resources, underestimated necessary efforts and all other risks that could limit the whole project. The EB will also propose to the PMC all possible corrections of the process. | 2 Reports on monitoring of general process |
| D7.3 | Monitoring of pilot activities | February 2015 | November 30, 2016 | UNKO, AUT, UNSA, SVEMO, UP, UoM, BOKU, UHOH, UL, UNIOS, UNIZG | To ensure a routinely quality control and monitoring of the pilot activities, the EB will set up methodologies, criteria and specified objectively verifiable performance indicators for a quality assessment of pilot activities curriculum and analysis of the participants satisfaction related to the results achieved by the pilot activities. | 2 Reports on monitoring of pilot activities |

Changes that have occurred in this result since the original proposal:

It was foreseen that the EB will be consisted of 3 experts form EU countries, but according to the Evaluation Report received from the EACEA and comment that the involvement of all Partner Country HEI as members of EB (not only EU partners) would be desirable, the **WP7 was changed accordingly**. On July 24, 2014 EB consisted of 11 members from each Partner institution was established.

Please add as many tables as necessary.

Table of achieved / planned results

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| Title and reference number of the work package (WP) | <i>Project management</i> WP8 |
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| Indicators of achievement and or/performance as indicated in the project proposal | 1 Interim report 1 Final Report |
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Activities carried out to date to achieve this result:

| Activity N° | Activity Title | Start date | End date | Place | Description of the activity carried out | Specific and measurable indicators of achievement |
|-------------|--|--------------|---------------|---|---|---|
| D8.1 | Project management Committee established | January 2015 | February 2015 | UNKO, AUT, UNSA, SVEMO, UP, UoM, BOKU, UHOH, UL, UNIOS, UNIZG | The project is managed by the Project Management Committee (PMC) consisted of 11 project coordinators from each Partner institution. The PMC is directed by the Project coordinator (UNIZG), Prof. Renata Bažok, Ph.D. Other project coordinator are as follows: UNIOS - Sonja Marić, BOKU - Marija Zanubović, UHOH - Jochem Gieraths, UL - Marija Klopčič, UNKO - Ilir Ničko, AUT - Perparim Laze, SVEMO - Zrinka Knezović, UNSA - Nedžad Karić, UP - Bedri Dragusha, UoM - Nedeljko Latinović (http://lifeada.sistemi.hr/partners). Full project management such as administrative and financial support (payments, contact point, correspondence, reporting, draft preparation, travel and accommodation arrangements, visa, etc.) as well as all administrative and financial relation, elaboration of reports and project documentation towards the EACEA is handled by the Project coordinator, University of Zagreb Faculty of Agriculture. | List of the Project management Committee 10 partnership agreements |
| D8.2 | Project administration | January 2015 | February 2015 | UNIZG - Zagreb | Project coordinator has one financial assistant and one administrative assistant, each employed on half time (http://lifeada.sistemi.hr/contact) who are in close cooperation with all partners in project. Communication is done mostly by e-mails (all partners have good internet access) and phone but also via Skype, Facebook and regular post. The financial assistant in cooperation with Faculty Accounting office is responsible for the budget distribution, all financial transactions, bank account management, individual mobility reports, time sheets, per diems, | 2 employment contracts |

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| | | | | | equipment procurement, keeping all supportive financial documentation, etc. Administrative assistant is responsible for day-to-day correspondence with all partners, maintaining of the web site and Facebook profile, meeting preparations, accommodation and travel arrangements, preparation of working material (programmes, venue, leaflets, brochures, banners, etc.), preparation and distribution of Minutes, keeping all supportive administrative documentation. | |
| D8.3 | <p>Procurement of equipment</p> <p>Agricultural University of Tirana</p> <p>University of Sarajevo</p> <p>University Fan S. Noli Korça</p> | <p>April 2014</p> <p>September 2014</p> <p>March 2015</p> | <p>December 2014</p> <p>December 2014</p> <p>May 2015</p> | <p>AUT</p> <p>UNSA</p> <p>UNKO</p> | <p>Within the project it is planned that the following partners purchase additional IT equipment in order to successfully realize the activities:</p> <ul style="list-style-type: none"> - The University of Sarajevo - University of Mostar - University of Montenegro - University of Prishtina - Agricultural University of Tirana - Fan Noli University <p>Anticipated total value of the equipment was 100,800.00 euro, 16,800.00 euro per partner.</p> <p>So far, the three partners fully completed procurement process: the University of Tirana, Fan Noli University and the University of Sarajevo.</p> | <p>1. University of Tirana: Notebook Fujitsu Siemens - 10 pieces - The LCD Projector ACER - 2 pieces - Network color printer Konica Minolta - 2 pieces - Scanner - 2 pieces - SMART Board - 1 piece</p> <p>2. University of Sarajevo: - PC Desktop i3 - 4 pieces - Monitor LCD Fujitsu LED L22T-7 – 4 pieces - HDD EXTERNI 2.5” 1TB Toshiba – 4 pieces - Notebook Fujitsu Siemens A544 NG i3 - 6 pieces - HDD EXTERNI 3.5” 4TB WD - 6 pieces - Projector Epson EB-X20 – 2 pieces - Scanner HP SCAJET G4010 - 2 pieces - Printer HP Color LaserJet Pro – 2 pieces - SmartBoard SB680 -1 piece</p> <p>3. Fan Noli University: - Notebook Fujitsu Siemens - 8 pieces - Desktop Esprimo - 10 pieces</p> |

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| | | | | | | - Software Office Home and business 2013 32/64 bit, English – 18 pieces |
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Activities to be carried out to achieve this outcome (before the end of the project)

| Activity N° | Activity Title | Start date | End date | Place | Description of the activity to be carried out | Specific and measurable indicators of progress |
|-------------|--------------------------|------------|----------------|-------|--|--|
| D8.3 | Procurement of equipment | | | | The three universities that have yet to implement the procedure for procurement are: | |
| | University of Mostar | May 2015 | September 2015 | SVEMO | - University of Mostar | |
| | University of Prishtina | May 2015 | September 2015 | UP | - University of Prishtina | |
| | University of Montenegro | May 2015 | September 2015 | UoM | - University of Montenegro | |
| | | | | | Up to now market research has been carried out and the IT equipment for which it is possible to obtain a certificate of EU origin is identified. All three Universities have prepared tendering documentation and completion of the tendering procedures is planned by the end of September 2015. | |

Changes that have occurred in this result since the original proposal:

Market research conducted by partners prior to and during the implementation of the procurement procedure has shown that it is impossible to find certain IT equipment manufactured in the EU Member States and accordingly, there is no possibility to obtain a certificate of the EU origin. After the consultation with the EACEA it has been decided to increase the quantity of the IT equipment manufactured in the EU Member States (eg. Laptops) and completely omit the equipment without EU certificate of origin (eg. LCD projectors and scanners). Each institution is left to independently decide the type and amount of replacement IT equipment.

Please add as many tables as necessary.

Summary Report for Publication

Project title

“Lifelong learning for sustainable agriculture in Alps-Danube-Adriatic Region - LifeADA”
Project reference number: 44595-TEMPUS-1-2013-HR-TEMPUS–JPHEs
Agreement number: 2013-4592/001-001

Objectives

Wider objectives of the project are to modernize and harmonize higher education by development of Lifelong learning (LL) system for sustainable agriculture in non-EU Alps-Danube-Adriatic region countries and to enhance networking between EU and Partner countries (non-EU) in Alps-Danube-Adriatic region by promoting LL system as a tool for permanent modernization of higher education.
The specific objectives, which the project shall achieve are to develop the strategy for lifelong learning in sustainable agriculture among partner institutions in order to initiate and develop different models of lifelong learning, to establish pilot activities of lifelong learning in partner institutions, to set quality criteria for lifelong learning competences in the field of sustainable agriculture and to develop an appropriate guidance and counselling services.

Outcomes

During the project HEIs will identify its own potential for LL for sustainable agriculture. The needs for LL activities will be identified at national level of partner countries. The case studies will be prepared by EU partners and will include not only positive practices with desirable effects, but also the risks and possible misconceptions that should be avoided in the future. Based on these outcomes, regional guidelines for LL in sustainable agriculture will be developed. RG will serve as a common platform for national strategies on LL which will be developed by partners. The skills of teacher for LL will be improved during the training. Pilot activities on LL will be designed and implemented on each HEI.

Activities

With the aim to achieve the expected results eight different groups of the activities are proposed.
Network of working groups and development of working concept (working teams setting-up and developing working concept, appointing officer for LL and expert career guidance, organizing opening conference)
Analysis on LL potentials and needs in sustainable agriculture (creating questionnaires for establishing LLL potentials and LLL needs, conducting survey, prepare case study analysis, preparing reports on HEI potentials and national needs).
Harmonization of Lifelong Learning (LL) system (developing the Regional guidelines for National strategies, developing national strategies for LLL in sustainable agriculture)
Development of Lifelong Learning pilot activities for Sustainable Agriculture (identifying training needs for LL, training on adult educational methods for LL, establish advisory board and development of curriculum for pilot activities)
Implementation of pilot activities and on-line courses (implementation of pilot activities, conducting survey and organize the conference on improvement of educational standards)
Dissemination (creating project’s website and Facebook profile, conducting dissemination through project assembles, organize career guidance panels);
Quality control and monitoring (establishing Evaluation Board, monitoring of general process and monitoring of pilot activities)
Project management (establishing Project Management Committee, administration of the project, procurement of the equipment);

Progress to date

Activities related to organization, dissemination, evaluation and project management are comprised in four working packages (WP) 1, (WP) 6, (WP) 7 and (WP) 8. Activities A1.1 and A1.2 were completed and delivered. All partner institutions have sent the list of their working team with appointed coordinators, working groups' coordinators, team members, students, LL experts and LL officers. Project coordinator from UNIZG has developed project methodology which was delivered to all partners. Activity A1.3 was accomplished during the Opening conference in Zagreb ("Kick off meeting", 26.2. – 1.3.2014.). The training for LL experts and LL officers was organized by the Project coordinator in cooperation with the Centre for Lifelong Learning - University of Zagreb Faculty of Education and Rehabilitation Sciences. Project website and project Facebook profile were created (A6.1) and all relevant information is published regularly. All partners received promotional materials (leaflets) during the Kick off meeting in Zagreb. Partners were provided by banners as well. Dissemination through project assemblies (A6.2) was initiated by publishing information about the project in articles and presentation of the project and its current results on conferences/seminars outside of the project framework. Presentation on the project activities and results was organized by project coordinator, University of Zagreb Faculty of Agriculture, University of Montenegro Biotechnical faculty and Agricultural University of Tirana Faculty of Agriculture and Environment. Activity A7.1 – Establishing of Evaluation board (EB) was completed in July 2014. They have started with the activity A7.2 – Monitoring of general process. Although the field monitoring visits were organized by EACEA at coordinator and partner institutions, EB started with the preparations how to organize the monitoring of the general process. On their first meeting in Sarajevo, EB started with developing criteria for monitoring of pilot activities.

At the beginning of the project, activities A8.1 and A8.2 - Project administration was established. So far, the three partners fully completed procurement process (A8.3) and three partners prepared the documentation. Working group (WG) 2 finished with activities, questionnaires for LLL potentials and needs created, survey conducted (A2.1, A2.2) results analyzed on workshop (A2.5) on assessments in Sarajevo (February 25 and 26, 2015) and reports prepared (A2.3 and A2.4). In Working package (WP) 3, work started. WP 3 team at Project coordinator is preparing the draft of Regional guidelines. Round table on regional guidelines in Podgorica (A3.1) is scheduled for June 15 - 17, 2015. In Working package (WP) 4, work started. WP 4 team at Project coordinator is collecting the programs for teacher training at EU partners. The same time partner institutions are establishing the needs for training (A4.1). This topic together with the development of pilot activities will be discussed at the meeting in Podgorica.

Future developments

At the moment WG 3 and 4 are intensively working on their activities (A3.2 – development of Regional guidelines, A3.3 – preparation of strategies on LL for Sustainable Agriculture, A4.1- Identifying training needs for LL, A4.2 – preparation of adult educational methods for LL training). Also activity A3.1 – Round table on regional guidelines in Podgorica is scheduled for June 15 -17, 2015. All preparations such as travel and accommodation arrangements, agenda, venue etc. are already made. The implementation of pilot activities (WP5) is foreseen in the next phase of the project. The main objective of WP5 is to test pilot activities which are the best means to generate knowledge base and visibility. Within the activity A5.1 pilot activities will be defined according to the needs of each country labour market and implemented depending on the curriculum accreditation process. After competition of pilot activities the students will be asked to fulfil the questionnaires' translated into national languages in order to measure the quality of the conducted pilot activities (AD5.2). Dissemination activities under the WP6 are continuously in the progress and will be continued through the whole period of the project. Also, activities under the WP7, A7.2 – Monitoring of general process and A7.2 - Monitoring of pilot activities will be carried out on time and the conclusions will be published in the Monitoring reports.

Other remarks

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STATEMENT OF THE COSTS INCURRED

Tempus project no. 44595-TEMPUS-1-2013-HR-TEMPUS-JPHES

- Column “1. Project Costs” and Column “3. Project Finance”: please input the estimated budget of the project as indicated in Annex II of your Grant Agreement or in subsequent amendments to Annex II.
- Columns under “2. Project Expenditure to date”: please indicate the expenditure made to date (paid directly from the Tempus grant and/or co-financed). The declared amounts must represent AMOUNTS ACTUALLY PAID (meaning that a disbursement has been made) and NOT committed amounts.

| | | 1. PROJECT COSTS € Estimated budget of the project (Annex II) |
|-----|--------------------------------|---|
| I | Staff costs | 426.926,00 |
| II | Travel costs and Costs of Stay | 483.492,00 |
| III | Equipment | 100.800,00 |
| IV | Printing and publishing | 36.500,00 |
| V | Other costs | 31.840,00 |
| VI | Indirect costs ¹ | 75.569,06 |

| | |
|---|---------------------|
| TOTAL ELIGIBLE COSTS² | 1.155.127,06 |
|---|---------------------|

| 2. PROJECT EXPENDITURE TO DATE € | | |
|---|-----------------------------|-----------------------|
| Declared Paid from Tempus | Declared Co-financed | TOTAL Declared |
| 48.168,44 | 13.264,13 | 61.432,57 |
| 63.547,70 | 0,00 | 63.547,70 |
| 42.628,57 | 0,00 | 42.628,57 |
| 1.327,06 | 0,00 | 1.327,06 |
| 4.766,83 | 0,00 | 4.766,83 |
| 12.159,19 | | 12.159,19 |

| | | |
|-------------------|------------------|-------------------|
| Total | Total | TOTAL |
| 172,597,79 | 13.264,13 | 185.861,92 |

| | | 3. PROJECT FINANCE € |
|-----------------------------|--|-----------------------------|
| Co-financing | | 115.528,48 |
| Total from the Tempus grant | | 1.039.598,58 |

| | |
|--|---------------------|
| TOTAL PROJECT FINANCE³ | 1.155.127,06 |
|--|---------------------|

¹ Indirect costs may not be co-financed (point 8.4, Guidelines for the use of the grant).

² As indicated in art. I.3 of the Grant Agreement and Annex II.

³ As indicated in art. I.3 of the Grant Agreement and Annex II..

ACKNOWLEDGEMENT OF RECEIPT

Your name:

Prof. Renata Bažok, Ph.D.

Complete address:

University of Zagreb Faculty of Agriculture
Svetošimunska cesta 25

HR-

10000

Zagreb

Country code

Postal code

City

This page of the form will be returned to you on receipt of your Intermediate Report. Therefore please enter your name and address in the box above. Please remember to send in this page with each of your reports.

For internal use only

Tempus Project No.

under the Tempus programme.

Yours sincerely,

Done at

Date

CHECK-LIST

WHAT INFORMATION NEEDS TO BE SENT?

- Declaration, duly signed by the contact person and the legal representative of the coordinator (institution) – Annex IV/2
- Report on implementation of the project – Annex IV/3-5
- Statistics and Indicators – Annex IV/6-8
- Table of achieved/planned results – Annex IV/9-10
- Summary Report for Publication – Annex IV/11
- Statement of the costs incurred and Request for Payment – Annex IV/12
- Acknowledgement of receipt – Annex IV/13