

Meeting: Project Management Committee

Date of meeting: November 26, 2016

Place of meeting: Zagreb, Croatia

Minutes prepared by: Helena Viric Gasparic

1. Purpose of Meeting

Meeting on final project activities, administrative and financial issues, preparation of Final report
Workshop for preparation of next project proposals

2. Attendance at Meeting

Members of PMC

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Other present participants

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3. Agenda

1. Proposal for TEMPUS LifeADA book compilation
2. Administrative check of all documentation / preparation of Final report
3. Financial check: individual approach
4. Erasmus+ KA2 – possibilities for project proposals
5. Group work – development of new project ideas

6. Conclusions of the meeting

4. Meeting Notes, Decisions, Issues

The project coordinator, prof. Renata Bažok, Ph.D., explained that after repeated request initiated by UP, AUT and UNKO for prolongation of LifeADA project, EACEA responded negatively, explaining that stated reasons are not force majeure or relevant enough to grant extension.

1. Proposal for TEMPUS LifeADA book compilation

During the final conference in Tirana it was agreed that TEMPUS book draft will be prepared and presented to project partners. Draft was prepared and presented by administrative assistant. During the meeting following was agreed:

Project coordinator will update the draft after the meeting in Zagreb as follows and send to all partners by December 1, 2016. Partners will fill in their part in two weeks and send it back to project coordinator for review and final Editorial board check:

Introduction (LifeADA project summary, Project background, Quality of partnership, Funding and support), Development of Lifelong learning at HEI (Analysis on LL needs and potentials in sustainable agriculture, Identifying training needs for LL, Training on adult educational methods for LL) - Teacher trainings and LL experts and officers training at the University of Natural Resources and Life Sciences, Teacher training at the University of Hohenheim, Teacher training at the University of Ljubljana, Implementation of developed LL activities (Summer schools) - University of Zagreb, Faculty of Agriculture, Croatia (Decision making process in curriculum development, Summer school description).

Title of the book: "Harmonization of LL in ADA Region"

Autors: all project coordinators + one member who will participate in book preparation

Editorial Board: Helena Virić Gašparić, M.Sc., Daniel Haman, LL.M., Angelika Thomas, Ph.D., Arnela Okić, M.Sc., Assoc.Prof. Ilir Vangjel Ničko, Ph.D., Prof. Jelena Latinović, Ph.D.

Editor in chief: Prof. Renata Bažok, Ph.D.

Tehcnical editor: Helena Virić Gašparić, M.Sc.

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Prof. Marija Klopčič, Ph.D., proposed to include scientific paper in the book as well. She mentioned that another paper is in preparation, but in case it won't be done on time, we can include the one that is already published. She also proposed to attach the list of students with contact who attended each school. She also asked from project partners (especially UHOH and BOKU) to distribute the link on the student questionnaire important for getting results for scientific paper.

Final deadline for print is January 9, 2017.

All partners agreed on stated proposals and dates.

2. Administrative check of all documentation / preparation of Final report

Helena Viric Gasparic presented final Review of administration issues and delivery of remaining documentation. Each partner was addressed individually. Presentation is an integral part of these minutes.

3. Financial check: individual approach

Davorka Cubelic prepared all documentation for review. Each partner went through missing documentation and agreed delivery and processing of documents dynamic.

4. Erasmus+ KA2 – possibilities for project proposals

Ivona Filipovic held a workshop on Capacity building in the field of higher education and Strategic partnerships in the field of education, training and youth in order to explain aims and priorities of Erasmus+ KA2, as well as rules for proposal preparation. Presentation is an integral part of these minutes.

5. Group work – development of new project ideas

All participants were divided in two groups regarding their preference for participation in next project. First tentative title of the proposed project was “Improving and harmonization of PhD studies in Plant Health for Sustainable Agriculture”, led by prof. Renata Bažok. Second was “Developing LLL courses for farm managers to increase their capacity for strategic planning” led by prof. Marija Klopčič and Prof. Silvester Žgur. Discussion on ideas, proposals and possibilities finished by short presentation of agreed project frames.

6. Conclusions of the meeting

1. All partners will send remaining documentation by January 1, 2017 so that project coordinator can prepare Final report on time
2. Project coordinator will send the book proposal with finished first part by December 1, 2016
3. Partners will return their part within two weeks
4. Project coordinator and Editorial Board will make final review and the book will be printed by January 9, 2017.
5. Prof. Renata Bažok will prepare new project proposal “Improving and harmonization of PhD studies in Plant Health for Sustainable Agriculture” and include interested partners – mandates will be sent.

Meeting was concluded at 17:00 p.m.

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