**Project: 101083212 — GROWTH — ERASMUS-EDU-2022-CBHE-STRAND-1**

**ENTER HERE PARTNER/ INSTITUTION NAME**

**Internal Reporting Template (X-X months)**

From Month X, 202X – Month 1, 202X.

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# **WORK PACKAGE 1: PROJECT PREPARATION**

***Internal report about realization of activities WP1***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *Work Package 1* | | *Project preparation* | *WP leader: UBN* | | |
| Project partner: | | | | | |
| No | Activity  (project application) | Description of realized activity and realized indicators  (your current state, difficulties, challenges) | | Date of making description | Completed  (use semaphore colours) |
| T1.1 | Kick off meeting, creation of project teams and adoption of implementation documents |  | | 01.09.2023. |  |
| T1.2 | Initial staff training sessions on project implementation, financial management and quality |  | | 01.09.2023. |  |
| T1.3 | Signing of partnership agreements |  | | 01.09.2023. |  |
| T1.4 | Creation of ‘’Towards green university’’ website |  | | 01.09.2023. |  |
| T1.5 | Update needs analysis of partner WB HEIs to strengthen university green agenda |  | | 01.09.2023. |  |
| T1.6 | Introduction conferences in BA and ME |  | | 01.09.2023. |  |

***\* Detail description of activities is available on the page 78 of the Proposal\_101083212-GROWTH***

***Internal report about deliverables WP1***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *Work Package 1* | | *Project preparation* | | | |
| Project partner: | | | | | |
| No | Deliverable  (project application) | Description of realized deliverable | Description | Realization date | Due date |
| D1.1 | Project teams created |  | The report will be written in English. It will encapsulate the meeting´s key points and conclusions, as well as recommendations. Annexes to the report: a) project teams (members and contact lists), Gantt Chart, Rules of Procedures, Communication,  Explotation and Dissemination Plan. |  | M1 |
| D1.2 | Implementation tools adopted |  | Implementation tools comprised the necessary Rules of Procedure, as well as temporal framework document, and documents regulating communication and dissemination, as well as monitoring and evaluation activities. |  | M1 |
| D1.3 | Partnership agreement – model as for 2020 |  | Signed PA agreement. |  | M6 |
| D1.4 | Teaching and administrative/ technical staff improved project implementation, financial management and quality control skills |  | A report will summarize the Project  implementation, financial management and quality training activities. It will also include participants´ opinions on the quality of training, its helpfulness and practicality. |  | M2 |
| D1.5 | Website ’Towards green university’’ created for public use |  | The project website will be developed with all the necessary menus available in English. It will contain the necessary logo and imprint of the funding organization and  links towards partners´ individual websites. |  | M6-M9 |
| D1.6 | Needs analysis update report |  | Updated needs analysis report will encompass the following: a) the current state of affairs regarding environmental awareness and green practices at four HEIs in B&H and Montenegro; b) identified weakest and acute points which require urgent intervention in terms of students´, staff and institutional needs; c) HEIs needs in term of capacities to conduct the planned interventions; d) what consequences do current practices produce in terms of the quality of education, students´ and staff motivation and achievements; e) necessary institutional and regulatory requirements for interventions to take place; f) recommended starting points of project interventions. The analysis will be published in English, Bosnian and Montenegrin, and  uploaded to the project website, when available. |  | M6-M9 |
| D1.7 | 2 national conferences |  | Two conference reports will summarize key conclusions from the two hybrid events. The reports will contain information about the participants´ number and profile, presentations, key discussons and  conclusions. Both reports will be written in English. |  | M12 |

# **WORK PACKAGE 2: OPTIMIZATION OF HEIS ENVIRONMENT**

***Internal report about realization of activities WP2***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *Work Package 2* | | *Optimization of HEIs environment* | *WP leader: HSWT* | | |
| Project partner: | | | | | |
| No | Activity  (project application) | Description of realized activity and realized indicators  (your current state, difficulties, challenges) | | Date of making description | Completed  (use semaphore colours) |
| T2.1 | Introduction seminar for management, administrative & technical staff on climate-neutral universities (management, campuses, transportation, heating, research) |  | | 01.09.2023. |  |
| T2.2 | Procurement of equipment |  | | 01.09.2023. |  |
| T2.3 | Workshops on the creation of ***Towards green university*** strategy’’ |  | | 01.09.2023. |  |
| T2.4 | Creation of e-manual on climate neutral universities in Western Balkans |  | | 01.09.2023. |  |
| T2.5 | ToT program on green universities for teaching staff |  | | 01.09.2023. |  |
| T2.6 | Study visit to HSWT, Germany, to learn about recycling practices and renewable energy efforts |  | | 01.09.2023. |  |
| T2.7 | Provision of recycling points with instructions around buildings and campuses and training of technical staff on recycling points management |  | | 01.09.2023. |  |
| T2.8 | Creation and equipping of campus gardens - open air classrooms |  | | 01.09.2023. |  |
| T2.9 | Introduction of renewable energy efforts at campuses and LED lights use |  | | 01.09.2023. |  |

***\* Detail description of activities is available on the page 85 of the Proposal\_101083212-GROWTH***

***Internal report about deliverables WP2***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| *Work Package 2* | | *Optimization of HEIs environment* | | | | |
| Project partner: | | | | | | |
| No | Deliverable  (project application) | Description of realized deliverable | Description | Realization date | Due date | |
| D2.1 | Management, teaching, admin. & technical staff improved knowledge on climate-neutral universities |  | The progress of HE staff on this matter shall be  drafted in a report which will be written in English  and it will comprise the summary of conclusions  of the nature of training, number of participants,  the temporal scope as well as participants´  evaluation of the training´s usability and  benefits. |  | M9, M12, M15 |
| D2.2 | Equipment purchased and installed |  | Each B&H and Montenegrin partner HEI  purchased a set of new equipment for teaching  and learning puroposes. The sets consist of  computers and office equipment, and specific  equipment to be used in line with the project  interventions. |  | M9, M12 |
| D2.3 | ***Towards green university*** strategy prepared for adoption at 4 WB partner HEIs |  | There will be four devised strategy documents (one per target HEI from the Western Balkans) and  they will be officially adopted by relevant  university bodies on all four universities. The  strategy text will be available in English Bosnian and Montenegrin and it will be uploaded to  project website as one of the project deliverables. |  | M18, M21 |
| D2.4 | E-manual |  | E-manual on climate neutral universities in  Western Balkans is a set of writen instructions and  Recommendations relevant for understanding, creating and maintaining climate neutral universities. The manual will be at least 40  pages long and it will be available in English,  Bosnian and Montenegrin.  The-manual will be available as open access  resource on the project website as well as on  websites of partner HEIs. |  | M18, M21 |
| D2.5 | Teacher staff trained on ToT skills in 3 fields |  | A report will be drafted summarizing green  university training programme for teaching  staff. The report will be edocument in English, and  will be distributed to institutional coordinators  and uploaded to virtual project drive. |  | M18 |
| D2.6 | Study visit and learning about recycling practices and renewable energy efforts carried out |  | The study visit at hand will be noted through a  report which will summarize activities performed during the study visit, main conclusions and  recommendations, as well as participants´  evaluation of the project activity. Furthermore, the report will comprise precise data about the  place, time, number of participants and their  exact personal details, as well as the agenda of the  visit. It will be available in English and uploaded to  virtual project drive. |  | M12 |
| D2.7 | 4 WB partner HEI buildings equipped with recycling points with instructions |  | Four recycling points with clear instructions will be  placed in the vicinity of each campus building of  the four target universities. |  | M24-M36 |
| D2.8 | Open air classrooms created |  | Open air classrooms are open spaces to be used  by staff and students on the campus premises.  These spaces will be green patches in campuses where green practices will be reflected in the structure, treatments and use of  these facilities. |  | M24-M36 |
| D2.9 | 4 WB partner HEIs improved energy use systems on the campuses |  | Improved conditions on partners´ campuses will  be monitored and depicted through reports which will contain information about the manner in which the four target HEIs have improved their energy systems by resorting to various alternative energy sources or green practices. Report will be  available in English in an e-form and they will be  uploaded to the project website. |  | M6-M36 |

# **WORK PACKAGE 3: GREEN TRANSITION IN TEACHING, LEARNING & RESEARCH**

***Internal report about realization of activities WP3***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *Work Package 3* | | *Green transition in teaching, learning & research* | *WP leader: AVMSS* | | |
| Project partner: | | | | | |
| No | Activity  (project application) | Description of realized activity and realized indicators  (your current state, difficulties, challenges) | | Date of making description | Completed  (use semaphore colours) |
| T3.1 | Introduction seminar for teaching staff on green teaching and learning classrooms and methodologies |  | | 01.09.2023. |  |
| T3.2 | Creation of video tutorial for teachers on the creation of environmentally friendly teaching forms |  | | 01.09.2023. |  |
| T3.3 | Study visit |  | | 01.09.2023. |  |
| T3.4 | Development of green university innovation hackathons |  | | 01.09.2023. |  |

***\* Detail description of activities is available on the page 93 of the Proposal\_101083212-GROWTH***

***Internal report about deliverables WP3***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *Work Package 3* | | *Green transition in teaching, learning & research* | | | |
| Project partner: | | | | | |
| No | Deliverable  (project application) | Description of realized deliverable | Description | Realization date | Due date |
| D3.1 | 2.1) Management, teaching, adm. 2.8) in. & technical staff improved knowledge on climate-neutral universities. |  | The green teaching and learning training will be  depicted through a report which will summarize the entire flow and key conclusions of the  seminar for the teaching staff. It will be available in English and uploaded to virtual project drive. |  | M9 |
| D3.2 | Video tutorial |  | The video tutorial for teachers covers the topic  of how to create the environmentally friendly  teaching forms and approach the topic of  green practices from the standpoint of innovative and environmentally friendly methodologies.  The video tutorial will be available in English with subtitles in Bosnian and Montenegrin languages. The video will be available as open access resource on the project website. |  | M12 |
| D3.3 | Study visit and learning about student hackathons carried out |  | Study visit will be recorded and depicted through a report which will summarize activities performed during the study visit to Serbia, main  conclusions and recommendations, as well as participants´ evaluation of the project activity. Furthermore, the report will comprise precise data about the place, time, number of participants and their exact personal details, as well as the agenda of the visit. It will be available in English and uploaded to virtual project drive. |  | M21 |
| D3.4 | Green university innovation hackathons prepared for implementation |  | In preparing the hackathons the consortium will draw guidelines as a set of actions and recommendations for teaching staff, helping them to organize and implement green university innovation hackathons. This document will be produced in an e-form and published in English and Bosnian and Montenegrin. It will be available on the project website. |  | M15 |

# **WORK PACKAGE 4: INTRODUCTION OF DIGITAL & SUSTAINABLE ACADEMIC MOBILITY**

***Internal report about realization of activities WP4***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *Work Package 4* | | *Introduction of digital & sustainable academic mobility* | *WP leader: SUA* | | |
| Project partner: | | | | | |
| No | Activity  (project application) | Description of realized activity and realized indicators  (your current state, difficulties, challenges) | | Date of making description | Completed  (use semaphore colours) |
| T4.1 | Training for administrative and teaching staff on student and staff mobility |  | | 01.09.2023. |  |
| T4.2 | Training for student parliaments and organizations on their support role in preparing student for mobility or hosting student mobility |  | | 01.09.2023. |  |
| T4.3 | Creation of sending/hosting mobility e-guidelines |  | | 01.09.2023. |  |
| T4.4 | Study visit |  | | 01.09.2023. |  |
| T4.5 | e-Mentoring of administrative staff regarding hosting/sending students and staff |  | | 01.09.2023. |  |

***\* Detail description of activities is available on the page 98 of the Proposal\_101083212-GROWTH***

***Internal report about deliverables WP4***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *Work Package 4* | | *Green transition in teaching, learning & research* | | | |
| Project partner: | | | | | |
| No | Deliverable  (project application) | Description of realized deliverable | Description | Realization date | Due date |
| D4.1 | Administrative and teaching staff trained on student and staff mobility |  | Training on student mobility intended for  administrative and teaching staff will be  presented through a report which will  summarize activities performed during the  training sessions on staff and student mobility, main conclusions and recommendations, as well as participants´ evaluation of their helpfulness and clarity. It will be available in English and local languages, and it will be uploaded to virtual project drive. |  | M24-M30 |
| D4.2 | Student parliaments and organizations trained on student mobility |  | Training on student mobility intended for  student parliaments and organisations will be presented through a report which will  summarize activities performed during the  training sessions on organizing student  mobility, main conclusions and recommendations, as well as participants´  evaluation of the training usefulness and clarity. It will be available in English, Bosnian and Montenegrin, and it will be uploaded to virtual project drive. |  | M24-M30 |
| D4.3 | E-guidelines |  | These guidelines are a set of actions and  recommendations for administrative and  teaching staff, helping them to organize and implement digital academic mobility. This is an e-form document which will be available in English, Bosnian and Montenegrin and uploaded to the project website. It is expected to be maximum 40 pages long. |  | M18 |
| D4.4 | Administrative and management staff learned about mobility practices |  | Activities will be performed during the  study visit to Slovakia, and a report will be drafted to present the main conclusions and recommendations, as well as participants´ evaluation of the project activity. Furthermore, the report will comprise precise data about the place, time, number of participants and their exact personal details, as well as the agenda of the visit. It will be available in English and uploaded to the virtual drive. |  | M30 |
| D4.5 | 3 EU partner HEIs provided 6 months e-mentoring support to administrative staff at 4 WB partner HEIs |  | Mentoring support will be noted through the report comprising an overview of e-mentoring activities intended for the administrative staff on hosting/sending students and staff within the franework of digital mobility. The report will also include a selfevaluation results presenting the participants assessment of the concept of ementoring, its usefulness and practicality. |  | M27, M30 |

# **WORK PACKAGE 5: COMMUNICATION & EXPLOITATION**

***Internal report about realization of activities WP5***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *Work Package 5* | | *Communication & exploitation* | *WP leader: CEPS* | | |
| Project partner: | | | | | |
| No | Activity  (project application) | Description of realized activity and realized indicators  (your current state, difficulties, challenges) | | Date of making description | Completed  (use semaphore colours) |
| T5.1 | Maintenance and promotion of Towards green university website |  | | 01.09.2023. |  |
| T5.2 | Creation of policy brief Towards green university |  | | 01.09.2023. |  |
| T5.3 | Adoption of ‘’Towards green university’’ strategy |  | | 01.09.2023. |  |
| T5.4 | Promotion of policy brief ‘’Towards green university’’ across HE and the society |  | | 01.09.2023. |  |
| T5.5 | Publication of annual e-newsletter ‘’Towards green university’’ |  | | 01.09.2023. |  |
| T5.6 | Local institutional training sessions on recycling culture, green energy sources, infrastructure |  | | 01.09.2023. |  |
| T5.7 | Organization of green university innovation hackathons competitions |  | | 01.09.2023. |  |
| T5.8 | Final promotional conferences ‘’Towards green university’’ |  | | 01.09.2023. |  |

***\* Detail description of activities is available on the page 103 of the Proposal\_101083212-GROWTH***

***Internal report about deliverables WP5***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *Work Package 5* | | ***Communication & exploitation*** | | | |
| Project partner: | | | | | |
| No | Deliverable  (project application) | Description of realized deliverable | Description | Realization date | Due date |
| D5.1 | Website recognized by the specific and general communities |  | Project website hosts content in English and in  local partner languages (Bosnian and Montenegrin). There are links towards individual partner HEIs. Website contains all necessary logos and symbols indicating funding and owenership (the logo of Erasmus + Programme, logos of individual partner HEIs).  Website administrators are in charge of monitoring and recording the number of visits and posts on a monthly basis. |  | M1-M36 |
| D5.2 | Stakeholders made aware of green university policy ***Towards green university*** |  | Policy brief will be published on project website and individual websites of partner HEIs. It will be available in English, Bosnian and Montenegrin. It will have at least five chapters, starting with executive summary, over introduction, topic  overview, discussion and analysis and recommendations. It will be in an e-form and it will number up to 10 pages in length. |  | M27-M36 |
| D5.3 | E-newsletter ***Towards green university*** |  | The annual newsletter will be published on the  project website, and on individual websites of  partner HEIs. It will be available in English,  Bosnian and Montenegrin, and it will be between 4 and 8 pages in length, with partners´ individual  contribution of 1 to 2 pages. |  | M12, M24, M36 |
| D5.4 | WB Partner institution teaching and administrative & technical staff trained on recycling culture, green energy sources, infrastructure |  | Trainings are intended for further dissemination and coomunication of project results. They will be  followed by reports available in English, Bosnian and Montenegrin, and they will summarize the training topics, the main conclusions, recommendations, and self-evaluation findings. |  | M21-M36 |
| D5.5 | 4 institutional hackathon reports |  | Reports will summarize the main outcomes of  each hackathon, number of participants, conclusions and recommendations. Furthermore, the reports will contain the participant  self-evaluation survey results, which will show  the level of participants´ satisfaction with the event and possible suggestions and recommendations. |  | M27 |
| D5.6 | 2 national conference reports |  | The two national reports will summarize the  conferences held in 2 partner countries, namely  B&H and Montenegro. The reports will elaborate  on the number and profile of participants,  presenters and presentations, discussions, key notes sent to the public, and main conslusions and  recommendations. The reports will be prepared  in English, Bosnian and Montengrin. |  | M36 |

# **WORK PACKAGE 6: PROJECT MANAGEMENT AND QUALITY CONTROL**

***Internal report about realization of activities WP6***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *Work Package 6* | | *Project management and quality control* | *WP leader: UBN* | | |
| Project partner: | | | | | |
| No | Activity  (project application) | Description of realized activity and realized indicators  (your current state, difficulties, challenges) | | Date of making description | Completed  (use semaphore colours) |
| T6.1 | Implementation of coordination meetings |  | | 01.09.2023. |  |
| T6.2 | Implementation of M&E team meetings |  | | 01.09.2023. |  |
| T6.3 | Internal verification of results and costs |  | | 01.09.2023. |  |
| T6.4 | Mid-term internal project evaluation |  | | 01.09.2023. |  |
| T6.5 | Independent project evaluation |  | | 01.09.2023. |  |

***\* Detail description of activities is available on the page 110 of the Proposal\_101083212-GROWTH***

***Internal report about deliverables WP6***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *Work Package 6* | | ***Project management and quality control*** | | | |
| Project partner: | | | | | |
| No | Deliverable  (project application) | Description of realized deliverable | Description | Realization date | Due date |
| D6.1 | Ensured regular project coordination |  | Project coordination will be secured through  regular coordination meetings. Reports will be made to note key information about project coordination, the progress of project activities, possible challenges and risks, updated information, decisions made and on the steps to be taken. It will be available in English, Bosnian and Montenegrin. |  | M6, M12, M18, M24, M30, M36 |
| D6.2 | Ensured regular project quality control |  | Project monitoring and evaluation (M&E) will be  secured through regular M&E meetings. Reports  will be made to provide information about the  quality of project actions and results and  recommendations for improvement. It will be  available in English, Bosnian and Montenegrin  and stored on the virtual drive |  | M9, M12, M21, M24, M33, M36 |
| D6.3 | Results and costs internally verified |  | Verification will be presented through reports which will include key information about the project flow, budget expenditures and possible challenges with recommendations. It will be available in English, Bosnian and Montenegrin and stored on the virtual drive. |  | M6, M12, M18, M24, M30, M36 |

# **INTERNAL REPORT ABOUT BUDGET CONTROL\_ 01.03.2023-01.09.2023.**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **A1. Staff involved in activities and days used (Staff name and category)** | | | **C1. Travel and costs of stay**  **(EUR)** | **C2. Equipment**  **(EUR)** | **C3. Other goods, works and services**  **(EUR)** | **Total**  **budget spent (EUR)**  **(%)** | **Foreseeable difficulties** |
| **Persons** | **Staff days** | **Total EUR** |
| WP1: |  |  |  |  |  |  |  |  |
| WP2: |  |  |  |  |  |  |  |  |
| WP3: |  |  |  |  |  |  |  |  |
| WP4: |  |  |  |  |  |  |  |  |
| WP5: |  |  |  |  |  |  |  |  |
| WP6: |  |  |  |  |  |  |  |  |
| Total |  |  |  |  |  |  |  |  |