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Minutes

Kick-off meeting

29-30th March 2023

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| Contacts: | Jovana Vujić, jovana.vujic.ubn@gmail.com |

1. **Meeting objectives and agenda**

**1.1 Meeting Objectives**

* Getting to know each other – getting started
* Project detailed presentation
* Partners’ presentations
* WPs’ presentation
* Defining the next steps

**1.2 Meeting Agenda**

1. Opening and welcome speeches;

2. GROWTH project presentation;

3. Short presentations of each institution;

4. Workpackages presentation session;

5. Forming of the management structures (consortium, national coordinators, external evaluators);

6. Informatio on new rules and administrative procedures for Erasmus+ CBHE;

7. Discussion about consortium agreement;

8. Budget and equipment;

9. Risk Management Plan (RPM) and Evaluation Risk Events;

10. Evaluation forms’ presentation;

11. Communication Management Plan;

12. Project Consortium Board;

13. Comments, discussion and closing remarks.

1. **Meeting Minutes**

**1) Welcome**

Greetings and welcome speech by the project coordinator and external expert and consultant, doc. dr Nenad Marković.

**Notes & attendance**

Online meeting protocol explained:

* Microphones to be muted when participants do not speak;
* Click on ‘Raise hand’ if participants would like to comment or insert a message in the chat box;
* Meeting is recorded for the project’s internal purposes.

**Participants list**

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| --- | --- | --- | --- | --- |
| **Partner** | **Organization** | **Name & Last Name** | **Contact** | **Attending** |
| P1 | SUA | Vladislav Valach  | vladislav.valach@uniag.sk | y |
| Peter Bielik | peter.bielik@uniag.sk | y |
| Loreta Schwarczova | lorettadr@gmail.com | y |
| P2 | HSWT | Dragan Brković | dragan.brkovic@hswt.de | y |
| Johannes Holzner | johannes.holzner@hswt.de | y |
| P3 | AVMSS | Aleksandar Vasić | vasic@vaspks.edu.rs | y |
| Ivan Tomić | itomic@vaspks.edu.rs | y |
| P4 | AUB | Irena Petrušić | irta2@t-com.me | y |
| Jelena Poznanović | poznanovicljilja@gmail.com | y |
| Jovana Jovanović | jocka747@gmail.com |  y |
| P5 | SVEHERC | Marko Antonio Brkić | marko-antonio.brkic@hercegovina.edu.ba | y |
| Anđela Odak | andela.odak@hercegovina.edu.ba | y |
| P6 | CEPS | Nermin Palić | iro@ceps.edu.ba | y |
| Mirzo Selimić | mirzo.selimic@ceps.edu.ba | y |
| P7 | SECCG | Miloš Bošković | b.milos@t-com.me | y |
| P8 | External expert consultant | Nenad Marković | qaofficeuis@gmail.com | y |
| UBN | Boro Krstić | direktor@ubn.rs.ba | y |
| Ljiljana Tomić | Ljiljanatomic965@gmail.com | Y |
| Ilija Tomić | finansijski.direktor@ubn.rs.ba | y |
| Miroslav Nedeljković | poljoprivreda.ubn@gmail.com | y |
| Jovana Vujić | jovana.vujic.ubn@gmail.com | y |

**2) Introduction and presentation of partners’ institutions**

Each partner showed presentation of their institutions.

* Jovana Vujić - UBN
* Nermin Palić – CEPS
* Marko Antonio Brkić – SVEHERC
* Irena Petrušić – AUB
* Miloš Bošković - SECCG
* Ivan Tomić – AVMSS
* Dragan Brković – HSWT
* Vladislav Valach – SUA

**3) Workpackage presentation session**

Work package leaders presented activities and deliverables within work packages.

* WP1 – UBN (Nenad Marković, external project consultant);
* WP2 – HSWT (Dragan Brković);
* WP3 – AVMSS (IAleksandar Vasić);
* WP4 – SUA (Vladislav Valach);
* WP5 – CEPS (Nermin Palić);
* WP6 – UBN (Nenad Marković, external project consultant).

**Discussion:**

Dragan Brković suggested that the leading role of WP5 should be for CEPS not HSWT.

**Conclusion:**

CEPS will be leading WP5.

**4) Forming of the management structures, consortium, national coordinators and external evaluators**

Every institution should suggest their representatives to be members of Consortium, as well as to be international coordinators as soon as possible. The **project consortium board** will be formed. The **quality board** and **communication team**.

It is agreed that national coordinator in Bosnia and Herzegovina will be University Bijeljina.

Iti is agreed that national coordinator in Montenegro will be Adriatic University Bar.

**5) Budget and equipment**

Colleagues from Germany advised not to buy equipment that has a long lifespan and the rest of the partners agreed and accepted the suggestion. It is agreed that all WB universities will form new specification list which will be sent to the Project officer for approval, After possible approval will be organized procurement of equipment in accordance with institutional and national rules.

All partners will have to sign Consortium agreement, and after signing will be organized first instalment to all partners in accordance with agreed distribution.

**6) Risk Management Plan**

Partners agreed that possible risk events will be evaluated and elaborated. Risk management plan will be done in accordance with these inputs. Project consortium board will discuss about these events during regular meetings.

**7) Conflict resolution strategy**

All partners agreed that adoption of the strategy like this can be useful in the risk situation when the conflict appears. Partners adopted proposal of the Conflict resolution strategy with worksheet template.

**8) Evaluation form for events**

Partners discussed about appropriate form that will be used after each event for the evaluation of satisfaction of partners. Partners adopted the appropriate form with introductory part, general information, and assessment of the event with 8 questions, and feedback and suggestions.

**9) Communication Management Plan**

Partners agreed that effective communication is one of the most important factors contributing to the success of a project. Project team directory will be created together with communication methods and standards.

**10) Visual identity templates**

Partners agreed that some documents should be standardized: attendance sheet template, meeting agenda, presentation template, report template and word template.

**11) Internal reporting form**

Partners agreed that internal reporting form should be formulated in accordance with guidelines for this type of project.

Project partners agreed to realize activities in accordance with the work plan, but with use suggestion of project partners

**Meeting conclusions and to do list:**

* All partners to name their representatives for the necessary positions.
* Collect the dates of all the conferences, seminars planned by the end of the year.
* Complete risk events.
* Send institutions’ logos for the official project site.
* Questionnaires to be written and done in local languages.

 **The meeting was completed on 30th March at 13.30.**