



Co-funded by
the European Union

Madrid, September 24 -26th, 2024

THIRD SC MEETING

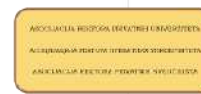
DR LJILJANA PEČIĆ
Project coordinator



UNIVERSITY OF LJUBLJANA
Faculty of Electrical Engineering



University of Pristina
Kosovska Mitrovica

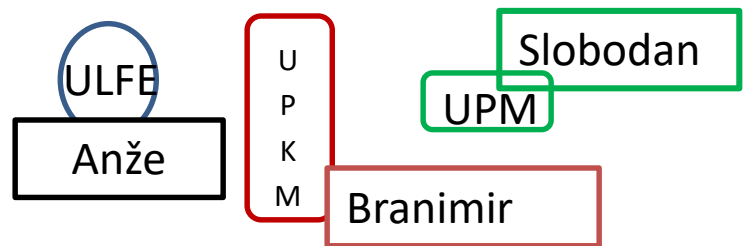


DELIVERABLES TO BE PREPARED

EMAIL TO
WP Leader

Work	Deliv	Deliv	Deliverable Name	Description	Lead Beneficia	Type	Disse	Due Date	New Du	Deliver	Approval	Status
WP1	D1.1	D1	SC, QAB, DB, WP WGs formed	Printed, electronic, EN	ATUSS	R	PU	31 Jan 2024		31 Jan		Submitt
WP1	D1.2	D2	Project Management Plan	Printed, electronic, EN	ATUSS	R	PU	31 Jan 2024		31 Jan		Submitt
WP1	D1.3	D3	7 SC Reports	Printed, electronic, EN	ATUSS	R	PU	30 Nov 2026				Pending
WP1	D1.4	D4	Progress Report	Printed, electronic, EN	ATUSS	R	SEN	30 Jun 2025	15.12.2024.			Pending
WP2	D2.1	D5	List of main goals for each WB HEI center for st	Project website, electronic, EN, Serbian, Bosni	UL FE	R	SEN	28 Feb 2025	30.01.2024.			Pending
WP2	D2.2	D6	Centers Involved in documentations of HEIs	Project website, electronic, EN, Serbian, Bosni	UPKM	R	PU	31 Mar 2025	28.02.2025.			Pending
WP3	D3.1	D7	Equipment installed and involved in financial b	Project website, electronic, EN, Serbian, Bosni	UPKM	R	PU	31 May 2025	30.01.2025.			Pending
WP3	D3.2	D8	Developed min 8 curriculums (4x2) for short stu	Project website, electronic, EN, Serbian, Bosni	UPKM	R	PU	28 Feb 2025	30.01.2025.			Pending
WP3	D3.3	D9	Developed program for practice in companies	Project website, electronic, EN, Serbian, Bosni	UPKM	R	PU	28 Feb 2025	30.01.2025.			Pending
WP3	D3.4	D10	Elaborat for accreditation of 8 short study prog	Project website, electronic, EN, Serbian, Bosni	UPKM	R	PU	31 Dec 2025				Pending
WP3	D3.5	D11	Developed teaching materials for min 8 courses	Project website, electronic, EN, Serbian, Bosni	UPKM	R	PU	28 Feb 2025	30.01.2025.			Pending
WP4	D4.1	D12	2 Participation lists per each WB HEI in first rur	16 Lists of enrolled traineers in 8 programs on.	UNBI	R	SEN	31 Jul 2026				Pending
WP4	D4.2	D13	8 Fine tuned curriculums in multimedia and prc	Project website, electronic, EN, Serbian, Bosni	UNBI	DEM	SEN	30 Nov 2026				Pending
WP5	D5.1	D14	1 Quality Assurance Plan	project website electronic, EN, Serbian, Bosnia	UPM	R	PU	29 Feb 2024		28 Fet		Submitt
WP5	D5.2	D15	7 QAB reports	project website electronic, EN, Serbian, Bosnia	UPM	R	PU	30 Nov 2026				Pending

First project year



Institutional coord. to
Pro. coordinator

wbnet@atuss.edu.rs

DELIVERABLES TO BE PREPARED

EMAIL TO
WP Leader

Work	Deliv	Deliv	Deliverable Name	Description	Lead Beneficia	Type	Disse	Due Date	New Dt	Deliver	Approval	Status	
WP5	D5.3	D16	1 report from internal audit	project website electronic, EN, Serbian, Bosnia	UPM	R	PU	30 Apr 2026				Pending	👍
WP5	D5.4	D17	External Quality Evaluation	project website electronic, EN, Serbian, Bosnia	UPM	R	PU	30 Nov 2026				Pending	👍
WP6	D6.1	D18	Sustainability plan	project website, electronic, EN	SVEHERC	R	PU	31 May 2025	20.04.2025.			Pending	👍
WP6	D6.2	D19	Two round tables - 2 reports	1 - UNBI 2 - AASKM M24 - UNBI M30 - AASKM pro;	UNBI	R	PU	30 Nov 2026				Pending	👍
WP6	D6.3	D20	Report from Interim conference 1 Decision for 1	project website, electronic, EN	UPKM	R	PU	31 May 2025	20.05.2025.			Pending	👍
WP6	D6.4	D21	1 Report from Final conference	project website, electronic, EN	SVEHERC	R	PU	30 Nov 2026				Pending	👍
WP7	D7.1	D22	1 Dissemination plan	electronic, EN	AASKM	R	PU	29 Feb 2024	28 Fet			Submitt	👍
WP7	D7.2	D23	Web site of the project lunched and sustain	electronic, EN	AASKM	DEM	PU	29 Feb 2024	28 Fet			Submitt	👍
WP7	D7.3	D24	Promo material for the project promotion	electronic, printed, EN, Serbian, Boasnian	AASKM	R	PU	29 Feb 2024	29 Fet			Submitt	👍
WP7	D7.4	D25	Media contents and announcements through so	electronic, EN, Serbian, Boasnian	AASKM	DEM	PU	30 Nov 2026				Pending	👍
WP7	D7.5	D26	Promotion of project on live events in local mu	electronic, EN	AASKM	R	PU	30 Nov 2026				Pending	👍
WP7	D7.6	D27	Monography	electronic, printed, EN, Serbian, Boasnian	AASKM	R	PU	30 Nov 2026				Pending	👍

Institutional coord. to
pro. coordinator



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Danijela

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C
Martina

WP1 - MANAGEMENT (M01-M36) - ATUSS

- **Delays in reporting** - not allowed any more
- **Working groups** - we must work in working groups on consortium level
- **Each partner leads one WP** - know your role and lead communication
- **Do not let me remind you on your obligations in WP** - *know your role and lead communication*



WORKING GROUPS ON CONSORTIUM LEVEL

WP1 - (ATUSS)

ORDER NUMBER	INSTITUTION	NAME AND SURNAME	EMAIL
1.	ATUSS	Ljiljana Pecić	ljiljanap@gs.vser.edu.rs wbnet@atuss.edu.rs
2.	UL FE	Klemen Pečnik	klemen.pecnik@fe.uni-lj.si
3.	UPM	Joaquin Ordieres	j.ordieres@upm.es
4.	UPKM	Branimir Jakšić	branimir.jaksic@pr.ac.rs
5.	AASKM	Bojan Prlinčević	bojan.prlincevic@akademijakm.edu.rs
6.	SVEHERC	Saša Čekrtlija	fdzmb@hercegovina.edu.ba
7.	UNBI	Aladin Crnkčić	aladin.crnkic@unbi.ba
8.	W3L	Vladimir Vučković	vladimir@w3-lab.com
9.	ASRPU	Milena Sajević	asocijacija.rektora@unvi.edu.ba

WP3 - UPKM

ORDER NUMBER	INSTITUTION	NAME AND SURNAME	EMAIL
1.	ATUSS	Vera Petrović	vera.petrovic@atuss.edu.rs
2.	UL FE	Klemen Pečnik	klemen.pecnik@fe.uni-lj.si
3.	UPM	Joaquin Ordieres	j.ordieres@upm.es
4.	UPKM	Branimir Jakšić	branimir.jaksic@pr.ac.rs
5.	AASKM	Bojan Prlinčević	bojan.prlincevic@akademijakm.edu.rs
6.	SVEHERC	Edin Mujkanović	fdzmb@hercegovina.edu.ba
7.	UNBI	Adnan Ramakić	adnan.ramakic@unbi.ba
8.	W3L	Vladimir Vučković	vladimir@w3-lab.com
9.	ASRPU	Amra Tuzović	amra.unt@gmail.com

WP5 –(UPM)

ORDER NUMBER	INSTITUTION	NAME AND SURNAME	EMAIL
1.	ATUSS	Goran Dikić	gdikic@viser.edu.rs
2.	UL FE	Žana Juvan	zana.juvan@fe.uni-lj.si
3.	UPM	Slobodan Bojanić Antonijević	slobodan.bojanic@upm.es
4.	UPKM	Živče Šarkočević	Zivce.sarkocevic@pr.ac.rs
5.	AASKM	Milan Mišić	milan.misic@akademijakm.edu.rs
6.	SVEHERC	Jelena Kuzman Katica	Jelena.kuzmankatica@hercegovina.edu.ba
7.	UNBI	Husein Rošić	husein.rosic@unbi.ba rosic_husein@yahoo.com

WP2 - ULFE

ORDER NUMBER	INSTITUTION	NAME AND SURNAME	EMAIL
1.	ATUSS	Svetlana Štrbac- Savić	svetlanas@gs.vser.edu.rs
2.	UL FE	Anže Zdravec	anze.zdravec@fe.uni-lj.si
3.	UPM	Ignacio Mendelez Pidal	ignacio.mendelezpidal@upm.es
4.	UPKM	Branimir Jakšić	branimir.jaksic@pr.ac.rs
5.	AASKM	Zorica Bogičević	zorica.bogicevic@akademijakm.edu.rs
6.	SVEHERC	Ivica Radovanović	info@hercegovina.edu.ba
7.	UNBI	Atif Hodžić	atif.hodzic@unbi.ba atif.hodzic@gmail.com
8.	W3L	Vladimir Vučković	vladimir@w3-lab.com
9.	ASRPU	Amra Tuzović	amra.unt@gmail.com

WP4 - (UNBI)

ORDER NUMBER	INSTITUTION	NAME AND SURNAME	EMAIL
1.	ATUSS	Zoran Čirović	zcirovic@viser.edu.rs
2.	UL FE	Matevž Pogačnik	matevz.pogacnik@fe.uni-lj.si
3.	UPM	Ignacio Mendelez Pidal	ignacio.mendelezpidal@upm.es
4.	UPKM	Aleksandra Petrović	aleksandra.petrovic@pr.ac.rs
5.	AASKM	Uroš Jakšić	uros.jaksic@akademijakm.edu.rs
6.	SVEHERC	Nataša Šantić	natasa.santic@hercegovina.edu.ba
7.	UNBI	Aladin Crnkčić	aladin.crnkic@unbi.ba
8.	W3L	Vladimir Vučković	vladimir@w3-lab.com
9.	ASRPU	Milena Sajević	amra.unt@gmail.com

WP6 –SVEHERC

ORDER NUMBER	INSTITUTION	NAME AND SURNAME	EMAIL
1.	ATUSS	Ivana Milošević	ivana.milosevic@viser.edu.rs
2.	UL FE	Matevž Pogačnik	matevz.pogacnik@fe.uni-lj.si
3.	UPM	Ljiljana Medić	Ljiljana.medic@upm.es
4.	UPKM	Aleksandra Petrović	aleksandra.petrovic@pr.ac.rs
5.	AASKM	Bojan Prlinčević	bojan.prlincevic@akademijakm.edu.rs
6.	SVEHERC	Martina Primorac	martina.primorac@hercegovina.edu.ba
7.	UNBI	Jasna Hamzabegović	jasna.hamzabegovic@unbi.ba
8.	W3L	Vladimir Vučković	vladimir@w3-lab.com
9.	ASRPU	Amra Tuzović	amra.unt@gmail.com

WP7 - DISSEMINATION BOARD (AASKM)

ORDER NUMBER	INSTITUTION	NAME AND SURNAME	EMAIL
1.	ATUSS	Vladimir Cerić	ceric@viser.edu.rs
2.	UL FE	Gregor Burger	gregor.burger@fe.uni-lj.si
3.	UPM	Joaquin Ordieres	j.ordieres@upm.es
4.	UPKM	Aleksandra Petrović	aleksandra.petrovic@pr.ac.rs
5.	AASKM	Danijela Zubac	danijela.zubac@akademijakm.edu.rs
6.	SVEHERC	Mustafa Alendar	Mustafa.alendar@hercegovina.edu.ba
7.	UNBI	Amel Toroman	amel.toroman@unbi.ba amel.toroman@gmail.com
8.	W3L	Vladimir Vučković	vladimir@w3-lab.com
9.	ASRPU	Milena Sajević	asocijacija.rektora@unvi.edu.ba



DELIVERABLE 1.1:

<https://drive.google.com/drive/u/3/folders/1Eon37Eh80x2jITZrXyOkElOr0MdlcqPi>

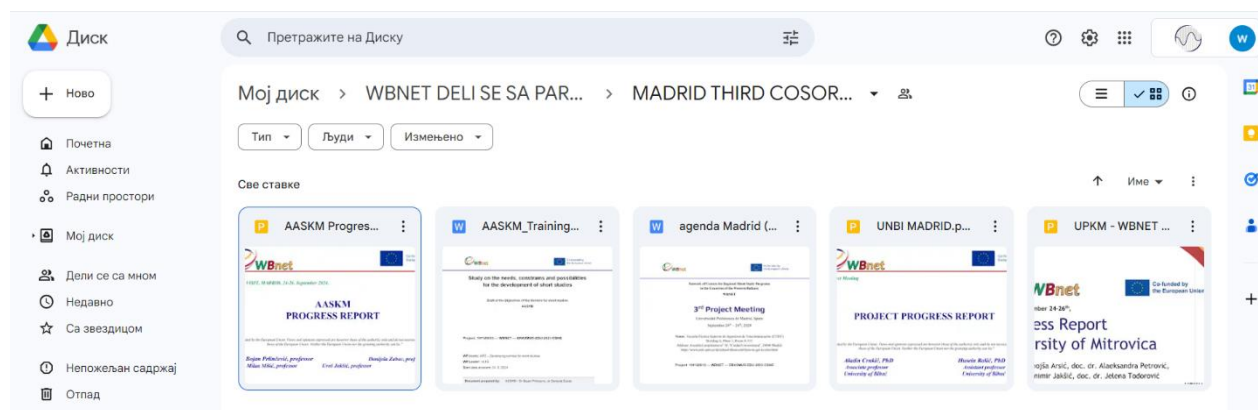


1st Interim Reporting?

- Delays in reporting evident - more on SC meeting
- Someone is late?
- How can I make a report when I do not have info what is happening in the field?
- We are making changes from today....

Promised in Ljubljana to do things on time

Preparation for the meeting in Madrid

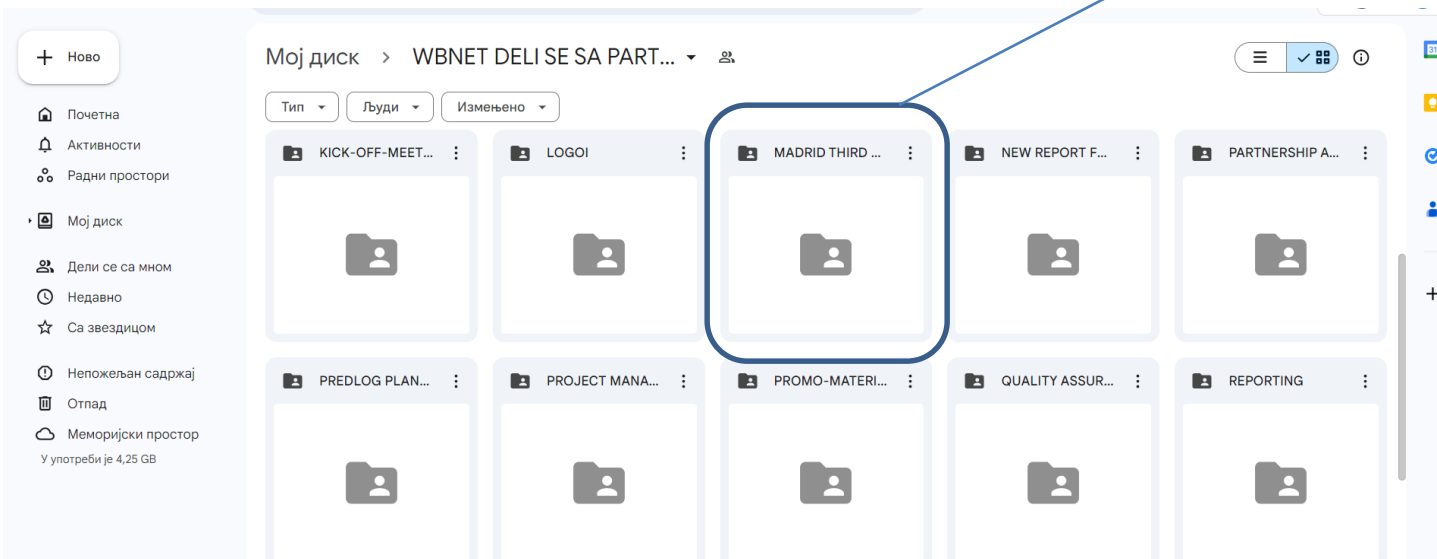


TIME:
Saturday,
21/09/2024
Who is
missing?

Email sent on time:
Please, finish and send Your
presentation till September
18th!!!

Google Drive

MEETING IN MADRID



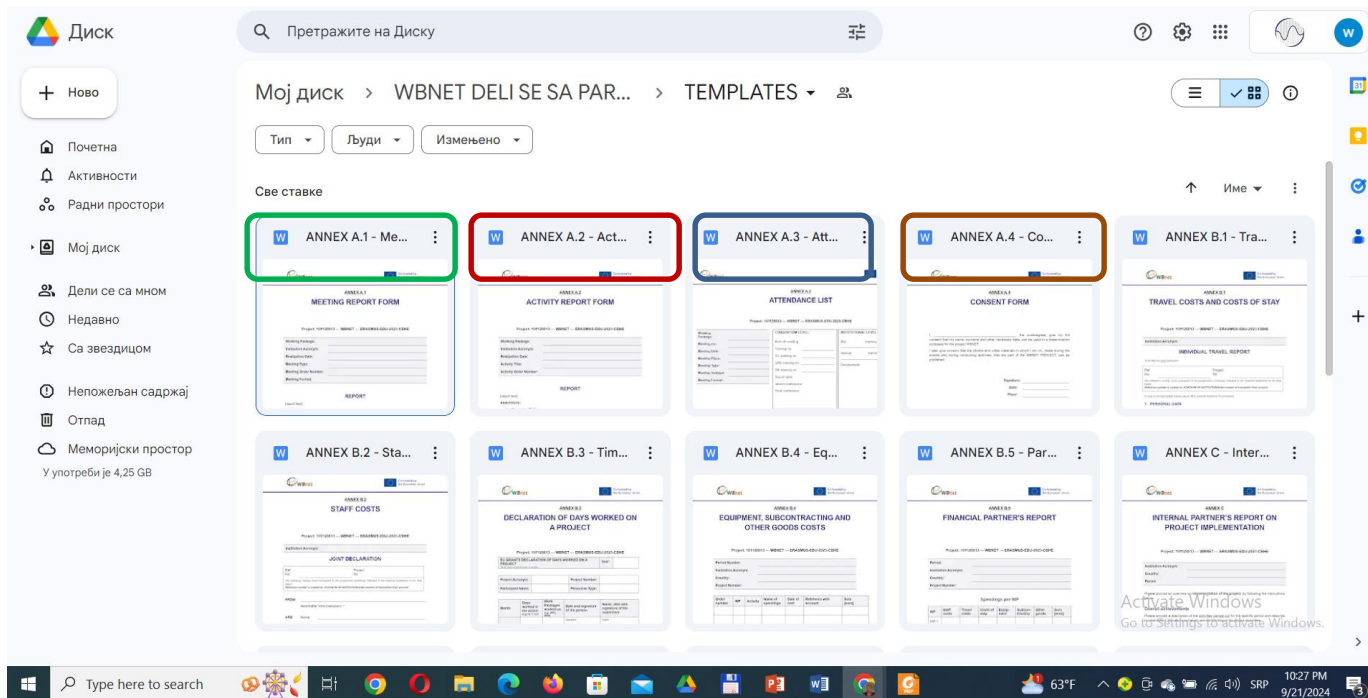
- Agenda
- Finished presentations from WBHEIs
- Progress presentation,
- SC presentation,

- Training presentations - UPM
- QAB minutes - UPM
- SC minutes - PROJ. COORD
- Photos - UPM, others
- Report - UPM
- Attendance lists - UPM
- Conccent list for the new participants - for all new participants

- *UPM – send Questionare for evaluation to all participants and add to the folder*

In 5
working
days - till
the October
7th 2024

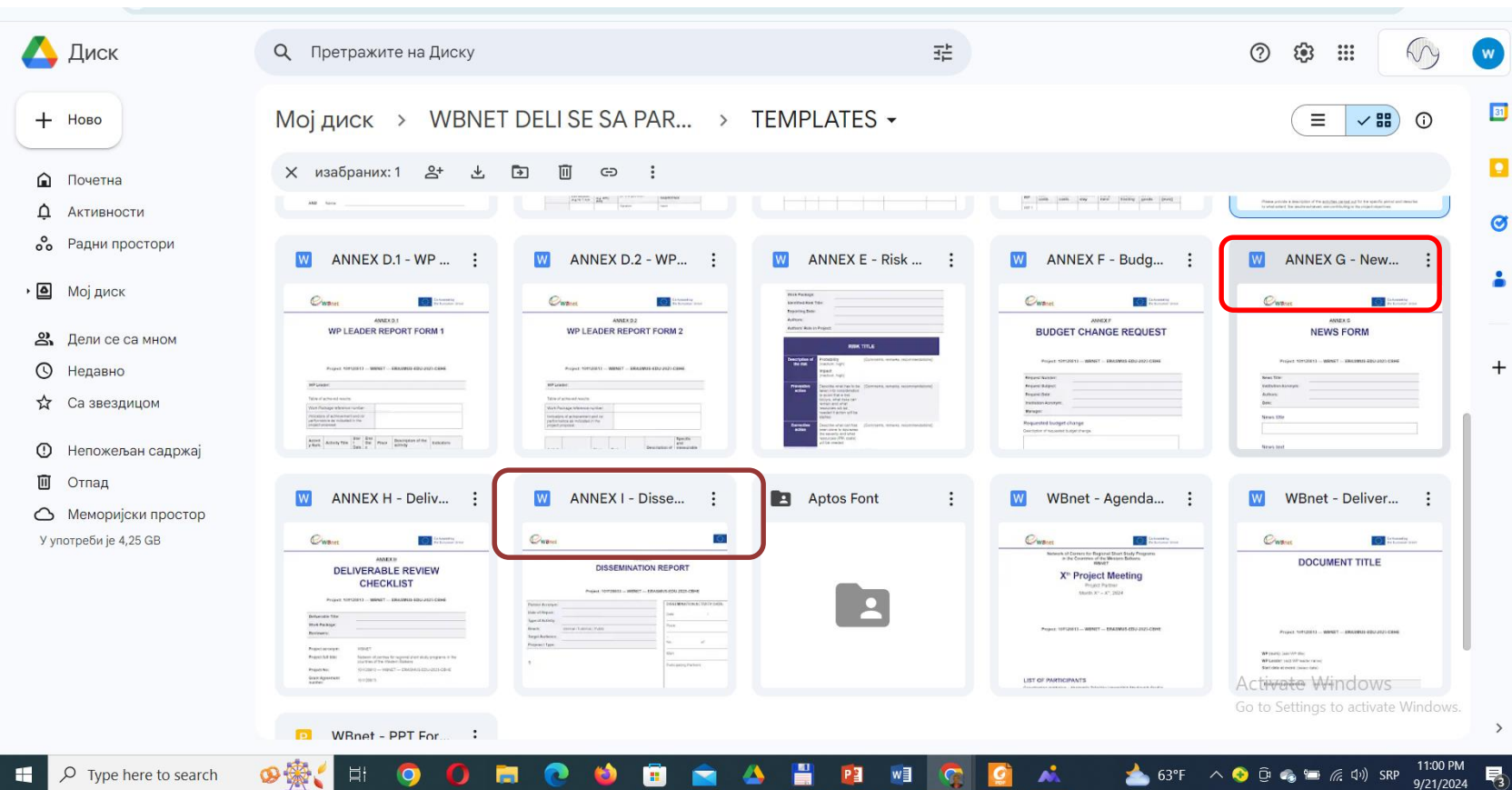
Documentation from meeting and activity



- This is for the level of consortium or institutional level
- Provide **consents** for all participants from your institution if they did not signed it yet

- **Annex A.1** - Meeting report must contain number of participant and distribution per gender - exactly
- **Annex A.2 - Activity report** - include links to the presentations, photos that are uploaded to the Google drive (if any)
- Joined in the report:
 - **Annex A.3** - scanned **Attendance lists**
 - **Annex A.4 - Consent form** - for all new participants

Documentation for dissemination



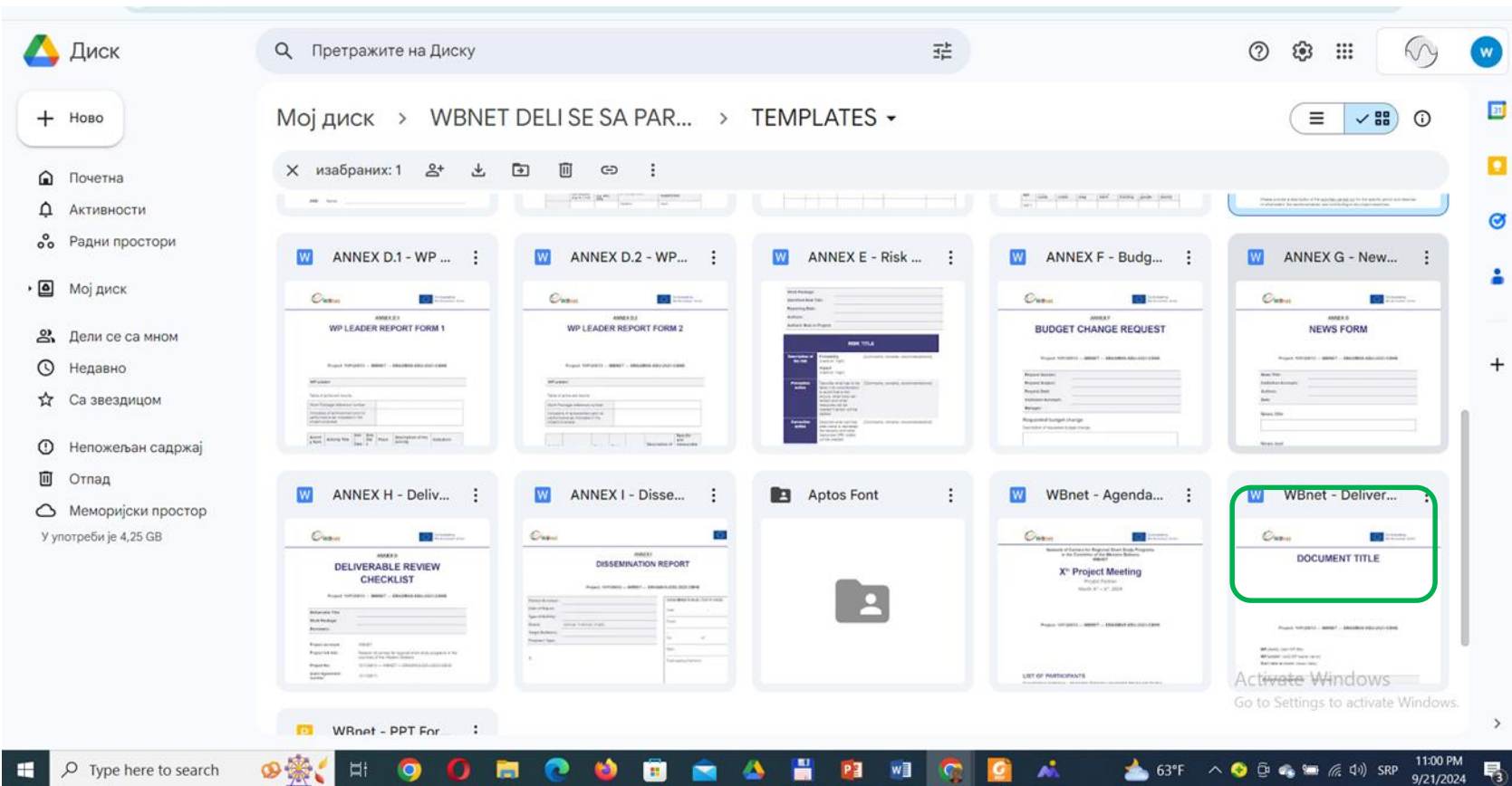
Annex G - News form

- to be used for all kind of announcements for Your institution,
 - to be used to send to WP7 leader for the website
- ## Annex I - Dissemination Report
- to be part of Partner's Periodic Reporting
 - Also, to be sent to WP7 leader for reporting period

Attachments:

- news forms
- links to announcements,
- photoes etc.
- reports from activities

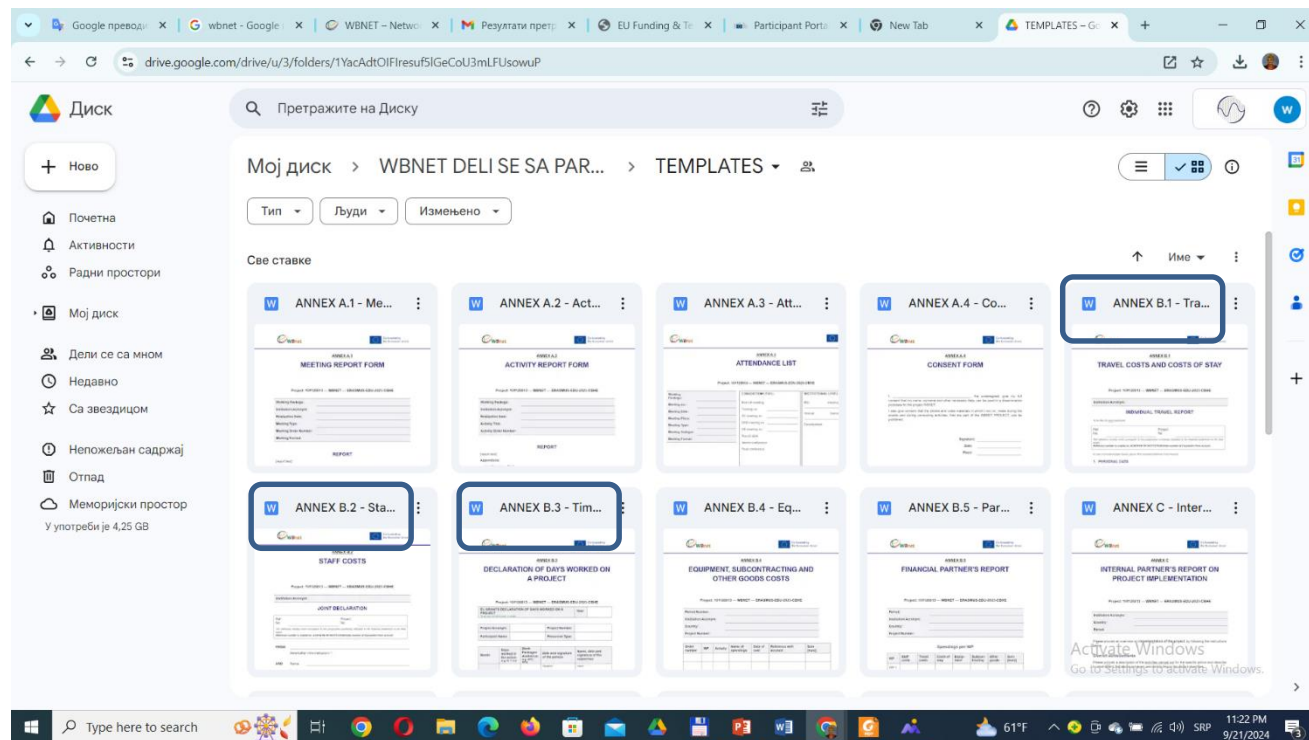
Deliverable form - Deliverable template



- **Deliverable Template**
- Who writes report for this?
 - Each partner that deliver a part of deliverable
 - than send to WP leader for delivering common deliverable
 - send to Project coordinator
- WP leader sends to Project coordinator common ON TIME



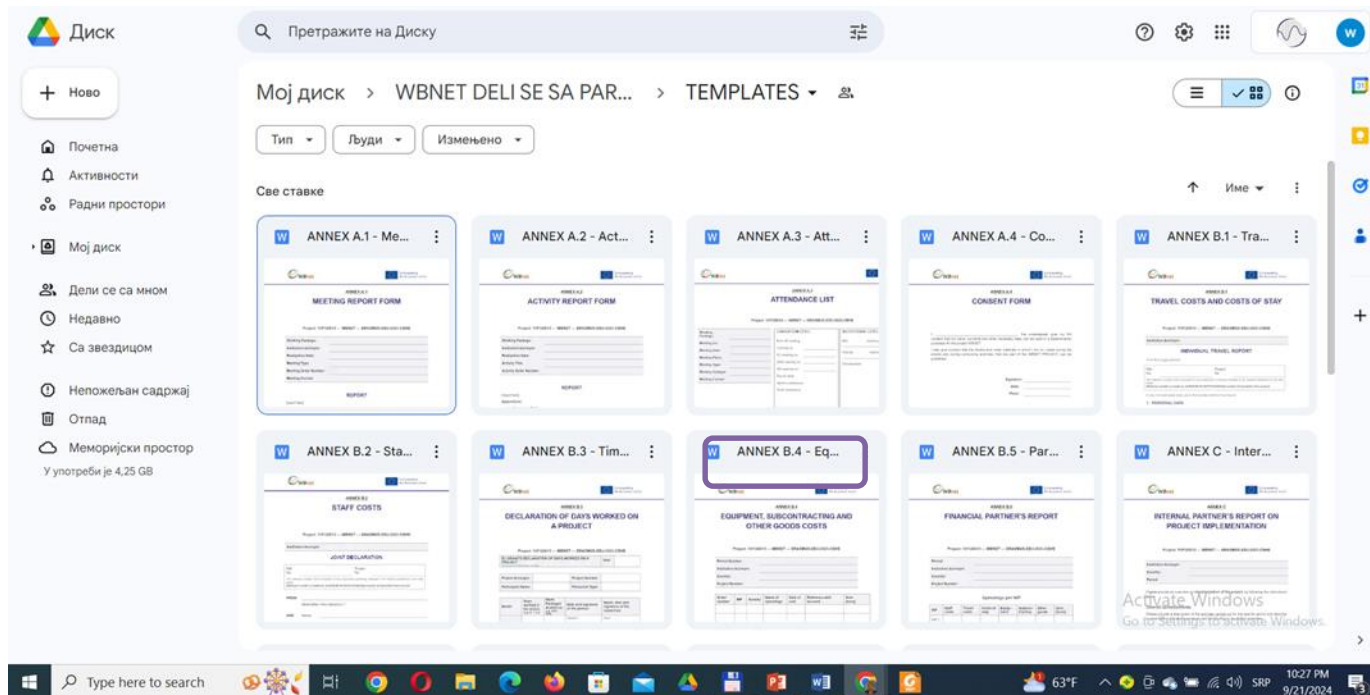
Financial documentation for reporting



- **Annex B.1** - Travel cost and cost of stay
- **Annex B.2** - Staff cost
- **Annex B.3** - Declaration of days working on the project



Documentation for the equipment, subcontracting and other goods

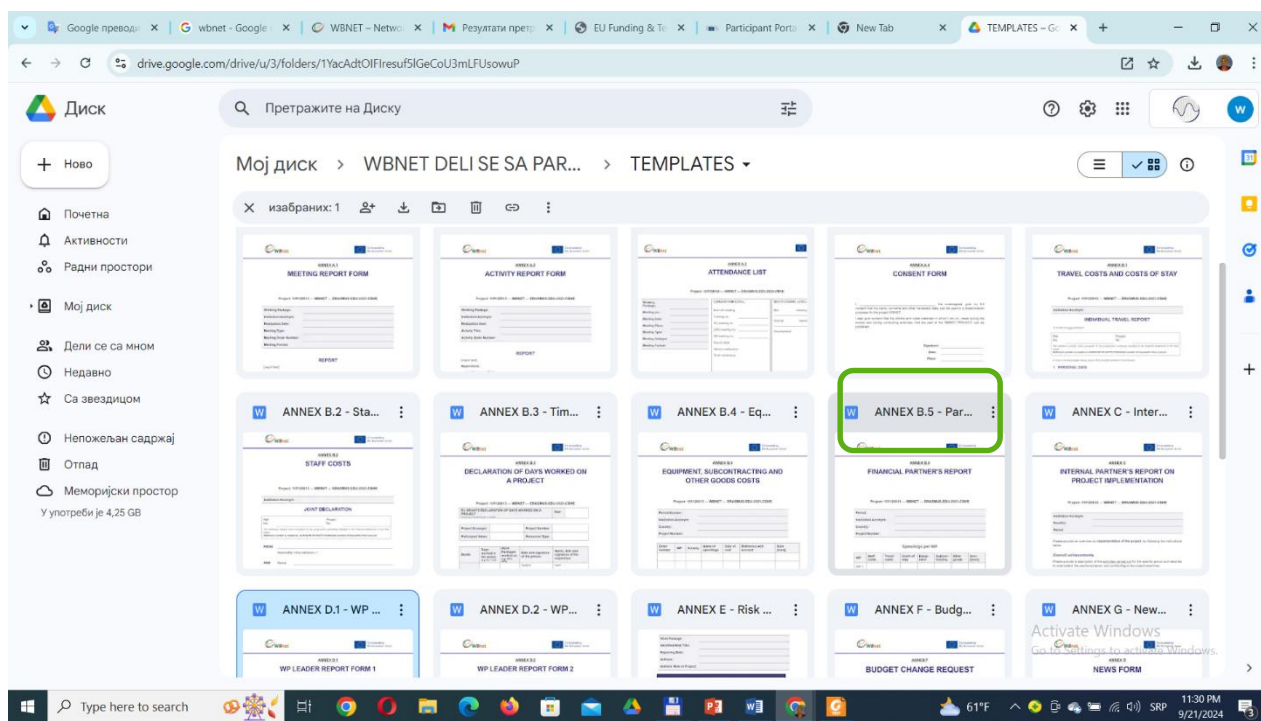


○ **Annex B.4** - for purchasing equipment, subcontracting and other goods

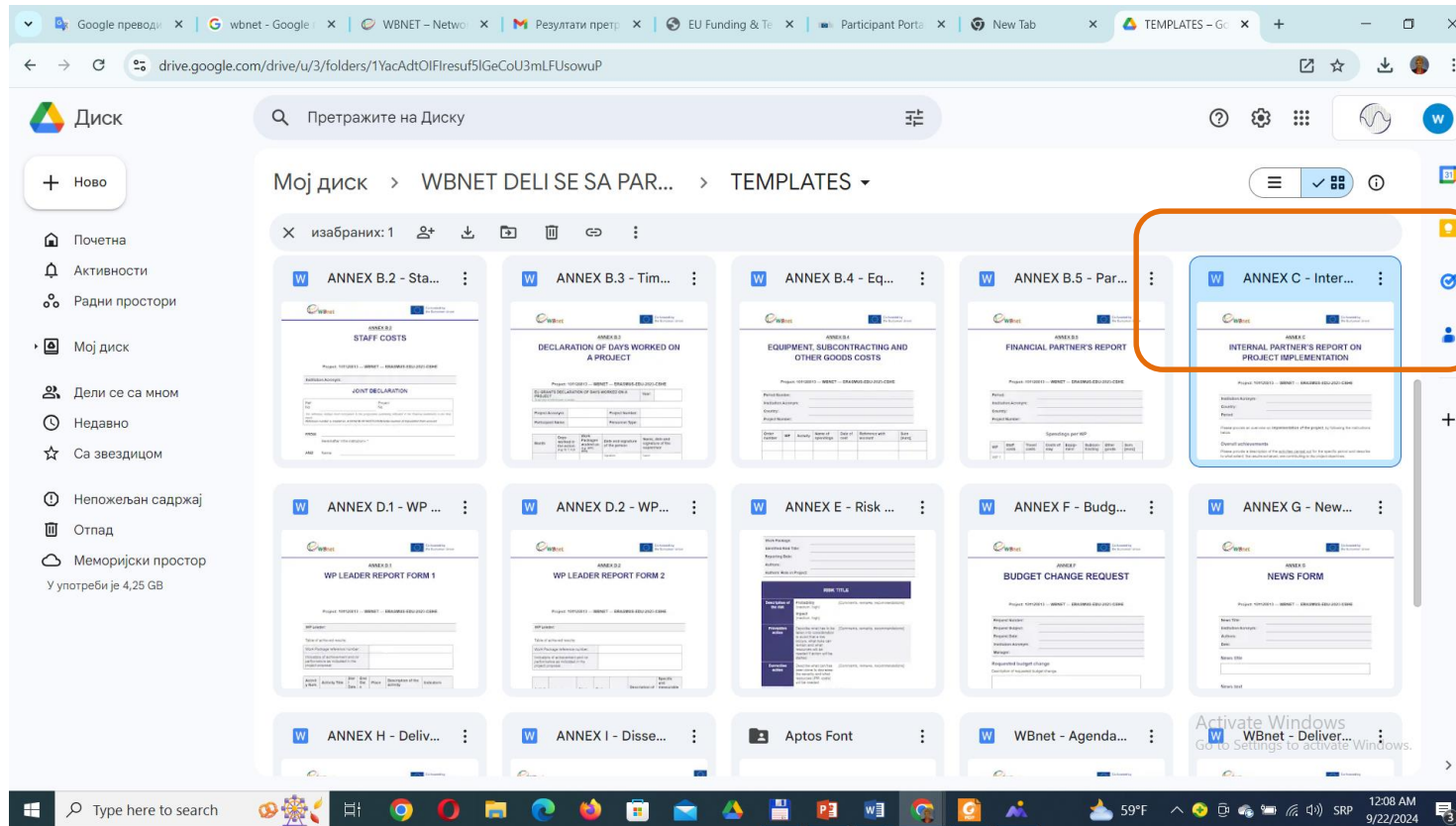


Financial period reporting - institutional level

- **Annex B.5** . Financial Partner's report
- Based on:
 - Annex B.1 – Travel cost and cost of stay
 - Annex B.2 – Staff cost
 - Annex B.3 – Declaration of days working on the project
 - Annex B.4 – Equipment, subcontracting and other goods
- **For all periodic reporting periods – OBLIGATORY**
- **Send to Project coordinator on time-common with**



Internal Partner's Report

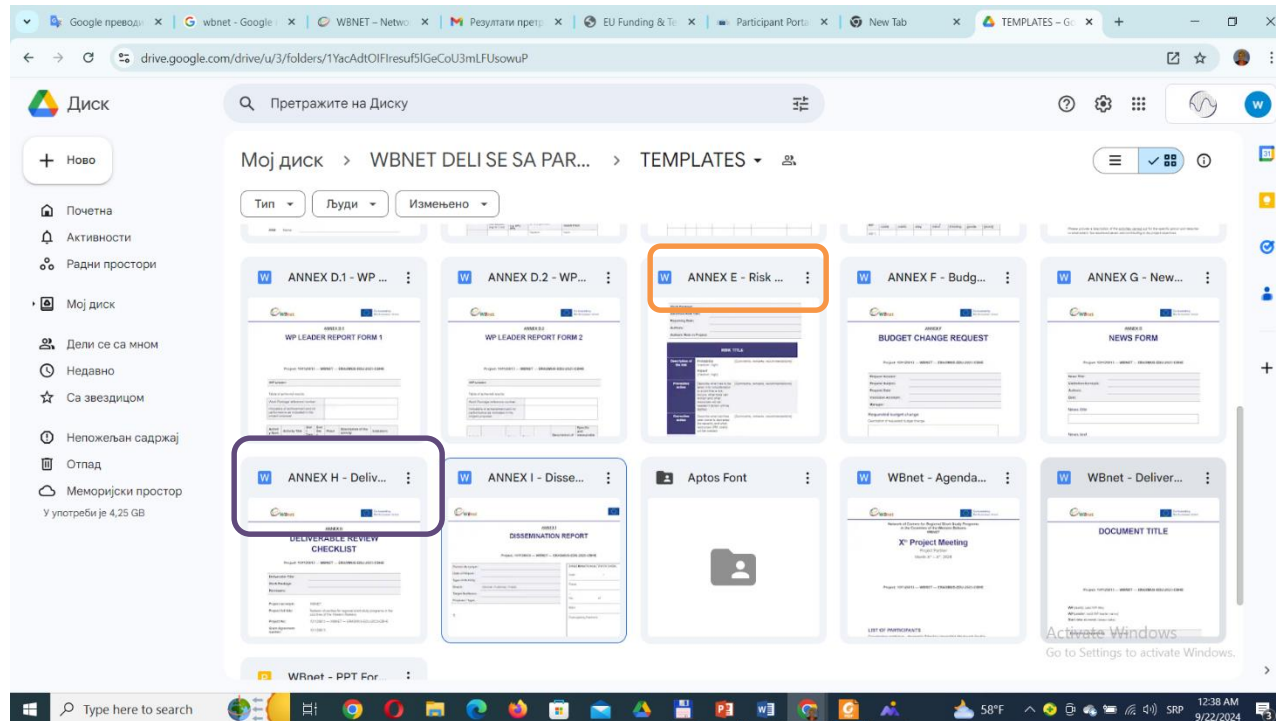


○ Annex C - Internal Partner's Report

- Prepared and sent with:
 1. Financial Partner's Report for each reporting period,
 2. Attachments:
 - a) Reports from meetings, with attendance lists,
 - b) Activity reports,
 - c) Dissemination - News forms....



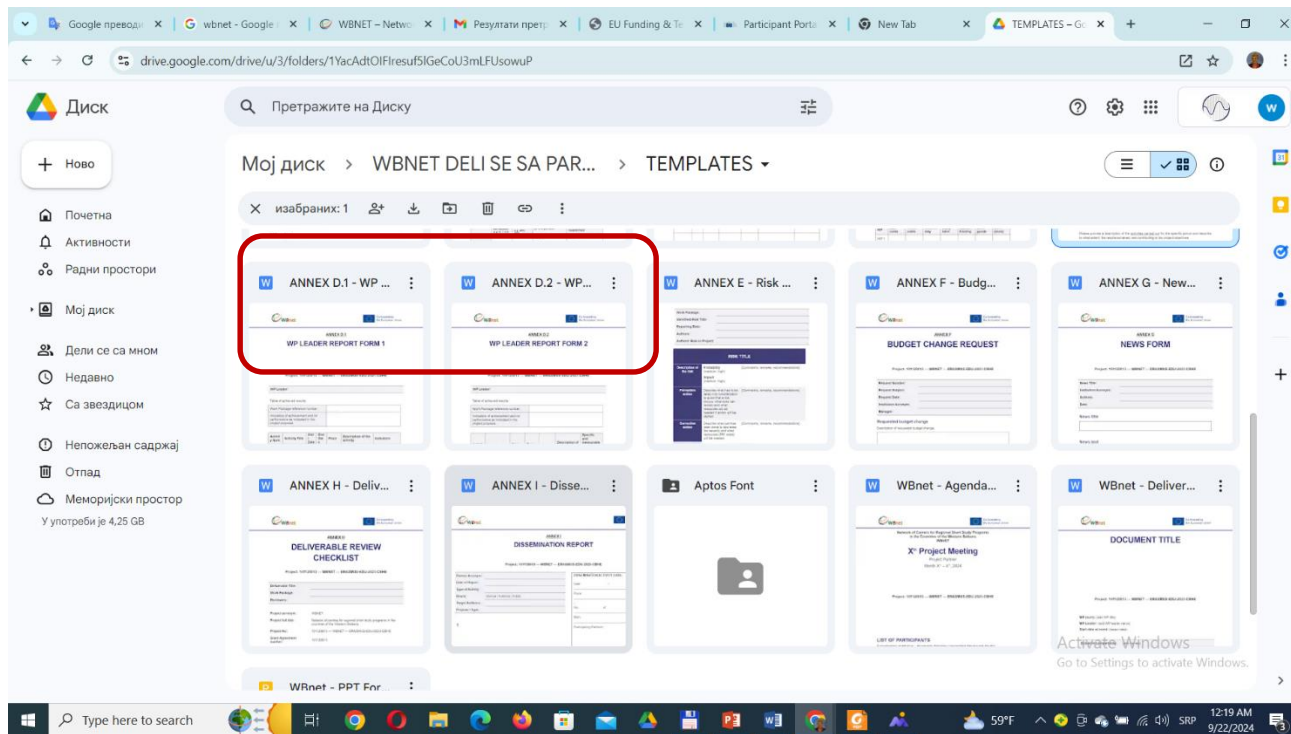
QAB Reporting



- **Annex E - Risks report**
 - **Annex H - Deliverable check out**
 - **WP leader Reporting**
- *The Second QAB report is missing now*
 - **When we will have it?**



WP Leader's Reports



- **Annex D.1** - WP Leder Progress report
 - for each reporting period, based on Partners Periodic Reports
- **Annex D.2** - Final report



Communication algorithm

- WP leaders organize communication and follow up the tasks realization,
- Member from partner that is institutional leader for WP is responsible for tasks and deliverables realization on time on partner institution (with other members in that institutional WP),
- If there is probability that some delay is going to happen, WP leader **MUST BE** informed on time, Project Coordinator **MUST BE** informed on time - from the side of WP leader and Institutional coordinator - using **News form- Annex G**
- WP leaders receive partner's WP progress reports and write common report

- All engaged WP leaders on institutional level elaborate to Institutional coordinator and WP leader on consortium level

- All internal reporting must be included in Institutional Periodic Report to WP leaders and to Project coordinator (all necessary attachments).

- **If WP is finishing, WP leader should prepare report**

Example: if you want to change roles - write News forms



WP2 - M01-M18 (due end of May 2025)

T 2.1 Study visits to EU partners – **IN PROGRESS**

T 2.2 Training of WB HEI staff – **IN PROGRESS**



WP2 - M01-M18 (due end of May 2025)

T 2.3 Defining goals of centers

- **MS3 - M15 (end of February 2025)**

T 2.4 Establishment of the Center at WB HEIs

- **MS4 - Centers involved in WB HEIs documentation - M18 (end of May 2025)**

T 2.5 Registration of Centers according to the law

- **MS5 - Defined financial status of Centers**

- Each WBHEI should for T 2.3; T 2.4 and T 2.5
 - write Report - Annex A.2, put in Google drive IN **REPORTING/ACRONYM OF HEI/WP2** and send to ULFE and Projec coordinator,
 - attach all necessary supporting documentation (counsil decisions or similar with stamp),
- **ULFE writes one WP leader Report a and 2** when all finish this activity and upload to **REPORTING/WP2 - .doc, .pdf**
 - send to **Project coordinator**
 - ☐ **deadline 15.02.2025.** for T 2.3
 - ☐ **deadline 15.03.2025.** for T 2.4 and T 2.5



WP2 - M01-M18 (deliverables)

D 2.1 - List of main goals for each WB HEI

- **Project coordinator writes Deliverable template and upload to Sygma on time - 28.02.2025.**

D 2.2 - Centers Involved in documentations of HEIs

- **Project coordinator writes Deliverable template and upload to Sygma on time - 31.03.2025.**

WP3 - UPKM

T 3.1 - Finalization of purchasing equipment

- Each WBHEI should:
 - write a Report - **Annex A.2**
 - Attach to Annex A.2 - **Annex B.4**
 - send Report to UPKM - WP3 Leader
 - send to Project coordinator
 - do dissemination and fill Annex G - News form and send to WP7 Leader - publish on website
 - **Deadline - 30.01.2025.**
 - **UPKM WP3 Leader make WP leader report 1 and 2**
 - UPKM puts this in the Google drive:
REPORTING/WP3
 - **deadline 15.02.2025. - we are finishing this earlier**



WP3 - UPKM

T 3.2 Training 3 - Training of WB HEI staff in pedagogical skills - IN PROGRESS

- In-home Training 3 - Report - Annex A.2, attendance list, **COUNT WOMEN AND MAN** in the report
 - Upload to Google drive: **REPORTING WP3/ ACRONYM OF HEI** and send to Project coordinator, WP3 leader
 - Write **Annex G** and send to WP7 leader and to Project coordinator insert pictures!!!!
 - upload: **REPORTING/ ACRONYM OF HEI /WP7**

T 3.3 Training 4 - Training for conducting placements in companies

- Each WBHEI should:
 - write a Report - **Annex A.2**
 - Attach to Annex A.2 - **Annex B.4**
 - send Report to UPKM WP3 Member
 - do dissemination and fill Annex G - News form and send to WP7 Leader - publish on website
 - **Deadline - 30.01.2025.**
- **UPKM WP3 Leader** make one common Report Annex A.2
 - UPKM put this in the WP3 Report for the next reporting period
 - **deadline 15.02.2025. - we are finishing this earlier**

- *Next consortium meeting*
22.04.2025. - 24.04.2025. - Kosovska Mitrovica

WP3 - UPKM

T 3.4 Developing curriculums for short study program

D 3.2 Min 8 curriculums developed - **28.02.2025.**

- Project coordinator writes Annex **Deliverable template** and upload to Sygma on time **28.02.2025.**

T 3.5 Development of a program of professional practice in companies

D 3.3 The same as above

- UPKM should:
 - organize partners communication
 - Lead to prepare similar (if possible) curriculums,
- Each WBHEI should:
 - Write a 1 Report - Annex A.2 for T 3.2
 - Include surveys results, if meetings - include A.1, attendance list- Annex A.3
 - must contain curriculums
 - deadline: **30.01.2025.**
- UPKM should:
 - Write one common REPORT - Annex A.1 (put 2 previous as attachments),
 - write one Annex G - News form,
 - upload both to Google drive: **REPORTING/WP3 and WP7, retrospectively**, and send to WP7 leader and to Project coordinator
 - deadline: **15.02.2025.**

WP3 - UPKM

T 3.6 Developing documentation for accreditation
Deadline - 31.12.2025.

- *Next consortium meeting discussions*
22.04.2025. - 24.04.2025. - Kosovska Mitrovica

T 3.7 Developing teaching materials

D3.5 - Developed teaching materials for min 8 courses

Project coordinator writes Annex Deliverable template and upload to Sygma on time - 28.02.2025.

- For T3.7 and D 3.5 UPKM should:
 - organize partners communication
 - Lead to prepare similar (if possible) curriculums,
- Each WBHEI should:
 - Write a 1 Report - Annex A.2 for T 3.2
 - Include surveys results, if meetings - include A.1, attendance list- Annex A.3
 - must contain proofs of created materials
 - **Deadline - 30.01.2025.**
- UPKM should:
 - Write one common REPORT - Annex A.1 (put 2 previous as attachments),
 - write one Annex G - News form,
 - upload both to Google drive: **REPORTING/WP3 and WP7, retrospectively**, and send to WP7 leader and to Project coordinator
 - must contain proofs of created materials
 - deadline: **15.02.2025.**

WP5 - UPM

- **7 QAB REPORTS** needed
- **Second QAB report** - *not finished*
- Organize working of this WP according to agreements from Ljubljana
 - finish Second QAB report as soon as possible
 - prepare Third QAB report on time - **15.12.2024.**
 - **to be send to email: wbnet@atuss.edu.rs**
 - **it will be distributed to other members of SC and discussed**
- **Use:**
 - Annex A.1 - for meetings (with attendance lists),
 - Annex A.2 - for reports,
 - Annex E - Risks report,
 - Annex H - WP leader report
- **We have to find external evaluator** - suggestions are needed



WP7 - Monography

- **Define team for producing Monography during this meeting,**
 - Collecting materials, definition of format, leader of activity



Second Periodic Interim Report

- Each HEI institutional coordinator prepares Second Interim Report
- **Use:**
 - Annex C
 - Annex B.5
- **Annexes: B.1, B.2 and B.3** - use for Your internal evidence (in case of control),
- **Attach:**
 - all documentation that can proof the done things
 - reports, attendance lists, financial spendings
- **Deadline: 15.12.2024.**
- **Send to email: wbnet@atuss.edu.rs**



Second Periodic Interim Report

- WP leaders prepare WP Leader 1 and WP leader 2 reports
- Deadline: **15.12.2024.**
- To email: **wbnet@atuss.edu.rs**





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Questions & Answers

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Network of centers for regional short study programs in the countries of the Western Balkans

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UNIVERSITY OF LJUBLJANA
Faculty of Electrical Engineering



University of Pristina
Kosovska Mitrovica

