

D1.1: SC, QAB, DB, WP WGs formed

Project: 101128813 — WBNET — ERASMUS-EDU-2023-CBHE

WP (num): Management

WP Leader: ATUSS

Start date at event: 23. 1. 2024

Document prepared by:	Ljiljana Pecić
Date:	5. 8. 2025
Work package:	WP 1
Dissemination level:	PU

Project acronym:	WBNET
Project full title:	Network of centres for regional short study programs in the countries of the Western Balkans
Project No:	101128813 — WBNET — ERASMUS-EDU-2023-CBHE
Grant Agreement number:	101128813
Coordinator institution:	Akademija Tehničko-Umetničkih Strukovnih Studija Beograd (ATUSS)
Coordinator:	prof. dr. Ljiljana Pecić, ATUSS
Participants:	<ol style="list-style-type: none">1. Akademija Tehničko-Umetničkih Strukovnih Studija Beograd (ATUSS)2. Univerza v Ljubljani (UL FE)3. Universidad Politecnica de Madrid (UPM)4. University of Mitrovica (UPKM)5. Akademija Strukovnih Studija Kosovsko Metohijska, Leposavić (AASKM)6. Sveučilište Hercegovina (SVEHERC)7. Univerzitet u Bihaću (UNBI)8. W3 LAB Digital Solutions (W3L)9. Asocijacija Rektora Privatnih Univerziteta (ASRPU)

Table of Contents

No table of contents entries found.

1 Introduction

After the intensive preparation period, partners came to Kick –off-meeting that was held from January 23rd till the January 25th. Agenda for this Meeting is sent 15 days before meeting and printed for the meeting.

Several project logos was designed and consortium choosed one (using online questionnaire). After that, dissemination team of ATUSS delivered vector shape for printing, so the promo kit was printed (roll-up, sets for participants).

During the first day, after the welcome speech done by PC, partners presented their institutions.

Partners had a study tour on department VISER of ATUSS (where meeting was held). During the study tour, the conversations with staff employed in ATUSS were very intensive.

Lunch was organized in Hotel M.

Second part of the day was dedicated to introdusing with Project Management Plan (part I – WPs, deliverables, time –line). Disscussion was very intensive and the partners were very satisfied with it. Problems dealing with visas, purchasement, different lows in WB countries were discussed (about VAT and short study cycles place in education). The conclusion was that with visas has to be start on time (for 2 HEIs from Boznia and Herzegovina) and that purchasing procedures must start during next 2 months.

Second day was dedicated to deeper involment in Project Management plan (discussing about project methodology, target groups, outputs and potcomes and the way how management and work is going to be done. The importance of conducting surveys about quality in each stage was emphasized, the questions about printing promo materials, distribution of budget inside WPs and how to use internal excel tabels was discussed, also. Time line was presented in months (due dates) and partners agreed to try, with common efforts to bring some results earlier (equipment purchasing, solve problems about VAT in Bosnia and Herzegovina), how to organize in-home trainings, how to fill the reporting forms (attendance lits and reports from meetings and events).

The members of consortium agreed which partners will participate on online sessions with Grant Authority (6-7. February). . At the end of this session, partners decided about dates that next consortium meeting will be held /weeks were agreed). The dtaes are choosen due the partners other obligations and due the interesting events host institution have.

The meetings will be held as follows:

- 16.04. - 18. 04.2024. – Ljubljana, ULFE (3 days)
- 24.09. – 26.09.2024- Madrid, UPM (3 days)
- 22.04. – 24.04.2025.- Kosovska Mitrovica, UPKM (2 days)
- 01.09. – 04.09.2025. – Bihać, UNBI, (2 days),
- 12.05. – 14.05.2026. – Leposavić (Zvečan), AASKM, (2 days)
- 20.10. – 22.10.2026. – Mostar, SVEHERC, (2 days).

For the meetings that are planned to last two days, exact days will be agreed during the ext meetings.

As partners were prepared before Kick-off-meeting about delivering WP Institutional leaders, during the session: *Forming Working Groups*, partners were very effective and WG were formed. During this session, in online Google documents staff names, addresses are set.

Working groups for WP1, WP5 and WP 7 are called: SC, DB and QAB, retrospetively. SC was formed of institutional project coordinators (IPC) and from each partner one person is a member of a SC, so SC has 9 members. PC is among them. Members of QAB are only in that WP engaged. And QAB consists of one representative from each HEI, so it has 7 members. Consortium agreed that after each meeting, two surveys have to be done: one about quality of managing eeing and another one dealing with the quality of presentations, learned lessons and quality of discussions.

All other WG have 9 members. Person from partner that leads the WP is leader of that WP (WPL). Member from other partner institutions are institutional WP leaders (IWPL). They will be responsible for conducting all tasks on time, in quality and quantity.

After forming groups, partners agreed to form WGs for each WP (2,3,4,6,7) on the institutional level, according to project management plan that is presented during first and second day of the meeting.

After this, SC, QAB and DB had their first meetings: SC had discussed deeper details of the Project Management Plan (PMP) that coordinator prepared in a form of presentation, about communication between members and keeping records of done work and travels. Also, SC agreed that reporting period is going to be on 6 months and that consortium will try to make reports before SC, QAB meetings, so discussions can be made over those reports and achieved results.

DB was discussing about Dissemination Plan - Draft version (it was prepared before Kick-off-Meeting in cooperation of members from AASKM and PC, and distributed to ATUSS members, in order to faster agree about technical side of the project site. As dissemination was well prepared during the preparation period before submitting proposal, members of DB was discussing even more about details.

QAB had their meeting and they agreed to prepare QA Plan, based on PMP, till the end of M, as planned in PMP.

Other groups had their meetings also, and they discussed about tasks that should be done inside WPs, how to deliver tasks to the persons inside institution, according to instructions given in PMC.

After lunch, consortium meet to discuss about conclusions that Dissemination Board made and QAB only reported about their conclusions.

At the end of the working third day, partners went on Gala dinner.

Third day of the meeting was dedicated for Training - Aims and preconditions for opening Centres for Short Study programs. This part consisted of two presentations – one was dealing with previous VIŠER experience with short study programs, and another one was dealing with technical and law side of a project.

Discussion was very intensive and all partners from ATUSS and ULFE were very involved in answering the questions. Questions were about places during the work that can be a place of stumbling block and about sustainability – how to better use project to provide long effect. During discussion it was pointed that this is a chance for growth of the institutions, because labor market is dynamically changing and economy's demands are changing very fast, so short study cycles are for fast providing specialists in one area. Regular studies last 3-5 years and economy can not wait so long for work force.

During lunch, members of other WG had active conversations, and also during the Gala dinner.

At the end of the discussion, partners from WB HEIs had very good comments about things learned, about the organization of the event. Results of the surveys are presented after the meeting to all partners and are available on the Project Google Drive.

The rest of the day was dedicated to the sightseeing of Belgrade.

All presentations, photo gallery from Kick-off-meeting are available on the Project Google Drive.

2 Working groups on consortium level

For each WP, partners formed working groups. The one representative from each institution is a member of one WP (except WP5 - non academic partners are not participating). Each WP has its leader (from LEAD institution) that is in charge to drive communication (together with Project Coordinator) in line with tasks to be done under the WP.

Each HEI that has its members (institutional WP members) that work together with WP institutional leader on realization of tasks. That organization is in charge of each institution. During the tasks realization, members in charge to lead realization of some task can be connected through institutional WP leader with colleague from some other institution. Meetings of members of each WP can be initiated by each WP member (he/she inform institutional WP leader about the problem, need for exchanging opinions about some topic, institutional WP leader informs WP leader), but WP leader appoint that meeting. Members on institutional level can freely communicate with other colleagues about tasks, but for some questions - the described procedure is lunched (official online meeting).

The organization of each WP (names, emails) is a part of internal project documentation and is not published in order to keep personal data confidential. All participants signed consent letters (allow us to publish photos, videos). Sharing emails is also under that consent, so emails are shared among consortium members.

Official emails for communication about this project with Project Coordinator is: ATUSS - wbnet@atuss.edu.rs.

Report done by:

Ljiljana Pecić