

ECOBIA Management meeting at IUT MINUTES

Development of master curricula in ecological monitoring and aquatic bioassessment for Western Balkans HEIs/ECOBIA

Meeting: Management meeting 23-24.6.2020. IUT Travnik

Location: International University of Travnik, Aleja Konzula - Meljanac bb, 72270 Travnik, Bosnia and Herzegovina

Date and time: 23-24.6.2020.

Meeting called by: Prof Snežana Radulović, project coordinator

Chairman: Prof Snežana Radulović, project coordinator

Minutes written by: Maja Novković

Agenda

Tuesday 23.6.2020. 09:30-09:45

Registration / Day one

10:00-10:15 Welcome words (IUT and UNS)

10:15-10:30 **Roll call / ZOOM with Florian Leese UDE, Germany**

10:30-11:00 Project coordinator/administrator Report on PAs and transfers / Discussion

10:30-11:00 Project coordinator/administrator report on COVID 19 aftermath related to current Activities / Discussion

11:00-11:30 Action plan for 2020/2021. WP1 update / Report

11:30-11:45 Coffee break

11:45-12:30 Action plan for 2020/2021. WP2 update

12:30-13:00 Action plan for 2020/2021. WP3 update

13:00-14:00 Lunch break

14:00-14:30 Action plan for 2020/2021. WP4 update / Report

14:30-15:00 Action plan for 2020/2021. WP5 update / Report

15:30-15:45 Coffee break

15:45-16:00 Action plan for 2020/2021. WP6 update/ Report

Cultural event

17:00 Visiting Old town and Museum-House of Ivo Andrić, a Yugoslav novelist born in Travnik, Nobel Prize winner in Literature 1961.

Social event

20:00 Dinner

Wednesday 24.6.2020. Day two

10:00-10:15 **Roll call**

10:15-10:40 Covid19 lockdown backup plan for future / **ZOOM with Florian Leese UDE, Germany**

10:40-11:00 Detailed trainings scheme plan for UNSA and UES

11:00-12:00 Detailed trainings budget plan for the PC participants

12:00-12:20 Coffee break

12:20-12:40 Students' time

12:40-13:00 Detailed trainings budget plan for the PgC training participants

13:00-14:00 Lunch break

14:00-16:00 Tender, *Bilateral meetings and departures*

Minutes

Tuesday, 23.6.2020.

Attendees:

Dragan Škobić (DŠ), Adriana Planinić (AP), Đurađ Milošević (ĐM), Dušanka Cvijanović (DC) (Project administrator), Samir Đug (SĐ), Adi Vesnić (AV), Vladimir Randjelović (VR), Svjetlana Lolić (SL), Maja Manojlović (MMA), Ljubica Vasiljević (LJV), Goran Anačkov (GA), Selma Otuzbir (SO), Zlatko Mecan (ZM), Nedžada Tolja (NT), Milica Stojković-Piperac (MSP), Snežana Radulović (SR) (Project coordinator), Maja Novković (MN), Dragana Aščerić (DA), Ana Crnković (AC), Ermedin Halilbegović (EH), Aida Varupa (AV), Slavko Smiljanić (SS) Note: Florian Leese (FL), Jasmina Kamberović (JK) joined the meeting via Skype.

AGENDA ITEM 1 - Welcome words (IUT and UNS)

Meeting was opened at 10h by dr Snežana Radulović, project coordinator.

AGENDA ITEM 2 - Roll call / ZOOM with Florian Leese UDE, Germany

1. Roll call

1. P1 University of Novi Sad
2. P2 University of Nis
3. P4 University of Duisburg - Essen
4. P6 University of Mostar
5. P7 International University of Travnik
6. P8 University of Tuzla
7. P9 University of Sarajevo
8. P10 University of Banja Luka
9. 11 University of East Sarajevo



AGENDA ITEM 3 - Project coordinator/administrator Report on PAs and transfers / Discussion

SR gave the report about partner agreements (PAs) and budget resources transfers:

Partner country universities managed to sign the PAs and got the transfer of the first part of resources.

Program country universities are still in the process of signing PAs, but all of the PAs will be signed and resources will be transferred by the summer.

AGENDA ITEM 4 - Project coordinator/administrator report on COVID 19 aftermath related to current activities / Discussion

SR gave the report about epidemiological measures and COVID19 aftermath at the Balkan countries.

FL gave the report about COVID19 epidemiological measures in Germany and University of Duisburg - Essen.

AGENDA ITEM 5 - Action plan for 2020/2021. WP1 update / Report

WP1 - PREPARATION -UNI

DM gave report the report about WP1. Preparation.

There have been four tasks:

- 1.1. Analysis of PgC partners Knowledge/Skills/Practice in EMAB (P3)
- 1.2. Analysis of PC partners Knowledge/Skills/Practice in EMAB (P2)
- 1.3. Analysis of existing curricula related to EMAB in both Programme and Partner Country partners (P4)
- 1.4. Analysis of labour market needs relevant to EMAB in PCs (P2)

Each of the tasks lasted three months, started 15.01.2020. and the deadline was 15.04.2020. Deadline for sending deliverables to UNS was 15th of March.

By the Vis Major Action considering the earthquake in Zagreb it was decided unanimously by all the coordinators that Professor Đurađ Milošević (P2) will help (P3) with finishing the WP1 task 1.1.

Due to COVID19 lockdown in Serbia and Croatia reporting deadline was extended till 22.04.2020 (1.1) and 01.04.2020. (1.2), last two task reports were delivered to P1 on time (1.3,1.4). WP1 tasks are successfully finished by 22.04.2020.

DM gave the report about first two tasks (Analysis of PgC partners Knowledge/Skills/Practice in EMAB; Analysis of PC partners Knowledge/Skills/Practice in EMAB)

FL gave the report about third task (Analysis of existing curricula related to EMAB in both Programme and Partner Country partners)

MSP gave the report about fourth task (Analysis of labour market needs relevant to EMAB in PCs).

AGENDA ITEM 6 - Action plan for 2020/2021. WP2 update

WP2 - DEVELOPMENT - UNS

DC gave the report about WP2. Development

2.1 Development of aims, specific competencies and learning outcomes of master curricula and LLL trainings in EMAB (P1). Work in progress.

2.2 Development of courses design and syllabus for ECOBIAS curricula and LLL trainings (P1). Work in progress.

2.3 Purchasing of literature, software and laboratory equipment, installation and activation (P2). Work in progress.

2.5 Preparation of learning materials and field protocols using ICT tools (P3). Considering the events that caused the Vis Major Action to Zagreb it started earlier, supported by Dušanka Cvijanović (P1) and will be implemented differently than previously planned.

DC explained the textbook template, with the guidelines available online (<https://www.ecobiaserasmus.com/learning-material-development/>).

DC asked FL about feasibility of the training event in Germany. FL assumed that it would be possible to implement the training as planned by the September of 2021.

AGENDA ITEM 7- Action plan for 2020/2021. WP3 update

WP3 - ECOBIAS-NET -UNSA

Considering the COVID19 possible outbreak in the future, SR suggested to move forward with the task 3.2 Development and updating of ECOBIAS-NET internet platform should be implemented earlier than planned.

Group voted about proposal; consortium voted FOR unanimously.

DC and SR explained the structure and the purpose of the platform.

AGENDA ITEM 8 - Action plan for 2020/2021. WP4 update / Report

WP4- QUALITY ASSURANCE -UNIZG

SR explained situation with task 4.2 Development of Quality and Assurance Plan (*Vis Major* Action to Zagreb). It was proposed to appoint new task leaders and task members for the tasks assigned to the P3.

It was proposed to change WP4 leader, from Antun Alegro, UNIZG to Marko Miliša UNIZG.

Group voted about proposal; consortium voted FOR unanimously.

DM, SR and DC suggested changes in WP4 tasks leadership and task teams:

Task 4.2 Development of Quality and Assurance Plan – Milica Stojković-Piperac accepted the task leadership, followed by Vladimir Ranđelović, Dušanka Cvijanović and Arne Beerman, as the part of the task team.

Group voted about proposal; consortium voted FOR unanimously.

Task 4.3 Regular Quality Assurance Board meetings – Jasmina Kamberović accepted the task leadership, while Dušanka Cvijanović and Vladimir Ranđelović as the part of the task team.

Group voted about proposal; consortium voted FOR unanimously.

Task 4.6 External financial control – Đurađ Milošević accepted the task leadership.

Group voted about proposal; consortium voted FOR unanimously.

AGENDA ITEM 9 - Action plan for 2020/2021. WP5 update / Report

WP5 - DISSEMINATION -UNTZ

DC gave the report of the task 5.1. Preparing project dissemination plan, and explained each partner responsibilities considering:

5.5. Round tables with stakeholders

5.6. Open day at each Partner Country HEI

DC proposed the voting about adoption of the Dissemination plan.

Group voted about proposal; consortium voted FOR unanimously.

JK gave the report about WP5 - DISSEMINATION:

JK gave the report about the work done in the first six months of the project (until the meeting) considering visibility of the project, and further responsibilities of each partner institution (doc attached):

5.1. Preparing project dissemination plan - fully done

According to the Dissemination plan setting the link of the project website on the partners institutions (university and faculty) website, short description of the project, ERASMUS+ logo and ECOBIAS logo are mandatory.

5.2. - Setting and updating of Project site

5.3. - Design, printing, recording and publishing promo material

5.4. - Workshops at Partner Country HEI

5.5. - Round tables with stakeholders

5.6. - Open day at each Partner Country HEI

5.7. - Workshop and Summer School in DNA Metabarcoding at University of Tuzla

AGENDA ITEM 10 - Action plan for 2020/2021. WP6 update/ Report

WP6 - MANAGEMENT -UNS

SR gave the report about the WP6 tasks:

6.1. - Establishment of management board and Kick-off meeting (P1) - done

6.2. - Development of guidelines on the project management and reporting(P2) - done

6.3. - Day-to-day coordination of project activities(P1) - carried out without problems

6.4. - Regular Steering Committee and Project Management meetings(P1) - carried out without problems

6.5. - Submission of interim and final reports (P1) - not yet in the scope

DC explained crucial parts of the Management plan.

DC proposed the voting about adoption of the Management plan.

Group voted about proposal; consortium voted FOR unanimously.

Wednesday 24.6.2020.

Attendees:

Dragan Škobić (DŠ), Adriana Planinić (AP), Đurađ Milošević (ĐM), Dušanka Cvijanović (DC) (Project administrator), Samir Đug (SĐ), Adi Vesnić (AV), Vladimir Randjelović (VR), Svjetlana Lolić (SL), Maja Manojlović (MMA), Ljubica Vasiljević (LJV), Goran Anačkov (GA), Zlatko Mecan (ZM), Nedžada Tolja (NT), Milica Stojković-Piperac (MSP), Snežana Radulović (SR)(Project coordinator), Maja Novković (MN), Dragana Aščerić (DA), Ana Crnković (AC), Ermedin Halilbegović (EH), Aida Varupa (AV), Slavko Smiljanić (SS), Emina Hadžić (EH), Selma Otuzbir (SO). Note: Jasmina Kamberović (JK) and Vedad Pašić (VP) joined the meeting via Skype.

SR opened the meeting.

DC explained reporting process and following documentation. (doc attached)

DC explained fee payment process and following documentation. (doc attached)

MM, SL, LJV, SR, MSP, DŠ joined discussion.

AGENDA ITEM 1 - Roll call

1. P1 University of Novi Sad
2. P2 University of Nis
3. P6 University of Mostar
4. P7 International University of Travnik
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7. P10 University of Banja Luka
8. 11 University of East Sarajevo

AGENDA ITEM 2 - Covid19 lockdown backup plan for future / ZOOM with Florian Leese UDE, Germany

SR explained how epidemiological measures could affect mobility within the project and each participant obligations. SR suggested that it would be only accepted for the consortium to mandatory follow governmental epidemiological measures.

ĐM, DC, DŠ, MM, SL joined the discussion.

SR proposed two new Articles considering COVID19 to be added to the Rules of Procedure and as Annex to the Management plan.

ĐM joined discussion.



COVID-19 outbreak impact on Mobility

Article 8

All the meetings must be held in line with the highest epidemiological real time Covid-19 health precaution, which includes Epidemiological ID for each participant.

Group voted about proposal; consortium voted FOR unanimously.

COVID-19 outbreak impact on Human rights

Article 9

Based on the UN, WHO and Amnesty International declarations related to COVID 19 pandemic, any kind of censorship, race, nationality and home-country origin discrimination, arbitrary detention (without formal government decision) and basic human/professional rights violations have no place in the fight against the coronavirus epidemic, hence will be treated within the ECOBIAS consortium with Zero tolerance.

Group voted about proposal; consortium voted FOR unanimously.

DC and SR proposed addition to the communication rules: Each project participant is obliged to respond to the email inquiry considering any project activity within the two weeks' notice, if not it would be considered as *agreed*.

Group voted about proposal; consortium voted FOR unanimously.

DC suggested new rule considering violation of Article 9: Any institutional violation of Article 9 of the Rules of procedures and of Annex of Management plan will result in redistribution of work tasks and the budget rebalance, followed by a new PA Annex consequently.

DM, DC, SR, DŠ, ZM joined the discussion.

Group voted about proposal; consortium voted FOR unanimously.

AGENDA ITEM 3 - Detailed trainings scheme plan for UNSA and UES

SR explained training scheme plan for UNSA. (doc attached)

SL, LJV, MM joined the discussion.

SR suggested that training in Algology should be postponed to 2021 considering long tendering procedure and risk that necessary equipment will not be obtained on time.

Group voted about proposal; consortium voted FOR unanimously.

AGENDA ITEM 4 -Detailed trainings budget plan for the PC participants

SR and DC gave the report about trainings budget plan for the PC participants.

LJV, SL, MM, SĐ joined the discussion.

AGENDA ITEM 5 - Students' time

Students DA and AC organized the Kahoot quiz for the meeting participants (with the subject *How well do we know each other?*). It was a short (five minutes) but great fun, won by JK, SL and MM.

AGENDA ITEM 6 - Detailed trainings budget plan for the PgC training participants

SR and DC gave the report about trainings budget plan for the PgC participants.

AGENDA ITEM 7 - Tender

ĐM and AV gave the report about current situation with the tender procedure.

ĐM gave the report about equipment list, LOT number, LOTs merging. (doc attached)

AV gave the report about ECOBIAS tender procedure in Bosnia and Herzegovina.

EH explained general tender procedure in Bosnia and Herzegovina.

EH, DC, SR, VP, JK joined the discussion.

It was agreed that ĐM will compile and send the final equipment list to SR before 27.06.2020.

AGENDA ITEM 7 - Bilateral meetings and Meeting Minutes

Meeting minutes prepared by MN was checked through and edited on the screen and adopted unanimously at 16:30.

SR closed the meeting at 16:35.