



Development of part-time and short cycle studies in higher education in Bosnia and Herzegovina

PARTISH

Project number 617421-EPP-1-2020-1-RS-EPPKA2-CBHE-SP

STEERING COMMITTEE MEETING MINUTES OF THE MEETING

LOCATION: On-line meeting, via ZOOM application
Date: Friday, 26th February 2021, 10:00AM

Contacts: Nemanja Berber, +381 643282660, nemanja.berber@ef.uns.ac.rs

Project e-mail: partish.project@gmail.com

ATENDEES

Representatives of partner institutions:

1. University of Novi Sad
2. University of East Sarajevo
3. University of Sarajevo
4. University of Mostar
5. University of Zenica
6. University of Tuzla
7. Latvijas Universitātes Rīgas Medicīnas koledža
8. ACADEMIA DRUZBA ZA STORITVE d.o.o., OE Višja strokovna šola Academia Maribor, Academia
9. Tallinn University
10. University of Montpellier
11. Chamber of Economy of the Federation of Bosnia and Herzegovina
12. Chamber of Commerce and Industry of the Republic of Srpska
13. Centre for Information and Recognition of Qualifications in Higher Education

AGENDA

1. Working package presentations – an overview of the list of WP, deliverables and indicators.
2. Project Management, Reporting and National Erasmus+ Office monitoring

3. Forming of the management structures (Steering Committee and Local Committee).
4. Analysis of the plan for the activities in the first year of the project.
5. WP1 Cross-country analysis of the policies, practices, and legal frameworks for PT and SCHE in European countries – Report from benchmarking analysis
6. WP2 Development of legal frameworks for PT&SCHE – Report from need analysis
7. WP3 Strengthening sustainability of PT and SCHE program - Specification of needs and requirements for PT and SCHE and Report on the existing eLearning methodologies and technologies
8. WP6 Dissemination and Exploitation of Results – D&E plan
9. WP7 Quality Assurance and Monitoring – Quality plan
10. WP8 Project management – reporting
11. Partnership agreement and VAT exempt
12. Financial and Administrative aspects of reporting – Audit certificate, exchange rate, reporting periods, and equipment purchase
13. Travel issues during pandemic and after.

REMARKS

1. Working package presentations – an overview of the list of WP, deliverables and indicators.
 - The coordinator has presented the file with the overview of all WPs, deliverables and indicators, and the whole project – goals, target groups, and budget.
 - The partners from BIH must decide which study programs will be developed at their institutions.
 - Leaders of WPs made short presentations of WPs that they are leading – main expected results and deliverables and deadlines for each deliverable.
 - The team agreed to make official communication through e-mails, google drive, and ZOOM application.
2. Project Management, Reporting and National Erasmus+ Office monitoring.
 - Person in charge of Erasmus projects in BiH made short introduction and presented ways of cooperation and support that they are providing to universities from BiH during the project.
3. Nomination of partner representatives into Steering Committee and Local Committee

Steering Committee members:

University of Novi Sad	P1	UNS	Mirko Savić
University of East Sarajevo	P2	UES	Dejan Bokonjić
University of Sarajevo	P3	UNSA	Dženana Husremović
University of Tuzla	P4	UNTZ	Vesna Bratovčić
University of Mostar	P5	UNMO	Krešimir Rakić
University of Zenica	P6	UNZE	Mirza Oruč



Latvijas Universitātes Rīgas Medicīnas koledža	P7	LURMC	Estere Brunina
ACADEMIA DRUZBA ZA STORITVE d.o.o., OE Višja strokovna šola Academia Maribor, Academia	P8	ACADEMIA	Žan Dapčević
Tallinn University	P9	TLU	Vladimir Tomberg
University of Montpellier	P10	UM	Elodie Ernoult
Ministry for scientific and technological development, higher education and information society from Republika Srpska	P11	MNRVOID	Jelena Starčević
Ministry for education, science and youth of Sarajevo canton	P12	MONKS	Azemina Njuhović
Ministry for education, science, culture and sport of Zenica-Doboj canton	P13	MONKS ZDK	Maid Pračić
Ministry of education, science, culture and sport of the Tuzla canton	P14	MONTK	Malik Ikanović
Chamber of Economy of the Federation of Bosnia and Herzegovina	P15	PKBIH	Aida Handžić
Chamber Commerce of Republic of Srpska	P16	PKRS	Gordana Višekruna
Centre for Information and Recognition of Qualifications in Higher Education	P17	CIP	Dženan Omanović

Local Committee members:

University of East Sarajevo	P2	UES	Srđan Lalić
University of Sarajevo	P3	UNSA	Saša Madacki
University of Tuzla	P4	UNTZ	Jasmina Okičić
University of Mostar	P5	UNMO	Željko Stojkić
University of Zenica	P6	UNZE	Mirza Oruč
Ministry for scientific and technological development, higher education and information society from Republika Srpska	P11	MNRVOID	Jelena Starčević
Ministry for education, science and youth of Sarajevo canton	P12	MONKS	Azemina Njuhović
Ministry for education, science, culture and sport of Zenica-Doboj canton	P13	MONKS ZDK	Maid Pračić
Ministry of education, science, culture and sport of the Tuzla canton	P14	MONTK	Malik Ikanović
Chamber of Economy of the Federation of Bosnia and Herzegovina	P15	PKBIH	Aida Handžić
Chamber Commerce of Republic of Srpska	P16	PKRS	Olivera Radić
Centre for Information and Recognition of Qualifications in Higher Education	P17	CIP	Dženan Omanović

4. Analysis of the plan for the activities in the first year of the project.
 - Professor Mirko Savić presented the most important activities planned for the 1st year of the project, with the deadlines that are close. He explained the need of timely

communication and strong connections between partner universities from BiH and their ministries in cantons and entities in terms of achievement of main goals of the project.

5. WP1 Cross-country analysis of the policies, practices, and legal frameworks for PT and SCHE in European countries – Report from benchmarking analysis.
 - Leader of WP1 is Tallinn University. The team agreed to postpone the first deadline for the report from benchmarking analysis to 14/05/2021.
6. WP2 Development of legal frameworks for PT&SCHE – Report from need analysis.
 - Leader of this WP is University of East Sarajevo. The team agreed to postpone the first deadline for the report from need analysis and conference to 14/05/2021.
7. WP3 Strengthening sustainability of PT and SCHE program - Specification of needs and requirements for PT and SCHE and Report on the existing eLearning methodologies and technologies.
 - Leader of this WP is University of Sarajevo. The team agreed to postpone the first deadline for the delivering specification of needs and requirements for PT and SCHE to 14/05/2021 and for the report on the existing eLearning methodologies and technologies to 14/07/2021.
8. WP6 Dissemination and Exploitation of Results – D&E plan
 - Leader of this WP is Riga Medical College. The team agreed to postpone the first deadline for the delivering detailed plan for D&E to 14/05/2021.
 - Coordinator will help to LURMK by sending them D&E plans from earlier projects.
 - Project logo must be developed in order to complete QA and D&E plans.
 - D&E plan must include definition of visual identity of the project.
 - Special attention towards rules of EACEA about visibility.
 - All partners must make the list of events where PARTISH project can be promoted in the following year.
 - Consortium will make profile on social networks: Facebook, Instagram, Youtube, and LinkedIn.
 - PARTISH website must be made by 14/05/2020.
 - All partners on their websites must have links towards PARTISH website with project logo and (if possible) short project description.
 - All partners are invited to give suggestions about project website and its elements.
 - Coordinator advised all partners to contribute to dissemination activities by promoting PARTISH project everywhere. If someone of partners is promoting the project (at conferences, meetings, etc.), advice is to make a couple of pictures and short description of event and send it to LURMK for publication on the website and social networks.
9. WP7 Quality Assurance and Monitoring – Quality plan
 - Leader of this WP is Academia. The deadline for the delivering detailed QA plan is 14/04/2021.



10. Partnership agreement and VAT exempt.

- The coordinator informed participants that partnership agreements are in the final stage of preparation and that all partners will get detailed information about signing and sending agreements to coordinator in Novi Sad.
- Colleagues from universities from BiH stated that they need changes of some articles in agreement because equipment purchase process. The team agreed to make necessary changes and provide universities from BiH with necessary support.
- VAT exempt document has been mailed to all participants who can use it during service or equipment purchase.

11. Financial and Administrative aspects of reporting – Audit certificate, exchange rate, reporting periods, and equipment purchase.

- University of Mostar and University of Tuzla are WP leaders. Purchase of equipment must be realized by June 14th 2022 and preparations will start as soon as possible. The purchase procedure will be made as joint one, for all 5 universities from BiH.
- Professor Savić make detailed explanation on reporting and all the procedure. Special attention was put on exchanging rates, only two rates for reporting will be used for the whole project.
- Audit certificate will be issued for 4 universities from BiH, that have budgets over 60.000 EUR for services and equipment.

12. Travel issues during pandemic and after.

- The consortium postponed all travels because of the pandemic that is still going on. Local travels for LC are acceptable since those are in the same country (BiH). The plan is to travel and visit program countries after the pandemic is under control and after the official information from EU.

The meeting has been closed at 4.30pm.

Doc. dr Nemanja Berber

Date of approval:

15/03/2021