ACTION STEPS AND DISTRIBUTION OF TASKS FOR THE FOLLOWING SIX MONTHS

TASK	ACTION STEP	RESPONISBILITY	TIME LINE
WP1-1.2 Report on WBC needs for DRM&FSE MPs and learning outcomes	Final version of report	EYP In coordination with ALL/UNS	15th of May
	-distribution of the questionnaire -analysing data -draft version of the report prepared -final version of the report	UNS, VTSNS, UTZ, UBL, UTA, EPOKA, NUZOP in charge for distribution NUZOP/ Ziline finalizing the report	-Draft version presented during the Study visit in DTU/LUND-June -Final version prepared until 15th of July
WP1 - 1.3 Presentation of developed DRM&FSE MPs Curricula	Final version of report for UNS revised curricula	UNS	UNS will prepare short report about revised curricula until 15th of May
	Final version of joint report	UNS, VTSNS, UTZ, UBL, UTA, EPOKA	To be done until end of 2017.
WP1 - 1.4 Procure, install and activate equipment	-conduct public procurement -establish and adapt classrooms -install and activate the equipment	UNS, UTA,EPOKA,UBL,UTZ,VTSNS	Foreseen due: 15th of October 2017 Note: the aim is to finish with this activity earlier
WP2 – 2.1 Report on WB needs and EU trends in DRM&FSE PhD	-in Aalborg DTU, LUND, AAL, Ziline and UKIM presented there PhD studies in this field -Joint report on EU trends should be prepared as an outcome (<u>proposition is that this report will be merged with the task 2.3 Report on compared PhD models and curricula, and that this report covers both tasks</u>)	LUND should prepare this according to presented PhD studies and also EU trends	-Final report on EU trends prepared until DTU/LUND visit -Main conclusions of compared PhD models and recommendations for WBC to be presented at the meeting
	Report on needs for PhD in WBC (Joint discussion in what kind of form and with what kind of date	UNS, VTSNS, UTZ, UBL, UTA, EPOKA For Albania/Serbia/B&H	-Final report on WBC needs prepared until DTU/LUND visit

	included as we don't have PhD?) -proposition is the some useful information for this report should be extracted from both surveys (task 1.2)		-Main conclusions about WBC needs to be presented at the meeting
WP2 - 2.2 Report on teaching staff resources for MPs and PhD in WBC	- Create a list with profiles of existing and future teaching staff for DRM&FSE Master and PhD study programs in WBC. -It should result in integrated data on competent teaching staff resources, as well as on shortages in their number or skills.	UNS, UTA,EPOKA,UBL,UTZ,VTSNS Lund/DTU will coordinate this	- prepared until mid of June
	Draft version of report	Lund/DTU will coordinate this	-Main conclusions presented during the study visit in DTU/LUND
	Final version of report - Who will prepare joint report and in what kind of for to collect data?	?	End of July
WP2 - 2.3 Report on compared PhD models and curricula	The same as task 2.1	The same as task 2.1	The same as task 2.1
WP2 – 2.4 Presentation of developed PhD Curriculum	-Main topic during the DTU-LUND visit will be the structure and directions in development of PhD curriculum -Preparing draft of newly developed PhD curriculum -On ENG/SRB	UNS will coordinate this EU HEIs will pass the know-how/their professional capacities in order to implement the PhD studies in the region that will be competitive with the studies in the EU (for this part the report from task 2.1 is important and recommendations prepared by all EU HEIs that will be presented at DTU-LUND)	Presentation of draft structure during K-FORCE 2017 Symposium
	Final version of report	In coordination with Lund/UNS	15th of December

WP 3 – 3.1 Study Visits	-DTU-LUND visit -Main topics: PhD programme and LLL courses	All partners	26 -27 of June DTU 28 – 29 of June LUND
WP3 – 3.4 b-learning material for MPs and PhD developed	- two subject must be the same in all curricula - Materials will be published on EN/SR/AL/BiH languages in electronic form PDF and available for student in K FORCE on line library as newly developed OER (Open Educational Resource) and on flexible ICT learning platform. - Thematic of the textbooks will be according to interdisciplinary nature of the DRM&FSE field and partners will decide its content in training and consultations (in line with defined two subjects). -Presentation of developed teaching and learning materials for UNS revised DRM&FSE MP (draft version) -On ENG/SRB	UNS will coordinate this UNS, UTA,EPOKA,UBL,UTZ,VTSNS jointly must prepare the structure of this two subjects AAL, DTU,LUND,ZILINE,UKIM: active steering and peer review	Presentation of the structure during K-FORCE 2017 Symposium
	Final version of teaching and learning material	In coordination with DTU/UNS	15th of October
WP4 – 4.1 Accredited MPs	-The goal is to create both regionally mutual and compatible HE in the field of DRM&FSE and aligned to WB national specifics of the Law on HE and the accreditation rules in PA. -The activity includes preparation of accreditation material and process resulting with programmes'	UNS in 2017.	Presentation during K-FORCE 2017 Symposium

	implementation. -Firstly UNS will accredit revised curricula -Other WBC HEIs in 2018.		
	Final version of UNS report	UNS	15th of October
WP4 – 4.2 Students enrolled on master studies	- Announced competition for admission to the program. The required competencies for enrolment are completed B.Sc. studies of a technical profession. Admission is carried out until filling all vacancies. - Presentation of Report on students enrolled on master studies at UNS in semester 2017/2018	UNS in 2017.	Presentation during K-FORCE 2017 Symposium
	Final version of UNS report	UNS	15th of October
WP4 – 4.3 The flexible ICT learning platform activated on time	- This activity involves activating of flexible ICT learning platform that represents an integrated set of interactive online services that provide teachers, learners and others involved in education with information, tools and resources to support and enhance educational delivery and management. -IMPORTANT: to define in detailed the future steps and responsibilities within this activity	UTZ is lead partner here and should define future steps and coordinate this activity jointly with co-chair UTA and UNS as project coordinator	Presentation during K-FORCE 2017 Symposium
	-Presentation of Report on activated flexible ICT learning platform	UNS	15th of October

WP6 - 6.1 Report on WBC needs for LLL courses	The same as task 1.2 -distribution of the questionnaire -analysing data -draft version of the report prepared -final version of the report	UNS, VTSNS, UTZ, UBL, UTA, EPOKA, NUZOP in charge for distribution NUZOP/ Ziline finalizing the report	-Draft version presented during the Study visit in DTU/LUND-June -Final version prepared until 15th of July
WP6 - 6.2 Report on defined LLL outcomes	-Defining LLL outcomes according to data obtained in 6.1. -Proposition: task 6.1 and 6.2 will result in one joint report on LLL courses -During DTU/LUND to discuss about potential structure of LLL courses	UNIZA will coordinate this	Presentation during the Study visit in DTU/LUND-June
	Final version of joint report	UNIZA will coordinate this	Mid of July

WP 7 - Quality Assurance	-Develop the ToR (Terms of references for external evaluator) for both:
	    - Learning material peer-review
	    - External review of the Glossary
		UKIM will coordinate this	???

WP 8 – Dissemination & Exploitation	-All indicators in dissemination plan must be quantified in order for us to be able to follow how are we reaching the targeted values *this was the recommendation Erasmus+ office in Serbia during the monitoring visit	To update Dissemination Plan UTA and UNS	15th of May
	-In Dissemination plan you have Annexes you need to fill in during the whole project: - Dissemination Table Template	All partners	Until the end of the project

	- Scientific Publications List Template - News event template **THIS IS VERY IMPORTANT** -Within every reporting you will be asked to deliver this and to keep it updated on dropbox		
WP8 – 8.5 Organise 3 K-FORCE Symposia	Organize K-FORCE 2017 Symposium	UNS/VTSNS/EYP/NUZOP	14-15 September
	-It is expected from every partner to prepare at least 2 papers for Symposium	All partners	Deadlines **Abstract: 18th of June** **Full paper: 31st of July**
WP9 – 9.4 Project activities reports and Partner expenses reports	**1st report – 14.09.2017.** Detailed information in Project Management and Reporting Guide on project website HERE -Second installment depends of successful reporting -Dropbox platform will be used for uploading all relevant dosuments for reporting. -Every consortium member will have access to their institution folder with sub-folders where they will upload reports, according to the schedule. PMT will share folder with every consortium member before the first reporting period with all instructions.	All partners Important: read carefully Project management and reporting guide	**1st report – 14.09.2017.**