



Date: JULY 3RD, 2018

Place: OHRID, FYR MACEDONIA

Knowledge FOR Resilient soCiEty

CONSORTIUM DESICIONS

**CONSORTIUM MEETING, STUDY VISIT AND TRAINING
Ss. Cyril and Methodius University of Skopje**

***University of Novi Sad
PROJECT MANAGEMENT TEAM***



Co-funded by the
Erasmus+ Programme
of the European Union



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1. REPORT ON ACCREDETED MPs AT WBC – UTZ, UT,

- Short overview of 6 accreditation material (MPs curricula, list of titles, enrolment conditions, number of students...)
- Overview of published Calls for enrolment
- Common courses in summer semester – description, ECTS

To be prepared by the University of Tuzla (in cooperation with University of Tirana)

Report – Rijad Sisic
News for website Elona Pojani

Delivery date: August the 1st



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WP1 - EQUIPMENT REPORT:

- WBC HEIs TO PREPARE THE FINAL REPORTS ON EQUIPMENT

DELIVERY DATE :

- ASAP**
- AUGUST THE 15th**

RESPOSINBLE PERSONS:

UTZ – EDISA NUKIĆ

UBL – RADOVAN VUKOMANOVIĆ

UT – ELONA POJANI

EPOKA – ERION LUNGA

VTSNS – BRANKO SAVIĆ

UNS – SLOBODAN KOLAKOVIĆ



WP2 REPORT ON ACCREDITED MPs:

- RESPONSIBLE: UTZ, UT
- RESPONSIBLE PERSON – ZVJEZDAN KARADŽIN, RIJAD ŠIŠIĆ – **PROGRES REPORT**
- DESIMINATION REPORT - ELONA POJANI



DELIVERY DATE :

- AUGUST THE 1st

- Short overview of 6 accreditation material (MPs curricula, list of titles, enrolment conditions, number of students...)
- Overview of published Calls for enrolment
- Common courses in summer semester – description, ECTS



WP3 – PhD RESEARCH THEMES LIST:

- RESPONSIBLE: LUND, DTU, AAL, UKiM, UNIZA
- RESPONSIBLE PERSON – ENRICO RONCHI – 15 TOPICS

DELIVERY DATE :

- SEPTEMBER THE 15th

RESPONSIBLE PERSONS:

DTU – FRANK MARKERT

AAL – MICHAEL FABER

UNIZA – VLADIMIR MOZER

UKiM – MERI CVETKOVSKA



PhD PROGRESS REPORT TO BE DONE BY UNS UNTIL AUGUST 15th

Responsible person: Vlastimir Radonjanin

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WP3 – IMPROVE TEACHING METHODOLOGIES

RESPONSIBLE: PROGRAM COUNTRIES

RESPONSIBLE PERSON FRANK MARKERT, DTU

- STUDENT CENTRED LEARNING METHODOLOGIES
- TO PREPARE THE WORKSHOP IN NOVI SAD

DELIVERY DATE :

- SEPTEMBER THE 15th

RESPONSIBLE PERSONS:

LUND – HENRIK HASSEL, BJARNE HUSTED

AAL – MICHAEL FABER

UNIZA – VLADIMIR MOZER

UKiM – ANA TROMBOVA



WP4 – REPORT ON THE FIRST COHORT PROGRESS - UNS

RESPONSIBLE: UNS

RESPONSIBLE PERSON: MIRJANA LABAN

DELIVERY DATE :

- ASAP AND SEPTEMBER THE 15th

TO BE PRESENTED AT NOVI SAD MEETING



WP5 – REPORT ON LLL COURSES - UNIZA

RESPONSIBLE PERSON: VLADIMIR MOZER

UPDATE THE REPORT ACCORDING TO NEW INFORMATION

DELIVERY DATE :

- SEPTEMBER 1st



FINAL REPORT TO BE PRESENTED AT NOVI SAD MEETING



WP6 – EXTERNAL QUALITY CONTROL REPORT

RESPONSIBLE: UKiM – MERI CVETKOVSKA

EXTERNAL EVALUATOR – PROJECT QUALITY CONTROL

**PROF DR MILOS KNEZEVIC – UNIVERSITY OF PODGORICA,
MONTENEGRO**

NOMINATED AT ZILINA MEETING

VOTED AT OHRID MEETING

REPORT DOCUMENTATION:

NOMINATION PROPOSAL – MERI CVETKOVSKA

CONSORTIUM DECISION – MIRJANA LABAN

EVALUATION METHODOLOGY – MERI CVETKOVSKA

IR EVALUATION REPORT TO BE DONE BY AUGUST 15th



SUSTAINABILITY STRATEGY FOR MASTER PROGRAMES

RESPOSINBLE PERSONS:

UTZ – EDISA NUKIC

UBL – MLADEN SLIJEPCEVIC

UT – PERSETA GRABOVA

EPOKA – JULINDA KECI

VTSNS – ANITA PETROVIC

UNS – MIRJANA LABAN

REPORT DOCUMENTATION :

TO BE PRESENTED AT NOVI SAD MEETING





Staff exchange in the III project year

- Open calls in FIRST semester – **beginning of September**
- Open calls in SECOND semester – **beginning of February**
- Official nomination after the calls are submitted
- Training dates at each institution - **TBC**
- Teaching dates at each institution - **TBC**





- **Coordinator must update the tool regularly
(responsible person Dragana Dvizac)**
- **Important data for Mobility tool (excel table):**
 - First and last name
 - Country
 - Gender
 - Year of Birth
 - Staff profile
 - Address
 - Email
 - Sending organisation
 - Receiving organisation
 - Start and end date of mobility

***When all mobilities are realized at host institution,
each partner should fill in the excel table and send to
dragana.dvizac@uns.ac.rs!!!***



EU SURVEY

- In line with the individual grant agreement, students and staff are required to fill in an **"EU-survey Participant Report"** after each mobility.
- It is the responsibility of the coordinator to send these surveys to each beneficiary of a SMS grant
- You will get an email with the link for survey
- It is MANDATORY to fill in the survey



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TEACHING MOBILITY

GUEST LECTURERS

- **prepare learning material and send it to the host institution a week before:**
- the lecture text according to the template
- Questionnaire for students (5 - 10 questions)
- Ppt presentation
- Text for webinar

HOST INSTITUTION

Prepare before guest lecturer come:

- Poster
- Attendance list
- Evaluation
- Webinar arrangements

Prepare and send to UNS after mobility

mlaban@uns.ac.rs

And

lookic.ivan@gmail.com

News for website





K-FORCE SMS scheme for STUDENTS

receiving	UNS	UNTZ	UBL	UT	VTSNS	EPOKA	
sending							year
UNS							I
							II
		2 master	2 master	1 master		1 master	III
UNTZ							I
							II
	2 master			1 master		1 master	III
UBL							I
							II
	4 master						III
UT							I
							II
	6 master						III
VTSNS							I
							II
		2 master	2 master				III
EPOKA							I
							II
	2 master	2 master					III





STUDENT MOBILITY

- Open calls – **1st October – 1st December**
- Official nomination with all requested documents should be sent to host institution by **5th December**
- Acceptance letter – home institution should issue by **14th December** and all info regarding accommodation, Visa process and insurance.
- Receiving students – **February 2019**
- Mobility period - **February – July 2019**
 - **1ST DAY SHOULD BE THE 1ST DAY OF THE SECOND SEMESTER and then we start counting 150 days**





STUDENT MOBILITY



- Required documents:
 - Learning Agreement
 - Passport
 - Transcript of Records from the home institution
 - CV
 - English certificate (B1 at least is required)

- Make sure LA contains **at least 24 ECTS** and not more than 35 ECTS per semester (ideally 30 ECTS)
- **Study Research Work on theoretical basis of the master thesis – obligated to have in LA for students from UNS**
- **Elaboration and Defence of Master Thesis – NOT POSSIBLE AT HOST INSTITUTION**
- Students should choose courses from the second semester only and it is possible to choose courses from different fields of study within the Faculty if approved by host Faculty
- Master students can choose courses from different study levels if approved by home and host institution
- All the courses have to be visible online in the Course Catalogue in order for students to easily find it
 - Example: http://mobility.ftn.uns.ac.rs/en/?page_id=157



STUDENT MOBILITY



- WHAT WE NEED TO DO TO SUCCESSFULLY REALIZE STUDENT SMS:
- FIND OUT THE MIN ECTS SET FOR SMS AT YOUR INSTITUTION, STANDARD FOR **KA1** actions IS **30 ECTS**
- MAKE A LIST: HOW MANY STUDENTS ARE COMING FROM WHICH HEIs, (SMS SCHEME),
 - **ANALIZE THE HOME AND HOST MP (2nd SEM FIRST) WITH HOME HEAD OF STUDY PROGRAM**
- COMMON COURSES CREATED IN K-FORCE ARE OBLIGATORY IN LA
- CREATE A LIST OF COURSES FOR EACH LA / EACH STUDENT IN COOPERATION WITH COLLEAGUE FROM SENDING INSTITUTION, SO STUDENTS COULD ACQUIRE ENOUGH ECTS
- COURSES COULD BE FROM DIFFERENT STUDY PROGRAMS AT MASTER LEVEL
- COURSES COULD BE FROM DIFFERENT STUDY LEVELS IF APPROVED BY HOME AND HOST INSTITUTIONS
- All the courses have to be visible online in the Course Catalogue in order for students to easily find it
 - Example: http://mobility.ftn.uns.ac.rs/en/?page_id=157



RESPONSIBLE PERSONS FOR SMS

– TEACHING MOBILITY

RESPONSIBLE PERSONS: NAME AND E-MAIL

UTZ – JELENA MARKOVIĆ (jelena.markovic@untz.ba)

**UBL – RADOVAN VUKOMANOVIĆ
(radovan.vukomanovic@aggf.unibl.org)**

**UT – ELONA POJANI
(elonapojani@fakultetiekonomise.edu.al)**

EPOKA – MIRIAM NDINI (mndini@epoka.edu.al)

VTSNS – BRANKO SAVIĆ (savic@vtsns.edu.rs)

UNS – MIRJANA LABAN (mlaban@uns.ac.rs)

UNS AND VTSNS WILL SEND TEMPLATES





RESPONSIBLE PERSONS FOR SMS

– STUDENT MOBILITY

RESPONSIBLE PERSONS: NAME AND E-MAIL

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UTZ – JELENA MARKOVIĆ (jelena.markovic@untz.ba)

**UBL – RADOVAN VUKOMANOVIĆ
(radovan.vukomanovic@aggf.unibl.org)**

**UT – ELONA POJANI
(elonapojani@fakultetiekonomise.edu.al)**

EPOKA – MIRIAM NDINI (mndini@epoka.edu.al)

VTSNS – BRANKO SAVIĆ (savic@vtsns.edu.rs)

UNS – MIRJANA LABAN (mlaban@uns.ac.rs)

HEAD OF MP could be consulted

HAW MANY ECTS STUDENTS NEED?





WP 6 REPORT ON LLL COURSES

RESPONPONSIBLE PERSONS :

VLADIMIR MOZER AND BRANKA PETROVIC

**– TO UPDATE THE REPORT ACCORDING TO THIS
MEETING PRESENTATIONS**

- TO CHECK IF ANY ADDITIONAL INFORMATION ARE
MISSING ACCORDING TO VTSNS MODEL**
- OTHER INSTITUTIONS TO ANSWER ASAP**
- To send the report to SCM – P8 – AAL
(Michael Faber)**
- DELIVERY DATE: 1st SEPTEMBER**





DECISION ON 6 TEXTBOOKS

– 2 DRAFT PROPOSALS SELECTED

- E – BOOKS TO BE PUBLISHED IN MARCH 2019**
- IN ENGLISH AND LOCAL LANGUAGES**
- FINAL CONTENT AND TITLE TO BE DEFINED UNTIL 1st SEPTEMBER**





TITLE, RESPONSIBLE PERSONS, REVIEWERS

1. FIRE SAFETY IN BUILDINGS

UNS, UBL, UTZ

RESPONSIBLE PERSONS & EDITORS: NAME AND E-MAIL

UTZ – EDISA NUKIC (edisa.nukic@untz.ba)

UBL – GORDANA BROCETA

(gordana.broceta@aggf.unibl.org)

UNS – MIRJANA LABAN (mlaban@uns.ac.rs)

REVIEWERS: ENRICO RONCHI + DTU (?) + UKiM (?)

? TO BE DEFINED AT NOVI SAD MEETING





TITLE, RESPONSIBLE PERSONS, REVIEWERS

1. DISASTER RISK MANAGEMENT IN THE BALKANS ?

UT, EPOKA, VTSNS

RESPONSIBLE PERSONS & EDITORS: NAME AND E-MAIL

UT – ELONA POJANI (elonapojani@fakultetiekonomise.edu.al)

EPOKA – JULINDA KECI (jkeci@epoka.edu.al)

VTSNS – BRANKO SAVIĆ / ANITA PETROVIĆ

(savic@vtsns.edu.rs / petrovic.anita123@gmail.com)

REVIEWERS: VLADIMIR MOZER, AAL (?), UKiM – IZIIS (?)

? TO BE DEFINED AT NOVI SAD MEETING



Methodology for developing books

- Editors set up an initial draft of table of contents / structure of the book in English and local language
- Reviewer(s) are identified. Their material should not be part of the content of the book, i.e. they should not be contributors in order to ensure independency.
- Reviewer(s) analyse the table of contents and give feedback on it / suggest changes





Methodology for developing books

- Editors identify and assign book chapters to different authors
- Authors draft book chapter in their own language
- Content of each book chapter is reviewed individually by the editors
- Editors check and remove overlapping of contents among book chapters
- Editors check that the flow of book chapters is coherent
- Editors check format of book chapters, references, etc. is consistent among book chapters (suggestion to use a common template and a reference manager editor, e.g. Endnote, Zotero, etc. with a common style)





Methodology for developing books

- Editors check consistency of terminology in the book chapters with the glossary of the project
- Each book chapter is translated in English
- Editors send final draft in English to reviewers
- Reviewers check the complete draft book and provide feedback / suggest changes
- Authors get the comment of the reviewers and make requested changes
- Editors/reviewers ensure changes are addressed
- Editors make sure the final draft is ready





Methodology for developing books

Notes

- The books will emphasize (including in their title) the aspects concerning their applicability to the Western Balkan countries. This will include dedicated chapters and references to local legislations and rules
- The books will be published as e-books and released in open access on the project website.





GLOSSARY

- E-BOOK AND PRINTED BOOKS WILL BE PUBLISHED
OPEN SOURCE AND FREE
- UNIZA will resend draft material to program partners
- Draft material should be updated with UKiM list
- General terms should be defined/described better
- Updated final draft should be send by UNIZA to program
HEIs to do the final review until the end of July.
- Reviewed final draft should be sent WBC HEIs
- WBC HEIs should add specific terms in use in the Balkans
- UT will add financial terms related to risk management
- EU terminology is recommended
- WBC HEIs delivery date: 1st SEPTEMBER





CONTACT PERSONS – UNIZA – MIROSLAVA VANDALIČKOVA
Miroslava.Vandlickova@fbi.uniza.sk

RESPONSIBLE PERSONS: NAME AND E-MAIL

UTZ – ZVJEZDAN KARADZIN

(zvjezdan.karadzin@gmail.com)

UBL – RADOVAN VUKOMANOVIĆ

(radovan.vukomanovic@aggf.unibl.org)

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UNS – MIRJANA LABAN (mlaban@uns.ac.rs)





EYP WORKSHOP, SEPTEMBER 29TH NOVI SAD

HOST: VTSNS, CONTACT BRANKA PETROVIĆ

petrovic.b@vtsns.edu.rs

ORGANIZER: EYP SERBIA, CONTACT: ILIJA JERKOVIĆ

ilijajerkovic@yahoo.com

**FIRST DRAFT – 4 TOPICS – TO BE DEFINED BY EXPERTS IN
COOPERATION WITH EYP AND WBC HEIs, E.G.:**

- 1. CRITICAL INFRASTRUCTURE**
- 2. MECHANISM OF CIVIL PROTECTION EU**
- 3. INSURENS LAW**
- 4. AWEARNES RISING IN LIFE SAFETY**

DEADLINE: AUGUST 15TH

EXPERTS SHOULD PROVIDE PRESENTATION AND LITERATURE

To ILIJA JERKOVIC ilijajerkovic@yahoo.com (until 1st SEPT)





EYP WORKSHOP, SEPTEMBER 29TH NOVI SAD

HOST: VTSNS, CONTACT BRANKA PETROVIĆ

petrovic.b@vtsns.edu.rs

ORGANIZER: EYP SERBIA, CONTACT: ILIJA JERKOVIĆ

ilijajerkovic@yahoo.com

EXPERTS :

LUND – ENRICO RONCHI (enrico.ronchi@brand.lth.se)

DTU – FRANK MARKERT (fram@byg.dtu.dk)

AAL – MICHAEL FABER (mfn@civil.aau.dk)

UKiM – MERI CVETKOVSKA (cvetkovska@gf.ukim.edu.mk)

UNIZA – VLADIMIR MOZER (Vladimir.Mozer@fbi.uniza.sk)

**WBC HEIs TO PROVIDE CONTACT LIST OF STUDENTS
(NAME, E-MAIL, TEL.) + UNTIL 15TH OF AUGUST to
ILIJA JERKOVIC **ilijajerkovic@yahoo.com****





K- FORCE CONSORTIUM DECISION ON WORKING PLAN ON PRESENTED ACTIVITIES AND DEADLINES:

**CONSORTIUM VOTED AND ADOPTED UNANIMOUSLY
WORKING PLAN ON PRESENTED ACTIVITIES AND DEADLINES**





DISCUSION ON PC INVOLVMENT IN PROJECT ACTIVITIES AND COMUNICATION WITH PROGRAM COUNTRIES

However, the consortium's intermediate quality control report has identified some problems related to the information and communication flow with the Macedonian Partner, Directorate for Protection and Rescue (MDPR) and its lack of activity. Moreover, according to this report, due to sporadic involvement of programme countries partners in project activities, communication with program countries may need to be improved. We would like to have further information regarding the measures the consortium is taking in this respect by 1 September, 2018.

The **management procedures and structure** have been established. Overall, the documents produced for the management and monitoring of the project are of good quality. NEOs already highlighted the Project Management Plan and Reporting Guide as good practice example that supports the partner universities in dealing with the rules, financial management and reporting procedures and documentation.





NEXT MEETING IN NOVI SAD 26-29 SEPTEMBER:

26-27 SEPTEMBER CONSORTIUM MEETING (9 - 16H), TOPICS:

- **COMMENTS ON IR REPORT**
- **EQUIPMENT PROCUREMENT REPORT**
- **ACCREDITED MPs REPORT**
- **PhD PROGRAMME PROGRES REPORT**
- **LLL COURSES REPORT**
- **ICT PLATFORM PROGRES REPORT**
- **GLOSSARY FINAL DRAFT**
- **TEXTBOOKS PROGRES REPORT**
- **EXTERNAL QUALITY CONTROL IR REPORT**
- **SUSTAINABILITY STRATEGY**
- **SMS PLAN FOR STUDENTS AND STAFF**
- **..... SUGESTIONS?**





NEXT MEETING IN NOVI SAD 26-29 SEPTEMBER

1ST INTERNATIONAL SYMPOSIUM S-FORCE 2018 28-29 SEPTEMBER

- PLEASE SEND THE PAPER TITLES AND AUTHORS ASAP

Papers following manuscript requirements are to be submitted by August 15, 2018. The length of final paper should not exceed 10 pages including figures, tables, references and appendices.

The Symposium Editorial Board will review the papers. Papers will be presented at the Symposium as stand-up or poster presentation and published in the Book of proceedings.

The first part of Symposium (September 29) is reserved for presentation of students' papers, to provide students of master or PhD studies to present their thesis and research work, as well as to get acquainted with research methods and the system of education in different countries.

The second part of Symposium (September 30) will be organized in the line of methodology of European Youth Parliament, by EYP Serbia.





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Thank you
for your
COOPERATION

*Contact info about the presenter:
Mirjana Laban mlaban@uns.ac.rs*

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