

DBBT

Implementation of the study program –
Digital Broadcasting and Broadband Technologies
(Master studies)
Erasmus+ CBHE Project No.
561688-EPP-1-2015-1-XK-EPPKA2-CBHE-JP

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Minutes from Kick-off Meeting Wednesday, 02.03.2016.

Registration of participants Kick-off Meeting started at 08:30 in the hall of Faculty of Technical Sciences. Kick-off Meeting was chaired by Prof. Dr. Siniša Ilić (project coordinator) and Prof. Dr. Mile Petrovic (project team member) and started at 09:00 a.m. in the conference hall Faculty of Technical Sciences. After the introductory words by the chairman, Vice Rector University of Pristina in Kosovska Mitrovica - Prof. Dr. Dusanka Jovovic and Dean of the Faculty of Technical Sciences Prof. Dr. Nebojsa Arsic wished welcome to the participants. Then the hosts – University of Pristina in K. Mitrovica presented the institution and a need for introduction of the new study programme by a ten-minutes film.

At 09:30, the representatives of the institutions participating in the consortium began five-minutes presentations of their institutions. The representative of the VSB - Technical University of Ostrava doc. Dr. Miroslav Vozňák connected by Skype and presented his University. The other participants of the project presented their institutions in the conference room in the following order: Prof. Dr Milan Mistic, director of the Higher Technical Professional School in Zvečan; Prof. Dr. Igor Krcmar, vice-Dean of the Faculty of Electrical Engineering in Banja Luka; Ass. Dr. Alma Oračević, University of Bihać; Prof. Dr Vera Petrovic, School of Electrical and Computer Engineering of Applied Studies; doc. Dr. Marina Marjanovic Jakovljevic, Singidunum University; doc. Dr. Matevz Pogacnik, University of Ljubljana; Prof. Dr. Slobodan Bojanic, Technical University of Madrid; Prof. Dr. Gholamreza Anbarjafari, University of Tartu; Skender Mustafa, TV Mreza and Danko Matic, Alternative TV. Representatives of JP Emisiona Tehnika i Veze couldn't attend the meeting, but they submitted a presentation of their institution that is shown to the meeting participants by the chairman.

At 11:15, the representative of EACEA in Brussels in charge for the project Ms. Belen Enciso remotely connected and presented principles of project management that cover: Structure of the Grant Agreement, Hierarchical order of content, Special Conditions, General Conditions and Guidelines for the Use of the Grant. After the presentation, Ms. Belen Enciso was answering questions from participants of the project.

At 12:00 p.m., the project coordinator Prof. Dr. Siniša Ilić presented the details of the financial and project management of the grant, using the presentations received in a coordinators' meeting in Brussels, as well as the document "Guidelines for the use of the grant". The topics were: General financing principles; Actual costs -

rules and budget headings; unit costs - rules and budget headings; transfer between the headings, Managing the Grant; How to report; Final grant.

After the lunch break, Prof. dr Siniša Ilić continued with presentations about financial and project management. On behalf of EACEA, KEO officer Mr. Goran Lazić additionally clarified details of financial and operative management. Prof. dr Siniša Ilić and Mr. Goran Lazić answered together on the questions of participants related to financial management of the project and about collecting and keeping the documentation of the project.

At 3:00 p.m. Ass. dr Branimir Jakšić presented the project goals and activities. The work packages with detailed descriptions of activities are explained and rough time-frames and progress indicators were shown. Prof. dr Siniša Ilić related the plan of costs with presented working packages and he also presented the plan of meetings for achieving the project goals. Prof. dr Mile Petrović presented the concept of laboratory to be created in the project on Faculty of Technical Sciences. About presented hardware and software equipment is then discussed with participants.

At 4:00 p.m. were presented seven proposals for DBBT project logo. The participants selected the proposal number 3 and suggested slightly changes.

After a half-hour break, working groups for each work package are created. Institutions proposed by one member for each working package. Also the chairmen to every working package are nominated from the members of already created working groups. The nine working groups are created: Working Group for WP1 (Analysis, consulting and training); Working Group WP2 (Preparation of Infrastructure); Working Group WP3 (Creation of new curriculum for academic master studies in DBBT); WP4 Working Group (Creation of new curriculum for vocational master studies); Working Group WP5 (Implementation of master academic and vocational studies curricula); Working Group WP6 (Quality management and control); The Working Group on WP8 (Dissemination); The Working Group on WP8 (Exploitation of results); Working Group WP9 (Project management).

The preliminary lists of working groups members (that can be updated later) is given in special document: "Working groups members".

After defining the conclusions from the first kick-off meeting day, the meeting is closed at 5:45 p.m.

Minutes from Kick-off Meeting

Thursday, 03.03.2016.

Registration of participants of Kick-off Meeting started at 08:30 in the hall of Faculty of Technical Sciences.

At 8.45 a.m. the participants kick-off meeting started a working trip in parallel to visiting cultural and historical monuments in Kosovo and Metohija. During the trip it was discussed about the organisation of work in the working groups and how will

group leaders report on the progress of activities in their groups. The deadlines for actions in development working groups are also defined. It was agreed that representatives of the Western Balkan (WB) countries should send their proposals of the list of courses in the future curriculum along with the draft of courses' content to representatives of program countries and vice versa, ideas about the courses and content the representatives of program countries should send to WB countries in the next three weeks. In this way there will be enough time to both parties study proposals from the other parties and write an appropriate comments. Also, before the next meeting (which is planned to be in Belgrade) members of working groups should exchange ideas and comments by email and preliminary obtain draft program.

Also, the representatives of the working group for the purchase of equipment and literature should exchange their proposals on the equipment to be procured.

In the afternoon part of the meeting was presented a set of tasks for the Quality Control group. From the documentation of the project were presented indicators and the values that need to be met, commitment to accreditation of the new study program, enrollment of students, evaluation of students' satisfaction, control reporting to the EACEA office, etc.

At the end of the second working day, the following conclusions are obtained:

- Each participant in the consortium must thoroughly examine the design documentation (administrative and project related to DBBT) and submit to coordinator each concern,
- Because of the time limits related to the accreditation of programs at institutions of WB, all activities must be finished and documentation for new study program must be prepared until December of the current year,
- Working Group leaders should be responsible for organisation of activities in working groups and thus enable efficient working and obtaining results in agreed timeframes,
- Next meeting will be in Belgrade and host will be School of Electrical and Computer Engineering of Applied Studies.

After defining the project meeting conclusions, the second working day is closed at 6 p.m.

Minutes taken by:
Branimir Jakšić

Minutes reviewed by:
Siniša Ilić