



Report on the CMT meetings

January 2021

KICK-OFF MEETING IN NIŠ

January 15th -17th, 2019

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Purpose, objectives and elements of the meeting

The first meeting of the partners within the TeComp Erasmus Plus project was organized at the University of Nis, on January 15th – 17th, 2019. The objectives of the kick-off meeting were

- to introduce to each other all the partners of the project
- to develop a common understanding of the project objectives, activities and expected results comply with the project description
- to discuss into details the action plan for the following period
- to clarify project management and administrative procedures
- to precisely define the content of surveys for performing a detailed, quantitative analysis of the current state of teaching and learning at each PC institution, particularly focused on a level of teaching staff skill set for the use of pedagogical and methodological approaches and modern educational technologies.

The kick-off meeting was organized as a three-day event. The first day consisted of the welcome words and presentations given by representatives of the coordinating institution (University of Niš). The second day was intended for short presentations of all partner institutions given by their representatives and for a Central Management Team meeting. The round table discussion was organized on the third day

The list of attendees

The list of attendees is presented below.

	Name and surname	Email address	University
	Jelena Ignjatović	jekaignjatovic73@gmail.com	University of Niš, Serbia
2	Miroslav Ćirić	miroslav.ciric@pmf.edu.rs	University of Niš, Serbia
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1	Nebojša Jasnić	jasnicn@bio.bg.ac.rs	University of Belgrade, Serbia
2	Andreja Tepavčević	andreja@dmi.uns.ac.rs	University of Novi Sad, Serbia
2	Zorana Lužanin	zorana.luzanin@dmi.uns.ac.rs	University of Novi Sad, Serbia
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2	Sladjana Dimitrijević	sladjana_dimitrijevic@kg.ac.rs	University of Kragujevac, Serbia

2	Romeo Mano	manoromeo2002@yahoo.com	Eqrem Çabej University Gjirokastër, Albania
2	Luiz Seiti	luizseiti@yahoo.com	Eqrem Çabej University Gjirokastër, Albania
2	Lorenc Ekonomi	lorencekonomi@yahoo.co.uk	Fan S. Noli University Korçë, Albania
2	Ardian Cerava	acerava@gmail.com	Fan S. Noli University Korçë, Albania
2	Luis Jose Rodríguez Muñiz	luisj@uniovi.es	University of Oviedo, Spain
3	Laura Muñiz- Rodríguez	munizlaura@uniovi.es	University of Oviedo, Spain
3	Vladimir Janiš	vladimir.janis@umb.sk	Matej Bel University in Banska Bystrica, Slovakia
3	Romana Schubertova	romana.schubertova@umb.sk	Matej Bel University in Banska Bystrica, Slovakia
3	Martin Valcke	martin.valcke@ugent.be	Ghent University, Belgium
3	Annelies Vanderbeke	annelies.vanderbeke@ugent.be	Ghent University, Belgium
3	María C. Cañadas Santiago	mconsu@ugr.es	University of Granada, Spain
3	Antonio Moreno Verdejo	amverdejo@ugr.es	University of Granada, Spain
3	Irina Perfilieva	Irina.Perfilieva@osu.cz	University of Ostrava, Czech Republic
3	Petra Murinova	petra.murinova@osu.cz	University of Ostrava, Czech Republic

First day of the kick-off meeting

After the Opening Ceremony, welcome speech given by the General project manager of TeComp project, Prof. dr Jelena Ignjatović, Prof. dr Zoran Nikolić acquainted the attendees with the history of the development of the University of Niš.

The first day comprised the following presentations:

1. Prof. dr Jelena Ignjatović, University of Niš, TeComp general project manager introduced the brief TeComp overview.

The presentation was intended to inform the participants about the project action plan, specific actions related to it, work packages, project management, as well as specify the expected results.

2. Prof. Dr. Miroslav Ćirić, University of Niš, Financial management
Prof. Ćirić described very clearly and in detail the rules of financial management for Erasmus projects, explained unit cost and actual cost concepts, presented rules concerning staff costs, travel costs, subcontracting and co-funding and gave detailed description for filling in all necessary financial documents.

3. Saša Nikolić, University of Niš, Financial reporting

After the previous presentation, a presentation concerning the Project finance and financial reporting was given by professor Sasa Nikolic. He informed the partners about all the rules concerning the financial management of the project, established by the Grant Agreement, Partnership agreements and Work Programme of Erasmus Plus. More specific and detailed requirements will be available upon the official release of the financial guidelines by the EACEA and the coordinators' meeting in Brussels, scheduled before the February 2019.

The second part of the first day agenda, started after the lunch break, with the next presentation:

4. Prof. Dr. Aleksandra Zarubica, University of Nis, Faculty of sciences and mathematics, The purpose of the talk was to present the organization of Faculty of sciences and mathematics, to present on-going study programs and to explain methods and tools which are currently used in teaching process in the field of natural and mathematical sciences.

After that,

5. Prof. Jelena Petrovic, University of Nis, Faculty of philosophy, presented the actual situation in the higher education in pedagogy and methodology of teaching at the University of Nis. She emphasized the importance of strengthening teaching competences for better outcomes and results for students, teachers, and institutions.

6. Prof. Ivana Micic and Zorana Jancic, University of Nis, gave a presentation about usage of modern technologies in teaching and learning. They made a brief overview on the current situation, introduced potential problems and risks and suggested some ways to improve the state of art in higher education, from our point of view.

The last presentation about the Project website and organization of the project management which will be used throughout the project lifetime was given by

7. Ivan Jovic, IT Specialist, University of Nis presented the possible ways of project management and usage of Trello software, Google Drive and Sheets in the project administration.

Second day

During this part, each of the project partners gave a short presentation of their institution. The aim of these presentations was to provide the participants with the opportunity to learn more about the other institutions participating in the project and their expertise and experience relevant for the successful implementation of the project activities. Eleven presentations were given during the second day of the Kick-off meeting:

1. Sinisa Djurasevic, University of Belgrade;
2. Andreja Tepavcevic, University of Novi Sad;
3. Srecko Trifunovic, University of Kragujevac;
4. Luiz Seiti, Romeo Mano, "Eqrem Çabej" University Gjirrokaster;
5. Lorenc Ekonomi, Ardian Cerava, University "Fan S. Noli" Korce;
6. Luis J. Rodríguez-Muñiz, Laura Muñiz-Rodríguez, University of Oviedo;
7. Vladimír Janis, Matej Bel University in Banská Bystrica;
8. Martin Valcke, Ghent University;
9. Antonio Moreno Verdejo, University of Granada;
10. Petra Murinova, University of Ostrava;
11. Irina Perflieva, University of Ostrava.

The coordinate person for University of Granada, a Professor Maria C. Canadas could not participate the meeting, because she had a small baby, so she greeted everyone online.

Second part - minutes of the coordinators meeting

On the second day afternoon, the coordinators of partner institutions discussed the contractual, technical and practical aspects of the TeComp project implementation. They adopted the management structures proposed by the project coordinator. The said structures contained, among others, three management bodies that needed to be adopted by the Consortium members:

- Local Coordination Team (LCT) (six members from six TeComp partner institution)
- Quality Assurance Committee
- WP leaders

During this part, the project coordinator (leader of the first work package) gave a preview of this work package, such as the duration of it, main objectives, list and short description of activities, list of expected outcomes with set deadlines.

In order to initiate project activities successfully and in accordance with the defined dynamics, the action plan was discussed and reviewed.

On the third day, project partners discussed the draft version of questionnaires for students and teachers, in analysis of ongoing study programs and teaching methods and tools as well as in using modern technologies in teaching and learning. The separate surveys were planned to be performed for analyses the level of PPM knowledge/skills of teachers and students as well as for analyses the current state of technology enhanced T&L. However, all partners believed that these two areas are interwoven in modern teaching and form a unique entirety, so it was agreed to make unified surveys.

As a closure, the partners from Serbia and Albania considered a preliminary list of equipment to be purchased (provided in the project application), as well as potential changes in equipment specification.

After the discussion, a preliminary agreement was adopted and all the partners agreed that all necessary documents would be uploaded to the project website at a later date and delivered to all the partners via sharable drive folder.

The third day of the meeting ended at 11:00 a.m.

Conclusion

The first partners' meeting on the TeComp project was successfully realized in accordance to the previously established agenda.

The presentations and material from the meeting will be delivered to all partners additionally.

Evaluation

KICK-OFF MEETING EVALUATION BY THE PARTICIPANTS (filled in the paper form)

Summary of the Participant Feedback Form (to be filled by host institution)

Event date:	15th-17th January, 2019
Event venue:	Nis
Host institution:	University of Nis
Name and surname of the evaluator:	Jelena Ignjatovic

Results to be filled by organisers based on the evaluation results.

Please note: insert only the overall percentage of all feedback forms received (e.g. participants total number = 37; 25 of them were most satisfied and 12 of them satisfied – on average, 67.6% filled in the column very satisfied for most questions, while 32.4% were satisfied).

	Most satisfied	Satisfied	Moderately satisfied	Rather dissatisfied	Not satisfied, at all
The event administration:	91%	9%	0	0	0
The structure of the programme:	82%	18%	0	0	0
The venue and facilities:	82%	14%	4%	0	0
The presentations :	86%	14%	0	0	0
The discussions:	82%	18%	0	0	0

	Strongly agree	Agree	Neutral	Disagree	Strongly disagree
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The information I got was of immediate help to me.	73%	23%	4%	0	0
This event covered to a very high extent the topics I have expected.	68%	27%	5%	0	0
I enjoyed the cooperation and interaction with the other participants.	86%	14%	0	0	0

STRENGTHS AND LIMITATIONS OF THE EVENT

The overall percentage of participants with prior experience of similar events:

Prior Experience of Similar Events – Overall %	86% - YES; 14% - NO
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THE RECEIVED COMMENTS OF THE PARTICIPANTS

Strengths of the event and contributions or activities enjoyed by participants	<ul style="list-style-type: none"> • Everything was very well organized and implemented. • I enjoyed in everything, because this is new field for me. • I will gain new knowledge and skills through this project. • Presentations, discussions were very useful and social evening has passed wonderful. • Very well prepared in advance. • Good atmosphere, a lot of understanding among partners • Good presentation of all partners. • The event was very well organised in accordance to time and chosen topics. I enjoy the social events, too. • Meeting other partners, listening to expertise of other institutions • Well organised event. • Well organised event. Kind people, ready to help any time. • A very good conference of the TeComp leader. Very clear, well presented. She directed all very well. • The presentation of the team leader was perfect – clear and usefull.
Suggestions for the improvement:	<ul style="list-style-type: none"> • Duration of presentation could be limited when a delegate present. • This meeting should be organised within more than two/three days. • Time planning. • Extra day to cover all topics. • There are a lot of information that I got during the meeting. • Some materials could have been given before the meeting.



	<ul style="list-style-type: none">• Short time for discussing such amount of information.• The event was well organised, I do not have anything to say for the improvement.
Any further comments:	<ul style="list-style-type: none">• Hope to have often events organised like this. Good luck!• A very nice event with good atmosphere, good for team building! Congratulations!• Congratulations for organisation and preparation the meeting.



1ST CMT MEETING IN GRANADA

November 5th - 11th, 2019

DESCRIPTION OF ACTIVITY(IES) PERFORMED (brief description of the activities performed)

Central Management Team meeting was held at the University of Granada. Joint reports on the levels of PPM knowledge and skills of teachers and the current state of technology enhanced teaching and learning at higher education institutions in Serbia and Albania discussed and adopted, comparative analysis of the state of T&L at the PC and EU institutions were performed, the related report was adopted and the major tasks to be performed for strengthening teaching competences at the PC HEIs have been identified. The quality assurance report was also considered and internal work quality standards and procedures adopted, discussions were held about project documentation collection issues and financial issues, and a precise plan of the activities in the second year of the project was made.

Evaluation

EVALUATION OF THE CMT MEETING IN GRANADA

Please take a few minutes and help us to assess the which extent is the CMT meeting fulfill your expectations:

Event date	*	November 6 th – 9 th , 2019
Venue of the CMT meeting	*	Granada
Host institution	*	University of Granada
Name and surname of the participant		
Home institution		

*-- obligatory field

Please evaluate the structure and organization of the event on a scale from A to E

On the scale from A to E the meanings are:

A - satisfied; B – mostly satisfied; C –moderately satisfied; D – rather dissatisfied; E – not satisfied, at all

1.	Organisation of the event	A	B	C	D	E
2.	Structure of the event	A	B	C	D	E

3.	The administration of the event	A	B	C	D	E
4.	The venue of the event	A	B	C	D	E
5.	The presentations	A	B	C	D	E
6.	The discussions	A	B	C	D	E

On the scale from A to E the meanings are:

A – strongly agree; B – agree; C – neutral; D – disagree; E – strongly disagree

1.	The information I got will be of immediate use to me.	A	B	C	D	E
2.	This event covered to a very high extent the topics I have expected.	A	B	C	D	E
3.	I enjoyed the cooperation and interaction with the other participants.	A	B	C	D	E
4.	I got new ideas that can be applied	A	B	C	D	E
5.	I learned a lot of new information that characterise the specific project	A	B	C	D	E
6.	Meeting other partners, listening to expertise of other institutions were very useful for me	A	B	C	D	E

1. I have a prior experience participating the similar events
 - a. Yes
 - b. No

Any suggestions for the improvements	
Any further comments	



ONLINE CMT MEETING

June 3rd, 2020

TeComp consortium meeting report

online via Microsoft Teams

Wednesday, June 3rd, 2020

Meeting was facilitated by main project coordinator, Jelena Ignjatović. Representatives from all partner universities have been involved in the meeting (*Appendix 1 - Participants list*).

After the official introduction and opening remarks, the coordinator presented a retrospective of the implemented activities and achieved outcomes of the TeComp project so far, in order to provide a baseline for further action planning.

Implementation progress as presented at the meeting: Work package one had been fully implemented, also the first activity from Work package two, and the team has started with the activities from the following work packages: five, six and seven, and three.

The retrospective of live project meetings with achieved outcomes was presented during the meeting, for the following events:

- Kick off meeting - Niš, January 2019
- LCT meeting - Belgrade, July 2020
- CMT meeting - Granada, November 2019
- LCT meeting - Novi Sad, January 2020

Exceptional circumstances due to Covid-19 pandemic and extraordinary measures and restrictions introduced by most of the partner countries (public gathering ban, travel limitations, social distancing etc.) caused a delay in project implementation, so one of the main goals of the meeting is for partners to draft the Action plan for safe continuation of project implementation. Since the CMT meeting was planned to happen in Ostrava in June 2020, partners agreed to consider this meeting an additional CMT meeting (since all partner representatives are present) and to meet offline as planned when travel is possible.

The coordinator presented the postponed activities due to pandemic, originally planned for March, April and May 2020 and partners discussed creating an action plan for implementation of these activities in the near future online and offline. (*Appendix 2 - Action plan*)

Partners agreed to draft educational materials, organize online teaching and learning sessions and work jointly on the educational materials afterwards so when travel is possible, they can proceed with live meetings implementation and finalize the draft materials during the planned live events. The goal of this preparatory activities is to:

- Not compromise the project implementation by being proactive and starting with the activities online
- Improve the quality of the outcomes, by having draft materials prepared before the events, and achieve much more in terms of quality during the live meetings and visits.

In the continuation of the meeting, the main coordinator presented guidelines for project reporting and documentation. (*Appendix 3 - Meeting presentation*).

The partners agreed to finalize the missing documentation (in original or copies faithful to the original) in the following weeks and send it by post to the main coordinator for the purpose of project documentation and reporting.

In addition to the project activities, partners shared they all had to develop certain digital competences due to the extraordinary measures at the Universities, and suggested and agreed to share experiences of their Universities during online teaching organized during the Covid-19 pandemic. All partners from Serbia and Albania will create and share brief reports on the used tools and experiences, according to the guidelines from the questionnaire for this purpose. *Appendix 4 - Guidelines for online teaching reports*.

Partners also discussed creating evaluation questionnaires for students and gathering their opinions from online teaching sessions. Some partners found this process to be challenging to implement, especially during the summer. This activity is postponed for further discussion.

Meeting was closed after all the topics were discussed. Project coordinator will share the meeting report draft with Appendices until Friday, June 05th. Partners will go through the documents with their staff members until June 12th, when they will adopt the final versions.

TeComp consortium meeting report

Wednesday, June 3rd, 2020

Appendix 1

Participants list

Name	e-mail	Institution
Jelena Ignjatović	jelena.ignjatovic@pmf.edu.rs	P1 University of Niš, Serbia
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Name	e-mail	Institution
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Petra Murinova	petra.murinova@osu.cz	P11 University of Ostrava, Czech Republic

TeComp consortium meeting report

Wednesday, June 3rd, 2020

Appendix 2

Action plan

Activity 1: Material for PPM training courses

Involved partners: UGENT, UGR, ECUG, UNIKO, UNI, UB, UNS, UNI

	Activity steps	Responsible partner	Timeline	Comment
1.	Preparation of draft educational materials for PPM training courses	UGENT, UGR	June-September (Granada)	We wait for answer from Ghent
2.	Online knowledge transfer - 3 day online training course	UGENT to ECUG, UNIKO, UNI, UB, UNS, UNIKG	September, October	
3.	Online knowledge transfer - 3 day online training course	UGR to ECUG, UNIKO, UNI, UB, UNS, UNIKG	September	
4.	Joint online work on the draft materials	UGENT, UGR; ECUG, UNIKO, UNI, UB, UNS, UNIKG	June-September	

Activity 2: Educational materials for wider integration of ICT in teaching and learning

Involved partners: UO, UMB, ECUG, UNIKO, UNI, UB, UNS, UNI

	Activity steps	Responsible partner	Timeline	Comment
1.	Preparation of draft educational materials for ICT training courses	UO, UMB	June-September	
2.	Online knowledge transfer - 3 day online training course	UO to ECUG, UNIKO, UNI, UB, UNS, UNIKG	September	
3.	Online knowledge transfer - 3 day online training course	UMB to ECUG, UNIKO, UNI, UB, UNS, UNIKG	June or September	
4.	Joint online work on the draft materials	UO, UMB, ECUG, UNIKO, UNI, UB, UNS, UNIKG	June-September	

Activity 3: Material for the enhancement of English proficiency of teaching staff

Involved partners: ECUG, UNIKO, UNI, UB, UNS, UNI

	Activity	Responsible partner	Timeline	Comment
1.	Preparation of draft educational materials for the enhancement of English proficiency of teaching staff	UNI	October	
2.	Joint online work on the draft materials	UNI, ECUG, UNIKO, UB, UNS, UNIKG	October	

Activity: Reports on online teaching and learning during the Covid-19 pandemic

Involved partners: All project partners

	Activity	Responsible partner	Timeline	Comment
1.	Preparing guidelines for partner institution reports	UNI	June 15th	
2.	Creating reports	UNI, ECUG, UNIKO, UB, UNS, UNIKG	July 1th	
3.	Report analysis	All involved partners	August 15th	

TeComp consortium meeting report

Wednesday, June 3rd, 2020

Appendix 4

Guidelines for online teaching reports

For the purpose of report quality and unification of partners reports, please answer the following questions in your reports:

1. How was teaching implemented at your University (tools, guidelines, methods)?
2. To which extent are used methods and tools determined by the institution, or to which extent they were left to teachers to choose for themselves?

3. Was it difficult to adapt the courses to online teaching?
4. Has the change in the work environment affected productivity and quality of teaching?
5. What were the main challenges during this process?
6. Were there any specificity for individual courses (subjects)?
7. How is the continuation of the program planned (are there any changes for the next year)?
8. What would you single out as good practice?
9. What are the advantages / disadvantages of online teaching, learning and knowledge assessment ?
10. How are the exams being organized?
11. What would you change / do differently?

Evaluation

ONLINE CMT MEETING EVALUATION BY PARTICIPANTS

Summary of the Participant Feedback

Event date:	3.6.2020
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Event venue:	Online
Host institution:	None
Name and surname of the evaluator of Participant feedback:	Dr Martin Valcke

Results to be filled by organisers based on the questionnaire results.

Please note: insert only the overall percentage of all feedback forms received (e.g. participants total number = 30; 15 of them were most satisfied and 15 of them satisfied – please include 50% in the column most satisfied and 50% in the column satisfied.)

	Most satisfied	Satisfied	Moderately satisfied	Rather dissatisfied	Not at all satisfied
The event administration	91%	9%	0	0	0
The structure of the programme	82%	18%	0	0	0
The venue and facilities	82%	14%	4%	0	0
The presentations	86%	14%	0	0	0
The discussions	82%	18%	0	0	0

	Strongly agree	Agree	Neutral	Disagree	Strongly disagree
The information I got will be of immediate use to me.	73%	23%	4%	0	0
This event covered to a very high extent the topics	68%	27%	5%	0	0

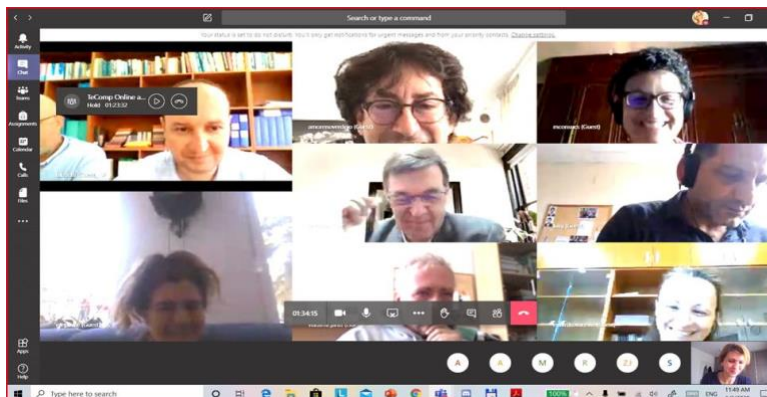
I have expected.					
I enjoyed the cooperation and interaction with the other participants.	86%	14%	0	0	0

STRENGTHS AND LIMITATIONS OF THE EVENT

Please fill in the overall percentage of participants with prior experience of similar events

Prior Experience of Similar Events – Overall %	68% – YES; 32%– NO
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Please include comments received



Strengths of the event and contributions or activities	<p>Everything was very well organized and implemented.</p> <p>I enjoyed in everything, because this is new field for me. I think I will gain new knowledge and skills through this project</p> <p>Presentations, discussions and social evening</p> <p>Very well prepared in advance</p> <p>A lot of understanding among partners</p> <p>The event was very well organized by the coordinator in the new circumstances caused by CoVid</p>
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enjoyed by participants:	<p>Meeting other partners, listening to expertise of other institutions</p> <p>Well organised event</p> <p>Well organised event. Kind people, ready to help in every time</p> <p>A very good meeting. Very clear, well presented. All directed very well.</p> <p>The presentation of the team leader was perfect – clear and useful</p> <p>Duration of presentation could be limited when delegate present</p> <p>There are a lot of information that I got during the meeting.</p> <p>Some materials could have been given before the meeting.</p> <p>Ample time for discussing such amount of information</p> <p>The event was well organised, I do not have anything to say for the improvement.</p>
Suggestions for the improvement:	<p>Hope to have often events organised like this. Good luck!</p> <p>A very nice event with good atmosphere, good for team building! Congratulation!</p> <p>Congratulations for organisation and preparing the meeting.</p>

ONLINE CMT MEETING

March 22nd, 2021

(held immediately before the LCT
meeting same day)

Minutes of the online CMT Meeting

22nd-March-2021

Online CMT meeting was held on March 22nd, 2022, beginning at 4PM (16h).

The main objective of the meeting was making plans for the following trainings that will be organized by EU partners in accordance to planned activities.

We will try to comply with the following schedule:

- The first training will be given by the Ghent University lasting 90 hours spread over 12 weeks with 12 tasks to be finished. Teachers who finish all the tasks successfully will get their university certificates and additional 3ESPB. Due to circumstances, this training will be held online, with 5-10 hours per week of engagement of teachers to improve their competences;
- Oviedo and Granada plan to organize their trainings in October and November;
- Banska Bystrica and Ostrava in December or, maybe January 2022.

All the training are planned to be organized online, but if circumstances change we will organize live trainings, but in any case for teachers from Serbia and Albania together.

In accordance to acquired knowledge and experiences from EU partners, teachers from Serbia and Albania will prepare teaching materials for usage of modern pedagogical, methodological, and psychological principles, as well as modern technologies in teaching and learning in three languages Serbian, English and Albanian.

After finishing materials, the second part of the trainings given by teachers from Serbia and Albania will be held- Andreja Tepavčević will manage and organise the activities.

Plan is to start this part of the trainings from the September and to finish them before March or April 2022- manager Jelena Ignjatović

The dissemination activities must begin as soon as possible- popularization lectures, some research papers, interviews etc.

Andreja suggested to partners to spend their money, planned for printing materials, to pay fees for some scientific journals where they can submit a paper, with project results or some other didactical principles, for printing.

After finishing all the agreements with EU partners, coordinators from Serbia and Albania stayed online little longer to make some conventions on starting to prepare teaching material.

They picked the editorial board comprising 5 members:

- **dr Miroslav Ćirić**, University of Niš
- **dr Zorana Lužanin**, University of Novi Sad
- **dr Andrijana Zekić**, University of Belgrade
- **dr Siniša Đurašević**, University of Belgrade
- **dr Slađana Dimitrijević**, University of Kragujevac

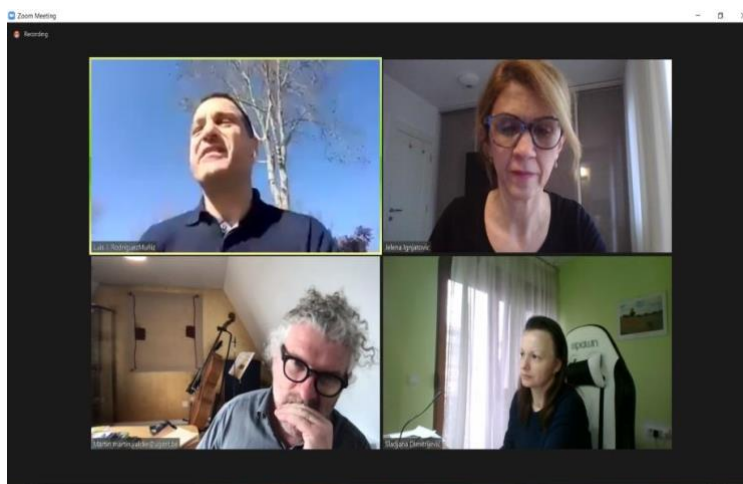
Evaluation

ONLINE CMT AND LCT MEETING EVALUATION BY PARTICIPANTS

Summary of the Participant Feedback Form

Event date:	22.03.2021
Event venue:	Online
Host institution:	None
Name and surname of the evaluator of Participant feedback:	Dr Janis Vladimir

Results to be filled by organisers based on the questionnaire results. Please note: insert only the overall percentage of all feedback forms received (e.g. participants total number = 30; 15 of them were most satisfied and 15 of them satisfied – please include 50% in the column most satisfied and 50% in the column satisfied.)



	Most satisfied	Satisfied	Moderately satisfied	Rather satisfied	Not at all satisfied
The event administration	76%	24%	0	0	0
The structure of the program	64%	36%	0	0	0
The venue and facilities	84%	12%	4%	0	0
The presentation	64%	32%	4%	0	0
The discussions	64%	32%	4%	0	0

	Strongly agree	Agree	Neutral	Disagree	Strongly disagree
The information I got will be of immediate use to me.	60%	28%	12%	0	0
This event covered to a very high extent the topics I have expected.	64%	28%	8%	0	0
I enjoyed the cooperation and interaction with the other participants.	88%	8%	4%	0	0



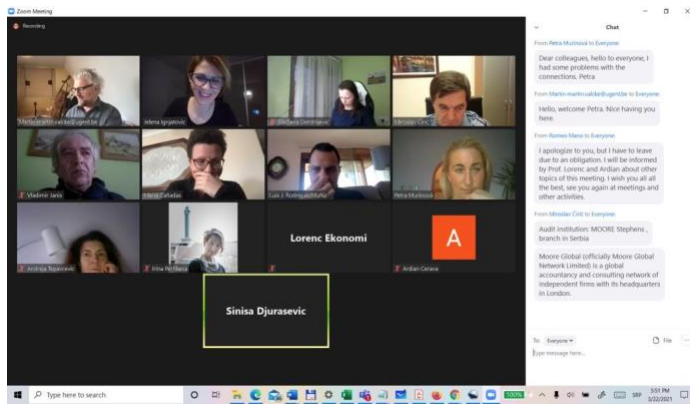
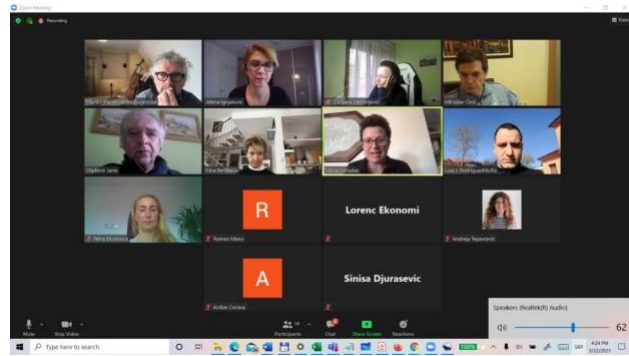
STRENGTHS AND LIMITATIONS OF THE EVENT

Please fill in the overall percentage of participants with prior experience of similar events

Prior Experience of Similar Events – Overall %	YES -80%, NO- 16%, NOT ANSWERED - 4%
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Please include comments received

Strengths of the event and contributions or activities enjoyed by participants:	<p>Exchange of experiences, discussions. Information about the possibilities to implement PPM in teaching. Set up links among professionals</p> <p>Meeting other colleagues and experience exchange in knowledge</p> <p>All contributions were interesting and useful. I also try to support the discussion with personal talks and expressing opinions. All presentation and social event.</p> <p>I have enjoyed in all the events and activities. I enjoyed the discussion and some presentations.</p> <p>Pleasant people and atmosphere. Satisfied.</p> <p>Presentations and discussions were very reliable for further activities.</p> <p>The structure of Agenda was perfect and presenters explaining very simply all the topics.</p> <p>All events were well organized. I enjoyed the commitment of organizer of UMB which covered main topics, gave excellent presentations, etc.</p> <p>Plans for further work, exchange of practices.</p>
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ONLINE CMT MEETING

**March 12th, 2022 (held immediately before
the LCT meeting same day)**

Minutes of the online CMT Meeting

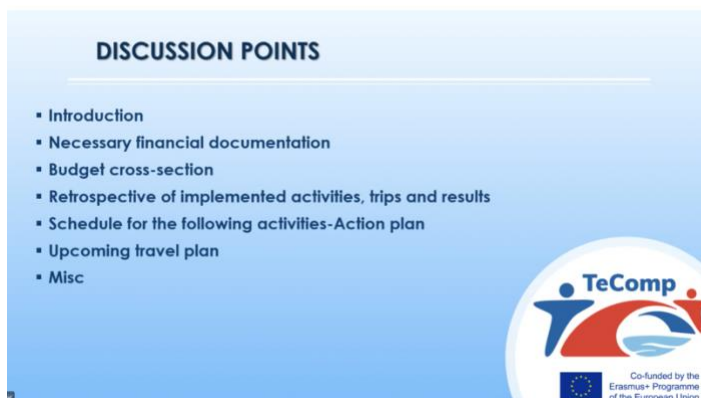
12th-March-2022

Online CMT meeting was held on March 12th, 2022, beginning at 5PM (17h).

The main objective of the meeting was to inform the partners about the new rules in Serbia about the money transfer (caused by the war in Ukraine) and to agree upon the schedule of all following trips between the project partners.

The main conclusions are as follows:

- The biggest part of the trainings is finished. The visits of teachers from Banska Bystica to Novi Sad and teachers from Oviedo and Ostrava to Nis are the last remaining trainings given by EU partners. Albanians want to increase the number of participants who will visit Nis and Novi Sad. Interproject coaching will be held in Nis, too.
- The meeting plan:



- The most URGENT thing is that the National Bank of Serbia implemented new rules caused by the war in Ukraine. Each partner has to provide a document “Instructions for payment”, that is necessary for any transfer of money to its bank account.

Necessary financial documentation

URGENT !!!

In order to make any transfer for all of the Erasmus + TeComp partners
National Bank of Serbia - **obligatory to provide "Instructions for payment"**

Value date - Eur

Beneficiary, full address of the beneficiary:

Intermediary Bank (IBAN, SWIFT):

Acc. with Bank (IBAN, SWIFT):

details of payment, if any.



- All participants in the meeting agreed that obtaining such a document might be a problem. Conclusion was to try to get a confirmation from their bank that the bank is not able to provide such a document. The coordinator showed them one example of valid instructions.
- The brief overview of the complete budget was made (the amounts of spent and remaining money for each university were presented).

Budget cross-section

Number of the partner	Partners	Budget EACEA	90% of the budget	Transferred	For transfer to 90% of the budget
P2	University of Belgrade	111,286.00	100,157.40	100,157.40	0.00
P3	University of Novi Sad	112,136.00	100,922.40	100,922.40	0.00
P4	University of Kragujevac	100,293.00	90,263.70	90,263.70	0.00
P5	Eqerem Cabej University Gjakoster	89,286.00	80,357.40	66,493.00	13,864.40
P6	University Fan S Noli Korce	89,467.00	80,520.30	49,943.50	30,576.80
P7	University of Oviedo	49,197.00	44,277.30	12,299.25	31,978.05
P8	University Mateja Bela in Banska Bystrica	45,140.00	40,626.00	11,285.00	29,341.00
P9	Ghent University	48,364.00	43,527.60	12,091.00	31,436.60
P10	University of Granada	52,168.00	46,951.20	13,042.00	33,909.20
P11	University of Ostrava	45,760.00	41,184.00	22,880.00	18,304.00
P1	Coordinator – University of Nis	198,273.00			
	IN TOTAL	941,370.00		479,377.25	189,410.05

- The organization of CMT meeting in June in Gjirokaster was discussed. Romeo suggested the week from 13th of June.
- The teachers who were the most active in the trainings are planned to visit Granada and Oviedo. Granada will be visited in May and Oviedo in September.
- A Workshop is postponed, and it will be held in conjunction with Martin's training. The date from 12th to 17th of September for these events was agreed upon at the meeting.
- The corresponding person from Belgrade has an obligation to find and reserve the space (hall) for the final conference that will be held on 10th of October in Belgrade.
- The draft version of a travel plan is:
 - Novi Sad: 20/03/2022 – 22/03/2022
 - Nis: 28/03/2022 – 01/04/2022
 - Granada: 16/05/2022 – 21/05/2022
 - Oviedo: 06/06/2022 – 10/06/2022
 - CMT meetin in Gjirokaster: 14/06/2022 – 19/06/2022
 - Training + workshop Nis: 12/09/2022 – 16/09/2022
 - Final conference: 10/11/2022

- The coordinator will send the revised Schedule of the following trips.
- The discussion on how to spend the money for printing, since in the last 6 months no material has been allowed to be printed, resulted in the conclusion that we should ask EAECA if they can give us permission to print.
- For the partner countries, the activities have not yet been fully completed. System for electronic testing is not developed, still, so the corresponding person from Ghent offered their help. A Zoom meeting will be organised on April 14th, 2022, and the people from University of Ghent will share their experience with our experts and students. Some PC country universities are using free online basis implemented in Microsoft Teams, Moodle, Big Blue button or some other LMS.

Evaluation

ONLINE LCT AND CMT MEETING EVALUATION BY PARTICIPANTS

Summary of the Participant Feedback

Event date:	12.03.2022
Event venue:	Online
Host institution:	None
Name and surname of the evaluator of Participant feedback:	Dr. Jelena Ignjatovic

Results to be filled by organisers based on the questionnaire results.

Please note: insert only the overall percentage of all feedback forms received (e.g. participants total number = 30; 15 of them were most satisfied and 15 of them satisfied – please include 50% in the column most satisfied and 50% in the column satisfied).

	Most satisfied	Satisfied	Moderately satisfied	Rather dissatisfied	Not at all satisfied
The event administration	89%	11%	/	/	/
The structure of the programme	79%	21%	/	/	/
The venue and facilities	89%	11%	/	/	/
The presentations	79%	21%	/	/	/
The discussions	58%	42%	/	/	/

	Strongly agree	Agree	Neutral	Disagree	Strongly disagree
The information I got will be of immediate use to me.	47%	53%	/	/	/
This event covered to a very high extent the topics I have expected.	63%	37%	/	/	/
I enjoyed the cooperation and interaction with the other participants.	95%	5%	/	/	/

STRENGTHS AND LIMITATIONS OF THE EVENT

Please fill in the overall percentage of participants with prior experience of similar events

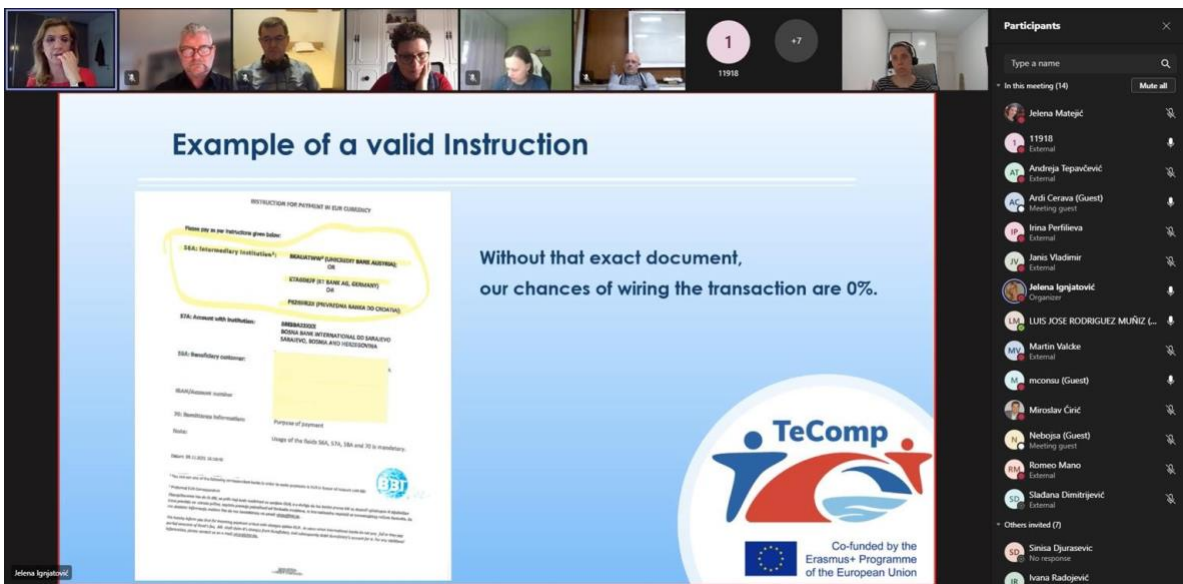
Prior Experience of Similar Events – Overall %	
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Please include comments received

<p>Strengths of the event and contributions or activities enjoyed by participants:</p>	<p>Constructive discussions</p> <p>Presentations were very good organized Very helpful, very interesting. I enjoyed the part of discussion</p> <p>Overview and goal of TeComp have been excellently presented. Technical progress has been adequately explained in detail</p> <p>I have enjoyed in all events/contributions and activities</p> <p>Good organization</p> <p>Good opportunity to exchange project outcomes</p> <p>I would select regarding the technical and financial progress of the project, presentation regarding the use of PowerPoint</p>
<p>Suggestions for the improvement:</p>	<p>This event is very good organized</p> <p>More work groups</p> <p>Might be more inter PC before meeting.</p> <p>It may improve quality of event</p> <p>In this phase everything is excellent</p> <p>Everything was organised perfectly</p>

Any further comments:

Thank you
Very helpful meeting relating the
information, suggestions, discussions
and explanations of any doubts relating
the uploading docs and other topics
relating documentation



The screenshot shows a Zoom meeting interface. The main content is a slide titled "Example of a valid Instruction". The slide features a document titled "INSTRUCTION FOR PAYMENT IN EUR CURRENCY" with a yellow circle highlighting a specific section. To the right of the document, text reads: "Without that exact document, our chances of wiring the transaction are 0%." The TeComp logo and "Co-funded by the Erasmus+ Programme of the European Union" are visible at the bottom of the slide. On the right side of the Zoom window, a "Participants" list is shown with 14 people in the meeting, including Jelena Matejic, 11918, Andreja Tepavcovic, Ardi Cerava (Guest), Inna Perfilova, Janis Vladimir, Jelena Igrjaticovic, LUIS JOSE RODRIGUEZ MUÑIZ, Martin Valcke, mconsu (Guest), Miroslav Cric, Nebogja (Guest), Romeo Mano, Steliana Dimitrijevic, and others.



The screenshot shows a Zoom meeting interface with a grid of participants. The meeting title is "CMI meeting" and the time is 27:32. The grid shows several participants, including Jelena Matejic, Martin Valcke, Janis Vladimir, and others. On the right side, a "Participants" list is shown with 14 people in the meeting, including Jelena Matejic, 11918, Andreja Tepavcovic, Ardi Cerava (Guest), Inna Perfilova, Janis Vladimir, Jelena Igrjaticovic, LUIS JOSE RODRIGUEZ MUÑIZ, Martin Valcke, mconsu (Guest), Miroslav Cric, Nebogja (Guest), Romeo Mano, Steliana Dimitrijevic, and others. The Zoom interface also shows a "Leave" button and a "Mute all" button.



CMT MEETING IN GJIROKASTER

5th CMT Meeting, June 13th-17th, 2022

DESCRIPTION OF ACTIVITY(IES) PERFORMED *(brief description of the activities performed)*

The Central Management Team meeting was held at the University of Gjirokaster. The work activities took place throughout the working week, because this is the last meeting of the management team until the end of the project implementation period. During the meeting, the coordinators of all partner institutions, which are the leaders of the work packages, presented, in detail, all finished activities and results of the project within each work package and made an overview of unrealized activities. A work plan for the upcoming period has been made and timelines for the completion of all obligations have been made. A plan for the distribution and classification of the reports of all partners, which are necessary for writing the final report, has been agreed and all the details about the quantitative and qualitative data required when filling in the platform on the EACEA website have been agreed. The first version of the strategy (guideline) for improving the quality of higher education was presented. The visit was also used to check the acquired knowledge of professors from Gjirokaster and Korca, who followed the English training

Evaluation

CMT MEETING GJIROKASTER EVALUATION BY PARTICIPANTS

Summary of the Participant Feedback

Event date:	13.-17.06.2022
Event venue:	Gjirokaster
Host institution:	University of Gjirokaster
Name and surname of the evaluator of Participant feedback:	Dr. Romeo Mano

Results to be filled by organisers based on the questionnaire results.

Please note: insert only the overall percentage of all feedback forms received (e.g. participants total number = 30; 15 of them were most satisfied and 15 of them satisfied – please include 50% in the column most satisfied and 50% in the column satisfied.)

	Most satisfied	Satisfied	Moderately satisfied	Rather dissatisfied	Not at all satisfied
The event administration (%)	100	0	0	0	0
The structure of the programme (%)	94	6	0	0	0
The venue and facilities (%)	94	6	0	0	0

The presentations (%)	94	6	0	0	0
The discussions (%)	94	6	0	0	0

	Strongly agree	Agree	Neutral	Disagree	Strongly disagree
The information I got will be of immediate use to me. (%)	68.8	31.2	0	0	0
This event covered to a very high extent the topics I have expected. (%)	87.5	12.5	0	0	0
I enjoyed the cooperation and interaction with the other participants. (%)	100	0	0	0	0

STRENGTHS AND LIMITATIONS OF THE EVENT

Please fill in the overall percentage of participants with prior experience of similar events

Prior Experience of Similar Events – Overall %	87.5
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3RD ONLINE CMT MEETING

July 4th, 2022

Minutes of the online CMT Meeting

04th-July-2022

Online CMT meeting was held on July 4th, 2022, beginning at 11AM.

The main objective was to inform the project partners about the finalization of the project documentation and to agree upon the final Workshop and final Conference.

The main conclusions are as follows:

- All present contact persons agreed to finish the financial distribution by September the 1st. It is needed for each partner to calculate additional 10% that will be paid by Brussels after the revision of the documents, in their documentation.
- The partners will send the scanned documents before the specified date and will bring paper versions to the workshop in Nis.
- Each partner institution must cover 10% of the complete budget by co-financing.
- All the partners have to complete reports of the workshops with the addition of the evaluation Google Form results.
- Necessity of visiting project's Instagram and FB pages and monitoring them
- If a partner decides to transfer funds from one to another budget line it can be done, but he needs the confirmation from the coordinator. Namely, a statement must be signed by the coordinator.
- For Brussels Albanians have to send an explanation that they did not exempt their equipment purchasing from VAT.
- Luis must create a statement with the explanation for why staff costs cannot be payed at University of Oviedo, (I have the email communication with their Rector). Ardian suggests that the Spanish provide reports that they have received compensation (paid slips). He promised to send an email and give a suggestion to resolve this issue.
- Ghent's workshop will be held on the 12th, 13th, 14th of September (lasting two and a half days). Martin needs the names and e-mail addresses of all the people who will participate in it before the 1st of September.
- We will prepare one shared document, where each PC partner University should present all project results achieved at their institution (all results must be argued).
- All contact persons must confirm via mails that they agree with all statements and data written in the final report as well as with entire documentation that will be submitted to EACEA.

- All mandatory and relevant supporting documents have to be included in the Final Report together with the Audit Certificate.
- All expectations are clearly stated in the presentations from Gjirokaster and from the meeting.

Evaluation

ONLINE CMT MEETING EVALUATION BY PARTICIPANTS

Summary of the Participant Feedback

Event date:	04.07.2022
Event venue:	Online
Host institution:	None
Name and surname of the evaluator of Participant feedback:	Dr. Janis Vladimir

Results to be filled by organisers based on the questionnaire results.

Please note: insert only the overall percentage of all feedback forms received (e.g. participants total number = 30; 15 of them were most satisfied and 15 of them satisfied – please include 50% in the column most satisfied and 50% in the column satisfied.)

	Most satisfied	Satisfied	Moderately satisfied	Rather dissatisfied	Not at all satisfied
The event administration	100%	0%	0%	0%	0%
The structure of the programme	92.8%	7.2%	0%	0%	0%
The venue and facilities	92.8%	7.2%	0%	0%	0%
The presentations	100%	0%	0%	0%	0%
The discussions	92.8%	7.2%	0%	0%	0%

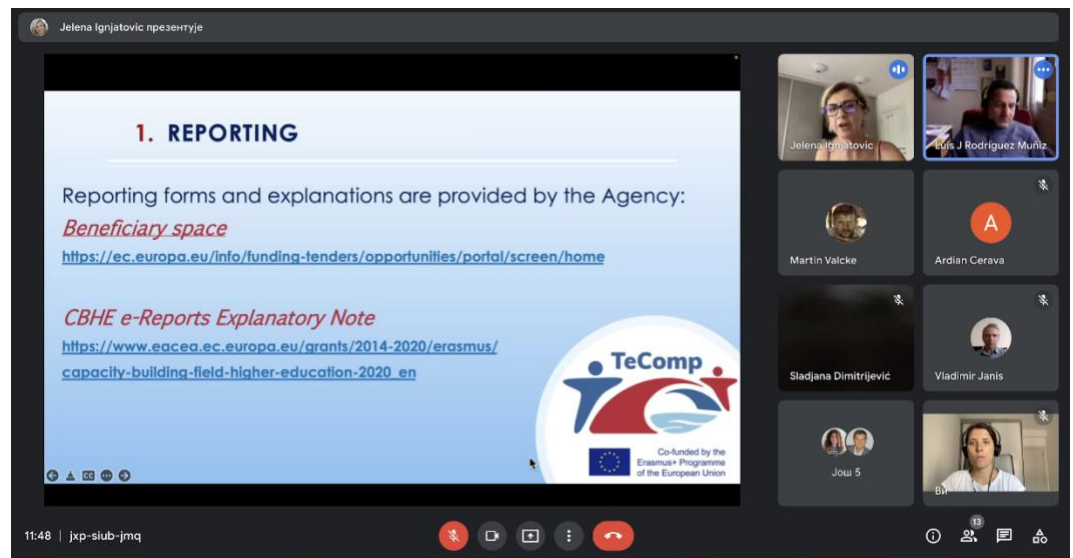
	Strongly agree	Agree	Neutral	Disagree	Strongly disagree
The information I got will be of immediate use to me.	71.4%	21.4%	7.2%	0%	0%
This event covered to a very high extent the topics I have expected.	64.3%	35.7%	0%	0%	0%
I enjoyed the cooperation and interaction with the other participants.	100%	0%	0%	0%	0%

STRENGTHS AND LIMITATIONS OF THE EVENT

Please fill in the overall percentage of participants with prior experience of similar events

Prior Experience of Similar Events – Overall %	84.6%
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Suggestions for the improvement:	<ul style="list-style-type: none">• /• Better organization
Any further comments:	<ul style="list-style-type: none">• This event is well organised• Organiztion of the event and hospitality was great!



4TH ONLINE CMT MEETING IN GRANADA

July 13, 2022

Minutes of the online Meeting with the contact person from University of Granada

13th-July-2022

The contact person from University of Granada could not participate in the online CMT meeting, but because of the urgent topics, the project coordinator organized the meeting with Maria C. Canadas and Jelena Matejic on July 13th, 2022, beginning at 18PM.

The main objective was the division of duties and agreement on the deadline dates for the realization of the tasks, which are to be performed by the University of Granada.

The main conclusions are as follows:

- They should arrange the distribution of per diems before the agreed deadline.
- Every document must be signed and stamped.
- They should plan to calculate additional 10% that will be paid by Brussels after the revision of the documents, in their documentation.
- Financial documents must be uploaded to the project administration platform (PAP) as well as a financial spreadsheet
- Money for printing materials can be moved to another budget line
- They have two more routes: Workshop in Nis and Final Conference in Belgrade.
- To prepare for Nis, the University of Granada must prepare the presentation of their project dissemination activities and plans for the sustainability of the project
- October 10th is the date of final conference, but they can set aside more days for it
- Maria must complete the reports about the workshop and training given by teachers from University of Granada.
- In September, the dissemination activities and presentations about the project results will be organised at the University of Granada.

Evaluation

ONLINE CMT MEETING EVALUATION BY PARTICIPANTS

Summary of the Participant Feedback

Event date:	13.07.2022
Event venue:	Online
Host institution:	None
Name and surname of the evaluator of Participant feedback:	Dr. Martin Valcke

Results to be filled by organisers based on the questionnaire results.

Please note: insert only the overall percentage of all feedback forms received (e.g. participants total number = 30; 15 of them were most satisfied and 15 of them satisfied – please include 50% in the column most satisfied and 50% in the column satisfied.)

	Most satisfied	Satisfied	Moderately satisfied	Rather dissatisfied	Not at all satisfied
The event administration	90%	10%	/	/	/
The structure of the programme	71%	29%	/	/	/
The venue and facilities	79%	17%	4%	/	/

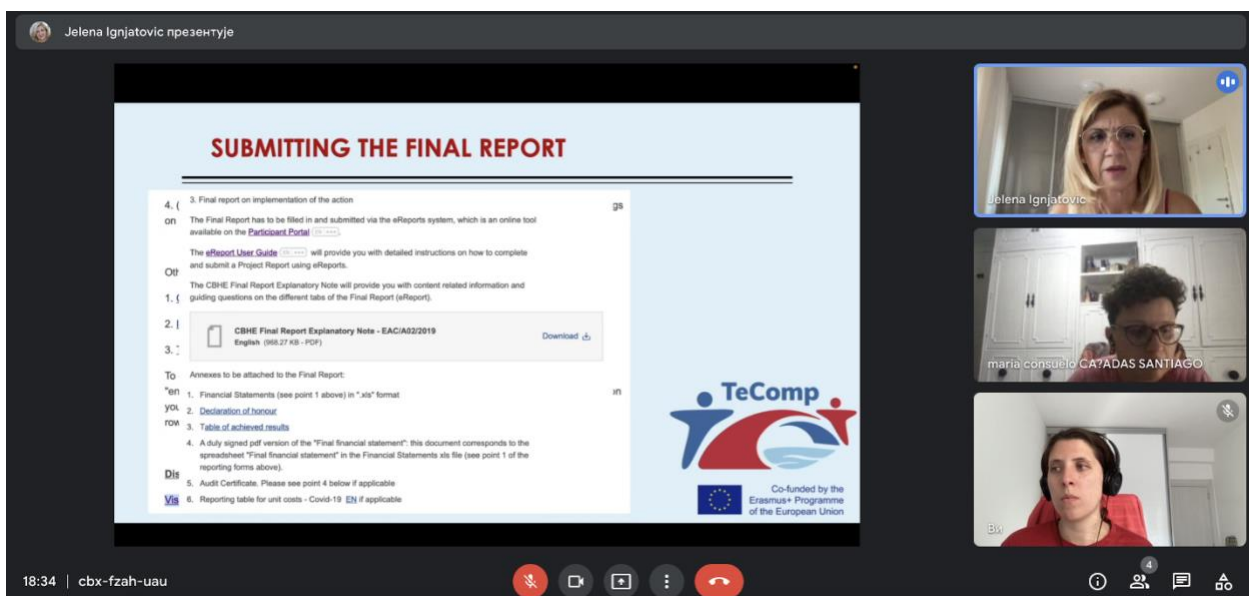
The presentations	83%	17%	/	/	/
The discussions	71%	27%	2%	/	/

	Strongly agree	Agree	Neutral	Disagree	Strongly disagree
The information I got will be of immediate use to me.	50%	48%	2%	/	/
This event covered to a very high extent the topics I have expected.	71%	29%	/	/	/
I enjoyed the cooperation and interaction with the other participants.	87%	13%	/	/	/

STRENGTHS AND LIMITATIONS OF THE EVENT

Please fill in the overall percentage of participants with prior experience of similar events

Prior Experience of Similar Events – Overall %	85
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The screenshot shows a Zoom meeting interface. The main window displays a presentation slide titled "SUBMITTING THE FINAL REPORT". The slide content includes:

- 3. Final report on implementation of the action
- 4. The Final Report has to be filled in and submitted via the eReports system, which is an online tool available on the [Participant Portal](#).
- The [eReport User Guide](#) will provide you with detailed instructions on how to complete and submit a Project Report using eReports.
- 5. The CBHE Final Report Explanatory Note will provide you with content related information and guiding questions on the different tabs of the Final Report (eReport).
- 6. [CBHE Final Report Explanatory Note - EAC/A02/2019 English \(968.27 KB - PDF\)](#) [Download]
- 7. Annexes to be attached to the Final Report:
 - 8. Financial Statements (see point 1 above) in ".xls" format
 - 9. Declaration of honour
 - 10. Table of achieved results
- 11. A duly signed pdf version of the "Final financial statement": this document corresponds to the spreadsheet "Final financial statement" in the Financial Statements xls file (see point 1 of the reporting forms above).
- 12. Audit Certificate. Please see point 4 below if applicable
- 13. Reporting table for unit costs - Covid-19 EN if applicable

At the bottom of the slide, there is the TeComp logo and the text: "Co-funded by the Erasmus+ Programme of the European Union".

On the right side of the Zoom window, there are three video thumbnails of participants: Jelena Ignjatovic, maria consuelo CA'ADAS SANTIAGO, and another participant whose name is partially obscured.

At the bottom of the Zoom window, the system tray shows the time 18:34, the meeting ID cbx-fzah-uau, and various control icons.