



School-to-Work Transition for Higher education students with disabilities in Serbia, Bosnia & Herzegovina and Montenegro

Document type:	Minutes
Meeting No:	Project Management Meeting MNGT9
Date of Meeting:	27 th – 29 th September 2017
Meeting Location:	University of Novi Sad
Meeting called by:	University of Macedonia
Facilitator:	Prof. Pavle Milenković

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Participants

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- Despoina Panagiotopoulou (GNOSI);
- Pagona Leonidou (UOM);
- Katja Kalusch (DEKRA);
- Olivera Mijatović (UNIKG);
- Milan Milojević (UNIKG);
- Katarina Kaplarski (BMU);
- Stefan Jovanović (BMU);
- Pavle Milenković (UNS);
- Jasmina Klemenović (UNS);
- Jasna Milošević (UNS);
- Stefan Savić (UNS);
- Bojan Janičić (UNS);
- Ana Bilinović (UNS);
- Biljana Sladoje-Bošnjak (UES);
- Nenad Marković (UES);
- Ranka Perućica (UES);
- Bojana Mališić (UDG);
- Luka Laković (UDG);
- Pawel Wdowik (UW);
- Lejla Kafedžić (UNSA);
- Snežana Šušnjara (UNSA);
- Sandra Bjelan-Guska (UNSA);
- Draženko Jorgić (UBL);
- Tanja Glišić (UBL);
- Margareta Skopljak (UBL);
- Brane Mikanović (UBL);
- Ljiljana Jerković (UBL);
- Margareta Skopljak (UBL);
- Samra Mujačić (EMPIRICA);
- Tomislav Novović (SECONS);
- Ines Kožuh (UM FERI);
- Matjaž Debevc (UM FERI);
- Maja Škurić (UoM);
- Mira Makivić (UBL);
- Radisav Marjanović (UNION 2000);
- Adam Zimonjić (UNION 2000);
- Jelena Savić (NES);
- Jelena Popović (NES);
- Jelena Ivić (BADEN);
- Amra Džindo (PROFIL MC);
- Almir Sijerčić (PROFIL MC);
- Milan Janković (ASD);
- Marina Lukić (ASD);
- Vesna Vukas (ASD);

- Muhdin Mujačić (PROCOM);
- Aleksandra Pavićević (UMHCG);
- Anđela Radovanović (UMHCG);
- Ivana Koljević (UMHCG);
- Aleksandra Mugoša (EAM);
- David Perčobić (EAM);

The following paragraphs provide a brief summary of the presentations and discussion. The presentations will be lodged to the Trans2Work platform.

Agenda

Day 1 - Date: 27/09/2017

Room: Conference Room, First Floor, Rectorate building

Time	Description
9:30-10:00	Registrations
10:00-12:00	MNGT9 Project management Facilitator: <i>Lefkothea Kartasidou, UOM</i>
12:00-12:30	Special Mobility Strand: current status Facilitator: <i>Lefkothea Kartasidou, UOM</i>
12:30-13:30	Lunch Break
13:30-14:00	WP2 Connecting HE with Work for students with disabilities Facilitator: <i>Lazar Petrovic, UNIKG</i>
14:00-14:45	EXP8 Exploitation Facilitator: <i>Bojana Malisic, UDG</i>
14:45-15:45	WP5 Piloting and evaluating at partner universities and employers Facilitator: <i>Biljana Bosnjak, UES</i>
15:45-16:15	WP4 Training Facilitator: <i>Matjaz Debev, UM Feri</i>
16:15-17:00	DISS7 Dissemination Facilitator: <i>Katarina Kaplarski, BMU</i>
17:00	Closing the 1 st day

Day 2 – Date: 28/09/2017

Room: Conference Room, First Floor; Multimedia Room, Second Floor, Rectorate building

Time	Description
9:30-10:30	QPLN 6.3: Meeting with external evaluators and partner country RS
9:30-10:30	MNGT9: Management meeting of the coordinator with partners from Partner Countries (UoM, UDG, AYDM, EAM)
10:30-11:30	QPLN 6.3: Meeting with external evaluators and partner country BiH
10:30-11:30	MNGT9: Management meeting of the coordinator with partners from Partner Countries (UNS, UNIKG, BMU, ASD, NES, BADEN)
11:30-12:00	QPLN 6.3: Meeting with external evaluators and partner country MNE
11:30-11:45	MNGT9: Management meeting of the coordinator with partners from Partner Countries (UNSA, UES, UBL, HO partner, Profil, Procom)
12:00-12:15	Coffee Break
12:15-13:00	QPLN 6.3: Meeting with external evaluators and Lead Partners from WP1 (UoM), WP3 (UNSA), and WP4 (UM Feri)

13:00-13:45	QPLN 6.3: Meeting with external evaluators and Lead Partners from WP2 (UNIKG), DISS7 (BMU), EXP8 (UDG), and WP5 (UES)
13:45-14:30	QPLN 6.3: Meeting with external evaluators and Lead Partners from QPLN6 (DEKRA) and MNGT9 (UOM)
14:30-15:30	Lunch Break
15:30-16:30	QPLN6.2 Internal Quality Assurance Facilitator: Katja Kalusch, DEKRA AKADEMIE
16:30-17:00	Debriefing session with all partners
17:00	Closing the second day

Day 3 – Date: 29/9/2017

Room: Conference Room, First Floor, Rectorate building

Time	Description
9:30-10:00	Meeting of the Project steering Committee (<i>Lead partners from WPs</i>) and Regional Steering Committee (UES, UNIKG, UDG) Facilitator: <i>Lefkothea Kartasidou, UOM</i>
10:00-11:00	MNGT9 Management of the project <ul style="list-style-type: none"> • WPs and DEVs: current state and future plans • Update of the work plan Facilitator: <i>Lefkothea Kartasidou, UOM</i>
11:00	Closing the 3 rd day

Venue

Name University of Novi Sad (UNS)

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WEB: <https://www.uns.ac.rs/index.php/en/>

Meeting Goals

Throughout the meeting, we will raise the following issues:

- WPs and DEVs: current state and future plans
 - WP2 Connecting HE with Work for students with disabilities
 - Piloting process
 - Evaluation of web based tools
 - WP4 Training
 - Training in Partner countries
 - Evaluation of the training
 - Training material
 - WP5 Piloting and evaluating at partner universities and employers:
 - Aim of the WP
 - Plan and strategy
 - Distribution of work
 - Indicators
 - QPLN6 Quality Assurance
 - External evaluation
 - Internal evaluation
 - DISS7 Dissemination: overall feedback on developed and planned dissemination activities
 - EXP8 Exploitation: planned and achieved activities
 - E learning seminars
 - Data base
 - MNGT9: Management of the project
 - Financial Management: supporting documents, purchase of equipment
 - Special Mobility Strand
- Establish a detailed plan and revise the work plan and agree on allocation of tasks and responsibilities
- Discuss the procedures, deliverables, steps, and actions to be taken.

Work packages

On the first day of the meeting, 27/09/2017 and after the registration process of the partners, the first presentation was delivered by *Lefkothea Kartasidou*, Associate Professor and Project Coordinator. The Coordinator briefed the participants about the Project management issues in the following period. During the 2nd day there were parallel sessions, between 9.30 and 12.45 hrs, the Project Coordinator had separate discussions in Multimedia Room, on the second floor of the UNS Rectorate building, with Partner representatives on the Project and on the first floor the World Café took place under QPLN6. After the debriefing session and lunch break, Project coordinator, associate professor, Lefkothea Kartasidou, discussed with employers and mentors issues on Special Mobility Strand. Employers asked for clarifications concerning the training agreement and the rules that apply for SMS. Mentors and employers exchanged some ideas concerning the SMS procedures in practice. The meeting closed on the 3rd day with a debriefing and update of the work plan as discussed during the two days. Next planned meetings in Berlin on 23rd February 2018 and in March organized by UBL.

Work package 2

ACTIVITIES (WP/ DEV)		Distribution of Tasks	WHEN
DEV2.3	Piloting the web based tool	All partners will give feedback on the web tool	9 th October 2017
DEV2.3	Piloting the web based tool	Usage of the tool for the 1st period of the SMS before the domain will be transferred to the data base of UDG	October/ November 2017
DEV2.3	Piloting the web based tool	Preparation of the report concerning the web based tool (report should include the whole process of the development of the tool as well as the changes along the SMS)	end of September 2018
Comments			
Partners discussed about the web tool. UNIKG presented the web tools and partners agreed to check the web tools and give feedback on all related adaptations and changes till 9th October 2017. UNIKG will make these changes and will host the web tool till UDG buys the server. Afterwards the webtool will be transferred to UDG who will be responsible for the data base. UNIKG will keep records for all changes and will provide a report about the development of the webtools at the end of the project.			

Work package 4

UM Feri as lead partner presented the activities within WP4 in the next period.

ACTIVITIES (WP/ DEV)		Distribution of Tasks	WHEN
DEV4.1, 4.2, 4.3 & 4.4	Training	E BOOK ON TRAINING material final version	November 2017
DEV4.5	Evaluation of the training	Finalizing the report	14th October 2017
Comments			
<p>Prof Matjaz presented the achieved tasks for WP 4 and every partner presented the short report on the achievement within the WP;</p> <ul style="list-style-type: none"> - It is decided to publish the electronic version with UDK number and CIP, and the publishers and co publishers should be the institutions/universities in the partner countries. Mostly the booklets are almost finished, now the text is being coordinated, English translation is being proofread, and the standardization is going to take place; the deadline for the finalization of the booklets is the end of November 2017. - E-Book is a part of the training material, but it is not in the Project proposal, and hence it can be used as co-financing, and added in the Excel file table. - Proposal related to the publications: if we go to a conference and present a paper, this can be shown as co-financing. - University of Sarajevo proposed that the book should have chapters; the authors of the book should be all the members of the consortium, so the book can be used as a reference for the academic careers of the Project members. - Deadline for books is two months. - UNS proposed that there should be one editor for the book, but that every chapter should have a separate UDK no, i.e. every author has his/her chapter. - proposal to register E-Book like a digital edition - The question is who the publisher is: Erasmus+, or UOM, or EU, or somebody else- this is an issue of copyrights. - The requirement is to have a logo of the Project, EU logo, and Institution/university logo on the publication. - Concerning the copyrights, all the outcomes, everything that we produce, belongs to the Project. It is written in the Project Agreement. <p>The 3rd book: Mentors' Training</p> <ul style="list-style-type: none"> • Presentation by Biljana from University of Banja Luka • 2 parts of the book, 6 chapters • It is unclear if the title of the book will remain 'Mentors' Training', or it will be changed into 'Methodological Aspects of Mentors' Training'. • The essential question is who will be the publisher: university or faculty, or there will be more publishers • Number of copies is not important since it is a digital version of the book, • If printed, the proposal is 300 copies. 			

Work package 5

UES as lead partner presented the planned activities under Monitoring and piloting

ACTIVITIES (WP/ DEV)		Distribution of Tasks	WHEN
DEV5.1	Monitoring and piloting the strategy and plan of the companies	Plan and organize workshops (3 for employers and 3 for Students): the content needs to be based on the training material as a further training within countries	15th October 2018
DEV5.1	Monitoring and piloting the strategy and plan of the	EAM, NES and RPOFIL will coordinate the workshops for	from October 2017 to January 2018

	companies	employers (records of list of participants, power point presentations, photos, agenda, minutes)	
DEV5.1	Monitoring and piloting the strategy and plan of the companies	AYDM, ASD and HO partner will coordinate the workshops for Students (records of list of participants, power point presentations, photos, agenda, minutes)	from February 2018 till September 2018
DEV5.2	Monitoring and piloting the transition services	SWOT analysis of the transition services	1st SWOT analysis in Banja Luka (March 2018)
DEV5.2	Monitoring and piloting the transition services	SWOT analysis of the transition services	2nd SWOT analysis in Kragujevac (September 2018)
DEV5.2	Monitoring and piloting the transition services	SWOT analysis of the transition services (UOM, GNOSI and DEKRA will analyse the results)	15th October 2018
DEV5.3	Piloting the training effects and impact	Preparation of the questionnaire based on the elements such as satisfaction, efficiency, etc. (draft version)	end of October 2017
DEV5.3	Piloting the training effects and impact	Feedback from partners on draft version of the questionnaire	mid of November 2017
DEV5.3	Piloting the training effects and impact	Final version of the questionnaire	end of November 2017
DEV5.3	Piloting the training effects and impact	Distribution of the questionnaire	during the last project year
DEV5.3	Piloting the training effects and impact	Preparation of the report	15th October 2018
DEV5.4	Monitoring and piloting the effect and impact of data base and website	Usability questionnaire draft version	September 2017
DEV5.4	Monitoring and piloting the effect and impact of data base and website	Usability questionnaire feedback from partners	end of October 2017
DEV5.4	Monitoring and piloting the effect and impact of data base and website	Usability questionnaire final version	mid of November 2017
DEV5.4	Monitoring and piloting the effect and impact of data base and website	Distribution of the questionnaire	during the last project year
DEV5.4	Monitoring and piloting the effect and impact of data base and website	Preparation of the report	15th October 2018

Comments

Dev 5.1. there must be both a strategy and the plan of the campaign; if there are no any, than there should be a transitional platform within the WP, the partners should pay attention to this.

- There was a question raised about how many workshops should be organized, and in what way. The workshops should be organized by partner countries for employers and students each, one per every country;
- 3 workshops should be organized this year, and 3 workshops should be organized next year (UKG, Banja Luka);

- UDG is in charge of all seminars, they will make materials.
- The same partners are for all seminars, they must be creative, there should be some guidelines. Every seminar has three parts. PowerPoint presentation should be prepared.
- For Serbia: National Employment Agency
- For BIH: Profil
- Montenegro: EAM
- The Project Coordinator emphasized that the workshop for employers must be completed by the end of January 2018, and later the students should be involved with the feedback in relation to their experience with employers.
- In June there should be a workshop for students;
 - There should be made a joint Agenda, which would be applicable for every country; additional expenses for the travel of employers to any of the countries for the needs of making the agreement, lecturers.
 - It is not necessary to make a report from the workshops, but there should be enclosed presentations, photos, agenda, and a signed list of participants.
 - It is not necessary to assess the documents from 3.2. and 3.3.

Dev 5.3 Staff from the Career Centers, mentors and others are in charge of evaluation of the transitional service and their applicability.

- Every institution should make a SWOT analysis, for mentors – also SKYPE conference and SWOT analysis for every country, there should not be a meeting, only the organization of the event (Skype, etc.), and no questionnaire.
- Banja Luka should make a small workshop at the next meeting in Banja Luka;
- That there will be a workshop in Kragujevac, when a resume will be made: one hour per every country in order to discuss these issues.
- Piloting of the training effects: influence on the institution, extensive evaluation, teaching staff, students and transitional services.
- A proposal: to have an evaluation questionnaire for all participants of different trainings. One thing is evaluation after the training, and another thing is how to improve or change the project. The questionnaire must be adjusted.

5.4. Web Base - Evaluation – at the beginning of the Project implementation and at the end of the Project (the questionnaire must be sent to all the categories in the Project); application of the Likert's scale along with the Partner's comments;

- Project Coordinator mentioned the annex- terminology
- a report along with the WP5 as an attachment, (5.3 impact) should be attached to the report as an Annex and the summary of the Project;
- a question for partners: exploitation and sustainability – Annex will contain all different approaches in understanding and applying the terminology.

Work package 6

During this meeting partners have meeting with external evaluators from Secons.

ACTIVITIES (WP/ DEV)		Distribution of Tasks	WHEN
QPLN6.2	Internal QPLN	2nd quality Assurance report (reporting period 15/10/16-14/10/17)	10th December 2017
		Meeting in DEKRA	23rd February 2018
Comments			
On the second day, 28/9/2017, the meeting started at 09:30 hrs. It was a meeting with external evaluators and partner country RS. In the conference room, Katja Kalusch from Dekra Akademie carried out the evaluation organized in the form of the World Café, dividing the partners and team members into five groups. The room was adjusted to the World Café by simulating the café environment, with music and service (coffee, cookies). Discussions were held at every table in the Café. Every team at a table had a			

task to write down key words, messages, and drawings in order to express their views of the results and outcomes of work on the Project. The external evaluation was Tomislav Novović, an expert consultant of the SECONS agency.

Work package 7

BMU as lead partner presented the planned dissemination activities.

ACTIVITIES (WP/ DEV)		Distribution of Tasks	WHEN
DISS7.2	Website of the project	Improvement of website as stated from NEO field monitoring visits	till end of the project
DISS7.3	Raising awareness and motivation to employers and families	Public debates or media promotion: ASD, AYDM & HO will coordinate those activities	Planned activities till the end of the project 15th October 2018 have been presented, if any changes please update the excel file on the collaboration platform
DISS7.4	Raising awareness and motivation to HE students with disabilities	Public debates or media promotion: each partner country need to decide about some dissemination activities	Planned activities till the end of the project 15th October 2018 have been presented, if any changes please update the excel file on the collaboration platform
DISS7.5	Dissemination products and materials	5th Newsletter: content will be monitored by UNSA	31st January 2018
		5th Newsletter: prepared by UNSA english version	15th February 2018
		Translation of the 5th newsletter in all languages: UNS, UES, UoM	28th February 2018

Comments

Presentation by Katarina Kaplarski from Metropolitan University

- There has been changed the way how we present the newsletter: it is in the portal, so it is accessible for media. We should be more adapted to our audience, not formal, short, and pointing out important things.
- We should enable access to PowerPoint presentations, available materials for E-Learning Seminars;
- All events of all the partners should be disseminated in the web page of the Project, Platform, and web-page of the institution/university, as well as for the newsletter.
- A requirement from EACEA is to translate everything in regional languages. We have differences in our languages, but the essential ones.
- Most of the web page is in English, maybe some materials and texts could be in the regional languages as well, like key words, participants, key activities, keep it simple, contents should be translated.
- BIH needs to translate the Platform, the web-tool. Montenegro will send the translation.
- We CANNOT translate everything, but we can translate Menu, key words, summary of WPs, not the whole texts.
- In the proposal, we have only one dissemination report.

- We need dissemination activity Minutes, not the Report. Activity report is different.
- The second newsletter to stockholders – translated by Novi Sad, Sarajevo and Montenegro;
- The fifth newsletter is in preparation for January 2018; the fourth newsletter was finished in August, and published on the Project site

Work package 8

UDG as lead partner presented planned activities:

ACTIVITIES (WP/ DEV)		Distribution of Tasks	WHEN
EXP8.1 Exploitation Plan		Improvement of exploitation plan as stated from NEO field monitoring visits more linked to sustainability and be more clear about the usage of the data base	end of October 2017
EXP8.2	E-learning seminars	Six e-learning seminars (all partners) : initial plan	2017 (end February - UDG MNE June - UNIKG RS , September- UBL BiH), 2018 (January - UDG MNE, April -UNIKG RS, September - UBL BiH)
		2nd (UNIKG RS) and 3rd (UBL BiH) e learning seminar UNIKG and UBL needs to gather and send the material to UDG	June and September 2017
		UDG will create the 2nd and 3rd e learning seminar	June and September 2017
		UoM and UDG needs to prepare material	end of January 2018
		4th e learning seminar (UDG MNE)	end of February 2018
EXP8.3	Electronic index of all	Electronic index: distribution of newsletters	till end of the project

	stakeholders	Adapting the suggestions from EACEA concerning accessibility and other recommendations that have been discussed	end of December 2017
EXP8.4	Creation and Use of Accessible Data base and website	Piloting the data base (UDG, UBL, BMU, UNIKG, UOM, UM, UNS, UNSA UES, UoM)	will start September/ October 2017
		Finalizing the data base (UDG, UBL, BMU, UNIKG, UOM, UM, UNS, UNSA UES, UoM)	mid October 2018

Comments

- Presentations of the seminars will be in every country – Montenegro, BiH, and Serbia.
- Guidelines for the successful video: how to record a video, how to make audio recording, how to make a high quality adjustments of light, good angle etc.
- A guide for PPT (Font, Letter Size, Styles, Tables, etc); the first seminar in Podgorica, UDG; 2) the second is in the development phase; EXP 8.3 what can be improved: 8.4 Server must be uploaded, translation of the tools to Bosnian and Montenegrin (English and Serbian already exit.
- We are waiting for the server and the equipment, as soon as the server arrives we should fill it in with the information.
- Katarina Kaplarski asked the question about who should record the E-Learning seminars and whether the Metropolitan needed to attach some video materials.
- Serbian Employment Agency reported that the electronic index was changed, and that it was user-unfriendly.
- users should have an access
- Agency asked for some improvements of electronic index in order to easily read e.g. Newsletters
- We have mailing lists, and any change should be coordinated with UDG
- Both reports (from EACEA and from National Erasmus+ Office Serbia) emphasize that we need to improve an exploitation plan, especially web-based tool, which applies to sustainability.

Work package 9

UOM as lead partner has discussed with partners managerial and financial issues.

ACTIVITIES (WP/ DEV)		Distribution of Tasks	WHEN
MNGT9.1	Managerial issues	Purchase of equipment (there is a need to provide additional a cost benefit letter explaining why there was no common tender i.e. border tax, national regulation, cheaper etc)	till end of March 2017
MNGT9.2	Consortium Collaboration Platform	Improvement of the collaboration platform according to EACEA and NEO field monitoring visits	end of December 2017
MNGT9.2	Consortium Collaboration Platform	Usage of the collaboration platform	during the life time of the project
MNGT9.3	3rd Project meeting	3rd project management meeting (UNS)	27th-29th September 2017
MNGT9.3	Financial management	Delivering supporting documents according to the guidelines via post	end of October 2017
MNGT9.3	4th Project meeting	4th Project management meeting (UBL)	end of March 2018
MNGT9.4	Project reports	3rd progress management report (collecting data from partners)	end of December 2017
MNGT9.4	Project reports	3rd progress management report: finalizing the report	end of January 2018

Comments

It is necessary to scan the supporting documentation by the end of October and send it via regular post. All the supporting documents related to Travel Costs must have enclosed a signed list of participants and the Agenda of the meeting.

Special Mobility Strand

TASKS	WHEN
Signing Interinstitutional Agreements	end of March 2017
Finalizing the rules and the procedure as well as related documents for SMS	end of February 2017
Planned period for SMS	1st period October 2017-December 2017 2nd period January 2018-February 2018 3rd period March 2018-April 2018 4th period May 2018-June 2018
Placement offers from employers	end of May 2017
Call from HEIs	begin of June 2017
Application from SwD	till end of June 2017
COMMENTS	
<ul style="list-style-type: none"> - Special Mobility Strand: the partners should prepare the Partners' Agreements, which should be signed among the partners prior to the SMS exchange of SwD. - The partners should use the companies and institutions with which they already have Cooperation agreements. - To pay attention: SwD need special accommodation in the employment area. - For the purpose of SMS, SwD must open individual bank accounts to which the SMS money will be transferred directly from the Project Coordinator's institution. There will be two installments to the SwD. The first installment will be paid before SMS visit, and the second installment will be paid after the SwD return home and complete the evaluation. Mentors must remind the SwD to complete the evaluation in order to get the rest of the money. - Employers should prepare the Training Certificates for SwD after completion of SMS. - Learning Agreements for Training can be signed by the ERASMUS Coordinator of the faculty/University, it is not necessary to have it signed by the Rector. - Obligation of the SwD is to search for the employment post. - Call is obligatory!!! - The employers are found via Employment Agencies. 	

Next meeting

In the next period the meetings should be held according to next plan:

PROPOSED PERIOD	WORK PACKAGE	CITY OF DESTINATION
February 2018	WP3 and WP4	Berlin
March 2018	MNGT9	Banja Luka

Attachments/ Photo















Project Coordinator



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Capacity Building in Higher Education

Project duration:

15th October 2015-14th October 2018

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