



DUALSCI
Strengthening capacities for the implementation of dual education in BH higher education
610251-EPP-1-2019-1-RS-EPPKA2-CBHE-SP

STEERING COMMITTEE MEETING
MINUTES OF THE MEETING
Location: University of East Sarajevo
Time: February 13th 2020

Contacts: Mirko Savic, savicmirko@ef.uns.ac.rs

ATENDEES

Representatives of partner institutions:

1. University of Novi Sad
2. FH Joanneum Gesellschaft M.B.H
3. Duale Hochschule Baden-Württemberg
4. IMH Dual Engineering University School
5. University of East Sarajevo
6. University of Sarajevo
7. University of Mostar
8. University of Zenica
9. Ministry for education, science and youth of Sarajevo canton
10. Ministry for education, science, culture and sport of Zenica-Doboj canton
11. WUS Austria
12. Chamber of Commerce of Republic of Srpska
13. Chamber of Commerce of Federation of B&H
14. BIT Alliance

AGENDA

1. Nomination of partner representatives into Steering Committee
2. Signing of partnership agreement
3. Travelling costs for the representatives of the ministries
4. Communication with the ministries on active basis and with the feedback
5. Overview of the list of WP, deliverables and indicators
6. Activity 1.2 Study visits to program countries
7. Activity 1.3 Report on survey on companies regarding dual education
8. Activity 2.1 Purchase of equipment
9. Activity 5.1 Defining plan for project quality control 14/04/2020
10. Activity 6.1 Defining Dissemination and exploitation plan 14/04/2020
11. Activity 7.4 Reporting
12. Discussion

REMARKS

1. Nomination of partner representatives into Steering Committee



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- **Steering committee:** Mirko Savic (UNS), Hagen Helge Hochrinner (FHJ), Guenter Kaesser-Pawelka (DHBW), Ixaka Egurbide (IMH), Saša Madacki (UNSA), Željko Stojkić (SUM), Darko Petković (UNZE), Azemina Njuhović (MONKS), Adi Kovačević (WUS), Gordana Višekruna (CCIRS), Emir Pašić (PKFBIH), Tatjana Vučić (BIT). Representatives of UES, MIN1, MOZKSZZH and MONKSZDK will be nominated later on.
 - **Quality Committee:** Kristina Mijić (UNS), Maja Dragan (FHJ), Ixaka Egurbide (IMH), Midhat Izmirlija (UNSA), Mirela Jurić (SUM), Mirza Oruč (UNZE), Željko Bodul (MONKSZDK), Louise Sperl (WUS), Olivera Radić (CCIRS), Karolina Marušić (PKFBIH), Haris Palalija (BIT). Representatives of DHBW, UES, MIN1, MONKS, and MOZKSZZH will be nominated later on.
 - **Local Committee:** Aida Hodžić (UNSA), Darko Šunjić (SUM), Fuad **Hadžikadumić** (UNZE), Aleksandra Mihajlović Bijelić (CCIRS), Danijela Lovrić (PKFBIH), Haris Palalija (BIT). Representatives of UES, MIN1, MONKS, MOZKSZZH and MONKSZDK will be nominated later on.
2. Signing of partnership agreement
 - Since some articles in partnership agreement must be changed in order to be in line with rules of EACEA and requirements of partners from BIH, UNS will prepare new partnership agreements for all partners: Article 6.2.2 (money transfer for the purchase of equipment in advance), Article 6.4 (reimbursement period should be 30 days), Article 7.5 (Exchange rate calculations).
 3. Travelling costs for the representatives of the ministries
 - There is obvious problem for representatives of the ministries when it comes to reimbursement of travelling costs and costs of stay, because of its delay and danger of not being paid. Since there is significant danger of breaking the new tax law and all possible complications afterwards, money transfer to private accounts is not applicable solution. Therefore, the money transfer will be conducted in the same way in the case of ministries as for all other beneficiaries. It is up to the ministries of education to negotiate with respective ministries of finance about reimbursement of travelling costs and costs of stay for their representatives.
 4. Communication with the ministries on active basis and with the feedback
 - Our project officer in Brussel has underlined the importance of constant and active communication with the representatives of the ministry. Every academic partner will nominate one person who will communicate with nominated representative of the ministry. We need to provide feedback relationship. The names of contact persons should be announced by the next meeting in Graz.
 5. Overview of the list of WP, deliverables and indicators
 - The coordinator has presented the file with the overview of all WPs, deliverables and indicators
 - New deliverable recommended by project officer from EACEA: Strategic implementation for the future
 - The partners from BIH must decide which study programs will be developed at their institutions by the next meeting in Graz.
 6. Activity 1.2 Study visits to program countries
 - One study visit will be in May 11th-15th in Graz. Dates needs to be confirmed by FHJ.
 - At least one more study visit must be conducted to Heilbronn or Elgoibar until summer. The proposed dates are 23-27.3; 30.3-3.4; 27.4-1.5; 18-22.5. The coordinator will contact DHBW and IMH in order to set the dates of study visit.
 7. Activity 1.3 Report on survey on companies regarding dual education
 - WP leader is WUS, and deadline is July 14th 2020.
 8. Activity 2.1 Purchase of equipment



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- University of Mostar (SUM) is WP leader. Purchase of equipment must be realized by April 14th 2021 and preparations will start as soon as possible. Coordinator will ask project officer in Brussels if it is possible to organize separate public procurement for every university in BIH.

9. Activity 5.1 Defining plan for project quality control

- FHJ is WP leader. The deadline is April 14th 2020.

10. Activity 6.1 Defining Dissemination and exploitation plan

- D&E plan will be made until 14/04/2020. UNZE is WP leader. Coordinator will help to UNZE by sending them D&E plans from earlier projects.
- Project logo must be developed until 14/03/2020
- D&E plan must include definition of visual identity of the project
- Special attention towards rules of EACEA about visibility
- All partners must make the list of events where DUALSCI project can be promoted in the following year. All list must be sent to UNZE. Deadline is February 29th 2020.
- Consortium will make profile on social networks: Facebook, Instagram, Twitter, and LinkedIn.
- Deliverable 6.2 DUALSCI website must be made by 14/04/2020
- All partners on their websites must have links towards DUALSCI website with project logo and (if possible) short project description.
- All partners are invited to give suggestions about project website and its elements.
- Coordinator advised all partners to contribute to dissemination activities by promoting DUALSCI project everywhere. If someone of partners is promoting the project (at conferences, meetings, etc.), advice is to make a couple of pictures and short description of event and send it to UNZE for publication on the website and social networks.

11. Activity 7.4 Reporting

- UES will make the report about first meeting of the consortium in East Sarajevo.
- Coordinator will make minutes of the SC meeting and send it to all partners for their approval.

12. Discussion

- Coordinator has underlined the importance of synergy effect with other ERASMUS+ projects.

Prof. Dr Mirko Savić

Date of approval:
24/02/2020