



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



Digital Internship Model for Higher Professional Studies

Project Number: 2020-1-RS01-KA226-HE-094527

Funding Scheme: ERASMUS+ KA226

MINUTES

Event: Kick-off meeting

Date: 15th -16th April 2021.

Time: 10:00 CET

**Venue: Western Academy of Applied Sciences
Trg Sv. Save 34, Uzice, Serbia**

Minutes prepared by: (Tatjana Marinkovic, WSAAS)

Contents

1 Executive summary of the meeting

2 List of participants

3 Minutes of the meeting

3.1 Welcome/Opening remarks

3.2 Topics

3.2.1. Presentation of the DIMPS project

3.2.2. KA226 Programme guide

3.2.3. Presentation of partner institutions

3.2.4. Presentation of the Project Management and Communication Plan

3.2.5. Presentation of the Quality Plan

3.2.6. Presentation of the Risk Plan

3.2.7. Presentation of the Dissemination Plan

3.2.8. Project documentation – workshop

3.2.9. DIMPS Communication pathways – workshop

3.2.10. Presentation of the Activity Plan

3.2.11. Presentation of the Intellectual Output 1 – Round table

3.2.12. Presentation of the Intellectual Output 2 – Round table

3.2.13. IO2 piloting – setting up virtual student exchange – Round table

3.2.14. Presentation of the Intellectual Output 3 – Round table

Bonus topic – brainstorming about partnership for Erasmus+ 2021-27

3.3 Conclusions

4 Annex documents

4.1 Meeting materials

4.2 Other documents archived

1 Executive summary of the meeting

The main goal of the TM1- Kick off meeting was to establish the project management structures and to make decisions concerning the responsibilities for the Intellectual Outputs production. The meeting was organized combining in-person/online approach. Members from the host institution (WSAAS) and Higher Technical School of Applied Sciences Novi Sad (VTSNS) were attending the meeting in person, whereas members from University of Ruse “Angel Kanchev” (UR) and University of West Attica (UNIWA) attended the meeting via Google Meet platform.

First day of the TM1 was organized to deal with: Project Management Plan specifying management structures, procedures and reporting on activities and expenses; Establishment of project management structures - Consortium, Steering committee, Quality assurance committee, Expert group, and previously formed project management teams of partners including management, legal, administrative, financial and technical staff to provide continuous project management in partner organizations; Risk Plan development; Quality Plan development; Dissemination Plan development.

Second day was dedicated to the discussion of the Activity plan, Intellectual outputs tasks and responsibilities.

Table 1 – Future activities agreed

Follow-up action	Person(s) in charge	Due date
Complete contractual documentation (signature for UNIWA Partner agreement, bank account annexes for VTSNS and WSAAS)	Tatjana Marinkovic Branko Savic Michalis Koniordos	30.04.2021.
Finalize the Dissemination Plan	Michalis Koniordos	23.04.2021.
Organize PSC online meeting for the adoption of the Dissemination Plan	Tatjana Marinkovic	26.04.2021.
IO1 task - Prepare a first draft of the document “ <i>Report of best VI practice</i> ”	Plamen Zahariev Michalis Koniordis	20.05.2021.
IO1 task - Prepare a first draft of the document “ <i>Methodology for digital internship in professional higher education</i> ”	Branko Savic Tatjana Marinkovic	30.05.2021.
IO2 task - Description of requirements for virtual internship exchange in tourism sector	Tatjana Marinkovic Michalis Koniordos	07.05.2021.
IO2 task - Prepare the list of the collaborating companies for internships	Plamen Zahariev Branko Savic	07.05.2021.
IO2 task – Adjust DIMPS platform following the proposed VI methodology	Milorad Muric Tatjana Marinkovic	30.06.2021.
Agree dates and organise next transnational meeting	Tatjana Marinkovic Michalis Koniordos	June/July 2021.



2 List of participants

Project partners:

Present:

1. Tatjana Marinkovic, WSAAS – project coordinator
2. Ljubica Dikovic, WSAAS
3. Plamen Zahariev, UR
4. Georgi Hristov, UR
5. Branko Savic, VTSNS
6. Bozo Ilic, VTSNS
7. Michalis Koniordos, UNIWA

Quorum present? Yes

Guests:

1. Darko Milogorić, FOUNDATION TEMPUS Coordinator of the Higher Education Unit
2. Zarko Bogicevic

Partner staff:

1. Beloev, Ivan, UR
2. Bencheva, Nina, UR
3. Djuricic, Biljana, WSAAS
4. Georgiev, Georgi, UR
5. Kinaneva, Diyana, UR
6. Marinkovic, Ivana, WSAAS
7. Marjanovic, Vesna, WSAAS
8. Milivojevic, Milovan, WSAAS
9. Muric, Milorad, WSAAS
10. Popovic, Predrag, WSAAS
11. Stankov, Slobodanka, WSAAS
12. Stojanovic, Radomir, WSAAS
13. Trumbulovic, Ljiljana, WSAAS
14. Vulovic Marina, WSAAS

Others (reporter/photografer/technician, etc.), if any:

1. Milisav Suljagic, photographer
2. Reporters from the media: TV5 Uzice, TV Lav, ZoomUe, Vesti

3 Minutes of the meeting

Day 1

3.1 Welcome/Opening remarks

Time 10.00-10.10

The President of Western Serbia Academy of Applied Science welcomed guests and expresses the wishes for the successful, productive and innovative work.

3.2 Current topics/issues

3.2.1. Presentation of the DIMPS project

Time 10.10-10.30

Tatjana Marinkovic presented the overview of the DIMPS partnership, project background, goals, beneficiaries and targets, envisioned results and expected impact

3.2.2. KA226 Programme guide

Time 10.30-11.15

Darko Milogorić, the Coordinator of the Higher Education Unit from FOUNDATION TEMPUS, The Serbian National Agency for the Erasmus+ projects presented Project management, reporting and financial rules for the KA226 project implementation

3.2.3. Presentation of partner institutions

Time 11.15-12.00

Ivana Marinkovic presented Western Serbia Academy of Applied Sciences
Plamen Zahariev presented University of Ruse "Angel Kanchev"
Michalis Koniordos presented University of West Attica
Branko Savic presented Higher Technical School of Applied Sciences Novi Sad

Presentation of DIMPS project to the Western Serbia media

Time 12-12.30

3.2.4. Presentation of the Project Management and Communication Plan

Time 12.30-13.00

Tatjana Marinkovic presented the details about the Project management organization. The members of the Project Steering Committee, Quality Assurance and Monitoring Committee, Expert group and Project management unit at WSAAS were delegated. Partners agreed about the consortium procedures, communication, reporting, budget and publicity obligations.

3.2.5. Presentation of the Quality Plan

Time 13.00-13.20

Branko Savic prepared the Quality Plan (presented by Tatjana Marinkovic) that specify the internal and external quality monitoring procedures, as well as the elements of the project deliverables quality. Responsibilities and levels of internal quality control monitoring were agreed.

3.2.6. Presentation of the Risk Plan

Time 13.20-13.40

Plamen Zahariev presented the Risk Plan with the detailed description of Risk management mechanisms, including Risk Identification, Risk Assessment, Response planning, Monitoring and Control of the Risk and Reporting and Feedback.

3.2.7. Presentation of the Dissemination Plan

Time 13.40 -14.00

Michalis Koniordos declared that the Dissemination Plan still need adjustment and that it will be sent to project partners at earlier convenience. Partners agreed to consider the Dissemination Plan and adopt/correct it via electronic communication.

3.2.8. Project documentation – workshop

Time 15.00-16.00

Project coordinator give an insight about the status of the contractual documentation. UNIWA Partner Agreement is still waiting for the signature by their legal representative.

3.2.9. DIMPS Communication pathways – workshop

Time 16.00-17.00

Partner's tasks and responsibilities will be added to the Click Up task tracker and sent to the responsible members.

Day 2

3.2.10. Presentation of the Activity Plan

Time 10.00-10.20

Tatjana Marinkovic give an overview of the activities for the project implementation, activity types, activity assignments, Intellectual output description and timetable and transnational project meetings schedule.

3.2.11. Presentation of the Intellectual Output 1 – Round table

Time 10.20-10.50

Partners discussed the details regarding the production of IO1 - The model for digital internship in professional higher education, including learning outcomes and methodology for its implementation. Specificities of the internship legislation in partnership countries/institutions were discussed. Partners agreed that UR with UNIWA prepare the draft of Report on best practices for carrying out virtual internships, while VTSNS and WSAAS will prepare the draft of Methodology for digital internship in professional higher education. Projected time line for the first drafts delivery is until end of April.

3.2.12. Presentation of the Intellectual Output 2 – Round table

Time 10.50-11.20

Partners discussed the details regarding the production of IO1 - Online platform for virtual internship. Partners discussed the elements of Chamilio-based platform for the digital internship and agreed to adjust the platform with the specificities that will arise from IO1.

3.2.13. IO2 piloting – setting up virtual student exchange – Round table

Time 11.20-11.50

Partners discussed the paper-work, documentations and conditions for performing the virtual student exchange as the piloting and testing of IO2. UR and VTSNS agreed to prepare the list of their collaborating companies that might provide internship positions for students as the ground for decision about the number of student exchanging and learning outcome expectations. WSAAS agreed to exchange with UNIWA a description of requirements for virtual internship of UNIWA student in Touristic organization Uzice. Deadline for these activities is end of April.

3.2.14. Presentation of the Intellectual Output 3 – Round table

Time 12.30-12.50

In compliance with the Activity Plan, the activities on IO3 production will start after the completion of IO1 and IO2.

3.3 Conclusions

Time 12.50-13.30

Kick off meeting that was held 15th -16th April 2021 fulfilled its purpose in terms of the establishment of the project organization structure, adoption of general managemental, communication and reporting principles, as well as the concepts of quality assurance and risk recognition and mitigation measures. The dissemination strategy remains to be adopted at the additional PSC meeting.

Bonus topic – brainstorming about partnership for Erasmus+ 2021-27

Time 15.00-16.00

Michalis Koniordos presented several ideas for the putative proposals for newly published Erasmus 2021-27 call. Partners asked for the written drafts of the ideas and the information about current state of the proposal preparation.

4 Annex documents

4.1 Meeting materials (participants list, presentations, decisions, final documents)

4.2 Other documents archived (TV coverage, Photo archive)