

## **BKSTONE**

***Higher Education–Enterprise platform for fostering,  
modernization and sustainable growth in natural  
stone industry in Western Balkans***

***22 October, 2020***

***Minutes 2<sup>nd</sup> General Meeting (online )***

***20.10.2020***



## I. Agenda

**SECOND GENERAL SEMINAR - Thursday, 22 October 2020 - 10:00 Tirana local time.**

10:00 - 10:15	<p><b>Welcome Address and Opening Remarks</b> Polytechnic University of Tirana</p>
10:15 - 11:00	<p><b>BKSTONE - General Overview and State of Art of the Project</b></p> <ul style="list-style-type: none"> <li>• Management issues (financial issues)</li> <li>• Objectives</li> <li>• Expected Results</li> <li>• Intellectual outputs</li> </ul> <p>Project coordinator</p>
11:00 - 11:30	<p><b>Equipment</b></p> <ul style="list-style-type: none"> <li>• State of art</li> <li>• Need of fitting into the project objectives and activities</li> <li>• Requirements to get approval from Brussels</li> </ul> <p>CTM- Asociacion Empresarial de Invertigacion Centro Tecnologico del Marmol y La Piedra Q&amp;A</p>
11:30 - 12:00	<p><b>Survey: Requirements and Operating tasks, Questionnaire definition</b></p> <ul style="list-style-type: none"> <li>• Development of the questionnaires</li> <li>• Final version of questionnaires</li> <li>• Carrying out survey in associated countries</li> <li>• Final reports: national and aggregated.</li> </ul> <p>IES Ribeira do Louro, CTM and Partner Countries Q&amp;A</p>
12:00 - 13:00	<p><b>BKSTONE Project: Next Steps and Scheduling of activities</b></p> <ul style="list-style-type: none"> <li>• Development of training programmes for University Degrees.</li> <li>• Development of training programmes for Tertiary VET</li> <li>• Focus Groups organisation and report (Consultation)</li> <li>• Production of learning materials.</li> </ul>
13:00 - 14:00	<p><b>Break</b></p>



14:00 - 14:45	<b>Financial management of the project</b> <ul style="list-style-type: none"><li>• Changes in the budget due to covid-19</li><li>• Staff costs and further costs</li><li>• Supporting documents</li><li>• Financial reports</li></ul>
14:45- 15:15	<b>Dissemination and Sustainability</b> <ul style="list-style-type: none"><li>• Dissemination plan</li><li>• Project web site</li><li>• Social nets</li><li>• Dissemination report and supporting documents</li></ul>
15:15 - 16:00	<b>Quality Control</b> <ul style="list-style-type: none"><li>• Quality Plan</li><li>• Quality criteria and indicators</li><li>• Evaluation activities and procedures</li></ul> Transilvania University of Brasov + all partners of the consortium



## II. List of attendants

NO	INSTITUTION	NAME SURNAME
1	Transilvani University of Brasov	Radu MUNTEAN
2		Marius MANTULESCU
3		Andreea NEACSU
4		Simona BALASESCU
5	Mediterranean University Podgorica	Radislav Jovović
6		Maja Delibašić
7		Silvana Đurašević
8		Petar Krivokapić
9	Universita Degli Studi di Roma La Sapienza	Carlo Bianchini
10		Marika Griffo
11	Scuola Edile Padova	Andrea Pagnacco
12		Christine Rossi
13		Alessia Ranci
14	University of Prishtina	Naser Kabashi
15		Teuta Jashari
16		Enes Krasniqi
17		Milot Muhaxheri
18	University of A Coruña	Lopez Piñeiro, Santiago



19		Diaz Caneiro, Maria Eugenia
20	<b>CTM</b>	David Caparros Pérez
20		Juana María Torrecilla Abril
20	<b>University of Mostar</b>	MAJA PRSKALO
22		TATJANA DŽEBA
23	<b>UBT</b>	Naim Preniqi
24		Hazir Cadraku
25		Visar Krelani
26		Elinda Krasniqi
27	<b>NTUA</b>	Maria Menegaki
28		Thanassis Mavrikos
29	<b>IES Riberira do Louro</b>	Amador Ordonez
30		Rosa Rodrigues
31		Anuska Jorquera
32	<b>University of Elbasan</b>	Altin Idrizi
33	<b>University of Gjirokastra</b>	Luiz Seiti
34	<b>UPT</b>	Alma Afezolli
35		Hyrjana Mocka
36		Mentor Balilaj

37		Igli Kondi
38		Loreta Capeli
39	<b>UNSA</b>	Edin Kadrić
40		Mugdim Pasic
41		Branko Vučijak
42		Hadis Bajric

### III. Welcome Address and Opening Remarks

Prof. Alma Afezolli, Head of International Relations Units of the Polytechnic University of Tirana, welcomed partners as project coordinator and introduced to partner the general schedule for the meeting. Then partners shortly discussed regarding the current situation of Covid-19 pandemic in the involved countries, the short term expectations thereof, and their implications for the project progress.

### IV. General Overview and State of Art of BKSTONE the Project

A general overview of the project was introduced by UPT and IES Ribeira do Louro, holding discussions on different aspects of the current situation of the project progress:

**a) Contract binding project coordinator with project partners and first payment.**

All partners have already signed the contract and received the first payment.

**b) Level of project development.**

Consortium highlighted that the agenda for the development of the project is delayed compared to that expected in the application, due mainly to Covid-19; however, consortium partners agreed on adapting the initial schedule and trying to catch the initial agenda in the second year of the project, but it will depend also in the possibility of carrying out some scheduled activities, i.e. learning activities, dissemination events, etc.



## c) Equipment.

All partners have already sent their proposal for equipment to be purchased and this proposals have been checked by CTM, partner in charge of coordinating this task and supervising that the equipment to be purchased follow the criteria set up within the project. Project coordinator will send the proposal to Executive Agency in order to them confirm its approval and the possibility to start the purchasing procedure.

## d) Intellectual outputs.

Consortium partners made a short review of the main tasks related to the development of the *Intellectual Output 1* and the current state of art. As above noted, even if the implemented activities are less that initially foreseen, partners agreed in adapting the initial agenda to current situation and re-organizing the project schedule to finish in the initially expected date.

Regarding *Intellectual Output 2*, the first tasks for this IO, namely the development of the training courses, will start only after the researching phase is over, in order to use the state of art and needs of education and training in the sector as the starting point for the development of the content and supporting materials for the training courses.

## V. Equipment

Representatives of CTM- *Asociacion Empresarial de Invertigacion Centro Tecnologico del Marmol y la Piedra*, have introduced the current situation of the procedures to purchase the equipment. They have been in charge of checking the proposals of partner countries' organizations for the equipment to be purchase and confirm that it fits into the categories of equipment foreseen in the application, that this equipment is the required for the tasks of the particular partner inside the project regarding the training courses and that the equipment will allow the partner to properly implement those courses developed under the project.

CTM representative confirmed that all equipments proposed by partner countries' organizations fulfil all the above noted requirements. Then, consortium agreed that project coordinator will send that list to Executive Agency for confirming that the small variations in some of the headings, which consortium consider not to be relevant for the project achieve its allocated objectives are approved.



## VI. Survey: Requirements and operating tasks. Questionnaire definition.

In order to develop the IO1, according to the project application, partners should start by carrying out a complete research within the industry and education organizations in their countries. The first tasks of this activity, related to the development of the questionnaires, have already been carried out, being the questionnaires for the different sectors already developed and approved by the consortium. Now starts the phase of implementing those questionnaires and producing the related reports compiling the main results and its implications for the development of the main project output, namely, the training courses in the different levels and the strategy for fostering modernization and sustainable growth in natural stone industry in Western Balkans.

For the carrying out the tasks involved in the implementation of the questionnaires and production of the related reports, the following schedule have been approved:

TASKS TO BE CARRIED OUT	PARTNER	DELIVERING DATE
Translation of questionnaires to Albanian	UBT	30.10.2020
Translation of questionnaires to Bosnian/Montenegro: <ul style="list-style-type: none"> <li>• <b>University of Montenegro :</b> <ul style="list-style-type: none"> <li>• <i>Survey for HEI and Mining</i></li> </ul> </li> <li>• <b>University of Sarajevo:</b> <ul style="list-style-type: none"> <li>• <i>Survey for stone and construction companies regarding the whole stone sector</i></li> <li>• <i>Survey for VET level regarding stone manufacturing</i></li> </ul> </li> <li>• <b>University of Mostar:</b> <ul style="list-style-type: none"> <li>• <i>Survey for HEI Construction and heritage sectors</i></li> <li>• <i>Survey for VET Construction</i></li> </ul> </li> </ul>		30.10.2020
a) Information gathered in <i>National Benchmarking Reports</i> :	UPT + USarajevo+ MUMontenegro + UPristine	10.12. 2020
General Overview of education in HEI and VET organizations	CTM + IESRL USapienza + SEPadova + NTUAthens + TUBrasov	10.12. 2020





Meeting online to discuss the results compiled in the National Reports	UPT + USarajevo MUMontenegro + UPristine + CTM + IESRL + USapienza + SEPadova NTUAthens + TUBrasov	16.12. 2020
b) Produce a <i>Benchmarking Aggregated Report</i> .	UPT + UEIbasan Mostar +CTM + USapienza	30.12. 2020
Produce a <b>Conclusions Report</b> based in the content of National and Aggregated Report	Programme countries.	20.01.2020

## VII. BKSTONE Project: Next Steps and Scheduling of activities

As already noted above, consortium partners agreed on holding an online meeting once the results of the national researches are available and compiled in National Reports. This meeting is foreseen for December, 12th 2020. During this meeting, partners, further to discuss these results, will discuss and take decisions regarding next step activities.

## VIII. Financial management of the project

Project coordinator, Polytechnic University of Tirana, explained to all partners that the funds initially allocated to attending the second general meeting, foreseen to be held in Kosovo, together with the remaining sums which will not be spent due to covid-19 limitations for activities, mainly for mobilities, will be reallocated to other headings. Depending on the final amount of funds to be reallocated, it will need or not the prior approval of the Executive Agency. Then, final decisions thereof will be taken in a later stage.

Next, project coordinator has introduced to partners the main aspects for the proper financial management following the Capacity Building Programme rules and normative:



## A. GENERAL REMARKS

- Project coordinator has similar role to partners as EACEA to all consortium:
  - Project coordinator is NOT responsible for other partners, they are responsible
  - Project coordinator is NOT justifying partners' costs, they are responsible for that
  - Partners are responsible to be familiar with all rules, all have access to guidelines
  - Partners and not the Project might be asked to pay back some money for unjustified costs
- Universities / institutions are project partners, not the employees – when you report travel or staff costs it relates to university / institution representative. EACEA does not care who is funded by the project,
- For travelling costs, real costs of accommodation or cost of airplane ticket does not matter at all, unit costs should be reported, based on justified number of days spent in total (4 days for the kick-off meeting). Real costs should be justified only for the university / institution. How it actually reimburses the person that travelled is not to be reported to BKSTONE
- The predicted number of trips and travelling are reported in the application, you will justify that money only if you (your university representative) travelled to all destinations
- The same principle is applied to other unit costs, namely staff costs – you are reporting number of days worked, you are NOT REPORTING actual payments to persons. Real payments to these people do not matter for the BKSTONE. Reporting 100 days worked for WPs in some period means only that the person worked that many days for the project, what amount of money is actually paid to these persons relates to your internal rule.
- The partner will get approved these reported work days if the deliverables are provided, based on unit fee per country.

## B. STAFF COSTS

- These costs are paid to all beneficiaries when they are performing tasks which are directly necessary to the achievement of the project objectives.
- To calculate staff costs we need to take into account these variables:
  - the type of staff category:
    - Managers
    - Researchers, teachers and trainers
    - Technical staff
    - Administrative staff
  - the country in which the staff member is employed, and



- the number of days worked for the project.

Firstly, partners **should keep the staff categories** approved for their organization under *Staff Costs*. Only in exceptional cases should be these categories changed. For changing the category a prior approval by the Executive Agency is required.

### The supporting documents for staff costs are:

- The existence of a formal contractual relationship between the employee and the employer.
- A duly filled-in **Joint declaration** for each person employed by the project.
- **Time-sheets** have to be attached to each staff Joint declaration. Project coordinator will supply a draft model of **Time-sheet**.

### C. TRAVEL COSTS AND COSTS OF STAY

- For the purpose of any financial evaluation and/or audit, beneficiaries will have to be able to justify/prove the following elements:
  - The journeys actually took place.
  - The journeys are connected to specific and clearly identifiable project-related activities.

The supporting documents for travelling and stay costs are:

- **Person journey:**
  - a duly filled-in Individual Travel Report
  - travel tickets, boarding passes with points of departure and destination, dates and name of the person travelling
- **Person stayed:**
  - invoices, receipts from hotels, motels, hostels, restaurants, public transport tickets, etc.
- **Person participated:**
  - proof of attendance in meetings and/or events, agendas, tangible outputs/products, minutes of meetings.

## IX. Dissemination and Sustainability



Project coordinator has introduced to partners the main aspects of the dissemination plan for the project. It includes the following items:

- **Project Logo identity:** The logo is already agreed and partners should use it for any communication related to the project.
- **Project website:** partners have analysed and discussed about the current content of the project website, agreeing on completing the information related to the project partners and all other headings.
- **Project Leaflet and rollup:** Consortium partners agreed that Polytechnic University of Tirana will produce a leaflet for the project and share its design with remaining partners, in order to them proceed to its translation/adaptation to be used in their respective countries. Same will be done in order to have a common design for a *Project Rollup*.
- **Dissemination and communication activities during this first phase of project implementation:** Even if the current pandemic of Covid-19 makes it difficult to perform some of the expected dissemination activities, partners should use any available mean to disseminate the project and its objectives and activities during this first stage of implementation. Partners should use the performance of the research to contact different stakeholders related to stone sector and to education and, further to get them answering the questionnaires, introduce them the project and its objectives and, as much as possible, involve them in the future project activities: seminars, courses content development, multiplier events, etc.
- **Social networking:** Following what was already foreseen in the project application form, partners should start disseminating the project and its aims and activities in their own social nets, in order to make the project been known by the main relevant stakeholders in their own countries, namely construction and stone industry agents and education institutions, as well as, education and industry authorities. This social nets communication during this first stage of the project must complement the dissemination carried out when implementing the survey.
- **Organization and attendance to events:** Due to the restrictions caused by pandemic, currently present in all involved countries, even if in a different level, all foreseen events must be delayed until the restrictions are over and public events can be performed.

## Quality Control

Transilvania University of Brasov, partner in charge of the quality control of the project, has made an introduction of the main guidelines and steps for the following up of the project. They undertake the general evaluation of the project. As part of this general role inside the project, Transilvania University of Brasov will produce and send to all attendants to the meeting a form to



# BKSTONE



be filled in for the evaluation of this second seminar and for the general evaluation of the project progress.

