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# smartWB

## REPORT ON THE KICK-OFF MEETING

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Curricula innovation in climate-smart urban development based on green  
and energy efficiency with the non-academic sector

Project: 101081724 — SmartWB — ERASMUS-EDU-2022-CBHE

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## 1. Introduction

This document reports the kick-off meeting of the Erasmus+ Capacity Building in Higher Education project "Curricula innovation in climate-smart urban development based on green and energy efficiency with the non-academic sector" (SmartWB), held at the coordinating the University of Montenegro, on the 23rd and 24th of February 2023. The meeting was hybrid and chaired by Marija Jevrić.

The purpose of the meeting was to:

- Develop a shared understanding of the project objectives, tasks, and expected results;
- Clarify project management and administrative procedures;
- Give an overview of the first project year: work plan and partners' tasks and obligations.

The participants agreed that the Minutes should be brief and focused on essential issues, agreements, and actions to be taken. The kick-off meeting agenda (Annex I), the list of participants (Annex II), and the SmartWB management structure (Annex III) are attached herewith. The meeting agenda was slightly changed at the end of the first day due to the coordinator's suggestion to discuss the text of the Consortium Agreement at the first session on the 24th of February, 2023.

## 2. Opening ceremony and project presentation

### Speakers:

Marina Rakočević, Faculty of Civil Engineering, University of Montenegro

Biljana Šćepanović, Ministry for Science and Technological Development of Montenegro

Veselin Mićanović, University of Montenegro

Ivana Ćipranić, Faculty of Civil Engineering, University of Montenegro

Olga Čalasan, Faculty of Civil Engineering, University of Montenegro

### Summary:

The meeting started at 9 am with the SmartWB participants' registration.

Marina Rakočević, the dean of the Faculty of Civil Engineering, University of Montenegro, opened the welcoming session on behalf of the host institution, wishing a successful meeting and a pleasant staying in Montenegro for all guests.

Veselin Mićanović, the vice-rector for education of the University of Montenegro, welcomed the participants on behalf of the University of Montenegro. He shortly presented the mission, vision, and

capacities of the University of Montenegro. He emphasized that the Erasmus+ program has significantly contributed to the internationalization process of the University.

Biljana Šćepanović, the minister for Science and Technological Development of Montenegro, gave opening remarks. She highlighted the importance of this occasion – the kick-off meeting of the first Erasmus+ project coordinated by the Faculty of Civil Engineering, University of Montenegro, being on the path of EU integration and strengthening connections in the region.

Ivana Ćipranić, assistant professor at the Faculty of Civil Engineering, University of Montenegro, presented the project to all participants. The most significant SmartWB segments were highlighted on this occasion, with particular references to the objectives and expected impacts.

Olga Čalasan, a teaching assistant at the Faculty of Civil Engineering, University of Montenegro, presented the project website and social media networks. Also, she briefly introduced the project management platform, which will be used throughout the project's lifetime. She underlined the need to upload developed outcomes.

### 3. Introducing project technical details and directions from NEO

#### Speakers:

Marija Jevrić, University of Montenegro

Milan Gocić, University of Nis

Genti Qirjazi, Polytechnic University of Tirana

Rina Muhaj, National Erasmus Office of Montenegro

#### Summary:

Marija Jevrić presented the Evaluation Summary Report on behalf of the project coordinator. In addition, a few negative remarks by EACEA evaluators were presented and commented on, highlighting what should be done while implementing some activities to avoid anticipated risks.

Milan Gocić presented the lump sum funding principles and general changes in the reporting rules, in line with the Grant Agreement and the guides for managing lump sum grants available at the EU F&T Portal. He also showed the rules and conditions to be met for amendments to the Grant Agreement.

Dissemination and sustainability of the project were presented by Genti Qirjazi. He explained the primary purpose of this field and highlighted the importance of communication for promoting the project itself and its results to a broader audience. He also emphasized the importance of dissemination activities and the sustainability of some project results after the end of project funding. He underlined the requirements of the Grant agreement, such as visibility of project results, availability of materials produced, and using of the correct logo and disclaimer. All partners should be aware of the penalties in the case of non-compliance with publicity obligations.

Rina Muhaj, the NEO representative, presented CBHE+ projects' operational management rules: the Partnership Agreement, roles and responsibilities of management structure, possible changes to the Grant Agreement, project implementation, and dissemination principles. The discussion's central themes were the grant's financial aspects and possible budget transfers.

#### 4. Partner presentations with special emphasis on their higher education research potential and practices, as well as the role in the SmartWB

##### Speakers:

Martin Oldenburg, Technische Hochschule Ostwestfalen-Lippe

Doris Damyanovic, University of Natural Resources and Life Sciences

Milan Gocić, University of Niš

Željko Bačić, University of Zagreb

Carmen De P. Heredero, Universidad Rey Juan Carlos

Harsha Ratnaweera, Norwegian University of Life Sciences

Emina Hadžić, University of Sarajevo

Merima Šahinagić-Isović, Dzemal Bijedic University of Mostar

Aida Husetić, University of Bihac

Fatri Morina, European University of Tirana

Genti Qirjazi, Polytechnic University of Tirana

Flora Krasniqi, Polis University

Merita Toska, Co-Plan

Nikola Perović, Environmental movement Ozon

Association of Consulting Engineers of B&H (*video presentation*)

Anita Slijepčević, Engineers Chamber of Montenegro

##### Summary:

In this part of the meeting, all partners had a chance to present their institutions and inform the audience about their role in the SmartWB project and their skills and institutional and team potential. While colleagues from the Norwegian University of Life Sciences were present online and presented them through Zoom meeting, another partner, Association of Consulting Engineers of B&H sent a video presentation of the institution and team members.

In addition, all speakers from WB HEIs highlighted the importance of this type of project, especially in capacity development and the establishment of future permanent cooperation.

Marija Jevrić, on behalf of the coordinator, closes the first working day of the meeting, establishing the project management structures: Steering Committee, Project Management Committee, Quality Assurance Committee, and Work packages leaders. All project representatives agreed with the proposed committees.

## 5. Work packages and action plan

### Speakers:

Marija Jevrić, University of Montenegro

Doris Damyanovic, University of Natural Resources and Life Sciences

Carmen De Pablos Heredero, Universidad Rey Juan Carlos

Agim Kasaj, European University of Tirana

Emina Hadžić, University of Sarajevo

Milan Gocic, University of Niš

Genti Qirjazi, Polytechnic University of Tirana

### Summary:

Marija Jevrić presented WP1 - Project management and coordination. She informed partners about the role and responsibilities of the coordinator and beneficiaries in line with the Grant Agreement, as well as future project tasks, activities, deliverables, and deadlines regarding WP1.

At this point, the partners accepted Marija's proposal to discuss the text of the Consortium Agreement that the coordinator had prepared previously and offered partners to analyze and make suggestions. All beneficiaries agreed to use the old template for the Agreement and change it according to the needs of the Consortium in order to have funds transferred earlier and to be able to start with work earlier. After discussion, changes were made to 2 articles. The first installment of the first pre-financing transfer was agreed to be 40% instead of 20%, but with the obligation to use that money to purchase the equipment, among other costs. Another adopted proposal was to add the sentence in Article 8: Budgetary and financial management, about different ways of calculating costs: Costs can be calculated according to the institutional or national procedures or as unit costs or as actual costs. At the end of the discussion, all partners were satisfied with the new version of the text and were asked to send it to their institutions as soon as possible, to be approved by the responsible person.

Doris Damyanovic presented WP2 - Analysis of the current status in climate-smart urban development and underlined the need for joint work to develop all necessary reports on time. Furthermore, she introduced WP2 tasks and task leaders, emphasizing that four different reports

should be prepared, revised, corrected, and uploaded before the workshop, which will be held in Vienna from the 31st of May until the 2nd of June 2023.

Carmen De Pablos Heredero presented WP3 - Capacity building of West Balkans HEIs, highlighting the importance of modernizing curricula according to EU green principles and sustainable development in collaboration with the industry sector. The other tasks are to provide guidance for students' internships in private companies and train teaching staff in new and innovative teaching methodologies for acquiring new practical skills. In addition, each WB partner needs to provide a list of courses in the relevant field they want to modernize and its ECTS catalog in English.

Željko Bačić and Milan Gocić did presentations of 3-day theme-based training events. Venues were announced, and draft agendas were given for two events organized by the University of Zagreb and the University of Niš. One will be held in Dubrovnik from the 9th to the 11th of May, and the other in Niš, from the 14th to the 16th of June.

Agim Kasaj presented WP4 - Creating the technological platform. After completing two tasks - introduction with innovative technological solutions and analyzing industry sector needs for green jobs and climate-smart solutions - they will be able to work to develop the technological platform, an interactive and user-friendly tool not only for the SmartWB project but also for all stakeholders.

After a short discussion, all agreed that WB partners in communication with EU partners should define questionnaire, perform survey and analyze data obtained from the non-academic sector.

Emina Hadžić presented WP5 - Implementation of modernized courses and platform. Innovative learning and teaching methods should be implemented with students enrolled. In addition, 35 students' internships will be organized at WB companies related to the urban development and planning sector. The platform will be used for achieving business-academia collaboration and cooperation. Self-evaluation of implemented university courses will be done as the last task.

Milan Gocić prepared a presentation on WP6 - Quality assurance and monitoring, highlighting the importance of a complete understanding of what is being requested and strong collaboration and commitment from the partners.

Genti Qirjazi presented WP7 - Impact and dissemination. He underlined the dissemination and exploitation issues and the need for the preparation of the Dissemination and Exploitation Plan, which includes round tables with the non-academic sector to promote environmentally conscious urban development, workshops for promoting green job opportunities in urban development, and promotion of using emission reduction approaches and low carbon technologies.

Milan Gocić, at the end of the kick-off meeting, summarized project activities, work plan, tasks, and obligations of the partners for all three years of project duration but gave a detailed overview of the first project year, highlighting deadlines for deliverables expected.



## Annex I

Thursday, 23 <sup>rd</sup> February 2023		
9:00-9:30	SmartWB participants registration	
First session – Opening ceremony and project presentation		
9:30-9:35	Welcome words from the host - Faculty of Civil Engineering	Marina Rakočević, Dean
9:35-9:50	Opening remarks by Minister for Science and Technological Development of Montenegro	Biljana Šćepanović, Government of MNE
9:50-10:10	Presentation of the University of Montenegro (UoM)	Veselin Mićanović, Vice rector for education
10:10-10:20	SmartWB project in a nutshell	Ivana Ćipranić, UoM
10:20-10:30	Project website and social networks	Olga Čalasan, UoM
10:30-11:00	Coffee break (room 103)	
Second session - Introducing project technical details and directions from NEO		
11:00-11:15	EACEA Evaluation report	Marija Jevrić, UoM
11:15-11:40	Lump sum and financial reporting	Milan Gocić, UNI
11:40-12:00	Dissemination and sustainability	Genti Qirjazi, UPT
12:00-12:30	Project operational management – NEO’s directions	Rina Muhaj, NEO
Third session - Partner presentations with special emphasis on their higher education research potential and practices, as well as their role in SmartWB		
12:30-12:40	Technische Hochschule Ostwestfalen-Lippe (THOWL)	Martin Oldenburg
12:40-12:50	University of Natural Resources and Life Sciences (BOKU)	Doris Damyanovic
12:50-13:00	University of Niš (UNI)	Milan Gocić
13:00-13:10	University of Zagreb (UNIZG)	Željko Bačić Vesna Poslončec-Petrić
13:10-13:20	Universidad Rey Juan Carlos (URJC)	Carmen De P. Heredero
13:20-14:50	Buffet lunch (room 103)	
14:50-15:00	Norwegian University of Life Sciences (NMBU)	Harsha Ratnaweera <i>online</i>
15:00-15:10	University of Sarajevo (UNSA)	Emina Hadžić Ammar Šarić
15:10-15:20	Dzemat Bijedic University of Mostar (UNMO)	Merima Šahinagić-Isović Marko Čećez
15:20-15:30	University of Bihac (UNBI)	Aida Husetić <i>online</i> Aladin Crnkić <i>online</i>
15:30-15:40	European University of Tirana (UET)	Fatri Morina
15:40-15:50	Polytechnic University of Tirana (UPT)	Genti Qirjazi
15:50-16:00	Polis University (U_POLIS)	Flora Krasniqi
16:00-16:10	Co-Plan (Co-PLAN)	Kejt Dharmi <i>online</i>
16:10-16:20	Environmental movement Ozon (OZON)	Nikola Perović
16:20-16:40	Association of Consulting Engineers of B&H (ACE BIH)	<i>Video-presentation</i>
16:40-16:45	Engineers Chamber of Montenegro (Chamber)	Blaženka Dabanović
16:45-16:50	Association Resource Aarhus center in B&H (Aarhus)	<i>Video-presentation</i>
Fourth session – SmartWB project bodies		

16:50-17:00	Establishing of the project management structures (Steering Committee - SC, Project Management Committee - PMC, Quality Assurance Committee - QAC, WP Leaders)	Marija Jevrić, UoM
17:00-17:30	Conclusions of the day	
19:30	Social event: Dinner at the <b>100 manira</b> restaurant	

Friday, 24 <sup>th</sup> February 2023		
Fifth session - WP presentations and action plan		
9:30-9:50	WP1 - Project management and coordination (Introduction to WP1 tasks, roles and responsibilities and deliverables) Leader: UoM	Marija Jevrić, UoM
9:50-10:20	WP2 - Analysis of current status in climate-smart urban development (Introduction to WP2 tasks, roles and responsibilities, templates, deliverables and workshop organisation) Leader: BOKU	Doris Damyanovic, BOKU
10:20-10:50	WP3 - Capacity building of WB HEIs (Introduction to WP3 tasks, roles and responsibilities, templates and deliverables) Leader: URJC	Carmen De Pablos Heredero, URJC
10:50-11:20	Presentation of three-day theme-based training (UNIZG - M5, UNI – M6, NMBU – M9) – Venue and draft agenda	Željko Bačić, UNIZG Milan Gocić, UNI
11:20-11:50	Coffee break (room 103)	
11:50-12:10	WP4 - Creating technological platform (Introduction to WP4 tasks, roles and responsibilities, templates and deliverables) Leader: UET	Agim Kasaj, UET
12:10-12:30	WP5 - Implementation of modernized courses and platform (Introduction to WP5 tasks and deliverables) Leader: UNSA	Emina Hadžić, UNSA
12:30-12:50	WP6 - Quality assurance and monitoring (Introduction to WP6 tasks, roles and responsibilities, templates and deliverables) Leader: UNI	Milan Gocić, UNI
12:50-13:10	WP7 - Impact and dissemination (Introduction to WP7 tasks, roles and responsibilities, templates and deliverables) Leader: UPT	Genti Qirjazi, UPT
13:10-13:40	Overview of the first project year: work plan, tasks and obligations of partners	Milan Gocić, UNI

## Annex II

### LIST OF PARTICIPANTS

Partner No.	Institution	Acronym	Name and surname
1	University of Montenegro	UoM	Marija Jevrić Ivana Ćipranić Marina Rakočević Biljana Šćepanović Mladen Gogić Nataša Kopitović Vuković Milena Ostojić Olga Čalasan
2	University of Nis	UNI	Milan Gocić Mladen Milanovic
3	University of Natural Resources and Life Sciences	BOKU	Doris Damyanovic
4	Norwegian University of Life Sciences	NMBU	Harsha Ratnaweera ( <i>online</i> )
5	University of Zagreb	UNIZG	Željko Bačić Vesna Poslončec-Petrić
6	Universidad Rey Juan Carlos	URJC	Carmen De-Pablos-Heredero Miguel Blanco-Callejo
7	Technische Hochschule Ostwestfalen-Lippe	THOWL	Martin Oldenburg Joerg Felmeden
8	University of Sarajevo	UNSA	Ammar Šarić Emina Hadžić
9	Dzemail Bijedic University of Mostar	UNMO	Merima Šahinagić-Isović Marko Čećez
10	University of Bihac	UNBI	Aladin Crnkić Aida Husetić
11	European University of Tirana	UET	Agim Kasaj Fatri Morina
12	Polytechnic University of Tirana	UPT	Genti Qirjazi
13	Polis University	U_POLIS	Flora Krasniqi Elona Karafili
14	Co-Plan	Co-PLAN	Merita Toska
15	Environmental movement Ozon	OZON	Aleksandar Perović Nikola Perović
16	Association of Consulting Engineers of Bosnia and Herzegovina	ACE BH	--
17	Engineers Chamber of Montenegro	Chamber	Blaženka Dabanović
18	Association Resource Aarhus center in B&H	Aarhus	--

## Annex III

### STEERING COMMITTEE MEMBERS

Institution	Acronym	Name and surname
University of Montenegro	UoM	Marina Rakočević
University of Nis	UNI	Milan Gocić
University of Natural Resources and Life Sciences	BOKU	Doris Damyanovic
Norwegian University of Life Sciences	NMBU	Harsha Ratnaweera
University of Zagreb	UNIZG	Željko Bačić
Universidad Rey Juan Carlos	URJC	Carmen De Pablos Heredero
Technische Hochschule Ostwestfalen-Lippe	THOWL	Martin Oldenburg
University of Sarajevo	UNSA	Emina Hadžić
Dzemat Bijedic University of Mostar	UNMO	Merima Šahinagić-Isović
University of Bihac	UNBI	Atif Hodžić
European University of Tirana	UET	Fatri Morina
Polytechnic University of Tirana	UPT	Arben Xhialli
Polis University	U_POLIS	Flora Krasniqi
Co-Plan	Co-PLAN	Kejt Dharmi
Environmental movement Ozon	OZON	Nikola Perović
Association of Consulting Engineers of Bosnia and Herzegovina	ACE BH	Ešref Gačanin

## PROJECT MANAGEMENT COMMITTEE MEMBERS

Work package	Institution	Name and surname
WP1 - Project management and coordination	UoM	Marija Jevrić
WP2 - Analysis of current status in climate-smart urban development	BOKU	Doris Damyanovic
WP3 - Capacity building of WB HEIs	URJC	Carmen De Pablos Heredero
WP4 - Creating technological platform	UET	Agim Kasaj
WP5 - Implementation of modernized courses and platform	UNSA	Emina Hadžić
WP6 - Quality assurance and monitoring	UNI	Milan Gocić
WP7 - Impact and dissemination	UPT	Genti Qirjazi

## QUALITY ASSURANCE COMMITTEE MEMBERS

Institution	Acronym	Name and surname
University of Nis	UNI	Milan Gocić
Technische Hochschule Ostwestfalen-Lippe	THOWL	Martin Oldenburg
University of Natural Resources and Life Sciences	BOKU	Doris Damyanovic
University of Zagreb	UNIZG	Željko Bačić