***Report on Midterm Meetings (WP 8.3)***

Sustainable development of BLUE economies through higher education and innovation in Western Balkan Countries – BLUEWBC

*Although, it was planned that Project midterm meeting should be organized at P5 as intensive 3-day meeting in order to discuss and provide management, financial, dissemination and exploatation reports as well as the evaluation of the each activity, due to Covid 19 pandemic the event was organized as 3-day on-line ZOOM meetings on:*

1. ***3rd September 2021 (13:00 – 15:00) – 20 participants***
2. ***10th September 2021 (10:00 – 12:30) – 16 participants***
3. ***13th September 2021******(14:00 – 16:30) – 13 participants***

Project Proposal:

|  |  |  |
| --- | --- | --- |
| **Work package type and ref.nr** [x]  | **MANAGEMENT** | **8** |
| **Title** | Project management |
| **Tasks** | **MNGT 8.3 Project midterm meeting (M18-M19; Event, Report)**  |
| **Lead Organisation** | P1 |
| **Participating Organisation** | P1–P10 |
| **Costs***Please explain the necessary costs for this WP: What travels are necessary? If equipment is requested, explain why it is required. If subcontracting is necessary, explain why the task cannot be performed by the partner.* | Travel Costs & Costs of Stay are provided in order to realize all foreseen tasks. These costs include:- 3-day meeting (+ 2 days spent in traveling, 5 days in total) at P5 for team members from each partner; |

**Deliverables/results/outcomes**

|  |  |  |
| --- | --- | --- |
| **Expected Deliverable/Results/****Outcomes** [x]  | Work Package and Outcome ref.nr | **8.3.** |
| Title | Project midterm meeting |
| Type | [ ]  Teaching material[ ]  Learning material[ ]  Training material | [x]  Event[x]  Report [ ]  Service/Product  |
| Description  | Project midterm meeting will be organized at P5. Intensive 3-day meeting will include management, financial, dissemination and exploatation reports. The evaluation of the each activity will be elaborated.At least one team member from each partner will attend the meeting. |
| Due date | August 2021 |
|  | Languages | English |
| **Target groups** | [x]  Teaching staff [ ]  Students [ ]  Trainees [ ]  Administrative staff[ ]  Technical staff [ ]  Librarians [x]  Other |
| *If you selected 'Other', please identify these target groups.* *(Max. 250 words)*The report will be openly available and will target all project partners, including those that could not attend the meeting |
| **Dissemination level** | [ ]  Department / Faculty [ ]  Institution | [ ]  Local[ ]  Regional | [ ]  National[x]  International |

***Minute of meeting***

*Title:****Midterm Meeting 1(WP 8.3)***

*Place:****ZOOM***

***Initiative: Partner P5 (Gorana Jelic Mrcelic, UNIST) / Project Coordinator Øivind Andersen***

***Participants: P1 – P10 (20 participants)***

*Date:****3rd September 2021 (13:00 – 15:00)***

*The purpose of the meeting was Project Midterm Meeting (WP 8.3) in order to agree on Midterm Report (WP 6.3. Partner P5 was responsible for organizing this meeting.*

1. The draft of Midterm Report has been prepared by project partners (narrative part and financial statement) and presented by Leading Partner P1 (Arfinn Oksavik, NTNU)..

**Conclusion:** The reports and all supporting documentation have to be uploaded in **MS Teams**, revised and commented by partners on some of the aspects (assessment criteria – evaluation of project according to original proposal) by **Monday, 6th September 2021**.

1. The reports on WP activities (and supporting documents) were prepared and presented by WP lead organisations (P3 for WP1, P6 for WP2, P2 for WP 3 and WP5, P5 for WP 4, P4 for WP 7 and P1 for WP 6 and WP 8).

**Conclusion:** The reports and all supporting documentation have to be uploaded on the Project web site by WP lead organization (for the purpose of WP7 Dissemination).

1. The Midterm Report should be revised and improved by partners.

**Conclusion:** Given that the Midterm Report should be revised and improved by partners, it was decide to organize the meeting on Friday, 10th September 2021 at 10:00 am.

***Minute of meeting***

*Title:****Midterm Meeting 2 (WP 8.3)***

*Place:****ZOOM***

***Initiative: Partner P5 (Gorana Jelic Mrcelic, UNIST) / Project Coordinator Øivind Andersen***

***Participants: P1 – P10 (16 participants)***

*Date:****10th September 2021 (10:00 – 12:30)***

*This purpose of the meeting was Project Midterm Meeting 2 (WP 8.3) in order to agree on Midterm Report (WP 6.3). Partner P5 was responsible for organizing this meeting.*

The document UT draft Technical progress report was uploaded in MS Teams by P1 and chapters were discussed by project partners. The tables of achieved/planned results for WP (uploaded in **MS Teams**) were discussed too. P4 noticed that some supporting documentation/links are missing that are essential for WP7.

It was concluded that some of the chapters should be rewritten (People with fewer opportunities, Visibility..) in order to be improved or shortened. Partner P4 uploaded document on visibility in MS Teams. Partner P2 sent mail with suggestions on horizontal issues (Radmila) and modification of final section (Maja) on 7th September but the mails were missed/overlooked. Therefore, Radmila uploaded their contribution in MS Teams during the meeting.

It is decided that description of implemented activities should be modified by leading partners of WP (highlighted in the document) taking into account the limitation of 3800 words per chapter and 3800 symbols per subchapter).

Section on Meetings, Trainings and Mobilities Estimation (county/city/date) should be done according to the project proposal (P5 for WP 4 and WP 8.3).

Radmila noticed that some parts of the Reports are not completed - topic EU EDUCATION, COOPERATION AND DEVELOPMENT POLICIES and Arfinn suggested that P2 (Maja) will do it with help of P4.

P6 (Milena) suggested that partners should make changes directly in the document shared in MS Teams and suggested short meeting on Monday. It was agreed that the partners will make changes directly in the document titled: Technical Report Final-2021 in folder General – Management - Midterm report in MS Teams. The document will be available for editing on Friday after 13:00, after Arfinn uploads the latest version of the document. The deadline for modifications is Monday, 13th September at 12:00.

Arfinn will schedule **Zoom meeting on Monday, 13th September at 14:30.** P2 suggested that the Midterm Report should be submitted by P1 on Monday after the meeting.

**Conclusions:**

* Radmila will rewrite part People with fewer opportunities without any specific details.
* All missing supporting documentation/links have to be sent by mail to WP lead organization P4 (to Ermelinda) in order to be uploaded on the Project web site.
* Description of implemented activities should be modified by leading partners of WP (yellow highlighting in the document). The modifications should be done by partners **directly in the document titled: Technical Report Final-2021 in folder General – Management - Midterm report in MS Teams** that will be **available for editing on Friday after 13:00.** The deadline for modifications: **Monday, 13th September at 12:00**
* Arfinn will schedule Zoom meeting on Monday, 13th September at 14:30.
* The Midterm Report should be submitted by P1 on Monday.

***Minute of meeting***

*Title:****Midterm Meeting 3 (WP 8.3)***

*Place:****ZOOM***

***Initiative: Partner P5 (Gorana Jelic Mrcelic, UNIST) / Project Coordinator Øivind Andersen***

***Participants: P1 – P10 (12 participants)***

*Date:****13th September 2021 (14:00 – 16:30)***

*This purpose of the meeting was Project Midterm Meeting 2 (WP 8.3) in order to agree on Midterm Report (WP 6.3). Partner P5 was responsible for organizing this meeting.*

P1 (Afrinn) went through the document **Technical Report Final-2021** document that was uploaded in MS Teams by P1 and chapters were discussed by project partners. It was decided that minor adjustments should be made in description of implemented activities by leading partners of WP taking into account the limitation of words/symbols immediately after the meeting. It was decided that after all changes in the document are done, the last version of the document **Technical Report Final-2021** with all changes excepted will be uploaded in MS Teams by P1 (Arfinn).

P4 (Ermelinda) pointed out that P4 (Ermelinda) sent the mail with all Project links included that could be useful.

The Minutes and the Report on Midterm meetings should be prepared by P5 (Gorana), send by mail and uploaded on the Project web page.

P1 (NTNU) and P2 (UoM) continued to work together on statistics indicators in e-form.

P1 (Arfinn) concluded that there was no need for the new meeting and that the e forms should be submitted later in the evening.

**Conclusions:**

* Minor adjustments should be made in description of implemented activities by leading partners of WP taking into account the limitation of words/symbols immediately after the meeting.
* After all changes in the document are done, the last version of the document Technical Report Final-2021 with all changes excepted will be uploaded in MS Teams by P1 (Arfinn).
* The Minutes and the Report on Midterm meetings should be prepared by P5 (Gorana), send by mail and uploaded on the Project web page.
* The e forms should be submitted later in the evening.
* There is no need for the new meeting.

Split, 13th September 2021

Gorana Jelic Mrcelic