



2021

MINUTES

WP 6 PROJECT MANAGEMENT

DEV 6.1 ESTABLISHMENT OF PROJECT MANAGEMENT STRUCTURES

Kick-off meeting

The meeting was organized by the University of Montenegro



**Development of Regional Joint Master Program in Maritime Environmental
Protection and Management – MEP&M**

Project no. 619239-EPP-1-2020-1-ME-EPPKA2-CBHE-JP

Kick-off Meeting

Virtual meeting, 22 – 23 February 2021

Organized by: University of Montenegro

List of Participants

Monday, 22nd February 2021

1. Špiro Ivošević, University of Montenegro, Faculty of Maritime Studies Kotor
2. Danilo Nikolić, University of Montenegro, Faculty of Maritime Studies Kotor
3. Danielle Picot, European Commission, EACEA
4. Vanja Drljević, National Erasmus+ Office Montenegro
5. Rina Muhaj, National Erasmus+ Office in Montenegro
6. Aleksandar Joksimović, University of Montenegro, Institute of Marine Biology
7. Mirko Đurović, University of Montenegro, Institute of Marine Biology
8. Ana Pešić, University of Montenegro, Institute of Marine Biology
9. Radmila Gagić, University of Montenegro, Faculty of Maritime Studies Kotor
10. Maja Škurić, University of Montenegro, Faculty of Maritime Studies Kotor
11. Ana Babović, University of Montenegro, Faculty of Maritime Studies Kotor
12. Aurela Cara, Aleksander Moisiu University Durrës
13. Kristofor Lapa, University of 'Ismail Qemali' Vlora
14. Suard Alizoti, University of 'Ismail Qemali' Vlora
15. Rezarta Sinanaliaj, University of 'Ismail Qemali' Vlora
16. Marko Papić, University of Ljubljana, Digital University Center (CDiUL)
17. Miha Lebić, University of Ljubljana
18. Eva Rožanc, University of Ljubljana
19. Katarina Vrhovec Celarec, University of Ljubljana
20. Srdjan Redzepagic, Balkan Institute of Science and Innovation – BISI, Université Côte d'Azur
21. Madonna Lamazian, Université Côte d'Azur
22. Christophe Mocquet, Université Côte d'Azur
23. Clément Moreau, Université Côte d'Azur
24. Eric Nasica, Université Côte d'Azur
25. Olivier Bruno, Université Côte d'Azur
26. Ana Macías, University of Cadiz
27. Giorgio Anfuso, University of Cadiz
28. Javier Izquierdo, University of Cadiz
29. Alfredo Fernández, University of Cadiz
30. María de Andrés, University of Cadiz
31. Tomor Harizi, General Maritime Directorate
32. Brunilda Coti, General Maritime Directorate
33. Lidija Šćepanović, Nature and Environmental Protection Agency
34. Ivana Mitrović, Nature and Environmental Protection Agency
35. Marko Radović, Nature and Environmental Protection Agency
36. Milena Bataković, Nature and Environmental Protection Agency
37. Ljilja Radunović, Eco Centre DOLPHIN



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9. Ana Babović, University of Montenegro, Faculty of Maritime Studies Kotor
10. Aurela Cara, Aleksander Moisiu University Durres
11. Kristofor Lapa, University of 'Ismael Qemali' Vlora
12. Rezarta Sinanaliaj, University of 'Ismael Qemali' Vlora
13. Marko Papić, University of Ljubljana, Digital University Center (CDiUL)
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Link for the meeting:

<https://us02web.zoom.us/j/84556906444?pwd=RDNBQ2tDMzFuT1FvOE9ZM0RRYmxxQT09>

Virtual meeting, 22 – 23 February 2021

Organized by: University of Montenegro

Agenda

Monday, 22nd February 2021 – Moderator: Prof. Dr. Danilo Nikolić	
09:00 – 09:30	Registration
09:30 – 09:45	Official opening - Welcome speeches Prof. Dr. Špiro Ivošević, Dean of the Faculty of Maritime Studies Kotor, University of Montenegro Mrs Danielle Picot, Project Officer, European Commission, EACEA Mrs Vanja Drljević, Head of National Erasmus+ Office Montenegro
09:45 – 10:15	Presentation of the project – Prof. Dr. Danilo Nikolić, Project coordinator, Faculty of Maritime Studies Kotor, University of Montenegro
10:15 – 11:30	Tour de table, presentation of partners - All partners University of Montenegro Aleksander Moisiu University of Durres University 'Ismail Qemali' Vlore University of Ljubljana Université Côte d'Azur University of Cadiz General Maritime Directorate Nature and Environmental Protection Agency Ecological Center DOLPHIN
11:30 – 11:45	<i>Coffee break</i>
11:45 – 12:45	Presentation of WP6: Project management Lead partner: University of Montenegro
12:45 – 13:15	Presentation of WP1: State of the art on Maritime Environmental Protection and Management Lead partner: Université Côte d'Azur
13:15 – 14:30	<i>Lunch break</i>
14:30 – 15:00	Presentation of WP2: Development and implementation of master degree program Lead partner: University of Ljubljana
15:00 – 15:30	Presentation of WP3: Capacity Building through staff training and equipment purchase Lead partner: University of Cadiz
15:30 – 16:30	Discussion



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Virtual meeting, 22 – 23 February 2021

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Agenda

Tuesday, 23rd February 2021 – Moderator: MSc Maja Škurić	
09:30 – 10:00	Registration
10:00 – 10:30	Continued presentations of WPs Presentation of WP4: Quality Control and Monitoring Lead partner: Aleksander Moisiu University of Durres
10:30 – 11:00	Presentation of WP5: Dissemination and Exploitation of Project Results Lead partner: University 'Ismail Qemali' Vlore
11:00 – 11:30	Establishment of Project Management Board and Quality Assurance Body Lead partner: University of Montenegro
11:30 – 11:45	<i>Coffee break</i>
11:45 – 12:30	Partnership Agreements Lead partner: University of Montenegro
12:30 – 13:30	Financial Management Lead partner: University of Montenegro
13:30 – 14:30	<i>Lunch break</i>
14:30 – 15:00	Detailed timetable of meetings for the first year Lead partner: University of Montenegro
15:00 – 15:30	Project visual identity <i>Project logo - proposals' review and selection; Website design and content; Social networking profile - design and content; Project documentation design</i> Lead partner: University 'Ismail Qemali' Vlore with the assistance of the University of Montenegro
15:30 – 16:00	Reporting deliverables and focus on target groups
16:00 – 17:00	Discussion and next project meeting

REPORT ON THE KICK-OFF MEETING

February 22nd, 2021, day I

Registration

The project coordinator, Prof. Dr. Danilo Nikolić from the Faculty of Maritime Studies Kotor, University of Montenegro moderated the today's sessions and welcomed the participants. He presented the agenda and expressed his satisfaction on the MEP&M project start.

Official opening - Welcome speeches

Prof. Dr. Špiro Ivošević, Dean of the Faculty of Maritime Studies Kotor, University of Montenegro

Dean of the Faculty of Maritime Studies Kotor of the University of Montenegro (UoM), Prof. Dr. Špiro Ivošević, welcomed the EACEA Project Officer Mrs Danielle Picot, Mrs Vanja Drljević, National Erasmus + Coordinator in Montenegro, project coordinator Prof. Dr. Danilo Nikolić from the Faculty of Maritime Studies Kotor of the University of Montenegro and all participants, stating that this project is another success of the Faculty and University as the institution oriented to the internationalization of study programs while strengthening the competitiveness of partner countries higher education institutions in European Higher Education Area (EHEA) and European Research Area (ERA). The Faculty will coordinate all actions in order to develop a regional joint interdisciplinary 2-year master program in Maritime Environmental Protection and Management (with 120 ECTS) in the English language, to increase competences and skills of human resources in Montenegro and Albania within the Action - Capacity Building in higher education of Erasmus + program, Key Action: KA2 - Cooperation for innovation and the exchange of good practices. The project will also enhance networking among partner countries higher education institutions, Governmental institutions, Blue economy sector enterprises and NGOs aiming to act regionally in order to prevent and cope with consequences of global climate change and local/regional marine pollution, as Prof. Ivošević said.

Mrs Danielle Picot, Project Officer, European Commission, EACEA

Mrs Danielle Picot welcomed all participants. She introduced herself as a Project Officer of the MEP&M project stating that the EACEA is willing to help whenever is needed and concluded with the best wishes and fruitful meeting.

Mrs Vanja Drljević, Head of National Erasmus+ Office Montenegro

Mrs Vanja Drljević expressed the pleasure to attend the Kick-off Meeting. As she said, this project is of extremely importance of Montenegro since it is a coordinated project of the University of Montenegro. Also, the topic of the MEP&M project is unique and for the first time the aim is to develop a regional joint master program in English language in the country. It is in accordance with the internationalization strategy of the University of Montenegro and its general orientation. She expressed her delight for the participation of the relevant non-academic partners from Montenegro.

Presentation of the project

Prof. Dr. Danilo Nikolić, Project coordinator, Faculty of Maritime Studies Kotor, University of Montenegro

Prof. Dr. Danilo Nikolić gave a general observation on the 3-year MEP&M project. He emphasized that the topic of the project was elaborated some time before by the team members from the Faculty of Maritime Studies Kotor, but in this call the team included colleagues from the Institute of Marine Biology in order to cover the maritime environmental protection area. In addition, this project is another good result of the previous cooperation with the higher education institutions from Albania. Prof. Nikolić made a project overview with the accent on its success referring to the



categorization of the MEP&M project within the first 13% of the accepted applications demonstrating a very good quality. He presented the consortium and associate partners in the project. He went through the project budget overview, specified aims and objectives, and concluded this part with the short description on each WP.

Prof. Nikolić also stated major outcomes: development of master degree program in the English language, provision of teaching materials and methodology, e-lectures, procurement of equipment and e-books, and finally know-how transfer achievements to the teaching staff. Finally, he presented details on the proposed program; the total duration and possibility to valorize 120 ECTS, semesters, subjects, different topics etc.

Tour de table, presentation of partners - All partners

University of Montenegro

Prof. Dr. Špiro Ivošević talked about the history and successful period of the University of Montenegro and the Faculty of Maritime Studies Kotor. He explained the organization of the Faculty regarding the study programs. There are three technical and one study program of social sciences at the bachelor level, while he was presenting the current master and PhD programs. He emphasized the education and training certification of IMO and STCW regarding the Faculty non-academic activities. Prof. Ivošević presented the installed equipment and simulators at the Faculty and the students' practices including sailings and similar practical lectures. Regarding project activities, there are a lot of success. For example, last two years, the Faculty is a partner and a coordinator of one Erasmus+ project, respectively.

Dr. Ana Pešić presented the Institute of Marine Biology and their experience in the projects. She also gave information on the laboratories and research on the protection of Adriatic sea, marine ecosystem, marine and coastal area, environmental protections etc. At the end, she presented the initial working team in the MEP&M project. Prof. Nikolić also presented the assistants in the project: MSc Radmila Gagić and MSc Maja Škurić.

Aleksander Moisiu University of Durres

Ms Aurela Cara on behalf of the Aleksander Moisiu University Durres gave a presentation on their work, emphasizing that there are 20 thousand students and 6 faculties at their University. There are more than 60 study programs at bachelor and master level. The University has experience in the EU projects, more than 100 cooperation agreements, more than 130 outgoing and incoming mobilities, participated in 8 TEMPUS projects and 18 CBHE Erasmus+ projects. Now, the University is a coordinator institution on two CBHE Erasmus+ projects.

University 'Ismail Qemali' Vlore

Prof. Dr. Kristofor Lapa showed the presentation on the University of Vlora 'Ismail Qemali'. At the beginning, he pointed out on the good collaboration with the University of Montenegro in the previous period. He presented the profile of the University. There are 7 departments organized according to the Bologna declaration at all three levels of a study. There are 18 ongoing projects and they are working on the global visibility of their University. At the Faculty of Technical Sciences, there are two departments: Department of Maritime Sciences and Department of Marine Engineering and Technology. He talked about the past project experience. Prof. Lapa finalized the presentation with the goals of the MEP&M project and its involvement. He presented Mr Suard Alizoti who will be also a team member.

University of Ljubljana

The team member of the University of Ljubljana (UL), MSc Marko Papić, showed the presentation of the University basic data on the students, researchers, budget, position of the ranking list etc. He presented the role in the MEP&M project as a lead partner of WP2, emphasizing the training programs on digital/blended learning that will lead in the project etc. The core institution of the University of Ljubljana that will coordinate the activities is the Digital University Center with five



employees (CDiUL) as a separate organizational entity to support ICT use in the pedagogical process. It will organized trainings, knowledge exchange among teachers, enabling e-learning environment, providing didactics support and consultations etc.

Mr Papić introduced the interdisciplinary team of experts that will participated in the MEP&M project (from Digital University Center, Faculty of Education, Faculty of Public Administration, Faculty of Electrical Engineering, and UL project office). Digital learning at UL pre Covid19 was explained. Each faculty develops its own digital services. They used variety of e-technologies for supporting teachers. Finally, he presented the digital learning framework with most relevant R&D for MEP&M project (design of video production systems for distance learning, accessibility for people with disabilities, AR & VR, and Ux design and optimization).

Université Côte d'Azur

Prof. Nikolić gave a floor to Prof. Dr. Srdjan Redzepagic from the *Université Côte d'Azur*. He begun with the history data on the development of the University and its evolution. They are calculating more than 30000 students and more than 1100 teachers-researchers. In the University's disposal are business school, different centers, hospitals and other institutions. Prof. Redzepagic presented five academies of excellence and nine transdisciplinary structuring programs. In the field of research, there are more than 4000 people involved, within the education area with more than 1700 PhD students and the general orientation to the internationalization. He introduced the team members within the MEP&M project.

Moreover, Mr Christophe Mocquet presented MARRES Education master program. He presented the structure of the international interdisciplinary program. It is designed to open employability including Science and Society (2 year track) opened in 2018 to research and private sector and Blue Managers (1 year track) opens in 2021 as a redirection of careers to Blue Growth programs. The master program is a member of EU IMBRSea consortium.

University of Cadiz

Mr Javier Izquierdo gave a general presentation of the University of Cadiz. The university is located close to the Gibraltar and disposes with 5 campuses and 15 faculties. It is a comprehensive University. They are specialized in marine sea studies. The University of Cadiz is a member of different associations and EU University branches. There are 7 research institutes and several comprehensive doctoral schools. There are 27 ongoing Erasmus+ projects and strategic partnerships in the CBHE projects. The working team within MEP&M project will be an interdisciplinary one in the field of integrated coastal zone management coordinating by Prof. Dr. Ana Macias with the assistance of Dr. Maria de Andres.

General Maritime Directorate

Mr Tomor Harizi presented the main information of the General Maritime Directorate. He is currently a Vice-general director and the Head of harbor masters unit and port state control and a head of an interinstitutional maritime operational center in Albania. The directorate coordinates the activities on maritime administration. It also provides technical assistance and approximation of national maritime legislation with international legislation. It completes the national legal framework for the implementation of international agreements relating to the law of the sea and the maritime transport. The directorate represents the Republic of Albania on maritime affairs in the UN, IMO, and ILO etc. They are controlling trainings and certification, performing safety of navigation, technical supervision etc.

Nature and Environmental Protection Agency

The presentation on the Nature and Environmental Protection Agency was held by Mrs Lidija Šćepanović. She thanked the University of Montenegro for inviting them to take a participation in the MEP&M project. Some basic information are presented. It is a public law body establish in 2008 with specialized departments for environment protection. She expressed the most relevant competences. It is responsible for reporting according to the Barcelona convention. She said that the team from the Agency will make any effort in the succeeding the goals of the project. It will be



the opportunity to exchange knowledge with all the partners. She introduced her colleagues: Ms Ivana Mitrović, Ms Milena Bataković, Mr Aleksandar Božović, and Mr Marko Radović.

Ecological Center DOLPHIN

Mrs Ljilja Radunović, a project manager of the Ecological Center DOLPHIN briefly presented the NGO. For the past 20 years they work on the different projects for the education of young people. They had the experience to implement structural projects and completed more than five projects in the last three years. She mentioned the good cooperation with the Faculty of Maritime Studies Kotor of the University of Montenegro and satisfaction for participating in the MEP&M project.

Presentation of WP6: Project management

Lead partner: **University of Montenegro**

Prof. Dr. Danilo Nikolić, a project coordinator, talked about project management principles (establishing working bodies such as Project Management Board (PMB) and Quality Assurance (QA) body, Partnership Agreements, project logo etc.). He gave details on the DEV 6.1 pointing out on the main responsibilities and affairs of the PMB. The PMB meetings were explained in the DEV 6.2. Daily project management described in DEV 6.3 will constantly held the communication between project partners. Prof. Nikolić talked about the Project Handbook as the output of this deliverable. The periodic and final reports to EACEA are given in DEV 6.4. He pointed out on the responsibility of partners and coordinating institution in the preparation of the required reports. DEV 6.5 External financial report includes external financial audit. Prof. Nikolić introduced new exemption for the partners with the estimated budget of the actual costs is more than EUR 60,000.00.

The links for the project management and coordination were provided for every project task category. He shared other useful links for the Erasmus+ grant use. Prof. Nikolić gave one day deadline to partners to give names on the project structures (PMB, QA body and WP Leader contact persons). At the end, Prof. Nikolić explained and proposed the distribution of the first and second instalment for the partners. For example, app. 60% of the first instalment would be distributed to those partners that are opt to purchase the equipment, while for the other partners in the project, the proposal for the first instalment is 35%. He explained that the consortium is able to reallocate up to 10% of the budget without no prior authorization of the EACEA. He reminded that the same payment arrangement was done in the IESP ongoing project with the same participation of the programme countries HEIs. Additional discussion will be also opened during the second day of the Kick-off Meeting. At the final stage, the voting for project logo is opened. There are five different options and the consortium will decide tomorrow on the official logo version.

Presentation of WP1: State of the art on Maritime Environmental Protection and Management

Lead partner: **Université Côte d'Azur**

The presentation on the WP1 is held by Prof. Dr. Srdjan Redzepagic on behalf of the Université Côte d'Azur. The University will be concentrated on the state of the art on MEP&M in order to make a foundation for the other activities within another WPs. They will identify the best practices on the EU master study programs similar to MEP&M. After that, they will lead the activities in the development of the appropriate model for master program. It is distributed through three deliverables. The first one is the overview of master program; second one is related to the GAP analysis, while third deliverable is referring to the actions and model for introducing the new interdisciplinary regional joint master study program in the English language.

Prof. Redzepagic talked first about the identification of the state of the art in education and research and then how to adapt it to the partner countries HEIs. These elements will be done through different steps. The most important element is to know the current education situation in Montenegro and Albania to see how they can adjust it and to realize the GAP analysis (based on the Needs analysis). Based on the results from DEV 1.1 and DEV 1.2, they will have the necessary



information on the development of the master program in MEP&M in the English language. The deadline for these activities is mid December 2021.

Presentation of WP2: *Development and implementation of master degree program*

Lead partner: **University of Ljubljana**

MSc Marko Papić introduced the presentation on WP2. This is first development work package. Since we will have a lot of outcomes from the WP1, this WP together with WP3 are the most important ones. This will start in 15/12/2021 and will last almost two years. UL together with the rest of the consortium will work together on the development of the curricula, teaching material, design digital content, certify the master degree program, organize travels to the meetings etc. The master degree program is aimed for students with bachelor diploma, professionals in governmental institutions, private companies of WB region. The courses and the mode of delivery are presented. Mr Papić also talked about the e-learning and blended model of learning. The students and teachers will be able to use distance learning methods and key learning platform. The learning content will be designed. There are five tasks. Some of them will be implemented separately, but some of them in parallel manner. The multimedia content in this WP will be defined and realized together with e-learning platform. The main issue is to create a digital teaching material based on the hard-copy in order to include new teaching methodologies. The team from UL will define some intermediate milestones and critical points.

Presentation of WP3: *Capacity Building through staff training and equipment purchase*

Lead partner: **University of Cadiz**

Dr. Maria de Andres showed the presentation on WP3 which is the last one during the first day of the Kick-off Meeting. She went through aims and objectives of the work packages, i.e. to enhance human and technical capacities related to join master program in MEP&M. She described the necessary equipment that is planned to be purchased, the redesign web site of each partner country HEIs and other. There are formal deliverables DEV 3.1, 3.2, and 3.3 of this work packages and will be responsibilities of HEIs from Montenegro and Albania. Deliverable 3.4 will be led by the University of Cadiz in order to provide Montenegrin and Albanian HEIs teaching staff additional knowledge in wide aspects of MEP&M as well as in new teaching methods through tailored training. The deadlines for trainings organization are proposed for each know-how training. The total number of attendees were proposed. Probably most of the trainings will be organized online due to the COVID19 pandemic. The teachers from the University of Cadiz and the Université Côte d'Azur will organized it. Dr. de Andres proposed the basic aspects on training activities: session calendars, materials that must be provided before session development, session basic structure, and the structure of the reports of each training activities. She went through the five specific topics of the sessions. Finally, she presented the engaged team on behalf of the University of Cadiz.

Discussion

Prof. Nikolić opened the discussion session. He emphasized the hurry for the purchasing equipment. He mentioned the deadlines – one year before the end of the project, the equipment will have to be purchased and installed. Prof. Nikolić proposed as soon as possible to organize a bilateral meeting with UL about the starting steps on the equipment specification. Mr Papić said that the equipment must be in accordance with the methodology that will be defined for the learning management systems. Also, Mr Papić proposed to define the steps for DEV 1.1 in order to specify the equipment but based on the overview of master programs.

Prof. Redzepagic proposed the option to determine the contact person for each WP. Also, he proposed the creation of a Google Drive account. MSc Maja Škurić discussed on the option for the



cloud platform that will be delivered to the integrated web site of the project. The partners agreed to start immediately to make a specification on the equipment. In addition, the voting for the official logo will be discussed tomorrow. The partners explained the reporting periods proposed in the Partnership Agreement.

February 23rd, 2021, day II

Presentation of WP4: Quality Control and Monitoring

Lead partner: **Aleksander Moisiu University of Durres**

The moderator, MSc Maja Škurić introduced second day of the Kick-off Meeting.

Ms Aurela Cara started the presentation of the brief description of the WP4. She emphasized that the Quality Control and Monitoring represent an important tool to support management, planning and implementation of project activities. The outputs of this WP will be used for the WP Project Management. Ms Cara introduced the benefits of WP4 that are: anticipating eventual risks and negative effects in the project implementation; the reaction in the case of the delays; facilitate day-to-day management and reporting on the quality of the outcomes.

There are four main activities: QPLN 4.1-4.4. The duration of the WP is 36 months, i.e. from the beginning to the end of the project. She explained the procedure of the establishment of QA body. This body will be responsible for the implementation quality, output quality, and sustainability. The internal QC will periodically do the revisions in the technical and financial sense. The external QC and Evaluation will be carried out two times during the project lifetime. The Impact Analysis dedicated to QPLN 4.4 will provide measure impact data on the planned results and expected long-term outcomes. As agreed and proposed by the MSc Maja Škurić, the AMUD should start to prepare the QC and Monitoring Plan.

Presentation of WP5: Dissemination and Exploitation of Project Results

Lead partner: **University 'Ismail Qemali' Vlore**

Prof. Dr. Kristofor Lapa presented the WP5. He showed the main objective which is to ensure the dissemination and sustainability of project results. It includes six deliverables. The first one is related to the development and implementation and exploitation plans; second is referring to the creation of the web site of the project and social media accounts; third represents the dissemination products and materials; the fourth and fifth tasks are dissemination and exploitation events and development of exploitation roadmap, respectively; the final task is related to the exploring possibilities for continuation of the cooperation with the EU partners.

Prof. Lapa made an overview of the related costs within the WP5, such as subcontracting costs. The indicators expected to be achieved in this WP are related to the plan developed, social media and website, promo materials, events and exploitation roadmap developed. Prof. Lapa said that each partner in the project has to nominate one contact person for WP5 in order to be responsible in the upcoming dissemination activities. He mentioned associate partners in the project, especially Chamber of Commerce and Industry of Vlore and will be contacted for the stakeholders relevant to the project.

Mrs Rezarta Sinanaliaj from the same University added that partners should forward the text on the promotion and dissemination activities on time in order to publish it at the web site and social media accounts. She mentioned the option for co-financing and proposed to allocate the amount foreseen in the project especially for the co-financing and state it in the Partnership Agreement. MSc Maja Škurić explained that the subcontracting costs for the web site creation are related to the University of Montenegro. In the case of necessary change of the budget sub-headings, the adjustments may be made. The promotion video materials are concluded to be the best option for the dissemination and attract more students to enroll our new study program.

Establishment of Project Management Board and Quality Assurance Body

Lead partner: **University of Montenegro**

At the Kick-off Meeting the following members of the PMB, Project QA Board and WPs Leader representative and WP contact persons were appointed:

Members of the Project Management Board (PMB) were defined as follows:

PP	Institution	Name	E-mail address
1	University of Montenegro	Prof. Dr. Danilo Nikolić	dannikol@t-com.me
2	Aleksander Moisiu University of Durres	Prof. As. Dr. Osman Metalla	o.metalla@gmail.com
3	University 'Ismail Qemali' Vlore	Prof. As. Kristofor Lapa	kristoforlapa@gmail.com
4	University of Ljubljana	Marko Papić	Marko.Papic@uni-lj.si
5	Université Côte d'Azur	Prof. Dr. Srdjan Redzepagic	Srdjan.REDZEPAGIC@univ-cotedazur.fr
6	University of Cadiz	Prof. Dra. Ana Macías Bedoya	ana.macias@uca.es
7	General Maritime Directorate	MSc Capt. Tomor Harizi	tomor.harizi@dpdetare.gov.al
8	Nature and Environmental Protection Agency	Marko Radović	marko.radovic@epa.org.me
9	Ecological Center DOLPHIN	Ljilja Radunović	ecodelfinkotor@gmail.com

Members of the Quality Assurance (QA) Body:

PP	Institution	Name	E-mail address
1	University of Montenegro	MSc Radmila Gagić	radmilag@ucg.ac.me
2	Aleksander Moisiu University of Durres	Dr. Eli Vyshka	eli_vyshka@yahoo.it
3	University 'Ismail Qemali' Vlore	MSc Erald Aliko	eraldaliko@yahoo.it
4	University of Ljubljana	Miha Lebič	Miha.Lebic@uni-lj.si
5	Université Côte d'Azur	Madonna Lamazian	madonna.lamazian@univ-cotedazur.fr
6	University of Cadiz	Prof. Dra. Ana Macías Bedoya	ana.macias@uca.es
7	General Maritime Directorate	MSc Markela Kurti	markela.kurti@dpdetare.gov.al
8	Nature and Environmental Protection Agency	Milena Bataković	milena.batakovic@epa.org.me
9	Ecological Center DOLPHIN	Žarko Lj. Radulović	ecodelfinkotor@gmail.com

WP Leader representative:

PP	Institution	Name	E-mail address
1	University of Montenegro	Prof. Dr. Danilo Nikolić	dannikol@t-com.me
2	Aleksander Moisiu University of Durres	Mrs Stela Sefa	stelasefa@gmail.com
3	University 'Ismail Qemali' Vlore	Suard Alizoti	sudi82al@yahoo.com
4	University of Ljubljana	Marko Papić	Marko.Papic@uni-lj.si



5	Université Côte d'Azur	Prof. Dr. Srdjan Redzepagic	Srdjan.REDZEPAGIC@univ-cotedazur.fr
6	University of Cadiz	Prof. Dra. Ana Macías Bedoya	ana.macias@uca.es

Contact person for WP1:

PP	Institution	Name	E-mail address
1	University of Montenegro	Prof. Dr. Špiro Ivošević	spiroi@ucg.ac.me
2	Aleksander Moisiu University of Durres	Mrs. Aurela Cara	aurela.cara01@gmail.com
3	University 'Ismail Qemali' Vlore	PHD Enkelejd Mehilli	mehilli@univlora.edu.al
4	University of Ljubljana	Marko Papić	Marko.Papic@uni-lj.si
5	Université Côte d'Azur	Prof. Dr. Srdjan Redzepagic	Srdjan.REDZEPAGIC@univ-cotedazur.fr
6	University of Cadiz	Prof. Dra. Ana Macías Bedoya	ana.macias@uca.es
7	General Maritime Directorate	MSc Capt.Hamdi Domi	hamdi.domi@dpdetare.gov.al
8	Nature and Environmental Protection Agency	Ivana Bulatovic Mitrovic	ivana.bulatovic@epa.org.me
9	Ecological Center DOLPHIN	Ljilja Radunović	ecodelfinkotor@gmail.com

Contact person for WP4:

PP	Institution	Name	E-mail address
1	University of Montenegro	MSc Radmila Gagić	radmilag@ucg.ac.me
2	Aleksander Moisiu University of Durres	Mrs. Stela Sefa	stelasefa@gmail.com
3	University 'Ismail Qemali' Vlore	MSc Erald Aliko	eraldaliko@yahoo.it
4	University of Ljubljana	Marko Papić	Marko.Papic@uni-lj.si
5	Université Côte d'Azur	Christophe Mocquet	christophe.mocquet@univ-cotedazur.fr
6	University of Cadiz	Prof. Dra. Ana Macías Bedoya	ana.macias@uca.es
7	General Maritime Directorate	MSc Capt Lorenc Rexhepaj	lorenc.rexhepaj@dpdetare.gov.al
8	Nature and Environmental Protection Agency	Milena Batakovic	milena.batakovic@epa.org.me
9	Ecological Center DOLPHIN	Žarko Lj. Radulović	ecodelfinkotor@gmail.com

Contact person for WP5:

PP	Institution	Name	E-mail address
1	University of Montenegro	Dr. Mirko Đurović	mirko.djur@ucg.ac.me
2	Aleksander Moisiu University of Durres	Mrs. Aurela Cara	aurela.cara01@gmail.com
3	University 'Ismail Qemali' Vlore	Suard Alizoti	suard.alizoti82@gmail.com
4	University of Ljubljana	Marko Papić	Marko.Papic@uni-lj.si



5	Université Côte d'Azur	Christophe Mocquet	christophe.mocquet@univ-cotedazur.fr
6	University of Cadiz	Prof. Dra. Ana Macías Bedoya	ana.macias@uca.es
7	General Maritime Directorate	MSc Brunilda Çoti	brunilda.coti@dpdetare.gov.al
8	Nature and Environmental Protection Agency	Aleksandar Božović	aleksandar.bozovic@epa.org.me
9	Ecological Center DOLPHIN	Ljilja Radunović	ecodelfinkotor@gmail.com

Partnership Agreements

Lead partner: **University of Montenegro**

At the beginning, Prof. Redzepagic suggested the consortium to open a temporary Google Drive account in order to efficiently do the project management. We agreed with that and accepted the proposal.

Prof. Redzepagic gave the opinion on the article of the Partnership Agreement related to the dynamics and amount of the instalments. He pointed out that the Université Côte d'Azur will achieve the most of the activities in the first project year since it is a lead partner of WP1. Therefore, he suggested to re-numerate the first and second instalments, i.e. for the first instalment to be 40%, while the second should be 50%, if it is possible and if the consortium agrees. But, the proposal for 35% and 55% for the first and second installments, respectively, are fine.

Mrs Rezarta Sinanaliaj from the University 'Ismail Qemali' Vlore suggested to add a paragraph in the PA about the co-financing. Of course, MSc Maja Škurić proposed to Rezarta to include the text in the PA and to highlight it or put in the Track Changes option in order to revise it next week.

Mr Clément Moreau from the Université Côte d'Azur commented the article 3 of the PA for more explanations. MSc Maja Škurić answered that the paragraph is for the beneficiaries and is written in the sense of storing the documentation and to keep the data confidentially and not sharing with other people that are not partners in this project. The next question was related to the opening an official account for the MEP&M project. In the case that there are institutional internal rules for the account policy, it needs to be followed, agreed Škurić, and this should be stated in the PA. Also, MSc Radmila Gagić from the UoM agreed to add the eventual provisions of the account details in the PA. It is a practice that the University has one main incoming account and then the funds are transferred internally for the project costs. MSc Radmila Gagić also concluded that the co-financing is not mandatory, i.e. the partners are not obliged but it is preferred.

Mr Javier Izquierdo asked about the Management WP meeting at the University of Ljubljana for not including the Travel costs and Costs of stay. It is not foreseen, but as agreed, the adjustments of the travel can be made in the upcoming period in the case of the WP Project Management, as checked with the National Erasmus + Office in Montenegro.

Prof. Redzepagic asked about the reporting details of the PA. MSc Maja Škurić stated that the coordinator proposed several reporting periods in order to follow the realization tasks and financial status.

Finally, Mr Izquierdo asked about the reallocation between budget categories (for example, from Travel costs and Costs of stay to staff costs) due to the COVID19 pandemic. It is achievable with the duly justification and with the prior authorization of the Agency.

Ms Eva Rožanc from the University of Ljubljana asked about the electronically signature of the PA. The coordinator will check it and inform the partners.

Financial Management

Lead partner: **University of Montenegro**

MSc Maja Škurić presented the financial management main tasks and assumptions. She started with the summary of the presentation. First, she emphasized the financial relations/roles among project



partners and main provisions of the PA. She demonstrated the estimated budget for the consortium, pointing out to the ceilings per category. She explained the difference between the unit cost and the actual cost. MSc Škurić said few words about the recording of subcontracting costs. She passed through the eligible and ineligible costs according to the provision in the Grant Agreement. All transactions and payments incurred in the framework of the project must be recorded in the accounting records of the beneficiary.

Staff costs and funding rule were presented. Staff member must have a formal contract of employment with the beneficiary institution. The staff category should be applied and depends on the nature of work performed as described in the Programme Manual, page 312. The relevant documentation such as Joint Declaration and Time Sheet were shown. The main characteristics of the Travel costs and Costs of stay were presented including the distance calculator. These costs include visa fee and related obligatory insurance, travel insurance and cancellation costs if justified. The Individual Travel Report was shown. The classification of the duration of stay was also specified. She moved to the procurement methods for goods and services. She pointed out on the three categories and the types of tendering procedures. The same holds true for the Subcontracting costs. The option of reallocation of funds between budget categories. There are two options: reallocation of the grant in the budget headings and among partners. The automatically increase up to 10% is applicable for the Agency, but for the increase of more than 10%, an amendment has to be requested and fully justified. Adjustments among partners of the same order are possible, but for the modifications transforming the substance of the project, the consortium needs the EACEA authorization. For any increase of the Staff costs category, the prior authorization of the Agency is needed, but duly justified. Reporting table for unit costs – Covid 19 was presented.

The options for the request for second pre-financing and request for payment of the balance and supporting documents are shown. MSc Škurić spoke about the technical report on progress and financial statement. Also, she reminded about the reporting period in the project (M21-23). The new provision is that a certificate on the financial statements and underlying accounts for each beneficiary and for the affiliated entity will be provided if the maximum grant amount indicated for that beneficiary and its affiliated entities in the estimated budget as reimbursement of actual costs is more than EUR 60,000.00.

The coordinator is obliged to upload the progress report on the implementation of the action. There is a link with the general framework explanations and the Agency will score our project. On this basis, the consortium may receive some penalties as explained in the Article I.18 of the GA. MSc Škurić gave the observation on the partners obligations. One of the important information is that the partner will have to return to the coordinator the funds not used and to reimburse any expenditure declared ineligible by the Agency. She underlined that the coordinator will provide a Project Handbook at the beginning of the project implementation.


She shared the links for the Instructions for Operational and Financial Reporting.

Detailed timetable of meetings for the first year

Lead partner: **University of Montenegro**

MSc Maja Škurić presented a detailed timetable of meetings for the first project year.



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Detailed timetable of meetings for the first year

WP*	Host partner organization	Country	Number of days (in situ meeting) including travel	Number of days (virtual meeting)	Proposed month in 2021
M	University of Montenegro	Montenegro	4	2	February
P	Université Côte d'Azur	France	4	2	March
P	University of Ljubljana	Slovenia	4	2	April
P	University of Cadiz	Spain	4	2	May
D	University of Montenegro**	Montenegro	3	2	June
P	University of Montenegro	Montenegro	4	2	July
P	University Ismail Qemali	Albania	4	1	November
D	Aleksander Moisiu University of Durres**	Albania	3	2	December



* P – Preparation; D – Development; M - Management
** Trainings within DEV3.4.1-DEV3.4.2

DEV1.2 GAP analysis

DEV1.3 Reporting on actions...

DEV1.1 Overview of MSc programs in field of MEP&M at EU HEIs

Project no. 619239-EPP-1-2020-1-ME-EPPKA2-CBHE-JP

Partners agreed on the proposed dynamics and accepted the timetable.

Project visual identity

Lead partner: **University 'Ismail Qemali' Vlore with the assistance of the University of Montenegro**
MSc Radmila Gagić from the University of Montenegro, Faculty of Maritime Studies Kotor, prepared and showed the presentation. Project coordinator proposed several versions and it is voted for the official one (no. 2) during the Kick-off Meeting.



She emphasized that the logo should be presented on each project related document, publication, promotional material, etc. Besides MEP&M logo we are obliged to use visual information of EACEA on all materials and information officially published (equipment, dissemination materials, official publications and studies, web page and social media accounts). EACEA logo – adequate logo format, name displayed in full, min height 1cm and the instructions are available at: http://ec.europa.eu/research/pdf/eu_emblem_rules_2012.pdf

Regarding the disclaimer, if any of them are missing we could face up to 20% reduction of the grant. All necessary instructions and information regarding EACEA visual identity are available at https://eacea.ec.europa.eu/about-eacea/visual-identity-and-logos-eacea/erasmus-visual-identity-and-logos_en.

The platform is developed for ensuring transparency and visibility of EU funding. Basic information about the project have been already published online. As MSc Gagić pointed out, we are obliged to further enrich MEP&M project space/webpage on the Erasmus+ Project Results Platform with additional relevant information (website, logo, project results) during the project lifetime. The coordinator will be the most responsible for information published on the platform but all the beneficiaries should provide all the results to the coordinator.


Finally, she talked about the basic steps: to make a plan (prepare and implement dissemination & exploitation strategy); to create a content (prepare promotional products and materials – leaflet, banner, stickers, poster, roll up, bags, pencils, etc.); to send a message to the stakeholders and



wider public (establish web site of the project and social media accounts, agree on roles and responsibilities, involve all project participants, publish all project information even through existing channels of the institution); to communicate and interact (organize dissemination and exploitation events, arrange media coverage, write some articles, inter project coaching) and to evaluate (measure project impacts, use SMART indicators, assess and improve). Project website and social network accounts should be attractive, dynamic, and accessible. It is advisable to use the hashtags and to tag @EUerasmusplus.

Marko Radović from the Nature and Environmental Protection Agency proposed the deadline for the PA structure revision to be Monday, 1st March 2021.






Reporting deliverables and focus on target groups

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Deliverables – by WPs, year 1

WP/ DEV	Title	Activities													
		M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12		
University of Azur	DEV1.1	Overview of MSc programs in field of MEP&M at EU HEIs	Jan '21			Apr '21									
	DEV1.2	GAP analysis				May '21		Jul '21							
	DEV1.3	Reporting on actions and model for introduction of new joint interdisciplinary MSc program in MEP&M in English language								Aug '21				Nov '21	
University of Ljubljana	DEV2.1	Development of master program curricula													Dec '21
	DEV2.2	Development of teaching materials and methodology													
	DEV2.3	Development of e-lectures													
	DEV2.4	Accreditation of master program curricula													
	DEV2.5	Start-up and self-evaluation of master program													
University of Caiz	DEV3.1	Procurement of equipment and e-books for supporting distance learning in MSc MEP&M								Jul '21					
	DEV3.2	Know-how transfer to technical staff related to the usage of equipment for supporting distance learning													
	DEV3.3	Development/Redesign of English web sites of Montenegro and Albanian HEIs with information on MSc in MEP&M													
	DEV3.4	Know-how transfer to teaching staff related to the MEP&M							Jun '21						

Project no. 619239-EPP-1-2020-1-ME-EPPKA2-CBHE-JP

MSc Maja Škurić gave the observation on the activities that will be followed-up by the EACEA for the granted projects in the priority axis of Curricula development. MSc Škurić also gave a brief information on the accreditation process of the new master study program in the English language. She also presented the foreseen deliverables in the first project year and focused on target groups.



Deliverables – by WPs, year 1

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WP/ DEV	Activities Title	M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12																																																																																																																																			
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Project no. 619239-EPP-1-2020-1-ME-EPPKA2-CBHE-JP

5



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Deliverables – by WPs, year 1

WP/ DEV	Activities Title	M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12																																																																	
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TARGET GROUPS

1) Montenegrin and Albanian HEIs, 2) Students from WBC region, 3) Governmental institutions related to environmental protection, Blue economy sector enterprises and NGO in WBC region

Project no. 619239-EPP-1-2020-1-ME-EPPKA2-CBHE-JP

6



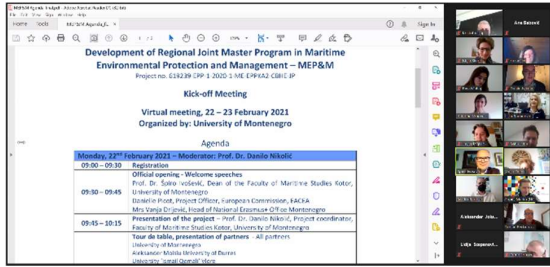
Partners agreed on the proposed deadlines for the deliverables of the first year.

Discussion and next project meeting

Partners agreed to send the comments on the PA structure up to Monday, 1st March 2021 to the coordinator. They agreed to open a Google Drive account for the project and share with the partners. The decision on the tendering procedure for the equipment at the project should be made soon. Partners agreed that the next project meeting will be organized by the colleagues from the Université Côte d'Azur on the WP1 and the dates will be proposed via doodle link. Prof. Nikolić had the final words and concluded the meeting.



Photos of the meeting



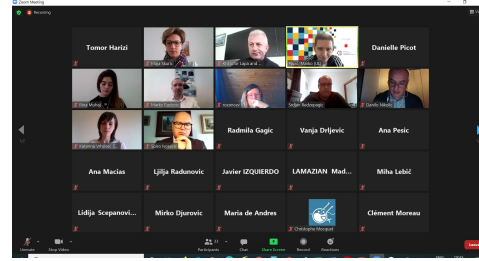
Development of Regional Joint Master Program in Maritime Environmental Protection and Management – MEP&M
Project no. 619239-EPP-1-2020-1-ME-EPPKA2-CBHE-IP

Kick-off Meeting
Virtual meeting, 22 – 23 February 2021
Organized by: University of Montenegro

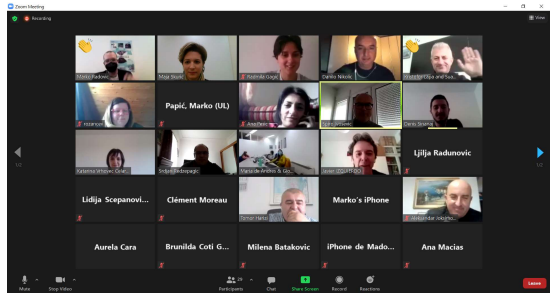
Agenda

Monday, 22nd February 2021 – Moderator: Prof. Dr. Danilo Nikolic

09:00 – 09:30	Registration
09:30 – 09:45	Official opening - Welcome speeches Prof. Dr. Slobodan Vucelja, Dean of the Faculty of Maritime Studies, Kotor, University of Montenegro Eszterike Host, Project Officer, European Commission, EACEA Mrs. Vanja Drijević, Head of National Erasmus Office in Montenegro
09:45 – 10:15	Presentation of the project – Prof. Dr. Danilo Nikolic, Project coordinator, Faculty of Maritime Studies, University of Montenegro Tour de table, presentation of partners – all partners University of Montenegro Aureliana Matica University of Rijeka Vladimir Njegic, Dubrovnik



Participants visible in the grid include: Tomor Harizi, Danielle Picot, Ana Macias, Ljilja Radunovic, Javier SQUERDO, LAMAZIAN Mod..., Milu Labic, Lidija Scepanovi..., Mirko Djuronic, Maria de Andres, and Clément Moreau.



Participants visible in the grid include: Marko's iPhone, Lidija Radunovic, Lidija Scepanovi..., Clément Moreau, Marko's iPhone, Aurelia Cara, Brunilda Coti G..., Milena Batakovic, iPhone de Mido..., and Ana Macias.

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Detailed timetable of meetings for the first year

WP*	Host partner organization	Country	Number of days (in situ meeting) including travel	Number of days (virtual meeting)	Proposed month in 2021
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P	University of Cadix	Spain	4	2	May
D	University of Montenegro**	Montenegro	3	2	June
P	University of Montenegro	Montenegro	4	2	July
P	University Ismail Qemali	Albania	4	1	November
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** Trainings within DEV3.4.1-DEV3.4.2

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Deliverables – by WPs, year 1

WP/DEV	Activity	M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12
University of Montenegro	DEV1.1	Feb 21											
	DEV1.2	Feb 21											
	DEV1.3	Feb 21											
	DEV1.4	Feb 21											
University of Montenegro	DEV2.1	Feb 21											
	DEV2.2	Feb 21											
	DEV2.3	Feb 21											
	DEV2.4	Feb 21											
University of Montenegro	DEV3.1	Feb 21											
	DEV3.2	Feb 21											
	DEV3.3	Feb 21											
	DEV3.4	Feb 21											

Project no. 619239-EPP-1-2020-1-ME-EPPKA2-CBHE-IP

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

Financial relations/roles among project participants

- University of Montenegro – “the coordinator” is the sole recipient of grant payments from the Agency (EACEA).
- UoM manages the funds and ensures the respect of the Agency’s rules.
- UoM will transfer respective grant instalments to each partner and will verify the appropriate spending of funds by the partners.
- Follows the responsibility towards the Agency for the proper financial implementation of the project.

Partner institutions:

- will open a sub-account dedicated solely for the MEP&M project
- will be responsible for efficient financial management and its allocation.

Project no. 619239-EPP-1-2020-1-ME-EPPKA2-CBHE-IP

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