

2023

# MINUTES

## WP 6 PROJECT MANAGEMENT

### DEV 6.2 PROJECT 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

**PMB Meeting at the Faculty of Maritime Sciences Kotor, University of Montenegro  
Project Management (WP6)**

**June 30<sup>th</sup>, 2023**

**Organized by: University of Durres Aleksander Moisiu, Albania**

**Minutes**

**Discussion items**

The project coordinator, Prof. Dr. Danilo Nikolić (UoM) presented the agenda. It was accepted without modifications.

In the beginning, the project coordinator explained the situation in regard to the process of accreditation of the joint master's program MEP&M in Montenegro as follows:

*The University of Montenegro, Faculty of Maritime Studies Kotor initiated the accreditation procedure well in advance. This procedure in Montenegro encompasses the following phases:*

- 1. Development of a new national qualification from the Montenegrin National Council for qualifications. Providing a decision on the developed national qualification of MSc in MEP&M was a prerequisite to completing accreditation documentation.*
- 2. Accreditation procedures within the University, which include Initiative from the Faculty of maritime studies Kotor and positive decisions on the Initiative from the University's Center for quality assurance, Senate and the Governing Board.*
- 3. Accreditation procedure at Montenegrin Agency for Control and Quality Assurance of Higher Education.*
- 4. Licensing of the Institution for conducting study program by the Ministry of Education.*

*Given that this is the first joint program of its kind in Montenegro, it was taken into account that the entire procedure according to the Law on Higher Education requires a little more time than the standard one. To ensure a smooth process, we initiated the procedure well in advance, over a year before the anticipated commencement of the Joint Master's program in October 2023.*

*The first phase commenced on September 9th 2022, with the Faculty of maritime studies Kotor sending a letter to the University's Center for quality assurance with the all necessary documentation needed for the development of a new national qualification. In the letter, the urgency of timely action was emphasized. After processing documentation, in the name of the University, the Center sent an official request with provided documentation for the development of national qualification to the National Council for Qualifications on September 20th 2022. A positive decision from the National Council for Qualifications was obtained on*

March 9th 2023. Usually, this relatively simple procedure lasts for a couple of months, but in this case, it lasted for 6 months with numerous urgencies for processing our documentation. By having this decision, documentation for accreditation was completed.

The second phase included receiving a positive decision on the documentation for accreditation of MSc in MEP&M from the University's bodies, the Board of the Faculty of maritime studies Kotor (received on March 14th 2023), the University's Center for quality assurance (received on March 24th 2023), Senate of the University (received on March 29th 2023) and Governing body of the University (received on April 27th 2023). This phase was completed in less than two months, which was relatively quick.

The third phase commenced on May 5th, 2023, as all the necessary documentation, including decisions and the Preliminary Agreement for conducting the joint master program MEP&M, signed by 3 rectors, was promptly sent by the University's Center for Quality Assurance to the Agency for Control and Quality Assurance of Higher Education of Montenegro. Despite the urgency expressed in a letter dated June 6th, 2023, we received information from the Agency on June 28th, indicating that our documentation is still undergoing processing. This means that the appointment of an international commission for accreditation by the Agency is yet to happen, and this particular procedure can take several months. Considering the impending summer holidays and the extended processing timeline, it is evident that the University of Montenegro, Faculty of Maritime Studies Kotor, will not be able to conclude this accreditation process before October 2023, which was the intended start date for the Joint Master program.

In addition to this, prof. dr Osman Metalla, a coordinator in front of Albanian universities for licensing of the joint master's program MEP&M in Albania, informed PMB members that he submitted all documentation to the Ministry of Education on time but since then feedback was not received.

In conclusion, the project coordinator proposed to ask EACEA for an extension of the project for one year in order to finalize all foreseen activities and outputs. All PMB members voted for an extension as proposed. Also, the project coordinator will prepare all documentation needed for a request for an extension from EACEA so the rector of the University of Montenegro could sign and send it to EACEA.

Following the decision on the extension of the project, PMB members focused on activities and deliverables still to be achieved, and on the plan for the extended year.

### Discussion item: WP 2, DEV2.2:

After discussion, proposed activities for DEV 2.2 were adopted by PMB members.

Activities		Official due date	New due date	Outcome	Type of event	Travel
DEV	Title					
2.2	<p><b>Development of teaching materials and methodology</b></p> <ul style="list-style-type: none"> <li>Teaching materials to be developed (to form groups per each course, to discuss who will take which part, and to start preparing ppt presentations)</li> <li>At the end of DEV 2.2 there will be organized a 2-day meeting at P2. At least 3 team members from HEIs and 2 team members from non-academic partner institutions will participate. A report will be delivered.</li> <li>2-day event (+ 2 days spent in travelling, 4 days in total) at P2 for 16 team members from EU and MNE to ALB.</li> </ul>	15.11.2022	15.11.2023	Report with different documents	Meeting in Vlore	Midd of November 2023

### Discussion item: WP 2, DEV2.3:

After discussion, proposed activities for DEV 2.3 were adopted by PMB members.

Activities		Official due date	New due date	Outcome	Type of event	Travel
DEV	Title					
2.3	<b>Development of e-lectures</b> <ul style="list-style-type: none"> <li>E- materials to be developed after PPTs are finalised (to be prepared some video materials in accordance to PPT)</li> <li>At the end of DEV 2.3 there will be organized a 2-day meeting at P3. At least three team members from HEIs and two team members from non-academic partner institutions will participate. A report will be delivered.</li> <li>2-day event (+ 2 days spent in travelling, 4 days in total) at P3 for 16 team members from EU and MNE to ALB.</li> </ul>	15.4.2023	15.4.2024	Report with different e-documents	Additional training on DL in Ljubljana  Meeting in Cadiz	December 2023  April 2024

### Discussion item: WP 2, DEV2.4:

After discussion, proposed activities for DEV 2.4 were adopted by PMB members as at the beginning of the meeting.

Activities		Official due date	New due date	Outcome	Type of event	Travel
DEV	Title					
2.4	<b>Accreditation of master program curricula</b> <ul style="list-style-type: none"> <li>A report with accreditation (and/or licence) documentation will be delivered.</li> <li>Final Agreement to be signed</li> </ul>	15.3.2023	14.1.2024	Certificate and Licence	-	

### Discussion item: WP 2, DEV2.5:

After discussion, proposed activities for DEV 2.5 were adopted by PMB members.

Activities		Official due date	New due date	Outcome	Type of event	Travel
DEV	Title					
2.5	<b>Start-up and self-evaluation of the master program</b> <ul style="list-style-type: none"> <li>During the first month of the semester the lessons will be partly performed by EU HEI teaching staff and later on fully continued by Montenegrin and Albanian HEI teaching staff. It is expected that at least 6 teaching staff from EU HEIs will participate in introductory lessons and trainings for 3 days at each Albanian and Montenegrin HEI. A report on start-up of program as well as on introductory lessons and trainings will be issued. At the end of this activity and project itself, directly involved EU HEI staff, will deliver the evaluation report on the joint master program start-up as well as advice on its successful continuation (in WP4).</li> <li>3-day event (+ 2 days spent in traveling, 5 days in total) at P1 for 6 team members from EU to MNE.</li> <li>3-day event (+ 2 days spent in traveling, 5 days in total) at P2 for 6 team members from EU to ALB.</li> <li>3-day event (+ 2 days spent in traveling, 5 days in total) at P3 for 6 team members from EU to ALB.</li> </ul>	14.1.2024	14.1.2025	Report (by EU HEIs)	Teaching in Kotor Vlore Durres	November 2024 instead of November 2023

### Discussion item: WP 3, DEV3.1:

Project coordinator explained situation with late delivery of the equipment as follows:

*At the beginning of the project, resulting from the Covid-19 pandemic, we experienced slight deviations in delivering outputs on time. Subsequently, as we approached the first reporting period, we faced additional setbacks in finalizing the joint procurement of equipment organised by the University of Montenegro. This delay was caused by the closure of all Montenegrin Government websites, including the site for public procurement, due to prolonged international cyber attacks that lasted for over two months. The consequences of this delay were significant, as it prevented us from fully utilizing 70% of the first pre-financing instalment. A major portion of this instalment was intended for the purchase of equipment within the first reporting period. As a result, EACEA subsequently reduced the second pre-financing instalment by €81,945.80. Moreover, the procurement process was further complicated by prolonged equipment delivery times from distributors. These delays were caused by difficulties in obtaining necessary bank guarantees (in January and February 2023) and changes in customs regulations in Albania (in April 2023). Despite these challenges, we are actively working to resolve these issues, and we expect to have all equipment delivered, installed, and ready for use by the end of July 2023. In light of these circumstances, the*

*procurement process, which includes acquiring Distance Learning equipment, electronic books, and equipment for field exercises, has indeed played a significant role in the overall delay in developing teaching materials, e-lectures, and laboratory exercises.*

After discussion, proposed activities for DEV 3.1 were adopted by PMB members.

Activities		Official due date	New due date	Outcome	Type of event	Travel
DEV	Title					
3.1	Procurement of equipment and e-books for supporting distance learning in MSc MEP&M <ul style="list-style-type: none"> <li>A report on tendering procedures will be issued.</li> </ul>	15.3.2022	30.7.2023	Report	-	

### Discussion item: WP 3, DEV3.2:

After discussion, proposed activities for DEV 3.2 were adopted by PMB members.

Activities		Official due date	New due date	Outcome	Type of event	Travel
DEV	Title					
3.2	Know-how transfer to technical staff related to the usage of equipment for supporting distance learning <ul style="list-style-type: none"> <li>Report will be issued.</li> </ul>	15.3.2022	15.7.2023	Report		

### Discussion item: WP 3, DEV3.3:

After discussion, proposed activities for DEV 3.3 were adopted by PMB members.

3.3	Development/Redesign of English websites of Montenegrin and Albanian HEIs with information on MSc in MEP&M <ul style="list-style-type: none"> <li>A report on instalment and training will be issued. The report shall be disseminated and incorporated into the interim and final report.</li> </ul>	14.1.2024	14.1.2025	Report	-	
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### Discussion item: WP 3, DEV3.4.5:

Besides project coordinator, a lead partner for WP3 UCA\_E has prepared presentation of WP DEV3.4.5 activities. After discussion, proposed activities for DEV 3.4.5 were adopted by PMB members.

Activities		Official due date	New due date	Outcome	Type of event	Travel
DEV	Title					
3.4.5	Know-how transfer related to organizational and procedural aspects of online/blended learning courses development as well as innovative teaching and learning methods using e-learning techniques <ul style="list-style-type: none"> <li>The training will last 2 days and will be hosted by P2. At least 15 representatives of teaching staff from Montenegrin and Albanian partners.</li> <li>The trainers will be at least 3 representatives from P4. Reports on each training will be produced, disseminated and incorporated into the general overview report.</li> </ul>	15.9.2022	13.7.2023	Report on trainings	Training in Durres Training in Kotor	June 2023 July 2023

### Discussion item: WP 4

Together with the project coordinator, AMUD as a lead partner for WP4 presented a plan of activities for an extended year.

Activities		Official due date	New due date	Outcome	Type of event	Travel
DEV	Title					
4.2	Development and implementation of Internal Quality Control and Monitoring Plan	14.1.2024	14.1.2025	Report	-	
4.3	External Quality Control and Evaluation	14.1.2024	14.1.2025	Report	-	
4.4	Impact Analysis.	14.1.2024	14.1.2025	Report	-	

After discussion, proposed activities for WP4 were adopted by PMB members.

### Discussion item: WP 5:

Together with the project coordinator, UV as a lead partner for WP5 presented a plan of activities for an extended year. After discussion, proposed activities for WP5 were adopted by PMB members.

Activities		Official due date	New due date	Outcome	Type of event	Travel
DEV	Title					
5.1	Development and implementation of dissemination and exploitation plans	14.1.2024	14.1.2025	Report	-	
5.2	Website of the project and social media accounts	14.1.2024	14.1.2025	Report	-	
5.3	Dissemination products and materials	14.1.2024	14.1.2025	Report	-	
5.4	Dissemination and exploitation events • Also, the consortium will benefit from different events organised by national stakeholders and the National Erasmus+ office as well (for example traditional Erasmus +Info Day).	14.1.2024	14.1.2025	Report	Event(s) in Kotor Event(s) in Durres Event(s) in Vlore	February 2024 instead February 2023
5.5	Development of exploitation roadmap	14.1.2024	14.1.2025	Report	-	
5.6	Exploring possibilities for continuation of the cooperation with the EU partners • To facilitate the process, at least 2 joint consultation sessions will be organised, where members of the Project Management Board will take part: - back-to-back at the kick-off meeting, a 4-hour session will be held, where each partner will represent their institution, giving insight into their education and research strengths, cooperation possibilities and interests. Further communication will continue via e-mail, until the final event. - back-to-back at the final project meeting, another 4-hour session will be held, where conclusions on the future steps will be drawn and incorporated into the final project report	14.1.2024	14.1.2025	Report	Meeting in Ljubljana (along PMB meeting) Meeting in Cadiz (along PMB and DEV 2.3 meeting) Meetings in Kotor/Durres/Vlore (along DEV 2.5)	December 2023  April 2024  November 2024

### Discussion item: WP 6, DEV6.2:

Project coordinator and his associate Mrs Radmila Gagić presented in details financial aspects of MEP&M project and proposed set of activities as follows:

After discussion, proposed activities for WP5 were adopted by PMB members.

Activities		Official due date	New due date	Outcome	Type of event	Travel
DEV	Title					
6.2	Project meetings - 2-day final project meeting (+ 2 days spent in traveling, 4 days in total) at P1 for 3 team members from each partner institution. - In addition .... 1 day project meeting in Durres - In addition ... 1 day project meeting in Ljubljana - In addition bilateral meetings with justification	14.1.2024	14.1.2025	Reports	PMB in Durres PMB in Ljubljana PMB meeting in Cadiz PMB in Kotor Several trilateral meetings UoM, UAMD and UV in regard of organising joint master program	June 2023 December 2023 April 2024 End of the project January 2024 – January 2025
6.3	Day-to-day management of the project activities	14.1.2024	14.1.2025	Report	-	
6.4	Periodic and final reports to EACEA	14.1.2024	14.1.2025	Report	-	
6.5	External financial control	14.1.2024	14.1.2025	Report	-	

## Agenda

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

#### PMB Meeting

Durres, 30/06/2023

Friday, June 30 <sup>th</sup> 2023 – Moderators: Danilo Nikolic & Osman Metalla	
09:45 – 10:00	Registration of participants
10:00 – 10:05	Official opening
10:05 – 11:15	Status of WP2 (UL, UoM, UAMD, UV) DEV 2.2 Development of teaching materials and methodology DEV 2.3 Development of e-lectures DEV 2.4 Accreditation of master program curricula Discussion
11:15 – 11:30	Coffee break
11:30 – 12:00	Status of WP3 (UCA_E, UoM) DEV 3.1 Procurement of equipment and e-books ... DEV 3.2 Know-how transfer to technical staff related to the usage of equipment for supporting distance learning Discussion
12:00 – 12:30	Status of WP4 (UAMD, UoM) DEV 4.2 Development and implementation of Int. Quality Control and Mon. Plan Discussion
12:00 - 13:00	Status of WP5 (UV, UoM) DEV 5.2 Website of the project and social media accounts DEV 5.3 Dissemination products and materials DEV 5.4 Dissemination and exploitation events Discussion
13:00 – 14:30	Lunch break
14:30 – 16:00	Status on WP6 (UoM) DEV 6.2 Project meetings Discussion on the extension of the MEP&M project for one year & Voting
16:00 – 17:00	Other project activities Discussion
17:00	Closure of the day


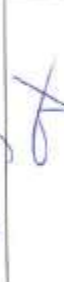









**List of participants**



**Attendance List – Project Management Meeting-PMB, Aleksandër Moisiu University Durrës, 30/06/2023**

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**Attendance List – Project Management Meeting-PMB, Aleksander Moisiu University Durrës, 30/06/2023**

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Project Title: "Development of Regional Joint Master Program in Maritime Environmental Protection and Management", Acronym: MEP&M

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### Photos of the meeting



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