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Strengthening capacities and digital competences in biomedical education through internationalization at home - BIOSINT

KICK-OFF MEETING MINUTES

VENUE OF THE MEETING	DATE
Faculty of Medical Sciences, University of Kragujevac Kragujevac, Svetozara Markovica St 69	23.02. 2023; 10h-17h 24.02. 2023; 09h- 15h
HOST PARTNER	MINUTES PREPARED BY
University of Kragujevac	Djordje Djukic Branka Brzakovic

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➤ **Participants Attending Meeting**

Name	Institution
Vladimir Jakovljevic	UNIVERSITY OF KRAGUJEVAC
Dragan Milovanovic	UNIVERSITY OF KRAGUJEVAC
Milan Zaric	UNIVERSITY OF KRAGUJEVAC
Ljijana Tasic	UNIVERSITY OF KRAGUJEVAC
Geert De Lepeleer	KATHOLIEKE UNIVERSITEIT LEUVEN
Nenad Markovic	UNIVERSITY OF ISTOCNO SARAJEVO
Irena Mladenovic	UNIVERSITY OF ISTOCNO SARAJEVO
Dragan Spaic	UNIVERSITY OF ISTOCNO SARAJEVO
Nermina Hadzigrabic	UNIVERSITY OF TUZLA
Jasmin Suljagic	UNIVERSITY OF TUZLA
Aleksandra Vuksanovic Bozagic	UNIVERSITY OF MONTENEGRO
Miroslav Radunovic	UNIVERSITY OF MONTENEGRO
Sasa Raicevic	UNIVERSITY OF MONTENEGRO
Marija Abramovic	UNIVERSITY OF MONTENEGRO
Julian Kraja	UNIVERSETI SHKODRES LUIGJ GURAKUQI
Kristjan Precetaj	UNIVERSETI SHKODRES LUIGJ GURAKUQI

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Neda Hysenaj	UNIVERSITETI I MJEKESISE TIRANE
Marsela Fagu	UNIVERSITETI I MJEKESISE TIRANE
Djordje Djukic	UNIVERSITY OF KRAGUJEVAC
Vera Medic	UNIVERSITY OF KRAGUJEVAC
Branka Brzakovic	UNIVERSITY OF KRAGUJEVAC
Irena Ognjanovic	UNIVERSITY OF KRAGUJEVAC
Radica Zivkovic Zaric	UNIVERSITY OF KRAGUJEVAC

➤ **Agenda of Kick - off meeting**

Thursday, February 23th 2023, Faculty of Medical Sciences (Kragujevac, Svetozara Markovica 69 St)		
09 ³⁰ – 10 ⁰⁰ h	Registration of participants	
Part I Opening and welcome speeches, Short presentation of partners		
10 ⁰⁰ – 10 ²⁰ h	Welcome speeches	Prof. dr Vladimir Jakovljevic , dean of the Faculty of Medical Sciences Kragujevac Ass. prof. dr Nenad Markovic
10 ²⁰ – 10 ⁵⁰ h	BIOSINT project presentation	Prof. dr Dragan Milovanović , UniKg Ass. prof. dr Nenad Markovic , UES
10 ⁵⁰ – 11 ⁰⁰ h	University of Kragujevac	Prof. dr Dragan Milovanovic , UniKg
11 ¹⁰ – 11 ²⁰ h	Katholieke Universiteit Leuven	Geert De Lepeleer
11 ²⁰ – 12 ¹⁰ h	<i>Coffee break + Joint picture + Press releases + City Hall reception</i>	
12 ¹⁰ – 12 ²⁰ h	University of Tuzla	Prof. dr Jasmin Suljagic
12 ³⁰ – 12 ⁴⁰ h	University of Montenegro	Prof. dr Aleksandra Vuksanovic Bozarcic

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12 ⁴⁰ – 12 ⁵⁰ h	University of Shkodra Luigj Gurakuqi	Prof. Kristian Precetaj
12 ⁵⁰ – 13 ⁰⁰ h	University of Medicine Tirana	Dr Neada Hysenaj
13 ⁰⁰ – 13 ¹⁰ h	University of East Sarajevo	Prof. dr Irena Mladenovic
Part II Workpackage presentation session		
13 ¹⁰ – 13 ³⁰ h	WP1: Project management and quality architecture	Prof. dr Milan Zaric
13 ³⁰ – 16 ⁰⁰ h	<i>Lunch break</i>	
16 ⁰⁰ – 16 ²⁰ h	WP2: Research and needs analysis	Dr Marija Abramovic
16 ⁴⁰ – 17 ⁰⁰ h	WP4: Internationalization of curriculum (IoC)	Ass. prof. dr Nenad Markovic
17 ⁰⁰ – 17 ²⁰ h	WP5: Impact and dissemination	Prof. Kristian Precetaj
17 ²⁰ – 17 ⁴⁰ h	<i>Final conclusions</i>	
19 ³⁰ – 20 ³⁰ h	<i>Dinner</i>	

Friday, February 24th 2023, Faculty of Medical Sciences (Kragujevac, Svetozara Markovica 69 St)		
09 ⁰⁰ – 09 ²⁰ h	Forming of the management structures (Project consortium, Executive board, National coordinators, External evaluators)	Prof. dr Dragan Milovanović, UniKg Ass. prof. dr Nenad Markovic, UES
Part III Project organization, activities and realization		
09 ²⁰ – 09 ⁵⁰ h	Information about new rules and administrative procedures for Erasmus+ CBHE	Prof. dr Dragan Milovanović, UniKg Ass. prof. dr Nenad Markovic, UES
09 ⁵⁰ – 10 ⁰⁰ h	Quality Policy Paper (agreement and the way of signing)	All participants
10 ⁰⁰ – 10 ¹⁵ h	<i>Coffee break</i>	
10 ¹⁵ – 10 ³⁵ h	Budget and equipment	All participants
10 ³⁵ – 11 ⁰⁰ h	Risk Management Plan (RMP). Evaluation Risk Events.	Prof. dr Milan Zaric UniKg Ass. prof. dr Nenad Markovic, UES
11 ⁰⁰ – 11 ¹⁰ h	Presentation of evaluation form for events	Prof. dr Milan Zaric UniKg Ass. prof. dr Nenad Markovic, UES
11 ¹⁰ – 11 ³⁰ h	Communication Management Plan	Prof. dr Dragan Milovanović, UniKg

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11 ³⁰ – 12 ⁰⁰ h	Executive board Action plan for the first year of the project realization	All participants
12 ⁰⁰ – 12 ³⁰ h	Project Consortium board Action plan for the first year of the project realization	All participants
12 ³⁰ – 13 ³⁰ h	Discussion and closing of the meeting	
13 ³⁰ – 15 ⁰⁰ h	<i>Lunch</i>	

➤ Meeting objectives

The main objectives of this KO meeting were:

- To get to know each other
- To share our motivations and wishes for outcomes

Better understanding and discussion of :

- The project objectives
- The management and administrative rules
- The planning of next activities

➤ Meeting Notes

❖ Welcome Speech and Brief Information about Project

Prof. dr Vladimir Jakovljevic, Dean of the Faculty of Medical Sciences, as a Project Manager of the project gave a welcome speech to all partners and gave a brief presentation about Faculty of Medical Sciences. He also explained importance of this project for University of Kragujevac.

Participants was informed that the representatives of University of Medicine and Pharmacy Victor Babes Timisoara and University of Mostar, will not be present at the meeting for justified reasons but that they will join online on the second day of the meeting.

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Aims and objectives of BIOSINT project were introduced by prof. dr Dragan Milovanović and ass. prof. dr Nenad Markovic.

It is emphasized that during the following two days, decisions concerning the management and activities of the project should be agreed upon.

❖ Presentations of Partner Institutions

Following the introductory presentation, all BIOSINT Consortium partner institutions were introduced during a short, 5-10 minutes, presentation of each partner. They presented brief information about their expertise as an institution, strengths of their institution and their contribution to the Project.

❖ Introduction of work packages

Each partner presented a work package of which he is the leader.

WP1: Project management and quality architecture	Representative of UniKg - Prof. dr Milan Zaric
WP2: Research and needs analysis	Representative of UoM - Dr Marija Abramovic
WP3: Development of appropriate system and protocol for IaH*	Representative of SUM - Prof. dr Daniel Pravdic, via Zoom *
WP4: Internationalization of curriculum (IoC)	Representative of UES - Ass. prof. dr Nenad Markovic
WP5: Impact and dissemination	Representative of UNISHK - Prof. Kristjan Precetaj

The tasks and deliverables of each work package are presented in detail.

❖ Information on the new rules and administrative procedures for Erasmus + CBHE

Information on the new rules and administrative procedures for Erasmus + CBHE has been provided. Also, prof. dr Dragan Milovanovic and prof. dr Milan Zaric introduced the participants with the important information which they received from EACEA Officer in the online meeting held 15/02/2023.

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❖ **Forming of the management structures**

It was agreed that all participants, after consulting with the other members of their team, would determine persons who will be members of Project Consortium Board and Executive Board, with the following information: first name, last name, function, phone number and e-mail. Each institution will decide whether different persons will be members of both boards or whether it will be the same person. It was agreed that the aforementioned should be done in a timely manner.

❖ **Introduction of Quality Policy Paper**

A presentation about Quality Policy Paper of project has been made. All participants agreed with the content of Quality Policy Paper and it was agreed that the Dean of Faculty of Medical Sciences would sign the document on Monday, 27/02/2023 and that it would then be sent to the partners for signature, with a deadline March 3 to send back the signed.

❖ **Evaluation Risk Events**

In the working material, the participants received an example of a BIOSINT risk management plan. An evaluation of risk events was carried out by all participants, while the coordinator will calculate the risk index.

❖ **Budget and equipment**

Partners have been informed about their obligations regarding to the financial issues. The lump sum financing model and all the changes in reporting obligations and administrative procedures are explained. Special attention is paid to procurement procedures. Experiences and advices on the equipment procurement process were exchanged.

❖ **Consortium agreement**

Prof dr Dragan Milovanovic from University of Kragujevac presented the draft of Consortium agreement. In principle, consent was given, but it was agreed that each partner should send a draft of the contract to their Legal Department and then send proposals for changes and additions, if any. Partners should send information about the legal representatives signing the contract, as well as instructions for foreign currency payments and a contact person for all important questions in order to enter this information into the contract. Agreed deadline is March 10.

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After drafting the final version, the coordinator will send it to all partners for signature, and it is expected that two weeks after all participants sign the contract, the payment of the first tranche of the initial prefinancing will be made.

❖ **Communication Management Plan**

A presentation about Communication Management Plan of project has been made. All participants agreed with the content of Communication Management Plan.

❖ **BIOSINT project logo**

The BIOSINT project logo proposal was presented to the partners and it was adopted by the participants.

❖ **University of Medicine and Pharmacy Victor Babes Timisoara and University of Mostar – on line**

- The representative of a University of Medicine and Pharmacy Victor Babes Timisoara, Agnes Balint, joined the meeting online. Agnes Balint presented brief information about her institution and importance of this project. Vice-rector Claudia Borza was appointed as a member of the Project Consortium Board. It was agreed that the first task of her institution will be to prepare a report on the situation regarding Internationalization at home in Romania and the region in general, until mid-May.
- The representative of a University of Mostar also joined meeting via Zoom and presented his institution and WP3 of which University of Mostar is leader. He emphasized the importance of the project for his institution. Both representatives were informed about the activities from the first day of the meeting and activities planned to be carried out at the end of the meeting.
- ❖ Prof. dr Milan Zaric showed the participants some of the videos published in the media and it was concluded that the activities of the first day of the meeting were well covered by the media, which is good for dissemination. Doc dr Nenad Markovic said that all the links with the aforementioned will be published on the project's website when it is created.

❖ **4.11. Next meeting**

The next meeting will be held in Podgorica, in May 2023, with a duration of three days. The exact date will be determined in coordination with all of the partners and taking into account everyone's availability.

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Participants – WB partners, coordinator

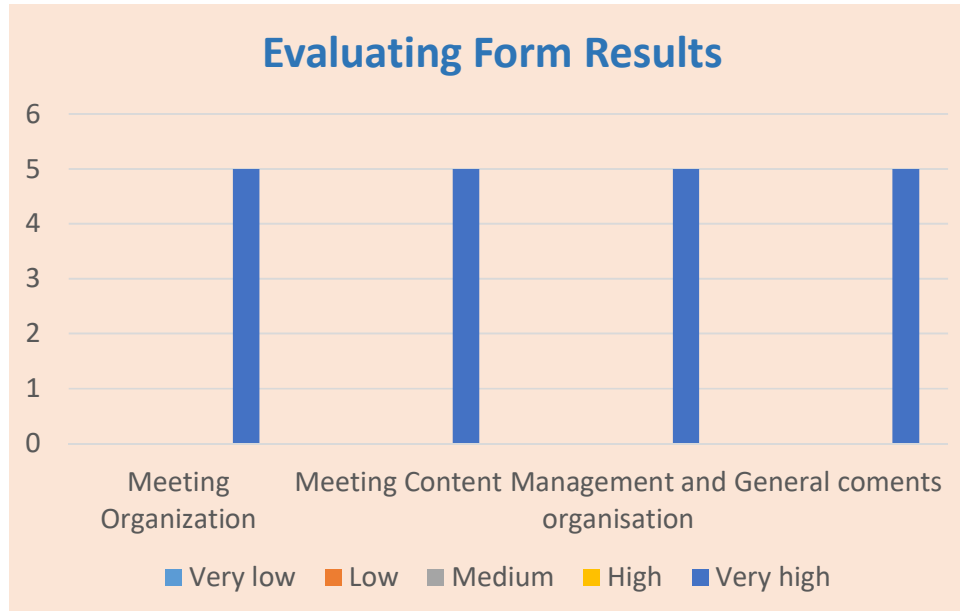
Number of participants – 18

UniKg – 3, UES – 3, SUM – 3, UNTZ – 3, USH – 3, UMT – 3

➤ Evaluation of the Meeting

At the end of the meeting, the participants filled a questionnaire and to have a round of comments on the meeting and their feelings. It was given a recommendation to all participants to propose changes to the questionnaire if they think they are necessary, so that it can be jointly created and used for evaluating all future meetings.

Below is a graphic that summarizes participants feedback. According to feedback, we can say that the meeting was productive and participants were satisfied.



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ANNEX II
PHOTOS OF THE MEETING



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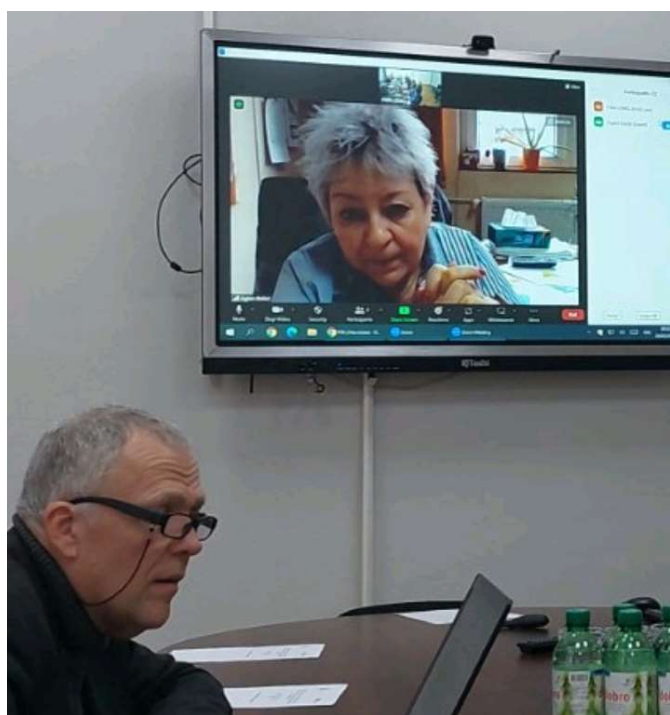
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