SMART Project Kick-off Meeting

&

Study Visit

23 & 24 January 2023

Location: DOBA Faculty of Applied Business and Social Studies Prešernova ulica 1, 2000 Maribor, Slovenia

Meeting Minutes

Authors: Jona Vizjak, DOBA & Mateja Geder, DOBA

V1
Date: 3/2/2023

Table of Contents

[1. Notes and attendance\* 2](#_Toc126591799)

[2. Meeting agenda 4](#_Toc126591800)

[3. Meeting minutes 6](#_Toc126591801)

[WP1 Management 6](#_Toc126591802)

[WP7 Quality Control & Ethics: Considerations 8](#_Toc126591803)

[WP2 Comparative Analysis of Smart Specialisation Efforts 9](#_Toc126591804)

[WP4 Technical setup of the SMART Innovation Centres 10](#_Toc126591805)

[Meeting Wrap Up 11](#_Toc126591806)

## Notes and attendance\*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Partner** | **Organization** | **Name**  | **E-mail/ contact info.**  | **Attending** |
| P1 | DOBA  | Mateja Geder | mateja.geder@doba.si | y |
| DOBA  | Jona Vizjak | jona.vizjak@doba.si | y |
| DOBA  | Anita Maček | anita.macek@doba.si | y |
| DOBA  | Andrej Žižek | andrej.zizek@doba.si  | y |
| P2 | FPM  | Stefano Sanna  | stefano.sanna@fondazione.polimi.it | y |
| FPM  | Patrizia Giordano  | patrizia.giordano@polimi.it  | 24.01.2023 ONLINE |
| P3 | POLIMI  | Antonella Contin  |  antonella.contin@polimi.it  | y |
| POLIMI  | Alessandra Pandolfi  | Alessandramaria.pandolfi@polimi.it | y |
| P4 | TUD  | Thomas Koehler   | thomas.koehler@tu-dresden.de  | ONLINE |
| TUD  | Andreas Schellenberger | andreas.schellenberger@tu-dresden.de | 23.01.2023 ONLINE |
| TUD  | Friedrich Funke | friedrich.funke@tu-dresden.de | y |
| P5 | UNIVLORA  | Fioralba Vela  | fiorivela@yahoo.it | y |
| UNIVLORA  | Albert Qarri  | Berti.qarri@gmail.com | y |
| UNIVLORA  | Enida Pulaj (Brakaj)  | enidapulaj@yahoo.com | y |
| P6 | UNKO  | Benita Stavre  | bstavre@unkorce.edu.al |   |
| UNKO  | Ardian Cerava  | Acerava@gmail.com | y |
| UNKO  | Ilir Sosoli  | Ilir\_sosoli@yahoo.com | y |
| P7 | UNISHK  | Ylvije Kraja  | ylvije.kraja@unishk.edu.al | y |
| UNISHK  | Emirjeta Bejleri  | emirjeta.bejleri.unishk.edu.al  | y |
| UNSHK  | Erard Curcija  | iroshkoder@unishk.edu.al |   |
| P8 | AULEDA  | Amarda Mema  | financial.manager@auleda.org.al |   |
| AULEDA  | Mirela Koci  | mkoci68@gmail.com |   |
| AULEDA  | Nikolla Pulla  | Project.coordinator@auleda.org.al | y |
| AULEDA  | Andi Andoni  | Auledavlore@gmail.com | y |
| P9 | UNIBL  | Goran Janjić  | goran.janjic@mf.unibl.org |   |
| UNIBL  | Dragan Gligorić  | dragan.gligoric@ef.unibl.org | y |
| UNIBL  | Jadranka Petrović  | jadranka.petrovic@ef.unibl.org | y |
| P10 | UES  | Danijel Mijić   | danijel.mijic@etf.ues.rs.ba | y |
| UES  | Nenad Marković  | Qaofficeuis@gmail.com | y |
| P11 | CCIRS  | Olivera Radić  | Oliverap@komorars.ba |   |
| CCIRS  | Gordana Višekruna  | gordanas@komorars.ba | y |
| P12 | UDG  | Lidija Lukovac  | lidija.lukovac@ugd.edu.me | y |
| UDG  | Aleksandra Scekic   | aleksandra.scekic@udg.edu.me | y |
| UDG  | Bojana Mališić  | Bojana.malisic@udg.edu.me | 24.01.2023 ONLINE |
| P13 | UOM  | Milena Djukanovic  | milenadj@ucg.ac.me | y |
| UOM  | Vesna Popovic-Bugarin  | pvesna@ucg.ac.me | y |
|  | CEM  | Miloš Jelovac   | jelovacmilos@ucg.ac.me |   |
| P14 | CEM  | Sandra Perić  | speric@pkcg.org | y |
| CEM  | Marija Vuković  | mvukovic@pkcg.org | y |
| CEM  | Marija Raspopović  | mraspopovic@pkcg.org |   |

\**Scanned participants lists are available in MS Teams*

## 2. Meeting agenda

**Day 1 – Monday, 23 January 2023 (9:30 – 17:30)**

WP1 Management:

* Project overview
* Administrative and financial management

*Mateja Geder, DOBA*

WP7 Quality Control & Ethics: Considerations

*Thomas Koehler, TUD (online)*

WP5 Operational setup of SMART Innovation Centres:

* Introduction to the WP5: Objectives, tasks, deliverables, and timeline
* Discussion on the concept, structure, and integration into partners’ university structure

*Fioralba Vela, UNIVLORA*

WP2 Comparative Analysis of Smart Specialisation Efforts:

* Reflection on the Survey on the NSSS
* Focus group guidelines and simulation

*Anotnella Contin, POLIMI and Alessandra Pandolfi, POLIMI*

**Day 2 – Tuesday, 24 January 2023 (9:00 – 17:00)**

**Study visit 1(9:00 – 13:00)**

* Slovenian Sustainable Smart Specialisation Strategy 2030 in brief
*Mateja Geder, DOBA*
* Strategic Research and Innovation Partnership (SRIP) – Networks for the transition into the circular economy
*Nina Meglič, Chamber of Commerce and Industry of Štajerska, Head of SRIP Circular Economy*
* Strategy Smart City Maribor 2030
Dr Andrej Žižek, Institute of Urban Planning Maribor
* Effective implementation of smart and green solutions from the industry:
* Dr Aleksandra Lobnik, IOS - Institute of Environmental Protection and Sensors
* Nuša Lazar (online), Nigrad, Public Utility Company

**Project meeting – Part 2 (13.00 – 17.00)**

WP4 Technical setup of the SMART Innovation Centres:

* Initial discussion on the partners’ needs and dilemmas, procurement procedure, and timeline

*Nenad Marković, UES*

WP3 Capacity Building – Staff Training:

* Initial discussion on the target group, topics, training format

*Thomas Koehler, TUD (online)*

WP8 Dissemination and Impact:

* Drafting the Dissemination plan
* Requirements and ideas for the project website
* Project logo ideas and preferences

Meeting Wrap Up:

* Review of conclusions & approvals by the PMB if required
* Project next steps
* AOB

*Mateja Geder, DOBA*

## 3. **Meeting** minutes

### WP1 Management

**Mateja Geder, DOBA:\***

* Presents the meeting agenda and the plan of the first study visit.
* Reviews the status of the action/to-do items from the Introductory meeting on 20. 12. 2022 as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| **WP**  | **Actions/To-Do Items**  | **Target resolution date**  | **Status24.01.23** |
| WP1 | All partners appoint a representative for the PMB | 17. 1. 2023 | Completed |
| All partners revise the list of their project team members and contact details | 17. 1. 2023 | Completed during the meeting |
| All partners provide details of their organization required for the contract preparation:* Full name and address of the organization
* Legal representative
* Contact person
* Bank account (IBAN format) and bank details (name, address, SWIFT Code)
 | 17. 1. 2023 | Pending (due administrative restrictions of some partners) |
| WP2 | The detailed instructions for the work of the partners will be sent next week by the WP leader | 30. 12. 2023 | Completed |
| WP7 | HEI partners appoint a member for the Quality & Ethics Board | 17. 1. 2023 | Pending |
| All partners report their existing practices and needs regarding quality and ethics | 17. 1. 2023 | Pending |
| WP8 | All partners put info about the project on their website | 20. 1. 2023 | Pending |
| All partners share ideas about the logo of the project  | 17. 1. 2023 | Pending |

* Gives an overview of the project structure, WPs, and timeline.
* Explains some aspects of the administrative and financial management of the project as follows:
	+ As per the project application internal reports are to be submitted every 6 months (internal reports are the WP1 milestones at the same time.
	+ Reporting to the Agency is required after two reporting periods: RP1: M1 – M18 (01. 12. 2022 – 31. 05 2024) and RP2 M19 – M36 (01. 06. 2024 – 30. 11. 2025).
	+ Internal reporting will be carried out according to the new practice of the Erasmus+ programme and DOBA’s internal rules.
	+ Supporting documents and other records are to be kept 5 years after the final payment.
	+ Preparation of reporting templates is in preparation but details about the reporting are not defined yet due to new Erasmus+ rules.
	+ Preparation of the Consortium Agreement is in progress and is due by M6 and is planned to be completed in M3.
	+ The initial plan for the payment is in 3 instalments (40% - 40% - 20%)​.
* ​Resumes the main open issues since the last meeting:
	+ The need for an early start of WP4 due to lengthy equipment procurement procedures, and of those WPs directly linked to WP4, such as WP3 (part of staff training related to setting up the innovation centres at the partner HEIs in target countries) and WP5 (defining the concept of individual innovation centres at the partner HEIs in target countries before defining the needs for the equipment of the centres).
* Reviews the listed representatives of the Project Management Board (PMB) and declares the PMB constituted with a note that membership in the PMB and Quality and Ethics Board (QEB) are mutually exclusive functions.

**PMB members:**

* + P1 DOBA: Mateja Geder (chair)
	+ P2 FPM: Patrizia Giordano
	+ P3 POLIMI: Antonella Contin
	+ P4 TUD: Thomas Köhler
	+ P5 UNIVLORA: Fioralba Vela
	+ P6 UNKO: Benita Stavre
	+ P7 UNISHK: Ylvije Kraja
	+ P8 AULEDA: Mirela Koci
	+ P9 UNIBL: Dragan Gligorić
	+ P10 UES: Nenad Marković
	+ P11 CCIRS: Gordana Višekruna
	+ P12 UDG: Sandra Tinaj
	+ P13 UOM: Milena Djukanovic
	+ P14 PKCG/CEM: Tanja Radusinović
* Announces Erasmus+ CBHE Projects Coordinators Conference taking place on 7 – 9 February 2023 and giving an opportunity to address the open issues of the project so far.

**Discussion:**

WP1

* Mailing list, the lists of PMB and QEB representatives to be completed during the project meeting taking into account that partners’ representatives in the two boards may not be the same persons.
* Target countries partners can only provide bank & account details after the consortium agreement is signed. To be checked with the project officer: Bilateral or multilateral Consortium Agreement?
* Project budget possible discrepancies to be checked in the 2.0 project budget table and related details to be discussed with Anita Maček, DOBA if needed.

WP4

* To be checked with the project officer:
	+ Planned budget for the equipment purchases and depreciation costs
	+ Individuals or joint procurement?
	+ Equipment purchases and VAT?

**Decisions taken:**

* **Nenad Marković, UES\*** as the leader of WP4 will join the project coordinator at the Erasmus+ CBHE Project Coordinators Conference as participation of a representative from a Partner Country beneficiary institution is required.

 ***\*****Upon the request of the project coordinator* ***Dragan Gligorić, UNIBL,*** *will join the project coordinator at the Conference as conference participants cannot have two roles at the same time.*

* All partners agree to publishing photos of the meeting on social networks and websites for project promotion purposes.
* Monthly online project meetings to be held from February onwards, starting with an online meeting following the Erasmus+ CBHE Coordinators Conference to debrief the partners on the issues raised.

**To-Do Items:**

* Project open issues will be gathered by the project coordinator (e.g., equipment procurement procedure reporting, consortium agreement) and addressed during the Erasmus+ CBHE Coordinators Conference, and/or directly with the project officer.

*\*Presentation available in MS Teams.*

### WP7 Quality Control & Ethics: Considerations

**Thomas Koehler, TUD\*** (online) presents the approaches for WP7:

* Quality Control to be regularly implemented at different levels, depending on the existing practices of project partners.
* The development of the quality plan and feedback mechanism (M3-M36) and the Development of the project Contingency plan (M3 – M4), which will be done based on the existing good practices.

**Discussion and To-Do Items**

* Partners’ representatives in the Quality&Ethics Board (QEB) should be familiar with quality assurance and ethics related procedures at their HEIs, experts in the field are an added value but not mandatory.
* QEB will meet online by the end of February 23.
* Pending activities form the introductory meeting on 20 December 2022 (appointment of the institutional representatives, reporting about partners’ existing practices and needs regarding quality and ethics to be completed 3 days before the QEB meeting at the latest.
* WP7 Leader will appoint the chair of the QEB, who will be an external expert.
* LFM and the list of risks identified in the project application will be sent to WP leader.

*\*Presentation available in MS Teams.*

WP5 Operational setup of SMART Innovation Centres:

**Fioralba Vela, UNIVLORA\*,** gives a brief introduction to WP5: Objectives, tasks, deliverables, and timeline and leads a discussion on the concept, structure, and integration into partners’ university structure

**Discussion and To-Do Items:**

* Although the Centres have a different focus the concept should be the same and should be set up in the light of the future links among them, e.g., with a common Western Balkan Agenda to be elaborated under WP6.
* Integration of the innovation centres in the university structure is up to each HEI in target countries: more likely that innovation centres will be integrated at the faculty level or even department level rather than at the university level.
* As the integration process can be a lengthy one it is recommended to start with WP5 earlier than planned.
* WP5 leader will prepare a template for
	+ a mini project with steps to be made and action to be taken for the integration of the Centres into the university structure by the end of February.
	+ the structure of the Feasibility study required by the University/Faculty management to start integration process of the Centres.
* HEI partners from target countries will be supported in the process of operational set up of the Centres by the so-called liaison partners from EU HEIs. Liaisons will enable direct communication and idea&knowledge exchange between the EU and target countries HEIs and will be formed as follows:
	+ DOBA will support partners from Albania: UNISHK, UNIVLORA, and UNKO
	+ POLIMI will support partners from BiH: UES and UNIBL
	+ TUD will support partner from MNE: UOM and UDG

*\*Presentation available in MS Teams.*

### WP2 Comparative Analysis of Smart Specialisation Efforts

Anotnella Contin, POLIMI and Alessandra Pandolfi, POLIMI reflect on the Surveys on the NSSS received so far (5 altogether) and pointing out the need for input from all partners. They presented focus group guidelines and run a simulation of focus groups with partners from target countries. A case of BiH is

**Discussion and To-Do Items**

* Input from ALL partners is required to complete the WP and the related deliverable
* As per the project application, comparative analysis should include comparison of data with Central, Southern and Northern Europe.
* Further instructions for the input required from partners and focus group implementation will follow shortly after the meeting.
* National coordinators and business support organisations to be included in the information generation process.
* WP4 planned for M1 – M4, minor deviations from the plan are possible but partners need to speed up their activities and provide input for the WP2 to be completed by M5.

**Study Visit 1**

* Slovenian Sustainable Smart Specialisation Strategy 2030 in brief
*Mateja Geder, DOBA*
* Strategic Research and Innovation Partnership (SRIP) – Networks for the transition into the circular economy
*Nina Meglič, Chamber of Commerce and Industry of Štajerska, Head of SRIP Circular Economy*
* Strategy Smart City Maribor 2030
Dr Andrej Žižek, Institute of Urban Planning Maribor
* Effective implementation of smart and green solutions from the industry:
* Dr Aleksandra Lobnik, IOS - Institute of Environmental Protection and Sensors
* Nuša Lazar (online), Nigrad, Public Utility Company

*\*Study visit’s presentations available in MS Teams:*

### WP4 Technical setup of the SMART Innovation Centres

**Nenad Marković, UES** *sums up the* discussion on the partners’ need and dilemmas

procurement procedure, and timeline started at the beginning of the meeting:

* The procurement procedure for the equipment might take some time, so it would be reasonable to start with W4P sooner, and in accordance with the distribution of financial resources. Open issues are related to depreciation costs, VAT and type of procurement process (joint or individual).

**Discussion and To-Do Items**

* The answers to the open issues will be sought during the Conference and/or individually with the project officer.
* WP4 leader will collect and send all the questions, issues, and suggestions to the project coordinator before the Conference.

*\*Presentation available in MS Teams*

WP3 Capacity Building – Staff Training

*Thomas Koehler, TUD\* (online)* starts the initial discussion on the target group, topics, training.

**Discussion and To-Do Items**

* As and earlier start of WP4 would be also linked to WP5, it is necessary to start also the discussion on staff training a bit earlier, in particular for the following topics of the proposed **Module 4: How to bring innovation centres to life.**
	+ **EACEA tendering procedure**
	+ **Application of the EACEA tendering rules for equipment purchase**
	+ Development of an organisational structure & culture and business model
	+ Leadership and management of innovation centres
	+ Marketing communications
	+ Networking and lobbying
* Depending on the WP4 related outcome of the Conference, the development of curriculum, learning materials and implementation of the training related to procurement procedures will start earlier. The part of the training related to procurement could be held online and implemented outside the planned training framework.

*\*Presentation available in MS Teams*

WP8 Dissemination and Impact

Lidija Lukovac, UDG and Bojana Mališić, UDG (online)\* initiated the discussion about the dissemination plan, requirements and ideas for the project website, and project logo.

**Discussion and To-Do Items:**

* Information about the project should be put on the partners’ institutional websites by 10.02.2023.
* Templates will be created for the partners to provide descriptions of their institutions for the project website.
* Proposal for the project logo will be drafted by the WP leader by 16.02.2023.
* Proposal for the project website (concept, structure) will be created by the WP leader by 16. 02. 2023.

*\*Presentation available in MS Teams*

### Meeting Wrap Up

* Mateja Geder, DOBA sums up the main decisions made and to-do items (please see the table below).
* As the next partners meeting should be linked to the staff training, the next meeting will be held in Banja Luka, BiH, end of September 2023 (not July due to the summer vacations), e.g., first half of the last week in September. More detailed info, and date confirmation will follow.

Decisions taken & actions overview

|  |  |  |  |
| --- | --- | --- | --- |
| **WP** | **Decisions taken** | **Date of decision taken**  |  |
| WP1 | Monthly online project meetings to be held from February onwards, starting with an online meeting following the Erasmus+ CBHE Coordinators Conference to debrief the partners on the issues raised. | 23.01. 2023 |
| Dragan Gligorić, UNIBL, will join the project coordinator at the Conference as conference participants cannot have two roles at the same time. | 01.02. 2023 |
| All partners agree to publishing photos of the meeting on social networks and websites for project promotion purposes. | 23.01.2023 |
|  | In order to timely finish WP4 an earlier start of WP5 and WP3 would be required. | 23.01.2023 |
|  | Next project meeting: end of September 2023 in Banja Luka, BiH, to be linked with the start of staff training (WP3). | 24. 01. 2023 |
| WP5 | Liaison partnerships are formed as follows:* DOBA will support partners from Albania: UNISHK, UNIVLORA, and UNKO
* POLIMI will support partners from BiH: UES and UNIBL
* TUD will support partner from MNE: UOM and UDG
 | 23.01.2023 |

|  |  |  |
| --- | --- | --- |
| **WP** | **Actions/To Do Items** | **Target resolution date** |
| WP1 | Project coordinator to check with the project officer/during the CBHE conference: * + Bilateral or multilateral consortium agreement
	+ Planned budget for the equipment purchases and depreciation costs
	+ Individuals or joint procurement
	+ Equipment purchases and VAT?
 | 09.02.2023 |
| Project budget possible discrepancies to be checked in the 2.0 project budget table and contact project coordinator to arrange meeting with Anita Maček, DOBA, who was in charge of the budget. | 10.02.2023 |
| All partners provide details of their organization required for the contract preparation:* Full name and address of the organization
* Legal representative
* Contact person
* Bank account (IBAN format) and bank details (name, address, SWIFT Code).
 | 28.02.2023 (after receiving CA) |
| After the approval of project officer, project coordinator together with WP Leader will plan an earlier start of WP3 and WP5, which are directly linked to WP4. | 15.02.2023 |
| WP1/WP4 | Project open issues will be gathered by the project coordinator (e.g., equipment procurement procedure reporting, consortium agreement) and addressed during the Erasmus+ CBHE Coordinators Conference, and/or directly with the project officer. | 03.02.2023 |
| WP2 | Further instructions for the work of the partners and guidelines for the focus groups will be the WP leader. | 10. 02. 2023 |
| WP5 | WP5 leader will prepare a template for: * a mini project with steps to be made and action to be taken for the integration of the Centres into the university structure by the end of February,
* the structure of the Feasibility study required by the University/Faculty management to start integration process of the Centres.
 | 28.02.2023 |
| WP7 | HEI partners appoint a member for the Quality & Ethics Board. | 3 days before the online meeting of QEB |
| All partners report their existing practices and needs regarding quality and ethics. | 3 days before the online meeting of QEB |
| WP7 Leader will appoint the chair of the QEB, who will be an external expert. | 3 days before the online meeting of QEB |
| LFM and the list of risks identified in the project application will be sent to WP7 leader. | 10.02.2023 |
| WP8 | Information about the project should be put on the partners’ institutional websites. | 10.02.2023 |
| Templates will be created for the partners to provide descriptions of their institutions for the project website. | 10.02.2023 |
| Proposal for the project logo will be drafted by the WP leader. | 16.02.2023 |
| Proposal for the structure of the project website will be created by the WP leader. | 16.02.2023 |
| All partners put info about the project on their website. | 20. 1. 2023 |
| All partners share ideas about the logo of the project. | 17. 1. 2023 |

 **The meeting was completed at 17:00.**