



Tempus158989-Tempus-1-2009-1-BE-Tempus-JPHES  
Creation of university-enterprise cooperation networks for education on  
sustainable technologies

# Coordination Meeting in Birkenfeld

02 – 05 February 2011.



Tempus158989-Tempus-1-2009-1-BE-Tempus-JPHES  
Creation of university-enterprise cooperation networks  
for education on sustainable technologies

**3<sup>rd</sup> Coordination Meeting**

**Birkenfeld**

**02<sup>nd</sup> - 05<sup>th</sup> February 2011.**

**Wednesday 02<sup>nd</sup> February 2011.**

Arrival of the participants

Welcome dinner in Restaurant Oldenburger Hof in Birkenfeld

**MINUTES OF THE MEETING**

**The Meeting was attended by**

Katholieke Hogeschool Sint-Lieven, Gent, Belgium

Geert de Lepeleer

Alexis Versele

Trier University of Applied Sciences, Birkenfeld, Germany

Katrin Mueller-Hansen

Vienna University of Technology, Vienna, Austria

Wilhelm Hoeflinger

University of Novi Sad, Novi Sad, Serbia

Zoltan Zavargo

Damjan Tomanek

University of Niš, Leskovac, Serbia

Milorad Cakić

University of East Sarajevo, Zvornik, Bosnia and Herzegovina

Radoslav Grujić

Tuzla University, Tuzla, Bosnia and Herzegovina

Midhat Jašić

University St Cyril and Methodius, Skopje, The Former Yugoslav Republic of Macedonia

Emilija Fidancevska

University Goce Delcev, Faculty of Technology Štip, The Former Yugoslav Republic of Macedonia

Vineta Srebrenkoska

Individual expert

Adam Pawelczyk

**Thursday 03<sup>rd</sup> February 2011.**

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**AGENDA**

**1. The words of welcome**

Michael Knaus

**2. Approval of the Minutes of the 2nd Coordination meeting in Novi Sad**

The Minutes of the 2<sup>nd</sup> Coordination meeting was approved by all participants.

### 3. Annual Report

During the first year, the following activities have been conducted:

- 1<sup>st</sup> Coordination meeting in Gent, 17<sup>th</sup> - 20<sup>th</sup> March 2010;
- Workshop in Novi Sad, 20<sup>th</sup> - 21<sup>st</sup> April 2010;
- Short visit of EU experts to WB partner universities - Visit to Bosnia and Herzegovina, 31<sup>st</sup> May - 05<sup>th</sup> June 2010;
- Short visit of EU experts to WB partner universities - Visit to The Former Yugoslav Republic of Macedonia, 21<sup>st</sup> - 25<sup>th</sup> June 2010;
- Short visit of EU experts to WB partner universities - Visit to Serbia, 04<sup>th</sup> - 08<sup>th</sup> July 2010;
- Retraining and updating of PC universities staff in BE, 12<sup>th</sup> - 18<sup>th</sup> September 2010;
- Retraining and updating of PC universities staff in GE, 12<sup>th</sup> - 18<sup>th</sup> October 2010;
- Retraining and updating of PC universities staff in AT, 12<sup>th</sup> - 18<sup>th</sup> November 2010.

#### Reminder of the decisions from the 2nd Coordination meeting

- Identify and appoint the project teams at the Partner universities  
The project teams have been identified;
- Involvement of industry partners  
More industry partners have been involved in each partner university;
- Envisage the possibility of involving more staff in the training activities  
Having in mind great interest of industry for the topics of the courses in the project, the planned number of trainees indicated in the Application (60 trainees) will be much greater;
- Promotion of the project in southern Serbia has been done with the help of the Regional Chambers Office, more companies have been involved (not only in Leskovac);
- Accreditation of courses is to be done.  
If there is no Law for accreditation of LLL courses at the Partner country, they should be accredited at the Faculty and University level and will be displayed on the sites of the Faculty, University and Chamber of commerce;
- Reinforce links with the LLL Centres at university level  
If there is established LLL centre at the University, each Partner University should contact and collaborate with them;
- Involvement of students  
As it was agreed at the 1st Coordination meeting in Gent, each Partner University has involved students in the Project. Their first involvement was participation in the Workshops held in BA, MK and SR. The students will be involved in the project through the organisation of student internships and they will participate in the implementation of the training courses;
- Implementation of 4 courses at all Partner universities  
All 4 courses will be implemented at each Partner University;
- Better advertise the project in the Chamber of Commerce and in enterprises  
As it is planned, the project will be advertised in the Chamber of Commerce and in the enterprises in order to introduce people with the new courses and encourage employers to use these opportunities to train their staff;
- To link the project website with the University's web pages  
Project website will be linked with the PC University's web pages.
- Decentralising the management  
Geert prepared partner agreement with each PCU. It should be signed by rector at each of the universities.

## Decisions

- Two external expert visits - in the middle and at the end of the project;
- Revision of the courses will be done by only one expert, Gyula Vatai.

## 4. Dissemination activities

According to the plan of Dissemination activities for the 1<sup>st</sup> year, the following activities have been done:

### 4.1. Development of the Project website

The first version of the project web site has been presented at the 1<sup>st</sup> Coordination meeting. It became active immediately after the meeting. Web site is regularly updated. At the meeting, the web site was shown to all participants.

### 4.2. Dissemination conferences

First Dissemination Conferences were held at each partner University in Bosnia and Herzegovina, The Former Yugoslav Republic of Macedonia and Serbia.

### 4.3. Dissemination of the results by articles

The planned article on Review and the analysis of the existing knowledge of the staff from industry on sustainable industry issue has been written.

### 4.4. Dissemination of the results by lectures

Lectures on the Review and the analysis of the existing knowledge of the staff from industry on sustainable industry issue were held at each Dissemination Conference during experts' visits at all partner institutions.

### 4.5. Dissemination through media: text in newspapers, report and interview on radio and television

Dissemination through media has been done via newspapers, reports on different television and radio networks.

The details about dissemination activities can be found on the project web site under dissemination activities page.

## Decision

Dissemination template should be sent to Zoltan Zavargo. The Dissemination template form can be found on the hidden page of the web site.

## 5. Administration

Short report about administration was done by Geert de Lepeeler. Each partner university should sign an agreement with KaHo-Sint Lieven, and afterwards, the payment for the activities of the first year will be done in March 2011.

## 6. Equipment

The invoices for purchasing of the equipment should be sent to KaHoS Sint-Lieven.

## 7. Quality management

The report for the Quality management of the first year will be finished until the end of February 2011, and it will be sent to all participants.

## Short sightseeing of the Birkenfeld campus

### *Lunch*

*ECB student restaurant*

## Guided tour and sightseeing in Mainz

Friday 04<sup>th</sup> February 2011.  
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1. **Report: Workshop in Ohrid**

Zoltan Zavargo

The curriculum structure and common content,  
The specific topics tailored for the need of the industry,  
The teaching method for trainees - the staff from industry,  
The Division between theoretical, practical classes, self-conducted learning and case studies and  
The division of tasks among partner universities concerning course writing were presented.  
All these documents will be put on the hidden part of the Project's website.

2. **Planning the Activities for the 2<sup>nd</sup> year**

Zoltan Zavargo

According to the Workplan for the 2<sup>nd</sup> year the following activities will be followed:

Activites 3.1

Course development workshop 1 (was held in Ohrid, MK)

Activites 3.2

Course development workshop 2, Tuzla, BA

Activites 3.3

Developing the courses and course teaching material writing

Activites 3.4

Experts evaluation of the teaching material on sustainable industry

Activites 3.6

Equipping the Training Laboratory

Activites 5.1

Cooperation on tailoring the courses to the needs of the industry

Activites 6.1

Cooperation between WB partner universities during project's objective realisation

Activites 7.1

Cooperation between EU and WB partners during project's objective realisation

Activites 8.1

Development of the project website

Activites 8.2

Organization of the dissemination conferences

Activites 8.3

Publication and presentation of the project results

Activites 10.1

Elaboration of internal quality report

Activites 10.2

Elaboration of external quality evaluation reports

Activites 11.1

General project management

Activites 11.2

Planning and evaluation meeting in Birkenfeld and Vienna

**Decision**

The Course development workshop 2 will be held in Tuzla, June 7<sup>th</sup> - 12<sup>th</sup> 2011.

3. **Planning the 4<sup>th</sup> Coordination meeting**

Geert De Lepeleer

Zoltan Zavargo

**Decision**

The 4<sup>th</sup> Coordination meeting will be held in Vienna, July 5<sup>th</sup> - 8<sup>th</sup> 2011.

4. **Preparing the Report**

The Report was prepared by Geert de Lepeeler, Katrin Müller-Hansen, Zoltan Zavargo and Damjan Tomanek.

## **5. Any other business**

**Site-visit BASF**

**Free afternoon in Mannheim**

**Friday 05<sup>th</sup> February 2011.**

**Departure of the participants**

Thanks to all for the nice meeting!

Geert de Lepeeler

Katrin Müller-Hansen and

Zoltan Zavargo