

TEACHER



INUTES

KICK-OFF MEETING

9-10 February 2017
Travnik, Bosnia and Herzegovina



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

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Introducing competence - based preschool teacher education curricula in Bosnia and Herzegovina
574076-EPP-1-2016-1-BA-EPPKA2-CBHE-JP

MINUTES

Kick-Off Meeting

Introducing competence-based preschool teacher education curricula in Bosnia and Herzegovina

Date: 9-10 February, 2017

Venue: University of Travnik,

Aleja konzula 5, Travnik, Bosnia and Herzegovina

Participants of the Kick-Off Meeting:

- **University of Travnik, Bosnia and Herzegovina – host/coordinator**
 - Selma Seta
 - Amra Tuzovic
- **University of Bihac, Bosnia and Herzegovina**
 - Nijaz Skender
 - Dzelila Muharemagic
- **University of Mostar, Bosnia and Herzegovina**
 - Dragan Gabric
- **University of Tuzla, Bosnia and Herzegovina**
 - Ljubica Tomic Selimovic
 - Alija Selimovic
 - Erna Emic
- **Herzegovina University, Bosnia and Herzegovina**
 - Ivana Viskovic
 - Marko Antonio Brkic
- **Independent University of Banja Luka**
 - Mirjana Stojanovic
 - Sasa Cekrlija
- **Association of Preschool Institutions Employees, Bosnia and Herzegovina**
 - Ljiljana Kovac
 - Ljubica Matosevic
- **University of Zagreb, Croatia**
 - Sinisa Opic
- **Manchester Metropolitan University, Great Britain**
 - Geraldine Lee – Treweek
 - Geraldine Leydon
- **Matej Bel University, Slovakia**
 - Katarina Vancikova
 - Zuzana Lynch
- **University of Alba Iulia, Romania**
 - Teodora Iordachescu
 - Grigore – Dan Iordachescu

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DAY 1

9 February 2017, Thursday

After a registration of participants, the Kick-off Meeting officially started at 11:00 am. Welcome speeches were addressed by Selma Seta a project coordinator, Amra Tuzovic – Quality Assurance Manager of the University of Travnik and sir Zoran Matosevic, assistant minister of the Ministry of Education, Science, Culture and Sports of the Middle Bosnia Canton. Selma welcomed the participants on behalf of the University of Travnik and expressed her pleasure for the fact that all partners attend the meeting. She presented the agenda of the meeting and briefly introduced partners.

Professor Amra Tuzovic welcomed the participants on behalf of the academic community of the University of Travnik. She introduced the project proposal from the very beginning and explained why preschool education was selected as a main topic and field of this action.

Sir Zoran Matosevic wished a warm welcome to all participants and stressed out the importance of this and similar international meetings for the University of Travnik as well as for the whole community.

Sir Suad Muhibic, Head of National Erasmus+ Office (NEO) introduced work and activities of the Erasmus+ Office from Bosnia and Herzegovina. He pointed out an impact of preschool education in lifelong learning process and childhood education. Preschool education is national priority of Bosnia and Herzegovina, therefore will produce a huge impact on the overall higher education. At the end of his presentation he invited anyone who has a question whether about this project or Erasmus+ in general, NEO is at their disposal at any time.

Further, the short overview of the project activities was presented by a project coordinator. The aim of the presentation was to give a brief description about project goals (general and specifics), impact, expected results, target groups and activities for the next three years. Each activity was presented through tables with specified places where it will be implemented.

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Each partner, then, gave a brief presentation on their institution in general, faculties as an organizational units, study programs and staff.

At the end of the presentations, the lunch break was organized in the Restaurant of the University of Travnik. The participants had enough time for discussion and meeting with each other.

After lunch, the meeting continued with the work packages presentations by each package leader.

- Project coordinator presented work package 1 and 8, since the University of Travnik is the leading organization for those packages. The first presentation and WP1 was about preparation of project teams for successful kick off. Also, within this WP, different project teams will be constituted (Steering Committee, Quality Assurance and Monitoring Committee, local curricula modernization teams, teams that will be responsible for analysis, guidelines, handbooks etc.). Baseline study and stakeholder analysis will be carried out and Introduction conference with stakeholders organized.
- The Work Package 8 was about about project management, administration and reporting. Within this WP the kick off meeting is organized in Travnik to discuss the project details and develop implementation and administration procedures. Each partner institution will hold regular meetings of local project team and will ensure smooth management and administration. Each partner will contribute to preparation of project reports (narrative and financial).
- The Work Package 2 was presented by the Metropolitan Manchester University. They focused on definition of competences and what is going to be implemented through this work package, tasks and process.
- The Work Package 3 was presented by the Matej Bel University. Through this presentation they talked about aims and objectives of the Work Package 3. They gave a brief description of this package and listed assumptions as well as tasks, such as: To organize a study visit and on-sight learning; To conduct assessment of needs for

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- improvement of methodic, didactic and transversal skills and competences; To organize four methodic/didactic seminars; To develop a handbook on student practice.
- The Work Package 4 was presented by the University „1. Decembre 1918“ Alba Iulia. The main focus was on tasks, expected results and preparation with follow-up activities. They stressed the indicators of progress as well as measurements of indicators.
 - The Work Package 5 was presented by the University of Bihac. Representatives from this institution talked about curricula changes introduction at 6 BH partner HEIs and submission of documentation to relevant accreditation/licensing authorities in BH. This process will be followed by the process of joint procurement of equipment undertaken by 6 BH partner HEI. In 3rd project year, BH institutions will enrol new generation of students on innovated and accredited programs and new curricula will be implemented. Professors from EU partner HEIs will deliver guest lectures to BH partner HEI students.
 - The Work Package 6 was presented by the University of Mostar. It was about quality assurance of project results and constitution of Quality Assurance and Monitoring Committee (which will comprise representatives of all partner institutions) and regular Skype sessions of the Committee. The Committee will also be responsible for conducting 2 annual progress reports on project implementation. Each activity will be evaluated by the participants. Innovated curricula will be under this WP evaluated by students and professors in 3rd project year. At the end of project University of Travnik will subcontract an independent agent to carry out external project evaluation.

The first day of the meeting was finished by conclusions and short discussion. At the evening the welcome dinner was organized by the University of Travnik

DAY 2

10 February 2017, Friday

The second day started at 9:30 am after the registration. At the beginning, a project coordinator said that the Agenda will be slightly changed and instead the project and financial management presentations, time will be used for internal discussion and clarifications between a project coordinator and representatives from each institution. After that, the University of Tuzla gave a short presentation about Work Package 7 regarding dissemination and exploitation of the project and its results. This was followed by a coffee break.

Further, the activity and work plans within the Work Package 1 were presented: Baseline study report on preschool education in Bosnia and Herzegovina, Stakeholder analysis report and Introduction conference in Travnik. Deadlines proposed for those activities were not adopted. Since the project has officially started few months after the previously planned period, participants disagreed that they will be able to follow already proposed time-table and that each activity needs to be postponed for approximately three months. The Manchester Metropolitan University will coordinate stakeholder analysis and will also be responsible for creation of stakeholder analysis report. The University of Zagreb will coordinate baseline study and will also be responsible for creation of baseline report. Therefore a brief discussion was opened. The Manchester Metropolitan University representatives declared that they need approximately six weeks for stakeholder analysis report since the methodology is quite demanding. The University of Zagreb representatives suggested that it is useful to conduct a SWOT analysis in order to facilitate whole process. Each partner from Bosnia and Herzegovina proposed different ways of approach for implementing and participation in those reports. After the exchange of experiences and opinions it was concluded that each partner from Bosnia and Herzegovina will contribute by their proposals and the list of possible stakeholders in preschool education. As well, they will elaborate their roles and responsibilities in Early Childhood Education and Care and their relevance in this project. The proposal by each institution will be sent by email to all partners. The Manchester

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Metropolitan University will prepare the report according to provided contributions from BH partners. After the stakeholder analysis report, the partners will proceed with the baseline report on preschool teacher education in Bosnia and Herzegovina.

The Kick – Off Meeting continued with internal discussion and clarifications between a project coordinator and representatives from each institution. All questions and inquiries were clarified, explained and discussed between a project coordinator and partners.

All representatives received a sheet of paper to fill and write the Steering Committee and Quality Assurance and Monitoring Committee members of each institution as well as to specify one contact person for the respective institution. The filled papers were collected by a project coordinator.

The Partnership Agreements were discussed as well. Due to the complex legal system and different legislations between each canton in Bosnia and Herzegovina, it was decided that the Agreements need to be analyzed and developed in detail and therefore proposed by the legal department of the University of Travnik. It will be emailed to each partner within three weeks from the Kick – Off Meeting.

At the end of the meeting, lunch was organized at the restaurant of the University of Travnik, for all participants. Finally, the group photo of all partners and representatives was made in the conference hall of the University of Travnik.

Day 1: February 9, 2017
VENUE: University of Travnik

10:30	11:00	Registration
11:00	11:10	Welcome speech – Selma Seta , Project coordinator (UNT)
11:10	11:20	Welcome speech – Amra Tuzovic (UNT)
11:20	11:30	Welcome speech – (Ministry of Education, Science, Culture and Sports)
11:30	11:40	National ERASMUS office in BiH (NEO)
11:40	12:10	Overview of the project – Selma Seta (Project coordinator)
12:10	13:15	Introduction of partners (5min presentations, all partners)
13:15	14:15	LUNCH
14:15	14:45	WorkPackage 1&8 Questions and Answers Lead partner: University of Travnik (UNT)
14:45	15:15	WorkPackage 2 Questions and Answers Lead partner: The Metropolitan Manchester University (MMU)
15:15	15:45	WorkPackage 3 Questions and Answers Lead partner: Matej Bel University (UMB)
15:45	16:15	WorkPackage 4 Questions and Answers Lead partner: University „1. Decembre 1918“ Alba Iulia (UAB)
16:15	16:30	COFFEE BREAK
16:30	17:00	WorkPackage 5 Questions and Answers Lead partner: University in Bihac (UNBI)
17:00	17:30	WorkPackage 6 Questions and Answers Lead partner: University of Mostar (SVEMO)
17:30	18:00	Conclusions
20:30		Welcome dinner

Day 2: February 10, 2017
VENUE: University of Travnik

9:30 **10:00** **WorkPackage 7** Questions and Answers
Lead partner: University of Tuzla (UNTZ)

10:30 **11:00** Project Management and Financial Management
Selma Seta, Project coordinator

11:00 **11:30** COFFEE BREAK

11:30 **12:00** Partnership Agreements and Project teams

12:00 **13:00** Working plan and planning of activities

13:00 **14:00** LUNCH

14:00 **14:30** Discussion

14:30 **15:00** CLOSING REMARKS and Group photo

ATTENDANCE REGISTER TEMPLATE

DAY 1

9 February 2017, Thursday

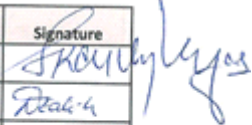
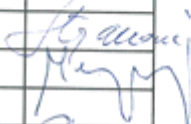
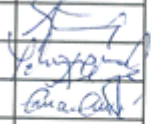

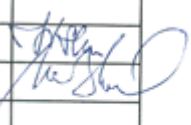

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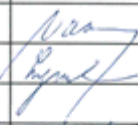
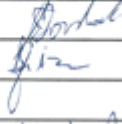
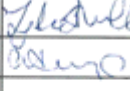
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ATTENDANCE REGISTER TEMPLATE

DAY 2

10 February 2017, Friday

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2.	Geraldine Leyton				
1.	Suad Muhibić	National Erasmus+ Office			
2.	Nena Marković				

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PHOTOS



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