

MINUTES *from* Skype Meeting

Date: 18.01.2017.

Venue: -

PARTICIPANTS: Amra Tuzovic, Selma Seta (University of Travnik); Robert Hulme, Karolina Kardas (The Manchester Metropolitan University).

The Skype Meeting officially started at 13.00h. The main aim of the meeting was to discuss the further steps within the work package 2 and its termination. Selma Seta welcomed all participants and wished successful meeting.

The Agenda of the Meeting:

1. Delivering a draft list of competences to the Expert Teams within each institution
2. Finishing the work package 2
3. Pairing of the institutions

The Agenda was adopted by all participants. Selma Seta suggested to discuss above mentioned as the most important issues. She said that during the previous workshop in Banja Luka, which was delivered by Karolina Kardas from the Manchester Metropolitan University and Marija Lorgner from the University of Zagreb, a draft list of competences was agreed by all participants which included a definitions of competences and listed indicators for each of the areas. This draft list should be disseminated amongst the expert teams at each institution. Karolina Kardas confirmed that and said that due to the fact that not all relevant persons and experts were present on previous workshop in Banja Luka, those lists should be disseminated and discussed between the experts at each institution in order to reach the main objective of the task. Karolina offered to do that. She said that she will type all competences and will send to all project partners, on Wednesday at the latest. All participants of the Skype meeting agreed on that.

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The second point of the agenda could not be discussed in a detail since the representatives of the University of Zagreb should be involved and suggest the methodology of the implementation of further activities. However, Karolina Kardas said that the MMU will finish their work regarding the competences. Activities on developing the curricula modernization plans, peer-review of the plans and the adoption of curricula changes on institutional level will be coordinated by colleagues from the University of Zagreb.

The third point of the agenda was discussed as well. Karolina said that proposals from the University of Zagreb, The Manchester Metropolitan University and University of Travnik have been taken into consideration. Karolina said that proposal from the University of Travnik was good and clearly explained, but additional factors and reasons should be taken into consideration as well. At the end of this short discussion, institutions are divided into the following pairs:

1. University of Travnik – Herzegovina University
2. University of Tuzla – Independent University Banja Luka
3. University of Bihac – University of Mostar.

All participants agreed on this proposal. Meeting was finished at 14.00h.

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Conclusions:

1. Karolina Kardas will send an email to all partners and will inform them about pairing of the institutions.
2. Karolina Kardas will type the competences into draft list and send to all partners on Wednesday.
3. Each institution will have 7 days to give a feedback regarding the draft list.
4. Karolina Kardas will suggest to have a Skype meeting with each group separately.
5. Each group will work on one area of competences (three groups, three areas).
6. Association of Preschool Institutions will be included as a consultant.

On 18.01.2017. in Travnik

Minute taker: Selma Seta