



# DISSEMINATION CONFERENCE

10-11 MAY 2018  
UNT, Travnik, BiH

*Before we start...*

*Albert Einstein wrote:*

*"Everybody*

*fish by its o*

*in its whole*

*stand."*



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[Project Name and Number: Development and Implementation of Social Dimension Strategies in Armenia and Bosnia and Herzegovina through Cross-Regional Peer-Learning – 574139-EPP-1-2016-1-AM-EPPKA2-CBHE-JP]

## AGENDA

**Two day dissemination event for university faculty /staff and stakeholders**

**Date:** 10-11 May 2018 **Venue:** University of Travnik

**Participants:** INCLUSION colleagues & local stakeholders from BiH

### Brief Summary:

- Completing workpackage 2 – peer review of institutional guidelines / policies
- Brief introduction to workpackages 3 +4
- Public dissemination event for local stakeholders from BiH
- Management meeting

### Day 1: 10<sup>th</sup> May, University of Travnik

#### OUTLINE:

- Reviewing WP2 progress to date
- Screening of films made in Leuven & Roehampton (March 2018)
- Preparation for public event on Day 2

#### REGISTRATION: 10:30-10:45

Please bring: the latest version of your institutional guidelines

#### AGENDA

SESSION	TIME	TOPIC	PRESENTED BY:
	09:00	Coach to Travnik / travel time	
	10:30	Registration and coffee	Travnik
Session 1	10:45	Welcome from Travnik team / housekeeping reminders and notices	Travnik
Session 2		Louise Sperl and Ruzanna Minasyan – Overview: Status quo of WP implementation	WUS & SAFAA
Session 3		Bridget Middlemas – Introduction. Reminder re WP2. Guidelines/Master plan and institutional mechanisms; Brief introduction to WP3	UoR



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<i>Session 4</i>	11:30	<b>Session 4:</b> Louise Sperl  Each university to present their up to date progress on the institutional plans (15 minutes each presentation, plus 5-10 mins review)  <ol style="list-style-type: none"> <li>1. SAFAA</li> <li>2. AUA</li> <li>3. Travnik</li> <li>4. Tuzla</li> </ol> Peer review of each university's progress	<i>WUS</i>
<b>LUNCH BREAK 13:00</b>			
<i>Session 5</i>	14:00	Bridget Middlemas & Clara Rubiano  Review of Study Visits (to Leuven & Roehampton). What did we learn? Show our films (one from Roehampton; 2 from Leuven)  Workshop activity – are our institutional plans now ready to publish? How will they relate to the proposed national / regional guidelines? Is anything still missing?	<i>UoR</i>
<i>Session 6</i>	15:30	Bridget Middlemas : Checking our progress – WP2 activities  Using the <i>6 INCLUSION Benchmarks</i> to check your progress / your plans so far  Preparation for tomorrow's <i>Dissemination Event</i>	<i>UoR</i>
<b>17:00 end of day</b>			



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Day 2: 11 <sup>th</sup> May, University of Travnik			
<b>OUTLINE:</b> Dissemination event with local stakeholders from BiH Preparation and discussion re the Leuven meeting (WP3) Introduction to our WP4 activities			
<b>REGISTRATION: 09:00</b> Please bring: Any resources / readings / training plans that you feel will be suitable for our WP3 work			
AGENDA			
SESSION	TIME	TOPIC	PRESENTED BY:
Session 7	09:00	<b>Public dissemination event with invited guests</b> <ul style="list-style-type: none"> <li>- Welcome (representative from BiH, tbc)</li> <li>- Overall introduction to the project (SAFAA)</li> <li>- Presentation of main results achieved so far (WUS, UoR)</li> <li>- Master plans/WP2 (each PCU to present masterplan)</li> <li>- Discussion with stakeholders (BiH to lead)</li> <li>- Discuss implications for regional / national guidelines (WUS &amp; UoR)</li> </ul>	<b>Travnik &amp; Tuzla</b>  <b>SAFAA</b>  <b>WUS &amp; UoR</b>  <b>Travnik &amp; Tuzla</b>  <b>WUS &amp; UoR</b>
11:00	<b>BREAK</b>		
Session 8	11:30	Clara Rubiano & Bridget Middlemas Reviewing resources for our staff & faculty training workshops / teacher workshops (Bridget & Liesbeth to supply suggested materials and reading list, e.g the “Index for Inclusion” that we reviewed in Leuven; Programme booklets and outlines from similar workshops). Set our “homework” so we are fully prepared for the Leuven workshops in June.	<b>UoR</b>
<b>LUNCH BREAK 13:00</b>			



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Session 9	14:00	<p>Planning for 2018-19 dates and venues</p> <p>Overview of next project activities/ deliverables to be produced</p> <p>Introduction to WP3: <i>Development of mechanisms fostering access of underrepresented/vulnerable groups</i> c/o Leuven (Bridget to present this)</p> <p>WP4 <i>Capacity building related to the human and physical resources</i> c/o AUA</p>	<p><b>SAFAA</b></p> <p><b>UoR</b></p> <p><b>UCLL</b></p> <p><b>AUA</b></p>
Session 10	15:00	<p>Management meeting – c/o Yelena Baytalyan and Ruzanna Minasyan</p> <ul style="list-style-type: none"> <li>- Overall coordination issues</li> <li>- Overall financial and technical issues – deadlines/upcoming events</li> <li>- Individual financial meetings with EU and BiH Partners (each up to 15min)</li> </ul>	<b>SAFAA</b>
	16:30	<p>End of meeting</p> <p>Social dinner and coach to Sarajevo (to be confirmed)</p>	
16:30 end of day			

**LOOKING FORWARD TO MEETING YOU ALL!**

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

May 11, 2018

15:00

UNT, BiH

Type of meeting:	3 <sup>rd</sup> Coordination Meeting
Facilitator/Chair:	INCLUSION Management team
Attendees:	All partners (see attached the registration list)

## Minutes

**Agenda item:** Technical and Operational management: project calendar **Presenter:** Ruzanna Minasyan - SAFAA

### Discussion:

First, the INCLUSION activity calendar was discussed and presented to the project partners per workpackage. The management team outlined the key activities conducted within each of current WPs and further steps and events. The main focus was on WP2 and WP3, where the developments are in the process of culmination. The activities within WP2 (Master plans and Guidelines on Inclusive education at HEIs) are to be finalized by the end of the academic year and activities within WP3 are to start and to be developed after the event in Leuven, June 2018. Another special attention was drawn to the issue of equipment. The Bosnian partners were asked and urged to finalize the purchase of equipment to allow for the request of further funding from Brussels.

### Conclusions:

The working calendar was discussed and agreed among the project participants and respective deadlines were set for the upcoming activities. The activities within WP5-WP8 are in line with the project planned schedule and will be implemented accordingly.

Action items	Partner responsible:	Deadline
Developments and finalization: master plans and guidelines	All AM and BIH partners	July 2018
Developments: inclusive teaching and learning, resources	All AM and BIH partners	October 2018
✓ Equipment purchase (installation)	AM HEIs and BIH HEIs	September 2018

**Agenda item:** Operational and Technical Management: Event calendar **Presenter:** INCLUSION MNGT TEAM

### Discussion:

The two events are scheduled for the rest of 2018: PCU staff training, Leuven Belgium in June 2018 and workshops in Armenia and Bosnia and Herzegovina with field stakeholders during November 2018.

The organization of two events is in process and will be reported accordingly.

### Conclusions:

The event evaluations will be conducted after the completion and will be embedded in respective reports together with all the supporting documents.

Action items	Partner responsible	Deadline
Training for PCU staff	All partners	26-30 June 2018
Workshops in Armania and B&H	Local partners, stakeholders	November 2018

**Agenda item:** Project financial management: guiding notes. **Presenter:** INCLUSION MNGT

### Discussion:

The second part of the coordination meeting was devoted to the discussions on financial aspects and issues mainly outlined after the submission of the interim report. With this regard the following items were put forth by the management team and discussed:

- Lessons learnt from the interim report
- Issues per budget heading and respective deadlines
- Exchange rate issue
- Co-financing

All the items were presented (attached presentation) and thoroughly discussed with the participants. No objections were mentioned by the consortium.

**Lessons learnt after the Interim report:** First, the management team presented the major points outlined after the submission of the interim report. Among the issues, the template for the financial reporting and extra financial reporting were mentioned.

**Issues per budget heading:** The management team presented each of budget headings (staff costs, travel, subcontract and equipment) and mentioned the major issues found out while writing the interim financial report. For **staff costs**, the importance of templates and the mechanisms of filling in the data were discussed. It was agreed to separate the workpackage type and category per joint declaration for further reporting and prepare the respective timesheets. It was also agreed to focus more attention on the descriptions both in JDs and TSs in order to differentiate the categories and tasks performed by the consortium. Further reporting deadlines for staff costs were set. For travel costs and costs of stay, the consortium was reminded about the main supporting documents and the calculation for the current and upcoming events were presented to the participants. The major issue here was the **PRIOR** request for authorization for the travel of the staff not coming from home country (different route). The deadlines for submission of the supporting documents were also set. No changes were discussed for the submission of the supporting documents for **equipment** and **subcontracting**.

**Exchange rate** was presented again to the participants with the special note: the fixed rate is applied only for **ACTUAL** costs, while for **UNIT** costs daily rate can be applied. By now the fixed exchange rate is to be calculated for January 2017.



**Co-financing:** The final item discussed with the consortium was co-financing. It was noted that co-financing is compulsory for E+ projects and is to be submitted with the financial report each year by each of the partner institution.

### Conclusions:

All the remarks and notes outlined by the management team were agreed with the consortium and taken as important for further consideration.

Action items	Partner responsible	Deadline
Purchase of equipment by B&H to request the II pre-financing	B&G HEIs	URGENT
Extra financial report for the II pre-financing	All partners	Once announced
Next financial report	All partners	15/12/2018
Next periods for staff cost reporting	All partners	07/07/2018 15/12/2018
Supporting documents for travel to B&H, May 2018	All participant partners	20/05/2018
Supporting documents for travel to UCLL, June 2018	All participant partners	07/07/2018

### Other Information

### Next steps

Upcoming event: Workshop within WP3

Dates: 26-30 June 2018 (3 working days and 2 travel days)

Venue: UCLL, Belgium

Participants per partner: please consult your budget

### Additional information (if any)

*The first dissemination report will be prepared by UNT and AUA and circulated among the consortium.*

*Constant update of the web-site will be done by the management team.*

### Special notes:

*Please follow all the deadlines outlined and keep them to ensure the smooth flow of the project implementation.*

### Attachments:

- ✓ Presentations by partner institutions and by the management team
- ✓ Registration list