**Tasks for preparing MARDS Kick-Off Meeting**

**A1.1     "Evaluation of the existing doctoral education policy and standards in Montenegro and Albania and comparing with EU practices**,

**Lead by University of Zagreb and University of Vienna.**

**Output D1.1** "Report on the “state of the art” in doctoral education in Montenegro and Albania and comparison with EU practices"

**Leader:**

Melita Kovacevic (by the help of Lucas Zinner)

Type: **REPORT**

Deadline: **end of March beginning of april 2019.**

Check point: **Kick-off Meeting**

Team:

1. Vesna Cavic , University Zagreb
2. Predrag Miranovic, University of Montenegro
3. Natasa Kostic, University of Montenegro
4. Milica Vukotic, University of Donja Gorica
5. Arjeta Troshani, University of Shkoder
6. Betim Cico, Metropoliten University Tirana
7. Elfrida Shehu, Tirana Polytechnic
8. Kristofer Lappa, Vlore University
9. Jelena Saranovic, Montenegrin Ministry of Science
10. Branka Zizic, Montenegrin Ministry of Science
11. Biljana Misovic, Montenegrin Ministry of Education
12. Ingrid Jushi, Albanian Ministry of Education (to be found adequate person)

**A4.2:    " Equipping the laboratories and other infrastructure at partner universities"**

Lead by: **University of Montenegro, University of Donja Gorica, University of Skhoder, Metropolitan University Tirana, Politechnic Tirana, University of Vlore**

**Output D4.3:** " The report on MARDS’s equipment resources", Equipment installed, tested, functional and in Inventory list

**Leaders:**  Danilo Nikolic, Radovan Stojanovic, Dusko Bjelica, University of Montenegro

Type: REPORT with supporting documents and audit note

**Deadline:** **Mid of Nov 2019.**

Check point: Kick-off Meeting, Other meetings during the year

Initial Team:

1. Danilo Nikolic, University of Montenegro
2. Radovan Stojanovic, University of Montenegro
3. Dusko Bjelica, University of Montenegro
4. Milica Vukotic, University of Donja Gorica
5. Arjeta Troshani, University of Skhoder
6. Betim Cico, Metropoliten University Tirana
7. Elfrida Shehu, Tirana Polytechnic
8. Kristofer Lappa, Vlore University

Notes:

* The above persons can authorise the other person from their institution to deal with this activity.
* **Have in mind that the purchase of equipment is strongly regulated by contract, PA and guidelines (**[**https://eacea.ec.europa.eu/sites/eacea-site/files/guidelines\_for\_the\_use\_of\_the\_grant\_cbhe\_8.12.16.pdf**](https://eacea.ec.europa.eu/sites/eacea-site/files/guidelines_for_the_use_of_the_grant_cbhe_8.12.16.pdf) **) and usually is very time consuming difficult and administrative job!!! Very often very critical within E+ CB projects!!!**
* For list of equipment you should to purchase refer to your Budget (Equipment book). If you want to change some items pls. write official request to Project coordinator, which will forward it to EACEA.

**A2.1: Training of academic and professional staff on EU practices of doctoral education:**

Lead by: **University of Banska Bistrica, Under help of University of Montenegro and University of Vienna and all Partner and EU Universities.**

**Leaders:**  **Alexandra Bituskova and Radovan Stojanovic** (under help of Nedjeljko Latinovic, Predrag Miranovic, Arjeta Troshani, as well as all EU partners)

**Output:** **PC Staff Training Mobility** **Plan (collection of the documents)**. It should consist:

1. the objective of mobility (Alexandra, document1),
2. learning outcomes of mobility (Alexandra, document1),
3. staff structure involved in mobility (Alexandra, document1),
4. principal agenda for study visits (what to learn at each EU institution relevant to the MARDS, Alexandra, document1).
5. plan of the mobility (Aleksandra, Radovan, Nedjeljko, Arjeta, document2).
6. IMRs (of each participant in mobility),
7. overall report on implemented mobility with narrative messages, statistic data, common material and gallery (document3)

Type: Different documents

**Deadline:** **Mid of Nov 2019.**

Check point: Kick-off Meeting for points 1)…5), Other meetings during the year for all points.

Initial Team:

1. Alexandra Bituskova, UBB
2. Radovan Stojanovic, University of Montenegro
3. Nedjeljko Latinovic, University of Montenegro
4. Predrag Miranovic, University of Montenegro
5. Milica Vukotic, UDG
6. Sandra Tinaj, UDG
7. Arjeta Troshani, USHK
8. Kristofer Lapa, Vlore University
9. Matjaz Debevc, Maribor University
10. Karolina Bucka, Maribor University
11. Lucas Zinner, Vienna University
12. Melita Kovacevic, Zagreb University\
13. Vesna Cavic, Zagreb University
14. Elfrida Shehu, PUT
15. Betim Cico, Metropolitan University Tirana
16. From ministries if proposed by plan

Notes:

* The above persons can authorise the other person from their institution to deal with this activity. Wider teams at each institution is welcome.
* For list of equipment you should to purchase refer to your Budget (Equipment book).
* Above are the emails of proposed initial team.
* The points 1)…5) will be discussed during kick-off meeting

**A5.1       Internal Quality Control**

**A5.2       External Quality Control**

Lead by: **University of Maribor and PRIDE Association**

**Leaders:**  **Matjaz Debevc  (under help of Michael Wimmer and Radovan Stojanovic)**

**DE4.1:** Quality Plan  (Postponed for M4)

Type: Report

**Deadline:** **Mid of March 2019**

**Description of job to be done:**

Quality control and monitoring activities will be carried out through the Quality Monitoring Comittee (QMC) which will be established in very begining of the project. It will consists from one academic staff from each EU partner, not involved in any other capacity in the MARDS project. The QMC Team will develop the Quality Plan (QP) which will be presented and approved by the Steering Committee in the beginning of the project. QP will be used for the monitoring all activities and project flow. QP will contain all QC procedures and gudelines for internal and external control.

A working group for internal quality control will be created at each university. They will be responsible for the internal quality monitoring, prepare all necessary material (questionnaires, forms, etc) and guidelines. The responsible person in local QC working group reports every six months to the QMC, which after visiting each partner university will prepare progress reports on activities and results and submit them to the SC for approval and decision on corrective actions.

Upon recommendations of QMC team and the results of the internal evaluations. all necessary actions will be taken in order to correct possible deviation.

Sub-Tasks:

1. Matjaz invite Partner members (Montenegrin and Albanian universities) to appoint a working group for internal quality control  and local QC officer, the responsible person in local QC working group.
2. Matjaz invite EU members (University of Maribor, University of Vienna, University of Banska Bistrica, University of Zagreb, PRIDE Association) QMC team members under above conditions.
3. Matjaz explains to proposed local QC officers  their duties p.96.
4. Matjaz explains to QMC representatives their duties: to do Quality Plan, D5.1  (p. 97), that will consist all elements related to the internal and external quality control (procedures, sheets, templates, recommendations, guidelines etc.) as well as to do tasks defined in 5.2 (p. 97) and 5.3 (p. 98).
5. Matjaz or Karolina can do it by email or group skype meeting.
6. During Kick-off Matjaz will propose local QC teams and QMC as well as local QC officer and QMC coordinator
7. Matjaz and Maribor team  will carry about work of QC officers and QMC, as example are they timely deliver deliverables and other task. During 1st year they have to deliver DEV4.1 Quality Plan  (Postponed for M4 to be approved by SC), Internal Mid QC Term report (by QC officers) and Yearly QC Reports (by QCM).
8. Also Matjaz and Maribor team care for overall WP5 (QC) in addition to other duties they have in project.

Check point: Kick-off Meeting for points

Persons to propose QC persons:

1. Matjaz Debevc, Maribor University
2. Karolina Bucka, Maribor University
3. Alexandra Bituskova, UBB
4. Lucas Zinner, Vienna University
5. Melita Kovacevic, Zagreb University
6. Vesna Cavic, Zagreb University
7. Michael Vimmer, PRIDE Association
8. Radovan Stojanovic, University of Montenegro
9. Milica Vukotic, UDG
10. Arjeta Troshani, USHK
11. Kristofor Lappa, Vlore University
12. Betim Cico, Metropolitan University
13. Elfida Shehu, Politechnic Tirana

**A6.2       “Creating and distribution of dissemination documents”**

Lead by: **PRIDE Association under the help of all**

Leaders:  **Michael Wimmer and representatives of each team responsible for dissemination**

DE6.1, DE6.2: **Every 6 months the dissemination measures will be checked + Dissemination Plan (DP)**

Type:  **Visible Audit and List of Dissemination Activities and Material**

Deadline: **M1-M36**

**Job to be done:**

* All dissemination measures, external and internal, according to the wishes, possibilities and creativity of the each partner.
* All dissemination material, according to the wishes, possibilities and creativity of the each partner (flyers, brochures, banners, articles, video, multimedia, events, advertising materials, souvenirs etc..)
* Each partner till kick-off meeting should to have at least 2 dissemination actions done, with supporting materials sent (in electronics form) to be launched MARDS on web site
* PRIDE should complete Dissemination Plan (DP)  that will be approved during Kick-Off Meeting
* PRIDE together with University of Montenegro should define MARDS graphical standards (selected logo, moto, colours, memorandums, etc…). The Member of Montenegrin Team responsible for visual identity is Prof. dr Milena Jovicevic, visual artist that already helped Montenegrin team in initiating visual identity, <https://www.milenajovicevic.com/> , [milenajovicevic33@gmail.com](mailto:milenajovicevic33@gmail.com) , Milena is author of initial logo.

Team:

* + - 1. All consortium members
      2. Additional members (visual artists od designer from institutions)