



AGRO FORESTRY PRACTICES IN WEST BALKAN
FOR SUSTAINABLE DEVELOPMENT:
WEAKNESSES AND STRENGTHS



Report of Project Management Unit meeting

Belgrade, March 15th, 2023



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Project information

Project title	Agroforestry practices in West Balkan for sustainable development: weaknesses and strengths
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Title of the Work Package	WP1 Project management
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AGENDA

PMU meeting

Wednesday 15 th March 2023	
11:45 – 12:00 h	Registration of participants
	Quarterly report on project activities (dr Sara Lukić)
12:00 - 13:30 h	Guide for reporting and correspondence and financial reporting (MSc Aleksandar Baumgertel)
	Action plan for next 3 months (dr Sara Lukić)
	Discussion and closing the meeting



Participants from 4 partner institutions - University of Belgrade Faculty of Forestry, Serbia (UB); University of Forestry from Sofia, Bulgaria (UFS); Josip Juraj Strossmayer University of Osijek Faculty of Agrobiotechnical Sciences (UNIOS) and University of Montenegro Biotechnical faculty (UOM) were present at the meeting (17 participants).

Representatives from Croatian Forest Research Institute from Jastrebarsko, Croatia (CFRI) was not present at the meeting due to medical reasons. The list of attendees is attached below.


The Project Management Unit meeting of the project *Agroforestry practices on West Balkan: weaknesses and strengths* – **AGFORWEB** was held on Wednesday March 15th, 2023. The information on holding the meeting was posted on the official website of the University of Belgrade Faculty of Forestry <http://www.sfb.bg.ac.rs/radni-sastanak-u-vezi-projekta-agforweb/>.

The Project Management Unit meeting started at 11h.

Dr Sara Lukić presented a Quarterly report on project activities (Fig. 1).

In the WP1 Project management team meeting and Guidelines for reporting and correspondence were completed. In WP2 Analysis of the existing curricula was completed and Consultations and discussions regarding curricula analysis and methodology for the digital database were delayed to March 14th at request of all partners. WP3 and WP4 have not yet been launched according to schedule. In WP5 almost all activities have been started except Workshops for the local community which is scheduled for September 2023. The Development of the Quality Assurance Plan and Development of Dissemination Plan were completed.

First Quarterly Report



Months	1	2	3	
	Dec-22	Jan-23	Feb-23	
P1	Project management team meetings	Kick off		
	Guidelines for reporting and correspondence			D Completed
	Reports			
	Day-to-day correspondence and administrative tasks			
P2	Analysis of the existing curricula			D Completed
	Consultations regarding curricula analysis and methodology for digital		Meeting → 14-15.3.2023.	
	Creating a methodology for digital data base			
	Forming a digital database			
P3	Curricula improvement			
	Proposal for change of curricula in next accreditation round			
	Study visits for professors and students			
	Guest lectures			
P4	Master thesis			
	Creating a learning materials for students			
	Manual for using the digital database			
P5	Guide for Farmers and Local SelfGovernment			
	Development of Quality Assurance plan			D Completed
	Development of Dissemination plan			D Completed
	Promotional material			* Delayed
	Website establishment and maintenance			
	Workshops for local community			
	Quality Assurance Committee meetings			




Figure 1. Overview and status of activities in the first three months



Guide for reporting and correspondence and financial reporting was presented by MSc Aleksandar Baumgertel. First, the budget layout and the amount of money available to all institutions on the project were explained and then presented through all work packages. General rules for spending money were explained through some examples of staff cost, travel cost as well as the guide for reporting these activities.

In the end, dr Sara Lukić as project coordinator presented an Action plan for the next three months (Fig. 2).

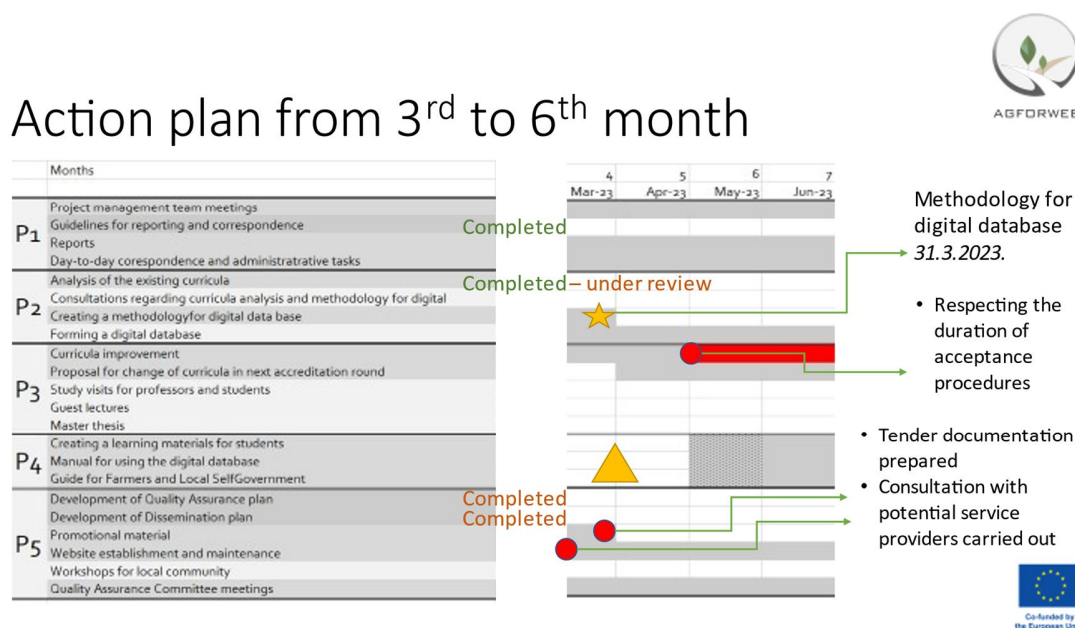


Figure 2. Overview of activities from 3rd to 6th month

The key activities that follow are highlighted such as:

- Activity 2.3 Methodology for the digital database as part of WP2 should be a base for following Activity 2.4 Forming digital database. A quality digital database largely depends on the quality of Methodology.
- In Activity 3.1 Curricula improvement in WP3, changed curricula should be prepared a few months before the end of the scheduled date considering the duration of acceptance procedures in order to start school year 2023/24 with improved curricula.
- Activity 3.3 Proposal for change of curricula in the next accreditation round in WP3 is parallel with A3.1.
- Preparation for Activities 4.1 and 4.2 Creating learning materials for students in WP4 should start earlier before scheduled date in order to prepare material for reviewing process. It primarily refers to Textbook for students in English with a volume of 500 pages.
- Activity 4.3 Guides for Farmers and Local Self-Government in WP4 also should start earlier to produce material for Activity 5.5 Workshops for the local community which starts 9/2023.
- Activity 5.3. Promotional material and Activity 5.4 Website establishment and maintenance in WP5 were not finished according to schedule due to duration of administrative procedures, but the effects of delay are mitigated by conducting preparation of the material and consultations with potential service providers.



The next PMU meeting has been scheduled for July in Montenegro with the main topics regarding activities:

- Curricula improvement
- Digital database – progress on forming database and digitalization
- Learning materials (Textbooks, Manual, Guide)

Also, the limitations for the organization of study visits in winter months (December-March) were recognized, PMU agreed to schedule the first study visit for July 2023, which is two months before the planned start of A3.4 Study visits.

The following study visit of the project in October or November 2023 was agreed to conduct in Osijek. In a cost-effective manner, the upcoming PMU and QAC meetings planned for November will be held on the same occasion.

The PMU meeting ended at 12:20.

The information on this event was published on the official website of the University of Belgrade Faculty of Forestry: <https://www.sfb.bg.ac.rs/sumarski-fakultet-je-koordinator-projekta-agforweb/>.

ATTENDANCE LIST

No	Name	Organization
1	Vladimir Ivezic	Josip Juraj Strossmayer University of Osijek
2	Vladimir Margeta	Josip Juraj Strossmayer University of Osijek
3	Stefan Miletic	University of Belgrade
4	Milica Cakovic	University of Belgrade
5	Georgi Kostov	University of Forestry Sofia Bulgaria
6	Krasimira Petkova	University of Forestry Sofia Bulgaria
7	Nasko Iliev	University of Forestry Sofia Bulgaria
8	Predrag Miljkovic	University of Belgrade
9	Angelina Novakovic	University of Belgrade
10	Jelena Lazarevic	University of Montenegro
11	Jelena Beloica	University of Belgrade
12	Milica Marčeta	University of Belgrade
13	Milič Čurović	University of Montenegro
14	Milena Đokić	University of Montenegro
15	Snežana Belanović Simić	University of Belgrade
16	Sara Lukić	University of Belgrade
17	Aleksandar Baumgertel	University of Belgrade

