



Strengthening of Internationalization in B&H Higher Education

Agenda - Kick off meeting



Work package	Title
8	Management of project activities
Activity	Title
8.1	Kick - off meeting

<i>Dates</i>	25-26 th January 2016. (Arrival date: 24. January, Departure date: 27. January)
<i>City</i>	Gent
<i>Meeting venue</i>	KU Leuven, Technology campus Ghent, L226
<i>Address</i>	Gebroeders De Smetstraat 1
Sunday, 24th January 2016.	

14:20 – 14:40	Establishing of the management structure (Project consortium board – PCB, Executive board - EB) <ul style="list-style-type: none"> o KU Leuven o University of East Sarajevo
14:40 – 16:15	Administrative issues (budget plan, procurement of equipment, reporting, financial management of the grant, partner agreement) <ul style="list-style-type: none"> o KU Leuven o University of East Sarajevo
16:15 – 16:30	Conclusions of the day

Tuesday, 26th January 2016.	
KU Leuven, Technology campus Ghent, Gebroeders De Smetstraat 1	
09:00 – 10:30	Detailed overview of all workpackages <ul style="list-style-type: none"> o KU Leuven o University of East Sarajevo
10:30 – 11:00	Communication Management Plan (CMP) <ul style="list-style-type: none"> o KU Leuven o University of East Sarajevo Dissemination Plan <ul style="list-style-type: none"> o University of East Sarajevo
11:00 – 11:30	Coffee break
11:30 – 12:30	Risk Management Plan (RMP). Evaluation Risk Events. <ul style="list-style-type: none"> o KU Leuven o University of East Sarajevo o All participants Conflict Resolution Template (CRT) <ul style="list-style-type: none"> o KU Leuven o University of East Sarajevo
12:30 – 14:00	Lunch
14:00 – 15:30	Sustainability plan <ul style="list-style-type: none"> o University of East Sarajevo
	Evaluation form <ul style="list-style-type: none"> o All participants
	Quality Policy Paper <ul style="list-style-type: none"> o All participants
	Overview of the first project year: work plan, tasks and obligations of partners <ul style="list-style-type: none"> o KU Leuven
	Tasks and obligations for next month/s <ul style="list-style-type: none"> o KU Leuven o University of East Sarajevo
	General discussion <ul style="list-style-type: none"> o All participants

KICK - OFF PARTICIPANT LIST				
Nº	Name of institution	Name	Surname	Function
P1	KU Leuven	Geert	DeLepeeler	Project manager
		Andre	Govaert	Professor
P2	Instituto Politecnico do Porto	Monica	Vieira	Professor
P3	Buckinghamshire New University	Florin	Goian	Professor
P4	University of Banja Luka	Jelena	Rozic	Officer
P5	University of Bihac	Alma	Bosnic	Expert Adviser
		Dzalila	Muharemagic	Project Officer
P6	Dzemat Bijedic University of Mostar	Sead	Pasic	Rector
		Nina	Bijedic	Vice-rector
P7	University of East Sarajevo	Dejan	Bokonjic	Vice-rector
		Stevan	Trbojevic	Vice-rector
		Nenad	Markovic	QA coordinator
P8	University of Mostar	Izabela	Dankic	Vice-rector
		Dragan	Gabric	Professor
P9	University of Sarajevo	Azra	Zvizdic	Officer
		Adnan	Rahimić	Officer
		Berina	Smajlovic	Officer
P10	University of Tuzla	Snjezana	Maric	Vice-rector
		Nijaz	Tihic	Professor
P11	University of Zenica	Darko	Petkovic	Professor
		Mirza	Oruc	Senior Assistant
P12	Centre for Inf. and Recognition of Qualifications in HE	Dzenan	Omanovic	Chief
P13	Agency for Development of HE and QA B&H	Husein	Nanic	Director
		Maja	Macan	Senior associate (self-financing)
P14	HE Accreditation Agency of Republika Srpska	Duska	Radmanovic	Chief
P15	Federal Ministry of Education and Science	Zlatan	Buljko	Chief
		Elvira	Dilberovic	Minister (self-financing)
P16	Ministry of Education and Culture of Republika Srpska	Jelena	Starcevic	Senior associate