

MINUTES FROM THE 1ST COORDINATION MEETING HELD IN ZAGREB, 9-10 DECEMBER 2005

Present: (9. and/or 10. of December)

University of Zagreb: Prof. Helena Jasna Mencer, rector,
Prof. Aleksa Bjeliš, vice-rector,
Prof. Vjekoslav Jerolimov, vice-rector,
Prof. Vlasta Vizek-Vidović, vice-rector,
Zoran Bekić, University Computing Center (Srce),
project coordinator,
Prof. Blaženka Divjak, Faculty of Organizaion and Informatics,
Sandra Kučina, University Computing Center,
Irena Jandrić, University Computing Center,
Sabina Šaina, University Computing Center,
Marijana Vidak, University Computing Center,
Kristijan Zimmer, Faculty of Electrical Engineering and Computing;

University of Rijeka: Dr. Marta Žuvić Butorac;

University of Dubrovnik: Lucijana Leoni;

Ministry of Science, Education and Sports:
Prof. Dražen Vikić-Topić, state secretary for the science,
Luka Crnjaković;

Croatian Academic and Research Network CARNet: Jasna Tingle;

Vienna University of Technology: Peter Gabko,
project grant holder and contractor;

Estonian E-University: Ene Tammeoru;

Lifelong Learning Institute Dipoli at Helsinki University of Technology:
Anna-Kaarina Kairamo;

University of Edinburgh: Stephen P. Vickers;

University of Leuven: Prof. Wim Van Petegem;

University of Porto: Rita Falcão;

University of Vienna: Jan Thomas;

Valencia University of Technology: Carlos Ripoll.

1st Coordination meeting was held on December 9, 2005 from 9 a.m. to 5 p.m. at the Rector's Office of the University of Zagreb and on 10 December, 2005 from 9:30 a.m. to 2:30 p.m. at the University Computing Centre - Srce.

Agenda:

Friday, December 9, 2005

1. Opening (Z. Bekić, H. J. Mencer, P. Gabko)
2. Agenda and organizational issues (Z. Bekić)
3. Presentations of the Croatian consortium members (description of the institutions, experience in area of e-learning, expectations form the project)
4. Presentations of the EU consortium members (description of the institutions, experience in the area of e-learning)
5. Project objectives and goals (Z. Bekić)
6. Legal, organizational and financial aspects of the project & project budget (P.Gabko)
7. Discussion on financial aspects of the project and project budget

Saturday, December 10, 2005

8. Project plan: activities, time table, tasks for partners (Z. Bekić)
9. Discussion on the project plan

Zoran Bekić opened the 1st coordination meeting and welcomed all participants. He thanked them for their presence and involvement in the project consortium.

Prof. Mencer, rector of the University of Zagreb, welcomed all the participants and wished them productive work and good cooperation on the project.

Short introduction of the University of Zagreb and its history was presented by S. Kučina.

Peter Gabko as the project contractor addressed the participants of the meeting, welcoming the future cooperation on this project.

Z. Bekić presented the meeting agenda and gave the basic information on the project.

Ad 3. & 4.

All consortium members have presented their institutions and the experience in the area of e-learning. All presentations are available on the project web site: <http://eqibelt.srce.hr/>

Ad 5.

The coordinator of the project is University of Zagreb University Computing Centre (Z. Bekić) and the contractor of the project is Vienna University of Technology (Peter Gabko). There are 13 institutions involved in the project. There are also four external experts on the project (Prof. Tapio Varis, Finland, Simon Atkinson, England, Dr. Boris Škvorc, Australia, Dr. Tony Bates, Spain).

The project duration is three years and it lasts till 31st August 2008. The project budget is 526.500 euros, EU grant is 500.000 euros.

Project objectives are:

1. To develop and to agree on general, organizational (policy) and technical (standards) frameworks for implementation and using e-learning at Croatian universities
2. To shape and establish e-learning support centers at Croatian universities (members of the project consortium), as well as network of experts to foster and facilitate e-learning projects

3. To demonstrate appropriate usage of e-learning technology (by conducting pilot projects) and to promote e-learning, as powerful tool for improvement of university education

Project outputs & outcomes are:

❖ **Policy & standards**

- ♦ University **vision** (declaration) on e-learning (why we want e-learning and what we want to achieve)
- ♦ University **policy** on e-learning (long term motivation and goals for implementation of e-learning, organization of support, level of support, evaluation and valorization procedures, sustainability of "e-learning system" /especially continuous "support lines"/, reliability of "e-learning infrastructure", ...)
- ♦ **Implementation plan** for e-learning deployment, including business plans (models) for e-learning support centers
- ♦ Technical framework – set of **standards, rules and guidelines** for university e-learning projects

❖ **E-learning support centers**

- ♦ Full-time staff trained in the area of management and implementation of e-learning
- ♦ Technically equipped locations for e-learning support centers
- ♦ Clear business and sustainability models
- ♦ Publicly available list of services, terms of use and service level agreements of e-learning support centers

❖ **Pilot project**

- ♦ 3-4 pilot projects accepted and fully supported by the EQIBELT project
- ♦ Support to ongoing e-learning projects

Z.Bekić also pointed out already accomplished project activities:

- project graphical identity (project logo & background)
- project newsletter - issue#1 - printed & disseminated
- project web site - <http://eqibelt.srce.hr> - launched

Ad 6. & 7.

P. Gabko has presented organizational and financial aspects of the project and project budget. Total project budget is 526.500 euros and 26.500 euros is to be co-financed by consortium members. He distributed Grant Agreement to all participants and explained all major parts of Grant Agreement, including procedures (based on contract and ETF FAQ) regarding staff costs (convention, difference between academic tasks and administrative tasks, possible salaries) and traveling costs and costs of stay.

Croatian partners have proposed model for calculating costs of stay, that was accepted by all consortium members: full costs of stay for the each started calendar day of travel will be approved for any of first 6 days of the travel.

Because the hotel prices in Croatia are rather high, revision of amount of 80 euros per day for stay for Partner Country staff within their own country will be requested from the ETF/EU Commission.

Ad 8. & 9.

Z. Bekić has presented the detailed project plan, distributed to the participants in the form of Gantt Chart.

The major proposed **milestones** for the project are:

- 20.04.2006. - adoption of "vision" documents by university senates
- 17.11.2006. - adoption of "policy" documents by university senates
- 31.12.2006. - adoption of "implementation plan" by university senates
- 15.06.2007. - adoption of "standards" by relevant university bodies
- 30.06.2007. - university e-learning support centers established and operational

During the discussion, suggestions were made on importance of participation of students and majority of university communities in all processes of development and adoption of e-learning documents.

Development and adoption of vision and policy documents should be planned as two-phase process, allowing improvement of documents during the project. The proposed milestones are for the first versions of the documents - the final versions will be developed at the end of the project.

All documents will be sent to the EU consortium member for peer reviewing.

According to the proposed detailed project plan, there will be **total of six workshops and five or more HR inter-university meetings** organized during the project.

Proposed dates for the first inter-university meetings, expert lectures and workshops are as follows:

- HR inter-university meeting - 26.02.2006, Rijeka
- T.Bates - expert's lecture - 02.03.2006.
- **1st policy workshop - e-learning strategy**
(T. Bates+min 4 EU consortium members, all HR consortium members) - 03.-05.03.2006., Dubrovnik
- T.Varis - expert's lecture - 19.06.2006.
- **2nd policy workshop - e-learning standards**
(in conjunction with ITI conference, min4 EU consortium members, all HR consortium members) - 19.-20.06.2006, Cavtat/Dubrovnik
- **1st support centers workshop - EU experience**
(in conjunction with ITI conference, min 4 EU consortium members, all HR consortium members) - 22.-23.06.2006, Cavtat/Dubrovnik

Proposed dates for study visits are:

- University of Leuven: 8-12 February 2006.
- University of Vienna: 20-22 March 2006.
- Vienna University of Technology: 23-24 March 2006.
- Valencia University of Technology: 13-17 May 2006.
- University of Edinburgh: 31 May -4 June 2006.
- Helsinki University of Technology – Dipoli: 20-24 September 2006.
- Estonian E-University: 11-15 October 2006.
- University of Porto: 25-29 October 2006.

Two additional study visits will be defined later and organized during the second part of the second year of the project.

EU Consortium members have agreed to think on possible topics for the workshops and study visits and to send feedback on proposed dates and to propose participation and topics for workshops within 15 days from now - so, until 25.12.2005.

The following **conclusions** have been reached and **tasks** have been assigned at the meeting:

(a) subject oriented

- the proposed **project plan and milestones are accepted** by consortium;
- HR universities - consortium members will appoint their e-learning strategy teams and will held **1st inter-university meeting in Rijeka** at the end of January (date 26.01.2006. should be confirmed by University of Rijeka)
- EU members of the consortium will send (if available) **examples of e-Learning vision/policy documents** and/or URLs of such documents for repository of documents, to help Croatian teams to develop vision/policy documents for Croatian universities - as soon as possible;
- EU members of consortium will respond in 15-day period (until 25.12.2005.) to **confirm/propose alternative dates for site visits**;
- EU members of consortium will respond in 15-day period (until 25.12.2005.) with **proposals of topics and terms (dates) of workshops** they are willing to participate in with adequate content; in same period proposals for necessary change of terms for workshops should be sent;

(b) organizational

- proposed **project budget and distribution of the budget are acceptable for consortium members**, taking in account the fact that real distribution will depend on real level of participation of consortium members;
- remarks, questions and future **proposals on project budget are welcomed** and will be discussed and approved by Z.Bekić (project coordinator) and P.Gabko (project contractor)
- consortium members agree on the **rules for costs of stay calculation**: full day cost of stay will be approved for each started calendar day and costs of stay for each of first six days of trip are identical and equal to maximal costs of stay allowed for one day; in case of different national rules - national rules will be respected;
- P.Gabko, as project contractor, will send by e-mail to all consortium members **instructions/procedure for travel costs & costs of stay reimbursement**;
- P.Gabko, as project contractor, will request from ETF **increase of costs of stay for Partner Country staff** within their own country.

Composed by: Z. Bekić & S. Kučina