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elemend

ELEMEND COORDINATION MEETING

Sarajevo, Bosnia and Herzegovina

September 27th – 28th, 2018

Day 1: Thursday, September 27th, 2018

**Venue: International Burch University, Francuske revolucije bb, 71210 Ilidža, Sarajevo, Block B,
1st Floor**

Time	Topic	Presenter
10:00 – 10:05	Welcome & Introduction	IBU Sarajevo
10:05 – 10:15	ELEMEND overview	Aphrodite Ktena (TEISTE)
10:15 – 11:15	WP2 – presentation and discussion on the list of courses and programs to be sent to PO for authorisation; laboratory course content; e-learning courses	Amela Ajanovic (TU WIEN)
11:15 – 12:00	WP2 – Accreditation procedures (action plan and status, budgetary issues)	WBC partners
12:00 - 12:30	Coffee Break	
12:30 - 13:15	WP3 - Micro-learning Platform Design based on inputs from WBC partners	Rebeca P. Díaz Redondo (UVIGO)

13:15 - 14:00	WP3 – Laboratory Equipment (tendering, staff allocation, acquisition, commissioning, use and sustainability)	WBC partners
14:00 - 15:00	Lunch	
15:00 - 15:45	WP5 - Quality control (deliverables, reports, review of procedures, planning and assignment of internal quality control activities for the 2nd year; planning of external quality assurance activities for the 2nd year)	Nadezhda Kunicina (RTU) Skype
15:45 -	WP5 - Discussion	All Partners
20:00	Dinner	

Day 2: Friday, September 28th, 2018

**Venue: International Burch University, Francuske revolucije bb, 71210 Ilidža, Sarajevo, Block B,
1st Floor**

Time	Topic	Presenter
10:00 - 10:30	WP6 - Dissemination and Exploitation (University-Enterprise network, Newsletter, MOU between Universities and Stakeholders)	Jasmin Kevric (IBU)
10:30 - 11:00	Financial and institutional sustainability strategic plan	Radovan Stojanovic (MANT)
11:00 - 11:30	Riga Workshop	All partners
11:30 – 12:00	Coffee Break	
12:00 - 13:30	WP7 - Management (Financial reporting, interim report, 2 nd year Mobility Plan, approval of WP1, WP5, WP6, WP7 deliverables)	Aphrodite Ktena (TEISTE), Jasmin Kevric (IBU)
13:30 -	Discussion and Concluding Remarks	All partners