

TEMPUS project JPGR 511342 - iKnow



Education and Culture DG

**Innovation and Knowledge Management towards
eStudent Information System – iKnow**

**Steering committee meeting
Minutes and conclusions**

Meeting held on 7.11.2011

Location UKIM, Skopje, MK

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Contracting Institution:

LSBU – London South Bank University, London, UK

Coordinating Institution:

UKIM - University Sts Cyril and Methodius, Skopje, MK

Participating Institutions:

UKLO – University St. Clement Ohridski, Bitola, MK

UGD – University Goce Delchev, Stip, MK

SEE – South Eastern Europe University, Tetovo, MK

EURM – European University of Republic Macedonia, Skopje, MK

FON – FON University, Skopje, MK

UDO – University of Dortmund, DE

ULJ – University of Ljubljana, SI

Minutes of Steering committee meeting

Project Title: Innovation and Knowledge Management towards eStudent Information System – iKnow

Meeting subject: see Agenda

Date: 7.11.2011 start at 10:00 h

Location: UKIM, Skopje, MK

Author of document: Marjan Gusev – project coordinator

Checking: Shushma Patel – project contractor

Participants of the Steering committee

LSBU – Prof. Dr Dilip Patel

UKIM – Rector Prof. Dr. Velimir Stojkovski

UKLO – Prof. Dr. Pece Mitrevski

UGD – Prof. Dr. Zoran Zdravev

SEE – Prof. Dr. Zamir Dika

EURM – Prof. Dr. Toni Stojanovski

FON – Prof. Dr. Sime Asenovski

UDO – Dr. Dietmar Jannach

ULJ – Prof. Dr. Urban Burnik

QSP – Dr. Norbert Jesse

Other participants and Management Board members

LSBU – Prof. Dr Shushma Patel

UDO – Mr. Stephen Thuis

UKIM – Vice- Rector Prof. Dr. Pece Nedanoski

UKIM – Prof. Dr. Marjan Gusev

UKIM – Prof. Dr. Dejan Gjorgjevikj

UKIM – Mr. Goran Muratovski

UKLO – Prof. Dr. Gjorgji Manceski

UGD – Mr. Zoran Zdravev

EURM – Prof. Dr. Saso Gelev

Agenda

0. Welcome note

- A short welcome note was addressed by host – Prof. Dr. Velimir Stojkovski the Rector of UKIM and then the vice-rector Prof. Dr. Pece Nedanovski has attended the meeting

1. Registration and declaration of quorum

- Analysis of quorum and present participants (UKIM and SEE represented by Rectors; UGD, UKLO, EURM, FON, LSBU, ULJ and UDO have given signed letter of authorization)

Vote for formal decisions / Approvals to be taken about Agenda

- ***The agenda was approved by all participants***

2. Intermediate report after one year of project realization

- Prof. Dr Gusev has elaborated the intermediate report.
 - He pointed to 42 activities performed in the first year of the project.
 - The status change was adding of a new partner Quinscape to the consortium, and the budget allocated to TUDO will be shared among TUDO and Quinscape.
 - First two workpackages were finished and the remaining 4 are on-going
 - Equipment purchase was realized by tender at LSBU and following the decision about unique purchase of software for all participants
 - Dissemination has started as activity and main activities are expected in the second year,
 - Implementation started with enrolment and the electronic services part is ongoing
 - Sustainability has been a great concern: a new law includes electronic indexes, legislation changed, universities have already bought hardware equipment, training and awareness raising sessions were organized
- SC should make decision about quality and quantity of realized project activities and the report will be discussed after finalizing appropriate activities in quality control and monitoring workpackage.

Vote for formal decisions / Approvals to be taken about acceptance of the report

- ***The report was approved by all participants***

3. Schedule of further project activities and implementation

- Prof. Dr Gusev has elaborated the ongoing status about performed activities and financing, and also has given directions to make conclusions about further distribution of activities.
- The **current status of performed activities** among partners:
 - 42 activities were successfully performed in the first year of the project
 - Some academic tasks for the first two workpackages were redistributed in order to reach the deadline (some partners were unresponsive and a lot of activities were mainly realized by UKIM).
 - Dissemination – not all partners have provided evidence of organized events, reminder was sent to partners to supply enough information
 - Implementation – not all partners have provided active participation, , reminder was sent to partners to supply enough information
 - Printing and publishing – not all partners have provided evidence of printed booklets, leaflets, posters or other media advertising campaigns
 - Other costs – not all partners have provided evidence of promo material and translations
- SC should make decision about realized project activities and especially about distribution of roles and responsibilities by all partners within realization of first two workpackages.

Vote for formal decisions / Approvals to be taken about task distribution acceptance

- **The distribution was approved by all participants**
- The **analysis of next activities** to be performed by all partners:
 - Academic tasks reminder for all participants to fulfill the planned tasks within given deadline, to be responsive and avoid further re-distribution.
 - **Dissemination**, a reminder was given to all MK partners to organize events and raising awareness campaigns, open days, promotional material. It is expected that all MK partners will provide: *Dissemination strategy and action plan* until 1.12.2011 and include activities about Social networking active participation, Web promotion and Media advertising. Two more bigger events are also planned: CiiT conference – Bitola (February – March 2012) and ICT innovations (September 2012) Ohrid
 - **Implementation**, a reminder was given to all MK partners to participate in testing and implementation activities. It is expected that all MK partners will provide: *Sustainability strategy and action plan* until 1.12.2011 and include activities about Testing, implementation and integration; Training and usage experience; HR sustainability – delegate responsive personnel; Financial sustainability – allocate budget for maintenance; solve Legacy issues.
 - **Quality control and monitoring**, a reminder was given to all EU partners to participate in testing and implementation activities. It is expected that all EU partners will provide: *Methodology for quality control (key indicators) and quality plan* until 1.12.2011 and include

activities: Review about requirements analysis and system design; Review reports from students' focus groups, professors and Ministry of education; Self evaluation report by administration and university management; External quality audit with Peer review reports (usefulness and comprehensiveness, completeness); Recommendations

- The plan for next activities (3) is published on our project web site <http://iknow.ii.edu.mk/Default.aspx?a=10>
- SC should make decision about further schedule of project activities and especially about roles and responsibilities of all partners within realization of implementation, sustainability, dissemination, quality control (including internal and external reviews), and management.

Vote for formal decisions / Approvals to be taken about plan of next activities acceptance

- ***The distribution was approved by all participants***

4. Finalization of equipment purchase

- So far the expenses are 115.200€ for software equipment out of total planned 149.400€. The provision of software was realized based on the decisions made on first steering committee. The remaining budget 34.200€ is equally distributed to all MK partners 5.700€ each for provision of other specified equipment. The original planning was 9.600€ but all universities have provided servers and the remainder of equipment can fit in proposed budget.
- Some of the equipment specified in the project proposal was already bought by other sources before the project was accepted and started and this equipment will be specified to be used by the project without treating as it is part of co-financing (since it was purchased before the project). Therefore With the remaining budget the beneficiaries will buy only those items which are part of specification and which were not provided before the project.
- A reminder was sent to partners to finalize purchases in the next three months and to declare co-financing up to 10% of all costs until March 2012
- SC should discuss about details for co-financing and make decision about other equipment provision.

Vote for formal decisions / Approvals to be taken about raised proposal for equipment purchase

- ***The proposal was approved by all participants***

5. Follow-up activities/ Any Other Business

- Project management team was appointed to specify details about further activities and schedule all necessary activities
- The plan for next visits is:
 - London – Feb 2012 – quality control issues 20-22nd Feb
 - Bitola – Feb/March 2012 – dissemination event TBD
 - Dortmund – March 2012 – sustainability issues 6th – 10th March
 - Skopje – May/June 2012 – dissemination event and final activities including reporting
 - Ohrid – Sep 2012– dissemination event and follow up spin offs 15th Sept

Vote for formal decisions / Approvals to be taken about plan of next activities

- ***The proposal was approved by all participants***

The meeting finished at 13h.