ERASMUS+ PROJECT
NETCHEM

ICT Networking for Overcoming Technical and Social Barriers in Instrumental Analytical Chemistry Education

Co-funded by the
Erasmus+ Programme
of the European Union

PMT 3 MEETING MINUTES

Meeting/Project Name:	ICT Networking for Overcoming Technical and Social Barriers in Instrumental Analytical Chemistry Education		
Date of Meeting:	06/09/2018	Time:	09:25-17:00
Minutes Prepared By:	Renata Kongoli	Location:	Brno University of Technology

1. Meeting Objective

Activity 7.1: Overall project management and coordination and Activity 7.3: Steering Committee meetings

2. Attendance at Meeting

Name	Department/Division
Andjelković Tatjana	University of Niš
Milošević Milan	University of Niš
Pecev Marinkovic Emilija	University of Niš
Antonijević Milan	University of Greenwich
Mendham Andrew	University of Greenwich
Čáslavský Josef	University of Brno
Mravcová Ludmila	University of Brno
Zlámalová Gargošová Helena	University of Brno
Ezan Eric	CEA
Gajica Gordana	University of Belgrade
Ilijević Konstantin	University of Belgrade
Ivančev Tumbas Ivana	University of Novi Sad
Petrović Maja	University of Novi Sad
Djukić Maja	University of Kragujevac
Matović Zoran	University of Kragujevac
Kongoli Renata	Agricultural University of Tirana
Kodra Mariola	Agricultural University of Tirana
Vasjari Majlinda	University of Tirana
Shehu Alma	University of Tirana
Stojiljkovic Natali	AQualEER
Warnet Anne	AQualEER

ERASMUS+ PROJECT
NETCHEM

ICT Networking for Overcoming Technical and Social Barriers in Instrumental Analytical Chemistry Education

Co-funded by the
Erasmus+ Programme
of the European Union

Meeting/Project Name:	ICT Networking for Overcoming Technical and Social Barriers in Instrumental Analytical Chemistry Education		
Date of Meeting:	06/09/2018	Time:	09:25-17:00
Minutes Prepared By:	Renata Kongoli	Location:	Brno University of Technology
3. Agenda, Notes, Decisions, Issues, Reports			

ERASMUS+ PROJECT
NETCHEM

ICT Networking for Overcoming Technical and Social Barriers in Instrumental Analytical Chemistry Education

Co-funded by the
Erasmus+ Programme
of the European Union

Meeting/Project Name:	ICT Networking for Overcoming Technical and Social Barriers in Instrumental Analytical Chemistry Education		
Date of Meeting:	06/09/2018	Time:	09:25-17:00
Minutes Prepared By:	Renata Kongoli	Location:	Brno University of Technology

Deliverables: Project Management Program report. Was presented Workplan of MNG 7 for the second project year.

1st Trial uploading the data base by all consortium - through INBOX. Each HEI to put 4 files (Description of the institution; Description of 1 piece of equipment involved in NETCHEM project;1 person's CV involved in NETCHEM project; 1 file: Syllabus for 1 NETCHEM modified course) into INBOX of the institution.

Deliverables 4.1&4,2: Development of MSc and Phd Courses; Ivana Ivancev Tumbas (UNS) presented an overview of MSc/PhD/CPD courses: MSc & Phd courses are defined; guidelines on open massive on-line courses and WARIAL has been finished; Equiping and staff training for each HEI has been finished;

1.Each PC coordinator will provide Report of developed courses at his institution that implement: either (1) Remote Access Live connection between Lab and NETCHEM classroom or (2) Remote access or (3) Movie on manual procedure in lab.

2. Each PC coordinator to inform his team on uploading their laboratory guides at NETCHEM-Moodle page and inform Milan Milosevic to on Laborotory guides on NETCHEM-Remote access site.

3. Safety issues and GLP MUST to be followed and well presented in the material. Coordinators to Inform authors at their institution to make this corrections and finalize development of material. The final deadline for all courses was set to be ready for reviewing on 24-sept-18.

4. The reviewing process should be finalized till 16-Oct-18. For edumaterial for UNS the deadline for reviewing is end of September 2018.

Dev. 4.4 Agreement on protection on IP at NETCHEM platform

1. Milan Milosevic presented draft of Agreement on Protection on IP. It was announced that Milan Milosevic, Tatjana Andjelkovic and Darko Andjelkovic will set rights, rules and mechanism on protection on IP. The final document will be discussed during next meeting in Nis, September 2018.

Dev 4.5. Approval/accreditation of courses

1. Each PC institution coordinator should prepare and send Report about each NETCHEM modified MSc/PhD course whether it will be approved by appropriate body during the Project lifetime, or accredited during the Project lifetime or accredited after the end of Project. They should also indicate the planned date for accreditation at their institution will go through. This report should be sent to T. Andjelkovic and R. Kongoli (leader of the task 4.5).

Deliverable 2.4: Equipment

1. Contact persons at AL and SR institutions to send Report on obtained equipment by 14- sept-18 to Tatjana Andjelkovic, Branimir Jovancicevic (IQAT leader), Josef Caslavsky (EQAT leader) and Ivan Grzetic (SC leader).

2. B. Jovancicevic to get the opinion regarding the quality of obtained and implemented equipment of each IQAT member (by e-mail). The IQAT Report for this deliverable 2.4 should comprise: quality assurance check list (Annex Q8 - Check list for review of deliverable) generated and signed by B. Jovancicevic and e-mail responses by IQAT members to IQAT leader. Reports should be send to Ivana Kostic and T. Andjelkovic to be put on the web-site.

3. J. Caslavsky to get the opinion regarding the quality of obtained and implemented equipment of each EQAT member. The EQAT Report for this deliverable 2.4 should comprise: quality assurance check list (Annex Q8 - Check list for review of deliverable) generated and signed by J. Caslavsky and e-mail responses by EQAT members to EQAT leader. Send Report to Ivana Kostic and T. Andjelkovic to be put on the web-site.

4. I. Grzetic to get the Approval and finally acceptance of the deliverable 2.4. of each SC member (by e-mail) by 21-sept-18. regarding quality of obtained and implemented equipment. The SC Report for this deliverable 2.4 should comprise: Annex MN2 generated and signed by I. Grzetic and e-mail responses by SC members to SC leader. Send Report to Ivana Kostic and T. Andjelkovic to be put on the web-site.

Deliverable 6.6 1. Summer School of Gas Chromatography in UN1. It was announced that Milan Antonijevic and Josef Caslavsky to prepare some framework for Organisation of Summer School in Nis (4 days for NETCHEM meeting + Summer School).

EACEA COMMENTS AND RECOMMENDATIONS

Tatjana Andjelkovic presented EACEA comments and recomandtion. It was announced that NETCHEM project is progressing towards its objective, i.e. design, development, testing and adaptation of modernized courses in the field EFSC with new learning materials/tools based on ICT oriented toward instrumental and project keep the relevance for which it was selected.

It was announced that Partner Country Team Team will consist of the following members: Prof. dr Tatjana Andjelkovic, Project coordinator, University of Nis, dr, University of Nis, Prof. dr Branimir Jovančićević, University of Belgrade, Serbia, Gordana Gajica, University of Belgrade, Serbia, Prof. dr Ivana Ivančev Tumbas, University of Novi Sad, Serbia, Prof. dr Maja Turk Sekulić, University of Novi Sad, Serbia, Prof. dr Zoran Matovic, University of Kragujevac, Serbia, dr Marina Cendic, University of Kragujevac, Serbia, Prof. Dr. Majlinda Vasjari, University of Tirana, Albania, Prof. Asoc. Alda Kika,

ERASMUS+ PROJECT
NETCHEM

ICT Networking for Overcoming Technical and Social Barriers in Instrumental Analytical Chemistry Education

Co-funded by the
Erasmus+ Programme
of the European Union

Meeting/Project Name:	ICT Networking for Overcoming Technical and Social Barriers in Instrumental Analytical Chemistry Education		
Date of Meeting:	06/09/2018	Time:	09:25-17:00
Minutes Prepared By:	Renata Kongoli	Location:	Brno University of Technology

4. Next Meeting					
Date: (MM/DD/YYYY)	12/03/2018 13/03/2018	Time:		Location:	Tirana, Albania
Objective:	**A 7.1 Overall project management and coordination; A7.3 Steering committee meeting (SC$_3$ meeting and PMT$_4$ meeting)**				