



DOCUMENT CONTROL SHEET

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v.01	16/04/17	First draft	I. Ivančev-Tumbas

LIST OF ABBREVIATIONS

EFSC = Environmental and Food Safety Control

OER = Open Education Resources

MOOC = Massive open online course

WARIAL = Web Accessed Remote Instrumental Analytical Laboratory (WARIAL) – acr. for network in the Project

WB = Western Balkans Countries

Programme Country: EU (France, Czech, UK)

Partner Country: Serbia, Albania

ICT = Information & computer technology



SQL = Structured Query Language (Database program)
HEI = High Education Institution
SME = Small & Medium Enterprise (up to 300 employees)
CPD = Continuing professional development (CPD) courses
LLP = Life Long Learning (LLL) Programme
NETCHEM = means nothing (it is just acronym of our Project)

Purpose, objectives and elements of meeting

The first working meeting of the NETCHEM consortium was organized as three-day event at University of Novi Sad, in Novi Sad, on 27-29th March 2017. The objectives of the meeting were:

- to report on advancement related to Task 1.2- reporting on PC practice in using OER, WARIAL and instrumental analysis in EFSC
- to discuss plans and achievements in all other work packages
- to prepare next meeting in Kragujevac

LIST OF PARTICIPANTS

University of Nis

1. Prof. dr Tatjana Anđelković, Project Coordinator
2. Prof. dr Aleksandra Zarubica
3. Ivana Kostić

University of Pierre and Marie Curie, Paris

4. Prof. dr Annie Brossas, contact person
5. *Prof. emeritus dr Jean Claude Tabet- via web conference*
6. *Dr Anna Warnet- via web conference*

University of Greenwich

7. Prof. dr Milan Antonijević, contact person

Brno University of Technology

8. Prof. dr Josef Caslavsky, contact person
9. dr Helena Zlámalová Gargošová

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10. Prof. dr Branimir Jovancevic, contact person
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12. Prof dr Ivan Grzetic

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32. Saša Popov, contact person
33. Dr Stana Dimitrijević

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34. Zorica Gavrilović
35. Nataša Vesović-Ljubojević

Monday, 27th of March 2017

1. Opening and welcome from Vice Rector for international cooperation Sanja Stojanović

2. Agenda Overview - aims and goals of the meeting:

[T. Anđelković, Contact person and Project manager]

- Short introduction of the meeting and main tasks that has to be accomplished during meeting. Special focus on WP1- conclusions and agreement on how to do reporting; other project WPs and tasks planned to be discussed and informed about.

[I. Ivančev-Tumbas, host]

- Overview of schedule. Planned group work. Planning of the Social evening.

3. Introduction of all colleagues

4. Short overview of each work package

[M. Antonijević, WP1]

- What has been done so far, collection of results from all EU partners and PC partners, focus on what has to be done to accomplish 1.1- direct talks, interviews, to format report. When reporting, necessary to put all those conclusions collected in various ways, not only questionnaires. Info will be given on company who delivers courses on-line by structured platform. Usual structure of the each lecture within course should be lecture/video/attachment/questions/assessments.

[B. Jovancicevic, WP2]

- Brief info when activity starts and about meeting in Vršac and Užice in June and July respectively. Tendering is expected in one month. Brief reminder of all activities related to this WP2.



- Discussion about topics of the next meetings in Greenwich and Paris: choice of platforms, experiences with courses, trainings with case studies. Should be defined in detail in order to have as much as better selection of the people who travel to training.

[T. Anđelković, WP3]

- Start in October, University of Nis is leading, evaluation and selection of software is on going activities. Decisions on selection will be presented (AZURE vs. My SQL, Time Viewer for endless point of users).
- Comment from M. Antonijević that works with WARIAL most probably can be accomplished with instruments that are not on local networks. Issues are security walls.

[I. Ivančev-Tumbas, WP4]

- Soon everybody will get the mail to identify courses that will be modernized and to give dates about accreditation

[M. Vasjari, WP5]

- Working document Quality Control Monitoring manual is prepared; it will be polished during group work. Its structure was presented.

[T. Anđelković, WP6 and WP7]

- Dissemination plan and list will be developed. Management plan will be developed. Detail schedule of the meetings will be presented as well as TO DO LIST. Special focus will be given to Management issues in Kragujevac (next meeting). Remark related to the EU emblem and sigh Co-funded that has to be used in all presentations and dissemination material. Management bodies are formed, persons assigned, their tasks defined (reporting and meetings).

5. Presentation of NETREL Tempus project and link to NETCHEM project

[M. Vojinović-Miloradov, B. Jovancevic, I. Mihajlović]

- Main activities and achievements of NETREL Tempus project were presented and network and instrumental infrastructure that will be used in NETCHEM erasmus+ project. Experiences in water monitoring, sampling, analysis, risk assessment-lessons learned. Main results of NETREL project in training of professionals were presented.

6. WP 1 Activities and expected outcomes in detail

[M. Antonijević]

- Important to have a deeper look in population and see what is possible to retrieve once more. EU partners are working on summing up results from three countries that will be presented tomorrow. Before meeting in Nis it is necessary to finish the reports 1.1 and 1.2 to be able to formulate 1.3.

7. Task 1.2 Presentations of results on questionnaires from all partners related to their Universities and their region

[M. Turk-Sekulić, J. Adamov, J. Radonić, I. Ivančev-Tumbas, A. Zarubica, K. Ilijević, M. Đukić, A. Shehu, M. Vasjari, I. Lloha]

- Each partner institution from PC countries presented own results related to students, teachers, heads of HEIs, analysts and their heads of laboratories. Details are given in presentations on the web-site. Results are presented in a question by question manner for each questionnaire and institution.



- Numerous data are collected related to targeted population (field of work), needs in instrumental analysis, comparison between students and professor's views are given. Special focus was on OER and WARIAL as new teaching tools that will be promoted by the project.

8. Serbian practice in using OER, WARIAL and Instrumental Analysis in EFSC

[I.Ivancev-Tumbas, J. Adamov, J. Radonic]

- Collected comments and remarks from students, professors and management of HEIs- joint analysis of all questionnaires and average values for Serbia
- Collected comments and remarks from analysts and heads of analytical laboratories- joint analysis of all questionnaires average values for Serbia
- Collected comments and remarks from distributors of analytical equipment- joint analysis of all questionnaires average values for Serbia
- Related to universities, very similar situation is observed at each of them with some specificity that will be reported locally. It was concluded that population sample was huge enough to get relevant conclusions on topics that are needed and the ways that they should be delivered both for students and professionals.
- Some mistakes that are found in interpretation related to findings (for example Moodle usage in Nis), were reported and agreed to correct for final reporting.

9. Albanian practice in using OER, WARIAL and Instrumental Analysis in EFSC- joint analysis of all questionnaires

[M. Vasjari]

- Conclusions about findings by two institutions in Albania were presented. In general results are similar for both PC countries.

10. Web site activities - comments, discussion

[I. Kostić]

- OrgaNisation of web site was presented and participants are requested to regularly send materials that I. Kostic can update it.

Tuesday, 28th of March 2017

1. Activities and results of Task 1.1

[M. Antonijević, web-conference presence of two other members from UPMC, Anna Warnet and Jean Claude Tabet]

- M. showed results collected and interpreted within 1.1 up to now, as a base of draft report on EU practice in using OER, WARIAL and Instrumental Analysis in EFSC. All data for UPMC, UoG and UB are collected. Partners experienced difficulties to collect enough responses. Face-to –face interviews are planned. Both Josef Caslavsky and Annie Brossas mentioned that it was very difficult to get response even from known colleagues. They explained the practice of CPDs and getting skills in instrumental analysis in their countries. I. Ivancev-Tumbas asked them to put the scheme of ways of education in both academic path and this more instrumental technical path in report as an example of good practice of their countries.
- Both OER and WARIAL are not so common practice and therefore WARIAL has to be targeted approach depending on possibilities and will of professors who give lab classes. Usually it is interinstitutional.
- I.Ivancev-Tumbas asked that WARIAL has to be shown on trainings and meetings. It was explained that simple connection with Skype with person in charge in analytical lab and Team Viewer connection with



instrument will give possibility to remote work with instruments. Discussion where T. Andjelkovic, M. Antonijevic, I. Ivancev-Tumbas and M. Vojinovic –Miloradov participated was held about two options internal WARIAL or in between the institutions. It was concluded, that based on current situation at the institutions great success will be made if intrainstitutional WARIAL is made to give to students possibility to be connected with instruments within their own faculty. Primary reason for this is lack of skills and security walls, necessity to have the other person with instrument while it is performed. After the first developed intrainstitutional WARIALs further steps can be tried to connect different faculties depending on mutual agreements. So the project will seed this practice.

- Also forums/chats are very common in UK, used for development of discussion culture and for joint work of students. Professors provide simple tasks; give links, share articles or presentations from conferences and that can be the activity within WP2 once the NETCHEM platform starts.
- M. explained how the process of applying new teaching tools and methodologies is organized at University of Greenwich. It starts as performance indicator of the universities, and strategy is to develop it during several years and adapt it slowly- first year to get used and then is developing up to the self evaluation and building materials from year to year for each course.

2. Wrap up of 1.1 and 1.2 Task's outcomes and further steps- fiNishing reports, assign reviewers for IAQT, correct weaknesses, printing, dissemination within partners, further analysis for Task 1.3

[M. Antonijevic, T. Andjelkovic, I. Ivancev-Tumbas]

- It was concluded to accept the format of already sent draft by I. Ivancev-Tumbas for Serbian part and that colleagues from Albania will follow the structure, so Report on 1.2 can be fiNished 10 days before the meeting in Nis. UNS will do the printing for whole consortium. Each partner will fiNish own reports for their own institutions and disseminate them at internal workshops.
- Both Deliverable 1.1 and 1.2 will be fiNished before meeting in Nis, where once more they will be analyzed and Deliverable of task 1.3 will be presented. That will lead to development of base for all later project activities.
- I. Grzetic suggested to present the findings in Hemijski pregled.
- B. Jovancicevic suggested to present them in one of coming conferences in Serbia related to education in chemistry.
- T. Andjelkovic asked all colleagues who are authors to give their views in reports and discuss freely and to explain findings, for example, why 66% of students at UoG do not use IT classroom, because they have their own lap tops distributed from the faculty, etc).
- Each institution is obliged to present the findings internally, at institutional workshops.
- Everybody was asked to give lists of persons who are authors and those who helped in collection of responses.
- T. Andjelkovic presented how much printed materials and copies are necessary to have for each local and main reports. Main reports (Reports on Task 1.1, 1.2 and 1.3 will be printed in English by UoG, UNS and UN respectively).

3. Proposal for defining the required competences and technical background for using OER/WARIAL in EFSC for PC universities - framework of the document that will be presented in working meeting in Nis

[T. Andjelkovic]

- Details on three deliverables related to task 1.1, 1.2 and 1.3 were discussed.
- The structure of the document deliverable 1.3 and its purpose was presented. It will consist of three parts (I-OER related, II- remote access related, III- Implementation of OER in PC and SWOT analysis).

4. WP 5 tasks planning and overall structure of workflow



[M. Vasjari, M. Vojinovic-Miloradov, T. Andjelkovic, Z. Matovic. M. Đukić. I. Grzetic, B. Jovancicevic, I. Mihajlović]

- Separate group work was organized for persons in charge for WP5 where all proposals for work organization within WP5 were discussed and further steps on development of all procedures before meeting in Kragujevac agreed.

5. Group work on drafting deliverables 1.1 and 1.2.

[J. Caslavsky, M. Antonijevic. A. Brossas]

- Drafting the deliverable based on all collected results from all three universities
- [J. Adamov. K. Ilijevic, I. Lloha, I. Ivancev-Tumbas, M. Turk-Sekulic, J. Radonic]
- Compilation of 1.2, reanalysis of some questions, drafting conclusions. It was agreed what additional results are needed from I. Kostic and Maja Djukic to be able to finalize report. The format of data analysis was compared between institutions and the final format was adopted for reporting in communication of Jasna Adamov and Konstantin Ilijevic. Tasks were distributed between Jasna Adamov (educational part at HEIs to cover students/teachers/head of HEIs), J. Radonic (distributers) and I. Ivancev-Tumbas (analysts and heads of labs), K. Ilijevic (to give comments on whole educational process) and I. Ivancev-Tumbas to wrap up report and, polish comments and whole text, write conclusions for PC countries upon obtaining report from Albanian side. Ilir Lloha to sent first draft report.

6. Principles of instrumental analysis education for engineering disciplines at Faculty of Technical Sciences

[M. Vojinovic-Miloradov, I. Mihajlović]

- Presentations of chemistry areas and needs for education at Faculty of Technical Sciences, Novi Sad
- Visits to the laboratories of Faculty of Technical Sciences

Wednesday, 29th of March 2017

1. State of the art WP2

[B. Jovancicevic, S. Popov]

- After brief info on WP2, presentation of S. Popov from Enoloska stanica Vrsac was given on example how it is possible to contribute to NETCHEM platform and to cooperate with our HEIs in modernization of study programmes (case studies in analysis, direct communication with students via platform as potential future employer aware of needs of graduates, etc). Active role of this partner as welcomed by all participants. It will be in detail discussed at next meeting in Vrsac.

2. State of the art at WP3 and WP4

[T. Andjelkovic]

- Within WP3 first steps forward were presented. It is planed to by Team Viewer 12 premium licenses (50 for all partners). Details on characteristics are presented. Each institution will get 3 personalized logins. Parameters will be checked by case study performed by University of Nis. It is planned to use Skype for Business.

[I. Ivancev-Tumbas]

- Soon all partners will be asked about courses they will modernize, accreditation dates, etc.

3. Concept maps as type of OER that can be developed

[J. Adamov]

- J. Adamov presented e-practicum and example of concept map that can be used for creation of OER. It is a mixture of theory, experimental work of professors and coworkers documented by films that are inserted into map.
- Remark was given about IPR issues to check when using materials from internet and to contact sources directly before inclusion any material in future OER (I. Ivancev-Tumbas, M. Antonijevic)
- It was concluded that the best is when professors and their coworkers develop own films, figures, analytical results and include them in materials.



4. Equipment purchase - state of the art, specifications, tendering procedures/ Project management issues

[T. Anđelković]

- One procedure will be applied for equipment purchase (both It and laboratory equipment). Nis will organize the tender, each University do its own payment. VAT exemption certificate will be possible to use. It will be sent to all partners. Internet connections can be co financed. Commissions for tendering procedure are formed at each institution.
- Beneficiaries are not allowed to work in subcontracting capacity. Subcontracting was in detail explained.
- Documentation archive (supporting docs), changing in forms and conditions for staff costs. Documents should be uploaded in Microsoft One Drive. Each contact person got the link. If it does not work should be sent to netchem@outlook.com to I. Kostic. Contact persons should upload documentation as soon as possible, to check with coordinator and prepare everything for reporting periods. Explanation is given for Inbox and Archive folders.
- Way of numbering co-financing documents still unclear. Coordinator should give advice.
- Dissemination plan will be developed for the meeting in Ns in detail
- Partner agreements have to be signed and sent by 22nd of May. Acceptance letters for accepting the new beneficiary should be sent.
- Due date for partner financial report is 1/10/2017
- Guidelines and templates to be used by external auditors are presented. Joint declaration form should be used.
- Penalties for poor implementation are presented.
- To Do list is presented
- List of next meetings with working dates is presented.

5. Visits to lab Faculty of Sciences

CONCLUSION

The first working meeting of the NETCHEM project was successfully realized in accordance with the agenda. The presentations and material from the meeting will be set to the project website. I. will distribute signed attendance lists and list of participants to all participants. To do list was presented and accepted by all participants:

1. Majlinda, Maja and Tanja to make final version of Quality Plan up to meeting in Kragujevac and to be uploaded on the web site. It will be offered for approving by PMT.
2. Tanja and I. Kostic to make draft version of Project Management Plan up to 5th April 2017 and distribute it to contact persons and specially to PMT, PCT and SC members and participants of the Kragujevac meeting. It will be offered for discussion to PMT and SC.
3. Josef and Tanja to make draft version of Dissemination plan up to Meeting in Nis and distribute it 1 week before Nis meeting to contact persons and participants of Nis meeting.
4. Josef, Annie and M. to make final version of the report 1.1 up to 10 days before Nis meeting
5. I. and Jasna to make final version of the report 1.2 up to 10 days before Nis meeting
6. Tanja to make draft version of report 1.3 up to 3 days before Nis meeting and distribute it to participants of Nis meeting
7. Selected members of PMT, PCT and SC at meeting in Kragujevac to make reports for: PMT 1, PCT 1, PMT 2 and SC 1 meetings up to 3 days before Nis meeting and to distribute them to contact persons of institutions.



8. I. to collect information regarding accreditation process of 6 PC institution (planned date for applying for re-accreditation); the list of courses that are planned to be modified by using OER and/or WARIAL, up to Nis meeting.
9. Schedule for the next meeting- dates are agreed and put on web site.
10. Institutional reports for WP1 should be made in 15 copies- 3 for coordinator and 12 for all consortium members. It can be done as in-house printing without subcontracting and payments. It can be done either in English or native language.
11. Deliverable for task 1.2 in 30 copies in English. Authors will be listed in alphabetical order.