



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

**BEST**SDI

BESTSDI – Western Balkans Academic Education Evolution  
and Professional's Sustainable Training for Spatial Data  
Infrastructures

With the support of the Erasmus+ program:  
Higher Education – International Capacity Building  
N° 574150-EPP-1-2016-1-HR-EPPKA2-CBHE-JP

# **BEST**SDI **Project Status Report**

## **Deliverable: D5.4-2**

Version 1.0

### **Author(s) / Organisation(s):**

Željko Bačić / UNIZG FOG

### **Work Package / Task:**

WP 5 Management

Task 5.2: Project Coordination, Administration and Monitoring

### **References:**

Description of the project (Annex I to the Grant Agreement)

Project Management Plan

### **Short Description:**

The Deliverable provides the Project status for first half year of its lifetime: 15.10.2016 – 15.04.2017. in all its main elements describing legal status, managerial, financial and communication issues, project execution, results achieved and problems occurred.

### **Keywords:**

Project status, Management, Reporting



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



BESTSDI – Western Balkans Academic Education Evolution  
and Professional's Sustainable Training for Spatial Data  
Infrastructures

With the support of the Erasmus+ program:  
Higher Education – International Capacity Building  
N° 574150-EPP-1-2016-1-HR-EPPKA2-CBHE-JP

## Revision History:

Revision	Date	Author(s)	Status	Description
V0.1	30-10-2017	Željko Bačić	Working draft	Document structured and initially filed with data
V0.2	05-11-2017	Željko Bačić, Vesna Poslončec Petrić	Draft	Full document

## Table of Contents

1. Introduction.....	4
Document scope.....	5
2. Legal status .....	5
3. Organization and management status .....	6
3.1. Organization .....	6
3.2. Management .....	6
4. Project execution.....	7
4.1. Events .....	7
4.2. Work Packages & Task Groups work.....	8
5. Financial status .....	9
6. Deliverables .....	12

## 1. Introduction

Project proposal for “Western Balkans academic education Evolution and professional's sustainable training for spatial data infrastructures – BESTSDI” project has been proposed by project consortium led by University of Zagreb, Faculty of Geodesy for Erasmus+ Key Action 2 – Capacity Building in field of Higher Education call for year 2016 and accepted for execution.

The wider objectives of the BESTSDI project is to improve the quality of higher education in Geographical Science and Technology field, SDI and geodesy, enhance its relevance for the labour market and society and to improve the level of competences and skills in HEI's by developing new and innovative education programmes within the field of SDI.

The specific project objectives are to develop, test and adapt new curricula, courses, learning material and tools within the field of SDI. In doing so, existing undergraduate and graduate geodesy and geoinformatics curricula's in the academic institutions in the Western Balkans region will be lifted to higher levels, recognising the of spatial data for modern society and its development. By the incorporation of SDI concept and other modern concepts based on spatial data and information, the students of the new courses will be able provide efficiently spatial data and services to SDI users. In parallel, the project also introduces SDI and related concepts in undergraduate and graduate study programs on academic institutions which profiles are well recognized as SDI users, raising awareness among the students and professionals about the relevancy of SDI and advantages of well-organized spatial data.

In this context, the specific objective of the project is to develop appropriate curricula, courses and their content for both target groups (SDI providers and SDI users) of academic institutions. This includes the development of SDI compulsory and elective courses, modules or parts of courses as well as development of sustainable training courses (life-long education) of broad scope of professionals.

An additional project objective is to disseminate the project experiences and results to create additional value and multiply the impact of the results.

A third objective is to establish the necessary foundation for the participation of partner universities in the European academic SDI arena.

The introduction of modernized curricula will provide new kind of professionals equipped with broader cognition, knowledge and skills about SDI and other modern spatial data related concepts. The new students will be able to foster development at all levels of SDI's in their countries and therefore adopt EU directives faster and more efficient. In practice, this should also result in growth of a SDI based spatial data market.

**According to the Grant Agreement between the Education, Audiovisual and Culture Executive Agency of European Union and University of Zagreb (Project coordinator) for execution of project a grant in size od 978.166,66 Euro's has been approved. The action (project) shall run for 36 months, from 15<sup>th</sup> October 2016 till 14<sup>th</sup> October 2019.**

BESTSDI project has been successfully launched at the kick-off meeting held in Zagreb between November 14<sup>th</sup> and 16<sup>th</sup> 2016.

## Document scope

The scope of this document is to provide in brief status of project execution on semi-annual basis to all partners and interested parties (EACEA, National Erasmus Offices (NEO's), etc. covering six areas:

- Legal status,
- Organization & Management status,
- Project execution,
- Financial status,
- Deliverables and
- Evaluation and Quality Assurance.

With each area of reporting in the summary, internal project risks have been evaluated.

This is the second Project Status Report for the second half year of BESTSDI project execution covering period from 15<sup>th</sup> April 2016 till 14<sup>th</sup> October 2017.

## 2. Legal status

Regarding legal status of the Project, three changes of the rector at partner university have been reported by partners (UKIM, KU Leuven and UNIMO). Project office informed project officer at EACEA about those changes.

Further, update of Project work plan and Project events plan has been prepared and proposed by Project office to Project Management Board. On its meeting held in Nikšić on September 14<sup>th</sup>, Project Management Board accepted and adopted proposed updates. In accordance to Grant Agreement, approval for updates was requested from EACEA, and received on October 10<sup>th</sup>.

Procurement procedures and contracts with subcontractors LANTMÄTERIET and NOVOGIT have been prepared and launched. Signing of contracts with mentioned subcontractors will happen in November 2017.

There were no other legal status issues or changes which could influence legal status of the BESTSDI project.

Legal status quantification & internal risk evaluation:

Action	Expected no.	Executed no.	Rate of execution	Risk evaluation
Subcontracting	2	0	0%	No threat

### 3. Organization and management status

#### 3.1. Organization

During this reporting period several partners (UNIZG GTF, UNITZ, UNSA FASF, UBT and UNS FCE) have made changes in their project teams strengthening their capacities. There were no other changes in organization of the project in reporting period.

#### 3.2. Management

Management issues (together with financial ones) have been object of continuous activity of the Project Coordinator, Project Office and managers of Project Partners. There were problems in communication and level of participation with some partners, as well as problems on relations between partners University and Faculty. Therefore, Project office (Ž. Bačić and V. Poslončec-Petrić) has organized several visits and meetings with project partners aiming to solve problems or discuss coming activities as listed below:

- 28.07.2017. meeting in Zagreb at FOG with UNIZG GTF project team representatives (M. Gazdek and H. Meaški) about project execution, communication and partner team organization,
- 27.09.2017. meetings in Banja Luka with: project partners M. Amović and S. Vasiljević; associated partner Republic Administration for Geodetic and Property Affairs of Republic of Srpska, BiH (V. Vitor) about joint BESTSDI – IMPULS workshop organization in Spring 2018.; representatives of University of Banja Luka (vice rector B. Antunović) and Faculty of Architecture, Civil Engineering and Geodesy (dean B. Milojević) about spring 2018. workshop and project realization.
- 28.09.2017. meetings in Mostar with: project partner S. Musa; University of Mostar (vice rector I. Dankić) about financial management between University and Faculty; Faculty of Science and Education (vice dean S. Tipurić-Spužević) about financial management between University and Faculty, and organization of Fall workshop in Mostar; meeting with Ž. Obradović (director of Federal Administration for Geodetic and Property Affairs of Federation of BiH, BiH) and A. Zimić (director of CILAP project) about cooperation between BESTSDI project and their institutions.
- 5.10.2017. meeting in Varaždin with dean of GTF R. Biondić and project team M. Gazdek, H. Meaški, N. Kranjčec, I. Majer and D. Sudar about project team organization, management and execution of assigned tasks to GTF.
- 12.10.2017. meeting in Zagreb with project partner representatives from UNS FCE (D. Kukaras and V. Ogrizović) about project team reorganization, project management and execution of assigned tasks to UNS FCE.

For successful management of the Project, web-page (<http://www.bestsdi.eu>) and Moodle platform (<http://science.geof.unizg.hr/moodle/>) are regularly maintained and updated with information.

During reporting period three numbers of internal monthly e-newsletter BESTSDI-Info have been published as well as first number of external quarterly e-newsletter BESTSDI-newsletter (July 1<sup>st</sup>) which has been distributed on 2.400 e-mail addresses.

Management quantification & internal risk evaluation:

Action	Expected no.	Executed no.	Rate of execution	Risk evaluation
BESTSDI Info	6	3	50%	No threat
BESTSDI-Newsletter	1	1	100%	No threat

## 4. Project execution

### 4.1. Events

According to the Project Workplan during whole project life time it is foreseen to organize minimally one project event per quarter. During reporting period, two project workshops have been organized:

- Q3: Summer school held at University of Split, Faculty of Civil Engineering, Architecture and Geodesy, Split, Croatia on July 3<sup>rd</sup> – 7<sup>th</sup>, 2017, 36 participants
- Q4 Workshop held at University of Montenegro, Faculty of Philosophy in Nikšić, Nikšić, Montenegro on September 14<sup>th</sup> – 15<sup>th</sup>, 2017, 40 participants and 7 guests

Events quantification & internal risk evaluation:

Action	No. of participants attending event		Rate of attendance	Risk evaluation
	Foreseen	Present*		
Q3-Summer School Split	43	36	83,7%	No threat
Q4-Workshop Nikšić	44	40	90,8%	No threat

\* Number of foreseen participants corresponds to those for whom funding in project budget has been foreseen. The figures in column present corresponds to number of persons which attended the event.

## 4.2. Work Packages & Task Groups work

During reporting period work of all Work Packages has been initiated and launched. Emphasis was on WP1 – Preparation, WP3 – Quality and WP5 Management, while in WP2A – Development of Curriculum, and WP4 – Dissemination and exploitation number of Task Groups have been erected and started to work. During second half year of project TG4.1 and TG5.1 have finished their work and on Project Management Board meeting held in Nikšić on September 14<sup>th</sup> they have been closed together with task groups which finished their work in first half year of the project life time:

- TG1.1 – Current curriculum status (at partner country universities),
- TG1.2 – Current learning material status (at program country universities),
- TG1.3 – Requirement analysis,
- TG4.1 – Communication plan and
- TG5.1 – Project management structure establishment.

Already active Task groups which continued their work were:

- TG1.4 – Specification of project curriculum,
- TG2.3 – Equipment purchase and installation,
- TG3.1 – Development of Quality plan,
- TG5.2 – Project coordination, administration and monitoring and
- TG5.3 – National stakeholder coordination.

Following Task groups have started with their work:

- TG1.5 – Curriculum adaptation specification,
- TG2.1 – Development of project curriculum,
- TG2.4 – Training of teachers,
- TG3.2 – Evaluation of progress and results,
- TG4.3 – Dissemination material production and
- TG4.4 – Development plan for dissemination and exploitation of results.

In accordance to project Workplan, TG3.1 delivered one out of two foreseen deliverables, TG4.1 delivered foreseen deliverable and TG5.1 delivered second out of two tasks.

WP & TG work quantification & internal risk evaluation:

Action	Expected no.	Executed no.	Rate of execution	Risk evaluation
TG formally established	25	16	64%	No threat
TG performed and task finished in foreseen time	6	5	83,3%	No threat



TG performed and task finished with delay	3	2	66,7%	No threat
TG did not fulfil task	-	-	-	-

In reporting period first purchase and installation of equipment has been realized. At the University of Montenegro, for both its faculties participating in the project, Faculty of Philosophy in Nikšić and Biotechnical Faculty in Podgorica ICT equipment has been purchased and installed. At the Faculty of Philosophy opening of SDI computer room was organized during the Q4 workshop in Nikšić on September 15<sup>th</sup> and well promoted in media.

Action	Expected no.	Executed no.	Rate of execution	Risk evaluation
ICT equipment purchased for partner faculty	15	2	13,3%	No threat
ICT equipment installed at partner faculty	15	2	13,3%	No threat
Remaining education equipment purchased for partner faculty	15	0	0,0%	No threat

## 5. Financial status

In reporting period funds have been successfully transferred to remaining eight partners after they created necessary preconditions (opened bank accounts). The partners who received funding on two occasions (4.05.2017. and 2.06.2017.) were: UNIST, UNIBG, UNS, UNSA, UKIM, AUT, UNIBL and PUT. Total amount of transferred money at those two occasions was 236.463,65 Euro.

During previous and this reporting period spending was reported by UNIZG FOG, UKIM, UNIST in amount of 27.733 Euro (0,43% of total Grant amount). This figure does not reflect reality because reporting about expenditures is poor. Therefore, request has been addressed to all partners at Project Management Board meeting in Nikšić to deliver till Mostar workshop (November 6<sup>th</sup>) all financial reports (Project partner annual plan for Y1, Joint Declarations, Travel Costs, Time Sheets, Project partner annual report for Y1 and Project partner annual plan for Y2). The results of this activity till November 3<sup>rd</sup> were not encouraging, see table below:



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



	Q1				Q2				Q3				Q4			
	JD	TS	TC	FS	JD	TS	TC	FS	JD	TS	TC	FS	JD	TS	TC	FS
P011_UNIZG_GEOF	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green
P012_UNIZG_GTF	Yellow	Yellow	White	Yellow	Yellow	Yellow	White	Yellow	Yellow	Yellow	White	Yellow	Yellow	Yellow	White	Yellow
P020_KU LEUVEN	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red
P030_UNIST	Green	Green	Green	Green	Green	Green	Green	Green	White	White	White	White	White	White	White	White
P040_UKIM	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green
P050_HBO	Green	Green	Green	Green	White	White	White	White	White	White	White	White	White	White	White	White
P061_PUT_FCE	Light Green	Light Green	Light Green	Light Green	Light Green	Light Green	Light Green	Light Green	Light Green	Light Green	Light Green	Light Green	Light Green	Light Green	Light Green	Light Green
P062_PUT_FGM	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red
P070_AUT	Green	White	Green	Green	White	Green	Green	Green	White	Green	Green	Green	White	Green	Green	Green
P080_UNIBL	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red
P090_UNIMO	Light Green	Light Green	Light Green	White	White	Light Green	White	White	White	White	White	White	White	White	White	White
P101_UNSA_FCE	Light Green	Light Green	Light Green	Light Green	Light Green	Light Green	Light Green	Light Green	Light Green	Light Green	Light Green	Light Green	Light Green	Light Green	Light Green	Light Green
P102_UNSA_FABS	White	White	Light Green	White	White	Light Green	White	White	White	Light Green	White	White	White	Light Green	White	White
P110_UNITZ	Light Green	Light Green	Light Green	Light Green	Light Green	Light Green	Light Green	Light Green	White	White	White	White	White	White	White	White
P120_UBT	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red
P131_UCG_FF	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow
P132_UCG_BTF	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow
P140_UNBG	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow
P151_UN_S_FTS	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red
P152_UN_S_FCE	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red
P160_UNIPZ	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red

Legend:

<b>JD</b>	Joint Declaration
<b>TS</b>	Time Sheet
<b>TC</b>	Travel Cost
<b>FS</b>	Financial statement
Green	Delivered and accepted
Light Green	Delivered but not signed or payed out
Yellow	Delivered, returned on correction
Red	Nothing has been delivered

Regarding co-financing of the project activities, what relates primarily with organization of project events – workshops, three partners: UNIZG FOG, UNS FCE and UKIM did it. The exact figures of co-financing were not ready for this report.

Further, Project partner annual plan (financial) has not been submitted by six partners (KU LEUVEN, HBO, PUT FGM, UBT, UNS FCE, UNIPZ) what is additionally complicating financial management of the project.

Financial management quantification & internal risk evaluation:

Action	Expected no.	Executed no.	Rate of execution	Risk evaluation
Transfer of funding	16	16	100%	No threat
Registered expenditure	978.166,66	27.733,00	2,83%	Threat (comment 1)
PPAP for Y1 delivered	21	15	71,4%	Threat (comment 2)
Quarterly reporting (delivery of JD, TS, TC, FS)	84	42	50%	Threat (comment 3)

Comment 1: Low level of registered usage of funds creates unrealistic picture about project execution and disables effective management of the project!

Action undertaken: Project office requested from partners at PMB meeting to deliver Financial statements and respective forms (JD, TS, TC).

Comment 2: The missing financial planning and reporting documents (PPAP and PPAR) threat effective management of the project. Unavailability of those documents from one third of partners disables Project office to deliver financial picture of the project.

Action undertaken: Project office requested from partners at PMB meeting to deliver Financial statements and respective forms (JD, TS, TC). Project office will have individual talks with project partners which did not deliver planning & reporting documents at next project workshop (Mosar in November 2017.)

Comment 3: The delivery of quarterly reports (JD, TS, TC and FS) is on the level of 50% what is, in connection with comments 1 and 2, creating problem in financial management of the project.

Action undertaken: Project office requested from partners at PMB meeting to deliver Financial statements and respective forms (JD, TS, TC). This issue will be specially addressed at the nex project workshop (Mostar, November 2017.)

## 6. Deliverables

According to Project description and workplan, following deliverables were foreseen for delivery during the reporting period (bold marked deliverables have been delivered):

- T3.1 – Quality Assurance Plan (QAS)
- **T3.2 – Evaluation Plan (EP)**
- **T5.2 – Project Management Plan (PMP)**
- **T5.4-1 – 1<sup>st</sup> Project Status Report (1<sup>st</sup>PSR)**

Deliverables quantification & internal risk evaluation:

Action	Expected no.	Executed no.	Rate of execution	Risk evaluation
Deliverables 1 <sup>st</sup> half Y (final draft)	8	5	62,5%	
Deliverables 2 <sup>nd</sup> half Y including delayed from 1 <sup>st</sup> (final draft)	4	3	75,0%	Threat (comment 4)
Deliverables 2 <sup>nd</sup> half Y including delayed from 1 <sup>st</sup> (adopted)	4	3	75,0%	
Deliverables 2 <sup>nd</sup> half Y including delayed from 1 <sup>st</sup> (published)	4	3	75,0%	
Deliverables total (final draft)	9	8	88,9%	
Deliverables total (adopted)	9	8	88,9%	
Deliverables total (published)	9	8	88,9%	

Comment 4: Delayed delivery of QAS reflects on management and execution of project.

Action undertaken: Work on delivery of QAS has been expanded and additional capacities have been engaged to finish the document. Delivery of QAS is expected in November 2017.

In Zagreb, 5<sup>th</sup> November 2017.

Project Coordinator:



Prof. dr. sc. Željko Bačić