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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

# **BESTSDI** Project Status Report

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

Version 0.2

### **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 fourth half year of its lifetime: 15.04.2018 – 14.10.2018. 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



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## Revision History:

Revision	Date	Author(s)	Status	Description
V0.1	03-10-2018	Željko Bačić	Working draft	Document structured and initially filed with data
V0.2	05-11-2018	Željko Bačić, Vesna Poslončec Petrić	Draft	Full document

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## 1. Introduction

Project named “Western Balkans academic education Evolution and professional's sustainable training for spatial data infrastructures – BESTSDI” project has been proposed by project consortium led by the 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 **third Project Status Report** for the second half year of BESTSDI project execution covering period from **15<sup>th</sup> April till 14<sup>th</sup> October 2018**.

## 2. Legal status

In accordance to the Grant Agreement Article I.4.1 Project was obliged to submit Progress report on implementation of action has been submitted to EACEA. The submission of the documents was finalized on June 19<sup>th</sup>. Corrections requested by EACEA have been submitted on June 3<sup>rd</sup> and June 13<sup>th</sup>, while answer on comments and recommendations has been submitted on September 15<sup>th</sup>, after presentation of findings and discussion held on PMB meeting organized during the Q8 workshop in Tirana.

Regarding legal status of the Project, one change of the rector at partner university has been reported by partners (UNS). There was also one change of partner project team leader. At the Faculty of Civil Engineering University of Sarajevo instead of prof. Slobodanka Ključanin, new project team leader is ass. prof. Suada Džebo.

Legal status quantification & internal risk evaluation:

Action	Expected no.	Executed no.	Rate of execution	Risk evaluation
Mid-term report	1	1	100%	No threat*

\* Regarding comments and recommendations given by EACEA actions have been undertaken. At the Q8 workshop in Tirana Ad-hoc tack group has been established with four sub-groups addressing

issues at the Q6 workshop in Banja Luka and emphasized in EACEA comments and recommendations, see Chapter 4.3.

### **3. Organization and management status**

#### **3.1. Organization**

During this reporting period two partners reported change of partner project team leader:

- University of Tuzla appointed prof. Kemal Gutić instead of prof. Mirza Ponjavić and
- Faculty of Civil Engineering University of Sarajevo appointed prof. Suada Džebo instead of prof. Slobodanka Ključanin.

Additionally, several partners (UNIST, UNSA FCE, UNITZ, and UCG) have made changes in their project teams strengthening their capacities.

#### **3.2. Management**

In the fourth half-year period project management was focused on two main issues, submission of Mid-term report and execution of all necessary activities connected to it (like sorting out reporting for first 18 months of the project and collecting all relevant financial documents) and finalization of preparations for implementation of SDI curricula at the partner universities and start of the lecturing with the beginning of the new academic year (2018./19.).

Regarding reporting, Project office sent several circular mails and instructions considering partners reporting and financial management as well as many individual mails to partners. Those activities resulted in sorted out status of reporting and financial management of the project for the Mid-term reporting.

Aiming to prepare partners for implementation of project curriculum, major effort has been made to prepare 2<sup>nd</sup> Summer School in Split and train teachers for the coming lecturing of the SDI courses. In the execution of the 2<sup>nd</sup> Summer School, presentations and example lectures and exercises have been delivered evenly by participant from program and partner countries.

At the Q6 workshop in Banja Luka, Project coordinator made a call for new project cycle and invited partners to propose initiatives for new project proposals which could be submitted on new Erasmus+ call which will be released in October 2018. Activities on this subject have gradually intensified and special session has been held at the Q8 workshop in Tirana. To final goal of this activity is to define project ideas at the Q9 workshop in Pristina, prepare project proposals and submit them till deadlines in February 2019.

Above mentioned activities together with finalization of procurement activities and talks about further cooperation among the partners have been motivation for several managerial activities:

- 19.06.2018. Project office representatives (Ž. Bačić and V. Poslončec-Petrić) visited Sarajevo and had meetings at the Rectorate of the University of Sarajevo (vice rector prof. Elvir Čizmić and his co-workers), Faculty of Civil Engineering (prof. S. Ključanin BESTSDI project team, prof. E. Hadžić BESTSDI and NATRISK project team and prof. M. Mulić GEOWEB project team) and Faculty of Agronomy and Food Sciences (prof. H. Čustović and prof. M. Ljuša BESTSDI project team). Emphasis of those meetings was on financial management and procurement (Rectorate) and implementation of curricula and further cooperation (partner faculties).
- 20.06.2018. Project office representatives (Ž. Bačić and V. Poslončec-Petrić) visited Mostar and had meetings at the Rectorate of the University of Mostar (vice-rector prof. Z. Klepić and his co-workers) and Faculty of natural-mathematical and educational sciences (dean prof. M. Vasijlj and his co-workers and prof. S. Musa partner project team). Emphasis of those meetings was on introduction of new study program "Geoinformatics" at the partner faculty and further cooperation.
- 03.09.2018. Conference call with KUL, HBO and Novogit project representative's (J. Cromptvoets, D. Vandenbroucke, A. Wytzisk, A. Östman, V. Poslončec-Petrić and Ž. Bačić) about quality management, Mid-term reporting and preparation of Q8 workshop in Tirana.
- 03.-04.10.2018. Project office representatives (V. Poslončec-Petrić and Z. Nevistić) visited Tirana and had meetings at the Agronomical University of Tirana Faculty of Forestry (dean L. Peri and S. Graždani), Polytechnic University of Tirana Faculty of Civil Engineering (prof. B. Nurce) and Polytechnic University of Tirana Faculty of Mine and Geology (prof. E. Hoxha). Emphasis of those meetings was on finalization of procurement (installation of equipment in SDI labs), financial management and future cooperation.

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

During reporting period two numbers of internal monthly e-newsletter BESTSDI-Info and two numbers of BESTSDI-Newsletter have been published.

Information dissemination quantification & internal risk evaluation:

Action	Expected no.	Executed no.	Rate of execution	Risk evaluation
BESTSDI Info	16	14	87%	No threat
BESTSDI-Newsletter	6	3	50%	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, due to the fact that Banja Luka workshop has been shifted in second half of the April, three project workshops have been organized:

- Q6: Workshop held at University of Banja Luka, Faculty of Architecture, Civil Engineering and Geodesy, Banja Luka, Bosnia and Herzegovina, on April 23<sup>rd</sup> – 25<sup>th</sup>, 2018, with 44 participants,
- Q7: 2<sup>nd</sup> Summer School held at University of Split, Faculty of Civil Engineering, Architecture and Geodesy, Split, Croatia, on June 26<sup>th</sup> – 31<sup>st</sup>, 2018, with 47 participants and
- Q8: Workshop held at Polytechnic University of Tirana, Faculty of Civil Engineering, Tirana, Albania, on September 10<sup>th</sup> – 12<sup>th</sup>, 2018, with 39 participants.

Events quantification & internal risk evaluation:

Action	No. of participants attending event		Rate of attendance	Risk evaluation
	Foreseen	Present*		
Q6-Workshop Banja Luka	50	44	88%	No threat
Q7-2 <sup>nd</sup> Summer School Split	45	47	104%	No threat
Q8-Workshop Tirana	47	39	83%	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.

\*\* Due to various reasons representatives from four (UNIBL, UNIMO, UNSA FCE and UNITZ) out of five project partners from Bosnia and Herzegovina did not attend Q8 workshop in Tirana. Project office estimated this as a threat to the project execution, especially for start of lecturing of SDI courses at those partner universities. Therefore, Project office called those partners on mini-workshop on Faculty of Geodesy in Zagreb on 27.-28.09. All invited partners responded on this call and came to Zagreb (M. Amović UNIBL, S. Musa UNIMO, S. Ključanin and E. Hadžić UNSA FCE, R. Dervišević and I. Sijerčić). Since, parallel, at the faculty of Geodesy there were organized NSDI and Cartographic conference, at the mini-workshop also participated (J. Crompovets KUL, I. Racetin UNIST and Ž. Bačić, V. Poslončec-Petrić, D. Tutić, D. Šugar and Z. Nevistić, all UNIZG FOG). Partners from Bosnia and Herzegovina were informed about topics, discussions and conclusions of the Q8 workshop in Tirana, they reported about procurement and execution of courses, and talks have been held on new projects and cooperation. Occasion has been used also to present BESTSDI project at the 10.



Croatian SDI & INSPIRE Day and 14. Conference on Geoinformation and Cartography (six presentations given).

## 4.2. Project Bodies

According to the Project Workplan following Project Body meetings have been organized during this reporting period:

- 3<sup>rd</sup> Project Management Board meeting during Q6 Workshop held at University of Banja Luka, Faculty of Architecture, Civil Engineering and Geodesy, Banja Luka, Bosnia and Herzegovina, on April 24<sup>th</sup>, 2018,
- 2<sup>nd</sup> Project Advisory Committee meeting during the Q8 Workshop held at Polytechnic University of Tirana, Faculty of Civil Engineering, Tirana, Albania, on September 11<sup>th</sup>, 2018.
- 4<sup>th</sup> Project Management Board meeting during the Q8 Workshop held at Polytechnic University of Tirana, Faculty of Civil Engineering, Tirana, Albania, on September 11<sup>th</sup>, 2018.

Meetings quantification & internal risk evaluation:

Action	Meeting / Participants		Rate of attendance	Risk evaluation
	Foreseen	Held		
	Foreseen	Attended		
3 <sup>rd</sup> PMB meeting	1	1	100%	No threat
	16	13	81,5%	No threat
2 <sup>nd</sup> PAC meeting	1	1	100%	No threat
	5	5	100%	No threat
4 <sup>th</sup> PMB meeting	1	1	100%	No threat
	16	12	75%	No threat

## 4.3. Work Packages & Task Groups work

During reporting period work of Work Package 1 – Preparation finished while other five work packages continued their activities. Emphasis was on finishing work in WP2A Development of Curriculum, and

continuation of work in WP2B Implementation of Curriculum, WP3 – Quality, WP4 – Dissemination and Exploitation and WP5 Management. During reporting period T1.5 has finished its work and on Project Management Board meeting held in Banja Luka 24. 04. 2018. has been closed.

Already active Task groups which continued their work were:

- TG2.1 – Development of project curriculum,
- TG2.2 - Long-life learning (LLL) courses,
- TG2.3 – Equipment purchase and installation,
- TG2.4 – Training of teachers,
- TG2.5 – Localisation of curriculum and
- TG2.6 – Implementation of local curriculum.
- TG3.2 – Evaluation of progress and results,
- TG3.3 – Quality Assurance Plan,
- TG4.3 – Dissemination material production,
- TG4.4 – Development plan for dissemination and exploitation of results,
- TG5.2 – Project coordination, administration and monitoring and
- TG5.3 – National stakeholder coordination.

Following Task groups have started with their work:

- TG2.7 – Running the courses to students,
- TG2.8 – Evaluation of implementation,
- TG2.9 – Revision of project curriculum and
- TG4.2 – LLL courses execution.

Following the discussion and proposal given at the Q6 workshop in Banja Luka and comments and recommendations given by EACEA on Mid-term Report, Ad-hoc task group for assuring compliance with project objectives has been established. The Ad-hoc task group is coordinated by A. Wytzisk (HBO) and work is organized in four sub-tasks for which four sub-groups have been established:

1. Identifying and applying suitable quality indicators – A. Östman, J. Crompvoets, D. Sladić
2. Analysing match with labour market needs – S. Ključanin, D. Vandenbroucke, G. Gjata
3. Mapping new offer to objectives research agendas – M. Knežević, D. Grujović, N. Preniqi
4. Assessing match with employer's expectations – Z. Bogdanovski, N. Kranjčić, M. Ponjavić

WP & TG work quantification & internal risk evaluation:

Action	Expected no.	Executed no.	Rate of execution	Risk evaluation
TG formally established (total)	26	26	100%	No threat

TG performed and task finished in foreseen or acceptable time (in reporting period)	6	1	16,7%	No threat
TG performed and task finished with delay	-	-	-	No threat
TG did not fulfil task	-	-	-	-

In reporting period 12 out of 15 partners fully finished procurement and installation of equipment, another 2 partners (AUT and UNIBL) are conducting additional/repeated procurements, while 1 partner (UNIBG) just started procurement procedure.

Procurement quantification & internal risk evaluation:

Action	Expected no.	Executed no.	Rate of execution	Risk evaluation
ICT equipment purchased for partner faculty	15	14	93,3%	No threat*
ICT equipment installed at partner faculty	15	12	80,0%	No threat**
Remaining education equipment purchased for partner faculty	15	13	86,7%	No threat***

\* UNIBL procured ICT equipment but is conducting additional procurement due to the savings achieved, while UNIBG had late start of procurement.

\*\* UNIBL and UBT are conducting renovation works in classrooms foreseen for SDI labs, while UNIBG did not finish purchase of equipment.

\*\*\* AUT is repeating procurement procedure for non-ICT equipment due to insufficient number of offers received in accordance to national legislation, while UNIBG did not finish purchase of equipment.

#### 4.4. Quality Assurance

During reporting period BESTSDI project quality assurance mechanisms become fully functional and they are executed now as planned. Meaning, that TG3.3 Quality assurance has established system of following success indicators and delivering Project Success Indicator Reports including also risk assessment. During the reporting period two Project Success Indicator Reports have been published:

- D3.3.4 – Project success indicators report 1 (Month 18)
- D3.3.5 – Project success indicators report 2 (Month 21)

Considering risk assessment, several risks have been identified connected with delays in delivery of products, but no major threat has been reported in submitted Reports!

Considering external evaluation of the Project, in accordance to the signed contract between BESTSDI project and subcontractor Novogit, the subcontracting consultant has delivered his first Evaluation report in April 2018. The document has been presented on joint IMPULS-BESTSDI workshop in Banja Luka 23-25/04/2018, discussed and adoption on PMB meeting which will be held in Banja Luka. Further, external evaluation provided by PAC has been delivered at the 2<sup>nd</sup> PAC meeting held at the Q8 workshop in Tirana 10-12/09/2018. Findings of PAC were thoroughly discussed, and actions have been undertaken (see Chapter 4.3).

The second internal evaluation report (D3.2.2) is under preparation and will be submitted at the Q9 workshop in Pristina on November 2018.

The second external evaluation procedure, conducted by Novogit is ongoing and the initial results of this evaluation is expected to be presented at the Q9 workshop in Pristina on November 2018.

Quality assurance & evaluation quantification & internal risk evaluation:

Action	Expected no.	Executed no.	Rate of execution	Risk evaluation
Project success indicator reports	5	5	100%	No threat
Internal evaluation report	2	1	50%	No threat
External evaluation report Novogit	1	1	100%	No threat
External evaluation report PAC	1	1	100%	No threat

## 5. Financial status

In reporting period funds have been successfully spent in accordance to executed activities per partners and purchases executed. On October 14<sup>th</sup>, 2018, BESTSDI project has registered expenditure of 519.374,43 Euro (53,10% of total grant amount).

In the June 2018 spending of grant received with the first pre-financing payment has reached amount of 489.083,15 Euro, what is equivalent to 76,78% of received funding. Therefore, second pre-financing payment has been requested with the submission of Mid-term Report. On August 20<sup>th</sup> second pre-

financing amount of 391.266,66 Euro has been received at the UNIZG. Distribution of received second pre-payment occurred in three occasions in respect to submissions of all requested reporting and financial documents by partners:

- 1<sup>st</sup> transfer (29/08/2018) UNIZG, KUL, UKIM, UNIST, UNITZ, UNS,
- 2<sup>nd</sup> transfer (27/09/2018) HBO, PUT, AUT, UNIBL, UNSA, UBT, UNIPZ,
- 3<sup>rd</sup> transfer (requested not yet finalized) UCG, UNIMO and UNIBG.

We expect that 3<sup>rd</sup> transfer will be finalized during November.

Financial management quantification & internal risk evaluation:

Action	Expected no.	Executed no.	Rate of execution	Risk evaluation
Transfer of funding	32	30	93,8%	No threat
Registered expenditure	978.166,66	519.374,42	53,10%	No threat
PPAP for Y2 delivered	16	16	100,0%	No threat
Quarterly reporting for Q7 and Q8 (delivery of JD, TS, TC, FS)	16	6	37,5%	No threat

## 6. Deliverables

In accordance to project Workplan following deliverables have been delivered and approved:

- D5.4-3 Project Status Report 3 for period M13-M18
- D3.2.1 – 1<sup>st</sup> (internal) Evaluation report
- 1<sup>st</sup> (external – Novogit) Evaluation report
- D1.5 – Project curriculum adaptation report
- D3.3.4 – 4<sup>th</sup> Project success indicators report for period M16-M18
- D3.3.5 – 5<sup>th</sup> Project success indicators report for period M19-M21
- 1<sup>st</sup> (external – PAC) Evaluation Report

In accordance to project Workplan following deliverables have been delivered but not yet approved (will be on agenda of 5<sup>th</sup> PMB meeting in Pristina):

- D2.2 Development of LLL Courses Task Report
- D2.4 Training of Teachers Task Report
- D4.1a Communication Status Report M18

Following deliverables were foreseen to be, but have not been delivered yet:

- D2.1 Development of Curriculum Task Report
- D2.3 Procurement of Equipment Task Report
- D2.5 Localisation of Curriculum Report
- D2.6 Implementation of Curriculum Report

It is expected that above mentioned reports will be delivered at the Q9 workshop in Pristina.

Deliverables quantification & internal risk evaluation (except QA):

Action	Expected no.	Executed no.	Rate of execution	Risk evaluation
Deliverables M18 (final draft)	20	20	100,0%	No threat
Deliverables M18 (adopted)	18	18	100,0%	No threat
Deliverables M18 (published)	6	5	83,3%	No threat
Deliverables M19-M24 including delayed from Y1 (final draft)	14	10	71,4%	No threat
Deliverables M19-M24 including delayed from Y1 (adopted)	14	7	50%	No threat
Deliverables M19-M24 including delayed from Y1 (published)	7	5	71,4%	No threat
Deliverables total (final draft)	32	28	87,5%	No threat
Deliverables total (adopted)	32	25	78,1%	No threat
Deliverables total (published)	13	10	76,7%	No threat

In Zagreb, November 5<sup>th</sup>, 2018.

Project Coordinator:



Prof. dr. sc. Željko Bačić