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**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: D5.4-5**

### Version 1.0

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

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#### **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: 15.10.2018 – 01.04.2019. 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	Date	Author(s)	Status	Description
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V0.2	02-04-2018	Željko Bačić, Vesna Poslončec Petrić, Danijel Šugar,	Draft	Full document

## Table of Contents

1. Introduction .....	4
Document scope .....	5
2. Legal status .....	5
3. Organization and management status .....	5
3.1. Organization .....	5
3.2. Management .....	5
4. Project execution .....	6
4.1. Events .....	6
4.2. Project Bodies .....	7
4.3. Work Packages & Task Groups work .....	7
4.4. Quality Assurance .....	10
5. Financial status .....	11
6. Deliverables .....	12

## 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 **14<sup>th</sup> October 2018 till 01<sup>st</sup> April 2019**.

## 2. Legal status

Regarding legal status of the Project, two changes of the rector at partner university have been reported by partners (UNS and UNIPZ).

Legal status quantification & internal risk evaluation:

Action	Expected no.	Executed no.	Rate of execution	Risk evaluation
None				

## 3. Organization and management status

### 3.1. Organization

There were no organizational aspects changes in the Project office and project teams.

### 3.2. Management

In the fifth half-year period project management (managerial and financial aspects) was focused on ensuring regular reporting and partner documents submission related to team members employment

contracts and tender (procurement) documentation. Related to financial reporting inconsistencies in submitted documents (considering formal requirements) have been identified and action has been undertaken by Project office to solve this issue.

Further, Project office has continued activities for engagement of audit company. Facing the financial issue (offers have been above foreseen budget), new audit companies have been contacted in an effort to identify those able to execute the task in given financial frame. Procurement procedure and contract signing for internal audit are foreseen for April 2019.

Finally, activities regarding procurement and installation of equipment aiming to ensure smooth execution of implemented courses and organisation of held courses reporting and evaluation were also in focus of Project office.

For successful project management, web-page (<http://www.beststdi.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 and none issue of BESTSDI-Newsletter have been published.

Information dissemination quantification & internal risk evaluation:

Action	Expected no.	Executed no.	Rate of execution	Risk evaluation
BESTSDI Info	25	20	80%	No threat
BESTSDI-Newsletter	9	3	33,3%	Threat*

\* Low number of published BESTSDI Newsletter is jeopardizing project visibility outside project consortia and therefore action has been undertaken to ensure release of delayed issues (4-5 and 6) during the April 2019, and consequently till the end of the project.

## 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, since Banja Luka workshop has been shifted in second half of the April, three project workshops have been organized:

- Q9: Workshop held at University for Business and Technology Pristina, Kosovo, on November 26<sup>th</sup> – 28<sup>th</sup>, 2018, with 28 participants present in Pristina and 2 participating via conference call.

Events quantification & internal risk evaluation:

Action	No. of participants attending event		Rate of attendance	Risk evaluation
	Foreseen	Present		
Q9-Workshop Pristina	44	28	64%	No threat

## 4.2. Project Bodies

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

- 5<sup>th</sup> Project Management Board meeting during Q10 Workshop held at University for Business and Technology in Pristina, Kosovo, on November 26<sup>th</sup>, 2018,
- 6<sup>th</sup> Project Management Board meeting held via conference call on March 26<sup>th</sup>, 2019.

Meetings quantification & internal risk evaluation:

Action	Meeting / Participants		Rate of attendance	Risk evaluation
	Foreseen	Held		
	Foreseen	Attended		
5 <sup>th</sup> PMB meeting	1	1	100%	No threat
	16	11	62,5%	No threat
6 <sup>th</sup> PMB meeting	1	1	100%	No threat
	16	11	62,5%	No threat

## 4.3. Work Packages & Task Groups work

During reporting period work of WP2A – Development of Curriculum has been finalized and closed with exception of Task 2.3 Procurement of equipment. All open work packages, WP2B Implementation

of Curriculum, WP3 – Quality, WP4 – Dissemination and Exploitation and WP5 Management have been active with focus on:

- **WP2B Implementation of Curriculum:** execution of implemented courses on universities (Task 2.7) ensuring that SDI labs are in place and used for teaching as well as that students evaluate courses for the purpose of curricula evaluation (Task 2.8) and revision (Task 2.9).
- **WP3 Quality:** preparation and submission of evaluation (internal and external) and success indicator reports M24 and M27. In accordance to report findings actions have been prepared to be adopted at the workshop in Novi Sad and executed till workshop in Podgorica (regarding project curriculum)
- **WP4 Dissemination and Exploitation:** Activities till February 2019 have been focused on preparation and submission of new project proposals in accordance with needs expressed by partners. This work has been partly successful, since we managed to submit one application (GEOBIZ), while second (MOGISMA) not.  
In parallel, final draft of project consortia Memorandum of Understanding has been prepared and disseminated to partners for final approval and release in adoption process.  
Further number of dissemination activities have been conducted and reported in Communication activities report M24 and Dissemination & Exploitation report which will be presented in Novi Sad.  
Finally, LLL courses have been conducted by several partners, while others are preparing its execution,
- **WP5 Management:** Beside explicit project management activities (Task 5.2) described in chapter 3.2 in previous half year focus was on finalization and translation in English language of National annual SDI reports for Y2 and their dissemination among the stakeholders in partner countries.

During reporting period three tasks (2.4, 2.5 and 2.6) have finished its work and on Project Management Board meeting held in Pristina on November 26<sup>th</sup> have been closed.

All task groups which have finished their work (**bold marked** are task groups which have finished their work during the reporting period) are:

- TG1.1 – Current curriculum status
- TG1.2 – Current learning materials
- TG1.3 – Requirement analysis
- TG1.4 – Specification of project curriculum
- TG1.5 – Curriculum adaptation specification
- TG2.1 – Development of project curriculum
- TG2.2 – Life-long learning (LLL) courses
- **TG2.4 – Training of teachers**
- **TG2.5 – Localisation of curriculum**
- **TG2.6 – Implementation of local curriculum**
- TG3.1 – Quality plan
- TG4.1 – Communication plan development
- TG5.1 – Project management structure establishment



Already active Task groups which continued their work were:

- TG2.3 – Equipment purchase and installation
- TG2.7 – Running the courses to students
- TG2.8 – Evaluation of implementation
- TG2.9 – Revision of project curriculum
- TG3.2 – Evaluation of progress and results
- TG3.3 – Quality Assurance Plan
- TG4.2 – LLL courses execution
- TG4.3 – Dissemination material production
- TG4.4 – Development plan for dissemination and exploitation of results
- TG4.5 - Exploitation
- TG5.2 – Project coordination, administration and monitoring and
- TG5.3 – National stakeholder coordination.

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 established at workshop in Tirana (September 2018). 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. Cromptvoets, 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

Ad-hoc task sub-groups have actively worked on their tasks, collecting necessary data and conducting surveys. First report on their work is expected at the workshop in Novi Sad (April 2019).

Further, ad-hoc task group (ž. Bačić and J. Cromptvoets) prepared survey on business-academia cooperation. This survey is will be release in week April 01<sup>st</sup> – 05<sup>th</sup> 2019 and conducted region wide and Europe wide in cooperation with EuroSDR association.

WP & TG work quantification & internal risk evaluation:

Action	Expected no.	Executed no.	Rate of execution	Risk evaluation
TG formally established (total)	25	25	100%	No threat

TG performed, and task finished in foreseen or acceptable time (in reporting period)	14	13	92,9%	No threat
TG performed, and task finished with delay	-	-	-	-
TG did not fulfil task	-	-	-	-
Ad-hoc task sub-groups established	0	6	-	-
Ad hoc task sub-groups delivered results and finished their work in foreseen time	0	0	-	No threat

In reporting period all 15 partners (faculties) have fully finished the procurement of equipment! Further 14 out of 15 partners (faculties) have finished installation of equipment and used it in the testing teaching process. One partner (UNIBG) did not finalize refurbishment of the premises for the procured equipment but is using this equipment in the teaching process in Summer semester as planned. Further last piece of educational equipment (non-ICT) for UNIBG is delayed in delivery and is expected to be delivered in April 2019 and used in teaching in Summer semester.

The Task 2.3 report is prepared and submitted and should be adopted at the PMB meeting in Novi Sad.

Procurement quantification & internal risk evaluation:

Action	Expected no.	Executed no.	Rate of execution	Risk evaluation
ICT equipment purchased for partner faculty	15	15	100%	No threat
ICT equipment installed at partner faculty	15	14	93,3%	No threat
Remaining education equipment purchased for partner faculty	15	14	93,3%	No threat

#### 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:

- D3.2-2 – Evaluation report 2 (internal) (Year 2)
- External evaluation report 2 (Novogit) (Year 2)
- D3.3.6 – Project success indicators report 5 (Month 24)
- D3.3.7 – Project success indicators report 6 (Month 27)

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!

The second internal Evaluation report (D3.2.2) has been delivered and preliminary discussed at PMB meeting on March 21<sup>st</sup>. further discussion is ongoing, and report should be adopted at PMB meeting in Novi Sad on April 9<sup>th</sup>.

The second external Evaluation report conducted by Novogit has been delivered and preliminary discussed at PMB meeting held on March 21<sup>st</sup>. report will be presented at workshop in Novi Sad and adopted at PMB meeting in Novi Sad on April 9<sup>th</sup> with list of actions which should be undertaken in accordance to comment given in this report.

Quality assurance & evaluation quantification & internal risk evaluation:

Action	Expected no.	Executed no.	Rate of execution	Risk evaluation
Project success indicator reports	7	7	100%	No threat
Internal evaluation report	2	2	100%	No threat
External evaluation report Novogit	2	2	100%	No threat
External evaluation report PAC*	2	1	50%	No threat*

\* External evaluation report which will provide PAC is under preparation and is expected to be delivered in April 2019.

## 5. Financial status

In reporting period funds have been successfully spent in accordance to executed activities per partners and purchases executed. On April 1<sup>st</sup>, 2019, BESTSDI project has registered expenditure of **574.061,71 Euro (58,69% of total grant amount)**.

Financial management quantification & internal risk evaluation:



Action	Expected no.	Executed no.	Rate of execution	Risk evaluation
Transfer of funding	32	32	100%	No threat
Registered expenditure*	978.166,66	574.061,71	58,69%	No threat
PPAP for Y3 delivered	16	11	68,8%	No threat
Quarterly reporting for Q8 and Q9 (delivery of JD, TS, TC, FS)	16	11	68,8%	No threat

\* Partners have submitted to Project office cost claims (staff declarations, travel and stay costs declarations and procurement invoices) in value listed above. But some of submitted cost are not fully eligible (some signatures are missing, and complete travel/stay and tender documentations have not yet been delivered). Therefore, Project office has launched activities to collect necessary documentations and partners provide eligible form. Deadline for this activity is April 2019.

## 6. Deliverables

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

- D2.2 Development of LLL Courses Task Report
- D2.4 Training of Teachers Task Report
- D2.5/2.6 – Localisation/Implementation report
- D3.2-2 2<sup>nd</sup> Evaluation report (internal) for Year 2
- 2<sup>nd</sup> External evaluation report (Novogit)
- D3.3.6 – 5<sup>th</sup> Project success indicators report for period M12-M24
- D3.3.7 – 6<sup>th</sup> Project success indicators report for period M25-M27
- D4.1/4.5 – Communication report M18
- D5.4-4 Project Status Report 4 for period M19-M27

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

- D2.3 Procurement of Equipment Task Report

It is expected that above mentioned reports will be delivered at the Q10 workshop in Novi Sad.

Deliverables quantification & internal risk evaluation (except QA):



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Action	Expected no.	Executed no.	Rate of execution	Risk evaluation
Deliverables M24 (final draft)	20	20	100,0%	No threat
Deliverables M24 (adopted)	18	18	100,0%	No threat
Deliverables M24 (published)	6	5	83,3%	No threat
Deliverables M25-M27 including delayed ones (final draft)	12	10	83,3%	No threat
Deliverables M25-M27 including delayed ones (adopted)	12	7	58,3%	No threat*
Deliverables M25-M27 including delayed ones (published)	7	4	57,1%	No threat
Deliverables total (final draft)	32	30	87,5%	No threat
Deliverables total (adopted)	32	25	78,1%	No threat
Deliverables total (published)	13	9	69,2%	No threat

\* 4 out of 5 remaining reports are prepared and foreseen for adoption at the PMB workshop in Novi Sad on April 9<sup>th</sup>.

In Zagreb, April 2<sup>nd</sup>, 2019.

Project Coordinator:

Prof. dr. sc. Željko Bačić