



# DEMUSIS Meeting Minutes Report

Subject of the Meeting:	Kick off meeting
Date:	21-22.02.2019
Minutes Prepared by:	Dužanka Jelenković Vidović
Time and Location:	Rektorat Univerziteta umetnosti, Kosančićev venac 29, Beograd

## 1. Attendance at Meeting

Name	Institution	Signature
Touline Gut	AEC	
Gredce Antanovicice	LMTA	
Milena Šušljović	NBY	
Ljiljana	FILUM	
OLIVERA MIRONIĆ	VNIKE	
Vladimir Blagojević	FILUM	
IRA PRODANOV	AKADEMIJA UMETNOSTI	
IVAN FRANCUSKI	EIPix ENTERTAINMENT	
BOJANA BORKOVIĆ	AKADEMIJA UMETNOSTI	
MILENA STANISIC	FMU	
Helena Bugocobac	CPMY	
Marko Puhlić	PTC	
Martina	KC	
MARJETA SUKUP	FILUM	
DRAGANA MITROVIĆ	Ministry of Culture	
STEFAN GIEJ	AEC	
ZORAN KORNARINA	FILUM	
OLGA HEKTOPOVICA	CPMY	
Aleksandra Paladić	Radio Beograd	
Stanišlav Vekarić	JMU ARTS	
Melje Fleš	FMU	
Nyrike van Ketel	KC	
Blaženka Čurjatić	CPMY	
Dužanka Jelenković Vidović	Faculty of Music	
BRANKA RADOVIĆ	Faculty of Music	
UBAN BRUKLIAC	CPMY	



**DEMUSIS**

Enhancing the digital competencies and entrepreneurship skills of academic musicians in Serbia for culturally more engaged society



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

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## 2. Meeting Purpose

Kick off meeting.  
Project, partners and work packages overview.  
Bilateral meetings with partners.

## 3. Meeting Agenda



## Thursday, February 21<sup>st</sup> 2019

10:00-11:30 Bilateral meetings with partners (University of Arts, Kosančićev venac 29)

P9 Association Européenne des Conservatoires – AEC

P4 Royal Conservatoire, University of the Arts The Hague – RC

11:00-12:00 Registration

12:00-12:30 Opening ceremony – welcoming remarks

Speakers:

*Prof. Mileta Prodanović, Doctor of Arts, Rector of the University of Arts in Belgrade*

*Dr. Gabrijela Grujić, Assistant Minister for Dual and Entrepreneurial Education, Ministry of Education, Science and Technological Development of the Republic of Serbia*

*Dragana Mitrović, Advisor to the Minister of Culture and Information, Ministry of Culture and Information of the Republic of Serbia*

12:30-13:00 Short project overview

*Prof. Dr. Ivana Perković, project contact person*

Students' voice:

*Nevena Vidosavljević, MA student, Faculty of Music, University of Arts in Belgrade*

*Vukašin Gagoš, BA student, Faculty of Music, University of Arts in Belgrade*

13:00-13:30 Coffee break

13:30-14:15 Presentation of project partners (session 1)

**P1 Faculty of Music, University of Arts in Belgrade (Serbia)**

*Prof. Aneta Ilić, MMus, Faculty of Music, University of Arts in Belgrade*

**P2 Academy of Arts, University of Novi Sad (Serbia)**

*Bojana Borković, International relations coordinator, Academy of Arts, University of Novi Sad*

**P3 Faculty of Philology and Arts, University of Kragujevac (Serbia)**

*Ass. Prof. Vladimir Blagojević, Mmus, Department of Music Art, Faculty of Philology and Arts, University of Kragujevac*

14.15- 15:30 Lunch buffet

15:30-16:30 Presentation of project partners (session 2)

**P4 Royal Conservatoire, University of the Arts The Hague (Netherlands)** *Nynke van Ketel, Royal Conservatoire, University of the Arts The Hague*

*Martin Prchal, Royal Conservatoire, University of the Arts The Hague*

**P5 New Bulgarian University, Sofia (Bulgaria)**

*Prof. Dr. Milena Shushulova, Department of Music, New Bulgarian University, Sofia*

*Prof. Dr. Natalia Afeyan, Department of Music, New Bulgarian University, Sofia*

**P6 Lithuanian Academy of Music and Theatre, Vilnius (Lithuania)**

*Giedre Antanavičiene, International Relations Office, Lithuanian Academy of Music and Theatre*

*Mantautas Krukauskas, Head of Music Innovation Studies Centre, Lithuanian Academy of Music and Theatre*

**P7 Public Broadcasting Company Radio-Television Serbia, Belgrade (Serbia)**

*Nikoleta Dojčinović, Music Editor, Public Broadcasting Company Radio-Television Serbia*

**P8 EIPIX d.o.o, Novi Sad (Serbia)**





*Ivan Francuski*, Education Manager, EIPiX d.o.o

**P9 Association Européenne des Conservatoires – AEC, Brussels (Belgium)**

*Paulina Gut*, Project, Communication & Events Coordinator, Association Européenne des Conservatoires

*Stefan Gies*, Chief Executive Officer, Association Européenne des Conservatoires

16:30-17:30 WP presentations and discussion (session 1)

**WP 1 Preparation and analysis**

*Prof. Dr. Ivana Perković*, Faculty of Music, University of Arts in Belgrade

**WP 2 Upgrading of methodology**

*Assoc. Prof. Milena Stanišić*, DMA, Faculty of Music, University of Arts in Belgrade

17:30-18:00 Coffee break

18:00-19:00 WP presentations and discussion (session 2)

**WP 3 Staff training and development of teaching resources**

*Prof. Dr. Ira Prodanov Krajišnik*, Academy of Arts, University of Novi Sad

20:00 Concert

**WP 4 Implementation of reformed and new study programs**

*Prof. Dr. Ivana Perković*, Faculty of Music, University of Arts in Belgrade

Faculty of Music, Concert hall (Kralja Milana 50)

The first introduction of LoLa (low latency) technology tool for live music performances in Serbia, with the real time streaming of the event

Ludwig van Beethoven: Sonata for Violin and Piano no. 5 in F major, Op. 24 "Frühlingssonate"

Performers

*Querimaj Kloudennas* – violin (student of the Conservatorio di musica "Giuseppe Tartini", Trieste /Italy/)

*Natalija Mladenović* – piano (collaborative pianist, Faculty of Music, Belgrade)

Serbian traditional music and dances – performed by students of the Ethnomusicology Department, Faculty of Music, University of Arts in Belgrade

21:00 Dinner

Hotel "Park", Njegoševa 2

## Friday, February 22nd 2019

9:00-11:00 WP presentations and discussion (session 3)

**WP 5 LLL courses development and implementation**

*Ass. Prof. Dr. Biljana Mandić*, Department of Music Art, Faculty of Philology and Arts, University of Kragujevac

**WP 6 Quality control and monitoring**

*Ass. Prof. Vladimir Blagojević*, MMus, Department of Music Art, Faculty of Philology and Arts, University of Kragujevac

**WP 7 Dissemination and exploitation**

*Prof. Olivera Gračanin*, MFA, Academy of Arts, University of Novi Sad

**Web site presentation**

*Assoc. Prof. Ljuba Brkić*, DMA, Department of Music Art, Faculty of Philology and Arts, University of Kragujevac

**WP 8 Management of the project (incl. budget, reporting and documentation)**

*Prof. Dr. Ivana Perković*, Faculty of Music, University of Arts in Belgrade

11:00-11:30 Coffee break

11:30-13:00 Special address: online presentation and discussion

*Giulia Moro*, Project Adviser, European Commission, EACEA – Erasmus+: Higher Education – International Capacity Building

13:00-14:00 Lunch buffet

14:00-14:30 Project timeline – presentation and discussion

*Dužanka Jelenković Vidović*, International relations coordinator, Faculty of Music, University of Arts in Belgrade

14:30-15:00 Setting up Project Management Board, Quality Assurance Group

Chair: *Prof. Dr. Ivana Perković*

15:00-16:00 Closing session

17:00-19:00 Bilateral meetings with partners (Faculty of Music, Kralja Milana 50)

P5 New Bulgarian University – NBU

P6 Lithuanian Academy of Music and Theatre – LMTA

20:00 Dinner (Restaurant “Manjež”, Svetozara Markovića 49)

#### 4. Meeting Notes, Decisions, Issues

The meeting was officially opened by the Rector of the University of Arts, Prof. Mileta Prodanović, DA, Dr. Gabrijele Grujić, Assistant Minister for Dual and Entrepreneurial Education, Ministry of Education, Science and Technological Development of the Republic of Serbia and Ms. Dragana Mitrović, Advisor to the Minister of Culture and Information, Ministry of Culture and Information of the Republic of Serbia.

On the first working session, the project coordinator, Prof. Dr. Ivana Perković offered a short project overview. She pointed out that the main activities of the project are curricula development, by the introduction of the new master program Music in Digital Environment at the Faculty of Music, and modernization of the first and second cycle studies through courses for education in digital, technical and entrepreneurial skills at all Serbian HEIs. DEMUSIS will also be suitable for the development and implementation of distance learning and LLL courses at all Serbian partner-institutions in higher music education. Additionally, development of social and cultural awareness among its students will be one of target tasks of the project.

Students' voice was heard at the opening, through short presentations of two BA and MA students of the Faculty of Music in Belgrade. After that, all of the consortium partners presented their institutions, their role in the project and their experiences regarding digital



competencies, entrepreneurship and musical education in the context of the cultural capital.

Presentations of project partners followed. Faculty of Music, University of Arts in Belgrade (Serbia) was presented by Prof. Aneta Ilić, MMus; Academy of Arts, University of Novi Sad (Serbia) was presented by Bojana Borković, International relations coordinator; Faculty of Philology and Arts, University of Kragujevac (Serbia) was presented by Ass. Prof. Vladimir Blagojević, Mmus; Royal Conservatoire, University of the Arts The Hague (Netherlands) was presented by Martin Prchal; The New Bulgarian University, Sofia (Bulgaria) was presented by Prof. Dr. Milena Shushulova; The Lithuanian Academy of Music and Theatre, Vilnius – by Giedre Antanavičiene, International Relations Officer and Mantautas Krukauskas, Head of Music Innovation Studies Centre; The Public Broadcasting Company Radio-Television Serbia, Belgrade (Serbia) was presented by Nikoleta Dojčinović, Music Editor; EIPIX d.o.o, Novi Sad (Serbia) – by Ivan Francuski, Education Manager, and Association Européenne des Conservatoires – AEC, Brussels (Belgium), by Paulina Gut, Project, Communication & Events Coordinator and Stefan Gies, Chief Executive Officer.

Detailed presentation of all project work packages followed, and it was continued on the second day of the kick off meeting. Prof. Dr. Ivana Perković presented WP 1, “Preparation and Analysis”; Assoc. Prof. Milena Stanišić, DMA – WP 2 “Upgrading of methodology”. The WP 3 “Staff training and development of teaching resources” was presented by Prof. Dr. Ira Prodanov Krajišnik, and WP 4 “Implementation of reformed and new study programs” – by Prof. Dr. Ivana Perković. Ass. Prof. Dr. Biljana Mandić was discussing WP 5 “LLL courses development and implementation”, and WP 6 “Quality control and monitoring” was presented by Ass. Prof. Vladimir Blagojević, MMus. Two final work packages were presented by Prof. Olivera Gračanin, MFA (WP 7 “Dissemination and exploitation”) and Prof. Dr. Ivana Perković (WP 8 “Management of the project” /incl. budget, reporting and documentation/).

During the WP presentations the following was stressed, discussed and/or agreed upon:

WP1. Deadline for Internal assessment of study program reports for P2 and P3 is 15.6.2019. P2 & P3 should share MusiQuE standards for internal review.

Study visits: The project proposal sets the dates by mid-May 2019. More exact suggestions of the study visit dates will come after bilateral meetings with EU partners. Meeting for definition of learning outcomes and competencies (WP1.3) will be in Novi Sad (P2).

Implementation of modernized courses: each partner should give their own timeline for introducing these courses.

P4-P6 could send their study programs overview and description of courses related to the project’s focus.

A joint module, realized in different institutions with teachers traveling between these institutions, was suggested by Martin Prchal as a mean to resolve possible scheduling conflicts for visiting teachers. Moreover, if done within Erasmus+ KA1 Teacher Mobility program, it would ensure sustainability of the joint module. However, this would need an approval by Giulia Moro.

WP2. The list of equipment submitted with the project proposal has to be readjusted bearing in mind current needs and market offers. Mantautas Krukauskas kindly offered to send the list of equipment from P6 proven as the most adequate prior to the study visit in order to bring a bit up to speed process of equipment selection.



WP3. The number of trainees should be increased compared to the number set in the project application.

WP5. Along with P5, P6 also has a well developed distance learning programs offering a great number of courses and experience from 2006 to today.

WP6. Quality Assurance Group (QAG) established. The members are: Vladimir Blagojević (P3) – group coordinator/leader, Tijana Popović Mladenović (P1), Aleksandar Mrđan (student from P2), Paulina Gut (P9) and Martin Prchal (P4). The QAG discussed/agreed upon the following:

- Internal control includes: evaluation of the collaboration between PMB and coordinator, evaluation of the project activities, outcomes and results.

- Surveys and questionnaires regarding evaluation of project coordinator and management are to be distributed among partners by contact person. Project management evaluation questionnaires aiming at receiving feedback from partner will be conducted every 6 months (a list of questions to be developed), with another type of questionnaire (regarding, for example, [adequate] level of information between partners and persons involved in project).

- Questionnaires are to be prepared prior to each activity and for each outcome stated in the project LFM (whether they are delivered on time according to the project timeline, dissemination and sustainability, overall evaluation). Vladimir Blagojević will prepare and share some examples of questionnaires from the University of Kragujevac, as it has a rich experience in quality control in similar international projects, which could aid the QAG in developing questionnaire templates for the project.

- 3 reports must be produced by the end of each year of the project

- Deadline for Internal QA plan according to the project proposal: June 2019.

- Quality Assurance Plan along with Dissemination Plan has to be part of the mid-term project progress report.

- Feedback questionnaire will be developed online and will be filled in using Google online database. Decisions on the type of questionnaires according to the project's needs and activities/outcomes, target groups and how they will vary depending on a target group (students, study visits)

- The QA process will be as following: project activity – feedback questionnaire – regular QAG meetings

- Every month the project timeline should be consulted in planning for which project activities a questionnaire is to be provided.

- First tasks:

- 1) Feedback Questionnaire to evaluate kick-off meeting in Belgrade

- 2) Overview of activities according to the project timeline

- 3) Doodle form will be sent out by Vladimir in advance to plan April Skype meeting.

WP7. As it was established during meeting in AEC in Brussels in January 2019, promotional videos will be done by P2 who is the leaders of this WP, instead of P9. Chosen lectures could also be recorded and posted online as means of promotional activity. Bojana Borković from P2 will communicate with partners on dissemination activities and gather information for further activities, such as partners' logos, links and promotional materials, etc. P2 team members should also communicate with Ljuba Brkić from P3 regarding posts and information on the project website. All partners should put on their websites, social media pages, etc. project's logo, link to the project website (once it is launched) and bear in mind





to disseminate project activities and results when possible.

WP8. Project Management Board (PMB) meetings are to be scheduled for early December (the first week if possible) of each project year (not November as set in project application). The first will be first in week of December 2019 in Novi Sad. PMB established with members: Ivana Perković (project coordinator), Olivera Gračanin (P2), Biljana Mandić (P3), Martin Prchal, with Nynke van Ketel as stand-in (P4), Milena Shushulova (P5), Giedre Antanavičiene (P6), Nikoleta Dojčinović (P7), Mirko Topalski, with Ivan Francuski as stand-in (P8) and Paulina Gut (P9).

As the project coordinator was advised during CBHE projects grant holders' meeting, conflict resolution that couldn't be solved by PMB, should be resolved by independent advisor appointed by AEC.

During the second day, an online meeting was held with the Project Adviser from the EACEA, Ms. Giulia Moro, and all the meeting participants used the opportunity to discuss a number of questions with her, coming to the following conclusions:

- Communication strategy/plan should include methodology of internal communication among partners, at each university level, direct and/or indirect stakeholders. In-person meetings should be given top priority over other means of communication.
- Internal dissemination is not to be underestimated as well, including dissemination within institutions, and dissemination of project activity reports internally.
- Quality Control strategy should be included in intermediate report by submission of Quality Assurance Plan (QAP). It should (include mechanism to) ensure outputs/products, processes, activities used in reaching objectives and internal processes. Internal quality assurance can be established by, for example, openly evaluation in a meeting.
- Make sure to avoid conflict of interest in subcontracting.
- Ms. Moro has to give authorization of person(s) in charge of external evaluation – this is formal procedure.
- Partnership Agreements (PA) should include an article on how to make amendments to PA.
- Field monitoring visits arranged to supervise project implementation, previously in charge of National Tempus Offices (NEO), will be conducted exclusively by EACEA (probably by Ms. Moro, or other EACEA representative). It will be organized at the end of first project year, before the intermediate report. NEO's help is to be asked just in issues regarding VAT exemption regarding equipment or subcontracting costs, and accreditation.
- VAT payment for AEC subcontracting: Each institution has to check with competent authority whether and how it can be exempted of VAT and get Declaration of it.
- Joint module can be organized as an additional activity but EACEA must give authorization. However, strong recommendation was given not to mix funds of CBHE and KA1 projects as, but not only because, reporting would be problematic.

Bilateral meeting with P9 – AEC (Paulina Gut). MusiQuE external review should show weak points and point out how to improve them. Only P1 will be subjected to the MusiQuE review which will be an opportunity to position P1 better within the EU HEI network, and for that



the institutional review would be the best at the moment. The project proposal doesn't specify the type of review. P1 (FMU-UA) has 3 study programs to be included in the review: composition, performance, and research at 3 levels (BA, MA, PhD), 9 in total.

The main objectives: to see which courses would be the best to introduce and to see whether it would be possible to make the newly proposed master program (Music in digital environment) available for all students of all study programs. Target groups would be all music students as the courses from the new MA program could be offered to other (MA) students as electives.

MusiQuE offers two types of review: 1. Institutional – broad overview and overview of the study programs, 2. Program review – thorough review of each program. Following the suggestion of Martin Prchal, the first option – institutional review was chosen as the one better answering the project's needs.

The review team would have to be asked what to look into specifically in the study programs, what should be developed in new MA program.

Institutional review costs cca 17000 euro excluding travel costs.

VAT exclusion for subcontracting would be a question for Giulia Moro during her online presentation and discussion at the kick off (22.2).

MusiQuE will be informed about the project.

Reviewer(s) should be someone experienced in working in the Balkans and with mindset for entrepreneurship.

Costs of stay for the reviewers will be covered by FMU.

This would be the first MusiQuE review conducted in the countries of former Yugoslavia.

The review team should come to Belgrade in October/November 2019, and they will submit the report in spring 2020.

Self-evaluation should be conducted prior to the review, based on the MusiQuE Standards for institutional review, but the main focus will be put on what is to be developed.

Bilateral meeting with P4 – RC (Martin Prchal). WP1 – study visit to RC from Serbian HEI (4 professors, according to the project proposal: 2 from P1, 1 from P2, 1 from P3). RC developed entrepreneurial courses at MA level 2 years ago. It also organizes boot camps for BA students in which they get the basics which they develop afterwards through coaching in the framework of their basic study program. The MA thesis is thus realized through threefold activity: at the artistic level, research and by organization of student's own activity.

Martin Prchal's suggestion is that the coming boot camp in September 2019 would be valuable for representatives of P1-P3 even only to observe.

Study visit for overview of entrepreneurial curricula (WP1.2) – early May 2019.

PMB meetings early December, as November would be most inconvenient. This should apply to all three PMB meetings.

The use of LoLa equipment: RC mostly uses it for master classes and distance learning, not so much for distance music performance. Google classroom is very much used for distance learning as well.

When thinking about introducing the short cycle studies, RC has to offer experience with non-degree programs, designed as post-master studies, in which students have the opportunity to construct their own curricula in accordance of their needs for further development of their artistic and professional skills (tuition fee for this kind of program is app. 5000 Euro).

Giulia Moro advised project coordinator at the meeting in Brussels in January to engage an



independent person for conflict resolution exceeding the competencies of PMB. This should not be the external evaluator due to the conflict of interest. Martin Prchal suggested that Marianne Jakobson from Denmark should be engaged through AEC as she with relevant experience.

Bilateral meeting with NBU (P5) representative, Milena Shushulova. Agreement on details of specific activities and obligations of P5 in the project.

WP1 – Study visit to NBU, spring 2019: 1 visit, about 7 people, 4 days (3 nights) stay. The best time for NBU would be either March 18-24<sup>th</sup>, or 25-31<sup>st</sup>. Objectives: to gain insight into the NBU study programs and curricula related to the digital and entrepreneurial skills in music and arts in general, to establish personal contacts with teachers, share good teaching practices, see the equipment, maybe be present in some class(es). According to Shushulova, possible interesting courses to overview could be Music management (BA level, especially 3<sup>rd</sup> and 4<sup>th</sup> year of study), Computer music, and Sound engineering.

The use of Moodle platform at NBU (<https://e-edu.nbu.bg/>), both for teachers and students, was presented at the meeting, covering wide range of services (online courses, keeping track of students' work, teaching materials, students' exams, etc).

WP3.1. – Study visits for teachers' training: 12 teachers in total (P1:6, P2:3, P3:3) from Serbia going to NBU. The best period for NBU would be end of October / beginning of November. The training would also cover training for Moodle. In 2020 and 2021 4-8 teachers from NBU (to P1: 4, to P2: 2, to P3: 2 – this is only a proposal) will come for 5-day visits to P1-P3 to work with students of modernized and new courses through training/lectures/master classes.

For dissemination purposes, DEMUSIS logo and link to the project website (once it is launched) will be emailed to all partners to be put on their institutions' websites and similar.

Bilateral meeting with LMTA (P6) representatives – Giedre Antanavičiene and Mantautas Krukauskas. Agreement on details of specific activities and obligations of P6 in the project.

WP1 – Study visit to LMTA, spring 2019: ideally 1<sup>st</sup> week of April. Objectives are the same as for the other study visits, to P4 and P5. Stress would be on visits to tone studios, digital laboratories, etc, aiming at obtaining as detailed insight in the equipment as possible. Overview of digital and (music) entrepreneurial oriented courses (Management in Arts).

At the end of the first day of the kickoff meeting, a concert was organized at the Faculty of Music concert hall in which the demonstration of the LOLA equipment was represented via cooperation of the Faculty of Music in Belgrade, and Music Conservatoire in Trieste. At this event, Beethoven *Spring Sonata* has been performed: Natalija Mladenović, piano player, played in the hall in Belgrade, and the violin player, student Querimaj Kloudennas, was performing in Trieste at the same time. This LOLA equipment will be used during the project. Serbian traditional music and dances were performed by students of the Ethnomusicology Department of the Faculty of Music University of Arts in Belgrade. The event was live streamed through Conservatorio "Giuseppe Tartini" Youtube channel and is available online at: <https://www.youtube.com/watch?v=-o7QhmyAFPI>.



## 5. Actions

Action	Assigned to	Due Date
Internal assessment of study program reports	P2, P3	15.06.2019.
Readjustment of the list of equipment	P1-P3	April 2019
Internal QA plan developed	QAG	June 2019
Development of questionnaires templates	QAG	
Skype meeting of QAG	QAG	April 2019
PMB meeting	PMB	Early/ First week of December 2019
Study visit to P4 within WP1	P1-P3	Early May 2019
Study visit to P5 within WP1	P1-P3	March 2019 (18 <sup>th</sup> –24 <sup>th</sup> or 25 <sup>th</sup> –31 <sup>st</sup> )
Study visit to P6 within WP1	P1-P3	First week of April 2019
Staff training visit to P4 within WP3 (bootcamp)		September 2019
Teaching staff training visit to P5 within WP3	P1-P3	End of October / Beginning of November 2019
Teaching staff training visit to P6 within WP3	P1-P3	First half of October 2019

## 6. Attachments (documents/handouts to bring, reading material, etc.)

Description	Prepared by





## 7. Next Scheduled Meeting

Date:	First week of December 2019
Time:	TBA
Location:	Novi Sad