



# DEMUSIS Meeting Minutes Report

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| Subject of the Meeting: | Project Management Board online meeting: Consortium info Dec2019-July2020 and preparation of Technical Implementation Report |
| Date:                   | 10/07/2020   |
| Minutes Prepared by:    | Dusanka Jelenkovic Vidovic (P1)  |
| Time and Location:      | 10 am, online meeting (Zoom)   |

## 1. Attendance at Meeting

| Name                       | Institution  | Signature |
|----------------------------|--|-----------|
| Ivana Perković             | Faculty of Music, University of Arts in Belgrade (P1)        |           |
| Milena Stanišić            | Faculty of Music, University of Arts in Belgrade (P1)        |           |
| Dušanka Jelenković Vidović | Faculty of Music, University of Arts in Belgrade (P1)        |           |
| Olivera Gračanin           | Academy of Arts, University of Novi Sad (P2)                 |           |
| Bojana Borković            | Academy of Arts, University of Novi Sad (P2)                 |           |
| Biljana Mandić             | Faculty of Philology and Arts, University of Kragujevac (P3) |           |
| Martin Prchal              | Royal Conservatoire The Hague (P4)                           |           |
| Milena Shushulova          | New Bulgarian University (P5)                                |           |
| Natalia Afeyan             | New Bulgarian University (P5)                                |           |
| Giedre Antanavičiene       | Lithuanian Academy of Music and Theatre (P6)                 |           |
| Nikoleta Dojčinović        | Radio Television of Serbia (P7)                              |           |



## 2. Meeting Purpose

Overview of project activities since last Project Management Board meeting in December 2019 with an emphasis on changes due to COVID19 health crisis, and plans for Technical Implementation Report (due September 1<sup>st</sup> 2020)

## 3. Meeting Agenda

1. Consortium info - Overview of project activities since PMB meeting in December 2019 (Ivana Perković)
2. Technical Implementation Report:
  - Overview of the e-form (Dušanka Jelenković Vidović)
  - Attachments of the Report: Financial statement form (Ivana Perković)  
Table of planned/achieved results (Dušanka Jelenković Vidović)  
Dissemination and Exploitation Plan (Ivana Perković)
  - Deadlines
3. Other issues

## 4. Meeting Notes, Decisions, Issues

1. P1: New elective courses on digital music notation and work with Cubase program introduced and mostly delivered online, due to COVID19 crisis. One new master study program on music production, Music Direction, is submitted for national accreditation, with another new master study program, Applied Music Research, is ready for submission, which will happen next week (from July 20<sup>th</sup>), upon receiving the last pieces of documentation for engagement of visiting teachers from NBU (P5).  
Equipment purchase is completed (both through Public Procurement Procedure and by direct purchase) and all equipment is installed.  
P2: New course Methods of music education in digital environment (MEDIG) was introduced in Spring semester and mostly delivered online, since March. Equipment procurement is finished. All equipment procured through Public Procurement Procedure (July 2019) was installed and used, while the equipment from the repeated Public Procurement (November 2019) was delivered just prior to pronouncement of the State of Emergency (15 March 2020) and has been just only recently in June.  
New Moodle distance learning platform E-Lab was introduced at the University of Novi Sad, and was used for distance learning during the lockdown in Spring, along with other platforms for communication, such as Trello board and Zoom app. The general strategy would be to use more than one communication tool, to rise flexibility and adoptability to new tools among students. New master study program in Music Production was planned for national accreditation, but is currently postponed due to inability to hire new teachers for the new master during the spring lockdown.  
P3: Equipment purchase is almost completed, only few minor pieces of equipment are missing and will be obtained soon.



Two new elective courses at master academic studies level were created and planned out, but their implementation was postponed to Spring semester 2021, instead of the Fall 2020.

Change in consortium, announced at PMB meeting in Novi Sad in December 2019: Video games company Mad Head Games took over the place of EIPIX Entertainment. Both are companies with a similar profile. Following the procedure of reporting and documenting the change in consortium, project contact person was notified in May by EACEA project officer that the change is noted, which is now visible at the Participant Portal. Although currently both Mad Head and Eipix are listed as partners, this is an administrative matter, and will be settled. Since their most important role would be in offering student placements, and since due to State of Emergence such type of activities could not take place, Mad Head Games will take over their role in the project later on.

P4: Bootcamp in Serbia led by teacher from The Royal Conservatoire The Hague, planned for October 2020, was cancelled in March and should be rescheduled for Spring 2021. The exact dates will have to be agreed, the sooner the better given the visiting teachers' tight schedule.

P6: The teacher training study visit planned for 15-21 March 2020 got cancelled just prior to it, but P6 is willing to host it in September in the same format.

2. Deadline for Technical Implementation Report (TIR) submission is postponed to September 1<sup>st</sup> 2020. The plan is to submit the TIR in August.

There are a lot of administrative and technical documentation to do and prepare.

An overview of TIR is offered, with data requested from partners underlined (statistics and documentation).

TIR is an online e-form consisted of several parts: prefilled data on the project, narrative parts and attachments. The e-form is shared with the partners. The Report aims to reflect the quality of project's implementation; essentially how is the project being implemented, whether the project activities, outputs and outcomes are in line with those proposed, what possible difficulties and deviations from the project proposal were, and how they are dealt with. It will be submitted along with Request for second installment.

P1 as project coordinator will be in charge of filling in the narrative part of the form, with inputs from partners. An overview of what exactly each partner has to complete to contribute to the TIR will be sent by P1 project administrator to each partner.

Under Award criteria section, Statistics and Indicators, national academic partners P2 and P3 will provide statistical data on the number of courses introduced through the project, number of ECTS, students and teachers involved, etc. Partners are referred to CBHE Technical Implementation Report Explanatory Note (p.7), with details on statistical and other data needed for completion of this section. Deadline for partners' input to narrative part of the TIR is 20 July.

Attachments: Table of Planned/Achieved Results. The same that is part of regular Partnership Reports. All partners are asked to fill in the data which they haven't sent yet – mostly with data on year 2020, and send them to project administrator by July 20<sup>th</sup>.

External evaluator's Report was planned be included in TIR, as first of the two reports planned for WP6.4: External Quality Procedures. It was due in Spring, so project contact person will ask representative of P9, in charge of hiring the external evaluator, to assist in assuring completion of the report.

Dissemination and Exploitation Plan should be finalized as soon as possible. P9 will be asked for help, based on their vast expertise in the field.

Financial Statement: Should be filled-in with data on what was spent and what can be documented with all the necessary supporting documentation (different for each type of expense), linked by supporting documentation reference number. The list of documentation and generation of ref. numbers is available in Project Management Plan. Most partners have already sent these data for 2019 as part of regular Partnership Reports, but there are no



reports for 2020. Staff costs should therefore be paid by 20 July, and financial documentation completed and sent to P1 by 31 July, provided that universities are open and administrative-technical staff available.

Staff costs payments issues: International partners have enough funds to make all the staff costs payments. But, national academic partners P1-P3, following previous agreement, spent most of the first instalment on equipment and travel, being left with small amount for staff costs, unproportional to the work done. There are two possible interpretations of solution for this staff costs claims in Financial statement:

- 1) all staff costs occurred, even those not paid from the grant (but co-financed or pre-financed by partner institution), are entered in excel table, to represent all the work done in the reporting period
- 2) only staff costs substantiated with the proofs of payment and complete supporting documentation are entered in the table. The rest of staff costs occurred, but to not yet paid, will be paid from the second installment of the grant and entered in final Financial Statement submitted with the Project Final Report. In this case, priority would be staff costs for those members of the teams whose role and tasks are not recurring in the second part of the project.

P2 offered to consult with P2 Research and Project Management Office and share their recommendation, based on this partner's previous experience with similar issues in other CBHE project it has coordinated or taken part in.

Additional interpretation and recommendation concerning this issue will be asked from the EACEA project officer.

The TIR will be sent to all partners prior to submission for final check-up and adoption.

3. Extension of the project: would certainly be an option, bearing in mind the changes and postponement of activities already occurred due to corona virus pandemic, but requests for prolongation of the project are usually submitted in the last project year.

Teacher training study visits: Situation regarding Covid19 in Serbia is changing daily, along with recommendations regarding international travel. Under these circumstances it is difficult to schedule the dates and form of the training visits yet. P6 is opened for both hosting site-visit in September 2020, or if necessary, as online training, whereas P5 confirms the readiness to make the shift to distance training if necessary, since NBU has well developed and well used Moodle platform for distance learning and teaching.

The shift from on-site to online training will probably require permission from the Agency without significant disruption of project's budget for travel, which will be worked upon once the situation regarding planning in COVID19 pandemic state becomes clearer.

Plans are made for the next online meeting in September regarding plans for WP3 realization and teacher training study visits.

## 5. Actions

| Action   | Assigned to        | Due Date      |
|--|--------------------|---------------|
| Contact with external evaluator for production of 1 <sup>st</sup> Ex. Evaluator Report | P9                 | 13-17/07/2020 |
| Overview of necessary statistical data for TIR for each partner                        | P1 (D. J. Vidovic) | 13/07/2020    |
| Dissemination and Exploitation Plan  | P1, P2, P9         |               |



|   |       |             |
|---|-------|-------------|
| Statistical data and measurable indicators of achievement for TIR | P2-P3 | 20/07/2020  |
| Partners' input to Narrative reports                              | P2-P9 | 20/07/2020  |
| Partners' input to Financial reports                              | P2-P9 | 31/07/2020  |
| TIR sent out to PMB for adoption                                  | P1    | August 2020 |

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

| Description   | Prepared by |
|---|-------------|
| CBHE Technical Implementation Report Explanatory Note | P1          |
| Annex C. Table of Achieved/Planned Results            | P1          |
| CBHE 2018 Annex VI. Financial Statement               | P1          |

## 7. Next Scheduled Meeting

|           |                |
|-----------|----------------|
| Date:     | September 2020 |
| Time:     | TBA            |
| Location: | Online         |