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REPORT FORM FROM THE TASK/DELIVERABLE

WORKING PACKAGE:	**WP1**
DELIVERABLE:	**D1.1**
ACRONYM OF THE INSTITUTION:	**AASKM**
NAME OF THE deliverable/task/activity:	**Established project bodies and adopted project managament guide**
DATE OF activity/task realization	**15.03.2024.**

Project acronym:	**NEST4WB**
Project full title:	**NEW ENERGY COMPETENCE SYSTEM AND TECHNOLOGY FOR WB ENERGY STABILITY SYSTEM CURRICULUM REFORM**
Project No:	**101129321 (Call: ERASMUS-EDU-2023-CBHE)**
Coordinator institution:	**ACADEMY OF APPLIED STUDIES KOSOVO AND METOHIJA**
Coordinator:	**Phd Bojan Prlincevic, prof.a.s.**
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Co-funded by the European Union

Erasmus + Program

Capacity Building in Higher Education

NEW ENERGY COMPETENCE SYSTEM AND TECHNOLOGY FOR WB ENERGY STABILITY SYSTEM CURRICULUM REFORM

(NEST4WB)

PROJECT MANAGAMENT GUIDE

Project Number: 101129321

(Call: Erasmus-Edu-2023-CBHE)

Leposavić, 2024

www.nest4wb.akademijakm.edu.rs

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Definitions, acronyms and abbreviations

Acronym	Title
PMG	Project Management Guide
WB	Western Balkan
BEN	Beneficiary
BEN	Beneficiary
SC	Steering Committee
PMC	Project Management Committee
PMP	Project Management Plan
PC	Project Coordinator
QAC	Quality Assurance Committee
QAP	Quality Assurance Plan
DP	Dissemination Plan
WP	Working Package
WPL	Working package leader
IWPXL	Institutional working package leader
IPC	Institutional project coordinators
TL	Task Leader
AC	Actual costs
UC	Unit costs
AGA	Annotated Grant Agreement
CFS	Certificates on financial statements

1. Introduction

The NEST4WB project discusses the importance of digitizing the energy sector in Europe, particularly in light of the goals set by the European Union to reduce fossil fuel dependence and transition to clean energy sources. The NEST4WB project emphasizes the need for a comprehensive digital and sustainable transformation of the energy sector to achieve the targets set by the EU. It is aligned with the action plan by the European Commission titled "Digitalisation of the energy system" to facilitate the digitization of the energy sector through the secure sharing of energy-related data.

The NEST4WB project, aims to modernize higher education study programs in the Western Balkan countries by incorporating courses related to the energy sector and information technology. The project seeks to enhance qualifications in these areas by introducing elements of digital energy transition, such as IoT, AI, smart grids, and cyber security. The goal is to improve the energy sector in the region and enhance energy independence.

Additionally, the NEST4WB project stresses the importance of creating new competencies and professions through digitalization to foster entrepreneurship and innovation at various levels. It highlights the role of information technologies in transforming industries and society, emphasizing the significance of sustainable digitization for product competitiveness and societal development.

1.1 Project Management Plan's objectives and main principles of NEST4WB project management

The NEST4WB Project Management Plan outlines the mechanisms for efficient and sound project management and continuous monitoring and control of project implementation. The Plan presents the project consortium's organizational structure and specifies the roles and responsibilities of the project partners. The NEST4WB consortium includes 14 higher education institutions (HEIs) from nine countries, eight HEIs from four Partner Countries (PC) from WB region (Albania, Bosnia and Hercegovina, Kosovo*, and Montenegro), four HEIs from four Program Countries from Europe (Croatia, Greece, Czech and Spain) and two HEIs from one associated Country (Serbia) as follows:

No	Acronym	Name	Country	Role
BE001	AASKM	Akademija strukovnih studija kosovsko metohijska Leposavic	Kosovo*	COO
BE002	UNIRI RITEH	Sveuciliste u Rijeci-Tehnicki fakultet	Croatia	BEN
BE003	NKUA	Ethniko kai kapodistriako panepistimio Athinon	Greece	BEN
BE004	VSB-TUO	Technical university of Ostrava	Czech	BEN
BE005	UPM	Universidad politecnica de Madrid	Spain	BEN
BE006	AATPS	Akademija tehnicko-vaspitackih strukovnih studija	Serbia	BEN
BE007	ATUSS	Akademija tehnicko-umetnickih strukovnih studija Beograd	Serbia	BEN
BE008	UPKM	University of Mitrovica	Kosovo*	BEN
BE009	UES	Univerzitet u Istocnom Sarajevu	Bosnia and Hercegovina	BEN

BE010	SUM	University of Mostar	Bosnia and Hercegovina	BEN
BE011	USB	Univerzitet Sinergija Bijeljina	Bosnia and Hercegovina	BEN
BE012	LRS	Luarasi University	Albania	BEN
BE013	MTU	Universiteti Metropolitan Tirana	Albania	BEN
BE014	FPRN	Fakultet primijenjene nauke Podgorica	Montenegro	BEN

The project has duration of 36 months (1th January 2024 – 31th December 2026). The activities in the project are organized in 7 Work Packages as follows:

WP1 – Project Management and Coordination – Leader AASKM

WP2 – Preparation Package - UNIRI RITEH

WP3 – Development Package (development of Curricula and Labs) – Leader NKUA

WP4 – Implementation Package – Leader AATPS

WP5 – Quality Assurance and Monitoring – Leader VSB TUO

WP6 – Sustainability – Leader ATUSS

WP7 – Dissemination and Exploitation – Leader AASKM

According to the Grant Agreement Chapter IV Section 2 signet by all participants in the NEST4WB project should follow and apply the following principles and values throughout the project life:

- Integrity
- Mutual trust and respect
- Teamwork
- Solidarity
- Effective communication
- Excellence and commitment to quality
- Conflict resolution
- Lack of conflict of interests
- Compliance with the law and the Erasmus+ Capacity Building in Higher Education (CBHE) program's rules and regulation
- Competency and professionalism
- Consistency
- Transparency and accountability
- Financial integrity and sound financial management
- Sustainability and cost efficiency
- Protection of intellectual property
- Non-discrimination and equal treatment
- Respect for diversity
- Students' involvement
- Partners' participation in the partner meetings and events.

The main documents to be used as reference point in the process of project management and evaluation are as follows:

- The Grant Agreement with all its Annexes
- The Partnership Agreements and its Annexes
- Project's Logical Framework Matrix
- Project Activity Timeline

The activities in WP1 Project Management and Coordination include management, administration and regular monitoring of the project activities; planning, organization and facilitation of project events; elaboration and regular update of project evidence files; continuous financial management in line with the Erasmus+ CBHE program's rules and regulations and the approved project budget; elaboration of financial and activity summaries at the end of each project year; preparation and submission of project progress and final reports towards EACEA.

As a result of the activities in Work Package 1, the following main deliverables will be produced during the project lifetime:

1. Eight partner meetings: to discuss project management and administration issues, to monitor the progress made according to WPs, to assign tasks to partners in compliance with the project activity timeline. Five intermediate meetings as needed for harmonizing and coordinating actions.

2. At least 8 local workshops, 8 x green week and 16 x info days for students: to discuss project progress, plan upcoming activities and to prepare the upcoming partner meetings' agenda.

3. Various project management related documents incl. the current Project Management Guide, Project Dissemination and Exploitation Plan and Project Sustainability Plan, and Intermedialy and final Reports.

5. Intermedialy Report and Final Report to EACEA: to provide evidence and report on project implementation in line with the contractual requirements.

1.2 MAIN AND SPECIFIC PROJECT GOALS

The overall goal of the NEST4WB project is to introduce or innovate study programs in the higher education institutions (HEIs) of the Western Balkans (WB). This will be done through:

1) Development of new or innovation of existing curricula

2) Formation of laboratories/training centers

3) Development of professional practice programs

4) Development and creation of learning materials and e-platforms

5) Development and creation of procedures for the operation of laboratories/training centers

6) Development of training programs for the industry.

7) Development of associations for energy savings and connecting interested parties

- Development of new or innovation of existing curricula:

New modernized courses will be designed. The design of new courses will be defined by each WB HEI in accordance with the defined framework of new qualifications harmonized and adopted in T.2.3. The developed content of curricula and syllabuses will be verified by HEIs from EU and AP. The adopted structure of study programs in the field of energy and ICT should undergo accreditation (decisions on modernization or accreditation

of study programs by national bodies) in order to ensure sustainability and include the developed curricula and programs in the regular teaching process.

- Formation of laboratories/training centers:

After finalizing the list of equipment (in accordance with the designed courses) with the technical specification, WB HEIs will prepare and launch the tender documentation for the procurement of equipment. Laboratory instruments needed for educational purposes will be purchased and installed. The installed equipment will be used for training staff from economy.

- Development of professional practice programs:

After designing new/innovated study programs, a modern program of professional practices will be developed. EU partners and associated partners have the role of presenting modern trends in the implementation of professional practice.

- Development and creation of learning materials and e-platforms:

All WB HEIs will create learning materials in accordance with the new/innovated courses. The learning materials, a handbook, will be prepared in paper and electronic form. The material will be reviewed by EU partners and AP. The handbook for digitization in energy will be in B5 format and have an appropriate number of pages. The handbook will cover chapters defined by the curricula designed for defining new competencies. Partners from all WB HEIs will work on creating the handbook, which will be printed in local languages and in English. The handbook will be publicly published on the e-platform.

- Development and creation of procedures for the operation of laboratories/training centers:

Within the created laboratories, procedures for working in laboratories/training centers will be defined. The procedures will be defined in accordance with national regulations on occupational health and safety and the preservation of the work and living environment.

- Development of training programs for the industry:

The established laboratories will provide training and development opportunities for those interested in the economy. The laboratories will have a designed concept that will support one-month courses in the field of digitization in the energy sector (LLL).

- Development of associations for energy savings and connecting interested parties:

Local workshops with the aim to create a network with economy stakeholders and citizens and create associations for energy saving and rationalization of energy consumption in WB HEIs will be organized (at least one per each WB HEI). The workshops will be organized by WB HEIs in cooperation with high schools, NGOs, local self-governments, and business representatives related to the energy sector. At least 20 participants per local workshop are foreseen. Nonacademic and associated partners will facilitate networking through the provision of links between WB HEIs and energy-saving stakeholders.

1.3 PARTNERS OBLIGATIONS TO VISIBILITY

Executing a project entails executing the proposed activities outlined in the application with the objective of attaining the project's goals and producing all the projected outcomes and deliverables. It is crucial for all project

contributors to have a unified vision, comprehend the project's aims and strategy, execute their respective roles with excellence and punctuality, and have a dedication to the project's execution. Beyond the accomplishment of tasks, the activities of overseeing, documenting, and interacting are essential components of effective project administration.

The success of a project hinges on a wide range of factors, both within the project's control and outside of it. Key to this success is having a well-synchronized team that works in harmony and maintaining diligent oversight over the project's advancement, as well as meticulous management of its financial details.

1.3.1 Visibility of EU support

According to Annex 17.2 Visibility — European flag and funding statement of the Grant Agreement signed by all partners, communication activities of the beneficiaries related to the action (including media relations, conferences, seminars, information material, such as brochures, leaflets, posters, presentations, etc., in electronic form, via traditional or social media, etc.), dissemination activities and any infrastructure, equipment, vehicles, supplies or major result funded by the grant must acknowledge the EU support and display the European flag (emblem) and funding statement (translated into local languages, where appropriate). Appropriate European flag (emblem) that can be used is given on Figure 3.

Apart from the emblem, no other visual identity or logo may be used to highlight the EU support.

When displayed in association with other logos (e.g. of beneficiaries or sponsors), the emblem must be displayed at least as prominently and visibly as the other logos. The EU logo that will be used in the presentation of the NEST4WB project is shown in Figure 1.

Figure 1 – EU logo visibility

1.3.2 Obligations of the beneficiaries

The beneficiaries must inform the public, press and media of the action (internet included). Any communication or dissemination activity related to the action must use factually accurate information. Moreover, it must indicate the following disclaimer (translated into local languages where appropriate):

"Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or [name of the granting authority]. Neither the European Union nor the granting authority can be held responsible for them.

2. PROJECT IMPLEMENTATION

The project implementation started on 01.01.2024., after the Grant Agreement was signed between the EACEA and coordinator. Therefore, the expenditure related to the project implementation is considered eligible from the start date of the project. The project implementation period, defined in the GA is: 01.01.2024. – 31.12.2026.

The coordinator takes the following responsibility:

1. to oversee the implementation of activities,
2. to manage the funds of the project,
3. to ensure the respect of CBHE rules,
4. to serve as a key communication centre with project partners and external stakeholders,
5. to stay in a regular contact with the EACEA (through the Project Officer),
6. to submit reports and payment requests to EACEA.

Partners undertake to:

1. implement activities that fall under their responsibility according to the work plan,
2. assist the coordinator, e.g. provide information and supporting documentation to guarantee timely reporting,
3. work in full transparency with the coordinator (inform about any changes and/or delays),
4. contribute to the dissemination of the project results in their organisation, community and/or region.

2.1 MANAGEMENT STRUCTURE AND COMMUNICATION

The project management structure is given in proposal of NEST4WB end established and officially adopted at the Kick-off meeting. Following bodies/persons are going to be involved in decision making:

1. EU Commission (Agency),
2. Project Coordinator (PC),
3. Steering Committee (SC),
4. Quality Assurance Committee (QAC),
5. Project management committee (PMC)
6. Working Groups inside each Working Package (WG WPX).

The PC is responsible for overall project management (technical and operational), communication and reporting to EACEA, effective use of the project grant, etc.

The Steering Committee will have 14 members and includes the PC and/or the institutional legal representative. The SC will ensure that all activities carried out are in accordance with the interests of the project and will respect the interests of the institutions they represent. The SC will have the decisive right for all project financial activities and can block any decision of the Project Management Committee if it contradicts the Grant Agreement or the Agency's financial regulations. All other decisions will be made by the majority of votes of the members of the SC, and in case of an equal number of votes, the decision will be made by the coordinator.

The Steering committee is the supervisory board for project management.

The PMC will have 14 members and includes institutional project coordinators (IPC) of partner institutions. Each partner will provide a substitute in case the institutional coordinator of the project is prevented from participating in the activities/meetings. This body will operationally manage the project.

All members of the PMC will act as local coordinators and manage project activities in their institutions on a daily basis plus through regular PMC meetings. The PMC will act professionally in order to achieve the goals on time and with quality within the budget constraints. Board members/managers are responsible for the delivery and management of their organizations' resources. The deliverable will be transferred to the QAC for validation if simple mayority of PMC members approve the deliverable.

PMC provides the following:

1. instructions for implementing the project;

2. project work plan;

3. analysis of project progress, risks, changes and quality assurance;

4. assessment of the relevance of the project, suitability and feasibility of the planned actions.

Quality assurance committee - QAC will consist of selected experts and will have one member from each HEI. That member should not be involved in any other activity within the project, but only in the QA procedures, where ever possible. QAC will work as a team and vote on each report. Report will be considered as accepted if simple mayority vote for the report acceptance. QAC is a direct support to the project coordinator in monitoring and evaluating the quality of the project and its results, as well as in the development of the Quality Control Plan (QAP). QAC is formed at the Kick-off-Meeting.

The procedures will cover administrative, financial and technical issues, such as internal reviews at the WP level and standards for reporting, documentation, outputs and outcomes. Once the project deliverables are produced, they will undergo quality control before being delivered to their stakeholders, in other words, measured and compared to the standard identified in the project.

QAC will consist of selected experts and will be formed by one member from each HEI. That member will not be involved in any other activity within the project, but only in the QA procedures. QAC will work as a team and vote on each report. They will deliver the QA plan. The procedures will cover administrative, financial and technical issues, such as internal reviews at the WP level and standards for reporting, documentation, outputs and outcomes. Once the project results are produced, they will be submitted quality control before they are delivered to their stakeholders, in other words measured and compared against the standard identified in the project.

WP 7 is carried off by the Dissemination board which is composed of one representative from each partner. Its main task is to guarantee ongoing dissemination activities. In particular, it will provide the most complete information regarding the project and to make acquainted a wider public to the themes of the project and to promote the recruitment of non-project stakeholders from WB countries, business, governmental and non-

governmental organizations. Members of the WP7 will discuss each of task and make consultations about design and after approval, task will be done till the end.

During the life-time of the project the dissemination will include:

- development of project Logo,
- establishing the project website,
- design and production of project promo material (roll-banner, poster, brochures, notebooks, pens, and similar)
- project promotion throughout media and social networks
- organization of series of info-day sessions held at HEIs in partner countries
- development of e-knowledge platform
- project promotion at scientific conferences.

The Work package Working Groups – WPX (WP2 WG, WP3 WG, WP4 WG, WP6 WG, WP7 WG) will be responsible for activities organization within the WP. On the level of consortium on Kick-off-meeting the WP WGs will be formed, with one representative from each partner. The project activities defined through the work packages will be managed by WPLs. All WP members will perform tasks according to the work plan and inform WPL about the completed activities and eventual problems. WPL will collect information on progress of activities and report to the PMC on regular basis officially by e-mails. If some problems need urgent attention WPL will solve them in coordination with Project Coordinator. If some activities are late, PMC will alarm SC members in order to find measures for problem solving. The deliverables will pass control chain: WPL – PMC – QAC.

Communication is going to be conducted on the institutional level and on the level of WP WG for all partners. The institutional leaders (IWPXL) of each WP will communicate among themselves in order to provide the information about progress, but also about problems or miss - understandings that can occur. When among WP WG the problem cannot be solved, the leader of WP has to be informed. WP leader than try to solve the problem, but if he/she thinks that problem should be debated on higher level, Project Manager is going to be informed and SC online meeting will be settled.

WP Leaders are the spokespersons of the work packages. They review periodically the progresses in the implementation of each WP, informing the PMC and WPX ILs on matters related to scientific and managerial aspects of the activities.

On institutional level of each HEI, Task Leaders (TL) can be involved and they are in charge of monitoring the assigned activity, ensuring its quality level and timeliness.

Working package leaders (WPL) will coordinate all activities within a given working package in cooperation with WP WG. WP Leader will coordinate all activities according to PMP and in cooperation with PC and PMC. WP leader will lead realization of concrete activities in coordination with contact persons of the partners involved, with peer reviewing by WPL. WP Leader is responsible for correct WP reporting.

2.2 PROJECT WORK PLAN METHODOLOGY DESCRIPTION

Project logo will be made through day-to-day communication delegated representatives from each HEI before Kick-off-meeting. The logo of the project will be voted by the consortium by a simple majority of votes among several proposed models. AASKM will lead this activity and work with delegated persons from each partner organization, in order to have developed promo 1 for Kick-off-Meeting. This is very important for dissemination.

Four study visits to EU HEIs are planned in the first 17 months of the project.

- First will be in M6 in Rijeka (UNIRI-RITEH), with TRAINING 1 - Aims and technical conditions for establishing new energy system competencies.

- Second study visit is planned in M9 in Athens and hosted by the NKUA.

- Third study visit is going to be hosted by the VSB - TUO until M15.

- The fourth study visit is planed until M17 in Madrid hosted by UPM.

In order of cost effectiveness, study visits will be at the same with SC, PMC and QAC meetings.

Defining and developing new competencies in the energy sector through the application of digital tools and ICT should be defined by the M12.

After that, in cooperation and intensive meetings with the company representatives from WB countries and representatives of agencies for labor market, the list of competencies will be defined. Next steps are that those competencies to be implemented in created/innovated curricula and to be approved by the relevance bodies of WB HEIs. According to the different laws in the WB countries, the Curricula have to be approved. This activities on development of new or innovation of existing curricula going to be ended at M21.

Till the M21 all purchasing procedures have to be finished. Laboratories/training centres should be established as well as equipment registration in financial books of each WB HEI.

Student are planned to be enrolled by M24.

2.3 DETAILED WORK PLAN – TABLE PRESENTATION

WP are shown in tables below.

Work Package 1

<table>
<tr><th colspan="6">Work Package 1: Project management and coordination</th></tr>
<tr><td>Duration:</td><td>M1 – M36</td><td>Lead Beneficiary:</td><td colspan="3">BE001</td></tr>
<tr><td colspan="6">Objectives</td></tr>
<tr><td colspan="6">▪ kick-off meeting
▪ Establishment of project bodies
▪ Development of the project management plan
▪ Day-to-day coordination of activities in order to control the implementation of the budget and the achievement of goals and time frames.
▪ Periodic reports and final report.</td></tr>
<tr><td colspan="6">Activities and division of work (WP description)</td></tr>
<tr><td rowspan="2">Task No (continuous numbering linked to WP)</td><td rowspan="2">Task Name</td><td rowspan="2">Description</td><td colspan="2">Participants</td><td rowspan="2">In-kind Contributions and Subcontracting (Yes/No and which)</td></tr>
<tr><td>Name</td><td>Role (COO, BEN, AE, AP, OTHER)</td></tr>
</table>

T1.1	Kick off meeting	**BE001** Organizes a kick-off meeting and presents a guide that outlines project management procedures. During this meeting, project management structures will be agreed upon and established: the Management Board, Project Management Board, and Quality Assurance Board. Communication channels and all necessary activities will be defined. This document will serve as a reference for managing the consortium and will be regularly updated to ensure shared management, all with the goal of achieving the final result.	**BE001** All beneficiaries	COO BEN	NO
T1.2	Development of PM guide and package distribution.	In order to achieve the efficiency of the project, a project plan will be developed which will be periodically analyzed and adjusted. This plan presents the procedures for regulating the implementation of the project in order to ensure a smooth flow of communication. Establishing an online system for regular communication, a video conference system.	**BE001** All beneficiaries	COO BEN	NO
T1.3	Regular SC and PMC meetings.	Regular meetings of the Steering Committee (SC) and the Project Management Committee (PMC) will be held every six months. In order to efficiently spend funds, meetings (SC, PMC, and QAC) will be held at the same time in the same place when the activities of other work packages are planned, whenever possible.	**BE001** All beneficiaries	COO BEN	NO
T1.4	Coordination of activities on a daily/weekly basis.	Regular coordination by BE001 will be done on a daily and weekly basis through PMC and WPL. Activities and tasks will be assigned daily, results will be reviewed and activities will be synchronized within the consortium.	**BE001** All beneficiaries	COO BEN	NO
T1.5	Regular reports and final report.	Regular reports will be adopted at meetings, including SC and PMC meetings. An interim report and analysis of the project's development status will be conducted at the midpoint of the project lifecycle. This report will include a risk management plan and control mechanisms. The final report will be adopted and delivered at the end of the project, during the final meeting.	**BE001** All beneficiaries	COO BEN	NO

Work Package 2

Work Package 2: Preparation package			
Duration:	M1 – M18	**Lead Beneficiary:**	**BE002**

Objectives
▪ An analysis of the state of the energy sector at the national level in the Western Balkans countries. ▪ Assessment and analysis of the position of HEIs, review of qualifications and analysis of the content of study programs in Western Balkans countries (WB) versus project countries (PC). ▪ Defining a framework for developing new qualifications in the energy sector through the use of digital tools (review of the applicability of digital technologies). ▪ Analysis of existing methodological models for teaching, with an emphasis on the hybrid model. ▪ Defining the development of new methodical models for the implementation of the teaching process based on digital technologies. Defining a model for the development of an interactive e-learning platform. ▪ Forming a partnership network for exchanging knowledge and experience in the fields of energy, green energy, and ICT. ▪ Implementation of study visits.

Activities and division of work (WP description)

Task No (continuous numbering linked to WP)	Task Name	Description	Participants		In-kind Contributions and Subcontracting (Yes/No and which)
			Name	Role (COO, BEN, AE, AP, OTHER)	
T2.1	Analysis of the state of the energy sector in the Western Balkans.	Activities include analysis of the state in the energy sector in the Western Balkans countries, existing legal regulations, and good practices in relation to the EU. The analysis also includes the state and activities in the EU countries in the application of ICT in energy and green energy. Lack of energy and rationalization of consumption in the time of energy crisis and lack of energy sources caused by the war in Ukraine.	**BE002** All beneficiaries	COO BEN	No
T2.2	Assessment and analysis of the position of Western Balkans Higher Education Institutions (HEIs), review of qualifications and analysis of the content of study programs of Western Balkans HEIs versus those of the Program Countries (PCs).	Existing study programs in WB HEIs will be analyzed in relation to PC. A detailed analysis of the curriculum and syllabus and the outcomes resulting from the learning of higher education institutions will be carried out.	**BE002** All beneficiaries	COO BEN	NO
T2.3	Defining and developing new competencies in the energy sector through the application of digital tools and ICT.	All WB HEIs and PC HEIs will join together and exchange available experiences, resources, and tools in order to implement the project. It will synergize existing resources and subjects and define new or improve existing syllabi that will produce new competencies in the field of energy. Associated partners will have the role of presenting the most valuable competencies in accordance with the information received from the labor market and the business sector.	**BE002** All beneficiaries	COO BEN	NO
T2.4	Analysis of existing methodological teaching	As WB HEIs are still in the transition process, the teaching methodology is not fully up to date with the methodology in the EU. A	**BE002** All beneficiaries	COO BEN,	NO

	models with a focus on the hybrid model.	comparative analysis will be performed and a report will be prepared, based on which suggestions and guidelines will be given in task 2.5.			
T2.5	Defining the development of new methodological models for implementing the teaching process based on digital technologies and developing a framework for an interactive e-platform.	After a detailed state analysis, the PC will propose models and teaching methodology with the use and application of modern digital and ICT technologies, which will be harmonized with the WB HEIs. The proposal for the interactive e-platform development model will be established.	**BE002** All HEIs	COO BEN	NO
T2.6	Formation of a partnership network for knowledge and experience exchange in the field of energy, green energy, and ICT.	A survey of WBC's awareness of the rational use of energy will be conducted. The questionnaire will be prepared by BE001 based on the expert advice of HEIs from the EU PC. The survey draft will be adopted and conducted in national languages. Business partners and associated partners will help during the preparation and implementation of the survey. The results of the survey will be discussed during the workshop. The report and results of the survey analysis will provide guidelines for further activities aimed at raising awareness of the rational use and management of resources in the energy sector. The report will be used to create an action plan for popularizing the rationalization of energy use.	**BE002** All beneficiaries	COO BEN	NO
T2.7	Realization of study visits for Western Balkans Higher Education Institution (HEI) staff.	The aim of the study visits is for WB teachers to refine and improve their experiences and knowledge related to the methodology of pedagogy and professional knowledge. There will be three-day study visits EU HEIs with the participation of 68 WB teachers and administrative staff (BE003 - 17 WB staff, BE002 - 17 staff, BE005 - 17 staff, BE004 - 17 staff). The visits are carried out with the aim of strengthening institutional capacities and getting to know examples of good practices.	**BE002** All HEIs	COO BEN	

Work Package 3

Work Package 3: Development package			
Duration:	M9 – M24	**Lead Beneficiary:**	**BE003**
Objectives			

- Development of new curricula and/or innovation of existing program content.
- Establishment of laboratories/training centers.
- Development of a new methodological model for the implementation of the teaching process.
- Development of professional internship programs.
- Development and creation of learning materials and knowledge e-platforms.
- Development and creation of procedures for laboratory/training center operations.
- Development of training programs intended for industry (LLL).

Activities and division of work (WP description)					
Task No (continuous numbering linked to WP)	Task Name	Description	Participants		In-kind Contributions and Subcontracting (Yes/No and which)
			Name	Role (COO, BEN, AE, AP, OTHER)	
T3.1	Development of new or innovation of existing curricula.	New modernized courses will be designed. The design of new courses will be defined by each WB HEI in accordance with the defined framework of new qualifications harmonized and adopted in T.2.4. The developed content of curricula and syllabuses will be verified by HEIs from EU and AP. The adopted structure of study programs in the field of energy and ICT should undergo accreditation (decisions on modernization or accreditation of study programs by national bodies) in order to ensure sustainability and include the developed curricula and programs in the regular teaching process.	**BE003** BE001, BE008, BE009, BE010, BE011, BE012, BE013, BE014	COO BEN	NO
T3.2	Formation of laboratories/training centers.	After finalizing the list of equipment (in accordance with the designed courses) with the technical specification, WB HEIs will prepare and launch the tender documentation for the procurement of equipment. Laboratory instruments needed for educational purposes will be purchased and installed. The installed equipment will be used for training staff from economy.	**BE003** BE001, BE008, BE009, BE010, BE011, BE012, BE013, BE014	COO BEN,	NO
T3.3	Development of professional practice programs.	After designing new/innovated study programs, a modern program of professional practices will be developed. Business partners and associated partners have the role of presenting modern trends in the implementation of professional practice.	**BE003** BE001, BE008, BE009, BE010, BE011, BE012, BE013, BE014	COO BEN	NO
T3.4	Development and creation of learning materials and e-platforms.	All WB HEIs will create learning materials in accordance with the new/innovated courses. The learning materials, a handbook, will be prepared in paper and electronic form. The material will be reviewed by EU partners and AP. The handbook for digitization in energy will be in B5 format and have an appropriate number of pages. The handbook will cover chapters defined by the curricula designed for defining new competencies. Partners from all WB HEIs will work on creating the handbook, which will be printed in local languages and	**NKUA** BE001, BE008, BE009, BE010, BE011, BE012, BE013, BE014	COO BEN,	Yes, Detail shed in table subcontracting

		in English. The handbook will be publicly published on the e-platform.			
T3.5	Development and creation of procedures for the operation of laboratories/training centers.	Within the created laboratories, procedures for working in laboratories/training centers will be defined. The procedures will be defined in accordance with national regulations on occupational health and safety and the preservation of the work and living environment.	**NKUA** BE001, BE008, BE009, BE010, BE011, BE012, BE013,BE014	COO BEN	NO
T3.6	Development of training programs for the industry.	The established laboratories will provide training and development opportunities for those interested in the economy. The laboratories will have a designed concept that will support one-month courses in the field of digitization in the energy sector (LLL).	**NKUA** BE001, BE008, BE009, BE010, BE011, BE012, BE013,BE014	COO BEN	No
T3.7	Development of associations for energy savings and connecting interested parties.	Local workshops with the aim to create a network with economy stakeholders and citizens and create associations for energy saving and rationalization of energy consumption in WB HEIs will be organized (at least one per each WB HEI). The workshops will be organized by WB HEIs in cooperation with high schools, NGOs, local self-governments, and business representatives related to the energy sector. At least 20 participants per local workshop are foreseen. Non-academic and associated partners will facilitate networking through the provision of links between WB HEIs and energy-saving stakeholders.	**NKUA** BE001, BE008, BE009, BE010, BE011, BE012, BE013,BE014	BEN COO	NO

Work Package 4

Work Package 4: Implementation package			
Duration:	M18 – M36	**Lead Beneficiary:**	**BE006**
Objectives			
▪ Accreditation and verification of developed curricula and teaching materials. ▪ Student enrollment. ▪ Curriculum implementation. ▪ Verification of training programs for the economy. ▪ Student internship ▪ Green Week implementation			
Activities and division of work (WP description)			

Task No (continuous numbering linked to WP)	Task Name	Description	Participants		In-kind Contributions and Subcontracting (Yes/No and which)
			Name	Role (COO, BEN, AE, AP, OTHER)	
T4.1	Accreditation and verification of developed curricula and teaching materials.	WB HEIs will prepare documentation and submit it to national bodies for accreditation/verification of study programs.	**BE006**, BE001, BE008, BE009, BE010, BE011, BE012, BE013,BE014	COO, BEN	NO
T4.2	Student enrollment.	Enrollment of students will be done in accordance with the procedures of WB HEIs and according to precisely defined enrollment conditions. As part of this activity, a call for enrollment is announced, students are ranked, and finally, the selected students are registered. Each institution will enroll more than 30% of the number of accredited students in the developed/innovated study program.	**BE006**, BE001, BE008, BE009, BE010, BE011, BE012, BE013,BE014	COO, BEN	NO
T4.3	Curriculum implementation.	The implementation of study programs, all 8 (one for each SB higher education institution) should begin by the beginning of the life cycle of the M24 project. Based on the adopted course catalogs. Based on the course catalog, all WB HEIs will implement curricula, including developed manuals and learning materials (presentations) for new/innovated courses.	**BE006**, BE001, BE008, BE009, BE010, BE011, BE012, BE013,BE014	COO, BEN	NO
T4.4	Verification of training programs for the economy.	Each WB HEI will, in accordance with its regulations, adopt a developed training program aimed at the economy, which is based on developed laboratories	**BE006**, BE001, BE008, BE009, BE010, BE011, BE012, BE013,BE014	COO, BEN	NO
T4.5	Student professional practice.	Students from each WB HEIs will attend lectures and acquire knowledge and skills abroad (student professional practice). Student professional practice will be organized for students from WB HEIs who will do professional practice in EU and AP HEIs. Professional practice is carried out for 10 working days. Students can be divided into three groups, 6 students (2 from BE014,	**BE006,** BE001, BE002, BE006, BE007, BE008, BE009, BE010,	COO, BEN	NO

		2 from BE012 and 2 from BE011) can realize their professional practice in one institution (BE006, SRB), 4 students (2 from BE008 and 2 from BE001) in another institution (BE007, SRB) and 6 students (2 from BE009, 2 from BE010 and 2 from BE013) in the third institution (BEOO2, CRO). The final decision on the method of distribution of students and the schedule of professional practices will be made by the consortium.	BE011, BE012,BE013, BE014		
T4.6	Green Week implementation.	Each WB HEI association for energy-saving will organize two popularization events called Green Week. These events will be organized in the week when Earth Day is celebrated (22 April). The event will last 5 days in row with approximately 50 participants per event. Each day will have activities with different members of the community (primary schools, high schools, people with disabilities, private and public companies, NGOs, local authorities, etc.).	**BE006**, BE001, BE008, BE009, BE010, BE011, BE012, BE013,BE014	BEN COO	NO

Work Package 5

Work Package 5: Quality assurance and monitoring			
Duration:	M1 – M36	**Lead Beneficiary:**	**BE004**

Objectives

- Development and adjustment the manual of quality assurance plan (Manual QAC)
- Quality assurance committee meetings
- Preparation of reports for internal quality control
- Quality control monitoring

Activities and division of work (WP description)

Task No (continuous numbering linked to WP)	Task Name	Description	Participants		In-kind Contributions and Subcontracting (Yes/No and which)
			Name	Role (COO, BEN, AE, AP, OTHER)	
T5.1	Development of a quality assurance plan.	The quality assurance plan will be developed with project partners. The adopted assurance plan will be approved by the QAC and as such will be used as a basis for evaluating the quality of project outcomes. Internal quality control will be implemented through internal reports collected by the WP5 leader. The leader of WP5 will present the internal reports to the	**BE004** All beneficiaries	BEN COO	T5.1

		QAC, who will prepare annual internal quality reports based on them.			
T5.2	Quality Assurance Committee meetings.	Six regular meetings of the quality assurance committee will be held. QAC meetings will be organized at the times when workshops, study visits, promotional meetings/events for dissemination are organized, in the same way as the planned organization of SC and PMC meetings and via online conference, all with the aim of rationalizing travel and accommodation costs.	**BE004** All beneficiaries	COO BEN	T5.2
T5.3	Quality control monitoring.	Constant quality evaluation is ensured by continuous presentation of NEST4VB results and activities, as well as periodic review by expert teams after each year of the project's life cycle.	**BE004** BE001, BE008, BE009, BE010, BE011, BE012, BE013,BE014	COO BEN	T5.3

Work Package 6

Work Package 6: Sustainability			
Duration:	M1 – M36	**Lead Beneficiary:**	**BE007**

Objectives

- Creating a sustainability plan.
- Enhancing WB HEIs community cooperation.
- Agreements on cooperation between WB HEIs and interested parties from the economy.

Activities and division of work (WP description)

Task No (continuous numbering linked to WP)	Task Name	Description	Participants		In-kind Contributions and Subcontracting (Yes/No and which)
			Name	Role (COO, BEN, AE, AP, OTHER)	
T6.1	Creation of a sustainability plan.	The sustainability plan will pay particular attention to academic sustainability and financial sustainability. The sustainability plan will determine the procedures and recommendations for long-term monitoring and improvement of the developed and innovated master's/basic studies plans and programs.	**BE007** BE001, BE008, BE009, BE010, BE011, BE012, BE013, BE014	COO BEN	NO
T6.2	Improvement of cooperation among Western Balkans Higher	Communication channels will be created between WB HEIs, which will	**BE007**	COO	NO

	Education Institutions (HEIs) community.	aim at regular exchange of information and examples of good practice. The goal of the community is to expand to other WB HEIs outside of NEST4WB partners.	BE001, BE008, BE009, BE010, BE011, BE012, BE013, BE014	BEN	
T6.3	Cooperation agreements between Western Balkans Higher Education Institutions (HEIs) and interested parties from the economy.	Agreements will be signed on long-term cooperation between WB HEIs, the economy and the economic community on popularizing the rational use of energy in light of the energy crisis caused by the war in Ukraine.	**BE007** BE001, BE008, BE009, BE010, BE011, BE012, BE013, BE014	COO BEN	NO

Work Package 7

Work Package 7: Dissemination and exploitation			
Duration:	M1 – M36	**Lead Beneficiary:**	**BE001**

Objectives

- Establishment of a dissemination plan.
- Development of a project website.
- Promotion of study programs in media and on social networks.
- Information days.
- Promotion of training programs aimed at the economy and the wider community.
- Promotion of e-knowledge platform.
- Promotion at scientific conferences.

Activities and division of work (WP description)

Task No (continuous numbering linked to WP)	Task Name	Description	Participants		In-kind Contributions and Subcontracting (Yes/No and which)
			Name	Role (COO, BEN, AE, AP, OTHER)	
T7.1	Establishment of a dissemination plan.	The dissemination and exploitation plan is created at the beginning of the project. The plan will include the following elements: purpose of the plan, target groups, messages and methods. The plan will identify and organize the activities that should be implemented in order to promote them. The dissemination plan will be created in coordination with partners and will be approved by the SC.	**BE001** All beneficiaries	COO BEN	NO
T7.2	Development of a project website.	The project website was created at the beginning of the project. The WEB page is created by the resources of the Higher Education Institution. The page will be updated regularly throughout the project's life cycle. A platform for communication	**BE001** All beneficiaries	COO BEN	NO

		between partners will be established. Social networks will be used to create project profiles. Promotional materials (posters, brochures, pens, diaries, folders...) will be printed and distributed to WB, EU and AP partners. The web site will be used to publish realized project activities and achieved results.			
T7.3	Promotion of study programs in media and on social networks.	Results and activities related to NEST4WB will be promoted on social networks such as: Facebook, Instagram, YouTube, LinkedIn, and Twitter... All WB partners will participate in the promotion and place hyperlinks on their websites to pages on social networks. Special attention will be devoted to the promotion of new/innovated study programs, trough NEST4WB, and the enrollment of students in these study programs.	**BE001** All beneficiaries	COO BEN	NO
T7.4	Info days.	In order to promote established study programs and enroll in them, 16 info days will be organized, two per each WB HEIs. Info days will be realized in the second year of the project. Promotional materials of WB HEIs will be printed to inform students about the developed bachelor's/master's degree programs.	**BE001** All beneficiaries	COO BEN	Design and creating eco-friendly promotional materials for new curricula (brochures) per each WB HEI will be subcontracted. Details in table Subcontracting
T7.5	Promotion of training programs aimed at the economy and the wider community.	Promotional info events will be organized at all WB HEIs, two for each WB HEIs. These events will be organized in the second and third year of the project's life cycle, with the aim of promoting digitization in energy (rational energy consumption) and the green agenda. Promotional events will be of different types: announcements on TV stations and on billboards, brochures, leaflets where details of the application of digitization in the energy sector will be presented. Business partners will also participate in the promotion of the application of ICT in energy and green weeks.	**BE001** All beneficiaries	COO BEN	Design and creating eco-friendly promotional materials for economy and the wider social community (brochures) per each WB HEI will be subcontracted. Details in table Subcontracting
T7.6	Promotion of e-knowledge platform.	Established the e-knowledge platform will be created with thematic units that will promote the application of ICT in energy and synergy with the Green Agenda. The platforms will contain the most common questions and answers and knowledge quizzes. The promotion of the platform will be carried out on TV shows and through social network	**BE001** All beneficiaries	COO BEN	
T7.7	Promotion at scientific conferences.	Project results will be promoted at scientific conferences in the form of scientific and research papers. Presentation of the	**BE001**	COO BEN	Design and creating eco-friendly promotional materials

		papers is planned at the scientific conference INFOTEH in Bosnia and Herzegovina (M33). The participation of representatives of all WB HEIs at the conference is planned, with the support of researchers from EU and AP HEIs.	All beneficiaries		for project presentaion NEST4WB and dissemination on scientific conferences (brochures) per each WB HEI will be subcontracted. Details in table Subcontracting

2.4 TIME TABLE

Time table is very important for conducting all activities on time. In order to better follow the work distribution during the project life, the time table for all three year with due dates for delivering results, the time table is given on the Time line Table presented below.

Timetable

Timetable (projects of more than 2 years)

Fill in cells in beige to show the duration of activities. Repeat lines/columns as necessary.

Note: *Use actual calendar years and quarters. In the timeline you should indicate the timing of each activity per WP. You may add additional columns if your project is longer than 6 years.*

ACTIVITY	YEAR 1				YEAR 2				YEAR 3			
	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4
Task 1.1 - Kick off meeting												
Task 1.2 - Development of PM guide and package distribution.												
Task 1.3 - Regular SC and PMC meetings.												
Task 1.4 - Coordination of activities on a daily/weekly basis.												
Task 1.5 - Regular reports and final report.												
Task 1.6 - External evaluation.												
Task 2.1 - Analysis of the state of the energy sector in the Western Balkans.												
Task 2.2 - Assessment and analysis of the position of Western Balkans Higher Education Institutions (HEIs), review of qualifications and analysis of the content of study programs of Western Balkans HEIs versus those of the Program Countries (PCs).												
Task 2.3 - Defining and developing new competencies in the energy sector through the application of digital tools and ICT.												

Task 2.4 - Analysis of existing methodological teaching models with a focus on the hybrid model.												
Task 2.5 - Defining the development of new methodological models for implementing the teaching process based on digital technologies and developing a framework for an interactive e-platform.												
Task 2.6 - Formation of a partnership network for knowledge and experience exchange in the field of energy, green energy, and ICT.												
Task 2.7 - Realization of study visits for Western Balkans Higher Education Institution (HEI) staff.												
Task 3.1 - Development of new or innovation of existing curricula.												
Task 3.2 - Formation of laboratories/training centers.												
Task 3.3 - Development of professional internship programs												
Task 3.4 - Development and creation of learning materials and e-platforms.												
Task 3.5 - Development and creation of procedures for the operation of laboratories/training centers.												
Task 3.6 - Development of training programs for the industry.												
Task 3.7 - Development of associations for energy savings and connecting interested parties.												
Task 4.1 - Accreditation and verification of developed curricula and teaching materials.												
Task 4.2 - Student enrollment.												
Task 4.3 - Curriculum implementation.												
Task 4.4 - Verification of training programs for the economy.												
Task 4.5 - Student internship.												
Task 4.6 - Green Week implementation.												
Task 5.1 - Development of a quality assurance plan.												
Task 5.2 - Quality Assurance Committee meetings.												
Task 5.3 – Quality control monitoring												
Task 6.1 - Creation of a sustainability plan.												
Task 6.2 - Improvement of cooperation among Western Balkans												

Higher Education Institutions (HEIs) community.												
Task 6.3 - Cooperation agreements between Western Balkans Higher Education Institutions (HEIs) and interested parties from the economy												
Task 7.1 - Establishment of a dissemination plan.												
Task 7.2 - Development of a project website.												
Task 7.3 - Promotion of study programs in media and on social networks.												
Task 7.4 - Information days.												
Task 7.5 - Promotion of training programs aimed at the economy and the wider community.												
Task 7.6 - Promotion of e-knowledge platform.												
Task 7.7 – Promotion at scientific conferences.												

List of deliverables s presented on the Table below:

Deliverables								
Work Package No	Deliverable Related No	Deliverable No	Deliverable Name	Description	Lead Beneficiary	Type	Dissemination Level	Due Date
WP1	D1.1	D1	Established project bodies and adopted project management guide	Decisions regarding the appointment of members of the management body and other project structures. Program management guide for the project; a PDF document in English	AASKM	R	PU	29 Feb 2024
WP1	D1.2	D2	Project management plan created	BE001 will regularly initiate updating the project management plan in accordance with the submitted reports to enable timely changes and responses. This will facilitate progress and anticipate unexpected situations; a PDF document in English.	AASKM	DMP	PU	31 Dec 2026
WP1	D1.3	D3	Interim report prepared.	The project interim report will include meeting minutes and updates on the project's progress; PDF document in English.	AASKM	R	PU	30 Jun 2025
WP2	D2.1	D4	Catalog of competencies	Decisions on the creation of new competencies by 8 WB HEIs; PDF document, EN	UNIRI RITEH	R	PU	31 Oct 2024
WP2	D2.2	D5	Reports of study visits	4 study visit reports containing IMG, PPT and PDF content; PDF document, EN	UNIRI RITEH	R	PU	31 May 2025
WP2	D2.3	D6	Report on the formation of a partner network	Report on the formation of the partner network, which contains IMG, PPT, and PDF content; PDF document, EN	UNIRI RITEH	R	PU	31 Mar 2025

WP3	D3.1	D7	Adopted course catalog.	Catalogs of adopted courses from 8 WB HEIs; Report-PDF document, EN/local languages	NKUA	R	PU	31 Mar 2025
WP3	D3.2	D8	Established laboratories.	8 decisions on establishing laboratory/training centers; 8 inventory books; Report-PDF document, EN/local languages	NKUA	R	PU	31 Mar 2025
WP3	D3.3	D9	The learning material has been prepared	Manual with learning methods created by WB HEIs. Report-PDF document, printed material, and material posted on e-platform in EN and local languages.	NKUA	R	PU	31 Aug 2025
WP3	D3.4	D10	Creating a training procedure intended for economy.	Document on laboratory/training center procedures. Report-PDF EN and local languages.	NKUA	R	PU	31 Dec 2025
WP3	D3.5	D11	Manual for students' professional practice.	Document on manual. Report-PDF EN and local languages.	NKUA	R	PU	31 Dec 2025
WP3	D3.6	D12	Manual for online learning professional practice.	Document on manual. Report-PDF EN and local languages.	NKUA	R	PU	31 Dec 2025
WP4	D4.1	D13	Establishment of study programs	Decisions on accreditation/innovation of study programs obtained by national agencies; PDF document, EN/local languages.	AATPS	R	PU	31 Dec 2025
WP4	D4.2	D14	Enrolled students	Lists of enrolled students for each WB HEIs; PDF document, EN language.	AATPS	R	PU	31 Dec 2025
WP4	D4.3	D15	Student professional practice implemented.	Documentation on students sent to professional practice, prepared by WB HEIs; Documentation of completed student professional practice (plan, agenda, enrollment lists, presentations, photos, certificates of completed professional practice); Reports on completed professional practice prepared by EU/AP HEIs. PDF, PTP, and other documents, EN/local languages.	AATPS	R	PU	31 Jul 2026
WP5	D5.1	D16	Manual QAP.	Decisions in the constitution of bodies; PDF document, EN.	VSB - TUO	DMP	PU	30 Jun 2024
WP5	D5.2	D17	Quality monitoring report.	Three quality monitoring reports; PDF document, EN language.	VSB - TUO	R	PU	31 Dec 2026
WP6	D6.1	D18	Sustainability plan	Decisions on the establishment of the sustainability plan; PDF document, EN.	ATUSS	R	PU	30 Jun 2024
WP6	D6.2	D19	Agreement on continuous cooperation between WB HEIs is signed.	Cooperation agreement between 8 WB HEIs; PDF document, EN.	ATUSS	R	PU	31 Dec 2026
WP6	D6.3	D20	Agreement of cooperation with interested parties from economy, local community, NGO is signed.	At least 16 cooperation agreements (2 for each WB HEIs); PDF document, EN/Local languages.	ATUSS	R	PU	31 Dec 2026

WP7	D7.1	D21	Dissemination and exploitation plan has been established.	Established the dissemination and exploitation plan; Decision- PDF document, EN.	AASKM	R	PU	31 May 2024
WP7	D7.2	D22	Created project website and promotional material.	A project website and promotional materials have been created, including a website, printed materials, and PDF documents in English and local languages.	AASKM	R	PU	31 Mar 2024
WP7	D7.3	D23	Established e-knowledge platform.	A website has been created to promote awareness of ICT use in energy and Green Week, with a link available on the project website (created in T7.2) in both English and local languages.	AASKM	R	PU	31 Dec 2025
WP7	D7.4	D24	Reports on participation in promotional events and conferences.	Material promoting the project through media and social media will be made available on the project website (T7.2). All partners will submit reports on activities within T7.5, a total of 16 reports, with each of the 8 WB HEIs submitting two reports. All partners will submit reports on participation in scientific conferences (T7.7), a total of 24 reports, with each of the 8 WB HEIs submitting 3 reports. There will be 16 reports on information days within T7.4, with each of the 8 WB HEIs submitting two reports.	AASKM	R	PU	31 Dec 2026

3. PROJECT EVALUATION

3.1 MEASURABLE INDICATORS

Main project indicators of success, promised during project preparation are:

Created “New energy system” competencies

Developed/innovated 8 Study programs

Number of new or modernised structures/units/centres/hubs to be created 8

Number of new or modernised labs 8.

3.2 INTERNAL PROJECT EVALUATION

Quality assurance is an essential part of project implementation, which brings confidence that quality requirements are being and will be fulfilled. Aside from avoiding problems, quality assurance is a way of preventing mistakes and potential errors among the expected project results.

For holding quality evaluation, all the project materials are structured and available to all project members. All project meetings are protocolled and their minutes are available to all project members on the file sharing platform.

Based on Project Management Guide, PMC will define QA Plan, and that will be the base for internal project control. QA committee will perform their activities in four fields:

- monitoring general quality of the project implementation,
- monitoring quantity of reach indicators,
- evaluate the quality of each training, meeting, event and
- evaluate satisfaction of trainees and mentors after the conducted short study cycles.

Surveys using questionnaires will be used to measure the quality of:

- each meeting – about place conditions, time-line, atmosphere,
- each training – about quality of presentations, learned lessons, discussions
- trainees and mentors – after realization of each study cycle

Feedback questionnaires is given as Annex E. Surveys is going to be conducted in electronic way and analysed by QAC, and then recommendations to improvement will be given by the PMC, which will be in-charge for implementing recommendations in the next project phases.

For conducting surveys, members of PMC (PC and IPC) are responsible for conducting and distribution results to QAC for analysis.

3.3 EXTERNAL QA

The external evaluation of the project performance will be done trough verification of national bodies, defined with National law, for establishing of curricula.

Both internal and external reviews will be summarized by QAC, that partner VSB-TUO leads. Reports of QAC will be used for discussion on SC meetings.

4. INFORMATION AND COMMUNICATION MANAGEMENT

Communication is an important and integral part of the project implementation. It is essential for the success of the project and hence requires a solid and well-elaborated planning in order to correctly link the project communication objectives to the specific project objectives.

All activities foreseen in the Project Work-plan must be consistent with other project activities, serving as an inevitable tool for the partnership to reach the main project goal(s) as well as for ultimate spread of the information about project results and achievements in all partner regions.

As the project is run by different expert and managerial bodies to achieve the objectives, efficient communication strategy among the project partners and the formed groups should be guaranteed. Cooperation and communication within the project will be carried out according to the Project communication strategy based on both virtual and in-person components. Different expert and managerial bodies to achieve the project goals are

created, so their efficient internal and external communication strategy and decision-making are by consensus guaranteed.

The communication channels should be ordered: WPL – PMC – QAC – SC and vice versa.

The communication inside of SC, PMC and QAC members will be held in two ways:

- In-person at the consortium meetings or other project events;

- Virtually (project website (section online sessions), MS Teams and mailing lists) and coordinated by the PC.

Members of WG per WPs will meet face-to-face, but mostly virtually, with the respect of cost effectiveness, promised in project preparation period.

List of all consortium members, per WPs, with contact data is going to be available, from Kick-off-meeting, to all consortium members, with respect to personal data privacy. From Kick-off-meeting day-to-day communication will be agreed in intense, quality and quantity and supported with necessary forms, given in Partnership Agreement and set online.

5. DISSEMINATION

As recommended by the Erasmus+ program, the principal factors in constant updating the dissemination strategy will be as follows:

- the types of activity – the methods and mechanisms, the languages to be used;

- the resources – people and budget including for translation;

- the timetable;

- the strategy beyond the project's lifetime and beyond the partnership.

Leader of the WP 7 will propose Dissemination Plan and it will be adopted on Kick-off-meeting by PMC members. Project logo is designed and chosen using Google questionnaire for members voting. Project logo will be used for designing all promo materials, for all project activities and meetings.

5.1 Target audience & communication channels

It is of vital importance to ensure that the NES4WB action receives substantial visibility. On the whole, the consortium must pay specific attention to the importance of dissemination, exploitation of results of the action and their visibility at a transnational level.

Under the publicity obligations, all partners are requested to inform the public, press and media of the action, which must, in conformity with all agreements, clearly and visibly indicate “with the support of the Erasmus+ Program of the European Union.

Main pivotal issue in the EU visibility strategy is the web presence. In this respect, a website for the NES4WB must be created and maintained (at least during the project lifetime), as stipulated in the Grant Agreement. The website must be kept up-to-date with at least: a description of the project, the contact details of the coordinator, the list of beneficiaries, mention of the European Union's financial support with the relevant logo, and access to all results, when they become available.

External and internal channels of communication are to be maintained in the process of project implementation. It is indispensable that the project members openly and freely, respectfully and transparently communicate between themselves and with the coordinator. The contact list of the project members is structured and available from the very beginning of the project. Generally, all consortium members are called to endorse regular and operative communication with target audience.

Main target groups aimed to be tackled with dissemination activities are:

- Students of participating WB HEIs,
- Academic staff of participating WB HEIs,
- Universities in surroundings,
- Industrial and business institutions in partner countries including techno parks, business incubators, foundations for the development of innovative businesses and start-ups, and similar,
- Individuals willing to up-skill themselves.

Different tools & channels will be used to reach out project target groups:

- Students at universities in WB countries: information sessions; partners' websites and social media; partners' media (i.e. newsletter, bulletins etc.); project website and social media; project newsletter;

- Staff of participating universities: university-level meetings and presentations; information sessions; partners' websites; intranet (if applicable); partners' media (i.e. newsletter, bulletins etc.); project website and social media; project newsletter;

- Industrial and business communities: information sessions; partners' and project websites and social media; project presentations at events of different level (local, national, international conferences); publications; project newsletter;

- Associated partners with their channels (websites, newsletters, meetings etc.).

5.2 PROJECT WEBSITE

Website is going to be the main source of information and communication with stakeholders. Articles published in peer-reviewed journals, conferences and seminars dealing with project activities and results will be published on the project website. Workshops materials; project newsletters, providing every subscriber with all information about the project outcomes and future plans and activities are going to be published on the website. Promo-kits (logo, leaflets and promo - goods with promo-logos) will be prepared and all leaflets are going to be published in the e-form. Publications from tree conferences and publications in peer-reviewed journals aiming to provide distribution of the project achievements among larger academic audience; publication of project information materials such as Elaboration of new competencies are going to be published. Besides that, all working materials, presentations, conference reports, posters, etc., will be presented online and supported by necessary photo and mass - media links.

Websites of the all partners are going to be linked to project website. Social networks of partners and stakeholders are going to be used for day-to -day communication.

5.3 PROMOTION ON MEDIA & SOCIAL NETWORKS

Social networking plays a crucial role in the dissemination of information and communication in today's interconnected world. When it comes to dissemination, social networks provide powerful platforms for sharing

content, ideas, and knowledge with a wide audience. For this reason, social media is going to be utilized to access and engage future targeted audience into project activities.

Facebook and LinkedIn are the most widely utilized social network in the world. Through the project Facebook and LinkedIn, information, events, pictures and links will be shared, and the public can react by “liking” the page, "sharing" the activities and outcomes, and writing directly to the Project account. LinkedIn is the social network for professionals who want to search for job positions and network with similar minded professionals.

5.4 PROMOTION ON LIVE EVENTS

Promotion and dissemination during live events offer unique opportunities to reach a targeted audience, engage with stakeholders, and create a lasting impact. Whether it's a meeting, training, seminar, trade show, or any other live event, effective promotion and dissemination strategies are going to be organised.

Tree international conferences will be used for promotion, one in Croatia, one in Bosnia and Hercegovina and one in Montenegro, in order to provide attention and visibility of the project in scientific and labor circuits. Those are going to be followed with a series of information sessions held at universities in partner countries with the main aim to inform target groups and wide public about the project and its results. A number of project activities envisaged will contribute to project dissemination to both target groups and wide audience: desk and field study, home multiplier training, intensive school in engineering management.

Green-weeks are going to be organized at WB HEIs in total eight of them in order to promote project achievement and especially e-learning platform. The main topics of the Green weeks are going to be: practical presentations of the e-learning platform, introduction to the technical possibilities of the digital technologies equipment, short training on remote consumption management; introductions with energy-saving association activities, and further networking with attendees of the event.

The main goal of Green weeks is raising awareness to different target groups concerning energy-saving the more specific knowledge and skills which will be gained during those events are: Basic knowledge of energy consumption, use of mobile and other communication devices in energy management, currently available applications and controllers for managing energy consumers.

All events will be covered with photos, video-clipping and TV stations are going to be called to make the coverage. Effective promotion and dissemination during live events require a comprehensive and well-coordinated approach. By combining both online and on-site strategies, organizers can create a memorable and impactful experience for participants while maximizing the reach and influence of their key messages.

5.5 MONOGRAPHY OF THE PROJECT

The results of the project will be presented in a publication - the project monography prepared by ASSKM and other WB HEIs. The publication will include: basic project information, information on developed new energy system competencies and developed/adopted new curricula. The publication will be published in English and local languages. A version of project monography will be created for each WBC. The publication will be available to other HEIs as well as to all interested organizations. It is going to be distributed on Final Conference.

Detail Dissemination Plan will be provided by WP 7 Leader.

6. SUSTAINABILITY

The primary goal of the Sustainability plan is to continue supporting both the tangible and intangible outcomes of the main project, translating research and development efforts into practical solutions that benefit society, industry, and the economy. The following key points are essential for accomplishing this objective:

1. Study programs

- The attractiveness and up-to-date of the programs based on the labour market needs;
- The update and accreditation of the programs in WB countries which will confirm quality standards of national education systems;
- The permanent management of the programs and the maintaining connections with the WB partner HEIs.

2. Laboratories/Centres

- The long-term sustainability by further networking among all relevant interested stakeholders (schools, public and private companies, local self-governments etc.) and citizens;
- The permanent improvement of content and materials;
- Operational capacity through the cohesion and involvement of the partner HEIs and a stable project environment i.e. WB partner HEIs will maintain the established Centres and the new teaching environment and provide dedicated staff.

As for the intangible outputs (gained knowledge, experience and skills by students, teaching staff and participants of the promotion events), following activities are planned:

During round tables and Interim and Final conference the wider group of stakeholders and decision makers are going to be invited. They will be informed about aims and goals of the project, achieved results and they will be involved in the discussion about results, about further activities to give suggestions, recommendations, because their needs are guidelines for sustainability of the project.

Through signing agreements of cooperation, based on each economy partner needs, the sustainability of each Centre is going to be provided and the benefits from opening new ones on other HEIs in the WB countries will benefit whole society. Monography of the project will be delivered on the Final event to all stakeholders in order to provide project sustainability.

The role of industrial society and market labor is here crucial.

7. FINANCIAL MANAGEMENT

Accurate and effective financial management is carried out under the lead of the coordinating institution (AASKM) and project coordinator. The total project budget is distributed among all participants according to signed GA. All spending are predicted in a most cost efficient way.

Travels are planned in order to involve all partners into the mobility and follow geographical balance amongst participating countries, taking into consideration the relevant budget costs.

7.1 ELIGIBILITY OF EXPENDITURE

The expenditure of the eligible costs is structured as given in a GA and Partnership Agreement. Costs are delivered under categories:

1. staff costs – given in Person Months and 4 categories
2. travel costs and costs of stay - given based on Aga document and EU recommendations,
3. subcontracting costs – based on market prices in the moment of project preparation,
4. other goods - based on market prices in the moment of project preparation,
5. equipment costs – based on HEIs needs and in line with the project goals.

7.1.1 Staff costs

Staff members are responsible for performing all tasks that are important for the execution of the project. Generally, the staff costs must be broken down into four categories:

o Manager,

o Teachers, Researcher,

o Technician and

o Administrative.

As given in Person Months, for each WP and for each partner. Amount in each category in each WP inside partner's budget should be divided with 18 (number of calculated working days in month) and the cost for working day can be calculated.

The number of days spent per person on the project cannot exceed 18 days per month or 216 days per year, or in accordance with national law. Beneficiaries should report staff costs based on real daily staff cost rates, corresponding to the beneficiary's usual policy on remuneration, and in accordance with national legislation. All individuals should be employed or assigned to the partners institutions. Distribution of Staff costs is given in Partnership Agreement.

Subcontracting, that is implementation of specific tasks by third party, to which a contract is awarded by the beneficiary/ies, is also possible within the framework of the action. National legislation of partner's country must be respected. If subcontracting has not been foreseen in the application, then it needs prior authorization with the Agency.

For personnel costs, the following documentation must be submitted:

- salary slips,
- time records/time sheets,
- employment contracts,
- proofs of payment and relevant accounting documents (personnel accounts, bank statements , invoices, receipts, etc)
- other documents (social security legislation, etc)

7.1.2 Travel costs and subsistence cost

Travel costs for staff taking part in the project are considered eligible, provided that they are in line with achieving the project objectives. Any category of staff (e.g. managers, RTT, technical and administrative staff) under official contract with the beneficiary institutions and involved in the project may benefit from financial support for travel and subsistence. Costs may be claimed only for journeys directly connected to specific and clearly identifiable project-related activities. These costs are covered on the basis of unit costs. Distribution of this costs are given in Partnership Agreement.

The calculation of the travel costs is done on the basis of three variables:

- Travel distance (travel costs);

- Duration (costs of stay);

- Place of stay.

Costs of stay can be reported for staff involved in the project for activities taking place outside the city of the participant's home institution. These costs contribute to the subsistence, accommodation, local and public transport such as bus and taxi. Financial support will be provided only for costs of stay that are directly related to the achievement of the project objectives.

Payments should be done in line with the institutional and national rules (documentation, payments in advance, payments after travel is conducted).

Each participant in travel must submit travel report.

7.1.3 Equipment costs

The purchase of the equipment is supported on the condition that it is instrumental to the objectives of the project. Therefore, it must be purchased no later than 18 months from the beginning of the project. The procurement and delivery of equipment to partner country institutions is often a rather complex procedure that should be taken into consideration at the planning stage. This is responsibility of each partner. For any potential delay, PC must be informed, in order to communicate with Project Officer.

Equipment is intended exclusively for the partner country institution which are included in the partnership where it must be installed. Yet it is unrealistic and not relevant for all partner universities to purchase identical equipment, or to have an identical amount for every single partner.

Under no circumstances may equipment be purchased for any non-higher education institutions in the partner countries. The equipment must be recorded in the inventory of the institution where it is installed; this institution is the sole owner of the equipment. All equipment purchased with the Erasmus+ CBHE funds must bear an Erasmus+ sticker to be printed or bought by the beneficiaries.

The list of main supporting documents on equipment includes the following:

- a list of equipment;

- an acceptance protocol;

- all invoices from the supplier.

7.1.4 Other goods and subcontracting

The procurement of goods and services will be executed in line with the Erasmus+ CBHE program's tendering procedures as stipulated in the Grant Agreement. The financial reporting of goods and services purchased in the project is based on the principle of actual expenses incurred. The actual costs incurred shall be documented and reported in line with the requirements and procedures applicable in the Erasmus+ CBHE program and national law demands.

7.1.5 Internal guidelines for financial recording and documentation

This document is a guide for recording and maintaining financial documentation on the spending of grant funds on consortium level. The document is integral part of PMG.

8. REPORTING AND MONITORING PROJECT PROGRESS

The reporting scheme of the NEST4WB project involves the following two systems of reporting:

- External formal reporting by the Coordinator to the Executive Agency, including Intermediate and Final Reports (regulated by EACEA).

- Internal reporting within the NEST4WB Consortium, which comprise:

  - Partner reports on the Outputs, showing progress of the consortium and given institution in the implementation of the project (quarterly);
  - Work Package Leaders' reports, showing progress of the involved party of the consortium in the execution of the work package (quarterly) ;
  - Partners' financial reports, providing the declaration of the incurred expenses, accompanied by the necessary supporting documents. All consortium members are sharing responsibility for the whole process of reporting (semi-annualy).

All consortium members are sharing responsibility for the whole process of reporting.

Coordinating institution is directly responsible for the formal reporting, however it is mandatory for each partner to support this activity. Partners are subject to internal reporting in order to deliver information for monitoring purposes of the project progress, financial management, and work package management etc.

The consortium work plan is the basic document for reporting about the project progress. This work plan determines the time limits for performing the tasks. While dealing with the WP and preparing the report, the assigned leader is to pay utmost attention to meeting the deadline. The work plan lists the activities, deliverables and WP Leaders, as well as provides information on the planned involvement of consortium partners and their estimated workload.

The representative of the coordinating institutions is acting as a project manager. On each institution, the institutional project coordinator (IPC) is a primary contact person for reporting. The project manager works with IPCs and with the appointed leaders of WPs, and is responsible for day-to-day management of the project.

WP leaders are responsible for the execution of tasks, representing the given WP. Every WP Leader prepares a final technical report for the assigned WP and is responsible for reporting to the coordinator.

WP leader oversees the evaluation of the progress based on the activities and deliverables, assigned to the given WP. The coordinator conducts the overall management of the WP implementation under the assigned leadership.

The document submission scheme is designed as follows:

- All partners involved in the preparation of the tasks within a certain WP have to submit the report the output and achieved objectives to the WP leader. The report must comprise clearly defined results and the time spent on their implementation. Report must contain all necessary information (participation lists, data that in quality and quantity describe reached outputs etc.).
- WP interim and final report is prepared by the WP leader, and it is formed on the basis of all reports presented by the partners engaged in the WP.

The document submission scheme for finance reporting can be summarized as follows:

- Financial report is the basis for the payments and should clearly showcase the implemented tasks,
- All partners undertake to submit in due time to the coordinator all relevant reports needed to draw up the financial statements or any other documents in the events of audits, checks or evaluations.
- All partners are obliged to upload the documentation on the spending of funds in a timely manner and in its entirety to the part of the platform intended for financial reporting, and all based on the Internal guidelines for financial recording and documentation.

8.1 REPORT'S CONTENT

Each partner contributes to the output report by preparing and delivering their own part of the table of achieved results in order to provide a clear linkage between staff involvement and tangible outcomes in the context of a given WP.

The description of the carried out activities elicits partner's contribution to the overall activities within a framework of a certain WP. The description of activities that are carried out in the framework of a given WP is primarily assessed by the WP leader.

- Description of activities should be supported by the indicators, i.e. ordering numbers, provided in LFM and WP descriptions, which are prepared under the financial reporting activity.
- Indicators (ordering numbers) are mandatory for use, as they give a clear identification of partner's contribution. To be specific, joint declaration is a part of the financial reporting system.
- Partner reports comprise information about the ongoing activities and their outputs.

8.2 WORK PACKAGE (WP) INTERIM AND FINAL REPORT

Each work package has a workload planned for the involved participants. This is a principal document for the WP leader to organize activities within the WP. It also provides preliminary information for the involved partners in terms of financial management.

Each WP Leader has some flexibility in terms of assigning the duties within the WP. All involved partners should be informed in advance about the changes in the planned workload.

At the final stage, i.e. when the WP is about to be completed, the WP leader is to prepare a final workload report for the coordinator. The report is prepared and communicated transparently to the involved partners. Transparency of communication is necessary to provide appropriate financial management among the partners so

as to estimate the final workload of partners. The final workload report of the work package is reviewed by the project manager and is considered as the basis for all financial settlements between coordinating institution and partner's institution.

The financial reports prepared by the partners are considered preliminary until the work package is completed. Partners are required to organize internal financial management of the project (that is on the level of the given institution), which should correspond with the information about the planned, actual and expected workload assigned by the WP leader. The payment of the next installment to the partner institution is done on the basis of the analysis of WP leader's report on the implementation of the WP tasks.

The template of the project progress report for WP Leader in terms of the achieved results (deliverables) for a given in annexes of the present document.

8.3 PARTNER'S FINANCIAL REPORT

The beneficiaries must provide — during the action or afterwards and in accordance with Article 7 of Annotated Grant Agreement (AGA), https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/aga_en.pdf, — any information requested in order to verify eligibility of the costs or contributions declared, proper implementation of the action and compliance with the other obligations under the Agreement.

The information provided must be accurate, precise and complete and in the format requested, including electronic format.

The granting authority may request the information for any purpose (e.g. checks for monitoring the action or assessing reports and requests for payment; reviews; audits; investigations; evaluation of the action's impact).

It may request any type of information it needs (including personal data in order to verify that costs declared for specific people are eligible; see Article 15 - AGA). The level of detail will depend on the purpose of the request.

The granting authority may request the information at any time, either during the action or afterwards.

The beneficiaries must — at least until the time-limit set out in the Data Sheet (see Point 6 - AGA) — keep records and other supporting documents to prove the proper implementation of the action in line with the accepted standards in the respective field (if any).

In addition, the beneficiaries must — for the same period — keep the following to justify the amounts declared:

- for unit, flat-rate and lump sum costs and contributions according to usual cost accounting practices (if any): the beneficiaries must keep any adequate records and supporting documents to prove that their cost accounting practices have been applied in a consistent manner, based on objective criteria, regardless of the source of funding, and that they comply with the eligibility conditions set out in Articles 6.1 and 6.2 of AGA.

Moreover, the following is needed for specific budget categories:

- for personnel costs: time worked for the beneficiary under the action must be supported by declarations signed monthly by the person and their supervisor, unless another reliable time-record system is in place; the granting authority may accept alternative evidence supporting the time worked for the action declared, if it considers that it offers an adequate level of assurance.

At the end of each reporting period, partner need to submit the technical and financial report to Project Coordinator using form given in Annex J - NEST4WB FINANCIAL REPORT FOR PERIOD. The approach is the same as for actual costs grants except that in lump sum grants:

− the coordinator must complete the „status of work packages" table in the Grant Management System and mark work packages as "completed" or "not completed";

− the technical report should focus on the completion of work packages (in particular, when you declare a work package as completed, the report must explain and justify this);

− the financial report is much simplified and to a large extent automated.

On the basis of the status of the work packages and the amounts of lump sum shares attributed to each beneficiary in the grant agreement, the consolidated financial statement will be automatically generated for all beneficiaries. Certificates on financial statements - CFS are not used in lump sum grants.

Partners must keep documentation to demonstrate that the Project activities have been carried out, and by whom. This is the same technical documentation as for all grants (i.e. there is no additional technical documentation to be kept specifically for lump sum grants). For example, for research activities, you should keep documentation as required by good research practices such as lab books, technical documents, Attendance lists, proceedings in conferences, publications, and etc.

All other obligations in terms of financial reporting are detailed given in AGA document. https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/aga_en.pdf

Although no financial audit is envisaged for lump sum grants, at the consortium level it is suggested that all partners keep documentation as given in the document "Recomendation for Financial recording and documentation", prezented on Kickoff meeting, because EACEA reserves the right to random control of spending of funds and cost eligibility.

8.4 CO-FINANCING

According to the European Union Financial Regulation grants shall always involve co-financing. This means that the resources which are necessary to carry out the project shall not be provided entirely by the EU contribution. The respect of the co-financing principle is generally assumed.

In this regard, the grant is viewed as a combination of two different financing approaches, namely:

- AC: Actual costs (equipment, subcontracting and exceptional costs),

- UC: Unit costs (staff, travel and costs of stay),

The tables providing the financial information should be permanently updated by every partner.

Up-to-date, relevant information enables the partner to be informed about the efficiency of financial management within the NEST4WB project. The system of internal settlement functions on the premise that appropriate financial management needs to be supported with up-to-date financial information. It plays a crucial role to demonstrate the financial capacity of the partner in the framework of project budget.

It is a duty of every partner to monitor their own financial flows and internal settlement (partner institution - coordinator and back) in order to be able to indicate the financial means at the moment of application for the next instalment in the framework of the partnership agreement. Every partner institution holds the responsibility for financial flexibility.

Project manager is monitoring the general situation in the consortium, however without taking on any responsibility for partner's financial resources and their internal financial management.

9. REPORTING FORMS

9.1 FORMS FOR REPORTING FROM EVENTS AND TASKS/DELIVERABLES

Specified Forms for different reportings from events and tasks/deliverables are:

Annex C: Event report form;

Annex D: Attendance list;

Annex E: Event evaluation form;

Annex K: Form for tasks/deliverables;

Annex O: Review of deliverable;

Annex P: Agenda template;

The reports from consortium meetings should be sent to the coordinator and involved partners, not more than 15 days after the meeting is held. Coordinator will upload to the website, so the reports can be used for the reporting. Keeping institutional reports are partner's obligation and must be involved in periodical reporting (each 6 months).

Attendance list is **obligatory** for all meetings. The Event reports should be concrete, not too long, but must have the main conclusions.

The deliverables will pass control chain: WPL – PMC – QAC.

All forms are integral components of Project Management Guide and are published on the project website (project management side).

9.2 PARTNER'S REPORTING

Forms that each partner has to fill in order to provide quality reporting each 6 months are given in the following annexes:

Annex F: Work progress form – should be submitted as a part of each periodic report including all the tasks completed over the period;

Annex J: Financial report for period – should be submitted as a part of each periodic report including all expenditures incurred over the period.

Annex M: Travel cost and subsistence – must be filled for each person and form must be a part of reporting documentation;

Annex L: Personnel cost - must be filled if any staff cost have been calculated during the reporting period for each person;

Periodic reports should be provided before PMC meeting, so the PMC can discuss them,

For Interim and Final Reports coordinator is obligated to prepare all reports in line with demands of Executive Agency (the forms are still not published), based on partner's reports.

All forms are integral components of Project Management Guide and are published on the project web site (project management side).

9.3 WP LEADER'S REPORTING

For each WP, WP Leaders are responsible for collecting reports and writing joint reports. Joint reports should be written each 6 months or for each PMC and QAC meeting.

Forms for WP Leader's reporting are given as:

Annex K: Form for tasks/deliverables;

Annex O: Review of deliverables.

All forms are integral components of Project Management Guide and are published on the project website (project management side).

9.4 FORMS FOR REPORTING TO THE EXECUTIVE EGENCY

Forms that must be used for preparing Periodic and Progress Reports on demand of Executive Agency are given on the project web site.

10. PROJECT CHANGES

First and foremost, it is primary to elaborate on the possibility of having the amendments to the Agreement. An amendment is an act modifying the grant conditions initially agreed and established in the Agreement. The rules for amendments of grants are set out in the Grant Agreement.

Minor changes of the work plan that do not affect the strategic approach of the project and do not put at risk the completion of the project by the end date are considered minor changes and need Project Officer confirmation.

Minor adjustments of the content can refer to:

- timing,

- duration,

- location or format of activities,

- number (only increase or merging is allowed) and/or format of deliverables or outputs

- changing equipment to be used for reaching the project objectives, ensuring the same quality of the activity.

For major changes an amendment request is necessary. In this case, the request should include a justification of the changes together with a revised work program in "track changes" in order to make it clear what changes are made between the former and new work program. This kind of change requires approval from Granting authority.

The budget allocation can be necessary in this case.

11. AUDIT

For all questions about Audit of the project from the Grant Authority, the articles from GA are competent.

12. PROLONGATION OF THE PROJECT DURATION

An extension of the eligibility period may be accepted only under exceptional circumstances, and if the Agency considers the extension justified. For this purpose, rules established under the GA and document AGA – Annotated Grant Agreement.

13. ANNEXES

1. Templates and forms

Templates and forms.rar

2. Project management plan

Project management plans.:

3. NEST4WB REWIEV OF DELIVERABLES

Annex O NEST4WB REVIEW OF DELIVER

БОЈАН ПРЛИНЧЕВИЋ 007711021 Sign

Digitally signed by БОЈАН ПРЛИНЧЕВИЋ 007711021 Sign
Date: 2024.03.29 18:27:34 +01'00'

REPORT DONE BY:

[Phd Bojan Prlinčević]

[Phd Danijela Zubac]

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the European Union

#COVER PAGE#

DELIVERABLE TITLE

subtitle

REPORTING DATE:	
REPORT AUTHOR(S)	
INSTITUTION:	

Project acronym:	**NEST4WB**
Project full title:	**NEW ENERGY COMPETENCE SYSTEM AND TECHNOLOGY FOR WB ENERGY STABILITY SYSTEM CURRICULUM REFORM**
Project No:	**101129321 (Call: ERASMUS-EDU-2023-CBHE)**
Coordinator institution:	**ACADEMY OF APPLIED STUDIES KOSOVO AND METOHIJA**
Coordinator:	**Phd Bojan Prlincevic, prof.a.s.**
Beneficiaries:	**SVEUCILISTE U RIJECI-TEHNICKI FAKULTET (UNIRI RITEH), Hrvatska** **ETHNIKO KAI KAPODISTRIAKO PANEPISTIMIO ATHINON (NKUA),Grcka** **VSB - TECHNICAL UNIVERSITY OF OSTRAVA (VSB - TUO), Ceska** **UNIVERSIDAD POLITECNICA DE MADRID (UPM), Spain,** **AKADEMIJA TEHNICKO-VASPITACKIH STRUKOVNIH STUDIJA (AATPS), Serbia,** **AKADEMIJA TEHNICKO-UMETNICKIH STRUKOVNIH STUDIJA (ATUSS), Serbia,** **UNIVERSITY OF MITROVICA (UPKM), Kosovo *,** **UNIVERZITET U ISTOCNOM SARAJEVU (UES), Bosnia and Herzegovina,** **University of Mostar (SUM), Bosnia and Herzegovina,** **UNIVERZITET SINERGIJA BIJELJINA (USB), Bosnia and Herzegovina,** **LUARASI UNIVERSITY (LRS), Albania,** **UNIVERSITETI METROPOLITAN TIRANA (UMT), Albania,** **FAKULTET PRIMIJENJENE NAUKE PODGORICA (FPRN), Montenegro.**

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1.1.1 Title of sub-paragraph .....

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2.1 Title of sub-paragraph .....
2.1.1 Title of sub-paragraph .....

3 TITLE OF PARAGRAPH .....
3.1 Title of sub-paragraph .....
3.1.1 Title of sub-paragraph .....

4 CONCLUSION .....

5 ANNEXES .....

- Appendixes:
  1. XXXXX,
  2. XXXX
  3. XXXXX
  4. XXXXX

REPORT DONE BY:

_____

[*Name and Surname****]***

_____

[*Name and Surname****]***

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Host institution, Location, Date

TITLE

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NAME AND SURNAME,
occupation,

LOGO and ACRONYM of the institution

Exemple

Akademija strukovnih studija kosovsko metohijska
Leposavić, 12-13.03.2024

PRESENTATION OF ACADEMY OF APPLIED STUDIES KOSOVO AND METOHIJA

"Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or the European Education and Culture Executive Agency (EACEA). Neither the European Union nor EACEA can be held responsible for them."

BOJAN PRLINČEVIĆ,
Project Coordinator

AASKM

EVENT REPORT FORM

TYPE OF EVENT:	
VENUE:	
ORGANIZER:	
REPORTING DATE:	
REPORT AUTHOR(S)	
INSTITUTION:	

Project acronym:	**NEST4WB**
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EVENT DESCRIPTION
with special reference to goals and outcomes

- Appendixes:
  1. XXXXX,
  2. XXXX
  3. XXXXX
  4. XXXXX

REPORT DONE BY:

_____

[*Name and Surname****]***

_____

[*Name and Surname****]***

ATTENDANCE LIST

EVENT:	
VENUE:	
ORGANIZER:	
WORKING PACKAGE:	
MEETING FORMAT:	LIVE / ONLINE
TYPE OF THE MEETING:	INTERNAL / CONSORTIUM
DATE:	

Project acronym:	**NEST4WB**
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By signing this you agree to give permission to the hosts of the event to take pictures and audiovisual footage of you, during this event and publish those in public mediums such as website, social media, media outlets & printed promotional materials. The usage of the pictures shall be solely for purposes of event and topic related promotional events and initiatives.

No.	Name, Surname	Institution (acronym)	Email address	Signature
1.				
2.				
3.				
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15.				

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EVENT EVALIATION FORM

EVENT:	
VENUE:	
ORGANIZER:	
INSTITUTION:	

Project acronym:	**NEST4WB**
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Please complete the following questionnaire and help us improve the quality of our next events.

NEST4WB

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- **Age:** _____
- **Country of origin:** _____
- **Proffesional occupation/title:** _____

How satisfied you were with (1 = not satisfied, 5 = very satisfied):

- event administration 1 2 3 4 5
- the venue and facilites 1 2 3 4 5
- event programme 1 2 3 4 5
- presentations 1 2 3 4 5
- disscusions 1 2 3 4 5

Please, mark your agreement (1 = strongly disagree, 5 = strongly agree) **with the following statements:**

- information shared during the event were new, clear and useful 1 2 3 4 5
- the event meets my expectations in terms of offered topics 1 2 3 4 5
- interaction with other participants was fruitful 1 2 3 4 5
- distributed material is clear and useful 1 2 3 4 5
- disscusions were relevant for the participants 1 2 3 4 5
- time management was fully satisfied 1 2 3 4 5
- working methods were appropriate 1 2 3 4 5
- the overall organisation was professional 1 2 3 4 5

COMMENT BOX (please indicate how can event quality be improved in the future):

Your name (optional):_____

Thank you!

WORK PROGRES INFORMATION REPORT FORM

Project acronym:	**NEST4WB**
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WORK PROGRESS INFORMATION

- Appendixes:
  1. XXXXX,
  2. XXXX
  3. XXXXX
  4. XXXXX

REPORT DONE BY:

_____

[*Name and Surname****]***

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[*Name and Surname****]***

CHANGES IN BUDGET [1]

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[1] *This form needs to be filled by DBBTproject partners for aproval of all type of budget changes and sent to the e-mail address: nest4wb@akademijakm.edu.rs.*

BUDGET CHANGES INFORMATION

DATE:	
AUTHOR:	
INSTITUTION:	
BUDGET CHANGES:	
DESCRIPTION OF ASKED CHANGES*:*	

- Appendixes:
  1. XXXXX,
  2. XXXX
  3. XXXXX
  4. XXXXX

REPORT DONE BY:

_____

[*Name and Surname****]***

_____

[*Name and Surname****]***

NEWS FORM [1]

Project acronym:	**NEST4WB**
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[1] *This form has to be filled by event organisers and sent to the coordinator, on e-mail address:* nest4wb@akademijakm.edu.rs. *The term event relates to the the meetings, workshops, exhibitions, conferences, etc....*

BASIC NEWS INFORMATION

DATE:	
AUTHOR:	
INSTITUTION:	
NEWS TITLE:	
NEWS TEXT:	

- Appendixes:
  1. XXXXX,
  2. XXXX
  3. XXXXX
  4. XXXXX

REPORT DONE BY:

_____

[Name and Surname]

_____

[Name and Surname]

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RISK MONITORING SHEET [1]

Project acronym:	**NEST4WB**
Project full title:	**NEW ENERGY COMPETENCE SYSTEM AND TECHNOLOGY FOR WB ENERGY STABILITY SYSTEM CURRICULUM REFORM**
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Coordinator:	**Phd Bojan Prlincevic, prof.a.s.**
Beneficiaries:	**SVEUCILISTE U RIJECI-TEHNICKI FAKULTET (UNIRI RITEH), Hrvatska** **ETHNIKO KAI KAPODISTRIAKO PANEPISTIMIO ATHINON (NKUA),Grcka** **VSB - TECHNICAL UNIVERSITY OF OSTRAVA (VSB - TUO), Ceska** **UNIVERSIDAD POLITECNICA DE MADRID (UPM), Spain,** **AKADEMIJA TEHNICKO-VASPITACKIH STRUKOVNIH STUDIJA (AATPS), Serbia,** **AKADEMIJA TEHNICKO-UMETNICKIH STRUKOVNIH STUDIJA (ATUSS), Serbia,** **UNIVERSITY OF MITROVICA (UPKM), Kosovo *,** **UNIVERZITET U ISTOCNOM SARAJEVU (UES), Bosnia and Herzegovina,** **University of Mostar (SUM), Bosnia and Herzegovina,** **UNIVERZITET SINERGIJA BIJELJINA (USB), Bosnia and Herzegovina,** **LUARASI UNIVERSITY (LRS), Albania,** **UNIVERSITETI METROPOLITAN TIRANA (UMT), Albania,** **FAKULTET PRIMIJENJENE NAUKE PODGORICA (FPRN), Montenegro.**

[1] *This form has to be filled by event organisers and sent to the coordinator, on e-mail address:* nest4wb@akademijakm.edu.rs. *The term event relates to the the meetings, workshops, exhibitions, conferences, etc....*

The **Risks Monitoring sheet** in NEST4WB should also be updated after each PMB organized (Risk brainstorming). (Note: one sheet includes all Risks identified by partners or during the brainstorming; description of possible risks in QA Manual)

RISK TITLE		
Description of risk	**Probability** (low, medium, high) **Impact** (low, medium, high)	*Comments, remarks, recomandations*
Preventive action	*Describe here what has to be taken into consideration to avoid that a risk occurs, what risks can remain and what resources will be needed if action will be started*	*Comments, remarks, recomandations*
Corrective action	*Describe what can be/has been done to decrease the severity and what resources (PM, costs) will be needed*	*Comments, remarks, recomandations*
DECISION of SC, PMB.	**Short explanation 'WHAT TO DO'**	

Signement of pearsons included in decision:_____

FINANCIAL REPORT FOR PERIOD

WORKING PACKAGES:	WP1 – WP7
ACRONYM OF THE INSTITUTION:	
DATE OF Reporting period	form xx.xx.xxxx to xx.xx.xxxx

Project acronym:	**NEST4WB**
Project full title:	**NEW ENERGY COMPETENCE SYSTEM AND TECHNOLOGY FOR WB ENERGY STABILITY SYSTEM CURRICULUM REFORM**
Project No:	**101129321 (Call: ERASMUS-EDU-2023-CBHE)**
Coordinator institution:	**ACADEMY OF APPLIED STUDIES KOSOVO AND METOHIJA**
Coordinator:	**Phd Bojan Prlincevic, prof.a.s.**
Beneficiaries:	**SVEUCILISTE U RIJECI-TEHNICKI FAKULTET (UNIRI RITEH), Hrvatska** **ETHNIKO KAI KAPODISTRIAKO PANEPISTIMIO ATHINON (NKUA),Grcka** **VSB - TECHNICAL UNIVERSITY OF OSTRAVA (VSB - TUO), Ceska** **UNIVERSIDAD POLITECNICA DE MADRID (UPM), Spain,** **AKADEMIJA TEHNICKO-VASPITACKIH STRUKOVNIH STUDIJA (AATPS), Serbia,** **AKADEMIJA TEHNICKO-UMETNICKIH STRUKOVNIH STUDIJA (ATUSS), Serbia,** **UNIVERSITY OF MITROVICA (UPKM), Kosovo *,** **UNIVERZITET U ISTOCNOM SARAJEVU (UES), Bosnia and Herzegovina,** **University of Mostar (SUM), Bosnia and Herzegovina,** **UNIVERZITET SINERGIJA BIJELJINA (USB), Bosnia and Herzegovina,** **LUARASI UNIVERSITY (LRS), Albania,** **UNIVERSITETI METROPOLITAN TIRANA (UMT), Albania,** **FAKULTET PRIMIJENJENE NAUKE PODGORICA (FPRN), Montenegro.**

Associated with document Ref. Ares(2023)7887734 - 20/11/2023

FINANCIAL STATEMENT FOR THE ACTION FOR REPORTING PERIOD [NUMBER]

	EU contribution											
	Eligible lump sum contributions (per work package)											Requested EU contribution
	WP1 [name]	WP2 [name]	WP3 [name]	WP4 [name]	WP5 [name]	WP6 [name]	WP7 [name]	WP8 [name]	WP9 [name]	WP10 [name]	WP [XX]	
Forms of funding	[Lump sum contribution/] Financing not linked to costs/	[Lump sum contribution/] Financing not linked to costs/	[Lump sum contribution/] Financing not linked to costs/	[Lump sum contribution/] Financing not linked to costs/	[Lump sum contribution/] Financing not linked to costs/	[Lump sum contribution/] Financing not linked to costs/	[Lump sum contribution/] Financing not linked to costs/	[Lump sum contribution/] Financing not linked to costs/	[Lump sum contribution/] Financing not linked to costs/	[Lump sum contribution/] Financing not linked to costs/	[Lump sum contribution/] Financing not linked to costs/	
Status of completion	COMPLETED	COMPLETED	COMPLETED	COMPLETED	COMPLETED	COMPLETED	COMPLETED	PARTIALLY COMPLETED	PARTIALLY COMPLETED	COMPLETED	NOT COMPLETED	
	a	b	c	d	e	f	g	h	i	j	k	l = a + b + c + d + e + f + g + h + i + j + k
1 – [short name beneficiary]												
1.1 – [short name affiliated entity]												
2 – [short name beneficiary]												
2.1 – [short name affiliated entity]												
X – [short name associated partner]												
Total consortium												

The consortium hereby confirms that:

The information provided is complete, reliable and true.

The lump sum contributions declared are eligible (in particular, the work packages have been completed and the work has been properly implemented and/or the results were achieved; see Article 6).

The proper implementation of the action/achievement of the results can be substantiated by adequate records and supporting documentation that will be produced upon request or in the context of checks, reviews, audits and investigations (see Articles 19, 21 and 25).

REPORT FORM FROM THE TASK/DELIVERABLE

WORKING PACKAGE:	
DELIVERABLE:	
ACRONYM OF THE INSTITUTION:	
NAME OF THE deliverable/task/activity:	
DATE OF activity/task realization	

Project acronym:	**NEST4WB**
Project full title:	**NEW ENERGY COMPETENCE SYSTEM AND TECHNOLOGY FOR WB ENERGY STABILITY SYSTEM CURRICULUM REFORM**
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- Appendixes:
  1. XXXXX,
  2. XXXX
  3. XXXXX
  4. XXXXX

REPORT DONE BY:

_____

[*Name and Surname****]***

_____

[*Name and Surname****]***

_____

[*Name and Surname****]***

JOINT DECLARATION

Ref. No……..……..……

Project No. ……..……

The reference number must correspond to the progressive numbering indicated in the financial statements of the final report

Reference number is created as: ACRONYM OF INSTITUTION/Order number of transaction from account

FROM .....
Hereinafter "*the Institution*"*

AND Name: .....
Address: .....
.....
Hereinafter "*the Staff member*"*

THE INSTITUTION AND THE STAFF MEMBER HEREBY CERTIFY THAT:

1. The Institution is a member of the partnership for the above-mentioned project.
2. The Staff member is:
   - employed by the institution - **YES**/NO
   - a natural person ** assigned to the project on the basis of a contract against payment - YES/NO
3. The Institution and Staff member agree that the Staff member has worked on this project and performed the following duties during the project's eligibility period.

FROM (*dd/mm/yy*)		**TO** (*dd/mm/yy*)	

Please describe the outputs produced (short overall indication since detailed information has to be given inthe accompanying time-sheet):

_____
_____
_____
_____
_____
_____
_____
_____

1. Please complete the following information.

Staff category	Number of days worked and charged to the project (according to time-sheet)	Price per day	SUMARY
Manager			
Researcher, Teacher			
Trainer / Technician			
Administrative staff)			
Total:			

This declaration does not alter in any way the employment conditions/assignment already existing between theInstitution and the Staff member and is established solely for the purpose of justifying the Staff costs that the Institution will charge to the Erasmus+ Capacity Building in Higher Education grant.

Done in: ..... Date:.....

Name……

Function……

Institution: _____ Staff member name and surname:_____

Signature and Stamp of the Institution Signature of the Staff member

**The declaration must be signed by the person concerned, then signed and stamped by the person responsible in the Institution where this person worked for the project. The Institution must be a member of the partnership.*

*** A natural person (individual) can be assigned to the action also on the basis of e.g. a civil contract, a free-lance contract,an expert contract, a service contract with self-employed person ("in house consultant) or a secondment to the Institution against payment. The costs of such natural persons working under the action may be assimilated to the costs of personnel, if:*

(i) the person works under conditions similar to those of an employee (in particular regarding the way the work is organized,the tasks that are performed and the premises where they are performed) and

(ii)the result of the work belongs to the Institution (unless exceptionally agreed otherwise); and

(iii) the costs are not significantly different from the costs of staff performing similar tasks under an employment contract within the institution

INDIVIDUAL TRAVEL REPORT

To be filled in by each participant. In case of circular/multiple travels, please fill in separate Individual Travel Reports.

Ref. No……..……..…… **Project No. ……..……..……**

The reference number must correspond to the progressive numbering indicated in the financial statements in the final report

(1) PERSONAL DATA

Surname: ..... Forename: .....

Nationality: ……

Home institution: .....

Staff position/student year of study at home institution: .....

(2) TYPE OF ACTIVITY *(Tick as appropriate)*

	STAFF
	Teaching/training assignment
	Training and retraining purposes
	Updating programmes and courses
	Practical placements in companies, industries and institutions
	Project management related meetings
	Workshops and visits for result dissemination purposes

	STUDENTS
	Study period
	Participation in intensive courses
	Practical placements, internships in companies, industries or institutions
	Participation in short term activities linked to the management of the project

(3) DETAILS OF THE TRAVEL

**Please indicate period of travel from departure to return to place of origin*

PERIOD*	From (Depart date) *(dd/mm/yy)*	To (Return date) (dd/mm/yy)
PLACE OF DEPARTURE**	HOME INSTITUTION …… COUNTRY…….…….. CITY……...	
PLACE OF DESTINATION/ LOCATION OF ACTIVITY	HOST INSTITUTION …… COUNTRY…….…….. CITY……..	
TRAVEL DISTANCE***	Km ……..	

*** If different from Home institution please enclose authorisation from the Agency*

****Travel distance in Km (One-way travel using distance calculator: http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm) from place of departure to location of activities*

(4) DETAILS OF THE ACTIVITY

DATES *(excluding travel)*	**From (date):…… To (date): ……..**

DESCRIPTION OF ACTIVITY(IES) PERFORMED *(brief description of the activities performed)*

……

……

……

SIGNATURE OF THE PARTICIPANT

I hereby declare that I have been carrying out the above-mentioned activities.

Date:……... Signature: ……

INTERNAL PARTNER'S REPORT ON PROJECT IMPLEMENTATION

Project 101129321 — NEST4WB

PERIOD:	
COUNTRY:	
INSTITUTION:	

Project acronym:	**NEST4WB**
Project full title:	**NEW ENERGY COMPETENCE SYSTEM AND TECHNOLOGY FOR WB ENERGY STABILITY SYSTEM CURRICULUM REFORM**
Project No:	**101129321 (Call: ERASMUS-EDU-2023-CBHE)**
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Please provide an overview on **implementation of the project**, by following the instructions below.

Overall achievements

Please provide a description of the activities carried out for the specific period and describe to what extent, the results achieved, are contributing to the project objectives.

Coherence with the workplan and comments on deviations and modifications

Please write in this section the main changes, if any, which have occurred compared with the original project proposal.

Obstacles and shortcomings

Please describe any obstacles and/or shortcomings experienced during the period covered by thereport and the measures taken by the project team to address them.

Dissemination (to be filled out for all institutions that participated in dissemination)

Please describe what has been done to disseminate the results of the activities carried out to date, both within the framework of the project and outside the project. In particular, you should refer to the definition of tasks and the dissemination channels used to make the project results available to larger beneficiary groups. If there have been any unexpected positive secondary effects from project activities, please describe them in this section.

Quality control and monitoring

Please describe what monitoring activities have been carried out at your institution, in order to assess whether the project proceeds according to the workplan.

Any other comment

Please provide in this entry, any relevant information you think might be useful for the assessmentof the project implementation (i.e. synergies with other projects, any support from external environment, networking with professional bodies, etc.).

Co-funded by
the European Union

Work Package 1: Project management and coordination			
Activities *Report on the implementation status of the activities that were to be implemented during the reporting period and explain deviations from Annex 1 of the Grant Agreement. In case an activity was not implemented or a deliverable not produced, please explain why.*			
Task No	Task Name	Implemented? (Yes / No / Partially))	Justification (explain what was done and by whom; explain what was not done and why not; indicate how you intend to handle the situation and new timing; indicate if it was a one-off issue or how you intend to avoid similar issues in the future)
T1.1	Kick off meeting		
T1.2	Development of PM guide and package distribution		
T1.3	Regular SC and PMC meetings		
T1.4	Coordination of activities on a daily/weekly basis.		
T1.5	Regular reports and final report.		
T1.6	External evaluation.		
Other issues *Mention and explain unexpected events and adjustments that had to be made. Explain impact on other tasks, available resources and planning/timing.*			

Work Package 2: Preparation package			
Activities *Report on the implementation status of the activities that were to be implemented during the reporting period and explain deviations from Annex 1 of the Grant Agreement. In case an activity was not implemented or a deliverable not produced, please explain why.*			
Task No	Task Name	Implemented? (Yes / No / Partially)	Justification (explain what was done and by whom; explain what was not done and why not; indicate how you intend to handle the situation and new timing; indicate if it was a one-off issue or how you intend to avoid similar issues in the future)
T2.1	Analysis of the state of the energy sector in the Western Balkans.		
T2.2	Assessment and analysis of the position of Western Balkans Higher Education Institutions (HEIs), review of qualifications and analysis of the content of study programs of Western Balkans HEIs versus those of the Program Countries (PCs)		
T2.3	Defining and developing new competencies in the energy sector through the application of digital tools and ICT.		
T2.4	Analysis of existing methodological teaching models with a focus on the hybrid model.		
T2.5	Defining the development of new methodological models for implementing the teaching process based on digital technologies and developing a framework for an interactive e-platform.		
T2.6	Formation of a partnership network for knowledge and experience exchange in the field of energy, green energy, and ICT.		
T2.7	Realization of study visits for Western Balkans Higher Education Institution (HEI) staff.		
Other issues *Mention and explain unexpected events and adjustments that had to be made. Explain impact on other tasks, available resources and planning/timing.*			

Work Package 3: Development package			
Activities *Report on the implementation status of the activities that were to be implemented during the reporting period and explain deviations from Annex 1 of the Grant Agreement. In case an activity was not implemented or a deliverable not produced, please explain why.*			
Task No	Task Name	Implemented? (Yes / No / Partially)	Justification (explain what was done and by whom; explain what was not done and why not; indicate how you intend to handle the situation and new timing; indicate if it was a one-off issue or how you intend to avoid similar issues in the future)
T3.1	Development of new or innovation of existing curricula.		
T3.2	Formation of laboratories/training centers.		
T3.3	Development of professional practice programs.		
T3.4	Development and creation of learning materials and e-platforms.		
T3.5	Development and creation of procedures for the operation of laboratories/training centers.		
T3.6	Development of training programs for the industry.		
T3.7	Development of associations for energy savings and connecting interested parties.		
Other issues *Mention and explain unexpected events and adjustments that had to be made. Explain impact on other tasks, available resources and planning/timing.*			

Work Package 4: Implementation package			
Activities *Report on the implementation status of the activities that were to be implemented during the reporting period and explain deviations from Annex 1 of the Grant Agreement. In case an activity was not implemented or a deliverable not produced, please explain why.*			
Task No	Task Name	Implemented? (Yes / No / Partially)	Justification (explain what was done and by whom; explain what was not done and why not; indicate how you intend to handle the situation and new timing; indicate if it was a one-off issue or how you intend to avoid similar issues in the future)
T4.1	Accreditation and verification of developed curricula and teaching materials.		
T4.2	Student enrollment.		
T4.3	Curriculum implementation.		
T4.4	Verification of training programs for the economy.		
T4.5	Student professional practice.		
Other issues *Mention and explain unexpected events and adjustments that had to be made. Explain impact on other tasks, available resources and planning/timing.*			

Work Package 5: Quality assurance and monitoring			
Activities *Report on the implementation status of the activities that were to be implemented during the reporting period and explain deviations from Annex 1 of the Grant Agreement. In case an activity was not implemented or a deliverable not produced, please explain why.*			
Task No	Task Name	Implemented? (Yes / No / Partially)	Justification (explain what was done and by whom; explain what was not done and why not; indicate how you intend to handle the situation and new timing; indicate if it was a one-off issue or how you intend to avoid similar issues in the future)
T5.1	Development of a quality assurance plan.		
T5.2	Quality Assurance Committee meetings.		
T5.3	Quality control monitoring.		
Other issues *Mention and explain unexpected events and adjustments that had to be made. Explain impact on other tasks, available resources and planning/timing.*			

Work Package 6: Sustainability			
Activities *Report on the implementation status of the activities that were to be implemented during the reporting period and explain deviations from Annex 1 of the Grant Agreement. In case an activity was not implemented or a deliverable not produced, please explain why.*			
Task No	Task Name	Implemented? (Yes / No / Partially)	Justification (explain what was done and by whom; explain what was not done and why not; indicate how you intend to handle the situation and new timing; indicate if it was a one-off issue or how you intend to avoid similar issues in the future)
T6.1	Creation of a sustainability plan.		
T6.2	Improvement of cooperation among Western Balkans Higher Education Institutions (HEIs) community.		
T6.3	Cooperation agreements between Western Balkans Higher Education Institutions (HEIs) and interested parties from the economy.		
Other issues *Mention and explain unexpected events and adjustments that had to be made. Explain impact on other tasks, available resources and planning/timing.*			

Work Package 7: Dissemination and exploitation			
Activities *Report on the implementation status of the activities that were to be implemented during the reporting period and explain deviations from Annex 1 of the Grant Agreement. In case an activity was not implemented or a deliverable not produced, please explain why.*			
Task No	Task Name	Implemented? (Yes / No / Partially)	Justification (explain what was done and by whom; explain what was not done and why not; indicate how you intend to handle the situation and new timing; indicate if it was a one-off issue or how you intend to avoid similar issues in the future)
T7.1	Establishment of a dissemination plan.		
T7.2	Development of a project website.		
T7.3	Promotion of study programs in media and on social networks.		
T7.4	Info days.		
T7.5	Promotion of training programs aimed at the economy and the wider community.		
T7.6	Promotion of e-knowledge platform.		
T7.7	Promotion at scientific conferences.		
Other issues *Mention and explain unexpected events and adjustments that had to be made. Explain impact on other tasks, available resources and planning/timing.*			

- Appendixes:
  1. XXXXX,
  2. XXXX
  3. XXXXX
  4. XXXXX

REPORT DONE BY:

_____

[*Name and Surname****]***

_____

[*Name and Surname****]***

CHECK LIST FOR REVIEW OF DELIVERABLE[1]

Project acronym:	**NEST4WB**
Project full title:	**NEW ENERGY COMPETENCE SYSTEM AND TECHNOLOGY FOR WB ENERGY STABILITY SYSTEM CURRICULUM REFORM**
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Coordinator:	**Phd Bojan Prlincevic,prof.a.s.**
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[1] *This form has to be filled and to be returned to author of deliverable and WP leader, and to the coordinator, on e-mail address:* nest4wb@akademijakm.edu.rs..

ASSURANCE POINT	ISSUES TO BE ADDRESSED	ASSESSMENT	COMMENTS	RECCOMENDATIONS
Compiliance with NEST4WB objectives	*Does the deliverable comply with the overall objectives of the project?*	▶ yes ▶ no ▶ partially		
Compiliance with the specfic objectives of the WP	*Does the deliverable comply with the WP Objectives as specified in the WP description?*	▶ yes ▶ no ▶ partially		
Correspondence with the description of work of the relevant activity	*Does the deliverable correspond with the activity description as specified in the Application Form?*	▶ yes ▶ no ▶ partially		
Compliance with the deliverables format	*Is the deliverable presented using the Project's deliverable format – Annex K*	▶ yes ▶ no ▶ partially		
Adequacy of complementary information	*Examples of complementary info:* *- Sources used,* *- Bibliography,* *- List of contacts,* *- Methodology used.*	▶ yes ▶ no ▶ partially		
Adequacy of written language	*Level of written English*	▶ excellent ▶ adeguate ▶ poor		
Overall assessment and suggestions for improvement				
Date of Quality Assurance performed by CQA ~~or EC~~ reviewer				
Deadline for submission of amended version of the Deliverable				

Reviewer signement:_____

REPORT DONE BY:

_____

[*Name and Surname****]***

_____

[*Name and Surname****]***

AGENDA - EVENT

EVENT:	
VENUE:	
ORGANIZER:	
WPORKING PACKAGE:	
MEETING FORMAT	LIVE / ONLINE
TYPE OF THE MEETING:	INTERNAL / CONSORTIUM
DATE:	

Project acronym:	**NEST4WB**
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AGENDA FOR THE FIRST DAY

XX. XX. XXXX. - Place

Duration	DESCRIPTION	Place
$9^{\underline{30}} – 10^{\underline{00}}$	Gathering, registration of participants	Room xxx xx floor
	○	
$11^{\underline{30}} – 12^{\underline{00}}$	Coffee Break	
	○	
$13^{\underline{00}} – 15^{\underline{00}}$	Lunch break	
	○	

AGENDA FOR THE SECOND DAY

XX. XX. XXXX. - Place

Duration	DESCRIPTION	Place
9^{30} – 10^{00}	Gathering, registration of participants	Room xxx xx floor
11^{30} – 12^{00}	Coffee Break	
13^{00} – 15^{00}	Lunch break	

WP leader	WP name	Task No	ACTIVITY	YEAR 1				YEAR 2				YEAR 3				Due date	Status
				Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4		
AASKM	WP1 Project management and coordination	1,1	Kick off meeting													31.03.24	In progress
		1,2	Development of PM guide and package distribution.													31.03.24	In progress
		1,3	Regular SC and PMC meetings.													Every 6 months	TBD
		1,4	Coordination of activities on a daily/weekly basis.													On daily basis	In progress
		1,5	Regular reports and final report.													30.06.25 31.12.26	TBD
		1,6	External evaluation.													31.12.26	TBD
UNIRI RITEH	WP2 Preparation package	2,1	Analysis of the state of the energy sector in the Western Balkans.													30.06.24	In progress
		2,2	Assessment and analysis of the position of Western Balkans Higher Education Institutions (HEIs), review of qualifications and analysis of the content of study programs of Western Balkans HEIs versus those of the Program Countries (PCs)													30.06.24	In progress
		2,3	Defining and developing new competencies in the energy sector through the application of digital tools and ICT.													31.12.24	TBD
		2,4	Analysis of existing methodological teaching models with a focus on the hybrid model.													31.12.24	TBD
		2,5	Defining the development of new methodological models for implementing the teaching process based on digital technologies and developing a framework for an interactive e-platform.													31.03.25	TBD
		2,6	Formation of a partnership network for knowledge and experience exchange in the field of energy, green energy, and ICT.													31.12.26	In progress
		2,7	Realization of study visits for Western Balkans Higher Education Institution (HEI) staff.													30.09.25	TBD
NKUA	WP3 Development package	3,1	Development of new or innovation of existing curricula.													30.09.25	TBD
		3,2	Formation of laboratories/training centers.													30.09.25	TBD
		3,3	Development of professional internship programs													30.06.25	TBD
		3,4	Development and creation of learning materials and e-platforms.													30.06.25	TBD
		3,5	Development and creation of procedures for the operation of laboratories/training centers.													30.06.25	TBD
		3,6	Development of training programs for the industry.													30.09.25	TBD

		3,7	Development of associations for energy savings and connecting interested parties														31.12.26	TBD
AATPS	WP4 Implementation package	4,1	Accreditation and verification of developed curricula and teaching materials.														31.12.25	TBD
		4,2	Student enrollment.														31.03.26	TBD
		4,3	Curriculum implementation.														31.12.26	TBD
		4,4	Verification of training programs for the economy.														31.03.26	TBD
		4,5	Student internship.														30.09.26	TBD
		4,6	Green Week implementation.														31.03.26	TBD
VSB-TUO	WP5 Quality assurance and monitoring	5,1	Development of a quality assurance plan.														30.06.24	TBD
		5,2	Quality Assurance Committee meetings.														Every 6 months	TBD
		5,3	Quality control monitoring														After each year	TBD
ATUSS	WP6 Sustainability	6,1	Creation of a sustainability plan.														30.06.24	In progress
		6,2	Improvement of cooperation among Western Balkans Higher Education Institutions (HEIs) community.														On daily basis	In progress
		6,3	Cooperation agreements between Western Balkans Higher Education Institutions (HEIs) and interested parties from the economy														On daily basis	In progress
AASKM	WP7 Dissemination and exploatation	7,1	Establishment of a dissemination plan.														30.06.24	In progress
		7,2	Development of a project website.														31.03.24	In progress
		7,3	Promotion of study programs in media and on social networks.														On daily basis	In progress
		7,4	Information days.														31.12.25	TBD
		7,5	Promotion of training programs aimed at the economy and the wider community.														30.06.26	TBD
		7,6	Promotion of e-knowledge platform.														31.12.26	TBD
		7,7	Promotion at scientific conferences.														M27, M30, M35	TBD

CHECK LIST FOR REVIEW OF DELIVERABLE[1]

Project acronym:	**NEST4WB**
Project full title:	**NEW ENERGY COMPETENCE SYSTEM AND TECHNOLOGY FOR WB ENERGY STABILITY SYSTEM CURRICULUM REFORM**
Project No:	**101129321 (Call: ERASMUS-EDU-2023-CBHE)**
Coordinator institution:	**ACADEMY OF APPLIED STUDIES KOSOVO AND METOHIJA**
Coordinator:	**Phd Bojan Prlincevic,prof.a.s.**
Beneficiaries:	**SVEUCILISTE U RIJECI-TEHNICKI FAKULTET (UNIRI RITEH), Croatia** **ETHNIKO KAI KAPODISTRIAKO PANEPISTIMIO ATHINON (NKUA), Greece** **VSB - TECHNICAL UNIVERSITY OF OSTRAVA (VSB - TUO), Czech** **UNIVERSIDAD POLITECNICA DE MADRID (UPM), Spain,** **AKADEMIJA TEHNICKO-VASPITACKIH STRUKOVNIH STUDIJA (AATPS), Serbia,** **AKADEMIJA TEHNICKO-UMETNICKIH STRUKOVNIH STUDIJA (ATUSS), Serbia,** **UNIVERSITY OF MITROVICA (UPKM), Kosovo *,** **UNIVERZITET U ISTOCNOM SARAJEVU (UES), Bosnia and Herzegovina,** **University of Mostar (SUM), Bosnia and Herzegovina,** **UNIVERZITET SINERGIJA BIJELJINA (USB), Bosnia and Herzegovina,** **LUARASI UNIVERSITY (LRS), Albania,** **UNIVERSITETI METROPOLITAN TIRANA (UMT), Albania,** **FAKULTET PRIMIJENJENE NAUKE PODGORICA (FPRN), Montenegro.**

[1] *This form has to be filled and to be returned to author of deliverable and WP leader, and to the coordinator, on e-mail address:* nest4wb@akademijakm.edu.rs..

ASSURANCE POINT	ISSUES TO BE ADDRESSED	ASSESSMENT	COMMENTS	RECCOMENDATIONS
Compiliance with NEST4WB objectives	*Does the deliverable comply with the overall objectives of the project?*	▶ yes		
Compiliance with the specfic objectives of the WP	*Does the deliverable comply with the WP Objectives as specified in the WP description?*	▶ yes		
Correspondence with the description of work of the relevant activity	*Does the deliverable correspond with the activity description as specified in the Application Form?*	▶ yes		
Compliance with the deliverables format	*Is the deliverable presented using the Project's deliverable format – Annex K*	▶ yes		
Adequacy of complementary information	*Examples of complementary info:* *- Sources used,* *- Bibliography,* *- List of contacts,* *- Methodology used.*	▶ yes		
Adequacy of written language	*Level of written English*	▶ adeguate		
Overall assessment and suggestions for improvement	**I consider the report as appropriate.**			
Date of Quality Assurance performed by CQA ~~or EC~~ reviewer				
Deadline for submission of amended version of the Deliverable				

Reviewer signement:_____

prof. Ing. Miroslav Vozňák, Ph.D.

Digitálně podepsal prof. Ing. Miroslav Vozňák, Ph.D.
Datum: 2024.03.27 12:33:26 +01'00'

REPORT DONE BY:

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[Name and Surname]

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[Name and Surname]