



AGENDA
**“Quality development of international cooperation and project management /
QUADIC”**

Kick- Off Meeting
11-14.02.2020 in Gjilan, Kosovo

Tuesday, 11 February 2020

General Matters

10:00

Welcome remarks by UKZ (Moderator)

- *Rector’s welcoming speech*
- *Minister of MEST*
- *Mayor of Gjilan Municipality*
- *EU Office representative*
- *Erasmus + Office In Prishtina*
- *Rectors of other Universities*
(to be confirmed)

Introduction of the QUADIC Project

Dukagjin Leka, Vice Rector for International Relations

11:30- 12:30

Cocktail

12:30 – 13:00

Presentation of the expected outcomes of the Kick-Off meeting

(overview of the agenda)

13:00 – 14:30

Introduction of the rest of partners

(10 minutes for each institution representative)

14:30 -15:00

Coffee break

15:00- 16:30

Aims, objectives and expected outputs

- Action plan
- Budget: categories and value approved by the Agency
- Work packages, milestones & leading partners

*****End of Day I**



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Wednesday, 12 February 2020

10:00 – 11:00

Overview of partnership agreement UKZ

Responsibilities of each partner and common understanding of roles

11:00 -11:30

Coffee break

11:30 – 13:00

Management of the Project

- *Methodology of project implementation and Gantt Chart*
- *Formation of project management structures & determining/validating of respective representatives:*
 - *Steering Committee*
 - *Project Implementation Board*
 - *Internal Quality Group*

13:00- 14:00

Lunch Break

14:00 - 16:30

Guidelines for project administration & reporting matters

- *Communication channels (Google Drive, Skype, Digital Platform, Hangout, Doodle, etc..)*
- *Determining/Validating representatives of leading and supporting partners in each work package*
 - *Major activities*
 - *Deadlines*
 - *Budget (Each category of costs)*
 - *Templates*
 - *Sub-activities*

*****End of Day II**



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Thursday, 13 February 2020

10:00 – 10:30

Logo of QUADIC Project

Proposals, voting and Decision

10:30 – 11:30

Management of the Project

(Led by UKZ and University of Nice)

Importance of the Internationalization in HEI-s

- *Bilateral Agreements*
- *Internationalization at home*

11:30 -12:00

Coffee break

12:00 – 13:00

Management of the Project

(Led by UKZ and University of Nice)

Importance of the Internationalization in HEI-s

- *Mobility*
- *English programs*

13:00 – 14:00

Lunch Break

14:15 – 16:00

Workshop in Development of main aspects of project implementation in the following topics:

Prof. Avdulla Azizi

- *Workshop on Human Resources;*
- *Infrastructure and use of Tech;*
- *IRO status within universities;*
- *IRO links with various organizations*

Best practices and open discussion

*****End of Day III**



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Friday, 14 February 2020

10.00 -11.30

Work breakdown of all Work Packages
Duties and Responsibilities of each partner

11:30 -12:00

Coffee break

12:00 – 13:30

Exploitation & Dissemination
Heimerer College

13:30 – 14.30

Lunch break

14:30 – 16:00

Recap on what is left to be done/followed-up in the next weeks

Goodbye until the next meeting

******End of Day IV***