

**Internal Project Kick-Off Meeting and Planning Workshop for Higher KOS
26-27th March, 2012**

Location: Hotel Sirius – Prishtina / Second Floor

Main meeting Objectives:

1. To obtain a common understanding of the project mandate, responsibilities and deadlines
2. To fine tune criteria for selection of PhD/PostDoc Fellowships and Research grants
3. To select beneficiaries of Programmatic Partnerships, agree on next steps for the support to the Didactics and Curriculum Development Centers (DCDC) at UP and UPZ
4. To plan and conduct the needs assessment for MEST, NARIC, KAA, UP, UPZ
5. To define next steps, deadlines and identify contact persons for each task

Attendees:

ADA, MEST, UP, UPZ, KAA, WUS Austria, ZSI, OeAD

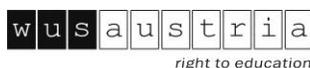
Monday 26 March, 2012

WORKSHOP PART

09:30– 10:00	Self-presentation of project stakeholders and the project team (3 min per partner) <ul style="list-style-type: none">✓ MEST✓ University of Prishtina✓ University of Prizren✓ KAA✓ NARIC Office✓ Project Consortium and Project Team & short project description (10 min)	all participants Moderation: WUS Austria
10:00 – 11:30	Design and selection of the 5 Programmatic Partnerships and DCDC <ul style="list-style-type: none">✓ Planning of the programmatic partnerships (selection of beneficiaries, topics, procedures, timeline, criteria); discussion of next steps✓ Didactic and Curriculum Development Centers for UP and UPZ: needs assessment and next steps✓ Needs analysis management support trainings, next steps✓ Agreement on next steps and responsibilities	WUS-Austria, MEST, UP, UPZ Coordinator of workshop: WUS Austria
11.30 – 11.45	Coffee break	
11.45 – 12.30	Design and review of draft guidelines for PhD/PostDoc Fellowships <ul style="list-style-type: none">✓ Review and discuss criteria, timeline for PhD/PostDoc Fellowships with Project stakeholders and beneficiaries✓ Agreement on next steps and responsibilities	OeAD, ZSI, MEST, UP, UPZ Coordinator of workshop: OeAD

LUNCH BREAK (12.30 – 13.15 Buffet)

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13:15 – 14:00	Design and review of draft guidelines for Research grants <ul style="list-style-type: none">✓ Review and discuss criteria, timeline for Research Grants with Project stakeholders and beneficiaries✓ Agreement on next steps and responsibilities	ZSI, MEST Coordination of workshop: ZSI
14:00 – 14:15	✓ Coffee Break	
PARALLEL SESSIONS		
14:15– 15:30	Needs analysis for trainings / Capacity Building NARIC Center <ul style="list-style-type: none">✓ Needs analysis✓ Agreement on next steps and responsibilities	NARIC, MEST, Hörmann, Schuch/Scheck, Kovacevic
14:15– 15:30	Needs analysis for trainings / Capacity Building – KAA <ul style="list-style-type: none">✓ Needs analysis✓ Agreement on next steps and responsibilities	CAA, MEST, Besirevic, Limaj WUS Austria

CEREMONIAL PART

16:00 – 16:15	Welcome words <ul style="list-style-type: none">✓ Rame Buja, Minister of Education, Science and Technology✓ Christian Geosits, Austrian Development Agency✓ Muje Rugova, Rector of the University of Prishtina	all participants
16:15 – 16:30	Introduction to the Project by Almir Kovacevic, Project Director	all participants
16:30 – 17:00	Questions / Answers	
17:00 – 17:45	✓ Cocktail	all participants

Tuesday 27 March, 2012

INTERNAL CONSORTIUM MEETING

09:30 – 12:00	Wrap up – closing of meeting Ensure outcomes of meeting met objectives <ul style="list-style-type: none">✓ Agreement on next steps, deadlines and responsibilities✓ Preparation of inception report✓ Update of project schedule	Project Director/ WUS Austria /ZSI/OEAD
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