Advanced Data Analytics in Business (ADA)
EACEA 598829-EPP-1-2018-1-RS-EPPKA2-CBHE-JP

STEERING COMMITTEE MEETING
MINUTES OF THE MEETING
Location: EISTI, Cergy, France
Time: March 18th 2019

ATENDEES

Representatives of partner institutions:
1. Mirko Savić (UNS)
2. Dragan Stanojević (UB)
3. Jelena Stanković (UNI)
4. Vladimir Ranković (UNIKG)
5. Andrea Siposova (WU)
6. Rachid Chelouah (EISTI)
7. Antonio Parisi (UNITOV)
8. Jason Papathanasiou (CERTH)
9. Jelena Bulatović (SAM)

Beside partner representatives, other members of project team were present at the meeting, taking part in the discussion.

AGENDA

1. Report about meeting in Brussels (possibilities of synergies)
2. Information about partnership agreements (deadline 15.5.)
3. Action plan for the first year and achieved goals
4. Visiting professors from EU institutions
5. Staff mobility between partners through Erasmus+ program
6. Choice of project motto
7. Development of fb page
8. Instructions about reference numbers in documents
9. Deadline for the 1st reporting period 30.6.2019.
10. Organization of next study visit in Thessaloniki (30.6.-3.7. http://dsclm.web.auth.gr/)
11. Activities in the future period
12. Discussion

REMARKS

1. Report about meeting in Brussels (possibilities of synergies)
Mirko Savić (UNS) has submitted the report about participation at Erasmus+ Capacity Building in Higher Education, Grantholders´Meeting, 28-29 January 2019, Brussels (Belgium). He underlined the importance of synergy effect with similar ERASMUS+ project. Serbian academic partners will explore the possibility of cooperation with the following projects:

Project number	Project title	Partner in charge of cooperation
591848-EPP-1-2017-1-EL-EPPKA2-SSA	Sector Skills Alliance for the design and delivery of innovative VET programmes to Data Science and Internet of Things professionals	UNI
2018-1-DE02-KA202-005215	Discovering job Knowledge through Web Analytics towards facilitated mobility of European Professionals and Refugees Career Integration	UNIKG
2018-1-SK01-KA203-046382	Príprava budúcich IT profesionálov založená na učení prácou	UB
599600-EPP-1-2018-1-TH-EPPKA2-CBHE-JP	Curriculum Development in Data Science and Artificial Intelligence	UNS
589660-EPP-1-2017-1-AM-EPPKA2-CBY-EP-PE	Building Business Skills for IT Entrepreneurship	UNS

If there are any other projects where ADA consortium can develop synergy effects, all partners are free to try to contact the consortium in question and establish cooperation in the name of ADA.

2. Information about partnership agreements (deadline 15.5.)
At UB PA is in the procedure of signing, UNITOV has signed the PA and it should be sent by mail to UNS. All other PA are signed by partners' representatives and they are in Novi Sad where they will be signed by rector of UNS.

3. Action plan for the first year and achieved goals
   - Analysis of best practice at EU partner universities (report) (leading partner: CERTH; due date: M4). Reports from WU and EISTI are still missing. Entire report should be finished until the end of M5. Jason Papathanasiou (CERTH) reminded the EU partners to send their reports.
   - Survey on stakeholders about their needs in BA (leading partner: UNS with SAM; due date: M4). Jelena Bulatović (SAM) gave a report about this activity: The questionnaire is finished. Data collection will be done in April (M5), with help of marketing agency DATA DO (http://datado.rs/), specialized in data analytics, free of charge. Additionally, focus group of stakeholders will be organized and conducted during April (M5)
   - Analysis of status of various courses related to BA at Serbian universities. (leading partner: UNI; due date: M4). The report is finished. Jelena Stanković (UNI) made a presentation about this activity and results of their analysis.
   - Defining plan for project quality control (leading partner: WU; due date: M4). Due to significant workload at institution of WU team members, consortium has decided to prolong the due date until the end of M5.
   - Set-up Dissemination and exploitation plan (leading partner: UNIKG; due date: M4). Draft version of document was distributed to partners before the meeting. Dissemination and exploitation plan was accepted unanimously.
   - Design of project visual identity (leading partner: UNIKG; due date: M4). Visual identity was designed on time. Templates of reports, presentations, agendas, logo etc. were uploaded at the Google drive of the project.
   - Design and setup of project website (leading partner: UNIKG; due date: M5). Project website was finished before the deadline, in M3 and it is fully operative.
   - Report about accreditation at UB. Jelisaveta Petrović has made presentation about current state of curriculum development at UB. The curriculum was presented to the consortium. Accreditation documents are finished and the next step is decision procedure at faculties and rectory of the university.
   - Report about accreditation at UNS. Mirko Savić has made presentation about current state of curriculum development at UNS. The curriculum was presented to the consortium. Accreditation documents are almost finished and the next step is procedure for visiting professors from EU partners.

- Report about accreditation at UNI. Jelena Stanković has made presentation about current state of curriculum development at UNI. The curriculum was presented to the consortium. Accreditation documents will be prepared in the following weeks.

4. Visiting professors from EU institutions

So far, the following professors have accepted the position of visiting professors at Serbian universities:
- Ronald Hochreiter, Vienna University of Economics and Business
- Luca Gnan University, Tor Vergata
- Roberto Rocci University, Tor Vergata
- Gianluca Cubadaa University, Tor Vergata

Courses where visiting professors will participate are the following:
- R for Data Science
- Machine Learning
- Designing communication of results
- Business Cases
- Business & Decision Modelling
- Financial Analytics
- Transaction-based analytics & Recommendation systems
- Deep Learning.

EISTI and CERTH are invited to give proposals of visiting professors from their institutions.

Also, partners are reminded that their teachers will participate at LLL program.

5. Staff mobility between partners through Erasmus+ program

Once more EU partners were reminded about Erasmus mundus program of staff mobility in order to provide funds for travel, accommodation and teaching at Serbian universities after the end of the project. The letter from international office of UNS was presented to the partners.

6. Choice of project motto

Out of 8 proposals, participants at the meeting have voted for two following proposals:
"Transforming data into solutions" and "Transforming data into smart solutions".

7. Development of fb page

Mirko Savić informed the partners about start of Facebook page of ADA project, inviting them all to contribute to its content and sharing it across social networks.
Zoran Kalinić (UNIKG) has made a presentation about promoting ADA project through Google and Facebook: types of promotion, prices, etc.

8. Instructions about reference numbers in documents

All partners were informed about rules of creating reference numbers for documents (individual travel report, joint declaration, time sheet). Instructions were uploaded on Google drive of ADA project.

9. Deadline for the 1st reporting period 30.6.2019.

All partners were informed about reporting to coordinating institution (UNS) and about financial statement file. The example of financial statement is uploaded on Google drive.

10. Organization of next study visit in Thessaloniki (30.6.-3.7.)

Jason Papathanasiou (CERTH) has informed the partners about next study visit to Thessaloniki, where partners will have opportunity to see the summer school in data science organized by CERTH (http://dsclm.web.auth.gr/). He invited partners to send their students to school (free accommodation for them) and to propose lecturers. Olivera Grljević (UNS) will be one of the lecturers.
Partners were reminded to book the hotels and travel tickets on time because the visit will be during summer season. The building of CERTH is very close to the Thessaloniki airport.

11. Activities in the future period

SC has summarized all activities of consortium in the future period. The following table is showing the list of activities that we have to do during this year.

WP	Activity	Task	Leading partner	Participants	Deadline M5=May 2019
WP 1	Analysis of best practise and comparative analysis	Survey on stakeholders about their needs in BA	UNS	SAM	M5
WP 1	Analysis of best practise and comparative analysis	Analysis of best practice at EU partner universities (report)	CERTH	WU, EISTI, UNITOV	M5
WP 1	Development of learning outcomes and competencies	Development of booklet	UB	All	M6
WP 1	Development of program, modules,syllabi of all courses and ECTS	Preparation of all material	UNS, UB, UNI	All	M11
WP 2	Purchase of equipment	Public procurement	UNS	UB, UNI, UNIKG	Y2/M4
WP 3	Accreditation of master study program	Submission for accreditation	UNI	UNS, UB	Y2/M6 (do it earlier)
WP 5	Defining plan for project quality control	Draft version	WU	All	M5
WP 6	Organization of coordination meetings	Study visit to Thessaloniki - CERTH	CERTH	All	M8
WP 6	Reporting	Reporting for the first reporting period: 15.11.2018.-30.6.2019.	UNS	All	10.7.2019.

WP	Other activities	Task	Participants		
WP 4	Synergy effects	Connecting with other consortiums	UNS, UB, UNI, UNIKG		No deadline
WP 1	Proposals of visiting professors		EISTI, CERTH UNIKG		M5 (if possible)
WP 6	Dissemination	List of events where ADA can be promoted in the next year		All	M8

12. Discussion

Partners were informed about public call of Serbian ministry for master programs in IT, programming, data analysis and organisation. Ministry in cooperation with NGO "Digital Serbia" wants to support and finance the programs in related fields. Deadline for submitting proposals is too short for us, but the structure of master programs, as it was defined by ministry, is completely compatible with ADA master programs (90 ECTS, 18 months).

Serbian National Accreditation Body has raised the accreditation fees for 120%, from 1.220 EUR to 2.711 EUR. It is significant blow on the budget of consortium. At the moment, academic community in Serbia is strongly protesting against the new fees. The conclusion of SC is to follow the situation and to organize the meeting of Local Committee in following months in order to prepare the solutions for this problem.

At the meeting of LC, all Serbian partners were informed that project officer from Brussels has approved the new list of equipment and we can start with the procedure of public procurement. Laslo Šereš (UNS) will lead the procedure. All partners need to name two representatives for procurement commission.

At the end of meeting, all partners were reminded to upload their presentations and pictures from the meeting in Cergy to Google drive.

The host of the meeting (EISTI) will make a report about study visit, send it to the coordinator and upload it to Google drive.

Prof. Dr Mirko Savić   Date of approval:
                                                            01.04.2019.