

**Tempus Cards Project CD\_JEP\_40035\_2005**  
**Building the European Food Science Education in B&H - BEFIT**

**Minutes of the First Steering Committee meeting**  
**University of Hohenheim, Eastern Europe Centre (770)**  
**13.-14. November 2006**

**Participants:**

Prof. Dr. Heinz-Dieter Isengard, University of Hohenheim  
Dr. h.c. Jochem Gieraths, Eastern Europe Centre, University of Hohenheim  
Wilfried Weiler, Eastern Europe Centre, University of Hohenheim  
Prof. Dr. Eric Spinnler, Institut National Agronomique Paris Grignon  
Dr. Matthias Schreiner, University of Natural Resources and Applied Sciences, Vienna  
Prof. Dr. Esmā Habul, University of Sarajevo  
Nermina Spaho, University of Sarajevo  
Dr. Slavica Grujic, University of Banja Luka  
Prof. Dr. Jure Beljo, University of Mostar

**Structure of the minutes:**

1. Agenda of the Steering Committee Meeting No. 1.
2. Meeting and project discussion
  - 2.1. Welcome speech and introduction to the agenda by Mr. Isengard, Mr. Gieraths
  - 2.2. Project Background, Design and Aim
  - 2.3. Expectations towards the project
    - 2.3.1 Proposed Implementation
    - 2.3.2 Proposed Contents
    - 2.3.3 Quality assurance
    - 2.3.4 Student Mobilities
  - 2.4. Introduction to Hohenheim Campus, visit to different labs
  - 2.5. Discussion of the project
3. Schedule of upcoming events
4. List of modules and responsible coordinators (revised version, revision after the meeting)
  - 4.1 Change of some Module names and contents
5. Project coordination
  - 5.1. Management structure
  - 5.2. Project management
  - 5.3. Structure of the project cycle: cash flow and financial reports
  - 5.4. Reporting
  - 5.5. Budget
  - 5.6. Documentation and reporting
6. Next SCM

## 1 Agenda of the Steering Committee Meeting No. 1

### Overall Objectives and Tasks of this tempus project

- Strengthening of the B&H Universities cooperation through creation of postgraduate education in accordance with B&H agribusiness needs
- Upgraded B&H universities capabilities to offer up-to-date knowledge in the area of food science serving B&H agribusiness needs
- Postgraduate study implemented in accordance with EU standards
- Project quality assured
- The project lessons learned and best practice disseminated
- Sustainability ensured
- Quality control and monitoring
- Management of the project ensured

Welcome speech and introduction to the agenda

Project:

- Background
- Design and Aim
- Proposed Implementation
- Proposed Contents

Expectation towards project outcomes

Introduction to Hohenheim Campus, visit of main buildings, esp. castle

Introduction to the Institute of Food Science and Biotechnology

Visit to food science labs:

- Food Process Engineering
- Meat Technology
- Fermentation Technology
- Meat Technologie
- Animal Foodstuff Technology (milk)
- Process Analysis and Cereal Technology

Modules and Responsible Coordinators

Creation of PIQA group for determining quality policy

Student mobilities

Management of the Project

Target dates:        next SCM

## **2. Meeting and project discussion**

### **2.1. Welcome speech and introduction to the agenda by Mr. Isengard and Mr. Gieraths**

### **2.2. Project Background, Design and Aim**

Ms. Velagić-Habul reported about former cooperation of the universities in Bosnia and Herzegovina (B&H) and the reasons for establishing a combined study course.

Ms. Grujic reported about the situation and needs in Banja Luka and Mr. Beljo about Mostar (West).

### **2.3. Expectations towards the project**

Within the project a combined study course of the three universities will be established. Each university will contribute to the project according to its current and future possibilities.

#### **2.3.1 Proposed Implementation**

University of Sarajevo and Mostar (West) introduced a system of "3 + 2", whereas Republika Srpska introduced "4 + 1". Therefore all students will be enrolled at the University of Sarajevo, with staff of the two other universities supporting the development and delivery of modules, lectures and lab work.

Each Module will be delivered within 4 weeks, 1 week lectures will be delivered by EU partner university staff, the three other weeks by staff of the three B&H universities.

Each student will have to successfully finish 12 modules together with his master thesis.

#### **2.3.2 Proposed Contents**

The list of modules was adjusted by the SC, see below under 4.

#### **2.3.3 Quality assurance**

In Bosnia and Herzegovina there is no accreditation system introduced yet. Therefore an internal QA system will be established within the project. Mr. Isengard will organise reviews of the teaching materials.

### **2.3.4 Student Mobilities**

Courses will be done at the most suitable university in Bosnia and Herzegovina. Students will need to travel and stay where the courses are run. A maximum allowance of EUR 400.- per month is foreseen for the students during their stay at the B&H partner universities.

### **2.4. Introduction to Hohenheim Campus, visit to different labs**

The following labs of the University of Hohenheim were visited by the SC members as examples of well equipped labs:

- Food Process Engineering
- Meat Technology
- Fermentation Technology
- Meat Technologie
- Animal Foodstuff Technology (milk)
- Process Analysis and Cereal Technology

### **2.5. Discussion of the project**

Young staff of B&H universities involved in the development of the modules will need a lot of support by the partner EU institutions and will work in close cooperation with their EU counterpart.

Student lab work for the final theses will be done mainly within the EU partner institution during their stay there.

The emphasis within the project and proposed study course lies on Microbiology and Food Safety.

## **3 Schedule of upcoming events**

Modules will be developed according to the schedule below. For next SCM see 6.

**4. List of modules and responsible coordinators as defined by the SC**  
(final version, completed after the meeting)

Module	Responsible institution	EU partner institution	finished by:
O.1. Food Biotechnology	Fuad Gasi, Sarajevo fuad01@yahoo.com	Prof Catherine Béal, Grignon beal@agroparistech.fr	June 2007
O.2. Nutrition	Banja Luka Prof. dr Radoslav Grujic grujicr@blic.net	Prof Dr. Wilhelm Windisch, BOKU wilhelm.windisch@boku.ac.at +43 1 47654 3281	June 2007
O.3. Food Process Engineering	Mr. sci. Jasmina Tahmaz, Sarajevo jtahmaz@hotmail.com	Prof. Dr.-Ing. habil. Dr. h.c. V. Kottke kottke@uni-hohenheim.de +49 711 459-23258, UHOH	June 2007
O.4. Food Microbiology	Dr Mirsada Hukic, Sarajevo mirsadahukic@yahoo.com	Prof H-Eric Spinnler, Grignon spinnler@agroparistech.fr	June 2007
O.5. Food Chemistry and Analysis	Prof. dr Esma Velagić-Hakul, Sarajevo esmahakul@yahoo.com	DI Dr. Matthias Schreiner, BOKU matthias.schreiner@boku.ac.at	June 2007
O.6. Food Quality Management	Sarajevo Mr. sci. Aleksandra Nikolic nikolicstudent@yahoo.com	Prof. Dr. Siegfried Pöchtrager, BOKU siegfried.poechtrager@boku.ac.at + DI Stefan Großauer stefan.grossauer@boku.ac.at	December 2007
E.1. Meat Processing	Dr Stanko Ivankovic, Mostar agronomski.fakultet@tel.net.ba Dr Jozo Grbovac grbovacj@yahoo.com	Prof. Dr. med.vet. Albert Fischer, fi-ft150@uni-hohenheim.de +49 711 459 22288, UHOH	June 2008
E.2. Dairy Technology	Dr. Zlatan Sarić, Sarajevo zsaric@bih.net.ba	Prof. Dr.-Ing. Jörg Hinrichs, UHOH j-h-lth@uni-hohenheim.de +49 711 459-23792,	December 2007
E.3. Food Formulation and Functional Food	Dr sci. Slavica Grujic, Banja Luka grujicstavica@yahoo.com	Dr Anne Saint-Eve, Grignon seanne@grignon.inra.fr Dr Alexandre Juteau, Grignon juteau@grignon.inra.fr,	June 2008
E.4. Fermented Products	Dr Nermina Spaho, Sarajevo nemaspah@yahoo.com	Dr Sandra Helinck, Grignon helinck@grignon.inra.fr,	December 2007
E.5. Cereal Technology	Sarajevo Dr sci. Sanja Orucevic orucevicstanja@yahoo.com	Prof. Dr.-Ing. habil. Thomas Becker tb@uni-hohenheim.de +49 711 459-23284, UHOH	December 2007
E.6. Fruit and Vegetable Products	Sarajevo Dr sci. Asima Begić-Akagić akagich@yahoo.com	Prof Dr. Emmerich Berghofer, BOKU emmerich.berghofer@boku.ac.at + DI Dr. Gernot Zweytick gernot.zweytick@boku.ac.at	June 2008
E.7. Fats and Oils	Dr sci. Selma Corbo, Sarajevo corbo@bih.net.ba	DI Dr. Matthias Schreiner, BOKU matthias.schreiner@boku.ac.at	June 2008
E.8. Development of New Products and Novel Food	Dr sci. Slavica Grujic, Banja Luka grujicstavica@yahoo.com	Prof H-Eric Spinnler, Grignon spinnler@agroparistech.fr	June 2008
E.9. Food Industry and Sustainable Development	Dr Ljiljana Vukic, Banja Luka vukicmadv@blic.net	Prof. Dr.-Ing. habil. Dr. h.c. V. Kottke kottke@uni-hohenheim.de +49 711 459-23258, UHOH	December 2007
E.10. Food Law and Regulations	Sarajevo and Banja Luka Dr sci. Milenko Blesic anditijana@bih.net.ba	Hartig, UHOH Martin.HARTIG@ec.europa.eu	December 2007
E.11. International Trade and Marketing	Mostar and Sarajevo Dr sci. Zeljko Suman zeljosumant@sve-mo.ba Dr sci. Nenad Brkic nenad.brkic@efsa.unsa.ba	Prof. Dr. Ansgar Belke, UHOH belke@uni-hohenheim.de +49 711 459-23247 Prof. Dr. Markus Voeth, UHOH voeth@uni-hohenheim.de +49 711 459-22925	June 2008

#### 4.1 Change of some Module names and contents

The Names and contents of some modules have been changed during the meeting, see final list above.

**The original list of modules according to the project proposal:**

- O.1 introduction to research work;
- O.2 transfer of energy and heat;
- O.3 technological microbiology;
- O.4 process engineering,
- O.5. environmental performances of food industry;
- O.6 Food safety
  
- E.1 meat and milk processing;
- E.2 novel food;
- E.3 fermented products;
- E.4 beacary products with focus on traditional technologies;
- E.5 products with designated origins;
- E.6 development and introduction of new products
- E.7 Food industry and sustainable development;
- E.8 EU food law and regulations;
- E.9 Total quality management;
- E.10 International trade,
- E.11 Marketing of food products

#### 5. Project Coordination; Operational and Financial Management; Reporting

- a) The Steering Committee (SC)
- b) Project management
- c) Structure of the project cycle: cash flow and reporting
- d) Budget
- e) Documentation of the project /Reporting

##### 5.1. Management:

The SC will meet once a year.

##### 5.2. Project management

**We have to evidence to the project monitoring institutions ETF and EC that**

- The project is achieving its objectives
- The academic and administrative management is working properly and transparently.

- Equipment purchased within the project is accessible.
- Restructuring / reform is taking place and planned activities are accomplished. Contents are developed and implemented.
- The project results are sustainable (impact to be described).
- Positive results are disseminated (especially in the region).

#### **Terminology and tasks:**

**Grantholder** (formerly contractor): Prof. Isengard, responsible for contents

**Main Project Office:** Eastern Europe Centre Hohenheim

#### **Tasks of the Main Project Office**

- Maintain contact to the country desk officers in Turin/Brussels.
- Contact point for the SC and all projects participants (together with co-ordinator)
- Management: Planning, Implementation, Evaluation, Reporting (together with co-ordinator)
- Promotion and provision of Information regarding the project (Dissemination)
- General support in all activities (together with co-ordinator)

**Co-ordinator:** University of Sarajevo, Faculty of Agriculture

#### **Tasks of the Co-ordinator**

- Contact point for the SC and all project participants (together with main project office)
- Management: Planning, Implementation, Evaluation, Reporting (together with main project office)
- Promotion and provision of Information regarding the project (Dissemination)
- General support in all activities (together with main project office)

#### **Binding regulations for the project are**

- Grant agreement for an action (formerly Contract) plus 7 annexes
- Guidelines for the Use of the Grant (annex 3)
- Every report and request approved by ETF
- Interpretations of contract

### **5.3. Structure of the project cycle: cash flow and financial reports**

#### **Cash flow**

60% of cash-flow at the beginning of the project (expectedly in November 2006)

The second instalment of 30% when at least 70% of first instalment has been used up and the request for payment is approved by the ETF. Final payment of max. 10 % is done after the approval of the final report only.

#### **5.4. Reporting**

The financial and reporting management is following a 3-semester rhythm, whereas the workplan (activities) still follows the annual principle. A project year lasts from 01.09 until 30.08.

**Reporting dates:** 15/01/2007

15/03/2008 (interim report after 3 semesters)  
30/10/2009 (final report after 6 semesters)

**1st Report: Amendments or confirmation of the original application.**

- Description of start up activities,
- Table of achieved/ planned outcomes,
- Planned activities for the next period,
- Criteria for candidate selection to study abroad (Language skills, profile and background education),
- Explanation of decision making.

**2nd Report: Progress made in relation to activities carried out and expenditures made (linked with second instalment)**

- Progress reports on the action's implementation,
- Table of achieved/ planned outcomes,
- Financial report,
- State of involvement of partners in co-operation,
- Delays should be reported in advance,
- State of development and implementation of study courses,
- Self monitoring procedures,
- Equipment bought and extent of use,
- Report on dissemination,
- Contacts to other Tempus projects,

**3rd Report: Overall achievement level in relation to the total awarded grant and details on expenditures.**

- Narrative part of achievement levels,
- Table of achieved outcomes,
- Financial report (incl. all receipts),
- Summary statement of the receipts and expenditures of action,
- Degree of use of equipment,
- Degree of involvement of partners,
- Sustainability criteria (future use of outcomes).

Elaboration of reports jointly by co-ordinator, main project office and grantholder (grantholder is finally responsible for the content).

## 5.5. Budget

The Budget consists of two headings: organisational costs and mobilities  
Organisational costs themselves consist of:

- Staff costs
- Equipment
- Printing and Publishing
- Other costs
- Indirect Costs

### Overview of the organisational budget for the whole project lifecycle

Total project amount of € 504.572,50, of which € 30.030 has to be co-financed by the consortium.

Grant by European Commission € 474.542,50.

Shares:

- Organisational costs € 246.927,50 (52%)
- Mobilities € 227.615 (48%)

Total	474542,50 €	Year 1	Year 2	Year 3
Equipment	60.000 €	48.000€	9.000 €	3.000 €
Staff	141.627,50 €	42.000€	50.000 €	49.627,50 €
Indirect costs (formerly overheads)	25.550 €	12.550 €	6.500 €	6.500 €
Printing and publishing	12.750 €	1.750 €	5.500 €	5.500 €
Other costs	7.000 €	2.000 €	2.000 €	3.000€
Subtotal Organisation	246.927,50 €			
Project Expenditure of the Beneficiaries (Cofinancing, own resources)	30.030,00 €	10.030	10.000	10.000
Mobilities	227.615 €	75.000	75.000	77.615

## 5.6. Documentation and reporting

### Documentation of the project

#### Organisational costs

All activities have to be documented (at least via invoices, bills, etc.).

Staff costs and mobilities have to be reported by corresponding forms, which have been distributed by the coordinator via email.

The form for charging staff costs to the project is called "**Staff Convention Form**".

Important: please note that the maximal salary per hour for CARDS countries is around € 7 for academic activities and around € 3,5 for administrative activities. This is checked very attentively by the ETF. The best solution is adapting in the convention form the number of hours in order to achieve a salary per hour not higher than € 6. When carrying out both academic and administrative tasks, you have to submit two separate convention forms.

Please use the convention form sent to you by email. The reference number will be put by Hohenheim when compiling the report. Please do not forget the seal and the signature of the head of department.

The originals can be kept on spot until the final report. Copies (fax or scan) shall be sent to Hohenheim.

#### **Purchase of equipment**

- No VAT allowed (use exemption certificate to convince your retailer, annex VI of the contract)
- You have to provide 3 offers
- The equipment will be paid directly by Hohenheim on base of the invoice
- Keep all invoices
- We need the originals in Hohenheim (if not possible copies with stamp of the university)

**Costs for printing and publishing** can be charged to the project through invoices or official statements of the faculty (do it as detailed as possible!).

The heading “**Other costs**” comprises costs for:

- bank transactions
- visa costs
- translation costs (if not done by staff of your university, otherwise charged to staff costs)

We need proper invoices for all expenses under the heading “Other Costs”, please provide invoices or bank statements.

#### **Mobilities**

In the terminology of the ETF, a “mobility” is the umbrella term for all costs related to travelling within the project.

It consists of

- “travel costs”: all costs regarding transportation: plane, train, car, public transport, airport taxes (even if paid separately) from “home to hotel”  
Please note: taxi has to be paid out of “Costs of stay”, costs for taxi are not refundable by Tempus
- “allowance or cost of stay”: a recompense for hotel costs, subsistence, insurance, taxi, local travel during your stay etc

Please note that visa costs are not reimbursed under mobility, but under “Other costs”.

Mobilities will be used according to the workplan elaborated in the project proposal. The following rates will be applied:

For **Travel costs**:

- Flights: 500 Euro is calculated per average flight (refund according to actual costs proofed by invoices)
- Car: Reimbursement according to 1st class train ticket for 1 person (regardless of the number of passengers in the car!). An up-to-date cost statement from a travel agency, railway company etc **must be provided by the traveller**.
- For some of the partner countries, where no extended railway system currently exists (this includes Balkan Region), it is possible to apply a fixed rate that covers the distance in kilometres for local transport. This fixed rate can be provided through a

declaration from the local Ministry of Education (or Finance) clearly indicating the rate. This declaration needs to be provided together with the Final Report.

- When assessing the IGRs and reports, the EC checks for every trip how many people used the same car. Whenever possible, please do not allow to use a car just for one or two persons.
- Road toll is eligible. Please collect all receipts and send them together with the IGRs.

**Please note:**

The coordinator needs this official declaration from the local Ministries of Education (or Finance) which has to clearly indicate the rate to be used before we can refund any travelling by car. Obviously copies of any national rules are not sufficient!

**Maximum rates for the staff allowance:**

Duration	Costs of stay for international mobility	Costs of stay for Partner Country staff within their own country	
		with overnight stay	without accommodation
1 day	€ 150	€ 80	€ 40
2 days	€ 292	€ 150	€ 75
3 days	€ 434	€ 220	€ 110
4 days	€ 576	€ 290	€ 145
5 days	€ 718	€ 360	€ 180
6 days	€ 860	€ 430	€ 215
1 week	€ 1000	€ 500	€ 250

For longer stays the maximum rates are:

Duration	East-East	East-West, West-East, West-West
1 week	€ 500	€ 1000
2 weeks	€ 800	€ 1600
3 weeks	€ 1000	€ 2100
4 weeks	€ 1250	€ 2500
additional weeks	€ 150	€ 300

**Maximum rates for Student allowance:**

Duration	Costs of stay in the European Union	Costs of stay in the Partner Country
Per month	€ 1200	€ 800

- Travelling time is also part of the working day. We always use the maxima.
- All mobilities have to be documented by an IGR (Individual Grantholder Report). Please use the IGR sent to you by email. The reference number of the IGR will be put

by Hohenheim when compiling the report. The description of activities (page 2) must be completed.

- Please consider that the ETF calculates the duration only on base of the dates on your flight tickets.
- Please use the calculation grid on page 3 of the IGR in order to calculate the corresponding amounts.
- The official exchange rate issued by the ECB serves as reference for the audit by the ETF. Please provide always an evidence of the exchange rate you have used or being forced to use if this is different from official rates (ECB, National Central Bank).
- Please keep all boarding cards as well as your passenger receipt. Only these prove your trip, not the invoice from the travel agency. We need the originals in Hohenheim. They can be sent by mail or handed over when meeting in the SC meeting. Copies shall be sent regularly by fax. Originals can best be handed over during Steering meetings.

## **6. Next SCM**

Next Steering Committee Meeting is scheduled for 24-28 October 2007 in Paris Grignon.