

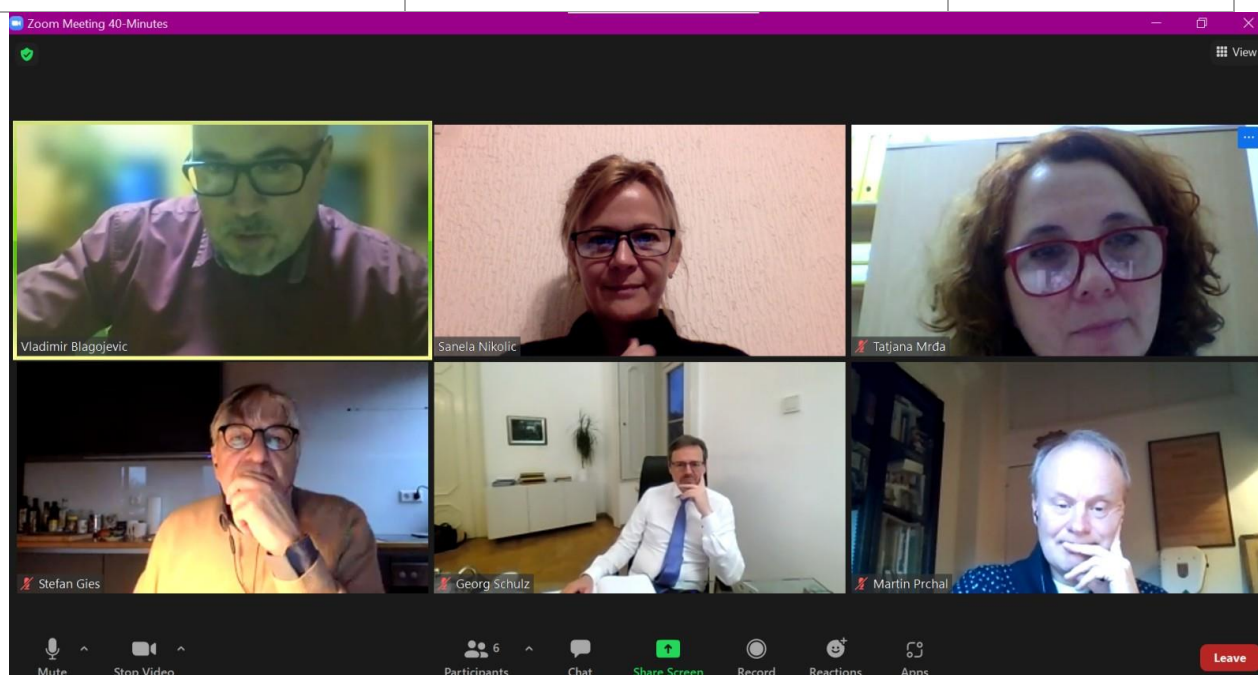


# DEMUSIS Meeting Minutes Report

Subject of the Meeting:	Annual Quality assurance group and project external evaluator meeting
Date:	December 2, 2021.
Minutes Prepared by:	Sanela Nikolić, P1
Time and Location:	16:00, online meeting

## 1. Attendance at Meeting

Name	Institution	Signature
Georg Schulz	Kunstuniversitat, Graz	
Vladimir Blagojević	University of Kragujevac, Faculty of Philology and Arts	
Sanela Nikolić	University of Arts, Faculty of Music, Belgrade	
Martin Prchal	University of Arts The Hague – Royal Conservatoire	
Stefan Gies	The Association Européenne des Conservatoires, Académies de Musique et Musikhochschulen	
Tatjana Mrđa Gerdec	University of Novi Sad, Academy of Arts	





## 2. Meeting Purpose

DEMUSIS Quality Assurance Group and Project external evaluator Annual Meeting

## 3. Meeting Agenda

- 1) Greeting word and presentation of the new group members
- 2) Presentation of the annual report of QAG, V. Blagojević
- 3) Word of the external evaluator, Mr. Schulz
- 4) Discussion and approval of recommendable adjustments of the QAG documents (PQAP Main Document, Appendix I and IV)
- 5) Conclusion

## 4. Meeting Notes, Decisions, Issues

The meeting started with the greeting word and presentation of the new QAG members to the external evaluator and short introducing words by new QAG members – Mr. Stefan Gies and Ms. Tatjana Mrdja Gerdec.

WP6 chair – Vladimir Blagojević – gave an overview of QAG activities and made a presentation of the Annual Review of the QAG for Project year 3.

The constructive discussion has followed on some QMRs conclusions, tasks prolongations and new recommended dates for initial and second round evaluation of some deliverables.

Concerning the conclusion part of the QMR 2.5, it is important to stress that until now more than 100% of the initially planned equipment (both in terms of budget and in terms of pieces of equipment) have been purchased and installed. The rest of the four above mentioned pieces will only increase the percentage of already reached Project task over 100%.

In relation to deliverable 5.1, the external evaluator has pointed out that the LLL courses are very important part of the Projects outputs. Therefore, it is crucial to start their full implementation before the end of the Project and to monitor the whole process of accreditation and starting of courses realization.

The reasons for postponing some activities to the fourth Project year were also discussed. It is concluded that there are various and appropriate reasons for Project extension and that one year of extra time will be taken as not only an opportunity to reach the already planned activities but also for the realization of some extra activities, above the initially planned ones.

It is concluded that the QAG activities are in line with the timetable and that all QMRs for Project year 3 are very clear and well done made.

All suggested adjustments (replacements of the QAG members and new dates for the initial and second round evaluation of some deliverables) in the appropriate documents of the QAG (PQAP\_6.2\_DEMUSIS\_Main Document, pp. 9, 15, 16; Appendix I: Quality Checklists WP1–8; Appendix IV: Internal Quality Monitoring Report Timetable) are approved by QAG members as well as by external evaluator. The suggested adjustments will be passed to PMB with request for their further approval.



## 5. Actions

Action	Assigned to	Due Date
Sending the appropriate QAG documents with suggestions for adjustments as well as Annual Report of the QAG and QMRs to PMB.	WP6 Chair	December 10, 2021

## 6. Attachments (documents/handouts to bring, reading material, etc.)

Description	Prepared by
Project Quality Assurance Plan with supporting documents (Appendixes I and IV)	Sanela Nikolić Vladimir Blagojević
Annual Review of QAG for project year 3	Vladimir Blagojević
Quality Monitoring Reports for deliverables 3.1, 3.2	Elsa Ferreira
Quality Monitoring Reports for deliverables 2.5, 4.1, 4.2, 4.5, 5.1, 5.2, 7.4, 7.6, 7.7	Sanela Nikolić

## 7. Next Scheduled Meeting

Date:	TBD
Time:	TBD
Location:	TBD