



## DEMUSIS Meeting Minutes Report

Subject of the Meeting:	Project Management Board meeting
Date:	2-3/12/2019
Minutes Prepared by:	Dusanka Jelenkovic Vidovic
Time and Location:	University of Novi Sad, Rectorate building, Dr Zorana Djindjica 1, Novi Sad

Attendance at Meeting		
Name	Institution	Signature
Aleksandar Mrđan	Academy of Arts, University of Novi Sad	
Biljana Mandić	Faculty of Philology and Arts, University of Kragujevac	
Biljana Radovanović	University of Arts in Belgrade	
Bojana Borković	Academy of Arts, University of Novi Sad	
Dimitrije Cvetković	Mad Head Games	
Dragana V. Jovanović	Faculty of Music, University of Arts in Belgrade	
Dušanka Jelenković Vidović	Faculty of Music, University of Arts in Belgrade	
Georg Schulz	KUNSTUNIVERSITÄT GRAZ	
Giedre Antanavičiene	Lithuanian Academy of Music and Theatre	
Ira Prodanov Krajišnik	Academy of Arts, University of Novi Sad	



Ivana Perković	Faculty of Music, University of Arts in Belgrade	<i>Ivana Perković</i>
Ljiljana Nestorovska	Faculty of Music, University of Arts in Belgrade	<i>L. Nestorovska</i>
Milena Shushulova	New Bulgarian University	<i>Milena Shushulova</i>
Milena Stanišić	Faculty of Music, University of Arts in Belgrade	<i>Milena Stanišić</i>
Natalia Afeyan	New Bulgarian University	<i>N. Afeyan</i>
Nikoleta Dojčinović	Radio Television of Serbia	<i>N. Dojčinović</i>
Nynke van Ketel	Royal Conservatoire The Hague	<i>Nynke van Ketel</i>
Olivera Gračanin	Academy of Arts, University of Novi Sad	<i>Olivera Gračanin</i>
Paulina Gut	AEC - Association Européenne des Conservatoires, Académies de Musique et Musikhochschulen	<i>Paulina Gut</i>
Sanela Nikolić	Faculty of Music, University of Arts in Belgrade	<i>S. Nikolić</i>
Siniša Bokan	Academy of Arts, University of Novi Sad	<i>Siniša Bokan</i>
Stanislav Veljković	Radio Television of Serbia	<i>Stanislav Veljković</i>
Vladimir Blagojević	Faculty of Philology and Arts, University of Kragujevac	<i>V. Blagojević</i>
Zoran Komadina	Faculty of Philology and Arts, University of Kragujevac	<i>Zoran Komadina</i>





<b>Subject of the Meeting:</b>	Project Management Board Meeting
<b>Date:</b>	03/12/2019
<b>Language:</b>	English
<b>Time and Location:</b>	University of Novi Sad, Dr Zorana Djindjica 1, 9:30-16:00

Attendance at Meeting		
Name	Institution	Signature
Biljana Mandić	Faculty of Philology and Arts, University of Kragujevac	
Bojana Borković	Academy of Arts, University of Novi Sad	
Dragana V. Jovanović	Faculty of Music, University of Arts in Belgrade	
Dušanka Jelenković Vidović	Faculty of Music, University of Arts in Belgrade	
Giedre Antanavičiene	Lithuanian Academy of Music and Theatre	
Ira Prodanov Krajišnik	Academy of Arts, University of Novi Sad	
Ivana Perković	Faculty of Music, University of Arts in Belgrade	
Jasmina Milovanović	University of Arts in Belgrade	
Ljiljana Nestorovska	Faculty of Music, University of Arts in Belgrade	
Milena Shushulova	New Bulgarian University	
Milena Stanišić	Faculty of Music, University of Arts in Belgrade	

Natalia Afeyan	New Bulgarian University	
Nikoleta Dojčinović	Radio Television of Serbia	
Nynke van Ketel	Royal Conservatoire The Hague	
Olivera Gračanin	Academy of Arts, University of Novi Sad	
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Sanela Nikolić	Faculty of Music, University of Arts in Belgrade	
Stanislav Veljković	Radio Television of Serbia	



## 2. Meeting Purpose

Annual Project Management Board Meeting. Overview of WPs, activities, outputs, outcomes and deliverables in 2019, and plans for project activities for year 2020.

## 3. Meeting Agenda

### MONDAY, DECEMBER 2<sup>ND</sup> 2019

12:00-12:30 Opening addresses

Biljana Radovanović, *Vice Rector, University of Arts in Belgrade*

Ljiljana Nestovorska, *Dean, Faculty of Music, Belgrade*

Siniša Bokan, *Dean, Academy of Arts, Novi Sad*

Zoran Komadina, *Dean, Faculty of Philology and Arts, Kragujevac*

12:30-12:45 Approval of the meeting agenda

Review and approval of Kick-off meeting minutes

Brief summary of project progress in 2019 – *Ivana Perković*

12:45-14:00 **WP6 Quality Control and Monitoring**

Project Quality Assurance Plan and Annual Review of the QAG – *Vladimir Blagojević*

Short Quality Monitoring Reports on 1.1, 1.2, 1.3, 1.4 – *Nynke van Ketel*

Short Quality Monitoring Reports on 2.1, 2.2, 2.3, 2.4, 8.1 i 8.3 – *Sanela Nikolić*

Short Monitoring Report on 7.1 – *Paulina Gut*

15:00-16:30 **WP8 Management**

Project management plan – *Ivana Perković*

Reports and reporting procedures – *Ivana Perković*

Timelines – *Dužanka Jelenković Vidović*

Project website as communication channel – *Ljuba Brkić* (Skype)

Financial reporting, financial management - *Milena Stanišić*

Discussion

17:00 – 18:30 **WP7 Dissemination and exploitation**

Dissemination and exploitation plan – *Olivera Gračanin*

Dissemination activities – *Dragana V. Jovanović, Biljana Mandić,*

*Nynke van Ketel, Natalia Afeyan, Nikoleta Dojčinović, Paulina Gut*

Discussion

### TUESDAY, DECEMBER 3<sup>RD</sup> 2019

University of Novi Sad, Rectorate building, Multipurpose room, 2<sup>nd</sup> floor

**09:30-11:00 WP1 Preparation and analysis**

Analysis of national programs – *Ivana Perković*

Study visits – *Sanela Nikolić*

Learning outcomes and competencies – *Ivana Perković*

Modernization of current study programmes – *Ivana Perković, Ira Prodanov, Biljana Mandić*

New master programmes at P1 - *Ivana Perković, Milena Stanišić*

Discussion

**11:00-11:30 Coffee & Refreshments**

11:30-12:30 **WP3 Staff training and development of teaching resources** – *Ira Prodanov and Dušanka Jelenković Vidović*

12:30-13:15 **WP4 Implementation of reformed and new study programs** at P1-P3 – *Ivana Perković, Olivera Gračanin, Biljana Mandić*

**13:15-14:30 Lunch break (buffet lunch)**

Rectorate building, Cafeteria, Ground floor

14:30-15:15 **WP2 Upgrading of methodology** – *Milena Stanišić, Olivera Gračanin*

15:15-15:30 **WP5 LLL courses** – *Biljana Mandić*

15:30-15:45 Review and approval of Dissemination and exploitation plan

15:45 -16:00 Wrap-up and closing remarks

#### 4. Meeting Notes, Decisions, Issues

Opening addresses: The opening addresses were delivered by Biljana Radovanović, Vice-rector of the University of Arts in Belgrade, Ljiljana Nestorovska, Dean of the Faculty of Music in Belgrade, Prof. Siniša Bokan, Dean of the Academy of Arts in Novi Sad and Zoran Komadina, Dean of the Faculty of Philology and Arts in Kragujevac. On behalf of the University of Novi Sad, guests were greeted by Dunja Malbaša, Project Management Officer from the Research and Project Management Office.

The speakers referred to the project objectives and acknowledged the project's contribution to the music curricula development through enhancement the digital competencies, entrepreneurial skills and awareness of social engagement in music students. They emphasized the importance of cooperation between national music HEI, EU and media partners for enhancing national capacities, connection within academic institutions, music professionals and society at large and expressed their pleasure with excellent communication within the project consortium, with "partnership evolving to friendship".

Meeting agenda was approved.





Kick-off meeting minutes were approved. Deviations from the original dates for actions agreed at the kick-off meeting, namely changes of WP3 training visits schedule from autumn 2019 to 2020 justified by adjusting them to the timeline of accreditation of new study program and courses. The dates of the training visits in 2020 will be fixed in the course of the presentation of WP3.

Brief summary of project progress in 2019. Summary of project actions in chronological order, with explanation of changes when applicable.

Change in consortium announced in the place of P8 partner. EIPIX Entertainment doo from Novi Sad, video games developing company, has announced their wish to withdraw from the partnership due to the change of company leadership and subsequent radical cut in staff. EIPIX Entertainment has fulfilled all its project obligations planned for 2019. At the same time, a new partner from the same sector of gaming industry – Mad Head Games was introduced, with Dimitrije Cvetković as the company's representative present. The Mad Head Games will take over the roles and responsibilities within the project which Eipix had, and there won't changes in budgeting either. The Project Management Board was informed about good timing for the change in the context of the project timeline since the student placements, as the core action for this partner, is planned for year 2020, so the change of partner wouldn't affect its implementation.

WP6 Quality Control and Monitoring: Vladimir Blagojević, chair of WP6 and Quality Assurance Group (QAG), presented the annual work of the QAG, and the Project Quality Assurance Plan. He also informed the PMB that QAG has finished evaluation of 2019 deliverables and sent Deliverable Reports to WP Chairs to be filled in.

After deliver of Annual Review of the work of QAG, in which WPs and activities were analysed by QAG, Short Quality Monitoring Reports (SQMR) were presented by QAG members Sanela Nikolić (SQMRs on deliverables 2.1, 2.2, 2.3, 2.4, 7.1, 8.1 and 8.3) and Nynke van Ketel (SQMRs on deliverables 1.1, 1.2, 1.3 and 1.4).

Each SQMR included: expected date to achieve the deliverable, list and description of activities carried out to achieve the deliverable, indicators of progress and quality of deliverable, description of the deliverable implementing status and list of documents indicative of measuring the progress and quality of a deliverable.

Conclusion from SQMRs include the following:

- Deliverables 2.1. Equipment purchase planned written, 8.1. Kick-off meeting held and management structures established, and 8.3. Project management plan defined have been completed in due time in a clear and comprehensive way, with the list of supporting documentation provided;
- Based on SQMRs, recommendations to modify The Adjusted Work Plan of the Project Management Plan were made to:

1) set February 2020 as a new expected date of completing deliverables 2.2 and 2.3. in Project Management Plan (PMP) in order to comply it with the realization of the repeated public procurement procedure as well as the realization of the direct procurement of the equipment;



2) extend the expected date for completing deliverable 2.5 to 28.02.2020 since the completing of the deliverables 2.2 and 2.3 is precondition for the successful completion of deliverable 2.5.

3) modify the Adjusted Work Plan of the PMP by setting the expected date for completing the deliverable 2.4 to December 31, 2019, in order for it to match the implementation of acoustics solutions and acquiring and installation of furniture at P1.

- Recommendations have been made for deliverable 7.1. Dissemination and Exploitation Plan to the WP 7 Chair to define and set: precise dates when the next, updated version of the Plan is going to be delivered, a specific and detailed communication plan with a monthly timetable for the next 2 project years including communication channels that will be used, communication activities that will be done, type of content/information that will be disseminated, specific target groups that will be reached, responsible project partner, the future responsibilities of every national Project partners in dissemination and exploitation of project exploitable results, an overview of communication through the already setup channels of communications for the past period of 6 months, details on content in project web-site and social network channels, frequency of communications and number of visitors and potential reactions to content communicated in the past 6 months, summary of other types of communication activities in the past period of 6 months if there are any (meetings and workshops, open info days, round tables), appropriate Annexes to the Dissemination and Exploitation Plan and to make Quality Monitoring Report for the Purpose of Internal Evaluation for every updated version of the plan and to send it to the responsible QAG person (Paulina Gut) for internal evaluation of the Plan updated versions.

It was concluded that Quality Assurance is one of the crucial activities for project implementation.

Within the presentation of the WP8 Management, Ivana Perković offered the overview of the Project Management Plan adopted in May 2019, with explanation of changes made and to be made Plan. It was agreed that PMP should be updated every 3 months.

The way of defining the WP members from each partner institution to communicate with WP chair was agreed. Those will be people active in WP realization at partner institution. After that, WP teams can be established for all WPs.

The changes in the project timeline in project years 2019 and 2020 were presented and clarified by Dušanka Jelenković Vidović.

In the discussion over reports and reporting, partnership reports and technical implementation report were particularly addressed. The submission of the later to EACEA is to be expected in February or March 2020, given the time frame of the implementation of the project. General content, assessment and award criteria and documentation were presented by project contact person Ivana Perković.



Closely related to reporting, particularly partnership reports, the issue of document sharing between partners and project coordinator was particularly addressed in Skype call with Ljuba Brkić, project website administrator. As sharing via closed section of the website was perceived as unsafe due to the high risk of virus contamination, so alternative options were sought. The decision was made to use the open account at Google drive [demusis.erasmus@gmail.com](mailto:demusis.erasmus@gmail.com) for sharing documents with indication who can view/edit. Google drive will be used to upload documentation, using Google virus scan. Ljuba Brkić will set up and send the password, and setup the account so that any email can be automatically forwarded to other addresses when necessary. Additional storage space will be purchased, if necessary.

WP7 Dissemination and exploitation. Olivera Gračanin, chair of WP7, presented the project Dissemination and Exploitation Plan (DEP) dissemination and exploitation strategy, objectives, key messages to communicate with general public and students, target groups (students, project staff, national HMEI, music professionals, music employers and public in general), dissemination levels, communication channels and activities and exploitable results. It was agreed that Dissemination and Exploitation Plan should be updated every 6 months. It was also agreed that prior to DEP approval by PMB, an adjusted version of the Plan should be submitted to include more measurable deliverables, precise information on activities (type of activities, exact target groups for each specific activity, time, place, frequency, etc). Timeline should also be modified in confer with other changes in project timeline. For example, dissemination timeline schedules promotion of Moodle platform for January 2020, whereas the platform will only be ready in late February.

Frequency of social media updates is set for about one post per week, with increase in periods of heightened project activity. In absence of news project, content connected to the project objectives or such will be posted instead. Partners were called to continue to actively participate in dissemination, to contribute to creating and sharing the content.

Two existing Youtube channels (Demusis Erasmus and Demusis project) are to be merged in one.

Promotional materials are planned to be produced in the form of file folders, notebooks, erasable pens, ball pens, foldable textile bags (B4 format), usb, leaflets, roll-ups, memorandum paper, screen wipes, and umbrellas. The preliminary prices and offers are to be expected by 20 December 2019, along with the annual plan of promotional material production for year 2020.

Dissemination activities of P1, P3, P4, P5, P6, P7 and P9 were presented by Dragana V. Jovanović, Biljana Mandić, Nynke van Ketel, Natalia Afeyan, Giedre Antanavičiene, Nikoleta Dojčinović, and Paulina Gut respectively. Project activities were covered in web sites and social media pages of all partner institutions. Radio Television of Serbia (P7) particularly in depth reported on kick off and "Dialogue with stakeholders" meetings in February and June 2019, as well as on project implementation in radio





and television programs, whereas AEC (P9) was specifically active in international dissemination through regular monthly newsletters with wide network of over 5000 receivers, presentation on annual events (IRC annual event in Prague, General Assembly in Torino) with hundreds of participants, intensive activity on social media and official website.

The second day of PMB meeting started with presentation of core WPs and activities realized in the first year of the project. In the scope of WP1 Preparation and analysis presentation, results of Analysis of national study programs (Ivana Perković) were briefly recounted, with a reminder that ensuing report An analysis of current national study programmes and comparisons with similar EU programmes, which is a part of Integrated Comparative Report, is publicly available in the Library section at the project website. Sanela Nikolić offered an overview of study visits to EU partner HEI conducted in spring 2019, and resulting insights to partners' study programs, equipment, teaching approaches and diverse teaching and learning practices. These insights were valuable in planning the subsequent modernization of current study programs at national HEIs.

P1's Faculty of Music in Belgrade, as the implementer of new master programmes, is undergoing through institutional quality enhancement review by MusiQuE. The final Report is due in spring 2020. One of the conclusions of the MusiQuE review team site-visit to the Faculty of Music in 27-30 October was that the MusiQuE Report would not only provide the quality enhancement review of the Faculty of Music, but that it will also significantly contribute to the improvement of the management of the institution.

P2 and P3 have done Self-evaluation reports based on MusiQuE standards and study of needs which offered insights and analysis of places for improvement, future development and introduction of new practices. A suggestion was made to introduce archiving to lower levels of study (as it currently is present only at PhD level) and to modernize courses as to include practical work with the new equipment. Olivera Gračanin also pointed out that one of the roles of the project for P2's Academy of Arts in Novi Sad is to facilitate introduction of courses and study programs content of Audio-visual department to Music Department curricula and vice versa. Upon suggestion of other PMB members it was agreed that an update on the exchange of courses' content and subjects between departments introduced through the project would be most valuable.

The analysis of the student survey done at P3 using the same questionnaire as P1, indicated that students are generally reluctant to choose new courses with titles that include or suggest issues like budget, finances, and such. Student survey results show that students strongly oppose to the suggestion of relevance of financial and management skills to musicians. Nevertheless, 14 students chose the new course Basics of music entrepreneurship – a significant number to overall number of eligible students.



The learning outcomes and competencies (Ivana Perković) were defined based on joint results from the analysis of current national study programs, teacher and student surveys conducted at P1 and P3, study visits and meeting with stakeholders held in June in Novi Sad. The outcomes of all these activities were taken into account when planning and adopting modernized national study programs, with the changes in current curricula at P1-P3 presented by Ivana Perković, Ira Prodanov, and Biljana Mandić respectively.

P1 will introduce two new master study programmes – Applied Research and Innovation in Music and Music direction, presented by Ivana Perković, and Milena Stanišić respectively. Both are open to all music students with BA degree (composition, music performance and music research study programs). An overview of study programmes, their aims, outcomes, contents, and courses were offered.

Applied Research and Innovation in Music is a one-year master study program designed to link in an innovative and creative way music with digital technologies, entrepreneurship and awareness of music(ian)'s role in society. Two new courses designed particularly for this master program were presented - Digital methods for research of music and music related data and Transmedia storytelling for musicians. Music Direction is the other new master study programme designed at P1 aiming at shaping music professionals skilled in diverse creative processes in music direction, by using contemporary digital technologies in music recording, production, editing and direction. Both programmes are being prepared for adoption by relevant institutional bodies and subsequent national accreditation in 2020. Students enrollment is planned in academic year 2020/21.

Presentations and discussions on WP3 Staff training and development of teaching resources focused on setting the dates for and organization of study visits to LMTA and NBU agreed. Both partner institutions confirmed March and April 2020 as suitable, the exact dates and visit agendas to be set in due course in direct consultations between visiting and host institutions.

Study visit to entrepreneurial bootcamp for BA music students in the Hague (P4) was presented by Dušanka Jelenković Vidović, and initial plans for similar bootcamp in Serbia discussed. The bootcamp would be led by P4 teachers, and organized by P1-P3 with an active steering from P4. Participants will be teachers and students P1-P3 of new and modernized entrepreneurially oriented courses and study programs. General time was set for October 2020 (3<sup>rd</sup> week or 2<sup>nd</sup> half of October), with place and specifics to be set upon further discussion. Travel costs and costs of stay for participating students were recognized as a potential problem as they are not in the project budget. It was agreed that it is important that the tasks and responsibilities of the bootcamp organization are shared among (national) partners. P4 will decide whether other teacher(s) could come along with Renee Jonker and Ramon Verberne, whose participation was agreed during the bootcamp in the Hague in September 2019.



WP4 Implementation of reformed and new study programs at P1 (Ivana Perković) P2 (Ira Prodanov Krajišnik), and P3 (Biljana Mandić) were presented with an overview of modernized courses introduced at national academic institutions after completed WP1 preparation and analysis package. Current study programs were modernized using newly purchased equipment and introducing new study units, whereas overall 8 new courses (P1:5, P2:1, P3:2) focusing on entrepreneurial and digital skills of music professionals were implemented in academic 2019/20. New study programs (currently, two new programs are in final stage of preparation for adoption and accreditation at P1) should be introduced in academic year 2020/21.

WP2 Upgrading of Methodology activities, presented by Milena Stanišić, focused on equipment purchase and installation, as well as distance learning platforms development. The equipment for P1-P3 was procured through Public Procurement and Tendering Procedure in July 2019 and repeated procedure in November 2019, for 4 lots. An overview of the completed procedure and results, with financial breakdown of equipment costs. Estimated time of procurement conclusion, with last contract and deliveries to be realized is February 2020. Statistics for WP2.2. and 2.3 at the moment of the meeting stand as:

82% of hardware purchased in the first call of tendering procedure;

14% of hardware purchased in the second call (repeated procedure for remaining lots);

4% of hardware to be purchased directly from suppliers;

27% of software purchased in the first call;

25% of software purchased in the second call;

48% of to be purchased directly from suppliers.

All equipment procured is already in use in teaching.

Partners are informed that the Request for authorization for direct purchase of the remaining equipment was granted by EACEA officer on 02/12/2019.

WP 2.4. Development of adequate infrastructure is completed at P1-P3.

In WP 2.6, development of distance learning platforms was discussed. Moodle platform can be functioning as cloud and communication platform. Therefore, materials can be prepared in advance, accompanying live courses. P2 informed PMB that interactive video recordings are currently being edited, scheduled to be published in December 2019.

WP5 LLL courses was presented by WP chair Biljana Mandić. An overview of activities held in 2019 was given, particularly an analysis of current courses offered by National Institute for Promotion of Education (ZUOV), with priority fields and the number and profile of courses offered in the field of music connected to digital skills. Timeline for WP5 activities in 2020 was presented. Courses will be designed in coordination of three national academic partners, but each partner will submit documentation for accreditation individually. Following the discussion on course charges for attendees, it was established that the courses don't necessarily have to be free of charge, but it





would be good to include some discount, as an encouragement for potential participants.

The PMB meeting was finished with the conclusion that the next project year (2020) is considered vital for introducing and involving more people into the project as it is also crucial year for project implementation in terms of activities and first expected outcomes (first generation of students will finish modernized studies and some new courses; new master study programs at P1 will be accredited and first generation of students enrolled).

## 5. Actions

Action	Assigned to	Due Date
Change of P8 – Mad Head Games joins the consortium	P1	January 2020
Defining WP team members (for WP2, 3, 4)	WP Chairs	December 16, 2019
Teacher training study visit to LMTA (12 teachers)	P1-P3, P6	3-4 <sup>th</sup> week March 2020
Teacher training study visit to NBU (12 teachers)	P1-P3, P5	March/April 2020 (Easter!)
Bootcamp training in Serbia	P1-P4	October 2020 (TBC)
DEMUSIS Google drive account for reporting and document sharing	Ljuba Brkić	By the end of December 2019
Preparation and upload of all presentations to project web site	Dužanka Jelenković Vidović	December 16, 2019
Submission of the Technical implementation report	P1	February or March 2020
Update of Dissemination and Exploitation Plan	Olivera Gračanin	4/12/2019
More update on the changes of curricula on P2 (exchange Audio-Visual and Music)	Olivera and Ira	December 9, 2019
Sending presentations from the PMB meeting and upload to google drive	All PMB presenters, P1	4 December 2019
Defining the list of teachers for training study visits	P1-P3	January 2020
Project YouTube channel (two to be merged in one)	Ljuba Brkić, Olivera Gračanin	December 2019
Moodle platform at P1 to be developed	P1	March 2020
Plan of promotional material production	Olivera Gračanin	December 20, 2019



## 6. Next Scheduled Meeting

Date:	TBA (December 2020)
Time:	TBA
Location:	University of Kragujevac, Serbia