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## Project meeting and workshop

UNIBL

28-29.10.2021.



## Meeting minutes

At the Faculty of Agriculture, University of Banja Luka, in the period 28-29.10.2021. a project meeting and workshop were held, dedicated to current activities on the VIRAL project. The meeting was conceived with the aim of analyzing the current situation on the project, as well as the situation in terms of reporting and collecting the necessary reporting documentation. The meeting and the workshop were primarily intended for the participants of the Erasmus + Viral project, and the host was the Faculty of Agriculture of the University of Banja Luka. In addition to the hosts, the meeting was attended by representatives of partner organizations: IPC Tehnopolis, INTERA Technology Park, Innovation Center Banja Luka, University of Bijeljina, University of Mostar, Džemal Bijedić University, University of Tuzla, University of Donja Gorica, Plantaže "13 Jul", Jaffa-Komerc, University of Maribor, Western Balkans Institute, University of Bucharest and Agrovoće.



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The meeting was started by prof. Dr. Miljan Cvetković, who on behalf of the faculty and the university greeted those present and thanked them for coming. On behalf of the University of Banja Luka, prof. dr. Biljana Antunović, Vice Rector for International Cooperation, wished a welcome and successful work. From the very beginning, Mrs. Jessica Giampaolo, the new project officer on the VIRAL project, joined the meeting online.



Having in mind that there was a change of project officer, Miljan Cvetković presented the situation on the project in the introductory part with special reference to the results so far, difficulties in work and future activities (presentation on the [link](#)). The problem of equipment procurement is especially emphasized, which, in addition to procedural difficulties in Bosnia and Herzegovina, is additionally burdened by difficulties in procurement of equipment at the global level. After the presentation on the realization of the project, prof. dr. Tamara Stojanović, administrator of the VIRAL project, presented to the audience the current state of spending at the project level, as well as by individual partners. Tamara especially pointed out certain omissions in the reporting process that need to be corrected in the coming period and take into account the manner of reporting in the coming period. The project officer, Mrs. Giampaolo, expressed her satisfaction with what has been done on the project so far, and in addition to a series of comments, she made herself available to jointly resolve the difficulties encountered during the project implementation.

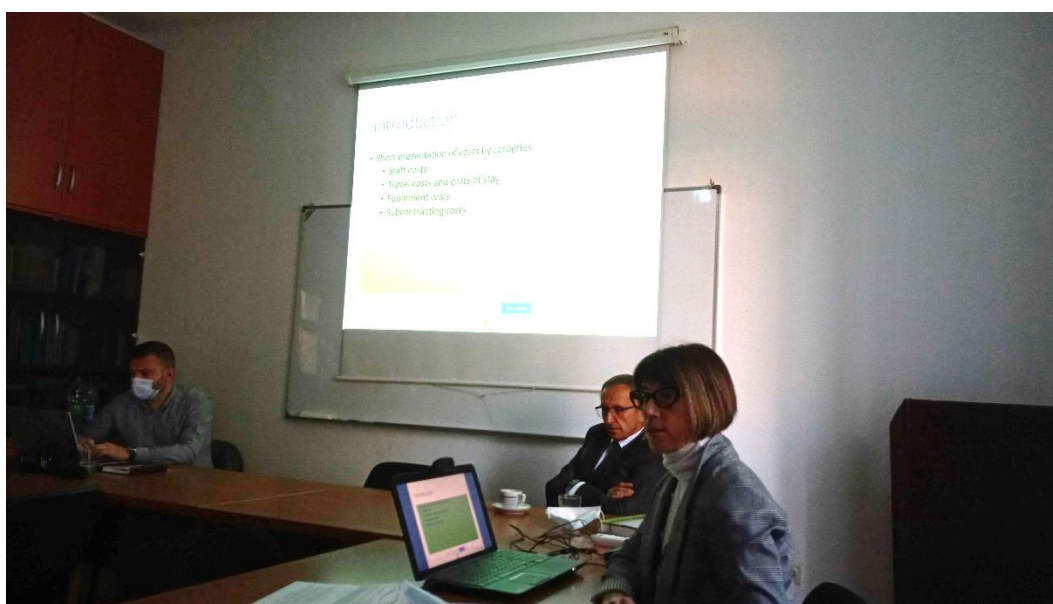


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The guests were also addressed by the guests at the meeting Ariana Firfila (National Beekeeping Academy - Agricultural Institute of Slovenia) and Zeljko Volas (UDAS) who introduced the attendees to their project activities in Bosnia and Herzegovina, expressing a desire to cooperate with the VIRAL project.



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During the second part of the meeting, the implementation of certain activities within the EXPO event was discussed. The following segments of events were analyzed in detail:

- submitted material for the stands of the registered institutions and organizations,
- confirmation of the participants who will participate with greetings in the introductory part,
- plenary session;
- panel session: "Agriculture and ICT",
- session: "Fruit growing and ICT",
- session: "Use of ICT in viticulture and winemaking",
- session: "Food processing and use of ICT",
- session: "Let's protect plants",
- session: "The Future Today",
- panel session "Students and ICT".

Within each of the mentioned points, the dynamics of realization, responsibilities of those responsible, the way of communication with lecturers and participants were discussed. The way of disseminating information about the event itself with the use of various channels of information and social networks was especially analyzed.

In parallel with the work on the operational implementation of the project, the representatives of the project partners had bilateral meetings with the project administrator prof. dr. Tamara Stojanović, during which the control of the manner of keeping documentation, the scope of the submitted documentation and the manner of further communication in terms of reporting was performed.

In the afternoon part of the meeting, the participants had the opportunity to visit the company "Agrovoće" of one of the partners in the project. On that occasion, they got acquainted with the company's activities as well as activities on the introduction of ICT in regular production.

During the visit to the Experimental Education Center of the Faculty of Agriculture of the University of Banja Luka, the attendees had the opportunity to get acquainted with a part of the equipment that was procured through the project and installed on the property. They also got acquainted with the research work on the demonstration property itself.

During the visit to the agricultural cooperative "Livač", the attendees had the opportunity to get acquainted with the results of well-realized projects of this cooperative, as well as the main activities and products that the cooperative produces.



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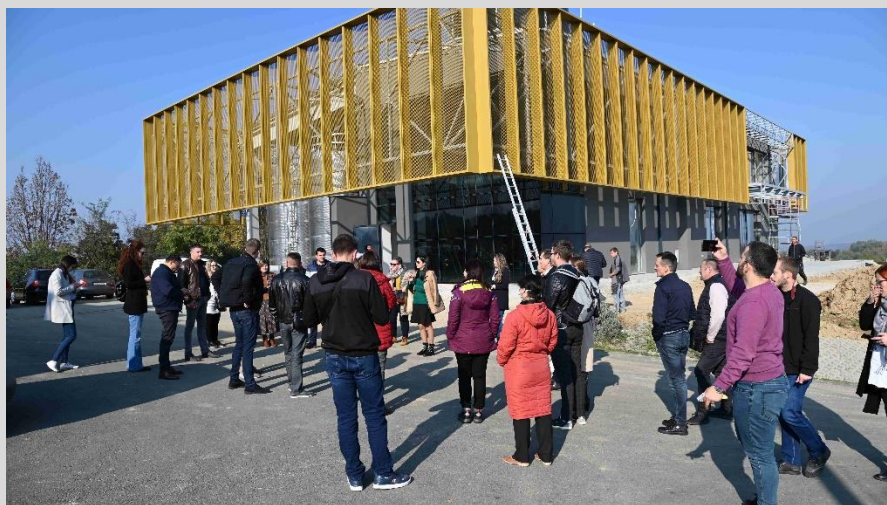


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The second day of the meeting was dedicated to the implementation of work package 2, ie activities 2.7 and 2.4. The conversation about the finalization of the student course, referred to:

- completion of course documentation,
- method of course implementation,
- method of taking the course,
- the type of certificate that students will receive after completing the course,
- material design.

It was agreed that all materials be completed as soon as possible and that by Tuesday, November 1st, 2021. submit information on the position of the institution on the certificate. In the second part of the meeting, training materials were discussed with participants in the agricultural sector. The conversation about the finalization of the material referred to:

- date of completion of course documentation,
- method of course implementation,
- material design,
- printing and publishing materials.

It was agreed that all materials be completed as soon as possible and that they be completed by Tuesday, November 10th, 2021. years, deliver all the materials in order to start designing the materials.

During the second day, in parallel with the work on the operational implementation of the project, the representatives of the project partners had bilateral meetings with the project administrator prof. dr. Tamara Stojanović, during which the manner of document management, scope of submitted documentation and further communication regarding reporting was controlled.

In the final part of the meeting, the official signing of the EXPO Agreement was realized, which provided the formal conditions for the formal holding of this event.

As part of the evaluation of the meeting held in Banja Luka, participants had the opportunity to evaluate individual segments of work through a questionnaire. The meeting was evaluated very positively by the participants. When asked whether the content of the workshop was useful and relevant, a large percentage (85.0%) of respondents answered that they fully agreed (Chart 1). Respondents also believe that the workshop is properly prepared for new learning on the development of training tools and the organization of EXPO events (Chart 2). All respondents fully agreed that the responsible persons were well prepared and familiar with the topics of the meeting (Chart 3).



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Participants also believe that the field visit during the meeting was important for the acquisition of new knowledge in the field of ICT in agriculture (Graph 4). Participants also felt that the length of the meeting was appropriate (Chart 5).

The largest percentage of participants fully agree or agree that the plan, type, responsibilities and dynamics of the implementation of events in the coming period, which are implemented within the work packages WP2 and WP4 are clear (Chart 6). Respondents fully agree that the meeting met all expectations (Chart 7).

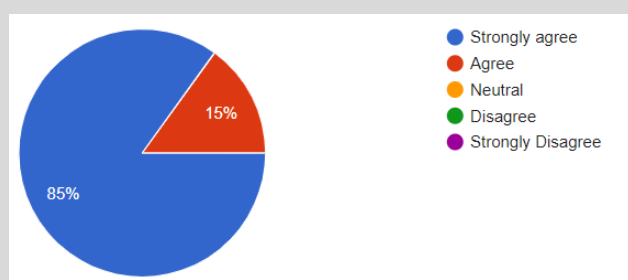


Chart 1.

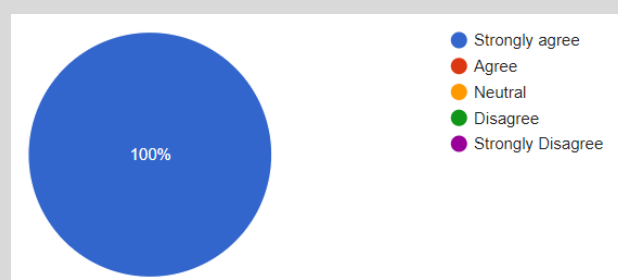


Chart 2.

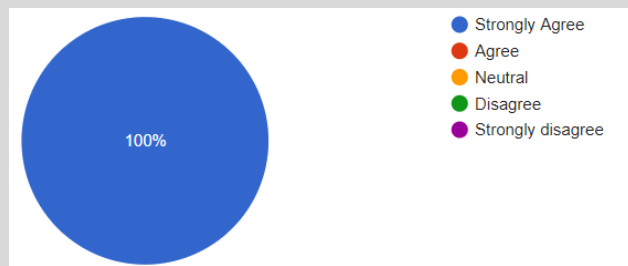


Chart 3.

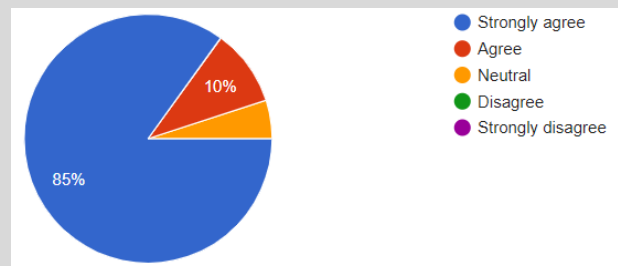


Chart 4.

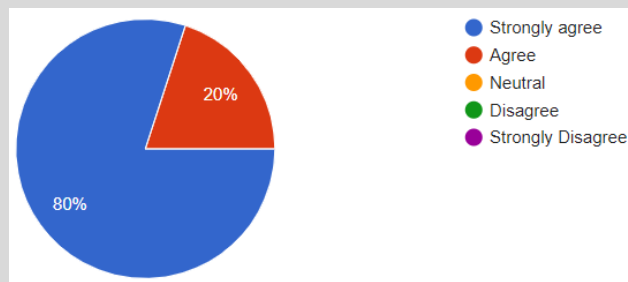


Chart 5.

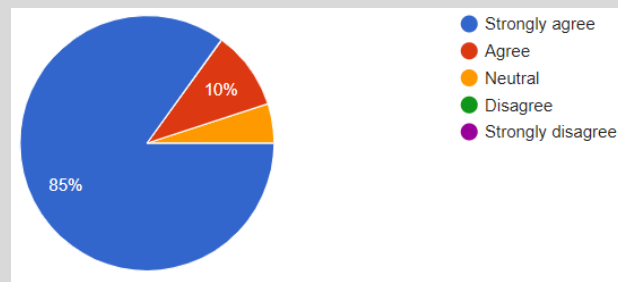


Chart 6.

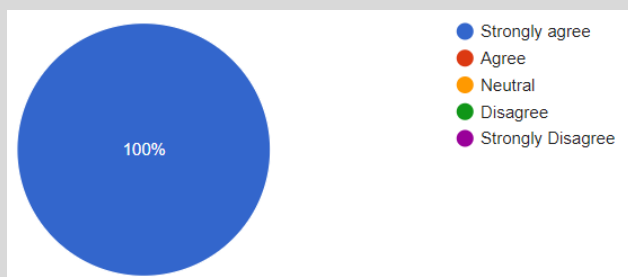


Chart 7.

Positive working atmosphere, well-organized meeting, excellent hospitality are the basic characteristics of the meeting, which are stated by the participants themselves, as positive things that they would especially emphasize. The contact with the new project officer is also mentioned as a positive thing:

- *Perfectly organized meeting*
- *Project coordinator*
- *At the meeting, we did an excellent job of realizing project activities and made preparations for the upcoming ones*
- *Detailed preparation as well as organization of reporting consultations.*
- *Organization*
- *The field visits were especially useful for me, now I've gained some more practical knowledge to implement in my future works. Everything else was also great*
- *This is a well-organized workshop with clear preparations for the next EXPO event.*
- *The presence of a new officer from Brussels in charge of the project and the comments she sent to the coordinator*
- *Everything was very well organized, useful and productive for the implementation of project activities*
- *It was nice to summarize finished activities with the partners and to discuss the ongoing ones*
- *The organization was great*
- *All partners took active part in the meeting*
- *Friendly atmosphere*
- *Field visit*
- *Great collaboration within consortium!*
- *Consortium meeting, effective project plans*
- *Everything was prepared in an organized and precise manner. Presenters were clear and they significantly contributed to the success of the meeting.*





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There were no objections to the meeting itself (except for the comment that the meeting should have lasted three instead of two days).

The most significant results of the meeting are the following:

- ⊙ the previous work on the project and the achieved results were presented;
- ⊙ the new project officer is fully acquainted with the project implementation;
- ⊙ defined activities in order to complete the activities within the work package 2 WP2;
- ⊙ defined activities in order to complete the activities within the work package 4 WP4, as well as responsibilities in the coming period;
- ⊙ realized visit to companies in the field of agriculture with predispositions for introduction of ICT in regular production.

You can find more about the meeting at the following links:

[Facebook](#)

[Facebook VIRAL](#)

Banja Luka,  
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