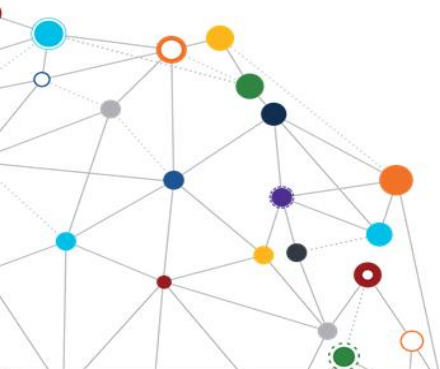




Minutes of Meeting Summary

March 2023 | **INTER**nationalization at Home: Embedding Approaches and Structures to Foster Internationalization at Western **BA**lkans

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INTERBA

Consortium Meetings – MoM summary

Nr	DATE	Estimated dates of consortium meetings until the end of the projects			Summary of key points
	Meeting	Venue country	Venue city	Date of Meeting	
	2020				
1	Online	Skype	Skype	17-Jan-20	<ul style="list-style-type: none"> - Partner presentation. - Discussion about the Partnership Agreements. - Discussion about the possible date for the Kick-Off Meeting. - Discussion among partners about WP, optimal number of the team involved for each Partner, communication channels and tools. - Closing remarks, emphasizing the starting date of the project with two months with delay. Nevertheless, the dissemination of the project has already started.
2	Onsite/Online	Skype / Albania	Skype / Tirana	9-Mar-20	<ul style="list-style-type: none"> - Institutional presentations from each partner representative. - Project presentation: The project, aims, objectives and short- and long-term outcomes, work packages are presented and discussed. - Discussion among all partners concluding: <ol style="list-style-type: none"> 1. To investigate and identify the need of equipment. 2. To start the procurement process as soon as possible. At least three offers are needed. 3. An internal timeline and a program theory will be created from UT to define resources/inputs; Activities; Outputs; Impacts and external factors. 4. To start with dissemination immediately after the grant agreement is signed. 5. Each of the plans have to be adapted and revised related to the decisions taken in the kickoff meeting. 6. To asks to all WP leaders to review the dates for each delivery and activity. 7. Partnerships agreement will be prepared after we have received the grant agreement 8. All financial documents should be sent to UT. 9. To use Google Drive as a management tool. Presentations from this Kick-off meeting will be uploaded there.
3	Online	Skype	Skype	11-May-20	<ul style="list-style-type: none"> - Presentation of the topic to discuss. - UET presented the work done and the progress related to the dissemination work package (WP8). UET introduced the project website, inviting the partners to send any comment/feedback to further improve the content and the design of the website. The dissemination plan was drafted by UET and it was shared with all partners following the deadlines. - CESIE presented the quality assurance plan. The main components of the plan are the progress of the activities against project work plan and timeline, the quality of the project outputs and activities and the performance of the consortium. - UT discussed the Key Performance Indicators. Were emphasized the fact that during project evaluation, the KPI were emphasized a weak point and during the kick-off meeting held in Tirana these indicators were carefully discussed. - UT presented the communication plan with the main goal to improve and achieve an efficient internal communication with the members of the project. All the partners nominated the members of the steering committee, quality board and project coordination board. She introduced the file management system of the project, created in google drive. - UT presented the Gant chart to the partners. Some modifications are made based on the discussed done in kick-off meeting and the changes are reflected into the Gantt chart.



4	Online	Skype	Skype	10-Jul-20	<ul style="list-style-type: none"> - Presentation of the topic to discuss - UC reported that has received almost all the information about past projects that Partner Country Institutions implemented in the last 5 years. Based in this information, as per the planned activities of the Work Package 1 envisaged on the INTERBA detailed project description, the themes of expertise that partner country institutions acquired from the implemented projects will be identified - 6 partner country representatives briefly presented the projects that their university was involved. The goal of these presentation was to identify the themes of expertise which will enable to establish the network of experts - The communication plan as a practical tool to be used by all the partners was introduced. <p>Also, partners discussed the possibilities of dates of training in the frame of the pandemic situation.</p>
5	Online	Skype	Skype	21-Oct-20	<ul style="list-style-type: none"> - Presentation of the topic to discuss - UET asked the partners related to the dissemination activities. Materials and short videos or links used to disseminate activities of the project should be sent to them in order to document things. Erasmus day was one of the great possibilities to better promote the project. - MDX related to the WP3 suggested to organize a half-day workshop to reach consensus on training needs and current skill sets. For the WP3 the training content should be developed, short training opportunities should be defined and developed and guidelines for Request-for-knowledge should be created. MDX explained in detail the WP4 tasks such as training key staff members, conducting training pilots and producing the training toolkit. - There was debate regarding online training of the experts, where CESIE pushed to not extend the duration of the project and to not postpone the hosting meetings. MDX stressed that it is important to have face-to-face training because it is far more effective. In this line was also TUHH, who added that face-to-face meetings are important for strengthening the network between partners. UT suggested a middle ground to resolve the issue, to begin with the online workshop and where it is possible to postpone the face-to-face meetings. - UC presented the work of WP1 including the list of topics that all the partners have experience. Based on the information collected by partners, a list of topics has been identified for each partner and a table has been prepared with this information. - CESIE presented the work related to quality control. She talked about the annual report, and she has prepared two questionnaires in order to get information about the work done in this time frame. - Conclusions: <ol style="list-style-type: none"> 1. It was proposed a half-day workshop related to WP3 and WP4 from Middlesex University online 2. CESIE proposed a draft ToR with specifications regarding the selection of the external evaluator. 3. Middlesex proposed an amendment: Experience in training, re-training and online training will be considered a competitive advantage. 4. CESIE suggested postponing the due dates of quality reporting to mid-December 2020, mid-December 2021, and mid-December 2022.

6	Online	Skype	Skype	23-Dec-20	<p>- Presentation of the topic to discuss. Presentation of the Erasmus Office of Albania representative and the purpose of the visit in the framework of the monitoring day.- UC presented the updates on the WP1.- UNICA presented the wp2, which is dependent on the wp1. The presentation was related to the suggestion of a coordination model for the use of existing resources based on a knowledge capital repository.- CESIE presented the main finding on the first annual report. Main findings were briefly presented including the recommendations. Main difficulties with implementation were due to Covid 19 situation producing delays in WP1 impacting some other wp.- Erasmus Office of Albania representative concluded that the project is on a good track. Due to Covid 19, the project communication was digitized, and it was improved. - UT asked partners to prepare the reports and deliver them in time. UT asked the members to use Gant chart and to give importance to the tasks that are overdue. It discussed the changes for equipment's purchases and the report to be drafted and sent to EACEA.- Conclusions:1. Meet every third week of each month.2. Changes of the due dates of WP2 were proposed.3. Use of different channels of communication especially for the reminder of deadlines and more frequent meetings.4. Partners have to elaborate different scenarios of actions especially for activities that might need adaptations and monitor closely current situations.5. Confirm the bank account data and justification of changes in the equipment purchase.6. Fill in the quarterly reports and long reports that were presented.7. Dissemination information to be sent by 10th of January 2021 in order to be included in the newsletter of WP8.8. Use of Gantt chart as a management tool.</p>
January 2021					
7	Online	Skype	Skype	20-Jan-21	<p>- Presentation of the topic to discuss.</p> <p>- UT informed the partners that the money is transferred into the bank account and the financial department is dealing with the budget transfer procedures. Regarding the list of equipment, UT has informed the Agency of the changes in the equipment lists based on the requests coming from the partners. The Agency agreed with the changes.</p> <p>- MDX did a short presentation about the planning about WP3 and WP4 and the links with other packages. Short courses should be created for partner countries' institutions based on the list provided by UC. This work relates to WP1 and WP2. There are 20 identified projects from the WP1. There are 53 topics but for 39 it is declared that we do not have any projects or skills. Training needs must be defined under WP2 based on this information.</p> <p>- MDX presented a pedagogical model used in their institution as a light platform that can be used on mobile platforms too. This platform is used successfully in other projects, and it can be deployed as a training toolkit as it is available. This tool will be presented in detail in the workshop. Were listed some of the workshop activities such as: developing training content, short training opportunities and creating guidelines for the request of Knowledge RfK documentation.</p> <p>- MDX presented the WP4, developing of training content to increase capacity in internalization. Also, was discussed if it will be used SCADA, how Moodle will be used. Certificates will be provided at the end. A structure of the portfolio was suggested.</p> <p>- UET summarized different status of the WP8 and also updated regarding Moodle structure. The project website is updated frequently with the project activities and the work is ongoing with the newsletter. The dissemination strategy is shared and approved by all partners. A scientific paper is planned for later. 4 dissemination events are part of this wp. One of them has happened and two others will happen during this year.</p> <p>- UT asked the partners to provide a short report related to obstacles faced by them due to COVID 19 situation and updated the partners regarding the budget transfer. She is going to inform the Agency about one-year activities carried out. UT officially informed that the Agency agreed with the changes in the list of equipment's and the partners can go on with the procurement procedures.</p> <p>- Conclusions:</p> <ol style="list-style-type: none"> 1. Workshop to be organized in 5th of February. 2. Revise the project milestones due to Covid 2019. 3. Start of equipment procurement procedures as the changes in the equipment list are approved by the Agency. 4. Document and keep track of all the carried activities as they are mandatory documents to be provided in the audit process at the end of the project. 5. Fill in the reports or provide information for the one-year activities report to be provide to the Agency.



					6. Dissemination information to be sent to UET partner in order to be included in the newsletter of WP8. 7. The excel file prepared in the WP1 has to be updated with the missing information about project topics and people involved.
	June 2021				
8	Online	Skype	Skype	9-Jun-21	<ul style="list-style-type: none"> - Presentation of the topic to discuss. - UT briefly described about the discussion with the agency and the online meetings with all the partners about the agreements to cooperate in the future for the progress of the project. - Then the discussion focused to the interim report, mainly involved in the discussion were MDX, TUH, UNICA, and UNMO, about the technical activity and what we should focus about WP that are completed and the clarification of the deadline for the technical and interim report, where a voting process from all partners took place about the final decision. - The next discussion that took place was about the financial expenditure, timesheets that were prepared and approved and the allocation of the money for the projects that were completed. - UT presented to the partners the tender “call for external evaluator” and the partners were informed about the start of the process. - UNICA resented that the projects by University of Cagliari (ITALY) for the WP2 were mostly completed at 75% rate. - UNMO presented some updates about the timesheets and the procedures for the purchase of equipment for their projects. - UC declared that WP1 is completed. - UET briefly presented about the completed projects under the responsibility of European University of Tirana. - Conclusion: <ol style="list-style-type: none"> 1. Was agreed that all the partners will work on their timesheets, joint declarations and travel reports: by majority the consortium committee decided to ask for an extension for the reports. 2. Then the partners discussed and planned for the next meeting to present the progress, mainly, of WP1, by UC and WP2, by UNICA.
9	Online	Skype	Skype	17-Jun-21	<ul style="list-style-type: none"> - Presentation of the topic to discuss. - The focus of discussion is on WP1, by UC and WP2, by UNICA.- UC presented to the partners the main objectives of WP1: identification of the needs for trainings and the lie of expertise of each INTERBA project partner. Also, presented the collected information that helped to identify training topics and individuals involved in specific projects and their expertise, the deliverables and the outputs of those projects.- UNICA presented the progress of WP2, which was the first phase of WP2 to achieve the following goals: create a knowledge repository; create a network of experts; a bridge between experts and a coordination model for using existing resources. During the presentation Luca emphasized some inconsistencies between courses and experts, the results collected from the course and expert forms. - MDX presented some updates on WP3, planned activities to develop short courses / training content and creating guidelines for putting together Request for Knowledge documentation. - Conclusions:1. MDX suggested a reorganization of the work package structure on the shared drive of the project.2. MDX will also prepare a training structure and will organize training sessions based on the results from WP2. 3. UT emphasized the importance of the timesheet submission of all partners for each WP. Was agreed that all the partners will work on their timesheets, joint declarations, and travel reports.
	July 2021				
10	Online	Skype	Skype	2-Jul-21	<ul style="list-style-type: none"> - Presentation of the topic to discuss. - UT briefly made a summary about the discussion with the agency about the Interim report and Financial report, and was discussed about a request letter for extension for the interim report due to the spread of Covid19 pandemic that effected some activities of the project. - CESIE and TUH proposed some other aspect that should be involved to the “request for extension” letter. - All partners focused the discussion on the WP2 activities, about the trainings and experts data, in order to continue with and then conclude the WP3 activities. - UT summarized and clarified information about the procedure for “call for external evaluator”. - UNTZ discussion was about the equipment, technical, financial issues and dissemination activities. - Then the partners discussed and planned for the next meeting to discuss mainly the timesheets and financial issues.



	October 2021				
11	Online	Skype	Skype	5-Oct-21	<p>- Presentation of the topic to discuss.</p> <p>- First issue discussed was about the Development Trainings, where Middlesex University is the partner lead in this work package.</p> <p>- MDX summarized about the following activities and measures that should take action to achieve the WP3 objective, as mentioned Train the Trainers, and Training programs etc., based on the WP1 (UC) and WP2 (UniCa) reports.</p> <p>- The next issue discussed was about financial elements, focusing on the Second Financial Request.</p> <p>- UT briefly discussed issue was about the Partnership Agreements, the arrival and the signature procedure of the new amendment Partnership Agreements.</p> <p>- Another raised issue was discussed about the extension of the project INTERBA, due to the effect of pandemic covid19 on the implementation of project's action plan.</p> <p>- All partners concluded that they are looking forward to the next meeting where will be discussed furthermore about the work progress done and other issues related to the project.</p>
	January 2022				
12	Onsite	United Kingdom	London	17-20-Jan-22	<p>Management meeting.</p> <p>Coordination 'Train the Trainers' training workshop to be held in Middlesex University. Prepared a scheduled plan of 4 days.</p> <p>Coordination for the series of short training courses to be held in University of Cagliari and European Centre of Studies and Initiatives. Prepared a scheduled plan with the respective slots for the pilot courses.</p> <p>Reorganization of project timeline reflected in the online Gantt Chart</p>
13	Onsite/Online	United Kingdom	London	7-10-Feb-22	<p>As part of the project, MUHEC organized a Train the Trainers workshop both in person and virtually via Zoom from February 7-10, 2022. The primary objective of the workshop was to develop training content to enhance capacity in internationalization at home. It aimed to compile short training opportunities for knowledge delivery (WP3) to non-EU partner countries, specifically Albania, Kosovo, and Bosnia and Herzegovina. The training also included guidelines for creating Request for Knowledge (RfK) documents for knowledge transfer short courses.</p> <p>Dr. George Dafoulas, Associate Professor at Middlesex University, served as the trainer. Participants from the University of Tirana included academic staff members both in person and online. The training covered topics such as trainee profiling, training structure, content development, assessment, and evaluation.</p> <p>The workshop spanned four days, covering:</p> <ul style="list-style-type: none"> • Day 1: Introduction, training templates, and discussion on INTERBA training pilots and re-training. • Day 2: Learning and communication styles, training session design, content development, methods/tools, and delivery styles. • Day 3: Hands-on workshop for the first and second training pilots for each Partner Country Institution (PCI) and the creation of a training plan. • Day 4: Hands-on workshop for re-training for each PCI, adapting TtT, and demonstrating a training plan. <p>Participants evaluated each day's sessions and took notes using portfolio templates. The goal was to prepare for adapting training sessions for their own universities. EU institutions contributed to designing and developing training content, and Partner Country institutions evaluated the suitability of the provided content for subsequent Train-the-Trainers sessions. Certificates of attendance were awarded based on daily evaluations. The training emphasized collaborative efforts to enhance internationalization capacities across partner institutions.</p>
	April 2022				



14	Onsite/Online	Albania	Tirana	11-13-Apr-22	<p>As part of the Erasmus+ project "INTERnationalization at Home: Embedding Approaches and Structures to Foster Internationalization at Western Balkans/INTERBA," the University of Tirana (P1) organized a Management Meeting and pilot courses presentation Agenda. The meeting took place in person and virtually via Zoom from April 11-14, 2022, and aimed to observe the current status of each work package (WP) and implement corrective actions to ensure project quality convergence. The Management Meeting spanned three days:</p> <ul style="list-style-type: none"> Day 1: Introduction of the current status of WP1, WP2, WP3, WP4, along with corrective actions suggested by specific WP leaders. EU Partner Country Institutions (PCIs) proposed incorporating these revisions into the respective WPs to achieve the desired project quality. Feedback was received and discussed among participants. Day 2: Focus on the current status of WP5, WP6, WP7, WP8, WP9, and suggestions for future integration of revisions into these WPs to enhance project quality convergence. Day 3: Concentration on the performance of Pilot training by each non-EU PCI, specifically Albania, Kosovo, and Bosnia and Herzegovina. After the presentation of Pilot training by non-EU PCIs, participants engaged in discussions and received feedback related to their training pilots. <p>At the end of each day, participants evaluated the sessions, and during the performance of training pilots by non-EU PCIs, notes were taken through sharing and monitoring by EU PCIs. The Management Meeting served as a comprehensive effort to assess the current project status, implement corrective actions, and ensure the convergence of project quality across various work packages.</p>
May 2022					
15	Onsite/Online	United Kingdom	London		<p>The primary goal of the workshop held by MUCEH was the development of training content to enhance capacity in internationalization at home. The focus was on compiling short training opportunities for delivering knowledge to non-EU partner countries' institutions (PCIs), specifically Albania, Kosovo, and Bosnia and Herzegovina. The core topics covered during the workshop were:</p> <ul style="list-style-type: none"> Day 1: Challenges associated with entrepreneurship/innovation, involving partner SWOT analysis and strategy shaping. Day 2: Soft Skills and Innovation/Entrepreneurship/Employability. <p>At the end of each day, participants evaluated the sessions and were eligible to receive a certificate of attendance. They were encouraged to take notes using provided portfolio templates, preparing to adapt the training sessions for their own universities, training pilots, and re-training workshops.</p>
June 2022					
16	9-Jun-22	Skype	Skype	9-Jun-22	<ul style="list-style-type: none"> - Presentation of the topic to discuss. - First issue discussed by UT and the partners was about the upcoming "development" activities planned to take place in Cagliari, 13-15 July 2022, and Palermo, 18-20 July 2022. - All participants were engaged in the discussion of financial issues mainly about subcontracting costs, travel and cost of stay, translation and info day costs, also training materials and list of participants in the upcoming meetings. - CESIE, presented to partners collaboration opportunities and to sign a Memorandum of Understanding (MoU) between HEI's and UNIPA. Also, it was announced that Technical University of Lithuania will do a short presentation on their Internationalization strategy, as a contribution of CESIE for the upcoming meeting in Palermo. - UT concluded the meeting and planned the next meeting where will be discussed further more about the work progress and other issues related to the project.
July 2022					

17	Onsite/Online	Italy	Cagliari	13-15-Jul-22	<p>University of Cagliari (P4) organized a Pilots Training workshop, which took place in person and virtually via Zoom from July 13-15, 2022. The primary goal of the workshop was to conduct training pilots and re-training through the Train the Trainers approach, focusing on non-EU partner countries' institutions (PCIs), specifically Albania, Kosovo, and Bosnia and Herzegovina. The training included guidelines for compiling short training opportunities to deliver knowledge to PCIs.</p> <p>The workshop spanned three days:</p> <ul style="list-style-type: none"> Day 1: Introduction to the training program and conducting training pilots and re-training through the Train the Trainers approach by EU PCIs (Middlesex University - P2). Presentation of two pilot training templates by academic staff from Tirana University (P1). Feedback and discussions related to the presented training pilots. Day 2: The second session of the Training Session through the Train the Trainers by EU PCIs (Middlesex University - P2) to conduct training pilots and re-training. Presentation of two pilot training templates by academic staff from Universum College (P7). Feedback and discussions related to the presented training pilots. Day 3: The third session of the Training Session through the Train the Trainers by EU PCIs (Middlesex University - P2) to conduct training pilots and re-training. Presentation of two pilot training templates by academic staff from the University of Pristina (P8). Feedback and discussions related to the presented training pilots. <p>At the end of each day, participants evaluated the sessions to be eligible for a certificate of attendance. They also took notes during the performance of training pilots in each country with the participation of all national PCIs and monitoring from EU institutions. EU PCIs contributed expertise and delivered specific sessions, while non-EU PCIs demonstrated the presentation of their two pilot training templates.</p>
July 2022					
18	Onsite/Online	Italy	Palermo	20-22-Jul-22	<p>University of Palermo organized a pilots training workshop which took place in person and virtually via Zoom from July 20-22, 2022. The primary goal of the workshop was to conduct training pilots and re-training through the Train the Trainers approach, targeting non-EU partner countries' institutions (PCIs), specifically Albania, Kosovo, and Bosnia and Herzegovina. The training included guidelines for compiling short training opportunities to deliver knowledge to PCIs.</p> <p>Key highlights from the three-day workshop included:</p> <ul style="list-style-type: none"> Day 1: Introduction to the training workshop program and the Train the Trainers approach by EU PCIs (Middlesex University - P2). Presentation of two pilot training templates by academic staff from the European University of Tirana (P6). Discussion and feedback related to the presented training pilots. Visit to the University of Palermo, including a meeting with Prof. Stefano De Cantis, Head of IRO. Day 2: Online meeting and discussion with Aleksandra Sokolova, Vice Director of IRO, Vilnius Tech University, sharing their experience in the related field. The second session of the Training Session through the Train the Trainers by EU PCIs (Middlesex University - P2). Focus on presentations of two pilot training templates by the University of Tuzla (P9): (i) Impact of Covid 19 on students with Disabilities and (ii) Combined water and energy integration in the process industries. Day 3: The third session of the Training Session through the Train the Trainers by EU PCIs (Middlesex University - P2). Presentation of two pilot training templates by academic staff from the University of Mostar (P10): (i) Research methodology scientific writing and result presentation and (ii) Didactics, curriculum development, and design. <p>At the end of each day, participants evaluated the sessions to be eligible for a certificate of attendance. They also took notes during the performance of training pilots in each country, with the participation of all national PCIs and monitoring from EU institutions. The EU PCIs contributed expertise and delivered specific sessions, while non-EU PCIs demonstrated the presentation of their two pilot training templates.</p>
November 2022					



19	9-Nov-22	Skype	Skype	9-Nov-22	<ul style="list-style-type: none"> - Presentation of the topic to discuss. - The consortium discussed about the ownership and management of intellectual property; it has been achieved a consensus with the consortium to manage the access to key knowledge. There has been a commitment to the principles of Open Science practices and obligations towards the EC, such as the visibility of EU funding or the responsibility of informing consortium members when disclosing research findings, and to have an active policy of dissemination and exploitation of the results, during and after the project. The materials of the 12 courses generated during the project will be uploaded in the Moodle Platform and will have open access to all the enrolled members. - The consortium discussion and conclusions were focused on the following: <ol style="list-style-type: none"> 1. Within the next week, each partner country must upload the respective materials of their courses for training. Kind reminder on the email from UET partner "INTERBA - Moodle platform training on Nov 15". 2. All partners should provide an updated list of the individuals from their institution to have access on the Moodle platform, within this week will provide info to @UET as follow: name surname; e-mail address; institution. 3. Within the next week, each partner country must provide information to @ MDX partner and UT lead partner on the re-training dates and selected courses and the trainers who will hold the re-trainings. 4. WP 3-4-5-6-8 lead partners must update the WP progress dashboard "start date - end date", 5. All partners must check the dashboard when preparing the financial documents "TSH-JD-TSC" for the financial reporting period 15 May 2021 - 14 November 2022. 6. By December 2nd, all partners should prepare the financial documents. It is required to provide this info (Timesheets, Joint Declarations and Travel & Stay Costs) in electronic version - excel doc. and signed - scanned version on the project drive folder.
May 2023					
20	30-May-23	Germany	Hamburg	02-Jun-23	<p>In Hamburg a Consortium Workshop with the focus on sustainability. The TUHH team opened the workshop outlining an agenda focused on sustainability and exploitation. Partners presented their plans for course exploitation, emphasizing the process of translations for wider reach. Discussions revolved around achieving KPIs, standardizing courses, and exploring accreditation options. The day concluded with group work on sustainability plans.</p> <p>The following days, the consortium explored potential application calls for continued collaboration, considering the Dissemination & Exploitation Support Facility. A Miro graph visualized partners' expertise for future cooperation. Group work on Train-the-Trainers and strategic plans for sustainability and finalized the sustainability tables. Then the UT team presented on management issues, RfK documentation standardization. Meanwhile the dissemination was presented by the UET team. The workshop concluded with comprehensive discussions on achieving long-term project goals.</p>
September 2023					
21	18-Sep-23	United Kingdom	London	20-Sep-23	<p>Over three days, the consortium had a management meeting at Middlesex University to discuss and refine project aspects and future collaborations. Day 1 included a site tour and a review of work packages 2 and 3, emphasizing achievements and material organization on Moodle. Day 2 focused on WP4 revisions, financial matters, and project timelines. The final day covered subcontracting procedures and extended discussions on future collaboration. The meeting concluded with insights and remarks on the successful three-day activity. A Memorandum of Understanding was proposed as a commitment to future collaborations.</p>
October 2023					

22	12-Oct-23	Albania	Tirana	12-Oct-23	The meeting started with a welcome speech from the coordinator, covering topics such as communication with the Agency, remaining funds, and the upcoming external financial audit managed by Universum College. KPIs for courses and experts were presented, revealing positive results but a need to catch up on expert numbers. Discussions on course translations highlighted challenges in formatting. MUHEC as leader of W.P.3 and W.P.4 emphasized timely completion of working package outputs. Plans for the final meeting in Prishtina were confirmed as a hybrid event. UET partners discussed progress in various WPs, including Moodle platform revisions and newsletters. TUHH presented on sustainability strategies, proposing a mutual e-platform for knowledge exchange. The presentations of two papers focused on Internationalization at Home as a concept and its practice. Ongoing management and financial matters were addressed at the end of the meeting.
November 2023					
23	06-Nov-23	Kosovo	Prishtina	07-Nov-23	The last managerial meeting was held in Prishtina, Kosovo. In the first day, Universum College team led the meeting, by providing an overview of the INTEBA Project's progress. Partners confirmed timely task completion and discussed translation monitoring. The external quality evaluator presented the second quality report. Universum College addressed financial audit details to be filled by the partners needed by the external auditor, and some technical issues on the Moodle platform were discussed by UET team. In the second day, UET team presented a summary of dissemination activities, then partners reviewed deliverables, confirming documentation on the project website. Financial aspects were discussed, covering staff, travel, subcontracting, and equipment costs. The agenda concluded with a focus on sustaining collaboration among partners for ongoing INTERBA project structures and future endeavors inline with the September meeting in London.