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| **TITLE** | **WP1 – 5. meeting**   * 1. Comparative analysis of ECEC CPD in RS, ME, RO, SI, HU & UK   **WP2 – 4. workshop**  2.2. Development of ECEC Learning Hubs  2.4. Purchasing of equipment  **WP6 – 2. meeting of the Quality Team**  6.1. QA&M Committee meeting  **WP7 & WP8 – 3. meeting of the Steering Committee & Coordinator Team**  1.2. Preparing of project implementation, finance management and project quality instructions  1.4. Constitution of project Advisory Board  7.1. Website programming & dissemination  7.2. Internal institutional dissemination  8.3. Steering Committee meetings  8.4. Daily project management and administration |
| **PLACE AND DATE** | **Preschool Teachers Training College Novi Sad**  Petra Drapsina 8, 21000 Novi Sad, Serbia  October 24 and 25, 2019 |
| **HOSTED BY** | **Preschool Teachers Training College Novi Sad**  &**WEBIN** |
| **PARTICIPANTS** | Representatives from colleges in Novi Sad, Vršac, Sremska Mitrovica, Pirot, Kruševac, as well as representatives from Faculty of Philosophy in Nikšić, “LjubicaPopović” Preschool institution in Podgorica, Association of Preschool Teachers of Vojvodina, WEBIN, Birmingham University andEötvösJózsefFőiskola in Baja. |
| **LEADS/FACILITATORS** | Jovanka Ulic, VSNS |
| **REPORT PREPARED BY** | Irina Damjanov& Jovanka Ulic, VSNS |

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| **1 CONTENT** |

2. Preparation – p 2

3. Realization – p 2

4. Leads/facilitators impressions – str 4

5. Evaluation – p 4

6. Conclusions & next steps – p 4

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| **2 PREPARATION** |

Based on the meeting in Niksic and the conclusion that it is necessary to communicate, plan activities within the WP and their implementation should be visible to all partners and stakeholders prepared a set of tools available in Google Docs.

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| **3 REALIZATION** |

The following activities were carried out at the meeting:

* The participants were informed that the primary coordinator of the project would no longer be Bojan Milosević but Jovanka Ulić.
* Presentation of the publication titled *Analysis of continuing professional development of preschool teachers in Serbia, Montenegro, Hungary, Romania, Slovenia and Great Britain.*
* It was stated that new teams for recommendations on what should be systematically changed at the national level should be formed. These recommendations should derive from practical experience of preschool teachers and conclusions drawn from the analysis.
* It was stated that there is a necessity for making centers’ general financial plans, as well as for designating one person to administer each center.
* Activities carried out within WP2 were presented, as well as the forthcoming steps.
* Proceedings about preparing the final report from the briefing in Brussels were presented.
* Set of Google Docs documents that each institution needs to fill in was presented.
* It was agreed on that all coordinators should have access to Google Docs, where the documentation for this project will be kept. Coordinators should decide on one more person within their institutions who will be granted access to Google Docs.
* The new model of meeting agenda and report was presented. It was agreed that this model should be used for future meetings and that all host institutions should modify their agendas and minutes from the previous meetings to suit this new model.
* An emphasis was put on the need for publishing news about the project on the institutions’ websites on a regular basis. It is crucial that those institutions that do not have the information about the ongoing project on their websites provide this information as soon as possible.
* Both Serbian and English versions of the guide to quality control were presented.
* It was agreed that advisory committees should be set up at both local and national level. Each institution should suggest the representatives of advisory committees at local and national level. They should also state the name of the institution, name of the suggested person and why this person would be a suitable candidate.
* The results of the project management quality assessment were presented.
* The work of CPD hubs in the UK was presented though examples, as well as the models that could be used, based on these examples.
* The procurement of equipment was discussed and tender documentation for the procurement was presented and explained. It was agreed that procurement should be carried out in 2019, with delivery of goods and payment in 2020.
* It has been acknowledged that the procurement process for audit should be taking place in the following months as the project moves into the second implementation year.

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| **4 LEADS/FACILITATORES IMPRESSIONS** |

Based on the initial bases in the preparation of this meeting, we felt it was necessary that all the planned meetings within individual WP implemented as a single meeting.

All activities listed in the agenda have been implemented. Representatives of all teams are familiar with the accomplished activities within WP 1, WP 2, WP 6, WP 7 & WP 8 and the planned activities in the following period, as well as the dates for their realization. Determined are the dates for the next meeting.

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| **5 EVALUATION** |

*Will be available as of 4 November 2019.*

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| **6 CONCLUSIONS & NEXT STEPS** |

Agreed dates for the upcoming activities:

* **Until November 1:**
* All institutions should suggest the representatives of the policy recommendation team
* All institutions should complete the technical specification of the equipment
* **Until November 10**
* Send recommendations for the advisory committees
* All agendas and reports should be modified according to the new form
* the deadline to complete the survey has been extended to this date
* **Until November 30**
* Each institution should fill in the Google Docs spreadsheets with all its activities and costs to date
* Make centers’ general financial plans, and designate one person to administer each center

Dates for next meetings:

* November 28 and 29, 2019 - Kruševac
* March 30, 2019 – Maribor
* March 31 and April 1, 2019 – Murska Sobota