

The logo for GEO BIZ, featuring a stylized globe icon to the left of the text 'GEO BIZ' in a bold, blue, sans-serif font.

1st PROJECT STATUS REPORT

Deliverable D6.2.2-1

Version 1.0

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Work Package / Task: WP5 Dissemination and Exploitation of Results

WP6 – Management / Task 6.2 – Project management, administration and monitoring

References:

Project Description (Annex I to the Grant Agreement) / Project Management Plan v1.0

Short Description:

The Deliverable provides the report about Project status for the first half year of its lifetime: 15.11.2019 – 14.05.2020 in all its main elements describing legal status, managerial, financial and communication issues, project execution, results achieved, and problems occurred.

Keywords:

Project status, Management, Reporting

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1.0	18.05.2020	Željko Bačić, Vesna Poslončec-Petrić	Final version (corrected)	Document corrected based on comments from Branko Božić, Bilbil Nurce and Ivana Racetin



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1. Introduction

Project “Business driven problem-based learning for academic excellence in geoinformatics – GEOBIZ” has been proposed by project consortium led by University of Zagreb, Faculty of Geodesy for Erasmus+ Key Action 2 – Capacity Building in field of Higher Education call for year 2019 and accepted for execution.

The wider objectives of the GEOBIZ project is to reduce the gap between the fast business and academic sector in field of geoinformatics. The geoinformatics business sector is following advance and developing with technology while academic sector can't keep with the changes and is lagging. This situation results in situation that academic sector does not produce adequate professionals which have necessary knowledge and skills ready for inclusion in business sector, or they do not contribute to the amount and level they should do. When we add to this problem, now already acute lack of in ICT educated professionals we are facing situation which has consequences now but will have severe consequences in near future.

Relying on information from academic institutions from Albania, Bosnia and Herzegovina, Kosovo, Montenegro and Moldova, as well as on findings from previous Erasmus+ projects GEOWEB and BESTSDI the GEOBIZ project aims to address part of this general problem related to the question, can we and how build a business-academia cooperation model which will a) support academic sector to modernise in line with technological and conceptual changes in geoinformatics and b) develop geoinformatics studies which will deliver new bachelors and masters to business sector which will be well prepared for business environment and contribute visibly to its activities and development.

The main aim of the GEOBIZ project is strengthening the capacity of academic institutions to better respond to the needs of the emerging geoinformatics industry in Albania, Bosnia and Herzegovina, Kosovo, Moldova and Montenegro with emphasis on the following aspects:

- Establishing new and innovative forms of business-academia cooperation to support interaction in teaching/learning processes in geoinformatics.
- Establishment of business-academia platform supporting excellence in geoinformatics.
- Developing innovative teacher training programs and practical teaching/learning methodologies and content in technology-based courses in geoinformatics leaned on business-driven needs and experience.
- Implementing state-of-the art techniques in geoinformatics teaching process.

In order to achieve the main objective, the project specific objectives are:

- (1) To improve and increase business-academia cooperation in geoinformatics at partner universities.
- (2) Establish business-academia interactive training program for teachers of geoinformatics courses following Bologna standards.
- (3) To create of technological preconditions (establishment of geoinformatics labs) for partner HEI's.
- (4) Develop and pilot number of improved university (practical part) and LLL courses
- (5) Set up technological platforms to share business-based practical examples in geoinformatics among partners and countries.
- (6) Embed a culture of quality to the project, its outputs and outcomes.
- (7) Facilitate adequate management tools for the correct implementation of the project.



Key for project success lies in the establishment of the efficient academia-business cooperation. Having in mind that geoinformatics relies on modern advanced technologies which require new knowledges and skills, the rapid change of geo-spatial technologies and concepts brings academic society in position that those changes are happening faster than its ability to master new knowledge and introduce it in educational processes on HEI's. This is resulting in the situation that industry is introducing new technologies in its businesses with no or modest support from HEI's. Being aware of this, following the good practices from high-developed EU countries in business-academia cooperation, model for such cooperation will be developed in partner countries taking in consideration condition of their economic, academic and social systems.

Foreseen model requires innovative approach in mobilisation of available geoinformatics business and academic resources, achieving critical mass which can introduce changes, first by introducing business driven problem-based learning on HEI's, what will afterwards result in new well skilled geoinformatics experts coming from HEI's to business sector. Due to the fast change of technology idea of problem-based learning must be open one, continuously upgradable from both sides, creating in the same time pool of knowledge which brings benefits to both sides, and students in particular.

According to the Grant Agreement between the Education, Audiovisual and Culture Executive Agency of European Union (EACEA) and University of Zagreb (Project coordinator) for execution of project a Grant in amount of 989.055,00 Euro's has been approved. The action (project) shall run for 36 months, from 15th November 2019 till 14th November 2022.

GEOBIZ project has been successfully launched at the Kick-off meeting held in Zagreb on February 4th till 6th 2020.

1.1. Document scope

The scope of this document is to provide in brief status of project execution on semi-annual basis to all partners and interested parties (EACEA, National Erasmus Offices (NEO's), etc.) covering six areas:

- Legal status,
- Organization & Management status,
- Project execution,
- Financial status,
- Deliverables and
- Evaluation and Quality Assurance.

With each area of reporting in the summary, internal project risks have been evaluated.

This is the first Project Status Report for the first half year of GEOBIZ project execution covering period from 15th November 2019 till 14th May 2020.



2. Legal status

The Grant Agreement between Executive Agency (EACEA) and University of Zagreb (Project coordinator) has been signed on November 19th, 2019. Signed Grant Agreement has been distributed in November 2019 to the Project partners and preparatory activities of drafting Partnership Agreements launched.

The individual Partnership Agreements between University of Zagreb and partner institutions (in total 17 agreements) have been prepared, agreed and successfully signed till May 15th, 2020 with all partners and Project office has submitted all agreements to the EACEA in time (before May 18th 2020).

Regarding engagement of subcontractors for Quality assurance, Promotion and Marketing and Internal Audit, in the reporting period only preparation for subcontracting Quality assurance consultant have started. It is expected to finalize this procedure till end of M8 of the Project lifetime.

There were no other legal status issues or changes which could influence legal status of the GEOBIZ project.

Legal status quantification & internal risk evaluation:

Action	Expected no.	Executed no.	Rate of execution	Risk evaluation
Grant Agreement	1	1	100%	No threat
Partnership Agreement	17	17	100%	No threat
Subcontracting	0	0	-	No threat



3. Organization and management status

3.1. Organization

In accordance to Project description and Guidelines for the Use of the Grant for Grants awarded in 2019 under Call EAC/A03/2018, version 02: 15 January 2019 (released by EACEA) at the Kick-off meeting held at University in Zagreb, in Zagreb, Croatia on February 4th – 6th 2019 decisions have been adopted about the organization of the Project and in accordance to them respective formal documents (FD's) issued.

Following joint project bodies have been established and positions posted:

- Project Management Board (also Project partner managers)
- Project Advisory Committee
- Project Coordinator
- Project Office

and

- Project partner contact persons
- Work Package Leaders for all six project packages
- Task Group Leaders and Task Group members for all tasks (28)
- GEOBIZ News editor

Organization quantification & internal risk evaluation:

Action	Expected no.	Executed no.	Rate of execution	Risk evaluation
Project bodies establishment	4	4	100%	No threat
Project positions appointed	5	4	80%	No threat, PAC chairperson will be appointed at first PAC meeting
WP leaders appointed	6	6	100%	No threat
TG leaders appointed	28	28	100%	No threat



3.2. Management

For successful management of the Project, web-page (<http://www.geobit.eu>) has been released on the Kick-off meeting, together with Moodle platform (<http://science.geof.unizg.hr/moodle/>) which will serve as overall ICT platform for project execution and management. During the first half year both ICT tools have been maintained and upgraded with information and capabilities in accordance to needs of the Project.

Management issues (together with financial ones) have been object of continuous activity of the Project Coordinator, Project Office and managers of Project Partners. There were no problems in communication between involved subject in this reporting period.

As Targeting improvement of communication and management respectively, Project Office launched internal bimonthly e-newsletter GEOBIZ News. This initial release of e-newsletter is distributed on May 3rd, 2020 on 180 e-mail addresses (all project team members, EACEA, NEO's, International affairs offices at partner universities, etc.). Second distribution appeared on May 14th, 2020 on 55 e-mail addresses toward Moldovan partners (all target groups and stakeholders). This is still below target number of 2000 e-mail addresses but in coming days also third release of GEOBIZ News is foreseen.

Management quantification & internal risk evaluation:

Action	Expected no.	Executed no.	Rate of execution	Risk evaluation
ICT support established	2	2	100%	No threat
GEOBIZ News published	1	1	100%	No threat
GEOBIZ News distributed on number of e-mail addresses	2000	235	11,8%	No threat



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4. Project execution

4.1. Events

According to the Project Workplan during whole project lifetime it is foreseen to organize project events per quarter (3 months). During reporting period, two project events have been organized:

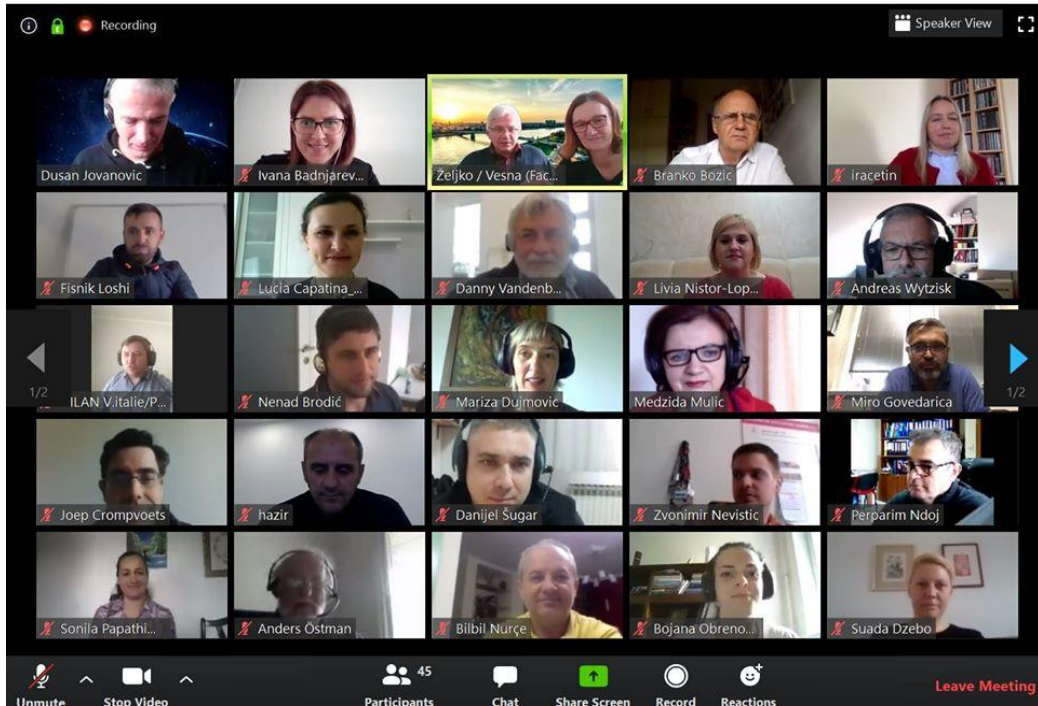
- Q1: Kick-off meeting held at University in Zagreb, Zagreb, Croatia on February 4th – 6th, 2020, 40 participants and 13 guests



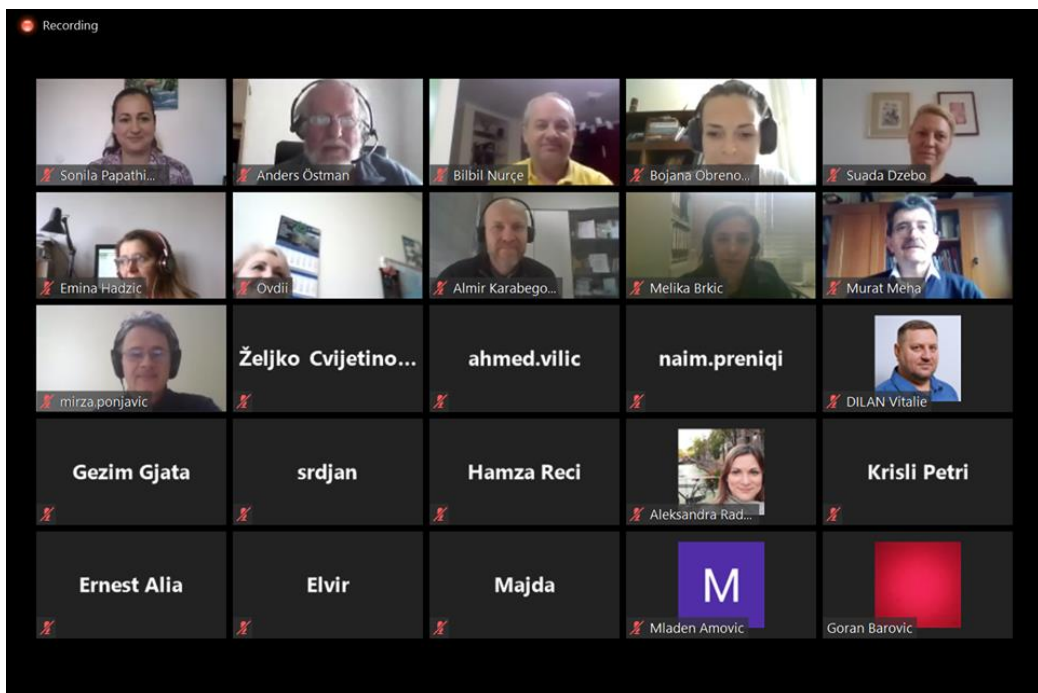
After the Kick-off meeting satisfaction questionnaire has been distributed among the event participants. 32 replies have been received. The satisfaction report, being available at the Project Moodle platform, shows that participants gave overall satisfaction rate to the Kick-off meeting 4.575 (at the 1 – 5 scale).



- Q2-1st Progress meeting planned to be held at the University of Novi Sad, Faculty of Civil Engineering in Subotica, Subotica, Serbia on May 4th – 6th, 2020, but due to Covid-19 outbreak organized on-line, 43-46 participants.



1st Progress meeting “on-line Novi Sad” May 6th participants screen shot 1



1st Progress meeting “on-line Novi Sad” May 6th participants screen shot 2



Events quantification & internal risk evaluation:

Action	No. of participants attending event		Rate of attendance	Risk evaluation
	Foreseen*	Present*		
Kick-off workshop Zagreb	39	40	103%	No threat
Q2-Progress meeting Novi Sad**	36	46 44 43	122%	No threat

* Number of foreseen and present participants refers only to project partners participants excluding guests.

** Q2-Progress meeting Novi Sad has been, due to the Covid-19 outbreak, organized on-line in form of teleconference. Therefore, number of participants differs between days in accordance to number of participants which have log-in to the telco sessions.

4.2. Project bodies meetings

During reporting period two Project Management Board (PMB) meetings have been organized on-line:

- 1st PMB meeting on February 26th, 2020, attended by 21 members of the Board having on Agenda following points for discussion:
 - o Organization of PMB work
 - o Adoption of project bodies and their members (T6.1)
 - o Discussion and adoption of Project Management Plan (T6.2)
 - o Adoption of Kick-off meeting minutes
 - o 1st update of Project Workplan
 - o Work Package 1 activities in next period
 - o Other work packages activities till 1st Progress meeting in Novi Sad
 - o Defining dates of 1st Progress meeting in Novi Sad
 - o Any other business
- 2nd PMB meeting on April 22nd, 2020, attended by 21 members of the Board having on Agenda following points for discussion:
 - o Adoption of the 1st PMB meeting Minutes
 - o Project status briefing
 - o Work packages/tasks progress – reported by the Work package leaders
 - o Project Work plan modification
 - o 1st Progress meeting (May 4th – 6th)
 - o Any other business



Project bodies meetings:

Action	Expected no.	Executed no.	Rate of execution	Risk evaluation
Project Management Board meetings	1	2	200%	No threat.
Project Advisory Committee meetings	0	0	-	No threat.

4.3. Work Packages & Task Groups work

During reporting period work of all Work Packages has been initiated and launched. Emphasis was on WP1 – Preparation, WP5 Dissemination & Exploitation and WP6 Management, while in WP2 – Development, WP3 – Implementation and WP4 Quality Plan some Task Groups have been activated and started working. During first half year of project execution following Task groups have started working:

- TG1.1 – Survey of business and user needs in geoinformatics
- TG1.2 – Survey on business-academia cooperation practices
- TG1.3 – Geoinformatics curriculum analysis and comparison with EU models
- TG2.2 – Developing innovative business-problem based cases
- TG2.5 – Training of teachers
- TG2.6 – Acquisition of equipment
- TG4.1 – Establishment of internal work quality standards & procedures
- TG5.1 – Communication Plan and establishment of project website and social media
- TG5.2 – Maintenance of project website, social media and newsletter
- TG5.3 – Dissemination and Exploitation Plan
- TG5.4 – D&E material production and activities
- TG6.1 – Project management structure establishment
- TG6.2 – Project management, administration and monitoring
- TG6.3 – Project financial management

According to project Workplan, TG1.1, TG1.2, TG1.3, TG4.1, TG5.1, TG5.3 and TG6.1 should finished their work with the end of the reporting period (to the level of the final draft document), while TG5.2 and TG5.4 should deliver expected deliverables. Due to unfavorable project starting date and Covid-19 outbreak delay in project activities has appeared. Only TG5.2 and TG6.1 have fully finished foreseen activities and delivered expected deliverables, while TG4.1, TG5.1 and TG5.4 have delivered deliverables to the final draft level.



WP & TG work quantification & internal risk evaluation:

Action	Expected no.	Executed no.	Rate of execution	Risk evaluation
TG formally established	28	28	100%	No threat
TG performed and task (or foreseen part of task) finished (closed) in foreseen time	6	3	50%	Low threat. The extraordinary reasons for delay have appeared. Project undertook measures and modified Project Workplan to ensure execution of tasks with no or minimum influence on other tasks.
TG performed and task finished with delay	-	-	-	-



5. Financial status

EACEA transferred to the University of Zagreb, in accordance to Grant Agreement, in advance 50% of Grant awarded (494.527.50 Euro) on 28th November 2019.

Following the signing of Partnership Agreements and readiness of partners to accept funds for them, University of Zagreb, as Project Coordinator, has during this reporting period manage to transfer funds in five rounds to 13 partners. The partners who received funding in this period are: UNIZG, KU Leuven, Gilab, PUT, UT, Land & Co, UNIBL, Gauss, UP, UBT, TUM, UST, UCG. Total amount of transferred Grant money is 375.806,50 Euro.

With remaining four partners, which have signed Partnership Agreement, money transfer has been requested. For one partner Project coordinator is still waiting Partnership Agreement to be signed.

During the money transfer process mistake occurred in transferring money to Polytechnical University of Tirana. Money was transferred on bank account of previous Erasmus+ project (BESTSDI). Project coordinator bank has requested return of wrongly transferred money to send it on correct bank account.

During this reporting period spending was reported at the end of Q1 by UNIZG, UNIBG, Gilab, PUT, UT, UNISA, TUM and TSU in amount of 15.599,00 Euro. For, Q2 reporting date has been set on May 31st, and therefore no figures are available jet.

Regarding co-financing of the project activities, what relates primarily with organization of project events – workshops, only UNIZG reported it in amount of 365,05 Euro.

At both project events, Zagreb and “on-line Novi Sad”, special attendance has been given to financial management of the project and project planning instrument has been introduced – Project Partner Annual Plan (PPAP).

Financial management quantification & internal risk evaluation:

Action	Expected no.	Executed no.	Rate of execution	Risk evaluation
Transfer of funding	18	13	72%	No threat
Expenditure	989.055,00	15.599,00	1,6%	No threat
Quarterly financial reporting for Q1	18	8	44,4%	No threat



6. Deliverables

According to Project description and workplan, 15 deliverables were foreseen for delivery during the reporting period (bold marked deliverables have been delivered (at least in form of draft or testing functionality)):

- TG1.1 – Report on business and user needs in geoinformatics
- TG1.2 – Report on business-academia cooperation practices
- TG1.3 – Geoinformatics curriculum analysis and comparison with EU models report
- **TG4.1 – Quality Assurance Plan**
- **TG4.1 – Evaluation Plan**
- **TG5.1 – Communication Plan**
- **TG5.1 – Establishment of project website**
- **TG5.1 – Release of Facebook profile**
- **TG5.1 – Release of Twitter profile**
- **TG5.2 – Release of 1st issue of GEOBIZ News**
- TG5.3 – Dissemination and Exploitation Plan
- TG5.4 – Project roll-up
- **TG5.4 – Project poster**
- **TG6.1 – Project bodies established and documented**
- **TG6.1 – Project Management Plan**

As explained earlier, external factors have influenced project work and created certain delay in project activities. This has been recognized by Project consortium and addressed at the Project meeting and project bodies meetings mobilizing partner capacities towards task execution and delivery of deliverables.

Deliverables quantification & internal risk evaluation:

Action	Expected no.	Executed no.	Rate of execution	Risk evaluation
Deliverables (at least to the final draft or testing functionality level)	15	10	67%	Low threat. According to modified Project Workplan 2 months delay is foreseen and measures for intensification of task work adopted.
Deliverables (adopted of full functionality achieved)	15	6	40%	Low threat. Following the measures defined above, PMB will meet monthly and adopt promptly all



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				received deliverables.
Deliverables (published or open for project/public use)	15	6	40%	No threat

In Zagreb, on May 15th, 2020.

Project Coordinator:

Prof. dr. sc. Željko Bačić