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DRIVE DEVELOPING RESEARCH AND INNOVATION CAPACITIES IN ALBANIA AND KOSOVO

Define project structures and their responsibilities

February 2020

Project Acronym:	DRIVE
Project full title:	Developing Research and Innovation Capacities in Albania and Kosovo
Project No:	610307-EPP-1-2019-1-AL-EPPKA2-CBHE-JP
Funding Scheme:	Erasmus+ KA2 Capacity Building in the field of Higher Education
Coordinator:	Polis University
Work Package:	WP 1 Preparation
WP Leader:	U_POLIS&UGJFA
Task:	D.1.1. Kick off Meeting D.1.2. Establish the Project Management Structures D.1.3. Validate the work plan
Task Leader:	Partner Acronym
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Abbreviations

WP- Work packages

Del- Deliverables

Introduction

The objectives of this meeting were: Kicking of the project Developing Research and Innovation Capacities in Albania and Kosovo/ DRIVE: Overview of the project objectives and intended results of the project; Presentations of project consortium partners; Introduction of EU for Innovation program and its aimed impact on Albanian HEIs; Establish Project Committees - Project Steering Committee - Project Management Committee - Project Quality Committee; Discussion of the Work Plan; Validation of the Work Plan and Calendar of the Activities for the First year of the Project; One on one meetings among the Project Coordinator and project partners; Discussion and validation of the final Draft of PA among partners and Coordinator;

D.1.1. Kick off Meeting

The Kickoff meeting was held in Tirana, Albania, at the premises of POLIS University, on 20 and 21 of February 2020. All partners of the Consortium took part in the Kick of Meeting.

D.1.2. Establish the Project Management Structures:

POLIS University (AL)

Project Steering Committee: Ph.D. Elona Karafili

Project Management Committee: Ph.D. Flora Krasniqi

Project Quality Committee: Manjola Hoxha

Polytechnic University of Tirana (AL)

Project Steering Committee: Prof. Assoc. Elfrida Shehu

Project Management Committee: Ph.D. Alma Afezulli

Project Quality Committee: Gjergji Islami

European University of Tirana (AL)

Project Steering Committee: Dr. Ketrina Mijo Çabiri

Project Management Committee: Kebjana Haka

Project Quality Committee: Prof. Dr. Drita Kruja; Ines Troshani

University of Prishtina “Hasan Prishtina” (KS)

Project Steering Committee: Prof. Assoc. Dr. Mimoza Ibrani

Project Quality Committee: Prof. Assoc. Dr. Isak Shabani

Project Management Committee: Prof. Assoc. Dr. Hena Maloku

University of Gjakova “Fehmi Agani” (KS)

Project Steering Committee: Prof. Artan Nimani

Project Management Committee: PhD(c) Denis Spahija

Project Quality Committee: Laura Naka

Universum College (KS)

Project Steering Committee: Armend Berisha

Project Management Committee: Qendresa Kukaj

Project Quality Committee: Uran Rraci

Hamburg University of Technology (GE)

Project Steering Committee: Prof. Dr. Thorsten Blecker

Project Management Committee: Olena Soltmann

Project Quality Committee: Olena Soltmann

Politecnico di Milano (IT)

Project Steering Committee: Andrea Sianesi

Project Management Committee: Ph.D. Margherita Pero

Project Quality Committee: Ph.D. Federica Ciccullo

Aalborg University (DE)

Project Steering Committee: Ph.D. Kjeld Nielsen

Project Management Committee: Ph.D. Stig B. Taps

Project Quality Committee: Ph.D. Thomas Ditlev Brunøe

D.1.3. Validate the work plan

Work Package	Partner	Name of Partner	Country	Manager			Teacher/Trainer/Researcher			Technician			Administrative staff			Total	
				Nr. of Days	Unit cost per day	Total	Nr. of Days	Unit cost per day	Total	Nr. of Days	Unit cost per day	Total	Nr. of Days	Unit cost per day	Total	Nr. of Days	Total
Preparation	P1	Polis University	Albania	4	108	€ 432.00	20	80	€ 1,600.00		57	€ -	10	45	€ 450.00	34	€ 2,482.00
	P2	European University of Tirana	Albania	2	108	€ 216.00	11	80	€ 880.00		57	€ -	3	45	€ 135.00	16	€ 1,231.00
	P3	Polytechnic University of Tirana	Albania	2	108	€ 216.00	11	80	€ 880.00		57	€ -	3	45	€ 135.00	16	€ 1,231.00
	P4	University of Prishtina "Hasan Prishtina"	Kosovo	2	108	€ 216.00	11	80	€ 880.00		57	€ -	3	45	€ 135.00	16	€ 1,231.00
	P5	University og Gjakova "Fehmi Agani"	Kosovo	2	108	€ 216.00	11	80	€ 880.00		57	€ -	3	45	€ 135.00	16	€ 1,231.00
	P6	Universum College	Kosovo	2	108	€ 216.00	11	80	€ 880.00		57	€ -	3	45	€ 135.00	16	€ 1,231.00
	P7	Hamburg University of Technology	Germany	2	280	€ 560.00	11	214	€ 2,354.00		162	€ -	3	131	€ 393.00	16	€ 3,307.00
	P8	Politecnico di Milano	Italy	2	280	€ 560.00	11	214	€ 2,354.00		162	€ -	3	131	€ 393.00	16	€ 3,307.00
	P9	Aalborg University	Denmark	2	294	€ 588.00	11	241	€ 2,651.00		190	€ -	3	157	€ 471.00	16	€ 3,710.00
Development	P1	Polis University	Albania	20	108	€ 2,160.00	130	80	€ 10,400.00	3	57	€ 171.00	44	45	€ 1,980.00	197	€ 14,711.00
	P2	European University of Tirana	Albania	15	108	€ 1,620.00	125	80	€ 10,000.00	3	57	€ 171.00	44	45	€ 1,980.00	187	€ 13,771.00
	P3	Polytechnic University of Tirana	Albania	17	108	€ 1,836.00	125	80	€ 10,000.00	3	57	€ 171.00	44	45	€ 1,980.00	189	€ 13,987.00
	P4	University of Prishtina "Hasan Prishtina"	Kosovo	17	108	€ 1,836.00	125	80	€ 10,000.00	3	57	€ 171.00	44	45	€ 1,980.00	189	€ 13,987.00
	P5	University og Gjakova "Fehmi Agani"	Kosovo	15	108	€ 1,620.00	125	80	€ 10,000.00	3	57	€ 171.00	44	45	€ 1,980.00	187	€ 13,771.00
	P6	Universum College	Kosovo	15	108	€ 1,620.00	125	80	€ 10,000.00	3	57	€ 171.00	44	45	€ 1,980.00	187	€ 13,771.00
	P7	Hamburg University of Technology	Germany	15	280	€ 4,200.00	116	214	€ 24,824.00		162	€ -	10	131	€ 1,310.00	141	€ 30,334.00
	P8	Politecnico di Milano	Italy	15	280	€ 4,200.00	116	214	€ 24,824.00		162	€ -	10	131	€ 1,310.00	141	€ 30,334.00
	P9	Aalborg University	Denmark	15	294	€ 4,410.00	116	241	€ 27,956.00		190	€ -	10	157	€ 1,570.00	141	€ 33,936.00
Quality plan	P1	Polis University	Albania	4	108	€ 432.00	27	80	€ 2,160.00		57	€ -	7	45	€ 315.00	38	€ 2,907.00
	P2	European University of Tirana	Albania	4	108	€ 432.00	27	80	€ 2,160.00		57	€ -	7	45	€ 315.00	38	€ 2,907.00
	P3	Polytechnic University of Tirana	Albania	4	108	€ 432.00	27	80	€ 2,160.00		57	€ -	7	45	€ 315.00	38	€ 2,907.00
	P4	University of Prishtina "Hasan Prishtina"	Kosovo	4	108	€ 432.00	27	80	€ 2,160.00		57	€ -	7	45	€ 315.00	38	€ 2,907.00
	P5	University og Gjakova "Fehmi Agani"	Kosovo	4	108	€ 432.00	27	80	€ 2,160.00		57	€ -	7	45	€ 315.00	38	€ 2,907.00
	P6	Universum College	Kosovo	4	108	€ 432.00	27	80	€ 2,160.00		57	€ -	7	45	€ 315.00	38	€ 2,907.00
	P7	Hamburg University of Technology	Germany	2	280	€ 560.00	13	214	€ 2,782.00		162	€ -	1	131	€ 131.00	16	€ 3,473.00
	P8	Politecnico di Milano	Italy	2	280	€ 560.00	13	214	€ 2,782.00		162	€ -	1	131	€ 131.00	16	€ 3,473.00
	P9	Aalborg University	Denmark	2	294	€ 588.00	13	241	€ 3,133.00		190	€ -	1	157	€ 157.00	16	€ 3,878.00
Dissemination & Exploitation	P1	Polis University	Albania	7	108	€ 756.00	42	80	€ 3,360.00		57	€ -	20	45	€ 900.00	69	€ 5,016.00
	P2	European University of Tirana	Albania	13	108	€ 1,404.00	64	80	€ 5,120.00		57	€ -	27	45	€ 1,215.00	104	€ 7,739.00
	P3	Polytechnic University of Tirana	Albania	7	108	€ 756.00	39	80	€ 3,120.00		57	€ -	17	45	€ 765.00	63	€ 4,641.00
	P4	University of Prishtina "Hasan Prishtina"	Kosovo	7	108	€ 756.00	39	80	€ 3,120.00		57	€ -	17	45	€ 765.00	63	€ 4,641.00
	P5	University og Gjakova "Fehmi Agani"	Kosovo	7	108	€ 756.00	39	80	€ 3,120.00		57	€ -	17	45	€ 765.00	63	€ 4,641.00
	P6	Universum College	Kosovo	9	108	€ 972.00	44	80	€ 3,520.00		57	€ -	19	45	€ 855.00	72	€ 5,347.00
	P7	Hamburg University of Technology	Germany	2	280	€ 560.00	17	214	€ 3,638.00		162	€ -		131	€ -	19	€ 4,198.00
	P8	Politecnico di Milano	Italy	2	280	€ 560.00	17	214	€ 3,638.00		162	€ -		131	€ -	19	€ 4,198.00
	P9	Aalborg University	Denmark	2	294	€ 588.00	17	241	€ 4,097.00		190	€ -		157	€ -	19	€ 4,685.00
Management	P1	Polis University	Albania	70	108	€ 7,560.00	120	80	€ 9,600.00		57	€ -	50	45	€ 2,250.00	240	€ 19,410.00
	P2	European University of Tirana	Albania	20	108	€ 2,160.00	75	80	€ 6,000.00		57	€ -	10	45	€ 450.00	105	€ 8,610.00
	P3	Polytechnic University of Tirana	Albania	20	108	€ 2,160.00	75	80	€ 6,000.00		57	€ -	10	45	€ 450.00	105	€ 8,610.00
	P4	University of Prishtina "Hasan Prishtina"	Kosovo	20	108	€ 2,160.00	75	80	€ 6,000.00		57	€ -	10	45	€ 450.00	105	€ 8,610.00
	P5	University og Gjakova "Fehmi Agani"	Kosovo	20	108	€ 2,160.00	75	80	€ 6,000.00		57	€ -	10	45	€ 450.00	105	€ 8,610.00
	P6	Universum College	Kosovo	20	108	€ 2,160.00	75	80	€ 6,000.00		57	€ -	10	45	€ 450.00	105	€ 8,610.00
	P7	Hamburg University of Technology	Germany	15	280	€ 4,200.00	40	214	€ 8,560.00		162	€ -	5	131	€ 655.00	60	€ 13,415.00
	P8	Politecnico di Milano	Italy	10	280	€ 2,800.00	35	214	€ 7,490.00		162	€ -	5	131	€ 655.00	50	€ 10,945.00
	P9	Aalborg University	Denmark	10	294	€ 2,940.00	35	241	€ 8,435.00		190	€ -	5	157	€ 785.00	50	€ 12,160.00
				455		€ 66,430.00	2335		€ 269,838.00	18		€ 1,026.00	605		€ 32,621.00	3413	€ 369,915.00