



Academy of Performing Arts in Bratislava (VŠMU), Slovakia

MINUTES

from the Quality Control Board and Steering Committee
meetings for the TEMPUS project

StudAVP (544108-TEMPUS-1-2013-1-RS-TEMPUS-JPHES)

**“Development of higher education and society by creating a
collaborative environment in the field of arts and media through
regional student partnership in production of audio/video content”**

Academy of Performing Arts in Bratislava
Faculty of Film and Television
Bratislava, Slovakia, 5. – 7. of March, 2015

The fourth Steering Committee and Quality Control Board meetings for TEMPUS project “Development of higher education and society by creating a collaborative environment in the field of arts and media through regional student partnership in production of audio/video content “, entitled StudAVP (544108- TEMPUS-1-2013-1-RS-TEMPUS-JPHES), took place from the 5th to the 7th of March 2015, at the Faculty of Film and Television, Academy of Performing Arts (VŠMU) in Bratislava, Slovakia.

The board and committee consisted of representatives from these institutions:

- University of Arts Belgrade, Serbia
- University of Novi Sad, Serbia
- School of Electrical and Computer Engineering of Applied Studies Belgrade, Serbia
- University of Banja Luka, Bosnia and Herzegovina
- University of Sarajevo, Bosnia and Herzegovina
- “Aleksander Moisiu” University of Durrës, Albania
- University of Tirana, Albania
- Academy of Performing Arts, Slovakia
- Student Association of Serbia, Serbia
- University of Ljubljana, Slovenia
- Bosnia and Herzegovina Radio Television, Bosnia and Herzegovina
- Radio Television of Serbia
- Radio Television of Vojvodina
- Alternative Television Banja Luka, Bosnia and Herzegovina

The meetings were attended by these representatives:

Prof. Miodrag Medigović, MSci, University of Arts, Belgrade

Doc. Vanja Šibalić, MSci, University of Arts, Belgrade

Elida Mesaroš Lajko, University of Novi Sad

Prof. Ivan Kljajić, University of Novi Sad

Prof. Jovan Milinov, University of Novi Sad

Prof. Dr. Ana Savić, VISER Belgrade

Prof. Dragan Novković, VISER Belgrade

Prof. Dr. Vera Petrović, VISER Belgrade

Prof. Dr. Luka Kecman, University of Banja Luka

Prof. Predrag Solomun, University of Banja Luka

Doc. Jelena Manojlović, University of Banja Luka

Prof. Pjer Zalica, University of Sarajevo

Prof. Srdjan Vuletić, University of Sarajevo

Prof. Edlira Kalemi, PhD, "Aleksander Moisiu" University of Durres

Assist. Prof. Gerti Kallbaqi, "Aleksander Moisiu" University of Durres

Prof. Dr. Kozeta Sevrani, University of Tirana

Prof. Dr. Sulo Haderi, University of Tirana

Assist. Prof. Jan Zakonjšek, University of Ljubljana

Prof. Jozef Hardoš, VŠMU Bratislava

Prof. Ludovít Labík, VŠMU Bratislava

Assist. Prof. Matej Gyárfáš, VŠMU Bratislava

Jana Keeble, VŠMU Bratislava

Stefan Dimitrijević, Student Association of Serbia

Elvir Šurković, Bosnia and Herzegovina Radio Television

Miroslava Vukadinović, Radio Television of Vojvodina

Stanislav Veljkovic, Radio Television of Serbia

Jelena Micic, Radio Television of Serbia

Marina Mišić, Alternative Television Banja Luka

The agenda of the meeting:

Thursday , March 5th , (location Svoradova 2, room Barco)

10.00	Welcome speech of the Rector – doc. Acad. painter Milan Rašla (VŠMU) at Ventúrska 3
10.10	Welcome speech of the Chairman – Matej Gyárfáš (VŠMU)
	QCB Meeting (Student production in 2014.)
10.15	1. Report on production of student works – (UA) 2. Partners report on students production – (VISER; UNS; UBL; US; UAMD; UT) Overall report on production held in the institution and number of students directly and indirectly involved (supported by photos or video) (5-10 min. per institution)
12.30	3. PREMIERE PRESENTATION OF STUDENT WORKS (10 works + 2 “behind the camera” movies) Discussion on production aspects after each movie.
15.00	4. Promotional activities – Media partners promotion of student works; Student film festivals...) 5. Analyzing of production in 2014 with special attention to “weak points” (what we have learned from the first year) 8. Other
17.30	Round up of QCB meeting by VŠMU representative

Friday, March 6th (location Svoradova 2, room Barco)

	QC Meeting AGENDA
10.00	1. Report on overall progress of the project – (UA) 2. Partners’ report by activities in period November 2014 – February 2015. (5 min. per institution)
12.30	3. Partners’ reports; Self evaluation reports – quality control 4. Financial management – Documentation

15.00	5. DVD and BD authoring – compilation of student works 6. Partners' report on current situation with equipment purchase 7. Report on WP 7 activities 8. Other
17.30	Round up of QCB meeting by VŠMU representative

Saturday, March 7th (location Svoradova 2, room Barco)

	SC Meeting AGENDA
10.00	1. Developing web portal (platform for distribution of student works), current situation and future tasks, defining time frame 2. Possible position and role of company "MORE SCREENS", in the project.
13.00	3. Organization of 2015 OPEN CALL for students AV works; Crucial role of media partners; Defining structure and timetable; Distributing tasks among partners.
16.00	4. Project management – Intermediate report 5. Financial management – Equipment purchase balance transfer; Second installment; Documentation; 6. Promotional activities, Building network 7. Agreement on publishing promotional material (paper material, bags, hats....) 8. Other
17.30	Round up of QCB meeting by VŠMU representative

DAY 1 (QCB meeting)

WELCOME

The participants were welcomed at the VŠMU rectorate by the rector, prof. Milan Rašla, as well as by the chairman of the meeting, assist. prof. Matej Gyárfáš. The participants then continued the meeting at the building of the Faculty of Film and Television, VŠMU.

REPORT ON PRODUCTION OF STUDENT WORKS

Prof. Medigović, project coordinator, reported in detail on student AV production in 2014. A total of 12 student works were produced: 7 short fiction films, 1 documentary, 2 audio works, and 2 "making of" films.

PREMIERE PRESENTATION OF STUDENT WORKS

The report was followed by screening of the works and discussion on the overall process, production problems and achievements. Partners expressed different opinions. The general conclusion was that the overall quality of the works from the artistic perspective could be higher and steps should be taken in the second year of production to have more intense consultations with the pedagogues-mentors. Also, in regard to the selection process, a stronger emphasis on the students' personality and their ability to cooperate should be taken into account. Nevertheless, all partners agreed that the completion of all film projects represents an overall great success of the project! All student works will be available on the Internet in a specific form that will not compromise the possibility of distribution on student festivals. The coordinator informed the consortium that the first official festival promotion of one student film movie will be at the international Belgrade documentary and short feature film festival.

PROMOTIONAL ACTIVITIES

Promotion of student projects through varied venues was discussed and proposed to media partners. It was stressed out that promotion should be done for upcoming project events like OPEN CALL 2015 and establishing of the student Internet portal.

ANALYZING OF PRODUCTION IN 2014

Project coordinator presented detailed analysis of production in 2014 with special attention to "weak" points and how to avoid or overcome similar problems in the next year of production. Partners participated with opinions during the presentation.

DAY 2 (QCB meeting)

REPORT ON OVERALL PROGRESS OF THE PROJECT

Prof. Medigović reported on progress of the StudAVP project from November 2014 to February 2015. Activities done in the period were: purchase of the equipment, production and postproduction of student projects, creation of web platform for broadcasting student work (CreativePeople.net), development of student database. Preparations for changes in curricula should start, introducing Practicum as part of the curricula. Workshops and seminars for students were held on new models of broadcasting, new methods and formats by RTS, RTV, BHRT, A1R, ATV.

PARTNERS REPORT ON STUDENT PRODUCTIONS

Overall reports on production held in the institutions were presented by partners UNS, VISER, UBL, US, UAMD, UT, with information about the number of students directly and indirectly involved, supported by photos and video. The partners have also reported on positive experiences as well as problems during the production of the films.

Other partners reported on activities held from the meeting in Durres.

Presentation of proposed new partner in consortium - ATV (Alternative TV) from Banja Luka, was held by Marina Mišić (ATV).

SELF EVALUATION REPORTS – QUALITY CONTROL

Prof. Medigović has accentuated that the partners need to finish the Self-evaluation on quality control report, and has highlighted the need to use an analytical, comparative approach based on Logical Frame Matrix. The deadline of the First and Second QC report for the PC partners has been extended to 31st of March 2015.

Creating and developing social networks. Developing marketing, network formation and public relation. In regard to these activities it was said that partners were not so active in developing relations and building a network of institutions in relation to the StudAVP idea. Coordinator reported on connections made with SEECS and CILECT organizations.

FINANCIAL MANAGEMENT – DOCUMENTATION

Prof. Medigović has emphasized that all partners should be very precise when it comes to filling out documents. He has proposed that every person involved in the project should keep a “diary”, where they write down everything that they do in connection with the project.

Prof. Medigović has instructed partners again on details regarding to documents like Convention for Staff Cost, Individual Mobility Report, Invoices related to Printing and

Publishing and Other Costs... He has also emphasized that the partners are responsible for their budgets – contact persons are directly responsible. He has also stressed that partners have to get approval before any hiring of external companies in the project.

All papers regarding expenditures etc., should be sent to doc. Vanja Šibalić. Furthermore, prof. Medigović presented a list of received/not received papers for all partners. He has stressed that the missing documents should be sent as soon as possible, so that the second installment may continue. He has also said that the financial table from Final Report document will be provided to all partners (an excel table), and it is necessary to start filling it out immediately.

DVD AND BD AUTHORIZING – COMPILATION OF STUDENT WORKS

DVDs and BDs with the compilation of student projects were created and distributed to the partners. UA as coordinator organized and financed the DVD and BD production.

PURCHASING EQUIPMENT

Prof. Medigović reported shortly on current situation regarding to equipment purchase. He reminded relevant partners that purchase of the equipment must be done following national laws and Tempus rules. Documents must be clear and provided to coordinator. Also, original document must be kept in archive for purpose of final audit. He also emphasized the importance of effective approach to this activity since the project must have equipment ready for the next production period.

REPORT ON WP 7 ACTIVITIES

Project Coordinator reminded partners on EACE recommendation on WP7 starting earlier than planned in Workplan. He informed partners that activity on “proposing legislative changes to support student radio and television”, was already started with appointing Prof. Dr Mirjana Nikolić (UA) and Assoc. Prof. Olivera Gračanin (UNS) to work on this document. Also, he proposed that this Work Package will be delegated to UT –Faculty of Economy as most relevant partner to the subject of WP, to take leading role in working on this activity.

DAY 3 (Steering Committee meeting)

WEB PORTAL DEVELOPMENT

Prof. Dr. Ana Savić (VISER) has informed the partners about the web portal, stating that the development is in progress and that the first draft is ready. Prof. Dr. Ana Savić and Project coordinator presented the first draft of the portal. Partners suggested some ideas.

DISCUSSION ABOUT BRINGING IN THE MORE SCREENS COMPANY

Prof. Medigović suggested starting negotiations with the company “More Screens” about their participation in the web portal development, as external partner. He has pointed out though, that no financial aspect of the partnership is possible and also, in case of a successful agreement, no rights for audio video content will be assigned. The partners have agreed.

OPEN CALL 2015

Prof. Medigović has informed on the general organization of 2015 Open Call for student works. He has stressed out the crucial role of media partners – they will be the ones proposing the subjects and request for program. He has also defined the structure and timetable of the Open Call and distributed tasks among partners.

Prof. Medigović has then proposed to allow students from the PC audio-video artistic schools being non-partner in the project and also students of EU partner schools to apply and participate in the Open Call 2015. He has stressed out that in possible case of EU partner’s student mobility, expenses would be charged to the budget of EU partner by relocation of finances. In the possible case of mobility of students from non-partner institutions, the non-partner institutions should cover all expenses.

Prof. Dr. Ana Savić (VISER) has expressed doubts, if relocating the money within the budget would not impose a threat to the financing of the whole project. Prof. Dr. Kozeta Sevrani (UT) has stressed that the production of films was intended only for students of the non-EU partner schools from the beginning of the project and has expressed doubts if this proposal does not go against the idea of the project. Prof. Predrag Solomun (UBL) and doc. Jelena Manojlović (UBL) have expressed a positive attitude towards the proposal of prof. Medigović to include students from the EU partner schools to the Open Call and production of films. In their opinion, this would present a good chance for the students from both non-EU and EU partner schools to exchange ideas and good practices, and could possibly lead to a higher level of quality of the films in the second year of the project.

The representatives of EU partner schools, assist. prof. Jan Zakonjšek (UL) and assist. prof. Matej Gyárfáš (VŠMU) have both stated that they support the proposal of including

students from the EU partner schools to the Open Call and production of films, if the non-EU partners agree with it.

Finally, the Project coordinator asked the non-EU partners to vote on this subject. None of them were against the proposal so, it was decided that students from the EU partner schools will be allowed to apply with proposals to the Open Call 2015 and participate in production.

PROJECT MANAGEMENT – INTERMEDIATE REPORT

Coordinator has informed partners about the importance of Intermediate report, which is due in June 2015. He has stressed that all partners must report on all activities and send clear financial reports!

FINANCIAL MANAGEMENT – EQUIPMENT PURCHASE BALANCE TRANSFER; SECOND INSTALLMENT

The coordinator explained the procedure of money transfer for the equipment purchase. First, the tendering procedure must finish and final pro-invoices sent to coordinator in order to receive equipment balance transfer.

Second installment for project implementation will be executed according to Partner Agreement.

PROMOTIONAL ACTIVITIES, BUILDING A NETWORK

PRINTING OF StudAVP BRANDED PRODUCTS-Marketing and promotion

Prof. Medigović has presented Brand Book that consist different promotional items such as T-shirts, hats, etc. The importance of printing these items is significant as a specific way of project promotion. He explained that the budget for this is defined and it is dispersed to three PC partners based on country. Due to standardized and equal printing quality the coordinator proposed that partners agree on printing items in one country instead of three. Some partners were not so sure to decide and a discussion was held. The conclusion was to obtain offers from all three countries send them to coordinator and to finally decide on the next meeting in Banja Luka.

END OF THE MEETING

Prof. Medigović has thanked all partners for their attendance and activity on the Quality Control Board and Steering Committee meetings and has expressed satisfaction with the meetings.

Chairman of the meeting

Assist. Prof. Matej Gyárfáš,
VŠMU Bratislava

Project Coordinator

Prof. Miodrag Medigović,
University of arts in Belgrade

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