MINUTES and MAIN RESULTS
of the MEETING
held on 7 September 2016 in Bratislava, Slovakia

In this Meeting **86 representatives from 55 partners institutions of 30 European countries** took part, including Bulgaria, Austria, Belgium, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, The Netherlands, Poland, Portugal, Romania, Slovak Republic, Slovenia, Spain, UK, Croatia, Island, Norway, Serbia, The Former Yugoslav Republic of Macedonia, Turkey.

The project meeting was conducted with the following agenda:

No	ITEM	SPEAKER	TIME
0.	Meeting registration		8:30 - 9:00
1.	Opening of the Final meeting	Prof. Dr. Daniela Chuda	9:00 – 9:05
2.	Welcome Address to the Meeting participants.	- Prof. Dr. Robert Redhammer Rector of the Slovak University of Technology in Bratislava - Prof Dr. Yuliana Popova Vice Rector of University of Ruse	9:05 – 9:25
4.	Short presentation about all completed tasks in WP1.	Prof. Dr. Angel Smrikarov	9:25 – 9:35
5.	Short presentation about all completed	Dr. Lilia Georgieva	9:35 – 9:45

	tasks in WP2.		
6.	Short presentation about all completed tasks in WP3.	Prof. Dr. Marco Porta	9:45 – 9:55
7.	Short presentation about all completed tasks in WP4.	Prof. Dr. Hilda Tellioglu	9:55 – 10:05
8.	Short presentation about all completed tasks in WP5.	Dr. Karl Jones	10:05 – 10:15
9.	Short presentation about all completed tasks in WP6.	Prof. DSc Leon Rothkrantz	10:15 – 10:25
10.	Short presentation about all completed tasks in WP7.	Dr. Stanka Hadzhikoleva	10:25 – 10:35
11.	Short presentation about all completed tasks in WP8.	Prof. Dr. Mirjana Ivanovic Dr. Kemal Tutuncu	10:35 – 10:50
12.	Short presentation about all completed tasks in WP9.	Prof. Dr. Angel Smrikarov	10:50 – 11:00
13.	**Coffee break**		**11:00 – 11:30**
14.	Short presentations (7 minutes) about contribution to the project.	P3, P5, P7, P8, P9, P12, P13, P15, P18, P19, P20, P21	11:30 – 13:00
15.	**Taking a photo of all meeting participants**		**13:00 – 13:15**
16.	**Lunch**		**13:15 – 14:30**
17.	Short presentations (7 minutes) about contribution to the project.	P22, P23, P27, P28, P29, P30, P32, P35, P36, P37, P40,	14:30 – 16:00
18.	**Coffee break**		**16:00 – 16:30**
19.	Short presentations (7 minutes) about contribution to the project.	P41, P42, P44, P46, P47, P49, P50, P52	16:30 – 17:30

The meeting was opened by Prof. Dr. Daniela Chuda, contact person of SUTB for the project.

Prof. Dr. Robert Redhammer Rector of the Slovak University of Technology in Bratislava, introduced the university, welcomed all partners and wished them a fruitful meeting.

Prof. Dr. Yuliana Popova, Vice Rector of University of Ruse, welcomed the participants in the meeting on behalf of the coordinating institution. She awarded the Rector of the University of Bratislava with the crystal sign of the University of Ruse as a token of desire to further develop this beneficial cooperation.

The main objective of this meeting was for WP leaders to present the work completed in their WPs, and for all other partners to present the contribution of their institution to the project.

Prof. Dr. Angel Smrikarov, Coordinator of the ETN FETCH, presented WP1 activities. Five FETCH meetings have been organized. Three CompSysTech and two e-Learning conferences were organised. The last e-Learning conference is on the next day. Two meetings of WP leaders and co-leaders were organized in Pavia and Konya. Many thanks to all partners and mainly to WP leaders for their help.

Dr. Lilia Georgieva presented WP2. There were 4 main deliverables: Design and administer a survey targeting to establish best practices in participating institutions, Virtual workshop on existing National and European frameworks for Higher Education, Report reviewing existing approaches to flexible learning, Report Synthesizing criteria for optimal learning experience based on findings of WP2. All of them were delivered on time thanks to all partners who contributed.

Prof. Dr. Marco Porta from University of Pavia as a leader of WP3 presented the work of WP3. All Deliverables 3.1, 3.2 and 3.3 have been completed. He presented the final version of deliverable 3.3. European Strategic Framework for Computing Education and Training 2020 (ESFCET 2020). Prof. Porta thanked to Prof. Betim Cico and Peter Kaszmarski for their contribution.

Prof. Dr Hilda Tellioglu from Vienna University of Technology, the WP leader, presented WP4. All deliverables have been delivered. She presented the final version of the last and the most important one: European Evaluation Framework in Computing Education and Training 2020 (EEFCET 2020). Prof. Hilda Tellioglu thanked everyone for their contribution.

WP5 was presented by Dr. Karl Jones, from Liverpool John Moores University as the leader of this WP. D5.1. Identification of current best practice of digital curricula in European HEI has been completed and presented in Ruse. Deliverable 5.2 Assessment of the emerging technological tools and resources for learning has already been published on the project web site. What was presented in Dublin was summarised. The final version of D5.3, A set of recommendations for digital curricula, has been produced and published on the web site, on paper and CD.

Prof. DSc Leon Rothkrantz reported about work accomplished in WP6 e-Learning and m-Learning in Computing supported by social media. Examples of didactic experiments were presented in the last e-Learning conference in Berlin, results of such experiments will be also presented in this e-Learning conference in Bratislava. Betim Cico: Could we publish a book with the best papers of the three e-Learning conferences?

Stanka Hadzhikoleva presented WP7 Quality assurance as a representative of leader institution of WP7. We are now in the third evaluation period. She presented performed activities. She appealed to WP4, WP5 and WP6 Leaders to fill in and send the necessary forms - Annex 5 and Annex 6 from the QA plan.

Prof. Dr. Mirjana Ivanovic presented the outcomes of tasks 8.1 and 8.2: Erasmus student and lecturer exchange in Computing Education and Organizing practical placements of computing undergraduate, postgraduate and doctoral students. Since Assoc. Prof. Dr. Kemal Tutuncu could attend, she also presented briefly WP8.3 Organising EMEL-COTest (European Mobile and Electronic Learning in Computing Education Test) for informing the public about project progress and petitioning Education Ministries about innovative approaches in computing education.

Prof. Dr Angel Smrikarov familiarised the audience with the objective and tasks of WP9 - dissemination of project results. The TN Coordinator presented a detailed report about the completed work and gave idea about possible dissemination activities to be reported by the end of the project.

The meeting continued with short presentations by project partners according to the agenda. Every partner presented the contribution of their institution to the project and commented on most beneficial deliverables of the project. Many of them thanked the project coordinators for the big job they have done with managing such a huge project.

MINUTES and MAIN RESULTS
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held on 8 September 2016 in Bratislava, Slovakia

The meeting continued on the next day with the following agenda

No	ITEM	SPEAKER	TIME
1.	Short presentations (7 minutes) about contribution to the project.	P57, P58, P60, P62, P65, P66, P68	9:00 – 10:00
2.	Presenting the evaluation reports of the external evaluators	Prof. Tzvetomir Vassilev	10:00 – 10:30
3.	Coffee break		10:30 – 11:00
4.	1. Information about the Final report. 2. Clarifying some of the financial rules for project work for the Final report. 3. Discussion.	Assoc. Prof. Em. Stoyanka Smrikarova	11:00 – 12:30
5.	Best Partner Awards		12:30 – 13:00
6.	Lunch		13:00 – 14:30

The meeting continued with brief presentation by project partners.

Prof. Tzvetomir Vassilev read the following evaluation reports:

Progress evaluation report by Mr. Stanley Oldfield

Evaluation reports by Prof. Tortorella of the three main project deliverables:

- European Strategic Framework for Computing Education and Training 2020,
- European Evaluation Framework for Computing Education and Training 2020
- Recommendations for future digital curricula in Computing Education and Training 2020.

The reports were in general positive with some comments and recommendations.

Assoc. Prof. Emeritus Smrikarova, as ETN FETCH manager, presented the financial reports to be prepared by the end of the project. She concentrated on financial rules for project work. Detailed explanations were given about reporting the main three budget headings Staff costs, Travel & Subsistence costs, Other costs as well as about the AUDIT 1, which must be performed by an EXTERNAL FINANCIAL EXPERT. Only the costs, verified by external auditor, may be included in the final report to the commission! IMPORTANT: all original supporting documents must be kept in the institution's financial department, because the coordinator transfers the grant to the partners who spend it. All documents must be kept for at least 5 years after the project end, i.e. until 30.10.2021. Not only the coordinator, but every partner can be a subject of an audit ordered by the Commission!

Some issues related to the Final report were also discussed.
The following **DEADLINES** were adopted by all partners:

Up to 16.09.2016:
1. Email for a check all unchecked Staff costs declarations till August inclusive;
2. Send scanned by email all checked and unsent Staff costs declarations till August inclusive, signed and stamped;
3. Send by email scanned the signed and unsent declarations for the mobility to Palermo, together with the verified copies of all financial documents.
4. Send scanned the signed and unsent conference fee declarations.
5. Send by email the travel declarations for the mobility to Bratislava together with all scanned financial supporting documents.

Up to 23.09.2016:
1. Send scanned by email the signed staff costs declarations till August inclusive;
2. Email for a check staff costs declarations of September;
3. Send scanned the signed declarations for the Final meeting in Bratislava along with a verified copy of all financial documents.

Up to 29.09.2016
1. All Staff costs declarations till August inclusive must be received in Ruse by post;
2. Send scanned by email the signed staff costs declarations of September;
3. The travel declarations for the mobility to Bratislava should be received in Ruse together with the verified copies of all supporting documents.

Up to 10.10.2016
All declarations for the last mobility together with all supporting documents must be received in Ruse!

Up to 14.10.2016
The financial part of the Final report must be completely ready and submitted to the external financial auditor for verification of all costs!

Up to 15.11.2016
All document supporting the financial part of the Final report must be verified by the external auditor!

Up to 20.11.2016
The Final report must be completely ready!

Up to 30.11.2016
Final report must be sent to Brussels!

At the end of the meeting Prof. Yuliana Popova, on behalf of the University of Ruse, which the coordinating institution of the series of 4 ETN project, awarded the title "BEST PARTNER" to several partner institutions for their significant contribution to the TN projects.