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University to Society Collaborations for Inclusive Digital Transformation in the Western Balkans (U2SID)

Erasmus+ Capacity Building Project

Meeting Minutes

Meeting in the Framework of WP2

Project 101083131 – U2SID

Title of the Event	Meeting in the Framework of WP2
Partner organizing the event	NATIONAL AGENCY FOR SCIENTIFIC RESEARCH AND INNOVATION (NASRI)
Venue, date, time	<ul style="list-style-type: none"> 26th October 2023 13.00 -15.00
Attendees and affiliation	<ul style="list-style-type: none"> Dr. Marsela Robo, NASRI Lidjana Shahinaj, NASRI Gentiana Spahiu, NASRI Tea Gjata, NASRI Elmira Milo, NASRI
Number of participants	5
	On 26 th October 2023, at NASRI premises, it was held an internal meeting in the framework of the WP2 of the U2SID project. Team members of the U2SID project met with each other to discuss on the important tasks that need to be done In the framework of the implementation of the Erasmus + U2SID project and the plan of activities, on October 26, in



the premises of NASRI, the project staff organized an internal meeting regarding the Partner Engagement Strategy of this project and the Management of the Consultation Database . At the beginning of the meeting, the project manager for NASRI, Mrs. Marsela Robo made a detailed presentation of WP2, the objectives and activities that are planned to be developed, and the role and contribution of NASRI in this process.

The topics of this internal meeting were focused on:

- WP2: Digital Literacies Accelerator Programme, D2.3 – Sustainability Plan- database of NASRI stakeholders
- WP2: Digital Literacies Accelerator Programme, D2.3 – Sustainability Plan - Stakeholders engagement and Sustainability Strategy and plan U2SID
- WP1: D1.4 Suggestions for Website Report

Next, there was a discussion regarding NASRI's feedback on the Partner Engagement Strategy of this project and on the Management of the Consultation Database. Concrete tasks were divided for each part of the staff, as well as the deadline for completion.

She explained in details what is expected from each of the staff members and opened the discussion regarding the contribution that NASRI can make in this process.

Afterwards, the team members discussed and gave concrete opinions regarding the main points, the documentation that should be looked at, the way in which the information will be collected and organized, etc.

- Lidjana Shahinaj is in charge of finding and determining the national and international legal reference related to Inclusive Digital Transformation, both in general and in HE in particular.
- Gentiana Spahiu is in charge of collecting best practices from EU regarding Digital Transformation.
- Tea Gjata is in charge of carrying out the visibility and dissemination of information in NASRI's social media and web
- Ermira Milo is in charge of performing all administrative tasks and communicating with partners

The deadline the completion of the task is was set as the 30th of October.

Dr.Marsela Robo will supervise the team members during the process of fulfilling their respective responsibilities.

This meeting minutes were kept by Elmira Milo.