



# **REPORT**

## **Work Package 2 Science – Society Network for Sustainability Innovations**

**Flora Krasniqi (Polis University Tirana)**

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## 1 Introduction to the report

This report is produced in the framework of the work conducted for the “Terms of References (ToR) to establish the science-society network” (Deliverable 2.2) of the Work Package (WP) 2- “Science-Society Network for Sustainability Innovations” of the ConSus- “Connecting Science-Society Collaborations for Sustainability Innovations” project.

The overall objective of WP2 is establishing a Science-Society Collaboration Network for Sustainable Development (ConSus) in Albania and Kosovo.

The network that will be established will aim:

- to foster education and learning for sustainable development in Albania (AL) and Kosovo (XK)
- to strengthen the collaboration between higher education institutions (HEIs) and regional stakeholders (research institutions, Civil Society Organizations (CSOs), NGOs, enterprises, regional development agencies, etc.) in AL and XK
- to be inclusive, i.e. open to everyone who is interested, develop strong relationships and shared responsibilities among the stakeholders, to create better connections between people and organizations from different disciplines
- to create a thematic focus on sustainability related issues in order to address regional challenges and demands

The main activities of the network are:

- Involving regional stakeholders in university courses;
- Applying innovative teaching resources to enhance and apply knowledge for sustainability, innovations and collaborations.
- Promoting the importance of sustainability for society.

The expected results from the work to be developed in WP2 are the following:

- Identification of needs, interests and expertise of the identified network stakeholders.
- Network establishment.
- Infrastructure installment in AL and XK universities.

The methodologies/activities of WP2 needed for reaching the above-mentioned results are the following:

- Needs analysis to identify existing interests, demands and expertise of the identified network partners will be achieved through interviews/meetings and structured workshops.
- Terms of Reference (ToR) of the science-society network are developed with the contribution of all project partners and future network members through structured workshops among network partners.

- Installment of network Infrastructure to ensure exchange and collaboration between partners, video-conferencing, workshops and a sustainability library for AL and XK partner universities.

The main people responsible for implementing these activities are the Kosovo and Albanian institutions led by POLIS University which coordinates each activity and will report to the grant holder, UNI GRAZ. BOKU support them with guidelines for preparing the questionnaires, interviews, methodologies or workshop structures.

## 2 Deliverable 2.1 – Needs analysis for a science-society network

The Deliverable 2.2- “ToR to establish the science-society network”, is the second of the three deliverables of WP2. The aim of this deliverable is to develop the Terms of Reference, as “Statutes” for the implementation and future organization of the network. To establish the science-society network, Terms of Reference (ToR) have to be developed, which include the following issues:

- Mission, vision and objectives
- Requirements and specifications for establishing the network for sustainability innovations
- Required tools and mechanism to support the science-society collaboration
- Procedure for selecting suitable network partners
- Task description
- Network partners
- Required materials, equipment and skills to establish the network<sup>1</sup>.

The ToR of the network builds/contributes also on/to the development of the sustainability plans for the project, as a task in the WP6- “Project sustainability”, and hence plays an important role in maintaining the activities and motivating partners to take ownership of the science-society network and teaching resource platform.

### 2.1 The need for a Science-Society Collaboration Network for Sustainable Development

During the work for the D 2.1 “Needs analysis for the science-society network” and the further research and discussion with project partners, some important insights on the need for establishing such network was evidenced. For both “science” and “society” sectors, the lack of cooperation has an influence on the quality and sustainability of the respective work. From the perspective of the “society” sector, a higher cooperation with academia could secure the necessary expertise and critical mass, which for the moment seems to be lacking, and also broadening the range of fields and topics of involvement of the society stakeholders could benefit the project. From the perspective of the “science” sector, better cooperation with the “society”

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<sup>1</sup> Developed mainly through the D2.3 of the WP2 and the WP4 of the project ConSus-“Connecting Science-Society Collaborations for Sustainability Innovations”

sector could help in renovating the academic environment and could also improve access to information for both financing and providing up to date topics of research that could possibly have a higher impact on the society. Listed are some of the needs and possible profits from such a network for both sectors:

#### From the “society” sector

- Higher human resources for field research/work and participation of the professors in CSOs
- Expertise for specific topics (theoretical and practical aspects through laboratories)
- Stronger collaboration with academia, research and public authorities
- Interns and dedicated diplomas on CSO’s topics of focus
- Database of experts from the universities
- Higher number of participants in activities
- Funding for projects on sustainable development

#### From the “science” sector

- Renewal of the teaching methodologies and, integration of topics on sustainable development and presentation of Best Practices in teaching.
- Increase of the practical internships and particularly the laboratory practices so to better prepare students for the market
- Stronger connection/interaction with industries (also more work in “educating” industries on the importance of sustainability and innovation, and also attracting financiers for the research)
- Higher engagement of lecturers and students with CSOs
- Getting/exchange information (to better understand the market and adapt academic products accordingly)
- Databases on research and projects with a contact person for each institution to share information among universities
- Research papers with topics based on the topics/field of the CSOs with similar expertise and funding for research projects

## **2.2 Objectives, tools and mechanism to support of the ConSus Network**

One of the aims of the D2.2 is “ToR to establish the science-society network” and to establish the objectives, tools and mechanisms to support the network. In this framework, and as explained previously in the methodology, the following inputs have been obtained from the workshops conducted in Albania and Kosovo<sup>2</sup>.

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<sup>2</sup> Although the objectives and all tools and mechanisms decided by the project partners are the same for both Albania and Kosovo, as it is going to be only one network, in this paragraph we present the results as obtained from the workshops in each of the two countries.

### 2.2.1 ALBANIA

The most shared idea about the network is based on a formal agreement through a memorandum of understanding signed by all stakeholders.

All partners agree that the mission should be to promote sustainable development and improve the cooperation in this field between “science” and “society”.

A detailed list of tools and mechanisms is required, but it seems that one of the most important factors is the existence of a common platform where all partners can share information and build up possible coalitions for the development of projects and joint activities.

Following some of the main suggestions from the stakeholders on the form, the following characteristics of the network need to be established:

1. Type of organization
  - The network should act as a consortium based on a formal agreement through a memorandum of understanding.
2. Requirements and specifications for establishing the network for sustainability innovations
  - The network needs to meet on a regular basis and have an agenda for these meetings. A minimum of two meetings per year are suggested.
  - A common platform for the exchange of information should be in place. The platform could be a website with additional links and information on all the partners and activities. Stakeholders can update their information on projects they are running or interest in new potential projects that will ensure information dissemination and also promote potential collaborations.
  - A detailed database of the expertise of all the partners should be developed.
3. Required tools and mechanisms to support the science-society collaboration
  - Partners in the network, if possible, should provide their facilities/services for activities which are not commercialized/able (that is not making profit), i.e. use their labs for joint research, their rooms for joint activities, etc.
  - All partners should share information on their activities, possible funding bodies or collaboration opportunities and this information should be shared equally to all partners on the basis of impartiality.
4. Procedure for selecting suitable network partners
  - The network should be flexible and open to all candidates who show evidence or desire to be involved in the field of sustainable development and innovation.
5. Mission, vision and objectives
  - The mission of this network should be the enhancement and promotion of the collaboration between science and society in the promotion of sustainable development.

### 2.2.2 KOSOVO

The stakeholders from Kosovo listed some of the challenges for the establishment of the network:

- The network should be protected from being “privatized” by a few individuals or organizations. To do so, participants suggested the need for protective mechanisms to be put in place in order to ensure full transparency.
- Make clear the added value of joining the network instead of deciding to continue cooperation separately.
- Ensure the neutrality of the network
- Ensure collaboration among members and provide some mechanism for enhancing this collaborative dimension

Regarding the network organization, mechanisms and tools for its creation and management should be put in place. The following ideas have been proposed:

### **1. Type of organization**

- The stakeholders from Kosovo were divided between two ideas. The first one is that the Network to be established should be registered as an NGO, and a founding member should be the ConSus team in Kosovo (UC, RC, INDEP and UPHZ). The second idea was to keep the network informal, at least initially, and sign only a memorandum of understanding.

### **2. Requirements and specifications for establishing the network for sustainability innovations**

- A board should be established for the management of the network. The board of the ConSus Network should consist of INDEP, UC, RC and UPHZ staff at the beginning, while it could change later to include other organizations.
- By laws and administrative terms, conditions should be voted on by the board with the support of a representative from each organization.
- The network should have a testing period in order to ensure its success. If successful, the network should introduce a membership fee or a success fee.
- There should be at least two meetings a year to present the results of the activities, while another suggestion would be from the organizational point of view.

### **3. Required tools and mechanisms to support the science-society collaboration**

- All of the participants agreed that “the network should not be turned in its own entity and apply by itself for grants or projects.” Applications should be done through individual organizations who see other members as potential partners and not competitors. As such, it means that one of the most important tasks of the network members is to share information on possible projects and funding opportunities and give priority to collaborations with members/partners within the network.

### **4. Procedure for selecting suitable network partners**

- The ConSus Network should be selective and should include organizations as well as individuals who have an influence and the capabilities to contribute to the mission and goal of the network, which means that they should have as a minimum basic knowledge of sustainability issues.
- The majority of the participants thought the Network should have its own Mission, Goals, Principles that are in conjunction with the mission, goals and principles of the individual organizations that will join.
- Members should come from different fields and can come from other countries also.

### 5. Mission, vision and objectives

- The promotion of sustainable development, sustainability and collaboration in this field in general is one of the main goals of the network. For the moment, expertise is focused in some particular fields, but other HEIs should be included in the network in order to expand the field of expertise that the current partners do not have (UC, RC and UPHZ).

## 2.3 Main Conclusions

The mission of the Science-Society Network for Sustainable Development should be the enhancement and promotion of the collaboration between science and society for sustainable development.

The network should use the following instruments that will contribute to the correct functioning of the project and ensure the sustainability of the network after the end of the EU Tempus project "ConSus-Connecting Science-Society Collaborations for Sustainability Innovations":

1. A Memorandum of Understanding needs to be signed
2. Flexibility through partners and on ideas proposed
3. A network platform is needed where partners can upload their information on projects and interests they have, so as to ensure the dissemination of information is relevant to Sustainable Development and fosters collaboration among stakeholders
4. Regular meetings/activities
5. Constant information should be distributed equally to all partners on the basis of impartiality.

Science-Society Network for Sustainable Development, was discussed between partners almost in all Managerial Meetings, and at the 5<sup>th</sup> ConSus Management Meeting 10-13 May 2016 in Universum College, Prishtina, the Network was established together with the TOR, and the partners of the Project "CONSUS- Connecting Science Society Collaboration for Sustainability Innovations", Project Nr. 543742-TEMPUS-1-2013-1-AT-TEMPUS-JPHES, became also part of this Network. At this MM, each partner signed the MoU, partly representing an institution and partly as an individual. The signature of the MoU also implies the membership in the ConSus network and the membership in the steering committee.

Below please find agreed and Final Terms of References of Science-Society Network for Sustainable Development



### 3 Deliverable 2.2 – Terms of References

#### 3.1 Methodology for developing D2.2

Following the 2<sup>nd</sup> Management Meeting at the University of Limerick, Ireland (February 24<sup>th</sup>-27<sup>th</sup>, 2015) where preliminary discussions on the ToR's were conducted, and the 3<sup>rd</sup> Management Meeting which was held in July 2015 at the European University of Tirana, where POLIS University presented a complete version of the ToR's, and also at the 4<sup>th</sup> Management Meeting in December 2015 in Vienna, where all the partners agreed to the ToR's, and the final version is presented in this report. The Terms of References for the Science-Society Collaboration Network for Sustainable Development (ConSus) have been developed based on desk research conducted by POLIS University and Haxhi Zeka University on similar projects/networks, and most importantly by the inputs gathered from the stakeholders during the 4 workshops developed in the framework of the D2.1- "Needs analysis for the science-society network". The aim of the workshops was much broader<sup>3</sup>, but one of the main focuses was to get inputs on the following issues related to the establishment of the science-society network:

- What would be the most suitable legal form to establish a network
- What should be the mission and vision of such network
- What tools and mechanism could be used to manage the network

#### 3.2 Terms of References of the ConSus network

##### Introduction to the ConSus network

Welcome to the Science-Society Collaboration Network for Sustainable Development (ConSus). ConSus promotes collaboration between "scientific"<sup>4</sup> and "societal"<sup>5</sup> actors in the field of Sustainable Development by providing space for Higher Education Institutions (HEIs), Non-Governmental Organizations (NGOs), the government, professionals, etc. to network and access information, research and education on Sustainable Development (ESD).

Sustainable Development, coined by the World Commission for the Environment and Development, is the concept of using resources to meet the present needs of humanity without compromising the ability of future generations to meet their own needs.

ConSus is established in the framework of the European Union funded Tempus project "Connecting Science-Society Collaborations for Sustainability Innovations".

The aim of this project was to establish a regional science-society network (involving higher education and research on the one hand and practice on the other) for sustainability innovations in Albania and Kosovo. The wider objectives are to strengthen the connection and collaboration of HEIs, research and practice, as well as to promote mutual learning and innovative sustainability

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<sup>3</sup> For more details see the Report on Deliverable 2.1- "Needs analysis for science-society network" of the project ConSus- "Connecting Science-Society Collaborations for Sustainability Innovations"

<sup>4</sup> *Scientific actors* include institutions such as HEIs, research institutes, think tanks, NGOs affiliated to universities or dealing with scientific research, as well as individuals such as scientists and researchers in the field;

<sup>5</sup> *Societal actors* include institutions such as: NGOs (not focusing on scientific work), networks operating in the field of Sustainable Development, enterprises, networks of enterprises, as well as practitioners (individuals) and initiatives in the field of Sustainable Development;

issues and methods through structured workshops to support capacity building, as well as systemic and holistic thinking.

Both the “scientific” and “society” sector realize that a lack of cooperation is influencing the quality and sustainability of their respective work.

From the “society” sector’s perspective, a stronger cooperation with academia is expected to secure the necessary expertise and critical mass, which for the moment seems to be lacking in the “society” sector, and also there is a need to broaden the range of fields and topics of involvement from the organizations in society.

From the “scientific” sector’s perspective, a better cooperation with the “society” sector is expected to help in renovating the academic environment and improve the access to information for both financing and up-to-date topics of research that could have a higher impact on the society.

The following contributions to the network can be listed:

From the “scientific” sector:

- A higher number of human resources for field research/work of “society”;
- Expertise for specific topics (theoretical and practical through laboratories);
- Stronger collaborations with the research society;
- Interns and dedicated diplomas on topics of focus of Civil Society Organizations (CSOs);
- More participation of the professors in CSOs;
- Database of experts from the universities;
- Participation in applied research and awareness of creation activities;
- Research papers with topics based on the topics/field addressed by the CSOs with similar expertise;
- Funding for projects on Sustainable Development;

From the “societal” sector:

- Contribution to the teaching methodologies;
- Stronger integration of topics on Sustainable Development in academia;
- Increase of practical internships and in particular laboratory practices;
- Stronger connections/interactions with industries (also more work in “educating” industries on the importance of sustainability and innovation, while also attracting financiers for their research);
- A better integration and presentation of best practices in teaching;
- Higher engagement of lecturers and students with CSOs;
- Getting/exchanging information (to better understand the market and adapt academic products accordingly);



- Databases on research and projects with a contact person for each institution to share information with universities;
- Funded research projects

ConSus provides a platform of education, research, training and collaborative programs which aim to teach and enable NGOs, the government, the private sector and communities to plan, work and live more sustainably.

Uran Rraci offered to chair the steering committee and to host the secretariat at Universum College. He was selected on the second round and counted 6 votes from 12 participants and Bardha Qirezi from Riinvest collected 4 votes.

The next step was to discuss member and partner acquisition strategies: We should get as many partners/ members in the network as possible. Partners and members should promote the ConSus network. At the Final Managerial Meeting and Final Conference that was held in DURRES, University Aleksander Moisiu, 11 new partners from Albania and Kosovo, joined the ConSus Network (s. Annex 2).

Project partners committed to contribute to the expansion of the network, while every request for joining the Network will be reviewed by the Steering Committee

## 4 Deliverable 2.3 – Network infrastructure installment

### 4.1 Introduction

In order to provide full support for other work packages during the project such as WP3 (development of teaching resources), WP4 (training sessions) and WP5 (workshops) the project aimed to purchase necessary infrastructure for the Albanian and Kosovar partner universities. This infrastructure is also dedicated to use beyond the project for network activities, e.g. events, research for teaching and learning and transdisciplinary collaboration with societal stakeholders. Therefore, the partners outlined in the project proposal to purchase the following items:

Table 1: Equipment budget outlined in the project proposal

Title	Description	Budget/Institution
IT equipment	PCs, TFT screens, smartboards, video conferencing systems and related cabling/accessories	15,000.00
Sustainability related literature	Monographies, journals, literature databases	22,000.00
<b>Total budget per institution</b>		<b>37,000.00</b>
<b>Total budget for all 7 partner institutions</b>		<b>259,000.00</b>

Table 2: Actual equipment expenses of the partner institutions

Partner institution	IT equipment	Sustainability Library	Total
UET	16,320.00	19,497.37	<b>35,817.37</b>
U_Polis	21,010.18	16,858.71	<b>37,868.89</b>
UAMD	18,398.10	20,084.41	<b>38,482.51</b>
AUT	16,795.00	23,009.70	<b>39,804.70</b>
UC	26,856.34	10,213.81	<b>37,070.15</b>
UPHZ	19,574.00	17,426.00	<b>37,000.00</b>
Riinvest	20,231.00	17,897.68	<b>38,128.68</b>
<b>Total</b>	<b>139,184.62</b>	<b>124,987.68</b>	<b>264,172.30</b>

### 4.2 Equipment purchase in Albania

The 4 partner universities European University of Tirana (UET), Polis University Tirana (U\_Polis), Aleksander Moisiu University of Durres (UAMD) and Agricultural University of Tirana (AUT) were eligible to receive and use the equipment budget of the ConSus project. Please find the equipment purchase done in the framework of a common tender:

Table 3: Common tenders of Albanian partner universities

Title	Description	Date	Partner institution	Value (incl. VAT)
IT equipment	Smartboards, PCs and screens	23.05.2016	UET	14,880.00
			UAMD	18,398.10
			AUT	11,500.00
			<b>Total</b>	<b>44,778.10</b>
Sustainability Library	Monographies, Teaching books, journals	08.04.2016	UET	7,912.37
			U_Polis	16,858.71
			UAMD	20,084.41
			AUT	23,009.70
			<b>Total</b>	<b>44,855.49</b>

Due to different needs parts of the budget were used also for different equipment than outlined in the project proposal. Therefore, individual purchase procedures have been initiated after written confirmation by the EACEA. Please find these items in the following table:

Table 4: Individual purchases of Albanian partner universities

Title	Reasoning	Date	Partner institution	Value (incl. VAT)
EBSCO E-Journal Database	1-year contract, followed by a renewed contract paid with UET's own expenses. Students and staff use this access for the development of teaching resources, research, and other education purposes.	24.03.2015	UET	11,585.00
Environmental Lab	Measurement instruments and chemicals for a fully equipped laboratory. This is used for environmental education for students, and research projects with external stakeholders	12.05.2015	U_Polis	19,938.00
IT equipment	Server and screens for AUT's career center. It is used to offer students and external stakeholders a professional connection opportunity for employment and collaboration.	1511.2016	AUT	5,295.00
Laptop	The laptop is reserved for teaching staff in order to be able to show presentations in their lectures or seminars.	01.09.2016	UET	1,440.00
PC	The PC will be used for the environmental lab.	30.09.2016	U_Polis	1,072.18

### 4.3 Equipment purchase in Kosovo

The three partner universities Universum College (UC), University of Peja Haxhi Zheka (UPHZ) and Riinvest College (Riinvest) were eligible to receive and use the equipment budget of the ConSus project. Due to the legislation in Kosovo, the UPHZ as a public institution did an individual tender for both equipment and books.

Please find the equipment and book purchase of UPHZ in the table below:

Table 5: Equipment and book purchase of UPHZ

Title	Description	Date	Value (incl. VAT)
IT equipment	PCs, screens, beamer, laptops	12.03.2016	19,574.00
Sustainability Library	Monographies, teaching books, journals	08.02.2016	17,426.00
<b>Total</b>			<b>37,000.00</b>

Universum and Riinvest as private institutions proceeded with a common tender. Please find their purchase of equipment and books in the table below:

Table 6: Equipment and book purchase of UC and Riinvest

Title	Description	Date	Partner institution	Value (incl. VAT)
IT equipment	Laptops, projectors, computers, printers, software, cabling	08.03.2016	UC	26,856.34
			Riinvest	20,231.00
			<b>Total</b>	<b>42,826.00</b>
Sustainability Library	Monographies, teaching books and journals	04.03.2016	UC	10,213.81
			Riinvest	17,897.68
			<b>Total</b>	<b>28,111.49</b>

#### 4.4 Tender processes

For all purchases with a value of more than 25,000 Euro, tender processes were initiated, with respect to institutional regulations, the law and the Guidelines/FAQs by the EACEA. For this purpose, evaluation committees have been set up. They consisted of one representative of each partner institution that has been involved in the tender process.

In this process, the evaluation committee jointly agreed on the publication of a tender, the examination of offers, the final ranking and finally the awarding of the winning company.

The awarding was based on the following indicators:

- Delivery of the offer in due time
- Completeness of the offer (based on the number of items listed in the tender)
- Best price for value offer

At each tender process with a value of more than 25,000 Euro, the partner institutions took care about to receive at least 3 offers. The winning companies were informed immediately in order to sign a contract with clearly defined rules, delivery dates and payment process.

Further information is provided in the final financial calculation.

#### 4.5 Use of equipment

The initial reason to purchase equipment in the framework of the ConSus project was to use it intensively for the development of teaching resources (sustainability library) and for different events (e.g. the two training sessions in Prishtina and Tirana) and the workshops at each partner university in Albania and Kosovo. It was also meant to use in teaching and learning. Therefore, the date of finalizing the purchase and installment of the equipment was set on August 2015.

##### Use during the project

However, due to different reasons the delivery date was postponed to September 2016 with the evaluation of the equipment. The reasons were mostly:

- **Tender procedure:** It turned out that the administrative efforts of the tender procedure and the requirements by the EACEA and the countries of Albania and Kosovo were more complex than expected. Therefore, most of the equipment and books were not purchased until May 2016.
  - o Common national tenders were not possible in Kosovo after a negotiation phase with different public authorities of more than one year. Therefore, the public University of Peja set up an individual tender, whereas the private universities Universum College and Riinvest College did a common tender for both equipment and books.
  - o Also in Albania, the preparation for setting up a common national tender took a long time
- **VAT regulations:** There are different regulations not only in both countries Kosovo and Albania, but also for private and public institutions. It needed a long time to clarify those regulations and to get written confirmations by public authorities.
- **Rule of Origin:** This obligatory rule by the EACEA made it not only very hard to find appropriate suppliers. It also increased the prices in some cases by more than 30%.

These reasons prolonged the finalization of this deliverable until May 2016 and therefore made it impossible to use the equipment effectively. Just the equipment which was purchased in individual tender procedures (i.e. the purchase of equipment for the environmental lab at Polis University and the EBSCO E-Journal database at the European University of Tirana) was ready early enough to use it e.g. for the development of teaching resources or for the integration in resource content.

#### Future use of the equipment

Since the project partners will be collaborating in the future, after the project lifetime, as the ConSus network, the equipment is intended to be used further on for the same purposes:

- To provide infrastructure for transdisciplinary collaboration with societal stakeholders;
- To develop teaching resources emphasizing sustainable development, transdisciplinary collaboration and use of participative methods; and
- To organize and conduct events (workshops with external stakeholders, training sessions with university educators, conferences).

#### 4.6 Evaluation of equipment purchase

The goal of the equipment evaluation was to 1) make sure that the equipment was delivered and installed in the premises of each partner university; 2) to prove that the equipment is included in the property register; 3) to make sure that the equipment and the books are not in individual use only, but available for students and staff. Therefore, a visit to the 7 partner institutions was organized on 26 and 27 September 2016 by Magdalena Gschaider and Jonas Meyer, representatives of the grant holder University of Graz.

During this visit, the purchased equipment and books were shown, pictures were taken, Tempus stickers/stamps were put on at each item and a protocol was signed by the parties. The





documentation with the signed protocol, pictures and a copy of the property register is available at the University of Graz.

For more information, please read the respective chapter in the WP7 report.

## 5 Annex

### 5.1 Statutes

#### About the Statutes

(1) The “Science-Society Collaboration Network for Sustainable Development” (hereinafter “ConSus”) statutes define the regulations pertaining to the network governance. They also outline potentials of developing ConSus further.

(2) ConSus was discussed for the first time in Graz (AT) in February 2014 in the framework of the Kick-Off Meeting of the EU Tempus project “ConSus - Connecting Science-Society Collaborations for Sustainability Innovations”, Project No. 543742-TEMPUS-1-2013-1-AT-TEMPUS-JPHES.

The Statutes build on what was discussed further by the participants at the Management Meeting of the project in Vienna in December 2015. They were adopted by the ConSus Steering Committee in Prishtina in May 2016.

#### Article 1

##### Legal Status and Organizational Form

- (1) These Statutes regulate the functions and organization of ConSus.
- (2) ConSus does not have a legal personality, being an informal network of organizations and experts promoting Sustainable Development.
- (3) The network acts as a consortium based on a formal agreement through a Memorandum of Understanding (MoU) between the member/partner and the ConSus Steering Committee.

#### Article 2

##### Vision and Mission

The vision of ConSus is to enable collaborations between “scientific” and “societal” actors towards a more sustainable social, economic and environmental development in Albania and Kosovo, and in the broader region of the Balkans.

The mission of ConSus is to empower the partners’ collaboration through education, research, training, knowledge transfer, and through encouraging partnerships which promote Sustainable Development.

#### Article 3

##### Objectives

- (1) The main objective of the establishment of ConSus is to enable experienced stakeholders and those who are new to Sustainable Development and innovation to increase their impact, to share information and to enhance sustainability.
- (2) Other specific objectives of the network are the following:
  - Foster education and learning for Sustainable Development in Albania and Kosovo, and in the broader region of the Balkans;

- Strengthen the collaboration between HEIs and regional stakeholders with a focus on Sustainable Development (e.g. research institutions, NGOs, enterprises, regional development agencies) in Albania and Kosovo, and in the broader region of the Balkans;
- To be inclusive, i.e. open to everyone who is interested, to develop strong relationships and shared responsibilities among the stakeholders, and to create a better connection between people and organizations from different disciplines;
- Create a focus on sustainability related issues in order to address regional challenges and demands;

#### Article 4

##### **Target Groups**

ConSus is flexible and open to all candidates who are interested to get involved in the field of Sustainable Development and innovation. The aim of the network is to enhance and promote collaboration between “scientific” and “societal” actors in the field of Sustainable Development and innovations, initially starting in Albania and Kosovo and with the aim to extend to the entire region of the Balkans.

Within the “science” sector target groups are institutions, organizations, and individuals dealing with education or scientific research such as:

- HEIs
- Research institutes
- Think tanks
- NGOs affiliated to universities or dealing with scientific research
- Scientists
- Researchers

With the “societal” sector organizations, networks or individuals from the Sustainable Development community are involved such as:

- NGOs (not focusing on scientific research)
- Networks operating in the field of Sustainable Development
- Enterprises
- Networks of enterprises
- Practitioners in the field of Sustainable Development (individuals)
- Initiatives in the field of Sustainable Development
- Experts from other networks
- Sustainable Development experts

Other possible target groups are:

- Government officials responsible for Sustainable Development strategies and policy

- Representatives of institutions of the European Union
- International organizations (e.g. UN, OECD, GIZ, etc.)
- Members of National Sustainable Development Councils
- Other Sustainable Development networks in Europe and elsewhere
- Stakeholders outside of the traditional Sustainable Development community with a strong interest in Sustainable Development

For membership see Article 12 of the Statutes.

### Article 5

#### **Program of the network**

ConSus, through the collaboration among and contribution of its members, aims to provide a platform for the implementation of a wide range of activities with regard to Sustainable Development:

- (1) Networking – enables members to access information, expert databases, activities, conferences, seminars and other networks, while working together toward common Sustainable Development objectives. ConSus provides an online platform, relevant seminars, conferences and information to assist in meeting capacity building needs in the field of Sustainable Development.
- (2) Education and training—members of the network, particularly HEIs, provide teaching and training with a particular focus on Sustainable Development. ConSus, through the platform and its members' activities, provides teaching resources and relevant courses, workshops, seminars and conferences related to Sustainable Development in different disciplines and fields.
- (3) Research – then network provides access to open source and purchasable research, resources and information on Sustainable Development. This includes, for example, research studies, books, journals, policy papers, and project reports. Resources can be used in terms of both facilities and equipment.
- (4) Dissemination Activities—through, amongst others, regular consultation with key stakeholders, organization of trainings, promotion of social events, workshops, conferences, production of joint papers.
- (5) Policy influencing—through the activities in both academia and society, the aim is to raise awareness in the public sector and in decision/policy making institutions on Sustainable Development issues.

### Article 6

#### **Governance of the network**

(1) ConSus is flexible and open to all candidates who are interested to get involved in the field of Sustainable Development and innovation. The network operates through the online platform, the ConSus Secretariat and Steering Committee, as well as through cooperation with members and partners, network meetings, and any groups and committees established by it.

(2) The organization of the network consists of the Steering Committee, the chair of the Steering Committee, the Secretariat and other organizations which the Steering Committee may decide to establish in accordance with these Statutes.

(3) The network and its operations are managed by the chair of the Steering Committee, the Steering Committee, and the Secretariat of the network, as well as through the Biennial Meetings of the ConSus members, as provided for in these Statutes.

(4) The EU Tempus project “Connecting Science-Society Collaborations for Sustainability Innovations” has its own website [www.consus-tempus.com](http://www.consus-tempus.com). This website will be maintained and continuously updated to act as an up-to-date platform on Sustainable Development issues, activities, project possibilities, and as a communication and promotion platform for the ConSus network.

#### Article 7

##### **The Steering Committee**

(1) The ConSus Steering Committee facilitates the activities of ConSus and provides guidance for the network’s future development. Its task is to oversee network-related operations, such as financial and organizational issues and decisions, mandates of the Secretariat, and to provide guidance for the activities of ConSus.

(2) The ConSus Steering Committee consists of a chair, members and observers

(3) To ensure a manageable decision-making process in the ConSus Steering Committee, the number of Steering Committee members will be limited to a minimum of 7 and a maximum of 15. The decision about changing the number of members in the Steering Committee has to be taken unanimously by the Steering Committee within half a year after the expression of interest from any member of the network. However, the number always has to be odd to permit decision making when it comes to voting.

(4) The members of the Steering Committee shall be appointed through election during the Biennial Meeting of the ConSus Members for a period that shall not exceed two years, unless in the case of technical issues, which may be subject to renewal one time. Candidates for the Steering Committee can be proposed (or self-proposed) by each ConSus member. All ConSus members have a voting right in the election process. A gradual rotation of membership will be sought.

(5) In case of the withdrawal of one of the Steering Committee members:

- If the member was representing an institution, the legal representative of that institution will appoint a substitute for the remaining mandate;
- In the case of individuals, a process of election for a new member will be developed;

(6) The Steering Committee members, through an election process, appoint the chair of the Steering Committee.

(7) The Steering Committee, on the convocation of the Chair, shall meet at least twice a year in person or online for the Semiannual Steering Committee Meeting aiming at the evaluation of the activities, strategic guidance and decision making.

(8) Observers have no voting right, but have the right to take part in all Steering Committee Meetings, will be included in all communication channels. Observers should be experienced in the field of Sustainable Development and will have a counselling role.

(9) The Steering Committee may hold meetings through online communication, in accordance with such procedures as it decides.

(10) All financial and managerial issues are handled, regulated and finally approved by the Steering Committee.

(11) The Steering Committee, through a process of consultation with the ConSus members, will:

- Develop the policy of the network, taking into consideration the needs of the ConSus members to be presented for adoption at the Biennial Meeting of the ConSus members;
- Create and appoint other committees or groups as it finds necessary for the performance of its functions, which may include members of the Steering Committee and other individuals as appropriate;
- Assist, supervise and approve the work of other committees or groups that have been established by it;
- Recommend and decide on recruitment and approval of the prospective ConSus members and partners (for an explanation of the difference between “members” and “partners” see Article 12 of these Statutes);
- Ensure that members and partners respect the Statutes of the network and decide on a motivated base on the expulsion of a member or partner in case of a violation of the principles of the network;
- Establish links with other relevant networks and institutions;
- Convene the Biennial Meeting of the ConSus members in accordance with these statutes;
- Present a yearly activity report to the ConSus members and partners;
- Guide the cooperation between the members;
- Advise and support the partners hosting network activities, e.g. in preparing the Biennial Meeting of the ConSus members, seminars and workshops;
- Oversee the activities of the ConSus Secretariat;
- Elect the chair of the Steering Committee;
- Dismiss the chair of the Steering Committee if s/he not fulfilled her/his tasks or violated the principles of the network;
- Provide guidance for ConSus activities and initiatives and further development of the network;
- Decide on the amendments to these Statutes if necessary;

(12) Decisions of the Steering Committee shall be taken by simple majority. Decisions require the presence of at least half of its members plus one when taken at a meeting, and participation of three-quarters of the members when taken through online communication.

(13) In case the member of the Steering Committee represents an institution of which he/she is not the legal representative, and the member for whatever reason ceases to be part of the institution or has decided not to continue representing it in ConSus, a written notification to the ConSus Secretariat must be sent by the legal representative of that institution appointing the new representative to the Steering Committee.

(14) The first ConSus Steering Committee is composed of the founders of the network, i.e. representatives from the University of Graz (Austria), University of Natural Resources and Life Sciences Vienna (Austria), European University of Tirana, POLIS University Tirana, Aleksandër Moisiu University of Durrës, Agricultural University of Tirana (all Albania), Riinvest College Prishtina, Universum College Prishtina, University Haxhi Zeka of Peja (all Kosovo), QSKN-Centre for Comparative and International Studies (Albania), INDEP-Institute for Development Policy (Kosovo), as well as the individuals Gerd Michelsen (Leuphana University of Lüneburg, Germany) and Audrey O'Grady (University of Limerick, Ireland). The representative from the Regional Centre of Expertise Middle Albania has an observer status. This Steering Committee will conduct the assigned task till the end of 2018 when the elections for the new ConSus Steering Committee are envisioned in the context of the Biennial Meeting and ConSus Conference.

(15) The Steering Committee can be dissolved by a two-third majority of the ConSus Members. Based on clearly justified reasons such as negligence of duties or mismanagement, any ConSus Member may bring in a written request addressed to the ConSus Secretariat for the dissolution of the Steering Committee. Voting may be carried out via electronic means. In case the voting results require the dissolution, a new Steering Committee needs to be elected in an extraordinary meeting of the ConSus Members to be convened by the Secretariat within three months of the dissolution of the former Steering Committee.

#### Article 8

##### **The chair of the Steering Committee**

(1) The chair of the Steering Committee (the chair) is the head and spokesperson for the ConSus network. The chair represents the network in all forums, and chairs the Biennial Meeting of the ConSus members and the meetings of the Steering Committee.

(2) The chair shall be appointed through an election process by the Steering Committee for a period in line with the duration of the Steering Committee, which may be subject to renewal.

(3) The tasks of the chair of the Steering Committee are:

- to organize the Steering Committee meetings in cooperation with the ConSus Secretariat and the other Steering Committee members;
- to moderate the Steering Committee meetings;
- to supervise and manage financial and managerial aspects of the network and its Secretariat;
- to officially represent and promote ConSus in other networks, at conferences, and in other suitable contexts;

#### Article 9

### The ConSus Secretariat

(1) The ConSus Secretariat performs the secretarial duties for the management of the network. It is entrusted with administrative duties, maintaining records, and overseeing the activities.

(2) The ConSus Secretariat supports the network and the Steering Committee. It facilitates the exchange of good practices, experiences, collaboration opportunities and information, on activities of the network/network members throughout the year. The Steering Committee must have at least 18 months of remaining mandate to appoint the members of the Secretariat except in cases of urgency or withdrawal of the current secretariat.

(3) The ConSus Secretariat is headed by the chair of the Steering Committee, if necessary accompanied by an appropriate number of staff members in order to fulfill the assigned duties. In case the ConSus Secretariat and chair are not located in the same institution, but the secretariat is located at the institution of another steering committee member, the secretariat is headed in collaboration between the chair and this respective steering group member. In case the secretariat is located at an institution, which does not have a representative in the steering committee, it is headed by an Executive Secretary (cf. Article 10).

(4) The activities of the ConSus Secretariat are overseen by the ConSus Steering Committee. They are based on annual work plans provided by the ConSus Secretariat and approved by the ConSus Steering Committee. Due to the absence of membership fees for the network, the head of the ConSus Secretariat needs to ensure that the necessary tasks of the Secretariat can be performed with its resources and in-kind contributions.

(5) The ConSus Secretariat shall:

- Ensure the collection and update of information on the ConSus website at [www.consus-tempus.com](http://www.consus-tempus.com) so that it acts as an up-to-date platform on Sustainable Development issues, activities and possibilities, and as a communication and promotion platform for the ConSus network;
- Support the organization of the Biennial ConSus Conference and Annual Seminars (cf. Article 13) in cooperation with the host partner who decides, in cooperation with the ConSus Steering Committee, about the setup of the event;
- Support the organization of the Semiannual ConSus Steering Committee meetings in cooperation with the host partner who decides, in cooperation with the ConSus Steering Committee, about the setup of the event (cf. Article 13);
- Support the ConSus activities such as workshops, trainings, outreach activities, and research projects, in cooperation with the network partners acting as the main organizers of the specific events;
- Prepare and disseminate annual reports which offer a detailed outline of the main topics and activities related to Sustainable Development in general, and particularly to the partners and the activities of the network;
- Circulate semiannual newsletters which highlight new activities on the ConSus website;
- Support the ConSus Steering Committee in preparing initiatives in order to further develop ConSus;
- Help ConSus members in finding information on an individual basis, in exchanging knowledge and experiences in the context of different activities such as workshops,



trainings, seminars and conferences, and foster joint project partnerships through information exchange.

(6) The location of the ConSus Secretariat has to be defined every two years. The election of the Secretariat has to be held during one of the semiannual Steering Committee Meetings and the candidate can be self-proposed or proposed by any member of the network. The priority goes to member institutions of the ConSus Steering Committee. In case of non-expression of candidatures, the Secretariat will be hosted by the institution represented by the Chair of the Steering Committee.

#### Article 10

##### **The Executive Secretary of the ConSus Secretariat**

(1) The Executive Secretary of the ConSus Secretariat shall serve as the secretary of the Steering Committee and shall report to it and be responsible for the activities of the Secretariat.

(2) An Executive Secretary will be appointed only in case the Secretariat is not located in the institution represented by the Chair of the Steering Committee (cf. Article 9, point (3)). The Executive Secretary shall be appointed by the Steering Committee, based on the proposal of the institution chosen as the Secretariat, for a period that shall not exceed the mandate of the Secretariat, which may be subject to renewal.

(3) The Executive Secretary shall:

- Implement the decisions of the ConSus Steering Committee;
- Execute instructions from the Chair of the ConSus Steering Committee;
- Support the committees and groups established by the Steering Committee;
- Appoint, if possible, additional staff that may be required to carry out the objectives of the network;
- Be responsible for the management and accounting of the network;
- Be authorized to issue statements and enter into obligations, authorized by the Steering Committee, on behalf of ConSus;
- Present the annual reports during the ConSus meetings;

(4) In case of the withdrawal of the Executive Secretary, the institution hosting the Secretariat should appoint a substitute for the remaining mandate, who has to be further approved by the Steering Committee;

#### Article 11

##### **Biennial Meeting of the ConSus Members**

(1) The Members of the ConSus network shall hold a Biennial Meeting on the convocation of the Steering Committee, unless otherwise decided. An extraordinary Network Meeting of the ConSus Members shall be held:

- If the Steering Committee finds it necessary;
- upon the request of one fifth of the ConSus Members.

(2) At the Biennial Meeting, the ConSus members shall:

- Appoint the members of the Steering Committee for the next two years through an election (cf. Article 7 (4));
- Adopt the strategic directions and policies for the Network;
- Recommend actions to be taken by the ConSus Steering Committee on the basis of the adopted strategic directions and policies;
- Comment on the yearly report of the ConSus Steering Committee;
- Elect the Steering Committee Members;

(3) The Biennial Meeting of the ConSus Members shall be governed by rules proposed by the Steering Committee and adopted at the meeting.

### Article 12

#### **Membership**

(1) The Science-Society Collaboration Network for Sustainable Development (ConSus) is flexible and open to all candidates who are interested to get involved in the field of Sustainable Development and innovation. Acknowledging the upper mentioned fact, but also the fact that ConSus should be a network of institutions, organizations and experts that are actively and concretely involved in the field of Sustainable Development and Innovation, there are three different forms of participation in the network: ConSus member, ConSus partner and others.

(2) ConSus member: Members of ConSus are institutions, organizations, and individuals with ascertainable records of activity, accomplishment and interest in the field of Sustainable Development which are relevant for the ConSus network. They have to show their interest in joining the network by being actively involved. Although the focus of the Science-Society Collaboration Network for Sustainable Development (ConSus) is initially in the Balkan Region, and particularly in Albania and Kosovo, the network is also open to other actors which embrace the same vision and mission.

The “Member” status implies taking part actively in the exchange of information and experience among ConSus members, sharing information on their activities, possible funding bodies or collaboration opportunities, and this information is shared equally among all members on the basis of impartiality.

The ConSus members should offer their facilities/services/assistance for activities of the network which are not profit-oriented. The ConSus members must participate in the Biennial Meetings and in the Annual National Seminars (cf. Article 13). Being a member of ConSus is free of charge. Those who join ConSus as members agree to accept the Statutes of the Science-Society Collaboration Network for Sustainable Development and sign a MoU with the ConSus Steering Committee.

(3) ConSus partner: Interested actors from other networks, national or international agencies, international organizations and NGOs dealing with Sustainable Development and senior experts from research institutes are invited to join ConSus as partners. All partners are listed on the ConSus website. They receive the semiannual newsletter and are invited to all meetings and activities of ConSus. Partners are encouraged to provide a link to the ConSus website on their homepage. Partners are welcome to make suggestions and engage in all the cooperation activities, but they do not play a role in the organization and governance of the network.

Those who join ConSus as partners agree to accept the Statute of the Science-Society Collaboration Network for Sustainable Development and sign a MoU with the ConSus Steering Committee.

(4) Regarding the candidatures of ConSus members and partners, the following procedure is forecast:

- Institutions, organizations and experts engaged in the field of Sustainable Development, who agree with the content of the Statutes of the Science-Society Collaboration Network for Sustainable Development (ConSus), are invited to become a member of ConSus or a partner by contacting the ConSus Secretariat (email: [secretariat@tempus-consus.com](mailto:secretariat@tempus-consus.com)).

(5) Others, who are neither ConSus members nor partners, but who would like to obtain information about ConSus on a regular basis, are invited to subscribe to the ConSus Newsletter at <http://www.consus-tempus.com/newsletter>.

### Article 13

#### **Main activities of the ConSus network**

ConSus undertakes the following main activities:

##### For members/partners:

- ConSus website as a platform for information exchange and the development and provision of teaching resources on Sustainable Development issues;
- Biennial Meeting of the ConSus members (cf. Article 11);
- Biennial ConSus Conference which focuses on current Sustainable Development issues and brings together academia, civil society, policy-makers and experts from all over the region. The program is developed case by case with the direction of the Steering Committee. The Biennial Meeting of the ConSus Members and Biennial ConSus Conference can be organized jointly;
- Annual National Seminar which focuses on current Sustainable Development issues and brings together academia, civil society, policy-makers and experts on a country level;
- Semiannual Steering Committee Meetings (cf. Article 7, point (7));
- Semiannual Reports/Newsletters which provide an overview of important Sustainable Development topics, recent, ongoing and upcoming activities, success stories and other relevant issues.

##### For external stakeholders:

- ConSus workshops which foster informal and in-depth exchange among policy-makers and experts;
- Case studies which describe specific or outstanding developments in relation to Sustainable Development strategies and policies in European countries;
- Training sessions promoting professional development opportunities for university educators;
- Involving regional stakeholders in university courses;

- Applying innovative teaching resources to enhance and apply knowledge for sustainability, innovations and collaboration;
- Promoting the importance of sustainability for society;
- Facilitating the exchange of good practices and experiences with regard to Sustainable Development;
- Networking to bring together different stakeholders for joint projects and activities;
- Organizing structured discussions and providing expertise on priority issues and good practices through annual conferences, workshops, policy briefings, quarterly reports, and case studies;
- Outreach activities to other Sustainable Development networks and other exchange mechanisms in the region and elsewhere;

#### Article 14

##### **Dissolution**

The Network may be dissolved by a request from three-fifths of the ConSus members or by four-fifths of the ConSus members present in case of a meeting for dissolution as asked for by the Steering Committee. A decision to dissolve the network may be taken through distant communication.

#### Article 15

##### **Amendments**

(1) Any amendment to these Statutes may be adopted by a two-thirds majority vote of the ConSus members present at the Biennial Network Meeting or by a unanimous decision of the ConSus Steering Committee. A proposal for an amendment shall be circulated to the members of ConSus four weeks prior to the respective meeting.

(2) Any amendment adopted in accordance with the preceding paragraph shall enter into force in accordance with Article IV of the MoU on the Establishment of the Science-Society Collaboration Network for Sustainable Development (ConSus), referred to under paragraph 2 of Article 17.

#### Article 16

##### **Withdrawal**

(1) Any member or partner may withdraw from the network. Such withdrawal shall become effective upon written notification to the Secretariat.

(2) Any founding member may withdraw from the MoU on the establishment of ConSus on the terms established in Article II of that agreement.

#### Article 17

##### **Entry into force**

- (1) The proposal to create ConSus under the mandate set out in these Statutes has been endorsed and the content of these Statutes approved by the founding members of the network at their meeting in Prishtina on May 12<sup>th</sup>, 2016.
- (2) These Statutes have been accepted in a MoU on the establishment of ConSus by the partners of the EU Tempus project “ConSus - Connecting Science-Society Collaborations for Sustainability Innovations”, who are the founding members of the network.
- (3) These Statutes will enter into force upon the entry into force of the MoU referred to under paragraph 2 of this Article.

#### Article 18

##### **Depositary**

The Secretariat shall be the depositary of these Statutes, the MoU on the establishment of ConSus and all further Memoranda for new members and partners.

## 5.2 ConSus Network Members

#	Name	Type	Country	Representative	Membership
1	Universum College	HEI	Kosovo	Uran Rraci	Chair
2	Agricultural University of Tirana	HEI	Albania	Orjon Xhoxhi	Steering committee
3	Albanian Ornithological Society Tirana	NGO	Albania	Taulant Bino	Member
4	Aleksander Moisiu University of Durres	HEI	Albania	Belina Bedini	Steering committee
5	Audrey O'Grady (University of Limerick)	Individual	Ireland	Audrey O'Grady	Steering committee
6	Balkan Green Fund Prishtina	NGO	Kosovo	Visar Azemi	Member
7	BOKU Vienna	HEI	Austria	Richard Kromp	Steering committee
8	Center for Comparative and International Studies Tirana	NGO	Albania	Juljana Sokoli	Steering committee
9	Co-Plan Tirana	NGO	Kosovo	Krist Bashmili	Member
10	Ellen Ntsh Prishtina	Company	Kosovo	Lulzim Syla	Member
11	European University of Tirana	HEI	Albania	Ketrina Cabiri	Steering committee
12	Friedrich Ebert Stiftung Prishtina	NGO	Kosovo	Besa Luzha	Member
13	Gerd Michelsen (Leuphana University of Luneburg)	Individual	Germany	Gerd Michelsen	Steering committee
14	IBCM Prishtina	HEI	Kosovo	Mihone Kerolli	Member
15	Institute for Development Policy Prishtina	NGO	Kosovo	Burim Ejupi	Steering committee
16	Luarasi University Tirana	HEI	Albania	Faola Hodaj	Member
17	Polis University Tirana	HEI	Albania	Flora Krasniqi	Steering committee
18	RCE Middle Albania Tirana	NGO	Albania	Kalterina Shulla	Observer



#	Name	Type	Country	Representative	Membership
19	Regional Environmental Center Prishtina	NGO	Kosovo	Avdullah Nishori	Member
20	Riinvest College Prishtina	HEI	Kosovo	Bardha Qirezi	Steering committee
21	Syri I Vizionit Prishtina	NGO	Kosovo	Veton Mujaj	Member
22	UET Center Tirana	NGO	Albania	Ina Zhupa	Member
23	University of Graz	HEI	Austria	Friedrich M. Zimmermann	Steering committee
24	University of Peja Haxhi Zheka	HEI	Kosovo	Bashkim Nurboja	Steering committee
25	Women Democracy Network Prishtina	NGO	Kosovo	Dorina Xhipali	Member
26	Women in Business Prishtina	NGO	Kosovo	Shpresa Govori	Member