# Final Report on ConSus Work Package 6

Sustainability Plan

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# Contents

# 1   Introduction

Work package 6 has been operating since the beginning of the project, even though it was supposed to start in the second half of the project. The objective of this work package is the elaboration of the Sustainability Plan.

In order to understand the entire work done in the framework of this work package we can divide it into steps, based on the most important activities carried out.

### 1st Step: Introduction to the Work Package 6

The first step was the creation of the sustainability committee. At the kickoff meeting held in Graz, in February 2014, the partners agreed to create the sustainability committee in accordance to their willingness. Therefore, the sustainability committee was created with five members. In this meeting the leader of WP6 introduced the entire package and the expected outcomes.

### 2st Step: Discussion on the general concepts of the sustainability plan

At the first management meeting, which was held in Lüneburg in October 2014, the first Sustainability Meeting was also held. At this meeting, an action plan on how the sustainability plan was going to be developed in the future was discussed. At the same time, the team leader shared some ideas on the sustainability plan for the network. The partners discussed some important building blocks that a network should have. These building blocks are for example: a clear understanding, good communication benefits and values and so on.

Another important element of this meeting was the fact that all the partners agreed that the Sustainability plan should work in parallel and in accordance to the Terms of Reference, developed as part of WP2 by Polis University.

At this meeting, other partner institutions expressed their interest to be a part of the sustainability committee. Therefore, the sustainability meeting was extended with the introduction of more members.

### 3rd Step: Discussion of the first draft

The first draft of the sustainability plan was discussed at the second management meeting which was held in Tirana in July 2015. The draft was sent to all the partners previously. The team leader collected the suggestions and integrated it into to the version discussed at the meeting.

This meeting was very important as some important elements were decided. Through a world café discussions, all the partners agreed that the science – society network should be established and should work on a voluntary basis. According to the concept of the partners, a network is not an institution, and is not an NGO or association. Therefore, there should not be any fee, nor any official registration to the Court of Justice. Under these circumstances the partners agree to find some values and/or benefits of the network in order to maintain the network

All the suggestions and the outcomes of the discussions have been integrated into the second draft of the sustainability committee.

### 4th Step: Discussion of the second draft

The second draft of the sustainability plan was discussed at the management meeting in Prishtina in May 2016. At this meeting the whole plan was discussed and the partners agreed that the most important element of the plan would be an agenda of activities to be held over the next two years.

At this meeting the Steering Committee of the science society network was established and the Chair of the Steering Committee was elected. Therefore, the partners agreed for the chair of the steering committee to elaborate a list of activities. Such a list would be integrated into the final version of the sustainability plan.

**5th Step: Discussion of the final version**

The final version of the sustainability plan was discussed at the last management meeting which was held in Durrës in September 2016. The chair of the Steering Committee introduced and discussed a calendar of the activities for the upcoming two years. Such a calendar is also part of the sustainability plan. At the same time, the sustainability plan was enriched with some more details on the way the platform and the website will be maintained.

## 2 Sustainability Plan

### 2.1 Introduction

The "Science Society Collaboration Network for Sustainable Development" was created in the framework of the Tempus Project "Connecting Science Society Collaboration for Sustainability Innovations" funded by the EACEA of the European Commission and directed by the University of Graz, Austria. The project was started in December 2013 and will end in November 2016. The project is in partnership with partner institutions from Albania, Kosovo, Ireland, Germany and Austria.

The project has four specific objectives:

- *Analysis of current sustainability collaborations and expertise in Albania and Kosovo*: Identifying regional stakeholders in the field of higher education, research and practice for sustainable development;

- *Establishing a science-society network for sustainability innovations*: enabling experienced stakeholders and those who are new to sustainability to increase their impact, to share information and to enhance sustainability;

- *Developing innovative teaching materials and methodologies for HEIs*: Empowering lecturers and researchers to teach innovative modules involving regional stakeholders and students to foster science-society collaboration;

- *Developing and running structured workshops and trainings for science-society collaboration*: Training for stakeholders of the innovation network to foster education, research and innovation for sustainable development, as well as empowering university lecturers to apply the innovative teaching modules and methods

**The ConSus network**

The mission of the Science-Society Collaboration Network for Sustainable development (ConSus) is to empower the partner's collaborations through education, research, training, knowledge transfer and through encouraging partnerships that promote sustainable development.

The vision of ConSus is to enable collaborations between science and society actors towards more sustainable social, economic and environmental development in Albania and Kosovo.

The main objective of the establishment of the network ConSus is to enable experienced stakeholders and those which are new comers to sustainable development and innovation to increase their impact, to share information and to enhance sustainability.

Other objectives are:

- To foster education and learning for sustainable development in Albania and Kosovo and in the broader region of the Balkans;

- To strengthen the collaborations between the higher education institutions and regional stakeholders (research institutions, NGO's, enterprises, regional development agencies) in Albania and Kosovo and in the broader region of the Balkans;

- To be inclusive, open to everyone who is interested, develop strong relationships and shared responsibilities among the stakeholders, better connections between people and organizations from different disciplines;

- The focus thematically is on sustainability related issues in order to address regional challenges and demands.

**Potential values of the network**

The network shall produce some benefits, which will be considered as values. Every participant of the networks should feel and understand that they are getting a benefit from being part of the network. Thus, we can consider the values in two pillars: in one hand the values as a benefit for the stakeholders, and on the other hand is the value as a benefit for higher education institutions.

- The values produced as a benefit for the stakeholders, can consist of but are not limited to:
  o Data gathering for different policy papers;
  o Promotion in different events and arena;
  o Consulting for strategy building, human resources, etc.;
  o Innovation and expertise that can be applied in their businesses;
  o Expertise for specific topics (theoretical and practical through laboratories);
  o Consulting for capacity building;
  o Potential resources for candidates to be recruited in their business.
  o Potential resources for internships/placement.
- The values produced as a benefit for the higher education institutions, may consist of but are not limited to:
  o Collaboration for market research in the framework of new program studies;
  o Partnership for different EU and other projects;
  o Collaboration for the improvement of teaching and knowledge such as: placements, internships;
  o Collaboration for research like data gathering, experiments, implantation of innovation, etc.
  o Renewal of the teaching methodologies;
  o Find proper ways of "translating" theory into practice;
  o Stronger connections/interactions with industries (also a bigger work in "educating" industries on the importance of sustainability and innovation and also attracting financing for research);
  o Higher engagement of lecturers and students with CSO's;
  o Getting/exchanging information (to better understand market and adapt academic product accordingly)
  o Databases on research and projects with contact persons for each institution for sharing information among universities;
  o Research papers with topics based on the topics/field of the CSOs with similar expertise

Initially the network will be composed of all the 13 members that are also part of the ConSus project. In the future, the network will be enriched by other members and stakeholders from the region that are interested to collaborate with higher education institutions.

Based on this document, the stakeholders can be defined as entities that are located in the region and operates in it. Such entities can be: companies of production, companies of services, institutions, non-governmental agencies, center of research, state agencies, civil society organizations, associations etc. Every stakeholder that expresses its interest in being part of the network and accepts the terms of condition can become part of the network.

The network is established by the Memorandum of Understanding signed by the 12 partners on May 11th 2016 in Prishtina. This Memorandum of Understanding together with the Statute of the Network are the main establishment official documents of the network.

The network will not have any juridical status but it will work on good willingness of its members and partners.

## 2.2   Deliverable 1: Sustainability Committee

The Sustainability Committee has been established at the first kick-off meeting that was held at the University of Graz in February 2014. At the second management meeting in Lüneburg, with the request of other partner institutions, it was extended.

The composition of the Sustainability Committee is as follows:

- Belina Bedini, Aleksandër Moisiu University of Durrës, Albania

- Friedrich Zimmerman, University of Graz, Austria

- Bardha Qirezi, Riinvest College, Kosovo

- Flora Krasniqi, Polis University, Albania

- Alejtin Berisha, Universum College Prishtina, Kosovo

- Richard Kromp, University of Natural Resources and Life Science, Austria

- Burim Ejupi, INDEP Prishtina, Kosovo

- Bashkim Nurboja, University of Peja Haxhi Zeka, Kosovo

- Kalterina Shulla, RCE Middle Albania

- Rinora Gojani, INDEP Prishtina, Kosovo

The Sustainability Committee was assembled regularly in specific sessions during the management meetings:

1. Kick off meeting in Graz, Austria, 18-20 February 2014

2. First management meeting in Lüneburg, Germany, 22-24 October 2014

3. Third management Meeting in Tirana, Albania, 24-27 July 2015

4. Fourth Management Meeting in Vienna, Austria 16-18 December 2015

5. Fifth Management Meeting in Prishtina, Kosovo, 11-13 May 2016

Atall of these meetings, a special session for sustainability plan was organised. All the members of the Sustainability Committee contributed their ideas and suggestions in order to improve the drafts.

All the notes and minutes, which have been taken in all the meetings, have been sent to all the members for additional suggestions.

## 2.3 Deliverable 2: Institutional Sustainability

### 2.3.1 Introduction

The sustainability plan is a general program which tries to enforce some ideas and principles based on which the Science-Society Collaboration Network for Sustainable Development ConSus, will continue to operate in the future.

In order to build a sustainable network, all the members of the network in various meetings have discussed and agreed, that there are some ***building blocks*** that are necessary such as:

- **A clear understanding of the network**: All members of the network should have a clear idea as to why this network has been created. Each member of the network should know what the missions, visions and the objectives of the network are. This issue has been discussed at the workshops that have been organized in each partners' institutions. The stakeholders have been invited and informed about the network and its opportunity.

- **Willingness:** All the members of the network, in this case the universities and the stakeholders, should be sure that they want to be part of the network. They should have a strong willingness to participate and to act in the network actively. Indeed, it has been enforced by the signing a memorandum of understanding between the stakeholders and the higher education institutions.

- **Values:** The willingness to participate in the network can become stronger if the network itself can produce a benefit that is needed by all the members of the network. In other words, the network should produce some values needed by its members. This building block will be enforced by organizing activities together.

- **Communication Strategy:** In order to create values and to share it among the network it is necessary to have a good communication strategy. It is important to have effective and productive communication between all the members.

- **A strong management**: A good communication can be achieved if there is a strong network management based on which the network should have a structure, division of work and a plan of activities. The management is provided by the Terms of Reference of the Network.

- **Feedback**: The network should create frequent feedback. After a certain period of time the network should have some kind of internal evaluation from its members in order to improve over time.

The institutional documents for the Science-Society Collaboration Network for Sustainable Development ConSus, will be as follows:

- The Memorandum of Understanding signed by the members;

- The Statute of the Network;

- Terms of Reference of the Network.

### 2.3.2 The management of the network

The network will have a Steering Committee that is the head of the structure of the network. The Steering Committee is composed as follows:

- Friedrich Zimmerman, University of Graz, Austria

- Bardha Qirezi, Riinvest College Prishtina, Kosovo

- Belina Bedini, Aleksander Moisiu University of Durres, Albania

- Flora Krasniqi, Polis University Tirana, Albania

- Besarda Vladi, European University of Tirana, Albania

- Orion Xhoxhi, Agricultural University of Tirana, Albania

- Uran Rraci, Universum College Prishtina, Albania

- Richard Kromp, University of Natural Resources and Life Science Vienna, Austria

- Gerd Michelsen, Leuphana University of Lüneburg, Germany

- Audrey O'Grady, University of Limerick, Ireland

- Juliana Sokoli, QSKN Tirana, Albania

- Burim Ejupi, INDEP Prishtina, Kosovo

- Bashkim Nurboja, University of Peja Haxhi Zeka, Kosovo

- Kalterina Shulla, RCE Middle Albania (observer)

The Steering Committee will meet at least once a year on the convocation of the chair. The Steering Committee may hold meetings through online communication for different decision meetings.

The financial and managerial issues are managed and finally approved by the Steering Committee.

The Steering Committee will elaborate an agenda of events and activities each year.

The Steering Committee will discuss and decide on new joint projects in order to find other finance resources.

The Steering Committee should discuss every problem or issue that any stakeholder has regarding the functioning of the network. The SC should make all the efforts to fulfill the needs of the stakeholders.

The Steering Committee will have biennial meeting with all the stakeholders. In these meetings the SC will develop a policy of the network taking into consideration the needs and challenges of the stakeholders.

The Steering Committee in order to achieve its goals can create teams for different projects. At the same time the Steering Committee can establish links with other networks.

**The Chair of the Steering Committee:**

The chair of the Steering Committee is the head and the spokesperson of the "Science Society Collaboration Network for Sustainable Development". The chair represents the network in all the forums and chairs the biennial meeting.

The functions of the chair are as follows:

- Ensure that the Steering Committee meets according to the agenda, or on necessary occasions. The chair decides the date and the place where the meeting will take place, consulting also with the other members;

- Organize the Steering Committee meetings in co-operation with the secretariat;

- Elaborate the minutes for each meeting and send it to all the stakeholders;

- Make an annual activity plan based on the decision of the SC. At the same time defines responsibilities for the members of the SC;

- Take care of all the communication throughout of the network;

- Take care of the dissemination process of all the results of the activities;

**The Secretariat**

The Secretariat performs secretarial duties for the management of the "Science Society Collaboration Network for Sustainable Development", entrusted with the administrative duties, maintaining records and overseeing activities;

For the period May 11th 2016 to May 10th 2018 the Secretariat will be at the Universum College in Prishtina. The secretariat will continuously inform the members of the Steering Committee. The secretariat will support the chair of the Steering Committee to undertake all its duties, like workshops, training, activities, projects or other events.

**The internal and external communication channels**

The network will have a mail list that will be managed by the chair and the secretariat of the network. This mail list will be enriched time and again as other members will join the network.

The network will have also a Facebook account where all the information and pictures of the event will be published.

The website of the network will be managed by Universum. The website will be connected also with the website of each partner.

The website of each partner will have a link to the website of the network.

**The duties and responsibilities of a member of the "Science Society Collaboration Network for Sustainable Development":**

- Every member should participate in the annual meetings that will be organized by the Steering Committee;

- Every member should express his long and short interest to the network;

- Every member should give ideas and collaborate with its resources (time, expertise, money etc.) for the improvement and the development of the network;

**Enrollment of new members**

In case new members are interested in sustainable development, and they want to become members of the network, they can express their interest to the Chair of the Steering Committee. The chair of the Steering Committee will inform all the other members through the secretary.

The members of the Steering Committee can ask for additional information regarding the candidate member and within 15 days should express their approval.

If the members of the Steering Committee will not express their will, this will be considered as approval.

The new member should sign a Memorandum of Understanding integrated to the ToR.

### 2.3.3 Activities in the future years

Some of the activities that can be undertaken in collaboration between the stakeholders and each university are:

1. *Open lessons:* The stakeholders can be invited into the lecturers' lessons. The universities should encourage the authors to invite the stakeholders into the lessons. The lecturers can invite existing stakeholders, but also other potential stakeholders that might be interested;

2. *Implementation of the teaching resources*: Each author should apply at least once a year with a teaching recourse created in his/her class together with the stakeholders;

3. *Organization of sustainability workshops*. At least once in an academic year, the authors of the teaching resources should organize a workshop with the rest of the staff members. At these workshops, they can invite some stakeholders and students to show them how the collaborations with the society works;

4. *A Common conference*. Once in two years, all the members of the network should organize a conference. At this biannual workshop, stakeholders, representatives of local government, business representatives and the mass media can be invited.

5. *Invitation* of all the partners of the network in the activities. All the partners of the network should regularly invite all the other partners and stakeholders to all the activities that are done in their university for example; conferences, workshops, promotion of books etc.

6. *Collaboration agreement*s between the universities and the stakeholders. This agreement can be on:

   - Internship for students;
   - Placements for students;
   - Possibilities for development diploma dissertations;
   - Joint research in common fields of interests;
   - Joint projects.

The Steering Committee agreed to have a plan of activities for the upcoming year. The calendar is approved at the last managerial meeting, which was held in Durres on 27th September 2016.

Table 1: Activity plan for the ConSus network in 2017

| Activity | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Teaching Resources Workshop | | X | X | | | | | | | X | X | |
| Call for Teaching Resources | X | X | | | | | | | X | X | | |
| Memberships | X | X | X | X | X | X | X | X | X | X | X | X |
| Annual Conference (at Universum) | | | | | X | | | | | | | |
| "Business" Forums | | | X | | | | | | | | X | |
| Application for Projects/Funds | X | X | X | X | X | X | X | X | X | X | X | X |
| Kosovo Agency of Statistics | | | | | | X | X | | | | | |
| Articles (for website) Ask professors | X | X | X | X | X | X | X | X | X | X | X | X |

## 2.4 Deliverable 3: Financial Sustainability

The members of the network will not pay any fee for the membership. Nevertheless, they agree to cover their own expenses for common activities if they exceed 500 Euro. In case the common activity costs less than 500 Euro, it can be covered by the host member.

Each member will take care of its own expenses. For events, for costs from 100-500 Euro, the expenses will be covered by the host university. If the cost of any event is more than 500 Euro, it should be shared by all the partners in a proportional way. In terms of costs that are included: accommodation costs, travel costs, coffee breaks and working lunches.

There will be *no fee* for the network members but all the partners should contribute to costs such as printing, coffee breaks, travel costs, hosting etc.

Nevertheless, the universities, should consider applying for an Erasmus + program, in order to ensure some funds for the exchange of staff and students. At the same time the universities should be ready to make other joint projects in the field of sustainable development.

Every year the Chair of the Steering Committee should elaborate a financial plan in order to know previously what the costs will be for the future activities that will be undertaken during the year.

The covering of the expenses for the activities can be discussed by case.

   a) Possible expenses for network activities that will be covered by each partner member might be:

*Table 2: Estimated expanses for the ConSus network*

| Description | Estimated amount | Way of payment |
|---|---|---|
| Traveling for participating in common events like biannual meetings | 500-1000 € / year | by each university |
| Accommodation for participants in common events. | 200-350 € / year | by each university |
| Staff costs | 500-800 € / year | Can be paid in kind as part of the salary by each university |
| Conference rooms | 250-300 € / year | Can be offered by the host of the event |
| Coffee breaks and/or meals | 250-450 € / year | Can be offered by the host or if it is not possible by a common contribution of all members |

   b) Possible funding opportunities can be:

   - Each partner agrees to take care of its own expenses based on the activities that will be organized in a year. The members will make all the efforts to apply for different projects and grants like:

   - European grants: Erasmus +, Horizon 2020, Cosme (EU programme for the Competitiveness of Enterprises and Small and Medium-sized Enterprises (SMEs), Costs (European Cooperation in Science and Technology), Eureka, EEN (Enterprise Europe Network), Europe for Citizens, Youth in Action, etc.

   - Local grants: from the Local government like the Municipality, Council of Region and Chamber of Commerce.

- National grants: from the Ministry of Education and Science, National agencies for the innovation.

## 2.5   Deliverable 4: Sustainability of teaching resource platform

### 2.5.1   Website

The website of ConSus should provide all the required information regarding the project such as:

- List and contacts of the members and persons involved in the network;

- Documents of the network such as the Terms of Reference, Sustainability Plan;

- Information on how to apply and to be enrolled as a new member of the network;

- A summary of activities undertaken in the past;

- Information on the ongoing and upcoming activities like the venue, date, responsible person etc.;

- Information such as the venue, date, responsible person etc. about past and upcoming activities and events that each university is undertaking connected to ConSus project, ConSus network, or to sustainable development in general.

The website of each university should have a link which is connected directly to the platform of the teaching resources.

The Website of ConSus will be maintained and the server-host will be taken and maintained by Universum College.

### 2.5.2   Equipment

Each university will take care of its own resources for the maintenance of the equipment. All the equipment and books have been inputted into the account system of each university. Therefore, they are the property of each university and it is the duty of each university to use and to take care of them.

### 2.5.3   Resource Platform

The platform of the teaching resources will be maintained by BOKU as it is described in the project. The representative of BOKU at the Steering Committee of the network will be the person in charge for general platform functionality, but not responsible for the contents of submitted teaching resources. A new teaching resource that will be uploaded to the platform is under the responsibility of the submitting university only.

The access to the website and the platform will be free of charge for everyone. Unregistered users will have access to general information about the ConSus network and project and to the ConSus teaching resources, via the ConSus network website (www.consus-tempus.com). In addition, registered users will have access to their accounts and teaching resource via the ConSus teaching resource platform (accessible via the ConSus network website).

Every member institution that will develop new teaching resources will have to define a person (resource responsible, RR) who will be the contact person within the network regarding all teaching resources development issues. Every RR holds a special RR account with additional

permissions to a normal author account. The RR will be able to administrate all author accounts and teaching resources of the own university.

Whenever a new member University plans to submit its own teaching resources, the future RR will need to create an author account first. Within the application form, the author is able to state that their own University is not listed yet. This will automatically send an email to the network chair who will then check if the institution is able to submit their own teaching resources. This is only possible for higher education institutions, academies etc. If yes, the chair will accept the new University immediately. Then the author who applied for the new university will automatically be defined as RR of this University. The RR functionality of an account can later be switched on and off (and hence shifted to another account) by the chair, but there must be at least one account defined as an RR account for each University.

### 2.5.4  Development of teaching resources

Each institution should encourage the academic staff to integrate the teaching resources in their syllabus;

- Each resource responsible (RR) should encourage the academic staff of the own university to use the new methods of teaching;

- Each RR should encourage the academic staff of the own university to implement the existing teaching recourses, such as learning materials and teaching methods. For this purpose, the RR will make all the required efforts to measure and to value the engagement of the staff in this process. This can be done for instance by evaluating the elaboration of new teaching resources, as a mini project, research process etc.

- Each RR will ask the lecturers to describe their syllabus on the basis of teaching resources;

- Each RR will encourage new lecturers to use and to make part of their syllabus, the new methods and resources of the online platform.

It is the responsibility of each University to only submit high quality teaching resources. Before the submission to the platform, the quality of the new teaching resources will be checked by the RR of the University the author is related to (as stated in the author account). When creating a new resource, it is editable by the author as long as he will work on the content. Once submitted by the author, the resource is not editable anymore, and the RR will receive an email notification. After quality check by the RR, he has the option "accept" the resource or set the status to "revision required". When accepted, the resource becomes visible (published on the website). An accepted resource is again editable in order to enable updates by the author.

It is recommended that the responsible for the teaching resources will ask other colleagues, authors, RR for additional consulting and evaluation of the new teaching resource before the final submission.

Every university is responsible for the extent of the checking procedure. We recommend that the check will last not more than thirty days.

## 2.6  Conclusions

All the members agreed that the sustainability plan should be a dynamic document. It will change time and again in accordance to the needs of its members and in order to improve the future development of the network.

# 3 Annex

## 3.1 Minutes of the Sustainability Committee Meeting in Tirana on 23 July2016

*Table 3: Schedule of the Sustainability Meeting in Tirana*

| 23 July, Thursday | | |
|---|---|---|
| *13:30 – 14:30* | Introduction to the Sustainability Meeting | Jonas Meyer (KFUG) |
| | Presentation of research results related to the institutional sustainability of the network | BelinaBedini (UAMD) |
| *14.30-16.30* | World Cafe | All participants |
| *16.30-17.30* | Presentation of World Café results | World Café hosts |

The sustainability meeting was organized in three main parts:

1. Presentation of the sustainability plan. The presentation was done by Belina Bedini, the leader of the WP6 and the responsible person for the Sustainability Plan (SP). The draft of the SP is attached to the minutes.
2. World Cafe
3. Discussion on different ideas for the improvement of the SP.

### 3.1.1 General ideas from the discussions
**Concerning the sustainability plan, all participants agreed on the following points:**

- It is necessary to make the stakeholders aware of the fact that they are part of the network;
- It is necessary to use the teaching resources in collaboration with the stakeholders. The teaching resources should be some kind of tool to enforce the network and to make it sustainable;
- In order to enforce the network and to make the stakeholder feel part of it, we should ask the stakeholders what are their needs. In other words, the network should work like some kind of resource where the stakeholders can get benefits.

**Concerning the platform the sustainability group had the following ideas and issues:**

- Application of a fee;
- Ask BOKU what it is necessary for the maintenance of the platform, like technical issues etc;
- How to enrich the platform and how to check the quality of the materials that are uploaded there;
- Who should be the program code owner of the platform?
- Technical maintenance, who will host, who will pay the domain? Maybe the platform should be integrated to the website?
- Elaboration of a list of things that are necessary to make the platform sustainable;

- Who will access the website, how many people can have access?

**Concerning the library and activities, the group had the following ideas and issues:**

- Network partners can use the infrastructure (both library and equipment) as far as the activity is related to sustainability, but also for other activities;
- The stakeholders should be invited into the lecturers' lessons;
- The books on the sustainability development should be included in the courses and be a part of the lessons;
- There should closer collaborations between Albania and Kosovo developed;
- Students' organizations for sustainability should be organized
- Organization of sustainability workshops with partners, trainings of new lecturers on how to use the teaching resources and how to develop others using the library;

**Concerning the institutional sustainability,**

- Introduction of elective courses on sustainability development;
- Collaboration agreement for the exchange students, common workshops between universities;
- Elaboration of new joint projects;
- Teach students how to develop teaching resources;
- Research study on development needs from students;
- Elaboration of a strategy on sustainable development goals.

### 3.1.2 World Cafe

The world cafe directed by Marlene Mader was focused on the activities that can be undertaken in order to make the network sustainable. In accordance to t Marlene's notes here are the most important things discussed:

**Concerning the sustainability library:**

- Network partners can use the infrastructure (both library and equipment) as far as the activity is related to sustainability;
- Network partners receive access to (membership for) the library;
- Include books/readings into your courses.

**Concerning the equipment:**

- Use the equipment for closer collaboration, e.g. when it is difficult to identify sustainability experts at your institution for a specific topic, invite others to your lecture via Skype and video-conferencing tools.

**Concerning the capacity of trainees:**

- Invite trainees and stakeholders to your lectures;
- Create an elective course on ESD, e.g. as a lecture series organized by all trainees;
- Offer Education for Sustainable Development (ESD) workshops for network partners.

**Concerning the ConSus resources:**

- Emphasize collaboration between science & society – by the trainees, based on the resources, by using the library and equipment;

- Offer one teaching workshop per year (with support of your trainees) to foster ESD competencies into your lecturers – with the aim of both the application of existing resources as well as development of new resources;

- To get new resources: as a final project, course students could develop a resource.

**Further ideas:**

- Encourage the establishment of a student organization/student union (e.g. oikos, see www.oikos-international.org) on sustainability, which could use the library for content discussions, or plan campaigns. This idea could be presented to students (e.g. in the course of the trainings or during university workshops, student events)

- Promote the development of a sustainability strategy at each institution;

- Encourage closer collaborations between Albania and Kosovo (include this also in the Terms of References (ToR) of the network);

- Sign cooperation agreements between the universities on student exchange; e.g. provide different courses by different universities on a common topic, and students are able to receive credits from the different universities. (Insure if this is possible/accepted by the Ministries);

- Be a role model for ESD/ sustainable development/ science-society collaboration;

- Apply for new joint projects, for example; for training sessions on specific topics; politics or foundations as possible funding opportunities;

- Conduct a joint research study about the (sustainability) development in Albania and Kosovo (follow up of WP1). Based on its results, new programmes and trainings could be developed (with support by trainees and students);

- Such research could also be related to developing national strategies for the implementation of the Global Action Programme (GAP) on ESD, or the upcoming Sustainable Development Goals (SDGs).
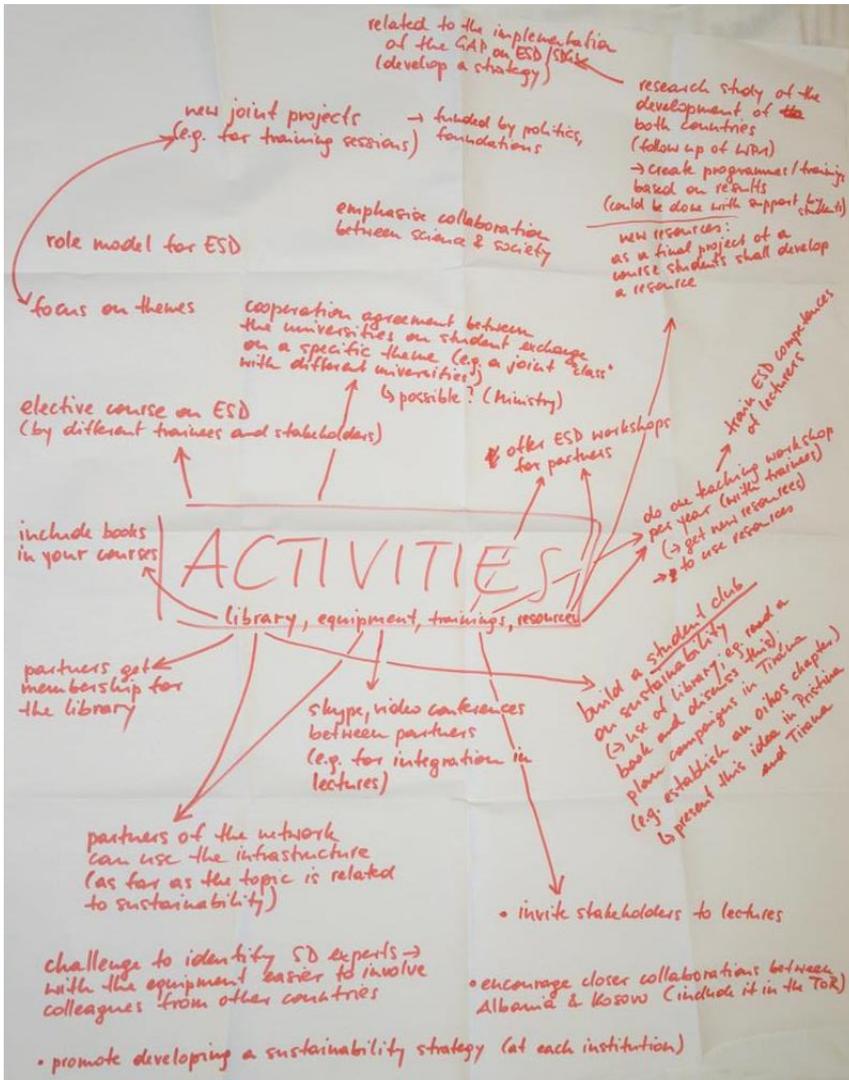
*Figure 1: Picture of the notes of the World Café*

The world cafe directed by Belina Bedini was focused on the **institutional sustainability**. In this world cafe, the following ideas came out:

- The stakeholders should be more involved in the network. This can be done by informing them on the benefits that they can have and on the collaboration that can be done between them and the universities;

- At least one conference in one or two years should be done with the stakeholders;

- There should be a detailed agreement between each stakeholder and the university;

- Some elements to increase the collaboration may be the development of diploma thesis in any stakeholder, placements, internships, projects' partnerships;

- Concrete people appointed for the development of activities;

- How to generate incomes and new projects?
    - National and international foundations
    - National and international project funding (EU)

- - o   Interested companies
  - o   …
- How will the management/coordination of the network be formed?
  - o   1 person in charge of coordination
  - o   1 Albanian and 1 Kosovar secretary/board
  - o   Mailing list for executive staff and working groups
  - o   …
- What might be incentives for new members to take part?
  - o   Access to teaching resources
  - o   Collaboration/project opportunities
  - o   Common workshops
  - o   …
- How will the network partners ensure collaborations between the members?
  - o   Basic agreements among the HEI network partners, e.g.
    - ▪   4 conferences/year
  - o   Detailed agreements with companies, e.g.
    - ▪   1 thesis/year
  - o   3 internships/year
  - o   1 project/year

Concluding Notes:

All the ideas above should be integrated to the Institutional Sustainability draft plan and should be sent to the entire Experts' Group by November 2015.

The activities of the network and the maintenance of the platform will be followed-up and concluded in detail during the next management meetings in Vienna in December 2015 and in Prishtina in May 2016.
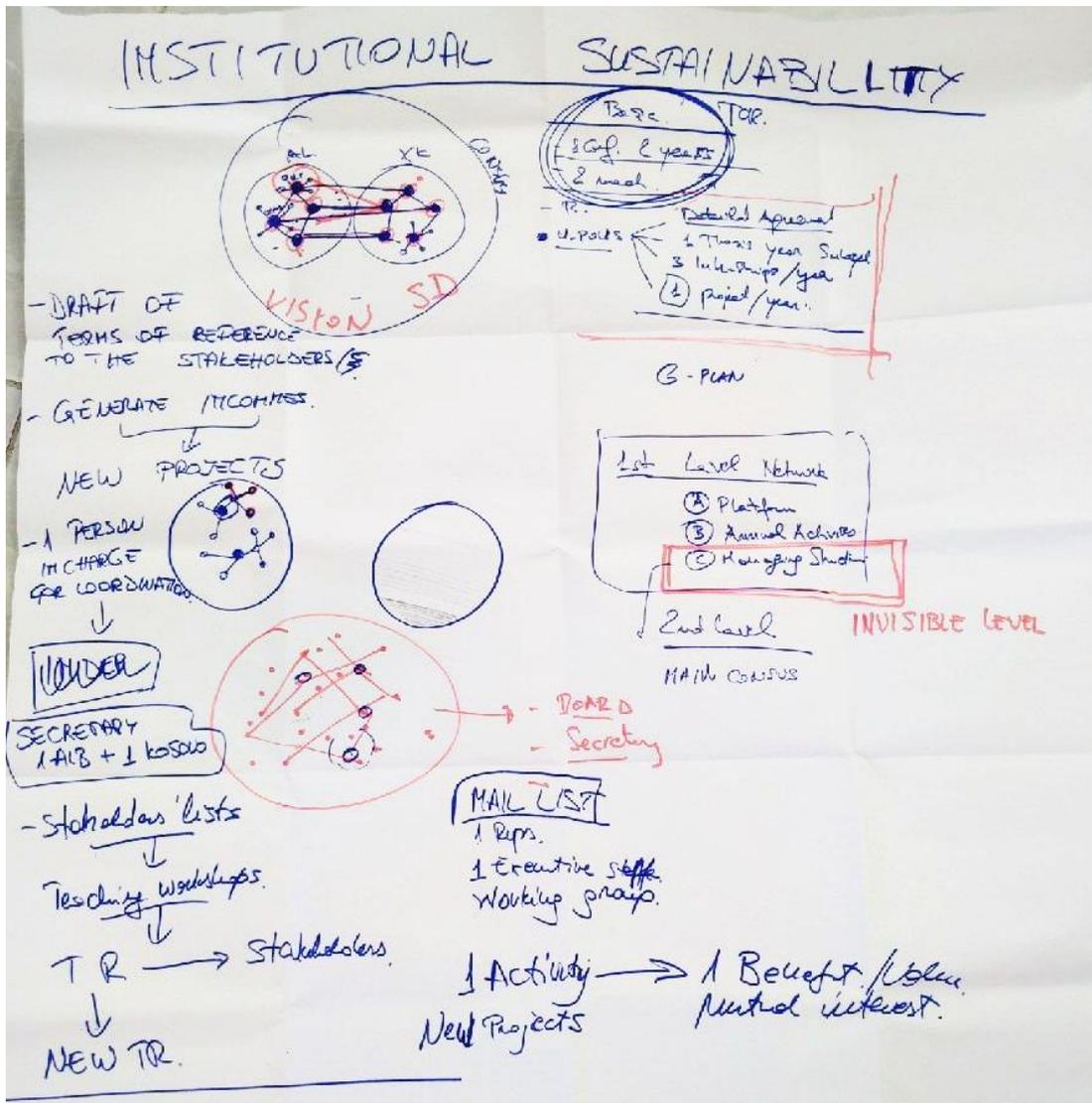
*Figure 2: Notes of the World Café*

## 3.2 Minutes of the Sustainability Committee Meeting in Vienna, 16-18 December 2016

Belina Bedini presented the status of the work of the Sustainability WP by explaining the text prepared so far. Detailed discussions about the structure and content of the Institutional Sustainability Plan. The Sustainability focus will be on the Science-Society Collaboration Network for Sustainable Development (ConSus), therefore strong connections with WP 2.

Intensive discussions about financing of the network – needs to be included in the Institutional Sustainability Plan (no membership fee; sponsoring, donors, activity-oriented projects, contribution of the network partners and hosts of certain events, in-kind contribution [e.g. printing costs, travel costs, platform hosting etc.]). Discussion about the "products" which will be offered within the network and to network partners as well as to the Civil Society. Proposal for an annual activity plan and/or a business plan developed by the Steering Committee (in cooperation with the needs of the stakeholder), including an evaluation of the previous action plan each year before

creating the next plan. Discussion about activities and about the dissemination of relevant information and knowledge. The Website will be maintained and the Server-host will be taken and maintained by Universum College. The ConSus teaching resource platform will be maintained by BOKU.

The question of added values for the network partners could be further discussed together with the network partners as well as the discussion about the operational implementation will take place at the management meeting in Pristina in May 2016. Belina Bedini will send an adapted version by the end of January, feedback will be given by 15th of February. An Erasmus+ application will be discussed (mid-February).

## 3.3  Minutes of the Sustainability Committee Meeting in Prishtina 13 May 2016

Belina Bedini presented the updated status of the sustainability report by explaining the text prepared so far. A detailed discussion about some questions followed.

- Approval of new members/partners: within 5 days each member should reply to the mail from the secretariat – if not it is meant as a positive answer.

- Communication within the network: Change the ConSus Facebook page to a network ConSus Facebook page (**Uran Rraci**)

- TR platform and check of new TR – some ideas:
    - No official procedure, but implement a way to comment to the TR, which each university can switch off/on
    - Every university gets their own submission for their TR's (rights by the authors, RR,…)
    - Submission of teaching resources by stakeholders should always be connected to a university

- In the appendix of the sustainability plan should be a concrete action plan for the year 2017 (concrete actions, responsibilities, timetable). **Uran Rraci** is responsible for it. **Each partner** should inform Uran about his or her activities. We will discuss the action plan in September.

- Website: The server remains at BOKU, Universum College gets the login. A discussion about how to change the project website to a network website followed. This should be one aspect of the action plan for 2017. **Uran Rraci** is responsible for the network website transfer.

Flora Krasniqi is responsible for the static network description (win win situation to join the network, information about ESD)

## 4.2  Long term initiatives

- *Students' organizations for sustainability.* After one or two years of application of teaching resources, each university will support the students to establish their own organization on sustainability. These organizations can collaborate for different project and initiatives with impact in the society.

- *The infrastructure*. Network partners can use the infrastructure (both library and equipment) as far as the activity is related to sustainability. Anyway the infrastructure can be used for other activities of the university.

- *The use of the library.* The books on the sustainability development should be included in the courses and be part of the lessons;

- *Courses on the sustainable development*. Each university can introduce elective courses on sustainability at bachelor and master lever. After some years, these elective courses can be introduced as obligatory courses.

- *Strategy for sustainable development*. Each university, taking in consideration the benefits earned by the network can elaborate a strategy for the sustainable development.

- *Conduct a joint research study* about the (sustainability) development in Albania and Kosovo (follow up of WP1). Based on its results, new study programs and trainings could be developed (with support by trainees and students).

- Such research could also be related to develop national strategies for the implementation of the *Global Action Programe* (GAP) on ESD, or the upcoming Sustainable Development Goals (SDGs).


**4.3 Activities concerning the ConSus resources:**

- Emphasize collaborations between science & society – from the trainees, based on the resources, by using the library and equipment;

- In order to have new resources from the staff members, each institution should find some institutional incentives as follows:
  - Each institution should encourage the academic staff to integrate the teaching resources in their syllabus;
  - Each university should encourage the academic staff to use the new methods of teaching;
  - Each university should encourage the academic staff to implement the existing teaching recourses. Such implementation can be considered as project, or mini project and can be part of the evaluation process.
  - Asking lecturers to describe their syllabus on the basis of the teaching resources template;
  - Encourage new lecturers to use methods and resources of the online platform.

- The SC can decide how many new teaching resources can be done by the partners in order to enrich the platform with new teaching resources. For this reason, the SC can appoint 1-2 members to check the process of the elaboration of the new teaching resources.