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**(Re-FLAME) – CBHE 609778**

**MONTHLY REPORT**

**December 2020**

This part of the project implementation continued without the project coordinator. The procedure for appointment of a new coordinator from the University of Montenegro continued. Prof. dr Igor Lakić was appointed the coordinator of the ReFLAME project in the second half of December. However, this did not stop the implementation of the project due to the engagement of the whole project team. The tender procedures and issues related to public procurement were in the focus of the team. Tenders for procurement of literature and IT equipment were published at the end of the month. Two small procurements for printing services were concluded. Writing of the LSP textbooks also continued.

**WP2 – DEVELOPMENT: Updating syllabi**

2.1 Write brief development

 - The work on this task was continued (via email communication and Zoom).

**WP3 – DEVELOPMENT: Procuring LSP textbooks and literature on applied linguistics and IT equipment**

3.1 Compiling a list of necessary LSP textbooks and literature on applied linguistics

* Preparation of specifications for printing services
* Information on the outcome of the simple procurement procedure received on December 18, 2020
* Agreement with the DPC Printing House and the KOMO Printing House concluded on December 24, 2020
* Preparation of the specifications and documents for the tender for procurement of books from all three Montenegrin universities, in cooperation with the Office for Public Procurement of the University of Montenegro
* Preparation of the specifications and documents for the tender for procurement of books from all three Montenegrin universities, in cooperation with the Office for Public Procurement of the University of Montenegro
* Tenders for literature and IT equipment published on December 31, 2020

**WP5 – DEVELOPMENT: LSP teaching materials**

5.2. Writing LSP textbooks.

 - The work on writing nine LSP textbooks continued.

**WP7 – DISSEMINATION AND EXPLOITATION**

7.2 Create a logo, develop and maintain a website

* The website was regularly maintained.

7.3 Advertise and promote the project

 - The FB and Twitter pages were maintained.

**WP8 - MANAGEMENT**

8.2 Perform overall management of the project

* Coordination with the procurement office on the tendering procedure in order to overcome administrative obstacles in line with the new law regarding procurement of books and equipment
* Meeting of the new coordinator Prof. dr Igor Lakić with the project team on December 28, 2020; informing the coordinator about the project, previous and forthcoming activities

8.4 Write monthly progress reports

*-* The November report was adopted.

- The December report was written.

*Disclaimer*

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