                  

**Reforming Foreign Languages in Academia in Montenegro**

**(Re-FLAME) – CBHE 609778**

**MONTHLY REPORT**

**January 2021**

Due to the late appointment of the new coordinator and holidays, the Steering Committee meeting was transferred from December to January. The meeting was held on January 28, 2021. The tender procedures and issues related to public procurement were in the focus of the team. Writing of the LSP textbooks also continued.

**WP2 – DEVELOPMENT: Updating syllabi**

2.1 Write brief development

- The work on this task was completed for the syllabi necessary for the ReFLAME Summer School.

**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

* Completion of the printing materials agreed with the DPC Printing House and the KOMO Printing House concluded on December 24, 2020
* Coordination and permanent communication purpose of clarification of some parts of specifications for the tenders of University of Donja Gorica and the University Mediteran

**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 information on the upcoming second training session was disseminated.

- The FB and Twitter pages were maintained.

**WP8 - MANAGEMENT**

8.2 Perform overall management of the project

* Coordination and permanent communication purpose of clarification of some parts of specifications for the tenders of University of Donja Gorica and the University Mediteran
* Permanent communication and a Zoom meeting with the Montenegrin partner universities UM and UDG – agreement on the forthcoming activities and distribution of tasks

8.3 Conduct steering committee meeting

* Steering Committee Meeting on January 28, 2021 –introduction of the new coordinator to the colleagues from all partner universities; agreement on the forthcoming activities; appointment of the team leaders for specific packages and appointment of new colleagues instead of Milica Vuković Stamatović and Vesna Bratić who had left the project

8.4 Write monthly progress reports

*-* The December report was adopted.

- The January report was written.

*Disclaimer*

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