



# Reforming Foreign Languages in Academia in Montenegro (Re-FLAME) – CBHE 609778

## MONTHLY REPORT December 2019

In the first month of the project, many preparatory activities were undertaken. The most important event was the project's kick-off meeting held in Nikšić, Montenegro, on 12-13 December. The meeting was attended by two representatives from every full partner participating in the project, as well as by the additional project team members from the UoM and the UoM's administration (vice-rector, dean of the Faculty of Philology and the Faculty's vice-deans). The Steering Committee and the Quality Board were established, and many other decisions were taken regarding the implementation of the first-year activities. In addition, the content of the partnership agreements was agreed upon, as well as the financial dynamics of the project.

During the first month, the partners conducted a very intensive email correspondence regarding the start of the project, whereas the coordinator and her project team had a number of internal meetings, as well as meetings with the members of the university's administration (rector, dean, vice-dean, financial and legal team (lawyer, accountant, public procurement officer), and the Erasmus+ Office. Contact was also established with the project's advisor assigned to the project in Brussels, Ms. Giulia Moro.

The logo of the project was made and adopted, whereas the work on the website's construction is ongoing.

The breakdown of the activities conducted, as per work packages and their individual tasks, is presented below:

### **WP1 Preparation**

#### *1.1 Prepare status quo analysis*

- Discussed in detail at the kick-off meeting, with inputs and suggestions provided by all the partners,
- The dynamics of implementing this task was agreed upon at the kick-off meeting,
- The provisional structure of the status quo analysis was agreed on at the kick-off meeting;
- Draft surveys to be conducted amongst the Montenegrin teachers, students and employers were outlined.
- The dynamics of carrying out this task was agreed upon at the kick-off meeting.



### 1.2 Conduct kick-off meeting

- Conducted on 12-13 December 2019, at the Faculty of Philology in Nikšić (a 2-day meeting),
- The Steering Committee and the Quality Board were set up,
- The detailed dynamics of the first-year activities was agreed upon,
- The content of the partnership agreements was agreed upon,
- The modalities of making changes to the equipment required by the Montenegrin beneficiaries was discussed,
- Dissemination strategy was talked through
- Management guide – the modalities of reporting was discussed.

### 1.3 Assess the FL syllabi

- The procedure of collecting the FL syllabi at three Montenegrin universities started.
- The dynamics of carrying out this task was agreed on at the kick-off meeting.

### 1.4 Set up the project office

- The location of the office was arranged.
- Arrangements were made with the Faculty of Philology to have the faculty furnish the office.

## WP 6 Quality

### 6.1. Develop a quality control guide

- Inputs and suggestions for drafting a quality control guide collected at the kick-off meeting from all the partners.

## WP 7 Dissemination and exploitation

- UDG took this work package over.

### 7.1 Development a dissemination strategy

- Inputs and suggestions for drafting it collected at the kick-off meeting from all the partners.

### 7.2. Create a logo, develop and maintain a website

- Logo was created by the UoM and adopted at the kick-off meeting.
- The UoM provided hosting for the project website – [www.reflame.ucg.ac.me](http://www.reflame.ucg.ac.me)
- The work on developing the website started.
- An upgrade of the website, i.e. providing an accessible version adapted for visually- and hearing-impaired persons, will be made following the public procurement procedure.

### 7.3. Advertise and promote the project and its results

- The project was presented at the Erasmus+ Info Day on 18 November 2019, organized by the Erasmus + Office in the rectorate of the UoM.
- The information about the kick-off meeting was posted on the UoM's website.

## WP 8 Management

### 8.1 Write a project management guide



- Inputs and suggestions for drafting a project management guide collected at the kick-off meeting from all the partners.

#### *8.2. Perform overall management of the project*

- The project coordinator and her deputy had meetings with: the rector (prior to the beginning of the project), vice-rector, dean, vice-deans, representatives of the Erasmus+ Office, UoM's accountant, public procurement officer and the director of international cooperation.

- The project management team had 3 live meetings and an intensive email and Viber communication.

- The kick-off meeting was held.

- Intensive email communication amongst the partners took place.

- Intensive phone communication between the Montenegrin partners took place.

#### *8.4 Write monthly progress reports*

- The first monthly report was written.