



Erasmus+

National Erasmus+ Office in Bosnia and Herzegovina
Obala Isa-bega Isakovića 8, 71 000 Sarajevo
Bosnia and Herzegovina
Phone: +387 33 570 260 / Fax: +387 33 570 262

Sarajevo, September 24, 2014
NTO-BA-610/2014

To: Doc. Dr. Dejan Bokonjic
Vice Rector for International and Interuniversity Cooperation
and QA
University of East Sarajevo

Cc: Ms. Candice Dewindt
Katholieke Hogeschool Sint-Lieven

Tempus Project No: 544169-TEMPUS-1-2013-1-BE-TEMPUS-JPCR

Dear Prof. Bokonjic,

I am writing to confirm that the National Erasmus+ Office in BiH will be undertaking a field monitoring visit to the above project on October 9, 2014. The visit will last for a full day starting at 10:00h and finishing at 15:00h.

As I explained when we first spoke about the meeting, the National Erasmus+ Office in BiH has been asked to undertake this visit on behalf of the Education, Audiovisual and Culture Executive Agency (EACEA) as part of the standard monitoring arrangements for all Tempus projects.

I would be grateful if you would make every effort to ensure that as many of those involved in the project as possible can attend. Your own presence is essential and I would be most grateful if the project coordinator and other partner institutions could be involved.

I will want to meet all relevant staff involved in the project (academic and administrative) and students, trainers and trainees. I would also appreciate a brief meeting at the start of the day with your Rector.

I would be grateful if you could organise separate meetings with academic staff / administrative staff / trainers / trainees / students, and have suggested a timetable which gives an indication of the duration of each meeting. It is not intended to be a requirement in terms of the order of the meetings, i.e. you can schedule them as you think is most appropriate.

At the end of the day I will wish to have a period of about half-an-hour in which to review my notes of the day, following which I will be pleased to give informal feedback. I hope that as many members of the project team as possible can attend that feedback session.

Following the visit a report will be sent to EACEA. The EACEA will write formally to the project coordinator to summarise the outcomes with request to share and discuss them with you. The consortium will thus have an opportunity to comment on it.

I am very much looking forward to the visit and to learning more about your interesting project. If there are any documents (such as project meeting minutes, papers, outputs) which you feel will be helpful for me to see in advance of the meeting and if you would like to prepare a brief self-evaluation of the state of the project, I would really appreciate this.

I attach to this letter the broad headings which I will wish to discuss during my visit. If there are additional topics which you wish to discuss, please let me know.

I look forward to meeting you on October 9, 2014.

Yours sincerely,

Suad Muhibic
Head of Office

