

AGENDA COACHING VISIT TO UTZ (6-10 Oct 2025)

Day 1 – Introduction and Coordination (Monday 6 Oct, 2025)

Activities:

- Welcome and introduction by KHCS coordinator.
- Meeting with project and KHCS staff.
- Presentation of KHCS results and activities.
- Discussion on achievements, future challenges, and needs.

Day 2 – Institutional Meetings (Tuesday 7 Oct, 2025)

Activities:

- Meeting with academic, administrative staff and other stakeholders, business associations, NGOs, Students.
- Discussion on collaboration, research opportunities, and future funding.

Day 3 – Institutional Meetings (Wednesday 8 Oct, 2025)

Activities:

- Meeting with associate partner City of Lukavac representatives, business representatives, students.
- Discussion on collaboration, research opportunities, and future funding

Day 4 –Teaching Activity I (Visiting Professor) and Institutional meetings (Thursday 9 Oct, 2025)

Activities:

- First teaching session by the visiting professor in the short intensive course.
- Group work and Q&A with participants.
- Meeting with RGGF Faculty management.





Day 5 – Teaching Activity II (Visiting Professor) & Monitoring and Wrap-Up (Friday 10 Oct, 2025)

Activities proposed:

- Second teaching session by the visiting professor.
- Collection of feedback from participants
- Review of KHCS logistics, team functioning, and networking results.
- Discussion on sustainability and next steps.
- Preparation of short monitoring report and recommendations.



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Roles and Responsibilities

Host KHCS (WBC HEI):

- The contact person to coordinate logistics and communication.
- Prepare a short presentation summarizing KHCS activities, achievements, and challenges- PPT presentation.
- Ensure participation of KHCS staff, faculty members, students, business association and NGOS during the visit.
- Provide access to KHCS facilities, relevant documentation, and materials for review.
- Support the organization of teaching sessions within the short intensive course and stakeholder meetings.

Visiting Professor / EU Partner:

- Review KHCS background information during the visit.
- Deliver one or two teaching sessions as part of a short intensive course.
- Provide coaching on KHCS operation, visibility, research engagement, and partnerships.
- Collect feedback from participants and provide recommendations.

Preparation Before the Visit

- WBC and EU Partner to confirm dates, agenda, and logistics in advance.
- WBC Partner to prepare relevant materials from KHCS staff: KHCS short report/presentations, photos, materials, and activity documentation.
- WBC Partner to arrange rooms, equipment, and support (if needed).

During the Visit

- WBC Partner to keep attendance lists for all meetings and teaching sessions.
- WBC Partner to document the visit through photos, short notes, and participant feedback.
- WBC Partner to encourage active participation and open discussion.
- EU partner to identify good practices and areas for improvement.

After the Visit

- EU Partner to prepare a short Coaching and Monitoring Report (using the provided template).



- Submit the report after the visit to the project coordinator.
- Attach supporting materials (agenda, attendance list, photos, and summary of feedback).
- Discuss follow-up actions and possible cooperation with the visiting partner.





Coaching and Monitoring Visit Report Template

Activity Title:

Partner Institution (Host):

[Insert name of KHCS / University]

Visiting Institution (EU / Associated Partner):

[Insert name of EU Partner Institution]

Visiting Professor

[Full name, title, and institution]

Date of Visit:

[DD/MM/YYYY – DD/MM/YYYY]

Location:

[City, Country]

1. Purpose of the Visit

Briefly describe the objective of the coaching visit (1/2 half page)

2. Summary of Activities (Based on 5-Day Agenda)- (max 1 page)

3. Key Findings (1-2 pages)

- Summarize the main findings from the coaching visit, such as:
- Strengths and achievements of the KHCS
- Areas for improvement
- Examples of good practices or innovative approaches

4. Identified Challenges (1-2 pages)



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- List any challenges or constraints observed during the visit (e.g., staff capacity, equipment, coordination, sustainability).

5. Recommendations (1/2-1 pages)

- Provide recommendations for improvement and next steps.
- Suggestions may include:
- Actions for KHCS management
- Support or resources needed
- Opportunities for collaboration and visibility

6. Annexes

- Attach supporting materials such as:
- Final agenda of the visit
- Attendance lists
- Photos
- Presentation slides or workshop materials

Prepared by:

Guest Professor

Date: [DD/MM/YYYY]



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