



MINUTES OF THE KICK-OFF MEETING

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University of Nis



**Strengthening of master curricula in water resources management
for the Western Balkans HEIs and stakeholders**

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1. Introduction

This document reports the first - Kick-off meeting of the Erasmus+ Capacity Building in the Field of Higher Education project „Strengthening of master curricula in water resources management for the Western Balkans HEIs and stakeholders“ (SWARM), held at the coordinating University of Nis, on the 20th and 21st of December 2018. The meeting was chaired by Milan Gocić.

The purpose of the meeting was to:

- Develop a common understanding of the project objectives, tasks and expected results;
- Clarify project management and administrative procedures.

The project's aims and objectives were reiterated, discussed and endorsed.

The participants agreed that the Minutes should be brief and should focus on essential issues, agreements and actions to be taken. The kick-off meeting agenda (Annex I) and the list of participants (Annex II) are attached herewith. The meeting agenda was adopted without changes.

2. Opening of the meeting

Speakers:

Milan Gocić, University of Nis

Zoran Nikolić, University of Nis

Summary:

Meeting started at 10 with the SWARM participants' registration.

Milan Gocić opened the welcoming session and gave the floor to Zoran Nikolić.

Zoran Nikolić, advisor to the rector, welcomed the participants on behalf of the University of Nis. He presented the history, mission and vision of the University of Nis. He also highlighted the importance of this type of projects for Western Balkan countries and especially higher education institutions.

Milan Gocić presented the project to all participants. The most significant project segments were highlighted at this occasion and so the presentation represented an introduction to all following meeting sessions.

3. Introducing project management, monitoring, reporting, financial reporting and technical details

Speakers:

Milan Gocić, University of Nis

Ljiljana Jevremović, University of Nis

Summary:

Milan Gocić presented the project finance and financial reporting and informed the partners regarding the financial management of the project in line with the Grant Agreement and the Guidelines for the Use of the Grant. Also, it is highlighted how to fill EACEA templates such as Joint Declaration, Timesheet and Individual Travel Report as well as which type of supporting documents should be prepared.

Milan Gocić also presented and emphasizes the importance of dissemination activities as well as sustainability of some project results after the end of project funding i.e. LLL courses, master curricula and purchased equipment. He underlined the requirements of the Grant agreement such as visibility of project results, availability of materials produced and using of correct logo and disclaimer. All partners should be aware of the penalties in the case of non-compliance with publicity obligations. All partners should create own page on their institutional website to promote SWARM project.

Ljiljana Jevremović presented the project website and project management platform which will be used throughout the project lifetime. She underlined the need to upload pdf of all developed outcomes and also financial documents.

4. Partner presentations with special emphasis on their higher education research potential and practices, as well as role in SWARM

Speakers:

Michael Tritthart, University of Natural Resources and Life Sciences, Vienna

Elisabeth Sundheim Hoff, Zakhar Maletskyi, Norwegian University of Life Sciences

Panagiotis Prinos, Aristotle University of Thessaloniki

Petar Filkov, University of Architecture, Civil Engineering and Geodesy

Barbara Karleuša, University of Rijeka, Faculty of Civil Engineering

Maria Manuela Portela, Universidade de Lisboa

Vesna Mašulović, Igor Peško, University of Novi Sad

Emina Hadžić, University of Sarajevo

Mili Selimotić, Dzemail Bijedic University of Mostar

Đurica Marković, University of Pristina in Kosovska Mitrovica

Jelena Rajović, Technical College of Applied Sciences Urosevac with temporary seat in Leposavic

Goran Sekulić, University of Montenegro

Summary:

All speakers highlighted the importance of this type of project especially in capacity development of HEIs from WB. This part of meeting has a good connotation because all partners had a chance to present their institutions and informed other partners related to their role in the SWARM project and their skills and institutional and team potentials. Using video-conferencing colleagues from Portugal presented their institution.

5. Work packages and action plan

Speakers:

Milan Gocić, University of Nis

Kurt Glock, University of Natural Resources and Life Sciences, Vienna

Skoulikaris Charalampos, Aristotle University of Thessaloniki

Zakhar Maletskyi, Norwegian University of Life Sciences

Maria Manuela Portela, Universidade de Lisboa

Đurica Marković, University of Pristina in Kosovska Mitrovica

Slaviša Trajković, University of Nis

Darko Milogorić, NEO Serbia

Summary:

Milan Gocić chaired the establishing of the project management structures (Steering Committee - SC, Project Management Committee - PMC, Quality Assurance Committee - QAC, WP Leaders). The voting procedure was explained. All committee members are adopted unanimously. In Annex III of this document the management structures are presented. He also presented EACEA evaluation report highlighting what should be done during implementation of some activities and what should be explained in more details in future plans and reports.

Kurt Glock presented the WP1 Analysis of water resources management in the Western Balkan region and underlined the need of joint work in order to develop all necessary reports on time. For that reason, partners need to suggest task leaders per each WP who will be responsible for the preparation of reports on their institution. The workshop on innovative practices in the EU water sector will be held in Vienna from 8-10 May 2019. Before the workshop, four reports should be created. WP1 Leader should develop adequate templates and define the structure of the reports.

Skoulikaris Charalampos presented the WP2 Development of competence-based curricula aligned with EU trends and highlighted that the achieved results are important for the sustainability after the end of project funding. Adaptation to national frame of developed master curricula is necessary. Special responsibility of partners from EU countries is to ensure a modern and innovative approach in the creation of learning materials and teaching methodology. WB partners need to prepare the list of current study programmes in the field of water resources management including the list of courses, short description of courses, ECTS and provide the link to them. Material should be provided in English.

Djurica Marković presented WP3 Development of trainings for professionals in water sector. The aim of WP3 is to identify knowledge and organizational gaps and develop effective training programmes for professionals in water sector. In order to develop material for the LLL courses, two reports should be prepared. First, EU partners need to prepare list of existing similar trainings and links to the materials. Second, WB partners in communication with EU partners should define questionnaire and analyse data.

Zakhar Maletskyi presented WP4 Implementation of developed master curricula and trainings. During his presentation, the kick-off members were divided into four groups with the lead from one of EU partners' institution. The conclusions are summarized and will be used during implementation of first three WPs. The WP Leaders of WP1, WP2 and WP3 should be aware of these achieved joint conclusions.

Maria Manuela Portela prepared presentation related to WP5 Quality assurance and monitoring. She highlighted strong collaboration and commitment from the partners.

Slaviša Trajković presented WP6 Dissemination and exploitation. He underlined the dissemination and exploitation issues and the need for the preparation of the Dissemination and Exploitation Plan. The partners should prepare the list of conferences, symposia or similar events where the project can be promoted.

Milan Gocić presented WP7 Project management and informed partners regarding Grant Agreement and Partnership Agreement and role of the coordinator and beneficiaries as well as presented future project activities and deadlines. He underlined that all WP Leaders should define a few deadlines for the achievement of project results and also plan B if something shouldn't be done on time. Also, all results need to be prepared a month before the final deadline in order to have enough time to have adequate discussion and implement all relevant recommendations on time. Team members should use project e-mail swarmuni@gmail.com in CC during communication.

Darko Milogoric presented topic related to the project management, reporting and National Erasmus+ office monitoring. He highlighted the need of joint work to achieve project results in line with the workplan and Logical Framework Matrix (LFM).

ANNEX I – Kick-off meeting agenda

Thursday, 20 th December 2018		
Rectorate Building, University of Niš, Univerzitetski trg 2, Niš		
10:00-10:30	SWARM participants registration	
First Session - Opening (Open for academic public and press) (Great Hall)		
10:30-11:00	Short presentation of the University of Niš (UNI)	Zoran Nikolić, University of Niš
11:00-11:30	SWARM project presentation	Milan Gocić, University of Niš, Project Coordinator
11:30-12:00	Coffee break (Entrance Hall)	
Second Session - Introducing project management, monitoring, reporting, financial reporting and technical details (Room 8)		
12:00-12:30	Project finance and financial reporting	Saša Nikolić, Milan Gocić, University of Niš
12:30-12:50	Dissemination and sustainability	Milan Gocić, University of Niš
12:50-13:10	Project website and project management platform presentation	Ljiljana Jevremović, University of Niš
13:10-14:00	Buffet lunch (Rectorate Building Restaurant)	
Third Session – Partner presentations with special emphasis on their higher education research potential and practices, as well as role in SWARM (Room 8)		
14:00-15:30	University of Natural Resources and Life Sciences, Vienna (BOKU)	Michael Tritthart
	Norwegian University of Life Sciences (NMBU)	Elisabeth Sundheim Hoff, Zakhar Maletskyi
	Aristotle University of Thessaloniki (AUTH)	Panayotis Prinos
	University of Architecture, Civil Engineering and Geodesy (UACEG)	Petar Filkov
	University of Rijeka (UNIRIFCE)	Barbara Karleuša
	Universidade de Lisboa (UL)	Maria Manuela Portela
15:30-17:15	University of Novi Sad (UNS)	Vesna Mašulović, Igor Peško
	University of Sarajevo (UNSA)	Emina Hadžić
	Dzemail Bijedic University of Mostar (UNMO)	Mili Selimotić
	University of Pristina in Kosovska Mitrovica (UPKM)	Đurica Marković
	Technical College of Applied Sciences Urosevac with temporary seat in Leposavic (TCASU)	Jelena Rajović
	University of Montenegro (UoM)	Goran Sekulić
17:15-17:30	Conclusions of the day	
19:30	Social event: Dinner at a national restaurant (Meze)	

Friday, 21 st December 2018		
Rectorate Building, University of Niš, Univerzitetski trg 2, Niš		
Fourth Session - WPs and action plan (Room 38, 2nd floor)		
9:30-09:45	Establishing of the project management structures (Steering Committee - SC, Project Management Committee - PMC, Quality Assurance Committee - QAC, WP Leaders)	Milan Gocić, University of Niš
09:45-10:00	EACEA Evaluation report	Milan Gocić, University of Niš
10:00-12:45	WP1 presentation (Analysis of water resources management in the Western Balkan region) – Coordinator: BOKU	Kurt Glock, University of Natural Resources and Life Sciences, Vienna
	WP2 presentation (Development of competence-based curricula aligned with EU trends) – Coordinator: AUTh	Skoulikaris Charalampos, Aristotle University of Thessaloniki
	WP3 presentation (Development of trainings for professionals in water sector) - Coordinator: UPKM	Đurica Marković, University of Pristina in Kosovska Mitrovica
	WP4 presentation (Implementation of developed master curricula and trainings) - Coordinator: NMBU	Zakhar Maletskyi, Norwegian University of Life Sciences
	WP5 presentation (Quality assurance and monitoring) - Coordinator: UL	Maria Manuela Portela, Universidade de Lisboa
	WP6 presentation (Dissemination and exploitation) - Coordinator: UNI	Slaviša Trajković, University of Niš
	WP7 presentation (Project management) - Coordinator: UNI	Milan Gocić, University of Niš
12:45-13:15	Coffee break (Entrance Hall)	
13:15-13:35	Project Management, Reporting and National Erasmus+ Office monitoring	Darko Milogorić, Erasmus+ office Serbia
13:35-14:00	Overview of the first project year: work plan, tasks and obligations of partners	Milan Gocić, University of Niš
14:00-14:30	General discussion and closing the meeting	

ANNEX II – Attendance list

No.	Name	Institution acronym
1	Milan Gocić	P1-UNI
2	Slaviša Tajković	P1-UNI
3	Ljiljana Jevremović	P1-UNI
4	Mladen Milanović	P1-UNI
5	Saša Nikolić	P1-UNI
6	Marija Milenković	P1-UNI
7	Nebojša Jotović	P1-UNI
8	Zoran Nikolić	P1-UNI
9	Dragan Radivojević	P1-UNI
10	Dejan Vasović	P1-UNI
11	Aleksandra Arsenijević	P1-UNI
12	Aleksandra Golubović	P1-UNI
13	Michael Tritthart	P2-BOKU
14	Kurt Glock	P2-BOKU
15	Zakhar Maletskyi	P3-NMBU
16	Elisabeth Sundheim Hoff	P3-NMBU
17	Panagiotis Prinos	P4-AUTH
18	Harris Skoulikaris	P4-AUTH
19	Petar Filkov	P5-UACEG
20	Maria Mavrova-Guirguinova	P5-UACEG
21	Barbara Karleuša	P6-UNIRIFCE
22	Nevena Dragičević	P6-UNIRIFCE
23	Igor Peško	P8-UNS
24	Vesna Mašulović	P8-UNS
25	Emina Hadžić	P9-UNSA
26	Hata Milišić	P9-UNSA
27	Azra Kurtović	P9-UNSA
28	Marko Čećez	P10-UNMO
29	Mili Selimotić	P10-UNMO
30	Đurica Marković	P11-UPKM
31	Nebojša Arsić	P11-UPKM
32	Ljiljana Anđelković	P11-UPKM
33	Aleksandra Petrović	P11-UPKM
34	Predrag Stanojević	P12-TCASU
35	Jelena Rajović	P12-TCASU
36	Nenad Marković	P12-TCASU
37	Goran Sekulić	P13-UoM
38	Darko Milogorić	NEO Serbia

ANNEX III – Decision on forming of the SWARM management structures

Date: December 21, 2018

At the kick-off meeting held on December 20 and 21 2018, in Nis, the structure of project management, comprising of the Steering Committee, Project Management Committee, and Quality Assurance Committee was established. The Consortium of the project reached the following

DECISION

I Steering Committee of SWARM project will consist of the following members:

1. Milan Gocić, Project Coordinator, University of Nis
2. Michael Tritthart, University of Natural Resources and Life Sciences, Vienna
3. Harsha Ratnaweera, Norwegian University of Life Sciences
4. Panagiotis Prinos, Aristotle University of Thessaloniki
5. Petar Filkov, University of Architecture, Civil Engineering and Geodesy
6. Barbara Karleuša, University of Rijeka, Faculty of Civil Engineering
7. Maria Manuela Portela, Universidade de Lisboa
8. Srđan Kolaković, University of Novi Sad
9. Emina Hadžić, University of Sarajevo
10. Suad Špago and Mili Selimotić, Dzemal Bijedic University of Mostar
11. Đurica Marković, University of Pristina in Kosovska Mitrovica
12. Predrag Stanojević, Technical College of Applied Sciences Urosevac with temporary seat in Leposavic
13. Goran Sekulić, University of Montenegro
14. Olivera Gavrilović, Public Water Management Company "Vode Vojvodine"

II Project Management Committee of SWARM project will consist of the following members:

1. Michael Tritthart, University of Natural Resources and Life Sciences, Vienna (WP1)
2. Panagiotis Prinos, Aristotle University of Thessaloniki (WP2)
3. Đurica Marković, University of Pristina in Kosovska Mitrovica (WP3)
4. Zakhar Maletskyi, Norwegian University of Life Sciences (WP4)
5. Maria Manuela Portela, Universidade de Lisboa (WP5)
6. Slaviša Trajković, University of Nis (WP6)
7. Milan Gocić, University of Nis (WP7)

III Quality Assurance Committee of SWARM project will consist of the following members:

1. Maria Manuela Portela, Universidade de Lisboa
2. Elisabeth Sundheim Hoff, Norwegian University of Life Sciences
3. Maria Mavrova-Guirguinova, University of Architecture, Civil Engineering and Geodesy
4. Barbara Karleuša, University of Rijeka, Faculty of Civil Engineering

On behalf of all Steering Committee members

Milan Gocić, Project Coordinator