



MINUTES OF THE FIRST SC MEETING

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University of Nis



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

PROJECT INFO

| | |
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1. Introduction

This document reports the first SC 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 University of Natural Resources and Life Sciences, Vienna (BOKU), on the 08th of May 2019. The meeting was chaired by Milan Gocić.

The purpose of the meeting was to discuss future project activities and financial reporting in more details. All project partners took part into this meeting.

The meeting agenda was adopted without changes.

2. Steering Committee meeting

Speaker:

Milan Gocić, University of Niš

Summary:

Meeting started at 13:50 with the SWARM participants' registration.

Milan Gocić presented the overview of the first 6 project months and future tasks and highlighted excellent collaboration between all project partners. The project structure was adopted at the kick-off meeting. WP leaders in communication with project partners finished a few project activities on time and prepared adequate reports. During next project period trainings of WB teaching staff should be organized as well as activities of WP2. Also, promotion of the Erasmus+ programme and project results should be done. He presented to risks: I) laboratory equipment procurement with high risk which can affect project realization and II) activities regarding survey creation.

The financial plan and reporting as well as needed supporting documents were presented. The coordinator showed how the financial documentation should be prepared and also how the EACEA templates should be filled describing all fields (Joint Declaration, Timesheet, Individual Travel Report). He also presented how the financial report should be filled. All partners discussed regarding this topic.

The SC members adopted the Project management and reporting guide, the Dissemination and Exploitation Plan, and the Quality and Assurance Plan as a start points for the project implementation.

The coordinator also organized the meeting with all WB partners. The topics were how to prepare documentation regarding public procurement of laboratory equipment, how to promote project and regarding future trainings.

The meeting finished at 16:30.

ANNEX I – First PMC meeting agenda

| Wednesday, 8 th May 2019 | | |
|---------------------------------------|---|------------------|
| Top Floor, Muthgasse 107, 1190 Vienna | | |
| First Steering Committee meeting | | |
| 13:50-14:00 | Steering Committee participants registration | |
| 14:00-14:45 | Overview of the first 6 project months and future tasks | Milan Gocić, UNI |
| 14:45-15:30 | Financial plan and supporting documents | Milan Gocić, UNI |
| 15:30-15:45 | Adoption of the Project management and reporting guide, the Dissemination and Exploitation Plan, the Quality and Assurance Plan | Milan Gocić, UNI |
| 15:45-16:30 | Meeting with the WB partners | Milan Gocić, UNI |

ANNEX II – Attendance list

| No. | Name | Institution acronym |
|-----|-----------------------------|---------------------|
| 1 | Milan Gocić | P1-UNI |
| 2 | Slaviša Tajković | P1-UNI |
| 3 | Vojkan Miladinović | P1-UNI |
| 4 | Michael Tritthart | P2-BOKU |
| 5 | Kurt Glock | P2-BOKU |
| 6 | Zakhar Maletskyi | P3-NMBU |
| 7 | Elisabeth Sundheim Hoff | P3-NMBU |
| 8 | Panagiotis Prinos | P4-AUTH |
| 9 | Skoulikaris Charalampos | P4-AUTH |
| 10 | Petar Filkov | P5-UACEG |
| 11 | Maria Mavrova-Guirguinova | P5-UACEG |
| 12 | Barbara Karleuša | P6-UNIRIFCE |
| 13 | Nevena Dragičević | P6-UNIRIFCE |
| 14 | Maria Manuela Portela | P7-UL |
| 15 | Rodrigo Proença de Oliveira | P7-UL |
| 16 | Luís Ribeiro | P7-UL |
| 17 | Igor Peško | P8-UNS |
| 18 | Dejan Ubavin | P8-UNS |
| 19 | Emina Hadžić | P9-UNSA |
| 20 | Merima Salčin | P10-UNMO |
| 21 | Edin Šunje | P10-UNMO |
| 22 | Đurica Marković | P11-UPKM |
| 23 | Jelena Đokić | P11-UPKM |
| 24 | Jelena Rajović | P12-TCASU |
| 25 | Goran Sekulić | P13-UoM |
| 26 | Ivana Čipranić | P13-UoM |
| 27 | Olivera Gavrilović | P14-PWMC VV |