



University of Niš

EACEA 530577 – 2012 – RS – TEMPUS – JPCR



**Improvement of Product Development Studies in Serbia And
Bosnia and Herzegovina**

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Faculty of Mechanical
Engineering



Tempus

Meeting of the Project Management Committee (PMC)

Activity date: 13th December 2012

Organizer: University of Niš

Location: University of Niš, Niš, Serbia

Present: 15 participants with voting rights

- UNI – Prof. Dr.-Ing. Vojislav Miltenović,
- UB – Ass. Dipl.-Ing. Žarko Mišković as replacement of Prof. Dr.-Ing. Radivoje Mitrović,
- UNIKG – Doc. Dr.-Ing. Mirko Blagojević as new Contact person,
- UNS – Prof. Dr.-Ing. Siniša Kuzmanović,
- UBL – Ass. Dr.-Ing. Milan Tica as replacement of Prof. Dr.-Ing. Milosav Đurđević,
- UES – Doc. Dr.-Ing. Biljana Marković,
- SVEMO – Doc. Dr.-Ing. Adisa Vučina as replacement of Prof. Dr.-Ing. Milenko Obad,
- TUS – Prof. Dr.-Ing. Stefan Stefanov,
- KIT – Dipl.-Ing. Norbert Burkardt as replacement of o. Prof. Dr.-Ing. Dr. h. c. Albert Albers,
- VTSNI – Mr.-Ing. Miloš Ristić
- VTSSU – Prof. Dr.-Ing. Zoran Anišić
- CTL – Mr.-Ing. Đorđe Miltenović
- VTMSSS – Mr.-Ing. Goran Mihajlović
- VPSSS PO – Prof. Dr.-Ing. Dobrivoje Jovanović
- GF – Dipl.-Ing. Vojkan Nojner

and 16 other participants.

Report:

The meeting was opened at 10:00h on Thursday, 13th December 2012 by the Coordinator of the project Prof. Dr.-Ing. Vojislav Miltenović as chairman of the meeting, who greeted the participants. The venue was the Senate Hall of the University of Nis. Coordinator of the project opened the meeting, introduced participants with Agenda, and invited presenter Dipl.-Ing. Milan Banić to present the first topic of the meeting – Project management.

Dipl.-Ing. Milan Banić introduced himself, greeted the participants and started with presentation about Project management. At the start of presentation, he informed the participants about the topics of the Management presentation. The presenter reminded present participants on recommended elements of good management in Tempus projects. He explained the organization of the Project Management, as well as the roles, tasks and responsibilities of every project management body. Within that, he gave the list of the Project Management Committee (PMC) members. Mr. Banić reminded the meeting participants that Contact persons are the members of the PMC and pointed that every change of Contact person must be reported to EACEA. Also, he said that every member has to have proper mandate to negotiate on behalf of his/her institution and that PMC member may appoint replacement but only temporarily. The coordinator proposal was that quorum for decision making is more than 50% of all project partners, while decision is adopted if there is agreement of 2/3 of present members. The coordinator proposal was adopted unanimously. After the voting procedure, the presenter explained who constitutes the Internal Project Management (IPM). He said that every Contact person from University members have to delegate one member of IPM. Contact person can also be the member of this management body. He accented that IPM is operational management body and contact persons should consider carefully about members. The coordinator proposal was that quorum for decision making in IPM is more than 2/3 of all IPM members and that decision is adopted if there is agreement of 2/3 of present members. The coordinator proposal was adopted unanimously. After that, Dip.-Ing. Milan Banić showed the list of proposed work package managers by the coordinator and presented their main references. The coordinator proposal about WP managers was adopted unanimously. He congratulated selected managers and called presenter to continue with presentation. During the further presentation, Dipl.-Ing. Milan Banić presented obligations and responsibilities of every work package manager. After that, he presented Evaluation Board, his role and obligations, and said that all members will be informed about forming of this body by the coordinator. Further, he presented coordinator proposal of Conflict resolution. The coordinator proposal about Conflict resolution during project realisation was adopted unanimously. After the voting, the Mr. Banić presented management procedures related to realisation of IPROD project. The coordinator proposed that every project partner must deliver report to Internal Project Management on coordinator defined template semi-annually. Based on submitted reports the IPM will decide about the further instalment of pre-financing to partner. The coordinator proposal about applied management procedures was adopted unanimously. Mr. Banić informed the participants about decrease of project Grant by EACEA and why EACEA made decision about Grant decrease. Coordinator proposed that all budget headings decrease linearly to all partners for 7%. The coordinator proposal about decrease of project budget was adopted unanimously. Dipl.-Ing. Milan Banić presented the distribution of indirect costs and decision of agreement of institution at the national level in Serbia about change in distribution of indirect costs. Doc. Dr.-Ing. Adisa Vučina asked how can partners use that costs and Prof. Dr. Vesna Lopičić explained the purpose of those costs and gave additional explanation about change of distribution of indirect costs. The coordinator proposed that 50% of indirect costs will be reserved for Grant holder (University of Niš) and other 50% will be distributed among all the partners based on their share in Grant. Doc. Dr.-Ing. Biljana Marković suggested that coordinator should send official notice about distribution of indirect costs to all universities not based in Republic of Serbia. Project coordinator confirmed that he would send notice about distribution of indirect costs to all project partners. All present participants agreed that decision about indirect costs distribution have to be respected. Dipl.-Ing. Milan Banić presented management activities in work package 8 and budget and work plan associated with those activities. Coordinator asked if there are any questions related to Project management. As there are no questions the coordinator concluded the topic of Project management.

Coordinator of the project opened the second topic – Project financial management and invited Dr.-Ing. Aleksandar Miltenović to present the project financial management. Dr.-Ing. Aleksandar Miltenović introduced himself, greeted the participants and started with presentation. At the beginning, the presenter reminded present participants that before implementing any activity, they must check first that the activities are eligible and that there are three levels of rules. Also, he reminded participants that all of them have to read all the documents related to project financial management posted on the project dropbox. He also explained that current documents relate to 2012 generation of

projects and that Tempus rules and practice may change during project realisation. The presenter informed the meeting participants that it is good to use existing practices, which is also the EACEA recommendation, and explained on example how participants can do that. Prof. Dr. Vesna Lopičić asked how the Ref. No shown in example was defined, Dr.-Ing. Aleksandar Miltenović explained the reasoning behind the definition of Ref. No. Dr.-Ing. Aleksandar Miltenović called all participants that, if they know some good practice examples, they can inform the coordinator who will make decision about implementation of such practice. After that, he explained Monitoring levels, who and how perform the Monitoring, as well as Ex-post Control. Further, Dr.-Ing. Aleksandar Miltenović presented rules about realization of the projects from "Workshop Financial Rules" dedicated to West Balkan held at Meeting of project representatives meeting, held on 26-27 November 2012 at Brussels. Furthermore, Dr.-Ing. Aleksandar Miltenović talked about plans for project co-financing. Doc. Dr.-Ing. Biljana Marković asked how co-financing should be showed under the budget heading printing and publishing. Dipl.-Ing. Milan Banić answered that internal invoices should be issued. Project coordinator said that all project partners have to provide co-financing of the project. The Coordinator opened the discussion. Present participants discussed about co-financing and possible sources of co-financing. After discussion, the Coordinator closed the second meeting topic.

The Coordinator opened a third meeting topic devoted to Project quality control asked Prof. Dr. Vesna Lopičić to present the IPROD project quality control. Prof. Dr. Vesna Lopičić, as vice rector of University of Niš greeted the participants of the meeting. After short presentation about city of Niš and University of Niš, Prof. Dr. Vesna Lopičić began with presentation about Project quality control. As first step, she emphasised that is necessary to form Evaluation board which will work on quality control and monitoring. She presented what will be monitored in terms of quality control, as well as budget provided for those activities. Prof. Dr. Vesna Lopičić listed specific activities which participants have realise and how to successful realize all activities. After the presentation the Coordinator opened discussion. Doc. Dr.-Ing. Biljana Markovic asked who will be nominated as external expert and how to choose right person for that job. Prof. Dr. Vesna Lopicic answered that there is a whole list of quality assurance experts which are very experienced and that will not be a problem to choose. Because there were no more questions, Coordinator concluded the topic quality control.

Coordinator of the project opened the last meeting topic – Dissemination and Sustainability and invited Dipl.-Ing. Milan Banić to present the project Dissemination and Sustainability strategy. Dipl.-Ing. Milan Banić presented the goals of Dissemination, stakeholders and provided budget. Also, the presenter accentuated that the ultimate goal is enable sustainability. He listed all activities of Dissemination and explained each in detail. During explanation of activities, he accentuated which activities can be co-financed. Dipl.-Ing. Milan Banić than focused on project sustainability. He presented goals, stakeholders and provided budget and explained sustainability activities in detail. He emphasised that budget for accreditation will be realized only to universities who introduce new curriculums. Prof. Dr.-Ing. Vojislav Miltenović opened discussion. After the brief discussion about current accreditation rules in Bosnia and Herzegovina the coordinator concluded the meeting of PMC.

Meeting concluded at 14⁵⁰h.