



University of Niš

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

Aleksandra Medvedeva 14, 18000 Niš, Republic of Serbia

tel: +381 18 500 642 fax: +381 18 599 188

web: <http://iproduct.masfak.ni.ac.rs>email: iproduct@masfak.ni.ac.rsFaculty of Mechanical
Engineering

Meeting of Internal Project Management (IPM)

Activity date: 5th December 2014

Organizer: University of East Sarajevo, East Sarajevo, Bosnia and Herzegovina

Location: Hotel Bistrica, Mt. Jahorina

Present: 9 participants with voting rights

UNI – Prof. Dr. Vojislav Miltenović, coordinator

UB – Prof. Dr Radivoje Mitrović

UNIKG – Prof. Dr. Mirko Blagojević

UNS – Prof. Dr. Siniša Kuzmanović

UES – Prof. Dr. Biljana Marković

SVEMO – Doc. Dr.-Ing. Adisa Vučina as replacement of Prof. Dr.-Ing. Milenko Obad

UNIBL – Doc. Dr Milan Tica

TUS – Dr. Sanel Purgić as replacement of Prof. Dr. Stefan Stefanov

STU – Dipl.-Ing. Jana Gavachova as replacement of Assoc. Prof. Dr.-Ing. Marian Poloni

and 5 other participants.

Report:

The meeting was on Friday, 5th December 2014. The venue was Hotel Bistrica, at Mt. Jahorina. Prof. Dr.-Ing. Vojislav Miltenović opened the meeting and greeted participants. He said that is this meeting moved day after schedule, because of conference COMET-a. According to agenda, he invited Dr.-Ing. Aleksandar Miltenović to present Reports on realization of WP1 and WP2 in the name of the coordinator.

Dr.-Ing. Aleksandar Miltenović thanked to Prof. Miltenović and started with presentation about WP1. He talked about comments which are given by Vice-rector Prof. Dr. Vesna Lopičić, and remind participants that activities 1.1, 1.2 and 1.3 are successfully accomplished, but activities 1.4 and 1.5 are still in progress and have to be finished as soon as possible. After that, he started with presentation about WP2. In framework of activity 2.1, he presented four realized trainings - at University of Niš, KIT, University of Novi Sad and TUS. He asked participants to send him presentations from trainings or to make contact with presenters. Also, he said that there is one training left, which will be organized at University of Niš and realized by Dipl.-Ing. Norbert

Burkartd or somebody else from KIT. Dr.-Ing. Aleksandar Miltenović further continued with presentation about WP2. He reminded that Prof. Lopičić said that is activity 2.1 accomplished with remark about short reports, which should be available on project website under Exploitation of results. He said that most of reports are published as part of the news, so it will not be a problem to make changes, as Tempus office suggested. For publishing the rest of report, he remind participants to send him presentations. Further, in framework of activity 2.2, Dr.-Ing. Aleksandar Miltenović presented list of realized trainings - in Novi Sad, Sofia and East Sarajevo, and asked participants to send him presentation of trainings. He said that training which will be organized in Niš in 2015, will be switched in activity 1.1. Mr. Miltenović presented list of teaching assistants which was and will be on trainings in EU partners, and repeated remarks about short reports, which should be on website under Exploitation of results. He continued with report of activity 2.3, and said that changes of the equipment procurement list were approved by Internal Project Management and project officer. The tender for Universities from Serbia, which was issued at the end of 2013, was partially successful, because Universities from Niš and Belgrade didn't finished. He presented list of procured equipment, as well as unsuccessful procurement with correction that procedure for 3D printer is finished on 4th December 2014. Also, he said that procedure for the rest of the equipment should be finished till the end of 2014. First lot in tendering procedure in Bosnia and Herzegovina is finished, and he suggest to start a second lot as soon as possible. Dr.-Ing. Aleksandar Miltenović emphasized that is further procurement possible only when all planned activities are finished, so other participants can use when universities from Bosnia and Herzegovina finished procedure. Also, he said that further procurement needs to be approved by the coordinator and project officer. This means that participants should send to the coordinator a list of procurement with reasons of its buying. He reminded that procurement of same type of equipment which was procured is not possible. Also, he repeated remark that this activity generally delayed, but mostly because of the bureaucracy. After that, Prof. Dr.-Ing. Vojislav Miltenović thanked to Mr. Miltenović and started with report on realization of activity 2.4.

He said that participants is working on publication so, now, there are 2 publications per university, in total 14. Prof. Miltenović remembered participants that he sent on 3.9.2014 E-mail to all responsible persons at universities, where he emphasized that all publication might be financed by the project, have to be printed before 1.9.2015, all publication are free and cannot be sold, minimum is 200 copies, before issuing, authors should contact all partner universities and ask about number of necessary copies and, if there are no additional demands, university-publisher has obligation to deliver every partner universities in RS and BA 10 copies of publication, what is in total 60 copies. He presented the list of publication, with its names, authors and deadlines for publication. Prof. Biljana Marković said that, in publication Machine Elements Practicum, authors should, at the end of own parts, list references and literature, because specific topics and different ways of teaching, and in order to easier use of content decrease number of pages. Prof. Miltenović said that different ways of teaching are advantage, because every author can see how another one works and, eventually make changes in his own teaching. All participants are agreed that there will not be problems to finish publication until deadlines. Prof. Dr.-Ing. Vojislav Miltenović reminded participants that, if any university needs more than 10 publications, should tell directly university-publisher and inform coordinator. Prof. Biljana Marković asked if there is possibility to transfer some budget funds from other partner university, in case that university-publisher doesn't have enough funds to pay all publications. Dr.-Ing. Aleksandar Miltenović said that we have to consider this problem but we still don't have clear picture because of doubled number of textbooks but he emphases that budget for this activity is not small. They discussed about possibility that, beside hard copy of publication, authors make a CD, and Prof. Miltenović said that authors, in accordance to rights, will decide about that and coordinator do not obligate them. Also, it is discussed the issue of quality publications and concluded that if the authors think they should include someone, then they have the freedom to make a final decision on issuing publications. Authors can give publications to industry, schools, etc, and to all whom are related with that domain. Prof. Dr.-Ing. Vojislav Miltenović informed participants that is 14.10.2015 deadline to spend budget.

Dr.-Ing. Aleksandar Miltenović continued with obligations about book design. He said that is Tempus logo on cover obligatory as well as writing of disclaimer. He presented disclaimer text and ask how to write text about not selling the publication and where. All participants agreed that information that is publication free and it should be written in impressum of each book. Mr. Miltenović presented two variants of book design, based on previous work. Prof. Mitrović suggested that, at the end of every publication, should have list of all publication which are issued in framework of IPROD project. Also, he proposed that foreword should be in two parts, the first about publication while the second should be common. Dr.-Ing. Aleksandar Miltenović reminded participants about suggestion of Prof. Kuzmanović, that team for design of the cover should be formed. The coordinator said that the first publication should be issued very soon. After short discussion, team is formed with members: Doc. Dr. -Ing. Milan Rackov (Leader), Dr.-Ing. Aleksandar Miltenović, Dipl.-Ing. Dejan Jeremić and Dipl.-Ing. Žarko Mišković. Prof. Dr.-Ing. Vojislav Miltenović said that all conclusions will be applied on the first publication and after suggestion, eventually changes will be applied on the next publication.

After that, Dr.-Ing. Aleksandar Miltenović continued with presentation about activity 2.5. He said that every university should have document about student practice programme and that it should be used. If there is no such document at any university, participants should begin some procedure for getting it. He presented study practice programme defined by UNI, especially for new Master curriculums and said that includes documents Study practice programme curriculum, Diary for study practice and Instructions. Also, content of study program was changed for new Master curriculims so, now students can go to companies or realize projects on faculty with realistic tasks. Prof Biljana Marković asked which universities should have this kind of documents, only they which has new Master study or all universities. Mr. Miltenović said that universities which have new master and modernized curriculums should have that, whenever is possible. He said that there are surveys for quality of study programs which should be filled by students of new and modernized studies and can be same for all universities. But, in framework of activity 2.6, all universities have to send information in official form about number of enrolled students. He thanked to participants and finished presentation. Prof. Dr.-Ing. Vojislav Miltenović thanked to Mr. Miltenović and invited Prof. Dr. -Ing. Mirko Blagojević to present Report on realization of WP3.

Prof. Blagojević thanked to Prof. Miltenović and said that he will present report based on comments of Prof. Lopičić. About activity 3.1, he said that on the meeting in Karlsruhe (June 2013) management of IPROD project made decision that only KIT need to review the plan, because they have big experience with trainings. But, if there is a need to send the plan to STU and FDIBA or finalize this activity on the other way, that will not be a problem. He continued with presentation and in framework of activity 3.4, he said that participants will send necessary materials for project website. Prof. Dr.-Ing. Mirko Blagojević presented trainings which will be organized - at University of East Sarajevo, University of Belgrade and University of Niš. He thanked participants and finished presentation. Prof. Dr.-Ing. Vojislav Miltenović thanked to Prof. Blagojević and invited Prof. Dr. -Ing. Siniša Kuzmanović to present Report on realization of WP4.

Prof. Dr. -Ing. Siniša Kuzmanović thanked to Prof. Miltenović and started with presentation. He said that is training of teachers at Colleges of applied sciences on good way. Activity 4.1 is finished in cooperation with University of Belgrade. However, activity 4.2 is finished, but is not showed on project website. Activities 4.3 and 4.4 are successfully accomplished. He thanked to participants and finished presentation. Prof. Dr.-Ing. Vojislav Miltenović thanked to Prof. Kuzmanović and invited Dr.-Ing. Aleksandar Miltenović to present Report on realization of WP5, WP6 and WP7 in the name of the coordinator.

Dr.-Ing. Aleksandar Miltenović thanked to Prof. Miltenović and started with presenting. He said that is activity 5.1 partially finished because University of Novi Sad didn't get peer review from TUS and STU, and they will be contacted. In framework of activity 5.2, self-evaluation should be performed through gathering data from questionnaires and finished students. Activity 5.3 is partially finished, but three more meetings should be organized. University of Novi Sad is responsible for organizing meeting with PLM. He said that implementation of action plan for

quality assurance with all activities should help improving of teaching material and teaching generally. In the last report, project officer write that is external evaluator required. Prof. Dr. Vesna Lopičić proposed Mr. Milan Kraljić, who works at University of Maribor on international projects. He speaks Serbian and there will be no problems with communication. He was offered a fee in the amount of 3,000 euros and he accepted. After that, Dr.-Ing. Aleksandar Miltenović started with report on realization WP6. He said that there is no problem with maintenance of the web portal and reminded participants to send all information and news. However, preparation of project promotional publications needs to be intensified. In framework of activity 6.3, one paper is published at KOD 2014 conference and four papers at COMET-a conference. All of these papers should be uploaded on the project web portal, so participants have a task to send papers to the coordinator. Mr. Miltenović informed participants that at conference MASING will be workshop about IPROD project and invited them to work on papers. He said that, all participants should organized trainings with Center for long-life learning or some other organization. UNI will organize in Chamber of Commerce dissemination workshop. Also, workshop in Engineering Chamber will be project dissemination. He reminded participant that is date for Final project conference - MASING, 17th-18th September 2015, and invited them to come. Dr.-Ing. Aleksandar Miltenović said that, if there were some dissemination activities, information about it should be send to coordinator in order to publish it on project web portal. Also, if there some possibility to participate in events already organized by univerities, inform students about IPROD project and results. In framework of WP7, all accreditations are finished. However, only two contracts with companies are established, but every university must have at least one contract with company, so partners need to be persistent in calls. Mr. Miltenović said that activities 7.3 and 7.4 are problematic, because no activities were performed. Licensing for trainings should be performed, but there is no information about some procedure. Dipl.-Ing. Žarko Mišković will try to get information about that procedure. The new contact person Mrs. Sandra Skumpija, from the National Employment Service is called, so soon will be organized the meeting. Also, Ministry of Education should give a public call for trainings teachers from Colleges of applied sciences and contact with Ministry should be established. Prof. Dr. -Ing. Vojislav Miltenović said that he spoke with contact from NES, and she didn't come because of problem in procedure for travel in foreign countries but she will pay special attention on these activities. Activity 7.5 is partially finished, because the plan is made, but it should be corrected. About remark of Prof. Lopičić for organizing more meetings, Prof. Miltenović said that financial plan will be analyzed and then decision will be make. Dr.-Ing. Aleksandar Miltenović presented and analyzed things which are suggested to be improved by Prof. Dr. Vesna Lopičić. He said that about analysis of labour market will be discussed with Mrs. Sandra Skumpija from NES. He thanked participants and finished presentation.

Prof. Dr.-Ing. Vojislav Miltenović thanked to Mr. Miltenović and, after short discussion, concluded the meeting.

Prof. Dr.-Ing.Vojislav Miltenović thanked all present participants and closed the meeting of IPM.

The IMP meeting concluded at 12:00 h.