



University of Niš

EACEA 530577 – 2012 – RS – TEMPUS – JPCR



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

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## Meeting of the Project Management Committee (PMC)

**Activity date:** 26<sup>th</sup> November 2013**Organizer:** University of Novi Sad**Location:** University of Novi Sad, Novi Sad, Serbia**Present:** 17 participants with voting rights

- UNI – Prof. Dr.-Ing. Vojislav Miltenović,
- UB – Prof. Dr.-Ing. Radivoje Mitrović,
- UNIKG – Doc. Dr.-Ing. Mirko Blagojević,
- UNS – Prof. Dr.-Ing. Siniša Kuzmanović,
- UBL – Doc. Dr.-Ing. Milan Tica,
- UES – Doc. Dr.-Ing. Biljana Marković,
- SVEMO – Prof. Dr.-Ing. Adisa Vučina,
- TUS – Mr.-Ing. Sanel Purgić as replacement of Prof. Dr.-Ing. Stefan Stefanov,
- KIT – Dipl.-Ing. Norbert Burkardt as replacement of o. Prof. Dr.-Ing. Dr. h. c. Albert Albers,
- STU – Prof. Dr.-Ing. Marián Tolnay as replacement of Prof. Dr.-Ing. Miroslav Vereš,
- VTSNI – Mr.-Ing. Miloš Ristić,
- VZSSS – Prof. Dr.-Ing. Radisav Vukadinović,
- VTSSU – Mr.-Ing. Igor Fürstner as new Contact person,
- CTL – Mr.-Ing. Goran Petković as replacement of Mr.-Ing. Đorđe Miltenović,
- VTMSSS – Mr.-Ing. Goran Mihajlović,
- VPSSS PO – Prof. Dr.-Ing. Dobrivoje Jovanović,
- ORAO – Dipl.-Ing. Nebojša Bratić.

and 17 other participants.

### Report:

The meeting was opened at 09:00h on Thursday, 26<sup>th</sup> November 2013 by the Coordinator of the project Prof. Dr.-Ing. Vojislav Miltenović as chairman of the meeting, who greeted the participants. 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 started with presentation about Project Management. He reminded partners how and project was started. Also, he reminded what was done at semi-annual meeting of IPM members at KIT. He presented the revised work plan which was adopted at meeting of IPM at KIT. He reminded the meeting participants that the revision of the workplan had to produce results till the current meeting at Novi Sad, which was accomplished with increased engagement of all the project partners. Also, he informed partners about monitoring visit by Tempus office of Republic of Serbia. He emphasised that Tempus office representatives clearly identified the communication problems with non-university partners – especially with Chambers of Commerce and National Employee Service, but after 10 calls they didn't respond, so corporation is not accomplished.

After that, Dipl.-Ing. Milan Banić started with presentation about what project partners have done in first year of project realisation. In frame work of WP1, activity 1.1, report is finished and presented at IPM meeting at KIT. The revised version of activity 1.1 report will be presented on IPM meeting at UNS. In activity 1.2 the report is also finished. In activity 1.3, UNI has started the introduction of the new Master course in Management of Product Development and Innovation management which will be open for enrolment in 2014/15. In activity 1.4, only UBL performed certain steps for introducing of new curriculum because other partners don't have obligations to perform this activity. He also informed the meeting participants about the results of activity 1.5, where all PC universities, except UBL, performed the modernisation/reconstruction of current studies in the field of Industrial product development. The UBL performed the first steps for modernization of the studies in field of Industrial Product Development. Also, he presented and explained results in activity 1.5 by partners, with comments which partners have to have information about modernization factor.

Dipl.-Ing. Milan Banić continued with presentation about results in WP 2 for every activity. During presentation of results, in addition, he informed partners about little problems about administration in tender procedures for Serbian universities. Also, he reminded that all partners have to start with activity 2.4 immediately, in order to finish it on time. He said that draft of the student practice programme will be submitted to the EU partners for review. He reminded that number of enrolled students is one of the main outputs of project, and ask all partners for delivering this information. Further, he presented results in WP 3. He reminded that, in framework of activity 3.1, after developing of plan, European partners, besides the comments already submitted, should deliver the full review of that finished plan. He said that were, in activity 3.2, 16 training curriculums defined, so, in that area results are much better than expected. After finishing the presentation of results in WP 3, he started with presentation of results in WP 4. He said that up to now, certain number of training courses is defined and discussed with teachers from the Colleges of applied sciences. He said that, in framework of WP 5, there is report about Quality control which will be discussed later in the meeting. He also explained all activities and achieved results in WP 6. He continued with presentation of results in WP 7 and explained what is done and what are the plans for achieving the project sustainability. He commented that is activity 7.2 only partly successful, because there is just one signed agreement with industrial enterprises outside the project consortium, by UNIKG. And, also, he presented results in WP 8 and said that all activities in framework of WP 8 were performed successfully.

At the end of presentation, he presented coordinator's conclusions about project realization. For now, everything is going according to the project plan. Some shifting in work plan by project partners is acceptable in order to achieve more deliverables than planned. But, there are also some problems in realization of the project. Communication with non-academic partners (Regional Chambers of Commerce and National Employment Service) has to be improved. Although numerous attempts to boost cooperation are made, no significant improvement is made. If communication is not improved in the next period the coordinator will suggest the removal of problematic partners from the project. Also, dissemination have to be improved, especially, information about number of enrolled students in new curriculums as well as the accreditation data. He reminded that all partners have to notify coordinator of the project about important things for project realization and that all results must be quantifiable and proved with supporting documents. He reminded the project partners about web portal publishing procedure and informed them that they must increase their commitment to publishing of project results. In several occasions, coordinator searched individually for missing information because he was aware of their existence. For instance, not a single partner submitted the information of the successful accreditation of studies modernised in the frame of the project. It is a great problem because a lot of

information may be lost due to inadequate reporting for dissemination. He emphasised that all partners have to improve reporting to coordinator about dissemination events, because if we don't present results as information on web portal, it is difficult to explain that activities were actually performed.

After that, he read report about project Quality control and monitoring done by Prof. Dr. Vesna Lopičić. He reminded what activities in framework of this WP are. He read the summary of progress of activities against the implementation schedule and summary of progress against specific objective indicators from Logical Framework Matrix for each work package. Also, he said that this report will be submitted to all partners so they can study it in detail. He read the possible risks that can be affecting the reach of project objectives and risks for budget expenditure by project partners. He said that UES, UBL and SVEMO are having a great problem in project realisation with their university administration. UNI, as a grantholder, communicated the problem with Serbian Tempus Office, but received response that only Tempus Office in Bosnia and Herzegovina can help and that project partners from BA must ask for help from them directly. Also, in report by Tempus Office in Serbia it will be listed that harmonization of the rules is not good, so it has to be improved in Bosnia and Herzegovina. At the end, he read the conclusions of the Quality control report.

After the Quality control report, Dipl.-Ing. Milan Banić discussed the Technical and Financial reports submitted by project partners. Dipl.-Ing. Milan Banić said that are reports very important because, next fund transfers are dependent of them. He said that all partners have to deliver supporting documentation together with the financial report (cash flow table). He said that is situation very serious, as UNI rector made decision that he will stop the financing of all partners (including the project team at UNI) if the supporting documents listed in Management manual are not submitted together with the financial report. He again explained what documentation is necessary and when is deadline for this report. He explained solution for co-financing of travel costs on example and new Convention rule. Dipl.-Ing. Milan Banić listed and explained what we have to prove in case of a financial audit regarding to staff costs and reminded partners to carefully read Management manual and Guidelines for use of the grant, because it can be helpful. He said that there will be new revisions in Management manual to accommodate the changes and new rules imposed by rector's offices in PC. Furthermore, Dipl.-Ing. Milan Banić presented and explained all activities for the second year of project realisation and gave the slightly revised work plan to accommodate the changes which occurred in the first project year. After short discussion about Tempus rules, supporting documentation and submission of reports, Dipl.-Ing. Milan Banić concluded that is coordinator satisfied with performance of partners, thanked on attention and finished with presentation.

The meeting participants discussed the problems with communication with non-university partners and industrial companies. Prof. Dr.-Ing. Zoran Anišić emphasised the importance of their involvement in definition of university and training curriculums. Dipl.-Ing. Milan Banić confirmed the opinion of Prof. Dr.-Ing. Zoran Anišić, by quoting that one of the main discussion with Tempus monitoring was that we didn't respect opinion of companies when we defined curriculums. KIT and STU representatives said that our companies have no information about what they really need based on survey results. University and training curriculums are based on surveys which are done with numerous companies, but also on extensive experience and knowledge of EU project partners, so curriculums are better suited to industry needs, even if they are not aware of it. Prof. Dr.-Ing. Vojislav Miltenović as chairman of the meeting closed the discussion about the overall project management.

After the brake, coordinator of the project opened the discussion about realisation of WP 3 and WP 4 as representatives of non-university partners were present at the meeting of PMC. Prof. Dr.-Ing. Mirko Blagojević provided the detailed report about the realisation of WP 3 with comments about the workshop held a day before aimed at presenting of training curriculums for industry and unemployed. The meeting participants discussed the curriculum portfolio and defined that the minimal number of trainees per project year is 100. Prof. Dr.-Ing. Mirko Blagojević explained how the companies or National Employment Service can influence the possible participants to engage in trainings, what are the possible problems with this kind of trainings. He emphasised that successful realisation of this work package can significantly boost the project sustainability, especially by creating long term partnerships with industry in training networks. He repeated that is very important listening of industry demands. Doc. Dr.-Ing. Biljana Marković described possible problems in attendance of course participants in terms of dividing them from daily job obligations. So, it is important to convince

company managers that training is necessary for company because, the results of trainings will positive affect on result of their daily work and on company performance. Dipl.-Ing. Milan Banić explained some ways for convincing top management about the training necessity. Project coordinator suggested a decision which includes: all partners have two months to define location of trainings for the next project year, teaching materials have to be prepared until the end of February and training period starts from March until the end of the second project year. He asked partners for voting, and proposal is adopted.

Doc. Dr.-Ing. Milan Rackov continued with detailed report of results in WP 4. He said that four training courses are prepared for Colleges of applied sciences according to their requests. The courses are designed as a 8 hours intensive lectures and will be held in parallel for all project participants from Colleges of applied sciences over a 5 day period. Prof. Dr.-Ing. Vojislav Miltenović, Dipl.-Ing. Žarko Mišković, Prof. Dr.-Ing. Siniša Kuzmanović and Prof. Dr.-Ing. Mirko Blagojević presented the training courses. The meeting participants discussed the courses portfolio and agreed that the training courses will be held in May or July of the next project year. Also, it is concluded that Colleges of applied sciences have obligation to send at least two participants to four training courses. Prof. Dr.-Ing. Vojislav Miltenović as closed the meeting of PMC.

**Meeting concluded at 14<sup>30</sup>h.**