



University of Niš

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

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Engineering

Meeting of Project Management Committee (PMC)

Activity date: 2nd December 2014

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

Location: Hotel Bistrica, Mt. Jahorina

Present: 14 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

KIT – Dipl.-Ing. Norbert Burkardt as replacement of o. Prof. Dr.-Ing. Dr. h. c. Albert Alber

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

VTSNI – Mr.-Ing. Miloš Ristić

VTMSSS – Mr.-Ing. Goran Mihajlović

CTL – Dr. Goran Petković as replacement of Mr.-Ing. Miltenović Djordje

GF – Dipl.-Ing. Vojkan Nojner

and 9 other participants

Report:

The meeting was on Tuesday, 2nd December 2014. The venue was Hotel Bistrica, at Mt. Jahorina. Prof. Dr.-Ing. Vojislav Miltenović opened the meeting and greeted participants. He invited Dean of Faculty of Mechanical Engineering East Sarajevo to greet participants. Dean Prof. Dr.-Ing. Ranko Antunović thanked to coordinator. He greeted participants on behalf of University of East Sarajevo and Faculty of Mechanical Engineering and wish welcome and successful work on project on Mt. Jahorina. Prof. Antunović said that all Tempus project supported by Faculty of Mechanical Engineering East Sarajevo gives contributions to international recognizing, and expressed hope that this meeting will further expand mutual cooperation between faculties and

universities. He thanked to all participants for coming and giving a contribution to successful realization of IPROD project. Prof. Dr.-Ing. Vojislav Miltenović thanked to Prof. Antunović and invited Vice-rector of University of Niš, Prof. Dr. Vesna Lopičić. She thanked the organizers for choosing a very nice place for meeting and greeted present participants in the name of University of Niš, as a coordinator of the IPROD project. She invited all participants to join celebration of 50th anniversary of University of Niš. Prof. Lopičić said that University of Niš is participant in 24 different Tempus project and coordinating 4 of them, including IPROD project. She expressed expectations that outcomes of this project will be presented in next year at celebration of 50th anniversary. Prof. Dr.-Ing. Vojislav Miltenović thanked to Prof. Dr. Vesna Lopičić and invited dean of Faculty of Mechanical Engineering University of Niš to greet participants. Prof. Dr.-Ing. Vlastimir Nikolić thanked Prof. Miltenović and greeted all participants. He said that is Faculty of Mechanical Engineering a little bit older than University of Niš, and invited participants to join celebration of 54th anniversary of Faculty on 12th December of this year. He thanked to University of Belgrade, especially Faculty of Mechanical Engineering in Belgrade on great contribution in foundation of Faculty of Mechanical Engineering in Niš. Prof. Nikolić presented study programs and modules of Faculty of Mechanical Engineering. He thanked to University of Novi Sad, especially Faculty of Technical Sciences on great help in creation of study program Industrial Management. Prof. Nikolić reminded that module Management of Innovation and Product Development was developed within the IPROD project. Prof. Dr.-Ing. Vojislav Miltenović thanked to Prof. Nikolić, and invited Dr.-Ing. Aleksandar Miltenović to present Report on project realization and regular project management, in the name of project coordinator.

Dr.-Ing. Aleksandar Miltenović thanked to Prof. Miltenović and start with presenting. At the beginning, he said that representatives from all Universities, three from Colleges of applied sciences and one from industrial sector are on the meeting. He introduced participants with results of previous PMC meeting and Semi-annual meeting of IPM, and reminded about revised work plan. He presented and explained finished, partially finished and not started activities of revised work plan. Also, he emphasized that most significant job in 2014 was finishing the Interim report, which is officially approved. After that, Mr. Miltenović informed participants about monitoring visit by TEMPUS office of Bosnia and Herzegovina, which is equal to EU monitoring.

In interim report was written that request for licensing the training courses is going to be submitted to the National Employment Service and to Ministry for Educations and they would like to receive detailed information in Final Report. This is the key activity for 2015. This activity is obligatory in Serbia and, as soon as possible, meeting with contact person in National Employment Service will be organized. University of Belgrade and University of Novi Sad should make a contact with Ministry of Education, and University of Belgrade has a task to find out what is meaning of licensing. He informed participants that network with regional companies should be finished. Because quality control quality control and monitoring approach is still lacking an external input, so external expert Mladen Kraljić from University of Maribor is proposed by Prof. Dr. Vesna Lopičić, and we are waiting for approval from project officer. Dr.-Ing. Aleksandar Miltenović said that spending level of the project budget has to be raised because it is not reached 70% of the previous pre-financing. He said that only University of Banja Luka and STU Bratislava didn't submit technical and financial report, and ask them to finish it and send to coordinator. He explained procedure of co-financing of travel costs and printing and publishing, and said that cost of stay cannot be co-financing and that is Invoice most important document. Also, Dr.-Ing. Aleksandar Miltenović said that is additional equipment procurement not possible until the regular not finished. He informed representatives of Colleges of applied sciences that, up to now, there was no possibility for co-financing because they had only travel costs. However, there are two activities in next year, where this is possible. Because Colleges don't have experience, they may let know to the coordinator to explain them co-financing procedure. He gave overall guidelines to read manual and guidelines, check the minutes from the meeting and presentation, because every decision and explanation is write there. Also, if participants have further questions, they may contact the coordinator. He emphasized that hard copy of financial documents have to be sent to the

coordinator up to May 2015, and that participants have make copies of documents electronically. Prof. Dr. Vesna Lopičić suggested that, before sending of hard copies, electronic copies can be sent to coordinator for checking. If everything is all right, regular hard copies can be sent. After that, he presented revised work plan for the next year, explained all activities with period of its realization, and remembered participants to finish it on time. He said that final project conference is going to be Workshop as a part of Third International Conference MASING. Time of the conference is 17th - 18th September 2015, and all participants should be present. He finished presentation and thanked to participants. After short discussion about financing and co-financing, Prof. Dr.-Ing. Vojislav Miltenović thanked to Mr. Miltenović and invited Prof. Dr. Vesna Lopičić to present Internal Quality Control and Monitoring.

Prof. Dr. Vesna Lopičić thanked to Prof. Miltenović and started with presentation. She said that her task was to analyze how the project was developing, in order to its successful realization. In framework of report, she explained that there were some delays in providing deliverables, but kick-off meeting as the start of the project was two months after the official project beginning. Also, work packages were extensive with many tasks, some of activities were in domain of EU partners and some delays are caused by university administration. However, these delays were minor and didn't pose a risk to the project overall results. In framework of report 2, Prof. Lopičić presented assessed progress made in the meantime through reviewing the deliverables of all work packages. In WP1, activities 1.1, 1.2 and 1.3 are, after some delays, successfully finished, shared in Dropbox and published in project website. However, activity 1.4, although its realization is in progress, there is seriously delayed. Expected deadline for realization of this activity is June 2015, so all participants should help colleges from University of Banja Luka to accomplish it. Activity 1.5 is partially finished and shared in Dropbox, but University of Banja Luka has to finish its part. In WP 2, activity 2.1 is accomplished, but short reports of STU and TUS trainings are not available on the project website and it has to be done. Activity 2.2 is finished but short reports should be available on the project website. Prof. Dr. Vesna Lopičić said that is activity 2.3 generally delayed, because tendering procedure for University of Niš was partially completed in January 2014 and continued in October in 2014, but for University of Belgrade and Universities from Bosnia and Herzegovina will be completed in 2015. Activity 2.4 is not finished, but there is a publication plan and it should be implemented. Development of the student practice programme is partially delayed because University of Banja Luka should defined student praxis program during the reconstruction of the studies. Activity 2.6 is considerably delayed, because there is no information about restructured PhD studies at University of Niš and University of Banja Luka didn't enrolled any student into new and modernized curricula. Dr.-Ing. Aleksandar Miltenović said that University of Niš finished process of restructuring PhD studies, but doesn't have information about number of students. Also, University of East Sarajevo didn't send information about number of students. Further, Prof. Lopčić continued with presentation. She said that realization of activity 3.1 slightly delayed but activities 3.2 and 3.3 are accomplished at the time and results are available on project website. Activity 3.4 is finished but some information about courses and position of the reports should be correct on project website. In framework of WP4, activity 4.1 is finished with little delay, but activity 4.2 is incomplete because there are no curricula for all courses. Training course materials, in framework of activity 4.3 are prepared and posted on project website with some delay, but activity 4.4 is complete accomplished. Realization of first activity in WP5 is delayed because of not finishing and publishing review reports. Dr.-Ing. Aleksandar Miltenović said that reports will be finished and published soon. Activity 5.3 is in partly delayed because of organizing meeting with PLM and activity 5.4 is in progress because external evaluator from University of Maribor is, for now, just contacted. The first activity in WP6, which means development and maintenance of project web portal, is ongoing and in function, because web portal is active and updated since the beginning of the project and will be active since the project finishing and after that. Prof. Lopčić said that preparation of project promotional publications has to be intensified through improving dissemination of project results, distributing promotional material at education fairs in different towns and at conferences, etc. Publishing of papers would be completed with publishing of two

more papers, but it will be better to publish more than two papers. Activity 6.4 is not finished because the third workshop is planned for 2015, and project conference (activity 6.5) is planned for September 2015. Activity 6.6 is successfully accomplished because project is promoted seven times at educational or job fairs. In framework of Sustainability (WP7), activity 7.1 is finished because all courses are accredited, but in activity 7.2, network with regional industrial enterprises should be larger. Prof. Dr. Vesna Lopičić said that activities 7.3 and 7.4 delayed because, generally, there is some troubles with making of contact and cooperation with National Employment Services and Ministry of Education, but, based on previous report, it will be solved soon. Definition of marketing plans are accomplished but a little delayed. Activity 8.1 is accomplished on time, as well as activity 8.2 but with delaying in order to be adjusted to changes. Prof. Lopičić suggested that Internal Project Management meetings should be more frequent in last year of the project, because of finishing all activities and project until deadline. After that, Prof. Dr. Vesna Lopičić presented things which should be improved in realization of the project. She warned participants about response to the Intermediary report about involvement of students and representatives of colleges of applied sciences, selecting the topics of the continuous education courses and, the organization of inter-project coaching activities. She said that participants can be intensified activities in order to spend allotted budget and successful realization of the project. Prof. Dr. Vesna Lopičić concluded that overall progress of project activities following the project workplan. Delivering of the results is a bit delayed, but the activities have already started, and there is a real commitment to complete them. After two years of the project lifetime, analysis shows a good progress of the project, which anticipates its successful final realization. She thanked present participants on attention. Prof. Dr.-Ing. Vojislav Miltenović thanked to Prof. Lopičić, and because there were no questions, he invited Doc. Dr.-Ing. Biljana Marković to inform participants about news in meeting organization.

Prof. Biljana Marković thanked Prof. Miltenović and wish welcome to participants. She said that conference Cometa will start tomorrow, but registration for conference will start today after the 5 p.m. Also, she suggested to coordinator that all activities for IPROD project should be finished before starting of the conference. Prof. Miltenović thanked to her, and said that it will be discussed about suggestion. After that, he invited Prof. Dr.-Ing. Mirko Blagojević to present Report on WP3 realization in 2014.

Prof. Dr.-Ing. Mirko Blagojević thanked Prof. Miltenović and started with presentation. He said that after getting comments and suggestions for Plan for connecting universities with regional companies from reviewers Norbert Burkard and Markus Blust, they made a final version and, now it is available on project website and Dropbox. He presented trainings which are adopted on the meeting in Novi Sad, in November 2013. Also he presented trainings with its content and pictures which are realized until now - at University of Novi Sad, University of Kragujevac (2 trainings), in company FEAL - Široki Brijeg and University of Mostar. After that, Prof. Blagojević presented planned trainings, which will be organized at University of East Sarajevo (in 2015), in Factory of Rolling Bearing and Cardan Shafts – FKL in Temerin (to the end of 2014), in Regional Chamber of Commerce in Niš (2 trainings in 2015). Call for participants for training is published on website of University of Niš, Center for Lifelong Learning, and, until now, there are signed up six candidates. Prof. Dr.-Ing. Mirko Blagojević thanked to participants and finished presentation. Dr.-Ing. Aleksandar Miltenović said that short reports with pictures from trainings should be sent to the coordinator. Doc. Dr.-Ing. Biljana Marković asked is there some procedure to incorporate some teaching material and courses in Center for Lifelong Learning. Dr.-Ing. Aleksandar Miltenović said that there is no special procedure. Prof. Dr.-Ing. Vojislav Miltenović thanked to Prof. Blagojević.

Meeting chairman suggested continuing of meeting with the report about realisation of WP 4. Doc. Dr.-Ing. Milan Rackov, in the name of Prof. Dr.-Ing. Siniša Kuzmanović, gave presentation about the realization of WP 4. Training of teachers of colleges of applied sciences in the field of Industrial Product Development took place on mountain Kopaonik from 25th till 30th May 2014. On the first day, Sunday 25th May, the meeting of all participants was held and it was agreed about training program and working hours during next following days. Teachers on the training were Prof. Vojislav Miltenović (UNI), Prof. Radivoje Mitrović (BU), Prof. Siniša Kuzmanović (UNS), Prof.

Nenad Marjanović (UNIKG) and Ass. Žarko Mišković (BU). Every College of Applied science in Consortium sent two participants to the training. Teachers from Colleges of Applied science are obligated to innovate the subject in the field of Industrial Product Development according to the given guidelines.

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

The PMC meeting concluded at 13:30 h.