

THE ACADEMY OF CRIMINALISTIC AND POLICE STUDIES

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The Republic of Serbia

Minutes from the Pre-Kick-off meeting of the partners on the project ImprESS (Improving Academic and Professional Education Capacity in Serbia in the area of Safety & Security, by means of strategic partnership with the EU)

The Academy of Criminalistic and Police Studies, December 4th 2017

Present at the meeting were representatives from:

1. The Academy of Criminalistic and Police Studies, Belgrade
2. University of Defense, Belgrade
3. The Faculty of Security Studies, University of Belgrade
4. University Educons, Sremska Kamenica
5. Belgrade Metropolitan University
6. Steinbeis Advanced Risk Technologies Institute doo, Kragujevac
7. Steinbeis Advanced Risk Technologies Institute, SHB
8. University of Stuttgart
9. Foundation Tempus - Erasmus + office in Serbia

Attachment: List of participants

Agenda

Aims of the Meeting:

- Informing present members about progress of the project
- Precisely defining duties, roles, responsibilities, budget matters, tasks and deadlines according to the project plan
- Resolving any possible dilemmas or disputes regarding project activities
- Presentation „Project Management, Reporting and National Erasmus+ Office monitoring” by Mr. Darko Milogorić, Junior Project Advisor, Group for Higher Education, Foundation Tempus - Erasmus + office in Serbia
- Introduction to Italian partners, Sant’ Anna School of Advanced Studies, SSSA – Institute of Management and setting their goals and solving dilemmas regarding project proposal

At the beginning of the meeting, Acting Dean of The Academy of Criminalistic and Police Studies, Mr. Goran Bošković, welcomed present members of the consortium and invited participants to express their objections and proposals. He appointed Mr. Zvonimir Ivanović as a coordinator of the project team, and called him to start a meeting.

Mr. Zvonimir Ivanović, The Academy of Criminalistic and Police Studies, Belgrade said that it is the first time, that the meeting is attended by foreign partners, from Italy. And also through the WebEx platform, provided by the Steinbeis Institute for Advanced Risk Technologies, the partners from Germany are involved (SHB and USTUT). He said that the presentation form needed for the Kick-off meeting will be the same for everyone, and that soon everyone will get templates for them. He also said that he spoke to Mr. Nenad Filipović from Steinbeis Advanced Risk Technologies Institute doo, Kragujevac, and that the project web site, whose creation is one of the responsibilities and duties of this partner, should be done soon.

When it comes to outputs of the project, such as creating of the Training center, he said that Mr. Nenad Filipović, Steinbeis Advanced Risk Technologies Institute doo, Kragujevac has reviewed the facts of the capacities, possibilities and needs of all partners, and that the general conclusion is that the University of Defense is the best solution in terms of location. He added that workshops with similar projects are planned, in order to improve knowledge and develop cooperation.

He said that the project proposal must have changes, and that procedure has already been started by the coordinator, and that all partners are invited to make a proposal for changes. These changes must be done firstly in relation to the law on higher education, and to the goals of the project. The budget proposal must also be changed, given the problem with mobility and the level of participation.

In relation to the commitment from WP1, the collection of the syllabus of all partners, he said that he expects to receive the necessary documents, which are important for the primary part of the project. All necessary preparations for Kick-off meeting have been done, so everything for the meeting is prepared. He also kindly asked all partners that they always include all members of the consortium in every communication, in order to every member have all the information.

He said that all the necessary documents were prepared by the coordinating institution (Partnership Agreement, Statute, Steering Committee, Non-disclosure agreement etc.) and vast majority of them were forwarded to the partners in the form of a proposal. Also, he reported about organizing a workshop on December 15th, 2017, with similar projects, for the exchange of experience and knowledge ([ISSES, K-Force, NatRisk, BeOpen).

He said that Quality control is an important segment of the project, for monitoring and evaluation, and that the Quality control plan is in preparation, and that all of the partners are obliged to appoint their Quality managers – by the project proposal. There has been a proposal to create Quality Champions Committee – which role would be purely advisory.

He presented possible logos for the project, and asked the partners to express their opinion on the most appropriate one. The one of two possible logos will be used on all documents connected with ImprESS project, and even in this minutes.

He finished his presentation and called for a question.

Mr. Aleksandar Jovanović, Steinbeis Advanced Risk Technologies Institute, Germany, said that they had complaints about Steering Committee and that the decision-making was vaguely defined. Mr. Zvonimir Ivanović said that Steering Committee (SC) statute, and Project executive committee statute (PEC) and Partnership Agreement (PA) have been done as a proposals and that they, as well as all other partners has the right to add comments and objections, and that all documents will be official when all partners agree with it. All of statutes as proposals were prepared to be included as annexes of the PA.

Mr. Darko Milogorić, Junior Project Advisor, Group for Higher Education, Foundation Tempus - Erasmus + office in Serbia held a presentation about project management, reporting and National Erasmus+ Office monitoring. He presented himself as a person who will be in charge of monitoring the ImprESS project in front of the Erasmus + office. He pointed out that the most important are good planning of costs, precise division of tasks and obligations for every partner, creating project teams, transparent decision-making procedures constant communication and evaluation, as well as dissemination of the results. When it comes to dissemination, he said that it is important to disseminate the results, not only on the web site of the project and other platforms, but also on the Erasmus + platform, so everyone has access to the data. He recommended that communication goes via tools such as e-mail, Google document, Doodle etc. He stressed that the number of tasks on this project is extremely large, so he recommended each task to be assigned to one person, not one person to do everything. He explained and indicated the importance of reporting. He particularly emphasized the importance of following the reporting deadlines, and that all partners must deliver reports to the coordinator of the project, according to the plan. He also stressed the importance of special bank accounts for the project's needs.

When it comes to Agreements (GA, PA) he explained that they must comply with the core elements prescribed by the European Commission, and that the Partnership agreement must be in accordance with the Grant agreement. He added that all relevant information and templates can be founded on the web-site of EACEA. He said that all partners have to be familiar with the text of the documents, and that they have the right to change these documents, but only with approval of the European Commission. He explained that all communication directed to the European Commission must be through the coordinator. He said that he is familiar with the problem of Mobility and unaproved funds for this, and since the implementation of this activity is an important part of the plan, he recommended that the explanation and the request for this change, as well as for all other changes, should be sent to the officer in the European Commission.

Mr. Dragan Domazet from BMU, Belgrade, asked about the necessity of extensive documentation, for exp. for the costs of witnessing events such as attendance at meetings,

signing of documents etc., and Mr. Milogorić said that by the rules of EC each beneficiary must prove output of the activity that has been achieved and provide all evidence of attendance on events such as minutes, reports, participants' lists, photos, etc.

Mr. Aleksandar Jovanović, Steinbeis Advanced Risk Technologies Institute, SHB and representatives of, University of Stuttgart USTUT, Vanessa Pfau and Katarzyna Tetlak said that it is not clear why it is necessary to sign the GA, with which they disagreed, and only later to change it, and they said that they already have objections. Mr. Milogorić said that they can contact the European Commission about this (through the coordinator), but based on previous experience, the answer will be the same. The contract must first be signed, and only later changed, that is the practice. Mr. Aleksandar Jovanović, Steinbeis Advanced Risk Technologies Institute, Germany, SHB also asked about the differences between Erasmus + project and H2020 project, in relation to financial management, and about reporting of the overheads. Mr. Milogorić said that that mentioned are a two very different type of projects, so financial management is different, and when it comes to overheads, he said that this must be co-financing costs, but the data on such costs must be provided.

Mr. Massimo Batalgia, Sant' Anna School, Public University, Pisa, Italy, asked about staff costs, and does it relates to the preparations. Mr. Milogorić said that that is correct, but that staff costs are pre-determined for all different types of costs, but if the projected costs for one activity are insufficient, the money for another activity can be used, if savings have been made.

Mr. Dragan Domazet BMU, Belgrade, asked whether it is necessary to offer programs for free, and Mr. Milogorić agreed, and added that all that is funded by the European Commission, and is a result of the project, should not be charged. However, for all additional questions and possible changes, he directed to an officer to the European Commission.

Mr. Zvonimir Ivanović, The Academy of Criminalistic and Police Studies, asked Mr. Massimo Batalgia from Sant' Anna School, Public University, Pisa, Italy to preset their goals and objections. Mr. Massimo Batalgia said that their institution is oriented on studies on environmental protection, disaster management, prevention and management. He stressed that it is important for their institution to create an adequate program, and that it could be of importance at some point to receive certain syllables, which would help in the creation of the program. Also, when it comes to GA, he said that if the dean of Sant' Anna School is required to attend the signing, it will not be possible. However, if it is possible for the document to be sent for a signature, it would be useful.

Mr. Zvonimir Ivanović, The Academy of Criminalistic and Police Studies, said that request for delivery of silabus was sent to all partners, and that so far no one has sent a syllabus. He stressed a problem of signing a Partnership Agreement, and that this must be resolved as soon as possible. Given the fact that the objections were given from Steinbeis Advanced Risk Technologies Institute, SHB and USTUT, he asked their representatives to to declare further steps.

Mr. Aleksandar Jovanović, Steinbeis Advanced Risk Technologies Institute, SHB, asked that in the PA should be included many things, among other changes that should be made, in which

Petar's table should also be involved. He also said that in the moment when the Grant Agreement is signed by the European Commission, they would, through the coordinator send their amendments. He also stressed that the signing of a Partnership Agreement should be done no later than January 2018.

Mr. Zvonimir Ivanović, The Academy of Criminalistic and Police Studies, emphasized that all partners have the opportunity and the right to give their comments on each document they receive. He also said that communication between partners must be constant and available to everyone. He said that the Grant Agreement will be sent to the European Commission immediately, and hopefully in January 2018 will be resolved problems with the Partnership Agreement.

Mr. Aleksandar Jovanović, Steinbeis Advanced Risk Technologies Institute, SHB, insisted on sending amendments before signing the PA, and reminded that representatives of Steinbeis Advanced Risk Technologies Institute, SHB and University of Stuttgart, could not sign a contract they disagree with.

Mr. Zvonimir Ivanović, The Academy of Criminalistic and Police Studies, said that the coordinating institution is obliged to make all necessary changes, but it is also obliged to sign the existing contract. Mr. Milogorić also confirmed that.

Mr. Aleksandar Jovanović, Steinbeis Advanced Risk Technologies Institute, SHB, requested from coordinator to send a letter that proves that their amendments will be sent to the European Commission beside sending the signed Grant Agreement.

Mr. Dragan Domazet, BMU, Belgrade, said that he hopes that problems with Partnership Agreement will be solved in January 2018, and added that he agrees with comments given by SHB and USTUT. He said that all partners need to have patience and solve problems efficiently.

All present partners agreed that December 20th 2017 should be date of Kick-off meeting, if all partners agree with it.

Mr. Zvonimir Ivanović, The Academy of Criminalistic and Police Studies, informed present partners that a workshop of a similar projects will be held on December 15th, 2017 and invited those who are interested to involve. When it comes to WP2, he said that the making of the model is a task of Faculty of Security, University of Belgrade, and added that it is expected for their representatives to be at this workshop, in order to be productive.

Mr. Nenad Filipović, Steinbeis Advanced Risk Technologies Institute doo, Kragujevac said that creation of the site will be done soon and all previous results will be properly disseminated. He asked all partners to deliver all reports, photos and documents that needs to be on the web site.

Katarzyna Tetlak, USTUT expressed a problem with the use of the Dropbox platform and asked that materials be shared via e.mail.

Mr. Nenad Filipović, Steinbeis Advanced Risk Technologies Institute doo, Kragujevac said that there is a the ability to share materials through a website, with the ability to track changes, which is their concern.

Mr. Zvonimir Ivanović, The Academy of Criminalistic and Police Studies, said that he would share with partners the potential versions of the logo, and that it needs to be decided before the Kick-off meeting. He also said that work package managers need to be appointed before the Kick-off meeting, as well as program managers and quality managers, in order to be promoted on it.

Mr. Petar Stanojević, Faculty of Security, University of Belgrade, asked all partners to send existing syllables, in any form, which would be a good starting point for creating the program.

Mr. Aleksandar Jovanović, Steinbeis Advanced Risk Technologies Institute, SHB, expressed concern about the public procuring of syllabus, since this is not their practice nor interest.

Mr. Zvonimir Ivanović, The Academy of Criminalistic and Police Studies, said that all the materials available are good for creating new model, while those that are not for public share have not to be disseminated.

Mr. Dragan Domazet BMU, Belgrade, said that only the materials that come out of the project can be offered for free by them. He said that materials that they sell can not be made available for free but they can offer ideas for development or collaboration in creating the model. Vanessa Pfau SHB also agreed to it, as well. Mr. Domazet also expressed a problem with the mobility, and suggested sending requests for changes related to it. He also he pointed out the problem of disproportion of administration and costs, and proposed simplification of reporting and administrating.

All present partners agreed to the logo, and the agreement is that it will be on all materials that will be disseminated.

Done by

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Ivanović