



Improving Academic and Professional  
Education Capacity in Serbia  
in the area of Safety & Security  
586410-EPP-1-2017-1- RS-EPPKA2-CBHJP

## MEETING MINUTES

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### Meeting Name: Steering Committee Meeting

Date:	Time:	Venue:	Meeting No.:
04/11/2019	14:00 – 15:00	Belgrade Metropolitan University, Belgrade, Serbia, in person or via Skype	11

### Attendance Register

Name & Surname	Section/Department/Area/Responsibility	Initials	Present (P) / Apologies (A) / Absent (X)
Miladin Nešić	University of Criminalistic Investigation and Police Studies, Serbia	MN	P
Petar Stanojević	University of Belgrade, Serbia	PS	P
Vladimir Cvetković	University of Belgrade, Serbia	VC	P
Dragan Domazet	Belgrade Metropolitan University, Serbia	DD	P
Shannon Macika	Steinbeis University Berlin, Germany	SM	P
Bertrand Weckel	ATRISC, France	BW	A
Przemyslaw Bylica	The Main School of Fire Service, Poland	PB	P
Themis Exarcos	Ionian University, Korfu, Greece	TE	P
Goran Šimić	University of Defence in Belgrade, Serbia	GŠ	P
Mirjana Radovanović	Educons University, Serbia	MR	P
Norra Anessi	Sant'Anna School of Advanced Studies, Italy	NA	P
Marija Gačić	SARTIK, Kragujevac, Serbia	MG	P
Samed Karović	Educons University, Serbia	SK	P
Dragana Kostić	University of Criminalistic Investigation and Police Studies, Serbia	DK	P
Anđela Pavlović	University of Criminalistic Investigation and Police Studies, Serbia	AP	P

Item		Action Due Date
1.	<p><b>OPENING AND WELCOME</b> Acting Coordinator Prof. dr Mirjana Radovanović welcomed Partners.</p>	
2.	<p><b>DISCUSSION</b></p> <p>Prof. dr Mirjana Radovanović introduced Partners with development on the Project.</p> <ol style="list-style-type: none"> <li>1. <b>Reply to the letter on Project evaluation, received from EACEA.</b> Chairperson introduced Partners with the Reply, in which are indicated all the achievements noted as missing. The main reason for this is absence of evidence: urgent update of the website needed.</li> <li>2. <b>Project plan.</b> All Partners agree on the best possible option for Project extension: June 30<sup>th</sup> 2020, with no additional funds.</li> <li>3. <b>Other.</b> <ol style="list-style-type: none"> <li>a) All Partners are introduced with the need to provide syllabi on their courses.</li> <li>b) Partners asked for the meeting on Public procurement. To be organized by Project Coordinator and Prof. dr Goran Šimić from UNID.</li> </ol> </li> <li>4. Partners discussed on the <b>topics proposed by SHB</b> as follows: List of decisions (version 3) proposed by SHB for discussion and agreement during the ImprESS Steering Committee meeting of Monday, November 4, 2019: <ul style="list-style-type: none"> <li>Decision 1. The Coordinator shall produce the “revision-controlled” Project Continuation Plan document with the updated project management plan, including but not limited to detailed actions, time plan, anticipated schedule of meetings and events until the end of the project, budgets and deliverables. Due date: November 30, 2019</li> <li>Decision 2. The dates/venues of the SC meetings shall be agreed and announced (incl. the draft agenda and written formulation of any decisions to be made) at least 14 calendar days before the meeting.</li> <li>Decision 3. SC meetings will be recorded, e.g. via the WebEx video conferencing platform.</li> <li>Decision 4. The SC meetings shall include all partners and leave enough time and technical possibilities to clarify all the issues of the agenda (meetings not involving all partners shall be avoided).</li> <li>Decision 5. The documents submitted to the EU, incl. the per-partner budgets, of May 24, 2019 are the basis for the continuation of the work in the project.</li> <li>Decision 6. Any changes to the project management plan (see Point 1) shall be included into the revision-controlled Project Continuation Plan document.</li> <li>Decision 7. The issues of particular importance for the project Coordinator (e.g. expulsion of non-performing partners) shall be included into the Quality Plan.</li> </ul> <p>Note: SHB accepted the role of host for WebEx video conferencing.</p> </li> </ol>	

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3.	<p><b>VOTING RESULTS</b></p> <p>According to the Agenda, partners voted on the following:</p> <table border="1" data-bbox="204 398 1316 1518"> <thead> <tr> <th data-bbox="204 398 917 432">Decision to be voted on</th> <th data-bbox="917 398 1316 432">Result of vote</th> </tr> </thead> <tbody> <tr> <td data-bbox="204 432 917 533"><b>DECISION 1:</b> Acceptance of the Reply to the letter on Project evaluation, received from EACEA</td> <td data-bbox="917 432 1316 533">All Partners voted YES.</td> </tr> <tr> <td data-bbox="204 533 917 667"><b>DECISION 2:</b> Acceptance of Project plan, with possible extension: June 30<sup>th</sup> 2020.</td> <td data-bbox="917 533 1316 667">All Partners voted YES.</td> </tr> <tr> <td data-bbox="204 667 917 869"><b>DECISION 3.</b> The Coordinator shall produce the “revision-controlled” Project Continuation Plan document with the updated project management plan, including but not limited to detailed actions, time plan, anticipated schedule of meetings and events until the end of the project, budgets and deliverables.</td> <td data-bbox="917 667 1316 869">All Partners voted YES.</td> </tr> <tr> <td data-bbox="204 869 917 1003"><b>DECISION 4:</b> The dates/venues of the SC meetings shall be agreed and announced (incl. the draft agenda and written formulation of any decisions to be made) at least 14 calendar days before the meeting.</td> <td data-bbox="917 869 1316 1003">All Partners voted YES.</td> </tr> <tr> <td data-bbox="204 1003 917 1070"><b>DECISION 5:</b> SC meetings will be recorded, e.g. via the WebEx video conferencing platform.</td> <td data-bbox="917 1003 1316 1070">All Partners voted YES.</td> </tr> <tr> <td data-bbox="204 1070 917 1205"><b>DECISION 6:</b> The SC meetings shall include all partners and leave enough time and technical possibilities to clarify all the issues of the agenda (meetings not involving all partners shall be avoided).</td> <td data-bbox="917 1070 1316 1205">All Partners voted YES.</td> </tr> <tr> <td data-bbox="204 1205 917 1305"><b>DECISION 7:</b> The documents submitted to the EU, incl. the per-partner budgets, of May 24, 2019 are the basis for the continuation of the work in the project.</td> <td data-bbox="917 1205 1316 1305">All Partners voted YES.</td> </tr> <tr> <td data-bbox="204 1305 917 1406"><b>DECISION 8:</b> Any changes to the project management plan (see Point 1) shall be included into the revision-controlled Project Continuation Plan document.</td> <td data-bbox="917 1305 1316 1406">All Partners voted YES.</td> </tr> <tr> <td data-bbox="204 1406 917 1518"><b>DECISION 9:</b> The issues of particular importance for the project Coordinator (e.g. expulsion of non-performing partners) shall be included into the Quality Plan.</td> <td data-bbox="917 1406 1316 1518">All Partners voted YES.</td> </tr> </tbody> </table>	Decision to be voted on	Result of vote	<b>DECISION 1:</b> Acceptance of the Reply to the letter on Project evaluation, received from EACEA	All Partners voted YES.	<b>DECISION 2:</b> Acceptance of Project plan, with possible extension: June 30 <sup>th</sup> 2020.	All Partners voted YES.	<b>DECISION 3.</b> The Coordinator shall produce the “revision-controlled” Project Continuation Plan document with the updated project management plan, including but not limited to detailed actions, time plan, anticipated schedule of meetings and events until the end of the project, budgets and deliverables.	All Partners voted YES.	<b>DECISION 4:</b> The dates/venues of the SC meetings shall be agreed and announced (incl. the draft agenda and written formulation of any decisions to be made) at least 14 calendar days before the meeting.	All Partners voted YES.	<b>DECISION 5:</b> SC meetings will be recorded, e.g. via the WebEx video conferencing platform.	All Partners voted YES.	<b>DECISION 6:</b> The SC meetings shall include all partners and leave enough time and technical possibilities to clarify all the issues of the agenda (meetings not involving all partners shall be avoided).	All Partners voted YES.	<b>DECISION 7:</b> The documents submitted to the EU, incl. the per-partner budgets, of May 24, 2019 are the basis for the continuation of the work in the project.	All Partners voted YES.	<b>DECISION 8:</b> Any changes to the project management plan (see Point 1) shall be included into the revision-controlled Project Continuation Plan document.	All Partners voted YES.	<b>DECISION 9:</b> The issues of particular importance for the project Coordinator (e.g. expulsion of non-performing partners) shall be included into the Quality Plan.	All Partners voted YES.	
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4.	<p><b>OTHER DECISIONS</b></p> <p>No discussion. No other decisions.</p>																					
5.	<p><b>CONCLUSIONS</b></p> <p>All partners are dedicated to continuation of ImprESS project.</p>																					
6.	<p><b>ATTACHMENTS</b></p> <p>No attachments.</p>																					
7.	<p><b>CLOSURE:</b></p> <p>Chairperson adjourned the meeting.</p>																					