



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

## MEETING MINUTES

<b>Unique Identifier</b>	<b>MNTS07/2019</b>
<b>Document Type</b>	<b>Minutes</b>
<b>Revision</b>	<b>1</b>
<b>Effective Date</b>	<b>09 Dec 2019</b>
<b>Reference Number</b>	<b>606019</b>



Co-funded by the  
Erasmus+ Programme  
of the European Union

### Meeting Name: Steering Committee Meeting

<b>Date:</b>	<b>Time:</b>	<b>Venue:</b>	<b>Meeting No.:</b>
09/12/2019	13:00 – 16:15	EACEA, Brussels	14

### Attendance Register

<b>Name &amp; Surname</b>	<b>Section/Department/Area/Responsibility</b>	<b>Initials</b>	<b>Present (P) / Apologies (A) / Absent (X)</b>
Miladin Nešić	University of Criminological Investigation and Police Studies, Serbia - UCIPS	MN	<b>P</b>
Petar Stanojević	University of Belgrade, Serbia - FSS	PS	<b>P</b>
Dragan Domazet	Belgrade Metropolitan University, Serbia, Rector - BMU	DD	<b>P</b>
Shannon Macika	Steinbeis University Berlin, Germany - SHB	SM	<b>P</b>
Bertrand Weckel	ATRISC, France - ATRISC	BW	<b>P</b>
Przemyslaw Bylica	The Main School of Fire Service, Poland - SGSP	PB	<b>P</b>
Themis Exarcos	Ionian University, Korfu, Greece – Ionian University	TE	<b>P</b>
Goran Radovanović	University of Defence in Belgrade, Serbia, Rector - UNID	GR	<b>P</b>
Mirjana Radovanović	Educons University, Serbia - Educons	MR	<b>P</b>
Nora Anessi	Sant'Anna School of Advanced Studies, Italy - SASAS	NA	<b>P</b>
Nenad Filipović	R-tech KG, Kragujevac, Serbia - R-tech KG	NF	<b>P</b>
Bojana Vasić	Educons University, Serbia - Educons	BV	<b>P</b>
Zorana Brljak	Educons University, Serbia - Educons	ZB	<b>P</b>
Goran Šimić	University of Defence in Belgrade, Serbia - UNID	GŠ	<b>P</b>
Ralf Rahders	EACEA	RR	<b>P</b>
Giulia Moro	EACEA	GM	<b>P</b>
Paola Di Marzo	EACEA	PDM	<b>P</b>
Marzia Peba	EACEA	MP	<b>P</b>
Maja Saric	EACEA	MS	<b>P</b>

m		Action Due Date
1.	<p><b>OPENING AND WELCOME</b></p> <p>Coordinator Prof. dr Mirjana Radovanović welcomed Partners. At the beginning, she informed participants that representatives of UCIPS, Serbia and Sant'Anna School of Advanced Studies, Italy, informed Coordinator and EACEA in advance on their inability to be present at the Meeting in person, therefore they participated via Skype.</p> <p>Prof. dr Mirjana Radovanović informed Partners on the Project status. Majority of activities was done; therefore, she is assessing Project implementation as promising. Further implementation requires formal approval of the work plan (explained in Subject 4 of this MOM) signing of new Partnership Agreement (explained in Subject 5 of this MOM) and budget changes (explained in Subject 6 of this MOM).</p> <p>Coordinator informed EACEA and Partners that problem of transfer of funds from University of Stuttgart (Partner withdrew in May 2019) is solved after Coordinator contacted Rector of University of Stuttgart. Representative of UCIPS informed Partners that Project funds from the account of former Coordinating institution are in process of preparation for transfer to the Project account of Coordinating institution (prior approval of Ministry of Interior of Serbia is required, since UCIPS is budgetary funded institution).</p>	
2.	<p><b>Reminder of EACEA's rules in relation to project evaluation and costs acceptance.</b></p> <p>Mr. Ralf Rahders, Head of Capacity Building in Higher Education (CBHE) Unit and Authorising Officer for all CBHE projects, acknowledges the project progress. He declares that EACEA needs clear evidences on the full consensus of all Partners on all Project related topics. Mr Rahders reminded that the ImprESS project is flagged as 'HIGH risk' project and that cooperation among the partners and genuine agreement among the partners are preconditions for the continuation of the project. Based on the results of this Steering Committee meeting, the EACEA reserves the rights to continue the project or not.</p> <p>Mrs. Giulia Moro underlined the following rules for cost acceptance:</p> <ul style="list-style-type: none"> <li>. Subcontracting budget line cannot be used for payment of project partners professors; this cost should be reported under staff costs</li> <li>. Subcontracting budget line can be used for translation services and for accreditation cost for new study programmes (for Serbian Partners)</li> <li>. Existing teaching material, not developed under this Project, shall not be accepted as a base for staff payment; it will not be accepted as deliverable</li> <li>. Coordinating institution is responsible for project finances and reporting, therefore, the coordinator has to ensure sound mechanisms of verification before validating a disbursement.</li> </ul> <p>The volume of the staff costs needs to be in relation with the output delivered in the framework of the project. One of the main objectives of the final report verification will be to assess whether the staff costs declared is justified by the project results and their quality.</p>	
3.	<p><b>Possibility for Project extension – procedure and assessment of extension for ImprESS Project.</b> Mrs. Giulia Moro explained procedure for extension of eligibility period the Project. According to the procedure, request for extension has to be submitted to the EACEA one month before the official end of the project. Having in mind specificities of this Project, application for the extension should be submitted during January 2020.</p>	
4.	<p><b>Main Project activities to be implemented before the Project official end (October 14th, 2020)</b> Prof. dr Mirjana Radovanović reminded Partners on main Project activities and their deadlines:</p>	

	<ol style="list-style-type: none"> <li>1. Education of Serbian professors in EU HEIs (January – July 2020)</li> <li>2. Development of teaching material in English in Serbian: September 1<sup>st</sup> 2020</li> <li>3. Accreditation of new study modules and programmes is ongoing activity: <ol style="list-style-type: none"> <li>a) FSS submitted 6 specialized study modules for accreditation in July 2019.</li> <li>b) UCIPS and UNID prepared one new master program, to be submitted for accreditation in March 2020.</li> <li>c) Educons submitted one PhD program for accreditation in December 2019, one new master to be submitted in March 2020.</li> </ol> </li> </ol> <p><b>Activities to be done after official Project end (October 14<sup>th</sup> 2020):</b></p> <ol style="list-style-type: none"> <li>1. Education of students on new study programmes (October 2020 – June 2021)</li> <li>2. Evaluation of new programs by students and EU partners (January 2020 and May 2021)</li> <li>3. Simulation exercises in TESS centre (October 2020)</li> <li>4. Final conference (May 2021)</li> <li>5. Project reporting (June 2021)</li> </ol> <p>All Partners accepted Project plan.</p>	
5.	<p><b>New Partnership Agreement proposal</b></p> <p>Having in mind that Partnership Agreement has to be signed with new Coordinating institution (Legal Representative) and responsibility of Coordinator for acceptance of each spending, Coordinator changed existing Partnership Agreement in terms of including more clear explanation of the procedure for control of spending and control of deliverables quality. Coordinator informed Partners that Partnership Agreement has to be equal for all, no veto right.</p> <p><b>Discussion on Partnership Agreement proposal</b></p> <p>Ten Partners expressed their acceptance of Partnership Agreement, with no veto right. One Partner (SHB) was not able to state its position on this issue, because representative declared she has no authority to answer on this question. Mr. Ralf Rahders asked SHB to define its final position on this issue and to inform all the Partners and EACEA at the latest 7 days from the meeting, it means by 16 December 2019. SHB position should be sent by email to the consortium members <b>and</b> to Mr Rahders and Ms Moro.</p>	16.12.2019
6.	<p><b>Budget changes proposal (As per Annex 3)</b></p> <p>Prof. dr Mirjana Radovanović stated that Budget changes are consequent result of workplan revision. The workplan revision was discussed by the coordinator and EACEA on a meeting on 15/11/2019; in that occasion, representatives of EACEA clearly underlined responsibility of Project Coordinator for finances, verification and justification of all expenditure. Coordinator explained she checked each Project activity, each deliverable and budget available and she have found that certain changes were needed. She approached each Partner with question on their view on the budget available. Partners provided clear justification on their needs, related to the Travel Cost, Cost of Stay, Equipment and Subcontracting. Based on the deliverables and needs, Coordinator provided all Partners with the document showing clear justification of each budget change for each Partner and proposal of the new Budget. On the Consortium level, Travel Cost and Cost of Stay remain the same. Staff cost was no subject of change. Total amount of the budget remains the same.</p> <p>Representatives of FSS and R-tech KG questioned newly proposed budget. Both partners stated they are supporting budget defined in May 24<sup>th</sup> 2019 and asked for explanation of budget changes in this moment. Prof. dr Mirjana Radovanović explained that she was not able to propose budget changes before, because clear Plan for implementation of Project activities for the next period has been defined in mid-November 2019.</p>	

**Discussion on budget changes**

At the beginning, each Partner had opportunity to comment new budget for its institution. Each Partner stated newly proposed budget for its institution is acceptable and sufficient for implementation of all Project tasks. After that, Partners discussed on certain specificities related to the budget.

SHB representative stated its intention to use Subcontracting budget line for payment of professors. Mrs. Moro reminded the rules on payment for staff which should be reported under staff costs budget heading. SHB representative was asked to explain plan for spending of 107.000 EUR for staff cost, but answer was not provided, since representative declared she has no authority to answer on this question.

For implementation of WP5, T5.3 project task – software education, Coordinator informed Partners on the following. After meeting in Brussels (15.11.2019) Coordinator did careful evaluation of WDT in order to check if there is a Plan for implementation of each activity. During the process, Coordinator noticed there is still no clear plan for implementation of WP5, T5.3 project task – software education and asked to WP5 leader (ATRISC, France) and representative of UNID to propose the plan. Both Partners considered several options and suggested plan. According to it, education of 5 Serbian professors in software modelling can be organized by UNID, in its premises in Serbia (with all conditions available), rather than abroad. According to the plan, cost of education - training (12.000 EUR) should be added to the equipment budget line for UNID, while representatives of Serbian Partners have to attend the education, as per WDT. Coordinator finds this solution appropriate, because education is related to the software which are subject of public procurement (VBS3, LIZZA, FEMAP, ABAQUS). She added that software education is predicted for 5 Serbian professors from Serbian Partner institutions, which is proving a benefit for each partner from Serbia.

WP5 leader (ATRISC) approved this plan.

FSS representative contested this plan, because according to him, the need of this activity and its contribution to each Partner is not clear and it ruins consensus reached on 7 October 2019. R-tech KG representative stated the same; yet he accepts to send one person on this specific education. BMU representative stated his support to use available budget funds on training purposes.

Other Partners have no comments on this subject.

Representative of SGSP stated new budget predicts 2.000 EUR more for its institution. Coordinator explained the new budget includes changes based on change of leadership on WP3 and WP4 (Reallocation plan between SGSP and Educons, signed on 30.10.2019). Starting from 09.12.2019, SGSP has no more financial obligation towards Educons for reallocation of leadership for WP3 and WP4.

FSS representative stated he is satisfied with budget for its institution, but he does not support changes of budget in principle, because it ruins consensus reached on 24 May 2019. and was done in methodologically non-transparent and non-justifiable way without previous announcement or consultations with the FSS. He has objections on budget changes procedure. R-tech KG representative stated he is satisfied with budget for its institution, but he does not support changes of budget for SHB. He has objections on budget changes procedure.

Coordinator explained she approached to all Serbian Partners with the template, and all Partners had an opportunity to justify their cost, according to plan of their activities. Coordinator added that all Serbian partners supplied Coordinator with inputs, with exception of FSS and R-tech KG.

Representative of FSS apologized, saying he missed to check all sheets presented in Excel file, with justification of all cost per each Serbian Partner.

7.	<b>VOTING RESULTS</b>	
	<p>After discussion, Coordinator invited Partners to vote.</p> <p><b>1. Project activities plan – voting</b>  University of Criminalistic Investigation and Police Studies, Serbia: YES  University of Belgrade, Serbia: YES  University of Defence in Belgrade, Serbia: YES  Belgrade Metropolitan University, Serbia: YES  R-tech KG, Serbia: YES  Educons University, Serbia: YES  ATRISC; France: YES  The Main School of Fire Service, Poland: YES  Sant’ Anna School of Advanced Studies, Italy: YES  Ionian University, Korfu, Greece: YES  Steinbeis University Berlin, Germany: YES</p> <p>VOTING REULTS: All 11 Partners voted YES for Project activities plan.</p> <p><b>2. Partnership Agreement – voting</b>  Partners were asked to state if they are accepting proposal of Partnership Agreement, to be signed with Coordinating Institution, which is based on equal Partnership Agreement for all, no veto right for any Partner.</p> <p>University of Criminalistic Investigation and Police Studies, Serbia: YES  University of Belgrade, Serbia: YES  University of Defence in Belgrade, Serbia: YES  Belgrade Metropolitan University, Serbia: YES  R-tech KG, Serbia: YES  Educons University, Serbia: YES  ATRISC; France: YES  The Main School of Fire Service, Poland: YES  Sant’ Anna School of Advanced Studies, Italy: YES  Ionian University, Korfu, Greece: YES  Steinbeis University Berlin, Germany: No voting was done</p> <p>VOTING REULTS: From 11 Partners, 10 voted YES. Representative of SHB stated she has no authority to vote.</p> <p><b>3. Budget changes – voting</b>  After presentation of reasons for Budget changes (explained in Subject 1 of this MOM), Each Partners was asked to state if its institution has budget sufficient for implementation of all Project activities.</p> <p>University of Criminalistic Investigation and Police Studies, Serbia: YES  University of Belgrade, Serbia: YES  University of Defence in Belgrade, Serbia: YES  Belgrade Metropolitan University, Serbia: YES  R-tech KG, Serbia: YES  Educons University, Serbia: YES  ATRISC; France: YES  The Main School of Fire Service, Poland: YES  Sant’ Anna School of Advanced Studies, Italy: YES  Ionian University, Korfu, Greece: YES  Steinbeis University Berlin, Germany: NO</p> <p>VOTING REULTS: From 11 Partners, 10 voted YES. 1 Partner voted NO.</p>	

	<p><b>OTHER:</b></p> <p>Representatives of UNID, ATRISC, BMU and Coordinating institution are assessing as highly irresponsible the fact that SHB, for such an important meeting, delegated a person with no authority to convey and explain the positions of the institution she represents, nor to vote. They consider this as inappropriate spending of time, money, obstruction and procrastinating of very important decisions.</p>	
<b>8.</b>	<p><b>DECISIONS</b></p> <ol style="list-style-type: none"> <li>1. SHB has to send its final position on acceptance of Partnership Agreement (without veto status) and position on new Budget for SHB. All Partners have to be informed, including Mr. Mr. Ralf Rahders and Mrs. Giulia Moro.</li> <li>2. All decisions (on Partnership Agreement and new Budget), not fully accepted during the Meeting, have to be finalized on next SC meeting. Coordinator scheduled SC for Monday, December 16<sup>th</sup> 2019, 14:00.</li> <li>3. After SC meeting scheduled for December 16th 2019, Coordinator shall inform EACEA on the outcomes.</li> </ol>	<p>16.12.2019</p> <p>16.12.2019</p> <p>17.12.2019</p>
<b>9.</b>	<p><b>ATTACHMENTS:</b></p> <p>No attachments.</p>	
<b>10.</b>	<p><b>CLOSURE:</b></p> <p>Chairperson closed the meeting.</p>	

December 9<sup>th</sup> 2019.

Prof. dr Mirjana Radovanović