

PRE-KICK-OFF MEETING
3 December 2012 in Prokuplje

MINUTES

The following has been agreed:

Mr. János Palotás, USZ project manager, is named as the AGRIVOC project contact point on the side of the USZ;

USZ is to delegate the following personnel for the project:

1. a person that will be active on the project in the capacity of consultant for project activity 1.1 Benchmark survey and responsible for coordination of the 2nd meeting re: activity 1.1. in Szeged that is envisaged to take place in the second half of January 2013;
2. a person to act in the capacity of permanent member of the *Steering Committee* that is envisaged to meet regularly (at least 3 times a year)
3. a person to act in the capacity of permanent member of the *Quality Assurance and Monitoring Committee* that is envisaged to meet regularly (at least 4 times a year);
4. a facilitator to facilitate 2 workshops on training development (activity 3.1)
5. a facilitator to facilitate 2 workshops on the establishment of training centres (activity 3.2)

The preferred date for organization of the first 2 day meeting regarding project activity 1.1. Benchmark survey in Backa Topola (hosted by FBF) is suggested to be in the week from 8-11 January. This is to be further confirmed with the organizers and all the participants.

One study visit on the project is envisaged to be organized by the USZ in Szeged in February 2014, or preferably March 2014 for the better weather conditions.

In March 2013 USZ is to participate at the regional Conference on Agri vocational studies.

USZ is to be sent the following items a.s.a.p.:

1. Recent curricula from BiH and Serbia that is to be upgraded, reshaped;
2. Answered issue on accreditation related to this project
3. Partnership agreement that will include provisional budget (EUR 21.540) and related expected installments: first one is upcoming and includes 30% of the total amount;
4. Request for bank transfer not invoice
5. Photos and minutes from the Kick off meeting

MONITORING AND REPORTING

Two major reporting deadlines are envisaged during the project: in the 18th and 36th month of the project. At the kick off all participants will be introduced to general rules and reporting requirements and all project related uniform templates will be presented and discussed; it is suggested that all partners on the project send a brief monthly activity report with all the corresponding supporting documents to the project coordinator for better monitoring of the progress;

FINANCIAL ASPECTS

When travel by car (0.22EUR/Km) is maximum allowed, Mobility report is used with no further supporting documents required; but when travel is conducted by means of plane, taxis, etc. invoices are required also.

Declaration only should be sent to report on the spending of indirect costs occurred on the project;

VISIBILITY

Visibility material and logo and website will be in depth discussed at the Kick off meeting; website is suggested to have a protected intranet zone available only to project consortium partners and one open to general and interested public; it would contain the links to all partner institutions;

NB: USZ is closed from 20 December to 7 January for winter break.

Minutes taken by:

Jelena Nastić-Stojanović

WB-SEC