



## Kick off Meeting: AGRIVOC TEMPUS project

Venue: Prokuplje, VPPŠ

Date: 17/18 December 2012

### *Minutes*

#### Day 1, Monday 17 December 2012

Kick off welcome addresses were given by Mr. Nebojsa Zlatkovic, AGRIVOC project coordinator, Mr. Sasa Petrovic, director of VPPŠ and Ms. Nina Stojanovic, representative person on behalf of the Tempus Office Serbia responsible for the project. Representative of Partner institution from Athens could not come due to unforeseen circumstances, whereas partner institution representatives from Szeged University in Hungary attended pre-kick off meeting at VPPŠ held on 03.12.2012.

The meeting was chaired by Mr. Nebojsa Zlatkovic, project coordinator from VPPŠ, and facilitated by Mr. Marko Stojanovic, Research and Development Director at WB SEC partner organization.

Ms. Nina Stojanovic gave a brief presentation of the Tempus programme, its rules and recommendations. These referred to the following:

- Forming of <b>project teams</b> on Tempus (according to management structure)
- Forming of <b>project bodies</b> envisaged in the proposal (QA & M, Steering Committee, etc.)
- Knowing <b>decision making</b> process <b>in risk situations</b>
- Internal and external communication and dissemination
- <b>Self-evaluation</b>
- All partners need to have the complete text of the project and budgetary allocations in order to know their responsibilities
- <b>Financial Information Kit</b> (available at <a href="http://www.tempusac.rs">www.tempusac.rs</a> ) document was suggested to be consulted for all financial rules and issues
- Contract signed with the Agency (EACEA) and coordinating institution; Partnership Agreements should be signed between the coordinating partner and all other partners
- The most important documents on Tempus project include Staff Convention document that will be followed by signed Timesheets, and Individual Mobility Report (in case an activity is lasting, several timesheets need to be attached to Staff Convention)
- Transfer in the budget between different headings would be possible if less than 10%, but ahead of any changes these need to be communicated to the project coordinator
- If there was a change of contact persons or if an institution withdrew from the project implementation,

or a new one would become involved, the project coordinator must be informed and he must inform also the project responsible person in the EACEA
- Project <b>reports</b> to be drafted after 18 months (Interim report) and 2 months after the end of the project (Final report)
- <b>Payments</b> to the partner institutions would generally be made in 3 installments (first - 60%, second - 30%, and third- 10% of each institution total budget); yet the first installment would be divided in sub-installments (after the grant of the first is spent, the new payment is requested and made); payment of the third and the last installment of 10% would be due after the approval of the Final report
- Tempus office should be regularly informed on updates related to project teams, on the events and results, and should be sent minutes – all these are indicators of the successful implementation of the project
- <b>Sustainability</b> should be emphasized in terms of cooperation of the partners after the project ends
- New logo of the Tempus Programme was introduced, and the participants were informed on and invited to participate at the now open call for Tempus project proposals for 2013

In continuation of the meeting, the project coordinator and meeting facilitator introduced the participants with the following:

- details regarding the budgetary tables
- sending of invitations for meetings on the project one month ahead of the event so that everybody would have time to prepare and plan their participation
- the first upcoming meeting was announced to be taking place in <b>Backa Topola on 27 and 28 December regarding the Benchmark survey</b> (activity 1.1. on the project)
- details regarding the activities and work packages on the project
- <b>contribution of 10%</b> of the amount of grant received from Tempus was required from all the partners apart from the Institutes (which would result in small changes in the budget together with changes related to promo stands that would be taken from Eastern Sarajevo partner and redistributed to all the partner institutions in the amount of EUR 130); the information on this would be incorporated in all of the Partnership Agreements; partner from Slovakia would check with its financial department for co-financing; co-financing contribution may be provided through purchasing of equipment
- CDARR partner institution, i.e. Center for Rural Development from Bosnia and Herzegovina decided to withdraw from the project due to legal issues, and its responsibilities and budget would be allocated to other partners shortly
- Kick off meeting was not envisaged in the budget, but participants were invited to cover their expenses through savings made from their budgets
- Regular <b>meetings of working groups</b> envisaged on the project are suggested to take place over the Skype
- Information on (1) <b>needs assessment</b> for every Higher Educational Institution (2) <b>curriculum</b>

**reform**, i.e. with information which study program each institution wants to reform and in what degree, and (3) **training centers** and counterparts from all institutions will be collected **through survey/s**

- Due to differences between Serbia and Bosnia and Herzegovina related to **accreditation** process, it had been suggested that this important issue – as the project envisaged the first generation enrollment in its third year – is discussed timely with all institutions involved in each country in order to have an indicative date of the enrolment set as soon as possible

- The major **role of the Institutes** involved in the Project is to assist in preparation of curriculum development and opening of training centers which was debated as an ambitious and costly task

- The specific **roles of EU partner institutions** were defined as follows:

(1) Assistance in development of practical training courses and training centre (on Szeged model) – partner institution from Hungary (University of Szeged)

(2) Designing of teaching methodology training and training of professors in the use of purchased equipment - partner institution from Greece (Athens University of Agriculture)

(3) Teaching methodology training and entrepreneurial competences development partner institution from Slovakia (Slovak University of Agriculture, Nitra)

- The **purchasing of equipment** was strongly suggested to be centralized – 1 large purchasing of equipment per country, in order to obtain the best prices for purchasing domestic and equipment coming from abroad; in Serbia this purchasing did not have to abide the Law on Public Procurement and detailed instructions on this could be found on Tempus Office in Serbia website; in purchasing of equipment small changes are possible yet this should be communicated directly with Brussels; the process of purchasing of equipment consists of: forming of Commission that is to announce the tender opening possibly in Official Gazette, 3 offers required for each of the parties (type of equipment, i.e. one party is computers and their equipment, another is laboratory equipment, etc.) and in accordance with the market prices, possibility for filing complaint must be there. VAT exemption procedure should be followed. When the contractor is known, each institution pays from its own budget.

### Day 2, Tuesday 18 December 2012

On the second day project coordinator and co-chair introduced the participants in details on the financial rules on the project, travel costs and costs of stay, and how to correctly complete 3 of the most important project related documents: **Staff Convention (to be signed by the staff and rector of the institution with stamp)**, **Timesheet** and **Individual Mobility Report (signed only by the staff)**.

It was agreed that **all partners send to the project Coordinator once every 2 months a brief report of the conducted activities together with original Staff Conventions, Timesheets and Individual Mobility Reports and certified copies** (signature of responsible person and stamp of the institution) **of supporting documentation** (invoices, boarding passes, etc.).



Visibility elements of the project were briefly introduced. Following the presentation of suggested options for project logo design that was delivered by de:work studio designers, it was decided on the use of the **AGRIVOC project logo** on the project memo and all other documents and publications.

All partners were invited to send on a monthly basis their contributions for the project **website** (expected to be designed and programmed in 45 days) and **newsletters** that will be distributed on the regular basis to all relevant stakeholders.

Enclosed documents:

1. Pre-kick off meeting minutes with the list of participants
2. List of participants at Kick off meeting
3. Project Gant chart in excel (showing involvement of partners in particular activities and timeframe)
4. Financial Information Kit
5. Guidelines for implementation
6. FAQ
7. *Best practices in TEMPUS project financial management* document produced by University of Belgrade

Minutes prepared by  
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In Belgrade, 21 December 2012