



STEERING COMMITTEE MEETING MINUTES OF THE MEETING

Location: University Tor Vergata, Rome, Italy
Time: November 18th 2019

Contacts: Mirko Savic, savicmirko@ef.uns.ac.rs

ATENDEES

Representatives of partner institutions:

1. Mirko Savić (UNS)
2. Jelena Stanković (UNI)
3. Vladimir Ranković (UNIKG)
4. Rachid Chelouah (EISTI)
5. Jason Papathanasiou (CERTH)
6. Jelena Bulatović (SAM)
7. Vladan Devedžić (UB)
8. Luca Gnan (UNITOV)
9. Laura Vana (WU)

Beside partner representatives, other members of project team were present at the meeting, taking part in the discussion.

AGENDA

1. Instructions about financial reporting for the second reporting period (01.07.2019.-30.9.2019.)
2. Reports on public procurement
3. Visiting professors from EU
4. Staff and student mobility through ADA program (Ivana Vujkov, Head of International Relations Office)
5. Reports from Serbian partners about implementation of ADA master
6. Reporting from previous study visits: Cergy, Thessaloniki
7. Organization of the next study visit (UB, teaching methodology + WU)
8. Discussion about delays in WP5: Quality control and monitoring
9. Action plan and activities in the future period
10. Discussion



REMARKS

11. Instructions about financial reporting for the second reporting period (01.07.2019.-30.9.2019.)

Once more prof. Savic informed the partners about basic principles of reporting, reminding the partners about interim report and its importance. **Prof. Savic asked partners to include travelling to Rome in the next reporting documents in order to get clear picture about financial situation at the project.**

12. Reports on public procurement

Representatives of Serbian universities gave oral reports about results of public procurement. In the case of UNS and UNI the value of purchased equipment is lower than amount provided in the budget. Therefore, there are some financial funds for equipment not spent. It happened because of price variation on the market and conservative assessment when purchase list was made. Since there is an opportunity to provide more equipment, mostly for the LLL courses, the decision is to make additional list of equipment and ask project officer in EACEA for second public procurement.

13. Visiting professors from EU

UNS has started the procedure for election of five visiting professors for the needs of ADA master program. On the list are Loukas Tsironis and Jason Papathanasiou from University of Macedonia, Luca Gnan from University of Tor Vergata, Ronald Hochreiter from Vienna University, and Stephan Schlueter from University of Ulm. In the case of UNI and UB, they have started negotiations with several professors from EU, mostly from project partner institutions, in order to include them into teaching staff of ADA master program at their institutions. Beside visiting professors, there will be also lecturers from the industry, like in the case of UNS where Georgia Aifantopolou and Josep Maria Salanova Grau from CERTH will participate.

14. Staff and student mobility through ADA program (Ivana Vujkov, Head of International Relations Office)

As part of the study visit and meetings of the Erasmus+ Project "ADA", held at Tor Vergata University in Rome, the Head of the International Relations Office of the University of Novi Sad (UNS) delivered a presentation, to the domestic and foreign partners in the Project, on the topic of academic mobility and internationalisation at UNS.

The aim of the presentation, and follow-up discussion, was to explain the ways in which the sustainability of Project results can be achieved very efficiently through the activities of the University of Novi Sad in Erasmus+ KA103 projects of student and staff credit mobility, as well as through new project applications that would follow the launch of the ADA master programmes at Serbian partner universities, namely, the future application for the Erasmus Mundus Joint Master's Degree. The presentation was very positively received by the partners, both in terms of its contents and its delivery. The partners agreed that these suggestions can be implemented.

During the visit, the heads of International Relations and Project Management at UNS had additional meetings with the International Relations Office of Tor Vergata University and the IRO of its Faculty of



Economics. It was agreed that the bilateral cooperation can begin with the establishment of the Erasmus+ KA103 inter-institutional agreement (IIA) in the field of Economics, considering that the "ADA" project strengthened the cooperation links between Tor Vergata University and UNS in this particular field. The mobility of students and staff could thus be operational in 2020/2021, with first calls for mobility in January of 2019/2020. Both institutions agreed that new IIAs, in other fields, could be the following step, after the mobility in the field of Economics is launched.

15. Reports from Serbian partners about implementation of ADA master

Prof. Mirko Savic gave oral report about implementation of ADA master at UNS. The entire material for accreditation is ready. The program was accepted by the Council of Teachers at Faculty of Economics, and the next step is to be accepted at rectorate of UNS by the Council for Social Sciences and Humanities and afterwards by the Senate of UNS, approximately by the middle of December 2019. When procedure at UNS is over, material will be submitted to NAT (National Accreditation Body of Serbia).

Prof. Jelena Stankovic reported that curriculum and syllabus for ADA master program at UNI are ready, and the next step is to prepare the material for procedure at Faculty of Economics in Nis, rectorate of UNI, and NAT.

Prof. Vladan Devedzic reported that procedure at rectorate of UB is finished and ADA master program is accepted. The next step is to finish collection of all necessary documents for accreditation, especially when it comes to the proofs of language competencies of teachers. The problem is that the report based on the software for accreditation cannot be completed before all details about all *other* study programs accredited at UB are entered and verified in the accreditation software. This is a strict requirement of the National Accreditation Body of the Republic of Serbia, enforced starting from July 2019. The rationale of this requirement is to calculate the workload of all teachers participating not only in the ADA master program, but also institution-wide – all teachers are required to have their total teaching workload (classes per week) below a certain limit. The total teaching workload of a teacher is the sum of all teaching workloads that they have in different study programs where they teach.

16. Reporting from previous study visits: Cergy, Thessaloniki

Reports from previous two visits were missing. In the meantime, CERTH sent the report. Prof. Savic reminded EISTI to send the report and presentations from visit to Cergy.

17. Organization of the next study visit (UB, teaching methodology + WU)

Steering Committee decided to organize **next visit in Vienna in March 9-13th 2020**. Also, before May 2020, two meetings will be organized: Training of teachers in Cergy, and workshop on teaching methodology in Belgrade. **It is upon EISTI to suggest the potential dates for the training of teachers (and training of which courses can they offer to Serbian teachers), and afterwards UB will suggest dates for the workshop.**

18. Discussion about delays in WP5: Quality control and monitoring

According to project proposal, WU university was wp leader for WP5. Because of internal problems, and after discussion between prof. Savic and prof. Hochreiter, **consortium has decided to change the project leader and designate the job of wp leader of WP5 to UNIKG**. The decision of SC was unanimous. Consequently, coordinator will prepare the annex of partnership agreement with WU in order to transfer the funds for leading WP5 from WU to UNIKG.

19. Action plan and activities in the future period

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Action plan for the next 6 months is in the appendix of this document.

20. Discussion

Prof. Gnan has described the concept of joint degree between UNITOV and universities in Macedonia, China, and St Petersburg.

Prof. Savic gave the overview of deliverables that are missing after the end of first year of ADA project:

- Deliverable 5.1 Quality and assessment plan, questionnaires from the meetings,
- WU: reporting 1st period.
- EISTI: reporting 1st period, presentations from CERGY meeting, Deliverable 2.4.1 Report on study visit to Cergy
- UNIKG: WP4 report for 1st period.
- UNI: Instagram profile

Prof. Dr Mirko Savić

Date of approval:
28.11.2019.

Appendix

Action plan November 2019 – May 2020

WP	Activity	Task	Leading partner	Participants	M10=Oct 2019
WP2	Study visits of staff from Serbia to EU	Study visit to Vienna	WU	All	March 2020
WP2	Study visits of staff from Serbia to EU	Training visit to Cergy	EISTI	UNS, UB, UNI, UNIKG	Before May 2020
WP2	Workshop on teaching methodology	Workshop in Belgrade	UB	All	Before May 2020
WP2	Purchase of equipment	Public procurement	UNS	UB, UNI, UNIKG	March 2020
WP3	Accreditation of master study program	Submission for accreditation	UNI	UNS, UB	April 2020
WP5	Defining plan for project quality control	Draft version	UNIKG	All	May 2019
WP5	Metrics for ADA	Draft version	UNIKG	All	January 2020
WP6	Reporting	Reporting for the 2nd period, including visit to Rome	UNS	All	15.12.2019.
WP6	Reporting	Preparation of Interim Report	UNS	All	30.5.2020.
WP	Other activities	Task	Participants		
WP4	Synergy effects	Connecting with other consortiums	UNS, UB, UNI, UNIKG		No deadline
WP6	Dissemination	List of events where ADA can be promoted next year	UNIKG	All	M8