



ADA

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ANALYTICS IN BUSINESS



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STEERING COMMITTEE MEETING

Location: Rome, Italy, University Tor Vergata
Time: November 18th 2019, 12-16h

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



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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. Reports from Serbian partners about implementation of ADA master
5. LLL courses
6. Reporting from previous study visits: Cergy, Thessaloniki
7. Organization of the next study visit
8. Action plan and activities in the future period
9. Discussion



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

Deadline for the 2nd reporting period 15.10.2019.

Instructions are uploaded on the Google Drive of ADA project.



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CERTH
CENTRE FOR
RESEARCH & TECHNOLOGY
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All Joint Declarations+Time Sheets (JD+TS) and Individual Travel Reports (ITR) must have a reference number. **Signed and stamped documents must be scanned and saved.** The name of the file is the reference number of the document.

Project number of ADA project is **598829-EPP-1-2018-1-RS-EPPKA2-CBHE-JP.**



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Joint Declaration and Time Sheet (JD+TS)

ANNEX II

JOINT DECLARATION

Ref. No. UNS_SAVIC_06-2018_08-2018_MANAGER

Project No. 561868-EPP-1-2015-1-EE-EPPKA2-CBHE-SP

The reference number must correspond to the progressive numbering indicated in the financial statements of the final report

FROM University of Novi Sad
Hereinafter "the Institution"*

AND Name: Mirko Savić
Address: Jirečekova 11/53, 21000 Novi Sad
Hereinafter "the Staff member"*

Picture 1: The reference number and project number in the top left corner of the JD.
This file is saved as UNS_SAVIC_06-2018_08-2018_MANAGER.pdf



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Joint Declaration and Time Sheet need to be joined together for every staff member.

JOINT DECLARATION ANNEX II

Ref. No. UNS SAVIC 06-2018 06-2018 MANAGER
Project No. 561808-EPP-1-2015-1-EE-EPPKA2-CBHE-SP
The volunteer member must consent to the programme monitoring indicated on the financial statement of the final report

FROM University of Novi Sad
Hereinafter "the Institution"

AND Name: Mirko Savić
Address: Bebečeva 1/033, 21000 Novi Sad
Hereinafter "the Staff member"

THE INSTITUTION AND THE STAFF MEMBER HEREBY CERTIFY THAT:

- The Institution is a member of the partnership for the above-mentioned project.
- The Staff member is either:
 - employed by the Institution and is part of its payroll system
 - or
 - a natural person ** assigned to the project on the basis of a contract against payment
- The Institution and Staff member agree that the Staff member has worked on this project and performed the following duties during the project's eligibility period:

FROM	06/06/18	TO	20/08/18
------	----------	----	----------

Please describe the output produced (short overall indication since detailed information has to be given in the accompanying first sheet):
Project management in the working package 9. Project management

4. Please complete the following information:

Staff category (Manager / Researcher, Teacher, Trainer / Lecturer / Administrative staff)	Manager
Country of the Institution	Serbia
Number of days worked and charged to the project (according to time sheet)	22

5. This declaration does not alter in any way the employment conditions/assignment already existing between the Institution and the Staff member and is established solely for the purpose of justifying the Staff costs that the Institution will charge to the Erasmus+ Co-funded Building in Higher Education grant.

Done in Novi Sad, 20.8.2018
Name: Dušan Nikolić
Function: Rector
Institution: University of Novi Sad
Signature of the Staff member: Mirko Savić

** A natural person (individual) can be assigned to the action also on the basis of e.g. a civil contract, a freelance contract, an expert contract, a service contract with self-employed person ("à la carte consultant") or a recruitment in the Institution against payment. The costs of such natural persons working under the action may be considered as the costs of personnel, if the person works under conditions similar to those of an employee (in particular regarding the way the work is organized, the tasks that are performed and the premises where they are performed), and (a) the results of the work belong to the Institution (unless it is explicitly agreed otherwise); and (b) the costs are not significantly different from the costs of self-performing similar tasks under an employment contract within the Institution.

PROJECT SHEET

Project number: 20180101-2018-1-EE-EPPKA2-CP

Staff Category: Manager

Year	Month	Number of days	Task	Activities already performed (for information)
2018	June	1	Management	Project management
2018	July	1	Management	Project management
2018	August	20	Management	Project management
Total days		22		

Signature of the Staff member: Mirko Savić
Signature of the Institution: Dušan Nikolić

Picture 2: Scanned Joint Declaration and Time Sheet joined in one pdf file. The title of the file is its reference number.



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How to create the reference number for JD+TS:

INSTITUTION_SURNAME_START MONTH-START YEAR_END MONTH-END YEAR_STAFF CATEGORY

Example: UNS_SAVIC_06-2018_08-2018_MANAGER

It means that staff member worked from June to August 2018 on management activities (it can be one of the four categories: Manager/Researcher, Teacher, Trainer/Technician/Administrative staff).



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Individual Travel Report (ITR)

ANNEX III - INDIVIDUAL TRAVEL REPORT for travel costs and costs of stay

To be filled in by *each* participant

In case of circular/multiple travels, please fill in separate Individual Travel Reports.

Ref. No UNS_SAVIC_08-2016_TALLINN Project No. 561868-EPP-1-2015-1-EE-EPPKA2-CBHE-SP
The reference number must correspond to the progressive numbering indicated in the financial statements in the final report

(1) PERSONAL DATA

Surname: Savić Forename: Mirko.

Nationality: Serbia

Home institution: University of Novi Sad

Staff position/student year of study at home institution: Full Professor

(2) TYPE OF ACTIVITY

Picture 3: The reference number and project number at the top of the ITR (it can be in two separate rows if there is not enough space). This file is saved as UNS_SAVIC_08-2016_TALLINN.pdf

How to create the reference number for ITR:

INSTITUTION_SURNAME_MONTH OF TRAVEL-YEAR OF TRAVEL_DESTINATION

Example: UNS_SAVIC_08-2016_TALLINN



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Supporting documents for reporting

General documents:

Contracts of employment for every team member, payrolls for every month...

Travel and accomodation costs:

Boarding passes, tickets and receipts (local transport) invoices from hotels, attendance sheets...

Equipment (for Serbian universities):

Invoices from the vendors, documents from tendering procedure...

Subcontracting:

Invoices from subcontractors...

All documents must be scanned and uploaded on the Google Drive of the ADA project!!!



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Reports from WP leaders:

WP1 Development of a new program in Advance Data Analytics in Business (UNS)

WP2 Preparations for implementation of new master program (UB)

WP3 Implementation of the program (UNI)

WP4 Dissemination and exploitation of project results (UNIKG)

WP5 Quality control and monitoring (WU)

WP6 Project management (UNS)

One page....



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Deadline for the 1st reporting period 15.10.2019.

Financial Statement.xlsx

Upload documents to ADA Google Drive, in folders reserved for your institution



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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

05	Vienna	5
06	Belgrade	2
07	Cergy	5
08	Vienna	5
09	Rome	5
10	Thessaloniki	5
11	Nis	4
12	Kragujevac	4
13	Belgrade	2
14	Nis	2
15	Kragujevac	2



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

WU:

- Deliverable 5.1 Quality and assessment plan,
- Questionnaires + reports on the basis of questionnaires from the meetings (Novi Sad, Cergy, Thessaloniki, Rome),
- Financial reporting 1st period.
- Very soon: 5.2 Metrics for ADA.



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WHAT ELSE IS MISSING:

EISTI: reporting 1st period, presentations from CERGY meeting, Deliverable 2.4.1

Report on study visit to Cergy

UNITOV: Very soon: Deliverable 2.4.1 Report on study visit to Rome

UNIKG: WP4 report for 1st period, Soon: List of events for promotion of ADA. Roll-up banner?

UB: Deliverable 1.2 Learning outcomes and competencies (booklet), Twitter profile
10 news for 6 months minimum.

UNI: Instagram profile



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9. Action plan and activities in the future period

Action Plan 3, after Rome



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10. Discussion

- Internationalization of study program, exchange of teaching staff
- LinkedIn profile?
- Equipment: How much money has left?
- LLL courses (3 courses each Serbian partner)
- **Preparation for interim report 14/4/2020** (Explanatory note: 4. Award criteria)
- Synergy effects



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