



ERASMUS+ PROJECT
Re@WBC

Enhancement of HE research potential
contributing to further growth of the WB region



Co-funded by the
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of the European Union

Minutes on the kick-off meeting of Re@WBC project

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v.02	18/12/2015	Second draft	Prof. Dragana Cvetkovic-Ilić (UNI)
v.03	28/12/2015	Third draft	Prof. Dragana Cvetkovic-Ilić (UNI)
v.04			

LIST OF ABBREVIATIONS

EACEA Education, Audiovisual and Culture Executive Agency

GA Grant Agreement

PA Partnership Agreement

WP Work package

1. Purpose, objectives and elements of the meeting

The first meeting of the partners within the Re@WBC Erasmus Plus project was organized at the University of Nis, on December 10 and 11. The objectives of the kick-off meeting were

- to introduce to each other all the partners of the project



- to develop a common understanding of the project objectives, activities and expected results
- to discuss into details the action plan for the first six months
- to clarify project management and administrative procedures.

The kick-off meeting was organized as two-day event. The first day consisted of three sessions and the second day of one in which all the representatives of the partner institutions present at the meeting took active part.

1.1. The list of attendees

Thirty seven representatives from 13 partner institutions and the representative of National Erasmus Office were present at the meeting. The list of attendees is presented below.

Table 1: List of attendees at the Re@WBC kick-off meeting

Ref. no	Name	E-mail	
P1	Prof. Dragan Antić, PhD	dragan.antic@elfak.ni.ac.rs	
P1	Prof. Dragana Cvetković Ilić, PhD	dragana@pmf.ni.ac.rs	
P1	Prof. Evica Petrović, PhD	evica.petrovic@ni.ac.rs	
P1	Prof. Ivan Palić, PhD	ivanpalic@yahoo.com	
P1	Prof. Jelena Manojlović, PhD	manojlovic_jelena@mts.rs	
P1	Ass. Prof. Marko Milojković, PhD	marko.milojkovic@elfak.ni.ac.rs	
P1	Milan Zdravković, PhD	milan.zdravkovic@gmail.com	
P1	Prof. Miroslav Trajanović, PhD	miroslav.trajanovic@masfak.ni.ac.rs	
P1	Nebojša Jotović	nebojsa.Jotovic@elfak.ni.ac.rs	
P1	Nevena Mitić	nevena.mitic@elfak.ni.ac.rs	
P1	Jasmina Djordjević	djordjevichristina@gmail.com	
P1	Ass. Prof. Saša Nikolić, PhD	Sasa.Nikolic2@elfak.ni.ac.rs	
P2	Vladimir Marković	markov@rect.bg.ac.rs	
P3	Prof. Pavle Sekeruš, PhD	psekerus@ff.uns.ac.rs	



P3	Vesna Mašulović	vesna.masulovic@uns.ac.rs.	
P4	Aleksandar Aleksić, PhD	aaleksic@kg.ac.rs	
P4	Prof. Ivan Mačuzić, PhD	ivanm@kg.ac.rs	
P5	Prof. Marija Krivokapić, PhD	marija13a@gmail.com	
P5	Olivera Popović	oljapop@yahoo.it	
P6	Prof. Senada Kalabušić, PhD	senadak@pmf.unsa.ba	
P6	Jasmina Gradašćević Pleh	jasminagp@unsa.ba	
P7	Slaviša Moljević	slavisa.moljevic@gmail.com	
P7	Jovana Amović	jovana.amovic@ues.rs.ba	
P7	Prof. Stevan Trbojević, PhD	stevan.trbojevic@ues.rs.ba	
P8	Armela Panajoti, PhD	armelap@assenglish.org	
P8	Ass. Prof. Bledar Toska, PhD	bledartoska@yahoo.co.uk	
P9	Elvana Shtepani	elvanaa@gmail.com	
P9	Prof. Shpresa Delija, PhD	delija.sh@gmail.com	
NEO	Ivana Živadinović	izivadinovic@cep.edu.rs	
P10	Prof. Dobrila Petrović, PhD	csx200@coventry.ac.uk	
P10	Rebekah Smith McGloin, PhD	ab8824@coventry.ac.uk	
P11	Brigitte Ernst	brigitte.ernst@ulg.ac.be	
P11	Isabelle Halleux, PhD	isabelle.halleux@ulg.ac.be	
P12	Prof. Eleonora Pilone, PhD	eleonora.pilone@polito.it	
P12	Prof. Micaela Demichela, PhD	micaela.demichela@polito.it	
P13	Dobrivoje Erić	dleric@cpn.rs	
P13	Katarina Anđelković	kandjelkovic@cpn.rs	

2. First Day

The first day of the kick-off meeting was divided into three sessions:



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Part I - Opening session

Part II - Introducing project management, monitoring, reporting, financial reporting and technical details

Part III - Short presentations of all partner institutions with special emphasis on their HE research potential and practices, as well as role in Re@WBC

2.1 Part I

After the welcome speech given by the Rector of the University of Niš, Prof. Dragan Antić and having the participants acquainted with the history of the development of the University of Niš by Prof. Vesna Lopičić, the first session comprised three presentations that can be summarized as follows:

1. Prof. Dr. Dragana Cvetković Ilić, University of Niš, Re@WBC project presentation.

The presentation was intended to bring forth the basic ideas of the project as well as the expected results and the specific actions related to it.

2. Prof. Dr. Miroslav Trajanović, University of Niš, EU HR strategy for researchers.

The purpose of the talk was to highlight the objectives and notably the benefits of introducing the EU HR strategy for the researchers in the university.

3. Dr Milan Zdravković, University of Niš, HR strategy at University of Nis

Dr Zdravković described very clearly and in detail the process of acquiring the HR Excellence in research label that the team from the University of Niš went through, together with the particular problems that had presented themselves along the way, thus letting the partner universities get a rough idea about what is most probably to be expected when they launch a similar set of actions with the goal of acquiring the label.

2.2 Part II

The second part opened with the presentation of the Erasmus Plus programme given by Ms. Ivana Zivadinovic, the representative of Serbian Erasmus Office. Ms. Zivadinovic presented some basic information on the programme, contractual and financial obligations of beneficiaries, clarification of costs eligibility and other issues relevant for the successful implementation of the project.

After that a presentation concerning the Project finance and financial reporting was given by Sasa Nikolic who informed the partners that the presented information regarding the financial management of the project was obtained from the Grant Agreement and Work Programme of Erasmus Plus. More specific and detailed requirements will be available upon the official



release of the financial guidelines by the EACEA and the coordinators' meeting in Brussels, scheduled for January 27 and 28, 2016.

Also, Prof. Jelena Manojlović presented the Project website and project management platform which will be used throughout the project lifetime.

2.3. Part III

During this part, each of the project partners gave a short presentation of their institution. The aim of these presentations was to provide the participants with the opportunity to learn more about the other institutions participating in the project and their expertise and experience relevant for the successful implementation of the project activities. 12 presentations were given given that the presentation of the Project Coordinator, University of Nis was given in the Part I by Prof. Vesna Lopicic:

Prof. Dobrila Petrović, Rebekah Smith McGloin, University of Coventry

Isabelle Halleux, University of Liege

Prof. Micaela Demichela, Politecnico di Torino

Prof. Marija Krivokapić, University of Montenegro

Prof. Senada Kalabušić, University of Sarajevo

Jovana Amović, University of East Sarajevo

Prof. Armela Panajoti, University of Vlora 'Ismail Qemali'

Prof. Shpresa Delija, University of Tirana

Prof. Ivan Mačužić, University of Kragujevac

Vladimir Marković, University of Belgrade

Prof. Pavle Sekeruš, University of Novi Sad

Dobrivoje Erić, Center for the promotion of science

The first day of the meeting ended at 17:30.

3. Second day

On the second day, the partner institutions discussed the contractual, technical and practical aspects of the Re@WBC project implementation. The second day agenda included:

3.1. Forming of management structures

The management structure was proposed by the project coordinator. It included, among others, three management bodies that needed to be adopted by the Consortium members:

- Steering Committee (five members from five Re@WBC partner institution)



- Quality Assurance Committee (five members from five Re@WBC partner institution)
- WP leaders

The Re@WBC Consortium adopted the decision on the establishment of management structures. The Decision was sent to all project partners and it is a part of these Minutes as Annex 1.

3.2. Presentations of WP

During this part, each workpackage leader gave a preview of the work package. The presentations included general information on each WP such as the duration of the WP, main objectives, list and short description of activities, list of task leaders and expected outcomes with set deadlines.

3.3. Action plan for the first six months

In order to initiate project activities successfully and in accordance with the defined dynamics, the action plan was discussed and reviewed. The action plan included the list of project activities and sub-activities that need to be initiated in the first six months. Each activity was followed by a deadline and a list of participating partners.

After the review and discussion, the action plan was adopted and will be delivered to all partners in electronic version.

The second day of the meeting ended at 13:00.

4. Conclusions

The first partners' meeting on the Re@WBC project was successfully realized in accordance with the previously established agenda.

The presentations and material from the meeting will be additionally delivered to all partners.

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At the kick off meeting held on December 10th and 11th 2015, in Nis, the structure of project management, comprising of the Steering Committee, Work packages leader and Quality Assurance Project Team, was established. The Consortium of the project reached the following

DECISION

I The Steering Committee of Re@WBC project will consist of the following members:

1. Prof. Dragan Antić, Project Coordinator, University of Niš, Serbia
2. Prof. Dragana Cvetković-Ilić, University of Niš, Serbia
3. Prof. Senada Kalabušić, University of Sarajevo, Bosnia and Herzegovina
4. Prof. Marija Krivokapić, University of Montenegro, Montenegro
5. Prof. Dr. Armela Panajoti, University of Vlora "Ismail Qemali", Albania

II WP leaders of Re@WBC project:


1. Prof. Miroslav Trajanović, University of Niš, Serbia
2. Prof. Pavle Sekeruš, University of Novi Sad, Serbia
3. Ivan Mačuržić, University of Kragujevac, Serbia
4. Prof. Marija Krivokapić, University of Montenegro, Montenegro
5. Katarina Andjelkovic, Center for promotion of science, Serbia
6. Prof. Dragana Cvetković-Ilić, University of Niš, Serbia

III Quality Assurance Committee of Re@WBC project will consist of the following members:

1. Prof. Zoran Nikolić, University of Niš, Serbia
2. Brigitte Ernst, University of Liege, Belgium
3. Prof. dr Dejan Bokonjić, University of East Sarajevo, Bosnia and Herzegovina
4. Prof. Leonora Lumezi, University of Tirana, Albania
5. Prof. Aleksandra Banjević, University of Montenegro, Montenegro

On behalf of all Steering Committee members




Prof. Dr. Dragan Antić, Project Coordinator