



Annex H to QCM Manual – Event report template

Erasmus + Project No 561586-EPP-1-2015-1-RS-EPPKA2-CBHE-JP

**Enhancement of HE Research Potential Contributing to Further Growth of the WB Region
Re@WBC**

Author:	Dragana Cvetkovic Ilic, Sanja Seslija
Event Title:	1st Steering Committee Meeting
Event Date:	01 and 02 December 2016
Event Venue:	University of Belgrade
Type of event: (National, international, press conference, promotional event etc.)	International; coordination meeting
Short description:	
<p>The first meeting of the Steering Committee of the Re@WBC project was organized at the University of Belgrade, on 01st and 02nd December 2016. The total number of participants from 11 partner institutions was 25.</p> <p>The attendees were welcomed by Prof. Dr. Zivoslav Tesic, the Vice Rector of the University of Belgrade and in the name of the grantholder by Prof. Dr. Vesna Lopicic, the Vice Rector of the University of Nis.</p> <p>After an introductory session, the working session of the meeting started with a presentation of the overall progress of the project activities during the first year of the project implementation as well of those that are yet to be realized in the forthcoming period.</p> <p>The main project deliverables produced in this period were presented by the corresponding work package and task leaders. Since the preparation for the application for the HRS4R logo was the main activity in the first year of the project, we have started with the presentation of dr Milan Zdravkovic who reported to the consortium on the progress within this activity.</p> <p>He pointed out that 5 out of 8 WB partner universities have applied for the HRS4R logo, which is a huge success given that at the time the project was starting many of the partners had not even endorsed “European Charter for Researchers” and “The Code of Conduct for the</p>	



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Recruitment of Researcher". He also said that the University of Tirana, University of Montenegro and University of Belgrade have not managed to apply for the HRS4R logo, and that the University of Tirana had prepared all the necessary documents but it was only for technical reasons that they did not apply for it in time (before 15.11.2016). It is expected that these universities will realize this activity in the next call for applications for the HRS4R logo.

dr Milan Zdravkovic also presented all the remaining activities from WP1. The next presentation was about WP3 and it was given by Ivan Macuzic, the leader of this workpackage. He said that each of the WBC partner universities must organize at least one seminar within the activity 3.1 because we are running a bit late with it. At the moment University of Nis and University of Sarajevo are the only ones to have organized a seminar although some of the universities have already set a date for a seminar somewhere in december this year. A proposal was described about what sections the GuideBook for the researchers should contain and the partners were asked to say who would be in charge of writing which out of those. They were also reminded that a researchers database needed to be created at each university. Prof. dr Marija Krivokapic presented the activities from the WP4. The University of Montenegro has set up a Dissemination plan and made the Project Management Guide. After this, Prof. dr Zenan Sabanac suggested that a Quality plan as well as a Sustainability plan of the project should be made. Katarina Andjelkovic, the leader of the WP5, gave an exposition of the results of this work package and said that CPN had published an article in its new newspaper concerning the Re@WBC project. Dragana Cvetkovic Ilic asked all the partners to use every opportunity that presents itself to bring forward the idea of the project as well as to make public the project results so far. She also proposed that there should be newspaper articles covering the project activities as well as tv appearances so as to further promote the project and present it to the general public. After that, Dragana Cvetkovic Ilic presented the activities from WP6.

She also asked the partners to consider the adoption of the Project Management Guide created in March 2016 to which they had previously been introduced. No objections were raised and the consortium adopted this document unanimously. Following a recommendation of the project officer Mrs Belen Encisco, a new project management body, called the Project Management Board, was established. Each of the partner universities delegated one member of this body with the exception of the University of Nis who delegated two of them. Also, the Dissemination plan was adopted with the agreement that all the partners help with completing the Dissemination Events table given at the end of this document by planning concrete dissemination activities. After the presentations of the work packages and a lunch break following them, presentations of the tasks from work packages 2 and 3 were given by task leaders: Prof. Dr. Siniša Berjan, Prof. Dr. Senada Kalabušić, Prof. Dr. Armela Panajoti, Prof. Dr. Elvana Shtepani. The presentation of activity 3.2 was given by Vice Rector Ivanka Popovic who proposed and elaborated on some ideas related to the creation of



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databases for researchers. Nikola Savić put forth some plans concerning the organization of activity 3.6.

The general conclusion was that those of the partners who were late with their reports on certain activities should send them as soon as they can. The meeting ended at 17.30 after a discussion was held.

During the second day of the meeting WP2 was presented by Vesna Masulovic, since the representatives of the University of Novi Sad who is the leader of this work package had been unable to attend the meeting the previous day. It is of great importance that dates were set of the trainings in Liege and Torino in May, because now the partners can make appropriate arrangements on time which would allow them to perhaps find cheaper transportation tickets. The coordinators of the project, the University of Nis, promised that such practise of timely announcement of important dates will be adhered to in the future and that a calendar of activities will be posted on the project website. Prof. Dobrila Petrovic talked about the role that the Coventry University has in this project and furnished the specifics of the trainings to be held 15-17, December , 2016 in Coventry, about which the partner had previously already been informed. After that, dr Sase Nikolic gave a presentation with detailed instructions on Financial management, particularly regarding the documents that the partners are supposed to upload to the management platform. The partners, especially those from Albania, had a lot of questions and the coordinator had once again to clarify the unit costs approach to the partners. It was noted that the partners were very careful and really doing their best to not to violate any of the rules. After the discussion finished, Jelena Manojlovic explained to the partners the rules regarding the using of the platform, especially concerning the finance section because it had never been used before. Katarina Andjelkovic talked about the reorganization of the website that was to be done at the suggestion of the project officer Mrs Belen and about the project dissemination. She also said that it would be a good idea to consult the website www.rri-tools.eu where some interesting and useful stuff can be found that can be of great help for the realization of further project activities, in particular for organizing the trainings planned in WP3. Afterwords Vesna Lopicis read the letter from Mrs Belen and each of her remarks or commendations was discussed upon separately. The partners from Albania indicated that there was a problem with the purchasing of the plagiarism software as the official regulations in Albania do not allow for online purchases. Prof. dr Dragana Cvetkovic Ilic suggested that they put down this problem in writing so as to send it to Mrs Belen who would most likely offer a way out of it. The consortium agreed that its greatest concern right now was the partners' from Montenegro being late with the activities which is something that could seriously jeopardize the realization of the project. From the very beginning of the project there had been inefficient communication between the management of University of



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Montenegro and the contact Marija Krivokapic. Given the nature and the idea of this project something such as this can really present itself as an obstacle to its realization. Therefore, at Prof. dr Marija Krivokapic's own proposal, it was decided that another contact person should be appointed and that the new contact person should come from the university management, and that Marija Krivokapic should keep working in the project team by performing administrative duties, for she had undoubtedly proved herself worthy of being a part of this project through the dedication she had shown to the project so far. The meeting was concluded with positive impressions and it was everyone's opinion that it was very beneficial and that detailed and precise instructions were given for the forthcoming activities, as well as that many questions were clarified that had previously appeared in the course of the project implementation so far.

Organiser(s):	University of Nis, University of Belgrade
Agenda:	www.rewbc.ni.ac.rs
Total number of participants:	25
Links to further information:	e.g. at Re@WBC website



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EVENT ORGANISATION DETAILS

Invitation was sent off to participants on:	01.11.2016
Information Material was sent off to participants on:	19.11.2016
Date of Initial Participant List Compilation:	20.11.2016
Date of Final Participant List Compilation:	25.11.2016
Total Number of Participants Invited	27
Date of Agenda Finalisation:	28.11.2016

EVENT EVALUATION BY PARTICIPANTS *in percentage*

	Strongly agree	Agree	Neutral	Disagree	Strongly disagree
The information I got will be of immediate use to me.	55.6	27.8	11.1	0	5.5
This event covered to a very high extent the topics I have expected.	50	38.9	0	0	11.1
I enjoyed the cooperation and interaction with the other participants.	77.8	11.1	0	5.5	5.6
The materials distributed are useful and informative.	55.6	33.3	0	0	11.1
The discussions were relevant for the participants.	77.8	11.1	0	0	11.1
The methods of working were suitable for the topics and for the participants.	50	38.9	0	0	11.1
The overall organisation was professional.	72.2	16.7	0	0	11.1
The time management was always to my fullest satisfaction.	55.6	27.8	5.5	0	11.1
The style and level of communication between organisers and participants was professional.	77.8	11.1	0	0	11.1
I would recommend this kind of event to my colleagues.	72.2	16.7	0	0	11.1



Prior Experience of Similar Events – Overall %	88.9 % of participants declared as experienced in this kind of events
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Strengths and limitations of the event: please include comments received

Strengths of the event and contributions or activities enjoyed by participants:	<ul style="list-style-type: none"> • Good interaction and experience exchange between participants • Presentations were very useful • The speakers showed the high level of professional competence • The event was well organized. All the treated topics were of the great importance for the progress of the project • Organisation, integrity, hospitality and professionalism • Friendly atmosphere coupled with fruitful discussion • Strong focus on specific topics • High proficiency • Great overview of the project results
Suggestions for the improvement:	<ul style="list-style-type: none"> • The organisation was at the highest level • The event was good so there is no need for the improvement • All EU partners should be present • All WBC partners should attend both meeting days
Any further comments	<ul style="list-style-type: none"> • Very good meeting organisation

ADDITIONAL COMMENTS *(to be filled by the local partner)* according to the additional comments the participants were generally satisfied with event organisation.



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Date: December 05, 2016

Reference: _____

УНИВЕРЗИТЕТ У НИШУ			
Примљено:		05. 12. 2016	
Орг. јед.	Број	Прилог	
6/00	58-009	16-	107

At the first Steering Committee meeting held on December 01st and 02nd 2016, in Belgrade, the structure of the Project Consortium Board, was established. The Consortium of the project reached the following

DECISION

I The Project Consortium Board of Re@WBC project will consist of the following members:

1. Prof. Dr. Dragan Antić, Project Coordinator, University of Niš, Serbia
2. Prof. Dr. Dragana Cvetković-Ilić, University of Niš, Serbia
3. Prof. Dr. Ivan Mačužić, University of Kragujevac, Serbia
4. Prof. Dr. Živoslav Tešić, University of Belgrade, Serbia
5. Prof. Dr. Pavle Sekeruš, University of Novi Sad, Serbia
6. Prof. Dr. Dejan Bokonjić, University of East Sarajevo, Bosnia and Herzegovina
7. Prof. Dr. Senada Kalabušić, University of Sarajevo, Bosnia and Herzegovina
8. Prof. Dr. Marija Krivokapić, University of Montenegro, Montenegro
9. Prof. Dr. Armela Panajoti, University of Vlora 'Ismail Qemal', Albania
10. Prof. Dr. Elvana Shtëpani, University of Tirana, Albania
11. Prof. Dr. Brigitte Ernst, University of Liege, Belgium
12. Prof. Dr. Micaela Demichela, Politecnico di Torino, Italy
13. Prof. Dr. Dobrila Petrović, Coventry University, England
14. Katarina Anđelković, Center for the promotion of science, Serbia



On behalf of all Steering Committee members

Prof. Dr. Dragan Antić, Project Coordinator



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LIST OF PARTICIPANTS

Ref. no	Partners acronym	Name of Institution	Participant	Position	E-mail
P1	UNI	University of Nis	Dragan Antić	Rector	dragan.antic@elfak.ni.ac.rs
			Vesna Lopičić	Vice Rector	lovevuk@gmail.com
			Dragana Cvetković Ilić	Full Professor	rewbcuni@gmail.com
			Milan Zdravković	Assistant professor	milan.zdravkovic@gmail.com
			Saša Nikolić	Assistant professor	sasa.nikolic@gmail.com
			Jelena Manojlović	Full Professor	manojlovicnis@ gmail.com
P2	UB	University of Belgrade	Ivanka Popović	Vice Rector	ivanka.popovic@rect.bg.ac.rs
			Živoslav Tešić	Vice Rector	zivoslav.tesic@rect.bg.ac.rs
			Nikola Savić	Research support officer	nikola.savic@rect.bg.ac.rs
			Nada Kovačević	Vice rector	nada.kovacevic@pharmacy.bg.ac.rs
			Sanja Seslija	Researcher	sseslija@tmf.bg.ac.rs
P3	UNS	University of Novi Sad	Vesna Mašulović	Project Management Officer	vesna.masulovic@uns.ac.rs
P4	UNIKG	University of Kragujevac	Olivera Mijatovic	Head of Department for	olja@kg.ac.rs

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				International Cooperation	
			Ivan Mačužić	Assistant Professor	ivanm@kg.ac.rs
P5	UOM	University of Montenegro	Marija Krivokapic	Associate Professor	marija13a@gmail.com
			Aleksandra Banjevic	Associate Professor	ab@t-com.me
P6	UNSA	University of Sarajevo	Zenan Sabanac	Senior Teaching Assistant	zsabanac@gmail.com
			Senada Kalabušić	Full Professor	senadak@pmf.unsa.ba
P7	UES	University of East Sarajevo	Dejan Bokonjic	Vice Rector	dbokonjic@gmail.com
			Sinisa Berjan	Assistant professor	sinisaberjan@yahoo.com
P8	UV	University of Vlora 'Ismail Qemali'	Armela Panajoti	Associate Professor	armelap@assenglish.org
			Yllka Arapi	Head of the Finance Office	yllka.arapi@gmail.com
P9	UTI	University of Tirana	Shpresa Delija	Vice Dean of the Faculty of foreign languages	delija.sh@gmail.com
			Elvana Shtepani	Lecturer	elvanaa@gmail.com
P10	CU	Coventry University	Dobriła Petrović	Full Professor	dobriła.petrovic@coventry.ac.uk
P13	CPN	Center for the promotion of science	Katarina Anđelković	Expert associate for the International	kandjelkovic@cpn.rs;

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				Cooperation	
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