



Project Kick-off Meeting

A G E N D A

December 13th to 14th, 2018

Belgrade University Faculty of Forestry, Kneza Višeslava 1, Belgrade

1st Day (December 13th)

9:30 – 10:00	Registration of Participants
OFFICIAL OPENING AND PROJECT PRESENTATION	
10:00 – 10:30	Welcome Note and Opening Remarks University of Belgrade - Representative of Rectorate (Prof. Ivanka Popović) University of Belgrade – Faculty of Forestry (Prof. Ratko Ristić) Ministry of Education, Science and Technological Development (Prof. Viktor Nedović)
10:30 – 11:00	Presentation of the SETOF Project (Prof. Nada Dragović)
11:00 – 12:15	Presentation of University of Belgrade (Prof. Ratko Ristić)
PRESENTATION OF PARTNER INSTITUTIONS	
	University of Novi Sad (Prof. Atila Bezdan) University of Niš (Prof. Slobodan Milutinović) University of Sarajevo (Prof. Ćemal Višnjić) University of Banja Luka (Prof. Marijana Kapović Solomon)
12:15 – 12:45	Coffee break
12:45 – 13:30	University of Natural Resources and Life Science, Vienna (Prof. Johannes Huebl) Ss. Cyril and Methodius University Skopje (Dr. Ivan Minčev) University Mediterranea of Reggio Calabria (Prof. Miodrag Zlatić)
13:30 – 14:30	Lunch break
14:30 - 15:00	Forest Research Institute at the Bulgarian Academy of Science (Dr. Ivan Marinov) Institute of Forestry, Belgrade (M.Sc. Natalija Momirović)

PRESENTATIONS OF WORK PACKAGES

15:00 – 16:30	WP1 - Ss. Cyril and Methodius University Skopje, University of Belgrade (Prof. Ivan Blinkov) WP2 - University of Novi Sad (Prof. Atila Bezdan) WP3 - University of Banja Luka (Prof. Marijana Kapović Solomon) WP4 - University Mediterranea of Reggio Calabria (M.Sc. Natalija Momirović) WP5 - University of Niš (Prof. Slobodan Milutinović) WP6 - University of Sarajevo (Dr. Emira Hukić)
16:30 – 17:00	Discussion
19:30	Dinner

2st Day (December 14th)

10:00 – 10:15	WP7 – University of Belgrade (Prof. Nada Dragović)
10:15 – 10:45	Project management, Reporting and monitoring – Erasmus+ National office representative (Mr. Darko Milogorić)
10:45 – 11:30	Forming of management structures (Project Management Unit, Steering Committee and Quality Assurance Committee), University of Belgrade (Prof. Miodrag Zlatić) Project finance and financial reporting, University of Belgrade (Prof. Mirjana Todosijević) Project website creating, University of Belgrade (M.Sc. Siniša Polovina)
11:30 – 12:00	Coffee Break
12:00 - 12:45	Guidelines on the reporting and correspondence (M Sc. Aleksandar Baumgertel) Project risk management (Dr. Tijana Vulević) Action plan for the next six months (Prof. Nada Dragović)
12:45 - 14:00	Discussion and closing the meeting (Prof. Miodrag Zlatić)
14:00 - 15:00	Lunch break