



Minutes of the kick-off meeting of the SETOF project

Project title	Soil Erosion and TOrrential Flood Prevention: <i>Curriculum Development at the Universities of Western Balkan Countries</i>
Project acronym	SETOF
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Coordinator	University of Belgrade
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Project duration	36 months

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Summary

This document reports the first kick-off meeting of the Erasmus+ Capacity Building in the Field of Higher Education project “Soil Erosion and TOrrential Flood Prevention: Curriculum Development at the Universities of Western Balkan Countries” (SETOF) held at the coordinating University of Belgrade, on the 13th and 14th of December 2018. The meeting was chaired by Assist. Prof. Tijana Vulević. The objective was to introduce to all project partners the most relevant issues of project implementation.

List of attendees

Thirty-one participants from 9 partner institutions (the University of Banja Luka, University of Sarajevo, University of Natural Resources and Life Sciences, University of Novi Sad, University of Niš, Ss. Cyril and Methodius University in Skopje, Forest Research Institute at the Bulgarian Academy of Science, Institute of Forestry Belgrade, University of Belgrade Faculty of Forestry) and the representative of the National Erasmus Office were present at the meeting. Representatives from Aristotle University of Thessaloniki from Greece were not present at the meeting. The list of attendees is present below.

No	Name of the participant	Institution/Organization	E-mail
1	Marijana Kapović Solomun	University of Banja Luka, B&H	marijana.kapovic-solomun@sf.unibl.org
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18	Ivan Marinov	Forest Research Institute at the Bulgaria Academy of Sciences, Bulgaria	marinovbg02@yahoo.com
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Agenda - Kick-off meeting

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)
PRESENTATION OF PARTNER INSTITUTIONS	
11:00 – 12:15	Presentation of University of Belgrade (Prof. Ratko Ristić) University of Novi Sad (Prof. Atila Bezdán) University of Niš (Prof. Slobodan Milutinović) University of Sarajevo (Prof. Ćemal Višnjić) University of Banja Luka (Prof. Marijana Kapović-Solomun)
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 Bezdán) WP3 - University of Banja Luka (Prof. Marijana Kapović-Solomun) WP4 - University Mediterranea of Reggio Calabria (M.Sc. Natalija Momirović) WP5 - University of Niš (Prof. Slobodan Milutinović) WP6 - University of Sarajevo (M.Sc. 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 Guidelines on the reporting and correspondence (M.Sc. Aleksandar Baumgartel)
12:00 - 12:45	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

1. First day

The first day of a kick-off meeting was divided into three sessions: first section - Official opening and project presentation, second session – Presentation of partner institution and third session – Presentations of work packages.

In the first section, the welcome speech was given by Rector of the University of Belgrade, Prof. Ivanka Popović. The additional opening remark was given by the Dean of the Faculty of Forestry, University of Belgrade, Prof. Ratko Ristić. The state secretary of the Ministry of Education, Science and Technological Development, Prof. Viktor Nedović officially opened a meeting and welcomed the project participants.

Prof. Nada Dragović presented the SETOF project to all participants.

In the second session, each project partner gave a presentation of their institutions. The goal 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.

Ten presentations were given:

Prof. Ratko Ristić, University of Belgrade

Prof. Atila Bezdan, University of Novi Sad

Prof. Slobodan Milutinović, University of Niš

M.Sc. Emira Hukić, University of Sarajevo

Prof. Marijana Kapović-Solomun, University of Banja Luka



Prof. Johannes Huebl, University of Natural Resources and Life Science, Vienna
Assist. Prof. Ivan Minčev, Ss. Cyril and Methodius University Skopje
Prof. Miodrag Zlatić, University Mediterranea of Reggio Calabria
Prof. Ivan Marinov, Forest Research Institute at the Bulgarian Academy of Science
M.Sc. Natalija Momirović, Institute of Forestry in Belgrade

During the third section, work packages were presented including general information, such as duration of the WP, main objectives, activities, and expected outcomes. Five WPs were presented:

WP1 - Analysis of soil erosion state and torrential floods in Western Balkan countries was presented by Assist. Prof. Ivan Minčev.

WP2 - Development of curricula was presented by Prof. Atila Bezdán

WP3 – Implementation of developed curricula was presented by Prof. Marijana Kapović - Solomun

WP4 – Quality plan and monitoring was presented by M.Sc Natalija Momirović

WP5 – Dissemination of project results was presented by Prof. Slobodan Milutinović

The first day of the meeting ended at 17:00.

2. Second day

The second day started with the presentations of WP6 and WP7:

WP6 – Exploitation was presented by M.Sc. Emira Hukić

WP7 – Management was presented by Prof. Nada Dragović

The representative of the Serbian Erasmus + National Office, Mr. Darko Milogorić presented the Project management, reporting, and monitoring. Mr. Milogorić addressed the relevant documentation, financial and reporting rules and some challenges for the successful implementation of the project.

The presentation concerning the establishment of the management structure was provided by Prof. Miodrag Zlatić. Project management structure proposed by project coordinator includes three management bodies: **Project Management Unit (PMU), Steering Committee (SC) and Quality Assurance Committee (QAC)**.

The SETOF Consortium adopted the decisions on the establishment of management structures. The decisions are part of these minutes of ANNEX I.

The presentation concerning the Project financing and financing reporting was given by Prof. Mirjana Todosijević. Particular, the presentation involved the next issues: the category of costs, the budget of the SETOF project and supporting document. Project website creating was presented by M.Sc. Siniša Polovina.



M.Sc. Aleksandar Baumgertel presented the Guidelines on the reporting and correspondence, and Assist. Prof. Tijana Vulević presented Project risk management. Action plan for the next six months is presented by Prof. Nada Dragović. Each activity defined in the specific WPs was followed by specific completion date. Discussion and closing the meeting was led by Prof. Miodrag Zlatić. The second day of the meeting ended at 14:00.

3. Conclusions

The conclusion is that first partner's meeting on the SETOF project was successfully realized. The presentations and material from the meeting will be delivered to all partners and available on the website of the SETOF project.

In Belgrade, 17 December 2018



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ANNEX I – Decisions on forming of the SETOF management structure

Date: December 17, 2018

At the kick-off meeting held on December 13 and 14 2018, in Belgrade, the structure of project management, comprising of the Work packages leaders, Project Management Unit, Steering Committee, and Quality Assurance Committee, were established. The Consortium of the project reached the following

DECISION

The Work packages leaders of SETOF project will consist of the following members:

WP1	UB – Serbia, UNSCM – FYR of Macedonia	Ratko Ristić, Ivan Minčev
WP2	UNS-Serbia	Milica Vranešević
WP3	UBL-B&H	Marijana Kapović Solomun
WP4	UNIRC-Italy	Paolo Porto
WP5	UNI-Serbia	Slobodan Milutinović
WP6	UNSA –B&H	Muhamed Bajrić
WP7	UB - Serbia	Mirjana Todosijević

On Behalf of all project members

Prof. Nada Dragović, Project Coordinator



Date: December 17, 2018

At the kick-off meeting held on December 13 and 14 2018, in Belgrade, the structure of project management, comprising of the Work packages leaders, Project Management Unit, Steering Committee, and Quality Assurance Committee, were established. The Consortium of the project reached the following

DECISION

The Project Management Unit of the SETOF project will consist of the following members:

1	UB – Serbia,	Ratko Ristić
2	UNSCM – FYR of Macedonia	Ivan Minčev
3	UNS-Serbia	Milica Vranešević
4	UBL-B&H	Marijana Kapović Solomun
5	UNIRC-Italy	Paolo Porto
6	UNI-Serbia	Slobodan Milutinović
7	UNSA –B&H	Muhamed Bajrić
8	UB - Serbia	Mirjana Todosijević

On Behalf of all project members

Prof. Nada Dragović, Project Coordinator



Date: December 17, 2018

At the kick-off meeting held on December 13 and 14 2018, in Belgrade, the structure of project management, comprising of the Work packages leaders, Project Management Unit, Steering Committee, and Quality Assurance Committee, were established. The Consortium of the project reached the following

DECISION

The Steering Committee of the SETOF project will consist of the following members:

1	UB-Serbia	Nada Dragović
2	UNS-Serbia	Atila Bezdan
3	UBL-B&H	Jelena Rožić
4	UNIRC-Italy	Paolo Porto
5	UNI-Serbia	Slobodan Milutinović
6	UNSA –B&H)	Emira Hukić
7	BOKU-Austria	Johannes Huebl
8	UNSCM – FYR of Macedonia	Ivan Blinkov
9	INSZASUM –Serbia	Tomislav Stefanović
10	FRI-BAS - Bulgaria	Ivan Marinov

On Behalf of all project members

Prof. Nada Dragović, Project Coordinator



Date: December 17, 2018

At the kick-off meeting held on December 13 and 14 2018, in Belgrade, the structure of project management, comprising of the Work packages leaders, Project Management Unit, Steering Committee, and Quality Assurance Committee, were established. The Consortium of the project reached the following

DECISION

The Quality Assurance Committee of the SETOF project will consist of the following members:

- | | | |
|---|-------------------------|----------------|
| 1 | UNIRC-Italy | Paolo Porto |
| 2 | UB-Serbia | Miodrag Zlatić |
| 3 | UNSCM –FYR of Macedonia | Ivan Minčev |
| 4 | FRI-BAS-Bulgaria | Ivan Marinov |

On Behalf of all project members

Prof. Nada Dragović, Project Coordinator