



Minutes of meeting

'Working meeting with the SETOF Project Coordinator on the operational planning of the WP5 work package - dissemination'

Project title	Soil Erosion and TOrrential Flood Prevention: <i>Curriculum Development at the Universities of Western Balkan Countries</i>
Project acronym	SETOF
Project reference number	598403-EPP-1-2018-1-RS-EPPKA2-CBHE-JP (2018-2579/001-001)
Coordinator	University of Belgrade
Project start date	November 15, 2018
Project duration	36 months

Project number: 598403-EPP-1-2018-1-RS-EPPKA2-CBHE-JP (2018 – 2579 / 001 – 001)

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Report

This document reports about the “Working meeting” of the „Soil Erosion and Torrential Flood Prevention: Curriculum Development at the Universities of Western Balkan Countries” (SETOF) between Project Coordinator University of Belgrade and University of Niš, leader of WP5 - **Dissemination of project results** on the operational planning for the realization of the activities of the WP5. Meeting was held at the coordinating University of Belgrade, Faculty of Forestry on the 30th of May 2019.

At the meeting it was talked about the signed contracts, WP5 achievements in the previous period and future activities of WP5:

1. building and structure of the web site, (continuation of the ongoing activities for the implementation of public procurement and an agreement on the content of the web site)
2. promotional material – visual identity (types of material and quantities are defined)
 - folders, 1000 pcs
 - liflets, size A5, 1000 pcs on english, 1000 pcs on serbian
 - posters, size A3
 - roll-up, size A0, 20 pcs
 - marks for institutions that we ar participants on the SETOF project, size A3, 10 pcs
 - pens, 1000 pcs
 - bags, 100 pcs
3. promotion of the project on social media and press releases and
4. launch of public procurement for the planned equipment.

List of attendees

Six participants from 2 partner institutions (University of Niš, Faculty of Occupational Safety and University of Belgrade, Faculty of Forestry) were present at the meeting. The list of attendees is presented below.

No	Name of the participant	Institution/Organization	E-mail
1	Slobodan Milutinović	University of Niš, Serbia	boban40@yahoo.com
2	Nada Dragović	Faculty of Forestry, University of Belgrade, Serbia	nada.dragovic@sfb.bg.ac.rs
3	Mirjana Todosijević	Faculty of Forestry, University of Belgrade, Serbia	mirjana.todosijevic@sfb.bg.ac.rs
4	Tijana Vulević	Faculty of Forestry, University of	tijana.andrijanic@sfb.bg.ac.rs

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		Belgrade, Serbia	
5	Siniša Polovina	Faculty of Forestry, University of Belgrade, Serbia	sinisa.polovina@sfb.bg.ac.rs
6	Katarina Lazarević	Faculty of Forestry, University of Belgrade, Serbia	katarina.lazarevic@sfb.bg.ac.rs

Agenda

Thursday, 30th May 2019	
9:00 – 09:30	Short report of the WP5 (Dissemination) achievements in the previous period (UNI – Slobodan Milutinović)
09:30 – 10:00	Presentation of the planned and realized activities in May 2019 (UB / Nada Dragović)
10:00 – 11:00	Discussion and assignments of future tasks: <ul style="list-style-type: none"> • Project website and it's maintenance • Visual identity kit • Social media
11:00 – 11:30	Coffee break
11:30 – 12:30	Discussion and assignments of future tasks (cont.): <ul style="list-style-type: none"> • Publicity material (leaflets and posters) • Project brochure • Project newsletter • Press releases
12:30 - 13:00	Discussion and assignments of future tasks (cont.): <ul style="list-style-type: none"> • Monitoring dissemination activities
13:00 – 13:30	Conclusions and recommendations
13:30 – 14:30	Lunch break

Conclusions

The conclusion is that first partner's meeting on the SETOF project was successfully realized. The minutes of meeting, attendance list and material from meeting will be delivered to all participants.

In Belgrade, 30 May 2019

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