



**SETOF**

**Soil Erosion and TOrrential Flood**  
*Prevention: Curriculum Development at the*  
*Universities of Western Balkan Countries*

## **Soil Erosion and Torrential Flood Prevention: Curriculum Development at the Universities of Western Balkan Countries**

### **WP 7. Project management**

Forming of management structures

(Project Management Unit, Steering Committee and Quality  
Assurance Committee),



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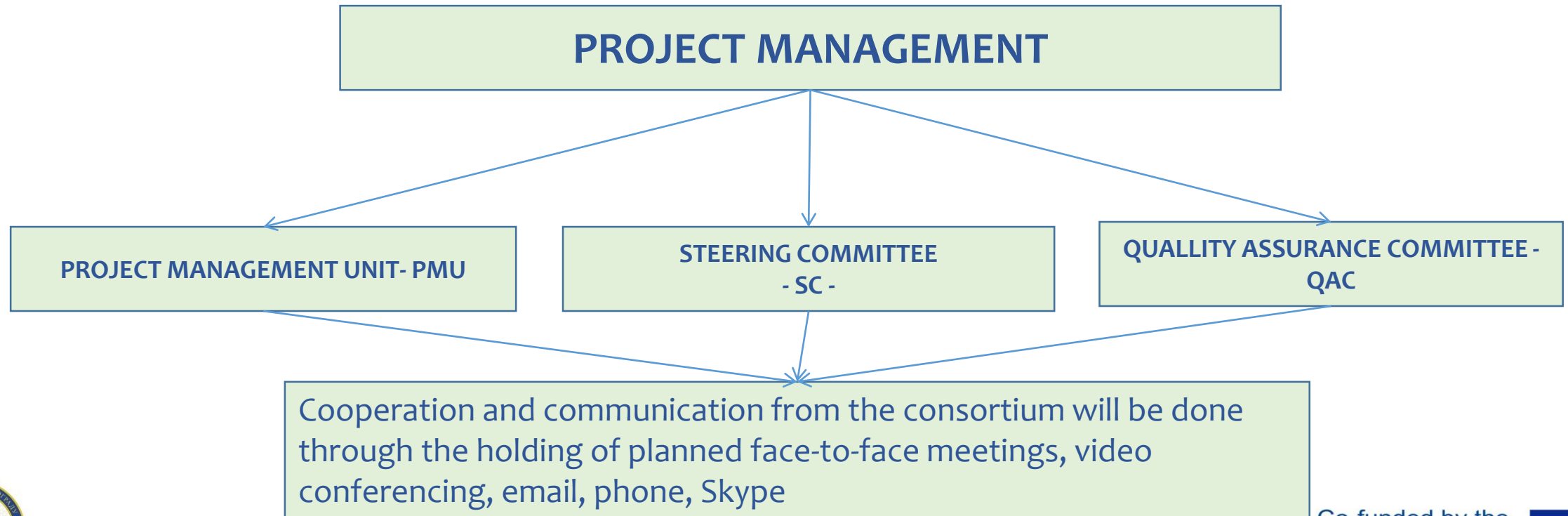
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of the European Union





# COOPERATION AND COMMUNICATION ARRANGEMENTS OF THE CONSORTIUM





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**PMU** - Responsible for the achievement of the project outcomes. Adopting Guide for reporting and correspondence. PMU meetings will be held three times in the first year of implementation, while in the next two years they will be held twice per year. All members of the PMU are obliged to regularly report to PMU about the progress of activities via email. WPL will communicate with partner countries and PM on a daily, weekly or monthly basis, depending on the type of activity. Time and method of reporting are determined by Work plan and adopted Guide.

**The SC** is the body that makes the main decisions about all elements of the project, as well as about possible changes to the project. Decisions at SC meetings will be made by consensus. All SC members are obliged to attend meetings. If consensus cannot be reached in the decision-making, the decision is made by a majority of votes, i.e. it is necessary to vote for more than 50% of the SC members for the decision. In the same way, the decision-making will be conducted at the PMC and QAC meetings.

**The QAC** consists of 4 members from partner institutions experienced in quality assurance.

The QAC team is a direct support to the Project Coordinator in

- monitoring and assessing the quality of the project and its results,
- in development of Quality Control and Monitoring Manual.



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## Decision making process

- **Main Decision Making Body** is the Steering Committee.

### Steering Committee Meeting:

- A simple majority of the SC members shall constitute a quorum.
- Decision-making will be done by a simple majority of the present members (one vote per member).
- Additionally, meetings can be arranged via video-conferencing or e-voting of the SC members, especially in the contingency of unexpected developments.





## Decision making process

- *In case that the Project Coordinator has profound objections concerning the compliance of a taken decision with the grant agreement or the legal basis of the ERASMUS+ programme, the decision shall be frozen until the Project Coordinator clarifies the matter with the Executive Agency.*
- *In case that no compliance should be asserted the decision will be cancelled.*





# Working Packages Leaders

No.	Acronym	Name
1	UB – Serbia, UNSCM – FYR of Macedonia	
2	UNS-Serbia	
3	UBL-B&H	
4	UNIRC-Italy	
5	UNI-Serbia	
6	UNSA –B&H	
7	UB - Serbia	





# Project Management Unit

No.	Acronym	Name
1	UB – Serbia, UNSCM – FYR of Macedonia	Mirjana Todosijević, Ivan Minčev
2	UNS-Serbia	Milica Vranešević
3	UBL-B&H	Marijana Kapović Solomun
4	UNIRC-Italy	Paolo Porto
5	UNI-Serbia	Slobodan Milutinović
6	UNSA –B&H	Muhamed Bajrić
7	UB - Serbia	Nada Dragović





# Steering Committee

No.	Acronym	Name
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







# Quality Assurance Committee

No	Acronym	Name
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1	UNIRC-Italy	Paolo Porto
2	UB-Serbia	Miodrag Zlatić
3	UNSCM – FYR of Macedonia	Ivan Minčev
4	FRI-BAS - Bulgaria	Ivan Marinov





Date: December 14. 2018

Reference:

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

#### DECISION

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

- Prof. UNSCM – FYR of Macedonia
- Prof. UNS-Serbia
- Prof. UBL-B&H
- Prof. UNIRC-Italy
- Prof. UNI-Serbia
- Prof. UNSA-B&H
- Prof. UB

On Behalf of all committies  
Prof Nada Dragović, Project Coordinator





**A consortium of the project will increase the awareness regarding importance of the prevention of torrential floods not only on the HEIs level, but also in the practice on local, republic and regional level.**

