



PROJECT INFO

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| 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 |

DOCUMENT CONTROL SHEET

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| Ref. No and Title of Activity | |
| Title of Deliverable: | Minutes of the 2nd Quality Assurance Committee Meeting |
| Institutions: | University of Belgrade |
| Author/s of the deliverable | Tijana Vulević, Aleksandar Baumgertel |
| Status of the document: | draft |



Summary

This document reports the **2nd Quality Assurance Committee 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 in Banja Luka, Bosnia and Herzegovina, on the 19th of November 2019.

List of attendees

Twenty-two participants participated in the **2nd Quality Assurance Committee meeting** at the Faculty of Forestry University in Banja Luka, but only the members of the Quality Assurance Committee participated and made the decisions. The list of attendees is present below.

| No | Name of the participant | Institution/Organization |
|-----|--------------------------|---|
| 1. | Jugoslav Brujić | University of Banja Luka, B&H (UBL) |
| 2. | Marijana Kapović Solomon | University of Banja Luka, B&H (UBL) |
| 3. | Jelena Rožić | University of Banja Luka, B&H (UBL) |
| 4. | Muhamed Bajrić | University of Sarajevo, B&H (UNSA) |
| 5. | Emira Hukić | University of Sarajevo, B&H (UNSA) |
| 6. | Ivan Minčev | Ss. Cyril and Methodius University of Skopje, Faculty of Forestry (UNSCM) |
| 7. | Atila Bezdran | University of Novi Sad, Serbia (UNS) |
| 8. | Boško Blagojević | University of Novi Sad, Serbia (UNS) |
| 9. | Slobodan Milutinović | University of Niš, Serbia (UNI) |
| 10. | Snežana Živković | University of Niš, Serbia (UNI) |
| 11. | Dejan Vasović | University of Niš, Serbia (UNI) |
| 12. | Tatjana Golubović | University of Niš, Serbia (UNI) |
| 13. | Nada Dragović | Faculty of Forestry, University of Belgrade, Serbia (UB) |
| 14. | Mirjana Todosijević | Faculty of Forestry, University of Belgrade, Serbia (UB) |
| 15. | Katarina Lazarević | Faculty of Forestry, University of Belgrade, Serbia (UB) |
| 16. | Aleksandar Baumgertel | Faculty of Forestry, University of Belgrade, Serbia (UB) |
| 17. | Ratko Ristić | Faculty of Forestry, University of Belgrade, Serbia (UB) |
| 18. | Tijana Vulević | Faculty of Forestry, University of Belgrade, Serbia (UB) |
| 19. | Natalija Momirović | Institute of Forestry, Belgrade (INSZASUM) |
| 20. | Tomislav Stefanović | Institute of Forestry, Belgrade (INSZASUM) |
| 21. | Lukas Reider | University of Natural Resources and Life Sciences (BOKU) |
| 22. | Gerold Mader | University of Natural Resources and Life Sciences (BOKU) |

The presentation about the Quality plan was done by Paolo Porto. He has shown the Annexes which are required to fulfill in order to evaluate the project implementation and how often they should be fulfilled: 1) Annex Q - Work Package self-assessment report form (annually); 2) Annex R - Partner self-assessment report form (annually); 3) Annex S - External Reviewer assessment form (annually); 4) Annex T – Internal project quality evaluation form (annually by Leaders); 5) Annex U - Internal project quality evaluation report (annually by QAC); 6) Annex V – Event evaluation (after event by each participant). He has shown how partner self-assessment and work package self-assessment reports ought to be prepared.

Further, the short discussion about the mentioned reports was performed.



Conclusions

The conclusion is that **the 2nd Quality Assurance Committee meeting** of the SETOF project was successfully realized.

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In Belgrade, 25. November 2019.