



PROJECT INFO

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

DOCUMENT CONTROL SHEET

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Title of Deliverable:	Day to day correspondence on the SETOF project (from November 15 – 1 July 2019)
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Day to day correspondence on the SETOF project

Official mail of the "Soil Erosion and Torrential Flood Prevention: Curriculum Development at the Universities of Western Balkan Countries" (SETOF) project - setof.admin@sfb.bg.ac.rs was established at the beginning of November of 2018.

The correspondence between project administrative staff and project coordinator – UB and other partners within the consortium of the project is done on the daily level using SETOF e-mail (more than 4 hundred messages until now).

The important information received on the SETOF mail at the beginning of the project is **appearance of the SETOF project on the the [Erasmus+ Project Results Platform](#)** (on November 14, 2018), and **the first pre-financing payment done by donator – EACEA** (at the end of November 2018). where the funds will be transferred to the beneficiary institutions after signing the Partnership Agreements.

Most of the correspondence is done before and after meetings, study visits and workshops predicted by the project. The first event was **1st Kick-off meeting**, held on December 13-14 2018, where the beneficiary presented their institutions and work packages. The important document presented their, and sent to all beneficiaries is Guidelines on the reporting and correspondence and Financial management of the grant available on the website.

During December, the lists of all project participants are collected. All members of the project count 10 participants from the lead partner – the University of Belgrade, 18 participants from the two partner countries (Serbia and Bosna and Herzegovina), 13 participants from programme countries (Austria, Italy, North Macedonia, and Bulgaria) available on the project website. During this period, the leader of work package 5 – University of Niš (UNI) **initiated activities on the Dissemination plan development**.

Some of the challenges that the project faced at the beginning of December 2018 is the **withdrawal of Aristotle University of Thessaloniki, Greece (AUTH)** and changes in the partnership composition, i.e. **replacement of partner from Greece with the new beneficiary – Mediterranean University of Reggio Calabria, Italy**. All of this led to the additional requests and approvals on the project.

In January of 2019, a filled template for the thematic networks and platforms where project partners are currently aware of and/or attend to disseminate project results, done by UNI, are receiving by project partners.

Other changes occurred in January 2019, when project coordinator ask project officer assigned to the SETOF project for **budget revision**, due to the fact that some costs predicted by budget



fall to the ineligible costs (according to the Guidelines for the use of grant). After the grant holder meeting in Brussels held on 28 January 2019, **the revised budget is sent to partners** to agree about performed changes. Also, **documentation for partner replacement is collecting** (detailed description of the project supplemented by Italian data, Explanatory letter justifying the withdrawal of a beneficiary, Explanatory letter justifying the addition of a beneficiary, Explanatory letter from coordinating institution, Partner withdrawal, Acceptance letter, Revised distribution of tasks, Mandates).

During February of 2019, we started to prepare Request for launching the process of procuring a print service, creating a website. On February 15th, 2019, **the first monitoring visit to the project is conducted by the Head of the National Erasmus+ Office in B&H and project officer from B&H at the University of Banja Luka (Rectorate)**

The official request for partner replacement and budget modification was sent at the beginning of March 2019 to the project officer. During the March of 2019, correspondence was related to the additional documents requested by project officer (to be aware that project partner's read the application form and that they are aware and agree with their level of responsibilities, the new version of the withdrawal from AUTH, Thessaloniki signed by the legal representative, Curriculum development). In that time, we received the findings and recommendations by the project officer during the monitoring visit in B&H. In addition, we communicate regarding the preparation of the upcoming meetings holding in Austria (SC meeting, PMU meeting, and Study visit) and we obtained the final version of the Partnership Agreement that should be signed by the project partners.

At the beginning of April, we were still waiting for the two Declaration letters and withdrawal from AUTH, Thessaloniki signed by the legal representative. Other correspondence was about Partnership Agreements sent to each beneficiary to modify them and which are going to be signed by the legal representative of the University of Belgrade after the approval of the partner replacement.

In mid-April, complete documentation for partner replacement is sent to the project officer. In that time, the correspondence concerned the preparation for the meetings in Austria, **collecting the results of the performed activities of WP1** –Analysis of soil erosion state and torrential floods in Western Balkan Countries (deliverables: reports available on the project website) **and Partnership Agreements.**

At the beginning of May, Attendance lists for meetings in Austria conducted in the period 15-17th May 2019 are prepared and sent to the partners. In addition, **partners received the checked Partnership Agreements that have to be signed by the legal representative of the beneficiary institutions.** Reminders for a deadline for signing partner agreements (May 14, 2019) are directed to the project officer. **On May 10, 2019 project officer approved the signature of the Partnership Agreements.** We continue in receiving the reports and



presentations from the activities within WP1 realized in Austria (14-17 May 2019) **where the 4th version of the Dissemination plan is adopted** during the SC meeting. At the end of May 2019, the **meeting between project coordinate and leader of WP5 – UNI**, was organized in order to discuss the activities related to the implementation of public procurement and the structure of the website, etc.

In June, corresponds with partners on the project concerns First installment request, then, the next meetings – Quality assurance committee meeting and Worskop on bachelor and master curricula, that will be held in Italy, as well as clarification about filling the documentation for Financial report (ITRs, joint declaration, travel reports). In mid-June, project coordnatore obtain **access to the electronic version of the Technical implementation report (e-report)**. The correspondence with a partner from UNI was regarding the material promoting the SETOF project (activity 5.3 Promotion material created). The coomuniation with all partners had related also to the equipment for project realization without VAT. The coordinator corresponded to the University of Belgrade regarding the finalcila documentation on the project.

On the 1st July First installment requires are obtained from all partners on the project except UNSCM.

The correspondence on the project is related to the administrative and budget issues, the accomplishment of activities, preparation of events, and creation of project deliverables, etc., all in order to ensure successful and efficient project realization. Some questions of the partners and information provided to them until now are:

1. **Who is going to attend a meeting? What is the number of attendees?** The number of meeting attendees is defined in the Project description, and each person important for realization of the meeting, who has a with the beneficiary institution, should be present.
2. **Which template should be used to demonstrate the project results?** The templates for presentation and word documents are designed and sent to each beneficiary to add their logo and prepare them for certain events and reports.
3. **Who will cover the costs of the 1st Kick-off meeting, when we do not have signed Partnership Agreements?** The costs will be covered by the participants and refunded by the beneficiary institutions after collecting and submitting all necessary documentation to their University where the funds should be transferred.
4. **What is the procedure in covering the costs of other events (meetings, study visits, etc.)?** Travel costs and costs of stay should be covered by the beneficiary institution and then refunded by the University after submission of necessary documentation (see Contract on project financing and implementation signed between the beneficiary and University of Belgrade).
5. **What is a list of necessary documents that should be delivered to the UB for the financial management of the grant?** List of the necessary documents is provided in the Guidelines of the reporting and correspondence on the link <https://www.setof.org/setofprojects/guidelines-of-the-reporting-and-correspondence/>



6. **I have read in the Guidelines for the use of the grants (part 1.5 Co-financing contribution) where it is stated that 'According to the European Union Financial Regulation grants shall always involve co-financing'. Does this mean that my university must provide additional money for the project?** Some costs that could occur during the project implementation (bank fees, printing, overheads costs,) should be considered as co-financing as well as any other costs not predicted by the project such as renting space for the organization of events should be covered by the beneficiary
7. **Who is responsible for fulfilment of the Financial statement, each beneficiary or project coordinator?** Each beneficiary, individually, fills out the Financial statement and then send it to the project administrator on control.
8. **How to proceed with the request for the first instalment?** Annex V of the Partnership Agreement is related to the Request for the first installment of the first pre-financing. It is important to carefully fulfill data (date and place, project reference number, payment number, name and address of the beneficiary, check that you request the first installment of the first pre-financing, amount to be requested, reference number, stamp, and signature of the beneficiary legal representative)
9. **Do we have to strictly follow the list of equipment specified in the project budget? Is it possible to procure something that is not specified in the budget, if it is in the function of the project and does not exceed the total amount?** We must follow the specification provided in the budget, and only minor changer is allowed. For example, if you ordered laptop, and at the moment when procurement is performed supplier cannot find on the market the laptop of the same performance, you could choose the similar one (with better performance).