

REPORT FROM 1st STEERING COMMITTEE MEETING & MEETING OF TEAM OF COORDINATORS

Parallel meetings of the Steering Committee and Team of Coordinators were organized on 23-03-2018 at Agromediterranean faculty of University Džemal Bijedić of Mostar.

1st Steering Committee meeting

Meeting agenda included the following points:

- Audit arrangements;
- Tender for purchase equipment

Audit arrangements

Procurement of auditor will be conducted in April 2018. VPPŠ is preparing procurement documentation. It is agreed to request auditing in 3 phases – after every year, with one final auditing report at the end of the project.

Tender for purchase equipment

Coordinator has sent request for approval for the following:

- a) to split tenders per country to have separate joint tenders in Serbia and separate one in Bosnia and Herzegovina
- b) to split the national tenders in 2 tenders per country, because, many institutions will not be able to pay entire amount in invoice before receiving the second installment from the EACEA.

Project officer in EACEA Ms. Giulia Moro responded to this request with requested for clarification. If project officer does not approve request for splitting the national tenders into 2 tenders, we will have to carry it out as single joint tender per country and pay entire amount indicated in invoice at once.

It is expected that we will receive approval to split the tender into national tenders. Tender will be in Serbia published by VPPS on behalf of Serbian partners, and in Bosnia and Herzegovina by University Banja Luka on behalf of Bosnian partners.

Conclusions:

1. To make arrangement with prospective auditor to do auditing process in 3 phases
2. Decision on equipment procurement will be taken during the next Steering Committee meeting in Belgrade upon the reception of response from EACEA project officer.
3. In the following 10 days all partners to submit their revised equipment procurement lists to project coordinator.

Meeting of the Team of Coordinators

Meeting agenda included the following points:

- Information about Monitoring meeting
- Analyses of progress in project implementation & Revision of work plan



Information about Monitoring meeting

Monitoring meeting will be held on 29-03-2018 in Prokuplje by the Tempus Foundation Serbia. Purpose of this visit is to examine the progress in project implementation and provide for necessary support. Consortium members already received an excel form to complete for monitors. Each partner institution from Serbia should send coordinators and if available, Team of finance managers should also be present.

Analyses of progress in project implementation & Revision of work plan

WP.1 will be completed with the second project Introduction conference in Belgrade on 19-04-2018. All 3 researches will be completed by that time, and produced research reports. Policy recommendations will also be presented at Belgrade conference.

WP.2 implementation is ongoing. It is agreed to install Moodle at project website for entire project with website administrator as Moodle administrator. University Džemal Bijedić of Mostar will install its own e-learning technology throughout the next year and will use that technology instead of the Moodle. When it comes to accreditation, it was decided to accredit the courses with the Chamber of Commerces and in Serbia additionally with the Development Agency of Serbia. IPARD requirements should also be considered as prospective applicants for IPARD funds are obliged to undergo certain training.

WP.3 will start with introduction seminar in Užice in May 2018.

There has been identified a need to revise the work plan in order to better reflect the time frame of agreed activities and planned delivery of outputs. New and revised work plan was presented and discussed along with division of partner roles and responsibilities. After discussion, the proposed work plan was adopted.

Conclusions:

4. We should use every opportunity within this project when participation of externals is expected, to promote the project and present implementation progress up to date.
5. RDAs will send by the end of next week the standards for crash course creation.
6. Each institution will form the team of professors that to work on the course development
7. Project coordinator will create a draft list of courses and distribute it to all project members. The list will contain general courses while additional specific courses will be added by partner teams.
8. Project coordinator will distribute the work plan to partner project coordinators
9. Launch call for proposals for auditor in April

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In Mostar, 24-03-2018

**NEXT DESTINATION BALKAN:
AGROTURISM LANDSCAPE DEVELOPMENT**
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