



FINAC project Kick off

23-25 November 2016.

Belgrade, Studentski trg 1, University of Belgrade, Rectorate, Room 16

Agenda of FINAC Kick off meeting

Day 1 – 23 November 2016

Partner's arrival & getting together

Day 2 - 24 November 2016

Time		Item	Chair	Reference material
9.00	9.30	Registration	* * * * *	* * * * *
9.30	10.00	Welcome note by: Project Coordinators, University of Belgrade Vice-Rector for International Cooperation and Chapter 32 , relevance for the financial system and obligations for the public administration in regional countries	Sladjana Benkovic, Project Coordinator, UB Aleksandar Jovic, Project Secretary, UB Professor Ivanka Popovic, Vice Rector of UB, Tanja Miscevic, Head of Negotiating Team for Accession of the Republic of Serbia to the EU	* * * * *
10.00	10.20	Introduction to project's rationale and goals	Sladjana Benkovic, Project Coordinator, UB Aleksandar Jovic, Project Secretary, UB	Summary of the FINAC project, LFM, project application (e-form)
10.20	10.35	Representative of National ERASMUS+ Office	Darko Milogoric, ERASMUS+ office	* * * * *
10.35	11.00	Coffee & tea break	* * * * *	In meeting room



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11.00	12.30	Project consortium presentations	Sladjana Benkovic, Project Coodinator, UB Aleksandar Jovic, Project Secretary, UB	Power Point Partners presentations
12.30	12.40	Project management set-up	Sladjana Benkovic, Project Coodinator, UB Aleksandar Jovic, Project Secretary, UB	List of Project management members
12.40	12.50	Steering Committee set-up	Sladjana Benković, Project Coodinator, UB Aleksandar Jovic, Project Secretary, UB	List of Steering Committee members
12.50	13.30	Addoption of project work plan & budget for the project duration	Sladjana Benkovic, Project Coodinator, UB Aleksandar Jovic, Project Secretary, UB	Project Work Plan proposal; Project budget proposal
13.30	14.30	Lunch break		University Restaurant
14.30	15.00	Current situation in the public adminsitration regarding financial management, accounting and controlling in Albania & Serbia	Blerjana Bino, EUT, Albania Irena Posin, MPALSG, Serbia	PowerPoint Presentations
15.00	15.30	Addoption of the project work plan for Year 1	Sladjana Benkovic, Project Coodinator, UB Aleksandar Jovic, Project Secretary, UB	Project application (e-form) and LFM
15.30	17.00	Project Legal matters and Administration	Aleksandar Jovic, Project Secretary, UB Tamara Rokvic, International office, UB Ljubislava Duka, International office, UB	EACEA guidelines for the Use of the Grant, Partnership Agreements, Money transfer instructions.
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19.00	22.30	Dinner - “Klub poslanika” , Club of Government delegates, Tolstojeva 2, Beograd	* * * * *	Transfer Provided



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Day 3 – 25. November 2016

FINAC Steering Committee meeting

Time		Item	Chair	Reference material
09.00	10.45	Reviewing the questionnaire for mapping current level of knowledge and qualification structure of employees in public administration in the field of financial management, accounting and controlling	Stasa Lukic, MPALSG Zaklina Veselinovic, Project manager, CEP	Draft questionnaires for mapping of current level of knowledge and qualification structure of employees in public administration in the field of financial management, accounting and controlling
10.45	11.30	Adoption of an Internal plan for assuring quality	Ivana Bilic, Project manager, UNIST	Evaluation form SC-FINAC, Quality Control and Monitoring Plan Document FINAC, Event evaluation form for FINAC project
11.30	12.00	Coffee& tea break	* * * * *	In meeting room
12.00	12.20	Wrap up	Sladjana Benkovic, Project Coordinator, UB Aleksandar Jovic, Project Secretary, UB	
12.20	13.30	Optional meetings	* * * * *	* * * * *
* * *	* * *	Departure		

The meeting will be in English