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FINAC

FINancial management,
Accounting & Controlling
in public administration

Financial Management, Accounting & Controlling curricula development for capacity building of public administration

STEERING COMMITTEE

AT MASARYK UNIVERSITY IN BRNO, CZECH REPUBLIC

MEETING MINUTES

Prepared by: Nemanja MILANOVIĆ & Sladjana BENKOVIĆ

| University of Belgrade | SERBIA

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MINUTES

Introduction

The forth Steering Committee Meeting was held during the study visit to Masaryk University in Brno, Czech Republic on February 12, 2018. The Steering Committee Meeting was chaired by **Slađana BENKOVIĆ**, project coordinator, with the assistance of Project secretary **Aleksandar JOVIĆ**, and **Gabriela VACEKOVÁ**, coordinator for Masaryk University. All project partners had received the Agenda and supporting documentation that had to be adopted.

Agenda

Masaryk University, Brno, Czech Republic, 12. February 2018. 11:10 - 11:30

Chair persons: *Professor Sladjana Benković, Ph.D., Project Coordinator (University of Belgrade)*

Aleksandar Jović, Project secretary (University of Belgrade)

Docent Gabriela Vaceková, Ph.D. Coordinator (Masaryk University)

	Item	Time (estimated)	Input prepared by	Voting	Reference documents
1	Establishing the quorum	1 min	N/A	N/A	N/A
2	Adoption of the Agenda	2 min	UBG	Yes	Draft Agenda
3	Adoption of the minutes from Steering Committee meeting #3	1 min	UBG	Yes	<i>Minutes from Steering Committee meeting#3</i> http://www.finac.org.rs/site/results
4	Report on the implementation of the last 3 months activities (adoption)	2 min	UBG	No	Power point presentation & oral input
5	Project progress and expected inputs of project leaders	5 min	UBG	No	Power point presentation & oral input
6	A word about financial issues of FINAC project	5 min	UBG	No	Power point presentation & oral input
7	Information about internal and external quality control plan	2 min	UNIST	No	Power point presentation & oral input
8	AOB (any other business)	3 min	N/A	Possible	N/A

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Item 1: Establishing the quorum

The quorum for Steering Committee no. 3 had been obtained.

Item 2: Adoption of the Agenda

The Agenda proposed at the beginning of the meeting was adopted without any complaints.

Item 3: Adoption of the minutes from Steering Committee meeting #3

Minutes from Steering Committee Meeting no. 3 held during the third study visit to Matej Bel University, Banska Bystrica, Slovakia was adopted without any additional suggestions from Project consortia members.

Item 4: Report on the implementation of the last 3 months activities (adoption)

Project coordinator, Slađana BENKOVIĆ, presented the results of project activities in the last three months of the project duration and informed participants about the content of the work packages. She highlighted the importance of the project deliverables and expressed her satisfaction with partners' efforts and contributions to implementation of project work packages within the timeframe.

The accreditation process for Master degree programs in Serbia in WP.3 has been successfully completed. Partner institutions from Albania designed Master degree programs and completed application for the license. Expected date of getting a license in Albania is May 2018.

Trainings for employees in public administration in Serbia planned in the project's WP.5 has been successfully realized, while the similar trainings in Albania are designed and waiting for implementation during next two months.

Item 5: Project progress and expected inputs of project leaders

Project coordinator made a short overview of project progress and expected inputs of project leaders as a follow-up to the presentation held at the study visit opening session.

Item 6: A word about financial issues of FINAC project

Project secretary Aleksandar JOVIĆ informed the audience about the progress of Project funds allocation among the partners. The funds have been transferred to the parties according to Project budget. Partner institution representatives will be timely notified about required steps if necessary.

Item 7: Information about internal and external quality control plan

University of Split representative Ivana Bilić informed Steering Committee Members about current progress and further steps in creating **Integral internal quality control plan**. Internal evaluation activities are focused on Project events and progress of each work package. Elected external evaluator will be responsible for the evaluation of results and reports as deliverables from internal quality control process. **March 10, 2018** has been set as the deadline for completion of the Integral internal quality control plan.

Item 8: AOB (Any other business)

N/A