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FINAC
FINancial management,
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in public administration

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

STEERING COMMITTEE AT UNIVERSITY OF SPLIT

DRAFT MEETING MINUTES

TO BE ADOPTED AT THE 2nd STEERING COMMITTEE MEETING

Prepared by: Sladjana BENKOVIĆ & Nela MILOŠEVIĆ | University of Belgrade | SERBIA

*This project has been funded with support from the European Commission.
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MINUTES

Introduction

The first Steering Committee, hosted by University of Split, was organized during the first Study visit 18th to 22nd June, 2017 and held in Split, Croatia.

The Steering Committee was chaired by **Sladjana BENKOVIĆ**, project coordinator.

All project partners had received the Agenda and supporting documentation that had to be adopted.

The list of all participants at the meeting can be found at the end of the document in [APPENDIX 1](#).

Agenda

The Steering Committee had the following agenda:

	Item	Time (estimated)	Input prepared by	Voting	Reference documents
1	Establishing the quorum	2 min	N/A	N/A	N/A
2	Agenda Adoption	3 min	UBG	Yes	Draft Agenda
3	Adoption of the minutes from constitutional Steering Committee	5 min	UBG	Yes	<i>Minutes from constitutional Steering Committee meeting</i> http://www.finac.org.rs/site/results
4	Report on the implementation of the 1st 6 months activities (adoption)	3 min	UBG	Yes	None (oral report)
5	Study visit protocol	3 min	MBU	Yes	Workspace WP.2.0. http://www.finac.org.rs/site/workspace
6	Dissemination and Sustainability plan	3 min	UBG	Yes	Dissemination and sustainability plan http://www.finac.org.rs/site/results
7	Budgetary issues and financial implications	10 min	UBG	Possible	None (oral input)
8	AOB (any other business)	3 min	N/A	Possible	N/A

Session 01: Establishing the quorum

During the first meeting of the Steering Committee, the Coordinator reminded the partners that the one person per partner institution represent a member of Steering Committee on behalf of partner institution. At the meeting 12 of 12 partners were present which means that quorum was obtained.

The list of all participants at the meeting can be found at the end of the document in [APENDIX 1](#)

Session 02: Adoption of Agenda

The Agenda proposed ([APENDIX 2](#)) was adopted without any complaints.

Session 03: Adoption of constitutional Steering Committee minutes

The minutes from constitutional Steering Committee were adopted without any complaints.

Session 04: Adoption of report on the implementation of the 1st 6 months activities

Project coordinator, **Slađana BENKOVIĆ**, presented the results of project activities in previous six months of the project duration and informed participants about the content of the work packages. She stressed the importance of the project deliverables. Additionally, she emphasized that the implementation of project work packages should be in line with the timeframe.

The report was adopted without any complaints.

Session 05: Adoption of Study visit protocol

Project coordinator, **Slađana BENKOVIĆ**, presented the document which was prepared by **Maria SVIDRONOVA MURRAY** from Matej Bel University in Banska Bystrica, Slovakia.

The document was adopted without any complaints or reservations.

Session 06: Adoption of Dissemination and Sustainability plan

Project coordinator, **Sladana BENKOVIĆ**, presented Dissemination and Sustainability plan, which has not been finished yet, and pointed out that it will be changed during the project duration whenever the need emerges. The idea is that this plan should contribute to visibility and sustainability of the project. Partner from Università degli Studi, Guglielmo Marconi gave very useful ideas that already can be incorporated in Dissemination and Sustainability plan. One of the ideas is increasing project visibility through project promotions in universities' journals and magazines.

The Dissemination and Sustainability plan was adopted without any complaints or reservations.

Session 07: Adoption of legal and financial plan

The project secretary, **Aleksandar JOVIĆ**, informed all partners that the first funding instalment has been transferred to all partner institutions. Moreover, all partners delivered supporting documentation regarding costs for the first 6 months of project duration, which was prepared by their institutions. In addition, **MSc. JOVIĆ** informed partners that he will prepare a guidebook in order to increase quality of project's financial management and financial control, till 15th July, 2017. This guidebook will be developed according to propositions and instructions issued by EACEA.

Session 8: AOB (Any other business)

At the end of the first Study visit at University of Split, all partners have expressed great satisfaction with organization and content of the first study visit. It was concluded that we have to continue with such a high level and quality of activities.

APPENDIX 1: ATENDEES

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APPENDIX 2:

DOCUMENT TYPE
PLACE

External/internal document

**University of Split | Belgrade |
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AGENDA OF STEERING COMMITTEE #1

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FINAC Steering Committee meeting No. 1

University of Split, Faculty of Economy, 19 June 2017. 11:00 - 11:30

Chair: Professor Sladjana Benković, Ph.D., Project Coordinator (University of Belgrade)**Co-chairs:** Professor Ivana Bilić, Ph.D. Coordinator of University of Split**AGENDA**

	Item	Time (estimated)	Input prepared by	Voting	Reference documents
1	Establishing the quorum	2 min	N/A	N/A	N/A
2	Adoption of the Agenda	3 min	UBG	Yes	Draft Agenda
3	Adoption of the minutes from constitutional Steering Committee meeting	5 min	UBG	Yes	<i>Minutes from constitutional Steering Committee meeting</i> http://www.finac.org.rs/site/results
4	Adoption of Report on the implementation of the 1st 6 months activities (adoption)	3 min	UBG	Yes	None (oral report)
5	Adoption of Study visit protocol	3 min	MBU	Yes	Workspace WP.2.0. http://www.finac.org.rs/site/workspace
6	Adoption of Dissemination and sustainability plan	3 min	UBG	Yes	Dissemination and sustainability plan http://www.finac.org.rs/site/results
7	Adoption of legal and financial plan	10 min	UBG	Possible	None (oral input)
8	AOB (any other business)	3 min	N/A	Possible	N/A