

MEETING MINUTES

DOCUMENT TYPE **External document**

PLACE **University of Belgrade | Belgrade
| SERBIA**

TIME **November 23-25, 2016**



FINAC
FINancial management,
Accounting & Controlling
in public administration

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

PROJECT-KICK OFF MEETING

DRAFT MEETING MINUTES

TO BE ADOPTED AT THE 1ST STEERING COMMITTEE MEETING

Prepared by: **Sladjana BENKOVIC & Milos MILOSAVLJEVIC | University of Belgrade | SERBIA**

MINUTES

Introduction

The project kick off meeting hosted by the University of Belgrade has been held in Belgrade on November 23-25, 2016.

The kick off meeting was chaired by **Sladjana BENKOVIC**, project coordinator.

All project partners had received the documents included and referenced in these minutes and were notified about all matters discussed prior to the meeting.

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

Agenda

The meeting had the following agenda:

- [1] Establishing the quorum
- [2] Welcome note by project coordinator, Information on the Chapter 32 on the EU accession
- [3] Introduction to project rationale and goals
- [4] Presentation of National ERASMUS+ office
- [5] Project consortium presentation
- [6] Project management set-up
- [7] Steering Committee set-up
- [8] Current situation in the public administration regarding financial management, accounting and controlling in Albania & Serbia
- [9] Adoption of project work plan & budget for the project duration
- [10] Adoption of the project work plan for the year 1
- [11] Project Legal matters and Administration
- [12] 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
- [13] Adoption of an Internal plan for assuring quality
- [14] AOB (Any other business)

Session 01: Establishing the quorum

The list of attendees is available at the end of this document.

Session 01 conclusions:

Representatives of each 12 consortium partner institutions were present at Kick off meeting.

MEETING MINUTES

Session 02: Welcome note by project coordinator, Information on the Chapter 32 on the EU accession

Project coordinator, **Sladjana BENKOVIĆ**, held welcome speech and addressed to the participants and welcomed all of them. She also introduced activity Agenda and wished all representatives successful and fruitful Kick off meeting.

Vice Rector of the University of Belgrade, **Ivanka POPOVIĆ**, gave a welcome word on behalf of host institution and presented the key information about University of Belgrade, project coordinator.

PhD. Tanja MIŠČEVIĆ, Chief Negotiator for Serbia's accession negotiations with the EU, presented fundamental rationale of the project importance for accession of the region to EU and implementation of Chapter 32 in that process.

Session 02 conclusions:

The representatives of project consortia have been informed about the coordinating institution and the underlying idea of the project.

Session 03: Introduction to project rationale and goals

Project coordinator, **Slađana BENKOVIĆ**, presented to all partner representatives rationalisation of the project and introduced them with content of the work packages. She stressed out the importance of the project deliverables. Additionally, she indicated the importance of timeframe for implementation of project work packages.

Session 03 conclusions:

The representatives of project consortia took into account their responsibility and timeframe, and supported project idea.

Session 04: Presentation of National ERASMUS+ office

Representative of ERASMUS+ office in Belgrade **Darko MILOGORIĆ**, held very important presentation about the procedures and documentation that should support realization of FINAC ERASMUS+ project. Additionally, he stressed out importance of project activities visibility, supporting documents, project outputs delivered in timeframe, and overtaking of responsibility of all consortia partners for project activities.

Session 04 conclusions:

The representatives of project consortia were informed about the role of National ERASMUS+ office during the project implementation, as well with procedures and documents that are expected to be embodied in realization of FINAC project, and visible and deliverable at the end of project cycle.

Session 05: Project consortium presentation

Representatives of all partner institutions presented their institutions, and indicated how they see their contribution to project implementation.

Session 05 conclusions:

The representatives of project consortia have been formally introduced to each other, and therefore opened room for further collaboration.

Session 06: Project management set-up

The consortia institutions representatives suggested the following members of the FINAC Project Team:

No.	Institution	Acronym	Project team representative	Deputy representative
1	University of Belgrade	UB	Slađana BENKOVIĆ	Nevenka ŽARKIĆ JOKSIMOVIĆ
2	University of Kragujevac	UNIKG	Predrag STANČIĆ	Milan ČUPIĆ
3	State University of Novi Pazar	SUNP	Miladin KOSTIĆ	Jasmin DELIMEĐAC
4	Singidunum University	SUB	Mihajlo BABIN	Milos ERIĆ
5	Ministry of Public Administration and Local Government	MPALSG	Irena POSIN	Staša LUKIĆ
6	Centre for Education Policy	CEP	Žaklina VESELINOVIĆ	Jasminka ČEKIĆ MARKOVIĆ
7	University of Shkodra “Luigj Gurakuqi”	UNISHK	Blertha Dragusha	Arjeta TROSHANI
8	European University of Tirana	UET	Blerjana BINO	Katrina ÇABIRI MIJO
9	University of Split	UNIST	Ivana BILIĆ	Marko ČULAR
10	Università degli studi “Gugliermo Marconi”	USGM	Arturo LAVALLE	Susanna CORRENTI
11	Masaryk University	MU	Gabriela VACEKOVA	Jana SOUKUPOVA
12	Matej Bel University	MBU	Maria SVIDRONOVA MURRAY	Beata MIKUŠOVA MERICKOVA

Session 06 conclusions:

The list of Project Management members was adopted without any active opposition.

MEETING MINUTES**Session 07: Steering Committee set-up**

Members of consortia institutions suggested the following members of FINAC project Steering Committee:

No.	Institution	Acronym	Project team representative	Deputy representative
1	University of Belgrade	UB	Ivanka POPOVIĆ	Aleksandar MARKOVIĆ
2	University of Kragujevac	UNIKG	Predrag STANČIĆ	Verica BABIĆ
3	State University of Novi Pazar	SUNP	Miladin KOSTIĆ	Bratislav MILIĆ
4	Singidunum University	SUB	Mihajlo BABIN	Milos ERIĆ
5	Ministry of Public Administration and Local Government	MPALSG	Irena POSIN	Staša LUKIĆ
6	Centre for Education Policy	CEP	Jasminka ČEKIĆ MARKOVIĆ	Dejan STANKOVIĆ
7	University of Shkodra “Luigj Gurakuqi”	UNISHK	Brilanda BUSHATI	Blertha DRAGUSHA
8	European University of Tirana	UET	Selami XHEPA	Blerjana BINO
9	University of Split	UNIST	Ivana BILIĆ	Marko ČULAR
10	Università degli studi “Guglielmo Marconi”	USGM	Arturo LAVALLE	Susanna CORRENTI
11	Masaryk University	MU	Gabriela VACEKOVA	David POČ
12	Matej Bel University	MBU	Maria SVIDRONOVA MURRAY	Vivien ZABKA

Session 07 conclusions:

The list of Steering Committee members was adopted without any active opposition.

Session 08: Current situation in the public administration regarding financial management, accounting and controlling in Albania & Serbia

MSc. Irena POSIN, as representative of Ministry of Public Administration and Local Self Government of Serbia presented current situation in the budget planning and preparation, financial control and public procurement in Serbia. She also pointed out the adopted activity plan of Serbian Government for the period of 2016-2020.

MSc. Blerjana BINO, as representative of UET, briefly presented the public administration reform initiative in Albania. She stressed out the current situation in public administration, and the role of European Union in increasing level of professionalism and independence of public administration in Albania.

MEETING MINUTES**Session 08 conclusions:**

The representatives of project consortia were informed about current situation in public administration in Serbia and Albania. It is stated that there is a lot of room for improvement, particularly in the fields of transparency, efficiency and effectiveness in financial reporting, planning, operations and controlling.

Session 09: Adoption of project work plan & budget for the project duration

Project secretary **Aleksandar JOVIC**, reminded representatives of partner institutions on work plan that is stated in the project application. Work plan was accepted, without any changes of the timeframe. He additionally reminded partners that budget was made in order to support project activities, considering the duration of those activities. Based on geographical distance between partner institutions, budgetary discrepancies among partner institutions are slightly visible. Budget was adopted without any changes.

Session 09 conclusions:

The work plan and project budget were unanimously adopted.

Session 10: Adoption of the project work plan for the next 7 months

Project coordinator, **Sladjana BENKOVIC**, presented planned activities for the next 7 months to partner institutions representatives. Those activities can be summarized as:

- Signing Partnership Agreement & transfer of funds
- Setting up institutional teams
- Launching website
- Project Quality Plan adoption
- Evidence collection about knowledge and expertise of employees in public administration and universities
- Preparation of the 1st study visit & seminar
- Preparation & dissemination of Newsletter #1

Session 10 conclusions:

The work plan for the next 7 months was unanimously adopted.

Session 11: Project Legal Matters and Administration

Project secretary **Aleksandar JOVIC**, informed present consortia representatives about budget cost categories, budget structure, eligible and ineligible cost, supporting financial documentation and importance of co-financing. He also indicated dynamics of money transfer after signing Partnership Agreements, and all partners accepted suggested plan.

MEETING MINUTES**Session 11 conclusions:**

The representatives of project consortia were informed about financial and legal matters and administration of the FINAC project.

Session 12: 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

Second day of Kick off meeting started with presentations conducted by Mrs. **Zaklina VESELINOVIC** and Mr. **Dejan STANKOVIC**. The topics of presentation covered the content of questionnaire developed for WP1 in cooperation with partners from the Ministry for Public Administration and Local Self-Government, the Ministry of Finance and Human Resources Management Service of the Republic of Serbia, in order to map current level of knowledge and competencies of financial managers, accountants and controllers. After presenting the first version of questionnaire, partners from Centre for Education Policy conducted a short survey among present participants. Received feedback should contribute to higher quality of questionnaire, gaining the accurate screening of knowledge and competencies of financial managers, accountants and controllers in public administration in Albania and Serbia.

Session 12 conclusions:

The Kick Off participants were informed about activities of leading partners for implementation of work package 1. It was concluded that partners from CEP made significant efforts to complete planned activities within the established timeframe.

Session 13: Adoption of Internal plan for assuring quality

During the second day of Kick Off meeting, representative of University of Split, **Ivana BILIC**, presented Internal plan for assuring quality of FINAC project. All partners agreed that significant efforts were put into preparing the Internal plan for such short period of time. Additionally, the partners raised some ideas regarding higher level of project visibility. Therefore, it was agreed that all universities as partner institutions provide hyperlinks to FINAC project website, and to release short information about the project. Some partners suggested that all supporting documents should be uniformed. The representatives agreed that all adopted documents will be uploaded to Workspace platform incorporated into FINAC project website. This platform was developed to support the process of project implementation through storing documentation and media as contribution to efficiency, transparency and uniformity of the project deliverables.

Session 13 conclusions:

The proposed Internal plan for assuring quality was unanimously adopted.

Session 14: AOB (Any other business)

Mr. David POC [Masaryk University] suggested forming of the Administrative Team to improve coordination of administrative work and implementation of related activities.

Session 14 conclusions:

The suggestion to form the Administrative Team was adopted without any active opposition.

APPENDIX 1: ATENDEES



Co-funded by the
Erasmus+ Programme
of the European Union

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

This publication reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein.