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PLACE **Universita degli Studi Guglielmo
Marconi | Rome | ITALY**

TIME **September 26-30, 2017**



FINAC
FINancial management,
Accounting & Controlling
in public administration

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

STEERING COMMITTEE AT UNIVERSITA DEGLI STUDI GUGLILMO MARCONI

MEETING MINUTES

TO BE ADOPTED AT THE 3rd STEERING COMMITTEE MEETING

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MINUTES

Introduction

The second Steering Committee, hosted by Università degli Studi Guglielmo Marconi, was organized during the second Study visit 26th to 30th of September, 2017 and held in Rome, Italy.

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	Adoption of the Agenda	3 min	UBG	Yes	Draft Agenda
3	Adoption of the minutes from Steering Committee meeting #1	3 min	UBG	Yes	<i>Minutes from Steering Committee meeting#1</i> http://www.finac.org.rs/site/results
4	Report on the implementation of the last 3 months activities (adoption)	3 min	UBG	Yes	Power point presentation & oral input
5	Adoption of FINAC Project management and Risk plans	6 min	UBG	Yes	Workspace WP.8.0. http://www.finac.org.rs/site/workspace
6	Adoption of FINAC Institutional and financial sustainability plan	3 min	UBG	Yes	Workspace WP.8.0. http://www.finac.org.rs/site/workspace
7	AOB (any other business)	3 min	N/A	Possible	N/A

Steering Committee Minutes

Session 01: Establishing the quorum

During the second meeting of the Steering Committee, the Coordinator reminded the partners that the one person per partner institution represents 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 the minutes from Steering Committee meeting #1

The minutes from Steering Committee meeting #1 were adopted without any complaints.

Session 04: 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. Additionally, she emphasized that the implementation of project work packages should be in line with the timeframe.

The report was adopted without any complaints.

European University of Tirana (UET) project coordinator, Blerjana Bino, made a brief overview of the progress of WP.2.6 regarding purchase of equipment in Albania. UET is in charge of the tender procedure for both Albanian universities and the tender is open from 25. September 2017. to 25. October 2017. Arranging tender procedures for private and public universities together has proven challenging, but all necessary measures are taken to achieve the results on time.

Session 05: Adoption of FINAC Project management and Risk plan

Project coordinator, **Slađana BENKOVIĆ**, presented the Project management and risk plans.

European University of Tirana (UET) project coordinator, Blerjana Bino, highlighted the situation regarding higher education law in Albania, introduced in July 2015 and its potential risk to licensing and

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accreditation of new master programmes in Albania. The new bylaws are not yet introduced and this might affect the response of the Ministry of Education and Sports regarding licensing and accreditation of new master programmes in Albania. However, Albanian universities are preparing all documentation to be sent to Ministry of Education and Sports for new programmes within February 2018.

The documents were adopted without any complaints or reservations.

Session 06: Adoption of FINAC Institutional and financial sustainability plan

Project coordinator, **Slađana BENKOVIĆ**, presented institutional and financial sustainability plans that were adopted without any complaints or reservations.

Session 7: AOB (any other business)

At the end of the second Study visit at Università degli Studi Guglielmo Marconi, all partners have expressed great satisfaction with the organization and content of the second study visit. It was concluded that the quality of the activities during the future study visits should remain at a high level.

APPENDIX 1: ATENDEES LISTS

APPENDIX 2:

DOCUMENT TYPE	External/internal document
PLACE	UniversitadegliStudiGuglielmo Marconi Rome ITALY



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AGENDA OF STEERING COMMITTEE #2

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FINAC Steering Committee meeting No. 2

Università degli Studi Guglielmo Marconi,
Research & Development Department – International Projects,
27. September 2017. 11:20 - 11:40

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

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 Steering Committee meeting #1	3 min	UBG	Yes	<i>Minutes from Steering Committee meeting#1</i> http://www.finac.org.rs/site/results
4	Report on the implementation of the last 3 months activities (adoption)	3 min	UBG	Yes	Power point presentation & oral input
5	Adoption of FINAC Risk management plan	3 min	UBG	Yes	Workspace WP.8.0. http://www.finac.org.rs/site/workspace
6	Adoption of FINAC Project management plan	3 min	UBG	Yes	Workspace WP.8.0. http://www.finac.org.rs/site/workspace
7	Adoption of FINAC Financial management protocol	3 min	UBG	Yes	Workspace WP.8.0. http://www.finac.org.rs/site/workspace
8	Adoption of Budgetary issues and financial implications	7 min	UBG	Possible	Power point presentation & oral input
9	AOB (any other business)	3 min	N/A	Possible	N/A

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