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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 MATEJ BEL UNIVERSITY IN BANSKA BYSTRICA

MEETING MINUTES

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| University of Belgrade | SERBIA

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MINUTES

Introduction

The third Steering Committee Meeting was held during the study visit to Matej Bel University in Banska Bystrica, Slovakia on December 4, 2017. The Steering Committee Meeting was chaired by **Sladjana BENKOVIĆ**, project coordinator. All project partners had received the Agenda and supporting documentation that had to be adopted.

Agenda

Matej Bel University, Banska Bystrica, Slovakia, 04. December 2017. 11:40 - 12:00

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

Docent Maria Murray Svidronova, Ph.D. Coordinator (Matej Bel University)

	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 #2	3 min	UBG	Yes	<i>Minutes from Steering Committee meeting#2</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 Reports prepared for by CEP regarding WP.1.	3 min	UBG	Yes	http://www.finac.org.rs/site/results
6	Adoption of Budgetary reallocation (BMU-UET)	3 min	UBG	Yes	Power point presentation & oral input

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Steering Committee Minutes

7	Adoption of new Internal plan for insuring quality	3 min	UNIST	Yes	Power point presentation & oral input
8	Adoption of External independent expert for preparing Report on external evaluation	3 min	UNIST	Yes	Power point presentation & oral input
9	AOB (any other business)	3 min	N/A	Possible	N/A

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 #2

Minutes from Steering Committee Meeting no. 2 held during the second study visit to Uni Marconi, Rome was adopted without any complaints.

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

The report was adopted without any complaints.

Item 5: Adoption of FINAC Reports prepared for by CEP regarding WP.1.

Partner institution CEP prepared the report regarding WP.1. The document was adopted without any complaints. She has asked from all leader project managers of projects FINAC partner institutions to take much higher level of participation in project dissemination. It is very important from the aspect of contributing project visibility.

Item 6: Adoption of Budgetary reallocation -Belgrade Metropolitan Institution and European University of Tirana

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Due to necessity for budgetary reallocation, an Annex to the Partnership Agreement will be signed, in order to specify the amount of funds to be reallocated from Belgrade Metropolitan University to European University of Tirana. The reallocation decision was made and adopted with the general consensus.

Item 7: Adoption of new Internal plan for insuring quality

Quality control and Monitoring plan has been significantly improved by Ivana Bilić as project leader of UNIST, and during presenting additional values of document; she has invited consortia members to express their suggestions for further improvements on these documents. The proposed updated plan was adopted without any complaints.

Item 8: Adoption of External independent expert for preparing Report on external evaluation

Public procurement for independent expert (WP.6.3.) was completed. Ivana Bilić explained that UNIST has launched public procurement for providing independent expert for external evaluation according tender procedure of UNIST. Additionally, UNSIT has invited three competent and eligible professionals to express their interest and one of them with best proposal to take the position of external independent evaluator. Two of them responded on call; first candidate has requested his exemption and informed UNIST about impossibility to complete activity of preparing Report on external evaluation on time, while other candidate-Hoffman István, Ph.D. has proposed adequate offer PhD. Hoffman István is associate professor at Eötvös Loránd University, Faculty of Law, Department of Administrative Law (Budapest) has been chosen as FINAC external independent evaluator. The election of external evaluator was adopted without any complaints.

Item 9: AOB (Any other business)