EACEA 586029-EPP-1-2017-1-RS-EPPKA2-CBHE-SP

University of Belgrade

Implementation of Dual Education in Higher Education of Serbia

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Faculty of Mechanical Engineering

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

KICK-OFF MEETING OF THE PROJECT

IMPLEMENTATION OF DUAL EDUCATION IN HIGHER EDUCATION OF SERBIA

GRANT AGREEMENT AND PARTNERSHIP AGREEMENTS

MINUTES OF THE MEETING

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Project acronym:	DUALEDU
Project full title:	Implementation of Dual Education in Higher Education of Serbia
Project No:	586029-EPP-1-2017-1-RS-EPPKA2-CBHE-SP (2017-2962/001-001)
Funding scheme:	ERASMUS+
Project start date:	October 15, 2017
Project duration:	36 months

Abstract	This report represents the minutes of the kick off meeting – part referring to Grant Agreement and Partnership Agreements. Presentation is carried out by Tamara Rokvic from International Relations Office, University of Belgrade.

Title of document:	Grant Agreement and Partnership Agreements – DualEdu Kick Off meeting – Minutes of the meeting
Work package:	WP 7: Management
Activity:	7.2. Steering Committees Meetings
Last version date:	25/12/2017
File name:	KO_MoM_4.pdf
Number of pages:	6
Dissemination level:	Consortium

VERSIONING AND CONTRIBUTION HISTORY

Version	Date	Revision description	Partner responsible
v.1.0	22/12/2017	Creation of the first draft	UB (Zivana Jakovljevic)

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1. Introduction

Activity Date: 12/12/2017

Organizer: University of Belgrade

Location: Faculty of Mechanical Engineering, University of Belgrade, Belgrade, Serbia

Present: 29 participants from partner organizations and 2 representatives of NEO

On behalf of applicant organization - University of Belgrade the presentation regarding Grant Agreement and partnership agreements was carried out by:

Ms. Tamara Rokvic
Financial monitoring of projects (TEMPUS, ERASMUS+ KA2)
International Relations Office
University of Belgrade

The presentation started at 11:45. The venue of the presentation was at the Room 211 at University of Belgrade – Faculty of Mechanical Engineering. This report contains minutes of the presentation.

2. Grant Agreement

Ms. Tamara Rokvic:

All partners have received the copy of fully signed Grant Agreement between the donator – the Agency and the University of Belgrade. In addition, the partners have received the information related to the first pre-financing which was transferred to the account of UB to sub-account for this project.

3. Partnership Agreements

Ms. Tamara Rokvic:

UB is waiting for publishing Guidelines at the Agency website and some further information. After publishing Guidelines and after grant holders meeting in Brussels which will be held at the end of January 2018, UB will provide all partners with word document of Partnership Agreement. The partners will be asked to carefully read Partnership Agreement and to give some comments and ideas.

This is the third generation of Capacity Building in Higher Education projects which is running at UB. Accordingly, UB has a model of partnership agreement which is based on model that Agency provided, but UB has added some details that were considered as important.

Partnership Agreement will deal with the schedule of payments to partner organizations, deadlines and amounts of tranches partner organizations will receive.

The donator will provide the financing through three tranches. The first pre-financing, which is 50% of the grant, will be split in the first and the second half of that amount and a special tranche related to the purchasing of equipment. HEI from Serbia will have three parts from the first tranche and the partners from programme countries, who are not purchasing the equipment, will have two parts.

The final balance payment will show if all costs are eligible and if there is the difference between the total amount that was awarded and the costs which are recognized as eligible by donator.

Partnership Agreement will include bank account details. Each partner organization should have separate bank sub-account only for the transactions related to this project.

Partnership Agreement will include details regarding Steering Committee, Local Committee, voting, decision making procedures. Prof. Nenad Zrnic and Dr. Zarko Miskovic will provide details regarding these issues to the UB Rectorate in the couple of days.

Partner organizations can expect to receive Partnership Agreement by the end of January or early February 2018 by e-mail. It is planned that Partnership Agreement would be signed by the end of February 2018 and from that day the first transfer of money could be expected.

UB prefers bilateral Partnership Agreements and each partner will be contacted with bilateral Partnership Agreement.

4. Discussion

M. A. Emilie Szczygielska, SAN:

Q: Is it required to have separate bank account only for this project? SAN already has separate bank account in Euros dedicated to EU projects.

Ms. Tamara Rokvic, UB:

A: It is highly recommended to have separate sub-account

Prof. Dr. Dragan Domazet, BMU:

Q: What is the rationale behind splitting the first instalment into two halfs? Prof. Domazet does not see any reason for this and he proposed that Steering Committee should vote to have 100% of the first instalment transferred to the partner organization at ones.

Ms. Tamara Rokvic, UB:

A: She will check the feasibility of this proposal with the UB Rectorate management and UB management will be familiar with the proposal. The main reason for splitting the first instalment is to be on the safe side since each instalment is conditioned by outcomes provided as declared in quality reports and financial statements.

Prof. Dr. Mirko Savic, UNS

Q: UNS will need Serbian version of Partnership Agreement.

Ms. Tamara Rokvic, UB:

A: Partnership Agreements for all partners from Serbia will be bilingual.

The presentation finished at 12:00.