



Erasmus+ CBHE Project No. 618534-EPP-1-2020-1-XK-EPPKA2-CBHE-JP

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Minutes of the PMB 1st Meeting SMARTEL

ZOOM Application – Tuesday, 09 February 2021

1. Financial and operative management of the project

Dr. Siniša Ilić, project coordinator, presented the operational and financial management of the project. First, the contractual documents: Grant Agreement and proposal for Partnership Agreement were presented, followed by the dynamics and amounts of project money distribution among partners. Budget lines and types of eligible and ineligible expenses of the project are presented, as well as rules related to spending budget money.

It was presented what kind of documents the members of the project consortium must collect for proving each type of project costs:

- For Staff Costs (Joint declaration, Timesheet, Employment Contract, Contract for a service, Bank statement, KEY evidence of work),
- For Travel costs and Costs of stay (Boarding passes, Hotel Invoices, Travel tickets, Travel requests, Bank statement, attendance list),
- For Equipment costs (Tender documentation, Bids, Evaluation report, Contract (s) with the winner (s), Invoice, Bank statement items, Images of equipment, Inventory books),
- Subcontracting costs (3 bids / Tender document, Contract, Invoice, Bank statement items, images of the work performed).

For each type of costs, the specific – concrete numbers (number of days allocated for each partner for each staff category and allocation of those days per project activity, number of travels, the list of equipment to be purchased and the list of services for subcontracting)

At the end the structure and dynamics of preparing progress and final report altogether with financial statements is presented.

2. PMB meeting - Activity plan for the next period

Dr. Siniša Ilić presented the work plan for the period for the next 6 months. Firstly, the main project outputs are presented and the relation of those outputs with the project goals.

In order to reach the project goals and set outputs, the work plan for the next 6 months with specific activities was presented for each work packages, after which the tasks were distributed to the WP leaders in order to perform the activities as efficiently as possible. Potential risks for carrying out certain activities, such as study visits and workshops due to the situation related to the Covid-19 virus pandemic, were discussed. Meeting participants discussed the possibilities of holding such activities online. It was agreed that:

- For WP1, CESIE will manage collection of inputs for D1.1 from EU partners and consolidate them in joint deliverable, will manage collection of inputs for D1.2 from WB partners and consolidate them in joint deliverable, and then start with producing the draft deliverable D1.3; Instead of providing study visit to UPM, UoM-MT, UPM and UL will prepare some scenarios for presenting different options for using platforms for distance learning to the WB partners. It was agreed coordination between EU partners for preparation of this presentation. The proposed period for this online presentation is April/May 2021.
- For WP2, UoM-MT will in cooperation with CESIE start drafting deliverable D2.2, The activities for deliverables D2.1, D2.3 and D2.4 can start after successful presentations from activity D1.4
- For WP3, UL will help in defining the list of specific equipment after accomplishing activities D2.1, D2.2, D2.3 and D2.4. All partners should start preparing for VAT and Customs exemption.
- For WP5, UPM will start working on D5.1 and D5.2
- For WP6, IBCM will start working on D6.1, especially on dissemination through the social networks and organising dissemination events,
- For WP7, SMO will have to start working on D7.1 and D7.2

The specific preparation activities are also started related to better inclusion of students belonging to the vulnerable groups to the project outcomes.

Minutes taken by
prof. dr Branimir Jaksic

Minutes revised by
prof. dr Sinisa Ilic