

Minutes on the kick-off meeting of NatRisk project

Project title	Development of master curricula for natural disasters risk management in Western Balkan countries
Project acronym	NatRisk
Project reference number	573806-EPP-1-2016-1-RS-EPPKA2-CBHE-JP
Coordinator	University of Nis
Project start date	October 15, 2016
Project duration	36 months

CONTENT

Summary	3
List of attendees	3
Agenda - Kick-off meeting	5
1. First day	7
1.1 First session	7
1.2 Second session	7
1.3 Third session	7
2. Second day	8
3. Conclusions	9
ANNEX I - Decision on the forming of the NatRisk management structure	10

Summary

This document reports the first - Kick-off meeting of the Erasmus+ Capacity Building in the Field of Higher Education project „Development of master curricula for natural disasters risk management in Western Balkan countries“ (NatRisk), held at the coordinating University of Nis, on the 15th and 16th of December 2016. The meeting was chaired by Assist. Prof. Milan Gocić. The objective was to introduce to all project partners the most relevant issues of project implementation.

List of attendees

Fourty one representatives from 10 partner institutions (University of Nis - UNI, University of Natural Resources and Life Sciences, Vienna - BOKU, Middlesex University Higher Education Corporation - MUHEC, University of Messina - UNIME, Óbuda University - OE, Academy of Criminalistics and Police Studies - KPA, University of Pristina in Kosovska Mitrovica - UPKM, University of Sarajevo - UNSA, Technical College of Applied Sciences Urosevac with temporary seat in Leposavic - TCASU, University of Defence in Belgrade - UNID) and the representative of National Erasmus Office were present at the meeting. Representatives from two partner institutions (Technical University of Crete, Chania - TUC, Republic of Srpska - Ministry of Interior, Police College, Department for police education - VSUP) were not present at the meeting. The list of attendees is presented below.

No.	Name	Institution acronym	E-mail
1	Dragan Antić	P1 - UNI	dragan.antic@elfak.ni.ac.rs
2	Milan Gocić	P1 - UNI	milan.gocic@gaf.ni.ac.rs
3	Petar Mitković	P1 - UNI	petar.mitkovic@gaf.ni.ac.rs
4	Vesna Lopičić	P1 - UNI	vesna.lopicic@junis.ni.ac.rs
5	Slaviša Trajković	P1 - UNI	slavisa@gaf.ni.ac.rs
6	Dejan Rančić	P1 - UNI	dejan.rancic@elfak.ni.ac.rs
7	Vesna Stankov-Jovanović	P1 - UNI	sjvesna@pmf.ni.ac.rs
8	Saša S. Nikolić	P1 - UNI	sasa.nikolic2@elfak.ni.ac.rs
9	Ivica Manić	P1 - UNI	ivica.manic@elfak.ni.ac.rs
10	Momir Prašćević	P1 - UNI	momir.prascevic@znrfaq.ni.ac.rs
11	Miomir Raos	P1 - UNI	miomir.raos@znrfaq.ni.ac.rs
12	Nada Zorboska	P1 - UNI	nada.zorboska@gaf.ni.ac.rs
13	Nebojša Jotović	P1 - UNI	nebojsa.jotovic@elfak.ni.ac.rs
14	Ljiljana Jevremović	P1 - UNI	ljiljana.jevremovic@gaf.ni.ac.rs
15	Zoran Nikolić	P1 - UNI	zoran.nikolic@elfak.ni.ac.rs
16	Darko Milogorić	NEO	neo_serbia@erasmusplus.rs
17	Michael Tritthart	P2 - BOKU	michael.tritthart@boku.ac.at

18	Kurt Glock	P2 - BOKU	kurt.glock@boku.ac.at
19	Simon McCarthy	P3 - MUHEC	S.McCarthy@mdx.ac.uk
20	Saša Mijalković	P4 - KPA	sasa.mijalkovic@kpa.edu.rs
21	Dane Subošić	P4 - KPA	dane.subosic@kpa.edu.rs
22	Jelena Pandža	P4 - KPA	jelena.pandza@kpa.edu.rs
23	Srdan Jović	P5 - UPKM	srdjan.jovic@pr.ac.rs
24	Jelena Đokić	P5 - UPKM	jelena.djokic@pr.ac.rs
25	Petar Spalević	P5 - UPKM	petar.spalevic@pr.ac.rs
26	Emina Hadžić	P6 - UNSA	emina_hadzic@gf.unsa.ba
27	Predrag Stanojević	P8 - TCASU	stanojevicpredrag@yahoo.com
28	Jelena Rajović	P8 - TCASU	gvozdena2001@yahoo.com
29	Giuseppe Tito Aronica	P9 - UNIME	garonica@unime.it
30	Giovanni Falsone	P9 - UNIME	gfalsone@unime.it
31	Erzsebet Ancza	P10 - OE	ancza.erszebet@bgk.uni-obuda.hu
32	Gabriella Farkas	P10 - OE	farkas.gabriella@bgk.uni-obuda.hu
33	Agota Dregelyi-Kiss	P10 - OE	dregelyi.agota@bgk.uni-obuda.hu
34	Goran Dikić	P11 - UNID	goran.dikic@mod.gov.rs
35	Miroslav Talijan	P11 - UNID	talijan.miroslav@gmail.com
36	Rade Slavković	P11 - UNID	bjor4s@gmail.com
37	Vladimir Ristić	P11 - UNID	vladimir.ristic@mod.gov.rs
38	Milan Blagojević	P1 - UNI	milan.blagojevic@znr fak.ni.ac.rs
39	Dušica Pešić	P1 - UNI	dusica.pesic@znr fak.ni.ac.rs
40	Igor Antolović	P1 - UNI	igor.antolovic@elfak.ni.ac.rs
41	Dragoslav Stojić	P1 - UNI	dragoslav.stojic@gmail.com

Agenda - Kick-off meeting

Thursday, 15 th December 2016		
Rectorate Building, University of Niš, Univerziteti trg 2, Niš		
10:00-10:30	NatRisk participants registration	
First Session - Opening (Open for academic public and press) (Great Hall)		
10:30-10:40	Welcome speeches	Prof. Dragan Antić, Rector of the University of Niš, Project Coordinator
10:40-11:00	Short presentation of the University of Niš	Prof. Vesna Lopičić, Vice-Rector of the University of Niš
11:00-11:30	NatRisk project presentation	Assis. Prof. Milan Gocić, University of Niš
11:30-12:00	Coffee break (Entrance Hall)	
Second Session - Introducing project management, monitoring, reporting, financial reporting and technical details (Room 38, 2nd floor)		
12:00-12:20	Project Management, Reporting and National Erasmus+ Office monitoring	Darko Milogorić, Erasmus+ office Serbia
12:20-12:40	Project finance and financial reporting	Assis. Prof. Saša Nikolić, University of Niš
12:40-13:00	Project website and project management platform presentation	Prof. Dejan Rančić, University of Niš
13:00-13:20	Special mobility strand	Prof. Ivica Manić, University of Niš
13:20-14:00	Buffet lunch (Rectorate Building Restaurant)	
Third Session - Partner presentations with special emphasis on their HE research potential and practices, as well as role in NatRisk (Room 38, 2nd floor)		
14:00-15:00	University of Natural Resources and Life Sciences, Vienna	Assoc. Prof. Michael Tritthart
	Middlesex University Higher Education Corporation	Prof. Simon McCarthy
	University of Messina	Prof. Giuseppe Tito Aronica
	Óbuda University	Assoc. Prof. Agota Dregelyi-Kiss
	Technical University of Crete, Chania, Greece	Prof. Georgios Stavroulakis
15:00-16:00	Academy of Criminalistics and Police Studies	Prof. Dane Subošić
	University of Pristina in Kosovska Mitrovica	Assis. Prof. Jelena Đokić
	University of Sarajevo	Assoc. Prof. Emina Hadžić
	Republic of Srpska - Ministry of Interior, Police College, Department for police education	Assis. Prof. Mile Šikman
	Technical College of Applied Sciences Urosevac with temporary seat in Leposavic	Jelena Rajović, MA
	University of Defence in Belgrade	Prof. Goran Dikić
16:00-16:30	Conclusions of the day	
19:00	Dinner at a national restaurant (Meze)	

Friday, 16 th December 2016		
Rectorate Building, University of Niš, Univerzitetski trg 2, Niš		
Fourth Session - WPs and action plan (Room 38, 2nd floor)		
9:30-10:00	Establishing of the project management structures (Steering Committee - SC, Project Management Committee - PMC, Quality Assurance Committee - QAC, WP Coordinators, Mobility Strand Team - MST)	Prof. Dragan Antić, University of Niš Prof. Zoran Nikolić, University of Niš
10:00-11:20	WP1 presentation (Analysis of natural disasters needed to be managed in Western Balkan region) - Coordinator: BOKU	Kurt Glock, University of Natural Resources and Life Sciences, Vienna
	WP2 presentation (Development of master curricula) - Coordinator: UNIME	Prof. Giuseppe Tito Aronica, University of Messina
	WP3 presentation (Development of trainings for citizens and public sector) - Coordinator: UNID	Prof. Miroslav Talijan, University of Defence in Belgrade
	WP4 presentation (Implementation of developed master curricula and trainings) - Coordinator: UNSA	Assoc. Prof. Emina Hadžić, University of Sarajevo
	WP5 presentation (Quality assurance and monitoring) - Coordinator: MUHEC	Prof. Sally Priest, Middlesex University Higher Education Corporation Prof. Mike Dawney, Middlesex University Higher Education Corporation Prof. Vesna Stankov Jovanović, University of Niš
	WP6 presentation (Dissemination) - Coordinator: UNI	Prof. Dejan Rančić, University of Niš
	WP7 presentation (Exploitation) - Coordinator: UNI	Prof. Slaviša Trajković, University of Niš
	WP8 presentation (Project management) - Coordinator: UNI	Assis. Prof. Milan Gocić, University of Niš
11:20-11:40	Coffee break (Entrance Hall)	
11:40-12:20	Administrative issues (meeting with the WB HEIs)	Assis. Prof. Milan Gocić, University of Niš Prof. Vesna Stankov Jovanović, University of Niš Prof. Slaviša Trajković, University of Niš
12:20-12:40	Overview of the first project year: work plan, tasks and obligations of partners	Assis. Prof. Milan Gocić, University of Niš
12:40-13:00	General discussion and closing the meeting	

1. First day

The first day of the kick-off meeting was divided into three sessions:

- First session - Opening (open for academic public and press)
- Second session - Introducing project management, monitoring, reporting, financial reporting and technical details
- Third session - Partner presentations with special emphasis on their HE research potential and practices, as well as role in NatRisk

1.1 First session

After the welcome speech given by the Rector of the University of Niš, Prof. Dragan Antić and having the participants acquainted with the history of the development of the University of Niš by Prof. Vesna Lopičić, vice-rector of the University of Niš, Assis. Prof. Milan Gocić from the University of Niš presented the project to all participants. The most significant project segments were highlighted at this occasion and so the presentation represented an introduction to all following meeting sessions.

1.2 Second session

The second session was opened with the presentation of the Erasmus Plus programme given by Mr. Darko Milogorić, the representative of Serbian Erasmus Office. Mr. Milogorić presented some basic information on the programme, contractual and financial obligations of beneficiaries, clarification of costs eligibility and other issues relevant for the successful implementation of the project. The presentation concerning the Project finance and financial reporting was given by Assist. Prof. Saša Nikolić who informed the partners that the presented information regarding the financial management of the project was obtained from the Grant Agreement and Work Programme of Erasmus Plus. Prof. Dejan Rančić presented the project website and project management platform which will be used throughout the project lifetime. In continuation, Prof. Ivica Manić presented the special mobility strand. A part of presentation was dedicated to elaboration of types of mobilities as well as to the inter-institutional agreement preparation.

1.3 Third session

During this part, each of the project partners gave a brief presentation of their institution. The goal of these presentations was to provide the participants with the opportunity to learn more about the other institutions participating in the project and their expertise and experience relevant for the successful implementation of the project activities. Nine presentations were given:

Assoc. Prof. Michael Tritthart, University of Natural Resources and Life Sciences, Vienna

Prof. Simon McCarthy, Middlesex University Higher Education Corporation

Prof. Giuseppe Tito Aronica, University of Messina

Assoc. Prof. Agota Dregelyi-Kiss, Óbuda University

Prof. Dane Subošić, Academy of Criminalistics and Police Studies

Asist. Prof. Jelena Đokić, University of Pristina in Kosovska Mitrovica

Assoc. Prof. Emina Hadžić, University of Sarajevo

Jelena Rajović, Technical College of Applied Sciences Urosevac with temporary seat in Leposavic

Prof. Goran Dikić, University of Defence in Belgrade

The first day of the meeting ended at 16:30.

2. Second day

On the second day, the partner institutions discussed the contractual, technical and practical aspects of the NatRisk project implementation. The second day agenda included:

- establishing of the project management structures,
- presentations of work packages,
- administrative issues (meeting with the WB HEIs), and
- overview of the first project year: work plan, tasks and obligations of partners.

Establishing of the project management structures

The management structure was proposed by the project coordinator. It included, among others, three management bodies that needed to be adopted by the Consortium members:

- Steering Committee (one representative from each of NatRisk partner institution),
- Quality Assurance Committee (four members from four NatRisk partner institution – UNI, MUHEC, OE, BOKU),
- WP leaders,
- Mobility Strand Team.

The NatRisk Consortium adopted the decision on the establishment of management structures. The Decision was sent to all project partners and it is a part of these Minutes as Annex I.

Presentations of work packages

During this part, each work package leader gave a preview of the work package. The presentations included general information on each WP such as the duration of the WP, main objectives, list and short description of activities and expected outcomes with set deadlines.

Administrative issues (meeting with the WB HEIs)

During this part, the consultation between team from UNI and other WB HEIs was held. Representatives discussed future implementation of NatRisk project activities.

Overview of the first project year: work plan, tasks and obligations of partners

In order to initiate project activities successfully and in accordance with the defined dynamics, the work plan, tasks and obligations of partners were discussed and reviewed. The action plan included the list of project activities that need to be initiated in the first project year. Each activity was followed by a deadline and a list of participating partners.

The action plan will be delivered to all partners in electronic version.

The second day of the meeting ended at 13:00.

3. Conclusions

The first partners' meeting on the NatRisk project was successfully realized in accordance with the previously established agenda.

The presentations and material from the meeting will be additionally delivered to all partners.

In Niš, 19 December 2016



Project number: 573806-EPP-1-2016-1-RS-EPPKA2-CBHE-JP

"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"

ANNEX I - Decision on forming of the NatRisk management structures

Date: December 16, 2016

Reference: 6/00-58-057/16-009

At the kick-off meeting held on December 15 and 16 2016, in Nis, the structure of project management, comprising of the Steering Committee, Work packages leaders, Quality Assurance Committee, and Mobility Strand Team was established. The Consortium of the project reached the following

DECISION

I Steering Committee of NatRisk project will consist of the following members:

1. Prof. Dragan Antić, Project Coordinator, University of Niš
2. Assoc. Prof. Michael Tritthart, University of Natural Resources and Life Sciences, Vienna
3. Prof. Sally Priest, Middlesex University Higher Education Corporation
4. Prof. Dragana Kolarić, Academy of Criminalistics and Police Studies
5. Prof. Nebojša Arsić, University of Pristina in Kosovska Mitrovica
6. Assoc. Prof. Emina Hadžić, University of Sarajevo
7. Assis. Prof. Mile Šikman, Republic of Srpska - Ministry of Interior, Police College, Department for police education
8. Dr Predrag Stanojević, Technical College of Applied Sciences Uroševac with temporary seat in Leposavić
9. Prof. Giuseppe Tito Aronica, University of Messina
10. Assoc. Prof. Agota Dregelyi-Kiss, Óbuda University
11. Prof. Boban Đorović, University of Defence in Belgrade
12. Prof. Georgios Stavroulakis, Technical University of Crete, Chania, Greece

II WP leaders of NatRisk project:

1. Assoc. Prof. Michael Tritthart, University of Natural Resources and Life Sciences, Vienna
2. Prof. Giuseppe Tito Aronica, University of Messina
3. Prof. Miroslav Talijan, University of Defence in Belgrade
4. Assoc. Prof. Emina Hadžić, University of Sarajevo
5. Prof. Sally Priest, Middlesex University Higher Education Corporation
6. Prof. Dejan Rančić, University of Niš
7. Prof. Slaviša Trajković, University of Niš
8. Assis. Prof. Milan Gocić, University of Niš

III Quality Assurance Committee of NatRisk project will consist of the following members:

1. Prof. Zoran Nikolić, University of Niš
2. Kurt Glock, University of Natural Resources and Life Sciences, Vienna
3. Prof. Sally Priest, Middlesex University Higher Education Corporation
4. Assis. Prof. Gabriella Farkas, Óbuda University

IV Mobility Strand Team of NatRisk project will consist of the following members:

1. Prof. Ivica Manić, University of Niš
2. Assis. Prof. Milan Gocić, University of Niš
3. Prof. Vesna Stankov Jovanović, University of Niš
4. Prof. Slaviša Trajković, University of Niš
5. Prof. Miomir Raos, University of Niš

On behalf of all Steering Committee members




Prof. Dragan Antić, Project Coordinator