

Minutes on the first Steering Committee meeting

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

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1. Summary

This document reports the first Steering Committee 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 BOKU, on the 5th of April 2017. 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.

2. List of attendees

Seventeen representatives from 11 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, Technical University of Crete, Chania – TUC) were present at the meeting. Representatives from 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
2	Milan Gocić	P1 - UNI	milan.gocic@gaf.ni.ac.rs
3	Vesna Stankov-Jovanović	P1 - UNI	sjvesna@pmf.ni.ac.rs
4	Michael Tritthart	P2 - BOKU	michael.tritthart@boku.ac.at
5	Margarita Calderón-Peter	P2 - BOKU	margarita.calderon-peter@boku.ac.at
6	Sally Priest	P3 - MUHEC	s.priest@mdx.ac.uk
7	Dane Subošić	P4 - KPA	dane.subosic@kpa.edu.rs
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9	Emina Hadžić	P6 - UNSA	emina_hadzic@gf.unsa.ba
10	Predrag Stanojević	P8 - TCASU	stanojevicpredrag@yahoo.com
11	Giuseppe Tito Aronica	P9 - UNIME	garonica@unime.it
12	Agota Dregelyi-Kiss	P10 - OE	dregelyi.agota@bgk.uni-obuda.hu
13	Rade Slavković	P11 - UNID	bjor4s@gmail.com
14	Georgios Stavroulakis	P12 - TUC	gestavr@dpem.tuc.gr
15	Andre Nackelberg	P1 - BOKU	andre.nackelberg@boku.ac.at
16	Saša Stojanović	P11 - UNID	sas.stojanovic@gmail.com
17	Slaviša Trajković	P1 - UNI	slavisa@gaf.ni.ac.rs
18	Nada Zorboska	P1 - UNI	nada.zorboska@gaf.ni.ac.rs

3. Agenda – First Steering Committee meeting

Wednesday, 5 th April 2017		
EH05 - 2 nd Floor - Wilhelm Exner Haus, BOKU, Peter-Jordan-Straße 82, Vienna		
13:00-13:15	Steering Committee participants registration	
13:15-13:45	Introduction in Special Mobility Strand	Dr. Margarita Calderón-Peter, Head of international relations department, BOKU
13:45-14:15	Plan for realization of Special Mobility Strand	Prof. Vesna Stankov Jovanovic, UNI
14:15-14:30	Coffee break	
14:30-14:45	Forming of Project Management Committee	Assis. Prof. Milan Gocic, UNI
14:45-15:00	Overview of the first 6 projects months and future tasks	Assis. Prof. Milan Gocic, UNI
15:00-15:15	Financial plan and supporting documents	Assis. Prof. Milan Gocic, UNI
15:15-15:30	Adoption of Guidelines on the project management and reporting, academic and financial sustainability plans, Dissemination plan, Quality Control Plan	Assis. Prof. Milan Gocic, UNI
15:30-15:45	Contingency Plan	Assis. Prof. Milan Gocic, UNI
15:45-16:00	General discussion and closing the meeting	

After the participants' registration which started at 13:00, Dr. Margarita Calderón-Peter, Head of international relations department, BOKU explained the possibilities and importance of Special Mobility Strand. She highlighted steps and procedures in line with EACEA guidelines. Prof. Vesna Stankov Jovanovic, UNI, presented the plan for realization of Special Mobility Strand of the NatRisk project and talked about how to fill inter-institutional agreements.

The next part of the meeting was oriented to forming of Project Management Committee (project coordinator + WP Leaders) and replacing one of the beneficiary representatives (KPA) in SC. Prof. Saša Mijalković will be the new member of SC instead of Prof. Dragana Kolarić. All participants agreed with these two suggestions. The decisions will be part of the Amendment to Annex I from the kick-off meeting. Project coordinator presented realised activities during the first six project months and talked about the future project issues in the next six months. Then, he talked about financial plan and relevant supporting documents.

SC adopted Guidelines on the project management and reporting, academic and financial sustainability plans, Dissemination plan, Quality Control Plan and Contingency Plan with suggestion that the Annex T from the Quality Plan should be part of Guidelines on the project management and reporting. All plans have been created on time and in accordance with the EACEA guidelines.

The meeting ended at 16:00.

4. Conclusions

The meeting was concluded with positive impressions and it was everyone's opinion that it was very beneficial and that detailed and precise instructions were given for the forthcoming activities, as well as that many questions were clarified that had previously appeared in the course of the project implementation so far.

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

In Vienna, 07 April 2017



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AMENDMENT to ANNEX I on forming of the NatRisk management structures

Date: April 10, 2017

Reference: _____

At the first Steering Committee meeting held on April 05 2017 in Vienna, the structure of Project Management Committee was established. The Consortium of the project reached the following

DECISION

ARTICLE I

Project Management Committee of NatRisk project will consist of the following members:

1. Assoc. Prof. Michael Tritthart, University of Natural Resources and Life Sciences, Vienna, WP1 Leader
2. Prof. Giuseppe Tito Aronica, University of Messina, WP2 Leader
3. Prof. Miroslav Talijan, University of Defence in Belgrade, WP3 Leader
4. Assoc. Prof. Emina Hadžić, University of Sarajevo, WP4 Leader
5. Prof. Sally Priest, Middlesex University Higher Education Corporation, WP5 Leader
6. Prof. Dejan Rančić, University of Niš, WP6 Leader
7. Prof. Slaviša Trajković, University of Niš, WP7 Leader
8. Assis. Prof. Milan Gocić, University of Niš, WP8 Leader and Project Coordinator

ARTICLE II

Replacing Prof. Dragana Kolarić from the Academy of Criminalistics and Police Studies with Prof. Saša Mijalković in Steering Committee.

ARTICLE III

The present amendment shall form an integral part of the ANNEX I that establishes the NatRisk management structures. It shall take effect on the date of its signature.

On behalf of all Steering Committee members

Prof. Dragan Antić