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Minutes of DBBT meetings





MINUTES FROM PROJECT MANAGEMENT COMMITTEE MEETING, BELGRADE 24TH OF MAY

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Work package:	WP9
Dissemination level:	

Project acronym:	DBBT
Project full title:	DIGITAL BROADCASTING AND BROADBAND TECHNOLOGIES
Project No:	561688-EPP-1-2015-1-XK-EPPKA2-CBHE-JP
Grant Agreement number:	2015-3763
Coordinator institution:	University in Kosovska Mitrovica
Coordinator:	Prof. Dr. Sinisa Ilic, UNIVERSITY OF MITROVICA Faculty of Technical Sciences
Beneficiaries:	Higher Technical Professional School In Zvečan Univerzitet U Banjoj Luci Univerzitet U Bihaću School Of Electrical Engineering And Computer Science Univerzitet Singidunum VSB-Technical University Of Ostrava Univerza V Ljubljani Universidad Politécnica De Madrid Tartu Ulikool TV Mreza Jp Emisiona Tehnika I Veze Alternativna Televizija



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Project Management Committee Meeting, Tuesday 24th May 2016

Topic: Administrative issues

Professor dr Siniša Ilić, the chair of WP9, pinpointed administrative issues and stressed the difference from the revised guidelines for the use of the grant, which was already sent month ago to all partners e.g.:

- Grant does not include overhead costs, bank transfers etc. (Bank transfers for the first instalment will be calculated for each partner institution in the second instalment, hence, total amount will be reduced for these expenses).
- Documents for Co-Financing should not be submitted to EACEA.
- All reports should be sent to the project coordinator, where they will be joint together and then sent to EACEA.
- Intermediate report should be submitted by 14th April 2017.
- In order to apply for the second instalment, technical report on the implementation of the project should be made. By then, 70% of the first instalment should be spent. (It was advised that each institution makes the projection of spending for the next period, in order to have enough time to apply for the next instalment. This draft plan of spending should be presented in the next meeting in Madrid.)
- Every amendment to the agreement should be sent to coordinator first.
- For this instalment exchange rate from February 2016 should be used, and it can be found on EACEA website.

Participants stated the problems with per-diems in Bosnia and Herzegovina, Serbia and Kosovo*, coordinator advise to contact local Erasmus offices.

Public procurement should be done in accordance with national laws, however, at least three bidders should bid at the call. The best bid has to be selected. Institutions must not divide purchase in order to avoid public procurement process. Professor dr Siniša Ilić (UPKM) suggested to officially ask the EACEA to divide the public procurement in two parts, because it will be very hard to find bidders that can provide specialized equipment, computers, software and literatures at once.

Question was raised regarding the necessity of changing the list of equipment stated in the project application for the purchase of the equipment, and should future changes be addressed to EACEA separately for each institution or jointly.

Related to the Sub-contracting (involvement of third party), institutions can hire individuals or companies in the fields that exceed their own capacities: language courses, printing and publishing, dissemination etc. Sub-contracting does not cover catering and similar expenses. For each sub-contracting activity, the reason for subcontracting must be clearly stated, accompanied with the contract.

An employee of the institution can be involved in performing different tasks in the project and be assigned to different staff category, but for every kind of work, an employee has to have separate staff convention.



Travelling and travel costs must be in accordance to the budget and the project application form. All tickets, boarding passes etc. should be kept as a proof of travel. If a participant's place of departure is different from the place of institution where he/she is employed, special permit from EACEA is required.

Topic: The project progress and work-plan for the next six months

In the document "Detailed description of the project", in the part Logical Framework Matrix (LFM), there are indicators for each activity and what has to be delivered:

- For WP1 five reports should be delivered upon finished activity, with comparative analysis.
- For four study visits one report per visit should be delivered, upon finished activity.
- Each WB institution should deliver a report from the consultations with business partners' – TV MREZA, ATV and JP EMV
- Four teacher trainings should be organized in EU partner institutions.
- For WP1 activities, 1.1, 1.2, 1.3 reports should be finished shortly. In WP2, each partner should deliver separate reports:
 - upon receiving of the equipment;
 - upon setting up the laboratories (studios);
 - designing teaching materials for each course;

In WP3 printed book of Curricula for academic master studies and in WP4 printed book of Curricula for vocational/applied studies should be considered as important deliveries.

In WP5, reports should be delivered for the enrolment for each type of studies (academic master, vocational/applied); report of students' success and their evaluation of master study programs. Protocols on cooperation for professional practice should be negotiated and agreed. In WP6, two Quality Board meetings to be held annually. In WP7, every institution should disseminate the project in at least two partner institutions. For the Website of the project the indicator will be number of visits. There should be produced also the report of printed marketing material. In WP8, report on accreditation (or licensing) should be delivered. Reports on sustainability for academic master studies and vocational/applied studies should be delivered. At least one WB partner should make a contract with a governmental institution on long-term cooperation. Curricula should be officially supported from independent institutions. In WP9, two Steering Committee to be held annually. The draft document "Guidelines on the project management and reporting" should be reviewed by members of PMC before approval. By the end of April 2017, Interim report should be delivered. At the end of the project, the final report should be delivered.

In total 25 reports should be delivered.

Obligations of the hosts of the meeting:

- Draft Meeting Minutes
- Questionnaires

The plan for next period:

- Meeting in Madrid will be held on 28th and 29th September 2016



- WP1 should finish the activities related to tasks 1.1, 1.2 and 1.3 by 30th June 2016
- Teacher's training should start on the project meeting at Madrid
- Promotion of the project to be followed by each institution
- Specification of the equipment should be delivered to UPKM by 30th June 2016.
- Draft Curricula should be agreed in Madrid

Each institution proposed members of the Steering Committee:

1. Srećko Milačić, rector of UPKM,
2. Milan Mišić, director of HTPSZ
3. Vera Petrovic, director of VIŠER
4. Mladen Veinović, rector of, Sigindinum
5. Atif Hodžić, dean of Technical Faculty, Bihać
6. Branko Dokić, dean of Faculty of Electrical Engineering of Banja Luka
7. UL will provide its candidate-
8. VTS Ostrava will provide its candidate-
9. University of Tartu will provide its candidate

It is agreed that each institution should deliver official e-mail with appointed member of the Steering Committee by 15th of June 2016.

Next Quality Board Meeting will be held in Ljubljana in December 2016.

Minutes taken by

Vladimir Cerić

Minutes revised by

dr Siniša Ilić