

Belgrade, January 18, 2011

MINUTES

Re: Coordination meeting of the project **STRENGTHENING STUDENT ROLE IN GOVERNANCE AND MANAGEMENT AT THE UNIVERSITIES OF SERBIA IN LINE WITH THE BOLOGNA PROCESS (SIGMUS) 511332-TEMPUS-1-2010-1-RS-TEMPUS-SMGRSIGMUS**

Coordination meeting was held January 17, 2011, at the Rectorate, University of Belgrade, Studentski trg 1.

The aims of the meeting were:

- Administrative management of the project
- Financial management of the project
 - a. Costs of staff
 - b. Costs of travels and staying
 - c. Other costs
 - d. Indirect costs
 - e. Printing and publishing
 - f. Equipment
- Co-financing of the project activities

Participants of the meeting were:

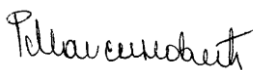
1. University of Belgrade, Belgrade, Serbia (UBG) – R. Maksimovic, V. Antnojevic, I. Gacesa
2. University of Novi Sad, Novi Sad, Serbia (UNS) – D. Seslija, A. Softic
3. University of Nis, Nis, Serbia (UNI) – V. Markovic, N. Jovanovic
4. State University of Novi Pazar, Novi Pazar, Serbia (SUNP) – F. Halilovic
5. The Association of Directors of Serbian Schools of Applied Sciences, Belgrade, Serbia (ADSAS) – I. Milosevic
6. University of Singidunum, Belgrade, Serbia (US) – M. Zivic
7. Student Union of Serbia, Belgrade, Serbia (SUS) – N. Sajlovic
8. National Council of Higher Education, Belgrade, Serbia (NCHE) – S. Stankovic
9. University of Megatrend, Belgrade, Serbia (UM) – M. Joksimovic Pajevic
10. University of Kragujevac, Kragujevac, Serbia (UKG) – R. Krneta
11. Students' Alliance Belgrade, Belgrade, Serbia (SAB) – K. Davidovic

Conclusions

- All partner institutions have to keep their original documents in the next five years while copies will be sent to the project coordinator

- Costs of staff will be financed or co-financed up to the maximal amount proposed by Tempus rules for managers, teachers, researchers, technical and administrative costs. That is a net amount eligible to the national tax rate.
- All travels will be covered up to a maximum as proposed by the Guidelines in the net amount. Travels in Serbia should be notified to the grant coordinator up to two weeks ago, while the travels abroad will be announced up to four weeks in advance. Copy of completed and signed Individual Mobility Report together with relevant supporting documents will be sent to the grant coordinator while the originals will be kept in the possession of the partner five year after the completion of the project.
- Finance in a subheading *Other costs* have to be spent for internal audit of the project and therefore will not be used for some other purposes.
- Indirect costs will be used appropriately among the partners. Suggested distribution is that 50% of the amount will be granted to University of Belgrade, while other 50% will be divided among all partners including University of Belgrade. This proposed scheme should be accepted by the rectors of all Universities in Serbia and applied to all Tempus projects.
- Printing and publishing will be used as appropriate.
- The need analysis will be made at every partner institution in Serbia regarding the equipment. At every partner institution, a working group will be formed that will define necessary equipment for the project activities after which further steps will be taken in order to purchase the necessary equipment. Purchase of equipment will be centralized for all partners and will be delivered to every partner institution.
- Co-financing of the project activities will be appropriate to the total amount that every partner will receive.

Coordination meeting was very important for further activities on the project, as well as appropriate reporting on the project activities. It is part of the activities within work package **Management of the Project**.



Ruzica Maksimovic
Coordinator of SIGMUS project