



TEMPUS Office Monitoring visit

MINUTES

From the meeting related to first monitoring visit of TEMPUS office representatives regarding the implementation of TEMPUS project entitled: "Modernization and harmonization of Tourism study programs in Serbia - MHTSPS". The meeting was held on 20th March, 2014, at Business-Technical College of Vocational Studies' premises in Užice. The meeting started at 12:00 CET.

The meeting was attended by: Milutin Djuricic, PhD, Milos Jovanovic, PhD, Mr Biljana Djuricic, M.Sc. Nenad Milutinovic, Verica Misevic and Drinka Poledica in front of the BTC Uzice; Mr Dragan Stojanovic in front of the HBS Leskovac; Marija Mandaric, PhD in front of the UNIKG; Mr Jovan Njegic and Zoran Stipanovic in front of the VPS Novi Sad; Natasa Benic and Mirjana Krdzic in front of the RPK Uzice; M.Sc. Miroslav Radjen in front of the TOWS Uzice and Marija Ozegovic and Nina Stojanovic in front of the TEMPUS office.

the following

A G E N D A

was proposed and unanimously adopted:

1. Welcome speech by Prof. Milos Jovanovic, PhD, Director in charge of Business and Technical College of Vocational Studies.
2. Submission of the Report on implementation of the MHTSPS project by prof. Milutin Djuricic, PhD, the Project coordinator.
3. Questions and answers.

I

Within the first item of the agenda, Director in charge of BTC Uzice greeted the meeting attendees and wished them a successful work.

II

Within the second item of the agenda, Project coordinator firstly commented on all the questions from Annex 2 and supporting documents provided by TEMPUS Office before monitoring visit. He delivered answers to the TEMPUS Office representatives in written and electronic form. Then the representatives of the TEMPUS Office raised questions to coordinator of the project in order to clarify details regarding the Report on the current implementation of the "MHTSPS" project.



After that, TEMPUS Office representatives raised questions to the present representatives of all Serbian partners in the Project and gained answers and clarifications.

At the end, it is stated that the Work Plan for previous four months of the project implementation has been realized completely. Additionally, activities **DEV 9.5 – Design of manual for financial project management** and **DEV 6.1 – Defining procedures for project quality control** have also been implemented. It was also stated that the procurement of ICT equipment will start earlier in order to have it installed as soon as possible, so the training courses for teachers and associates at partner higher education institutions from Serbia can be implemented.

III

Within the third item of agenda, it has been agreed that partner higher education institutions from Serbia will define suggestions related to equipment and software to be purchased no later than 5 April 2014. These suggestions should be in accordance with the previously obtained results, especially with the deliverables of Activity 1.1 and Activity 1.2. TEMPUS Office representatives provided answers to numerous questions regarding project finances and modes of funds transfer within the Project.

Most of the questions were related to eligibility of financing a certain expenses, as well as to modalities of normative regulation of paying the wages for realized activities to the non-academic partners. In order to assure further successful implementation of the Project, it has been agreed that the TEMPUS Office and The Education, Audiovisual and Culture Executive Agency should be consulted on each issue in dispute.

The session ended work at 14:00 CET.

Minutes kept by

Nenad Milutinovic, technical secretary

Project Coordinator

Prof. Milutin Djuricic, PhD

Note: Press conference has been held and the whole session was recorded by Business and Technical College internal television in order to disseminate the results of the Project.