



**Modernization and harmonization of Tourism study programs in Serbia**

**544543-TEMPUS-1-2013-1-1-RS-TEMPUS-JPCR**

<b>Work package 9</b>	<b>MNGT 9.3 Organisation and coordination of project activities</b>  <b>MNGT 9.4 Project administration management</b>
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**Report on design of continuous tourism courses and organization of courses**

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At the beginning of realization of Tempus project “Modernization and harmonization of Tourism study programs in Serbia” 544543-TEMPUS-1-2013-1-1-RS-TEMPUS-JPCR, HBSL project coordinator, Dragan Stojanović, has formed a project team. This was an initial activity in Project implementation.

Project team is composed of HBSL project coordinator and project associates. Project team meetings were organized on a regular basis with the aim of planning, realizing, monitoring and evaluating the realization of project activities. Project team meetings were led by project coordinator which:

- regularly informed the member of HBSL's project team on all planned project activities;
- organized all project activities that HBSL was to implement;
- coordinated all project activities;
- monitored the realization of all project activities;
- informed project team members on realization and results of each project activity;
- continuously promoted the Project, project activities and HBSL's achieved results on the project;
- performed monitoring of project activities at HBSL;
- conducted corrective measures;
- performed dissemination of the project and organized marketing activities related to the Project;
- participated and coordinated the drafting of all regular reports, mid-term and final report on HBSL's project activities.

During the realization of project activities, HBSL's Tempus project “Modernization and harmonization of Tourism study programs in Serbia” 544543-TEMPUS-1-2013-1-1-RS-TEMPUS-JPCR coordinator, had full support of all project associates – members of the project team.

Each activity that HBSL has realized, as one of the partners on Tempus project “Modernization and harmonization of Tourism study programs in Serbia” 544543-TEMPUS-1-2013-1-1-RS-TEMPUS-JPCR”, comes with project documentation.

Administrative and technical support in the realization of project activities was offered by HBSL employees (teaching and non-teaching staff). During the realization of project activities they have performed the following:

- The collection, processing and updating of data;
- Preparation and processing of financial documents;
- Legal Affairs;
- Coordination of activities of administrative staff;
- Conducted telephone calls, sent e-mails, sent regular mail;
- Offered technical support in the realization of workshops, trainings and other meetings during the implementation of project activities;
- Created and updated project page on HBSL web page, in accordance with the implemented project activities at HBSL.