

KICK-OFF MEETING MINUTES OF THE MEETING

Location: University of Novi Sad, Dr Zorana Djindjica 1, 21000 Novi Sad, Republic of Serbia

Time: December 3-4 2018

ATTENDEES:

Monday, 3rd December 2018

Project Manager	Graham Burns	P8 TSU	Igor Lelchitskiy Pavel Kratovich
P1 JAMK	Nina Kaari Eila Burns	P9 UNS	Mirko Savić Jasmina Kodžepeljić Biljana Lungulov Aleksandar Čučković Stefan Ninković Zorana Lužanin Vesna Mašulović Žana Jurjević Bojan Matkovski Dunja Malbaša
P2 AHW	Frank de Jong	P10 UB	Vera Radović Predrag Milosavljević
P3 WCI	Julian Ng Urs Hauenstein	P11 NSSB	Nataša Papić-Blagojević Željko Račić Biserka Komnenić Jelena Damnjanović Jovan Njegić
P4 ITB Uni HB	Vivian Harberts Andreas Saniter	P12 VISER	Vera Petrović Miroslav Lutovac
P5 RSVPU	Maria Dremina Vitaly Kopnov	Union of Employers of Vojvodina	Branislava Đukić Miljana Stojišić
P6 ISSP	Tatiana Tregubova Luzija Shibankova	National ERASMUS+ Office Serbia	Tatjana Stanković
P7 MIIGAIK	Anastasija Matveeva Aliya Mycsalieva		



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Tuesday, 4th December 2018

Project Manager	Graham Burns	P7 MIIGAIK	Anastasija Matveeva Aliya Mycsalieva
P1 JAMK	Nina Kaari Eila Burns	P8 TSU	Igor Lelchitskiy Pavel Kratovich
P2 AHW	Frank de Jong	P9 UNS	Mirko Savić Biljana Lungulov Stefan Ninković Vesna Mašulović Žana Jurjević Bojan Matkovski
P3 WCI	Julian Ng Urs Hauenstein	P10 UB	Pavle Ivetić Danijela Kostadinović Aleksandar Tadić
P4 ITB Uni HB	Vivian Harberts Andreas Saniter	P11 NSSB	Nataša Papić-Blagojević Stefan Tomašević
P5 RSVPU	Maria Dremina Vitaly Kopnov	P12 VISER	Vera Petrović Miroslav Lutovac
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AGENDA

Monday, 3rd December 2018

1. Welcome speeches.
2. Introduction to the project; aims, deliverables by PM by Graham Burns, Project coordinator.
3. Pro-VET and Serbian vocational education.
4. Pro-VET and Russian vocational education.
5. Short presentation of partner institutions.
6. Project Management (e.g. PMS, internal communications platform), led by Graham Burns, Project coordinator.
7. Project Management, Reporting and National Erasmus+ Office monitoring by representative of the National Erasmus+ Office, Tatjana Stanković.
8. Project Management (e.g.SC and TC committees, workshop guidelines) by Graham Burns, Project Manager.

Tuesday, 4th December 2018

1. Financial management and administration issues by Nina Kaari, Project Financial Controller
2. Initial draft of the Quality Assurance & Evaluation Plan (WP3), by representatives of MIIGAIK
3. Site presentation of Serbian VET, by representatives of Serbian HEIs

REMARKS



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Monday, 3rd December 2018

Item	Detail
1.	Welcome speeches. Graham Burns, Project Manager, welcomed all participants, wishing productive work. He thanked the attendees for their willingness to cooperate, especially Russian and Serbian partners. He mentioned that the kick-off meeting was critical in getting the activities started. Mirko Savić welcomed all partners on behalf of the University of Novi Sad.
2.	Introduction to the project Graham Burns, Project Manager, presented the central aim of the project, which implies development of VET teachers' professional skills in Russia and Serbia. He stressed that the goal would be achieved by upgrading technology e-labs to produce & disseminate VOOC courses, by create online in-service training courses for VET teachers, by setting up a VET-ETN to consolidate role in VET development and co-design roadmaps for VET development with MinEd. Graham also pointed to the keys to success of the project: teamwork, cooperation and communication.
3.	Pro-VET and Serbian vocational education Nataša Papić-Blagojević introduced the partners to the characteristics and legal framework of VET education in Serbia and its strategic goals. Nataša emphasized the connection of the Action Plan for the implementation of the Serbian national education strategy with the activities of this project. Also, she informed the partners that VET institutions will be reorganized in Serbia and grouped into 14 VET academies in Serbia.
4.	Pro-VET and Russian vocational education Vitaly Kopnov welcomed all partners on behalf of the Russian State Vocational Pedagogical University and he introduced the partners to the characteristics and legal framework of VET education in Russia and its strategic goals. Vitaly presented VET in Russia in numbers, pointing to the importance of these institutions. He emphasized the importance of Federal State Educational Standards (FGOS 3+) that determine the structure and content of vocational/professional educational programs and create the basis for ensuring the required quality of training of middle-level employees and workers, as well as state requirements for minimum content and level of graduates' training in specific occupations of secondary vocational education.
5.	Short presentation of partner institutions.



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	Representatives of all 12 project partners made short presentation of their institutions.
6.	Project Management (e.g. PMS, internal communications platform) led by Graham Burns, Project Manager. Mr Burns presented Gantt diagrams for each partner. Every partner received their own example in order to follow its activities and tasks during the project.
7.	Project Management, Reporting and National Erasmus+ Office monitoring by representative of the National Erasmus+ Office Tatjana Stanković welcomed all partners on behalf of the of the National Erasmus+ Office in Serbia. She pointed to the elements that good project management must contain. Tatjana also pointed to possible problems, experience in implementation and challenges faced by team members. She presented relevant documentation that all partners should be aware of, as well as financial and reporting rules.
8.	Project Management (e.g. SC and TC committees, workshop guidelines) by Graham Burns, Project Manager Mr Burns explained the roles and tasks of the Steering Committee and the Technical Committee. Discussion was opened about ways of communication among partners. The conclusion is that Microsoft Teams and e-mails will be used for internal communication among partners, while for external communication (meaning associated project partners as well as the potential wider target audience) for dissemination purposes the consortium will use social networks (Facebook and Twitter). Possessing a profile on social media platforms for partners is not obligatory, while the project already has its own Facebook and Twitter profiles.

Tuesday, 4th December 2018

Item	Detail
1.	Financial management and administration issues by Nina Kaari, Project Financial Controller Graham Burns, Project Manager, opened the meeting and pointed to the importance of managing finance and resolving administrative issues. Primarily, procurement of necessary lab equipment for e-learning was the first topic in budget allocation. In order to determine the minimum level of equipment required for the implementation of the project, the participants agreed that Julian Ng will provide a suggestion about necessary equipment to buy.



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	Mirko Savić introduced the participants to the possibility of co-financing. Co-financing will be raised in Brussels during the Project Coordination meeting at the end of January 2019. Mirko will collect all proposals. Mr Burns has introduced the partners with the general content of the Partnership Agreement. He also informed the participants that the Partnership Agreement should be done before Christmas. Nina Kaari presented a detailed budget plan and pre-financing, reporting, and reporting dates.
1.1	Two parallel sessions were organized: The first meeting of Technical Committee (minutes of the first meeting will be uploaded at Microsoft Teams platform) and discussion about work packages for the rest of the team, led by Mirko Savić.
2.	Initial draft of the Quality Assurance & Evaluation Plan (WP3), by representatives of MIIGAiK Initial draft was discussed in the Technical Committee meeting.
3.	Site presentation of Serbian VET, by representatives of Serbian HEIs Vesna Colić, member of CAQA, presented the situation in VET education and the accreditation process in Serbia. Nataša Blagojević-Papić then presented the levels of professional studies and difference between vocational and academic studies in Serbia. Vitaly Kopnov pointed to differences in levels of education in Russia and Serbia. Graham Burns, once again reminded all present that further communication between the partners would be done through the application Microsoft Teams, which will allow all of the materials from the kick-off meeting to be available. Microsoft Teams will be presented during the workshop.

OTHER NOTES & INFORMATION

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Prof. Dr Mirko Savić and Žana Jurjević

Date of approval:



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