

Constituent meeting of the Management Board of the HEPMP Project

The Agenda

1. Constitution of the Management Board and election of the President
2. Adoption of proposals for the transfer of funds defined for the project official website, from sub-contracting budget unit, from the budgets of all partner countries to the sub-contracting budget unit of the University of Belgrade.
3. Agreement on the following activities of the project and the next Management Board meeting.

Management Board Meeting Minutes:

1. Constitution of the Management Board (MB) and election of the President

For the purposes of the implementation of Grant Agreement, all partners in the project must form the Management Board (MB).

At the first meeting of the board, the Project Team Coordinators from all the universities of the project participants, as well as the KBC “Dr Dragisa Misovic”, Belgrade, have entered the MB. The Board President is the Coordinator of the Project, Prof. Dr. Predrag Stevanović.

The member of the Management Board shall have the mandate to negotiate on behalf of its institution at each Management Board meeting. If the member of the Management Board is unable to attend a Management Board meeting, the beneficiary shall temporarily appoint a deputy.

MB Meetings: Management Board meetings will be held according to dynamics of the implementation of the project activities. The Coordinator shall appoint the Chairman for all the Management Board meetings. The Chairman and Coordinator will jointly prepare the agenda of each Management Board meeting in advance, which shall be released and circulated by the Chairman and reviewed by other beneficiaries' project team coordinators. The Chairman shall attend each Management Board meeting.

The Chairman shall take meeting minutes and send them for comments to the Management Board members, within 15 working days. If no objections are raised within 10 working days, the meeting minutes shall be considered approved.

MB Decision Making: at each Management Board meeting, no less than half of the members shall constitute quorum (50% + one member). Decision making shall be done by simple majority among the present members (one vote per member). When it comes to decision making, in case of an equal number of votes, the Coordinator shall consult the members of the Management Board, in order to make the decision by a majority of votes. If this is not accomplished, the decision shall be made by the Coordinator. In case that the Coordinator has profound objections concerning the compliance of a taken decision with the Grant Agreement of the legal basis of the Erasmus+ Key Action 2 CBHE action, the decision shall be frozen until the Coordinator clarifies the matter with the Executive Agency. In case that no compliance should be asserted, the decision will be cancelled.



2. Adoption of proposals for the transfer of funds defined for the project official website, from sub-contracting budget unit, from the budgets of all partner countries to the sub-contracting budget unit of the University of Belgrade.

The Management Board of the HEPMP Project, constituted at a meeting held in Belgrade on December 2, 2017, reviewed the recommendations of the representative of the Erasmus+ Office in Belgrade, Mr. Darko Milogorić. Recommendations were related to the way the project funds are managed.

When informed by the Coordinator of the HEPMP project that each Partner country was planned to set up a website, the representative of the Erasmus+ Office suggested that the official website of the project must be unique, and that it needs to be run in one place. He also informed the Management Board that EACEA through the project official website can see all activities, so it is not logical that there are five different websites, from each Partner country. EACEA will not tolerate different activities in that matter. Having that in mind, Mr. Milogorić suggested that all budget units that were individually applied for each Partner country for the budget units of Subcontracting, related to the creation and maintenance of the project's official website, should be consolidated within the budget of the University of Belgrade, within the framework of the subcontracting budget unit.

Mr. Milogorić also suggested that procurement of equipment for all Serbian partners should be carried out through a unique tender procedure.

Upon the advice of the Erasmus+ Office representative in Belgrade, Project Management Board voted and decided that the official website of the Project would be unique, mutual, operated from Belgrade, and funds would be allocated from all Partner Universities for that purpose, from the budget intended for Subcontracting costs (EUR 2.500 per Partner University, with the total budget of EUR 12.500).

All decisions made by the MB were turned into the following conclusions:

I For the **SUBCONTRACTING** budget unit:

- A unique official website of the HEPMP project is being formed,
- A unique official website of the project will be run at the University of Belgrade,
- Each Partner University grants EUR 2.500 to the University of Belgrade for creating and maintaining the project website – the number that is allocated to each Partner University in a project application for a project website, with total budget value of EUR 12.500.
- The total value of a unique official website is EUR 12.500, as reported in the project application.

II For the **EQUIPMENT** budget unit:

- The unique tender procedure for procurement of equipment for the entire project cannot be carried out.
- The individual tender procedure for procurement of equipment will be carried out by the University of Tuzla, the University of Banja Luka and the University of Podgorica.
- The tender procedure for procurement of equipment in Serbia is unique and will be implemented by the University of Belgrade for the following partners:

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1. University of Belgrade
2. University of Kragujevac
3. KBC "Dr Dragiša Mišović"

3. Agreement on the following activities of the project and the next Management Board meeting.

It was decided that the next meeting would be held in Ljubljana, Slovenia, in March 2018. The detailed date and agenda will be defined in time. The meeting should be planned in the timeframe around February 15- March 15, 2018.

Meeting Minutes Administrative:
Ivana Tošković

For HEPMP Management Board
Chairman, Project Coordinator
Prof. Dr Predrag Stevanović