

This project has been funded with support from the European Commission

Ref. IAES-1/4

Date: April 6, 2009

<b>Consortium meeting 1 with kick-off seminar</b>	<b>April 2-5, 2009, Belgrade</b> University of Belgrade, Faculty of Mechanical Engineering (UB-FME), Kraljice Marije 16, Amphitheatre CENT, 1 <sup>st</sup> floor
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## Minutes of the Consortium meeting 1 (CM-1)

Saturday April 4, 2009, Room 211	
10:00 – 10:30	Important regulations and guidelines in TEMPUS project management and implementation
10:30 – 11:00	Re-examination of the project proposal/approval and suggestions of corrections - Preparation of the letter for Grant revision in tasks and activities to be carried out by participants and in budget headlines
11:00 – 11:30	Discussion on financial and organizational matters
11:30 – 12:00	In-between contracts and partners' budgets
12:00 – 12:30	In-between communication, exchange of information and project data flow
12:30 – 12:45	Project status and plans for next consortium meetings and/or inter-partners' visits
12:45 – 13:00	Final discussion and closing

### Participants in CM-1

1. Universität Karlsruhe (TH), Prof. Dr.-Ing. Martin Gabi
2. ASIIN, Jana Möhren
3. Technische Universität München, Dr. Ralf-Peter Mundani
4. Universitat Politècnica de Catalunya, Prof. Dr. Javier Alvarez

#### German University in Cairo

5. Prof. Dr. Ibrahim El Demiry
6. Prof. Dr. Ibrahim Mansour Ibrahim
7. Dr. Magdy Mansour
8. Dr. Ihab Ahmed
9. Dr. Mohamed Kamal Shoukry

10. University of Kragujevac, Faculty of Mechanical Engineering, Prof. Dr. Milan Matijevic

11. University of Nis, Faculty of Mechanical Engineering, Prof. Dr. Zarko Cojbasic

#### University of Belgrade, Faculty of Mechanical Engineering,

12. Prof. Dr. Milos Nedeljkovic,
13. Prof. Dr. Zarko Spasic
14. Prof. Dr. Bojan Babic

#### ABSENT

Imperial College London, Dr Mihailo Ristic, Senior Lecturer  
Ministry of Education, Prof. Dr. Radivoje Mitrovic

## Notes to be recorded

CM-1 was held the day after the kick-off seminar, so some details were already discussed in seminar previously.

### CM-1.1. Important regulations and guidelines in TEMPUS project management and implementation

Prof. dr Milos Nedeljkovic (MNeD), as the contractor of the project, informed that the scanned version of complete documentation on the project (grant, annexes, accompanying letters) has been distributed to each of the participants. He stressed the necessity that each participant should get acquainted with obligations in the project and rules on running it successfully, especially with Annex IV. He gave a detailed report about the project matters on documentation, finances and coordination, and also informed about the meeting in Brussels March 19-20, 2009, which he attended together with Dr. Ralf-Peter Mundani, where all the representatives of TEMPUS IV projects were briefed and lectured on project management and implementation details. All participants discussed the matters that looked unclear and not completely

defined. Since, most of the administrative issues will be done by University of Belgrade, other partners should be especially careful with supporting proofs of financial matters. Concerning the pre-financing, M.Ned. informed that the first instalment of financing has not arrived yet, and that is unclear will it be made to the University or Faculty account. He thanked each participant for pre-financing the travel and stay for this first consortium meeting from their own budgets.

## **CM-1.2. Re-examination of the project proposal/approval and suggestions of corrections - Preparation of the letter for Grant revision in tasks and activities to be carried out by participants and in budget headlines**

### **CM-1.2.a. Changes of representatives in consortium members**

MNed, as the contractor of the project, informed that due to the changes in the Ministry of Education, Prof.Dr. Radivoje Mitrovic, State Secretary, will be involved in the Tempus project instead of previous Assistant Minister Prof.Dr. Aleksandar Lipkovski. Also, as MNed personally moved to the position of State Secretary for Science and Technological Development, elections for the new Dean of the Faculty of Mechanical Engineering at the University of Belgrade (grantholder) will be held and that new person will be strongly included in the project. From the TU Munich side Dr. Ralf-Peter Mundani will be playing an important role although his name was not explicitly stated in the Application Form. From ASIIN side, instead of Frauke Muth, Mrs. Jana Moehren will be an acting person as in charge for international accreditation.

The contractor of the project will inform European Commission – TEMPUS, about changes of representatives of consortium members.

### **CM-1.2.a. Budget re-composition**

As it may be seen in the Table, the project total sum in Application was planned to be EUR 853,536. The EU-Commission revision has made it EUR 675,111. as final fund (79.1% of the plan). If this reduction is applied directly to all the headlines, then some important amounts will not be adequate, so Proposition for the re-composition has been prepared as given in the Table. Headlines I and II would be kept as approved, III will be upraised near to the eligible limit of 30%, and IV and V will be cut. Letter with such a Proposition for budget re-composition will be sent to the TEMPUS headquarters. After approval, the final distribution of the budget among participants in the Project will be settled.

Headlines in the budget	<b>APPROVED (EUR)</b>	APPLICATION (EUR)	If linear reduction by 0.791 would be applied	<b>PROPOSITION for re-composition</b>
I. Staff costs	<b>234.596,00</b>	280.994,00	222.254,40	<b>234.596,00</b>
II. Travel costs, costs of stay	<b>160.838,00</b>	196.242,00	155.219,20	<b>160.838,00</b>
III. Equipment	<b>145.500,00</b>	225.500,00	178.361,00	<b>182.500,00</b>
IV. Printing and publishing	<b>54.700,00</b>	54.700,00	43.265,40	<b>43.200,00</b>
V. Other costs	<b>35.500,00</b>	40.500,00	32.033,80	<b>10.000,00</b>
Eligible direct costs (total I-V)	<b>631.134,00</b>	797.936,00	631.134,00	<b>631.134,00</b>
VI. Indirect costs	<b>43.977,00</b>	55.600,00	43.977,00	<b>43.977,00</b>
<b>TOTAL eligible costs (I-VI)</b>	<b>675.111,00</b>	853.536,00	675.111,00	<b>675.111,00</b>

<b>PROJECT FINANCING</b>	
A. Co-financing	31.876,00
B. Financing to a maximum of 95% of the total eligible direct costs (from the EU)	599.258,00
C. Indirect costs (max. 7% of the total eligible direct costs )	43.977,00
<b>TOTAL from TEMPUS (B+C)</b>	<b>643.235,00</b>
<b>TOTAL PROJECT FINANCE (A+B+C)</b>	<b>675.111,00</b>
1 <sup>st</sup> installment (60% of TEMPUS TOTAL)	<b>385.941,00</b>
2 <sup>nd</sup> installment (30% of TEMPUS TOTAL) after 70% of the 1 <sup>st</sup> installment (EUR 270.158,50) has been spent	<b>192.970,50</b>
Final balance (10% of TEMPUS TOTAL) but funded in advance by partners in the project and then refunded (balanced) by TEMPUS	<b>64.323,50</b>

## **CM-1.3. Further Contractual Matters - Discussion on financial and organizational matters, In-between contracts and partners' budgets, In-between communication, exchange of information and project data flow**

All the participants discussed future steps as well as the project workplan. It has been agreed that due to delayed start and financing of the project, all the activities should be shifted later than prescribed, but some of them would be compressed in order to finish all of them in time period of the project. In-between contracts and partners' budgets will be signed after final budget distribution. In-between communication, exchange of information and project data flow will be most efficiently done through the web-site. Design and launch of the web-site will be done in a very near future thus making the project more operational. Web-site will be unique and set up on the server of Faculty of Mechanical Engineering, University of Belgrade. The necessary direct-line project management will be performed through communication among contact persons at each partner institution.

## **CM-1.4. Project status**

MNed informed about activities performed so far as well as on relevant documents (existing and generated):

**Survey of the III.4 WORKPLAN for the first year of Project Outcomes/Outputs and Activities  
CURRENT STATUS AND NEAR FUTURE ACTIVITIES**

Ref.N° / SubRef.N°	Title	Current status	Relevant Documents
<b>1.</b>	<b>Quality assurance (QA) and enhancement system for engineering education (EE)</b>		
1.1	Review of existing national and international QA and enhancement systems for EE	Started in January 2009	Standards for accreditation of study programs: (in Serbian) <a href="#">SRB-Standardi-StudProg-OAS-DAS.doc</a>
1.2	Establishment of Committee for QA of EE	not started yet	<b>Conclusions, curricula</b>
1.3	Proposal of QA and enhancement system for EE	not started yet	
1.4	Promotion of necessity of QA and enhancement system based on the best international practice	not started yet	
1.5	Implementation of QA and enhancement system at beneficiary faculties	not started yet	
<b>2.</b>	<b>New flexible study program models in order to reach interdisciplinarity and new qualifications frameworks</b>		
2.1	Review of current standards in EE and contemporary qualifications frameworks	Started in January 2009	
2.2	Creation of new flexible study program models in order to reach interdisciplinarity and new qualifications frameworks	not started yet	
<b>3.</b>	<b>New laboratory, library, learning and teaching facilities as well as administrative/student services improvement</b>		
3.1	Selection, procurement and installation of laboratory software and equipment	not started yet	
3.2	Library facilities and administrative/student services improvement	not started yet	
3.3	Developing of partnership with enterprises through student practice organization	not started yet	
<b>4.</b>	<b>Pilot project of international accreditation of eng. studies</b>		
4.1	Accreditation of at least two selected study programs with ASIIN	Initial information given at kick-off seminar	
<b>5.</b>	<b>Management of the project</b>		
5.1	Consortium and TEMPUS meetings (future activities planned)	Started in April 2009	
5.2	Project coordination and project reports generation	Started in January 2009	
<b>6.</b>	<b>Quality control and monitoring</b>		
6.1	Quality control and monitoring ensured	not started yet	
<b>7.</b>	<b>Dissemination and sustainability</b>		
7.1	Dissemination analyzing and actions planning	Started in March 2009	
7.2	Sustainability analyzing and actions planning	not started yet	

Since no money transfers happened so far, own funds of each partner have been used for the activities. Until next consortium meeting more detailed review of all performed activities will be available. All consortium members will discuss this document and make amendments if needed.

**CM-1.5. Plans for next consortium meetings and/or inter-partners' visits**

The second consortium meeting (CM-2) will be held after multilateral agreement on the most suitable dates. The suggestion to do it through the site [www.doodle.com](http://www.doodle.com) has been accepted, and contractor will initiate it after the first financial instalment is done. Also, the visits to partner universities will be agreed in the same manner.

**Kick-off seminar**

Friday April 3, 2009, Amphitheatre CENT, 1 <sup>st</sup> floor	
09:30 – 10:00	Gathering and reception
10:00 – 10:15	Welcome addresses
10:15 – 10:30	Outline of the project (M.Nedeljkovic)
10:30 – 11:30	Who is who within consortium members (5 minutes each presentation): 1. TU Munich, Germany 2. Uni-Karlsruhe, Germany 3. ASIIN, Germany 4. Imperial College – London, UK 5. UPC-Barcelona, Spain 6. German University in Cairo, Egypt 7. Uni-Belgrade, Fac.Mech.Eng, Serbia 8. Uni-Kragujevac, Fac.Mech.Eng, Serbia 9. Uni-Nis, Fac.Mech.Eng, Serbia 10. Ministry of education, Serbia 11. Robotina, Slovenia 12. Pupin, Informatika, IvDam, Serbia

<b>11:30 – 11:45</b>	<b>Coffee break</b>
11:45 – 12:15	J.Möhren: ASIIN criteria for national and international accreditation
12:15 – 12:45	J.Alvarez: ABET criteria for national and international accreditation
12:45 – 13:30	Discussion and exchange of experiences (Serbian criteria, Egyptian criteria, EUR-ACE)
<b>13:30 – 15:00</b>	<b>BREAK:</b> Buffet lunch – Faculty restaurant 5 <sup>th</sup> floor
15:00 – 16:30	Tour through the Faculty facilities, labs, etc.
16:30 – 17:00	M.Gabi: Uni-Karlsruhe experiences in national accreditation and excellence initiative (KIT)
17:00 – 17:30	R-P.Mundani: TU-Munich experiences in national accreditation and excellence initiative
17:30 – 18:00	J.Alvarez: UPC-Barcelona experiences in national accreditation
18:00 – 18:30	Discussion and exchange of experiences

Seminar was very well attended (around 80 participants). Representatives of all mechanical engineering faculties in Serbia were present (mostly the deans), as well as representatives of all technical faculties of University of Belgrade (electrical engineering, civil, traffic and transportation, technology and metallurgy). Especially, representatives of national accreditation agency and the representative of national TEMPUS office were present and participated in discussion. Presentations were very useful and discussion was vivid. All the presentation files will be available on the project web-site. All the participants got some documentation, prospects, catalogues and brochures of institutions.

### **Happenings Around**

Non-official discussions were conducted among all participants, too. As Belgrade is this summer host of World University Sport Games (Universiade), preceding to this event a Conference of Rectors (Presidents of universities) was held at the very same time as our meeting. Using this opportunity some of the participants have had the opportunity to meet university fellows and even Nobel Prize winners on follow-up cocktails and suppers. Even some music events were attended and TV appearances made. Of course a short tourist visit to the old town and fortress has been also made by the whole group.