

DOCUMENT TYPE
PLACE
TIME

External document
**Universita degli Studi Guglielmo
Guglielmo Marconi | Rome | ITALY**
December 12, 2018



FINAC
FINancial management,
Accounting & Controlling
in public administration

Financial Management, Accounting & Controlling curricula development for capacity building of public administration

STEERING COMMITTEE

**AT UNIVERSITA DEGLI STUDI GUGLIELMO
MARCONI IN ROME, ITALY**

MEETING MINUTES

Prepared by: Sladjana BENKOVIĆ | University of Belgrade | SERBIA

*This project has been funded with support from the European Commission.
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MINUTES

Introduction

The **6th Steering Committee Meeting** was held during second Study visit to FINAC project partner institution **Università degli Studi Guglielmo Marconi, in Rome, Italy**, on December 12, 2018. The Steering Committee Meeting was chaired by **Sladjana BENKOVIĆ**, project coordinator, **Aleksandar JOVIĆ**, project secretary and Susanna **CORRENTI**, project leader of partner institution. All project representatives had received the Agenda and supporting documentation that had to be adopted five days in front.

Agenda

FINAC Steering Committee meeting No. # 6

Università degli Studi Guglielmo Marconi, Research & Development Department – International Projects, December 12, 2018. 12:15 - 12:45

Chair: *Professor Sladjana Benković, Ph.D., Project Coordinator (University of Belgrade)*

Aleksandr Jović, MSc, Project Secretary (University of Belgrade)

Susanna Correnti, PhD, Deputy Steering Committee of Università degli Studi Guglielmo Marconi

AGENDA

	Item	Time (estimated)	Input prepared by	Voting	Reference documents
1	Establishing the quorum	2 min	N/A	N/A	N/A
2	Adoption of the Agenda	2 min	UBG	Yes	Agenda
3	Adoption of the minutes from Steering Committee meeting #5	2 min	UBG	Yes	<i>Minutes from Steering Committee meeting#5</i> http://www.finac.org.rs/site/results
4	Report on the implementation of the last 6 months activities (adoption)	3 min	UBG	Yes	Power point presentation & oral input
5	Adoption of FINAC updated Dissemination and sustainability plan	3 min	UBG	Yes	Workspace WP.8.0. http://www.finac.org.rs/site/workspace
6	Adoption of FINAC updated Project management and Risk plans	3 min	UBG	Yes	Workspace WP.8.0. http://www.finac.org.rs/site/workspace

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7	Adoption of updated FINAC Quality control and monitoring plan	3 min	UNIST	Yes	Workspace WP.6.0. http://www.finac.org.rs/site/workspace
8	A word about financial issues of FINAC project	5 min	UBG	Yes	Power point presentation & oral input
9	AOB (any other business)	3 min	N/A	Possible	N/A

Item 1: Establishing the quorum

The quorum for Steering Committee No. 6 had been obtained.

Item 2: Adoption of the Agenda

The Agenda proposed at the beginning of the meeting was adopted without any complaints.

Item 3: Adoption of the minutes from Steering Committee meeting #5

Minutes from Steering Committee Meeting # 5, held during the 5th participation of FINAC project in work of SymOrg2018 at Zlatibor, Serbia, adopted without any complaints.

Item 4: Report on the implementation of the last 6 months activities (adoption)

Project coordinator, **Slađana BENKOVIĆ**, presented the results of project activities in the last six months of the project duration and informed participants about the progress of work activities on the work packages. Additionally, she emphasized that the implementation of project work packages should be in line with the timeframe. She informed present members of Steering Committee about accomplished activities reached since fifth Steering Committee as it is:

- Positive Report on Progress graded GOOD
- Finalized activities of licensing Master degree programmes in Albania
- Number of enrolled students on all 6 regional universities in Albania and Serbia
- Following activities of delivering classes at all 6 universities
- Finalizing trainings for employees in public administration in Albania
- Project quality control and monitoring activities conducted in last 6 months
- Dissemination activities done in last 6 months at all universities
- Preparation activities of Newsletter #8
- Project management activities in last 6 months as well plan for activities that will be done in upcoming months according timetable.

The report was adopted without any complaints.

Item 5: Adoption of FINAC updated Dissemination and sustainability plan

Project coordinator Sladjana **BENKOVIC** stressed out that during implementation of such an important document as it is Dissemination and sustainability plan has opened room for additional improvement of document mostly because all project partners have contributed with progressive ideas. Additionally it is important that all enrolled students of Master degree programmes that are coming from public administration are signing up Contract with university partner institution and their Ministry or local government that after completing of master programme will stay in public administration minimum 2 years more.

On that way will be provided capacity building of public administration.

Updated Dissemination and sustainability plan was adopted without any complaints.

Item 6: Adoption of FINAC updated Project management and Risk plans

Project secretary Aleksandar **JOVIC** has informed all members of Steering Committee that many risk with whom the partner institutions were facing or are still facing, were not included in the Project management and risk plan as document, and there was a serious need to its improvement. Representatives of Steering Committee supported discussion of MSc. **JOVIC** and updated document is adopted without any complains.

Item 7: Adoption of updated FINAC Quality control and monitoring plan

Project leader and representative of Steering Committee Ivana **BILIĆ**, from UNIST informed all the present representatives of the Steering Committee that over the past six months she has been working intensively on monitoring the implementation of set progress indicators at all universities of regional partner countries. On that occasion, it was noticed that the progress indicators were missing in the document Quality control and monitoring plan. By involving these elements into the Quality control and quality plan, document gets a higher level of transparency in meeting set targets for all partner institutions, but also facilitates the process of writing a final report on project implementation.

And this updated document was adopted without any complains by representatives of the Steering Committee of all partner institutions.

Item 8: A word about financial issues of FINAC project

Project secretary, **Aleksandar JOVIĆ** informed all representatives of Steering Committee that all partners will be asked to send updated Financial Statements with supporting financial documentation during March 2019. After coordinator has received and approved updated Financial Statement with necessary documentation and materials on the performed activities next (4th) installment of money will be transferred in March. He stressed out that attention should be directed on differences between „saved“ and „unspent“ money. Additionally, partners from Albania and Serbia in June 2019 will be asked again to

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send updated Financial Statements with supporting financial documentation. After receiving updated Financial Statement with supporting documentation and signed Annex V, it will be made transfer of last installment (savings in Equipment Costs) to the partners if applicable. Final 10 % (final balance) of the budget partners that show pre-financing (declare 10 % in Financial Statement and justify with supporting documents) will receive after EACEA accepts FINAC Final report and pay final balance to the University of Belgrade (probably at the beginning of 2020).

The final amount of the grant to be transferred to the beneficiary by the coordinator will be defined only once the total Erasmus+ grant has been confirmed by the Executive Agency after the end of the project and approval of the final report.

Item 9: AOB (Any other business)

N/A