

DOCUMENT TYPE External document

PLACE **Universita degli Studi Guglielmo  
Marconi | Rome | ITALY**

TIME **September 26-30, 2017**



**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**

### **DRAFT MEETING MINUTES TO BE ADOPTED AT THE 3<sup>rd</sup> STEERING COMMITTEE MEETING**

Prepared by: **Milica LATINOVIĆ, Nela MILOŠEVIĆ & Sladjana BENKOVIĆ |  
University of Belgrade | SERBIA**

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

### Introduction

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The second Steering Committee, hosted by Università degli Studi Guglielmo Marconi, was organized during the second Study visit 26<sup>th</sup> to 30<sup>th</sup> of September, 2017 and held in Rome, Italy.

The Steering Committee was chaired by **Sladjana BENKOVIĆ**, project coordinator.

All project partners had received the Agenda and supporting documentation that had to be adopted.

The list of all participants at the meeting can be found at the end of the document in [APPENDIX 1](#).

### Agenda

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The Steering Committee had the following 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	3 min	UBG	Yes	Draft Agenda
3	Adoption of the minutes from Steering Committee meeting #1	3 min	UBG	Yes	<i>Minutes from Steering Committee meeting#1</i> <a href="http://www.finac.org.rs/site/results">http://www.finac.org.rs/site/results</a>
4	Report on the implementation of the last 3 months activities (adoption)	3 min	UBG	Yes	Power point presentation & oral input
5	Adoption of FINAC Project management and Risk plans	6 min	UBG	Yes	Workspace WP.8.0. <a href="http://www.finac.org.rs/site/workspace">http://www.finac.org.rs/site/workspace</a>
6	Adoption of FINAC Institutional and financial sustainability plan	3 min	UBG	Yes	Workspace WP.8.0. <a href="http://www.finac.org.rs/site/workspace">http://www.finac.org.rs/site/workspace</a>
7	AOB (any other business)	3 min	N/A	Possible	N/A

### Session 01: Establishing the quorum

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During the second meeting of the Steering Committee, the Coordinator reminded the partners that the one person per partner institution represents a member of Steering Committee on behalf of partner institution. At the meeting 12 of 12 partners were present which means that quorum was obtained.

The list of all participants at the meeting can be found at the end of the document in [APENDIX 1](#)

### Session 02: Adoption of Agenda

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The Agenda proposed ([APENDIX 2](#)) was adopted without any complaints.

### Session 03: Adoption of the minutes from Steering Committee meeting #1

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The minutes from Steering Committee meeting #1 were adopted without any complaints.

### Session 04: Report on the implementation of the last 3 months activities (adoption)

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Project coordinator, **Slađana BENKOVIĆ**, presented the results of project activities in the last three months of the project duration and informed participants about the content of the work packages. She highlighted the importance of the project deliverables. Additionally, she emphasized that the implementation of project work packages should be in line with the timeframe.

The report was adopted without any complaints.

### Session 05: Adoption of FINAC Project management and Risk plan

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Project coordinator, **Slađana BENKOVIĆ**, presented the Project management and risk plans.

The documents were adopted without any complaints or reservations.

## Session 06: Adoption of FINAC Institutional and financial sustainability plan

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Project coordinator, **Sladana BENKOVIĆ**, presented institutional and financial sustainability plans, that were adopted without any complaints or reservations.

## Session 7: AOB (any other business)

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At the end of the second Study visit at Università degli Studi Guglielmo Marconi, all partners have expressed great satisfaction with the organization and content of the second study visit. It was concluded that the quality of the activities during the future study visits should remain at a high level.

## APPENDIX 1: ATENDEES LISTS

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## APPENDIX 2:

DOCUMENT TYPE **External/internal document**

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## AGENDA OF STEERING COMMITTEE #2

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**Steering Committee Minutes****FINAC Steering Committee meeting No. 2**

Università degli Studi Guglielmo Marconi,  
 Research & Development Department – International Projects,  
 27. September 2017. 11:20 - 11:40

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

**AGENDA**

	<b>Item</b>	<b>Time (estimated)</b>	<b>Input prepared by</b>	<b>Voting</b>	<b>Reference documents</b>
1	Establishing the quorum	2 min	N/A	N/A	N/A
2	Adoption of the Agenda	3 min	UBG	Yes	Draft Agenda
3	Adoption of the minutes from Steering Committee meeting #1	3 min	UBG	Yes	<i>Minutes from Steering Committee meeting#1</i>  <a href="http://www.finac.org.rs/site/results">http://www.finac.org.rs/site/results</a>
4	Report on the implementation of the last 3 months activities (adoption)	3 min	UBG	Yes	Power point presentation & oral input
5	Adoption of FINAC Risk management plan	3 min	UBG	Yes	Workspace WP.8.0. <a href="http://www.finac.org.rs/site/workspace">http://www.finac.org.rs/site/workspace</a>
6	Adoption of FINAC Project management plan	3 min	UBG	Yes	Workspace WP.8.0. <a href="http://www.finac.org.rs/site/workspace">http://www.finac.org.rs/site/workspace</a>
7	Adoption of FINAC Financial management protocol	3 min	UBG	Yes	Workspace WP.8.0. <a href="http://www.finac.org.rs/site/workspace">http://www.finac.org.rs/site/workspace</a>
8	Adoption of Budgetary issues and financial implications	7 min	UBG	Possible	Power point presentation & oral input
9	AOB (any other business)	3 min	N/A	Possible	N/A

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