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**LIST OF ABBREVIATIONS**

EFSC = Environmental and Food Safety Control
OER = Open Education Resources
MOOC = Massive open online course
WARIAL = Web Accessed Remote Instrumental Analytical Laboratory (WARIAL) – acr. for network in the Project
WB = Western Balkans Countries
Programme Country: EU (France, Czech, UK)
Partner Country: Serbia, Albania
ICT = Information & computer technology
SQL = Structured Query Language (Database program)
HEI = High Education Institution
SME = Small & Medium Enterprise (up to 300 employees)
CPD = Continuing professional development (CPD) courses
LLP = Life Long Learning (LLL) Programme
NETCHEM = means nothing (it is just acronym of our Project)

Purpose, objectives and elements of meeting

The first meeting of the NETCHEM consortium was organized as two-day event at University of Nis, in Nis, on 9-10th January 2017. The objectives of the meeting were:

- to introduce to each other all the partners of the project
- to develop a common understanding of the project objectives, activities and expected results
- to discuss into details the action plan for the first six months
- to set project management structure and clarify administrative procedures.

LIST OF PARTICIPANTS

University of Nis
1. Prof. dr Dragan Antić, Rector of University of Niš
2. Prof. dr Zoran Nikolić, Adviser to the Rector of University of Nis
3. Prof. dr Ivan Mančev, Dean of Faculty of Sciences and Mathematics
4. Prof. dr Tatjana Anđelković, Project Coordinator
5. Dr Darko Anđelković
6. Prof. dr Aleksandar Bojić
7. Prof. dr Aleksandra Zarubica
8. Ivana Madić
9. Prof. dr Darko Mitić
10. Filip Jović
11. Milica Branković

University of Pierre and Marie Curie, Paris
12. Prof. dr Annie Brossas, contact person
13. Prof. emeritus dr Jean Claude Tabet
14. Dr Natali Stojiljković
15. Dr Anna Warnet

University of Greenwich
16. Prof. dr Milan Antonijević, contact person
17. Prof. dr Andrew Mendham

Brno University of Technology
18. Prof. dr Josef Caslavsky, contact person
Commissariat a L Energie Atomique et Aux Energies Alternatives, Paris
19. Dr Eric Ezan, contact person

University of Belgrade, Faculty of Chemistry
20. Prof. dr Branimir Jovančićević, contact person
21. Dr Gordana Gajica

University of Novi Sad, Faculty of Sciences
22. Prof. dr Ivana Ivančev Tumbas, contact person
23. Prof. emeritus dr Mirjana Vojinović-Miloradov
24. Prof. dr Jelena Radonić
25. Prof dr Maja Turk

University of Kragujevac
26. Prof. dr Zoran Matović, contact person
27. Prof. dr Marina Čendić
28. Prof. dr Miloš Ivanović

Agricultural University of Tirana
29. Prof. dr Renata Kongoli, contact person
30. Prof. Asoc. Rozeta Hasalliu

University of Tirana
31. Prof. dr Majlinda Vajari, contact person
32. Prof. Dr. Alda Kika
33. Prof. Dr. Rozana Troja

Analysis d.o.o.
34. Nenad Andrejić, contact person
35. Sanja Đekić

Enological station Vrsac
36. Saša Popov, contact person

Zlatiborac d.o.o.
37. Marija Jevtić, contact person

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Monday, 09th of January 2017

1. **Opening Ceremony**

2. **NETCHEM Overview - Project aims and foreseen results:**
   [Tatjana Anđelković, Contact person and Project manager]
   
   - Short summary of the whole Project; Project facts: coordinating institution, responsible of the Project, partners and duration; aims of the Project and the target audience.
   
   - Aims of the NETCHEM Project: rising the education level and strengthening technical capacities in Serbian and Albanian universities and enterprises in order to increase their analytical instrumentation usage for Environmental & Food Safety Control (EFSC), promoting life-long learning opportunities for HEI teachers and employees in enterprises, distance education of students/teachers/researchers within universities.
   
   - The motivation of the project: the fact that in Serbia and Albania there is still small number of analytical instruments, low-level of skills in instrumental techniques etc.
   
   - An overview of former projects and cooperation: Cooperation between UPMC and UN, established more than 8 years ago, in 2010 cooperation between BUT, UG, UB, UN, UNS and UK started during Tempus Project dealing with Modernization of Post-Graduate Studies in Chemistry and in 2013 UN as participant in TEMPUS Project BAEKTEL.
- What NETCHEM offers, wider and more specific objectives (WARIAL development, teacher training, MSc/PhD courses development).
- Presenting the benefits and needs of involving European partners: making available some sophisticated equipment not owned by other PC institutions, trans-boundary networking.
- Introduction into work packages: there are seven WPs and they differ from one to another according to their relevance; three of them are the core of the project (WP2, WP3 and WP4), others are auxiliary.
- Budget of the Project: types of costs and payment cycle; recommendation for the equipment that should be bought.
- Project Timeline for the First Project year and upcoming milestones in the next 30 days.

3. Project Management, Reporting and National Erasmus+ Office monitoring

[Ivana Živanović, Erasmus+ office Serbia]

- The presentation is based on our experience on the Tempus project. Elements of good project management: awareness of Erasmus+ rules and good planning of all activities; project teams formed at each of partner institutions, communication and continuous self-evaluation, appropriate dissemination of project results.
- Relevant documentation that all partners should be aware of is: text of the Grant Agreement and all its annexes and Partnership agreement (PA), where the Agency provides a template with core elements that might help to draw PA with the main topics which should be covered like, bank accounts, finances and activities, eligible costs etc.
- There are three instalments, where the second one is after having used at least 70% of the 1st installment and if less than 70% of the 1st installment has been used, the 2nd installment will be reduced by the difference between 70% and the amount used.
- Two types of costs: unit costs which include staff costs, travel costs and costs of stay; real costs like equipment etc. and other types of costs like dissemination, publishing etc.
- Project monitoring is done by the NEO and NEO reports are sent to EACEA desk officer, where materials to be submitted to NEO Serbia usually include accurate data on institution project team, information on larger events and conferences and on all relevant outcomes/outputs, minutes of the meetings.
- One should be aware of ineligible costs and the fact that communication with EACEA goes through project coordinator.

PRESENTATION OF EU PROJECT PARTNERS

4. University of Pierre and Marie Curie

[Annie Brossas, Head of the Master OIP Chemistry, contact person]

- University Pierre and Marie Curie is placed in the center of Paris and it is part of Sorbonne Universities. UPMC has 9.600 in staff of which 3.750 are professors, 100 laboratories and approximately 8.500 publications per year. UPMC creates researchers through 16 doctoral schools and international doctoral programs.
- Faculty of Chemistry consists of several institutions - Parisian Institute of Material Chemistry, Parisian Institute for Physical and Theoretical Chemistry, Parisian Institute of Molecular Chemistry, Analytical & biological Physic-Chemistry, Elementary Analysis of the « Grand Louvre »
- The members of UPMC team are: Jean-Claude TABET, Professor Emeritus UPMC; Anna WARNET, Consultant at CEA; Natali STOJILJKOVIC, Chief Chemist at Laboratoire des Courses Hippiques and Annie BROSSAS, Head of the Internships and Professional Integration Service in the Master of Chemistry.

5. University of Greenwich

[Andrew Mendham, professor]
- A brief history of the establishment of University and nowadays facts: The University of Greenwich has three campuses in London, Medway and Kent and over 21 000 students. Statistics on students and study which refers to level and mode of study, gender and age, but also to origin and student’s ethnicity. UoG consists of four faculties: Engineering and Science, Education and Health, Business, Architecture, Computing and Humanities where departments within the Faculty of Engineering and Science are Life and Sport Science, Pharmaceutical, Chemical and Environmental Sciences, Applied Engineering Management and Engineering Science.

6. Brno University of Technology

[Josef Caslavsky, associated professor, contact person]
- Historical overview of the University. Nowadays facts: University consists of 8 faculties: Faculty of Architecture (FA), Faculty of Electrical Engineering and Communication (FEEC), Faculty of Chemistry (FCH), Faculty of Information Technology (FIT), Faculty of Business and Management (FBM), Faculty of Civil Engineering (FCE), Faculty of Mechanical Engineering (FME), Faculty of Fine Arts (FFA) and 3 institutes: Institute of Forensic Engineering, Central European Institute of Technology and Centre of Sports Activities.
- Faculty of Chemistry is established on November 8, 1911, closed in 1951 and reestablished in 1992. Today includes 4 institutes (Institute of Physical and Applied Chemistry, Institute of Materials Chemistry, Institute of Chemistry and Technology of Environmental Protection, Institute of Food Chemistry and Biotechnology), 1 research Centre and more than a 1000 students.
- Institute of Chemistry and Technology of Environmental Protection has three main research areas - Environmental chemistry / analysis, Environmental Technologies, Ecotoxicology and analytical instrumentation like Pressurized Solvent Extraction, Microwave Assisted Extraction, UHPLC Agilent 1290 Infinity, GC Agilent 6890N, 2x μ-ECD, GC/MS/MS EVOQ, LC/MSn Agilent 1100 / Agilent 6320.

7. Commissariat a L Energie Atomique et Aux Energies Alternatives

[Eric Ezan, research manager, contact person]
- The CEA: 10 research centers in France, 16 000 employees, 700 patents and 15 start-ups per year. Institute of Biology and Technology has 250 collaborators and 40 PhD/PostDoc students.
- Potential implications in NETCHEM project are creation of advanced theoretical & practical lectures in the field of higher resolution mass spectrometry, technical and personal support for the courses realization in WP4, creation of theoretical and practical lectures in the field oil and water contamination, detection and decontamination.
PRESENTATION OF PC HEIS PROJECT PARTNERS

8. University of Nis

[Aleksandra Zarubica, professor]

- A brief history of City of Nis and also of the rectory building – Banovina.
- Statistics of the University from school 2015/2016 year: University includes 138 accredited programs within 13 faculties, approximately 30 000 students, 1694 academic/teaching stuff.
- University participated in several international projects such as TEMPUS in 2001, CEEPUS in 2005, FP7 and IPA in 2007, ERASMUS MUNDUS in 2008, MEVLANA in 2013 and ERASMUS+ in 2015.
- Faculty of Science and Mathematics as a part of the University has six departments. Department of Chemistry became a part of this faculty in 2000.
- Presentation of the number of Department’s employees, study programs, with particular emphasis on courses from Applied Chemistry and Environmental Chemistry domains.
- Presentation of the possessed equipment.

9. University of Belgrade

[Branimir Jovančićević, professor, contact person]

- Some historical facts about the University and the Faculty of Chemistry.
- Nowadays facts and statistics related to university institutions, employees, students etc.
- Departments of Faculty of Chemistry and accredited study programs, facts about project that Faculty of Chemistry participated in, publications. Associated organizations are Institute of Chemistry, Technology and Metallurgy and Innovation Center of the Faculty of Chemistry.
- Presentation of laboratory instrumentation: GCxGC/MS, NMR, X-ray Fluorescence, AAS, ICP-OES, HPLC-ICP-MS, HPLC-DAD, HPLC-UV, GC-MS, LC-MS, LC-MS-MS etc.

10. University of Novi Sad

[Ivana Ivančev Tumbas, professor, contact person]

- Institution capacities: The University of Novi Sad has more than 50.000 students and 5.000 employees and offers 300 accredited study programs. Faculty of Science has five departments including Chemistry, Biochemistry and Protection that will participate in NETCHEM project. Faculty of Technical Sciences with its Environmental Engineering and Occupational Safety Engineering department will also participate.
- Key research areas at Department of Chemistry, Biochemistry and Environmental Protection are: analytics of biologically active substances, monitoring and remediation of contaminated sites, waste stabilization etc. Key research areas at Department of Environmental Engineering and Occupational Safety and Health are: Water, Wastewater and Ambient Air Quality Monitoring, Development and evaluation of waste management systems, Renewable energy sources from agriculture etc.
- A review on Environmental Protection study programs and student population at Faculty of Science and Faculty of Technical Sciences.
- Presentation of the team of the University of Novi Sad that will participate into project.
- Explanation of their role in the project through all seven work packages.

11. University of Kragujevac
[Zoran Matović, professor, contact person]
- A brief introduction to the University and Faculty of Science, with mentioning several important journals, published by the University.
- Presentation of Institute of Mathematics and Informatics and Institute of Chemistry: study programs classification.
- Presentation of the previous role of this university in TEMPUS project and the role in this project. The stuff of the University involved in NETCHEM project: Zoran Matović, Professor at Department of Chemistry, Faculty of Science; Srećko Trifunović, Dean, Professor at Department of Chemistry, Faculty of Science; Miloš Ivanović, Professor at Department of Mathematics and Informatics, Faculty of Science; Zorka Stanić, Professor at Department of Chemistry, Faculty of Science; Marina Čendić, Research Associate at Department of Chemistry, Faculty of Science.

12. Agricultural University of Tirana
[Renata Kongoli, dean of Faculty of Food and Biotechnology, contact person]
- Information about number of students and employees, faculties included and governing of the University.
- Faculty of Biotechnology and Food HEI for teaching, research and knowledge in: Food technology, Food sciences, Food biotechnology, Nutrition, Food quality and safety, Food analysis. Presentation of courses and study programs. Research topics are Olives and olive oil (quality parameters of Albanian olive cultivars and oils), Grapes and wines (oenological potential evaluation of autochthonous varieties), Fruits (study on figs varieties, fresh & dried; fruits distillates), Goat milk, sheep & cows (cheese making potential from various races) etc.
- Pointing out the aims of the NETCHEM project.

13. University of Tirana
[Majlinda Vasjari, research professor, contact person]
- Introduction to the University of Tirana – foundation, international recognition. Introduction to the Faculty of Natural Sciences: has 8 departments, departments involved in the NETCHEM project: Department of Chemistry, Department of Industrial Chemistry and Department of Informatics. Presentation of bachelor and master programs.
- Pointing out the features of NETCHEM-related teaching activities in Computers Science and Analytical Chemistry, NETCHEM-related research in Environmental protection and NETCHEM-related research in Food Safety Control.

PRESENTATION OF SME PROJECT PARTNERS

[Nenad Andrejić, general manager, contact person]
- The company was founded in 1996. It covers the former Yugoslavian and Albanian market. Basic activity of the company is wholesale, maintenance and servicing of laboratory equipment and consumables, calibration of measuring equipment, designing and development of qualification services. Some information about quality policy, range of services, equipment and instrument sales and service logistics sector.
- Presentation of organization structure with emphasizing the training department.

15. Enological station Vršac

[Saša Popov, head of department, contact person]

- „Enological station Vršac“ is laboratory for testing of food safety, and health safety of objects of common use. It was founded in 1933 by Decision of the III Royal Governor’s Administration of the Danube Banovina. The aim of the establishment was the development of viticulture and winemaking in the region of Banat. Today it is an institution consisting of: Department of Microbiology; Department of physicochemical determination; Department of instrumental determination.
- Laboratory of Enological station Vršac perform the following determinations: quality analysis; microbiological tests; examination the content of heavy metals; examination the content of pesticide residues; examination the content of mycotoxins; genetic tests (GMO); examination the contents of antibiotics and sulfonamide.

16. Zlatiborac d.o.o.

[Marija Jevtić, manager of quality control, contact person]

- History and tradition of the company, its location and nowadays facts: the production plant has more than 30 000 m². Zlatiborac hire more than 500 people.
- A schematic presentation of production process through the following stages: receipt of raw materials and processing, processing of sausage and salami, salting ham, sausages and bacon, drying on beech wood, product slicing, products vacuuming and distribution.
- Presentation of awards and the export market.

Tuesday, 10th of January 2017

WP PRESENTATIONS

17. WP1 - Current and Desired Level of Knowledge/Skills in Technology Enhanced Learning in EFSC

[Milan Antonijević, professor, contact person]

- WP 1 is a preparation work package of this ERASMUS + project with the aim to evaluate current practices, select good practices and set up standards in the domain of OER and teaching Instrumental Analysis that NETCHEM should achieve. OERs are teaching and learning materials that one can freely use and reuse at no cost, and without needing to ask permission – freely accessible, licensed documents and media that are useful for teaching and learning. WARIAL is networking capability which aims to utilize Web Conferencing Software and Remote Desktop Control software to enhance online learning via remote instrument access and control.
- Numbering the WP1 tasks and the tasks leaders. Presenting the WP1 methodology – what needs to be done, what are we looking for and how are we going to do it.
- Numbering the indicators of progress and dead-line for each of them: at least 10 EU case studies for good practice in using OER, at least 50 analysts interviewed in the instruments usage domain, at least 100 questionnaires at PC HEIs and SME, 3 training visits for analysis of EU and PC practices.
 Outputs: Report on EU Practice in using OER and Instrumental Analysis, Report on PC Practice in using OER and Instrumental Analysis and Assessment and proposal of procedures for using OER and Instrumental Analysis in EFSC.

18. WP2 - Establishing NETCHEM platform
   [Branimir Jovančićević, professor, contact person]
   - The first activity will be performed through the second work meetings that will be held in consortium partner enterprises P12-ESV (Serbia) and P13-ZLT (Serbia).
   - Numbering the tasks for each activity – from 2.1. to 2.5. and how they will be performed.
   - Activity 2.1. task leader is University of Nis - Feasibility assessment and conceptual design of SQL based system for EFSC data collection, case studies and professional’s discussion forum; Activity 2.1 will be performed as study visits in 9th and 10th month of the 1st year in Vrsac and Uzice.
   - Activity 2.2. task leader is CEA, France - Defining instructions for setting WARIAL networking for courses utilizing web conferencing software.
   - Activity 2.3. Task leader is University of Greenwich - Defining instructions for publishing courses utilizing massive open on-line courses provider. Activities 2.2 and 2.3 will be performed as study visit in 8th month of the 1st year to Greenwich.
   - Activity 2.4. Task leaders are University of Nis and University of Tirana - Equipping PC institutions with technical support for forming NETCHEM platform.
   - Activity 2.5. Task leader is University of Novi Sad - Training the university staff for using massive open on-line courses platform and WARIAL networking.
   - Indicators of progress and inputs – listed.

19. WP3 - Creation and Implementation of SQL based system for EFSC data collection
   [Darko Anđelković, research professor]
   - Definition of SQL abbreviation. There are four tasks of WP3: 3.1. Creation of SQL based system for EFSC Data collection, case studies and professionals’ discussion forum; 3.2. Optimization of SQL based system based on the feed-back of enrolled participants (students, researchers, professionals); 3.3. Implementation of optimized SQL based system as web-accessible standalone application; 3.4. Setting of SQL based system connectivity as a component of NETCHEM platform.
   - Outcomes are: for 3.1. A start version of SQL database, for 3.2. an optimized SQL based system, for 3.3. Data loading to SQL based system records and for 3.4. SQL database interconnection with other NETCHEM OER components.
   - Presentation of the work plan and its duration estimated in weeks.
   - Data will be shared on the NETCHEM forum – presentation of its design and structure and distinction from other chemistry forums. The difference is to provide certain chemistry oriented contents that cannot be found elsewhere.

20. WP4 - Development and delivery of courses via NETCHEM platform
   [Ivana Ivančev Tumbas, professor, contact person]
   - The goal of the WP4 is a development of structure and content of theoretical/practical MSc and PhD courses via NETCHEM platform and the tools are WARIAL and OER.
The tasks (with task leaders) are:

4.1. Development of structure and content of courses via massive open on-line courses provider (UPMC, France),
4.2. Development of structure and content of courses via web conferencing software (CEA, France),
4.3. Refereeing the courses content by EU experts (BUT, Czech Republic),
4.4. Defining rights, rules and mechanisms on protection of intellectual properties at NETCHEM platform (UoG, United Kingdom),
4.5. Approval/Accreditation of modernized MSc and PhD Study Programs by Faculty’s Scientific-Teaching Councils/Commission for Accreditation and Quality Assurance (AUT, Albania),
4.6. Accreditation of Continuous Professional Development courses by relevant bodies (UN, Serbia),
4.7. Delivery of courses via NETCHEM platform (UB, Serbia),
4.8. Optimization of NETCHEM platform and courses based on the feedback of enrolled participants (UT, Albania).

Indicators of progress: 12 CPD courses, At least 36 MSc/PhD courses modernized with the new teaching, at least 150 MSc/50PhD students and 200 professionals educated by courses at NETCHEM platform.

21. WP5 - Quality assurance and monitoring. Indicators of progress and their measurements

Majlinda Vasjari, research professor, contact person

- University of Tirana is leader of this work package. This project is well organized. Outputs are done according to defining standards. The methods, the practices will be in accordance with predefining deliverable, and these will be achieved through a combination of peer review of all documentation and monitoring visits. It is a need to have a quality control plan which will be written in consultation with all partners. The parts of the plan are – defining evaluation criteria for each of the work packages, the procedure for assessment of each WP and also procedures for communications established between quality control and the management of the project.
- There are three tasks and leaders of each one are showed here. For the internal quality control the leader is University of Kragujevac, for the external quality monitoring the leader is UPMC and for internal project coaching the leader is University of Novi Sad.
- Quality assurance and monitoring of the project will be done through two important things: one is an internal quality assurance team which will be established at the beginning of the project and the quality assurance team will be composed of six persons from each of PC HEI. The second team is for the external quality assurance and this team is made of 4 persons from EU partners. Teams will ensure that PC institution’s outputs are all with appropriate standards, comments of the team will include critical overview and they should give the suggestions to the project management team.

22. WP6 - Dissemination and Exploitation of NETCHEM platform. EU emblem. Project logo – proposals’ review.

Josef Cazlavsky, associated professor, contact person

- Numbering the tasks for the WP6 with the correspondent task leaders. University of Nis (6.1) should develop project web site and update it regularly. Also (6.2) should make promotional materials and distribute it. University of Tirana (6.3) should deliver 36 workshops in Serbian and Albanian language. Agricultural University of Tirana (6.4) should to carry out 6 open days at PC universities. University of Novi Sad (6.5) needs to organize 24 round tables in enterprises. University of Nis (6.6) organizing the Mass Spectrometry Summer school, where the practical part of School will be performed using WARIAL approach at Hi Resolution mass spectrometers located in CEA, Paris. University of Belgrade (6.7)
organizing the final conference where will be presented the NETCHEM project outputs. University of Greenwich (6.8) should organize memorandum of utilization of NETCHEM platform.

23. WP7 - Project Management and Coordination. Setting up PMT, PCT, SC, IQAT and EQAT.

[Tatjana Anđelković, Contact person and Project manager]

At the Kick off meeting held on January 9th and 10th 2017, in Nis, the structure of project management, was established. The Consortium of the project reached the following decisions.

Project Management Team will consist of the following members:
1. Prof. dr Tatjana Andjelkovic, Project coordinator, University of Nis
2. Prof. dr Annie Brossas, University Pierre et Marie Curie, France
3. Prof. dr Milan Antonijevic, University of Greenwich, United Kingdom
4. Prof. dr Josef Caslavsky, Brno University of Technology, Czech Republic
5. Dr Eric Ezan, Alternative Energies and Atomic Energy Commission, France
6. Prof. dr Branimir Jovančičević, University of Belgrade, Serbia
7. Prof. dr Ivana Ivančev Tumbas, University of Novi Sad, Serbia
8. Prof. dr Zoran Matović, University of Kragujevac, Serbia
9. Prof. dr Renata Kongoli, Agricultural University of Tirana, Albania
10. Prof. dr Majlinda Vasjari, University of Tirana, Albania
11. Nenad Andrejić, Analysis d.o.o Belgrade, Serbia
12. Saša Popov, Enological Station Vršac, Serbia
13. Marija Jevtić, Zlatiborac d.o.o., Serbia

Steering Committee Team will consist of the following members:
1. Prof. dr Vlastimir Nikolić, vice-rector of University of Nis, Serbia
2. Prof. dr Biljana Abramović, vice-rector of University of Novi Sad, Serbia
3. Prof. dr Ivan Mančev, Dean of Faculty of Science and Mathematics, Nis, Serbia
4. Prof Dr. Spiro Drushku, Dean of Faculty of Natural Sciences, Tirana, Albania
5. Prof. dr Ivan Gržetić, Dean of Faculty of Chemistry, Belgrade, Serbia
6. Prof. dr Renata Kongoli, Dean of Biotechnology, University of Tirana, Tirana, Albania
7. Prof. dr Tatjana Andjelkovic, Project coordinator, University of Nis
8. Prof. dr Andy Mendham, University of Greenwich, United Kingdom

Internal Quality Assessment Team will consist of the following members:
1. Prof. dr Dragan Antić, Rector of University of Nis, Serbia
2. Prof. Dr. Mynyr Koni, Rector of University of Tirana, Albania
3. Prof. dr Zora Nikolić, Advisor to the Rector of University of Nis, Serbia
4. Prof. dr Branimir Jovančičević, University of Belgrade, Serbia
5. Prof. dr Ivana Ivančev Tumbas, University of Novi Sad, Serbia
6. Prof. dr Srećko Trifunović, University of Kragujevac, Serbia

External Quality Assessment Team will consist of the following members:
1. Prof. dr Jean Claude Tabet, University of Pierre et Marie Curie, France
2. Dr Eric Ezan, Alternative Energies and Atomic Energy Commission, France
3. Prof. dr Josef Caslavsky, Brno University of Technology, Czech Republic
4. Prof. dr Milan Antonijević, University of Greenwich, United Kingdom
24. **Project web-site presentation. Project Management system.**

[Filip Jović, Contact person and Project manager]

- We have a lot of experience working on previous TEMPUS projects and we developed most of the web sites of the projects for which the University of Nis was grant holder.
- You can see at the top main menu of the site, the home page provides the most important information and links to other parts of the web site. At the very bottom there are logos of the project partners which also, by clicking lead to partners' web pages.
- Presentation of web sites’ sections and navigation through them. Easiness of the platform - you cannot mess up the platform, whatever you do you can go back. Watch the video tutorials, then you will know how to use the site. Each of item here, the platform sees as a single project. The list of items by the time will grow but only the coordinators will be able to see all.
- Demonstration on how to edit work packages, how to create a task and assign it to someone or to check out if someone placed a task for me. Most of the time you will be creating or editing issues or documents. It is important that all of you will receive mail notifications all the time about editing/uploading tasks – by default it is checked ‘to receive notifications for all events for all packages and it is advice to keep that, because you want to be informed about all activities.

25. **NETCHEM management. Delegate leading roles for tasks and work packages. Communication Plan - Contact list (team member names, roles, departments, emails and phone)**

[Tatjana Anđelković, Contact person and Project manager]

- Presentation of Project Management Team and its tasks – the team is composed of 13 members i.e. contact persons from each consortium member institution. They should work in line with Project Coordinator, implement and record all activities, disseminate materials to consortium partners etc.
- Presentation of Partner Country Team – 18 members – 2 representatives from each of 9 PC institutions. The meetings planed for the first project year are in University of Novi Sad in 4th month and in Zlatiborac in 10th month.
- Presentation of Steering Committee and its tasks – 8 members. The role in providing better connection between faculties, employers and enterprisers, strategic direction of the project.
- Presentation of Internal Quality Assurance Team - 6 persons from each of PC HEI. The main goal is managing internal QA, monitoring all Project activities and creation of 6 internal QA reports.
- Presentation of External Quality Assurance Team - 4 persons from each of EU consortium institutions. Three External QA reports will be generated once a year and reviewed by the PMT.

26. **NETCHEM management: grant and partnership agreements, relevant documents and guidelines, Administration and documentation records**

[Tatjana Anđelković, Contact person and Project manager]

- Structure of the grant agreement. Tip: Do not assume that all project activities are automatically eligible and before implementing any of them check that.
- Facts about Partnership Agreement: it should be in consistency with the grant agreement and the deadline for the signing is 6 months after the signing of grant agreement. Main topics to be covered are bank accounts, eligible costs, liability etc.
- Within the project, there are three ways of reporting: the formal, internal reporting and reporting on different realized events. Reports (two) prepared by the Coordinator should be delivered to EACEA until
- Presentation of documentation needed to justify expenses and appearance of Staff Convention Form and Time Sheet which are needed to be fulfil. For the purposes of any financial evaluation one should be able to provide a formal employment contract and the proof where the journeys actually took place and how are they connected with the project.

27. Action plan for the first project year. Travel plan list. Setting up for implementation of WP1: partners tasks, assignment of partners responsible.
[Tatjana Anđelković, Contact person and Project manager]
- Spreadsheets of travel plan list, including all nine travels for the first project year i.e. from 15.10.2016 to 14.10.2017, with dates yet to be established/confirmed and presentation of Staff Costs for WP1.
- Spread sheet of detailed TO DO LIST for WP1 in the part of 1.1-1.3 subtasks, WP2 in the part of 2.1-2.4 subtasks, WP5 in the part of 5.1-5.3 subtasks, WP6 (6.1-6.3) and WP7 (7.1-7.3) and individual tasks for corresponding engaged in these parts of the project.

28. Experiences from Project “Modernization and harmonization of Tourism study programmes in Serbia” 544543-TEMPUS-1-2013-1-RS-TEMPUS-JPCR
[Dragan Stojanovic, professor]

29. Project finances.
[Tatjana Anđelković, Contact person and Project manager]
- Presentation of NETCHEM budget and its following distribution. Categories for the budget of Staff Costs according to the type of staff are: manager’s costs; researchers, teachers and trainers costs; technical and administrative staff costs. It is important to note that the staff category to be applied will depend on the work to be performed in the project and not on the status or title of the individual and also that the unit cost depends on the country in which the stuff member is employed. Supporting documents for staff costs are staff convention, time-sheets etc.
- Examples of staff, travel costs and costs of stay. Supporting documents for travel and costs of stay are individual travel report, table of specification of travel and stay costs, proof that the trip actually took place, proof of payment for travel costs, proof of payment for stay costs.
- Prof. dr Darko Mitić gave information that in case that original is not available to be obtaines certified copy is satisfactory.
- Presentation of reference numbers for coding staff convention and individual travel report. In both cases, reference numbers include three parts, the first part is order number of participant, the second is a label for SC and ITR document and the third part is a number from 001 up to 999.

CONCLUSION
The first partners’ meeting on the netchem project was successfully realized in accordance with the planned agenda. The presentations and material from the meeting will be set to the project website.