158781 - TEMPUS-RS-TEMPUS-JPHES
“Occupational safety and health - degree curricula and lifelong learning”

REPORT AND MINUTES ON THE KICKOFF MEETING
29 January 2010
VTŠ Novi Sad, Serbia

DRAFT FOR CIRCULATION AND COMMENTS

Minutes and report submitted by Consortium secretary, Branka Petrović
Approved for circulation by Project coordinator, Matija Sokola

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1. Executive summary of the meeting

The meeting aimed to introduce the project partners to each other, to present the full project and roles of the parties involved, their responsibilities and interaction, and to formalize the project management structure. All three goals were successfully realized during the meeting.
1.1 Future activities

<table>
<thead>
<tr>
<th>Follow-up action</th>
<th>Person</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Next Consortium meeting in Niš, Serbia</td>
<td>Representatives of all project partners</td>
<td>December 2010 or January 2011</td>
</tr>
<tr>
<td>Project management team meetings to define priority issues for further action</td>
<td>Nikolić, Sokola, VTŠ Novi Sad staff</td>
<td>February to April 2010</td>
</tr>
<tr>
<td>Agree dates and organize two study visits to EU partners, Ostrava and Lyon</td>
<td>Bideaux, Bernatik, Sokola</td>
<td>One by June 2010, the other by September 2010</td>
</tr>
<tr>
<td>Nominate workgroup members from AMB GrafiKa</td>
<td>Sokola and Kovacevic</td>
<td>Spring 2010</td>
</tr>
<tr>
<td>Agree members for the Work Group 6</td>
<td>Sokola to coordinate</td>
<td>March 2010</td>
</tr>
</tbody>
</table>

2 List of participants

**Consortium members - Representatives of project partners:**

*Present:*
- Božo Nikolić, VTŠ Novi Sad, Serbia – Grant holder
- Matija Sokola, VTŠ Novi Sad, Serbia – Project coordinator
- Dejan Blagoević, VTŠ Niš, Serbia
- Darko Kovačević, AMB GrafiKa, Novi Sad, Serbia
- Dragoslav Perić, EMS, Belgrade, Serbia
- Aleš Bernatik, VŠB Ostrava, Chech Republic
- Eric Bideaux, INSA Lyon, France
- Graham Schleyer, Individual Expert, University of Liverpool, United Kingdom
- Branka Petrović, Consortium secretary, VTŠ Novi Sad, Serbia

*Absent:*
- Anton Osvald, Technical University in Zvolen, Slovak Republic (delegated his vote to A. Bernatik)
- Stjepan Panić, VPTŠ Užice, Serbia

*Quorum present?* Yes

**Guests:**
- Sofija Dukić, National Tempus Office Serbia
- Zoltan Jegeš, Secretary for Education and Culture, Autonomous Province of Vojvodina
- Vera Božić Trefalt, Directorate for Occupational Health and Safety, Ministry of Labour and Social Policy, Serbia
- Simo Kosić, Directorate for Occupational Health and Safety, Ministry of Labour and Social Policy, Serbia
- Radovan Ristanović, Work Inspectorate, Ministry of Labour and Social Policy, Serbia
- Snežana Babić, Secretariat for Education and Culture, Autonomous Province of Vojvodina

**VTS staff:**
- Ljiljana Gavanski, Chair of Council, VTŠ Novi Sad, Serbia
- Ljiljana Ružić Dimitrijević, VTŠ Novi Sad, Serbia, Work Groups 1 and 7
- Zvonimir Bukta, VTŠ Novi Sad, Serbia, Work Group 5
- Vesna Petrović, VTŠ Novi Sad, Serbia, Work Group 4
- Biljana Gemović, VTŠ Novi Sad, Serbia, Quality assurance coordinator

**Others:** Reporter from “Dnevnik” newspaper and news crew from Vojvodina Television RTV1
3 Draft minutes of the meeting

3.1 Welcoming and introduction of participants
The host of the meeting, Dr Božo Nikolić, director of the VTŠ Novi Sad, welcomed the participants at the meeting and introduced them all individually. He said that the idea was to assemble the entire team at the start of the project to review the project plan carefully. He added that Dr Anton Osvald from the TU Zvolen had sent apologies and on this occasion delegated his voting power to Dr Aleš Bernatik from the VŠB Ostrava. Commenting the absence of the representatives from the VPTŠ Užice, Dr Nikolić noticed that 'each Consortium member must be committed to the success of the project if they are to participate in the project'.

3.2 Presentations of guests
Speakers from the government bodies of the Republic of Serbia and the Autonomous Province of Vojvodina presented national approaches and experiences in the spheres of higher education and occupational safety and health stressing the importance of such international projects as well as the necessity and inevitability of lifelong learning. The representative of the National Tempus Office (NTO) in Belgrade, Ms Sofija Dukić familiarised the audience with activities of Tempus and offered full support to the project. She added that the Ministry of Labour and Social Policy could join the project in the future if all partners agreed to it.

3.3 Presentation of project partners grant beneficiaries
All members of the Consortium briefly introduced themselves and institutions/enterprises they work for. The materials used in the presentations are available as separate annex documents.

This part of the session was followed by a coffee/tea break when the guests left the meeting with the exception of Ms Dukić from NTO.

3.4 Project presentation
The report and package of meeting handout materials were provided by Dr Matija Sokola, project coordinator. He gave a solid overview of the project and defined its purpose, expected goals and deliverables. He briefly discussed the role of each project member, the project budget, and eligible and ineligible costs. By walking the team through the plan, he pointed out tasks that are potential bottlenecks in completing the project. The following points were presented and discussed:
- Logical Framework Matrix – LFM;
- General work plan;
- Funding; and
- More detailed work plan for the next six months.

Dr Sokola asked for feedback and opened up the meeting for questions and answers.

The motion by Dr Perić to include secondary school students as a target group of the project was seconded by Mr Bukta.

3.5 Future activities and organization of workgroups
The report and package of meeting materials provided by Dr Sokola dealt with the description of tasks, responsibilities, and timeframes of the project plan. The following topics were addressed:
- Proposal for organizational and management structure - defining roles of the project management team and four workgroups that are in charge of certain activities;
- Workgroup leaders nominated in the project proposal were approved;
- Workgroup members were proposed and approved;
- General activities within the project;
- Work plan for February-July 2010; and
- TEMPUS training seminar in Brussels in March 2010 to be attended by Dr Sokola and Dr Bideaux.

Dr Perić proposed to form a smaller Work Group 6 to continually coordinate Activity 6, which was discussed and accepted in principle; hence persons for WG6 will be nominated and the candidate list circulated for approval by e-mail.

3.6 Closure of the meeting
Dr Sokola concluded that the purpose of the meeting was to highlight the objectives, methodology and planned outcomes of the project and to coordinate future activities. Dr Nikolić emphasised that assigned tasks must take priority and that everyone should be familiar with their part of the plan. He summarized the meeting with a call for continuous action in the next three years.

The meeting was closed at 13:30 p.m.

4. Documents archived with the minutes

4.1 Contact information
The list includes the name, responsibility, affiliation, phone number, fax number, and e-mail address for each Consortium member.

4.2 Materials used in 3.3. and 3.4:

4.2.1. List of the project activities – as in the original project proposal, also given in the meeting handout materials.
4.2.2. Project plan for all 3 years – as in the original project proposal, also given in the meeting handout materials.
4.2.3. Project workgroup organization – draft given in the meeting handout materials, final version as agreed with AMB Grafika.

4.3. Newspaper article of 30th January 2010

4.4. TV coverage of the meeting