

CONGRAD

Conducting graduate surveys and improving alumni services
for enhanced strategic management and quality improvement

**Steering Committee Meeting in Subotica (Serbia)
03 February 2012**

Minutes

Bielefeld, 17 February 2012



European Commission
TEMPUS

CONTENTS

CONGRAD Steering Committee Meeting	1
<i>Members of the CONGRAD Steering Committee</i>	1
<i>First meeting of the CONGRAD Steering Committee</i>	1
Participants	1
Agenda.....	2
<i>Conclusions.....</i>	2
Budget revision	2
Accession Form & Financial ID.....	2
Consortium Agreement.....	3
Financial management.....	4
Financial rules.....	4
Planning: Bielefeld Seminar and Prague Seminar.....	6
Participants.....	7

CONGRAD Steering Committee Meeting 03 February 2012

Members of the CONGRAD Steering Committee

The CONGRAD Steering Committee consists of representatives from each Consortium partner who shall vote and decide on behalf of their institution:

UNIBI	Bielefeld University	Jana NÖLLER	Deputy Project Coordinator
CUNI	Charles University in Prague	Radim RYSKA	Institutional Coordinator
UPV	Universidad Politécnica de Valencia	Andrea CONCHADO PEIRO	Institutional Coordinator
UJY	University of Jyväskylä	Maarit VIROLAINEN	Institutional Coordinator
UBG	University of Belgrade	Dejana LAZIĆ	Institutional Coordinator
UNS	University of Novi Sad	Bojan JANICIC	Institutional Coordinator
UKG	University of Kragujevac	Olivera MIJATOVIĆ	Institutional Coordinator
USGD	Singidunum University	Mihajlo BABIN	Institutional Coordinator
VTSSU	Subotica Tech – College of Applied Sciences	Miklos POT	Institutional Coordinator
VTSNI	School of Higher Technical Professional Education, Niš	Boban CVETANOVIC	Institutional Coordinator
HBTSU	Higher Business Technical College, Užice	Dragoljub DRNDAREVIC	Institutional Coordinator
CEP	Centre for Education Policy	Predrag LAŽETIĆ	Institutional Coordinator
UOM	University of Montenegro	Saša MILIĆ	Institutional Coordinator
UBL	University of Banja Luka	Jelena ROŽIĆ	Institutional Coordinator
UNTZ	University of Tuzla	Aida CRNKIC	Institutional Coordinator

First meeting of the CONGRAD Steering Committee

Participants

The first meeting of the CONGRAD Steering Committee took place during the CONGRAD Kick-off Meeting in Subotica (Serbia) and was attended by representatives from all CONGRAD Consortium institutions. University of Tuzla was represented by Nihada DELIBEGOVIĆ DJANIC, since the Institutional Coordinator Aida CRNKIC was not able to participate. Additionally, four guests attended the Steering Committee Meeting:

- Tamara ČOLIĆ (CONGRAD Administrative Coordinator, University of Belgrade)
- Marija ŠOLA (International Relations Officer, University of Belgrade)
- Ognjen ZEC (Financial Officer, University of Banja Luka)
- Sofija DUKIC (Deputy Coordinator, NTO Serbia)

Agenda

14:00 – 15:30 CONGRAD Steering Committee Meeting

- Role call
- Budget revision
- Accession Form & Financial ID
- Consortium Agreement

15:30 – 16:00 Coffee break

16:00 – 17:30 CONGRAD Steering Committee Meeting (Continuation)

- Financial management
- Financial rules
- Planning: Bielefeld Seminar, Prague Seminar
- AOB

Conclusions

Budget revision

Based on a documentation of the budget revision, which was provided to the participants, questions relating to the budget revision and the instalments to the partner institutions were discussed. (See document “CONGRAD Budget Revision: Summary and explanations” for further details.)

Marija SOLA (University of Belgrade) informed the CONGRAD Steering Committee members, that the Serbian HEIs expect considerable costs due to the regulations for bank transfers from the National Bank of Serbia. It has been agreed, that a comment on this issue will be provided in writing by the University of Belgrade and the issue will be discussed at the next Steering Committee Meeting.

The members of the CONGRAD Steering Committee agreed on the budget revision as presented.

Accession Form & Financial ID

The Accession Form and the Financial Identification form have to be provided by the CONGRAD Consortium partners in order to receive the first financial transfer to their institutional accounts. Partners who provided the required documents confirmed the receipt of payment, others were reminded to provide the required documents as soon as possible.

Olivera MIJATOVIĆ (University of Kragujevac) suggested that it might be reasonable to use a subaccount of the institutional account for the financial transfers in the future. Sofija DUKIC (NTO Serbia) confirmed, that this procedure is possible without official permission from EACEA. The Project Coordinator needs further clarification on the suggested procedure.

Consortium Agreement

The draft version of the Consortium Agreement was discussed in sequence.

Section 1: Purpose

No comments.

Section 2: Entry into force, duration and termination

2.2 Duration and termination

It has been agreed that the exact dates of the action (15-10-2011 – 14-10-2014) will be added.

Section 3: Financial Provisions

It has been agreed to add “and in local currencies” to the first paragraph.

3.2 Staff costs

3.3 Travel costs and costs of stay

3.4 Equipment

3.5 Printing and publishing

3.6 Other Costs

It has been agreed that copies of supporting documents signed by the Institutional Coordinator will be considered as certified copies.

3.8 Co-financing

It has been specified that co-financing can be provided under all budget headings except under Indirect Costs. All partners contribute to the co-financing by providing 10% of their own total budget by co-financing.

Section 4: Management of the Action

4.3 Steering Committee

It has been specified that the Institutional Coordinators shall be members of the Steering Committee. Each member of the Steering Committee shall be deemed to be duly authorised to deliberate, negotiate and decide on all matters concerning the project.

4.4.3 Voting rules and quorum

It has been agreed that a consensus is the preferable option and shall be reached. If a consensus cannot be reached, decisions shall be taken by a majority of two thirds (2/3) of the votes.

It has been agreed to add “Defaulting parties may not vote.”

4.4.4 Minutes of meetings

It has been agreed that minutes shall be considered as accepted if within 14 calendar days from sending, no member has objected in writing to the Project Coordinator.

4.5 Institutional Coordinator (IC) of each Party

It has been specified that all relevant contracting documents (Proposal, Grant Agreement and Consortium Agreement) rely on each other. Therefore reference to the Grant Agreement is made in order to clarify and to ensure transparency, and shall not be interpreted as a strict measure.

Section 5: Responsibilities of Parties

It has been specified that the CONGRAD Project is considered to be a Social Sciences/Humanities project. Therefore, an extensive set of rules on property protection rights – as commonly applied in technical/scientific projects – is in this case considered not appropriate.

Section 6: Liability towards each other

See comment for Section 5.

Section 7: Miscellaneous

See comment for Section 5.

It has been specified that the data and results of the Graduate Survey can be used for scientific articles if reference to the project is made.

It has been agreed that a "Code of conduct" regarding the use and protection of data shall be established.

Financial management

Jana NÖLLER (Bielefeld University) presented an overview on the financial management structure of the CONGRAD Project.

It has been specified that the financial transfers to the institutional account will be made in several instalments (all budget headings except equipment):

1 st instalment:	40%
2 nd instalment:	20%
3 rd instalment:	20%
4 th instalment:	10%
5 th instalment:	Balance

The equipment costs will be reimbursed on presentation of receipts/invoices.

The co-financing contributions shall be provided continuously:

until the 2 nd instalment:	30%
until the 3 rd instalment:	20%
until the 4 th instalment:	20%
until the end of the project:	30%

The financial reporting templates provided by the EACEA shall be used for documentation.

(Download: <http://eacea.europa.eu/tempus>)

It has been specified that the Institutional Coordinators (ICs) collect and provide all documents required according to the TEMPUS rules. Financial statements indicating the use of the grant and supporting documents are to be sent to the Administrative Coordinator on a quarterly basis. The Administrative Coordinator will verify the documentation and forward the complete and verified documents to the Project Coordinator on a quarterly basis. Only if the documentation is complete and correct, financial transfers will be made ("Money against documents principle").

2012	2013	2014
30 March 2012	30 March 2013	30 March 2014
30 June 2012	30 June 2013	30 June 2014
30 September 2012	30 September 2013	30 October 2014
30 December 2012	30 December 2013	

Financial rules

Tamara ČOLIĆ (University of Belgrade) presented an overview on the financial rules for TEMPUS projects.

Staff Costs

It has been specified that also the co-financing is subject to the 40% limit for staff costs: The institutional budget for staff costs represents the total of TEMPUS grant and co-financing.

The following maximum rates for staff costs are to be applied:

Country	Cat. 1 Manager	Cat. 2 Researcher Teacher/Trainer	Cat. 3 Technical	Cat. 4 Administrative
DE	350 €	300 €	230 €	180 €
CZ	138 €	138 €	100 €	72 €
ES	287 €	258 €	198 €	139 €
FI	374 €	268 €	221 €	180 €
RS	100 €	100 €	60 €	50 €
ME	100 €	91 €	55 €	48 €
BA	95 €	80 €	60 €	45 €

Travel Costs & Costs of Stay

It has been specified that institutional regulations and national laws for the reimbursement of mobility costs have to be respected. Costs of Stay are to be reimbursed according to institutional regulations up to the maximum rates as defined by TEMPUS rules. Only real Travel Costs are to be reimbursed. Supporting documentation has to be provided.

The use of taxi as means of transport is to be covered by Costs of Stay. Only in exceptional cases (e.g. no public transport due to late arrival at airport) taxi costs can be charged under Travel Costs.

If a private car is used as means of transport, a maximum rate of 0,22 EUR per km is to be applied for the reimbursement.

Equipment

It has been agreed that the tendering procedure for the Serbian HEIs will be organised by University of Belgrade. As defined by TEMPUS rules, University of Montenegro, University of Banja Luka and University of Tuzla will obtain quotations from at least three suppliers for the purchase of required equipment.

Only faculties participating in the Graduate Surveys shall be provided with equipment. It has been agreed that a list of the participating faculties will be provided until 30 March 2012. A detailed list of the equipment to be purchased for the CONGRAD Project shall be provided until 30 April 2012.

Printing & Publishing

It has been specified that general photocopying cannot be charged under Printing and Publishing, but under Indirect Costs.

Other Costs

It has been specified that due to the mass mailings related to the Graduate Survey, costs for postage can be charged under Other Costs as indicated in the institutional budget.

Indirect Costs

No supporting documentation is required.

CURRENCY EXCHANGE RATE as of October 2011:

Any conversion of actual costs into EUR shall be made by the beneficiary at the monthly accounting rate established by the Commission and published on its website applicable on the month of the first pre-financing until the second pre-financing is received, after which the rate of the month of the second pre-financing must be applied. Website: <http://ec.europa.eu/budget/inforeuro>

1 EUR equals:

1,95583	BAM	Bosnia and Herzegovina
24,56300	CZK	Czech Republic
1,00000	EUR	Montenegro
101,90600	RSD	Serbia

GENERAL ADVICE: All relevant documents should be consulted regularly.

- Grant Agreement
- Consortium Agreement
- Workplan & Budget
- Guidelines for the Use of the Grant
- Frequently Asked Questions (<http://eacea.europa.eu/tempus>)

Planning: Bielefeld Seminar and Prague Seminar

The following dates have been agreed for the next events:

15 April 2012 – 18 April 2012 Seminar in Bielefeld

third week of September 2012 Seminar in Prague

University of Belgrade (Serbia)

Tamara ČOLIĆ	CONGRAD Administrative Coordinator [GUEST]
Dejana LAZIĆ	Head of Centre for Career Development, CONGRAD Institutional Coordinator
Marija ŠOLA	International Relations Officer [GUEST]

University of Jyväskylä (Finland)

Maarit VIROLAINEN	Researcher
-------------------	------------

University of Kragujevac (Serbia)

Olivera MIJATOVIĆ	Head of Sector of International Relations and International Projects, CONGRAD Institutional Coordinator
-------------------	--

University of Montenegro (Montenegro)

Saša MILIĆ	CONGRAD Institutional Coordinator
------------	-----------------------------------

University of Novi Sad (Serbia)

Bojan JANICIC	CONGRAD Institutional Coordinator
---------------	-----------------------------------

University of Tuzla (Bosnia and Herzegovina)

Nihada DELIBEGOVIĆ DZANIĆ	Assistant Professor [nominated Deputy for Aida CRNKIC]
---------------------------	--