

# Minutes from the Meeting

“Smart Children Network” SMART

Date: 28.03.2016.

Venue: Vršac, Serbia

## Present at the meeting:

1. Andrija Aleksić, External Expert (Preschool Institution “Dečija radost”, Pančevo)
2. Gordana Jakovljević, external expert (Preschool Institution “Dečija radost”, Pančevo)
3. Ružica Beč, Project Coordinator, Preschool Institution “Dečija radost”, Pančevo
4. Aleksandra Ružičić, Preschool Institution “Dečija radost”, Pančevo
5. Vijinov Ljiljana, Preschool Institution “Dečija radost”, Pančevo
6. Tihana Radojković, Preschool Institution “Dečija radost”, Pančevo
7. Aleksandar Stojanović, Pre-school Teacher Training College „Mihailo Pavlov”, Vršac
8. Mirča Maran, Pre-school Teacher Training College „Mihailo Pavlov” Vršac
9. Prof. dr. Grozdanka Gojkov, Pre-school Teacher Training College „Mihailo Pavlov” Vršac
10. Jelena Prtljaga, Pre-school Teacher Training College „Mihailo Pavlov” Vršac
11. Chira Ana, Gradinita PP FLOAREA – SOARELENI Resita Romania
12. Vuleps Danijela, Gradinita PP FLOAREA – SOARELENI Resita Romania
13. Coca Elena, Gradinita PP FLOAREA – SOARELENI Resita Romania
14. Cercel Dorima, Gradinita PP FLOAREA – SOARELENI Resita Romania
15. Predrag Grubor, INTERREG IPA CBC ROMANIA – SERBIA Programme, JS-Joint Secretariat.

**Subject:** Kick off meeting, Project Team Meeting

## Topics discussed:

- Presentation of the activities of the project at all
- Assignment of roles and responsibilities for every project partner;
- Activities to be implemented jointly by project partners;
- Organisation of Opening Conference
- Contracting plan

At the beginning of the meeting, all team members are gathered to present the responsibilities to be covered during the project implementation.

In addition to general activities, seminars organization and workshops envisaged by the project, focus was placed on two upcoming activities, which are Opening Conference and the action plan of the project for each partner individually and which would define the timeframe of specific activities as well as persons responsible for each activity individually.

One of the key activities is the management that would define the preparation of tender documents according to PRAG rules in 2012. and in that sense members discussed the plan of public procurements for all partners. Members also discussed about public procurement plan for all partners and agreed procurement plan for lead applicant 8 total public procurement, for the project partner Pre-school Teacher Training College „Mihailo Pavlov”, Vršac 6 total public procurement, and for cross-border partner from Resite 6 total public procurement.

An important item in the project implementation are progress reports as well as financial statements that are prepared and sent by the relevant bodies of the Lead Partner program I FLC –First level Control. Members were also talked about the reporting mechanism, as well as the necessary forms of the reports.

### Conclusions:

- Organization of the opening day of the conference 07. April 2016. in Pančevo. This activity is in charge of leading palikant.
- An action plan for all partners. This activity is in charge of leading palikant.
- Prepare contracts for all members of the project team.
- Prepare a template for a progress report for all partners
- All partners have agreed to submit a quarterly report on progress made during the project to 15. June 2016. to leading partner. The leading partner is obliged to diliver, within 5 days, the reports on the progress of the relevant bodies of the program as well as the consolidated report.
- Additional meetings will be organized at 07. April 2016. in Pančevo.

Andrija A