



Meeting minutes



Monitoring visit by National Erasmus+ Office in BiH

September 11th, 2020

Faculty of Agriculture University of Banja Luka



Faculty of Agriculture University of Banja Luka
Dean office

The meeting began at 9:00 with a meeting of representatives of the National Erasmus Office in Bosnia and Herzegovina (hereinafter NEO) with the management of the Faculty of Agriculture in Banja Luka.



09:20-10:20

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The operational part of the meeting began with the introduction of NEO representatives, who were introduced to the project team - coordinator and academic members, as well as project associates who attended the monitoring visit.

Prof. Dr. Željko Vaško had an introduction speech emphasizing the importance of the project and the need for successful implementation. Project coordinator prof. Dr. Miljan Cvetković presented a cross-section of activities and emphasized that the planned project activities were prolonged due to the current situation, and that new solutions are being sought for their implementation. He mentioned that it was decided to start holding meetings with physical presence, respecting the recommended security measures. Suad Muhibić praised and congratulated UNIBL on the project, and emphasized that the goal of the office is to help as much as possible in order to remove all obstacles in the realization of the VIRAL project.



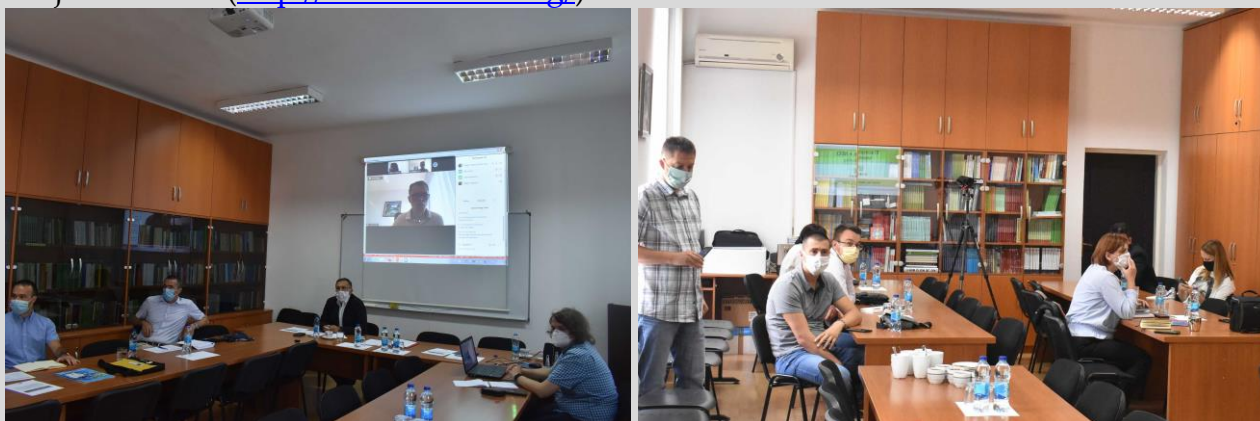
Dejan Rosić raised the issue of realization of goals with special reference to the importance of procurement of equipment. prof. dr Miljan Cvetković and prof. Dr. Zdenka Babić pointed out the difficulties in procuring equipment. The module for procurement of equipment on the VIRAL project is combined, which complicates the implementation of the procedure. It was emphasized that the issue of exemption of equipment from VAT and customs is especially important for a part of imported equipment. Suad Muhibić expressed interest in the type of equipment procured on the projects. It was clarified that this is equipment that has an educational as well as an applied application in agriculture. Suad Muhibić emphasized that the commission insists that the necessary equipment planned by the project be procured in the first or second year.



10:20-10:50

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Representatives of other partner institutions also joined the meeting via the ZOOM link: Aljo Mujčić (University of Tuzla), Ana Bodanović (INTERA) and Ana Mandić (University of Mostar). It was emphasized that during the pandemic (March-September) every Tuesday at 12:00 an online meeting with members of the project team from other institutions was reflected and at which the current activities on the project were discussed. Dejan Rosić raised the topic of participation of business entities within the project, where prof. Dr. Miljan Cvetković mentioned the partners of Agrovoća, Jaffa komerc and Plantaža, with an emphasis that Plantaže are experienced partners in terms of administration and participation in a number of projects. Thanks to his colleague Yuri Rakun from UNM, Agrovoće applied in one call within the Horizon project. Agrovoće and Jaffa komerc had at their disposal the assistance of higher education institutions that are part of the VIRAL project in the preparation of documentation during the reporting. prof. Dr. Miljan Cvetković presented the results of the meeting in Mostar with Inter, and emphasized the issue of organizing 2 EXPO fairs (Banja Luka and Podgorica) in a limited number of participants and explained that it remained an open issue on the project. Marko Rosić (ICTBL) presented the work done so far on the preparation of Hackathon within WP3. Dejan Rosić praised the Project website (<http://viralerasmus.org/>).





11:00-12:00

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The participants of the meeting were introduced to the dynamics and the way of reporting of the partners to the coordinating institution. For easier administration, the project team has created google disk folders for each of the partners where documentation is stored on a periodic basis. prof. Dr. Miljan Cvetković stated that the dynamics of spending funds in accordance with the activities and results is monitored. It was also emphasized that the issue of organizing the dissemination of results as well as the quality of the project will be discussed in Tuzla, given that the planned meeting in July in Bijeljina was postponed. Dissemination has so far been done through the website and social networks.



12:00-13:00

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As a conclusion of the meeting, Suad Muhibić stated several remarks important for further work on the project. He emphasized the importance of periodic reports and financial management and especially emphasized the importance of timely collection and control of documentation that will be subject to audit. He also pointed out the importance of the details of the terms of the agreement between the EU and the coordinator.

The working part of the meeting ended with a joint lunch.

Banja Luka, 14.09.2020.

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