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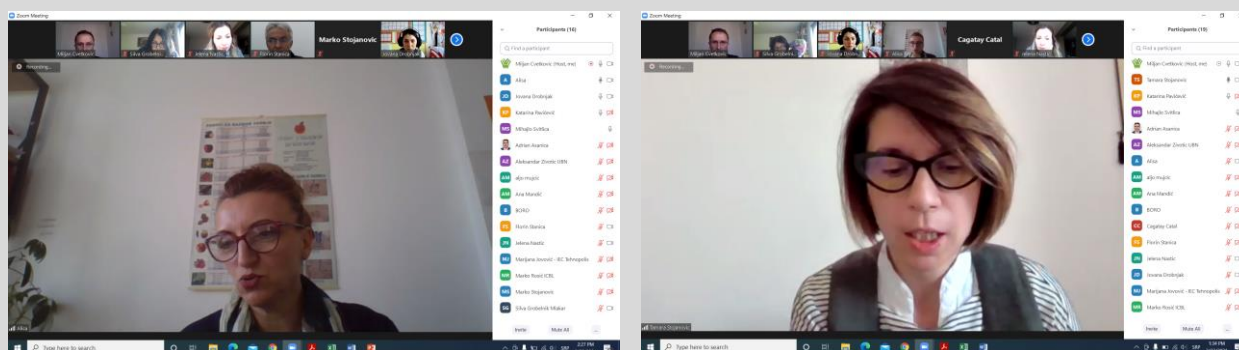
## Steering Committee Meeting

### MEETING MINUTES

Online meeting

February 23rd, 2021

The meeting started on time. Representatives of all institutions took an active part in the meeting. Delegated members of the Steering Committee, except in cases where absence was justified and a replacement was delegated, mainly attended the meeting. The proposed agenda was unanimously adopted, after which the working part was started.



In the first part of the meeting, the documents Project Implementation Manual (Annex 1) and Rules of Procedures of the Steering Committee (Annex 2) were adopted. Project implementation, was officially adopted at the meeting, although the implementation of the project in almost all aspects takes place according to the principles defined in this document. The adoption of the Rules of Procedures document is an additional framework that should enable easier and more efficient functioning. Both documents were adopted unanimously.

Miljan Cvetković (UNIBL) briefed on the situation on the project and the progress at the level of work packages, pointing out the current situation and the biggest challenges in the coming period. Tamara Stojanović (UNIBL) informed the participants about the quality of reporting, pointing out the situation regarding the reporting so far, as well as the basic inconsistencies that were identified during the analysis of the submitted documentation:



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1. In the FS table, sheet 'Staff costs', partners used different approach to describe activities and results in the column "Short description of tasks and results achieved". Some partners added outcomes, and some put only short descriptions of activities (e.g. INTERA, ICBL, USAMV, UNTZ, UNMO and SUM). We were strongly suggested to put outcomes in this column as well, so we can use short version of descriptions from timesheets for this purpose.
2. Some partners prepared cumulative reports for II and III reporting period (e.g. UDG and ICBL), but these reports should include only costs for those periods. When we start to prepare the FS for the completely reporting period, i.e. first 18 months, we shall certainly prepare cumulative reports. However, these periodic reports should enable us to compare more easily the figures in FSs with those in supporting documents submitted by each partner.
3. In the sheet 'Travel costs' (column "Activity N°"), some partners put only WP no and Activity no, while others give detailed description of the travels. These descriptions are already included in the ITRs, and it is enough just to put WP no and Activity no (e.g. WP2, Activity 2.3).
4. JD and ITR code numbers are not consistent among partners. Some code numbers include the partner no as well (P N°) and some do not (e.g. UBN, UM, INTERA). In addition, some partners added the team member initials in the code no. Since coding approach has been defined in the PIM document, we should all use the same approach (e.g. JD-PN°-0xx; ITR-PN°-0xx).

After reviewing the project, the work packages coordinators presented the situation on their work packages with a review of the implemented activities, future plans and difficulties in the work:

- Annex 3 - WP 1 – Alisa Hadžiabulić
- Annex 4 - WP 2 – Jovana Drobnjak
- Annex 5 - WP 3 – Marijana Jovičić
- Annex 6 - WP 4 – Miljan Cvetković
- Annex 7 - WP 5 – Florin Station
- Annex 8 - WP 6 – Marko Stjanović
- Annex 9 - WP 7 – Jelena Nastić Stojanović
- Annex 10 - WP 8 – Miljan Cvetković

The other SC members actively participated in the discussion.

The information on the status of work packages was adopted.



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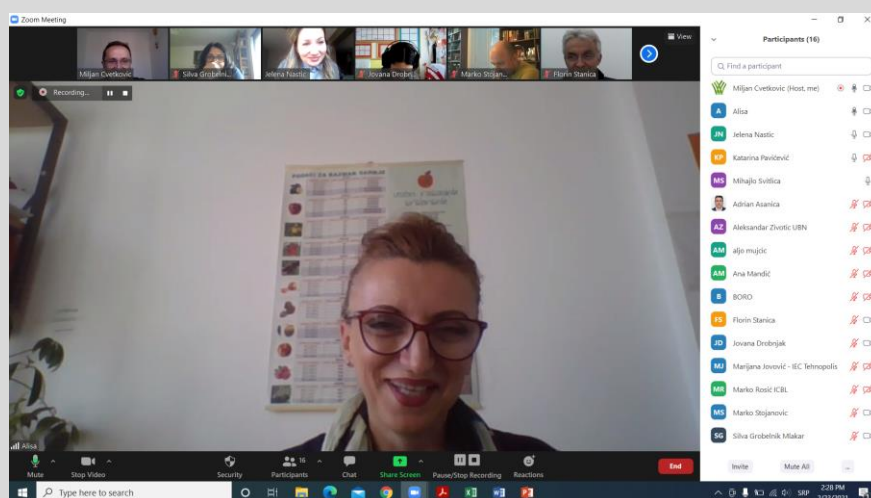
The biggest challenges in the coming period are:

- Completion of the started equipment procurement procedure,
- Organization and realization of hackathons,
- Constituting a team of coaches and preparing materials to be used during the coaching,
- Preparations for the first virtual EXPO event,
- Regular and quality reporting to the coordinating institution.

The present Steering Committee members also stated that although in difficult conditions, the implementation of the project is being realized at a satisfactory level and in accordance with the plan.

It was also stated that so far there has been no misunderstanding between the partners regarding the distribution of debts and their realization.

The exact date of the next meeting is not specified, but it is estimated that if it is not necessary, it will be organized before the medium-term report (end of May - beginning of June).



Prepared by:  
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