



STEERING COMMITTEE MEETING MINUTES

Meeting/Project Name:	<i>ICT Networking for Overcoming Technical and Social Barriers in Instrumental Analytical Chemistry Education</i>		
Date of Meeting: (DD/MM/YYYY)	11-4-2017	Time:	9.00-10.30 h
Minutes Prepared By:	Ivan Gržetić	Location:	Kragujevac
SC Meeting Chaired by:	Ivan Gržetić		

1. Meeting Participants

Name	Department/Division	E-mail
Prof. Vlastimir Nikolić, Ph.D.	University of Niš, Serbia	vnikolic@masfak.ni.ac.rs
Prof. Biljana Abramović, Ph.D.	University of Novi Sad, Serbia	biljana.abramovic@dh.uns.ac.rs
Prof. Ivan Mančev, Ph.D.	University of Niš, Serbia	mancev@pmf.ni.ac.rs
Prof. Spiro Drushku, Ph.D.	University of Tirana, Albania	spiro.drushku@fshn.edu.al
Prof. Renata Kongoli, Ph.D.	University of Tirana, Albania	renatakongoli@aol.com
Prof. Andy Mendham, Ph.D.	University of Greenwich, United Kingdom	a.p.mendham@gre.ac.uk
Prof. Ivan Gržetić, Ph.D.	University of Belgrade, Serbia	grzetic@chem.bg.ac.rs
Prof. Tatjana Andjelković, Ph.D.	University of Niš, Serbia	tatjana.andjelkovic@outlook.com

2. Agenda and Notes, Decisions, Issues, Reports

	AGENDA	
1	Constitution of the Steering Committee	
2	How the Steering Committee will work	
3	Election of the president/Chair of the SC	
4	Election IQAT manager	
5	Election EQAT manager	
6	Adoption of 12 Q annexes	
7	Adoption of 8 MN annexes	
8	Adoption of Project Management Program	
9	Adoption of Quality control and Monitoring Manual	
10	Risk Management	

2. Agenda and Notes, Decisions, Issues, Reports

	DECISIONS	
Ad. 1	The Steering Committee constituted	

Ad. 2	The NETCHEM steering committee draft template was supplemented	Steering Committee Meetings could be organized in electronic form over Internet. The president of the SC by use of E-mail can pose a question to the members of the SC with the requirement to get an answer within 24/48h. On the basis of the obtained answers the president of the SC generates the conclusion and informs project coordinator, all other interested parties and mandatory members of the SC about the conclusion over an E-mail that also includes the copies of all SC members' E-mail answers.
Ad. 3	Election of the president/Chair of the SC	Prof. Ivan Gržetić, Ph.D. was elected for the position of the SC president
Ad. 4	Election IQAT manager	Prof. Branimir Jovancievic, Ph.D. was elected for the position of IQAT manager
Ad. 5	Election EQAT manager	Prof. Josef Caslavsky, Ph.D. was elected for the position of EQAT manager
Ad. 6	Adoption of 12 Q anexes	Adopted
Ad. 7	Adoption of 8 MN anexes	Adopted
Ad. 8	Adoption of Project Management Program	Adopted (conditionally after review)
Ad. 9	Adoption of Quality control and Monitoring Manual	Adopted
Ad.10	Risk Management	Risk Management - review of all risks to be filled in Annex MN 1 Recognized risks: 1. Partnership Agreement not signed by UPMC and CEA. ACTION NEEDED: Project coordinator should contact these organizations with the request to finish their obligations in time 2. Preparation of tendering procedure could result in preventing that this won't be finished by the end of October 2017. (Lists for purchase are finished, documents are prepared, pending for approval of UN rector) ACTION NEEDED: Project coordinator should contact University Nis administration with the request to finish their obligations in time.

4. Action Items

Action	Responsible person	Due Date
Project coordinator should contact UPMC and CEA with the request to finish their obligations in time	Tatjana Anđelković	May 2017
Project coordinator should contact University Nis administration with the request to finish obligations with preparation of tendering procedure in time	Tatjana Anđelković	October 2017

5. Next Meeting (if applicable)

Date: (MM/DD/YYYY)	March 2018	Time:	/	Location:	BUT, Brno, Czech Republic
Objective:					