



Work Meeting Agenda

09-11 April 2017

University of Kragujevac, Faculty of Science,
Radoja Domanovića 12, Kragujevac

Conference room A-0-15, ground floor
Meeting language: English

Sunday, April 09, 2017

Arrival of guests in hotels and get together. *The participants will be welcomed by the host (no matter in which the hotel accommodated) with relevant information about Hotel-Faculty of Science route*

Monday, April 10, 2017

9:00 am to 9:30 am	Registration
9:25 am to 9:45 am	<p>Welcome prof. dr Milovan Matović, <i>University of Kragujevac</i> <i>Vice-rector for international cooperation</i> prof. dr Zoran Matović, <i>University of Kragujevac</i> <i>contact person for University of Kragujevac</i></p>
9:45 am to 10:00 am	<p>Agenda overview-goal and expected outcomes of the meeting <i>Prof. Dr Tatjana Anđelković (UN)/Prof Dr Zoran Matović (UNIKG)</i></p>
10:00 am to 10:30 am	<p>Introduction of new colleagues Overall technical and financial progress of the project; Financial management and reporting <i>Prof. Dr Tatjana Anđelković (UN)</i></p>
10:30 am to 11:00 am	<p>Report: Quality Control and Monitoring Manual <i>Prof. Dr Branimir Jovančičević (UB)</i></p>
11:00 am to 11:15 am	Coffee break
11:15 am to 11:30 am	<p>Overview of Project Coordination and Management Program <i>Prof. Dr Tatjana Anđelković (UN)</i></p>



11:30 am to 12:00 am	Project Coordination and Management Program: organizational scheme of Management structure and SC obligations, responsibilities and work protocol <i>Prof. Dr Ivan Gržetić (UB)</i>
12:00 am to 12:30 pm	Project Coordination and Management Program: PMT, PCT, WPL and Task leadres obligations, responsibilities and work protocol <i>Prof. Dr Zoran Matović (UN)</i>
12:30 pm to 13:00 pm	Coordination of the NETCHEM project activities; NETCHEM Management meetings <i>Marina Ćendić (UNIKG)</i>
13:00 pm to 14:00 pm	Lunch
14:00 pm to 14:30 pm	NETCHEM Project Reporting; Annexes <i>Maja Đukić (UNIKG)</i>
14:30 pm to 15:00 pm	Financial management of the NETCHEM project <i>Renata Kongoli (AUT)</i>
15:00 pm to 15:30 pm	Coffee break
15:30 pm to 16:00 pm	Dissemination Plan – overview of the document <i>Prof. Dr Josef Caslavsky (CZ)</i>
16:00 pm to 16:30 pm	NETCHEM website; Next meetings planning time schedule and content; TO-DO-List <i>Prof. Dr Tatjana Anđelković (UN)</i>
16:30 pm to 17:00 pm	Concluding Remarks <i>Prof. Dr Tatjana Anđelković</i>
17:00 pm	Excursion: Visit to Aquarium; Kragujevac sightseen (touristic guide (real one - :)) Social dinner: Rujevica vinery, Drača – etno restaurant (no need for jackets - :))

Tuesday, April 11, 2017

09:00 am to 10:00 am	SC 1 meeting: the progress of project activities, the approval of major deliverables, risk contingency measures. <i>Prof. Dr Ivan Gržetić (UB)</i>
10:00 am to 11:00 am	PMT 2 meeting: Performed and planned activities <i>Each partner to review activities in own institution, the reorganization of tasks, the use of money and reporting</i>
11:00 am to 11:30 am	Coffee break
11:30 am to 12:30 pm	Group work on drafting Reports of PMT 1, PCT 1, PMT 2 and SC 1 meetings



	<p>Split the participants into groups</p> <p>Group 1 - Reports on PMT 1</p> <p>Group 2 - Reports on PCT 1</p> <p>Group 3 - Reports on PMT 2</p> <p>Group 4 - Reports on SC 1</p>
12:30 am to 13:00 am	<p>Approval of Reports of PMT 1, PCT 1, PMT 2 and SC 1 meetings</p> <p><i>Prof. Dr Zoran Matović (UNIKG)</i></p>
13:00 pm to 14:00 pm	<p>Lunch break</p>
14:00 pm to 16:30	<p>Visits to the laboratories of Faculty of Science</p>
16:30 to 17:00	<p>Closure of the meeting</p> <p><i>Prof. Dr Zoran Matović (UNIKG)</i></p>