



Waste management curricula development in
partnership with public and private sector / WaMPPP
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WAMPPP
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WamPPP – Kick-off Meeting in Nis 14 - 15 December 2015

Minutes

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SUMMARY

AN OVERVIEW

The kick-off meeting of the WamPPP project, organised by the College of Applied Technical Sciences in Niš, has been initiated with the following objectives:

- to instigate the consortium cohesion
- to contribute to general understanding of roles, tasks and activities of each project partner
- to form management and decision-making boards within the project
- to identify risks and challenges
- to plan the upcoming steps in the project realisation

The meeting was attended by forty-four representatives of the consortium, two representatives of the municipality, one representative of the national Erasmus + office, as well as one representative of the newly formed “Academy” – the Network of Vocational Colleges of Southern Serbia.

THE MAIN CONCLUSIONS

- all partner institutions have been presented at the initial WamPPP project meeting
- partners have been introduced to project goals, work packages and activities, as well as to the activities which are to be implemented in the course of the first year
- consortium members have been introduced to the work packages assigned to their particular charge.
- the Steering Committee has been formed
- consortium members agreed to organise the first study visit in 2016 and it should be hosted by the Alexander Technological Educational Institute of Thessaloniki.
- the activities to be implemented in the first year of the project have also been planned.
- it has been agreed upon that all consortium members should assign persons in charge of implementing certain activities and work packages within their particular institutions, as well as that the list of appointed persons should be delivered to the project co-ordinator until January 1st, 2016.

The WamPPP kick-off meeting from December 14th to December 15th, 2015.

DAY I – December 14th, 2015

SESSION 1. – INTRODUCTORY SPEECH AND PRESENTATIONS OF THE PARTICIPANTS, PROJECT GOALS AND SERBIAN PARTNERS

Introductory speech and presentations of the participants

ALEKSANDRA BORIČIĆ, project co-ordinator, welcomed the participants. She emphasised the importance of the support of each and every partner and extended her gratitude for their collaboration.

DEJAN BLAGOJEVIĆ, director of the VTŠ¹ Niš and a grant holder, greeted the participants and pointed out that the project should improve the waste management field, and establish new standards in that respect. Furthermore, it has been emphasised that the WamPPP is an important project from the standpoint of vocational education, since one of its aims is contributing to vocational education economic recognition.

¹ Serbian acronym of the College of Applied Technical Sciences in Niš



The introductory speeches were followed by presentations of all participants, partner representatives in the consortium (the names of all participants are listed at the bottom of the report).

Project goals

Project co-ordinator, Aleksandra Boričić, presented the project goals, emphasising that Serbia has been assigned with only four projects out of 140 projects approved for financing. She accentuated that all study programmes in the field had been analysed leading to a conclusion that there was no study programme dealing with waste management.

General project goals are:

- improvement of the existing situation in Serbia in the field of waste management, as well as improvement of higher education regarding the aforementioned field.
- raising social awareness regarding the significance of proper waste management procedures, poverty reduction and society development

Specific project goals are:

- development of curricula within the basic and master study programmes
- development of new courses within the existing study programmes in higher education institutions in Serbia

The curricula are to be based on European examples of good practice. The partners from programme countries should make their contribution in that respect. Teaching materials should be adjusted and followed by new IT learning methods. Partners from the work field should help organising professional practice and recognising necessary competences. It has been pointed out that there was no waste management engineer at the qualification list, as well as that Serbia still lacks vocational master study programmes. What one should expect, though, is a new model of students' professional practice, establishment of a new laboratory for environmental protection and a development of a network in the field of waste management.

Presentations of partner institutions from Serbia

College of Applied Technical Sciences Niš – VTŠNIŠ

MILOŠ RISTIĆ presented the College of Applied Technical Sciences in Niš, the host of the meeting. The College was founded in 1976. It is located in the industrial part of the city of Niš, along with other technical schools and faculties. The teaching process is realised through six basic study programmes and five specialist study programmes. The WamPPP project is closely connected with the study programme *Environmental Protection*, implemented both at the basic and specialist level. Several of the numerous projects running between VTŠNIŠ and the work fields have been presented, as well as a wide range of companies with which the College closely co-operates. The rich experience of this college in managing international projects (TEMPUS), both structural and curriculum development projects, was demonstrated, thus showing the ability of this particular institution to bear responsibility for this project.

The School of Higher Technical Professional Education in Novi Sad - VTŠNS

BRANKO SAVIĆ presented the School of Higher Technical Professional Education in Novi Sad. The school was founded in 1959 and it currently educates 2000 students. It implements fourteen accredited three-year basic study programmes and seven one-year specialist study programme. The school is divided into four departments: Electrical Engineering, Graphics, Environmental Protection and Mechanical Engineering. The study programme most significant for the realisation of the WamPPP project is the *Environmental Protection*. Modernisation and improvement of this



study programme is the main goal of the VTŠNS² within this project. The representative of this school emphasised that everyone in VTŠNS eagerly expect legal preconditions for accrediting master study programmes.

The College of Applied Technical Sciences Arandelovac – CATAR

DORĐE MIHAJLOVIĆ presented the College of Applied Technical Sciences from Arandelovac. The college is attended by six hundred active students and it has accredited five basic study programmes and one specialist study programme. This college enjoys the status of an eco school. The study programme *Environmental Protection*, both at the basic and specialist level, is the most important for the realisation of this project. The college plans to develop master vocational studies in the field of environmental protection (waste management) as a result of this project. As to the experience which this college holds in dealing with projects, the representative has emphasised the project of utility system development in the municipality of Arandelovac, as well as the organisation of eco camps with the purpose of raising the awareness of the local population with respect to environmental protection.

The School of Electrical and Computer Engineering of Applied Studies - VISER

VERA PETROVIĆ presented the School of Electrical Computer Engineering of Applied Studies (VIŠER). The school was founded in 1974. and it covers the fields of Electrical Engineering and Computing. In 2007 they accredited their first study programme according to Bologna declaration. There are eight basic study programmes (one of which is a distance learning programme), and six specialist study programmes. They are the only higher education institution in Serbia in which all courses are optional. They have participated in TEMPUS projects. During the first TEMPUS project, in the course of which they also were the co-ordinators, they founded the first digital studio in the Balkans. They have their own television called “Desetka”. They hope that the field presented within this project could help the college move beyond the scopes which they currently cover. The representative of this college also presented all their study programmes.

College of Vocational Studies - Belgrade Polytechnic – POLYBG

ŽIVKO STJELJA presented the Belgrade Polytechnic. This school was founded in 1959 and they have been certified according to the ISO 9000 standards. This institution is divided into two departments, one dealing with technology and the other with design. The technology department implements five basic study programmes and three specialist study programmes. Two of these are related to the project: *Recycling Technologies* and *Environmental Protection*. The representative of the college presented the college resources regarding these two study programmes. They closely cooperate with the work field through students’ professional placement. They have also emphasised their scientific conference *Politehnika 2015*, in the course of which numerous papers in the fields of recycling technologies and environmental protection have been presented.

SESSION 2. – PRESENTATIONS OF THE PARTNERS FROM PROGRAMME COUNTRIES

Prior to presentations of the partners from abroad dr Dejan Blagojević presented Ivana Milošević and Jovana Savić from the Office of Public Utilities, Energy and Transport. They are the representatives of the local community dealing with waste management and hence interested in the realisation and the success of the WamPPP project.

² Serbian acronym of the School of Higher Technical Professional Education in Novi Sad



Technical University of Crete – TUC

MARIA BAKATSAKI, teaching assistant under professor Vassilis Moustakis, presented the Technical University of Crete. She pointed out that the TUC is one of the best ranked universities in Greece. The TUC encompasses five faculties: Production Engineering and Management, Electronic and Computer Engineering, Environmental Protection Engineering, Architecture and Mineral Resources Engineering. What makes the TUC so distinctive are its investments into quality study programmes. Likewise, Maria Bakatsaki emphasised her standpoint that higher education institutions are stronger if they cover a wider range of fields, because this further opens numerous possibilities for co-operation and development. The TUC professors are active, they regularly issue a lot of publications and participate projects worldwide. She expects that the TUC shall be successful in estimating the existing syllabi and curricula dealing with waste management in Serbia, in developing and implementing new curricula, in accentuating technical, managerial, economical and logistic aspects, as well as in being supportive in organising the e-learning platform.

“St. Kliment Ohridski” University of Bitola – UKLO

Dr. ELIZABETA BAHTOVSKA presented the UKLO. She emphasised that the University includes eleven faculties, one college and one institute, as well as two companies. The UKLO is located in the following centres: Bitola, Prilep, Ohrid, Skoplje, Veles, Kičevo and Struga. She introduced the participants to the situation in the field of waste management in FYR Macedonia, to the amount of generated waste, as well as to the extent to which their country has organised waste collection. This representative has provided data regarding the number of companies dealing with waste management, as well as regarding the legislation covering this field, the national strategy and waste management plan. She indicated that the companies which manage waste lack suitable capacities. However, there are no accredited study programmes in the field of waste management, and this aspect of environmental protection is studied through various modules. Professor Bahtovska also pointed out the projects in which the UKLO participated, putting special emphasis on TEMPUS projects which deal with curricula development, thus stating the potential contribution of the UKLO within the WamPPP project.

Faculty of Mechanical Engineering, University of Maribor - FS UM

Professor FILIP KOKALJ very shortly presented the history of the University in Maribor, as well as that of the Faculty of Mechanical Engineering. He indicated that the onset of higher education institutions in Maribor in 1859 was an answer to the requirements of the industry. The University in Maribor includes seventeen faculties, it educates seventeen thousand students and employs eighteen hundred people. The University is financed from three sources: from the state budget (around 50%), from the research and from services provided on the market. Professor Kokalj spoke about the co-operation with other higher education institutions from Europe and former Yugoslav republics, as well as about numerous international contracts signed by the University of Maribor and international organisations of which this University is a member. Professor Kokalj indicated study programmes implemented at the Faculty of Mechanical Engineering, emphasising that the largest part of study programmes is implemented in laboratories, located either on the campus or in the work field. He presented the laboratory for incineration and environmental protection and he also listed the projects completed in the last five years, putting special emphasis on those projects which dealt with waste management and environmental protection. Last but not least, he pointed out their participation in designing, building and testing of the first waste energy plant in Celje, the only one in former Yugoslavia which is used for waste incineration.



Technical University of Ostrava – VSB TUO

Veronika Sassmanova presented the Technical University of Ostrava. The area in which the University is located was known for a mine. Hence, the first faculty founded in 1716 was the Mining Academy. Veronika Sassmanova very shortly described the education system in the Czech Republic, stating that the University comprises seven faculties, along with two vocational study programmes. She pointed out that they had developed student mobility and presented the mission and vision of the University, as well as the strategy developed by the University of Ostrava for the purposes of realising long-term goals. She indicated numerous research studies and innovations implemented in their Nanotechnology Centre, Energy Research Centre, Innovation Centre and the ENET Centre. She put special emphasis on the importance of the ENET Centre which was founded within the Faculty of Mechanical Engineering and described the research performed in this Centre. She introduced the participants to the research in which she participated and pointed the fact that the waste of energy and generation of waste is on the rise in the world, that fossil fuel resources are reduced, as well as that synthetic polymers have become indispensable nowadays. She also indicated the purpose of their research, the types of materials used in the research, as well as that the obtained results can contribute to the realisation and development of the WamPPP project.

Alexander Technological Education Institute of Thessaloniki – ATEITH

MARIA PAPAGEORGIU gave a short overview of her institution, pointing out that the Institute comprises four undergraduate schools with four-year programmes and seventeen departments, one of which is the Food Technology Department. This department aims to develop the highest level of education in both undergraduate and postgraduate studies, as well as a high level of scientific research. She listed study programmes implemented in this institution, the research performed there, the infrastructural and human resources which the Institute possesses. She emphasised that the intention of their higher education institution is to widen the horizons towards the European universities, to develop co-operation in the field of education and research, to participate in the development of joint study programmes within the Erasmus + Programme, to encourage and develop student and staff mobility. The WamPPP project can be the means of achieving some of those goals.

In the course of his presentation professor PETROS SAMARAS listed the projects in which he participated along with the representatives of the public and private sector. He shortly described the content of those projects. By indicating his previous experiences in the field of waste management, he emphasised the significance of disseminating the activities in the course of project realisation and evaluation. He also referred to the role of waste management in food industry, agriculture, and hospitals. He informed the participants regarding his role in preparing the report on project evaluation: Solid Waste Facilities Managers Qualification Framework, Lifelong Learning Programme -Leonardo Da Vinci Multilateral Projects.

SESSION 3 – PRESENTATIONS OF PARTNERS FROM PUBLIC AND PRIVATE SECTOR, AN OVERVIEW OF PROJECT ACTIVITIES AND OF THE SITUATION REGARDING WASTE MANAGEMENT IN ECONOMY AND EDUCATION

Jugo-Impex EER Ltd. - EER

MARIJA MICA KOVIĆ presented the EER. This company recycles electronic and electrical waste. They operate on ten thousand square meters, and possess five thousand square meters of open warehouse intended for receiving secondary raw materials. They employ 170 people and pay special attention to waste collection network. They hold over 70 collection locations and treat some ten thousand tons of waste per year. They possess the ISO 9001 and 14001 certificates. They also possess a recycling plant for refrigeration equipment, which is unique in the Balkans. Regarding some of their significant results, one should emphasise that in 2015 they recycled thirteen thousand tons of material. Their market share is more than 60%. Marija Micaković emphasised the excellent IT system which they have the opportunity to use. She indicated that, owing to the technology which they use, almost all hazardous waste is rendered non-hazardous. Only about 7% of such waste remains hazardous. As to their plans for the future, they aim to educate



and widen the collection network as a precondition of the development. By means of this project they plan to achieve their plans. They believe that one should develop knowledge in the fields of recycling and waste management.

PWW Ltd. Niš - PWW

BEN HASLINGER presented the PWW company. The PWW is a daughter company of the Porr AG from Austria. A part of the Porr AG which deals with the waste management is the Porr Umwelttechnik, which founded the PWW in 2006. when they also won their first tendering procedure regarding the public-private partnership in Serbia, where municipalities are stakeholders in companies. The activities that this company covers are as follows: waste collection and transportation; engineering, consulting and laboratory services in the field of waste management; waste selection and treatment, as well as remediation of landfills and dumps. They offer services in thirteen cities with more than six hundred thousand inhabitants in total. They operate within two sections: north and south. In the course of a year they collect around one hundred and twenty thousand tons of communal and industrial waste. They possess two landfills, one in the north and one in the south. They also possess a permit to collect all sorts of solid and non-hazardous waste according to the European Waste Code Catalogue. Mr. Haslinger presented a state-of-the art landfill in Jagodina. In the area of the landfill there is also a recycling centre. They recycle PET packaging, cardboard, glass, paper, etc. The capacity of the recycling centres is more than thirty thousand tons of waste per year.

Public Health Institute Niš – PHI

ROBERTA MARKOVIĆ presented the Public Health Institute in Niš. It is a public institution, but not entirely financed by the Government. They also function on the market and strive for financial independence. Their tradition is 115 years long . Their main interest during all those years has been the public health and health promotion. The Institute has six centres, the three of which derive from social medicine. They nourish multidisciplinary approach and rely on both national and European legislation. The PHI holds the ISO 9001 certificate. Ms Marković emphasised that the PHI hosts a symposium called “Days of Preventive Medicine”, which is a conference that gathers hundreds of medical professionals and it can be useful with respect to the project dissemination. Since 1961 the institute has been a teaching basis of the Faculty of Medicine in Niš. Professors employed in this Institute participated in the development of various curricula dealing with public health, within which waste management holds a significant place. Likewise, medical students find their professional practice placement in the Public Health Institute. Since 2007 the Institute is a proud owner of a medical waste management system. They have developed an Act on risk assessment, a plan of medical waste management and a plan of waste management within the Institute.

A short discussion after the partners' presentations

Professor PETROS SAMARAS pointed out that the role of partners from the work field is very important in this project, as well as that one needs to find the best possible manner of using their capacities to the benefit of future students. Prof. Samaras believes that their contribution could especially be visible in organising professional practice for students (student placement) in order to provide the students with the opportunity to gain experience in the field of waste management in practice.

Mr BEN HASLINGER pointed to the lack of qualified engineers and technicians in the field of waste management. He sees the participation of the PWW in this project as a manner of indicating to educational institutions and future students the quality of professionals that their company would employ, as well as the competences they seek. He emphasised that the requirements according to European laws grow more complex in the field of waste management and that such projects are necessary to keep the pace with legislation. He expressed his willingness to enable the PWW participate in organising student placements and in training the staff.



An overview of project activities

ALEKSANDRA BORIČIĆ (VTŠNIŠ) presented the work packages, as well as the partners responsible for the realisation of each package.

The project should last from October 15th, 2015 to October 14th, 2018.

The project comprises seven work packages in total. A detailed description of the packages, as well as of each particular activity is given in the presentation enclosed with the material from the meeting.

WP1 – the analysis of the existing capacities in higher education. The carriers of the activity are VTŠNIŠ and VSBTUO. Ms Boričić pointed out that it is very important to exchange experiences between Serbia and the EU. The ultimate result shall be in a form of a comparative analysis of study programmes, as well as in necessary skills, knowledge and competences defined in co-operation with the partners from the work field. Furthermore, it is also important to define the models of professional student practice.

WP2 – Preparation of modern teaching and training materials for the new curricula and syllabi portfolio on waste management. Within this package the following activities have been planned: organising student visits, forming of a network between higher education institutions and work fields, developing teaching materials, purchasing and installing the equipment, as well as preparing new syllabi and curricula. Co-operation agreements regarding the collaboration between higher education institutions and work fields had been prepared and distributed among the partners. The discussion dealing with these agreements is expected to be open in the course of future meetings. It has been pointed out that it is crucial to initiate the purchase of the equipment in a timely fashion. This is a matter of importance to the Serbian partners. The carriers of these activities are VTŠNS and FS UM.

WP3 – Development of a new methodological principle in the creation of curricula based on new ICT. The carriers of activities are VISER and TUC. Applying modern ICT equipment serves a purpose of improving the system of education and introducing some ready-made solutions into education.

WP4 – Implementation and accreditation of new curricula, as well as improvement of the existing ones. The carriers are the partners from the CATAR and UKLO. Within this package three students per each higher education partner institution in Serbia shall visit Ostrava for 21 days for the purposes of practical training.

WP5 – The dissemination package is one of the most important packages and the future sustainability of the project depends upon its successful implementation. The POLYBG and ATEITH are leading partners within this package. The project website has been developed and it shall be used in the course of and upon the completion of the project. Designing applications and creating a database have also been planned, and these are also connected with the waste management field, since they are not only to be useful to higher education institutions, but for the wider community. A training session for informal waste collectors sector shall be organised.

WP6 – Quality management. Within this package we shall develop procedures and mechanisms of quality management and perform periodical audits in the course of and upon the completion of the project. The leading partners within this package are VTŠNS and TUC.

WP7 – Project management. This package implies consortium meetings and work groups, preparation of reports, as well as administrative work within the project. The carriers of these activities are VTŠNIŠ, UKLO and FS UM.

The budget distribution per partner has also been presented and it has been pointed out that the budget had been equally distributed.



PRESENTATION OF THE SITUATION IN SERBIA IN THE FIELD OF WASTE MANAGEMENT: EDUCATION AND WORK FIELDS

State-of-the-art in waste management in the Republic of Serbia - Biljana Milutinović

CONCLUSIONS

- There is a waste management legal framework.
- There is a waste management institutional framework.
- There are public and private companies dealing with waste management.
- The total amount of waste is not collected.
- Waste treatment is inadequate.
- There is no primary selection of waste.
- Aside from recycling, there are no other waste treatment techniques
- There are not enough sanitary landfills.
- The public awareness of waste issues is very low.
- There are no experts in the field of waste management.

Higher Education Provision in Waste Management in Serbia - Matija Sokola

CONCLUSIONS

- A colourful portfolio of environmental protection programmes across Serbian higher education institutions.
- The aims and objectives of programmes have improved over the accreditation cycles, but are still quite disparate.
- There are only few waste management courses, offered at more than fifteen institutions.
- Learning outcomes of the courses should be improved and adjusted
- A boost to practical skills provided by obtaining modern laboratory equipment will be more than welcome.

State-of-the-art in waste management in higher education institutions in the Republic of Serbia – Boban Cvetanović

CONCLUSIONS

- The issue of waste management is studied at the several faculties and colleges in the southeast Serbia.
- Depending on the institution, the students attend one or two courses from the field of waste management from different areas of the waste management (solid waste, hazardous waste, wastewater treatment etc.).
- There is no comprehensive approach of the waste management problem.

DAY II – December 15th, 2015

SESSION 1 – LEGAL ISSUES AND FORMING OF THE PROJECT STEERING COMMITTEE

Legislative issues of Erasmus+ projects - Ivana Živadinović

A representative of the national Erasmus + office pointed out that not all the rules of the Erasmus + programme are known, but that it shall all be clarified very soon. The project officer for this particular project is Nemanja Dragičević. Ms Živadinović's presentation was mostly based on the previous experiences gained on Tempus programmes. She cautioned the partners that various projects had not been implemented in the best manner possible due to poor project management. Every contract within the consortium should be transparent, not only to the consortium members, but also to all interested parties. The national office is there to ensure that everyone is introduced to the rules of the Erasmus +. It is necessary to read all Erasmus + documents, because there are certain changes in the rules in



comparison to Tempus projects. She recommended that project teams should have more than one or two members per institution. It is necessary to draw detailed partnership agreements, which should resemble the Grant Agreement. One needs to provide clear instructions as to how documents should be filled in and submitted. She provided a list of relevant documents and referred everyone to the FAQ document. She also pointed out that every partner should open a special subaccount for the purposes of this project. Each partner should sign a partnership agreement with the co-ordinator. The European Commission shall provide templates for these agreements. The deadline for signing the agreement is six months from the initiation of the project.

Ms Živadinović indicated that one should be careful with the documents because it is quite possible that certain documents shall not be required initially, but they will be solicited during audits. Therefore, it is necessary to read the grant use instructions and audit instructions carefully. Should there be any subcontracting, one needs to prove that within the consortium the subject of subcontracting could not be procured. One also needs to be careful with ineligible costs. All issues should be resolved through the co-ordinator. In the course of the project the EC financially supports only dissemination in partners' countries.

Grant Agreement and legislative issues – Dejan Blagojević

DEJAN BLAGOJEVIĆ (VTŠNIŠ) directed the attention of partner institutions to the Grant Agreement which was delivered to every partner along with other materials. He introduced the participants to the fact that general agreement contains eight annexes and he offered an overview of the annexes. He specially emphasised the most important articles in the agreement. The project officially started on October 15th 2015 and it should end on October 14th, 2018. He provided a general overview of unit and lump costs and emphasised that those should be paid from special subaccounts, opened especially for the purposes of this project. In order to be able to transfer the means to partner institutions one needs to obtain the partnership agreement models. It is expected that these shall be signed at the beginning of the upcoming year. The first installment covering some 50% of the total project sum has already been transferred to the project co-ordinator. The second installment covering 40% of the total sum is expected to be transferred upon delivering the report confirming the implementation of the activities. Should partners spend less than 70% of the first installment, the second one shall be reduced. This mostly means that the equipment should be purchased in the first half of the project. The last 10% should be transferred upon submitting the final report. Once again it has been accentuated that the equipment should be purchased as soon as possible. One should bear in mind the duration of the tendering procedure. In the case of ineligible costs or some other changes there is a possibility of allocating the means differently, in agreement with the co-ordinator, but no more than 10% per category. In the matter of equipment procurement one should bear in mind both European and national legislation. Likewise, each partner should plan the budget and public tendering procedures for the upcoming year, bearing in mind the procurement of the equipment. The public tendering procedure for the Serbian partners is to be implemented centrally.

Forming of the project Steering Committee and National Board

DEJAN BLAGOJEVIĆ (VTŠNIŠ) invited all representatives of partner institutions to suggest their own members for the Steering Committee. Partners in Serbia were asked to suggest their members for the National Board. All proposals have been adopted and both Steering Committee and National Board have been formed. Technical secretaries of the project have also been appointed.



THE STEERING COMMITTEE

Dejan Blagojević - VTŠNIŠ
Branko Savić - VTŠNS
Đorđe Mihajlović - CATAR
Vera Petrović - VISER
Borivoje Rodić - POLYBG
Vassilis Moustakis - TUC
Elizabeta Bahtovska - UKLO
Filip Kokalj – FS UM
Dagmar Juchelkova – VSB TUO
Maria Papageorgiou – ATEITH
Marija Micaković – EER
Ben Haslinger – PWW
Roberta Marković – PHI

THE NATIONAL BOARD

Dejan Blagojević – VTŠNIŠ
Branko Savić – VTŠNS
Đorđe Mihajlović – CATAR
Vera Petrović – VISER
Borivoje Rodić – POLYBG
Marija Micaković – EER
Ben Haslinger – PWW
Roberta Marković – PHI

Technical secretaries of the project

Jelena Petković – VTŠNIŠ
Nenad Stojković – VTŠNIŠ
Irina Cenić – VTŠNIŠ



SESSION 2 – ACTIVITY PLANNING FOR THE FIRST PROJECT YEAR AND THE PROJECT MANAGEMENT ISSUES

Activity planning for the first project year

ALEKSANDRA BORIČIĆ (VTŠNIŠ) presented the activities which need to be completed in 2016, as well as the activities which should be in the process of implementation in 2016, but the deadline for their completion is the second or the third year of the project.

A	Description of an activity	Deadline
1.1	Analyse the existing study programmes in the WM field in PR and PA.	15.02.2016.
1.2	Analyse the existing capacity in the WM field in Serbia	15.02.2016.
1.3	Conduct a comparative analysis of study programmes in the WM field in Serbia and the EU	15.03.2016.
1.4	Define WM-related knowledge, skills and competences	15.04.2016.
1.5	Discuss methodological approaches in developing curricula and training programmes	15.04.2016.
1.6	Define students' industrial placement model	15.04.2016.
2.1	Study visits in PR and PA	2016*
2.2	Create a WM Network among stakeholders –academic staff and professionals	2015-2018
2.3	Develop teaching/training materials	15.07.2017
2.4	Purchase and install equipment	15.10.2016.
2.5	Develop new syllabi and curricula	15.01.2017.
3.1	Adapt a new methodological approach in realisation of curricula.	15.10.2016.
3.2	Develop the ICT-based platform for interactive student and employee training	15.02.2017
3.4	Establish an ICT portal with a WM database	15.09.2016
4.1	Implement the developed WM modules/courses into the undergraduate and postgraduate curricula/syllabi.	15.06.2017.
4.2	Implement the developed student industrial placement model	15.06.2017.
4.3	Accredit newly developed vocational master programme and modernised specialist programme.	2018
5.1	Create a dissemination plan for the project	15.12.2015
5.3	Develop, update, maintain and promote the project website and ICT portal and expand the WM database	2015-
5.5	Create various promo material, android applications and campaigns	2015-2018
6.1	Develop and adopt quality control mechanisms	15.02.2016.
6.2	Conduct internal and external peer reviews in a timely manner	2015-2018
7.1	Prepare and organise consortium meetings, workgroup meetings and partner countries level meetings	2015-2018**
7.2	Develop and agree upon the project management procedures	15.01.2016.
7.3	Manage, administrate and report on the project activities	2015-2018

* The first study visits have been planned for the period between March and May, 2016. In agreement with the representatives of the ATEITH, it has been decided that the first study visit should be realised in April or May, in Thessaloniki. Laboratories, landfills and recycling centres will be visited.

** It was suggested that the host of the next consortium meeting should be the TUC and that it should be held in September 2016. The final decision shall be made subsequently.



The partners were asked to name a person in charge of the work packages on behalf of their institutions. The deadline is the beginning of the upcoming year.

WamPPP project website

The project website has been presented (<http://www.wamppp.vtsnis.edu.rs>). It has been shown how the site is organised, as well as the principles of the site usage. The issue of information upload was brought up. Shall it be enabled via Trello or via the website, or in another fashion? It has been agreed that all information should be uploaded via Trello.

Project management – Dejan Blagojević

DEJAN BLAGOJEVIĆ suggested a system of project management, which was accepted by the representatives of partner institutions. The decisions relating to all other issues but financial ones should be made by means of majority vote of the members present, while financial issues should be solved by means of majority of 50% +1 of all project participants.

Within the project a mailing list shall be made through which the participants shall communicate. All partners shall have access to Trello, where they shall be able to see the project budget, application forms and all official documents of the project. For each work package a new board shall be open. The access shall be granted to the co-ordinators of each institution, as well as to persons in charge of the said activities.

A document which deals with project risks has also been drafted. There are ten main risks which the WamPPP can encounter. Assessment indicators and the impact have been defined. Risk assessment is to be performed. Data processing methods have been introduced. The document shall be available on the website of the project. Once again the dissemination issues have been accentuated. A dissemination draft was introduced. All partners have been invited to suggest possible forms of dissemination in the upcoming period, i.e. to suggest events which can be used for these purposes.

CONCLUSIONS

The main conclusions of the Kick-off meeting of the WamPPP project are the following:

- all partner institutions have been presented at the initial WamPPP project meeting
- partners have been introduced to project goals, work packages and activities, as well as to the activities which are to be implemented in the course of the first year
- consortium members have been introduced to the work packages assigned to their particular charge.
- the Steering Committee has been formed
- consortium members agreed to organise the first student visit in 2016 and it should be hosted by the Alexander Technological Educational Institute of Thessaloniki.
- the activities to be implemented in the first year of the project have also been planned.

it has been agreed upon that all consortium members should assign persons in charge of implementing certain activities and work packages within their particular institutions, as well as that the list of appointed persons should be delivered to the project co-ordinator until January 1st, 2016.

NOTE: The main conclusions are already presented on page 2.



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