

Support and Inclusion of students with  
disabilities at higher education  
institutions in Montenegro – SINC@HE

# Minutes of the 1<sup>st</sup> coordination meeting

University of Macedonia,  
Thessaloniki, 12th January 2012

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The **1<sup>ST</sup> COORDINATION MEETING** took place in the conference room of the University of Macedonia in Thessaloniki. The chairman of the meeting was Dr Lefkothea Kartasidou, Assistant Professor and Project Coordinator.



The main aim of the 1<sup>st</sup> coordination meeting of the Tempus project “Support and Inclusion of students with disabilities at higher education institutions in Montenegro – SINC@HE” was to establish (a) a mutual understanding and (b) a potential communication among the consortium members. Since the partners represent different countries and cultures the first step was each partner to introduce its structure and its role in the project.



Afterwards the main project issues such as objectives, outcomes, activities, management structures of project etc. were introduced by the project coordinator. At the same time was crucial to discuss assumptions and risks that the consortium members have to face during the implementation of the project.



Before the 1<sup>st</sup> coordination meeting a workshop in the premises of the University of Macedonia (Teleconference room) was held from the leading partner of WP1 that gave the group the chance, as an example, to discuss important issues, such as agreement on the project planning schedule during the first year of project implementation.

Taking as an example the WP1 the discussion was led to important clarifications regarding financial issues. The financial aspect of the project was

introduced by Prof. Ramo Sendelj. Important clarifications were given especially to partners that for the first time are participating in a TEMPUS project i.e. co-financing and indirect costs.

It was suggested that each leading partner should introduce to the consortium before implementing a WP a briefing paper which will help the partners understand the process that has to follow and how each WP is going to be developed. It was also agreed that the coordinator with the leading partner of the WP1 will develop a table which will include data that each leading partner must have available regarding the partners involved and the planning of the working visits.

According to the Agenda a feedback was given to all partners from the coordinator regarding the evaluation report from EACEA. Following the remarks from the evaluation report there has been already a suggestion regarding the enlargement of the consortium. All partners have agreed during the meeting that in order to completely fulfill project goals and issues mentioned in the evaluation report by EACEA, especially regarding award criteria of quality of the partnership and of dissemination and sustainability, we must propose the inclusion of two new Montenegrin Partner Institutions into the Project Consortium; namely, (a) the Faculty for Management, (FMHN) Herceg Novi and (b) the Institute of Information Communication Technology (IICT), Podgorica.

All consortium members also agreed to sign an internal partnership agreement. The coordinator has proposed to send a draft of a proposed internal partnership agreement to all partners in order to be signed by all if an agreement is reached about the content of the internal partnership agreement, i.e.

- The co-beneficiaries will inform the coordinator immediately of any event liable to substantially affect or delay the project activities.
- The co-beneficiaries have to inform the coordinator of any modifications in their work plan, time table or budget
- The pre-payments will be realized on a basis upon receipt of the request of pre-financing from the co-beneficiaries.

The meeting was attended by 15 participants from 8 institutions. The kick-off meeting gave the possibility for inter-partner communication.

## **PRESENT PARTICIPANTS**

- **University of Macedonia**
  - Lefkothea Kartasidou
  - Ioannis Agaliotis
- **University of Warsaw**
  - Paweł Wdówik
  - Donata Kończyk
- **Arcola Research**
  - Joseph Cullen
- **Slovenian Association of Disabled Students**
  - Nataša Mauko
- **University of Donja Gorica**
  - Enes Banda
  - Nela Milosevic
- **University Mediterranean**
  - Ramo Šendelj
  - Danijela Milošević
- **Institute for Education and Rehabilitation of persons with hearing and speech disorders Kotor**
  - Jelena Avramović
  - Mihovic Viktorija
  - Vidna Matovic
- **Association of youth with disabilities of Montenegro**
  - Bojana Lakovic
  - Velibor Boskovic

## **With apology:**

- **University Macerata**
  - Pier Giuseppe Rossi
- **Ministry of information society and Telecommunications**
  - Radule Novovic
  - Adis Balota

The 2<sup>nd</sup> coordination meeting will take place in University of Macerata (Italy) in October 2012, where once more the partners will meet to discuss issues regarding the implementation of the first project year and to plan the second year of the project.