**INFORMAL MEETING IN SARAJEVO**

**30 MAY 2014**

**Present**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Glavica | Marijana | **FFZG** | Knezevic | Daniel | **UGOT** |
| Vodopijevec | Alen | **FFZG** | Štebe | Janez | **UL** |
| Matković | Teo | **FFZG** | Vipavc Brvar | Irena | **UL** |
| Pavlinušić | Dobrica | **FFZG** | Bradić-Martinović | Aleksandra | **IEN** |
| Beedham | Hilary | **UEssex** | Zdravković | Aleksandar | **IEN** |
| Kleiner | Brian | **FORS** | Madacki | Saša | **HRC** |
| Tasić | Bojana | **FORS** | Somun-Krupalija | Lejla | **HRC** |
| Kunz | Renate | **FORS** | Karać | Nina | **HRC** |
| Alfredson | Iris | **UGOT** | Kulenović | Fedja | **HRC** |
| Lace | Ilze | **UGOT** |  |  |  |

**Agenda**

1. WP5
2. WP1 – Reporting on project completion, tasks and deadlines
3. WP6 – Dissemination Meeting – Reporting tasks and deadlines
4. Further cooperation – SCOPES, other multilateral and bilateral cooperation

**Discussion and Conclusions**

1. **WP5**
   1. It was confirmed that the visits of Tasić from FORS will take place as planned:
   * Croatia 16-17 June
   * Bosnia 23-24 June
   * Serbia 26-27 June
   1. The outline for Deliverable 5.3 – Report on Prototype Database Outline (attached) was discussed and has not been changed. There will be one document for all three countries. FORS will share a draft of the Report on 12 June and expects feedback from **ALL project partners at the latest on 19 June**. A WP5 Technical Skype meeting will take place to discuss Tools for Ingest and Login, User Roles and Permissions at **14.00 CET (13.00 UK time) on 3 June**.
   2. FORS (Kunz) is preparing an update of the Deliverable 5.1 in order to make sure it is harmonised with Deliverable 5.3. The 3 WB country partners need to send budget information for this update to be completed. The budget does not need to be reflected in numbers but in description (e.g. number of person months, kind of means required, etc.).
2. **WP1 – Reporting on project completion, tasks and deadlines**
   1. The team is due to prepare two reports for before 29 Aug:
   * A Periodic Report for the period 01.07.13-30.06.14.
   * Final Report for entire project implementation
   1. The Periodic Report consists of (Guidance Notes on Project Reporting, p.5):

a) An **overview, including a publishable summary of the progress of work** towards the objectives of the project, including achievements and attainment of any milestones and deliverables identified in Annex I. This report should include the **differences** between work expected to be carried out in accordance with Annex I and that actually carried out,

b) An explanation of the **use of the resources**, and

c) A **Financial Statement** (Form C – Annex VI to the Grant Agreement) from each beneficiary and each third party, if applicable, together with a **summary financial** **report** consolidating the claimed Community contribution of all the beneficiaries (and third parties) in an aggregate form, based on the information provided in Form C by each beneficiary.

**Narrative reporting.** The Periodic Report for the period 01.01.12-30.06.13. submitted by HRC last year to EU is attached as an example (parts considered confidential were deleted).

The role of project partners is to help describe the WPs they lead and to describe the costs incurred during this period. Attached is the example of how HRC costs for the first Periodic Report in narrative form were prepared.

The proposed internal deadlines for the narrative reporting are:

* all narrative inputs by **ALL partners to Project coordinator by 30 June**.
* **Project coordinator** compiles Periodic Report and provides **First Draft by 20 July**.
* feedback on First Draft and required additional information for Periodic Report provided by **ALL partners to Project coordinator by 15 August**.

**Financial Reporting.** In order to complete the contractual obligation of submitting the Financial and Narrative parts of the Periodic and Final Reports to the EC Project Officer by 29 August 14, the Project coordinator needs to have the project partners mail the signed and stamped Form C (2 originals) at the latest by 21 August. The project partners are concerned that the reporting period, in particular for finances, is taking place at a time (July-August 2014) when many universities are taking official breaks and when the entire universities or faculties will not be working. Equally, some universities will have wage reports for June submitted only in August, making financial reporting before August impossible. Given these circumstances information on the limitations of partners’ financial services-agencies-departments will be submitted by **ALL partners to the Project coordinator by 5 June**.

Once this information is received, the **Project coordinator** will inform the EC Project Officer of the given circumstances **immediately**, and request an extension for the reporting period, or if this is not necessary, propose internal deadlines for financial reporting by **7 June**.

1. The Final Report consists of (Guidance Notes on Project Reporting, p.5-6):

a) A **final publishable summary report** which includes: an executive summary, a summary description of project context and objectives, a description of the main S&T results, the potential impact (including the socio-economic impact of the project) and the main dissemination activities and exploitation of results/foregrounds

b) **A plan for the use and dissemination of foreground,** to spread awareness.

c) A **report** covering the wider societal implications of the project, in the form of a **questionnaire**, including gender equality actions, ethical issues, efforts to involve other actors***.***

Beedham has kindly offered to start the writing up of the „Final Report part a) final publishable summary report“ and Somun will provide her with some basic bullet points for this.

Madacki has kindly offered to start the writing of the „Final Report part b) a plan for the use and dissemination of foreground“ and Somun will provide him with basic bullet points for this.

The Outline of the SERSCIDA Final Report is attached, with proposed tasks of project partners.

The proposed internal deadlines for the narrative reporting are:

* all narrative inputs by **ALL partners to Project coordinator by 30 June**.
* **Project coordinator** compiles Periodic Report and provides **First Draft by 20 July**.
* feedback on First Draft and required additional information for Periodic Report provided by **ALL partners to Project coordinator by 15 August**.

1. **WP6 – Dissemination Meeting – Reporting tasks and deadlines**
   1. The DM brought together 67 participants from the SERSCIDA partner countries and it was seen as a good event and a successful one, with compliments for smooth organisation. The role of dissemination is a task that the 3 WB countries will continue doing even after the project ends.
   2. **Zdravkovic and Somun** will provide a first draft of the DM Report by **15 June** and ask for feedback **by ALL by 25 June** so that corrections can be inserted and the deliverable uploaded by its **deadline 30 June**.
   3. **Bradic-Martinovic** will lead on the preparation of an academic article on the overall SERSCIDA methodology as well as one on the results of the SERSCIDA survey from WP2. She will prepare article structures and share it with partners and all are invited to participate.
   4. Funding will be avaialble for some additional translation and printing of deliverables and other important and useful materials that can help disseminate SERSCIDA results and outputs. **ALL** are invited to submit their proposals as to what materials should be translated/published/printed by **6 June**. **HRC** will seek offers for translation/publishing/printing and have these figures by **9 June**. Partners who announced possible underspending will cooperate with Project coordinator to ensure those funds are spent through HRC for subcontracting in a timely manner.
2. **Further cooperation – SCOPES, other multilateral and bilateral cooperation**
   1. SCOPES – Kleiner presented the current SCOPES call for proposals and showed how a combination of countries: Bosnia, Croatia, Serbia and Slovenia would fulfil the eligibility requirements. The funding available is 49,000 Euro per country, without funds for staff, apart from Swiss lead organisations/institutions. The possible activities discussed were trainings, conferences that could promote the SERSCIDA methodology to other WB countries, data management training based on good quality and possibly popular data sets, accessing and depositing former Yugoslav data sets from the 60s, 70s, 80s, sensitive data protection, etc. Deadline for submissions is 15 Nov 14. **Kleiner** will take the lead and propose a proposal preparation plan and tasks. All countries expressed an interest to participate, but Bosnia pointed out that securing funding for staff costs of the DA/DS is a priority right now.
   2. ESRC – there is a possibility that some funding for sensitive data protection and depositing might be available through UKDA. It is important to make sure if proposals to both SCOPES and ESRC are submitted and both include sensitive data work, these are complementary activities. **Beedham and HRC** to follow up.
   3. ALL invited to propose participation in other project application processes.
   4. Thanks to FFZG and Pavlinušić the [serscida@ffzg.hr](mailto:serscida@ffzg.hr) mailing list will remain open indefinitely. ALL project partners are invited to submit a list of email addresses that want to remain part of this mailing list by 30 June. A serscida.eu mailing list will also be opened as this domain is paid for another 3 years and could be secured for a total of 6 years.

Meeting was closed by sharing some items that show how:

* time flies
* good work results in good funding
* good cooperation results in good results

The items were: the Programme from a Training in Data Management held by FORS in Kosovo in May 2010 which got Somun and Lalovic (now Pepic) to discuss a possibility of opening DA/DSs in the region and a postcard from Madacki and Lalovic from Brussels from May 2011 – a day before the decision making meeting where funding for SERSCIDA was approved.

Annexes

* WP5 – Deliverable 5.3 Outline
* FP7 Guidance Notes on Project Reporting
* SERSCIDA Periodic Report for 01.01.12-30.06.13.
* Outline SERSCIDA Periodic Report for 01.07.13-30.06.14. with proposed partner tasks
* HRC Narrative description of the financial Report for 01.01.12-30.06.13.
* Outline SERSCIDA Final Report with proposed partner tasks
* WP6 – Dissemination Report Outline