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University of Maribor  
Faculty of Electrical Engineering  
and Computer Science

*Enhancement of cyber educational system of Montenegro*

## Minutes of the Individual Meeting between UDG and University of Maribor

**TEMPUS: Enhancement of cyber educational system of Montenegro (ECESM)**

**Hosting institution: University of Maribor, Slovenia**

### Present

#### *EU Partners*

Matjaž Debevc, University of Maribor

Ines Kožuh, University of Maribor

Marko Hoelbl, University of Maribor

#### *Montenegro Partners*

Ramo Šendelj, University Donja Gorica

Ivana Ognjanović, University Donja Gorica

All three meetings were attended by 6 participants from 6 institutions (University of Maribor- project coordinator and University Donja Gorica from Montenegro).

The meetings were organized by Prof.Dr Matjaž Debevc, as project coordinator aimed on analyzing both, achievement of project results and detailed analyses of all financial project documentation at one of key beneficial institutions: University Donja Gorica.

### Saturday 22<sup>nd</sup> October 2016

First day of the meeting was aimed on analyses of key project output: improved Master study program in Cyber security at University Donja Gorica, its implementation and enrolment of new generation of students. Prof.dr Ramo Šendelj (UDG), manager for Master study program in Cyber security at UDG informed project leader about:

- Call for enrollment of new generation of students at updated and innovated Master study program in Cyber security was publically announced on 20<sup>th</sup> September 2016



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- Web site of Master study program: <http://mastercybersecurity.me/sample-page/upis-na-magistarske-studije-sajber-bezbjednosti/>
- University web site: <http://udg.edu.me/hs/osnovne/obavjestenja/5298>
- And it was promoted at ECESM project web site, and other social media.
- Students were obliged to submit the following documentation:
  - Certificate of previously completed basic and specialist studies,
  - A birth certificate or a copy of the identity card,
  - Two photographs,
  - Motivation letter,
  - Biography,
  - Certificate of English language knowledge.

In total 13 students submitted their applications with requested documentation Number of enrolled students: 8 (61,54%). In total, 5 students were rejected since they did not satisfy the prerequisite for completed undergraduate academic studies (all 5 students completed non-academic undergraduate studies and they are not allowed to enroll academic Master studies, by national Law on higher education in Montenegro).

- It is very important to highlight that all submitted applications are from persons responsible for security actions at their companies/organizations, fully corresponding to key target groups for the Master study program in Cyber security.
- In accordance with common procedure at University Donja Gorica, each student signed *Agreement of studying* at University Donja Gorica, which defines obligations and rules of study at University Donja Gorica. Furthermore, in accordance with EACEA letter which defined additional rule of 1<sup>st</sup> generation studying without study fee, Humanistic studies (as hosting Faculty at University Donja Gorica for Master study program) made Decision signed by Dean, prof.dr Milan Podunavac about decisions on exemption for those 8 students.

Prof.Šendelj prepared Report about enrolment procedure which will be submitted to Technical University of Tallinn, as WP4 leader, to be included in WP4 deliverables.

During the first day, two additional topics were discussed:

- Analyses of Sustainability indicators – Assistant Prof Ognjanović expressed her pride and happiness about recently organised 1<sup>st</sup> Cyber Security Forum in Montenegro, in cooperation with USA Embassy in Montenegro, Municipality Nikšić and Tehnopolis in Nikšić. It was first event of such kind in Montenegro, which aroused great interests from all media at national level in Montenegro. Organisation of such event will be traditional in October as cyber security awareness month in United States. Also, other results, such as: new project fund by EU funds, cooperation with ministries and other community at national level, positioned ECESM project with very optimistic indicators with long-term sustainable effects at national level in Montenegro.
- Cross-matching of Intermediate Report results with achieved results/ corrections/ indicators – Prof Debevc and Prof Šendelj insisted on detailed analyses of Intermediate Report results, which even



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being excellent included several requests and comments. The conclusion of conducted analyses was: all requested changes are successfully fulfilled and additional declarations and explanations submitted and approved by EACEA.

## **Monday, 24th October 2016**

The second day of the meeting was focused on analyses of financial documentation, due to close deadline to submitting all supporting documents to EACEA reviewers.

Firstly, Prof. Šendelj as UDG project manager presented overall ECESM financial status at UDG and few challenges in overcoming gap between national regulations, institutional rules and requests of financial audit control. To this end, activities during the rest of the day were all focused on detailed analyses of:

- prepared documentation for Staff Costs:
  - o Staff Conventions and Time Sheet forms,
  - o Additional proofs of payment,
  - o Additional proofs how staff rates were calculated and how EACEA rules were respected,
  - o Rector's decision on involvement of selected staff members on ECESM implementation, etc.
- prepared documentation for Travel Costs:
  - o Individual Mobility Reports,
  - o Proofs of all travel costs,
  - o Additional proofs of payment,
  - o Additional proofs how EACEA rules were respected,
  - o Proofs about payment of daily allowance, etc.

Olga Pregl suggested and proposed how to overcome some differences in national and EU regulations, and how to prepare additional proofs for payments and several additional proofs how EACEA rules were respected and applied at University of Donja Gorica.

## **Tuesday, 25th October 2016**

With the same working atmosphere, the third day of the meeting was focused on analyses of financial documentation for printing, publishing, other costs and equipment procurement.

Thus, the following detailed analyses were conducted:

- prepared documentation for Printing and Publishing:
  - o Invoices,
  - o Additional proofs of payment,
- prepared documentation for Other costs:
  - o Invoices,



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- Additional proofs of payment.
- prepared documentation for Equipment procurement- part I:
  - description of Procurement procedure,
  - Decision on Big Opening,
  - Invoices,
  - Proof on equipment installation,
  - Etc.

All participants discussed about purchase of new equipment since it is delayed due to delays in money transfer from coordinator.

Prof Debevc promised to resolve the situation as soon as possible and transfer money to University Donja Gorica and Mediterranean University. Prof Šendelj decided to have communication with project coordinator on daily bases about this issue.

All participants agreed about joint activities on preparation of Final Report.



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### PHOTOS



European Commission Tempus Project:  
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## ATTENDANCE LISTS

**ECESM Individual meeting**

TEMPUS: Enhancement of cyber educational system of Montenegro (ECESM)  
 Saturday, 22 October 2016  
 University of Maribor, Maribor, Slovenia

**LIST OF PARTICIPANTS**

Nr.	INSTITUTION	PARTICIPANT	SIGNATURE
1	UDG	Ramona Senčič	<i>[Signature]</i>
2	UDG	IVANA KONJANČIĆ	<i>[Signature]</i>
3	FERI	OLGA TREGUL	<i>[Signature]</i>
4	FERI	KATARINA DEBEVIC	<i>[Signature]</i>
5	FERI	MARUD HOJNIK	<i>[Signature]</i>
6	FERI	INES KOZARIC	<i>[Signature]</i>
7			
8			

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## ECESM Individual meeting

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Monday, 24 October 2016  
University of Maribor, Maribor, Slovenia

### LIST OF PARTICIPANTS

Nr.	INSTITUTION	PARTICIPANT	SIGNATURE
1	LDG	Roma Šerby	<i>[Signature]</i>
2	LDG	IVANA DONJANOVIĆ	<i>[Signature]</i>
3	FERI	OLGA PREGIČ	<i>[Signature]</i>
4	FERI	MARIJA DEBEC	<i>[Signature]</i>
5	FERI	MARCO HOJER	<i>[Signature]</i>
6	FERI	Ines Kozuh	<i>[Signature]</i>
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## ECESM Individual meeting

TEMPUS: Enhancement of cyber educational system of Montenegro (ECESM)  
Tuesday, 25 October 2016  
University of Maribor, Maribor, Slovenia

### LIST OF PARTICIPANTS

Nr.	INSTITUTION	PARTICIPANT	SIGNATURE
1	UDG	ROMO ŠERBEJ	<i>[Signature]</i>
2	UDG	ANITA ČONJANČIĆ	<i>[Signature]</i>
3	FERI	OLGA PRESL	<i>[Signature]</i>
4	FERI	KATJA DOBROVIČ	<i>[Signature]</i>
5	FERI	MARKO HÖBL	<i>[Signature]</i>
6	FERI	INES KUZUH	<i>[Signature]</i>
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