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“GRaduates Advancement and Development of University capacities in Albania”

Event title:	Financial, Management Meeting with public institutions partners
Event date:	15 March, 2018
Event Venue:	Agricultural University of Tirana, Godina e Rektoratit.
Event Address:	Koder – Kamez, Tirane

MINUTES 1 - EVENT REPORT

Participants:

Agriculture University of Tirana	AUT-UBT
University of Tirana	UT
University of Arts, Tirana	UART
Polytechnic University of Tirana	PUT
University of Medicine Tirana	UMT
Chambers of Commerce and Industry, Tirana	CCIT
Ministry of Education, Sport and Youth	MESY

The first meeting related to Gradua project was held in Agricultural University of Tirana, in Rectorate auditorium. The meeting was attended by contact persons and financial representatives of the universities and public institutions involved in the project.

The purpose of this pre-meeting session was to discuss about the financial and managerial issues, particularly for public institutions that apply different financial rules from private institutions. In this context, there were discussed and shared experiences related to financial management issues in similar projects in which our partners and also we as coordinators took part.

Firstly, the opening speech was taken by the rector of Agricultural University of Tirana Prof. Bari Musabelliu, who wished a warm welcome to the participants and then emphasized the importance of the GRADUA project and the need for a serious commitment of all participants in the project.

After that, the coordinator of the project. Dr. Aurora Hoxha explained the long way following by her to proceed with opening the project bank account. She informed the partners about the importance of signing as soon as we could the partnership agreement and to start the procedures for opening the bank account.

Then the meeting continued with some discussions between partners related to technical and financial issues of the project, mentioned on the Partnership Agreement, after a brief presentation of these issues made by the Project Coordinator. One of the most important topic discussed was the centralization process of the budget heading as “Travel Cost”, as well as the way of transferring funds to partners. The representatives of University of Tirana and Polytechnic University asked particularly detailed explanations why these budget items should be managed by the coordinator. In the end of the discussion is agreed among partners that “Travel Cost” will be centralized to offer a better set-up of project’s events.

The discussion for procurement procedures of the equipments’ purchase and VAT’s refund issue related to this purchase also took a special place in the meeting. During the meeting, all legal issues that public institutions have to follow in order to avoid any potential problems that might arise during this process were introduced.

Lastly, the meeting continued with a presentation of the planned activities in the first year of the implementation of the project and also the presentation of templates on the financial reporting documents according to the EU Guidelines.