

***Establishing of the project management
structures:
Project Management Team-PMT, Committee for
Quality
Assurance-CQA***

**Kick off Meeting
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International Business College Mitrovica

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2.2. Grant Agreement – Legal Provisions

Role and obligations of the **Beneficiaries**

- **Multi-beneficiary** Grant Agreement
- **Mandates:** contractual link between EACEA and all beneficiaries

All beneficiaries are **jointly responsible**

- In case of recovery
- In case of audits, checks or evaluation in their premises
- **Only organisations** can be Beneficiaries

Partner country beneficiaries have **specific responsibilities**



2.3. Partner Country Partners

Are **responsible** for:

- Enhancing **relevance / added value** of the project results
- **Raising awareness & disseminating** results
- Involving **target groups and local stakeholders**
- **Ensuring implementation and sustainability** of the project results
- Respecting national requirements / **legal constraints**



2.4. Clarify the roles and know the rules

Coordinator

- **Oversees the implementation** of activities
- **Manages the funds** and ensures the **respect of CBHE rules**
- **Central communication point** with partners and stakeholders
- in **regular contact** with the EACEA (project officer)
- Submits **interim and final reports and requests for payment** to EACEA

Partners

- **Implement activities** under their responsibility
- **Support the coordinator** (e.g. providing information and supporting documents for reporting on time!)
- **Work in full transparency** with the coordinator (inform of any changes / delays)
- **Contribute to the dissemination** of the project results in their organisation, community and/or region

Members of Project Management Bodies

Project management structure:

- **Steering Committee (SC).**
- **Project Management Board**
- **Project Quality Monitoring and Control Team (PQMC)**

Members of Project Management Bodies

- The major decision-making body of the project will be the **Steering Committee (SC)**.
- **Steering** committee will consist of one of most experienced representative of each EU and Partner countries institution in management. The tasks of SC will be to decide on actions to be taken when issues (challenges) appears.

Members of Project Management Bodies

Project management structure:

- **Project Management Board will coordinate day-to-day management and will take care that:**
- activities will start and be completed according to the plan. Members of PMB will consists of one representative per partner institution and they will communicate among themselves in order to monitor execution of tasks.
- PMB will meet four times a year, while SC will meet twice a year. Between "live" meetings, online meetings will be held whenever necessary.

Project Management Board tasks

The Project Management Board should:

- Mobilise the staff and other resources needed to run tasks and create deliverables that will enable the required outcome;
- Plan, monitor and control the work and resources of the project;
- Manage risks and issues as they occur;
- Ensure that financial plan is respected and all expenses are legible;
- Report any change (according to the guidelines for the use of the grant) to coordinator;
- Maintain communications with those impacted by the project and its outcome;
- Report progress and issues to EACEA/Steering Committee/Stakeholders;

Project Management Board tasks

- Ensure deliverables are fit for purpose and will enable benefits to be realised;
- Ensure the proper quality of tasks and deliverables in coordination with Quality Board
- Be responsible for submitting periodical mandatory reports to the Coordinating institution;
- Be responsible for producing the project Interim Report.
- Evaluate the outcomes of the project against the plan,
- Ensure that any lessons learned are shared with those who might benefit from them
- Ensure that final budget is respected
- Be responsible for completing all the deliverables
- Review any benefits achieved by the end of the project
- Be responsible for producing the project Final Report

Members of Project Management Bodies

- The **Committee for Quality Assurance CQA will be responsible for:**
- **preparing the** guide for quality control and monitoring activities.
- continuously monitor project activities,
- take care of Quality of the project results,
- hold a CQA meeting every six months
- define the internal control reports of the project
- regularly cooperate with local Erasmus + offices.

Members of Project Management Bodies

PARTNER	STEERING COMMITTEE	PROJECT MANAGEMENT BOARD	CQA
International Business College Mitrovica (Kosovo)			
University of Prishtina "Hasan Prishtina" (Kosovo)			
University "Kadri Zeka" Gjilan (Kosovo)			
University of Applied Science in Ferizaj (Kosovo)			
University of Gjakova "Fehmi Agani" (Kosovo)			

Members of Project Management Bodies

PARTNER	STEERING COMMITTEE	PROJECT MANAGEMENT BOARD	CQA
POLIS University (Albania)			
University of Tirana (Albania)			
University "Aleksandër Moisiu" Durres (Albania)			
University of Montenegro (Montenegro)			

Members of Project Management Bodies

PARTNER	STEERING COMMITTEE	PROJECT MANAGEMENT BOARD	CQA
University of Zagreb (Croatia)			
University of Foggia (Italy)			
South East European University (North Macedonia)			
Hamburg University of Technology (Germany)			
Ministry of Education, Science and Technology (Kosovo)			
Ministry of Education (Montenegro)			
Ministry of Education, Sport, and Youth (Albania)			