

Administrative Project Management, Reporting and Monitoring, Work Plan

**Kick off Meeting
3-5 March, 2021**

IBC-M

Alfia Urazaeva

Links to the EACEA videos on Project Management

Part A - Introduction

<https://webcast.ec.europa.eu/part-a-introduction>

Part B - Project Management

<https://webcast.ec.europa.eu/part-b-project-management>

PART C – Budget (Staff, travels, costs of stay)

<https://webcast.ec.europa.eu/part-c-budget-staff-travels-costs-of-stay>

PART D – Budget (equipment and subcontracting)

<https://webcast.ec.europa.eu/part-d-budget-equipment-and-subcontracting>

Part E - Changes to the Grant Agreement

<https://webcast.ec.europa.eu/part-e-changes-to-the-grant-agreement>

Part F – Reporting

<https://webcast.ec.europa.eu/part-f-reporting>

Contracts: Grant Agreement and Partnership Agreement

- STAND Grant Agreement was signed by IBC-M and EACEA in December 2020.
- STAND Partnership Agreement draft (multilateral) has been created and shared with partners.

Status: awaiting details from some partners (mostly Annexes on bank account details).

Planned signature: within 6 month, but has to be sped up in order to realize first installment transfers.

Project Management Contacts

Partnership Agreement/Article 8. General Administrative Provisions: Stated PoCs + requested to be copied in correspondence














No	Partner	Full Name		Main Contact	Contact 2
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Project Management Tools

Google Drive: STAND Consortium Project Documents_Shared Folder

My Drive > ... > STAND CONSORTIUM PRC

Name ↑

-  Budget
-  Grant Agreement
-  PM Platform Supporting Documents
-  Project Proposal
-  Reports
-  Work Plan
-  WP1. Preparation
-  WP2. Dev-UNI Scorecards
-  WP3. Dev-Enhancement of Uni Governance
-  WP4. Dev-Upgrade of National and Uni regulations
-  WP5. Dev-Technical Infrastructure
-  WP6. Quality
-  WP7. Dissemination

Project Management Tools

<https://www.stand-project.org/>
Project Management Platform

Protected: P1 – International Business College Mitrovica – Project Support Documents

Project Financial Statements

Document name	Document Description	Document Status	Date added
Financial Statement	Financial Statement Year 1, Year 2 and Year 3	Final	1st of February, 2021

Project Supporting Documents

Document Name	Document Description	Document Status	Date added
Dissemination and Exploitation Plan	<p>The purpose of the Dissemination and Exploitation Plan is to provide guidelines the project's partners throughout Work Package 4:</p> <ul style="list-style-type: none"> • to help partners better understand WP4 goals and their individual responsibilities, • to give consortium members a clear idea of how to communicate the project's goals, progress and results through the most appropriate tool to selected audience targets, in a timely manner, • to help partners better understand the importance of their coordination and timely dissemination. 	Final	26th of February, 2019
Quality Assurance Plan	The purpose of the Quality Assurance Plan is to define the actions and measures taken by each partner in the project in order to ensure that not only are the activities described in the	Final	26th of February, 2019

Project Management Tools

<https://www.stand-project.org/>
Project Management Platform

Year 2. Financial Report Supporting Documents/Travel Costs

Supporting Document Ref.	Name of Person	Location of Departure	Destination	Departure Date	Return Date	Number of days	Travel Distance	Total Cost
NWRC-T3-1-ITR	Philip Devlin	Derry, Northern Ireland	Salzburg, Austria	25/02/2019	28/02/2019	4	1,615	755.00
NWRC-T4-1-ITR	Philip Devlin	Derry, Northern Ireland	Pec, Kosovo.	17/10/2019	19/10/2019	3	2,411	720.00

Year 3. Financial Report Supporting Documents/Staff Costs

Supporting Document Ref.	Staff Member	Short Description	From	To	Number of days	Total calculated cost
NWRC-03-SC-M-20	Bronagh Fikri	Overseeing all project activities including budgets	01/11/19	11/10/20	0	2,520.00

Project Communication Tools

Online Meetings:



Google Meet

For quick and urgent communication:



Reporting

The action is divided into the following reporting periods:

Reporting period 1 (**Progress Report**):

from month 1 to month 21 (Oct 14, 2023)

Reporting period 2 (**Final Report**):

from month 22 to month 36 (Jan 14th, 2024).

For both periods the mandatory reporting documents are:

Narrative report (progress / final)

Table of achieved results

Financial report

Audit Certificate

Reports are to be prepared by jointly
Submitted by the Coordinator (IBC-M)

Reporting (extracts from Partnership Agreement)

6.2 The beneficiaries are obliged to prepare their part of the Technical Implementation Report as well as the Final Report on the implementation of the action. Prepared reports must be submitted to coordinator in the form and scope defined by the Executive Agency, **at latest 15 days before the deadline** for submitting the reports to the Executive Agency.

6.5 Beneficiaries shall keep complete **project documentation at least for a period of 5 (five) years** after the payment of the final balance under the Grant Agreement.


Documents Filing

Templates to be shared, but also available
 on
Beneficiaries' Space:

Supporting documents in
proper and ordered archiving system

Uploaded onto
Project Management Platform

Capacity Building in the Field of Higher Education 2020

 Share

RELATED CALL FOR PROPOSALS	DEADLINE	CALL REFERENCE
Capacity Building in the field of higher education 2020	05/02/2020 - 17:00 (CET/CEST, Brussels time)	EAC/A02/2019

Action(s) covered:

- Key Action 2: Cooperation for innovation and the exchange of good practices
- Capacity Building in the field of Higher Education

Project management

Contractual documents


Reporting


Dissemination and Visual Identity

Instructions for Operational & Financial Reporting

The use of the forms and templates below is mandatory.

Reporting forms

1.a  Financial Statements (including "Statement on the use of the previous pre-financing instalment and Request for Payment" and "Final Financial Statement")

1.b  Reporting table for unit costs - Covid-19 (only to be attached to the Final Report, if applicable)

2. Technical Implementation Report (All documents will be available at a later stage)

3. Final report on implementation of the action (All documents will be available at a later stage).

4. (Audit) Certificate on the financial statements and underlying accounts (Report of Factual Findings on the Final Financial Report – Type II). - *Documents will be available at a later stage*

Other documents

1.  CBHE Joint Declaration

2.  Individual Travel Report

3.  Time-Sheet

To open the documents "Time-Sheet" and "Financial Statements", please right click on the words "en" and select "save target as" or "save link as" to download the document. When saving the file on your hard disk, please choose the file extension .xism to activate the macros necessary to delete rows in the file.

EACEA Field Monitoring

Format:

- During the project life-cycle the representatives of EACEA/National Erasmus Office (NEO) will perform Field Monitoring in order to check whether the project activities are executed according to the plan
- At coordinating HEI/at Partner Country partner/during consortium meeting
- Interview/recommendations

Special emphasis on:

- Identification of best practices
- Visibility/sustainability/impact of the results in the partner countries
- Involvement of the partners and awareness of their roles and obligations

Work Plan

Website: <https://www.stand-project.org/timeline-milestones/>



Timeline/Milestones

Other outcomes - implemented preparatory activities; ensured quality assurance and secured effective project management should lead to all five specific objectives, and correspond to WP1 - Preparation, WP6 - Quality Assurance and WP8 - Management.

Key milestones on this project will be:

- M1 - the scorecard methodology development by March 2021 (WP1.3);
- M2 - development of university scorecards and action plans by October 2021 (WP2.1 and WP2.4);
- M3 - workshops on university scorecards by July 2021 (WP2.3);
- M4 - workshops with Program country institutions for adoption best practices on University Governance by October 2021 (WP3.1);
- M5 - experts network created by December 2021 (WP3.2);
- M6 - capacity building training and consultancy sessions for management staff by December 2021 (WP3.3); M7 -workshops on University Autonomy Regulations by June 2022 (WP 4.1); M8 - conference on university autonomy and transparency by June 2023 (WP 7.5).

		WP (tasks) Description	From	To	Status
	WP1	Initiation of project implementation			
Y1	A1.1	Organization of the kick-off meeting	22.02.2021	22.02.2021	Ongoing
Y1	A1.2	Organization of the workshop on project management	23.02.2021	24.02.2021	Ongoing
Y1	A1.3	Adaption of methodology for University Autonomy Scorecard in WB partners	15.03.2021	16.03.2021	Planned
	WP2	Development of University Autonomy Scorecards			
Y1	A2.1	University Autonomy Scorecard Assessment in partner countries	16.03.2021	15.05.2021	Planned

Work Plan

Drive: Work Plan

From	To	Total weeks	M 1	M 2	M 3	M 4	M 5	M 6	M 7	M 8	M 9	M 10	M 11	M 12	In charge of activity/assistance	WP Leading	Outputs	Location
22.02.2021	22.02.2021	4	2X	2X											IBC-M	IBC-M/SEEU/EAU	Event	IBC-M, Mitrovica, Kosovo
23.02.2021	24.02.2021	4	2X	2X											IBC-M	IBC-M/SEEU/EAU	Training material, report	IBC-M, Mitrovica, Kosovo
15.03.2021	16.03.2021	4		2X	2X										EAU	EUA	Training material, report	POLIS, Tirana, Albania
16.03.2021	15.05.2021	6			2x	2x	2x								IBC-M/POLIS, UM	EUA	Report	/
16.03.2021	30.06.2021	8			2x	2x	2x	2x							IBC-M/POLIS, UM	EUA	Report	/
15.07.2021	15.07.2021	4						2x	2x						IBC-M/POLIS, UM	EUA	Event/Training material	Kosovo - UP; Albania - University of Durrës;
15.07.2021	30.10.2021	10						2x	2x	2x	2x	2x			IBC-M/POLIS, UM	EUA	Event/Report	Kosovo - UP; Albania - POLIS; Montenegro - University of
click on + sign	to expand	8						2x	2x		2x	2x			Workshops: UniFG, TUHH, UNIZG, SEEU	TUHH, UNIZG, UniFG, SEEU, UKZ, UAMD	Event, Training material	Germany, Croatia, Italy, N. Macedonia
15.06.2021	15.06.2021									TUHH (in charge)					TUHH	Event, Training material	Germany	
15.07.2021	15.07.2021									UNIZG (in charge)					UNIZG	Event, Training material	Croatia	
15.09.2021	15.09.2021									UniFG (in charge)					UniFG	Event, Training material	Italy	
17.10.2021	19.10.2021									SEEU (in charge)					EUA, SEEU	Event, Training material	N. Macedonia	
01.06.2021	30.12.2023	31						1x	1x	1x	1x	1x	1x	1x	Project coordinators from all partner institutions	TUHH, UNIZG, UniFG, SEEU, UKZ, UAMD	Event, Service/Product	/

Work Plan

Year 1: Preparation

Year 2: Development

Year 3: Implementation/Testing

Refer to Word Work Plan

To be updated with WP4,5:

Final Version: 05.03.2021/session on Work Plan

Questions?