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Fostering Internationalization at Montenegrin HEIs through Efficient Strategic Planning – IESP

Project no. 609675-EPP-1-2019-1-ME-EPPKA2-CBHE-SP

Kick-off Meeting

Podgorica, 15 – 16 January 2020

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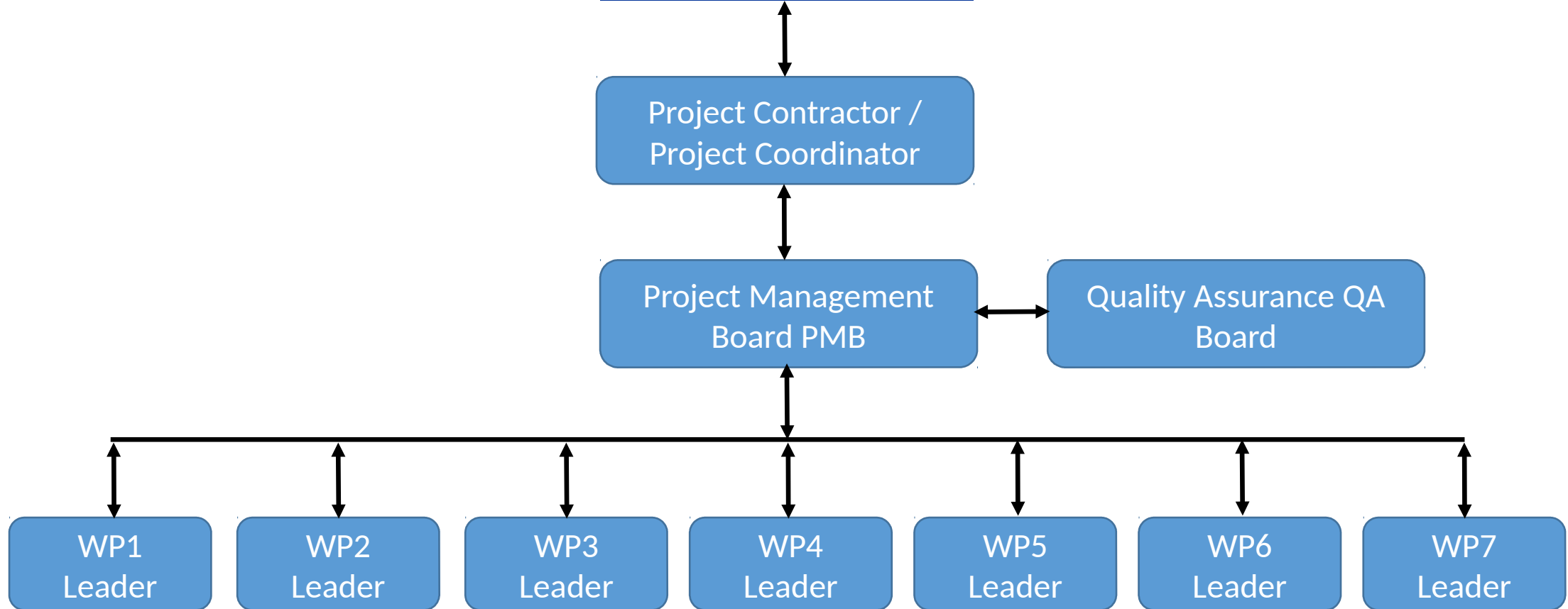
AGENDA - WP7: Project management

Presentation of:

- Project management principles
- Establishing working bodies
 - Project Management Board (PMB)
 - Quality Assurance (QA) body
 - WP Leaders
- Partnership Agreements
- https://eacea.ec.europa.eu/sites/eacea-site/files/guidelines_for_the_use_of_the_grant_2017_cbhe_v_ii_-_09_january_2018_0.pdf
- https://eacea.ec.europa.eu/sites/eacea-site/files/financial_management_2.pdf



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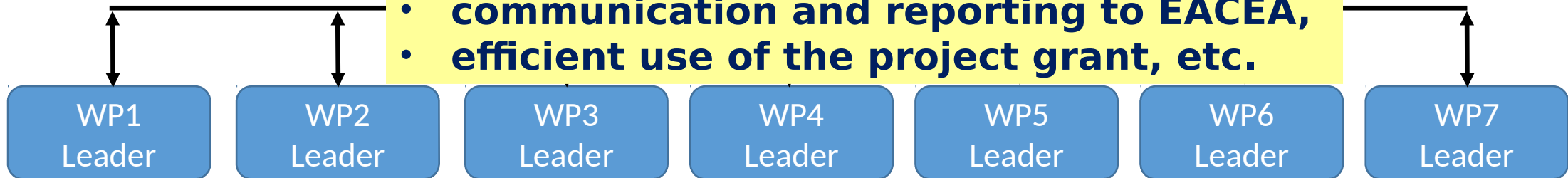


Project Contractor /
Project Coordinator

Project Coordinator is responsible for the achievement of the project outcomes, as well as for:

- **overall project management (technical and operational),**
- **communication and reporting to EACEA,**
- **efficient use of the project grant, etc.**

QA





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Project Contractor /
Project Coordinator

Project Management
Board PMB

Quality Assurance QA
Board

WP1
Leader

WP
Leader

WP7
Leader

PMB: decision-making body consisting of one representative (preferably the contact person) from each partner institution.

PMB will meet twice a year (in combination with other project events due to cost efficiency)

- to discuss and review the progress of project activities,



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Project Contractor /
Project Coordinator

Project Management
Board PMB

Quality Assurance QA
Board

WP1
Leader

WP2
Leader

The QA Board consisting of one representative from each partner institution.

The QA board is a direct support to the PMB in

- monitoring and assessing the quality of the project and its results,**
- in development of Quality and Assurance Plan.**



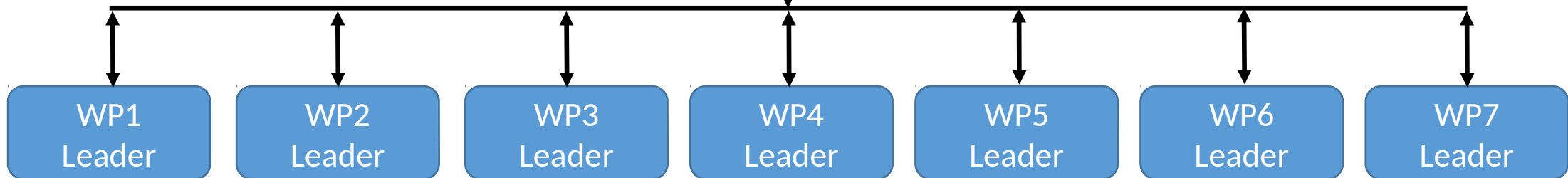
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Project Contractor /
Project Coordinator

Project Management
Board PMB

Quality Assurance QA
Board



WP's Leaders
responsible for monitoring of the overall progress of the WP's
and their activities

WP 7.1 Establishment of Project management structures

- Main Decision Making Body is the PMB.
- Project Management Board (PMB) is to be proposed right after the beginning of the project, and officially appointed at the Kick-off meeting.
- Each consortium partner will be represented in the PMB, with the coordinator being in the charge of the board.
- It will be the main decision-making body of the project, with 2/3 decision-making.
- PMB will have responsibility for planning, directing, strategic management, monitoring and control of the project implementation.
- Also, PMB will be in charge of the monitoring of implementation of Partnership Agreements that will be signed between coordinator and each consortium partner.

WP 7.2 Project meetings

- During the project lifetime, 3 PMB two-day meetings will be held.
 - First meeting will be held during Kick-off meeting (M3) at P1,
 - Second meeting at the end of first project year (M12) at P4, and
 - Third meeting at the end of the final project year (M24) at P1.
- In addition to face-to-face meetings, video conferences and/or skype conferences may be organized, as needed, for decision making purposes.
- Also, all WP meetings will be used for the purpose of coordination meetings.
- After each meeting, minutes will be prepared and approved via e-mail by the PMB.

WP 7.3 Day-to-day management of the project

- Day-to-Day management will be maintained through communication on the level of consortium, WPs, or even tasks.
- The communication will be via e-mail, phone, or other means deemed suitable.
- In order to facilitate this process, **Project Handbook** will be prepared by the Project Coordinator and adopted by the PMB at the beginning of the project.
- Also, individual Partnership Agreements will contribute to setting basis and guidelines for smooth and transparent coordination, as they will define roles and responsibilities of coordinator and all partners, reflecting the Grant Agreement and internal set of rules for coordination.

WP 7.4 Periodic and final reports to EACEA

- Following the rules set in the Grant Agreement, Project Coordinator will submit two reports to EACEA during the project implementation – Interim and Final reports.
- All project partners will take part in its completion by providing reports for their institutions. Also, they will be in day-to-day communication with the Coordinator until the end of the reporting. The Coordinator may choose to make on-site visits to partners, if deemed necessary for meeting reporting obligations.
- As part of the final report, obligatory audit report will also be submitted. Audit will be carried out by an independent external auditor, with experience in auditing internationally funded projects.
- The Coordinator will submit the reports to EACEA, and also inform project partners on feedback received.

WP 7.5 External financial control

- P1 will provide external financial audit of the project by the authorized organization in accordance with existing legislation.

AGENDA - Establishment of Project Management Board and Quality Assurance Body

Project management board PMB

No.	Acronym	Name
1	UoM	Nataša Kostić
2	UDG	Milica Vukotić
3	UNIM	Radislav Jovović
4	UCA F	Srđan Redžepagić
5	UL	Katja Cerar
6	UCA E	Juan Carlos Garcia
7	MoE	Mubera Kurperjović
8	MoS-ME	Saša Ivanović
9	ACQAHE	Tijana Stanković

Project coordinator: prof. dr Danilo Nikolić

Quality Assurance (QA) body

No.	Acronym	Name
1	UoM	Vladan Perazić
2	UDG	Sandra Tinaj
3	UNIM	Slobodanka Krivokapić
4	UCA F	Clement Moreau
5	UL	Tomaž Deželan
6	UCA E	Rafael Velez Nunez
7	MoE	Marko Vukašinović
8	MoS-ME	Lidija Vukčević
9	ACQAHE	Milica Kavedžić

WP Leaders

WP No.	WP Leader/Acronym	Name
1	UCA F	Srđan Redžepagić
2	UL	Katja Cerar
3	UoM	Danilo Nikolić
4	UDG	Bojana Mališić
5	UCA E	Juan Carlos Garcia Galindo
6	UNIM	Milica Kovačević
7	UoM	Prof. dr Nataša Kostić

AGENDA - Partnership Agreements

Partnership Agreement

Fostering Internationalization at Montenegrin HEIs through Efficient Strategic Planning

IESP

Project reference number:609675-EPP-1-2019-1-ME-EPPKA2-CBHE-SP
2019-1944/001-001

Article 5

Payment arrangements

Taking in account how to spend as soon as possible 70 % of first EACEA instalment

It is important to purchase equipment as soon as possible in order to spend 70 % of the first instalment MNE HEIs

Payment arrangements different for MNE HEIs and for the rest of consortium

Payment(s) in advance ... Example for MNE HEI

The Coordinator will transfer to the respective account of the Beneficiary, in advance of the actual expenditures, 90% of the maximum total amount specified in the estimated Erasmus+ grant contribution identified under Annex 1 of this Agreement, in the following way:

1. First instalment of 60% of the Beneficiary's maximum Erasmus+ grant contribution, deducted for the funds intended for equipment purchase, within 30 days after the signing of the Agreement.

The transfer of the part of Erasmus+ grant contribution for Equipment costs identified under Annex I of this Agreement will be implemented as payment in advance of purchase cost of equipment stipulated in awarded contract ...

2. Second instalment of 25% of the Beneficiary's maximum Erasmus+ grant contribution within 30 days after the Coordinator has received and approved the necessary proofs of expenditures/activities already payed under previous instalment, provided that the Coordinator has received the second pre-financing payment from the Executive Agency. In addition, the Beneficiary will have to meet following conditions: i) purchased all the equipment following the Erasmus+ CBHE rules about equipment purchasing and ii) demonstrated expenditure covering at least 80% of the total amount already transferred, including the amount related to equipment.

3. Third instalment of 5% of the Beneficiary's maximum Erasmus+ grant contribution, within 30 days after the Coordinator has received and approved necessary proofs (all supporting documents) for the spent funds from the first and second instalments, under above points 1 and 2. In addition, the Beneficiary will have to demonstrate expenditure covering at least 90% of the total amount already transferred in previous instalments.

5.3 Erasmus+ grant amounts received in advance and not used by the Beneficiary will be reimbursed to the Coordinator at the latest 30 days after the end of the project's contractual period.

Payment(s) in advance **Example for rest of consortium**

The Coordinator will transfer to the respective account of the Beneficiary, in advance of the actual expenditures, 90% of the maximum total amount specified in the estimated Erasmus+ grant contribution identified under Annex 1 of this Agreement, in the following way:

- 1. First instalment of 30%** of the Beneficiary's maximum Erasmus+ grant contribution within 30 days after the signing of the Agreement.
- 2. Second instalment of 50%** of the Beneficiary's maximum Erasmus+ grant contribution within 30 days after the Coordinator has received and approved the necessary proofs (all supporting documents) of expenditures/activities already payed under previous instalment, provided that the Coordinator has received the second pre-financing payment from the Executive Agency. In addition, the Beneficiary will have to demonstrate expenditure covering at least 80% of the total amount already transferred in pervious instalment.
- 3. Third instalment of 10%** of the Beneficiary's maximum Erasmus+ grant contribution, within 30 days after the Coordinator has received and approved necessary proofs (all supporting documents) for the spent funds from the first and second instalments, under above points 1 and 2. In addition, the Beneficiary will have to demonstrate expenditure covering at least 90% of the total amount already transferred in previous instalments.

5.3 Erasmus+ grant amounts received in advance and not used by the Beneficiary will be reimbursed to the Coordinator at the latest 30 days after the end of the project's contractual period.

Final payment

5.4 If applicable, **final instalment** of the grant to be transferred to the Beneficiary by the Coordinator (up to the remaining 10% of the Beneficiary's maximum Erasmus+ grant contribution) will be defined once the total Erasmus+ grant has been confirmed by the Executive Agency after the end of the project and approval of the Coordinator's final financial statement. This instalment will be transferred to the Beneficiary within 30 days after the receipt of final balance payment from the Executive Agency.

5.5 In the event there is a difference between the amount of the Erasmus+ grant contribution actually used by the partnership and the amount of expenditure declared eligible by the Executive Agency at the end of the project, if responsible for the expenditure declared ineligible, the Beneficiary will reimburse the corresponding amount to the Coordinator within 20 days from the date of the receiving the notice from the Coordinator.

5.6 The costs of dispatching funds to the beneficiary will be paid by the Coordinator and the cost of receiving funds (which may be charged by the receiving institution's bank) will be paid by the receiving institution.



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Thank you for attention