



Fostering Internationalization at Montenegrin HEIs through Efficient Strategic Planning – IESP

Title of Work package	WP 7 Project management
Activity no.	MNGT 7.3: Day-to-day management of project activities
Title of outcome	Report on Day-to-day management of project activities
Activity date	November 2020
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Project Coordinator is responsible for overall project management.

In order to facilitate day-to-day management and communication, the University of Montenegro as the project coordinator prepared a Project Handbook, which was then approved by all partners (web link for Project Handbook). The purpose of the handbook is to provide the partners with necessary information and instructions about the use of the grant funds, the participants' roles, responsibilities and obligations, procedures they have to follow, which forms to use and how to fill them in, how to keep records, what documents to submit and when, etc.

The project management structure involves Project Coordinator (PC), Project Management Board (PMB), Quality Assurance Body (QAB) and Work Package Leaders. It was appointed at the Kick-off meeting in Podgorica, on 15th of January 2020.

PMB is the main decision-making body, consisting of one delegated representative of each partner institution, chaired by the project coordinator's representative, with 2/3 decision-making principle. It is in charge of monitoring and discussing the progress of activities, approving the deliverables, planning, making decisions, agreeing on possible risk contingency measures. PMB meetings can be attended by other staff, if invited from or approved by the PC. WP leaders report to the PMB.

QAB submits its plans, reports and proposals for corrective measures to the PMB for consideration and approval.

At the kick-off meeting, which included also the first PMB meeting, the partners were informed about Erasmus+ rules and the plan of activities implementation. They also discussed their duties and obligations. Originally, by the project application two more PMB meetings were planned to be held, one half-way through project implementation and one at the end of project. However, due to Covid 19 outbreak and the need to make a contingency plan and discuss the modalities for overcoming the barriers for holding live meetings and planning the activities, and also





due to the fact that the project lifetime was extended by one year, five more PMB meetings were held until the end of the project.

The first one was held on-line on 18th of May 2020, in order to discuss how to proceed with activities i.e. to decide about re-scheduling and resuming activities temporarily stopped due to COVID-19 pandemic. It was agreed to continue according to the planned dynamics, using on-line tools for trainings and study visits.

The second meeting was held on-line on 13th of November 2020, to present the achievements during the first year and agree on further activities.

The third PMB meeting was held on 13 November 2020 with the aim to present the draft Internationalization Strategies and the activities implemented by that time. Each WP leader reported on the activities within their WP.

On 25 February 2021 the fourth PMB meeting was held with the aim of giving an overview of project expenditures in the first project year and planning the activities until the end of second project year.

The fifth project meeting was held on 12 November 2021, after the approval was received by EACEA for project extension by one year. The aim was to discuss the possibilities of obtaining approval by EACEA for additional activities to be implemented in the third project year. The Request for project extension with implications for the budget, the Project extension approval and the Annex to the Grant Agreement can be found at <http://www.iesp.ucg.ac.me/page.php?id=38>.

The sixth and final project meeting was held on November 10-11 2022. The aim was to take stock of achievements during the previous three years and to agree on the preparation of the final technical reports to be submitted to EACEA.

Representatives of all partners took part in all the meetings, with WP leaders preparing presentations on the scope of work done within the WP they were in charge of.

