



Development of Regional Joint Master Program in Maritime Environmental Protection and Management - MEP&M -

WP 6 Project management

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Nice, October 4-5th 2022

Project no. 619239-EPP-1-2020-1-ME-EPPKA2-CBHE-JP





Wednesday, October 5 th 2022 – Moderators: Srdjan Redzepagic & Danilo Nikolic	
09:00 – 10:00	WP5 status on achieved results – Kristofor Lapa Discussions
10:00 – 11:00	WP6 status on achieved results – Danilo Nikolic Discussions
11:00 – 11:30	Coffee break
11:30 – 14:00	Visit to university laboratory
14.00 – 15.30	Lunch break
15:30 – 16:30	Visit to university laboratory
16:30 – 17:00	General discussion on project activities
17:00	Closure of the day

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About

- **Task:**
 - MNGT 6.1: Establishment of Project management structures (M1-M2, Event/Report)
 - MNGT 6.2: Project meetings (M2-M36, Event/Report)
 - MNGT 6.3: Day-to-day management of the project activities (M1-M36, Event/Report)
 - MNGT 6.4: Periodic and final reports to EACEA (M17-M36, Report)
 - MNGT 6.5: External financial control (M33-M36, Report)
- **Assumptions and risks:**
 - Late responses of partners on reporting
 - Timely availability of human and technical resources
 - Realisation of financial transactions from EC and distribution among partners, within deadline specified in contracts
 - Competence of administrative staff for efficient project implementation

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Costs

- **The costs include:**
 - 2-day meeting of coordinators of approved projects in Brussels (+ 2 days spent in traveling, 4 days in total), P1 and P2 with one team member each.
 - 2-day Kick-off meeting (+ 2 days spent in traveling, 4 days in total) at P1 for 3 team members from each partner institution.
 - 2-day meeting (+ 2 days spent in traveling, 4 days in total) at P4 for 3 team members from each partner institution.
 - 2-day final project meeting (+ 2 days spent in traveling, 4 days in total) at P1 for 3 team members from each partner institution.

For this WP no costs for equipment are foreseen.

For this WP subcontracting costs are provided for next items: meeting organization; printing minutes/reports/Project Handbook/agreements, external auditor services; translation services.

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DEV 6.1 Establishment of Project management structures

- **Project Management Board (PMB) adopted in February 2021.**
 - PMB has responsibility for planning, directing, strategic management, monitoring and control of the project implementation.
 - PMB is in charge of the monitoring of implementation of Partnership Agreements.
 - See more at: <https://www.mepm.ucg.ac.me/pagegr.php?id=Outcomes>



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DEV 6.2 Project meetings

- **Status:**
 - 3 PMB two-day meetings will be held.
 - **The third meeting at the end of the final project year at P1.**
 - Video conferences and/or skype conferences may be organized, as needed, for decision making purposes.
 - See more at: <https://www.mepm.ucg.ac.me/pagegr.php?id=Outcomes>



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DEV 6.2 Project meetings



Meeting at the Aleksander Moisiu University Durrës



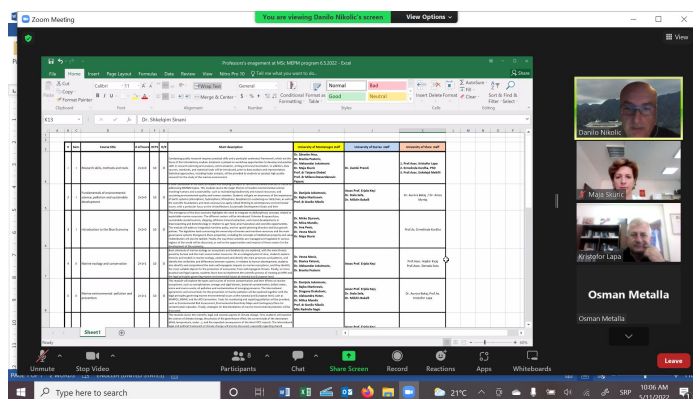
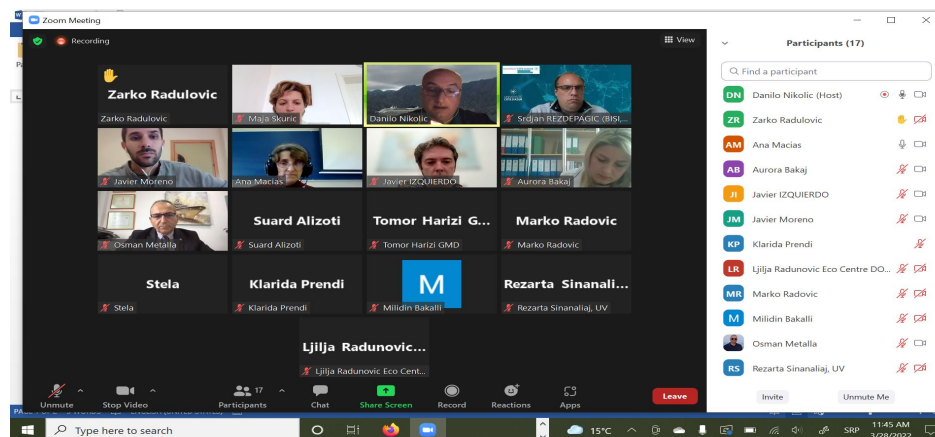
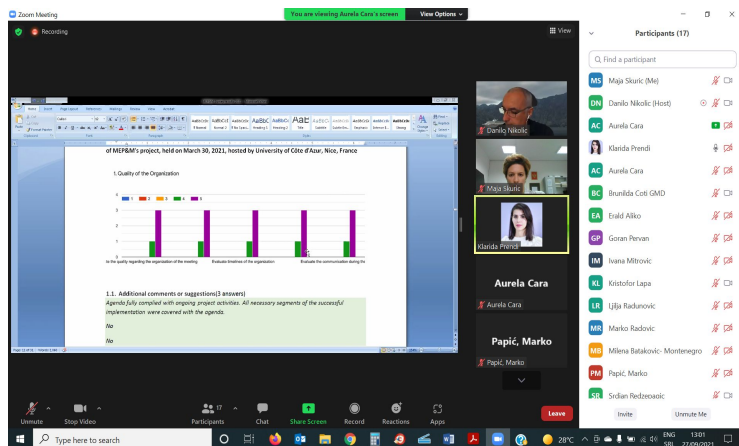
Bilateral meeting at the University of Ljubljana



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DEV 6.2 Project meetings + virtual



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DEV 6.3 Day-to-day management of the project

Communication:

- Communication on the level of consortium, WPs, or even tasks.
- The communication will be via e-mail, phone, or other means deemed suitable.
- Project Handbook **adopted in April 2021**, see at:
https://www.mepm.ucg.ac.me/uploaded/files/Project%20Handbook_approved%2027092021%281%29.pdf.
- Partnership Agreements and Grant Agreement will contribute to **setting the rules for coordination**.
- See more at: <https://www.mepm.ucg.ac.me/pagegr.php?id=Outcomes>



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DEV 6.4 Periodic and final reports to EACEA

Expected Deliverable/Results / Outcomes	Work Package and Outcome ref.nr	6.4.	
	Title	Development of master program curricula	
	Type	<input type="checkbox"/> Teaching material <input type="checkbox"/> Learning material <input type="checkbox"/> Training material	<input type="checkbox"/> Event <input checked="" type="checkbox"/> Report Service/Product
	Description	<p>Following the rules set in the GA, Project Coordinator will submit two reports to EACEA during the project implementation – Interim and Final reports.</p> <p>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 (and other contractual) obligations.</p> <p>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.</p> <p>The Coordinator will submit the reports to EACEA, and also inform project partners on feedback received.</p>	
	Due date	14-01-2024	
Languages	English		

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DEV 6.5 External financial control

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

But.... Pay attention to the GA provisions!



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GA provisions

ARTICLE I.2 — ENTRY INTO FORCE AND IMPLEMENTATION PERIOD OF THE AGREEMENT

I.2.1 The Agreement enters into force on the date on which the last party signs it.

I.2.2 The action runs as of 15/01/2021 (“the starting date of the action”) and ends on 14/01/2024.

ARTICLE I.4 — REPORTING — REQUESTS FOR PAYMENT AND SUPPORTING DOCUMENTS

I.4.1 Reporting periods

The action is divided into the following *reporting periods*:

Reporting period 1: from month 1 to month 21

Reporting period 2: from month 22 to month 36.

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GA provisions

I.4.2 Request for second pre-financing payment and supporting documents

The coordinator must submit a request for second pre-financing payment within 60 calendar days following the end of the first reporting period.

The request must be accompanied by the following documents:

- (a) a progress report on the implementation of the action ('technical report on progress');
- (b) a statement on the amount of the previous pre-financing instalment used to cover costs of the action ('statement on the use of the previous pre-financing instalment'). The statement must be drawn up in accordance with Annex VI.



GA provisions

I.5.2 Pre-financing payment[s]

The Agency must make a second pre-financing payment of 40% of the maximum amount specified in Article I.3.1 to the coordinator within 60 calendar days from when the Agency receives the request for second pre-financing payment referred to in Article I.4.2, except if Article II.24.1 or II.24.2 apply.

If the statement on the use of the previous pre-financing instalment submitted in accordance with Article I.4.2 shows that less than 70 % of the previous pre-financing instalment paid has been used to cover costs of the action, the amount of the new pre-financing to be paid must be reduced by the difference between the 70 % ceiling and the amount used.



GA provisions

ARTICLE I.9 — INELIGIBLE COSTS

In addition to Article II.19.4 of the General Conditions, the following costs are ineligible:

- equipment such as: furniture, motor vehicles of any kind, equipment for research and development purposes, telephones, mobile phones, alarm systems and anti-theft systems;
- costs of premises (purchase, rent, heating, maintenance, repairs etc.).
- costs linked to the purchase of real estate;
- expenses for activities - and related travel - that are not carried out in the project beneficiaries' country (see Annex IV), unless listed as an eligible activity in the Erasmus+ Programme Guide or explicit prior authorisation has been granted by the Agency;
- depreciation costs (see Art.I.13).

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GA provisions

ARTICLE I.14 — SPECIAL PROVISIONS ON BUDGET TRANSFERS

As an exception to the first subparagraph of Article II.22 of the General Conditions, the coordinator may, in agreement with the beneficiaries, when carrying out the action, adjust the estimated budget by transfers between categories of eligible costs, provided that this adjustment of expenditure does not affect the implementation of the action and the transfer between categories does not exceed 10% of the amount of each category of estimated eligible costs for which the transfer is intended, and without exceeding the total eligible costs indicated in Article I.3.

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GA provisions – attention!

ARTICLE I.18 – GRANT REDUCTION IN THE CASE OF NON-COMPLIANCE WITH AN OBLIGATION UNDER THE GRANT AGREEMENT AND FOR NON-, POOR, PARTIAL, OR LATE IMPLEMENTATION

1. For the purpose of poor, partial or late implementation as provided for in Article II.25.4, the assessment of the implementation of the project will be performed by the Agency, which will result in the award of a score comprised between 0% and 100%, where 0% is at the bottom of the rating scale (corresponding to the worst quality of implementation) and 100% is at the top (corresponding to the best quality of implementation).
2. The score awarded will take into account the existence and seriousness of non-, poor, partial or late implementation, and its impact on the achievement of the project. If the score is below 50%, the following reduction rates may be applied on the maximum amount of the grant provided for in the grant agreement:

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GA provisions – attention!

- 25% if the project scores at least 40% and below 50%, meaning that some objectives/results set in the application have not been reached, limiting the global result of the project;
- 35% if the project scores at least 30% and below 40% meaning that several important objectives/results set in the application have not been reached, the global result of the project has been affected and the project can be considered only partially achieved;
- 55% if the project scores at least 20% and below 30% meaning that the majority of the objectives/results set in the application have not been reached, the global result of the project has been strongly affected and the project cannot be considered achieved;

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GA provisions – attention!

- 75% if the project scores below 20%, meaning that any objectives/results set in the application have not been reached and any substantial outcomes of the project have not been reached in a satisfactory way.

3. Without prejudice to the right to terminate the grant, the Agency may also apply a 20%-reduction rate on the maximum amount of the grant if an obligation under the

Grant Agreement has been breached, in particular in case of non-compliance with the obligation of visibility of Union funding set out in Article II.8 which constitutes a substantial obligation.

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GA provisions – follow

I.4.4 Request for payment of the balance and supporting documents

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I.5.4 Payment of the balance

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THANK YOU FOR YOUR ATTENTION!

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This project has been funded with support from the European Commission. This presentation reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein.

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