



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

PROJECT MANAGEMENT Kick-off Meeting

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22 - 23 February 2021

Virtual meeting via Zoom application

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WP6: Project management

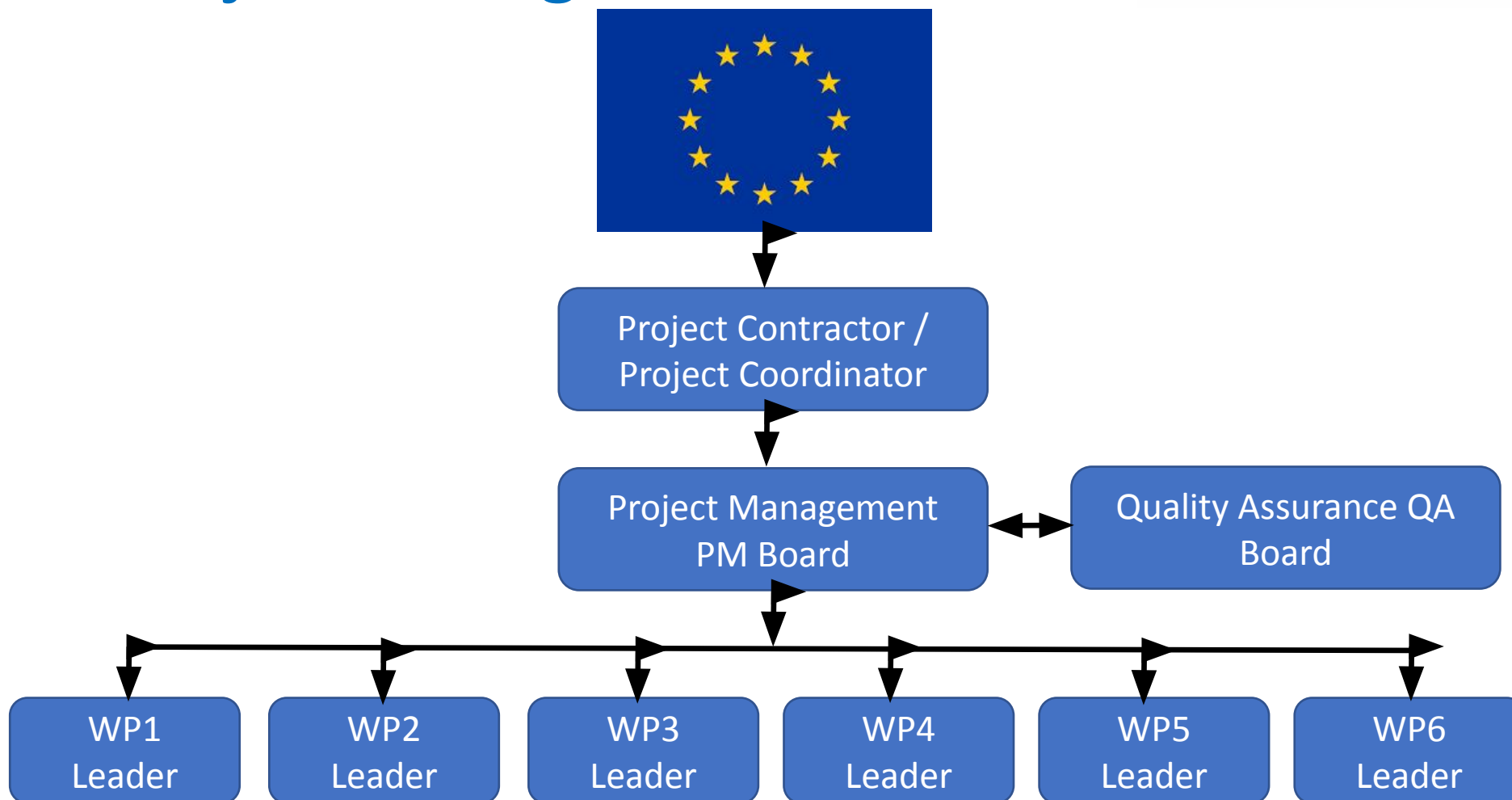
Presentation of:

- **Project management principles**
- **Establishing working bodies**
 - Project Management Board (PMB)
 - Quality Assurance (QA) body
 - WP Leaders
- **Links to project management materials**
- **Partnership Agreements**
- **Selecting Project logo**

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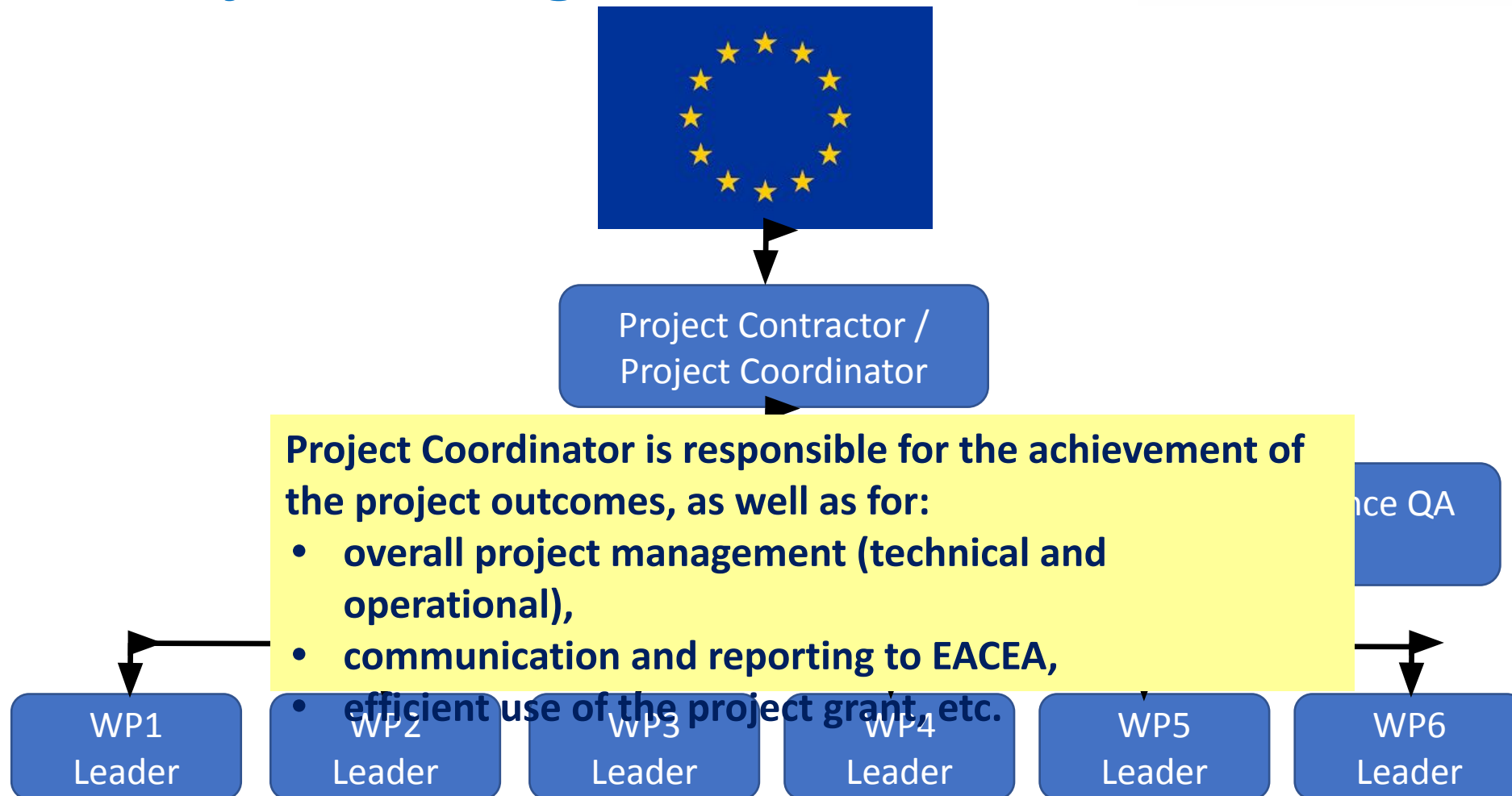


WP6: Project management





WP6: Project management





WP6: Project management



Project Contractor /
Project Coordinator

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

PMB will meet

- to discuss and review the progress of project activities,
- to make decisions,
- to approve deliverables, and
- to agree on any risk contingency measures.

WP1
Leader



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Project Contractor /
Project Coordinator

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,

WP
Leader

in development of Quality and Assurance Plan.

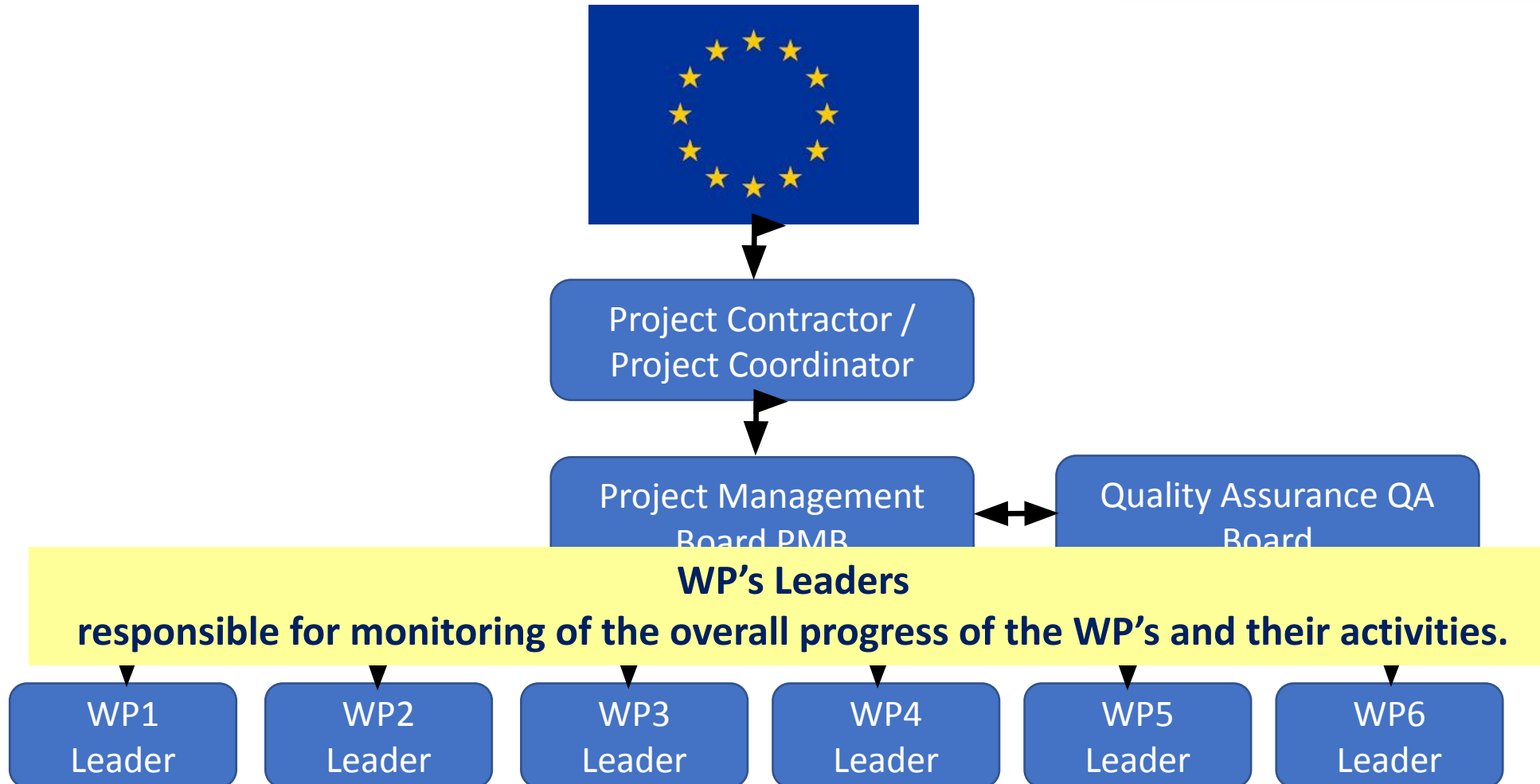
Leader

WP6
Leader

ence QA



WP6: Project management





WP 6.1 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 6.2 PMB meetings

- During the project lifetime, 3 PMB two-day meetings will be held.
 - First meeting will be held during Kick-off meeting (M2) at P1,
 - Second meeting before project midterm (M18) at P4, and
 - Third meeting at the end of the final project year (M36) at P1.
- Online meetings and face-to-face meetings after COVID 19 pandemic can 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 6.3 Daily project management

- 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, online platforms like zoom or skype, 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 6.4 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 6.5 External financial report

- The coordinator will provide external financial audit of the project by the authorized organization in accordance with existing legislation.
- **New exemption**
- The summary financial statement must be drawn up in accordance with Annex VI; d) a certificate on the financial statements and underlying accounts ('certificate on the financial statements') for each beneficiary and for each affiliated entity, if the maximum grant amount indicated for that beneficiary and its affiliated entities in the estimated budget as reimbursement of actual costs is more than EUR 60.000.



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Links:

<https://cbhegranholders2021.eu/resources>

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>

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Links :

https://www.eacea.ec.europa.eu/grants/2014-2020/erasmus/capacity-building-field-higher-education-2020_en

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

<http://www.erasmusplus.ac.me/> (for Montenegrin partners)

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Establishment of PM Body

No.	Acronym	Name
1	UoM	
2	UAMD	
3	UV	
4	UL	
5	UCA F	
6	UCA E	
7	GMD	
8	NEPA	
9	ECD	

Project coordinator: prof. dr Danilo Nikolić

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Establishment of WP Leaders

WP #	WP Leader/Acronym	Name
1	UCA F	
2	UL	
3	UCA E	
4	UAMD	
5	UV	
6	UoM	

Project coordinator: prof. dr Danilo Nikolić

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Establishment QA Body

No.	Acronym	Name
1	UoM	
2	UAMD	
3	UV	
4	UL	
5	UCA F	
6	UCA E	
7	GMD	
8	NEPA	
9	ECD	

Project coordinator: prof. dr Danilo Nikolić

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PARTNERSHIP AGREEMENT

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Partnership Agreement

Development of Regional Joint Master Program in Maritime Environmental Protection and Management

MEP&M

Project reference number: 619239-EPP-1-2020-1-ME-EPPKA2-CBHE-JP

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

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Payment(s) in advance ... Example for PC HEIs

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 45 days after the signing of the Agreement. The remaining amount of EUR xx (i.e. approx. xx) dedicated to the purchase of equipment for the beneficiary will be retained by the Coordinator aiming to launch the joint tender procedure on behalf of the beneficiary**
- 2. Second instalment of 30% of the Beneficiary's maximum Erasmus+ grant contribution within 45 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.**
- 3. Final payment. 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 45 days after the receipt of final balance payment from the Executive Agency.**

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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 35%** of the Beneficiary's maximum Erasmus+ grant contribution within 45 days after the signing of the Agreement.
- 2. Second instalment of 55%** of the Beneficiary's maximum Erasmus+ grant contribution within 45 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.
- 3. Final payment.** 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 45 days after the receipt of final balance payment from the Executive Agency.

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EXAMPLES OF PAYMENT ARRANGEMENTS

UAMD	EUR	%
1. installment	90,549.60	60.00%
2. installment	45,274.80	30.00%
3. installment	up to 15,091.60	up to 10.00%
Total, up to	150,916.00	100.00%

University Cote d'Azur	EUR	%
1. installment	29,074.50	35.00%
2. installment	45,688.50	55.00%
3. installment	up to 8,307.00	up to 10.00%
Total, up to	83,070.00	100.00%

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PROJECT LOGO - voting

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Thank you for attention

