



MNGT10 MANAGEMENT OF THE PROJECT

Leading partner
UNIVERSITY OF MACEDONIA - UOM

**Support and Inclusion of
students with disabilities at
higher education institutions
in Montenegro – SINC@HE**

February 2012
516758-TEMPUS-1-2011-1-GR-TEMPUS-JPGR

1. Introduction

MNGT10 handles the whole project management and financial administration by the applicant/coordinating organization (University of Macedonia, UOM) with the constant support from other beneficiary institutions. MNGT10 includes the preparation of (a) the partner agreements (b) the necessary financial reports, (c) the financial guide. The project management includes from the beginning of the process (a) monitoring, (b) communication, (c) reporting and (d) financial accounting.

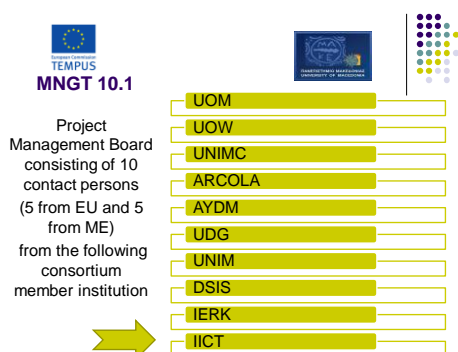
2. Project Management Board

UOM as the applicant organization will have the leading role in the overall project management and will have the supervision of the whole project management process. The efficacy and efficiency of the project management at the regional dimension is ensured with the establishment of the Project Management Board (PMB) consisting of 10 contact persons from each consortium member institution (5 from EU partners and 5 from ME partners) (see Table 1).

Table 1
Members of PMB

Institution	Contact Person/ Member
UOM	Lefkothea Kartasidou
UNIMC	Pier Giuseppe Rossi
UW	Paweł Wdówik
Arcola Research	Joe Cullen
DSIS	Natasa Mauko
UNIM	Ramo Šendelj
UDG	Sandra Tinaj
AYDM	Bojana Lakovic
IERK	Borislav Kascelan
IICT	Dzenan Strujic

Graphic 1
Members of PMB

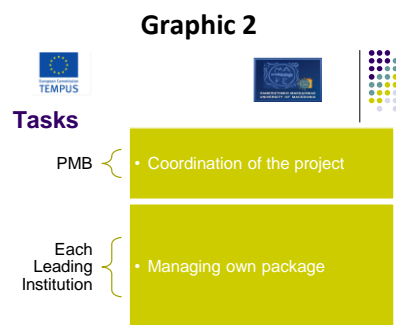


PMB will manage all project activities, monitoring and evaluation of the project results. PMB will coordinate the process for the completion of the project and will take action immediately in order to overcome when a problem occurs.

10	Management of the Project
10,1	Overall project management and administration
10,2	Project coordination meetings

3. Activities

The SINC@HE Project Management Board led by University of Macedonia will be responsible for the completion of all outcomes during project life time and will continuously organize, coordinate and monitor all steps of the project. University of Macedonia will be also in charge for effective communication, reporting and accounting. For efficient project management, PMB will coordinate the work but each WP's leading institutions will be responsible for managing own package.



At the beginning of the project a kick off meeting will take place at the premises of the project applicant (UOM). The purpose of the opening meeting is to establish inner project management procedures, quality control procedures and general sustainability and dissemination policies. Three meetings of the PMB will be organized during project lifetime. The chairman of each meeting shall be the PMB member coming from the host participant. The Chairman and Project Coordinator will jointly prepare in advance the agenda of the meeting, which will be reviewed by the other members and released and circulated by the chairman. Members and/or deputy members will attend the meeting. The chairman will take minutes of the meeting and send the minutes for comments to the PMB members within 15 working days; if no objections are raised within 10 working days, the minutes shall be considered as approved.

3.1 Decision making policy: at each PMB meeting, no less than two-thirds of the members shall constitute a quorum. Decision -making will be by qualified majority (greater than 66%) among the present members (one vote per member). In case that the coordinator has profound objections concerning the compliance of a taken decision with the grant agreement or the legal basis of the Tempus program, the decision shall be frozen until the coordinator, will have clarified the matter with the Executive Agency. In case that no compliance should be asserted the decision will be cancelled.

3.2 Mid-final reports will include all project results, assumptions and handled risks, done under the control of the SINC@HE Project Management Board.

3.3 Internal Partnership agreement

According to the Grant Agreement, Article I.3.3 (pp. 3): The coordinator and the co-beneficiaries shall: agree upon appropriate arrangements between themselves for the proper performance of the action, including the establishment and maintenance of an estimated budget of costs per beneficiary. The beneficiaries are deemed to have concluded an internal co-operation agreement regarding their internal operation and co-ordination. The co-operation agreement shall include all aspects necessary for the management and the implementation of the action.

The coordinator will write the IPA and send it to all partners. The partners will send back their comments and corrections/ suggestions for improvement. After that 3 (three) original copies will be made of this agreement; of which each party keeps one original and one original is attached to the Grant agreement.