

TABLE OF ACHIEVED / PLANNED RESULTS

<u>Title and reference number of the work package (WP)</u>	WP6 Management at Re@WBC
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<u>Indicators of achievement and or/performance as indicated in the project proposal</u>	<ul style="list-style-type: none"> • Kick –off and five coordination meetings organized • Procedures for project management approved • Management bodies made and partnership agreement developed • Software platform launched • Financial audit organized
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Activities carried out to date to achieve this result:

Activity N°	Activity Title	Start date	End date	Place	Description of the activity carried out	Specific and measurable indicators of achievement
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6.1.	Organizing and realizing a Kick-off and coordination meetings	10.12.2015.	11.12.2015.	University of Nis	<p>The kick-off meeting was organized as a two-day event. The objectives of the kick-off meeting were:</p> <ul style="list-style-type: none"> • to introduce the partners to each other • to develop a common understanding of the project objectives, activities and expected results • to discuss in detail the action plan for the first six months • to clarify project management and administrative procedures. <p>The first day of the kick-off meeting was divided into three sessions: Part I - Opening session Part II - Introducing project management, monitoring, reporting, financial reporting and technical details Part III - Short presentations by all partner institutions with a special emphasis on their HE research potential and practices, as well as their role in the Re@WBC</p> <p>On the second day, the partner institutions discussed the contractual, technical and practical aspects of the Re@WBC project implementation. The second day agenda included:</p> <ul style="list-style-type: none"> • Forming of management structures Presentations of WP <ul style="list-style-type: none"> • Action plan for the first six months • Presentations of WP 	Management bodies made Procedures for project management approved
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					<p>Thirty seven representatives from 13 partner institutions and a representative of the National Erasmus Office were present at the meeting</p> <p>UNSA organised 2nd Steering Committee and 2nd Quality Assurance committee meetings in Sarajevo, held on 6-7 November 2017.</p> <p>UNSA team organised working meeting with project coordinator representatives, UNSA management and Re@WBC team members on 14-15th of May 2018.</p> <p>UNSA Re@WBC team attended final project conference/meeting in Belgrade 9-11 September 2018</p>	
		01.12.2016.	02.12.2016.	University of Belgrade	<p>The first meeting of the Steering Committee of the Re@WBC project was organized at the University of Belgrade, on 01st and 02nd December 2016. The total number of participants from 11 partner institutions was 25. After an introductory session, the working session of the meeting started with a presentation of the overall progress of the project activities during the first year of the project implementation as well of those that are yet to be realized in the forthcoming period.</p> <p>The main project deliverables produced in this period were presented by the corresponding work</p>	<p>Project Management Guide was adopted</p> <p>Project Management Board was established</p> <p>Dissemination plan was adopted</p>

				<p>package and task leaders. Since the preparation for the application for the HRS4R logo was the main activity in the first year of the project, we began with a presentation on the progress within this activity.</p> <p>It was pointed out that 5 out of 8 WB partner universities had applied for the HRS4R logo, which is a huge success given that, at the time the project was starting, many of the partners had not even endorsed the “European Charter for Researchers” and “The Code of Conduct for the Recruitment of Researchers”. We received information that the University of Tirana, University of Montenegro and University of Belgrade had not managed to apply for the HRS4R logo, and that the University of Tirana had prepared all the necessary documents but it was only for technical reasons that they had not applied for it on time.</p> <p>The project coordinator also asked the partners to consider the adoption of the Project Management Guide created in March 2016 to which they had previously been introduced. No objections were raised and the consortium adopted this document unanimously. Following a recommendation of the project officer Mrs Belen Encisco, a new project management body, called the Project Management Board, was established. Each of the partner universities delegated one member of this body with the exception of the University of Nis who delegated two of them. Also, the Dissemination plan was adopted with the agreement that all the partners help with completing the Dissemination Events table given</p>	
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					<p>at the end of this document by planning concrete dissemination activities.</p> <p>Also, we talked about the reorganization of the website that was to be done at the suggestion of the project officer Mrs Belen and about the project dissemination.</p> <p>From the very beginning of the project there had been inefficient communication between the management of University of Montenegro and the contact person there Prof. dr Marija Krivokapic's. Therefore, at Prof. dr Marija Krivokapic's own proposal, it was decided that another contact person should be appointed, that the new contact person should come from the university management, and that Marija Krivokapic should keep on working as part of the project. The meeting was concluded with positive impressions and it was everyone's opinion that it was very beneficial and that detailed and precise instructions were given for the forthcoming activities, as well as that many questions were clarified that had previously appeared in the course of the project implementation so far.</p>	
		23.03.2017	25.03.2017.	University of Montenegro	<p>On March 23 and 24, 2017, the Re@WBC partners met at the University of Montenegro, to discuss the activities and the results achieved in the previous year.</p> <p>The meeting was opened by the vice rector for international relations of the University of Montenegro, Prof. Maja Bacovic. After that, except for the colleagues from the Coventry University who were not able to be present, all the partners discussed their performance, good and weak sides through detailed reports. This activity took a whole working day and was followed by a</p>	

					<p>lively discussion during which the general opinion was that the remaining partner universities would most surely be able to successfully prepare for the application for the HRS4R logo and apply for it before the next deadline for applications, in view of the desire and efforts they had demonstrated in the course of the previous.</p> <p>The second working day was devoted to our dissemination activities. The project was not very lively in this part so far, because we had mostly been focused on meeting the above mentioned demands. Yet, it was general opinion that, now that some particular goals had been achieved, we were ready to start a more active dissemination process. Apart from the project's webpage - with which everybody was satisfied very much - the websites of the partner universities and a variety of info days, we workshopped possibilities of other dissemination venues that range from very formal to very informal. We also spent some time thinking about how to present the project results so that they become more meaningful and useful to our end users. However, since our primary target are researchers, we were of the opinion that many of our activities - like trainings - had two points to them: 1. they were to educate the target, but also 2. they functioned as dissemination for understanding, support, and action purposes.</p>	
6.2.	Developing and adopting procedures	01.12.2015	December, 2016		At the project kick-off meeting, held at UNI, the coordinator presented the project activities and ideas to the Consortium	Project Management Guide was created and adopted – see http://rewbc.ni.ac.rs/wp-

	for project management				<p>representatives so that every detail was clear and transparent to all the participants. Relevant internal documents were adopted. The project management bodies responsible for the complete management of the project realization were set up (SC, WP lead organisations, QAC,) Partnership agreements between the project coordinator and each partner, based on the grant received and the tasks planned for each partner were presented and discussed. The reports on the results of each meeting were posted on the project website. Project Management Guide was created and adopted and can be found at the link http://rewbc.ni.ac.rs/wp-content/uploads/2016/12/Project-management-guide-for-Re@WBC-project-1.pdf</p>	content/uploads/2016/12/Project-management-guide-for-Re@WBC-project-1.pdf
6.3.	Setting-up project management bodies and signing partnership agreements	15.11.2015	15.05.2016		<p>Based on the EACEA recommendation UNI developed a draft of the PA and sent it to all the partners for approval. Only the University of Sarajevo and the University of Belgrade recommended some minor changes. After that the final version was adopted and signed by all the partners.</p> <p>The following project management bodies were formed: the Steering Committee, the Quality Assurance committee and the Project Management Board.</p>	<p>PAs were signed. The Steering Committee, the Quality Assurance committee and the Project Management Board were formed.</p> <p>Workpackage and activity leaders were nominated.</p>

					For each workpackage and for each activity within it, a leader was nominated by the consortium charged with the task of collecting and giving all the relevant information.	
6.4.	Establishing a software platform for efficient project management	15.11.2015	01.12.2015		<p>Within this activity a software platform for efficient project management was established in the second month of the project realization and has since been used by all the partners.</p> <p>UNSA – the software platform has been regularly updated with required documentation from UNSA</p>	The project management platform was established.
6.5.	Coordinating project activities on a daily basis	15.10.2015	Ongoing		<p>There is a satisfactory continual everyday communication and information flow between all the partners.</p> <p>UNSA – day-to-day coordination carried out by coordinator and team members</p>	<p>Adequate documents and information were uploaded to the project platform.</p> <p>Meetings, reports, e-mail correspondence, phone calls, etc.</p>
6.6.	Performing financial management and bookkeeping				Beside the project management guide, in which all the rules concerning financial management are listed, the project coordinator prepared a Power Point presentation with the purpose of informing the consortium members on the use of the grant, which has then been distributed to all the partners and also presented at each training/meeting organized during the first year of the project. Also, as for certain financial issues that were somewhat unclear to the partners, the	<p>The project management guide was adopted.</p> <p>Presentations were made and uploaded to the project platform.</p>

					<p>project coordinator contacted the project officer Mrs Encisco from whom appropriate clarification was received and further forwarded to all the partners, thus settling the matter.</p> <p>Finance reports regularly produced by UNSA Financial Office</p>	- UNSA financial reports
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Activities to be carried out to achieve this outcome (before the end of the project)

Activity N°	Activity Title	Start date	End date	Place	Description of the activity to be carried out	Specific and measurable indicators of progress
6.1.	Organizing and realizing a Kick-off and coordination meetings	December, 2017	December, 2017	University of Vlora	Coordination meetings	Presentations, Concrete ideas...
6.1.	Organizing and realizing a Kick-off and coordination meetings	May, 2018	May, 2018	University of Torino	Coordination meetings	Presentations, Concrete ideas...
6.5.	Coordinating project activities on a daily basis	15.10.2015	Ongoing		There will be a continual everyday communication and information flow between all the partners.	Adequate documents and information were uploaded to the project platform.
6.6.	Performing financial management and bookkeeping				There will be a continual everyday communication and information flow between all the partners.	Adequate documents and information were uploaded to the project platform.

Changes that have occurred in this result since the original proposal:

There are no changes and all the activities are being realized on time, as scheduled.

Please add as many tables as necessary.