



ERASMUS+ PROJECT

Re@WBC

Enhancement of HE research potential
contributing to further growth of the WB region



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Annex B to QC Manual - Word document template

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Enhancement of HE Research Potential Contributing to Further Growth of the WB Region
Re@WBC**

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Activity 6.1: A kick-off and coordination meetings were realized. The kick-off meeting was organized as a two-day event which objectives were:

- 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.

The first day of the kick-off meeting was divided into three sessions. Part I, as an opening session.

Part II, which covered introducing project management, monitoring, reporting, financial reporting and

technical details. Part III consisted of a 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.

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:

- Forming of management structures

Presentations of WP

- Action plan for the first six months
- Presentations of WP

Thirty seven representatives from 13 partner institutions and a representative of the National Erasmus Office were present at the meeting.

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.

The main project deliverables produced in this period were presented by the corresponding work 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. 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. 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

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that all the partners help with completing the Dissemination Events table given at the end of this document by planning concrete dissemination activities. 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.

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.

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. 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 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. 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 targets 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.

As a result of this activity the procedures for the approved project management were made by the management bodies. A project management guide and a dissemination plan were adopted. The project management board was established.

Activity 6.2: The procedures for project management were developed and adopted. At the project kick-off meeting, held at UNI, the coordinator presented the project activities and ideas to the Consortium 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

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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>

As a result of this activity Project Management Guide was created and adopted – see <http://rewbc.ni.ac.rs/wp-content/uploads/2016/12/Project-management-guide-for-Re@WBC-project-1.pdf>

Activity 6.3: Partnership agreements were signed and project management bodies were set up. 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. The following project management bodies were formed: the Steering Committee, the Quality Assurance committee and the Project Management Board. 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.

As a result of this activity PAs were signed. The Steering Committee, the Quality Assurance committee and the Project Management Board were formed. Workpackage and activity leaders were nominated.

Activity 6.4: Within this activity a software platform for efficient project management was established in the second month of the project realization and has been used since by all the partners.

As a result of this activity the project management platform was established.

Activity 6.5: Project activities are well coordinated on a daily basis, since there is satisfactory continual everyday communication and information flow between all the partners.

As a result of this activity adequate documents and information were uploaded to the project platform.

Activity 6.6: This activity is based on 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 project coordinator

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contacted the project officer Mrs Encisco from whom appropriate clarification was received and further forwarded to all the partners, thus settling the matter.

As a result of this activity the project management guide was adopted and presentations were made and uploaded to the project platform.

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