



SETOF

Soil Erosion and TOrrential Flood
Prevention: Curriculum Development at the
Universities of Western Balkan Countries

Soil Erosion and TOrrential Flood Prevention: Curriculum Development at the Universities of Western Balkan Countries

WP 7. Project management



Reference Number: 598403-EPP-1-2018-1-RS-EPPKA2-CBHE-JP

"This project has been funded with support from the European Commission. This publication 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"

Co-funded by the
Erasmus+ Programme
of the European Union





Project management

- Lead Organization: P1- **University of Belgrade**
- Participating Organisation:
- P2 -UNS-Serbia; P3 -UNI-Serbia; P4 -UBL-B&H; P5 -UNSA –B&H; P6 -INSZASUM –Serbia; P7 -BOKU-Austria; P8 -UNSCM- FYR of Macedonia; P 9 – UNIRC - Italy; P10 -FRI-BAS - Bulgaria





Assumptions and risks

- Establishment of cooperation between the universities is the basis for long-term joint work
- Untimely submission of reports
- Effective consortium management
- Good language skills of partner country university staff





Activities

- Project management meetings
- Steering committee meetings
- Guidelines on the reporting and correspondence
- Day-to-day coordination of project activities
- Interim and finale report meetings





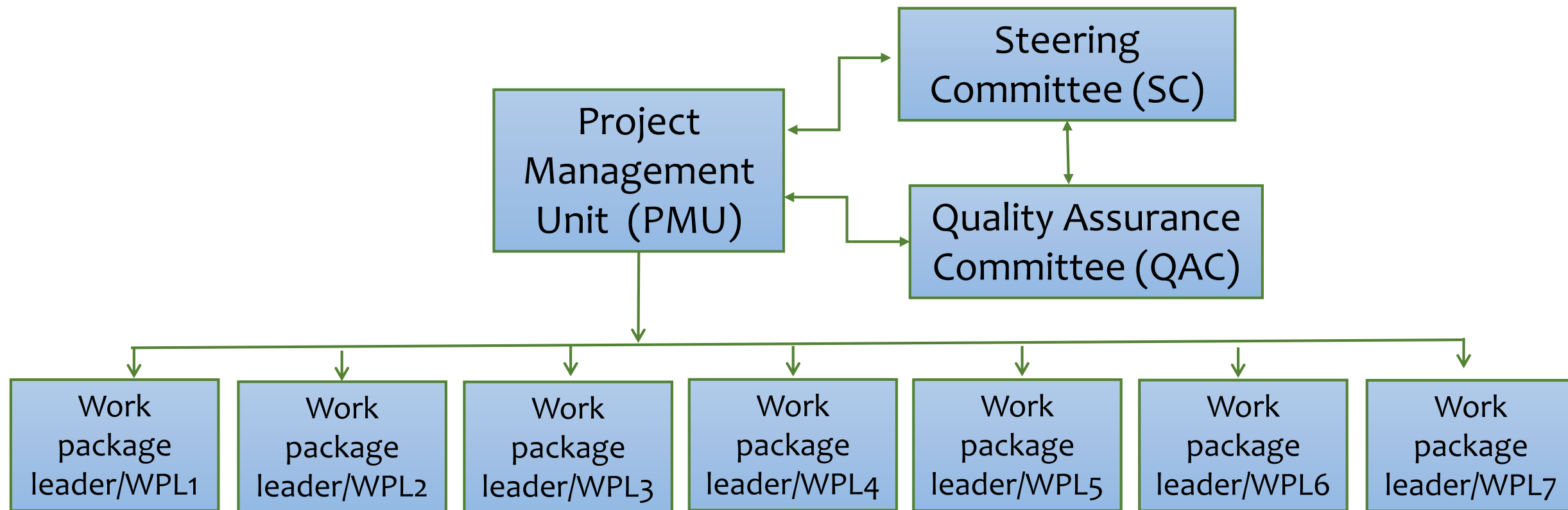
For the purpose of management of project realization, implementation and supervision of the project, governing bodies that will be established are:

- Project Management Unit (PMU),
- Steering Committee (SC) and
- Quality Assurance Committee (QAC)





SC-QAC -PMU-WPL





Project management meetings

- The Project Management Unit Meetings will be held 7 times during the implementation of the Project. The meetings will be organized by UB-Serbia, who are the WPL.
- In the work of the PMU, the work-package leaders and representatives of the other Project participants will participate. Minutes of Meeting will be adopted by the SC.

1 st meeting	14.12.2018
2 st meeting	May 2019
3 st meeting	November 2019
4 st meeting	April 2020
5 st meeting	October 2020
6 st meeting	April 2021
7 st meeting	Oktober 2021





Steering Committee meetings

- During the Project implementation, the Steering Committee will have 6 meetings, in the periods of 6 months. The SC members will be adopting reports submitted by the PMU and QAC.

Interim and finale report meetings

- These meetings are envisaged to be held in the second and third years of the Project implementation, and there will be 4 meetings in total. The meetings are envisaged to be attended by the members of all the working bodies of the Project.





Guidelines on the reporting and correspondence

- The manner in which Reports on Meetings of Project Authority/-ies are going to be prepared and the manner in which correspondence will be kept between the participants will be determined at the beginning of the Project implementation. On the basis of established rules, the PMU will create and adopt the Guidelines that will be binding for all the Project participants.





Day-to-day correspondence of project activities

- Day-to-day correspondence enables the transfer of necessary information for the performance of the Project-related activities. Correspondence will be kept according to the adopted Guidelines, and WPL, UB-Serbia is responsible for successful communication.

