

MANAGEMENT STRUCTURE OF THE STEAMedu PROJECT

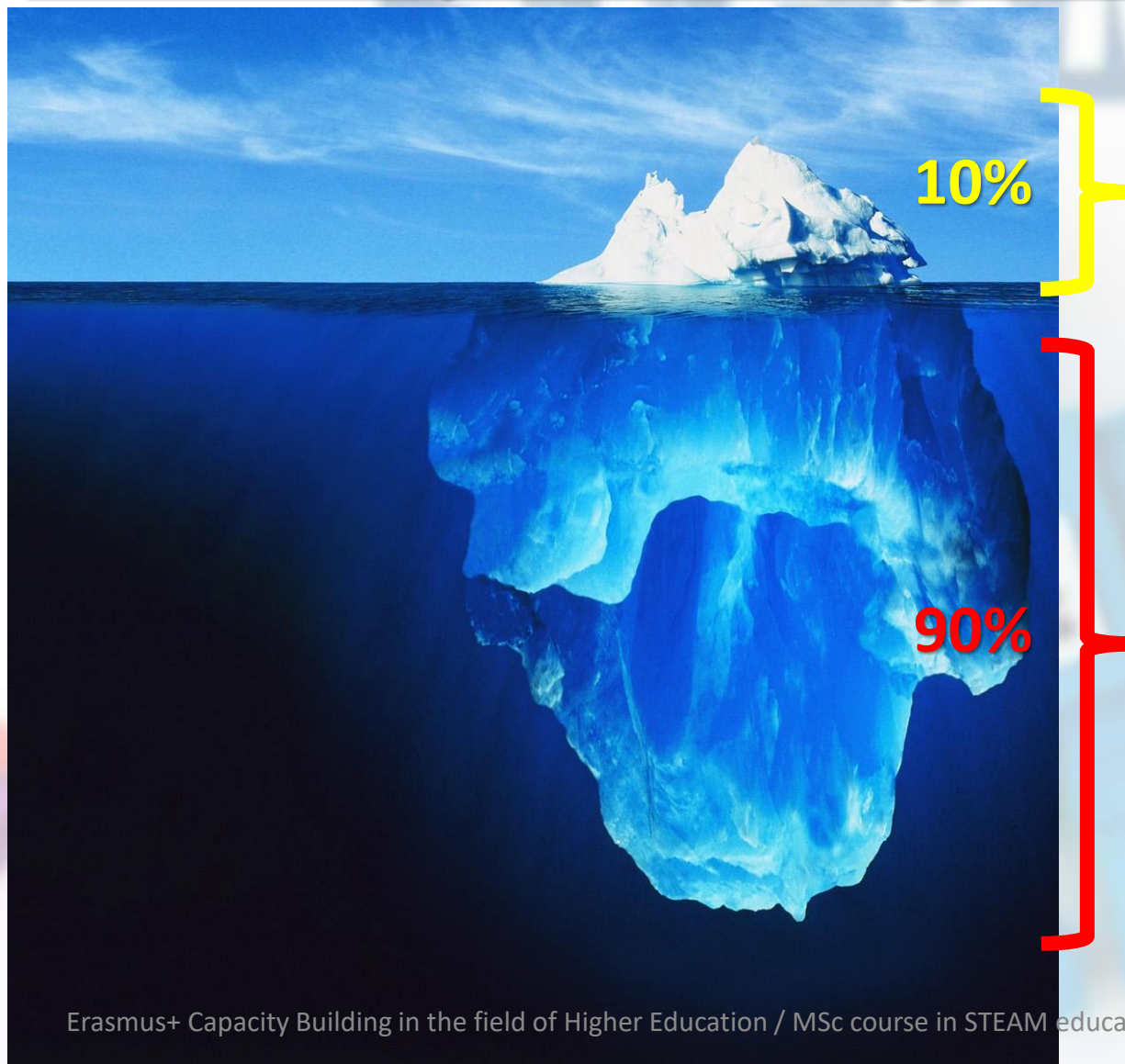
Kick-Off Meeting of the Erasmus Plus Project:
MSc course in STEAM education – STEAMedu

STEAMedu

Online, February 23 and 24, 2021

Boris Crnokić

CBHE Project Management



Project proposal

Project environment

Different


- ✓ Individuals (/personalities)
- ✓ Countries (/cultures, currencies, languages, time zones)
- ✓ Legal **requirements**
- ✓ Institutional **constraints**
- ✓ **etc.**



CBHE Contractual Framework

- Grant Agreement signed by the **University of Mostar** (coordinating HEI) **on behalf of the partnership!**
- Project proposal is part of the **Grant Agreement**.
- **Shared obligation of the partnership!**
- Support documents and guidelines for projects implementation available in the CBHE "Beneficiaries' Space,,
- https://eacea.ec.europa.eu/erasmus-plus/beneficiaries-space_en

Agreement number: 618996-EPP-1-2020-1-BA-EPPKA2-CBHE-JP Multi beneficiaries model agreement: April 2020

 EUROPEAN COMMISSION
Education, Audiovisual and Culture Executive Agency
Department A: Erasmus +, EU Solidarity Corps
A4: Erasmus+ Capacity Building in the field of Higher Education

GRANT AGREEMENT FOR AN ACTION WITH MULTIPLE BENEFICIARIES
UNDER "ERASMUS+ CAPACITY BUILDING IN THE FIELD OF HIGHER EDUCATION"
AGREEMENT NUMBER — 618996-EPP-1-2020-1-BA-EPPKA2-CBHE-JP

This Agreement ('the Agreement') is concluded between the following parties:

on the one part,

The Education, Audiovisual and Culture Executive Agency (hereinafter referred to as "the Agency"), acting under powers delegated by the European Commission (hereinafter referred to as "the Commission") represented for the purposes of signature of this Agreement by Mr Ralf RAHDERS, Head of Unit "Erasmus+ Capacity Building in the field of Higher Education"

and

on the other part,

'the coordinator'

UNIVERSITY OF MOSTAR,
TRG HRVATSKIH VELIKANA 1,
BA - 88000 MOSTAR,
VAT NUMBER: ,

represented for the purposes of signature of the Agreement by Zoran Tomić

and the other beneficiaries listed in Annex IV and duly represented for the signature of the Agreement by the coordinator by virtue of the mandates included in Annex IV.

Unless otherwise specified, references to 'beneficiary' and 'beneficiaries' include the coordinator.



Institutional Commitment

- Project management is **not a "one man/woman show"** but an **institutional responsibility**
- It is **essential to:**
 - ✓ have the required institutional services/departments **on board from the start**
 - ✓ provide regular **feedback** to your authorities
- It is important to include **all the necessary services of your institution**
 - ✓ International Relations Office
 - ✓ Finance department
 - ✓ Quality assurance services
 - ✓ Academic services
 - ✓ Student services
 - ✓ IT/Communication



Local institutional rules

- Be aware of your **Institution's internal rules**
 - ✓ Ask your **administration**
 - ✓ **Communicate these rules to the coordinator**
 - ✓ Nominate **a person responsible for finances** at each Partner
- Be aware of the **national constraints/legislation**
 - ✓ Visa requirements
 - ✓ Project registration
 - ✓ VAT
 - ✓ **Staff payment modalities**
 - ✓ **Accreditation of newly developed curricula**



Project Team

- A **project team** is composed of **individuals** who act on behalf and with the full support of their **institutions**
- **Trust and confidence** between individuals is **necessary but not sufficient**
- Tasks and responsibilities have to be formalised and endorsed in the **Partnership Agreement**



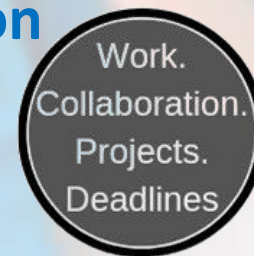
Project Team – University of Mostar

	Full name	Organizational Unit of the University of Mostar	Role in the team	Contact e-mail
1	Boris Crnokić	Project Office / Faculty of Mechanical Engineering, Computing and Electrical Engineering	Project Coordinator / STEAM expert: Engineering and Robotics / WP7 Coordinator	boris.crnokic@sum.ba
2	Tomislav Volarić	IT Center / Faculty of Science and Education	Supervision and coordination / STEAM expert: Engineering and AI	tomislav.volaric@sum.ba
3	Inja Stojkić	International Relations Office	Supervision and coordination	inja.stojkic@sum.ba
4	Tanja Popović	Finance and Accounting Department	Finances and budget	tanja.popovic@sum.ba
5	Dragan Gabrić	Department for planning, analysis and execution	Finances, budget and planning	dragan.gabric@sum.ba
6	Žana Mrkonjić	Project Office	Project administration / WP5 Coordinator	zana.mrkonjic@sum.ba
7	Ivana Jovanović	Faculty of Science and Education	Project administration / WP1 Coordinator	ivana.jovanovic@fpmoz.sum.ba
8	Ana Šuman	International Relations Office	Project administration	ana.suman@sum.ba
9	Luciana Boban	Quality Assurance Office	Accreditation and quality assurance / WP4 Coordinator	luciana.boban@sum.ba
10	Svjetlana Stanić Koštroman	Faculty of Science and Education	STEAM expert: Biology	svjetlana.stanic.kostroman@fpmoz.sum.ba
11	Mila Zovko	Faculty of Science and Education	STEAM expert: Mathematics	mila.zovko@fpmoz.sum.ba
12	Daniel Vasić	Faculty of Science and Education	STEAM expert: Informatics / WP6 Coordinator	daniel.vasic@fpmoz.sum.ba
13	Mario Šunjić	Faculty of Science and Education	STEAM expert: Art	mario.sunjic@fpmoz.sum.ba
14	Antonija Kraljević	Faculty of Mechanical Engineering, Computing and Electrical Engineering	STEAM expert: Physics / WP2 Coordinator	antonija.bosnjak@fsre.sum.ba
15	Željko Šeremet	Faculty of Mechanical Engineering, Computing and Electrical Engineering	STEAM expert: Engineering and Computing / WP3 Coordinator	zeljko.seremet@fsre.sum.ba

The Coordinator



- Person who is **really in charge** of the project
- A **good coordinator**
 - ✓ Has good **management and communication skills**
 - ✓ **Is trusted** by the partners
 - ✓ Has the **full support of his/her institution**
- **Coordination can/should be shared:**
 - ✓ Financial & administrative tasks / academic management
 - ✓ Clear **distribution of tasks with partners**



Role of the Coordinator

- Oversees the **implementation** of activities
- **Manages the funds** of the project
- Ensures the **respect of CBHE rules**
- **Cooperates closely with the key institutional services** in his/her organisation
- **Central communication point** with project partners and external stakeholders
- Is in **regular contact** with the EACEA (through the project officer)
- Submits **interim and final reports and requests for payment** to EACEA



The Partners

- Must be **fully informed about the project** and aware of the implementation constraints.
- They should:
 - ✓ know the **proposal** and the expected **results**
 - ✓ know their **role and responsibilities**
 - ✓ know the **contractual framework & the financial rules**
 - ✓ **respect the Partnership agreement**
 - ✓ work in **full transparency** with the coordinator (inform of any changes / delays)
 - ✓ have the **full support of their organisation.**
 - ✓ be aware of any **institutional and/or legal constraints** that can affect the project implementation!



STEAMedu Partners



Ministarstvo
obrazovanja, nauke, kulture i sporta
<http://obrazovanje.vladausk.ba>



5



5



4



3



Center for Social
Innovation



2

Role of the Partners

- **Equally responsible** as the coordinator
- **Precise knowledge** of the proposal and the CBHE contractual framework
- **Implement activities** under their responsibility
- **Support the coordinator** (e.g. providing information and supporting documents for reporting)
- **Cooperate with the key institutional services** in their organization
- **Contribute to the dissemination** of the project results in their organisation, community and/or region



The Partner Country Partners

- **CBHE projects are meant to benefit Partner Countries**
- **Partner Country partners** are responsible for:
 - ✓ Enhancing Project results **relevance / added value**
 - ✓ **Raising awareness & disseminating** results
 - ✓ Identifying and involving **target groups and local stakeholders**
 - ✓ **Ensuring implementation and sustainability** of the project
 - ✓ **results**
 - ✓ Respecting national requirements / **legal constraints**

Erasmus+ Partner Countries

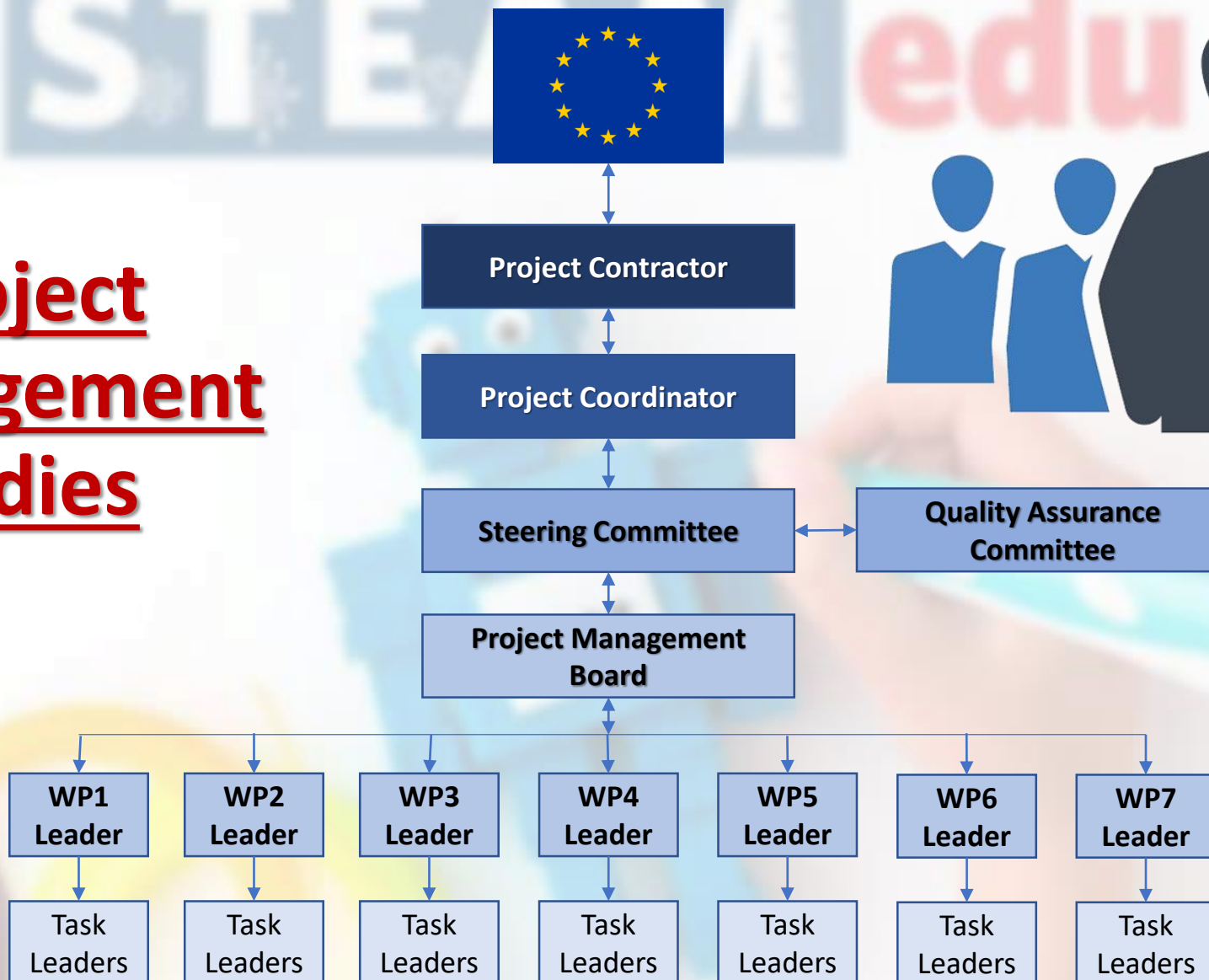


Project Management

- **Project management** will focus on:
 - ✓ how the **project is progressing** in terms of expenditure,
 - ✓ **use of resources**,
 - ✓ **implementation of activities**,
 - ✓ **delivery of results** and the management of risks.
- In order to achieve defined goals of the project, the **project team will systematically collect, analyse and use relevant information** about project progress.



Project Management Bodies



Project Management Bodies

- **Steering Committee (SC)**

- ✓ **major decision-making body** of the project
- ✓ will consist of one of **most experienced representative of each EU and Partner countries institution (19 members ?)?**
- ✓ tasks: **to decide on actions to be taken** when issues appears

- **Project Management Board (PMB)**

- ✓ **coordinate day-to-day management**
- ✓ take care that **activities will start and be completed** according to the plan
- ✓ consists of **one representative per partner institution (19 members ?)?**
- ✓ members of PMB will **communicate in order to monitor execution of tasks**



Project Management Bodies

- **Quality Assurance Committee (QAC)**

- ✓ responsible for **preparing the guide for quality control and monitoring activities**
- ✓ consists of **one representative per partner institution (19 members ?)**
- ✓ members will continuously **monitor project activities** and take care of **Quality of the project results**
- ✓ members will **define the internal control reports** of the project
- ✓ will regularly **cooperate with local Erasmus + offices**



Project Management Bodies

- Number of SC, PMB and QAC members ???
- Should each of the three Management Bodies have **19 members**?

- Your suggestions?



STEAMedu Project Management Bodies

- Proposals of the STEAMedu Project Management Bodies
- Members of the STEAMedu Project Management Bodies should be **defined today** or submitted no later than **March 3, 2021**
- [Link to the list of members of the Management Bodies](#)

Partner	SC	PMB	QAC
SUM	Sanja Bijakšić / Boris Crnokić	Tomislav Volarić / Inja Stojkić	Žana Mrkonjić
UNMO			
UNSA			
UNBI			
MESCS USC			
UT			
UET			
UV			
UNISHK			
UNIKO			
UPHP			
UKZ			
UBT			
UC			
HOU			
AMC			
SKYBRIDGE			
UCY			
CSI			

Project Management Bodies

- **Project Management Bodies Meetings**
 - ✓ **Steering Committee: twice a year**
 - ✓ **Project Management Board: four times a year**
 - ✓ **Quality Assurance Committee: twice a year**
- It is possible to organize more meetings, if necessary.
- Representatives of the University of Mostar will be responsible for communication between partners within specific Project Management bodies.



Partnership Agreement



- **Two objectives:**

- ✓ **Transparency and formalisation** of project management procedures
- ✓ **Commitment to the project**

- **Content:**

- ✓ Obligations and responsibilities
- ✓ Financing and Payment arrangements
- ✓ Reporting
- ✓ Promotion and visibility
- ✓ Confidentiality and data protection
- ✓ Ownership and property rights
- ✓ Conflict of interest
- ✓ Conflict resolution
- ✓ Applicable law and jurisdiction
- ✓ Termination of the Agreement
- ✓ etc.

Annexes:

- ✓ Budget per partner and budget category
- ✓ Fees modalities of staff involved in the project
- ✓ Reimbursement modalities for travel costs and costs of stay
- ✓ Detailed Budget
- ✓ Copy of the grant agreement signed between the coordinator and the executive agency, and its annexes
- ✓ Individual bank account of each beneficiary organisation
- ✓ LINKS: Erasmus+ CBHE Beneficiaries Space, Erasmus+ Programme Guide, Distance Calculator, Erasmus+ Project Results Platform, Project Website, etc.
- ✓ Etc.

Partnership Agreement

- The University of Mostar is preparing a **draft of the Partnership Agreement**
- **National and institutional constraints and legislation** must be taken into account.
- Partners should **inform the coordinator** if there are any national or institutional **constraints and exceptions** in the legislation that **should be included in the Partnership Agreement.**



Communication

- Define communication: **means, channels & frequency**
- Communication must be based on **transparency and trust**
- We need to have an **understanding** for all **linguistic, intercultural and other differences**
- All communication should be focused on **PROBLEM SOLVING**
- **Respect** the **deadlines and dates** agreed at the meeting



Communication

- **Internal Communication**

- **With Coordinator and other partners**

- **National coordinator**

- ✓ Main Partner Country contact for the project?
- ✓ **Do we need a National Coordinator for each partner country?**
- ✓ Not compulsory

- **External Communication**

- **With EACEA Agency**
- **With National Erasmus+ Offices**



Communication

- Each partner should specify **only one contact person**, with one **email address**
- There are 19 partners in the project and it is easier to communicate with only one person.
- A **list of all project team members** at your institution
- **You can enter contact information on this link.**

Partner	Contact person	e-mail
SUM	Boris Crnokić	boris.crnokic@sum.ba
UNMO		
UNSA		
UNBI		
MESCS USC		
UT		
UET		
UV		
UNISHK		
UNIKO		
UPHP		
UKZ		
UBT		
UC		
HOU		
AMC		
SKYBRIDGE		
UCY		
CSI		

Communication / Conflict Resolution

- Disagreements should not lead to conflicts.
- Reduce the risk of disputes with:
 - ✓ Trust, honesty and respect
 - ✓ **Partnership agreement**
 - ✓ Proactive attitude
 - ✓ Inter-personal skills
 - ✓ Equal treatment
- **In principle, EACEA does not intervene in the internal affairs of the partnership !**



Communication / Conflict Resolution

TOP PRIORITY

- STEAMedu rules for good communication and conflict resolution 😊

Partners should try to resolve all problems and disagreements **with each other with the constant involvement of the Project Coordinator**

Involvement of
National Erasmus +
Offices in Conflict
Resolution

Involvement
of EACEA

LOW PRIORITY

Communication: means, channels & frequency

- **E-mail** (on a daily basis)






WP	SUM Contact person	e-mail address
WP 1	Ivana Jovanović	ivana.jovanovic@fpmoz.sum.ba
WP 2	Antonija Kraljević	antonija.bosnjak@fsre.sum.ba
WP 3	Željko Šeremet	zeljko.seremet@fsre.sum.ba
WP 4	Luciana Boban	luciana.boban@sum.ba
WP 5	Žana Mrkonjić	zana.mrkonjic@sum.ba
WP 6	Daniel Vasić	daniel.vasic@fpmoz.sum.ba
WP 7	Boris Crnokić	boris.crnokic@sum.ba

- **Google Meet, Zoom, Skype, Microsoft Teams,**
etc. (If necessary,)    


- **Basecamp** <https://basecamp.com/>
(on a daily basis) (Hellenic Open University will help us) 

- **Mobile phone, Viber, WhatsApp** (If necessary,)   

University of Mostar
Project STEAMedu WP1
Collaboration space for WP1 of project STEAMedu


    

Campfire



Chat casually with the group, ask random questions, and share stuff without ceremony.

Message Board




Welcome
Announcement — Dear

To-dos


WP1 To-do list

Schedule



Set important dates on a shared schedule. Subscribe to events in Google Cal, iCal, or Outlook.

Automatic Check-ins



Create recurring questions so you don't have to pester your team about what's going on.

Docs & Files

WP description

D1.1 Report on similar curricula in Western Balkans

D1.2 Report on similar curricula in Europe

D1.3 Report on relevant professional VET

Thanks for your attention!

Faleminderit per vemendjen!

Ευχαριστώ για την προσοχή!

Hvala na pozornosti!

