

<b>Work package type and ref.nr</b>	<b>MANAGEMENT</b>		<b>5</b>
<b>Title</b>	Management		
<b>Related assumptions and risks</b>	<p><b>Assumptions</b></p> <ul style="list-style-type: none"> <li>• Adequate competence and active involvement of academic and administrative staff of the partner Universities</li> <li>• No delay in money transfer</li> <li>• Effective communication and cooperation among partner institutions</li> </ul> <p><b>Risks</b></p> <ul style="list-style-type: none"> <li>• Exchange rate of the euro could be change dramatically</li> <li>• Weak cooperation among partner institutions</li> <li>• Problems in money transfer with consequent delay in activity implementation</li> <li>• Problems arising from possible different organizations, procedures and practices in Higher Education between European and PU of the project</li> </ul>		
<b>Description</b>	<p>The project provides an effective and efficient 'operative' 2-tier structure of management: the overall project management and project management at the country level. Overall project management will be performed by the Project Board (PB), which will include representatives of all the partners in the project (project managers in each university). The composition of the PB will be determined at the first meeting in Moscow ( P4 ).</p> <p>PB will be in charge of overall planning of the project implementation, monitoring of the current project activities and organization of an effective interaction between all members of the consortium. Project Board (PB) prepares reports on the actions of the project and financial reports twice a year. These reports will be discussed at seminars and through videoconferencing.</p> <p>At the country level the coordination should be implemented by one university in each country, which should be selected on the initial meeting. This university will be in charge for collecting reports, coordination of trips and general management with the grant-holder on behalf of other universities in the country. The special role for cross-regional management of PU will be given to P5.</p> <p>The decision making process should be carried out jointly, but in case of conflict the grant-holder will have the right of final decision. Current project management and financial management will be in the responsibility of the grant-holder. Financial management and reporting will be carried out between each partner and the grant-holder independently.</p>		
<b>Tasks</b>	<ol style="list-style-type: none"> <li>1) Project Board (PB) yearly meeting for discussion of annual work plan</li> <li>2) Regular work management in EU, RF, Armenia and Iran</li> <li>3) Mandatory final accounting audit of the project financial statement (usual professional tax consultants of P1)</li> </ol>		
<b>Estimated Start Date (dd-mm-yyyy)</b>	01-01-1 <sup>st</sup> year	<b>Estimated End Date (dd-mm-yyyy)</b>	30-12 -3rd year
<b>Lead Organisation</b>	P1		

<b>Participating Organisation</b>	All partners from consortium
<b>Costs</b> <i>Please explain the necessary costs for this WP: What travels are necessary? If equipment is requested, explain why it is required. If subcontracting is necessary, explain why the task cannot be performed by the partner.</i>	Staff costs 76.019EUR for managing activities during the project Travel costs 11.155EUR for coordination meetings Costs of stay 12.600EUR for staying during the meetings Subcontracting 50.00EUR for external audit