

## Work package WP1 – Management

<b>Work Package Number</b>	WP1	<b>Lead Beneficiary</b>	1. TUAS
<b>Work Package Name</b>	Management		
<b>Start Month</b>	1	<b>End Month</b>	36

### Objectives

WP Management is linked holistically to all activities in the project. It secures smooth and high-quality implementation of the project by respecting the rules and guidance given by the European Commission/EACEA. Management, coordination and administration tasks ensure that the project activities are delivered according to the plan and budget in each country, each partner organization, in individual level and as whole. Project applicant is on behalf of the project consortium responsible for the use of co-financing, provided by the Erasmus+ programme. Management is responsible for making all core stakeholders receiving relevant official communications. Highest decision-making body will be Project Management Team, consisting of representatives from all partners. Management will be led by the applicant, Turku UAS. Additionally, there will be national coordinators in both third countries not associated to the programme, NPUA in Armenia and GTU in Georgia. In case of limited access for LISS24 participants, they will represent partner universities of their countries.

### Description

T1.1 Confirming core personnel for the project Project applicant Turku UAS will nominate experienced Project Manager and Controller. WP leaders will be named, preliminary plan was made during project planning and it will be updated, based on availability of named experts. Project Management Committee PMT and Project Advisory Board members will be nominated.

All partners will nominate Team Leaders and core team members. A table of all core persons will be made available and uploaded to the eManagement system of the project. Table of core persons will be updated in case of changes in core team members.

T1.2 Preparing management agreements. Official project agreements will be prepared and signed according to the guidance given by the EACEA, especially Mandate Letters, Grant Agreement and Partnership Agreement, in the beginning of the project.

This task includes also preparation of Management and Administration instructions. All partners will be instructed to the project, including management, administration, reporting, communication, data storage, environmental strategy and gender issues. An internal guidance will be prepared in written format and all core issues will be dealt in the kick-off meeting.

T 1.3 Launching the eManagement system. Project Management Software will be launched for the internal communication and as forum for the Project elaboration and archive. Specific user guidelines will be elaborated for the Project partners.

T1.4 Coordinating the project. Project will be coordinated on daily bases according to the jointly agreed principles, schedules, practices and rules. eManagement system will be introduced.

Project manager will be actively in contact with all partners and named Project Officer in the EACEA.

Project Manager and/or Controller will represent project in coordination-related meetings, training sessions, thematic forums and other events, organized by the EACEA/European Commission and other external stakeholders.

All partners are in charge or internal coordination of the project in their own organizations, according to the internal rules and by respecting regional and national legislation.

T1.5 Organizing Project Meetings. There will be 6 onsite project meetings during the project. According to the preliminary plan, at least 3 general project meetings will be organized in conjunction of other events in the project.

Kick-off meeting is crucial for the commitment of all partners and thereby the overall success of the project.

There will be circulating host system in project meetings.

Preliminary schedule for meetings: M2, M10, M17, M24, M29, M35.

In addition to implementation of project meetings, this task include also all necessary pre- and post-work, like invitations, agendas and minutes of the meetings. All documents will be stored to the eManagement system of the project.

T 1.6 Reporting the project. Project will be reported according to the guidance from EACEA, thereby reports include e.g. Interim Report and Final Report.