WORKPACKAGE 8

WORKPLAN

YSAFA

inclusion

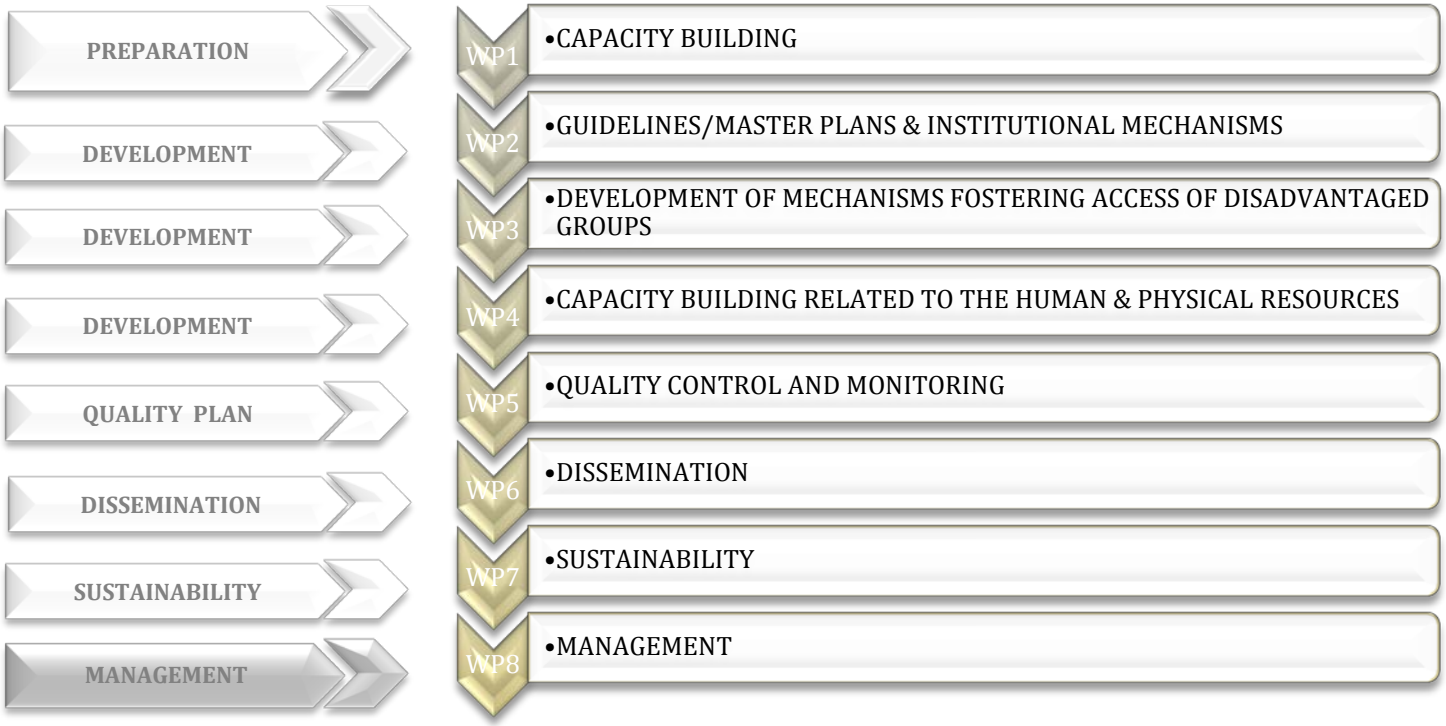
YEREVAN 2017

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

(1) GENERAL

Title of the project:	**INCLUSION – Development and Implementation of Social Dimension Strategies in Armenia and Bosnia and Herzegovina through Cross-regional Peer Learning**
Project reference number:	**574139-EPP-1-2016-1-AM-EPPKA2-CBHE-JP**
WP type:	*MANAGEMENT*
WP N:	*WP8: Project Management*
WP duration:	*36 months*
WP Lead Partner:	*YSAFA, Armenia*
Partners involved:	***All partners:*** *YSAFA, AUA UNISON, UNT, UNTZ, SMOC, WUS, KFUG, UCLL, UoR, ANSA, MoES, FMON, MLSA*

(2) BACKGROUND



(3) IN BRIEF

AIM: The WP aims at ensuring smooth implementation and timely management of the project in general and of the activities in particular with the involvement and contribution of all project partners.

DESCRIPTION: The project management evolves around 8 workpackages and each of the WP has its lead partner, best qualified to further design and implementation of the WP *(WP1-WUS, WP2-UoR, WP3-UCLL, WP4-AUA, WP5-WUS, WP6-AUA, UNT, WP7-YSAFA and WP8-YSAFA).* This ensures inclusion of all the partners in the management, strengthens the ownership and capitalizes on the respect to values to achieve greater level of discretionary efforts, and mitigates potential conflicts.

The project organizational management is conducted at three distinctive levels:

- ***Overall consortium level***: GB, established with the inclusion of all partners, makes decisions on various aspects. The project coordinating institution *(YSAFA)* is responsible for the overall operational, financial and technical management.
- ***PC level:*** each partner country (AM and BiH) appoints a local coordinator to be responsible for the smooth and timely implementation of the activities, clear communication and active involvement of all partners at partner institutions *(SMOC in BiH and YSAFA in AM*).
- ***Institutional level:*** each partner establishes a local working team to coordinate logistics, finances and development aspects at home institution. All partner institutions are to ensure the timely reporting of the activities to the WP lead partner and the management team of the coordinating institution.

Regular local meetings, coordination meetings with all partner institutions are planned to ensure effective communication within the project. During these meetings, partners will be able to assess and discuss the progress of project implementation and agree on action plans with tasks to be achieved. In addition, communication will also be done by using e-mails, skype meetings, and webinars in order to react swiftly to potential risks that may occur during the project lifetime.

OFFICIAL documentation is also a part of smooth cooperation and effective management *(Grant Agreement, Partnership Agreements, Official letters, etc.).* Roles, tasks and responsibilities are well described in the GA and PAs (signed with each of the partner institution).

The management team (with the support of all partners) will conduct:

⇒ ***operational management***
⇒ ***technical management***
⇒ ***financial management***

OPERATIONAL MANAGEMENT: the management team (together with the lead partners) is to develop work plans per WP and set deadlines for the implementation of the activities within the WP. The constant reminders are to be sent to the consortium and respective events are to be scheduled.

TECHNICAL MANAGEMENT: constant communication is a key to the success for the project implementation. This communication is to be conducted via e-mail (socincl.coord@gmail.com & inclusi.mngt@gmail.com), DROPBOX, web site, meetings, etc.

FINANCIAL MANAGEMENT: timely reporting on the expenses, transfers and submission of the necessary supporting documents is the key to successful implementation of the financial part of the project. This will ensure having a positive report from the financial audit. Financial management of the project is done through budget headings (staff costs, travel costs, costs of stay, equipment and subcontracting) keeping all the records and compulsory supporting documents for each of the heading.

The overall and detailed description of the financial and technical management of the project is well presented in the GUIDE available for all consortium members.

The required templates, guides, documents for the successful technical and financial management are to be prepared by the management team and circulated among all consortium members ensuring the transparency of the activities and successful reporting of the results.

List of required documents/templates:

- Grant Agreement and its Annexes
- Partnership Agreements and its Annexes
- INCLUSION project
- Budget distribution per partner organization
- Guide for the Use of the Grant
- Guide on Technical and Financial Management of the Project
- WP workplan - template
- WP report - template
- Minute - template
- Registration List- template
- Agenda - template
- Presentation - template
- Individual Travel report – template
- Staff convention – template
- Timesheet- template
- Equipment – template
- Sub-contract - template
- Financial report – template, etc.

(4) ACTIVITIES AND DELIVERABLES

ACTIVITY	DELIVERABLES/ OUTPUT	INDICATOR OF PROGRESS	HOW TO MEASURE
8.1.1 Governing Board	8.1 Project GB	14 member GB is established	⇒ Feedback on the effectiveness of the management ⇒ Follow up on the monitoring recommendations
8.2.1 Kick-off meeting	8.2 Kick-off meeting	1 KOM and 6 CMs are conducted	
8.3.1 6 coordination meetings	8.3 Coordination meetings		
8.4.1 Workplans on each WP	8.4 Consolidated workplan on WPs	Workplans for each WP and instruments/tools for the management	
8.5.1 Financial management	8.5 Records on financial management		
8.6.1 Day-to-day management	8.6 Records on day-to-day management		
8.6.2 Day-to-day coordination of the project			

(5) TIMELINE

inclusion

[Grant Agreement Number 2016-3686/001-001]
[Project Name and Number: Development and Integration of Social Dimension Strategies in Armenia and Bosnia and Herzegovina through Cross-Regional Peer-Learning – 574139-EPP-1-2016-1-AM-EPPKA2-CBHE-JP]

WP8

TYPE	WORKPACKAGE		ACTIVITY	DURATION (MONTHS)																															
				YEAR 1 (2016-2017)												YEAR 2 (2017-2018)												YEAR 3 (2018-2019)									
				M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12	M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12	M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12
MANAGEMENT	WP8	Management	8.1.1. Governing board																																		
MANAGEMENT	WP8	Management	8.2.1.Kick-off meeting																																		
MANAGEMENT	WP8	Management	8.3.1.6 coordination meetings																																		
MANAGEMENT	WP8	Management	8.4.1.Work plans on each WP																																		
MANAGEMENT	WP8	Management	8.5.1.Financial management																																		
MANAGEMENT	WP8	Management	8.6.1.Day-to- day management																																		
MANAGEMENT	WP8	Management	8.6.2.Day-to-day coordination of the project																																		

(6) EVENTS

EVENT within WP8	VENUE	MONTH/YEAR/NUMBER OF DAYS (including travel)
8.2.1. Kick-off meeting	***Yerevan, AUA***	***December/2016/4 days***
8.3.1. Coordination meeting - 1 (merged with the Training within WP1 – 1.4.2)	***Yerevan, AUA***	***June/2017/4 days***
8.3.1. Coordination meeting - 2 (merged with the Workshop within WP2 – 2.1.1.)	***Diepenbeek, UCLL***	***November/2017/4 days***
8.3.1. Coordination meeting - 3 (merged with the 1st conference within WP2 – 2.4.1)	***Travnik, UNT***	***April/2018/4 days***
8.3.1. Coordination meeting - 4 (merged with the Training of PCU staff within WP3 – 3.6.1.)	***Diepenbeek, UCLL or London. UoR (TBD)***	***July/2018/ 5 days***
8.3.1. Coordination meeting-5	***Graz, KFUG***	***April/2019/ 4 days***
8.3.1. Coordination meeting-6 (merged with the 2nd dissemination conference within WP6 – 6.7.1.)	***Yerevan, YSAFA***	***September/2019/ 4 days***

(please note that the months are preliminary and can be shifted if justified)

1.4.1. SIte visits to AM and BiH HEIs - YEREVAN/TRAVNIK/TUZLA - April/May 2017 - 4 days
1.4.2. Training for the fact-finading - YEREVAN - June 2017 - 4 days (coordination meeting -1 - 8.3.1.)
2.1.1. Workshop for WP 2 - DIEPENBEEK - November 2017 - 4 days (coordination meeting - 2 - 8.3.1.)
2.3.1. Study visits for AM partners - LONDON - March 2018 - 7 days
2.3.1. Study visit for BiH partners - Diepenbeek - March 2018 - 7 days
2.4.1. 1st conference in BiH - TRAVNIK - April 2018 - 4 days
3.6.1. Training of the PCU staff - LONDON - July 2018 - 5 days (coordination meeting - 3 - 8.3.1.)
4.3.1. In-house trainings/workshops in Armenia - YEREVAN - November 2018 - 4 days
4.3.2. In-house trainings/workshops in BiH - TRAVNIK/TUZLA - November 2018 -4 days each
5.3.1. Monitroing visist (by the LP and YSAFA) - YEREVAN/TRAVNIK/TUZLA - for three years
8.3.1. Coordination meeting - 5 - GRAZ - April 2019 - 4 days
6.7.1. 2nd and final dissemination conference - YEREVAN - September 2019 - 4 days (coordination meeting - 6 - 8.3.1.)
8.2.1. Kick-off meeting - YEREVAN - December 2016 - 4 days

(7) ROLE OF EACH PARTNER IN THE WP

PARTNER ACRONYM	*DESCRIPTION OF ROLES IN THE WP*
P1 YSAFA	Overall operational, financial and technical management of the project as the coordinating institution, taking care of the reporting, monitoring and audit of the project . Responsible for the planning and reporting of WP7 and WP8 as a Lead partner.
P2 AUA	Responsible for the operational, financial and technical management of the project at AUA. Responsible for the planning and reporting of WP4 and WP6 as a Lead partner.
P3 UNISON	Responsible for the operational, financial and technical management of the project at UNISON.
P4 UNT	Responsible for the operational, financial and technical management of the project at UNT. Responsible for the planning and reporting of WP6 in BiH as a Lead partner.
P5 UNTZ	Responsible for the operational, financial and technical management of the project at UNTZ.
P6 SMOC	Responsible for the operational, financial and technical management of the project at SMOC and coordinating the activities at BiH as a local coordinator.
P7 WUS	Responsible for the operational, financial and technical management of the project at WUS. Responsible for the planning and reporting of WP1 and WP5 as a Lead partner.
P8 KFUG	Responsible for the operational, financial and technical management of the project at KFUG.
P9 UCLL	Responsible for the operational, financial and technical management of the project at UCLL. Responsible for the planning and reporting of WP3 as a Lead partner.
P10 UoR	Responsible for the operational, financial and technical management of the project at UoR. Responsible for the planning and reporting of WP2 as a Lead partner.
P11 ANSA	Responsible for the operational, financial and technical management of the project at ANSA.
P12 MoES	Responsible for the operational, financial and technical management of the project at MoES.
P13 FMON	Responsible for the operational, financial and technical management of the project at FMON.
P14 MLSA	Responsible for the operational, financial and technical management of the project at MLSA.

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