

Erasmus + Project No598241-EPP-1-2018-1-RS-EPPKA2-CBHE-JP
**Strengthening Educational Capacities by Building Competences and
Cooperation in the Field of Noise and Vibration Engineering**
SENVIBE

Quality Report for WP9

Activity 7.2

Date: 14/11/2022

1. DESCRIPTION OF THE WORK PACKAGE (WP9)

The aim of the Work Package 9: Project Management, was the establishment of the Steering Committee (SC) and the Project Management Team (PMT). In both of them, one representative per partner was included.

UNS played a pivotal role in project management, but tasks were allocated to all partners. Project management dealt with all operative activities and tried to develop ways for easy implementation.

Basic management activities included: (1) Kick-off meeting of the project; (2) regular meetings of the SC every year; (3) regular meetings of the PMT app. every six months during the project implementation, (3) administration of universities to report about the project progress and to ensure the institutional support; (4) the main website of the project is linked to a special platform -SENVIBE Cloud, containing relevant technical and administrative documents, which were uploaded on a regular basis and allowed transparency; (5) one-on-one meetings among partners based on specific needs or solution or eventual problems which occurred. All possible meetings were held together and joined with some other project events as for the sake of cost effectiveness.

2. ACTIVITIES AND THEIR REALIZATION

2.1. Assessment per task

SENVIBE activities		State		
No.	Title	Fully Completed	Partially Completed	Not Completed
WP9.T1.	Establishing project internal management structures	✓		
WP9.T2.	Organizing project coordination meetings	✓		
WP9.T3.	Development of management and reporting procedures	✓		
WP9.T4.	Development of internal communication plan	✓		
WP9.T5.	Daily project management	✓		

2.2. Description of the implemented activities

Within the first task internal and during the Kick-off meeting the internal management structure, the SC and PMT as well as the Advisory Board were formed. The list of members was compiled in a report, with their contact details included, distributed to all the partners and made visible on the project website.

Within the second task, the meetings were organised in all four Serbian HEIs and in the EU HEIs involved. The SC was organised once a year and the PMT approximately every six months. Many local coordination meetings were organised and during all four years of the project implementation the **79** different meetings were realised.

Most meetings were organised in person, but some of them were organised web-based due to the COVID-19. During the Kick-off meeting and within the third task management procedures and responsibilities were defined. Internal project reporting was organized at regular

intervals, defined within the partnership agreements. Reports were submitted to the project coordinator for review and archiving.

Preparation of the intermediate and final project reports was jointly done by all project partners with the special monitoring of UNS as the Coordinator.

Within the fourth task, a detailed Internal Communications Plan was prepared serving as a guide for communication throughout the life of the project.

Finally, within the fifth task, daily project management included the following:

- Day-to-day management of project activities in all partnering institutions;
- Members of the PMT monitoring project activities and reporting the progress to the Coordinator;
- Financial management of project activities, book-keeping and reporting;
- Providing technical facilities for project implementation;
- Arranging the practical issues for the visitors (travel and lodging).

2.2.1. Involvement of people with fewer opportunities

Not applicable.

2.2.2. Refugees

Not applicable.

2.2.3. Innovation

Project UNS team members created a separate platform - the SENVIBE Cloud, lined to the project website for the internal communication and posting all relevant project documents.

2.3. Impact

All project partners improved their capacities in project management respecting project predefined procedures and rules and using adequate project documents.

2.3.1. Unexpected outcomes/ spin-off effects

NA

3. STATISTICS AND INDICATORS

For Training/Mobility Activities

Number of partner country "HEIs' students" trained

Number of partner country "HEIs' academic staff" trained

Number of partner country "HEIs' administrative staff" trained

Number of partner country "non-HEI individuals" trained (priv. sector, NGOs, civil servants, etc.)

Impact at individual level

Extent of attention given to vulnerable groups

Number of direct beneficiaries in the Partner country(ies) per year: academic staff from HEIs

Number of direct beneficiaries in the PCs (/year): administrative staff from HEIs

Number of direct beneficiaries in the PCs (/year): HE students

Number of direct beneficiaries in the PCs (/year): non HE individuals

4. QUALITY ASSURANCE MEASURES

4.1. Reviews conducted in a descriptive form

The reports produced in the WP were approved by internal review before they were published: first by the project coordinator then by the quality assurance group leader and later on by the Steering Committee.

WP9 had the task of developing an Internal Communication Plan. The objective of this document was to provide general communication guidelines and assure sound and smooth communication between the consortium members and between the Coordinator and Education, Audiovisual and Culture Executive Agency (EACEA) throughout the project lifecycle. The Internal Communication Plan was created. Another task of this WP was Development of management and reporting procedures.

A Financial Management Plan was created. Within the second task the meetings were organised in all four Serbian HEIs. The tip and number of meetings is shown in the table below.

Work package (WP) Task	Type of meeting	Number of meetings
WP9, Task2: Organizing project coordination meetings	PMT meetings	10 + final*=11
	SC meetings	4 + final*=5
	Other meetings	64

NOTE: They were organized jointly, so the overall number of meetings is 79.

The tasks in this WP are fully completed.

4.2. Rebuttal/answer to reviews with the actions taken to improve the state

Not applicable

4.3. Other measures

None

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