

WP7– (MNGT): Project Management					
Duration:	M1 – M36	Lead Beneficiary:	1- NUACA, co-lead: 2 - EIU		
Objectives					
<i>List the specific objectives to which this work package is linked.</i>					
Highly effective operational and strategic management of the project					
Activities (what, how, where) and division of work					
Task No (continuous numbering linked to WP)	Task Name	Description	Participants		In-kind Contributions and Subcontracting (Yes/No and which)
			Name	Role (COO, BEN, AE, AP, OTHER)	

T7.1	Day-to-day, financial and administrative management	<ul style="list-style-type: none"> • Day-to-day Project administration will be carried out by all the project partners, project officer will be assigned for the PMT. • The Project Coordinator (EIU) is mainly responsible for Project financial management, preparation the Project Progress Reports and communication with the EACEA, as well as operational management of the Project. • Project Contact Persons of consortium members organize Project activities on institutional level. • The report on day-to-day administration of the Project will be produced by each partner and accumulated in one by the project coordinator. • EIU follows up of the plan for the implementation of project activities (workplan) and receives regular report (every 3 months) by project partners; submits intermediate and final report to 	<p>NUACA EIU All BEN</p>	<p>COO BEN</p>	
		EACEA; ongoing supervision concluding implementation of project activities; continuous communication between the partners & potential trouble shooting.			

T7.2	7 Project GB Coordination meetings (3 online, 3 face to face)	For saving financial resources and promoting green practices (less mobility) the coordination meetings will coincide with the capacity building trainings and consecutive workshops and meetings, as well as will be conducted online (AM partners in Armenia gather in one place and connect to EU partners online).	NUACA All BEN	COO BEN	
T7.3	Project Intermediate report	EIU is responsible for submission to the EACEA the intermediate Report: when 70% of the 1st prefinancing will be disbursed and no later then half way through the Project start. The Project Coordinator will develop the financial and content part of the Intermediate Report.	NUACA EIU All BEN	COO BEN	
T7.4	Project final report.	EIU is responsible for submission to the EACEA Project Final Report. The Project Coordinator will develop the financial and narrative part of the Reports based on the reports provided by each partner institution.	NUACA EIU All BEN	COO BEN	

EU Grants: Application form (ERASMUS BB and LS Type II): V1.0 – 25.02.2021

Milestone No (continuous numbering not linked to WP)	Milestone Name	Work Package No	Lead Beneficiary	Description		Due Date (month number)	Means of Verification
MS12	Partnership Agreements	7	NUACA and EIU	Partnership Agreements between Coordinator and Project Partners for the project smooth implementation		M6	Electronic, English
MS13	Reports of meetings	7	NUACA and EIU	Any meeting in frame of the project (steering committee meetings, local meetings etc.) should be reported in a form of minutes and should have an impact on the project implementation		M36	Electronic, English
Deliverable No (continuous numbering linked to WP)	Deliverable Name	Work Package No	Lead Beneficiary	Type	Dissemination Level	Due Date (month number)	Description (including format and language)
D7.1	Partnership Agreements	7	NUACA	/R — Document, report/	[<i>SEN</i> - Sensitive]	M6	Electronic, English, Armenian
D7.2	Reports of meetings	7	NUACA	/R — Document, report/	[<i>SEN</i> - Sensitive]	M1 - M36	Electronic, English, Armenian