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Work Package 7: Project coordination and management

Title: D7.1 Report on the project management (PM) board and its establishment.

Lead Organization: UNI-KLU

Participating Organization: UL, FERIT, UBL, UNSA, UNTZ, UB, UNI, UNS, ENT, BICOM, BIT, CISCO, NiCAT, RT-RK

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Task	T7.1 Creation of a project management (PM) board (Task leader: UNI-KLU).	

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1	14.1.2018	A. Tonello	UNI-KLU	Super draft
2	14.3.2018	A. Tonello	UNI-KLU	Super draft modified
3	20.4.2018	D. Righini	UNI-KLU	Report
4	01.6.2018	D. Righini	UNI-KLU	Amendment: Erika Tonso new PS and FO
5	13.8.2019	E. Schneider	UNI-KLU	Amendment: Emma Schneider new PS and FO

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1 Introduction

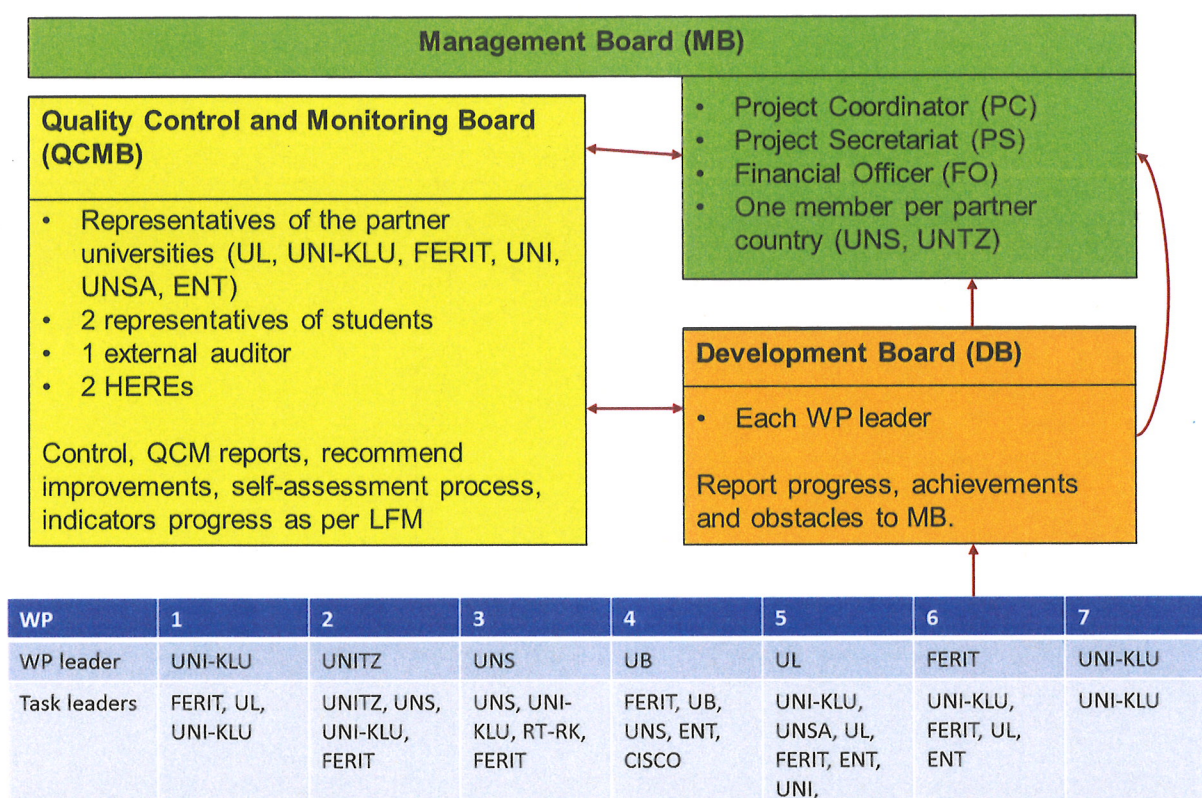
This deliverable “Report on the project management (PM) board and its establishment” reports the results of the activities carried out in:

T7.1 Creation of a project management (PM) board (**Task leader: UNI-KLU**).

2 Objectives of the Deliverable

This document details project management structure of the project and describes roles and responsibilities, such as the project coordinator, the financial officer, the secretariat and one member per partner country.

3 Project management structure



4 Roles and responsibilities

4.1 Management Board (MB)

The MB is led by the Project Coordinator (PC) and includes one representative per project partner country. It will also include the Project Secretariat (PS) and appoint a Financial Officer (FO).

The MB is responsible to monitor the project progress, the achievement of milestones and the delivery of planned results as well as monitor the financial aspects and the use of resources. To closely monitor the development activities, the MB consults the DB.

The MB has two meetings per year, eventually via conference call.

4.1.1 Project coordinator (PC)

The PC coordinate closely with the partner representatives to ensure that the project progresses efficiently. The PC tasks are therefore:

- Lead and coordinate the project and the MB
- Monitor the project implementation with close relation to the DB
- Monitor the project financial aspects in consultation with the FO
- Evaluate difficulties and develop contingency plans.
- Collect the financial reports from the partners, review them and prepare the reports due to the funding agency
- Manage the organization of plenary project meetings and events.

4.1.2 Project secretariat (PS)

The PS is responsible of administrative duties, maintaining records, and overseeing or performing secretarial duties

4.1.3 Financial officer (FO)

The role of the FO involves providing financial and administrative support to colleagues, clients and stakeholders of the business. The FO tasks are therefore:

- Keep accurate records for all daily transactions
- Prepare balance sheets
- Process invoices
- Record accounts payable and accounts receivable
- Update internal systems with financial data
- Prepare annual financial reports
- Reconcile bank statements
- Participate in financial audits
- Track bank deposits and payments
- Assist with budget preparation

4.1.4 Representative of Serbian/ Bosnian and Herzegovinian partner countries

The representative of Serbian/ Bosnian and Herzegovina partner countries is involved in the coordination, the support and the representation of the project partners of his country.

4.2 Development Board (DB)

The DB includes the WP leaders and it reports the progress of activities, achievements and possible difficulties to the MB who analyzes the situation and eventually propose a contingency plan so that the project can make progress and achieve the planned goals.

The DB is responsible to organize more frequent meetings or conference calls to discuss development activities and report to the PC and MB especially if difficulties are encountered. The activity of the PC is aid by the PS that works on administrative and organization activities as, distribute meeting minutes, maintain the project calendar, coordinate the exchange of information, coordinate the organization of meetings, seminars, workshops, plenary meetings and maintain the book keeping necessary to the FO for budgeting and financial activities.

Finally, conflicts resolution is managed together with the QB as described in WP5.

4.2.1 Work Package leader (WP leader)

The role of the WP leader is to manage the activities related to the WP. The WP leader, together with involved participating partners and Task leaders, has to finalize on time the deliverables and report the results to the PC.

4.2.2 Task leader

The role of the Task leader is to manage the activities related to the assigned Task. The Task leader, together with involved participating partners, has to finalize on time the deliverables and report the results to the WP leader. The Task leader is not a member of DB, nevertheless, can be invited to DB meetings to report on the tasks activity.

5 Conclusions

The documents “Board resolution of BENEFIT management board appointing members” and “Board resolution of BENEFIT development board appointing members” with the list of members are attached as annexes.

6 Annexes:

6.1 Board resolution of BENEFIT management board

APPOINTMENT OF MANAGEMENT BOARD MEMBERS

Resolved, that during the kick off meeting held on November 29th and 30th 2017, in Klagenfurt, the following persons are nominated to the Management board:

Project coordinator (PC)	Andrea Tonello
Project secretariat (PS)	Erika Tonso
Financial officer (FO)	Erika Tonso
Representative of Serbian partner countries	Vlado Delić
Representative of Bosnian and Herzegovinian partner countries	Nermin Suljanović

Date: 30.11.17

On behalf of all Management board members



Prof. Dr. Andrea Tonello Project coordinator

6.2 Board resolution of BENEFIT development board

APPOINTMENT OF DEVELOPMENT BOARD MEMBERS

Resolved, that during the kick off meeting held on November 29th and 30th 2017, in Klagenfurt, the following persons are nominated to the Management board:

Work package 1 leader	Davide Righini
Work package 2 leader	Nermin Suljanović
Work package 3 leader	Vlado Delić
Work package 4 leader	Mladen Koprivica
Work package 5 leader	Matej Zajc
Work package 6 leader	Snježana Rimac Drlje
Work package 7 leader	Andrea Tonello

Date: 30.11.17

On behalf of all Development board members



Prof. Dr. Andrea Tonello Project coordinator

6.2.1 Amendment to board resolution of BENEFIT management board

APPOINTMENT OF MANAGEMENT BOARD MEMBERS

Resolved, that during the monthly project conference call held on September 4th the following person is nominated to the management board as amendment:

Project coordinator (PC)	Andrea Tonello
Project secretariat (PS)	Emma Schneider
Financial officer (FO)	Emma Schneider
Representative of Serbian partner countries	Vlado Delić
Representative of Bosnian and Herzegovinian partner countries	Nermin Suljanović

Date: 4.9.19

On behalf of all Management board members



Prof. Dr. Andrea Tonello Project coordinator