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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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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	8/8/2019	E. Schneider	UNI-KLU	Amendment: Emma Schneider new PS and FO

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# 1 Introduction

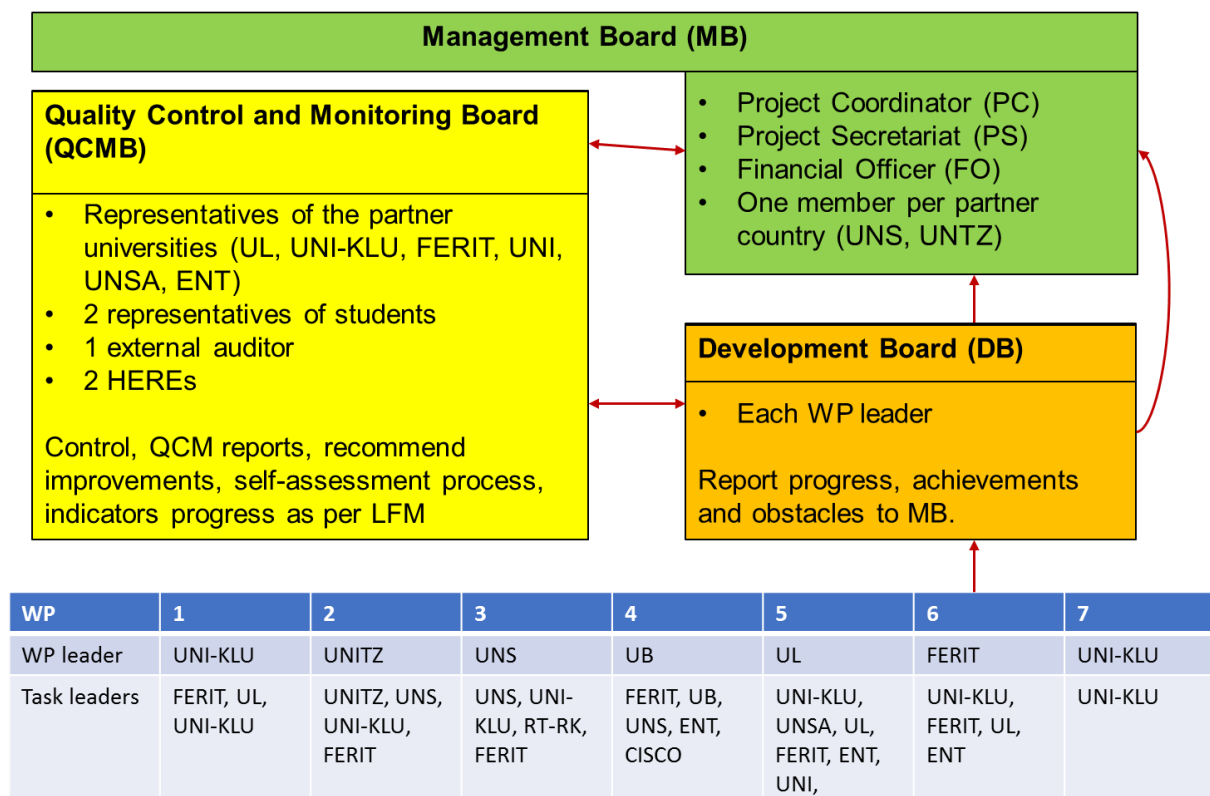
This deliverable “Report on the project management (PM) board and its establishment” reports the results of the activities carried out in:

**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 Project Coordinator, Financial Officer, 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 for monitoring the progress of the project, the achievement of milestones and the delivery of planned results as well as for monitoring the financial aspects and the use of resources. To be able to closely monitor the development activities, the MB consults the DB.

The MB has two meetings per year, possibly via conference calls.

#### 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 to:

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

#### 4.1.2 Project Secretariat (PS)

The PS is responsible for 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 to:

- Keep accurate records for all daily transactions
- Prepare balance sheets
- Process invoices
- Record account payables and account receivables
- 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 the Serbian/ Bosnian and Herzegovinian partner countries

The representative of the Serbian/ Bosnian and Herzegovina partner countries is involved in the coordination, support and representation of the project partners of their 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 analyses the situation and eventually proposes a contingency plan so that the project can make progress and achieve the planned goals.

The DB is responsible for organizing 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 aided by the PS that works on administrative and organization activities such as distributing meeting minutes, maintaining the project calendar, coordinating the exchange of information, coordinating the organization of meetings, seminars, workshops, plenary meetings and book keeping required by the FO for budgeting and financial activities.

Finally, conflict 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 the involved participating partners and Task Leaders, has to finalize the deliverables on time 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 the involved participating partners, has to finalize the deliverables on time and report the results to the WP leader. The Task Leader is not a member of the DB, but can nevertheless be invited to the 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.

## 5.1 Board resolution of BENEFIT management board

### APPOINTMENT OF THE MANAGEMENT BOARD MEMBERS

During the kick off meeting held on 29 and 30 November 2017 in Klagenfurt, it was resolved that the following persons are appointed members of the Management Board:

<b>Project Coordinator (PC)</b>	Andrea Tonello
<b>Project Secretariat (PS)</b>	<del>Erika Tonse</del>
<b>Financial Officer (FO)</b>	<del>Erika Tonse</del>
<b>Representative of the Serbian partner countries</b>	Vlado Delić
<b>Representative of the Bosnian and Herzegovinian partner countries</b>	Nermin Suljanović

Date: \_\_\_\_\_

On behalf of all Management Board members

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Prof. Dr. Andrea Tonello, Project Coordinator

### 5.1.1 Amendment to the board resolution of the BENEFIT management board

Amendment valid from 8/8/2019

#### APPOINTMENT OF THE MANAGEMENT BOARD MEMBERS

During the monthly Webex project call on 4 September 2019, the following change to the appointment of the Project Secretariat and Financial Officer was made:

<b>Project Coordinator (PC)</b>	Andrea Tonello
<b>Project Secretariat (PS)</b>	Emma Schneider
<b>Financial Officer (FO)</b>	Emma Schneider
<b>Representative of Serbian partner countries</b>	Vlado Delić
<b>Representative of Bosnian and Herzegovinian partner countries</b>	Nermin Suljanović

Date: \_\_\_\_\_

On behalf of all Management Board members

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Prof. Dr. Andrea Tonello, Project Coordinator



## 5.2 Board resolution of BENEFIT development board

### APPOINTMENT OF DEVELOPMENT BOARD MEMBERS

During the kick off meeting held on 29 and 30 November 2017 in Klagenfurt, it was resolved that the following persons are appointed members of the Management Board:

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

Date: \_\_\_\_\_

On behalf of all Development Board members

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Prof. Dr. Andrea Tonello, Project Coordinator