

Work package number	6						
Work package title	Management						
Activity Type¹	MGT						
WP leader	BTF WP leader: Milan Marković, PhD, Project Leader WP substitute: Jelena Lazarević, PhD, Project Manager						
Participant number	1						
Participant short name	BTF						
Objectives: To ensure that the KATUN project is coordinated and managed as planned, on time and within the budget.							

Description of work and role of participants							
<p>Task 6.1 Coordination and Technical management</p> <p>The overall project management will be performed by the Project Leader supported by the Project Manager (communication plan, IT support for communication, document management), project reports, gather project progress data, control and assure the quality of deliverables and organize meetings of the Steering Committee. The Steering Committee meetings will physically occur three times (M1 kick-off, M12 and M24). Meetings will be complemented by management reports describing activities, progress and problems. WP Leaders will coordinate activities for their specific work packages and report to the Project Leader. They will produce deliverables, on time and with adequate quality. Meetings of the Management Team will be held monthly and written minutes collected continuously. These written minutes will be the basis for the periodical and final implementation reports.</p> <p>Task 6.2 Financial and administrative management</p> <p>The first activity of this task will be to write the Consortium Agreement, signed by all the partners before the Kick-off meeting. The CA will formalize the management structure, the responsibilities of each party (achievement of tasks, notification in case of trouble, schedule of inputs), the technical provisions of the project (human resources made available, technical contribution of each party), the commercial provisions of the project (intellectual property rights, ownership and legal protection of the results, property of equipment), the financial provisions, confidentiality issues, and modifications in case of unforeseen circumstances.</p>							

¹ Please indicate one activity per work package:
SUPP = Support activities; MGT = Management; OTHER = Other specific activities, if applicable.

This task also includes the preparation of templates and provision of guidance and advices to the partners concerning administrative and financial issues. It also consists in the collection of administrative and financial data from partners to justify the expenses to the Ministry (definition of planning with deadlines for the partners to give the required data), and the financial management to make sure the budget is respected (if necessary, reallocation of the funds).

Task 6.3 Communication with HERIC and the Ministry

The Project Leader will collect the necessary information, compile the reports and transmit them to the Ministry. When necessary, further information will be provided to the Ministry. The Project Leader with the assistance of the Project Manager will organise the management meetings and will maintain regular contacts with the partners, and will be in charge of communicating with the Ministry and HERIC team.

Task 6.4 Reporting

The report will include two parts: narrative and financial report, which will be prepared and delivered twice a year (four times in total), during the project. The reporting is very important for monitoring and evaluation of the project realisation and will strictly follow the rules defined by Guidelines for Applicants. All relevant details will be stipulated during the negotiations phase.

Task 6.5 Procurement management

Purchasing new equipment requires specific procedural attention. BTF will follow the national rules implemented for public procurement, prepare the tender documentation and select the best offer in accordance with the principles of non-discrimination, mutual recognition, transparency and equal treatment. A tender commission will be established, its members nominated, tenders prepared and published, tendering performed and decisions made on the final providers.