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Knowledge FOR Resilient soCiEty

**Project Management and Reporting Guide/ Dissemination and Exploitation Plan/
Risk Plan/ Quality Control Plan**

UNIVERSITY OF NOVI SAD



Co-funded by the
Erasmus+ Programme
of the European Union



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Due to the size of the Consortium and the wide span of the project outcomes, we expect various challenges while the project picks up speed.

In order to ensure a good project implementation and adherence to the plan we established mechanism defined in:

- **Project Management and Reporting Guide**
- **Dissemination and Exploitation Plan**
- **Risk Plan**
- **Quality Control Plan**



PROJECT MANAGEMENT AND REPORTING GUIDE

Institution: University of Novi Sad

Author/s of the deliverable: Danijela Ciric

Pages: 63

Project Management and Reporting Guide gives a detailed overview of all relevant rules and instructions needed for successful implementation of the project.

Guide offers instruction on how to report upon an implemented activity, gives a detailed definition of eligible and ineligible costs, as well as necessary supporting documents that need to be provided in order to justify the costs to Coordinator and EACEA.

Taking into account that most of the rules are defined by the Grant Agreement, Project Management and Reporting Guide defines procedures for their practical implementation. By clearly defining the procedures for financial management and reporting, the communication between the project coordinator and other beneficiaries will be simplified.

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PROJECT MANAGEMENT AND REPORTING GUIDE

This Guide relies on **Erasmus+ Grant Agreement** (No. 2016-2559/001-001), **Guidelines for the Use of the Grant, Partnership Agreements** and the original text of the **K-FORCE project proposal**, with specifically defined procedures, communication channels and reporting schedule by the Coordinator.

IT IS EXPECTED FROM ALL BENEFICIARIES TO BE ACTIVELY INVOLVED IN THE FULFILLMENT OF AGREED PROCEDURES DEFINED IN THE PROJECT MANAGEMENT AND REPORTING PLAN.

IMPORTANT: ALL CONTACT PERSONS + PERSONS IN CHARGE FOR ADMINISTRATION ON EVERY INSTITUTION ARE OBLIGED TO CAREFULLY READ THIS GUIDE.

*draft version sent to all on 21st of February

*after receiving needed information from everybody (as requested in email) final version will be sent to all and will be publicly available on project website.

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DISSEMINATION AND EXPLOITATION PLAN

Institution: University of Tirana/ University of Novi Sad

Author/s of the deliverable: Elona Pojani/ Danijela Ciric

Pages: 33

Activities serving the dissemination and exploitation of results are a way to showcase the work that has been done as part of the Erasmus+ project.

The objective of the **Dissemination and Exploitation Plan** is to identify and organise the activities to be performed in order to promote the exploitation of the project's results and the widest dissemination of knowledge from the project.

This document defines strategies for dissemination and exploitation activities, tools, target groups to be addressed, visibility requirements, overall dissemination calendar detailed for each dissemination events, as well as to propose the list of key results that could be exploited and multiplied after the project.

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DISSEMINATION AND EXPLOITATION PLAN

IT IS EXPECTED FROM ALL BENEFICIARIES TO BE ACTIVELY INVOLVED IN THE PROJECT DISSEMINATION AS DEFINED IN DISSEMINATION AND EXPLOITATION PLAN.

IMPORTANT: ALL CONTACT PERSONS ON EVERY INSTITUTION ARE OBLIGED TO CAREFULLY READ THIS PLAN.

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RISK PLAN

**Institution: Higher Education Technical School of Professional Studies in Novi Sad/ PMT
University of Novi Sad**

Author/s of the deliverable: Anita Petrovic Gegic/ Branko Savic

DRAFT VERSION OF RISK PLAN IS BEING PREPARED

Higher Education Technical School of Professional Studies in Novi is preparing a document on risks that the K-FORCE project might encounter, in order to plan the risk reduction steps and mitigation strategies.

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QUALITY CONTROL PLAN

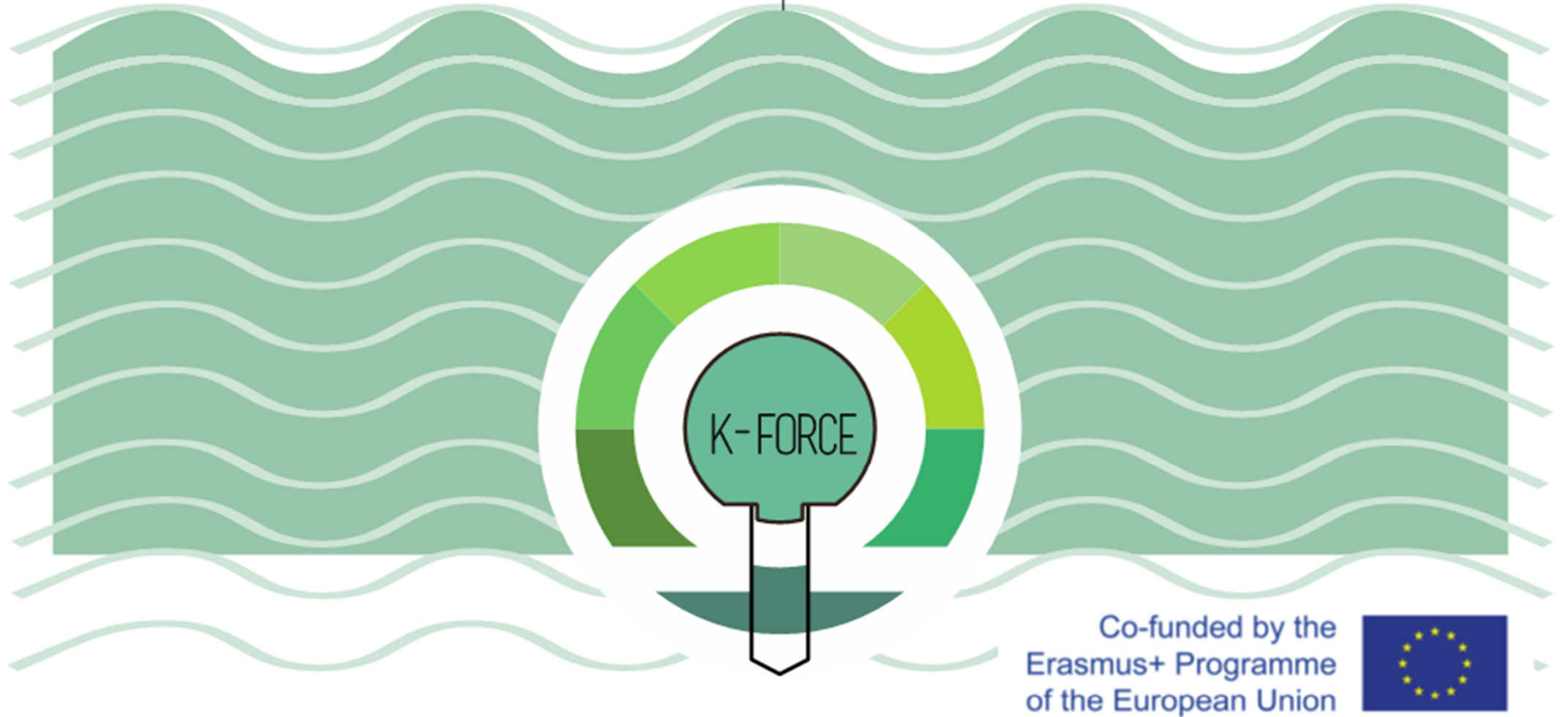
Institution: / PMT University of Novi Sad

Author/s of the deliverable:

DRAFT VERSION OF QUALITY CONTROL PLAN IS BEING PREPARED

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Thank you for your attention

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