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MANAGEMENT

MANAGEMENT PLAN



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Introduction

The main purpose of this PH-ELIM Project Management and Communication Plan is to create a common understanding on what has to be achieved, what has to be delivered, who will involve, when to deliver, and how to communicate during the project term. The intended audience of this document is all project stakeholders including the project team members, Education, Audiovisual and Culture Executive Agency (EACEA), and the associated partners.

Summary of the Project

Key project goal is to enhance educational system in ME in accordance with well known EU best practices, thus providing education of public health professionals making them highly skilled to support nation in creating sustainable and flexible health system, providing good quality health, protecting of citizens against health threats, all by cost-effective and straightforward approach.

Project Objectives

In order to achieve key project goal, the project will be specifically focused on

- Enhancement and modernization of curricula and programs in public health fields (public health law, health management and economics, health informatics, medicine) at different levels in educational system in ME (from undergraduate to PhD level)
- Enhancement of the level of competencies and skills of staff members from ME HEIs by sharing evidence-based public health teaching models of innovation and good practice; respecting the diversity of national and EU population health challenges and threats
- Creation of new learning and teaching approaches in public health through developing National Platform for Education and Research in Public Health, ICT enhanced evidence-based learning and teaching materials, etc.
- Strengthening internationalization of ME HEIs, including increased visibility of staff members and participating institutions' profiles in international teaching community in the areas of public health



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PH-ELIM consortium

Logo	Institution	Country
	UNIVERSITY OF DONJA GORICA	Montenegro
 UNIVERSITÄT HEIDELBERG ZUKUNFT SEIT 1386	HEIDELBERG UNIVERSITY	Germany
	NATIONAL AND KAPODISTRIAN UNIVERSITY OF ATHENS	Greece
	UNIVERSITY OF DEBRECEN	Hungary
	UNIVERSITY OF HEALTH SCIENCES, MEDICAL INFORMATICS AND TECHNOLOGY,	Austria
	UNIVERSITY OF MONTENEGRO	Montenegro

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573997-EPP-1-2016-1-ME-EPPKA2-CBHE-JP

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This publication [communication] reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein.

| **PROJECT COORDINATOR:** University of Donja Gorica
| Donja Gorica, 81 000 Podgorica, Montenegro

| <http://www.udg.edu.me>

| udg@udg.edu.me

| Tel:+382(0)20 410 777

| Fax:+382(0)20 410 766

| **PROJECT WEBSITE:** www.ph-elim.net



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	UNIVERSITY MEDITERRANEAN	Montenegro
	INSTITUTE OF MODERN TECHNOLOGY MONTENEGRO	Montenegro
	INSTITUTE OF PUBLIC HEALTH MONTENEGRO	Montenegro
	MINISTRY OF HEALTH MONTENEGRO	Montenegro
	MINISTRY OF EDUCATION MONTENEGRO	Montenegro

Organisation structure

The consortium is structured as illustrated in Figure 1.

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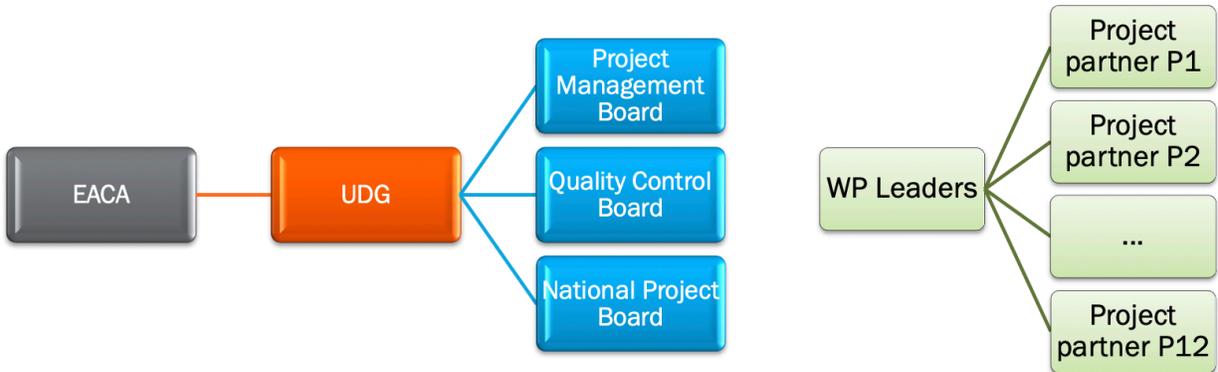
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Roles and responsibilities

In order to avoid duplication of decision-making bodies PH-ELIM will employ a consistent management structure proven in previous successful projects. Three units: **Project Management Board (PMB)**, **National Coordination Board (NCB)** and **Quality Management Board (QMB)** are the cornerstones of the PH-ELIM Project’s organisational structure, offering a good balance between the various factors that affect management design (excellence, effectiveness, simplicity, etc.).

Project Coordinator (UDG) is responsible for the general administrative, legal and financial management of the Project and is the single contact point for the Project in its interactions with EACEA. Moreover, the Coordinator (PC), Prof.Ramo Šendelj will also endorse the knowledge manager responsibility.

To ensure the proper monitoring of expenses and time spent on the project tasks, a web-based tool that will allow all Participants to enter their costs and time-sheets will be set-up. At the end of reporting periods, the tool will then permit to issue the cost statements to be validated by the auditors. PC should prepare and submit the interim and the final reports to the EACEA (with the contribution of all consortium partners).



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Project Management Board (PMB) is the ultimate decision making body responsible for the successful implementation of the Project, consisting of contact persons from each consortium HEIs. The PMU is the ultimate body in the resolution of conflicts that might occur during the project lifetime. The PC will chair the PMB meetings, and PMB members validate decisions by majority vote seeking consensus.

The quality of realisation of all project activities is the responsibility of **WP leader** and **Quality Management Board (QMB)** (consisting of HEIs representatives). WP leaders define resources, manage the implementation of activities, while QMB monitors and verifies the quality of outputs and project results. PMB is responsible to resolve any conflict if occurs between WP leaders and QMB. QMB will create intermediate reports twice a year and will submit it to the PMB.

National Coordination Board (NCB) consisting of one representative from each ME partner institution, has a crucial role for effective cooperation between ME partners, ensuring ME interests at national level, and ensuring collaboration with national Ministries, public health providers, etc. NCB is responsible for conflict resolution at national level.

Therefore, PMB will be one hierarchical level above the NCB of ME and will manage all project activities, monitoring and evaluation of the project results. PMB will coordinate the work of NCB, and NCB will be reporting to PMB after each meeting (twice a year). Especially if any problem arrives, NCB will report immediately to PMB for overcoming the problem. NCB will have a crucial role in the implementation of project activities and effective cooperation between ME HEIs with EU partner institutions. The very important role of MCT is to ensure collaboration with national Ministries, public health providers, Council for HE (for accreditation process), all in order to provide successful project results.

Quality control and monitoring

Specific document Quality Control Plan is created defining all roles and responsibilities, as well as reporting templates and approaches.

It is available at: <http://ph-elim.net/activities/qcm/>



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Internal project communication

Communication is highly encouraged among members at all levels. For internal communication, project coordinator will initiate and manage the activities necessary to ensure an efficient internal information flow. A regular, frequent and simultaneous communication will be assured for all team members of partner institutions. The internal communication can be ensured by virtual way and by periodic face-to-face meetings. Various channels will be exploited to make communication effective.

Periods for Response and Casting a Vote

As described in the previous section, all main project decisions will be made during the regular face-to-face meetings, but there may be urgent cases that need immediate decisions to move the project forward.

In such the cases, established bodies, Project Management Board, Quality Control Board and National Management Board will communicate with related members via email and/or WhatsApp messaging application for discussion and reach the decisions. If it is necessary, a voting procedure will be applied via the Doodle application. The members have five working days to respond. An absence of a response will be interpreted as support the case. If voting is needed, the members have two days to cast his or her vote. An absence of a response will be interpreted as a vote for the case.

Channels for Communication

Meetings

A Face-to-face meeting is the most effective way of communication.

It is highly encouraged to apply cost effective approach for organisation of meetings, i.e. integration of project meetings with other events, such as trainings, whenever possible.

Electronic Channels

Email is a primary mean for communication when a face-to-face meeting cannot be done. For the purpose of centralised communication, specific PH-ELIM mail address is opened: phelim-udg@gmail.com

Project coordinator will be responsible for managing communication via that mail address.

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Written Message

Reports will be written by project coordinator and WP leaders to report the progress of the project. They will be made available to public on the project website. The members will also be informed via emails.

Project Website

The official project website (<http://ph-elim.net/>) has been created from the beginning to facilitate the project management, the exchange of project documentation, and for dissemination and exploitation of the project results.

It provides a structured central document repository for meeting minutes and presentations, deliverable drafts, dissemination material drafts, project internal documentation and other relevant information including links to relevant articles, blogs and papers.

It will be maintained by Institute of Modern technologies and Project coordinator, University of Donja Gorica. The website will also integrate password protected area for documents that are not available to public.

The members can also choose to share no confidential document to public. If the members have a doubt on sharing document to public, please contact related WPL leaders or project coordinator for clarification.