

WP 7

Workpackage type: Management

Workpackage title: Management of the project

Description of workpackage:

A four-tier approach to management is undertaken: project level, partner country level, institutional level and WP level. At project level, two main bodies will be established: decision-making body in the face of Project Governing Board (PGB) and an executive management team (EMT), which UFAR will establish with participation of ANQA and UJM. The PGB will meet on a regular basis when strategic decisions are to be taken. The EMT will be working on daily basis to ensure an accurate and timely implementation of project activities. EMT will take care of keeping daily records, bookkeeping, tendering equipment, accountancy and overall track records of all the activities. The project will launch with a kick off meeting at UFAR, during which, among other things, the approaches to management will be discussed and launched.

At PC level, both Armenia and Georgia will establish National Management Teams (NMTs) to coordinate the project activities at national level. The NMTs will meet monthly to discuss project implementation. NMTs will be working closely with EMT. Next, each HEI will establish its own institutional team (IT) of two or three to run the project at institutional level and ensure timely and effective achievement of project objectives. The HEIs ITs will meet on weekly basis to work on the activities.

At WP level, each WP will be assigned a leader or two; the leaders of WP will develop consolidated work-plans along with the EMT and after the approval by the PGB the lead partners will take care of the timely implementation of the plan and will produce a report on its achievements.

In its turn, the EMT will regularly monitor the project implementation by visiting partner universities both in Georgia and Armenia.

Five coordination meetings are envisioned throughout the project implementation to ensure the partners get together to share the experiences and get the necessary feedback and recommendations.