

## SAMPLE

Upon approval of the proposal, the coordinator of the project will lead the project management and will proceed to the formation of the Management Group which will consist of the participants from the partner institutions. The project coordinator will be in regular contact (via email, chat systems and telephone) with the leaders in addition to the planned meetings of the project. In this way there will be a regular check on the implementation procedures, better communication and understanding of the tasks undertaken and frequent progress reports during the meetings. The agendas of the meetings will be prepared by the leader of this work package. The partnership will invite other stakeholders to participate in the activities, depending on the subject.

During the first kick off meeting all partners will discuss the work packages together in order to have a clear common understanding of what is expected to be done in the project and to agree on the final procedure they will follow. Once this is agreed the leaders of the work packages will be asked to begin their task.

The coordinator of the project will be approving all materials before they become public and will be working closely with the evaluation team in order to receive the necessary and on-time feedback for effectively management of the project. The coordinator will work with the evaluation team of the project for an effective and useful evaluation and will be collecting all the related reports.

All necessary contracts with partners and sub-contractors will be prepared by the project coordinator in collaboration with the partners who together will arrange that these are signed and secured. In addition, he will take care of an effective filing for the materials of the project as well as maintaining and auditing the budget accounts.

Payments to the partners will be done according to the contract and frequent monitoring of payments eligibility will be done by the coordinator. The project coordinator will be collecting and securing all the necessary information, outcomes, documents, and prepare and edit the progress and final reports of the project. The Financial Services of the University of Cyprus are fully equipped with experienced staff to ensure the management of budget for any funded project.

The partners in the project are also participating in all evaluation processes. The different actions have to be evaluated in specific ways after the ending of every tasks/actions/work packages. Formative evaluation and monitoring of the whole process for the development of the project will be carried out on a regular basis. The following measures to cover both these aspects will be agreed upon between the partnership during the first meeting:

- \_ A framework of standards that contribute to the measurement of the project indicators covering all timelines and respect amongst the team
- \_ A Quality Assurance Statement to be developed in cooperation with all the project partners
- \_ The dissemination strategy will be agreed upon
- \_ Reports and reflections to be disseminated to all partners with the conclusion of each meeting and feedback will be requested from the evaluation team
- \_ Regular email/telephone/fax contact
- \_ A contingency plan will be prepared and agreed by all partners
- \_ The internet website to be established will act as an online 'monitor' of the whole of the project whereas all reports will be published in it.