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IN ENGLISH**

101129149 — ME-Study in English — ERASMUS-EDU-2023-CBHE

# **Kick-off meeting**

**27 – 28th March 2024**  
**Faculty of Economics, Podgorica**



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## WORK PACKAGE 1:

Project management, quality assurance and sustainability

The main objective of this WP is to manage efficient, effective, sustainable realisation of project objectives in a high quality manner





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## WORK PACKAGE 1:

### Project management, quality assurance and sustainability

#### Tasks:

- 1.1. Partnership agreement negotiation and signing
- 1.2 Realisation of Project Executive Board meetings (Kick off + 4 meetings)
- 1.3 Steering committee meetings
- 1.4 Research committee meetings
- 1.5 Project management handbook preparation
- 1.6 Contracting of Quality assurance expert panel
- 1.7 Quality assurance plan creation
- 1.8 Reporting on the Quality assurance plan realisation
- 1.9 Plan for sustainability creation
- 1.10 Plan for ecological sustainability creation
- 1.11 Policy brief on sustainable EMI study programmes in Montenegro preparation
- 1.12 Reporting on indicators from Logical Matrix
- 1.13 Day-to-day and grant contract management





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## WORK PACKAGE 1:

### Project management, quality assurance and sustainability

#### Milestones:

- MS1 Executive Board consultation report on draft Project Management Handbook
- MS2 Executive Board consultation report on draft Partnership Agreement
- MS3 Decision of the Executive Board on the selection of Quality Assurance Panel





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## WORK PACKAGE 1:

### Project management, quality assurance and sustainability

Deliverables:	Due date
D1.1 Project management handbook	31.05.2024.
D1.2 Progress Report	28.02.2026.
D1.3 Project Executive Board meetings reports	29.02.2028.
D1.4 Steering committee meetings reports	30.11.2027.
D1.5 Research committee meetings reports	30.04.2027.
D1.6 Quality assurance plan	31.08.2024.
D1.7 Report on quality assurance plan realization	30.11.2027.
D1.8 Plan for sustainability of project outputs	30.11.2024.
D1.9 Plan for project ecological sustainability	31.08.2024.
D1.10 Policy brief on sustainable EMI study programmes in Montenegro	31.08.2027.
D1.11 Report on measurement of indicators from the Logical Framework	29.02.2028.

