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NETCHEM



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Performed and planned activities for WP3 & WP7

Tatjana Anđelković

University of Nis Faculty of Science and Mathematics

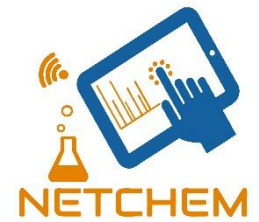
ICT Networking for Overcoming Technical and Social Barriers in Instrumental Analytical Chemistry Education

Programme: Erasmus +
Key action: Cooperation for innovation and the exchange of good practices
Action: Capacity Building in Higher Education
Acronym: NETCHEM
Ref. No: 573885-EPP-1-2016-1-RS-EPPKA2-CBHE-JP





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WP3 SQL based system for EFSC data collection

- Starts on Oct 2017
- Till now:
 - **Evaluation of characteristics of AZURE and MySQL software; choice is MySQL**
 - **software for making discussion forums: Invision Power that is compatible with MySQL**
 - **MySQL is free in basic version...which is probably enough for NETCHEM objective**
 - **Disadvantage: Invision Power is not FREE**
 - **Some basics regarding OneDrive connectivity protocols and plans are set**



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WP 7 Project Management and Coordination

13 management meetings:

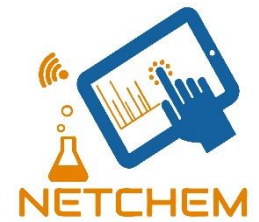
- 4 overall management meetings - PMT
- 6 partner country coordination meetings - PCT and
- 3 steering committee meetings – SC

Deliverables of the whole WP:

- **Project Coordination and Management Program – NEXT ACTIVITY for MEETING in KRAGUJEVAC on 10-11 April 2017**
- 4 PMT Reports
- 6 PCT Reports
- 3 SC reports



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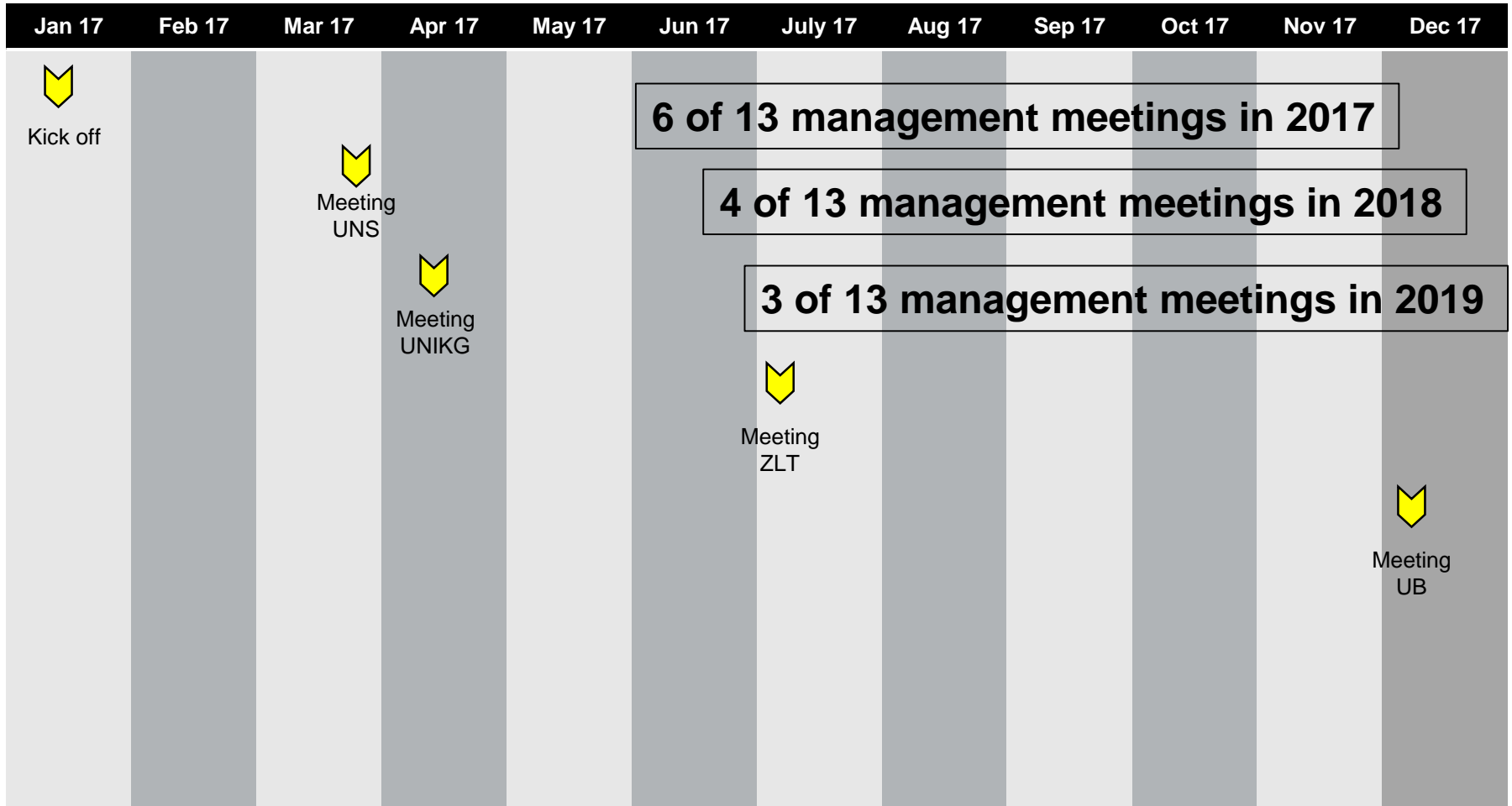


For better coordination and effective implementation of Project following documents should be created:

- **NETCHEM Dissemination Plan **NEXT ACTIVITY** for **MEETING in NIS on 24-25 April 2017****
- **NETCHEM Sustainability Plan**
- **NETCHEM Quality Plan**



Project Timeline for WP7 in the 2017 year





Meeting	Venue	Date
PMT 1	P1-UN (Serbia)	09/01/17 – 10/01/17
PCT 1 (combined with activity 1.2 + 5.1 + 7.2)	P7-UNS (Serbia)	27/03/17 – 29/03/17
PMT 2 + SC 1	P8-UNIKG (Serbia)	10/04/17 – 11/04/17
PCT 2 (combined with activity 2.1 + 5.1)	P12-ESV (Serbia)	04/07/17 – 05/07/17
PCT 3 (combined with activity 2.5)	P6-UB (Serbia)	05/12/17 – 08/12/17
PMT 3 + SC 2 (combined with activity 4.1 + 4.2 + 4.4)	P4-BUT (Czech)	March 2018
PCT 4 (combined with activity 3.2 + 5.1)	P4-BUT (Czech)	July 2018
PCT 5	P6-UB (Serbia)	December 2018
PMT 4 + SC 3 (combined with activity 5.3)	P10-UT (Albania)	March 2019
PCT 6	P8-UNIKG (Serbia)	Jun 2019



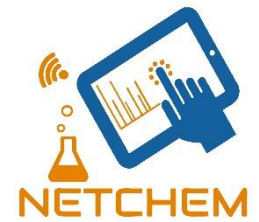
TO-DO LIST:

The following reports should be made after meeting in Kragujevac, after defining the form of management reports:

- **PMT 1**
- **PCT 1**
- **PMT 2**
- **SC 1**



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On the PMT1 meeting the management teams (5) were created:

DECISION

Project Management Team will consist of the following members:

1. Prof. dr Tatjana Andjelkovic, Project coordinator, University of Nis
2. Prof. dr Annie Brossas, University Pierre et Marie Curie, France
3. Prof. dr Milan Antonijevic, University of Greenwich, United Kingdom
4. Prof. dr Josef Caslavsky, Brno University of Technology, Czech Republic
5. Dr Eric Ezan, Alternative Energies and Atomic Energy Commission, France
6. Prof. dr Branimir Jovančičević, University of Belgrade, Serbia
7. Prof. dr Ivana Ivančev Tumbas, University of Novi Sad, Serbia
8. Prof. dr Zoran Matović, University of Kragujevac, Serbia
9. Prof. dr Renata Kongoli, Agricultural University of Tirana, Albania
10. Prof. dr Majlinda Vasjari, University of Tirana, Albania
11. Nenad Andrejić, Analysis d.o.o Belgrade, Serbia
12. Saša Popov, Enological Station Vršac, Serbia
13. Marija Jevtić, Zlatiborac d.o.o., Serbia

On Behalf of all Project Consortium



Prof. dr Dragan Antić, Rector of University of Nis



DECISION

Partner Country Team will consist of the following members:

1. Prof. dr Tatjana Andjelkovic, Project coordinator, University of Nis
2. dr Darko Andjelkovic, University of Nis
3. Prof. dr Branimir Jovančičević, University of Belgrade, Serbia
4. Gordana Gajica, University of Belgrade, Serbia
5. Prof. dr Ivana Ivančev Tumbas, University of Novi Sad, Serbia
6. Prof. dr Maja Turk Sekulić, University of Novi Sad, Serbia
7. Prof. dr Zoran Matovic, University of Kragujevac, Serbia
8. dr Marina Cendic, University of Kragujevac, Serbia
9. Prof. Dr. Majlinda Vasjari, University of Tirana, Albania
10. Prof. Asoc. Alda Kika, University of Tirana, Albania
11. Dr Ilir Lloha, Agricultural University of Tirana, Albania
12. Dr Marjola Kodra, Agricultural University of Tirana, Albania
13. Nenad Andrejic, Analysis d.o.o Belgrade, Serbia
14. Sanja Djekic, Analysis d.o.o Belgrade, Serbia
15. Saša Popov, Enological Station Vršac, Serbia
16. Stana Dimitrijević, Enological Station Vršac, Serbia
17. Marija Jevtić Stojanović, Zlatiborac d.o.o., Serbia
18. Nataša Ljubojević Vesović, Zlatiborac d.o.o., Serbia

On Behalf of all Project Consortium

Prof. dr Tatjana Andjelkovic, coordinator of NETCHEM project



DECISION

Steering Committee Team will consist of the following members:

1. Prof. dr Vlastimir Nikolić, vice-rector of University of Nis, Serbia
2. Prof. dr Biljana Abramović, vice-rector of University of Novi Sad, Serbia
3. Prof. dr Ivan Mančev, Dean of Faculty of Science and Mathematics, Nis, Serbia
4. Prof Dr. Spiro Drushku, Dean of Faculty of Natural Sciences, Tirana, Albania
5. Prof. dr Ivan Gržetić, Dean of Faculty of Chemistry, Belgrade, Serbia
6. Prof. dr Renata Kongoli, Dean of Biotechnology, University of Tirana, Tirana, Albania
7. Prof. dr Tatjana Andjelkovic, Project coordinator, University of Nis
8. Prof. dr Andy Mendham, University of Greenwich, United Kingdom

On Behalf of all Project Consortium



Prof. dr Dragan Antić, Rector of University of Nis



DECISION

External Quality Assessment Team will consist of the following members:

1. Prof. dr Jean Claude Tabet, University of Pierre et Marie Curie, France
2. Dr Eric Ezan, Alternative Energies and Atomic Energy Commission, France
3. Prof. dr Josef Caslavsky, Brno University of Technology, Czech Republic
4. Prof. dr Milan Antonijević, University of Greenwich, United Kingdom

On Behalf of all Project Consortium



Prof. dr Dragan Antić, Rector of University of Nis



DECISION

Internal Quality Assessment Team will consist of the following members:

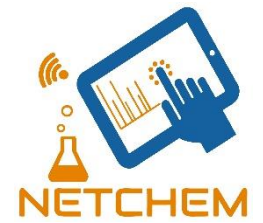
1. Prof. dr Dragan Antić, Rector of University of Nis, Serbia
2. Prof. Dr. Mynyr Koni, Rector of University of Tirana, Albania
3. Prof. dr Zoran Nikolić, Advisor to the Rector of University of Nis, Serbia
4. Prof. dr Branimir Jovančičević, University of Belgrade, Serbia
5. Prof. dr Mirjana Vojinovic Miloradov, University of Novi Sad, Serbia
6. Prof. dr Srećko Trifunović, University of Kragujevac, Serbia

On Behalf of all Project Consortium

Prof. dr Tatjana Andjelkovic, coordinator of NETCHEM project



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**NEXT ACTIVITY for MEETING in
Kragujevac on 10-11 April 2017**

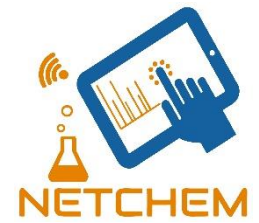
Document:

PROJECT COORDINATION AND MANAGEMENT PROGRAM

NETCHEM
Novi Sad, March 27-30th 2017



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Project Coordination and Management Program

- **1. Management structure of NETCHEM project (obligations, responsibilities and organizational scheme)**
- methodology for SC, PCT and PMT meetings; review on the progress of project activities,
- procedure for making decisions,
- procedure for approving deliverables.
- Management Check List for Review of Deliverable
- **2. Contractual management of the NETCHEM project**
- **3. Financial management of the NETCHEM project**

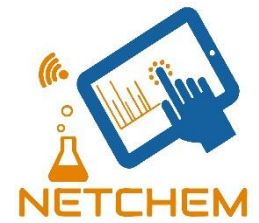


1. Management structure of NETCHEM project (obligations, responsibilities and organizational scheme)

- **Project Coordinator (PC)** - is responsible for overall project management (technical and operational), communication and reporting to EACEA, efficient use of the project grant, etc.
- **Project Management Team (PMT)** - is responsible for the achievement of the project outcomes.
- **Steering Committee (SC)** - decision-making body. SC will meet once a year (in combination with other project events due to cost efficiency) to discuss and review the progress of project activities, make decisions, approve deliverables and agree on any risk contingency measures.
- **Internal Quality Assurance Team (IQAT)** - The team is a direct support to the Project Coordinator in monitoring and assessing the quality of the project and its results, as well as development of Quality Control and Monitoring Plan.
- **Internal Quality Assurance Team (EQAT)**
- **WP Leaders (WPL)** - responsible for monitoring of the overall progress of the WP and its activities.
- **Task Leaders (TL)** - are in charge of monitoring the assigned activity, ensuring its quality level and timeliness, and active participation of other partners.



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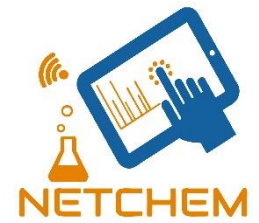


2. Contractual management of the NETCHEM project

- **Hierarchy and precedence**
- **Payment cycle**
- **Penalties in the case of poor, partial or late implementation of the action**



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3. Financial management of the NETCHEM project

- **GENERAL FINANCING PRINCIPLES**
- **CO-FINANCING PRINCIPLE**
- **MODIFICATION TO THE BUDGET**
- **PAYMENT ARRANGEMENTS AND REIMBURSEMENT PROCEDURE AMONGST PROJECT BENEFICIARIES**
- **PARTNER REQUEST FOR PAYMENT**



4. ELIGIBILITY OF COSTS

TYPE OF ELIGIBLE COSTS

UNIT COSTS

- **Eligibility for staff costs (unit costs principle) supporting documents for staff cost**
- **Eligibility for travel costs and costs of stay (unit costs principle)**
- **Specific rules for travel costs**
- **Specific rules for costs of stay**
- **Supporting documents for travel costs and costs of stay**

ACTUAL COSTS

- **Eligibility for sub-contracting costs (actual costs principle)**
- **Supporting documents for sub-contacting costs eligibility for equipment costs**
- **Supporting documents for equipment costs**

OVERVIEW OF SUPPORTING DOCUMENTS PER BUDGET HEADING

INELIGIBLE COSTS

TAXES (VAT, DUTIES AND CHARGES)

EXCHANGE RATE