

# SALMARS

## Management plan

v3

December 2021





Co-funded by the  
Erasmus+ Programme  
of the European Union



*Capacity building for Blue Growth and curriculum development of Marine Fishery in Albania  
ALMARS, Grant Agreement No. 598550-EPP-1-2018-1-HR-EPPKA2-CBHE-JP*

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## Document status

Version	month/year	Description
v1	January 2019	Management plan – draft
v2	March 2019	Management plan – final version updated after kick off meeting
v3	December 2021	Updated version with observed risks related to the postponed activities due to Covid-10 pandemics

## Abbreviations, acronyms and symbols

Abbreviation, acronym or symbol	Description
EACEA	Education, Audiovisual and Culture Executive Agency
EC	European Commission
WP	Work package
VAT	Value Added Tax
UNIST or P1	University of Split, Split, Croatia or partner 1 (leading partner of the consortium)
AUT or P2	Agricultural University of Tirana, Tirana, Albania or partner 2
UV or P3	University of Vlora "Ismail Qemali", Vlora, Albania or partner 3
UAMD or P4	Universiteti Aleksander Moisiu Durres, Durres, Albania or partner 4
UNIVPM or P5	Universita Politecnica delle Marche, Ancona, Italy or partner 5
DSHPA or P6	Ministria e Bujqesise dhe Zhvillimit Rural, Tirane, Albania, Fisheries and Aquaculture Services Directorate, or partner 6
AlbAdr or P7	Alb-Adriatico 2013, Vlora, Albania or partner 7
ALBAMAR or P8	ALBAMAR, Durres, Albania or partner 8
EUROFISH or P9	EUROFISH - International Organisation for the Development of Fisheries and Aquaculture in Europe, Copenhagen, Denmark or partner 9



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ALMARS

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## Introduction

The purpose of this document is to give an overview of the management framework for ALMARS project, in order to ensure the proper management of the project in a structured way.

The document provides information to a project consortium on the processes, procedures, roles and obligations of each partner. It also provides a timeline of the planned activities within the project.

This document is an additional material to the existing project documentation including the Detailed project description, Grant Agreement, Partnership Agreements and Guidelines for the Use of the Grant, and its amendments, and should be understood and used together with these four documents.

Besides the contractual documents, consortium will produce a Quality Plan and Dissemination Plan in line with the plan provided herein.

ALMARS is a three-year Erasmus+ capacity building project (Key Action 2) with a focus on Enhancing the Marine Fishery industry in Albania.

Coordinated by the University of Split, the project will respond to the increased demand in skilled personnel in the fishing industry in Albania by opening a professional Master Program in the field of marine fisheries.

ALMARS will also address the national priorities of enhancing university-enterprise cooperation (thus fostering graduates employability) and improving the quality of education in Albania by developing in the beneficiary universities the graduates' platform, improving of educational supply and the matching of the demand for and supply of qualified labour in the Blue Growth sectors.

Therefore, there are three key objectives of the project:

- development of a new joint professional Master Degree in Marine Fishery that will meet market needs
- enhancement of collaboration among Blue Growth stakeholders through the development of networking platform
- improvement of maritime training centres which provide professional training to seafarers operating on fishing vessels.

ALMARS runs from January 2019 until January 2022.



## Project management

Project management plan is developed in accordance with the planned WP7 – Management, and its outcomes:

<b>Work package type and ref.nr</b>	<b>MANAGEMENT</b>		<b>7</b>
<b>Title</b>	Project management		
<b>Related assumptions and risks</b>	<p>Assumptions:</p> <ul style="list-style-type: none"> <li>- All partners are committed and dedicated to achieving project results</li> <li>- Availability of academic and non-academic staff for proactive project implementation</li> </ul> <p>Risks:</p> <ul style="list-style-type: none"> <li>- Social and political instability</li> </ul>		
<b>Description</b>	<p>The goal of this work package is to ensure effective and successful implementation of the project. As the first step in effective implementation is setting the clear guidelines and rules for implementation of the project which will be agreed upon and presented as part of the project management plan at the kick off meeting. It will enforce rules for financial administration, project monitoring and reporting, as well as the communication plan within partnership and the EACEA. Clear management structure will be created and agreed upon at the Kick off, which will consist of Project Coordinator, Project Management Team and Steering Committee.</p> <p>Project Coordinator (PC) will be responsible for supervising and monitoring all project activities and effective information flow among all partners. PC will ensure that budget, tasks, reports and all other activities are implemented according to the rules of the Erasmus+, and will be responsible for communication and reporting towards EACEA (together with the input from all partners). PC will propose the project management plan and will introduce it at the Kick off meeting. Steering Committee will consist of Project Coordinator and one assigned representative from each of the project partners. Steering Committee will engage in regular meetings (twice a year) it will be in charge of monitoring the progress in terms of achievement of the project's activities, budget management, and quality and timing of the deliverables. There will be a total of 6 meetings, including Kick off meeting, and each meeting will be followed with Minutes of the meeting describing in detail all which was discussed and agreed upon. Furthermore, Project Management Team (PMC) will be established at the level of each partner institution and will consist of: coordinator, financial administrator and communication manager. PMC will coordinate project activities internally and regularly update and inform coordinator and other project partners on all progress and project's results. WP7 will be implemented through several tasks and will be lead by the University of Split, who is the coordinator of the project, while all project partner will participate.</p>		
<b>Tasks</b>	<p>7.1. Kick off meeting 7.2. Creating management plan 7.3. Project management meetings 7.4. Preparing and submitting mid-term progress report and final report</p>		
<b>Estimated Start Date (dd-mm-yyyy)</b>	M1	<b>Estimated End Date (dd-mm-yyyy)</b>	M36
<b>Lead Organisation</b>	UNIST		
<b>Participating Organisation</b>	AUT, UV, UAMD, UNIVPM, DSHPA, AlbAdriatico, ALBAMAR, Eurofish		



<b>Expected Deliverable/Results/ Outcomes</b>	Work Package and Outcome ref.nr	7.1.	
	Title	Report on the Kick off meeting in Brussels	
	Type	<input type="checkbox"/> Teaching material <input type="checkbox"/> Learning material <input type="checkbox"/> Training material	<input checked="" type="checkbox"/> Event <input checked="" type="checkbox"/> Report <input type="checkbox"/> Service/Product
	Description	Project foresees a Kick off meeting of Project Coordinator from University of Split and representative of partner university - Agricultural University of Tirana in Brussels with EACEA.	
	Due date	M1	
	Languages	English	

<b>Expected Deliverable/Results/ Outcomes</b>	Work Package and Outcome ref.nr	7.2.	
	Title	Minutes from Kick off meeting	
	Type	<input type="checkbox"/> Teaching material <input type="checkbox"/> Learning material <input type="checkbox"/> Training material	<input checked="" type="checkbox"/> Event <input checked="" type="checkbox"/> Report <input type="checkbox"/> Service/Product
	Description	Project Kick off will be held in M1 of the project. At the meeting, budget, project tasks and objectives will be reviewed; rules and guidelines for financial administration and dissemination will be introduced. Partners will agree on management plan and decide on management structure, defining Project Coordinator, Project Management Team and Steering Committee. As result of the meeting, Minutes will be created, clarifying all the topics and decisions that have been agreed among partners.	
	Due date	M1	
	Languages	English	

<b>Expected Deliverable/Results/ Outcomes</b>	Work Package and Outcome ref.nr	7.3.	
	Title	Project management plan	
	Type	<input type="checkbox"/> Teaching material <input type="checkbox"/> Learning material <input type="checkbox"/> Training material	<input type="checkbox"/> Event <input checked="" type="checkbox"/> Report <input type="checkbox"/> Service/Product
	Description	As the first step in ensuring effective project implementation is creation of the project management plan. At the Kick off meeting, Project Coordinator will introduce a Project management plan and provide partners with financial document forms, detailed timeline of the project activities, communication and meetings plan, reporting, monitoring and quality assurance procedures. It will also introduce procedures in record keeping, referencing supporting document forms, as well as the rules and financial requirements of mid-term and final progress report. Project management plan will provide clear guidance to all partners on how to smoothly and effectively run the project.	



	Due date	M1
	Languages	English

<b>Expected Deliverable/Results/Outcomes</b>	Work Package and Outcome ref.nr	7.4.	
	Title	Minutes from project management meetings	
	Type	<input type="checkbox"/> Teaching material <input type="checkbox"/> Learning material <input type="checkbox"/> Training material	<input type="checkbox"/> Event <input checked="" type="checkbox"/> Report <input checked="" type="checkbox"/> Service/Product
	Description	Each project meeting will be followed by Minutes describing all topics, concerns or decision that have been made and agreed upon. There will be a total of 6 project management meetings, including the Kick off meeting, which will be attended by Steering Committee of the project. Minutes will be drafted and completed by the Steering Committee and will be presented to all consortium members. Meetings will be held each 6 months and will start in M6 (excluding Kick off meeting).	
	Due date	M6 (each 6 months)	
	Languages	English	

<b>Expected Deliverable/Results/Outcomes</b>	Work Package and Outcome ref.nr	7.5.	
	Title	Project reports	
	Type	<input type="checkbox"/> Teaching material <input type="checkbox"/> Learning material <input type="checkbox"/> Training material	<input type="checkbox"/> Event <input checked="" type="checkbox"/> Report <input type="checkbox"/> Service/Product
	Description	Project reports will include Mid-term progress report which will be delivered in M18 of the project and the Final report to be delivered after project ends. Reports will be created by project coordinator with input from all partners. The reports will provide detail descriptions of project activities and all required data, including financial records, technical data, travel receipts and any other supporting documents requested by the Grant Agreement.	
	Due date	M18, M36	
	Languages	English	

In accordance with the above mentioned initial plan, consortium management plan also involves the following set of planned components. Outcome 7.3. in reality represents this document, presented as an overview at the kick off meeting. At the same event, UNIST represents detailed timeline, procedures in communication, rules and regulations for financial management and reporting.





## Procedures in written communication via emails

Besides management meetings, live or virtual, the most frequent form of communication among partners will be in the form of emails, for which the consortium brought the following:

- Mailing list is composed with at least with one address per participant. Partners inform the coordinator if they want to add someone to the mailing list.
- Coordinator contact: Aleksandra Banić (abanic@pfst.hr )
- Subject/Title of need to refer to the contents and contain a key word ALMARS
- If the reply is not received in 48 hours, remind the recipient
- If the reply is not received in next 48 hours, inform the Project Coordinator: Alen Soldo ([soldo@unist.hr](mailto:soldo@unist.hr))
- Communication with EACEA in general goes through project coordinator and its main contact agreed with EACEA

## Rules and regulations for financial management and reporting

Deadlines for internal reporting at the level of consortium are given in the following table:

Reporting period:	from-to	deadline for submission of the reports by the beneficiary to the coordinator
The 1 <sup>st</sup> reporting period	15/01/2019 – 14/07/2019	24/07/2019
The 2 <sup>nd</sup> reporting period	15/07/2019 – 14/01/2020	24/01/2020
The 3 <sup>rd</sup> reporting period	15/01/2020 – 14/07/2020	24/07/2020
The 4 <sup>th</sup> reporting period	15/07/2020 – 14/01/2021	24/01/2021
The 5 <sup>th</sup> reporting period	15/01/2021 – 14/07/2021	24/07/2021
The 6 <sup>th</sup> reporting period	15/07/2021 – 14/01/2022	31/01/2022

Financial reporting consists of the overview table of staff costs and supporting documentation. The following table (example of table developed for P1 UNIST) will serve for the purpose of tracking the days spent on tasks/activities/outputs. The table will be developed for each partner by P1 – UNIST, distributed to partners and updated on a regular basis by project partners and monitored by P1, UNIST.





STAFF COSTS PLANNED IN THE INITIAL BUDGET				DAYS DECLARED PER STAFF MEMBER											Declared in the 1st report (DAYS)	Declared in the 1st report (eur)	Remaining for the 2nd report (days)	Remaining for the 2nd report (EUR)		
Working package	Days	Staff category	Total	AS	AB	BP	GJM	...	...	...	...	...	...	...	...	...	...			
<b>WP1 Preparation</b>			459,00 €														8	459,00 €	0	- €
	3	Manager	88,00 €	3													3	264,00 €	0	- €
	0	Teach/Train/Res	74,00 €														0	- €	0	- €
	0	Tech	55,00 €														0	- €	0	- €
	5	Admin	39,00 €	5													5	195,00 €	0	- €
<b>WP2 Development</b>			19.160,00 €														70	5.474,00 €	200	13.686,00 €
	30	Manager	88,00 €	26													26	2.288,00 €	4	352,00 €
	200	Teach/Train/Res	74,00 €	39			3										42	3.108,00 €	158	11.692,00 €
	10	Tech	55,00 €														0	- €	10	550,00 €
	30	Admin	39,00 €	2													2	78,00 €	28	1.092,00 €
<b>WP3 Development</b>			4.205,00 €														0	- €	60	4.205,00 €
	15	Manager	88,00 €														0	- €	15	1.320,00 €
	30	Teach/Train/Res	74,00 €														0	- €	30	2.220,00 €
	5	Tech	55,00 €														0	- €	5	275,00 €
	10	Admin	39,00 €														0	- €	10	390,00 €
<b>WP4 Development</b>			293,00 €														0	- €	5	293,00 €
	2	Manager	88,00 €														0	- €	2	176,00 €
	0	Teach/Train/Res	74,00 €														0	- €	0	- €
	0	Tech	55,00 €														0	- €	0	- €
	3	Admin	39,00 €														0	- €	3	117,00 €
<b>WP5 Quality Plan</b>			5.290,00 €														19	1.616,00 €	61	3.674,00 €
	30	Manager	88,00 €	15													15	1.320,00 €	15	1.320,00 €
	20	Teach/Train/Res	74,00 €	4													4	296,00 €	16	1.184,00 €
	0	Tech	55,00 €														0	- €	0	- €
	30	Admin	39,00 €														0	- €	30	1.170,00 €
<b>WP6 Diss&amp;Exploit</b>			459,00 €														5	342,00 €	3	117,00 €
	3	Manager	88,00 €	2	1												3	264,00 €	0	- €
	0	Teach/Train/Res	74,00 €														0	- €	0	- €
	0	Tech	55,00 €														0	- €	0	- €
	5	Admin	39,00 €		1	1											2	78,00 €	3	117,00 €
<b>WP7 Management</b>			20.120,00 €														180	10.646,00 €	160	9.474,00 €
	140	Manager	88,00 €	11	63												74	6.512,00 €	66	5.808,00 €
	0	Teach/Train/Res	74,00 €														0	- €	0	- €
	0	Tech	55,00 €														0	- €	0	- €
	200	Admin	39,00 €		59	47											106	4.134,00 €	94	3.666,00 €
<b>TOTAL STAFF COSTS</b>			<b>49.986,00 €</b>														<b>Total declared in the first period</b>	<b>18.537,00 €</b>	<b>remaining</b>	<b>31.449,00 €</b>

Supporting documentation for staff cost reporting will consist of timesheets, Joint declaration forms and employment contracts for each person involved in the project. Examples and instructions will be given at the kick off meeting in Split.

- Timesheets

Add Row		Delete Row		PROJECT TIMESHEET			
Project number :	598550-EPP-1-218-1-HR-EPPKA2_CBHE-JP						
Surname :	Banić						
First Name :	Aleksandra						
Institution :	University of Split						
Country :	Croatia						
Position :	Project Manager						
Staff Category :	Manager						
Year	Month	Number of Days	Work Package	Description of tasks performed and outputs produced			
2019	February	3	Management	Kick off meeting organisation. Communication with partners. Preparation of presentation for WP7 - Management for participants at kick off meeting.			



- CBHE Joint Declaration form:

**JOINT DECLARATION**

Ref.No..... Project No.....  
*(The reference number must correspond to the progressive numbering indicated in the financial statements of the final report)*

FROM.....  
Hereinafter "the Institution"

AND → Name.....  
→ Address.....  
Hereinafter "the Staff member"

THE INSTITUTION AND THE STAFF MEMBER HEREBY CERTIFY THAT:

1. → The Institution is a member of the partnership for the above-mentioned project

2. → The Staff member is either:  
→ employed by the Institution..... YES/NO  
→ a natural person\*\* assigned to the project on the basis of a contract against payment..... YES/NO

3. → The Institution and Staff member agree that the Staff member has worked on this project and performed the following duties during the project's eligibility period:  
→ ..... dd/mm/yy ..... dd/mm/yy

FROM	□	TO	□
------	---	----	---

Please describe the outputs produced (short overall indication since detailed information has to be given in the accompanying time-sheet):

4. → Please complete the following information:

Staff category (Manager, Researcher, Teacher, Trainer, Technician, Administrative staff):	□
Country of the Institution:	□
Number of days worked and charged to the project (according to time-sheet):	□

5. This declaration does not alter in any way the employment conditions/assignment already existing between the Institution and the Staff member and is established solely for the purpose of justifying the Staff costs that the Institution will charge to the Erasmus+ Capacity-Building in Higher Education grant.

Done in..... Date.....  
Name.....  
Function.....  
Institution..... → Staff member name.....  
Signature and Stamp of the Institution → Signature of the Staff member

\*The declaration must be signed by the person concerned, then signed and stamped by the person responsible in the Institution where this person worked for the project. The Institution must be a member of the partnership.

\*\*A natural person (individual) can be assigned to the action also on the basis of a.g. a civil contract, a free-lance contract, an expert contract, a service contract with self-employed person (in house consultant) or a secondment to the Institution against payment. The costs of such natural persons working under the action may be assimilated to the costs of personnel, if:

(i) the person works under conditions similar to those of an employee (in particular regarding the way the work is organised, the tasks that are performed and the premises where they are performed); and

(ii) the result of the work belongs to the Institution (unless exceptionally agreed otherwise); and

(iii) the costs are not significantly different from the costs of staff performing similar tasks under an employment contract within the institution.

Employment contracts will be given by partners in their original language, scanned and sent to P1 – UNIST. Timesheets and joint declarations will be duly filled out, signed and sent as scanned documents in pdf to P1-UNIST.

Supporting documentation for travel costs will consist of Individual Travel Report (ITR) form, invoices, receipts, boarding passes, and all other proofs for trip and accommodation, participant/attendance lists, agendas, internal docs, minutes and tangible results, and employment contract for the attendee. Examples and instructions will be given at the kick off meeting in Split.



- Individual Travel Report (ITR) form

**INDIVIDUAL TRAVEL REPORT for travel costs and costs of stay**  
*To be filled in by each participant*  
*In case of circular/multiple travels, please fill in separate Individual Travel Reports*

Ref. No. .... Project No. ....  
 The reference number must correspond to the progressive numbering indicated in the financial statements in the final report

**(1)-PERSONAL DATA**  
 Surname: ..... Forename: .....  
 Home institution: .....  
 Staff position/student year of study at home institution: .....

**(2)-TYPE OF ACTIVITY** (Tick as appropriate)

<input type="checkbox"/> STAFF	<input type="checkbox"/> STUDENTS
<input type="checkbox"/> Teaching/training assignment	<input type="checkbox"/> Study periods
<input type="checkbox"/> Training and retraining purposes	<input type="checkbox"/> Participation in intensive courses
<input type="checkbox"/> Updating programmes and courses	<input type="checkbox"/> Practical placements, internships in companies, industries or institutions
<input type="checkbox"/> Practical placements in companies, industries and institutions	<input type="checkbox"/> Participation in short-term activities linked to the management of the projects
<input type="checkbox"/> Project management related meetings	
<input type="checkbox"/> Workshops and visits for result dissemination purposes	

**(3)-DETAILS OF THE TRAVEL**

PERIOD*	From (Depart date) (dd/mm/yy)	To (Return date) (dd/mm/yy)
PLACE OF DEPARTURE**	HOME INSTITUTION .....	
	COUNTRY ..... CITY .....	
PLACE OF DESTINATION/ LOCATION OF ACTIVITY	HOST INSTITUTION .....	
	COUNTRY ..... CITY .....	
TRAVEL DISTANCE***	Km .....	

\* Please indicate period of travel from departure to return to place of origin  
 \*\* If different from Home institution please enclose authorization from the Agency  
 \*\*\* Travel distance in Km (One-way travel) using distance calculator: [http://ec.europa.eu/programmes/erasmus-plus/02/distance\\_en.htm](http://ec.europa.eu/programmes/erasmus-plus/02/distance_en.htm) from place of departure to location of activities

**(4)-DETAILS OF THE ACTIVITY**

DATES (excluding travel) From (date) ..... To (date) .....

**DESCRIPTION OF ACTIVITY(IES) PERFORMED** (brief description of the activities performed)

.....  
 .....  
 .....

**SIGNATURE OF THE PARTICIPANT**  
 I hereby declare that I have been carrying out the above-mentioned activities.  
 Date: ..... Signature: .....

In addition to the above mentioned, partners P2, P3 and P4 are responsible to take care that their procurement procedures and purchases will be in line with Guidelines for the use of the Grant. Furthermore, they will take care that VAT treatment is implemented as set in Grant Agreement, its annexes and the Guidelines.





Reporting to EACEA are planned in accordance to the following tables:

	Reports and Pre-financing	Deadlines
By way of derogation from Article II.23.1 : Mid-term Report and Pre-financing payment:	<ul style="list-style-type: none"> <li>• Progress report on implementation of the action</li> <li>• Summary report for publication</li> <li>• Statement on the use of the previous pre-financing instalment (Annex VI)</li> </ul>	not later than half way through the eligibility period
	<ul style="list-style-type: none"> <li>• Statement on the use of the previous pre-financing instalment (Annex VI)</li> <li>• Request for payment (Annex VI)</li> </ul>	no specific deadline, but not before the submission of the Progress report on implementation of the action

Final Report:	<ul style="list-style-type: none"> <li>• Final report on implementation of the action</li> <li>• Summary report for publication</li> <li>• Final financial statement and request for payment, including the financial tables for each budget heading</li> <li>• For all grants an (Audit) certificate on the financial statements and underlying accounts (Report of Factual Findings on the Final Financial Report – Type II)</li> </ul>	two months after the end of the eligibility period
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## Detailed timeline of the activities

Detailed timeline of the activities planned in the project is represented through following tables for:

1<sup>st</sup> year:

Activities		Total duration (number of weeks)	M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12
Ref.nr/ Sub-ref nr	Title													
1.1.	Analysis on existing resources in marine field at universities AUT, UV, UD	9x	3x	3x	3x									
1.2.	Analysis on fishing industry in Albania	10x	2x 2=	2x 2=	2x									
2.1.1.	Study visits at EU universities	2=				1=		1=						
2.2.1.	Designing master degree program	1x 8=									1x 2=	2=	2=	2=
2.2.2.	Accrediting new master program	1x									1x			
5.1.	Creating plan for quality monitoring	1=	1=											
5.2.	Reporting on the project activity	3=		1=		1=			1=					
5.3.	Internal reporting on project quality	1=												1=
6.1.	Dissemination plan	1x	1x											
6.2.	Project identity and website	1x		1x										
6.3.	Design & print of prom. material	2x				1x								1x
6.4.	Writing & publishing newsletters and press releases	2x 2=				1= 1x								1= 1x
7.1.	Attending kick off meeting in Brussels	1=	1=											
7.2.	Organising kick off meeting	1=	1=											
7.3.	Creating management plan	1=	1=											
7.4.	Project management meetings							1x						1x

2<sup>nd</sup> year:

Activities		Total duration (number of weeks)	M13	M14	M15	M16	M17	M18	M19	M20	M21	M22	M23	M24
Ref.nr/ Sub-ref nr	Title													
2.1.2.	Trained staff at Albanian HEIs	6x			2x	1x	1x	1x	1x					
2.1.3.	Training on equipment use	1x					1x							
2.2.1.	Designing master degree program	2x 14=	2=	2=	2=	2=	2=	1x 2=	1x 2=					
2.2.2.	Accrediting new master program	2x				1x	1x							
2.2.3.	Procuring equipment/literature	2x					1x		1x					
2.2.4.	Implementing new master degree	13x								1x		4x	4x	4x
3.1.	Study visits at EU partners	1=			1=									
3.2.	Acquiring equipment and literature	2x					1x				1x			
3.3.	Designing new basic and advanced course for seafarers	4x									1x	1x	1x	1x
4.1.	Study visit at international organization	1=											1=	
4.2.	Panel discussions with stakeholders	1x												1x
5.2.	Reporting on the project activity	3=				1=				1=				1=
5.3.	Internal reporting on project quality	2=												2=
6.3.	Design & print of prom. material	6x						2x	2x	2x				
6.4.	Writing & publishing newsletters and press releases	2x 3=				1x 1=				1x 1=		1=		
7.4.	Project management meetings	1x 1=						1=						1x
7.5.	Project reports	2x 5=				1=	1x 2=	1x 2=						

3<sup>rd</sup> year:





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The total budget envisaged for the project management is: 94,780.00 EUR and it corresponds to the above involvement of human resources of each project partner.

For the purpose of a sound project management at the coordinating institution, UNIST management introduced a decision on the project management team and team members, led by Prof. Alen Soldo as a Project Manager and Ms Aleksandra Banić as an Administrative Coordinator.

Project management at partners P2 – P9 is organised through:

- Project manager of each beneficiary and the main coordinator of the institution
- Project manager of each beneficiary will be a member of the Steering Committee.

The member of the Steering Committee shall have the mandate to negotiate on behalf of his/her institution for each Steering Committee meeting. If the member of the Steering Committee is unable to attend a Steering Committee meeting, the beneficiary shall temporarily appoint a deputy.

Each change in staff and their roles will be communicated within the consortium.

#### *Risk Management Procedure due to Covid-19 circumstances (updated December 2020)*

This part of the Management plan is updated in December 2020, as a response to the unexpected coronavirus outbreak that had a severe influence on the implementation of the project.

The changes in the plan consist of the following:

- All project live meetings and visits are postponed. Meetings will be held more frequently in a virtual form. Visits are postponed and the time of realisation is unknown.
- The consortium will jointly organise visits and meetings, prolonging the stay of the project team in one place, in order to avoid multiple trips to one destination. For example, a study visit to Vlora, Albania and a planned meeting in Vlora, Albania will be organised in the same week.
- Meetings and visits may be cut in a number of travels and adjusted to the crucial requirements of the project, necessary to accomplish main goals and results.
- The decision about the possible extension of the project will be brought by the Steering Committee, and communicated to EACEA by May 1st 2021 latest.
- Equipment purchase delayed due to the pandemic will be completed in January 2021 with the exception of the equipment purchase that required a second instalment of funding.
- First financial statement and request for the second money transfer will be updated and submitted to EACEA by the beginning of January 2021.
- Management plan will be revised every two months due to the uncertain development of events during the Covid-19 pandemic. Next revision is planned by the end of February 2021.