

Work package number	1	Lead beneficiary	DNNERC		
Work package title	Project Management, incorporating roll modelling PAR process to incorporate overarching educational process for local partner contextualisation				

Partner number	1	2	3	4	5
Short name of Partner	DNRC	FMB	RAI	PMBA	EVIP
Daily Unit Costs per Partner	90	20	20	20	20
Start month	1		End month	36	

Objective(s):

- O1.1 Ensure the progress of the project: Monitoring that the milestones are reached to the highest possible quality, and the tasks progress in line with the EEEFCom work plan.
- O1.2 Day to day project management: Including legal management and financial monitoring, and report this properly to the European Commission.
- O1.3 Planning and preparation of project meetings, steering group meetings, WP leader meetings, and quality control of deliverables.
- O1.4 Overall data management: Coordinating the collection, storage and exploitation of primary and secondary data used in EEEFCom, ensuring compliance with European and national data protection laws.
- O1.6 Establishment of an overarching participatory action research (PAR) process that incorporates, students, associate partners, partners and any other relevant stakeholders in the educational process and project outcomes

Description of work (where appropriate, broken down into tasks), lead partner and role of participants

DNRC is the partner primarily responsible for day to day project management of EEEFCom with contributions from each partner. The Project management team will include the Project Coordinator and Project Manager. This WP includes the co-ordination of WP milestones, partner contributions and contact with the European Commission. The work includes but is not restricted to:

- Managing project meetings and steering group meetings
- Control of governance and work plan compliance
- Monitoring of data management
- Establishing a transparent, inclusive PAR project methodology

Project management will facilitate and monitor the progress of consortium partners in producing and contributing to the deliverables and milestones of the project according to EEEFCom work plan.

T1.1 DNRC lead with contributions from all partners will manage the overall execution of the project. It will follow the project progress, co-ordinate the quality assurance functions, provide continuous risk assessment, and in case of problems, will initiate the required corrective actions in close co-operation with the concerned partners. The task will include preparation and co-ordination of core project meetings. These will include: three project meetings with the first being a project kick-off meeting and the third incorporating a concluding seminar; six steering group meetings (with FMB, RAI, PMBA & EVIP); and monthly virtual WP leader meetings. The task will provide a project SharePoint and a dynamic online version of the project handbook. The task will initiate a six-monthly internal reporting of project progress from the WP leaders to the project coordinator.

T1.2 DNRC lead with all partners ensure the efficient legal and financial management of the project. This task covers the establishment and maintenance of financial records, the planning and monitoring of expenses, the co-ordination of cost claim submission by the project participant organizations, preliminary checks of individual cost claims against known criteria, preparation of consolidated cost statements following the rules and format of the KA2 Erasmus + programmes, monitoring and follow-up of payments, and preparation of payment summaries to each participant. This task will prepare periodic financial reports to support the Project Manager in the preparation of the Management Reports, financial chapters at the projects Management Meetings and Annual Reviews. This task will also organise all the necessary work and legal issues for contract management in the project. This covers the tracking of the project contract with the progress in the project to detect inconsistencies or problems, the proposal and preparation of contract amendments when necessary, the monitoring of the application of the partnership Agreement, and the monitoring and coordination of all the actions related to intellectual property rights.

T1.3 DNRC will lead with collaboration of all partners and associate partners the establishment of an over-arching Participatory Action Research (PAR) process for EEEFCom; inclusive of the emancipatory educational process to be contextualised to each partner site. This methodology will accommodate the project management processes and the learning cycles associated with each of the other WP's.

Deliverables

D1.1 EEEFCom Project handbook with work plan (M3) with a comprehensive plan of meeting dates, venues and participants for meetings. Will including a detailed overview of workflow for WP's, project methodology process. Update of work plan (M18)

D1.2. PAR report (M18) and (M34)

D1.3. Agreed conceptual learning framework for implementation across five partner sites (M8)