

# REPORT on the outcome 10.1.

## Management structure established

Project Management structure was established during the second day session of the kick off meeting, organized at the University of Belgrade on 30 and 31 January 2012. This session was attended by all participants of the meeting (including contact persons from each partner institution).

Dejana Lazić, project coordinator introduced participants with the role of the project coordinator institution (University of Belgrade) and presented two management bodies: *Consortium board* i *Steering Committee* and two working groups: University team (UT) and National project team (NPT). Defined were the roles, dynamics of meetings, decision making procedures, responsibilities and results expected from these working groups.

First level - *Steering committee* – consists of representatives of EU partners, ministries and grant holder:

1. **University of Padova**, Dr. Gilda Rota, director of the Career Service of Padua University
2. **University of Swansea**, Pauline McDonald, Head of Careers and Employability at Swansea University
3. **University of Silesia**, Agnieszka Dunaj, Career Service Centre Manager
4. **Ministry of Education and Science**, Mirjana Milanović, Head of Unit for Adult Education
5. **University of Belgrade**, Dejana Lazić, Director of University Centre for Career Development and Student Counselling

Second level - *Project consortium board* – consists of contact persons from all 14 partner institutions on the project:

1. **University of Belgrade**, Dejana Lazić, Director of Centre for Career Development and Student Counselling
2. **University of Padova**, Dr. Gilda Rota, director of the Career Service of Padua University
3. **University of Swansea**, Pauline McDonald, Head of Careers and Employability at Swansea University
4. **University of Silesia**, Agnieszka Dunaj, Career Service Centre Manager
5. **Ministry of Education and Science**, Mirjana Milanović, Head of Unit for Adult Education
6. **Ministry of Youth and Sport**, Snežana Klačnja, Assistant Minister/Sector Youth
7. **University of Novi Sad**, Prof. dr Borislav Obradovic, Vice-dean for Educational Affair
8. **University of Kragujevac**, Olivera Mijatovic, Head of the International Relations Office
9. **University of Niš**, Dragoslav Djokic, Secretary General
10. **Singidunum University**, Iskra Maksimovic, Full time professor
11. **SKONUS**, Miša Živić, President
12. **Belgrade Open School**, Jelena Manic, Coordinator of the Centre
13. **Infostud**, Tomislav Četković, Education Websites Manager
14. **Elektromreža**, Dragoslav Perić, Advisor for Development



At the operational level two working groups are formed:  
University team (UT) and National project team (NPT).

University team (UT): Contact persons and key staff working on the project from all Serbian academic partners.

1. **University of Belgrade**, Dejana Lazić, Director of University Centre for Career Development and Student Counselling, Marija Jovanović, Program Coordinator, Jelena Kurjak, Program Coordinator, Katarina Manojlović Nikolić, Program Coordinator
2. **University of Novi Sad**, Prof. dr Borislav Obradovic, Vice-dean for Educational Affairs, Sonja Šovljanski, Career Development Officer
3. **University of Kragujevac**, Olivera Mijatovic, Head of the International Relations Office, Olivera Milosevic Djordjevic, Vice-rector for academic and student's affairs, Predrag Vukomanovic, Students' advisor at Career Center and Student Counseling
4. **University of Niš**, Dragoslav Djokic, Secretary General, Borislav Baltazarevic, Office for International Relations, Jelena Civiljak, Office for International Relations, Dragan Jankovic, programmer and architecture information designer
5. **Singidunum University**, Iskra Maksimovic, Full time professor, Marina Zivic, coordinator of Career Center at Singidunum University, Verka Jovanovic, deputy director of Department for International Cooperation and Postgraduate Studies at Singidunum University

National project team (NPT): contact persons from all partners from Serbia. Defined are roles, dynamics of meetings, decision making procedures, responsibilities and results expected from this working group.

1. **University of Belgrade**, Dejana Lazić, Director of University Centre for Career Development and Student Counselling
2. **University of Novi Sad**, Prof. dr Borislav Obradovic, Vice-dean for Educational Affairs
3. **University of Kragujevac**, Olivera Mijatovic, Head of the International Relations Office
4. **University of Niš**, Dragoslav Djokic, Secretary General
5. **Singidunum University**, Iskra Maksimovic, Full time professor
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9. **Elektromreža**, Dragoslav Perić, Advisor for Development
10. **Ministry of Education and Science**, Mirjana Milanović, Head of Unit for Adult Education
11. **Ministry of Youth and Sport**, Snežana Klašnja, Assistant Minister/Sector Youth

After presenting the structure voting was performed and accepted by majority that the proposed structure is acceptable.

It has been announced that the First Steering Committee and Consortium Board meeting will take place at the University of Novi Sad, after the planned round table within WP4 in June 2012.

Report made by  
Marija Jovanovic  
University of Belgrade  
1. February 2012, Belgrade, Serbia



# MANAGEMENT OF THE PROJECT



DEVELOPMENT OF CAREER GUIDANCE  
AIMED AT IMPROVING HIGHER EDUCATION IN SERBIA

## Agenda

- PROJECT MANAGEMENT
- MANAGEMENT STRUCTURE



DEVELOPMENT OF CAREER GUIDANCE  
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## PROJECT MANAGEMENT

FOCUS ON HOW THE PROJECT IS PROGRESSING IN TERMS OF

- EXPENDITURE,
- USE OF RESOURCES,
- IMPLEMENTATION OF ACTIVITIES,
- DELIVERY OF RESULTS AND THE
- MANAGEMENT OF RISKS.



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## PROJECT MANAGEMENT

**LFM = management, monitoring and evaluation tool**

PROJECT WILL BE IMPLEMENTED FOLLOWING THE LOGICAL FRAMEWORK METHODOLOGY:

- During project's implementation the matrix should be kept under Regular review & updated whenever the project changes course;
- It provides the framework for monitoring and evaluation, i.e.:
  - The Indicators and Sources for their Measurement provide the basis for Quality Control & Monitoring Plan to be designed and implemented by project managers;
  - Outputs, Indicators and Sources for their Measurement (+ activities, resource and costs) provide the framework for preparing monitoring reports.



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## COORDINATOR

- Supervise all project action
- Responsible for equipment purchasing, will be responsible for annual budget report and will ensure that the financial aspects adhere to Tempus rules
- Management and distribution of Tempus grant
- Communication with Tempus officials,
- SC leadership
- Consortium board participation
- National project team coordination



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- University of Belgrade
  - leading role
  - responsible for the whole project management process
- Main management bodies:
  - **Consortium board** consisting of contact persons from each consortium member institution
  - **Steering Committee (SC)** consisting of contact persons from EU partners, ministries and coordinator



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# MANAGEMENT STRUCTURE

## DECISION BODY AT THREE LEVELS:

### FIRST LEVEL: STEERING COMMITTEE (SC)

- COMPOSITION: EU partners, ME and Coordinator
- MEETINGS – twice a year
- DECISION MAKING BY CONSENSUS
- RESPONSIBILITY - strategic decision making, monitor and control project implementation



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# MANAGEMENT STRUCTURE

### SECOND LEVEL: CONSORTIUM BOARD (CB)

- COMPOSITION:
  - 14 members
  - representatives (contact persons from each partner institution)
- MEETINGS – twice a year
- DECISION MAKING – majority vote of those members present
- RESPONSIBILITY – planning, directing and monitoring the overall guidance
- OUTPUTS – progress reports to Steering Committee



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## STEERING COMMITTEE

Constituted of the representatives of EU partners,  
ministries and coordinator:

**University of Padova** - Dr. Gilda Rota, director of the  
Career Service of Padua University

**University of Swansea** - Pauline McDonald, Head of  
Careers and Employability at Swansea University

**University of Silesia** - Agnieszka Dunaj, Career Service  
Centre Manager

**Ministry of Education and Science** - Mirjana Milanović,  
Head of Unit for Adult Education

**University of Belgrade** - Dejana Lazić, Director of  
University Centre for Career Development and Student  
Counselling



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## PROJECT CONSORTIUM BOARD

- **University of Belgrade** - Dejana Lazić
- **University of Padova** - Dr. Gilda Rota
- **University of Swansea** - Pauline McDonald
- **University of Silesia** - Agnieszka Dunaj
- **Ministry of Education and Science** - Mirjana Milanović
- **Ministry of Youth and Sport** - Snežana Klašnja
- **University of Novi Sad** - Prof. dr Borislav Obradović
- **University of Kragujevac** - Olivera Mijatović
- **University of Niš** - Dragoslav Đokić
- **Singidunum University** – Prof. dr Iskra Maksimović
- **SKONUS** - Miša Živić
- **Belgrade Open School** - Jelena Manić
- **Infostud** - Tomislav Četković
- **Elektromreža** - Dragoslav Perić



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## MANAGEMENT STRUCTURE – operational level

### UNIVERSITY TEAM (UT)

- COMPOSITION:
  - Contact person for each academic partner and key staff working on the project
- MEETINGS – after each national workshop,
- DECISION MAKING – consensus, operative decision body
- RESPONSIBILITY – planning, organizing, leadership and controlling project implementation
- OUTPUTS – semi annual reports on progress to Consortium board
- work on forming more permanent solution for networking and cooperation on career centres



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## MANAGEMENT STRUCTURE – operational level

### NATIONAL PROJECT TEAM (NPT)

- COMPOSITION:
  - Contact persons from Serbian partners
- MEETINGS – now and after the first national workshop
- Prior to two annual dissemination conferences
- DECISION MAKING – consensus, operative decision body
- RESPONSIBILITY – planning, organizing, leadership and controlling project implementation
- OUTPUTS – semi annual reports on progress to CB



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## CONTACT PERSONS

on behalf of their Party, undertake to:

- be responsible for writing regular reports for the consortium meetings according to agreed deadline and undertaken task
- Respect the common objectives that formed the basis for establishing the partnership, as mentioned in the Grant Agreement
- Make every effort to achieve in practice general objectives in each activity for which the grant is awarded;
- Forward to the Project Coordinator the data needed to draw up reports, financial statements and other documents provided for in the Grant Agreement;
- Ensure that all information to be provided to the EACEA is sent via the Project Coordinator;
- Inform the Project Coordinator immediately of any event liable to substantially affect or delay the implementation of the Action of which they are aware;
- provide the coordinator with all necessary document in the event of checks or evaluations.



DEVELOPMENT OF CAREER GUIDANCE  
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- Establishing the Steering Committee and CB
- Proposals and questions
- Voting



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