

## **Project management and implementation**

Project management and implementation has been conceived in order to ensure the correct implementation of the project, in line with the described objectives and aims. Zone college, being the applicant organization of this project, will lead the steering committee and coordinate partnership interactions, communications, tasks, as well as solving problems and conflicts that may arise, with the specific aims to:

1. accomplish the overall project planning, respecting objectives and schedule
2. coordinate the project and monitoring progress
3. promote an effective and in time internal and external communications
4. drive and control budget execution
5. produce regular internal information and documentation
6. produce Interim and final reports
7. provide assistance to project partners in fulfil their tasks and organize project meetings

The kick-off meeting will take place in Zwolle, the Netherlands, in October 2019.

The meeting will be prepared and organized by Zone college.

The meeting will include:

- administrative, financial and procedural aspects of the project
- provide detailed information about the work plan and project activities, being:
  1. Most important goals of the project.
  2. Methodology and management
  3. Intellectual outcomes
  4. Multiplier events
  5. Testing phase/ pilots
- Provide de calendar of project meetings: Detailed program, divided over the meetings
- Detailed budget tables
- Contracts project partners, obligations and budget, expense claim sheet and hours claim sheet

Operative, financial and administrative project management

It will include the signing of the contracts between partners and Zone College being the applicant organization. Furthermore the setting-up of the Steering Committee (SC) composed by one representative of three partners. The SC main tasks will be: planning the project timetable, assigning specific tasks to each partner and setting up working teams, taking main project decisions, managing the resources to ensure that all project activities and objectives are achieved. Zone college will report to the National Agency and manage internal progress reports, costs statements, progress and final report.

Monitoring and reporting activities

Zone College will check that all partners are held responsible for their assigned tasks and will ensure overall management of the project. Zone college will collect the necessary information to prepare the official interim and final reports. Each partner will contribute to progress and final reports and will communicate any deviations from the project plan that may occur. To this purpose each intellectual

output (IO) leader will fill in a Mid-term results report on the status of the IO it is leading.

#### Organisation of plenary and virtual meetings

The project will start with a Kick-off meeting in order to establish common understanding of the project work plan and discuss the key issues related to the first stage of the project. Regular steering committee meetings will take place in order to monitor, coordinate and assess the progress of activities, agree upon changes and re-arrangements of the work plan and take decisions. Working meeting will take place. Telephone and audio conferences will be organized in the periods between the meetings to guarantee smooth project execution and reaching the project outcomes according to the work plan.

#### Organisation of project meetings:

The meetings will be divided into five concepts: steering committee meetings (SC), project meetings (PM), work group (WG) meetings Multiplier Events (ME) and Pilots (P) with pilot activities A schedule will be made in which is mentioned when the intellectual outcomes (IO) will be ready. The extent to which partners are deployed in the project and project meetings is determined by the specific activities and intellectual outcomes.

SC: 3 selected project partners

PM: All project partners (associated partners will be

invited to be present WG: VET and University colleges

ME: Zone College, possibly supplemented with steering

committee partners P: VET and University colleges

Activities all project partners carry out for project management:

- Organize transnational meetings
- Organize work meetings
- Own project administration (expense claims / hours claims)
- Own budget control
- Track time sheets
- Tracking finances
- Midterm results of the intellectual outcomes of their responsibility
- Contribute to interim and final reports
- Organizing facilities for carrying out the pilots of international learning units and their assessments
- Organization of mobility's of students, professionals in training (adults)
- Contribution to multiplier events
- Communication and organizing input from associate partners and from local and national stakeholders

Associated partners representing industry in Aquaculture will be invited to be present (either by i.e. video conferencing, Skype meeting, or physically) at a part of the project meetings.