



Co-funded by the
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MANAGEMENT OF THE PROJECT

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Faculty of Sciences and mathematics



Strengthening Teaching Competences in Higher Education in Natural and Mathematical Sciences

Ref. No: 598434-EPP-1-2018-1-RS-EPPKA2-CBHE-JP
(2018-2467)



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

Programme: **Erasmus +**

Key action: **Cooperation for innovation
and the exchange of good practices**

Action: **Capacity Building in Higher
Education**

Acronym: **TeComp**



MANAGEMENT -- the work package which

- ❖ **comprises coordination,**
- ❖ **management**
- ❖ **supervising of all project activities**
- ❖ **taking care of each phase in realisation**

in accordance to defined project strategies, ensuring compliance of the project segments with the work programme and time schedules

University of Nis, as Project Coordinator runs through the whole project management,

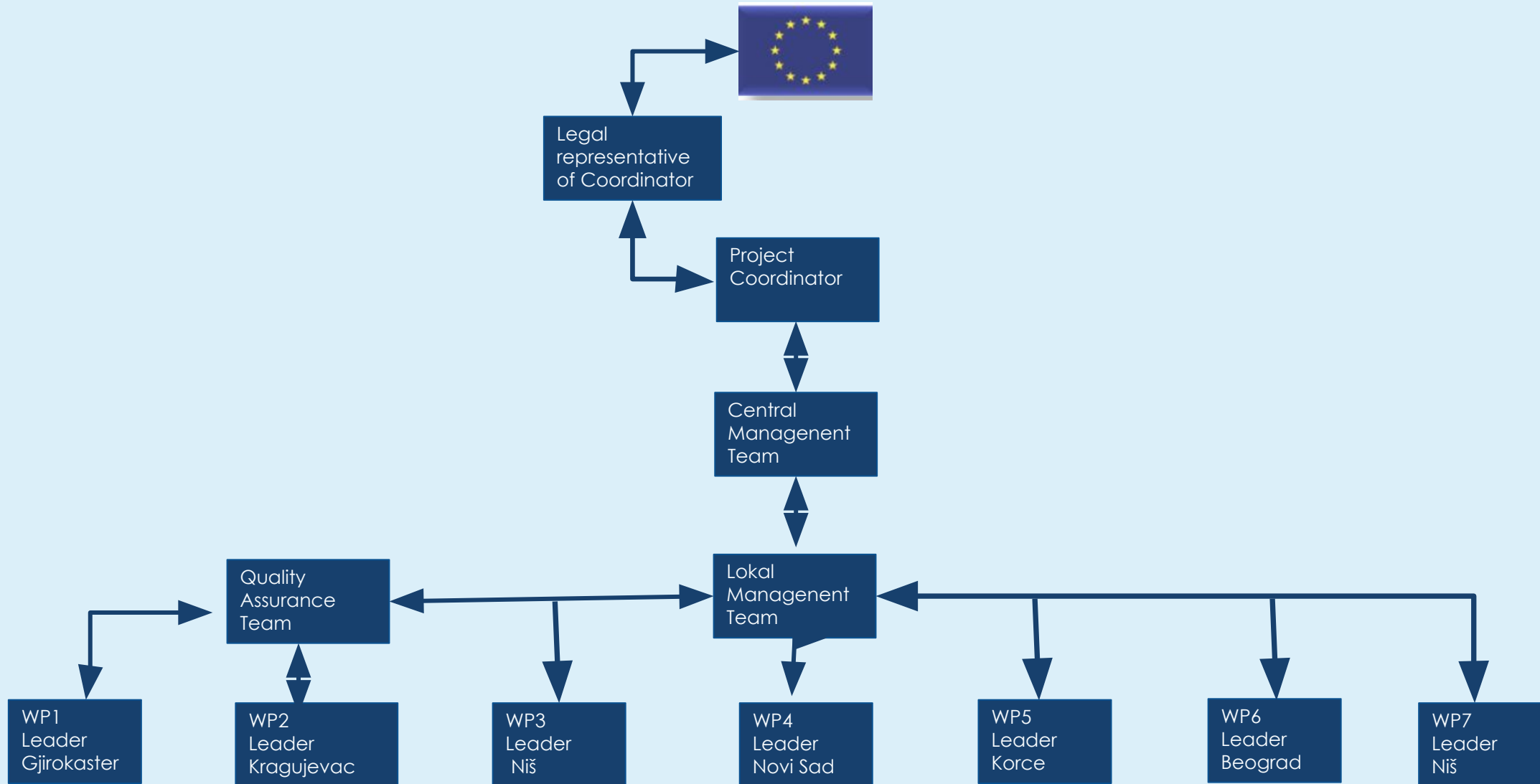
- **financial administration,**
- **communication with all partners,**
- **monitoring of project activities and**
- **reporting to ERASMUS with the support of other consortium institutions.**

In the initial phase of the project, all partner institutions appointed their representatives in the:

- (i) Central Management Team (CMT), comprising 12 members, i.e. contact persons from each consortium member institution and 2 persons from coordinating institution,
- (ii) Local Coordinating Team (LCT) comprising 7 members i.e. representatives from CMT from PC countries,
- (iii) Quality Assurance and Monitoring board

Key success factors of the project were defined during the first year of the project life:

- the time schedule,
- communication plan and
- the methodology of work for the project duration,
- all necessary project management procedures,
- quality assurance procedures and
- dissemination polices





KICK-OFF MEETING IN NIŠ



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January 15th -17th, 2019





1ST CMT MEETING IN GRANADA



Co-funded by the
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November 5th - 11th, 2019



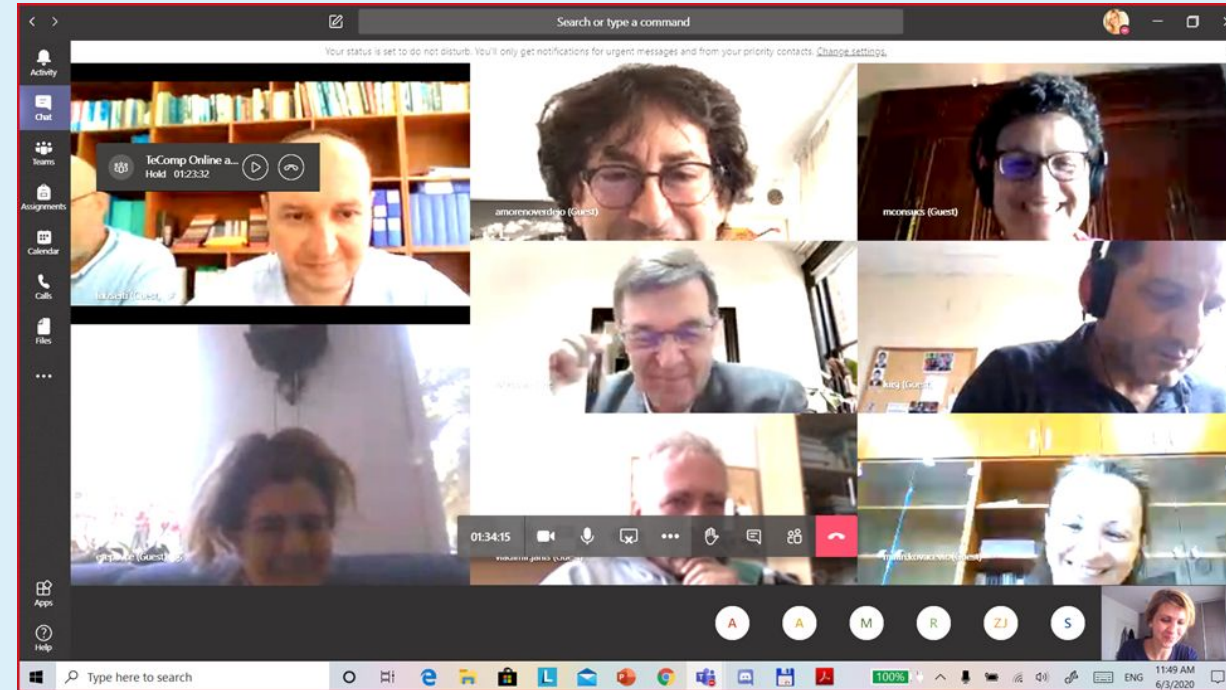


ONLINE CMT MEETING

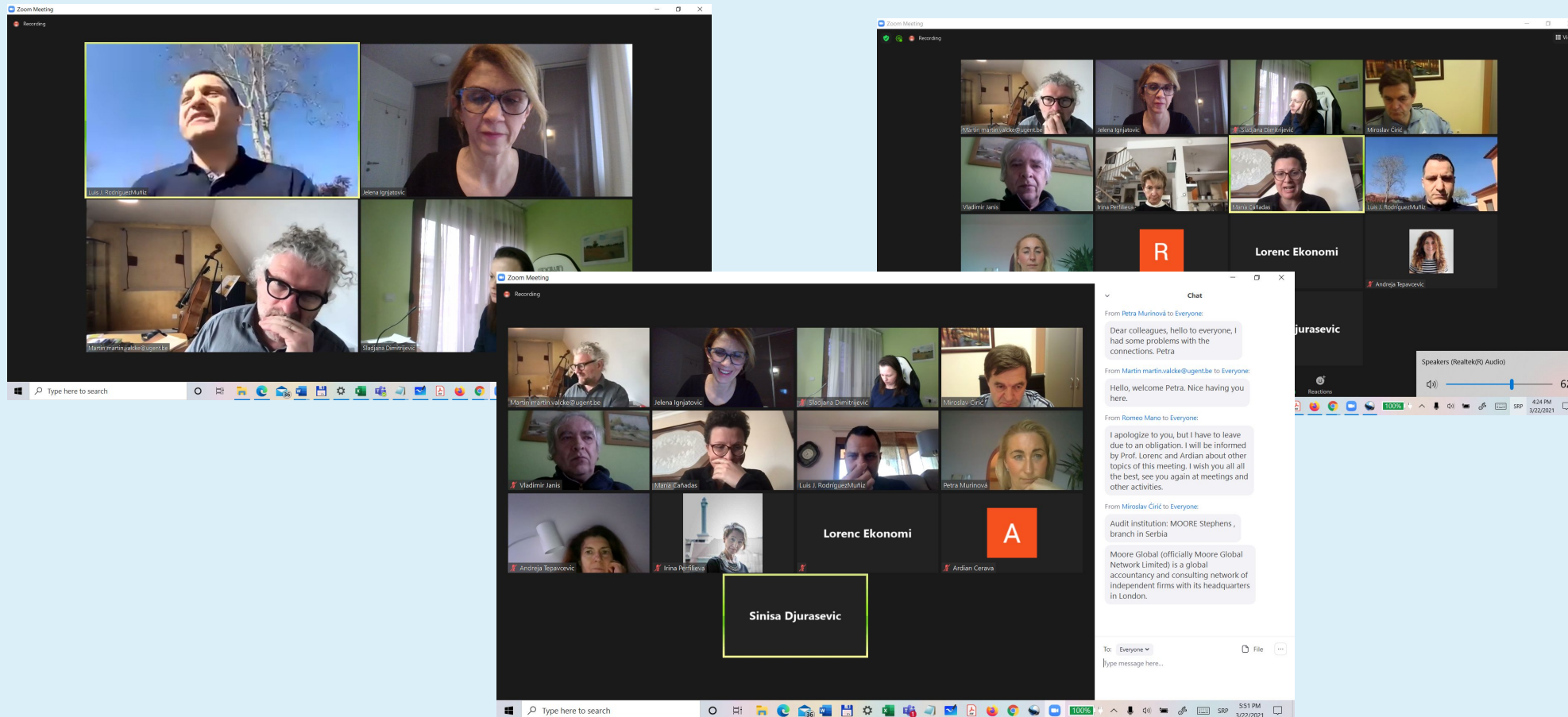


Co-funded by the
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2nd CMT Meeting, June 3th, 2020



3rd CMT Meeting, March 22th, 2021 (held immediately before the LCT meeting same day)



The image displays a screenshot of a Zoom meeting interface. The main window shows a grid of participants. In the top-left corner, there is a large video feed of a man (Luis J. Rodriguez Muñoz) and a woman (Jelena Ignjatovic). Below them are smaller video feeds of other participants, including a man with glasses (Vladimir Janis) and a woman (Slojana Dimitrijevic). In the bottom-center, a name tag for "Sinisa Djurasevic" is highlighted with a green box. To the right, a chat window is open, showing messages from participants. The chat messages include:

- From Petra Muirinová to Everyone: Dear colleagues, hello to everyone, I had some problems with the connections. Petra
- From Martin martin.valdke@ugent.be to Everyone: Hello, welcome Petra. Nice having you here.
- From Romeo Mano to Everyone: I apologize to you, but I have to leave due to an obligation. I will be informed by Prof. Lorenc and Ardian about other topics of this meeting. I wish you all the best, see you again at meetings and other activities.
- From Miroslav Čirić to Everyone: Audit institution: MOORE Stephens, branch in Serbia
- Moore Global (officially Moore Global Network Limited) is a global accountancy and consulting network of independent firms with its headquarters in London.

The bottom of the screen shows the Windows taskbar with various application icons and the system clock displaying 5:51 PM on 3/22/2021.



ONLINE CMT MEETING



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

4th CMT Meeting, March 12th, 2022 (held immediately before the LCT meeting same day)

The screenshot shows a Zoom meeting interface. The main content is a slide titled "Example of a valid Instruction". The slide features a document titled "INSTRUCTION FOR PAYMENT IN OUR CURRENCY" with a yellow circle highlighting the "SEAL Intermediary Institution" field. To the right of the document, text reads: "Without that exact document, our chances of wiring the transaction are 0%." The TeComp logo and the text "Co-funded by the Erasmus+ Programme of the European Union" are visible at the bottom of the slide. The Zoom interface includes a top bar with participant thumbnails, a "Participants" list on the right, and a search bar.

This screenshot shows a Zoom meeting grid with nine participants. The participants are arranged in a 3x3 grid. The top row includes a woman, a man, and a man. The middle row includes a woman, a man, and a man. The bottom row includes a man, a man, and a woman. The Zoom interface includes a top bar with a "Participants" list on the right, a search bar, and a "Leave" button. The meeting title "CMT meeting" is visible at the top of the grid.



CMT MEETING IN GJIROKASTER



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5th CMT Meeting, June 13th-17th, 2022





3RD ONLINE CMT MEETING



Co-funded by the
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of the European Union

6th CMT Meeting, July 4th, 2022

The screenshot displays a Zoom meeting interface. The main window shows a presentation slide titled "1. REPORTING". The slide content includes:

- Reporting forms and explanations are provided by the Agency:
- Beneficiary space**
- <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home>
- CBHE e-Reports Explanatory Note**
- https://www.eacea.ec.europa.eu/grants/2014-2020/erasmus/capacity-building-field-higher-education-2020_en

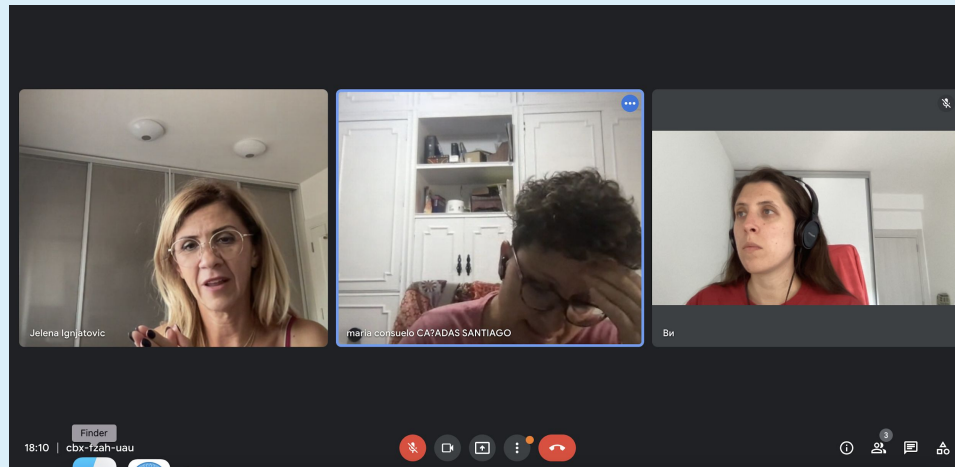
The slide also features the TeComp logo and the text "Co-funded by the Erasmus+ Programme of the European Union".

The gallery view shows several participants:

- Andreja Tepavcevic
- Luis Rodriguez Muniz
- Martin Valcke
- Jelena Ignjatovic
- Miroslav Cirić
- Nebojsa Jasnici
- Vladimir Janis
- Jow 4
- Bw
- Jelena Ignjatovic
- Luis J. Rodriguez Muniz
- Martin Valcke
- Ardian Cerava
- Sladjana Dimitrijevic
- Vladimir Janis
- Jow 5
- Bw

The meeting controls at the bottom show the time as 11:06 and the meeting ID as jxp-slub-jmq.

6th CMT Meeting, July 13, 2022 – additional part



na Ignjatovic prezentuje

SUBMITTING THE FINAL REPORT

3. Final report on implementation of the action

4. The Final Report has to be filled in and submitted via the eReports system, which is an online tool available on the [Participant Portal](#).


The [eReport User Guide](#) will provide you with detailed instructions on how to complete and submit a Project Report using eReports.

5. The CBHE Final Report Explanatory Note will provide you with content related information and guiding questions on the different tabs of the Final Report (eReport).


6. [CBHE Final Report Explanatory Note - EAC/A02/2019](#)
English (988.27 KB - PDF) [Download](#)

To Annexes to be attached to the Final Report:

1. Financial Statements (see point 1 above) in ".xls" format
2. Declaration of honour
3. Table of achieved results
4. A duly signed pdf version of the "Final financial statement": this document corresponds to the spreadsheet "Final financial statement" in the Financial Statements xls file (see point 1 of the reporting forms above).
5. Audit Certificate. Please see point 4 below if applicable
6. Reporting table for unit costs - Covid-19 EN if applicable



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A screenshot of a Zoom meeting interface showing a presentation slide titled "SUBMITTING THE FINAL REPORT". The slide contains instructions for submitting the final report, including a list of annexes to be attached. The TeComp logo and Erasmus+ funding information are visible in the bottom right corner of the slide. The Zoom meeting interface shows three video thumbnails on the right side, corresponding to the participants in the top screenshot: Jelena Ignjatovic, maria consuelo CAZADAS SANTIAGO, and Би. The Zoom control bar at the bottom shows the time 18:34 and the meeting ID cbx-fzah-uau.

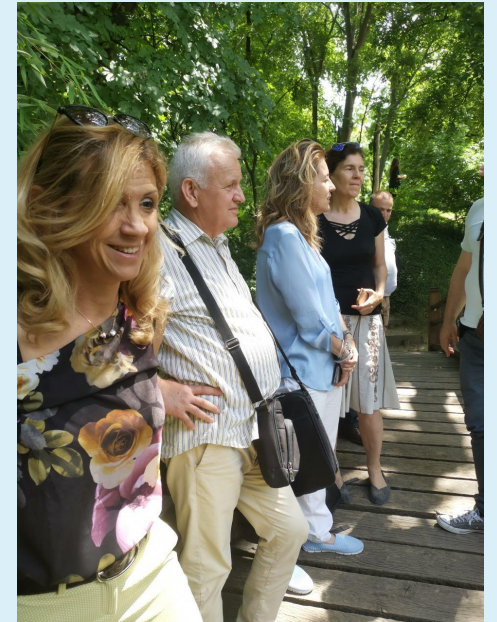


1ST LCT MEETING IN BELGRADE



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Erasmus+ Programme
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July 11th-13th, 2022





2nd LCT MEETING IN NOVI SAD

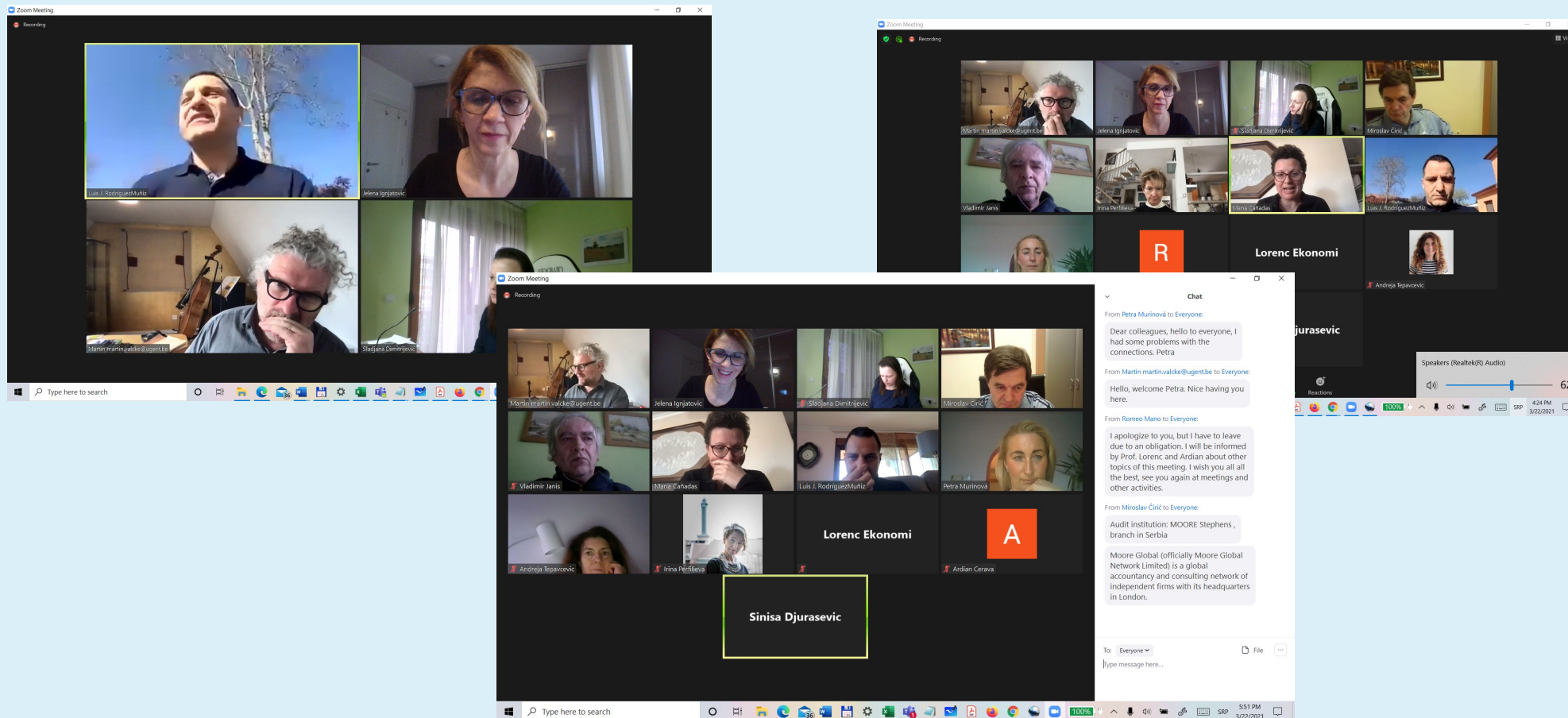


Co-funded by the
Erasmus+ Programme
of the European Union

January 21st -22nd , 2020



3rd LCT Meeting, March 22nd, 2021 (held immediately after the CMT meeting same day)



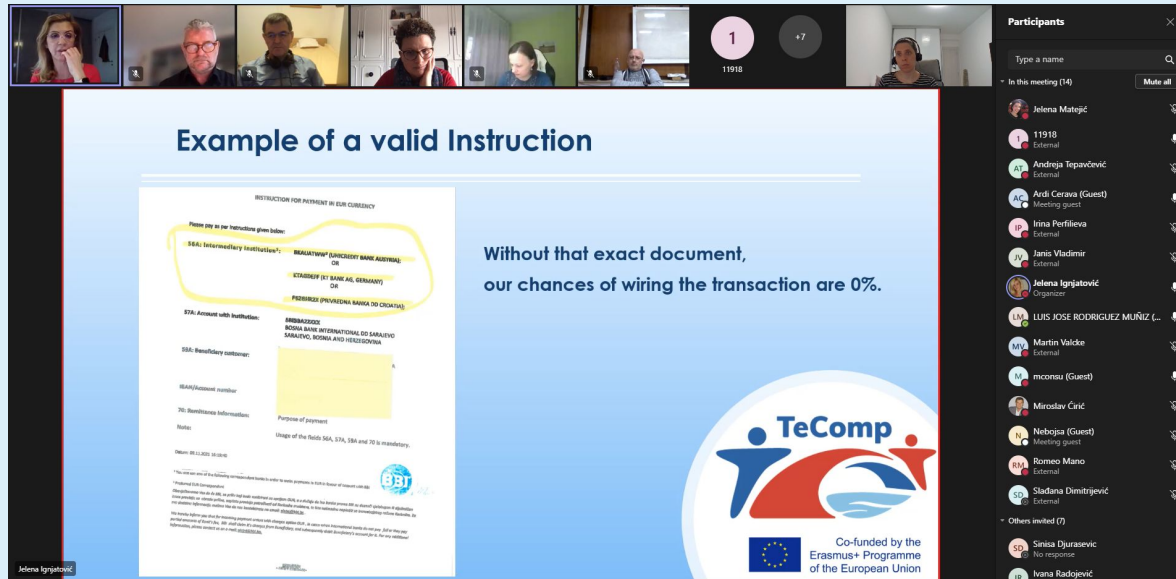
The image displays a Zoom meeting interface with a grid of participants. The participants visible include: Luis J. Rodriguez Muñoz, Jelena Ignjatovic, Martin Manojackovic, Slobodan Dimitrijevic, Vladimir Janis, Irina Perfileva, Miroslav Cinc, and Lorenc Ekonomi. A chat window is open on the right side, showing messages from Petra Murinová, Martin martin.valdke@ugent.be, Romeo Mano, and Miroslav Cinc. The chat messages are:

- From Petra Murinová to Everyone: Dear colleagues, hello to everyone, I had some problems with the connections. Petra
- From Martin martin.valdke@ugent.be to Everyone: Hello, welcome Petra. Nice having you here.
- From Romeo Mano to Everyone: I apologize to you, but I have to leave due to an obligation. I will be informed by Prof. Lorenc and Ardian about other topics of this meeting. I wish you all all the best, see you again at meetings and other activities.
- From Miroslav Cinc to Everyone: Audit institution: MOORE Stephens, branch in Serbia
- Moore Global (officially Moore Global Network Limited) is a global accountancy and consulting network of independent firms with its headquarters in London.

The system tray at the bottom shows the time as 5:51 PM on 3/22/2021. A yellow box highlights the name 'Sinisa Djurasevic' in the bottom center of the grid.



4th LCT Meeting, March 12th, 2022 (held immediately before the CMT meeting same day)



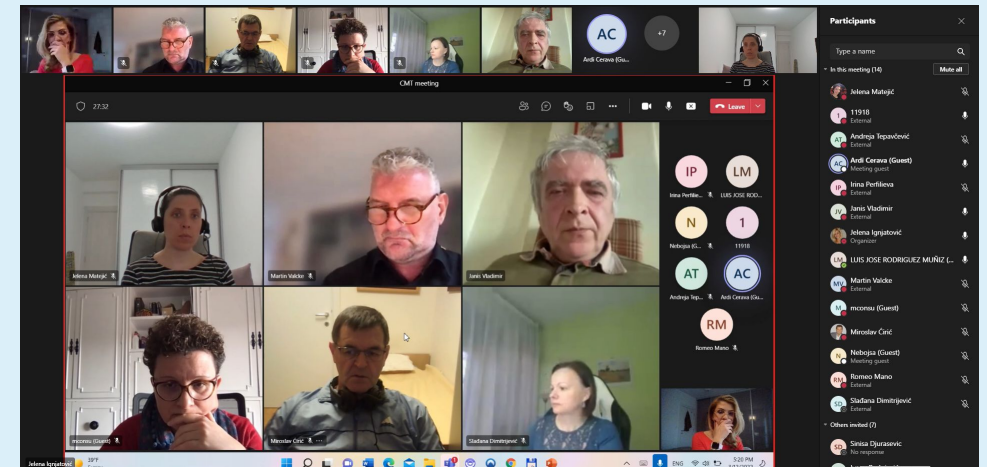
Example of a valid Instruction

Without that exact document, our chances of wiring the transaction are 0%.

The slide displays a sample instruction form with the following fields:

- SEAL Intermediary Institution:** (Circled in yellow)
- SEAL Beneficiary Institution:** (Circled in yellow)
- SEAL Account with Institution:** (Circled in yellow)
- SEAL Beneficiary customer:** (Circled in yellow)
- SEAL/Account number:** (Circled in yellow)
- SEAL Beneficiary Information:** (Circled in yellow)
- SEAL Purpose of payment:** (Circled in yellow)
- SEAL Usage of the Right SEA, STA, STB and TCB mandatory:** (Circled in yellow)

The slide also features the TeComp logo and the text: "Co-funded by the Erasmus+ Programme of the European Union".



A screenshot of a Zoom meeting interface showing a grid of participants. The meeting title is "CMT meeting". The participants list on the right includes:

- Jelena Matejic
- 11918
- Andreja Tepavčević
- Ardi Cerava (Guest)
- Irina Pertlieva
- Janis Vladimir
- Jelena Igrjatović
- LUIS JOSE RODRIGUEZ MUÑIZ (...)
- Martin Valcke
- mconou (Guest)
- Miroslav Cirić
- Nebojsa (Guest)
- Romeo Mano
- Slađana Dimitrijević
- Others invited (7)
- Sinisa Djurasevic
- Ivana Radojević

5th LCT Meeting, June 15th-18th, 2021



6th LCT Meeting, September 12th-18th, 2021



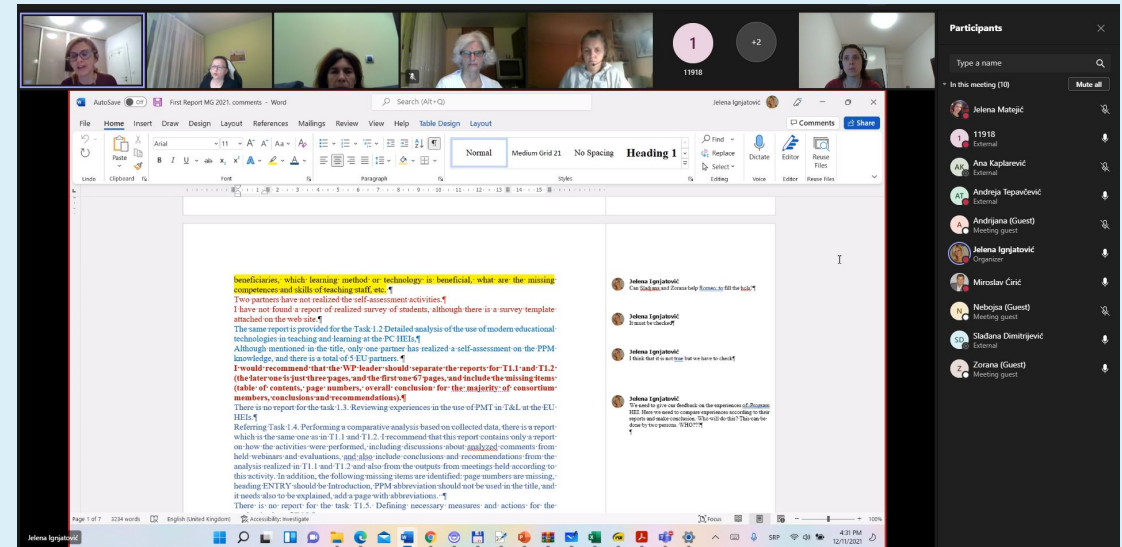


4TH ONLINE LCT MEETING



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7th LCT Meeting, December 11th, 2021



Supporting documents for Staff Costs (from balance and from obtained grant during project, pre-financing)

- JDs
- Time Sheets
- Formal Contractual relationship with beneficiary institution
- Evidence of the work completed (at least one of the following):
 - a brief report on the activities implemented by the staff member
 - A copy of the main documents produced during the working period, training material, ppt presentations, etc...
 - File **LINKS TO DELIVERABLES** must be in **FOLDERS** of each institution (brief reports on the activities implemented by the staff member that are missing please provide to **JELENA IGNJATOVIĆ, JELENA MATEJIĆ** and upload it on the web-site, and **UPLOAD THE LINK TO THIS REPORT TO THE GOOGLE DRIVE FOLDER**)

CO-FINANCING PRINCIPLE



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Expenditures covered by the co-financing will not be taken into account for the final calculation of the grant and therefore will not have any financial impact on it.

The grant amount will have to be complemented by additional funding provided by the beneficiary, according to the co-financing Budget/Expenditure/Co-financing breakdown per partner and budget category defined in Project Management Program.

Beneficiary shall provide an indication on the level and source of co-financing that contributed to the project results.

Exampel: overhead costs, bank charges,



The TeComp project has set a clear goal of developing sustainable collaboration among partner institutions in the project via use of resources.

TeComp platforms will be used and updated

Usefulness and quality of achieved outcomes gives motivation for future collaborations as well as exploitation of the project after its completion.



Programme: Erasmus +
Key action: Cooperation for innovation and the exchange of good practices
Action: Capacity Building in Higher Education
Acronym: TeComp
Ref. No: 598434-EPP-1-2018-1-RS-EPPKA2-CBHE-JP

AGREEMENT on educational, scientific, and technical cooperation through TeComp network

