Ubaciti logo ImprESS

**Improving Academic and Professional Education Capacity in Serbia in the area of Safety & Security ImprESS (586410-EPP-1-2017-1-RS-EPPKA2-CBHE-JP)**

**CONTINGENCY PLAN**

Project number: 586410-EPP-1-2017-1-RS-EPPKA2-CBHE-JP

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| **PROJECT INFO** |

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| Project title | Improving of Academic and Professional Capacity in Serbia in the area of Safety and Security |
| Project acronym | ImprESS |
| Project reference number | 586410-EPP-1-2017-1-RS-EPPKA2-CBHE-JP |
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| Web address |  |
| Coordination institution | Academy of Criminalistics and Police Studies, Belgrade |
| Project duration | October 15th 2017 till October 14th 2020 |

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| **DOCUMENT CONTROL SHEET** |

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| Ref. no and title of activity | 8.3 Development of guidelines on the project management and reporting |
| Title of deliverable | Contingency Plan |
| Lead institution | Academy of Criminalistics and Police Studies, Belgrade |
| Author(s) |  |
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| v.03 |  | Final version |  |
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| **List of abbreviations** |

|  |  |
| --- | --- |
| EU | European Union |
| HEI | Higher Education Institution |
| LFM | Logical Framework Matrix |
| KPA | Academy of Criminalistics and Police Studies |
| UESK | University EDUCONS |
| UB | University of Belgrade |
| BMU | Metropolitan University |
| UNID | University of Defence in Belgrade |
| R-Tech KG | Steinbeis Advanced Risk Technologies Institute doo |
| SHB | STEINBEIS-HOCHSCHULE BERLIN GMBH, SHB |
| SSSA | Sant`Anna School of Advanced Studies |
| IdM | Institute of Management |
| SSSUP | Sant`Anna School of Advanced Studies - Institute of Management |
| SGSP | The Main School of Fire Service |
| USTUTT | University of Stuttgart |
| ATRISC | Conseil en fiabilite organisationnelle et gestion de crise – Management des situations d`urgence et complexes/Crisis management, France |
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| **Introduction** |

Contingency Plan identifies and assesses possible risks of the ImprESS project that could jeopardize the successful achievement of project objectives and offers controlling mechanism and corrective actions for their mitigation. It is based on risk monitoring which is incorporated in internal quality management. Risk monitoring is constant and complete control of all segments of project realization (deadlines, partner responsibilities, project documentation, financial and administrative rules) and prediction of issues that could endanger some of project activities joint with suggestions of possible intervention and solutions.

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| **1. Assumptions and risks** |

The Logical Framework Matrix (LFM) of the ImprESS project describes assumptions and risks in further detail along specific project objectives, outputs and outcomes and activities. The table below contains assumptions and risks in line with LFM:

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| **Outputs and outcomes** | **Assumptions and risks** |
| WP1 – Preparation.  WP2- Model for improving the educational capacity in the area of “sector skill and alliance” for Safety and Security. This model will include universities` bilateral contract, joint accreditations, establishing a new roll of faculty innovation centers as a course providers etc. Work on the results dissemination and “Regional Safety & Security Network” development.  WP3 – Setting up the infrastructure for applying the model.  WP4 – Applying the model in Serbia. All Program country`s partners will work on curricula (courses, study models) and learning materials, tools, etc. for all three levels of higher education as well as on courses for professionals and disadvantaged groups. Professors and students of Serbian universities are going to participate in courses in the Program countries organizations, job shadowing, video lectures, and will do lecturing in the Program countries organizations.  WP5 – Establishing the training and education safety & security center in Serbia.  WP6 – Quality.  Minutes of the meetings. Quality control plan adopted. Report of the external quality evaluation .Report of the external auditor. Report on the inter-project coaching  WP7 – Dissemination. Dissemination plan created. Promotion material created. Trainings promoted.  WP8 – Management.  Minutes of the meeting. Minutes of the meetings. Guidelines on the project management and reporting created. Project correspondence. Interim and final reports submitted. | Efficient and effective consortium management  Inability of making precise financial plans because of the differencies in partner countries financial laws  Motivation of staff, people and partners to participate  Lack of enthusiasm of possible participants for educational trainings |
| **Activities** | **Assumptions, risks and pre-conditions** |
| 1.1 Kick-off workshop (prior to negotiations with EU)  1.2 Analysis of current undergraduate, masters, PhD and specialized programs and courses curricula in program and partner countries  1.3 Technical assessment of available hardware and software  1.4 Analysis of innovative actions that can be performed  1.5 Detail plan & execution development workshop  1.6 Joint procurement of the equipment and software  2.1 Analyses of EU and Serbian regulation  2.2 Model development  2.3 Bilateral and other agreements development and signing  2.4 Model dissemination  3.1 Courses and modules selection for implementation  3.2 Courses and modules detail comparison and determination of the gap that should be closed  3.3 Teaching materials development  3.4 E-learning modules/materials development  3.5 Training of the Serbian lecturers on Program countries HEI  3.6 Accreditation process start  3.7 Education materials dissemination  4.1 Courses & study modules execution  4.2 Courses & study modules evaluation and materials fine tuning  4.3 Students visit to programme countries HEIs  4.4 Achievements and outcomes dissemination  5.1 Defining the TESS specific domain of applicability  5.2 Defining the TESS Courses and Trainings  5.3 Hardware and Software equipment in the TESS  5.4 TESS management structure  5.5 TESS plan of sustainability  6.1 Quality Champions Appointment  6.2 Development of Quality Plan, QA mechanisms and procedures  6.3 Monitoring & Evaluation  6.4 Learning material peer review  6.5 Document management  6.6 Quality Reporting  7.1 Dissemination plan creation  7.2 Development, maintenance and promotion of the ImprESS Website  7.3 ImprESS social network communication  7.4 Use & Link to already developed EU tools  7.5 Opening and maintenance of e-library public access area  7.6 Perform media and promo campaigns  7.7 Organize ImprESS symposia and workshops  7.8 Exploitation plan  8.1 Establishing project management bodies and procedures  8.2 Administrative & financial project  8.3 Risk management**.** | Adequate language skills of staff   * WP1 * A:All partners will invest all needed efforts as per initial plan. All partners have resources available;No legal nor financial issues will be faced; * R:Lack of resources caused by any of reasons;Legal and financial issues;Differences in state laws regarding higher education; Partners withdraw for unexpected reasons * WP2   A:Legal framework and instruments can be developed;  R:Accreditation process can be too long; Legal issues cannot be resolved;   * WP3   A: At least 15 separate courses and modules on all study levels can be designed and implemented in the curricula of Serbian Universities; Adequate resources allocation from both programme and partner countries for successful competition of this task  There is a “market” need for such kind of new educational courses;  R:Lack of resources advanced in English on the Serbian side;Lack of motivation for needed change on Serbian side;   * WP4   A:Successfully completed preparation; Properly advertised a new curricula;High students motivation in attending courses & study modules;  R:Glitches in preparations; Low motivation of the teaching stuff and students;   * WP5   A:Relevant number of students and professionals interested to enrol; Availability of staff members with respective qualification; Equipment purchased and installed; Fully working training mechanism;  R:Technical problems; Problems with software license, equipment installations; Delays in Centre development   * WP6   A:Managed and tracked quality system  R: Glitches in the procedures, guidance; Low motivation in application;   * WP7   A:Positive effect on attraction of students; Willingness of media to cover visibility activities;  R: Low motivation for dissemination activities and maintenance the website and pages; Technical problems with WEB page and other technical issues;   * WP8   A: Effective and efficient communication within the consortium;Continious inputs from SC  R:Poor planning; |

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| **2. Risk log** |

The identified risks can be summarized under the following categories:

external risks related to disfunctionality of responsible bodies,

risks related to the willingness of key stakeholders of the project,

risks related to the legal framework or institutional set up in the target country.

The listed categories are summarized in the table below:

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| **Assumption** | **Potential risk** | **Mitigation strategy** |
| Responsible bodies will be actively involved and it will not affect in due time implementation of the project | No potential risk which can be anticipated at the moment | No mitigation strategy needed at the moment |
| Key stakeholders of the project understand the objectives of the project | Key stakeholders may lack required interest | Consultation and targeted support by Project Coordinator and Consortium |
| Legal framework and institutional set up are conductive to achieve the envisaged project results | Legal framework (e.g. finance/tendering/controlling) or institutional set up (e.g. structure of HEI) may not allow in due time implementation of envisaged project | Communication of the potential risk to Project Management Committee at earliest possible stage; as necessary follow up with Consortium to identify adequate responses to the challenge faced |

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| **3. Project partners and their responsibilities** |

This section overviews about the responsibilities of the partners and provides a short overview on different activities and expected outputs. Project partners and their tasks and responsibilities in the ImprESS project are presented in the table below:

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| --- | --- |
| **No./name** | **Main tasks** |
| P1 (Project Coordinator) – KPA Academy of Criminalistics and Police Studies | As the coordinator, the Academy of Criminalistic and Police Studies will be responsible for the overall project coordination and management. The Academy of Criminalistic and Police Studies will intensively communicate with all consortium members and will ensure that all project activities are carried out smoothly and according to the time plan.  The Academy of Criminalistic and Police Studies will be the leader of  1. WP1 (Initiation),  2. WP6 (Quality plan development and execution), and  3. WP8 (Management) and will actively participate in all project activities. |
| P2 University Educons, UESK | University Educons, UESK will actively participate in all project activities. |
| P3 UB University of Belgrade - The Faculty of Security Studies | The Faculty of Security Studies, University of Belgrade will lead the WP2 - work package 2 (Model for improving the educational capacity in the area of ’’sector skill alliance’’ for Safety & Security) and actively participate in all activities within the other work packages. |
| P4 Metropolitan University, BMU | BMU will participate in the whole WP2 (Model for improving the educational capacity in the area of ’’sector skill alliance’’ for Safety & Security), WP3 (Setting up the infrastructure for applying the Model), WP5 (Establishing the Training and Education Safety & Security center in Serbia) and WP7 (Extending the Model and its applicability Europe-wide). |
| P5 University of Defence in Belgrade, UNID | University of Defence will work in WP5, with goal to establish a Regional Centre for Training & Education in the area of Safety & Security (TESS) and the simulation lab within. Also, UNID will actively participate in all project activities. |
| P6 Steinbeis Advanced Risk Technologies Institute doo, R-Tech KG | Steinbeis Advanced Risk Technologies Institute doo Kragujevac (R-Tech KG), with a long history of e- and distance learning development and IT solutions in general, will develop e-learning courses and establish tools for distance learning. Also, R-Tech KG will lead the work package WP7 for dissemination and exploitation activities and participate in management and all relevant activities. |
| P7 STEINBEIS-HOCHSCHULE BERLIN GMBH, SHB | The Steinbeis Institute is going to provide courses strictly related to the area Safety & Security. Among which are: Introduction to Risk Management, Principles and Methods of ISO standards (31000, 31010), Quantitative & Quantitative Risk Assessment, Emerging Risks, Health, Safety and Security and Environmental Risks, Occupational Safety and Health, Communication and Risk Governance, Fire and Explosion Protection, Fire Protection, Safety of Chemical, Risk Analysis of Chemical, ADR: Transport of Dangerous Materials, Accident and Consequences Modeling, Risk Based Inspection, Risk Governance Concepts and Practices, Risk Perception and Risk Communication, Risk Management and Innovation, Innovation Risk Management, Concepts and Applications of Key Performance Indicators for New Technologies, Business Continuity Risks  Draw on the previous experience in the projects from FP7, H2020, Steinbeis Institute will provide also management support for a coordination of the project |
| P8 Sant'Anna School of Advanced Studies (SSSA) - Institute of Management (IdM), SSSUP | Within the SSSA the Institute of Management will take part to the project giving its support in all the stages. The Idm will provide the educational support to the courses through its internal professors and researchers. The IdM, with its experience in different level of education, will organize courses for professionals as well as for Ph.D. or Master students. In coherence with our Managerial approach, our courses will be oriented on organizational dimension of management. In particular we will focus on methods of safety and security management and on methods of business continuity management for private companies as well as for public sector.  Our contribution will ensure a international perspective and a multidisciplinary approach. Our experience on regional planning projects and research also will contribute in giving a strong methodology to treaty these issues in a multiscale approach.  Furthermore the Idm could identify external actors to put in place stages, workshop or experiences that will complete the formative path. |
| P9 The Main School of Fire Service, SGSP | The Main School of Fire Service will lead WP4 - Applying the model in Serbia and share their experience in education of specialists. SGSP will also participate in WP5 - Establishing the training and education safety & security center in Serbia |
| P10 University of Stuttgart, USTUTT | University of Stuttgart will based on its great experience will provide courses in the following areas:  - Risk analysis, risk management and risk communication in the context of globalization and mutual interdependence with a focus on environmental, climate and health risks.  - Innovation on the socio-economic and institutional conditions of (technological) innovation processes, as well as on the economic, political, social and cultural conditions, including risks and opportunities, of socio-technical transformation processes.  - Exploration and communication of the connections between ecological, economic, social and cultural expressions of future sustainable energy paths.  - Communication and Risk Governance which contains i.a. Risk Governance Concepts and Practices, Integrated Corporate Responsibility and Sustainability, Risk Perception and Risk Communication |
| P11 ATRISC | ATRISC, France, will bring expertise and competences from actual "Target" project which will coupled with knowledge and skills from other partners with experience in simulation bring new and innovative concept of the Training Centre and it's simulation lab. ATRISC’s platform offers other training environments for: Urban violence, Mass killing, Large road crash, Port activity, Acts of terrorism and hostage negotiation, Flooding, Earthquakes, Structure fires, CBRN events and other scenarios on demand. ATRISC will lead WP5 - establishing the training and education safety & security center in Serbia |

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| **4. Project Time Management** |

The following table contains ImprESS reporting time-plan:

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Deadline** | **Document type** | **P1** | **P2** | **P3** | **P4** | **P5** | **P6** | **P7** | | **P8** | | **P9** | | **P10** | | **P11** | | | **P12** | |
| 14 January 2018 | WPR-0117 |  |  |  |  |  |  |  | |  | |  | |  | |  | | |  | |
| 14 January 2018 | WORK PROGRESS  Summary Report (**Annex T**) |  |  |  |  |  |  |  | |  | |  | |  | |  | | |  | |
| 14 January 2018 | Quality control plan |  |  |  |  |  |  |  | |  | |  | |  | |  | | |  | |
| 14 March 2018 | Dissemination plan |  |  |  |  |  |  |  | |  | |  | |  | |  | | |  | |
| 14 March 2018 | Sustainability plan (Academic and Financial) |  |  |  |  |  |  |  | |  | |  | |  | |  | | |  | |
| 14 March 2018 | Guidelines on the project management and reporting |  |  |  |  |  |  |  | |  | |  | |  | |  | | |  | |
| 14 March 2018 | Report on ~~natural disasters in WB~~ |  |  |  |  |  |  |  | |  | |  | |  | |  | | |  | |
| 14 March 2018 | Survey of established practices in EU countries for ~~NDRM~~ |  |  |  |  |  |  |  | |  | |  | |  | |  | | |  | |
| 30 March 2018 | Work package self-assessment report (**Annex Q**) |  |  |  |  |  |  |  | |  | |  | |  | |  | | |  | |
| 14 April 2018 | Survey of citizens’ and public sector awareness |  |  |  |  |  |  |  | |  | |  | |  | |  | | |  | |
| 14 April 2018 | ~~WPR-0417~~ |  |  |  |  |  |  |  | |  | |  | |  | |  | | |  | |
| 14 April 2018 | WORK PROGRESS  Summary Report (**Annex T**) |  |  |  |  |  |  |  | |  | |  | |  | |  | | |  | |
| 14 April 2018 | 1st Technical Report |  |  |  |  |  |  |  | |  | |  | |  | |  | | |  | |
| 14 April 2018 | 1st Financial Report |  |  |  |  |  |  |  | |  | |  | |  | |  | | |  | |
| 14 May 2018 | Report on ~~master~~ curricula best practices in EU partners |  |  |  |  |  |  |  | |  | |  | |  | |  | | |  | |
| 14 May 2018 | Catalogue of competencies |  |  |  |  |  |  |  | |  | |  | |  | |  | | |  | |
| 14 June 2018 | Laboratories equipped |  |  |  |  |  |  |  | |  | |  | |  | |  | | |  | |
| 14 July 2018 | ~~WPR-0717~~ |  |  |  |  |  |  |  | |  | |  | |  | |  | | |  | |
| 14 July 2018 | WORK PROGRESS  Summary Report (**Annex T**) |  |  |  |  |  |  |  | |  | |  | |  | |  | | |  | |
| 14 August 2018 | Defined curriculum |  |  |  |  |  |  |  | |  | |  | |  | |  | | |  | |
| 14 August 2018 | Catalogue of courses |  |  |  |  |  |  |  | |  | |  | |  | |  | | |  | |
| 30 September 2018 | Internal project quality  evaluation form (Annex U) |  |  |  |  |  |  |  | |  | |  | |  | |  | | |  | |
| 30 September 2018 | Partner self–assessment report (Annex R) |  |  |  |  |  |  |  | |  | |  | |  | |  | | |  | |
| 30 September 2018 | Work package self-assessment report (**Annex Q**) |  |  |  |  |  |  |  | |  | |  | |  | |  | | |  | |
| 10 October 2018 | Internal project quality evaluation report (Annex V) |  |  |  |  |  |  |  | |  | |  | |  | |  | | |  | |
| 14 October 2018 | WPR-1017 |  |  |  |  |  |  | |  | |  | |  | |  | |  |  | |
| 14 October 2018 | WORK PROGRESS  Summary Report (**Annex T**) |  |  |  |  |  |  | |  | |  | |  | |  | |  |  | |
| 14 October 2018 | 2nd Technical Report |  |  |  |  |  |  | |  | |  | |  | |  | |  |  | |
| 14 October 2018 | 2nd Financial Report |  |  |  |  |  |  | |  | |  | |  | |  | |  |  | |
| 14 December 2018 | Defined courses content and syllabi |  |  |  |  |  |  | |  | |  | |  | |  | |  |  | |
| 14 December 2018 | Teaching staff trained - reports |  |  |  |  |  |  | |  | |  | |  | |  | |  |  | |
| 14 December 2018 | Study visits reports |  |  |  |  |  |  | |  | |  | |  | |  | |  |  | |
| 14 January 2019 | WPR-0118 |  |  |  |  |  |  | |  | |  | |  | |  | |  |  | |
| 14 January 2019 | WORK PROGRESS  Summary Report (**Annex T**) |  |  |  |  |  |  | |  | |  | |  | |  | |  |  | |
| 14 February 2019 | Trainings’ materials prepared |  |  |  |  |  |  | |  | |  | |  | |  | |  |  | |
| 14 February 2019 | Teaching staff selected (Criteria for the selection of teaching staff should be defined) |  |  |  |  |  |  | |  | |  | |  | |  | |  |  | |
| 14 March 2019 | 3rd Technical Report |  |  |  |  |  |  | |  | |  | |  | |  | |  |  | |
| 14 March 2019 | 3rd Financial Report |  |  |  |  |  |  | |  | |  | |  | |  | |  |  | |
| 30 March 2019 | Work package self-assessment report (**Annex Q**) |  |  |  |  |  |  | |  | |  | |  | |  | |  |  | |
| 14 April 2019 | WPR-0418 |  |  |  |  |  |  | |  | |  | |  | |  | |  |  | |
| 14 April 2019 | WORK PROGRESS  Summary Report (**Annex T**) |  |  |  |  |  |  | |  | |  | |  | |  | |  |  | |
| 14 April 2019 | **Progress Report** |  |  |  |  |  |  | |  | |  | |  | |  | |  |  | |
| 14 May 2019 | Self-evaluation list of trainings for citizens and public sector (**Annex G**) |  |  |  |  |  |  | |  | |  | |  | |  | |  |  | |
| 14 May 2019 | Self-evaluation report of training (**Annex H**) |  |  |  |  |  |  | |  | |  | |  | |  | |  |  | |
| 14 May 2019 | Report of the external quality evaluation |  |  |  |  |  |  | |  | |  | |  | |  | |  |  | |
| 14 May 2019 | Report on the inter-project coaching |  |  |  |  |  |  | |  | |  | |  | |  | |  |  | |
| 14 July 2019 | WPR-0718 |  |  |  |  |  |  | |  | |  | |  | |  | |  |  | |
| 14 July 2019 | WORK PROGRESS  Summary Report form (**Annex T**) |  |  |  |  |  |  | |  | |  | |  | |  | |  |  | |
| 14 July 2019 | Partner self–assessment report (**Annex** R) |  |  |  |  |  |  | |  | |  | |  | |  | |  |  | |
| 30 September 2019 | Internal project quality  evaluation form (**Annex** U) |  |  |  |  |  |  | |  | |  | |  | |  | |  |  | |
| 30 September 2019 | Work package self-assessment report  (Annex Q) |  |  |  |  |  |  | |  | |  | |  | |  | |  |  | |
| 30 September 2019 | |  |  | | --- | --- | | Work package self assessment report |  | |  |  |  |  |  |  | |  | |  | |  | |  | |  |  | |
| 10 October 2019 | Internal project quality evaluation report (**Annex V**) |  |  |  |  |  |  | |  | |  | |  | |  | |  |  | |
| 14 October 2019 | WPR-1018 |  |  |  |  |  |  | |  | |  | |  | |  | |  |  | |
| 14 October 2019 | WORK PROGRESS  Summary Report (**Annex T**) |  |  |  |  |  |  | |  | |  | |  | |  | |  |  | |
| 14 October 2019 | 4th Technical Report |  |  |  |  |  |  | |  | |  | |  | |  | |  |  | |
| 14 October 2019 | 4th Financial Report |  |  |  |  |  |  | |  | |  | |  | |  | |  |  | |
| 14 October 2019 | Students enrolled |  |  |  |  |  |  | |  | |  | |  | |  | |  |  | |
| 14 October 2019 | Student enrolment promoted (Report, Gallery) |  |  |  |  |  |  | |  | |  | |  | |  | |  |  | |
| 14 October 2019 | ~~Master curricula accredited~~ |  |  |  |  |  |  | |  | |  | |  | |  | |  |  | |
| 14 January 2020 | WPR-0119 |  |  |  |  |  |  | |  | |  | |  | |  | |  |  | |
| 14 January 2020 | WORK PROGRESS  Summary Report (**Annex T**) |  |  |  |  |  |  | |  | |  | |  | |  | |  |  | |
| 14 February 2020 | Self-evaluation list of master curriculum (**Annex I**) |  |  |  |  |  |  | |  | |  | |  | |  | |  |  | |
| 14 February 2020 | Self-evaluation report of master curriculum (**Annex J**) |  |  |  |  |  |  | |  | |  | |  | |  | |  |  | |
| 30 March 2020 | Work package self-assessment report (**Annex Q**) |  |  |  |  |  |  | |  | |  | |  | |  | |  |  | |
| 14 April 2020 | WPR-0419 |  |  |  |  |  |  | |  | |  | |  | |  | |  |  | |
| 14 April 2020 | WORK PROGRESS  Summary Report (**Annex T**) |  |  |  |  |  |  | |  | |  | |  | |  | |  |  | |
| 14 April 2020 | 5th Technical Report |  |  |  |  |  |  | |  | |  | |  | |  | |  |  | |
| 14 April 2020 | 5th Financial Report |  |  |  |  |  |  | |  | |  | |  | |  | |  |  | |
| 14 May 2020 | Self-evaluation list of trainings for citizens and public sector (**Annex G**) |  |  |  |  |  |  | |  | |  | |  | |  | |  |  | |
| 14 May 2020 | Self-evaluation report of training (**Annex H**) |  |  |  |  |  |  | |  | |  | |  | |  | |  |  | |
| 14 June 2020 | Self-evaluation list of master curriculum (**Annex I**) |  |  |  |  |  |  | |  | |  | |  | |  | |  |  | |
| 14 June 2020 | Self-evaluation report of master curriculum (**Annex J**) |  |  |  |  |  |  | |  | |  | |  | |  | |  |  | |
| 14 July 2020 | Report of the external auditor (External financial control |  |  |  |  |  |  | |  | |  | |  | |  | |  |  | |
| 14 July 2020 | Report of the external quality evaluation |  |  |  |  |  |  | |  | |  | |  | |  | |  |  | |
| 14 July 2020 | WPR-0719 |  |  |  |  |  |  | |  | |  | |  | |  | |  |  | |
| 14 July 2020 | WORK PROGRESS  Summary Report (**Annex T**) |  |  |  |  |  |  | |  | |  | |  | |  | |  |  | |
| 14 September 2020 | Citizens and public sector trained |  |  |  |  |  |  | |  | |  | |  | |  | |  |  | |
| 30 September 2020 | Internal project quality  evaluation form (**Annex** U) |  |  |  |  |  |  | |  | |  | |  | |  | |  |  | |
| 30 September 2020 | Partner self–assessment report (**Annex** R) |  |  |  |  |  |  | |  | |  | |  | |  | |  |  | |
| 30 September 2020 | Work package self-assessment report (**Annex Q**) |  |  |  |  |  |  | |  | |  | |  | |  | |  |  | |
| 10 October 2020 | Internal project quality evaluation report (**Annex V**) |  |  |  |  |  |  | |  | |  | |  | |  | |  |  | |
| 14 October 2020 | Agreements for internships |  |  |  |  |  |  | |  | |  | |  | |  | |  |  | |
| 14 October 2020 | Master curricula implemented |  |  |  |  |  |  | |  | |  | |  | |  | |  |  | |
| 14 October 2020 | Trainings promoted |  |  |  |  |  |  | |  | |  | |  | |  | |  |  | |
| 14 October 2020 | WPR-1019 |  |  |  |  |  |  | |  | |  | |  | |  | |  |  | |
| 14 October 2020 | WORK PROGRESS  Summary Report (**Annex T**) |  |  |  |  |  |  | |  | |  | |  | |  | |  |  | |
| 14 October 2020 | 6th Technical Report |  |  |  |  |  |  | |  | |  | |  | |  | |  |  | |
| 14 October 2020 | 6th Financial Report |  |  |  |  |  |  | |  | |  | |  | |  | |  |  | |
| 14 October 2020 | **Final Report** |  |  |  |  |  |  | |  | |  | |  | |  | |  |  | |

The following table represents evidence of deliverables submission to the defined deadline:

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| **Deadline** | **Activity** | **Document type** | **Responsible partner** |
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The following table represents evidence of documents submission to the defined deadline:

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| **Deadline** | **Event type** | **Document type** | **Responsible partner** |
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The following table represents documentation needed for tendering procedure:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No | Document title |  |  |  |
| 1 | Decision on the formation of the commission responsible for implementing the tender |  |  |  |
| 2 | Documentation for tender |  |  |  |
| 3 | Call for tender |  |  |  |
| 4 | Decision on awarding the contract |  |  |  |

The following table represents documentation needed for training organization for citizens and public sector:

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Deadline** | **Event type** | **Document type** |  |  |  |  |  |  |  |
| |  | | --- | | 14 May 2019 | | First training | News - Annex W |  |  |  |  |  |  |  |
| Event - Annex X |  |  |  |  |  |  |  |
| Agenda - Annex C |  |  |  |  |  |  |  |
| List of participants - Annex D |  |  |  |  |  |  |  |
| Minutes - Annex A |  |  |  |  |  |  |  |
| Self-evaluation list of trainings for citizens and public sector - Annex G |  |  |  |  |  |  |  |
| Self-evaluation report of training - Annex H |  |  |  |  |  |  |  |
| Certificates |  |  |  |  |  |  |  |
| 14 May 2020 | Second training | News - Annex W |  |  |  |  |  |  |  |
| Event - Annex X |  |  |  |  |  |  |  |
| Agenda - Annex C |  |  |  |  |  |  |  |
| List of participants - Annex D |  |  |  |  |  |  |  |
| Minutes - Annex A |  |  |  |  |  |  |  |
| Self-evaluation list of trainings for citizens and public sector - Annex G |  |  |  |  |  |  |  |
| Self-evaluation report of training - Annex H |  |  |  |  |  |  |  |
| Certificates |  |  |  |  |  |  |  |
| Gallery |  |  |  |  |  |  |  |
| News - Annex W |  |  |  |  |  |  |  |