



Ruzica Maksimovic



Operational Management of the Project

SIGMUS 511332-TEMPUS-1-2010-1-RS-TEMPUS-SMGR

The coordinator

Article I.3 – Role of the beneficiaries (I.3.1.)

- **Have full responsibility for ensuring that the action is implemented in accordance with the agreement**
- **Be the intermediary for all communication between the co-beneficiaries and the Agency**
- **Be responsible for supplying all documents and information to the Agency which may be required under the Agreement, in particular in relation to the requests for payment**
- **Be responsible in the event of audits, checks or evaluations, for providing all the necessary documents, including the accounts of the co-beneficiaries, the accounting documents and signed copies of sub-contracts**

The co-beneficiaries

Article I.3 – Role of the beneficiaries (I.3.2.)

- **Forward to the co-ordinator the data needed to draw up the reports, financial statements and other documents provided for in the Agreement, including its Annexes**
- **Ensure that all information to be provided to the Agency is sent via the co-ordinator, save where the Agreement Agreements specifically**
- **Inform the co-ordinator of any any event liable to substantially affect or delay the implementation of the action**
- **Provide the co-ordindator with all the necessary documents in the even of audits, checks or evaluations**

The co-ordinator and the co-beneficiaries

Article I.3 – Role of the beneficiaries (I.3.3.)

- Agree upon appropriate arrangements between themselves for the proper performance of the action, including the establishment and maintenance of an estimated budget of costs per beneficiary

Payment Arrangements

Pre-financing

- **Within 45 days of the date when the last of parties signs the Agreement, representing 60% of the amount**

Further Pre-financing

- **May be made when at least 70% of the previous pre-financing payment has been used up**
- **Within 45 days after the Agency receives the request for payment for the second pre-financing instalment, together with the documents, amount equivalent to 30% of the amount will be paid the co-ordinator**

Payment of the balance

- **The request for payment of the balance shall be accompanied by the final technical implementation report and financial statement and for grants of EUR 750 000 or more, by an external audit report on the action's financial statements and underlying accounts**

Technical Implementation Reports

Reports and Pre-financing

Deadlines

Intermediate Report

- Report on implementation of the project (IR)
- Summary report for publication
- Statement of the costs incurred and request for payment

When 70% of the 1st prefinancing has been disbursed and not later than half way through the

April 15, 2012

Final Report

- Final report on implementation of the project (FR)
- Summary report for publication
- Financial statement and request for payment, including the financial tables for each budget headings
- For grants of EUR 750 000 or more, by and external audit report on the actions's financial statements and underlying accounts

Two months after the end of the eligibility period (October 14, 2013)

December 14, 2013

Estimated Budget of the Action

Staff costs (incl. replacement costs)	275.344,00
---------------------------------------	------------

Travel costs, costs of stay	295.062,30
-----------------------------	------------

Equipment	158.427,00
-----------	------------

Printing and publishing	42.705,00
-------------------------	-----------

Other costs	8.192,00
-------------	----------

TOTAL ELIGIBLE DIRECT COSTS	834.311,42
------------------------------------	-------------------

TEMPUS GRANT	750.767,42
---------------------	-------------------

CO FINANCING	83.544,00
---------------------	------------------

II General Conditions

Article II.1	Liability
Article II.2	Conflict of interests
Article II.3	Ownership/use of the results
Article II.4	Confidentiality
Article II.5	Publicity
Article II.6	Evaluation
Article II.7	Suspension
Article II.8	Force majeure
Article II.9	Award of contracts
Article II.10	Assignment
Article II.11	Termination of the agreement or of the participation of a beneficiary
Article II.12	Financial penalties
Article II.13	Supplementary agreements

Management of the Project

- **Project Management Board**
- **Steering Committee**
- **Quality Control Committee**

Project Management Board

- University of Belgrade
Serbia (RS)
Coordinating institution
Ruzica Maksimović
- University of Novi Sad
Serbia (RS) Dragan Šešlija
- University of Nis
Serbia (RS) Vera Marković
- State University of Novi Pazar
Serbia (RS) Ćemal Dolićanin
- The Assoc. of Directors of Serbian
Schools of Applied Studies
Serbia (RS) Ivan Milošević
- University "Singidunum"
Serbia (RS) Marina Živić
- Student Union of Serbia
Serbia (RS) Nataša Sajlović
- Ministry of Education of the Republic
of Serbia (RS) Radivoje Mitrović
- National Council for Higher Education
Serbia (RS) Srdjan Stanković
- University "Megatrend"
Serbia (RS) Milena Joksimović Pajević
- University of Kragujevac
Serbia (RS) Radojka Krneta
- Students' Alliance of Belgrade
Serbia (RS) Kristina Davidović
- Technical University of Crete
Greece (EL) Vassilis Moustakis
- University of Maribor
Slovenia (SI) Mladen Kraljic
- University of Udine
Italy (IT) Elisabeta Bergamini
- Middlesex University
United Kingdom (UK) Michael Dawney
- Student Union BOKU
Austria (AT) Florian Weinberger

Steering Committee

- **Rector of the University of Belgrade**

Prof. Branko Kovacevic

- **President of the National Council of Higher Education, Republic of Serbia**

Prof. Srdjan Stankovic

- **High Representative of the Ministry of education, Republic of Serbia**

Prof. Radivoje Mitrovic

- **President of the Student Conference of Universities of Serbia (one year term of office)**

Misa Zivic

Quality Control Committee

- **Representative of University of Kragujevac, Serbia**
Prof. Radojka Krneta
- **Grant co-ordinator, University of Belgrade, Serbia**
Prof. Ruzica Maksimovic
- **Representative of University of Maribor, Slovenia**
Prof. Mladen Kraljic
- **Representative of TUC, Greece**
Prof. Vassilis Moustakis
- **Representative of SAB, Serbia**
Dr. Kristina Davidovic
- **External Expert**