

# **Environmental Risk Assessment and Mitigation on Cultural Heritage assets in Central Asia**

**ERAMCA**

ERASMUS+ CBHE Project nr. 609574



## **Deliverable D9.2**

### **Project Management Handbook**

Date	Version	Author
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## 1. Introduction

The Project Management Handbook contains the project management strategy and procedures. It also describes the composition of the Management Board, the duties of the Coordinator and of the Management Board and the basic rules to be adopted to guarantee the correct development of the project's actions.

The Partnership Agreement (PA) and the Quality Plan (D7.1) form integral part of this Handbook.

## 2. Management of the Project

The management of the ERAMCA Project is on the Coordinator (POLITO) and on the Management Board as approved during the Kick-off meeting (see. D9.1).

### 2.1. Coordinator

The Project Coordinator is the Politecnico di Torino (POLITO) which delegates Fulvio Rinaudo to this function.

The Coordinator is responsible for:

- day-to-day execution of the project administration and monitoring by involving structured people of his/her institution;
- identification of potential risks for the development of the project and proposal to the Management Board of the possible variations of responsibility and of the development of the different phases of the project;
- transmission of the project's progresses to the supervisor appointed by EACEA;
- drafting of technical and financial reports required by EACEA;
- arranging in-place and virtual meetings and drafting of minutes;
- subcontract external experts on quality and financial assessment of the project;
- proposal of budget amendments to EACEA under the approval of the Management Board.

The planned in-place meetings are:

- kick off meeting in Turin (organised by POLITO);
- first mid-term meeting in Tashkent (organized with TTPU) at the end of the Strategy Forum Workshop
- second mid-term meeting in Osijek (organized with UNIOS)
- third mid-term meeting in Dushanbe (organized with IWPHE and TTU)
- fourth mid-term meeting in Weimar (organized with BUW)
- fifth mid-term meeting in Khujand (organized with KPITTU)
- final meeting in Samarkand (organized with SamSACII)

The planned virtual meetings will take place every four months and will be hosted on a virtual platform provided by POLITO.

### 2.2. Management Board

The Leaders of all the partner institutions form the Management Board:

Partner	Partner Leader	e-mail
<b>POLITO</b>	Fulvio Rinaudo	eramca@polito.it
<b>BUW</b>	Lars Abrahamczyk	lars.abrahamczyk@uni-weimar.de
<b>UNIOS</b>	Davorin Penava	davorin.penava@gmail.com
<b>TTPU</b>	Saidislom Usmanov	saidislom.usmanov@polito.uz
<b>SamSACII</b>	Mukhsin Hidirov	mmhidirov@gmail.com
<b>IWPHE</b>	Jafar Niyazov	niyazovjafar@mail.ru
<b>TTU</b>	Gulnora Anvarova	anvarova.gulnora@mail.ru
<b>KPITTU</b>	Shuhrat Usmonov	usmonov.shuhrat@gmail.com

The Management Board will:

- monitor the development of each WPs;
- suggest to the Coordinator possible adaptations of the project by considering the ongoing activities;
- approve the needed budget amendments to be proposed to EACEA due to the change of foreseen conditions;
- analyse the Quality and Financial assessment action intermediate results
- approve any change in responsibility of specific parts of WPs

Each member of the Management Board is responsible for:

- assignment of specific tasks for each WP among the experts of his/her institution;
- send drafts of documents that his/her institution must prepare, collect comments and amendments from Partners, prepare and publish the final version of the deliverables;
- collection and transmission to the Coordinator of all documents and data necessary for the drafting of the operational and financial reports of the project requested by EACEA;
- join in-place and virtual meetings by inviting the experts of their institution involved in the running WPs;
- assurance of active participation in Quality assessment actions.

### 3. Meetings

The participation to the in-place and virtual meetings is mandatory for the management Board. Each member of the Management Board will invite to the meetings all the experts from his/her Institution directly involved in the topics that will be discussed during the meeting.

### 4. Work Package's management

Each Work Package is managed by the Institution indicated as Leader in the project:

- WP1 – TTPU
- WP2 – KPITTU
- WP3 – UNIOS
- WP4 – POLITO
- WP5 – BUW
- WP6 – TTPU
- WP7 – POLITO
- WP8 – UNIOS
- WP9 - POLITO

The WP's Leaders will take all the necessary decisions to develop the activities.

Each Partner Leader can appoint a main responsible from his/her Institution for the activities related to a specific WP; also in this case the responsibility to react in due times to the requests is up to the Partner Leader.

To adopt any kind of decision for the development of the WP, the Partner Leader will inform all the involved people (Partner's Leader and involved experts) by email: the silence/approval law is assumed.

### 5. Travels

After each travel, the Partner Leaders have to provide all the required documents as stated in the PA (travel reports, amount of the refund to the participants, receipt of documented expenses, boarding pass, etc.) for each of the participants from his/her institution.

### 6. Subcontracting costs

The following activities will be subcontracted:



- quality assessment (resp. POLITICO)
- financial assessment (resp. POLITICO)
- website design, implementation and maintenance (resp. UNIOS)
- Strategy Forum Workshop organisation (TTPU)

A market survey must be done by collecting (when possible) at least three different offers. The selection must be justified by considering the expertise and the cost. The Management Board must be advised when the selection has been done. A copy of all the documents of the market survey and the paid invoices must be sent to the Coordinator.

## 7. Equipment purchase

Four Partners of extra EU Countries (TTPU, SamsACII, TTU, KPITTU) are charged to provide hardware and software as basic equipment for the Laboratories that will support the teaching activity of the ERAMCA Pilot Course.

The Management Board will approve the list and the technical specifications of the equipment to be purchased during the activities of WP3.

WP4's participants will do national and international market surveys and the participants to WP4's activities will assume the decision. Before the end of WP4's activities, the above mentioned Partners of extra EU Countries will perform the purchasing of the approved equipment and will provide their installation inside the Laboratories.

Copy of the market investigations and paid invoices must be sent to the Coordinator.

## 8. Self-financed expenses

Each Partner will provide all the necessary documents to certify the payments of the expenses covered by each of them as co-financing for an amount not less than the amount fixed in the Project budget.

## 9. Staff costs

The Partner Leaders have to check that all the experts involved in the activities of the project will report in the Time Sheets the working days employed in the development of the different actions. Each activity must be described in detail.

The collected Time Sheets must be sent to the Coordinator not later before the end of the activities of the related WP or under a specific request of the Coordinator.

## 10. General rules

To avoid as much as possible delays and problems in respecting the deadlines, the following general rules will be adopted:

- each written deliverable will be sent to all the Project Leaders at least 15 days before the deadline fixed by the project. The Partners have one week to send suggestions and amendments to improve the draft. The responsible will prepare the final version to be published on the Project Web Site;
- if in between two subsequent meetings some urgent decisions have to be taken, the Coordinator will ask for the Partner's agreement. The silence/acceptance rule will be adopted;
- the EACEA Supervisor will be invited to each of the in-place and virtual meeting and to initial and final workshop;
- each communication to EACEA supervisor will be managed by the Coordinator. The EACEA Supervisor can not be contacted directly by the project Partners.

In case of disagreement between the Partners on specific arguments, the Coordinator will contact the Supervisor to plan a possible solution.