

Management Strategy

1. Project summary

SUNRAISE aims to promote sustainable management of Arctic and high mountainous ecosystems in Bhutan, India and Russia (partner countries – PCs) through enhanced tertiary education linked to labour markets and wider stakeholder circles. This aim will be achieved through the following objectives:

1. To revise and upgrade selected BSc, MSc & PhD programs in PIs to make them end-user-oriented & policy-relevant, and enhance opportunities for LLL education.

2. To develop SUNRAISE open education environment Platform (SUNRAISER) and online training services of the new generation (MOOC) for qualitative improvement of the education process and academic workflow support among universities and stakeholders across the PC and EU Member States.

3. To create sustainable feedback mechanisms to end-users, ensuring adaptive and practice-relevant teaching contents, knowledge co-production opportunities and stakeholder support to post-project course development and teaching.

4. To develop capacity for academic mobility, shared experimental facilities and joint research by PIs and beyond.

Achieving of these objectives will significantly enhance the quality of educational provision in PCs, as the expertise of the whole consortium will become available to individual and group learners (including the students from other programs and, in particular, the learners from remote regions). PhD students will access research facilities at other PCs through joint research arrangements and benefit from new methods and richer data for their thesis. Likewise, revision of research agendas PhD studies and integrating to them emerging problems and methods, will build teaching capacity at PC HEIs and motivate business and policy actors to engage in closer cooperation. The proposed vehicles for such engagement are national (RU) and regional (IN+BT) SUNRAISE sector collaborative platforms to be set-up for the Arctic and High Mountainous Areas to create a “community of practice”.

The principal outcomes and outputs are:

- Updated Curricula with new Syllabi

-new Textbooks, guidelines

-new eLearning Materials, based on innovative teaching strategies and creative learning approaches, such as: Research Based Learning; eScience approach; Collaborative/ Personal Learning Environment;

- MOOCs for qualitative improvement of the education process and academic workflow support among universities and stakeholders across the PC and EU Member States

2. Project objectives

2.1 Objectives

- Improve the level of competences and skills in HEIs by developing new and innovative education programmes.
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2.1 Wider Objective

SUNRAISE introduces to natural science education in PCs new and innovative contents – problem- & policy-oriented courses dealing with quality of environment & management of natural resources in the Arctic & high mountains, which are on increasing demand by national and international employers, and highly relevant to national and international development agendas. In doing so, SUNRAISE supports modernisation and internationalisation of educational provision in HEIs, and increases its relevance.

2.2 Specific Project objectives

1. To revise and upgrade selected BSc, MSc & PhD programs in PIs to make them end-user-oriented & policy-relevant, and enhance opportunities for LLL education
2. To develop SUNRAISE open education environment Platform (SUNRAISER) and online training services of the new generation (MOOC) for qualitative improvement of the education process and academic workflow support among universities and stakeholders across the PC and EU Member States
3. To create sustainable feedback mechanisms to end-users, ensuring adaptive and practice-relevant teaching contents, knowledge co-production opportunities and stakeholder support to post-project course development and teaching
4. To develop capacity for academic mobility, shared experimental facilities and joint research by PIs and beyond

3. Management structure and procedures

3.1 Structure

Bilateral Partnership Agreements (PA) were concluded between the Coordinator and each of the project Partners, i.e. total of ten (10) PA. The bilateral form was preferred as it refers to a particular Partner, clearly regulating only its relations with the Coordinator. The texts are identical, but the Annex with the financial issues: Budget break down and Payment plan is individual for each partner.

The template was developed by UniHB, approved by Legal department of the coordinator and then approved by the legal departments of the partners. All the agreements were signed in February 2018.

The Project Structure and management tasks:

- Distribution of tasks and activities;
- Communication and Support;
- Setting and Monitoring Deadlines;
- Collection of Progress and Financial Reports;

were defined and agreed during the Kick-Off meeting in February 2018.

The project coordinator works together with the coordinators for Russia and India, as well as with the WPs leaders.

A supervising Steering Group (SG) composed of WP leaders and project manager was set. The Steering Group monitors the strategic issues of the project and ensures to maximise project benefits by coordinating main activities of the project and review progress and quality control of results.

SUNRAISE project is organised in 7 Work Packages (WP). WP leaders and activities leaders are defined in Workplan. Workplan is revised at SG Meetings. SG meetings are hold each ½ year, via Videoconferencing.

3.2 Key Indicators

We use key indicators established in LFM as progress indicators.

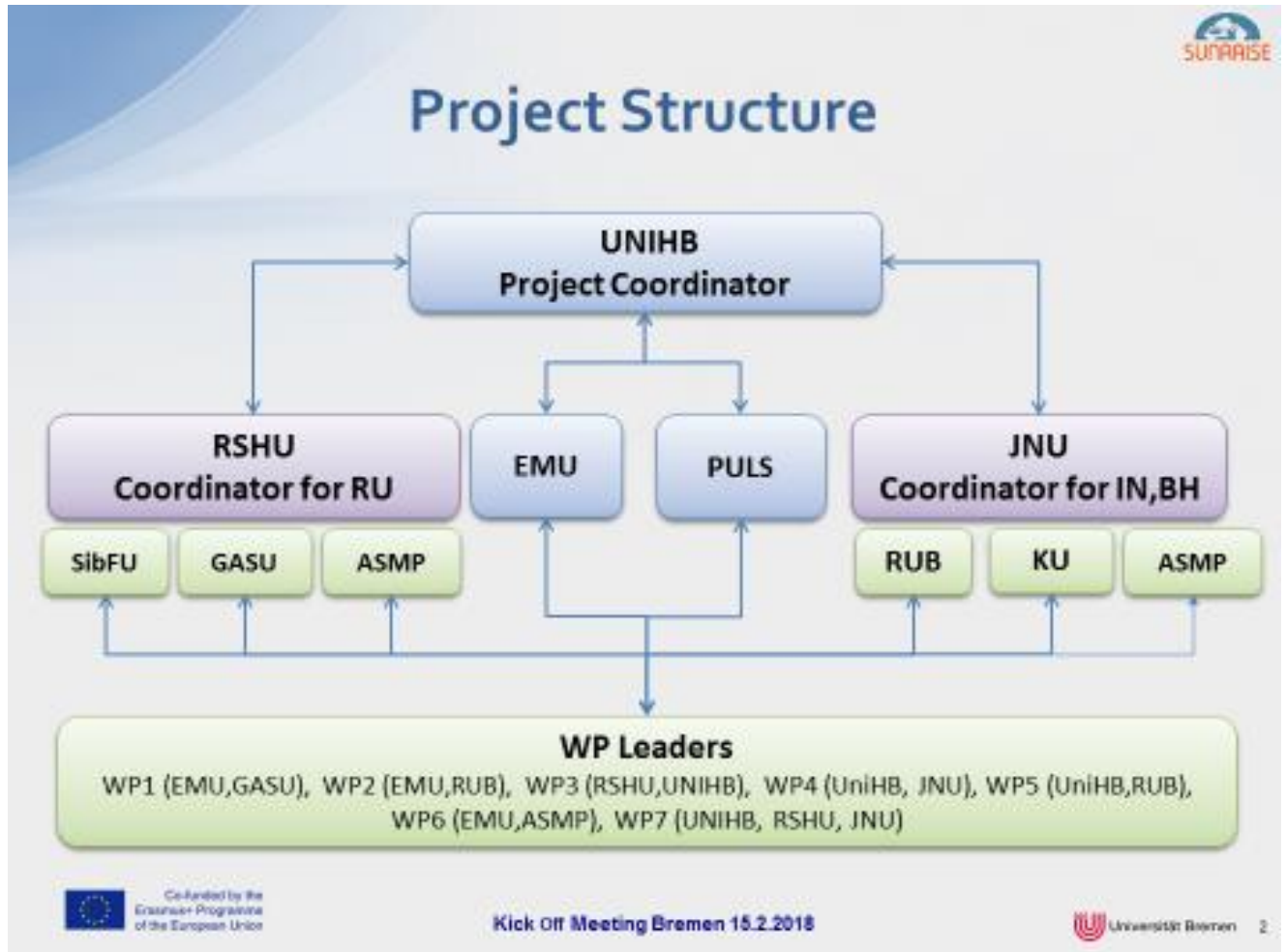
Most important indicators are: number of developed courses, textbooks and guidelines, eLearning modules, workshops, publications, participants of the summer school, students studying according to the new TLM, reports.

Schedule and budget compliance, quality of deliverables are important indicators that are monitored by QAT and PM.

3.3 Project communication

All project members communicate via Email, using the prepared mailing list. WP leaders initiate the online meetings to discuss the work on the activities, if necessary. The joint meetings are hold in English language. English is also standard language for the reporting. National coordinators organize the local meeting (life and online) to discuss some general national issues (Accreditation procedure for Syllabi and Curricula, national rules for purchase of equipment, etc.) The project manager of the coordinator knows Russian language, so he can participate all meetings and assist by the decision process.

Online meetings (Skype) are hold often mostly bilateral – PM-LPM at least once a week, all LPMs (via Video conferencing systems 1 time a month). Coordinator Monitoring visits are combined with the SHG meetings that are hold by the partner universities. Communication tools: Email, Skype for common use and meeting between 2-5 partners, Video conferencing tolls (Adobe connect, Big Blue Button) for the meetings with more participants. SG meetings are hold each ½ year.





3.4 Project meetings

Kick Off Meeting UniHB (Bremen)

1,5 PLUS (Salzburg)

Final RSHU (St. Petersburg)

3.5 Management of the grant

The grant is administered by the coordinator UniHB. The rules applicable to management of the Erasmus+ grant were presented to partners in detail (by budget heading) at the kick-off meeting, which all the Local Project Managers have attended. The presentation was based on Guidelines for Use of the Grant, and on the experience of the completed Tempus IV project. The UniHB financial regulations and the approach to harmonise those with Erasmus+ rules were explained in detail at the same meeting by the SUNRAISE financial manager, experienced in EU projects, including Erasmus+.

The special document, summarizing all supporting documents for different budget headings was prepared. The partners got the information from Project Representatives Meeting in Brussels. Before

the Kick Off meeting, the coordinator prepared the overview of the activities and overall Budget for all partners. It was agreed during the Kick Off meeting and distributed to the partners.

According to the partner agreement and its Annexes, the whole project time is divided into six ½ year payment periods. The three or four payments (Depending on the equipment needs) to the partners are planned. The last one will be paid after the last payment from EACEA.

The first payment was paid after the conclusion of the Partner agreement as prepayment for the travel costs and costs of stay, as well as for the staff costs. In the beginning of the reporting period, the Financial Manager supplies the partners with the templates for the reporting, where all planned tasks for the reporting period are listed. After the end of the payment period, partners deliver Joint Declarations, Time Sheets, Individual Travel Reports and all supporting documents. They also provide the Excel Sheet for financial statements. The Financial manager proves them, fills the common financial statement sheet for the financial report and checks if costs differ from the planned. If the financial manager approves the financial report for the payment period, it is given to the UniHB financial department, where it is proved again. After it, the next payment to the partner is done. The next payment covers the staff costs for the fulfilled activities and includes prepayment for the Mobility, purchase of Equipment.

The partners get the summary of the approved financial reports back.

Reimbursement of Travel costs and costs of Stay follows the following principles:

- When planning a travel a beneficiary aims not to exceed the defined unit costs amounts;
- Travel costs and costs of Stay are reimbursed according to the unit costs;
- Overspendings or savings in respect to the unit costs amounts are registered by LPMs;
- Steering Group decides on the best way of dealing with overspendings or savings, following the principle of maximum benefit for the project.

3.6 Project management platform

The instance of the OMSE platform was set for the project Management. It provides different tools for the management: Workplan, Schedule, Resource sharing, Announcements, Polls, etc.

Special sites were developed for the Dissemination activities and Quality Control.

The special project management platform is based on OMSE Sakai.

It includes the work plan, schedule, and resources tool.

The platform includes special sites for the Quality Control and Dissemination activities.

The project coordinator set this platform at the beginning of the project; all participants can use it to get the necessary information when required. The work plan describes all activities, deadlines and responsible partners. The schedule gives an overview of the activities, their start dates and deadlines.

WP Leaders upload the Reports and developed materials in the Resources tool. The quality control manager regularly checks the materials, fills the Quality Matrix and writes quality evaluation reports.

If there are no reporting documents until the due date, Quality Manager writes a reminder to the WP leader and informs project coordinator.



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Guidelines for the use of the grant are also available in the platform and can be used for preparing the supporting documents. More details to the platform are listed in the special document Project management platform.

Annexes

Annex I Project management platform

Annex II Quality Control Plan

Annex III Dissemination Plan

Annex IV List of contact persons

Annex V List of WP leader