



WP8 Management

OUTPUTS

○ Partnership Agreement

During the Kick-Off meeting, partners will sign a Partnership Agreement (PA) with the Applicant (UNIROMA1) defining mutual engagements in coherence with the approved project, rules for implementing the action, grant transfer, decision making procedure and Settlement of Disputes.

Target groups: teaching staff, administrative staff, other

○ Minutes of project meetings

Minutes will be elaborated in occasion of all management meetings and specific meetings of SSC, QT and FT so as for skype meetings and published on the web platform. They will have a documental value keeping all decisions taken and will be elaborated by UNIROMA1 and approved by all the partners.

Target groups: teaching staff, administrative staff

○ Project Platform

The platform will be designed in the early phase of the project; a maquette will be presented in occasion of the kick-off meeting for verification, comments and eventual approval. UNIROMA1 will be responsible for the web platform implementation; all partners will be involved in providing contents and materials for feeding and using the platform.

Target groups: teaching staff, administrative staff

- Financial Audit certificate

An external independent auditor will be involved in certifying the expenditures occurred within the project. Its necessary role will be presented to all partners in order to share the responsibility of correct expending.

Target groups: teaching staff, administrative staff