



SHOES MADE IN EU – The European Shoemaker

Erasmus Plus Programme – KA2 Cooperation and Innovation for Good Practices

SHOES MADE IN EU MANAGEMENT PLAN

Project. Nr. 2015-1-PL01-KA202-016442

Author: Coordinator, Polish Chamber of Shoe and Leather Industry

SHOES MADE IN EU Consortium is consisting of:

- P1: POLISH CHAMBER OF SHOE AND LEATHER INDUSTRY (PL)
- P2: LEATHER INDUSTRY INSTITUTE (PL)
- P3: LODZKIE REGION (PL)
- P4: CONFEDERATION EUROPEENNE DE L'INDUSTRIE DE LA CHAUSSURE (BE)
- P5: CENTRO TECNOLOGICO DO CALÇADO DE PORTUGAL (PT)
- P6: INTERNATIONAL SHOE COMPETENCE CENTER (DE)
- P7: CRISTAL CLEAR SOFT (EL)
- P8: EUROCREAMERCHANT (IT)

This document may not be copied, reproduced, or modified in whole or in part for any purpose without written permission from the SHOES MADE IN EU Consortium. In addition an acknowledgement of the author of the document and all applicable portions of the copyright notice must be clearly referenced.

All rights reserved.

This document may change without notice.

VERSION CONTROL

Version	Date	Comment

This document describes the management and financial issues that relate to the project partners' „**SHOES MADE IN EU - The European Shoemaker** " Erasmus Plus Programme - KA2 Cooperation and Innovation for Good Practices.

Table of contents

1. [Coordinator;](#)
2. [Project Management Team;](#)
3. [Partners;](#)
4. [Financial issues;](#)
5. [Data collection;](#)
6. [Decision - making procedure;](#)
7. [Results;](#)
8. [Documentation in project.](#)

1. Coordinator

The coordinator:

- a) monitors the project in terms of implementation, in accordance with the provisions of the Agreement;
- b) intermediary in the process of communication between the beneficiaries and the NA, except when otherwise provided by the provisions of the Agreement, and in particular the coordinator:
 - promptly provides information associated with any changes in name, address, legal representation, as well as legal, financial, technical, organizational or ownership situation of any beneficiary or the associated with any probable developments that may affect or delay the implementation of the project, whose coordinator He is aware;
 - bears the responsibility for providing all documents and information to the NA, which may be required in the Agreement, except in cases where the provisions of the Agreement require otherwise; in cases where the information will be required from the remaining Beneficiaries Coordinator will take responsibility for obtaining and verifying information before passing them to the NA;
- c) takes appropriate action to provide any financial guarantees required by the Agreement,
- d) prepares requests for payment in accordance with the provisions of the Agreement;
- e) ensures transfer of received funds to beneficiaries without undue delay; Coordinator will perform payments to other beneficiaries through bank transfers and will keep documentation on transferred in this manner amounts to each of the beneficiaries for the purposes of any inspections and audits in accordance with Article II.20.
- f) bears the responsibility for providing all the required documents in the case of checks carried out, audit before the final payment by the NA and evaluation activities, in accordance with Article II.20 and II.21.
- g) is responsible for the day-to-day coordination of the Project, periodically send information about the evolution and status of the project, while all partners will be required to keep track of progress. The coordinator checks the progress in intellectual outputs and control the timeliness of preparing them, according to the Gantt Graph and internal arrangements. All project materials and outputs are checked before realise them under the coordination together with a rotation Peer Review Committee, composed by the partners not directly responsible for that output.
- h) the coordinator created on line repository and created a plan of communication between partners. For the effective cooperation and communication, coordinator choose one of the so called “cloud computing tools”, to facilitate the sharing of information and project management. The selected tool is google drive. These tool consists of web based workspaces with full document management facilities. At the time of the project was chosen tool for video conferencing – GoToMeeting.

i) coordinator presented for partners general issues related to the management and finances of the project Erasmus Plus (Appendix No. 1 and 2 to the document).

2. Project Management Team

Each partner nominated a person responsible for managing the project on his side. The Project Management Team determine the overall nature of the project and retain responsibility for determining the technical and quality standards to be adopted by the project.

3. Partners

Each Partner undertakes to use all reasonable effort to:

- a) perform on time the tasks and work packages assigned to it under the schedules shown in Gantt Graph (which is an indispensable document of the project) and according to internal arrangements
 - b) cooperate actively with other Partners where necessary
 - c) promptly notify the Project Coordinator of any delay in performance
 - d) prepare and present reports as required. All consortium members are jointly responsible for the substantive content of the partial reports and final report
 - e) provide the Consortium Coordinator with any information and documents required for the preparation of the progress reports to the NA, with copies of all the necessary supporting documents completed and signed by the legal representative each year by the schedule fixed by the Coordinating Institution.
- Partners were informed about transition reports on which basis is paid installment financing. Partners were informed about the possibility of reduction in funding due to low quality, partial or delayed implementation of the project

4. Financial issues

Payment procedures is organized through three installments during the project implementation, i.e. 20%+30%+30% according to each partner amount, and a final one (20%) after the final report approval and the grant balance from the NA. Installments will be linked to the quality of the intellectual outputs and intermediate products realization by each partner. If the product is approved by Peer Review Committee, which will assess the quality against the objectives stated in the application form and in project handbook, the partner will receive the due amount. Details are described in the internal partnership agreement.

5. Data Collection

In the course of the Project, each Partner is involved in the collection of data, documents and financial evidences. Each Partner agrees to ensure that all data submitted to the Project Coordinator are accompanied by documentation detailing their origin, together with the necessary consents.

6. Decision-making procedure

Decisions shall be taken during meetings, video-conferences, or by mean of email consultation.

All partners shall be consulted and vote for decisions taking. Due to the nature of the consultation means, all partners shall submit their vote to the Coordinating Institution within seven calendar days. Failure to do so may result in an abstention.

Questions shall not be submitted to vote during any legal holidays. Decisions shall be taken by a simple majority of the votes. In case of equality after two votes and if it is mandatory to take a decision, the Coordinating Institution shall have an extra vote to settle the discussion. Since a decision engages the Partner's institution, the voting partner representative shall take every precaution to ensure his/her decision is in agreement with his/her collaborators, institution practices, and legal obligations.

A partner who can demonstrate that a decision goes against its administrative procedures shall exercise a *veto* with respect to the corresponding decision or relevant part of the decision. Its demonstration shall be supported by legal documents. In case of exercise of *veto*, the partners shall make every effort to resolve the matter which occasioned the *veto* to the general satisfaction of all.

On request from a partner, formal notice, consent or approval shall be given to confirm a decision taking. Such notices shall be signed by an authorised representative of each partner and shall either be served personally or sent by mail with recorded delivery or email with receipt acknowledgement.

7. Results

All deadlines for the results of intellectual outputs defines the Gantt Graph. The coordinator is responsible for overseeing and monitoring the timeliness of the work in the project.

8. Documentation in project

The coordinator must submit documents to partners, which are necessary for the implementation of the report and that confirm the eligibility of project activities.