Work package type and ref.nr	MANAGEMENT		6
Title			
Related assumptions and risks	Assumptions • The project overall management is inclusive, which ensures ownership for the project and therefore success. • Strong Executive Management Team and Coordinating Institution with good knowledge of E+ guidelines for project implementation due its previous involvement in the Erasmus+ C3QA project. Risks • Major reliance on bureaucratic paperwork due to insufficient level of digitalization • Certain level of language insecurity in terms of English and the need to produce more translated materials, in case necessary		
Description	MONGWBL will be supervised through the Steering Committee (SC) involving one representative from each Mongolian stakeholders and EU partner institutions. The SC will convene its meetings during the project's capacity building events and other project activities (national consultation workshops, conferences) in the form of coordination meetings to avoid extra costs and using the chance of meet-up. The SC will be headed by the project coordinator OU and will oversee the project progress, outcomes and quality monitoring reports prepared by the external expert to timely address the gaps. OU will also maintain communication with EACEA and EU Commission Delegation for guidance and recommendation, as well as request advice for disagreements, in case necessary. Effective communication will be maintained with one contact representative from each Mongolian partner institution, i.e. HEIs and the 2 Mongolian Banks and Mongolian Tourism Association, and MECSS, as well as one contact representative from each EU partner institution using tools of daily email correspondence, phone calls, skype discussions, and project website as a common reference point for file sharing, dissemination and visibility. Contact representatives at each partner institution will also lead the team at the partner institution responsible for the project's tasks implementation on a daily basis. To analyse the financial situation and reveal the gaps with further suggestions on improvement project intermediate report in the mid-phases of the project implementation is envisaged by the auditing organization. Coordinated by OU both the intermediate and final project audit will be supported by all the partners.		
Tasks	- Coordination meetings of Steering Committee - Project coordination and daily management - Project intermediate and final reports for audit - Project intermediate and final reports		
Estimated Start Date (15-01-2021)	M1,Year1	**Estimated End Date (15-12-2023)**	M12,Year3
Lead Organisation	OTU		
Participating Organisation	All partners		
Costs *Please explain the necessary costs for this*	Staff Costs (SC), Travel Costs (TC), Costs of Stay (CS),		

WP: What travels are necessary? If equipment is requested, explain why it is required. If subcontracting is necessary, explain why the task cannot be performed by the partner.	Subcontracting costs Tender Results, Equipment Costs Co-Financing.	

Deliverables/results/outcomes

	Work Package and Outcome ref.nr	**6.1.**
	Title	Project day-to-day, financial and overall management
Expected Deliverable/Results/ Outcomes	Type	☐ Teaching material ☐ Learning material ☐ Training material ☐ Event ☐ Report ☐ Service/Product
	Description	Day-to-day management of the project will be carried out by OTU in close cooperation with all the consortium members and external expert. For the project's operational management communication will be maintained through contact representatives from each Mongolian partner institution, i.e. HEIs and the 2 Mongolian Banks and Mongolian Tourism Association, and MECSS, as well as contact representatives from each EU partner institution using tools of daily email correspondence, phone calls, skype discussions, and project website as a common reference point. Contact representatives at each partner institution will lead the team at the partner institution responsible for the project's tasks implementation on a daily basis. For the effective financial management of the project OU will work jointly with the external evaluator, as well as maintain communication with EACEA and EU Commission Delegation for guidance and recommendation, as well as request advice for disagreements, in case necessary.
	M12,Y3	
	Languages	English & Mongolian
Target groups	☐ Teaching staff ☐ Students ☐ Trainees ☒ Administrative staff ☒ Technical staff ☐ Librarians ☐ Other	
	If you selected 'Other', please identify these target groups. (Max. 250 words)	

Dissemination level	☐ Department / Faculty	☐ Local	☒ National
	☒ Institution	☐ Regional	☒ International

	Work Package and Outcome ref.nr	**6.2.**	
Expected Deliverable/Results/ Outcomes	Title	Organization of coordination meetings	
	Type	☐ Teaching material ☐ Learning material ☐ Training material	☐ Event ☐ Report ☐ Service/Product
	Description	MONGWBL will be supervised through the Steering Committee (SC) involving one representative from each Mongolian stakeholders and EU partner institutions. The SC will convene its meetings during the project's capacity building events and other project activities (national consultation workshops, conferences) in the form of coordination meetings to avoid extra costs and using the chance of meet-up. The SC will be headed by the project coordinator OTU and will oversee the project progress, outcomes and quality monitoring reports prepared by the external expert to timely address the gaps. The meetings of the SC are envisioned in the frames of the project's Kick-off meeting and 6 Coordination meetings that will take place during the project's events, in particular: - Kick-off meeting in Thessaloniki, - Capacity building on WBL schemes in Berlin, - Capacity building workshop on legal amendments in Lyon, - Capacity building training on apprenticeship teaching in Ulaanbaatar, - Workshop on intermediate results in Berlin, - National consultation workshop in Ulaanbaatar - National dissemination conference in Ulaanbaatar	
	M11,Y3		
	Languages	English & Mongolian	
Target groups	☒ Teaching staff ☐ Students ☐ Trainees ☒ Administrative staff ☐ Technical staff ☐ Librarians ☐ Other		
	If you selected 'Other', please identify these target groups. *(Max. 250 words)*		
Dissemination level	☐ Department / Faculty	☐ Local	☐ National
	☐ Institution	☐ Regional	☒ International

Expected Deliverable/Results/ Outcomes	Work Package and Outcome ref.nr		**6.3.**
	Title	Monitoring visits to Mongolian partners and reporting	
	Type	☐ Teaching material ☐ Learning material ☐ Training material	☐ Event ☐ Report ☐ Service/Product
	Description	The external expert will organize monitoring visits to Mongolia to get a firsthand exposure on how the activities unfold, the dissemination level, the impact and explore the gaps for improvement.	
	M9,Y3		
	Languages	English & Mongolian	
Target groups	☒ Teaching staff ☐ Students ☐ Trainees ☒ Administrative staff ☒ Technical staff ☐ Librarians ☐ Other		
	If you selected 'Other', please identify these target groups. *(Max. 250 words)*		
Dissemination level	☐ Department / Faculty ☐ Institution	☐ Local ☐ Regional	☐ National ☒ International

Expected Deliverable/Results/ Outcomes	Work Package and Outcome ref.nr		**6.4.**
	Title	Elaboration of project intermediate and final reports	
	Type	☐ Teaching material ☐ Learning material ☐ Training material	☐ Event ☐ Report ☐ Service/Product
	Description	Midway through the project the consortium members will prepare the project's intermediate report with contributions from all partners for submission to EACEA. Based on the EACEA recommendations on the intermediate report, intermediate audit report results and making use of the quality control reports prepared by the external expert all the partners will contribute to the project's final report.	
	M12,Y3		
	Languages	English & Mongolian	
Target groups	☒ Teaching staff ☐ Students ☐ Trainees ☒ Administrative staff ☒ Technical staff ☐ Librarians ☐ Other		

	If you selected 'Other', please identify these target groups. *(Max. 250 words)*		
Dissemination level	☐ Department / Faculty ☐ Institution	☐ Local ☐ Regional	☒ National ☒ International