

Management structure and procedures

Local Management Team

The LOVCEN project will be managed by a *Local Management Team* (LMT) that includes **(a) Project Leader** (PL) Dr. Igor Pajović; **(b) Dean of the BTF** Prof. Miomir Jovanović; and **(c) Members of BTF team**: M.Sc. Ljiljana Pajovic, Prof. Nedeljko Latinović and Mrs Rada Minić. The LMT will be chaired by Dr. Igor Pajović who will be responsible for negotiations with HERIC PMT. regarding contract and budgetary aspects, organization and management of LMT meetings, preparation and reporting of cost statements for HERIC PMT., and for Project's overall performance. LMT meetings will be scheduled regularly on a half year basis by the PL. The last LMT meeting in the current year will be, at the same time, as the Annual Project Meeting (APM), comprising representatives of all project participants. WP leaders will be required to report on their WPs progress and results, current activities, plans and timings for work to be done in the next period at Project Management Team Meeting (PTM) and APM. Additional meetings will be organized on WP leaders request depending on current activities or problems. WP leaders will also be responsible for organizing preparation of progress reports for the WP of their responsibility, according do deliverables.

The LMT will make decisions about the following strategic management functions issues: (1) review of resources status and project progress, (2) necessary corrective actions (changes or adaptations of sub-activities, tasks reassignment etc. based on performance and current results), (3) budget planning, resources relocation if necessary, (4) risk management, (5) organization of training visits, (6) evaluation of achievements; (7) selection of equipment to be purchased, according to offers and report of WP3 leader, (8) coordination and supervision of dissemination process and (9) mobilization of all groups in innovation capacity building. *Decision-making will be based* on the consensus within the MC, and a single majority in voting will be decisive. If votes fall evenly, the vote of the PL will have double weight. WP leaders will be responsible for implementation of all LMT decisions. The results of performed actions will be reported on the next LMT meeting. Minutes from each meeting will serve as the basis for annual reports written by the PL in cooperation with the PMT and submitted to the HERIC PMT. The LMT will have power to dismiss any non-performing researcher if necessary, based on appropriate WP report and to assign appropriate replacement.

Project Management Team

Advisory and quality control function (e.g. proof reading of reports before submission to HERIC PMT) will be assigned to a *Project Management Team* (PMT) for research strategy This Committee will target the sustainability of the LOVCEN Action Plan. It will also contribute to sustainability of Action Plan through the following activities: (1) transferring project management experience to staff of MCM, (2) providing quality control for technical aspects of the project, (3) planning new developments in research, (4) identifying Horizon 2020 opportunities for the future, (5) helping to build more effective links with stakeholders and users of results, (6) performing external evaluation and development of a strategic research plan for MCM.

The PMT members will deliver their services free, getting reimbursement for travel and stay expenses due to duration of the meetings. After the initial meeting at the beginning of the project, PMT will be held on approximately annual basis (day before APM), all other contacts will be realized by phone or e-mails.

PMT will help in developing ideas to ensure the sustainability of MCM improved research capacity beyond the end of the project which will be a key component to

ensure that LOVCEN will achieve maximum impact not just for MCM and University of Podgorica, but in the longer term to ensure more effective contribution to the ERA. The research expertise of PMT members will be used to help MCM identify the most effective and productive directions for research to take. They should help MCM to predict what research techniques and technologies will be strategically needed in future to stay at the forefront of its areas of research and innovation and to maintain MCM's positions as the leading research group in the region.

The PMT will have 9 members that come from different institutions outside MCM (there is no member of MCM in SC): **(a)** *work package leaders* from international partner institutions: Dr. Romeo Bellini, WP1 leader, CAA, Bologna, *Italy*; Prof. Dušan Petrić, WP2 leader, FoA, Novi Sad, *Serbia*; **(b)** *top scientists from partner institutions*, covering main research fields of MCM: Dr. Michele Dottori, veterinary medicine, IZSLER, Brescia, *Italy*; Prof. Cosmin Salasan, socio-economic impact and policy development, USAMVBT, Temisoara, *Romania*; Dr. Tamaš Petrović, arbovirus detection, NIVNS, Novi Sad, *Serbia*; **(c)** government (place is planned for the representative of Ministry of Health if LOVCEN is chosen for funding); **(d)** quality assessment (QA), Prof. Steve Quarrie, research management expert, Belgrade, *Serbia*; **(e)** stakeholder enterprise (place is planned for the representative of enterprise if LOVCEN is chosen for funding – e.g. Luštica Development) and **(f)** NGO, e.g. Green Home (place is planned for the representative of NGO if LOVCEN is chosen for funding). At the first PMT meeting (during the “kick-off” meeting), the chairman of the PMT will be appointed from its members by single majority voting.

The BTF will provide the necessary administrative support to the Project. Faculty's administrative and financial unit involves experienced and certified accountants having a substantial track record of conducting international projects.