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BEEHIVE

MILESTONES ACHIEVEMENT REPORT

BEEHIVE:

**Building Entrepreneurial Ecosystems to Enhance Higher Education Value-
Added for Better Graduate Employability**

WP9: Project Management

WP9 leader in charge: Varna University of Management, BEEHIVE project coordinating institution

WP objective: To provide efficient, responsible, transparent and accountable management of the project at institutional and consortium levels.

Planned milestone: 7 project meetings organized to ensure proper planning, execution and monitoring of the planned project activities; 2 reports (interim and final) submitted to EACEA

Planned completion date: 15/10/16

Actual completion date*: 14/10/2019

**If different from the planned date, please provide short reasons explanation*

The project activities were successfully completed and all project objectives were achieved on time in line with the project period and duration stipulated in the Grant Agreement.

Short description of the activities, which had led to the achievement of the milestone

1. Elaboration, adoption and endorsement of project management related documents.
2. Organization of 7 project meetings to ensure proper planning, execution and monitoring of project activities.
3. Results of project meetings to be summarized in various partnership documents adopted by the project partners (Del. 9.1, 9.2, 9.3, 9.4, 9.5, 9.6, 9.7. and 9.8.).

4. Organization of regular SC online meetings (at least 3 per project year and 9 in total during the project time).
5. Submission of project Interim and Final Reports to EACEA
6. Regular review and update of the project website.

List of deliverables/outputs/outcomes produced (according to the Logical Framework Matrix):

Del. 9.1. Project Management and Monitoring Plan

The mechanisms for project management and monitoring, the distribution of tasks and responsibilities within the partnership, the project activity timeline as well as the rules and procedures applicable in subcontracting and equipment tendering were discussed in detail at the project kick-off meeting that took place at P1 in February 2017. The outcomes of the kick-off meeting discussions are summarized in the framework of the Project Management and Monitoring Plan. The kick-off meeting was attended by representatives of all project partner institutions but UA&P (P8), which had announced its decision to withdraw from the consortium in January 2017. Evidence from the kick-off meeting could be found on the project website (<http://beehive-erasmusplus.eu/kick-off-meeting/>).

Del. 9.2. Partnership Agreements

The Partnership Agreement content was finalized following the project kick-off meeting in February 2017. By April 2017, all partners but UA&P that had announced its withdrawal earlier, signed the Agreement. The Agreements includes, inter alia, provisions to further detail key issues, such as payment arrangements, reporting mechanisms, financial management rules. No particular difficulties were encountered in the process of the Agreement's negotiation and finalization. The Agreement was adopted and signed by University of Cebu, which replaced UA&P following the amendment to the Grant Agreement from July 2017.

Del. 9.3. BEEHIVE Code of Conduct

The consortium's code of conduct establishes the guiding principles all partners and target groups members are expected to apply when implementing and participating in the project. The BEEHIVE Code of Conduct provides guidance regarding partners' and target groups' actions and behaviours and illustrates the values everyone involved in the project shall show commitment to. The Code was endorsed by the partners at the 2nd partner meeting in July 2017 and could be downloaded here: <http://beehive-erasmusplus.eu/wp-content/uploads/2018/04/BEEHIVE-Code-of-Conduct.pdf>.

Del. 9.4. Financial Management Progress Review

The document summarizes the consortium discussions on applicable grant management rules and financial management progress and issues held at the 2nd partner meeting. The meeting was attended by 21 participants in total and was combined with the Workshop Towards the Entrepreneurial University (Del. 2.3.). Panels on project management, quality and dissemination and exploitation were also held. Evidence from the 2nd partner meeting could be found on the project website (<http://beehive-erasmusplus.eu/2nd-project-meeting/>).

9.5. Year 1 Progress Report

The project progress achieved during the first year was discussed in detail at the 3rd partner meeting. The Year 1 report includes a summary of implemented activities, overview of costs incurred and claimed as of 30/10/17 as well as a consolidated work plan for Year 2. The 3rd partner meeting took place at P4 (IT) and was attended by 26 partners from all 11 partner institutions. The meeting agenda was combined with Workshop Entrepreneurship for All MOOC (del. 3.2.) and included panels on project management, quality and dissemination and exploitation. Evidence from the 3rd partner meeting could be found on the project website (<http://beehive-erasmusplus.eu/3rd-partner-meeting/>).

9.6. Project Exploitation Plan

The document's content was discussed at the 4th partner meeting hosted by P10 (PH). It aims to streamline the project results multiplication processes. The 4th meeting agenda was combined with the BEEHIVE Staff Training (del. 4.1.) and included panels on project management, quality and dissemination and exploitation. Evidence from the 4th partner meeting could be found on the project website (<http://beehive-erasmusplus.eu/4th-partner-meeting/>).

9.7. Year 2 Progress Report

The project progress achieved during the second year was discussed in detail at the 5th partner meeting. The Year 2 report includes a summary of implemented activities, overview of costs incurred and claimed as of end of September 2018 as well as a consolidated work plan for Year 3. The 5th partner meeting took place at P5 (IE) and was attended by 25 partners from all 11 partner institutions. The meeting agenda was combined with the Quality Control Workshop (del. 7.5.) and included panels on project management, quality and dissemination and exploitation. Evidence from the 5th partner meeting could be found on the project website (<http://beehive-erasmusplus.eu/5th-partner-meeting/>).

9.8. Project Sustainability Roadmap

The consortium strategy, internal mechanisms and financial sources to guarantee project results sustainability beyond the project's lifetime were discussed at the 6th project meeting hosted by P7 in ID in April 2019. The 6th partner meeting was attended by 35 partners from all 11 partner institutions. The meeting agenda was combined with the BEEHIVE Label Conference (del. 6.1.) and included panels on project management, quality and dissemination and exploitation. Evidence from the 6th partner meeting could be found on the project website (<http://beehive-erasmusplus.eu/6th-partner-meeting/>)

9.9. Final Report Draft

Various aspects of the project's final technical and financial reports were discussed at the final project meeting held in September 2019 at P6 (PH). The meeting was combined with the International Pitch Event (del. 5.4.) and was attended by 36 project staff members and 69 students from the 5 PC HEIs, 29 of which from the host university. Evidence from the final partner meeting could be found on the project website (<http://beehive-erasmusplus.eu/final-partner-meeting/>)

9.10. Steering Committee Meetings

In the course of the 36 months of project lifetime, in total 9 webinars were held via gotomeeting.com platform

Impact on the project progress

WP9 activities have progressed according to schedule and the project was completed on time in line with its predefined schedule and duration. Thus, WP9 supported the project progress.

Suggested adjustments, e.g. changes introduced (if applicable)

An additional meeting between VUM, the project coordinating institution and the 5 PC HEIs was held in May 2019 in the Philippines. The exceptional meeting was organized and facilitated following a prior authorization received from EACEA. The meeting agenda covered work progress in WP5 as well as matters of evidence collation and collection for the purposes of the upcoming project final reporting. The meeting was attended by 20 project partners.

Deviations in the achieved results in comparison to the initial plan (if applicable)

Despite the change of partner institution that took place at the project initial stage, no deviations or delays in of the project activities in comparison to the initial project timeline were experienced.

Unexpected obstacles and threats (if applicable)

The decision of P8 to leave the consortium soon after the project start in January 2017 was unexpected and thus required additional project management on VUM's end as well as enhanced networking, partner search and consultations carried out by the project partners in the Philippines. Thanks to their proactive efforts, in April 2017 a new project partner university in the Philippines was identified. University of Cebu joined formally the consortium in July 2017.

Inputs (staff time, equipment, motilities, publications etc.)

In total, for the purposes of the 7 initially planned project meetings, 159 staff mobilities and 40 student mobilities were carried out. In addition, for the purposes of the exceptional project meeting between VUM, the project coordinating institution and the 5 Partner Country HEIs that took part in Cebu City in May 2019, 15 staff mobilities were completed.

Staff costs claimed for project management and reporting work completed in WP9.

Additional comments:

N/A.

Filled out by: VUM

Date: October 2019

Place: Varna, Bulgaria