



Tempus Project

Modernizing and harmonizing maritime education in  
Montenegro and Albania - MAREd



Tempus

## *Annual Report*

544257-TEMPUS-1-2013-1-ME-TEMPUS-JPCR

January 2015- December 2015

### *Detailed description of the performed Project activities*

Please provide a description of the activities carried out by your working team since the start of the project and specify the achieved results and provided outcomes.

CGPL has participated in activities related to providing teaching materials and providing simulators and equipment from WP2, dissemination activities from WP6, quality control related activities from WP7 and sustainability activities from WP8. Moreover, in 2015. CGPL has fulfilled overall project activities and its employees were actively involved in project meetings activities within WP9. Its employees were participating in Management Meeting 3 and they were actively included in all Project happenings via Skype, Viber and e-mailings.

### *Comments on deviations and modifications made by your institution*

Please provide a description of the modifications or deviations made by your institution comparing with the Application form and Workplan and budget form.

**CGPL hasn't made any significant modifications in the Budget Headings.**

### *Obstacles and shortcomings*

Please specify if occurred any obstacles and/or shortcomings during the period of time covered by the Report.

**CGPL hasn't received any instalment in 2015. so it has decided to pay from its own budget 811,57 euros until the next instalment. That decision was made by Project Manager in order to complete all necessary project activities that were prevised for CGPL.**

### *Staff and students mobility*

Please provide brief information about mobilities within MAREd projects if your staff members and students were involved.

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Mr. Slobodan Starović has attended Management Meeting 3 in Split together with Mr. Slobodan Rasković. Bearing in mind that CGPL hasn't received the second instalment from Tempus Grant, Project Manager has decided to finish all project activities and to participate just in this Meeting.

#### *Academic coordination and administrative management*

Please provide an overview of the internal coordination and overall project administrative and management activities performed at your institution, with specification of the working team members for the period covered by the Report.

CGPL has established an internal system of communication and coordination. The General Manager obtains a function of Project Manager and he is responsible for planing a timeline of project activities for all employees in the project. The DPA/CSO and Company Secretary were involved in project activities. They are obligated to fulfill all foreseen project activities upon a request of Project Manager. The detailed specification of all employee's activities are given in submitted Time Sheets.

#### *Dissemination and Sustainability of the Project*

Please provide specification of activities performed and ideas proposed by your institution regarding dissemination and sustainability of the MAREd project.

CGPL hasn't proposed any specific ideas regarding dissemination and sustainability of the MAREd project

#### *Quality Control and Monitoring*

Please describe the quality control and monitoring activities carried out by your team members for the period covered by the Report.

CGPL's employees are familiar with MAREd's outline, purpose, aims, timelines, activities and Working Packages (especially WP7- Quality control and monitoring). The detailed specification of all employee's activities are given in submitted Time Sheets.

#### *Costs specifications*

Please provide detailed specification of expences made for the purposes of the effective implementation of the Project within following tables.

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Table 1. Costs specification

Costs Headings	Transferred amount up to now	Spent amount	Remaining amount
Staff Costs		3605,00	
Printing and Publishing Costs	0	0	0
Equipment Costs	0	0	0
Other Costs	0	0	0
Travel & Costs of Stay		1044,94	
Indirect Costs	0	0	0
<b>Total</b>	<b>0,00+3838,37</b>	<b>4649,94</b>	<b>-811,57</b>

Table 2. Staff Costs specification

Staff Costs specification		
Person engaged	Description of tasks performed	Amount of money
STAROVIC SLOBODAN	<p><b>From 01.12.2014 to 30.04.2015., he has been working on following tasks:</b></p> <p>DEV 2: 2.2. Providing teaching materials, 2.3. Providing simulators and equipment; EXP 8: 8.3 Sustainability through the maritime labour market and MNGT 9: 9.2 Overall Project management activities and 9.3 Project meetings.</p> <p><b>From 01.05.2015. to 30.11.2015., he has been working on following tasks:</b></p>	<p>1092,50</p> <p>1552,50</p>

	<p>DEV 2: 2.2. Providing teaching materials, 2.3. Providing simulators and equipment, 2.4 Staff training for simulators and lab equipment, 2.5 Preparing e-teaching materials; DISS 6: 6.2 Info sessions for media &amp; stakeholders; QPLN 7: 7.3 External QC monitoring, 7.4 Quality control reports; EXP 8: 8.2 Sustainability through dissemination, 8.3 Sustainability through the maritime labour market and MNGT 9: 9.2 Overall Project management activities.</p>	
KORDIC BRANISLAV	<p><b>From 01.12.2013. to 31.05.2014., he has been working on following tasks:</b></p> <p>DEV 2: 2.2. Providing teaching materials and 2.3. Providing simulators and equipment.</p> <p><b>From 01.05.2015 to 31.07.2015., he has been working on following tasks:</b></p> <p>DEV 2: 2.2. Providing teaching materials, 2.3. Providing simulators and equipment, 2.4 Staff training for simulators and lab equipment and 2.5 Preparing e-teaching materials.</p>	<p>258</p> <p>702</p>

Table 3. Travel &amp; Costs of Stay specification

Travel & Costs of Stay specification		
Person engaged	Description of the mobility	Amount of money
STAROVIĆ SLOBODAN	Management Meeting 3 in Split	575,24





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**RAŠKOVIĆ SLOBODAN**

Management Meeting 3 in Split

469,70

Table 3. Equipment Costs specification

<i>Equipment Costs specification</i>		
<i>Type of equipment</i>	<i>Nature and specification</i>	<i>Amount of money</i>
-	-	0

Table 4. Printing and Publishing Costs specification

<i>Printing and Publishing Costs specification</i>		
<i>Type of expenditure</i>	<i>Purpose</i>	<i>Amount of money</i>
-	-	0

Table 5. Other Costs specification

<i>Other Costs specification</i>		
<i>Type of expenditure</i>	<i>Purpose</i>	<i>Amount of money</i>
-	-	0

### Checklist

Number of staff members trained/retrained	Male	0	Female	0
Number of mobility flows from your institution to EU partners	Male	2	Female	0
Number of mobility flows from your institution to PC partners	Male	0	Female	0

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Number of mobility flows from your institution within the same country	Male	0	Female	0
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**Table of achieved / planned results**

Title and reference number of the workpackage (WP)	DEV 2 Upgrading teaching materials and methodology, and(re) training of teaching staff
Indicators of achievement and or/performance as indicated in the project proposal	Preparation of draft version of teaching materials
Title and reference number of the workpackage (WP)	DISS 6 Dissemination of study programmes and IMO model courses
Indicators of achievement and or/performance as indicated in the project proposal	Distribution of information about MAREd Project to media and stakeholders in Montenegro.
Title and reference number of the workpackage (WP)	QLPN 7 Quality control and monitoring
Indicators of achievement and or/performance as indicated in the project proposal	External QC monitoring surveys and Quality control reports
Title and reference number of the workpackage (WP)	EXP 8 Project sustainability
Indicators of achievement and or/performance as indicated in the project proposal	Presentations of MAREd Project to other institutions in Montenegro and Presentation of MAREd Project to Port Authorities of Montenegro.

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Title and reference number of the workpackage (WP)	MNGT 9: Project management
Indicators of achievement and or/performance as indicated in the project proposal	Successful fulfilment of of all project management activities on daily basis.

Activities carried out to date to achieve this result:

Activity N°	Activity Title	Start date	End date	Place	Description of the activity carried out	Specific and measurable indicators of achievement
2.2	Providing teaching materials	01/01/15	31/12/15	Kotor	Upgrading teaching materials	New textbooks
2.3	Providing simulators and equipment	01/02/15	31/12/15	Kotor	Procurement of necessary equipment for the Faculty of Maritime Studies from Kotor	Procurement of equipment
2.4	Staff training for simulators and lab equipment	01/02/15	28/02/15	PCs and EUs	Advising teaching staff from UoM regarding training issues on simulators	Realization of staff training for simulators and equipment
2.5	Preparing e-teaching materials	01/02/15	31/03/15	PCs and EUs	Completely developed online courses for PCs on the Moodle platform.	Developed e-learning materials for PCs.
6.2	Info sessions for media &	01/01/15	31/12/15	Montenegro	Disseminating information about	Dissemination Meetings,

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	stakeholders				UOM and UV study programmes and IMO model courses	prepared working methodology and workplan for the dissemination activities, created and documented brief Dissemination reports.
7.3	External QC monitoring	01/01/15	31/12/15	PCs and EUs	Monitoring procedures and activities	Created and documented External QC Report.
7.4	Quality control reports	01/01/15	31/12/15	PCs and EUs	Reporting procedures and activities	Created and documented QC Reports
8.2	Sustainability through dissemination	01/01/15	31/12/15	Montenegro	Presenting MArED project	Presentations and Dissemination Meetings
8.3	Sustainability through the maritime labour market	01/01/15	31/12/15	Montenegro	Attending events and meeting in Maritime sector, presenting MArED project	Presentations and Dissemination Meetings
9.2	Overall Project management activities	01/01/15	31/12/15	Kotor	Conducting all necessary activities in order to make project activities fluent	Up to date project implementation
9.3	Project meetings	01/01/15	31/12/15	EU and PC countries,	Attendance on project meetings	Project meetings



				Montenegro		
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Activities to be carried out to achieve this outcome (before the end of the project)

Activity N°	Activity Title	Start date	End date	Place	Description of the activity to be carried out	Specific and measurable indicators of progress
4.2	Development of new IMO model courses	01/01/16	31/05/16	Kotor	Introduction of IMO model courses (LLL) for training of seafarers	New IMO model training courses for seafarers
5.4	Start-up evaluation	01/10/16	31/12/16	EU and PC countries, Montenegro	Evaluating the process of implementation of undergraduate study programmes and IMO model courses	First evaluation results related to Implementation of study programmes and IMO model courses
6.2	Info sessions for media & stakeholders	01/01/16	31/12/16	Montenegro	Disseminating information about UOM and UV study programmes and IMO model courses	Dissemination Meetings, prepared working methodology and workplan for the dissemination activities, created and documented brief Dissemination





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						reports.
7.3	External QC monitoring	01/01/16	31/12/16	PCs and EUs	Monitoring procedures and activities	Created and documented External QC Report.
7.4	Quality control reports	01/01/16	31/12/16	PCs and EUs	Reporting procedures and activities	Created and documented QC Reports
8.2	Sustainability through dissemination	01/01/15	31/12/16	EU and PC countries, Montenegro	Presenting MArED project	Presentations and Dissemination Meetings
8.3	Sustainability through the maritime labour market	01/01/15	31/12/16	Montenegro	Attending events and meeting in Maritime sector, presenting MArED project	Presentations and Dissemination Meetings
9.2	Overall Project management activities	01/01/15	31/12/16	Tivat	Conducting all necessary activities in order to make project activities fluent	Up to date project implementation
9.3	Project meetings	01/01/15	31/12/16	EU and PC countries, Montenegro	Attending project meetings in order to share experiences with other partners and to obtain better skills in project coordination and management activities	Project meetings

Changes that have occurred in this result since the original proposal:

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No changes have been occurred since the original proposal

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*Additional suggestions, comments and information*

Please give your suggestions, comments of additional information about the MArED project implementation process.

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**Bearing in mind that CGPL has spent the full amount of the first Instalment, we would ask you to transfer to CGPL the second instalment of projected Grant amount.**

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