



Tempus Project

Modernizing and harmonizing maritime education in
Montenegro and Albania - MAREd



Tempus

Annual Report

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

January 2016- November 2016

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.

In 2016 CGPL has participated in all activities that were set out in the Workplan. CGPL's staff that was included in MAREd project since its begin was actively involved in project meetings for all partners and project meetings for industrial partners. In 2016 CGPL has fulfilled all obligations related to activities from WP4, WP6 WP8 and WP9. Moreover, CGPL has continued and enhanced a great cooperation with all industrial partners from Montenegro and with academic partners from the Project.

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.

We haven'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 didn't have any obstacles and shortcomings.

Staff and students mobility

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

In February 2016. Mr. Slobodan Rašković was attending Work Meeting 5 in Portoroz with Mrs. Emina Stjepčević and Ms. Marija Vukmirović. Mr. Slobodan Starović was attending

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Work Meeting 8 in UOM Kotor with Mr. Miloš Vukšić. Mr. Slobodan Starović was also attending Coordination Meeting at UNIST in Split with Mr. Slobodan Rašković, Mrs. Emina Stjepčević and Ms. Marija Vukmirović. Mr. Slobodan Rašković, Mrs. Emina Stjepčević and Ms. Marija Vukmirović were attending Coordination Meeting at CMU in Costanta in September 2016. Mr. Slobodan Rašković was a participant at the Closing Meeting in November and he was presenting an overall review of CGPL's activities on the MAREd Project for the whole three years of its implementation.

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, Financial consultant, Administrative Assistant and Company Secretary were involved in project meetings. 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.



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Costs specifications

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

Table 1. Costs specification

| Costs Headings | Transferred amount up to now | Spent amount | Remaining amount |
|-------------------------------|-----------------------------------|----------------|------------------|
| Staff Costs | | 1230,50 | |
| Printing and Publishing Costs | 0 | 0 | 0 |
| Equipment Costs | 0 | 0 | 0 |
| Other Costs | 0 | 0 | 0 |
| Travel & Costs of Stay | | 7473,66 | |
| Indirect Costs | 0 | 314,69 | 0 |
| Total | 9682,98 - 811,57 = 8871,41 | 9018,85 | -147,44 |

Table 2. Staff Costs specification

| Staff Costs specification | | |
|---------------------------|--|-----------------|
| Person engaged | Description of tasks performed | Amount of money |
| STAROVIC SLOBODAN | <p>From 01.12.2015 to 29.02.2016., he has been working on following tasks:</p> <p>DEV 4: 4.2 Development of new IMO model courses; EXP 8: 8.2 Sustainability through dissemination, 8.3 Sustainability through the maritime labour market and MNGT 9: 9.2</p> | 770,50 |

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| | | |
|--|---|--------|
| | <p>Overall Project management activities and MNGT 9: 9.3 Project meetings.</p> <p>From 01.03.2016. to 31.08.2016., he has been working on following tasks:</p> <p>DEV 4: 4.2 Development of new IMO model courses; DISS 6: 6.2 Info sessions for media & stakeholders; 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> | 460,00 |
|--|---|--------|

Table 3. Travel & Costs of Stay specification

| Travel & Costs of Stay specification | | |
|--------------------------------------|-------------------------------------|-----------------|
| Person engaged | Description of the mobility | Amount of money |
| STAROVIĆ SLOBODAN | Meeting in Kotor on 12/04/2016 | 100,00 |
| | Meeting in Split on 25/04/2016 | 434,00 |
| RAŠKOVIĆ SLOBODAN | Working in Portoroz on 29/02/2016 | 911,13 |
| | Meeting in Split on 25/04/2016 | 594,74 |
| | Meeting in Costanta 05/09/2016 | 954,53 |
| | Closing Meeting in Budva 17/11/2016 | 212,88 |
| VUKMIROVIĆ MARIJA | Working in Portoroz on 29/02/2016 | 694,66 |
| | Meeting in Split on 25/04/2016 | 434,00 |
| | Meeting in Costanta 05/09/2016 | 954,53 |
| STJEPČEVIĆ EMINA | Working in Portoroz on 29/02/2016 | 694,66 |
| | Meeting in Split on 25/04/2016 | 434,00 |



| | | |
|--------------|--------------------------------|--------|
| | Meeting in Costanta 05/09/2016 | 954,53 |
| VUKŠIĆ MILOŠ | Meeting in Kotor on 12/04/2016 | 100,00 |

Table 4. Equipment Costs specification

| Equipment Costs specification | | |
|-------------------------------|--------------------------|-----------------|
| Type of equipment | Nature and specification | Amount of money |
| - | - | 0 |

Table 5. Printing and Publishing Costs specification

| Printing and Publishing Costs specification | | |
|---|---------|-----------------|
| Type of expenditure | Purpose | Amount of money |
| - | - | 0 |

Table 6. Other Costs specification

| Other Costs specification | | |
|---------------------------|---------|-----------------|
| Type of expenditure | Purpose | Amount of money |
| - | - | 0 |

Checklist

| | | | | |
|---|------|---|--------|---|
| Number of staff members trained/retrained | Male | 0 | Female | 0 |
| Number of mobility flows from your institution to EU partners | Male | 4 | Female | 6 |
| Number of mobility flows from your institution to PC partners | Male | 0 | Female | 0 |

Number of mobility flows from
your institution within the same
country

Male

3

Female

0

1

Table of achieved / planned results

| | |
|---|--|
| Title and reference number of the workpackage (WP) | DEV 4 Introduction of IMO model courses (LLL) for training of seafarers |
| Indicators of achievement and or/performance as indicated in the project proposal | Guidelines for the development of new IMO model courses. |
| 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. Created and documented brief Dissemination 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. Dissemination methodology and plans for implementation of anticipated activities. |
| Title and reference number of the workpackage (WP) | MNGT 9: Project management |
| Indicators of achievement and or/performance as indicated in | Successful fulfilment of of all project management activities on daily basis, creation of all necessary project related reports to EACEA, Project management meetings organised, financial |

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the project proposal

management provided and regular progress reports/ providing overview of the achieved results completed.

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 |
|-------------|--|------------|----------|-------------|---|---|
| 4.2 | Development of new IMO model courses | 01/12/15 | 31/08/16 | PCs and EUs | Creation of detailed guidelines together with the specification of curriculum and syllabus for each of the new IMO model courses. | Guidelines for a development of new IMO model courses. |
| 6.2 | Info sessions for media & stakeholders | 01/04/15 | 31/08/16 | 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 reports. |
| 8.2 | Sustainability through dissemination | 01/01/15 | 30/11/16 | Montenegro | Presenting MAREd project | Presentations and Dissemination Meetings |



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|-----|---|----------|----------|-------------|---|---|
| 8.3 | Sustainability through the maritime labour market | 01/01/15 | 31/08/16 | Montenegro | Attending events and meeting in Maritime sector, presenting MAREd project | Agreements for collaboration. |
| 9.2 | Overall Project management activities | 01/01/15 | 30/11/16 | PCs and EUs | Conducting all necessary activities in order to make project activities fluent | Up to date project implementation |
| 9.3 | Project meetings | 01/01/15 | 30/11/16 | PCs and EUs | Meeting between CGPL Project team members, management meetings, activity oriented meetings, coordination and other meetings according to travel plans that are proposed by the Coordinator. | Creation of "to do lists" for team members, developed annual travel plans, organized meetings and created and documented Minutes. |

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 |
|-------------|---------------------|------------|----------|---------------------------------|---|--|
| 5.4 | Start-up evaluation | 01/10/16 | 30/11/17 | EU and PC countries, Montenegro | CGPL's representative involved in the LLL process will give his professional opinion about developed IMO model courses. | Created Report about developed IMO model courses |

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|-----|---------------------------------------|----------|----------|-------------------------|---|---|
| 7.3 | External QC monitoring | 01/01/16 | 30/11/17 | PCs and EUs | Monitoring procedures and activities | Created and documented External QC Report. |
| 7.4 | Quality control reports | 01/01/16 | 30/11/17 | PCs and EUs, Montenegro | Reporting procedures and activities | Created and documented QC Reports |
| 9.2 | Overall Project management activities | 01/01/15 | 30/11/17 | Kotor | Conducting all necessary activities in order to make project activities fluent. | Up to date project implementation, developed Annual and other type of reports and official documentation. |

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

No changes have been occurred since the original proposal.

Additional suggestions, comments and information

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

After the third instalment that was transferred from EACEA, CGPL has made payments in 2016. also for staff and travel costs. Only the last Meeting was partly paid by CGPL, so bearing in mind that MAREd project has been prolonged for an additional year, CGPL will need an additional instalment in order to undertake all necessary additional project activities and meetings.