



Exception to Directive Administrative Procedures for the Preparation and Implementation of Development Projects at VŠE (SR 9/2021)

Annotation:

This exception is determined in accordance with paragraph 8.3 of Directive SR 9/2021 - Administrative Procedures for the Preparation and Implementation of Development Projects at VŠE.

This exception is determined from paragraphs 4.1 - 4.6 of Directive SR 9/2021 - Administrative Procedures for the Preparation and Implementation of Development Projects at VŠE and applies to projects where there is a time mismatch between the signing of the mandate agreement (or its equivalent) with partner organisations and the supporting documents for the preparation of the Project Charter.

1 Subject of the exception

1.1

The object of the exception is to allow the following procedure in the case of projects where there is a time mismatch in the signing of the mandate agreement (or its equivalent) with partner organisations and the supporting documents for the preparation of the Project Charter.

1.2

The signing of the mandate agreement (or its equivalent) is possible without prior preparation of the Project Charter, by the following procedure:

1.2.1

The project leader representing VŠE shall present the Project Plan in writing (by e-mail) to his/her immediate superior and the Project Office (pk@vse.cz) 3 working days before the deadline set by the Project Coordinator for submission of the signed mandate agreement.

1.2.2

The Project Plan template is attached as Annex 1.1 to this exception.

1.2.3


The immediate superior of the project leader shall give written approval to the preparation of the project - by e-mail to: pk@vse.cz.

1.2.4

The Project Office will check the submitted Project Plan, in particular in terms of compliance with the VŠE Strategy, avoiding possible double funding and seeking synergies.

1.2.5

The Head of the Project Office will give written approval to sign the mandate agreement with the partner organisation - by e-mail to the project leader, his/her immediate superior and the

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Rector. Where appropriate, he/she will request corrections or additions to the submitted documents.

1.2.6

The project leader shall forward the mandate agreement (electronically or physically) to the Project Office, which will arrange for the Rector's signature. A Project Plan will be attached to the mandate agreement for signing purposes.

1.2.7

The Project Charter will then be prepared and signed prior to the submission of the project application, subject to the applicable conditions (especially paragraphs 4.3 - 4.6 of Directive SR 9/2021).

1.2.8

If the project application is approved, cooperation on the project with the partner organisation will subsequently be confirmed by a so-called Partnership Agreement, which may already be signed according to the applicable rules of Directive SR 9/2021.

1.2.9

The other provisions of Directive SR 9/2021 are not affected by this exception.

Annex 1.1: Project Plan Template