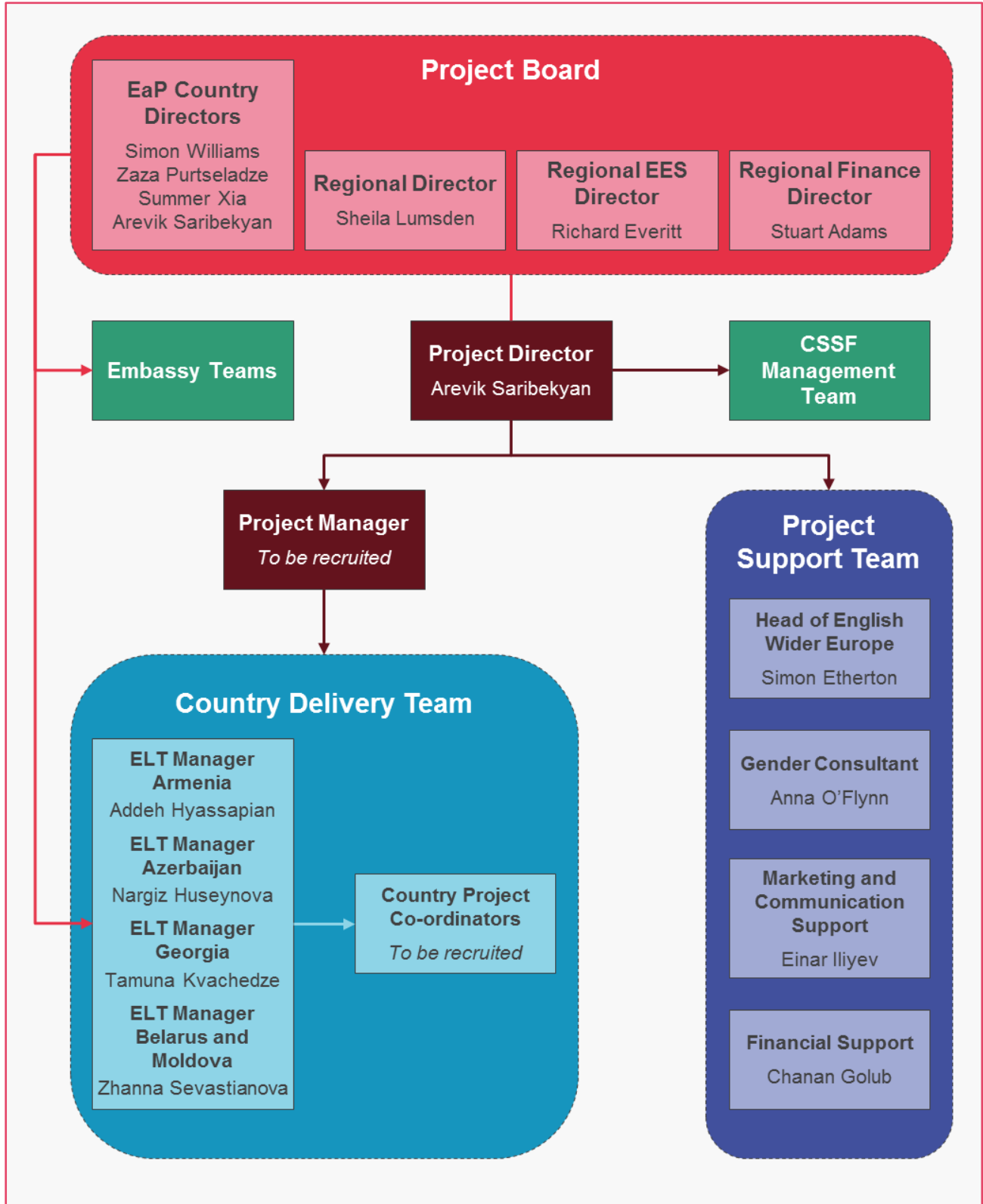


1.2.9 Management structure

Below is the organogram summarising the team structure and accountability relationships within the British Council and with the CSSF and Embassy teams.



To ensure the quality control of the project management and delivery, the following internal project governance is suggested:

- Project team meetings will be held on a fortnightly basis and will be organised and led by the Project Manager. During these calls project progress, timeline, budget and risks will be discussed. Updates will be provided by the Project Manager/Project Support Team concerning the plans and activities for relevant project components. The EaP Country Directors will be invited to these calls as necessary.
- Quarterly updates will be sent to the Project Board by the Project Director reporting on overall project progress along with the project timeline and activity targets, details of the budget spent, and any risks identified.
- An issues log will be developed to record any issues reported during the fortnightly meetings. The log will also record lessons learned for further consideration and revision of the project as needed.
- Minutes of the calls will be recorded, and all actions will be captured for review during the next call. The minutes as well as all project documents will be stored on the Project SharePoint site.
- Timesheets for the core project team will be filled in on monthly basis and submitted for review and sign-off by line managers every month. Approved timesheets will be uploaded on the SharePoint site for review by the Project Director. The Financial Support post (filled by our Regional Commercial Finance Manager) will keep track of the timesheets for reporting and for the development of financial reports.

Relationships with the CSSF Hub will be co-ordinated by the Project Director. In addition to the monthly, quarterly and annual reports, monthly calls will be set up to update the CSSF Hub about the overall project progress and any major risks or lessons learned.

Relationships with Embassies in the EaP countries will be managed by Country Directors and ELT Managers as necessary. The frequency and format of such meetings will be agreed with the relevant Embassy teams.

The British Council's status as the UK Government's official implementing agent of the various bilateral cultural co-operation treaties established between the UK and most of the EaP countries (Armenia, Azerbaijan, Belarus and Georgia) in the 1990s, will provide added value for the Embassies to our delivery of the project in terms of opening doors and being able to gain ready access to necessary governmental stakeholders. Our Country Directors are already part of regular conversations / meetings with Embassy teams, in the South Caucasus and Ukraine, including in some counties being part of the FCO's new integrated business planning process, and can therefore ensure that the project remains keyed in to broader HMG strategies.

The overall project marketing and communication plan and the branding of the project will be agreed with the CSSF Hub. In-country, Embassy communications teams will be informed about public events (opening of the Learning Hubs, organisation of community events, etc.) and details will be agreed, to maximise synergy with Embassy-led activity and opportunities for the direct involvement of Embassy staff. Storyboards for each event will be developed as relevant and shared with the Embassy teams.