

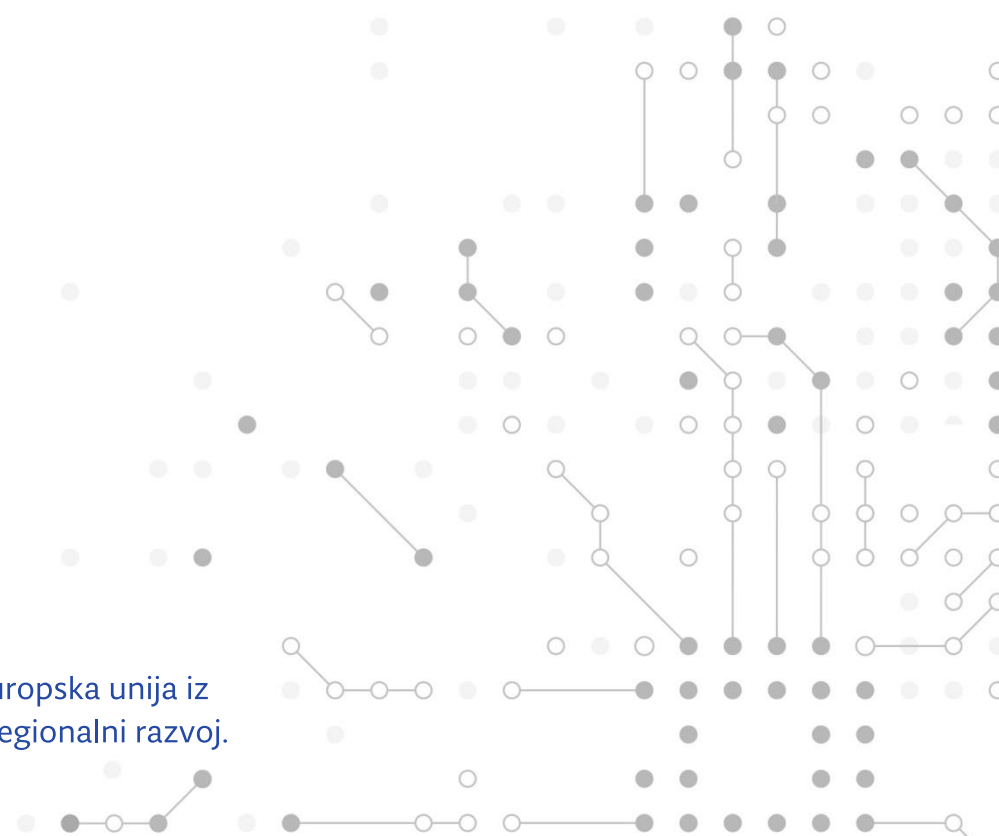


# Jadranska mreža za transfer tehnologije – TTAdria ISKUSTVA U PROVEDBI PROJEKTA

Petra Jelić



Projekt sufinansira Europska unija iz  
Europskog fonda za regionalni razvoj.



# Jadranska mreža za transfer tehnologije – TTAdria

CN – 21.10.2011. / FA – 18.06.2012.

Konzultacije s parterima

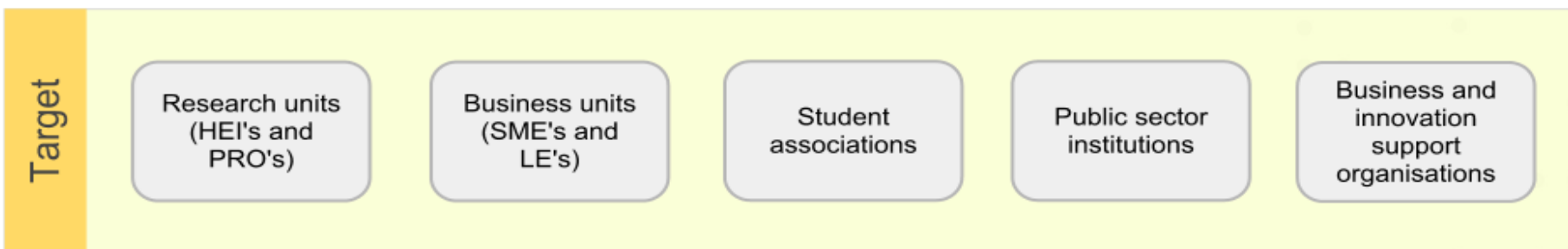
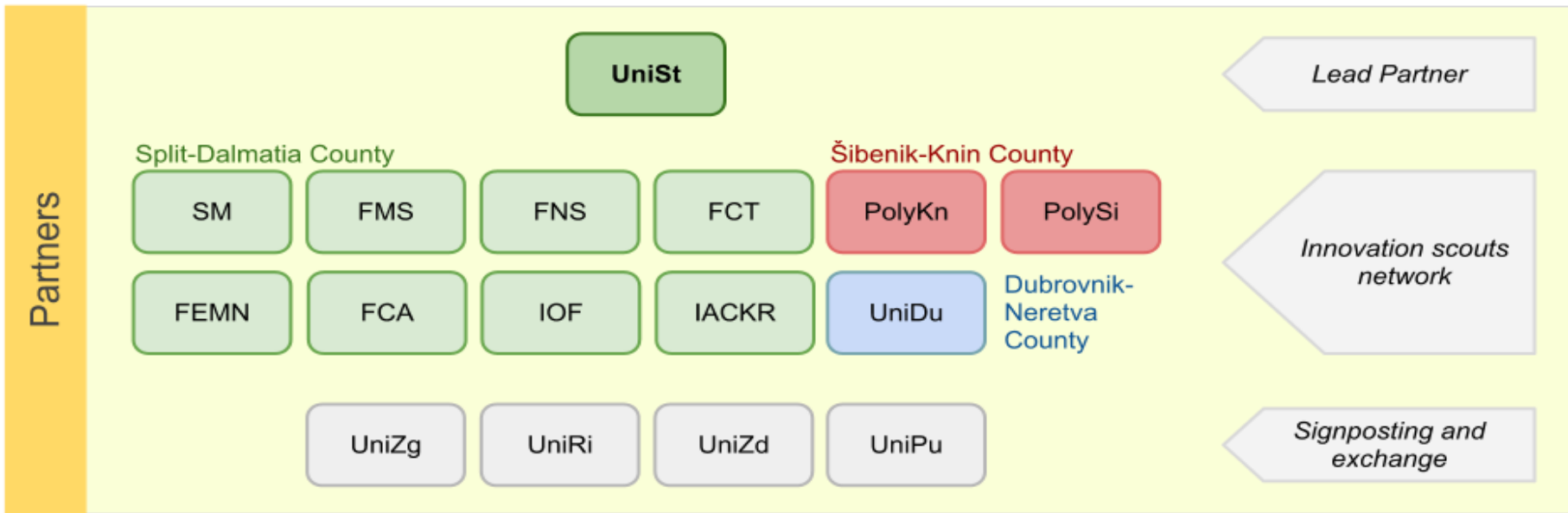
Početak: 06. travnja 2013.

Trajanje: 24 mjeseca

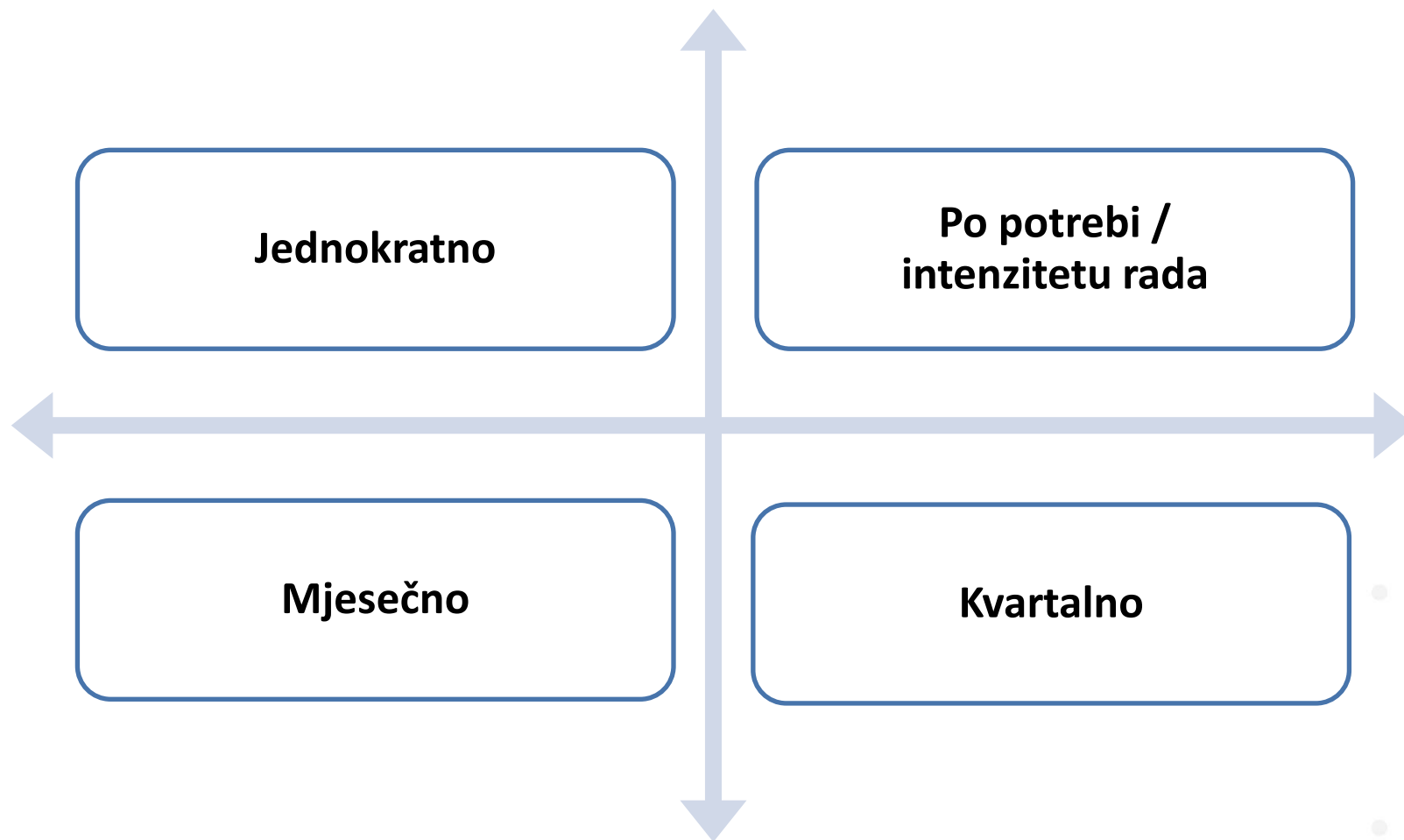
Proračun: 902.357 €

Doprinos Europske komisije: 750.000 €





# Komunikacija s projektnim partnerima i njihove aktivnosti



# Jednokratno

Kopija ugovora o radu za zaposlenike koji rade na projektu

Odluka o imenovanju osobe za provedbu projekta TTAdria

Sporazum o provedbi projekta

# Po potrebi/intenzitetu rada

Dokumentacija vezana za organizaciju događanja

Dokumentacija za pravdanje putnih troškova

- \* Dokazi za isplatu per diem-a
- \* Dokazi za troškove prijevoza



# Mjesečno

Vremenici (time sheet-ovi)

Platni listići

Potvrda o uplati plaće

# Kvartalno

Zahtjev za doznačavanje sredstava  
po troškovima unutar projekta za 3  
mjeseca



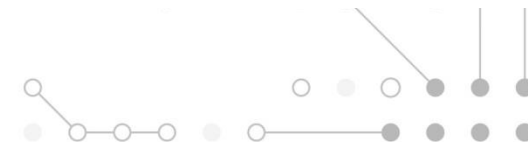
# Komunikacijski plan

1. Pregled projekta
2. Ciljevi i ciljane skupine
3. Mjere informiranja i promidžbe
4. Vremenski raspored
5. Proračun
6. Upravljanje i provedba
7. Nadzor, evaluacija i izvješćivanje



# Plan nabave

Ord. Nr	Grant Contract/ Reference number	a) Reference budget heading/line b) Reference project activity	Responsible person (grant beneficiary or partner)	Budget of grant contract/ duration	Budget of item (as per Contract budget)	Implementing Body/ Project Manager	Type of contract (SER/SUP/ WKS/)	Type of procurement procedure*	Publication of PN/Sending invitation to selected companies	Tender evaluation	Signing of contract	End of contract
5	IPA2007/HR/16IPO/01-040516-ser03	<p>a) 5. Other costs, services /</p> <p>5.1.2. Sector publication printing (6 sectors, 50 pages, 21x21cm)</p> <p>5.1.4. Good practice and lessons learned report printing</p> <p>5.8.3. Promotional posters for events printing cost</p> <p>5.8.4. Promotional flyer for the project and for the network</p> <p>5.8.5. Roll-up promotional 'poster'</p> <p>5.8.6. Pop-up panel and promo stand</p> <p>5.8.9. EU and HR flags for visibility at events</p> <p>5.8.10. Stickers with EC logo for equipment purchased through project</p> <p>5.8.11. Sign with EC logo for multivalent space</p> <p>5.8.12. Writing pen with project and EC logo</p> <p>5.8.13. Notepad with project and EC logo</p> <p>5.8.14. Accreditation for brokerage events and other events</p> <p>5.8.15. Business cards for TTAdria project staff</p> <p>5.8.16. A4 folder for documents and promotional material</p> <p>b) A6.1; A6.1; A3.2.3.; A6.1; A5.2,A6.2,A6.3; A5.2,A6.2,A6.3; A6.1; A6.1; A5.1; A6.1</p>	University of Split	31.500,00 16 months	<p>5.1.2. Sector publication printing (6 sectors, 50 pages, 21x21cm) 12.000,00</p> <p>5.1.4. Good practice and lessons learned report printing (A4, 50 pages) 1.500,00</p> <p>5.8.3. Promotional posters for events printing cost 7.000,00</p> <p>5.8.4. Promotional flyer for the project and for the network 1.800,00</p> <p>5.8.5. Roll-up promotional 'poster' 600,00</p> <p>5.8.6. Pop-up panel and promo stand 500,00</p> <p>5.8.9. EU and HR flags for visibility at events 150,00</p> <p>5.8.10. Stickers with EC logo for equipment purchased through project 150,00</p> <p>5.8.11. Sign with EC logo for multivalent space 400,00</p> <p>5.8.12. Writing pen with project and EC logo 2.400,00</p> <p>5.8.13. Notepad with project and EC logo 2.000,00</p> <p>5.8.14. Accreditation for brokerage events and other events 400,00</p> <p>5.8.15. Business cards for TTAdria project staff 600,00</p> <p>5.8.16. A4 folder for documents and promotional material 2.000,00</p>	University of Split / Nikola Balic	SER	CNP	23.09.2013.	23.10.2013.	08.11.2013.	17.03.2015.
									14.10.2013.	14.11.2013.	<actual date>	<actual date>
COMMENTS:												





# Sekundarna nabava u projektu

## Usluge i oprema

- \* Direktno ugovaranje (40)
- \* Natjecateljski pregovarački postupak (6)

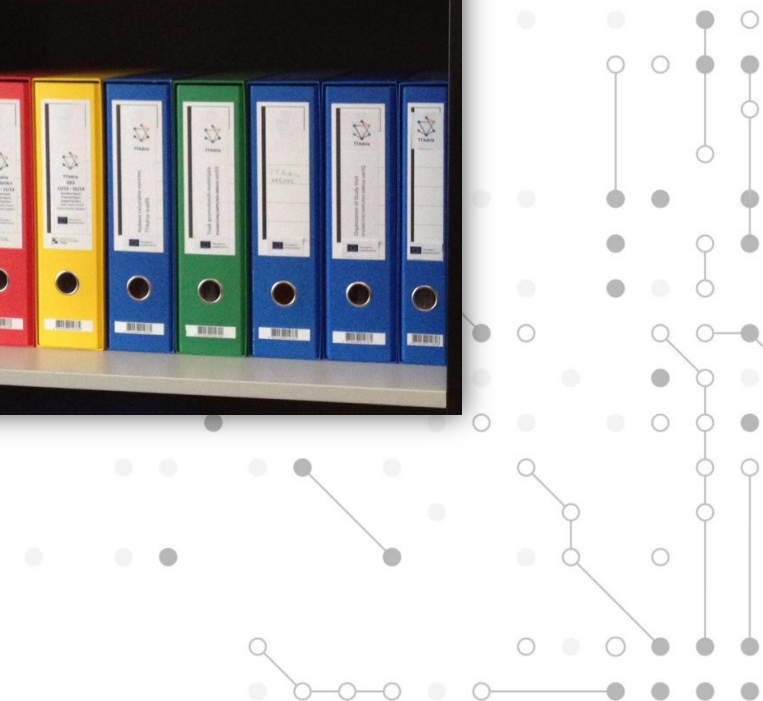
## PRAG vs. Zakon o javnoj nabavi RH

## Oslobođenje od PDV-a



# Izveštavanje u projektu (I)

Mjesečni izvještaj	/narativni/
Kvartalni izvještaj	/narativni + financijski/
Interim izvještaj	/narativni + financijski + zahtjev za plaćanje/
Finalni izvještaj	/narativni + financijski + zahtjev za plaćanje/
Izvanredni izvještaji	



# Izvještavanje u projektu (II)

## Obavijesti o izmjenama ugovora

- \* Realokacije u budžetu
- \* Obrazloženje izmjena + prateći dokumenti

## Cash Flow Forecast

## Izvešće o ostvarenim oslobođenjima od plaćanja PDV-a

## Nadzor nad provedbom projekta



# Vidljivost

Minimalni zahtjevi vidljivosti  
za promotivne materijale

Naljepnice na opremi

Objave za medije

Plakati, letci, banner-i...

Internet stranica

Društvene mreže

Portali i Internet stranice partnera



# Hvala na pažnji!

Sveučilište u Splitu

Centar za znanstveno-tehnološki razvitak

**Ured za transfer tehnologije**

[utt.unist.hr](http://utt.unist.hr)

[facebook.com/uttst](https://facebook.com/uttst)

[info@utt.unist.hr](mailto:info@utt.unist.hr)

021/566-881