

Project Management

An implementation team will be established within the project; it will manage the entire project, it will provide all the project management, supervision, tender procedures. It will include a manager, an economist, an accountant, and an organizational employee.

This team will consist of the employees hired solely for this purpose in accordance with the public procurement act; a contract will be signed with them pursuant to the labor code.

Position	Scope of employment	Hours monthly	Hours total	Hours costs	Total costs
Manager	The manager will be in charge of the leadership and management of the team and leadership and management of the project. His activities will also include cooperation in the publicity and promotion, cooperation in the project inspections, and cooperation in the reports on the project and the final report. The project manager will put together the implementation team, determine the work of the members, their powers and responsibilities, and also the extent to which the team members will perform their activities in the project implementation. The forms and methods of mutual communication and cooperation will also be established, as well as the frequency of meetings, which will take place at least once a month. At the meeting of the members of the implementation team the project manager or his authorized representative will check the performance of the tasks of the individual employees involved in the project implementation and, if applicable, will update the tasks for the following periods. More frequent than actual meetings will be normal communication by email, telephone and post. He will update the schedule of the project activities. He will set the method and location for archiving the project documents. He will supervise the progress of the entire project, participate in inspections, write the final report. He will be responsible for the implementation of the entire project except the economic part.	20	440	12,50 EUR	5 500 EUR
Financial officer	The economist will be in charge of the economic aspects of the project, supervisory economic activities, cooperation in the project inspections, applications for payments as well as reports on the project and the final report. He will perform periodical checks, in regular intervals together with the accountant, and check the financial management of the entrusted funds for the implementation of the project. He will manage all the financial operations of the project, provide the final settlement of the project, prepare the financial part of the final report of the	16	352	9,97 EUR	3 509,44 EUR

	project. He will be responsible for all financial activities of the project and for bookkeeping and the accountant supervision.				
Accountant	The accountant will keep, according to the instructions of the project manager and economist, general accounting as well as salary accounting of the project. The account will be responsible for bookkeeping and salary accounting.	16	352	6,4 EUR	2 252,8 EUR
Organisation officer	The employee for organization represents the team manager, if necessary, deals with organizational issues, cooperates in the publicity and promotion, tender procedures and ordering and procurement of materials for the project. He will perform all the organizational activities, organize and execute tenders (in cooperation with the statutory representative of the applicant and the applicant's financial deputy manager), ensure the running of the project also in terms of materials, be involved in the publicity, and give assignments to the company implementing the publicity. He will be responsible for the organizational part of the project, publicity – together with the company that will win the tender, for tenders and purchases for the project.	16	352	8,75 EUR	3 080 EUR
Total		68	1 496	10 EUR	14 342,24 EUR

All legislative regulations and laws of the Czech Republic as well as all legislative regulations of the European Union will be respected. All the project accounting will be kept by the project management according to the accounting standards; all contracts shall be in accordance with Act No. 137; he will also be prepared to admit inspection by all authorized bodies and institutions, both Czech and foreign, and provide them with the necessary cooperation.

The project includes three key activities: a) modernization of and addition to the treatment process; b) quality, interesting and mental-health-beneficial free-time activities; c) improvement of freedom and provision of personal freedom and greater freedom of movement of the child clients by implementing the security system.

The project management will be based on article 152 of the EC treaty, it will respect the position of the European economic and social committee on the topic Green Book - Improvement of mental health of the population – on the way to the strategy of mental health for the European Union, it will respect the principles of social policy and the employment policy of the Communities embodied in directive No. 2000/78/ES.

The project documentation will be kept for the period of at least 10 years after the year following the completion of the project.