

BUDGET IT

Building Gender+ Equality Through Gender+
Budgeting For Institutional
Transformation

D.1.1

Project Management Handbook



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Grant Agreement N° 1010904391

Building Gender Equality Through Gender Budgeting For Institutional Transformation

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List of Contributors

Mary Lou O'Neil

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Executive Summary

The purpose of the Project Handbook (PH) is to provide an easy overview for the project consortium and to serve as a guide to the internal procedures of project work packages, administrative management, management structures, communication, and collaboration. The PH provides general information about the project, upcoming milestones that should be reached and deliverables that should be submitted. In addition, information about who to contact when is included.

The PH describes the following aspects of the project:

- The work packages of the project.
- The necessary framework of project management.
- Include an internal and external communications framework
- Deliverables and milestones

This document is based on the terms and conditions established in the Grant Agreement (GA).



1. Introduction

Building Gender Equality Through Gender Budgeting for Institutional Transformation (BUDGET IT) project designed to use gender+ budgeting to transform institutions to advance inclusive gender+ equality and enhance the reputation, inclusiveness, and research excellence of the widening countries of Bosnia, Serbia and Turkey assisted by leading university counterparts in Italy and Spain. Budget-IT will use gender+ budgeting as a tool to move past the current stagnation surrounding gender+ equality. GEPs are often implemented without the required commitment of resources and the allocation of resources often remaining unexamined with institutional budgets reinforcing gender+ inequalities including inequities among women. The integration of gender+ budgeting into GEPs will ensure resources are distributed in an equitable and intersectional way. Partners will identify at least three intersections so that GEPs are both tailored and inclusive. By the end of the project, partner institutions will have produced an integrated, inclusive gender+ equality plan and gender+ budget (GEP-GB).

The PH is a reference document for consortium partners containing the main information regarding project management activities. The document outlines the standard procedures **Building Gender Equality Through Gender Budgeting for Institutional Transformation** consortium will implement when delivering project deliverables and milestones. The PH shall be used:

1. By all beneficiaries.
2. For all deliverables to the European Commission.
3. And for deliverables between partners.

1.1 Member of Beneficiaries

The consortium, five universities and four municipalities, will ensure the transfer of theory to practice and for knowledge to move beyond the walls of academia to create greater institutional and societal transformation. Municipalities, through the provision of services, impact the lives of many thousands and as such provides the opportunity to create a wider space in the public sphere for gender+ equality.

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1.2 Project Objectives

Budget-It will focus on gendered inequalities and the ways that gender is produced and reproduced in interdependent ways with other identities such as race, religion, sexuality, disability, ethnicity, nationality among others with an aim to enact tailored GEPs to ensure actual inclusion.

The overall objective of Budget-It is to create institutional transformation towards inclusive gender+ equality through a participatory and collaborative process of knowledge exchange, networking, capacity building and reputation enhancement for the widening partners. This will be achieved via the following three objectives:

1. Create institutional transformation through the continued implementation of inclusive GEPs in 9 organisations (5 research producing organisations and 4 local municipalities).
2. Create institutional transformation through the implementation of gender audit and gender+ budgeting in 9 organisations (5 research producing organisations and 4 local municipalities).
3. Enhance the reputation, attractiveness, inclusiveness, and research excellence of partner institutions in Bosnia, Serbia and Turkey through the adoption of inclusive GEPs and a gender+ budget.



2 Work Packages and Work Package Leaders

The work plan consists of 6 work packages (WPs) that emphasize collaboration, mentoring of the widening country and sharing of best practices between partners.

Table2. Work Packages

Work Package No	Work Package Title	Lead Participant No	Lead Participant Short Name	Start Month	End month
WP1	Project Coordination and Management	1	KHAS	1	36
WP2	(Re)Evaluating GEPs	7	UA	3	15
WP3	Implementation of Gender+ Audit and Budgeting	5	UNIBS	13	25
WP4	Communication Exploitation, Dissemination and Sustainability	3	SSST	1	36
WP5	Data Management and Ethics	6	UBELGRADE	1	36
WP6	Ethics requirements	1	KHAS	1	36

WP1. Project Coordination and Management (Lead: Kadir Has University KHAS, Turkey)

WP1 is dedicated to overall management of the project. Under the leadership of KHAS, WP1 will coordinate project activities, financial and administrative aspects of the project's execution and manage communication between all partners, internal teams, the advisory board and external strategic stakeholders, as well as between the Budget-It consortium and the European Commission. WP1 ensures timely progress with respect to the achievement of deliverables, milestones and success criteria.

WP1 objectives:

- To manage this complex and multi-actor project and the coordination of reporting to the European Commission.
- To achieve the desired level of effectiveness, the management team will operate to best international practices.
- Work closely with the consortium to foster effective communication between all partners, external organisations and individuals.
- Organise meetings of the consortium (in close collaboration with the hosting partner).
- Oversee and monitor progress in the work packages.
- Anticipate and solve emerging problems during the project process.

WP2. (Re)Evaluating GEPs (Lead: Universidad de Alicante UA, Spain)

WP2 will see partners conduct an extensive self-assessment exercise to determine the baseline for gender+ equality, using comparable quantitative and qualitative data collection tools and indicators;



impact assessment of policies and procedures relevant to gender+; and identification of good practice metrics and targets for cross-EU comparison of gender+ equality performance.

WP2 Objectives:

- Identify and build on international good practice and existing learning held by partners in the field of gender+ equality plan.
- Identify and build on international good practice and existing learning held by partners in the field of gender+ equality.
- Ensuring intersectionality (disability, age, nationality, religion)

WP3. Implementation of Gender+ Audit and Gender+ Budgeting (Lead: Università Degli Studi di Brescia UNIBS, Italy)

As part of the (re)evaluation of GEPs (WP2) and the production of an integrated GEP-GB, WP3 whereby partners refine and tailor the template GB for implementation in the local context of each institution. This will ensure an inclusive, intersection approach to gender+ equality in all partner institutions.

WP3 Objectives:

- Identify the gender+ Budget to use GEPs.
- Integrated GEP to GB in all partners.
- GB Audit.

WP4. Communication, Dissemination, Exploitation and Sustainability (Lead: Sarajevo School of Science and Technology (SSST), Bosnia-Herzegovina)

WP4 will cover a variety of communication tools that will all contribute to communicating Budget-It activities. This work package will be delivered in close cooperation with Exploitation, Dissemination and Sustainability. The Budget-It communication plan will employ a gender+-inclusive approach in the use of language and visual material. WP4 will exploit the results of Budget-It and widely disseminate these results to help support the sustainability of the project. The tasks within WP5 will ensure the visibility of Budget-It in relevant academic and scientific ecosystems as well as expanding the project's reach to non-academic actors. WP5 will pay particular attention to the widening countries of Bosnia, Serbia and Turkey.

WP4 Objectives:

- Effectively communicate Budget-It activities and achievements to the public and targeted audiences and global levels for the purposes of communicating the project activities, outputs and outcomes.
- Effectively disseminate and exploit the results of the project.
- Maximize the dissemination of outputs and lasting outcomes at national, regional, and European level.
- Raise awareness about the benefits of the GEPs and gender+ budgeting and to encourage a greater number of institutions to enact GEPs and use gender+ budgeting in the widening partner countries.



- Increase the visibility of the project's results, with a special focus on Bosnia, Serbia, and Turkey.
- Ensure long-term sustainability of the project outcomes.

WP5. Data Management and Ethics (Lead: University of Belgrade Faculty of Law, Serbia)

WP5 will ensure the proper management of all data collected under the guise of the project as well as that all activities adhere to appropriate ethical standards. WP5 sets out the 'ethics requirements' that the project must comply with.

WP5 Objectives:

- To guarantee the appropriate and safe management of data collected.
- To make all the partners aware of the data protection process.
- To ensure compliance with the 'ethics requirements' set out.
- To ensure that all activities conducted under Budget-It adhere to the highest ethical standards.

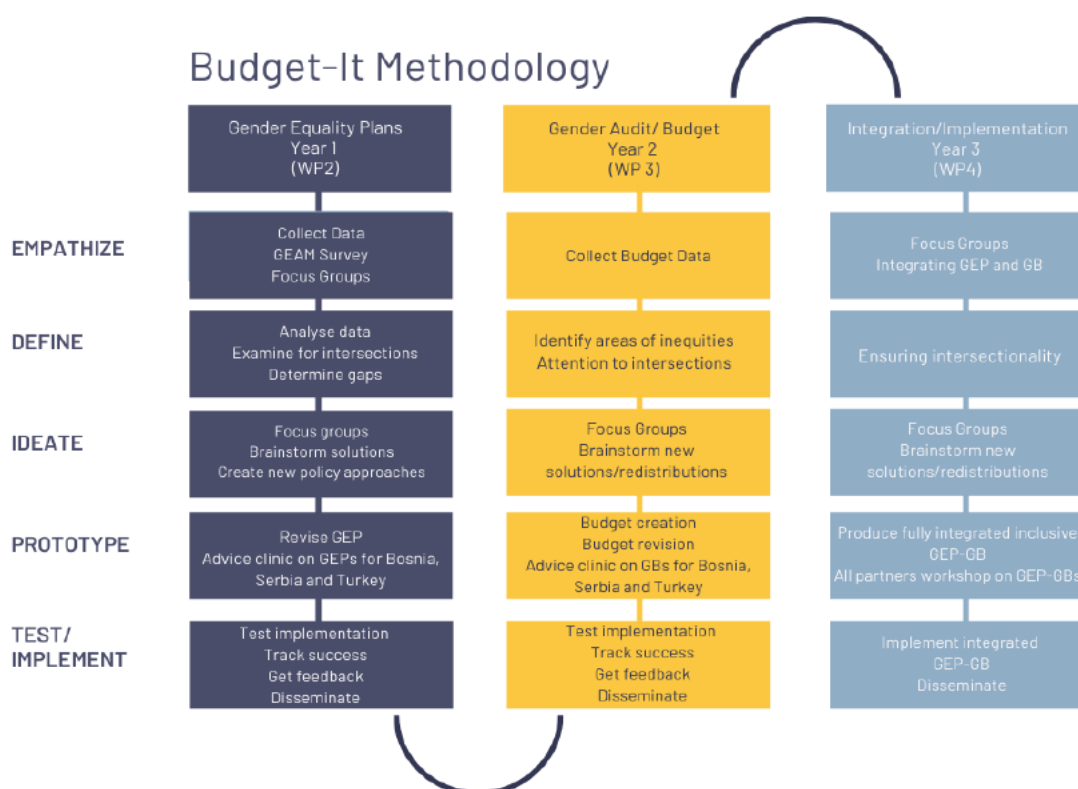
WP6. Ethics requirements



3 Project Methodology and Training

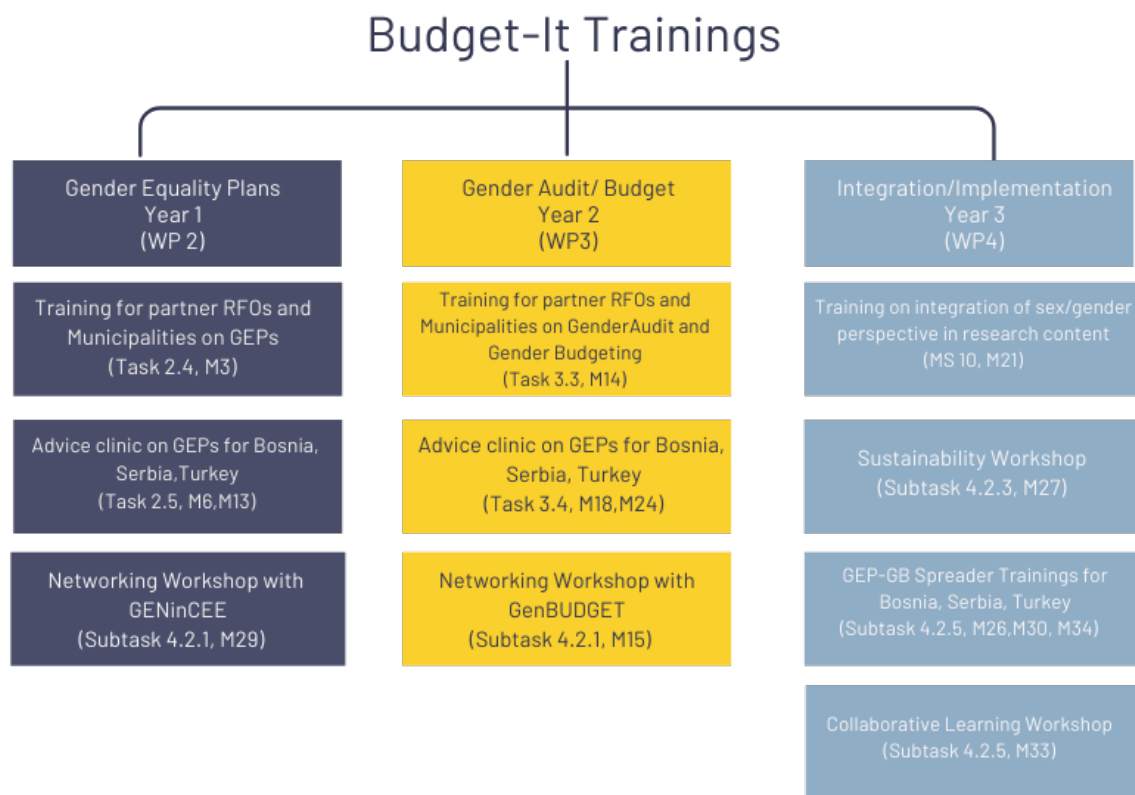
Underlying this three-step approach, Budget-It will employ design thinking as a means of approaching GEPs and gender+ budgeting in an innovative way. Design thinking comprises a human centered approach to problem solving that is creative, collaborative, iterative and grounded in real people’s experiences.

Figure1. Project Methodology



Collaborative Learning Training and collaborative learning are an integral part of the Budget-It project. In line with the goals of the WIDERA calls, the widening countries of Bosnia, Serbia and Turkey will be the recipients of trainings in evaluating GEPs (MS5) and conducting and implementing gender+ audit (D.3.1 / M14) and budget from the experienced partners of UA and UNIBS respectively. UA and UNIBS will also provide advice clinics for the widening country partners (MS5 and MS7).

Figure 2. Project Trainings Plan



4 Project Dissemination, Exploitation and Communication

4.1 Dissemination

Budget-It dissemination strategy will promote and transfer knowledge and results of the project, specifically targeting specialist audiences (i.e., Research/Scientific Community, Public/Government, Private sector and International Organisation specialists that may be interested in using the results - detailed description of target groups) through concrete activities during and beyond the project.



Measure	Target group(s)	Tools/Channels	Time frame	KPIs (to achieve by M36)
Gender Equality Plans	Identified stakeholders in academic, communities, municipalities, and local governments	Budget-It website, targeted mailshots, social media	M14 onwards and beyond the project	90 Downloads
Gender Budgets	Identified stakeholders in academic, communities, municipalities, and local governments	Budget-It website, targeted mailshots, social media	M14 onwards and beyond the project	90 Downloads
GEP-GBs	Identified stakeholders in academic, communities, municipalities, and local governments	Budget-It website, targeted mailshots, social media	M21 onwards and beyond the project	90 Downloads
Peer-Reviewed Scientific Publications	Identified stakeholders in academic, communities, municipalities, and local governments	Scientific journals & other respected specialist media (Open access)	M24 onwards and beyond the project	2 scientific publications in fully open access journals
RDM & open access to other research outputs as per Open Science	All partners	DMP (open & FAIR), incl. Research Data, Digital Solutions and Standard Operating Procedures	M1 onwards and beyond the project	Submission of DMP by M6 (D5.1), All research data / outputs managed in compliance with Open Science
Participation in Scientific Conferences & other specialist events	All specialist groups	European Conference on Gender Equality in Higher Education, ATGender Conferences, International Conference on Gender and Women's Studies, International Conference on Politics and Gender	M12 – M36	>10 presentations in scientific conferences / other events
Education & Training for regional capacity building	EMME HEIs in widening countries	Budget-It website, targeted mailshots, social media	M24– M36	Training provided to >75



4.2 Communication

Budget-It communication activities will showcase and promote the project, its findings, results, successes, and impact, starting at the outset and continuing throughout the lifespan of the project, to a wide range of users beyond the projects' owned community, including the wider society, the media and the public (D4.1). These communication activities will be timely, accurate, coordinated and addressed to the right audience, while messages will be tailored to help achieve project impacts. Complementary to Dissemination and Exploitation planned activities, this section outlines a first draft of the communication strategies and activities, a more detailed version for which will be submitted as part of D4.1 within the first 6 months of the project.

Channels & Tools	Description	Time frame	KPIs
Visual identity & brand	Preliminary work done for project logo. Visual/brand guidelines to be created / shared and used by all Consortium Partners / stakeholders.	M3 onwards	Guidelines created and shared with Partners by M6
Website	Project dedicated website to be developed and maintained (GDPR compliant and monitored with dedicated tools to enable updating as project evolves).	M6 onwards	Website launched by M6 >50 Visits per month
Social media	Budget-It will use Consortium Partner social media channels, e-newsletters and overall web-presence (e.g., partner websites) to highlight news of its activities, results and impact. The project will create its own Twitter account (social platform widely used by target groups), to also promote targeted campaigns.	M4 onwards	Social media accounts launched & active by M6 At least two posts per week.
Events	Outreach and other events (incl. joint events with other named projects; municipalities hosting open days for other national municipalities interesting in the project; etc.) aimed at all communication target groups	M1 onwards	>2 open events per year
Media coverage	Press releases, TV/radio and print interviews / articles will be pursued for coverage of project aims & results in media, primarily focused on the consortium countries involved, but with an international orientation as well. Supported languages: English, Italian, Spanish, Bosnian, Serbian and Turkish.	M13 onwards	By end of the project: >9 press releases >9 interviews/articles

4.2.1 Internal communication

Internal communication is considered the communication within the consortium.

Many people may be working on several projects and are likely to receive numerous emails every day, therefore, a standard subject title is proposed. This helps to quickly recognize the project-related emails.

Project related emails should include in the subject title: 'BudgetIT' and WP number (if applicable) followed by a more specific description of the subject, deadline for feedback or reply, see below an example:

[Subject: BudgetIT//short explanation (KoM Notes)//date]

Furthermore, it is required to copy the coordinator (Mary Lou O'Neil mlonel@khas.edu.tr) in most important e-mail communications.



4.2.2 External Communication

The project website is set up for external communication purposes. It can be found at budget-it.eu. The project website is created with information about the project, its objectives, results, partners and events.



Twitter/ @budget_it_eu



Instagram / @budget.it.eu

4.2.3 General Requirements

You are requested to indicate at all times that the project has received funding from the European Union. Using the following:

- (a) display the EU emblem (When displayed together with another logo, the EU emblem must have appropriate prominence.):**



- (b) include the following text (Disclaimer):**

'This project has received funding from the European Union's HORIZON-WIDERA-2022-research and innovation programme under grant agreement No 101094391

The opinions expressed in this document reflect only the author's view and in no way reflect the European Commission's opinions. The European Commission is not responsible for any use that may be made of the information it contains"

- (c) include the project logo**

You can find the logo in TEAMS folders. It is recommended to always place the project logo on the front page of the document and the EU logo at the left side of the footer of the first page in the document.

4.2.4 Document standard/Templates

All public documentation needs to conform to the document standards provided by the Project Coordinator. The document standard could be used for:

- Official EU reports (such as Periodic, Final);
- Public documents by the consortium;
- Project deliverables (in a report format); and
- any documents that are declared as public by the consortium.

There is a template provided in TEAMS for reports and documents which include the project's logo and other identity requirements.



5 Deliverables and Milestones

Table 4- List of Deliverable

Deliverable No	Deliverable Name	Work Package No	Lead Beneficiary	Type	Dissemination Level	Due Date (month)
D1.1	Project management handbook	WP1	KHAS	R – Document, report	PU	2
D2.1	Primary data collection template	WP2	UA	R – Document, report	PU	3
D2.2	GEAM survey(s)	WP2	UA	R – Document, report	SEN	9
D2.3	Report on focus groups used in GEP design	WP2	UA	R – Document, report	PU	12
D2.4	E-booklet on inclusive Gender Equality Plans in local languages	WP2	UA	DEC – Websites, patent filings, videos, etc	PU	15
D3.1	Audit Guidelines	WP3	UNIBS	R – Document, report	PU	14
D3.2	Report of Integrated GEP-GB for all partners	WP3	UNIBS	R – Document, report	PU	21
D3.3	E-Booklet on gender audit and gender budget in local languages	WP3	UNIBS	DEC –Websites, patent filings, videos, etc	PU	25
D4.1	Communication, Dissemination, Exploitation and Sustainability Plan	WP4	SSST	R – Document, report	PU	6
D4.2	Report on establishment of communication outlets: visual identity, promot	WP4	SSST	R – Document, report	PU	2
D4.3	Report and output of training from widening	WP4	SSST	R – Document, report	PU	34
D4.4	Report of guidelines training for implementation of Sex/gender+ dimension	WP4	KHAS	R – Document, report	PU	27
D4.5	Policy brief on intersectional GEPs with recommendations for widening cou	WP4	SSST	R – Document, report	PU	12
D4.6	Communication, Dissemination, Exploitation and Sustainability Plan—Upda	WP4	SSST	R – Document, report	PU	18
D5.1	Data Management Plan	WP5	UBELGRADE	R – Document, report	PU	6
D5.2	Ethics plan	WP5	UBELGRADE	R – Document, report	PU	3
D6.1	H - NEC - POPD - Requirement No. 1	WP6	KHAS	ETHICS SEN - Sensitive	SEN	1
D6.2	NEC - H - POPD - Requirement No. 2	WP6	KHAS	ETHICS SEN - Sensitive	SEN	12
D6.3	POPD - NEC - H - Requirement No. 3	WP6	KHAS	ETHICS SEN - Sensitive	SEN	36

Table 8- The list of Milestones

Milestone No	Milestone Name	Work Package	Lead Beneficiary	Type	Due Date (month)
MS1	Advisory Board	WP1	KHAS	Published on the project website	M4
MS2	Stakeholders list	WP1	KHAS	Published on the project website	M5
MS3	Training program for inclusive GEPs	WP2	UA	Program of training schedule agreed upon and available to partners.	M3
MS4	Data Collection program	WP2	UA	Indicators identified and schedule agreed upon and available to partners	M4
MS5	Program of Advice Clinics (GEP)	WP2	UA	Topics agreed upon and schedule published for two advice clinics	M6
MS6	Program of training on gender+ auditing and gender+ budgeting	WP3	UNIBS	Program of training schedule and e-booklet published online	M14
MS7	Program of Advice Clinics--Gender+ Audit and Gender+ Budgeting	WP3	UNIBS	Program agreed upon and available to partners	M18
MS8	Budget-It Website	WP4	KHAS	Live website for information about the project	M4
MS9	Six Newsletters	WP4	KHAS	6 newsletters published	M6-12-18-24-30-36
MS10	ACT Communities of Practice Workshops (two workshops)	WP4	SSST	Workshop topics agreed upon and schedule published	M15
MS11	Program of sustainable workshop	WP4	SSST	Program for sustainability workshop	M27
MS12	Program of guidelines training for implementation of Sex/gender+ dimension	WP4	KHAS	Program for training on integration of sex/gender + dimension	M21
MS11	Data Management and Ethics workshop	WP5	UBelgrade	Program for workshop	M4



5.1 Yearly Plan

Table 9- 2023 Yearly Grant Chart

Budget-It		2023 Gender Equality Plan (GEP)																			
		M1	M2		M3		M4		M5		M6		M7	M8	M9		M10	M11	M12		
WP1	WP1 Project Coordination and Management (KHAS) M1 and M36	No	Name	No	Name	No	Name	No	Name	No	Name	No	Name	No	Name	No	Name	No	Name	No	Name
T1.1	Task 1.1 Project coordination, administrative and financial management (Lead: GWSRC-KHAS)	D1.1	Project management handbook		consortium meeting	MS1	List of members of the Advisory Board	MS2	Stakeholders list												
T1.2	Task 1.2 Quality Assurance and Risk Management (Lead: GWSRC-KHAS, Contributors: Alicante, Bres)																				
T1.3	Task 1.3 Communication management (Lead: GWSRC-KHAS)																				
WP2 (Re)Evaluating GEPs (UA) M2 and M15																					
T2.1	Task 2.1 Data collection (Lead: UA)			D.2.1	Primary data collection template	MS4	Data Collection program														
T2.2	Task 2.2 Policy and Procedures analysis (Lead: UA)																			D.2.3	Report on focus groups used in GEP design (Lead: UA) M12
T2.3	Task 2.3 Gender Equality Audit and Monitoring (GEAM) Survey (Lead: UA)													D.2.2	GEAM survey(s)						
T2.4	Task 2.4 Training for inclusive GEPs for universities and municipalities (Lead: UA)				MS3	Training program for inclusive GEPs (Lead: UA) Program for how to (re)design inclusive GEPs training.															
T2.5	Task 2.5 Advice Clinics for Universities and for Municipalities (Lead: UA)										MS5	Program of Advice Clinics (two times)									
WP3 Implementation of Gender+ Audit and Budgeting (UNIBS) M14 and M34																					
T3.1	Task 3.1 Gender+ budgets for all partner organization (Lead: UNIBS)																				
T3.2	Task 3.2 Integrated GEP-GB for all partners and audit guideline (Lead: UNIBS)																				
T3.3	Task 3.3 Training on gender+ auditing and gender+ budgeting for universities and municipalities (Lead: UNIBS)																				
T3.4	Task 3.4 Advice Clinics for widening country partners (Lead: UNIBS)																				
WP4 Communication, Dissemination, Exploitation and Sustainability (SSST) M3-36																					
T4.1	Task 4.1. Communication (Lead: KHAS)						MS8	Budget-It Website													
T4.1.1	Subtask 4.1.1 Communication Strategy										D.4.1	Communication, Dissemination, Exploitation and Sustainability Plan									
T4.1.2	Subtask 4.1.2 Project branding including visual identity, website and social media	D.4.2	Report on establishment of communication outlets: visual identity, promotional materials and stationery, website and social media accounts																		
T4.1.3	Subtask: 4.1.3 Promotional Material including e-Newsletter																				
T4.1.4	Subtask: 4.1.4 Publications																				
T4.2	Task 4.2 Dissemination, Exploitation and Sustainability (Lead SSST)																				
T4.2.1	Subtask 4.2.1 ACT Communities of Practice Workshops																				
T4.2.2	Subtask 4.2.2 Dissemination, Exploitation and Sustainability Plan																				
T4.2.3	Subtask 4.2.3 Sustainability Workshops																				
T4.2.4	Subtask 4.2.4 Guidelines for implementation of Sex/gender dimension in Research Content in loca																				
T4.2.5	Subtask 4.2.5 Training from widening country in GEP-GB for their country counterparts (Lead: SSST)																				
WP5 Ethics (Belgrade) M6-8																					
T5.1	Task 5.1 Choose a data management protection officer	D.5.1	Data Management Plan								D.5.2	Ethics plan									
T5.2	Task 5.2 Data management workshop for partners						MS11	Data Management and Ethics workshop													
T5.3	Task 5.3 Ensure compliance with the 'ethics requirements' set out																				
WP6 Ethics (Belgrade) M6-8																					
T6.1	H - NEC - POPD - Requirement No. 1	D6.1																			
T6.2	NEC - H - POPD - Requirement No. 2																			D6.2	NEC - H - POPD - Requirement No. 2
T6.3	POPD - NEC - H - Requirement No. 3																				

Online Kick-off



Table 10- 2024 Yearly Grant Chart

Budget-It		2024 Gender Audit/Budget																	
		M13		M14		M15		M16	M17	M18		M19	M20	M21		M22	M23	M24	
WP1	WP1 Project Coordination and Management (KHAS) M1 and M36	No	Name	No	Name	No	Name	No	No	No	Name	No	No	No	Name	No	No	No	Name
T1.1	Task 1.1 Project coordination, administrative and financial management (Lead: GWSRC-KHAS)																		
T1.2	Task 1.2 Quality Assurance and Risk Management (Lead: GWSRC-KHAS, Contributors: Alicante, Brescia, Sarajevo and Belgrade)																		
T1.3	Task 1.3 Communication management (Lead: GWSRC-KHAS)																		
WP2	WP2 (Re)Evaluating GEPs (UA) M2 and M15																		
T2.1	Task 2.1 Data collection (Lead: UA)																		
T2.2	Task 2.2 Policy and Procedures analysis (Lead: UA)																		
T2.3	Task 2.3 Gender Equality Audit and Monitoring (GEAM) Survey (Lead: UA)																		
T2.4	Task 2.4 Training for inclusive GEPs for universities and municipalities (Lead: UA)					D2.4	E-booklet on inclusive Gender Equality Plans in local languages												
T2.5	Task 2.5 Advice Clinics for Universities and for Municipalities (Lead: UA)																		
WP3	WP3 Implementation of Gender+ Audit and Budgeting (UNIBS) M14 and M34																		
T3.1	Task.3.1 Gender+ budgets for all partner organization (Lead: (UNIBS)			D3.1	Audit Guidelines														
T3.2	Task 3.2 Integrated GEP-GB for all partners and audit guideline (Lead: (UNIBS)													D.3.2	Report of Integrated GEP-GB for all partners				
T3.3	Task 3.3 Training on gender+ auditing and gender+ budgeting for universities and municipalities (Lead: BRESCIA)			MS6	Program of training on gender+ auditing and gender+ budgeting						MS7	Program of Advice Clinics--Gender+ Audit and Gender+ Budgeting							
T3.4	Task 3.4 Advice Clinics for widening country partners (Lead: (UNIBS)																		
WP4	WP4 Communication, Dissemination, Exploitation and Sustainability (SSST) M3-36																		
T4.1	Task 4.1. Communication (Lead: KHAS)																		
T4.1.1	Subtask 4.1.1 Communication Strategy																		
T4.1.2	Subtask 4.1.2 Project branding including visual identity, website and social media																		
T4.1.3	Subtask: 4.1.3 Promotional Material including e-Newsletter										MS9	Six Newsletters						MS9	Six Newsletters
T4.1.4	Subtask: 4.1.4 Publications																		
T4.2	Task 4.2 Dissemination, Exploitation and Sustainability (Lead SSST)																		
T4.2.1	Subtask 4.2.1 ACT Communities of Practice Workshops					MS10	ACT Communities of Practice Workshops (two workshops)												
T4.2.2	Subtask 4.2.2 Communication, Dissemination, Exploitation and Sustainability Plan																		
T4.2.3	Subtask 4.2.3 Sustainability Workshops			D4.6	Communication, Dissemination, Exploitation and Sustainability Plan														
T4.2.4	Subtask 4.2.4 Guidelines for implementation of Sex/gender dimension in Research Content in local languages (Lead: KHAS)																		
T4.2.5	Subtask 4.2.5 Training from widening country in GEP-GB for their country counterparts (Lead: SSST, KHAS and Belgrade)																		
WP5	WP5 Ethics (Belgrade) M6-8																		
T5.1	Task 5.1 Choose a data management protection officer																		
T5.2	Task 5.2 Data management workshop for partners																		
T5.3	Task 5.3 Ensure compliance with the 'ethics requirements' set out																		
WP6	WP5 Ethics (Belgrade) M6-8																		
T6.1	H - NEC - POPD - Requirement No. 1																		
T6.2	NEC - H - POPD - Requirement No. 2																		
T6.3	POPD - NEC - H - Requirement No. 3																		



6 Who to Contact When?

For general questions regarding the project and specific questions about Deliverables and Milestones

→ Please contact Mary Lou O'Neil (mloneil@khas.edu.tr) or Selma Değirmenci

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For questions related to Budget IT web site and/or social media→ Please contact Çağrı Ekiz

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Letters and/or physical correspondence to the project should be sent to

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Helpful Links:

[IT How To—European Commission IT How to Manual](#)

[European Institute for Gender Equality](#)