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**MONTHLY ACTIVITIES REPORT**

**-September 2019-**

Since the Management board is focused on projects progress in terms of expenditure, use of resources, implementation of activities and the delivery of results, in order to assure achievement of the defined goals of the project, one of its functions is to systematically collect and analyze relevant information about project progress. In that regard, Project management team is submitting this monthly report for the May 2019.

From the period from September 1st to September 30th, the entire project team has been employed on tasks relevant for the realization of the CABUFAL activities planned for the summer semester of 2019.

One of the main activities of the project coordinator and the project management team were focused on the preparation of the materials for the upcoming Quality assurance board set for the 20th of September at Faculty of law University of Montenegro. During the first few days the documents needed for this meeting were finalized.

In realization of this meeting in Podgorica planned for the end of the month, the project coordinator and project management team were involved in creation of the agendas for these visits, communication with consortium partners, and preparation of the traveling arrangements for the staff of the consortium partners attending these meetings.

Since the public procurement calls for the last procurements were not yet realized, and some of the public procurements had to be published again, the management team was conducting talks about speeding up the public procurement calls procedures for the realization of the public procurement of scientific literature databases, and procurement of books.

The final touches on the proposal of the Best practices’ handbook were made, and the proposal was sent to the consortium partners, on final approval before printing.