

The Curiosity Center Children's Museum Project International Monitoring Board Charter

Project Name:The Curiosity Center Children's Museum

Date: January 26, 2017

A Purpose of the International Monitoring Board

Primary Functions

The primary function of the International Monitoring Board (IMB) is to take responsibility for the feasibility, project development and implementation, and the achievement of outcomes of the Project Curiosity Center Children's Museum (CCCM). The CCCM IMB will monitor and review the project status, as well as provide oversight of the project deliverable rollout.

The IMB provides a stabilizing influence so organizational concepts and directions are established and maintained with a visionary view. The IMB provides insight on long-term strategies in support of legislative mandates. Members of the IMB ensure project objectives are being adequately addressed and the project remains under control. In practice these responsibilities are carried out by performing the following functions:

- Monitoring and review of the project at regular IMB meetings;
- Providing assistance to the project when required;
- Controlling project scope as emergent issues force changes to be considered, ensuring that scope aligns with the agreed project requirements of donors and key stakeholder groups;
- Resolving project conflicts and disputes, reconciling differences of opinion and approach;
- Formal acceptance of project deliverables.

Approval Responsibilities

The IMB is responsible for approving major project elements such as:

- Prioritization of objectives and outcomes as identified in the project;
- Deliverables as identified in the project;
- Budget, ensuring that effort, expenditures and changes are appropriate to the expectations and according to the market circumstances;
- Schedule;
- Risk management strategies, ensuring that strategies to address potential threats to the project's success have been identified, estimated and approved, and that the threats are regularly re-assessed;
- Project management and quality assurance practices.

B International Monitoring Board

Membership

The initial International Monitoring Board will consist of the following members:

Name	Role	Affiliation
Renne Traicova	The IMB Chairwoman	The Initiative for Social Empowerment
Ana Teasdale	The IMB Vice Chairwoman	Pangaea Global AIDS
Tatjana Popovic	The IMB Member	Nansen Dialogue Centre Serbia
Lazar Maricevic	The IMB Member	Center for Development of Serbia
Dragisa Zivkovic	The CCCM Project Manager	NGO Young Serbia

Role of a member of the International Monitoring Board

It is intended that the IMB leverage the experiences, expertise, and insight of key individuals at organizations committed to building professionalism in project management. IMB members are not directly responsible for managing project activities, but provide support and guidance for those who do. Thus, individually, IMB members should:

- Understand the strategic implications and outcomes of initiatives being pursued through project outputs;
- Appreciate the significance of the project for some or all major stakeholders and represent their interests;
- Be genuinely interested in the initiative and be an advocate for broad support for the outcomes being pursued in the project;
- Have a broad understanding of project management issues and approach being adopted.

In practice, this means they:

- Review the status of the project;
- Ensure the project's outputs meet the requirements of the donors and key stakeholders;
- Help balance conflicting priorities and resources;
- Provide guidance to the project team and users of the project's outputs;
- Consider ideas and issues raised;
- Check adherence of project activities to standards of best practice both within the organization and in a wider context;
- Foster positive communication outside of the IMB regarding the project's progress and outcomes;
- Review and approve any kind of necessary reports on project progress to the authorities required by the law; and
- Progress any whole-of-Government issues associated with the project.

C International Monitoring Board Meetings

Meeting Schedule and Process

The IMB will meet quarterly or as required to keep track of issues and the progress of the project's implementation and on-going statewide support to its stakeholders.

The Project Donors which are contributing 25% of the requested budget for project implementation or more will have a right to become chair of the IMB and facilitates the IMB Meeting. The IMB will follow modified Roberts Rules of Order in the conduct of meetings, motions, discussion and voting.

Meeting Agenda

At each meeting, project status will be reported to the IMB by the project manager using an agenda outline such as the following:

- A. Introductory Items such as:
 - Introductions
 - Review Agenda
 - Minutes from last meeting
 - Review of actions arising from previous IMB meetings.
- B. Review Project Status
 - Overall Status
 - Scope status
 - Schedule status
 - Budget status
 - Reason for deviation from work plan
 - Reason for deviation from project
 - New issues arising since the last IMB meeting
 - Review and approval of project change orders
 - Budget
 - Milestone review
 - Formal acceptance of deliverables
 - Accomplishments against last meeting's plans
 - Plans for the next reporting period
 - Outstanding issues, open points, project conflicts
 - Specific requests for assistance of the IMB
- C. Consideration of other items relevant to the project
- D. Review and summarize new actions from this meeting
- E. Plans, date and location for next meeting