



ECOSEA

Protection, improvement and integrated management of the
sea environment and of cross-border natural resources

Structure and rules for the project management

Valentina Zambetti

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Overview

- β Reference documents
- β Establishment of project and financial management structure
- β Establishment of ECOSEA Steering Committee
- β Plan of the project meetings
- β Acceptance of the conception of the internal communication

Reference documents for project implementation

- EU framework legislation for:
 - IPA fund
 - Public procurement (PRAG rules)
 - Financial management
- Operational Programme of IPA Programme
- Implementation manual
- Applicant Manual (2° call for proposal)
- Programme Management and Control Manual (version 1)
- Lead Partner seminar

Main ECOSEA reference documents

I. Subsidy contract

- Between the Managing Authority and the Lead Beneficiary
- Determines the roles and responsibilities of two parties in terms of activities to be carried out, terms of funding, reporting and financial control

II. Partnership Agreement

- Among the LP and PPs
- Definition of responsibilities among PPs
- Provision for the sound management of the project

Subsidy contract

- Responsibilities of the LP (LP principle)
- Terms of funding and pre-financing payment
- Application for reimbursement
- Reporting obligations
- Retention of documents
- Amendments

- GENERAL CONDITIONS

Partnership agreement

- Rights and obligations of the LP
- Rights and obligations of the PP
- Pre-financing payment and reimbursement procedure
- Recovery of the unduly paid amounts
- Amendments
- Partnership composition changes

Rights and obligations of the LP

- Ensure the project start up and implementation
- Ensure the sound management of the Programme contribution by all PP
- Transfer the grant received to each PP within 45 days from the receipt date
- Make available to the PP documents and information received from the MA

Rights and obligations of the PPs

- Undertakes all necessary actions for a prompt and **full implementation of project activities** in accordance of its tasks described in the AF
- Respect the **management and accounting procedures** according to Programme rules
- Receives by the LP the respective share of the **Community contribution** granted by the Programme

How to ensure a sound project management

- ECOSEA project foresees the establishment of a multi-layer structure for project management and coordination:
 1. Project Steering Committee (act. 1.1)
 2. Scientific and Technical Board (act. 3.2)
 3. WP Leaders (each WP)
 4. Staff for the day-by-day project and finance management (act. 1.2 + act. 1.3)

Project Steering Committee (psc)

- Is composed by one member of each PP
- Is chaired by the LP
- Jointly defines addresses and takes strategic choices concerning project implementation
- Will have an internal regulation
- Meets periodically in coincidence with technical meetings or when needed (circa twice a year)

each PP has to appoint one member and one substitute

Technical and scientific Board

- Is composed by one member of each PP supported by experts
- Addresses from the technical scientific point of view the project development
- Support the compliance of project with EU/national/regional policies and viceversa
- Provides for project follow up at policy/institutional level

each PP has to appoint one member + external support

WP Leaders

- Coordinate the realisation of activities foreseen in each technical WP:
 - propose technical addresses and guidelines to develop relevant act. to the PSC
 - support the LP in ensuring the sound implementation of WP (i.e. monitor the respect of timeplan and the achievement of project outputs and results)
- Are shared:
 - WP2 " ER Region; WP3 " FVG Region; WP4 " Albanian Ministry; WP5 " Veneto Region; WP6 " Zara County
- in coordination with the LP, are responsible for:
 - Drafting an action plan for the implementation of the WP actions (PP tasks, timeplan, etc.)
 - Preparing periodical reports on WP progress, in compliance with the AF

Day-by-day project management

- The management staff of each PP is responsible for:
 - a. Technical- administrative management for a sound realisation and monitoring of all project technical activities;
 - b. Financial management for the accounting of expenditure in compliance with EU, IPA Programme, national and internal rules;
 - c. Technical and financial reporting to the Programme, according to LP/PP obligations defined in the Partnership Agreement.

Each PP is strongly recommended to appoint a project manager and a financial manager in charge to coordinate the day-by-day project management

The LP will provide guidelines for a sound project management

Day-by-day project management

a. Technical management:

- Realization of foreseen outputs in quantity, quality and with timing as in AF
- Management of communication with other PPs
- Fulfilment of publicity obligations

b. Financial management:

- Ex-ante verification of the eligibility of expenditure
- Commitment of funds according to the AF
- Accounting of expenditure to the controllers
- Maintenance of an adequate audit trail

c. Technical and financial reporting

- Feeding of the “Programme Information and Management System” (MIS)

Plan of project meetings

- 12/2012 – Venice
 - ∅ Further meeting to establish the project management structure – beginning of February
- 04/2013 - Tirana
- 10/2013 - Ancona
- 04/2014 - Zara
- 10/2014 - Bari
- 04/2015 - Rijeka
- 07/2015 - Bologna

Internal communication guide lines

- INTERNAL COMMUNICATION is a complex process of communication used to disseminate information, news, data, documents and its success depends on the action and cooperation of each partner
- the flow of information is conveyed in a STRUCTURED NETWORK of distribution channels, so that it is easily accessible and recognizable to be consulted.
- To be as EFFECTIVE as possible and WELL PLANNED, the internal communication network and the production of contents must be PRE-PLANNED and COORDINATED

Critical point and solutions

- ECOSEA Partners cannot meet each other very often
- telephone and written communications (above all e-mail messages) represent a fundamental instrument to update/get updated about the ongoing of ECOSEA (both for the Lead Partner and the whole partnership)
- E-mail messages represent a fundamental instrument to update/get updated about the ongoing of ECOSEA
- to allow a good level of coordination for ECOSEA as a whole, written notices must comply with the characteristics of CLARITY, CONCISENESS, CARE, WELL-TIMED

Just 3 things to keep in mind!

- the ECOSEA acronym must always appear in the object of every single e-mail/letter/fax
- IT IS OF THE MOST IMPORTANCE, when each partner receive an-email, to reply to it – even just give a feedback of receipt. As a matter of fact, the little delay of each one can get an enormous obstacle for the single and total activities of ECOSEA
- PAY MAXIMUM ATTENTION TO:
 - the direct addressee of your message
 - the copy addressee of your message/request

It means:

- TO AVOID:
 - Ex.: involve the whole partnership in a request of bilateral appointments
 - Ex.: involve the whole partnership in a precise request that concern a single partner

- TO:
 - Focus on WHO has to answer to your message, and who eventually, should be in copy, but don't just insert the whole mailing list of ECOSEA - This approach supports efficiency and effectiveness
 - before divulgating a document connected to ECOSEA, it is preferable to send it to the Lead Partner (please be aware to the LP principle).



Thank you for your attention!

Valentina Zambetti

valentina.zambetti@gmail.com