



Region of Epirus
Regional Unit of Thesprotia

WP1: Project Management and Coordination

Kick-Off Meeting,
January 30, 2020, Igoumenitsa, Greece

Interreg 
Balkan-Mediterranean
European Regional Development Fund

www.thesprotia.gr

AGENDA

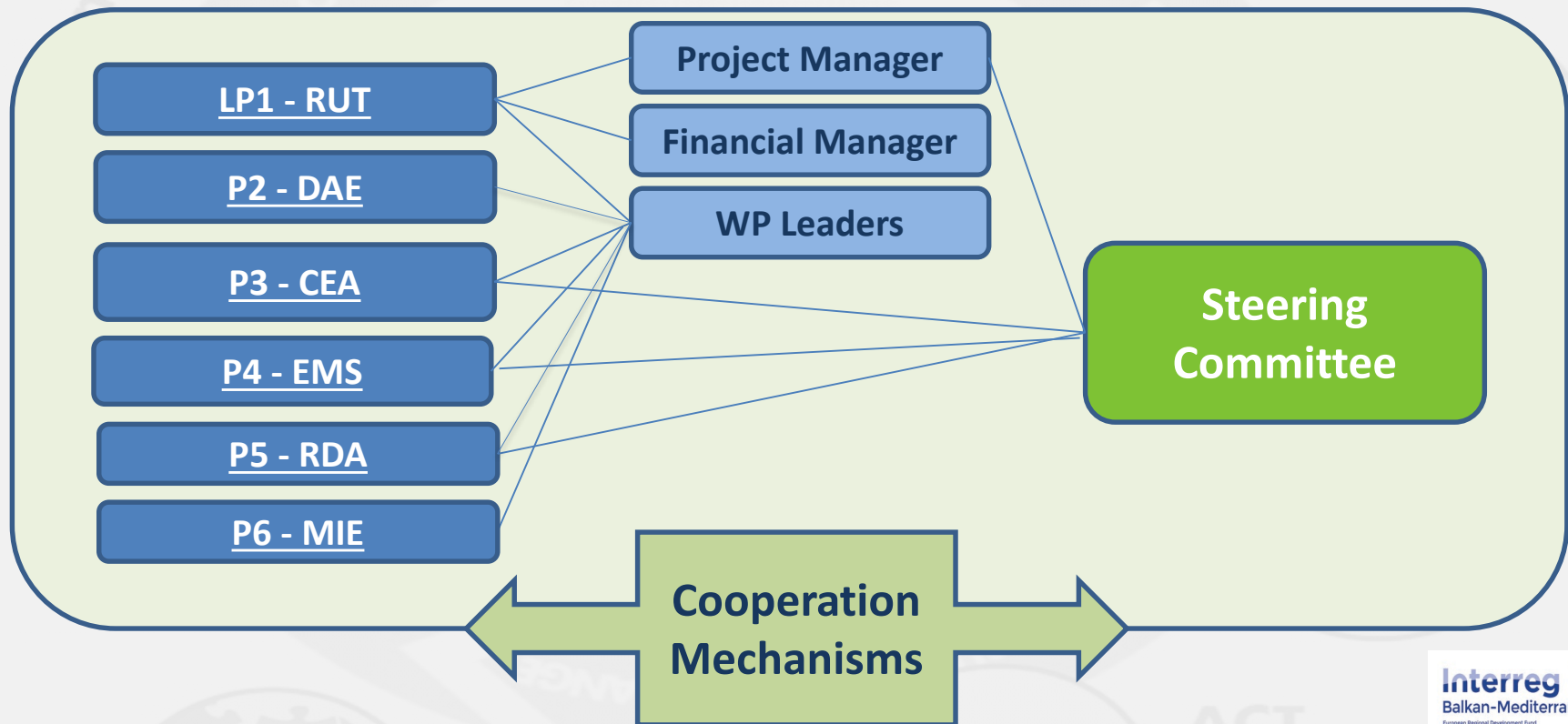
- ☐ Project Management Structure
- ☐ Joint Management Team
- ☐ PM, FM, WPL
- ☐ Information Flow Procedures
- ☐ Project Monitoring
- ☐ Project Reporting
- ☐ Subsidy Contract, Partnership Agreement, other project documents
- ☐ Total Budget per BL
- ☐ Contract Modification
- ☐ Certification of Expenditures - Greece

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OBJECTIVES

- ☐ Efficient management of the project
- ☐ Quality assurance
- ☐ Ontime reporting and delivery of outputs and results
- ☐ Establishment of effective communication among project partners and with the MA and the JS

PROJECT MANAGEMENT STRUCTURE



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JOINT MANAGEMENT TEAM

- ❑ Chaired by the LP (RU Thesprotia) through the appointed PM
- ❑ Decision-making authority
- ❑ Strategic orientation of the project
- ❑ Responsible for: budget and financial issues, performance rules and guidelines, risk management, corrective actions etc.

PROJECT MANAGER

- ☐ Specific Overall responsibility for the project
- ☐ Cooperation and consultation with partners
- ☐ Cooperation with MA / JS
- ☐ Close cooperation with the Financial Manager

FINANCIAL MANAGER

- ☐ Overall responsibility for the financial management of the project
- ☐ Coordination, implementation and monitoring of financial procedures (planning, reporting, auditing, etc.)
- ☐ Compliance with Program regulation and rules
- ☐ Close cooperation with the Project Manager

WORK PACKAGE LEADERS

- ☐ Report to the Project Manager
- ☐ Provide scientific and technical support to all partners for WP activities
- ☐ Coordinate the production of major sections of the deliverables and perform quality control
- ☐ Flag, under serious circumstances, insufficient quality or unacceptable delays in the contribution of individual members
- ☐ Ensure accomplishment of the technical objectives of the WP

INFORMATION FLOW PROCEDURES

☐ Minutes

- The host organization of any project meeting (JMT, etc.) shall prepare and dispatch the minutes of the meeting held
- Partners shall confirm receipt and, in the absence of any comments, the minutes will be deemed as accepted and therefore binding

☐ Written communication will be made mainly through e-mail

- A project dedicated mailing list will be developed
- Each partner shall nominate the proper recipients and their e-mail addresses
- Official language of communication is English

☐ Project website



PROJECT REPORTING

☐ Six-monthly progress reports:

- Reporting periods 2/9/2019-31/12/2019 – Submission until 31/1/2020
- Reporting period 1/1/2020-30/6/2020 – Submission up to 31/7/2020
- Reporting period 1/7/2020-31/12/2020 – Submission up to 31/1/2021
- Reporting period 1/1/2021-30/6/2021 – Submission up to 31/7/2021

☐ Final Report:

- Covers the whole project duration
- Submission date: 1/9/2021

SUBSIDY CONTRACT

- ❑ Signed by the Lead Beneficiary
- ❑ Defines:
 - Project partnership and budget
 - Responsibilities of the Lead Beneficiary
 - Progress reporting obligations and procedures for payment claims
 - Information and publicity requirements
 - Contract modifications requests and procedures
 - Audit requirements
 - Termination of contract terms
 - Intellectual Property Rights terms

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PARTNERSHIP AGREEMENT

- ☐ Signed by all Project Beneficiaries
- ☐ Defines:
 - Roles of project partners
 - Organizational structure of partnership
 - Financial control procedures and audits
 - Monitoring, evaluation and reporting obligations
 - Dissemination of project outcomes obligations
 - Intellectual Property Rights
 - Communication and publicity obligations
 - Modifications, disputes resolution, discontinuation procedures

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OTHER PROJECT DOCUMENTS

- ☐ Application Form – the AF of the project drafted in the MIS (AF, SC, PA are needed to start the project)
- ☐ Specification of Budget – provides analysis of the final project budget (optimized)
- ☐ Procurement Plan – defines planning for tender procedures
- ☐ Milestones Plan – defines milestones and spending for the 1st year of project implementation

PROJECT START-UP PROCEDURES

- ☐ Re-read all contractual obligations and ensure that they are well understood
- ☐ Ensure that each partner understands the specific national rules applicable in their country to their organization
- ☐ Review the work plan and make it more detailed if necessary
- ☐ Ensure that all partners have a shared understanding of the project goals, activities and expected results and of the working plan
- ☐ Review the Partnership Agreement
- ☐ Set up the decision-making body of the project (Steering Committee)
- ☐ Set up the project team: The Project Team is a decision of the Beneficiary's management which specifies the working team, including specific reference to the staff who will work for the project, the division of work, the allocation of working hours, the project manager, financial manager and communication manager, as well as the person in charge of accepting the activities/deliverables

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PROJECT START-UP PROCEDURES

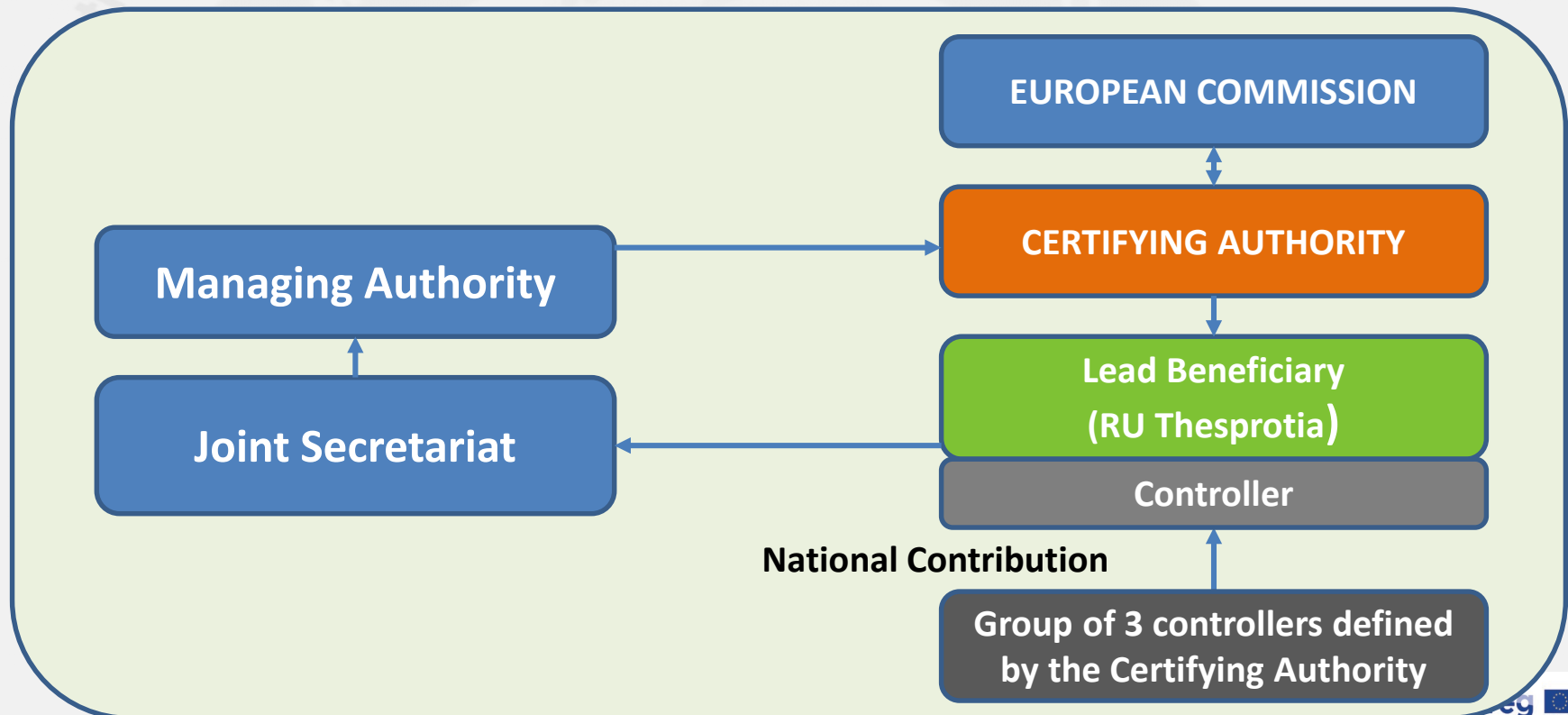
- ❑ Establish the audit trail system
- ❑ Draft a communication plan (mandatory), establishing communication procedures, both internal and external
- ❑ Plan a kick-off meeting with all partners in order to launch the project while ensuring a shared understanding among all involved
- ❑ Make a detailed work plan of the launching phase including:
 - Recruiting staff, if needed
 - Training staff, paying special attention to ensure they understand the rules applicable to the project (in particular the financial, procurement and visibility rules and reporting obligations)
 - Launching the most urgent procurement procedures
 - Setting-up accounting and monitoring systems, adequate internal controls and a good document archiving system
 - Good financial planning to prevent cash flow problems.
- ❑ Appoint First level Controllers to each Partner, if applicable.

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BUDGET ANALYSIS

	Staff Costs	Office and Administration	Travel and accommodation	External Expertise and Services	Equipment	Infrastructure and Works	Total
LP (PP1) – RUT	14.920,00 €	1.492,00 €	13.408,00 €	266.180,00 €	10.000,00 €	0,00 €	306.000,00 €
PP2 – DAE	25.200,00 €	2.520,00 €	8.775,00 €	154.005,00 €	5.000,00 €	0,00 €	195.500,00 €
PP3 – CEA	28.240,00 €	2.824,00 €	10.725,00 €	58.211,00 €	2.000,00 €	0,00 €	102.000,00 €
PP4 – EMS	27.750,00 €	2.775,00 €	10.615,00 €	54.860,00 €	6.000,00 €	0,00 €	102.000,00 €
PP5 – RDA	51.500,00 €	5.150,00 €	11.446,00 €	110.904,00 €	8.000,00 €	0,00 €	187.000,00 €
PP6 – MIE	37.850,00 €	3.785,00 €	11.407,00 €	100.958,00 €	6.000,00 €	0,00 €	160.000,00 €
Total	185.460,00 €	18.546,00 €	66.376,00 €	745.118,00 €	37.000,00 €	0,00 €	1.052.500,00 €

EXPENDITURES CERTIFICATION - GR



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DISCUSSION

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