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Project management
& sustainability

Salzburg | 24 June 2024

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Matteo Decostanzi
Aleš Kegl

Overview

➢ Background information

➢ PROJECT MANAGEMENT:
 ➢ Structure
 ➢ Process
 ➢ Tools
 ➢ Next steps

➢ SUSTAINABILITY
 ➢ Project greening
 ➢ Promoting the project´s environmental achievements

Background information

➢ **Programme requirements** vs. **Project management**

➢ Specific challenges due to **Programme requirements** (such as application procedure, reporting and financial control).

➢ According to the Subsidy Contract (Article 6), it is the LP responsibility to manage the project rigorously and proactively and to ensure that the project team and all stakeholders have a common understanding on how the project will be managed.

Project management: STRUCTURE
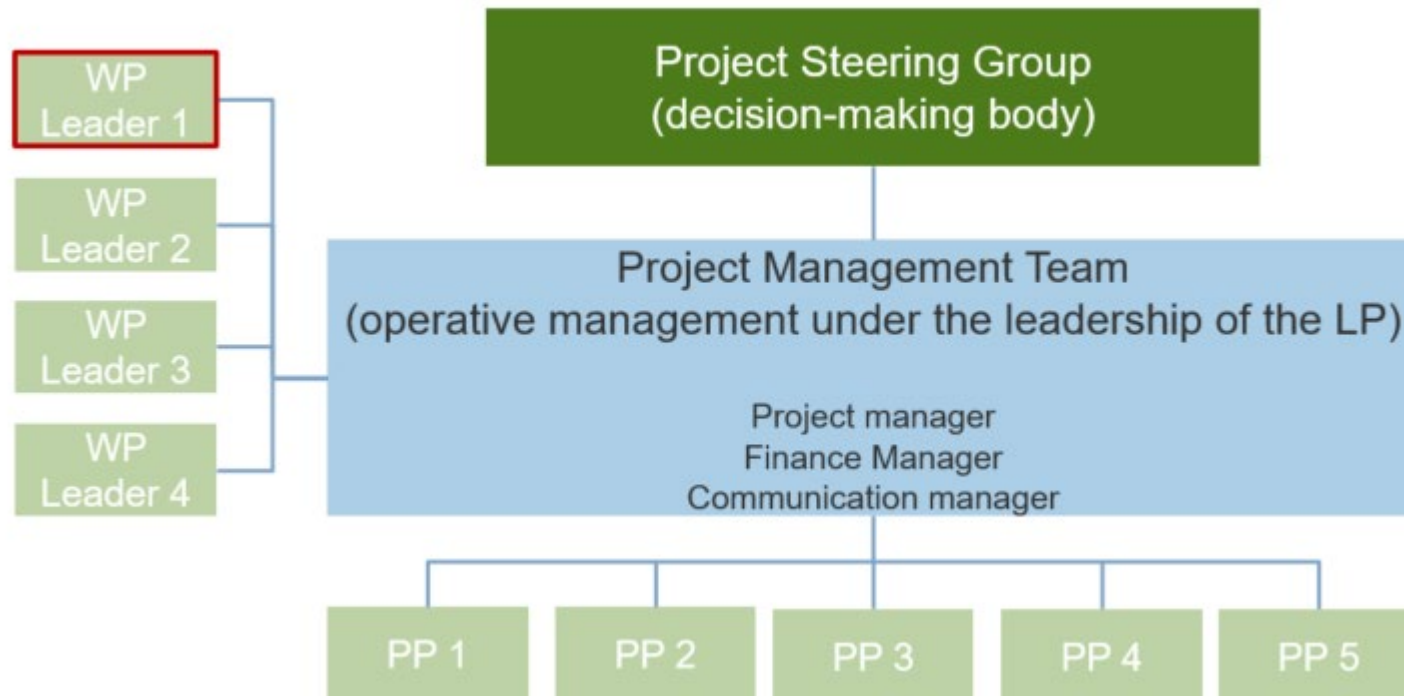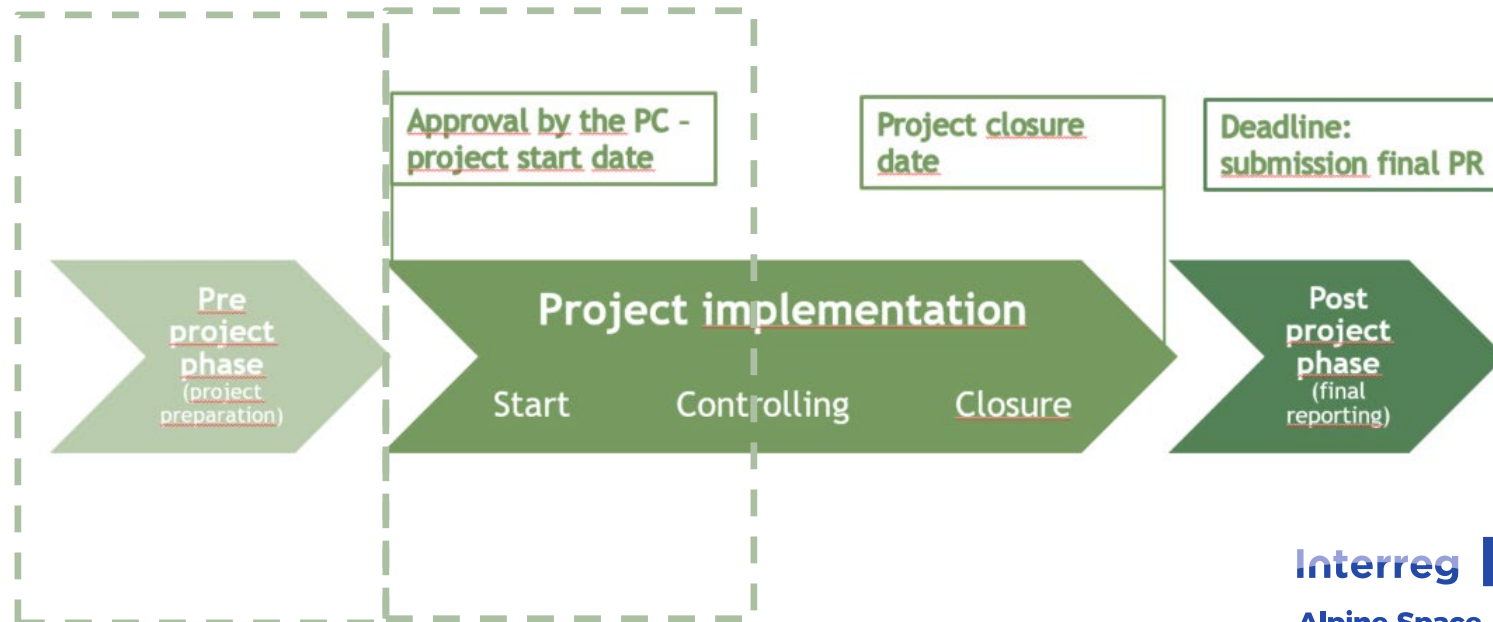
The role of the Lead Partner

- Ensures overall project management

- Has coordination, steering function

- Is responsible for communicating with JS

- Submits project reports, deals with clarifications

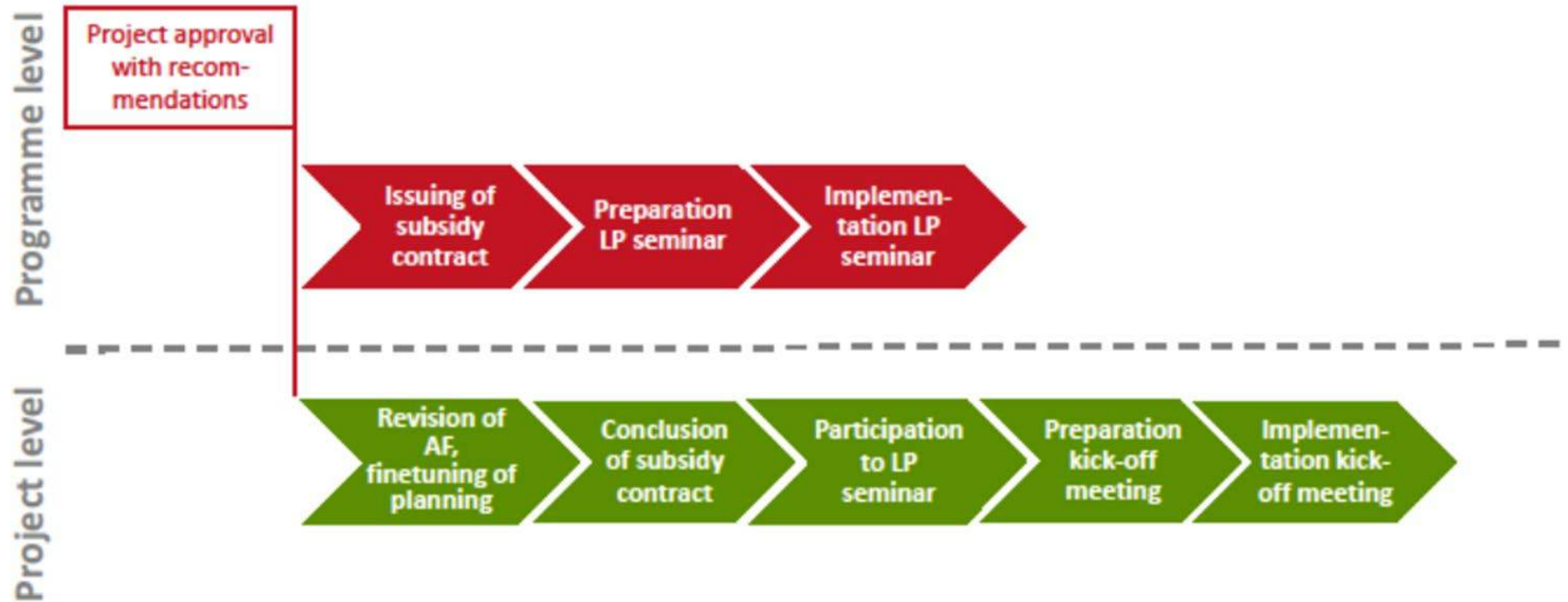- Reimburses ERDF promptly to the project partners

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Project management: PROCESS
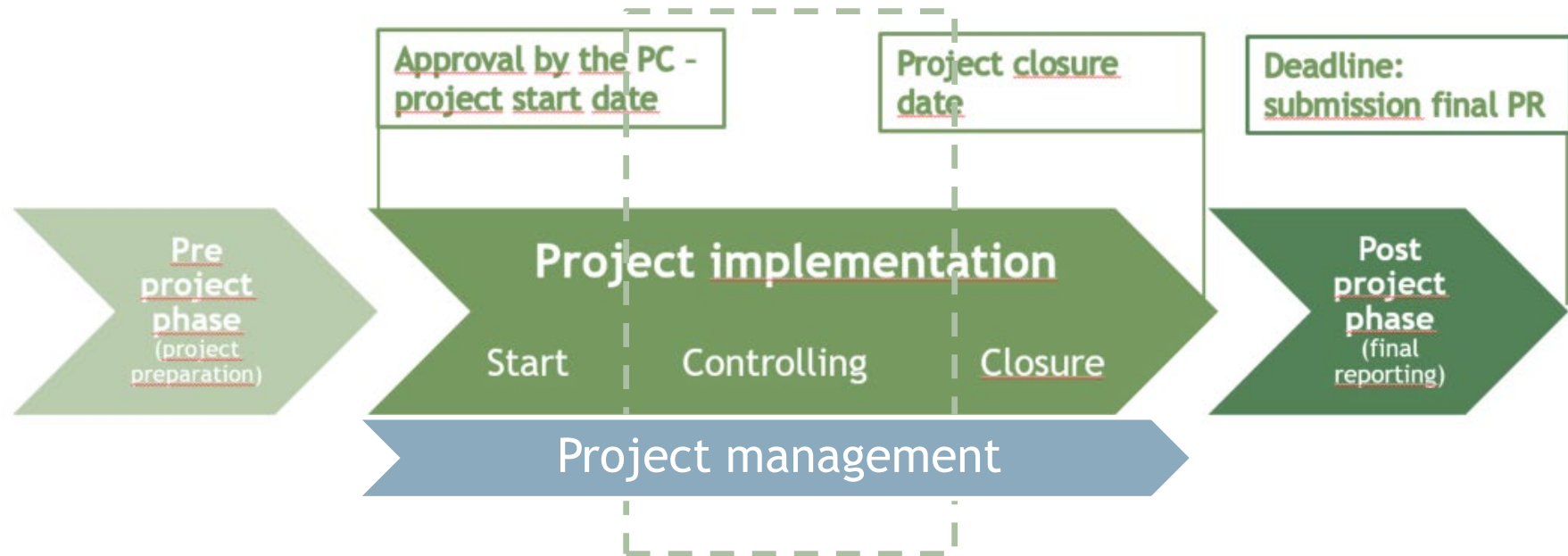
1. **Pre project phase**: definition of the project, planning (AF)
2. **Project implementation phase:**
    - Project start process (kick-off meeting, fine-tuning of the planning)
    - Project controlling process (controlling on project, reporting on programme level)
    - Project closure process (evaluation, preparation of final report)
3. **Post project phase**: final reporting, audits

Project start process

Programme level

- Project approval with recommendations
- Issuing of subsidy contract
- Preparation LP seminar
- Implementation LP seminar

Project level

- Revision of AF, finetuning of planning
- Conclusion of subsidy contract
- Participation to LP seminar
- Preparation kick-off meeting
- Implementation kick-off meeting

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Project management: PROCESS

Project management: PROCESS

Approval by the PC – project start date

Project closure date

Deadline: submission final PR

Pre project phase (project preparation)

Project implementation

Start Controlling Closure

Post project phase (final reporting)

Project management

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Project management: PROCESS

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Project management

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Project management: TOOLS

➢ There is no WP on Management & Communication **BUT**

clear description in AF / C.7 PM Project management → coordination, steering the implementation, general approach for communication, financial management, cooperation criteria, horizontal principles

➢ AF, JEMS ≠ PM Tools

➢ Operational management → Gantt Chart, Work Breakdown Structure, Stakeholder analysis, etc.
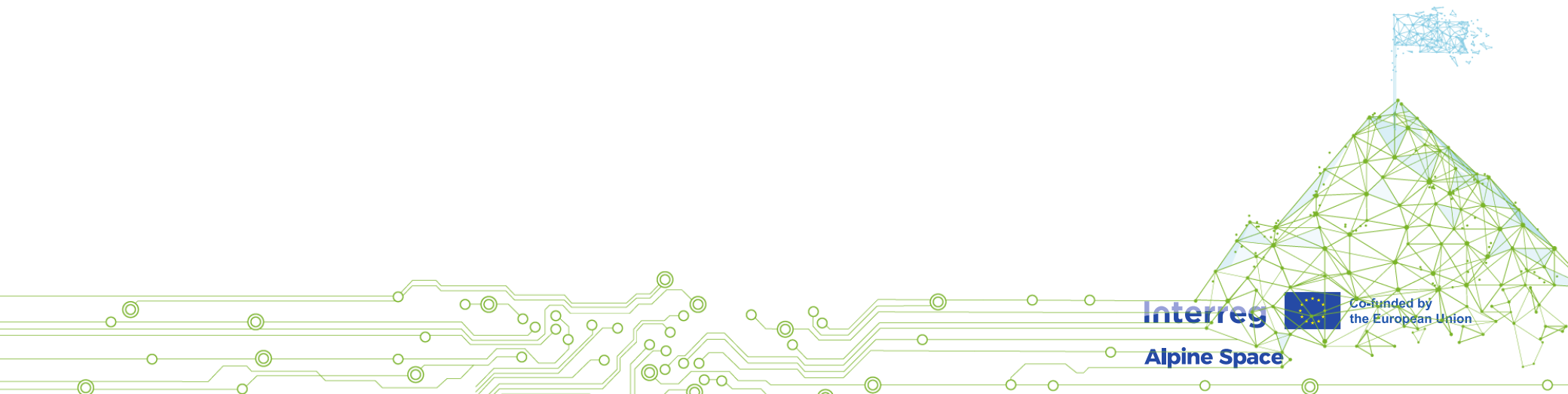
Project management: OPERATIONAL MANAGEMENT

- Examples of usefull tools: Asana, Trello, Visio, Excel, Gsuite, Office365

- Gantt charts (project schedule)

ID	Task Name	Predecessors	Duration
1	Start		0 days
2	a	1	4 days
3	b	1	5.33 days
4	c	2	5.17 days
5	d	2	6.33 days
6	e	3,4	5.17 days
7	f	5	4.5 days
8	g	6	5.17 days
9	Finish	7,8	0 days

Project management: OPERATIONAL MANAGEMENT

➢ Prepare procedures

➢ Anticipate project lifecycle:
  ➢ Set up processes and operational frameworks
  ➢ Train, train, train!
  ➢ Clearly define responsibilities
  ➢ Consider turnover
    ➢ Retain required know-how
    ➢ Insure smooth transition
    ➢ Consider on boarding
    ➢ Retain stakeholder engagement

➢ Reinforce partnership communication

➢ Anticipate problems and postponements as they come up

The first weeks of the project...

...there is a lot to do!

The project kick-off meeting

- Key to get to know your project partners well, and agree how to cooperate!

Please keep in mind to:

- Set up the project management team: coordinator, communication and financial managers
- Set up the project steering committee
- Agree on roles, expectations, values
- Detail planning
- Fine-tune your project management and controlling tools

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Next step: Letter of Deficiencies

- Aim: to correct shortcomings in AF + reply PC recommendations

- Further guidance tomorrow in individual consultation + by project officer at JS

- Revision of AF via Jems
  → To be submitted **asap** and by **17 July 2024 the latest**

- Important note: PC recommendations which are not reflected in the AF will have to be replied in written, at latest in project report number 1

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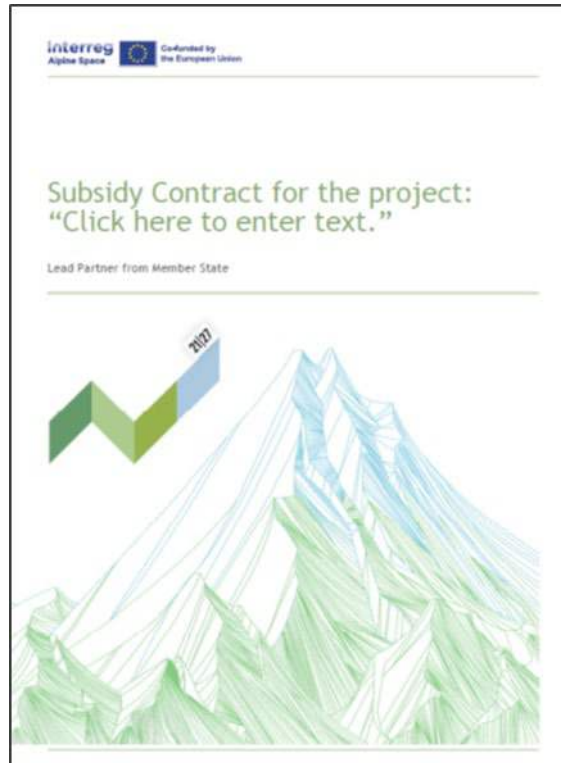the European Union

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Tips: when revising the AF

Details have been provided in letter of deficiencies. Most common:

- **Outputs**: <u>core element of the project</u> (the essential «products» your project will provide - side or intermediary products are considered as deliverables); designed according to the needs of target groups; high quality expected.
- **Results**: <u>immediate effect of the intervention</u>. You should anticipate which organisations will take up or up-scale your output/s during the project or within one year after project completion. Adopting organisation(s) may or may not be a participant in the project. The uptake/up scaling should be documented (eg. letters of commitment).
- **Equipment/external expertise** as real costs: need to be well described and justified.
- **EUSALP**: connection with the relevant AG(s) should be established by getting in touch with them.

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Next step: subsidy contract

Subsidy Contract for the project:
"Click here to enter text."

Lead Partner from Member State

- Foreseen by EU regulations (article 26 of Interreg-regulation (EU) No. 2021/1059)
- Signed by MA once JS confirms that all AF deficiencies have been removed
- Main reference document for LP
- Regulates conditions for ERDF-grant, tasks, duties and responsibilities of LP, i.a.:
  - reporting & payments of ERDF-funds
  - liabilities
  - communication, IPR
  - project changes
  - project management obligations

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Next step: subsidy contract

- Was sent by MA/JS to the LP (see info contained in LoD email)

- Two copies signed by LP should be submitted **asap** and by **17 July 2024 at the latest**

- MA will countersign as soon as AF revised according to LoD

- Project expenditure eligible since:
 - 1 September 2024 (starting date of your projects)

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Project greening

➢ In line with Article 9 of Regulation (EU) No 1060/2021, the Alpine Space programme strives to adopt eco-friendly practices for all its daily activities, especially concerning events and meetings.

➢ Project participants are thus strongly encouraged to apply energy efficient and sustainable principles to their activities:

- Project publications and promotional products
- Events and meetings (checklist including food, transport, venue)
- Office daily activities (sustainable practices charter)
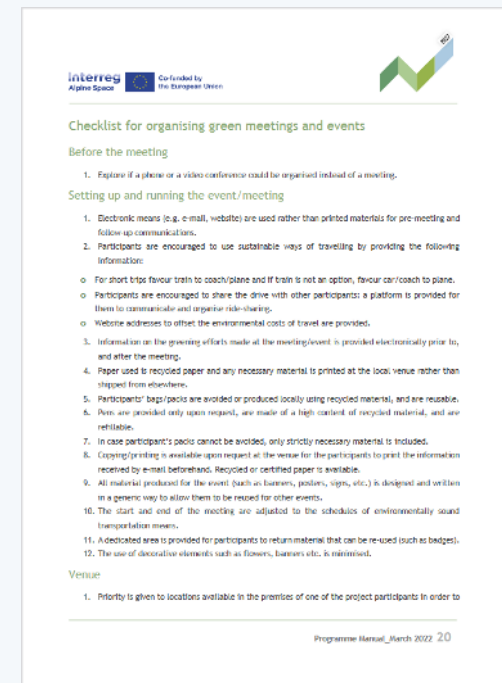
Promoting the project´s environmental achievement

- We encourage you to promote the environmental achievements of your project→ Beyond the objectives of your project.

- You can also communicate on the sustainable practices of your daily work within the partnership, such as the adoption of a sustainable practices charter, travelling by train to a partner´s meeting, a partners´ challenge to reduce the carbon footprint of your project etc.

- Show how you contribute to making the European Union climate neutral by 2050 by using the hashtag #EUGreenDeal on social media for example.

- Promoting environmental initiatives or achievements will encourage your partners and yourself in this sustainable approach and provide inspiration to others to do the same.

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Thank you for your attention

Next: Jems