



Danube Transnational Programme
Danube SKILLS

Increased institutional capacity in Danube navigation by boosting joint transnational competences and skills in education and public development services

Project management and implementation

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Danube SKILLS Partners Meeting

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Project management

Similar project team structure at LP and PP level:



Notes:

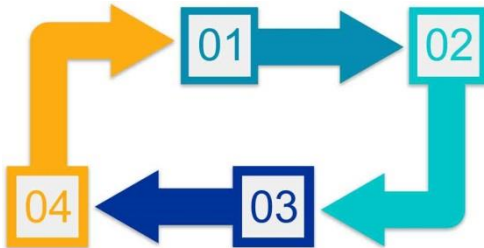
- In smaller PP teams Project Manager can take over financial and communication responsibilities;

** Position of Quality Assurance Manager applicable to LP only (see PPT on Quality Assurance Management).



Project implementation: LP

Monitoring tasks – LP:



- timely progress of activities and involvement of PPs in each activity*;
- timely development and delivery of deliverables and outputs;
- 20% threshold of activities and costs (see PPT on financial management);
- quality, durability and transferability of outputs;
- involvement of target groups and stakeholders.

Note: consistence between PPs' activity and costs claimed in PP reports



Project implementation: Partners

- timely implementation of their tasks*;
- contribute to development and delivery of outputs, as applicable;
- report to the activity leader, WP leader and LP;
- monitor the 20% threshold for activities and costs.

Note: for communication and financial duties see PPTs on communication and financial management



Project management & implementation tools:

- Handbook
- Communication plan
- Document manager tool
- WBS
- Gantt
- spending forecast monitoring tool*

Note: see PPT on financial management



Templates

- see all project templates enclosed to Handbook;
- timesheet: no template provided by JS;
- practice on template used by CERONAV in former SEE projects.

Note: filling out of timesheets mandatory only for certain methods of payment of staff costs



Minor project changes

- administrative & technical changes (contact details, legal succession of LP/PPs, change/ withdrawal of ASP);
- changes in project content (locations, time plan, format of activities, increase of quantity of deliverables);
- changes in project budget: WP/ BL reallocation below flexibility limits (5% & 10%)*

Mandatory requirement: changes should have no significant impact on:

- *project implementation*
- *intervention logic*
- *transnational character*



Procedures for minor project changes

- LP informs JS Project Officer
- LP submits justification and supporting documents
- JS Project Officer checks the request for minor project change
- JS Project Officer confirms approval
- LP implements accordingly



Major project changes

- substantial deviations from approved AF;
- changes affecting original objectives and results or decreasing qualitative aspects of outputs;
- withdrawal/ change of LP, ERDF/ IPA PP;
- budget reallocations among PPs;
- WP/ BL budget reallocations exceeding 10% flexibility limit

Note: Major changes can be requested ONLY after first year review (except PP change) and latest 3 months before project end date and require:

- previous approval of MA/JS or MC;
- modification of the Subsidy Contract – new tripartite Subsidy Contract in case of change of LP;
- Addendum to Partnership Agreement in case of change of PPs;

Procedures for major project changes

- LP informs JS Project Officer
- LP submits request for change + justification and supporting documents
- JS Project Officer checks the request for major change
- MA/JS or MC approve the request and issue Decision
- Subsidy Contract is modified
- LP implements accordingly



Final recommendations



- Please arrange that all project documents, templates and communications are filed in hard copy and/or electronically in a manner that ensures easy and traceable access for all project team members;
- Please read List of documents to be retained (Annex 3 of Subsidy Contract) and proceed accordingly;
- Please ensure timely response to all requests received from activity, WP leaders and LP;
- Please ask your NCP and FLC for clarifications concerning observance of national rules and regulations.





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Thank you for your attention!



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