

jOiNEd For sUsTainability - bUilding climate REsilient
communities in WB and EU

WP1 - PROJECT MANAGEMENT PLAN & PROJECT MANAGEMENT BOARDS

KICKOFF MEETING
University of Tirana

Date: May 4th, 2023
Place: Tirana,
Albania



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Presentation outline

- Presentation of WP1
- Project Management Plan
- Project Management Boards





WP1 Presentation

WP1 – Lead Beneficiaries

- UTA & UNS

WP1 – Participants

- HEI - *UTA, UPT, ULA, UTZ, CEPS, UoM, LUND, HNEE, IUAV, UNS, UKIM;*
- NGOs - *AZUR, INCA, GNP;*
- Business Associations - *CCIT, CEFBIH, CEM.*
- *Public Agency - NASRI*



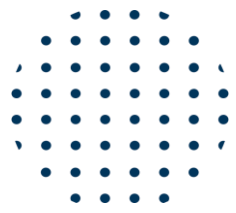


WP1 Presentation

WP1 – Tasks

- T1.1 - Setting up Consortium, Western Balkans (WB) Board, and Working Groups teams (*all Partners*)
- T1.2 - Organizing periodical meetings of management boards (*all Partners*)
- T1.3 - Setting up management procedures and risk mitigation instruments of the project (*UTA, UNS*)
- T1.4 - Organizing monitoring visits to all project partners (*UTA*)





WP1 Presentation

WP1 – Duration

- M1-M36

WP1 – Deliverables

D1.1 - Project management plan and risk plan (*due date: M3*)

D1.2 - Partnership (*due date: M36*)

D1.3 - Final Project Report (*due date: M36*)





Project Management Plan

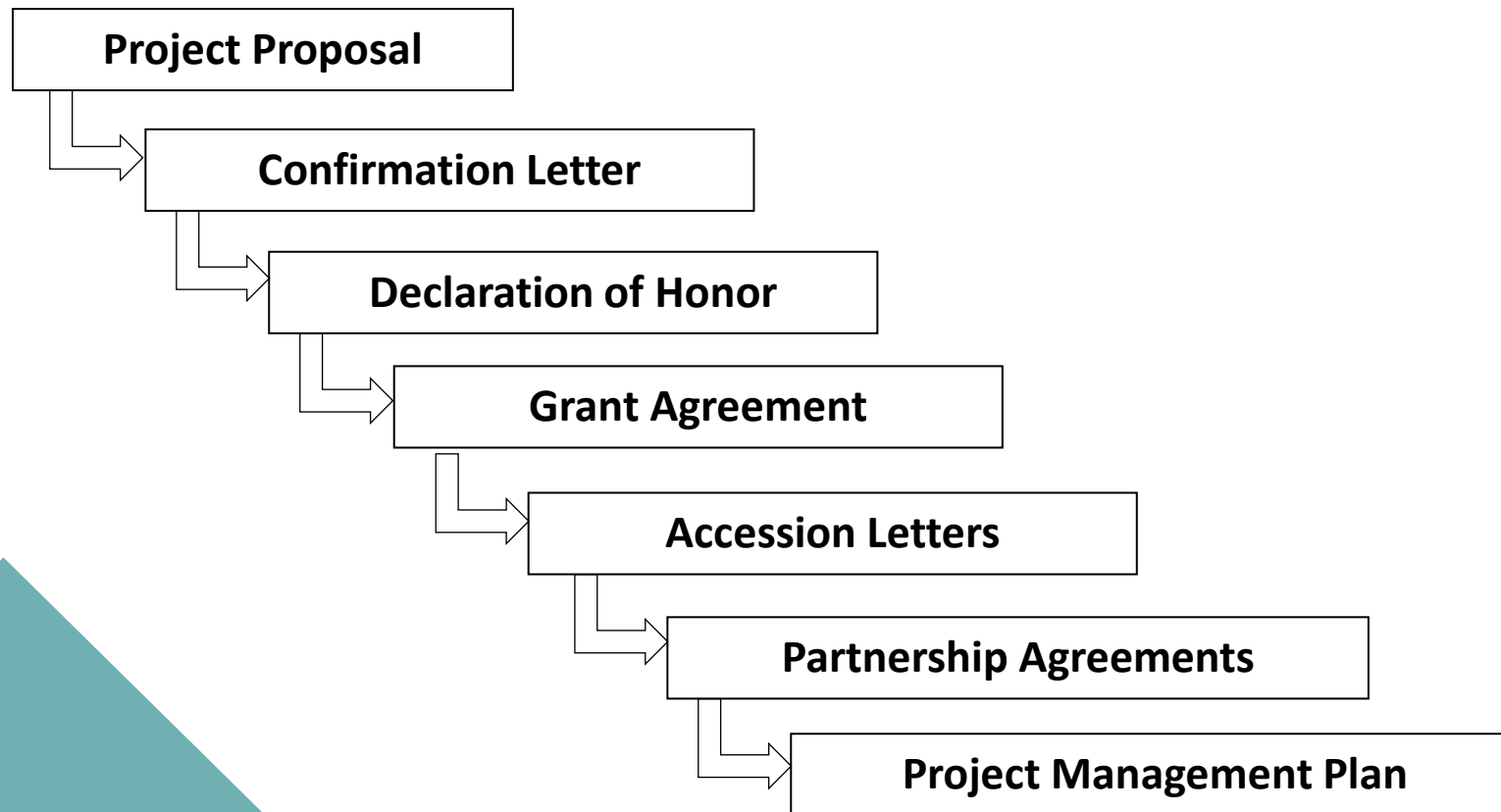
- **Project Management Plan preparation is based on:**
 - 1FUTURE Proposal
 - Erasmus+ Grant Agreement
 - Partnership Agreements
 - EU Guidelines for the Use of the Grant





Project Management Plan

- **Partnership Documents Evolution**



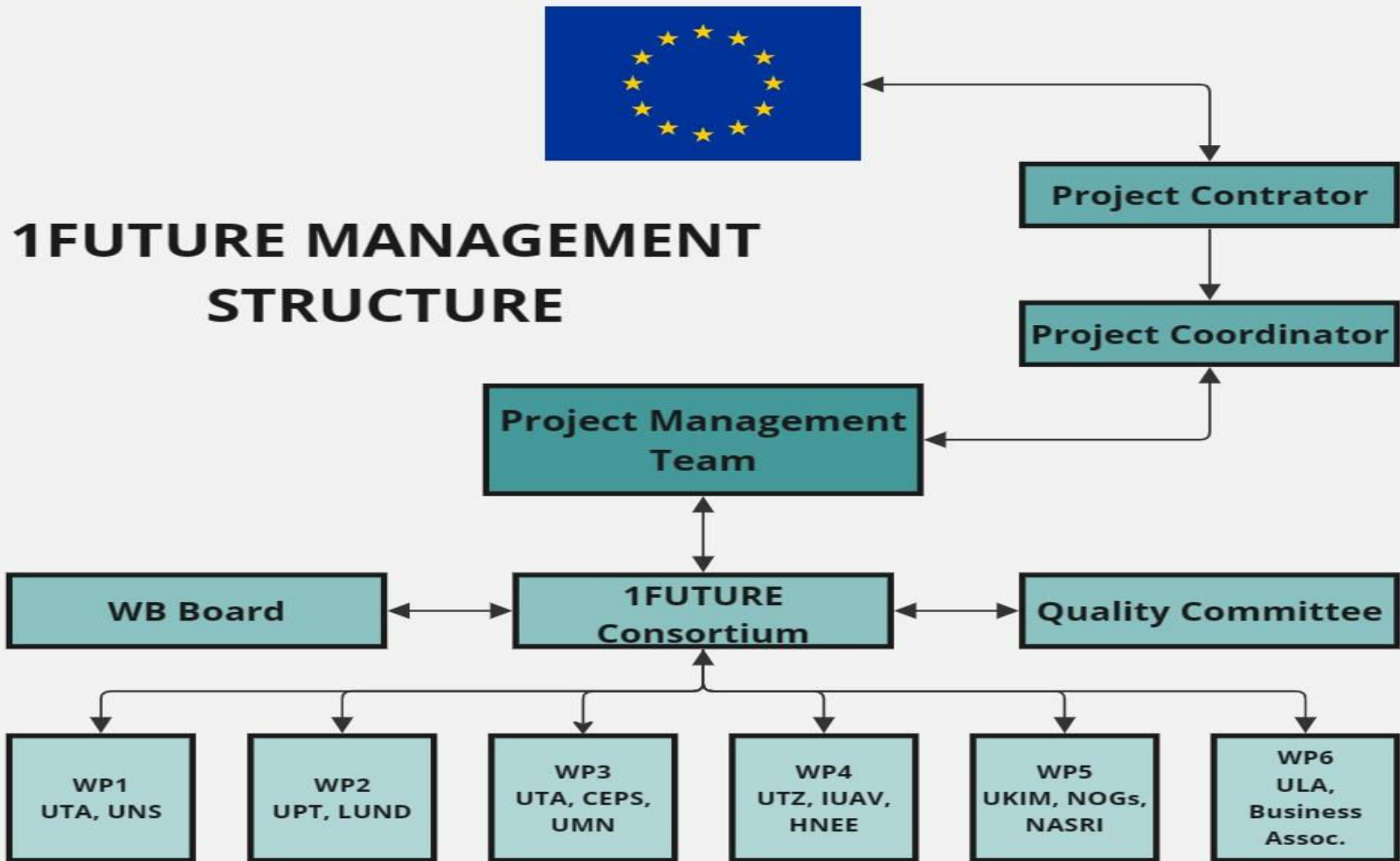
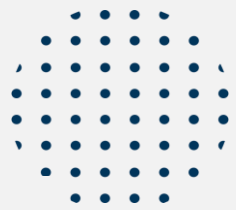


Project Management Plan Content

- **Structure management** (description of partners, structures, work packages and communication)
- **Contractual management** (obligation and responsibilities, conflict resolution)
- **Financial management** (grant specifics, payment cycle, installments to beneficiaries)
- **Reporting**
- **Annexes**



Project Management Structure





Communication

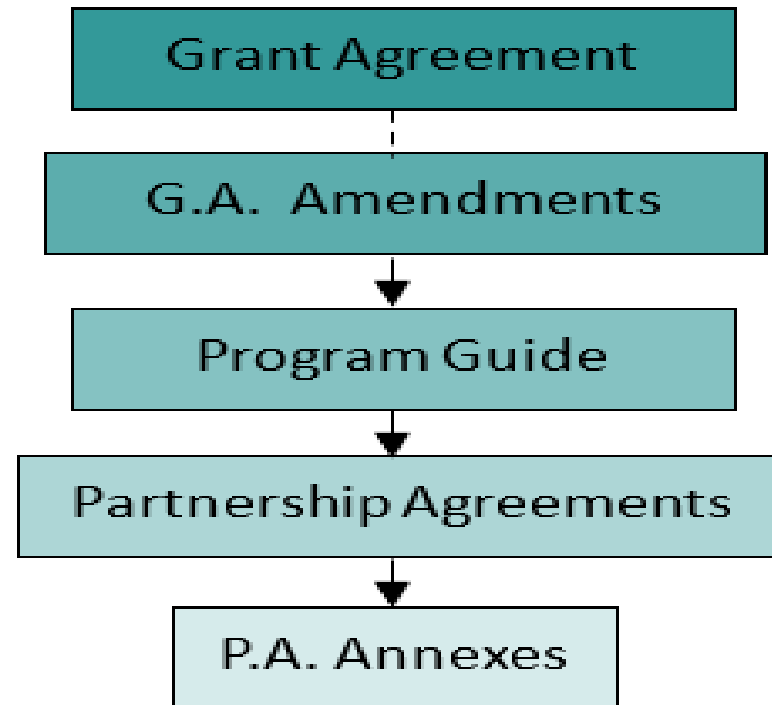
- **Internal Communication**
 - Google Drive
 - One Drive (outlook)
 - Project Management Platform (possibly)
- **Communication with EACEA**
 - EU Portal through Funding and Tender Platform
- **Communication with National Erasmus+Office (NEO)/EU Delegation**





Contractual Management of Project

Hierarchy and precedence





Obligations and Responsibilities

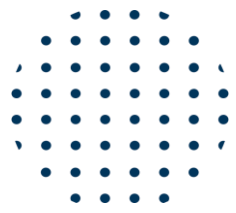
Jointly Responsibility Principle

- General obligations and role of **all beneficiaries** (including coordinator)
- General obligations and role of the **project coordinator**
- General obligations and role of **project beneficiaries**

(Source: Grant Agreement, Partnership Agreement)



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Publicity Obligations

- Acknowledgement of the EU support and display of the European flag (emblem) and funding statement (translated into local languages, where appropriate):



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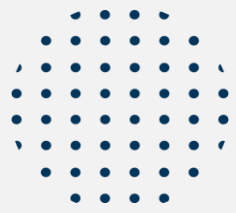
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- Disclaimer:

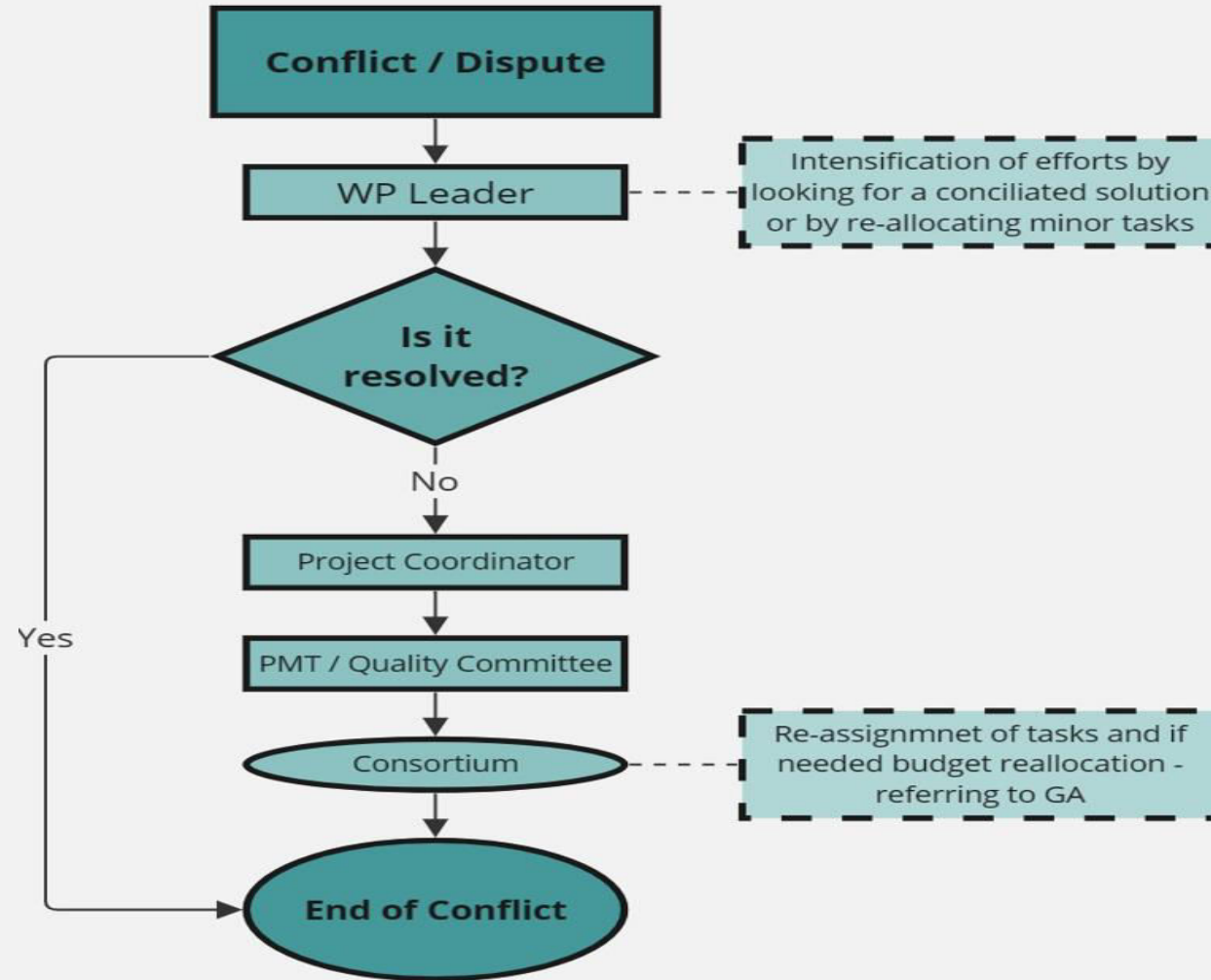
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Conflict Resolution





Financial Management of Project

Maximum grant amount, total estimated eligible costs and contributions and funding rate:

Maximum grant amount (Annex 2)	Maximum grant amount (award decision)
796 389.00	796 389.00

Grant form: Lump Sum

Grant mode: Action grant

Budget categories/activity types: Lump sum contributions

Cost eligibility options: n/a

Budget flexibility: No





Payment Cycle

Reporting					Payments	
Reporting periods			Type	Deadline	Type	Deadline (time to pay)
RP No	Month from	Month to				
					Initial prefinancing	30 days from entry into force/ financial guarantee (if required) – whichever is the latest
1	1	18	Additional prefinancing report	60 days after end of reporting period	Additional prefinancing	60 days from receiving additional prefinancing report/ financial guarantee (if required) – whichever is the latest
2	19	36	Periodic report	60 days after end of reporting period	Final payment	90 days from receiving periodic report





Payment Transferee to Beneficiaries

- **First instalment of pre-financing** The coordinator will transfer the first instalment of pre-financing as stated in PA, at the time of signature of the Partnership Agreement, provided that the coordinator has received the first pre-financing payment from the Executive Agency.
- **Second instalment of pre-financing** The coordinator will transfer the second instalment of pre-financing of the beneficiary's total Erasmus+ grant budget as stated in PA, when the beneficiary will demonstrate expenditure covering at least 70% of the total amount already transferred in previous instalment.
- **Additional pre-financing** The coordinator will transfer the additional pre-financing after the first periodic report, having received all the necessary proofs of expenditure/activity covering the amount of advance payment(s) already made, and having all partners spent at least 70% of their budget
- **Payment of the balance** The balance will be distributed after the granting authority calculation of the final grant amount and final payment on the basis of the report submitted and taking into account the lump sum contributions for activities implemented before termination takes effect (see articles 22 and 32 of the Grant Agreement and articles 5.5, 5.6 and 5.7 of this Partnership Agreement).





Reporting

- **Formal Reporting by the Coordinator**

- The coordinator is responsible for submitting in due time to the EU Executive Agency all reports and financial statements as required in the Grant Agreement.
- The coordinator shall provide the beneficiaries with the appropriate reporting forms for the declaration of expenses/activities and the respective instructions for their completion.
- These reports must be drawn up in EURO.

- **Formal Reporting by the beneficiaries**

- The beneficiaries must continuously report on the progress of the action following the Portal Continuous Reporting tool and in accordance with the timing and conditions it sets out.
- The beneficiaries shall keep a record of any expenditure/activity incurred under the project and all proofs and related documents.





1FUTURE CONSORTIUM

1Future consortium



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Thank you for your attention

Contact info about the presenter:

Prof. Dr. Gentiana Sharku

gentianasharku@feut.edu.al