



Getting started

Online seminar | 26.07.2022

21/27

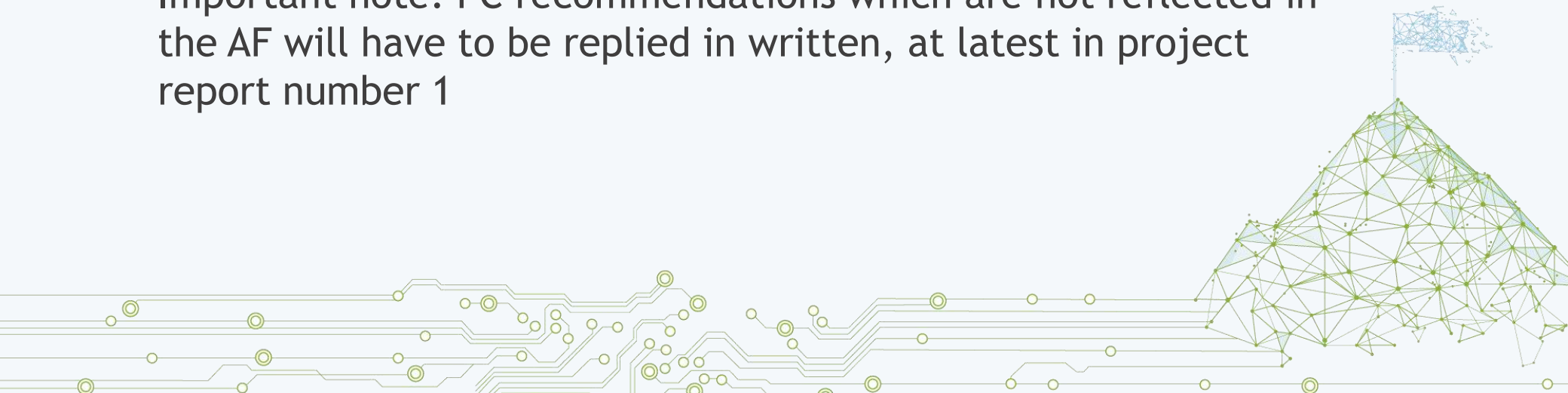
Small Scale Projects, 1st call

Elisa Kerschbaumer | Rainer Steindler



Next step: Letter of Deficiencies

- Aim: to correct shortcomings in AF + reply PC recommendations
- Further guidance today in individual consultation + by project officer at JS
- Revision of AF via Jems
 - To be submitted asap and by 1st August 2022 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



Browser tabs: Jems

Address bar: <https://jems.alpine-space.eu/app/project/detail/108>

Navigation bar:

- Interreg Alpine Space
- Co-funded by the European Union
- elisa.kerschbaumer@alpine-space.eu (administrator)
- Logout
- English
- ?

Dashboard / Applications / **ASP0200108 – MacarenAlps**

Project overview

Application form ASP0200108 – MacarenAlps

Status: **Submitted** (since 22.04.2022)

Project ID and acronym	ASP0200108 – MacarenAlps
Applicant name	Nicolas Chesnel
Project name	JS-ACP test project
Programme priority	P1 - Climate resilient and green Alpine region
Specific objective	SO 1.1 - Promoting climate change adaptation and disaster risk prevention, resilience, taking into account eco-system based approaches
Call	Call - Small-scale projects Ends 22.04.2022. Time left: 0 days, 0 hours and 0 minutes.
First submission	22.04.2022 by nicolas.chesnel@alpine-space.eu

Left sidebar menu:

- Project overview
- Application form
 - Project version (current) V. 1.0
- A - Project identification
 - A - Project identification
 - A - Project overview tables
- B - Project partners
 - Partners overview
 - LP1 Morbier
 - PP2 Ricotta
- C - Project description
 - C.1 Project overall objective
 - C.2 Project relevance and context
 - C.3 Project partnership
 - C.4 Project work plan
 - WP1

Dashboard

Welcome Elisa Kerschbaumer to the Interreg Alpine Space!

My applications

Items per page: 25 1 - 4 of 4

ID	Acronym	First submission	Latest re-submission	Programme priority	Specific objective	Status	Related call
ASP0200220	ASP deadline check			P1	SO 1.1	Draft	Call - Small-scale projects
ASP0200108	MacarenAlps	22.04.2022 12:46		P1	SO 1.1	Returned to applicant	Call - Small-scale projects
ASP0100102	ASP deadline check			P1	SO 1.1	Draft	Call 1 - Classic projects
ASP0100001	CheeseAlps	28.02.2022 14:45	04.07.2022 14:46	P1	SO 1.1	Submitted	Call 1 - Classic projects

Items per page: 25 1 - 4 of 4

Interreg Alpine Space Co-funded by the European Union

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Dashboard Applications Calls Programme System

Dashboard / Applications / ASP0200108 – MacarenAlps

Project overview

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Project overview

Application form

Project version (current) V. 2.0

A - Project identification

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Browser: Jems
URL: https://jems.alpine-space.eu/app/project/detail/108/checkAndSubmit

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Dashboard Applications Calls Programme System

Dashboard / Applications / ASP0200108 – MacarenAlps / Check and submit

Application form ASP0200108 – MacarenAlps

Check & Submit

You are about to officially submit your project application: ASP0200108 – MacarenAlps

Make sure to submit your project in time before the call end date. Further information on the deadline can be found in the call information and in the project overview. Please be aware that after submission, changes to the application form are no longer possible.

Pre-submission check

Before you can submit your application form, the presubmission-check needs to be valid. The check will provide you with an overview of missing or inconsistent data. Results do not update automatically. Run the check again after changes to your application form.

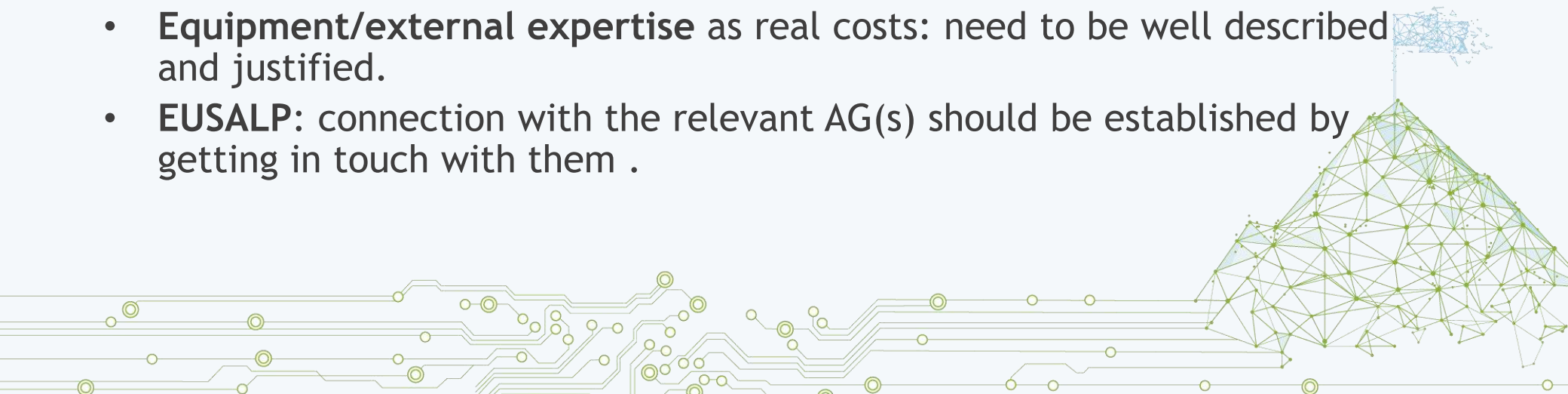
Run pre-submission check **Re-submit project application**

- ✓ A - Project identification
- ✓ B - Project partners 0 Issue(s) ▾
- ✓ C - Project description 0 Issue(s) ▾
- ✓ F 1 - Project lump sums

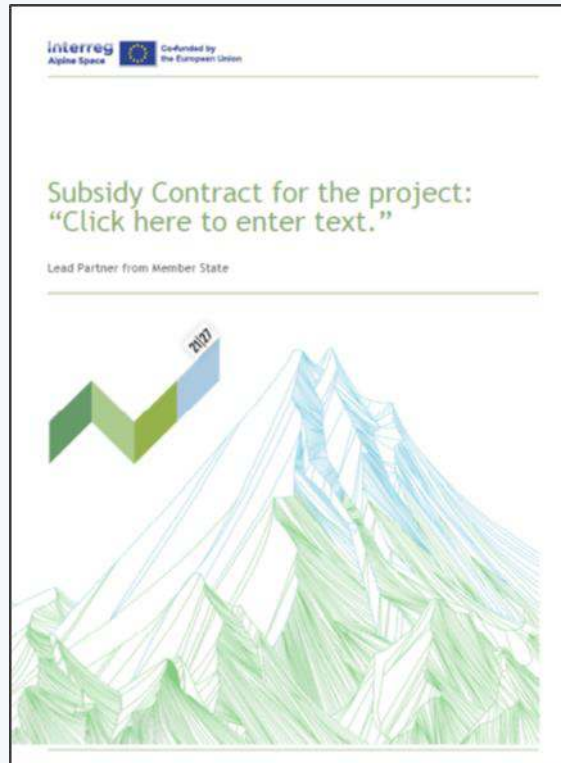
Tips: when revising the AF

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

- **Outputs:** core element of the project (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:** immediate effect of the intervention. 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 .



Next step: subsidy contract

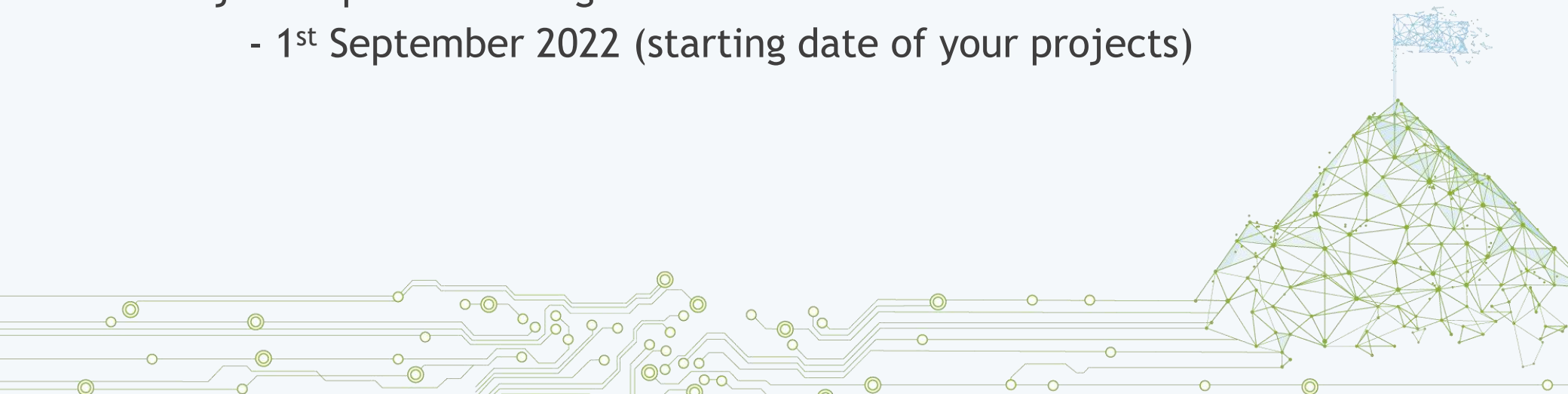


- Foreseen by EU regulations (article 26 of Interreg-regulation (EU) No. 2021/1059)
- Signed by MA once JS confirms that all AF deficiencies have been removed
- Main reference document for LP
- Regulates conditions for ERDF-grant, tasks, duties and responsibilities of LP, i.a.:
 - reporting & payments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



Next step: subsidy contract

- Was sent by MA/JS to the LP (see info contained in LoD email sent last week)
- Two copies signed by LP should be submitted asap and by 1st August 2022 the latest
- MA will countersign as soon as AF revised according to LoD
- Project expenditure eligible since:
 - 1st September 2022 (starting date of your projects)



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

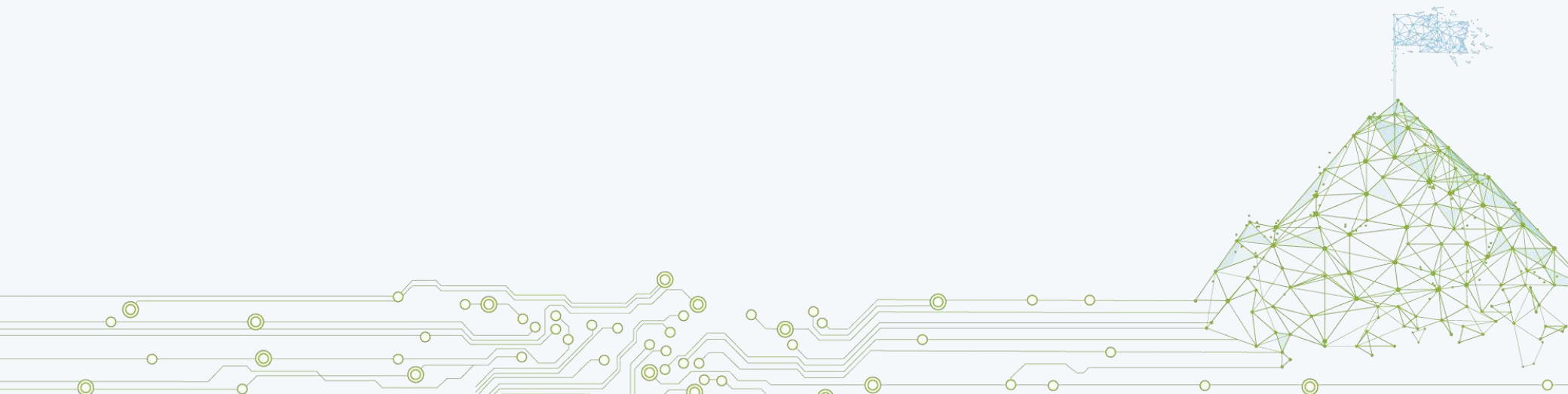


Project Reporting

- A total of 2 reports will have to be submitted in Jems
- First report to be submitted: September 15, 2023
- **How to report:**
 - **Partner** prepares and submits its partner report in the Jems → content and list of expenditures
 - **FLC** checks and verifies the partner report in the Jems
 - checking of the List of expenditures
 - filling in the FLC documents
 - **LP** compiles all the information - financial compilation done by the Jems
- Detailed information on reporting will be provided at the get started seminar in November 2022.



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!

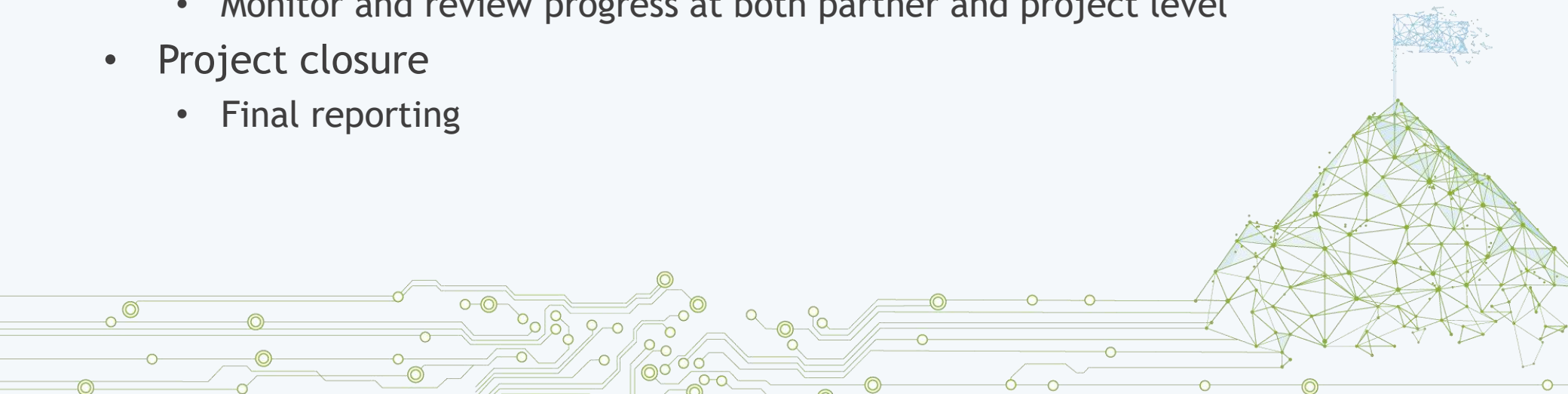
Please keep in mind to:

- 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



Project management

- Project organisation
 - Project management structures, frequency of meetings, project manual (work plan, reporting procedures etc.)
- Operational management
 - Role of the different structures and how they interact in the course of the project, i.e. project steering group, project management team, WP Leaders
- Quality control and financial control
 - Monitor and review progress at both partner and project level
- Project closure
 - Final reporting



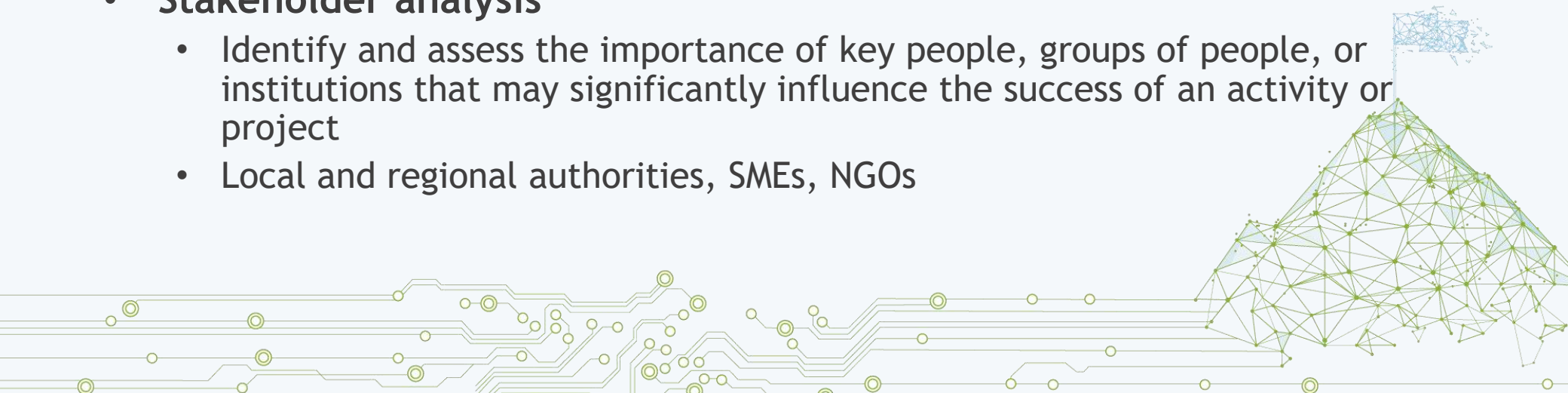
Project management tools

- A lot of project management software tools are available, and for those new to project management, it can be challenging to identify what's essential, what's beneficial, and what's not worth your time.
- As you know, Jems or the AF are no such tools!



Project management tools

- **Work breakdown structure**
(or WBS) is an hierarchical tree structure that outlines your project and breaks it down into smaller, manageable components (e.g. activities and deliverables)
- **Gantt chart**
 - All activities to be undertaken in the WPs must be presented in a realistic timetable
 - Define milestones, such as events signifying an important decision making moment or completion of a deliverable or an output
- **Stakeholder analysis**
 - Identify and assess the importance of key people, groups of people, or institutions that may significantly influence the success of an activity or project
 - Local and regional authorities, SMEs, NGOs



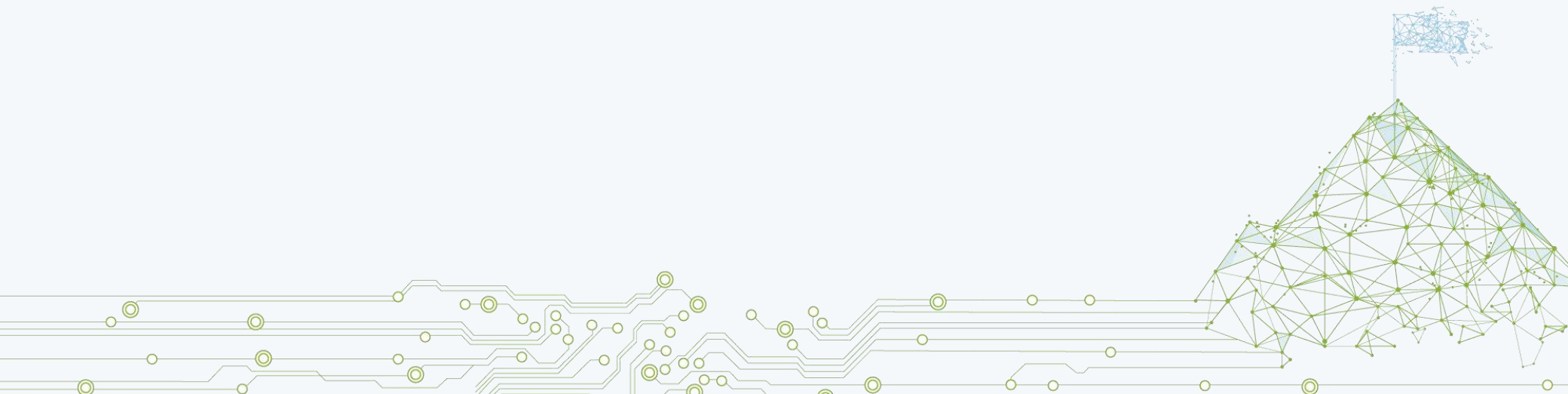
Project greening

- 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)



Procurement and new staff

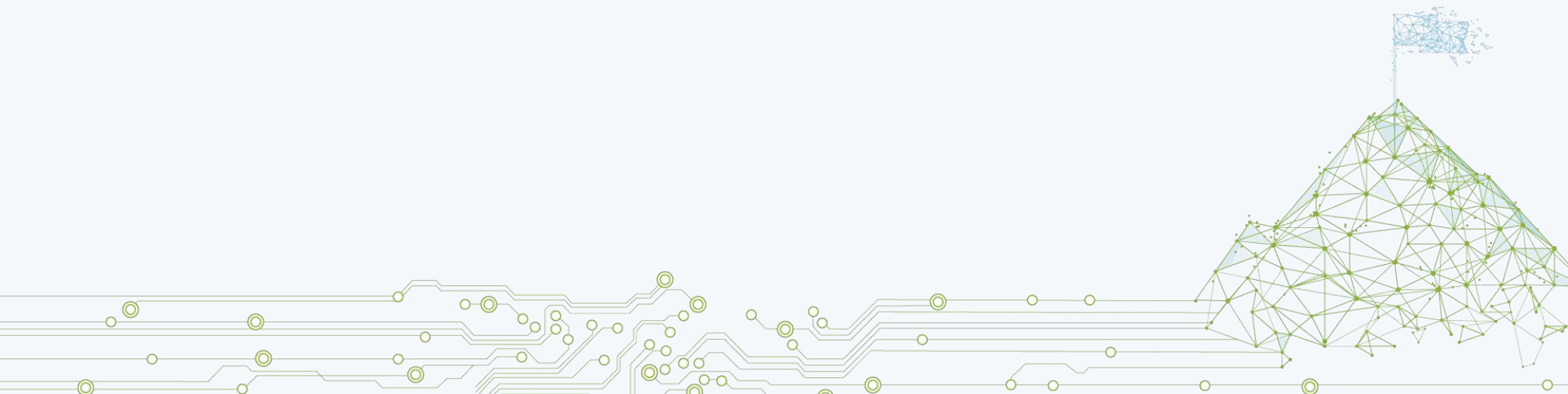
- Procurement procedures take time (the one for the selection of your FLC too)! Integrate them in your project planning in due time. The AS Programme Manual offers important information for you (D.2 p.71)!
- If you need to hire new staff, start well in advance to publish the vacancy.



Useful tools created for you!

Please do use them all along the implementation of your project:

- Programme Manual
- Jems portal
- FAQ & glossary



The JS is at your service!

- One JS officer dedicated to your project + back up
- Guidance provided at kick-off meeting
- Dedicated seminars: communication seminar and an extended get started seminar for all projects on 16 November 2022 in Salzburg
- Synergy with EUSALP at EUSALP forum 23 November 2022 in Trento

www.alpine-region.eu



EUSALP EU STRATEGY FOR THE ALPINE REGION

- Network of ACP for guidance e.g. on national rules



Thank you!

Please do not hesitate to contact your project officer with any questions or requests!

