

Interreg



Co-funded by
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Alpine Space

Project management

Salzburg | 23-24 June 2026

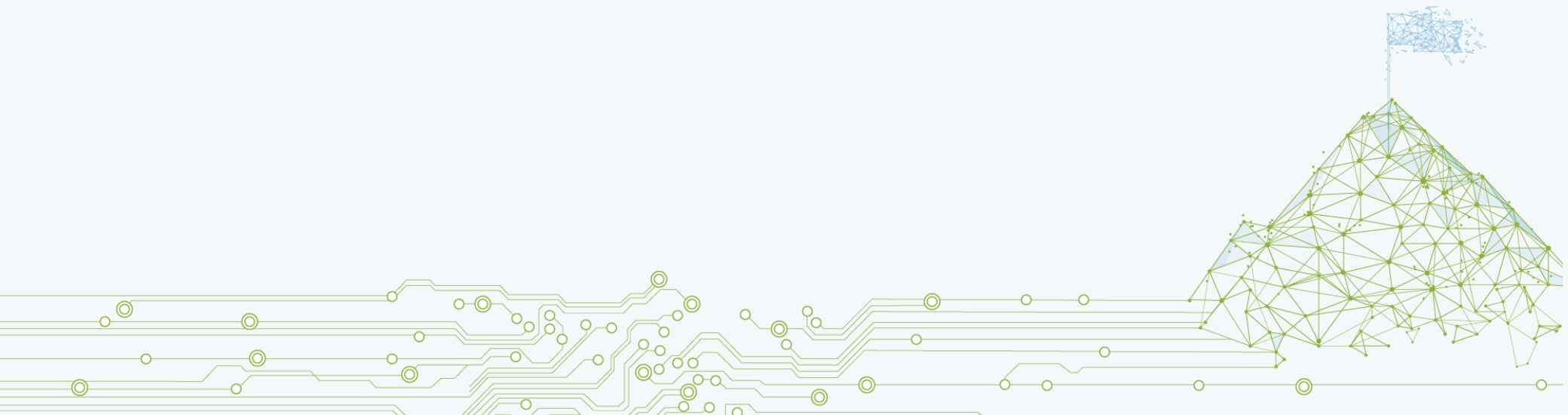
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Matteo Decostanzi



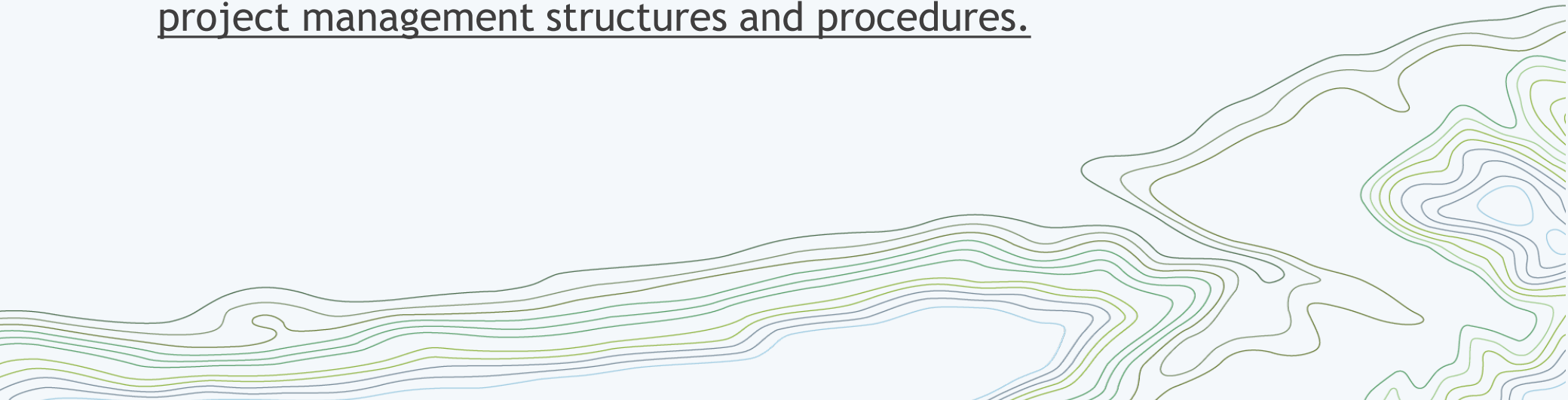
Overview

- Background information
- **PROJECT MANAGEMENT:**
 - Structure
 - Process
 - Tools
 - Next steps

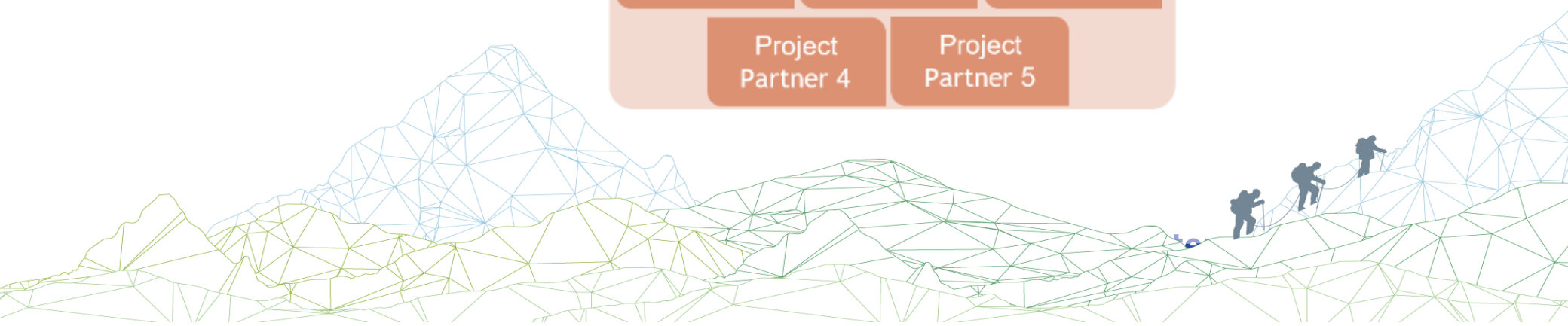
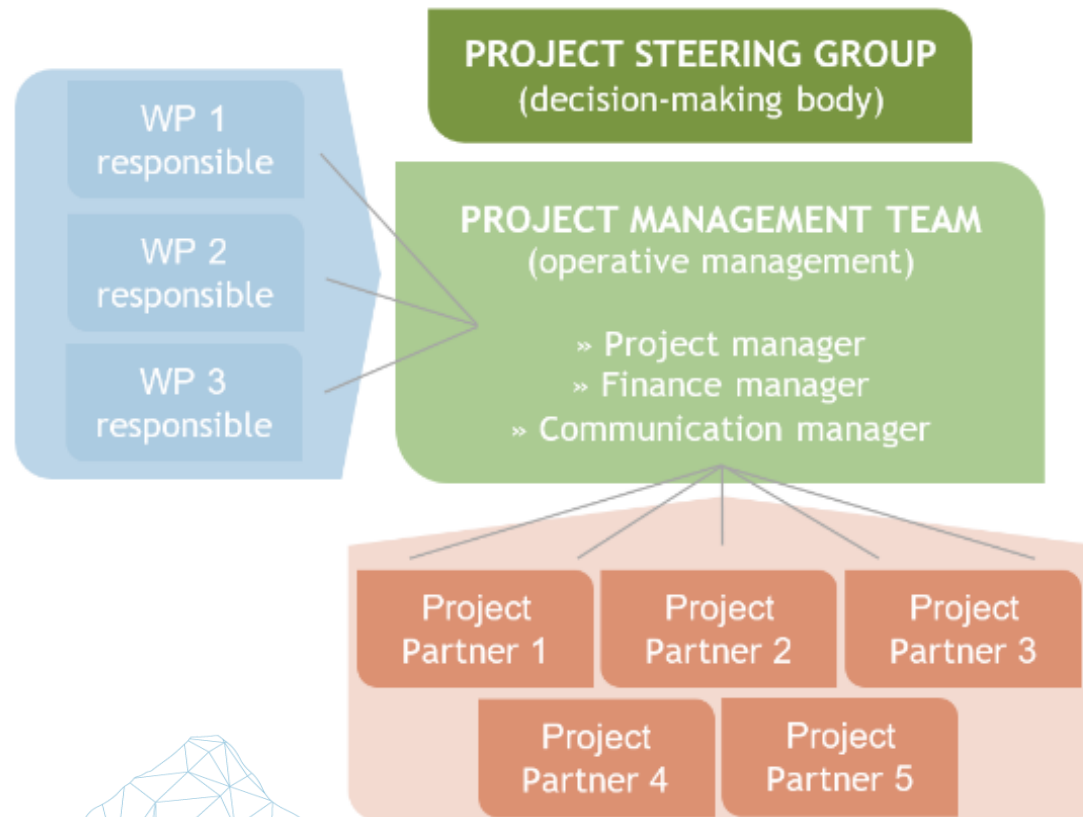


Background information

- 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), the LP undertakes to ensure a professional management of the project". It is therefore in the responsibility of the lead partner to set up efficient and effective project management structures and procedures.



Project management: STRUCTURE



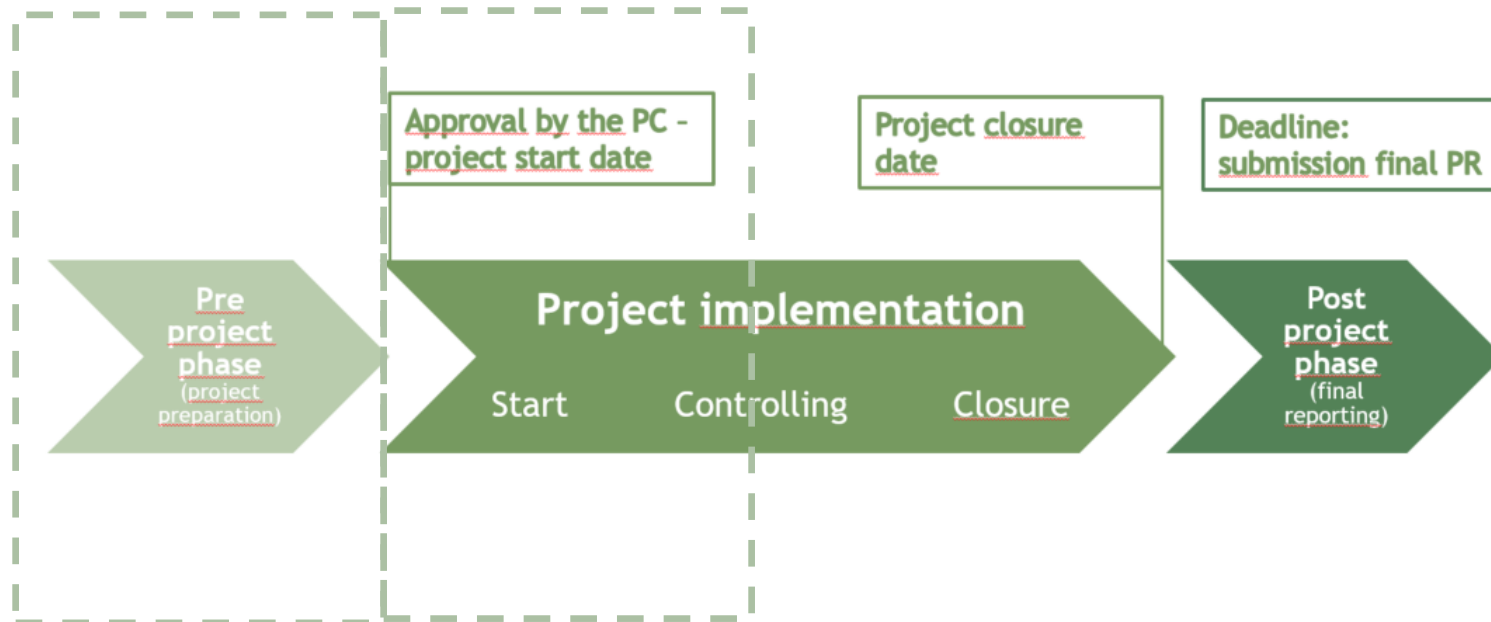
The role of the Lead Partner

- Ensures overall project management
- Has coordination, steering function, including internal communication
- Is responsible for communicating with JS
- Submits project reports, deals with clarifications
- Reimburses ERDF promptly to the project partners

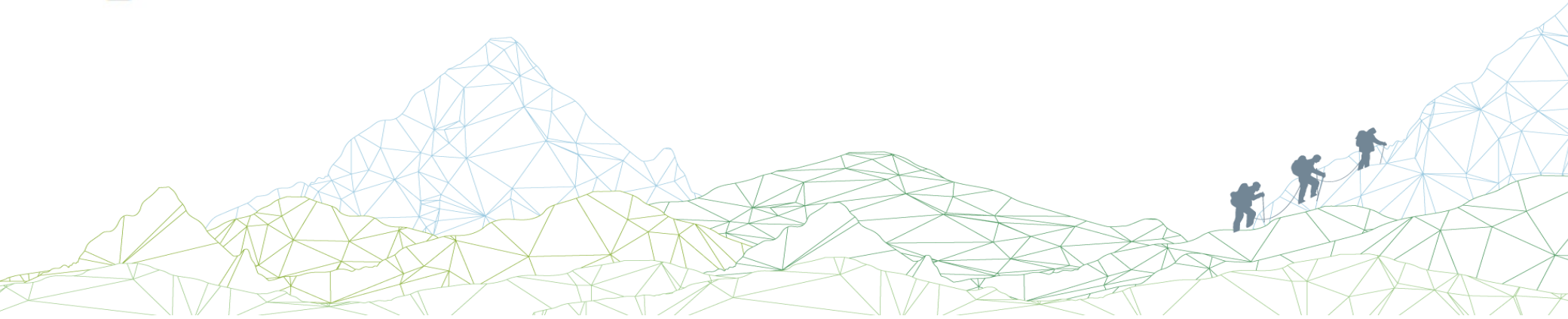
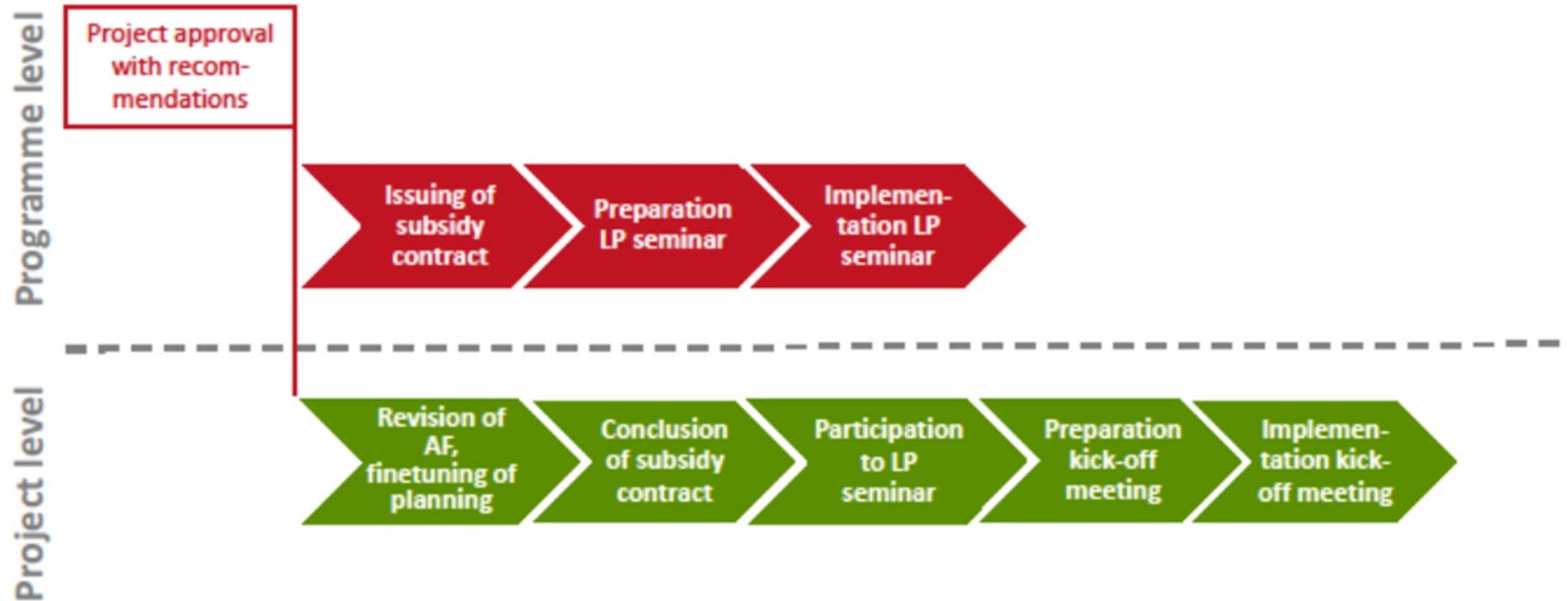


Project management: PROCESS

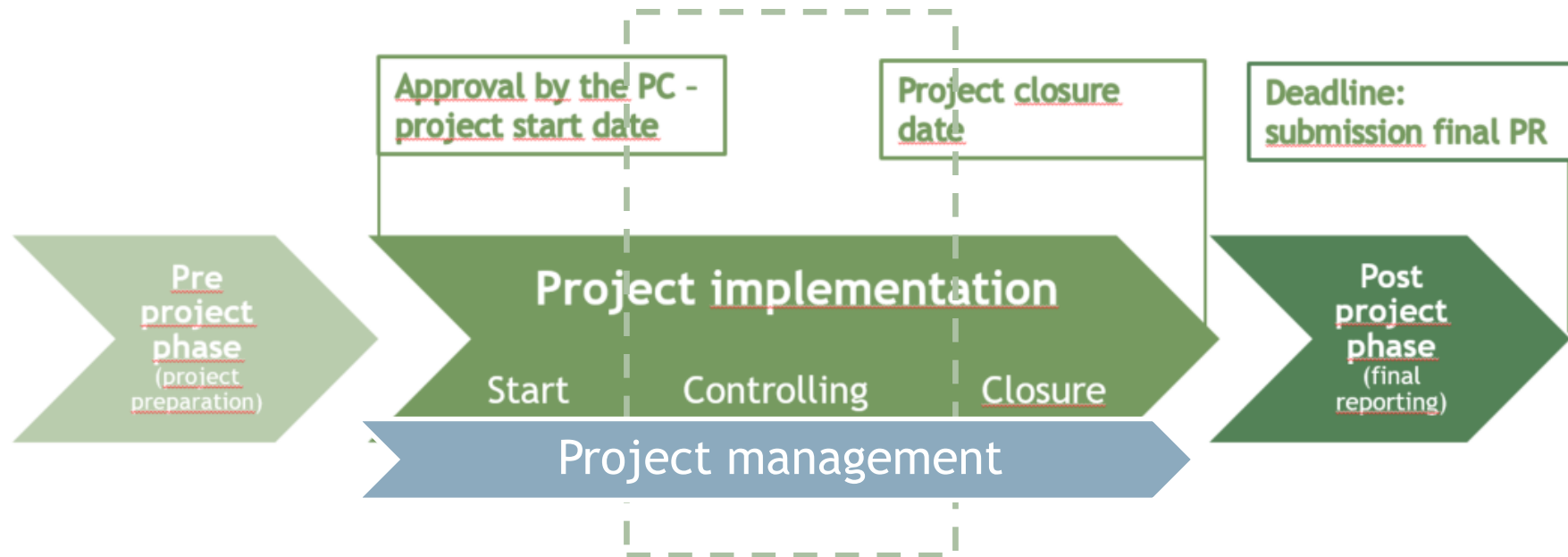
1. Pre project phase: definition of the project, planning (AF)
2. Project implementation phase:
 - Project start process (kick-off meeting, fine-tuning of the planning)
 - Project controlling process (controlling on project, reporting on programme level)
 - Project closure process (evaluation, preparation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



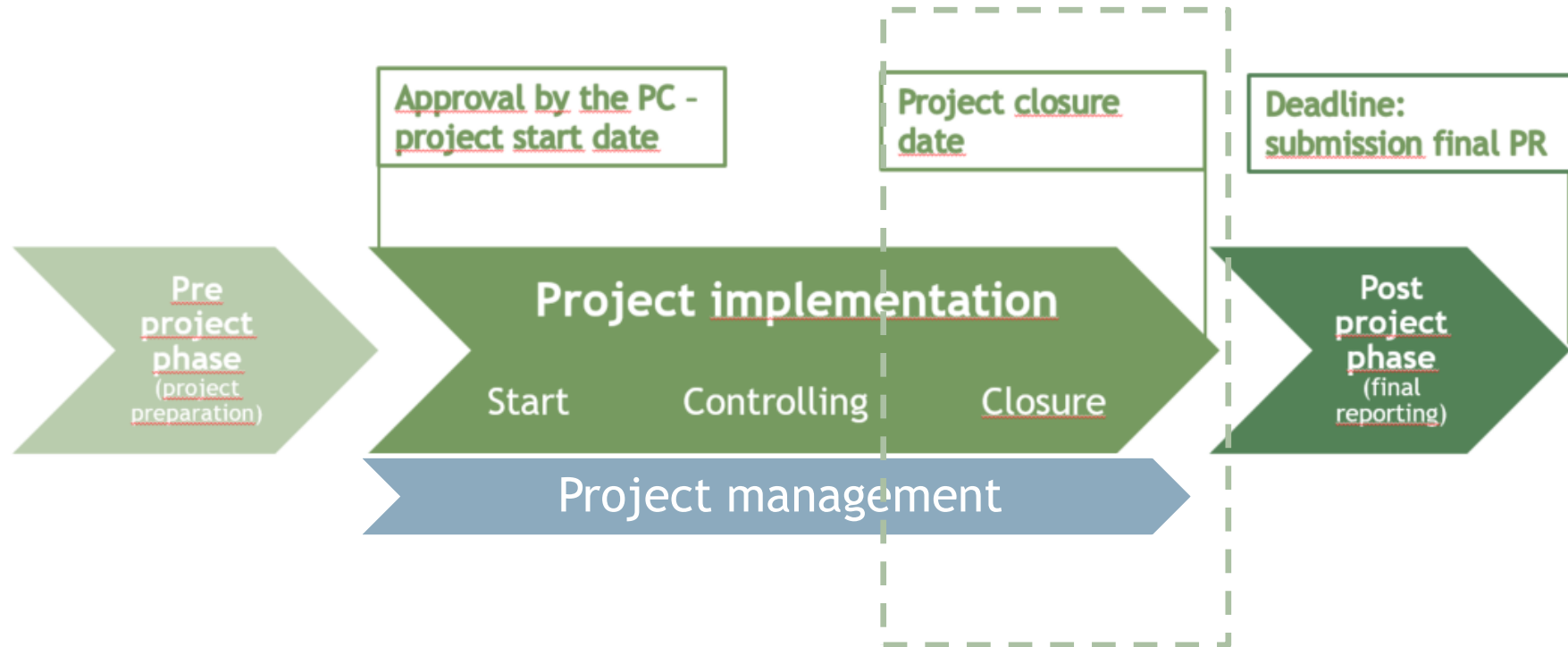
Project start process



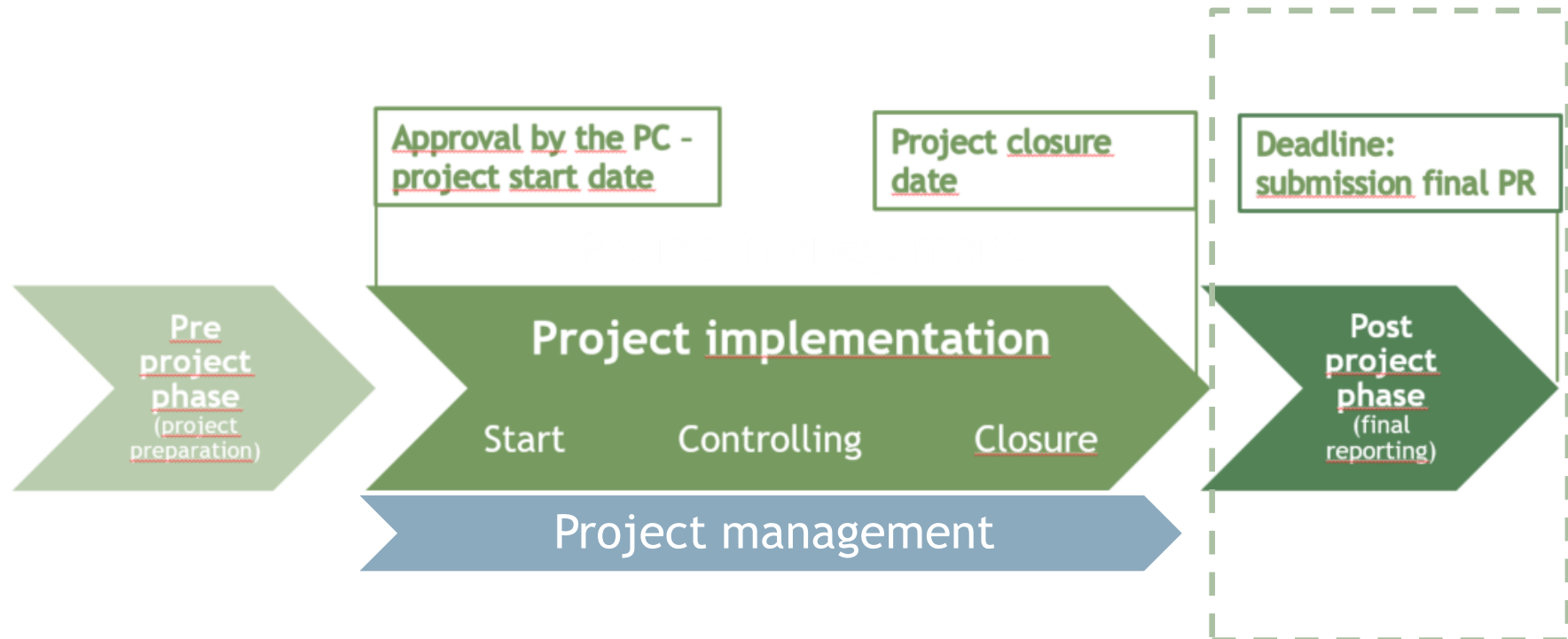
Project management: PROCESS



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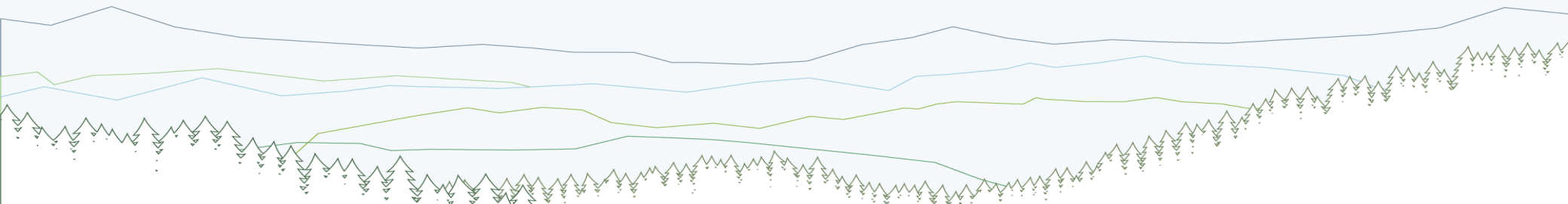


Project management: PROCESS



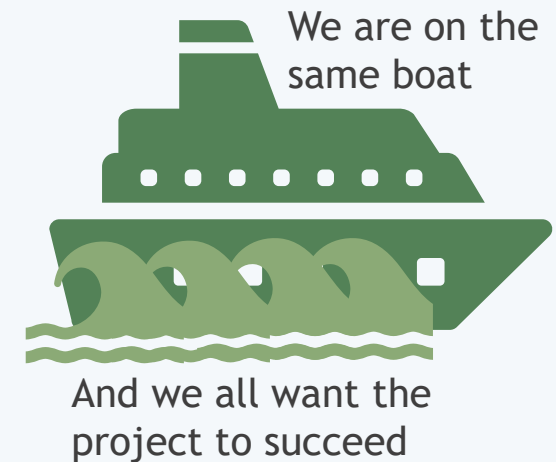
Project management: TOOLS

- 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.

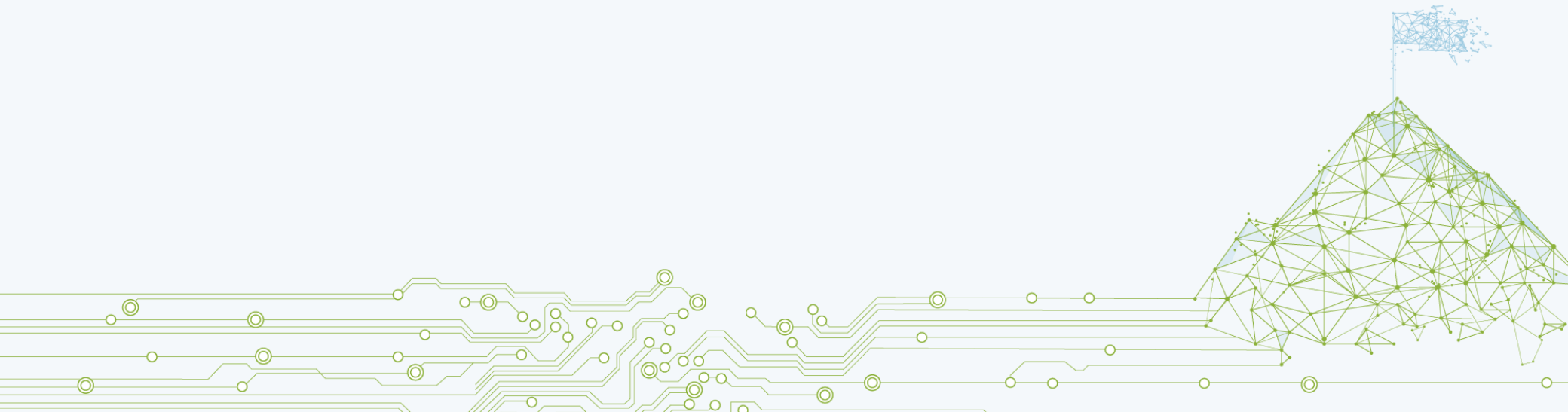


Project management: OPERATIONAL MANAGEMENT

- Prepare procedures
- Anticipate project lifecycle:
 - Set up processes and operational frameworks
 - 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
- Maintain communication with POs



The first weeks of the project...
...there is a lot to do!



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 **3 July 2026 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



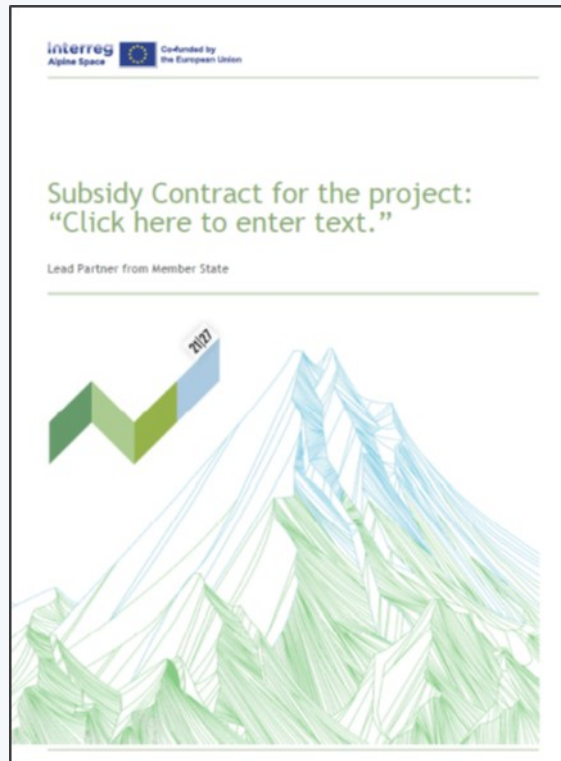
Tips: when revising the AF

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);
- **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.
- **Equipment/external expertise** as real costs: need to be well described and justified.
- **EUSALP:** connection with the relevant AG(s) should be established



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)
- Two copies signed and dated by LP should be delivered asap via post if not already available at the Get started!
- MA will countersign as soon as AF revised according to LoD
- Project expenditure eligible since starting date of your projects:
 - 1 June 2026
 - 1 July 2026
 - 1 September 2026



Next step: Jems contracting section

In parallel to the LoD revision, the projects shall:

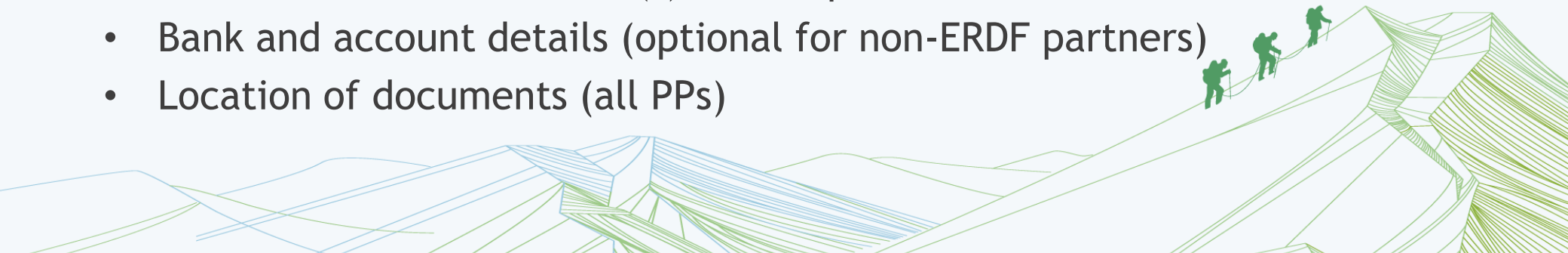
- Firstly, assign users to all partners section (project privileges)
- Secondly, fill in some information in the contracting section

Section Project managers (LP)

- Project manager
- Finance manager
- Communication manager

Section Partner details, for each partner (LP and all PPs)

- Ultimate Beneficial Owner(s) if PP is private
- Bank and account details (optional for non-ERDF partners)
- Location of documents (all PPs)



The project kick-off meeting

- Key to get to know your project partners well and agree on how to cooperate!
- First opportunity to build synergies with EUSALP and Alpine Convention

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 and values
- Detail planning
- Fine-tune your project management and controlling tools

