

Interreg



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Alpine Space

Get Started! Seminar

Salzburg | 4 December 2024

21/27





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Project Management and Sustainability

Interreg



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Overview



- Background information
- PROJECT MANAGEMENT:
 - Structure
 - Process
 - Tools
 - Next steps
- SUSTAINABILITY
 - Project greening
 - Promoting the project's environmental achievements

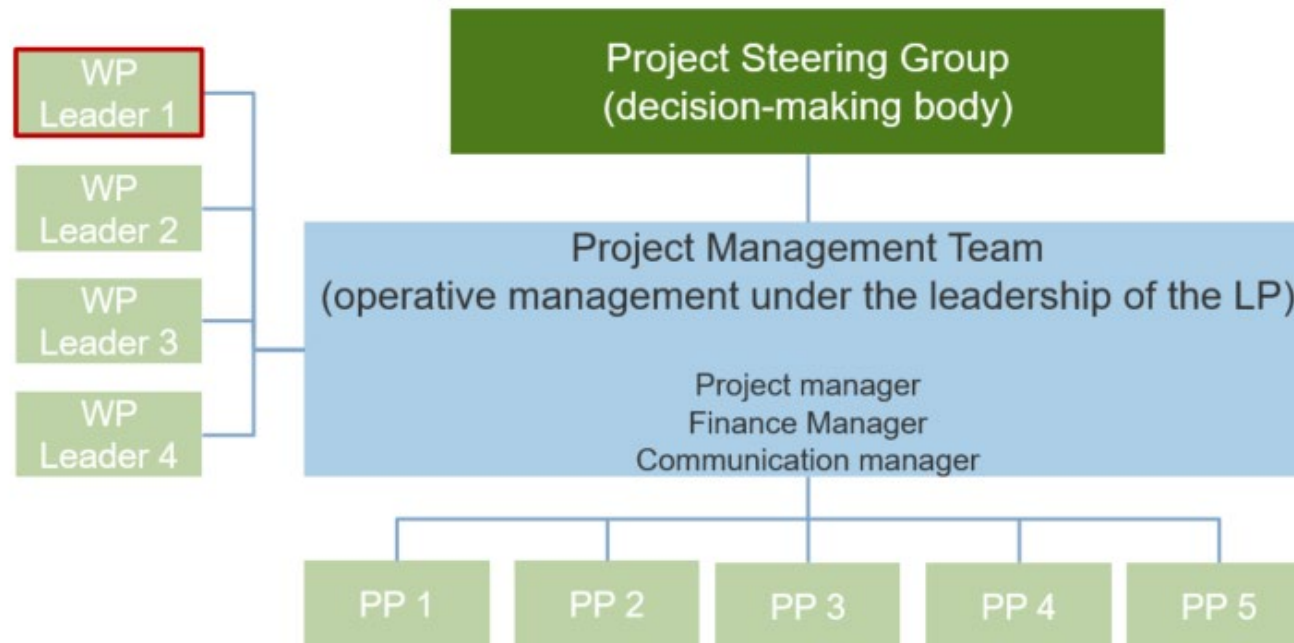
Background information



- 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

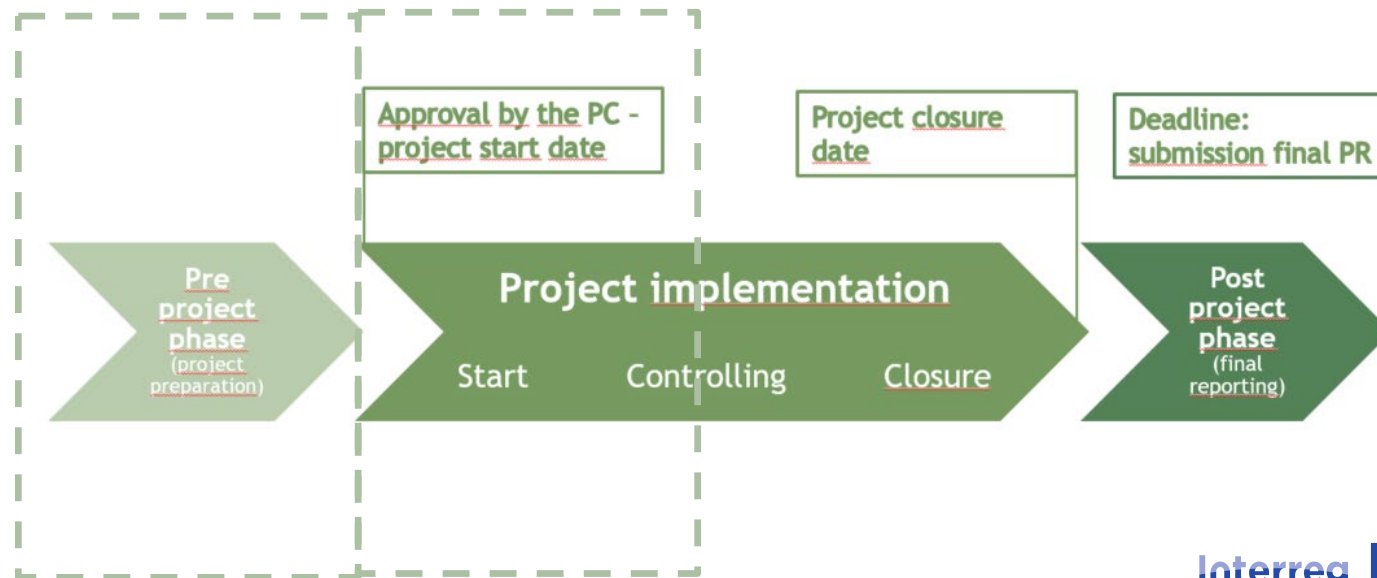




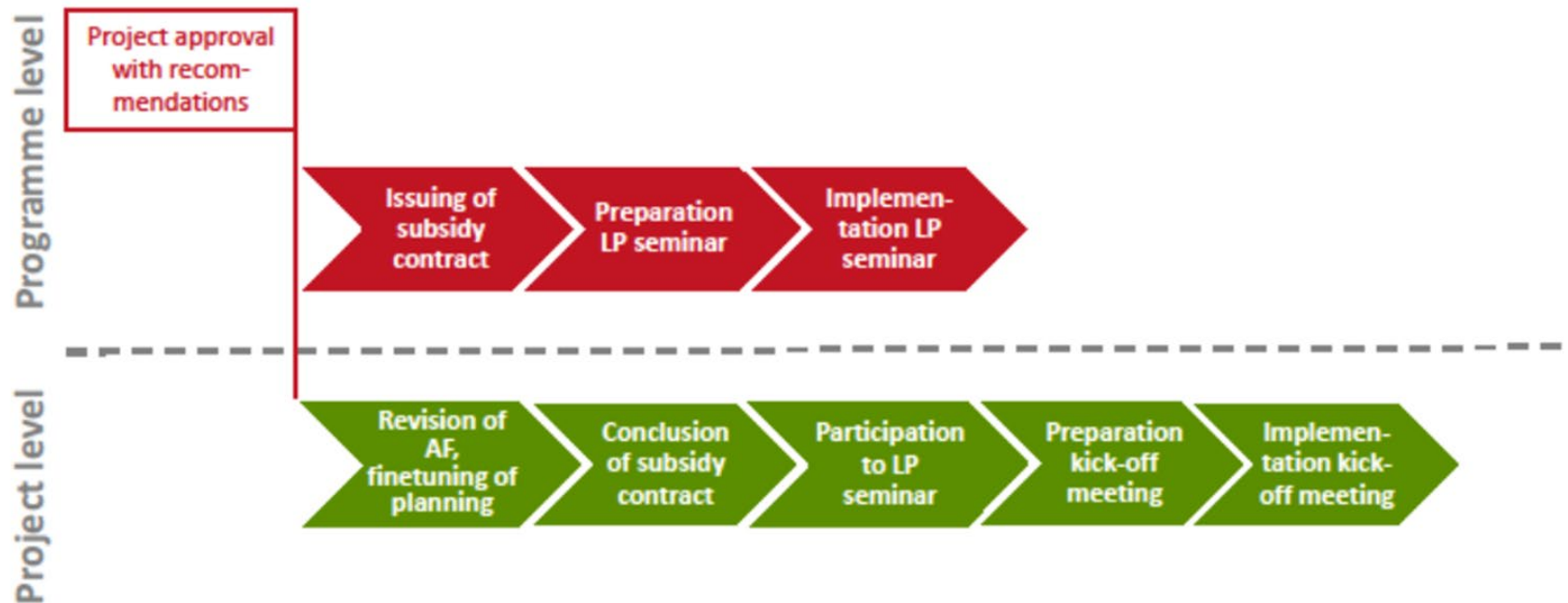
Project management: PROCESS



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

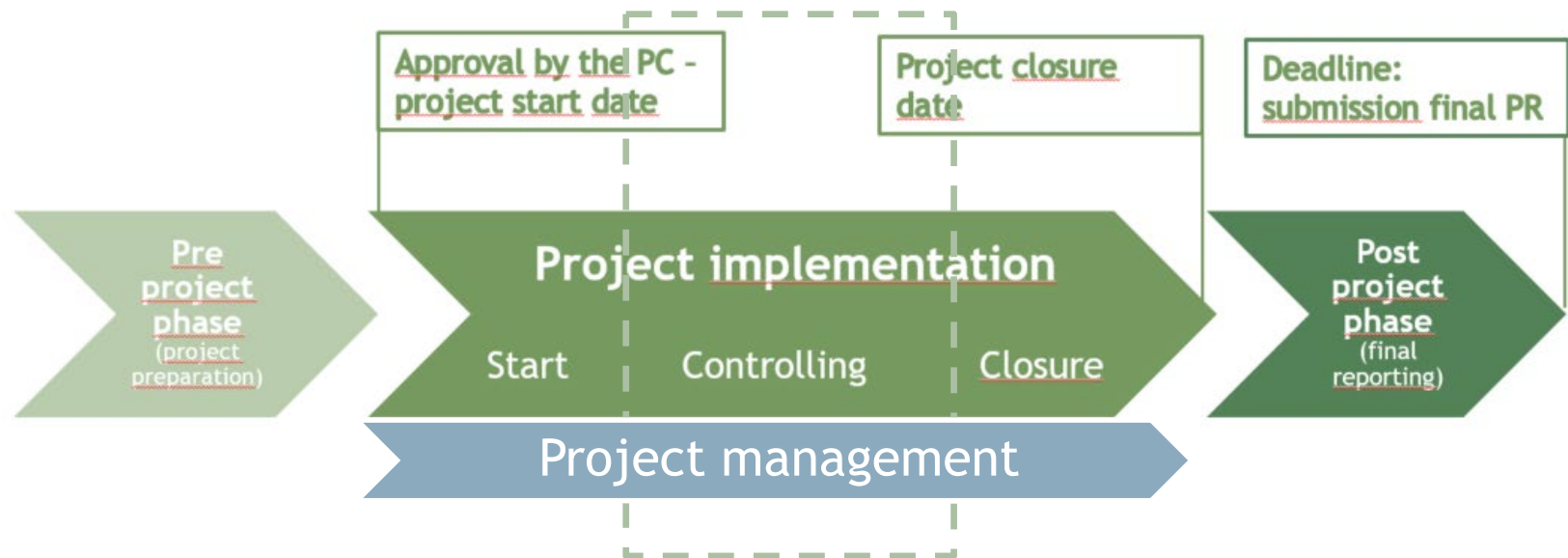


Project start process



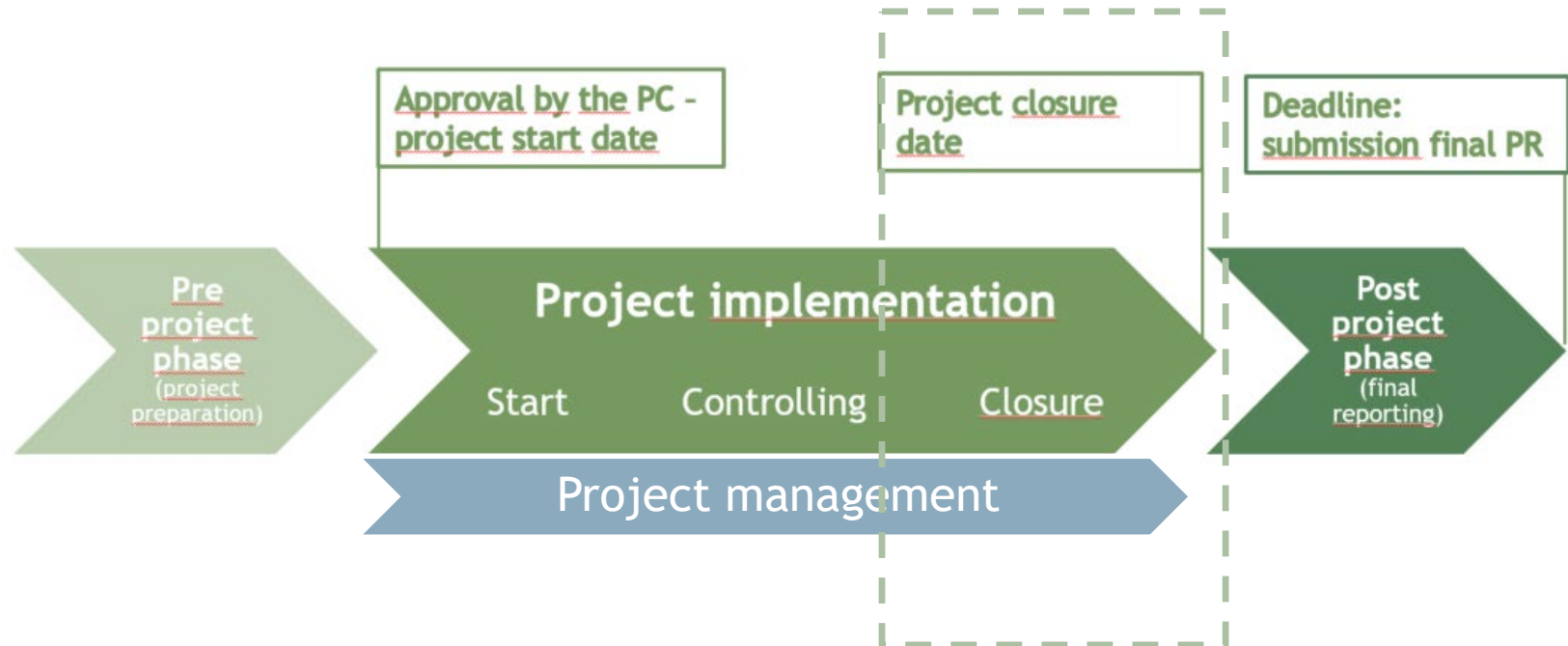


Project management: PROCESS



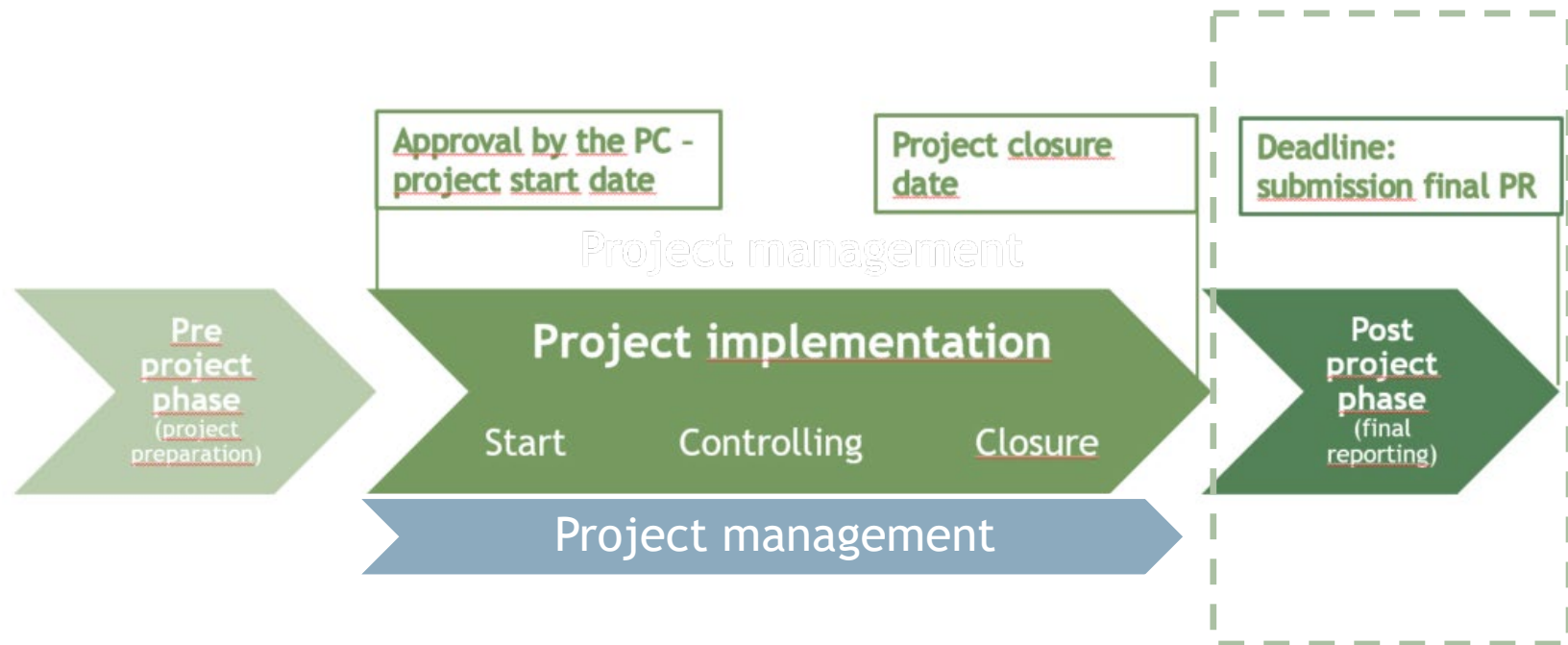


Project management: PROCESS





Project management: PROCESS



Project management: TOOLS



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

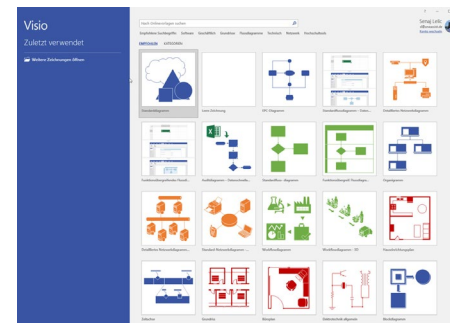
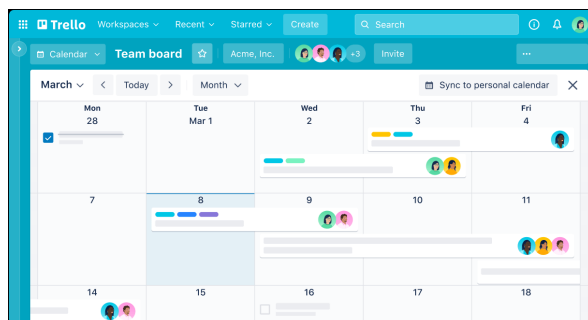
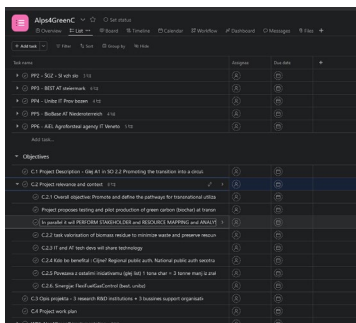
clear description in AF / C.7 PM Project management → coordination,
steering the implementation, general approach for communication, financial management,
cooperation criteria, horizontal principles

- AF, JEMS ≠ PM Tools
- Operational management → Gantt Chart, Work Breakdown Structure,
Stakeholder analysis, etc.

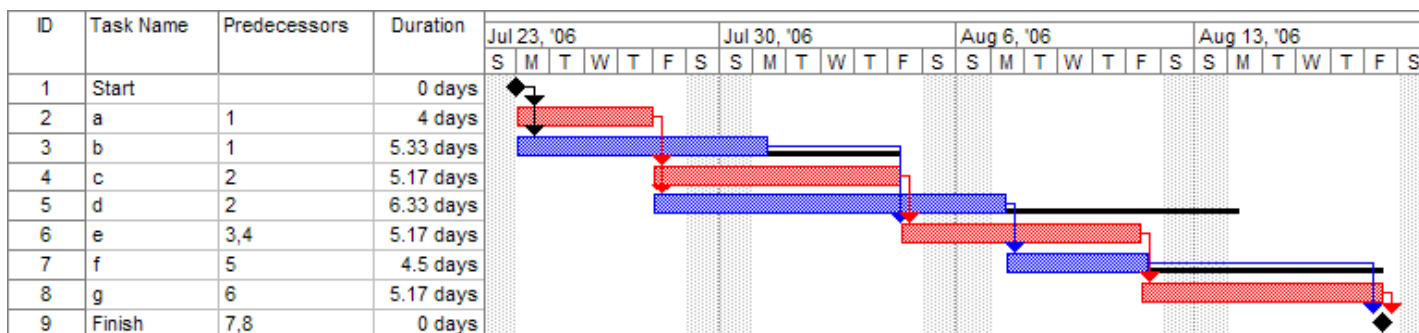
Project management: OPERATIONAL MANAGEMENT



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



- Gantt charts (project schedule)



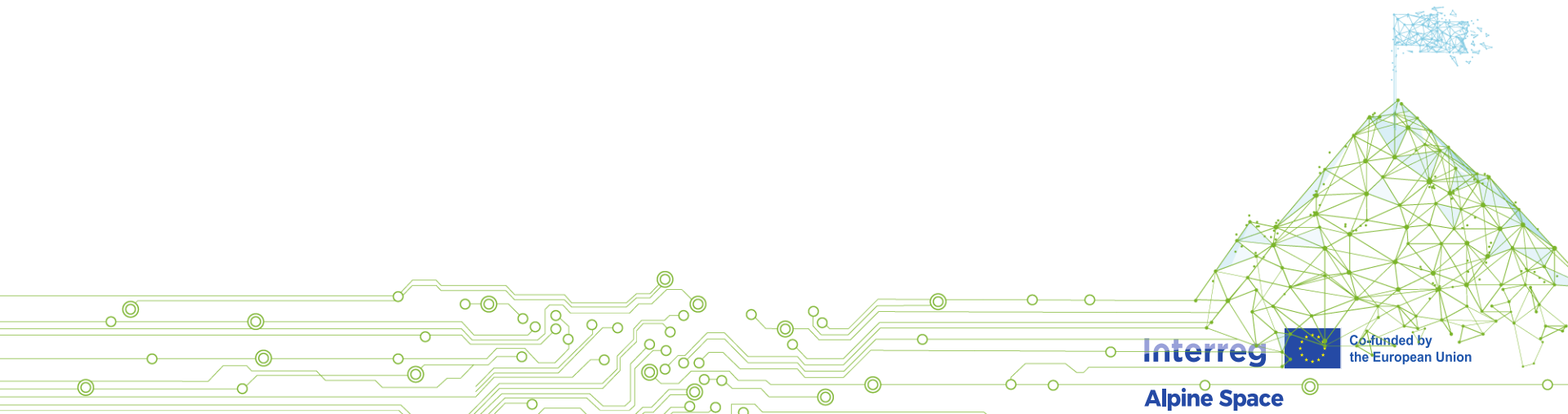
Project management: OPERATIONAL MANAGEMENT



- 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!



Next step: Letter of Deficiencies



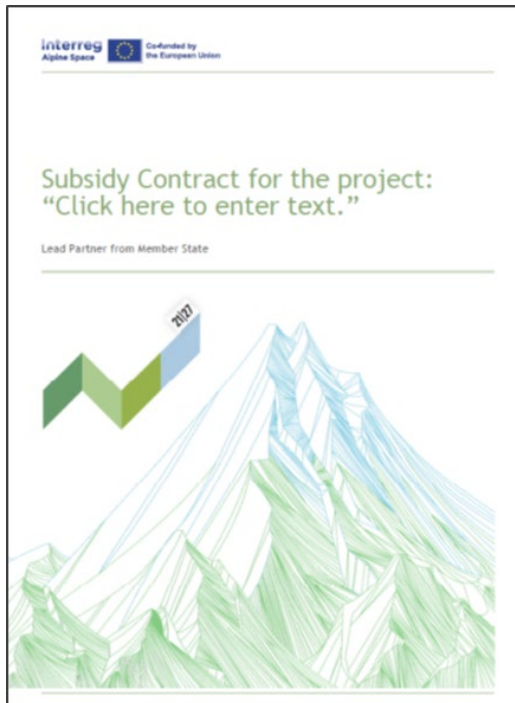
- Aim: to correct shortcomings in AF + reply PC recommendations
- Further guidance in individual consultation + by project officer at JS
- Revision of AF via Jems
→ To be submitted asap and by 9 December 2024 the latest
- Important note: PC recommendations which are not reflected in the AF will have to be replied in written, at latest in project report number 1

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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 by LP should be submitted asap and by 9 December 2024 at the latest
- MA will countersign as soon as AF revised according to LoD
- Project expenditure eligible since:
 - 1 January 2025 (starting date of your projects)

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 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.

Thank you for your attention!

