

Eco-AlpsWater

Innovative Ecological Assessment and Water Management Strategy
for the Protection of Ecosystem Services in Alpine Lakes and Rivers

Priority 3: Liveable Alpine Space. SO3.2 - Enhance the protection, the
conservation and the ecological connectivity of Alpine Space

Deliverable D.M.2.1 – 1/6

Project Steering Group meetings and documentation

1st PSG meeting, S. Michele all'Adige, 11-12 June 2018

Project	Eco-AlpsWater
Work Package	WPM
Activity	A.M.2
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1st Project Steering Group meeting

The member composition and formal institution of the Project Steering Group were established during the second day of the kick-off meeting of the project Eco-AlpsWater, which was held in S. Michele all'Adige, the 11th and 12th of June 2018. All project partners and a JS representative (Primož Skrt) were present at the meeting.

The first part of the meeting was dedicated to the presentation of the project, to the description of activities carried out by the 12 project partners, presentation and discussion of activities carried out in the single work packages (including Communication), obligations for finance management and reporting.

A detailed report of the two days meeting is reported in the minutes, available on the official web site of the project, <http://www.alpine-space.eu/projects/eco-alpswater/en/home/project-meetings>. A summary of the topics and decisions taken during the meeting for an efficient launch of the project are reported below.

After opening the 1st PSG meeting, the LP reminds PPs that the implementation of management in Alpine Space projects requires a specific project-related organisational structure based on the establishment of the following bodies:

1. the Project Steering Group (PSG) as decision-making body as foreseen in article 6 of the partnership agreement;
2. a Project management team consisting of a project manager, a finance manager and a communication manager for the operative management of the project;
3. for each WP, one work package responsible taking over the coordination of work package related tasks and activities.

The PSG should be composed by competent representatives of all project participants and chaired by the LP. Meetings are organized on a regular basis. Project observers can be invited to take part in the PSG in an advisory capacity. The PSG: i) is responsible for monitoring the implementation of the project, ii) is responsible for settlement of any disputes among project participants, iii) have the possibility to set up sub-groups or workgroups to deal with specific tasks related to the project.

The assembly agrees that the referents of each Institute (LP and PP) will be those who will be appointed members of the PSG. The composition of the PSG (members and substitute members) has been reported in Deliverable D.M.1.1.

WPM - Deliverable D.M.2.1 – 1/6

After evaluating previous availability and consensus among PPs, the LP proposes that the **Project management team** be as follows: Project Manager, Nico Salmaso; Finance manager, Riccarda Moser; Communication Manager, Tina Eleršek.

The LP has the overall responsibility for the operative and financial management of the project, including internal communication. The communication manager, leader of work package (WPC) Communication, is responsible for the external communication of the project and the coherence of all activities with the communication strategy. The composition of the Project management team is approved by the assembly.

As foreseen in the Application Form, a **work package responsible** have to be nominated for each single work package. LP asks confirmation of their role as WP leader to all the partners that acted as nominal responsible in the preparation of respective WPs during the project preparation (WPO) and submission. All the partners approve.

The responsables of WPs are reported in Deliverable D.M.1.1.

A few final points are then presented and discussed collectively, including the launch of activities; project controlling (Project Steering Group meetings and documentation, IT-platforms etc.), internal communication, project and financial controlling, activities and deliverables.

It is agreed that PSG meetings will be organized at least once per period, countries alternating, discussing updating of the project status, challenges, financial status, deliverables etc. Progress reports will be made available through IT-Platform.

As anticipated in the Application Form, this 1st PSG meeting report is integrated by a “Risk and Quality management schemes” document (Deliverable D.M.2.2). The document adopts measures to assure quality of deliverables and achievement of goals. At the same time, it identifies potential risks arising during the implementation of the project.

Documents completing this report:

- Minutes of the kick-off meeting at S. Michele all’Adige, <http://www.alpine-space.eu/projects/eco-alpswater/>
- Deliverable D.M.1.1 Drafting agreements in the first Project Steering Group/kick-off meeting
- Deliverable D.M.2.2 Risk and Quality management schemes.
