



**LIFE + Environment Policy and Governance**

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# Project management

## Actions 11-13

*Leader: BEF-EE*





# Project management

- Project monitoring
- Project administration
- After-LIFE communication plan



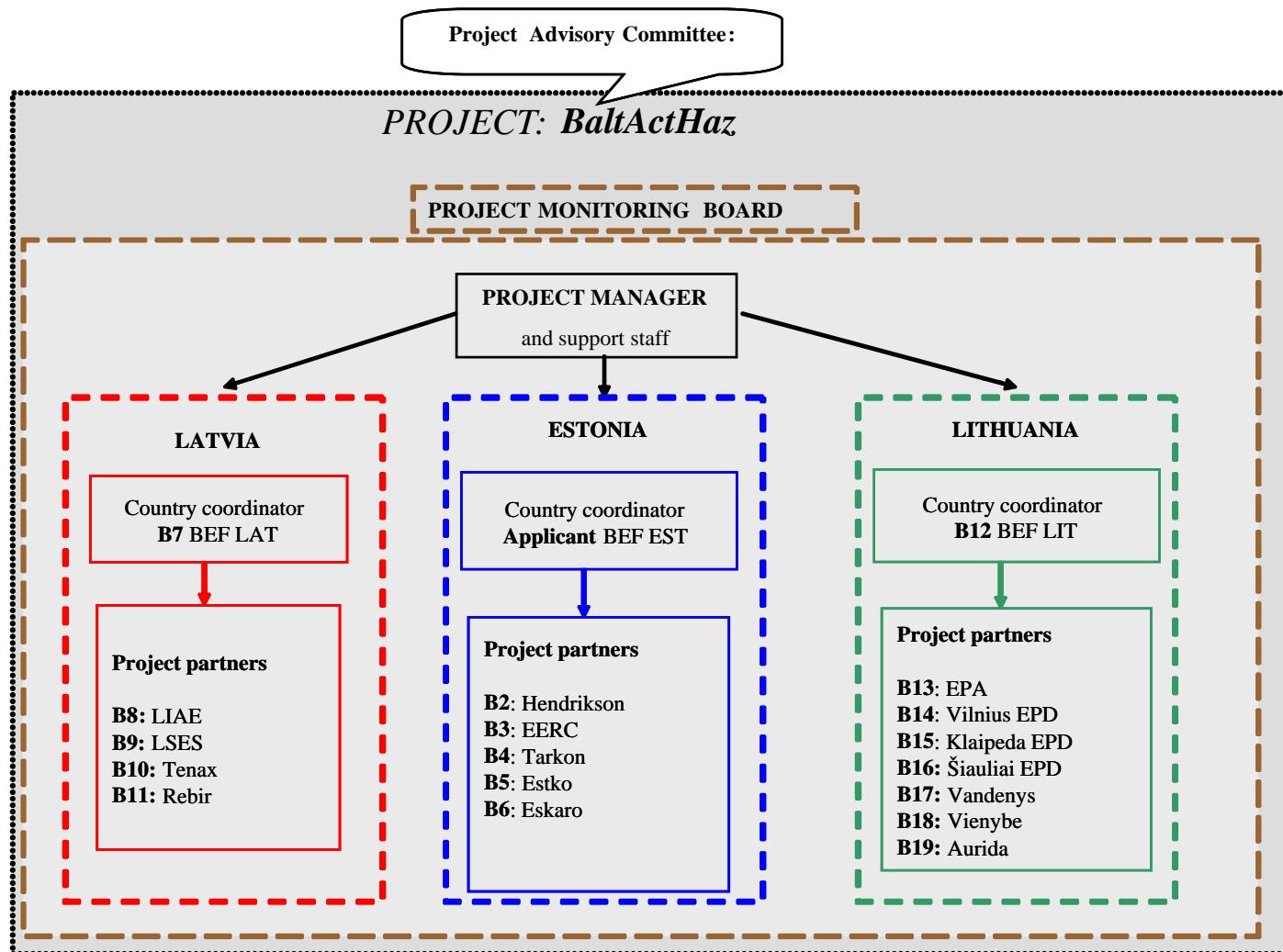
## Management organisation

### 3 different levels

- Bilateral between BEF-EE and each partner for reporting and financial management
- Cross country by actions
- National level among country tandems – BEF offices and national partners

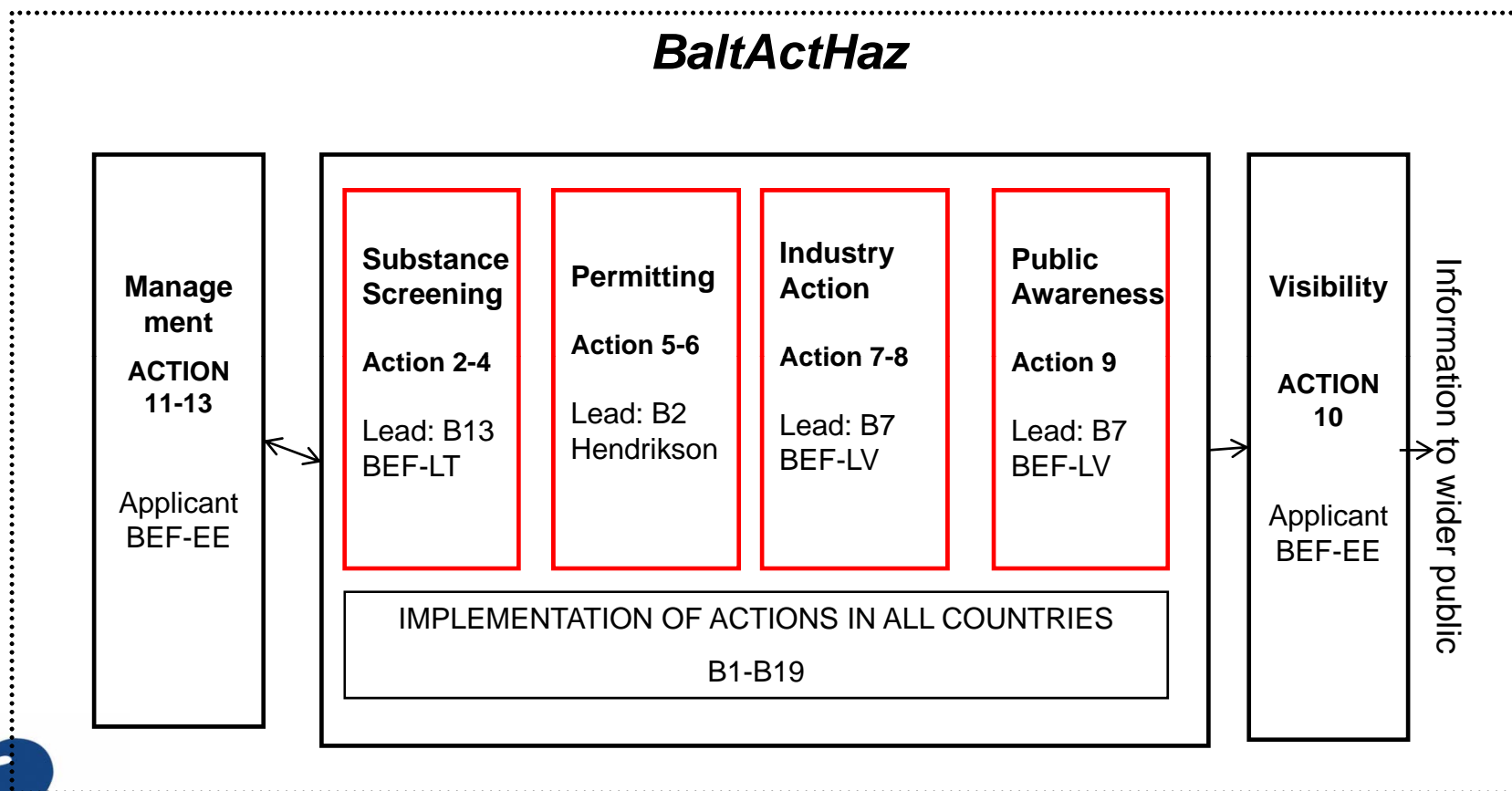


# Project administration scheme





# Actions leadership scheme





# Main activities - monitoring

## Two level monitoring

- Internal monitoring among action leaders – monitoring group meetings
  - group consists of the project manager and action leaders
  - group meets half yearly back to back with project partners meetings
  - to discuss project progress vis-à-vis the indicators
- External by the indirect beneficiaries of the project – advisory committee meetings
  - committee shall consist of representatives of the competent authorities from Estonia, Latvia and Lithuania in charge of management of hazardous substances, water policy and industry policy as well as one or the other sub-ordinate structure
  - committee meets 3 times during project duration
  - to discuss, advise and evaluate the project



## Main activities - administration

- Project partners coordination by meetings and direct communication
- Financial management and audit
  - submission of financial reports
  - audit by an independent auditor
- Project reporting
- Project management coaching



## Main activities – After-LIFE communication plan

- Shall set out the plan how to continue disseminating and communicating the project results after the end of the project
  - Provided in paper and in electronic format
  - Produced and delivered as a separate chapter with the final project report





## Main deliverables

- 3 project advisory committee meetings
- 6 project partner monitoring meetings
- 6 partners meetings
- 9 internal financial reports and 6 activity reports
- 1 inception, 1 mid-term, 1 final report with After-LIFE communication plan
- One audit report
- Reports from monitoring groups and partners meetings