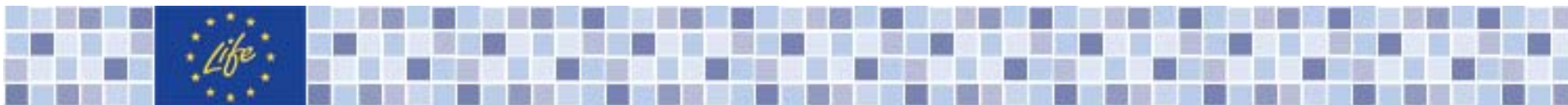


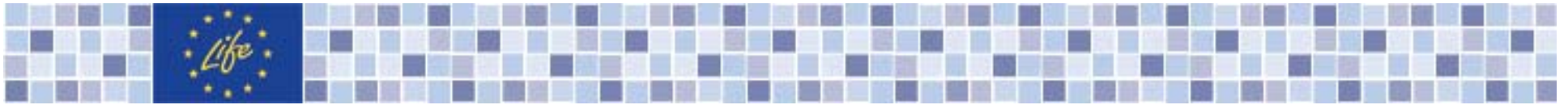
Key issues to remember to succeed in managing your project





The main subjects:

1. Project Management
2. Dealing with the LIFE Unit
3. Dealing with the Monitoring Team
4. Specific instructions for Financial Reporting

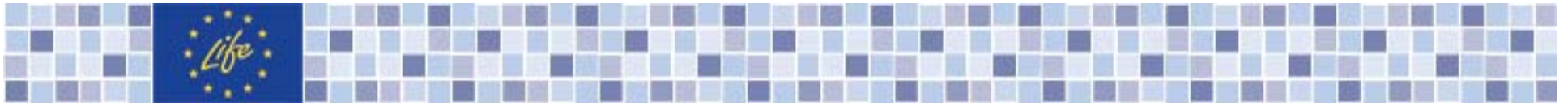


Project Management

The **best advice** for a good Project Management is the following:

read, re-read and consult often the

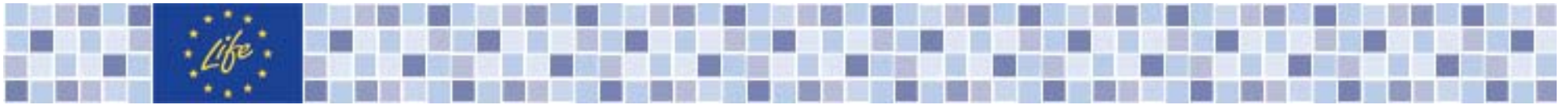
Common Provisions



Project Management

The **second best advice** for a good Project Management is the following:
read, re-read and consult often the

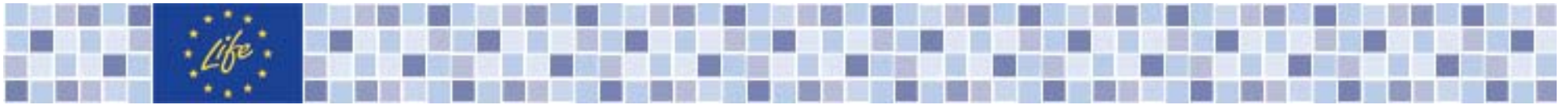
Common Provisions



Project Management

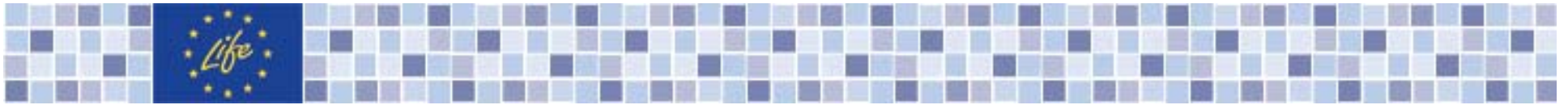
Always refer to the **approved project** and its key-components:

- Description of activities
- Timing
- Objectives and results
- Budget



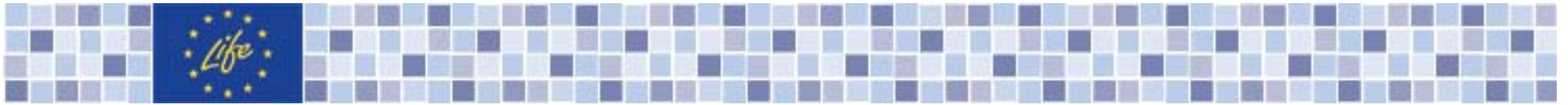
Project Management

- Possible **problems** shall not be ignored or hidden.
- A good management of the **partnership (Art. 4.8 CP)** may be ensured by:
 - Coordination meetings
 - Frequent contacts

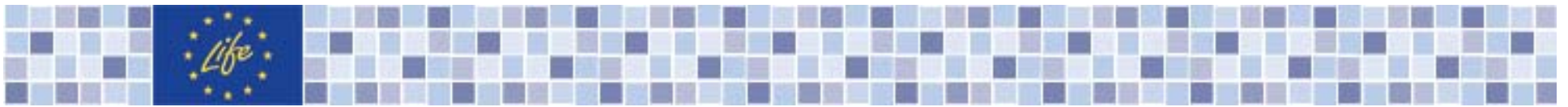


Project Management

- When identifying a **Contact Person for the Project**, this person should actually be available and easy to find. It is better to avoid indicating a Director or a Top Manager (usually not easily available).



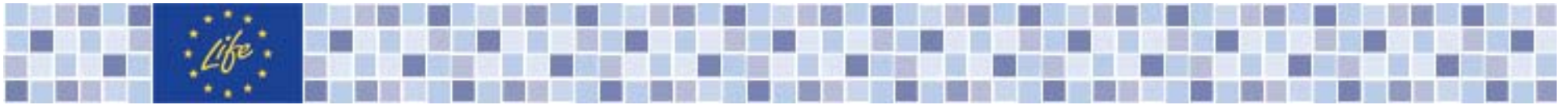
- Do not forget the **compulsory** elements (even if not mentioned in the project):
 - **Website** (Art. 13.4 CP) within 6 months from project start and for 5 years after its end.
 - **Project reference in all correspondence** (Art. 2.2 CP) – **also in email messages!**
 - **Layman's report** (see the template for Final Report)
 - **Info panels** (Art. 13.5 CP)
 - **All reports also in electronic format** (Art. 12.3 CP)
 - **AfterLIFE plans** (template for Final Report)



Project Management

- Contacts and **exchanges of experience and information** with other LIFE Projects are highly appreciated. Use the LIFE database for a thematic search of national or foreign projects:

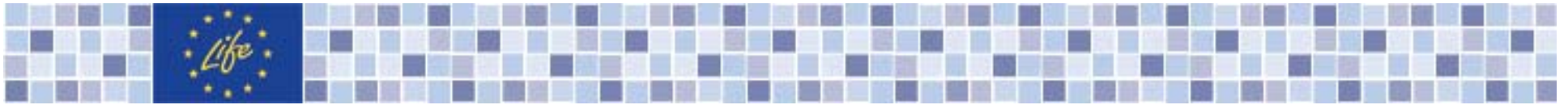
<http://ec.europa.eu/environment/life/project/Projects/index.cfm>



Project Management

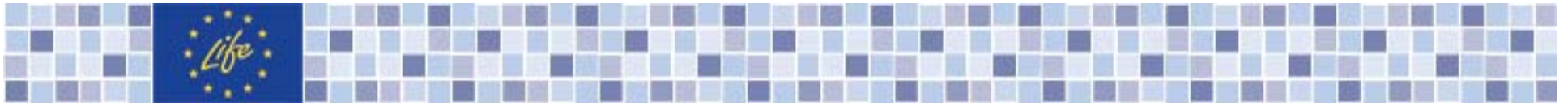
- It is necessary to check often the **LIFE Unit web site**, to verify the availability and updating of useful management tools (e.g. financial reporting forms, audit template, reporting templates, Layman's Report samples, standard timesheets, guidelines for project modification, etc.).

<http://ec.europa.eu/environment/life/toolkit/pmtools/index.htm>



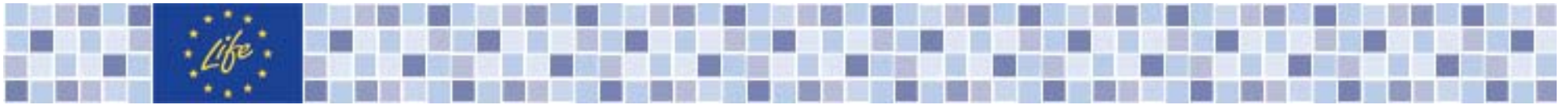
Dealing with the LIFE Unit

- Transmission of **Reports** to the EC (1):
 - Do not neglect any section of the report, as described in the available official templates;
 - Quantify the achieved objectives and results, in comparison with what was foreseen in the project (avoid generic descriptions);
 - Verify that all foreseen elements (deliverables and other) are annexed, easily identified and well ordered.



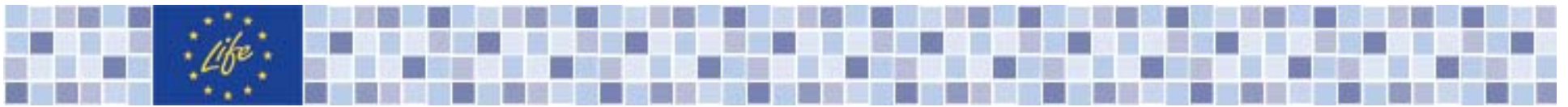
Dealing with the LIFE Unit

- Transmission of **Reports** to the EC (2):
 - It is necessary to send also an electronic copy of all documents (report + annexes);
 - Always indicate the foreseen / actual start and end date of each project Action;
 - Inform the EC and the Monitoring Team in case you foresee to delay the transmission of a report (often projects indicate as deadline the 31/12 or the 31/08).



Dealing with the Monitoring Team

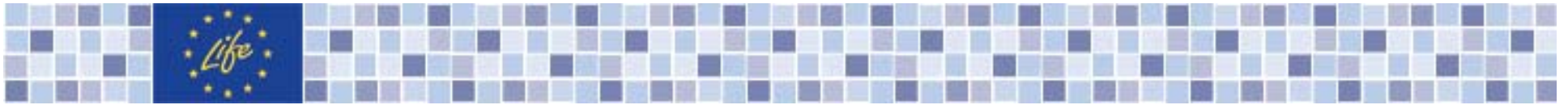
- It is always necessary to send to the Monitoring Team **copy of all correspondence** sent to the Commission (same documents, same annexes).
- In case you need simple clarifications, it is better to send an email message **only to the Monitor**, without contacting directly the Commission. In case it is needed, the Monitor will involve the LIFE Unit.



Dealing with the Monitoring Team

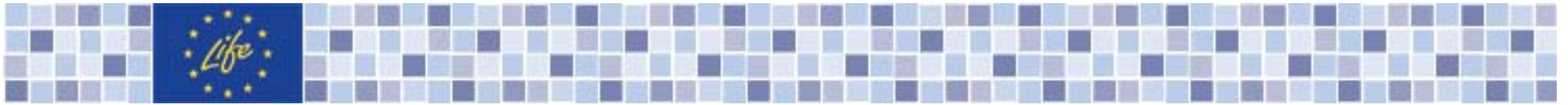
- It is advised to contact the Monitoring team **by email.**
- It is necessary to include **always** the **project reference** in the “subject” of the email messages, e.g.:

LIFE07/NAT/IT/000450 CENT.OLI.MED,
or LIFE07/ENV/IT/000388 CARBOMARK.



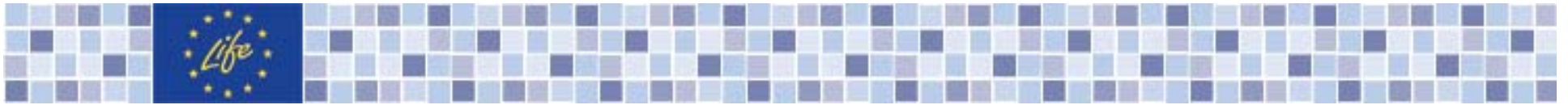
Dealing with the Monitoring Team

- monitoring visits:
 - make sure that **all beneficiaries** (at least the National ones) are represented;
 - prepare the **needed documentation** (updated summary of expenses, timesheets, etc.);
 - in case of joint visits with the EC Officers, foresee press releases, **invite the media**, etc.



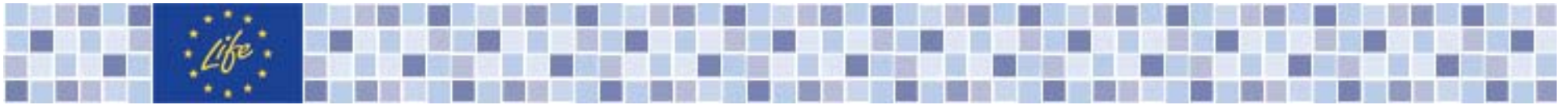
Dealing with the Monitoring Team

- In case you foresee coordination meetings **with all beneficiaries** (also the foreign ones) or public events (conferences, workshops, etc.) please inform the Monitoring team in advance, to verify the possibility to carry out a monitoring visit at the same occasion.



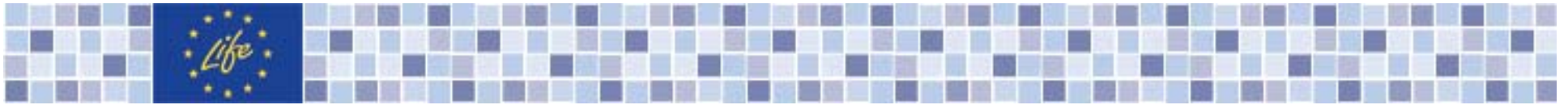
Dealing with the Monitoring Team

- Please be reminded that the Monitoring Team **is not entitled** to take any decision on behalf of the Commission (Art. 9.2 CP).
- Please be aware that **travel or accommodation expenses** benefiting the Monitoring Team cannot be accounted for, as they are ineligible (Art. 26 CP).



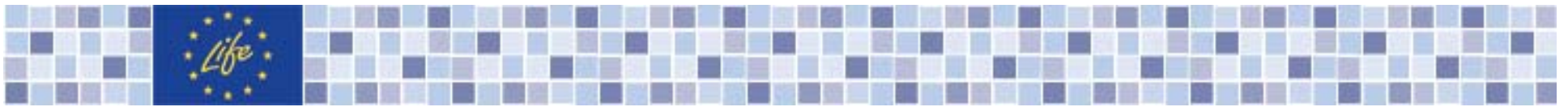
Specific instructions for Financial Reporting

- Do not wait for the formulation of the mid-term or the final report before preparing the **summary of expenditures**. It is required:
 - In all reports (Art. 12.2 CP)
 - At the occasion of all Monitoring Visits
- It is advisable to update the table of expenditures **on a monthly basis** (the Coordinating Beneficiary for all associated Beneficiaries).



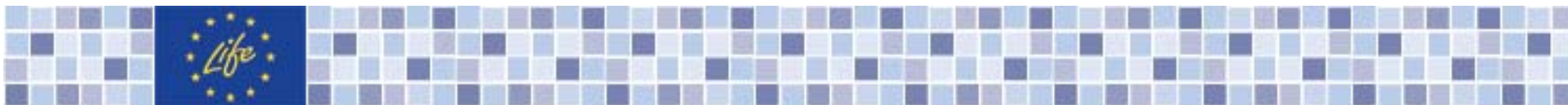
Specific instructions for Financial Reporting

- Be careful: **self-invoicing** and invoicing among beneficiaries is not allowed.
- Verify that all columns of the financial forms are **properly filled-in** without omitting any data.
- Send as soon as possible the declaration for the **non-recoverability of VAT** by the public beneficiaries.



Specific instructions for Financial Reporting

- Be careful: a possible mistake is to ask the suppliers to issue a “**VAT-exempted invoice**” because of the European Project. This procedure **does not apply to LIFE Projects**.
- VAT for provision of goods or services might be recoverable or not recoverable, but **must always be included in the invoices**.



Thank you for your attention
and
good luck in implementing
your project