PROJECT MANUAL

WP1 – Activity 1.1 - Start-Up Activities

DELIVERABLE D1.1.1

Partner in Charge: Ca' Foscari University of Venice

Partners involved: All

Status: Final Version

Distribution: Public

Date: June, 30th 2018

ML-Repair Reducing and preventing, an integrated Approach to Marine Litter
Management in the Adriatic Sea – Axis 3 – SO 3.3

SUMMARY

1   PROJECT PRESENTATION

The strategy for Adriatic-Ionian region and related cooperation programs are paying attention to preserving this environment and improving its quality level. As indicated in the weakness topics of cooperation programs, the marine litter (ML) represents a concerning environmental issue, resulting by lack of sustainable development and constituting a relevant obstacle to a sustainable growth of coastal areas. Concern over the presence and importance of ML in the Adriatic Sea clearly emerged during the DeFishGear (DFG) project, which discovered that disposable plastic items and fishing gears, contribute significantly to anthropic debris in this area. The DFG established also that local communities, coastal tourism and the fishing sector, contribute to the problem, but can also be part of the solution. The fishing sector has a potential in dealing with ML issue, for both prevention, by increasing awareness in a correct obsolete fishing gears disposal, and reduction, by acting in Fishing for Litter (FfL) initiatives.

ML is a common problem for countries facing on the semi-enclosed Adriatic basin, due to geographical aspects and anthropic pressures. This issue requires a shared approach in the implementation of solutions to be proposed. In the ML-REPAIR project, these will be focused on strategic topics dealing with: 1-the enhancement of environmental education of coastal population and tourists, with attention to new generations, and fishery communities (WP3), and 2-the optimization of strategies for ML monitoring, management and scientific investigation that foresee an active and aware involvement of fishermen (WP4).

The ML-REPAIR project will facilitate management and extension efforts through comparison of proposed strategies and activities from both IT and HR, where social, legislative and economic differences exist. It will base its strength on pursuing the development of a collaborative activity among different entities, strengthening joint governance on marine litter management, addressing above mentioned target groups by means of:

1. Testing new educational tools, inducing a positive change in attitudes and behaviour toward ML among future generations and fishery communities;
2. Raising awareness of tourists on coastal areas, so supporting a sustainable growth of the tourism sector;
3. Providing data and innovative tools to policy makers, fulfilling the necessity of a better understanding of the barriers to be removed for a large-scale, trans-national adoption of ML management initiatives;
4. Reducing ML through a participative approach with the fishery sector, straightening the co-operation between science and fishery related organisations, including Fisheries Local Action Groups (FLAGs);

5. Consolidating the cross-border cooperation in the region, exchanging knowledge and reducing the gap between diverging approaches.
6. Reducing and preventing marine pollution, so improving the environmental quality of the Adriatic Sea ecosystem in the long term.

The ML-REPAIR Project will contribute to an environmentally sustainable growth of the touristic and fishery activities in the Adriatic Sea providing efficient approaches and actions able to reduce anthropic debris and marine litter in the Adriatic Sea and consequentially improve environmental quality of its waters in the mid-long term.

Foreseen results are the decrease, trough tailored education and awareness actions, of land-sources marine litter introduced by tourists and local communities along the Adriatic coastal areas, and a quantitative removal of anthropic debris accumulated on the sea floor and recovered during fishing activities, following proper environmental good practices. Innovative solutions such as testing tools (FFL ISM) and technologies (ML-REPAIR App) will help target communities and decision makers to efficiently approach the ML challenge in the short-term time. The project will result in a better trans-national co-operation between scientific world and Fisheries Local Action Groups (FLAGs). Marine litter, with its high component of plastics, with focus on microplastics generation, represents a growing cause of concern for the degradation of marine and coastal ecosystems, potentially compromising the functionality of the ecosystem itself and reducing the quality of coastal waters for fishing and tourism.

2 FORESEEN ACTIVITIES BY WP 1 - PROJECT MANAGEMENT AND COORDINATION OF ACTIVITIES

2.1 Activity 1.1 - Start-up activities

At project level this activity will be the primary responsibility of the Leader Partner (LP) and will involve all Project partners (PPs). The starting project management will be divided into two main levels: project steering activities and day-to-day operational starting. The LP will set-up the project office with a dedicated team including a project manager and a financial manager. This action will include also project start-up activities: setting up communication routes, project rules and a timely preparation of a consortium agreement. On the thematic level WP leaders will ensure cooperation within PPs participating in their WPs, ensuring a correct implementation of planned starting activities.

The project partnership is organized into three levels as described in Figure 1: the first level is represented by the Steering Committee, that is formed by the Project Coordinator (Giulio

Pojana, Ca' Foscari University of Venice assisted by the project manager (PM) and by the communication manager (CM) together with 1 representative from each PP; the second level is represented by the Work Package leaders (WP Leaders) that coordinates all activities foreseen by each work package; the third level of management is represented by a technical responsible inside each PP which collects all the information regarding the work done by each PP during the project.

Beside the technical representatives of each PP, at the third management level, each PP will appoint an internal financial officer that manages all the financial accounting of the project, coordinates selection procedures and public procurements.
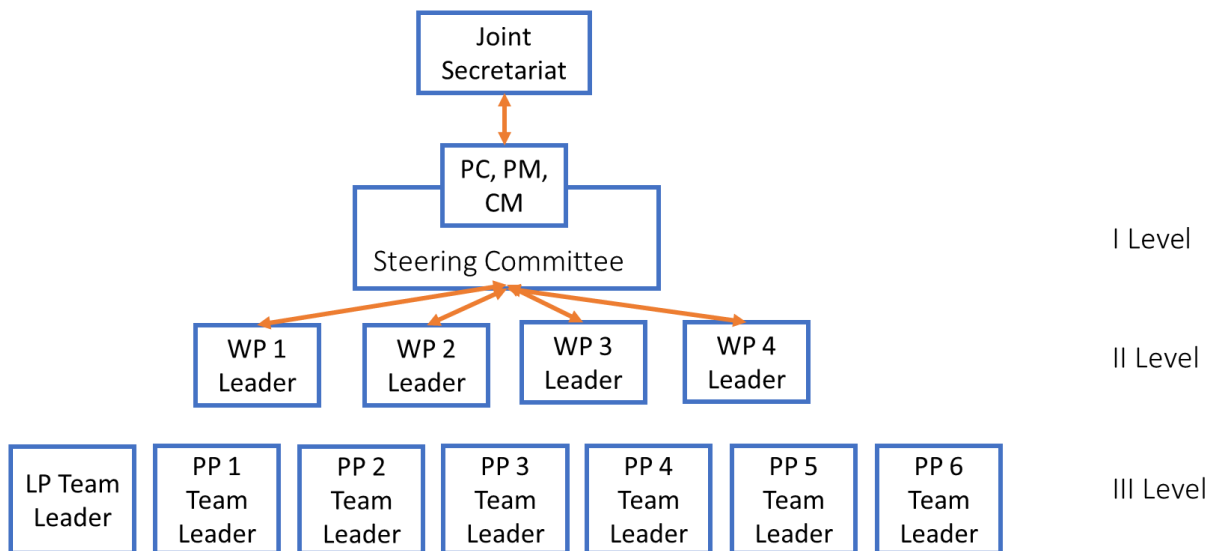

Figure 1 – Organization of the project partners in the ML-Repair Project

2.2 Day-to-day project management, coordination and internal communication

The Day-to-day project management will involve all partners in daily communication, coordination of activities, as well as handling of operational issues, record-keeping and reporting, at both LP and PP level. Each PP will report monthly on the work done and will keep the LP project coordination office up-to-date on the activities planned and implemented.

All PPs will provide through email communications a monthly update of the performed activities in order to inform continuously the LP on the project implementation status. The LP will provide all PPs with simple templates that will help them to provide all necessary information. All PPs will need to report in their monthly update also deviations of the performed activities from the original project proposal and justify them under a technical point

of view. Together with technical updates, if necessary, all PPs will be encouraged to communicate also financial deviations or problems in order to let the LP manage potential raising of financial issues.

2.3 Steering and monitoring of the project implementation

The SC will be composed of 1 representative from each PP and LP. Besides the KO meeting, SC will meet once every 6 months to evaluate the work done and set the targets for the next period. Meetings will take place, alternatively, in Italy and Croatia (2 meetings each) and will be combined with WP meetings, workshops, etc. in order to optimize personnel engagement and strengthen synergies. Each PP, through the PP appointed representative, is responsible to identify potential risks and report them to PC which will assess the potential impact on project objectives. The PC, together with all PPs representatives, will plan specific actions to reduce the risks that will be monitored by the partner who identified the risk. A continuous monitoring of project activities will be performed through information communication network (skype, e-mail and telephone). The LP coordination office will communicate with JS on behalf of the entire project consortium.

The Steering Committee is composed by the following representatives:

- o   PC - Project Coordinator - UNIVE: Prof. Giulio Pojana
- o   PP1 Team Leader - ISPRA: Dr. Otello Giovanardi
- o   PP2 Team Leader - MARE: Dr. Andrea Gugnali
- o   PP3 Team Leader - LIMOSA: Dr. Roberta Manzi
- o   PP4 Team Leader - IZOR: Dr. Pero Tutman
- o   PP5 Team Leader - RERA SD: Dr. Gorana Banicevic
- o   PP6Team Leader - SUNCE: Dr. Matea Spika

2.4 Financial management

The financial management will take care of a correct implementation of the financial plan as specified in the approved application form and of the financial reports. It will provide guidance for financial actions, ensuring that these adhere to the programme rules, as well as to national laws and institutional rules. This will result in compliance of incurred expenditures with eligibility rules. The communication will be stipulated at PP level with the certifying body, and at LP level with the JS. Special care will be given to an operationally correct implementation of procurement procedures. Each PP can request payments of the contribution from the European Regional Development Fund (ERDF) as well as the "Fondo di Rotazione" (FDR) if due by

providing proof of progress of its respective part(s) in the project towards the achievement of the outputs and results as set in the approved application form. The LP will manage, on behalf of the project partners, the request procedure following spending targets, reporting periods and deadlines summarized by the following table:

Table 1 – Reporting periods, deadlines for submission of the PR/Final Report by the LP to the MA and spending forecast for each reporting period

Reporting Period	Timeframe	Deadline for submission of the PR/Final Report by the LP to the MA	Spending forecast (eligible ERDF costs to be reported in the given reporting period)
1	01.01.2018 – 30.06.2018	30.09.2018	334.666,50 EUR
2	01.07.2018 – 31.12.2018	31.03.2019	413.062,60 EUR
3	01.01.2019 – 30.06.2019	30.09.2019	259.364,10 EUR

All PPS need to present to the LP the six-monthly progress reports within at least 25 working days from the end of each reporting period, in order to allow the LP to respect the timing as set out in Table 1. The progress reports will consist of an activity report and a financial report. The financial report shall comprise the amount indicated in all FLC certificates related to the project expenditure that has been paid within the relevant reporting period. According to the aforementioned timing, the time schedule for the delivery of the Progress Reports (both technical and financial) by the PPs to the LP is summarized inTable 2:

Table 2 - Reporting periods, deadlines for submission of the PR/Final Report by the PP to the LP and spending forecast for each reporting period

Reporting Period	Timeframe	Deadline for submission of the Progress Reports/Final Report by the PP to the LP	Spending forecast (eligible ERDF costs to be reported in the given reporting period)
1	01.01.2018 – 30.06.2018	30.07.2018	334.666,50 EUR
2	01.07.2018 – 31.12.2018	28.02.2019	413.062,60 EUR
3	01.01.2019 – 30.06.2019	30.07.2019	259.364,10 EUR

3   COMMUNICATION AMONG PROJECT PARTNERS

3.1   *Internal Communication Rules*

This section describes common communication rules between project partners. The size of the project and the overall number of beneficiaries make it necessary in order to establish from the very beginning of the project simple communication rules and guarantee a smooth information flow between beneficiaries. This condition will assure the best performance of communication activities toward communication targets, such as external stakeholders and the European Commission. Figure 1 shows a conceptual model of the project communication.
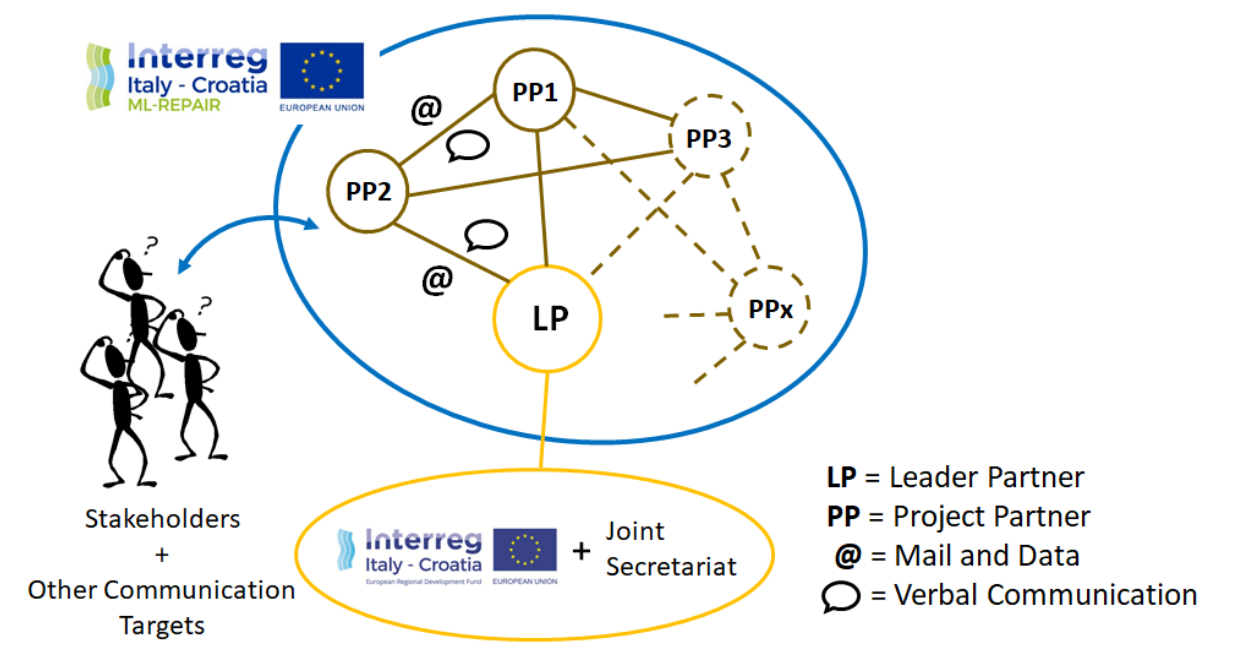

Figure 2 – Conceptual model of the project communication.

There are two different internal communication typologies in the project: communication between project partners and the Leader Partner, and communication between the project partners: they are both important for the project implementation and are both encouraged in the project framework. In order to assure that all information will be freely and easily shared and that tracks of what is being done will be kept, these two communication typologies are organized as described in the following two sections. Subsequently, other sections describe the remaining internal communication rules for the project.

3.1.1 Communication between the leader partner and the other project partners

In case of communication via email of the associated beneficiaries with the coordinating beneficiary, only the specific email address dedicated to the project (**ml-repair@unive.it**) shall be used, carbon-copying (Cc) the address of the scientific coordinator (**jp@unive.it**) on the email. The email address dedicated to the project will work as a mailing distribution list to the team of the Ca' Foscari University of Venice coordinating the project. The email subject shall contain the acronym of the project ML-REPAIR and, if relevant, a clear reference to the action. For example:

ML-REPAIR – Activity X.X – email title

Each project partner shall identify a person responsible for the communication or shall create its own distribution list. The development of distribution lists is preferred as it will assure the most effective and complete information flow between workgroups and between project partners.

In the case of technical meetings, steering committee meetings, etc., record ofall discussions shall be kept in a specific written meeting minute in English. If necessary, Italian language will be used on condition that a short summary of the meeting will be also provided in English. The partner responsible of the meeting (e.g. beneficiary responsible of the implementation of the specific action in case of technical meetings, or the leader partner in case of a Steering Committee meeting) shall have the task to write the minutes using the format indicated by the leader partner. Once reviewed by the leader partner, the minutes, supplied both in .doc and .pdf format, will be shared with other project partners.

3.1.2 Communication between project partners

Communication between associated beneficiaries regarding the project implementation is encouraged provided that the email address of the project coordinator (**ml-repair@unive.it**) is copied as CC on the email. This choice allows a continuous update regarding the project implementation to the team of the coordinating beneficiary. Differently from the previous case, the email subject used for the communication between associated beneficiaries shall be:

ML-REPAIR – Activity X.X – INT – email title

This difference in the email object will allow to easily classify the emails and will facilitate makes the management tasks by LP.

3.1.3 Internal Communication Tools

Efficient internal communication will be ensured by the adoption of different tools, more specifically:

- o Electronic Mailing. This tool is the most common and is essential for the daily communication and exchange of information among project beneficiaries. It permits the sharing of documents, the rapid inclusion and exclusion of information, the certainty of delivery, as well as the clear understanding of all the project beneficiaries involved in the exchange. As a reference, the e-mail contacts of the project partners are listed in the ML-REPAIR contact list (a spreadsheet document) that has been set up at the beginning of the project and distributed to all the project beneficiaries: such document will be updated in case of changes to contact details. Moreover, the following e-mail addresses are available within the ML-REPAIR project: ml-repair@unive.it: By writing to this e-mail address, it will be possible to send a message to the entire coordinating beneficiary team (project coordinator, technical and scientific staff, project manager).

- o Online meeting tools such as Skype for direct conference calls enabling the project partners to meet frequently, provide presentations, share files, and discuss project activities at no cost and without carbon emissions.

- o Regular project meetings: project meetings are a key moment of communication and exchange of information between the project partners. Steering Committee (SC) meetings aim to assess the general progress of the project, control the quality of outputs, give guidance on technical activities.

The specific format indicated by the Joint Secretariat shall be adopted for internal communication.

3.1.4 Mandatory internal communication procedures

The following table summarizes key mandatory internal communication procedures to be adopted in the project, most of which would enable, if correctly respected, an easier and smoother information flow within the project and a more efficient project functioning.

Table 3 - Internal communication rules

Project Acronym	The acronym of the project is ML-REPAIR and it shall be written in capital letters.
Other identification tools	For all communication and dissemination material and project outputs, all project beneficiaries shall include the following mandatory visual identification tools:

	ML-REPAIR logo
	An explicit and readable mention to the European Regional Development Fund financial support (e.g. "European Regional Development Fund – Subsidy Contract number 10071681")
Email communication	Subject of emails exchanged between the coordinating partner and other project partners: ML-REPAIR – Activity X.X – email title
	Subject of emails exchanged between associated beneficiaries: ML-REPAIR – Activity X.X – INT – email title
	Email address for all communications to LP: ml-repair@unive.it
	All project beneficiaries shall adopt as a good practice to give feedback no later than 2 working days after the e-mail date to email exchanged among project partners with no specific deadline indicated,
Name of administrative documents	Administrative documents shall be named according to the following format: yyyy_mm_dd_Activity_X.X.pdf Where yyyy is the year, mm the month, dd the day, X.X the project activity number.
Templates for documents, presentations and letterheads	For official presentations/documents, all project beneficiaries shall use the presentation (PPT format) and letterhead templates provided by the Joint Secretariat and shared by the LP with the file repository provided by LP itself.

Reports of project travels	All project beneficiaries carrying out a mission for project purposes of ML-REPAIR to eligible areas or other locations, in the absence of the coordinating beneficiary staff during such mission, shall report about the results to LP no later than 4 working days after the trip. The report will indicate at a minimum the participants to the trip, its duration, and the activities performed. Examples of the purposes of such trips include but are not limited to field visits, participatory activities and meetings.

3.2 *File repository and management of technical and administrative documents*

In order to facilitate the exchange of information, a specific electronic file repository is provided by the coordinating partner to all the project partners. A specific Google Drive folder will host a file exchange platform where each partner can access the public folder that contains project documents and can manage its own private folder (protected by specific access restrictions), in which it can upload copy of the technical and administrative documents used for the technical and financial reporting of the project. The coordinating partner will act as the administrator of the system and will have the possibility to access all folders. Each uploaded file will be named containing information about the year, the month and the day in which the file is created and will bear a clear reference to the action to which it is related, for example:

yyyy_mm_dd_Activity_X.X.pdf

The project management team will store a copy of the documents over the whole project duration and for next project reporting procedures. Each project partner shall be responsible of the correct management and conservation of the original documents.

To access to the Google Drive repository each PP will activate a specific google account for the project and access to the GDrive repository. The LP will set the privacy settings for each folder of the GDrive assuring the confidentiality of sensible data. Each PP is responsible of the update of the repository of its own part using the online version of the repository or the desktop version of the repository

3.3 Mandatory external communication procedures

The following table summarizes key mandatory external communication procedures, some of which have already been described above, to be adopted in the project, most of which would enable, if correctly respected, an easier and smoother information flow to external stakeholders.

Table 4 - External communication rules

Project Acronym	The acronym of the project is ML-REPAIR and it shall be written in capital letters.
Other identification tools	For all communication and dissemination material and project outputs, all the project beneficiaries shall include the following mandatory visual identification tools:
	ML-REPAIR logo
	An explicit and readable mention to the European Regional Development Fund financial support (e.g. "European Regional Development Fund – Subsidy Contract number 10071681")
Templates for documents, presentations and letterheads	official presentations/documents, all project beneficiaries shall use the presentation (PPT format) and letterhead templates provided by the Joint Secretariat and shared by LP with the file repository provided by LP itself.
Durable goods	All durable goods acquired in the framework of the project shall bear the ML-REPAIR logo and a clear reference on the Regional Development Fund unless otherwise specified by the Joint Secretariat with communication guidelines.

Further information and details about external communication are reported in the Communication Guidelines provided by the Joint Secretariat.

4   LIST OF SPECIFIC MANUALS

Beside the present manual, the following documents together with specific manual provided by the JS for specific tasks have to be considered by PPs in the project implementation:

- o Factsheet nr. 1 "Introduction and Background" and Annex I - Intervention Logic per Specific Objective

- o Factsheet nr. 2 "Project Generation"

- o Factsheet nr. 3 "Project Development"

- o Factsheet nr. 4 "Project Application"

- o Factsheet nr. 5 "Project Selection" and Annexes - Tables of assessment criteria

- o Factsheet nr. 6 "Project Implementation"

- o Factsheet nr. 7 "Project Closure"

- o Factsheet nr. 8 "Project Communication"

- o Advance Payment Request User Manual

- o SIU Management and Monitoring System Progress Report User Manual – Part 1

- o SIU Management and Monitoring System Progress Report User Manual – Part 2

- o SIU Management and Monitoring System Progress Report User Manual – Part 3

Each PP is responsible to verify that each document/manual provided by the Joint Secretariat and used to perform project activities is the last updated version.