

## Section 2

# WORK PACKAGES



**Interreg**  
**Italy - Croatia**  
**EXCOVER**

European Regional Development Fund



EUROPEAN UNION

# WORK PACKAGES



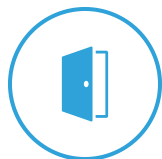
WP 0 - Project Preparation



WP 3 - SWOT and Reputation analysis



WP 1 - Project Management and coordination of activities



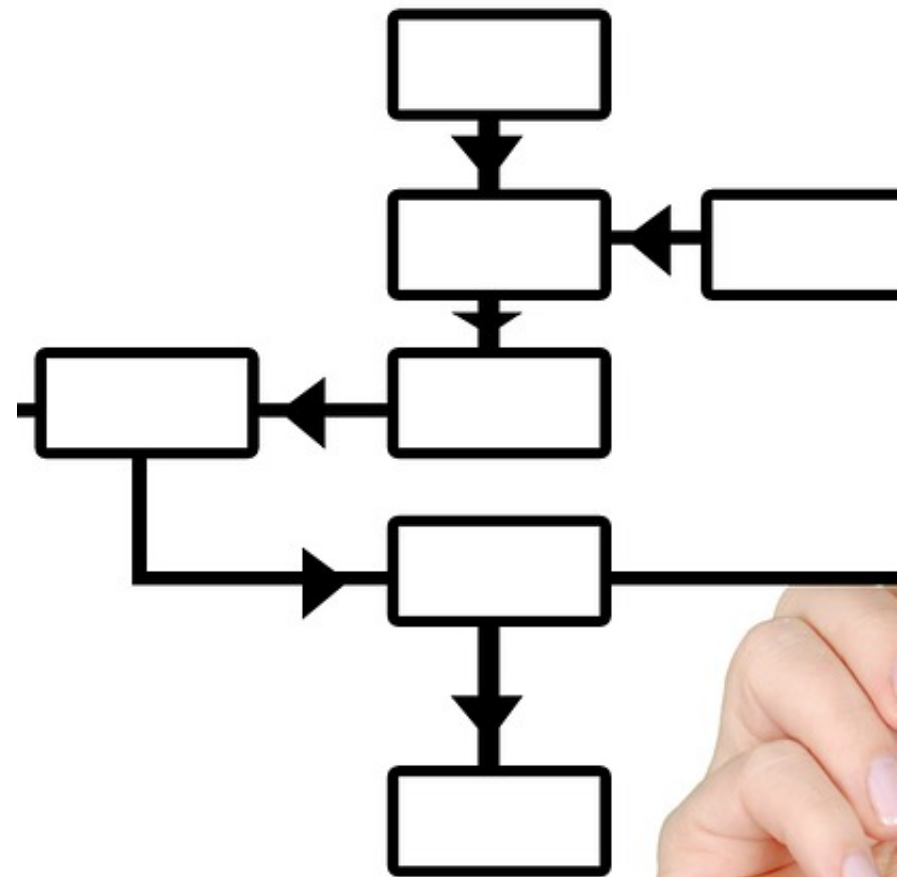
WP 4 - Widespread Welcoming: local heritage & hospitality through alternative & sustainable tourism products



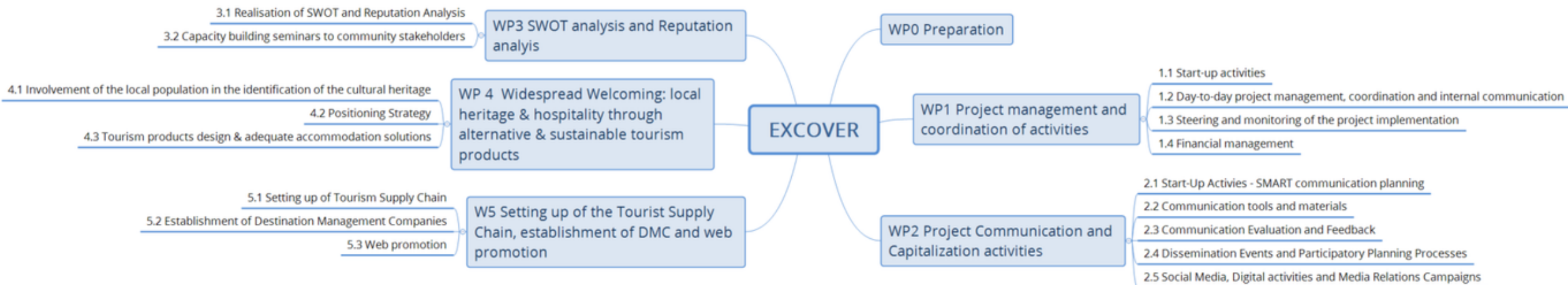
WP 2 - Project Communication and Capitalization activities



WP 5 - Tourist Supply Chain, DMC and Web Promotion



# WPs STRUCTURE





# WP 0 - PROJECT PREPARATION

Month 0

WP coordinator: LIRA - DEVELOPMENT AGENCY OF  
LIKA-SENJ COUNTY

@ ANDRIJA@LSZ-LIRA.HR



# WPO: ACTIVITIES



**0.1 Project  
preparation**

# WP 0: PREPARATION

- # 0.1 Project preparation



# # 0.1 Project preparation: The Project Preparation Team

## • **FINPROJECT Group**

- Mr. **Alessandro ANGHILERI** - project team coordinator
- Mr. **Luciano NATALINI** - project ideator and contents writer
- Mr. **Gianluca SARTI** - clearing phase negotiations and contents definition
- Mrs. **Giulia ALLEGRUCCI** - creation of partnership and liaising with partners
- Mrs. **Daniela GALLI** - budgeting
- Mr. **Gilberto ZANGARI** - contents definition

## • **Other Partners**

- **CAST / University of BOLOGNA** - contents definition
- **University of UDINE** - contents elaboration
- Mr. **Pier Giacomo SOLA** - finalisation of AF submission

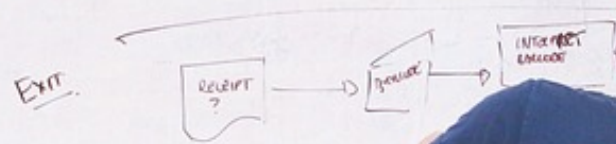
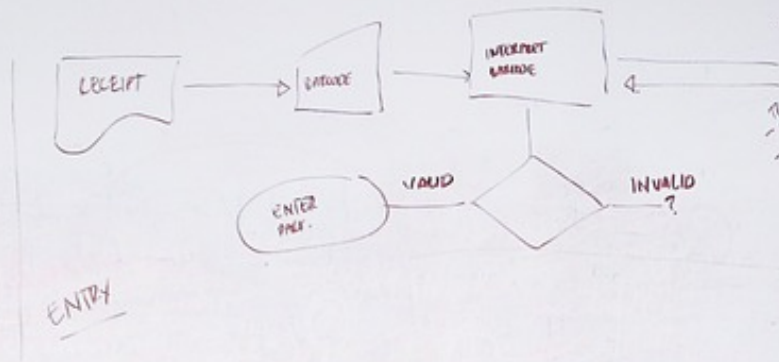
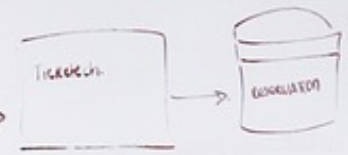
The successful submission of the project proposal is the result of the work of a large team

# # 0.1 Project preparation: Application Form / Deliverable

## 1 D.0.1.1 Application Form (AF)

The final version of the project proposal in the Application Form is the result of a cooperative process, the hard work of the project preparation team and negotiations during the clearing phase.





# WP 1 - MANAGEMENT

Month 1 - Month 30

WP coordinator: LIRA - DEVELOPMENT AGENCY OF  
LIKA-SENJ COUNTY

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# WP1/M: ACTIVITIES

**1.1 Start-up Activities**

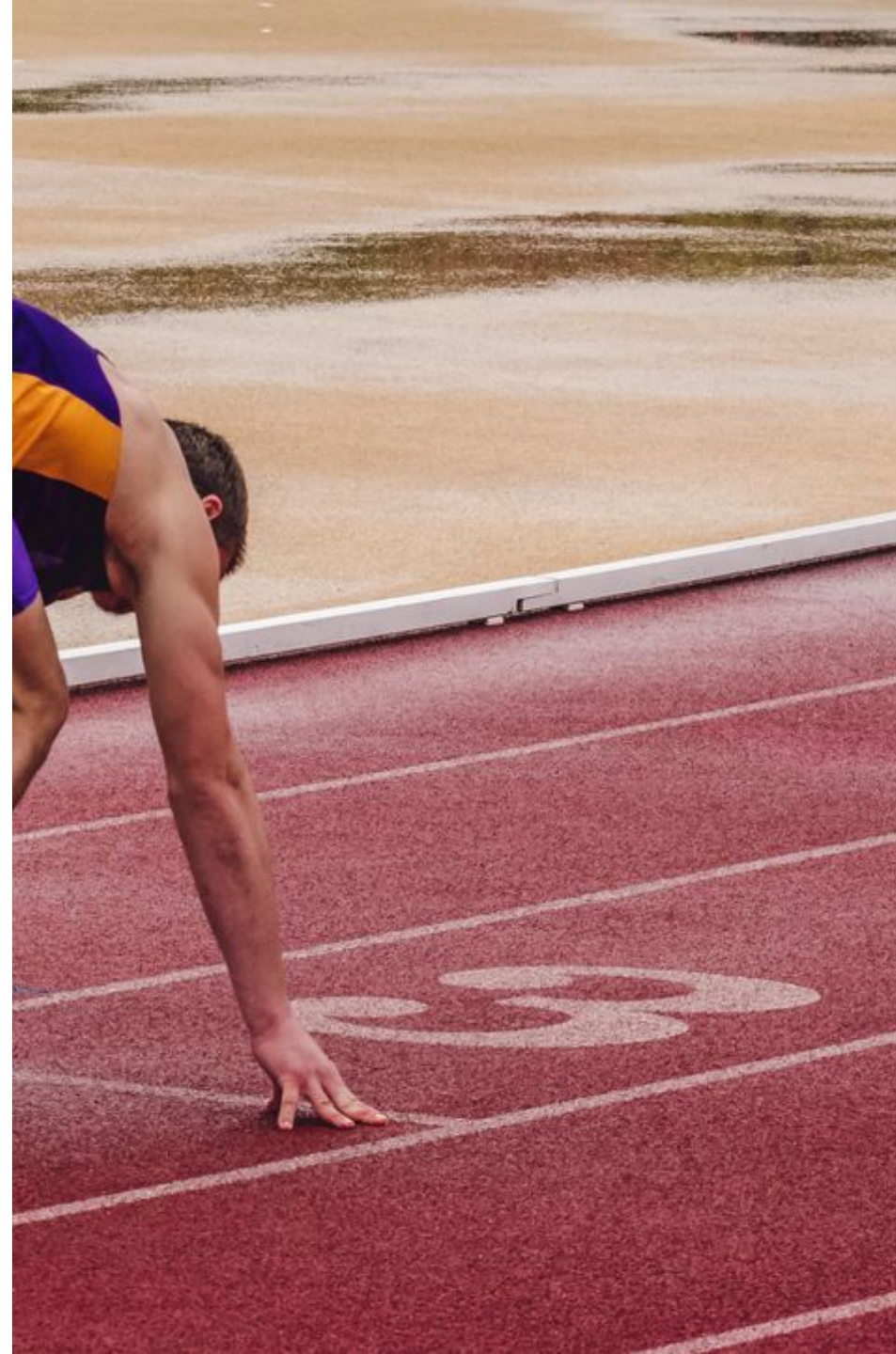
**# 1.2 Day-to-day project management, coordination and internal communication**

**# 1.3 Steering and monitoring of the project implementation**

**# 1.4 Financial management**

# WP 1: MANAGEMENT

- # 1.1 Start-up Activities



# # 1.1 Start-up Activities: Formalities & Contracts



**Application Form (AF)**

**APPROVED** version of AF in **January 2019**



**Subsidy Contract (SC)**

Joint Secretariat is expected to issue SC in **March 2019**



**Partnership Agreement (PA)**

LP prepares draft of PA in **April-May 2019**



# # 1.1 Start-up Activities: Project Management Unit & Teams



## Joint Project Management Team / Unit (PMU)

1. is set-up to ensure sound operational, technical, financial, administrative & quality project management, coordination & monitoring.
2. Each Project Partner (PP) sets up a similar team (**PMT**), assisted by external experts by Public Procurement Procedures.

# # 1.1 Start-up Activities: Project Management Unit & Teams

## 1 Project Manager

drives partners' project implementation, monitors respecting of timetables, ensures internal information flows, prepares progress reports

## 2 Financial Manager

runs & monitors financial + spending aspects (A.1.4)

## 3 Communication Manager

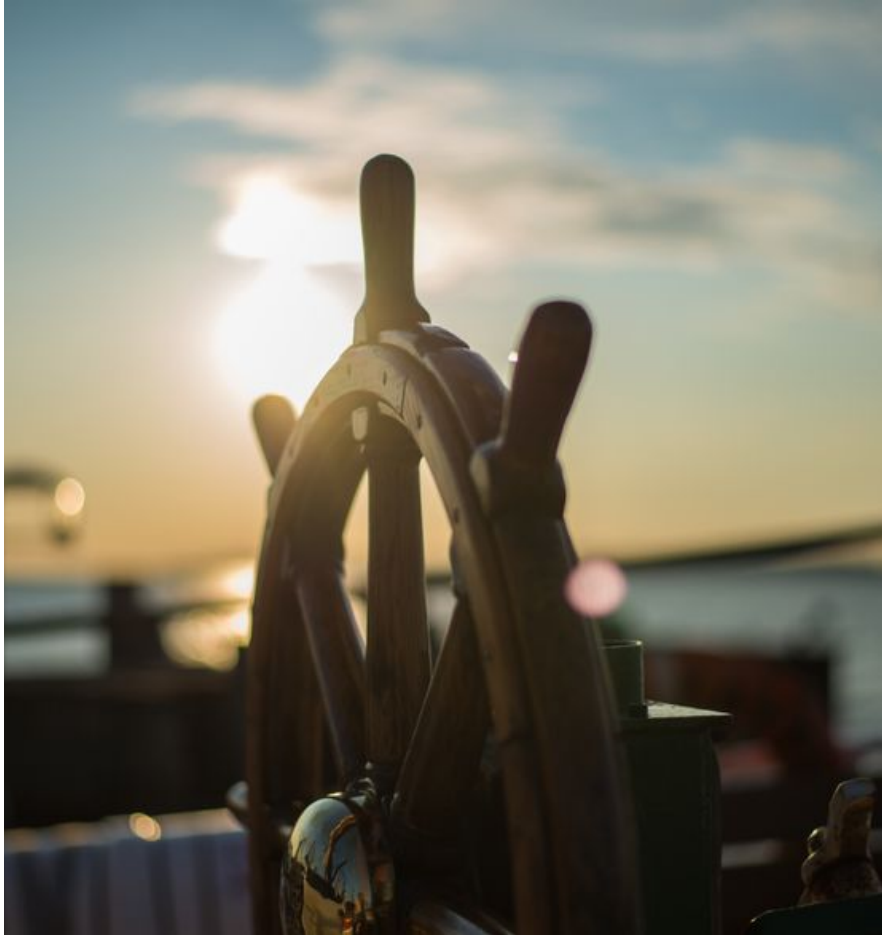
plans & coordinates dissemination actions (WP C)

## 4 Quality / Risk Manager

carries out quality audits, sets-up risks & mitigation procedures (A.1.3)



# # 1.1 Start-up Activities: Steering Committee



## Steering Committee (SC) (1 member per PP)

- SC guarantees consensus driven decision making,
- runs project monitoring & evaluation,
- decides on any relevant issue with majority rule and other procedures formally established at KOM

## At Kick-Off Meeting (KOM), partners will

- Establish Steering Committee (SC)
- Discuss and adopt rules of functioning of SC
- Schedule 6 more SC meetings

# # 1.1 Start-up Activities: WP Coordinators Board (CB)



## WP Coordinators respond for overall progress of work in WPs

- During KOM, WP Coordinators Board (CB) is set-up, restricted to WP leaders
- 1st CB Meeting takes place during 2nd Transnational Project Meeting
- CB organises online and offline meetings
- WP Coordinators are responsible for preparation of minutes of transnational project meetings regarding its specific WP, guaranteeing high quality standards in productions of deliverables
- WP Coordinators are responsible for preparation of paragraphs regarding its specific WP within project progress reports, guaranteeing high quality standards in productions of deliverables



# Information flows



# #1.1: Deliverables

## D.1.1.1

**List** of members and formalised agreed **rules** of the Steering Committee (SC)

target value: **1**

date of delivery: **31/03/2019**

## D.1.1.2

**Minutes** of SC

target value: **1**

date of delivery: **31/03/2019**

## D.1.1.3

**Calendar** for SC, transnational and online meetings

target value: **1**

date of delivery: **31/03/2019**

## D.1.1.4

**Work Plan** (with 6-monthly breakdown)

target value: **1**

date of delivery: **31/03/2019**

## D.1.1.5

project management teams at LP and PP level: **List** of team members

target value: **1**

Date of delivery: **01/03/2019**

## D.1.1.6

Setting up of a WP Coordinators Board (CB)

target value: **1**

Date of delivery: **01/03/2019**

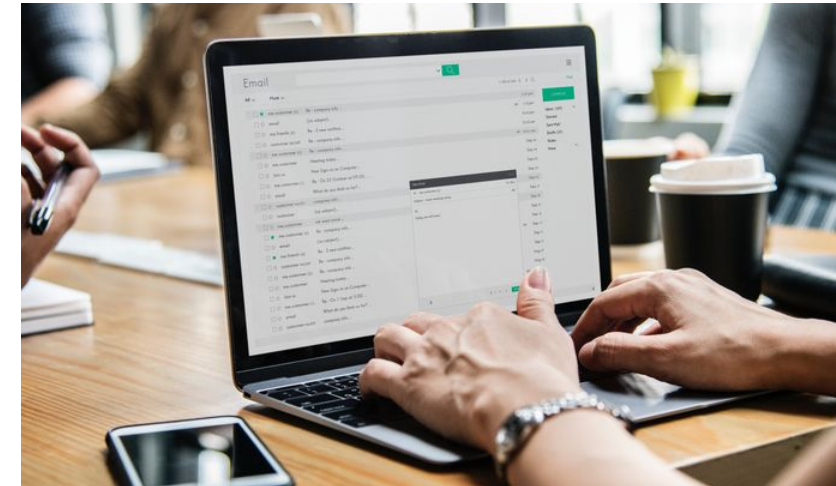


- # 1.2 Day-to-day project management, coordination and internal communication

# # 1.2 Day-to-day project management, coordination and internal communication



**constant and effective exchange of information between PP, assures an effective and shared management of knowledge generated by project's activities**



**Excellence in internal information flows is guaranteed by using e-mailing, WhatsApp, Skype, GoToMeeting, phone calls, Dropbox, project website...**

Standard projects  
Standard+ projects

## STANDARD

[1st CALL FOR PROPOSALS](#)

[DOWNLOAD Standard Results Infographic](#)

1st Set of Calls for Proposals

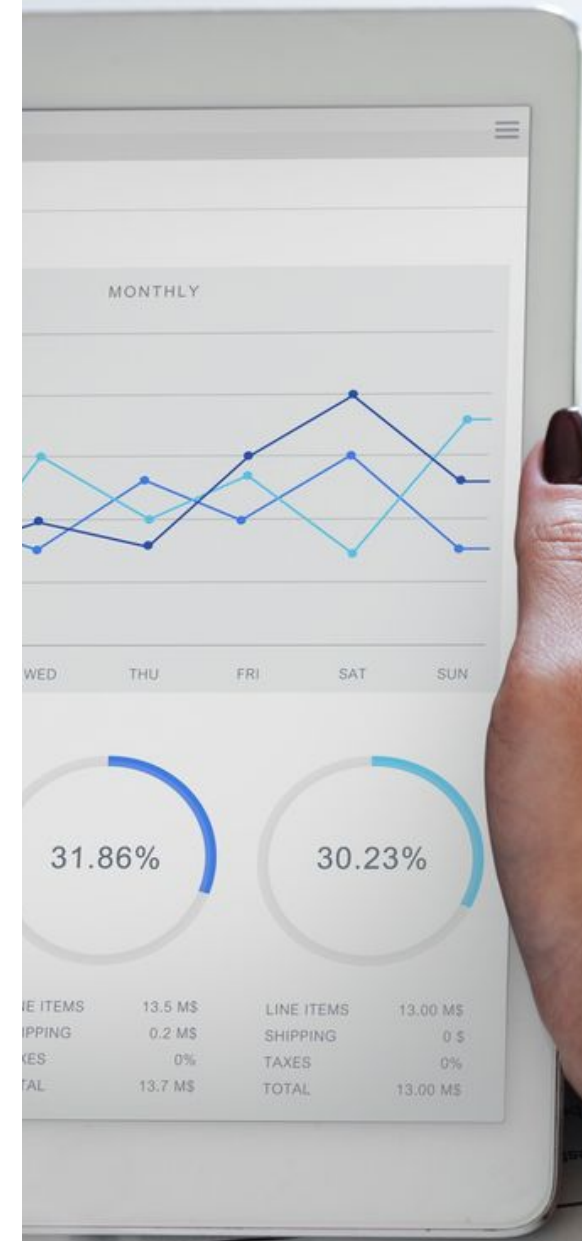
### STANDARD PROJECTS



# # 1.2 Day-to-day project management: Technical Reporting

1 4 Progress Reports (technical-narrative)

2 1 Final Report (technical-narrative)





# # 1.2 Day-to-day project management: Transnational Meetings



1 Kick-Off Meeting



5 Intermediate Project Meetings



1 Final Cross-border Project Meeting



# #1.2: Calendar of Transnational Meetings



**Draft scheduled during KOM**

**Updated during SC meetings**



# Online meetings-webinars

- **Online webinars**

- at least 10 webinars
- webinars are realised for coordination of project activities and transfer of good practices

- **Webinars planned in first period**

1. **March 2019:** SWOT Analysis and Reputation Analysis
2. **April 2019:** Quality Management
3. **May 2019:** FLC and financial reporting



# #1.2: Deliverables

## D.1.2.1

Technical reporting: **Project Progress Report** (technical-narrative)

target: 5

date of delivery: INTERMEDIATE 30/09/2019 (1st), 31/03/2020 (2nd), 30/09/2020 (3rd), 31/03/2021 (4th); FINAL 31/08/2021

## D.1.2.2

**Final Cross-border project meeting:** Agenda, minutes, list of participants and presentations

target value: 1

date of delivery: 30/06/2021

## D.1.2.3

**Intermediate project meetings:** Agendas, minutes, participants lists, ppt

target value: 5

date of delivery: 31/07/2019 (1st), 31/01/2020 (2nd), 31/07/2020 (3rd), 31/01/2021 (4th); 30/04/2021 (5th)

## D.1.2.4

**Online meetings** (2 within each semester): Minutes of webinars

target value: 10

date of delivery: 31/07/2019 (1st and 2nd), 31/01/2020 (3rd and 4th), 31/07/2020 (5th and 6th), 31/01/2021 (7th and 8th); 30/06/2021 (9th and 10th)

- # 1.3 Steering and monitoring of the project implementation



# # 1.3 Steering of the project implementation: Steering Committee Meetings



At project start-up, partners discuss rules of functioning and establish **Steering Committee (SC)**, chaired by LP and composed by 1 member per PP, to supervise project implementation, take strategic decisions, evaluate performances.



Steering Committee Meetings are organised during **Kick-Off Meeting**, Technical project meetings and Final project meeting, to save money and CO2

# # 1.3 Monitoring of the project implementation: WP Coordinators Board (CB) - Meetings and Tasks



**WP Coordinators respond for overall progress of work in WPs and chase for high quality standards in productions of deliverables, activities and outputs**

- WP Coordinators Board (CB) is set-up at KOM, restricted to WP leaders
- CB organises online and offline meetings
- WP Coordinators are responsible for preparation of minutes regarding its specific WP related to project meetings
- WP Coordinators are responsible for preparation of paragraphs regarding its specific WP within project progress reports



# # 1.3: WP Coordinators Board (CB) - Members



## WP1 Management - LIRA

Project Manager

Mr Andrija BRKLJAČIĆ  
andrija@lsz-lira.hr



## WP2 Communication - KARLA

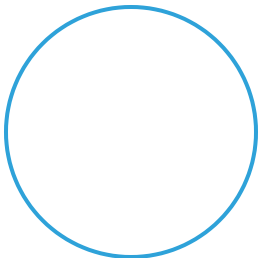
Communication Manager

Mrs Eva SOBOTIK PAVAN  
eva.sobotik-pavan  
@ra-kazup.hr



## WP4 Widespread Welcoming - University of UDINE

Scientific Coordinator  
Mrs Donatella COZZI  
donatella.cozzi@uniud.it



## WP1 Management - LIRA

Financial Manager

Mr / Mrs



## WP3 SWOT & Reputation Analysis - Alma Mater / CAST

Scientific Coordinator

Mr Andrea GUIZZARDI  
andrea.guizzardi@unibo.it



## WP5 Tourist Supply Chain, DMC & web promotion - DELTA 2000

Technical Coordinator  
Mrs Angela NAZZARUOLO  
angela.nazzaruolo  
@deltaduemila.net

# # 1.3 Monitoring of the project implementation: Quality Project Management



## QUALITY - RISK MANAGERS

Quality monitoring & risk management in project is assured by “QUALITY - RISK MANAGERS”, selected by each PP



## QUALITY PROJECT MANAGEMENT PLANS

All PP provide supporting documents to permit monitoring state of advancement of project activities and to activate corrective actions in case of delays or deviations.



## CLOUD STORAGE

To permit proper storage of project working documents, deliverables and outputs and monitoring of established quality standards, an online cloud storage is created by LP: DropBox or Google Drive.

# #1.3: Deliverables

## D.1.3.1

**Steering Committee Meetings:** Minutes of SC

target value: **7**

date of delivery: **31/03/2019 (1st), 31/07/2019 (2nd), 31/01/2020 (3rd), 31/07/2020 (4th), 31/01/2021 (5th), 31/03/2021 (6th), 30/06/2021 (7th)**

## D.1.3.2

**Project Quality Management Plan** (which include the single Plans elaborated by each PP)

target value: **14**

date of delivery: **30/06/2019**

## D.1.3.3

**Final project quality monitoring report**

target value: **1**

date of delivery: **30/06/2021**

## D.1.3.4

**Cloud Storage**

Online cloud storage is created by LP: DropBox or Google Drive

target value: **1**

date of delivery: **31/01/2019**



- **# 1.4 Financial management**



# # 1.4 Financial Management



## FINANCIAL MANAGERS

Focus on monitoring and reporting of financial & administrative aspects of the project



## CERTIFICATION OF EXPENDITURES BY FLC

All partners' expenditures will be certified by the respective auditing bodies / national control level, identified by the partners



## FINANCIAL REPORTING

4 Financial-administrative Reports + 1 Final financial-administrative Report are produced as integrative parts of the technical reports (D.1.2.1)



# # 1.4 Financial Managers

## Financial Managers ensure a sound financial management of the project:

- Be updated on relevant Programme financial information (e.g. on rules and requirements regarding eligibility of costs, financial reporting, audits etc.)
- Participate to dedicated Programme's trainings
- Set up proper arrangements to comply with the requirements of the different levels of control applicable to the project
- Monitor financial project progress (including expenditure and their validation)
- Prepare the financial part of the six-monthly Progress Reports and of the Final Report
- Work in close contact with the other members of the Partner's management team in order to identify and deal with potential risks and problems, deviations and modifications



# # 1.4 Financial Management: Financial Reporting



- **Financial Reporting is integrative part of D.1.2.1 (Activity 1.2)**

Financial Managers prepare the financial part of the six-monthly Progress Reports - PR and Partners Reports - and of the Final Report

# # 1.4 Financial Management: Certification of Expenditures by FLC (1)

## FLC First Level Controller

- The eligibility of activities and costs is confirmed by the FLC of each partner
- The supporting documents needed by the FLC to perform its checks (such as **original invoices, proofs of payments, deliverables**, etc.) will have to be provided to the FLC separately and individually by each LP/PP

PPs should be aware that expenditure can only be reported to the Programme for reimbursement if its eligibility has been confirmed by the authorised FLC

# # 1.4 Financial Management: Certification of Expenditures by FLC (2)

## Documents to be issued by FLCs

- provided by the FLC to the PP in original (electronic and, if relevant, paper format) and then submitted by the PP to LP in digital (scanned documents)
- **Certificate of Verified Expenditure (CoVE)**
- **List of expenditure**
- **Control checklist**
- **Control report**

PPs should be aware that expenditure can only be reported to the Programme for reimbursement if its eligibility has been confirmed by the authorised FLC

# Organisation of the First Level Control (FLC) System at National level: Croatia

## Croatia: FLC organized in a centralized system

- The body in charge is the Agency for Regional Development of the Republic of Croatia, Directorate for First Level Control, Service for Cross-Border Cooperation Programmes/ Department for Cross-Border Cooperation Programme Italy-Croatia







# Organisation of the First Level Control (FLC) System at National level: Italy

## Italy: FLC organized in decentralized system

- Each PP appoints its **own controller**, according to the requirements set at National level for ETC Italian control system
- Controllers appointed by the beneficiaries can either be **internal** (only for public bodies) or **external** (auditors selected through a procurement process)
- The appointment and compliance with requirements of each controller will be checked and approved by the **FLC validation body** at the **Veneto Region** which has been designated by the MA to carry out this task

## Spending Targets 1st Period

Partner	Partner name	Period 1	75% target
LP	LIRA	€ 50.032,50	€ 37.524,38
PP1	UNIZD	€ 31.395,00	€ 23.546,25
PP2	PGZ	€ 21.905,00	€ 16.428,75
PP3	KAZUP	€ 28.421,00	€ 21.315,75
PP4	UTI CARNIA	€ 29.025,00	€ 21.768,75
PP5	UNIBO	€ 35.712,00	€ 26.784,00
PP6	UNIUD	€ 24.750,00	€ 18.562,50
PP7	RIVE D'ARCANO	€ 29.685,00	€ 22.263,75
PP8	DELTA 2000	€ 27.150,00	€ 20.362,50
PP9	CAMPOBASSO	€ 31.732,50	€ 23.799,38
PP10	PARCO SIMONE	€ 35.175,00	€ 26.381,25
PP11	TERRE PIACERE	€ 22.840,00	€ 17.130,00
PP12	PREDAPPIO	€ 27.370,00	€ 20.527,50
Total		€ 395.193,00	€ 296.394,75
		%	15,97%

# #1.4: Deliverables

## D.1.4.1.a

### Periodic Certification of Expenditures

target value: **4**

date of delivery: **30/09/2019 (1st), 31/03/2020 (2nd), 30/09/2020 (3rd), 31/03/2021 (4th)**

## D.1.4.1.b

### 5th and Final Certification of Expenditures:

LP submits to JS the Final Report, summarising all the financial and the activities issues at the end of the project

target value: **1**

date of delivery: **31/07/2021**

# Contacts



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