



**SIMBIOTIC PROJECT KICK-OFF MEETING
UNIVERSITY OF MALTA, MSIDA, MALTA
26/05/2011 – 27/05/2011**

Day 2

WP1 Management and Coordination

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**Ministry
for Gozo**



Italia-Malta Programme - Cohesion Policy 2007-2013
A sea of opportunities for the future

This project is part-financed by the European Union
European Regional Development Fund (ERDF)
Co-financing rate: 85% EU Funds; 15% National Funds



Investing in your future

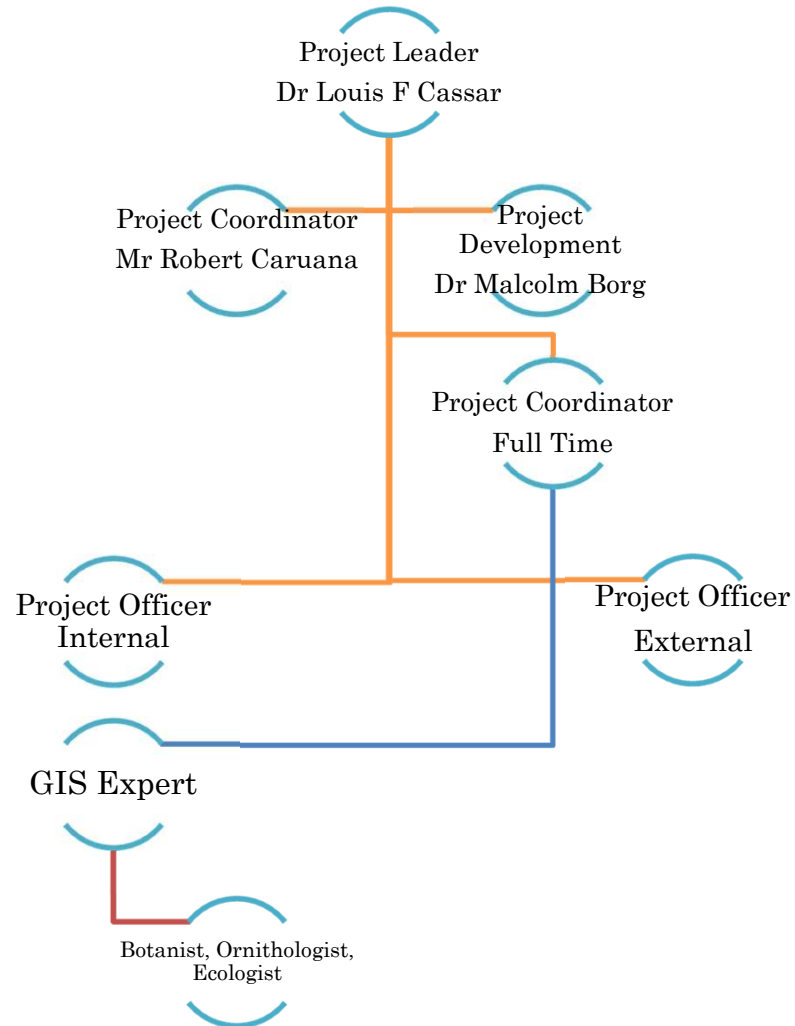
WP1 MANAGEMENT AND COORDINATION

SCHEDULED ACTIVITIES

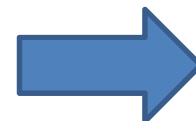
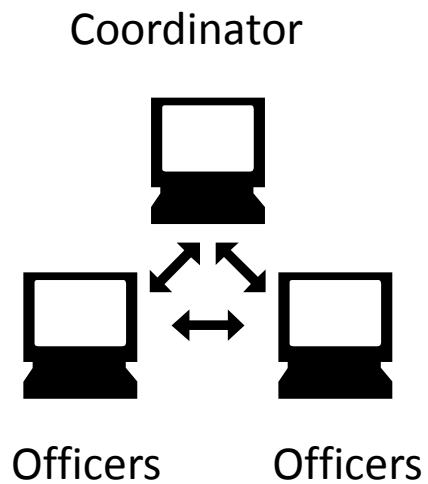
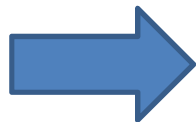
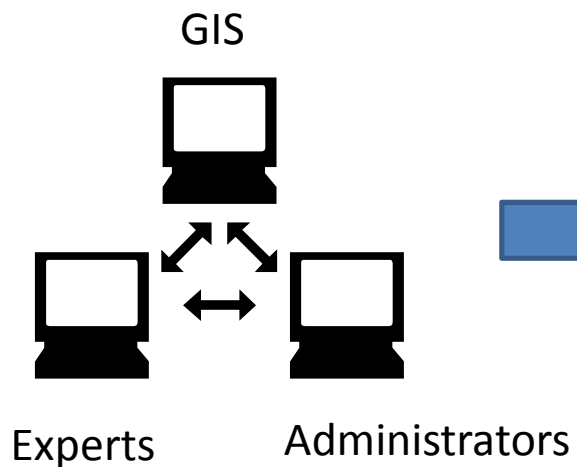
- Project management
- Organization of five 6-monthly project meetings
- Consultative development and monitoring of project implementation plan
- Development and implementation of a project communication and information plan
- Development of progress and final reports
- Financial Management



Our Management Structure



Office Structure
Lead Partner



3 new Systems
1 GIS platform/licence



WP1 MANAGEMENT AND COORDINATION

- Factors to consider:
 - Strengths of team composition - scientific and administrative background, we need to synergise these strengths to reach project objectives and deliverables
 - Time frame – 24months



WP1 MANAGEMENT AND COORDINATION

TASKS AHEAD IN WP1 (SHORT TERM)

- Engagement of Project Coordinator, to assist Lead Partner project team – June 2011
- Preparation of template for regular reporting of activities, to be sent to project partners – May 2011
- Drafting Communication and information plan, to be endorsed by partners (Steering Committee / written consultative procedure) – June 2011
- Preparing revised Application Form and budget, with cover letter explaining necessary revisions – for endorsement by project partners (Steering Committee/ written consultative procedure) prior to submission to MA/JTS – May/June 2011



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TASKS AHEAD IN WP1 (SHORT TERM)

- Preparation and Issuance of expressions of interest to target interested land owners
- Preparation and Issuance of tenders to purchase equipment
- Engagement of External Experts
- Endorsing Project implementation plan, based on tasks and deadlines agreed during kick-off meeting (Steering Committee/written consultative procedure) – May/June 2011



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TASKS AHEAD IN WP1(THROUGHOUT THE PROJECT)

- Organization of five 6-monthly project meetings
- Consultative development and monitoring of project implementation plan
- Development and implementation of a project communication and information plan
- Regular correspondence with all relevant parties regarding administrative and technical aspects



WP1 MANAGEMENT AND COORDINATION
FINANCIAL REPORTING PERIODS

| Reporting Period | Payment Request | | | Expected date for submitting the report to the MA |
|------------------|-----------------|----------|------------------|---|
| | ERDF | NPC | Additional funds | |
| 1. | 326991.3 | 57704.34 | 160000 | 30/11/2010 |
| 2. | 167048 | 29479.07 | | 31/03/2012 |
| 3. | 99230.22 | 17511.22 | | 31/11/2012 |
| 4. | 99230.22 | 17511.22 | | |
| 5. | 97698.11 | 17240.84 | | 31/03/2013 |
| 6. | 61526.79 | 10857.66 | | 30/11/2013 |



WP1 MANAGEMENT AND COORDINATION

TIPS FOR SUCCESS

- **Communication** between partners: regular, prompt & undertaken by each partner
- **Steering Committee**, working in line with Terms of Reference
- **Consultation** with PSU, PPCD, JTS or MA if and when necessary
- Need to keep an eye on and respect deadlines
- Follow strategy agreed between partners
- Revise and update strategy as may be necessary
- Building of team spirit



WP1 MANAGEMENT AND COORDINATION

REFERENCE POINTS

- Partnership Agreement (esp. Articles 4 and 5 on PPs' obligations)
- Manual on expenditures and annexes
- Eligibility guidelines
- Partner budgets which were sent to all individual partners

