

CENTRAL EUROPE PROGRAMME 2007-2013



Lead Partner Seminar
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Start up phase

Angelo Santonocito
JTS CENTRAL EUROPE
PROGRAMME

Work plan and time table might need to be adjusted

- Time gap between project development and actual start of implementation
- Necessary improvements requested by the MC

Setting up management structures

- General project and partnership coordination & decision-making (e.g., Steering Committee)
- Day-to-day management and coordination (e.g., Coordinator, Financial Manager)
- Thematic coordination (e.g., group of WP-leaders)



Setting down rules of procedure

- Intra body-level
- Inter-body level

Staff selection and appointment

- Capacities and competencies

Tasks might be outsourced

- Tendering process (timing, provisions to be foreseen during the start up phase)
- Respect of national and European legislation



Development of a „common working culture“

- Definition of core values for collaboration, feedback culture

Provisions for evaluation and project review

- Internal or/and external evaluation, timing, tools should be defined between the partners
- Partners should agree on how to integrate the evaluation results into the running project
- Key indicators should be defined as soon as possible



- To be sent to the JTS within 3 months after signing of the Subsidy Contract
- Together with the Partnership Agreement
- Confirms the management arrangements
 - ✓ Lead Partner's bank account (if not provided in the subsidy contract)
 - ✓ Project Coordinator contact information, employment procedure
 - ✓ Project Financial manager contact information, employment procedure
 - ✓ Project Communication manager contact information, employment procedure

- ✓ Lead Partner's First Level Controller (if not provided in the subsidy contract)
- ✓ Steering Committee establishment, composition
- ✓ Location of LP's supporting documents relating to expenditure and audits, including all documents required for an adequate audit trail.



- Already included in the Application Form.
- Certified as eligible
- This report has to be submitted together with the first progress report at the latest.
- Timeframe of eligibility: from 01.01.2007 until the date when the Application Form was submitted.
- Ceiling of total eligible costs: EUR 20.000.-
- Reference to WP 0, related columns in table 4 and 6 of the budget section
- Only budget lines in the AF and partners involved according the AF can be considered for requests of reimbursement

