

## **Action F1.1 Establishment and operation of project management structures**

### **DELIVERABLE F1.D1**

#### **Project Coordination and Management Protocol**

Beneficiary Responsible: MEEN

#### **Summary**

The “Project coordination and management protocol” outlines all the necessary procedures, in terms of proper coordination, for the implementation of LIFE-IP CEI-Greece actions. The deliverable includes all relevant quality control guidelines regarding the working methods and fine-tuning of partnership collaborations, the completion of deliverables and technical reports, organizing project material/files and shared information as well as all other requirements that fall into project management.

The initial chapters of the deliverable F1.D1 present essential information about LIFE-IP CEI Greece “Circular Economy Implementation in Greece”, such as the general scope and objectives of the project, financial information, details about the structural form and the project’s associated beneficiaries - including an analytical table of their roles and actions of involvement etc.

*Chapter 7*, expands on the Management procedures of LIFE-IP CEI-Greece with a) the relevant official administrative documents (Grant agreement, partnership contracts, amendment requirements) and b) the responsibilities and operation rules of the six project management structures (Project Administration Group, Central Coordination Board, Dissemination and Communication Strategy Group, Pilots Coordination Group, Complementary Funding Committee and Project General Assembly). The chapter also includes guidelines on branding and internal communication procedures, the shared filing system of the project on Google Drive as well as the portal (Google Site) and finally the definition of quality control stages towards the completion of project deliverables.

*Chapter 8*, expands on the project financial management including analysis of the Budget, regulations regarding advancements and payments, funding from the EU and the Green Fund, co-financing of the project, the structure of financial management etc.

*Chapter 9*, expands on the Monitoring procedures of LIFE-IP CEI-Greece, including the collection and evaluation of data, the compilation of progress reports and monitoring news, the monitoring visits of the project as well as the preparation of interim and final reports.



Finally, the deliverable F1.D1 includes a risk management plan and seven annexes with further details on the project's risk management strategy, document and presentation templates and other branding support material, a naming/filing system as well as instructions for circulating information on shared platforms - Google Drive and Google Site/Portal - financial forms and other LIFE documents.