

Action F1.1 Establishment and operation of project management structures

DELIVERABLE F1.D2

(PCG) Pilots Coordination Group Operational Plan

Beneficiaries Responsible: MEEN, GRFU

Summary

The deliverable F1.D2 entitled “The Pilots Coordination Group Operational Plan” sets the main guidelines and operational rules for the PCG. The PCG is one of the six management structures of LIFE-IP CEI-Greece. Its members come from the Ministry of Environment & Energy (MEEN), the Hellenic Recycling Agency (HRA), the Ecological Recycling Society (ERS), the Harokopian University of Athens (HUA), the Network of Sustainable Greek Islands (DAFNI Network), Terra Nova (TN), the Waste Management System of Western Macedonia (DIADYMA S.A.) and the Municipalities of Athens (MoA), Thessaloniki (MoT), Vari-Voula-Vouliagmeni (MoVV), Tinos (MoTi), Thira (MoTh), Paros (MoP), Antiparos (MoAn), Alonissos (MoAl) and Nafpaktos (MoN).

The main objective of PCG is to coordinate and support all the pilot actions of LIFE-IP CEI-Greece. More specifically, to ensure the successful implementation of the following actions: A1, Sub-action A1.3.2 “Study for full scale assessment of PAYAT schemes”, A2 “Preparatory Technical & Economic Studies for Circular Economy Demonstration projects”, C1 “Construction & Operation of EGCs”, C2 “Application of EU Circular Economy Package in selected Insular & Mountainous areas”, C3 “Full scale implementation of hazardous household waste (HHW) collection networks and management”, as well as, to compile a catalogue of proposals for complementary funding, as part of the actions C1, C2 and C3. The body aims to organize online meetings every 3 months, chaired by the Green Fund. Its members keep regular contact using all available media (teleconferences, calls, emails etc.). The meetings are initiated by the Head of the PCG, but can also be suggested by members. During the meetings all members of the body can take part, as well as other members of the Association as and when needed. In this context, the structure monitors the implementation progress of all planned action work and prepares the notes and reports for the monitoring team from NEEMO EEIG and CINEA (Climate, Infrastructure & Environment European Executive Agency). Finally, it abides and ensures the following of all project procedures as set by the “Project Coordination & Management Protocol” for the quality control of deliverables and risk management.



More specifically:

Chapter 5, outlines the main scope & objectives of all relevant pilot actions as listed above with responsible beneficiaries,

Chapter 6, lists the project beneficiaries - members of the structure

Chapter 7, expands on the role and responsibilities of the management structure,

Chapter 8, focuses on operational details for meetings, assemblies, decisions, minutes etc.

Chapter 9, regards Monitoring and Reporting procedures

Chapter 10, regards the Phase Amendment responsibilities and procedures

Chapter 11, regards risk management strategies and,

Chapter 12, regards internal communication with the Central Coordination Board of LIFE-IP CEI-Greece.