

C.7 Project management

In addition to the thematic work you will do in your project, you will need time and resources for coordination and internal communication. Please describe below how you plan to organise yourself to ensure the project work runs smoothly.

C.7.1 How will you coordinate your project?

Who will be responsible for coordination? Will you have any other management structures (e.g., thematic groups, SO/activity managers)? How will the internal communication work?

The AQPLA partnership consists of 14 PPs and 20 ASPs, consisting of a very diverse partnership, and a broad variety of activities that require advanced planning. Being devoted environmentalists, LP will pay special attention to environmental conscious solutions throughout the whole project (administration, events etc.).

Upon notification of approval, all partners will be notified to start preparations, state-contribution procedures, where applicable. The contracting procedure will be managed by the lead partner from behalf of the consortium.

For smooth project coordination the LP will set up a project management unit (LP PMU) composed of it's own employees and external project staff.

The project management structure will be centered around the PM team, where each project partner will delegate a project manager to, established on the online kick-off event. The PM team will be in direct and daily contact. Within the PM team, there will be 3 working groups (WGs): Microplastic, Macroplastic and Uptake. The WGs will organise separate online meetings- preferably on a monthly bases. LP will be in contact with all WG leaders, and keep track of their progress- step in, if necessary. The PMU of LP will establish a Workplan together with the WG leaders, to guide the whole partnership in successful and timely implementation of the planned activities. The Workplan will include internal deadlines, task descriptions, responsibilities for the partnership.

The consortium has identified activity leaders dedicated to each planned activity, responsible for their timely and professional implementation. Activity leaders shall participate in their respective WG meetings, coordinating the implementation of "their" activity and provide the deliverables and outputs connected to their activity. Act. leaders must prepare the Output Factsheet for "their" prepared outputs and report to the WG leaders and the lead project manager if they foresee any obstacles that would hinder or delay the completion of the activities or if there are any modifications. Lead partner is responsible to keep contact with the act. leaders to oversee timely fulfilment of all activities and to have all deliverables and outputs prepared and documented on time by the Workplan.

The partnership will have personal partner meetings in each reporting period according to the following plan: 1RP in Ljubjana back to back (btb) with the MIP WS; 2RP in Bratislava btb with the co-creation train the trainers WS, 3RP in Novi Sad, 4RP Hungary btb with the NGO field training by HAEE, 5RP btb with the closing conference by HAEE.

Online PP meetings will be held between personal partner meetings in all RPs to keep-up a constant workflow by meeting every 3 months besides the thematic WG meetings.

A Steering Committee (SCOM) will be set up, chaired by the LP, composed by one representative from each project financing partner, as regulated in the Partnership Agreement. The meetings will take place in every six months as part of the partner meetings. The Steering Committee will only debate additional topics in case of a crisis in the implementation or the partnership.

The project management team will choose a lead project manager, a communication manager, and 3 quality assurance managers (QAM) (one QAM responsible for each SO) on the first online partner meeting after project start.

The lead project manager is responsible for the coordination of joint partner events, smooth communication within the WGs, facilitating their mutual cooperation and for the financial forecast,

reporting of the whole partnership.

The communication manager sets up the Joint Communication Plan for the project, together with the communication expert group- compiled of 3-4 communication assistants of the project partners.

There must be at least one communication manager in all WGs.

The quality management team will be set up of three quality managers, each responsible for the approval of outputs in one SO of the proposal.

All partners will contribute to progress reports and to the final report on a six-month basis. Progress reports will include both activity and financial report. The LP will gather the partner reports that have been validated by the FLC unit of each PP and shall compile the progress report.

LP PMU must inform all PPs on reporting deadlines and the reporting procedure in general, possibly calling their attention to national specificities of the reporting procedure (ie. FLC costs).

The objective is to coordinate the consortium with regards to financial discipline and content-related aspects in order to deliver high quality outputs, timely results and within budget.

Financial forecast and reporting of the project implementation is also done by LP PMU in every reporting period, for information of the PPs and the JS.

Partners will support LP PMU in the successful implementation of the First-year review, and the Monitoring visits, by providing all necessary documents on time, in good quality.