




CENTRAL BALTIC INTERREG IV A PROGRAMME 2007-2013

Project Management

Economically competitive and innovative region
Attractive and dynamic societies
Safe and healthy environment



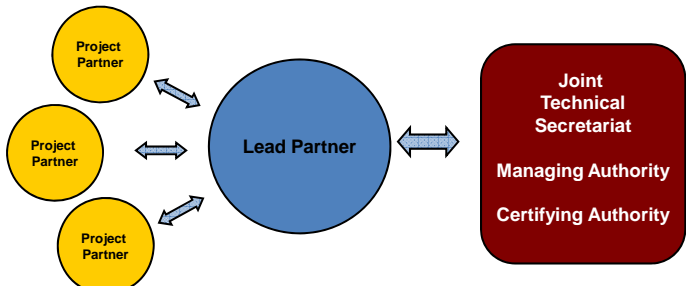
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Lead Partner Principle

The Lead Partner plays an important role in the Project Management as a **central link** between the other project partners, and the Joint Technical Secretariat (Contact Person), the Managing Authority and the Certifying Authority.



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graph LR; P1((Project Partner)) <--> LP((Lead Partner)); P2((Project Partner)) <--> LP; P3((Project Partner)) <--> LP; LP <--> JTS[Joint Technical Secretariat  
Managing Authority  
Certifying Authority];
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Lead Partner Responsibilities

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General Responsibilities

Lead Partner

Ensure the implementation of the entire project according to the responsibilities defined in the partnership agreement.

Inform JTS (Contact Person) in good time if any changes are foreseen.

Project Partner

Fulfill the project activities responsible for or involved in as defined in the project application and partnership agreement.



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Lead Partner Responsibilities

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Management Structure

Lead Partner

Set up an efficient and reliable system for the project management and co-ordination (incl. thematic activities, administrative and financial management).

Appoint or sub-contract a Project Manager to act as a driving force in the partnership and to mobilise the partners to achieve the project objectives.


Project Partner

Nominate a co-ordinator being the contact point between the project partners and project manager.

Nominate a book-keeper responsible for book-keeping in the project partner organisation.




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Lead Partner Responsibilities

Financial Management




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Lead Partner


- Guarantee sound financial management
- Ensure that expenditures have been paid for the purpose of implementing the project
- Monitor performance of the project partners against budget forecasts
- Transfer the ERDF contribution to the project partners

Project Partner

- Assume responsibility in case of any irregularity in the declared expenditure
- Have its expenditure verified by the first level controller
- Repay the Lead Partner amounts unduly paid in accordance with the existing agreement with the Lead Partner.




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Lead Partner Responsibilities

Progress and Financial Reporting




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Lead Partner

- Produce regular Progress Reports on the entire project and a Financial Report at the end of the project.
- (NB! Observe eventually stricter national rules).

Project Partner

- Keep available all its documents related to the project until 2025.
- (NB! Observe eventually stricter national rules).



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Partnership Agreement



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- The distribution of labour and individual responsibilities, duties and tasks between the Lead Partner and other project partners is determined by the **Partnership Agreement**.
- A copy of the signed partnership Agreement will be sent to the Joint Technical Secretariat/MA together with the Subsidy Contract.
- Templates for Partnership Agreement with minimum requirements are provided by the Managing Authority; examples also found on the Programme Website.



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Partnership Agreement



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It is up to the Lead Partner and the other project partners to agree about the exact content of the partnership agreement. However, the agreement should at least include the following:

- **Role and obligations of each project partner in the partnership and the project implementation.**
- **Budgetary principles.**
- **Financial management provisions for accounting, reporting, financial control and receipt of ERDF payments.**
- **Distribution of the ERDF co-financing between the project partners according to the approved project application (partner budget tables annexed).**
- **Liability in case of failures in project delivery and project spending including provisions for changes in the work plan.**



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Partnership Agreement (cont.)

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- The partner's financial liability and provisions for the recovery of funds in case of amounts incorrectly reported and received by project partners.
- Information and publicity requirements.
- Resolutions of conflicts in the project partnership.
- Ownership rights of the project results.
- Any other issues that Project Partners want to include in the agreement.



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Role of the Steering Group

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- The Lead Partner is obliged to set up a Steering Group **within one month** of signing the Subsidy Contract
- The number of members in the Steering group is related to the number of participating project partners; the size should however be adapted in order to enable effective functioning.
- The Steering Group **should meet 2-3 times per year** taking into account the set out reporting schedule.
- The JTS **Contact Person** assigned to the Project **must participate in** (at least) **the first Steering Group meeting** to provide the necessary information and to support the start-up of the project.
- JTS Contact person must furthermore always receive an invitation to the SB Meetings and be provided the agenda and finalised minutes.



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Role of the Steering Group

Tasks and Responsibilities

Tasks

Monitors and steers the project in order to meet the targets set in the project application.

Handles all major purchases and expert service contracts.

Responsibilities

The Steering Group consists of representatives of the Partner organisations or other stakeholders and acts as a support and monitoring body of the project. (NB! However not PM or FM)

The Steering Group has no legal responsibility.



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Role of the Steering Group

Tasks and Responsibilities

Tasks

Must be informed on the personnel involved in the project from each project partner.

Participates in the planning of information activities


Approves each Progress Report/Payment Claim (PRPC) as well as the Interim and Final Report

Responsibilities

As the Steering Group will be asked to take a stand on issues like purchases, expert services, recruiting personnel, information events, annual work plans etc, the members can have an active role in the project and need to be up-to-date on the progress of the project.



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Role of the Steering Group

Tasks and Responsibilities

Tasks

The Steering Group can, if needed, propose changes to the implementation of the project.

SG handles all changes within the project budget and project plan within the limits set by the approved project plan.

Responsibilities

Procedure for changes in the budget if the change is below the 10 % limit:

- The Project employees or SG raise the need for making budget changes. The issue should also immediately be brought to the attention of the JTS Contact Person
- The SG discusses and confirms the proposed changes.
- The PM or FM make the formal proposal, attach the Memorandum of the Steering Group and send the papers to the JTS
- Once the JTS has approved the change, a confirmation letter will be sent and the project data will be changed in the Programme database.
- All larger changes require an approval from the relevant Steering Committee.



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• Communication with the JTS

- JTS Contact Person assigned to the Project
- Lead Partner and Communication Seminar
- Programme Webpage (www.centralbaltic.eu) and E-mail list



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