



LIFE+ Information & Communication

# A safe haven for wild birds:

Changing attitudes towards illegal killing  
in North Mediterranean  
for European Biodiversity



SEO/BirdLife

Holy Monastery of Strofadia and Saint Dionysus of Zakynthos

## **Coordinating beneficiary:**

LIPU Lega italiana protezione Uccelli Onlus

## **Associated beneficiaries:**

Hellenic Ornithological Society

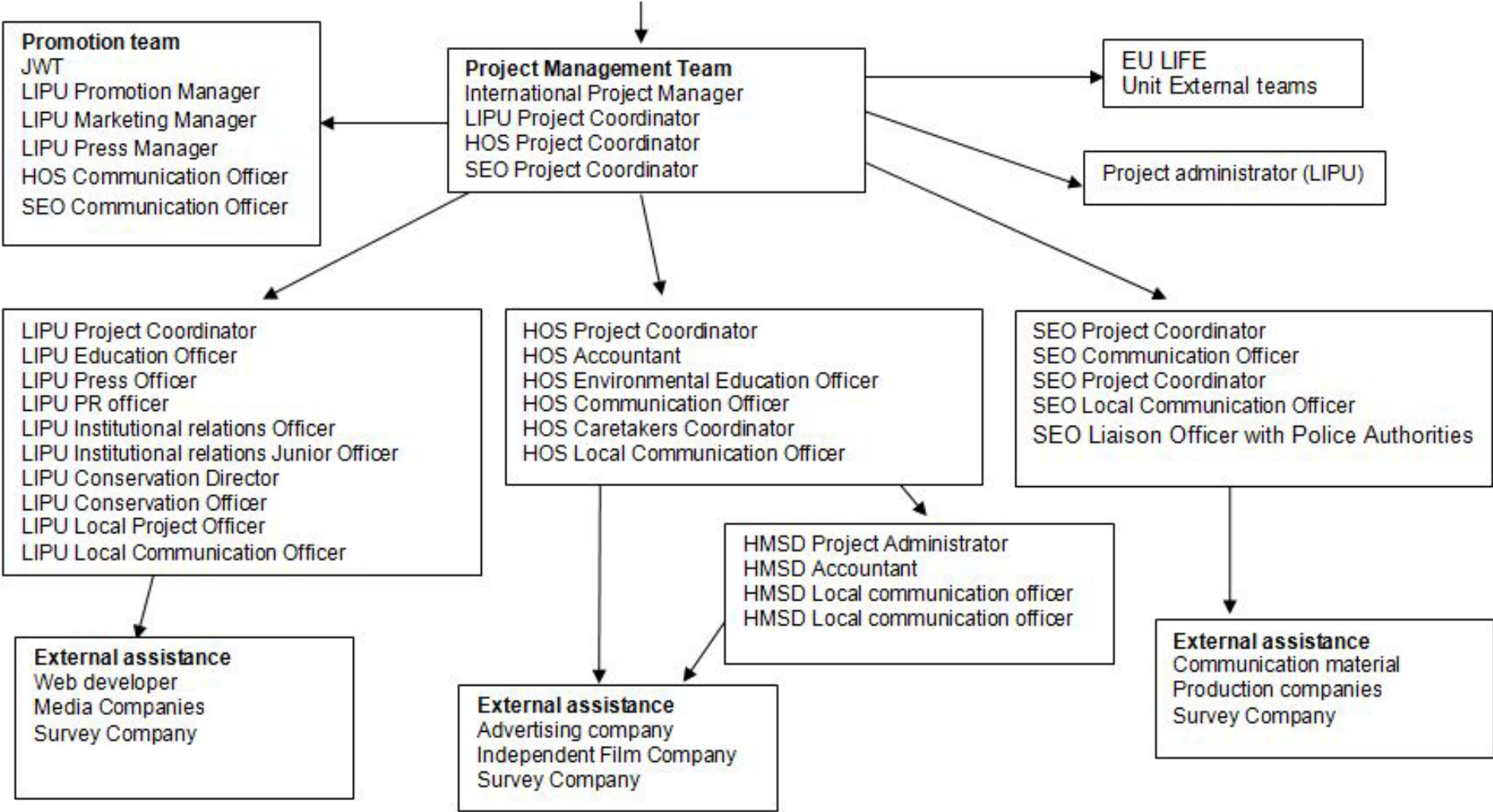
J. Walter Thompson Italia S.p.A.

Sociedad Espanola de Ornitologia

Holy Monastery of Strofadia and Saint Dionysus of Zakynthos

**01/08/2012 – 30/07/2015 (31/01/2016)**

# Organigramme



# Start Up Meeting

- Project Coordination Team established
- International Implementation Plan (IIP) developed
  - include major milestones and deadlines
  - used for measuring the project implementation
  - updated by the PCT as required

responsible								
	Month		August	September	October	November	December	
	Activity		01	02	03	04	05	
new number	Responsabile							
	A1	<b>Project management</b>		X	X	X	X	X
		<b>Incontro con il Monitoring team</b>						
LIPU	Deliverable	Project start up meeting minutes	UGO			30/10/12		
		Plan of action vademecum	UGO			30/10/12		
		Management administrative vademecum	UGO			30/10/12		
	Milestones	Establishment of project management team	UGO	31/8/12				
		Signing of project framework agreements	UGO + Partner			15/10/12		
		Start up meeting	UGO + Partner			15/10/12		
		International and national plans developed	UGO + NPC				31/12/12	
LIPU	A2	<b>Monitoring of project progress</b>				X	X	X
		<b>Milestones</b>						
		<b>Establishment of SC</b>	UGO + partner					
		<b>SC Meeting (once a year by teleconferencing)</b>	UGO + partners+ SC members					
		<b>Monthly meetings of PT</b>	UGO + NPC					
		<b>Monthly meetings with LIPU CEO</b>	UGO + Elena					
		<b>Bi-monthly Budget review</b>	UGO + Elena + Cinzia					
LIPU	A3	<b>External Audit</b>						
		<b>Identificare independent auditor</b>	UGO + Elena					
		<b>Auditor e LIPU administrator agree procedures</b>	UGO + Cinzia + (massimo) + auditor (Federico??)					

# Contractual arrangement

- LIPU signs Grant Agreement with EC



- LIPU signs Partnership Agreements with
  - HOS
  - JWT
  - SEO
  - HMSD

# International Project Supervisor

- Ensure that the project is **implemented according to the approved proposal, the LIFE Standard Administrative Conditions** and the LIPU internal financial and administrative procedures.
- Is responsible for the **co-ordination of the project** and will **supervise** the adherence of the coordinating and associated beneficiaries' to schedules, deliverables and budgets of the project actions.

# International Project Supervisor

- develop the **accounting and reporting procedures** necessary for running this project and the **monitoring of budgets** received from the partners
- **gather and compile** in a single document to be sent to the EC the partners' reports
- ensure the **timely preparation and submission of the project reports** (Inception report, Mid-term report, Progress and Final Report) to the European Commission.



# International Project Supervisor

- Is responsible for the **communication with the EC** and the External Monitoring Team
- ensure the **resolution of project problems** with the active support of all beneficiaries and project participants.

# National Project Coordinators

- **One** for each beneficiary
- **oversee, organize and monitor** the project activities in national /partner level.
- **responsible** for clearly defined initiation and completion dates, outputs and deliverables that will be described in National Implementation Plans (NIP).
- The National Project Coordinators are responsible for the **selection of external assistance** in consultation with the relevant senior staff in their organization.

# Monitoring

- **Monthly** written review of Deliverables and Milestones as specified
- Written **expenditure** report every **2 month** with copies of supporting docs
- **Weekly** (?) (skype / telephone) consideration of the planning, implementation and results of all actions in accordance with the LIFE+ Timetable

# Reports to the EC

Inception Report: 31-12-2012

Mid-term Report: 30-06-2014

Progress Report: 30-06-2015

Final Report: 31-01-2016

# EC requirements

Administrative and financial:

[2011 Common provisions for LIFE+ projects](#)

Communication

[Communications tools and requirements](#)

# Issues to be considered

All procedures need to be written e.g.:

- Assegnazione incarichi,
- Viaggi e trasferte,
- Gestione amministrativa
  - codice progetto
- etc.

# Issues to be considered

## VAT

- When the coordinating beneficiary or any of its associated beneficiaries is not in a position to recover the VAT paid under the project, this amount shall be considered eligible expenditure.
- For VAT charges to be considered eligible, the coordinating beneficiary must prove with legal documents that it and/or its associated beneficiaries must pay and may not recover the VAT for the assets and services required for the project

# Issues to be considered

## Timesheets

I costi del personale sono imputati sulla base del tempo effettivamente dedicato al progetto. Tali costi sono calcolati in base alla retribuzione lorda effettiva maggiorata degli oneri sociali e degli altri costi stabiliti dalla legge come facenti parte della remunerazione, ma al netto di ogni altro costo. Il tempo lavorativo dedicato al progetto da ciascun dipendente è registrato quotidianamente e tempestivamente **mediante fogli di presenza o mediante un sistema consolidato equivalente di registrazione del tempo di lavoro** e certificato periodicamente dal beneficiario incaricato del coordinamento o dai beneficiari associati.



# Issues to be considered

**Invoices with the following text:**

LIFE11 INF/IT/253 Safe Haven for Wild Birds +  
descrizione + azione Cx