



Project Implementation Manual

FOREWORD

The aim of this manual is to be a guide for sound project implementation of ENI CBC MED funded projects. The regulative framework of the ENI CBC Med Programme sets the legal basis for this document, namely the Grant Contract (GC), the Joint Operational Programme (JOP) and its annexes.

Users of this manual are Lead Beneficiaries (LB) AND partners. Notwithstanding that the GC is signed with the LB and its role is key for all issues concerning project management, the MA recommends the LB to circulate this manual among partners with the scope to support a shared and effective management.

PIM added value is to clarify and detail rules and procedures listed in several Programme reference documents, operational notes and FAQs. Since the nature of these documents is to set general principles, this manual translates principles into operational terms.

Ten chapters compose the manual:

1. Key documents
2. Actors involved
3. “Project start” in five steps
4. Reporting: the business card of the project
5. Amendments to the Grant Contract: flexibility versus rigidity
6. Project monitoring
7. Financial management
8. Risk Management
9. Project Closure
10. Communication and visibility.

Where relevant, annexes and templates complement the chapters of the manual.

Rules and recommendations laid down in this document are mandatory. If LBs and Partners do not follow these recommendations, they will need to provide justified reasons for not doing so. In addition to that, failures to provide report or additional information requested by the MA may apply penalties referred to art.12 or may terminate the GC according to art.11.

Additional information and documents on calls for proposals are available for download from the Programme website: <http://www.enicbcmed.eu/calls-for-proposals>