



Danube Transnational Programme  
**Danube SKILLS**

*Increased institutional capacity in Danube navigation by boosting joint transnational competences and skills in education and public development services*

# Project Handbook

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**Danube SKILLS Partners Meeting**

*Bucharest, February 22, 2017*

## Purpose of Handbook

*Offers a brief description of:*

- Activities
- Roles of partners
- Outputs
- Deliverables

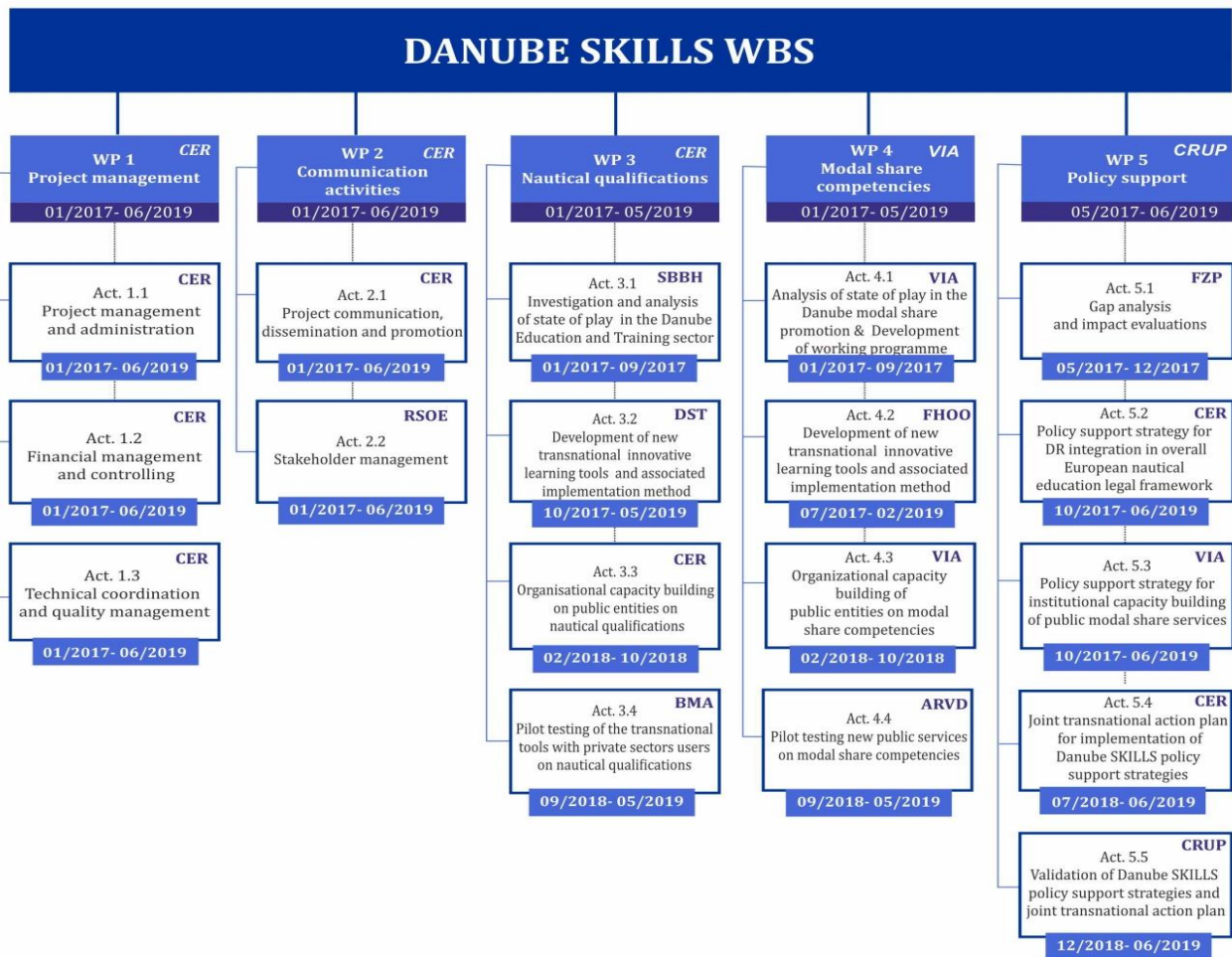


*For both external and internal users:*

- Insight into project activities
- Project structure
- Regulations
- Control

*Ensures efficient and timely implementation of the project*







## Project Management

*Activities planned are intended to ensure efficient project coordination by:*

- Set up of management structures,
- Appointment of staff,
- Assignment of precise responsibilities,
- Development and implementation of clear decision making procedures.

*Activities include:*

- Project management and administration,
- Financial management and controlling,
- Technical coordination and quality management.



**WP 2  
CER**

## Communication activities



### *Specific objectives:*

- Increased institutional capacity of nautical training institutions,
- Increased institutional capacity for Danube navigation promotion,
- Improvement of legal and policy frameworks in Danube navigation.

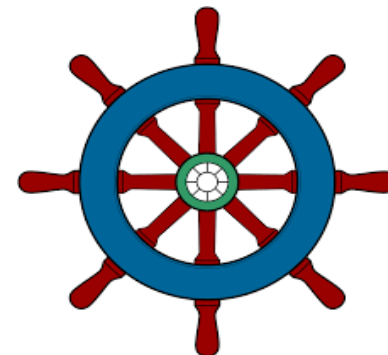
### *Activities:*

- Project communication, dissemination and promotion,
- Stakeholder management.





## Nautical qualifications



The project will steer the process of capacity building of education and training institutions so as to meet the new standards and enable a harmonised and efficient implementation of the *new European regulations*.



**WP 3  
CER** **Outputs**

**Output 3.1**

Public consultation and train-the-trainer sessions

**Output 3.2**

Transnational tools and implementation method

**Output 3.3**

Pilot tests of Safety and HR management courses



## Modal share competencies



Builds up capacities in the field of modal share competencies at public Danube logistics centers and logistics education institutions,

Public Danube logistics 1-stop-shops in every Danube country will provide transparent and up-to-date transnational information on Danube navigation and actively develop new logistic concepts with the transport sector.





**WP 4  
VIA**

## Outputs

### Output 4.1

Organisational capacity building & set up Danube logistics 1-stop-shops

### Output 4.2

Capacity building method & Danube logistics info-toolkit

### Output 4.3

Pilot services of Danube logistics 1-stop-shops



## Policy support



The partners shall jointly prepare and validate **two policy support strategies**.

They will outline a concrete roadmap with explicit fundamental recommendations for set up of transnational management structures, processes and procedures and cooperation patterns enabling the governance of the nautical education and logistics sectors.



**WP 5  
CRUP**

## Outputs

### Output 5.1

Policy support strategy for nautical education capacity building

### Output 5.2

Policy support strategy for Danube modal share capacity building



## Activity description- *Example*

<b>WP leader</b>	<b>CRUP</b>
<b>Activity</b>	<b>Act. 5.1: Gap analysis and impact evaluations</b>
<b>Duration</b>	01/05/2017 - 31/12/2017
<b>Activity Leader</b>	<b>FPZ</b>
<b>Role</b>	Will prepare the document structure and associated methodology in close co-operation with project ASPs.
<b>Partners</b>	<b>ARVD, BMA, CER, CRUP, DST, FBTI, FHO0, MSB, PGA, RoMT, RSOE, SBBH, VIA / CCNR, DC, SC, CzMT, ETF</b>
<b>Roles</b>	<p>All PPs involved shall support FPZ to prepare the document structure and associated methodology.</p> <p>Shall update information collected from participants in the national workshops organized in former Act. 3.1 and 4.1 and consolidated in deliverables D 3.1.1.2 and D 4.1.1.2 with additional information received from appropriate national authorities, education and training institutions and logistic service providers.</p> <p>Shall jointly prepare under the leadership of FPZ and with the support of ASPs, the final gap analysis and impact evaluations.</p>

## Project organisation

### 1. Steering committee

- Composition
- Chairman and meetings
- Voting rights

### 2. Project management

- Project Manager
- Financial Manager
- Communication Manager
- Quality Assurance Manager

### 3. Work Package Leaders and their responsibilities

### 4. Activity Leaders' Responsibilities

## Standards

1. Editorial style: templates available and rules regarding fonts, page format and paragraph format.

2. Email correspondence rules



## Partners contact details

All members of Danube SKILLS team:

- Name
- Position
- Phone
- Email
- Mobile phone

*Note: Please, notify LP regarding any changes.*





# Interreg



EUROPEAN UNION

Danube Transnational Programme  
**Danube SKILLS**

## Thank you for your attention!



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Project co-funded by the European Union (ERDF, IPA)