

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

BEST PRACTICE ON MANAGEMENT: *CERONAV PROJECTS*

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CERONAV *best practices*



Based on its former experience as Lead Partner of two SEE projects



Former CERONAV SEE Projects - NELI



Acronym: **NELI**

Project title: Cooperation-Network for Logistics and nautical education focusing on Inland Waterway Transport in the Danube corridor supported by innovative solutions

Duration: *April 2009 – March 2012*

Total Budget: 2.167.820 EURO



Funding Programme: SEE Transnational Cooperation Programme



Former CERONAV SEE Projects – NELI



Partnership

15 institutions from 8 countries



VIA DONAU
EHOO
FHOO



TUKE
KVD



FPZ
CRUP



DAS
RSOE



CER
IMST
RNA



SBBH



BMA



ONMA





Former CERONAV Projects – HINT

Acronym: **HINT**

Project title: Harmonized Inland Navigation Transport through education and information technology

Project ID: SEE/D/0080/3.2/X

Duration: *December 2012 – November 2014*

ERDF Funds: 1.276.682,12 EURO

IPA Funds: 259.006,24 EURO

ENPI Funds: 120.267,00 EURO

TOTAL BUDGET: 1.655.955,35 EURO



Former CERONAV Projects – HINT



Partnership

18 institutions from 8 countries



Project coordination

Sound approach based on:

- project management structures with well-defined responsibilities clearly stipulated and agreed in the partnership agreement and/or project handbook:
 - *steering committee,*
 - *project coordination team (LP + WP leaders),*
 - *LP project secretariat,*
 - *project management team at PP level.*
- project management tools
 - *project handbook,*
 - *project implementation monitoring tool.*



Tips

- ✓ **Leadership begins at home:** set up a strong LP project management team and exercise your authority as project manager at home first!
- ✓ **Prepare, distribute and monitor** implementation of regular task check lists;
- ✓ Ensure **fair treatment of all PPs** yet considering particularities of each (multicultural consortium with different degrees of expertise, experience in projects, team work abilities);
- ✓ Build **personal relationships**, get to know PPs very well so you learn how to motivate them;
- ✓ Assign **clear tasks**, with reasonable deadlines during each PP meeting, enter them in the minutes and get them accepted by subject PPs;
- ✓ **Mediate** disputes between PPs, do not let them escalate into open conflicts;
- ✓ Have in mind that project management of a transnational partnership is very much like parenting- **no universal rules applicable**, adjustments required subject to profile of partners;





Financial management

- Financial management team – financial manager and assistant;
- Attendance of CER internal project meetings to get insight into progress of project activities;
- Constant monitoring of spending forecast resulting in successful spending rates (NELI 95%, HINT 93%);





Tips

- ✓ Solid knowledge of project activities and Gantt imperative, as verification of PP reports otherwise impossible;
- ✓ Arrange separate tete-a-tete discussions with PP financial managers to clarify financial issues during PP meetings;
- ✓ Plan PP meetings by the end of reporting periods, where possible, to discuss related financial issues;
- ✓ Impose strict deadlines for submission of PP reports and control certificates;



Management of project internal and external communications

- Communication plan;
- Clear internal and external communication rules (in project handbook in our SEE projects);
- Intranet section in project website for easy upload, distribution, amendment of documents in progress;
- Use of latest technologies (Skype, Whatsapp, Messenger) to expedite communications;



Tips

- ✓ Try not to send collective messages with Dear all! High risk for emails ending up in the recycle bin!
- ✓ Send targeted messages, make sure to enter the topic under subject check message, don't rush to hit send!





Technical and quality management

- Solid risk assessment plan;
- Quarterly reports prepared by WP leaders based on collection of input received from activity leaders on progress made, deviations, risks and mitigation steps;
- Reports prepared by the technical and quality manager every reporting period;

No tips 😊 need to adjust to DTP rules!



General recommendations

- Be prepared to work 24/7, you will find twice enjoyable an occasional break!
- Keep a notebook and a pen by the night stand, inspiration often hits when asleep!
- Be consistent in your actions and decisions!
- Bottom line:
 - ✓ difficult mission but not impossible!
 - ✓ no universal recipe, stick to DTP rules and adopt and maintain consistent and reliable project management practices!
 - ✓ key words: hard work, discipline, consistency



You have prepared a **“Good story”**
that got your project approved
make it now a

“Success Story”

Best of luck to you all!



Thank you for your attention!



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■ Danube Transnational Programme area