

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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Project co-funded by the European Union

CERONAVbest practices





Based on its former experience as Lead Partner of two 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









Former CERONAV Projects – HINT

Project
Coordination
Coordinati

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

Project Coordination management.

Partnership







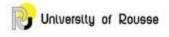




























18 institutions from 8 countries

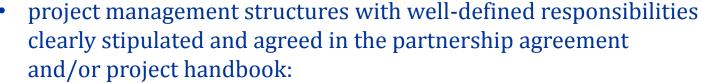






Project coordination

Sound approach based on:



- 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.





Project



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 oper 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;

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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

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