DANUrB Project
Management - lessons learned

LEAD PARTNER SEMINAR – 2ND CALL FOR PROPOSALS

June 27, 2018

Budapest, Hotel Hungária City
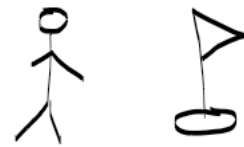
DANUrB: What is it about?

A project for the valorization
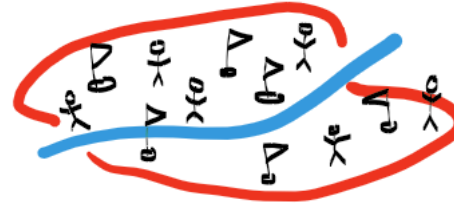of cultural heritage

19 Project Partners
20 ASP partners

Project co-funded by European Union funds (ERDF and IPA)
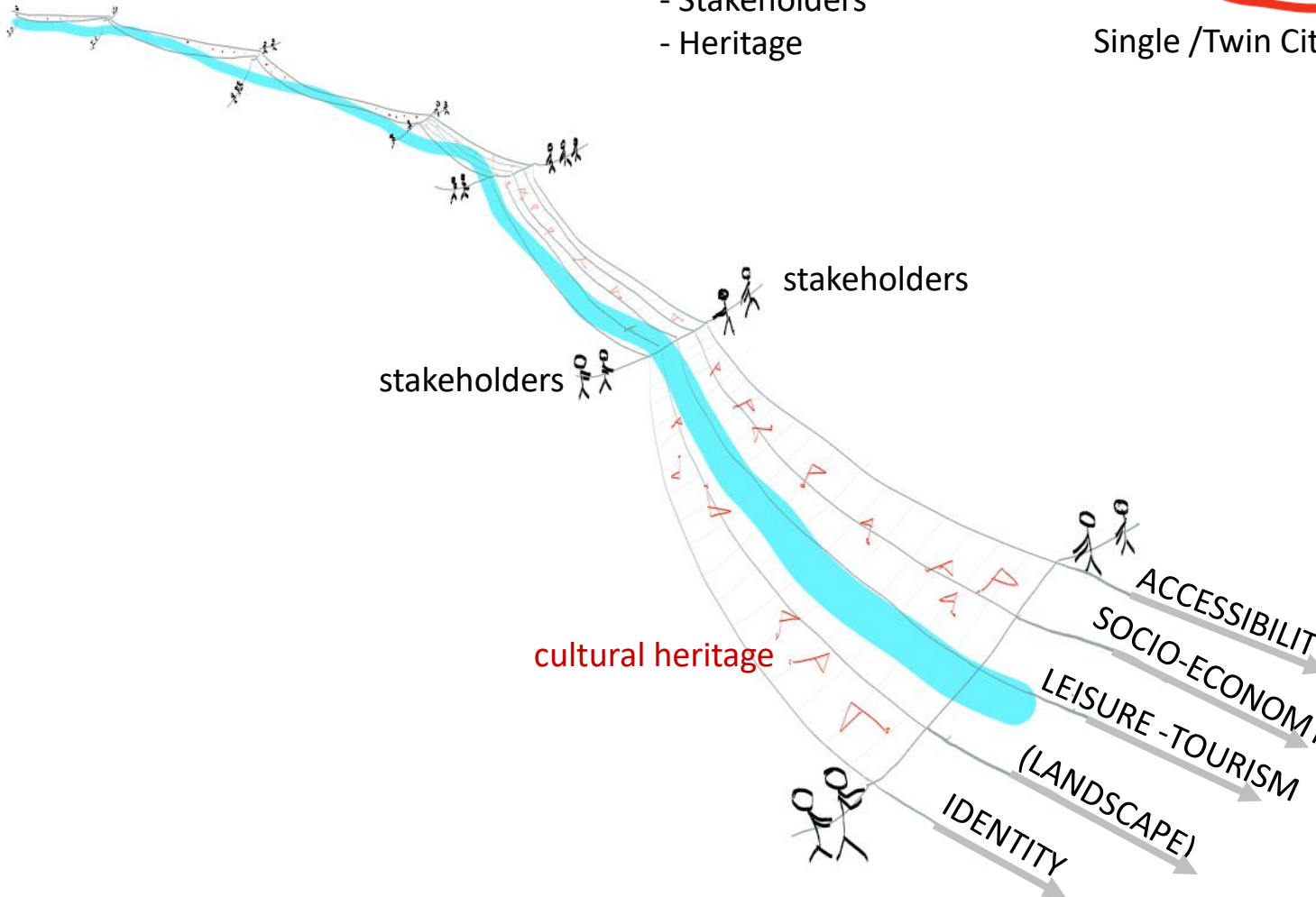
LOCAL SCALE

- Stakeholders
- Heritage

URBAN SCALE

Single /Twin City

REGIONAL SCALE

Micro Region / Tourism Region

DANUrB NETwork

A project for the valorization of cultural heritage

stakeholders

stakeholders

cultural heritage

ACCESSIBILITY
SOCIO-ECONOMY
LEISURE -TOURISM
(LANDSCAPE)
IDENTITY

Interreg
Danube Transnational Programme
EUROPEAN UNION
DANUrB

DANUrB: What is it about?

A project for the valorization of cultural heritage

How can we manage all this?

1. **Management**
   - set up a clear definition of roles and tasks / structure

2. **Communication**
   - find an efficient way to store and share information / platform

3. **Reporting in eMS**
   - as a Project Partner (Project Partner Report)
   - as Lead Partner (Progress Report)

1. Anatomy of WPs I
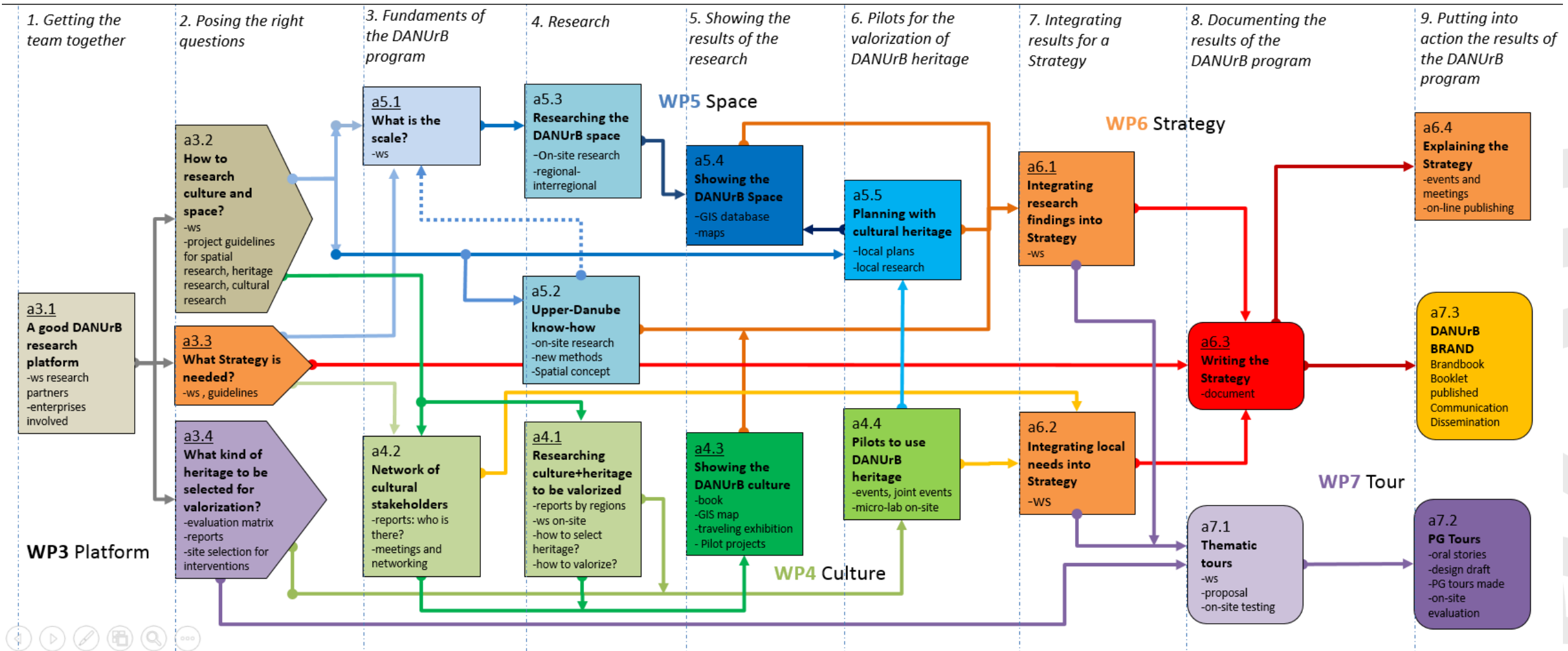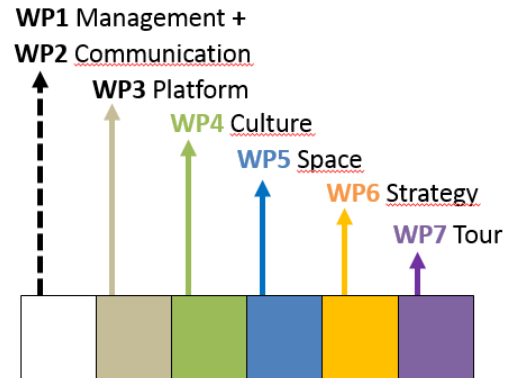
Project co-funded by European Union funds (ERDF and IPA)

1. Anatomy of WPs II
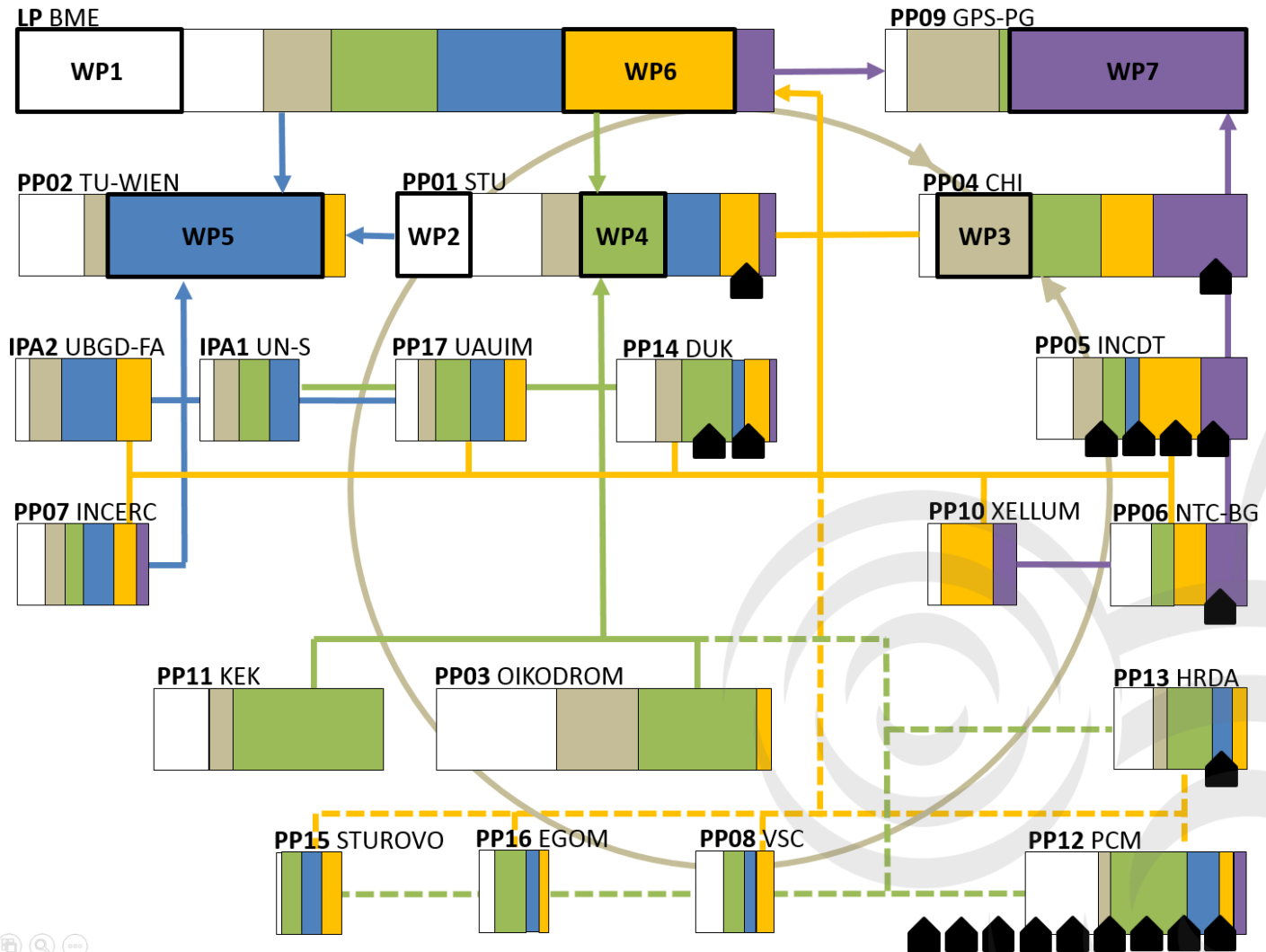
1. Tasks Structured in Space

Partners responsible for a section

Partners working in one section

Expert partners for all regions: OIKO KÉK GPS-PG Xellum

Project co-funded by European Union funds (ERDF and IPA)
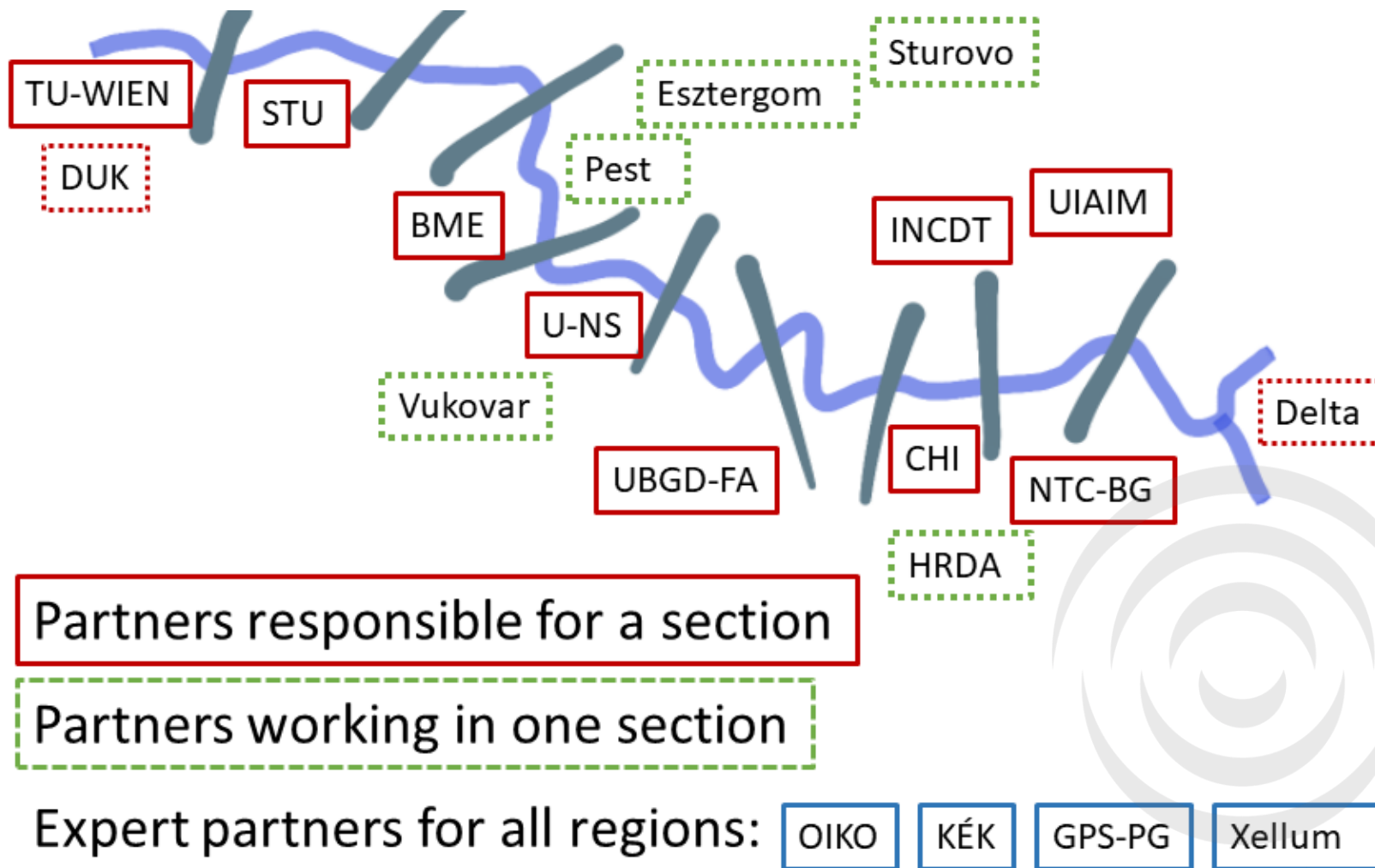
2. Platform / Dashboard

DANUrB partnership dashboard
File Edit View Insert Format Data Tools Add-ons Help   All changes saved in Drive

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1		urgent TO DO		DANUrB winning application and contract		DANUrB explained		Work Packages, Activities			DANUrB guidelines for all partners		INTERREG guidelines		Communication
2		Please check the other 5 sheets seen on the tabs below this table! (If you can't see Sheet Tabs you need to update your browser!)													
3		CLOSE P3 SOONER POSSIBLE		WHAT WE APPLIED FOR?		WHERE ARE WE? (see also parners worksheet)		WHEN TO DO WHAT? ACTIVITIES and DELIVERABLES (see also timeline and work materials worksheet)			Guidelines we developed for DANUrB		WHAT RULES DO WE HAVE TO FOLLOW?		COMMUNICATION
4		GUIDELINES!		pdf Application Form NEEDS TO BE DOWNLOADED FOR VIEWING:		DANUrB partnership MAP and REGIONS:		WHO WHEN WHAT Golubac presentation			Guidelines for Heritage and Stakeholder datasheets		IMPLEMENTATION: manuals:		Communication strategy:
5				pdf Application form (signed)		scroll down for more!!!		WHO WHERE WHAT Golubac presentation			Heritage datasheet TEMPLATES		Documents for project implementation		Communication materials:
6		Let's have this P3 closing ready for FLC by the 1st of July, so finally we will not have to wait half a year for payment!		xls Application Budget (signed):		WHAT DO WE DO?		List of P2 deliverables and activities			Stakeholder datasheet TEMPLATES		implementation manual		Visual Identity manual
7		scroll down for more!!!		scroll down for more!!!		DANUrB project summary:		List of Deliverables and Outputs to be reported			Template and Guideline for Research Reports (D.5.5.2)		control guidelines and annexes		Communication plan and rules (UNTIL 30th of May!)
8		todo1: revise DATASHEETS, correct them and ADD NEW ones.		CONTRACTS		DANUrB WP and Activity structure:					GIS tutorial		national co-financing info		https://drive.google.com/drive/folders/0B5qvw4fgeCR5T0FCOGpfVXRQNFU?usp=sharing
9		todo2: contact stakeholders and organize meetings with them to involve them/ Organize local events by the DANUBE!		SIGNED Partnership Agreement				Period 1			GIS + Platform tutorial				Completion control in P1 (UNTIL 20th of June!)
10		todo3: schedule the work you are responsible of! Communicate progress to the LP! report everything you did in eMS immediately! don't wait for P3 to end!		SIGNED 1st Addendum to the Partnership Agreement		Presentations		Period 2					Guidelines for Partner Report (how to use the eMS)		https://drive.google.com/drive/folders/0B2Q8SimLNpv-blFtM3pTYmxtc1k?usp=sharing
11				SIGNED Subsidy Contract		DANUrB short presentation		Period 3					https://drive.google.com/open?id=0B8ViQx1IM-TedHNyTVBRdkpFUmFSX0FFaW1aQ01UWmFVTm9z		scroll down for more!!!
12		Communication plan template				Short presentation 1		Period 4							Communication Management team

Project co-funded by European Union funds (ERDF and IPA)

3. Reporting in eMS I

1. **Reporting as a Project Partner (Project Partner Report)**
   - Narrative report
   - Financial report

   - **Narrative report**
     - Get it done early and share sample
     - Descriptions of activities, deliverables need to correlate with expenditure
     - Transparency, trackability, consistency
     - Zip deliverable evidence and upload as one file
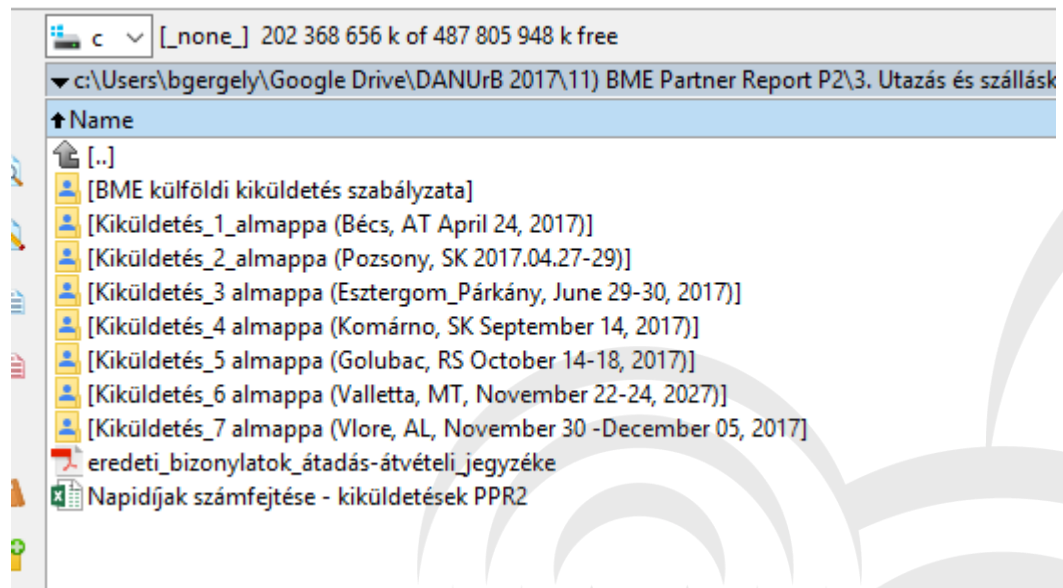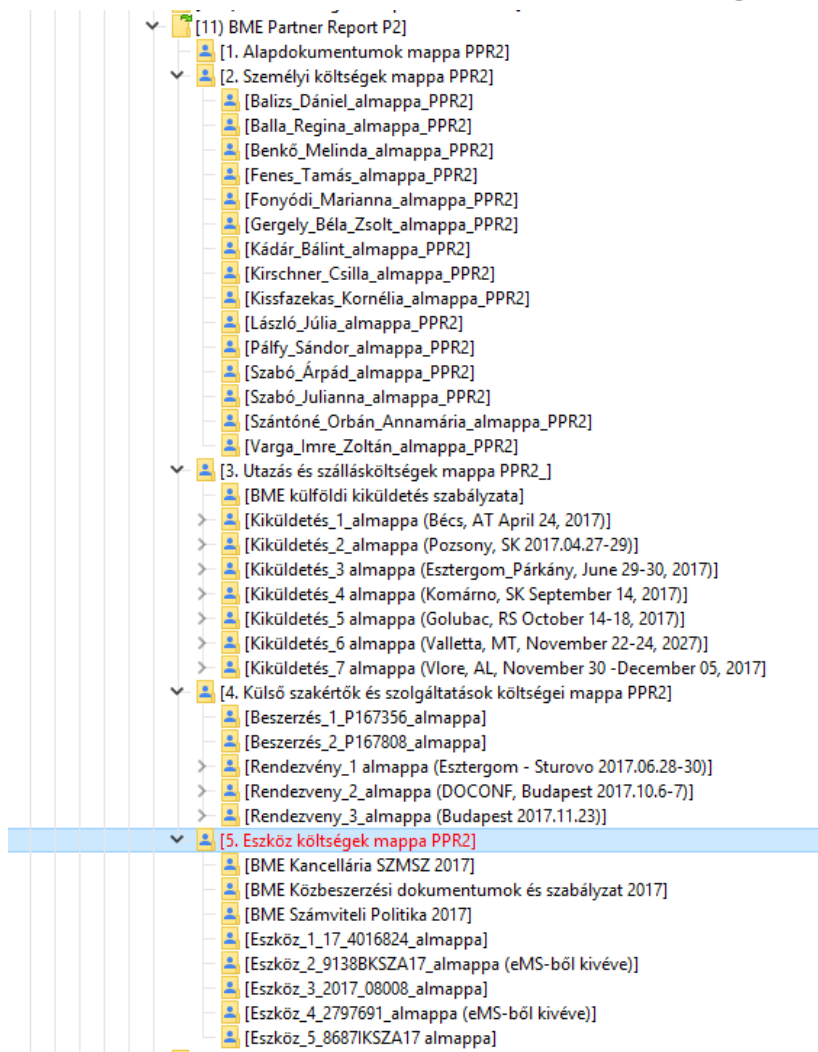
3. Reporting in eMS II

Activity No Activity description

Activity name in eMS
A.T1.1

Target values TOTAL: P1(started in P1)/P2/P3(start in P3)/P4/P5

example: 10: 1(2)/3/3(3)/3/- (this D. must be delivered in P4, we report 7 finished in P3)

eMS has slightly different numbering of WPs, Activities and Deliverables. In red you find here the eMS numbers for all As and Ds!

Deliverable a: this deliverable was fully implemented **D.T1.1.1**
Target values: 10: 10

Deliverable b.: this deliverable has to be finished in P2! **Deliverable name in eMs**
Target values: 10: 4(4)/6/-/-/- **D.T1.1.2**
WHAT: what we will do in the deliverable in P2
WHO: ORGANIZATION ANOCRYM: who does it

Deliverable c.: this deliverable has to be worked on in P2 **D.T1.1.3**
Target values: 10: 1(2)/2(2)/2/4/0
WHAT: what we will do in the deliverable in P2
WHO: ORGANIZATION ANOCRYM: who does it

Deliverable d.: this deliverable will not be started yet **D.T1.1.4**
Target values: 10: 0(0)/0(0)/5/5/0

A 2.2 Communication with all ASP, and other involved municipalities, institutions, government stakeholders **A.C.2**

TO DO: We reached most of our ASPs, and some stakeholders. We have to be very active in this topic.

D 2.2.1: regional meetings with ASPs **D.C.2.1**
Target values 15: 2/2/2+?/4/3
WHAT: This was your task. In Bratislava and in Novi Sad - Backa Palanka - Ilok, we met some there locally, but you had to report your own ASP meetings!
WHO: PCM, DUK, OIKO, CHI, STU, INCDT, HRDA, NTC-BG: report if your ASP was in any of the events, if you had meetings with them regionally (and you can document that!) - documentation means participants' lists, photos, minutes, description of activities, etc.

D 2.2.2: active email lists with all interested organizations **D.C.2.2**
Target values 1: (1)/1/-/-/-
WHAT: We have a final list curated by STU. I hope you contributed to it, and can report it.
WHO: STU: report stakeholder list of stakeholders, provide evidence in the common folder
        others: report your contribution to this list for local stakeholders. It is also in connections with the stakeholder datasheets!

D 2.2.3: meetings with stakeholders to disseminate final results of brand and strategy **D.C.2.3**
Target values 5: 0/0/0/0/5
WHAT: - WHO: -

Project co-funded by European Union funds (ERDF and IPA)

3. Reporting in eMS III

- **Financial report (list of expenditure)**
  - Reconcile your accounts (national accounting practice)
  - Always consult with FLC/JS
  - Develop a system (store scanned receipts, invoices, payslips, supporting docs – purchase orders, photos, inventory cards, etc. in a clearly structured folder system)
  - Bundle together related costs – keep them in the same folder
  - Charge the expense to the right WP
  - Split cost between BLs if need be
  - Transparency, eligibility, assignability, trackability, consistency

3. Reporting in eMS IV

3. Reporting in eMS V

2. **Reporting as a Lead Partner (Project Progress Report)**
   - Narrative report for the most part
   - Aggregate data / information from all partners
   - Keep track of the numbers of deliverables / outputs you committed to
   - AfR

Thank you for your attention!

Bálint KÁDÁR PhD
DANUrB Project Lead
Budapest University of Technology & Economics
+36 1 463 2332
kadarb@urb.bme.hu

Béla Zsolt GERGELY
DANUrB Project Manager
Budapest University of Technology & Economics
+36 1 463 2332
gergely.zsolt@urb.bme.hu