



COMMON PROVISIONS :



1. TECHNICAL ASPECTS



Programme implemented through individual financing decisions

- LIFE+ regulation
- Grant Agreement
- Common + Special Provisions
- Revised Proposal



WHO IS INVOLVED IN THE PROJECT ?

Coordinating beneficiary

Associated beneficiaries

Co-financiers

Subcontractors



The Coordinating Beneficiary

(art. 4)

- Sole legally and financially responsible to the Commission for the implementation of the project
- Concludes agreements with the associated beneficiaries within 9 months, following «Guidelines» and including the «mandate»
- Is granted power of attorney by associated beneficiaries (mandate)
- Single Contact point for the Commission
- **Only participant reporting directly to the Commission**



The Associated Beneficiaries

(art. 5)

- Provide the coordinating beneficiary with all supporting documents necessary for technical and financial reporting



All Beneficiaries

(art. 6)

- Community support is published
- Freely share know-how
- Prohibition of acting as subcontractors



THE CO-FINANCIERS *(art. 7)*

- Contribute financially to the project but do not benefit from the Community contribution
- Are not directly involved in the technical implementation of the project
- All beneficiaries shall conclude with co-financers any agreement to ensure co-funding



THE SUB-CONTRACTORS *(art. 8)*

- Provide external services to the coordinating beneficiary / associated beneficiaries and receive the corresponding full price
- no financial investment in the project
- Public tendering for Public coordinating beneficiary / Associated beneficiaries
- Private coordinating beneficiaries/Associated beneficiaries: for purchase exceeding € 125 000: Competitive tenders and bid offering best value/money



TECHNICAL ACTIVITY REPORTS

- One Inception report within 9 months from project start
- Final Report within 3 months of project completion
- Mid-term Report (if duration exceeds 24 months and EC contribution € 300.000)
- Periodic Progress Reports (to ensure reporting with no more than 18 months interval)



TECHNICAL ACTIVITY REPORTS

(art. 12)

All reports shall contain information on:

- State of project implementation
- Respect of the work plan
- Financial situation of the project
- If projects' objectives have been reached or are still achievable

Form and content of the reports shall be in accordance with guidelines issued by the EC and available on LIFE website



TECHNICAL ACTIVITY REPORTS

(art. 12)

- One complete copy of the technical reports in both paper and electronic version including the annexes, the statement of expenditure and income shall be sent simultaneously to the Commission and the monitoring team
- A copy of the Final reports shall also be submitted to the MS authorities.



INCEPTION REPORT

(art. 12)

Special focus:

- ✓ Shall include an assessment if the project objectives and work plan are still feasible.
- ✓ If this is not the case the Commission may launch early termination procedure.
- ✓ Shall identify and quantify output indicators and other monitoring indicators.



MID-TERM REPORT

(art. 12.6)

Special focus:

- ✓ Shall contain a statement of expenditure and income and sufficient information to allow for a preliminary assessment of costs incurred so far.



FINAL REPORT

(art. 12.7)

Special focus:

- ✓ Shall contain a statement of expenditure and income and all the information necessary to allow the Commission to evaluate the eligibility of costs incurred
- ✓ Shall assess the sustainability in the future of project results.
- ✓ The technical part should cover the whole duration of the project.



COMMUNICATION ACTIONS

(art. 13)

- A separate presentation will follow



AMENDMENT TO THE AGREEMENT

(art. 15)

- ✓ Significant changes to nature or content of actions and/or deliverables
- ✓ Changes of the legal status of coordinating or associated beneficiary
- ✓ Changes to partnership structure
- ✓ Changes to duration of project
- ✓ Changes in provisional budget categories exceeding € 30.000 and 10%



REQUEST FOR CHANGES

(art. 15.3)

Prior written agreement of the Commission

Fundamental changes in overall objectives will NOT be accepted!

Guidelines- See the LIFE website

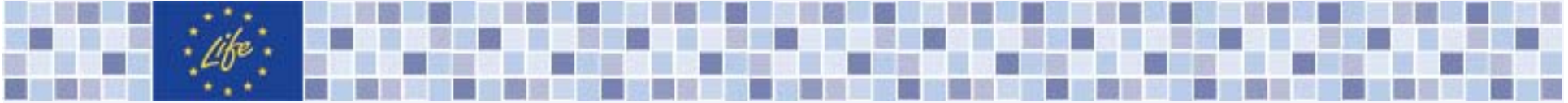
http://ec.europa.eu/environment/life/toolkit/pmtools/lifeplus/documents/amendment_guidelines2007.doc



POSTPONEMENT OF THE END DATE

(art. 17)

- ✓ May be granted only in unforeseeable, exceptional circumstances which make the implementation of one or more project actions impossible for a certain period of time
- ✓ A request for postponement must be submitted in accordance with guidelines issued by the Commission and include sufficient information to assess the justification of delays and feasibility of a revised work-plan.



Good luck !



LIFE07 Kick-off Meeting, Date, Place

Name, Surname, Position