



TASK

7

TASK TITLE

Contract in force

Task management and reporting to the EC

OBJECTIVES

Contract in force

7.1 To provide the correct project management of the different project activities

7.2 To monitor the project progress

7.3 To report to EU Commission both the financial and the technical aspects

ACTIVITIES

Contract in force	State of art
<p>7.1 Managing and monitoring the progress of the project</p> <p><u>Activity Manager:</u> Agenzia Energia e Ambiente di Torino.</p> <p><u>Methodology:</u> a correct management of the Project must create condition in which it can thrive which requires an accurate and in-depth plan for dissemination of the project, its objectives, initiatives and details on the participatory system, its benefits and strengths in order to achieve maximum participation from the inhabitants of the territory. The dissemination programme will include:</p> <p>Dissemination of information to raise public awareness locally regarding the project</p> <ol style="list-style-type: none"> 1. Opening conference to raise public awareness regarding the project, its objectives, explanation of how the participatory process will work, it will outline the dates fixed for the meetings of the Steering Committee and the Forum in such a way as all the activities are undertaken in complete transparency and to get maximum participation from the interest groups as possible. Furthermore the conference will highlight and the activities to be undertaken. 2. Series of mini-conferences directed at the key target groups (Municipal Councils, schools, citizens and companies and professionals) where the roles, objectives and the activities of the conference will be explained (1 mini-conference per target group) 3. media articles covering the most important points of the project (eg. the meeting of the Steering Committee and the Forum, the inauguration of the info-point, the hours of opening and location of the info-point) 4. press conference to present the results of the project to a wider audience of the general public. 5. accumulation of all the data regarding the project, project outline, objectives, activities and results obtained. They will be presented to the local population, representatives of the Municipalities, Provinces and the Region through three Conferences (one per Province) held at the end of the project, 6. Information regarding the project and its results to be printed in concise and easy to read leaflets available to the general public. 7. Website- updated continually, part open to the general public containing information regarding the project, objectives and activities, dates, times and locations of the meetings of the Steering Committee and the Forum, an area dedicated to the download of useful and interesting documents plus an area with reserved access for use by the Steering Committee. Considering that the Municipalities involved in the project are spread across a wide area, this will be a useful tool for contact and communication between participants and will reduce the number of physical transfers made, leading by example in undertaking a more sustainable behaviour. 8. links with Region, Province web pages 	

To disseminate information regarding the project to third parties (external to the project) to facilitate replication)

1. Updating of European Commission/Managenergy.net files regarding the project and how it is proceeding
2. Articles in periodicals/websites (national/Community) that deal with Sustainable Development during the course of the project highlighting special features or important events
3. Final Conference to illustrate project and its results
4. Production of a CDROM
5. Production of a final volume to be distributed to those interested in the project, highlighting the context, the socio-economic and historical background of the area, the course followed by the Pianalto area to achieve the results and how the participatory process was able to offer a Sustainable Planning tool.
6. Website- updated continually, part open to the general public containing information regarding the project, objectives and activities, dates, times and locations of the meetings of the Steering Committee and the Forum, an area dedicated to the download of useful and interesting documents plus an area with reserved access for use by the Steering Committee.

Considering that the Municipalities involved in the project are spread across a wide area, this will be a useful tool for contact and communication between participants and will reduce the number of physical transfers made, leading by example in undertaking a more sustainable behaviour the applicant will plan the project activities and will monitor the project progress by preparing internal check files and excel accounting tables. It will also give inputs to the local authorities to interact with them in a profitable way. Monitoring the ongoing of the project, the activities implemented as part of the Action Plan (from quality, financial and sustainable point of view) and ensuring that activities run to the time schedule of the project programme and to maintain good and profitable relationships with and between all Municipalities participating.

Progress indicators: participation in the Steering Committee, internal documents and contacts with the local authorities.

Expected Results: to achieve all the planned activities.

Objectives: guarantee a correct management of all the project activities.

Constraints: Difficulties actually existing in inter-municipal co-operation (the need to overcome interests of single Municipalities to achieve overall goal of common planning tool) Activities could fall behind time schedule.

Assumptions: the interaction of all participants across the territory and collection and updating of documents relating to correct project management.

<p>7.2 To report to EU Commission according to the Gant Agreement <u>Activity Manager:</u> Agenzia Energia e Ambiente di Torino. <u>Methodology:</u> the beneficiary will prepare technical and financial reports to EU Commission as required by the EU agreement on an annual basis considering the project lasts 36 months and some of the tasks are very long. <u>Progress indicators:</u> technical and financial reports and other eventual information or documents required by EU Commission. <u>Expected Results:</u> to submit to EU Commission the project results. <u>Objectives:</u> guarantee a correct management of the project. <u>Constraints:</u> difficulty in recovering information for drawing up reports from such a wide area. <u>Assumptions:</u> to give a complete and correct information on the project results and activities</p>	
<p>7.3 To provide an auditor <u>Activity manager:</u> Agenzia Energia e Ambiente. <u>Methodology:</u> the beneficiary will provide an auditor as required in the Life Environment Guidelines <u>Progress indicators:</u> contract with the auditor and his report on the sustained expenditures. <u>Expected Results:</u> to submit to EU Commission the audit results. <u>Objectives:</u> guarantee a correct financial management of the project. <u>Constraints:</u> difficulty in finding an auditor experienced in multi-disciplinary projects. <u>Assumptions:</u> to give a complete and correct information on the sustained expenditures regarding the project.</p>	

Start Date	01/12/2004	End Date	28/02/2008
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Duration	39 months
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Deliverable Date	Deliverable Description	STATE OF ART
30/12/04	Sending the EU contract signed, the request of payments and the banking references and other eventual documents required by EU Commission	

30/11/05	Production of a report regarding the task to be submitted to the European Commission- Progress Report	
30/03/06	Interim Report to EU Commission	
30/03/07	Progress Report to EU Commission	
28/02/08	Final Report on the progress of the project, (its results and the requested documents in annex)	
Milestone Date	Milestone Description	
30/11/07	Achievement of the project activities	
28/02/08	Achievement of the financial and technical final report	