

F. Overall project operation and monitoring of the project progress

Action F.1	Project Management
<i>Description (what, how, where and when):</i> (max. 10.000 characters)	
<p>The project will be steered by a Project Steering Committee, formed at the start of the project, which will be composed of a representative from the Coordinating Beneficiary, the Associated Beneficiary, the Competent Authority/Ministry and the cofinanciers. The Committee will be responsible for priority setting and decision-making.</p> <p>A full-time Project Manager will be appointed by the end of December 2012, and will be responsible for the delivery of the project. He/She will report on the progress of the project to the Project Steering Committee. Until the Project Manager is appointed, the Project Steering Committee will be responsible for the project management.</p> <p>Considering that the selection process to fill this post may be lengthy and rather complex, an advert for the post will feature on 5 local Sunday papers for 2 consecutive weeks, to ensure that the advert reaches as many people as possible without delaying the process too much. The post will also be advertised on the websites of MEPA and the MTCE.</p> <p>The Project Manager will be responsible for coordinating the Coordinating Beneficiary and the Associated Beneficiary and directing them in achieving the tasks assigned to them. A representative of each beneficiary will be responsible for directing a team of relevant officials which will deliver the project. The Project Manager is responsible for the quality of the deliverables, liaising with consultants to steer the technical implementation of the deliverables, as well as representing the project before external entities and managing contractors.</p> <p>The Project Manager will also be responsible for the day-to-day running of the project and administrative tasks associated with project management, as well as liaising with the EU LIFE Unit.</p> <p>The Project Steering Committee shall meet at least once every six months with additional meetings being held as necessary or as may reasonably be requested by any member of the Steering Committee. The meetings will be held at MEPA premises and will be chaired by the Coordinating Beneficiary. The Associated Beneficiary will act as secretary, compiling official minutes, agenda, directing follow-up on decisions taking, and similar functions. The Project Manager will present 6-monthly reports to the Steering Committee for guidance and direction on any issues that may arise. The frequency of the Steering Group meetings will ensure that formal reporting to the EU will be achieved as required, allowing time for any revisions to be made if necessary.</p> <p>The project management structure is described in the organigram attached.</p> <p>The table attached, entitled table_staff overview.jpg provides an overview of each person working on the project, and what % of time he/she will work on the project, and listing the tasks each person is involved in. Annexed to the application form (Annex II - Staff Overview) is another table presenting this information sorted by Action.</p>	
<i>Reasons why this action is necessary:</i> (max. 2.000 characters)	
<p>Project management is necessary to ensure coordination and management of all parties involved in the project to allow for the timely and effective delivery of the project.</p>	
<i>Beneficiary responsible for implementation:</i>	
MEPA	
<i>Expected results (quantitative information when possible):</i> (max. 2.000 characters)	
<p>A project manager will be engaged by the end of December 2012.</p> <p>A minimum of 7 Steering Committee meetings will be held (following the first kick off meeting), during which the Project Manager will present the progress reports and issues for discussion and guidance. The Steering Committee will be an efficient and effective vehicle for decision-making and a driving force for the project execution.</p>	
<i>Cost estimation (verify consistency with F forms):</i> (max. 2.000 characters)	

The Project Manager will be paid a salary of €103,532 over 42 months.

Costs of advertising the post - €300 per advert.

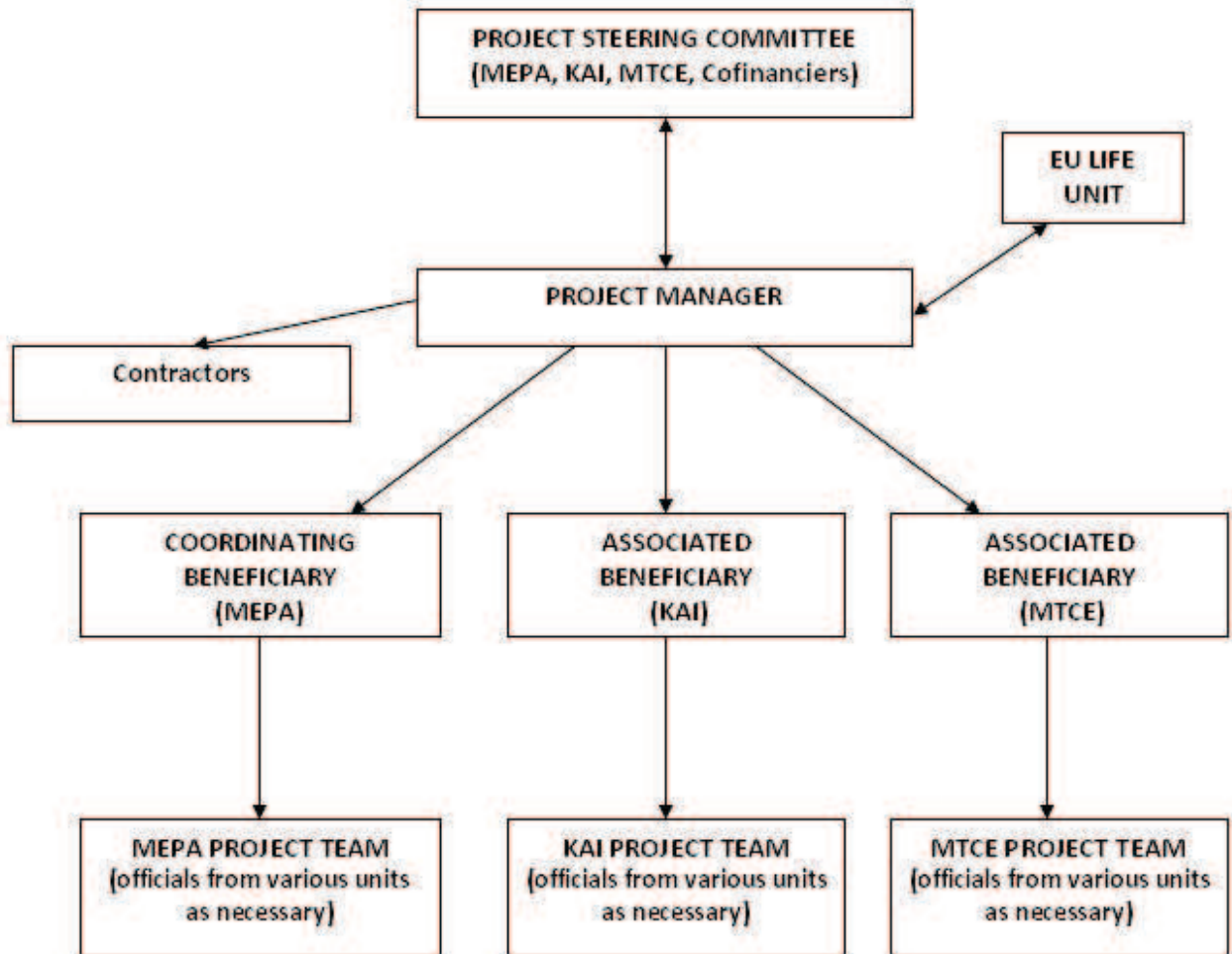
€300 x 5 local newspapers x 2 consecutive Sundays = €3,000

Total cost €106,532

Pictures (If you wish to add a table or a picture, save it as an image file and upload it)



Name of the picture: organigram_rev_May2012



Add picture

Delete this picture

Name of the picture: table_staff overview

Beneficiary	Type of Contract	Staff Member	Action	Rate per Day	Man-Days	Total Cost €	% of Time
MEPA	Indefinite employment contract, MEPA Grade C, seconded to the project	Data Analyst	A1, A2, A4	143	35	5005	3.76
MEPA	Definite employment contract, MEPA Grade C – specifically recruited for the project, temporary contract	Project Manager	A1, A2, A3, A4, E1, E2, E3, E4, E5, E6, E7, E8, E9, E10, E11, E12, F1, F2, F3, F4	143	724	103532	77.72
MEPA	Indefinite employment contract, MEPA Grade B, seconded to the project	Project Officer	E2, E5, E7, E8	132	12	1584	1.29
KAI	Indefinite employment contract, seconded to the project	Sailor/Cook	A3	100	180	18000	19.32
KAI	Indefinite employment contract, seconded to the project	Technician 1	A3, C2	196	131	25676	14.06
KAI	Indefinite employment contract, seconded to the project	Technician 2	A3	130	180	23400	19.32
KAI	Indefinite employment contract, seconded to the project	Technician 3	A3	130	180	23400	19.32
KAI	Indefinite employment contract, seconded to the project	Technician 4	A3	130	180	23400	19.32
KAI	Indefinite employment contract, seconded to the project	Technician 5	A3	130	180	23400	19.32
KAI	Indefinite employment contract, seconded to the project	Workshop Administrative Coordinator	C1, D1	60	60	3600	6.44
KAI	Indefinite employment contract, seconded to the project	Captain	A3	200	180	36000	19.32
MTCE	Indefinite employment contract, MTCE Head of Sustainable Development	MTCE Head of Sustainable Development	E4, E12	123.2	3.75	462	0.40
MTCE	Indefinite employment contract, MTCE LIFE+ Contact Point	MTCE LIFE+ Contact Point	E4, E12	84.08	7.375	620.09	0.79
MTCE	Indefinite employment contract, MTCE Principal	MTCE Principal	E4, E12	76.8	7.375	566.4	0.79
Total				€ 288645.5			

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