



A circular economy system for multi-source biomass conversion to added value products

Deliverable F.1.2: Project Management Plan

Action F1: Project management by NTUA
Activity F1.1: Project Management and Coordination

December 2019

Coordinating Beneficiary:



NATIONAL TECHNICAL
UNIVERSITY OF ATHENS (NTUA)

BENEFICIARIES



MUNICIPALITY
OF LAVREOTIKI



HELLENIC
PETROLEUM S.A.



ENVIRECO
CONSULTING S.A.



NEVIS - NOVEL
ENVIRONMENTAL
SOLUTIONS S.A.



FEDERATION
OF HELLENIC
FOOD
INDUSTRIES



UNIVERSITA DEGLI
STUDI DI VERONA



SATISTICA LTD.

LIFE Climate Action



LIFE18 CCM/GR/001180

Background

This deliverable was produced under co-finance of the EC LIFE Programme for the Environment and Climate Change, in the framework of Action F1 "Project management by NTUA" of the project with the title "A CIRCular economy system for multi-source BIoMass conversion to added value products" and the project acronym LIFE CIRCforBIO (LIFE18 CCM/GR/001180).

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Disclaimer

The information included herein is legal and true to the best possible knowledge of the authors, as it is the product of the utilization and synthesis of the referenced sources, for which the authors cannot be held accountable.

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Abbreviations and Acronyms

EC	European Commission
EU	European Union
NTUA	National Technical University of Athens (coordinator)
ENVIRECO S.A.	Envireco Consulting S.A.
HELPE	Hellenic Petroleum S.A.
LAVRIO	Municipality of Lavreotiki
NEVIS S.A.	Nevis-Novel Environmental Solutions S.A.
SATISTICA	Satistica Ltd.
SEVT	Federation of Hellenic Food Industries
UNIVR	Università degli Studi di Verona
GHG	Green House Gas
CB	Coordinating Beneficiary
AB	Associated Beneficiary
MC	Management Committee
SC	Steering Committee
AC	Administrative Committee
TC	Technical Committee
NGOs	Non-Governmental Organization
KPI	Key Project Level Indicators
EASME	Executive Agency for Small and Medium-sized Enterprises
GA	Grant Agreement

Executive Summary

The present report was prepared in the framework of the co-financed European LIFE-Climate Action project with the title "A CIRCular economy system for multi-source BIOMass conversion to added value products" and the acronym "LIFE CIRCforBIO". It is part of Action F.1 "Project Management by NTUA". Responsible for its preparation is the National Technical University of Athens (NTUA).

The LIFE CIRCforBIO project aims to achieve high GHG emission savings from the substitution of fossil fuels with advanced biofuels and to promote the realization of the circular economy concept for biomass.

The aim of this deliverable is the presentation of the basic guidelines regarding the project management (Overall management, Technical, Administrative and Financial) towards the successful implementation of the project.

1. INTRODUCTION

The LIFE CIRCforBIO project management plan aims to support effectively the project management and implementation process of the project and is based upon partner's existing know-how and experience constituting a coherent mechanism referring to all aspects of managing the project.

It includes:

- The project identification section describing the basic facts of the project.
- The project partnership details
- The partners roles, duties and obligations
- The Actions and the Action Leaders
- The Project management instruments/structures
- The Reporting requirements
- The project archives
- The project documentation

CONCLUSIONS

The LIFE CIRCforBIO management plan aims to support the smooth project management and implementation process. As such in one document is presented the project management structure in a detailed way along-side the existing interrelations between the various management bodies. It refers to the coordinating and associated beneficiaries' role in a practical way setting forth the management procedures and interactions among beneficiaries as well as the reporting procedures connecting management aspects set forth by the various project legal documents such as Grant Agreement and Partnership Agreement. It also offers a guideline for maintaining project documentation.

Based on the coordinating beneficiary long standing experience in successfully managing LIFE projects, it presents in a coherent way all managing project aspects.