# How to plan a project in LIFE

LIFE PROGRAMME WRITERS` WEBINAR
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# The new application form

Proposals are submitted using the application forms available in the Submission System.

The **application form** is structured in into two parts, Parts A and B:

- ✓ **Part A:** contains the structured Administrative Forms with data on the participants, legal declarations and contact persons

- ✓ **Part B (the narrative part):** Technical Description of the project with the planned activities, work packages, costs, etc. (must be uploaded as PDF).

Part A is generated while entering the data into the Submission System;

Part B needs to be prepared in advance (using the template downloaded from the system; do NOT use the standard template from the Topic page).

Part B will also include annexes and supporting documents :

A) mandatory annexes and supporting documents (to be uploaded):

- detailed budget table (mandatory excel template available in the Submission System)
- participant information.

B) optional annexes:

- Letters of support
- Cofinancing declarations

PART B

# The narrative part

# How to prepare and submit it

**Character and page limits:**

- page limit: 120 pages
- supporting documents can be provided as an annex and do not count towards the page limit
- minimum font size — Arial 9 points
- page size: A4
- margins (top, bottom, left and right): at least 15 mm (not including headers & footers).

**Important notes**

- Do not use hyperlinks to show information that is an essential part of your application.
- If you attempt to upload an application that exceeds the specified limit, you will receive an automatic warning asking you to shorten and re-upload your application.
- **Do NOT delete any instructions in the document.**

# 1. RELEVANCE
# 1.1 Background and general project objectives

- Explain the problem and the needs to be addressed in the project: **explain clearly the environmental problem/conservation issue and threats targeted by the proposal with quantified data**
- Describe the background, starting point:
  - Describe your solution in terms of: the **status of technical development achieved**, **TRL** where relevant and **prove solution's technical feasibility**, the scale at which such results have been obtained and if **prototypes** have been already developed and tested.
  - Illustrate available **best practices in the relevant sector** (state of the art) and clearly and concisely explain the environmental, technical and economical improved performances/ **advantages introduced by the proposed solution**
  - describe the main **species/habitats**; **% of the cover** within each project area; **conservation status** and submit: **maps**, **description of sites, species and habitats**, describe the **previous conservation efforts** in the project area or for the habitats/species targeted.
- Quantify baseline of the project: describe in the relevant sector/area which are the **current environmental and socio-economic situation**
- Please explain in which **location** and/or **sector** the main activities of the project will take place and **justify that choice**.

# 1. RELEVANCE
# 1.1 Background and general project objectives

- **Example circular economy:**

*ENVIRONMENTAL PROBLEM*

*Huge impact: 90% of removed synthetic turf is landfilled or incinerated creating 600 000 tons of wastes each year. One full-size (7200 m2) synthetic turf football field system consists approx. 300 tons materials (plastics, sand, rubber). Unused potential: less than 10% of used synthetic grass is currently recycled. Sand and rubber infill materials could be separated and cleaned for reusing; artificial turf is often reinstalled. Water footprint of irrigation of natural sports fields is very huge, but artificial grass could save 2 700 000 litres for average football field per football season. Big carbon footprint: Current technologies don´t enable high quality synthetic turf field reusing and/or recycling as they have high transportation need (and GHG emissions). Building new sports field with new materials means 100 tons of GHG (production, transport, installation). Removal and reusing all the materials emit 20 tons of GHG.*

*Causes*

*Artificial turf materials are not handled in sustainable and circular way because the industry is lacking of specific analysis and tools which is a baseline for reusing process. Materials are landfilled as no recycling behaviour is existing in most parts of EU. Insufficient awareness of better solutions is also reason why mentality is not looking for other ways for managing the industry.*

*PREOPERATIONAL CONTEXT*

*New circular and sustainable business and consumption model is missing. Linear consumption model, missing green quality label for service providers (5G operator) and lowest price principle tenders for building and renovating sports fields are main reasons because low-quality materials are used and circularity and sustainability are lacking from practice. Technical content of produced turf is not analysed today from reusing and reprocessing point.*

*Existing supply chain and logistics are not sustainable and circular. The synthetic turf management model are mainly based on linear consumption model based on end-of-life turf landfilling and long transportation of the exhausted material.*

# 1. RELEVANCE
# 1.1 Background and general project objectives

- **Example Nature and Bio:**

*ENVIRONMENTAL PROBLEM*

**Scientific name**: *Salmo macrostigma* (An II 92/43/EEC) o *S. cettii*

**Population Size***: in most of the Italian range the species is considered extinct and replaced by populations of the allochthonous Atlantic Salmo trutta or its hybrids. Most of the populations of S. cettii are fragmented and isolated in small mountain streams, so it is likely that the whole species in Italy is limited to a few thousand individuals*

**Conservation threats**

*1- the lack of a range-wide strategy to stop **introgression phenomena** with the Atlantic genome of domestic origin. Data shows also that in the 7.04% of populations the level of introgression was mild (i.e., presence of alien "genes" < 10%) and in the 30.99% was high (10-50%). (…)*

*2- **habitat alterations**, related to several factors, as decreasing of water resources due to climate changes, increasing of pollutants in freshwater, and river fragmentation. The presence of weirs (physical barrier) limits the upward movement of adults and causes a reduction in the abundance of populations, exposing them to risks of local extinction.(…)*

*3- **illegal stocking**. The extent of illegal stocking has so far escaped all control. Anyway, it is possible that the recent worsening of the introgressive hybridization rates in the wild Mediterranean trout populations is mainly due to this illegal practice, since in National Parks all other ways of stocking of alien trout are banned. Currently the problem is widely unknown because of the lack of categorization of the specific crime type.*

# 1. RELEVANCE
# 1.2 Specific project objectives

**Describe the specific objectives of your project (clear, measurable, realistic and achievable within the duration of the project).**

**The objective must be the concrete answers to the environmental problem(s) targeted**

- **Example circular economy :**

- To develop and demonstrate the technical feasibility, environmental and economical sustainability of a new business and consumption model (mainly as self-service platform software) based on an integrated management system of municipal synthetic sports fields allowing the Removal, Reusing, Reducing, Recovering and Recycling of synthetic turf maximising the efficient local use of resources (plastic, rubber, sand, etc).

- To integrate the business and consumption model in an integrated circular supply chain where the end of- life synthetic turf is separated, processed and recycled for the production of new products minimizing the quantity of mixed waste incinerated, landfilled and related environmental impacts in terms of air, water and soil pollution and GHG emissions.

- To create a comprehensive system for synthetic turf sports fields management fully carbon neutral through the application of a Carbon Footprint calculator which quantify the GHG emission and identify the related compensation measures.

# 1. RELEVANCE
# 1.2 Specific project objectives

- **Example Nature and Bio :**

- This general objective could be specified in four specific objectives:
- -Develop and pilot test a set of supplemental conservation strategies aimed at restoring the native S. cettii genetic biodiversity through the elimination of sources of introgression, selective fishing on alien trout and supportive breeding of the native populations,
- -Design and apply in the protected areas of S.cettii native range an integrated system of monitoring and improvement of the quality of freshwater habitat based on the application of the minimum vital flows and the decreasing of river fragmentation in according with the Water Framework Directive (2000/60 CE)
- -Design and apply Guidelines for the conservation and management of S. cettii which will represent the main reference framework for the species conservation actions in its whole native range
- -Develop a strategy for combating illegal stocking phenomenon based on stakeholders awareness and engagement, improvement of territorial control system, improvement of the regulatory and legislative framework

# 1. RELEVANCE
## 1.3. Compliance with LIFE programme objectives and call topic

- Explain how the project contributes to the specific objectives of the LIFE Programme and the sub-programme targeted by the call
- Indicate the call topic to which your proposal relates, and explain how the proposed project addresses the scope of the topic

**In the definition of your objectives the specific words used by the call and topic and show in this section the complementarity between call/topic and your objective and actions**

# 1. RELEVANCE
## 1.3. Compliance with LIFE programme objectives and call topic

- **Example circular economy :**

Proposal is primarily related to “Waste - Resource efficiency …”, it develops, implements and transfers a new business and consumption model for management of synthetic turf fields focused on product Reusing, Production Reducing, Recovering and Recycling.

New Model will result in reduction of the use of raw materials (plastic and rubber) and decreasing the impacts on air, water and soil, in line with the priority of Roadmap for a Resource Efficient Europe.

Tested model is based on a circularity approach where resource used for synthetic turf fields are, primarily reused, and then recycled for production of new products minimizing the quantity of mixed waste incinerated, landfilled and related environmental impacts in terms of air, water and soil pollution and GHG emissions.

The environmental and economic sustainability of new business and consumption model will be ongoing assessment and fine-tuned in order to guarantee that proposed solution could be applied on EU scale.

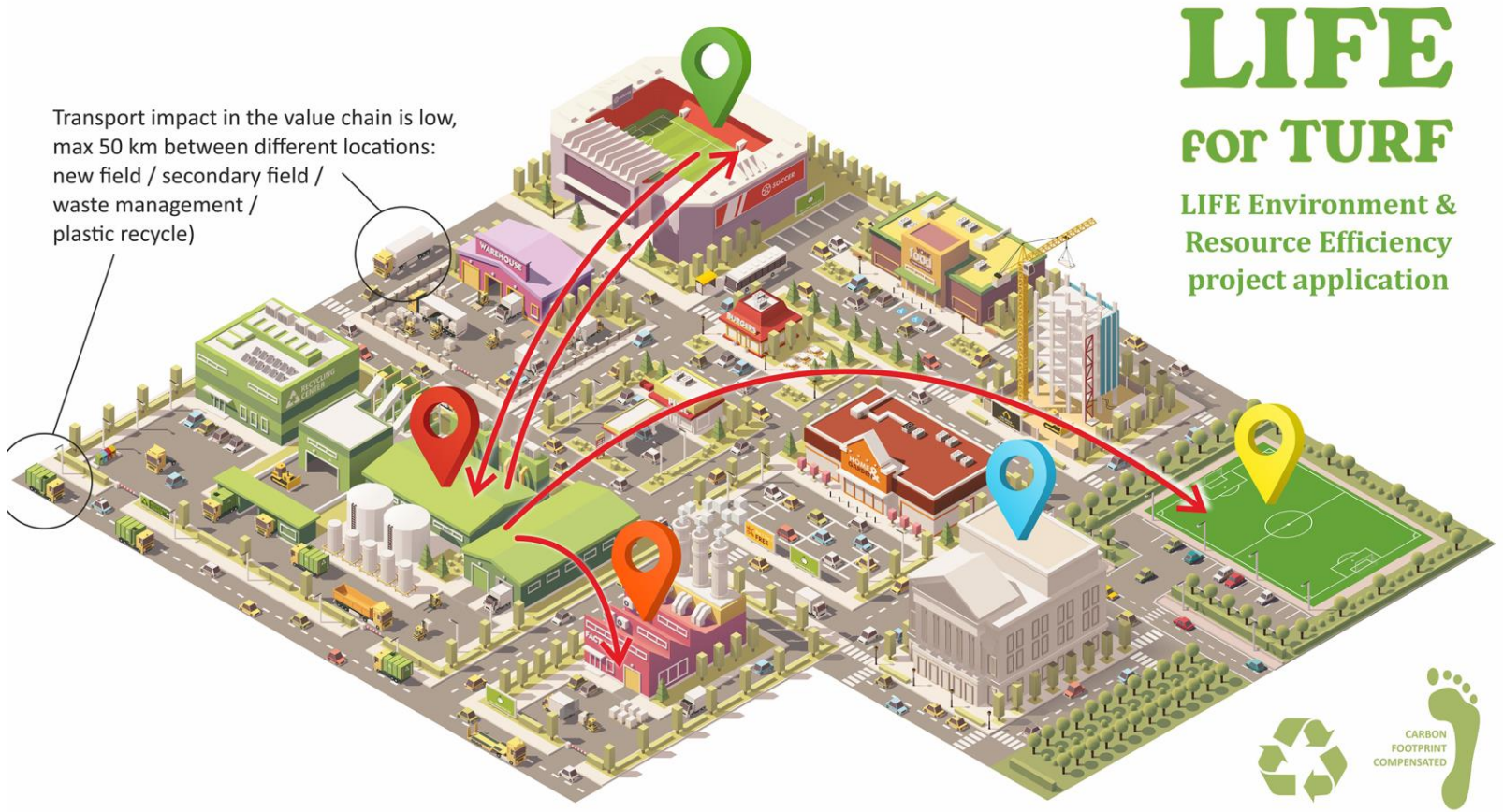
Proposal is also linked to “Waste - innovative …” by developing innovative solutions to maximise recycling and reuse of materials deriving from selective deconstruction of construction works and plastics present in synthetic turf fields

# 1. RELEVANCE
## 1.4 Concept and methodology

- Describe the overall intervention logic: how are the proposed activities and steps of your project expected to lead to the intended changes in terms of outcomes and impacts?
- Explain the methodology, i.e. the main tools, techniques, methods and procedures you will use to implement the technical part of your project. Justify why the proposed methodology is the most suitable for achieving the project's objectives.
  - Describe the technical details of the proposed solution (process, material, product etc.) using a flowchart and including, where possible, the general mass and energy balance. Explain how you plan to establish your supply chain.
  - Specify the scale (e.g. production capacity) and output of the project (e.g. quantity produced/sold during the project).
  - The chosen technical scale should be one that allows the evaluation of the technical and economic viability of the proposed solution. In case of close-to-market conditions the target should be industrial/commercial scale already during the project.

# 1. RELEVANCE
## 1.4 Concept and methodology

- *Example circular economy*



# 1. RELEVANCE
## 1.5 Upscaling results of other EU funded projects

Explain if and how the proposal builds on or up-scales results of other EU funded projects.

Tips:

- Analyze deeply all the other project dealing with similar topic in particular H2020
- The connection must be direct and must be demonstrated
- Value the engagement of organization working in the other identified project (if any)

**Relevant because is linked with BONUS 3 (Ref AWARD CRITERIA)**

# 1. RELEVANCE
## 1.6 Complementarity with other actions

- Explain how the project is complementary to other regional, national or international initiatives/activities/projects. How will it integrate the results from these other actions?

Tips:

- Describe the complementarity paying particular attention to avoid the overlapping of the project foreseen action
- Respect to Regional/National pay attention to demonstrate complementarity in all the EU countries involved in the project

# 1. RELEVANCE
## 1.7 Synergies and co-benefits with other LIFE sub-programmes

- Describe synergies with other LIFE sub-programmes (Nature and Biodiversity, Climate Change or Clean Energy Transition). Describe spillover effects (cobenefits) in addition to those targeted by the project. If possible, quantify the contribution.
- Identify the activities/tasks that address these policy objectives of other LIFE sub-programmes.

Tips:

- There are specific connection among the different sub-programme i.e. Circular economy and Climate Mitigation in case of GHG reduction, or Circular economy and Nature and biodiversity for instance for green buildings and nature based solution.
- Pay attention in particular to avoid any “trade-off” effect i.e. Industrial process having negative impact on local biodiversity

**Relevant because is linked with BONUS 1 (Ref AWARD CRITERIA)**

# 1. RELEVANCE
## 1.8 Synergies and co-benefits with other EU policy areas

- Describe the synergies and positive spillover effects (co-benefits) with other EU policy areas (for example agriculture, health, civil protection, jobs and growth, etc.). If possible, quantify the contribution.
- Identify the activities/tasks that address these other EU policy objectives..

Tips:

- Use the project KPI also to demonstrate the project impact on the other relevant policy: jobs and growth, health …

# 2. IMPACT
## 2.1 Ambition of the impacts

Identify and quantify the effects of the project (during the implementation and up to 5 years after its end).

Be specific and provide only information about impacts that are a result of your project. The impact of other projects should not be taken into account.

Wherever possible, use quantified indicators and targets.

Note: In addition to the description above, include quantified indicators in Part C of the application forms (both horizontal KPIs for the LIFE programme as well as any specific KPIs relevant to the proposal).

The quantified effect must be related to the baseline provided in the section **1.1 Background and general project objectives**

**It must be guaranteed the consistency between the effect described in this section and the figures included in the Part C**

# 2. IMPACT
# 2.1 Ambition of the impacts

## Example circular economy :

### ENVIRONMENTAL RESULTS

- Reduction of landfilling and incineration. 90% of used synthetic turf field materials are reused corresponding to around 4320 tons of mixed wastes prevented from going to landfills during the project piloting area
- Increase of recycling: 100% synthetic turf field infill materials are reused in renovating sports fields. 10% of removed synthetic turf is recycled, 90% reinstalled. At least one new product is developed from recycled old turf.
- Reduction of GHG emission:
- On-site technology is demonstrated in all piloting areas. Low CF of reusing materials is proven through officially approved LCA calculation – 5 times less GHG emitted per one field comparing to using new materials.
- Reduction of synthetic turf end-of-lifetime management related transportation and overall GHG emissions related to synthetic turf recycling reduced by 95% (savings come from long-transport of used and new materials);
- Reduction of usage of municipal water for irrigation of natural fields. Approx. 2 700 00 litres of water will be saved per football season by reinstallation of used field onto old natural field (24 300 000 per project duration). Introducing reinstallation, showing synthetic turf benefits will boost usage of synthetic turf in the future to use its advantages, also environmental related.

# 2. IMPACT
## 2.1 Ambition of the impacts

**Example Nature and Bio:**

- **CONCRETE RESULTS AND IMPACTS IN TERMS OF ELIMINATION OF SOURCES OF INTROGRESSION AND AMELIORATION OF THE INTROGRESSION RATES:**
  - Individuation and protection of at least 11 pure wild populations.
  - Creation of at least 11 new pure wild populations.
  - Increase of autochthonous genotype of 5% respect to the *ex ante* baseline.
  - Decrease of alien genotypes respect of 5% respect to the *ex ante* baseline.
  - Eradication of at least 11 alien populations.
  - Production of at least 66.000 native fry.[ML1]
  - Translocation of at least 3.600 wild native trout.[ML2]
- **CONCRETE RESULTS AND IMPACTS IN TERMS OF REDUCTION OF FLUVIAL FRAGMENTATION AND IMPROVEMENT OF THE QUALITY OF FRESHWATER HABITAT**
  - Guarantee the MVF in 51 sites.
  - Decrease of river fragmentation by removing 5[ML3] barriers.
  - Union of previously isolated populations by removing 5 barriers and increasing their number to twice.
  - Increase of average abundances of wild populations up to a minimum of 10 g/m2.
  - Increase of average quality of age structures (PSD) of wild populations up to a minimum of 35.
  - Decrease probability of extinction of local populations by increasing colonization rates.
  - Decrease probability of extinction of local populations by decreasing emigration (drift) rates.
- **CONCRETE RESULTS AND IMPACTS IN TERMS OF STRATEGY FOR COMBATING ILLEGAL STOCKING**
  - Increase of the number of notification in the targeted area updating the regulation in the 6 pilot areas.
  - Increase the awareness of the problem in citizenship involving at least 3.000 people in awareness events.
  - Creation of 6 groups of voluntary guards engaging at least 100 local volunteers

# 2. IMPACT
## 2.2 Credibility of the impacts

Show the steps of your calculations and base yourself on the activities mentioned in your work plan.

Justify and substantiate the baselines, benchmarks and assumptions you used, making reference to relevant publications, studies or statistics.

Try to use the same methodologies for calculating impacts (avoid using different methodologies for each partner, region or country).

# 2. IMPACT
## 2.3 Sustainability of project results

Describe your strategy to sustain the project's results after the EU funding ends. Consider the following aspects:

- How will the project impact be ensured and sustained? Which tasks will you carry out during the project to ensure that?
- Which parts of the project should be continued or maintained? How will this be achieved and which resources will be necessary?

# 2. IMPACT
## 2.3 Sustainability of project results

### Example for circular economy:

All the municipalities engaged as associated beneficiaries in the pilot actions are strongly motivated in applying the new sport facilities management approach because of the high cost which they are currently incurring. The application of the new business and consumption model will guarantee a significant reduction of the cost related with the management and renovation of sports fields. Part of the economic saving deriving from the application of the model will be reinvested in the continuous optimization of the whole value-chain increasing environmental and economic viability and in the identified compensation measures (B3)

The application of the new business and consumption model will guarantee a significant reduction of the cost related with the management and renovation of sports fields. Part of the economic saving deriving from the application of the model will be reinvested in the continuous optimization of the whole value-chain increasing environmental and economic viability and in the identified compensation measures (B3)

# 2. IMPACT
## 2.3 Sustainability of project results

**Example for Nature and Bio :**

STREAMS is designed to guarantee the full sustainability of the project results foreseeing a three-steps architecture:

- The pilot application of a combined set of conservation strategy in 6 pilot protected area selected according with 3 specific criteria a) advanced knowledge of trout population an habitat status to guarantee the technical readiness of the interventions b) coverage of the whole native range (from Calabria to Alps) c) wide heterogeneity of conservation, environmental, climatic, legal and socio economic characteristics.
- the creation of a comprehensive and unique reference framework for all the protected area managing authority at national level with National Guidelines on the S. cettii conservation strategy, designed by ISPRA according with the compared analysis of the results obtained in the six pilots and applied in all the 17 engaged protected areas.
- the start-up of the process of application of the Guidelines on the whole S cettii native range through a peer-to-peer approach where once the interventions have been tested and validated in the selected areas, will support the technicians of the other 11 identified areas, in order to transfer attune and concretely apply the S. cettii conservation strategy according to with the national Guidelines produced by ISPRA

# 2. IMPACT
## 2.4 Exploitation of project results

- Do you foresee other ways of exploiting the project's results (e.g. utilisation in further research, in developing / creating / marketing a product or process, in creating / providing a service, in standardisation activities etc.)? Who are the targeted users?
- For close-to-market projects: Describe the reference market: actual and potential market size, features of prospective customers and of their demand, competitors, market and regulatory barriers, etc. Explain the economic feasibility of the proposed solution comparing cost, price or other economic investment variables (e.g. payback period, net present value, etc.).

**Note:** Don't forget to include the activities in the mandatory Work Package for Sustainability, replication, and exploitation of project results.

# 2. IMPACT
## 2.5 Catalytic potential: Replication and upscaling

- Describe the potential for the results to be replicated in the same or other sectors or places. Which factors might favour or limit the replication?
- Describe the potential for the results to be up-scaled by public/private actors or through mobilising larger investments or financial resources. What is the coverage and size of the market? Who are the potential users of the results?
- Describe the strategy and tasks to multiply the impact of the project (during implementation or afterwards). How will its main actions and results be replicated elsewhere?

**Note:** Don't forget to include the activities in the mandatory Work Package for Sustainability, replication, and exploitation of project results.

# 3. IMPLEMENTATION
## 3.1. Work plan

Provide a brief description of the overall structure of the work plan (list of work packages or graphical presentation (Pert chart or similar)).

The Project Activities must be grouped into work packages. A work package means a major sub-division of the project with an identified objective, expected outcome and respective activities divided in Task (and sub-task), milestone and deliverables.

The grouping should be logical and guided by identifiable outputs.

The number of work packages should be proportionate to the scale and complexity of the project.

Compulsory Workpackages:

- WP1: project management and coordination activities Including: meetings, coordination, project monitoring and evaluation, financial management, progress reports, etc.) and all the activities which are cross-cutting and therefore difficult to assign to just one specific work package
- WPX Sustainability, replication and exploitation of project results'.

In addition, ensure your work packages cover also the following activities:

- dissemination and communication, including networking with other LIFE projects
- impact monitoring and evaluation
- reporting of KPIs in the LIFE KPI web tool within the first 9 months from grant signature and at the end of the project

Work packages covering financial support to third parties must describe the conditions for implementing the support (for grants: max amounts per third party; criteria for calculating the exact amounts, types of activity that qualify (closed list), persons/categories of persons to be supported and criteria and procedures for giving support; for prizes: eligibility and award criteria, amount of the prize and payment arrangements).

# 3. IMPLEMENTATION
## 3.2. Stakeholder input and engagement

- Identify any key stakeholders outside the consortium that are required to ensure the success of the project. How will you mobilise them to contribute to your project activities or participate in these?
- Annex Letters of support to demonstrate the type and level of commitment already secured (if any).

**Tips:**

**The stakeholders engagement is a crucial element to guarantee the success of the project: i.e public authority for removing of market barriers, consumers for paving the way of products market, etc**

**The project must demonstrate to be able to engage the relevant stakeholders. To this end it is important to include stakeholders representative or in the partnership or as associated proving their concrete engagement with a support letter.**

# 3. IMPLEMENTATION
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# 3. IMPLEMENTATION
# 3.3 Work packages and activities

Per each work package:

- Duration
- Lead beneficiary
- Objectives and expected results
- Activities – what, how, where (tasks 1.1., 1.2 xxx)
- Milestones: are control points in the project. Must be indicated the means of verification
- Deliverables: project outputs. (Not include minor sub-items) Max 10-15 for the *entire project.*

*Mandatory deliverables:*

- Dedicated project page on the beneficiaries' websites
- Exploitation plan including replication component / business plan including replication component / 'After-LIFE Conservation Plan'
- Extract of the project data from the LIFE KPI webtool

# 3. IMPLEMENTATION
## 3.3 Work packages and activities

| **Duration:** | MX - MX | **Lead Beneficiary:** | 1-Short name |
|---|---|---|---|

**Objectives and expected results**

*List the specific objectives and expected results to which this work package is linked.*

▪

**Activities (what, how, where) and division of work**

*Provide a concise overview of the work (planned tasks). Be specific and give a short name and number for each task. The tasks should be numbered continuously, linked to the WP they relate to (e.g. T.1.1, T.1.2, T.2.1, etc.).*

*Show who is participating in each task: Coordinator (COO), Beneficiaries (BEN), Affiliated Entities (AE), Associated Partners (AP), indicating **in bold** the task leader.*

*Add information on other participants' involvement in the project e.g. subcontractors, in-kind contributions.*

***Note:***

*The Coordinator remains fully responsible for the coordination tasks, even if they are delegated to someone else. Coordinator tasks cannot be subcontracted.*

**T.1.1 [Task Name]** (Participant X, Participant Y, etc.):

Description…

**T.1.2 [Task Name]** (Participant X, Participant Y, etc.):

Description…

# 3. IMPLEMENTATION
## 3.4 Timetable

Timetable must be divided per WP and Task and for project of more than 2 years must be filled in quarterly

| ACTIVITY | YEAR 1 | | | | YEAR 2 | | | | YEAR 3 | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 |
| Task 1.1. | | | | | | | | | | | | |
| Task 1.2. | | | | | | | | | | | | |
| Task .... | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |

# 3. IMPLEMENTATION
# 3.5 Impact monitoring and reporting

Describe your overall approach to monitor and evaluate the impact indicators during your project. Ensure that you include specific tasks to monitor, evaluate and report impacts in the work plan

The monitoring action must guarantee the on-going and final verification of the achievement of the project expected results according with the identified KPI.

TIP - An effective monitoring strategy must guarantee the in-itinere identification of failure risks and the planning and implementation of renedy strategy aimed at overcoming the emerged criticalitties.

# 3. IMPLEMENTATION
# 3.6 Communication, dissemination and visibility

Define your target audience(s). Describe the planned communication and dissemination activities to promote the action and its results and maximise the impact (to whom, which format, how many copies, etc.).

Clarify how you intent to reach each target audience, and explain the choice of the dissemination channels.

Describe the methods and indicators (quantitative and qualitative) to monitor and evaluate the outreach and coverage of the communication and dissemination activities and results.

Describe how the visibility of EU funding will be ensured.

# 4. RESOURCES
## 4.1 Consortium set-up

Consortium cooperation and division of roles (if applicable)

Describe the consortium composition. How will all the partners together bring the necessary expertise?

In what way does each of the participants contribute to the project? Show that each has a valid role and adequate resources to fulfil that role.

Fill out the Participant information (annex) with more details on the participants and their project teams (key staff)..

# 4. RESOURCES
# 4.1 Consortium set-up

Example for circular economy

Coordinating beneficiary
EXPERTISE (E): ASIE – EU leader in synthetic turf industry, ARENA concept owner, pioneering company in sustainable and circular management of synthetic turf fields
ROLE (R): Strategic partnership coordination, implementation of the business model in collaboration with the local actors in pilot areas

Associated Beneficiaries
INDUSTRY62
(E):Expert in Business model designing and SW solution development in the field of planning, managing and monitoring complex system
(R):Develop self-service platform software
NOESIS
(E):specialized in LIFE technical and financial management. Already partner in IREXFO LIFE16 ENV/IT/000547 and LIFE STREAMS 18NAT/IT/000931. Its staff is engaged in 12 current-past LIFE projects. It has specific expertise in: GPP, PPI, PCP, PPP
(R): Technical and financial management (AC E) GPP designing in the pilot areas

# 4. RESOURCES
## 4.1 Consortium set-up

Example for Nature and Bio

**PROTECTED AREA MANAGING AUTHORITIES: Majella national park, Pollino national park …**
**PROFILE:**

- in charge of S. cettii conservation strategy in protected areas
- advanced knowledge of trout population a habitat status ensuring the technical readiness of the actions coverage of the whole native range
- wide heterogeneity of conservation, environmental, climatic, legal and socio-economic characteristics

**ROLE:** Pilot testing and transferring the *S. cettii* conservation strategy

**SCIENTIFIC PARTNERS: ISPRA UNIPG**
**PROFILE**: Scientific support to Italian Ministry of environment. Wide experience in fish species genetic analysis and habitat ecological characterization
**ROLE**: designing of intervention protocol, coordination of habitat and species characterization

**TECNICAL PARTNER: NOESIS**
**PROFILE:** Company specialized in LIFE project management, partner of other LIFE approved project
**ROLE:** Supporting the PNM in all the activities related with technical operative management in order to guarantee the project smooth implementation

# 4. RESOURCES
## 4.2 Project management

Describe the management structures and decision-making mechanisms within the consortium.

Explain how decisions will be taken and how regular and effective communication will be ensured.

Describe the measures and methods planned to ensure good quality, monitoring, planning and control of project implementation.

# 4. RESOURCES
## 4.2 Project management

Example

In order to guarantee an effective coordination action, management issues are based on a functional model and on the selection of high qualified profiles in key project roles.

The politic and strategic coordination and the institutional and territorial relations are in charge of the Project Director, appointed by the Coordinating beneficiary (CB). The daily management of the project, a role that requires a specific experience in project management and a full-time commitment in management, coordination of activities/partners and constant connection with the EC, is entrusted to Noesis as PM, due to its specific competences in technical-financial management of EU projects.

The key decisions are in charge of the Steering Committee (SC) which oversees strategic planning, coordination, monitoring, evaluation and achievement of outputs/results. It is composed by one representative per partner and chaired by the PD.

# 4. RESOURCES
# 4.3 Green management

Describe the management structures and decision-making mechanisms within the consortium.

Explain how decisions will be taken and how regular and effective communication will be ensured.

Describe the measures and methods planned to ensure good quality, monitoring, planning and control of project implementation.

**TIPS:**

Include all the mechanism recognized by the EU which can guarantee:

- the internal and external respect of the sustainability criteria (as GPP),
- the calculation of the project environmental footprint (e.g. PEF or OEF methods or similar ones such as PEFCRs/ OEFSRs)
- The green environmental management systems (e.g. EMAS)

# 4. RESOURCES
## 4.5 Risk management

Describe critical risks, uncertainties or difficulties related to the implementation of your project, and your measures/strategy for addressing them.

Indicate for each risk (in the description) the impact and the likelihood that the risk will materialise (high, medium, low), even after taking into account the mitigating measures.

Describe any barriers/obstacles and framework conditions (such as regulation and standards) that may be a risk for the achievement of the project's objectives/impacts.

Note: Uncertainties and unexpected events occur in all organisations, even if very well-run. The risk analysis will help you to predict issues that could delay or hinder project activities. A good risk management strategy is essential for good project management.

# 4. RESOURCES
## 4.5 Risk management

Example

LEGEND
C: constraints and risks
P: probability to occur
O: overcoming

The following risks are listed prioritizing the actions whose failure can more deeply affect the project and within the action the risks in terms of importance.

A2 Self-service WEB platform development
C: Difficulty to engage piloting municipality technicians and relevant personnel to get feedback for the pilot solution in the concept creation phase for web platform. This might lead to the poorly defined scope.
P: Not very likely
O: define and engage potential end users at earliest possible stage and involve them in the concept creation from the start of project.

# AWARD CRITERIA

# AWARD CRITERIA

| Award criteria | Minimum pass score | Maximum score | Weighting |
|---|---|---|---|
| Relevance | 10 | 20 | 1 |
| Impact | 10 | 20 | 1.5 |
| Quality | 10 | 20 | 1 |
| Resources | 10 | 20 | 1 |
| **Overall weighted (pass) score (without bonus)** | **55** | **90** | N/A |
| Bonus 1 | N/A | 2 | 1 |
| Bonus 2 | N/A | 2 | 1 |
| Bonus 3 | N/A | 2 | 1 |
| Bonus 4 | N/A | 2 | 1 |
| Bonus 5 | N/A | 2 | 1 |
| **Overall weighted (pass) scores (with bonus)** | **55** | **90 to 100** | N/A |

# AWARD CRITERIA - 1 Relevance

1. Relevance (0-20 points)

- ✓ Relevance of the contribution to one or several of the specific objectives of the LIFE Programme and the targeted sub-programme **(ref to AF section 1.1, 1.2, 1.3)**
- ✓ Extent to which the proposal is in line with the description included in the call for proposals, including, where relevant, its specific priorities **(ref to AF section 1.1, 1.2, 1.3)**
- ✓ Concept and methodology: soundness of the overall intervention logic **(ref to AF section 1.4)**
- ✓ Extent to which the proposal offers co-benefits and promotes synergies with other policy areas relevant for achieving environment and climate policy objectives **(ref to AF section 1.6, 1.7)**

# AWARD CRITERIA - 2. Impact

2. Impact (0-20 points)

- ✓ Ambition and credibility of impacts expected during and/or after the project due to the activities, including ensuring that no substantial harm is done to the other specific objectives of the LIFE Programme **(ref to AF section 2.1, 2.2)**
- ✓ Sustainability of the project results after the end of the project **(ref to AF section 2.3)**
- ✓ Quality of the measures for the exploitation of project results **(ref to AF section 2.4)**
- ✓ Potential for the project results to be replicated in the same or other sectors or places, or to be up-scaled by public or private actors or through mobilising larger investments or financial resources (catalytic potential). **(ref to AF section 2.5)**

# AWARD CRITERIA - 3 Quality

3. Quality (0-20 points)

- ✓ Clarity, relevance and feasibility of the work plan **(ref to AF section 3.1, 3.3, 3.4)**
- ✓ Identification and mobilisation of the relevant stakeholders **(ref to AF section 3.2)**
- ✓ Appropriate geographic focus of the activities **(ref to AF section 3.1, 3.3, 3.4)**
- ✓ Quality of the plan to monitor and report impacts **(ref to AF section 3.5)**
- ✓ Appropriateness and quality of the measures to communicate and disseminate the project and its results to different target groups **(ref to AF section 3.6)**

# AWARD CRITERIA - 4. Resources

4. Resources (0-20 points)

- ✓ Composition of the project team - in terms of expertise, skills and responsibilities and appropriateness of the management structure **(ref to AF section 4.1, 4.2, 4.5)**
- ✓ Appropriateness of the budget and resources and their consistency with the work plan **(ref to detailed budget table - annex 1 to Part B).**
- ✓ Transparency of the budget, i.e. the cost items should be sufficiently described **(ref to detailed budget table - annex 1 to Part B).**
- ✓ Extent to which the project environmental impact is considered and mitigated, including through the use of green procurement. The use of recognised methods for the calculation of the project environmental footprint (e.g. PEF or OEF methods or similar ones such as PEFCRs/ OEFSRs) or environmental management systems (e.g. EMAS) would be an asset **(ref to AF section 4.3)**
- ✓ Value for money of the proposal **(ref to detailed budget table - annex 1 to Part B).**

For emerged doubt …

I’m at your disposal for any question

For doubt emerging in the next days ….

Don’t hesitate to contact me

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