Environment and Climate Regional Accession Network ECRAN

Environment and Climate Regional Accession Network (ECRAN)

MANUAL FOR ADMINISTRATION, QA AND ACCOUNTING

November 2013

Chapter 1   Administrative Procedures for the Working Groups

Introduction

The project includes an environment component, a climate action component as well as the NGOs Environment Forum. Similar to RENA, the activities under each component will be implemented through a system of Working Groups (WGs) as follows:

Environment Working Groups:

Strategic Planning and Investments

Water Management

Environmental Assessments

Air Quality

Waste Management

Nature Protection

IED/ Chemicals

Climate Action Working Groups:

Climate Policy Development and Building Climate Awareness

GHG Inventory Systems and the EU Monitoring Mechanism Regulation

Emissions Trading

Adaptation

Cross-cutting activity for both environment and climate components:

Enforcement and compliance (ECENA)

Progress Monitoring

Legislative compliance checks

Handbook on the Implementation of EU Environmental Acquis

Handbook on the Implementation of EU Climate Acquis

The responsibility for the implementation of the overall workplan lies with the Key Experts, however the implementation of the activities is supported by the them of selected non-key experts (WG Leaders) that are coordinating the activities of defined Working Groups. Therefore the structure of the project is the following:

Overall Project

Components

Working Groups

Activities

Tasks

Procedure 1.1 Approval of the Work Plan

- ▪ ECRAN Team will prepare work plan for overall project dividing the overall resources (human and financial) into WG's activities and their tasks.

- The work plan will be divided by Working Groups and further divided into activities and tasks.

- The activity plan for each of the WGs as part of the overall work plan will be prepared by the respective WG Leaders in coordination with the project beneficiaries (Working Group coordinators).

- Prepared draft of the work plan and Inception Report will be submitted to the European Commission and Steering Committee (SC) members for comments.

- Prepared work plan is integral part of the Interim Reports and as such updated every six months and discussed at the Steering Committee Meeting (SCM).

- Once approved at the SCM the work plan serves as the basis for further planning and implementation of the activities.

Procedure 1.2 Implementation of the approved Work Plan

- During the implementation of the approved work plan, each WG Leader will act as coordinator of activities for its respective working group under close supervision of the designated Key Expert.

- Close follow-up on financial and HR management in relation to approved budget and time schedule must be carried out. Any deviation from the ToR, proposed methodology, time schedule, etc. must be reported by the WG-Leader to the designated Key Expert, Team Leader and ECRAN Secretariat in advance and as soon as possible.

- WG Leader is responsible for communication on technical issues with the designated Key Expert, Beneficiaries and European Commission.

- For communication on contractual issues with any of the involved parties responsible are exclusively appointed Human Dynamics Project Managers (HDPM).

- Meetings held will be followed up by the Minutes of the Meeting prepared by the respective WG Leader, checked by the designated Key Expert and forwarded by the ECRAN Secretariat to meeting participants for comments and consideration;

- Trainings and other capacity building activities are followed by evaluation report and training report prepared by the respective WG Leader, checked by the designated Key Expert and forwarded by the ECRAN Secretariat to training/event participants.

- All approved documents, outputs and reports are published on the ECRAN website and available for download to all interested parties.

Utilisation of approved and allocated human and financial resources

- Based on the approved work plan and allocated human and financial resources the WG Leader will for each envisaged activity prepare and submit to the designated Key Expert, Team Leader and ECRAN Secretariat the Terms of Reference including detailed description of activities and necessary resources (human (working days) and financial (incidental expenditures)).

- Based on the proposed ToR, the non-key experts that will be proposed for approval to the European Commission (EC) are selected.

- Once the ToR proposal including proposed non key experts and required financial resources is approved by the EC, the respective WG Leader is informed and may start with the implementation in accordance with the approved ToR.

- All Team members including non key experts have to fill in the time sheets at the end of each month.

- If deviations from the budget or if mismatch with expected progress are observed, this has to be reported by the WG Leader to the designated Key Expert, Team Leader and ECRAN Secretariat immediately.

- In accordance with the approved work plan the WG Leader will timely inform the designated Key Expert, Team Leader and ECRAN Secretariat on the upcoming events (workshops, conferences, seminars) that are to be financed from the Incidental Expenditures.

- At least two weeks before the event, the WG Leader will prepare the ToR and provisional budget to be revised by the HD/TL and upon revision sent for approval to the EC.

Utilisation of available TAIEX services

- Based on the approved work plan the WG Leader will for each envisaged capacity building activity prepare and submit to the designated Key Expert, Team Leader and ECRAN Secretariat the agenda for the respective capacity building activity. The agenda has to contain information on the background and objectives of the activity, related initiatives and possible overlap or synergies, eligibility of participants, lecturers (indicating if these are TAIEX or ECRAN funded) date and location at least 6 weeks before the event.

- The agenda is submitted to EC for approval;

- Upon approval, ECRAN Secretariat starts with filling in TAIEX application form and send the invitation to the beneficiary countries;

- Once the date and the location of the event, as well as number of participants is known, ECRAN Secretariat will finalise the application form and send it to TAIEX database. The request should be sent latest three weeks in advance;

- When the request is received TAIEX starts their procedure for checking the eligibility of the proposed workshop with the relevant DG as well as with the EUDs in the country to avoid overlaps;

- The names of participants and experts should be sent to TAIEX at least three weeks in advance;

- When the names of the experts are known, TAIEX is contacting them to fill in the web based register where they will among other leave their financial data for reimbursement;

- Evaluation is performed two times. Immediately after the workshop by sending the evaluation form to all participants and asking for their feedback (evaluation focused mainly on quality of lectures, lecturers and logistics) and after six months when the form is sent to one person indicated in the web based application to assess the sustainability and impact of the workshop;

- For the cooperation between ECRAN and TAIEX, the TAIEX rules are applied. Exceptions are allowed only when agreed and approved in advance;

- TAIEX experts are paid for days spent on mission. Travel days are also paid if they are not weekend days;

- Study tours are organized for ideally 3, and with additional approval up to 5 participants.

- For organization of study tours by ECRAN involving larger number of participants, ECRAN will make all institutional arrangements (finding the hosting institution, agreeing on the agenda, ect.) and the logistics will be provided by TAIEX in the same was as for the regular workshop;

- If the workshop topic is objected by the EUD, the TAIEX might not provide the requested assistance.

- In such case, if the approval of DG Environment and/or DG CLIMA is still valid, the workshop will be financed by ECRAN IE funds;

- Since the IE funds are already planned for other activities in line with the ToR, only few of this exceptions can be financed by ECRAN;

- The title of all TAIEX supported events should start with ECRAN, e.g. ECRAN EU ETS Workshop.

Minor changes in the activity plans

- Minor changes concern changes where the total amount of allocated human and financial resources approved within the initial work plan remains unchanged, e.g.:

- A replacement of one or more staff members with a new expert of the same fee category (the input remains the same).

- Modification of budget within the main category (e.g. reduced international travel but increased equipment).

- Change of activity duration.

- The operation requires approval from the European Commission granted based on the elaborated request issued by the ECRAN Secretariat.

Major Changes in the activity plans

- Major changes concern re-allocation of budget between main categories (e.g. reducing reimbursable and increasing fee), re-allocation of human and financial resources between different WG, change of payment schedule, etc.

- The operation requires approval from the European Commission and SC granted based on the elaborated request issued by the ECRAN Secretariat.

Chapter 2 Quality Assurance System

Procedure 2.1   Quality Assurance System

- The Quality Assurance is performed by the designated Key Expert, Team Leader and ECRAN Secretariat, who are responsible for the overall design of the Quality System and for monitoring the implementation of the system.

- For each specific assignment the responsible parties are performing the following actions:

  - Assist in the elaboration of the proposal (methodology, staffing, time schedule, etc.) and selection of the team.

  - Reviews the reports in order to ensure activity plans and the ToRs are fulfilled and that the documents have an acceptable level of quality.

- The QA system is obligatory for all Working Groups.

- The assignments under the ECRAN Project differ widely in scope, size and character. The QA system will have to be shaped according to the type of assignment. Not all procedures, mentioned in this chapter, should be compulsory in all assignments. The range of procedures for a specific assignment will have to be decided by the designated Key Expert, Team Leader and ECRAN Secretariat..

Procedure 2.2 Planning of Time, Activities and Resources

- The implementation of the assignment, the outputs, activities and use of financial and human resources need to be well planned and monitored.

- The time planning is described in the Work Plan and the proposal and can be adjusted in the preparatory phase.

- If a revision of the time schedule has the consequence that some of the activities can not be carried out within the duration of the assignment (mentioned in the approved Work Plan), the revision of the activities is required.

Annexes

Annex 1: MoM Template

Annex 2: TNA Template

Annex 3: Agenda Template

Annex 4: Training Report Template

Annex 5: MoM Template

Annex 6: PPT Template