



# **LIFE15**

## **Implementing a LIFE project – Main Challenges**

**Pavlos Doikos - October 2016**  
**Kick-off meeting, Brussels**



# Congratulations!

## You got your proposal approved.



**Now you just have to deliver what  
you've promised.**









# Main challenges

I was informed that the preparatory technical activities have accumulated a minor delay, which you are confident to recover in the next few months. In order to provide more

As far as the administrative management is concerned, I regret to learn that you have still not set up a reliable system to register the project expenditure and an efficient collection of supporting documentation related to costs incurred by associated beneficiaries. I kindly invite you, considering also the size of the partnership, to establish as soon as possible an appropriate administrative management structure and to ensure an effective collection of the documents.



# FINANCIAL MANAGEMENT



# Main challenges – Cost centres

Cost centres: I noticed that the Associated Beneficiaries did not yet provide updated printouts of the cost centres with the transactions recorded for the project. Please be reminded that, according to the Financial and Administrative Guidelines, it is highly recommended to establish project codes in the analytical accounting system of the project beneficiaries in order to permit a direct reconciliation of the costs and revenue declared in respect to the project with the corresponding supporting documents. Please provide with the forthcoming Progress Report, for all beneficiaries, updated printouts of the cost centres with the transactions recorded for the project.



# Main challenges

## Time registration

Please be reminded about the obligations of establishing a reliable time registration system. This can be guaranteed using the standard timesheets template (available in the LIFE programme web site under the toolkit page) to register the working hours of each of the project staff members. The timesheets must be filled in on a daily basis, printed on a monthly basis and promptly signed at the end of the month or during the first week of the following month at the latest by the staff member and its supervisor. In order to verify that you set up the required time registration system, please provide, with the Progress Report, one timesheet per beneficiary produced in April 2016.





# Other Main challenges

**VAT**

**Subcontracting**

**Seconded personnel**

**LIFE references on invoices**

**...**



# Main challenges – Poor communication





# Main challenges

In order to increase the dissemination potential of your web site, please translate its content, now available only in English, in all the project languages (Italian, Croatian,



# 3 main challenges

1. Delays
2. Financial management problems
3. Poor communications



**LIFE Programme**

@LIFE\_Programme FOLLOWS YOU

**Project manager**



**Communic.  
manager**

**Financial  
manager**





# If you encounter difficulties with project implementation...



**Inform your monitor/EASME**



# **Thank you for your attention!**

**<http://ec.europa.eu/environment/life>**