

Carinthia University of Applied Sciences

Work Package 1: Project Management

Cleanstone Project

Projektcode:

ITAT 1056

Programm:

Interreg V-A Italien-Österreich - Aufruf 2018

Partner:

Università degli Studi di Udine – Dipartimento Politecnico di ingegneria
e architettura – DPIA

Università degli Studi di Padova

Carinthia University of Applied Sciences

Confartigianato Vicenza

E.C.O. Institut für Ökologie

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WP1: Project Management

WP1 deals with the content-related and technical management of the project, as well as the coordination between the project members and the preparation of accounting documents in the form of reports and budget statements.

Deliverables within the first year of the project:

- ✓ Held an internal kick-off meeting at the beginning of the project
- ✓ Planning of activities and time schedule
- ✓ Kick-off meeting with all project partners took place at the University of Udine in December 2019
- ✓ Call for tenders for a technical assistant was prepared and published
- ✓ Preparation of the first Annual Report

Deliverables within the second project year:

- ✓ Interim budgeting and management control, planning of staff hours and monitoring, planning of activities and time frame, collection of partner reports and ongoing consultation with project partners as well as participation in partner meetings.
- ✓ Preparation and publication of an advertisement for a new staff member, as well as conducting admission interviews.
- ✓ After the employment of the new MA Ms Medrano, she was introduced to her activities and the subject matter of the project.
- ✓ Participation in and conduct of coordination meetings: 8.1.2020 ECO meeting, 15.1.2020 Mineral Dismantling meeting (Mr. Kofler).
- ✓ Request for travel outside the programme area
- ✓ Reconciliation and examination of the possibility of changing to the flat-rate residual cost accounting method - as the FLC was unable to confirm that this accounting method is in line with national regulations (national legislation takes precedence over EU regulations), this accounting method will be dispensed with.
- ✓ Preparation and timely submission of the 1st partner report incl. cost statement, as well as processing of the subsequent submission to the 1st partner report.
- ✓ Preparations and timely submission of the 2nd partner report incl. cost statement
- ✓ Participation in the project meeting on 22.10.2020 including preparation and follow-up work
- ✓ Preparation of the 2nd Annual Report

Deliverables within the third year of the project:

- ✓ Interim budgeting and management control, planning of staff hours as well as monitoring, planning of activities and time frame, collection of periodic partner reports and compilation of these into progress reports, ongoing consultations with the project partners as well as participation in partner meetings.

- ✓ Participation in or implementation of coordination meetings (internal and with PP) incl. preparation and follow-up: 11.02., 1.04., 10.05., 20.05., 13.10., 14.10., 28.10. and 1.12.2021
- ✓ Applications for travel outside the programme area (SGEM conferences in Bulgaria and Vienna)
- ✓ Employment of 2 students in the course of their compulsory internships (Ms Bär and Mr Stumpf - will work in the project from October 2021 to February 2022; Third Mission)
- ✓ Preparation of service assignments, market price research and budget planning incl. preparation of budget shift
- ✓ Involvement of two project staff members (Ms. Schindler-Künnert and Mr. von Bomhard) to handle the ecological topics for the evaluation of the designed recycling options or for the collection of best practice examples and comparison of the prevailing degradation process techniques
- ✓ Preparation and submission of the 4th Partner Report including cost breakdown in due time
- ✓ Preparation of the 3rd Annual Report

Deliverables within the fourth project year:

- ✓ Preparation and follow-up of working meetings to ascertain status quo and next steps:
- ✓ 08.11.2021 Meeting with Confartigianato vicenza to discuss further steps in the project.
- ✓ 17.01.2022 Partner meeting - presentation of investigations and tests in the course of the project; presentation of publication, which was published within the framework of SGEM Vienna Green
- ✓ 24.03.2022 Partner meeting - planning content for final conference
- ✓ 31.03.2022-01.04.2022 Final conference with excursion to the partner quarry in Bad Bleiberg - organisation of the event incl. presentation of the contents achieved in the project
- ✓ Preparation of reports: periodic reports, annual report, progress report and final reports at the end of the project
- ✓ Review of market research
- ✓ Monitoring of staff hour bookings
- ✓ Monitoring and planning of the project budget