



KESKKONNAMINISTEERIUM



Report of F.1 milestone

11 meetings of Project
Management Team organised

Action F.1 „Overall project management“

Tallinn 2021



The report is prepared by project Manager Mari Sepp on December 2021

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Introduction

LIFE IP CleanEST project F actions represent the project management and monitoring of project process. The F actions consists of administrative and management tasks which ensure that the project is coordinaated in well-coordinated manner and implemented in accordance with the project purpose and that the results are properly disseminated. The F actions are:

Action F. Project management and monitoring of project progress

Action F.1. Overall project management

Action F.2 Project Steering Committee

Action F.3 Thematic Working Groups

Action F.4 Audit of the project

Action F.5 After-LIFE plan

This report is a milestone of Action F.1 „Overall project management“. The title of the milestone is „11 meetings of the Project Management Team organised“ and the deadline of the milestone is 31.12.2021.

1. Overall project management

The Rules of the Procedure have been set up in a Document to ensure the feasible overall project management. The Rules of the Procedure are in Estonian. The aim of the document “Rules of Procedure” is to define project organisation, its tasks and framework. The document includes chapters about project planning, budget and reporting; the overall management and the project organisation, including the aims and tasks of Working Groups (WG), Steering Committee, the amendment management, the acting rules of WG’s and for partners responsible of actions; the approval procedure of procurement documents, milestones and deliverables; the rules on internal and external communication. Ministry of the Environment Confluence platform is used for internal communication and document storage. Each partner has access to the Confluence and can follow the meeting schedules and the materials there. Ministry of the Environment and partners have regular meetings to share the progress of the Actions and to discuss the deliverables beforehand the deadline. Internal seminars are held as well to share the progress and action plans among partners.

The project organisation has been built up based on Figure F1 in Annex II Part C, page 343 and presented here as Figure 1. Habitat restoration WG was added as a new WG to the project organisation. Environmental Board is responsible of the WG. The aim of the organisation is to ensure the administrative and the contextual implementation of the project.



Figure 1. Project organisation

1.1 The tasks Project Management Team and how the work is organised

Project Management Team is responsible of the proper implementation of the project; participation and resolving issues related to project reporting and financial aspects. Project Management Team Works with the project daily-basis and holds regular meetings to follow the the achievement of project objectives. The main tasks of the Project Management Team are:

- To monitor the objectives, achievements and plans of the project Actions;
- To direct the WG-s and to maintain the coherence of deliverables throughout the Actions;
- To direct the communication and networking activities;
- To follow the usage of the project budget;
- To handle and evaluate the project risks;
- To analyse the feedback from Neemo and CINEA and to direct the activities accordingly;
- To prepare the reports of the progress of project organisation activites.

Project Management Team meets regularly once in a quarter at least. The meetings are held as contact meetings, virtual meetings in online meeting platform or electronical meetings by e-mail. All documents, memos, amendments, presentations are held in project internal Document storage Confluence.

1.2 The members of the Project Management Team

LIFE IP CleanEST Project Management Team members are:

Name	Organisation	Profession (manager of other working group if relevant in the brackets according to Actions F.1, F.2 and F.3)	Role in project Management team
MariSepp	Ministry of the Environment	Project manager (manager of Complementary Actions working group, coordinator of Steering Committee and the team of working groups and management team)	Team manager

Tatjana Rõõm	Ministry of the Environment	Deputy project manager (manager of Technical working group)	Member
Marily Leiger	Ministry of the Environment	Financial Manager	Member
Henry Linnard	Ministry of the Environment	Communication manager	Member
Olav Ojala	Ministry of the Environment	Advisor (manager of D.2 River Basin Management working group)	Member
Katrin Aavik	Environmental Board	Project manager (manager of River Habitats restoration working group)	Member
Vallo Kõrgmaa	Estonian Environmental Research Centre	Project Manager (manager of Water Quality working group)	Member
Tuuli Kull	Environment Agency	Project Manager	Member

Project Management Team members correspond to the description of project application Annex II part C, Action F.3

Other project partners are involved to some meetings of the Project Management Team. The involvement depends on the topic and the matter of discussions.

The participants are listed in meeting memo or in separate Document and stored in Confluence.

2. The overview of the milestone „11 meetings of the Project Management Team organised“

F.1 milestone „11 meetings of the project management Team organised“ sets the deadline for 11 meetings to 31.12.2021. 11 meetings were held by 25.01.2021 and 15 meetings altogether for the confirmed deadline.

The meeting Schedule and materials are stored in Confluence (Picture 1). Every project partner could follow the timeline and read the memos.

Grupi nimi, sugudes, kohustuslik kohtumiste arv projekti jooksul	Veerus juht ja asutus: reas toimumiskorra number	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Juhtgrupp (50)	Mani Sepp, KeM	04.12.2019	22.01.2020	20.02.2020	26.03.2020	23.04.2020	3.07.2020	27.08.2020	27.09.2020	15.10.2020	17.12.2020	25.01.2021	16.04.2021	15.06.2021	24.08.2021	18.11.2021
Tootgruppide juhid ja juhtgrupp (14)	Mani Sepp, KeM	22.05.2020	25.03.2021													
OST tootgrupp (30)	Marko Vainu, KAUR	18.12.2019	04.02.2020	17.03.2020	02.04.2020	10.09.2020	23.09.2020	26.10.2020 (kalastiku erigrupp)	15.12.2020	30.04.2021	04.10.2021	12.11.2021				
Veevaliteedi tootgrupp (30)	Vaillo Kärgmaa, EKUK	05.12.2019	08.07.2020	07.12.2020	08.12.2020	26.04.2021	02.12.2021 (VKT ja ETT) ühine arutelu	03.12.2021 (VKT ja ETT) ühine arutelu	09.12.2021 (VKT ja ETT) ühine arutelu							

Picture 1. Screenshot of working groups scheldue view in Confluence

Project Management Team has discussed following itmes in the meetings:

Meeting 1, 4.12.2019: Project coordination and management tasks;

Meeting 2, 22.01.2020: Project first publication week, coordination of Actions Under the responsibility of the Ministry of the Environment;

Meeting 3, 20.02.2020: Budget balance in 2019 and planned 2020 budget; 2020 priorities;

Meeting 4, 26.03.2020: Project activities during the official emergency situation caused by COVID-19; budget consolidation; monitoring plan according to Action D;

Meeting 5, 23.04.2020: Continuing item: project activities during the emergency situation; the rules of the procedure of the project management;

Meeting 6, 3.07.2020: changes in application; COVID-19 affection to the project development and meetings in virtual format; the coordination process of reports confirmation;

Meeting 7, 27.08.2020: the membership of Steering Committee; topics to be addressed to the Steering Committee;

Meeting 8, 27.09.2020: Consolidated budget; co-financing issues;

Meeting 9, 15.10.2020: the pillar approach; the synergies between climate change and LIFE IP CleanEST project;

Meeting 10, 17.12.2020: preparation of the 2019 – 2020 Interim Report; communication plan 2021; project documentation formats;

Meeting 11, 25.01.2021: plans for 2021;

Meeting 12, 16.04.2021: Overview about Interim Report preparation process; financial audit; the budget balance in Phase I; preparation of the participation of 20-22.04.21 European water IP-s meeting; preparation of partnership seminar in June;

Meeting 13, 15.06.2021: risk management; risk evaluation for Phase I;

Meeting 14, 24.08.2021: E.2 networking events – discussion about topics for future seminars; discussion about replication and innovation in project;

Meeting 15, 18.11.2021: the progress in Action plan; the preparation and confirmation of deliverables; what is urgent to keep in mind while preparing and forming the milestone and deliverable (extended meeting for all partners).

Summary

Project Management Team has met more than initially planned. Still there is no intention of highering the overall amount of meetings (50 planned in the application). Project Management Team will meet in the future as much as necessary. Frequent meetings help to maintain the consistency of the project process according to the practice so far.