



Building Capacity Project



The Building Capacity Project

WP 1: Coordination of the project

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Project is co-financed by the European Commission



- Signed grant agreement No. 2006-326 between PHEA (Public Health Executive Agency) and Institute of Public Health of Slovenia
- Project started on 7th may 2007, with the duration of 36 months
- Steering committee meeting, Barcelona 9-10 May 2007
- First instalment (30 % of the whole budget) received from the commission on 28 June 2007



- project is coordinated by the Institute of Public Health of the Republic of Slovenia, with the full endorsement and support of the Ministry of Health of Slovenia, which will coordinate health aspects during Slovenia's EU presidency during the first half of 2008
- to support it in its international work, the Institute sub-contracted Dr. Peter Anderson



- **WP1: Coordination and management**
- Provide overall coordination and management of the project;
- Create a project management structure to comprise a co-ordination team involving the four levels of action in the project:
 - project coordinator and management team
 - steering committee
 - European networks
 - European country focal points
- communicate with all the partners of the project and work package leaders;
- communicate with the European Commission and other European commission co-financed projects in the field of alcohol;
- communicate with other relevant European and international organizations;
- write an interim and a final technical, administrative and financial report;
- organize the first meeting of the network; and
- coordinate with the Ministry of Health of Catalonia, and IOGT-NTO, Sweden to convene the second and third network meetings.



- **WP1: Coordination and management**
 - ***Project co-ordinator***
 - Sandra Radoš Krnel, Institute of Public Health, Slovenia
 - ***Project management team***
 - Peter Anderson, Consultant, Public Health
 - Sandra Radoš Krnel, Institute of Public Health, Slovenia
 - Vesna-Kerstin Petrič, Ministry of Health, Slovenia
 - Walter Farke, DHS
 - The Management team will be responsible:
 - for the overall day to day management of the project
 - ensuring that the deliverables are delivered on time
 - that the project is executed within budget
 - the management team will communicate with the work package leaders and associated country partners
 - will be responsible for drafting the agendas of the network meetings



- **WP1: Coordination and management**
- ***Steering committee***
 - Project management team
 - Work package leaders
 - Main project co-financers
- ***The Steering Committee will***
 - *give advice to the management team on the direction and execution of the project.*
 - meet five times during the project
- ***European networks***
 - will comprise all the European associated and collaborating partners and representatives of other relevant European commission co-financed projects.
- ***European country focal points***
 - European coordinators (country associated partners)
 - responsibility will be to provide input to relevant work packages



- **WP1: Coordination and management**
- Deliverables:
- **D8. Intermediate technical and financial report**
- **D2. Final technical and financial report of the project**
- Since WP1 is responsible for the overall coordination and management of the project, it will link with all other WPs, WP2-10. The annual meetings will specifically link with WP4, networking, and the final report with WP3, evaluation.



■ Administrative issues

- still some missing data in [annex III](#)
- [transfer of the first payment](#) – almost finished, missing data from 3 partners
- **Associated partners**
 - grant agreement and the budgets sent (staff, travel expenses etc.),
 - first payment received (30% of budget)
 - network meetings – no direct reimbursement, cost shown in budget of the beneficiary (keep all the records for traveling and work done – time sheets)
 - in October the contracts between the Institute of Public health and individual partners will be prepared and sent.
- **Collaborating partners**
 - without own budget
 - direct reimbursement of travel and subsistence allowances
 - in agreement with DHS, the reimbursement of the expenses will be done through DHS



- Dates for the calendar
- Conference, Royal College of Physicians 13 November 2007
- Second network meeting, Barcelona 2 April 2008
- Barcelona conference, 3-5 April 2008
- Interim administrative and financial report, November 2008
- Third network meeting, Sweden, June 2009
- Steering Committee meeting, Ljubljana