



Grant agreement nr. ECHO/SUB/2015/713849/PREV32

Flood-CBA 2

Integrating CBA in the Development of Standards for Flood Protection & Safety

Project Management Structure

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AMADORA
Câmara Municipal



EUROPEAN COMMISSION

DG-ECHO

CIVIL PROTECTION UNIT



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Humanitarian Aid and
Civil Protection (ECHO)

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CHAPTER 1

OVERVIEW

The management units that will be used to coordinate the actions of the partners are as follows:

- Lead Partner
- Coordination Office
- Steering Committee
- Working Group - Regional Management
- National Working Teams
- Task Coordinators

Lead Partner

The FLOOD CBA#2 Coordinator, SIGMA Consultants Ltd, will be responsible to the EU for the execution of the project according to the Grant Agreement. The Lead Partner will pass the coordination task to the FLOOD CBA#2 Coordination Office.

Coordination Office

The Coordination Office will be in charge of the day to day management and coordination of the project. Members of the Coordination Office will be the Project Coordinator and his deputy as well as the Financial Manager (all coming from SIGMA Consultants).

Steering Committee

Chaired by the Lead Partner, the Steering Committee will be the central unit for the strategic partnership. Each Associated Beneficiary will delegate one representative to the Steering Committee. The tasks of the Steering Committee will be monitoring and guiding the implementation of the project, resolving raised conflicts, as well as reviewing and approving work plans and deliverables. The progress reports of the CO to the DG ECHO will be used to fulfill these tasks. A Quality Auditor (QA) will be appointed by the CO.

The Steering Committee will meet 5 times until the end of the project

1. Thessaloniki – March 2016
2. Oxford – May 2016
3. Seville – January 2017
4. Lisbon – June 2017
5. Alexandroupoli – December 2017

Working Group

The Working Group, which will be chaired by the Project Coordinator, is going to be the central unit for the technical



coordination of all the tasks. Each partner will delegate one technical representative to the Working Group.

All partners will be responsible for the technical, financial and administrative coordination of the project in their countries. The Working Group Members will be acting as Regional Managers and thus will have the responsibility of coordinating the relevant activities.

The members of the Working Group can take part into the 5 Steering Committee meetings in the course of the project and even represent the Steering Committee members acting as decision makers on their behalf.

Working Teams

The partners will engage in their Working Teams, their competent staff in the various activities based on their experience and expertise. Additionally they will capitalise on previous projects by transferring the results and acquired knowledge. Finally, they will exploit their communication lines with collaborating affiliations and existing networks. Each partner will also assign a National Financial Officer as member of the national Working Team.

Task Coordinators

According to the Grant Agreement and Partnership Agreements, the five Tasks of the project will be coordinated by different project partners.

- Task A – CO
- Task B – BE3
- Task C – BE1 and CO
- Task D – BE1 and BE2
- Task E – CO and BE5

The Task Coordinators will ensure the transfer of the project results from the technical level of the Working Group to the Steering Committee level.

The partners' Working Teams will be responsible for the technical, financial and administrative coordination of the project at national level and will be accountable to the FLOOD CBA#2 regional management. In addition, each Working Group will have to set up a stakeholders' partnership at regional or national level with ministries, administrations, associations, institutions, and other organizations, interested in or dealing with the issues of planning and decision making on flood prevention measures.

CHAPTER 2**FLOOD CBA#2 PROJECT MANAGEMENT STRUCTURE****Lead Partner**

Coordinating Beneficiary:
SIGMA Consultants Ltd
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Coordination Office

Project Coordinator:
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Deputy Project Coordinator:
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Financial Manager:
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Quality Manager and Auditor
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Steering Committee

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Edmund Penning-Rowse

University Pablo de Olavide
Bruno Martinez Haya, Pro-Vice Chancellor of Research at UPO

CICS.NOVA
Maria José Roxo, Vice-Dean of Faculty of Social Sciences and Humanities,
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Municipality of Amadora
Luis Carvalho

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Dennis Parker

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