



LIFE17 ENV/IT/269

AGRISED

"Use of dredged sediments for creating innovative growing media and technosols for plant nursery and soil rehabilitation"

MANAGEMENT

Start: 01/10/2018

End: 30/09/2021

19/03/2019

6 month and monitoring meeting

Pistoia - Italy

AGRIVIVAI Premises



- **ACTION E.1: Project management**
 - **ACTION E.2: Monitoring**

- ☐ AGRIVIVAI had continuous contact with all project partners for monitoring project activities
- ☐ Before the month end AGRIVIVAI received from each beneficiary technical inputs for the monitor month summary
- ☐ At the end of each month AGRIVIVAI prepared and sent a summary of the project activities carried out to monitoring team
- ☐ Definition of management structures
- ☐ Definition of payment procedures of each beneficiary
- ☐ AGRIVIVAI organised the kick-off and the 6 progress and monitoring meeting in scheduled time



- **ACTION E.1: Project management**
 - **ACTION E.2: Monitoring**

- ☐ AGRIVIVA defined and sent the Partnership Agreement (following the EC scheme) and collected all the beneficiaries signatures
- ☐ AGRIVIVA uses project progress indicators for monitoring project activities
- ☐ AGRIVIVA will revise the project progress indicators in each of the projects coordination meeting in order to check any irregularities
- ☐ AGRIVIVA is checking the number and type of people reached by each dissemination activity in order to check if the diffusion actions have met their goals



➤ **ACTION E.1: Project management**

□ Definition of management structures

➤ Technical committee

- AGRIVIVAL: Stefano Lucchetti
- IRETCNR: Cristina Macci
- GORINI: Paolo Gorini
- MCM: Paolo Manfredi
- UNIFI: Giancarlo Renella
- EPS: Monika Hermankova

➤ Administrative committee

- AGRIVIVAL: Simone Pellegrini
- IRETCNR: Cristina Macci and Alessandra Bartolini
- GORINI: Luca Gorini
- MCM : Alberto Molignani
- UNIFI: Cristina Dolfi
- EPS : Karel Waska



➤ **ACTION E.1: Project management**

❑ Definition of payment procedures of each beneficiary

- Each beneficiary has a specific payment responsible
 - AGRIVIVA: Stefano Lucchetti selects the project cost formally approved by AGRIVIVA Legal Representative
 - IRETCNR: Grazia Masciandaro selects the project cost formally approved by department director
 - GORINI and MCM: Paolo Gorini and Paolo Manfredi as legal Representative directly selects and decides the project costs
 - UNIFI: Giancarlo Renella selects the project cost formally approved by department director
 - EPS: Monika Hermankova selects and decides supplies necessary for the project. approved by the EPS CEO



➤ ACTION E.1: Project management

❑ Definition of project accounting system and cost center

All beneficiaries have defined the following internal specific code (codice commessa) which identify the project and all costs and income related to the project:

- AGRIVIVAI: LIFE
- IRETCNR: GAE P000002 – Project DTA.AD005.218
- GORINI: 250
- MCM: 005
- UNIFI: U-GOV 119429
- EPS: 730

For IRETCNR and UNIFI VAT is a cost.



➤ **ACTION E.1: Project management**

☐ Definition of project accounting system and cost center

All beneficiaries respects the procedure of the best value for money for selecting all the project external and consumable costs:

- AGRIVIVAI, GORINI and EPS: historical supplier or market analysis
- UNIFI and IRETCNR: public tender through MEPA
- MCM: specific detailed internal rules based on quality certification

All the beneficiaries approved only the costs:

- directly linked to, and necessary for, carrying out the AGRISED project;
- reasonable, justified and comply with the principles of sound financial management, in particular in terms of economy and efficiency;
- compliant with applicable tax and social legislation; and
- actually incurred during the lifetime of the project, as defined in the grant agreement, and which could be identifiable and verifiable



ADMINISTRATIVE ISSUES

- **New procedure about reporting to monitor**
- **Budget and administrative changes**
- **AGRISED Deliverables**
- **AGRISED Reports**
- **Cost analysis**
- **Daily rate analysis**
- **Project meetings**



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New procedure about reporting to monitor

The summary report about the update of activities per project ACTION has not yet to be sent to the monitor at the end of each month but each four month of each project year: at the end of April, of August and of December



Budget and administrative changes

- the beneficiary ISECNR now is IRETCNR
- the beneficiary UNIFI DISPAA department now is DAGRI
- UNIFI asked for some small changes in personnel costs between permanent and additional categories
- IRETCNR advised for some delays in contracting additional personnel and some small changes in personnel role and costs and in the definition of other costs
- GORINI moves some budgets to other costs for fair stand



LIFE17 ENV/IT/269 AGRISED DELIVERABLES



Name of the Deliverable	Number of the associated action	Deadline
AGRISED Communication plan	D 1	31/12/2018
Overview of national and EU legislation	A 1	31/12/2018
Report on green waste and sediment characterization	B 1	31/03/2019
Report on analysis and full characterization of treated sediments	C 1	30/06/2019
AGRISED dissemination events at mid-term period	D 2	31/03/2020
AGRISED dissemination material at mid-term period	D 1	31/03/2020
AGRISED mid-term report	E 1	31/03/2020
Report on plant nursing using sediment as substrate and using reconstituted soil	B 3	31/03/2021
Report on soil reconstitution	B 4	31/03/2021
Report on technical performance of sediment-based growing media for optimal plant growth	C 2	30/06/2021
Report on the monitoring of sediments use for soil reconstitution	C 3	30/06/2021

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DELIVERABLES



AGRISED After-LIFE plan report	E 3	30/09/2021
AGRISED Business Plan	B 6	30/09/2021
AGRISED LCA	C 4	30/09/2021
AGRISED dissemination events at project end	D 2	30/09/2021
AGRISED dissemination material at project end	D 1	30/09/2021
AGRIVIVA! replicability and transferability plan	B 5	30/09/2021
Report on the socio-economic impact of the project	C 4	30/09/2021
AGRISED audit report	E 2	30/12/2021
AGRISED final report	E 1	30/12/2021



DELIVERABLES AT FEBRUARY 2019

All the following Deliverables will be annexes to the Final Report :

- Overview of national and EU legislation: Action A.1
- AGRISED Communication plan: Action D.1



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REPORTS

Type of report	Deadline
Midterm report	31/03/2020
Progress report	31/03/2021
Final report	30/12/2021



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Cost analysis

[illegible]



Daily rate analysis

+ Beneficiary: AGRIVIVAI

As per Project				At February 2019	
Actions	Contract type	Category	Daily rate	Category	Daily rate
B2, B3, B4, B5, B6, C4, C5, D1, D2, E1, E3	Permanent	Manager/ composting and substrate material expert and manager, replicability, socio-economic impact, indicators, management	450	Manager/ composting and substrate material expert and manager, replicability, socio-economic impact, indicators, management	20,56, 303,18
A1, B2	Additional	Senior researcher/composting and substrate material expert	400	Senior researcher/composting and substrate material expert	284,54, 316,28

Beneficiary: GORINI

As per Project				At February 2019	
Actions	Contract type	Category	Daily rate	Category	Daily rate
B3, B5, B6, C4, C5, E1, E3	Permanent	Senior technician/plant nursery, replicability, socio-economic impact, indicators, management	200	Senior technician/plant nursery, replicability, socio-economic impact, indicators, management	178, 210, 241

Beneficiary: MCM

As per Project				At February 2019	
Actions	Contract type	Category	Daily rate	Category	Daily rate
B4, C3	Permanent	Chemical analytical	241	Chemical analytical	-
C3	Permanent	Soil expert	250	Soil expert	193,7
B4	Permanent	Senior technician	306	Senior technician	288,64
B4, B5, B6, C5, E1, E3	Permanent	Senior biologist project manager	557	Senior biologist project manager	617,42
B4, C3	Additional	Chemical analytical	106	Chemical analytical	-
B4, C3	Additional	Chemical analytical	123	Chemical analytical	-



Daily rate analysis

Beneficiary: UNIFI

As per Project				At February 2019	
Action	Contract type	Category	Daily rate	Category	Daily rate
A1, B1, B2, B4, B5, C1, C2, C3, C4	Additional	Hired environmental expert	143	Hired environmental expert	167,14
B1, B2, B4, C5, E1, E3	Permanent	Associate professor/Senior environmental expert	304	Senior researcher/soil management	304,17
C1, C2, C3	Permanent	Associate professor/Senior professor	391	Associate professor/Senior professor	405,88

Beneficiary: ISECNR

As per Project				At February 2019	
Actions	Contract type	Category	Daily rate	Category	Daily rate
B1, B4, C1, C3, C4, E3	Permanent	graduated/expert in soil treatment and sediment analysis	225	graduated/expert in soil treatment and sediment analysis	212
B1, B4, C1, C3, C4, C5, E1, E3	Permanent	graduated/senior project manager	315	graduated/senior project manager	315
A1, B4, C1, C3, C5	Additional	graduated/expert in soil and sediment analysis	135	graduated/expert in soil and sediment analysis	-

Beneficiary: EPS

As per Project				At February 2019	
Actions	Contract type	Category	Daily rate	Category	Daily rate
B3, B5, B6, C4, C5, E1, E3	Permanent	Senior technician/plant nursery, replicability, socio-economic impact, indicators, management	200	Senior technician/plant nursery, replicability, socio-economic impact, indicators, management	71,23, 174,51, 282



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Project meetings

- Kick off meeting in AGRIVIVALI premises in Italy on 12 October 2018
- 6 month and Monitoring meeting in AGRIVIVALI in Italy on 19 March 2019
- 12 month meeting in EPS in Czech Republic in September 2019
- 18 month and Monitoring meeting in IRET premises in Italy in March 2020
- 24 month meeting in EPS in Czech Republic in September 2020
- 30 month and Monitoring meeting in GORINI premises in Italy in March 2021
- 36 month and Final meeting in AGRIVIVALI premises in Italy in September 2021