



SWAP

Sustainable solid WASTE management and Policies

MILESTONE ACHIEVEMENT REPORT

WP 7

Project Acronym	SWAP
Work Package	WP5
WP Leader	TUHH (P1)
Date	06/12/2023
Place	Hamburg, Germany





WP objective:

The main objective of this work package is to oversee the comprehensive management of project activities, financial administration, and internal communication within the Partners Consortium.

Planned completion date: 14/01/2024

Actual completion date*: 14/01/2024 (end of the project)

*If different from the planned date, please provide short reasons explanation

Short description of the activities, which had led to the achievement of the milestone:

A Partnership Agreement (D7.1) was developed in the first step to providing guidance and tools for steering the project towards its objectives in terms of activities, outcomes, finance, and daily management. The Partnership Agreement, serving as the cohesive element of the project, established strong conceptual and practical connections with all work packages. Throughout the project's lifespan, any potential modifications were documented in the Project's Management Manual (D7.2). This manual served as the linchpin of the project, emphasizing the crucial elements of involvement from all full and associated partners, clear task assignments, cooperation, sharing, and quality assurance. Specific guidelines for financial administration were outlined in the Partnership Agreement and compiled in a financial management handbook (D7.3).

To enhance understanding, a representative from the administration of P1 conducted a brief financial management seminar (D7.4) during the Kick-off meeting, instructing all partners on the financial aspects of a CBHE project. To ensure fruitful communication within the partners, an Internal Communication Plan (D7.5) was established, which contains communication channels and requirements of the project, identifying the responsible person for communication issues. A monthly online meeting was conducted. As well, an online-drive was established to store all tasks, deadlines, milestones, responsibilities, and files.

For easy tracking, each partner was encouraged to assign a specific burden code to the project in their accountancy systems, referencing all relevant income and expenditures. Most partners consistently provided information and evidence to P1 in a timely manner, adhering to the required reporting deadlines.



List of deliverables/outputs/outcomes produced (according to the Logical Framework Matrix):

D7.1: Partnership Agreement

D7.2: Management Manual

D7.3: Financial management handbook

D7.4: Financial Seminars and consultation

D7.5: Internal Communication Plan

D7.6: Final financial and content reports to the EACEA

Impact on the project progress:

The milestone of WP7 is reached at the end of the project on 14/01/2024. Consequently, the same does not impact the tasks of the other WPs.

Suggested adjustments, e.g. changes introduced (if applicable):

P1 has implemented a cloud solution for the storage and exchange of project documents. The scheduled establishment of the online project management platform did not materialize, as internal communication predominantly occurred through email, and the adoption of an additional communication platform was deemed unnecessary.

Deviations in the achieved results in comparison to the initial plan (if applicable):

The project experienced deviations in achieved results compared to the initial plan, primarily due to the impact of the COVID-19 Pandemic. The project timeline and deadlines for deliverables had to be adjusted as global restrictions resulted in a shutdown, preventing scheduled meetings and causing challenges and delays in the completion of certain deliverables, which was a challenge for the project start-up and progress. Through online tools and online communication this obstacle could be overcome.

Unexpected obstacles and threats (if applicable):

The SARS COVID-19 pandemic emerged as an unexpected challenge, significantly impacting participant mobility and the project's initiation. The Kick-Off-Meeting (M1) took place



virtually, and the initial consortium meeting occurred in a hybrid format (M9) in Bari, involving European partners in person and Asian partners online. The consortium had its first in-person gatherings during the Train-the-Trainer Sessions in Vietnam and Cambodia, as well as the second Consortium Meeting in Phnom Penh (M19). Following the personal meeting in Phnom Penh, it was observed that the project's structure and operations improved compared to the initial stages.

Another unexpected obstacle was the turnover of personnel within the leading organization (P1) which resulted in several challenges within the communication structure, as highlighted in the external evaluation report.

Additional comments:

Nothing to report