GOVERNING INHERITANCE STATUTES
AFTER THE ENTRY INTO FORCE
OF EU SUCCESSION REGULATION

GOINEU

This Project is funded
by the European Union's
Justice Programme 2014-2020

Project Management Action Implementation Internal Guidelines

Kick-off meeting
1st December 2017 – Florence

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This Project is implemented by Coordinator

UNIVERSITÀ DEGLI STUDI FIRENZE
DSG
DIPARTIMENTO DI SCIENZE GIURIDICHE

Partners

ELTE LAW
FACULTY OF LAW

VNIVERSITAT DG VALÈNCIA

Centro de Direito da Família

cnrs

Fondazione Italiana del Notariato

AMI
Associazione Avvocati Matrimonialisti Italiani

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1. Project implementation phases

- **Contracting phase**
  Grant Agreement

- **Contract Implementation**
  Project Management

- **Closure**
  Reports to the EU

2. Project objectives

General Objective
contribute to the correct and coherent application of the Succession Regulation through analytical and capacity building activities targeting legal practitioners

Specific Objectives
1. analyze the impact of the Succession Regulation in the first years of application with regard to: (i) migrant families; (ii) family models with different degrees of recognition in Member States; (iii) relationships with the new Family Regulations; (iv) successions interested by alien contractual schemes; (v) status filiations constituted abroad through a.r.t.; (vi) inheritance of digital goods;
2. capacitate legal practitioners to correctly apply the Regulation

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3. Main activities and outputs

Activities

(i)   publication of peer-reviewed research & analysis papers and a volume;

(ii)   development of training content for sessions in presence and 1 e-learning course hosted on a MOOC platform;

(iii)   evaluation of Project activities implementation and results

Outputs

(i)   questionnaire distributed to practitioners;

(ii)   training content for in presence training, 1 e-learning course;

(iii)   published papers and volume;

(iv)   practical cases collected;

(v)   3 training sessions and 1 final conference;

(vi   project website;

(vii)   evaluation reports

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4. Activities in detail (1)

Inception period (first 3 months) October > December 2017
The aim is to facilitate start-up

- **Review the Project** > discussion on activities' timing, implementation and related responsibilities
- **Manage preliminary activities and related outputs** > Project graphic line, web site, work-plan, Consortium Agreement, Project Guidelines (administrative and implementation)
- Establish Monitoring & Evaluation systems
- Set working relations with partners and stakeholders
- Hold Project kick-off among the partners and with the EC
- Conclude first suppliers contracting arrangements
- Mobilize preliminary resources
- Discuss first practical cases among partners
- Set the basis for the organization of the first seminar
- Set the basis for draft of questionnaire and experts/practitioners mailing list

4. Activities in detail (2)

Implementation phase
The aim is to undertake activity implementation and monitoring progress towards achieving objectives

- **Procure and deploy resources** (financial & personnel)
- **Implement activities and deliver results**:
  undertake coordination meetings as planned;
  draft the questionnaire e define the Mailing list
  collect answers and draft related Assessment Report;
  collect further practical cases from the partners;
  populate the online database;
  organize and deliver the seminars (including materials);
  draft and review practice papers and the Volume;
  realize the e-learning course and disseminate it on MOOC
  conduct external evaluations (2 reports)
- **Monitor and review progress internally** (each partner)

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4. Activities in detail (3)

Closing phase
The aim is secure what planned
and report it to the EU

- Ensure resources deployment as foreseen
- Ensure activities' implementation as planned
- Ensure results attainment as due
- Ensure relevant skills are effectively transferred
- Secure sustainability
- Grant respect of EU rules and procedures
- Grant due visibility of results
- Report to the EC on activity implementation, results and objectives obtained as well as costs incurred

5. Project work-plan (1)

ACTIVITIES	2017-2018		2018-2019		PARTNERS
	1ST SEMESTER	2ND SEMESTER	3RD SEMESTER	4TH SEMESTER	
	0-6 (October-March)	6-12 (April-September)	12-18 (October-March)	18-24 (April-September)	
WP 1 - Management and Coordination of the Project					
Draft Consortium Agreement	30 November				UNIFI
develop project logo	30 November				FIN
develop project's website (general)	30 November				FIN
draft Project Management Guidelines	30 November				UNIFI-FIN
kick-off in Brussels	?				UNIFI
kick-off in Florence	1 December				ALL
recruit project manager	31 January				UNIFI
first online general coordination meeting	1 February				UNIFI
second online general coordination meeting		1 June			UNIFI
third online general coordination meeting			1 October		UNIFI
Progress Report			31 October		UNIFI
fourth online general coordination meeting			1 February		UNIFI
fifth online general coordination meeting				10 June	UNIFI
collect/check documents for Final Report				30 September	UNIFI
WP 2 - Drafting and dissemination of the questionnaire, analysis of answers, updating the existing database					
gather questionnaires from past projects and evaluate new objectives	30 November				UNIFI-FIN
prepare mailing list for questionnaires dissemination	15 December				FIN-AMI
develop questionnaires	31 January				UNIFI
translate questionnaires	28 February				ALL
disseminate questionnaires	26 March				ALL
first deadline for answers		31 May			ALL
second deadline for answers		29 June			ALL
assessment report / evaluation questionnaires		28 September			UNIFI
list of controversial country-based issues			30 November		UNIFI
update case-law database			25 March		UNIFI-FIN

5. Project work-plan (2)

WP 3 - Analysis of the first years of application of the Succession Regulation, drafting research papers and the volume					
delivery of the first draft of the papers to be published			15 March		ALL
identify limited number of case studies			29 March		UNIFI
editing Final Volume				30 September	UNIFI
WP 4 - Organisation and delivery of the training activities and the e-learning course					
specific online coordination meeting on training activities	19 December				FIN
develop web page for first seminar	31 January				FIN
first seminar in Valencia	15 March				UVEG
upload training materials on web page		30 April			FIN
draft the first internal evaluation table		30 April			FIN
develop web page for second seminar		15 September			FIN
draft e-learning course programme		28 September			FIN
second seminar in Brussels - CNUE			25 October		FIN
upload training materials on web page			30 November		FIN
draft the second internal evaluation table			30 November		FIN
e-learning course recording			31 January		FIN
develop web page for third seminar			28 February		FIN
third seminar in Budapest				10 April	ELTE
upload training materials on web page				30 April	FIN
draft the third internal evaluation table				15 May	FIN
internal evaluation report				31 May	FIN
e-learning course completion to be uploaded on MOOC				31 July	FIN
final conference in Florence				20 September	UNIFI
WP 5 - External evaluation					
send Project materials to evaluators		30 June			FIN
Mid-term Evaluation Report		28 September			FIN
send Project materials to evaluators				30 June	FIN
Final Evaluation Report				30 September	FIN

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6. Roles and responsibilities (1)

Work-stream 0 – Project management (resp. UNIFI)
UNIFI – regular management, coordination and communication (coordination meetings); prepare Consortium Agreement; draft final reports to EC;
FIN – create & manage web site, Project implement. Guidelines

Work-stream 1 –Draft & disseminate questionnaire, analyze answers, update existing database (resp. UNIFI)
UNIFI / FIN – draft questionnaire (Q) and feed the database
ALL PARTNERS – Mailing List, translate and disseminate Q, collect answers, publish Q
UNIFI – draft Assessment Report

Work-stream 2 – Analyze Succession Regulation's first years of application, draft research papers and volume (resp. UNIFI)
ALL PARTNERS – research/analysis and identify country-specific issues
UNIFI – research/analysis, select practical cases, draft, peer-review & publish papers; draft & edit final Volume

6. Roles and responsibilities (2)

Workstream 3 – Organize and deliver training activities and the e-learning course (resp. FIN)

FIN – develop and manage registration web pages; supervise training programmes and activities; publish related materials; conduct seminars internal evaluation; realize the e-learning course

ALL PARTNERS – define training programmes; deliver training sessions; prepare 3 seminars and 1 conference materials; contribute to internal evaluation and e-learning course's modules preparation

Workstreams 4 – External Evaluation (resp. FIN)

FIN – evaluation of:

➢quality of questionnaire and assessment report;

➢implementation and impact of three training sessions;

➢research activity, published papers and the volume;

➢the e-learning course

ALL PARTNERS – submit information to the evaluator

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7. General principles (1)

Project management means organizing and managing project resources (time, costs, people, equipment, space, relationships etc.)

The aim is to reach set objectives and deliver expected results in a timely, accurate and efficient manner

Constrains of various nature need to be dealt with and risks reduced as far as possible

Main tasks:

Maintain progress

Maintain productive mutual interaction of parties

No additional activities are to be undertaken, if not first communicated and approved by the EC in writing (unless they do not involve planned costs and are justified)

7. General principles (2)

Project Manager's roles and responsibilities

- ❏ Plan activities / design work-plan and time-line to be followed
- ❏ Analyze and design objectives (log-frame, if required)
- ❏ Assess and mitigate risks
- ❏ Estimate resources and allocate them
- ❏ Schedule activities and time management
- ❏ Organize the work
- ❏ Acquire human and material resources
- ❏ Direct activities and assign tasks / delegate work
- ❏ Monitor project execution/internal evaluation as required
- ❏ Report progress to the EC
- ❏ Analyze results based on objectives met
- ❏ Revise work plan in light of progress
- ❏ Ensure co-funding and sustainability
- ❏ Communicate and manage public relations / with the EC

7. General principles (3)

EC priorities

- ✓ Project is consistent with the contract and still relevant
- ✓ Project meets set objectives and results
- ✓ Project purpose is satisfied (log-frame, if required)
- ✓ Project contributes towards Overall Objective
- ✓ Project is sustainable
- ✓ Ownership is evident
- ✓ Positive impact is granted / info disseminated
- ✓ Inputs are provided in time and respecting the budget
- ✓ Efficiency is ensured and transparency / accountability
- ✓ Documents delivered meet EC quality standards
- ✓ Lessons learnt are reflected

8. What to keep in mind

❖ follow the Consortium Agreement
❖ comply with the Grant Agreement
❖ use the EU Management Guide 2016
❖ pay attention to UNIFI Project Management Guidelines...

...and to the present Action Implementation Internal Guidelines

For any additional information please contact:

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