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**ENPI
CBCMED**
CROSS-BORDER COOPERATION
IN THE MEDITERRANEAN

Project Implementation Manual

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Purpose and Use of the Manual

Partnerships among different development actors across the Mediterranean are one of the main characteristics and challenges of the ENPI CBC Mediterranean Programme (ENPI CBC MED).

The ENPI CBC MED Project Implementation Manual (PIM) is addressed to Beneficiaries and partnerships of ENPI CBC MED funded projects and its aim is to offer information and examples for the proper application of contracting procedures and ensure a smooth and effective management of projects.

The PIM is designed to be:

- An instrument to facilitate the joint start-up, management and monitoring of the ENPI CBC MED funded projects, based on the Project Cycle Management approach;
- A preferential, easy-access route to the rules of the Practical Guide to Contract procedures for EU external actions (PraG), that apply to the administrative management of the projects;
- A collection of examples and user-friendly tools for tackling management and administrative problems during project implementation.

The PIM has not been conceived as a comprehensive manual, but mostly as a hands-on tool drafted to tackle main topics, in line with Beneficiaries' requests and most Frequently Asked Questions (FAQ).

The PIM is structured in 6 main sections, in line with project life cycle, and it is divided in chapters.

The main topics that will be tackled by the PIM are:

- Understanding contracting rules, for the correct start-up of projects;
- Planning and monitoring for implementing a management and control system and ensure internal and external appropriate communication;
- Eligible costs and procurement;
- Reporting activities and tasks and financial flows for project monitoring and auditing.

PIM's structure is not intended to be definitive: each chapter is designed as a standalone tool, it's easy to download and to be updated. It is usually structured in:

- A short introduction
- Definition and analysis of the theme
- Operational suggestions
- Practical tools for financial management



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For the preparation of the manual, the Joint Technical Secretariat (JTS), in coordination with the Joint Managing Authority (JMA), the Regional Capacity Building Initiative (RCBI) and Interact ENPI, have been using some key-reference documents, among which:

- Practical Guide to Contract procedures for EU external actions (PraG);
<http://ec.europa.eu/europeaid/eprag/document.do;jsessionid=np6vPFDLFRjZGXCHdTy5bzR5FyNfLnZMZLhIKjzxBTp9Bv1Jmqr!1562009373>
- RCBI Project Implementation Manual, <http://www.rcbi.info/usr/2011-10-27-RCBI-Project-Implementation-Manual-final.pdf>
- Financial Management Toolkit for Recipients of EU Funds for External Actions
http://ec.europa.eu/europeaid/work/procedures/documents/financial-management-toolkit/fmt_en.pdf
- Communication and Visibility Manual
http://ec.europa.eu/europeaid/work/visibility/documents/communication_and_visibility_manual_en.pdf