

**Interreg
Danube Region**



Co-funded by
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MicroDrink



MicroDrink

Capacity building for management and governance of
MICROplastics in DRINKing water resources of Danube Region

Good management practices

LP seminar

Bucharest, 11.06.2025.

Lead partner Croatian Geological Survey (HGI-CGS)

Dr. sc. Ana Selak

Strategic project setup

CLEAR GOALS

aligned with Interreg DRP priority
2. A greener, low-carbon Danube
Region

ROBUST PARTNER SELECTION

complementary expertise and
mutual trust built on previous
collaboration

DEFINED MANAGEMENT STRUCTURES

roles, responsibilities and
decision-making laid out from
Kick-off event

SOs with clear design and
measurable outputs set up by LP and
SO leaders, with input from all PPs.

SOs written in straightforward
language with minimal bureaucratic
and technical jargon making them
easy to follow for inexperienced PPs.



Project manager
team
PM

Financial manager
FM

Steering
Committee
SCOM

Communication
manager
CM

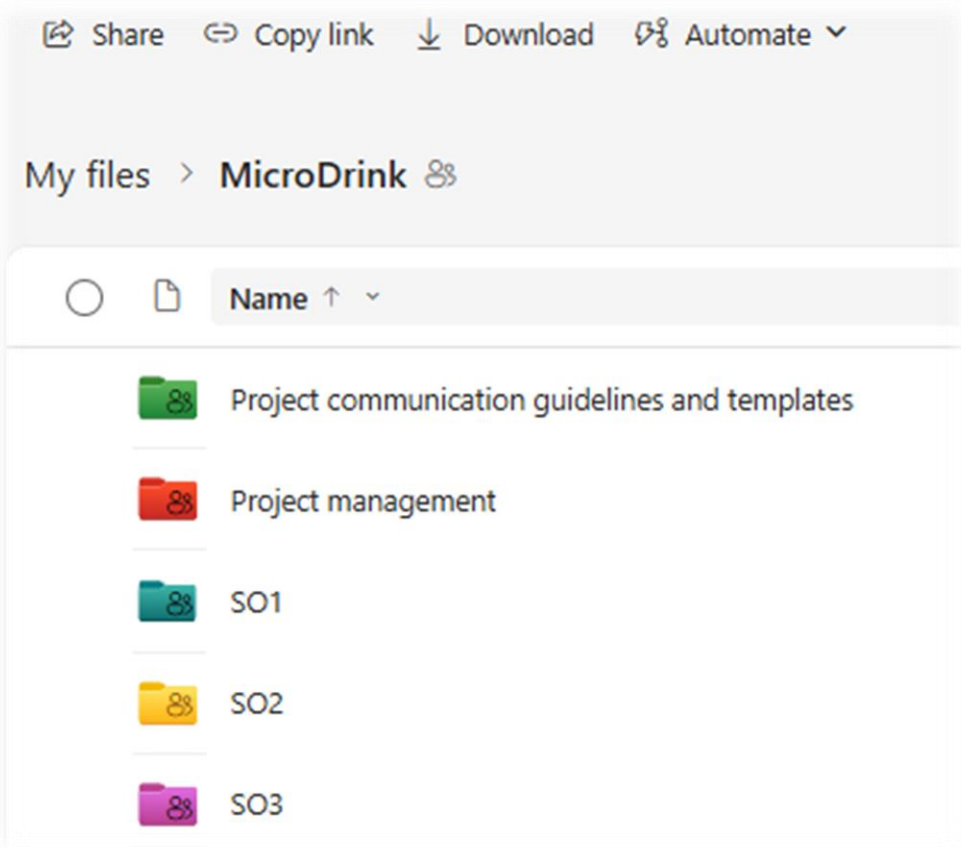
Specific objective
leaders

Quality and Risk
Management
Board
QRMB

Execution

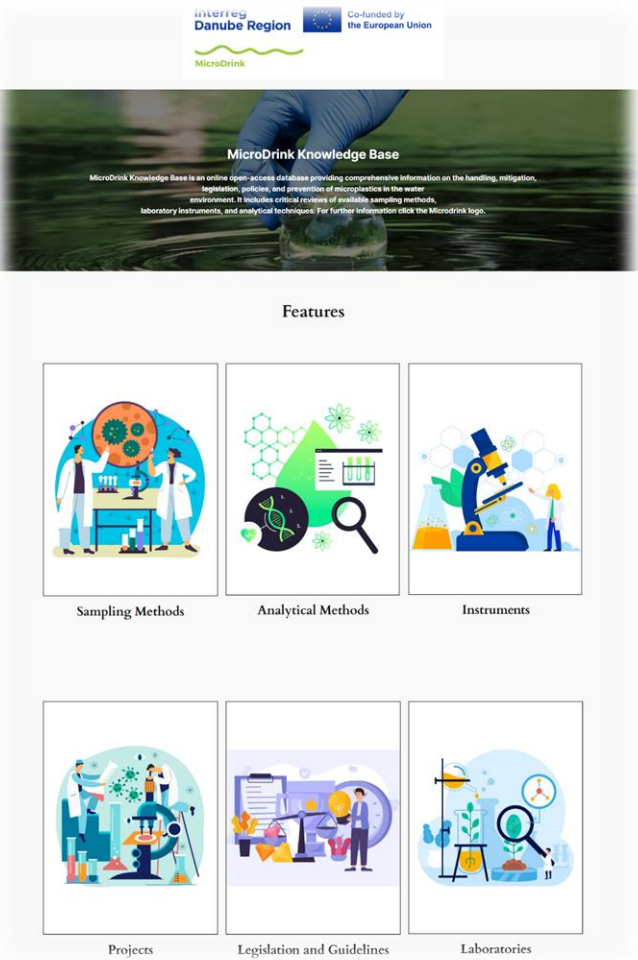
SHARED TOOLS

OneDrive project platform, MicroDrink Knowledge Database, MicroDrink Glossary



Regular uploads of national contributions by PPs to the shared platform facilitate effective project status monitoring.

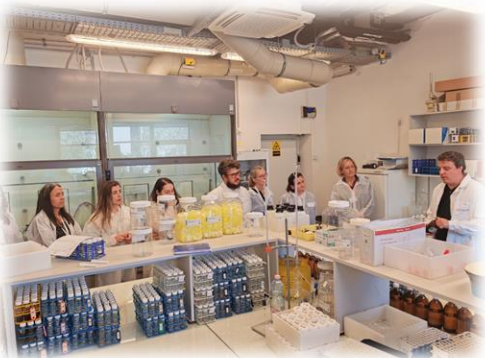
Open source, easy access to key knowledge.



Consistent use of terminology and clarity in reporting of results.

MicroDrink Board PPs and ASPs

Regular, focused partner meetings (one per period) ensure alignment without causing information overload.



Maintaining strong communication with the MAJS enables timely problem-solving.
MAJS project officers always ready to assist and provide guidance – LPs don't be afraid to contact them when needed.

Financial & Administrative Management

FINANCIAL MONITORING

Project level - FM and LP

Partner level - PP

Prefinancing ability of PPs is crucial for smooth project implementation.

Laid out financial eligibility and communication visibility rules at Kickoff event.

Financial monitoring and project status presented and discussed at every meeting.

Centralized financial monitoring system on shared OneDrive platform.

Regular communication among FM, LP and PPs.

Control of Partner Reports by LP prior to submission.

ADMINISTRATIVE MANAGEMENT

LP and external experts

External experts hired through public procurement to help with administrative management.

Project approved 15 days before its start – not enough time for public procurement.

Complicated and lengthy process, finished 8 months after project start. External experts with limited Interreg experience - LP workload increased.

Hired person working 100 % on project – opportunity for young early-career professionals.

Project handbook



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PROJECT HANDBOOK

Cookbook for the successful project implementation.

Quality and Risk Management

Quality and Risk Management Board

LP, external experts and QM regulary meet.



RO = Risk Occurrence; Likelihood of risk to occur or trigger

Rating	Occurrence probability	Risk occurrence (RO)
9 - 10	High	Risk is almost certain to occur.
7 - 8	Moderate	Moderate possibility for risk to occur.
5 - 6	Occasional	Possibility of occasional risk occurrence.
3 - 4	Remote	Slight probability of risk occurrence.
1 - 2	Unlikely	Very low probability of risk occurrence.

RD = Risk Detection; How easy the risk would be to detect while triggered

Rating	Detectability	Risk detection
9 - 10	Low	Improbable or impossible to detect risk.
7 - 8	Fair	Risk detected only in particular cases.
5 - 6	Moderate	Probable that the risk will be detected.
3 - 4	Good	High likelihood of risk detection.
1 - 2	High	Risk will certainly be detected.

Quality and Risk Management Plan

Written by LP and external experts

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Quality and Risk Management Plan

Risk Register

Not only for the archive but actively used and followed in daily work.

Project / Partner level	Risk category	Risk description	Effects of risk if triggered	Cause of risk	Risk detection time frame	Risk detection indicator	RS	RO	RD	RT	Risk priority	Risk mitigation measures	Risk minimization measures	Relevant SOs/Tasks	Responsible persons for risk mitigation	Status	
001	Project	Organisational	Discrepancies in national reports, workshops, communication objectives, or other thematic matters	Inconsistency of project outputs, incomparability of data, project delays	Lack of understanding of project objectives	Report inconsistency or lack of submission, lack of programme visibility	2	4	3	5	4,8	Frequent communication with all PPs, mandatory peer review of all project documentation	Corrections of documents	All SOs and communication tasks	QRM		
				Underspending in early periods of project until completion of procurement, underspending in later periods	Lack of time for procurement, unforeseen delays	Within period of expected procurement	Procurement not finalized in expected period	3	8	2	9	6	Expedite procurement	Budget shifts	Financial management	LP	Risk triggered. Budget reallocated. Procurement still in process.
002	Partner - Financial		Budget underspending due to lengthy public procurement process				3	9	2	9	6	Expedite procurement as much as possible; Strong communication between consortium members	Budget shifts	Financial management	LP	Procurement in process; Time-sensitive; Risk occurrence increasing as procurement delays	
003	Project	External	Delays of sampling equipment procurement	Joint sampling training session delayed, national sampling campaigns delayed	Lengthy procurement of equipment	Within period of expected procurement	Procurement not finalized in expected period	6	6	6	4	54	Expedite procurement as much as possible; Strong communication between consortium members	Early reorganisation of sampling timeline	SO2; All SOs impacted	LP, SO2 leader	
				Budget overspending, budget shifts, impact on the feasibility of planned technical deliverables	Cost increase for the equipment	Within period of expected procurement	Budget reallocations	6	6	5	5	36	Expedite fulfillment of the minor reallocation tool; Strong communication between consortium members	Budget reallocations	All PPs, Financial management	LP, all project partners	Risk triggered. Budget reallocated. Procurement still in process. Risk triggered.
004	Project	Financial	The unexpected cost increase for equipment				6	6	5	5	36	Expedite change of the associated partner	Budget reallocations	All PPs, Financial management	LP, all project partners	Associated partner changed. New pilot area established.	
005	Partner	Organisational	The change of the associated partner	Risk related to the integration of the new partner	The change on the new pilot area	Complex political situation in the country	3	3	2	5	3,6	Expedite change of the associated strategic partner	Associate partner change	Partner	LP, project partner	Risk triggered. Partnership modification. New project team established.	
006	Partner - Organisational		Partnership modification (FAU instead of TUM)	Risk related to staff. Staffing issues risk	Dependency on a single researcher	Dependence on a single personnel and delayed staffing	3	5	2	8	3,75	Hiring an additional researcher for the project	Clear Job Description, Clear Definition of Roles and Responsibilities	Partner	LP, project partner	Risk triggered. Partnership modification. New project team established.	

PP had internal administrative issues which caused delay in financial and thematic reporting.

LP maintained strong communication with PP and kept MA/JS informed.

MA/JS and FLC provided guidance to LP and PP.

LP worked intensively with PP and supported inexperienced staff in finalizing partner reports for period 1 and 2.

PP successfully submitted both partner reports.

Underspending in period 1 by certain PPs.

LP motivated PPs to recover underspending in period 2.

Communication & dissemination

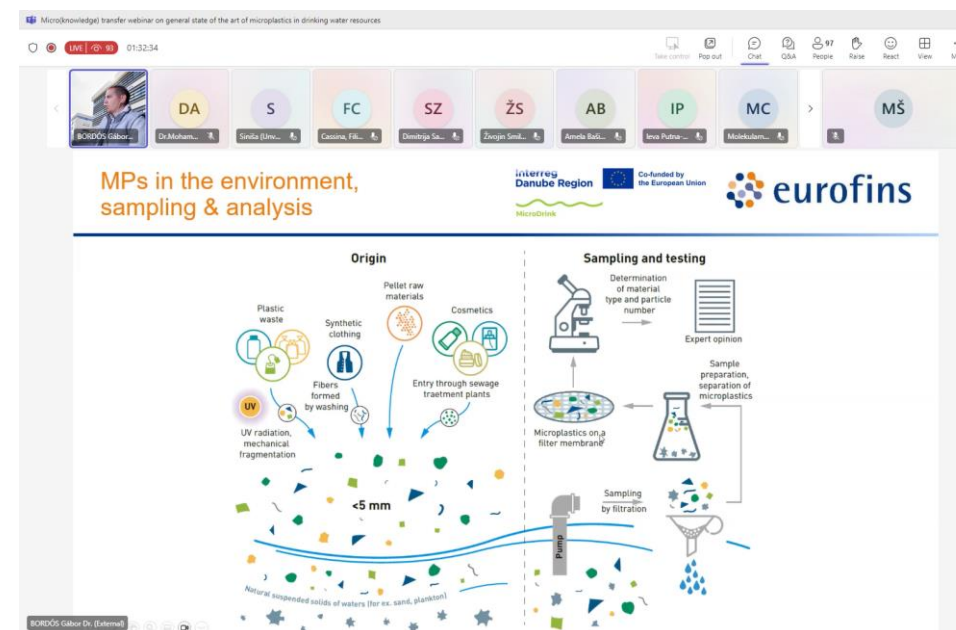
INTERNAL COMMUNICATION

Fewer but well-structured project meetings lead to better outcomes than frequent low-quality meetings.

Continual reminders for PPs to keep track with activities and deadlines.

Minutes of meeting with TO DOs for upcoming periods.

One on one communication – most effective for resolving unexpected issues promptly and keeping the project on schedule.



EXTERNAL COMMUNICATION

Regular updates via newsletters, social media (Instagram, LinkedIn, Youtube)

Communication strategy prepared by CM supported by LP.

Templates prepared at project start by CM.

PPs have to present dissemination activities at every partner meeting – motivation to contribute to dissemination activities.

Cooperating with MA/JS on improving official project website and JEMS – don't be afraid to contact project officers if bugs are encountered.

Thank you for your time!



<https://interreg-danube.eu/projects/MicroDrink>

Lead partner

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Instagram: @interreg_drp_microdrink

Youtube profile: <https://bit.ly/3VPNFCj>



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