

**Príloha 1: Zoznam úloh a počet dní stanovených na tieto úlohy**  
**k Mandátnej zmluve č. 28/2023 - ELMEN EEIG**

**Service 1 Overall coordination and helpdesk support**

Task Nr.	Programme	Description	Years	wds per calendar year	wds (TMO)	wds (FMO)	Remarks
0.1.a	all	Monitoring Helpdesk - per traditional project	1	3.35	3.000	0.350	The working days will be allocated "pro-rata", for the months when they are open in Butler. The allocation of working days between TMOs and FMOs will be assessed and can be adjusted if needed and justified.
0.1.b	all	Monitoring Helpdesk - per integrated project	1	5.025	4.500	0.525	
0.2.a	all	Ad-hoc support to Contracting Authority - per traditional project	1	0.750	0.750		
0.2.b	all	Ad-hoc support to Contracting Authority - per integrated project	1	1.125	1.125		
0.3.a	all	Annual Inventory meeting with PA - per traditional project	1	0.125	0.125		
0.3.b	all	Annual Inventory meeting with PA - per integrated project	1	0.188	0.188		
0.4	all	Participation of experts to annual review meeting	1	3.000	3.000	3.000	
0.5	all	ILE Regional meeting	1	2.000	2.000		
0.6	all	ILE support for transition period in 05/2023	1	1.000	1.000		
0.7	all	ILE coordination	1	to be specified individually			
0.8	all	ILE ad-hoc support	1	to be specified individually			
1.4.a	all	Project mapping	1	to be specified individually			
1.4.b	all	Ad-hoc requests	1	to be specified individually			
1.4.c	all	Ex-post monitoring visits	1	to be specified individually			
1.4.d	all	Welcome meetings	1	to be specified individually			

## Service 2 Technical and financial monitoring of projects

Task Nr.	Programme	Description	Projects	wd per task (total)	wd per task (TMO)	wd per task (FMO)	Remarks
2.1.a	LIFE+-LIFE20	Technical and financial assessment of a Midterm Report	Traditional, CAP and PRE	5	3	2	
2.1.b	LIFE+-LIFE20	Technical and financial assessment of Interim and Final Report	Integrated projects	8	5	3	
2.1.c	LIFE+-LIFE20	Technical and financial assessment of Final Reports	Traditional, CAP and PRE	7	4	3	
2.1.d	LIFE+-LIFE20	Technical evaluation of a Midterm Report	Traditional, CAP and PRE	3	3	0	
2.1.e	LIFE+-LIFE20	Technical evaluation of Interim and Final Report	Integrated projects	5	5	0	
2.1.f	LIFE+-LIFE20	Technical evaluation of Final Reports	Traditional, CAP and PRE	4	4	0	
2.1.g	LIFE+-LIFE20	Assessment of additional documents following a contradictory procedure	All projects	2	1	1	Indicative allocation of wd to FMOs/TMOs - the allocation of wd will be defined at the level of the specific contradictory's procedure
2.1.h	LIFE+-LIFE20	Assessment of grant with lumpsum budget	NGO4GD	3	3	0	
2.1.i	LIFE+-LIFE20	Assessment of Progress Report	Traditional, CAP and PRE	1	1	0	
2.1.j	LIFE+-LIFE20	Assessment of Operating Grant Final Report	NGO	7	5.5	1.5	
2.2.a	LIFE21 on	Assessment of an Additional Prefinancing Report	SAP, TA CAP, and TA PLP	3	2	1	
2.2.b	LIFE21 on	Assessment of Final Report	SAP, TA CAP, and TA PLP	5	4	1	
2.2.c	LIFE21 on	Assessment of Periodic and Final Report	SIP/SNAP, BEST	7	6	1	
2.2.d	LIFE21 on	Technical assessment of an Additional Prefinancing Report	SAP, TA CAP, and TA PLP	2	2	0	
2.2.e	LIFE21 on	Technical assessment of Final Report	SAP, TA CAP, and TA PLP	4	4	0	
2.2.f	LIFE21 on	Technical assessment of Periodic and Final Reports	SIP/SNAP, BEST	6	6	0	
2.2.g	LIFE21 on	Assessment of additional documents following a contradictory procedure	All projects	2	1	1	Indicative allocation of wd to FMOs/TMOs - the allocation of wd will be defined at the level of the specific contradictory's procedure
2.2.h	LIFE21 on	Assessment of Operating Grant Final Report	NGO	7	6	1	
2.2.i	LIFE21 on	Financial assessment		1.5	0	1.5	
2.2.j	LIFE21 on	Ex-ante checks		1.5	0	1.5	
2.3.a_1	LIFE-all	Physical project visit (TMO)		6	6	0	
2.3.a_f	LIFE-all	Physical project visit (FMO)		6		6	
2.3.b_1	LIFE-all	Virtual project visit (TMO)		3	3	0	

2.3.b.f	LIFE-all	Virtual project visit (FMO)		3		3	
2.3.c	LIFE-all	Project joint visit preparation		0.5	0.5	0	
2.3.d	LIFE-all	Ad-hoc meeting with project		1	1	0	In case only a FMO participates, the days will be allocated to the FMO; In case both an FMO and a TMO will be involved in the task, the available working days per Unit will be shared between the FMO and the TMO (to be specified for each ad hoc meeting). In case of complex ad-hoc meetings and the participation of both TMO and FMO we will try to convince the client to consider the meeting as 2 Units.
2.3.e	LIFE-all	Participation to Networking events		1	1	0	Unit = working day, In case FMO will participate (upon approval of the client and the Coord. Team), the corresponding working days will be allocated to FMOs
2.3.f	LIFE-all	Input and participation with Welcoming meetings for the newly selected projects		3	3	0	
2.4.a	LIFE-all	Support to the consultation process prior to the submission of a complex amendment request	All projects types except IP, STRAT and CSA	5	5	0	In case an FMO will be involved in the task, the available working days per Unit will be shared between the FMO and the TMO (to be specified)
2.4.b	LIFE-all	Support to the consultation process prior to the submission of complex amendment request	IP and STRAT projects	8	8	0	In case an FMO will be involved in the task, the available working days per Unit will be shared between the FMO and the TMO (to be specified)
2.4.c	LIFE-all	Assessment of draft amendment	All projects types except CSA	1	1	0	In case an FMO will be involved in the task, the available working days per Unit will be shared between the FMO and the TMO (to be specified)
2.4.d	LIFE-all	Technical note	All projects types except CSA	2	2	0	In case only a FMO participates, the days will be allocated to the FMO; In case both an FMO and a TMO will be involved in the task, the available working days per Unit will be shared between the FMO and the TMO (to be specified for each technical note)
2.4.e	LIFE-all	Ex-post monitoring visit		15	15	0	

2.4.f	LIFE-all	Validating LPD data and guiding beneficiaries		2	2	0	The available amount of working days per Unit (in total 2 wd) has to be shared between the TMO, the regional LPD focal point and the leading LPD expert (in case involved, provided by ELLE). The allocation of working days has to be specified for each unit, depending on the level of involvement of the TMO/LPD focal point and the leading LPD expert. Indicatively, it can be expected, that around 50% of the working days will be allocated to the Leading LPD experts (if justified and involved accordingly).
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### Service 3 Thematic support to Key-Performance-Indicators (KPIs), publications and events

Task Nr.	Programme	Description	Projects	wd per task (total)	wd per task (TMO)	wd per task (FMO)	Remarks
3.1.a	LIFE-all	Support to the Platform meeting organisation		to be specified individually			
3.1.b	LIFE-all	Support to Networking meeting organisation		to be specified individually			
3.1.c	LIFE-all	Support to NGO networking event		to be specified individually			
3.1.d	LIFE-all	Participation to other thematic events		to be specified individually			
3.1.e	LIFE-all	Prepare the masterfile document		to be specified individually			
3.1.f	LIFE-all	Preparation of and virtual participation to national event information day		to be specified individually			
3.1.g	LIFE-all	Preparation of and virtual participation into writers' workshop		to be specified individually			
3.1.h	LIFE-all	Preparation of and physical participation to national information day		to be specified individually			
3.1.i	LIFE-all	Preparation of and physical participation to writers' workshop		to be specified individually			
3.2.	LIFE-all	Input of a technical monitoring expert to a thematic publication		to be specified individually			
3.4.a	LIFE-all	Support to include indicators in the KPI webtool – initial snapshot	All projects except PRE, TA-PLP, NGO, NGO4GD, CA	to be specified individually			The foreseen amount of wd (1.5 wd per unit), covers all activities that are linked to this task (including quality check at regional level). Allocation between TMO and regional QC to be defined at Members level.

3.4.b	LIFE-all	Support to include indicators in the KPI webtool – interim/final snapshot	All projects except PRE, TA-PLP, NGO, NGO4GD, CA	to be specified individually	The foreseen amount of wd (2 wd per unit), covers all activities that are linked to this task (including quality check at regional level). Allocation between TMO and regional QC to be defined at Members level.
3.4.c	LIFE+	Inclusion of LIFE+ closing in the KPI Database	LIFE+	to be specified individually	The foreseen amount of wd (2 wd per unit), covers all activities that are linked to this task (including quality check at regional level). Allocation between TMO and regional QC to be defined at Members level.
3.4.d	LIFE-all	Input of a technical monitoring expert to a report or study		to be specified individually	

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