



Restoration of Alluvial Forests
and *Cladium mariscus* habitats
in Ramsar and Natura 2000 sites

Project action plan

Deliverable number: DA1



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LIFE FORESTALL Deliverable Nr. DA1

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Responsible Institute (acronym)	CORILA		
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Abstract

Creating a complete and strategically valid Action Plan is fundamental to guarantee the success of a project.

A detailed Action Plan is an official document, subjected to approval by all project beneficiaries, which contains all the activities, the responsables and the execution times of each one, the list of point of control (milestones) and of the documents to be produced (deliverables).

From the document it can be possible to extract the information to set the execution of the works, coordinate the various resources and it is used as a baseline for monitoring performance and checking compliance with deadlines.

To function as a coordination tool, the plan must be drawn up in a collaborative way and shared between the project beneficiaries for approval.



1 Introduction

This document is the result of the work done in the preliminary action A1: "Project action plan".

This action is necessary to allow the coordinator to monitor the activities envisaged by the project and to verify that they meet the schedule (action F2).

At the beginning of the project, CORILA developed a template for the Action Plan and on 30 October 2019, sent to all project beneficiaries an email to ask its approval.

The template has been approved by all beneficiaries and a formal agreement to contribute to write project Action Plan has been undersigned (MA1).

The Action Plan have been realized by CORILA, with the contribution of the other beneficiaries, in order to have a coordination tool as a baseline for organizing the activities, monitoring project performances and checking compliance with deadlines foreseen for activities, documents and meetings.

2 Action Plan Contents

All project actions consist of various field and desk activities, which require the use of different equipment, material and the use of suitably trained personnel.

In order to organize the activities to achieve the project objectives within the established time frames, some action has been subdivided into sub-activities.

The Action Plan consists of an Excel sheet (Fig. 1) where the rows, one for each action and sub-activity, are associated with the columns with the following information:

- beneficiary responsible of the action
- beneficiaries participating in the action
- date of start of action and sub-activity
- date of end of action and sub-activity
- state of action and sub-activity (not started / started / completed)
- Note: an empty cell where problems or changes to the activities will be reported
- half-yearly time schedule with indicated milestones and deliverable

It remains to be specified that although the plan is a sort of map, it is not an immutable document. The activities and the initial timescales established can be changed during the implementation of the project. It is possible that after certain events it is necessary to correct some aspects in order to achieve the expected objectives. So the structure of the plan can be altered during the project life according to the needs. with the approval of all the beneficiaries.



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action number	ACTIONS and ACTIVITIES	RESPONSIBLE	PARTICIPANTS	START	END	STATUS	NOTE	ott 19-mar 20
A1	PROJECT ACTION PLAN	CORILA	all	01/10/2019	30/12/2019	started		MA1-DA1
A2	EXECUTIVE PLANS	Prov. OO. PP	Prov. OO. PP, SELC	01/10/2019	30/11/2019	started		
A2.1	Executive plans of habitat and species management works and permits	SELC	SELC	01/10/2019	30/11/2019	started		DA2.1
A2.2	Executive plan of the hydraulic works	Prov. OO. PP	Prov. OO. PP	01/10/2019	30/11/2019	started		DA2.2
A3	APPROPRIATE ASSESSMENT (VINCA)	SELC	SELC	01/10/2019	28/02/2020	started		MA3.1 DA3 MA3.2
	Final report writing			01/10/2019	30/11/2019	concluded		
	Final approval by competent authorities			01/12/2019	28/02/2020	concluded		
A4	SUBCONTRACTING AND GREEN PROCUREMENT PROCEDURES	CORILA	all	01/10/2019	30/11/2019	started		MA4.1 MA4.2 DA4.1 DA4.2
A5	REVIEW AND ANALYSIS OF EXISTING ENVIRONMENTAL DATA ON THE INTERVE	CORILA	all	01/10/2019	30/11/2019	started		DA5
A6	HYDRO-GEOLOGICAL, WATER AND SOIL CHARACTERIZATION OF INTERVENTIO	SELC	SELC, Coop. Prim.	01/10/2019	30/10/2020	started		MA6.1 MA6.2 MA6.3 MA6.4

Fig. 1. Rows and columns of Action Plan

3 Annexes

Annex 1- Action plan