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# Workshop "How-to-write a LIFE Proposal Form B (2nd Stage / Full Proposal)"

07<sup>th</sup> May 2019, Hotel Semeli, Nicosia



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# Expected constraints and risks related to the project implementation and mitigation strategy

- Identify all possible internal or external events ("constraints and risks")
- List such constraints and risks, in the decreasing order of importance
- Indicate any possible constraints and risks due to the socio-economic environment
- Detail how you have taken into account the risks identified into the planning of the project (time planning, budget, alternative plans, etc.) and the definition of the actions

# Expected constraints and risks related to the project implementation and mitigation strategy

- Indicate whether the competent authorities in charge of assessments procedures have been consulted and the results of these consultations.
- Plan for a buffer period (reducing the effect of any delays)
- Prepare Preventative and Contingency Mitigation Plan

# Mitigation Plan

## Including:

- A unique identifier for each risk;
- A description of each risk and how it will affect the project;
- An assessment of the likelihood/possibility it will occur and the possible seriousness/impact if it does occur (low, medium, high);
- A grading of each risk according to a risk assessment table;
- Who is responsible for managing the risk;
- An outline of proposed mitigation actions (preventative and contingency);

### Rating for Likelihood and Seriousness for each risk

L	Rated as Low	E	Rated as Extreme (Used for Seriousness only)
M	Rated as Medium	NA	Not Assessed
H	Rated as High		

### Grade of Combined effect of Likelihood/Seriousness

		Seriousness			
Likelihood		LOW	MEDIUM	HIGH	EXTREME
	LOW	N	D	C	A
	MEDIUM	D	C	B	A
	HIGH	C	B	A	A

## Recommended actions for grades of risk

Grade	Risk mitigation actions
<b>A</b>	Mitigation actions, to reduce the likelihood and seriousness, to be identified and implemented as soon as the project commences as a priority.
<b>B</b>	Mitigation actions, to reduce the likelihood and seriousness, to be identified and appropriate actions implemented during project execution.
<b>C</b>	Mitigation actions, to reduce the likelihood and seriousness, to be identified and costed for possible.
<b>D</b>	To be noted - no action is needed unless grading increases over time.
<b>N</b>	To be noted - no action is needed unless grading increases over time.

ID	Description of Risk	Assessment of Likelihood	Assessment of Seriousness	Grade	Change	Mitigation Actions (Preventative or Contingency)	Responsibility for mitigation action(s)	Timeline for mitigation action(s)
R1	Poor performance of project partners	L	H	C	-	<p>The partners for this project have been carefully selected to ensure that they will be able to rise to the occasion and complete their tasks successfully and on time. Therefore, even if the severity of such a risk is high, the probability is very low. Moreover, the coordinator has worked in previous projects with most of the partners with a positive experience which sets precedence for the future. The task allocation was done with respect to each partner's strengths and abilities and where a lack of competences was detected, extra funds for subcontracting have been assigned. The management plan will set safety measures to further reduce the probability and impact of the risk.</p>	Coordinator	Throughout the project

ID	Description of Risk	Assessment of Likelihood	Assessment of Seriousness	Grade	Change	Mitigation Actions (Preventative or Contingency)	Responsibility for mitigation action(s)	Timeline for mitigation action(s)
R2	Staff turnover	H	L	C	-	<p>Staff turnover is nearly unavoidable. However, the severity of such an event is not high and could be further reduced if the right steps are taken. The main area where issues that may arise from staff turnover is in communication.</p> <p>To avoid that, the guidelines set during project communication will require immediate notice of the communication manager for any staff changes. Moreover, the partners will update the communication/ mailing list monthly so that only the relevant people are being kept in the loop. All new staff that engages in the project will be briefed and brought up-to-date either by a person from the same organisation, or, if this is not possible, by the project manager. Reminders on deliverable deadlines will be sent on a regular basis to avoid late submissions due to staff turnover.</p>	All partners	Throughout the project



ID	Description of Risk	Assessment of Likelihood	Assessment of Seriousness	Grade	Change	Mitigation Actions (Preventative or Contingency)	Responsibility for mitigation action(s)	Timeline for mitigation action(s)
R3	Financial liquidity problems	L	M	D	-	Due to the fact that the Project Fund works with co-financing from each partner, there is a possibility to face financial liquidity problems, especially in periods with high expenditures (i.e. for travelling). To reduce the likelihood of the risk, the project manager will give more detailed and realistic projections to the partners and financial objective to better manage funds internally.	All partners	Throughout the project

## Exercise 1:

The main aim of the LIFE Project is to evaluate, through a pilot scale demonstration, an innovative and simple technology, and a low-emission process that enables the safe transformation of food waste, mainly from hotels into animal feed, utilizing an altered solar drying process.

### Beneficiaries

Coordinator: Eniaios Syndesmos Diaheirishs Aporrimatou Kritis

Partners: (1) Harokopio University, Greece (2) Technological Educational Institute of Crete, Greece (3) Freie Universität Berlin, Germany (4) Agricultural University of Athens, Greece

Fill the table below with the **expected risks**, **rating** for likelihood/possibility and seriousness/impact for **each risk**, **grade** of combined effect of likelihood/seriousness, **recommended actions** for grades of risk.

ID	Description of Risk	Assessment of Likelihood	Assessment of Seriousness	Grade	Change	Mitigation Actions (Preventative or Contingency)	Responsibility for mitigation action(s)	Timeline for mitigation action(s)
R1								
R2								
R3								
R4								
R5								

# Thank You For Your Attention

Websites: <https://ec.europa.eu/easme/en/life>  
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