



**INTERREG IIIB
NORTHERN PERIPHERY PROGRAMME
WORKING IN PARTNERSHIP**

LEAD PARTNER RESPONSIBILITIES (1)

Bear the overall financial and legal responsibility of the whole project

Ensure the co-ordination and day-to-day management of the project

Prepare the contracts and reference terms for sub-contracting, monitor agreements
e.g. Partnership agreement between project partners

Communicate with the partners!



LEAD PARTNER RESPONSIBILITIES (2)

Manage the team responsible for administrative and financial matters, bookkeeping, verification of accounting records

Organise the project's participation in inter-network activities

Maintain dialogue with the Northern Periphery Programme Secretariat

Host and organise possible visits to the project sites by representatives of the JPS, MA & PA , project coordinators, other experts etc.

Inform about the project & disseminate the project results.



PARTNER RESPONSIBILITIES (1)

Carry out the measures in his/her respective area according to the application and the partnership agreement

Follow the conditions, rules and regulations provided by the Lead Partner

Follow the eligible budget and expenditure targets

Keep up with the time schedule



PARTNER RESPONSIBILITIES (2)

Ensure and organize a separate project account in the accountancy

Communicate with the Lead Partner, colleagues and the other partners

Frequently report to the Lead Partner

Organize an audit of the costs by an independent authorised auditor once a year

Inform about the project and disseminate the project results



WORKING IN PARTNERSHIP

We all aim to avoid this:

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“This project is extremely important, but it has no budget, no guidelines, no support staff and it’s due tomorrow morning. At last, here’s your chance to really impress everyone!”

