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## **Role and tasks of national project leaders for the EU/CoE Joint Programme Emerald Network Phase II (DCI-ENV/2012/289-173)**

Within the context of the Joint Programme Emerald Network Phase II, an Emerald project leader has been (or is currently being) designated by the relevant Ministry in charge of environmental issues in the 7 beneficiary countries.

Each national project leader is the main link and contact with the Council of Europe Bern Convention Secretariat (including the project scientific expert) on matters related to the project implementation. His/her cooperation is essential for selecting and actively engaging experts at national level in all activities related to the project. The project leader is therefore responsible for the so-called “Emerald national team” and its efficient work toward achieving the project objectives, as well as for the smooth project management at national level through the Administrative Arrangements to be signed.

The organisation of work differs from country to country, reflecting the diverse nature of the national structures established for the environmental and nature protection sectors. The project leaders therefore coordinate all contributions to the project, and most importantly they ensure liaison and coordination with the person(s) responsible politically for the project and its outcomes. This is particularly valid for countries where the project leader is not a staff member of the relevant national Ministry.

Each national project leader therefore has a number of tasks, activities and responsibilities, some of which belong to the everyday routines whereas others are linked more generally to the various project activities and expected outcomes. The list below aims to give an overview of the main duties and responsibilities:

1. Establishment and maintaining of the national project team
  - Selection of the appropriate experts/institutions to work on the project data gathering (attention to be paid to continuity with the 1<sup>st</sup> Joint Programme)
  - Establishment of agreements/contracts (written) with these experts/institutions to work on the project implementation
  
2. Coordination of project activities at national level
  - Signature and execution of the Administrative Arrangements to be signed annually in the frame of the project, including the submission of the financial and narrative reports for the liquidation of the Administrative Arrangements
  - Coordination of the delivery of project outcomes (data, reports, on-line deliveries, etc.) to the Council of Europe as appropriate
  - Organisation of national project seminars and events as appropriate according to the project planning and support to the organisation of regional events taking place in one of the beneficiary countries
  - Encouraging, supporting and controlling timely and high-quality implementation of project tasks
  - Following up and informing the CoE Secretariat on national developments in the environmental and nature protection fields, in view of ensuring the use of up-to-date information

- Keeping track of relevant national and regional project activities and outcomes, finding synergies with the Emerald project and keeping the Council of Europe informed
3. Development of contacts and cooperation with external and internal partners
- EU office / delegation in the country as appropriate for project purposes
  - CoE office in the country as appropriate for the project purposes
  - International and national NGOs and their contact persons, in particular in relation to the Emerald biogeographic process
  - Other stakeholders and actors inside and outside the national project network
  - Other relevant national or regional projects/programmes
4. Ensuring cooperation in the overall coordination of the Joint Programme
- Participation in annual project steering committee meetings
  - Regular dialogue and information exchange with the Council of Europe Secretariat, the EEA and the ETC/BD as appropriate

**Annex 1: EU/CoE JP Emerald Network Phase II contact list**

Country	Project leader	Contact at relevant Ministry/Agency	Bern Convention Focal Point
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