

Tool 5: Guide to lead partner vs. project partner responsibilities

Every project partner has certain responsibilities in the scope of the project. It is important to have a clear picture of who is responsible for what. This tool aims to provide guidance on what aspects to consider.

Project stage	Lead partner (LP) responsibilities	Project partner (PP) responsibilities
Project idea generation	<ul style="list-style-type: none"> The idea is shared among potential partners based on an evident need 	
Project development	<ul style="list-style-type: none"> Coordinates input from project partners 	<ul style="list-style-type: none"> The project should be jointly developed and agreed by the partnership Tool 10: Finalise the project concept with partners
Financial contribution	<ul style="list-style-type: none"> Secure financial contribution 	<ul style="list-style-type: none"> Secure financial contribution
Contracts	<ul style="list-style-type: none"> LP draws up the project partnership agreement Tool 27: Checklist: Milestones to project partner agreement, Tool 28: Checklist of minimum requirements for a project partnership agreement) 	<ul style="list-style-type: none"> The project partnership agreement must be signed by all PPs. They commit to deliver all approved outputs and activities and meet their financial responsibilities
Implementation	<ul style="list-style-type: none"> LP has overall responsibility for implementation of the project 	<ul style="list-style-type: none"> Each partner is responsible for carrying out the activities assigned to it in the project partnership agreement
Finance and reporting <i>(depending on the partnership agreement and responsibilities to external/public funding bodies)</i>	<ul style="list-style-type: none"> LP checks that all expenditure of project partners has been validated by approved controllers Fehler! Verweisquelle konnte nicht gefunden werden. Tool 35: Checklist: How to avoid financial management problems LP ensures that reported spending has been incurred through spending on the agreed activities only 	<ul style="list-style-type: none"> Each partner is responsible for ensuring that their expenditure has been certified by the approved controller They should ensure as far as possible that certification and other documents are provided before the LP's deadline

Source: [1]

Reference

[1] INTERact. Project management handbook. n.d.

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