

Guide for utilization and maintenance plan

Who is obliged to elaborate utilization and maintenance plan?

In general, Applicants responsible for investment in infrastructure are obliged to prepare Utilization and maintenance plan describing the utilization and seamless operation of the supported sites during the maintenance period. The detailed list of the requested Beneficiaries according to the supported actions is the following:

PA1 – Nature and culture

1.1 Joint development of cultural heritage	All beneficiaries responsible for core activities
1.2 Joint development of natural heritage	All beneficiaries responsible for core activities
1.3 Joint development of tourism attractions	All beneficiaries

PA4 – Enhancing cross-border cooperation

4.1 Investment in institutional capacity	All beneficiaries responsible for investment in infrastructure
4.2 Development of new cross-border services	No beneficiaries

What is utilization and maintenance plan?

Utilization and maintenance of the project outputs and results are one of the most important criteria of a successful project. The utilization and maintenance plan [UPM] is a short, easy to understand and focused description of the investment's utilization level before and after the investment and the way of its current and future maintenance. The UPM can be elaborated in Slovak, Hungarian or in English and shall be no longer than 15 pages.

Utilization

In case of the PA1, utilization means that Beneficiaries shall ensure that the supported sites will be able to attract and accept visitors regularly after the proposed development. In case of PA4, utilization means that Beneficiaries shall ensure that the developed services will be available for the citizens from both member states.

Maintenance

Maintenance means seamless operation of the supported sites minimum for five or three years (in case of SMEs) after the final payment is transferred to the Beneficiary. Applicants are expected to keep the project outputs and result in stable quality and to ensure the professional and financial resources for the future maintenance their developments.

Key parts of the UPM

Introduction

Identification of the Beneficiary

- project title and acronym
- name of the Beneficiary

Identification of the development site

- summary of the site significance
- size and location of the site (and its connections if relevant)
- access and transportation links
- legal and planning issues (if relevant)

Identification of the target group

- classification of the current and potential target groups
- analyses of their number, profile, motivation and satisfaction level

Management structure of the Beneficiary organization

- short description of the management structure
- introduction of key persons responsible for the development

Policy context

Description of the relevant national, regional and local policies having direct impact on the management and maintenance.

Current level of utilization

Description of key activities and events

- description of the main activities and events
- responsible units/persons
- marketing and promotion activities
- number of customers

Financial background

- description of the financial background of the current activities
- summary table of the main incomes

Main revenues	2016	2017	2018
Revenues from the main activities			
Revenues from the complementary activities			
Other revenues			
Total			

Future level of utilization

Description of new or developed activities and events

- description of the new or developed activities or events
- responsible units/persons
- marketing and promotion activities
- number of expected customers

Financial background

- description of the financial background of the future activities
- summary table of main incomes after the development

Main revenues	N+1	N+2	N+3
Revenues from the main activities			
Revenues from the complementary activities			
Other revenues			
Total			

Current way of maintenance

- description of the current standards of maintenance undertaken by the Beneficiary
- description of the current human capacities involved into the maintenance
- description of key suppliers and external organizations assisting in maintenance
- description of the financial background of the current maintenance
- summary table of the financial background

Expenses	2016	2017	2018
Operational expenditures			
a) Variable costs (material cost, payroll expenses, utility cost, transport cost etc.)			
b) Fixed costs			
Maintenance repair costs			
Depreciated replacement value			
Total			

Future way of maintenance

- description of the future standards of maintenance
- description of necessary changes in management structure, procedures, processes and resources necessary after the development
- description of the future human capacities to be involved into the maintenance
- description of future suppliers and external organizations necessary for the maintenance
- description of the financial background of the future maintenance
- summary table of the financial background after the development

Expenses	N+1	N+2	N+3
Operational expenditures			
a) variable costs (material cost, payroll expenses, utility cost, transport cost etc.)			
b) fixed costs			
Maintenance repair costs			
Depreciated replacement value			
Total			