

**Technical and administrative support for the joint implementation of the Marine Strategy Framework Directive (MSFD) in Bulgaria and Romania**

*Under Framework contract for services related to coordination between the different marine regions in implementing the ecosystem approach*

**European Commission**

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European Commission	Michael Papadoyanakis
DG Environment	Av. de Beaulieu 29, office BU9
Unit C2 – Marine	4/201, B-1049 Brussels
Environment and Water	+32 2 296 39 14
Industry	<a href="mailto:Michail.Papadoyannakis@ec.europa.eu">Michail.Papadoyannakis@ec.europa.eu</a>

Draft Interim/progress report:

Technical and administrative support for the joint implementation of the Marine Strategy Framework Directive (MSFD) in Bulgaria and Romania



Client	ARCADIS Belgium Koningsstraat 80 B-1000 Brussels
	<b>Postadres</b> Kortrijksesteenweg 322 B-9000 Ghent

Contact	Annemie Volckaert
Telephone	+32 9 241 77 31
Telefax	+32 9 242 44 45
E-mail	<a href="mailto:a.volckaert@arcadisbelgium.be">a.volckaert@arcadisbelgium.be</a>
Website	<a href="http://www.arcadisbelgium.be">www.arcadisbelgium.be</a>

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## 1 Introduction

### 1.1 This progress report

This Progress Report has been prepared by ARCADIS, with the support of its international project partner COWI, and its regional project team experts of Bulgaria and Romania.

This Inception Report has been prepared for the project 'Technical and administrative support for the joint implementation of the Marine Strategy Framework Directive (MSFD) in Bulgaria and Romania under Framework Contract for services related to coordination between the different marine regions in implementing the ecosystem approach' (Tender ENV.D.2/FRA/2012/0017), which has been awarded by the European Commission's Directorate General Environment (DG ENV) following a call for proposals.

This first progress report, also to be considered as interim report, has been prepared to discuss at the second Steering group meeting (SGM2) planned on the 27<sup>th</sup> of March 2014 (Brussels), back-to-back with the EC bilateral meeting with the Black Sea MS and with a capacity building event discussing:

- CBE – Discussion results review GES & targets
- CBE – Potential Funding opportunities to address the identified needs Black Sea EU MS

### 1.2 Scope

The scope of the progress report is multifold:

- Illustrate the progress, results & changes made, based on the detailed workplan
- Results Capacity Building Events (CBEs)
- Critical issues
- Further planning

## 2 Detailed workplan – progress, results & changes

### 2.1 Progress

Tasks	Tasks & Activities	Lead partner	Contributing partners	Outputs	Timing	Status
<b>Task 1 – Building the information basis</b>						
1.1	<p><b>Developing monitoring factsheets</b></p> <ul style="list-style-type: none"> <li>- In-depth analysis of the BG &amp; RO national MSFD reports (desk review)</li> <li>- Development of the monitoring fact sheet template</li> <li>- Entering content into the monitoring fact sheets (General, programme, subprogram level) <ul style="list-style-type: none"> <li>o Desk review</li> <li>o Background documents CBE related to monitoring (excl. Attendance) <ul style="list-style-type: none"> <li>▪ CBE: Status &amp; main issues on monitoring BG &amp; RO</li> <li>▪ CBE: Completion monitoring fact sheets</li> <li>▪ CBE: Data comparability &amp; management</li> <li>▪ CBE: Integrated monitoring BG &amp; RO (in cooperation with ICES)</li> </ul> </li> </ul> </li> <li>- Translation (outside scope)</li> <li>- Public consultation (outside scope)</li> <li>- Revision of the monitoring fact sheets (after PC)</li> </ul>	COWI	<p>Local input on monitoring fact sheets will be split between local PTE BG and RO on an equal basis. Other support by relevant project partners. Pool of experts and national focal contact points will support CBE events. Consultation process (outside scope project) will be coordinated by the national focal contact points.</p>	<ul style="list-style-type: none"> <li>• Initial template monitoring factsheet</li> <li>• Overview GES/monitoring based on national reports</li> <li>• Agreed template monitoring factsheet</li> <li>• Overview tables per descriptor (consulted and agreed with BG &amp; RO)</li> <li>• Draft final monitoring (sub programme) fact sheets for each descriptor (English)</li> <li>• Draft translated monitoring fact sheets (into BG and RO) (by MS)</li> <li>• Final monitoring fact sheets for BG &amp; RO</li> </ul>	<ul style="list-style-type: none"> <li>• 10/01/2014</li> <li>• 20/01/2014</li> <li>• 28/02/2014</li> <li>• 01/03/2014</li> <li>• 15/04/2014</li> <li>• 15/06/2014</li> <li>• Public consultation (15/06-15/07)</li> <li>• 15/09/2014</li> </ul>	<ul style="list-style-type: none"> <li>• Done</li> <li>• Done</li> <li>• Done</li> <li>• Done</li> <li>(still to be agreed)</li> <li>• Pilot MFS D5 &amp; D10</li> <li>• To do</li> <li>• To do</li> </ul>
1.2	<p><b>Maintenance of the EEA webpage</b></p> <ul style="list-style-type: none"> <li>- ensuring that information is up-to-date</li> </ul>	ARCADIS	Support delivery documents by	<ul style="list-style-type: none"> <li>• Up-to date EEA webpage</li> </ul>	<ul style="list-style-type: none"> <li>• Project duration</li> </ul>	<ul style="list-style-type: none"> <li>• In progress</li> </ul>



Tasks	Tasks & Activities	Lead partner	Contributing partners	Outputs	Timing	Status
			all partners			
1.3	<p><b>Identifying technical and scientific support needs for 2015-2020 and beyond</b></p> <ul style="list-style-type: none"> <li>- Overview technical and scientific support needs for BSC (desk review)</li> <li>- Defining future technical and research needs for BG &amp; RO (per descriptor or MSFD element)</li> <li>- Selection of priority needs and priority support options for BG &amp; RO (CBE)</li> <li>- Drafting realistic work plan for the identified priority needs</li> <li>- Background documents CBE related to priority needs (excl. Monitoring):               <ul style="list-style-type: none"> <li>o CBE: Discussion results review GES and targets (Art 9 &amp; 10) done by MS</li> <li>o CBE: Potential funding opportunities to address identified needs BSC</li> <li>o CBE: Draft work plan needs</li> </ul> </li> <li>- Appropriate consultation and finalisation of document               <ul style="list-style-type: none"> <li>o CBE: Finalisation work plan needs</li> </ul> </li> </ul>	ARCADIS	<p>Local information collection &amp; drafting documents on technical &amp; scientific needs per descriptor or MSFD element will be split between local PTE BG and RO on an equal basis.</p> <p>Pool of experts and national focal contact points will support CBE events.</p> <p>Consultation (CBE event) will be coordinated by the local PTE or national focal contact points.</p>	<ul style="list-style-type: none"> <li>• Template technical &amp; scientific needs</li> <li>• Final list priority support needs BG &amp; RO</li> <li>• Document on process consultation and finalisation document</li> <li>• Draft document technical &amp; scientific needs per descriptor or MSFD element</li> <li>• Final document technical &amp; scientific needs (incl. work plan) per descriptor or MSFD element</li> </ul>	<ul style="list-style-type: none"> <li>• 1 Mrch 2014</li> <li>• 25 Feb 2014</li> <li>• To be discussed</li> <li>• 15/07/2014</li> <li>• 1/11/2014</li> </ul>	<ul style="list-style-type: none"> <li>• Done</li> <li>• Done</li> <li>• Done</li> <li>• To do</li> <li>• To do</li> </ul>
1.4	<p><b>Design webpage</b></p> <ul style="list-style-type: none"> <li>- Agreement on practicalities webpage (incl. CBE: Needs for data information sharing (set up public web page))</li> </ul>	ARCADIS	<p>In close cooperation with the national focal contact points</p> <p>If needed,</p>	<ul style="list-style-type: none"> <li>• Draft structure public webpage</li> <li>• Operational public website (before consultation)</li> </ul>	<ul style="list-style-type: none"> <li>• 01 Mrch 2014</li> <li>• 15/05/2014</li> </ul>	<ul style="list-style-type: none"> <li>• Done</li> <li>• In progress</li> </ul>

Tasks	Tasks & Activities	Lead partner	Contributing partners	Outputs	Timing	Status
			support by project partners (e.g. documents, translation, etc.)			
<b>Task 2 – Capacity Building Events (CBE)</b>						
2.1	<b>Drafting the list of capacity building events BG &amp; RO</b>	ARCADIS	ALL partners	<ul style="list-style-type: none"> <li>Final list of CBE events (planning)</li> </ul>	<ul style="list-style-type: none"> <li>01/03/2014</li> </ul>	<ul style="list-style-type: none"> <li>Done</li> </ul>
2.2	<b>Identifying pool of experts</b>	ARCADIS	All partners	<ul style="list-style-type: none"> <li>Matrix pool of experts</li> </ul>	<ul style="list-style-type: none"> <li>10 Jan 2014</li> </ul>	<ul style="list-style-type: none"> <li>Done</li> </ul>
2.3	<b>Organisation of the CBE</b> <ul style="list-style-type: none"> <li>Selecting date, venue, location</li> <li>Selecting pool of experts</li> <li>Sending invitation</li> <li>Practical organisation (venue)</li> <li>Background doc (if relevant)</li> <li>Reimbursement</li> </ul>	ARCADIS BG&RO authorities	Organisation will be split between ARCADIS (max. 2 CBE) and local PTE coordinators (remaining events –with support of NFCP).  Based on the CBE, support will be given by other PTE and pool of experts.	<ul style="list-style-type: none"> <li>Template invitation</li> <li>Guidelines on CBEs and steering group meetings organisation</li> <li>Calendar other relevant meetings (synergies)</li> </ul>	<ul style="list-style-type: none"> <li>10 Jan 2014</li> <li>10 Jan 2014</li> </ul>	<ul style="list-style-type: none"> <li>Done</li> <li>Done – revised invitation process</li> <li>Done</li> </ul>
2.4	<b>Attendance CBE event</b> <ul style="list-style-type: none"> <li>CBE JAN (20-24/01) - RO</li> <li>CBE FEB (17-21/02) – BG</li> <li>CBE MARCH/SGM2 (end – brussels)</li> <li>CBE Data management + completion/SGM3 – RO/BG</li> <li>CBE Fisheries/SGM4 – RO/BG</li> </ul>			<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li>Project duration</li> </ul>	<ul style="list-style-type: none"> <li>In progress</li> <li>Done CBE JAN/FEB</li> </ul>
2.5	<b>Reporting of the CBE</b> <ul style="list-style-type: none"> <li>Drafting template for</li> </ul>	ARCADIS	Report will be	<ul style="list-style-type: none"> <li>Template for minutes</li> </ul>	<ul style="list-style-type: none"> <li>20 Jan 2014</li> <li>1 week</li> </ul>	<ul style="list-style-type: none"> <li>In progress</li> </ul>

Tasks	Tasks & Activities	Lead partner	Contributing partners	Outputs	Timing	Status
	reporting - Drafting minutes CBE - Drafting report CBE		drafted by the leading international PTE of CBE based on the minutes of the local PTE coordinator (organizing country) + feedback received by other participating PTE.	and reporting CBEs • Minutes of the CBE • Final reports of CBE events	after each event • 2 weeks after each event	s
<b>Task 3 – Cooperation Black Sea and other Marine Regions</b>						
3.1	<b>Including information from and other RSC activities as part of Task 1 and Task 2</b>	ARCADIS	Violeta Velikova and all task leads		• Project duration	• In progress
3.2	<b>Involvement of the BSC and other RSC experts) in the CBEs and involvement of the BSC in developing the webpage</b>	ARCADIS	Violeta Velikova and all task leads		• Project duration	• To do
3.3	<b>Developing the background document</b> - Drafting discussion document - Presentation at BSC (joint meeting of PMA & CBD AGs) - feedback - Finalization background doc	Regional expert Violeta Velikova	ARCADIS	• Discussion document • CBE to present discussion document • Background document	• 01/09/2014 • 03/10/2014 • 01/11/2014	• To do
3.4	<b>Internal Meetings/coordination</b>					
<b>Reporting</b>						
<i>Inception report</i>					• 10/01/2014	• Done
<i>Interim report</i>					• 01/03/2014	• Done

Tasks	Tasks & Activities	Lead partner	Contributing partners	Outputs	Timing	Status
	<i>Progress reports/ Steering Group meetings</i>				<ul style="list-style-type: none"> <li>2 weeks for Steering Group</li> </ul>	<ul style="list-style-type: none"> <li>In progress</li> </ul>
	<i>Draft Final report</i>				<ul style="list-style-type: none"> <li>19/12/2014</li> </ul>	<ul style="list-style-type: none"> <li>To do</li> </ul>
	<i>Final report</i>				<ul style="list-style-type: none"> <li>25/01/2015</li> </ul>	<ul style="list-style-type: none"> <li>To do</li> </ul>

## 2.2 Results

According to the inception report, the Interim report (progress report) contains the outcomes of the first 2 CBE events related to Tasks 1.1 (A), 1.3 (A, B) and 1.4 of the project. In particular, the report includes (see Annexes):

- Annex 1: Final Template Monitoring Fact sheets (task 1.1)
- Annex 2: Draft overview tables GES/targets per descriptor (task 1.1 & 1.3)
- Annex 3: (Coordinated) Consultation process BG & RO (task 1.1)
- Annex 4: Structure & first documents on EEA website (task 1.2)
- Annex 5: First list priority support needs BG & RO (task 1.3 & task 2)
- Annex 6: Draft structure public webpage (task 1.4)
- Annex 7: Finalized document planning CBE events (task 2) (REF: Chapter 3.1)
- Annex 8: CBE reports of events taken place in January & February (task 2)
- Annex 9: Revised Annex 9 – Guidelines for CBEs & SGMs organisation (task 2)

## 2.3 Changes detailed workplan

- Status: the progress made under the different tasks has been added under column 'Status'
- Change numbering subtasks of Task 1 in detailed workplan according to ToR on request of EC
  - 1.2 Maintenance of the EEA webpage
  - 1.3 Identifying technical & scientific support needs for 2015-2020 and beyond
- Timing of project tools & deliverables have been adapted according to agreed consultation process in BG & RO (see Annex 3)
- Issues related to the Capacity Building Events have been further discussed under Chapter 3 of the interim report and the related Annexes Annex 7 to Annex 8.

### 3 Capacity Building Events (CBEs) & Steering Group Meetings (SMGs)

#### 3.1 Agreed planning CBEs & SGMs (confirmed during CBE February)

Meetings (Steering group/ capacity building events)	Location												Date	Timing				
	Dec	Jan	Feb	Mrch	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov			Dec	Jan		
<b>Kick-off meeting - Brussels</b>	x															<b>Brussels (BE)</b>	<b>17/12/2013</b>	<b>1 MD</b>
<b>CBE JAN</b>		x														<b>Constanta (RO)</b>	<b>21/01/2014</b>	
Project team meeting		x														Constanta (RO)	21/01/2014	0,25 MD
CBE1: Discussion on the template monitoring fact sheet (Task 1.1)		x														Constanta (RO)	21-22/01/2014	0,5 MD
CBE2: Status & main issues on monitoring BG & RO (Task 1.1)		x														Constanta (RO)	21-22/01/2014	0,5 MD
CBE3: Review and prioritization technical and research needs for BG & RO (Task 1.2)		x														Constanta (RO)	21-22/01/2014	0,5 MD
CBE4: Needs for data information sharing (public web page) (Task 1.4)		x														Constanta (RO)	21-22/01/2014	0,5 MD
<b>CBE FEB</b>			x													<b>RO &amp; BG</b>	<b>17-21/02/2014</b>	
CBE5: Technical meeting public webpage (Task 1.4) - IT specialists			x													Bucharest (RO)	17 or 21/02/2014	0,5 MD
CBE6: Completion pilot monitoring fact sheets (Task 1.1) (unilateral work session)			x													Con (RO) & Varna (BG)	Before 17/02/14	1 MD
CBE7: Final Template monitoring sheet (consultation & agreement) based on pilot cases descriptors			x													Varna (BG)	19-20/02/2014	0,5 MD
CBE8: Coordination & further implemation monitoring fact sheets (Task 1.1) (bilateral work session)			x													Varna (BG)	19-20/02/2014	1,5 MD
<b>SGM 2 - CBE March</b>				x												<b>Brussels (BE)</b>	<b>27-28/03/2014</b>	
Steering Group meeting SGM 2				x												Brussels (BE)	27/03/2014	0,5 MD
CBE9: Discussion results review GES and targets (Art. 9 & 10)				x												Brussels (BE)	28/03/2014	0,5 MD
CBE10: Potential funding opportunities to address identified needs BSC (Task 1.2)				x												Brussels (BE)	28/03/2014	0,5 MD
<b>CBE April (ICES)</b>					x											<b>Con (RO) &amp; Varna (BG)</b>	<b>14-17/04/2014</b>	
CBE11a: Integrated monitoring BG & RO (Task 1.1)					x											Constanta (RO)	14-15/04/2014	1 MD
CBEb: Financing of monitoring infrastructure BG & RO (ICES)					x											Constanta (RO)	14-15/04/2014	1 MD
CBE11a: Integrated monitoring BG & RO (Task 1.1)					x											Varna (BG)	16-17/04/2014	1 MD
CBEb: Financing of monitoring infrastructure BG & RO (ICES)					x											Varna (BG)	16-17/04/2014	1 MD
<b>SGM 3 - CBE June</b>								x								<b>Constanta (RO)</b>	<b>24-26/06/2014</b>	
CBE12: Draft work plan technical & research needs BG & RO								x								Constanta (RO)	24-26/06/2014	1 MD
CBE13: Work session on completion subprogramme MFS								x								Constanta (RO)	24-26/06/2014	1 MD
<b>CBE Oct</b>																Istanbul	3/10/2014	
CBE14: Presentation discussion document to Black Sea Commission																Istanbul	3/10/2014	1 MD
<b>SGM 4 - CBE Oct</b>																Varna (BG)	07-09/10/2014	
Steering Group meeting SGM 3																Varna (BG)	07-09/10/2014	0,5 MD
CBE15: (Monitoring) Data comparability & management (Task 1.1)																Varna (BG)	07-09/10/2014	1 MD
CBE16: Finlisation work plan technical & research needs BG & RO																Varna (BG)	07-09/10/2014	0,5 MD
<b>Final Steering group meeting</b>																<b>Brussels (BE)</b>	<b>15/01/2015</b>	<b>1 MD</b>

### 3.2 Outcomes CBEs & SGMs

Following Capacity Building Events have taken place, covering 1 or more topics (see table above):

- SGM 1, 17/12/2013, Brussels (BE) – Steering Group Meeting 1 (kick-off)
- CBE JAN, 21-22/01/2014, Constanta (RO) – CBE: template MFS, status monitoring, identification priority needs, needs for public webpage
- CBE FEB, wk 10-14/02/2014, unilateral meetings in BG (Varna) & RO (Constanta): CBE: Preparatory completion pilot monitoring fact sheets
- CBE FEB, 17/02/2014, Bucharest (RO) – CBE: Technical meeting public webpage
- CBE FEB, 19-20/02/2014, Varna (BG): CBE: Completion pilot monitoring fact sheets (bilateral meeting)

An overview of the minutes of the SGMs & CBEs have been included in Annex 8.

### 3.3 Financial overview – reimbursement

CBE	Date	Location	Participants (total #)	Participants (reimbursed)	Budget reimbursed (EUR)	Saldo (EUR)
Total travel budget (PTE + BG & RO experts + external experts)						68875
SGM 1 (kick-off)	17/12/2013	Brussels (BE)	10	5	2342,8	66532,2
CBE JAN	21-22/01/2014	Constanta (RO)		2+3	1525,8 (excl. COWI)	65006,40
CBE FEB	10-14/02/2014	Constanta (RO) & Varna (BG)	All relevant institutes	None (unilateral meeting)	In process	
CBE FEB	17/02/2014	Bucharest (RO)	7	2	In process	
CBE FEB	19-20/02/2014	Varna (BG)	17	1+3	In process	

### 3.4 Changes CBEs/SGMs & process

- Uncertainty: It is not yet clear if DG Regio will provide input and participate in the discussion on regional funding for the MSFD implementation in Romania and Bulgaria. However, the CBE will be developed based on input from the Member States and discussion involving DG ENV, the contractor and RO and BG authorities (scheduled March 28 at the Commission premises).
- Rescheduling of timing CBEs organised with the support of ICES and JRC (see under Section 3.5)

- Revision invitation process CBE: the roles of the NFCP initially stated in the inception report will be taken over by the local PTE coordinators. This relates to the practical organisation of the venue, as well as to sending the invitations to the invited experts (based on an invitation template send by ARCADIS). Prior to sending the invitations by the local PTE coordinators, they will be signed by the directors of the NFCP. The revised version of the invitation process CBE is included in Annex 9.
- In total 4 Steering Group Meetings will be organized (agreed by EC). Timing and location can be found in Annex 7.

### 3.5

#### Cooperation with other projects

- Contact has been taken with ICES and JRC for a joint workshop on integrated monitoring/financing of monitoring infrastructure (ICES) and data management (JRC).
  - Confirmation of the ICES workshop – 2 unilateral events taking place on the 14-15/04/2014 in Constanta (RO) and 16-17/04/2014 in Varna (BG) with MS observers from the non-hosting country.
    - ICES will arrange two unilateral Workshops – one in Romania and one in Bulgaria. They will be held back-to-back so the facilitators can make a round-trip. Arcadis has funds for a few participants and it was agreed to invite 1-2 participants from the other country to each event ensuring some cross fertilisation (participants to be decided by the countries). The advantage of unilateral workshops is that more local issues can be discussed.
    - The aim is to consider integrated monitoring focussing on Descriptor 3+ i.e. D3 but also in relation to D1, D4 and D6. There are two angles to the issue: 1) integrated monitoring in-country and 2) integration between the two countries. It seems that Romania and Bulgaria already last year made some attempts to coordinate/join some monitoring activities. That is important and possibly the most resource efficient approach.
    - Some monitoring fact sheets are under preparation and testing (D5 and D10). The aim would be to have some drafts for D3+ before the workshops which could be used and possibly improved.
  - Confirmation cooperation with JRC on data management – a bilateral event taking place on the 8-9/10/2014 in Varna (BG).

## 4 Critical issues

### 4.1 Cooperation with BG & RO NFCP

- Appointed National Focal Contact Points (NFCP):
  - Romania: Mr Gheorghe Constantin (represented by Ms Otilia Mihail (otilia.mihail@mmediu.ro))
  - Bulgaria: Mr Yavor Dimitrov (represented by Mr Georgi Parlichev) (g.parlichev@bsbd.org)
- In practice the activities of the NFCP will be taken up by Ms Mihail (RO) and Mr Parlichev (BG). Up to now the cooperation with the BG & RO NFCP runs very well. The NFCP have a very important role in engaging relevant institutes to complete the monitoring fact sheets and in informing the project team on the implementation steps of MSFD within their Member State.
- Mr Parlichev will take the role of NFCP in stead of Violeta Royachka. Uncertainty exist if both NFCP have the 'right' decision power which could lead to certain delays with respect to for example agreement on use of agreed MFS template, other important steps in the consultation process, etc. This is less the case for Ms Mihail, the NFCP for Romania.
- The NFCPs will decide case-by-case to which CBEs they will participate depending on their other obligations, and will attend all the Steering Group Meetings.
- As stated in Annex 5 both Mr Parlichev and Ms Mihail are the only persons within BG & RO responsible for MSFD implementation, often next to other responsibilities. The lack of capacity can be seen as a risk and could become an obstacle in attending the CBEs or in supporting some of the tasks.

### 4.2 Cooperation with BG & RO institutes

- There is a strong involvement of the Romanian institutes Geoecomar (also local PTE) and NIMRD. Also the institute of Oceanology (Bulgaria) is represented as part of our local PTE.
- Although responsibilities of other institutes in relation to the monitoring of elements under the various descriptors have been identified within the first CBE January, it seems that difficulties can arise to actually engage them in the completion process of the MFS. The institutes point out that the lack of capacity (manpower & financial) can become an issue here (see also identified needs under Annex 5). For some institutes no clear mandate or long-term financing was given for support in the MSFD implementation related to establishing monitoring programmes. NFCP will have a role in engaging these relevant institutes in case problems will arise.



### 4.3

#### Others

- By clustering the events the financial reimbursement of the experts is currently under control and allows us to organize 16 CBEs in stead of the minimum of 10 events. A financial evaluation will occur after each CBE in order to adjust this process if needed (e.g. by balancing the international/ local PTE participants, optimizing the clustering of events).
- The cooperation with ICES for the workshop on integrated monitoring and financing of monitoring infrastructure will put a higher financial burdon on the project as initially estimated, as ICES wants to organize two two-day unilateral events (one in BG & RO) with MS observers participating to the event (e.g. 1 BG observer to meeting hosted in RO and vice versa). Originally one event (max. 2 days) has been foreeseen.

## 5 Further planning

	Jan	feb	mrt	apr	mei	jun	jul	aug	sept	oct	nov	dec	jan	Deadline
Official start project														29/10/2013
Bilateral meeting EC														14/11/2013
Draft inception report														10/12/2013
<b>Kick-off meeting - Brussels</b>														<b>17/12/2013</b>
Initial template monitoring fact sheet	x													10/01/2014
Final inception report	x													10/01/2014
<b>CBE Jan</b>	x													21-22/01/2014
Draft pilot monitoring fact sheets D5 & D10		x												14/02/2014
<b>CBE Feb</b>		x												17-21/02/2014
Final template monitoring fact sheet		x												1/03/2014
Short report incl. overview tables relevant info per descriptor		x												1/03/2014
Finalised document planning events		x												1/03/2014
Draft structure public webpage		x												1/03/2014
Interim report / Progress report			x											1/03/2014
<b>SGM 2 + CBE March</b>			x											<b>27-28/03/2014</b>
<b>CBE April (ICES workshops)</b>				x										<b>14-17/04/2014</b>
Final draft monitoring fact sheets (programme level) - English					x									15/05/2014
Operational public MSFD web page for BG & RO					x									15/05/2014
Final draft monitoring fact sheets (programme level) - translated BG & RO (outside scope project)					x									15/06/2014
Public consultation monitoring fact sheets (outside scope project)						x	x							15/06- 15/07
Progress report						x								1/06/2014
<b>CBE June</b>						x								<b>24-26/06/2014</b>
Draft document technical & scientific needs per descriptor							x							15/07/2014
Discussion document on building blocks for Black Sea									x					1/09/2014
Final monitoring fact sheets (after public consultation)									x					15/09/2014
Final draft monitoring fact sheets (sub programme) - English									x					15/09/2014
Progress report										x				1/10/2014
<b>CBE Oct (presentation discussion document BSC)</b>										x				<b>3/10/2014</b>
<b>SGM 3 + CBE Oct</b>										x				<b>7-9/10/2014</b>
Final reporting monitoring programmes to EC (outside scope project)										x				15/10/2014
Final document technical & scientific needs per descriptor (after feedback BSC meeting)											x			1/11/2014
Background document incl. concrete work plan for BSC 2014-2016 (after consultation)											x			1/11/2014
Draft final report/ Progress report												x		19/12/2014
<b>Final Steering group meetings</b>													x	<b>15/01/2015</b>
Final report													x	25/01/2015

## Annexes

- Annex 1: Final Template Monitoring Fact sheets (task 1.1)
- Annex 2: Draft overview tables GES/targets per descriptor (task 1.1 & 1.3)
- Annex 3: (Coordinated) Consultation process BG & RO (task 1.1)
- Annex 4: Structure & first documents on EEA website (task 1.2)
- Annex 5: First list priority support needs BG & RO (task 1.3 & task 2)
- Annex 6: Draft structure public webpage (task 1.4)
- Annex 7: Finalized document planning CBE events (task 2) (REF: Chapter 3.1)
- Annex 8: CBE reports of events taken place in January & February (task 2)
- Annex 9: Revised Annex 9 – Guidelines for CBEs & SGMs organisation (task 2)



## **Annex 1: Final Template Monitoring Fact sheets (task 1.1)**

MONITORING FACT SHEET	
Country:	<i>(representative Bulgaria or Romania)</i>
Author:	<i>(name of person completing the sheet)</i>
Institute:	<i>(name of institute representing)</i>

MONITORING FACT SHEET TEMPLATE		This column is for information only and should be removed when the sheet has been filled in.
<b>Title: Monitoring programme (Descriptor)</b>		
<b>1. General</b>		Reporting sheet questions (ref. DIKE_9-2014-03 for additional guidance on questions) and comments on template suggestions presented below
1.1 Subject area	<i>What is monitored – programme ID (BLKXX-DY)</i>	Q4: Programme name (4d); Programme ID (exchange XX with BG or RO; exchange Y with relevant descriptor no.) (4e)
1.2 Definition/Description	<i>Definition of items monitored/description of general approach</i>	Q4: Programme description (4f). Free text or URL link. What is monitored by the programme (state/impact, pressure, activities, measures) and why. How does it adapt to new and emerging environmental problems
1.3 Competent authority/ies	<i>Which authorities are responsible (links to www)</i>	Q4: Responsible Competent Authority (4a) If more than one – put contact to the EU Commission
1.4 Monitoring institutions	<i>Which institutions carry out the monitoring etc (links to www)</i>	Q4: Responsible institutions; relationship to Competent Authority (4b) +(4c)
1.5 Additional information	<i>Where can additional information be found (e.g. via a web link)</i>  <i>Regarding regional coordination remember this project and other relevant joined projects</i>	Q3: Additional information on: Regional coordination; consideration of transboundary impacts; ability of programme to identify major changes in environment and new and emerging issues; (3a-c)
<b>2. Monitoring requirements and purpose</b>		

<p>2.1 Necessity</p>	<p>Listed below are direct references to the monitoring requirements – EU directives, Black Sea Commission agreements, national plans, research programme requirements, other.</p> <p>Delete/add rows</p>	<p>The purpose of this section is to give an overview of existing monitoring requirements related to this programme and to help coordinate already existing monitoring</p> <p>Q8a: Existing monitoring programmes deliver data to other directives etc. This part of the monitoring fact sheet helps to give an overview of how and where the specific monitoring is used for many purposes/requirements (8a).</p> <p>State where relevant monitoring is already carried out (or should be/is required)</p>
<p>MSFD</p> <p>Article 11</p> <p>Article 8</p> <p>Annexes ..</p>	<p>Comments</p>	<p>Which parts of MSFD requirements does the programme fulfil? Refer to the articles and annexes of the Directive that require that monitoring is carried out.</p>
<p>Habitat Directive</p> <p>Article ..</p>	<p>Comments</p>	<p>Which parts of HD requirements does the programme fulfil?</p>
<p>Birds Directive</p> <p>Article ..</p>	<p>Comments</p>	<p>Which parts of Birds Directive requirements does the programme fulfil?</p>
<p>WFD</p> <p>Article ..</p>	<p>Comments</p>	<p>Which parts of WFD requirements does the programme fulfil?</p>
<p>Black Sea Commission</p> <p>Black Sea SAP</p>	<p>Comments</p>	<p>Does the programme fulfil any formal obligations to the BSC?</p>
<p>Other plans and/or programmes</p>	<p>Comments</p>	<p>Does the programme fulfil any formal obligations to other plans and programmes?</p>
<p>2.2 GES criteria</p>	<p>List relevant GES Criteria and characteristics [indicators] (see Commission Decision of 1. September 2010)</p>	<p>Which GES criteria are addressed/monitored by the programme (5a). Select the relevant criteria</p> <p>Which characteristics [indicators] are addressed/monitored</p>

		(5b)																									
2.3 Features, pressures and impacts	List relevant features and pressures from MSFD Annex III Refer to section 6 regarding gaps and plans	Which elements of Annex III (ecosystem components, pressures/impacts) are addressed/monitored by the programme (5c)																									
2.4 GES	Assessment of GES (GES as defined in the article 9 reporting)	State the definition of GES reported for the relevant descriptor and describe how the programme: addresses assessment needs for the relevant descriptor; contributes to determining distance from GES and trends in status; addresses natural and climatic variability; responds to risk of not achieving GES (5f)																									
2.5 Environmental targets MSFD HD BD WFD BSC	Relevant MSFD targets defined in the article 10 reporting State relevant targets from other obligations (see section 2.1) that are addressed by the monitoring	Q6: State the targets addressed by the monitoring. Which reported targets are addressed (6a)? Will the programme provide adequate data to assess progress towards achievement of target and will the collected data enable updating of targets (6b-c)? Explain how the programme will contribute to the assessment of progress with targets (6d) Add targets relevant to other directives and commitments																									
2.6 Spatial allocation	Table of where monitoring is required <table border="1"> <thead> <tr> <th></th> <th>EEZ</th> <th>12-nm zone</th> <th>Coastal waters</th> <th>Transitional waters</th> </tr> </thead> <tbody> <tr> <td>MSFD</td> <td>x/-</td> <td>x/-</td> <td>x/-</td> <td>x/-</td> </tr> <tr> <td>HD</td> <td>x/-</td> <td>x/-</td> <td>x/-</td> <td>x/-</td> </tr> <tr> <td>WFD</td> <td>x/-</td> <td>x/-</td> <td>x/-</td> <td>x/-</td> </tr> <tr> <td>...</td> <td>x/-</td> <td>x/-</td> <td>x/-</td> <td>x/-</td> </tr> </tbody> </table>		EEZ	12-nm zone	Coastal waters	Transitional waters	MSFD	x/-	x/-	x/-	x/-	HD	x/-	x/-	x/-	x/-	WFD	x/-	x/-	x/-	x/-	...	x/-	x/-	x/-	x/-	Q4: Geographical coverage by reference to the 4 zones in table 1 of the "concept paper" (4i)
	EEZ	12-nm zone	Coastal waters	Transitional waters																							
MSFD	x/-	x/-	x/-	x/-																							
HD	x/-	x/-	x/-	x/-																							
WFD	x/-	x/-	x/-	x/-																							
...	x/-	x/-	x/-	x/-																							
<b>3 Monitoring concept</b>																											



3.1 General description of relevant subprogrammes in monitoring programme	List subprogrammes monitored under this programme (only general description)	Use list In document DIKE_9-2014-03_Art11ReportingPackage.doc and BS-CBE Jan_MFS Pgm Subpgm_list_rev.xls for subprogramme names. New ones may be added if necessary. Use BS-CBE Jan_MFS Pgm Subpgm_list_rev.xls to see/check parameters measured in subprogramme
3.2 Description of monitoring network	<i>Description + maps (describing the spatial resolution of the entire programme)</i>	Spatial resolution (density of sampling). Show sampling network on map. Describe the rationale for the geographical scope of the programme ("4j")
3.3 Threats, activities and measures	<i>Which threats are identified</i> <i>Which human activities will be measured by the programme</i> <i>Which measures will be measured by the programme</i>	Q7: Relevant activities (7a); describe the nature of activity or pressure (7b); relevant existing measures (if any) (7c); how are existing measures monitored (7d)
3.4 Data management	<i>How and where are data managed? How and where can data be accessed? (General description – programme level)</i>	Q10 (+Q3): Access to data; use rights; INSPIRE standards; when will data become available; updates when; how will data be made available to the EEA
<b>4. Assessment</b>		
4.1 Assessments	<i>Existing assessments</i> <i>Provide information about or URL links to existing assessments (eg. Initial Assessment)</i>	This is for information purpose only. Where can stakeholders etc find existing assessments on issues relevant to the programme
4.2 Assessment of GES	<i>Will assessment of GES be carried out by the programme</i>	Q5: Will the programme enable periodic assessment of environmental status and distance to and progress towards GES (5d). Describe how and refer to section 6 to describe if programme is not considered fully adequate.
<b>5. Literature</b>		
	<i>List of relevant literature</i>	
<b>6. Activities required to implement the concept</b>		
6.1 Changes to the current monitoring programme	<i>Necessary changes and recommendations</i> <i>Describe <u>necessary</u> changes for the programme to cover the</i>	Which changes are necessary to the current/existing monitoring programme to secure adequacy with regards to

	<i>requirements of MSFD. Description in general terms.</i>	MSFD (eg. changes in monitoring network) Q7: Will the programme provide necessary data and information to enable identification of relevant activities/pressures that are causing environmental degradation and will the programme identify suitable new measures and the effectiveness of existing measures (7e)
6.2 Gaps: GES information	<i>If not yet adequate for data and information needs to assess GES, describe when the programme will be considered fully adequate</i>	Select when the programme is expected to be adequate: In 2014; in time for next assessment in 2018; in time for updating of monitoring programme in 2020; later than 2020 (5g)
6.3 Plans: Plans for GES information	<i>If the programme is not considered fully adequate for data and information needs to assess GES, describe what plans are in place to make it fully adequate (eg. to fill gaps in data methods, understanding or capacity). Describe timeframe, priorities and obstacles.</i>	Free text or URL link to relevant information (5h)
6.4 Gaps: Target information	<i>If not yet adequate for data and information needs to assess targets, describe when the programme will be considered fully adequate</i>	Select when the programme is expected to be adequate: In 2014; in time for next assessment in 2018; in time for updating of monitoring programme in 2020; later than 2020 (6e)
6.5 Plans: Plans for information on targets	<i>If the programme is not considered fully adequate for data and information needs to assess targets, describe what plans are in place to make it fully adequate (eg. to fill gaps in data methods or capacity). Describe timeframe, priorities and obstacles.</i>	Free text or URL link to relevant information (6f)
6.5 Plans: Plans for information on measures	<i>If relevant: If the programme is not considered fully adequate for data and information needs to assess measures describe what plans are in place to make it fully adequate (eg. to fill gaps in data methods or capacity). Describe timeframe, priorities and obstacles.</i>	Free text or URL link to relevant information (7f)

## **Annex 2: Draft overview tables GES/targets per descriptor (task 1.1 & 1.3)**

D	Criterion	Indicator	Reported/defined (		Common indicator?	Reported indicator/target		Proposed title of common indicator	Example of clear target	Remarks	
			BG	RO		Bulgaria (BG)	Romania (RO)				
D1	1.1	1.1.1	Y	Y	++	Area of distribution of the association of <i>Cystoseira</i> species	Distribution area for <i>Cystoseira barbata</i>	<b>Distribution area of <i>Cystoseira barbata</i></b> (proposed by ARCADIS)	RO: Maintaining a stable distribution area for <i>Cystoseira barbata</i> community.	Seabirds and cephalopods are not covered by BG and RO. <b>Monitoring of seabirds could be a good common monitoring item.</b>	
			Y	Y	+	Species distribution of marine mammals	Distribution of dolphins (Delfinus, Tursiops and Phocoena)	<b>Distribution of marine mammals</b> (proposed by ARCADIS)	BG: Preservation in range of distribution of species (marine mammals)		
			Y	Y	+	Species distribution of fish	Status of <i>Alosa immaculata</i> , <i>Alosa tanaica</i> and sturgeon	<b>Distribution of <i>Alosa immaculata</i>, <i>Alosa tanaica</i> and sturgeon</b> (proposed by ARCADIS)			
			1.1.2	Y	N	-					
			1.1.3	Y	Y	+	The size and range of distribution of the banks covered by <i>Mytilus galloprovincialis</i> mussels	Status of habitat 1170-9 Infralittoral rock with <i>Mytilus galloprovincialis</i>	<b>Distribution area of <i>Mytilus galloprovincialis</i></b> (proposed by ARCADIS)	BG: <i>Mytilus galloprovincialis</i> on sediments: the size and range of distribution of the banks covered by <i>Mytilus galloprovincialis</i> mussels are stable or increasing and not less than 90% of the reference state from 1950 to 1960's.	
	1.2	1.2.1	Y	Y	++	Size and status of populations of <i>Cystoseira barbata</i> (coverage, biomass, wet biomass)	Population size of <i>Cystoseira barbata</i>	<b>Population size of <i>Cystoseira barbata</i></b> (proposed by ARCADIS)	RO: <i>Cystoseira barbata</i> population will attain densities larger than the present registered ones.		
			Y	Y	+	Number and biomass of populations of marine mammals	Population size of dolphins (Delfinus, Tursiops and Phocoena)	<b>Population size of marine mammals</b> (proposed by ARCADIS)	BG: Positive tendency in number of populations (of marine mammals)		
			Y	Y	+	Number and biomass of populations of fish	Status of <i>Alosa immaculata</i> , <i>Alosa tanaica</i> and sturgeon	<b>Population size of <i>Alosa immaculata</i>, <i>Alosa tanaica</i> and sturgeon</b> (proposed by ARCADIS)			
	1.3	1.3.1	Y	N	-						
		1.3.2	Y	N	-						
	1.4	1.4.1	Y	Y	++	Spread, distribution and area of the habitat of <i>Donacilla cornea</i> ; Distribution, spread and coverage of <i>Donax trunculus</i> ; Distribution and covered area of the population of <i>Pholas dactylus</i>	Distributional range of habitat "1140-3 Mediollittoral sands with <i>Donacilla cornea</i> ", habitat "1110-3b Shallow sands with <i>Donax trunculus</i> " and habitat "1170-10 Infralittoral soft rock with Pholadidae"	<b>Distributional range of the habitats of <i>Donacilla cornea</i>, <i>Donax trunculus</i> and <i>Pholas dactylus</i></b> (proposed by ARCADIS)	RO: GES is defined by the habitat "1140-3 Mediollittoral sands with <i>Donacilla cornea</i> " regaining its historical distribution area		
			N	N	-						
	1.5	1.5.1	Y	Y	++	Spread, distribution and area of the habitat of <i>Donacilla cornea</i> ; Distribution, spread and coverage of <i>Donax trunculus</i> ; Distribution and covered area of the population of <i>Pholas dactylus</i>	Habitat extent of habitat "1140-3 Mediollittoral sands with <i>Donacilla cornea</i> ", habitat "1110-3b Shallow sands with <i>Donax trunculus</i> " and habitat "1170-10 Infralittoral soft rock with Pholadidae"	<b>Habitat extend of the habitats of <i>Donacilla cornea</i>, <i>Donax trunculus</i> and <i>Pholas dactylus</i></b> (proposed by ARCADIS)	RO: GES is defined as the habitat "1140-3 Mediollittoral sands with <i>Donacilla cornea</i> " maintaining its present extent		
N			N	-							
1.6	1.6.1	Y	Y	++	Habitat condition of <i>Donax trunculus</i> sands; Habitat condition of <i>Mytilus galloprovincialis</i> .	Habitat condition of habitat "1140-3 Mediollittoral sands with <i>Donacilla cornea</i> ", habitat "1110-3b Shallow sands with <i>Donax trunculus</i> " and habitat "1170-10 Infralittoral soft rock with Pholadidae"	<b>Habitat condition of the habitats of <i>Donacilla cornea</i>, <i>Donax trunculus</i> and <i>Pholas dactylus</i></b> (proposed by ARCADIS)	RO: GES is defined by the population of the characteristic species – the bivalve <i>Donacilla cornea</i> – attaining densities equal or larger than the threshold			
		Y	N	-							
		Y	N	-							
1.7	1.7.1	N	N	-							
D2	2.1	2.1.1	Y	Y	-						
	2.2	2.2.1	Y	N		Ratio between native and invasive NIS		<b>Ratio between native and invasive NIS</b> (proposed by ARCADIS)		* It might not be possible to find a common indicator; the regional assessment report indicates only a low level of coherence for the GES between BG and RO. The coherence between the targets of BG and RO was not assessed because RO has not defined targets.	
		2.2.2	N	Y	+(?)*	Environmental impact of invasive NIS does not lead to an undesirable disturbance to the balance of native species on the local ecosystem **		<b>Environmental impact of invasive NIS does not lead to an undesirable disturbance to the balance of native species on the local ecosystem</b> (proposed by ARCADIS)		* Although RO did not define targets, this indicator could be derived from the definition of GES.	
D3	3.1	3.1.1	Y	Y	+	Fishing mortality (sprat, turbot, anchovy)	Reduction of the fishing effort (sprat, turbot, anchovy, whiting and dogfish)	<b>Fishing mortality of sprat, turbot, anchovy</b> (proposed by ARCADIS)	(BG) Sprat: Steady trend of decreasing fishing mortality at regional level below the limit reference value of fishing mortality FMSY = F ≤ 0.64 and level of exploitation, E ≤ 0.4	<b>Recommendations of ICES (2014, Report of the Workshop to draft recommendations for the assessment of Descriptor D3):</b> • Demersal and pelagic research surveys should be carried out and information from them should be processed and stored in standardised formats to allow the swift and reliable estimation of the indicators under D3.1.2, D3.2.2 and D3.3. • The majority of the important stocks need to be covered by coordinated and standardised national and international data collection programmes monitoring both catches and fish stocks in the sea.	
			Y	N	Gap						
	3.2	3.2.1	Y	N	Gap						
		3.2.2	Y	N	Gap						
	3.3	3.3.1	Y	N	Gap						
		3.3.2	Y	N	Gap						
		3.3.3	Y	N	Gap						
	3.3.4	Y	N	Gap							
D4	4.1	4.1.1	N	N	-					D4 not reported by both MS	
	4.2	4.2.1	N	N	-						
	4.3	4.3.1	N	N	-						

clear quantitative thresholds provided  
clear quantitative thresholds NOT provided

D	Criterion	Indicator	Reported/defined (		Common indicator?	Reported indicator/target		Proposed title of common indicator	Example of clear target	Remarks
			BG	RO		Bulgaria (BG)	Romania (RO)			
D5	5.1	5.1.1	Y	Y	++	Spring concentrations of N-NO3	Dissolved inorganic nitrogen (DIN) in the off shore areas and nearby land based sources	<b>Nutrient (nitrogen) concentrations (in the coastal area)</b> (proposed by ARCADIS)	RO: DIN-GES is determined by decreasing levels in the off shore areas and decreasing levels nearby land based sources, especially WWTPs of major cities and fluvial input up	
		5.1.2	N	Y	-					
	5.2	5.2.1	Y	Y	++	Chlorofyll-a concentrations (in spring and summer), phytoplankton blooms	Chlorophyll a concentrations, particularly in summer, nearby land based sources	<b>Chlorofyll-a concentration</b> (proposed by ARCADIS, same indicator title as in OSPAR)	BG: In a 6 year cycle 95% from the monthly chlorophyll-a values are below the limit reference points in more than 10% in spring and 5% in summer or trend to point reduction	
		5.2.2	N	Y	-					
		5.2.3	N	N	-					
	5.2.4	Y	Y	++	Relation between biomass of Bacillariophyceae and Dinophyceae (Bac:Din) in the spring	Ratio between diatoms and dinoflagellates nearby land based sources	<b>Diatom dinoflagellate ratio</b> (proposed by ARCADIS)	RO: The trend of relation between biomass of Bacillariophyceae and Dinophyceae (Bac:Din) in the spring to point decreasing		
5.3	5.3.1	N	Y	-						
	5.3.2	Y	Y	++	Oxygen saturation at upper homogeneous layer (spring and summer), and at bottom layer (summer)	Dissolved oxygen in the water column	<b>Oxygen saturation of the upper water layer</b> (proposed by ARCADIS)	RO: GES could be achieved by keeping 75% of measured values of dissolved oxygen in the specific interval attribute to water column, 275-365µM.		
D6	6.1	6.1.1	N	N	-					D6 not reported by RO
		6.1.2	Y	N	-					
	6.2	6.2.1	Y	N	-					
		6.2.2	Y	N	-					
		6.2.3	N	N	-					
	6.2.4	N	N	-						
D7	7.1	7.1.1	Y?	N	-					D7 not reported by RO
	7.2	7.2.1	Y?	N	-					
		7.2.2	Y?	N	-					
D8	8.1	8.1.1	Y	Y	-	Pressure targets, aiming to reduce input from sources of contamination, in particular atmospheric pollution and oil spills	State targets, which require concentration levels of certain contaminants to be below regulatory levels			The set of targets and associated indicators developed by the two countries are very different.
		8.2	8.2.1	N	N	-				
		8.2.2	Y	N	-					
D9	9.1	9.1.1	Y	N	-					Neither BG nor RO has defined GES for D9. Though Bulgaria has defined environmental targets for D9.
		9.1.2	Y	N	-					
D10	10.1	10.1.1 + 10.1.2 + 10.1.3	N	N	Gap			<b>Litter characteristics &amp; abundance/volume</b> (monitoring sheet resulting from CBA event on D5 & D10)		D10 not reported by both MS. Further specifications: see monitoring sheet resulting from the CBA event on D5 & D10.
							<b>Litter inputs from land based sources (riverine, etc)</b> (monitoring sheet resulting from CBA event on D5 & D10)			
							<b>Distribution, extent &amp; frequency of relevant activities</b> (monitoring sheet resulting from CBA event on D5 & D10)			
	10.2	10.2.1	N	N	Gap			<b>Mortality, injury rates from ML</b> (monitoring sheet resulting from CBA event on D5 & D10)		
<b>Effectiveness of measures</b> (monitoring sheet resulting from CBA event on D5 & D10)										
D11	11.1	11.1.1	N	N	Gap			<b>Impulsive noise</b> (proposed by ARCADIS, same indicator title as in OSPAR)		D11 not reported by both MS
	11.2	11.2.1	N	N	Gap			<b>Ambient noise</b> (proposed by ARCADIS, same indicator title as in OSPAR)		

## Annex 3: (Coordinated) Consultation process BG & RO (task 1.1)

Development, consultation & reporting MFS	Timing	1	2	3	4	5	6	7	8	9	10	11	12
Pilot project MFS (D5+D10)	22/02/2014												
Approval template MFS by appropriate authorities	07/03/2014												
Final pilot case D5	14/03/2014												
Final pilot case D10	24/03/2014												
Completion General + Program level MFS (EN)	15/05/2014												
Translation MFS (BG & RO)	15/06/2014												
Public consultation of MFS	15/06/2014- 15/07/2014												
Review of the MFS	15/08/2014												
Administrative agreement MFS	15/09/2014												
Completion of the subprogram MFS	15/04/2014- 15/09/2014												
EC Reporting	15/08/2014- 15/10/2014												

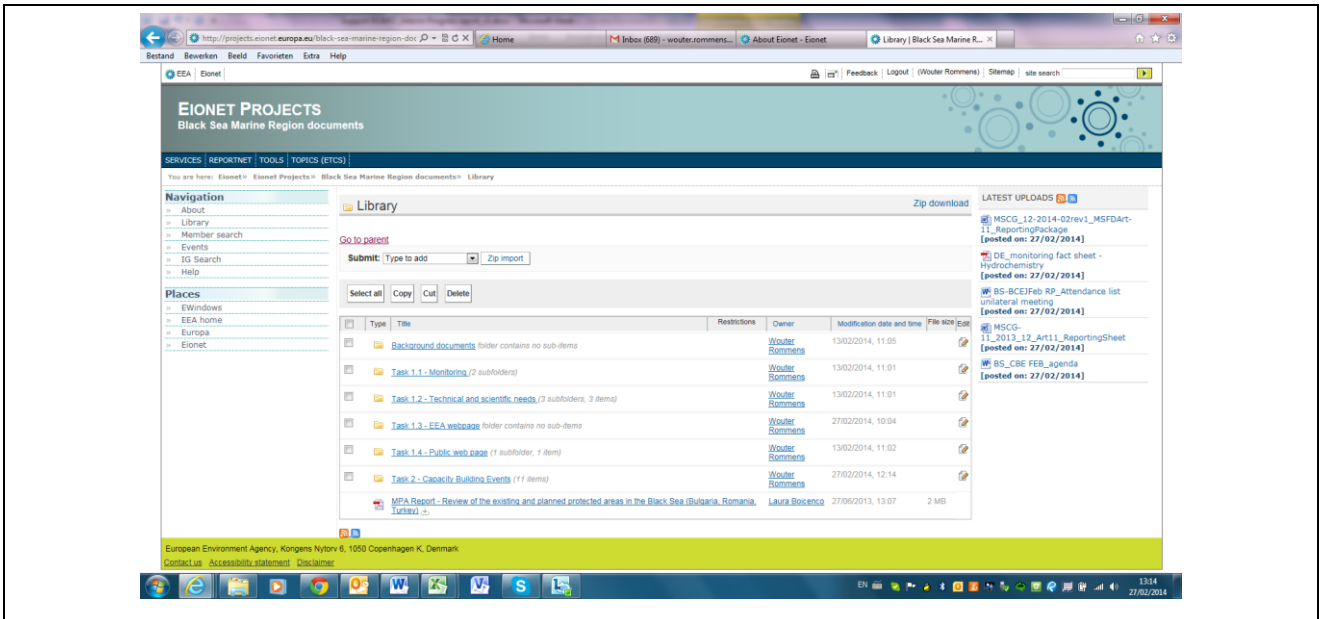
## Annex 4: Structure & first documents on EEA website (task 1.2)

URL: <http://projects.eionet.europa.eu/black-sea-marine-region-documents/>

Username and password is required.

### Structure

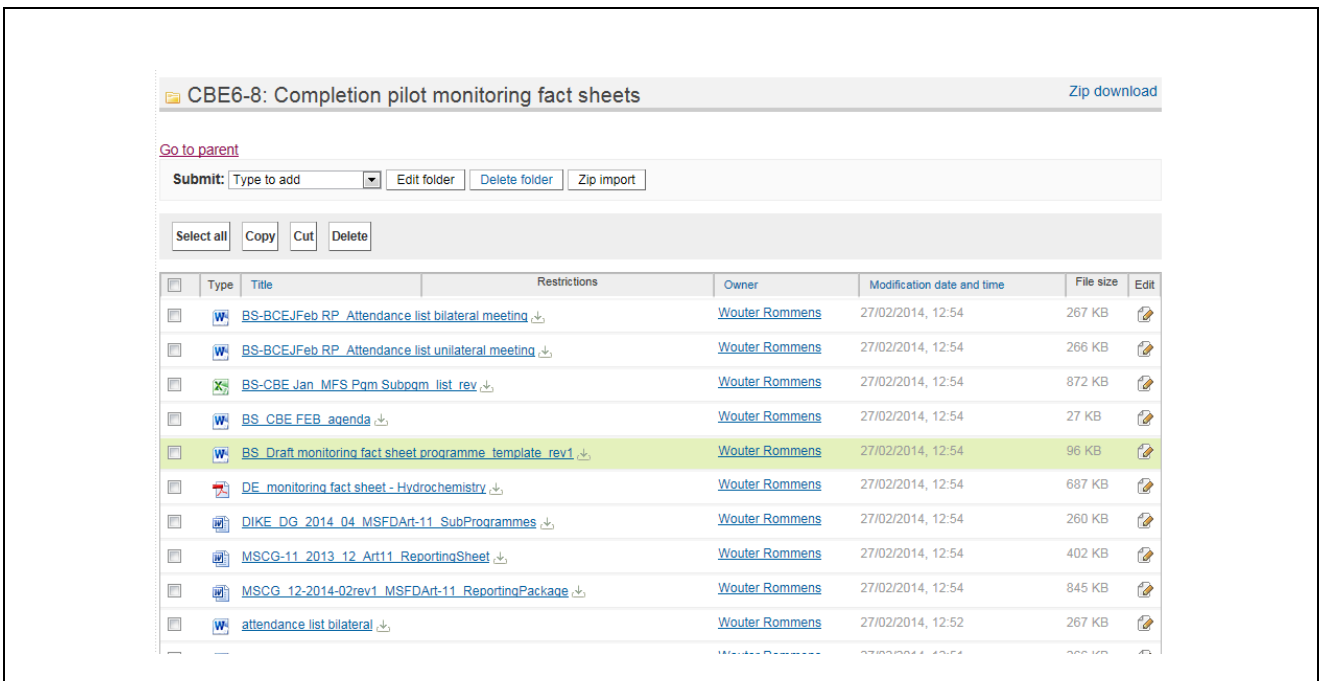
1. About
2. Library
  - a. General project information
  - b. Background documents
  - c. Task 1: Monitoring
    - Template MFS
    - Monitoring fact sheets
    - Related CBE
  - d. Task 2: Technical and scientific needs
    - Consultation
    - Comparative analysis
    - Research projects
    - Related CBE
  - e. Task 1.3: EEA webpage
    - Related CBE
  - f. Task 1.4: Public webpage
    - Related CBE
  - g. Task 2: Capacity Building Events
    - CBE Calendar
    - CBE Action points
    - CBE Matrix experts
    - CBE Templates
3. Member search
4. Events
5. IG search
6. Help



The first available documents have been published on the website and have been put in the folder structure. As more documents will become available over the course of the project, these will be uploaded and made available on a continuous basis.

The participants of the project have been made aware of the website via email and have been requested to ask a username and pw to the helpdesk of EIONET.

Example of folder with document:





## Annex 5: First list priority support needs BG & RO (task 1.3 & task 2)

Following list gives an overview of the support needs identified by the BG & RO authorities and research institutes during the first Capacity Building Event in January. Minutes of the meeting can be found in Annex Annex 8 or on the EEA website.

**Priority needs:** financial capacity (incl. manpower), data coordination & management, integrated monitoring, guidance for descriptor D10 (ML), D11 (noise) and maybe D7, public webpage.

These priority needs have been further reflected in the agreed list of topics for the further capacity building events (CBEs) as described under Section 3.1.

DRAFT TECHNICAL & SCIENTIFIC NEEDS

**Project:** Technical and administrative support for the joint implementation of the Marine Strategy Framework Directive  
**Task:** 1.3. Identifying technical & scientific support needs for 2015-2020 and beyond  
**Input:** Based on discussion CBE 3 (January, Constanta)  
**Date:** 28/02/2014



Gap analysis & identification technical & scientific needs BG & RO: AUTHORITIES								
MSFD element	topics	Overarching	Biodiversity	Eutrophication	Hydrography, hydrology & morphology	Contaminants	Fisheries	Emerging issues
		Issues relevant to all descriptors	Including D2 (NIS), D1 (Protected Areas, Species), D4	Linked to D5	Linked to D6, D7	Linked to D8, D9	Linked to D3	Linked to D10 (Marine Litter), D11 (noise)
Initial assessment (ART.8)	- coverage - main impacts/pressures - socio-economic ...							
GES (Art.9)/ENV Targets & indicators (Art. 10)	- available: Y/N - associated indicators - thresholds ...	• Harmonization of the values of GES, and environmental targets						
Monitoring (Art.11)	- coverage - methodology - equipment - reporting ...	• Equipment on board and laboratories • Harmonization of methods, the values of GES, and environmental targets						
Programme of measures (Art. 13)	- actions taken - actions planned - gaps ...	Not yet under development (focus on monitoring activities)						
Information exchange/ Stakeholder involvement/public consultation	- website - consultation process - information exchange	• Need for public webpage for dissemination, information exchange, consultation, etc. • Need for better information sharing of on-going EC projects in BG & RO related to MSFD implementation (lack of overview)						
Data collection & management (reporting)	- data storage - comparability - data access...	• Need for data exchange of MSFD relevant data between research institutes and authorities (in a relevant format; special request for raw data – not only aggregated data) • Need for bilateral data exchange of MSFD relevant data between BG & RO • Need for improved data management in BG & RO: e.g. existing national database for monitoring data in BG managed by Environmental Agency (under Ministry of Environment) – difficult to access data • Need for better data accessibility & information sharing of on-going EC projects in BG & RO related to MSFD implementation: accessibility to raw project data only occurs after end of project (under project policy), in practice this can take many years.						
Coordination	- bilateral - BSC - other RSC ...							
Research	- on-going projects							
Capacity	- manpower - financial - roles & responsibilities	• Too few resources/capacity (financial, manpower) within ministries: one person responsible for MSFD implementation (all tasks) • Better understanding & definition responsibilities and tasks for implementation MSFD: example of BG - misunderstandings occur as IO-BAS (with mandate MSFD tasks) falls under the responsibility of Bulgarian Science Academy (Ministry of Education; but having an independent status (?)), while BSBD is the responsible authority for MSFD implementation (Ministry of Environment)						

Gap analysis & identification technical & scientific needs BG & RO: RESEARCH INSTITUTES

MSFD element	topics	Overarching	Biodiversity	Eutrophication	Hydrography, hydrology & morphology	Contaminants	Fisheries	Emerging issues
		Issues relevant to all descriptors	Including D2 (NIS), D1 (Protected Areas, Species), D4	Linked to D5	Linked to D6, D7	Linked to D8, D9	Linked to D3	Linked to D10 (Marine Litter), D11 (noise)
Initial assessment (ART.8)	- coverage - main impacts/pressures - socio-economic ...	• Need for guidance on assessment of pressures (now only expert judgement)						
GES (Art.9)/ENV Targets & indicators (Art. 10)	- available: Y/N - associated indicators - thresholds ...							
Monitoring (Art.11)	- coverage - methodology - equipment - reporting ...					• Need for (new) equipment (BG & RO) & accredited labs (BG) to assure amongst others quality validation (eg. Ecotoxicology, priority substances). Note: well-equipped national labs are available in BG but they cannot be used by IO-BAS; on the other hand capacity and financing are missing to delegate certain tasks/analysis from IO-BAS to these labs		• Need for guidance on Marine litter, noise
Programme of measures (Art. 13)	_actions taken - actions planned - gaps ...							
Information exchange/ Stakeholder involvement/public consultation	- website - consultation process - information exchange							
Data collection & management (reporting)	- data storage - comparability - data access...	• Need for data management						
Coordination	- bilateral - BSC - other RSC ...	• Need for better cooperation between institutes: harmonization methods, integrated monitoring, data exchange • Need for continuation of intercomparison/intercalibration exercises						
Research	- on-going projects							
Capacity	- manpower - financial - roles & responsibilities	• Too few resources/capacity (financial, manpower) within institutes • Clarity on mandate institutes with respect to MSFD implementation tasks: e.g. NIRM for MSFD/monitoring implementation tasks + definition tasks (under responsibility of Min. of Environment); e.g IO-BAS has a mandate for MSFD/ monitoring implementation (under BSB), but lack of capacity & financing (also within regional labs) • Need for continuity mandate to perform MSFD and/or monitoring tasks (budget): often contracted on a yearly basis (based on available financial means MoE); risk for long-term monitoring or delays in support MSFD tasks						

## Annex 6: Draft structure public webpage (task 1.4)

The public webpage serves the following purposes:

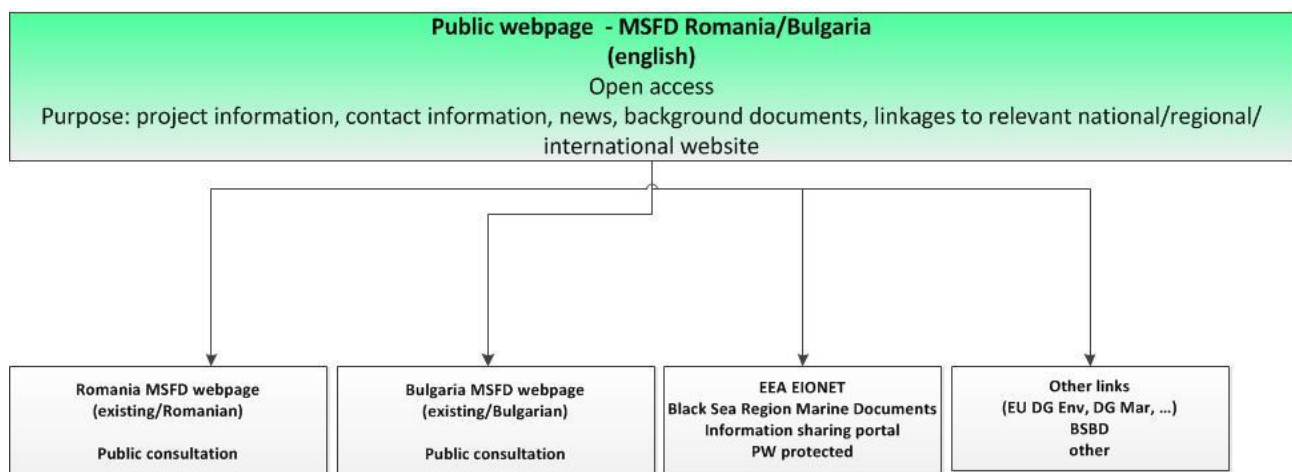
- Informing the general public about the project in Bulgaria and Romania
- Contact information
- Providing news
- Providing background documents
- Providing links to relevant national/regional/international webpages on the MSFD

The website will be hosted by ARCADIS Belgium.

The webpage will contain at least the following links:

- The Romanian webpage on the MSFD
- The Bulgarian webpage on the MSFD
- The “Black Sea Region Marine Documents” webpage on the EIONET EEA website
- Links to the EC, DG Mare, DG Environment, ICES, JRC, BSBD

The EEA EIONET webpage will serve as internal information exchange platform for the project and is only accessible for registered users of the project.



## Annex 7: Finalized document planning CBE events (task 2) (REF: Chapter 3.1)

Meetings (Steering group/ capacity building events)	Location												Date	Timing					
	Dec	Jan	Feb	Mrch	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov			Dec	Jan			
<b>Kick-off meeting - Brussels</b>	x																<b>Brussels (BE)</b>	<b>17/12/2013</b>	<b>1 MD</b>
<b>CBE JAN</b>		x															<b>Constanta (RO)</b>	<b>21/01/2014</b>	
Project team meeting		x															Constanta (RO)	21/01/2014	0,25 MD
CBE1: Discussion on the template monitoring fact sheet (Task 1.1)		x															Constanta (RO)	21-22/01/2014	0,5 MD
CBE2: Status & main issues on monitoring BG & RO (Task 1.1)		x															Constanta (RO)	21-22/01/2014	0,5 MD
CBE3: Review and prioritization technical and research needs for BG & RO (Task 1.2)		x															Constanta (RO)	21-22/01/2014	0,5 MD
CBE4: Needs for data information sharing (public web page) (Task 1.4)		x															Constanta (RO)	21-22/01/2014	0,5 MD
<b>CBE FEB</b>			x														<b>RO &amp; BG</b>	<b>17-21/02/2014</b>	
CBE5: Technical meeting public webpage (Task 1.4) - IT specialists			x														Bucharest (RO)	17 or 21/02/2014	0,5 MD
CBE6: Completion pilot monitoring fact sheets (Task 1.1) (unilateral work session)			x														Con (RO) & Varna (BG)	Before 17/02/14	1 MD
CBE7: Final Template monitoring sheet (consultation & agreement) based on pilot cases descriptors			x														Varna (BG)	19-20/02/2014	0,5 MD
CBE8: Coordination & further implemation monitoring fact sheets (Task 1.1) (bilateral work session)			x														Varna (BG)	19-20/02/2014	1,5 MD
<b>SGM 2 - CBE March</b>				x													<b>Brussels (BE)</b>	<b>27-28/03/2014</b>	
Steering Group meeting SGM 2				x													Brussels (BE)	27/03/2014	0,5 MD
CBE9: Discussion results review GES and targets (Art. 9 & 10)				x													Brussels (BE)	28/03/2014	0,5 MD
CBE10: Potential funding opportunities to address identified needs BSC (Task 1.2)				x													Brussels (BE)	28/03/2014	0,5 MD
<b>CBE April (ICES)</b>					x												<b>Con (RO) &amp; Varna (BG)</b>	<b>14-17/04/2014</b>	
CBE11a: Integrated monitoring BG & RO (Task 1.1)					x												Constanta (RO)	14-15/04/2014	1 MD
CBEb: Financing of monitoring infrastructure BG & RO (ICES)					x												Constanta (RO)	14-15/04/2014	1 MD
CBE11a: Integrated monitoring BG & RO (Task 1.1)					x												Varna (BG)	16-17/04/2014	1 MD
CBEb: Financing of monitoring infrastructure BG & RO (ICES)					x												Varna (BG)	16-17/04/2014	1 MD
<b>SGM 3 - CBE June</b>							x										<b>Constanta (RO)</b>	<b>24-26/06/2014</b>	
CBE12: Draft work plan technical & research needs BG & RO							x										Constanta (RO)	24-26/06/2014	1 MD
CBE13: Work session on completion subprogramme MFS							x										Constanta (RO)	24-26/06/2014	1 MD
<b>CBE Oct</b>																	Istanbul	3/10/2014	
CBE14: Presentation discussion document to Black Sea Commission																	Istanbul	3/10/2014	1 MD
<b>SGM 4 - CBE Oct</b>																	Varna (BG)	07-09/10/2014	
Steering Group meeting SGM 3																	Varna (BG)	07-09/10/2014	0,5 MD
CBE15: (Monitoring) Data comparability & management (Task 1.1)																	Varna (BG)	07-09/10/2014	1 MD
CBE16: Finlisation work plan technical & research needs BG & RO																	Varna (BG)	07-09/10/2014	0,5 MD
<b>Final Steering group meeting</b>																	<b>Brussels (BE)</b>	<b>15/01/2015</b>	<b>1 MD</b>

## Annex 8: CBE reports of events taken place in January & February (task 2)

Meetings (Steering group/ capacity building events)	Location	Date	Timing	Report_file	Status
<b>CBE JAN</b>	<b>Constant a (RO)</b>	<b>21/01/2014</b>			
Project team meeting	Constant a (RO)	21/01/2014	0,25 MD	CBEJanRP_general	ok
CBE1: Discussion on the template monitoring fact sheet (Task 1.1)	Constant a (RO)	21-22/01/2014	0,5 MD	CBEJanRP_CBE1&2	ok
CBE2: Status & main issues on monitoring BG & RO (Task 1.1)	Constant a (RO)	21-22/01/2014	0,5 MD	CBEJanRP_CBE1&2	ok
CBE3: Review and prioritization technical and research needs for BG & RO (Task 1.2)	Constant a (RO)	21-22/01/2014	0,5 MD	CBEJanRP_CBE3	ok
CBE4: Needs for data information sharing (public web page) (Task 1.4)	Constant a (RO)	21-22/01/2014	0,5 MD	CBEJanRP_CBE4	ok
<b>CBE FEB</b>	<b>RO &amp; BG</b>	<b>17-21/02/2014</b>			
CBE5: Technical meeting public webpage (Task 1.4) - IT specialists	Bucharest (RO)	17/02/2014	0,5 MD	CBEFebRP_CBE5	ok
CBE6: Completion pilot monitoring fact sheets (Task 1.1) (unilateral work session)	Con (RO) & Varna (BG)	Before 17/02/14	1 MD	CBEFebRP_CBE6 & 8	ok
CBE7: Final Template monitoring sheet (consultation & agreement) based on pilot cases descriptors	Varna (BG)	19-20/02/2014	0,5 MD	CBEFebRP_CBE7	ok
CBE8: Coordination & further impletion monitoring fact sheets (Task 1.1) (bilateral work session)	Varna (BG)	19-20/02/2014	1,5 MD	CBEFebRP_CBE6 & 8	ok

All minutes have been uploaded on the EEA website (Annex 4).

## **Annex 9: Revised Annex 9 – Guidelines for CBEs & SGMs organisation (task 2)**

# Annex 9: GUIDELINES FOR CAPACITY BUILDING EVENTS (CBEs) AND STEERING GROUP MEETINGS ORGANISATION

referred to hereafter as the "the Letter of commitment",

BETWEEN THE UNDERSIGNED,

**The project team, led by ARCADIS Belgium nv**, which has its registered office at Koningsstraat 80, 1000 BRUSSELS and on whose behalf Ms Annemie Volckaert (project manager) and Mr Wouter Rommens (deputee project manager), are acting,

referred to hereafter as "**the contractor**";

and

Romanian authorities on whose behalf Ms Otilia Mihail, the Romanian National Focal Contact Point, is acting.

Bulgarian authorities, on whose behalf Mr Yavor Dimitrov, the Bulgarian National Focal Contact Point, is acting.

referred to hereafter as "**the National Focal Contact Point**";

## 1. OBJECT OF THE AGREEMENT

- The Project: "Technical and administrative support for the joint implementation of the Marine Strategy Framework Directive (MSFD) in Bulgaria and Romania". referred to as "**Project**".
- The Project consists of the following services and runs in 3 phases:
  - Building the information basis
  - Capacity building events
  - Promote coordination within the Black Sea Marine region and with other marine regions
- The End Customer is:  
European Commission DG Environment (Unit SRD.2, BU 9 01/95, B-1049 Brussels), referred to hereafter as "**the Client**"

## 2. TERMS

This Agreement comes into effect on the date on which it is signed and remains effective until the Project has been realised.

## 3. CONTEXT/SCOPE OF THE WORK

The general objectives of the project are to provide technical and administrative support for:

1. Building the information basis for a more coherent and comparable joint implementation of the MSFD in Bulgaria and Romania.
2. Capacity building in the region with the view of strengthening the administrative and technical capabilities in Bulgaria and Romania for joint MSFD implementation, and



3. Promoting coordination activities within the Black Sea marine region and with other marine regions.

The project is of collaborative nature, and will build on optimal collaboration between the contractors team and the National Focal Contact Points and RO/BG experts involved. The specific definition of the tasks, roles and responsibilities of the contractor, the National Focal Contact Point and the experts in terms of meeting organisation and practicalities as well as project involvement in general are outlined below.

#### 4. ROLES AND RESPONSIBILITIES

##### a. National Focal Contact Point (BG and RO)

The designated National Focal Contact Points for Romania and Bulgaria are respectively:

- Romanian National Focal Contact Point: Ms Otilia Mihail ([otilia.mihail@mmediu.ro](mailto:otilia.mihail@mmediu.ro))
- Bulgarian National Focal Contact Point: Mr Yavor Dimitrov ([bdvarna@bsbd.org](mailto:bdvarna@bsbd.org))

In case any change in position is done, the National Focal Contact Point will inform the contractor.

The role of the National Focal Contact Point is the following:

- Being the main contact point for the Commission Services for this contract
- Providing local knowledge within different tasks (e.g. needs, monitoring status, etc.)
- Informing the contractor on developments in relation to MSFD implementation in their MS
- Support in the selection of experts
- Attendance at all steering group meetings
- Attendance at CBEs (if relevant)

##### b. BG & RO EXPERTS (MS experts)

BG & RO experts consists of the BG & RO authorities experts as well as the BG & RO experts from the research institutes, as selected by the contractor and the National Focal Contact Points (see Annex 2 Matrix Experts).

The National Focal Contact Point will send the Project Description Sheet (Annex 3) to the experts to inform them on the project and their possible involvement throughout the project. Only those experts that agree to the involvement in the project by email will be included in the project. The National Focal Contact Point will inform the contractor on experts approval of involvement. It is the responsibility of the expert to inform the RO or BG National Focal Contact Point if commitment to the project changes. The National Focal Contact Point will asap inform the contractor when receiving this information from the expert.

### **Role of the experts**

- Attendance and participation in the capacity building events
- Preparation of the CBE where needed – the contractor will be informed via the National Focal Contact Point on the topic of the subject, the outline of the programme and the need for preparation for this event (e.g. information requests, presentations)
- Elaborating on the state-of-the art in the domain of expertise and MSFD implementation
- Completing the invitation template with the required information
- Organising their individual travel arrangements for the CBE
- Organising their individual reimbursement with the contractor (see project team) at the CBE (or another assigned person by the contractor with this responsibility)

### **c. PROJECT TEAM MANAGEMENT**

**Project manager:** Annemie Volckaert

Role:

- Project management & contract implementation
- First point of contact for this contract
- Communication in relation to the contract, to the National Focal Contact Points (excl. practical issues CBE), to the EC, to the steering group

Contact details: [A.Volckaert@arcadisbelgium.be](mailto:A.Volckaert@arcadisbelgium.be)

**Deputee project manager:** Wouter Rommens

Role:

- Organisation of CBE events in collaboration with the project team, the National Focal Contact Points and the experts
- First point of contact for National Focal Contact Points for this project (CBE events)
- Communication related to CBE events
- Administrative aspects of reimbursement and reimbursement of experts attending the CBE (described below)

Contact details: [w.rommens@arcadisbelgium.be](mailto:w.rommens@arcadisbelgium.be)

**Local project team experts (PTE) coordinators:**

Romania: Mr Dan Vasiliu

Contact details: [dan.vasiliu@geoecomar.ro](mailto:dan.vasiliu@geoecomar.ro)

Bulgaria: Mr Violin Raykov

Contact details: [vio\\_raykov@abv.bg](mailto:vio_raykov@abv.bg)

The roles of the local PTE coordinators are:

- Being the main contact point for the project team and the RO and BG experts
- Providing local knowledge within different tasks (e.g. needs, monitoring status, etc.)
- Organisation CBEs venue & practicalities (done by host country)
- Selection of experts for the CBEs, in collaboration with the national focal contact points and the project managers
- Attendance at all CBEs (or by representative of local PTE)
- Preparation of the minutes CBE in English

- If relevant, attendance at steering group meetings
- Inform the contractor on developments in relation to MSFD implementation in their MS

#### d. CLIENT

EC desk officer: Mr Michail Papadoyannakis

Contact details: [Michail.Papadoyannakis@ec.europa.eu](mailto:Michail.Papadoyannakis@ec.europa.eu)

To be included in “formal” communication (contract related) of National Focal Contact Point to contractor and vice versa.

### 5. MEETINGS AND REIMBURSEMENTS

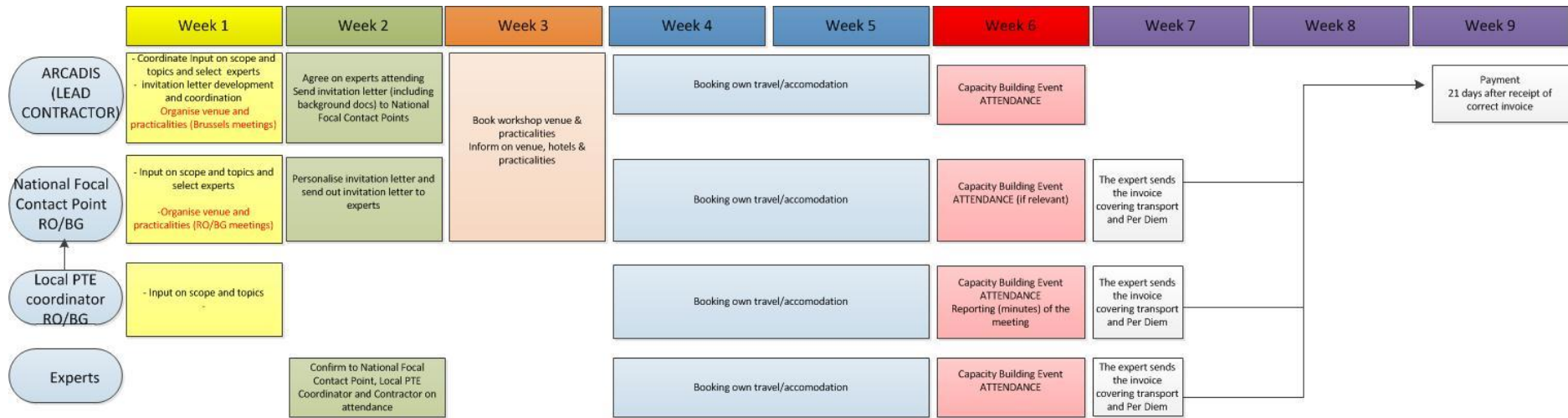
Following the Terms of Reference, the general organisation of the **Capacity Building Events (CBEs)** foreseen in Task 2 shall be as follows:

- the events shall bring together between 10 and a normally a maximum of 20 experts, the events shall be focused around the subject and a deliverable to be agreed at the kick-off meeting and at later stages. A provisional scheme of CBEs (topics and timing) is included in Annex 1 Proposed list CBEs.
- Reimbursement of a maximum of three experts from Bulgaria and Romania per meeting which does not take place in their home country. Bulgaria and Romanian National Focal Contact Points shall nominate the experts in discussion with the contractor and cover all the remaining costs of the their experts.
- For two events, the contractor shall organise a venue (including coffee/tea/water for the participants) and technical equipment, as necessary. For the other remaining events, these costs will be taken care of by Bulgaria and Romania.

Following the Terms of Reference, for the purpose of successful implementation of this project, a **Steering Group** will be established. The Steering Group will be chaired by the project manager in DG ENV and will include nominated experts from BG, RO and the Commission (JRC, EEA and, as appropriate, MARE or other services). The meetings of the Steering Group will be in fact project meetings, which will be held in the beginning of the project (kick off meeting) and then every 3-4 months. Two months before the end of the project, a final project meeting/Steering Group will be organised. In total, a maximum of five Steering Group Meetings (SGM) will be organised. It is expected that two meetings will take place in Brussels (kick off and 3° SGM) and the other meetings in either Bulgaria or Romania.

The process that will be followed in terms of preparation for an event (CBE or SGM) is given in the flowchart below and is explained in the following sections.

Figure 1 : Flow diagram preparation event (CBE or steering group meeting)



## **Process – invitation to Capacity Building Events (CBE)**

The contractor discusses with National Focal Contact Point and Local PTE coordinators on the subject, suitable dates and locations for a specific capacity building event – a possible date and location is decided on, with, together with named experts, following the provisional CBE scheme included in Annex 10 of the Inception Report and depending on the specific needs identified during the project. An initial selection of experts for reimbursement will be agreed upon by the contractor, the Local PTE coordinator and the National Focal Contact Point using the Annex 4 matrix of experts as a basis to select experts. Further on, they will discuss the need of inviting an external expert to the meeting.

The host country is responsible for booking a CBE venue (including costs for coffee-tea breaks/technical equipment/practicalities) and confirms the availability of the meeting room at the set date to the local PTE and the contractor. For max 2 events, the contractor and the local PTE are responsible for booking a meeting room.

The contractor confirms the set date after discussion to the National Focal Contact Points by email (including EC desk officer Mr Papadoyannakis) and send an invitation for a CBE to the National Focal Contact Points. A template for an invitation letter is included in Annex 11 of the Inception Report.

The National Focal Contact Point sends the personalized invitation (adding name of expert + signed) through to the listed experts (outside the project team) by email (with local PTE coordinator in cc:), and request confirmation of these experts within a week; the invitation will include if the expert will be reimbursed for the travel.

The experts confirm their attendance to the National Focal Contact Point; with local PTE coordinator and Contractor in cc. If no commitment, they inform the NFCCP on a colleague that could be involved. They indicate their means of transport (plane, flight, car) and the need for an overnight stay.

The local PTE coordinator ensures that the completed invitation letter for each of the invited experts is received 1 week after the invitation, and reports to the contractor on the list of participating experts (including completed invitations).

In case no response of the expert(s), the local PTE asks the National Focal Contact Point to contact the expert by telephone and ensure response is received the latest 1 day after the foreseen deadline. In case no success, the National Focal Contact Point contacts the local PTE and an alternative expert is sought.

The contractor responds to the National Focal Contact Point and local PTEs for the go-ahead of the meeting and sends a final programme (including starting time, programme, details of the venue, any preparation needed in advance of the meeting, by the experts)

The national focal point of the host country books the venue and informs about lunch possibilities and hotels. The lunch will be paid on an individual basis (as part of daily expenses).

Experts book their own travel and accommodation.

## **Process – invitation to steering group meetings**

DG ENV will organise the steering group meetings and the contractor will discuss with the Commission Services the attendance of the local PTE coordinators.

Based on this discussion, the local PTE coordinators will be informed on their expected attendance and their possible reimbursement, and will confirm their attendance within one week. National Focal Contact points will attend all SGMs, and confirm their attendance (reimbursed if non-hosting country).

The contractor will prepare a programme for the steering group meeting and a kick/off or progress report and will share this one week in advance to the EC, the National Focal Contact Points and local PTE coordinators. The National Focal Contact Points and local PTE coordinators will be informed by the contractor in case specific input is needed from them at the steering group meetings.

## Reimbursement of experts – Capacity Building Events and Steering Group meetings

Reimbursement rules (according to EU rules and the Framework Contract N° ENV.D.2/FRA/2012/0017)

- CBE (capacity building event): Reimbursement will be done of a maximum of three experts from Bulgaria and Romania per meeting which does not take place in their home country.
- Steering group meeting: The contractor shall foresee reimbursing travel expenses and Per Diem, in accordance to EU rules, for a maximum of two (minimum of one depending on budget availability and real travel costs) experts from Bulgaria and Romania for each meeting which takes place outside their home country.
- The contractor will decide on the experts to be reimbursed, taking into account the maximum number of reimbursements foreseen as part of the contract, and the attendance of the National Focal Contact Points themselves to the CBEs.
- For those experts that are located in the country in which the meeting takes place, no reimbursement will be done.
- The reimbursement will follow EU rules, this includes the following
  - o Travel expenses shall be reimbursed, where appropriate, on the basis of the shortest itinerary.
  - o Without any agreed changes by the contractor, travel is considered to take place from the experts location at the start of the contract (see Annex 2 for matrix of experts including location)
  - o Travel expenses shall be reimbursed as follows:
    - Travel shall only be reimbursed for a meeting that does not take place in the home country of the expert
    - Travel by air shall be reimbursed up to the maximum cost on an economy ticket at the time of the reservation;
    - Travel by boat or rail shall be reimbursed up to the maximum cost of a first class ticket;
    - Travel by car shall be reimbursed up to the maximum cost of an first class rail ticket for the same journey on the same day, or by default at the rate of 0,22 euro per km;
    - Total travel cost to be reimbursed will not exceed 700 euros.
  - o Subsistence expenses shall be reimbursed for those confirmed reimbursements on the **basis of a daily allowance (Per Diem)** as follows
    - In case in- and outward travel takes place on the same day and no overnight stay is foreseen, no subsistence expenses will be paid for
    - Following on from the above, for journeys of less than 200 km (return trip) no subsistence allowance shall be payable
    - Per Diem shall take the form of a **flat-rate payment** to cover all subsistence expenses, including accommodation, meals, local transport, insurance and sundries. The flat rate payment (Annex 5) is paid in euro.
  - o Conversion between the euro and another currency shall be made using the daily euro exchange rate  
(<http://www.ecb.europa.eu/stats/exchange/eurofxref/html/eurofxref-graph-usd.en.html>)

### Reimbursement process

#### **For CBEs:**

- On the invitation form, it will be included if an expert will be reimbursed or not. Only travel included on the invitation form of the invited expert, can be reimbursed. The National Focal Contact Points will be reimbursed for all meetings when travel does take place outside their home country.
- The expert will pay for his/her travel in front. The expert submits an invoice covering Per Diem, transport (air or rail tickets, car kilometres) and copies of the invoices of accommodation (hotel bills) to the contractor. The expert signs the attendance register at the CBE event and provides details of the bank account for reimbursement.

A template for invoicing is provided by ARCADIS. The invoice has to be sent electronically in pdf format (A4) to the email addresses mentioned below and should include the following elements:

<p><b><u>Project: 9252213 MSFD in Bulgaria &amp; Romania – EC</u></b></p> <p><b><u>CBE title</u></b></p> <p><b><u>CBE date</u></b></p> <p><b><u>Email addresses:</u></b></p> <p><a href="mailto:a.volckaert@arcadisbelgium.be">a.volckaert@arcadisbelgium.be</a></p> <p><a href="mailto:w.rommens@arcadisbelgium.be">w.rommens@arcadisbelgium.be</a></p> <p><a href="mailto:i.claeys@arcadisbelgium.be">i.claeys@arcadisbelgium.be</a></p> <p><a href="mailto:vendoraccounting@arcadisbelgium.be">vendoraccounting@arcadisbelgium.be</a></p> <p><b><u>Postal address</u></b></p> <p>ARCADIS Belgium NV Posthofbrug 12 2600 Berchem</p> <p>VAT: BE0426.682.709</p>
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- The contractor pays the invoice within 3 weeks after receipt to the expert by bank transfer.

**For steering group meetings:** A similar approach is used as described above.

- The National Focal Contact Points will pay for his/her travel in front.
- The National Focal Contact Point submits an invoice to the contractor together with copies (scans) of the original invoices. A template for invoicing is provided by ARCADIS. This includes the costs of his/her travel (invoices of transport (air or rail tickets, car kilometres), invoices of accommodation (hotel bills) to the National Focal Contact Point at the SGM. The National Focal Contact Point signs the attendance register at the SGM.

The invoice has to be sent electronically in pdf format (A4) to the email addresses mentioned below and should include the following elements:

<p><b><u>Project: 9252213 MSFD in Bulgaria &amp; Romania – EC</u></b></p> <p><b><u>Steering group meeting title</u></b></p> <p><b><u>Steering group meeting date</u></b></p> <p><b><u>Email addresses:</u></b></p> <p><a href="mailto:a.volckaert@arcadisbelgium.be">a.volckaert@arcadisbelgium.be</a></p> <p><a href="mailto:w.rommens@arcadisbelgium.be">w.rommens@arcadisbelgium.be</a></p> <p><a href="mailto:i.claeys@arcadisbelgium.be">i.claeys@arcadisbelgium.be</a></p> <p><a href="mailto:vendoraccounting@arcadisbelgium.be">vendoraccounting@arcadisbelgium.be</a></p> <p><b><u>Postal address</u></b></p> <p>ARCADIS Belgium NV Posthofbrug 12 2600 Berchem</p>
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VAT: BE0426.682.709

- The reimbursement of travel costs and subsistence expenses will take place within 3 weeks after the receipt of the invoice by ARCADIS.
- *Note: Bulgaria and Romania shall cover all the remaining costs of their experts (eg in case of preparation needed, printed material to be brought, extra experts wished to bring in by MS authorities) not covered by the reimbursement as explained above.*

#### Organisation of CBE meetings – venue:

- For two events, the contractor shall organise a venue (including coffee/tea/water for the participants) and technical equipment, as necessary. For the other remaining events, these costs (coffee/tea/water/lunch/technical equipment) will be taken care of by the host country via the local PTE coordinators. Each MS (BG and RO) will be the host country for such a meeting in turn.
- The contractor shall prepare the draft agenda, prepare the meeting documents, invite participants including speakers, facilitate the meeting and draft a meeting summary report based upon the minutes of the Local PTE coordinators which will be shared together with all presentations and meeting documents at the information exchange platform.
- The venue will be booked by the Local PTE coordinator including catering and practicalities (see above)
- Catering will be reimbursed upon receipt of an invoice sent by the Local PTE coordinator to the contractor (procedure to be discussed at the Kick-off meeting).
- Meeting language is English. In case translation is needed, this should be done at the expenses of the hosting country.
- All documents (incl. minutes) need to be delivered in English

## Annexes

*(Note: Annexes were already provided in final inception report (IR), however with a different numbering)*

[Annex 1 Proposed list Capacity Building Events \(CBE\) \(IR Annex 8\)](#)

[Annex 2 Matrix of experts \(IR Annex 4\)](#)

[Annex 3 Project Description Sheet \(IR Annex 1\)](#)

[Annex 4 Invitation letter \(example\) \(IR Annex 10\)](#)

[Annex 5 Flat rate payment \(subsistence allowance\)](#)

## **Annex 5: Flat Rate Payment**

**Flat Rate Payment (following the EU rules included in the Framework Contract for services related to coordination between the different marine regions in implementing the ecosystem approach' (Tender ENV.D.2/FRA/2012/0017), awarded by the European Commission's Directorate General Environment (DG ENV)**

In the framework of EC contracts and in case of missions requiring an overnight stay away from the base of operations , the applicable rates to the per diems must not exceed the scales detailed hereunder. Per diems cover accommodation, meals, local travel within the place of mission and sundry expenses.

From the Framework Contract, the following flat rate payment for per diems is given:

Belgium = 92 euro daily subsistence allowance + 140 euro hotel ceiling = a total of 232 euro

Romania = 52 euro daily subsistence allowance + 170 euro hotel ceiling = a total of 222 euro

Bulgaria = 58 euro per daily subsistence allowance + 169 euro hotel ceiling = a total of 227 euro

Offices		
<b>Antwerp – Berchem</b> Posthofbrug 12 B-2600 Berchem T +32 3 360 83 00 F +32 3 360 83 01	<b>Hasselt</b> Eurostraat 1 – bus 1 B-3500 Hasselt T +32 11 28 88 00 F +32 11 28 88 01	<b>Ghent</b> Kortrijksesteenweg 302 B-9000 Ghent T +32 9 242 44 44 F +32 9 242 44 45
<b>Brussels</b> Koningsstraat 80 B-1000 Brussels T +32 2 505 75 00 F +32 2 505 75 01	<b>Liège</b> 26, rue des Guillemins, 2ème étage B-4000 Liège T +32 4 349 56 00 F +32 4 349 56 10	<b>Charleroi</b> 119, avenue de Philippeville B-6001 Charleroi T +32 71 298 900 F +32 71 298 901
ARCADIS Belgium nv/sa BTW BE 0426.682.709 RPR BRUSSELS ING 320-0687053-72 IBAN BE 38 3200 6870 5372 SWIFT BIC BBRUBEBB		<b>Main office:</b> <b>Brussels</b> Koningsstraat 80 B-1000 Brussels



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