

Danube Transnational Programme Sediment-quality Information, Monitoring and Assessment System to support transnational cooperation for joint Danube Basin water management

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D.M. 1.2 Kick-off meeting 19th September 2018, Ljubljana, Slovenia

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1. Executive summary

This report is a deliverable related to the project Activity 1.1 Project Coordination, Deliverable D.M1.1.2 Project Kick-Off Meeting (agenda, minutes, list of participants, ppts). The report aims at reporting the main activities carried out in the frame of this activity, the presentations made for each WP, the main contributions emerged during the discussion and also at highlighting the interactions among different WPs in relation to the objectives of the project. The SIMONA Kick-Off Meeting (KoM) has been organized by Lead Partner. The meeting was held at Geological Survey of Slovenia, on 19 September 2018. 52 participants from 12 DTP countries attend the KoM. Both the administrative and the technical staff of SIMONA have been involved for the organisation and management of the meeting.

| Project title | Sediment-quality Information, Monitoring and Assessment System to support transnational cooperation for joint Danube Basin water management | |
|--------------------|---|--|
| Project Acronym | SIMONA | |
| Starting Date | 01-06-2018 | |
| End Date | 31-05-2021 | |
| Funding Scheme | Danube Transnational Programme | |
| Overall Budget | 1.749.152,38 EUR | |
| Priority Programme | Environment and culture responsible Danube region | |
| Specific objective | Strengthen transnational water management and flood risk prevention | |

2. SIMONA consortium and logos









Lead Partner

SI-GEOZS Geological Surve

Geological Survey of Slovenia Slovenia

ERDF PP1

AT-AIT

Austrian Institute of Technology Austria

ERDF PP2

AT-GBA

Geological Survey of Austria

Austria

ERDF PP3

BG-GI-BAS

Geological Institute, Bulgarian Academy of Science Bulgaria



















BOSNA I HERCEGOVINA FEDERACIJA BOSNE I HERCEGOVINE FEDERALNI ZAVOD ZA GEOLOGIJU





ERDF PP4

HR-HGI-CGS

Croatian Geological Survey

Croatia

ERDF PP5

HU-SZIE

Szent István University

Hungary

ERDF PP6

HU-NARIC

National Agricultural Research and Innovative Centre Hungary

ERDF PP7

HU-BME

Budapest University of Technology and Economics

Hungary

ERDF PP8

RO-TUCN

Technical University of Cluj Napoca

Romania

ERDF PP9

RO-IGR

Geological Institute of Romania

Romania

ERDF PP10

SK-SGIDS

State Geological Institute of Dionyz Stur

Slovakia

IPA PP1

BA-FZG

Geological Survey of Federation of Bosnia and Herzegovina

Bosnia and Herzegovina

IPA PP2

ME_GSM

Geological Survey of Montenegro

Montenegro

IPA PP3

RS-UB-FMG

University of Belgrade-Faculty of Mining and Geology

Serbia



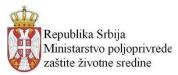


















IPA PP4

RS-JCI

Jaroslav Černi Water Institute Serbia

ENI PP1

MD-IGS

Institute of Geology and Seismology Moldova

ENI PP2

UA-UGC

State Enterprise Ukrainian Geological Company Ukraine

ASP1

HU-OVF

General Directorate of Water Management

Hungary

ASP2

UA-UHMI

Ukrainian Hydrometerological Institute

Ukraine

ASP3

RS-RDV

Ministry of Agriculture and Environmental protection,

Water Directorate

Serbia

ASP4

RO-NARW

National Administration Romanian Waters

Romania

ASP5

ICPDR

International Commission for the Protection of the Danube

River

Austria

ASP6

BA-IUVS

Public Institution Waters of Srpska

Bosnia and Herzegovina



INTERNATIONAL SAVA RIVER BASIN COMMISSION International Sava River Basin Commission

















Croatia

ASP8

SK-SWME

Slovak Water Management Enterprise, State Enterprise Slovakia

ASP9

SK-WRI-VUVH Water research institute Slovakia

ASP10

HR-CW-HV Croatian Waters Croatia

ASP11

DE-LfU

Bavarian Environment Agency Germany

ASP12

MD-IEG

Institute of Ecology and Geography of the Academy of Science of Moldova Moldova



3. Invitation and Agenda Kick-off Event of the SIMONA Project

Date: Wednesday, 19th September 2018 Ljubljana, Slovenia

Place: GEOLOGICAL SURVEY OF SLOVENIA

Department for Mineral Resources and Environmental Geochemistry

Dimičeva ulica 14, 1000 Ljubljana

Tel: +386 (0)1 2809 764; Fax: +386 (0)1 2809 753; Mob: +386 (0)64 108 525

jasminka.alijagic@geo-zs.si; www.geo-zs.si

Agenda:

10:00 – 11:30 Advisory Board (AB), Steering Committee (SCOM), Quality Assurance Management Board (QMB) - chaired by Eszter Takács (HU-NARIC)

Project management

(Programme regulations, project organisation, project contracts)

• Financial management

(Overview of project budget, programme specification)

Communication

(General overview, project website content)

11:30 - 12:00 Coffee break

12:00 – 13:00 Working Groups (WGs) – chaired by HU-SZIE

- Presentation of working groups
- Organisations and responsibilities

13.00 - 14.30 Lunch

14:30 - 16:00 Panel discussion - chaired by ICPDR

16.00 End of Kick-off event and Kick-off meeting

A stream of cooperation



4. Minutes

Kick-off Minutes of the SIMONA Project

Date: Wednesday, 19th September 2018 Ljubljana, Slovenia

Place: GEOLOGICAL SURVEY OF SLOVENIA

Department for Mineral Resources and Environmental Geochemistry

Dimičeva ulica 14, 1000 Ljubljana

Tel: +386 (0)1 2809 764; Fax: +386 (0)1 2809 753; Mob: +386 (0)64 108 525

jasminka.alijagic@geo-zs.si; www.geo-zs.si

Introduction

The Kick-Off Meeting of the SIMONA project was held in Ljubljana on September 19th, 2018 at Geological Survey of Slovenia, Dimičeva ulica 14, Slovenia, as part of the Kick-off event held on 18th September 2018. At the meeting 52 participants representing the 17 partners (ERDF, IPA, and ENI), including 8 Associated Strategic Partner (ASP) from Austria, Bosnia and Herzegovina, Bulgaria, Croatia, Hungary, Moldova, Montenegro, Romania, Serbia, Slovenia, and Ukraine, participated. Four Associated Strategic Partners from Germany, Romania, Serbia, and Ukraine could not participate at the Kick-Off Meeting. The meeting was organized by the GeoZS with the following aims:

- To get the SIMONA consortium together in person;
- To share most important information about the project and have a common overview of the upcoming tasks;
- To relate the project with international organisations such as ICPDR (International Commission for the Protection of the Danube River), ISRBC (International Sava River Basin Commission), EUSDR (EU Strategy for the Danube Region);
- To set out the four control levels: Advisory Board (AB), Steering Committee (SCOM), Quality Assurance Management Board (QMB), Working Groups (WGs);
- DTP Project Capitalisation Strategy.

As highlighted before, the Kick-Off Event has been structured as a two-day event. The first day was Kick-off event - an open event to all stakeholders and beneficiaries of the SIMONA project and is a deliverable D.C.3.1. In the first part, the Lead Partner and Invited speakers gave a series of presentation regarding better understanding project main vision, structure and objectives but also relate in a broader context to the main international organisation in the Danube River Basin. While the second part of the first day was devoted to the introduction of main control levels of the SIMONA project, organisation and responsibilities of the Working Groups and panel discussion for understanding the transnational vision of the Danube River Basin Management and SIMONA. Before the Kick-Off Meeting, the project Communication Manager sent the design of power point presentations.

On the second day of the Kick-Off Event an official Kick-off meeting was held. The WP1 (Project Management) and WP2 (Communication activities) have been presented by the Project Manager, Communication Manager, and the Financial Manager. The communication Manager presented the



communication plan, while the Financial Manager presented the financial reporting in the eMS System to the project partners and share all other important information related to this issue.

The four levels of controls in the SIMONA project have been introduced and each PP nominated their representatives. The highest level of control will be executed by the Advisory Board, and each ASP delegated one representative (see D.M.1.2). The effectiveness and project quality implementation will be executed by the Steering Committee (SCOM), minutes are summarized in D.M.2.2. The third level of the control is Quality assurance Management Board (QMB) lead by Quality Assurance Manager (QM). All ASP and PPs delegated one representative to the QMB, while for the QM was nominated Ms Eszter Takács. The QM is an internal staff member of HU-NARIC, but she is an expert outside of SIMONA partnership. The minutes and members are presented in D.M.2.3. The last level of control is presented by Working Groups (WGs), which representatives are corresponding to the WP Leaders.

The panel discussion had been dedicated to understanding the transnational vision of the Danube River Basin Management and SIMONA project. This session had been chaired by Adam Kovacs from ICPDR. Mr Kovacs presented the ICPDR structure and its main activities related to the Danube River Basin Management Plan. The special attention had been given to the missing knowledge gaps which can be reduced by the SIMONA main goals, objectives and deliverables but also possible relation with future projects.

Minutes

10:00 - 11:30 Project management

| 10:00 - 10:10 | SIMONA Project management | Jasminka Alijagić, PhD |
|---------------|--|------------------------|
| | | (SI-GEOZS) |
| | Project manager presented Programme regulations, overall project organization and project contracts. | |
| | Power Point presentation: 01_SIMONA WP1 Project management presentation | |
| 10:10 - 10:40 | Advisory Board Meeting (ABM)- chaired by GeoZS - | |
| | D.M.2.1 | Jasminka Alijagić, PhD |
| | Steering Committee Meeting (SCOM)- chaired by | (SI-GEOZS) |
| | GeoZS - D.M.2.2 | |
| | Quality Assurance Management Board (QMB) - | |
| | chaired by Eszter Takás (HU-NARIC) - D.M.2.3 | Eszter Takás, PhD |
| | | (HU-NARIC) |



| 10:40 - 11:05 | SIMONA Communication management The Communication manager presented the important information regarding communication activities and deliverables; and timeline. The | Tina Stražar (SI-GEOZS) |
|---------------|--|-----------------------------|
| | Communication plan was presented and communication contact points per partner were appointed. | |
| | Power Point presentation: 02_SIMONA WP2 Communication management presentation | |
| 11:05 - 11:30 | SIMONA Financial management The Financial manager presented financial rules and reporting in the eMS System to the project partners and share all other important information related to this issue. Power Point presentation: 03_SIMONA WP1 Financial management presentation | Barbara Simić (SI-GEOZS) |

12:00 - 13:00 Working Groups (WGs) - chaired by HU-SZIE

| 12.00 12.00 | TATE A LINE CONTRACTOR | C // // I 1/ - |
|---------------|---|--|
| 12.00 – 13.00 | Working Groups (WGs) | Győző Jordán |
| | | (HU-SZIE) |
| | Project SIMONA has 8 Working Groups, covering | Challengery and Section of the Challenger of the |
| | horizontal - professional themes, which appear in | - Sender Consider and - Sender Consider and - Sender Consider and |
| | thematic Work Packages. The WGs were presented | - National Engants III |
| | and scientific coordinators appointed. | Place (or first) |
| | Power Point presentation: 04_SIMONA Professional activities | |

14:30 - 16:00 Panel discussion - chaired by ICPDR

| 14:30 - 10:00 | Pallel discussion - chaired by ICPDR | |
|---------------|---|---------------------|
| 14.30 - 16.00 | Panel discussion | Ádám Kovács (ICDPR) |
| | The panel discussion had been dedicated tunderstanding the transnational vision of the Danub River Basin Management and SIMONA project. | |
| | Power Point presentation: 05_SIMONA_ICDPR | |



List of participants

Kick-off Meeting of the SIMONA Project 19 September 2018 Ljubljana, Slovenia



Figure 1: SIMONA project partnership (photo by Jure Atanackov)

| No. | Surname | Name | Institution |
|-----|------------|-------------|---|
| 1 | Haslinger | Edith | AIT Austrian Institute of Technology GmbH |
| 2 | Kéri | Barbara | Budapest University of Technology and Economics |
| 3 | Čaić | Ana | Croatian Geological Survey |
| 4 | Halamić | Josip | Croatian Geological Survey |
| 5 | Ivanišević | Danijel | Croatian Geological Survey |
| 6 | Mišur | Ivan | Croatian Geological Survey |
| 7 | Antolić | Jasmina | Croatian Waters |
| 8 | Medić | Đorđa | Croatian Waters |
| 9 | Kovács | Zsófia | General Directorate of Water Management |
| 10 | Alexe | Veronica | Geological Institute of Romania |
| 11 | Balan | Lidia | Geological Institute of Romania |
| 12 | Vijdea | Anca-Marina | Geological Institute of Romania |
| 13 | Milakovska | Zlatka | Geological Institute, Bulgarian Academy of Sciences |
| 14 | Peytcheva | Irena | Geological Institute, Bulgarian Academy of Sciences |
| 15 | Knoll | Tanja | Geological Survey of Austria |
| 16 | Pfleiderer | Sebastian | Geological Survey of Austria |



| 17 | Hajdarević | Ismir | Geological Survey of Federation of Bosnia and Herzegovina | |
|----|----------------------|--------------------|--|--|
| 18 | Hrvatović | Hazim | Geological Survey of Federation of Bosnia and Herzegovina | |
| 19 | Jaganjac | Nihad | Geological Survey of Federation of Bosnia and Herzegovina | |
| 20 | Dević | Neda | Geological Survey of Montenegro | |
| 21 | Radusinović | Slobodan | Geological Survey of Montenegro | |
| 22 | Alijagić | Jasminka | Geological Survey of Slovenia | |
| 23 | Atanackov | Jure | Geological Survey of Slovenia | |
| 24 | Malenšek Andolšek | Neža | Geological Survey of Slovenia | |
| 25 | Renata | Adlešič | Geological Survey of Slovenia | |
| 26 | Simić | Barbara | Geological Survey of Slovenia | |
| 27 | Stražar | Tina | Geological Survey of Slovenia | |
| 28 | Šajn | Robert | Geological Survey of Slovenia | |
| 29 | Teran | Klemen | Geological Survey of Slovenia | |
| 30 | Marjanović | Prvoslav | Jaroslav Černi Water Water Institute | |
| 31 | Vulić | Dragica | Jaroslav Černi Water Water Institute | |
| 32 | Drumea | Dumitru | Institute of Ecology and geography of the Academy of Sciences of Moldova | |
| 33 | Bogdevich | Oleg | Institute of Geology and Seismology | |
| 34 | Nicoara | Igor | Institute of Geology and Seismology | |
| 35 | Grošelj | Samo | International Sava River Basin Commission | |
| 36 | Dudás | Katalin Mária | National Agricultural Research and Innovation Centre | |
| 37 | Mörtl | Mária | National Agricultural Research and Innovation Centre | |
| 38 | Takács | Eszter | National Agricultural Research and Innovation Centre | |
| 39 | Kovačević | Aleksandra | Public Institution "Waters of Srpska" | |
| 40 | Vićanović | Jelena | Public Institution "Waters of Srpska" | |
| 41 | Hiklová | Zuzana | Slovak Water Management Enterprise, state enterprise | |
| 42 | Nabiiev | Shafagat | State Enterprise "Ukrainian Geological Company" | |
| 43 | Volodymyr | Klos | State Enterprise "Ukrainian Geological Company" | |
| 44 | Slaninka | Igor | State Geological Institute of Dionyz Stur | |
| 45 | Stríček | Igor | State Geological Institute of Dionyz Stur | |
| 46 | Jordán | Győző | Szent István University | |
| 47 | Stefan | Damian Gheorghe | Technical University of Cluj Napoca, North Uni. Center of Baia Mare | |
| 48 | Zsolt | Szakacs | Technical University of Cluj Napoca, North Uni. Center of Baia Mare | |
| 49 | Cvetković | Vladica | University of Belgrade – Faculty of Mining and Geology | |
| 50 | Šarić | Kristina | University of Belgrade - Faculty of Mining and Geology | |
| 51 | Roško | Vladimír | Water research institute | |
| 52 | Ádám | Kovács | International Commission for the Protection of the Danube River | |



Presentations

The presentations are available via the following link: https://drive.google.com/open?id=1dqkdqCSGFjdCl61EB GyMSlEEA3Yh2R3

Power point presentation: 01_SIMONA WP1 Project management presentation









Resposibilities

- The WPLs are responsible for delivering the outputs on time and good quality, and informing the LP about any obstacles/problems encountered during the process. In addition, they will support the PM by providing detailed information about the work and activities carried out.
- The Working Groups (WGs) have their representatives that are same as WP Leaders. They are responsible for the timely execution of their WPs but simultaneously they will ensure the preparation of high quality reports.

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Power Point presentation: 02_SIMONA WP2 Communication management presentation



- Danube Transnational Programme SIMONA
- Important
- Announcement about the project SIMONA on each partner website (including its aim and results, and highlight the financial support)
- Place at least one poster with information about the project



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Communication

manager



Important information

IN ALL DOCUMENTS/MATERIALS PRODUCED BY THE PROJECTS:

- Include project SIMONA logo
- If other logos are to be included, they cannot be hiher or wider than the EU emblem of the project logo
- Mention the SIMONA DTP website: http://www.interreg-danube.eu/approved-projects/simona
- Include sentence: "Project co-funded by the European Union (ERDF, UNI,IPA).

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The official DTP SIMONA website

http://www.interreg-danube.eu/approved-projects/simonaf SIMONA



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Activity 2.2 Development and production of promotional material

| WHAT IS THE ACTIVITY ABOUT | Who carries out the activities | How do you carry out the activities | Delivery period |
|--|--------------------------------|--|--------------------|
| External communication templates | HU-NARIC, | HU-NAIRC and HU-SZE are reparted in for the external communication templates. | Period 1 |
| & Project poster (for each partner) | HU-SZIE, RS- | Production of the posters (one per pertner) will be under (6-X) | |
| & 2 roll-ups | JCI | | |
| SIMONA web page (regularly updated) & Social media webpage (regularly updated) | SI-GEOZS | SGEOS is negaridate for creator of web page in the Percot Faret to desermate action through sixed metal pleforms, negative Ali 99 will provide information about the project progress in their countries in form of start mean, reports with placins, which will be presented in sixed metal pleform. | Period 6 |
| E-newsletters (one per period) | Each PP | Must be prepared one per percol. Each PP need to prepare external mendether in their netive languages, and to detribution in their countries. | Period 6 |
| Promotional materials (T-shirts, pens, notes) | RS-JCI | Production of the T-birth, pers and notes will be under 16-4CI (requirable for undering promotoral makes) (H-bAME is negarable for graphically preparing promotors makesak and project backstakesakaka | Period 2 |
| Promotional publications (brochures | HU-NARIC, | HU-NAIK, and HU-SZE are regarder for | Period 2 |
| & leaflets-12 national languages+ | HU-SZIE, RS- | the external communication itemplates. Production of the posters will be under RS- | |
| English) | JCI | XI All PPs are reparable for brochures and leaflets in national languages. HU-SZE is | |
| 00007/www.indemer-damage.eu/agorgero-projects/sime | | required for the man English issues of brochuses and leaflets. Klock off Meeting, 18-19-9-2018 Slove | nia |

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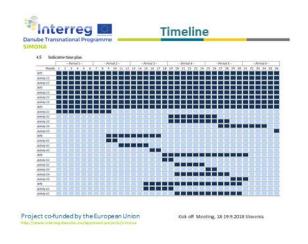
Updated

Communication plan

changes and mmunicate them to all PP. Period 6







THANK YOU FOR YOUR ATTENTION

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Power Point presentation: 03_SIMONA WPI Financial management presentation



SIMONA WP 1 - Financial management presentation





| No. | Title | Description | Target value | Delivery date |
|---------|-----------------------------|--|-----------------|------------------|
| D.M.1.1 | Project Progress Reports | Project Progress Reports | 6 | 05.2021 |
| D.M.1.2 | Project Kick-off meeting | Project Kick-off meeting (agenda, minutes, list of participants, ppts) | 1 | 10.2018 |
| D.M.1.3 | Mid-term Project Meeting | Mid-term Project Meeting (agenda, minutes, list of participants, ppts) | 1 | 04.2020 |
| D.M.1.4 | Final Project Meeting | Final Project Meeting (agenda, minutes, list of participants, ppts) | 1 | 05.2021 |

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1. Reporting period (1:01/06/2018-31/10/2018)



My role

Responsible for:

- · permanent monitoring of all financial aspects, including internal management of funds, expenditure, spending rates, budget shifts,
- · financial reporting.

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Reporting timetable

| REPORTING PERIODS | DURATION | PP submit report to FLC | FLC issues the Certificate | LP submits Progress Report & AfR |
|----------------------|-------------------------|-------------------------------|-------------------------------|--|
| Period 1 | 01/06/2018 - 31/10/2018 | 15.11.2018 | 15.01.2019 | 01.02.2019 |
| Period 2 | 01/11/2018 - 30/04/2019 | 15.05.2019 | 15.07.2019 | 01.08.2019 |
| Period 3 | 01/05/2019 - 31/10/2019 | 15.11.2019 | 15.01.2020 | 01.02.2020 |
| Period 4 | 01/11/2019 - 30/04/2020 | 15.05.2020 | 15.07.2020 | 01.08.2020 |
| Period 5 | 01/05/2020 - 31/10/2020 | 15.11.2020 | 15.01.2021 | 01.02.2021 |
| Period 6 | 01/11/2020 - 31/05/2021 | 15.06.2021 | 15.08.2021 | 01.09.2021 |

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1. Reporting period (1:01/06/2018-31/10/2018)

Criteria for eligible expenditure:

- All expenditure are related to the implementation of the project
- All expenditure must comply with the principle of efficiency, effectiveness and
- All expenditure must comply with the principle of real costs (exception: flat rates and lump sums)
- All expenditure are incurred and paid by the PP, during the eligibility period of the project (costs incurred and paid in a period; in last period incurred, paid in 60 days) - All expenditure relate to activities that have not been 100% financed from other financialinstruments
- All expenditure are supported by invoices or other documents with probative value
- All expenditure are in line with eligibility rules on EU, programme and national eligibility rules

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1. Reporting period (1:01/06/2018-31/10/2018)

Ineligible expenditure:

- Fines, financial penalties, expenditures on legal disputes,
- Costs of gifts (exception: promo material not exceeding 50 €),
- Costs related to fluctuation of foregin exchange rate,
- Interest on debt,
- Purchase of land and existing buildings,
- Value added tax (exception: non-recoverable VAT),
- Contribution in-kind,
- Project expenditure split among PPs,
- Second hand equipment.

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1. Reporting period (1:01/06/2018-31/10/2018)

1. Staff costs

Staff costs may be reimbursed, either:

- On a real cost basis (proven by the employment document and payslips)
- As a flat rate up to 20 % of direct costs. (we have all chosen "real cost basis" in the AF)

On the real cost basis, staff can be allocated:

- Full time for the project (100 % of working time)
- Part time for the project

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1. Reporting period (1:01/06/2018-31/10/2018)

1. Staff costs – real cost basis – part time for the project – a) fixed % of time

- The percentage of time shall be fixed in the employment document (work contract/job description/other equivalent document) by the employer for each staff member.
- No obligation to establish a separate working time registration system.
- In case of changes during the project, document about the change with justification needs to be submitted to the controller (FLC).

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1. Reporting period (1:01/06/2018-31/10/2018)

1. Staff costs

The costs of the personnel <u>employed by the beneficiary</u> institution and executing tasks for the project and/or tasks for the project content related activities are eligible to be reimbursed by the Programme.

- . Salary payments
- Any other costs directly linked to salary payments incurred and paid by the employer (employment taxes and social security contributions; in accordance with employment document or law and are not recoverable by the employer)
- Overtime is eligible only in case it is directly related to the project and is in line with national legislation.

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- 1. Reporting period (1:01/06/2018-31/10/2018)
- 1. Staff costs real cost basis full time for the project

100% of the gross employment costs are allocated to the project.

1. Staff costs – real cost basis – part time for the project

Costs have to be calculated using one of the following methods:

- a) Part-time with a fixed percentage of time worked per month
- b) Part-time with a flexible number of hours worked per month
- c) On an hourly basis

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1. Reporting period (1:01/06/2018-31/10/2018)

1. Staff costs – real cost basis – part time for the project – b) flexible number of hours

- The reimbursement of staff costs shall be calculated on an hourly basis determined by:
- Dividing the monthly gross employment cost by the monthly working time fixed in the employment document expressed in hours
- Dividing the latest documented <u>annual</u> gross employment cost by <u>1.720 hours</u>.
 (for the year before the signature of SC, fixed for the duration of the project cannot be changed)
- The hourly rate calculated under points (i) or (ii) shall be multiplied by the number of hours actually worked on the operation.
- PP can combine methods (i) and (ii) according to the different contract provisions (e.g. newly hired staff)
- Time registration system must cover 100% of the working time Project co-funded by the European Union Kock off Meeting, 18 19.9.2018 Sloven

D.M.1.2 KICK-OFF MEETING 19TH SEPT 2018, LJUBLJANA, SLOVENIA



1. Reporting period (1:01/06/2018-31/10/2018)

SIMONA

1. Staff costs - real cost basis - part time for the project - c) on an hourly basis

- For individuals who, according to employment document, work on hourly basis
- Eligible cost = number of hours actually worked on the operation *hourly rate agreed in the employment document
- Time registration system covering 100% of the working time of the employee shall be established.

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Reporting period (1:01/06/2018-31/10/2018)

3. Travel and accommodation cost

Project related travelling costs of the project staff employed by the beneficiary are eligible for financing under the travel and accommodation costs budget line PPs can choose from the following two options in accordance with the national/internal rules:

- Eligible expenditure: travel cost (flight tickets, bus, train, local transportation tickets...), travel and car insurance, fuel, car mileage, toll, parking fees, taxi costs and car rentals), cost of meals, accommodation costs, daily allowances, visa costs...
- Eligible expenditures: travel cost (flight tickets, bus, train, local transportation tickets...), travel and car insurance, fuel, car mileage, toll, parking fees, taxi costs and car rentals), per diems according to EC-funded external aid contracts (link EC website:

http://ec.europa.eu/europeaid/work/procedures/implementation/per_diems/in_dev_en_htm_en__vica.cott)

Pdexcen.htmicen.y (Yiseurost) n Union

Kick off Meeting, 18-19.9.2018 Slovenia



1. Reporting period (1:01/06/2018-31/10/2018)

4. External expertise and service costs

Expenditure on external expertise and service costs shall be limited to the following services and expertise provided by a public or private law body or a natural person other than the beneficiaries of the project, including ASPs:

- Studies or surveys,
- Training, - Translations,
- IT systems.
- Promotion, communication, publicity or information linked to the project,
- Financial management,
- Services related to the organisation and implementation of events or meetings (rent, catering, interpretation)

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1. Reporting period (1:01/06/2018-31/10/2018)

2. Office and administrative expenditure

Office and administrative costs related to the project implementation shall be declared on a flat rate basis of 15% of the eligible staff costs of the project (i.e. costs declared under "Budget line 1 Staff costs" no matter if the flat rate or real costs method is used for the staff costs).

- No justification,
- List of expenses: office rent, insurance taxes, utilities, office supplies, general accounting, archives, maintenance, security, IT systems, telephones, bank charges)
- Automatically applied for the reporting period,
- It follows staff cost changes.

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Kick off Meeting, 18-19-9-2018 Slovenia



1. Reporting period (1:01/06/2018-31/10/2018)

3. Travel and accommodation cost

Further eligibility rules

- Cost must be clearly linked to the project,
- The duration of the travel shall be clearly linked to the concerned event/meeting and shall not be longer than from the day before to the day after the concerned meeting, unless it is clearly justified and documented,
- Travel cost for staff under the first point is eligible,
- Travel cost for ASP, where the invoice and/or the relevant accounting document is addressed to the "sponsoring" partner and is paid or reimbursed by the partner,
- Travel within the programme area of the Danube Programme is eligible (exceptions muct be pre-approved by the MA).

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Kick off Meeting, 18-19.9.2018 Slovenia



1. Reporting period (1:01/06/2018-31/10/2018)

4. External expertise and service costs

- Participation in events (registration fee)
- Legal consultancy and notary services, technical and financial expertise..
- Intellectual property rights,
- Verifications (FLC)
- Travel and accommodation for external experts, speakers, chairpersons of meetings and service providers,...
- External expertise and services must be clearly and strictly linked to the project and be essential for its implementation,
- Public procurements must be in accordance with national or European law (IPA and ENI partners).

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1. Reporting period (1:01/06/2018-31/10/2018)

5 Equipment expenditure

Purchase, rent or lease of equipment costs is eligible in case it is necessary for the project implementation and is foreseen in the approved Application Form:

- Office equipment
- IT hardware and software
- Furniture and fittings
- Laboratory equipment
- Machines and instruments
- Tools or devices,...

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1. Reporting period (1:01/06/2018-31/10/2018)

Associated Strategic Partner

- The need for the involvement of the ASP for the implementation of the project and the benefit for the DTP area has to be always demonstrated during the implementation of the project.
- Only travel and accommodation costs of the ASPs related to project activities are eligible.
- The ASP is indirectly financed from the project budget, therefore the costs of the concerned ASP shall be paid or reimbursed by the "sponsoring" ERDF PP and the costs shall be traceable from the approved Application Form.
- ASPs cannot be subcontracted by project partners as external experts.

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- 1. Reporting period (1:01/06/2018-31/10/2018)
- 2. Partner Report in the eMS (1: 15.11.2018) http://www.interreg-danube.eu/about-dtp/dtp-ems

- Document Access and first steps in the eMS

Document Guidelines for Partner Report

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Kick off Meeting, 18-19.9.2018 Slovenia



1. Reporting period (1:01/06/2018-31/10/2018)

5 Equipment expenditure

Eligibility rules:

- Must be clearly and strictly linked to the project
- Must be listed in the AF
- The full cost of the equipment should be allocated to the project, is it is in line with national rules. In case it's not: only depreciation costs should be allocated to
- Depreciation should be calculated according to the national or institutional rules.
- In case equipment is part of or fully represents an investment item which is approved in the AF, the full cost of the equipment is eligible.

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1. Reporting period (1:01/06/2018-31/10/2018)

Procurement procedures

| Thresholds | Rules to e applied | Procedure to be applied |
|--|--|--|
| Below 5.000 EUR (without VAT) | Nationalrules (if any) | Procedure to be checked at national level (if any) |
| Between 5.000 EUR (without VAT) and national public procurement thresholds | Programme specific rules or national / institutional rules if stricter | Bid-at three rule or national / institutional rules if stricter |
| Between national and EU public procurement thresholds | National public procurement law | Nationalleveltenders |
| Above EU public procurement law | National public procurement law | EU leveltenders |

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Kick off Meeting, 18-19.9.2018 Slove



- 1. Reporting period (1:01/06/2018-31/10/2018)
- 2. Partner Report in the eMS (1: 15.11.2018)
- Partner Report

Summary (Project main outputs (Quality report and Output factsheet), Target groups reached)

Reporting per WP (Activities, Problems/Deviations, deliverables)

List of Expenditure

BL1 – Staff costs: cumulative amounts per WP

description 1: names of the staff and months description 2: type of cost (e.g. salary, employment taxes)

BL2 - Travel costs: description 1: type of cost (flight ticket, daily allowance) and name of the staff / ASP

Project co-funded by description 2 jevent, destination, start/end.date

D.M.1.2 KICK-OFF MEETING 19TH SEPT 2018, LJUBLJANA, SLOVENIA



- 1. Reporting period (1:01/06/2018-31/10/2018)
- 2. Partner Report in the eMS (1: 15.11.2018)

List of expenditures

BL4 External expertise: description 1: type of service/product; description description 2: name of the expert/company; total amount contracted; start and end date of the contract; status of the contract (ongoing, completed)

BL5 Equipment: description 1: type and description; quantity description 2: name of the supplier, total amount contracted, applied method of reimbursement (depreciation cost / full cost purchase)

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Interreg Reporting procedure

- 1. Reporting period (1:01/06/2018-31/10/2018)
- 2. Partner Report in the eMS (1: 15.11.2018)
- 3. Send report to your FLC (1: 15.11.2018)

BL1 Staff cost (employment documents, payslips, proof of payments) BL3 Travel cost (travel orders, travel report; meetings: agenda, list of participants and minutes, proof of payment)

BL4 External experts (invoice, procurement procedure, proof of payment) BL5 Equipment (invoice, procurement procedure, proof of payment; in our case also picture of the ewuipment with project logo)

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- 1. Reporting period (1:01/06/2018-31/10/2018)
- 2. Partner Report in the eMS (1: 15.11.2018)
- 3. Send report to your FLC (1: 15.11.2018)
- 4. Fill out the SIMONA FINANCE table and sent it to GeoZS

4a FLC CERTIFICATE (1: 15.01.2019) 4b Project Progress Report bl LP (1: 01.02.2019)

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Kick off Meeting, 18-19.9.2018 Slovenia



- 1. Reporting period (1:01/06/2018-31/10/2018)
- 2. Partner Report in the eMS (1: 15.11.2018)
- Contribution and forecast
- Attachments
- Document Additional Reporting (annex 2.c without Operation of the partnership and Information on the previous Applications for Reimbursement)
- Expenditure documents should not be uploaded

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Kick off Meeting, 18-19-9-2018 Slovenia



- 1. Reporting period (1:01/06/2018-31/10/2018)
- 2. Partner Report in the eMS (1: 15.11.2018)
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5. Changes

Depending on the impact of the changes on the project, there is a different procedure for minor and major project changes. Minor changes are possible within certain flexibility range to be implemented and need normally only the confirmation of the JS PO. Major changes always need the approval of the MA/JS or MC and always concluded by the modification of the Subsidy Contract

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1. Reporting period (1:01/06/2018-31/10/2018)

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- 3. Send report to your FLC (1: 15.11.2018)
- 4. Fill out the SIMONA FINANCE table and sent it to GeoZS

5. Changes

Minor changes:

- Administrative changes (contacts, bank accounts)
- Change of an ASP (without budgetary consequences)
- Minor adjustment of the content (timing, location of activities, increasing the quantity of outputs/deliverables, changing equipment, additional capitalisation activities)
- Budget reallocations within the flexibility limit (under 5%; 5-10%)

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- 4. Fill out the SIMONA FINANCE table and sent it to GeoZS
- 5. Changes

6. Audit

The aim of these audits is to check the proper use of funds by the LP or by the PPs.

- On the spot (by your FLC)
- Auditing body of the Partner State
- Auditing by Audit Authority, MA/JS and Certifying Authority

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- 1. Reporting period (1:01/06/2018-31/10/2018)
- 2. Partner Report in the eMS (1: 15.11.2018)
- 3. Send report to your FLC (1: 15.11.2018)
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5. Changes

Major changes:

- Partnership
- Content of the project
- Budget of the project (only once)
- Duration of the project (only once)
- Not allowed in the first year and 3 months before the project end

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Kick off Meeting, 18-19-9-2018 Slovenia



- 1. Reporting period (1:01/06/2018-31/10/2018)
- 2. Partner Report in the eMS (1: 15.11.2018)
- 3. Send report to your FLC (1: 15.11.2018)
- 4. Fill out the SIMONA FINANCE table and sent it to GeoZS
- 5. Changes
- 6. Audit

7. Retention of project documents 31.12.2023

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Power Point presentation: 04_SIMONA Professional activities





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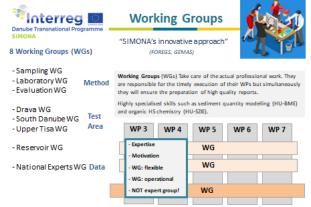




Opportunity

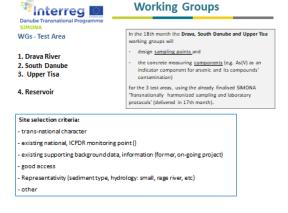
SIMONA

- **Project**: Developfuture partnership
- **Project**: Develop cooperation with other DTP projects & network
- Country: Develop research organisation government links, domestic networks
- EU: Develop future EU projects
- Overall: Carrier development for YOUNG persons, PhD degrees, other
- Overall: Creat a sediment monitoring 'SIMONA' system that is used in the EU, Internationally (FOREGS, GEMAS)



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D.M.1.2 KICK-OFF MEETING 19TH SEPT 2018, LJUBLJANA, SLOVENIA



Working Groups

WGs - Mehtod

Sampling WG

Members: AT-GBA, BA-FZG, BG-GI-BAS, HR-HGI-CGS, MD-IGS-ASM, ME-GSM, RO-IGR, SI-GEOZS, SK-SGIDS and UA-UGC

NOTE: Responsible for testing with special regard to the sampling protocol

Members: HR-HGI-CGS, SK-SGIDS, HU-SZIE, HU-NARIC, MD-IGS-ASM, ME-GSM and SI-GEOZS NOTE: Responsible for testing with special regard to the laboratory analysis protocol

Evaluation WG

Members: AT-AIT, HU-NARIC, HU-BME, HR-HGI-CGS, ME-GSM, RO-TUCN, SK-SGIDS and UA-UGC $\underline{NOTE}. Responsible for testing with special regard to the evaluation protocol, and they test all the features of the SIMONA-tool with the 'DRB baseline network' real field measurement data$



Working Groups

WGs - Mehtod

The Sampling and the Laboratory WG

EXAMPLE critically review the existing water and sediment national methods, the state-of-the-art knc good practices and experiences in the DTP countries, including EU and non-EU countries.

Reviewing will be done against the following criteria: the developed protocols
(1) should be acceptable in all DTP countries,
(2) should be in-line with the ICPDR and the EU requirements,
(3) use the lattest scientific knowledge, and
(4) have to be sustainable.

- reviewing national uncertainty analysis techniques for sampling and laboratory analysis includin representativity assessment; and (3) providing a critical summary and conclusions of the reviews



Working Groups

WGs - Mehtod

- Sampling WG (National Geological Surveys, 2 DTP DanubeSediment partners)
 (1) undertakes sampling at the 3 test areas:
 (2) contributes to the development of sampling protocol, on the basis of their profound knowledge and experiobationed in the FOREGS and GEMAS projects; and experience in industrial pollution and pesticides measure
 (3) contributes to demonstration and organisation of exercises on sample collection.

- Laboratory WG

 (1) manages: protocol development, on the basis of their leading knowledge on laboratory analysis and outstanding experience with all kinds of sampling and laboratory work;

 (2) contributes to laboratory methods training, according to the developed protocols.

- Evaluation WG (research-institutes, SIMONA-tool developing organisation)
 (1) develops the evaluation protocol and the SIMONA-tool, on the basis of their experience with environmental risk assessment and developing methodologies;
 (2) evaluate the DRB baseline network field data.



Working Groups

WG - National Experts

Members: AT-GBA, BA-FZG, BG-GI-BAS, HR-HGI-CGI, HU-NARIC, MD-IGS-ASM, ME-GSM, RO-IGR, RS-JCI, SI-GEOZS, SK-SGIDS and UA-UGC

National Expert WG will collect the Inventory data, will directly approach the relevant national TGs and discuss the results of the evaluation protocol. With the above mentioned direct outreach for the national TGs and with the 30 days open commenting-period, the Evaluation protocol will be finalized and approved by the TGs, and the protocol will be ready to be integrated into the national and transnational water management methodology and procedures

- WFD Experts
- Contact: TG & ASP



Actions - scientific part

SIMONA

- Action 1: WP Leaders contact WP members: establish network & communication
- Action 2: LP: Establish Project File Server (google drive; kick-off ppt's, etc.)
- Action 3: WP Leaders send out 'WP Activity Sheets' (what, when, who, how)
- Action 4: All project partners receive 'Partner Activity Tempalte' & 'Partner Budget Table'
- Action 5: WGs start exchange of information
- Action 6: INVENTORY
 - design of question naire (sampling, lab, evaluation)
 - collecting information from DRB
 - collecting EU, International experience (e.g. UK, Sweden, NL, USA, Canada)



Scientific Coordinator – Support Team

- Gyozo Jordan, Team Leader
- Katalin Dudas, Research Expert
- · Aniko Csejes, Project Assistant
- · Hainalka Vida. Technical Assistant





nt Istvan University Email: gyozojordan@gmail.com Mobile: +36 30 728 4060

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Actions

Test Areas

- 1. Drava River
- 2. South Danube
- 3. Upper Tisa
- 4. National Sites

In the 26th month the members of the National Experts WG will

design the sampling points (2 points per country) and

together with national water authorities based on the preceding SIMONA first training event on sampling and laboratory technics at Drava River in the 24th month (WP7).



- serve as the core basis for the development of DRB Sediment Monitoring Network







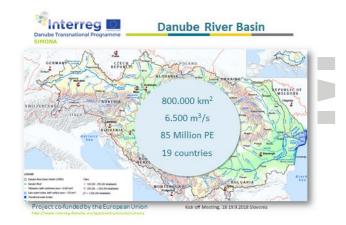
- EU legislation (2013/39/EU Directive): sediment quality monitoring and trend analysis of HAZARDOUSSUBSTANCES
- Joint Danube Surveys (JDS 1 and 2): contaminated sediment is an existing problem in the Danube Basin
- Danube Basin Countries do not have enough institut (information, guidelines and methods) to build tramonitoring network for Hazardous Substances Trei
- Sediment monitoring is expected to offer cost efficiency entired water monitoring for HAZARDOUS SU Guidance Document No. 25)





Power Point presentation: 05_SIMONA_ICDPR













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ICPDR: platform for transboundary cooperation on water management



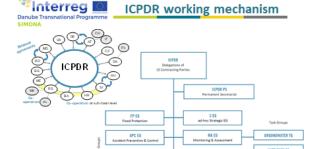






- Implementation of the Danube River Protection Convention (1998)
- · Coordination of the implementation of EU Water Framework Directive (2000) & EU Floods Directive (2007)

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Danube River Basin District Management Plan - Update 2015

- Determining priorities for transboundary water management on the basin-wide level for the period 2015 to 2021
- Pressures assessment, status assessment, Joint Program of Measures
- February 2016: Danube Ministrial Conference for endorsement
- Specific attention to key water management issues

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- Danube basin-wide level (ICPDR)
 - o Joint Program of Measures (JPM): <u>priority measures</u> and activities agreed by countries
 - o Actions to be jointly undertaken in the frame of the ICPDR
 - o Reflected in National Plans
- National level
 - o Measures from basin-wide level (JPM) plus <u>additional</u> <u>measures</u> included (more detailed programs)
 - o To be implemented by countries until 2021

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Four significant water management issues identified





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Interreg 🔳

Joint Danube Surveys

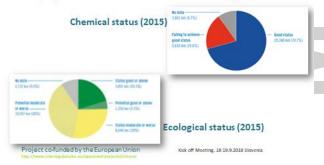
Investigative monitoring campaign (chemicals, HyMo, sediment, biology)





Water body status

Great progress but still a lot to do to achieve WFD objectives





Transnational monitoring network (trends, loads and status)





Tools for emission modelling (sources and pathways)



A stream of cooperation Page 26 | 27





Knowledge gaps



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Interreg Fate of hazardous substances

- Qualitative analysis of Danube sediments
 - o Synergy with Joint Danube Survey 4
 - o Make use of the SOLUTIONS Project
 - o Platform for discussions: ICPDR MA EG
- Hazardous substances emission analysis
 - o Synergy with the Danube HAZARD Project (under preparation)
 - o Input data for HS emission modelling
 - o Capacity building on HS monitoring
 - o Platform for discussions ICPDR PM EG and MA EG

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Thank you!

For more information please visit the ICPDR website: http://www.icpdr.org



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Sediment issue

- Sediment significant water management issue?
 - o Synergy with Danube Sediment Project (quantity aspect)
 - o SIMONA quality aspects
 - o Contribution to the DRBM Plan 2021
 - o Platform for discussions RBM EG
- Sediment monitoring under WFD
 - o Help countries to develop and use harmonised approaches
 - o Capacity strengthening in terms of monitoring
 - o Platform for discussions ICPDR MA EG

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Dialogue with water sector...



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