



Minute of the Second Steering Committee

of the project

Integrated hotspots management and saving the living Black Sea ecosystem – HOT BLACK SEA
2.2.1.72761.225 MIS-ETC 2303

Constanta, Romania, March 26 - 28, 2014

Organizer:

National Institute for Research and Development in Electrical Engineering ICPE-CA - Romania

Participants:

Georgeta Alecu, ICPE-CA, Romania, project coordinator
Andreea Voina, ICPE-CA, Romania
Gheorghe Samoilescu, ICPE-CA, Romania
Violeta Velikova, SuRDEP, Bulgaria
Vesselina Mihneva, SuRDEP, Bulgaria
Velichka Velikova, Burgas Municipality, Bulgaria
Marineta Nikolova, Burgas Municipality, Bulgaria
Manana Devidze, Foundation Caucasus, Georgia
Luminita Lazar, LBSA Focal point BSC, Romania
Laura Boicenco, CBD Focal point BSC, Romania

Minute of the meeting:

Wednesday, March 26th, 2014

The meeting was opened at 17 PM on Wednesday by the project coordinator, Dr. Georgeta Alecu, who welcomed the participants. The meeting concluded on Friday at 12.00 AM (the meeting agenda is enclosed as Annex 1).

The first evening was dedicated to discussions related to the activities achieved in the first year of the project. The issues appeared in this period and the ways approached to solve them were debated. The adoption of the agenda and nomination of Rapporteur were made also.

Thursday, March 27th, 2014

The morning session (09.30AM -13.00PM) consisted of the presentations and discussions related to main deliverables of the project as LBS management report, LBS monitoring report and Hot Spot methodology. In the framework of these presentations were analyzed aspects as follow:

- terminology in the field of Hot Spots management and monitoring;
- sources and areas of the Hot Spots impact;

- pressures versus impact of the pollution;
- loads versus concentrations of the pollutants;
- mathematical modeling and statistical methods application in the frame of the planned Hot Spot methodology, etc.

The gap analysis of LBS/hot spots management and measures in place in the Black Sea beneficiary coastal states (based on the obligations related to national and higher level legislation/policy) was presented. As well as the needs in the field of management – how they can be supported through a better data management - were identified at national level in each country participated to the project. At regional level, the project beneficiary countries address priority point sources of pollution. The countries have identified their hot spots and the estimated investment costs for the rehabilitation of some of them, however, only few specific action plans for BS LBSs were so far developed. Since common guidelines/methodology for the identification of hot spots have not been adopted in the BS (it is an ongoing activity), it is not always clear how the countries evaluate their hot spots and on which basis they report annually to the BSC. Needs in harmonization of practices among the project beneficiary countries were discussed. The final draft of the LBS/HS management report is under completion and will be uploaded on the webpage of the project as well as widely disseminated among stakeholders.

The draft LBS monitoring report consists of analysis of the status of monitoring of LBS and ambient environment in the beneficiary countries since these observations are the basis for the adaptive management of environment protection linking pressures with impacts. Also, gaps in the field of LBS monitoring were identified and recommendations for improvements were given.

After the lunch, the afternoon session started at 15.00 PM with a presentation related to the Data Base Concept Paper which represents other main deliverable in the frame of the project. The development of the Hot Spots Data Base in support of decision-making and investments is based on stakeholders consultations and communication with organizations, which provided needed data/information and specified their needs.

There are many different data bases at the national, regional, European or Global level. However, none of them would show the LBSs in the Black Sea region for all coastal states. The BSC has an LBS data base, but it is sustained in Excel files, which are not available online. The meta data about the LBSs in the BS countries are also not online, except partially for RO and BG, who are obliged by the EU to transparently report on their sources of pollution. Analysis of data bases and the Concept on the HS data base are summarized in a first draft Report. The HS data base is meant to work at the regional level and support the data collection and management under the BSC in the frames of the BSC LBS Advisory Group and Activity Center responsibilities. Yet it can be also a tool used at the national level, where found appropriate.

The session continued with a presentation and discussions on the project dissemination plan and website organization. The dissemination plan presents a strategy for the HOT BLACK SEA project on dissemination project results, communication and coordination with partners and stakeholders, as well as for the increase in public awareness on Black Sea hot spots and their management, including monitoring and data collections. Two stakeholders meetings, two trainings and two workshops were planned during the project implementation period. The dissemination of project results shall be mainly developed through the project website and through the 6 partner organizations of the project, appropriate ministries of beneficiary countries, Black Sea Commission and other international institutions. During implementation of the project activities a wide range of stakeholders will be informed

about the project results and recommendations produced, as well as trained to use the database and methodology for identification and prioritization of HS.

Draft of the content of guideline focused on public monitoring and control (public participation in decision-making) as related to hot spots management was presented by FCE and examined by the partners, also dissemination of this Guideline was discussed by the partners at the meeting. Decision was taken FCE to prepare first draft and all partners to contribute for completion of the document.

Dr. Luminita Lazar - Romanian Focal Point in the LBS Advisory Group of the Black Sea Commission (BSC, Commission on the Protection of the Black Sea Against Pollution, www.blacksea-commission.org) and participant in the IRIS-SES project – and Dr. Laura Boicenco - Romanian Focal Point in the Advisory Group on Conservation of Biological Diversity (BSC, Commission on the Protection of the Black Sea Against Pollution, www.blacksea-commission.org) and manager of the MISIS project - were invited and attended this meeting. Both projects (IRIS-SES and MISIS) deal with revision of monitoring systems. Close cooperation is established to avoid overlapping of activities. Besides, in their capacities of Focal Points of the BSC (major stakeholder of the project), Mrs Lazar and Mrs Boicenco consulted the HS Project Consortium on important issues – the progress achieved in the BSC List of HS update, regional work on common methodologies and changes in the LBS reporting of the BS states to the BSC. The information provided will be taken into consideration in the further work of the HOT BLACK SEA Project.

The relevant power point presentations will be posted on the HOT BLACK SEA web-site –www.bs-hotspots.eu, Intranet.

The session ended with discussions related to further activities and working plan, as well as issues related to the risks of delays due to the complicated political situation in Ukraine and absence of the UA partner at meetings. Possible measures were considered:

1. Meetings planned in Ukraine to be moved to another beneficiary country, in case the political tension continues
2. Organise Skype consultations with experts/stakeholders to advance activities where possible (for the HS methodology and database)
3. Foresee extension of the project (with the same budget, but redistributed with notifications if the places of meetings are changed)

The key milestones and deliverables in the next months include:

GA 1: Responsible ICPE-CA & Bourgas

Months 9-12	Promotion of the findings of the Gap Analysis and recommendations for harmonization at the level of relevant authorities (by e-mail and during relevant meetings)
Months 10-18	Report on gap analysis of rivers monitoring, needs in harmonization of strategies, recommendations for harmonization (elaborated in cooperation with EuropeAid project).
Months 5-20	Revision of the draft regional Hot Spots Methodology (Workshops in GA4), including its testing (under GA2) and incorporation of lessons learned
Months 20-24	Final version of the Hot Spots Methodology and promotion at the level of relevant authorities. Electronic version, promoted for adoption by the BSC and publication on the web page of the BSC.

Months 10-18	Report on gap analysis of rivers monitoring, needs in harmonization of strategies, recommendations for harmonization (elaborated in cooperation with EuropeAid project).
Months 18-20	Promotion of the recommendations (rivers monitoring harmonization) at the level of the relevant authorities (by e-mail and during relevant meetings)
Months 14-17	Examination of International experiences on use of market-based instruments for water pollution control in view of their relevance for the Black Sea coastal states
Months 17-22	Guideline on BEPs and BATs to promote the development of economic incentives in the field of hot spots management and market-based standards for water pollution control. Guideline published electronically on relevant web pages and in hard copy (100)
Months 23-24	Dissemination of the Guideline at the level of relevant authorities

GA 2: Responsible TUBITAK

Months 5-11	Collation of data (for update/verification of hot spots and identification of areas of largest threat) in the beneficiary countries (input to GA3)
Months 9-12	Determination of the areas under largest threat of pollution (update of the knowledge). Maps of areas under largest threat of pollution.
Months 13-18	Testing of the methodology (selected studies)
Months 16-19	Report on the updated hot spots list in Georgia and Ukraine
Months 18-21	Report on verification of the updated lists for Bulgaria, Romania and Turkey
Months 21-24	Promotion of the updated lists at the level of responsible authorities

GA 3: Responsible - SURDEP

Months 5-12	Report on availability of data verification (GA2 input), options for sustainable use of the Data Base, development of the ownership of the data base to provide for its sustainable use of the product. Report on the data availability and serious gaps which need urgent attention. Communication of the report at the level of relevant authorities.
Months 7-20	Development of the Hot Spots Data Base, testing, further development of ownership, population with data
Months 21-23	Installation and functioning of the Hot Spots Data Base on-line, Manual on the Data Base use/exploitation/management (Exploitation guide)

GA 4: Responsible – OSENU

Months 5-9	First training in investment planning is carried out by TUBITAK (Turkey) under OSENU leadership for all project partners. 20-25 participants. Training materials prepared. Feed-back forms (evaluation of training) will be filled in to understand what was useful and what should be improved. Report on training evaluation (contain feedback of participants). First workshop on Hot Spots methodology is organised and carried out by OSENU in Ukraine for all project partners and BSC LBS AG. 15-20 participants. Technical report on outcomes recommendations. Minute of workshop
Months 13-17	Second workshop on Hot Spots methodology and Hot Spots Data Base is organised and carried out by OSENU in Ukraine for all project partners and BSC LBS AG. 15-20 participants. Summary report. Minute of workshop

Months 19-23	<p>Second training in use of Hot Spots methodology and Hot Spots Data Base is carried out by FCE (Georgia) under OSENU leadership for all project partners and stakeholders (end-users). 20-25 participants. Training materials prepared.</p> <p>Results of pilot testing are obtained and discussed. Report on training evaluation (contain feedback of participants).</p> <p>Second stakeholder meeting is organised and carried out by Burgas Municipality (Bulgaria) under OSENU leadership to present the outcomes of the project. 45 participants. Stakeholders database is updated.</p> <p>Technical report on the second stakeholders meeting (project results communication) with recommendations for further actions (next stage/next project)</p>
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GA 5: Responsible – FCE

Months 9-22	Regular preparation of friendly information for the web portals of the partners networks, and organization of joint events back to back with Black Sea Day, World Water Day and others. Support to the Project web page maintenance. Postings on web portals of networks and on the web page of the project regularly provided.
Months 11-23	Project newsletter at the end of each year produced and published electronically, and 100 hard copies per newsletter (published in Bulgaria, by Burgas Municipality) disseminated during events, educational materials for school children and students (brochure, 500 hard copies, published in Turkey by TUBITAK) disseminated
Months 21-24	Guideline (500 hard copies published by Georgia FCE disseminated) for public participation in decision-making related to hot spots management (focus on public monitoring and control)
Months 22-24	Brochure (500 hard copies published in Ukraine, by OSENU, disseminated) on the project outcomes with popular presentation of the Hot Spots Methodology and Hot Spots data Base

GA 6: Responsible – ICPE-CA & SuRDEP

Month 12	Interim Report
Month 13-18	Maintenance of the project web-site 3 rd Progress Report + 1 st Reimbursement claim
Month 19-22	Final Steering Committee + GA Leaders + Partners meeting organised and Minutes from the Meeting presented Maintenance of the project web-site; 4 th Progress Report
Month 23-24	Final Report + Exit Strategy and plans for future activities

The meeting finished at 19.00 PM and was followed by a social program and official dinner for the project partners.

Friday, March 28th, 2014

The morning session from 08.30 AM till 12.00 AM was dedicated to discussions about the project visibility, dissemination activities, some administrative and financial issues were discussed, also.

Regarding the project visibility and dissemination activities, these were and will be ensured through press releases, leaflets, banners, newsletter, web sites and public events, etc. On every dissemination material, publication or at the dissemination events was and will be mentioned that the project is funded by the European Union. Templates for communication letters, presentations and reports were produced,

and also a general presentation, poster, banner and leaflet of the project were developed in English and translated into the national languages of the beneficiary countries to be disseminated at relevant events.

The partners discussed about the project newsletter which should be produced and published electronically and in hard copy at the end of each year of the project. This newsletter, published in Bulgaria, by Burgas Municipality, in 100 hard copies will be disseminated during different events.

- The content of the first project newsletter was agreed among partners under the responsibility of the Coordinator and Foundation Caucasus.
- Foundation Caucasus is responsible for raising awareness and public participation in decision-making related to hot spots management, and for printing of a relevant guideline (end of the 24-th month).
- TUBITAK is responsible for the preparation of materials for children in schools.
- OSENU is responsible for the preparation of the brochure on the project outcomes with popular presentation of the Hot Spots Methodology and Hot Spots Data Base.
- At least three hard copies from all dissemination materials should be immediately distributed to the project coordinator to be kept in the archive of the Project.
- All materials made for dissemination must respect the requirements specified in the visibility guide.
- The project web-page is operational and nourished periodically and might be assessed at the web-site – www.bs-hotspots.eu.

A number of points were raised, among them notifications, labor timesheets, first level control and need for support documentation, movement of funds between work packages, decision making processes and financial issues related to reporting of personnel working in the project.

The need of concise notifications, if any budget changes appeared, different than the accepted by the JMA commission, was highlighted.

The project coordinator stressed that the third progress narrative report should be submitted until 28.04.2014, and reminded that this project report coincided with the interim narrative report (covering the first year of the project in whole). The organization of the work on the interim report was agreed following the established practice in the project (through the sharepoint of the intranet of the project website).

The coordinator presented a special Table with the project progress indicators, which all the partners have to complete and verify it corresponds to the work reflected in the time-sheets of work of partners experts.

Special attention was dedicated to the specific requirements of financial control and report and to the activities to be implemented during the 2nd year of the project.

Among the main meeting objectives was to remind about the project deliverables, those which were produced in the first year of the project and those which will be produced until the end of the project. Also, a special attention was paid to the events which should be organized by OSENU in Odessa, especially to the First Workshop on Hot Spots Methodology which should have taken place before the 9th month of the project. The project coordinator will discuss with the Ukrainian Partner shortly after the

meeting the issue and inform all partners about the final decision on the date and place of this workshop.

The most urgent deliverables are:

- Interim narrative report
- First level control, Financial report and Request for payment for grant Contract
- First Workshop on Hot Spots Methodology
- Second Workshop on Hot Spots Methodology and Hot Spots Data Base
- Report on the Hot Spots Data Base concept
- Dissemination Plan
- Technical Report on ALL inception meetings organised

Note: the last three documents are already prepared. The drafts of the LBS monitoring and management reports are under last editorial work and will be uploaded soon. They remain open for further work until the end of the project so that to make sure any developments are reflected in them.

The GA leaders should timely remind partners about their obligations and tasks. The project coordinator stressed the need the output indicators to be respected.

The participants agreed that the **First Workshop on Hot Spots Methodology** should be organized by OSENU as soon as possible, when the political situation in Ukraine improves. Also the **Second Workshop on Hot Spots Methodology** must be organized by OSENU in the period March, 29 – August, 28, 2014. If the political situation in Ukraine does not improve soon, then the organization of these events shall be moved to another partner country.

The meeting was followed by a social program (visit to the Museum Complex of Natural Sciences from Constanta) and departure of the project partners.

Annex 1.

AGENDA

Second Steering Committee Meeting
of the project
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March, 26 – March, 28, 2014

Day 1 - March, 26

Arrival and accommodation

Afternoon: 17:00 – 20:00 - Oleg Danovski hall

Registration

Welcome speech of Project Manager from ICPE-CA

Adoption of the Agenda, nomination of Rapporteur

HOT BLACK SEA Project: Discussions on the stage of activities achievement in the 1st year of the project

Dinner

Day 2 – March, 27

Morning Session: 09:30 – 13:00 - Oleg Danovski hall

LBS Management Report: presentation and discussions - ICPE-CA/Burgas Municipality

LBS Monitoring Report: presentation and discussions - TUBITAK

Coffee break

Hot Spot Methodology: presentation and discussions – OSENU

13:00 – 15:00 Lunch

Afternoon Session: 15:00 – 19:00 - Oleg Danovski hall

Data Base: presentation and discussions - SURDEP

Dissemination plan and project website: presentation and discussions – FCE/SURDEP

Discussions about further activity and working plans

19:00 – 21:30 Social program and Dinner



Day 3 – March, 28

08:30 – 12:00 - Oleg Danovski hall

Discussions/Questions on the achievement of the activities for the 2nd year of the project (until the final meeting of the Steering Committee) regarding the visual identity of the project, main deliverables, financial and reporting issues etc.

Conclusions and closer the meeting

Social program

Departure of HOT BLACK SEA Partners