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”**

1. TERMS

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

1. 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.

1. ROLES AND RESPONSIBILITIES
   1. 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)
  1. 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)
  1. 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
  1. 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.

1. 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,

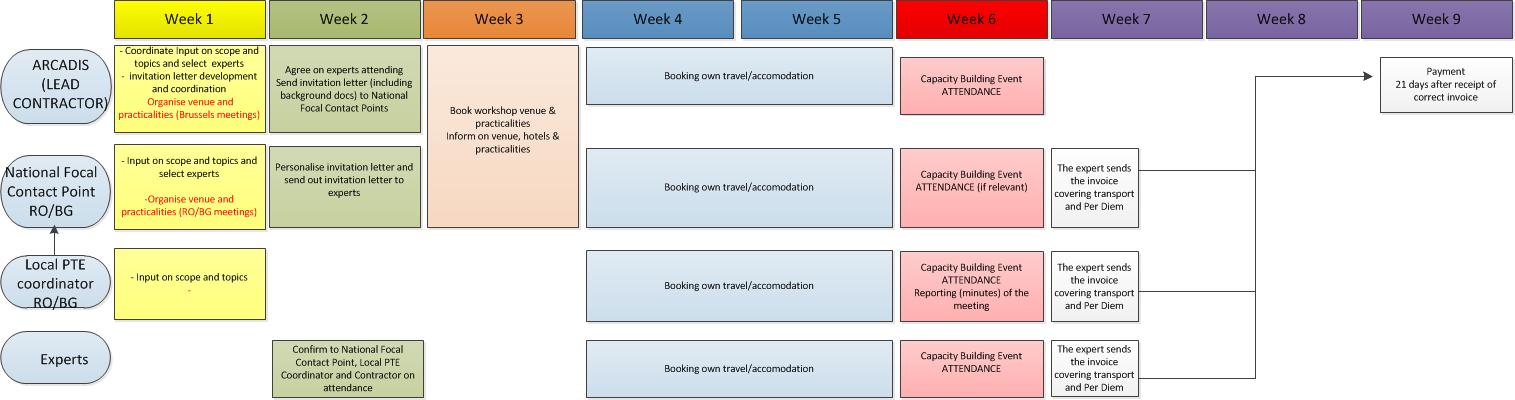
the events shall be focused around the subject and a deliverable to be agreed at the kick-off meeting and at later stages. A provisional scheme of CBEs (topics and timing) is included in Annex 1 Proposed list CBEs.

* 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 NFCP 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
  + Travel expenses shall be reimbursed, where appropriate, on the basis of the shortest itinerary.
  + 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)
  + 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.
  + 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.
  + 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 be include the following elements:

|  |
| --- |
| **Project: 9252213 MSFD in Bulgaria & Romania – EC**  **CBE title**  **CBE date**  **Email addresses:**  [a.volckaert@arcadisbelgium.be](mailto:a.volckaert@arcadisbelgium.be)  [w.rommens@arcadisbelgium.be](mailto:w.rommens@arcadisbelgium.be)  i.claeys@arcadisbelgium.be  [vendoraccounting@arcadisbelgium.be](mailto:vendoraccounting@arcadisbelgium.be)  **Postal address**  ARCADIS Belgium NV Posthofbrug 12 2600 Berchem  VAT: BE0426.682.709 |

* 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 be include the following elements:

|  |
| --- |
| **Project: 9252213 MSFD in Bulgaria & Romania – EC**  **Steering group meeting title**  **Steering group meeting date**  **Email addresses:**  [a.volckaert@arcadisbelgium.be](mailto:a.volckaert@arcadisbelgium.be)  [w.rommens@arcadisbelgium.be](mailto:w.rommens@arcadisbelgium.be)  [i.claeys@arcadisbelgium.be](mailto:i.claeys@arcadisbelgium.be)  [vendoraccounting@arcadisbelgium.be](mailto:vendoraccounting@arcadisbelgium.be)  **Postal address**  ARCADIS Belgium NV Posthofbrug 12 2600 Berchem  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)