

Technical and administrative support for the joint implementation of the Marine Strategy Framework Directive (MSFD) in Bulgaria and Romania – Phase 2
Under Framework contract for services related to coordination between the different marine regions in implementing the ecosystem approach
ENV.D.2/FRA/2012/0017

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Final inception report:

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



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List of abbreviations

BG	Bulgaria
BS SAP	Black Sea
BSC	Black Sea Commission
CBE	Capacity Building Event
CIS	Common Implementation Strategy
DG ENV	Directorate General Environment
dPM	Deputy Project Manager
DSA	Daily Subsistence Allowances
EC	European Commission
EEA	European Environmental Agency
ESIF	European Structural and Investment Funds
GES	Good Environmental Status
HDB	Habitat Directive
MS	Member States
MSCG	Marine Strategy Coordination Group
MSFD	Marine Strategy Framework Directive
NFCP	National Focal Contact Point
OSPAR	Protection of the Marine Environment of the North-East Atlantic
PB	Project Board
PM	Project Manager
POMs	Developing regional Programmes of Measures
PTEs	project team experts
RO	Romania
RSCs	Regional Sea Conventions
SGM	Steering group meeting
WFD	Water Framework Directive
WP	Work Package

1 Introduction

1.1 This inception report

This Inception Report has been prepared by ARCADIS, its international project partners COWI, and its regional project team experts of Bulgaria and Romania (GeoEcomar experts and a team of freelance experts).

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 – Phase II’, which has been awarded by the European Commission’s Directorate General Environment (DG ENV) following a call for proposals under the framework contract for services related to coordination between the different marine regions in implementing the ecosystem approach. This present service request builds further on the on-going Phase I of the technical and administrative support project in Bulgaria and Romania, coordinated by ARCADIS and focusing on monitoring programmes (<http://www.msfdbblacksea.eu/>).

A draft Project Description Sheet, which is included as Annex 0, briefly presents the project and will be used to inform experts and stakeholders about the project.

A tabular overview of the project (work plan), with tasks, activities, responsible partners, outputs and indicative planning, is included in Annex 0.

1.2 Project scope & objectives

The Marine Directors in June 2014 acknowledged that continued support from the Commission would be needed to make good progress in the Black Sea (BS). On this basis, and taking into account also the progress and interim results of the aforementioned service contract, the Commission feels it is worthwhile to further assist the process of coordinated MSFD implementation in the two BS EU MS (BG, RO) and ultimately in the Black Sea marine region.

In particular, technical and administrative assistance is needed for:

- **An increased information exchange**, in particular concerning the numerous ongoing and completed directly relevant projects, the results of which are not always (easily) accessible to the national administrations. The Black Sea Commission (BSC) is currently developing a Black Sea Information System (BSIS) that could serve this purpose and builds further on the information already provided on the webpage of BSC (http://www.blacksea-commission.org/_projects_observers_partners.asp). The proposed content of BSIS was discussed during the 24th PMA AG Meeting/Joint workshop on GES & monitoring revision (1-2nd of October, Istanbul). Meanwhile, the dedicated website created under the aforementioned ongoing service contract could also be used to facilitate information flow and consultation/public participation activities required for the preparation of the programmes of measures.
- On the basis of the results of the ongoing service contract (Phase I), **an identification of possible joint or coordinated measures** and the implementation of the abovementioned recommendations adopted in June 2014 by the Marine Directors.

Developing coordinated programmes of measures (PoM) demands:

- Good understanding of the interactions of PoMs with pressures, GES & targets and monitoring programmes: this will include an in-depth analysis of the elements of Articles 8, 9, 10 and 11 that Bulgaria and Romania reported in 2012 – 2014;
- Detailed insight in the pressures and associated impacts which, by their nature or extent, are appropriate for or necessitate transboundary cooperation: this will include a comparative analysis of these elements highlighted in the latest research projects (e.g. MISIS, PERSEUS, EMBLAS, EMBLAS II, IRIS-SES, CLEANSEA, COCONET, Baltic2Black, etc.) and the developments ongoing in the Black Sea (eg. BSIMAP, Black Sea SAP 2009, State of the Environment 2001-2006 (new version in progress), Transboundary Diagnostic Analysis (TDA), etc.) and other MS/regions;
- Exchange of best practices on measures and their cost-effectiveness from other MS/regions as already highlighted in the CIS Work programme 2014-2018 for the Black Sea ;
- Good knowledge of the requirements set forward by the EC for the development and reporting of the programme of measures: This includes the EC Recommendation on Programme of Measures (which includes a reporting format, a link to a guidance document on economic analysis and co-financing of measures), but also recommendations and lessons learned from similar processes under other water and marine environment policy. Important in this context is the new EC Directive on Maritime Spatial planning and finding optimal synergies with respect to the identification of additional Marine Protected Areas (MPA's) and Integrated Coastal management plans.
- A thorough understanding of the challenges that will be encountered when setting up measures to be accepted by, handled by and coordinated between different national authorities with conflicting interests and sometimes without a strong emphasis on environmental issues.

The emphasis of this contract (phase II) lays on the development of a joint or coordinated programme of measures for BG and RO, which could be complemented with national elements, and will build on the outcomes of the aforementioned contract (phase I) with its main focus on the development of monitoring programmes:

- Overview tables of common indicators for the 11 MSFD descriptors;
- Monitoring factsheets at programme level and subprogramme level;
- Revision of GES and targets, in line with the indicators proposed in the monitoring programmes;
- Discussion document highlighting the cooperation efforts between Bulgaria and Romania, as potential building blocks for the Black Sea Region.

These results were achieved through interactive discussion between BG and RO experts participating in the capacity building events set up under the aforementioned contract. Continuation of such capacity building activities will be essential in creating a solid, coherent and shared scientific and technical basis, e.g. for establishing coordinated and efficient programmes of measures.

Based on the above and as stated in the Terms of Reference, the **specific objectives of this specific contract are**, in particular to provide technical and administrative support for:

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

Within each of these specific objectives, the **identification of financing needs** (to underpin the implementation of Article 22 MSFD) as well as of future implementation support needs (for example to guide future research and other support projects) for a successful MSFD implementation shall be considered, as and when appropriate.

1.3 Roadmap to the inception report

Our Inception Report is structured according to the following scheme:

Section 2 presents our **methodology**, describing how we are planning to achieve the delivery of the results expected within the time planned. It sets out the means for implementation and an indicative work programme for the tasks involved.

Section 3 presents our **approach to project management, reporting and planning**. It also describes the organisation of our project team and communication with the different involved parties.

2 Methodology

2.1 Overview of our approach

Our methodology presented below is organised around three parts:

Task 1 of the project aims to **consolidate the information basis** for a more coherent and comparable joint implementation of the MSFD in Bulgaria and Romania. Within task 1 four subtasks will be delivered within the scope of the contract:

- Subtask 1.1: Developing programmes of measures
- Subtask 1.2: Maintaining the information exchange platform
- Subtask 1.3: Support PoM implementation
- Subtask 1.4: Further develop a public webpage

In **Task 2**, **capacity building events (CBE)** will be set up with the aim to fill the gaps and needs identified for BG & RO and in helping them to make progress in the implementation of the MSFD requirements.

The work plan can be found in Annex 2. The **outputs** are divided into two categories: project tools (incl. CBE) and project deliverables. Project tools support the implementation of a task, while project deliverables are the outcomes of such a task.

2.2 Task 1 – Consolidating the information basis

2.2.1 Task 1.1 Developing programmes of measures

Understanding:

The assignment is part of the obligations arising from the European Marine Strategy Framework Directive 2008/56/EC (hereinafter Directive or MSFD). This Directive aims by 2020 to achieve good environmental status of the EU marine waters and to protect the resources of which the economic and social activities related to the seas depend.

The main focus of this project is to develop a joint or coordinated programme of measures that is considered necessary for the achievement or maintenance of good environmental status (GES) defined by Bulgaria and Romania according to the MSFD requirements.

For the purpose of this project following definitions are proposed and should be agreed upon:

- A joint measure is a common action (in time, in place) taken by both MS (e.g. the implementation of a transboundary marine spatial plan, joint monitoring surveys).
- Coordinated measures are measures implemented separately in both MS, but which are fine-tuned with respect to methodology and/or procedures (e.g. harmonization of Environmental Impact Assessment procedures).

A Programme of Measures (PoM) is a set of measures that the MS is responsible for implementing, put into context with each other, referring to the environmental targets they address. The Programme of Measures includes existing and new measures.

The project builds further on the work done under Art. 8, 9, 10 and 11 of the MSFD as there should be a direct link between the proposed measures and the established national targets. The project will follow a phased-approach (Figure 1) in line with the Recommendation on Programme of Measures (PoM) (Annex 3).

The activities to be carried out for Bulgaria and Romania under this task have been or are being carried out in other MS and RSCs. It will be a focus point to build on the European Recommendation on Programme of Measures and on existing experiences to streamline this process in the most efficient way considering the strict timeline and in order for this work to contribute towards common European practise.

Approach:

Following a phased approach (Figure 1), the contractor will start with the assessment of previous tasks performed by BG and RO under MSFD, related to the current environmental status (Art. 8), GES (Art.9) and related targets (Art. 10).

Secondly the contractor will draw up a long-list of (possible) measures aimed at different sectors, starting from the existing measures and complemented with new measures – both national and joined - to fill the gaps towards GES and targets (brainstorm).

From this list, a short-list will be compiled with existing and new measures - based on an initial set of selection criteria- that directly contribute to the achievement of the defined good environmental status by 2020, and for which – in case of new measures – the costs and effects should be further described.

As the focus of this service request will be on the identification of possible joint or coordinated measures, the assessment of the costs and benefits will take place for the

new joint or coordinated measures from the shortlist which will then be further described in fact sheets.

The resulting list of coordinated measures and related costs and effects, will be used as a basis for sectorial consultations that will be further described under Task 2. In a next step they shall be consulted and agreed with BG and RO authorities by July 2015 as a basis for a coordinated public consultation exercise in accordance with Article 19. The public consultation will be carried out by the Member States' authorities and is not part of the contract. Changes to this draft PoM as a result of the public consultation will be included into the final version of the PoM to be submitted by the BG and RO authorities to the Commission as per Article 5(b) of MSFD. According to the EC Recommendation, PoMs should be notified to the EC by the 31st of March 2016.

A more detailed description per step is given in Annex 4.

Deliverables

Project tools	Template factsheet PoM (Initial draft to discuss – Annex 6)
	Short report on consultation process for BG & RO
	Overview tables comparative analysis (Article 8, 9, 10 and 11) (step 1)
	Long list of measures (existing and new) structured according to the environmental targets defined by Bulgaria and Romania.
	Shortlist of proposed candidates for joint or coordinated PoM
Project deliverable	Factsheets of proposed joint or coordinated measures
	Draft joint or coordinated PoMs showing a clear interrelation towards the GES and targets defined by Bulgaria and Romania (in English; translated in BG & RO) (prior to consultation)
	A final draft joint or coordinated PoM (in English; translated in BG & RO) (including remarks of public consultation)

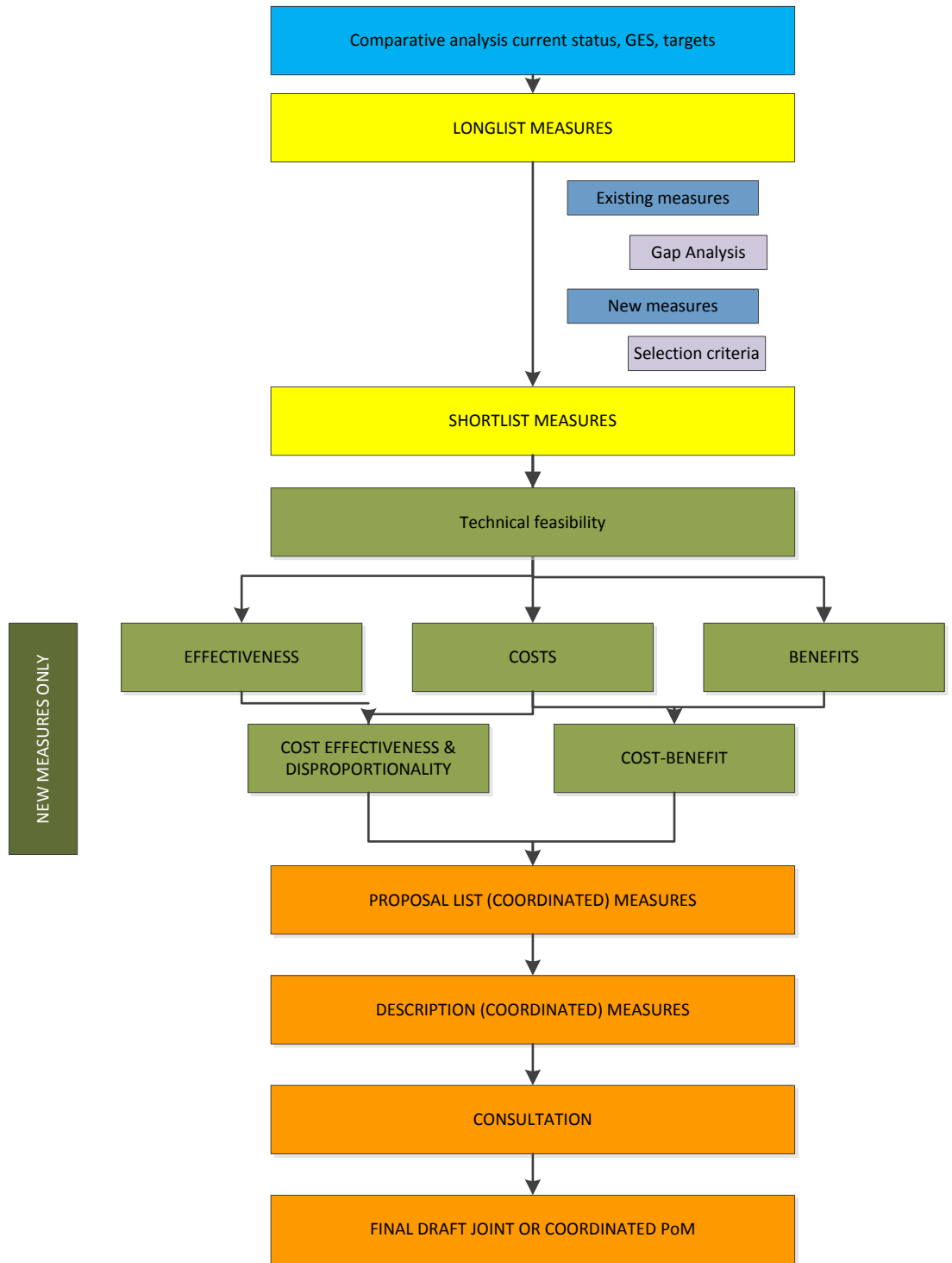


Figure 1: Phased-approach for developing programmes of measures

Issues discussed during the inception meeting

<ul style="list-style-type: none"> • Comparative analysis: Starting point for PoM will be the outcomes of phase I (overview table GES & targets)? Or are additional revisions GES & targets to be expected in first months 2015 (for which descriptors)? • BG and RO both confirmed that no changes to or revisions of the GES/targets table developed in phase 1 have been planned. BG and RO agreed to use the current table on GES and targets as starting point for the project (phase II).
<ul style="list-style-type: none"> • Priority setting will be done in close cooperation with the NFCP: Most relevant transboundary pressures and impacts? Relevant work in progress by the BSC on certain pressures/descriptors? Suggestions for measures to be further worked out? Overarching commitments: example of marine litter • Some first suggestions given by BG and RO are to focus on fisheries as transboundary pressure.
<ul style="list-style-type: none"> • Candidates for joint or coordinated measures: agreement on max. number of selected new candidate joint or coordinated measures that will be further worked out in terms of technical feasibility, cost-effectiveness and benefits. • Proposed number of max. selected new candidates joint or coordinated: 5 (to be finally agreed if scope becomes more clear during CBE February) • (note: new national measures will not be further developed in this support project, but should be done by the MS themselves – based on the methodology proposed here)
<ul style="list-style-type: none"> • Request for data support by the NFCP on: <ul style="list-style-type: none"> - Data on existing measures: support will be needed by the NFCP on the measures already in place under other EU/international and national legislation as a basis for the gap analysis (expert judgment). - Cost data for certain measures: available at the ministries? Other potential sources (e.g. contact persons sectors)? It was agreed that this will be inquired and searched by the NFCPs. • Both MS agreed to supply data on measures, and on cost data (to the extent possible).
<ul style="list-style-type: none"> • Involvement of relevant BG & RO research institutes in the PoM process: Are there BG & RO institutes (other than the project partners) with clear mandates to support MSFD implementation? How do we need to involve them in the POM development? (e.g. NIMRD played a prominent role in phase I) • RO: NIMRD has a mandate to support MSFD implementation (incl. financial means for 2015). They will be involved in CBEs. • BG: BSBD and IO-Bas are two main institutes involved. • Both MS will review the list of stakeholders including relevant research institutes.
<ul style="list-style-type: none"> • Reporting POM: Discussion and agreement of draft template for reporting POM (Annex 7) and template measure fact sheet (Annex 6) • Both templates have been added to inception report • To be discussed during CBE February
<ul style="list-style-type: none"> • Public Consultation: <ul style="list-style-type: none"> - The specific requirements regarding the extent of info and formats for consultation need to be confirmed by the EC during the inception meeting based on the latest info from WG DIKE. - Proposed timing of public consultation POM should be given by NFCP (to be able

- to align the project process)
- No specific details on public consultation process (duration, etc.) provided by EC
 - Timing consultation process to be further discussed during CBE February
-
- Stakeholder consultation (see also CBEs):
 - Review of initial list of stakeholders by NFCP. Missing contacts? The NFCPs will study the list and provide feedback.
 - Providing information on lessons learned from stakeholder consultations in BG & RO? Will our CBE-format work well in this context? Which hierarchical structures should we consider in the invitation process? Who should send out the invitations for a stakeholder event (at ministerial level or at project level)? Translation needed?
 - Feedback on stakeholders list provided by RO. BG will be requested to review list by first weeks of February.
 - Communication lines with stakeholders have been discussed and agreed for RO (through the ministry & coordinated by NFCP). BG still needs to provide details on this.

2.2.2

Task 1.2 Maintaining the information exchange platform

Understanding

The CIS WP for the Black Sea region promotes data and information sharing e.g. on monitoring programmes, reporting and proposed measures. The contractor will work on this aspect by making best use of the information exchange platform set up by the EEA in order to share information and documents about this project and foster communication between the EC, EU MS (Bulgaria & Romania) and the Black Sea Commission.

This information system will be duly communicated to end users for an extensive use.

Approach

The EEA has set up an information exchange platform under the service contract (phase 1) which will be further used to share information and documents for all aspects of this service contract (phase II) and cooperation between the two countries (<http://projects.eionet.europa.eu/black-sea-marine-region-documents/>).

The contractor will contact the EEA in order to optimize, if relevant, the work done under the first phase of the service contract. Moreover, the contractor will seek synergies with developments ongoing on European level on the development of programme of measures (e.g. by WG DIKE) in order to make the information available and compatible.

As was done for the aforementioned service contract (phase I), the contractor will nourish this information exchange platform with following information:

- Project documents including the minutes of the CBEs, relevant background documents, templates used for the purpose of this project (reimbursement, presentations), draft versions of programme measure fact sheets, etc.;
- Documents related to MSFD implementation in EU and BSC implementation relevant for PoM, as well as from other RSCs;
- Regular update of the calendar of meetings relevant for this project including the capacity building events (CBE – see under task 2) and EC meetings (to seek for back-to back meetings);
- Access list for experts involved (in the two MS, the Commission and other relevant partners, etc.);
- Links to related projects and initiatives, including a short description.

The platform will be promoted throughout the project at the occasion of project meetings, so end users are aware of its possibilities and benefits as a common sharing point.

Deliverables

Project Tools	EEA webpage (http://projects.eionet.europa.eu/black-sea-marine-region-documents/)
Project deliverable	Up-to date EEA webpage (during course of the project)

No more than 1 man-day per month will be spent on this. The successful deliverable of this task and service shall be documented in the progress and final report.

Issues to discuss during the inception meeting

- | |
|--|
| <ul style="list-style-type: none">• Identification of end-users EEA webpage (restricted access): NFCP, PTE, research institutes? stakeholders?• It was agreed that the EEA website is mainly intended for the NFCP, PTEs and EC and will be used for internal communication and archiving of the project information. |
| <ul style="list-style-type: none">• Missing elements/topics EEA webpage.• The current structure of the EEA website is OK. |
| <ul style="list-style-type: none">• Sharing of project working documents via EEA webpage: optimal way?• The EEA webpages are useful for archiving of project documents. Quick communication of project documents is preferably done via email. |

2.2.3

Task 1.3. Support PoM implementation

Understanding

Based on the analysis carried out under sub-task 1.1, the needs identification carried out by the ongoing service contract and any other relevant and available documents, a document on the PoM implementation needs for the future will be drafted. The document shall distinguish the needs of the administrations of the Member States concerned (BG and RO), the research and development needs and the equipment/infrastructure needs for the implementation of the joint or coordinated PoM.

As pressures with a significant trans-boundary environmental dimension should be addressed at the appropriate (sub-)regional level, a common planning and assessment of measures is required. Therefore, it shall be important to divide the identified needs in appropriate timescales and phases being meaningful and realistic in relation to the MSFD implementation.

The needs assessment shall be complemented with an assessment of the required financial means to address these needs, taking into account inter alia the results of the contract on the development of cost efficient programmes of measures carried out for the Commission.

To get maximum support for the PoM implementation, the identification of the needs will demand maximum involvement of technical experts of the region and relevant stakeholders. The capacity building events as described under Task 2 will play a major role in this consultation process.

Approach

With regard to the planning of this task, it is essential that the needs are identified in the first phase of the project as they will determine the topics of the capacity building events (Task 2).

The following activities will be carried out with respect to this task:

A. Overview of the needs identified for the Black Sea region

The study 'Analysis of Regional Sea Convention needs ensuring better coherence of approaches under the Marine Strategy Framework Directive'¹ identifies 26 priority support options within the four Regional Sea Conventions (RSC), related to three main areas: 1) integrated monitoring and assessment, 2) data collection and reporting and 3) developing regional programmes of measures. The Member States' stakeholder of the Black Sea Commission identified a need to prepare a regional programme of measures to achieve and maintain good ecological status of the Black Sea. The programme should include measures to address transboundary pollution; it should also integrate different measures and requirements under directives other than the MSFD. In addition, the regional programme should be complemented by national measures by EU Member States. These could potentially function as examples/precedents for measures by other non-EU CPs. In addition, the RSC stakeholders considered as necessary financial support to the development of MSFD compatible programmes of measures in the Black Sea region. They expect that the development of such programmes will increase the eligibility for financial support from the EU and other sources which would, in turn, further benefit implementation of MSFD compatible measures.

¹ EC. 2013. Analysis of Regional Sea Convention needs ensuring better coherence of approaches under the Marine Strategy Framework Directive. Draft final report made by MILIEU under Framework Contract ENV D2/FRA/2012/0017.

The CIS WP 2014-2018 adopted by the Marine Directors, identified the development of 'Coordinated programme of measures (2015) as a priority need for the Black Sea Region with specific attention for transboundary aspects, Marine Protected Areas, exchange of best practices on measures and their cost-effectiveness, economic and social analysis of human activities affecting the marine environments and support for drafting marine spatial planning (MSP) and integrated management (ICM) plans.

Some examples of coordinated measures relevant for the Black Sea region include:

- need to adopt legally binding measures for the conservation of biodiversity and fisheries management (e.g. the BSC draft legally binding document on fisheries and living resources);
- need to adopt the draft action plan on marine litter (currently not adopted because of a lack of strong commitment of the Contracting Parties but also because of the heavy load of work of the BSC Secretariat)
- need to support research on socio-economic analysis and assessments of pressures, impacts and measures.

B. Defining future PoM implementation needs for BG & RO

Building on the analysis discussed under subtask A for the Black Sea region, the analysis carried out under Task 1.1 (see section 2.2.1), and any other relevant and available documents (e.g. national MSFD reports BG & RO, research projects), a more detailed gap analysis and identification will be worked out of the PoM implementation needs for Bulgaria and Romania by the local project team experts. The outcome of this desk top study will serve as a first basis for discussion during the capacity building event (see next step).

While the Regional analysis report focused on the Black Sea Region as a whole, the emphasis lays here on the specific needs for BG & RO. We can expect that the priority needs will be similar for all MS of the BSC, but that differences can exist in the need for supporting options between the MS. Furthermore, the desk review will also incorporate the results and lessons learned of ongoing research projects.

The resulting overview table will be structured around the following key topics (initial list), which link to the different steps in the development of PoMs:

- Setting priority of pressures to be tackled with focus on transboundary aspects;
- Identification and gap analysis of existing measures to meet GES;
- Integration with other existing legislation;
- Identification of new measures;
- Socio-economic analysis and assessments of pressures, impacts and measures;
- Financial assessment of the implementation of measures (costs, benefits);
- Stakeholder involvement

The priority support needs will be further structured according to the needs of the administrations of BG & RO (strengthen the collaboration at national level – inter-sectorial, inter-ministerial, at regional level, stronger involvement of stakeholders), the research and development needs and the equipment/infrastructure needs (new monitoring tools such as satellite images, models, etc.) for the implementation of the joint and the coordinated PoM.

The overview table will be used as discussion document for the selection of the priority needs and priority support options for BG & RO, and as a basis for the selection of the capacity building events organized under this project (Section 0).

C. Setting appropriate time-scales and selection of priority needs for BG & RO

The result of subtask B (overview table) will be reviewed during a capacity building event for final selection of the priority needs and priority support options for BG & RO. The event will give the opportunity to all relevant stakeholders to check if the most urgent needs are defined, to select for the priority needs and associated priority support.

In addition, the needs will be divided in appropriate timescales and phases to be meaningful and realistic in relation to the MSFD implementation. A distinction will be made in needs and support options on short (by October 2015; deadline PoM), mid (by 2018 - next MSFD cycle) and long term (2020 and beyond).

The CBE event should aim to bring together relevant administrations, the BSC, main socio-economic actors, NGO's, the coordinators of the different (on-going) research programmes/projects, etc.

D. Drafting document on the PoM implementation needs for the future

Based on the reviewed list (result of subtask C), the priority needs and priority support options will be described according to a standardized format. A template (incl. work plan) will be worked out and further discussed with the responsible BG & RO authorities. For each priority support need the rationale towards MSFD implementation (PoM development) will be highlighted, the actions needed will be worked out in detail including the responsible authority/organisation and other involved organisations, the timing, the financial means (to the extent possible). The resulting draft document on the PoM implementation needs will be used as input for the consultation process (discussed under subtask F).

E. Assessment of the required financial means to address these needs

Based on other regional experiences and taking into account the co-financing guidance as developed for the Commission by ARCADIS, the needs assessment will be complemented, where appropriate, with required financial means to address the needs. A desk review will take place of potential funding sources (e.g. Cohesion Funds 2014-2020 (ESIF), European Maritime Fisheries Fund (EMFF), Life+ fund). Furthermore a capacity building event (see Task 2) will take place to discuss the results of the financial assessment and potential funding opportunities, inviting among others representatives from other RSC to exchange their experience.

F. Appropriate consultation and finalisation of document

The resulting draft document on the PoM implementation needs (incl. initial financial assessment) will be prepared by April 2015. As discussed above, two CBEs will be organized in this process of drafting the action plan:

- CBE related to review needs and priority setting (under subtask C – proposed timing: 3-4 months after start project)
- CBE related to financial assessment (incl. funding opportunities) (under subtask E - proposed timing: 4-5 months after start project)

A third CBE (proposed timing: 5-6 months after start project) will be organised in collaboration with the national focal contact points to discuss the final draft document on the PoM implementation needs with relevant authorities, stakeholders and research communities. Thereafter the finalisation of this document shall be carried out with the view to present the final document to the BG and RO in July 2015 for endorsement.

The proposed timelines of this process will be discussed during the kick-off meeting with the EC and the national focal contact points.

Deliverables

Project Tools	Template needs PoM implementation (incl. work plan)
	Draft document PoM implementation needs
	CBE: Review and prioritization PoM implementation needs BG & RO (Task 2)
	CBE: Financial assessment needs & potential funding opportunities to address identified needs BG & RO (Task 2)
	CBE: Finalisation document PoM implementation needs (Task 2)
Project deliverable	Final document PoM implementation needs

Issues to discuss during the inception meeting

<ul style="list-style-type: none"> • Scoping & terminology used: Conf. phase I – deliverable to be seen as a work plan (not action plan) with focus on PoM priority support needs / support actions and support projects. • General agreement by EC and NFCP. Existing work plan will be elaborated in phase II
<ul style="list-style-type: none"> • First set of needs identified is closely linked to the steps of POM development and has been used to propose initial CBE planning. Discussion and agreement by NFCP. • ok
<ul style="list-style-type: none"> • Financial assessment of needs could become a bottleneck as this request detailed financial input from the NFCP/ sectors involved. This will be done to the extent possible (within time and budget foreseen for the project). • ok

2.2.4

Task 1.4 Further develop a public web page

Understanding

Under Phase 1 of the service contract a public webpage has been created by ARCADIS Belgium (www.msfdblacksea.eu), including following structure:

- About the project: brief introduction on the project, its objectives and work packages;
- Partners involved;
- Background documents (restricted access);
- Public consultation on monitoring programmes with the link to the national webpages of Romania and Bulgaria;
- Links to relevant projects (e.g. MISIS, EMBLAS, IRIS-SES) and other relevant information.

This will be used as a starting point for the further development under this service contract.

Approach

Following the Terms of Reference: the contract will extend MSFD web site, created under Phase I (for general information exchange and public participation, enabling presentation of Bulgaria and Romania to share their work on the MSFD implementation) to allow Bulgaria and Romania to use it for the public participation process in the preparation of the programme of measures.

Building on the existing webpage, the contractor will design/extend the web pages together with Bulgaria and Romania, will provide a simple structure and populate it with a first set of information and documents prepared in the context of the project (phase II) and provided by BG, RO and the European Commission. Similarly as for the monitoring programmes (phase I), the webpage will provide the necessary information for the consultation process of the programme of measures. Synergies will also be sought with the Black Sea Commission website.

The web page will have a trilingual front page (Romanian, Bulgarian, English), giving access to more detailed pages (max of 15 pages of text; English). It will be designed in such a way that data and information can be easily shared, also with DG Environment and the EEA in the context of reporting and Article 19.3 data exchange. The webpage will enhance cooperation and facilitate information exchange between the countries during the MSFD implementation process starting with the monitoring programmes (phase I), and now focussing on the measures preparation (phase II).

Similarly as during the first phase, the webpage will be hosted by ARCADIS during the course of the contract, giving the opportunity to discuss with the two competent authorities the practicalities (details on access rights, sustainability, compatibility, etc.) needed for further hosting of the website afterwards. After the contract end, the web page will be hosted and maintained by BG or RO in turns.

Deliverables

Project Tools	Draft structure public webpage (extension towards PoM) Agreed document on hosting/ maintenance by BG & RO
Project deliverable	Operational public web page

Issues to discuss during the inception meeting

- **Necessity of trilingual front page?**
- It was agreed to translate the front page in Bulgarian and Romanian with the support of the local project team experts.
- **Hosting of the website after contract end: to be considered during the project course (feasibility and/or actions needed by BG & RO?).**
- The necessary technical information will be provided to the NFCPs and IT persons to prepare the transfer of the webpages from the ARCADIS servers to a regional server. The current hosting contract ends in April 2016, the hosting after this date needs to be discussed between RO and BG.

2.3

Task 2 - Capacity building events

Understanding

The needs identified under Task 1.3 will form the basis for the organisation of capacity building events. The added value of setting up capacity building activities has been underlined by the participants during the first phase of this service contract. In total 7 Capacity Building Events (CBE) (grouping around 15 Capacity Building Activities) were organised by this consortium under phase 1, bringing together Bulgarian and Romanian experts to discuss specific issues related to monitoring. If relevant, also external and regional experts were invited.

The interactive setting of the CBEs has proven to be of uttermost importance to enhance cooperation between Bulgaria and Romania. In relation to the development of programme of measures, stakeholder involvement will be crucial to create the necessary level of 'expected ownership of measures'. If expected ownership is low, and Bulgaria and Romania are not prepared to devote financial and human resources to a support option/measure, then there is a significant risk that implementation of the respective measures will be insufficient at national and regional level.

Approach

Building on the experience gained under the first service contract, the contractor will organise a minimum of 8 capacity building events (CBE) which will mostly take the form of workshops, seminars or working meetings to support the development of a joint or coordinated programme of measures, as described under task 1.

The steps identified under task 2 are:

- **Drafting the list of capacity building events BG and RO** building on the needs identified within the PoM process. This will include stakeholder involvement (brainstorm sessions) on available measures, gap analysis, proposal for new measures, costs and funding opportunities, etc. An initial list of potential themes for and the planning of the capacity building events has been proposed in Annex 8, will be discussed during the kick-off meeting and finalised at the latest three months following the signature of the contract. Maximum use will be made to organise capacity building events (CBEs) back to back with project meetings (Steering group), EC meetings (~MSFD) and potential relevant research project meetings, to use experts' time in the most efficient way. To optimize the process an overview will be made of relevant MSFD meetings, BSC meetings, etc. that can be interesting to search for synergies. Minimal changes to this planning are possible by mutual agreement of all involved parties (BG & RO national focal contact points and project team).
- **Identifying a pool of experts/stakeholders relevant for the CBE:** the development of a PoM demands involvement from the most important experts/stakeholders from the start of this process to create maximum support for the programme. An initial list of potential interested parties for Bulgaria and Romania has been included in Annex 9. The matrix of experts/stakeholders will be further elaborated in close collaboration with the BG & RO national focal contact points and local project team during the start of the project. This pool of experts/stakeholders will then be used as a basis for selecting experts/stakeholders for the CBEs. In order to ensure consistency of the CBE process and to allow flow of information and feedback between the different CBEs, the contractor will strive that at least one BG & RO representative (local PTE coordinator or NFCP) will be present at all CBEs.

- **Organisation of the CBE:** 8 CBEs will be organised in close cooperation with the BG & RO national focal contact points, bringing together between 10 and 20 experts/stakeholders from the two Member States Bulgaria and Romania, other experts from the region and experts from other parts of the EU, if needed, with particular experience and ability to provide input to the events. In addition to sharing of experience, knowledge and best practice, the events shall aim at producing concrete results, rather than being training exercises. The events shall be interactive and output oriented. Two events will take place in Belgium (Brussels) and 6 events in Bulgaria and Romania, for example, in cities on the Black Sea coast. The location of the meetings will be agreed, in close collaboration with BG and RO, considering cost minimisation and a balanced effort from and benefit for each of the two countries. The contractor shall prepare the draft agenda, prepare the meeting documents, invite participants including speakers, facilitate the meeting and draft a meeting summary report which will be shared together with all presentations and meeting documents at the above mentioned information exchange platform (see section 0). To streamline this organisation process “Guidelines for CBEs and steering group meetings organisation” developed by the consortium under phase 1 of the service contract will be optimized if needed (based on discussion during kick-of meeting, and used. If needed, translation will be foreseen at the CBEs.
- **Costs and reimbursement of the CBE:** For each event, a maximum of three experts from BG or RO (non-hosting country) will be reimbursed (incl. travel expenses and per diem). All additional costs (if BG & RO intent to send more than three experts abroad) should be covered by BG & RO. In addition, the travel expenses (according to EU rules) for a maximum of 3 external experts (which do not come (which do not come from Bulgaria and Romania) will be reimbursed. In most cases, these will be experts from other countries (e.g. other Member States) or organisations (e.g. other Regional Sea Conventions) which have knowledge, experience or expertise to share for the respective event. In order to foster regional collaboration, experts appointed by the Black Sea Commission and, at cases, of the International Commission for the protection of the Danube River (ICPDR) will receive priority. All other participants from outside Bulgaria and Romania have to cover their own travel expenses. The contractor will organise a venue (incl. coffee/tea/water) and technical equipment for two events (Brussel). For the remaining events, these costs will be taken care of by the country hosting the event, i.e. Bulgaria and Romania. Based on earlier experiences (phase 1), minor deviations of this procedure can occur in mutual agreement (to be discussed during kick-off). This could include foreseeing a small lunch/snack for all participants to guarantee their full-day attendance to the CBE. To facilitate the reimbursement process, a reimbursement procedure and template will be used, based on the good practices from the aforementioned service contract (phase I) (Annex 11). Per diems will be based on http://ec.europa.eu/europeaid/diem-rates-applied-contracts_en; and the conditions included in the Framework Contract.
- **Reporting on the issues discussed and conclusions of the CBE:** a report will be drafted for each CBE event, and delivered within two weeks after the event, using a standardized reporting format (Annex 12). As the events are aiming for concrete results, agreed actions/commitments and their timeline will be highlighted.

The contractor has developed and documented all procedures of relevance to activities in the contract in a document for both authorities, contractors, as for MS experts. This document has been agreed for during phase 1 and include details on:

- Roles and Responsibilities

- CBE organisation (meetings)
- Reimbursement process
- Invoicing form for reimbursement

The contractor will at the kick-off meeting of this contract request advice from all collaborators at the meeting (EC, authorities, contractors) if there are any issues with the process and documentation that was agreed for phase I to be used in a similar manner for Phase 2.

Deliverables

Project Tools	Matrix pool of experts/ stakeholders (to be developed, initial list see Annex 9)
	Template invitation (Annex 10)
	Template Reimbursement (Annex 11)
	Guidelines on CBEs and steering group meetings organisation (see phase I)
	Calendar other relevant meetings (synergies)
	Template for minutes and reporting CBEs (Annex 12)
Project deliverable	Final list of CBEs (planning) (to be developed, see Annex 8 for proposed list of CBEs)
	Minutes of the CBEs (local PTE coordinators – 1 week after CBE)
	Reports of the CBEs (international PTE – 2 weeks after CBE)

Issues to discuss during the inception meeting

<ul style="list-style-type: none"> • Planning of CBEs - synergies with other meetings planned in 2015 (to check for back to back options): Attendance of NFCP to GES meetings? Other EC meetings? Other BSC meetings? Other events? • Synergy with EC meetings (MSCG) done for CBE May
<ul style="list-style-type: none"> • Discussion and final confirmation of the dates and locations of the proposed CBEs (Annex 8) • The planning calendar was discussed and changes on locations and dates were included.
<ul style="list-style-type: none"> • Organisation of CBEs: lessons learned and proposal for improvements to CBE process (phase I) by NFCP and local PTEs? <ul style="list-style-type: none"> - Pre-announcement mail: incl. draft agenda + request for selection of experts ok - Invitation letter: after selection of experts including background doc (2 weeks in advance of the meeting) ok - Reimbursement catering: agreement to foresee small lunch (e.g. pizza or sandwiches) for all participants (incl. host country) to guarantee their full-day attendance to the CBE on project budget? Agreed - Reimbursement (non-hosting MS) of travel costs (real cost; ceiling of 700 EUR) ok - Reimbursement (non-hosting MS) of subsistence expenses: on the basis of a daily allowance consisting of per diem (based on overnight stays: flat rate payment conf.

EU rules)

- Reimbursement of costs by use of reimbursement template. Agreement to use template (Annex 11)

3 Project management, reporting and planning

3.1 Project management

ARCADIS, as the leading partner, is responsible for the coordination of the project and for responses to specific requests under the contract. The **ARCADIS Management Team** consists of a Project Board, a Project Manager, a Deputy Project Manager and a Contract manager. Their specific roles have been highlighted in the table below. The Management Team is based in Belgium (with site offices in Brussels) and will be available as needed for project discussions and contacts with DG Environment.

Project Board (PB) (Hilde De Lembre)	<ul style="list-style-type: none"> • Overall responsibility of project • Contact point for PM in case of escalations
Project Manager (PM) (Annemie Volckaert)	<ul style="list-style-type: none"> • General project management & coordination of tasks • Subcontractor management • Quality assurance • Contact point EC, Steering Group and National focal contact points • Contact point task leaders • Deputy framework contract manager
Deputy Project Manager (dPM) (Wouter Rommens)	<ul style="list-style-type: none"> • Coordinating the capacity building events (CBE) (incl. reimbursement) • Contact point pool of experts CBE
Contract manager (Veronique Adriaenssens)	<ul style="list-style-type: none"> • Contract management EC and overall financial management

The ARCADIS management team is supported by her international and local partners. The management team coordinates the partners' work and follows the project progress. The **international project team experts (international PTEs)** from Arcadis BE, Arcadis NL and COWI, provide the expertise necessary for consolidating the information basis (Task 1) including setting the framework for the development of the programme of measures and for the capacity building events (Task 2). The **local project team experts (local PTEs) of Bulgaria and Romania** (see organigram below) provide information and input throughout the project on local/regional specificities related to the tasks. They will also play an important role in the capacity building events. A coordinator has been appointed for the BG (Violin Raykov) and RO (Dan Vasiliu) local project team. Their role will exist in coordinating the input of the local PTEs. They also have a key role to play in task 2 'Capacity building activities'. In short, the role of the local PTE coordinators in the collaborative project is the following:

- Being the main contact point for the project team and the RO and BG experts
- Providing local knowledge within different tasks (e.g. needs, existing measures, 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

For each (sub)task a **task leader** will be appointed, being responsible that the outcomes are delivered conform the quality standards and within the agreed timing.

The team will be further supported by a **pool of experts** for task 2 – Capacity Building Activities (further referred to as **CBE experts**). This includes both international and local experts, socio-economic actors, NGO's with an expertise or interest in the programme of measures.

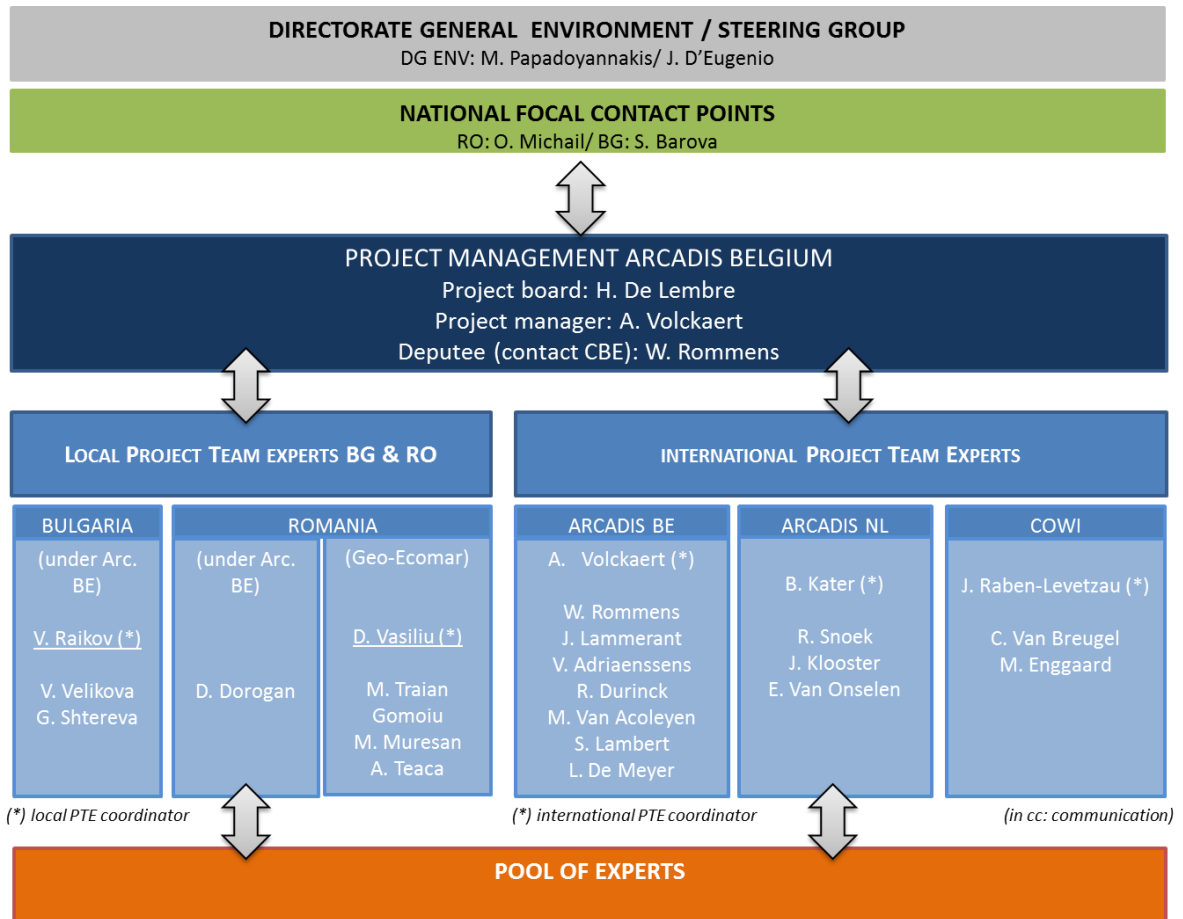
In addition close collaboration will occur with the Bulgarian and Romanian authorities, represented by their **National Focal Contact Points (NFCP)**. They will encourage active involvement of other authorities, institutes and stakeholders within BG and RO throughout the project and support the local project team in their tasks (to the extent possible). They will also be the main contact point for the Commission Services for this contract and attend the Steering Group Meetings.

The National Focal Contact Points appointed for the current contract (phase II):

- Romania: Ms Otilia Mihail (otilia.mihail@mmediu.ro)
- Bulgaria: Ms. Stela Barova (bdvarna@bsbd.org with copies to personal email: s.barova@bsbd.org)

The **Black Sea Permanent Secretariat** will be invited to the capacity building events, if relevant, to search among others for optimal synergies in drafting measures in order to enhance cooperation within the Black Sea region.

Our multi-disciplinary team will work together on all phases of the project and will be supplemented with appropriate administrative support. The team's structure is illustrated in the following diagram.



3.2 Project reporting

3.2.1 Inception phase

Inception report

Two weeks after signature of the contract, a draft inception report will be drafted as a basis for the preparation of the kick off meeting which will be the first meeting of the Steering Group. The draft inception report will review the tasks laid out above and refine or adapt them, if necessary, in the light of the developments until the start of the project which cannot reasonably be foreseen at the moment. Any amendments which deviates significantly from the above mentioned tasks will only be considered if they are cost neutral and practically feasible to be implemented by the contractor. Five weeks after the signature of the contractor, a final inception report will be drafted taking account the results of the Steering Group meeting and the comments of the Commission. Following the kick off meeting, the inception report will be agreed by the Steering Group during the first two months of the contract.

3.2.2 Interim phase

Interim report

Two months after signature of the contract a draft interim report will be drafted, building on the inception report and describing achievements and any difficulties, in comparison with the detailed work programme of the inception report. The interim report will be finalised within one month, taking into account comments from Bulgaria, Romania and the

Commission. After approval of the interim report, an interim invoicing will take place (30%).

Progress report

A short progress report will be prepared for each Steering group meeting (SGM). As the first Steering group meeting coincides with the kick off meeting for which the draft inception report will be prepared, and the last Steering group meeting coincides with the draft final report, only one progress report will have to be drafted. This progress report will include the status of the on-going work, as well as the reports of the CBE events that have taken place within the considered period. The progress report and draft agenda of the meeting will be made up two weeks before the Steering group meeting takes place.

3.2.3

Final phase

Final report

A draft final report will be drafted 9 months after the signature of the contract, to be finalised within a month, taking into account further comments.

The final report (10 months) will include all the specific products and deliverables produced in the context of this contract and will incorporate comments from COM (which, as appropriate, takes account comments from the Steering Group).

3.3

Steering group meetings

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). Steering Group (SG) will coincide in fact with project meetings, the first in the beginning of the project (kick off meeting) the second in the middle and the last one two months before the end of the project. Two meetings will take place in Brussels (kick off and final meeting) and the other meeting in either Bulgaria or Romania.

DG ENV will organise the meetings in Brussels and will only require a draft agenda and the preparation of the meeting documents from the contractor. As a preparation to the meetings, a draft report will be prepared by the contractor.

A maximum of three experts shall participate on behalf of the contractor unless agreed with the Commission otherwise in advance. 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.

In addition to the proposed steering group meetings, bilateral meetings can be organised, if necessary, between the (deputy) Project Manager, who is based in Brussels, and the DG ENV. The Project Manager will also be available for telephone discussions where necessary.

3.4 Timing, capacity building events & meetings

In the table below a preliminary overview is given of the meetings, capacity building events and project deliverables. The timing will be further discussed during the kick-off meeting and will depend on the official starting date of the contract.

During the kick-off meeting the MSFD process (incl. consultation of PoM) will be discussed with the BG & RO authorities in order to fine-tune the further planning of the project.

Item	Task	Month									
		1	2	3	4	5	6	7	8	9	10
Official start project (01/01/2015)											
PROJECT TOOLS & DELIVERABLES											
Template fact sheet PoM	1.1										
Overview tables comparative analysis (Article 8, 9, 10 and 11)	1.1										
Long list of measures	1.1										
Operational public MSFD web page for BG & RO	1.4										
Shortlist of proposed candidates for joint or coordinated POM	1.1										
Draft document PoM implementation needs	1.3										
Factsheets for proposed joint or coordinated measures	1.1										
Final document PoM implementation needs	1.3										
Draft joint or coordinated PoM (in English)	1.1										
Draft joint or coordinated PoM (Translation BG & RO)	1.1										
<i>Public consultation PoM (outside scope project)</i>											
<i>(timing to be discussed)</i>											
Final draft joint or coordinated PoM (after public consultation)	1.1										
<i>(timing to be discussed)</i>											
CBE's											
Finalised document planning events	2										
CBE 1: Brainstorm long list / gap analysis	2										
CBE 2: Brainstorm short list / selection criteria	2										
CBE 3: Review and prioritization PoM implementation needs BG & RO	2										
CBE 4: Financial assessment and potential funding opportunities to address needs	2										
CBE 5: Cost-effectiveness analysis POM <i>(to be further defined)</i>	2										
CBE 6: sectorial consultation PoM <i>(to be further defined)</i>	2										
CBE 7: finalisation PoM <i>(to be further defined)</i>	2										
CBE 8: <i>to be further defined</i>	2										
MEETINGS											
Kick-off meeting (SGM1)											
Steering Group meeting (SGM 2)											
Final Steering group meetings (SGM3)											
REPORTING											
Draft inception report											
Final inception report											
Draft interim report											
Interim report											
Progress report											
Draft final report											
Final report											

Issues to discuss during the inception meeting

- | |
|---|
| <ul style="list-style-type: none"> • Appointment NFCP for phase II for BG & RO? • The NFCP of Bulgaria will be Ms. Stela Barova. • The NFCP of Romania will be Ms. Otilia Mihail. |
| <ul style="list-style-type: none"> • Agreement on roles NFCP for phase II? <ul style="list-style-type: none"> - encourage active involvement of other authorities, institutes and stakeholders within BG and RO throughout the project - support the local project team in <ul style="list-style-type: none"> ▪ selection of experts/stakeholders for CBEs ▪ providing local knowledge within different tasks (e.g. needs, existing measures, etc.) ▪ data acquisition (financial data, data on measures) ▪ identification of priority support needs/ actions/ projects (work plan POM) - main contact point for the Commission Services for this contract - attend the Steering Group Meetings - attend the CBEs (if relevant) • The roles have been discussed and agreed by the NFCP |
| <ul style="list-style-type: none"> • Information by the NFCP of the proposed timing for consultation of the POM to further fine-tune project planning. • To be further discussed during CBE February |

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Annex 1: Project description sheet



Technical and administrative support for the joint implementation of the Marine Strategy Framework Directive (MSFD) in Bulgaria and Romania – Phase 2

PROJECT CONTEXT

Following the submission of Member States' reports on assessment, good environmental status (GES) and targets for the marine environment, the Commission Article 12 report and related documents (http://ec.europa.eu/environment/marine/eu-coast-and-marine-policy/implementation/reports_en.htm) and considering the forthcoming submission of the programmes of measures (2015), the Marine Strategy Framework Directive (MSFD, 2008/56/EC) has entered a new phase of implementation.

In December 2013 the EU Marine Directors adopted the work programme for the Common Implementation Strategy (CIS WP) for the period 2014-2018. The CIS WP aims, amongst other issues, to address deficiencies and shortcomings of the first phase in relation to coherence and comparability of implementation by Member States within and in-between marine regions. It contains specific components for each of the four marine regions, considering their particular characteristics and needs, in order to facilitate MSFD implementation by the EU MS in these regions. In their meeting of June 2014, the Marine Directors endorsed a Recommendation on Programme of measures (PoM). A service contract (Phase I) related to technical and administrative support for joint implementation of the Black Sea component of MSFD CIS WP 2014-2018 by Bulgaria and Romania and for regional and interregional cooperation (focusing on monitoring programmes), is ongoing <http://www.msfdblacksea.eu/>. The present service request prepares the second phase (Phase II) of this work.

Measures under MSFD should be coordinated within each marine region and/or subregions (Art 5.2 and Annex VI.4). Cooperation should focus on measures of a transboundary nature, targeting ecosystems and/or pressures that transcend the national scale (e.g. management of MPAs; gas/oil exploitation in open seas; chemical contamination and nutrient enrichment, in particular through long-distance transport; seafloor protection, litter, underwater noise).

During a meeting organised by the Commission to discuss recommendations in the article 12 assessment reports, focused on the regional level, RO and BG agreed to work together to improve adequacy and coherence of the MSFD implementation, and to revise and further develop the coherent definition of GES, environmental targets and related indicators for their marine waters taking into account the assessment and the recommendations of the Commission. They also agreed to develop coordinated programmes of measures taking into account the revised GES and targets.

PROJECT OBJECTIVES

On this basis, and taking into account also the progress and interim results of the aforementioned service contract (phase I), the Commission feels it is worthwhile to further assist the process of coordinated MSFD implementation in the two countries and ultimately in the Black Sea marine region.

In particular, technical and administrative assistance is needed for:

- An increased information exchange, in particular concerning the numerous on-going and completed directly relevant projects, the results of which are not always (easily) accessible to the national administrations; the dedicated website created under the aforementioned ongoing service contract could also be used to facilitate information flow and probably for the public participation activities required for the preparation of the programmes of measures;

- On the basis of the results of the Phase I service contract, an identification of possible joint or coordinated measures and the implementation of the abovementioned recommendations adopted in June 2014 by the Marine Directors.

The coordination will form the basis of a joint or coordinated programme of measures for BG and RO, which could be complemented with national elements. Continuation of capacity building activities undertaken under the phase I service contract will be essential in creating a solid, coherent and shared scientific and technical basis, e.g. for establishing coordinated and efficient programmes of measures.

All the above actions could serve as a blueprint for the whole Black Sea region. They should be designed in such a way to allow the Black Sea Commission (BSC) or individual Black Sea countries to join the process at any time and use its deliverables for their own work and contribute to the updating of the Strategic Action Plan adopted by the 2009 Ministerial of the Bucharest Convention.

Based on the above, the specific objectives of this specific contract are, in particular to provide technical and administrative support for:

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

Within each of these specific objectives, the identification of financing needs (to underpin the implementation of Article 22 MSFD) as well as of future implementation support needs (for example to guide future research and other support projects) for a successful MSFD implementation shall be considered, as and when appropriate.

PROJECT OUTPUTS

The project will deliver improved coherence of the MSFD implementation by BG and RO. This will be done through (1) a consolidated information basis, (2) a select number of capacity building events. The capacity of the experts involved in MSFD implementation will be strengthened through the project, via information exchange, training and guidance. The results of the project will be disseminated through a public webpage and the EEA information exchange platform. The project will engage experts contributing to MSFD implementation in the Black Sea region (both from the BG and RO MS authorities, BG and RO research institutions and the Black Sea Convention).

EXPECTED BENEFITS

Environment: The environmental benefits mainly relate to the improved integrated marine management of the Black Sea and the reduced impact on the marine environment, through a coherent and efficient MSFD implementation.

Financial: Within each of the specific objectives of the project, the identification of future financing needs (to underpin the implementation of Article 22 MSFD) for a successful MSFD implementation shall be considered, as and when appropriate.

Coordination: By setting-up interactive working meetings (capacity building events) with all relevant experts bilateral coordination will be enhanced between BG & RO, as well as within the Black Sea region.

CONTACT DETAILS

The project is funded by the European Commission (DG Environment) and carried out by ARCADIS and its partners GeoEcomar and COWI.

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C2. Marine Environment & Water Industry**

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Annex 2: Detailed Work Plan – Phase II

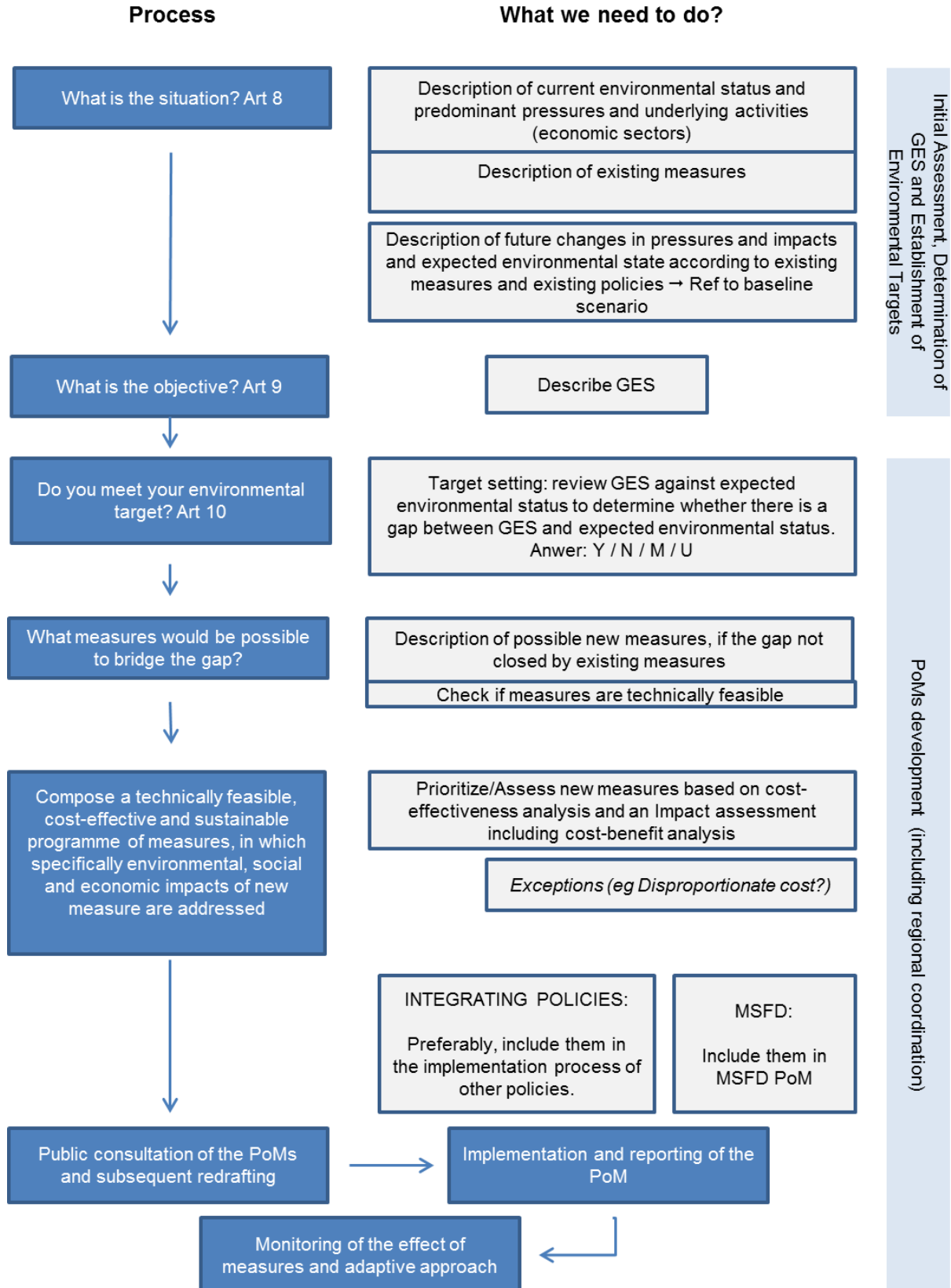
Tasks	Tasks & Activities	Lead partner	Contributing partners	Tools & Deliverables	Timing
Task 1 – Consolidating the information basis				Tools in blue, Deliverables in black	
1.1	<p>Developing programmes of measures</p> <ul style="list-style-type: none"> - the assessment of previous tasks performed by BG and RO under MSFD, related to the current environmental status (Art. 8), GES (Art.9) and related targets (Art. 10) - draw up a long-list of (possible) measures aimed at different sectors, starting from the existing measures and complemented with new measures –both national and joined - to fill the gaps towards GES and targets (brainstorm). - a short-list will be compiled with existing and new measures - based on an initial set of selection criteria- that directly contribute to the achievement of the defined good environmental status by 2020, and for which – in case of new measures – the costs and effects should be further described - The resulting list of coordinated measures and related costs and effects, will be used as a basis for sectorial consultations (see Task 2) 	ARCADIS	.	<ul style="list-style-type: none"> • Template factsheet PoM • Short report on consultation process for BG & RO • Overview tables comparative analysis (Article 8, 9, 10 and 11) (step 1) • Long list of measures (existing and new) structured according to the environmental targets defined by Bulgaria and Romania. • Shortlist of proposed candidates for joint or coordinated PoM • Factsheets of proposed joint or coordinated measures • Draft joint or coordinated PoMs showing a clear interrelation towards the GES and targets defined by Bulgaria and Romania (in English; translated in BG & RO) (prior to consultation) • A final draft joint or coordinated PoM (in English; translated in BG & RO) (including remarks of public consultation) 	<ul style="list-style-type: none"> • Feb 2014 • Feb-March 2015 • Feb March 2015 • Feb March 2015 • April 2015 • April July 2015 • July (in English); August (BG, RO) • Public consultation (outside scope of contract) August, September 2015 • October 2015
1.2	<p>Maintaining the information exchange platform</p> <ul style="list-style-type: none"> - ensuring that information is up-to-date 	ARCADIS	Support delivery documents by all partners	<ul style="list-style-type: none"> • Up-to-date webpage (during course of the project) 	<ul style="list-style-type: none"> • Project duration

Tasks	Tasks & Activities	Lead partner	Contributing partners	Tools & Deliverables	Timing
1.3	Support PoM implementation <ul style="list-style-type: none"> - Overview of the needs identified for the Black Sea region - Defining future PoM implementation needs for BG & RO - Setting appropriate time-scales and selection of priority needs for BG & RO - Drafting document on the PoM implementation needs for the future - Assessment of the required financial means to address these needs - Appropriate consultation and finalisation of document - 			<ul style="list-style-type: none"> • Template needs PoM implementation (incl. work plan) • Draft document PoM implementation needs • CBE: Review and prioritization PoM implementation needs BG & RO (Task 2) • CBE: Financial assessment needs & potential funding opportunities to address identified needs BG & RO (Task 2) • CBE: Finalisation document PoM implementation needs (Task 2) • Final document PoM implementation needs 	<ul style="list-style-type: none"> • February 2015 • April 2015 • July 2017
1.4	Further develop a public webpage <ul style="list-style-type: none"> - Ensuring that further website development is continuing 	ARCADIS	In close cooperation with the national focal contact points If needed, support by project partners (e.g. documents, translation, etc.)	<ul style="list-style-type: none"> • Draft structure public webpage (extension towards PoM) • Agreed document on hosting/maintenance by BG & RO • Operational public web page 	<ul style="list-style-type: none"> • Project duration
Task 2 – Capacity Building Events (CBE)					
2.1	Drafting the list of capacity building events BG & RO	ARCADIS	ALL partners	<ul style="list-style-type: none"> • Final list of CBE events (planning) 	<ul style="list-style-type: none"> • February 2015
2.2	Identifying pool of experts/stakeholders relevant for the CBE	ARCADIS	All partners	<ul style="list-style-type: none"> • Matrix pool of experts 	<ul style="list-style-type: none"> • February 2015

Tasks	Tasks & Activities	Lead partner	Contributing partners	Tools & Deliverables	Timing
2.3	Organisation of the CBE <ul style="list-style-type: none"> - Selecting date, venue, location - Selecting pool of experts - Sending invitation - Practical organisation (venue) - Background doc (if relevant) - Reimbursement 	ARCADIS BG&RO authorities	Organisation will be split between ARCADIS (max. 2 CBE) and National focal contact points/local PTE coordinators (remaining events). Based on the CBE, support will be given by other PTE and pool of experts.	<ul style="list-style-type: none"> • Template invitation • Guidelines on CBEs and steering group meetings organisation • Calendar other relevant meetings (synergies) 	<ul style="list-style-type: none"> • February 2015
2.4	Attendance CBE event <ul style="list-style-type: none"> - CBE 1 - FEB: brainstorm long list/gap analysis - CBE 2 - MARCH: brainstorm short list / selection criteria - CBE 3 - MAY: review and prioritization PoM implementation needs BG & RO - CBE4 - MAY: finance & funding - CBE5 – MAY: CEA PoMs - CBE6 – JUNE: sectorial consultation - CBE7 – JUNE: finalisation PoM - CBE8: to be further defined 				<ul style="list-style-type: none"> • Project duration
2.5	Reimbursement of the CBE			<ul style="list-style-type: none"> • Reimbursement template 	<ul style="list-style-type: none"> • Project duration
Reporting					
<i>Inception report</i>					<ul style="list-style-type: none"> • Draft: mid Jan • Final: 1st week Feb
<i>Interim report</i>					<ul style="list-style-type: none"> • Draft: end Feb • Final: end March

Tasks	Tasks & Activities	Lead partner	Contributing partners	Tools & Deliverables	Timing
	<i>Progress reports/ Steering Group meetings</i>				<ul style="list-style-type: none"> • January (SGM1) • May (SGM2) • September (SGM3)
	<i>Draft Final report</i>				<ul style="list-style-type: none"> • End September
	<i>Final report</i>				<ul style="list-style-type: none"> • End October

Annex 3: Flow chart PoMs development (EC recommendation)



Annex 4: Stepwise approach PoMs development

Step 1: Comparative analysis of MSFD elements under Art. 8, 9, 10 and 11

The starting point for the programmes of measures are the environmental targets defined by Bulgaria and Romania, linking on their turn to the definitions of good environmental status addressing the predominant pressures.

As a first step the contractor will carry out a comparative analysis of Bulgarian and Romanian national MSFD reports (under Article 8, 9, 10 and 11) taking into account Article 12 report recommendations and the outcomes of the service contract (Phase 1).

Based on this analysis, a more in-depth assessment shall be carried out to be aware of all the necessary information which is the basis for the preparation of programmes and considering also the Black Sea Commission regional documents, available (Black Sea SAP (Strategic Action Plan) 2009) or under development (State of the Environment of the Black Sea 2008-2013, SAP implementation report) and any other relevant on-going work in the Black Sea Commission or related projects with a view to promoting consistence (including identifying possibilities for joint PoM).

The analysis will focus on, without being limited to:

- Overview of most relevant pressures and impacts at subregional level (BG, RO – Art. 8) and regional level (Black Sea);
- Overview of revised GES (Art.9) & targets (Art.10) by BG & RO;
- Overview of monitoring programmes & related indicators/parameters by BG & RO inclusive common indicators defined within the Black sea subregion (Art.11)/region;
- Overview of common indicators defined in regional action plans (RAP) of other regional seas (i.e. RAP on marine litter have been developed, some of them already approved, for the Mediterranean (UNEP/MAP), NE Atlantic (OSPAR), Baltic (HELCOM)).

It is important when developing PoMs, that measures can be linked to the implementation of Article 8-11 in the Member States and that it is clear to which descriptor(s) they are related. Only in this way the progress made towards a good environmental status by the implementation of measures can be evaluated. If necessary, the implementation of Art. 9 and 10 may need to be reviewed and updated in the light of the Article 12 report of the Commission and the needs for the monitoring programmes and the PoM.

Focusing on a joint or coordinated PoM, especially the link with transboundary pressures and impacts for BG & RO (and in the whole Black Sea region), and their GES & target definitions will be important. Close consideration will take place of the

work done by the Black Sea Commission. Some main policy questions assessed under the Black Sea Integrated Monitoring and Assessment Programme (BSIMAP), linking these pressures with potential measures, are:

- What is the level of eutrophication? Are the regional efforts to combat eutrophication effective and do we see them reflected in the concentrations of nutrients in the Sea?
- What are the priority pollutants in the Black Sea and their impact on ecosystem and human health? Does pollution reduction occur?
- Is the bathing water quality safe for human health?
- What is the response of biodiversity to main pollution and what is the level of habitats destruction/revitalization?
- Does pollution of biota exceed the human consumption safety limits?
- How does overfishing, pollution and eutrophication affect the major stocks of marine living resources?
- What is the impact of increasing oil/gas exploration activities in the Sea?
- What are the effects of sea-level changes and other climate change parameters?

The priority parameters in BSIMAP envisaged providing knowledge-based answers to the main policy questions, the recommended BSIMAP initial actions and the status of their implementation with improvements needed are listed in Annex 5 of the inception report.

Furthermore, candidate joint or coordinated measures could also refer to descriptors where there are additional, overarching commitments (such as marine litter), where considerable work has already been done and data are available (e.g. nutrients, contaminants). In this respect measures formulated under for example the regional action plans on Marine Litter by OSPAR or UNEP/MAP or mentioned in the Marine Litter report (2009) for the Black Sea region (<http://www.blacksea-commission.org/publ-ML-Authors.asp>) can serve as example, such as:

- Identify the options to address key waste items from the fishing industry and aquaculture, which could contribute to marine litter, including deposit schemes, voluntary agreements and extended producer responsibility (OSPAR)
- Seeking cooperation in the river and river basin authorities in order to include impacts of litter on the marine environment in river and river basin management plans (OSPAR)
- By the year 2019 implement adequate waste reducing/reusing/recycling measures in order to reduce the fraction of plastic packaging waste that goes to landfill or incineration without energy recovery (UNEP/MAP).

As a deliverable, an **overview table of this in-depth analysis** will be made summarizing and compiling the elements of Article 8, 9, 10 and 11 that Bulgaria

and Romania reported in 2012 - 2014 and comparing them with other related elements (such as indicators) used in the Black Sea or other MS/regions.

Step 2: Long-list of Measures

As a second step, a long-list of measures will be developed based on different sources and expertise. A distinction will be made between existing and new measures according to the definitions of the EC Recommendation on PoM.

Existing measures (Art 13.1 & 13.2) are:

- Category 1.a: Measures relevant for the maintenance and achievement of GES under the MSFD, that have been adopted under other policies and implemented;
- Category 1.b: Measures relevant for the maintenance and achievement of GES under the MSFD that have been adopted under other policies but that have not yet been implemented or fully implemented;

New measures (Art 13.3) are:

- Category 2.a: Additional measures to maintain and achieve GES which build on existing implementation processes regarding other EU legislation and international agreements but go beyond what is already required under these;
- Category 2.b: Additional measures to maintain and achieve GES which do not build on existing EU legislation or international agreements.

A. Existing measures and gap analysis

Firstly, **measures already in place** (existing measures) will be identified that contribute to addressing the predominant pressures and reaching MSFD environmental targets, as defined under step 1. This step will include :

- Measures linked to other European and international policy frameworks: an indicative list of relevant EU legislation (e.g. EU WFD, Natura 2000, MARPOL 73/78, Directive 200/59C, Nitrate Directive, Bathing Water Directive, UWWTP, etc)
- Measures that are subject of national procedures and legislation such as permit applications or EIA procedures;

Besides a desk top study to identify existing measures, a capacity building event with stakeholders (CBE) will be organised to validate the results of the study and to complement them where needed. The list will be structured according to the environmental targets defined by Bulgaria and Romania in step 1 (Table 1).

Table 1 : Description of the measure and reference to relevant legislation (where applicable)

	Contribution by existing measures	Contribution by new measures
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Environmental targets	Description of the measure	Cat. 1.a & b	Cat. 2.a & b
1.			
2.			

Secondly, a **gap analysis** will be conducted to assess how far these existing measures are sufficient to address the priority (transboundary) pressures and reach the MSFD GES & environmental targets set by BG & RO. It is important to distinguish between measures which are adopted and already implemented, and measures adopted but not yet implemented to ensure the robustness of this analysis. Both of these measures will be part of the baseline scenario and not subjected to additional analysis (CEA, CBA).

Considering the limited time frame of the service request, the gap analysis will be based on expert judgement (CBE event).

B. Identification of possible new measures

If gaps are identified, the next step consists of identifying **possible new measures** to meet the MSFD environmental targets. This step will include a desk top study of:

- Measures proposed in recently adopted EU legislation (e.g. new Common Fisheries Policy, revised waste legislation, Marine Spatial Planning) and in the recently adopted BSC documents (e.g. Marine Litter report);
- Spatial protection measures to improve Marine Protected Area (MPA) networks or to manage industrial or leisure activities;
- Measures applied or proposed in other regional seas;
- Measures given in the Arcadis study (2011) 'Economic analysis of policy measures for the implementation of MSFD'.

In addition to the desk study, a capacity building event will be organised with stakeholders and sectors to brainstorm on potential new measures to close the gaps towards the environmental targets.

The possible new measures will be added to the list of existing measures (Table 1) and structured according to the environmental targets defined by Bulgaria and Romania.

Step 3: Shortlist of Measures (proposed candidates for joint or coordinated PoM)

Within this service contract, the contractor shall propose candidates for joint or coordinated PoM as the basis of a "roof report" for Bulgaria and Romania.

Following definitions are proposed and should be agreed upon:

- A joint measure is a common action (in time, in place) taken by both MS (e.g. the implementation of a transboundary marine spatial plan, joint monitoring surveys).
- Coordinated measures are measures implemented separately in both MS, but which are fine-tuned with respect to methodology and/or procedures (e.g. harmonization of Environmental Impact Assessment procedures).

From the long-list of measures an initial selection of the existing and new measures will be made focusing on:

- Measures with a direct link with the common GES and environmental targets (overarching commitments) defined by Bulgaria and Romania;
- Measures which contribute significantly to a reduction of the most relevant, transboundary pressures and impacts;
- Measures that are also relevant within other European policy frameworks such as WFD, Natura 2000, MSP, and which need a coherent approach between Bulgaria and Romania;
- Etc.

To get maximal support for this shortlist of measures, the selected candidates for joint or coordinated measures will be presented and further discussed with the national focal contact points and with relevant stakeholders (CBE).

For the new measures (category 2b) of this short list, the next step will consist of identifying the technical feasibility followed by an cost-effectiveness and impact assessment including a cost-benefit analysis¹. This is further explained in the steps below.

Concerning Category 2.a measures, MS should determine on a case by case basis, the methods and responsibility to perform the impact assessment in order to avoid using different methods.

Step 4: Technical feasibility, cost-effectiveness and benefits

The new candidate joint or coordinated measures included in the short-list are further assessed in terms of technical feasibility, cost-effectiveness and benefits. Following sections briefly describe the proposed methodology.

¹ If private companies are implementing measures by themselves, paid for by themselves, because they think it is a good thing to do, and those measures can be enforced, the impacts of those measures should be assessed and these measures can be included as new measures, but since they are paid for by the sectors themselves, no economic analysis needs to be performed for this type of measures.

A. Technical feasibility

The new measures will be classified into the following categories that can be seen as an indicator of the technical feasibility:

Frequently applied, Best Available Technologies (BAT)
Frequently applied; extensive experience / evidence of good practice
Applied; limited experience / uncertainties
New development

Measures with only limited experience, or new developments, have currently a more limited technical feasibility than measures for which already exists some more experience. Such measures have a potentially lower risk of fluent and successful implementation. This does however not mean that the implementation of these measures is considered as impossible.

To verify that these measures are feasible (for example that existing measures adopted at a small scale or in the context of a pilot project could be applied at a larger scale or generalized) use will be made of expert judgement, inputs from RSCs or consultation with stakeholders.

B. Cost-effectiveness

The effects of a measure are related to the potential reduction of a pressure as a result of the measure, the importance of the pressure with respect to the descriptor, the geographical dimension of the effect and the sensitivity of the area. Studies in other regional seas (such as HOLAS, HARMONY) or performed by EU MS (Belgium, UK, Netherlands) will be used as a basis for this impact-descriptor/targets-activity table.

The costs will be given as total annual costs. Data will be obtained from cost assessments done in the Black Sea (e.g. TDA (2008), Halkos (2013)²) and in other regional seas (e.g. Reinhard *et al.*, 2012³, UNEP/MAP, 2013⁴). Cost data will also be obtained by direct contact with the sectors.

The evaluation of both the effects and the costs will be done on a semi-quantitative manner using size classes, which are converted into scores of 1 to 5, as shown in the table below (illustrative example). Also, the cost-effectiveness is scored from 1 to 5. The definition of the size classes will be the subject of a capacity building event and will be done in cooperation with relevant stakeholders.

² Halkos, George (2013): Cost-effectiveness analysis in reducing nutrient loading in Baltic and Black Seas: A review. <http://mpira.ub.uni-muenchen.de/52296/>

³ Reinhard, S., A. de Blaeij, M.-J. Bogaardt, A. Gaaff, M. Leopold, M. Scholl, D. Slijkerman, W.-J. Strietman and P. van der Wielen (2012). Cost-effectiveness and cost-benefit analysis for the MSFD – Framework for the Netherlands. Lei report.

⁴ UNEP/MAP (2013). Background Document on Marine Litter Regional Plan Measures and Indicative Cost Estimation of Measures Implementation

Score	Effectiveness	Annual cost	Cost-effectiveness
1	< 7	> € 1 million	very low
2	7 - 7.5	€ 200,000 - 1 million	low
3	7.5 - 9	€ 50,000 - 200,000	moderate
4	9 - 10	€ 10,000 - 50,000	high
5	> 10	< € 10,000	very high

As a result of the often limited data availability with respect to costs and effectiveness, the assessment of the cost-effectiveness will take place in a qualitative manner, using the matrix shown below. The combination of a cost score (1-5) with an effectiveness score (1-5) will result in a score for the cost-effectiveness (also falling within a range of 1 to 5). The most cost-effective measure has a score of 5 and the least cost-effective a score of 1.

		Effectiveness				
		5	4	3	2	1
Cost	1	3	3	2	1	1
	2	3	3	3	2	1
	3	4	4	3	2	2
	4	5	4	3	3	3
	5	5	5	4	3	3

C. Benefits

Art 13.3 of the MSFD states that Member States shall also carry out impact assessments, including cost-benefit analyses, prior to the introduction of any new measure. According to the EC Impact Assessment Guidelines⁵, a CBA can be done at various levels: it can be either a fully quantified and monetized CBA, however often in the cases at hand only a part of the costs and benefits can be quantified and monetised.

One of the current approaches of assessing benefits is based on the Ecosystem services framework. Ecosystem services are defined as the benefits of the ecosystem to society, or in other words, those aspects of the ecosystem that are consumed and/or can be used to increase prosperity. At present, a quantitative assessment of ecosystem services is still challenging⁶. Therefore, within this service request a qualitative illustration of the concept will be given, in which the benefits and/or the adverse effects of each new measure will be described qualitatively in relation to the various ecosystem services.

⁵ http://ec.europa.eu/smart-regulation/impact/commission_guidelines/docs/iag_2009_en.pdf

⁶ See also the outcomes of the "Background document summarizing experiences with respect to economic analysis to support member states with the development of their programme of measures for the marine strategy framework directive" (Arcadis, 2014, to be published by WG ESA)

D. Other evaluation criteria

In the final decision making process with respect to the selection or prioritization of measures also other evaluation criteria may play a role, such as financing opportunities, operational feasibility of coordinated measures and acceptance by stakeholders. The importance and selection of these other evaluation criteria will occur in collaboration with the NFCP and relevant stakeholders during a CBE.

A useful tool for presenting the full range of benefits could be Multi-Criteria Analysis (MCA). MCA applies cost-benefit thinking to cases where there is a need to present impacts that are a mixture of qualitative, quantitative and monetary data, and where there are varying degrees of certainty. This mixture of units in which impacts are expressed is a typical feature in the MSFD context.

Step 5: Description of proposed coordinated measures as input for PoM reporting

The joint or coordinated measures will be described using a standardized template according to the SMART principle. To start with, a template for such fact sheet needs to be developed and agreed building on the following guidance and experience discussed at EU level at the moment, in particular:

- Recommendation on Programme of Measures with specific attention to the Reporting sheet;
- Additional communication from the Working Group on Data, Information and Knowledge Exchange (WG DIKE) on reporting of PoM;
- Examples of such fact sheets developed in other EU MS or RSC. In this respect the work done under 'Support to the Black Sea Commission for harmonization with the EC Marine Strategy Framework Directive' will be followed up, with one of the main activities "Further development of the programme of measures, support the development of relevant legislation and policies and their enforcement in the Black Sea region within the framework of the Convention on the Protection of the Black Sea Against Pollution" (http://www.blacksea-commission.org/projects_BSCMSFD.asp)

A first draft of such a template is given in Annex 6 and will be further discussed during the inception meeting.

Once the template has been agreed, it shall be completed based on the input and information provided by BG and RO and using, where appropriate, input from related and relevant projects. The sheets will form the basis for the reporting of PoM by the national authorities of BG & RO, as described by the EC Recommendation on PoM. A distinction is hereby made in a general set of questions and in a set of specific questions for each measure.

The draft joint or coordinated PoM will be prepared in English and translated in BG and RO before public consultation (translation budget foreseen). The specific requirements regarding the extent of info and formats for consultation need to be confirmed during the inception meeting based on the latest info from WG DIKE.

Step 6: Consultation

Intensive consultation is a prerequisite for a successful implementation of the programme of measures (PoM) as it will affect several sectors, authorities, etc.

Consultation will take place at several levels:

- Sectoral/stakeholder consultation
- Consultation of authorities/ ministries
- Public consultation

Stakeholder consultation

During the course of the project, relevant stakeholders and authorities will be invited to take part in the interactive capacity building events to support the development of the proposed coordinated or joint PoM. By engaging key players from the start, the contractor wants to create maximum ownership for the proposed measures. The role of the participants to the CBEs will be amongst other to provide data (e.g. on costs), to give direct input on measures and support the assessment of potential gaps to meet GES with the existing measures. The majority of these meetings as a support for task 1.1 should take place before July 2015, to be in line with the deadlines set by the ToR.

Public consultation

Following the ToR, the proposed coordinated or joint PoM shall be consulted and agreed with BG and RO authorities by July 2015 as a basis for a coordinated public consultation exercise in accordance with Article 19. The public consultation will be carried out by the Member States' authorities and is not part of the contract. However, changes to these draft PoMs as a result of the public consultation shall be included by the contractor into the final version of the PoM to be submitted by the BG and RO authorities to the Commission as per Article 5(b) of MSFD.

In addition, it has been stated by the EC Recommendation on PoM that Member States shall notify the Commission and other relevant MS of their PoM within 3 months of their establishment (i.e. by 31 March 2016).

Considering the time frame of the service request (January 2015- October 2015), a detailed timeline of the PoM process (incl. public consultation (duration)) should be

further discussed with the national authorities of BG & RO and the EC during the start of the contract.

Step 7: Final draft joint or coordinated PoM

Based on the results of the public consultation (on the basis of input provided by the BG and RO authorities), a final version of the joint or coordinated PoM will be drafted by the end of the project (10 months). This document can then be submitted by the BG and RO authorities to the Commission as per Article 5(b) of MSFD.

Annex 5: BSIMAP priority parameters, actions, implementation

Priority parameters to be monitored	Issue to be addressed (Policy questions)	Monitoring	Initial Actions	Status of implementation	Improvements needed
	<p>What are the loads of trace metals from land-based sources of pollution?</p> <p>Are agreed measures effective in reducing pollution?</p>	<p>monitor discharges and estimate riverine, direct industrial and municipal loads</p>	<ul style="list-style-type: none"> • compile national meta data on all riverine, industrial and municipal sources of pollution in the coastal zone • develop set of indicators to be reported • harmonize monitoring strategies and networks 	<p>Monitored, reported for rivers and 50 Hot Spots, most of them WWTP. Specific indicators are not developed, LBS Reports contain Figures showing trends. Data of states can be compared. Methods to measure trace metals harmonized.</p>	<p>Hg rarely measured. Indicators need to be developed. River monitoring strategies are not harmonized.</p>
<p>Trace metals: Cd, Hg, Pb, Cu, others (mandatory in BSIMAP)</p>	<p>What are the concentrations in water, sediments and biota?</p>	<p>monitor concentrations</p>	<ul style="list-style-type: none"> • develop background values and assessment criteria for environmental quality • sustain the regional quality assurance and quality control system • develop set of indicators for reporting on the state of the Sea environment • outline trends in historical data • harmonize the methods used and national monitoring strategies and networks 	<p>Monitored with gaps, basically in water, rarely in sediments and biota. QA/QC sustained. Trends outlined. Methods harmonized.</p>	<p>Background values absent in TU and GE. Assessment criteria for water quality need to be harmonized. Set of indicators to be developed.</p>
<p>Pesticides (mandatory in BSIMAP for sediments, optional for water)</p>	<p>What are the levels of pesticides in the water, sediments and biota?</p>	<p>monitor concentrations</p>	<p>assess the scope of the problem for the Sea by random sampling or based on available data in the vicinity of major sources of organotin pollution (say major ship routes, nearby river mouths, etc.)</p>	<p>Monitored with gaps. Data available. Last assessment SoE, 2008.</p>	<p>Not monitored on a regular basis in BG and GE. Rarely measured in sediments and, especially, in biota. Better monitoring and assessments needed.</p>
<p>PCBs (optional in BSIMAP for water, mandatory for</p>	<p>What are the loads of PCBs into the Sea?</p>	<p>monitor loads</p>	<p>compile national data if available: inventory of PCBs sources and preliminary assessment of loads, including riverine</p>	<p>Not monitored, not reported to BSIS. Inventory of sources and</p>	<p>Pilot monitoring to identify the sources, assess the problem with consequent decision on PCBs</p>

Priority parameters to be monitored	Issue to be addressed (Policy questions)	Monitoring	Initial Actions	Status of implementation	Improvements needed
sediments and biota ¹			inputs	assessment of loads missing.	loads relevance for the regional monitoring program
	What are the concentrations of PCBs in marine biota (including mammals) and bottom sediments?	monitor concentrations	pilot monitoring of PCBs levels in bottom sediments and biota (or analyses of available data) and decision on their relevance for regional monitoring program	Not monitored. Not reported to BSIS. Data available outside of BSIMAP and BSIS, but scarce (UA, RO, for instance).	Pilot monitoring to assess the problem with consequent decision on PCBs relevance for the regional monitoring program
PAHs (not included in BSIMAP for land-based sources)	Which are the major sources and how large are the inputs?	monitor loads	<ul style="list-style-type: none"> quality check the existing information on PAHs concentrations in water and further compile and quality check data on PAHs loads where available list of pollution sources 	Not monitored, not reported to BSIS, no list of pollution sources.	Pilot monitoring: Sources to be identified, loads assessed, decision on their relevance for the regional monitoring program to be taken
	What are the concentrations in water and sediments(optional)	measure concentrations of PAHs in water and sediments	Include PAHs measurements in programs of cruises (projects) to check if the problem exists	Monitored with gaps, mainly in water. No harmonization of methods.	Pilot monitoring: screening of the levels of PAHs in bottom sediments, with consequent decision on PAHs relevance for the regional monitoring program. Harmonization needed.
	Do PAHs affect fish and shellfish(optional)	measure concentrations of PAHs in fish and shellfish	Incorporate random sampling where possible to address the problem (feasibility study)	Monitored randomly in UA	Better screening needed, pilot monitoring recommended.
Noxious and Harmful Substances	What chemicals are transported via the Sea?	collect data on transportation	<ul style="list-style-type: none"> compile meta data on regular transportations illegal discharges, accidents occurrence 	Not collected	Pilot project/feasibility study recommended
Phenols (not included	What are the loads of	monitor loads and	<ul style="list-style-type: none"> assess levels of phenol pollution in the 	Not monitored, not reported	Pilot project: Inventory of sources,

Priority parameters to be monitored	Issue to be addressed (Policy questions)	Monitoring	Initial Actions	Status of implementation	Improvements needed
for LBS loads, optional for water and mandatory for sediments in the Sea)	phenols coming from land-based sources of pollution? What are their concentrations in water? Do phenols pose risk to human health and Sea environment?	concentrations	marine environment <ul style="list-style-type: none"> • assess impact of phenol pollution on coastal waters • outline trends in historical data • inventory of pollution sources of phenols 		assessment of loads and concentrations in water and sediments, decision on Phenols relevance for the regional monitoring program.
Detergents (mandatory for loads, optional for sea water)	What are the concentrations in Sea waters? What are the loads from rivers and other land-based sources of pollution?	monitor loads and concentrations	<ul style="list-style-type: none"> • assess the level of detergents in coastal waters • outline trends in historical data 	Concentrations in the Sea monitored with gaps, reported basically by RU, TU and UA	Better assessment of the problem needed (loads). For water concentrations improvement of the monitoring in coastal waters.
Oil pollution, petroleum hydrocarbons (TPHs, mandatory)	What are the pollution sources of oil	monitor loads and concentrations	<ul style="list-style-type: none"> • assess pollution loads of oil from land based sources and offshore installations, illegal discharges and accidents • outline trends 	LBS monitored	Offshore installations and illegal discharges. Updated assessment of trends for LBS needed.
	What are the values of total petroleum hydrocarbons in water, sediments and biota?	monitor concentrations	<ul style="list-style-type: none"> • identify background values • assess trends 	Monitored with gaps, especially in BG, GE. Mainly concentrations in water and loads are measured. No harmonization of methods.	Better monitoring of TPH in sediments and biota needed. Harmonization of methods needed.
Radionuclides (optional)	What are the trends of radionuclides in the Sea? Do they pose risk to human health and Black Sea biota?	1. monitor concentrations of radionuclides in water, sediments and biota 2. assess risk to	assess trends	Not reported to BSIS, classified information. Available scientific assessment in the SoE, 2008.	The data to be reported to BSIS

Priority parameters to be monitored	Issue to be addressed (Policy questions)	Monitoring	Initial Actions	Status of implementation	Improvements needed
		human health and biota			
Nutrients (mandatory)	Are agreed measures effective in reducing eutrophication? What are the levels of nutrients in water and sediments, what are the loads from rivers and other land-based sources of pollution?	monitor concentrations and discharges, assess loads of nutrients	outline indicators and trends for loads and concentrations, introduce monitoring of nutrients in sediments (where possible) to assess the level of secondary eutrophication processes. TRIX index for estimation of eutrophication processes.	Monitored loads and water concentrations. Data available for sediments. Indicators developed.	Monitoring of sediments and open sea waters
Phytoplankton (mandatory)	How often phytoplankton blooms occur? What are the areas of most frequent phytoplankton blooms? What are the consequences for the Black Sea flora and fauna?	monitor chlorophyll, phytoplankton abundance, biomass and species composition	outline indicators, background values, trends	Monitored, reported with gaps. Indicators, background values, trends known.	Open-sea monitoring
Zoobenthos (mandatory)	What are zoobenthos communities structure and abundance? Is their state improving in comparison to previous periods?	monitor abundance, species composition	habitats classification and mapping, outline of trends	Monitored. Habitats classification available.	Mapping pending.
State of other communities, endangered species (mandatory)	What is the state of macrophytes? Do numbers of endangered species increase?	monitor abundance	Red data book update, Assess natural habitats state, trends	Monitored, Red Data Book available	Habitats state needs to be better reported to BSIS

Priority parameters to be monitored	Issue to be addressed (Policy questions)	Monitoring	Initial Actions	Status of implementation	Improvements needed
Sources and occurrence of Marine Litter (ML) on beaches and in the sea (floating, on the bottom)	What are the sources of litter, its amount/type, and areas of its occurrence? Marine litter in the Sea amount/type, areas of accumulation.	UNEP guidelines	assess the scope of the problem in the Sea bottom, coast, on the surface, major sources	Not attended in BSIMAP. Randomly monitored by NGOs, not reported to BSIS. Last assessment 2007	To incorporate this kind of monitoring into BSIMAP with relevant reporting formats prepared
Effects of ML on birds and marine organisms	What are the effects of ML on birds and marine organisms		Compile information	Scarce data not reported to BSIS, not attended in BSIMAP	Search for available information, involve NGOs
Impact of fisheries on ecosystem (mandatory)	What are the trends in fish catches? Which species are overfished? By catches and discards levels? Strandings? Bioaccumulation of toxic substances? Increase in fishing fleet?	monitor ichthyoparameters, assess stocks, catches, by-catches, etc.	<ul style="list-style-type: none"> • harmonization of methodologies • trends 	Monitored, harmonization in progress	By-catch, illegal fishery poorly monitored, needs improvement. Stock assessments further harmonized, relevant surveys organized.
Genetic disturbance	What are the trends in aquaculture development? What species are cultivated? Are their escapes from farms?	Compile data, monitor nutrients in aquaculture farms	track the eutrophication effect of mariculture	Trends in aquaculture development and species cultivated are reported to BSIS.	Eutrophication effect of aquaculture not known, feasibility study needed. Genetic effects not known.
Transfer of diseases	What diseases are reported?			Not reported to BSIS	Compile information
Chemicals used in aquaculture	What chemicals are used for treatment?		Assess possible negative effects	Not reported to BSIS	Compile information, assess possible effects

Priority parameters to be monitored	Issue to be addressed (Policy questions)	Monitoring	Initial Actions	Status of implementation	Improvements needed
Habitats destruction (mandatory)	Are destructive techniques used in the Black Sea region? What are the reasons for habitats destruction in the Black Sea?	Benthos investigations, monitor via sonars and underwater video as well, etc.	<ul style="list-style-type: none"> • assess most threatened habitats at present • identify habitats of Sea importance to designate them as protected areas • identify threatened species and species which should be regulated 	Monitored with gaps	Improve this kind of monitoring
Non-native species composition, abundance (mandatory)	What exotic species are intentionally and non-intentionally introduced	monitor exotic species	list of exotic species, vectors of introduction, impacts	Monitored, Lists available	Assessments of risk, Ballast water monitoring
	What are risks and vectors of introduction of new exotic species				
Microbiological indicators (mandatory)	What is the quality of bathing waters in terms of bacteriological pollution	monitor bacteriological parameters	list of beaches to be reported	Monitored, list of beaches available	Better reporting to BSIS needed
Atmosphere: Greenhouse gases, particulate matter, chemical pollution (optional)	What is the level of atmospheric pollution? Which areas are mostly polluted?	monitoring of gases , deposition and precipitation	Improve reporting format, become end-user of PROMOTE project	Monitored, poorly reported to BSIS	Contract with EMEP, end-users of Promote and similar projects. Development of stations for measurements of deposition.
Nutrients and pollutants from diffuse sources	What is the level of nutrients and pollutants entering the Sea from diffuse sources of pollution, including atmosphere?	Collection of data to be used in relevant models (MONERIS, SWAT, others)	Develop guideline for inventory, classification and assessment of diffuse sources of pollution, starting with nutrients. Development of models or adoption of available ones.	Not attended in BSIMAP	Priority issue, needs to be attended

Annex 6: Draft fact sheet measure

MEASURE SHEET n°xx	FACT	Existing / New measure
Name of the measure		
<i>Short description</i>	Description of the measure	
<i>Category (EC POM¹)</i>	<p>Existing measure (category 1):</p> <ul style="list-style-type: none"> ▪ <u>Category 1.a</u>: Measures relevant for the maintenance and achievement of GES under the MSFD, that have been <i>adopted under other policies and implemented</i>; ▪ <u>Category 1.b</u>: Measures relevant for the maintenance and achievement of GES under the MSFD that have been adopted under other policies but that have <i>not yet been implemented or fully implemented</i>; <p>New measure (category 2):</p> <ul style="list-style-type: none"> ▪ <u>Category 2.a</u>: Additional measures to maintain and achieve GES which build on existing implementation processes regarding other EU legislation and international agreements but go beyond what is already required under these; ▪ <u>Category 2.b</u>: Additional measures to maintain and achieve GES which do not build on existing EU legislation or international agreements. 	
<i>Type of measure (MSFD Annex VI)</i>	<ol style="list-style-type: none"> 1. <u>Legislative measures</u>: measures adapting or supplementing national environmental law and other national legislation influencing the marine environment 2. <u>Technical measures</u>: measures that one can see in the field 3. <u>Spatial and temporal distribution controls</u>: management measures that influence where and when an activity is allowed to occur. 4. <u>Management coordination</u> measures: tools to ensure that management is coordinated. 5. <u>Economic incentives</u>: management measures which make it in the economic interest of those using the marine ecosystems to act in ways which help to achieve the good environmental status objective. 6. <u>Communication/education</u>, stakeholder involvement and raising public awareness. 7. <u>Monitoring/ research</u> oriented measures to improve the traceability, where feasible, of marine pollution. 	
<i>Link to Descriptor</i>	Descriptor which the measure affects	
<i>Link to environmental target (and indicator)</i>	Environmental targets which the measure affects	
<i>Link to pressure</i>	Pressure which the measure affects	
<i>Link to driver</i>	Sector in which the measure applies	
<i>Link to other directive/legislation/pol</i>	Relevant (EU) legislation that has a link with the measure or within which the measure is defined	

¹ Programmes of measures under MSFD. Recommendations for establishment / implementation and related reporting. European Commission. 27 May 2014 - Version 13

MEASURE SHEET n°xx	FACT	<i>Existing / New measure</i>
<i>icy</i>		
<i>Link to MPA</i>	Contribution of the measure to the development of a coherent network of MPAs in the regional sea	
<i>Technical feasibility</i>	Options: <ul style="list-style-type: none"> ▪ Frequently applied, Best Available Technologies (BAT) ▪ Frequently applied; extensive experience / evidence of good practice ▪ Applied; limited experience / uncertainties ▪ New development 	
<i>Effectiveness</i>	Very low / Low / Moderate / High / Very high	
<i>Benefits</i>	Description of the benefits	
<i>Costs</i>	<ul style="list-style-type: none"> ▪ Yearly cost ▪ Private / Public ▪ Sector / Authority 	
<i>Cost-effectiveness</i>	Very low / Low / Moderate / High / Very high	
<i>Cost-benefits</i>	Very low / Low / Moderate / High / Very high	
<i>Implementation</i>	Authority: which authority is responsible for the implementation of the measure	
	Timing: Implemented / Implementation before 2020 / Implementation after 2020	
	Method of implementation: on the basis of legal, policy or financial instruments	
	Exceptions (article 14)	
<i>Coordination</i>	Level required: National / Regional	
	Description coordination process	
<i>Financing</i>	EU co-financing (opportunities)	
	National financing	

Annex 7: Template for a coordinated presentation of the national programme of measures

(extract from final draft concept paper on PoMs reporting)

General fact-sheet:

The following “table of content” (and guiding questions in each section) is proposed for the national fact sheet. Additional questions/information can be added if the Member State wishes. This can be used as a basis to develop a common regional format for a "roof report".

1. Update on environmental targets

- a. Which version of your environmental targets (MSFD Art 10) does the PoM address (e.g. as reported in 2012; revised update on ReportNet; revised update available at national level)? Provide date and link.
- b. Did you set any operational targets that relate to concrete implementation measures to support their achievement (Annex IV (2))?

2. Inventory of existing measures

- a. Has an inventory of existing measures under other legislation been undertaken (including measures for which implementation is pending)?
- b. How have you assessed to which extent the existing measures are sufficient to achieve environmental targets and GES?
- c. Does this analysis (done in question 2b) identify a gap between the baseline scenario (i.e. current status taking into account implementation of existing measures) and what is needed to deliver the environmental targets and achieve or maintain GES?
- d. Describe the outcomes of the analysis.

3. New measures

- a. When selecting new measures, how have you ensured that they are based on / take into account:
 - Technical feasibility
 - Sustainability: a combination of Impact Assessment (environmental, social and economic), cost-effectiveness analysis and cost-benefit analysis¹
- b. Will you designate additional marine protected areas covering the relevant biodiversity components? How will the spatial protection measures contribute to a coherent and representative network of marine protected areas covering the relevant biodiversity components in the (sub)region?

¹ Following the PoM recommendation, sustainability is not to be assessed separately, but assessed as a combination of impact assessment, SEA and CEA/CBA.

- c. Have you taken consideration of maritime spatial planning when designing new measures?

4. Regional cooperation and transboundary impacts

- a. Describe how (sub)regional coordination in development of PoMs was undertaken, and what were the key outcomes (e.g. coordinated national PoMs, joint measures, identification of issues for EU/international consideration)
- b. How did you assess the transboundary impacts on waters beyond your marine waters?
- c. How and when were any identified transboundary impacts (positive and negative) notified to affected states? How were their views taken into account in your final set of PoMs?

5. Obligations in relation to public consultation (Art. 19(2))

- a. When was the public consultation undertaken?
- b. Where/how? (consultation website)
- c. Did the Public Consultation include:
- i. All measures reported under Art. 13?
 - ii. All exceptions reported under Art. 14?
 - iii. If not, provide a list of the measures and/or exceptions which were not included and a reason for this.
- d. How was the Public Consultation taken into account?

6. Administrative process (Art. 13(3) and 13(10))

Description of implementation process (together with administrative framework (e.g. the policy tools or plans containing the measures, including new measures, for protecting the marine environment (e.g. WFD PoM, National Waste prevention plans))

Fact-sheet for a measure:

As minimal information per measure is included in the Reporting Sheet (xml file), a fact sheet (national or regional) should be prepared to provide further details on the measure. The format/content is given below, based on the format used for WFD reporting on each measure. *NOTE: where the measure is already reported under the WFD process, there is no need to report this again, but simply provide a URL web link in the Reporting Sheet to where the WFD measure fact sheet can be accessed.*

Content of the fact sheet:

- a. Measure code/name
- b. Description
- c. Measure type (i.e. 1a, 1b, 2a, 2b)
- d. Existing or new measure – policy used (e.g. Habitats Directive, RSC measure, MSFD)
- e. Temporal coverage (start date, end date if appropriate)
- f. Responsible Competent Authority and delivery authorities/organisations
- g. Mode of implementation (e.g. legal, policy, economic)

- h. CEA and CBA undertaken (Not needed/Yes/No)
- i. Financing (state of securing, source of funding)
- j. Level of coordination in implementation (e.g. Local, national, regional)
- k. Obstacles to delivery
- l. Effectiveness of implementation – indicators, milestones

Annex 8: Agreed list Capacity Building Events (CBE)

Meetings (Steering group meetings (SGM) / capacity building events (CBE))	Jan	Feb	Mrch	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Location	Date
Kick-off meeting - SGM 1	x												Brussels (BE)	15/01/2015
CBE 1 - FEB		x											Constanta (RO)	24-25/02/2015
CBE 1a: Brainstorm long list / gap analysis		x												
CBE 1b: Revisions selected common targets		x												
CBE 1c: Template Roof report		x												
CBE 1d: Practicalities consultation process (selection main stakeholders)		x												
CBE 2 - March			x										Varna (BG)	25-26/03/2015
CBE 2a: Defining selection criteria			x											
CBE 2b: Brainstorm short list (common measures)			x											
CBE 2c: Detailed description selected measures			x											
CBE 2d: Preparatory steps CBE/CEA for selected measures			x											
SGM 2 - May					x								Brussels (back to back MSCG)	6/05/2015
CBE 3 / 4 / 5- May					x								Brussels (back to back MSCG)	6-8/05/2015
CBE 3: Financial assessment and potential funding opportunities to address needs					x									
CBE 4: Cost-effectiveness analysis POM					x									
CBE 5: Review and prioritization PoM implementation needs BG & RO (work plan)					x									
CBE 6 / 7 - June						x							Constanta (RO)	16-18/06/2015
CBE 6a: work session selected measures - selected topics (1) + sectorial consultation						x								
CBE 6b: work session selected measures - selected topics (2) + sectorial consultation						x								
CBE 7: work session on work plan PoM						x								
CBE 8 - Sept									x				Varna (BG)	08-09/09/2015
CBE 8a: Finalisation work plan POM									x					
CBE 8b: Finalisation roof report POM									x					
Final SGM 3										x			Brussels (BE) (back to back GES)	14/10/2015

Annex 9: Initial list of stakeholders PoM

Name	Web	Directorate
Romania		
Authority		
Ministry of Environment, Water and Forest	http://www.mmediu.ro	Directorate for Policies, Strategies, Projects and Management of Water Resources
Ministry of Environment, Water and Forest	http://www.mmediu.ro	River Basin Planning Department - Scheme Directories
Ministry of Environment, Water and Forest	http://www.mmediu.ro	River Basin Planning Department - Hydrographic Constructions
Ministry of Environment, Water and Forest	http://www.mmediu.ro	Directorate for Pollution Control and Impact Assessment
Ministry of Environment, Water and Forest	http://www.mmediu.ro	Directorate for Biodiversity
Ministry of Environment, Water and Forest	http://www.mmediu.ro	Directorate for Waste and Hazardous Substances Management
Ministry of Environment, Water and Forest	http://www.mmediu.ro	Directorate for Climate Change and Sustainable Development
National Environmental Protection Agency	http://www.anpm.ro	
National Environmental Protection Agency Constanta	http://apmct.anpm.ro	
National Environmental Protection Agency Tulcea	http://apmtl.anpm.ro	
National Meteorological Administration	http://www.meteoromania.ro	
Romanian Waters National Administration	http://www.rowater.ro	Department for Water Resources Management
Romanian Waters National Administration	http://www.rowater.ro	Department for Hydrotechnical Works Management
Romanian Waters National Administration	http://www.rowater.ro	Department for Management Plans
Dobrogea-Litoral Water Basin Administration	http://www.rowater.ro/dadobrogea	
National Agency for Fisheries and Aquaculture	http://www.anpa.ro	
National Agency for Fisheries and Aquaculture Constanta	anpadobrogea_ct@anpa.ro	Maritime Directorate
National Environment Guard	www.gnm.ro	
National Environment Guard	www.gnm.ro	Constanta Commissariat
National Environment Guard	www.gnm.ro	Tulcea Commissariat
Danube Delta Biosphere Reserve Authority	http://www.ddbra.ro	
Ministry of Agriculture and Rural Development	http://www.madr.ro	
Ministry of Internal Affairs	http://www.mai.gov.ro	
Ministry of Transport	http://www.mtr.ro	
Romanian Naval Authority	http://www.rna.ro	
National Company "Maritim Ports Administration" S.A Constanta	http://www.portofconstantza.com/apmc	
Ministry of Economy, Trade and Tourism	http://www.minind.ro	
National Agency for Mineral Resources	http://www.namr.ro	
Ministry of National Defence	http://www.mapn.ro	
Hydrographic Directorate	http://www.dhmf.ro	
Direction of Public Health Constanta	http://www.dspct.ro	
Direction of Public Health Tulcea	http://www.dspjtulcea.ro	
Research & NGO		
National Institute of Hydrology and Water Management	http://www.inhga.ro	
National Institute for Marine Research and Development "Grigore Antipa" Constanta	http://www.rmri.ro	
National Research and Development Institute for Marine Geology and Geoecology	http://www.geoecomar.ro	
Danube Delta National Institute for Research and Development	http://ddni.ro	
University OVIDIUS Constanta-Faculty of Natural and Agricultural Sciences	http://www.univ-ovidius.ro	
Maritime University Constanta	http://www.cm.u-edu.eu	
NGO Mare Nostrum	http://www.marenostrum.ro	
Romanian Ornithological Society	http://www.sor.ro	
Industry		
OMV Petrom S.A	http://www.petrom.com	
LUKOIL Romania S.R.L	http://www.lukoil.ro	
Grup Servicii Petroliere S.A	http://www.gspoffshore.com	
Rompetro Petrochemicals S.A	http://www.petrochemicals.ro	
Oil Terminal S.A	http://www.oil-terminal.com	
Bulgaria		
Authority		
National Fisheries and Aquaculture Agency	http://fiara.government.bg/	
Black Sea Basin Directorate - MOEW	http://eea.government.bg/en/cds/BD_Varna/vn.htm ; bsbd.org	
Bulgarian Food safety agency	http://www.babh.government.bg/en/	
Executive agency maritime administration	www.marad.bg	
Research & NGO		
IO-BAS	www.io-bas.bg	
IBER-BAS	http://www.iber.bas.bg/	
NMHI-BAS	http://www.pse.ice.bas.bg/	
IFR	http://www.ifvarna.com/	
Medical University-Varna	http://mu-varna.bg/EN	
Bulgarian society of protection of the birds	http://www.birdlife.org/europe-and-central-asia/partners/bulgarian-society-protection-birds-bspb	
Greenpeace-Bulgaria	http://www.greenpeace.org/bulgaria/bg/	
Green balkans -NGO	http://www.greenbalkans.org/en/	
WWF-Bulgaria	http://www.wwf.bg/about_wwf/wwf_in_bulgaria2/	
Technical University-Varna	http://new.tu-varna.bg/index.php/bg/	
Naval Academy-Varna	http://www.naval-acad.bg/En/index-en.html	
Industry		
Maritime antipollution enterprise JSCo	http://pchmy-bg.com/en/home	

ANNEX 10: Invitation letter

Mr./Ms.[Name]
[Institute]
[Town],[Country]
[Emailaddress]

ARCADIS Belgium nv/sa
Kortrijksesteenweg 302
B-9000 GENT
Tel +32 9 242 44 44
Fax +32 9 242 44 45
www.arcadisbelgium.be

Subject

Invitation to the CBE workshop [dates, town, country] in the framework of the "Technical and administrative support for the joint implementation of the Marine Strategy Framework Directive (MSFD) in Bulgaria and Romania – Phase 2"

Dear Mr/Ms [Name],

We have the pleasure inviting you to the CBE workshop, organized in the framework of the "Technical and administrative support for the joint implementation of the Marine Strategy Framework Directive (MSFD) in Bulgaria and Romania". The agenda is added in attachment.

The workshop will be held in the offices of [Venue] in [Town], [Country] on the [Dates].

The project will provide financial support for your participation in the meeting. The financial support will consist of the refunding of your transport costs and the costs for boarding and lodging. Refunding will be done according to EU rules.

Workshop venue:

[Address]

Local contact:

[PTE coordinator name], [Email address]

[Tel]

We therefore wish to receive confirmation of your participation in this workshop before the [Dates] by email (w.rommens@arcadisbelgium.be; a.volckaert@arcadisbelgium.be).

We recommend that you immediately start making arrangements for your participation in the workshop (hotel booking, transport). A suitable hotel near the workshop venue is the [Hotel name, URL].

The workshop will include the following topics:

- [Topics]

[#] documents have been attached to this letter.

[List of documents]

You are kindly requested to investigate the documents prior to the workshop.

Gent

15/01/2015

Contact

Annemie.Volckaert@arcadisbelgium.be

Wouter.Rommens@arcadisbelgium.be

Telephone number

++32 9 24177 31

Our references

BE0114000978_MSFD Bulgaria

Romania_EC Phase 2

Your references

Klik hier als u tekst wilt invoeren.



Yours sincerely,

Annemie Volckaert
Project Manager

Wouter Rommens
Deputee Project Manager

Annex 11: Reimbursement template

Name:	[fill in]	Company VAT [fill in]
Street + nr:	[fill in]	
City:	[fill in]	
Country:	[fill in]	
Bank account nr. (IBAN)	[fill in]	
BIC code	[fill in]	
ARCADIS Belgium NV Posthofbrug 12 2600 Berchem VAT: BE0426.682.709		
To be sent to:	Annemie Volckaert Wouter Rommens Inge Claeys	a.volckaert@arcadisbelgium.be w.rommens@arcadisbelgium.be i.claeys@arcadisbelgium.be
Project 9279295 MSFD in Bulgaria & Romania – EC – Phase 2 Subject meeting Date meeting		
Description : reimbursement of travel, accommodation and daily subsistence allowance for participation of (Fill in)		
Date(s):	(Fill in)	Price Scan #
Air ticket:	Airline company, from.....to.....[Fill in]
Hotel:	not applicable	-
Daily Subsistence Allowance		
Daily Subsistence Allowance	# nights :	92 euro (rate Belgium)*
	# nights :	52 euro (rate Romania)*
	# nights :	58 euro (rate Bulgaria)*
<small>*Please use the rate of the country in which the meeting takes place</small>		
Hotel ceiling	# nights :	Max 140 euro (rate Belgium)*
	# nights :	Max 170 euro (rate Romania)*
	# nights :	Max 169 euro (rate Bulgaria)*:
<small>*Please use the rate of the country in which the meeting takes place</small>		
To be paid on bank account n° within 2 weeks		

	TOTAL INVOICE:	... euro
		SIGNED

We can reimburse 3 experts from Bulgaria and Romania per meeting which does not take place in their home country.

When you receive an agreement for reimbursement from the contractor then you have to consider following reimbursement rules:

- 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 **Fout! Verwijzingsbron niet gevonden.** 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 a 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 and hotel ceiling (to be further defined with EC). The flat rate payment (see Addendum to Annex 10) 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>)

what documents you need to send to us (please send us a copy by mail and keep the original document)

- Tickets (plane, bus, taxi, bus, metro, train to get to the location,...)
- Boarding passes in case you take a plane
- Invoice hotel

(there is no special information is required on the documents,)

What covers your 'subsistence' expenses?

- Meals, local transport, insurance and sundries.

What covers your 'hotel ceiling'

- Accommodation



If your accommodation is paid by the contractor, no hotel ceiling shall be paid.

Annex 12: CBE reporting sheet

Title			
Date			
Location			
Attendees			
Reporter name			
Subject			
Objective	Link to the contract:		
	Link to the MSFD implementation stage:		
Results			
Issues discussed			
Actions	WHO	WHAT	BY WHEN
Follow-up events/activities related to CBE			
Annex	Programme of the CBE (included in invitation letter)		
	Presentations given at the CBE		
	Reference documents included in the CBE discussions		

Offices		
Antwerp – Berchem Posthofbrug 12 B-2600 Berchem T +32 3 360 83 00 F +32 3 360 83 01	Hasselt Eurostraat 1 – bus 1 B-3500 Hasselt T +32 11 28 88 00 F +32 11 28 88 01	Ghent Kortrijksesteenweg 302 B-9000 Ghent T +32 9 242 44 44 F +32 9 242 44 45
Brussels Koningsstraat 80 B-1000 Brussels T +32 2 505 75 00 F +32 2 505 75 01	Liège 26, rue des Guillemins, 2ème étage B-4000 Liège T +32 4 349 56 00 F +32 4 349 56 10	Charleroi 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		Main office: Brussels Koningsstraat 80 B-1000 Brussels



Consultancy, study and design of buildings, infrastructure, environment and environmental planning. Outsourcing of project staff on site.
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