

# TRANSGREEN Kick-off event

## Vienna, February 28<sup>th</sup>-March 2<sup>nd</sup> 2017

### Report of Day **2** and **3**

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## 1. GENERAL INFO ON THE MEETING

Date:	28/02 – 02/03/2017	Venue:	Austrian Ministry for Transport, Innovation and Technology – BMVIT Radetzkystraße 2, 1030 Vienna, Austria	Time:	Day 1: 13:00 – 18:00 Day 2: 9:00 – 18:00 Day 3: 9:00 – 16:15
Aim	Project awareness raising and Kick-off meeting in conjunction with the establishment of the Steering Committee				
Project code	DTP1-187-3.1				
Participants	See list of participants attached (Annex 2)				
Main topics	<p>Day 1 / 28 Feb 2017</p> <ol style="list-style-type: none"><li>1. Welcome speeches</li><li>2. Ecological corridors in the Carpathians</li><li>3. TRANSGREEN project</li><li>4. TRANSGREEN pilot areas</li><li>5. Interreg Danube Transnational Programme</li><li>6. Solutions for integrated infrastructure development – statements &amp; discussion</li></ol> <p>→ there is a separate report for Day 1 which is not included here.</p> <p>Day 2 / 01 March 2017</p> <ol style="list-style-type: none"><li>7. Self &amp; external images</li><li>8. What does the project mean to project partners?</li><li>9. Work Package 3 – working session</li><li>10. Work Package 4 – working session</li></ol> <p>Day 3 / 02 March 2017</p> <ol style="list-style-type: none"><li>11. Work Package 5 – working session</li><li>12. Work Package 2 – working session</li><li>13. Work Package 1 – working session</li><li>14. Work Plan &amp; time schedule</li></ol>				
APPENDIX:					
Agenda, list of participants and Report of Day 1 you will find at <a href="http://www.interreg-danube.eu/approved-projects/transgreen/documents">www.interreg-danube.eu/approved-projects/transgreen/documents</a>					

## 2. DECISIONS, FOLLOW-UP

Decisions, follow-up			
Who	Topic	What	Deadline
Hildegard Meyer, WWF DCP	WP1 Work Plan and Meeting schedule	The Work Plan and Meeting Schedule will be updated and sent out to PP for comments and further input	ASAP
Hildegard Meyer to initiate, all PP	WP1 Kick-off Meeting wrap up	WEBEX call organized to finalize Work Plan and Meeting Schedule	Mid-March (not on 15th!)
Hildegard Meyer, WWF DCP	WP1 Data sharing	Each PP will have access to archive and put working papers on Google Drive for convenient collection of comments and their integration into the document	ASAP
Catalina Murariu, WWF DCP	WP2 Data sharing	Each PP has access to the Document Manager at the DTP TRANSGREEN website -> FINAL versions of documents should be uploaded here	Ongoing
All PP	WP2 - Poster	Project poster displayed in each office – posters were prepared by Catalina Murariu and handed out to PPs during the Kick-off Meeting	ASAP
All PP	WP2 - Web	Project websites updated	Ideally biweekly, in reality once per month
All PP	WP2 – Project presentation	Possibility to present the project on conferences and/or organize side events	CCIC meeting in Modra, CZ - 14-16 June 2017 COP5 to the Carpathian Convention in Hungary – 10-12 Oct 2017
Cristi Papp with support from SPECTRA	WP3 Standardized forms	A form will be prepared for the collection of data from all WPs. PPs will collect data accordingly; they will be stored on SPECTRA server; for narrative data Cristi Papp is responsible, for GIS data Martin Kuruc.	April 2017
Martin Kuruc, SPECTRA	Data sharing WP3	Each PP will have an access to upload and view data on SPECTRA server	End of May upon request to Martin Kuruc
All PP + SPECTRA	WP3 - Data collection	Data collection realized and available for all work packages, link to CCIBIS	July 2017
SPECTRA + all PP	WP3 - Data collection	List of available data will be created	End of March 2017
SPECTRA	WP3 Tools	Draft of Scheme for stakeholder participation processes up for comments and finalized	Mid-March Finalized end of March
NCA/CDV	WP3 - Tools	Draft of measures for hotspots (for Slovakia) prepared	Already done -> shift to SPECTRA
NCA/CDV	WP3 - Tools	Handbook for establishing and monitoring system for transport infrastructure prepared	Parts available in CZ language

CEEweb & PP involved in the area & NCA	WP3 - Tools	Meeting about methodology for verifying ecological corridors for HU-SK-UA pilot areas organized	Beginning of April
SPECTRA	WP3 - Tools	Model Catalogue of Measures prepared	Final May 2017
SNC, CDV	WP3 - Tools	SNC should provide relevant data for Road kill registration system to Ivo Dostál, CDV	ASAP
Cristi Papp, WWF RO, SNC, Ivo Dostál, CDV	WP3 - Tools	To be able to transfer the road kill registration system to Arad (Radna) – Deva and HU-SK-UA pilot areas, WWF RO and SNC should inform Ivo Dostál (CDV) which data are possible to collected and which kind of analysis tool would be utilized	ASAP
Milvus	WP3 - Tools	Concept for 2 days EIA training package designed	September 2017
Milvus	WP3 - Tools	Training of EIA trainers realized	December 2017
Secretariat of the Carpathian Convention	WP3 – Concept Strategic Action Plan	Concept on “Strategic Action Plan for Sustainable Transport Development of the Carpathians” prepared – to be able to present/discuss it at COP5	October 2017
CEEweb, SNC, UA experts, NCA	WP4 - Meeting	Meeting organized involving NCA for the discussion of the methodology used for the verification of ecological corridors	Beginning of April 2017
FoE, CDV, NCA, NDS, SNC, SPECTRA, SK experts	WP4 - Meetings	Meetings organized: a) Internal meeting to settle things b) Awareness raising with stakeholders c) Meeting with “higher” authorities	a) until May 2017 b) until May 2017 c) within 2 months
Milvus, WWF RO	WP4 - Meetings	Kick-off meeting with stakeholders in both Romanian pilot areas organized	May 2017
Pilot area leaders	WP4 – Stakeholder involvement	List of stakeholders prepared	ASAP
Pilot area leaders	WP4 – Stakeholder involvement	Stakeholder analysis for each Pilot Area finalized	April 2017
SNC	WP4 – In-depth analysis	Draft of in-depth analysis as basis for collection of data from WP4 pilot areas	End of March, final version end of April

Abbreviations: ASAP – as soon as possible; CCIC – Carpathian Convention Implementation Committee; CDV - Transport Research Centre, Czech Republic; CEEweb – CEEweb for Biodiversity, Hungary; COP – Conference of the Parties; DTP – Danube Transnational Programme; EIA – Environmental Impact Assessment; FoE – Friend of the Earth, Czech Republic; PP – Project Partner; LP – Lead Partner; NCA – Nature Conservation Agency; SEA – Strategic Environmental Assessment; SNC – State Nature Conservancy of the Slovak Republic; SPECTRA - Centre of Excellence of EU; Slovak University of Technology in Bratislava, WP – Work Package; UNEP Vienna SCC – United Nations Environment Programme Secretariat of the Carpathian Convention

## DAY 2

### 3. INNER IMAGES - WORKING SESSION

WHAT	WHO
WORKING SESSION	Hildegard Meyer, WWF DCP Catalina Murariu / WWF RO Cristian Papp / WWF DCP RO
AIM	
Identify, what are the self and external images of the transport sector, nature conservation authorities and NGOs, and scientists.	
WORKING SESSION TASK	
4 groups (NGOs, transport sector, environmental authorities, research institutions/scientists) collect key words on how they see themselves and on how they see the other groups.	

OUTPUTS	
<ul style="list-style-type: none"> <li>Inner image and external image of each group have been created; strong and weak sides of each group have been identified;</li> <li>Images have been visualized and picture gallery has been created by cartoonist Sibylle Vogel (<a href="http://www.sibyllevogel.at">www.sibyllevogel.at</a>)</li> </ul> <p>Project partner can use these pictures, but please use copyright: © by illustrator SIBYLLE VOGEL</p>	
How environmental authorities ( NCA, SNC, TRSA UA, SCC ) see	
<b>Themselves</b> <ul style="list-style-type: none"> <li>Compromise</li> <li>Show the way</li> <li>Experience</li> <li>Advisor</li> <li>Striving to get things moving</li> <li>Bureaucracy (big problem seen by all participants)</li> <li>Leads them being slow and limited</li> </ul>	<b>Transport sector</b> <ul style="list-style-type: none"> <li>Bring economic development</li> <li>Listen more to environmental voice</li> <li>Compared to the past more transparent, more open</li> <li>Profit oriented without real need (with disregard to conservation)</li> <li>Under political and economic pressure</li> <li>Limited in their decisions</li> <li>Habitat fragmentation</li> <li>Insist on political decision made in the past – not flexible</li> </ul>
<b>Researchers (depends on who is paying the resources)</b> <ul style="list-style-type: none"> <li>Focused on the issue (can be good, but sometimes narrow)</li> <li>Cannot explain the message in understandable way</li> <li>Too complicated</li> <li>Out of reality / unrealistic</li> <li>Focused on articles and publications / self-centered, more than solving</li> </ul>	<b>NGOs</b> <ul style="list-style-type: none"> <li>Flexible communication more free than authorities</li> <li>(politically) independent</li> <li>Supporter of nature conservation, eg. info from the field</li> <li>Watch dog</li> <li>Can balance crazy? Interest</li> <li>Motivation</li> <li>In UA it is new field, so they are limited</li> </ul>

<p>problems</p> <ul style="list-style-type: none"> <li>• Lack of applied research</li> <li>• Informed – decisions → support</li> <li>• For policy makers</li> <li>• Innovative, new ideas</li> <li>• Source of reliable data</li> </ul>	<p>by old laws, but the can make a change</p> <ul style="list-style-type: none"> <li>• Too pro-active</li> <li>• Too radical</li> <li>• Unrealistic (extremist → can lead to negative image of conservation)</li> <li>• Limited resources</li> <li>• Unflexible</li> <li>• Can delay things</li> </ul>
How environmental NGOs (FoE CZ, CEEweb, Milvus, WWF DCP, WWF RO) see:	
<p>Themselves</p> <ul style="list-style-type: none"> <li>• Little money</li> <li>• Obsessed with mission</li> <li>• Watchdog of policy</li> <li>• Experts in nature</li> <li>• Diversity</li> <li>• Impact oriented</li> <li>• Dialogues</li> <li>• Motivated / enthusiastic</li> <li>• Insistent</li> <li>• Moral high ground</li> <li>• On the good side (bit) pain for the others</li> <li>• Small</li> <li>• Volunteers</li> <li>• Emotional</li> <li>• Non-profit</li> <li>• Storytellers / collectors</li> <li>• Unprofessional</li> <li>• Complaining</li> </ul>	<p>Environmental authorities</p> <ul style="list-style-type: none"> <li>• Well informed</li> <li>• Weak defenders of nature ( different in countries)</li> <li>• Corruption</li> <li>• Frustrated</li> <li>• Weak to important decisions</li> <li>• Negotiations</li> <li>• Politically changing</li> <li>• Bureaucrats</li> <li>• Low salaries – incompetent</li> </ul>
<p>Transport sector</p> <ul style="list-style-type: none"> <li>• Bad &amp; obsessed with concrete roads, bulldozers</li> <li>• Technocrats</li> <li>• Not interested in a dialogue</li> <li>• Business oriented</li> <li>• Corruption</li> <li>• Short-sighted</li> <li>• Profit-oriented, spend public money</li> <li>• Strong lobby</li> <li>• Environment only window dressing</li> <li>• Good engineers (amazing bridges)</li> <li>• Useful</li> <li>• "connect people"</li> <li>• Fragments nature</li> </ul>	<p>Research</p> <ul style="list-style-type: none"> <li>• Process oriented but no impact</li> <li>• Focused, smart</li> <li>• Ignored by decision makers</li> <li>• Don't have own money</li> <li>• Corruptible</li> <li>• Time-consuming</li> <li>• Prepare (knowledge, data and information)</li> <li>• Data creators /collectors</li> <li>• Good in details but missing the whole picture</li> <li>• Difficult language</li> <li>• Influential work , if conservation oriented</li> <li>• Boring</li> <li>• Impact factor focused</li> <li>• Article</li> </ul>
How Researchers /scientists ( BOKU, CDV, SPECTRA, EURAC, Charles University Prague) see:	



<p>Themselves</p> <ul style="list-style-type: none"> <li>• Paralysis by analysis</li> <li>• Knowledge transfer to society</li> <li>• Focused on work, sometimes connections are lost</li> <li>• Accurate</li> <li>• Basic research gives input to applied science and society, depending on ministries who give the order, funding /donors</li> </ul>	<p>NGOs</p> <ul style="list-style-type: none"> <li>• Good guys, bad guys</li> <li>• Translator /mediator between science and society / politicians</li> <li>• Watch dog</li> <li>• 2 kinds of NGOs, (1) making things better, (2) against development (fighters)</li> <li>• Own/strong opinion</li> <li>• Independent - free to say their opinion</li> </ul>
<p>Environmental authorities</p> <ul style="list-style-type: none"> <li>• Too much influenced / driven by politicians</li> <li>• Finding compromise difficult between ministries / businesses and subject itself</li> <li>• Hierarchical structure</li> <li>• First norm than action only – it takes time /slow process</li> <li>• “It has never done in this way” – resistant to system changes and innovation</li> </ul>	<p>Transport sector</p> <ul style="list-style-type: none"> <li>• Selective approach to scientific data for their advantage</li> <li>• Like to go the easiest way</li> <li>• Need to integrate many aspects (people, landscape, nature)</li> <li>• Different approach to “green” infrastructure = shrubs, trees along the road</li> </ul>
How Transport sector (MoI PL, MoI SI, NDS, NIF) see:	
<p>Themselves</p> <ul style="list-style-type: none"> <li>• Drivers (driving processes)</li> <li>• Responsible for keeping the rules</li> <li>• Mediators between politicians &amp; development</li> <li>• Enabling mobility</li> <li>• Enhancing competitiveness by developing the infrastructure</li> </ul>	<p>Researchers</p> <ul style="list-style-type: none"> <li>• Deliver knowledge, proof</li> <li>• Proposing solutions – engines of change?</li> <li>• Influenced by the contractor /financer</li> <li>• Crucial for making the development happen</li> <li>• Have different opinion</li> </ul>
<p>Environmental authorities</p> <ul style="list-style-type: none"> <li>• Mediators between NGOs , scientists and transport</li> <li>• Don't touch</li> <li>• Guardians of environmental resources</li> <li>• Initiate changes of law</li> <li>• Trying to sell “illusions”</li> <li>• Using NGOs to oppose</li> </ul>	<p>NGOs</p> <ul style="list-style-type: none"> <li>• Important for changing views</li> <li>• Possesses important knowledge</li> <li>• Bring value for the society</li> <li>• Driven by emotions &amp; feelings</li> <li>• Limited in view</li> <li>• Don't take responsibility</li> <li>• Not interested in costs (for developers)</li> </ul>
APPENDIX	
Scanned pictures by illustrator SIBYLLE VOGEL at <a href="http://www.interreg-danube.eu/approved-projects/transgreen/gallery">www.interreg-danube.eu/approved-projects/transgreen/gallery</a>	



## 4. WHAT DOES THE PROJECT MEAN TO PROJECT PARTNERS – WORKING SESSION

WHAT	WHO
WORKING SESSION	Irene Lucius, WWF DCP
<b>AIM</b>	
To see differences in approaches and expectations of project partners in relation to the project.	
<b>WORKING SESSION TASK</b>	
Project Partners and Associated Strategic Partners present shortly what the project means to them and what they expect to achieve (could be for the organization itself, could be for the regional, national and international level).	
<b>OUTPUTS</b>	
<p><b>WHAT IS EXPECTED:</b></p> <p>In terms of DATA</p> <ul style="list-style-type: none"> <li>• Opportunity to collect existing data (about large carnivores, transport &amp; also collect supportive data)</li> <li>• Opportunity to gather new valuable data from field (esp. about large carnivores)</li> <li>• Data sharing</li> <li>• To have good analysis of data; opportunity to try new approaches in data analysis</li> <li>• To have analysis of landscape parameters</li> </ul> <p>In terms of KNOWLEDGE</p> <ul style="list-style-type: none"> <li>• Raising knowledge (about migration, bio-corridors, transport, technical solutions)</li> <li>• Sharing knowledge &amp; experience</li> <li>• Development of new ideas / solutions; to have time to look for the best possibilities and alternatives</li> <li>• Transfer knowledge into practice</li> <li>• Possibility to raise public knowledge (e.g. scientific journals/portals)</li> </ul> <p>In terms of CONTACTS AND CONNECTIONS</p> <ul style="list-style-type: none"> <li>• Establish new contacts on international/national/regional/local level</li> <li>• Establish network of experts</li> <li>• To find valuable partners (stakeholders, authorities, researchers...)</li> <li>• Cooperate with local/regional/national authorities</li> <li>• Improve connection with relevant authorities</li> <li>• International cooperation</li> <li>• Cross-sectors cooperation -&gt; improved dialogue &amp; cooperation between different sectors involved in transport planning (environment, transport, spatial planning, NGOs...); to have an opportunity "to hear" other sectors</li> <li>• Find common ways to address and to solve conflicts between development and nature conservation</li> </ul> <p>In terms of COMMUNICATION</p> <ul style="list-style-type: none"> <li>• Good opportunity to bring the issues across the sectors</li> <li>• Good opportunity to bring the issues to the public-&gt; raise awareness</li> <li>• Understand how to better communicate the topic to different stakeholders</li> </ul>	

- Development of a common language
- OTHER
- In pilot areas:
- Find specific solutions (for transport and nature conservation) and proper mitigation measures in each pilot area
  - Have an improved planning of the transport infrastructure in the region development
- IN GENERAL
- We cannot expect big results in a short time
  - We can create a good "base" for solving problems in the future
  - Harmonization of transportation and nature protection needs
  - Improve infrastructure practice, legislation, experiences and migration
  - Change transport developments
  - Implementation of Green Infrastructure
  - Improve the Protocol on Sustainable Transport
  - Development of strategic documents
  - Endorsement and recognition of project results by decision makers in the Carpathian Countries

#### APPENDIX

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## 5. WORK PACKAGE 3 – SCIENTIFIC SUPPORT

### PRESENTATION & DISCUSSION

WHAT	WHO
PRESENTATIONS & DISCUSSION	Maroš Finka, Vlado Ondrejčka / SPECTRA (WP3) Maria Andrzejewska / GRID Warsaw (CCIBIS) Eleonora Musco / Secretariat of the Carpathian Convention (Concept on "Strategic Action Plan for Sustainable Transport Development of the Carpathians")
ITEM	
Introduction to WP3 with intervention by Project Partners / experts responsible for certain activities	
MAIN POINTS PRESENTED	
<ul style="list-style-type: none"> <li>• The aim of WP3</li> <li>• WP3 Outputs               <ul style="list-style-type: none"> <li>◦ Web-based database</li> <li>◦ Planning toolkit</li> <li>◦ Workshops on Integrated Transport Infrastructure</li> </ul> </li> <li>• WP3 Activities / Deliverables</li> <li>• Analyze "State of the Art" and gaps, develop web-based library, WWF Romania</li> <li>• CCIBIS = Carpathian Countries Integrated Biodiversity Information System, CEEweb</li> <li>• Supporting tools               <ul style="list-style-type: none"> <li>◦ Road kill registration system, CDV</li> <li>◦ Handbook for establishing and monitoring system for transport infrastructure development – introduction, NCA</li> </ul> </li> </ul>	

- o Scheme for stakeholder participation process, SPECTRA
- o EIA training module, Milvus
- Concept on “Strategic Action Plan for Sustainable Development of the Carpathians”, SPECTRA with support of SCC
  - o Basic info about the Carpathian Convention, structure and protocols
  - o Protocol on Sustainable Transport to the Framework Convention on the Protect and Sustainable Development in the Carpathians (objectives, geographical scope, definition)

## REMARKS

### Activity 3.1 Analyse “state of the art” and gaps, develop web-based library

EXAMPLES - +/- examples will be collected

#### DATA COLLECTION

- Realized in a form of standard forms
- Data will be available for all work packages (July 2017)
- Data will be open for possibility to update
- The collection will allow comparison of data in the participating countries

WEB BASED LIBRARY -> stored on WP3 server (SPECTRA=administrator)

- All collected data will be uploaded to the WP3 server
- GIS data standards will be used; person responsible for GIS: martin.kuruc@stuba.sk (SPECTRA)
- Project partner will be allowed to download data (question about copyright needs to be solved)
- Collected data will be completed for transfer to CCIBIS (integration of data will be facilitated by CEEweb)

CCIBIS = Carpathian Countries Integrated Biodiversity Information System which has been developed for purpose of collecting data derived from projects that are implemented under the umbrella of the Carpathian Convention.

- Used as a web service for TRANSGREEN project (need to be upgraded for the project)
- Contains 2 types of data: descriptive & GIS
- Access to data: public or restricted – only for login users
- Data management is complex or simplex (for mobile)
- Maps are thematic/basic
- Different layers & attribute tables
- Possibility to digitize in CCIBIS environment, create own GIS project and use external data
- Data from all project partners should be consistent!

### Activity 3.2 Toolkit I: Develop Guidelines and recommendations on integrated transport infrastructure development

- Draft Recommendations on integrated transport infrastructure development (Dec. 2018/SPECTRA)
- Handbook for establishing a monitoring system for transport infrastructure (Dec. 2017 / NCA/CDV) – parts are prepared in Czech language
- WP3 meetings (2017-feb 2019, SPECTRA 2 x meeting – Sept. 2017, May 2018)

### Activity 3.3 Toolkit II: Develop supporting tools, methodologies, and training module for pilot activities

- Draft of Scheme for stakeholder participation processes – draft scheme has already been prepared (SPECTRA), detailed document up for discussion by end of March (SPECTRA)
- Model catalogue of measures (draft - May 2017 / SPECTRA)
- Road kill registration system
- Free system (KDE+ plus software) already exists with various tools (tools for data collection and analysis – e.g. visualization of hot spots in the road network) – system is already being used in CZ [[www.srazenazver.cz](http://www.srazenazver.cz)], but will be improved and tested during the course of the project
- Still missing data from SNC SR!
- Needs to be translated - EN (already done) / RO/HU
- Needs to be adapted according the needs of participating countries:  
RO should consider basic questions: Which data we want to collect? Which kind of analysis tools do we want to utilize?
- 2-day EIA training module with a focus on ecological corridors
- Concept for 2 days EIA training package will be designed (Sept. 2017 / Milvus)
- Training of EIA trainers will be organized (December 2017)
- Training events under WP4 will be organized (June 2018 / Milvus)

### Activity 3.4 Concept on “Strategic Action Plan for Sustainable Transport Development of the Carpathians” / Eleonora MUSCO

(First Draft – October 2017, Concept – May 2018, Final version – December 2018)

- Strategic Action Plan has a broader scope and will integrate more transport related topics than ecological corridors, e.g. urban transport
- Set-up priorities of the Strategic Action Plan
- List of actions which we want to implemented, need to be prepared
- List of all areas of intervention (not only ecological corridors), related to biological connectivity, need to be prepared (question is, if it is possible to incorporate them into Strategic Action Plan)
- Each country should make suggestions, what should be a part of the Strategic Action Plan
- Secretariat of The Carpathian Convention will initiate first draft; draft will be commented by project partners
- Format of the Concept should be considered; the Action Plan for Biodiversity of RO has a suitable format – maybe it can be used as an inspiration

### APPENDICES

Presentation about WP3 (SPECTRA – Maroš Finka, Vlado Ondrejčka) [.ppt]  
 Presentation about CCBIS (GRID Warsaw – Maria Andrzejewska) [.ppt]  
 Presentation about Concept on “Strategic Action Plan for Sustainable Transport Development of the Carpathians (Secretariat of the Carpathian Convention - Eleonora Musco) [.ppt]  
 All presentations available at [www.interreg-danube.eu/approved-projects/transgreen/documents](http://www.interreg-danube.eu/approved-projects/transgreen/documents)

Roadkill registration system [www.srazenazver.cz](http://www.srazenazver.cz) in Czech language only

## Work Package 3 – WORKING SESSION

WHAT	WHO
WORKING SESSION Work Package 3	Cristian Papp / WWF RO / Moderated Group 1 Maros Finka / SPECTRA / Moderated Group 2 Vlado Ondrejčka / SPECTRA / Moderated Group 3
AIM	
<p>“State of the Art” and gaps – elaboration of template for data collection</p> <p>Each working group discusses relevant questions about data given by the table host.</p>	
WORKING SESSION TASK	
<p>Group 1: Data related to state of art mapping, legal financial and technical instruments, problems</p> <p>Questions:</p> <p>Which data are necessary for Report on State of the Art and Gap Analysis in the fields of Environmentally friendly transport infrastructure development regarding:</p> <ul style="list-style-type: none"> <li>• Ecological corridors / connectivity and biodiversity</li> <li>• Road and railway development</li> <li>• Mitigation and compensation measures</li> </ul> <p>For each of them consider:</p> <ol style="list-style-type: none"> <li>a) Existing and missing legal instruments</li> <li>b) Existing and missing financial instruments</li> <li>c) Existing and missing technical instruments</li> <li>d) Existing and missing planning and managerial instruments including public participation and multi-actors decision making</li> <li>e) Problems</li> </ol> <p>Group 2: Data related to knowledge mapping, best practice and gaps in knowledge identification</p> <p>Questions:</p> <ul style="list-style-type: none"> <li>• Structure of descriptive data necessary for understandable description of best practice and negative examples</li> <li>• How to describe the gaps in knowledge</li> </ul> <p>Group 3 - WP representatives: need for data collection for other Work Packages</p> <p>Questions:</p> <ul style="list-style-type: none"> <li>• What are the products of the WPs requiring collection of the state of the art data from the partners in respective WPs?</li> <li>• What the state of the art data are necessary for the work of respective WP?</li> </ul>	
OUTPUTS	
<p>GROUP 1: Data related to state of the art mapping legal, financial and technical instruments and problems</p> <ul style="list-style-type: none"> <li>• Analyse legislative of each project country</li> <li>• Look on all relevant documents: <ul style="list-style-type: none"> <li>○ Relevant sector strategies</li> <li>○ Documents about TEN-T, EU funding</li> <li>○ EU Directives</li> <li>○ Technical instruments</li> </ul> </li> </ul>	

<ul style="list-style-type: none"> <li>○ Monitoring transport system <ul style="list-style-type: none"> <li>• To have minimal standards for non-EU countries</li> <li>• Provide improvements</li> <li>• Identify what work / what does not work in relation to stakeholders</li> <li>• Involve key stakeholders from the very beginning</li> </ul> </li> </ul>
GROUP 2: Data related to knowledge mapping, best practice and gaps in knowledge identification
<ul style="list-style-type: none"> <li>• Collect bad / best practice examples</li> <li>• Only examples relevant to Europe and the Carpathians</li> <li>• To look on systematic solutions in case of similar problems</li> <li>• Particular examples of technical solutions are also important</li> <li>• Look for comparable problems</li> <li>• Data necessary for correction</li> <li>• Consistency policies</li> <li>• Data should be addressed to different stakeholders</li> <li>• Data documenting stories -&gt; showing stories that are suitable for various stakeholders</li> <li>• Visualization of data in a suitable way</li> <li>• Descriptions should be short, clear and structured</li> <li>• Social innovations are important, also with measurements how they have been reached</li> </ul>
GROUP 3: Needs for data collection for other WPs
<p>WHAT KIND OF DATA ARE NECESSARY?</p> <ol style="list-style-type: none"> <li>1. Necessary data: Outputs from the Model Catalogue of Measures -&gt; Which kind of measures are there? -&gt; According these measures we can identify, what kind of data are necessary</li> <li>2. Already existing/realized projects: outputs of many projects are not accessible for public or for relevant institutions. We should try to gain existing data and outputs from these projects.</li> <li>3. Barriers on the roads: in each pilot area we need to define permeability and based on it we can define bottlenecks. We need also orthophoto maps.</li> </ol> <p>FORM OF DATA</p> <ul style="list-style-type: none"> <li>• Are available data in a usable digital form? If not, is it possible to transform them?</li> <li>• Scale of data is important -&gt; 1:50 000</li> </ul> <p>DATA VERIFICATION</p> <ul style="list-style-type: none"> <li>• Some data need to be verified in the field. In such case, it can be useful to gain information, if there is any research in these areas.</li> </ul> <p>COPYRIGHT</p> <ul style="list-style-type: none"> <li>• To know, if available data are free data, open source data OR</li> <li>• Are copyrighted - in such case, it is necessary to know, if we can use them (under which conditions?) - officially or unofficially and also if we can use them only as input or also as outputs.</li> </ul>
APPENDIX
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## 6. WORK PACKAGE 4 – PILOT AREA INTERVENTIONS

### PRESENTATION

WHAT	WHO
PRESENTATION	Ján Kadlečík / State Nature Conservancy of the Slovak Republic
ITEM	
Introduction to Work Package 4	
MAIN POINTS PRESENTED	
<ul style="list-style-type: none"> <li>Catalogue of measures for each pilot area</li> <li>Actions focusing on conflict minimization</li> <li>EIA training events</li> <li>Report on in-depth analysis</li> <li>Stakeholder involvement</li> </ul>	
REMARKS	
<ul style="list-style-type: none"> <li>Catalogue of Measures – should be incorporated into Guidelines on integrated transport infrastructure development and recommendations</li> </ul>	
APPENDIX	
Presentation of Work Package 4 (Ján Kadlečík/SNCSR) [.ppt] to be found on <a href="http://www.interreg-danube.eu/approved-projects/transgreen/documents">www.interreg-danube.eu/approved-projects/transgreen/documents</a>	

### Work Package 4 - WORKING SESSION

WHAT	WHO
WORKING SESSION Work Package 4	Table hosts for the 4 pilot areas were the pilot area leaders: Agnes Zolyomi, CEEweb, HU; Václav Hlaváč, NCA, CZ; Cristian Papp, WWF Romania for the two Romanian pilot areas
AIM	
<p>Consolidate knowledge about the pilot area</p> <p>Each group to settle work in the relevant pilot areas.</p> <p>Stakeholder involvement communication needs have been discussed.</p> <p>Rough work plan was elaborated including dates for meetings.</p> <p>Synergies – To look for synergies, how pilot areas can benefit from each other</p>	
WORKING SESSION TASK	
<p>1 group per pilot area was established.</p> <p>Questions for each group:</p> <ul style="list-style-type: none"> <li>What would you like to reach in your respective pilot area?</li> <li>Report of in-depth analysis – where to get which data related to administrative practice and science, where there are gaps, who to contact</li> <li>Methodologies used for the verification of ecological corridors</li> </ul>	



- List measures / actions to be taken in the pilot area to minimize conflicts between transport infrastructure planners and nature conservationists
- Stakeholder involvement: which are the groups of stakeholders important to contact (create a list), organization of local kick-off meetings
- Which are the groups of stakeholders or relevant persons important to contact; (create a list)
- How and when will you organize the local kick-off meeting?
- What kind of support is expected from the communication team
- Elaborate rough work plan

## OUTPUTS

### GROUP 1 - PILOT AREA BESKYDY (CZ-SK)

#### GOALS

- Avoid a further fragmentation of valuable areas
- Protect, maintain & restore connections in areas at the edge of a distribution of large carnivores
- Experiences from the project will be used in handbooks

#### DATA AND METHODOLOGY

- Evaluation of present data
- Creation of barrier mapping -> output - maps of barriers in the pilot area
- Monitoring of fauna mortality on the roads/railways-> methodology is needed
- Monitoring of transport hotspot areas
- Monitoring of permeability of hotspots for fauna migration
- Verification functionality of existing bio-corridors -> collect data about distribution and verify them by photo traps
- Ortho photo maps will be used in critical places
- Possibility to use also additional information/data from the Alpine-Carpathian-Corridor project about bottlenecks (SPECTRA)
- List of available data will be created (also with info about copyright) (SPECTRA + info from all partners)

#### LIST OF MEASURES/ACTIONS

- Meetings with stakeholders will be organized (CZ, SK)
- Methodological material will be prepared, draft will be discussed with relevant authorities before finalization
- Scheme for stakeholder participation will be prepared (prepared by SPECTRA – final version - end of March 2017)
- Catalogue of measures - should contain also info about existing critical points. Draft of measures for hotspots will be prepared - CZ partners have already prepared it for Slovakia; they should transfer it to SPECTRA.
- List of available data will be prepared containing information about copyright (SPECTRA with contribution of all relevant partners)
- Prepare „Practical handbook for municipality mayors“ will be useful and should be considered

KEY STAKEHOLDERS: municipalities, regions, NGOs, SNC SR, EIA people, spatial planners

WORKPLAN: 1 Kick-off meeting with stakeholders will be organized in May 2017 (not later, because SPECTRA cannot participate later); potential place for meeting (30-40 participants):

Makov, Vsetín (maybe in cooperation with Secretariat Zdravého města), Rožnov, Zlín.  
SPECTRA can facilitate the meetings

#### COMMUNICATION PLAN

- Partial project results will be presented to various stakeholders; methodology on how to involve stakeholders will be used.
- Articles on web, FB will be published

#### GROUP 2 - PILOT AREA HU-SK-UA

##### GOALS

- Connectivity helps overcome barriers
- To have permeable transport corridor to the east
- To avoid road construction affecting protected area and ensure permeability
- It is necessary to check whether corridors work
- To include also M2 (Vác – Sahy – Banská Bystrica)
- Ensure long-term data collection

##### METHODOLOGY

- Basic question need to be answered: which data are available? Who can analyse them?
- Phototraps, roadkills data and landcover maps from previous projects will be used
- GIS data will be checked.
- Target areas need to be checked in a field.
- Monitoring will be realized by project area staff and with the help of volunteers (winter tracks)
- Based on experience of local experts (hunters e.g.)
- A Common methodology will be discussed and agreed on during WP4 meeting (Early April), get WP3 experts (where, how, who)

##### LIST OF MEASURES/ACTIONS

- To help EU standardization / enforcement of roads
- According to country:
  - Ukraine:
    - Meeting will be organized; all relevant stakeholders need to be identified
    - EIB / investors / stakeholders will be contacted
    - Ministries (Environment and Infrastructure) will be invited
  - Hungary:
    - Public hearings will be realised
    - Formal meetings with Ministries & Planners will be realised
  - Slovakia:
    - Awareness raising

##### Identifying the site:

- What kind of maps do we already have?
- Which area should the expert verify?
- Which roads do have priority?
- Each country suggests enlargement of the area (SK-Slovak Cart+Vihorlat; HU-mirroring area)
- How to solve problem about data? UA has lack of data, in one part of the locality data are missing totally
- Pilot area needs common methodology how to define bio-corridors. Methodology from CZ will be shared with HU, UA. CZ has not only methodology based on large carnivores, but also methodology based on small species – can be considered, in case other species

will be considered besides large carnivores.

- Methodology from CZ needs to be translated into EN (SPECTRA can help with it – because it can be a part of the Guidance). After translation, HU/UA can update the methodology to their conditions.
- Special meeting about methodology will be organized with the aim to share knowledge.

#### KEY STAKEHOLDERS

- Environmental authorities
- Ministries (Environment, Infrastructure, Culture -> responsible for tourist) / Cabinet of ministers
- State agencies – railway, forests
- EIB
- Research institutions
- Universities
- Companies
- Volunteers
- Local authority / regional authority
- Hunters

#### WORKPLAN

- WP4 meeting will be organized in April 2017, focus on methodology to be used on the area.
- Stakeholder groups will be collected – End of May 2017
- Kick-off meeting will be organized in Hungary

#### GROUP 3 – PILOT AREAS IN ROMANIA

##### WORKPLAN

- Work plan to be finalized by end of April 2017
- Stakeholder analysis to be done by end of April
- Kick-off meetings will be organized in May 2017 in both Romanian pilot areas
- Field work on verifying corridors is ongoing in Tirgu Mures-Iasi pilot area
- Deva pilot area: implementation of road kill registration system
- Increase of transparency in terms of rail/road planning ASAP

#### SYNERGIES IN PILOT AREAS

##### SYNERGIES

- Sharing methodology for verifying ecological corridors in the field (CZ experience)
- Sharing road kills registration system
- Sharing methodology for monitoring and developing mitigation measures
- Sharing data
- Using the same approach for working with stakeholders

##### WORKPLAN

- Should be prepared until end of April 2017
- Hildegard will send template for work plan by mid-March 2017
- Stakeholder analysis from pilot areas will be prepared until April 2017
- Draft of methodology for stakeholder involvement (SPECTRA) will be prepared until end of March 2017

#### APPENDIX

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## DAY 3

# 7. WORK PACKAGE 5 – EMBEDDING INTO POLICY

### PRESENTATION

WHAT	WHO
PRESENTATION	Harald Egerer / UNEP Vienna SCC
ITEM	
Work Package 5: Embedding into policy	
MAIN POINTS PRESENTED	
Carpathian Convention Previous Projects & Activities WP5 Outputs / Activities / Deliverables	
REMARKS	
-	
APPENDIX	
Presentation [.ppt] <a href="http://www.interreg-danube.eu/approved-projects/transgreen/documents">www.interreg-danube.eu/approved-projects/transgreen/documents</a>	

### WORKING SESSION

WHAT	WHO
WORKING SESSION – Transport strategies, promotion of cross-sectoral dialogues at the national and regional level	Matthias Jurek, UNEP Vienna SCC Irene Lucius, WWF DCP Agnes Zolyomi, CEEweb
AIM	
To discuss / brainstorm on key challenges and bottlenecks for policy work, key policy development, key stakeholders, tools and examples.	
WORKING SESSION TASK	
WP5 QUESTIONS FOR EACH GROUP: 1. What are the key challenges and bottlenecks to integrating conservation / connectivity issues into infrastructure development? 2. What is the key policy development at national / regional level that we can influence with our work? 3. Who are the key stakeholders to address and the possible channels to address them to secure desired project outcome? 4. What tools would be the most useful to address these challenges? 5. What kind of good examples / stories you have in terms of successful integration of conservation / connectivity issues into infrastructure development?	

## OUTPUTS

### GROUP 1 facilitated by Irene Lucius

#### Key challenges

- Lack of legislation for integrated landscape level planning in some countries (e.g. for SK and CZ the legal framework is good enough)
- In some countries, spatial plans are not legally binding
- Lengthy planning period is a problem – construction and/or detailed plans are based on outdated data
- Missing baseline data on target species or insufficient data due to lack of funds or quality management
- Differences between EU - non EU member states
- Political & local public pressure to build roads but lack of understanding of environmental cost
- Perception that economic development grows with transport infrastructure
- Lack of priorities on ecological corridors – balanced solutions are more difficult
- Improving situation through communication. between Ministries
- Ministry of Environment feels too weak to negotiate with the Ministry of Transport
- Lack of tradition for joint planning, but pressure from Brussels /EU would help

#### Key policy development

- We can influence with our work at national / regional level: Ministries of Transport, Environment, Economy, developers, spatial planners, EU funds managing authorities, IENE, EUSDR
- National Biodiversity Strategy or Transport Strategies create opportunity for integration, but implementation is a challenge
- Plans for development of recreational + sports facilities-> need for early involvement to influence these plans
- Next EU funding period 2010-2026 can take up ecosystem services approach (TEN-G etc.)
- some influence through Managing Authorities Monitoring Committees
- IENE initiatives to keep areas road less -> „NOGO“ zones with EU funds conditionality (Ops + RDPs)

#### Good examples / experience

- SK: AKK project experience; incorporating of bio-corridores into binding spatial plans; connection with road agencies led to construction of wildlife viaducts
- CZ: joint handbook was developed by transport and ecological expert
- RO: Danube Project – have a good cross-sectoral communication from the beginning of the project

### GROUP 2 facilitated by Agnes Zolyomi and Erzsebet Óhegyi

For UA the project is an opportunity for policy work.

#### Bottlenecks / challenges

- Lack of awareness on bio-corridors
- Lack of consistent regulations, precedents
- Spatial planning does not include ecological corridors in most countries
- Need for examples / benefits
- Lack of reliable data and information
- Lack of enforcement of the Carpathian Convention
- Personal changes in the ministries
- No competition

#### Key developments in policy

- Ratification of the Carpathian Convention Protocol on Sustainable Transport; not yet ratified in Hungary, Romania, Poland and Serbia
- Public hearings in Ukraine
- Ukraine to be abide with EU laws (Sea Plan, EIA implementation, draft laws are being developed to reach EU standards)
- EU Green Infrastructure Strategy – by 2020 establish TEN-G financing mechanism
- Habitats Directive includes connectivity
- 2018 Spatial Planning Master Plan in Hungary
- Water Framework Directive to be reviewed

#### Key stakeholders

- Ministries of Transport, Finance, Regional Development, Environment, EU Funds
- State agencies
- Banks
- EU
- National road companies
- Local NGOs, research, protected area managers, hunters associations etc.

#### Tools

- Guidelines how to establish ecological corridors written in an understandable language
- Good interpretation data for all stakeholders is necessary
- Awareness raising: contact stakeholders at the beginning of the project, get them on board and talk about socio-economic benefits
- Road safety vs connectivity; green vs grey infrastructure
- Follow up project
- Meetings with spatial planners and local communities
- Funding and subsidy system
- Efficient communication
- Monitoring – does it work? Why does it work?

#### Good / bad examples

- Rather bad examples – they show case socio-economic loss
- In Hungary ecological corridors are embedded in spatial plans
- Green bridges: are they functional, standards
- Zagreb highway – long-term monitoring established

#### GROUP 3 facilitated by Matthias Jurek

##### Key challenges

- Lack of precautionary approach (move mitigation)
- No SEA (Strategic Environmental Assessment) for transport sector – mind setting needed
- Lack of up to date data
- Lack of legal requirements
- Lack of political will / intersectoral cooperation / coordination
- Lack of holistic review of impacts
- Lack of financial means
- Seek to find a balance between economic development needs and nature protection

##### Key policy development

- Policy development to be influenced
- EU TEN-T process
- Green Infrastructure to be strengthened with focus on ecological corridors



- EUSDR
- National: Transport Master Plans, National Planning Strategies, financial plans for regional development

Key stakeholders: Regional authorities, Ministries of Transport, Environment, and Finance, Prime Minister office national development agencies, national park administrations, , targeted municipalities

Tools:

Regional

- Inform stakeholders about projects (Associated Strategic Partners are of importance)
- Communication of results (innovative project tools and products)
- Providing data & information related to the project

Good examples: From Slovenia (communication of all stakeholders from the beginning)

#### APPENDIX

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## 8. WORK PACKAGE 2 – COMMUNICATION ACTIVITIES

### PRESENTATION

WHAT	WHO
PRESENTATION	Catalina Murariu / WWF RO
ITEM	
WP2 – Introduction – draw the big picture of communications in the project	
MAIN POINTS PRESENTED	
Basic points in presentation: <ul style="list-style-type: none"> <li>- Communication in the project</li> <li>- WP2 Objectives / WP2 Activities / WP2 Deliverables</li> <li>- Visual identity</li> <li>- Relevant communication for stakeholders</li> </ul>	
REMARKS	
COMMUNICATION PERSONS: <ul style="list-style-type: none"> <li>• Country communication focal points: RO – Catalina Murariu, SK – Hela Carska, Erzsébet Óhegyi – HU, Iryna Myronova – UA, Simona Horká – CZ</li> <li>• Project communication coordination – Catalina</li> </ul> USEFUL RESOURCES: TRANSGREEN communication strategy (starting April 2017)	
VISUAL IDENTITY (Mandatory rules) <ul style="list-style-type: none"> <li>• Use logo</li> <li>• TRANSGREEN templates (for word &amp; ppt)</li> <li>• Project websites -&gt; updates: ideal biweekly, real once per month</li> <li>• Project poster: Every project partner should display 1 poster in office – posters were prepared by Catalina and handed over to the Project Partners</li> <li>• A sticker mentioning EU funding should be placed on all equipment bought/rented for the projects</li> </ul>	



- Social media: use #transgreen when posting on social media
- Photo & Illustration - mention photo & illustration, copyright
- © photographer name / organization (if he/she works for you)
- Brand your events
- Make documentation – event, activities, report, feedback
- Use mass media
- News & updates on your communication channels
- Close contact with your country focal points-> announce her/him about your planned activities

## APPENDIX

Presentation [.ppt] [www.interreg-danube.eu/approved-projects/transgreen/documents](http://www.interreg-danube.eu/approved-projects/transgreen/documents)

## Work Package 2 – WORKING SESSION

WHAT	WHO
WORKING SESSION	Catalina Murariu / WWF RO
<b>AIM</b>	
WP2 – Identify ways in which communications can support other Work Packages and how Work Packages can support communications	
<b>WORKING SESSION TASK</b>	
<p>Relevant communication for us &amp; our stakeholders</p> <ol style="list-style-type: none"> <li>1) WHO are the decision makers, what arguments are they sensitive to</li> <li>2) WHAT – tell them your story from their angle</li> <li>3) HOW – use most appropriate communication tools and channels</li> <li>4) WHERE &amp; WHEN - try to maintain a constant connection &amp; try to reach them where they are at times, where their attention is the most focused; best moment, best time</li> </ol> <p>Communication plan for each technical Work Package</p> <ol style="list-style-type: none"> <li>1) What needs to be communicated from the work in your Work Package</li> <li>2) Who should know about these things?</li> <li>3) What do they know (baseline)?</li> <li>4) What should they know (our message for them)?</li> <li>5) Where can we find these people?</li> <li>6) When can we reach these people?</li> <li>7) Who can reach these people?</li> </ol>	
<b>OUTPUTS</b>	
<b>GROUP WP3 – Scientific support</b>	
<p>WHAT – WP3 outputs:</p> <ul style="list-style-type: none"> <li>• Guidelines for integrated transport infrastructure</li> <li>• EIA training package</li> <li>• Monitoring (tool for road kill registration system) – monitoring of effectiveness of implemented measures including mitigation</li> <li>• Model Catalogue of Measures</li> <li>• Concept of Strategic Action Plan</li> <li>• Inputs – request for data holders in order to receive political support for data collection</li> <li>• Web based platform</li> </ul>	

WHO - TARGET AUDIENCE (decision makers, data holders)

A) National level

- Ministries: Transport, Environment, Regional Development / Spatial planning
- National transport companies: Highways, Regional roads, Railways
- State Nature Conservation Agencies
- EIA evaluators

B) Regional level (= decision makers and data providers)

- Regional self-government authorities
- Regional state administration department
- Regional transport companies

ANALYSIS OF ONE MOST IMPORTANT OUTPUT

Output: Guidelines for integrated transport infrastructure

Target audience: Ministries, National transport agencies

Key message: Integrated approach in planning transport infrastructure reflecting of needs of ecological connectivity

Communication channels:

- Main - face to face direct meetings at national level
- Support from media – press releases
- Specific journals of ministries and online portals

Time:

- Initial phase
- Consultation phase – inputs info exchange
- Draft consultation
- Communicate common agreement

Who is responsible - independent authorities:

- Scientific institution
- Universities
- International organisations (WWF, UNEP...)

**GROUP WP4 – Pilot area interventions**

**WHAT**

Problems

- Habitat fragmentation and reasons
- Large carnivore (ecological behavior)
- Specificities of the pilot areas

Goals

- Secure permeability of animals
- Secure free movement
- Understanding better sectors

What we want to do

- list of measures (from the fields) -> catalogue

Solutions

- Guidelines (recommended)

**WHO**

a) In general

- Local & regional authorities

- Managers of infrastructure
- Ministry of infrastructure
- Local people

b) According to country

RO: EIA companies, technical planners constructions

SK: transport research institute

UA: regional roads agencies

CZ: Managers of infrastructure-> road directorate

Managers of infrastructure - read only:

- Standards
- Internal journals
- Data about area
- Sometimes they ask researchers for a help

#### WHERE & WHEN

- On various events
- On international cooperation meetings
- Local festivals (Danube Days, European Parks day...)->good opportunity to talk to local people

#### WHAT DO THEY KNOW

- Local people – have negative view of the species (large carnivore)
- Mainly - basic knowledge

#### WHO?

- Info at the internet
- EIA assessment people
- Field work conversations

#### HOW

- Main focus on local media
- For each pilot area ->1 press release (during the project, when concrete results can be communicated)
- EIA workshops

#### GROUP WP5 - Embedding into policy

##### WHAT

- Strong relation to existing policies and legislation
- Communicate the ownership of the countries
- Brochure at the beginning including expected outputs
- Kick of meetings in the countries – preparation of a communication package for these events, e.g. economic benefits of Green Infrastructure (it is not a project about no, but about how, outcomes of the project are clear economic benefits, positive message → no burden)
- This project as an example for other countries

##### WHO

- Ministries
- Policy makers, analysis of decision making processes

- EUSDR PA1b and PA coordinators
- Representatives from transport, nature conservation
- Danube Strategic Point, EC representatives, DG environment
- Carpathian Convention (transport, biodiversity, climate change working group)
- Alpine Convention
- Road companies
- Managing authorities countries – funding programs
- Donor coordination mechanism

#### TOOLS

- Ppt presentation
- Prepare communication materials – briefing papers adjusted to the target groups
- Ambassador for the project from stakeholders

#### HOW

- Preparation of a list of important meetings, where we want to present the project
- Target decision makers from the beginning -> than on the end
- more direct approach (because it is hard to put together highest representatives from various sectors)

#### APPENDIX

Presentation [.ppt] [www.interreg-danube.eu/approved-projects/transgreen/documents](http://www.interreg-danube.eu/approved-projects/transgreen/documents)

## 9. WORK PACKAGE 1 – PROJECT MANAGEMENT

WHAT	WHO
ESTABLISHMENT OF STEERING COMMITTEE PRESENTATION OF OPERATIONAL PROCEDURES AND FINANCIAL IMPLICATIONS WRAP UP	Hildegard Meyer / WWF DCP Antonio Melas / Danube Transnational Programme, Hungary Irene Lucius / WWF DCP
ITEM	
Work Package 1 - Establishment of the Steering Committee	
CONTENT	
<p>The establishment of SCOM has been done in written prior to the Kick-off Meeting – see list of SCOM members attached.</p> <p>The first decision taken was the confirmation of the necessity for UNEP Vienna SCC to leave the project partnership due to internal revisions of financial rules at the global level, where participation in EU projects is no longer possible. Tasks and budget of UNEP Vienna SCC will be split amongst</p> <ul style="list-style-type: none"> <li>• CEEweb (taking over WP5 lead and organization of meetings planned within WP5),</li> <li>• SPECTRA (taking over responsibilities on the development of the Strategic Action Plan and data collection), and</li> </ul>	

<ul style="list-style-type: none"> <li>WWF DCP (taking over the role of promotion of cross-sectoral cooperation and contribution to sharing experience with other mountainous regions).</li> </ul> <p>Result: 10 SCOM Members in favor / 0 against / 1 abstained (SCC)</p> <p>This decision is the first step to initiate the exit procedure which equals a major project change. The LP will coordinate all inputs necessary to carry out the major changes. Involved organisations are ready to support the LP.</p>
<b>APPENDIX</b>
List of SCOM Members - <a href="http://www.interreg-danube.eu/approved-projects/transgreen/documents">www.interreg-danube.eu/approved-projects/transgreen/documents</a>

## PRESENTATION

WHAT	WHO
PRESENTATION	Antonio Melas /Danube Transnational Programme, Hungary
<b>ITEM</b>	
Work Package 1 Operational procedures and financial implications	
<b>MAIN POINTS PRESENTED</b>	
<ul style="list-style-type: none"> <li>Eligible expenditure</li> <li>Methods of reimbursement</li> <li>Travel &amp; accommodation</li> <li>External expertise &amp; services</li> <li>Public procurement</li> <li>Purchase of equipments</li> <li>Financial management process</li> <li>Reporting periods &amp; deadlines</li> <li>New reporting online system</li> <li>Reallocation</li> </ul>	
<b>QUESTIONS AND ANSWERS</b>	
<ul style="list-style-type: none"> <li>The most important document of the project is the implementation manual. If you cannot find the answer to your question there, please contact the LP in order to find an appropriate solution;</li> <li>For each reporting period only one method should be used to calculate staff costs; starting with the next period the method can be changed; within the same period you may use combined methods for staff costs, but for the same person you can't change it;</li> <li>Staff costs can be varied over the project implementation time, but it has to have good supporting documents. It means, for each person a method for calculating the staff costs must be chosen and maintained for 6 months; for different persons, different methods might be used, but for each persons for those 6 months we should use the same method;</li> <li>Strong advice related to acquisition of equipment: you must buy them as soon as possible, as we may ask for reimbursement only the depreciation, and in general the period for depreciation is the project's implementation time (until June 2019);</li> <li>STRICT rule: no changes should be made to the equipment's list presented in the AF. If a partner need to do some changes to this line, they should have a strong motivation for it;</li> <li>For those who have amounts budgeted on the line "office and administration expenses" and they cannot ask for reimbursement for different reasons, we could discuss to redirect</li> </ul>	

them but this has to be done in the same time with the exit of SCC;

- If some partners cannot obtain the Control Certificate in time, it is possible to postpone the submission date, or simply to include those expenses in the next report. Anyway each situation must be announced and discussed with the LP in order to find the best solution;
- For the changes that might occur during the project implementation please check the attached file and the implementation manual to determine whether is a minor or a major change and to make sure that the appropriate change procedure is being applied;
- If it is required the expertise of a person which is not part of the project's team, but he/she is an employee of a partner, his/her expenses for travel should be listed under travel and accommodation of staff; if it is an external person of the organization than the expenses will be asked at "External expertise and services";
- Invoices must be paid first, in order to be asked for reimbursement; Exception: invoices for the activities carried out within the last reporting period, might be paid 60 days after the project finalization;
- After the 3<sup>rd</sup> report, JS will do an evaluation regarding the project's degree of completion in order to establish if they have to apply a decommitment of the program; To avoid this kind of situation, please try to respect your working plan and the level of spending declared in the subsidy contract;
- Each partner will report his own expenses and documents using the EMS system, which at this point is not operational, but as soon as we will have details related to it we will arrange an information session;
- It is not possible to have the office cost for one year and for one year not depending on other EU funding. Try to bring the office and administrative expenses at 0% and to redirect the money to some other line;
- How to split for the WPs when staff is working with fix amount - DTP does not ask for time sheets or other papers, the your First Level Control might ask for these. In Romania, a detailed payroll will be prepared for each person/WP.

#### APPENDIX

Presentation – Introduction to operational procedures, financial rules, and DTP reporting system (Antonio Melas/DTP HU) [.ppt] [www.interreg-danube.eu/approved-projects/transgreen/documents](http://www.interreg-danube.eu/approved-projects/transgreen/documents)

### Work Plan, Time Schedule - VERBAL SUMMARY

WHAT	WHO
Verbal summary	Hildegard Meyer / WWF DCP
ITEM	
Work Package 1 – Work plan & meeting schedule	
SUMMARY	
As many of the SCOM Members left the meeting earlier to arrive home at the same day, Hildegard Meyer shortly summarized facts and open tasks for the nearest future.	
<ul style="list-style-type: none"> <li>• WP3: update work plan and time lines (Hildegard Meyer to send out draft for comments asap)</li> <li>• WP4: detailed work plan for the first year, local kick-off events including awareness raising, in-depth analysis – find time lines, location of meetings (Hildegard Meyer to send out draft for comments asap)</li> <li>• WP2 and WP5: summaries incorporated in the work plan (Hildegard Meyer to send out</li> </ul>	

draft for comments asap)

- Operational manual will be sent out for comments (Hildegard Meyer asap)
- Establish google drive access for collaborative working for all project partners
- Document manager on the DTP website will be used for final documents, log in for project partners
- Scientific data collection will be done on the SPECTRA server
- WEBEX call – date to be sent out by Hildegard Meyer for mid-March

#### APPENDICES

Work plan xls on google drive, for PP only

Meeting schedule xls on google drive, for PP only

Irene Lucius closed the meeting in the name of WWF DCP and wished the project success.