

30/03/2018

## Best Water Use “BestU”

### WP1 Project Management & Coordination

Work plan  
Organization of tenders

**Interreg**  
Greece-Bulgaria  
European Regional Development Fund











All tenders in 2<sup>nd</sup> semester

WP	Del.	Budget line	Brief description of the tender- Steps to be followed, etc	Tender Nr.	Type of tender	Amount of tender (€)
WP4	D4.1.1	External Expertise and Services	Preparation of Action plan regarding the educational environmental programme in schools	Tender 3	Summary proceedings	5.000,00 €
WP4	D4.1.1	External Expertise and Services	Implementation of the action plan (20 teachers will be trained in 3 seminars of 40 hours' duration)	Tender 3	Summary proceedings	35.000,00 €
WP4	D4.1.3	External Expertise and Services	Preparation of Trainer's handbook in line with the action plan	Tender 3	Summary proceedings	5.324,00 €
WP4	D4.1.2	External Expertise and Services	Development of an application for smartphones (User Interface Design and Development -Data Entry - Operational Manual and Fail-Over Procedures)	Tender 4	Direct award	5.000,00 €
WP6	D6.1.3	External Expertise and Services	Preparation of a capitalization plan explaining the way that project's outputs and results will be possibly transferred to other organizations, regions, countries outside of the current partnership	Tender 2	Summary proceedings	3.000,00 €
WP2	D2.1.2	External Expertise and Services	Development of project's web-site. Design - Development - Data Entry -Social Communities Subsystems (maps, newsletters, forum, facebook, twitter) - Operational Manual - training - Pilot Operation / Corrective Actions (Hosting, Usage) in cooperation with assigned staff members	Tender 1	Summary proceedings	2.400,00 €
WP1	D1.1.2	External Expertise and Services	Preparation of a networking platform which will be integrated in project's web-site. In this platform the members of the network will exchange opinions, know-how and they will communicate also with other relevant networks dealing with optimum water management (interface - manual - training)	Tender 1	Summary proceedings	7.000,00 €
WP3	D3.1.1	External Expertise and Services	Recording / survey of households, farmers and businesses in relationship with water and promotion for the rational use and sustainable management. Development of the relevant rational water management guides. (Research, Collection of Material, Questionnaire, elaboration)	Tender 2	Summary proceedings	15.000,00 €
WP3	D3.1.2	External Expertise and Services	Preparation of Best practices guide, regarding water management (Process of Material & Elaboration)	Tender 2	Summary proceedings	5.000,00 €
WP2	D2.1.3	External Expertise and Services	Preparation of the relevant communication material that it will be indicated in the communication plan. This material concerns brochure, information board, information banners, badges, videos, specific guides.	Tender 1	Summary proceedings	3.000,00 €
WP2	D2.1.4	External Expertise and Services	Publications: publish news about project's activities and events	Tender 1	Summary proceedings	3.000,00 €

2<sup>nd</sup> Semester: April 2018 – September 2019

Tender	Estimated publication	Status
1	30/01/2018	Published 07.02.2018
2	30/03/2018	To be published 02.04.2018
3	30/03/2018	To be published 02.04.2018
4	30/05/2018	To be published 22.05.2018

Tender	Deliverable	Deadline
1	Logo, Brochure, Banner, Information board	30/04/2018
1	Website, Networking platform	30/05/2018
1	Floor game	31/05/2018
1	Publication	Till the end 30.09.2019
2	Questionnaire survey	31/12/2018
2	Best Practice guide	31/3/2019
2	Capitalization plan	31/07/2019
3	Action Plan, Trainer's handbook	30/08/2018

# Thank you!



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## Best Water Use “BestU”

### WP1 Project Management & Coordination

Reporting  
(FLC – rules and obligations  
/ MIS system)

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## FLC rules and obligations

- First Level Control, Greece:

Ministry of Economy, Development and Tourism, Greece - Special Service "Managing the `European Territorial Cooperation` Objective Programmes" - UNIT C

- *On the 20<sup>th</sup> of March the Guidance for Greek Project Beneficiaries for First Level Control (FLC) and files on verification of expenditure was published.*

- First Level Control, Bulgaria:

The FLC in Bulgaria will be performed by independent controllers contracted by the National Authority following open tender procedure, organized by the NA

- *The Bulgarian partners should advise their FLC for the procedures on verification of expenditure*

# Progress Report

## 1. Progress activity report

- 1.1 Achievements so far
- 1.2 Achievements during the reporting period
- 1.3 Deliverables, outputs and results during the reporting period
- 1.4 Next steps for project's implementation
- 1.5 Problems encountered and proposed solutions
- 1.6 Changes in the implementation

## 2. Indicators

- 2.1 Output indicators
- 2.2 Result indicators

## 3. Financial report

- 3.1 Implementation of actions
- 3.2 Verified and paid out expenditure per partner
- 3.3 Deviations from the original plans

## 4. Publicity

## Progress Report

The Lead Beneficiary will submit a progress Report to the JS every six months, in accordance to the following schedule:

- ✓ January - June —→ **20th of July** of the respective year
- ✓ July - December —→ **20th of January** of the following year

As indicated in the above table, the deadline for the submission of the Progress Report is 20 days after the end of the Reporting Period.

**BEST-U has to submit 4 Progress Reports & 1 Final Report**

## Financial Reporting and Payments

*According to the project Manual:*

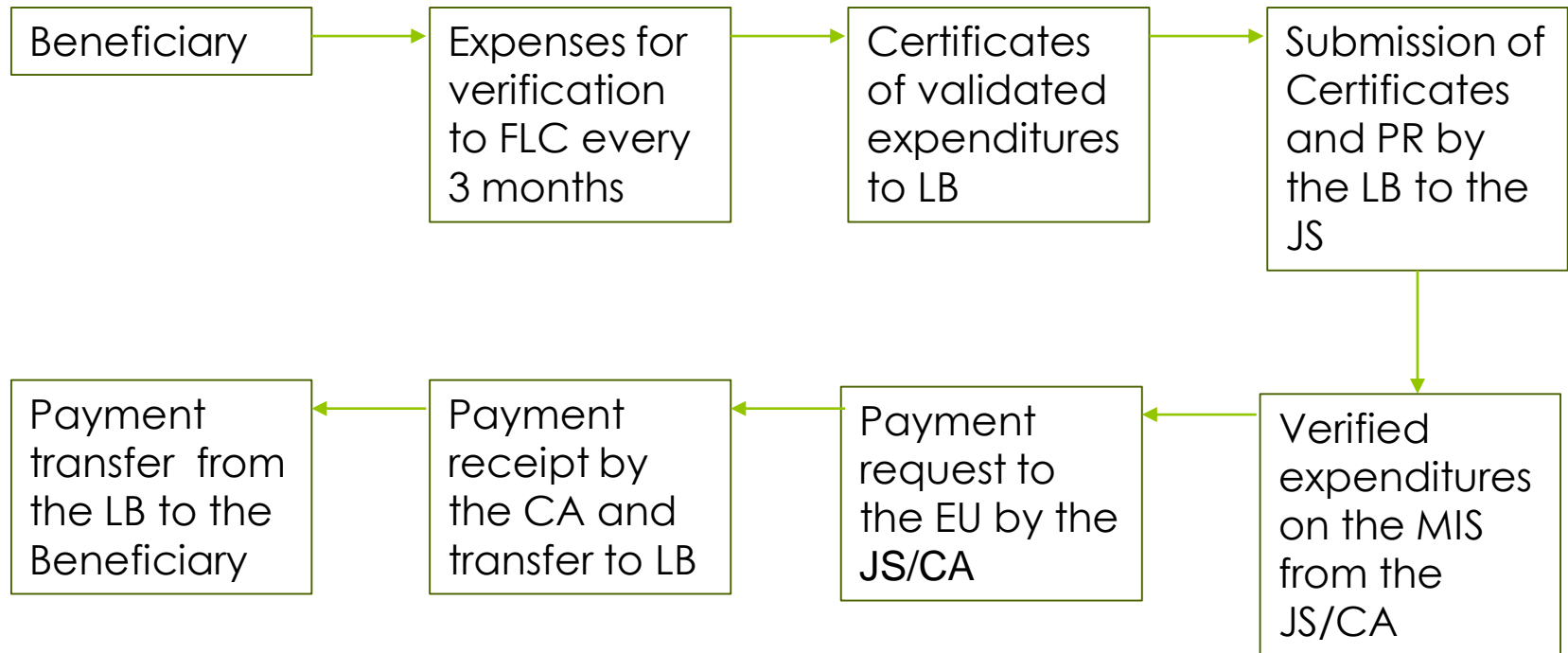
- **Each partner has to verify his expenses with the FLC on a gradual basis**
- **Each partner submits to the JS certificates of expenditures every 3 months through the LB** *(except for November and December - During these months, any certificate that is issued must be immediately forwarded by the beneficiary to the Lead Beneficiary and in turn to the JS)*
- **All certificates issued during a reporting period will be included in the respective Progress Report**
- **The LB will collect all necessary documents concerning the expenditures and all the certificates prior to the PR submission**

## Financial Reporting and Payments

*According to the project Manual:*

- **Any delayed certificates will be included in the next reporting period**
- **Verified expenditure is inserted in the MIS of the Programme by the JS**
- **An application for an interim payment is made to the EC by the CA periodically. Four reimbursement claims are expected to be made annually to the Commission.**
- **The CA will receive the payments from the EU and will transfer them to an interest – free account of the LB.**

# Financial Reporting and Payments



# MIS system

**NOT OPEN YET!**

**As soon as it opens we will provide the partners with all necessary information!**



## This reporting period

Task	Deadline
Submission of expenses to FLC (Jan-Febr-March)	10 <sup>th</sup> of April
Submission of expenses to FLC (Apr-May-June)	10 <sup>th</sup> of July
Submission of Certificates to the LB	As soon as they are issued
Submission of progress reports by the Beneficiaries to LB	10 <sup>th</sup> of July
Submission of overall progress report by the LB to the JS/CA	20 <sup>th</sup> of July

## Quality Assurance/ Risk Management Plan

### ○ **BEST-U Quality Handbook**

- Description of deliverables and targets per WP
- Description of the role and responsibilities of each partner
- Description of Quality Standards
- Risk Assessment per WP and risk mitigation planning
- Program of internal quality audits
- Standard forms of internal audits
- Monitoring of preventive/corrective actions

## Quality Assurance/ Risk Management Plan

### ○ **BEST-U Quality Audits**

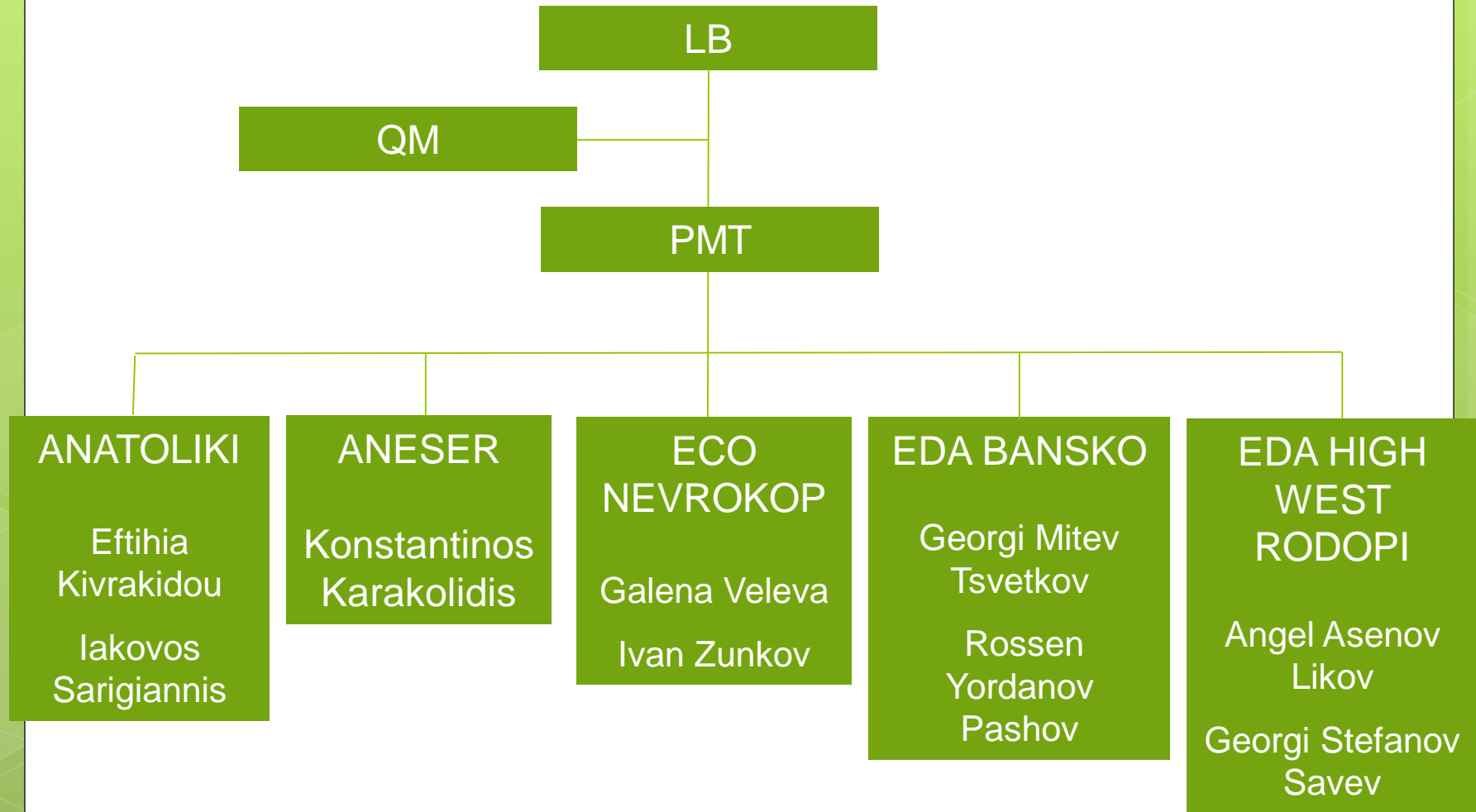
- Anatoliki will appoint a Quality Manager
- The QM will perform quality audits 3 times per year.
- The quality audits will identify deviations from the initial planning according to the Quality Handbook
- The deviations will be reported and corrective/preventive actions will be decided by the PMT

## More Issues for Discussion

### ○ Organisation of Next Coordination Meetings

- September 2018 / Place/ Beneficiary
- March 2019/ Place/ Beneficiary
- September 2019 / Place/ Beneficiary

## PMT Structure



Thank you for your  
attention!

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## Best Water Use “BestU”

### WP2 Communication & Dissemination

Communication plan  
Next steps for each partner

Anatoliki S.A.

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30/03/2018

# Budget

ACTIVITIES	ANATOLIKI SA LP	ANESER SA P2	EDA BANSKO P3	ECO NEVROKOP P4	EDA HIGH WEST RODOPI P5
Communication plan	6.998,40 0,00				
Project's website In 3 languages	2.697,60 2.400,00				
Production of communication material and tools	1.792,00 3.000,00	2.400,00 12.000,00	0,00 9.500,00	0,00 7.000,00	0,00 9.000,00
Publications	0,00 3.000,00	0,00 4.000,00	0,00 4.200,00	0,00 4.200,00	0,00 4.200,00
Info days & Final conference					
One info day/partner + final conference (LP) in Thessaloniki	2.800,00 2.400,00	3.000,00 5.000,00	(travel 440) 6.000,00	(travel 392) 6.000,00	(travel 760) 5.500,00



## ***The Final Communication Plan is completed***

*The beneficiaries (target groups) of the project are:*

- local schools,
- farmers and businesses,
- local stakeholders
- residents in the intervention area

**All partners will be involved in the production of communication material, but also to the organization of an info day, an awareness campaign and a label award workshop.**

Never forget that the logo has to be used on all communication materials:

- **printed** material: Brochure, guides, floor game, badges, information banner, information boards etc.
- **audio-visual**: videos, appearances on media, publications
- **digital or electronic** materials: websites, social media, networking platform etc.
- **events**: Info Days, Awareness campaign events & workshops, label award workshops and final conference

Actions to be taken	PARTNERS Responsible
information boards	All partners
information banner	All partners
badges with project's logo	LB,P2
Brochure in 3 languages (1.500 per partner)	LP
Guide for schools and households in Greece	P2
Guide for schools and households in Bulgaria	P3
Guide for kindergarten in Greece	LP, P2
Guide for kindergarten in Bulgaria	P3
Video presentation of the project	P2
Video for households in Bulgaria	P5
Video for households in Greece	P2
Video for schools in Bulgaria	P3
Video for schools in Greece	P2
Video for kindergartens in Bulgaria	P4
Video for kindergartens in Greece	P2
Floor game for kindergartens in Greece	LP
Floor game for kindergartens in Bulgaria	P3
Appearances on mass media	P2,P3,P4,P5
Publications	All partners
Info Days	All partners
Workspace	All partners

**2<sup>nd</sup> Semester**  
**to do list:**  
**April 2018**  
**To**  
**September 2019**

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Specific Item	Quantity	Creation	IN GR	IN BG	IN EN	Printing
<b>Communication material &amp; tool</b>						
social media	1	ANESER				ANESER
information boards	5	ANATOLIKI		BANSKO	ANATOLIKI	ALL PP
information banner	10	ANATOLIKI		BANSKO	ANATOLIKI	ALL PP
badges with project's logo	2.500	ANATOLIKI	ANATOLIKI	BANSKO		ALL GR-PP
Brochure in 3 languages (1.500 per partner)	7.500	ANATOLIKI	ANATOLIKI	BANSKO	ANATOLIKI	ANATOLIKI
Guide for schools and households in Greece	3.000	ANESER	ANESER		ANESER	ANESER
Guide for schools and households in Bulgaria	4.500			BANSKO		
Guide for kindergarten in Greece	300	ANESER	ANESER		ANATOLIKI	ANESER
Guide for kindergarten in Bulgaria	300			BANSKO		
Video presentation of the project	1	ANESER	ANESER	ANESER	ANESER subtitles	ANESER
Video for households in Bulgaria	1	RODOPI		RODOPI	RODOPI subtitle	RODOPI
Video for households in Greece	1		ANESER			
Video for schools in Bulgaria	1	BANSKO		BANSKO	BANSKO subtitle	BANSKO
Video for schools in Greece	1		ANESER			
Video for kindergartens in Bulgaria	1	NEVROKOP		NEVROKOP	NEVROKOP subtitle	NEVROKOP
Video for kindergartens in Greece	1		ANESER			
Floor game for kindergartens in Greece	25	ANATOLIKI				ANATOLIKI
Floor game for kindergartens in Bulgaria	15			BANSKO		
1st progress video of the project	5	ALL PP				ALL PP
Appearances on mass media						ALL PP (no LP)

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		ANATOLIKI S.A.		ANESER S.A.		EDA BANSKO		ECO NEVROKOP		EDA HI.WEST RODOPI
Specific Item	Quantity	EXTERNAL	STAFF	EXTERNAL	STAFF	EXTERNAL	STAFF	EXTERNAL	STAFF	EXTERNAL
<b>Communication material &amp; tool</b>										
social media	1	0,00		0,00	100,00	0,00		0,00		0,00
information boards	5	60,00		60,00		60,00		60,00		60,00
information banner	10	120,00		120,00	80,00	120,00		120,00		120,00
badges with project's logo	2.500	400,00		400,00	80,00					1.200,00
Brochure in 3 languages (1.500/partner)	7.500	1.500,00	272,00							
Guide for schools and households GR	3.000			2.700,00	900,00					
Guide for schools and households BG	4.500					2.700,00				
Guide for kindergarten in Greece	300			3.450,00						
Guide for kindergarten in Bulgaria	300									1.200,00
Video presentation of the project	1			1.200,00	240,00					
Video for households in Bulgaria	1									3.000,00
Video for households in Greece	1			800,00						
Video for schools in Bulgaria	1					3.000,00				
Video for schools in Greece	1			800,00						
Video for kindergartens in Bulgaria	1							4.200,00		
Video for kindergartens in Greece	1			800,00						
Floor game for kindergartens GR	25	900,00	480,00	600,00						
Floor game for kindergartens BG	15									800,00
1st progress video of the project	5		1.000,00		1.000,00	1.000,00		1.000,00		1.000,00
Appearances on mass media				1.070,00		2.620,00		1.620,00		1.620,00
Total estimated budget for communication material		2.980,00	1.752,00	12.000,00	2.400,00	9.500,00		7.000,00		9.000,00
Total approved budget for communication material		3.000,00	1.792,00	12.000,00	2.400,00	9.500,00		7.000,00		9.000,00

Monitoring and evaluation of the effectiveness is the key to success. Throughout the implementation of the project, measuring the indicators help on the assessment of achievement.

**The project through the communication plan would like to achieve change on the attitude and behavior of stakeholders in the way they act in water use, as also on the policy.**

Indicators for the assessment are the quantitative data as:

- ✓the number of visitors and views on the website,
- ✓the number of followers/likes on the social networks,
- ✓the number of downloads of the e-education material,
- ✓ the number of participants in the e-platform, as well as the e-game,
- ✓the number of press releases,
- ✓ the number of participants in the events (Info Day, Final Conference),
- ✓the number of described good practices on water use and
- ✓the number of persons in the networking / contact lists.

## WP2 ACTIONS

Specific Item	Action to be taken	Indicator	Number
Social media	promote the project on facebook	likes	1.000
Project's video	promote project videos in youtube	views	2.500
information boards	each partner produce one	sited boards	5
information banner	each partner produce two	printed banner	10
Badges with project's logo	each partner produce 500	disseminated badges	2.500
Project's Brochure	General information leaflet of the project in 3 languages with project's logo and slogan	disseminated brochures	7.500
Guide for schools and households	leaflet with project's information targeted on this group	disseminated guides	7.500
Guide for kindergarten	leaflet with project's information targeted on this group	disseminated guides	600
Floor game	floor game for kindergartens	disseminated games	40
Appearances on mass media	Project's presentation on Radio, TV etc.	Appearances	50
Project's website	Full information and networking about the project	visitors	1.000
Publications	Publish news about project's activities and events	articles or banners	50

**WP2 EVENTS**

Specific Item	Action to be taken	Indicator	Number
Info Day	each partner organize one Info day	participants	350
Final Conference	Lead partner organize the final conference	participants	120

**WP4 ACTION**

Specific Item	Action to be taken	Indicator	Number
Application of mobiles	Lead partner is responsible	installations-downloads	500

**WP5 EVENT**

Specific Item	Action to be taken	Indicator	Number
Label award event	each partner organize one label award event	participants	350

**WP6 EVENT**

Specific Item	Action to be taken	Indicator	Number
Awareness campaign	5 workshops/partner: 1 for farmers, 1 for businesses, 2 for schools and 1 for kindergartens	participants	1.750
Local support group	networking with local stakeholders	mailing list	100
Wider support group	networking with national stakeholders	mailing list	500
online networking platform	Lead partner is responsible	participants	100

***Thank you!***  
***Any questions ?***



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## Best Water Use “BestU”

### WP2 Communication & Dissemination

Drafting communication  
material

(Brochure, website etc.)

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# Anatoliki s.a

ACTIVITIES	STATUS
Deliverable Communication plan	Completed
Project's website In three languages Online networking platform	Tender 1 In preparation
Project Logo Brochure in 3 languages Information board Information Banner Badges with project's logo Floor game	Tender 1 In preparation
Publications	Tender 1: it has been assigned
Info day	Estimated Day: June 2018
Workspace	Google drive
Local support group Wider support group	Mailing lists have been prepared

# Aneser s.a.

ACTIVITIES	STATUS
Social media	Facebook & twitter until 15/04/2018
Information board Information banner Badges with project's logo	Printed until 15/05/2018
Guide for schools and households in Greece Guide for kindergartens in Greece	Draft within 2 <sup>nd</sup> semester
Video presentation of the project Video for households in Greece Video for schools in Greece Video for kindergartens in Greece	Draft within 2 <sup>nd</sup> semester
Appearances on mass media Publications	constantly
Info Day	Within 2 <sup>nd</sup> semester
Local support group Wider support group	Mailing lists until 15/05/2018

# EDA BANSKO

ACTIVITIES	STATUS
Information board Information banner Badges with project's logo	Translation in BG Print until 15/05/2018
Guide for schools and households in Bulgaria Guide for kindergartens in Bulgaria	Draft within 2 <sup>nd</sup> semester
Brochure translation in BG	Done
Video for schools in Bulgaria	Draft within 2 <sup>nd</sup> semester
Floor game for kindergartens in Bulgaria	Translation and print
Appearances on mass media Publications	constantly
Info Day	Within 2 <sup>nd</sup> semester
Local support group Wider support group	Mailing lists until 15/05/2018

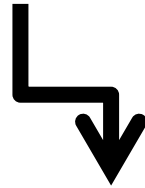
# ECO NEVROKOP

ACTIVITIES	STATUS
Information board Information banner Badges with project's logo	Print until 15/05/2018
Video for kindergartens in Bulgaria	Draft within 2 <sup>nd</sup> semester
Appearances on mass media Publications	constantly
Info Day	Within 2 <sup>nd</sup> semester
Local support group Wider support group	Mailing lists until 15/05/2018

# EDA HIGH WEST RODOPI

ACTIVITIES	STATUS
Information board Information banner Badges with project's logo	Print until 15/05/2018
Video for kindergartens in Bulgaria	Draft within 2 <sup>nd</sup> semester
Appearances on mass media Publications	constantly
Info Day	Within 2 <sup>nd</sup> semester
Local support group Wider support group	Mailing lists until 15/05/2018

## Bring team members and data together in a collaborative workspace



Sharing BEST-U supporting documents and deliverables:

1. Dropbox,
- 2. Google drive**
3. any other

# Thank you for your attention!



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## Best Water Use “BestU”

### Organizing the other WPs

Technical specifications for  
events

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- ✓ We have 4 different kind of events to organize. Details to the next slides.
- ✓ Events have to be managed within limited time and budget.
- ✓ A successful event will summarize the efforts of communication of the project's consortium convincing the audience whom the consortium is addressing to, of the fruitfulness of the project developed.
- ✓ The first step is to know the audience.
  1. Who we want to be there?
  2. What are their needs or challenges?
- ✓ After that each partner, regarding its available budget, will organize the event (agenda, venue, date, speakers, publication, appearances on media, post on the website and the social media etc.)
- ✓ Don't forget to include information about funding, project and program Logo.

## Work package 2: to inform, to conclude

ACTIVITIES	ANATOLIKI SA LP	ANESER SA P2	EDA BANSKO P3	ECO NEVROKOP P4	EDA HIGH WEST RODOPI P5
Info days & Final conference	2.800,00 2.400,00	3.000,00 5.000,00	(travel 440) 6.000,00	(travel 392) 6.000,00	(travel 760) 5.500,00

Every Partner should organize at least one info day at its area, in order to present to stakeholders and the wider interested parties the project actions and objectives.

Info days are a project learning event. The material from Info Days will be uploaded to the website and the social media of the project.

The LB will organise the final conference of the project in order to provide the results of the project implementation in Greece and Bulgaria. The final conference will be held in Thessaloniki, at the last semester of the project.

## Work package 5: to reward

ACTIVITIES	ANATOLIKI SA LP	ANESER SA P2	EDA BANSKO P3	ECO NEVROKO P P4	EDA HIGH WEST RODOPI P5
Label award workshop	2.704,00 3.000,00	0,00 5.000,00	0,00 5.160,00	0,00 5.160,00	0,00 5.160,00

Each partner will organize one workshop at its area.

This activity is related to the pilot implementation and the targeted users that implement good practices on water use.

This workshop is about a special event in which awards with the label “Best Water Use” will be given to the participants (organizations, schools, farmers, businesses etc.) that implement actions and good habits using best practices of water use.

## Work package 6: to raise awareness, to train, to exchange

ACTIVITIES	ANATOLIKI SA LP	ANESER SA P2	EDA BANSKO P3	ECO NEVROKOP P4	EDA HIGH WEST RODOPI P5
Information campaigns: events – workshops for raising awareness on water management	9.000,00 6.000,00	0,00 16.000,00	0,00 16.000,00	0,00 20.000,00	0,00 20.000,00

- ✓ **What:** 5 events – workshops (1 for farmers, 1 for businesses, 2 for schools and 1 for kindergartens)
- ✓ **How:** Organised under the WP6 and related to the WP3
- ✓ **Where:** Each partner's eligible area
- ✓ **Who:** Each partner, invited speakers
- ✓ **Objective:** Active citizens, farmers and professionals – people with the appropriate responsible environmental behaviour

## Work package 6: to transfer knowledge & experiences

ACTIVITIES	ANATOLIKI SA LP	ANESER SA P2	EDA BANSKO P3	ECO NEVROKOP P4	EDA HIGH WEST RODOPI P5
Capitalization workshop	800,00 4.000,00		(travel,150)	(travel,138)	(travel,150)

### Making capable the most effective use of the identified good practices.

The capitalization workshop will be held by LB.

This is about a post-project continuation workshop. Description of the workshop will be a part of the capitalization plan. During the workshop a draft version of a Capitalization Agreement based on the capitalization plan will be discussed and signed among partners. This agreement will describe the way that project's outputs and results will be possible transferred to other organizations, regions, countries outside of the current partnership.

## Events promote dialogue & networking.

### Networking is essential for the exchange of experience.

BEST-U will create:

1. A contact list with the project participants, the stakeholder and the decision makers,
2. A contact list to invite member in the online networking platform.
3. A mailing list for the local and the wider support groups
4. A contact list for WP3
5. A contact list for WP4
6. A contact list for WP5

The wider audience will get information about the project from:

- ✓project's and partners' websites,
- ✓as also from the social media,
- ✓the publications and
- ✓the appearances on mass media.

# Thank you for your attention!



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## Best Water Use “BestU”

### Organizing the other WPs

Technical descriptions for WP3  
Networking list

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## WP3: Research on current situation

- ✓ Necessary studies and researches
  - ✓ Record and evaluate the targeted users relationship with water
  - ✓ Use of questionnaires & rational water management guides per targeted user
  - ✓ Develop the “Best practice guide on sustainable water use”.
- 
- ✓ Provide detailed evidence of the required steps for the rational use
  - ✓ Promote integrated sustainable water management, focused on urban water.
- 
- Targeted groups are the households, the farmers and the professionals, which will also consist the networking list for WP3 implementation.

## Partners' budget lines

ACTIVITIES	ANATOLIKI SA / LP	ANESER SA / P2	EDA BANSKO / P3	ECO NEVROKOP / P4	EDA HIGH WEST RODOPI / P5
Recording / survey of household, professionals and farmers relationship with water / 1 per partner	0,00 15.000,00	0,00 19.000,00	0,00 14.500,00	0,00 14.500,00	0,00 14.500,00
Best practice Guide on water use	6.984,00 5.000,00 In Greece + Europe In Greek language	0,00 7.000,00 In USA-ASIA etc final edition in ENG+GR languages		0,00 9.000,00 In Bulgaria in English + Bulgarian languages Translation of the final edition in Bulgarian	

## Targeted groups – networking list

	<b>ANATOLIKI SA / LP</b>	<b>ANESER SA / P2</b>	<b>EDA BANSKO / P3</b>	<b>ECO NEVROKOP / P4</b>	<b>EDA HIGH WEST RODOPI / P5</b>
Households	Municipalities and schools	Municipalities and schools			
Farmers	Farmer Associations	Farmer Associations			
Professionals	Chambers	Chambers			

Any suggestion?

Contact points are the same in Bulgaria?

## QUESTIONNAIRE SURVEY

### **Technical description**

- ✓ In partner's language,
- ✓ about 8-10 pages A4
- ✓ About 200 hard copies
- ✓ Targeting the 3 categories: a. households, b. farmers, and c. the professionals
- ✓ At least 10 questions common to each category
- ✓ May include sections to be filled separately for each of the 3 categories
- ✓ Covering aspects about water resources and urban water management,
- ✓ Asking for participation in the past information and/or training activities/events
- ✓ Asking for interest in participating in the next networking and/or information activities/events

**The questionnaire survey should be completed at least from :**

- (a) 100 households**
- (b) 50 farmers**
- (c) 50 enterprises**

### Questionnaire survey dissemination

is foreseen in partner's eligible area, through:

- ✓200 questionnaires in printed form, and
- ✓200 questionnaires in electronic form

### Acceptable ways to fill out the questionnaires:

- ✓Directly or indirectly,
- ✓What provide a reliable and complete response,
- ✓Either by personal interview, by telephone or by using the internet.

### Rational water management guides per targeted user:

- ✓Production of 3 manuals, 1 for each target group: households, farmers, and businesses
- ✓About 4 pages A4,
- ✓In color printing,
- ✓Providing knowledge, that will help the questionnaire survey.

## Best Practice guide

- ✓Recording of good practices on water management,
  - ✓Each partner is responsible for one geographical area,
  - ✓Describing good practices on water use from households, farmers and professional,
  - ✓Describing good practices on water use from other uses (energy, tourism and other sectors),
  - ✓Describing the benefits of water conservation and of efficient management
  - ✓To be used by schools and kindergartens, by farmers, as also by professionals as a demonstration of how the user is addressing the practice.
  - ✓To be used by water utilities, municipalities, counties, and other entities involved in water resource management
  - ✓Related with pilot's implementation activities
  - ✓Related with label award workshop
  - ✓Related with capitalization activities
- 
- ✓Will provide information about good practices on water use in an international level.
  - ✓Will be at the disposal of users, stakeholders and decision makers during and after the project lifetime.

**Please let us know, if there is any difference in the technical description for the implementation of Work package 3 in Bulgaria.**



30/03/2018

## Best Water Use “BestU”

### Organizing the other WPs

Technical descriptions for WP4  
Networking list

Anatoliki S.A.

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ACTIVITIES	ANATOLIKI SA LP	ANESER SA P2	EDA BANSKO P3	ECO NEVROKOP P4	EDA HIGH WEST RODOPI P5
Development of environmental programs in schools and kindergartens action plan+ implementation seminars/ 20 teachers/40 h	0,00 40.000,00  3 seminars	0,00 40.000,00  3 seminars	0,00 23.600,00  2 seminars	0,00 24.600,00  2 seminars	0,00 24.600,00  2 seminars
Application of mobiles	0,00 5.000,00				
Development of e-education material E-game & e- learning platform		0,00 29.000,00	0,00 9.000,00		0,00 6.000,00
Trainer's handbook on sustainable water use	3.000,00 5.324,00				0,00 3.000,00 In Bulgarian language

## Target Groups

Country	Categories
Greece	Teachers from kindergartens & schools
Bulgaria	Teachers from kindergartens & schools

Please take into account that:

In Greece:

- ❖ The contact point for kindergartens are the Municipalities
- ❖ The contact point for schools are the Public Administration in charge for education

## What is happening in Bulgaria?

## **ACTION PLAN**

**regarding the educational environmental program in schools & kindergartens**

**What the action plan to include, as minimum?**

- ✓Tasks,
- ✓Modules
- ✓Timeline
- ✓Resources

**What the action plan to inform, as minimum?**

- ✓Target description and objectives,
- ✓Timeline and available resources.
- ✓Design of actions and sub-actions,
- ✓Indicators for the monitoring of implementation and the achievement of the objectives.
- ✓Planning actions and sub-steps of environmental education
  - ✓Evaluation of outputs
  - ✓Ability to update the data and the action plan.

## **TRAINER'S HANBOOK** **on sustainable water use**

- ✓ Practical guide for an effective training program.
- ✓ Step by step process for trainers
- ✓ Offering suggestions and guidelines for enhancing their knowledge and competencies
- ✓ Providing them various concepts, theories and issues

### **Educational material should include the following in at least 50 pages:**

- Executive summary
- Introduction (at the beginning of each module)
- Key words - Key points (definitions, examples, conclusions, etc.)
- Titles - Subtitles (defining section content)
- Diagrams-Tables-Pictures (mandatory numbering / captioning with text reference)
- Examples-Case Studies
- Real situations (answering to trainers' questions)
- Activities
- Bibliography

## SEMINARS

### Implementation of the action plan

Training Parameters	Training features
Training object	Sustainable water use
Number of trainees	60 (3 groups x 20 trainees)
Duration of the program	120 hours (3 groups x 40 hours)

#### **What is expected the training to include:**

- ❖ Water and natural environment - Circle of water
- ❖ Water and human - Proper use and management
- ❖ Water and history - previous years to date
- ❖ Water and tradition - Literature
- ❖ Water in everyday life - Saving and good practices - Environmental problems and pollution
- ❖ Education and training techniques for the classroom

## Work plan of Anatoliki s.a.

Tender	Deliverables	Procedure
3	1. Action Plan 2. Trainer's Handbook 3. Implementation of Action Plan/ Seminars	Summary proceeding
4	Mobile Application	Direct award

Estimated publication of Tenders in the 1<sup>st</sup> session – 1<sup>st</sup> presentation

**We would like to know the difference in technical description  
for WP4 implementation in Bulgaria**



30/03/2018

## Best Water Use “BestU”

### **PMT Meeting**

Discussion on budget  
modification

Anatoliki S.A.

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## Budget Modification

- A request for a budget modification was submitted to the LB by ANESER S.A.
- The request concerns the transfer of 17000 from the External Expertise BL to Personnel BL.
- Allocation of the amount to be transferred per WP and deliverable:

WP	Deliverable	Amount
WP 2	Del. 2.2.1	4.000€
WP 5	Del. 5.2.2	3.000€
WP6	Del. 6.2.1	10.000€

## Budget Modification

- ANESER total budget: 171.500€ , 20% = 34.300€
- The modification request (17.000€) is below the 20% of the partner's total budget (in line with the 20% flexibility rule provided by the Program).
- The LB proposes to the PMT to accept the requested modification.
- The related proceedings should be signed by the partners' representatives participating to the project.