

09.30 – 10.00	<u>Welcome</u>
10.00 – 10.30	PB1 (LB): ANATOLIKI S.A. (Technical and financial project progress, Tenders, Project Management)
10.30 – 11.00	PB2: ANESER S.A. (Technical and financial project progress, Tenders)
11.00 – 11.30	PB3: EDA BANSKO (Technical and financial project progress, Tenders)
11.30 – 12.00	PB4: ECO NEVROKOP (Technical and financial project progress, Tenders)
12.00 – 12.30	PB5: EDA HIGH WEST RODHOPI (Technical and financial project progress, Tenders)
12.30 – 13.00	<u>Break</u>
13.00 – 13.30	LB: ANATOLIKI S.A. (Progress reports, reimbursement/amendment/allocation of budget, FLC, forthcoming activities)
13.30 – 14:00	<u>Discussion:</u> Results/questions/clarifications
14.30 – 15.30	PMT Meeting (Internal Review of the Start-up Time Plan and Quality Assurance-Risk Management plan)

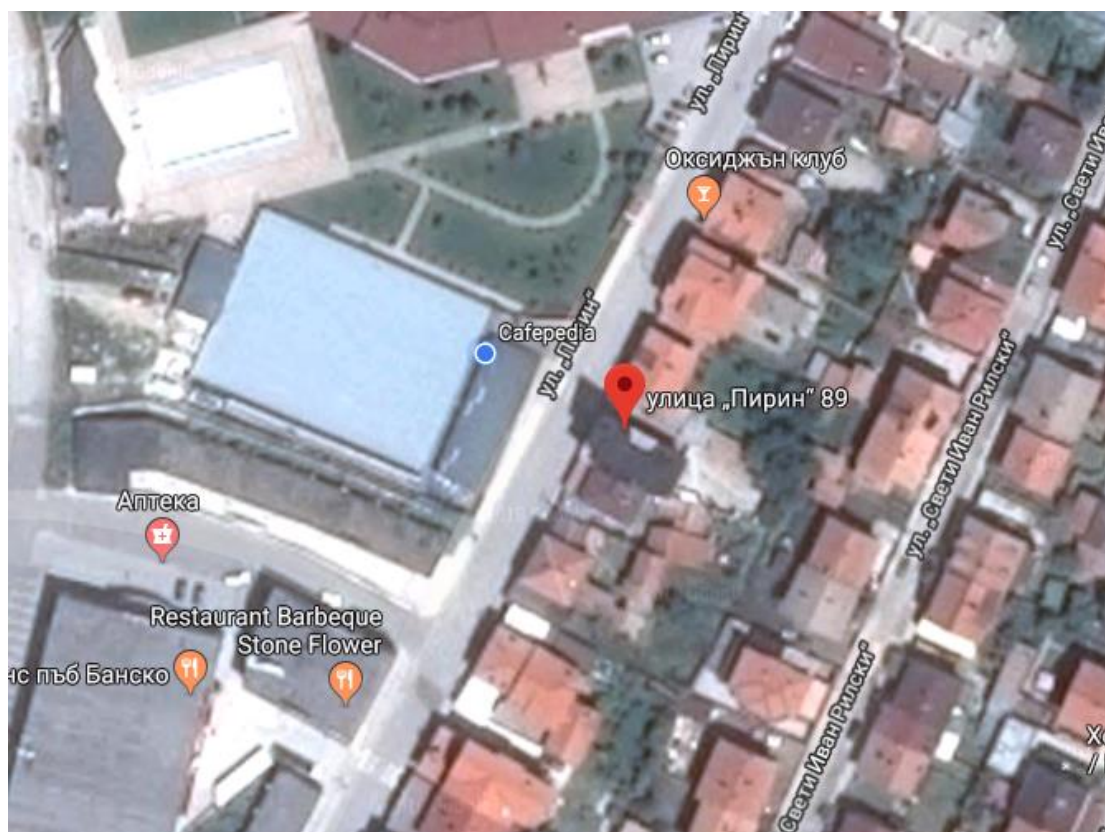
Location of the meeting point:

ул. „Пирин“ 89, Банско, България

Координати: 41.829315, 23.480511

Pirin street 89, Bansko, Bulgaria

GPS: 41.829315, 23.480511





Minutes of 3rd WORK PROJECT MEETING

20th of September 2018
Bansko, Bulgaria

Project Name:	BEST WATER USE – BESTU		
Meeting:	Third partners' working meeting		
Date of Meeting:	20 th of September 2018	Time:	10:00 – 15:30
Minutes Prepared By:	EDA Bansko	Location:	89, Pirin street, 2770 Bansko, Bulgaria

Meeting attended by

Name	Organization	E-mail
Galena Veleva	ECO Nevrokop	veleva@econevrokop.eu
Georgi Tsvetkov	EDA Bansko	george@noproblemsltd.com
Rossen Pashov	EDA Bansko	r.pashov@integritybg.com
Georgi Savev	EDA High Western Rhodopes	gosavev@gmail.com
Vasiliki Papadopoulou	ANATOLIKI SA	vasopapadopoulou@anatoliki.gr
Konstantia Anastasia Kasapi	ANATOLIKI SA	environment@anatoliki.gr
Ioannis Kalogeroudis	ANESER SA	Kalogeroudis@aneser.gr
Ioannis Anastasiou	IDIMON	anastasiadis@idimon.gr

Meeting objectives

- ❖ technical, financial and progress report of each beneficiary
- ❖ first level control process
- ❖ action plan to the end of 2018
- ❖ unassigned activities action plan and report

Introduction

Working meeting's agenda was preliminary approved by all attendees. EDA Bansko did not receive any additional proposals from project partners regarding proposed agenda.

The registration started at 9:30 am and ended at 9:50, followed by lead beneficiary who officially open the event at 10:00 am with agenda reminder.

Topics under the agenda

1st session: Technical and financial project progress, Tenders, Project Management led by each partner

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Break

2nd session: Progress reports, reimbursement/amendment/allocation of budget, FLC, forthcoming activities led by lead partner

3rd session: Overall discussion, questions, clarifications and summarized results

4th session: PMT Meeting for internal review of the Start-up Time Plan and Quality assurance-risk management plan

1st session

Technical project progress of PB1 (LB): ANATOLIKI S.A.

WP 1

- GANTT for events organization
- GANTT for external expertise and services
- Quality Management Plan/Risk Management Plan – Definition of Quality Manager
- Internal Review for the Start-up Time plan

WP 2

- Communication plan / Monitoring – Organization – Implementation
- Production of the communication material (Brochure, Logo, Motto, Inf. Board, Inf. Banner, Badge) / Tender – Contract - Deliverables
- Project website www.bestu.eu / Creation – Publication - Uploads
- Floor Game for pilot action / Creation – Translation - Print
- Info Day / Organization

WP 3: Tender 2 – contract - deliverables

WP 4: Tender 3 – contract – drafts; Tender 4 - contract

WP 5: Technical specifications for the pilot implementation and request of Lol

WP 6: Networking list and Networking platform

Financial project progress Tenders, Project Management of PB1 (LB): ANATOLIKI S.A.

- 1st FLC procedure, verification and certification
- 2nd progress report submission
- Allocation of funds
- Request for modification of budget – not accepted
- Contractors' payments under WP2

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Leader noted that Beneficiary Portal (MIS) is still not available for progress reports and FLC.

Tenders of PB1 (LB): ANATOLIKI S.A.

Tender procedures for tenders 1-4 (incl.) were conducted and contracts are awarded with external experts. All deliverables are on time and ongoing according to the technical specifications. There is no any deviation with the previously approved plan.

Project Management of BestU project – PB1 (LB): ANATOLIKI S.A.

Project leader asked if there is a complete need for STPP update. Such an update is a must, taking in mind PB2' delay in launching tenders. It will be initiated next month with a discussion for requesting possible extension of the implementation period.

The correspondence process with the JS /MA and between partners was reminded and procedure was improved.

The preparation of technical specifications and other tender documents was an accent and a broad discussion among partners. Preparation and implementation of educational environmental programme action plan in schools as well as mobile application and „best water use“ label research and awarding was discussed in detail.

The monitoring of partners' verified expenditures results that only PB1 and PB3 have certificates of verified expenditures. PB4 and PB5 has started the process together with PB3 but they haven't finished the procedure due to inactivity of the controllers. PB2 haven't started FLC yet, since the first payments were made a few days earlier.

Monitoring of partners' procedures for tenders were described in details below. Partners' actions for the semester were defined.

The partners reviewed and updated the start-up time plan. Any budget allocation is not foreseen.

Project leader reminded to all to provide the materials for each Info Day, photos of the information board and project's poster sited at partner's premises. Also, everyone to provide its deliverables to be published at the website.

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Technical and financial project progress, Tenders of PB2: ANESER S.A.

Project partner 2 has the greatest delay in project implementation. A few days before Bansko' meeting, they have awarded contracts for 56% of their budget. Advance payments have to be made next days.

There is a change in tender procedure plan, such as originally tender 3 (D2.2.1.) became part of Tender 4. Initially direct contract became part of open tender No4.

Tenders awarded with contracts are Tender 2 (D1.2.2. under direct award), Tender 4 (D2.2.1, D2.2.3., D5.2.2. and D6.2.1 under open tender) and Tender 6 (D4.2.1.).

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Technical and financial project progress, Tenders of PB3: Economic development agency Bansko

Technical progress

WP1; D1.3.2:

- Kick-off meeting participation in Thermi, GR @ Nov 2017
- External expert contract for 4 project progress and 1 final reports @ Jan 2017
- National co-financing contract @ Feb 2018
- Labour contracts with project staff signed (Project Manager; Coordinator and Accountant) @ Jan 2018
- Networking list under WP3 & WP4 updated regularly
- Participation in 2nd project work meeting in Gotse Delchev, BG @ Mar 2018
- Text translations from English to Bulgarian @ 2018
- 1st and 2nd project progress reports @ Jan & Jul 2018

WP2; D2.3.1 & D2.3.2

- Direct contract with external expert for design, production and dissemination of communication materials @ Apr 2018
- Deliverables under the communication materials contract: Information table; Two information roll-up banners; Three radio spots; Regional newspaper press announcement; Regional on-line media announcement; Social media sponsored publication @ Jun & Jul 2018

WP2; D2.3.3

- Assigned to subcontractor under common open tender procedure with D5.3.2. & D6.3.1. @ Jun 2018
- Information Day held in Bansko @ Jul 2018
- Deliverables under the events contract: Contract documentation; 60 persons hall; Technical equipment; Coffee break and lunch for 55 pax; Signboards; Information banner; 3 internet publications for upcoming event and 3 after completion; Info table A3 format; Pictures; Attendance list; Set of 60 work and information materials; Badges @ Jun & Jul 2018

WP3; D3.3.1.

- Direct contract with external expert for recording and survey @ Apr 2018
- Three types of questionnaires are delivered (for householders, farmers and business respondents) @ Jun 2018
- Survey through questionnaires finalised @ Aug 2018

WP4; D4.3.1.

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- Completed open tender procedure for educational programme action plan development and implementation; conduction of two seminars @ Sep 2018
- Ready to assign the contract to external expert @ Sep 2018

WP5; D5.3.2.

- Open tender for events organisation and conduction with external expert @ May 2018
- Contract with external expert for events organisation and conduction @ Jun 2018

WP6; D6.3.1.

- Open tender for events organisation and conduction with external expert @ May 2018
- Contract with external expert for events organisation and conduction @ Jun 2018

Financial progress

First Request for FLC @ Jul 2018

- The amount requested for verification was 25 858,88 EUR
- The requested amount consists of:
 - staff costs & travel and accommodation under WP1
 - 40% advance payments under: WP2 (communication materials); WP2, WP5, WP6 (events) and WP3 research and report
- Some of items are left for the next request, because were paid in July
- Some expenditures were considered non-eligible. Most important financial correction is 5% from events open procedure
- **EUR 23 968,81 certificate is awarded**
- Total correction amount is EUR 726.88 (EUR 543.23 are 5% open tender; the rest are correct)

Planned for ongoing semester

- D1.3.2 Organisation of 3rd project work meeting in Bansko, BG @ 20th Sep 2018
- D2.3.3 Participation in partner's info day in Thermi, Serres, Devin and Gotse Delchev
- D4.3.1 Educational programme action plan & seminars – signing of contract and 40% advance payment
- D5.3.1 Pilot project "Best Water Use" label – direct contract with 40% advance payment
- D3.3.1 Completed research and analysis and finalized contract. 60% final payment
- D4.3.2 E-games and mobile application content and translation to BG – direct contract with 40% advance payment
- D2.3.1 & D2.3.2 Progress video of the project lasting 6-8 minutes; Three radio spots; Three regional newspaper press announcement; Three regional on-line media announcement; Three social media sponsored publication
- D1.3.2 Second FLC request
- D6.3.1 First information campaign for farmers and agriculture producers

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- D2.3.1 & D2.3.2 Educational video for pupils and teachers for Bulgarian schools and in BG language (5-6 minutes)
- First e-bulletin for disseminating good practices
- D6.3.1 Second information campaign for business and services
- D1.3.2 Third project progress report
- D4.3.1 Prepared action plan under the contract

PB3 **expecting amount of EUR 32 015.97** to be requested for verification up to the end of this year.

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Technical and financial project progress, Tenders of PB4: Eco Nevrokop

Technical progress

D1.4.2:

- Labour contracts with project staff - Project manager and Project coordinator, November 2017
- National co-financing contract, signed during November 2017
- Contract with external expert for 4 project progress reports and 1 final project report, signed January 2017
- Networking list under WP3 and WP4
- Organisation of 2nd project work meeting in Gotse Delchev, Bulgaria on 30/03/2018

D2.4.1: Contract with expert for preparation of tender documentation, signed January 2018

D2.4.1., D2.4.2.: Contract with external expert for procurement and communication materials

D3.4.1., D3.4.2: Open tender for external expertise and services for survey and Best practices guide, contract signed June 2018

D2.4.3., D5.4.2., D6.4.1.:

- Open tender for events organisation, contract signed on June 2018
- Deliverables under the communication materials contract: Information table; Two information roll-up banners; National newspaper press announcement; Social media publications

Financial progress

Request for FLC for **28 765,41 EUR** – still in progress

Planned for ongoing semester

D1.3.2 Participation in 3rd project work meeting in Bansko, BG on 20th Sep 2018

D2.3.3 Participation in partner's info day in Thessaloniki

D2.4.3. Organization of Info day on 28 September 2018 in Gotse Delchev with 50 participants

Communication and dissemination materials:

- Banner to promote the project in online media;
- Radio spot for promotion of the Info day and the project

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- TV spot for promotion of the Info day and the project
- Publication of the invitation in online media for promotion of the Info day and the project

D3.4.1: Delivery of survey of household and farmers relationship with water and promotion for the rational use and sustainable management;

D3.4.2:

- Delivery of elaborated Best practices guide regarding water management;
- Video for the progress of the project including presentation of the project, ongoing performance, scenes of conducted events, interviews with representatives of target groups. Duration up to 6 min;
- Publication of the news for Info day in online media, social media and on the pages of the partners.

D6.4.1:

- Information campaign – workshop for raising awareness on water waste management for specific target group – for farmers and agriculture producers
- Animated video for kindergartens up to 6 minutes with a learning goal. The content of the animation is related to conservation, pollution and water saving with environmental messages and foster a positive attitude towards water. With A version with English subtitles;
- First issue of the electronic Bulletin for dissemination of good practices for water and environmental protection disseminated through the Networking list. 6 (six) pages, A4 format

D5.4.1: Signed contract for Pilot action launching a label "best water use" that will be assigned in organizations, institutions and schools which implement specific actions and /or equipment for the rational use of water;

D4.4.1: Conducted tender procedure and signed contract for Action plan regarding the educational environmental programme in schools and implementation of the action plan. This includes pupils' creations, web-site, experiments, training courses to teachers - 20 teachers will be trained in 2 seminars for 40 hours each

D2.4.2: Publication in a national newspaper for the progress of the project

D6.3.1: Second information campaign for business and services

D1.3.2: Third project progress report

PB4 expecting amount of EUR 38 730 to be requested for verification up to the end of this year.

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Technical and financial project progress, Tenders of PB5: Economic development agency High West Rodopi

Technical progress

D1.5.2

- Project Team establishment - Labour contracts with project team staff - Project manager, Financial Manager and Technical Staff, November 2017
- Participation of 2 project team representatives during the kick-off meeting at Project Leader's premises (Thermi, Greece).
- Contract with external expert for 4 project progress reports and 1 final project report
- National co-financing contract signed December 2017
- 1st PPR developed and delivered from external expert and reported to Lead Partner – January 2018
- Review and update of PB5' procurement plan – January 2018
- Participation of discussion for review and approval of communication plan - February 2018
- Networking list under WP3 - March 2018
- Meeting between BG Partners in Bansko to discuss BG located activities, coordination regarding schedule of implementation of activities, interpretation of Project application and requirements, distribution of geographical scope of activities by partners - March 2018
- Conference call between BG partners - March 2018
- Participation of 2 project team representatives during 2nd project work meeting in Gotse Delchev, Bulgaria - March 2018
- Review and update of PB5' procurement plan - April 2018
- Review and update of PB5' procurement plan July 2018
- 2nd PPR developed and delivered from external expert and reported to Lead Partner July 2018

D2.5.1 and D2.5.2

- Contract with external expert for development, publishing and dissemination of communication materials - February 2018
- Communication materials: Information table; Two information roll-up banners; Badges with project's logo – June 2018

D2.5.3

- Procurement of events and information campaigns organization (Tender 3, Open Tender) – June 2018
- Info day planned – 1st or 2nd October 2018

D3.5.1

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- Contract for Recording / survey of household and farmers relationship with water (Tender 4, Direct Contract) – May 2018
- Developed questionnaires under Contract for Recording / survey of household and farmers relationship with water - August 2018
- On-line survey conducted next two weeks

D5.5.2 Procurement of events and information campaigns organization (Tender 3, Open Tender) - June 2018

D6.5.1 Procurement of events and information campaigns organization (Tender 3, Open Tender) - June 2018

Financial progress

- Request for first FLC for **27 692,07 EUR** - July 2018

Planned for ongoing semester

D2.5.3.

- Organization of Info day on 1st or 2nd October 2018 in Devin with 50 participants
- Communication and dissemination materials
- Banner to promote the project in online media
- Publication of the invitation in online media for promotion of the Info day and the project
- Information and work materials
- Presence of journalists

D3.5.1.

- Implementation of the study the attitude of the target groups towards the water resources, their conservation, efficient use and management through the elaborated questionnaires
- Both questionnaires – developed
- The on-line based survey will be conducted next two weeks
- The final report will be developed during October 2018

D.5.5.1

- The Subcontractor is planned to be chosen during November 2018
- The ToR is going to be developed after having final results of Survey
- Most probably the Tender contracting will be delayed
- The implementation of the activities most probably is going to be next year

D4.5.1. and D4.5.3

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- Tender was planned to be conducted during September 2018 but it will be delay with at least two months, to have final survey results first and to have clearer picture about the content of the trainings, handbook, etc.
- Implementation of this activities most probably is going to be next year

PB5 **expecting amount of approximately EUR 27 000** to be requested for verification up to the end of this year.

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2nd session:

Progress reports

- 2nd Progress Report: successfully submitted on the 20th of July
- 3rd Progress Report: will be submitted until the 20th of January
- Technical and Financial feedback to the LB by the 20th of December

The LB reminded that **all** project beneficiaries that do not have a **user account** and **password** for the MIS (Management and Information System) must conclude the procedure for applying for a **new user account**, following strictly the JS instructions dated 24/08/2018 and the relevant guidelines available on the Programme' website through the following links: [http://www.greece-bulgaria.eu/com/17 Documents-for-project-implementation](http://www.greece-bulgaria.eu/com/17_Documents-for-project-implementation) and <http://www.greece-bulgaria.eu/project-news/> the latest till **28/9/2018** with no possibility of extension of this date.

Reimbursement

For period of 1/10/2017 – 30/6/2018, ANATOLIKI S.A. have requested and verified **EUR 17.009,48**. Total amount requested are:

- LB (PB1) ANATOLIKI S.A. – **EUR 45.000** requested and received
- PB2 ANESER S.A. – none
- PB3 EDA BANSKO – **EUR 23 968,81** requested and CVE awarded
- PB4 ECO NEVROKOP – **EUR 28 765,41** requested only
- PB5 EDA HIGH WEST RODOPI – **EUR 27 692.07** requested only

Allocation of budget are not foreseen.

Amendment

We have agreed of possible request for project extension until 31/3/2020, due to the following justification:

- Delay in MA and JS procedures at the start of the project
- Actual start of the project in the beginning of 2018
- No MIS up to now
- Delay in starting the tendering procedures

3rd session: Overall discussion, questions, clarifications and results are written in each section.

4th session:

Budget estimations for the period: 1/10/2017 – 31/12/2018 will be as follow:

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Partner	Amount (€)	% of eligible budget
1	95.000	54%
2	55.000	32%
3	70.000	62%
4	70.000	60%
5	65.000	58%
Total	355.000	51%

Quality assurance-risk management plan consist of Quality Handbook and Quality Monitoring Forms, will be prepared by responsible partner ANATOLIKI S.A.

Quality Handbook main content will be

- Quality Planning and Control

Deliverable/ Action	Responsible Partner	Deadline	Quality indicators	Procedure
i.e. Communication Plan	ANATOLIKI	March 2018	Timely compilation/ Approval by the PMT	The LP compiles the Communication Plan. Detailed analysis of the communication activities, the deliverables per partner and the allocated budget. The Communication Plan is discussed among the partners and finalised during the 2nd partners' meeting.

- Quality Monitoring Forms

Deliverable/ Action	Responsible Partner	Deadline	Quality indicators	Procedure
i.e. Communication Plan	ANATOLIKI	March 2018	Timely compilation/ Approval by the PMT	Description

1 ST AUDIT - JUNE 2018			
FINDINGS	RISK ASSESSMENT	CORRECTIVE/PREVENTIVE ACTIONS	STATUS OF CORRECTIVE/PREVENTIVE ACTION
Description of deviation	High/ Medium/ Low	Description/ Person in charge/ Date of implementation	On going/ Completed

- Relative Documents – Templates. The agreed audits time table is as follows:

1 st AUDIT	2 nd AUDIT	3 rd AUDIT	4 th AUDIT	5 th AUDIT
June 2018	December 2018	June 2019	December 2019	March 2020