



INTERREG III B CADSES



FLOODMED:

Monitoring, forecasting and best practices for FLOOD mitigation and prevention in the CADSES region

Kick off meeting

MINUTES

Present: Maria Mimikou, Maggie Kossida, Klio Monokrousou, Maria Kalliampakou, Manolis Bouzakis, George Karatzas, Antonio Lo Porto, Tommaso Moramarco, Carla Antonelli, Loredana Natazzi, Angelo Viterbo, Ewa Mlostek, Maciej Zdralewicz, Gabor Balint, Martin Volk, Peter Roncak, Gabriela Babiakova, Maria Derkova, Petar Kalinkov, Irina Ribarova, Marinela Simota, Nikola Milivojevic

Thursday 15 June 2006

Opening

Prof. Maria Mimikou opened the meeting followed by the welcoming message. An introduction on the project purpose along with the key aspects was presented. Also a brief description of the project data and the Project Partners took place. Additionally a brief description of the laboratory activities & projects was conducted. Then a round table introduction of the Project Partners and their institution took place. Finally Prof. Maria Mimikou went through the Meeting Agenda and introduced the Managerial and Technical Team.

Project Reporting

The 1st Reporting Period is between 1/3/2006 and 30/06/2006. The JTS Submission Deadline is 30/09/2006 and the Project Partners Deadline for sending all the necessary documents (Activity & Financial Reports & Certifications of Expenditure) is **30/08/2006**.

For the Activity & Financial Report all PPs should complete the tables illustrated below (**relevant excel files are attached**):

WP1					
Activity Planned	Activity Realized	Output Planned	Output Achieved	Reason For Deviation	Total Costs



Action no		1.1	1.2	2.1	etc.
Description of how the action was implemented					
Description of concrete output/deliverables achieved					
Justification of any deviation & envisaged solutions					
Tables of expenditure incurred within Action	<i>BL 1 - Project co-ordination</i>				
	<i>BL 2 - Personnel</i>				
	<i>BL 3 - Meetings and conferences</i>				
	<i>BL 4 - Travel and accommodation</i>				
	<i>BL 5 - Promotion and publication</i>				
	<i>BL 6 - External experts and audit</i>				
	<i>BL 7 - Other</i>				
	<i>BL 8 - Small scale investment</i>				
	Total				

Important Notes:

- The Activity & Financial Report should be based as much as possible on the approved Application Form
- The Financial Report shall match or at least approach the Certification of Expenditure
- Expenditure shall spread throughout all eligible project period and not be gathered at the end of the project
- The Non-EU Partners should complete a Declaration Form for the expenditure signed by the Legal Representative or independent certifier
- For any queries on the eligibility of expenditure the Certifying Authority should be consulted.

Financial Management Issues

The EU Partners can justify expenditure from the first day of the project (1st March 2006). The Non-EU Partners however can justify expenditure from the day that they sign their **Grand Contract**.

For the submission of the Payment Claim each PP has to provide the LP with his **Certification of Expenditure** (**see attached document**) according to the first-level control guidelines (see below).

The deadlines for the LP to submit the Payment Claims to the MA in Rome are 4 per year:

April 1st	-	July 1st	-	October 1st	-	December 1st
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The LP should at least submit one Payment Claim per year within the **1st of December**.



INTERREG III B CADSES



For the Certification of Expenditure particular **First level control procedure** should apply. So, the necessary documents for the 1st level control body include: (a) Invoices and (b) Documents to justify the payment of the expenses.

Each EU PP (ERDF) has his invoices checked and certified by his respective first level control body. The certifier issues a Certification of Expenditure, send it to the PP and the PP to the LP to submit the overall payment request to the Managing Authority.

The same procedure applies for the beneficiaries of the external funds (Non-EU PP).

The Programme invoices must: (a) bear the acronym of the project, the code, the name of the programme; (b) contain a clear description of the service or goods purchased and (c) correspond to payments definitely and genuinely borne by the beneficiary.

Important Notes:

- The Project's expenditure should be paid by the EU-PP and then included in the Payment Claim to obtain the reimbursement. Thus there are **no advance payments** except from some special cases where a % of the National Funds can be claimed in advance. This however depends on the country, the cooperation and the persuasiveness of each PP.
- Personnel costs for a certain period and then swift of personnel is eligible as long as the timesheets refer to the eligible project period.
- VAT is eligible **only** when it is genuinely and definitively borne by the final beneficiary. VAT which is **recoverable**, by whatever means, **cannot be considered eligible**, even if it is not actually recovered by the final beneficiary or individual recipient.
- In Budget Line 2, *Personnel & Overheads*, for the **Overheads** we recommend that you find out the **actual %** or the **equitable method** for calculating the upper limit of the Overheads through your Local Contact Points and your Certifying Body
- We expect from all PP to send us the **maximum % of Overheads!!**
- Travel cost should be reasonable, so first class fares, hotels, etc. should be avoided. **Per Diem rates** shall not exceed those paid to experts on missions (**see document attached**). As far as the use **taxis** is concerned it is recommended for each PP to refer to his country rules.
- In Budget Line 6, *External expertise and audit*, expenditure for **auditing**, if any, shall be budgeted in an amount of approximately **3% to 5 %** of the total costs.
- **National travelling** (e.g. travelling between cities) can be justified under the Other Costs.
- In some cases **national provisions** may differ and the local CADSES representative will be of help for each partner separately.
- Cost claims must be expressed in **Euro**. The PPs located in countries outside of the Eurozone are required to convert their costs in local currency into Euro through any method that is considered reliable. However the method chosen should be used for the whole duration of the project and should be clearly and quickly demonstrable.



INTERREG III B CADSES



Project Overview

In this session the project mission and objectives was presented. Additionally brief description of the activities, milestones, expected results, outputs & deliverables was conducted (see **relevant presentation**).

Interactive Work Plan Discussion

The agreed activities and the respective responsibilities among the PP as well as the agreed deadlines are described below:

Action 2.1 has to be finished within the 1st Reporting Period (by 30th June 2006). The **Report on common standard specifications** (deliverable) should be submitted by the 1st week of July (by **7th July 2006**). **LP: NTUA(GR)** is responsible for the completion of this Action.

Action 2.2 has to be mentioned in the 1st Reporting Period (by 30th June 2006) and state that it is in progress. The database needs to be completed by the September 2006 and be included in the next Reporting Period of 30th December 2006. The specification and format of the Database will be defined by **LP: NTUA(GR)** & **PP3: TUC (GR)** until **15th July 2006**. Then the specification will be sent to the PPs to define the Protocol. The preliminary data will be sent by the PPs in the specified format by **30th August 2006**. The Database will consist of the descriptive part, the flood events part and any additional data (if available).

Notes:

PP8: VITUKI (HU) has to reallocate the budget to participate in this action

PP12: INHGA (RO) has to reallocate the budget to participate in this action

Action 2.3 includes a brief **Report on the evaluation of the existing monitoring networks**. For the new monitoring networks emphasis should be given to flood forecasting. **PP5: IRPI (IT)** who is responsible for the completion of this Action will set the criteria of selection after the Workshop on Flood Forecasting. This deliverable should be submitted by **30th August 2006**. PP2 (CHANIA) pointed out that they would like to have a flood forecasting model.

Actions 2.4 - 2.9 have an acceptable timeframe, except for PP7: IMGW (PL) that proposed to **extend** this activity until July 2007 (difficult to install infrastructure during the winter season). The respecting Milestone 5 *Report on network start-up* should be completed by April 2007 but for the case of IMGW maybe some trial testing can take place instead (needs to be investigated). All other PPs will install the monitoring equipment within the programmed period (**March 2007**).

Action 3.1: Each PP will send a **Report on the methodologies** to **PP5: IRPI (IT)** by **28th July 2006** to combine and produce a synthesis on the **Common Methodologies** (deliverable). Workshop 2 on



INTERREG III B CADSES



Flood Forecasting will be combined with Danube Conference (**28th–31th August 2006**). Small part of the activity will be included in the Progress Report of September 2006. The main part of this activity will be reported in the 2nd Progress Report of March 2007. An **extension** for the ending of this Activity to December 2006 was proposed to be examined.

Action 3.2: The action starts in August 2006. **PP11: UACEG (BG)** will produce a Report on modeling software robustness and suitability which is practically a **Report on the indicators** by **30th September 2006**. In the 2nd Progress Report of March 2007 more the 30% of work should be completed. Discussion and planning for this action further will take place on the next Partners General Assembly (PGA) in October 2006.

Action 3.3: PP5: IRPI (IT) will send **questionnaires** to identify what the involved countries perform with regional models by **30th September 2006**. IRPI will also set the **exact timetable**. This action will be split 50%-50% between the 2nd and the 3rd Reporting Period.

Action 3.4: PP4: IRSA (IT) will present a work plan in the next PGA (**October 2006**). An extension for the ending date of Action 3.4 to match with Action 3.2 was proposed to be examined.

Actions 4.1-4.4: Planning of the Actions will be conducted in the next PGA (October 2006). All leaders of the actions will prepare a proposal/plan for the next PGA (**October 2006**). For Action 4.3 led by **PP7: IMGW (PL)** an extension for September 2007 was proposed and will be examined.

WP 5: Planning of the Actions for the next PGA by the leaders of the actions (**October 2006**)

Action 5.1 relates to 2.1 and 2.2.

MILESTONES

The agreed milestones and the respective responsibilities among the PP as well as the agreed deadlines are described below:

Milestone 3, Methodologies & Initial public awareness activities, should be completed by **LP: NTUA (GR), PP3: TUC (GR), PP5: IRPI (IT) & PP11: UACEG (BG)** until **31th August 2006**

Milestone 4, Monitoring Network Expansion, should be completed by **PP5: IRPI (IT) & PP9: UFZ (DE)** by **30th September 2006**



INTERREG III B CADSES



Friday 16 June 2006

Project partners' contribution

This session included a brief introduction of the PPs institutions/local authorities along with a description of the activities that each PP intends to undertake within the project. Thus every partner obtained a solid idea of what the others PPs are planning to carry out (**see PPs presentations attached**).

Planning of future meetings & Workshops

The next General Partners Assembly was set for the end of October 2006.

Workshop 1 on *Strom Prediction and Flood Forecasting* was conducted the 2nd day of the Kick-off Meeting. The Proceedings will be produced by **LP: NTUA(GR)** & **PP8: VITUKI (HU)** until **30th August 2006**. All PPs contributions should be sent by **30th July 2006**.

Workshop 2 on *Strom Prediction and Flood Forecasting* will join with the Danube Conference in Belgrade on the **28th-31th August 2006**.