



< LIFE10 ENV/RO/0726 >

**Additional information
to the
Inception Report
Covering the project activities from 01/10/2011 to 30/06/2012**

Bucharest 10.10.2012

This document contains additional information to the Inception Report for the Project LIFE10ENV/RO/726 according to European Commission letter no. 1070159/14 Sep.2012

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Technical issues

Action 1 Project Management and Reporting to the EC

Action 1 is related to the overall project management and comprises activities which ensure the project implementation and its progress. This action covers the entire period of the project starting with 01.10.2011 till 30.09.2014.

Action 1 is divided in three sub activities:

- *Activity 1(a) Action Management;*
- *Activity 1(b) Reporting to EC;*
- *Activity 1(c) Project Meetings.*

The project is being implemented without problems during the reporting period.

Activity 1 (a) Action Management

Under this activity the Project Implementation Unit and Coordinating Group had been established through a Ministerial Order (no. 2539/19.10.2011) which sets out the following responsibilities:

- Plans project implementation according to financing structure;
- Purchasing the goods and services in accordance with public procurement laws;
- Coordinates project implementation and ensure its financial management according to the grand agreement procedures;
- Coordinates the preparation and submission of technical and financial reports to the European Commission, at the time and format set by funding program.

In order to achieve the above duties, the personal co-opted in PIU is from technical departments within the Ministry of Environment and Forests such as Directorate for Waste Management and Hazardous Substances, General Directorate for Public Procurement and Administration, Economic and Financial General Directorate, and General Directorate for Legal Affairs, as follows:

1. Mr. Flavius Ardelean – Waste Management Unit, project manager;

2. Mrs. Simona Ghiță – Waste Management Unit, senior specialist;
3. Mrs. Diana Celea – Waste Management Unit, senior specialist;
4. Mr. Ion Nae Mușetoiu - Waste Management Unit, junior specialist;
5. Mr. Mihai Bizomescu - Waste Management Unit, senior specialist;
6. Mrs. Cristina Burnar – Directorate General Procurement and Administration, junior specialist;
7. Mrs. Liliana Dinuț - Directorate General Procurement and Administration, junior specialist;
8. Mrs. Raisa Ene - Directorate General Economic and Financial Directorate, senior specialist;
9. Mrs. Loredana Hristodorescu – Directorate General Legal Affairs, senior specialist;
10. Mrs. Cristina Dumitrescu - Directorate General Legal Affairs, senior specialist.

For a smoothly project implementation the PIU structure was set so as to cover the financial, public procurement and legal areas.

Apart of that, within the kick off meeting (20.10.2011) as it was described in the project proposal the beneficiaries established the Coordination Group whose duties are to organise the project activities, to coordinate the work of each member team separately or together, to verify compliance with project proposal and to approve the reports. The members are part of all beneficiary institution, such as Mr. Flavius Ardelean (MEF) and Mr. Silviu Ciobanu (MT).

Based on the fact that Mr. Silviu Ciobanu responsibilities, within the co-beneficiary company, have been extended starting with 1st of May 2012, Mr. Sorin Buliga took over the position of project manager. However, Mr. Silviu Ciobanu will continue to be part of the project team as a consultant and will contribute with his technical expertise.

The minute of the kick off meeting and a copy of the Ministerial Order no. 2539 were sent together with Inception Report on 10 July 2012.

Activity 1(b) Reporting to EC

By this date the activity has been successfully completed. Main outcomes are the following documents attached as annexes:

1. First Report on Project Status (Annex no. 1);
2. Report on waste recovery capacities in Romania (Annex no.2);
3. End of action Report – Action 2 (Annex no. 3);
4. Second Report on Project Status (Annex no. 4);
5. End of action report – Action 3 (Annex no. 5);
6. Third Report on Project Status (Annex no. 6);
7. Minutes of meetings (Annex no. 7);
8. Minutes, table of participants and photos of workshops (Annex no. 8);
9. Photos of notice board (Annex no. 9);
10. Declaration of the Ministry of Finance – National Agency for Fiscal Administration (Annex no. 10)

Activity 1(c) Project Meetings

The project partners within the kick off meeting agreed about the periodicity of the working meetings namely twice per month or whenever necessary. The first meeting followed to establish “who and what have to do”, in other words the responsibilities were divided within the partners and not only. This division included both PIU and co-beneficiary members. Apart of that, two meetings were held at the National Environment Protection Agency (NEPA) where the project representatives had a discussion with the responsible persons, being interested in a deeper presentation about the procedure, information and documents flow including the amount of information processed. The NEPA provided access to most necessary documents.

Because the key elements under discussion were of an administrative nature no minutes were prepared. For the rest held both at MEF and MT headquarters on 20.10.2011, 07.11.2011, 25.11.2011, 15.12.2011, 22.12.2011, 09.01.2012, 18.01.2012, 28.02.2012, 02.04.2012, 25.06.2012 the minutes are attached to this report (please see the Annex no. 7)

Action 2 Evaluation of waste recovery capacities

In order to evaluate the recovery capacities has been decided to send questionnaires to all Local Environment Protection Agencies (LEPA), having in view that they are issuing environmental

permits for all installations which are operating in their jurisdiction and certainly they have the data to fulfil this task (Action 2).

To achieve the project aim it is very important to know how many facilities operate in Romania, if they are authorized, which are their capacities and which waste type they are recovering.

Thus, the Coordinating Beneficiary had prepared a questionnaire in a table format, as is shown below:

Table

Name of economic operator	Certificate of Registration (CUI)	Address	Number of environmental permit	The validity of permit	Recovery operation according to Annex 3 of Law no. 211/2011	Authorized capacity tones/ (day/month/year)	Waste code (according to GD no 856/2002) authorized for processing

The detailed reports on ”**Evaluation of waste recovery capacities in Romania**” and on ”**End of Action – Action 2**” are attached as Annex no. 2 and Annex no. 3.

Taking into consideration the Commission recommendations the project team is redesigning the web portal, in order to make it more accessible and where the public information will be more visible. Therefore, the questionnaires and all public deliverables will be uploaded in a dedicated section.

After completion the Commission will be informed.

Action 4 - Developing a software platform for storing and accessing information on shipments of waste and deploying an IT infrastructure platform for tracing of movements (GPS tracking, route planning)

1. The Ministry of Environment and Forests had finalised the documentation for public procurement of hardware infrastructure. The documentation has been sent to the National Authority for Regulating and Monitoring the Public Procurements and it is expected to be published in the electronic system SEAP (Electronic System for Public Acquisition) by the middle of October 2012.

2. We considered all your opinions and as was stated before the project team started to redesign entire platform, according with the following principles.

Thus, will be two different websites:

(1) First website for project description, project status, public announcements, project public deliverables and LIFE+ program. This website is functional now on www.elsysproject.ro, but it will be reconfigured as:

▪ **Home Page**

- For project and LIFE+ program visibility on site header, near Elsys logo and Life logo will be inserted the **project number** with the following text: “*The Project is co-financed by LIFE+ the EU financial instrument for the environment*”;
- For public announcements we will create a **newsletter** link with possibility to register on website and a **RSS** service;
- Also the **latest news, events and documents** will appear on home page;
- The Home page will continue to have a current **brief description** of project.

▪ **Project:** This page will offer more details about project in three categories:

- General project description;
- Project activities;
- Expected results.

▪ **Partners:** this page will contain information about all partners involved in this project, their activities, their roles within the project and contacts details (website, address, contact person etc.).

- **Project Status:** this page is for tracking project development and will be structured in 3 sections:
 - **Project plan;**
 - **Documents and Reports:**
 - Brief description of meetings;
 - Analysis documents;
 - Questionnaires;
 - Reports.
 - **Communication and dissemination:**
 - Press communicates;
 - Information about how many newsletter accounts are created on website;
 - Upcoming events.
- **Useful links;** this page will provide all connections to websites which could contain useful information/documents about waste import, export and shipment Regulation.
- **Contacts.**
- **Program ELSYS:** this section will inform the visitors about ELSYS
 - Program releases:
 - Date of the next release and functionalities list;
 - List with all releases and theirs functionalities.
 - Link to the ELSYS Program:
 - User guide for ELSYS Program (will be available when the program will structured as a first version).

(2) Second website will be the ELSYS Program and will be design to respond on all requirements functional and non-functional, use cases from business analysis document. It will be developed conform project plan activities.

The changes planned for the first website it requires more time than the deadline for sending the responses requested by the Commission as supplementary information. Therefore, the project team will keep inform the Commission representatives about website design evolution.

Action 5 Information exchange (dissemination activities) and awareness raising events

1. Following the Commission recommendation the web site redesigning process will pursue to increase the project visibility and transparency not only by creating a web link from the Ministry of Environment and Forest website but also by uploading the public deliverables finalised till now. Being a first version the web site will have a clear delimitation between the project itself and the platform. In other words from the project site the platform users will have the chance to enter direct in the *platform*.

Apart of that when the platform users will open it, near all information they will have the opportunity to download a user guide. Following the visibility principle the user guide will be also disseminated during the workshops, when the participants will test the *platform* and based on a dialog they will learn how to deal with it.

Nevertheless, for both websites (one dedicated only to the project and the other one dedicated to the *platform* but connected) we will consider to create a site map, to help the viewers to find all relevant information in the shortest time.

2. So far the newsletter has been published on the project website and also was included within the folder provided to workshops participants. As an overall approach the project will consider developing a *RSS service* and will assess (in term of size) the possibility to send the information by email to all companies which provided data under the Activity 2.

Within the scope of this project 2 workshops has been carried out. The first workshop offered a base for discussion between the 18 key persons, 11 institutions/private companies and project team on website, first newsletter, project objectives and time schedule (Annex no. 8).

Conclusions:

- To improve the information flow and work-flow between the institutions involved;
- To promote (*in the first stage by newsletters and website updates*) efforts/activities related to the project and results achieved within the project;

- To select 5 companies which will enter into the pilot project for establishing electronic; system for exchanging data on shipments of waste.

The following key messages were identified:

- Waste shipment needs an electronic system, an interface which will allow data management;
- A real-time monitoring.

Based on the fact that in the first workshop the key actors took contact with the project objectives and web site the second workshop came as a follow up and raised a lot of technical discussions both with private companies and public institutions. At this event attended 17 persons from 9 institutions/private companies (Annex no. 8).

Conclusions:

- Everybody appreciated the efforts and has shown interest to participate in the pilot project;
- In order to achieve full implementation of the objectives they ensure the project team that all efforts will be carried out.

Nevertheless, during both workshops the appropriate communication methods (*power point presentation, free dialog, and folders with all materials subject of discussion*) were used in order to contribute to the project objectives.

At first two workshops attended 35 participants. It has been presented the project website and first newsletter. The participants were very interested in the ELSYS project. The second workshop has raised a lot of discussion both with private companies and public institutions.

The photos, minutes and list of participants at these workshops are presented in Annex no. 8.

3. Based on the fact that at the time being the project is not so mature (sufficiently developed) from the point of view of results which could be disseminated, the Coordination Group took the decision to not participate at the conferences in Vilnius and Rio de Janeiro. Thus, this approach will have a benefit because further the efforts could be focused on *platform* development. Nevertheless, the budget for these activities will be relocated, if necessary, and the details will be communicated to the Commission in order to receive the approval.

4. To promote the project the notice board was posted in public places, as it could be seen in the Annex no. 9

Action 7 Monitoring and Evaluation

The cooperation between the partners and key actors is reasonable and they are no delays.

The project is being monitored through the progress indicators clustered in *green* for actions without any problems, *yellow* if there were several delays without influence on general progress and *red* for those activities with major problems which requires interventions:

<i>Indicators of progress</i>	<i>Green</i>	<i>Yellow</i>	<i>Red</i>
Timely completion of planned actions	X		
On time reporting to the European Commission of the proposed reports		X	
On time respond to the additional information requested by the EC	X		
The progress of the project according to the schedule proposed	X		

In terms of communication assessment the progress monitoring is carried out through the following indicators:

<i>Indicator of progress</i>	<i>Expected</i>	<i>People present</i>
Number of participants to the workshops	15	35
Number of the website visitors in the first months	100	approx. 130

The Reports on end of action 2 and end of action 3 could be found within Annex no. 3 and Annex no. 5.

Financial issues

In accordance with the national fiscal legislation the Ministry of Environment and Forest is not recovering VAT. Please find in the Annex no. 10 a declaration of the Ministry of Finance – National Agency for Fiscal Administration in this respect.