

**August 23.08.2019**  
**14:30 - 16:00**

# **CB Water Geopark**

## **Project Beneficiaries**

- > **Municipality of Drama - Greece**
- > **Democritus University of Thrace, Department of Physical Education & Sports Science - Greece**
- > **Municipality of Hadjidimovo - Bulgaria**
- > **Center for Sustainable Development of the Mountain - Bulgaria**



**Technical- Coordination Workshop in Drama**  
**Draft Agenda 23.08.2019**

**14.30-16:00: Round Table discussion**

- Analysis of the progress of Work Packages
- Difficulties in the implementation
- Financial Progress of the Project
- Submission of Extension of the Project to the JS
- Work schedule

## Technical- Coordination Workshop in Drama Draft Agenda 23.08.2019

### **14.30-16:00: Round Table discussion**

- Analysis of the progress of Work Packages
- Difficulties in the implementation
- Financial Progress of the Project
- Submission of Extension of the Project to the JS
- Work schedule



**August 23.08.2019**  
**14:30 - 16:00**

# **CB Water Geopark**

## **Project Beneficiaries**

- > **Municipality of Drama - Greece**
- > **Democritus University of Thrace, Department of Physical Education & Sports Science - Greece**
- > **Municipality of Hadjidimovo - Bulgaria**
- > **Center for Sustainable Development of the Mountain - Bulgaria**



## Minutes

of Project CB Water Geopark partnership meeting, held in Drama Municipality on August 23<sup>th</sup>, 2019

The meeting was attended by the following representatives of the partners of the programme::

<b>LB Drama Municipality</b>		
1	Aikaterini Iosifidou	Project Manager/ Head of Department of Programming ,Development & Organizing, Municipality of Drama
2	George Varsamis	Employee of Municipality of Drama
3	Iordana Samara	Head of Department of Environment, Municipality of Drama
4	Sakis Sfortsas	External expert for Drama Municipality
<b>PB 2 Democritis University - Thessaloniki</b>		
-----		
<b>LB 3 Hadzhidimovo Municipality</b>		
5	Alida Rizova	Project coordinator, Hadzhidimovo Municipality
6	Dimitar Penkov	Project Manager, Hadzhidimovo Municipality
<b>LB 4 Center for Sustainable development of the mountains</b>		
7	Rabie Kyoseva	Project Manager CSDM, Smolyan
8	Aneta Shehonova	Member of MB of CSDM, Smolyan
9	Iliya Godev	External expert

The meeting was opened by Mrs. Iosifidou Aikaterini , LB Project Manager , who welcomed the participants and outlined the importance of the project and of the successful completion of activities in order to achieve the goal via accomplishing all preparatory actions for the setting of a cross-border water geopark.

Mrs. Iosifidou said that either many of the project activities are accomplished or are in progress, but also that partners faced certain difficulties that resulted in a slow-down and lagging behind the planned time-schedules. She made clear that the initiative for the present meeting come from the strong needing in order to discuss problems and find solutions how to continue the project implementation in a more effective and efficient way, making the progress of it visible to the MA.

Mrs. Iosifidou continued that there are two basic issues:

First that the project - as just by existing data in MIS – shows to Management Authority little progress. There are no verified expenditures in MIS and so there is strong needing immediately to make the verification of existing expenditures.

Second, due to that either many of the project activities are accomplished or are in progress, but also that partners faced certain difficulties, like the complexity of the bidding process, which resulted in a slow-down and lagging behind the planned time-schedules, the proposal of Municipality of Drama was to request the Managing Authority at least one year of prolongation in order to implement the project successfully. The more realistic timetable for Municipality of Drama sets the prolongation until 31.10.2020.

Then Mrs. Iosifidou ask from each beneficiary to present progress by work packages – procurement stage, contracting, and implementation of contracts' status. If there are delays compared to time plan agreed upon during the project meeting in Hadzhidimovo on June 26th, 2019 – to explain the reason for the delay and what is the realistic deadline for activity/contract completion as to of present date.



Afterwards Mrs. Iosifidou presented the status of the project for the Municipality of Drama.

**WP1: Project Management & Coordination**

a) This Work Package has to do with the Financial Management and the Coordination of the Project. The Lead Beneficiary signed contract on 01.08.2018 with the External Expert. The contracted amount is 9.500,00 €. A Payment has been done an amount €1.900,00 and during next week a new payment will be done of an amount 3.800,00 €. In September another amount of 3.800,00 € which concerns the third phase, will be paid to the contractor.

b) Also with direct commissioning of 3.000,00 € Municipality of Drama signed a contract with an external expert for the First Level Control.

**WP2: Communication & Dissemination combined WP5: Organization of Events**

At 28.06.2019 a contract was signed an amount 36.183.20€ and the contractor is working. The first phase of the contract is completed today 23.08.2019 and in 20 days, the amount of 5.836,00 € will be paid to the contractor.

**WP3: Overall Mapping of the water resources/Definition of Geopark and Geotopes**

The deliverable of WP3 are

- a) The description and significance
- b) The assessment of potential geotopes
- c) The mapping and description of the geotopes

On 08.03.2019 LB signed a contract after a national open bidding and so far the first phase (of the three) is completed and has been paid the amount of 27.156,00 €. The second and the third phase are also completed. The total tender amount was 94.000,00 € and a discount of 3.7% is achieved, thus the real cost of contracting amounts to 90.520,00 €. Completion of the contract expected at September 10, this means that Municipality of drama will need to request from IS the amount of 63.364,00 € for the payment of the contractor.

**WP4: Elevating and Unification of the Geotopes**

Elevating and unification of the Geotopes(Enhancement of the existing trails, paths )

(Equipment for the outdoor/education activities "Enhancement of the Trails, paths and routes, Production and setting of wooden furniture, Equipment " ) (D4.1.1/D4.1.2/D4.1.3), as a procurement prerequisite, should be defined the physical object and technical specifications based on WP3 deliverables (D.3.1.2/D3.1.3/D3.1.4).

As this WP is directly linked to and dependent on WP3, an electronic bid for tenderers will be held for the supply/production of equipment for enhancement of the trails, the procurement procedure expected to be completed at the end of September. Which raises the issue if completion of contracted activities in winter months which will be practically impossible due to snow and icing up in the mountain territory of the geotops. Most realistic deadline for the full completion of the WP4 and touristic launch of the renovated hiking trails is on 31.12.2020.

At this point Mrs. Iosifidou referring to PB2, who did not attend the meeting, stating that according to his reports, is on timetable. The total budget allocations for DUTH are € 44.071,00. They have already contracted 29.473,00 € and actually paid - € 20.833,00. Services and supplies of an amount 8.500,00 € is to be contracting in the next month and the remaining amounts will be contracted according to the progress of the



project and especially the completion of the WP3 from Lead Beneficiary. We should underline that there is not yet verification of the expenditures.

Afterwards Mrs. Rabie Kyoseva presented the progress of project activities on behalf of PB4: Center for Sustainable Development of the Mountain – Smolyan.

Total budget for project actions for PB4 amounts to 75.160,00 €. By work packages:

WP1: Project Management and Coordination. Total budget available 4.800,00 €, paid until today –1.407, 28 €.

WP2: WP2 Presentation of project in Bulgarian language Activity contracted to external provider. Social media accounts of the project created and maintained in Facebook, Instagram and Twitter by the contractor. Total budget allocation for this activity is 4. 000,00 €, paid till now are 800,00€. The other deliverables 2.4.2 (1.700,36 €)- printed promo posters and promo leaflets are planned to be contracted in Augusts 2019 and produced in October after completion of the development of the environmental education programs and the printed materials for them, subject to WP5.

WP3: On March 15, 2019, the activities contracted. The Implementation of WP3 activities separated into three phases:

Phase one: Definition of the geotops, including definition of potential tourist trails and check of property status of land sites they cross; assessment of compliance with/ or of potential conflicts with regulations concerning Natura 2000 regulations and correction of the trails tracks, in case of conflict points; final definition of the tracks of the three trails in the geotops. Phase 1 was completed by the Contractor on May 13th, and the Report accepted by PB4. On June 10th, 2019 a map of the geotops identified and the three tourist trails and a Gross Bill of Quality for recreation facilities, info signs and tourist marking along with recommended other accessibility improvement interventions were submitted to Hadzhidimovo Municipality so it can proceed with preparation of their WP4 activities procurement documentation.

Second phase "Description of the geotops identified" is ready.

Third, phase "Recommendations report to Hadjidimovo Municipality to help organize the territory of the geotops in compliance with requirements for applying for a UNESCO geopark status. This deliverable is ready. Total budget available – 36.400,00 € paid till now -10.915,06 €

WP 5: Deliverable 4.5.2 Creation of activities and education plan for the Outdoor Activities,

Writing and production in printed and digital form of education material for the Outdoor Activities,

Environmental education training in municipality Hadjidimovo, Diplomas, souvenir medals.

Procurement documentation in progress, expected publication of Invitation to potential bidders in Ministry of Regional Development and Public Works – September, 2019 contracting – October; Completion of contract – end of January 2020.

On-site environmental education training delivery is planned in November 2019, but depends on the progress of the infrastructural activities for the establishment of the CB Geopark in Hadzhidimovo and Drama.

The final delivery of WP5 - Del. 4.5.3. "Assessment of Environmental Education Programmes and Practical Guide Development shall be assigned by direct contracting to an independent educational expert who will monitor the carrying out of the on-site environmental educational programmes in November and will make the assessment report and recommendations to better performance, compiled in a Practical Guide. Completion of delivery is expected end of January 2020.

Total budget of WP 5 – 27.989,00 €. To be contracted.





CSDM, on 6 of August 2019 requested MRDPW for first level controller and we expect it to happen until September 10. All the documents are provided to controllers.

Afterwards Mr. Penkov presented the progress of project activities on behalf of PB 3, Hadzhidimovo Municipality

WP 1. Project Management and Coordination. Three positions contracted – Project Manager, Project Assistant and Accountant. Total budget for this WP 5.950,00 € till December 2019 are paid 2.975,00 €.

WP 2. All deliverables, contracted events and media promotion for the first half of the project completed. At the end of project period are planned the other half of activities. Total budget for the WP 7.500,00€. Contracted amount –7.404,00 € Paid - 3.702,00 €.

WP 3. All deliverables of this package are been contracted. Del 3.1 and 3.2 accomplished and paid. Deliverable 3.3.is in progress and will complete at September 10. Total available budget 22.000,00 €. Contracted –21.907,00 €. Paid up to now – 10.953,40 €.

WP 4. The invitation to tender started on July 28, 2019. Expected date of contracting in mid-October 2019. Duration of the contract - 75 days.

Total sum paid by PB3 until now by now - 17.630,00 €. The municipality has made no expenditure verification request so far. The request for first level controller has been at beginning of July and we expect it to happen until September 10.

In conclusion, all partners note that there is a delay in the verification of expenditures, there is a significant progress in the project, and they agree to update the data to the MIS and intensify their efforts to implement the project. LB took the responsibility to inform PB2 about what was said to the meeting.

Concerning the prolongation of the project all participants agreed that LB should submit a request for extension to JS. Each beneficiary will send to LB the justification of the prolongation by official letter signed by the representative of the management Team.

With this, the Project Meeting officially closed.

Town of Drama,

August 23<sup>th</sup>, 2019

Beneficiary	Name	Signatures
LB Municipality of Drama	Aikaterini Iosifidou	
	George Varsamis	
	Iordana Samara	
	Sakis Sfortsas	
PB3 Municipality of Hadjidimovo	Alida Rizova	
	Dimitar Penkov	
PB4 Center for Sustainable development of the mountains	Rabie Kyoseva	
	Aneta Shehonova	
	Iliya Godev	



## Minutes

of Project CB Water Geopark partnership meeting, held in Drama Municipality on August 23<sup>th</sup>, 2019

The meeting was attended by the following representatives of the partners of the programme::

LB Drama Municipality		
1	Aikaterini Iosifidou	Project Manager/ Head of Department of Programming ,Development & Organizing, Municipality of Drama
2	George Varsamis	Employee of Municipality of Drama
3	Iordana Samara	Head of Department of Environment, Municipality of Drama
4	Sakis Sfortsas	External expert for Drama Municipality
PB 2 Democritis University - Thessaloniki		
LB 3 Hadzhidimovo Municipality		
5	Alida Rizova	Project coordinator, Hadzhidimovo Municipality
6	Dimitar Penkov	Project Manager, Hadzhidimovo Municipality
LB 4 Center for Sustainable development of the mountains		
7	Rabie Kyoseva	Project Manager CSDM, Smolyan
8	Aneta Shehonova	Member of MB of CSDM, Smolyan
9	Iliya Godev	External expert

The meeting was opened by Mrs. Iosifidou Aikaterini , LB Project Manager , who welcomed the participants and outlined the importance of the project and of the successful completion of activities in order to achieve the goal via accomplishing all preparatory actions for the setting of a cross-border water geopark.

Mrs. Iosifidou said that either many of the project activities are accomplished or are in progress, but also that partners faced certain difficulties that resulted in a slow-down and lagging behind the planned time-schedules. She made clear that the initiative for the present meeting come from the strong needing in order to discuss problems and find solutions how to continue the project implementation in a more effective and efficient way, making the progress of it visible to the MA.

Mrs. Iosifidou continued that there are two basic issues:

First that the project - as just by existing data in MIS – shows to Management Authority little progress. There are no verified expenditures in MIS and so there is strong needing immediately to make the verification of existing expenditures.

Second, due to that either many of the project activities are accomplished or are in progress, but also that partners faced certain difficulties, like the complexity of the bidding process, which resulted in a slow-down and lagging behind the planned time-schedules, the proposal of Municipality of Drama was to request the Managing Authority at least one year of prolongation in order to implement the project successfully. The more realistic timetable for Municipality of Drama sets the prolongation until 31.10.2020.

Then Mrs. Iosifidou ask from each beneficiary to present progress by work packages – procurement stage, contracting, and implementation of contracts' status. If there are delays compared to time plan agreed upon during the project meeting in Hadzhidimovo on June 26th, 2019 – to explain the reason for the delay and what is the realistic deadline for activity/contract completion as to of present date.





Afterwards Mrs. Iosifidou presented the status of the project for the Municipality of Drama.

**WP1: Project Management & Coordination**

a) This Work Package has to do with the Financial Management and the Coordination of the Project. The Lead Beneficiary signed contract on 01.08.2018 with the External Expert. The contracted amount is 9.500,00 €. A Payment has been done an amount €1.900,00 and during next week a new payment will be done of an amount 3.800,00 €. In September another amount of 3.800,00 € which concerns the third phase, will be paid to the contractor.

b) Also with direct commissioning of 3.000,00 € Municipality of Drama signed a contract with an external expert for the First Level Control.

**WP2: Communication & Dissemination combined WP5: Organization of Events**

At 28.06.2019 a contract was signed an amount 36.183.20€ and the contractor is working. The first phase of the contract is completed today 23.08.2019 and in 20 days, the amount of 5.836,00 € will be paid to the contractor.

**WP3: Overall Mapping of the water resources/Definition of Geopark and Geotopes**

The deliverable of WP3 are

- a) The description and significance
- b) The assessment of potential geotopes
- c) The mapping and description of the geotopes

On 08.03.2019 LB signed a contract after a national open bidding and so far the first phase (of the three) is completed and has been paid the amount of 27.156,00 €. The second and the third phase are also completed. The total tender amount was 94.000,00 € and a discount of 3.7% is achieved, thus the real cost of contracting amounts to 90.520,00 €. Completion of the contract expected at September 10, this means that Municipality of drama will need to request from JS the amount of 63.364,00 € for the payment of the contractor.

**WP4: Elevating and Unification of the Geotopes**

Elevating and unification of the Geotopes(Enhancement of the existing trails, paths )

(Equipment for the outdoor/education activities "Enhancement of the Trails, paths and routes, Production and setting of wooden furniture, Equipment " ) (D4.1.1/D4.1.2/D4.1.3), as a procurement prerequisite, should be defined the physical object and technical specifications based on WP3 deliverables (D.3.1.2/D3.1.3/D3.1.4).

As this WP is directly linked to and dependent on WP3, an electronic bid for tenderers will be held for the supply/production of equipment for enhancement of the trails, the procurement procedure expected to be completed at the end of September. Which raises the issue if completion of contracted activities in winter months which will be practically impossible due to snow and icing up in the mountain territory of the geotops. Most realistic deadline for the full completion of the WP4 and touristic launch of the renovated hiking trails is on 31.12.2020.

At this point Mrs. Iosifidou referring to PB2, who did not attend the meeting, stating that according to his reports, is on timetable. The total budget allocations for DUTH are € 44.071,00. They have already contracted 29.473,00 € and actually paid - € 20.833,00. Services and supplies of an amount 8.500,00 € is to be contracting in the next month and the remaining amounts will be contracted according to the progress of the



project and especially the completion of the WP3 from Lead Beneficiary. We should underline that there is not yet verification of the expenditures.

Afterwards Mrs. Rabie Kyoseva presented the progress of project activities on behalf of PB4: Center for Sustainable Development of the Mountain – Smolyan.

Total budget for project actions for PB4 amounts to 75.160,00 €. By work packages:

WP1: Project Management and Coordination. Total budget available 4.800,00 €, paid until today –1.407, 28 €.

WP2: WP2 Presentation of project in Bulgarian language Activity contracted to external provider. Social media accounts of the project created and maintained in Facebook, Instagram and Twitter by the contractor. Total budget allocation for this activity is 4. 000,00 €, paid till now are 800,00€. The other deliverables 2.4.2 (1.700,36 €)- printed promo posters and promo leaflets are planned to be contracted in Augusts 2019 and produced in October after completion of the development of the environmental education programs and the printed materials for them, subject to WP5.

WP3: On March 15, 2019, the activities contracted. The Implementation of WP3 activities separated into three phases:

Phase one: Definition of the geotops, including definition of potential tourist trails and check of property status of land sites they cross; assessment of compliance with/ or of potential conflicts with regulations concerning Natura 2000 regulations and correction of the trails tracks, in case of conflict points; final definition of the tracks of the three trails in the geotops. Phase 1 was completed by the Contractor on May 13th, and the Report accepted by PB4. On June 10th, 2019 a map of the geotops identified and the three tourist trails and a Gross Bill of Quality for recreation facilities, info signs and tourist marking along with recommended other accessibility improvement interventions were submitted to Hadzhidimovo Municipality so it can proceed with preparation of their WP4 activities procurement documentation.

Second phase "Description of the geotops identified" is ready.

Third, phase "Recommendations report to Hadjidimovo Municipality to help organize the territory of the geotops in compliance with requirements for applying for a UNESCO geopark status. This deliverable is ready. Total budget available – 36.400,00 € paid till now -10.915,06 €

WP 5: Deliverable 4.5.2 Creation of activities and education plan for the Outdoor Activities,

Writing and production in printed and digital form of education material for the Outdoor Activities,

Environmental education training in municipality Hadjidimovo, Diplomas, souvenir medals.

Procurement documentation in progress, expected publication of Invitation to potential bidders in Ministry of Regional Development and Public Works – September, 2019 contracting – October; Completion of contract – end of January 2020.

On-site environmental education training delivery is planned in November 2019, but depends on the progress of the infrastructural activities for the establishment of the CB Geopark in Hadzhidimovo and Drama.

The final delivery of WP5 - Del. 4.5.3. "Assessment of Environmental Education Programmes and Practical Guide Development shall be assigned by direct contracting to an independent educational expert who will monitor the carrying out of the on-site environmental educational programmes in November and will make the assessment report and recommendations to better performance, compiled in a Practical Guide. Completion of delivery is expected end of January 2020.

Total budget of WP 5 – 27.989,00 €. To be contracted.





CSDM, on 6 of August 2019 requested MRDPW for first level controller and we expect it to happen until September 10. All the documents are provided to controllers.

Afterwards Mr. Penkov presented the progress of project activities on behalf of PB 3, Hadzhidimovo Municipality

WP 1. Project Management and Coordination. Three positions contracted – Project Manager, Project Assistant and Accountant. Total budget for this WP 5.950,00 € till December 2019 are paid 2.975,00 €.

WP 2. All deliverables, contracted events and media promotion for the first half of the project completed. At the end of project period are planned the other half of activities. Total budget for the WP 7.500,00€. Contracted amount –7.404,00 € Paid - 3.702,00 €.

WP 3. All deliverables of this package are been contracted. Del 3.1 and 3.2 accomplished and paid. Deliverable 3.3.is in progress and will complete at September 10. Total available budget 22.000,00 €. Contracted –21.907,00 €. Paid up to now – 10.953,40 €.

WP 4. The invitation to tender started on July 28, 2019. Expected date of contracting in mid-October 2019. Duration of the contract - 75 days.

Total sum paid by PB3 until now by now - 17.630,00 €. The municipality has made no expenditure verification request so far. The request for first level controller has been at beginning of July and we expect it to happen until September 10.

In conclusion, all partners note that there is a delay in the verification of expenditures, there is a significant progress in the project, and they agree to update the data to the MIS and intensify their efforts to implement the project. LB took the responsibility to inform PB2 about what was said to the meeting.

Concerning the prolongation of the project all participants agreed that LB should submit a request for extension to JS. Each beneficiary will send to LB the justification of the prolongation by official letter signed by the representative of the management Team.

With this, the Project Meeting officially closed.

Town of Drama,

August 23<sup>th</sup>, 2019

Beneficiary	Name	Signatures
LB Municipality of Drama	Aikaterini Iosifidou	
	George Varsamis	
	Iordana Samara	
	Sakis Sfortsas	
PB3 Municipality of Hadjidimovo	Alida Rizova	
	Dimitar Penkov	
PB4 Center for Sustainable development of the mountains	Rabie Kyoseva	
	Aneta Shehonova	
	Iliya Godev	