

DESCRIPTION OF WORK

Project acronym: NEWADA

Project full title: Network of Danube Waterway Administrations

SEE No.: SEE AF /A/086/3.1/X - NEWADA

Date of preparation (latest version): 04.09.2009

Date of approval by the Board of Directors: December 2009

LIST OF PROJECT PARTNERS

Partner No.	Partner Name	Partner Short Name	Partner Country	Requested budget
LP	via donau – Austrian Waterway Company	VIA	AT	527.000 €
PP1	Slovak Water Management Enterprise, state enterprise	SVP	SK	394.500 €
PP2	Central Directorate of Water and Environment	VKKI	HU	115.000 €
PP3	Environmental Protection and Water Management Research Institute	VITUKI	HU	360.260 €
PP4	National Association of Radio Distress-Signalling and Info Communications	RSOE	HU	224.840 €
PP5	River Administration of the lower Danube	AFDJ	RO	344.000 €
PP6	Administration of the navigable Canals S.H.	ACN	RO	306.000 €
PP7	Executive Agency for Exploration and Maintenance of the Danube River	EAEMDR	BG	346.000 €
IPA1	Agency for Inland Waterways	APP	HR	121.946 €
IPA2	Directorate for Inland Waterways Serbia	PLOVPUT	RS	125.000 €
10% PP1	Odessa National Maritime Academy	ONMA	UA	12.000 € (via 10% rule)
10% PP2	State Hydrographic Service	SHS	UA	12.000 € (via 10% rule)

LIST OF OBSERVERS

No.	Observer Name	PP Short Name	Country
1	International Commission for the Protection of the Danube River	ICPDR	-
2	Danube Commission	DC	-
3	International Sava River Basin Commission	SC	-
4	Ministry of Sea, Transport and Infrastructure – Inland Navigation Authority	MoSTI	HR
5	Federal Ministry for Transport, Innovation and Technology	bmvit	AT
6	Ministry of Transport – General Directorate for Naval Transport	MoT	RO
7	Ministry of Environment and Water	MoEW	HU
8	Ministry of Environment	MoE	SK
9	Donau Auen National Park	DA NP	AT
10	GIS Forum Donau	GIS Forum	-

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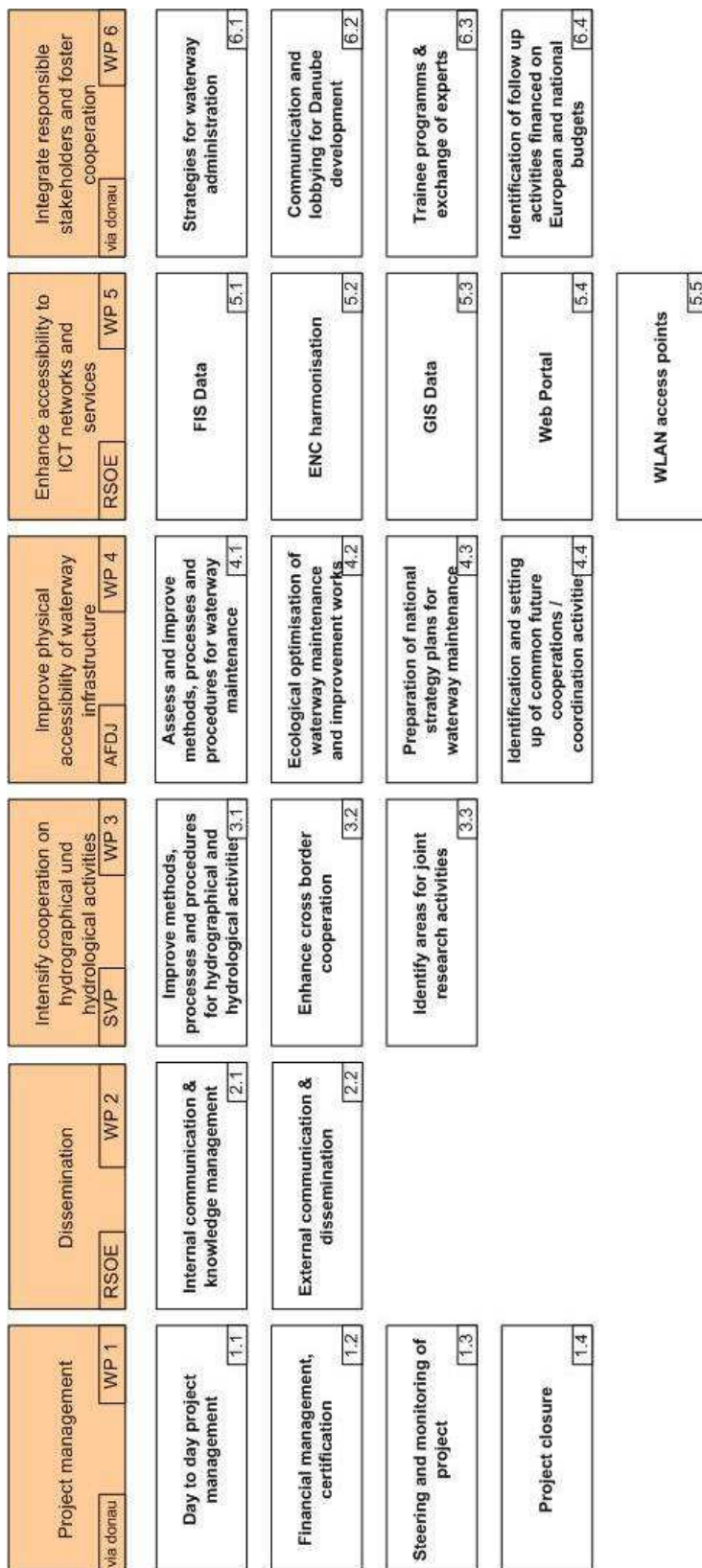
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1 OVERALL BUDGET BREAKDOWN

PP No.	PP Short Name	ERDF funding	IPA funding	Public funding	Total
LP	via donau	447.950 €	-	79.050 €	527.000€
PP1	SVP	335.325 €	-	59.175 €	394.500 €
PP2	VKKI	97.750 €	-	17.250 €	115.000 €
PP3	VITUKI	306.221 €	-	54.039 €	360.260 €
PP4	RSOE	191.114 €	-	33.726 €	224.840 €
PP5	AFDJ	292.400 €	-	51.600 €	344.000 €
PP6	ACN	260.100 €	-	45.900 €	306.000 €
PP7	EAEMDR	294.100 €	-	51.900 €	346.000 €
IPA1	APP	-	103.654 €	18.292 €	121.296 €
IPA2	PLOVPUT	-	104.750 €	20.250 €	125.000 €
Total		2.224.960 €	208.404 €	431.182 €	2.864.546 €

2 WORK PACKAGE OVERVIEW

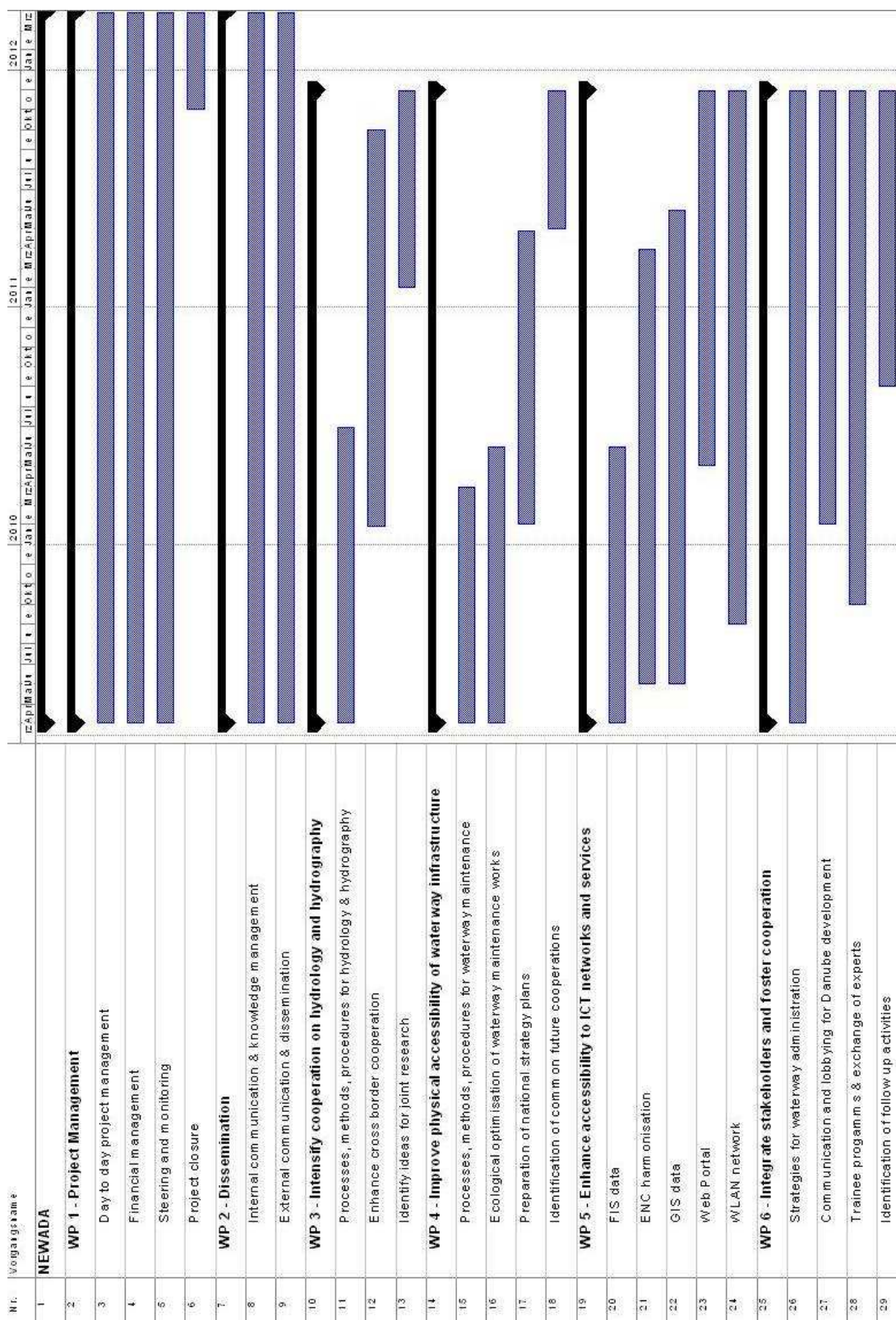


The project NEWADA consists of six Work Packages whereas two of them are mandatory. Although Work Package 1 “Project Management” and Work Package 2 “Dissemination” were requested by the SEE Programme, the Project Team defined the Activities (former Sub Work Packages). Obviously, these two Work Packages are dealing with organisational issues in the context of an EU-funded project. The content-orientated Work Packages 3 -.6 were defined by the Project Team during two co-ordination events. A brainstorming session brought up the issues of major interest for the Project Team. Consequently, these issues were summarized and grouped into four Work Packages as they are now.

Each Work Package will be led by a competent Project Partner which has shown thematic competences in the past and explicit interest to be in charge of the overall Work Package management. The Work Packages will be led by:

WP 1	Project Management	via donau
WP 2	Communication and Dissemination	RSOE
WP 3	Intensify cooperation on hydrographical and hydrological activities	SVP
WP 4	Improve physical accessibility of waterway infrastructure	AFDJ
WP 5	Enhance accessibility to ICT networks and services	RSOE
WP 6	Integrate responsible stakeholders and foster cooperation	via donau

3 TIMESCHEDULE



4 WORK PACKAGE LIST

WP No.	WP Title	WP Leader	Total costs
WP 1	Project Management	via donau	431.380 €
WP 2	Dissemination	RSOE	188.037 €
WP 3	Hydrography & Hydrology	SVP	435.395 €
WP 4	Physical Accessibility	AFDJ	357.345 €
WP 5	ICT Network & Services	RSOE	980.053 €
WP 6	Stakeholders & Cooperation	via donau	472.336 €
Total			2.864.546 €

5 OUTPUTS

Output No.	Output Name	WP No.	Resp. PP	Deadline
O 1.0	WP 1 work plan	WP 1	via donau	Aug 09
O 1.1	WPL Meeting	WP 1	via donau	Apr 09
O 1.2	Status meeting	WP 1	via donau	May 09
O 1.3	Status meeting	WP 1	via donau	Sep 09
O 1.4	WPL Meeting	WP 1	via donau	Sep 09
O 1.5	Intermediate project report	WP 1	via donau	Nov 09
O 1.6	Application of reimbursement	WP 1	via donau	Nov 09
O 1.7	WPL Meeting	WP 1	via donau	Dec 09
O 1.8	Advisory Council meeting	WP 1	via donau	Dec 09
O 1.9	Status meeting	WP 1	via donau	Feb 10
O 1.10	WPL Meeting	WP 1	via donau	Feb 10
O 1.11	Intermediate project report	WP 1	via donau	May 10
O 1.12	Status meeting	WP 1	via donau	May 10
O 1.13	WPL Meeting	WP 1	via donau	May 10
O 1.14	Application of reimbursement	WP 1	via donau	May 10
O 1.15	Status meeting	WP 1	via donau	Sep 10
O 1.16	WPL Meeting	WP 1	via donau	Sep 10
O 1.17	Intermediate project report	WP 1	via donau	Nov 10
O 1.18	Application of reimbursement	WP 1	via donau	Nov 10
O 1.19	Advisory Council meeting	WP 1	via donau	Dec 10
O 1.20	WPL Meeting	WP 1	via donau	Dec 10
O 1.21	Status meeting	WP 1	via donau	Feb 11
O 1.22	WPL Meeting	WP 1	via donau	Feb 11

O 1.23	Intermediate project report	WP 1	via donau	May 11
O 1.24	Status meeting	WP 1	via donau	May 11
O 1.25	Application of reimbursement	WP 1	via donau	May 11
O 1.26	WPL Meeting	WP 1	via donau	May 11
O 1.27	Status meeting	WP 1	via donau	Sep 11
O 1.28	WPL Meeting	WP 1	via donau	Sep 11
O 1.29	Intermediate project report	WP 1	via donau	Nov 11
O 1.30	Application of reimbursement	WP 1	via donau	Nov 11
O 1.31	Advisory Council meeting	WP 1	via donau	Dec 11
O 1.32	WPL Meeting	WP 1	via donau	Dec 11
O 1.33	WPL Meeting	WP 1	via donau	Feb 12
O 1.34	Final project event	WP 1	via donau	Mar 12
O 1.35	Intermediate project report	WP 1	via donau	Jun 12
O 1.36	Application of reimbursement	WP 1	via donau	Jun 12
O 1.37	Final project report	WP 1	via donau	Jun 12

Output No.	Output Name	WP No.	Resp. PP	Deadline
O 2.0	WP 2 work plan	WP 2	RSOE	May 09
O 2.1	Intranet site	WP 2	RSOE	May 09
O 2.2	Communication handbook incl. templates and quality management	WP 2	RSOE	Aug 09
O 2.3	Dissemination plan and strategy	WP 2	RSOE	Aug 09
O 2.4	Dissemination event	WP 2	via donau	Nov 09
O 2.5	Project website	WP 2	RSOE	Dec 09
O 2.6	Project folders (EN)	WP 2	RSOE	Dec 09
O 2.7	Project information on company website	WP 2	via donau	Dec 09
O 2.8	Project information on company website	WP 2	SVP	Dec 09
O 2.9	Project information on company website	WP 2	VKKI	Dec 09
O 2.10	Project information on company website	WP 2	RSOE	Dec 09
O 2.11	Project information on company website	WP 2	VITUKI	Dec 09
O 2.12	Project information on company website	WP 2	APP	Dec 09
O 2.13	Project information on company website	WP 2	PLOVPUT	Dec 09
O 2.14	Project information on company website	WP 2	AFDJ	Dec 09
O 2.15	Project information on company website	WP 2	ACN	Dec 09
O 2.16	Project information on company website	WP 2	EAEMDR	Dec 09
O 2.17	Project Newsletters to Project Partners (4x)	WP 2	via donau	Dec 09
O 2.18	Project Newsletters to stakeholders (3x)	WP 2	RSOE	Dec 09
O 2.19	Dissemination event	WP 2	EAEMDR	Nov 10
O 2.20	Project Newsletters to Project Partners (4x)	WP 2	via donau	Dec 10

O 2.21	Project Newsletters to stakeholders (3x)	WP 2	RSOE	Dec 10
O 2.22	Dissemination event	WP 2	AFDJ	Nov 11
O 2.23	Published press articles	WP 2	via donau	Dec 11
O 2.24	Published press articles	WP 2	SVP	Dec 11
O 2.25	Published press articles	WP 2	VKKI	Dec 11
O 2.26	Published press articles	WP 2	RSOE	Dec 11
O 2.27	Published press articles	WP 2	VITUKI	Dec 11
O 2.28	Published press articles	WP 2	APP	Dec 11
O 2.29	Published press articles	WP 2	PLOVPUT	Dec 11
O 2.30	Published press articles	WP 2	AFDJ	Dec 11
O 2.31	Published press articles	WP 2	ACN	Dec 11
O 2.32	Published press articles	WP 2	EAEMDR	Dec 11
O 2.33	Published press articles	WP 2	ONMA	Dec 11
O 2.34	Published press articles	WP 2	SHS	Dec 11
O 2.35	Project Newsletters to Project Partners (4x)	WP 2	via donau	Dec 11
O 2.36	Project Newsletters to stakeholders (3x)	WP 2	RSOE	Dec 11

Output No.	Output Name	WP No.	Resp. PP	Deadline
O 3.0	WP 3 work plan	WP 3	SVP	May 09
O 3.1	Status quo report on national hydrological activities	WP 3	via donau	Jan 10
O 3.2	Status quo report on national hydrographical activities	WP 3	via donau	Jan 10
O 3.3	Status quo report on national hydrological activities	WP 3	SVP	Jan 10
O 3.4	Status quo report on national hydrographical activities	WP 3	SVP	Jan 10
O 3.5	Status quo report on national hydrological activities	WP 3	VITUKI	Jan 10
O 3.6	Status quo report on national hydrographical activities	WP 3	VITUKI	Jan 10
O 3.7	Status quo report on national hydrological activities	WP 3	PLOVPUT	Jan 10
O 3.8	Status quo report on national hydrographical activities	WP 3	PLOVPUT	Jan 10
O 3.9	Status quo report on national hydrological activities	WP 3	AFDJ	Jan 10
O 3.10	Status quo report on national hydrographical activities	WP 3	AFDJ	Jan 10
O 3.11	Status quo report on national hydrological activities	WP 3	EAEMDR	Jan 10
O 3.12	Status quo report on national hydrographical activities	WP 3	EAEMDR	Jan 10
O 3.13	Compilation of national status quo reports	WP 3	SVP	Feb 10
O 3.14	Report on common understanding of surveying activities and outputs	WP 3	SVP	Nov 10

O 3.15	National strategy plan for intensification of cross-border activities	WP 3	via donau	Sep 11
O 3.16	National strategy plan for intensification of cross-border activities	WP 3	SVP	Sep 11
O 3.17	National strategy plan for intensification of cross-border activities	WP 3	VITUKI	Sep 11
O 3.18	National strategy plan for intensification of cross-border activities	WP 3	PLOVPUT	Sep 11
O 3.19	National strategy plan for intensification of cross-border activities	WP 3	AFDJ	Sep 11
O 3.20	National strategy plan for intensification of cross-border activities	WP 3	EAEMDR	Sep 11
O 3.21	Provision of a joint research agenda	WP 3	SVP	Nov 11
O 3.22	Concept for common pilot activities	WP 3	SVP	Nov 11

Output No.	Output Name	WP No.	Resp. PP	Deadline
O 4.0	WP 4 work plan	WP 4	AFDJ	May 09
O 4.1	Status quo report on waterway maintenance	WP 4	via donau	Feb 10
O 4.2	Status quo report on waterway maintenance	WP 4	SVP	Feb 10
O 4.3	Status quo report on waterway maintenance	WP 4	VKKI	Feb 10
O 4.4	Status quo report on waterway maintenance	WP 4	APP	Feb 10
O 4.5	Status quo report on waterway maintenance	WP 4	AFDJ	Feb 10
O 4.6	Status quo report on waterway maintenance	WP 4	ACN	Feb 10
O 4.7	Status quo report on waterway maintenance	WP 4	EAEMDR	Feb 10
O 4.8	Compilation of national status quo reports	WP 4	AFDJ	Mar 10
O 4.9	Concept for optimum interrelation between maintenance work and river engineering projects	WP 4	AFDJ	Mar 10
O 4.10	Study about the impacts of the WFD for ecological optimised waterway maintenance	WP 4	AFDJ	May 10
O 4.11	National strategy plan for optimisation of waterway maintenance	WP 4	via donau	Apr 11
O 4.12	National strategy plan for optimisation of waterway maintenance	WP 4	SVP	Apr 11
O 4.13	National strategy plan for optimisation of waterway maintenance	WP 4	VKKI	Apr 11
O 4.14	National strategy plan for optimisation of waterway maintenance	WP 4	EAEMDR	Apr 11
O 4.15	National strategy plan for optimisation of waterway maintenance	WP 4	AFDJ	Apr 11
O 4.16	National strategy plan for optimisation of waterway maintenance	WP 4	ACN	Apr 11

O 4.17	National strategy plan for optimisation of waterway maintenance	WP 4	APP	Apr 11
O 4.18	Identification and preparation of possible follow-up activities (2x)	WP 4	AFDJ	Nov 11

Output No.	Output Name	WP No.	Resp. PP	Deadline
O 5.0	WP 5 work plan	WP 5	RSOE	May 09
O 5.1	Definition of WLAN locations and services	WP 5	RSOE	Nov 09
O 5.3	Updating ENC software	WP 5	via donau	Dec 09
O 5.4	Updating ENC software	WP 5	SVP	Dec 09
O 5.5	Updating ENC software	WP 5	VITUKI	Dec 09
O 5.6	Updating ENC software	WP 5	APP	Dec 09
O 5.7	Updating ENC software	WP 5	PLOVPUT	Dec 09
O 5.8	Updating ENC software	WP 5	AFDJ	Dec 09
O 5.9	Updating ENC software	WP 5	EAEMDR	Dec 09
O 5.10	Concept to improve the workflow of the GIS database	WP 5	RSOE	Dec 09
O 5.11	Status quo report on existing exchange routines for FIS data	WP 5	via donau	Jan 10
O 5.12	Status quo report on existing exchange routines for FIS data	WP 5	SVP	Jan 10
O 5.13	Status quo report on existing exchange routines for FIS data	WP 5	RSOE	Jan 10
O 5.14	Status quo report on existing exchange routines for FIS data	WP 5	APP	Jan 10
O 5.15	Status quo report on existing exchange routines for FIS data	WP 5	PLOVPUT	Jan 10
O 5.16	Status quo report on existing exchange routines for FIS data	WP 5	EAEMDR	Jan 10
O 5.17	Status quo report on existing exchange routines for FIS data	WP 5	AFDJ	Jan 10
O 5.18	WLAN system architecture finalised and start of access point installation	WP 5	RSOE	Feb 10
O 5.19	Status quo report on ENC activities	WP 5	via donau	Feb 10
O 5.20	Status quo report on ENC activities	WP 5	SVP	Feb 10
O 5.21	Status quo report on ENC activities	WP 5	VITUKI	Feb 10
O 5.22	Status quo report on ENC activities	WP 5	APP	Feb 10
O 5.23	Status quo report on ENC activities	WP 5	PLOVPUT	Feb 10
O 5.24	Status quo report on ENC activities	WP 5	AFDJ	Feb 10
O 5.25	Status quo report on ENC activities	WP 5	EAEMDR	Feb 10

O 5.26	Implementation of the FME tool	WP 5	RSOE	Mar 10
O 5.27	Agreement on area of responsibility	WP 5	via donau	May 10
O 5.28	Specification of a minimum data set which shall be exchanged	WP 5	RSOE	May 10
O 5.29	WLAN coverage tests finalised	WP 5	via donau	Jun 10
O 5.30	WLAN coverage tests finalised	WP 5	RSOE	Jun 10
O 5.31	WLAN coverage tests finalised	WP 5	APP	Jun 10
O 5.32	Basic installations of the D4D infrastructure accomplished	WP 5	AFDJ	Jun 10
O 5.33	Basic installations of the D4D infrastructure accomplished	WP 5	EAEMDR	Jun 10
O 5.34	Agreement on updating routines and standard	WP 5	via donau	Sep 10
O 5.35	Agreement on user right and content management for FIS portal	WP 5	RSOE	Sep 10
O 5.36	Specifications for WLAN receiver tests	WP 5	RSOE	Sep 10
O 5.37	First concept for FIS portal	WP 5	RSOE	Nov 10
O 5.38	WLAN receiver tests finalised	WP 5	RSOE	Nov 10
O 5.39	Implementation guide for WLAN access points	WP 5	RSOE	Feb 11
O 5.40	Draft version of FIS portal	WP 5	RSOE	Feb 11
O 5.41	Installation of an updated GIS web portal	WP 5	via donau	Feb 11
O 5.42	Installation of an updated GIS web portal	WP 5	SVP	Feb 11
O 5.43	Installation of an updated GIS web portal	WP 5	VITUKI	Feb 11
O 5.44	Final installation of D4D infrastructure	WP 5	AFDJ	Mar 11
O 5.45	Final installation of D4D infrastructure	WP 5	EAEMDR	Mar 11
O 5.46	Concept for the production of paper navigational charts	WP 5	via donau	Mar 11
O 5.47	Concept for providing GIS data to a RIS portal	WP 5	RSOE	May 11
O 5.48	Concept for updating the Object catalogue	WP 5	RSOE	May 11
O 5.49	FIS portal finalised and start of internal testing phase	WP 5	RSOE	May 11
O 5.50	FIS portal goes online	WP 5	RSOE	Aug 11
O 5.51	WLAN front end finalised	WP 5	RSOE	Aug 11
O 5.52	User guide for WLAN access	WP 5	RSOE	Sep 11
O 5.53	Start of WLAN user tests	WP 5	RSOE	Sep 11
O 5.54	Concept to extend the information of the FIS portal	WP 5	RSOE	Nov 11

Output No.	Output Name	WP No.	Resp. PP	Deadline
O 6.0	WP 6 work plan	WP 6	via donau	May 09
O 6.1	Board of Directors meeting	WP 6	via donau	May 09
O 6.2	Identification of expert areas of each Project Partner	WP 6	via donau	Oct 09
O 6.3	Interfaces for national PIANC activities identified in every relevant country	WP 6	via donau	Nov 09
O 6.4	Board of Directors meeting	WP 6	via donau	Dec 09
O 6.5	Definition of an exchange programme for experts	WP 6	via donau	Dec 09
O 6.6	Definition of an exchange programme for trainees	WP 6	via donau	Dec 09
O 6.7	Start with the exchange of experts	WP 6	via donau	Dec 09
O 6.8	Status quo report on waterway administration	WP 6	via donau	Apr 10
O 6.9	Status quo report on waterway administration	WP 6	SVP	Apr 10
O 6.10	Status quo report on waterway administration	WP 6	VKKI	Apr 10
O 6.11	Status quo report on waterway administration	WP 6	APP	Apr 10
O 6.12	Status quo report on waterway administration	WP 6	PLOVPUT	Apr 10
O 6.13	Status quo report on waterway administration	WP 6	EAEMDR	Apr 10
O 6.14	Status quo report on waterway administration	WP 6	AFDJ	Apr 10
O 6.15	Common understanding of future Danube waterway administration objectives	WP 6	via donau	Dec 10
O 6.16	Board of Directors meeting	WP 6	via donau	Jun 10
O 6.17	Candidate institutions and individuals for PIANC membership are identified and aware of PIANC	WP 6	via donau	Oct 10
O 6.18	Set-up of communication network of PR managers	WP 6	via donau	Dec 10
O 6.19	Implementation of a common exchange platform for know-how and best practice	WP 6	via donau	Dec 10
O 6.20	Board of Directors meeting	WP 6	via donau	Dec 10
O 6.21	Decision on whether to support national PIANC activities made by national administrations of relevant countries	WP 6	via donau	Mar 11
O 6.22	Creation of a communication toolbox	WP 6	via donau	Apr 11
O 6.23	Board of Directors meeting	WP 6	via donau	Jun 11
O 6.24	On basis of the project development identification of possible follow-up activities	WP 6	via donau	Sep 11
O 6.25	Presentation of national strategy plans for optimised waterway administration	WP 6	via donau	Nov 11
O 6.26	Participation of individuals from relevant countries in PIANC activities (Working Groups, Commissions, National Sections, National Events)	WP 6	via donau	Mar 12
O 6.27	Board of Directors meeting	WP 6	via donau	Dec 11

6 WP 1 – PROJECT MANAGEMENT

WP 1	Project Management		
WP Start:	01.04.2009	WP End:	31.03.2012
PP No.	PP Name	Budget	
LP	via donau	129.850 €	
PP 1	SVP	42.540 €	
PP 2	VKKI	21.180 €	
PP 3	VITUKI	40.300 €	
PP 4	RSOE	48.740 €	
PP 5	AFDJ	42.250 €	
PP 6	ACN	43.350 €	
PP 7	EAEMDR	30.700 €	
IPA 1	APP	20.146 €	
IPA 2	PLOVPUT	12.325 €	
Total		431.381 €	

6.1 Objectives

Work Package 1 is one out of two Work Packages which have been predefined by the SEE Programme Authorities. The overall objective of WP 1 is the project management, which enables a smooth implementation of the project, provides feedback to the programme bodies and keeps the whole Project Team up-to-date.

6.2 Activities

Act. No.	Title of Activity	Resp. PP	Budget
1.1	Day to Day project management	via donau	236.603 €
1.2	Financial management & certification	via donau	86.788 €
1.3	Steering and monitoring of the project	via donau	62.748 €
1.4	Project closure	via donau	45.242 €
Total			431.381 €

6.3 Activity 1.1 – Day to day project management

Act. 1.1	Day to Day project management		
Act. Start:	01.04.2009	Act. End:	31.03.2012
PP No.	PP Name	Budget	

LP	via donau	66.560 €
PP 1	SVP	29.050 €
PP 2	VKKI	11.160 €
PP 3	VITUKI	23.080 €
PP 4	RSOE	20.960 €
PP 5	AFDJ	25.900 €
PP 6	ACN	25.650 €
PP 7	EAEMDR	16.900 €
IPA 1	APP	10.946 €
IPA 2	PLOVPUT	6.407 €
Total		236.603 €

6.3.1 Contact persons

Name	Position within company	PP	Country
Markus Schedlbauer	Project manager	via donau	AT
Štefan Polhorský	Technician	SVP	SK
András Magyarics	Expert for water damages	VKKI	HU
Jenő Sass	Project manager	VITUKI	HU
Gergely Mező	Project manager	RSOE	HU
Dutu Claudiu	Head of ENC Department	AFDJ	RO
Anastasi Severin	Head of Traffic Department	ACN	RO
Tsvetelina Pastir	Junior Specialist, Project Department	EAEMDR	BG
Tomislav Štrus	Expert Assistant	APP	HR
Ivan Mitrović	Adviser for Planning and Analysis	PLOVPUT	RS

6.3.2 Objectives

Activity 1.1 is dedicated to the daily project management. This includes the preparation of a detailed work plan, as it was not possible to define tasks, responsibilities and resources properly within the SEE project application. At the beginning of the project a Kick-Off event shall be organised where the whole Project Team will be informed about SEE regulations and where internal processes will be discussed and defined. The Project Team shall be informed about the current status of the project implementation and therefore Status meetings shall take place on a regularly basis. The SEE Programme foresees that the project provides an intermediate project report each six months. Hence, an internal workflow has to be found to fulfil this request in an efficient way. According to the Lead Partner principle of the SEE Programme the Managing Authority (MA) and the Joint Technical Secretariat (JTS) will only get in contact with the Lead Partner in case of questions or upcoming problems as the LP is the responsible organisation for the whole project. Hence, the LP has the duty to participate in relevant meetings and events organised by the SEE Programme bodies.

6.3.3 Description of work

Task 1.1.0	Preparation of a work plan for WP 1
<p>On basis of the descriptions of the SEE project application a detailed work plan shall be elaborated, which provides a detailed overview of tasks and outputs which have to be fulfilled during the run of the project NEWADA. Furthermore the work plan shall point out the responsible persons for each involved Project Partner. A clear distribution of responsibilities eases internal communication and decision making processes. The work plan for WP 1 has to be approved by the Board of Directors and the Advisory Council and is the basis for all eligible activities during the implementation of the project.</p>	
PP responsible	via donau (LP)
PP involved	-
Expected output	O 1.0 (WP 1 work plan)

Task 1.1.1	Status meetings
<p>Three times a year Status meetings shall be organised, where the project managers of the Project Partners meet to discuss organisational issues like reporting procedures and payment requests as well as the status of the project implementation. The Status meetings shall take place at changing places and shall be combined with other meetings when appropriate. It's foreseen that at least one Status meeting shall be organised in each country.</p>	
PP responsible	via donau (LP)
PP involved	SVP (PP1), VKKI (PP2), VITUKI (PP3), RSOE (PP4), AFDJ (PP5), ACN (PP6), EAEMDR (PP7), APP (IPA 1), PLOVPUT (IPA 2), ONMA (10% PP1), SHS (10% PP2)
Expected output	O 1.2, O 1.3, O 1.9, O 1.12, O 1.15, O 1.21, O 1.24, O 1.27 (Status meetings)

Task 1.1.2	Progress Reports
<p>The SEE Programme defined project periods which have duration of 6 months. At the end of such a period an intermediate Project Report (Progress Report) has to be prepared to inform about the status of project implementation according to the project application handed in. via donau – as the Lead Partner – is responsible for the preparation and the distribution of this Progress Report. The Project Partners are obliged to provide all information necessary for the fulfilment of the report. An internal process with deadline will be agreed and all Project Partners have to stick to these agreements. After each reporting an analysis of the internal process shall take place to optimise the workflow and deadlines. All partners are asked to contribute to the optimisation of the workflow.</p> <p>Provision of insufficient, incomplete or wrong input will lead to a delay of the submission of the Progress Report which endangers the project as a whole. The SEE Programme Management sees a missing report as a heavy</p>	

violation of reporting obligations, which can have serious consequences. Therefore, the reporting deadlines (internal as well as external) are of utmost importance.

PP responsible	via donau (LP)
PP involved	SVP (PP1), VKKI (PP2), VITUKI (PP3), RSOE (PP4), AFDJ (PP5), ACN (PP6), EAEMDR (PP7), APP (IPA 1), PLOVPUT (IPA 2), ONMA (10% PP1), SHS (10% PP2)
Expected output	O 1.5, O 1.11, O 1.17, O 1.23, O 1.29, O 1.35 (Intermediate Project Report)

Task 1.1.3	Participation at relevant SEE and NCP meetings
<p>From time to time the SEE Programme Management organises Lead Partner events. They can have a typical theme or contain the latest information from the SEE Programme. The LP is asked to participate in these events and provide necessary information as soon as possible for the remaining Project Team.</p> <p>Furthermore, the National Contact Points (NCP) become also active in organising events to inform their Project Partners about the latest news. After such a meeting the PPs are asked to inform the LP about latest news.</p>	
PP responsible	via donau (LP), SVP (PP1), VKKI (PP2), VITUKI (PP3), RSOE (PP4), AFDJ (PP5), ACN (PP6), EAEMDR (PP7), APP (IPA 1), PLOVPUT (IPA 2), ONMA (10% PP1), SHS (10% PP2)
PP involved	-
Expected output	-

6.3.4 Outputs

Output No.	Output Name	WP No.	Resp. PP	Deadline
O 1.0	WP 1 work plan	WP 1	via donau	Aug 09
O 1.2	Status meeting	WP 1	via donau	May 09
O 1.3	Status meeting	WP 1	via donau	Sep 09
O 1.5	Intermediate project report	WP 1	via donau	Nov 09
O 1.9	Status meeting	WP 1	via donau	Feb 10
O 1.11	Intermediate project report	WP 1	via donau	May 10
O 1.12	Status meeting	WP 1	via donau	May 10
O 1.15	Status meeting	WP 1	via donau	Sep 10
O 1.17	Intermediate project report	WP 1	via donau	Nov 10
O 1.21	Status meeting	WP 1	via donau	Feb 11
O 1.23	Intermediate project report	WP 1	via donau	May 11
O 1.24	Status meeting	WP 1	via donau	May 11
O 1.27	Status meeting	WP 1	via donau	Sep 11
O 1.29	Intermediate project report	WP 1	via donau	Nov 11
O 1.35	Intermediate project report	WP 1	via donau	Jun 12

6.3.5 Activities under BL "External expertise and services"

Act. No.	PP	Description	estimated costs
1.1	via donau	Organisation of a Status Meeting	4.800 €
1.1	SVP	Organisation of a Status Meeting	4.000 €
1.1	VKKI	Organisation of a Status Meeting	1.000 €
1.1	VITUKI	Organisation of a Status Meeting	2.000 €
1.1	RSOE	Organisation of a Status Meeting	1.000 €
1.1	AFDJ	Organisation of a Status Meeting	3.600 €
1.1	ACN	Organisation of a Status Meeting	2.000 €
1.1	EAMDR	Organisation of a Status Meeting	2.000 €
1.1	APP	Organisation of a Status Meeting	2.000 €
		Total	22.400 €

6.3.6 Activities under BL "Equipment"

Act. No.	PP	Description	estimated costs
		No expenditures foreseen	0 €

6.3.7 Link to other EU funded projects and other NEWADA tasks or Activities

Activity 1.1 has no relation to other tasks, Activities or EU-funded projects.

6.4 Activity 1.2 - Financial management & certification

Act. 1.2	Financial management & certification		
Act. Start:	01.04.2009	Act. End:	31.03.2012
PP No.	PP Name	Budget	
LP	via donau	40.000 €	
PP 1	SVP	2.600 €	
PP 2	VKKI	3.840 €	
PP 3	VITUKI	7.200 €	
PP 4	RSOE	4.320 €	
PP 5	AFDJ	7.500 €	
PP 6	ACN	7.175 €	
PP 7	EAEMDR	6.200€	
IPA 1	APP	5.000 €	
IPA 2	PLOVPUT	2.953 €	
	Total	86.788 €	

6.4.1 Contact persons

Name	Position within company	PP	Country
Markus Schedlbauer	Project Manager	via donau	AT
Štefan Polhorský	Technician	SVP	SK
András Magyarics	Expert for water damages	VKKI	HU
Zita Rédly	Financial Manager	VITUKI	HU
Gergely Mező	Project Manager	RSOE	HU
Mihaela Irimia	Head of Financial Department	AFDJ	RO
Carmen Butnaru	Head of Financial Department	ACN	RO
Tsvetelina Pastir	Junior Specialist, Project Department	EAEMDR	BG
Tomislav Štrus	Expert Assistant	APP	HR
Ivan Mitrović	Adviser for Planning and Analysis	PLOVPUT	RS

6.4.2 Objectives

Activity 1.2 is related to activities dealing with the financial management in the context of the SEE Programme. The financial reports are an obligation of the SEE Programme, even though the procedures differ from country to country. All activities which are necessary to get a declaration on validation of expenditures (former certification of expenditures) from the national First Level Control (FLC) body are eligible within this Activity. Depending on national regulation, this includes external financial auditors as well as centralised control bodies. The declarations have to be forwarded to the LP which has to compile an overall application for reimbursement (former payment claim) for the SEE Programme bodies. Once, the application for reimbursement is accepted, the programme will forward ERDF funding to the Lead Partner which then has the duty to distribute the money to the Project Team according to the declarations accepted.

6.4.3 Description of work

Task 1.2.1	Preparation of the Application for reimbursement
<p>According to SEE obligations the project has to submit an Application for reimbursement each half year. Like the intermediate progress reports the deadlines for the submission of these declarations are fixed and have to be respected.</p> <p>Each Project Partner therefore has to prove within the declarations on validation of expenditures that the occurred expenditures are of relevance for the project and in line with the project application. Furthermore it has to be guaranteed that the budget per WP, Act. and also budget line is spent as it was foreseen in the application. All these criteria will be checked, proved and validated with signature and stamp by the national First Level Control (FLC) body.</p> <p>Especial attention has to be paid on the spending forecast, where each PP allocated a certain amount of budget which will be spent per year. If this amount cannot be reached, the PP is in danger of loosing EU funding. The</p>	

above mentioned regulations are only valid for ERDF partners. IPA partners do have special regulations, which have to be fulfilled.

The PPs are asked to submit the undersigned and stamped declarations on validation of expenditure as soon as possible to the LP. The LP has to compile the Application for reimbursement, which has to be sent to the JTS within the above mentioned deadline.

The Application for reimbursement is finalised when it is accepted by the responsible SEE Programme Management body. If the LP is asked to amend the report, the PPs have to provide additional input within shortest possible time.

Ukrainian partners don't receive ERDF funding from the SEE Programme, but get financial support from the LP. Therefore, they are obliged to provide relevant information to the LP.

PP responsible	via donau (LP)
PP involved	SVP (PP1), VKKI (PP2), VITUKI (PP3), RSOE (PP4), AFDJ (PP5), ACN (PP6), EAEMDR (PP7), APP (IPA 1), PLOVPUT (IPA 2), ONMA (10% PP1), SHS (10% PP2)
Expected output	O 1.6, O 1.14, O 1.18, O 1.25, O 1.30, O 1.36 (Application of reimbursement)

Task 1.2.2	Distribution of ERDF funding
<p>After the Application for reimbursement has been checked and approved by the SEE Programme Management, the requested ERDF funding will be forwarded to the LP's bank account. The PP will be informed about the received ERDF funding and the LP is asked to distribute the funding as soon as possible to the PP which has to acknowledge the receipt of the funds. The above mentioned regulation is only valid for ERDF partners. IPA partners have special regulations and contact bodies.</p>	
PP responsible	via donau (LP)
PP involved	SVP (PP1), VKKI (PP2), VITUKI (PP3), RSOE (PP4), AFDJ (PP5), ACN (PP6), EAEMDR (PP7)
Expected output	-

6.4.4 *Outputs*

Output No.	Output Name	WP No.	Resp. PP	Deadline
O 1.6	Application of reimbursement	WP 1	via donau	Nov 09
O 1.14	Application of reimbursement	WP 1	via donau	May 10
O 1.18	Application of reimbursement	WP 1	via donau	Nov 10
O 1.25	Application of reimbursement	WP 1	via donau	May 11
O 1.30	Application of reimbursement	WP 1	via donau	Nov 11
O 1.36	Application of reimbursement	WP 1	via donau	Jun 12

6.4.5 Activities under BL "External expertise and services"

Act. No.	PP	Description	estimated costs
1.2	via donau	First Level Control	25.000 €
1.2	EAMDR	First Level Control	1.800 €
1.2	APP	Auditing	5.000 €
		Total	31.800 €

6.4.6 Activities under BL "Equipment"

Act. No.	PP	Description	estimated costs
		No expenditures foreseen	0 €

6.4.7 Link to other EU funded projects and other NEWADA tasks or Activities

Activity 1.2 has no relation to other tasks, Activities or EU-funded projects

6.5 Activity 1.3 - Steering and monitoring of the project

Act. 1.3	Steering and monitoring of the project		
Act. Start:	01.04.2009	Act. End:	31.03.2012
PP No.	PP Name	Budget	
LP	via donau	15.050 €	
PP 1	SVP	8.820 €	
PP 2	VKKI	2.260 €	
PP 3	VITUKI	4.140 €	
PP 4	RSOE	14.140 €	
PP 5	AFDJ	5.500 €	
PP 6	ACN	5.450 €	
PP 7	EAEMDR	3.800€	
IPA 1	APP	2.600 €	
IPA 2	PLOVPUT	988 €	
	Total	62.748 €	

6.5.1 Contact persons

Name	Position within company	PP	Country
Markus Schedlbauer	Project Manager	via donau	AT
Štefan Polhorský	Technician	SVP	SK
András Magyarics	Expert for water damages	VKKI	HU
Jenő Sass	Project Manager	VITUKI	HU

Gergely Mező	Project Manager	RSOE	HU
Romeo Soare	Head of Giurgiu Branch	AFDJ	RO
Valentin Zeicu	General Manager	ACN	RO
Tsvetelina Pastir	Junior Specialist, Project Department	EAEMDR	BG
Tomislav Štrus	Expert Assistant	APP	HR
Ivan Mitrović	Adviser for Planning and Analysis	PLOVPUT	RS

6.5.2 Objectives

Activity 1.3 is dealing with the steering and monitoring of the project implementation. Two main activities will be carried out during the run of the project NEWADA. First of all Work Package Leader (WPL) meetings will be organised, where mainly the implementation progress of the project will be reviewed and if necessary correction measures will be discussed. Furthermore, the WPL will also deal with decisions out of the BoD and the Advisory Council. Secondly, Advisory Council meetings will be organised in combination with Board of Directors meetings.

6.5.3 Description of work

Task 1.3.1	Organisation of WPL meetings
Every three months a Work Package Leader (WPL) meeting shall be organised. Each WPL has to give a presentation on the current status of the WP he is responsible for. Problems shall be highlighted and solutions discussed. The WPL shall also discuss organisational issues as well as reporting issues. The meeting shall take place at changing locations and shall be combined with other meetings when appropriate.	
PP responsible	via donau (LP)
PP involved	SVP (PP1), RSOE (PP4), AFDJ (PP5)
expected output	O 1.1, O 1.4, O 1.7, O 1.10, O 1.13, O 1.16, O 1.20, O 1.22, O 1.26, O 1.28, O 1.32, O 1.33

Task 1.3.2	Organisation of Advisory Council meetings
Each year Advisory Council meetings shall be organised where the project observers will be informed about the status of the project implementation and about upcoming tasks. The Advisory Council meetings shall be combined with the Board of Directors meetings. The meeting shall take place at changing locations. The managing director of the LP is the chairman of the BoD and consequently he is in charge of the Advisory Council meeting as well. Therefore the participation of other PPs is not foreseen, but the WPLs have to participate in BoD and AC meetings to present the current status of the WP implementation.	
PP responsible	via donau (LP), SVP (PP1), RSOE (PP4), AFDJ (PP5)
PP involved	VKKI (PP2), ACN (PP6), EAEMDR (PP7), APP (IPA1), PLOVPUT (IPA2)
expected output	O 1.8, O 1.19, O 1.31 (Advisory Council Meetings)

6.5.4 *Outputs*

Output No.	Output Name	WP No.	Resp. PP	Deadline
O 1.1	WPL Meeting	WP 1	via donau	Apr 09
O 1.4	WPL Meeting	WP 1	via donau	Sep 09
O 1.7	WPL Meeting	WP 1	via donau	Dec 09
O 1.8	Advisory Council meeting	WP 1	via donau	Dec 09
O 1.10	WPL Meeting	WP 1	via donau	Feb 10
O 1.13	WPL Meeting	WP 1	via donau	May 10
O 1.16	WPL Meeting	WP 1	via donau	Sep 10
O 1.19	Advisory Council meeting	WP 1	via donau	Dec 10
O 1.20	WPL Meeting	WP 1	via donau	Dec 10
O 1.22	WPL Meeting	WP 1	via donau	Feb 11
O 1.26	WPL Meeting	WP 1	via donau	May 11
O 1.28	WPL Meeting	WP 1	via donau	Sep 11
O 1.31	Advisory Council meeting	WP 1	via donau	Dec 11
O 1.32	WPL Meeting	WP 1	via donau	Dec 11
O 1.33	WPL Meeting	WP 1	via donau	Feb 12

6.5.5 *Activities under BL "External expertise and services"*

Act. No.	PP	Description	estimated costs
1.3	via donau	Organisation of WPL and Advisory Council Meetings	2.000 €
1.3	SVP	Organisation of WPL and Advisory Council Meetings	4.000 €
1.3	VITUKI	Organisation of a Advisory Council Meeting	1.000 €
1.3	RSOE	Organisation of WPL and Advisory Council Meetings	5.000 €
1.3	ACN	Organisation of a Advisory Council Meeting	1.000 €
1.3	AFDJ	Organisation of WPL and Advisory Council Meetings	1.000 €
1.3	EAEMDR	Organisation of a Advisory Council Meeting	1.000 €
1.3	APP	Organisation of a Advisory Council Meeting	1.000 €
		Total	16.000 €

6.5.6 *Activities under BL "Equipment"*

Act. No.	PP	Description	estimated costs
		No expenditures foreseen	0 €

6.5.7 *Link to other EU funded projects and other NEWADA tasks or Activities*

Due to the fact that the Advisory Council meetings shall be combined with the Board of Directors meetings, there is a relation to Act. 6.1.

6.6 Activity 1.4 - Project closure

Act. 1.4	Project closure		
Act. Start:	01.11.2011	Act. End:	31.03.2012
PP No.	PP Name	Budget	
LP	via donau	8.250 €	
PP 1	SVP	2.070 €	
PP 2	VKKI	3.920 €	
PP 3	VITUKI	5.880 €	
PP 4	RSOE	9.320 €	
PP 5	AFDJ	3.350 €	
PP 6	ACN	5.075 €	
PP 7	EAEMDR	3.800€	
IPA 1	APP	1.600 €	
IPA 2	PLOVPUT	1.977 €	
Total		45.242 €	

6.6.1 Contact persons

Name	Position within company	PP	Country
Markus Schedlbauer	Project manager	via donau	AT
Štefan Polhorský	Technician	SVP	SK
András Magyarics	Expert for water damages	VKKI	HU
Zita Rédly	Financial manager	VITUKI	HU
Gergely Mező	Project manager	RSOE	HU
Claudiu Dutu	Head of ENC Department	AFDJ	RO
Anastasiu Severin	Head of Traffic Department	ACN	RO
Tsvetelina Pastir	Junior Specialist, Project Department	EAEMDR	BG
Tomislav Štrus	Expert Assistant	APP	HR
Ivan Mitrović	Adviser for Planning and Analysis	PLOVPUT	RS

6.6.2 Objectives

Activity 1.4 is dedicated to efforts in connection with closing the project. The SEE Programme has a standard procedure and a list of tasks which shall be fulfilled at the end of the project. Due to the fact that also the eligibility of expenditures ends at end of March 2012, all project contents and outputs shall be finalised at the end of 2011. Hence, the Project Team has three months time to close the project properly. The two major activities comprise the organisation of a Final project event and the submission of a Final Project Report according to SEE regulations.

6.6.3 Description of work

Task 1.4.1	Organisation of final project event
At the end of the project a Final Project Event shall be organised in Budapest, where the outputs, results and achievements of the last three years shall be presented. To this event all PPs, observers, stakeholders and other interested parties shall be invited.	
PP responsible	RSOE (PP4)
PP involved	via donau (LP), SVP (PP1), VKKI (PP2), VITUKI (PP3), RSOE (PP4), AFDJ (PP5), ACN (PP6), EAEMDR (PP7), APP (IPA1), PLOVPUT (IPA2)
expected output	O 1.34 (Final project event)

Task 1.4.2	Preparation of a Final Project Report
According to the SEE obligations, each project has to prepare a final project report. This report describes the project implementation from the beginning, highlights the results and achievements, lists possible next steps and follow-up activities and outlines the expenditures for these activities. Each PP and especially the WPL have to provide input for the final report. The report is finalised when it is accepted by the responsible SEE Programme body.	
PP responsible	via donau (LP)
PP involved	SVP (PP1), VKKI (PP2), VITUKI (PP3), RSOE (PP4), AFDJ (PP5), ACN (PP6), EAEMDR (PP7), APP (IPA1), PLOVPUT (IPA2)
expected output	O 1.37 (Final project report)

6.6.4 Outputs

Output No.	Output Name	WP No.	Resp. PP	Deadline
O 1.34	Final project event	WP 1	via donau	Mar 12
O 1.37	Final project report	WP 1	via donau	Jun 12

6.6.5 Activities under BL "External expertise and services"

Act. No.	PP	Description	estimated costs
1.4	VKKI	Organisation of a Final Conference	2.000 €
1.4	VITUKI	Organisation of a Final Conference	3.000 €
1.4	RSOE	Organisation of a Final Conference	5.000 €
Total			10.000 €

6.6.6 Activities under BL "Equipment"

Act. No.	PP	Description	estimated costs
		No expenditures foreseen	0 €

6.6.7 Link to other EU funded projects and other NEWADA tasks or Activities

Activity 1.4 has no relation to other tasks, Activities or EU-funded projects.

7 WP 2 – DISSEMINATION

WP 2	Dissemination		
WP Start:	01.04.2009	WP End:	31.03.2012
PP No.	PP Name	Budget	
LP	via donau	37.900 €	
PP 1	SVP	12.000 €	
PP 2	VKKI	8.160 €	
PP 3	VITUKI	8.740 €	
PP 4	RSOE	50.680 €	
PP 5	AFDJ	18.900 €	
PP 6	ACN	16.150 €	
PP 7	EAEMDR	15.800 €	
IPA 1	APP	6.900 €	
IPA 2	PLOVPUT	12.806 €	
Total		188.036 €	

7.1 Objectives

Work Package 2 was also predefined by the SEE Programme and it is dealing with communication and dissemination. The main goal of the Work Package on one hand is to provide a seamless internal communication to improve the workflow and to have a common understanding of the project activities and how to produce deliverables, on the other hand it is very important to provide transparency and communicate all project results and co-financing clearly.

7.2 Activities

Act. No.	Title of Activity	Resp. PP	Budget
2.1	Internal communication and knowledge management	RSOE	61.658 €
2.2	External communication and dissemination	RSOE	126.378 €
Total			188.036 €

7.3 Activity 2.1 – Internal communication and knowledge management

Act. 2.1		Internal communication & knowledge management	
Act. Start:	01.04.2009	Act. End:	31.03.2012
PP No.	PP Name	Budget	
LP	via donau	10.350 €	
PP 1	SVP	3.600 €	
PP 2	VKKI	2.880 €	
PP 3	VITUKI	3.420 €	
PP 4	RSOE	23.280 €	
PP 5	AFDJ	5.350 €	
PP 6	ACN	6.725 €	
PP 7	EAEMDR	2.600€	
IPA 1	APP	500 €	
IPA 2	PLOVPUT	2.953 €	
Total		61.658 €	

7.3.1 Contact persons

Name	Position within company	PP	Country
Markus Schedlbauer	Project Manager	via donau	AT
Štefan Polhorský	Technician	SVP	SK
Ferenc Szigeti	Expert for water damages	VKKI	HU
Zita Rédly	Financial manager	VITUKI	HU
Gergely Mező	Project manager	RSOE	HU
Claudiu Dutu	Head of ENC Department	AFDJ	RO
Vincentius Petrescu	Operational Manager	ACN	RO
Tsvetelina Pastir	Junior Specialist, Project Department	EAEMDR	BG
Tomislav Štrus	Expert Assistant	APP	HR
Ivan Mitrović	Adviser for Planning and Analysis	PLOVPUT	RS

7.3.2 Objectives

One major task within this WP is the provision of information for the Project Team. Therefore tools such as an intranet and a project website will be prepared. Status meetings will also serve as an information platform for partners. In addition the stakeholders of the project will be informed about the status, results and outputs.

7.3.3 Description of work

Task 2.1.0	Preparation of a work plan for WP2
<p>On basis of the descriptions of the SEE project application a detailed work plan shall be elaborated, which provides a detailed overview of tasks and outputs which have to be fulfilled during the run of the project NEWADA. The work plan for WP 2 has to be approved by the Board of Directors.</p>	
PP responsible	RSOE (PP4)
PP involved	-
expected output	O 2.0 (WP 2 work plan)

Task 2.1.1	Preparation of an intranet site
<p>A “virtual workplace”, a project intranet site will be designed and operated for the project in order to enhance workflow and provide easy access to all project documentation. The intranet shall be the major communication tool for the project. Emails shall only be sent out in urgent cases. Nearly everything shall be handled via the intranet. Invitations and agendas for meeting can be found, where the calendar provides an overview on upcoming events. Meeting minutes will be published once they are final. All outputs and deliverables will be provided to the whole Project Team.</p> <p>The basic tools of the intranet will be:</p> <ul style="list-style-type: none"> - event calendar - file manager for documents - address book <p>On demand additional services can be launched. Each involved person of the Project Partners will get access to the intranet and is asked to inform about latest news.</p>	
PP responsible	RSOE (PP4)
PP involved	via donau (LP), SVP (PP1), VKKI (PP2), VITUKI (PP3), RSOE (PP4), AFDJ (PP5), ACN (PP6), EAEMDR (PP7), APP (IPA1), PLOVPUT (IPA2)
expected output	O 2.1 (Intranet site)

Task 2.1.2	Preparation of a communication handbook incl. templates and quality management
<p>The Communication Handbook will serve as a guideline how to work together in the project, how to co-operate and how to communicate with each other. All relevant project procedures will be described for the partners. The Handbook will be approved by the Project Core Team and by the representative of each PP by undersigning the Partnership Agreement.</p>	
PP responsible	RSOE (PP4)
PP involved	via donau (LP), SVP (PP1), VKKI (PP2), VITUKI (PP3), RSOE (PP4), AFDJ (PP5), ACN (PP6), EAEMDR (PP7), APP (IPA1), PLOVPUT (IPA2)
expected output	O 2.2 (Communication Handbook)

Task 2.1.3	Sending out Project Newsletters to the Project Partners
<p>Electronic newsletter provides up-to-date information about the status of project activities. This will be a standard communication channel for the LP to inform the PPs about the latest project related news. The newsletter is planned to be distributed regularly (4 times per year) but there can be special editions if there is a need for instant communication.</p> <p>As mentioned above the intranet shall be the standard communication tool. Nevertheless important information shall be distributed via email as well.</p>	
PP responsible	RSOE (PP4), via donau (LP)
PP involved	SVP (PP1), VKKI (PP2), VITUKI (PP3), RSOE (PP4), AFDJ (PP5), ACN (PP6), EAEMDR (PP7), APP (IPA1), PLOVPUT (IPA2)
expected output	O 2.17, O 2.20, O 2.35 (Project Newsletters to Project Partners)

7.3.4 *Outputs*

Output No.	Output Name	WP No.	Resp. PP	Deadline
O 2.0	WP 2 work plan	WP 2	RSOE	May 09
O 2.1	Intranet site	WP 2	RSOE	May 09
O 2.2	Communication handbook incl. templates and quality management	WP 2	RSOE	Aug 09
O 2.17	Project Newsletters to Project Partners (4x)	WP 2	via donau	Dec 09
O 2.20	Project Newsletters to Project Partners (4x)	WP 2	via donau	Dec 10
O 2.35	Project Newsletters to Project Partners (4x)	WP 2	via donau	Dec 11

7.3.5 *Activities under BL "External expertise and services"*

Act. No.	PP	Description	estimated costs
		No expenditures foreseen	0 €

7.3.6 *Activities under BL "Equipment"*

Act. No.	PP	Description	estimated costs
		No expenditures foreseen	0 €

7.3.7 *Link to other EU funded projects and other NEWADA tasks or Activities*

No link identified to other projects.

7.4 Activity 2.2 - External communication and dissemination

Act. 2.2		External communication & dissemination	
Act. Start:	01.04.2009	Act. End:	31.03.2012
PP No.	PP Name	Budget	
LP	via donau	27.550 €	
PP 1	SVP	8.400 €	
PP 2	VKKI	5.280 €	
PP 3	VITUKI	5.320 €	
PP 4	RSOE	27.400 €	
PP 5	AFDJ	13.550 €	
PP 6	ACN	9.425 €	
PP 7	EAEMDR	13.200€	
IPA 1	APP	6.400 €	
IPA 2	PLOVPUT	9.853 €	
Total		126.378 €	

7.4.1 Contact persons

Name	Position within company	PP	Country
Markus Schedlbauer	Project Manager	via donau	AT
Štefan Polhorský	Technician	SVP	SK
Ferenc Szigeti	Expert for water damages	VKKI	HU
Zita Rédly	Financial manager	VITUKI	HU
Gergely Mezó	Project manager	RSOE	HU
Romeo Soare	Head of Giurgiu Branch	AFDJ	RO
Florian Puschila	Marketing Department	ACN	RO
Tsvetelina Pastir	Junior Specialist, Project Department	EAEMDR	BG
Tomislav Štrus	Expert Assistant	APP	HR
Ivan Mitrović	Adviser for Planning and Analysis	PLOVPUT	RS

7.4.2 Objectives

Dissemination is necessary right from the start and not only at the end of the project. Therefore at the beginning a dissemination plan will be elaborated to serve as a guideline. The main goal of dissemination is to provide adequate publicity for the project plans and results and emphasize the co-financing of the European Union. It is also an aim to promote IWT and the Danube using all available possibilities.

7.4.3 Description of work

Task 2.2.1	Preparation of a dissemination plan and strategy
<p>First step is to elaborate the dissemination plan which analyses the project and will provide a strategy how to use dissemination tools during the project to provide publicity and transparency.</p> <p>The core questions to which the plan should provide answers:</p> <ul style="list-style-type: none"> - What kind of publicity and transparency is needed for the project in order to reach stakeholders effectively and to fulfil contractual obligations of co-financing? - Which dissemination tools can be used? - What dissemination measures should be taken on international (Danube) and which ones on national level? - Which level is more effective for certain dissemination activities? - How should we schedule the activities? - How can we measure the results and effectiveness of dissemination? <p>The Dissemination Plan will be discussed by all PPs and will be approved by the Project Core Team.</p>	
PP responsible	RSOE (PP4)
PP involved	via donau (LP), SVP (PP1), VKKI (PP2), VITUKI (PP3), AFDJ (PP5), ACN (PP6), EAEMDR (PP7), APP (IPA1), PLOVPUT (IPA2)
expected output	O 2.3 (Dissemination plan and strategy)

Task 2.2.2	Organisation of an annual dissemination conference
<p>As the project is committed to distribute its results and findings, a technical conference will be organised every year, where all stakeholders will be informed about the latest project results. The locations of the conferences are already defined: Austria, Romania and Bulgaria. These dissemination conferences are called DISC – Danube Information Services Conference.</p> <p>Agenda will be co-ordinated by the LP and GIS Forum Danube but all local organisations including travel and accommodation information is the host's responsibility.</p> <p>At the events all PPs should be represented and should present their project activities so far.</p>	
PP responsible	via donau (LP), RSOE (PP4), AFDJ (PP5), EAEMDR (PP7),
PP involved	SVP (PP1), VKKI (PP2), VITUKI (PP3), ACN (PP6), APP (IPA1), PLOVPUT (IPA2)
expected output	O 2.4, O 2.19, O 2.22 (Dissemination event)

Task 2.2.3	Preparation and update of a project website
<p>A project website will include the introduction of project activities, partners, time schedule, milestones and outputs. All actual events and news will be updated regularly.</p> <p>It will be an information source for national and international professionals, the press and the public. Beside this, it is part of the project identity that will be available after the project, too.</p>	
PP responsible	RSOE (PP4)

PP involved	via donau (LP), SVP (PP1), VKKI (PP2), VITUKI (PP3), AFDJ (PP5), ACN (PP6), EAEMDR (PP7), APP (IPA1), PLOVPUT (IPA2)
expected output	O 2.5 (Project website)

Task 2.2.4	Preparation of a project folders
<p>The project folder will describe the project activities, schedule, milestones, outputs and partners in a nice, easy-to-read design. 1500 printed English version will be produced but other language versions will be printed by PPs. This folder (project brochure) can be used for all national and international events where project topics are relevant. All PPs are asked to distribute the folder at thematic forums and conferences around Europe.</p>	
PP responsible	RSOE (PP4)
PP involved	via donau (LP), SVP (PP1), VKKI (PP2), VITUKI (PP3), AFDJ (PP5), ACN (PP6), EAEMDR (PP7), APP (IPA1), PLOVPUT (IPA2)
expected output	O 2.6 (Project folders)

Task 2.2.5	Presentation of project information on company website
<p>A short project description will be distributed among the PPs in electronic format and all PPs can utilise it for their own company website to promote the project. In addition, project banners will be designed too.</p>	
PP responsible	via donau (LP), SVP (PP1), VKKI (PP2), VITUKI (PP3), RSOE (PP4), AFDJ (PP5), ACN (PP6), EAEMDR (PP7), APP (IPA1), PLOVPUT (IPA2)
PP involved	
expected output	O 2.7, O 2.8, O 2.9, O 2.10, O 2.11, O 2.12, O 2.13, O 2.14, O 2.15, O 2.16 (Project information on company website)

Task 2.2.6	Sending out Project Newsletters to stakeholders
<p>Beside the internal newsletter of the project an electronic newsletter will be distributed among stakeholders by email. It will contain information on the project and up-to-date activities and events.</p> <p>Beside the international email address list maintained by the LP, all PPs will be asked to distribute the newsletter to national stakeholders. National language translations can be done by PPs if needed.</p> <p>This newsletter is planned to be issued at least once a year to disseminate project news to stakeholders.</p>	
PP responsible	RSOE (PP4)
PP involved	via donau (LP), SVP (PP1), VKKI (PP2), VITUKI (PP3), AFDJ (PP5), ACN (PP6), EAEMDR (PP7), APP (IPA1), PLOVPUT (IPA2)
expected output	O 2.18, O 2.21, O 2.36 (Project Newsletter to stakeholders)

Task 2.2.7	Publishing press articles
<p>Every PP will organise the publication of a project related article. All articles should have clear reference to the fact that the project is co-financed by the ERDF of the EU and to the project website.</p> <p>All PPs are asked to send electronic version of published press article to RSOE (PP4).</p>	

Proposal: RSOE shall work out a basic set of information, which can be used by the PP to prepare their article.	
PP responsible	via donau (LP), SVP (PP1), VKKI (PP2), VITUKI (PP3), RSOE (PP4), AFDJ (PP5), ACN (PP6), EAEMDR (PP7), APP (IPA1), PLOVPUT (IPA2)
PP involved	-
expected output	O 2.23, O 2.24, O 2.25, O 2.26, O 2.27, O 2.28, O 2.29, O 2.30, O 2.31, O 2.32, O 2.33, O 2.34, (Published press articles)

7.4.4 Outputs

Output No.	Output Name	WP No.	Resp. PP	Deadline
O 2.3	Dissemination plan and strategy	WP 2	RSOE	Aug 09
O 2.4	Dissemination event	WP 2	via donau	Nov 09
O 2.5	Project website	WP 2	RSOE	Dec 09
O 2.6	Project folders (EN)	WP 2	RSOE	Dec 09
O 2.7	Project information on company website	WP 2	via donau	Dec 09
O 2.8	Project information on company website	WP 2	SVP	Dec 09
O 2.9	Project information on company website	WP 2	VKKI	Dec 09
O 2.10	Project information on company website	WP 2	RSOE	Dec 09
O 2.11	Project information on company website	WP 2	VITUKI	Dec 09
O 2.12	Project information on company website	WP 2	APP	Dec 09
O 2.13	Project information on company website	WP 2	PLOVPUT	Dec 09
O 2.14	Project information on company website	WP 2	AFDJ	Dec 09
O 2.15	Project information on company website	WP 2	ACN	Dec 09
O 2.16	Project information on company website	WP 2	EAEMDR	Dec 09
O 2.18	Project Newsletters to stakeholders (3x)	WP 2	RSOE	Dec 09
O 2.19	Dissemination event	WP 2	EAEMDR	Nov 10
O 2.21	Project Newsletters to stakeholders (3x)	WP 2	RSOE	Dec 10
O 2.22	Dissemination event	WP 2	AFDJ	Nov 11
O 2.23	Published press articles	WP 2	via donau	Dec 11
O 2.24	Published press articles	WP 2	SVP	Dec 11
O 2.25	Published press articles	WP 2	VKKI	Dec 11
O 2.26	Published press articles	WP 2	RSOE	Dec 11
O 2.27	Published press articles	WP 2	VITUKI	Dec 11
O 2.28	Published press articles	WP 2	APP	Dec 11
O 2.29	Published press articles	WP 2	PLOVPUT	Dec 11
O 2.30	Published press articles	WP 2	AFDJ	Dec 11
O 2.31	Published press articles	WP 2	ACN	Dec 11
O 2.32	Published press articles	WP 2	EAEMDR	Dec 11
O 2.33	Published press articles	WP 2	ONMA	Dec 11
O 2.34	Published press articles	WP 2	SHS	Dec 11
O 2.36	Project Newsletters to stakeholders (3x)	WP 2	RSOE	Dec 11

7.4.5 Activities under BL “External expertise and services”

Act. No.	PP	Description	estimated costs
2.2	via donau	Organisation of a dissemination event	8.000 €
2.2	EAEMDR	Organisation of a dissemination event	8.000 €
2.2	AFDJ	Organisation of a dissemination event	5.000 €
2.2	via donau	Preparation of folders and other dissemination items	6.000 €
2.2	SVP	Preparation of folders and other dissemination items	2.000 €
2.2	VKKI	Preparation of folders and other dissemination items	500 €
2.2	VITUKI	Preparation of folders and other dissemination items	1.500 €
2.2	RSOE	Preparation of folders and other dissemination items	2.000 €
2.2	ACN	Preparation of folders and other dissemination items	1.500 €
2.2	AFDJ	Preparation of folders and other dissemination items	2.000 €
2.2	EAEMDR	Preparation of folders and other dissemination items	2.000 €
2.2	APP	Distribution of dissemination materials and dissemination at relevance national conferences	3.200 €
2.2	PLOVPUT	Preparation of folders and other dissemination items	5.300 €
		Total	47.000 €

7.4.6 Activities under BL “Equipment”

Act. No.	PP	Description	estimated costs
		No expenditures foreseen	0 €

7.4.7 Link to other EU funded projects and other NEWADA tasks or Activities

All WPs should provide their results and news for dissemination purposes.

There is a link to PLATINA project (FP7), which deals with promotion of IWT. Co-ordination will be done by LP and PP4.

8 WP 3 - INTENSIFY COOPERATION ON HYDROLOGICAL AND HYDROGRAPHICAL ACTIVITIES

WP 3		Intensify cooperation on hydrological and hydrographical activities	
WP Start:	01.04.2009	WP End:	30.11.2011
PP No.	PP Name	Budget	
LP	via donau	65.300 €	
PP 1	SVP	53.860 €	
PP 2	VKKI	10.320 €	
PP 3	VITUKI	157.300 €	
PP 4	RSOE	0 €	
PP 5	AFDJ	37.000 €	
PP 6	ACN	15.625 €	
PP 7	EAEMDR	78.400 €	
IPA 1	APP	4.300 €	
IPA 2	PLOVPUT	13.290 €	
Total		435.395 €	

8.1 Objectives

Within Work Package 3 the cooperation on hydrographical and hydrological tasks shall be intensified. Especially in the cross-border region, there is a lot of potential for optimisation. National strategy plans will be prepared to harmonise efforts and measures. Due to different national procedures, surveying activities and outputs are not comparable so far. Hence, a common understanding for surveying activities will be established. Follow-up activities such as bi- and multilateral work plans will be drafted. Joint research activities will be identified by the provision of a research agenda and concepts for pilot activities.

8.2 Activities

Act. No.	Title of Activity	Resp. PP	Budget
3.1	Improve methods, processes and procedures for hydrographical and hydrological activities	SVP	183.600 €
3.2	Enhance cross-border cooperation	SVP	138.855 €
3.3	Identify areas for joint research activities	SVP	112.940 €
Total			435.395 €

8.3 Activity 3.1 - Improve methods, processes and procedures for hydrographical and hydrological activities

Act. 3.1			
Improve methods, processes and procedures for hydrographical and hydrological activities			
Act. Start:	01.04.2009	Act. End:	30.06.2010
PP No.	PP Name	Budget	
LP	via donau	26.350 €	
PP 1	SVP	23.300 €	
PP 2	VKKI	5.140 €	
PP 3	VITUKI	89.280 €	
PP 4	RSOE	0 €	
PP 5	AFDJ	14.500 €	
PP 6	ACN	0 €	
PP 7	EAEMDR	17.800€	
IPA 1	APP	2.800 €	
IPA 2	PLOVPUT	4.430 €	
Total		183.600 €	

8.3.1 Contact persons

Name	Position within company	PP	Country
Petra Marktl	Project manager	via donau	AT
Štefan Polhorský	Technician	SVP	SK
Árpád Szentiványi	Expert for water damages	VKKI	HU
Jenő Sass	Project manager	VITUKI	HU
-	-	RSOE	HU
Daniel Grosu	Head of ENC Department Galati	AFDJ	RO
Oprea Ovidiu	Hydrography expert	ACN	RO
Desislava Ivanova	Head Hydro technical and project Directorate	EAEMDR	BG
Tomislav Štrus	Expert Assistant	APP	HR
Jasna Muskatirović	Head of Design and Survey Department	PLOVPUT	RS

8.3.2 Objectives

Activity 3.1 is dealing with the improvement of methods, procedures and processes for hydrographical and hydrological activities. At first the current hydrographical and hydrological activities shall be summarised within the status quo report. Based on the status quo report best practise cases shall be identified and know-how shall be exchanged.

8.3.3 Description of work

Task 3.1.0	Preparation of a work plan for WP 3
<p>On basis of the descriptions of the SEE project application a detailed work plan shall be elaborated, which provides a detailed overview of tasks and outputs which have to be fulfilled during the run of the project NEWADA. The WPL will prepare the work plan based on the deadlines and time lines and will present the draft version to the participants on the WP meeting. The work plan for WP 3 has to be approved by the Board of Directors.</p>	
PP responsible	SVP (PP1)
PP involved	-
Expected output	O 3.0 (WP 3 work plan)

Task 3.1.1	Preparation of a status quo report on hydrographical activities
<p>SVP – as WP Leader – is responsible for the preparation of a status quo template for the report concerning the hydrographical activities. The status quo report is a description focussing on hydrographical activities. As an example, the status quo report can contain a description of the water river network, watershed divide, sub basin, watershed area, shape of the watershed, watershed slope, landscape, forest coverage, etc.</p> <p>Furthermore, the report shall contain information about observing and surveying activities, equipment for measurement, workflow of surveying, used software, hardware and post processing in relation to other teams (hydrology, etc.), identified problems at daily work and possible solutions, plans for the next 3 (5) years.</p> <p>The WPL will prepare the draft version of the template. In cooperation with the other PP a template for this report will be revised and based on remarks the WPL will prepare the final version of the template. Once all PP agree, the template will be sent out to the PP, which is asked to prepare the national report out of it. The draft version of the reports will be sent to the WP Leader within the deadline agreed.</p> <p>After delivering the draft to the WPL, a common meeting will be organised, where the drafts shall be presented. During the meeting there is place for discussion, or for adding some additional chapters if needed.</p>	
PP responsible	via donau (LP), SVP (PP1), VITUKI (PP3), AFDJ (PP5), EAEMDR (PP7), PLOVPUT (IPA2)
PP involved	APP (IPA1)
Expected output	O 3.2, O 3.4, O 3.6, O 3.8, O 3.10, O 3.12

Task 3.1.2	Preparation of a status quo report on hydrological activities
<p>SVP – as WP Leader – is responsible for the preparation of the status quo template for the report concerning the hydrological activities. The status quo report is a description focussing on hydrological activities. Common description of the conditions of hydrology, specification of the hydrological data and such way these data are elaborated and used. Description of the hydrological data series according to water bearing of a period – dividing the hydrological data into data in annual regime, in flood and drought regime and by other approaches. Description of the methods and processes - measured and pre-processing the hydrological data, hydrological</p>	

forecasting and warning in the countries and structure of organisations providing the official data.

Furthermore, the report shall contain information about measuring activities, gauging equipments, applying data processing, software, hardware and post processing, connection to other teams (hydrographs, etc.), identified problems at daily work and possible solutions, plans for the next 3 (5) years.

The WPL will prepare the draft version of the template. In cooperation with the other PP a template for this report will be revised and based on remarks the WPL will prepare the final version of the template. Once all PPs agree, the template will be sent out to the PP, which is asked to prepare the national report out of it. The draft version of the reports will be sent to the WP Leader within an agreed deadline.

After delivering the draft to the WPL, a common meeting will be organised, where the drafts shall be presented.

During the meeting there will be place for discussion, or for adding some additional chapters if needed.

PP responsible	via donau (LP), SVP (PP1), VITUKI (PP3), AFDJ (PP5), EAEMDR (PP7), PLOVPUT (IPA2)
PP involved	APP (IPA1)
Expected output	O 3.1, O 3.3, O 3.5, O 3.7, O 3.9, O 3.11

Task 3.1.3	Compilation of results
Based on the deadline agreed within the Application Form of the project the final version of the national reports will be sent from the PP to the WP Leader. The WPL shall summarise the reports and prepare the final version. Furthermore, common problems or fields of interest shall be identified. After finalisation, the WP Leader will organise a common meeting on which the PPs will present the final version of the national reports and the WPL will present the final version of the report as well. Based on the final report the whole WP Team will identify the best practise cases which then will be presented individually and discussed in detail.	
PP responsible	SVP (PP1)
PP involved	-
Expected output	O 3.13

8.3.4 Outputs

Output No.	Output Name	WP No.	Resp. PP	Deadline
O 3.0	WP 3 work plan	WP 3	SVP	May 09
O 3.1	Status quo report on national hydrological activities	WP 3	via donau	Jan 10
O 3.2	Status quo report on national hydrographical activities	WP 3	via donau	Jan 10
O 3.3	Status quo report on national hydrological activities	WP 3	SVP	Jan 10
O 3.4	Status quo report on national hydrographical activities	WP 3	SVP	Jan 10
O 3.5	Status quo report on national hydrological activities	WP 3	VITUKI	Jan 10
O 3.6	Status quo report on national hydrographical activities	WP 3	VITUKI	Jan 10
O 3.7	Status quo report on national hydrological activities	WP 3	PLOVPUT	Jan 10
O 3.8	Status quo report on national hydrographical activities	WP 3	PLOVPUT	Jan 10
O 3.9	Status quo report on national hydrological activities	WP 3	AFDJ	Jan 10

O 3.10	Status quo report on national hydrographical activities	WP 3	AFDJ	Jan 10
O 3.11	Status quo report on national hydrological activities	WP 3	EAEMDR	Jan 10
O 3.12	Status quo report on national hydrographical activities	WP 3	EAEMDR	Jan 10
O 3.13	Compilation of national status quo reports	WP 3	SVP	Feb 10

8.3.5 Activities under BL "External expertise and services"

Act. No.	PP	Description	estimated costs
3.1	SVP	Consultation with State Hydro meteorological Institute & organisation of the WP meetings	5.000 €
3.1	VITUKI	undefined so far	35.000 €
3.1	AFDJ	External consultation with responsible State Institute	1.000 €
3.1	EAEMDR	External consultation with responsible State Institute	8.400 €
		Total	49.000 €

8.3.6 Activities under BL "Equipment"

Act. No.	PP	Description	estimated costs
		No expenditures foreseen	0 €

8.3.7 Link to other EU funded projects and other NEWADA tasks or Activity

Activity 3.1 has a relation to WP 4, since its activities are based upon information of Act. 3.1.

8.4 Activity 3.2 - Enhance cross-border cooperation

Act. 3.2	Enhance cross-border cooperation		
Act. Start:	31.01.2010	Act. End:	30.09.2011
PP No.	PP Name	Budget	
LP	via donau	21.250 €	
PP 1	SVP	14.300 €	
PP 2	VKKI	5.180 €	
PP 3	VITUKI	52.640 €	
PP 4	RSOE	0 €	
PP 5	AFDJ	10.500 €	
PP 6	ACN	15.625 €	
PP 7	EAEMDR	10.500€	
IPA 1	APP	0 €	
IPA 2	PLOVPUT	8.860 €	
	Total	138.855 €	

8.4.1 Contact persons

Name	Position within company	PP	Country
Petra Marktl	Project manager	via donau	AT
Štefan Polhorský	Technician	SVP	SK
Árpád Szentiványi	Expert for water damages	VKKI	HU
Jenő Sass	Project manager	VITUKI	HU
-	-	RSOE	HU
Romeo Soare	Head of Giurgiu Branch	AFDJ	RO
Oprea Ovidiu	Hydrography expert	ACN	RO
Desislava Ivanova	Head Hydro technical and project Directorate	EAEMDR	BG
Tomislav Štrus	Expert Assistant	APP	HR
Ivin Sinisa	Hydrographer	PLOVPUT	RS

8.4.2 Objectives

Activity 3.2 is related to the enhancement of cross-border cooperation. A common understanding of surveying activities and outputs will be established. A national strategy plan will be prepared to intensify the cross-border activities. This may include the preparation of bilateral work plans under the consideration of existing cooperation mechanisms within cross-border commissions.

8.4.3 Description of work

Task 3.2.1	Preparation of a report on common understanding of surveying activities and outputs
The whole WP Team has to come to a common understanding of surveying tasks, which will be conducted by SVP. The common understanding will be based on the result of Act. 3.1. The final report of Act. 3.1 will serve as the best overview material, which activities, methods and procedures have been made and measured in each country.	
PP responsible	SVP (PP1),
PP involved	via donau (LP), VITUKI (PP3), AFDJ (PP5), EAEMDR (PP7), PLOVPUT (IPA2)
Expected output	O 3.14

Task 3.2.2	Preparation of a national strategy plan for intensification of cross-border activities
All PPs will have meetings with neighbouring countries to intensify the cross-border cooperation and have to prepare the national strategy plan for their country. The strategy plan shall contain information how the Project Team of each country sees itself within the next 3-5 years. What has to be done to speed up the provision of information, what manpower is necessary for that, what software or hardware tools could be used to improve quality, etc. Hence, the strategy plan shall be produced out of the teams view.	
The draft and final version of the national strategy plan have to be sent to the WP Leader. The WPL will collect all strategy plans of each country, make an overview out of them, which will then be presented to the whole WP	

Team on a common meeting. Common interest and synergies are of great importance, which can be used to set up follow-up projects.	
PP responsible	via donau (LP), SVP (PP1), VITUKI (PP3), AFDJ (PP5), EAEMDR (PP7), PLOVPUT (IPA2)
PP involved	-
Expected output	O 3.15, O 3.16, O 3.17, O 3.18, O 3.19, O 3.20

8.4.4 *Outputs*

Output No.	Output Name	WP No.	Resp. PP	Deadline
O 3.14	Report on common understanding of surveying activities and outputs	WP 3	SVP	Nov 10
O 3.15	National strategy plan for intensification of cross-border activities	WP 3	via donau	Sep 11
O 3.16	National strategy plan for intensification of cross-border activities	WP 3	SVP	Sep 11
O 3.17	National strategy plan for intensification of cross-border activities	WP 3	VITUKI	Sep 11
O 3.18	National strategy plan for intensification of cross-border activities	WP 3	PLOVPUT	Sep 11
O 3.19	National strategy plan for intensification of cross-border activities	WP 3	AFDJ	Sep 11
O 3.20	National strategy plan for intensification of cross-border activities	WP 3	EAEMDR	Sep 11

8.4.5 *Activities under BL "External expertise and services"*

Act. No.	PP	Description	estimated costs
3.2	VITUKI	Organisation of the meetings with neighbouring countries	3.000 €
3.2	VITUKI	undefined so far	12.000 €
3.2	EAEMDR	Organisation of the meetings with neighbouring countries	3.000 €
		Total	38.000 €

8.4.6 *Activities under BL "Equipment"*

Act. No.	PP	Description	estimated costs
		No expenditures foreseen	0 €

8.4.7 *Link to other EU funded projects and other NEWADA tasks or Activities*

Activity 3.2 is partly based on the status quo report on hydrological and hydrographical activities. Furthermore, it has a relation to activities of WP 4, which are based upon information of activity 3.2. Additionally, possible follow-up activities have to be identified. Hence, there is a relation to Activity 6.4.

8.5 Activity 3.3 - Identify ideas for joint research activities

Act. 3.3		Identify ideas for joint research activities	
Act. Start:	01.02.2011	Act. End:	30.11.2011
PP No.	PP Name	Budget	
LP	via donau	17.700 €	
PP 1	SVP	16.260 €	
PP 2	VKKI	0 €	
PP 3	VITUKI	15.380 €	
PP 4	RSOE	0 €	
PP 5	AFDJ	12.000 €	
PP 6	ACN	0 €	
PP 7	EAEMDR	50.100€	
IPA 1	APP	1.500 €	
IPA 2	PLOVPUT	0 €	
Total		112.940 €	

8.5.1 Contact persons

Name	Position within company	PP	Country
Petra Marktl	Project Manager	via donau	AT
Štefan Polhorský	Technician	SVP	SK
-	-	VKKI	HU
Jenő Sass	Project Manager	VITUKI	HU
-	-	RSOE	HU
Daniel Grosu	Head of ENC Department Galati	AFDJ	RO
Oprea Ovidiu	Hydrography expert	ACN	RO
Desislava Ivanova	Head Hydro technical and project Directorate	EAEMDR	BG
Tomislav Štrus	Expert Assistant	APP	HR
-	-	PLOVPUT	RS

8.5.2 Objectives

Activity 3.3 is dealing with the identification of joint research activities in the field of hydrography and hydrology. Based on the achievements of activity 3.1 and 3.2 a joint research agenda and concepts for common pilot activities will be provided.

8.5.3 Description of work

Task 3.3.1	Provision of a joint research agenda
SVP – as WP Leader – is in charge of organisation of meetings and the whole WP Team has to identify fields for	

joint research activities. The basis for the discussion shall be the status quo reports and the national strategy reports. A common research initiative shall help the Danube waterway administrations to keep their systems state of the art by using synergies between the countries. This task offers possibilities to identify follow-up activities. During the meeting an agenda for joint research activities will be defined. WP Leader prepares the draft version, sends it to the PP and the PP will send the feedback and comments back. After the revision of the comments the WP Leader will prepare the final agenda and will send it to the PP for approval.

PP responsible	SVP (PP1)
PP involved	via donau (LP), VITUKI (PP3), AFDJ (PP5), EAEMDR (PP7), APP (IPA1)
Expected output	O 3.21 (joint research agenda)

Task 3.3.2	Provision of a concept for common pilot activities
<p>All PPs are asked to provide ideas and additional concepts for common pilot activities. The concepts – which are based upon task 3.3.1 – for pilots shall highlight where the Project Partners see a common interest in investing time and other resources to improve and/or speed up daily work processes. The WP Leader will collect the ideas in cooperation with the PP. The whole WP Team will prepare the concept for the common pilot activities and choose the best suitable ideas in close cooperation. (Concept for 2 pilots will be worked out).</p> <p>Proposal for organisation of the common meeting on which the concept of the pilot will be presented (maybe this includes a company presentation or demonstration of new equipment).</p>	
PP responsible	SVP (PP1)
PP involved	via donau (LP), VITUKI (PP3), AFDJ (PP5), EAEMDR (PP7), APP (IPA1)
Expected output	O 3.22 (Concept for common pilot activities)

8.5.4 Outputs

Output No.	Output Name	WP No.	Resp. PP	Deadline
O 3.21	Provision of a joint research agenda	WP 3	SVP	Nov 11
O 3.22	Concept for common pilot activities	WP 3	SVP	Nov 11

8.5.5 Activities under BL “External expertise and services”

Act. No.	PP	Description	estimated costs
3.3	SVP	Consultation with State Hydro Meteorological Institute & organisation of the WP meetings	3.000 €
3.3	VITUKI	Consultation with responsible State Institute	5.000 €
3.3	EAEMDR	Consultation with responsible State Institute	2.500 €
		Total	10.500 €

8.5.6 *Activities under BL "Equipment"*

Act. No.	PP	Description	estimated costs
3.3	EAEMDR	Equipment for high level evaluation of the elevation of water levels	40.000 €
		Total	40.000 €

8.5.7 *Link to other EU funded projects and other NEWADA tasks or Activity*

Activity 3.3 is partly based on the status quo report on hydrological and hydrographical activities as well as on outcomes of enhanced cross-border cooperation within activity 3.2. Furthermore, it has a relation to activities of WP 4, which are based on information of activity 3.3. Additionally, possible follow-up activities have to be identified. Hence, there is a relation to Activity 6.4.

9 WP 4 - IMPROVE PHYSICAL ACCESSIBILITY OF WATERWAY INFRASTRUCTURE

WP 4			
Improve physical accessibility of waterway infrastructure			
WP Start:	01.04.2009	WP End:	30.11.2011
PP No.	PP Name	Budget	
LP	via donau	80.550 €	
PP 1	SVP	58.850 €	
PP 2	VKKI	30.995 €	
PP 3	VITUKI	25.800 €	
PP 4	RSOE	0 €	
PP 5	AFDJ	51.950 €	
PP 6	ACN	39.200 €	
PP 7	EAEMDR	47.000 €	
IPA 1	APP	23.000 €	
IPA 2	PLOVPUT	0 €	
Total		357.345 €	

9.1 Objectives

River engineering is the process of planned human intervention in the course, characteristics or flow of a river with the intention of producing some defined benefit. Several bottlenecks along the European Transport Corridor VII are core hindrances for navigation. Similarities among these bottlenecks shall be identified to implement common solutions for their removal. Another essential item for a waterway administration is the maintenance of the waterway. Due to co-operation and to the fact, that approximately 1100 river km of the 2400 river km are shared border, a huge potential is given for a more efficient waterway maintenance .

9.2 Activities

Act. No.	Title of Activity	Resp. PP	Budget
4.1	Access and improve methods, processes and procedures for waterway maintenance	AFDJ	104.715 €
4.2	Ecological optimisation of waterway maintenance and improvement works	AFDJ	98.550 €
4.3	Preparation of national strategy plans for waterway maintenance	AFDJ	72.825 €
4.4	Identification and setting up of common future co-operations / coordination activities	AFDJ	81.255 €
Total			357.345 €

9.3 Activity 4.1 - Access and improve methods, processes and procedures for waterway maintenance

Act. 4.1	Access and improve methods, processes and procedures for waterway maintenance		
Act. Start:	01.04.2009	Act. End:	31.03.2010
PP No.	PP Name	Budget	
LP	via donau	25.500 €	
PP 1	SVP	16.000 €	
PP 2	VKKI	9.440 €	
PP 3	VITUKI	0 €	
PP 4	RSOE	0 €	
PP 5	AFDJ	12.250 €	
PP 6	ACN	14.525 €	
PP 7	EAEMDR	15.000€	
IPA 1	APP	12.000 €	
IPA 2	PLOVPUT	0 €	
Total		104.715 €	

9.3.1 Contact persons

Name	Position within company	PP	Country
Klaus Dieplinger	Head of Maintenance Department	via donau	AT
Maria Antalova	Head of Department	SVP	SK
András Magyarics	Expert for water damages	VKKI	HU
Jenő Sass	Project manager	VITUKI	HU
-	-	RSOE	HU
Claudiu Dutu	Head of ENC Department	AFDJ	RO
Silviu Udrea	Head of Investment Department	ACN	RO
Veneta Popova	Junior specialist	EAEMDR	BG
Tomislav Štrus	Expert Assistant	APP	HR
Ljubiša Mihajlović	Deputy Director	PLOVPUT	RS

9.3.2 Objectives

The main objective of Activity 4.1 is to prepare a general status quo report from all partners regarding the river stretch characterisation from hydrological, morphological and navigation conditions point of view, equipments, financial resources for waterway maintenance, internal and external workflow. The national status quo report must contain information about hydrology, survey, fairway axis, limits and gauge, floating and coastal signalization, signalization for high and low level, etc.

9.3.3 Description of work

Task 4.0.1	Preparation of a work plan for WP4
<p>On basis of the descriptions of the SEE project application a detailed work plan shall be elaborated, which provides a detailed overview of tasks and outputs which have to be fulfilled during the run of the project NEWADA. The work plan for WP 4 has to be approved by the Board of Directors.</p>	
PP responsible	AFDJ (PP5)
PP involved	-
Expected output	O 4.0 (WP 4 work plan)

Task 4.1.1	Preparation of a status quo report on waterway maintenance
<p>Infrastructure is a fundamental element of the inland navigation system. The national status quo report must contain information about e.g. hydrology, survey, fairway axis, limits and gauge, floating and coastal signalization, signalization for high and low level, dredging works, maintenance works and hydro technical construction, fairway information, ENC, tracking and tracing centre, skippers, report on the prevention and restoration of flood damages, feasibility studies for the sustainable removal of bottlenecks, exchange know-how and planning for lock maintenance and repair, action plan for cross-border projects like joint marking system (inland navigation traffic signs), responsibility on the fairway, waterway maintenance in the ice, lowest and highest period, common sector – waterway maintenance, etc.</p> <p>The draft template will be sent out to the PP, to be agreed by all PP (open for remarks). Once, all PP agree, the template will be sent out to the PP, which is asked to prepare the status quo report on the waterway maintenance and to send it to the WP Leader within an agreed deadline.</p> <p>After the delivering of the draft status quo report, a common meeting will be organized, where the drafts shall be presented (open for remarks, discussion).</p>	
PP responsible	via donau (LP), SVP (PP1), VKKI (PP3), AFDJ (PP5), ACN (PP6), EAEMDR (PP7), APP (IPA1)
PP involved	-
Expected output	O 4.1, O 4.2, O 4.3, O 4.4, O 4.5, O 4.6, 4.7 (Status quo report on waterway maintenance)

Task 4.1.2	Compilation of national status quo reports
<p>WP Leader will summarise the reports and will prepare the final version of national status quo reports. After this, the WP Leader will organise a common meeting, where the PP will present the final version. Based on the final report, the WP Team will identify the best practice cases in waterway maintenance.</p>	
PP responsible	AFDJ (PP5)
PP involved	-
Expected output	O 4.8 (Compilation of national status quo reports)

Task 4.1.3	Preparation of a concept for optimum interrelation between maintenance work and river engineering projects
<p>All PPs will start to prepare a report for optimum interrelation between maintenance work and river engineering projects within the time line agreed. The report must contain information regarding implementation of the EU Water Framework Directive (WFD) and other ecological aspects, impact of hydrological events and their influence, restoration of the flood damage, cooperation in the common sector, plans for the future, etc. After the concept was done, a common meeting will be organised where each PP will present the concept and share the information with partners. This report can provide the interrelation between Act 4.1. and Act 4.2.</p>	
PP responsible	AFDJ (PP5)
PP involved	via donau (LP), SVP (PP1), VKKI (PP3), ACN (PP6), EAEMDR (PP7), APP (IPA1)
Expected output	O 4.9 (Concept for optimum interrelation between maintenance work and river engineering projects)

9.3.4 Outputs

Output No.	Output Name	WP No.	Resp. PP	Deadline
O 4.0	WP 4 work plan	WP 4	AFDJ	May 09
O 4.1	Status quo report on waterway maintenance	WP 4	via donau	Feb 10
O 4.2	Status quo report on waterway maintenance	WP 4	SVP	Feb 10
O 4.3	Status quo report on waterway maintenance	WP 4	VKKI	Feb 10
O 4.4	Status quo report on waterway maintenance	WP 4	APP	Feb 10
O 4.5	Status quo report on waterway maintenance	WP 4	AFDJ	Feb 10
O 4.6	Status quo report on waterway maintenance	WP 4	ACN	Feb 10
O 4.7	Status quo report on waterway maintenance	WP 4	EAEMDR	Feb 10
O 4.8	Compilation of national status quo reports	WP 4	AFDJ	Mar 10
O 4.9	Concept for optimum interrelation between maintenance work and river engineering projects	WP 4	AFDJ	Mar 10

9.3.5 Activities under BL "External expertise and services"

Act. No.	PP	Description	estimated costs
4.1	AFDJ	Organization of meetings	1.000 €
4.1	EAEMDR	Translation service, assistance from other organisation	6.000 €
4.1	APP	Undefined so far	10.000 €
Total			17.000 €

9.3.6 Activities under BL "Equipment"

Act. No.	PP	Description	estimated costs
		No expenditures foreseen	0 €

9.3.7 Link to other EU funded projects and other NEWADA tasks or Activity

Activity 4.1 is partly based on the status quo report on hydrological and hydrographical activities as well as on outcomes of enhanced cross-border cooperation within Act. 3.2.

Furthermore, it has a relation to activities of WP 6 where activities are based upon information of Act. 4.1

9.4 Activity 4.2 - Ecological optimisation of waterway maintenance and improvement works

Act. 4.2	Ecological optimisation of waterway maintenance and improvement works		
Act. Start:	01.04.2009	Act. End:	31.05.2010
PP No.	PP Name	Budget	
LP	via donau	20.300 €	
PP 1	SVP	14.500 €	
PP 2	VKKI	8.160 €	
PP 3	VITUKI	23.840 €	
PP 4	RSOE	0 €	
PP 5	AFDJ	14.250 €	
PP 6	ACN	0 €	
PP 7	EAEMDR	15.500€	
IPA 1	APP	2.000 €	
IPA 2	PLOVPUT	0 €	
Total		98.550 €	

9.4.1 Contact persons

Name	Position within company	PP	Country
Klaus Dieplinger	Head of Maintenance Department	via donau	AT
Maria Antalova	Head of department	SVP	SK
András Magyarics	Expert for water damages	VKKI	HU
Jenő Sass	Project manager	VITUKI	HU
-	-	RSOE	HU
Ionescu Sergiu	Surveyor Expert	AFDJ	RO
Anisoara Tomescu	Head of Environmental Protection Office	ACN	RO

Veneta Popova	Junior specialist	EAEMDR	BG
Tomislav Štrus	Expert Assistant	APP	HR
Duško Isaković	Civil Engineer	PLOVPUT	RS

9.4.2 Objectives

The objective of this Activity is to prepare a concept for interrelation between maintenance work and river engineering, in the frame of ecological optimisation. It is important to know about environmental projects and to correlate these from navigational and ecological point of view.

9.4.3 Description of work

Task 4.2.1	Preparation of a study about the impacts of the WFD for ecological optimised waterway maintenance
<p>All PPs will prepare a study about the impacts of the WFD (Water Framework Directive), from 3 areas (measures) that will be selected between the PP to report the ecological impact of the hydraulic engineering in the frame of the WFD. After the draft version of the report has been done, a common meeting will be organised, where each PP will present his own study. All issues concerning the waterway maintenance can be discussed in this meeting with respect to WFD .A WP team will be established in order to gather the necessary information, to identify the content and to draft the study in cooperation with all PPs involved, who – based on their experience – could contribute with valuable information to the impact of WFD on specific projects and moreover with examples of good practices.</p> <p>A consultation process will follow the first draft of the study involving all the PPs and other authorities.</p>	
PP responsible	AFDJ (PP5)
PP involved	via donau (LP), SVP (PP1), VITUKI (PP3), AFDJ (PP5), EAEMDR (PP7), APP (IPA1)
Expected output	O 4.10 (Study about the impacts of the WFD for ecological optimised waterway maintenance)

9.4.4 Outputs

Output No.	Output Name	WP No.	Resp. PP	Deadline
O 4.10	Study about the impacts of the WFD for ecological optimised waterway maintenance	WP 4	AFDJ	May 10

9.4.5 Activities under BL “External expertise and services”

Act. No.	PP	Description	estimated costs
3.2	SVP	External expertise & Organization a meeting	1.500 €
3.2	VITUKI	Undefined so far	5.000 €
3.2	EAEMDR	Translation service, assistance from other organisation	6.000 €
		Total	12.500 €

9.4.6 Activities under BL "Equipment"

Act. No.	PP	Description	estimated costs
		No expenditures foreseen	0 €

9.4.7 Link to other EU funded projects and other NEWADA tasks or Activity

Activity 4.2 is partly based on the status quo report on hydrological and hydrographical activities as well as on outcomes of enhanced cross-border cooperation within Act. 3.2.

9.5 Activity 4.3 - Preparation of national strategy plans for waterway maintenance

Act. 4.3	Preparation of national strategy plans for waterway maintenance		
Act. Start:	01.02.2010	Act. End:	30.04.2011
PP No.	PP Name	Budget	
LP	via donau	18.250 €	
PP 1	SVP	17.700 €	
PP 2	VKKI	6.375 €	
PP 3	VITUKI	0 €	
PP 4	RSOE	0 €	
PP 5	AFDJ	10.000 €	
PP 6	ACN	9.400 €	
PP 7	EAEMDR	9.100€	
IPA 1	APP	2.000 €	
IPA 2	PLOVPUT	0 €	
Total		72.825 €	

9.5.1 Contact persons

Name	Position within company	PP	Country
Klaus Dieplinger	Head of Maintenance Department	via donau	AT
Maria Antalova	Head of department	SVP	SK
András Magyarics	Expert for water damages	VKKI	HU
-	-	VITUKI	HU
-	-	RSOE	HU
Cristian Bledé	Counsellor DGTN - MTI	AFDJ	RO
Abdurafi Morena	Development Office	ACN	RO
Veneta Popova	Junior specialist	EAEMDR	BG
Tomislav Štrus	Expert Assistant	APP	HR
Ljubiša Mihajlović	Deputy Director	PLOVPUT	RS

9.5.2 Objectives

The objective of this Activity is to improve the conditions of navigation in the frame of standards and RIS Directive.

9.5.3 Description of work

Task 4.3.1	Preparation of a national strategy plan for optimisation of waterway maintenance
All PP will have meetings with neighbouring countries to intensify the cross-border cooperation and have to prepare the national strategy plan for their country. The strategy plans must be correlated between countries that have common border with the river Danube. The draft and final version have to be sent out to the WP Leader. The WPL will collect all the NSP (national strategy plans), make an overview and will present this in a common meeting with the PPs..	
PP responsible	via donau (LP), SVP (PP1), VKKi (PP2), AFDJ (PP5), EAEMDR (PP7), APP (IPA1)
PP involved	
Expected output	O 4.11, O 4.12, O 4.13, O 4.14, O 4.15, O 4.16, O 4.17

9.5.4 Outputs

Output No.	Output Name	WP No.	Resp. PP	Deadline
O 4.11	National strategy plan for optimisation of waterway maintenance	WP 4	via donau	Apr 11
O 4.12	National strategy plan for optimisation of waterway maintenance	WP 4	SVP	Apr 11
O 4.13	National strategy plan for optimisation of waterway maintenance	WP 4	VKKI	Apr 11
O 4.14	National strategy plan for optimisation of waterway maintenance	WP 4	EAEMDR	Apr 11
O 4.15	National strategy plan for optimisation of waterway maintenance	WP 4	AFDJ	Apr 11
O 4.16	National strategy plan for optimisation of waterway maintenance	WP 4	ACN	Apr 11
O 4.17	National strategy plan for optimisation of waterway maintenance	WP 4	APP	Apr 11

9.5.5 Activities under BL "External expertise and services"

Act. No.	PP	Description	estimated costs
	AFDJ	Organization of a meeting	1.000 €
	EAEMDR	Organization of a meeting	1.500 €
		Total	2.500 €

9.5.6 Activities under BL "Equipment"

Act. No.	PP	Description	estimated costs
		No expenditures foreseen	0 €

9.5.7 Link to other EU funded projects and other NEWADA tasks or Activity

Activity 4.3 is partly based on the status quo report on hydrological and hydrographical activities as well as on outcomes of enhanced cross-border cooperation within activity 3.2.

9.6 Activity 4.4 - Identification and setting up of common future co-operations / coordination activities

Act. 4.4	Identification and setting up of common future co-operations / coordination activities		
Act. Start:	01.05.2011	Act. End:	30.11.2011
PP No.	PP Name	Budget	
LP	via donau	16.500 €	
PP 1	SVP	10.650 €	
PP 2	VKKI	7.020 €	
PP 3	VITUKI	1.960 €	
PP 4	RSOE	0 €	
PP 5	AFDJ	15.450 €	
PP 6	ACN	15.275 €	
PP 7	EAEMDR	7.400€	
IPA 1	APP	7.000 €	
IPA 2	PLOVPUT	0 €	
Total		81.255 €	

9.6.1 Contact persons

Name	Position within company	PP	Country
Klaus Dieplinger	Head of Maintenance Department	via donau	AT
Maria Antalova	Head of department	SVP	SK
András Magyarics	Expert for water damages	VKKI	HU
Jenő Sass	Project manager	VITUKI	HU
-	-	RSOE	HU
Romeo Soare	Head of Giurgiu Branch	AFDJ	RO
Dan George Stoianovici	Head of Development Office	ACN	RO
Veneta Popova	Junior specialist	EAEMDR	BG
Tomislav Štrus	Expert Assistant	APP	HR

Jasna Muskatirović	Head of Design and Survey Department	PLOVPUT	RS
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9.6.2 Objectives

The objective of this Activity is to identify and prepare follow-up activities in future common projects.

9.6.3 Description of work

Task 4.4.1	Identification and preparation of possible follow-up activities
<p>The draft template will be sent out to the PP and has to be agreed by all PPs (open for remarks) to identify and prepare the following activities for common projects. Once all PP agree the template, it will be sent out to the PP, which has to prepare the report regarding the proposal activities for common projects and to send it to the WP Leader within an agreed deadline. An abstract of these possible activities and a short report about the initial and final situation will be done (soft presentation about the possible cost estimations, institutions, etc).</p> <p>After delivering the report, a common meeting will be organized, where the reports will be presented (open for remarks, discussion) and the main activities selected for common projects.</p>	
PP responsible	AFDJ (PP5),
PP involved	via donau (LP), SVP (PP1), VKKI (PP2), VITUKI (PP3), AFDJ (PP5), ACN (PP6), EAEMDR (PP7), APP (IPA1)
Expected output	O 4.18 (possible follow-up activities)

9.6.4 Outputs

Output No.	Output Name	WP No.	Resp. PP	Deadline
O 4.18	Identification and preparation of possible follow-up activities (2x)	WP 4	AFDJ	Nov 11

9.6.5 Activities under BL "External expertise and services"

Act. No.	PP	Description	estimated costs
4.4	APP	Organisation of meetings	5.000 €
Total			5.000 €

9.6.6 Activities under BL "Equipment"

Act. No.	PP	Description	estimated costs
		No expenditures foreseen	0 €

9.6.7 Link to other EU funded projects and other NEWADA tasks or Activity

Activity 4.4 is partly based on the status quo report on hydrological and hydrographical activities as well as on outcomes of enhanced cross-border cooperation within Act. 3.2. Additionally, possible follow-up activities have to be identified. Hence, there is a relation to Act. 6.4.

10 WP 5 – ENHANCE ACCESSIBILITY TO ICT NETWORKS AND SERVICES

WP 5			
Enhance accessibility to ICT networks and services			
WP Start:	01.04.2009	WP End:	30.11.2011
PP No.	PP Name	Budget	
LP	via donau	133.750 €	
PP 1	SVP	144.800 €	
PP 2	VKKI	5.800 €	
PP 3	VITUKI	109.880 €	
PP 4	RSOE	93.600 €	
PP 5	AFDJ	125.700 €	
PP 6	ACN	131.925 €	
PP 7	EAEMDR	110.300 €	
IPA 1	APP	63.600 €	
IPA 2	PLOVPUT	60.698 €	
Total		980.053 €	

10.1 Objectives

WP 5 is dealing with the implementation of ICT networks and services. Main goal is to harmonize these services (e.g. ENC) and to elaborate strategic documents for the Danube area such as guidelines. Joint activities like common survey and pilot actions are also essential.

Relevant data for waterway administration and its interfaces will be defined. This data will be published on a web portal, where each country is responsible for its national information. Access points will be implemented at neuralgic points along the Danube waterway, where only the web portal can be accessed. ENC (electronic navigational charts) are the basis for RIS (River Information Services) (see Directive 2005/44/EC). For those charts a common understanding in terms of quality will be worked out and implemented. In the run of previous projects like D4D and DANewBE Data, both within the INTERREG III B programme, a GIS data base was piloted. This kind of data base shall now be extended to Romania and Bulgaria. Furthermore, necessary amendments due to technology development will be included.

10.2 Activities

Act. No.	Title of Activity	Resp. PP	Budget
5.1	FIS data	RSOE	123.323 €
5.2	ENC harmonisation	via donau	215.426 €
5.3	GIS data	RSOE	351.080 €

5.4	FIS web portal	RSOE	123.732 €
5.5	WLAN network	RSOE	166.491 €
Total			980.053 €

10.3 Activity 5.1 - FIS data

Act. 5.1	FIS data		
WP Start:	01.04.2009	WP End:	31.05.2010
PP No.	PP Name	Budget	
LP	via donau	14.500 €	
PP 1	SVP	18.150 €	
PP 2	VKKI	5.800 €	
PP 3	VITUKI	20.600 €	
PP 4	RSOE	19.280 €	
PP 5	AFDJ	8.000 €	
PP 6	ACN	12.675 €	
PP 7	EAEMDR	9.900€	
IPA 1	APP	7.000 €	
IPA 2	PLOVPUT	7.418 €	
Total		123.323 €	

10.3.1 Contact persons

Name	Position within company	PP	Country
Markus Schedlbauer	Project manager	via donau	AT
Maroš Lapšanský	Technician	SVP	SK
Ferenc Szigeti	Expert for water damages	VKKI	HU
Kornél Albert	GIS expert	VITUKI	HU
Gergely Mező	Project manager	RSOE	HU
Adrian Maizel	Surveyor Expert	AFDJ	RO
Anastasiie Severin	Head of Traffic Department	ACN	RO
Plamen Kutinchev	Senior Specialist, Project Department	EAEMDR	BG
Andrija Spaić	Expert Assistant	APP	HR
Tihomir Stošić	ECDIS Engineer	PLOVPUT	RS

10.3.2 Objectives

Analysis and identification of relevant Fairway Information Services (FIS) data – that can be provided for the users and among waterway administrations for their daily work. Main goal is to prepare content requirements for the

web portal (Act.. 5.4). It is also important to link all available sources that can be used, e.g. different project results, other public website information.

10.3.3 Description of work

Task 5.1.0	Preparation of a work plan for WP5
On basis of the descriptions of the SEE project application a detailed work plan shall be elaborated, which provides a detailed overview of tasks and outputs which have to be fulfilled during the run of the project NEWADA. The work plan for WP 5 has to be approved by the Board of Directors.	
PP responsible	RSOE (PP4)
PP involved	-
Expected output	O 5.0 (WP 5 work plan)

Task 5.1.1	Preparation of a status quo report on existing exchange routines for FIS data
Every PP should analyse the status quo of presently available FIS data in its country and should elaborate a national status quo report on the results. The report should define data that will be provided for the web portal. It should also identify all relevant sources that can be used for the web portal (e.g. other IWT or meteorology-related national websites).	
Main topics of status quo report:	
<ul style="list-style-type: none"> - Inventory of FIS services implemented - Inventory of other waterway-related services - Identified problems, possible solutions - FIS data for publishing on web portal - Roadmap for making national data available 	
PP responsible	via donau (LP), SVP (PP1), RSOE (PP4), AFDJ (PP5), ACN (PP6), EAEMDR (PP7), APP (IPA1), PLOVPUT (IPA2)
PP involved	VKKI (PP2), VITUKI (PP3)
Expected output	O 5.11, O 5.12, O 5.13, O 5.14, O 5.15, O 5.16, O 5.17 (Status quo report on existing exchange routines for FIS data)

Task 5.1.2	Specification of a minimum FIS data set which shall be exchanged
All PPs should collect their national data sources based on 5.1 Status quo report on FIS data roadmap.	
PP responsible	RSOE (PP4)
PP involved	via donau (LP), SVP (PP1), VKKI (PP2), VITUKI (PP3), AFDJ (PP5), ACN (PP6), EAEMDR (PP7), APP (IPA1), PLOVPUT (IPA2)
Expected output	O 5.28 (Minimum set of FIS data to be exchanged)

10.3.4 Outputs

Output No.	Output Name	WP No.	Resp. PP	Deadline
O 5.0	WP 5 work plan	WP 5	RSOE	May 09
O 5.11	Status quo report on existing exchange routines for FIS data	WP 5	via donau	Jan 10
O 5.12	Status quo report on existing exchange routines for FIS data	WP 5	SVP	Jan 10
O 5.13	Status quo report on existing exchange routines for FIS data	WP 5	RSOE	Jan 10
O 5.14	Status quo report on existing exchange routines for FIS data	WP 5	APP	Jan 10
O 5.15	Status quo report on existing exchange routines for FIS data	WP 5	PLOVPUT	Jan 10
O 5.16	Status quo report on existing exchange routines for FIS data	WP 5	EAEMDR	Jan 10
O 5.17	Status quo report on existing exchange routines for FIS data	WP 5	AFDJ	Jan 10
O 5.28	Specification of a minimum FIS data set which shall be exchanged	WP 5	RSOE	May 10

10.3.5 Activities under BL "External expertise and services"

Act. No.	PP	Description	estimated costs
5.1	SVP	Undefined so far	3.800 €
5.1	VITUKI	Undefined so far	10.000 €
5.1	EAEMDR	Undefined so far	3.000 €
5.1	APP	Undefined so far	5.000 €
		Total	21.800 €

10.3.6 Activities under BL "Equipment"

Act. No.	PP	Description	estimated costs
		No expenditures foreseen	0 €

10.3.7 Link to other EU funded projects and other NEWADA tasks or Activity

Activity 5.4 is based on this Activity. There is a close link to all other WP5 activities as well as to following projects: D4D, DANewBe Data, IRIS Europe, IRIS Europe II, national RIS projects

10.4 Activity 5.2 - ENC harmonisation

Act. 5.2	ENC harmonisation		
Act. Start:	01.06.2009	Act. End:	31.03.2011
PP No.	PP Name	Budget	
LP	via donau	28.950 €	

PP 1	SVP	28.350 €
PP 2	VKKI	0 €
PP 3	VITUKI	36.820 €
PP 4	RSOE	4.720 €
PP 5	AFDJ	26.500 €
PP 6	ACN	28.850 €
PP 7	EAEMDR	28.400€
IPA 1	APP	19.000 €
IPA 2	PLOVPUT	13.836 €
Total		215.426 €

10.4.1 Contact persons

Name	Position within company	PP	Country
Johannes Nemeth	Project manager	via donau	AT
Maroš Lapšanský	Technician	SVP	SK
-	-	VKKI	HU
László Rédly	Project engineer	VITUKI	HU
Gergely Mező	Project manager	RSOE	HU
Teodor Tanasescu	ENC Expert	AFDJ	RO
Anastasié Severin	Head of Traffic Department	ACN	RO
Plamen Kutinchev	Senior Specialist, Project Department	EAEMDR	BG
Andrija Spaić	Expert Assistant	APP	HR
Tihomir Stošić	ECDIS Engineer	PLOVPUT	RS

10.4.2 Objectives

Several EU-funded projects supported the Danube countries to produce Electronic Navigational Charts (ENCs). Although a European standard exists, the quality of these charts is not homogenous. Therefore this Activity will improve the quality of the charts and the ENC production process where possible. Furthermore, the involved PP will come to a final agreement on chart updating routines and the release of new editions. Finally, the Project Team will also invest into additional services as the preparation of paper navigational charts on the basis of ENCs.

10.4.3 Description of work

Task 5.2.1	Updating ENC software
All Project Partners – which are responsible for issuing ENCs to the public – shall update their existing ENC software to the latest version. This is a precondition for the production of ENCs in terms of equal quality. In addition, quality checks for ENCs according to the standard S-58 shall be implemented where not existing.	
PP responsible	via donau (LP), SVP (PP1), VITUKI (PP3), AFDJ (PP5), ACN (PP6), EAEMDR (PP7), APP (IPA1), PLOVPUT (IPA2)

PP involved	-
Expected output	O 5.3, O 5.4, O 5.5, O 5.6, O 5.7, O 5.8, O 5.9 (Updating ENC software tools)

Task 5.2.2	ENC Training courses
To be able to utilise the acquired software tools, training sessions will be organised. In general each Project Partner is responsible for the organisation of the training courses within his company. To reduce costs, such training sessions can also be combined if possible.	
PP responsible	via donau (LP), SVP (PP1), VITUKI (PP3), AFDJ (PP5), ACN (PP6), EAEMDR (PP7), APP (IPA1), PLOVPUT (IPA2)
PP involved	-
Expected output	-

Task 5.2.3	Preparation of a status quo report on ENC activities
At first the involved Project Partners shall come to an agreement in terms of content of the status quo report. On basis of this agreement the Activity Leader shall prepare a template, which then has to be filled out by the partners. Hence, it is guaranteed that the reports are comparable and have the same design. The status quo report shall be the basis for the remaining activities of Act. 5.2, therefore all necessary information for the completion of tasks shall be included.	
The status quo report shall at least contain relevant information about:	
<ul style="list-style-type: none"> • Sources (data basis) for ENC charts • The process from raw (GIS) data into ENC objects • Updating circles • Involved persons or organisations within the ENC workflow • Used equipment and software tools • Coverage of the national stretch (incl. reasons and solution if this is not achieved so far) • Distribution of updates and new releases 	
PP responsible	via donau (LP), SVP (PP1), VITUKI (PP3), AFDJ (PP5), ACN (PP6), EAEMDR (PP7), APP (IPA1), PLOVPUT (IPA2)
PP involved	-
Expected output	O 5.28 (Minimum set of FIS data to be exchanged)

Task 5.2.4	Agreement on updating routines, accuracy and standard
In the past the Inland ECDIS standard changed very often. So far it seems that it has to be expected that each year a newer version of the standard will be worked out by the Inland ECDIS expert group. The Project Team shall find a solution for the permanently changing standard due to the fact that a new standard always requires new software tools and more effort to update the ENCs. If an agreement can be found – which is not a drawback for the users of the waterway –, manpower and financial resources can be saved.	
Secondly, the involved Project Partners shall discuss the issue of updates, new releases, the area of responsibility	

(in ENC terms) and quality of ENCs. So far each country handles this issue on its own and a common approach would ease the handling for the users.

On basis of the status quo report the ENC production processes and workflow within each country shall be reviewed. Discussions will be started how to optimise the processes and learn from each other.

Different production processes and data sources automatically lead to a different accuracy of the ENCs. A common agreement on minimum content and requirement regarding accuracy levels shall be found, which will be respected in the future. An Agreement on area of responsibility will also be found.

PP responsible	via donau (LP)
PP involved	SVP (PP1), VITUKI (PP3), AFDJ (PP5), ACN (PP6), EAEMDR (PP7), APP (IPA1), PLOVPUT (IPA2)
Expected output	O 5.27, O 5.34 (Agreement on updating routines and standard)

Task 5.2.5	Concept for the production of paper navigational charts
<p>It can be expected that ENCs are the charts of the future, but up to now the skippers are also asking for paper navigational charts. Basically, there is the Carte de Pilotage from the Danube Commission which is a paper chart and provides all necessary information for the skipper. Unfortunately the Cart de Pilotage is not updated regularly. Due to latest ENC developments and the implementation of D4D in several countries, the production of a paper navigational chart, similar like an ENC, doesn't seem to be possible, only with reduced efforts. Therefore the Project Team shall work out a concept how the production of paper navigational charts could be optimised and harmonised.</p> <p>Due to the fact that the paper navigational charts will be produced via the D4D infrastructure, this task has a strong relation to Act. 5.3.</p>	
PP responsible	via donau (LP)
PP involved	SVP (PP1), VITUKI (PP3), AFDJ (PP5), ACN (PP6), EAEMDR (PP7), APP (IPA1), PLOVPUT (IPA2)
Expected output	O 5.46 (Concept for the production of paper navigational charts)

10.4.4 Outputs

Output No.	Output Name	WP No.	Resp. PP	Deadline
O 5.3	Updating ENC software	WP 5	via donau	Dec 09
O 5.4	Updating ENC software	WP 5	SVP	Dec 09
O 5.5	Updating ENC software	WP 5	VITUKI	Dec 09
O 5.6	Updating ENC software	WP 5	APP	Dec 09
O 5.7	Updating ENC software	WP 5	PLOVPUT	Dec 09
O 5.8	Updating ENC software	WP 5	AFDJ	Dec 09
O 5.9	Updating ENC software	WP 5	EAEMDR	Dec 09
O 5.19	Status quo report on ENC activities	WP 5	via donau	Feb 10
O 5.20	Status quo report on ENC activities	WP 5	SVP	Feb 10

O 5.21	Status quo report on ENC activities	WP 5	VITUKI	Feb 10
O 5.22	Status quo report on ENC activities	WP 5	APP	Feb 10
O 5.23	Status quo report on ENC activities	WP 5	PLOVPUT	Feb 10
O 5.24	Status quo report on ENC activities	WP 5	AFDJ	Feb 10
O 5.25	Status quo report on ENC activities	WP 5	EAEMDR	Feb 10
O 5.27	Agreement on area of responsibility	WP 5	via donau	May 10
O 5.34	Agreement on updating routines and standard	WP 5	via donau	Sep 10
O 5.46	Concept for the production of paper navigational charts	WP 5	via donau	Mar 11

10.4.5 Activities under BL "External expertise and services"

Act. No.	PP	Description	estimated costs
5.2	via donau	Training course for ENC software	4.000 €
5.2	SVP	Training course for ENC software	6.000 €
5.2	VITUKI	Training course for ENC software	10.000 €
5.2	AFDJ	Training course for ENC software	4.000 €
5.2	ACN	Training course for ENC software	2.000 €
5.2	EAEMDR	Training course for ENC software	10.000 €
5.2	APP	Training course for ENC software	8.500 €
Total			44.500 €

10.4.6 Activities under BL "Equipment"

Act. No.	PP	Description	estimated costs
5.2	via donau	Updating ENC software tools	5.000 €
5.2	SVP	Updating ENC software tools	5.000 €
5.2	SVP	Purchasing S-58 quality check software	5.000 €
5.2	VITUKI	Updating ENC software tools	5.000 €
5.2	VITUKI	Purchasing S-58 quality check software	5.000 €
5.2	VITUKI	Undefined so far	5.000 €
5.2	AFDJ	Updating ENC software tools	5.000 €
5.2	AFDJ	Purchasing S-58 quality check software	5.000 €
5.2	ACN	Updating ENC software tools	3.500 €
5.2	ACN	Purchasing S-58 quality check software	5.000 €
5.2	EAEMDR	Updating ENC software tools	5.000 €
5.2	EAEMDR	Purchasing S-58 quality check software	5.000 €
5.2	APP	Updating ENC software tools	4.000 €
5.2	APP	Purchasing S-58 quality check software	5.000 €
5.2	PLOVPUT	Updating ENC software tools	3.000 €
Total			70.500 €

10.4.7 *Link to other EU funded projects and other NEWADA tasks or Act.*

The tasks of this activity have a connection to task forces of the Inland ECDIS expert group. The Project Partners shall participate in relevant meetings of the Inland ECDIS expert group to be able to contribute to upcoming standards and recommendations. Furthermore, there is a connection to the objectives of the project IRIS EU II. This project will investigate and improve the actual depth data production process and the highly time-consuming workflow from the survey over the integration of depth information up to ENC publication. The responsible person for the Act. 5.2 is the same person as the Activity Leader in IRIS EU II. Hence an optimum co-ordination will be guaranteed.

10.5 Activity 5.3 - GIS data

Act. 5.3	GIS data		
Act. Start:	01.06.2009	Act. End:	31.05.2011
PP No.	PP Name	Budget	
LP	via donau	47.750 €	
PP 1	SVP	84.250 €	
PP 2	VKKI	0 €	
PP 3	VITUKI	43.260 €	
PP 4	RSOE	4.720 €	
PP 5	AFDJ	56.000 €	
PP 6	ACN	49.500 €	
PP 7	EAEMDR	65.500€	
IPA 1	APP	0 €	
IPA 2	PLOVPUT	0 €	
Total		351.080 €	

10.5.1 *Contact persons*

Name	Position within company	PP	Country
Markus Schedlbauer	Project manager	via donau	AT
Maroš Lapšanský	Technician	SVP	SK
-	-	VKKI	HU
László Rédly	Project engineer	VITUKI	HU
Gergely Mező	Project manager	RSOE	HU
Grosu Daniel	Head of ENC Department Galati	AFDJ	RO
Anastasié Severin	Head of Traffic Department	ACN	RO
Plamen Kutinchev	Senior Specialist, Project Department	EAEMDR	BG
Andrija Spaić	Expert Assistant	APP	HR
-	-	PLOVPUT	RS

10.5.2 Objectives

Activity 5.3 is dealing with the implementation of infrastructure for GIS (geographical information system) data. In previous projects (INTERREG III B) the database was implemented in DE, AT, SK and HU. Within NEWADA the implementation shall be extended to RO and BG. Additionally, minor amendments will be implemented in the system.

10.5.3 Description of work

Task 5.3.1	Preparation of a concept to improve the workflow of the GIS database
<p>The D4D (Data warehouse for Danube waterways) was implemented within an EU-funded project. After that a follow-up project took place where processes were optimised and Slovakian and Hungarian Project Partners started their efforts. Over the years a tremendous progress could be achieved. Nevertheless, due to a change in technology some improvements are necessary.</p> <p>Due to the fact that it can't be foreseen how extensive the amendments will be, a concept has to be prepared indicating the necessary resources as well as hard- and software needed.</p>	
PP responsible	RSOE (PP4)
PP involved	via donau (LP), SVP (PP1), VITUKI (PP3), AFDJ (PP5), ACN (PP6), EAEMDR (PP7)
Expected output	O 5.10 (Concept to improve the workflow of D4D)

Task 5.3.2	Implementation of the FME tool
<p>Due to the fact that the converter – developed within DANewBE Data – makes only the conversion of ENCs possible according to the standard 1.02, a new converter is necessary. Now very powerful commercial tools are available which shall be used instead of an own development. The software FME will be tested and implemented when appropriate.</p> <p>The use of a server license shall be foreseen. An appropriate workflow shall be tested.</p>	
PP responsible	RSOE (PP4)
PP involved	via donau (LP), SVP (PP1), VITUKI (PP3), AFDJ (PP5), ACN (PP6), EAEMDR (PP7)
Expected output	O 5.28 (Minimum set of FIS data to be exchanged)

Task 5.3.3	Basic installations of the D4D infrastructure
<p>Under "basic installation" the D4D maintenance portal is meant. The currently developed workflow foresees that no more software tools are necessary. A single work station on basis of Microstation geographics platform is needed for the PPs to be able to convert national data into the D4D format. If no national GIS data is available, ENCs could be used on the web-portal. Nevertheless it shall be the goal to use national data for the utilisation of D4D. In that case also a national converter is necessary.</p> <p>National circumstances shall be considered during the implementation of task 5.3.3.</p>	
PP responsible	AFDJ (PP5), EAEMDR (PP7),

PP involved	-
Expected output	O 5.33, O 5.34 (Basic installations of the D4D infrastructure)

Task 5.3.4	Installation of an updated GIS web portal
<p>The web portal originally installed to display the GIS data was slow and therefore not user-friendly. New services, especially Google showed how the visualisation of maps within a browser could look like. Therefore the web portal has to be updated. If possible, a connection to aerial maps or street maps shall be made available. Furthermore the Project Team shall identify users for such a map service.</p> <p>Latest achievements have shown that also a centralised data server could be used for providing the maps on the internet. This offers the advantage of reducing maintenance workload and assures a common quality of service. In the run of this task the Project Team shall discuss the pros and cons of providing data to such a centralised data server.</p>	
PP responsible	via donau (LP), SVP (PP1), VITUKI (PP3), AFDJ (PP5), EAEMDR (PP7),
PP involved	-
Expected output	O 5.41, O 5.42, O 5.43 (updated GIS web portal)

Task 5.3.5	Final installations of the D4D infrastructure accomplished
<p>All PP shall have D4D installed and running. The following functions have to exist:</p> <ul style="list-style-type: none"> • converting national data into the D4D format • storing of the D4D data • undertaking plausibility checks • production of maps (eg.ENCs) out of D4D data • visualisation of D4D data on a web portal 	
PP responsible	AFDJ (PP5), EAEMDR (PP7),
PP involved	-
Expected output	O 5.45, O 5.46 (Final installations of the D4D infrastructure)

Task 5.3.6	Preparation of a concept for providing GIS data to a RIS portal
<p>The existing web portal could be used to display other information as well. For example AIS targets could be highlighted on the chart. A concept shall be elaborated indicating necessary steps as well as soft- and hardware for implementing such a service.</p>	
PP responsible	RSOE (PP4)
PP involved	via donau (LP), SVP (PP1), VITUKI (PP3), AFDJ (PP5), ACN (PP6), EAEMDR (PP7)
Expected output	O 5.48 (Concept for providing GIS data to a RIS portal)

Task 5.3.7	Concept for updating the Object catalogue
<p>The object catalogue is the basis for the whole D4D infrastructure since the complete data structure of objects and attributes is defined there. A concept has to be worked out indicating if there is a more suitable technology than MS access for hosting the object catalogue, an administration tool for maintaining and updating the object catalogue, a process which eases the translation of the object catalogue into national language as well as an extension which enables creating national objects.</p> <p>The involved Project Partner shall agree on necessary features and conclude a basic draft. If resources and time is left, pilot implementations can be made. If they are useful, they have to be distributed for free to the other PP as well.</p>	
PP responsible	RSOE (PP4)
PP involved	via donau (LP), SVP (PP1), VITUKI (PP3), AFDJ (PP5), ACN (PP6), EAEMDR (PP7)
Expected output	O 5.48 (Concept for updating the Object catalogue)

10.5.4 Outputs

Output No.	Output Name	WP No.	Resp. PP	Deadline
O 5.10	Concept to improve the workflow of the GIS database	WP 5	RSOE	Dec 09
O 5.26	Implementation of the FME tool	WP 5	RSOE	Mar 10
O 5.32	Basic installations of the D4D infrastructure accomplished	WP 5	AFDJ	Jun 10
O 5.33	Basic installations of the D4D infrastructure accomplished	WP 5	EAEMDR	Jun 10
O 5.41	Installation of an updated GIS web portal	WP 5	via donau	Feb 11
O 5.42	Installation of an updated GIS web portal	WP 5	SVP	Feb 11
O 5.43	Installation of an updated GIS web portal	WP 5	VITUKI	Feb 11
O 5.44	Final installation of D4D infrastructure	WP 5	AFDJ	Mar 11
O 5.45	Final installation of D4D infrastructure	WP 5	EAEMDR	Mar 11
O 5.47	Concept for providing GIS data to a RIS portal	WP 5	RSOE	May 11
O 5.48	Concept for updating the Object catalogue	WP 5	RSOE	May 11

10.5.5 Activities under BL "External expertise and services"

Act. No.	PP	Description	estimated costs
5.3	via donau	Maintenance & support for D4D, improvement of workflow	5.750 €
5.3	SVP	Maintenance & support for D4D, improvement of workflow	45.000 €
5.3	VITUKI	Maintenance & support for D4D, improvement of workflow	10.000 €
5.3	ACN	Support for system implementation	5.000 €

5.3	AFDJ	Support for system implementation	7.500 €
5.3	EAEMDR	Support for system implementation	20.500 €
Total			93.750 €

10.5.6 Activities under BL "Equipment"

Act. No.	PP	Description	estimated costs
5.3	SVP	Further development of the GIS data base and the visualisations tools.	25.000 €
5.3	AFDJ	Necessary equipment for the implementation of GIS data base such as feature manipulation software, data base and visualisation tools.	30.000 €
5.3	EAEMDR	Necessary equipment for the implementation of GIS data base such as feature manipulation software, data base and visualisation tools.	35.000 €
5.3	ACN	Necessary equipment for the implementation of GIS data base such as feature manipulation software, data base and visualisation tools.	20.000 €
5.3	via donau	Further development of the GIS data base and the visualisations tools.	17.000 €
5.3	VITUKI	Further development of the GIS data base and the visualisations tools.	20.000 €
Total			147.000 €

10.5.7 Link to other EU funded projects and other NEWADA tasks or Act.

Activity 5.3 is based on experiences and results of the D4D and the DANewBe Data project. Co-ordination with German colleagues is a must, due to the fact that the main concept was elaborated and implemented by them.

10.6 Activity 5.4 - FIS web portal

Act. 5.4	FIS web portal		
Act. Start:	01.05.2010	Act. End:	30.11.2011
PP No.	PP Name	Budget	
LP	via donau	16.950 €	
PP 1	SVP	14.050 €	
PP 2	VKKI	0 €	
PP 3	VITUKI	9.200 €	
PP 4	RSOE	33.600 €	
PP 5	AFDJ	14.400 €	
PP 6	ACN	17.225 €	
PP 7	EAEMDR	6.400€	
IPA 1	APP	5.000 €	
IPA 2	PLOVPUT	6.907 €	

Total	123.732 €
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10.6.1 Contact persons

Name	Position within company	PP	Country
Ralph Fromwald	Project manager	via donau	AT
Maroš Lapšanský	Technician	SVP	SK
-	-	VKKI	HU
Kornél Albert	GIS expert	VITUKI	HU
Gergely Mező	Project manager	RSOE	HU
Adrian Maizel	Surveyor Expert	AFDJ	RO
Carmen Manescu	IT Office	ACN	RO
Plamen Kutinchev	Senior Specialist, Project Department	EAEMDR	BG
Andrija Spaić	Expert Assistant	APP	HR
Zoran Lukić	Chief of RIS Section	PLOVPUT	RS

10.6.2 Objectives

Activity 5.4 is dealing with the implementation of a web portal to display data defined in activity 5.1. The web portal will provide relevant information for the users of the waterway as well as relevant data for other waterway administrations. The web portal will provide a harmonised concept how to distribute information in a common way.

10.6.3 Description of work

Task 5.4.1	Agreement on user right and content management for FIS portal
<p>The access right level and the content should be defined for the portal. It is very important to agree on a common portal structure and content.</p> <p>It is strongly based on the results of Act. 5.1, which defines all available services and the data to be published on the FIS portal.</p>	
PP responsible	RSOE (PP4)
PP involved	via donau (LP), SVP (PP1), VITUKI (PP3), AFDJ (PP5), EAEMDR (PP7), APP (IPA1), PLOVPUT (IPA2)
Expected output	O 5.35 (Agreement on user right and content management)

Task 5.4.2	Concept for FIS portal
<p>The detailed concept of the web portal should be elaborated by the partners. The PPs should have an agreement concerning the common content and design components that link together the Danube countries. The concept should serve as a guideline how to implement national portal in a harmonised way.</p> <p>The main topics of the concept:</p> <ul style="list-style-type: none"> - Structure of web portal - Analysis of content, agreement on input data format (e.g. xml) 	

<ul style="list-style-type: none"> - Agreement on design details for web port - Agreement on common “Danube” components for future national portals - Agreement on maintenance details 	
PP responsible	RSOE (PP4)
PP involved	via donau (LP), SVP (PP1), VITUKI (PP3), AFDJ (PP5), EAEMDR (PP7), APP (IPA1), PLOVPUT (IPA2)
Expected output	O 5.37 (Concept for FIS portal)

Task 5.4.3	Draft version of FIS portal
Feedbacks are considered and amendments are integrated. Final testing phase starts, debugging before publication.	
PP responsible	RSOE (PP4)
PP involved	via donau (LP), SVP (PP1), VITUKI (PP3), AFDJ (PP5), EAEMDR (PP7), APP (IPA1), PLOVPUT (IPA2)
Expected output	O 5.40 (Draft of FIS portal)

Task 5.4.4	FIS portal finalised and start of internal testing phase
Feedbacks are considered and amendments are integrated. Final testing phase starts, debugging before publishing.	
PP responsible	RSOE (PP4)
PP involved	via donau (LP), SVP (PP1), VITUKI (PP3), AFDJ (PP5), EAEMDR (PP7), APP (IPA1), PLOVPUT (IPA2)
Expected output	O 5.49 (FIS portal finalised, Start of internal testing phase)

Task 5.4.5	FIS portal goes online
After finalisation of test operation the web portal is published and public. All stakeholders will be asked (in a newsletter) for feedbacks and suggestions. All feedbacks are analysed and will be utilised for development of the portal.	
PP responsible	RSOE (PP4)
PP involved	via donau (LP), SVP (PP1), VITUKI (PP3), AFDJ (PP5), EAEMDR (PP7), APP (IPA1), PLOVPUT (IPA2)
Expected output	O 5.50 (FIS portal goes online)

Task 5.4.6	Preparation of a concept to extend the information on the FIS portal
Concept on future plans of web portal and concrete planning of national web portal implementations.	
PP responsible	RSOE (PP4)
PP involved	via donau (LP), SVP (PP1), VITUKI (PP3), AFDJ (PP5), EAEMDR (PP7), APP (IPA1), PLOVPUT (IPA2)
Expected output	O 5.54 (concept to extend the FIS portal)

10.6.4 Outputs

Output No.	Output Name	WP No.	Resp. PP	Deadline
O 5.35	Agreement on user right and content management for FIS portal	WP 5	RSOE	Sep 10
O 5.37	First concept for FIS portal	WP 5	RSOE	Nov 10
O 5.40	Draft version of FIS portal	WP 5	RSOE	Feb 11
O 5.49	FIS portal finalised and start of internal testing phase	WP 5	RSOE	May 11
O 5.50	FIS portal goes online	WP 5	RSOE	Aug 11
O 5.54	Concept to extend the information of the FIS portal	WP 5	RSOE	Nov 11

10.6.5 Activities under BL "External expertise and services"

Act. No.	PP	Description	estimated costs
5.4	via donau	Implementation of FIS portal	2.000 €
5.4	SVP	Implementation of FIS portal	5.000 €
5.4	VITUKI	Implementation of FIS portal	2.000 €
5.4	RSOE	Development and Implementation of FIS portal	12.000 €
5.4	ACN	Implementation of FIS portal	2.000 €
5.4	AFDJ	Implementation of FIS portal	2.000 €
5.4	EAEMDR	Implementation of FIS portal	2.000 €
5.4	APP	Implementation of FIS portal	3.500 €
		Total	30.500 €

10.6.6 Activities under BL "Equipment"

Act. No.	PP	Description	estimated costs
		No expenditures foreseen	0 €

10.6.7 Link to other EU funded projects and other NEWADA tasks or Activity

Links to national RIS portal projects and findings of international projects, like COMPRIS, IRIS Europe.

10.7 Activity 5.5 - WLAN network

Act. 5.5	WLAN network		
Act. Start:	01.09.2009	Act. End:	30.11.2011
PP No.	PP Name	Budget	
LP	via donau	25.600 €	
PP 1	SVP	0 €	
PP 2	VKKI	0 €	

PP 3	VITUKI	0 €
PP 4	RSOE	31.280 €
PP 5	AFDJ	20.800 €
PP 6	ACN	23.675 €
PP 7	EAEMDR	0 €
IPA 1	APP	32.600 €
IPA 2	PLOVPUT	32.536 €
Total		166.491 €

10.7.1 Contact persons

Name	Position within company	PP	Country
Markus Schedlbauer	Project Manager	via donau	AT
Maroš Lapšanský	Technician	SVP	SK
-	-	VKKI	HU
-	-	VITUKI	HU
Gergely Mező	Project Manager	RSOE	HU
Daniel Grosu	Head of ENC Department Galati	AFDJ	RO
Carmen Manescu	IT Office	ACN	RO
Plamen Kutinchev	Senior Specialist, Project Department	EAEMDR	BG
Andrija Spaić	Expert Assistant	APP	HR
Zoran Lukić	Chief of RIS Section	PLOVPUT	RS

10.7.2 Objectives

At waiting points such as berths, ports and locks wireless access points will be implemented to be able to provide updated data out of the web portal (Activity 5.4) to the users. Coverage and user tests will be carried out, which serve as a basis for guidelines of implementation and usage of such access points.

10.7.3 Description of work

Task 5.5.1	Definition of WLAN locations and services
Exact locations of pilot systems will be defined where access points should be implemented for NEWADA purposes. The services provided for the users shall be defined precisely. e.g. web portal for free, internet charged. Visit to locations, preparation of system architecture.	
All PPs should compile a short technical note on defined locations and planned services. This technical note will be part of the system architecture plan (5.5.2).	
Co-ordination and agreement with land- / building- / tower-owner to prepare installations.	
PP responsible	RSOE (PP4)
PP involved	via donau (LP), AFDJ (PP5), ACN (PP6), APP (IPA1), PLOVPUT (IPA2)
Expected output	O 5.1 (WLAN locations)

Task 5.5.2	WLAN system architecture plan
<p>Detailed specification of pilot systems should be elaborated. Co-ordination of implementation design, exchange of know-how.</p> <p>The main topics of the plan:</p> <ul style="list-style-type: none"> - pilot NEWADA WLAN locations, - planned services, - system architecture (hardware, software), - detailed schedule for installations. 	
PP responsible	RSOE (PP4)
PP involved	via donau (LP), AFDJ (PP5), ACN (PP6), APP (IPA1), PLOVPUT (IPA2)
Expected output	O 5.18 (WLAN system architecture)

Task 5.5.3	WLAN coverage tests finalised
<p>Installations of pilot hardware and software infrastructure, system. Execution of coverage tests. Co-ordination of coverage test (e.g. same test software or analysis), exchange of know-how and experiences. Common tests are essential. Study visits to locations.</p>	
PP responsible	via donau (LP), RSOE (PP4), APP (IPA1),
PP involved	AFDJ (PP5), ACN (PP6), PLOVPUT (IPA2)
Expected output	O 5.29, O 5.30, O 5.31, (WLAN coverage tests)

Task 5.5.4	Specifications for WLAN receiver tests
<p>Joint elaboration of the specifications on the execution of WLAN receiver tests. Same hardware test should be carried out at all pilot locations.</p> <p>Setting up of receiver test team and test hardware/software that will benchmark all pilot locations.</p>	
PP responsible	RSOE (PP4)
PP involved	via donau (LP), AFDJ (PP5), ACN (PP6), APP (IPA1), PLOVPUT (IPA2)
Expected output	O 5.36 (WLAN receiver test specifications)

Task 5.5.5	WLAN receiver tests finalised
<p>The test at the pilot locations are executed, same hardware, software and procedure is used. Joint tests will be organised, exchange of experience is essential.</p> <p>The test results are collected and prepared to serve as inputs for the 5.5.6 Guideline for WLAN AP implementations.</p>	
PP responsible	RSOE (PP4)
PP involved	via donau (LP), AFDJ (PP5), ACN (PP6), APP (IPA1), PLOVPUT (IPA2)
Expected output	O 5.38 (WLAN receiver tests finalised)

Task 5.5.6	Preparation of an implementation guide for WLAN access points
Based on the executed tests an implementation guide for Danube WLAN access points will be elaborated jointly. This document will serve as a guideline for any future Danube WLAN AP installations. Main topics of the guide: - Presentation of NEWADA pilot AP implementations, locations, circumstances - Conclusions from pilot installations - Technical guide for implementation (hardware, software, installation, settings) - Other suggestions, feedbacks	
PP responsible	RSOE (PP4)
PP involved	via donau (LP), AFDJ (PP5), ACN (PP6), APP (IPA1), PLOVPUT (IPA2)
Expected output	O 5.39 (Implementation guide for WLAN access points)

Task 5.5.7	WLAN front end finalised
Development of a harmonised front-end user interface.	
PP responsible	RSOE (PP4)
PP involved	via donau (LP), AFDJ (PP5), ACN (PP6), APP (IPA1), PLOVPUT (IPA2)
Expected output	O 5.51 (WLAN front end)

Task 5.5.8	Preparation of an user guide for WLAN access
Elaboration of a user guide for WLAN access that should contain conditions of use as well.	
PP responsible	RSOE (PP4)
PP involved	via donau (LP), AFDJ (PP5), ACN (PP6), APP (IPA1), PLOVPUT (IPA2)
Expected output	O 5.52 (WLAN user guide)

Task 5.5.7	WLAN user tests
Executing WLAN user tests, collection of feedbacks. A technical note about the results and conclusions of the WLAN user tests will be elaborated.	
PP responsible	RSOE (PP4)
PP involved	via donau (LP), AFDJ (PP5), ACN (PP6), APP (IPA1), PLOVPUT (IPA2)
Expected output	O 5.53 (WLAN user test)

10.7.4 Outputs

Output No.	Output Name	WP No.	Resp. PP	Deadline
O 5.1	Definition of WLAN locations and services	WP 5	RSOE	Nov 09
O 5.18	WLAN system architecture finalised and start of access point installation	WP 5	RSOE	Feb 10

O 5.29	WLAN coverage tests finalised	WP 5	via donau	Jun 10
O 5.30	WLAN coverage tests finalised	WP 5	RSOE	Jun 10
O 5.31	WLAN coverage tests finalised	WP 5	APP	Jun 10
O 5.36	Specifications for WLAN receiver tests	WP 5	RSOE	Sep 10
O 5.38	WLAN receiver tests finalised	WP 5	RSOE	Nov 10
O 5.39	Implementation guide for WLAN access points	WP 5	RSOE	Feb 11
O 5.51	WLAN front end finalised	WP 5	RSOE	Aug 11
O 5.52	User guide for WLAN access	WP 5	RSOE	Sep 11
O 5.53	Start of WLAN user tests	WP 5	RSOE	Sep 11

10.7.5 Activities under BL "External expertise and services"

Act. No.	PP	Description	estimated costs
5.5	RSOE	Support for WLAN implementation	4.000 €
5.5	ACN	Support for WLAN implementation	2.500 €
5.5	AFDJ	Support for WLAN implementation	2.500 €
5.5	APP	Subcontract for WLAN implementation	20.000 €
		Total	29.000 €

10.7.6 Activities under BL "Equipment"

Act. No.	PP	Description	estimated costs
5.5	RSOE	Equipment (transmitters, cables, receivers, etc.) for the implementation of access points.	10.000 €
5.5	AFDJ	Equipment (transmitters, cables, receivers, etc.) for the implementation of access points.	10.000 €
5.5	ACN	Equipment (transmitters, cables, receivers, etc.) for the implementation of access points.	10.000 €
5.5	via donau	Equipment (transmitters, cables, receivers, etc.) for the implementation of access points.	10.000 €
5.5	APP	Equipment (transmitters, cables, receivers, etc.) for the implementation of access points.	12.000 €
5.5	PLOVPUT	Equipment (transmitters, cables, receivers, etc.) for the implementation of access points.	15.700 €
		Total	67.700 €

10.7.7 Link to other EU funded projects and other NEWADA tasks or Activity

Based on results of Act. 5.4 (web portal). Close co-operation with IRIS Europe II project's relevant Act. (LP and PP4) and other relevant previous or running national WLAN projects.

11 WP 6 – INTEGRATE RESPONSIBLE STAKEHOLDERS AND FOSTER COOPERATION

WP 6			
Integrate responsible stakeholders and foster cooperation			
WP Start:	01.04.2009	WP End:	30.12.2011
PP No.	PP Name	Budget	
LP	via donau	79.650 €	
PP 1	SVP	82.450 €	
PP 2	VKKI	38.545 €	
PP 3	VITUKI	18.240 €	
PP 4	RSOE	31.820 €	
PP 5	AFDJ	68.200 €	
PP 6	ACN	59.750 €	
PP 7	EAEMDR	63.800 €	
IPA 1	APP	4.000 €	
IPA 2	PLOVPUT	25.881 €	
Total		472.336 €	

11.1 Objectives

Within this Work Package the Project Team will work together on organizational and strategic issues of the waterway administrations. Thus, a platform comprising the directors of the waterway administrations will be established called "Board of Directors" (BoD). The participating representatives will elaborate a SWOT analysis (Strengths-Weaknesses-Opportunities-Threats) for each waterway administration. The SWOT analysis shall be based on the current structures, the available resources and the existing tasks and objectives of each waterway administration. Based on this analysis the participating directors will discuss and agree on common objectives of waterway administrations on the river Danube. Based on these findings a set of recommendations will be elaborated for every waterway administration.

Furthermore the BoD will develop coherent and internationally coordinated communication strategy laid down in action plans. Know-how exchange will be enabled through the set-up of exchange programs for experts, thus improving the cooperation between the waterway administrations and contributing to the set-up of common standards along the Danube River. The involvement within PIANC expert meetings is planned.

Finally the project will also define follow-up activities and identify possible national and European funding sources.

11.2 Activities with WP 6

Act. No.	Activity Title	Resp. PP	Budget
6.1	Strategies for waterway administration	via donau	207.884 €

6.2	Communication and lobbying for Danube development	via donau	113.515 €
6.3	Trainee programme and exchange of experts	via donau	130.902 €
6.4	Identification of follow-up activities financed on European and national budgets	via donau	20.035 €
Total			472.336 €

11.3 Activity 6.1 - Strategies for waterway administration

Act. 6.1	Strategies for waterway administration		
Act. Start:	01.04.2009	Act. End:	30.12.2011
PP No.	PP Name	Budget	
LP	via donau	43.400 €	
PP 1	SVP	27.150 €	
PP 2	VKKI	17.405 €	
PP 3	VITUKI	0 €	
PP 4	RSOE	17.840 €	
PP 5	AFDJ	27.700 €	
PP 6	ACN	27.000 €	
PP 7	EAEMDR	27.850€	
IPA 1	APP	4.000 €	
IPA 2	PLOVPUT	15.539 €	
Total		207.884 €	

11.3.1 Contact persons

Name	Position within company	PP	Country
Markus Simoner	Senior Expert	via donau	AT
Štefan Polhorský	Technician	SVP	SK
András Magyarics	Expert for water damages	VKKI	HU
-	-	VITUKI	HU
Gergely Mező	Project manager	RSOE	HU
Romeo Soare	Head of Giurgiu Branch	AFDJ	RO
Valentin Zeicu	General Manager	ACN	RO
Veneta Popova	Junior Specialist, Project Department	EAEMDR	BG
Tomislav Štrus	Expert Assistant	APP	HR
Zaneta Ostojić Barjakterević	Director General	PLOVPUT	RS

11.3.2 Objectives

Activity 6.1 deals with organisational and strategic issues of the waterway administrations. The “Board of Directors” shall elaborate a status quo report of their waterway administrations which is based on a SWOT analysis

(Strengths-Weaknesses-Opportunities-Threats). The SWOT analysis considers the current structures, the resources available and the existing tasks and objectives of each waterway administration. Based on this analysis the participating directors will discuss and agree on common future objectives of waterway administrations on the river Danube. Based on these findings a set of recommendations will be elaborated for every waterway administration, which shall be the basis for actions to be taken in order to optimise the framework conditions of the national waterway administrations. The work carried out in Act. 6.1. cannot and shall not replace the work of existing international/bilateral organisations in the Danube region (e.g. the Danube Commission or bilateral river commissions).

11.3.3 Description of work

Task 6.0.1	Preparation of a work plan for WP6
On basis of the descriptions of the SEE project application a detailed work plan shall be elaborated, which provides a detailed overview of tasks and outputs which have to be fulfilled during the course of the project NEWADA. The work plan for WP 6 has to be approved by the Board of Directors.	
PP responsible	via donau (LP)
PP involved	-
Expected output	O 6.0 (WP 6 work plan)

Task 6.1.1	Organisation of Board of Directors meetings
The Board of Directors meetings will convene twice a year during the whole project. The Board of Directors has two functions: firstly, this board shall agree on the overall work plan of NEWADA as well as continuously approve the results of the respective Work Packages. Secondly, the Board of Directors will work on organisational and strategic issues related to waterway administrations and elaborate a set of recommendations for the future structure and objectives of the waterway administrations.	
PP responsible	via donau (LP)
PP involved	SVP (PP1), VKKI (PP2), RSOE (PP4), AFDJ (PP5), ACN (PP6), EAEMDR (PP7), APP (IPA1), PLOVPUT (IPA2)
Expected output	O 6.1, O 6.4, O 6.16, O 6.20, O 6.23, O 6.27

Task 6.1.2	Preparation of a status quo report on waterway administration
As a starting point of Act. 6.1. the Board of Directors shall describe the status quo of their waterway administrations. What are the individual framework conditions of each waterway administration in terms of organisational structure, available resources, tasks and objectives? As a methodological tool a SWOT-analysis will be carried out for every waterway administration in order to obtain a comparable status quo. The result of this SWOT analysis shall identify the individual need for action and will be presented in a status quo report for every waterway administration.	
PP responsible	via donau (LP), SVP (PP1), VKKI (PP2), AFDJ (PP5), ACN (PP6), EAEMDR (PP7), APP (IPA1), PLOVPUT (IPA2)

PP involved	RSOE (PP4)
Expected output	O 6.8, O 6.9, O 6.10, O 6.11, O 6.12, O 6.13, O 6.14 (Status quo report on waterway administration)

Task 6.1.3	Common understanding of future Danube waterway administration objectives
Based on the findings of the SWOT-analysis carried out in task 6.1.2. the Board of Directors will discuss and agree on common future objectives of their waterway administrations. The discussions shall be based on the principle of "learning from each other" and raise the mutual understanding of the different framework conditions within each Danube riparian country. The discussion about common objectives of waterway administrations shall especially focus on a client-orientated approach. As main result one report will be drafted describing the common objectives of waterway administrations agreed.	
PP responsible	via donau (LP)
PP involved	SVP (PP1), VKKI (PP2), RSOE (PP4), AFDJ (PP5), ACN (PP6), EAEMDR (PP7), APP (IPA1), PLOVPUT (IPA2)
Expected output	O 6.15

Task 6.1.4	National strategy plans for optimised waterway administration
On the basis of the status quo report of the waterway administrations (task 6.1.2) and the identification of common future objectives (task 6.1.3) the waterway directors will discuss the necessary actions to be taken in order to improve the framework conditions for their waterway administrations. As a result a set of recommendations will be elaborated by every waterway director, which takes into consideration the specific situation of the different waterway administration. Furthermore, one common set of recommendations will be elaborated in the plenum of the Board of Directors, which will contain general conclusions/recommendations applicable and valid for every waterway administration.	
PP responsible	via donau (LP), SVP (PP1), VKKI (PP2), AFDJ (PP5), ACN (PP6), EAEMDR (PP7), APP (IPA1), PLOVPUT (IPA2)
PP involved	RSOE (PP4)
Expected output	O 6.25

11.3.4 Outputs

Output No.	Output Name	WP No.	Resp. PP	Deadline
O 6.0	WP 6 work plan	WP 6	via donau	May 09
O 6.1	Board of Directors meeting	WP 6	via donau	May 09
O 6.4	Board of Directors meeting	WP 6	via donau	Dec 09
O 6.8	Status quo report on waterway administration	WP 6	via donau	Apr 10
O 6.9	Status quo report on waterway administration	WP 6	SVP	Apr 10
O 6.10	Status quo report on waterway administration	WP 6	VKKI	Apr 10
O 6.11	Status quo report on waterway administration,	WP 6	APP	Apr 10

O 6.12	Status quo report on waterway administration	WP 6	PLOVPUT	Apr 10
O 6.13	Status quo report on waterway administration	WP 6	EAEMDR	Apr 10
O 6.14	Status quo report on waterway administration	WP 6	AFDJ	Apr 10
O 6.15	Common understanding of future Danube waterway administration objectives	WP 6	via donau	Dec 10
O 6.16	Board of Directors meeting	WP 6	via donau	Jun 10
O 6.20	Board of Directors meeting	WP 6	via donau	Dec 10
O 6.23	Board of Directors meeting	WP 6	via donau	Jun 11
O 6.25	Presentation of national strategy plans for optimised waterway administration	WP 6	via donau	Nov 11
O 6.27	Board of Directors meeting	WP 6	via donau	Dec 11

11.3.5 Activities under BL "External expertise and services"

Act. No.	PP	Description	estimated costs
6.1	via donau	Organisation of BoD meetings	4.000 €
6.1	SVP	Organisation of BoD meetings	3.000 €
6.1	VKKI	Organisation of BoD meetings	2.000 €
6.1	RSOE	Organisation of BoD meetings	2.000 €
6.1	AFDJ	Organisation of BoD meetings	1.500 €
6.1	ACN	Organisation of BoD meetings	1.500 €
6.1	EAEMDR	Organisation of BoD meetings	6.000 €
6.1	PLOVPUT	Organisation of BoD meetings	10.000 €
Total			30.000 €

11.3.6 Activities under BL "Equipment"

Act. No.	PP	Description	estimated costs
		No expenditures foreseen	0 €

11.3.7 Link to other EU funded projects and other NEWADA tasks or Activities

Activity 6.1 has no relation to other tasks, Activities or EU-funded projects

11.4 Activity 6.2 - Communication and lobbying for Danube development

Act. 6.2			
Communication and lobbying for Danube development			
Act. Start:	01.02.2010	Act. End:	30.11.2011
PP No.	PP Name	Budget	
LP	via donau	11.250 €	
PP 1	SVP	38.900 €	
PP 2	VKKI	12.880 €	

PP 3	VITUKI	0 €
PP 4	RSOE	2.160 €
PP 5	AFDJ	18.000 €
PP 6	ACN	13.075 €
PP 7	EAEMDR	17.250€
IPA 1	APP	0 €
IPA 2	PLOVPUT	0 €
Total		113.515 €

11.4.1 Contact persons

Name	Position within company	PP	Country
Eva Michlits	Team Manager Knowledge Transfer	via donau	AT
Štefan Polhorský	Technician	SVP	SK
Árpád Szentiványi	Expert for water damages	VKKI	HU
-	-	VITUKI	HU
Gergely Mező	Project manager	RSOE	HU
Claudiu Dutu	Head of ENC Department	AFDJ	RO
Vincentius Petrescu	Operational Manager	ACN	RO
Veneta Popova	Junior Specialist, Project Department	EAEMDR	BG
Tomislav Štrus	Expert Assistant	APP	HR
Zaneta Ostojić Barjakterević	Director General	PLOVPUT	RS

11.4.2 Objectives

Given the fact that inland waterway maintenance agencies or organisations suffer from a lack of public attention, the need has arisen to create a platform of communication experts. This group should meet on a regular basis to exchange ongoing projects, to share new PR ideas and tools and to learn from each other. The aim is to create a communication toolbox to improve the image of the partner companies as well as the image of inland navigation. In order to achieve these goals, there is a need to:

- identify the responsible person for PR in the partner companies/institutions
- analyse the current situation of communication issues in the partner companies/institutions
- create of a knowledge base for promotion and communication tools
- raise efficiency and effectiveness of communication and promotion efforts

There should be a clear distinction between corporate communication and communication strategies which are directed towards the promotion of the Danube waterway system.

11.4.3 Description of work

Task 6.2.1	Set-up of group of PR managers
<p>Before starting promotion and communication activities, we should identify the responsible person and define the role of each PR manager within their institution as well as in the new PR manager group. We also need to ask:</p> <ul style="list-style-type: none"> • what we want to communicate – what is our message? • with whom we want to communicate? • how we want to communicate? <p>Specific requirements have to be defined for each of the PR managers. We will also need to set up and strengthen a network and facilitate future integration of new communication tools.</p>	
PP responsible	via donau (LP)
PP involved	SVP (PP1), VKKI (PP2), RSOE (PP4), AFDJ (PP5), ACN (PP6), EAEMDR (PP7)
Expected output	O 6.18

Task 6.2.2	Best practices in communication
<p>In this task we will identify the key elements for a successfully communicating waterway maintenance agency. This will be achieved through the creation of a common exchange platform for know-how and best practices for which other European promotion agencies will be invited from time to time to share their knowledge. To present the communication activities of the partner organisations and to share their experiences there will be regular meetings, starting in spring 2010. The aim is to identify in which way the partners can cooperate in the future and to set up a continuous exchange.</p>	
PP responsible	via donau (LP), SVP (PP1), VKKI (PP2), RSOE (PP4), AFDJ (PP5), ACN (PP6), EAEMDR (PP7)
PP involved	-
Expected output	O 6.19

Task 6.2.3	Set-up of communication toolbox
<p>A communication toolbox may include elements for a concerted communication strategy geared towards the promotion of the Danube waterway system on a supra-regional basis. The toolbox is intended as a set of PR elements which will not include corporate-specific communication activities.</p> <p>On the one hand it should contain promotional tools for cooperation activities across countries, on the other hand specific tools should be identified and included that have proven as best practices in promoting maintenance and development activities of waterway agencies.</p>	
PP responsible	via donau (LP)
PP involved	SVP (PP1), VKKI (PP2), RSOE (PP4), AFDJ (PP5), ACN (PP6), EAEMDR (PP7)
Expected output	O 6.22

11.4.4 Outputs

Output No.	Output Name	WP No.	Resp. PP	Deadline
O 6.18	Set-up of communication network of PR managers	WP 6	via donau	Dec 10
O 6.19	Implementation of a common exchange platform for know-how and best practice	WP 6	via donau	Dec 10
O 6.22	Creation of a communication toolbox	WP 6	via donau	Apr 11

11.4.5 Activities under BL "External expertise and services"

Act. No.	PP	Description	estimated costs
6.2	SVP	Support for communication activities	35.000 €
6.2	VKKI	Support for communication activities	10.000 €
6.2	AFDJ	Support for communication activities	15.000 €
6.2	ACN	Support for communication activities	10.000 €
6.2	EAEMDR	Support for communication activities	15.000 €
Total			85.000 €

11.4.6 Activities under BL "Equipment"

Act. No.	PP	Description	estimated costs
		No expenditures foreseen	0 €

11.4.7 Link to other EU funded projects and other NEWADA tasks or Activity

Activity 6.2 has no relation to other tasks, Activities or other EU funded projects

11.5 Activity 6.3 - Trainee programme and exchange of experts

Act. 6.3	Trainee programme and exchange of experts		
Act. Start:	01.09.2009	Act. End:	30.11.2011
PP No.	PP Name	Budget	
LP	via donau	20.000 €	
PP 1	SVP	15.100 €	
PP 2	VKKI	6.340 €	
PP 3	VITUKI	15.360 €	
PP 4	RSOE	9.660 €	
PP 5	AFDJ	19.500 €	
PP 6	ACN	16.600 €	
PP 7	EAEMDR	18.000 €	
IPA 1	APP	0 €	
IPA 2	PLOVPUT	10.342 €	
Total		130.902 €	

11.5.1 Contact persons

Name	Position within company	PP	Country
Markus Schedlbauer	Project Manager	via donau	AT
Štefan Polhorský	Technician	SVP	SK
András Magyarics	Expert for water damages	VKKI	HU
Jenő Sass	Project manager	VITUKI	HU
Gergely Mező	Project manager	RSOE	HU
Claudiu Dutu	Head of ENC Department	AFDJ	RO
Anastasiie Severin	Head of Traffic Department	ACN	RO
Veneta Popova	Junior Specialist, Project Department	EAEMDR	BG
Tomislav Štrus	Expert Assistant	APP	HR
Zaneta Ostojić Barjakterević	Director General	PLOVPUT	RS

11.5.2 Objectives

The most efficient way of learning with and from each other is the exchange of experts and trainees. Therefore the objective of this Activity is to set up an exchange programme for experts and initialise one for trainees. As a starting point it has to be evaluated which Project Partner has sufficient knowledge in expert areas relevant for the project. After that the terms and conditions for the exchange of staff have to be agreed before the exchange itself can be started. An agreement for future trainee programmes shall be achieved. At the end the experts which used this exchange programme shall have a better understanding of preconditions, workflow and circumstances of the other partners' work load. It can be expected that this awareness raised contributes to an improved cooperation and leads to the identification of bilateral and also international projects.

11.5.3 Description of work

Task 6.3.1	Identification of areas for know-how exchange
	At the beginning of the Activity the Project Partners shall identify within which area they would like to host experts from other partners. It shall be assured that each partner provides several expert areas so that a widespread exchange can take place. Due to the fact that there are already initiatives and programmes for topics like ENCs, GIS Data, etc. the focus of the exchange program shall be set on hydrology, hydrography, waterway maintenance and ecology.
PP responsible	via donau (LP)
PP involved	SVP (PP1), VKKI (PP2), VITUKI (PP3), RSOE (PP4), AFDJ (PP5), ACN (PP6), EAEMDR (PP7), PLOVPUT (IPA2)
Expected output	O 6.2

Task 6.3.2	Definition of an expert exchange programme
	The Project Partners shall agree on conditions which are of relevance for the exchange programme. These

conditions shall include:

- Minimum / maximum amount of persons per visit
- Minimum / maximum duration of visit
- Optimum period of the year for the exchange programme
- Knowledge the expert has to have to be able to benefit from the programme

Furthermore an agenda shall be elaborated for each expert area so that both parties know what to prepare and what to expect from the exchange.

PP responsible	via donau (LP)
PP involved	SVP (PP1), VKKI (PP2), VITUKI (PP3), RSOE (PP4), AFDJ (PP5), ACN (PP6), EAEMDR (PP7), PLOVPUT (IPA2)
Expected output	O 6.5

Task 6.3.3	Definition of a trainee programme
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The Project Partners shall agree on conditions which are of relevance for the trainee programme. These conditions shall include:

- Minimum / maximum amount of trainees at the same time
- Minimum / maximum duration of visit
- Optimum period of the year for the exchange programme
- Knowledge the trainees have to have to be able to benefit from the programme

Furthermore an agenda shall be elaborated for each expert area so that both parties know what to prepare and what to expect from the exchange.

PP responsible	via donau (LP)
PP involved	SVP (PP1), VKKI (PP2), VITUKI (PP3), RSOE (PP4), AFDJ (PP5), ACN (PP6), EAEMDR (PP7), PLOVPUT (IPA2)
Expected output	O 6.6

Task 6.3.4	Exchange of experts
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Once the conditions and the agendas for the visits are prepared the Project Partners shall launch the programme. An overall time plan will be worked out where already agreed exchanges will take place.

Furthermore activities for the preparation prior to each exchange of expert are eligible as well. This implies travel arrangements, visa issues, invitations and other coordination tasks.

Expenditures which arise during the exchange of experts (hotel expenses, travel expenses, etc.) are also content of this task.

PP responsible	via donau (LP)
PP involved	SVP (PP1), VKKI (PP2), VITUKI (PP3), RSOE (PP4), AFDJ (PP5), ACN (PP6), EAEMDR (PP7), PLOVPUT (IPA2)
Expected output	O 6.7

Task 6.3.5	Identification and cooperation of experts within the EU framework
<p>Each Project Partner involved is invited to cooperate with experts within the EU framework in the field of inland navigation.</p> <p>In particular, also the integration of national experts in the PIANC community shall be encouraged (identification of relevant experts, individual membership, participation in PIANC Working Groups, identification of an organisation hosting the national PIANC section and preparation of the establishment of national PIANC sections) and associated cost are eligible (the partners from Austria and Serbia, having established such national PIANC sections will support the other partners in this process).</p> <p>It's not foreseen that the participation at RIS expert groups can be accounted due to the fact that several other projects deal already with this issue.</p>	
PP responsible	via donau (LP), SVP (PP1), VKKI (PP2), VITUKI (PP3), RSOE (PP4), AFDJ (PP5), ACN (PP6), EAEMDR (PP7), APP (IPA1), PLOVPUT (IPA2)
PP involved	
Expected output	O 6.3, O 6.17, O 6.21, O 6.26

11.5.4 Outputs

Output No.	Output Name	WP No.	Resp. PP	Deadline
O 6.2	Identification of expert areas of each Project Partner	WP 6	via donau	Oct 09
O 6.3	Interfaces for national PIANC activities identified in every relevant country	WP 6	via donau	Nov 09
O 6.5	Definition of an exchange programme for experts	WP 6	via donau	Dec 09
O 6.6	Definition of an exchange programme for trainees	WP 6	via donau	Dec 09
O 6.7	Start with the exchange of experts	WP 6	via donau	Dec 09
O 6.17	Candidate institutions and individuals for PIANC membership are identified and aware of PIANC	WP 6	via donau	Oct 10
O 6.21	Decision on whether to support national PIANC activities made by national administrations of relevant countries	WP 6	via donau	Mar 11
O 6.26	Participation of individuals from relevant countries in PIANC activities (Working Groups, Commissions, National Sections, National Events)	WP 6	via donau	Mar 12

11.5.5 Activities under BL "External expertise and services"

Act. No.	PP	Description	estimated costs
6.3	PLOVPUT	Expert training courses	6.400 €

11.5.6 Activities under BL "Equipment"

Act. No.	PP	Description	estimated costs
		No expenditures foreseen	0 €

11.5.7 *Link to other EU funded projects and other NEWADA tasks or Activities*

Activity 6.3 has no relation to other tasks, Activities or other EU funded projects

11.6 Activity 6.4 - Identification of follow-up activities financed on other European and national budgets

Act. 6.4	Identification of follow-up activities financed on other European and national budgets		
Act. Start:	01.09.2010	Act. End:	30.11.2011
PP No.	PP Name	Budget	
LP	via donau	5.000 €	
PP 1	SVP	1.300 €	
PP 2	VKKI	1.920 €	
PP 3	VITUKI	2.880 €	
PP 4	RSOE	2.160 €	
PP 5	AFDJ	3.000 €	
PP 6	ACN	3.075 €	
PP 7	EAEMDR	700 €	
IPA 1	APP	0 €	
IPA 2	PLOVPUT	0 €	
Total		20.035 €	

11.6.1 *Contact persons*

Name	Position within company	PP	Country
Markus Schedlbauer	Project manager	via donau	AT
Štefan Polhorský	Technician	SVP	SK
Árpád Szentiványi	Expert for water damages	VKKI	HU
László Rédly	Project engineer	VITUKI	HU
Gergely Mező	Project manager	RSOE	HU
Romeo Soare	Head of Giurgiu Branch	AFDJ	RO
Abdurafi Morena	Development Office	ACN	RO
Veneta Popova	Junior Specialist, Project Department	EAEMDR	BG
Tomislav Štrus	Expert Assistant	APP	HR
Zaneta Ostojić Barjakterević	Director General	PLOVPUT	RS

11.6.2 *Objectives*

In the last year of the project focus shall be set on follow-up activities to continue the cooperation started, further elaboration of achieved project results and develop ideas which were identified in the run of the project.

11.6.3 Description of work

Task 6.4.1	On basis of the project development identification of possible follow-up activities
<p>The Board of Directors will deal with follow-up activities which have been identified in the Work Packages. For the follow-up activities the following task have to be fulfilled:</p> <ul style="list-style-type: none"> • identify the involved Project Partners • estimate the necessary budget • achieve a common understanding about content and output • look for appropriate funding sources (national or EU) 	
PP responsible	via donau (LP), SVP (PP1), VKKI (PP2), VITUKI (PP3), RSOE (PP4), AFDJ (PP5), ACN (PP6), EAEMDR (PP7)
PP involved	
Expected output	O 6.24

11.6.4 Outputs

Output No.	Output Name	WP No.	Resp. PP	Deadline
O 6.24	On basis of the project development identification of possible follow-up activities	WP 6	via donau	Sep 11

11.6.5 Activities under BL "External expertise and services"

Act. No.	PP	Description	estimated costs
		No expenditures foreseen	0 €

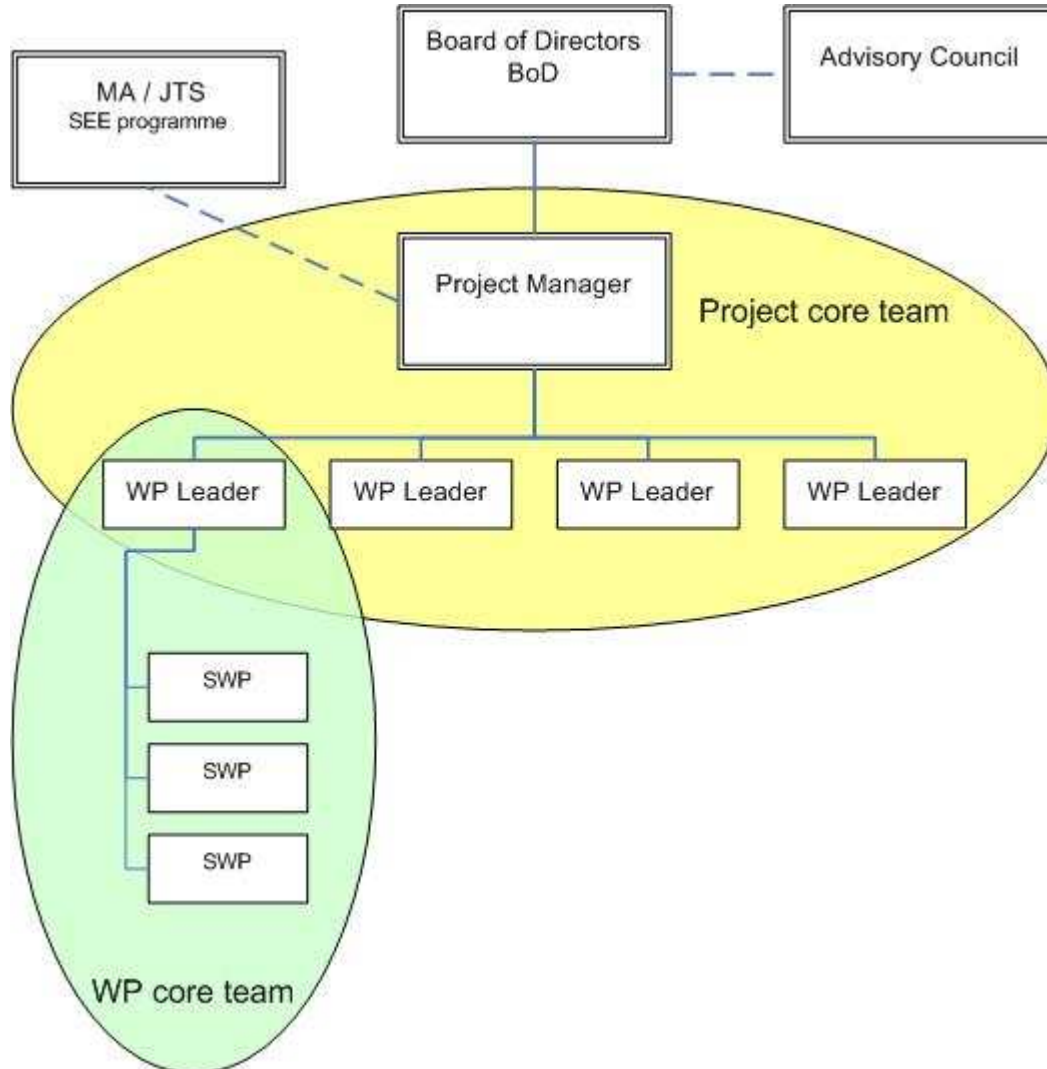
11.6.6 Activities under BL "Equipment"

Act. No.	PP	Description	estimated costs
		No expenditures foreseen	0 €

11.6.7 Link to other EU funded projects and other NEWADA tasks or Activity

Activity 6.4 has no relation to other tasks, Act. or EU funded projects

12 ORGANISATIONAL STRUCTURES



The organisational structure of the project NEWADA is demonstrated in the picture above. In the following the involved persons for the relevant teams and boards will be outlined. The Work Package Teams have already been highlighted in the description of the Work Packages (chapters 6-11)

12.1 Project Core Team

Name	Surname	Position	Organisation	Country
Markus	Schedlbauer	Project Manager & WP1 Leader	via donau	AT
Gergely	Mező	WP 2 & WP 5 Leader	RSOE	HU
Stephan	Polhorsky	WP 3 Leader	SVP	SK
Claudiu	Dutu	WP 4 Leader	AFDJ	RO
Markus	Simoner	WP 6 Leader	via donau	AT

12.2 Board of Directors

The Board of Directors (BoD) has two functions within the project NEWADA. On the one hand this board is responsible for the activities under Work Package 6. Secondly the BoD is also the steering committee of the project and therefore responsible for strategic decisions and issues. BoD meetings shall take place three times a year and the following persons shall participate:

Name	Surname	Organisation	Country
Manfred	Seitz	via donau	AT
Hans-Peter	Hasenbichler	via donau	AT
Peter	Minarik	SVP	SK
József	Váradi	VKKI	HU
Miroslav	Istuk	APP	HR
Zaneta	Ostojić Barjakterević	PLOVPUT	RS
Ljubiša	Mihajlović	PLOVPUT	RS
Florin	Uzumtoma	AFDJ	RO
Valentin	Zeicu	ACN	RO
Anastasie	Severin	ACN	RO
Georgi	Georgiev	EAEMDR	BG
Anatolij	Kolesnikov	Port Ismail	UA

12.3 Advisory Council

The Advisory Council consists of the so-called project observers. These are stakeholders, which are interested in the project objectives and the outcomes. Due to the fact that these organisations mainly act on a strategic level, they are no Project Partner with tasks and budget. Nevertheless it's vital to inform these stakeholders about current issues and offer them space to contribute to the project.

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