



**Cross-border cooperation  
for flood risk reduction**

COOPERATION PROGRAMME INTERREG V-A, SLOVENIA-CROATIA 2014 -2020

# PROJECT MANAGEMENT PLAN (PMP)

## FRISCO1

**Version 3.0, April 10, 2018**

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## Revision Log

Revision	Date of Issuing	Description of Changes	Parts Revised
1 <sup>st</sup> Draft	June 24, 2016.	1st Draft within HV	Introduction and Part 1-3
2 <sup>nd</sup> Draft	July 4, 2016.	2 <sup>nd</sup> Draft within HV	Revised Introduction and Part 1-3
3 <sup>rd</sup> Draft	July 15, 2016.	3 <sup>rd</sup> Draft within HV	All Parts
Version 1.0	July 20, 2016.		All Parts
Version 1.1.	July 30, 2016.	Updated Version 1.0	All Parts
		Update of the PMP for submission to MA	Chapter 1 (Tables 2-4) Chapter 2 (Sec. 2.4) Chapter 3 (Sec. 3.2, 3.3, 3.5)
Version 1.2	October, 2016 (published on FRISCO1 website)		Chapter 6 Appendices 1, 2, 3, 4, 5, 6, 9, 10
Version 3.0	April 10, 2018.	Changes to reflect modification of the project; changes in project, management, working groups, contacts, etc.	Main document (to reflect changes in the project after the modification), all appendices

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### Abbreviations

Abbreviation	English	Native
ARSO	Agency of RS for the Environment	Agencija Republike Slovenije za okolje
CB	Cross-border	
CBC	Cross-border co-operation	
CMT	Project Communication Team	
DHMZ	Meteorological and Hydrological Service	Državni hidro-meteorološki zavod
DRSV	Slovenian Water agency	Direkcija Republike Slovenije za vode
DUZS	National Protection and Recsue Directorate	Državna uprava za zaščito i spašavanje
eMS	e-Monitoring System	
FMT	Financial Management Team	
HV	Croatian Waters	
IHR	Institute for Hydraulic Research	Inštitut za hidravlične raziskave
ISRBC	International Sava River Basin Commission	
JS	Joint secretariat	
LP	Lead Partner	
MA	Managing Authority	
MC	Monitoring Committee	
MOP	Ministry of the Environment and Spatial Planning	Ministrstvo za okolje in prostor
NC	National controllers	
NGO	Non-government Organisation	
PA	Programme Area	
Pax	Priority Axis	
PCP	Project Communication Plan	
PFP	Project Financial Plan	
PMP	Project Managamet Plan	
PMT	Project Management Team	
PP	Project Partner	
QMT	Quality Management Team	
SCT	Strategic coordiantion Team	
URSZR	Administration of the RS for Civil Protection and Disaster Relief	Uprava Republike Slovenije za zaščito in reševanje
WG	Working Group	
EXP	Expert Panel	
PP PMT	Project Partner Project Management Team	
PP FMT	Project Partner Financial Management Team	
PP CMT	Project Partner Communications Management Team	
LWG	Lead Partner of Working Group	
Co-LWG	Co - Lead Partner of Working Group	
HR PP	Croatian Project Partners	

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SI PP	Slovenian Project Partners	
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### 1. OVERVIEW OF THE CP INTERREG V-A SI-HR PROGRAMME (INTRODUCTION)

The purpose of this Project Management Plan (PMP) is to provide a detailed description of what the project FRISCO 1 is about, its delivery method and controls to realize its defined scope and objectives. This document provides context and guidelines for the conduct of the project and its continuous communication inside of Project Partnership by established project management structure with it's project teams, working groups, expert panel and quality control as well as provide project interaction with external parties represented by broad range of stakeholders and target groups to ensure project implemmentation in timeline with predicted programme and project outpus and indicators.

#### General information about Programme are:

PROGRAMME NAME	Cross-border COOPERATION PROGRAMME INTERREG V-A SLOVENIA-CROATIA, 2014-2020.
PROGRAMME THEMATIC OBJECTIVE 5	Climate change adoption, risk prevention and management
PROGRAMME Priority:	Priority axis 1 Integrated flood risk management in transboundary river basins (strategic project)
Programme INVESTMENT PRIORITY 5b	Promoting investment to address specific risks, ensuring disaster resilience and developing disaster management systems
Specific Objective:	Flood risk reduction in the transboundary Dragonja, Kolpa/Kupa, Sotla/Sutla, Drava, Mura and Bregana river basins

The CP Interreg SI-HR is a joint programme of the two Member States, Slovenia and Croatia. The programme area comprises 17 NUTS 3 regions - statistical regions in Slovenia and counties in Croatia:

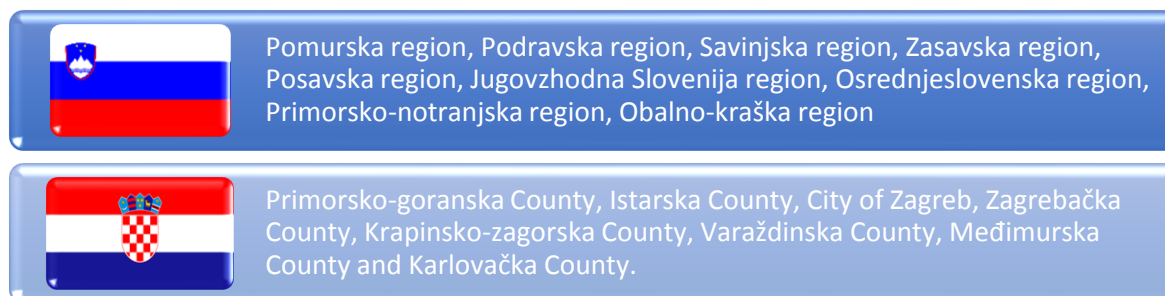


Figure 1: Programme area

#### Programme Management structure

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Programme is managed through joint implementation structure, which includes the following programme authorities: Managing Authority assisted by the Joint Secretariat, Certifying Authority and Audit Authority. In the efficient and smooth implementation of the Cooperation Programme National Authorities and National Controllers are also involved. Scheme of programme management is given in *Figure 1 - Programme management structure*

**Managing Authority (MA)** of the Programme is Government Office for Development and European Cohesion Policy Kotnikova 5, SI – 1000 Ljubljana, Slovenia

The Managing Authority is responsible for the management and the implementation of the programme in accordance with the principle of sound financial management and in line with EU regulations ruling the ERDF funds.

### **Joint Secretariat (JS)**

The Joint Secretariat assists the Managing Authority and the Monitoring Committee in carrying out their respective functions and undertakes the day-to-day implementation of the programme. It also provides information and guidance to project applicants and partners.

**Certifying Authority (CA)** of the Programme is Public Fund for Regional Development of the Republic of Slovenia

The Certifying Authority certifies the Claims for Reimbursement and Applications for Payment before they are sent to the Commission. The Certifying Authority shall make payments to the Lead Partners or in exceptional cases to Project Partners.

**Audit Authority (Second Level Control)** is Ministry of Finance of the Republic of Slovenia, Budget Supervision Office of RS and Audit Body is Agency for the Audit of EU Programmes Implementation System, Croatia, Verify the effective functioning of the management and control system

The Audit Authority is assisted by the Group of auditors comprising of a representative of both Member States participating in the Cooperation Programme. The Audit Authority is responsible for verifying the sound operation of the management and control system of the Cooperation Programme. Audits on projects will be spread during the entire programme lifetime.

**Representatives of the Member States** (National Authorities) are providing information to applicants in order to obtain quality projects that will meet the Cooperation Programme objectives and indicators, as well as assisting the MA and JS in organising the support for potential applicants in finding CB Project Partners.

**National Controllers (First Level Control)** verify the delivery of the co-financed products and services, the soundness of the declared expenditure and the compliance of such expenditure with EU, programme and national rules. For this purpose, each Member State has designated controllers that are responsible for verifying the legality and regularity of the expenditure declared by each Lead and Project Partner participating in a project located on its territory.

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**Monitoring Committee (MC)** steers the programme, supervises the quality and effectiveness of its implementation and decides on the approval or rejection of the projects for funding. It is composed of representatives of both Member States, Slovenia and Croatia. The list of the Monitoring Committee members is available on the programme website.

**Electronic monitoring information system (eMS)** is used for the monitoring of the implementation, including the application process and reporting of expenditure, the Interreg SI-HR programme. The eMS is a monitoring system with communication portal to support submission, approval, management and administration of projects. The system supports collection of all information on submitted and approved projects, their assessment, implementation and achievements as well as modifications and closure.

### **LEGAL FRAMEWORK AND PROGRAMME RELATED DOCUMENTS**

Project implemented under the programme must comply with EU rules governing the Structural Funds, the national legislation, and must show coherence and complementarities with regional, national and sectoral development strategies/programmes. The documents or web links to the relevant documents listed below (not exhaustive list) are provided on the programme website [www.si-hr.eu](http://www.si-hr.eu).

**List of relevant Programme and Project documents are given at the end of Part 1 Figure 2 - Programme management structure**



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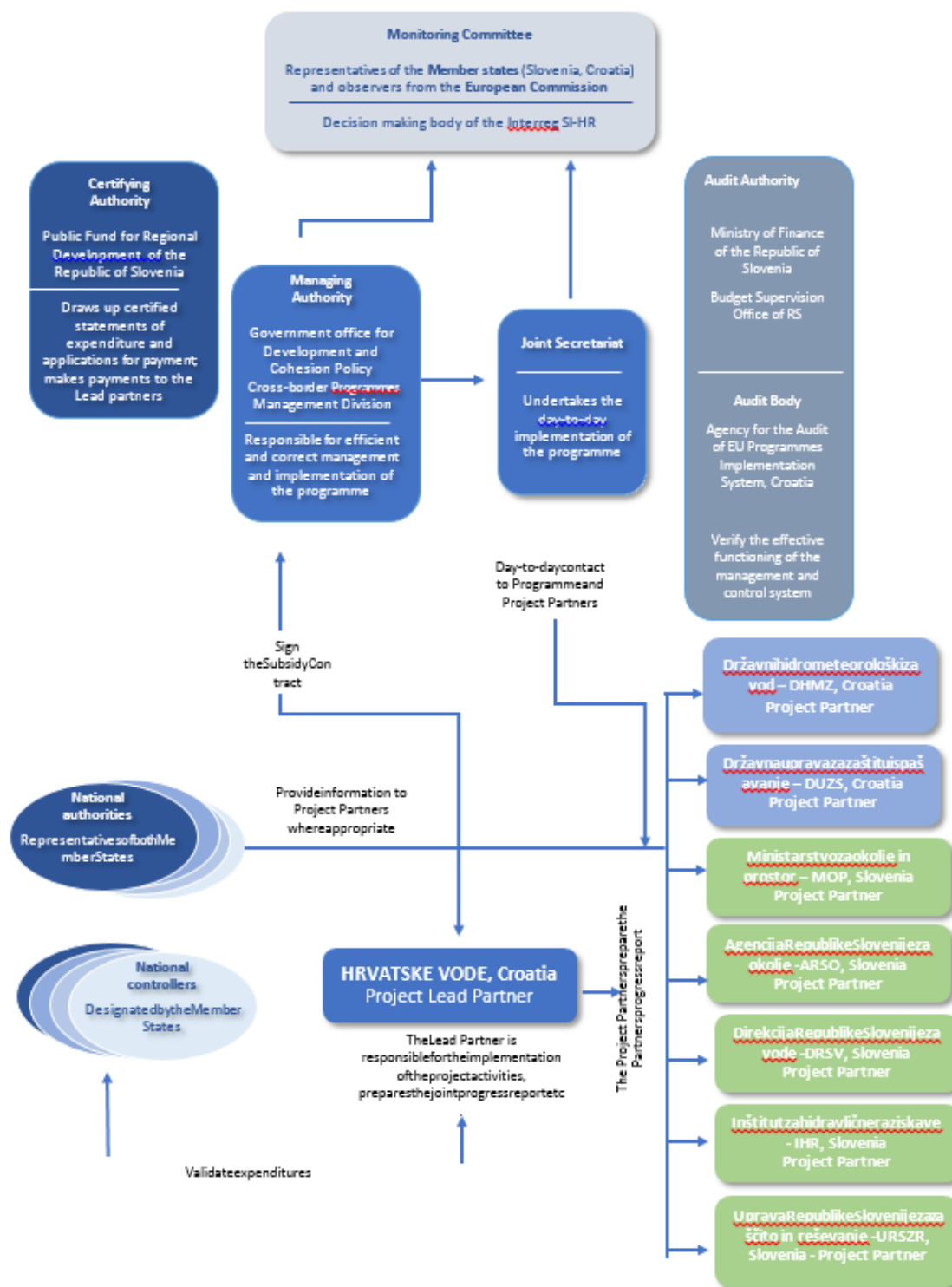


Figure 2: Programme management structure

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### 1.1. ABOUT THE PROJECT

Project FRISCO1 - Cross-BorderHarmonizedSlovenian-CroatianFloodRiskReduction 1 - Non-StructuralMeasures (Čezmejnousklajeno SI-HR zmanjševanje poplavne ogroženosti – negradbeniukrepi/Prekogranično usklađeno SI-HR smanjenje rizika od poplava – negrađevinske mjere) is financed through the cross-border CP Interreg SI-HR Programme, co-financed by the European Regional Development Fund (ERDF) under the European Territorial Cooperation (ETC) objective, which supports cross-border cooperation between Slovenia and Croatia during the period 2014-2020.

Table 1: General information about FRISCO1 Project

<b>Project Name:</b>	Project FRISCO1 - Cross-BorderHarmonizedSlovenian-CroatianFloodRiskReduction 1 - Non-StructuralMeasures
<b>Project Acronym:</b>	FRISCO1
<b>Project Number:</b>	SLO-HR5
<b>Lead Partner Organisation:</b>	HRVATSKE VODE, UlicagradaVukovara 220, Croatia
<b>Approvedstartdate:</b>	11.04.2016.
<b>Approvedclosuredate:</b>	10.04.2019.
<b>Financing</b>	co-financed by the European Regional Development Fund (ERDF) under the European Territorial Cooperation (ETC) objective, which supports cross-border cooperation between Slovenia and Croatia during the period 2014-2020.
<b>ERDF SUBSIDY CONTRACT</b>	No - SLO/CRO5 Signed on May 20, 2016. In Podčetrtek, Slovenia
<b>PROJECT TOTAL APPROVED FUNDING</b>	4.070.950,00 EUR
<b>Approved ERDF contribution (maximum amount)</b>	3.460.307,50 EUR
<b>National Public contribution (maximum amount)</b>	610.642,50 EUR
<b>National Private contribution (maximum amount)</b>	0,00 EUR

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**The risk of floods** is considered the greatest risk with the highest cross-border effect and need for joined risk management. The cross-border programme intends to focus to the river basins and flood risk management issues that can only be addressed through joint intervention of Slovenian and Croatian water authorities. Through its Priority Axis (PA) 1, Integrated Flood Risk Management in Transboundary River Basins, the Cooperation Programme provides an unique opportunity for these authorities to improve the transboundary flood risk management and achieve a reduction of flood risks. This Project (Flood Risk Slovenia-Croatia Operations - Strategic Project 1 - Nonstructural Measures (FRISCO1)), will serve two key purposes: to **improve coordinated flood risk management and reduce flood risks through implementation of non-structural measures**, and to prepare documentation (studies and design) for the optimal structural measures that will be implemented in subsequent strategic project or projects. The main outputs will be sets of joint models, maps and tools for each of the six target transboundary river basins (Kupa/Kolpa, Sutla/Sotla, Drava, Mura, Dragonja and Bregana) with the associated design documentation for optimal structural measures, improved physical alert systems, and the outputs of awareness rising/capacity building activities. The Project will address the needs of a wide range of target groups, and the ultimate beneficiary of the Project is the affected population. The Project's objectives can only be achieved through cross-border cooperation because, in line with the Floods Directive, the flood risk management planning should be done following the river basin approach in order to determine the optimal measures. The Project is original because of its comprehensiveness, both in terms of the spatial coverage (all transboundary river basins) and in terms of the scope of the measures (all key non-structural measures covering preparedness, prevention and response).

The main common challenges, i.e. the threat of floods and the associated flood risks, as well as insufficient coordination in **implementation of the flood risk management measures in transboundary river basins, will be tackled** by the Project in a comprehensive way. A comprehensive set of coordinated non-structural flood risk management measures aimed to improve the coordinated flood risk management (planning, flood forecasting and early warning systems, awareness rising/capacity building etc.) will be jointly developed and implemented, thereby achieving immediate benefits in terms of the flood risk reduction throughout the programme area. The comprehensiveness of the Project, both in terms of the spatial coverage (all transboundary river basins) and in terms of the scope of the measures (all key non-structural measures covering all aspects of the flood risk management cycle, i.e. preparedness, prevention and response) that will be implemented, go beyond the existing practice, which has in the past considered localized and partial solutions, without sufficient transboundary coordination. Technically, the solutions that will be developed through the Project (joint tools, joint maps, and joint models) will be at or beyond the state-of-the-art level, and will serve as an example of successful transboundary cooperation in the flood risk management sector to other cooperation programmes.

The risk of flooding is further exacerbated by **climate change effects**. Non-structural measures are the most effective measures for adaptation to climate change. **Better data collection and exchange, better information and knowledge, and better awareness and institutional capacity** will all serve to better identify, plan and implement measures for climate change adaptation. In target area studies

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the analyzed scenarios will include a sensitivity analysis of the input parameters to climate change, while the design of **the measures will include adaptation to climate change.**

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Table 2: FRISCO1 Project Partners and contacts

Project Partner	Organisation	Abbreviation	web	Legal Representative	Contact Person
<b>Lead Partner</b>	Croatian Waters, Ulica grada Vukovara 220, 10000 Zagreb, Croatia	HV	www.voda.hr	<b>Zoran Đuroković</b> <a href="mailto:zoran.djurokovic@voda.hr">zoran.djurokovic@voda.hr</a> +385 1 6307 401	<b>Sanda Kolarić Buconjić</b> <a href="mailto:sanda.buconjickolaric@voda.hr">sanda.buconjickolaric@voda.hr</a> +385 1 6307 432
<b>PP 1</b>	Ministry of the Environment and Spatial Planning, Dunajska 48, 10000 Ljubljana, Slovenia	MOP	www.mop.si	<b>Irena Majcen</b> <a href="mailto:irena.majcen@gov.si">irena.majcen@gov.si</a> +386 1 478 7400	<b>Luka Štravs</b> <a href="mailto:luka.stravs@gov.si">luka.stravs@gov.si</a> +386 1 478 7404
<b>PP 2</b>	Agency of the Republic of Slovenia for the Environment, Vojkova 1b, 10000 Ljubljana, Slovenia	ARSO	www.arso.si	<b>Joško Knez</b> <a href="mailto:josko.knez@gov.si">josko.knez@gov.si</a> +386 1 478 4515	<b>Drago Groselj</b> <a href="mailto:drago.groselj@gov.si">drago.groselj@gov.si</a> +386 1 478 4515
<b>PP 3</b>	Slovenian Water agency, Hajdrihova 28, 10000 Ljubljana, Slovenia	DRSV	www.gov.si	<b>Tomaž Prohinar</b> <a href="mailto:tomaz.prohinar@gov.si">tomaz.prohinar@gov.si</a> +386 41 377 742	<b>Stanka Koren</b> <a href="mailto:stanka.koren@gov.si">stanka.koren@gov.si</a> +386 51 371 771
<b>PP 4</b>	National Protection and Rescue Directorate, Nehajska 5, 10000 Zagreb, Croatia	DUZS	www.duzs.hr	<b>dr. sc. Dragan Lozančić</b> <a href="mailto:kabinet@duzs.hr">kabinet@duzs.hr</a> +385 1 3650 082	<b>Petar Vitas</b> <a href="mailto:petar.vitas@duzs.hr">petar.vitas@duzs.hr</a> +385 91 112 1074
<b>PP 5</b>	Meteorological and Hydrological Service, Grič 3, 10000 Zagreb, Croatia	DHMZ	www.dhmz.hr	<b>Branka Ivančan Picek</b>	<b>Borivoj Terek</b> <a href="mailto:terek@cirus.dhz.hr">terek@cirus.dhz.hr</a> +385 1 45 65 666
<b>PP 6</b>	Institute for Hydraulic Research, Hajdrihova 28, 10000 Ljubljana, Slovenia	IHR	www.hidroinstitut.si	<b>Tanja Prešeren</b> <a href="mailto:tanja.preseren@hidroinstitut.si">tanja.preseren@hidroinstitut.si</a> +386 1 24 18 424	<b>Jurij Mlačnik</b> <a href="mailto:jurij.mlacnik@hidroinstitut.si">jurij.mlacnik@hidroinstitut.si</a> +386 1 24 18 422
<b>PP 7</b>	Administration of the Republic of Slovenia for Civil Protection and Disaster Relief,	URSZR	www.sos112.si	<b>Darko But</b> <a href="mailto:darko.but@gov.si">darko.but@gov.si</a> +386 1 471 33 22	<b>Milena Dobnik Jeraj</b> <a href="mailto:milena.dobnik.jeraj@urszr.si">milena.dobnik.jeraj@urszr.si</a>

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### 1.1.1. Work packages start and end dates

Table 3: Work packages - start and end dates (month.year)

Work Packages star and end dates			
WP	Start date		End date
M	Work Package Management		
	APRIL 2016.		APRIL 2019.
T1	Work Package Kupa/Kolpa joint tools, models, maps and projects		
	APRIL 2016.		APRIL 2019.
T2	Work Package Sutla/Sotla joint tools, models, maps and projects (implementation)		
	APRIL 2016.		APRIL 2019.
T3	Work Package Drava joint tools, models, maps and projects		
	APRIL 2016.		APRIL 2019.
T4	Work Package Mura joint tools, models, maps and projects		
	APRIL 2016.		APRIL 2019.
T5	Work Package Dragonja joint tools, models and maps		
	APRIL 2016.		APRIL 2019.
T6	Work Package Bregana joint tools, models and maps		
	APRIL 2016.		APRIL 2019.
T7	Work Package Physical flood alert systems		
	APRIL 2016.		OCTOBER 2018.
T8	Work Package Awareness raising and capacity building		
	APRIL 2016.		APRIL 2019.
C	Work Package Communication		
	APRIL 2016.		APRIL 2019.

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### 1.1.2. Work packages activities and deliverables

Table 4: Work packages (Tasks M, T1-T8 & C) and activities

Note concerning T1-T6: as a part of the proposed project modifications additional deliverables will be specified corresponding to completed and delivered reports for each phase indicated in this table, if this is needed for approval and certification of invoices for partially completed external services contracts (to be discussed with JS and FLC).

WPM	Work Package <u>Management</u> (Management)		
	Activity ID	Deliverables of the WP	Target Value
	Activity M.1	Project Management Plan	1
	Activity M.2.1.	Minutes of Meetings	12
	Activity M.2.2.	Bilaterally-agreed methodologies	4
	Activity M.3.1	Minutes of Meetings and Progress Reports	24
	Activity M.4.1.	Quality Control Reports	6
	Activity M.5.1.	Financial Reports and Reimbursement Requests	6
	Activity M.5.2.	Final Financial Report	1
	Activity M.6.1..	Periodic Reports	42
	Activity M.6.2.	Final Report	1
	Activity M.7.1.	Filing System	1
	Activity M.7.2.	Project Closure Report	1

WPT1	Work Package <u>Kupa/Kolpa</u> joint tools, models, maps and projects (Implementation)			
	Activity ID	Deliverables of the WP	Target Value	Phases
	Activity T1.1	FRM database	1	
	Activity T1.2	Target Area Study	1	2
	Activity T1.3	Improved Hydraulic Model	1	2
	Activity T1.4	Improved Forecasting Model	1	3
	Activity T1.5	Improved Flood Hazard Map	1	
	Activity T1.6	Improved Flood Risk Map	1	
	Activity T1.7	Structural projects documentation	1	

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WP T2	Work Package <u>Sutla/Sotla</u> joint tools, models, maps and projects (Implementation)			
	Activity ID	Deliverables of the WP	Target Value	Phases
	Activity T2.1	FRM database	1	
	Activity T2.2	Target Area Study	1	4
	Activity T2.3	Improved Hydraulic Model	1	
	Activity T2.4	Improved Forecasting Model	1	3
	Activity T2.5	Improved Flood Hazard Map	1	
	Activity T2.6	Improved Flood Risk Map	1	
	Activity T2.7	Structural projects documentation	1	

WP T3	Work Package <u>Drava</u> joint tools, models, maps and projects (Implementation)			
	Activity ID	Deliverables of the WP	Target Value	Phases
	Activity T3.1	FRM database	1	
	Activity T3.2	Target Area Study	1	2
	Activity T3.3	Improved Hydraulic Model	1	2
	Activity T3.4	Improved Forecasting Model	1	
	Activity T3.5	Improved Flood Hazard Map	1	
	Activity T3.6	Joint Map 2, Improved Flood Risk Map	1	
	Activity T3.7	Structural projects documentation	1	



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WP T4	Work Package <u>Mura</u> joint tools, models, maps and projects (Implementation)			
	Activity ID	Deliverables of the WP	Target Value	Phases
	Activity T4.1	FRM database	1	
	Activity T4.2	Target Area Study	1	4
	Activity T4.3	Improved Hydraulic Model	1	
	Activity T4.4	Improved Forecasting Model	1	
	Activity T4.5	Improved Flood Hazard Map	1	
	Activity T4.6	Improved Flood Risk Map	1	
	Activity T4.7	Structural projects documentation	1	

WP T5	Work Package <u>Dragonja</u> joint tools, models and maps (Implementation)			
	Activity ID	Deliverables of the WP	Target Value	Phases
	Activity T5.1	FRM database	1	
	Activity T5.2	Target Area Study	1	4
	Activity T5.3	Improved Hydraulic Model	1	
	Activity T5.4	Improved Forecasting Model	1	
	Activity T5.5	Improved Flood Hazard Map	1	
	Activity T5.6	Improved Flood Risk Map	1	

WP T6	Work Package <u>Bregana</u> joint tools, models and maps (Implementation)			
	Activity ID	Deliverables of the WP	Target Value	Phases
	Activity T6.1	FRM database	1	
	Activity T6.2	Target Area Study	1	2
	Activity T6.3	Improved Hydraulic Model	1	2
	Activity T6.4	Improved Forecasting Model	1	3
	Activity T6.5	Improved Flood Hazard Map	1	
	Activity T6.6	Improved Flood Risk Map	1	

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WP T7	Work Package <u>Physical flood alert systems</u> (Implementation)		
	Activity ID	Deliverables of the WP	Target Value
	Activity T7.1	Inventory of the existing alarms infrastructure	1
	Activity T7.2	Report on determination locations for alarms	1
	Activity T7.3	Installation of new alarms	24

WP T8	Work Package <u>Awareness raising and capacity building</u> (Implementation)		
	Activity ID	Deliverables of the WP	Target Value
	Activity T8.1.1	Report on awareness rising for target groups	1
	Activity T8.1.2	Reports on individual activities	24
	Activity T8.2.1	Report on institutional capacity building	1
	Activity T8.3.1	Report on transboundary flood risk management	1

WP C	Work Package <u>Communication</u> (Communication)		
	Activity ID	Deliverables of the WP	Target Value
	Activity C.1	Communication plan	1
	Activity C.2	Media notices	12
	Activity C.3	Public event reports	4
	Activity C.4	Promotional material	12
	Activity C.5	Project website	1

## Cross-border cooperation for flood risk reduction

### 1.2. CROSS-BORDER COOPERATION

The Project's objectives and **the Project's outputs can only be achieved through cross-border cooperation** because, in line with the Directive 2007-60-EC on the assessment and management of flood risks, the flood risk management planning should be done following the **river basin approach**, i.e. the entire basins should be analyzed in order to define and implement the optimal flood risk management measures. Furthermore, key non-structural measures such as joint tools, maps and models can only be developed through joint efforts of national sectoral agencies. The project partners include all relevant national sectoral agencies involved in the flood risk management in both countries, which will all benefit from the joint development and implementation of the non-structural measures in the project area and from the associated capacity building activities. The Project targets a wide range of target groups, who will all benefit from the fact that the non-structural measures implemented by the Project will be optimized following the river basin approach through cross-border cooperation.

#### Cooperation criteria

@Joint Development	X	As required, all partners have contributed to the development of the project and jointly defined how the Project will operate. The Partners have jointly developed objectives and outcomes, budget, timing, responsibilities and division of tasks to achieve the objectives. The Partners have identified available knowledge, experience and expertise within partner organizations as well as the benefits that could be expected by the partners, and defined roles and responsibilities accordingly.
@Joint Implementation	X	Joint tools, maps and plans for all transboundary basins will be jointly implemented by involvement of relevant partners from all countries in all activities. As required, the Lead Partner bears the responsibility for the overall project implementation while all partners take responsibilities for different parts of the implementation. Each project partner is responsible for the tasks foreseen for achievement of the objectives, and has to ensure that needed activities are carried out.
@Joint Staffing	X	As required, all project partners have a defined role and will allocate staff to fulfil this role. Sub-project teams involving representatives of relevant partners from both countries will be established and charged with development and implementation of the work packages. Team members will coordinate their activities with others involved in the activities and exchange information regularly, and there will be no unnecessary duplication of functions in different partner organizations.
@Joint Financing	X	As required, the project has a joint budget with funding allocated to partners according to the activities they are carrying out. The overall budget is divided nearly equally between partners from Slovenia and Croatia, and partners from both countries are involved in all activities. The budget includes spending targets for each partner and each semiannual period.

Figure 3: Cooperation criteria

Cross-border cooperation  
for flood risk reduction

### 1.3. PROJECT BUDGET

#### Project total approved budget (EUR)

Table 5: Project total approved budget

Staff costs	1.335.629,44 EUR
Office and administrative expenditure	178.909,41 EUR
Travel and accommodation costs	36.214,53 EUR
External expertise and services costs	1.822.315,67 EUR
Equipment expenditure	637.880,93 EUR
Infrastructure and works	0,00 EUR
<b>TOTAL</b>	<b>4.070.950,00 EUR</b>
<b>REVENUE</b>	<b>0,00 EUR</b>
<b>TOTAL NET COSTS</b>	<b>4.070.950,00 EUR</b>

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**Project budget summary – per Partner**

*Table 6: Project budget summary – per Partner*

Partner	Partner Abbreviation	Country	Programme Co-financing			Contribution			Total Eligible Budget
			ERDF	ERDF Co-Financing (%)	Percentage of Total ERDF	Public Contribution	Private Contribution	Total Contribution	
Hrvatske vode	HV	HRVATSKA	1.236.274,00	85,00%	35,73%	218.166,00	0,00	<b>218.166,00</b>	1.454.440,00
Ministrstvo za okolje in prostor	MOP	SLOVENIJA	150.875,00	85,00%	4,36%	26.625,00	0,00	26.625,00	177.500,00
Agencija Republike Slovenije za okolje	ARSO	SLOVENIJA	433.500,00	85,00%	12,53%	76.500,00	0,00	76.500,00	510.000,00
Direkcija Republike Slovenije za vode	DRSV	SLOVENIJA	445.400,00	85,00%	12,87%	78.600,00	0,00	78.600,00	524.000,00
Državna uprava za zaščito i spašavanje	DUZS	HRVATSKA	170.301,75	85,00%	4,92%	30.053,25	0,00	30.053,25	200.355,00
Državni hidrometeorološki zavod	DHMZ	HRVATSKA	330.378,00	85,00%	9,55%	58.302,00	0,00	58.302,00	388.680,00
Inštitut za hidravličneraziskave	IHR	SLOVENIJA	529.550,00	85,00%	15,30%	93.450,00	0,00	93.450,00	623.000,00
Uprava Republike Slovenije za zaščito in reševanje	URSZR	SLOVENIJA	164.028,75	85,00%	4,74%	28.946,25	0,00	28.946,25	192.975,00
Sub Total For Partners Inside			3.460.307,50	---	100,00%	610.642,50	0,00	610.642,50	4.070.950,00
Sub Total For Partners Outside			0,00	---	0,00%	0,00	0,00	0,00	0,00
Total			3.460.307,50	---	100,00%	610.642,50	0	610.642,50	4.070.950,00

## **2. MANAGEMENT OF THE PROJECT**

Croatian Waters is the Lead Partner for this Project and the lead coordinator for the Croatian partners, while MOP is the lead coordinator for the Slovenian partners. Generally, Hrvatske vode and MOP are equally and jointly responsible for the strategic management as well as for strategic coordination between all partners, but Croatian Waters are formally responsible for the entire Project, as required by the Programme.

The Lead Partner acts as the Project interface with the Programme (Managing Authority and Joint Secretariat) and is ultimately responsible for the successful implementation of the entire Project. The Lead Partner is also responsible to ensure the sound project management based on quality management tools (including internal communication among the Project Partners).

### **2.1. Project Preparation Phase**

In the Project preparation phase, preparation of Project proposal with Application, Hrvatske vode, as the lead project partners from the Croatian side and Ministarstvo za okolje in prostor, from Slovenian side, have jointly and equally participated in the project preparation, including definition of work packages, activities and deliverables, definition of work plan, indicative time plan and the budget, coordination with other partners and managing authority/joint secretariat.

The result of these activities is the approved Project application by May 2016 and signed ERDF SUBSIDY CONTRACT SLO/CRO5 (on May 20, 2016.), as well as a plan for the subsequent structural project(s).

### **2.2. Project Implementation Phase**

In the initial phase of project implementation, upon formal acceptance and conditional approval with minor requests for clarifications of the FRICO1 Project, at 2<sup>nd</sup> Programme Monitoring Committee meeting in Lovran, Croatia on 11 April, 2016, Croatian Waters, as the Lead Partner start with activities of establishing the overall Project Manager, Communication Manager and Financial Manager for the Project, in accordance with Project Application.

Therefore 1<sup>st</sup> operational meeting of all Project Partners took place at premises of Hrvatske vode, Ulicagrada Vukovara 220, Zagreb, Croatia on April 20, 2016.

At that meeting, it was concluded that Croatian Waters, as lead partner and coordinator for the Croatian partners in coordination with MOP, as the lead coordinator for the Slovenian partners will start with drafting of Project Management Plan (PMP). Further development of the Project Management Plan (PMP) is done in coordination with coleading Partners from Slovenia in July during Strategic meeting sessions. Finalization of PMP was completed by the end of August 2016., after consultations with all Project Partners.

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Until the first draft of the PMP is produced each Project partner will establish their own project managers, communication managers and financial managers, who will respectively form the Project Management Team, Communications Team and Financial Management Team of the Project and about that inform the lead partner.

Also each Project partner will start with preparation and drafting of technical activities within their institutions and if needed, bilaterally and directly exchange information with partners involved in the Project, without formal informing of the lead partner.

This document is an updated version of the FRISCO1 Project Management Plan (PMP) and it also includes a Communications Plan and a Financial Management Plan.

The PMP presents all details relevant for the successful management and implementation of the Project, both at the Project level and at the partner level. The PMP also explains communication procedures within the partnership, communications with the Programme, reporting and evaluation procedures, and risk and quality management, all in accordance with the Programme requirements and quality management tools. The PMP also presents a plan for meetings (including face-to-face and online meetings) and communications, including coordination meetings and technical meetings related to implementation packages.

PMP also gives more details regarding strategic coordination between Hrvatske vode and MOP and other partners, as needed, depending on the subject. It also includes strategic coordination with external parties, including the Permanent Slovenian – Croatian Commission for Water Management and its sub-commissions (Sub-Commission for the river basins Mura and Drava, Sub-Commission for the river basins Kolpa/Kupa and Sotla/Sutla, Sub-commission for the sea and karst, Sub-Commission for Water Quantity and Sub-Commission for Water Quality).

### **2.3. Project Closure - Administrative Management**

Lead Partner will coordinate all activities regarding archiving and Project Closure procedures, which will be implemented according to the rules of the Programme. This activity is the establishment of an efficient and accurate operation of a well-defined filing system. The filing system will be established in order to create adequate audit trails and in order to facilitate the retrieval of documents at any given point of time by any authorized person.

Both a paper filing system (existing of hard copies of paper documents) as well as an electronic filing system (existing of electronic files) are already initiated and will be further developed, during implementation of the Project. Basic information regarding this issue are already described in this PMP and will be improved if needed in the next version of the PMP document.

The Project Closure involves releasing the final deliverables to the beneficiary handing over the project documentation, terminating contracts, releasing project resources, and corresponding and communicating to all stakeholders. The project closure will be carried out according to the Project Closure Report. Once this report has been created and approved, the closure activities specified within the report are undertaken and the project is then officially closed.



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### 2.4. Budget for Project Management

In the Project preparation phase activities, project partners decided not to use the funds available in order to leave more funds for implementation of the measures under the Project.

For the Project implementation phase, as well as for close procedures, Project Management will be performed by Project Partners with leading role of the Lead Partner.

Initially, as specified by the Project Application, no external services for the project management were planned. However, after two and a half periods of implementation, it is proposed that as a part of the project modifications, the project management be strengthened by two external services contracts, which will be procured by the Lead Partner from its share of the budget:

- Technical support to the LP/PMP, 30.000 eur, duration until 03/2019;
- Technical Support to the SMG, 20.000 eur, duration until 03/2019.

Specific tasks of the external consultants on these services will be elaborated in Chapter 3 of this PMP.

### 2.5. Relevant Documents for the Implementation of the Project

#### 2.5.1. Strategic Framework

- Europe 2020: A strategy for smart, sustainable and inclusive growth, Communication from the Commission, COM(2010)2020 final
- Danube Strategy: European Union strategy for the Danube region, Communication from the Commission to the European Parliament, the Council, the European Economic and social Committee and the Regions, COM(2010) 715 final
- The European Union Strategy for the Adriatic and Ionian Region (EUSAIR, 2014)
- The European Union Strategy for the Alpine Region (EUSALP, 2015)

#### 2.5.2. Key Regulations for the European Structural and Investment Funds (basic EU Regulations for the period 2014-2020)

- Common Provisions Regulation (CPR)  
Regulation (EU) **No 1303/2013** of the European Parliament and of the Council of 17 December 2013 laying down common provisions on the European Regional Development Fund, the European Social Fund, the Cohesion Fund, the European Agricultural Fund for Rural Development and the European Maritime and Fisheries Fund and laying down general provisions on the European Regional development Fund, the European Social Fund, the Cohesion Fund and the European Maritime and Fisheries Fund and repealing Regulation (EC) No 1083/2006
- ETC Regulation  
Commission Regulation (EU) **No 1299/2013** of the European Parliament and of the Council of 17 December 2013 on specific provisions for the support from the European Regional Development Fund to the European Territorial Cooperation Goal



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- ERDF Regulation  
Commission Regulation (EU) **No 1301/2013** of the European Parliament and of the Council of 17 December 2013 on the Regional Development fund and on specific provisions concerning the Investment for growth and jobs goal and repealing regulation No 1080/2006
- EGTC Regulation  
Regulation (EU) **No 1302/2013** of the European Parliament and of the Council of 17 December 2013 amending Regulation (EU) No 1082/2006 on a European grouping of territorial cooperation (EGTC) as regards the clarification, simplification and improvement of the establishment of such groupings

### 2.5.3. Relevant programme documents

- Cooperation Programme Interreg V-A Slovenia-Croatia (adopted by the European Commission Decision C(2015)6775 final as of 30 September 2015)
- IMPLEMENTATION MANUAL FOR BENEFICIARIES FOR STRATEGIC PROJECTS COOPERATION PROGRAMME INTERREG V-A SLOVENIA-CROATIA, Version 1, 4 December 2015

### 2.5.4. Relevant Project documents

- Project application
- Partnership Agreement
- Lead Partner Statement
- Project Partner Statements
- Gant Chart
- Project approval letter
- ERDF SUBSIDY CONTRACT SLO/CRO5, between the Government Office for Development and European Cohesion Policy Kotnikova 5, SI – 1000 Ljubljana, Slovenia Managing Authority of the Cooperation Programme Interreg V-A Slovenia-Croatia 2014-2020, represented by the Head of MA and Hrvatskevide, UlicagradaVukovara 220, Croatia, as Lead Partner (LP) and representing the partners (according to Partnership Agreement) of the FROSCO1 Project, represented by the General Manager of Hrvatskevide, signed on May 20, 2016. in Podčetrtek, Slovenia
- <http://www.eu-skladi.si/>
- <http://84.39.218.255/si2/navodila/>
- <http://84.39.218.255/hr2/javni-razpis/javni-razpis-za-projekte/>

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### **3. MANAGEMENT OF THE PROJECT**

The management of the project needs to follow certain national and EU rules (legal, policy on water management, etc.), so an overall organization structure for FRISCO1 Project was laid down.

Croatian Waters will be the Lead Partner for this Project and the lead coordinator for the Croatian partners, while MOP will be the lead coordinator for the Slovenian partners. Generally, Hrvatske vode and MOP will be equally and jointly responsible for the strategic management as well as for strategic coordination between all partners, but Croatian Waters will be formally responsible for the entire Project, as required by the Programme. The Lead Partner will act as the Project interface with the Programme (Managing Authority and Joint Secretariat) and is ultimately responsible for the successful implementation of the entire Project. The Lead Partner is also responsible to ensure the sound project management based on quality management tools (including internal communication among the Project Partners).

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Table 7: Activities and Deliverables of WP M

WP M	Work Package Management (management)		
	Activity ID	Deliverables of the WP	Target Value
	Activity M.1	Project Management Plan	1
	Activity M.2.1.	Minutes of Meetings	12
	Activity M.2.2.	Bilaterally-agreed methodologies	4
	Activity M.3.1	Minutes of Meetings and Progress Reports	24
	Activity M.4.1.	Quality Control Reports	6
	Activity M.5.1.	Financial Reports and Reimbursement Requests	6
	Activity M.5.2.	Final Financial Report	1
	Activity M.6.1.	Periodic Reports	42
	Activity M.6.2.	Final Report	1
	Activity M.7.1.	Filing System	1
	Activity M.7.2.	Project Closure Report	1

### 3.1. OVERALL PROJECT MANAGEMENT

#### 3.1.1. Introduction

The overall management of the Project will be carried out according to rules of the Programme, the Project Application, this Project Management Plan (PMP) and its updates.

The relevant excerpt from the Project Application is as follows:

*Croatian Waters will be the Lead Partner for this Project and the lead coordinator for the Croatian partners, while MOP will be the lead coordinator for the Slovenian partners. Generally, Hrvatske vode and MOP will be equally and jointly responsible for the strategic management as well as for strategic coordination between all partners, but Croatian Waters will be formally responsible for the entire Project, as required by the Programme. The Lead Partner will act as the Project interface with the Programme (Managing Authority and Joint Secretariat) and is ultimately responsible for the successful implementation of the entire Project. The Lead Partner is also responsible to ensure the sound project management based on quality management tools (including internal communication among the Project Partners). The Lead Partner will establish the overall Project Manager, Communication Manager and Financial Manager for the Project. Each partner will establish their own project managers, communication managers and financial managers, who will respectively form the Project Management Team, Communications Team and Financial Management Team of the Project. In the*

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initial phase of the Project, these teams will develop the Project Management Plan (PMP), which will also include the Communications Plan and the Financial Management Plan. The PMP will present all details relevant for the successful management both at the Project level and at the partner level. The PMP will also explain communication procedures within the partnership, communications with the Programme, reporting and evaluation procedures, and risk and quality management, all in accordance with the Programme requirements and quality management tools. The PMP will also present a plan for meetings (including face-to-face and online meetings) and communications, including coordination meetings and technical meetings related to implementation packages. The management is not foreseen to be externalised.

### 3.1.2. Project partners - Responsible Person of Project Partner

The first step is to list the responsible persons for all project partner in the project.

Table 8: List of all responsible persons per project partner

	Lead Partner	Project Partner	Responsible Person
Croatian Waters	X		Z. Đuroković
Meteorological and Hydrological Service		X	B. Ivančan Picek
National Protection and Rescue Directorate		X	dr. sc. Dragan Lozančić
Ministry of the Environment and Spatial Planning*		X	I. Majcen
Agency of RS for the Environment		X	J. Knez
Slovenian Water agency		X	T. Prohinar
Institute for Hydraulic Research		X	T. Prešeren
Administration of the RS for Civil Protection and Disaster Relief		X	D. But
* Ministry of the Environment and Spatial Planning has a Lead Partner role for Slovenian Project Partners			

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### 3.1.3. Project Teams

Based on the Project Application, various aspects of the overall Project Management will be performed by the following Project Teams that will be formed by representatives of the Project Partners:

- Strategic Management Team (SMG);
- Project Management Team (PMT);
- Financial Management Team (FMT);
- Communications Management Team (CMT);
- Quality Management Team (QMT);
- Expert Panel (EXP).

Technical management of each implementation working package will be performed by the following Working Groups that will be formed by representatives of the Project Partners:

- Working Group Kupa/Kolpa (WGK)
- Working Group Sotla/Sutla (WGS)
- Working Group Drava (WGD)
- Working Group Mura (WGM)
- Working Group Dragonja (WGG)
- Working Group Bregana (WGB)
- Working Group for Alarms (WGA)
- Working Group for Awareness Raising/Capacity Building (WGAC)

The number of representatives of each project partner in various Project Teams and Working Package Groups is shown in the following table:

Table 9: Number of project partners members in teams and working groups

Number of project partners in teams and working groups											
FRISCO1 TEAMS	CROATIA			SLOVENIA					SUM		Leader
	Hrvatske vode	DHMZ	DUZS	MOP	ARSO	DRSV	IHR	URSZR	HR	SI	
Strategic Management Team	4	0	0	4	0	0	0	0	4	4	SI
Project Management Team	4	1	1	2	1	1	1	1	6	6	HR
Project Communication Team	3	2	1	2	1	1	1	1	6	6	SI
Financial Management Team	3	2	1	2	1	1	1	1	6	6	HR
Quality Management Team	3	1	1	1	1	1	1	1	5	5	HR

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Expert Panel	2	1	0	1	1	0	0	1	3	3	SI
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Number of project partners in teams and working groups											
FRISCO1 TEAMS	CROATIA			SLOVENIA					SUM		Leader
	Hrvatske vode	DHM Z	DUZS	MOP	ARSO	DRSV	IHR	URS ZR	HR	SI	
Working Group - Kupa/Kolpa	3	2	0	0	1	3	1	0	5	5	HR
Working Group - Sutla/Sotla	3	2	0	0	1	3	1	0	5	5	SI
Working Group - Drava	2	2	0	0	1	2	1	0	4	4	HR
Working Group - Mura	2	2	0	0	1	2	1	0	4	4	SI
Working Group - Dragonja	2	2	0	0	1	2	1	0	4	4	SI
Working Group - Bregana	2	2	0	0	1	2	1	0	4	4	HR
Working Group - Alarms	0	0	2	0	0	0	0	2	2	2	SI
Working Group - Awareness/Capacity	3	2	1	2	1	1	1	1	6	6	HR

The representatives of the project partners in the Project Teams are nominated and appointed by the project partners. Based on these nominations, the LP will prepare a list of members of all Project Teams and Working Groups. The current version of the list is provided in Appendix 1. Detailed contact information for all members of all Project Teams and Working Groups is provided in Appendix 2.

The representatives of the project partners in the Project Teams and Working Groups can be replaced by the project partners at any point in time by sending a notice to the overall Project Manager (Leader of the PMT), who will update the list of members of all Project Teams and Working Groups and inform all project partners accordingly. Appendices 1 and 2 of the PMP will be updated in the next regular update of the PMP.

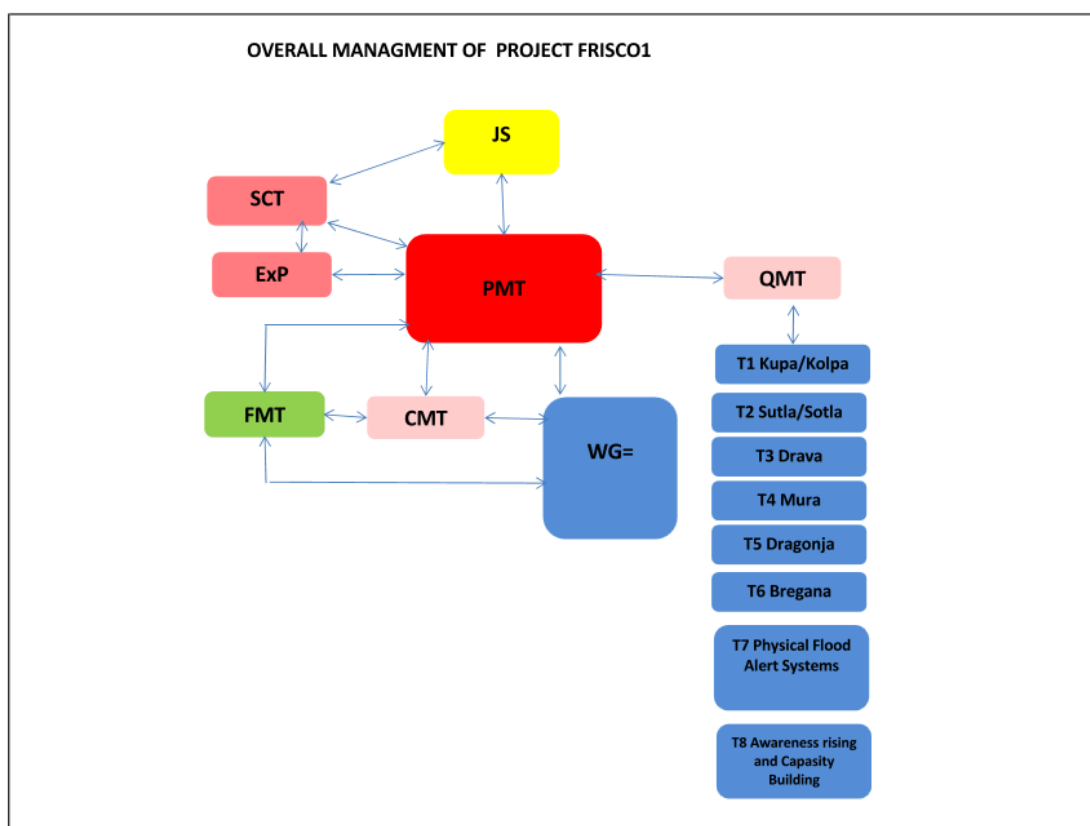
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### 3.1.4. Organizational Structure

#### JS - Joint Secretariat

The Joint Secretariat assists the Managing Authority and the Monitoring Committee in carrying out their respective functions and undertakes the day-to-day implementation of the programme. It also provides information, guidance to project partners, as well as approval of minor or changes of the Project during implementation in accordance with Programme rules.

The organizational structure for the project management is shown in the following figure:



The roles and responsibilities of each Project Team is described in detail in the following sections of PMT.

**Strategic Coordination Team (SCT) and Project management team (PMT)** where set up to provide steering for the whole project and for implementation of activities in WP M (Work Package Management), WP C (Work Package Communication) and technical Working Packages (T1-T8) supported by Financial Managmet Team, Expert Panel and Quality Management Team.

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SCT - Strategic Coordination Team (in detail Ch.3.2.)

PMT - Project Management Team (Ch 3.3.)

FMT - Financial Management Team (Ch 4.)

CMT - Communications Management Team (Ch 5.)

### **WG - Working Groups**

The Technical Working Groups (TWG) are formed by representatives of the project partners involved in the Working Package (WP). There will be eight working groups for eight working packages:

- Working Group for Kupa/Kolpa (WGK)- T1
- Working Group for Sutla/Sotla (WGS)- T2
- Working Group for Drava (WGD)- T3
- Working Group for Mura (WGM)- T4
- Working Group for Dragonja (WGG)- T5
- Working Group for Bregana (WGB)- T6
- Working Group for Alarms (WGA)- T7
- Working Group for Awareness Raising/Capacity Building (WGC)-T8

The number of members of each group is shown in Table 9, while Appendix 1. gives updated names of group Members. Members of the groups are appointed by the project partners.

Project Leading Partner and co- leading partner members are leading coordinators for the Groups and Teams members, including the Project Management Team (PMT) members. (in detail Ch.3.4. and 3.5)

### **QMT - Quality Management Team**

The risk and quality management will be focused not only on product and service quality, but also on the means to achieve it. Most of the deliverables should at first adopt responsible WG (for implementation packages) or competent PT (in case horizontal activities), with a level of control by the QMT. Details about quality management is given in CH 6.

### **EXP - Expert Panel**

Expert Panel will be included on an ad-hoc basis, at the request of the PMT or SMG. Expert Panel will be consulted used for particularly complex issues, to resolve disputes within the professional teams, and the confirmation of strategic products which after SMG + EXP to be submitted for adoption by the Bilateral Commission or its sub-commissions. These are primarily the study basins, recommendations for projects FRISCO2 and common methodology.



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### 3.2. STRATEGIC COORDINATION

This project management activity will be carried out by the Strategic Management Group (SMG), which will be formed by four representatives of the leading partner from the Croatian side (Hrvatske vode) and four representatives of the leading/coordinating partner from the Slovenian side (MOP).

#### Following are the tasks and responsibilities of the SMG

- High-level coordination between Hrvatske vode and MOP, as leading partners from the Croatian side and the Slovenian side;
- High-level coordination between Hrvatske vode and other Croatian partners (DHMZ, DUZS) and between MOP and other Slovenian partners (DRSV, ARSO, IHR, URSZR);
- High-level coordination with Croatian and Slovenian Governments and national, regional and local authorities in Croatia and Slovenia;
- High-level coordination with the European Commission and the Managing Authority;
- High-level coordination with international commissions, including:
  - Permanent Slovenian – Croatian Commission for Water Management and its subcommissions:
    - Sub-Commission for the river basins Mura and Drava,
    - Sub-Commission for the river basins Kolpa/Kupa and Sotla/Sutla, Sub-commission for the sea and karst,
    - Sub-Commission for Water Quantity,
    - Sub-Commission for Water Quality.
  - International Sava River Basin Commission (ISRBC)
  - International Commission for Protection of the Danube River (ICPDR)
- Providing guidance to the Project Management Team (PMT) and other groups as needed;
- Reviewing and approving reports of the PMT concerning progress of the Project, if needed;
- Reviewing and approving recommendations of the PMT and/or technical groups, especially concerning measures to be implemented in subsequent strategic structural project(s) from the PA1 of the Programme, i.e. FRISCO2;
- Reviewing and approving prepared concepts for Terms of Reference for public procurement of external services with an estimated value greater than 25.000 EUR, if needed;
- Approving Terms of Reference developed by project partners and/or technical groups for public procurement of external services with an estimated value greater than 25.000 EUR, if needed;
- Approving Bilaterally-agreed methodologies, prepared as described below;
- Producing the following deliverables:
  - Minutes of meetings with technical attachments (12);

The bilaterally agreed methodologies include methodologies for the following:

- Flood hazard modeling;
- Flood hazard mapping;
- Flood risk mapping;

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- Economic analysis of flood damages with and without new flood risk management measures.

These methodologies will represent important results of the bilateral cooperation. Draft methodologies will be provided in due course for the technical activities. These methodologies will be finalized following the execution of these activities, taking into account any practical issues encountered during the execution. The final methodologies, confirmed by Expert Panel Report and approved by the SMG, will be submitted for approval of the Permanent Slovenian-Croatian Commission for Water Management, should its work be resumed, and the approved methodologies can be used in future applications.

As far as the production of the draft methodologies is concerned, it was originally envisioned that this task could be accomplished by internal resources of project partners, under coordination of the SMG. However, during the Project execution, it was concluded that this approach would not be feasible in the required time frame, and that external assistance is urgently needed.

Therefore, as a part of the modifications, it is proposed to procure an additional contract (from the LP share of the budget) - Technical Support to the SMG, 20.000 eur, duration until 03/ 2019, which will include technical services from appropriate experts to prepare the draft methodologies. These draft methodologies will then be reviewed by the technical groups and/or the Expert Panel, revised as needed, and submitted for approval to the SMG. Technical support to the SMG will continue through the remainder of the Project, addressing the application of the methodologies in the actual project activities.

The overall team leader of the SMG will be from the Slovenian side. Team Leader will initiate meetings of the SMG, propose the agenda, chair the meeting, and produce the draft minutes. It is anticipated that the SMG will have meetings four times per year.

The SMG will reach its decisions by consensus.

## Strategic Management Group members

Table 10: Strategic Management Group members

Strategic Management Group members		
	CROATIA	SLOVENIA
Strategic Management Group FRISCO1	E. Kos, Ministry of the Environment and Energy (advisor)	L. Štravs, MOP
	Z. Đuroković HV	M.Jelen, MOP
	S. Kolarić Buconjić, HV	B. Potočnik, MOP

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	Z. Marković, HV	T. Grilj, MOP
TOTAL members	4	4

*\*See also APPENDIX 1- FRISCO1 Project – Management Teams and Working Groups.*

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### 3.3. PROJECT MANAGEMENT TEAM

The Project Management Team (PMT) will be composed of representatives of all project partners, who will generally be responsible for daily management of the project activities at their institutions. The members of the PMT will be the central point of contact and coordination for all other members of Project Teams and Working Groups from their institutions. Members of the PMT will also be the central point of contact for their institutions for the Programme bodies (MA, JS & NC).

The PMT will consist of twelve members: one from each project partner, including the Leading Partner, three additional members from the Leading Partner, Hrvatske vode (Leader of the PMT, Leader of the QMT and the Secretary of the PMT) and one additional member from the lead coordinating partner for the Slovenian partners (Co-Leader of the PMT).

The overall Project Manager and the Leader of the PMT will be from the Croatian side, i.e. from the Lead Partner, Hrvatske vode. The Co-Leader of the PMT will be from the Slovenian side, i.e. from the lead coordinating partner of Slovenian partners, MOP.

Depending on location of the meeting, the Leader and/or Co-Leader of the PMT will initiate meetings of the PMT, propose the agenda, chair the meeting, and produce the minutes. It is anticipated that the PMT will have meetings according to APPENDIX 4 - List of deliverables reports & Plan of meetings.

The PMT will reach its decisions by consensus.

#### **Following are the tasks and responsibilities of the PMT according to the original PMP:**

- Daily coordination between the project partners;
- Daily coordination with the Programme bodies;
- Daily coordination with the Project Teams and Working Groups;
- Submission of deliverables prepared by Technical Working Groups to Strategic Management Team for approval
- Coordination between WG and SMG, as needed
- Preparation of the Project Management Plan (PMP);
- Updates to the PMP according to procedures described in the PMP (Chapter 9);
- Coordination and preparation of Modification Requests;
- Preparation of internal reports concerning progress of the Project;
- Coordination and preparation of official Reports:
  - Periodic reports (Joint Progress Reports, Monthly Reports, Ad-hoc Reports on MA/JS request);
  - Final Report.
- Submission of official reports (by the LP, i.e. by the Leader of the PMT or Secretary of the PMT);

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- Coordination of archiving and the Project Closure.

Given the complexity of the Project and its management, the LP has recognized the need for external services of a highly qualified consultant to improve the overall project management and to take over some of the tasks of the LP within the PMT. Therefore, as a part of the modifications, it is proposed to procure an additional contract (from the LP share of the project budget) - Technical Support to the PMT/LP, 30.000 eur, duration until 03/2019, which will include technical services from to update and maintain the PMP and its appendices, including Gantt chart, coordinate preparation of reports, and perform other tasks that will be described in detail in the Terms of Reference for these services.

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### 3.4. TECHNICAL COORDINATION

This project management activity will be carried out by the Technical Working Groups (TWG), which will be formed by representatives of the project partners involved in the Working Package (WP). There will be eight working groups for eight working packages:

- Working Group for Kupa/Kolpa (WGK)- T1
- Working Group for Sutla/Sotla (WGS)- T2
- Working Group for Drava (WGD)- T3
- Working Group for Mura (WGM)- T4
- Working Group for Dragonja (WGG)- T5
- Working Group for Bregana (WGB)- T6
- Working Group for Alarms (WGA)- T7
- Working Group for Awareness Raising/Capacity Building (WGC)-T8

The number of members of each group is shown in Table 9, and in Appendix 1. Members of the group names are given.

Members of the group will be appointed by project partners. The working group members will have the required knowledge in all relevant fields related to the work package (e.g. hydrology, hydraulics, water management and flood risk management), as well as knowledge of local conditions. Each group will have a team leader from the Croatian and Slovenian side, and the overall team leader will be from the partner responsible for the work package. Partner responsible for the working package is bilaterally agreed between Croatian and Slovenian partners, as given in Appendix 1.

Technical working groups T1-T6 have to carry out project documentation through external services or internal project partner services: revise and prepare available previous documentation - data, maps, study, models, prepare design documentation for obtaining permits and/or prepare new feasibility studies all necessary to implement structural measures.

Working group for alarms will determine the optimal locations and methods of installing new warning apparatus (sirens), and physical upgrading of the existing alarm systems.

Working Group for Awareness Rising/Capacity Building will perform consultations within project partner team members and prepare report observing the following non-structural flood risk reduction measures: Awareness rising and capacity building, identification of operational gaps and administration burdens.

Activities of each WG also covers meetings and coordination of the Working Group, including coordination with the PMT and coordination with other parties and stakeholders as well as consultations with the key stakeholders in order to obtain approval of the developed non-structural and the proposed structural measures that will be implemented in the subsequent structural project(s).

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Working Groups will prepare minutes of meetings with technical attachments, including minutes of meetings with the key stakeholders, and progress reports concerning the progress of activities in the package, including information on any problems or obstacles, which will be resolved with the aid of the PMT and SMG

Following are the tasks and responsibilities of every TWG:

- Preparing concepts for Terms of Reference for public procurement of external services with an estimated value greater than 25.000 EUR;
- Preparing Terms of Reference for partner services and public procurement of external services according to Appendix 6- Public Procurement plan;
- Performed public procurement in aim to contract external services for preparation of Design documentation for obtaining permits, procurement in accordance with Appendix 6- Public Procurement plan
- Revised existing technical documentation - data, maps, study, models, design documentation for obtaining permits all necessary to implement structural measures
- Preparation of project design documentation, maps, studies for obtaining permits and implementation of structural measures, through internal project partner services
- Providing data needed for services (e.g. documentation, hydrological historical data, data on existing conditions etc);
- Reviewing and approving partners' services or external services in accordance with Contract;
- Reviewing and approving invoices for external services or reimbursement requests for partner services;
- Reviewing and approving deliverables developed as a result of the services;
- Meetings and coordination of the Working Group, including coordination with the PMT and coordination with other parties and stakeholders should be on monthly basis at minimum, and whenever necessary
- Preparation minutes of meetings with technical attachments, including minutes of meetings with the key stakeholders, and progress reports concerning the progress of activities in the package, including information on any problems or obstacles;
- Providing inputs for the Expert Panel and the SMG concerning bilaterally agreed methodologies on flood risk modelling and mapping.

Following are specific tasks and responsibilities of the Leader of the Working Group (LWG) and/or Co-Leader of the Working Group (Co-LWD):

- Overall team leader of the TWG is appointed for each TWG between the partners from the side of a responsible partner, as described in detail above in Ch.3.4.)
- LWG and/or Co-LWG ensure coordination between all partners involved in the TWG
- LWG and/or Co-LWG ensures coordination with the PMT on technical and financial issues
- LWG and/or Co-LWG ensures coordination with the other parties and stakeholders on technical issues.

Detailed implementation procedures for each WG T1-T7 are described in Ch.3.5. where implementation procedures of WG-8 are shown in Ch.5.

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### **3.5. PROJECT WORK PACKAGES, COSTS, PROJECT PARTNERS AND PROJECT IMPLEMENTATION ACTIVITIES**

#### **3.5.1. IMPLEMENTATION OF ACTIVITIES IN WORKING PACKAGE – KUPA/KOPA**

##### *The overall objective of Working package T1*

The overall objective of the working package (WP) is to achieve a reduction in the flood risk in the target area (the entire transboundary river basin of Kupa/Kolpa) by implementation of non-structural measures (joint tools, models and maps) where the WP will contribute to a common strategic and implementation approach for better coordinated, coherent and strategic flood risk management in the target area, which is a pre-condition for integrated river basin management and more effective long-term flood prevention in the target area. The WP will also contribute to the implementation of the Floods Directive and national Flood Risk Management Plans for the period 2016-2021 at the local level in the target area and to the development of better-coordinated updated national Flood Risk Management Plans due in 2021. The partners' involvement will be as follows: development of the flood forecasting models and flood alert systems will be done jointly by Hrvatske vode and DHMZ from HR and ARSO from SI, improvement of flood hazard and flood risk mapping will be done jointly by Hrvatske vode from HR and IHR coordinated by MOP from SI; collection, management and exchange of the flood risk management related data will be done jointly by Hrvatske vode and DHMZ from HR and, DRSV, ARSO and IHR from SI coordinated by MOP; preparation of cross-border harmonized plans and studies (including bilaterally-agreed criteria and methodology for risk assessment, uniform for the target area in both countries) will be done jointly by Hrvatske vode from HR and DRSV coordinated by MOP from SI; development of the design documentation and other necessary documentation for the structural flood reduction measures will be done by Hrvatske vode for the structural measures in HR and by DRSV for the structural measures in SI. These partners will also be responsible for obtaining permits in one or both countries, as needed, depending on the structure type.

Cost on this WP are given in Appendix 10.5, 10.6 – *Procurement plan* and in 10.8.2-FRISCO1 Budget.

##### *Working Group Kupa/Kolpa structure and implementation procedures of WP T1*

1. Members of Working group for Kupa/Kolpa are appointed by the project partners (Appendix 1.). Working group has a team leader from the Croatian and Slovenian side, and the overall team leader is Croatian partner responsible for this working package, as it was previously bilaterally agreed between Croatian and Slovenian partners, during preparation of Project Application. In accordance with Application, responsible partner (RP) is HV and Project partners (PP) are: DHMZ, ARSO, DRSV, IHR and MOP as a coordinator from PMT.



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Overall team leader (LWG) of the T1 is appointed from the side of a responsible partner HV, and Co-LWG from the DRVS. LWG and Co-LWG ensure coordination:

- a) - between all PP involved in the T1, where LWG together with L PMT coordinates HR PP, and Co-LWG together with representatives from the MOP PMT coordinates SI PP, on technical and financial issues regarding 2.-7., listed below and shown in Graph 3.3.1.;
  - b) - with other parties and stakeholders on technical issues.
2. To achieve overall objective- implement structural measures it is necessary to deliver obtained previous documentation - data, maps, study, models and prepare Feasibility Study and the Design documentation for obtaining permits for implementation of structural measures , which all are Deliverables of FRISCO1 project. T1 Deliverables will be managed as internal and external services if a public procurement is needed. Table 3.4.1. shows PP in charge on each activity on T1.
3. Deliverables

### 3.1. Preparation of ToR for the T1 WP Deliverabilities

The basic premise: all ToRs are harmonized at the working group level (1) with PMT coordination in order to:

- (1) Achieve the cross-border cooperation and a harmonized approach to FRM goals in the basins and
- (2) Achieve uniform project results in all its components as well as uniform quality of the project.

TORs for the foreseen T1 WP deliverabilities, which will be managed through external services will be prepared by the same PP who will perform public procurement and contracting procedure in accordance with Application form and will be coordinated by LP PMT and Co-LP PMT and accepted by all members of T1 WG.

For example, target Area Study – Feasibility Study, HV who is responsible partner for this activity is preparing TOR in compliance with all members of T1 WG using general form of TOR initially prepared by LP PMT and Implementation Unit for Flood Protection Projects (HV) and accepted by Co-LP (MOP).

TORs for the foreseen T1 WP deliverabilities, which will be managed as an internal partner services will be prepared by PP who will perform activity, but before start of activity, this ToR has to be accepted by all PP involved in WG T1.

- Target Area Study – Feasibility Study, Improved Hydraulic Model, Flood Risk and Flood Hazard Maps - TOR prepared by HV PMT and Implementation Unit for Flood Protection Projects and members of T1 WG;
- FRM database, Improved Forecasting Model – TOR prepared by DHMZ in coordination with HV PMT Implementation Unit for Flood Protection Projects (IU), members of T1 WG;

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- Design documentation - Structural projects documentation – TOR prepared by HV PMT and Implementation Unit for Flood protection Projects or/ VGO department in coordination with IU, members of T1 WG;
- Design documentation- Structural projects documentation - TOR prepared by DRSV, members of T1 WG;

### 3.2.Public procurement and Contracting

Public procurement and contracting procedure for the foreseen T1 WP deliverabilities will be performed by the same PP who prepared ToRs.

#### 3.2. b) Partners services

Following Partner services will be performed by these responsible PP

- FRM database - DHMZ as responsible partner (RP ) on this activity, ARSO and all members of T1 WG coordinated by L and CO L of WGT2

### 3.3.Reviewing and approving activities:

Reviewing and approving activities is performed by the same PP who prepared ToRs, undertake procurement and contracting procedure. If needed, before approving activities WG consult SCT or ExP on about special bilateral or expert questions.

- Study, Models, Maps, Design documentation - reviewed and approved by PP responsible for activity- LWG or other representative from HV WGT1
- Forecasting model and FRM database - reviewed and approved by PP responsible for activity-by DHMZ representative
- Structural project documentation - Design documentation - reviewed and approved by PP responsible for activity-Co LWG from DRSV
- FRM database - reviewed and approved by DHMZ and LWG or other representative from HV WGT1

All partners participate as a control on all activities, data collection, revision etc. with PMT LP and MOP as co- L PMT. All activities under 3.1 to 3.3 will be preformed in consensus with all PP from WG T1 and PMT.

4. **Monthly Reports** – each T1 PP produces monthly progress report on WP T1 which is a part of obligatory Partners monthly report and submits it to LWG. LWG ensures that the level of T1 technical progress is in accordance with financial progress followed in FRISCO1 financial Plan file of each partner, Appendix 7 – Financial templates for monthly realization of the financial plan/partner / work package / period. LWG submits monthly report to PMT (LP and MOP).

### 5. Meetings:

- a) Obligatory MoM and reports- 1/yr in accordance with PMT. LWG creates Annual Report, organises meeting with PMT creates MoM and submits it to PMT.

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- b) when necessary- any PP of WG between other PP of WG and/or stakeholders and/or PMT- crates MoM and submits it to LP and MOP
- 6. **Finance-** procedures are shown in Ch 4.
- 7. **Quality Control-** procedures are shown in Ch.6.

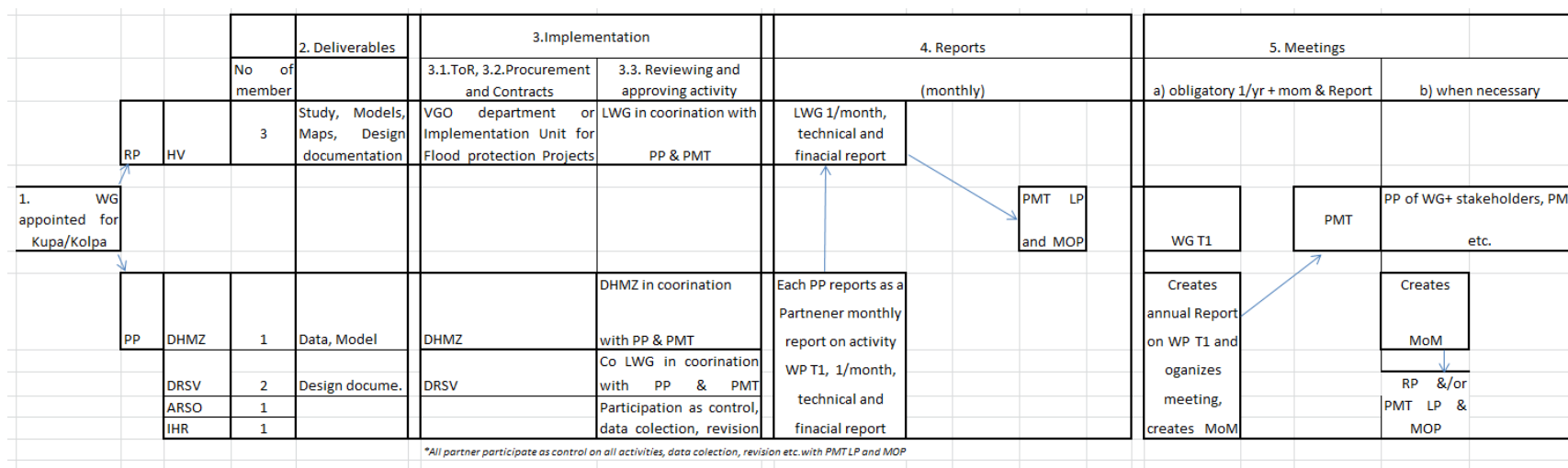
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Table 3.5.1. *T1 deliverables and Project partner in charge*

WP T1	Work Package Kupa/Kolpa joint tools, models, maps and projects (implementation)					
	Activity ID	Activity Name	Deliverables of the WP	Target Value	Project partner (PP) in charge	Internal/external services
	Activity T1.1	Development of Joint Tool 1	FRM database	1	DHMZ	Ext.,Int.
	Activity T1.2	Development of Joint Tool 2	Target Area Study	1	HV	Ext.
	Activity T1.3	Development of Joint Model 1	Improved Hydraulic Model	1	HV	Ext.
	Activity T1.4	Development of Joint Model 2	Improved Forecasting Model	1	DHMZ	Ext.
	Activity T1.5	Development of Joint Map 1	Improved Flood Hazard Map	1	HV	Ext.
	Activity T1.6	Development of Joint Map 2	Improved Flood Risk Map	1	HV	Ext.
	Activity T1.7	Preparation of structural projects	Structural projects documentation	1	HV(RP), DRSV(PP)	Ext.

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Graph 3.5.1. *Working Group Kupa/Kolpa structure and implementation procedures of WP T1*



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### 3.5.2. IMPLEMENTATION OF ACTIVITIES IN WORKING PACKAGE – SUTLA/SOTLA

#### The overall objective of Working package T2

The overall objective of the WP is to achieve a reduction in the flood risk in the target area (the entire transboundary river basin of Sutla/Sotla) by implementation of non-structural measures (joint tools, models and maps). The WP will contribute to a common strategic and implementation approach for better coordinated, coherent and strategic flood risk management in the target area, which is a pre-condition for integrated river basin management and more effective long-term flood prevention in the target area. The WP will also contribute to the implementation of the Floods Directive and national Flood Risk Management Plans for the period 2016-2021 at the local level in the target area and to the development of better-coordinated updated national Flood Risk Management Plans due in 2021. The partners' involvement will be as follows: development of the flood forecasting models and flood alert systems will be done jointly by Hrvatske vode and DHMZ from HR and ARSO from SI; improvement of flood hazard and flood risk mapping will be done jointly by Hrvatske vode from HR and IHR coordinated by MOP from SI; collection, management and exchange of the flood risk management related data will be done jointly by Hrvatske vode and DHMZ from HR and DRSV, ARSO and IHR coordinated by MOP from SI from SI; preparation of cross-border harmonized plans and studies (including bilaterally-agreed criteria and methodology for risk assessment, uniform for the target area in both countries) will be done jointly by Hrvatske vode from HR and DRSV from SI coordinated by MOP from SI; development of the design documentation and other necessary documentation for the structural flood reduction measures will be done by Hrvatske vode for the structural measures in HR and by DRSV for the structural measures in SI. These partners will also be responsible for obtaining permits in one or both countries, as needed, depending on the structure type.

Costs on WP T2 are given in Appendix 10.5, 10.6 – *Procurement plan* and in 10.8.2-FRISCO1 Budget.

#### Working Group Sutla/Sotla structure and implementation procedures of WP T2

1. Members of Working group for Sutla/Sotla are appointed by the project partners (Appendix 1.). Working group has a team leader from the Croatian and Slovenian side, and the overall team leader is Slovenian partner responsible for this work package, as it was previously bilaterally agreed between Croatian and Slovenian partners, during preparation of Project Application. In accordance with Application first partner (FP) is DRVS and Project partners (PP) are: HV, DHMZ from RH and ARSO, DRVS, IHR and MOP (PMT) as a coordinator from SI.

Overall team leader (LWG) of the T2 is appointed from the DRVS, and Co-LWG from the HV. LWG and Co-LWG ensure coordination:

- a)- between all PP involved in the T2, where LWG together with representatives from the MOP PMT coordinates SI PP and Co-LWG together with L PMT coordinates HV PP, on technical and financial issues regarding 2.-7., listed below and shown in Graph 3.3.2.;
- b)- with other parties and stakeholders on technical issues.

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2. To achieve overall objective- implement structural measures it is necessary to deliver the design documentation for obtaining permits and other previous documentation - data, maps, study, models, which all are Deliverables of FRISCO1 project. T2 Deliverables will be managed as an internal partner services and external services if a public procurement is needed. Table 3 Table 3.4.2. shows PP in charge on each activity on T2.

### 3. Deliverables

#### 3.1. Preparation of ToR for the T2 WP Deliverabilities

The basic premise: all ToRs are harmonized at the working group level (1) with PMT coordination in order to:

- (1) Achieve the cross-border cooperation and a harmonized approach to FRM goals in the basins and
- (2) Achieve uniform project results in all its components as well as uniform quality of the project.

TORs for the foreseen T2 WP deliverabilities, which will be managed through external services will be prepared by the same PP who will perform public procurement and contracting procedure in accordance with Application form and will be coordinated by LP PMT and co-LP PMT and accepted by all members of T2 WG.

For example, target Area Study – Feasibility Study, DRSV who is responsible partner for this activity is preparing TOR in compliance with all members of T2 WG using general form of TOR initially prepared by LP and Implementation Unit for Flood Protection Projects (HV) and accepted by co-LP (MOP).

- Target Area Study – Feasibility Study - TOR prepared by DRSV and members of T2 WG
- FRM database- ToR for geodetic survey prepared by ARSO and members of T2 WG
- Design documentation - Structural projects documentation – TOR prepared by HV PMT and Implementation Unit for Flood protection Projects or/ VGO department in coordination with IU, members of T2 WG;
- Design documentation- Structural projects documentation - TOR prepared by DRSV, members of T2 WG;
- Technical assistance for forecasting model- ToR by DHMZ
- Technical assistance for preparation of Flood Risk and Flood Hazard Maps-ToR by HV
- Technical assistance for hydraulic Model- ToR by HV

TORs for the foreseen T2 WP deliverabilities, which will be managed as an internal partner services (3.2.b) will be prepared by PP who will perform activity, but before start of activity, this ToR has to be accepted by all PP involved in WG T2.

#### 3.2. a) Public procurement and Contracting

Following Public procurement and Contracting procedures will be performed by these responsible PP

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- FRM database- undertaken by ARSO
- Target Area Study - undertaken by DRSV
- Technical assistance for forecasting model- undertaken by DHMZ
- Technical assistance for preparation of Flood Risk and Flood Hazard Maps-undertaken by HV
- Technical assistance for hydraulic Model- undertaken by HV
- Design documentation- Preparation of structural projects – undertaken by HV, Implementation Unit for Flood protection Projects or VGO Upper Sava
- Design documentation- Preparation of structural projects- undertaken by DRSV

### 3.2. b) Partners services

Following Partner services will be performed by these responsible PP

- FRM database- ARSO as RP on this activity and DHMZ coordinated by L and Co L of WGT2
- Flood Risk and Flood Hazard Maps - ARSO
- Improved Hydraulic Model -IHR

### 3.3.Reviewing and approving activities:

Reviewing and approving activities are performed by the same PP who prepared ToRs, undertake procurement and contracting procedure. If needed, before approving activities WG consult SCT or ExP on specific questions.

- FRM database- reviewed and approved by PP responsible for activity- ARSO
- Target Area Study, Design documentation- reviewed and approved by PP responsible for activity - DRSV LWG
- Design documentation- Preparation of structural projects, Maps, Technical assistance for hydraulic Model - reviewed and approved by PP responsible for activity -Co LWG (HV)
- Technical assistance for forecasting model- reviewed and approved by PP responsible for activity -DHMZ and Co LWG (HV)
- Flood Risk and Flood Hazard Maps - reviewed and approved by LWG
- Improved Hydraulic Model – reviewed and approved by LWG

All partners participate as a control on all activities, data collection, revision etc. with LP PMT (HV) and co-L PMT (MOP). All activities 3.1 to 3.3 should be managed in accordance and consensus with all PP from WG T2 and PMT.

4. **Monthly Reports** – each T2 PP produces monthly progress report on WP T2 which is a part of obligatory Partners monthly report and submits it to LWG. LWG ensures that the level of technical progress is in accordance with financial progress for T2 followed in FRISCO1 financial Plan file of each partner, Appendix 7 – Financial templates for monthly realization of the financial plan/partner / work package / period. LWG submits monthly report to PMT (LP and MOP).

### 5.Meetings:



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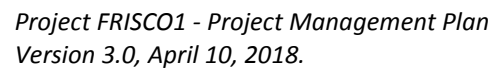
- a) Obligatory MoM and reports- 1/yr in accordance with PMT. LWG creates Annual Report, organises meeting with PMT creates MoM and submits it to PMT.
  - b) when necessary- any PP of WG between other PP of WG and/or stakeholders and/or PMT- crates MoM and submits it to LP and MOP
6. **Finance-** procedures shown in Ch 4.
7. **Quality Control-** procedures shown in Ch.6.

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Table 3.5.2. *T2 deliverables and Project partner in charge*

WP T2	Work Package Sutla/Sotla joint tools, models, maps and projects (implementation)					
	Activity ID	Activity Name	Deliverables of the WP	Target Value	Project partner (PP) in charge	Internal/external services
	Activity T2.1	Development of Joint Tool 1	FRM database	1	ARSO	Int; Ext.
	Activity T2.2	Development of Joint Tool 2	Target Area Study	1	DRSV	Ext.
	Activity T2.3	Development of Joint Model 1	Improved Hydraulic Model	1	IHR ; HV	Inter; Ext.
	Activity T2.4	Development of Joint Model 2	Improved Forecasting Model	1	DHMZ	Ext.
	Activity T2.5	Development of Joint Map 1	Improved Flood Hazard Map	1	ARSO ; HV	Inter; Ext.
	Activity T2.6	Development of Joint Map 2	Improved Flood Risk Map	1	ARSO ; HV	Inter; Ext.
	Activity T2.7	Preparation of structural projects	Structural projects documentation	1	HV, DRSV	Ext.

Graph 3.5.2. *Working Group Sutla/Sotla structure and implementation procedures of WP T2*



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### 3.5.3. IMPLEMENTATION OF ACTIVITIES IN WORKING PACKAGE – DRAVA

#### The overall objective of Working package T3

The overall objective of the WP is to achieve a reduction in the flood risk in the target area (Drava from Markovci to Varazdin) by implementation of non-structural measures (joint tools, models and maps). The WP will contribute to a common strategic and implementation approach for better coordinated, coherent and strategic flood risk management in the target area, which is a pre-condition for integrated river basin management and more effective long-term flood prevention in the target area. The WP will also contribute to the implementation of the Floods Directive and national Flood Risk Management Plans for the period 2016-2021 at the local level in the target area and to the development of better-coordinated updated national Flood Risk Management Plans due in 2021. The partners' involvement will be as follows: development of the flood forecasting models and flood alert systems will be done jointly by Hrvatske vode and DHMZ from HR and ARSO from SI; improvement of flood hazard and flood risk mapping will be done jointly by Hrvatske vode from HR and IHR coordinated by MOP from SI; collection, management and exchange of the flood risk management related data will be done jointly by Hrvatske vode and DHMZ from HR and DRSV, ARSO and IHR coordinated by MOP from SI; preparation of cross-border harmonized plans and studies (including bilaterally-agreed criteria and methodology for risk assessment, uniform for the target area in both countries) will be done jointly by Hrvatske vode from HR and DRSV from SI coordinated by MOP; development of the design documentation and other necessary documentation for the structural flood reduction measures will be done by Hrvatske vode for the structural measures in HR and by DRSV for the structural measures in SI. These partners will also be responsible for obtaining permits in one or both countries, as needed, depending on the structure type.

Cost on this WP are given in Appendix 10.5, 10.6 – *Procurement plan* and in 10.8.2-*FRISCO1 Budget*.

#### Working Group for Drava structure and implementation procedures of WP T3

1. Members of Working group for for *Drava* are appointed by the project partners (Appendix 1.). Working group has a team leader from the Croatian and Slovenian side, and the overall team leader is Croatian partner responsible for this work package, as it was previously bilaterally agreed between Croatian and Slovenian partners, during preparation of Project Application. In accordance with Application where Responsible partner (RP) is HV and Project partners (PP) are: DHMZ, ARSO, DRVS, IHR and MOP as a coordinator from PMT.

Overall team leader (LWG) of the T3 is appointed from the side of a responsible partner HV, and Co-LWG from the DRVS. LWG and Co-LWG ensure coordination:

- a)- between all PP involved in the T3, where LWG together with LP coordinates HR PP, and Co-LWG together with representatives from the MOP PMT coordinates SI PP, on technical and financial issues regarding 2.-7., listed below and shown in Graph 3.3.3.
- b)- with other parties and stakeholders on technical issues.

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2.To achieve overall objective- implement structural measures it is necessary to deliver the design documentation for obtaining permits and other previous documentation - data, maps, study, models, which all are Deliverables of FRISCO1 project. T3 Deliverables will be managed as an internal and external services if a public procurement is needed. Table 3.5.3. shows PP in charge on each activity on T3.

### **3 Deliverables**

#### **3.1. Preparation of ToR for the T3 WP Deliverabilities**

The basic premise: all ToRs are harmonized at the working group level (1) with PMT coordination in order to:

- (1) Achieve the cross-border cooperation and a harmonized approach to FRM goals in the basins and
- (2) Achieve uniform project results in all its components as well as uniform quality of the project.

TORs for the foreseen T3 WP deliverabilities, which will be managed through external services will be prepared by the same PP who will perform public procurement and contracting procedure in accordance with Application form and will be coordinated by LP PMT and co-LP PMT and accepted by all members of T3 WG.

For example, target Area Study – Feasibility Study, HV who is responsible partner for this activity is preparing TOR in compliance with all members of T3 WG using general form of TOR initially prepared by LP PMT and Implementation Unit for Flood Protection Projects (HV) and accepted by co-LP (MOP).

TORs for the foreseen T3 WP deliverabilities which will be managed as an internal partner services will be prepared by PP who will perform activity, but before start of activity this TOR has to be accepted by all PP involved in WG T3.

Following TORs for T3 deliverables will be prepared by these responsible PP:

- Target Area Study, H. Model, Flood Risk and Flood Hazard Maps -prepared by HV PMT and Implementation Unit for Flood protection Projects (HV) and the members of T3 WG
- Improved Forecasting Model- prepared by ARSO, members of T3 WG
- Design documentation-Preparation of structural projects – prepared by HV Implementation Unit for Flood protection Projects or/ VGO department and the members of T3 WG
- Design documentation- Preparation of structural projects- prepared by DRSV, members of T3 WG

#### **3.2.a) Public procurement and Contracting**

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Public procurement and contracting procedure for the foreseen T3 WP deliverabilities will be performed by the same PP who prepared ToRs

### **3.2. b) Partners services**

PP will prepare following deliverabilities by themselves:

- FRM database - DHMZ as responsible partner (RP ) on this activity, ARSO and all members of T3 WG coordinated by L and CO L of WGT3

### **3.3.Reviewing and approving activities:**

Reviewing and approving activities are performed by the same PP who prepared ToRs, undertake procurement and contracting procedure. If needed, before approving activities WG consult SCT or ExP on special questions.

- Studies, Models, Maps, Design documentation - reviewed and approved by LWG or other representative from HV WG T3
- FRM database- reviewed and approved by DHMZ and L WG T3 and the members of T3 WG
- Improved Forecasting Model- reviewed and approved by ARSO and LWG
- Design documentation- Preparation of structural projects- review and approved by DRSV Co LWG

All partners participate as a control on all activities, data collection, revision etc. with PMT LP and MOP. All 3.1 to 3.3 in accordance and consensus with all PP from WG T3 and PMT.

**4.Monthly Reports** – each T3 PP produces monthly progress report on WP T3 which is a part of obligatory Partners monthly report and submits it to LWG. LWG ensures that the level of technical progress is in accordance with financial progress for T3 followed in FRISCO1 financial Plan file of each partner, Appendix 7 – Financial templates for monthly realization of the financial plan/partner / work package / period. LWG submits monthly report to PMT (LP and MOP).

### **5.Meetings:**

- a) Obligatory MoM and reports- 1/yr in accordance with PMT. LWG creates Annual Report, organises meeting with PMT creates MoM and submits it to PMT.
- b)when necessary- any PP of WG between other PP of WG and/or stakeholders and/or PMT- crates MoM and submits it to LP and MOP

**6.Finance-** procedures shown in Ch 4.

**7.Quality Control-** procedures shown in Ch.6.

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Table 3.5.3. *T3 deliverables and Project partner in charge*

WP T3	Work Package Drava joint tools, models, maps and projects (implementation)					
	Activity ID	Activity Name	Deliverables of the WP	Target Value	Project partner (PP) in charge	Internal/external services
	Activity T3.1	Development of Joint Tool 1	FRM database	1	DHMZ	Int.
	Activity T3.2	Development of Joint Tool 2	Target Area Study	1	HV	Ext.
	Activity T3.3	Development of Joint Model 1	Improved Hydraulic Model	1	HV	Ext.
	Activity T3.4	Development of Joint Model 2	Improved Forecasting Model	1	ARSO	Ext.
	Activity T3.5	Development of Joint Map 1	Improved Flood Hazard Map	1	HV	Ext.
	Activity T3.6	Development of Joint Map 2	Improved Flood Risk Map	1	HV	Ext.
	Activity T3.7	Preparation of structural projects	Structural projects documentation	1	HV, DRSV	Ext.

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Graph 3.5.3. *Working Group Drava structure and implementation procedures of WP T3*

		2. Deliverables		3. Implementation		4. Reports		5. Meetings	
		No of member		3.1.ToR, 3.2.Procurement and Contracts	3.3. Reviewing and approving activity	(monthly)		a) obligatory 1/yr + mom & Report	b) when necessary
1. WG appointed for Drava	RP	2	Study, H.Models, Maps, Design documentation	VGO department or Implementation Unit for Flood protection Projects	LWG in coordination with PP & PMT	LWG 1/month, technical and financial report			
	HV								
	PP						PMT LP and MOP	WG T3	PMT PP of WG+ stakeholders, PMT etc.
	DRSV	1	Design documentation	DRSV	CO LWG in coordination with PP & PMT	Each PP reports as a Partnerer monthly report on activity WP T3, 1/month, technical and financial report		Creates annual Report on WP T3 and organizes meeting, creates MoM	Creates MoM RP &/or
	ARSO	1	F.Model	ARSO	LWG in coordination with PP & PMT				
	DHMZ	1	FRM Database	DHMZ	Participation as control, data collection, revision				
	IHR	1							

\*All partner participate as control on all activities, data collection, revision etc.with PMT LP and MOP



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### 3.5.4. IMPLEMENTATION OF ACTIVITIES IN WORKING PACKAGE – MURA

#### The overall objective of Working package T4

The overall objective of the WP is to achieve a reduction in the flood risk in the target area (Mura from Gibina to Podturen) by implementation of non-structural measures (joint tools, models and maps). The WP will contribute to a common strategic and implementation approach for better coordinated, coherent and strategic flood risk management in the target area, which is a pre-condition for integrated river basin management and more effective long-term flood prevention in the target area. The WP will also contribute to the implementation of the Floods Directive and national Flood Risk Management Plans for the period 2016-2021 at the local level in the target area and to the development of better-coordinated updated national Flood Risk Management Plans due in 2021. The partners' involvement will be as follows: development of the flood forecasting models and flood alert systems will be done jointly by Hrvatske vode and DHMZ from HR and ARSO from SI; improvement of flood hazard and flood risk mapping will be done jointly by Hrvatske vode from HR and IHR coordinated by MOP from SI; collection, management and exchange of the flood risk management related data will be done jointly by Hrvatske vode and DHMZ from HR and DRSV, ARSO and IHR coordinated by MOP from SI; preparation of cross-border harmonized plans and studies (including bilaterally-agreed criteria and methodology for risk assessment, uniform for the target area in both countries) will be done jointly by Hrvatske vode from HR and DRSV coordinated by MOP from SI from SI; development of the design documentation and other necessary documentation for the structural flood reduction measures will be done by Hrvatske vode for the structural measures in HR and by DRSV for the structural measures in SI. These partners will also be responsible for obtaining permits in one or both countries, as needed, depending on the structure type.

Cost on this WP are given in Appendix 10.5, 10.6 – *Procurement plan* and in 10.8.2-*FRISCO1 Budget*.

#### Working Group Mura structure and implementation procedures of WP T4

1. Members of Working group for *Mura* are appointed by the project partners (Appendix 1.). Working group has a team leader from the Croatian and Slovenian side, and the overall team leader is Slovenian partner responsible for this work package, as it was previously bilaterally agreed between Croatian and Slovenian partners, during preparation of Project Application. In accordance with Application where First partner (FP) is DRVS and Project partners (PP) are: HV, DHMZ, ARSO, DRVS, IHR and MOP as a coordinator from PMT.

Overall team leader (LWG) of the T4 is appointed from the DRVS, and Co-LWG from the HV. LWG and Co-LWG ensure coordination:

- a)- between all PP involved in the T4, where LWG together with representatives from the MOP PMT coordinates SI PP and Co LWG together with LP coordinates HR PP, on technical and financial issues regarding 2.-7., listed below and shown in Graph 3.3.4.
- b)- with other parties and stakeholders on technical issues

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2. To achieve overall objective- implement structural measures it is necessary to deliver the design documentation for obtaining permits and other previous documentation - data, maps, study, models, which all are Deliverables of FRISCO1 project. T4 Deliverables will be managed as an internal partner services and external services where a Public procurement is needed. Table 3.4.4. shows PP in charge on each activity on T4.

### **3 Deliverables**

#### **3.1. Preparation of ToR for the T4 WP Deliverabilities**

The basic premise: all ToRs are harmonized at the working group level (1) with PMT coordination in order to:

- (1) Achieve the cross-border cooperation and a harmonized approach to FRM goals in the basins and
- (2) Achieve uniform project results in all its components as well as uniform quality of the project.

TORs for the foreseen T4 WP deliverabilities, which will be managed through external services will be prepared by the same PP who will perform public procurement and contracting procedure in accordance with Application form and will be coordinated by LP PMT and co-LP PMT and accepted by all members of T4 WG.

For example, target Area Study – Feasibility Study, DRSV who is responsible partner for this activity is preparing TOR in compliance with all members of T4 WG using general form of TOR initially prepared by LP and Implementation Unit for Flood Protection Projects (HV) and accepted by co-LP (MOP).

TORs for the foreseen T4 WP deliverabilities, which will be managed as an internal partner services will be prepared by PP who will perform activity, but before start of activity, this TOR has to be accepted by all PP involved in WG T4.

Following TORs for T4 deliverables will be prepared by these responsible PP:

- Target Area Study – Feasibility Study - TOR prepared by DRSV and members of T4 WG
- Technical assistance for forecasting model – prepared by ARSO and members of T4 WG
- Design documentation - Structural projects documentation – TOR prepared by HV PMT and Implementation Unit for Flood protection Projects or/ VGO department in coordination with IU, members of T4 WG;
- Design documentation- Structural projects documentation - TOR prepared by DRSV, members of T4 WG;
- Technical assistance for forecasting model- ToR by DHMZ and HV
- Technical assistance for preparation of Flood Risk and Flood Hazard Maps-ToR by HV
- Technical assistance for hydraulic Model- ToR by HV

#### **3.2.a) Public procurement and Contracting**

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Public procurement and contracting procedure for the foreseen T4 WP deliverabilities will be performed by the same PP who prepared ToRs.

### 3.2. b) Partners services

PP will prepare following deliverabilities by themselves:

- FRM database- ARSO as RP on this activity and DHMZ coordinated by L and Co L of WGT4
- Flood Risk and Flood Hazard Maps - prepared by IHR
  - Improved Hydraulic Model - prepared by IHR

### 3.3. Reviewing and approving activities:

Reviewing and approving activities are performed by the same PP who prepared ToRs, undertake procurement and contracting procedure. If needed, before approving activities WG consult SCT or ExP on special questions.

- FRM database- reviewed and approved by PP responsible for activity- ARSO and LWG
- Target Area Study, Design documentation- reviewed and approved by PP responsible for activity
- DRSV LWG
- Design documentation- Preparation of structural projects, Maps, Technical assistance for hydraulic Model - reviewed and approved by PP responsible for activity -Co LWG (HV)
- Technical assistance for Maps- reviewed and approved by PP responsible for activity - Co LWG (HV)
- Flood Risk and Flood Hazard Maps - reviewed and approved by LWG
- Improved Hydraulic Model – reviewed and approved by LWG

All partners participate as a control on all activities, data collection, revision etc. with PMT LP and MOP. All 3.1 to 3.3 in accordance and consensus with all PP from WG T4 and PMT.

4. **Monthly Reports** – each T4 PP produces monthly progress report on WP T4 which is a part of obligatory Partners monthly report and submits it to LWG. LWG ensures that the level of technical progress is in accordance with financial progress for T4 followed in FRISCO1 financial Plan file of each partner, Appendix 7 – Financial templates for monthly realization of the financial plan/partner / work package / period. LWG submits monthly report to PMT (LP and MOP).

### 5. Meetings:

- a) Obligatory MoM and reports- 1/yr in accordance with PMT. LWG creates Annual Report, organises meeting with PMT creates MoM and submits it to PMT.
- b) when necessary- any PP of WG between other PP of WG and/or stakeholders and/or PMT- crates MoM and submits it to LP and MOP

**6. Finance-** procedures shown in Ch 4.

**7. Quality Control-** procedures shown in Ch.6.

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Table 3.5.4. *T4 deliverables and Project partner in charge*

WP T4	Work Package Mura joint tools, models, maps and projects (implementation)					
	Activity ID	Activity Name	Deliverables of the WP	Target Value	Project partner (PP) in charge	Internal/external services
	Activity T4.1	Development of Joint Tool 1	FRM database	1	ARSO	Int.
	Activity T4.2	Development of Joint Tool 2	Target Area Study	1	HV	Ext.
	Activity T4.3	Development of Joint Model 1	Improved Hydraulic Model	1	IHR	Ext.
	Activity T4.4	Development of Joint Model 2	Improved Forecasting Model	1	ARSO	Ext.
	Activity T4.5	Development of Joint Map 1	Improved Flood Hazard Map	1	IHR; HR	Int; Ext.
	Activity T4.6	Development of Joint Map 2	Improved Flood Risk Map	1	IHR; RH	Int; Ext.
	Activity T4.7	Preparation of structural projects	Structural projects documentation	1	HV(RP), DRSV(PP)	Ext.

Graph 3.5.4. *Working Group Mura structure and implementation procedures of WP T4*

			2. Deliverables	3.Implementation		4. Reports		5. Meetings	
	No of member			3.1.ToR, 3.2.Procurement and Contracts	3.3. Reviewing and approving activity	(monthly)		a) obligatory 1/yr + mom & Report	b) when necessary
1. WG appointed for Mura	FP	DRSV	1	Study, Design documentation	DRSV	LWG in coordination with PP & PMT	LWG 1/month, technical and financial report		
							PMT LP and MOP		
	PP	DHMZ	1			Participation as control, data collection, revision etc.	Each PP reports as a Partnerer monthly	WG T4	PMT
		HV	2	Maps, Models	VGO department or Implementation Unit for Flood protection Projects	Co LWG in coordination with PP & PMT	report on activity WP T4, 1/month,	Creates annual Report on WP T1 and organizes meeting, creates MoM	MoM
		IHR	1	Design docume.	Internal PP services	LWG in coordination with	technical and		RP &/or PMT LP &
		ARSO	1	Maps, H.Models	ARSO	PP & PMT	financial report		

\*All partner participants as control on all activities: data collection, revision etc. with PMT LP and MOP

*\*\*All partner participate as control on all activities, data collection, revision etc. with PMTLP and MOP*

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### 3.5.5. IMPLEMENTATION OF ACTIVITIES IN WORKING PACKAGE – DRAGONJA

#### The overall objective of Working package T5

The overall objective of the WP is to achieve a reduction in the flood risk in the target area (the entire transboundary river basin of Dragonja) by implementation of non-structural measures (joint tools, models and maps). The WP will contribute to a common strategic and implementation approach for better coordinated, coherent and strategic flood risk management in the target area, which is a pre-condition for integrated river basin management and more effective long-term flood prevention in the target area. The WP will also contribute to the implementation of the Floods Directive and national Flood Risk Management Plans for the period 2016-2021 at the local level in the target area and to the development of better-coordinated updated national Flood Risk Management Plans due in 2021. The partners' involvement will be as follows: development of the flood forecasting models and flood alert systems will be done jointly by Hrvatske vode and DHMZ from HR and ARSO from SI; improvement of flood hazard and flood risk mapping will be done jointly by Hrvatske vode from HR and M IHR from SI coordinated by MOP from SI; collection, management and exchange of the flood risk management related data will be done jointly by Hrvatske vode and DHMZ from HR and DRSV, ARSO and IHR coordinated by MOP from SI; preparation of cross-border harmonized plans and studies (including bilaterally-agreed criteria and methodology for risk assessment, uniform for the target area in both countries) will be done jointly by Hrvatske vode from HR and by DRSV from SI.

Cost on this WP are given in Appendix 10.5, 10.6 – Procurement plan and in 10.8.2-FRISCO1 Budget.

#### Working Group Dragonja- structure and implementation procedures of WP T5

1. Members of Working group for *Dragonja* are appointed by the project partners (Appendix 1.). Working group has a team leader from the Croatian and Slovenian side, and the overall team leader is Slovenian partner responsible for this work package, as it was previously bilaterally agreed between Croatian and Slovenian partners, during preparation of Project Application. In accordance with Application where first partner (FP) is DRSV and Project partners (PP) are: HV, DHMZ, ARSO, DRSV, IHR and MOP as a coordinator from PMT. Overall team leader (LWG) of the T5 is appointed from the side of DRSV, and Co-LWG from the HV. LWG and Co-LWG ensure coordination:
  - a)- between all PP involved in the T5, where LWG together with representatives from the MOP PMT coordinates SI PP and Co LWG together with LP coordinates HR PP, on technical and financial issues regarding 2.-7., listed below and shown in Graph 3.5.5.
  - b)- with other parties and stakeholders on technical issues
2. To achieve overall objective- implement structural measures it is necessary to deliver the design documentation for obtaining permits and other previous documentation - data, maps, study, models, which all are Deliverables of FRISCO1 project. T5 Deliverables will be managed as an internal partner services and external services where a public procurement is needed. Table 3.4.5. shows PP in charge on each activity on T5.

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### 3. Deliverables

#### 3.1. Preparation of ToR for the T5 WP Deliverabilities

The basic premise: all ToRs are harmonized at the working group level (1) with PMT coordination in order to:

- (1) Achieve the cross-border cooperation and a harmonized approach to FRM goals in the basins and
- (2) Achieve uniform project results in all its components as well as uniform quality of the project.

TORs for the foreseen T5 WP deliverabilities, which will be managed through external services will be prepared by the same PP who will perform public procurement and contracting procedure in accordance with Application form and will be coordinated by LP PMT and co-LP PMT and accepted by all members of T5 WG.

For example, target Area Study – Feasibility Study, DRSV who is responsible partner for this activity is preparing TOR in compliance with all members of T5 WG using general form of TOR initially prepared by LP and Implementation Unit for Flood Protection Projects (HV) and accepted by co-LP (MOP).

TORs for the foreseen T5 WP deliverabilities, which will be managed as an internal partner services will be prepared by PP who will perform activity, but before start of activity, this TOR has to be accepted by all PP involved in WG T5.

Following TORs for T5 deliverables will be prepared by these responsible PP

- Target Area Study- prepared by DRSV
- FRM database- TOR for geodetic survey prepared by ARSO
- Technical assistance for forecasting model – prepared by ARSO
- Technical assistance for Hydraulic model- prepared by HV, Implementation Unit for Flood protection Projects or/ VGO department
- Technical assistance for Target area Study- prepared by HV, Implementation Unit for Flood protection Projects or/ VGO department
- Technical assistance for Flood Risk and Flood Hazard Map- prepared by HV, Implementation Unit for Flood protection Projects or/ VGO department

#### 3.2. a) Public procurement and Contracting

Public procurement and contracting procedure for the foreseen T5 WP deliverabilities will be performed by the same PP who prepared TORs.

#### 3.2. b) Partners services

PP will prepare following deliverabilities by themselves



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- FRM database- ARSO as RP on this activity and DHMZ coordinated by L and Co L of WGT4
- Flood Risk and Flood Hazard Maps - prepared by IHR
- Improved Hydraulic Model – prepared by IHR

### 3.3. Reviewing and approving activities:

Reviewing and approving activities is performing by the same PP who prepared ToRs, undertake procurement and contracting procedure. If needed, before approving activities WG consult SCT.

- FRM database- revised and approved by ARSO, LWG
  - Target Area Study- revised and approved by LWG
  - Flood Risk and Flood Hazard Maps - revised and approved by LWG
  - Improved Hydraulic Model, Flood Risk and Flood Hazard Map - revised and approved by LWG
  - Technical assistance for Hydraulic model, Maps, Study - Co LWG
- All partners participate as a control on all activities, data collection, revision etc. with PMT LP and MOP. All 3.1 to 3.3 in accordance and consensus with all PP from WG T5 and PMT.

5. Monthly Reports – each T5 PP produces monthly progress report on WP T5 which is a part of obligatory Partners monthly report and submits it to LWG. LWG ensures that the level of technical progress is in accordance with financial progress for T5 followed in FRISCO1 financial Plan file of each partner, Appendix 7 – Financial templates for monthly realization of the financial plan/partner / work package / period. LWG submits monthly report to PMT (LP and MOP).

#### 5. Meetings:

- a) Obligatory MoM and reports- 1/yr in accordance with PMT. LWG creates Annual Report, organises meeting with PMT creates MoM and submits it to PMT.
- b) when necessary- any PP of WG between other PP of WG and/or stakeholders and/or PMT- crates MoM and submits it to LP and MOP

6. Finance- procedures shown in Ch 4.

7. Quality Control- procedures shown in Ch.6.



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Table 3.55. *Producing T5 deliverables*

WP T5	Work Package Dragonja joint tools, models, maps and projects (implementation)					
	Activity ID	Activity Name	Deliverables of the WP	Target Value	Project partner(PP) in charge	Internal/external services
	Activity T5.1	Development of Joint Tool 1	FRM database	1	ARSO; DHMZ, DRSV, HV	Ext., Int
	Activity T5.2	Development of Joint Tool 2	Target Area Study	1	DRSV	Ext.
	Activity T5.3	Development of Joint Model 1	Improved Hydraulic Model	1	IHR	Ext.
	Activity T5.4	Development of Joint Model 2	Improved Forecasting Model	1	ARSO	Ext.
	Activity T5.5	Development of Joint Map 1	Improved Flood Hazard Map	1	IHR; HV	Int.; Ext.
	Activity T5.6	Development of Joint Map 2	Improved Flood Risk Map	1	IHR; HV	Int; Ext.

Graph 3.5.5. Working Group Dragonja structure and implementation procedures of WP T5

*Project FRISCO1 - Project Management Plan  
Version 3.0, April 10, 2018.*

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### 3.5.6. IMPLEMENTATION OF ACTIVITIES IN WORKING PACKAGE – BREGANA

#### The overall objective of Working package T6

The overall objective of the WP is to achieve a reduction in the flood risk in the target area (the entire transboundary river basin of Bregana) by implementation of non-structural measures (joint tools, models and maps). The WP will contribute to a common strategic and implementation approach for better coordinated, coherent and strategic flood risk management in the target area, which is a pre-condition for integrated river basin management and more effective long-term flood prevention in the target area. The WP will also contribute to the implementation of the Floods Directive and national Flood Risk Management Plans for the period 2016-2021 at the local level in the target area and to the development of better-coordinated updated national Flood Risk Management Plans due in 2021. The partners' involvement will be as follows: development of the flood forecasting models and flood alert systems will be done jointly by Hrvatske vode and DHMZ from HR and ARSO from SI; improvement of flood hazard and flood risk mapping will be done jointly by Hrvatske vode from HR and IHR coordinated by MOP from SI; collection, management and exchange of the flood risk management related data will be done jointly by Hrvatske vode and DHMZ from HR and DRSV, ARSO and IHR from SI coordinated by MOP; preparation of cross-border harmonized plans and studies (including bilaterally-agreed criteria and methodology for risk assessment, uniform for the target area in both countries) will be done jointly by Hrvatske vode from HR and by DRSV from SI.

Cost on this WP are given in Appendix 10.5, 10.6 – Procurement plan and in 10.8.2-FRISCO1 Budget.

#### Working Group for Bregana structure and implementation procedures of WP T6

1. Members of Working group for *Bregana* are appointed by the project partners (Appendix 1.). Working group has a team leader from the Croatian and Slovenian side, and the overall team leader is Croatian partner responsible for this work package, as it was previously bilaterally agreed between Croatian and Slovenian partners, during preparation of Project Application. In accordance with Application where Responsible partner (RP) is HV and Project partners (PP) are: DHMZ, ARSO, DRVS, IHR and MOP as a coordinator from PMT.

Overall team leader (LWG) of the T6 is appointed from the side of a responsible partner HV, and Co-LWG from the DRVS. LWG and Co-LWG ensure coordination:

- a)- between all PP involved in the T6, where LWG together with LP coordinates HR PP, and Co-LWG together with representatives from the MOP PMT coordinates SI PP, on technical and financial issues regarding 2.-7., listed below and shown in graph 3.5.6.
- b)- with other parties and stakeholders on technical issues.

2. To achieve overall objective- implement structural measures it is necessary to deliver the design documentation for obtaining permits and other previous documentation - data, maps, study, models, which all are Deliverables of FRISCO1 project. T6 Deliverables will be managed as an external services and a public procurement is needed. Table 3.4.6. shows PP in charge on each activity on T6.

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### 3. Deliverables

#### 3.1. Preparation of ToR for the T6 WP Deliverabilities

The basic premise: all ToRs are harmonized at the working group level (1) with PMT coordination in order to:

- (1) Achieve the cross-border cooperation and a harmonized approach to FRM goals in the basins and
- (2) Achieve uniform project results in all its components as well as uniform quality of the project.

TORs for the foreseen T6 WP deliverabilities, which will be managed through external services will be prepared by the same PP who will perform public procurement and contracting procedure in accordance with Application form and will be coordinated by LP PMT and co-LP PMT and accepted by all members of T6 WG.

For example, target Area Study – Feasibility Study, HV who is responsible partner for this activity is preparing TOR in compliance with all members of T6 WG using general form of TOR initially prepared by LP PMT and Implementation Unit for Flood Protection Projects (HV) and accepted by co-LP (MOP).

TORs for the foreseen T6 WP deliverabilities, which will be managed as an internal partner services will be prepared by PP who will perform activity, but before start of activity, this ToR has to be accepted by all PP involved in WG T6.

Following TORs for T6 deliverables will be prepared by these responsible PP

- Target Area Study- prepared by HV PMT and Implementation Unit for Flood protection Projects (HV) and the members of T6 WG
- Improved Hydraulic Model- prepared by HV PMT and Implementation Unit for Flood protection Projects (HV) and the members of T6 WG
- Flood Risk and flood hazard Maps - prepared by HV PMT and Implementation Unit for Flood protection Projects (HV) and the members of T6 WG
- FRM database – geodetic survey prepared by DHMZ and the L WG, members of T6 WG
- Improved Forecasting Model - prepared by DHMZ and the L WG, members of T6 WG

#### 3.2.a) Public procurement and Contracting

Public procurement and contracting procedure for the foreseen T6 WP deliverabilities will be performed by the same PP who prepared ToRs.

#### 3.2. b) Partners services

PP will prepare following deliverables by themselves:

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- FRM database - DHMZ as responsible partner (RP ) on this activity, ARSO and all members of T6 WG coordinated by L and CO L of WGT6.

### **3.3.Reviewing and approving activities:**

Reviewing and approving activities is performing by the same PP who prepared ToRs, undertake procurement and contracting procedure. If needed, before approving activities WG consult SCT.

- Studies, Models, Maps, Design documentation – reviewed and approved by LWG or other representative from HV WG T6
- Forecasting model and FRM database - reviewed and approved by DHMZ representative and LWG
- FRM database- reviewed and approved by DHMZ and L WG T3 and the members of T3 WG

All partners participate as a control on all activities, data collection, revision etc. with PMT LP and MOP.All 3.1 to 3.3 in accordance and consensus with all PP from WG T6 and PMT.

**4.Monthly Reports** – each T6 PP produces monthly progress report on WP T6 which is a part of obligatory Partners monthly report and submits it to LWG. LWG ensures that the level of technical progress is in accordance with financial progress for T6 followed in FRISCO1 financial Plan file of each partner, Appendix 7 – Financial templates for monthly realization of the financial plan/partner / work package / period. LWG submits monthly report to PMT (LP and MOP).

### **5.Meetings:**

- a) Obligatory MoM and reports- 1/yr in accordance with PMT. LWG creates Annual Report, organises meeting with PMT creates MoM and submits it to PMT.
- b) when necessary- any PP of WG between other PP of WG and/or stakeholders and/or PMT- crates MoM and submits it to LP and MOP

**6.Finance-** procedures shown in Ch 4.

**7.Quality Control-** procedures shown in Ch.6.

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Table 3.5.6. *T6 deliverables and Project partner in charge*

WP T6	Work Package Bregana joint tools, models, maps and projects (implementation)					
	Activity ID	Activity Name	Deliverables of the WP	Target Value	Project partner in charge	Internal/external services
	Activity T6.1	Development of Joint Tool 1	FRM database	1	DHMZ	Ext.
	Activity T6.2	Development of Joint Tool 2	Target Area Study	1	HV	Ext.
	Activity T6.3	Development of Joint Model 1	Improved Hydraulic Model	1	HV	Ext.
	Activity T6.4	Development of Joint Model 2	Improved Forecasting Model	1	DHMZ	Ext.
	Activity T6.5	Development of Joint Map 1	Improved Flood Hazard Map	1	HV	Ext.
	Activity T6.6	Development of Joint Map 2	Improved Flood Risk Map	1	HV	Ext.

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Graph 3.5.6. *Working Group Bregana structure and implementation procedures of WP T6*

				2. Deliverables	3. Implementation		4. Reports	5. Meetings	
				No of member	3.1. ToR, 3.2. Procurement and Contracts	3.3. Reviewing and approving activity	(monthly)	a) obligatory 1/yr + mom & Report	b) when necessary
1. WG appointed for Bregana	RP	HV	3	Study, H. Models, Maps	VGO department or Implementation Unit for Flood protection Projects	LWG in coordination with PP & PMT	LWG 1/month, technical and financial report		
								WG T1	PMT
	PP	DHMZ	1	Data, F. Model	DHMZ	DHMZ, LWG in coordination with PP & PMT	Each PP reports as a Partner monthly report on activity WP T6, 1/month, technical and financial report	Creates annual Report on WP T6 and organizes meeting, creates MoM	Creates MoM
		DRVS	1			Participation as control, data collection, revision etc.			Creates MoM
		ARSO	1						Creates MoM
		IHR	1						Creates MoM

*\*All partner participate as control on all activities, data collection, revision etc. with PMT LP and MOP*

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### 3.5.7. IMPLEMENTATION OF ACTIVITIES IN WORKING PACKAGE – PHYSICAL FLOOD ALERT SYSTEMS

#### The overall objective of Working package T7

This work package will serve to determine the optimal locations and methods of installing new warning apparatus (sirens), and physical upgrading of the existing alarm systems. At each of the six target basins the need to upgrade the existing system will be examined first. Then possible locations for the actual physical installation of sirens in Slovenia and Croatia will be closely examined with the objective of achieving the maximum effect.

The work package includes the following activities:

- (1) Analysis of the existing state of the alarm system,
- (2) Analysis of possible locations for new sirens, including the feasibility of the physical installation of the sirens at the proposed locations and the method of installation and operation to achieve the maximum effect, and
- (3) procurement of the equipment and physical installation of the equipment.

The main objective of this work package is to reduce the flood risk in the target river basins. The early warnings of hydrological forecasters permit timely preparedness of units for protection and rescue. Set up of the alarm systems will immediately notify the population of the impending danger. These systems are particularly important in cases where the flood event could not be effectively predicted by the modeling tools (e.g. severe storms), and have further added value because such events unfold very quickly, while the attention of the people from the danger is lowest. The activities of this work package also take into account the guidelines laid down by Directive 2007/60 / EC of the European Parliament and the Council of 23 October 2007 on the assessment and management of flood risks (Flood Directive), which must be taken into account in the preparation and implementation national plans to reduce flood risks (FRMP). The major thrust of the said Flood Directive, which we will follow, the cross-border coordination of flood protection measures and integrated management at the river basin level.

Cost on this WP are given in Appendix 10.5, 10.6 – Procurement plan and in 10.8.2-FRISCO1 Budget.

#### Working Group for Physical flood alert systems structure and implementation procedures of WP T7

1. Members of Working group for Physical flood alert systems are appointed by the project partners (Appendix 1.). Working group has a team leader from the Croatian and Slovenian side, and the overall team leader is Slovenian partner responsible for this work package, as it was previously bilaterally agreed between Croatian and Slovenian partners, during preparation of Project Application. In accordance with Application where Responsible partner (RP) is URSZR and Project partners (PP) is DUZS. HV and MOP are coordinators from PMT.

Overall team leader (LWG) of the T7 is appointed from the side of a responsible partner URSZR, and Co-LWG from the DUZS. LWG and Co-LWG ensure coordination:

- a)- between PP involved in the T7, where LWG together with LP coordinates HR PP, and Co-LWG together with representatives from the MOP PMT coordinates SI PP, on technical and financial issues regarding 2.-7., listed below and shown in graph 3.3.6.



b)- with other parties and stakeholders on technical issues.

2. To achieve overall objective- implement structural measures it is necessary to undertake analyze of existing situation of the current infrastructure of siren's network regarding technical condition, propagation and remote control capability as well as technical and geographical inputs for reconstructed alert system at the sites and elaborate the most appropriate location for installation of new the sirens at the proposed locations and the method of installation and operation to achieve the maximum effect and deliver reports on existing sirene network as well as reports on optimal locations for installation of new sirene network, and purchase and install new sirene equipment, which all are Deliverables of FRISCO1 project. T7 Deliverables will be managed as internal service as well as an external services and a public procurement is needed. Table 3.5.7. shows PP in charge on each activity on T7.
3. Deliverables

### **3.1. Preparation of ToR for the T7 WP Deliverabilities**

Following ToRs for T7 deliverabilities will be prepared by these responsible PP

- Analyse of existing situation of the current infrastructure of siren's network - - prepared by URSZR in cooperation with DUZS
- Elaboration of the most appropriate location for installation of new the sirens - prepared by URSZR in cooperation with DUZS
- Technical specifications for procurement and installation of new equipment - prepared by URSZR in cooperation with DUZS.

### **3.2. a) Partners services**

PP will prepare following deliverabilities by themselves

- Report on Analyse of existing situation of the current infrastructure of siren's network - - prepared by URSZR for SLO, DUZS for CRO
- Report on elaboration of the most appropriate location for installation of new the sirens - prepared by URSZR for SLO, DUZS for CRO

### **3.2.Public procurement and Contracting**

Public procurement and contracting procedure for the foreseen T7 WP deliverabilities will be performed by the same PP who prepared ToRs

- Procurement and installation of new equipment – performed by URSZR in SLO, DUZS in CRO.

### **3.3.Reviewing and approving activities:**

Reviewing and approving activities is performing by the same PP who prepared ToRs, undertake procurement and contracting procedure. If needed, before approving activities WG consult SCT.

All partners participate as a control on all activities, data collection, revision etc. with PMT LP and MOP. All 3.1 to 3.3 in accordance and consensus with all PP from WG T7 and PMT.

4.Monthly Reports – each T7 PP produces monthly progress report on WP T7 which is a part of obligatory Partners monthly report and submits it to LWG. LWG ensures that the level of technical progress is in accordance with financial progress for T7 followed in FRISCO1 financial Plan file of each partner, Appendix 7 – Financial templates for monthly realization of the financial plan/partner / work package / period. LWG submits monthly report to PMT (LP and MOP).

5.Meetings:

- c) Obligatory MoM and reports- 1/yr in accordance with PMT. LWG creates Annual Report, organises meeting with PMT creates MoM and submits it to PMT.
  - d) when necessary- any PP of WG between other PP of WG and/or stakeholders and/or PMT- crates MoM and submits it to LP and MOP
6. Finance- procedures shown in Ch 4.
7. Quality Control- procedures shown in Ch.6.

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Table 3.5.7. *T7 deliverables and Project partner in charge*

WP T7	Work Package <u>Physical flood alert systems</u> (Implementation)					
	Activity ID	Activity Name	Deliverables of the WP	Target Value	Project partner in charge	Internal/external services
	Activity T7.1	Inventory of the existing alarms infrastructure	Report on Inventory of the existing alarms infrastructure	1	URSZR / DUZS	Internal
	Activity T7.2	Determination locations for alarms	Report on determination locations for alarms	1	URSZR / DUZS	Internal
	Activity T7.3	Installation of new alarms	Installation of new alarms	24	URSZR / DUZS	External

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### 3.5.8. IMPLEMENTATION OF ACTIVITIES IN WORKING PACKAGE – AWARENESS RAISING AND CAPACITY BUILDING

#### The overall objective of Working package T8

This work package will include the following non-structural flood risk reduction measures listed in the Programme under „Indicative flood risk management activities in the transboundary river basins to be supported“:

- 1) Awareness rising and capacity building activities for citizens, businesses, farmers, land owners and public institutions to understand flood risk prevention measures and water management processes and to learn how to response during flood events;
- 2) Capacity building of institutions responsible for flood risk management and river basin management (e.g. water management authorities, bilateral commission for water management) and other relevant institutions (e.g. hydro-meteorology services, civil protection, spatial planning and nature protection authorities, etc);
- 3) Identification of operational gaps and administration burdens for sound transboundary flood risk management, preparation of concrete solutions and if possible, their integration into national systems and daily practice. The work package will be carried out by Croatian Waters, MOP and all other partners. By participating in the project, all partners will gain benefits through capacity building.

Costs on this WP are given in Appendix 9 of Communication Management Plan version July 2016, Appendix 10.5, 10.6 – Procurement plan and in 10.8.2-FRISCO1 Budget.

#### Working Group for Awareness raising and capacity building structure and implementation procedures of WP T8

1. Members of Working group for T8 are appointed by the project partners (Appendix 1.). Working group has a team leader from the Croatian and Slovenian side, and the overall team leader is Croatian partner responsible for this work package, as it was previously bilaterally agreed between Croatian and Slovenian partners, during preparation of Project Application. In accordance with Application where Responsible partner (RP) is HV and Project partners (PP) are: DHMZ, DUZS, ARSO, DRVS, IHR, URSZR and MOP as a coordinator from PMT.

Overall team leader (LWG) of the T8 is appointed from the side of a responsible partner HV, and Co-LWG from MOP. LWG and Co-LWG ensure coordination:

- a)- between all PP involved in the T8, where LWG together with LP coordinates HR PP, and Co-LWG together from MOP coordinates SI PP, on technical and financial issues regarding WP T.8, listed below and shown in Table 3.5.8.
  - b)- with other parties and stakeholders on technical issues.
2. To achieve overall objective- implement non-structural flood risk reduction measures it is necessary to undertake survey and proposed activities for awareness rising and capacity building of the stakeholders, which all are Deliverables of FRISCO1 project. T8 Deliverables will be managed as internal and an external services and a public procurement is needed. Table 3.5.8. shows PP in charge on each activity on T8.

### 3. Deliverables

#### 3.1. Preparation of ToR for the T8 and C WP Deliverables

Following ToRs for T8 and C deliverables will be prepared by these responsible PP

- ToR for awareness rising activities for target groups for external service – prepared by MOP and HV with inputs by all PP
- ToR for institutional capacity building – prepared by HV with inputs by all PP
- ToR for Improvement of transboundary flood risk management - prepared by HV with inputs by all PP
- TOR for Design the IT educational game and quiz about Floods for workshops for school children – prepared by HV Organization - Awareness rising activities for wider population
- TOR for Awareness rising activities for wider population - external service - preparation brochure- prepared by HV
- ToR for Organization of workshops - Awareness rising activities for wider population - external service - prepared by HV with inputs by all PP
- TOR for Purchase of Promotional material for awareness rising activities for target groups
- TOR for Consultation activities related to support in preparation of T.8.2 Institutional capacity building joint report
- TOR for Organization - T.8.2. Institutional capacity building activities
- TOR for Consultation activities related to support in preparation of T.8.3 Improvement of transboundary FRM report

Following ToRs for Communication deliverables will be prepared by these responsible PP

- TOR for technical assistance in Flood risk management - preparation of brochures (recommendations and final leaflet)

#### 3.2. a) Partners services

PP will prepare following deliverables by themselves

- Report on awareness rising for individual activities – prepared by MOP and HV upon external service education activities report and related 24 reports on awareness rising for target groups (12 for Slovenian awareness rising activities and 12 for Croatian awareness rising activities). Preparation of HV reports behalf on LWG will be supported by External service Consultation.
- Report on institutional capacity building – prepared by HV and support of External service Consultation with inputs by all PP
- Report on transboundary flood risk management - prepared by HV and support of External service Consultation with inputs by all PP

#### 3.2. b) Public procurement and Contracting

Public procurement and contracting procedure for the foreseen T8 WP deliverables will be performed by the same PP who prepared ToRs

- Awareness rising activities for target groups (education activities, meetings, presentations, workshops) and electronic and printed materials developed under this activity) with 24 reports – performed by MOP and HV with inputs by all PP

#### 3.3. Reviewing and approving activities

Reviewing and approving activities is performing by the same PP who prepared ToRs, undertake procurement and contracting procedure.

All partners participate by giving inputs for the activities, participate in activities, control activities, if needed, coordinated by LP for WG T8 and PMT LP and MOP. All 3.1 to 3.3 in accordance and consensus with all PP from WG T8 and PMT.

4. Reports – for T8 PP will prepare initial report and give inputs for periodical progress reports on WP T8 which are part of obligatory Partners periodical report and submits it to LWG. LWG ensures that the level of progress is in accordance with financial progress for T8 followed in FRISCO1 financial Plan file of each partner, Appendix 7 – Financial templates for realization of the financial plan/partner / work package / period. LWG submits periodical report to PMT (LP and MOP).

5. Meetings:

- e) Obligatory MoM and reports- 1/yr in accordance with PMT. LWG creates Annual Report, organises meeting with PMT creates MoM and submits it to PMT.
- f) when necessary- any PP of WG between other PP of WG and/or stakeholders and/or PMT- creates MoM and submits it to LP and MOP

6. Finance- procedures shown in Ch 4.

7. Quality Control- procedures shown in Ch.6.

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Table 3.5.8. *T8 deliverables and Project partner in charge*

WP T8	Work Package Awareness Raising and Capacity Building (implementation)					
	Activity ID	Activity Name	Deliverables of the WP	Target Value	Project partner in charge	Internal/external services
	Activity T8.1.1	Awareness rising for target groups	Report on awareness rising for target groups	1	HV / MoP	Combination Internal/External
	Activity T8.1.2	Awareness rising for target groups	Reports on individual activities	24	12 MOP, 12 HV	Combination Internal/External
	Activity T8.2.1	Institutional capacity building	Report on institutional capacity building	1	HV	Combination Internal/External
	Activity T8.3.1	Improvement of transboundary flood risk management	Report on transboundary flood risk management	1	HV	Combination Internal/External

## 4. FINANCIAL MANAGEMENT

### Financial management has to ensure:

- Implementation of the project with the principles of sound financial management
- Separation of the management and control functions, and that presented expenditure declarations are accurate and emanate from accounting systems and based on supporting documents which are open to verification. This activity includes all financial management activities.
- It includes coordination of financial managers from all project partners and preparation of reports and reimbursement requests according to rules of the Programme.

### 4.1. Financial Reports and Reimbursement Requests

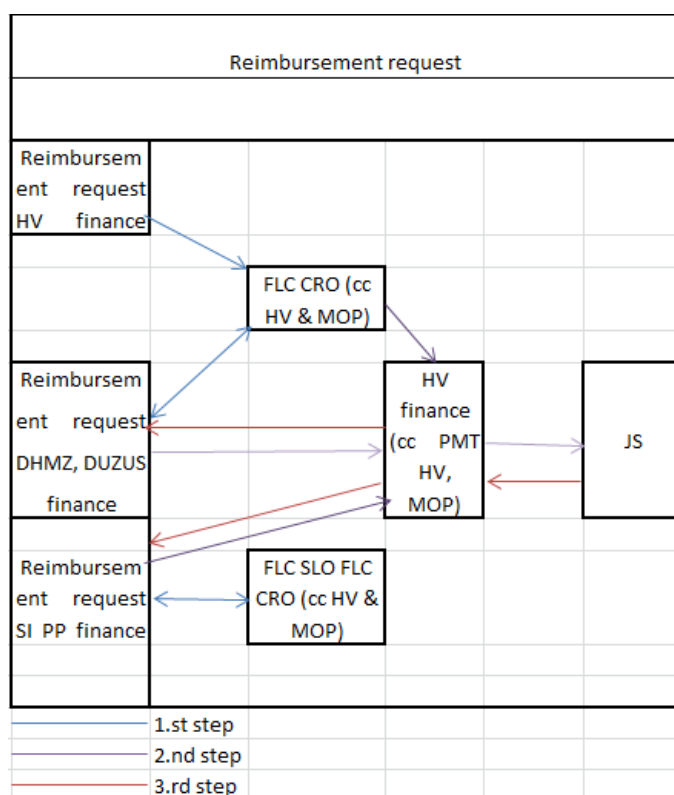
- Financial reports and reimbursement requests according to the Financial Management Plan and rules of the Programme (every six months). Financial report and reimbursement request are making a unit.
- Financial report is an obligatory part of the Joint progress report and presents the expenditure progress in the reporting period, for which a request of reimbursement is submitted to the MA/JS together with the report, as well as additional information on financial matters.
- Each partner will pay all of their costs incurred during project implementation.
- All the costs incurred during project implementation shall be eligible for financing within the Implementation Manual. A decision on eligible costs shall be made by the national control authority.
- A request shall be sent to the control authority for approval electronically (through the EMS).
- All the costs shall be crucial for the achievement of project objectives which cannot be achieved without such costs.
- Upon approval by the control authority, a reimbursement request can be submitted.
- A reimbursement request shall be submitted in the required form (template).
- A reimbursement request shall be expressed in EURO according to the exchange rate of the month in which the request is submitted in accordance with the Implementation Manual (INFOREURO) if the costs were incurred in the national currency.
- Each partner shall send their project-related costs to the control authority for approval.
- Once a certificate or confirmation on eligible costs is issued, each partner shall send it to the Lead Partner.
- The Lead Partner shall integrate the partners' approved requests and send them as one integrated request.
- The approved costs shall be paid to the Lead Partner deducted by the national co-financing share (15%).



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- When the Lead Partner receives the funds for approved costs, the Lead Partner shall transfer these to each partner.
- The costs of banking services and payment operation services shall be covered individually by each recipient of funds.
- All the costs will be recorded in bookkeeping records in such a way that all the documents are kept in one place (a separate project within a balance sheet, separate cost centre, etc.)
- Separate project bookkeeping guarantees transparency in project implementation.
- Bookkeeping will be done according to the relevant Croatian acts.
- Hrvatske vode will open a separate account for implementation of the FRISCO Project.
- All the documents about the incurred costs, all the reports and sent forms shall be kept in a transparent and user-friendly way in filing folders separate from the other projects.
- All the forms will be available in the EMS or the National Guidelines.

Figure 4.1. Reimbursement request flow



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## **4.2. The Eligible Costs for Reimbursement**

### **1. Staff costs**

- a) Staff working full-time on the project;
- b) Staff working part-time on the project;

The costs will be calculated on the basis of provable actual costs. For the people who will be based on employment contracts or partners' other business acts have a defined fixed amount of working hours (in the share of the total monthly number of working hours) which they will spend working on the project, timesheets won't have to be filled in.

### **2. Office and administrative costs**

The costs of this type shall be reimbursed at a rate of 15 % of eligible staff costs.

### **3. Travel and accommodation costs**

These costs shall be reimbursed on the basis of actual costs evident from the travel order form where the number of kilometres travelled is recorded. The fuel cost will be calculated by multiplying the average vehicle fuel consumption and the cost of fuel based on the last refuelling receipt. The cost of toll shall be expressed on the basis of the toll receipt or the Electronic Toll Payment (ETC) receipt where the relation travelled and its cost are visible.

### **4. External expertise and services cost**

The costs of external expertise and services are limited to other people or bodies outside of the organization of the grant beneficiary and shall cover the costs paid on the basis of contracts and invoices. The costs shall be reimbursed on the basis of actual costs.

### **5. Equipment expenditures**

These shall be calculated on the basis of actual costs for the procurement of equipment used within the project as described in the Implementation Manual, Section Four.

### **6. Infrastructure and work expenditures**

The costs are approved if they meet the programme's investment requirements. The costs shall be approved on the basis of actual costs.

## **4.3. Final Financial Reporting**

- The Final Financial Report will be in accordance with the Financial Management Plan and rules of the Programme. The report will contain: description of the activities undertaken, quantification of expenditure by category of activities taken with regard to the specific clauses contained in decision of Project grant assistance.

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**Producing the following deliverables:**

WP M	Work Package Management (Financial Management)			
	Activity ID	Activity Name	Deliverables of the WP	Target Value
	Activity M.6	Reporting	Financial Reports and Reimbursement Requests	6
	Activity M.7	Archiving and Closure	Final Financial Report	1

- Team members

APPENDIX 1 - FRISCO1 Project – Management Teams and Working Groups.

Project Budget and FINACIAL TEMPLATES FOR MOUNTHLY REALIZATION

- APPENDIX 10

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## **5. COMMUNICATION AND AWARENESS RAISING**

Project FRISCO1 implementation in accordance to the timeline and given outputs and indicators couldn't be achieved without efficient communication within the Project Partnership and with the Programme on one side but also very important will be the communication to the broad range of stakeholders and general public on the other side and their active involvement for improvement the quality of the outputs and giving added value to the project implementation.

Promoting the Project by organizing communication and visibility activities, by establishing continuous communication between the partners and the broad range of stakeholders, decision makers, target groups and general public on the transboundary level as well as on the national level, is crucial for effective implementation and achievement of the main objective - flood risk reduction in six transboundary river basins. Those activities will improve the quality of the outputs and will give added value to the project implementation. In addition, these activities will ensure much better preparation for the next step (implementation of the structural measures), which provide additional benefits in terms of the flood risk reduction within the transboundary target areas. In particular, communication with decision makers will help streamline and accelerate the permitting process, which is important for timely start of the subsequent structural project(s). The elements of added value could be the promotion of public-private partnerships, innovation and best practices or other cross-cutting issues, such as environmental issues, promotion of gender quality and equal opportunities, the needs of people living with the threats of floods and other risks related to flood disasters. Every project partner shall have his respective role depending on his specific activities and responsibilities related to his basic tasks. In order to ensure the desired results in the reduction of flood risks in all six transboundary basins, a multidisciplinary approach is required, as well as participation of experts in different fields - hydrologists, hydraulic engineers and other experts in the field of water management and flood risk management in particular, with technical support from project managers, financial managers and communication experts, as well as their joint cooperation with those project teams both on the national and transboundary level.

With regard to the PA1, Integrated flood risk management in transboundary river basins, it will be achieved through implementation of visibility and promotion measures for all work packages, with a special emphasis on WP, which deals with communication with the general public with the purpose to raise awareness and capacity of the stakeholders and target groups with regard to the achievement of the following objectives:

- Awareness raising – The selection of key stakeholders and target groups and later communication with them through consultations by awareness raising campaigns prepared to send them very clear messages about flood risk management and planned non-structural measures which are foreseen to reduce flood risk in the project area will serve for ensure

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their support for our activities and also to initiate their involvement and to invite them to be active participants of our project events.

- Knowledge increase - The Project outputs (e.g. joint tools, models, maps...) will result in building of knowledge and expertise in the field of transboundary water management and cross-border cooperation research work and very large data exchange with higher quality of knowledge and skills of involved project partner's experts
- capacity building related to individual project partners, i.e. their representatives during the implementation of individual technical work packages as well as the work package Awareness raising and capacity building (WP T8).
- advancement of flood risk management at transboundary level - project results will significantly advance joint methodologies, tools, models, maps in flood risk management at transboundary level.

The implementation of individual activities planned for all six transboundary river basins, including activities regarding information and inclusion of the key stakeholders (WP C), will accomplish significant improvements of the flood protection system and flood risk management, while the implementation of individual activities under the work package WP T8, which is anticipated for a wide range of stakeholders and all interested citizens and also includes a programme of workshops for school children, is expected to significantly raise awareness of floods and build capacities for self-protection....

It is further expected that the implementation of activities under these two relevant work packages will contribute to trust building of the general public into institutions responsible for disaster management, in particular flood risk management at transboundary level, i.e. Permanent Bilateral Slovenia - Croatia Commission for Water Management and its subcommissions and strengthen their identities, and also achieve a continuous strengthening of transparency in the use of the ESI funds in compliance with EU regulations and principles of best practice, especially with regard to flood risk management.

Communication and awareness rising activities are described in details in the Communication Management Plan which is given as Appendix 9 to this PMP.

This Plan with all the actors and project events given in the chronological time sequence provide us global picture of project implementation influenced by all the actors, Project Partners represented by PMP structure with it's strategic, technical and working groups on one side and broad range of stakeholders and target groups and wider public on the other side.

Producing the following deliverables:

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WP T8	Work Package Awareness raising and capacity building (implementation)			
	Activity ID	Activity Name	Deliverables of the WP	Target Value
	Activity T8.1.1.	Awareness rising for target groups	Report on awareness rising for target groups	1
	Activity T8.1.2.	Awareness rising for individual activities	Reports on individual activities	24
	Activity T8.2.	Institutional capacity building	Report on institutional capacity building	1
	Activity T8.3.	Improvement of transboundary FRM	Report on transboundary flood risk management	1

WP C	Work Package Communication (communication)			
	Activity ID	Activity Name	Deliverables of the WP	Target Value
	Activity C.1	Start-up activities including communications	Communication plan	1
	Activity C.2	Publication(s)	Media notices	12
	Activity C.3	Public Event(s)	Public event reports	4
	Activity C.4	Promotional material	Promotional material	12
	Activity C.5	Digital activities	Project website	1

Team members- APPENDIX 1 - FRISCO1 Project – Management Teams and Working Groups.

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## 6. RISK AND QUALITY MANAGEMENT

During Project implementation the risk and quality management will be performed, which will include quality checking of Project activities and deliverables, and their compliance with Programme criteria, approved Project Application, The Project's objectives and Project's outputs, Project Partnership Agreement, Lead Partner Statement, Project Partner Statements, Project approval letter, ERDF SUBSIDY CONTRACT SLO/CRO5 and Key regulations for the European Structural and Investment funds (basic EU Regulations for the period 2014-2020).

The quality management will also perform quality checking of Project's activities and deliverables, and their compliance with cross-border cooperation, river basin approach and national strategic documents related to flood risk management.

The quality management will use quality assurance and control of processes as well as products to achieve that project deliverables meet an acceptable level of quality to the beneficiaries.

It has four main components:

- quality planning
- quality control
- quality assurance
- and quality improvement

The risk and quality management will be focused not only on product and service quality, but also on the means to achieve it.

The quality control will include:

- internal quality control by quality control managers appointed by the Project Management Team
- technical quality control of the deliverables that will be performed by expert panels appointed by the lead coordinating partners
- and external reviewers appointed by the JS, if any

Upon risk and quality control report PMG and SMG will undertake activities to eliminate potential risks threatening to successful implementation of the project.

Team members-Appendix FRISCO1 Project – Management Teams and Working Groups (Expert Panel and Quality Management Team)

Risk and Quality Management check lists are given in Appendix 10 to this PMP.

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**RISK MANAGEMENT**

Risk management will be performed based on the check list from Appendix 10 to the PMP, during which the risks will be identified, registered and monitored through defined and recognized risk types as well as the owners of these risks, the effects of the occurrence of these risks will be categorized, the probabilities of the occurrence of these risks will be assessed, a risk analysis was performed and, based on the risk matrix, the risk will be analysed.

Each Project partner will monitor and manage the risks in his institution. Through the questionnaires in Appendix 10 to the PMP, the Project team or the risk owner will give recommendations for minimizing or eliminating the registered risk. During risk management, the activities will be registered which the risk owner himself undertook within the Project partner to minimize or eliminate the risk.

A member of the Working group for risk and quality management will prepare a periodic report and attach the Risk register according to the form in Appendix 10 for his/her institution, i.e. for each individual Project partner whose team he/she is the member of.

Risks which are registered within a Project partner and which are beyond the competences of this Project partner will be submitted through the Working group for risk and quality management to the address of the Project strategic group and the address of the Project management group for their opinions and for undertaking necessary and possible activities. These risks will be registered in the integrated risk register for the Project Frisco1 and will be reported in the Joint Progress Report for individual reporting periods by the Group for risk and quality management under which is submitted by the Lead partner Hrvatske vode.

**TYPES OF POTENTIAL RISKS - Identification, registration and monitoring of potential risks**

Potential risks which may occur during the Project implementation are divided into following groups:

1. Strategic risks
2. Operational risks
  - 2.1 Information systemic risk and administrative data management
  - 2.2 Risks related to technical implementation of the project activities
3. Legal risks
4. Financial risks
5. Risks related to human resources
6. Force majeure risks
7. Other risks



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In the defined risk groups, the following types of potential risks and risk owners have been recognized:

No.	TYPE OF POTENTIAL RISK	RISK OWNER WITHIN THE PROJECT MANAGEMENT
<b>1.</b>	<b>STRATEGIC RISKS</b>	
1.1.	Risks that existing bilateral agreement could not support the implementation of the approved Project	PROJECT STRATEGIC GROUP
1.2.	Risks arising from political decisions and priorities that are beyond the competences of the Project partner	EXTERNAL RISKS
1.3.	Risks that the existing established management system of the Project /within PP could not support the implementation of the approved Project and impossibility to generate new projects (poor delegation of tasks, lack of strategic management, lack of collegiality, grouping and inequality relations among employees	PROJECT STRATEGIC GROUP / PROJECT MANAGEMENT GROUP
1.4.	Risks that technical project tasks are not harmonised with the national legislative framework and cross-border cooperation strategies, river basin management, flood risk management	PROJECT STRATEGIC GROUP / PROJECT MANAGEMENT GROUP
1.5.		
<b>2.</b>	<b>OPERATIONAL RISKS</b>	
<b>2.1.</b>	<b>INFORMATION SYSTEMIC RISKS AND RISKS OF ADMINISTRATIVE DATA MANAGEMENT</b>	
2.1.1.	Risks related to information and computer systems and management of data integrity and security	EXTERNAL RISKS
2.1.2.	Communication risks related to undefined communication procedures or failure to comply with them (unclear communication, quality and timely information)	PROJECT MANAGEMENT GROUP
2.1.3.	Risk related to data safety (inadequate protection of confidential information by employees, competitors or general public, irregularities, fraud, corruption)	PROJECT MANAGEMENT GROUP
2.1.4.		
<b>2.2</b>	<b>RISKS RELATED TO TECHNICAL IMPLEMENTATION OF THE PROJECT ACTIVITIES</b>	
2.2.1.	Risks related to inadequate planning, including internal decisions (annual/periodic work plans), unrealistic time schedules for implementing project activities.	PROJECT MANAGEMENT GROUP
2.2.2	Risks related to procurement – risks related to commissioning agencies, consultants, dependency on certain suppliers, limited number of tenderers,	RIVER BASINS WG, ALARMS WG, AWARENESS RAISING AND

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	suppliers	COMMUNICATIONS WG
2.2.3.	Risks related to intense technological and information changes and continuous development of new standards	RIVER BASINS WG, ALARMS WG, AWARENESS RAISING AND COMMUNICATIONS WG
2.2.4.	Risks related to contracting (a contract may be inadequate in terms of protecting interests of institutions or relevant parties regard it in a superficial manner)	PROJECT MANAGEMENT GROUP, RIVER BASINS WG, ALARMS WG, AWARENESS RAISING AND COMMUNICATIONS WG
2.2.5.	Risks related to inadequate system of management control (lack of supervision, internal control, coordination between work teams, on the spot checks are not carried out)	PROJECT MANAGEMENT GROUP
2.2.6.	Risks related to non-compliance with the system of technical expert reviews and opinions and/or approval of activities by the Strategic group or opinions after partner consultations (final results of studies not accepting review opinions, etc.)	PROJECT MANAGEMENT GROUP, RIVER BASINS WG, ALARMS WG, AWARENESS RAISING AND COMMUNICATIONS WG
2.2.7.		

No.	TYPE OF POTENTIAL RISK	RISK OWNER WITHIN THE PROJECT MANAGEMENT
<b>3.</b>	<b>LEGAL RISKS</b>	
3.1.	Risks related to legislative changes – procurement, taxes, etc.	EXTERNAL RISKS
3.2.	Risks related to policy changes	EXTERNAL RISKS
3.3.	Risk related to fulfilment of Subsidy Contract and Partnership Agreement	STRATEGIC MANAGEMENT GROUP
<b>4.</b>	<b>FINANCIAL RISKS</b>	
4.1.	Risks related to financial policy (financial crisis, inflation, recession, changes in exchange rates, changes in the prices of goods or services)	EXTERNAL RISKS
4.2.	Risks related to inadequate financial planning, preparation of calculations and estimates of financial flows	PROJECT MANAGEMENT GROUP, FINANCIAL MANAGEMENT GROUP
4.3.	Risk that monetary returns will not be possible within the set deadlines	PROJECT MANAGEMENT GROUP / FINANCIAL MANAGEMENT GROUP, EXTERNAL RISKS
4.4.	Risk of theft or poor handling or management of assets resulting in financial damage or damaged reputation of the institution	ALL GROUPS
4.5.	Risks related to errors in financial reports	FINANCIAL MANAGEMENT GROUP
4.6.		

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<b>5.</b>	<b>RISKS RELATED TO HUMAN RESOURCES</b>	
5.1.	Risks related to inability to employ new workers or retain old ones (with adequate experience, knowledge, etc. - MOTIVATION)	PROJECT STRATEGIC GROUP / PROJECT MANAGEMENT GROUP
5.2.	Risks related to inadequate experience and/or knowledge of employees	PROJECT STRATEGIC GROUP / PROJECT MANAGEMENT GROUP
5.3.	Risks related to health and safety (of employees, premises, equipment, work-related injury)	PROJECT STRATEGIC GROUP / PROJECT MANAGEMENT GROUP
5.4.	Risks related to non-compliance with laws, regulations, prescribed practice or ethical standards	PROJECT MANAGEMENT GROUP
5.5.		
<b>6.</b>	<b>FORCE MAJEURE RISKS</b>	
6.1.	Risks related to wars or risks of loss due to natural disasters, terrorism or complete collapse of public infrastructure	EXTERNAL RISKS
6.2.	Risk related to the international boundary dispute between two countries	EXTERNAL RISKS
<b>7.</b>	<b>OTHER RISKS</b>	
7.1.		

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**Categories of risk impact**

The types of potential risks are considered based on the following categories of risk impact (I):

1. Low (1)
2. Moderate (2)
3. High (3)

A detailed description of categories of event impacts per risk type is contained in down Table and Appendix 10.

CATEGORIES OF RISK EFFECTS	TYPES OF RISK						
	STRATEGIC RISKS	OPERATIVE RISKS		LEGAL RISKS	FINANCIAL RISKS	HUMAN RESOURCE RISKS	RISKS OF FORCE MAJEURE
		IT, SYSTEMATIC AND ADMINISTRATIVE RISKS	RISKS OF TECHNICAL IMPLEMENTATION OF PROJECT ACTIVITIES				
<b>Low (1)</b>	Minor deviations in project implementation are possible.	Data/information losses up to 10% are possible, minor deficiencies in communication that can be rectified quickly, minor irregularities with minimal impact on project results.	Deviation from planned deadlines of up to one week; minor deficiencies in monitoring project implementation that can be easily eliminated.	Legislative changes with minor effect on project implementation.	Deviation from the budget of up to 2%, minimal impact on expected results. Missing deadlines for money refund of up to one week. Minor property damage. Minor mistakes in financial reports that can be easily rectified.	Staff shortage of up to 5% which can be resolved by rotation of tasks. Inadequate staff competence that can be improved with additional training. Minor problems in human resource management, minor injuries, minor damage to premises and equipment. Minor breaches of code of ethics; minor deviations from the law, rules and proscribed practice.	Minor losses due to war, natural disasters or force majeure, project can still be implemented as planned.

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CATEGORIES OF RISK EFFECTS	TYPES OF RISK						
	STRATEGIC RISKS	OPERATIVE RISKS		LEGAL RISKS	FINANCIAL RISKS	HUMAN RESOURCE RISKS	RISKS OF FORCE MAJEURE
		IT, SYSTEMATIC AND ADMINISTRATIVE RISKS	RISKS OF TECHNICAL IMPLEMENTATION OF PROJECT ACTIVITIES				
<b>Moderate (2)</b>	Moderate deviations in project implementation are possible. Expected results deviate from the approved project by 40%. Approval for minor changes has to be requested (Side letter).	Limitations in providing operative computer and IT services, thefts or losses of up to 30% data; problems in communication slow down planned activities; cases of fraud or corruption due to which some planned activities have to be changed or repeated.	Missing planned deadlines for up to one month; expected results are in danger because of poor contracting or poor procurement or procurement of wrong goods or services; poor monitoring of project implementation.	Legislative changes affect project implementation in the sense that up to 10% of activities has to be altered.	Deviation from the budget of 2-5%, certain results cannot be realized.  Missing deadlines for money refund of up to one month. Moderate property damage. Mistakes in financial reports that require detailed control and corrections.	Staff shortage of up to 20% - certain activities are in danger. Inadequate staff competence results in lack of certain activities. Significant problems in human resource management, major injuries that result in sick-leave, damage to premises and equipment that is not permanent. Breaches of code of ethics; deviations from the law, rules and professional standards that have to be reported and sanctioned.	Major, recoverable losses due to war, natural disasters or force majeure, certain project results are in danger.

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CATEGORIES OF RISK EFFECTS	TYPES OF RISK						
	STRATEGIC RISKS	OPERATIVE RISKS		LEGAL RISKS	FINANCIAL RISKS	HUMAN RESOURCE RISKS	RISKS OF FORCE MAJEURE
		IT, SYSTEMATIC AND ADMINISTRATIVE RISKS	RISKS OF TECHNICAL IMPLEMENTATION OF PROJECT ACTIVITIES				
<b>High (3)</b>	Significant deviations in project implementation are possible. Expected results deviate from the approved project for more than 40%. Approval for significant changes has to be requested (Addendum).	Loss of critical programs or more than 30% of data; serious problems in communication; fraud, corruption that seriously endanger project implementation.	Dynamic plans cannot be realized, work on project is stopped; cancelled/repeated public procurement procedure; contract with selected supplier of goods/provider of services is not signed; there is no monitoring of project implementation, no internal revision, no on-the-spot checks which puts expected results in serious danger.	Significant legislative changes that result in major limitations to project implementation.	Deviation from the budget for more than 5%, main project objectives have not been achieved. Missing deadlines for money refund for more than one month – Project Partner cannot continue with planned activities. Long-term or complete loss of property. Serious mistakes in financial reports that require full audit; financial misdemeanor (criminal offence).	Staff shortage of more than 20% - main project objectives are in danger. Insufficient number of competent staff who are incapable of fulfilling established objectives. Serious negligence in human resource management, loss of life/permanent disability, long-term or complete loss of property. Breaches of code of ethics, laws, regulations and professional standards that requires that certain individuals are removed from the project.	Major, irrecoverable losses due to war, natural disasters or force majeure, main project objectives are in danger or impossible to achieve.

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**Probability of risk occurrence**

The probability of occurrence of potential risks is considered through the following probability categories (P):

1. Possible (1)
2. Probable (2)
3. Highly probable (3)

A detailed description of the probabilities of risk occurrence per risk types is contained in down Table and Appendix u 10.

PROBABILITY OF RISK	TYPES OF RISK						
	STRATEGIC RISKS	OPERATIVE RISKS		STRATEGIC RISKS	FINANCIAL RISKS	HUMAN RESOURCE RISKS	RISKS OF RORCE MAJEURE
		IT, SYSTEMATIC AND ADMINISTRATIVE RISKS	RISKS OF TECHNICAL IMPLEMENTATION OF PROJECT ACTIVITIES				
Possible (1)	Event should not happen (may happen once during project implementation).						
Probable (2)	Event may happen once in reporting period (6 months).						
Highly probable (3)	Event may happen one a month or several times in one reporting period.						

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## Risk matrix

A risk is mathematically calculated as a product of event effect (E) and probability (P) of it occurring:

$$R = E * P$$

A risk level is determined according to the following criteria:

**Low (R1)**  $R_{\min} < R_1 \leq R_{\max}/4$

**Moderate (R2)**  $R_{\max}/4 < R_2 \leq R_{\max}/2$

**High (R3)**  $R_{\max}/2 < R_3 \leq R_{\max}$

If the event effect and the probability of its occurrence each have 3 levels (1, 2, 3),  $R_{\min}$  equals 1, while  $R_{\max}$  equals 9. From the formulas above, we can calculate that:

$$1 < R_1 \leq 2.25$$

$$2.25 < R_2 \leq 4.5$$

$$4.5 < R_3 \leq 9$$

The risk matrix is seen below:

		Probability (P)		
		Possible 1	Probable 2	Highly probable 3
Effect (E)	High 3	3	6	9
	Moderate 2	2	4	6
	Low 1	1	2	3

A LOW risk in the green fields is ACCEPTABLE, meaning that it is registered and that it should be regularly monitored to prevent its increase.

A MODERATE in the yellow fields should be regularly monitored and undertake measures to minimize, under the condition that they do not require excessive costs.

A HIGH risk in the red fields should be MANDATORILY MINIMIZED at least to the level of a moderate or, if possible, of a low risk by undertaking appropriate measures.



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## 7. REPORTING

In order to achieve Project implementation and as a basis for the reimbursement reporting has to be done in the number and in the content of Deliverables of WP M shown in table 7.1. Reports are conducted from MoM or as MoM when applicable, and as report on Bilaterally-agreed methodologies, Financial report etc., but primarily as a Project partner report. List of deliverables Reports with Plan of meetings are in Appendix 4.

	Work Package Management (management)		
	Activity ID	Deliverables of the WP	Target Value
WP M	Activity M.1	Project Management Plan	1
	Activity M.2.1.	Minutes of Meetings	12
	Activity M.2.2.	Bilaterally-agreed methodologies	4
	Activity M.3.1	Minutes of Meetings and Progress Reports	24
	Activity M.4.1.	Quality Control Reports	6
	Activity M.5.1.	Financial Reports and Reimbursement Requests	6
	Activity M.5.2.	Final Financial Report	1
	Activity M.6.1..	Periodic Reports	42
	Activity M.6.2.	Final Report	1
	Activity M.7.1.	Filing System	1
	Activity M.7.2.	Project Closure Report	1

In general, every six months a joint progress report will have to be prepared in the eMS by the Lead Partner and submitted to the Joint Secretariat. Prior to submission of the joint progress report, each Project Partner will have to prepare a partner progress report in the eMS and submit it to the respective national controller.

The basis of the reports are monthly Project partners reports. Each PP produces monthly progress report on WP T1-T8 which is a part of obligatory Partners monthly report and submits it to overall leader of the WG (LWG). LWG ensures that the level of technical progress is in accordance with financial progress for WG followed in FRISCO1 financial Plan file of each partner, Appendix 7 – Financial templates for monthly realization of the financial plan/partner / work package / period. LWG submits monthly report to PMT (LP and MOP).

Official Report template file have not yet been published and after its official publication they will be implemented in the next updated version of PMP.

### Partner and joint progress reports

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Each Project Partner (including the Lead Partner in the role of the project partner) must complete a **partner progress report** in which it provides the necessary information on performed activities and deliverables achieved in the reporting period. In addition, the partner report includes information on the expenditure to be verified by the respective national controller (First Level Control). The partner progress report serves as a reporting tool from project partners towards the Lead Partner.

In order to follow the project implementation and as a basis for the reimbursement of the ERDF to the project, a **joint progress report** has to be submitted by the Lead Partner to the JS. Joint progress reports are a core tool for report and monitoring both progress made in implementation and linked expenditure against what was originally planned in the application form. In addition, the reports provide qualitative information on the results achieved and lessons learnt within the reporting period. The information reported by the projects should be as clear and coherent as possible. For each reporting period the information enclosed in the joint progress report has to be aggregated and consolidated by the Lead Partner on the basis of information provided by each Project Partner through the partner progress report.

#### Preparation of the joint progress report

The **activity related parts** of the joint progress report capture the actual progress of the project towards the objectives and results set in the approved application form and consist of:

- project report: main achievements, project specific objectives achieved, project outputs achieved, target groups reached, additional result indicators
- work packages: for each work package a summary clearly describing implemented activities and achieved progress in the reporting period has to be provided. Furthermore, the summary shall also include a description of the involvement of each PP.

The **financial parts** of the joint progress report present the expenditure progress in the reporting period, for which a request of reimbursement is submitted to the MA/JS together with the report, as well as additional information on financial matters. The financial report shall contain information on expenditure paid by the LP and all PPs in the reporting period which has been verified by the national controllers.

A pre-condition for including any expenditure in a joint progress report is its verification in accordance to the principles and provisions of national control systems. The national controller will either confirm or reject (in part or in full) expenditure submitted by the beneficiary for verification in the eMS. The amount verified and confirmed by the national controller will then be included in the »certificate of expenditure«.

In addition to the verification of expenditure carried out by the national controller of each beneficiary, the LP has to perform additional verifications:

- to ensure that expenditure of PPs included in each progress report has been verified by national controllers by enclosing in each progress report certificates of expenditure covering the entire amount claimed within the progress report,
- to ensure that expenditure of PPs included in each progress report has been incurred for implementing the project, that it corresponds to activities described in the latest version of the approved application form and that it is in accordance with all

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provisions set in the subsidy contract.

### ***Check of joint progress reports and reimbursement of funds***

Each joint progress report is checked by JS. In case the information in the submitted progress report is not sufficient for properly checking the progress and reimbursing the funds, the JS requests the LP to provide clarifications and to amend the progress report within a given deadline. Once the check by the JS is positively concluded, the JS notifies the MA on the completion of the check. The MA carries out additional control steps and if no additional issues are raised the report is submitted to the CA for further checks and payment of ERDF money.

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## 8. ARCHIVING AND CLOSURE

Archiving and Project Closure will be implemented according to the rules of the Programme.

This activity is the establishment of an efficient and accurate operation of a well-defined filing system. It is important to develop a well defined filling system in order to create adequate audit trails and in order to facilitate the retrieval of documents at any given point of time by any authorized person. Both a **paper filing system** (existing of hard copies of paper documents) as well as an **electronic filing system** (existing of electronic files) will be developed.

The Project Closure involves releasing the final deliverables to the beneficiary handing over the project documentation, terminating contracts, releasing project resources, and corresponding and communicating to all stakeholders. The project closure will be carries out according to the Project Closure Report. Once this report has been created and approved, the closure activities specified within the report are undertaken and the project is then officially closed.

### 8.1. Filing System

Each **WORKING PACKAGE** has to have a Particular set of Folders for each Category of costs i.e.

- General folder for the Working Package
  - Staff and Office and Administration Costs Folder
  - Travel and Accommodation Costs Folder
  - Externat Service Folders
  - Equipment Folders
- a) Particular set folders for STAFF AND OFFICE AND ADMINISTRATION COSTS AND TRAVEL AND ACCOMODATION COSTS will consist of :
- Monthly evidence of staff, administration costs with recapitulation tables
  - Monthly evidence of travel and accomodation costs with recapitulation tables
  - Other Folders regarding Costs (MA/JS Approvals, Reports, MoMs, »IN« and »OUT« correspondence).
- b) Each CONTRACT FOR EXTERNAT SERVICE AND EQUIPMENT under the working package will have particular set of Folders regarding that Contract. This particular set of Folders will consist of:
- Folder information about Designs, Studies, previous technical elaborations, IN« and »OUT« correspondence regarding existing designs etc,
  - Tender Folder including complete set of undertaken bidding procedure from bidding note to contracting proposal Decision
  - Contract Folder
  - Financial Folder
  - Other set of Folders regarding Working Package Contract Costs (MA/JS Approvals, Reports, Expert Panel Oppinions, MoMs, »IN« and »OUT« correspondence, etc.).

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PP's will be in charge to prepare Particular Folders, and LP will be in charge to prepare the General Folder, which will consist of MA/JS Approvals, Reports, MoMs, »IN« and »OUT« correspondence at the Project level.

## **8.2. Project Closure Report**

The Project Closure Report will list all the activities required to close the project, to ensure that the project closure is undertaken smoothly and efficiently.

Every Project Partner will have his folders related to his work packages implementation upon his responsibility and PP will be responsible for physical and digital data produced in adequate way archiving and have in filling system always ready for every audit control prescribed by the programme or project implementation rules and procedures.

Project FRISCO1 Archiving and Closure system will be established by the Project Partnership after the first activities will be finished. It is expected by the beginning of Period 2 and will be further detailed in PMP first update.

## **9. UPDATING PROCEDURES FOR PMP**

The Project Management Plan (PMP) is the key document that presents all details relevant for the successful management both at the Project level and at the partner level. During the course of the Project, the PMP will have to be revised as needed according to procedures that will also be specified in the PMP.

Since the PMP contains the Financial Management Plan (FMT), the Communications Management Plan (CMT), and the Project Schedule (Gantt chart), any significant changes to any of these components of the PMP will be regarded as a revision of the PMP.

Regular revisions of the PMP will be performed based on the final Joint Progress Reports (JPR) that will be submitted after each Reporting Period, as required by the Programme. The JPR's will contain technical and financial reports and reimbursement requests and will reflect the actual technical and financial performance of the Project, which may generally be somewhat different from the plans, as contained in the PMP and its attachments. Therefore, the plans contained in the PMP and its attachments will have to be revised.

These regular revisions will include:

- Revision of the FMT;
- Revision of the Project Schedule;
- Revision of the CMT, if needed;
- Revision of the Appendix: Deliverables and Deadlines;
- Other.

In addition, revisions to the Project procedures and processes will be introduced, if needed, based on recommendations of the QMT.

Additional revisions of the PMP will be performed if needed based on formal modifications of the Project, especially if these modifications affect the budget, financial plan, project schedule or other important aspects of the PMP.

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## **10. APPENDICES**

- 10.1 APPENDIX 1 - FRISCO1 Project – Management Teams and Working Groups
- 10.2 APPENDIX 2 - Detailed contact information for all members of all Project Teams and Working Groups
- 10.3 APPENDIX 3 - Gantt chart
- 10.4 APPENDIX 4 - List of deliverables Reports & Plan of meetings
- 10.5 APPENDIX 5 - Public procurement plan (HR)
- 10.6 APPENDIX 6 - Public procurement plan (SI)
- 10.7 APPENDIX 7 – Financial templates for monthly realization of the financial plan / work package / period
- 10.8 APPENDIX 8 - List of APPENDICES only in electronic format
- 10.9 APPENDIX 9 – COMMUNICATION MANAGEMENT PLAN FOR THE PROJECT
- 10.10 APPENDIX 10 - RISK AND QUALITY MANAGEMENT CHECK LISTS

All Appendices 1-10 are integral part of the updated PMP (Version 3.0). All Appendices are provided in separate electronic documents.

In PMP Version 3.0. Appendices 1-6 are updated.