



”Baltic actions for reduction of Pollution of the Baltic Sea from Priority Hazardous substances”

LIFE+ Project Number: LIFE07 ENV/EE/000122

INCEPTION REPORT



LIFE Project Number
LIFE07 ENV/EE/000122

Inception Report
Covering the project activities from 01/01/2009 to 31/08/2009

Reporting Date
28/09/2009

LIFE+ PROJECT NAME
**Baltic Actions for Reduction of Pollution of the Baltic Sea
from Priority Hazardous Substances**

Data Project

Project location	Estonia, Latvia, Lithuania
Project start date:	01/01/2009
Project end date:	31/12/2011
Total budget	1,715,632 €
EC contribution:	851,816 €
(%) of eligible costs	50%

Data Beneficiary

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1. List of abbreviations

AB	Associated beneficiary
BAT	Best Available Techniques
BEF	Baltic Environmental Forum
CB	Coordinating beneficiary
EC	European Commission
EU	European Union
HELCOM	The Helsinki Commission, the governing body of the "Convention on the Protection of the Marine Environment of the Baltic Sea Area" - the Helsinki Convention
HS	Hazardous substance
IPPC	Integrated pollution prevention and control
NGO	Non-governmental organisation
REACH	Registration, Evaluation, Authorisation and restriction of CHemicals (European Union Regulation of 18 December 2006)
WFD	Water Framework Directive
WWTP	Waste Water Treatment Plant

2. Executive summary (max 3 pages)

2.1. General progress

The project objectives as defined in the grant contract are the following:

- To investigate on the occurrence of selected WFD (and HELCOM) priority substances and some pollutants of national importance in wastewater, sewage water and the receiving environment (surface water and sediments) and propose relevant monitoring measures for future;
- To improve the current permit (IPPC and non-IPPC) quality with regard to measures for reduction of hazardous substances at enterprises and to use the permits as a tool for efficient enforcement of the legislation;
- To enhance better chemicals management at pilot enterprises: detection, use and substitution programmes for certain substances as well as elaboration of investment strategies, potential applications for investment support;
- To build up capacity at stakeholders in order to make best use of the REACH mechanism by systematically generating and disseminating information related to environmental hazardousness of substances (in products) and conditions of safe use;
- To enhance the dialogue among authorities, industry, scientists and NGOs/society representatives on the cooperation needs for improving hazardous substances management at different levels of their occurrence in their life-cycle (production, industrial processes, waste water, environment, human being);
- To facilitate the network of Baltic stakeholders with international experts on new legislative developments regarding hazardous substances control and reduction in Baltic States as well as transboundary cooperation needs;
- To develop a concept for raising awareness of the general public on hazardous substances aiming at creating more demand for hazardous substance reduction measures.

The list of key deliverables as defined in the grant contract, are indicated below. Fulfilment of the deliverables is considered till reporting date 31 August 2009.

Deliverable	Code of the associated action	Deadline	Fulfilment
Background paper about the occurrence of the target substances in the three target countries Estonia, Latvia and Lithuania	1.1.	31/05/2009	Completed
Flyer about project for a wider audience	10.2.	30/06/2009	Completed
Leaflet to understand the EU hazard concept	1.2.	30/06/2009	Completed
Strategy on public information and awareness raising	9.4.	30/09/2009 Corrected 30/09/2011	Not started yet
Leaflet on general substitution potential	8.3.	31/05/2010	Not started yet
Brochure on REACH interfaces with other sectors of environmental legislation	4.2.	30/10/2010	Not started yet
Guidance document to define legal duties and to draft technical guidelines on how to carry out a site specific assessment on integrated pollution prevention and control with regard to substances of particular environmental concern	5.1.	31/12/2010	Under implementation
Report from sampling analysis results in Estonia and Latvia with the strategy how best to get into contact with the potential source	3.3.	31/01/2011	Not started yet
In-depth handbook or tool kit addressing different substitution options for different industrial branches or processes	8.4.	30/04/2011	Not started yet
National substance reduction strategies	4.1.	31/05/2011	Not started yet
Information materials for general public based on the public strategy	10.2.	31/08/2011	Not started yet
Information brochures in Russian language	10.3.	30/10/2011	Not started yet
Background paper on BAT for the industrial processes of concern and the hazardous substance aspects in them	8.6.	30/11/2011	Not started yet
Layman's report	10.3.	30/11/2011	Not started yet
After-LIFE communication plan	13	31/12/2011	Not started yet

General progress of actions implementation:

Action 1 (Compilation of background information and setting the frame for a common understanding of the EU Hazard Concept) has started as planned and all activities - background information collection (1.1), training seminar on the hazard concept and leaflet (1.2) have been implemented and completed according to the planned time table.

Action 2 (Preparatory action for Screening of substance occurrence) has started as planned. Training seminar (2.1) is completed. Activity 2.2, Selection of substances of concern, sampling sites and matrixes finalised in Estonia and Latvia, national team meetings held, in Lithuania an analysis of the sources is planned. Preliminary lists of potential laboratories (2.3)

identified. Activity 2.4, detailed planning of the sampling and analysis, has not yet started as also planned in the project schedule.

Action 3 (Screening and source analysis) – the investigation of hazardous substances sources (3.4) has started. Activities 3.1-3.3 have not yet started – all according to project schedule.

Action 4 (Overall substance reduction strategy, optimising information source uses and elaboration of proposals for future state monitoring programme) has not yet started – according to project schedule.

Action 5 (Permit guideline elaboration and stakeholders' capacity building for increased quality of permits) has started as planned. Activity 5.1, guidance document, has started with concept development, also first national working group meetings have been held in Estonia, Latvia and Lithuania.

Action 6 (Pilot permit elaboration) has started as planned with preparatory work for elaboration of new permit applications (6.1). Activities 6.2-6.3 have not yet started – all according to project schedule.

Action 7 (Preparatory action at industry: substance screening at plant level) has started as planned and concept for further activities has been developed.

Action 8 (Pilot industry action for substitution) has not yet started – according to project schedule.

Action 9 (Strategy for raising public attention & awareness on hazardous substances) has started as planned. Investigation process (9.1) has started with information collection. Concept for journalists' round tables (9.2) is developed and media contacts collection is finalised. Activities 9.3-9.4 have not yet started – all according to project schedule.

Action 10 (Project visibility and dissemination) has started as planned. Project info flyer (10.2) and web site (10.1) are published. 10.3 (National and international dissemination) has not yet started – according to project schedule.

Action 11 (Project monitoring) has started as planned. First project monitoring meeting (11.1) held. Project advisory committee (11.2) is established.

Action 12 (Project management and administration). Project management scheme set up, contracts signed with associated beneficiaries, financial management organized (12.2); regular accounting/reporting of partners introduced and partner kick-off meeting held (12.1).

Action 13 (After-LIFE communication plan) has not yet started – according to project schedule.

2.2. Assessment as to whether the project objectives and work plan are still viable

The project has started well - no obvious signs that the objectives cannot be reached. Most of the actions have started; those not started yet are depending on results from other actions and have been scheduled for later implementation.

The only problem occurred so far is the drop out of three industrial partner companies from the project, which stopped their business activities due to the financial crisis. In exchange three new industrial enterprises have been recruited as new partners and are ready to sign contracts with the CB. A request for amendment to the contract and partnership change has been sent to EC (06/08/2009) and we await an approval for contract modification soon. As stated in the amendment specification letter we ensure that the change in partnership will not affect the objectives and expected results of the project, as stated in the approved proposal. However, the introduction of new associated beneficiaries into the project implementation activities will affect slightly the timeline of project actions 5 and 7 as also stated in the amendment proposal.

2.3. Problems encountered

Setting-up of the project reporting & accounting scheme, contracting of 19 partners and introducing them to accounting according to LIFE+ rules was a challenging exercise. Nevertheless, it proved true that the idea to demand quarterly reporting by most of partners (except those with small contributions) is a good one and helps to guarantee for the project lead party to be able to follow partners' activities and spending timely.

The main problem occurred so far with the drop out of three industrial partners (AB n° 11 SIA Rebir, AB n° 18 AB "Vienybė", AB n° 19 UAB "Panevėžio Aurida") from the project. In all cases the associated beneficiaries have reduced or stopped their production processes due to the economic crisis, therefore also cancelled the participation in the project. The withdrawal of these three associated beneficiaries was out of the coordinating beneficiary's and other associated beneficiaries' control. That problem has been solved by recruiting new potential associated beneficiaries (AB n° 11 SIA "KVADRO", AB n° 18 AB "Siūlas", AB n° 19 AB "Vakarų laivų gamykla") which are ready to sign project contracts as soon as they are accepted associated beneficiaries. A request of amendment of the contract and partnership change has been sent to EC in August 2009.

At the beginning of the project action leadership has been changed between BEF Latvia and BEF Lithuania for actions 2, 3, 4, 7, 8. The reason for it is the different qualification of the newly contracted team after changes in the institutions (maternity leaves and expanded team). In original application actions 2, 3, 4 were lead by BEF Latvia (AB n° 7), according to changed proposal these actions will be lead by BEF Lithuania (AB n° 12). In original application actions 7, 8 were lead by BEF Lithuania (AB n° 12), according changed proposal these actions will be lead by BEF Latvia (AB n° 7). This has been announced to EC within the contract modification request in August 2009.

The journalists' round tables in action 9 (action 9.2) will be delayed due to serious health problems of action leader (Ms. Inguna Rauda) and handing over to the new action leader Ms. Ginta Opmane. Consequently the implementation of journalist's round tables were moved from autumn 2009 to beginning of 2010 to give enough time for a good preparation facing media representatives first time during project implementation.

There has been noted a discrepancy in the project proposal: according project proposal the deliverable (Strategy on public information and awareness raising) associated to the action 9.4 should be produced by 30/09/2009, but the implementation of the action 9.4 is scheduled only for 2010/2011. Therefore we would like to apply for the correction of the due date for the deliverable 9.4 (Strategy on public information and awareness raising), corrected due date would be 30/09/2011.

Currently the project manager cannot see any serious obstacles that could hinder successful continuation of the project.

3. Administrative part

3.1. Description of project management

Project coordinating beneficiary is BEF Estonia, responsible for action 12 (Project management and administration). Responsible project manager is Ms. Kitty Kislenko. Ms. Kislenko is in charge of the operational project management, partner communication & contracting, reporting to EC and supervision of action implementation.

For co-leadership and support has been subcontracted Ms. Heidrun Fammler, her role is to advise the project manager, set up financial and accounting schemes at partners and provide training on LIFE project reporting.

BEF Estonia is also responsible on leading actions 1 (Compilation of background information and setting the frame for a common understanding of the EU Hazard Concept), 10 (Project visibility and dissemination), 11 (Project monitoring), and 13 (After-LIFE communication plan). BEF Estonia is also acting as country coordinator for all project actions.

Associated beneficiary 2 Hendrikson&Ko is responsible on leading actions 5 (Permit guideline elaboration and stakeholders' capacity building for increased quality of permits) and 6 (Pilot permit elaboration).

Associated beneficiary 7 BEF Latvia is responsible on leading actions 7 (Preparatory action at industry: substance screening at plant level), 8 (Pilot industry action for substitution), and 9 (Strategy for raising public attention & awareness on hazardous substances). BEF Latvia is also acting as country coordinator for project implementation in Latvia.

Associated beneficiary 12 BEF Lithuania is responsible on leading actions 2 (Preparatory action for Screening of substance occurrence), 3 (Screening and source analysis), and 4 (Overall substance reduction strategy, optimising information source uses and elaboration of proposals for future state monitoring programme). BEF Lithuania is also acting as country coordinator for project implementation in Lithuania.

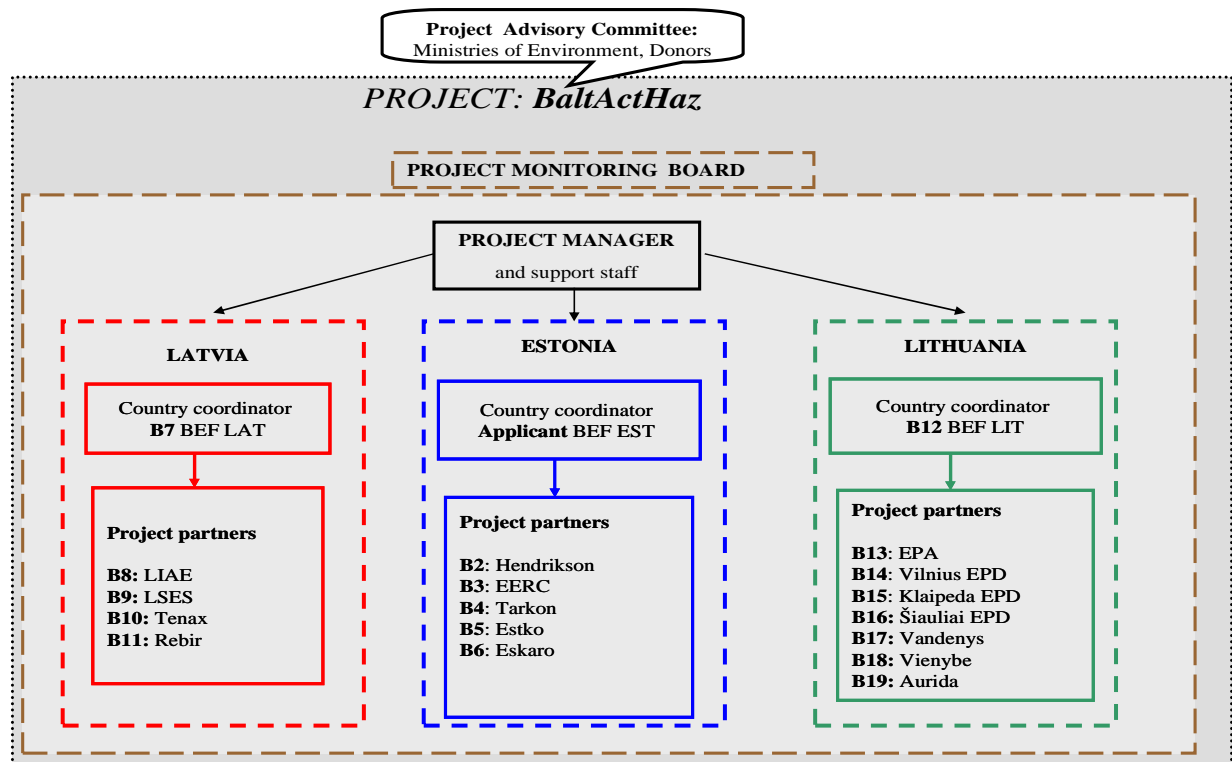
Each partner has nominated a coordinator from his organisation, who is in charge of personnel management for the project. Coordinators of partners have been also participating in project kick-off meeting and been the main contact persons for reporting and communication with project manager.

3.2. Organigramme of the project team and the project management structure

The organisation of action implementation is taking place in "cross-country setting" with ONE action leader from one of the countries and relevant counter parts for action implementation in the other two Baltic states. The action leader is responsible for action reporting to the beneficiary on quarterly basis. Furthermore the action leaders are participating and reporting at monitoring board and advisory committee meetings.

The project team from the BEF offices in Estonia, Latvia and Lithuania and Hendrikson&Ko are meeting frequently to communicate on project progress, administrative challenges and undertake joint project planning.

The project management organigramme is illustrating the partner structure as stated in the project application:



3.3. Partnership agreements status (incl. date of signature) and key content

At project start agreements have been elaborated and signed with the associated partners. Preparing the partnership agreements the project manager has taken the Common Provisions into consideration, as for article 4.8, describing associated beneficiaries' technical and financial participation in the project and followed the contents described in the Guidelines issued by the Commission. All partnership agreements have the same structure and content:

Article 1 – Scope of agreement

Article 2 – Role and obligations of the partner

Article 3 – Role and obligations of the beneficiary

Article 4 – Financial provisions

Article 5 – Changes, termination and suspension

Article 6 – Settlement of quarrels and responsibility of parties

Article 7 – Final conditions

List of annexes:

Annex 1: Individual budget of the Partner

Annex 2: Form sheet for Expenditure reporting

Annex 3: Form sheet for salary calculation

Annex 4: Time sheet model

Annex 5: Form sheet for copies of receipts for budget positions other than salaries

Annex 6: Guidelines for bookkeepers

Annex 7: The grant agreement signed between the European Commission and the Beneficiary

Annex 8: Common Provisions

Annex 9: Project ToR

Annex 10: Project total budget

Partnership agreements are signed between coordinating beneficiary BEF Estonia and 15 partners:

- 1) Partnership contract: BaltActHaz – 02/2009 with associated beneficiary n° 2 OÜ Hendrikson & Ko, signed 11.02.2009
- 2) Partnership contract: BaltActHaz – 03/2009 with associated beneficiary n° 3 Eesti Keskkonnauuringute Keskus OÜ, signed 02.02.2009
- 3) Partnership contract: BaltActHaz – 04/2009 with associated beneficiary n° 4 AS Hanza Tarkon, signed 16.02.2009
- 4) Partnership contract: BaltActHaz – 05/2009 with associated beneficiary n° 5 AS Estko, signed 02.02.2009
- 5) Partnership contract: BaltActHaz – 06/2009 with associated beneficiary n° 6 AS Eskaro, signed 06.02.2009
- 6) Partnership contract: BaltActHaz – 07/2009 with associated beneficiary n° 7 Baltijas Vides forums (Baltic Environmental Forum Latvia), signed 07.04.2009
- 7) Partnership contract: BaltActHaz – 08/2009 with associated beneficiary n° 8 Latvian Institute for Aquatic Ecology, signed 21.04.2009
- 8) Partnership contract: BaltActHaz – 09/2009 with associated beneficiary n° 9 Latvian State Environmental Service, signed 16.02.2009
- 9) Partnership contract: BaltActHaz – 10/2009 with associated beneficiary n° 10 Tenax Group, signed 13.02.2009
- 10) Partnership contract: BaltActHaz – 12/2009 with associated beneficiary n° 12 Viešoji įstaiga Baltijos aplinkos forumas (Baltic Environmental Forum Lithuania), signed 09.02.2009
- 11) Partnership contract: BaltActHaz – 13/2009 with associated beneficiary n° 13 Environmental protection Agency, signed 21.02.2009
- 12) Partnership contract: BaltActHaz – 14/2009 with associated beneficiary n° 14 Vilnius Regional Environmental Protection Department, signed 19.05.2009
- 13) Partnership contract: BaltActHaz – 15/2009 with associated beneficiary n° 15 Klaipeda Regional Environmental Protection Department under Ministry of Environment, signed 04.03.2009
- 14) Partnership contract: BaltActHaz – 16/2009 with associated beneficiary n° 16 Šiauliai Regional Environmental Protection Department, signed 16.02.2009
- 15) Partnership contract: BaltActHaz – 17/2009 with associated beneficiary n° 17 UAB “Vilniaus vandenys”, signed 12.03.2009

Partnership agreements have not been signed with associated beneficiaries n° 11, 18 and 19 due to their drop out from the project before activities started. Revised partnership agreements will be signed as soon as the new associated beneficiaries n° 11 SIA "KVADRO", n° 18 AB “Siūlas”, n° 19 AB “Vakarų laivų gamykla” have been accepted by European Commission as new partners.

All signed partnership agreements are attached in Annex 6.1.

4. Technical part

4.1. Actions

Below are described the activities undertaken during project implementation time January-August 2009. Below each action description its highlights are pointed out.

4.1.1. Action 1: Compilation of background information and setting the frame for a common understanding of the EU Hazard Concept

The aim of the project action was to form the necessary background for further activities directly targeting objectives of the WFD and Member States obligations under it. It was planned to collect background information (1.1), produce a leaflet for stakeholders to understand EU hazard concept and carry out a training seminar (1.2).

Action 1.1 Compilation of information about the occurrence of the target substances

For this purpose the team compiled information material: overview about hazardous substances and their definitions; overview on the legal requirements in the EU and three Baltic countries addressing environmentally hazardous substances; information about the occurrence of the target substances in Estonia, Latvia and Lithuania; introduction to permitting practices related with hazardous substances; overview about state monitoring programmes in Baltic states; information about other projects and activities related with hazardous substances management. The results were formulated into a background paper (pdf) (deliverable 1.1, due date 31/05/2009) in English. Background paper is attached in Annex 6.2.1.

Action 1.2 Laying down the EU hazard concept

To help partners and stakeholders to understand the hazard concept a **training seminar** “Hazardous substances – what we talk about?” was organized in Jurmala, Latvia, 3-4 June 2009. The topics of the training were to introduce project partners with definitions and criteria of “hazardous” substances in different legislative frameworks, learn how to identify environmentally hazardous substances, present interrelation of different frameworks regarding the reduction of hazardous substances and to introduce stakeholders their roles and responsibilities. In total 27 persons from project partners and 5 other Baltic stakeholders participated at the training. Report from the event is attached in Annex 6.3.1.

A leaflet (deliverable 1.2, due date 30/06/2009) on EU hazard concept “Hazardous substances of environmental concern – what does that mean?” has been produced. The content of the brochure includes: i) introduction why to talk about hazard concept; ii) which substances are of relevance to the environment; iii) information about most relevant legal frameworks and interrelation of different frameworks regarding the reduction of hazardous substances; iv) overview about definitions and criteria of hazardous substances; v) important information sources; vi) management approach towards hazardous substances in the EU; vii) lists of hazardous substances in different frameworks. The brochure is available electronically in English, Estonian, Latvian, Lithuanian languages, and printed (900 copies) in the three Baltic languages. They will be distributed to the main stakeholders of the project such as Ministries of Environment, Ministries of Social Affairs, Environmental Competent authorities (Services, Agencies, Information centres, etc), Regional Environmental Authorities

(environmental boards), Environmental and Health inspectorates, laboratories and scientific organizations, project partners, experts, green NGOs and industrial enterprises. Leaflets are attached in Annex 6.2.2.

The list of deliverables for action 1 as defined in the grant contract and status of fulfilment, are indicated below:

Deliverable	Code of the associated action	Deadline	Fulfilment
Background paper about the occurrence of the target substances in the three target countries Estonia, Latvia and Lithuania	1.1.	31/05/2009	Completed
Leaflet to understand the EU hazard concept	1.2.	30/06/2009	Completed

The Action 1 is finalised successfully, all activities have been implemented and are of great value for the project team.

4.1.2. Action 2: Preparatory action for Screening of substance occurrence

Project action 2 contributes to the identification of nationally relevant substances or revising of national lists of substances. The main aim of this action is to prepare the screening of substance occurrence and the following source analysis (2.3, 2.4), to raise the competency of the teams implementing action 3 later on (2.1) and to select the substances of concern (2.2).

Action 2.1 Training on screening action

A training course on “Hazardous Substances Screening in practice” was held 16-17 April 2009, in Vilnius, Lithuania. The 15th April was a preparatory day for the team to discuss presentations and exercises. In total 27 participants attended training. The topic of the training was to introduce the experience in hazardous substances screening exercise from Lithuania and Finland and to plan the hazardous substances screening in Estonia and Latvia. The training was evaluated very positively with the indication that information provided was exactly as needed for the project. Report from the training is attached in Annex 6.3.2.

The only lacking topic of the training in-depth input on tracking of HS sources as no lecturers were found for these dates. This part is therefore postponed to the Baltic round table meeting in September 2009.

Action 2.2 Selecting the substances of concern in Estonia and Latvia

Selection of substances of concern, sampling sites and matrixes has been finalised in Estonia and Latvia. For that purpose also **national meetings** were held: in Estonia on 22 May 2009 (10 participants) and in Latvia on 27 May 2009 (20 participants). In the meetings agreements were made on which substances to select, location of sampling sites and matrixes relevant for the country to be analysed. Reports of the meetings are attached in Annexes 6.3.3; 6.3.4.

The Baltic meeting to agree on the final lists and sampling sites and to get all necessary formal support and documents to undertake the action will be organised on 9 September 2009. To that meeting also Ministries of Environment will be invited to guarantee official acceptances of sites and methods. The meeting was planned to be held in Estonia, but will

be held in Latvia back to back with the 2nd partners meeting. The change of location does not cause any implication to project budget in total.

In Lithuania an analysis of the sources of the Partner 17 (Vilniaus vandenys – water company) is planned to start in October 2009.

Action 2.3 Selecting of laboratories for analysing substances

Criteria for laboratories and analysis methods were discussed in the training course, the discussion will continue at the Baltic meeting of stakeholders. Intensive work on preparation of lists of potential laboratories to be contacted for competition will start in September after Baltic meeting - according to project schedule. Contracting of laboratories will take place as foreseen in the proposal during September-November 2009.

Action 2.4 Detailed planning of the analysis

The action is scheduled for October-December 2009.

4.1.3. Action 3: Screening and source analysis

Project action 3 contributes to elaboration of an emission inventory (3.1, 3.2, 3.3), and identification of hazardous substances sources (3.4) in order to further work with reduction of discharges of hazardous substances from the sources or phase out as required by WFD.

Action 3.1/3.2 Taking samplings and analyses of samplings of selected substances

The action is scheduled for 2010.

Action 3.3 Compiling results from the analysis

The action is scheduled for 2010/2011.

Action 3.4 Investigation of the hazardous substances sources

The investigation of hazardous substances sources should have started in August 2009 in Lithuania. But the action will start only in September 2009 due to a reason that no input on source tracking was provided in the training course mentioned above (under action 2.1). Therefore the action will start in September 2009 after having received input at the Baltic meeting on source tracking.

The list of deliverables for action 3 as defined in the grant contract and status of fulfilment, is indicated below:

Deliverable	Code of the associated action	Deadline	Fulfilment
Report from sampling analysis results in Estonia and Latvia with the strategy how best to get into contact with the potential source	3.3.	31/01/2011	Not started yet

4.1.4. Action 4: Overall substance reduction strategy, optimising information source uses and elaboration of proposals for future state monitoring programme

The action is scheduled for 2010/2011.

4.1.5. Action 5: Permit guideline elaboration and stakeholders' capacity building for increased quality of permits

Project action 5 serves as a general long-term tool (guidelines) for both, authorities and industry, for constant reduction or phasing out the emissions of the selected pollutants. Action 5 aims to produce technical guidelines (5.1) for companies, permitting authorities and inspectors on how to carry out a site specific assessment on integrated pollution prevention and control with regard to substances of particular environmental concern.

The action started in March 2009 with planning of the action result: there has been discussion about focal point and aims of the **guidance material**. The detailed guidance content, taking into account comments from national roundtables will be elaborated by middle of September 2009.

For the discussion on guideline aims and focal point 4 **national working group meetings** were held (in Estonia on 29 April and 16 June 2009, in Latvia on 27 May 2009, in Lithuania on 28 May 2009). The persons involved were the project action leaders, several partners and other relevant stakeholders (Ministries, permitting institutions, inspectorates, WWTPs). Summary report from the national meetings is attached in Annex 6.3.5. Next national roundtables discussing draft guidelines will be organised in October/November 2009. A **Baltic working group meeting** with relevant project partners will be held in Latvia in November 2009.

The preliminary guidance document will be ready by end of November 2009 (one month later as foreseen in project proposal). The finalisation of draft guidance will be postponed until 31/05/2010 due to withdrawal of 3 production companies (indicated in the request for amendments) as the involvement of new companies will be in the later stage of 2009 by getting comments from all partners in the project.

The list of associated deliverables for action 5 as defined in the grant contract and status of fulfilment, are indicated below:

Deliverable	Code of the associated action	Deadline	Fulfilment
Guidance document to define legal duties and to draft technical guidelines on how to carry out a site specific assessment on integrated pollution prevention and control with regard to substances of particular environmental concern	5.1.	31/12/2010	Under implementation

4.1.6. Action 6: Pilot permit elaboration

Project action 6 serves as a general learning tool (6.3) for both, authorities and industry for constant reduction or phasing out the emissions of the selected pollutants. Action 6 is meant to test out the results of action 5 in practice by elaboration of new permit applications (6.1, 6.2).

Action 6.1 Elaboration of new permit applications

Preparatory work for elaboration of new permit applications for the partner enterprises in all three countries has been started with requesting partner companies to submit copies of

their environmental permit applications and process descriptions. To provide common methodological approach in all countries, Estonian partner enterprises have been visited in July 2009. As a result, information was received on their production processes, copies of permit applications, status of current control practices of discharges into municipal sewer. With next actions methodological details of further work will be discussed with all industrial partners and the preparatory action will be implemented also in Latvia and Lithuania. After that permit applications will be elaborated and updated continuously.

Action 6.2 National experience exchange on permitting process

The action is starting at the end of 2009 with planning of national working group meetings.

Action 6.3 Training of stakeholders

The action is scheduled for 2010.

The postponement of the action 5 implementation (indicated in the request for amendments) by 31/05/2010 will also affect the implementation of trainings and info days in action 6.3. The trainings and info days will be held during autumn 2010 (September-November 2010).

4.1.7. Action 7: Preparatory action at industry: substance screening at plant level

Project action 7 creates a ground for chemical enterprises in handling the hazardous substances, at least in some companies hazardous substances will be identified. The purpose is that partner enterprises will undergo a detailed hazardous substance mapping process (7.1).

The action started in June 2009. The main outcome is the gathered background information about possible occurrences of hazardous substances in those industry branches which are relevant for project partner companies (chemicals production, metal processing, and textile industries). This was achieved by carefully studying all available sources and technical documents (best available techniques, technical reference documents and possible substitution scenarios, etc.) and extracting information about the substances of concern, where they could be used in companies and, if possible, what could be the measures for the reduction of their emissions or substitution.

A chemicals inventory template which can be implemented in a practical everyday use of partner companies has also been developed. It is designed to be understandable and easy to use but at the same time contain all the necessary information required by national legislation in each country.

The work plan of action 7 was started according to the planned schedule – all the necessary background information was gathered and templates for further work created. The actual hazardous substances mapping process finalization will be postponed by 31/05/2010 due to withdraw of 3 production companies (indicated in the request for amendments).

4.1.8. Action 8: Pilot industry action for substitution

The action is scheduled for 2010/2011.

4.1.9. Action 9: Strategy for raising public attention & awareness on hazardous substances

Project action 9 mainly provides a concept for making information of hazardous substances and state of play of countries available to public as required by WFD. The aim is to implement such a preparatory action before dissemination of project results and before media contacts to discuss in a systematic way what actually shall be disseminated, to whom and how it can be made attractive.

Action 9.1 Investigations

Investigation process started in March 2009: materials from Baltic States on hazardous substances via Internet are collected and Old EU countries' practice examples collection is started. All collected materials will be evaluated and used as input to create public awareness rising strategy in the frame of our project. This activity will be completed basically till October 2009, when results of investigation in all partner countries and report of Old EU countries experience will be compiled.

Action 9.2 Journalist round tables

A first concept of journalists' round tables is developed and media contacts collection is finalised. Each project country is looking for important, powerful and largely presented media with the goal to invite these different media representatives to the planned event and involve them as active and powerful actors in the further project implementation process. The ultimate goal with it is to transfer project activities results in understandable language for wider society to get people attention on environmental topics and deeper on hazardous substances surrounding each of us.

Journalists' round tables were initially planned to be organized in September 2009, but due to serious health problems of action leader and required change in action leadership, are now postponed to beginning of 2010. The concrete planning of the journalists' round tables has been shifted with the purpose to get the new action leader into the project. The first discussions with journalists are essential for further project implementation publicity and visibility therefore we decided to have longer preparation time to reach maximal results and long term cooperation with represented media.

Action 9.3 Interviews at different groups of society

The action is scheduled for end of 2009.

Action 9.4 Elaboration of a strategy for public information and feed backing

The action is scheduled for 2010/2011.

There has been noted a discrepancy in the project proposal: according project proposal the deliverable (Strategy on public information and awareness raising) associated to the action 9.4 should be produced by 30/09/2009, but the implementation of the action 9.4 is scheduled only for 2010/2011. Therefore we would like to apply for the correction of the due date for the deliverable 9.4 (Strategy on public information and awareness raising), corrected due date would be 30/09/2011.

The list of deliverables for action 9 as defined in the grant contract and status of fulfilment, are indicated below:

Deliverable	Code of the associated action	Deadline	Fulfilment
Strategy on public information and awareness raising	9.4.	30/09/2009 Corrected 30/09/2011	Not started yet

4.1.10. Action 10: Project visibility and dissemination

Action 10 is focusing on the general project visibility. It includes web site development and maintenance (10.1), media work (10.2), project advertising materials (10.2) and general dissemination events in the three target countries and at international level (10.3).

Action 10.1 Development and maintenance of project web site

The project website (www.baltacthaz.bef.ee) was elaborated and launched according to project schedule. The website includes basic information about the project (goals, actions, donors, project partners, contact information). It is also possible to get latest news of the project and download event materials such as presentations and reports. The information is available in the four project languages: English, Estonian, Latvian and Lithuanian. The website is a living product and will be developed further during project implementation. Besides, the public awareness group is elaborating information which would be addressing more the interests of the general public.

Action 10.2 Media work, production of advertising materials and leaflets

The project information flyer is printed and distributed (2000 copies) (deliverable 10.2). The content of the flyer includes: i) general information about hazardous substances; ii) the goals of the project; iii) main activities; iv) expected results; v) target group of the project; vi) relevant contact information and donors. The flyer is printed in English, Lithuanian, Latvian and Estonian languages. Although initially it was not foreseen to print the flyer in English language, it was achieved due to a good offer from the printing house. Flyers are attached in Annex 6.2.3.

The flyers are/were distributed to the main stakeholders of the project such as Ministries of Environment, Ministries of Social Affairs, Environmental Competent authorities (Services, Agencies, Information centres, etc), Regional Environmental Authorities (environmental boards), Environmental and Health inspectorates, laboratories and scientific organizations, project partners, experts, green NGOs and industrial enterprises. The distribution of the flyer is continuing during meetings, seminars and public events.

Intensive **media work** of the project team has not yet started mainly due to mostly conceptual work at the beginning of the project. Nevertheless, the public awareness group has been collecting media contacts for further project dissemination actions and involvements. Although no articles were published yet in any newspaper cooperation would like to be established through action 9 where a round table for journalist will take place at beginning of 2010.

Action 10.3 National and international dissemination

The action is scheduled for 2010/2011.

A proposal came up at a meeting among the action leaders, that instead having the planned partnership seminar on REACH issues (with perspective of non-EU countries) in St. Petersburg in spring 2010 instead to a Latvian location. This would guarantee more participants from the Russian stakeholders due to less travel efforts and costs, as the costs for Russian stakeholders travel is not planned to be covered by project.

In the project proposal budget, under Action 10: International seminar, there is foreseen for travel and subsistence expenses (car use, minibus rent, accommodation and per diem) 13 400 EUR. All travel expenses will be made through travel agency located in EU 27, also visa costs for partners, therefore all travel expenses will occur inside EU 27. It is foreseen that the organising event in Russia will not change initially planned travel budget in total, therefore the proposed changes do not imply substantial modifications to the project budget.

The project team has investigated that involving a travel agency from EU 27 for payment of seminar expenses in Russia would fulfil eligibility criteria of expenditures, as in this way no money transfers will be made outside EU 27.

The project management herewith applies the European Commission for a change of event location and utilisation of relevant budget as described.

The list of associated deliverables for action 10 as defined in the grant contract and status of fulfilment, are indicated below:

Deliverable	Code of the associated action	Deadline	Fulfilment
Project website established	10.1.	31/05/2009	Completed
Flyer about project for a wider audience	10.2.	30/06/2009	Completed
Information materials for general public based on the public strategy	10.2.	31/08/2011	Not started yet
Information brochures in Russian language	10.3.	30/10/2011	Not started yet
Layman's report	10.3.	30/11/2011	Not started yet

4.1.11. Action 11: Project monitoring

Project monitoring is undertaken at two levels: internal among partners by the project core partners leading the actions, and external by the indirect beneficiaries of the project, the Ministries of Environment of Estonia, Latvia and Lithuania. For the internal monitoring a monitoring group (11.1) is set up among the partners and for the external monitoring an advisory committee (11.2) of competent authorities is established.

Action 11.1 Project monitoring group

The project monitoring group consists of the project manager and the action leaders which are taking over leadership of one or several actions. The monitoring group management board is the decision making organ of the project.

The monitoring group met first time after project kick-off meeting on 6 February 2009. The aim was to discuss: roles of action leaders in task implementation and roles on country coordinators in task implementation, project progress, time planning, communication and reporting routines in the project, project indicators related issues, advisory board membership and selection. Report from the meeting is attached in

Annex 6.3.6. Next monitoring board meeting will be held in September 2009 after second project partners meeting.

Action 11.2 Project Advisory Committee

The advisory committee gives advice and brings in countries decision makers interests. During the first monitoring group meeting it was agreed among project action leaders whom to invite to the project advisory committee and decided to call for a first meeting of this group after the second partners meeting to have some basic concepts to show and give opportunity to advise and feedback.

The potential organizations were contacted by project manager and invited to the advisory committee of the project. The final list of advisory committee members was ready by end of April 2009 when all institutions have officially nominated their representatives to the committee: Estonian Ministry of Environment, Estonian Ministry of Social Affairs, Estonian Environmental Board, Latvian Ministry of Environment, Latvian State Environmental Service, Lithuanian Ministry of Environment, Lithuanian Environmental protection Agency. First Advisory committee meeting will be organized 2-3 November 2009 in Tallinn, Estonia.

4.1.12. Action 12: Project management and administration

The activities for the **overall project administration** started with contracting of partners. Before the project kick-off meeting the project manager prepared contracts with each partner describing partner's tasks and duties as well as its budget. Partnership agreements are signed with 15 partners out of 18.

Each partner nominated a coordinator from their organisation, who is in charge of personnel management for the project.

The organisation of action implementation is taking place in "cross-country setting" with ONE action leader from one of the countries and relevant counter parts for action implementation in the other two Baltic states. The action leader is responsible for action reporting to the beneficiary on quarterly basis. Furthermore the actions leaders are participating and reporting at monitoring board meetings.

Project manager and the three country coordinators and the assistants from the BEF offices in Estonia, Latvia and Lithuania and Hendrikson&Ko are meeting frequently to discuss project progress, administrative challenges and undertake joint project planning.

The project manager is in close contact with the external monitoring team and has received advice from the monitoring expert in all questions asked so far.

Action 12.1 Project coordination and planning

The main tool for project coordination and planning are the project partners meetings. Big partners meetings are organised twice a year. The project kick-off meeting was held in Riga, Latvia on 4-5 February 2009. The goal of the meeting was to start mutual cooperation and to give the project an official start. It explained the project goals and milestones to all involved persons, established the project organisation, agreed on planning of first steps and stimulated the team-spirit within the project team. To give the project a good start during the project kick-off meeting the team was **trained** in project management, bookkeeping, and communication management. Report from the meeting is attached in Annex 6.3.7. Second big partner meeting will be held in September 2009.

Action 12.2 Financial management

The first project activity in January 2009 was setting up the **financial management** scheme by the beneficiary. The common budget was divided according to actions & involvement of all partners as laid down in the joint budget, the own financial contribution is calculated as percentage of partner's budget. According to their budget all partners receive a share of the overheads. Partners are made responsible for their budget in terms of reporting in the EU format. Most partners are accounting with beneficiary quarterly, some less frequent; partners are regularly submitting time sheets, expenditure reports and copies of all receipts/invoices. The beneficiary's bookkeeper controls all documentation, agrees on revisions if needed and reimburses the invoiced sum taking into account partners' own contribution. At the end of each reporting cycle the bookkeeper merges the expenditure reports and produces one joint balance.

Although the financial reporting seems to be tough for the partners, the beneficiary set up such scheme to keep tight control over such a large amount of partners (19) from 3 different countries. The project bookkeeper has established the LIFE+ accounting system at partners' and visits them if needed.

Although the LIFE+ grant requires the **audit** only once during the project, the beneficiary has already at the beginning of the project searched for the suitable auditor. In a competition the company A. Kangust & Partnerid OÜ was selected out of four companies (best price offer) and is contracted for the project auditing.

Action 12.3 Project reporting

This is the first project inception report; it will be followed by the interim report after the second project year in September 2010 and the final project report in 2012.

4.1.13. Action 13: After-LIFE communication plan

The action is scheduled for 2011.

4.2. Availability of appropriate licences and authorisations

Not relevant, not defined in the project proposal.

4.3. Envisaged progress until next report

Until next progress reporting (September 2010) the actions are planned to be continued according project implementation plan:

Action 1 (Compilation of background information and setting the frame for a common understanding of the EU Hazard Concept): awareness on EU hazard concept raised among partners and stakeholders.

Action 2 (Preparatory action for Screening of substance occurrence): all activities are finalised by December 2009: Baltic meeting of stakeholders carried out (2.2); laboratories for sampling analyses selected and contracted (2.3); action 3 activities planned and agreed between partners and stakeholders (2.4).

Action 3 (Screening and source analysis): investigation of the hazardous substances sources (3.4) in Lithuania is finalised; samplings (3.1) for priority substances screening are made and most of samples analysed (3.2) in the laboratories.

Action 4 (Overall substance reduction strategy, optimising information source uses and elaboration of proposals for future state monitoring programme): data bases and test data are analysed (4.2) for optimisation the information sources; Chemicals Agency in Helsinki is visited (4.2) by a small group of experts; international seminar is held (4.2).

Action 5 (Permit guideline elaboration and stakeholders' capacity building for increased quality of permits): preliminary guidelines in English elaborated and Baltic and national experts meetings held.

Action 6 (Pilot permit elaboration): first new permit applications elaborated (6.1); working group meetings held among the involved stakeholders to feedback the progress and jointly look for solutions for difficult cases in each country (6.2); training courses and info days concepts are planned in each country (6.3).

Action 7 (Preparatory action at industry): hazardous substance mapping completed in 7 enterprises.

Action 8 (Pilot industry action for substitution): international seminar held (8.2); leaflet on general substitution potential elaborated in national languages (8.3).

Action 9 (Strategy for raising public attention & awareness on hazardous substances): background paper from the investigations available (9.1); round tables with journalists held (9.2); interviews conducted in each country, transcribed and evaluated (9.3); draft strategy and actions for further public information awareness raising are worked out (9.4).

Action 10 (Project visibility and dissemination): web site (10.1) will continue their implementation; same as media work (10.2); notice boards set up in visible and accessible places and international seminar held (10.3).

Action 11 (Project monitoring): 2nd and 3rd monitoring meeting held (11.1); 1st advisory group meeting held (11.2).

Action 12 (Project management and administration): project management actions will continue on regular basis.

Implementation of proposed and planned actions is illustrated in the Gantt chart:

O ● = Start / End date

Action Number/name of action		2009				2010				2011			
		I	II	III	IV	I	II	III	IV	I	II	III	IV
Overall project schedule	Proposed	O											O
	Actual	●											●
1. Compilation of background information and setting the frame for a common understanding of the EU Hazard Concept													
1.1. Compilation of information about the occurrence of the target substances	Proposed												
	Actual												
1.2. Laying down the EU hazard concept (leaflets, trainings)	Proposed												
	Actual												
2. Preparatory action for Screening of substance occurrence													
2.1. Training on screening action	Proposed												
	Actual												
2.2. Selecting the substances of concern in Estonia and Latvia	Proposed												
	Actual												
2.3. Selecting of laboratories for analysing substances	Proposed												
	Actual												
2.4. Making detailed planning of the analysis	Proposed												
	Actual												
3. Screening and source analysis													
3.1./3.2. Making samplings and analyses of samplings of selected substances	Proposed												
	Actual												
3.3. Compiling results from the analysis	Proposed												
	Actual												
3.4. Investigation the hazardous substances sources	Proposed												
	Actual												
4. Overall substance reduction strategy, optimising information source uses and elaboration of proposals for future state monitoring programme													
4.1. Elaboration of substance reduction strategy	Proposed												
	Actual												
4.2. Optimising the information source uses	Proposed												
	Actual												
4.3. Working on the state monitoring programme	Proposed												
	Actual												
5. Permit guideline elaboration and stakeholders' capacity building for increased quality of permits													
5.1. Elaboration of permitting guidance material	Proposed												
	Actual												
6. Pilot permit elaboration													
6.1. Elaboration of new permit applications	Proposed												
	Actual												
6.2. National experience exchange on permitting process	Proposed												
	Actual												
6.3. Training of stakeholders	Proposed												
	Actual												
7. Preparatory action at industry: substance screening at plant level													
7.1. Hazardous substance mapping in enterprises	Proposed												
	Actual												
8. Pilot industry action for substitution													
8.1. Development substance substitution scenarios	Proposed												
	Actual												
8.2. International exchange seminar	Proposed												
	Actual												
8.3. Leaflet on general substitution potential	Proposed												
	Actual												

Although the financial reporting seems to be tough for the partners, the coordinating beneficiary set up such scheme to keep tight control over such a large amount of partners (19) from 3 different countries. The project bookkeeper has established the LIFE+ accounting system at partners' and visits them if needed.

5.2. Continued availability of co financing

Co financing to the project implementation is provided by three institutions:

- SA Keskkonnainvesteeringute Keskus (Estonian Environmental Investment Centre) is providing funding for Estonian partners co financing in the sum of 234 685 EUR. The co financing agreement no 09-09-12/176 has been signed on 03/03/2009 between project coordinating beneficiary and SA Keskkonnainvesteeringute Keskus.
- The Latvian Ministry of the Environment is providing funding for Latvian partners co financing in the sum of 127 842 EUR. The co financing agreement no LIFE 2009/2 has been signed on 10/02/2009 between associated beneficiary n° 7 Baltijas Vides forums (Baltic Environmental Forum Latvia) and Latvian Ministry of the Environment.
- Ministry of Environment of the Republic of Lithuania is providing funding for Lithuanian partners co financing in the sum of 80 790 EUR. The co financing agreement has not been signed yet, but the proposal from Ministry of Environment of the Republic of Lithuania has been made on payment schedule and contracting. The contract is ready for signing and should be signed between associated beneficiary n° 12 Viešoji įstaiga Baltijos aplinkos forumas (Baltic Environmental Forum Lithuania) and Lithuanian Environmental Protection Agency (subordinated institution of Ministry of Environment) during September-October 2009.

All the co-financing institutions have divided the budget according to annual payments and are transferring the funds according to schedule.

The partners themselves are receiving re-imburement of their costs excluding the agreed share of own financing – they report 100% of their expenditures and receive the agreed contribution of EC and national funds to their accounts afterwards to guarantee continuous own funding.

5.3. Costs incurred (summary by cost category and relevant comments)

Budget breakdown categories	Total cost in €	Costs incurred from the start date to 31.08.2009 in €	% of total costs
1. Personnel	895 056,00	123 112,32	13,75%
2. Travel and subsistence	147 224,00	18 530,29	12,59%
3. External assistance	464 300,00	22 575,38	4,86%
4. Durable goods			
Infrastructure	0,00	0,00	0,00%
Equipment	24 000,00	8 914,16	37,14%
Prototype	0,00	0,00	0,00%
5. Land purchase / long-term lease	0,00	0,00	0,00%

6. Consumables	69 200,00	856,96	1,24%
7. Other Costs	4400,00	189,20	4,30%
8. Overheads	111 452,00	11 643,55	10,45%
TOTAL	1 715 632,00	185 821,86	10,83%

To submit the project inception report by 30 September 2009, the associated beneficiaries submitted accounting to the coordinating beneficiary dating 31 August 2009.

The budget spent so far is 185 821,86 EUR, which stands for 10,83% of the total budget.

The project has been running for 8 month until accounting deadline, which is 22% of project duration

The less spending in comparison to duration is to be explained with the fact that 3 associated partners dropped out from the project and had no costs; furthermore the first 3 project months were mostly work for the beneficiary to set up the project management scheme, prepare partner contracts and kick-off meeting and less activities have been implemented by the partners. The costly project activities with regard to laboratory analysis (contracts with labs and purchase of consumables) have not yet started and consequently also related costs did not yet occur.

From year 2010 the substance sampling and testing is starting and it is expected that the costs to be reported at next interim report, will be in harmony with spent time.

The only position which is spent more than project time passed is “equipment” - by its nature this position shall be exhausted at early project time to use the equipment for action implementation. There has been purchased following equipment: laptops, stationary computers, multifunctional printer, software, monitor.

During winter-summer 2009 mostly conceptual work took place, which explains the absorption of personnel costs at the organisations involved in action leadership. Additionally travel costs were spent according to plans for partner meetings, training courses and action leader meetings.

All other costs positions show minor spending due to the project being only in its starting phase.

In general the money is being spent constantly, partners are reporting regularly and no major delays or disturbances are monitored.

It is expected that spending of 511 089.60 EUR (150% of the Commission’s 1st rate of 340 726.40 EUR) will be reached by envisaged date of interim report (September 2010).

Following additional table on action costs is filled in according to the project proposal Form FB:

Action number and name	Foreseen costs	Spent so far	Remaining	Projected final cost
Action 1 "Compilation of background information and setting the frame for a common understanding of	27 926,00	22 963,61	4 962,39	27 926,00

the EU Hazard Concept"				
Action 2 "Preparatory action for Screening of substance occurrence"	47 162,00	21 250,88	25 911,12	47 162,00
Action 3 "Screening and source analysis"	368 760,00	75,35	368 684,65	368 760,00
Action 4 "Overall substance reduction strategy, optimising information source uses and elaboration of proposals for future state monitoring programme"	80 983,00	0,00	80 983,00	80 983,00
Action 5 "Permit guideline elaboration and stakeholders' capacity building for increased quality of permits"	81 658,00	10 262,19	71 395,81	81 658,00
Action 6 "Pilot permit elaboration"	151 520,00	991,60	150 528,40	151 520,00
Action 7 "Preparatory action at industry: substance screening at plant level"	64 530,00	7 634,89	56 895,11	64 530,00
Action 8 "Pilot industry action for substitution"	224 850,00	0,00	224 850,00	224 850,00
Action 9 "Strategy for raising public attention & awareness on hazardous substances"	34 155,00	3 829,18	30 325,82	34 155,00
Action 10 "Project visibility and dissemination"	137 992,00	16 195,70	121 796,30	137 992,00
Action 11 "Project monitoring"	28 148,00	1 104,50	27 043,50	28 148,00
Action 12 "Project management and administration"	356 496,00	89 870,42	266 625,58	356 496,00
Action 13 "After-LIFE communication plan"	0,00	0,00	0,00	0,00
TOTAL	1 604 180,00	174 178,31	1 430 001,69	1 604 180,00

6. Annexes

Annex 6.1. Partnership agreements (copies of contracts without annexes)

- BaltActHaz – 02/2009 with associated beneficiary n° 2 OÜ Hendrikson & Ko
- BaltActHaz – 03/2009 with associated beneficiary n° 3 Eesti Keskkonnauuringute Keskus OÜ
- BaltActHaz – 04/2009 with associated beneficiary n° 4 AS Hanza Tarkon
- BaltActHaz – 05/2009 with associated beneficiary n° 5 AS Estko
- BaltActHaz – 06/2009 with associated beneficiary n° 6 AS Eskaro
- BaltActHaz – 07/2009 with associated beneficiary n° 7 Baltijas Vides forums (Baltic Environmental Forum Latvia)
- BaltActHaz – 08/2009 with associated beneficiary n° 8 Latvian Institute for Aquatic Ecology
- BaltActHaz – 09/2009 with associated beneficiary n° 9 Latvian State Environmental Service
- BaltActHaz – 10/2009 with associated beneficiary n° 10 Tenax Group
- BaltActHaz – 12/2009 with associated beneficiary n° 12 Viešoji įstaiga Baltijos aplinkos forumas (Baltic Environmental Forum Lithuania)
- BaltActHaz – 13/2009 with associated beneficiary n° 13 Environmental protection Agency
- BaltActHaz – 14/2009 with associated beneficiary n° 14 Vilnius Regional Environmental Protection Department
- BaltActHaz – 15/2009 with associated beneficiary n° 15 Klaipeda Regional Environmental Protection Department under Ministry of Environment
- BaltActHaz – 16/2009 with associated beneficiary n° 16 Šiauliai Regional Environmental Protection Department
- BaltActHaz – 17/2009 with associated beneficiary n° 17 UAB “Vilniaus vandenys”

Annex 6.2. Deliverables

- Annex 6.2.1. Background information material (Deliverable 1.1) (electronic version)
- Annex 6.2.2. Brochure “Hazardous substances of environmental concern – what does that mean?” (Deliverable 1.2)
 - Printed in 3 languages: Estonian; Latvian (original printed brochure is not added yet as the brochure has been printed in Latvian printing house and not received by reporting timeline by post mail to Estonia, therefore printout from the final outline is provided at this point); Lithuanian (original printed brochure is not added yet as the brochure has been printed in Lithuanian printing house and not received by reporting timeline by post mail to Estonia, therefore printout from the final outline is provided at this point)
 - Electronically in 4 languages: English, Estonian, Latvian, Lithuanian
- Annex 6.2.3. Project information flyer (electronically and printed in 4 languages: English, Estonian, Latvian, Lithuanian) (Deliverable 10.2)

Annex 6.3: Maps, drawings, technical designs, technical memos etc. as appropriate.

- Annex 6.3.1. Report of the training seminar “Hazardous substances – what we talk about?” (action 1.2)
- Annex 6.3.2. Report of the Training “Meeting/training on Hazardous Substances Screening in practice” (action 2.1)
- Annex 6.3.3. Report of the Estonian national meeting (action 2.2)

- Annex 6.3.4. Report of the Latvian national meeting (action 2.2)
- Annex 6.3.5. Report of the national working group meetings in Estonia, Latvia, Lithuania (action 5.1)
- Annex 6.3.6. Report of first monitoring group meeting (action 11.1)
- Annex 6.3.7. Report of the project kick-off meeting (action 12.1)

Annex 6.4: Output indicators. Definition.

Output indicators describe the situation at the beginning of a project - reflecting the information before the implementation of the project. Filled in are tables (Part 1 and Part 2) corresponding to the project programme "Environment Policy & Governance" and Part 3 (Awareness raising and communication).

*Report by: Kitty Kislenko, Project Manager
Financial information: Maria Štšukina, Project Accountant
With support of the project action leaders*