



Report

Project	LIFE+ project “Baltic actions for reduction of pollution of the Baltic Sea from priority hazardous substances” (acronym BaltActHaz), Reference number LIFE07 ENV/EE/000122		
Subject	BaltActHaz project kick-off meeting		
Place	Riga, Latvia		
Date	4 th – 5 th February 2009		
Participants	<i>Name of person</i>	<i>Institution</i>	<i>Country</i>
	Heidrun Fammler	BEF-Estonia Project supervisor	
	Kaido Brikker	Hanza Tarkon AS	Estonia
	Katrin Juhanson	BEF-Estonia	Estonia
	Rainer Kask	Hanza Tarkon AS	Estonia
	Kitty Kislenko	BEF-Estonia, project manager	Estonia
	Kai Klein	BEF-Estonia	Estonia
	Aleksandr Korzjukov	Eskaro AS	Estonia
	Enn Liive	Ministry of Environment	Estonia
	Kairi Loopere	Estko AS	Estonia
	Karin Malken	BEF-Estonia	Estonia
	Laine Parts	Environmental Research centre	Estonia
	Ott Roots	Environmental Research centre	Estonia
	Juhan Ruut	Hendrikson & Ko OÜ	Estonia
	Aivi Saarepuu	Estko AS	Estonia
	Maria Štšukina	BEF-Estonia	Estonia
	Anni Turro	Eskaro AS	Estonia
	Eoo Zirk	Hendrikson & Ko OÜ	Estonia
	Maija Balode	Institute of Aquatic Ecology	Latvia
	Ilga Gavare	Tenachem Ltd.	Latvia
	Ilona Grizane	State Environmental Service	Latvia
	Anda Kalnina	BEF-Latvia	Latvia
	Imants Krumins	State Environmental Service	Latvia
	Agnese Linde	BEF-Latvia	Latvia
	Inguna Rauda	BEF-Latvia	Latvia
	Valters Toropovs	BEF-Latvia	Latvia
Juris Aigars	Institute of Aquatic Ecology	Latvia	
Lilija Dukalska	State Environmental Service	Latvia	
Maija Vitjakova	BEF-Latvia	Latvia	

	Virginija Čičinskienė	Šiauliai Regional Environmental Protection department	Lithuania
	Zita Dudutyte	BEF-Lithuania	Lithuania
	Goda Kuliesyte	BEF-Lithuania	Lithuania
	Egle Lukoševičienė	Vilniaus Vadenys UAB	Lithuania
	Vaida Olšauskytė - Skorupskienė	BEF-Lithuania	Lithuania
	Biruta Šimanskienė	Klaipeda Regional Environmental Protection department	Lithuania
	Stanislava Švienenė	Vilnius Regional Environmental Protection department	Lithuania
	Nijolė Štriupkuvienė	Environmental Protection Agency	Lithuania
Rapporteur	Kitty Kislenko, BEF-Estonia		

Goal of the meeting:

- Explain and clarify the project with its goals and milestones to all involved persons
- Establish the project organisation
- Start detailed planning of first steps and get them forward
- Start and stimulate the team-spirit within the project team

Discussion issues:

1. Opening of the meeting and welcome

Ms. Heidrun Fammler opened the meeting, introduced to the goals and the agenda of the event, which was adopted (*see meeting handouts*).

2. Introduction of project partners

Project partners introduced themselves and their organisations activities. Next questions were asked to present by each partner organisation:

- Industrial enterprises
 - Organisation name
 - Which products are you producing?
 - What are your main production processes where you are using chemicals?
 - What are biggest problems with hazardous substances you face?
- State authorities
 - Organisation name and actions
 - How your work is related with hazardous substances?
 - What are biggest problems with hazardous substances you face?
- Laboratories
 - Organisation name and actions
 - Are you accredited or use accredited methods?
 - Do you perform analysis only as obligation according regulation (monitoring, control) or also commercially?
 - What do you see biggest problems with hazardous substances?
- Consultants and others
 - Organisation name and actions
 - How your work is related with hazardous substances?
 - What do you see biggest problems with hazardous substances?



3. **Introduction of the BaltActHaz project**

Ms. Kitty Kislenko gave an overview on the BaltActHaz project on following issues (see handouts):

- Motivation for the project, main idea and aims of the project;
- Target groups to be addressed;
- Project budget;
- Main activities and results.



4. **Introduction of project actions**

Action leaders presented to the detailed action implementation.

Ms. Kitty Kislenko gave an overview on the Action 1 'Compilation of background information and setting the frame for a common understanding of the EU Hazard Concept' implementation (see handouts): aims, target groups, duration, activities, main tasks of partners, results and deliverables, timeline.

Ms. Zita Dudutyte gave an overview on the Action 2 'Preparatory action for screening of substances', Action 3 'Screening and source analysis' and action 4 'Overall substance reduction strategy, optimising information source uses and elaboration of proposals for future state monitoring programme' implementation (see handouts): aims, target groups, duration, activities, main tasks of partners, results and deliverables, timeline.



Mr. Juhan Ruut gave an overview on the Action 5 'Permit guideline elaboration and stakeholder's capacity building for increased quality of permits' and action 6 'Pilot permit elaboration' implementation (see handouts): aims, target groups, duration, activities, main tasks of partners, results and deliverables, timeline.



Mr. Valters Toropovs gave an overview on the Action 7 'Preparatory action at industry: substance screening at plant level' and action 8 'Pilot industry action for substitution' implementation (see handouts): aims, target groups, duration, activities, main tasks of partners, results and deliverables, timeline.



Ms. Katrin Juhanson and Ms. Inguna Rauda gave an overview on the Action 9 'Strategy for raising public attention & awareness on hazardous substances' and action 10 'Project visibility and dissemination' implementation (see handouts): aims, target groups, duration, activities, main tasks of partners, results and deliverables, timeline.



Ms. Kitty Kislenko gave an overview on the Action 11 'Project monitoring', Action 12 'Project management' and action 13 'After-LIFE communication plan' implementation (see handouts): level of the management, structure of the management, action leadership of the project, main activities and deliverables.



Questions and discussion:

- Who will contract laboratories for chemicals analyses?
→ Project partner laboratories will contract external laboratories: Environmental Research Centre in Estonia, Institute for Aquatic Ecology in Latvia, Environmental Protection Agency and Vilniaus Vadybos in Lithuania.
- Which laboratories will be contracted?
→ All analyses which partner laboratory is ready to analyze will be performed itself. Tests which cannot be analyzed inside partner laboratory will be contracted by tendering procedure. Tendering procedure will be discussed more deeply inside the working group who will implement the action.
- Which sites will be screened?
→ Criteria for choosing sites and certain sited will be developed during project implementation discussions between relevant project partners and national stakeholders.
- For the input of starting action 5 to elaborate permitting guideline it is needed to include relevant information search into background paper development. That issue will be considered when making the concept and data search for background study.
- Ms. Katrin Juhanson will make core text of information about the project what all partners will need to download into their websites. All partners should submit their logos for project website.

5. Project administration

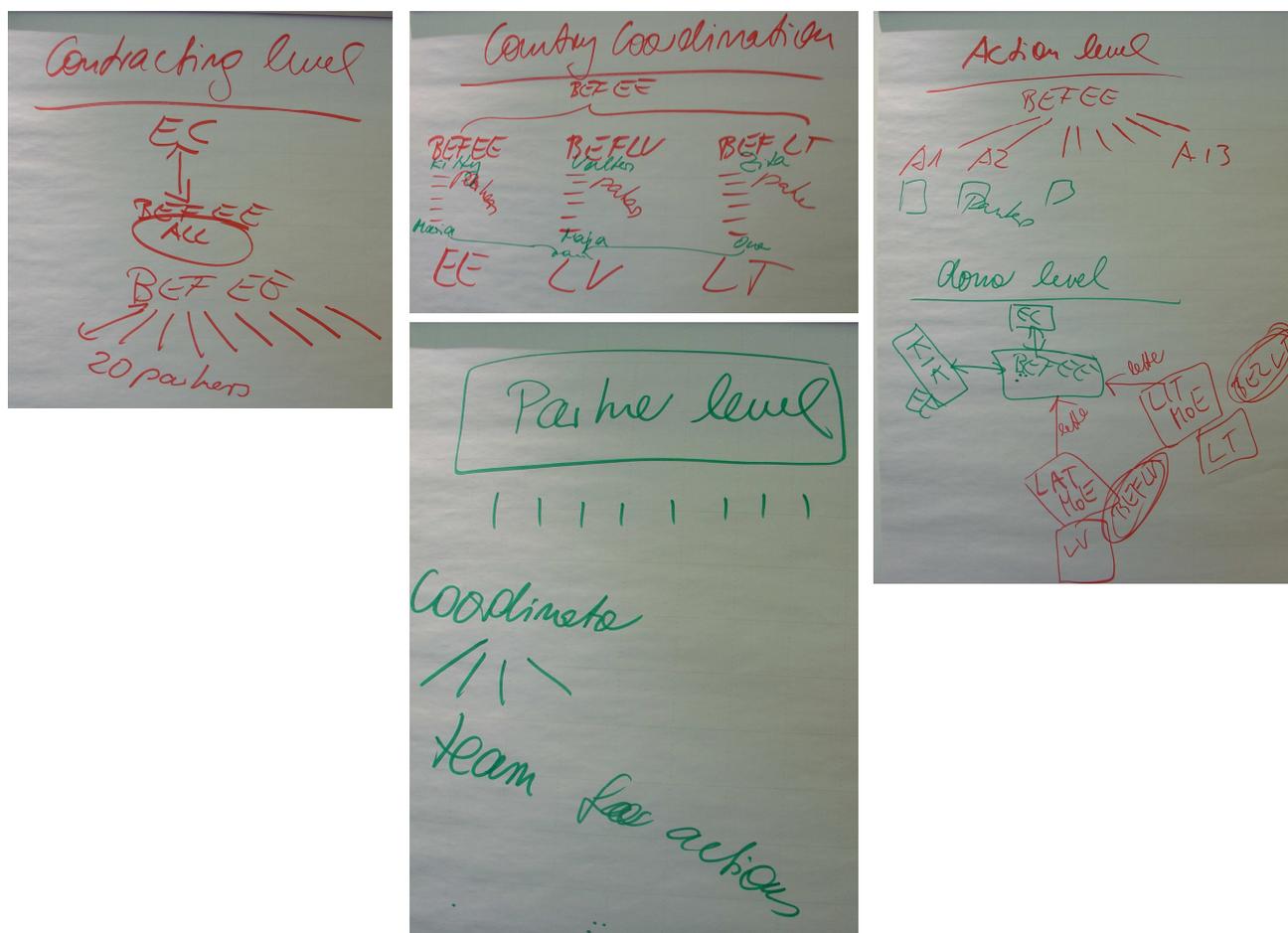
Ms. Heidrun Fammler gave an overview on the project budget in detail (see handouts): general principles of the financing, own financing, structure of the budget and budget lines in detail.

Ms. Inta Duce, EC external monitoring expert introduced to the EC & Other LIFE Stakeholders roles and responsibilities. She also gave overview on the external monitoring team and their activities. Finally she was noting the key issues to remember to succeed in managing the project (see handouts).

Ms. Kai Klein introduced to the reporting requirement of the project: documents needed, forms, time schedule. Finally she also presented issues for contracting (see handouts).

6. Project management coaching

Ms. Heidrun Fammler trained partners on the management coaching on next issues (see handouts): complexity of project, project management structure, management levels of BaltActHaz project, basic elements of project design, management in a project.



7. Content discussions on actions

Separate working group meetings were held at the end of meeting:

Meeting: planning on substance screening

Participants: action leader BEF-LT, national laboratories: Estonian Environmental Research Centre, Latvian Institute for Aquatic Environment, Lithuanian Environmental protection Agency

Meeting: planning on permitting actions

Participants: action leader Hendrikson&Ko, permitting authorities: Latvian State Environmental service, Vilnius/Klaipeda/Siauliai Regional Environmental protection department

Meeting: visibility and dissemination actions

Participants: action leader BEF-EE, BEF-LV

Conclusions/agreements/outcomes

Regarding further procedure it was agreed that:

- Ms. Katrin Juhanson will make core text of information about the project what all partners will need to download into their websites.

- Partners need to submit their logos to Ms. Katrin Juhanson (katrin.juhanson@bef.ee) by end of February 2009 to include into project website.
- Project manager will ask partners to nominate a contact person for the project implementation from each partner organisation by end of February 2009.
- First financial report deadline from partners will be 15th may 2009 for period January-April 2009. Before 1st reporting BEF managers and accountants visit each partners for explaining the reporting documents in detail.

Follow-up activities:

- Next partners meeting will be organised at the end of August 2009 or at the beginning of September 2009. Date will be agreed during spring 2009.

