0. 356-300-2013

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### AGREEMENT ON CONTRIBUTION TO SLOVAK HYDROMETEOROLOGICAL INSTITUTE ON SUPPORT GLOBAL WATER PARTNERSHIP CENTRAL AND EASTERN EUROPE INTEGRATED DROUGHT MANAGEMENT PROGRAMME

### WORK PACKAGE 2, ACTIVITY 2.1

### ARTICLE 1 THE PARTIES

The parties to this Agreement are:

A. Global Water Partnership Central and Eastern Europe, hereafter referred to as "GWP CEE":

Address:	Jeséniova 17, 833 15 Bratislava, Slovak Republic
Registration number:	42270081
Responsible officer:	RNDr. Richard Müller, PhD.
Contact person:	MSc. Sabina Bokal
Telephone:	+421 2 5941 5224
Telefax:	+421 2 5941 5273
Mobile phone:	+421 915 130 958
E-mail:	gwpcee@shmu.sk

B. Slovak Hydrometeorological Institute, hereafter referred to as "SHMÚ":

Address:	Jeséniova 17, 833 15 Bratislava, Slovak Republic
Responsible officer:	RNDr. Martin Benko, PhD.
Contact person:	RNDr. Oľga Majerčáková, CSc.
Phone:	+421 2 5477 1247
	+421 2 59415 252
E-mail:	<u>shmu-gr@shmu.sk</u>
	olga.majercakova@shmu.sk

### ARTICLE 2 SUBJECT OF THE AGREEMENT

Both contractual parties ascertain that:

- a. the purpose of this contract is to determine the rights and obligations of both contractual parties;
- b. SHMÚ is responsible for implementation of the following tasks:
- a. Procedure for drought assessment in Slovakia in 2011 and 2012 on the basis of monitoring data from the state hydrological network and state meteorological network based on:

- Climatological assessment selection of the precipitation-gage stations, climatological assessment of the years 2011 and 2012, precipitation and temperature regime, rainfall intensity, rainfall deficit, and further indicators based on the precipitation and evapotranspiration, time-spatial assessment of the chosen drought climatic indicators;
- ii. Hydrological assessment selection of the stream-gauging stations, springs and wells, hydrological assessment of the years 2011 and 2012 within the sub catchments, selection of the drought hydrological indicators and time-spatial assessment of water availability in Slovakia.
- b. Elaboration of the assessment report from the above activities (assessment methodology, data summarized in the tables, graph, maps).

### ARTICLE 3 THE PROGRAMME

The contribution shall be used for activities related to Integrated Drought Management Programme in Central and Eastern Europe (hereafter referred as to IDMP CEE) work package 2, Activity 2.1.

Following experts from SHMÚ will be working on IDMP CEE:

- a. Pavel Šťastný
- b. Oliver Bochníček
- c. Maroš Turňa
- d. Zuzana Danáčová
- e. Peter Škoda
- f. Viliam Šimor
- g. Jana Poórová
- h. Eugen Kullman
- i. Oľga Majerčáková

SHMÚ shall be responsible for implementation of the activities listed under Article 2.

**SHMÚ** shall comply with GWP CEE administrative procedures, such as progress and financial reporting in appropriate format, time and quality and facilitate external reviews and/or financial audit whenever requested by GWP Organization, GWP CEE Regional Secretariat and/or IDMP CEE Programme Manager. The activity will be implemented in the period of **October 2013 – April 2014.** 

### ARTICLE 4 CURRENCY OF THE AGREEMENT

The currency of this agreement is Euro.

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### ARTICLE 5 THE GWP CEE CONTRIBUTION

The total cost of the project is EURO 10.000 (ten-thousand-euro) including all taxes and similar charges, vacation pay, social charges, insurance, pension benefits and similar payments.

### ARTICLE 6 AGREEMENT VALUE AND METHOD OF PAYMENT

Eligible expenditures are only those supported by original signed invoice clearly addressed to the GWP CEE.

The costs of **SHMÚ** shall be disbursement according to the amount of work specified Article 2.

Payment shall be made on a base of an invoice and will be divided into two different instalments according to the two milestones:

- a. Milestone 1 (4,000 EUR): Preparation of the Guidelines for the first workshop till 1. 11. 2013
- b. Milestone 2 (6,000 EUR): Slovak case study report till 28. 3. 2014

First instalment in the amount of 4,000 EUR (four-thousand euro) will be made after completing milestone 1. Payment shall be authorized in a written form by IDMP CEE Programme Manager.

After achieving certain milestone, Activity Leader (Mrs. Elena Fatulová) shall submit documents for the milestone (they are also listed in the activity list Annex 1) to the IDMP CEE Programme Manager before the deadline stated in the table above. Programme Manager has 5 working days for reviewing the documents (together with the Regional Secretariat and if necessary with Peer Review Group) and send confirmation on properly implemented services back to the Activity Leader.

After authorisation of the Programme Manager, **SHMÚ** shall issue an invoice with the amount corresponding with work in respective milestone.

The last payment shall be done after all work agreed in the contract is finished and reports approved.

The invoice shall be paid by GWP CEE Regional Secretariat within the 10 working days after its sending. Disbursement will be made after receiving payment for IDMP CEE from the GWP Organization in Stockholm. The date of sending is the date of the receiving original duly signed invoice by post mail at GWP CEE. If original signed documents are not received by post mail the payment will not be realized.

**SHMÚ** shall make bank account available for the contribution and state bank details on invoices. Bank details provided in Annex 2 shall match with bank details on invoices.

**SHMÚ** shall inform GWP CEE about any change(s) of the provided bank data in written form, duly signed by statutory representative of the organization.

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### SHMÚ Bank details:

Bank name:	Všeobecná úverová banka a.s.
Bank address:	Mlynské Nivy 1, 829 90 Bratislava
IBAN:	SK198180000007000391672
SWIFT:	SUBASKBX
Account holder:	Slovenský hydrometeorologický ústav

Under this Agreement, GWP CEE may decide to withhold the disbursement, wholly or in part, if:

- a. Substantial deviations from IDMP CEE work package 2, activity 2.1 occurs.
- b. Administrative and communication procedures and IDMP CEE work package 2, activity 2.1 objectives are endangered.
- c. Reports are not delivered as agreed in terms of deadlines, format and quality or if IDMP CEE develops unfavourably in any other important respect.

Before taking such a decision, however, GWP CEE shall initiate discussions with SHMÚ.

### ARTICLE 7 RESPONSIBILITIES

Responsibilities of the SHMÚ shall include but are not limited to:

- a. Ensure a delivery of agreed products of a specific activity.
- b. Submit agreed documents to Activity Leader already before the deadline for certain milestone, while Activity leader needs time to prepare a joint document.
- c. Report to Activity Leader, Programme Manager, respective Country Water Partnership on monthly basis (input to GWP monthly report).
- d. Follow the instructions send by Activity Leader (regular communication, meetings, etc.).

### ARTICLE 6 DELIVERABLES

Until the end of 2013, SHMÚ shall be responsible to deliver following outputs:

a. Assessment report from drought assessment in Slovakia in 2011 and 2012 on the basis of monitoring data from the state hydrological network and state meteorological network including assessment methodology, data summarized in the tables, graph and maps.

### ARTICLE 8 LANGUAGE

All documents prepared under this Agreement shall be in the English language.

### ARTICLE 9 DELEGATION OF POWERS

In matters concerning implementation of this Agreement GWP CEE shall be represented by Mr. Richard Müller, Regional Coordinator, Jeséniova 17, 833 15 Bratislava, Slovak Republic and SHMÚ shall be represented by Mr. Martin Benko, Director General, Jeséniova 17, 833 15 Bratislava

### ARTICLE 10 INTELECTUAL PROPERTY

The intellectual property rights in the material to be used for the performance of the activities set out in this agreement shall remain with the originating party, unless otherwise agreed in writing between the parties. The results of the activities performed in relation to the activities listed in Annex 1 shall be considered to be the property of GWP CEE.

The ownership of the outputs such as products delivered by the external experts and services remains the property of the GWP CEE.

### ARTICLE 11 ENTRY INTO FORCE AND TERMINATION

This Agreement shall entry into force after its signature by both parties and remains valid until **30 April 2014** unless terminated earlier. Two originals of this Agreement, written in English language, of which the Parties have taken one each, have been executed.

### For Global Water Partnership Central and Eastern Europe

**RNDr. Richard Müller, PhD.** Regional Coordinator

Bratislava, ....., 2013

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For Slovak Hydrometeorological Institute

**RNDr. Martin Benko, PhD.** Director General

Bratislava, ....., 2013

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## Annex 1: Activity list

# **1. BASIC INFORMATION**

Number of Activity: Fitle of the activity:	Activity 2.1 & 2.2 Guidelines for Drought Management Plans and activity 2.2 "National consultation Dialogues" as supportive activity fo
Fitle of the activity:	
Fitle of the activity:	
	"National consultation Dialogues" as supportive activity for
	Guidelines development)
Duration of the activity:	November 2013 – June 2015
Activity leader:	Elena Fatulová (SK)
Chairman of the CWP:	Elena Fatulová
	(elena.fatulova@gmail.com)
Description of the activity:	
n recent years drought pla he national	inning is moving from a crisis management approach (based on
of comprehensive, long-ter significantly reduce the risk management plans (DMPs objective of DMPs is to min environment when drought Directive (WFD) criteria and DMPs should be prepared specific conditions and after country, its effect and the n The main items needed to Indicators and threshold of the drought stages (e Measures to be taken in These measures may be and recovery. Organizational framework the existing DMP as we networking and coordin different levels Effective information sy The main objective of this a ool for the preparation of the Existing guidelines developed the existing guidelines developed the the preparation of the the preparation of the the preparation of the	

documents (e.g. A Blueprint to Safeguard Europe's Water Resources, UNCCD

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Convention),

- to apply integrated approach in context with the Water Framework Directive (WFD) objectives according the River Basin Management plans (RBMPs),
- to follow existing relevant official documents (reports, guidelines) developed within the Common Implementation Strategy for WFD (CIS), under coordination of EC,
- to be a practical tool based on experiences with the preparation of the DMP (e.g. Slovak case study, DMPs in the involved countries),
- to respect the country specific conditions (experiences from the individual involved countries).

Guidelines will compile information, recommendations, experiences gained from the several sources. The basis for preparation of the Guidelines will be:

- Drought Management Plan Report, Including Agricultural, Drought Indicators and Climate Change Aspects, First Draft of November 2007 (further mentioned only as "Report 2007" - document prepared by Water Scarcity and Droughts Expert Network in 2007 within CIS). This report already summarizes the main items needed for development of the Drought Management Plan,
- Report from the Slovak Case study "Application of the EU Guidelines for Drought Management Plan in the Slovak national conditions" (further mentioned only as Slovak case study),
- National experience, existing guidelines and drought plans from the involved countries,
- Outputs from another activities of the IDM Programme (presented below)
- Preparation of the Guidelines will last almost through the entire project and will be divided into two phases.

First phase will include the following activities:

- Execution of the Slovak case study
- Development of the draft of the Guideline

### Slovak case study

Preliminary assessment of the RBMPs revealed that generally the quality of DMPs in the first planning cycle (December 2009) was not satisfactory. Many EU countries identified drought as a "not relevant" problem, but this statement was not supported by reliable assessments or proofs. Example of good practice with DMP development is missing. The main objective of the Slovak case study is to provide an example of procedure how to develop the key items of DMP presented in the Report 2007. Practical experience gained during execution of the study will be used as a basis for development of the draft of Guidelines. The scope of the study and methodology of the planned activities will follow general recommendations included in the Report 2007.

The concrete intention of the study is to analyse and characterize one drought period (2011/2012) using existing monitored data. The intention of this assessment is to process monitored data from one drought event with the aim to develop a representative national indicators systems and further basic items enabling to prepare DMPs on the national level. All available drought indicators will be tested (statistically, graphically in the maps) with the aim to propose procedure for the development of:

- Representative national indicator system to compare and define drought events;
- Drought warning system;
- Threshold values for classification of drought categories;
- Drought monitoring plan;
- Classification of mitigation measures (preventive, operational, organizational); Identification/illustration of areas impacted during the drought episode (2011/2012).

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The concept of the drought risk assessment (including drought risk maps) will be developed on the basis of EU guidance document (currently a discussion document exists). Practical experiences gained during the execution of the study will be summarised in the

### Slovak Study Report.

The second output of the first phase will be **Draft of the Guidelines**. The development of the Guidelines will follow general recommendations described in the Report 2007. The main stress will be laid on planning process on the national level taking into account insufficient current status of the DMPs development in many countries. Concerning the river basin level opportunities of DMPs harmonisation will be analysed taking into account future progress on <u>EU level and current drought situation in the involved countries (drought occurrence and relevance)</u>. During implementation of the first phase working team will flexible react in the course of the IDMP to the last development of the recommendations for implementation of respective EU Guidelines. Also some other documents or guidelines related to DMP which already exist will be reviewed and utilised (e.g. MEDROPLAN, XECHORE, DMP of the Drought Management Centre for South-Eastern Europe (Ljubljana), etc).

The draft of the Guidelines will be prepared in parallel with the Slovak case study, Activity 1.2 (Review of the current status of the implementation of DM plans and measures within RBMP according to WFD) and Activity 1.3 (Platform, mainly mapping of EU-wide drought indicators) using all available information gathered within these separate activities. The draft of the Guideline will serve as a discussion document for the national dialogues and workshops planned within the activities 2.2 (National Consultation dialogues) and Activity 6.1 (Workshops).

### Second phase

The main objective of the second phase will be development of the revised version of the Guidelines draft and its completion in the form of final output of the Activity 2.1. During the second phase the content of Guidelines draft will be discussed, commented, corrected and amended by all involved countries through the national and regional consultations. The consultation process will be launched in each of the involved country. The consultation dialogues will be taking place on the national level within Activity 2.2 (National consultation dialogues) and regional level during workshops planned in the Activity 6.1. The consultation process including Activity 2.2 and Activity 6.1 will be focused on:

- gathering of the national practical experiences, existing guidelines and another relevant information relating to drought planning (Activity 2.2),
- elaboration of comments, corrections, suggestions, amendments of the Guidelines draft based on the national experiences taking into account country specific conditions (Activity 2.1),
- communication and discussion among all involved country with the aim to complete the final version of the Guidelines. This activity will be carried out preferably by e-mail communication with the activity leader and during workshops (activity 6.1).

National consultation process requires participation of the institutions and experts from different sectors dealing with drought related issues. Key experts should come from national Hydro-Met services, agricultural institutions and eventually from the state institutions or agencies dealing with drought planning. It is supposed that GWPs will nominate the national experts who will take time and discuss issues regarding the guidelines (national consultation dialogues). GWPs will also organize and coordinate meetings under the Activity 2.2. Activity leader 2.1 will define some key questions that need to be discussed at the national level and also what kind of input is expected from them for the Guidelines development. Project manager will regularly communicate with GWPs and also will ask them to write short reports after each meeting or reporting back on a progress every two or three months.

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This national expert team will also nominate among themselves one "national coordinator". The "national coordinator" should provide input for the Guidelines – development of the national proposal for Guidelines completion (together with the GWP who will collect information from this national consultation dialogue) and information for Activity 1.2. The "national coordinator" will also attend all the workshop and capacity building trainings (together with the second person he or she will choose).

The suggested approach is in line with the Inception report (for the GWP CEE part of the WMO/GWP Integrated Drought Management Programme) where it is emphasized that Drought Management Plans should be prepared by using "bottom-up" approach by participation of different sectors at different levels and other stakeholders. This approach is also going to be used for preparation of the Guidelines itself while they will have practical value only if they are prepared together with those who will use it. The main users of the Guidelines will primarily be regional and national entities or individuals who are involved in drought management in each country or river basins (identified in act. 2.2 but not limited to them). These individuals will also participate at the capacity building activities organized by GWP experts (Act. 6.1). Guidelines will be a final product of IDMP.

Summary: Main input for the Guideline will represent the outputs from the rest of the project activities:

Slovak case study

- Review of the current status of Drought Management Plan (activity 1.2) will reveal at what stage of the preparation process each involved country is, what are their main problems, which steps are the problematic ones, etc. With this information, from the users who will use the Guidelines, this document can be prepared in a way that certain steps in the preparation of the Drought Management Plan will be more clearly described.
- Measures (to prevent / mitigate drought in normal, pre-alert, alert and extreme conditions) collected in the Act. 7.1 are also important input for the Guidelines. Some of the measures will be also implemented and tested (act. 5.1, 5.2, 5.3, 5.4 and 5.5);
- The most important input for the Guidelines will be collected at the workshops (act. 6.1). Participants will be key actors (coordinators, GWPs) from all involved countries. They will contribute additional information and practical experiences which will be prepared or gained at the national level.
- The Draft of the Guidelines will be the basic tool for GWP experts who will lead consultation process for each involved country (act. 2.2). The experiences from "the field" will additional enriched the content of the Guidelines.
- Chosen good practices (act. 7.1) will also be included into the Guidelines as an example of already implemented measures, indicators and other drought related products.

Throughout the entire project, the project manager will have constant communication with the activity leader, coordinators and key stakeholders involved in this project and will try to incorporate their remarks, comments, and ideas into the Guidelines.

# 2. PLAN FOR IMPLEMENTATION OF THE ACTIVITY

Name of the output Type of the output (analysis, report, guideline, workshop, brochure, etc.):

#### Guidelines for Drought Management Plans

- Guidelines
- Slovak Case Study Report

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Form (website, CD, printed,	We	bsite, CD, printed		
database, audio-visual, computer	Website, OD, printed			
software, etc.):				
Purpose of the output:	Support tool for the development/improvement of the Drought			
	management plans			
Structure and description	Slovak case study report (tentative content):			
(contents, requirements for use,	1.	Introduction – description of activity objectives, scope of		
chapters, etc.)		the work, partners involved		
		Definitions and concepts related to droughts		
	3.	Review of the available monitoring data (hydrological,		
		agricultural and another drought indicators)		
	4.	Characterization of the drought event 2011/2012 -		
		assessment of the chosen indicators (statistically,		
		graphically)		
	5.	Proposal for drought management – representative		
		indicator system, drought warning system, classification of		
		drought stages , drought monitoring plan, classification of		
		mitigation measures		
	6.	Conclusions – proposal for preparation of Drought		
	_	management plan		
	1.	Annexes – datasets, series of maps (indicator maps, map		
	of drought affected area) <b>Guidelines</b> (tentative content):			
	1. 2.	Introduction – description of the activity objectives		
	documents, implementation measures adopted until now			
	З.	Current status of preparation and implementation of the		
		Drought management plans – summary of results gained		
		within the activity 1.2, identification of the gaps in the		
		region and involved countries		
	4.	Recommendations for preparation of the key items of the		
		Drought management plan -six sub-chapters focused on		
		methodology for setting the national indicator system, drought warning system, classification of drought stages,		
		effective drought monitoring plan, classification and		
		proposal of drought mitigation measures		
	5.	Annex – Slovak case study		
	5.	Amer - Giovar Case sludy		

Tasks for implementation of the activity	Till when?	Who is responsible?
First phase:		
Slovak case study	March 2014	SK Elena Fatuiova
Draft of the Guideline	June 2014	SK Elena Fatulova
Written proposals for adjustment, correction, amendment of the Guideline draft	December 2014	Coordinators from CZ, HU, PL, LIT, SLO, ROM, BG, UA, MD
FINAL OUTPUT: Guidelines for Drought Management Plans	June 2015	SK Elena Fatulova

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## 3. LIST OF THE TASKS OF THE PARTICIPATING COUNTRIES

#### 1. Guidelines for Drought Management Plans

The activity 2.1 will be focused on development of the Guidelines for Drought Management Plans. The guidelines will be developed on the basis of the Slovak case study and experiences from the participating countries.

Responsibility of the involved countries:

- communication with the activity leader,
- providing national information on existing guidelines for drought management (e.g. planning, mapping, monitoring) which will be gathered and processed during the national dialogues (Activity 2.2),
- elaboration of the written comments, proposals for adjustment, correction and amendments of the draft of Guidelines.

#### 2. National Consultation Dialogue

The aim of the activity is gather information required for Activity 2.1 through the national dialogues organised separately in each participated country.

Responsibility of the participated countries:

- elaboration of the action plan and time schedule for the national dialogues,
- identification of the national partners dealing with drought issues,
- organization of the national dialogues meetings, seminars, workshops according the action plan
- gathering and processing of the national information relating the drought management issues
- elaboration of the progress reports.

## 4. BUDGET

#### Budget 2.1

- Budget in 2013: 8 000 EUR (Preparation of the Guidelines for the 1<sup>st</sup> Workshop)
- Budget in 2014: 26 000 EUR (Slovak case study and Guideline draft and national proposals for Guideline completion)

Budget in 2015: 5 000 EUR (revision of Guideline)

Total budget: 39 000 EUR

Country	Organization / expert	Amount	Explanation
Czech		1 000	Proposal for the Guideline completion
Hungary		1 000	Proposal for the Guideline completion
Poland		1 000	Proposal for the Guideline completion
Lithuania		1 000	Proposal for the Guideline completion
Slovenia		1 000	Proposal for the Guideline completion
Romania		1 000	Proposal for the Guideline completion
Bulgaria		1 000	Proposal for the Guideline completion
Ukraine		1 000	Proposal for the Guideline completion
Moldova		1 000	Proposal for the Guideline completion
Slovakia	GWP SK, SHMU, VUPOP/ Elena Fatulová	30 000	Slovak case study and Guideline

### Budget flow:

Partners	Milestone 1	Milestone 2	Milestone 3	Milestone 4	Milestone 5
Name of the milestones	Preparation of the Guidelines for the 1 <sup>st</sup> Workshop	Slovak case study report	Guideline - first Draft of the Guideline	Country case Proposal for the Guideline completion	Guideline – Final Guideline (revised version)
Date of the milestones:	1.11.2013	28.3.2014	31.5.2014	31.12.2014	15.3.2015
Partner 1: GWP SK	8 000	12 000	5 000		5 000
Partner 2: CZ				1 000	
Partner 3: HU			-	1 000	
Partner 4: POL				1 000	
Partner 5: LT				1 000	
Partner 6: SL				1 000	
Partner 7: ROM				1 000	
Partner 8: BG				1 000	
Partner 9: UA				1 000	
Partner 10: MD				1 000	
Total budget:	8 000	12 000	5 000	9 000	5 000

Budget 2.2

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2.2.	2013	2014
Bulgaria	2 500	2 500
Czech Republic	2 500	2 500
Hungary	2 500	2 500
Lithuania	2 500	2 500
Moldova	2 500	2 500
Poland	2 500	2 500
Romania	2 500	2 500
Slovakia	2 500	2 500
Slovenia	2 500	2 500
Ukraine	2 500	2 500
Total	25 000	25 000

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# Annex 2: Payment details SHMÚ

BENEFICIARY DATA				
Beneficiary name	SHMÚ			
Beneficiary full name	Slovenský hydrometeorologický ústa	V		
Street and number	Jeséniova 17			
City, state	833 15 Bratislava, Slovenská republika			
IBAN				
SK198180000007	7000391672			
BENEFICIARY BANK	SWIFT	SUBASKBX		
Bank name	VÚB, a.s.			
Full bank name	Všeobecná úverová banka, a.s.			
Street/number/city	Mlynské Nivy 1, 829 90 Bratislava			
State	SK - Slovenská republika			
Transfer fees are paid by sender with SEPA (SHA) SHA X				

This