

Report

MonMur

HUHR/1901/2.2.1/0128

Meeting type	1 st projectmeeting
Date of meeting	13.11.2020
Place of meeting	via zoommeeting

Participants*	Richárd Kendli - LB
	Gáspárné Kollár Lívía - LB
	Judit Vinhoffer - LB
	Biserka Mavrin-Veinović – PP1
	Nada Glumac – PP1
	Dr. Galambos Ildikó – PP2
	Gerencsér dr. Berta Renáta – PP2
	Kovács Barbara – PP2
	Simon Nikoletta – PP2
Lukács Hajnalka - translator	

*supporting document: prtsch about meeting

Annexes:

1. official invitation and agenda
2. participant list
3. presentation of Lead Beneficiary

Minutes

Mr. Richard Kendli kept the welcome speech on behalf of Lead Beneficiary and all projectpartners introduced herself the beginning of 1st projectmeeting.

Judit Vinhoffer – as an external projectmanager of LB – talked about general communication and financial rules. The partnership agreed that they will finalize request of modification until 20th of November, which will be send to Zrinka Sajn (JS).

Dr. Ildikó Galambos managed the task of professional with GANT diagram. The partners overviewed all activities:

- development of database: framework → publishe on the trilingual webpage
- environmental state review → responsible: PP2 - involve LB and PP1
- international publication
- workshop by PP2 planned date: May of 2021
- water sampling and measure responsible: LB and PP1 – results will be processed by PP2 (period of time: about 1 year)
- short report (monthly)
- intermediate scientific conference - responsible: PP2 - planned date: October of 2021
- analysis → sewage map on last period
- final conference

Other tasks:

- contact list (internal use) until 20th of November responsible: LB
- draft version of database until the end of November responsible: PP2
- the end of months LB will creat a doodle link → for professional meetings/ monthly
- date of next projectmeeting: discussing by email (spring of 2021)

***A cross-border region where rivers
connect, not divide***

1. annex



Invitation

Subject: Invitation of 1st projectmeeting of MonMur project

Dear Partners,

Dézlai Waterwork and Sewerage Ltd. – as Lead Beneficiary- invites you to the 1st projectmeeting of „Monitoring of surface and underground water in Medimurje and Zala County” on the 13th of November 2020. Projectmeeting will start at 10:30 a.m. via online platform.

Nagykanizsa, 6th of November

With respect,



Mr. László Cziráki
CEO

MonMur is financed by the European Union Funds, within INTERREG V-A Hungary-Croatia Cross-border Co-operation Programme.



AGENDA*

Date: Friday, 13 November 2020, 10:30-12:45, virtual meeting via Zoom

Participants: all project partners

Participants list = screenshot during the virtual meeting (LB)

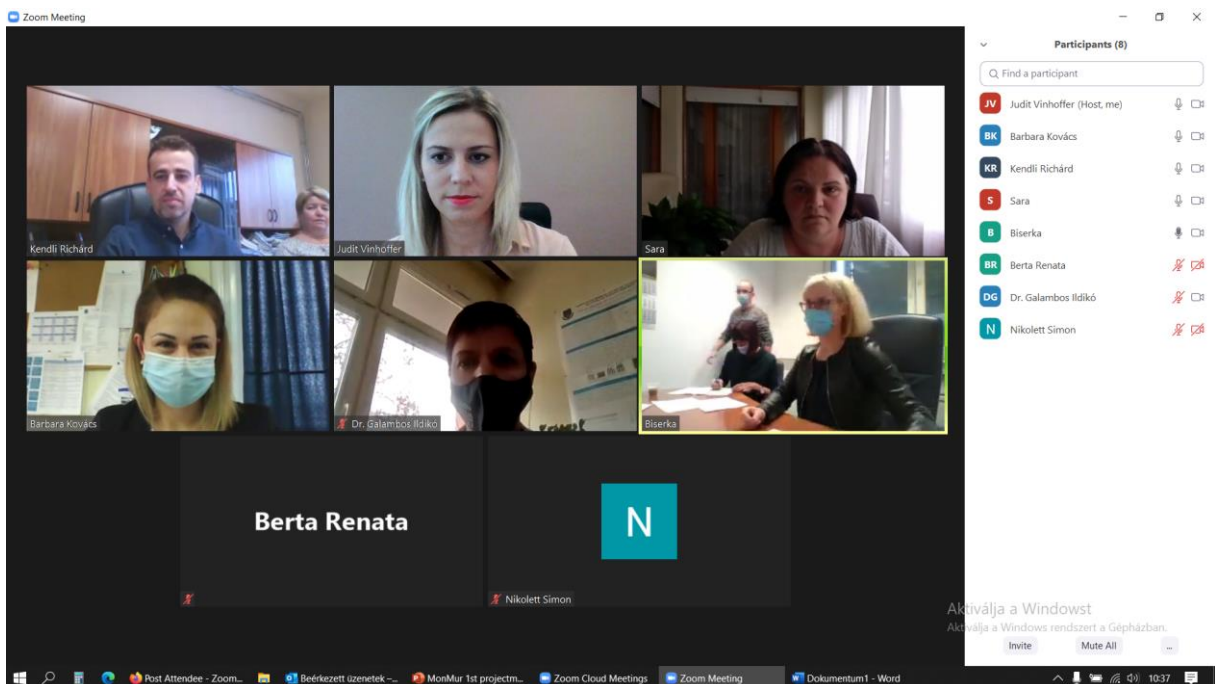
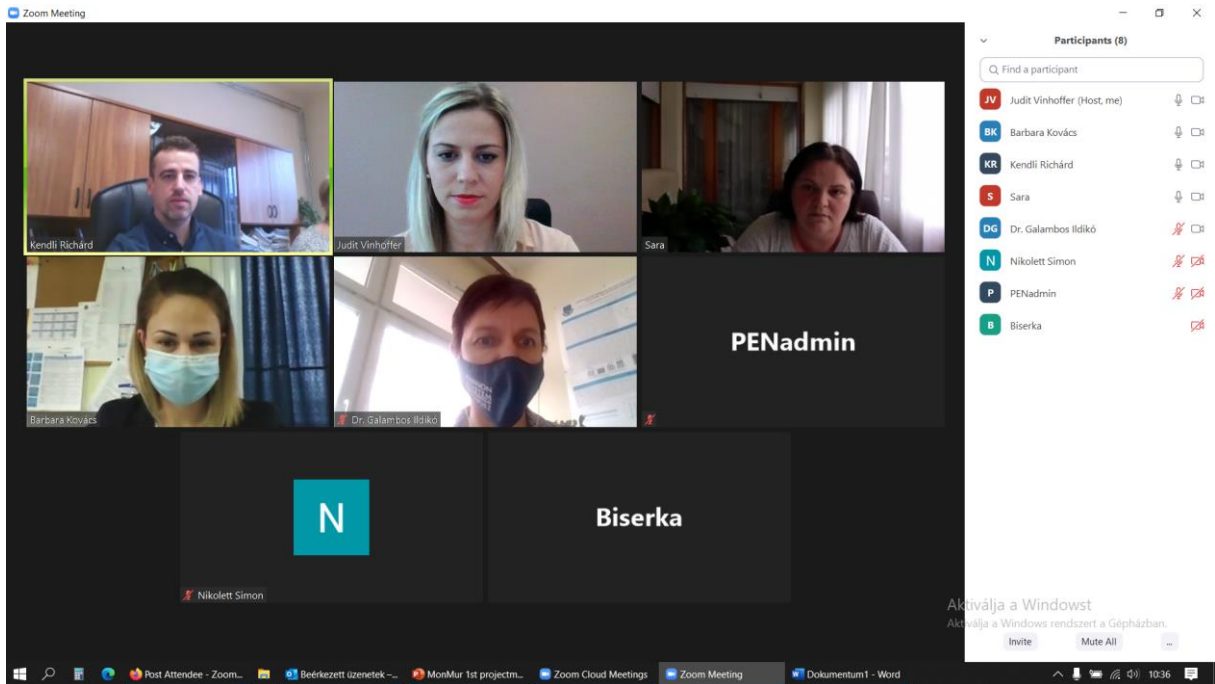
- | | |
|---------------|--|
| 10:30 - 10:45 | Welcome speech by Mr. Richárd Kendli, sectoral director of LB |
| 10:45 - 11:00 | General rules about project implementation and reporting (by LB) |
| 11:00 - 11:15 | Discussing of modification (by all PP) |
| 11:15 - 11:30 | Discussing of kick-off conference (by LB) |
| 11:30 - 12:30 | Overview of planned activities - professional tasks (by all PP) |
| 12:30 - 12:45 | Closing of the 1 st projectmeeting (by LB) |
| | ➤ conclusion of the projectmeeting |
| | ➤ agreement for the next projectmeeting date and place |

Project partners:

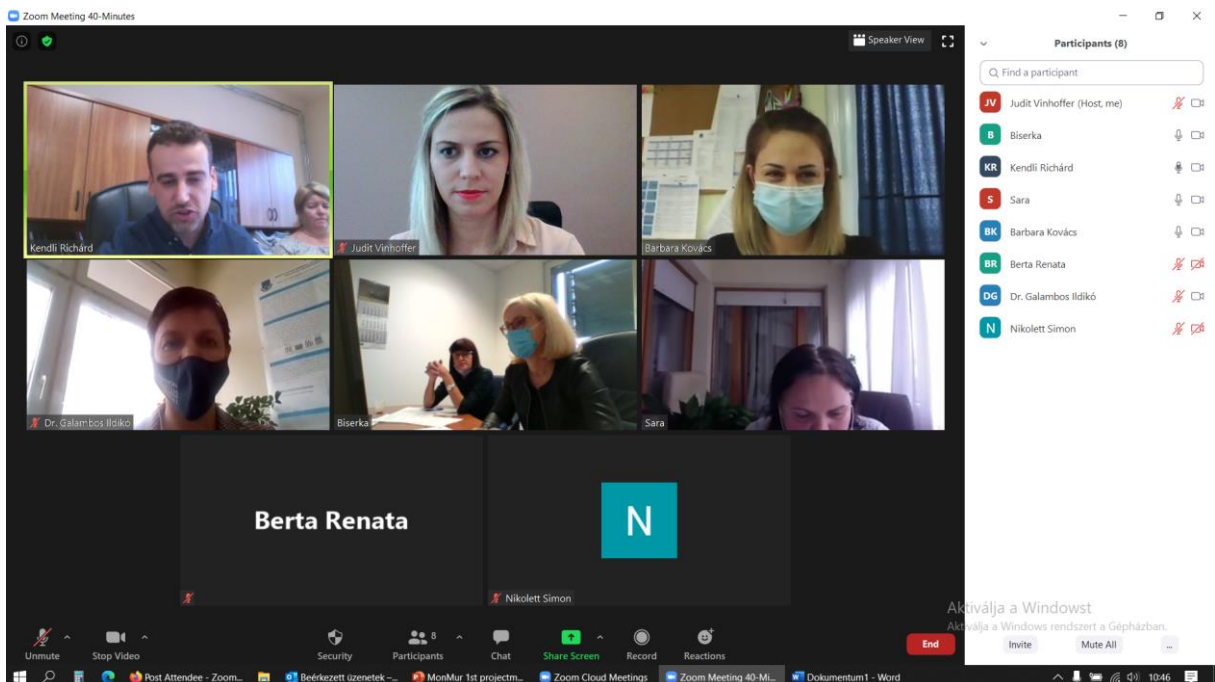
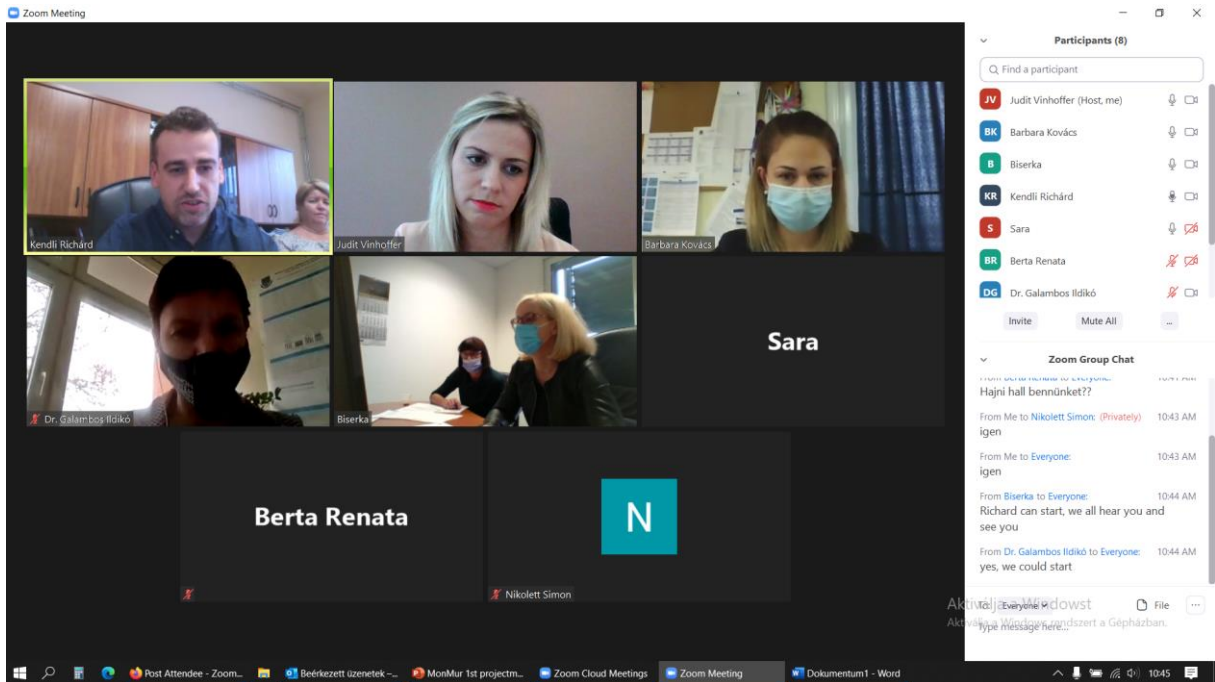
- **LB:** Délzala Waterwork and Sewerage Ltd.
- **B1:** Medimurske Vode d.o.o Cakovec
- **B2:** University of Pannonia

*during the meeting HU-HR translator will be ensured by Lead Beneficiary

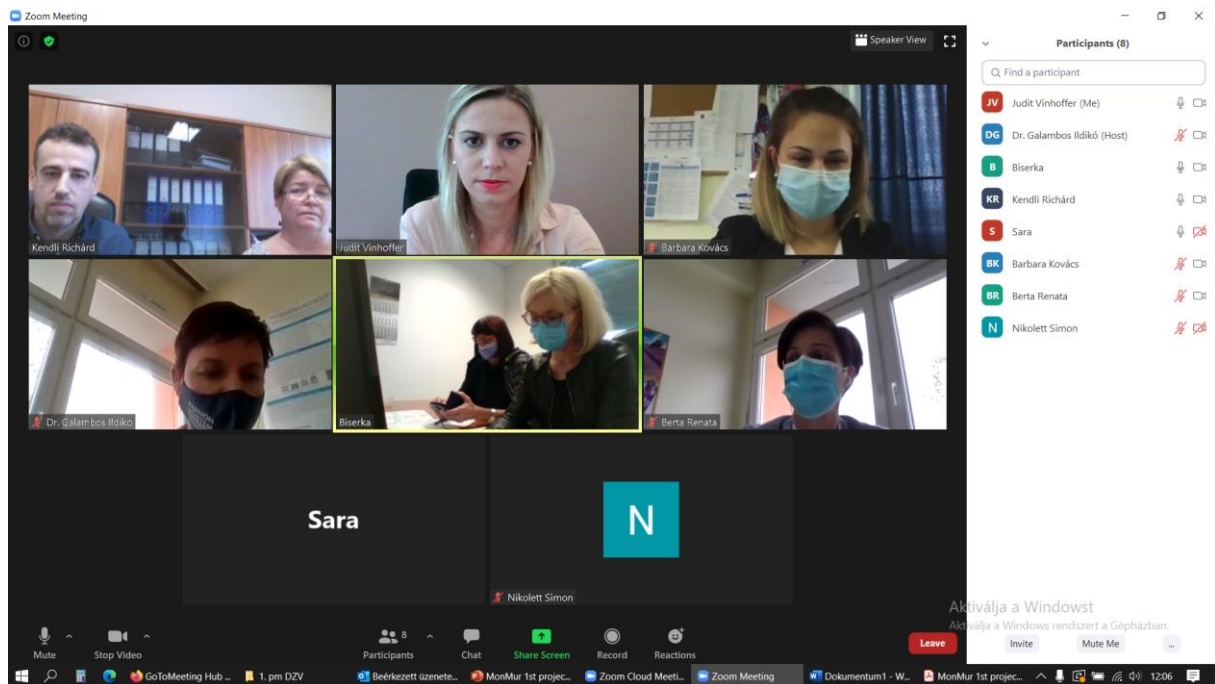
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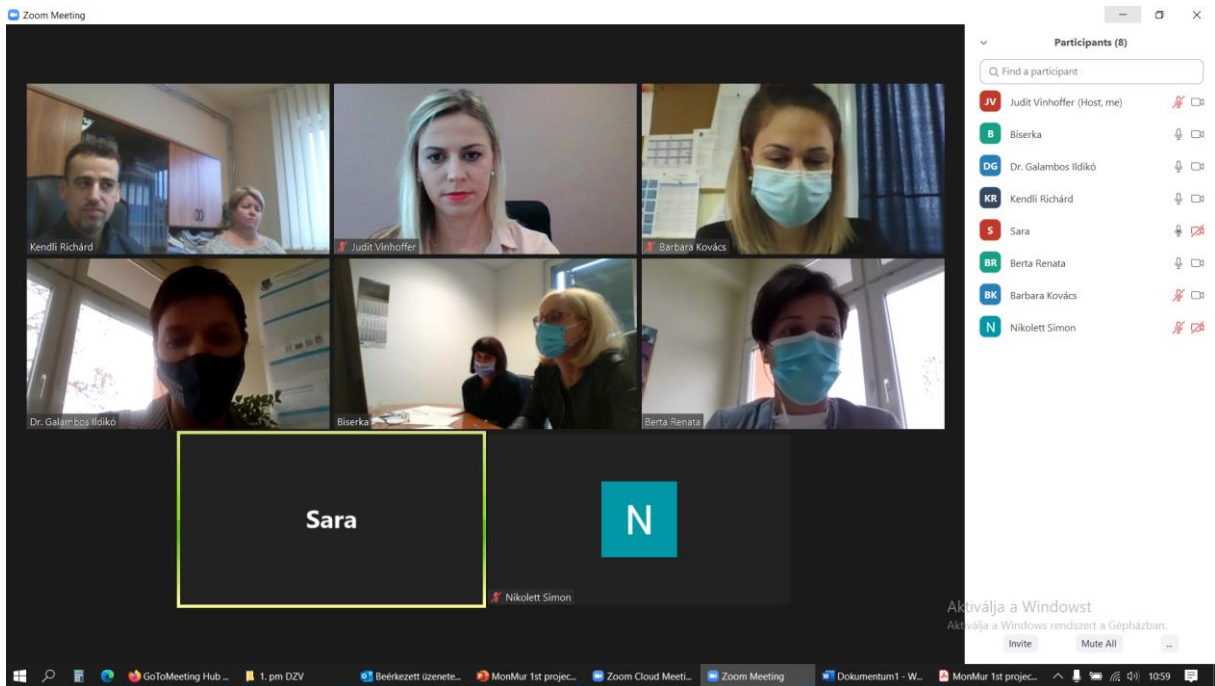
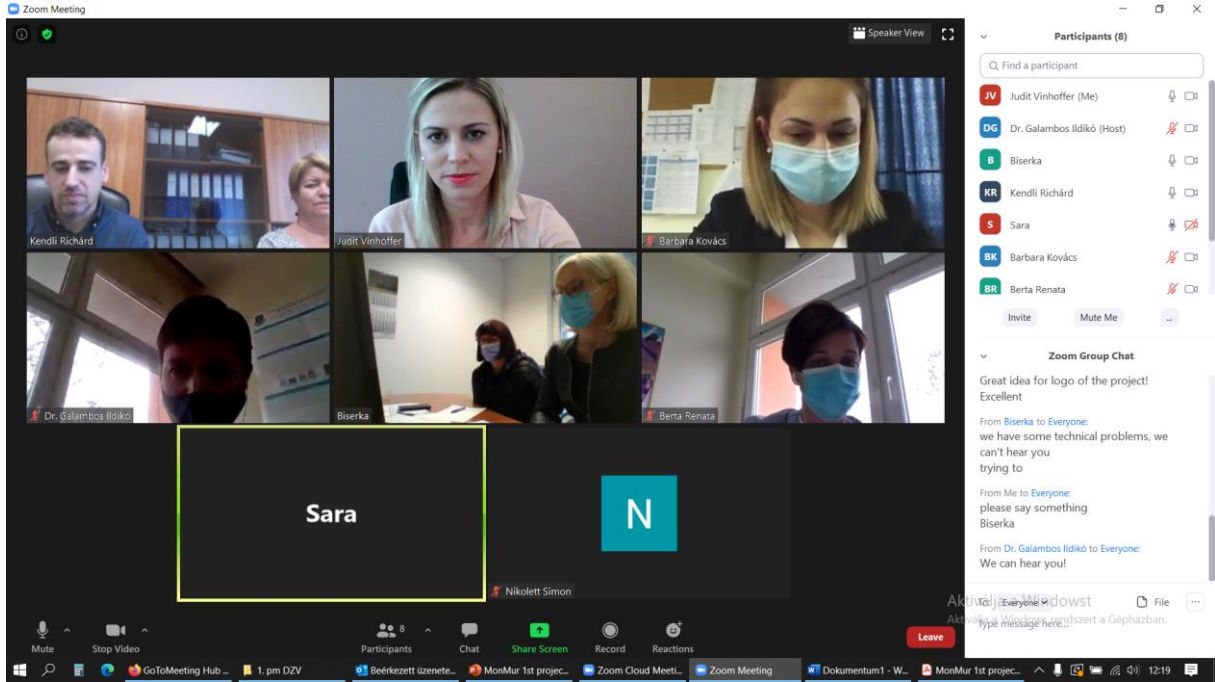
A cross-border region where rivers connect, not divide



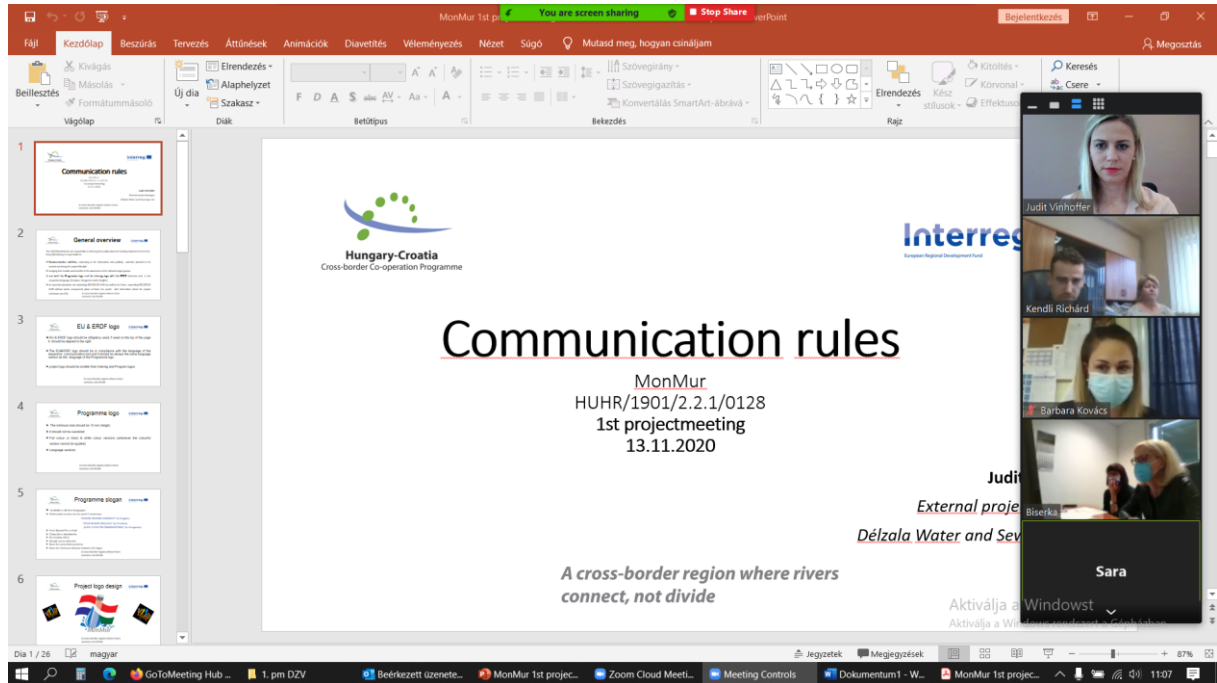
A cross-border region where rivers connect, not divide



*A cross-border region where rivers
connect, not divide*



A cross-border region where rivers connect, not divide

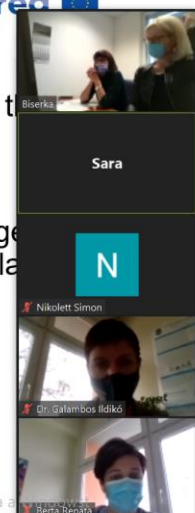


EU & ERDF logo

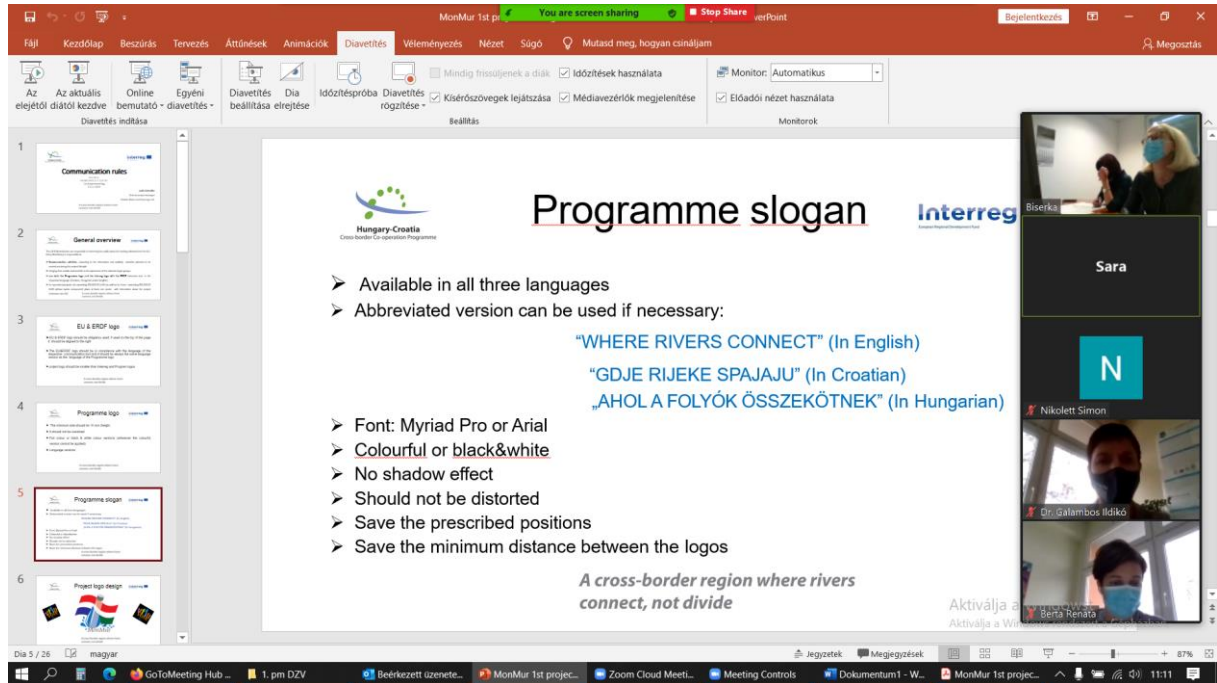


- EU & ERDF logo should be obligatory used; if used on the top of the slide it should be aligned to the right
- The EU&ERDF logo should be in compliance with the language of the respective communication tool and it should be always the same language version as the language of the Programme logo
- project logo should be smaller than Interreg and Program logos

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MonMur 1st p... You are screen sharing Stop Share erPoint Bejelentkezés

Fájl Kezdőlap Beszúrás Tervezés Áttűnések Animációk **Diavetítés** Véleményezés Nézet Súgó Mutasd meg, hogyan csináljam Megosztás

Az Az aktuális Online Egyéni Diavetítés Dia Időzítéspróba Diavetítés Kisérőszövegek lejátszása Médiavezérlők megjelenítése Monitor: Automatikusan Előadói nézet használata

1 **Communication rules**

2 **General overview**

3 **EU & ERDF logo**

4 **Programma logo**

5 **Programma slogan**

6 **Project logo design**

Programme slogan **Interreg**

- Available in all three languages
- Abbreviated version can be used if necessary:
 - “WHERE RIVERS CONNECT” (In English)
 - “GDJE RIJEKE SPAJAJU” (In Croatian)
 - „AHOLA FOLYÓK ÖSSZEKÖTNEK” (In Hungarian)
- Font: Myriad Pro or Arial
- Colourful or black&white
- No shadow effect
- Should not be distorted
- Save the prescribed positions
- Save the minimum distance between the logos

A cross-border region where rivers connect, not divide

Aktiválja a...
Aktiválja a Wi...

Sara

N

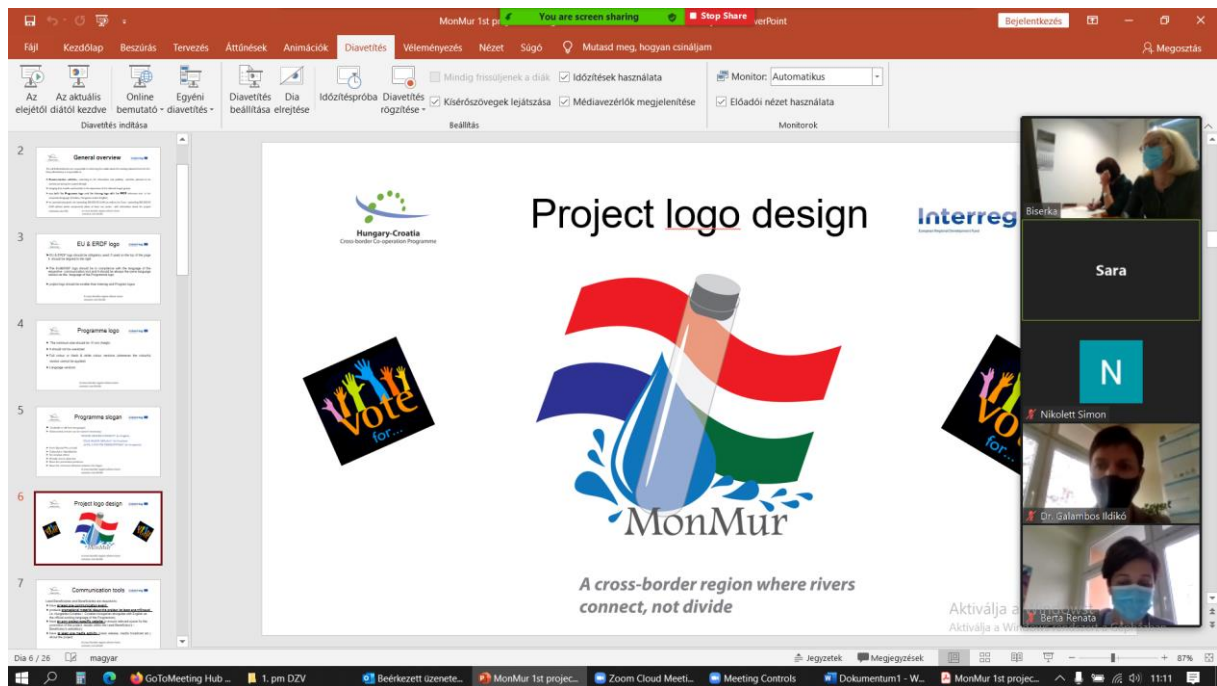
Nikolett Simon

Dr. Galambos Ildikó

Berta Renata

Dia 5 / 26 magyar

GoToMeeting Hub... 1. pm DZV Beérkezett üzenete... MonMur 1st projec... Zoom Cloud Meet... Meeting Controls Dokumentum1 - W... MonMur 1st projec... 87%



MonMur 1st p... You are screen sharing Stop Share erPoint Bejelentkezés

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2 **General overview**

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6 **Project logo design**

7 **Communication tools**

Project logo design **Interreg**

Vote for...

MonMur

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Aktiválja a...
Aktiválja a Wi...

Sara

N

Nikolett Simon

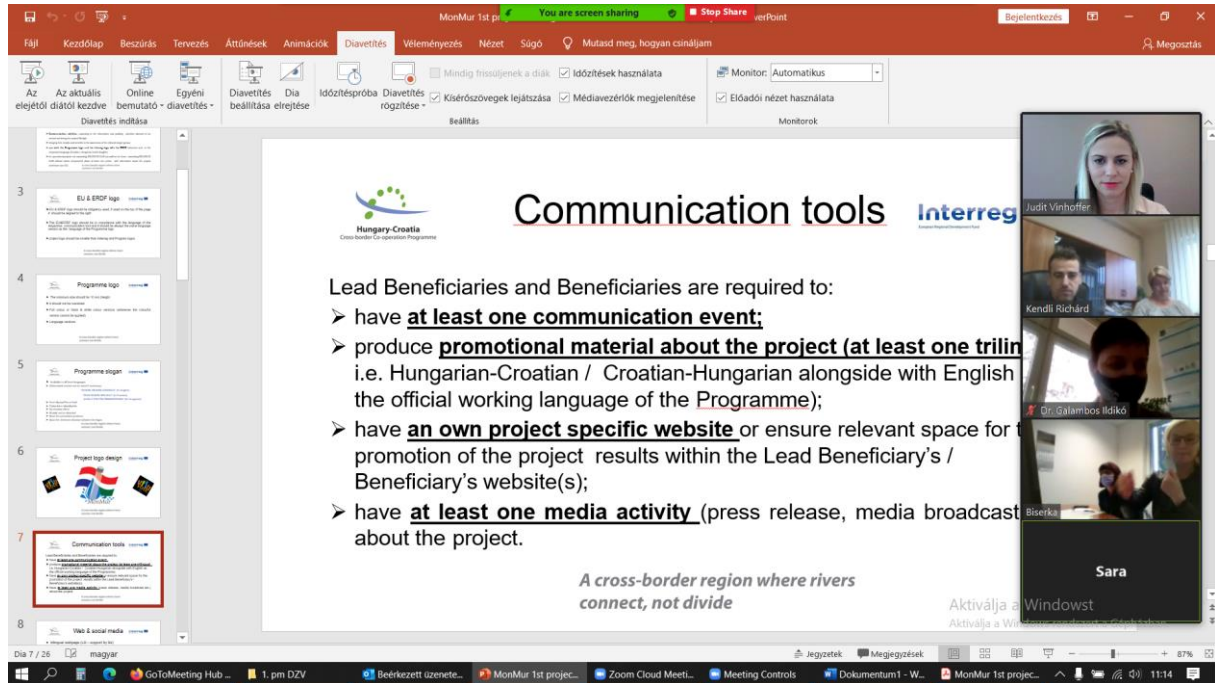
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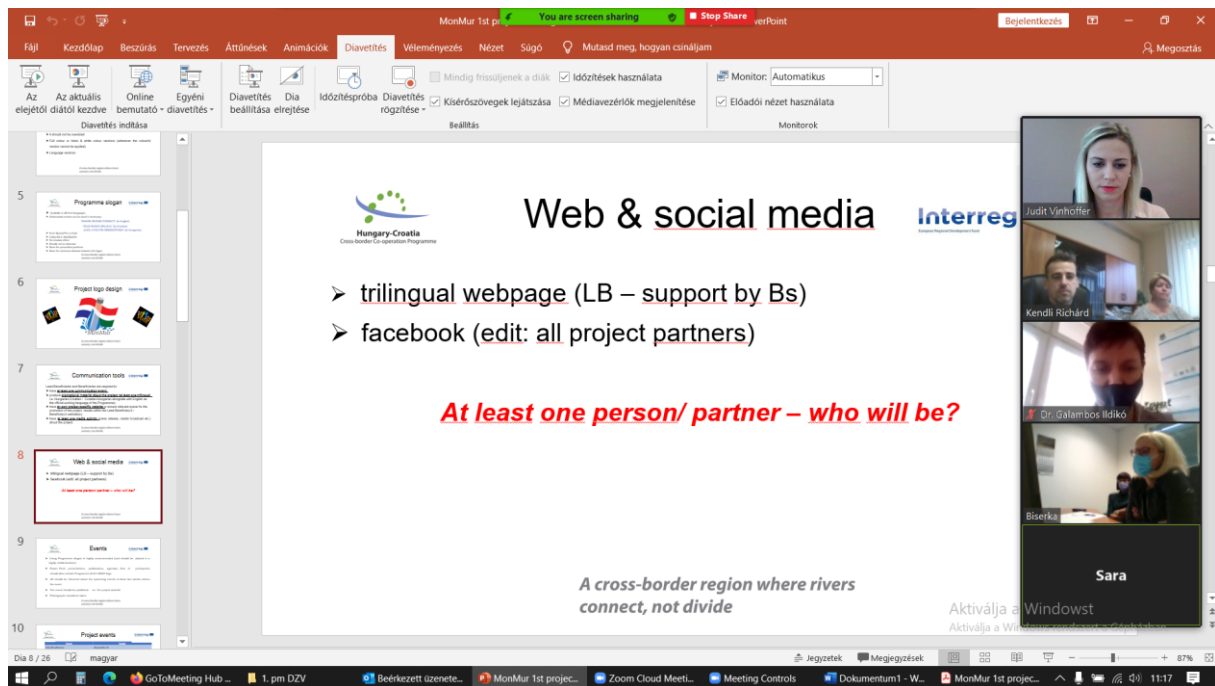


Communication tools

Lead Beneficiaries and Beneficiaries are required to:

- have **at least one communication event**;
- produce **promotional material about the project (at least one trilingual)** i.e. Hungarian-Croatian / Croatian-Hungarian alongside with English (the official working language of the Programme);
- have **an own project specific website** or ensure relevant space for the promotion of the project results within the Lead Beneficiary's / Beneficiary's website(s);
- have **at least one media activity** (press release, media broadcast) about the project.

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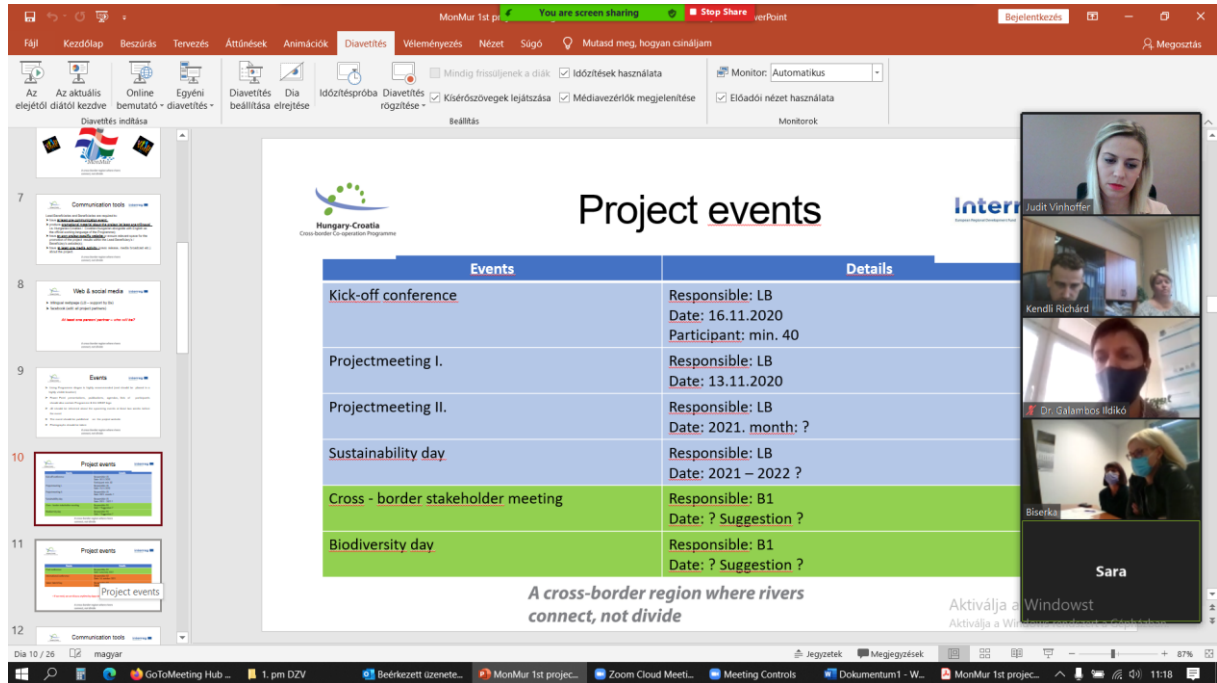
Web & social media

- trilingual webpage (LB – support by Bs)
- facebook (edit: all project partners)

At least one person/ partner – who will be?

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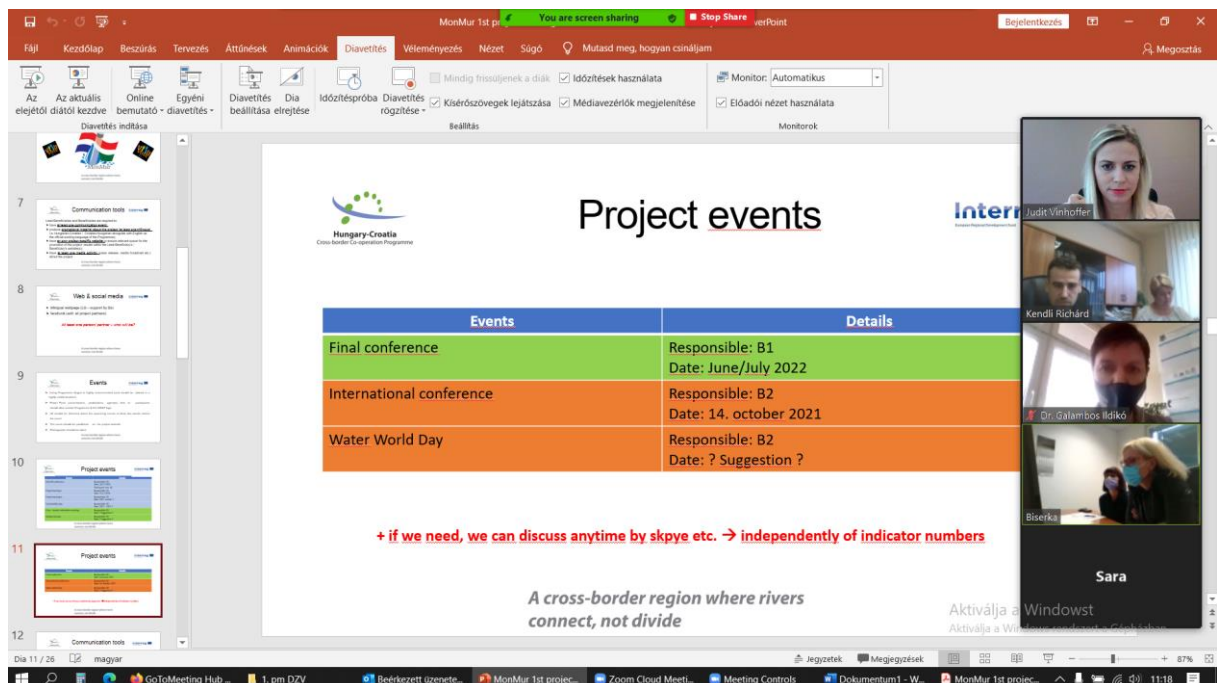
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Project events

Events	Details
Kick-off conference	Responsible: LB Date: 16.11.2020 Participant: min. 40
Projectmeeting I.	Responsible: LB Date: 13.11.2020
Projectmeeting II.	Responsible: LB Date: 2021. month: ?
Sustainability day	Responsible: LB Date: 2021 – 2022 ?
Cross - border stakeholder meeting	Responsible: B1 Date: ? Suggestion ?
Biodiversity day	Responsible: B1 Date: ? Suggestion ?

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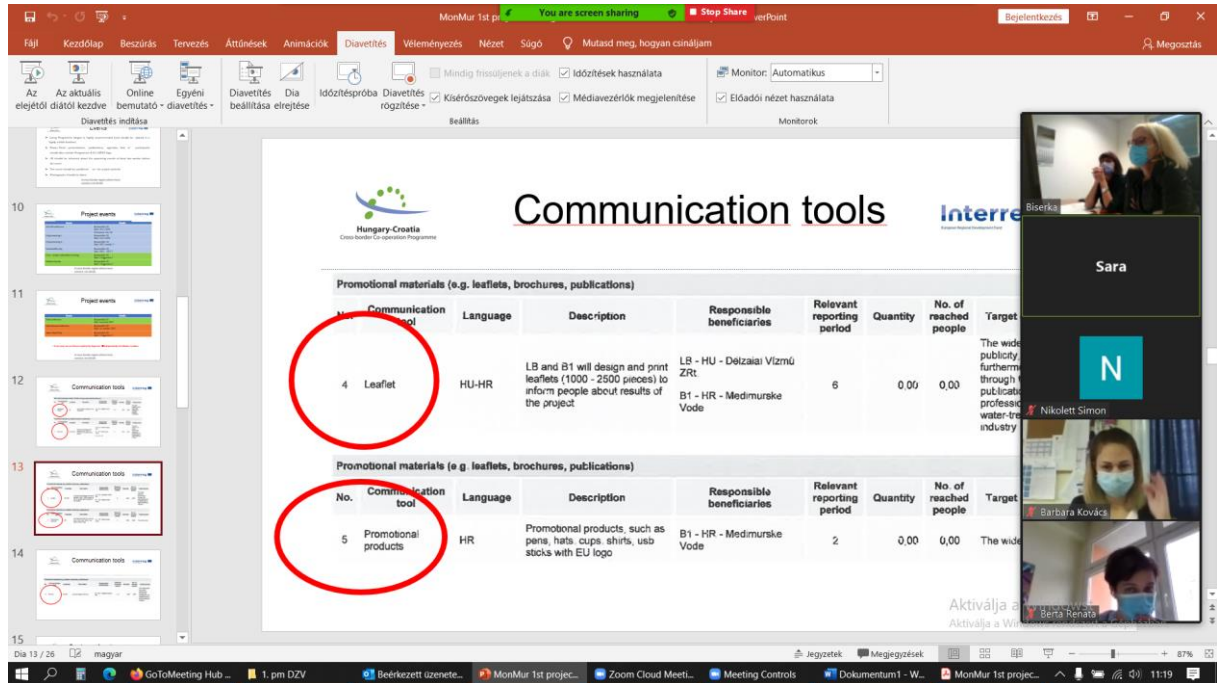
Project events

Events	Details
Final conference	Responsible: B1 Date: June/July 2022
International conference	Responsible: B2 Date: 14. october 2021
Water World Day	Responsible: B2 Date: ? Suggestion ?

+ if we need, we can discuss anytime by skype etc. → independently of indicator numbers

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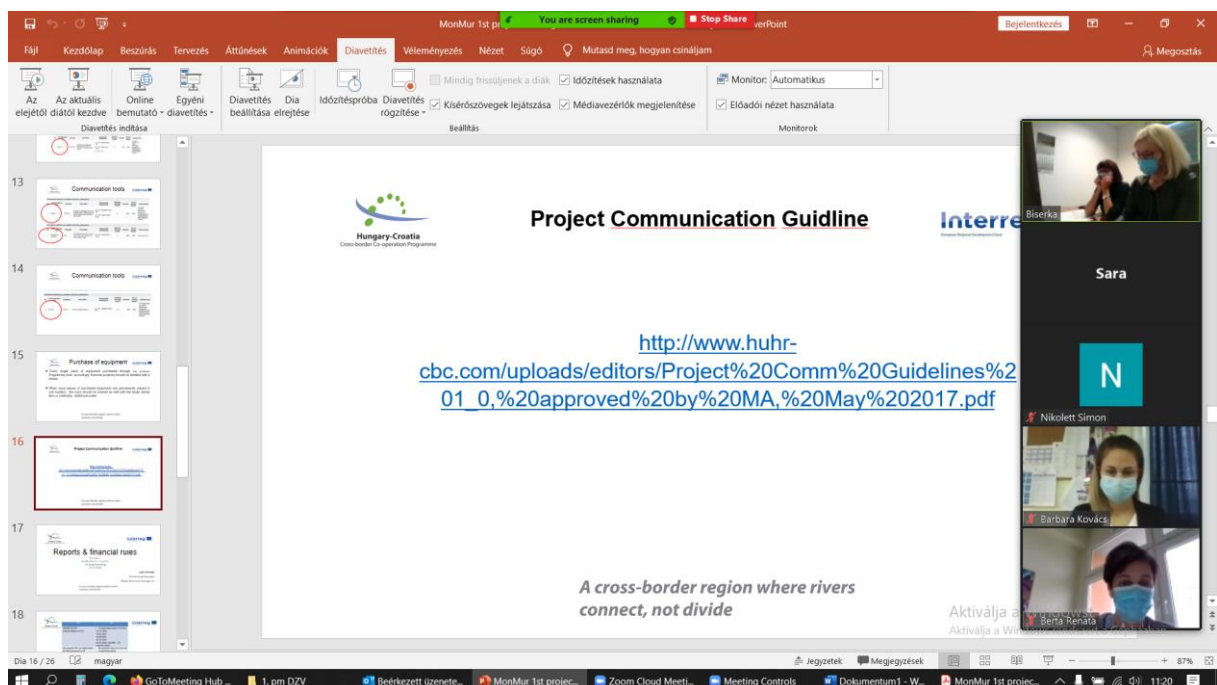
Communication tools

Promotional materials (e.g. leaflets, brochures, publications)

No.	Communication tool	Language	Description	Responsible beneficiaries	Relevant reporting period	Quantity	No. of reached people	Target
4	Leaflet	HU-HR	LB and B1 will design and print leaflets (1000 - 2500 pieces) to inform people about results of the project	LB - HU - Delzaiai Vízmű ZRt. B1 - HR - Medimurske Vode		6	0,00	0,00
5	Promotional products	HR	Promotional products, such as pens, hats, cups, shirts, usb sticks with EU logo	B1 - HR - Medimurske Vode		2	0,00	0,00

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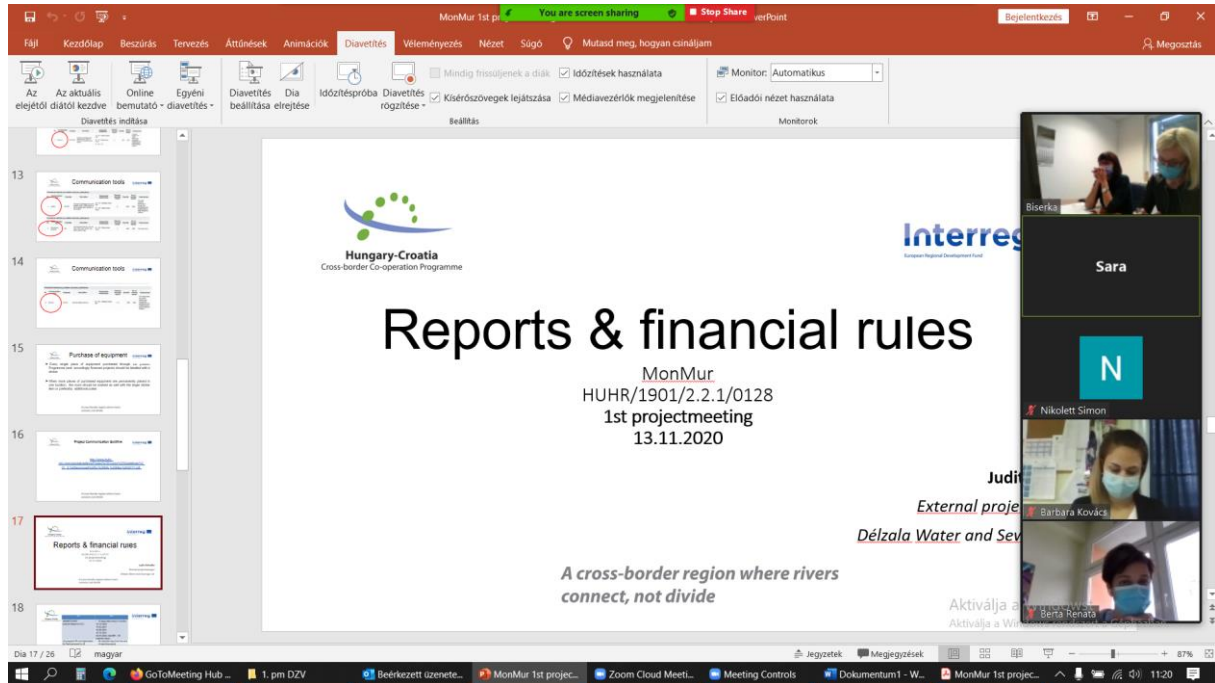


Project Communication Guideline

http://www.huhr-cbc.com/uploads/editors/Project%20Comm%20Guidelines%201_0_%20approved%20by%20MA,%20May%202017.pdf

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MonMur 1st projectmeeting
13.11.2020

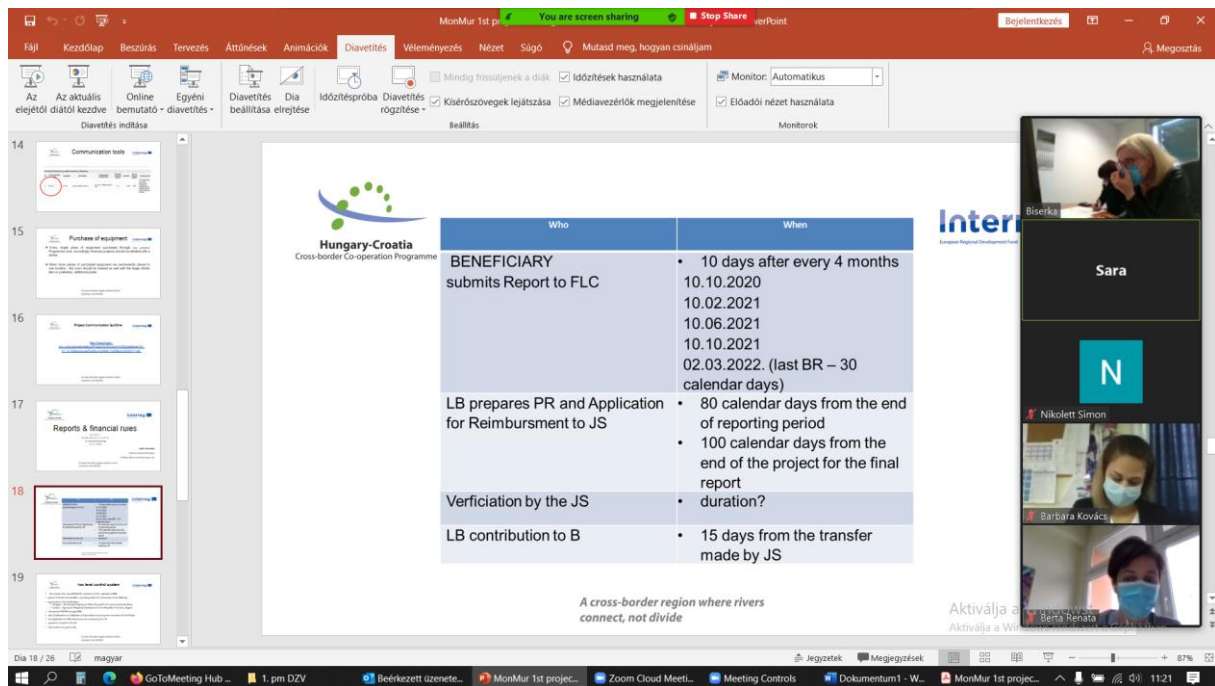
Reports & financial rules

MonMur
HUHR/1901/2.2.1/0128
1st projectmeeting
13.11.2020

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External project: Délzala Water and Sewerage Treatment Plant

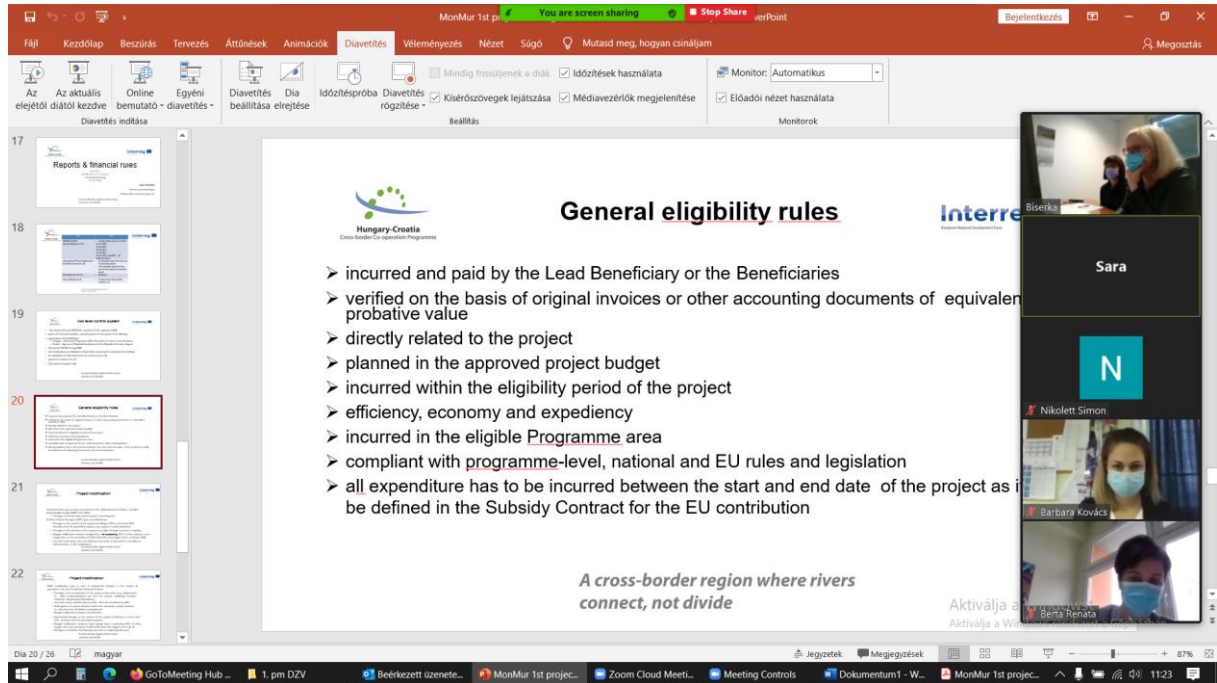
Participants: Sara, Nikolett Simon, Barbara Kovács, Berta Renata



	Who	When
BENEFICIARY submits Report to FLC		<ul style="list-style-type: none"> 10 days after every 4 months 10.10.2020 10.02.2021 10.06.2021 10.10.2021 02.03.2022. (last BR – 30 calendar days)
LB prepares PR and Application for Reimbursement to JS		<ul style="list-style-type: none"> 80 calendar days from the end of reporting period 100 calendar days from the end of the project for the final report
Verfication by the JS		<ul style="list-style-type: none"> duration?
LB contribution to B		<ul style="list-style-type: none"> 15 days from the transfer made by JS

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MonMur 1st projekt - You are screen sharing - Stop Share - PowerPoint - Bejelentkezés

Fájl Kezdőlap Beszúrás Tervezés Áttűnések Animációk **Diavetítés** Véleményezés Nézet Súgó Mutasd meg, hogyan csináljam Megosztás

Az aktuális diát az előző diával szembevetve az aktuális diát az előző diával szembevetve

Online bemutató - diavetítés - Egyéni diavetítés - Diavetítés beállításai elrejtése

Időzítéspróba Diavetítés rögzítése - Mindig frissüljenek a diák Időzítések használata Kisértszövegek lejátszása Médiavezérlők megjelenítése Előadói nézet használata Monitorok

Beállítás Monitorok

17 Reports & financial rules

18

19

20

21

22

General eligibility rules

- incurred and paid by the Lead Beneficiary or the Beneficiaries
- verified on the basis of original invoices or other accounting documents of equivalent probative value
- directly related to the project
- planned in the approved project budget
- incurred within the eligibility period of the project
- efficiency, economy and expediency
- incurred in the eligible Programme area
- compliant with programme-level, national and EU rules and legislation
- all expenditure has to be incurred between the start and end date of the project as it can be defined in the Subsidy Contract for the EU contribution

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Aktiválja a Windowsot
Aktiválja a Windows rendszert a Gépházban.

Sara

N

Nikolett Simon

Barbara Kovács

Berta Renata

1. pm DZV

Beérkezett üzenet...

MonMur 1st projec...

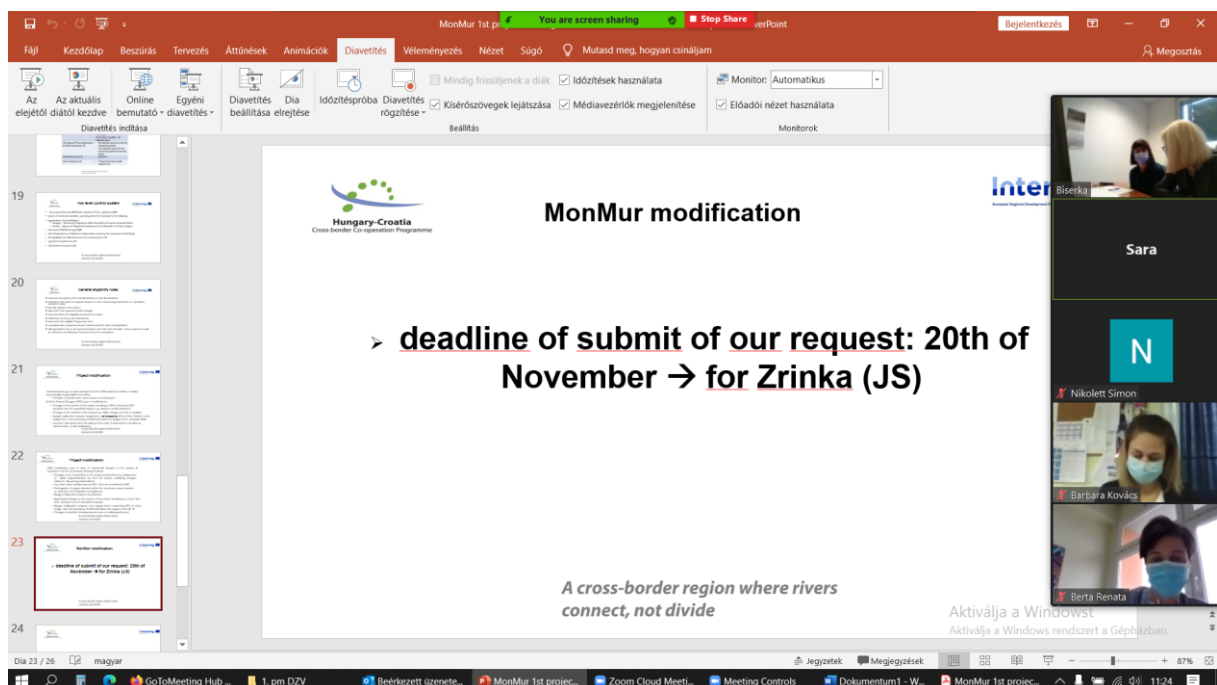
Zoom Cloud Meeti...

Meeting Controls

Dokumentum1 - W...

MonMur 1st projec...

87%



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Beállítás Monitorok

19

20

21

22

23

24

MonMur modification

- **deadline of submit of our request: 20th of November → for Zrinka (JS)**

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Sara

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1. pm DZV

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Zoom Cloud Meeti...

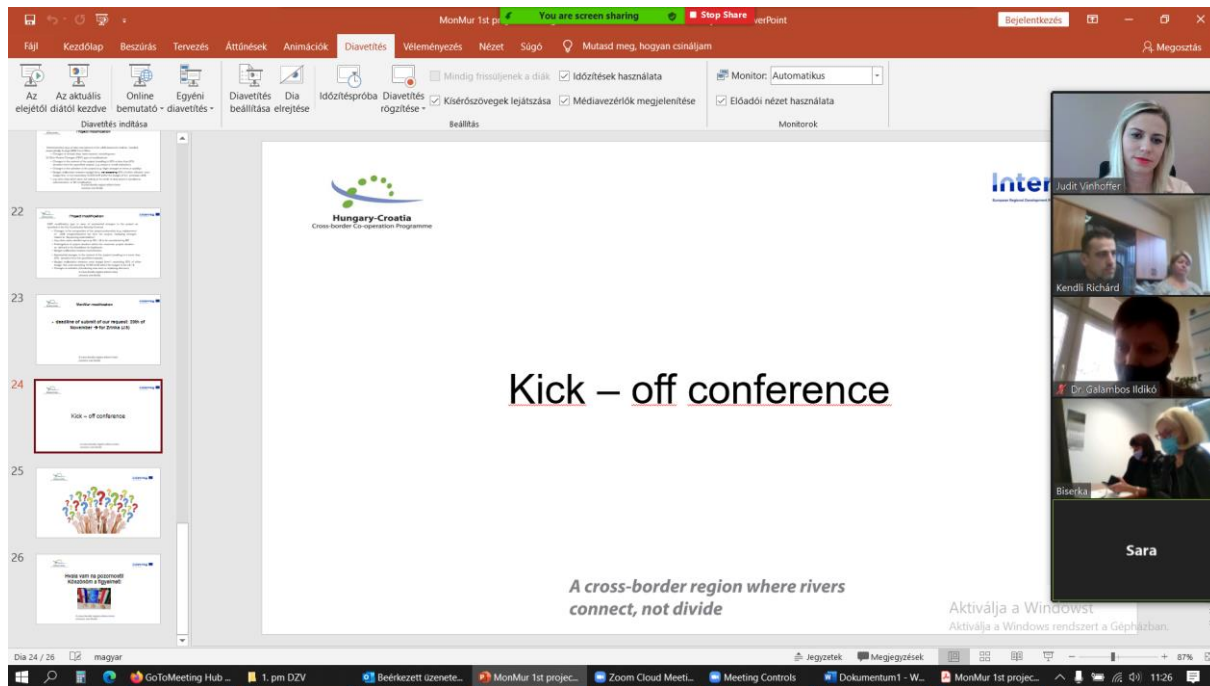
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Dokumentum1 - W...

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87%

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Az aktuális elejétől distóli kezdve Diavetítés indítása

Online bemutató - diavetítés - Egényi diavetítés - Diavetítés beállításai elrejtése Dia beállításai elrejtése Időzítéspróba Diavetítés rögzítése -

Mindig frissüljenek a diak Időzítések használata Monitor: Automatikuss

Kísérőszövegek lejátszása Médiaelemzők megjelenítése Előadói nézet használata Monitorok

Hungary-Croatia Cross-border Co-operation Programme

Kick – off conference

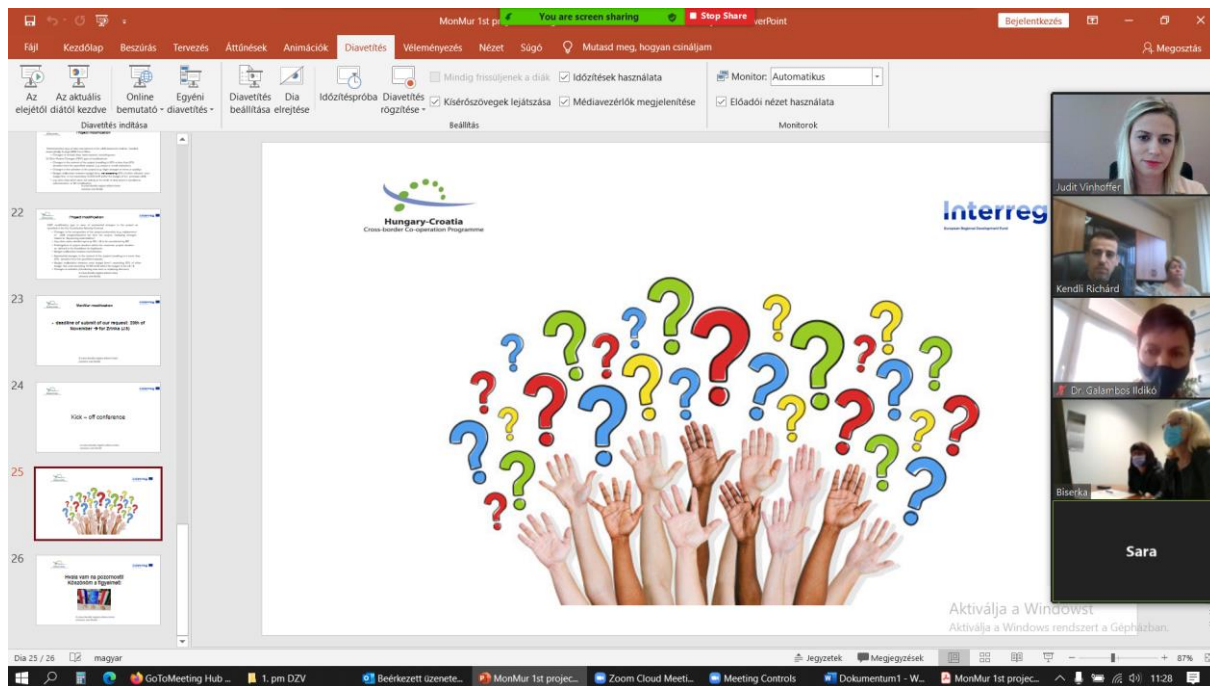
A cross-border region where rivers connect, not divide

Judit Vinhoffer
Kendli Richárd
Dr. Galambos Ildiko
Biserka
Sara

Aktiválja a Windowst
Aktiválja a Windows rendszert a Gépházban.

Dia 24 / 26 magyar

GoToMeeting Hub... 1. pm DZV Beérkezett üzenete... MonMur 1st projec... Zoom Cloud Meet... Meeting Controls Dokumentum1 - W... MonMur 1st projec... 11:26



MonMur 1st p... You are screen sharing Stop Share erPoint Bejelentkezés

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Hungary-Croatia Cross-border Co-operation Programme

Interreg

?

Sara

Aktiválja a Windowst
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Dia 25 / 26 magyar

GoToMeeting Hub... 1. pm DZV Beérkezett üzenete... MonMur 1st projec... Zoom Cloud Meet... Meeting Controls Dokumentum1 - W... MonMur 1st projec... 11:28

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MonMur 1st projectmeeting invitation and agenda.pdf - Adobe Acrobat Reader DC

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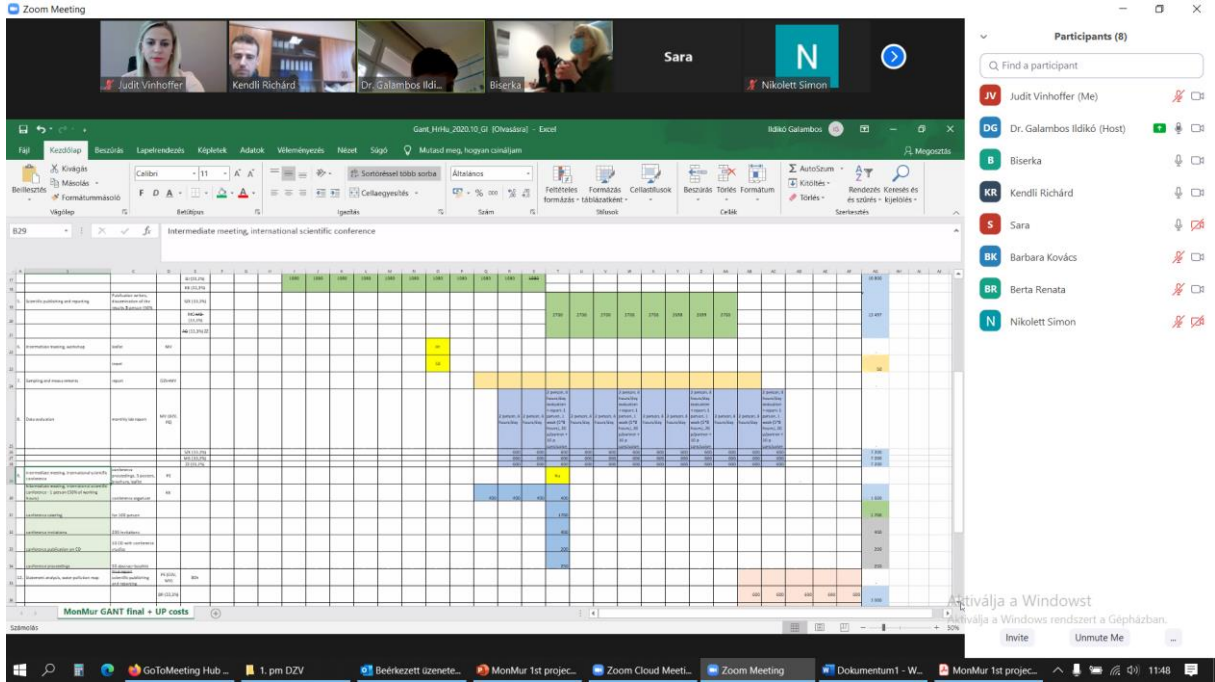
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Gant_HrHu_2020.10_GI [Olvasásra] - Excel

Task	Outputs	Leader	PI Name	August	September	October	November	December	January	February	March	April	May	June	July	August	September	October	November	December	January	February
1. Project administration and management		DDV	25-0%				25%	25%	25%	25%	25%	25%	25%	25%	25%	25%	25%	25%	25%	25%	25%	25%
2. Kick-off meeting	kick-ups (in 3 languages)	DDV				100%																
3. Database development	webpage, database frame	FE	60-0%			25%	25%	25%	25%	25%	25%	25%	25%	25%	25%	25%	25%	25%	25%	25%	25%	25%
4. Environmental state review	general study	FE (DDV, HW)	24-0, 84, 43			33%	33%	33%	33%	33%	33%	33%	33%	33%	33%	33%	33%	33%	33%	33%	33%	33%
5. Scientific publishing and reporting	Publication writers, dissemination of the results 3person (30%)	SDV	33-3%			100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
6. Intermediate meeting, workshop	workshop	HW																				

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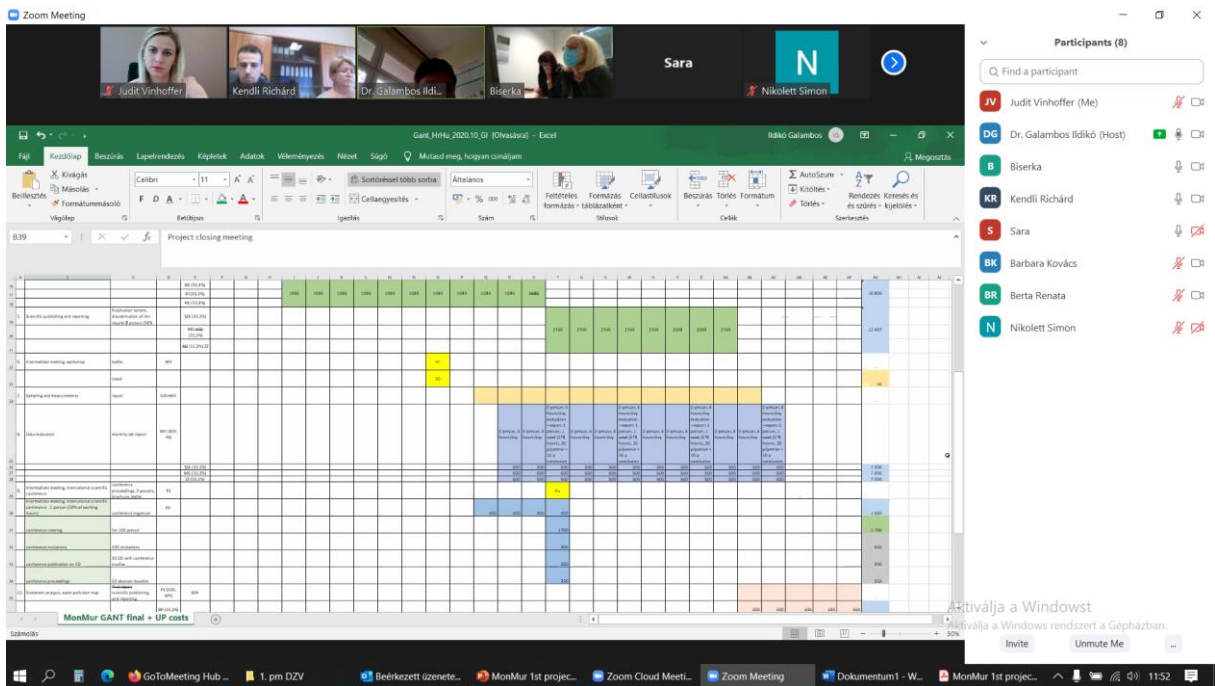


Zoom Meeting

Participants (8)

- JV Judit Vinhoffer (Me)
- DG Dr. Galambos Ildikó (Host)
- B Biserka
- KR Kendli Richárd
- S Sara
- BK Barbara Kovács
- BR Berta Renata
- N Nikolett Simon

MonMur GANT final + UP costs



Zoom Meeting

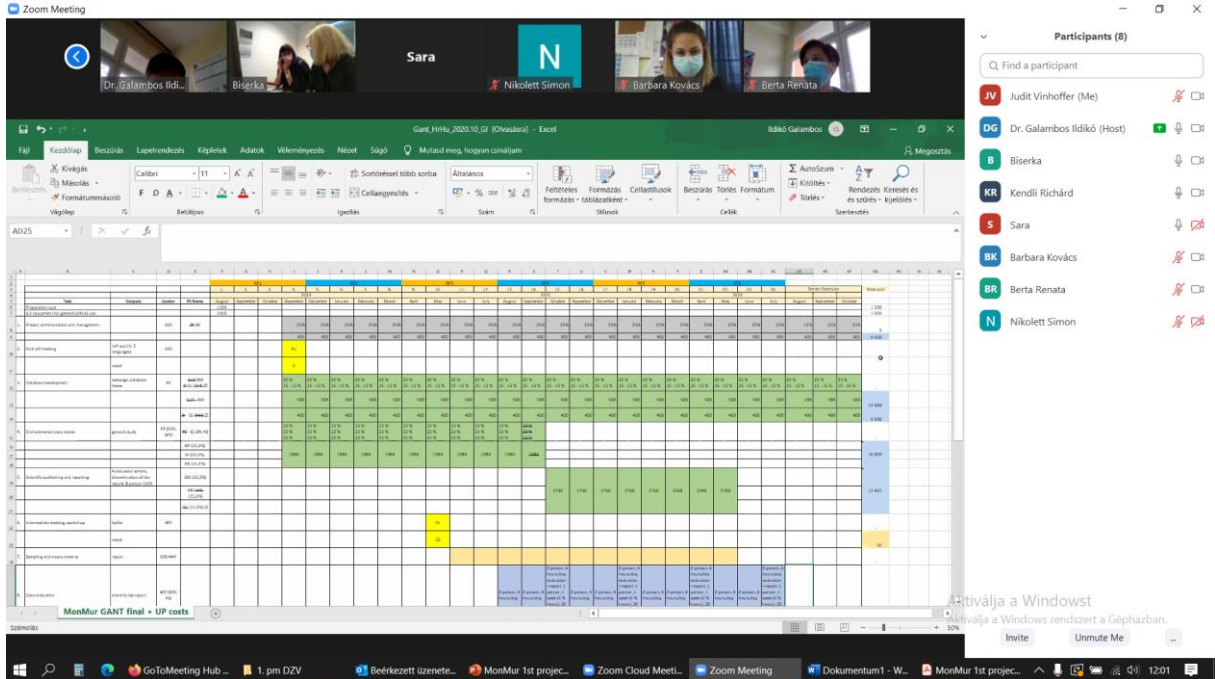
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- KR Kendli Richárd
- S Sara
- BK Barbara Kovács
- BR Berta Renata
- N Nikolett Simon

Project closing meeting

MonMur GANT final + UP costs

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The screenshot displays a Zoom meeting interface. The main window shows a Microsoft Excel spreadsheet titled 'Gant_HR_Hu_2020%20%20Q1 (Otvardara) - Excel'. The spreadsheet contains a Gantt chart with columns for months from January to December. The chart shows various project tasks with colored bars indicating their durations. A participants list on the right side of the meeting window includes the following names: Judit Vinhoffer (Me), Dr. Galambos Ildiko (Host), Biserka, Kendli Richard, Sara, Barbara Kovacs, Berta Renata, and Nikolett Simon. The taskbar at the bottom shows several open applications, including GoToMeeting Hub, Beérkezett üzenete..., MonMur 1st projec..., Zoom Cloud Meet..., Zoom Meeting, Dokumentum1 - W..., and MonMur 1st projec...

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3. annex

Communication rules

MonMur
HUHR/1901/2.2.1/0128
1st projectmeeting
13.11.2020

Judit Vinhoffer
External projectmanager
Dézlala Water and Sewerage Ltd.

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General overview

The LB & Beneficiaries are responsible to informing the public about the funding obtained from the EU
Every Beneficiary is responsible to:

- **Communication activities**, according to the information and publicity activities planned to be carried out during the project lifestyle
- bringing their results and benefits to the awareness of the relevant target groups
- **use both the Programme logo and the Interreg logo with the ERDF reference** and in the respective language (Croatian, Hungarian and/or English)
- for operations/projects not exceeding 500,000.00 EUR (as well as for those exceeding 500,000.00 EUR without works component) place at least one poster with information about the project (minimum size A3)

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EU & ERDF logo



- EU & ERDF logo should be obligatory used; if used on the top of the page it should be aligned to the right
- The EU&ERDF logo should be in compliance with the language of the respective communication tool and it should be always the same language version as the language of the Programme logo
- project logo should be smaller than Interreg and Program logos

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Programme logo



- The minimum size should be 10 mm (height)
- It should not be oversized
- Full colour or black & white colour versions (whenever the colourful version cannot be applied)
- Language versions

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Programme slogan



- Available in all three languages
- Abbreviated version can be used if necessary:

“WHERE RIVERS CONNECT” (In English)

“GDJE RIJEKE SPAJAJU” (In Croatian)

„AHOL A FOLYÓK ÖSSZEKÖTNEK” (In Hungarian)

- Font: Myriad Pro or Arial
- Colourful or black&white
- No shadow effect
- Should not be distorted
- Save the prescribed positions
- Save the minimum distance between the logos

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Project logo design



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Communication tools

Lead Beneficiaries and Beneficiaries are required to:

- have **at least one communication event**;
- produce **promotional material about the project (at least one trilingual** i.e. Hungarian-Croatian / Croatian-Hungarian alongside with English as the official working language of the Programme);
- have **an own project specific website** or ensure relevant space for the promotion of the project results within the Lead Beneficiary's / Beneficiary's website(s);
- have **at least one media activity** (press release, media broadcast etc.) about the project.

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Web & social media

- trilingual webpage (LB – support by Bs)
- facebook (edit: all project partners)

At least one person/ partner – who will be?

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Events

- Using Programme slogan is highly recommended (and should be placed in a highly visible location)
- Power Point presentations, publications, agendas, lists of participants should also contain Programme & EU-ERDF logo
- JS should be informed about the upcoming events at least two weeks before the event
- The event should be published on the project website
- Photographs should be taken

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Project events

Events	Details
Kick-off conference	Responsible: LB Date: 16.11.2020 Participant: min. 40
Projectmeeting I.	Responsible: LB Date: 13.11.2020
Projectmeeting II.	Responsible: LB Date: 2021. month: ?
Sustainability day	Responsible: LB Date: 2021 – 2022 ?
Cross - border stakeholder meeting	Responsible: B1 Date: ? Suggestion ?
Biodiversity day	Responsible: B1 Date: ? Suggestion ?

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Project events

Events	Details
Final conference	Responsible: B1 Date: June/July 2022
International conference	Responsible: B2 Date: 14. october 2021
Water World Day	Responsible: B2 Date: ? Suggestion ?

+ if we need, we can discuss anytime by skype etc. → independently of indicator numbers

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Communication tools

Promotional materials (e.g. leaflets, brochures, publications)								
No.	Communication tool	Language	Description	Responsible beneficiaries	Relevant reporting period	Quantity	No. of reached people	Target groups
6	Roll-Up	HU-HR	LB and create a Roll-up	LB - HU - Delzalai Vizmu ZRt	1, 3	0,90	0,00	The wide public, the media, furthermore through the publications the professionals in water-treatment industry

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Communication tools

Promotional materials (e.g. leaflets, brochures, publications)								
No.	Communication tool	Language	Description	Responsible beneficiaries	Relevant reporting period	Quantity	No. of reached people	Target groups
4	Leaflet	HU-HR	LB and B1 will design and print leaflets (1000 - 2500 pieces) to inform people about results of the project	LB - HU - Delzaia i Vizmú ZRT B1 - HR - Medimurske Vode	6	0,00	0,00	The wide publicity, furthermore through the publications the professionals in water-treatment industry

Promotional materials (e.g. leaflets, brochures, publications)								
No.	Communication tool	Language	Description	Responsible beneficiaries	Relevant reporting period	Quantity	No. of reached people	Target groups
5	Promotional products	HR	Promotional products, such as pens, hats, cups, shirts, usb sticks with EU logo	B1 - HR - Medimurske Vode	2	0,00	0,00	The wide public

Purchase of equipment

- Every single piece of equipment purchased through the present Programme (and accordingly financed projects) should be labelled with a sticker
- When more pieces of purchased equipment are permanently placed in one location, the room should be marked as well with the larger sticker item or preferably additional poster

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Project Communication Guideline



<http://www.huhr-cbc.com/uploads/editors/Project%20Comm%20Guidelines%2010,%20approved%20by%20MA,%20May%202017.pdf>

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Reports & financial rules

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Who	When
BENEFICIARY submits Report to FLC	<ul style="list-style-type: none"> 10 days after every 4 months 10.10.2020 10.02.2021 10.06.2021 10.10.2021 02.03.2022. (last BR – 30 calendar days)
LB prepares PR and Application for Reimbursement to JS	<ul style="list-style-type: none"> 80 calendar days from the end of reporting period 100 calendar days from the end of the project for the final report
Verficiation by the JS	<ul style="list-style-type: none"> duration?
LB contribution to B	<ul style="list-style-type: none"> 15 days from the transfer made by JS

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Two level control system

- Bs prepare their own BR/DOVE, submits to FLCs, uploads to IMIS
- system of first level controllers, operating within the framework of the following organisations (Control Bodies):
 - Hungary – Széchenyi Programme Office Nonprofit LLC and its territorial offices
 - Croatia – Agency for Regional Development of the Republic of Croatia, Zagreb
- LB submits PR/AfR through IMIS
- after Declarations on Validation of Expenditure issued by the respective Control Body
- the Application for Reimbursement are received by the JS
- payment is issued to the LB
- LB transfers the grant to Bs

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General eligibility rules

- incurred and paid by the Lead Beneficiary or the Beneficiaries
- verified on the basis of original invoices or other accounting documents of equivalent probative value
- directly related to the project
- planned in the approved project budget
- incurred within the eligibility period of the project
- efficiency, economy and expediency
- incurred in the eligible Programme area
- compliant with programme-level, national and EU rules and legislation
- all expenditure has to be incurred between the start and end date of the project as it will be defined in the Subsidy Contract for the EU contribution

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Project modification

1) Administrative type of data amendment of the LB/B datasheet shall be handled automatically through IMIS Front Office.

- Changes of contact data, bank account, recording user

2) Other Project Changes (OPC) type of modifications:

- Changes in the content of the project (resulting in 20% or less than 20% deviation from the quantified outputs; e.g. output or result indicators);
- Changes in the activities of the project (e.g. slight changes in terms or quality);
- Budget reallocation between budget lines, *not exceeding* 20% of either affected main budget line, or not exceeding 10.000 EUR within the budget of the particular LB/B;
- any other data which does not belong to the circle of data which is handled as administrative- or SC modification

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Project modification

3) SC modification type in case of substantial changes in the project as specified in the EU Contribution Subsidy Contract

- Changes in the composition of the project partnership (e.g. replacement of LB/B resigned/backed out from the project, excluding changes related to Supporting stakeholders)
- Any other cases decided upon by MA / JS to be considered by MC.
- Prolongation of project duration within the maximum project duration as defined in the Guidelines for Applicants
- Budget reallocation between beneficiaries
- Substantial changes in the content of the project (resulting in a more than 20% deviation from the quantified outputs)
- Budget reallocation between main budget lines¹ exceeding 20% of either budget line and exceeding 10.000 EUR within the budget of the LB / B
- Changes to activities (introducing new ones or replacing old ones)

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MonMur modification



- **deadline of submit of our request: 20th of November → for Zrinka (JS)**

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Kick – off conference

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**Hvala vam na pozornosti!
Köszönöm a figyelmet!**



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