FAST DANUBE 2
STEERING COMMITTEE MEETING

Co-funded by the European Union

24.04.2025, Sofia, Bulgaria

Agenda

Time	Topic
14:30 - 14:40	Welcome from the chairperson and the co-chair
14:40 - 15:05	Introduction ▪ Purpose and goal of the SCOM ▪ Main tasks of the SCOM ▪ Composition and organization of the work
15:05 - 15:15	Adoption of the Rules of procedure
15:15 - 16:00	Implementation strategy of FAST Danube 2 ▪ Main public procurements timetable ▪ Communication and dissemination activities
16:00 - 16:15	Discussion and Q&A session
16:15	Closure of the SCOM meeting

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Welcoming speeches



Chairperson

Ionuț-Cristian SĂVOIU,

State Secretary,
Ministry of Transport and Infrastructure
Romania



Co-chair

Angel ZABURTOV,

Deputy Minister of Transport and Communications
Republic of Bulgaria

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Purpose and goal of the Steering committee

- **Overall governance and decision-making** – making key decisions on scope, budget, timeline, and resources to keep the project on track.
- **Monitoring** of the project's progress, risks, and issues to ensure adherence to policies, regulations, and the best practices.
- **Risk Management** – Identifying, assessing, and mitigating potential risks that could have negative impact on the successful project implementation.
- **Stakeholder Engagement** – Representing the interests of key stakeholders and ensuring effective communication.

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Purpose and goal of the Steering committee

- **Dispute Settlement** – Addressing and resolving potential disputes or dealing with related challenges that may arise during project implementation among stakeholders.
- **Performance Monitoring** – Evaluating project progress through milestones, KPIs and reports to ensure objectives are met.
- **Scope Management** – Ensuring that potential changes to project scope are well-managed, balanced and justified to prevent scope creep.
- **Project Closure** – Overseeing project completion, evaluating success, and ensuring that insights are captured for future projects, final public event.

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Members of the Steering committee

Composition

The SCOM comprises representatives of the following institutions and organizations:

European Commission and its agencies – DG MOVE and CINEA

For Romania:

- Romanian Ministry of Transport and Infrastructure
- Lower Danube River Administration Galati (AFDJ);
- Romanian Ministry of Environment and Waters
- National Administration of Romanian Waters
- National Environmental Protection Agency

For Bulgaria:

- Bulgarian Ministry of Transport and Communications
- Executive Agency “Exploration and Maintenance of the Danube River (EAEMDR)
- Danube River Basin Directorate – Pleven;
- Regional Inspectorate for Environment and Waters for Vratsa, Montana, Pleven, Veliko Tarnovo, Ruse
- “Geozashtita-Pleven” Ltd.

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Members of the Steering committee

Additional members can be involved if needed (i.e. Academical representatives/ universities, Research and development (R&D) entities, etc.) with advisory function in the field of their competence.

Observers - The meetings of the SCOM can be attended by representatives of:

- Danube Commission
- Local authorities
- Industry associations
- NGOs with appropriate expertise
- External expertise
- Contractors representatives
- Other relevant stakeholders

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Organization of the SCOM

- **SCOM meetings** - co-chaired by the deputy ministers from both Ministries of Transport;
- **Secretariat** - organized for each SCOM meeting by the respective River administration;
- **Meetings** - once per year on a rotation principle (Applicable even when held online/hybrid format. When necessary extraordinary meetings can be held);
- **Decisions** - taken by consensus (or if no consensus is achieved - by the majority of the votes); one vote per member-organisation.

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Main tasks of the SCOM

- **Project Progress Monitoring** (reviewing periodic reports on project implementation; assessing project milestones, deliverables and timeline; Identifying any delays or obstacles and proposes corrective actions; receiving information by the beneficiaries on the progress, main challenges and risks, visibility and publicity measures).

- **Information Exchange** (facilitating the communication between project stakeholders; ensuring that best practices and lessons learned are distributed among members).

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Main tasks of the SCOM

- Assist in major **problems solving and challenges risen** (coordination between the key parties; providing professional guidance; advising on risk mitigation measures);

- **Facilitate Stakeholder Engagement** (addressing concerns raised by local authorities, industry associations, and NGOs; encouraging collaboration with research institutions and environmental organizations; overseeing the project phases to maintain openness and accountability).

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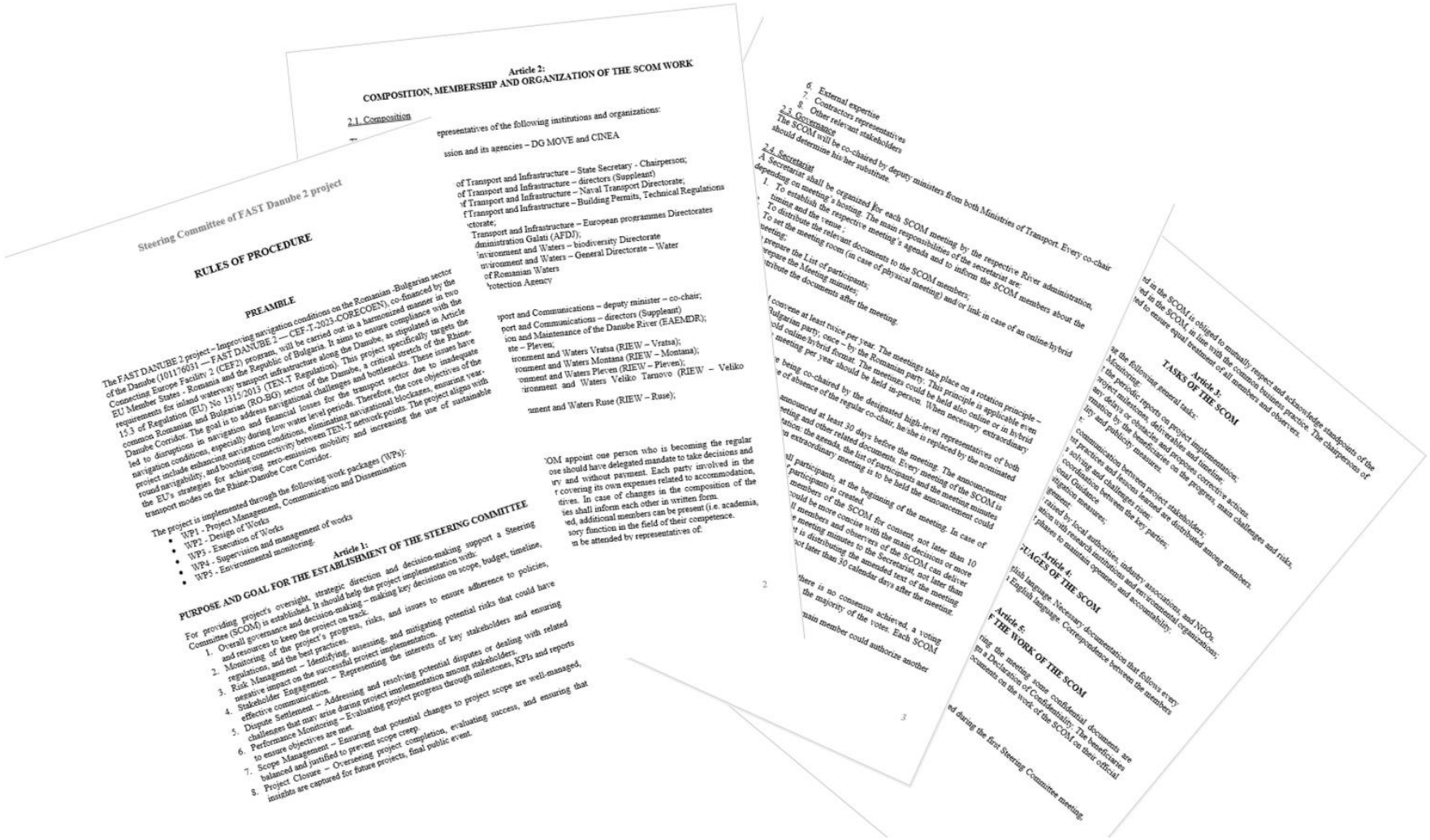
Thank you for your attention!

Bozhidar Yankov - EAEMDR

24.04.2025, Sofia

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Adoption of the Rules of Procedure



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Implementation strategy

The FAST DANUBE 2 project involves the following activities:

Organizing the Joint procurement procedure and signing the Environmental Monitoring Contract

- The procurement procedure will be carried out by AFDJ, as the procurement leader.
- The environmental monitoring contract is in accordance with the recommendations of the Environmental Decisions issued by the two countries.
- The Agreement for joint procurement is signed before launching the procurement procedure

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Implementation strategy

Overview Timeline - Procurement for environmental monitoring

	Procedure step	To-Do	Deadline
Preparation	Draft tender documentation	– Draft tender documentation completion – Submission of the tender documentation to EAEMDR – Incorporation the recommendations, if is the case; – Draft tender documentation ready for submission to the Technical and Economical Committee of AFDJ for approval – Finalization and sign-off tender document	May 2025

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Implementation strategy

Overview Timeline - Procurement for environmental monitoring

	Procedure step	To-Do	Deadline
Tender procedure	Tender notice	– Send the tender documentation for publication on RO SICAP and EUOJ (ted.europa.eu) – Publication of the participation notice on SICAP and EUOJ – Offers opening	May 2025
	Evaluation of best bidder	– Evaluation of the offers – Request missing documents and clarification from bidders – Draft assessment report – Submission of the assessment to EAEMDR – Draft award proposal – Send award notice to all bidder	September 2025

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Implementation strategy

Overview Timeline - Procurement for environmental monitoring

	Procedure step	To-Do	Deadline
Contract signature	Award of contract	– After expiration of 10 days challenge period: award of contract – Contract signature – Publication the award notice on EUOJ	October 2025

Within the environmental monitoring contract, a first stage is the performance of field studies and investigations to establish the baseline, before the start of the works execution.

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Implementation strategy

The FAST DANUBE 2 project involves the following activities:

Organizing the Joint procurement procedure and signing the Design & Execution of Works Contract

- The procurement procedure will be carried out by AFDJ, as the procurement leader.

- The Agreement for joint procurement is signed before launching the procurement procedure

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Implementation strategy

Overview Timeline - Procurement for design & execution of works

	Procedure step	To-Do	Deadline
Preparation	Draft tender documentation	– Draft tender documentation completion – Submission of the tender documentation to EAEMDR – Incorporation the recommendations, if is the case; – Draft tender documentation ready for submission to the Technical and Economical Committee of AFDJ for approval – Finalization and sign-off tender document	May 2025

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Implementation strategy

Overview Timeline - Procurement for design & execution of works

	Procedure step	To-Do	Deadline
Tender procedure	Tender notice	– Send the tender documentation for publication on RO SICAP and EUOJ (ted.europa.eu) – Publication of the participation notice on SICAP and EUOJ – Offers opening	June 2025
	Evaluation of best bidder	– Evaluation of the offers – Request missing documents and clarification from bidders – Draft assessment report – Submission of the assessment to EAEMDR – Draft award proposal – Send award notice to all bidder	October 2025

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Implementation strategy

Overview Timeline - Procurement for design & execution of works

	Procedure step	To-Do	Deadline
Contract signature	Award of contract	– After expiration of 10 days challenge period: award of contract – Contract signature – Publication the award notice on EUOJ	October 2025

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Implementation strategy

The FAST DANUBE 2 project involves the following activities:

Organizing the Joint procurement procedure and signing the Supervision the Works Execution Contract

- The procurement procedure will be carried out by AFDJ, as the procurement leader.

- The Agreement for joint procurement is signed before launching the procurement procedure

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Implementation strategy

Overview Timeline - Procurement for *Supervision the Works Execution*

	Procedure step	To-Do	Deadline
Preparation	Draft tender documentation	– Draft tender documentation completion – Submission of the tender documentation to EAEMDR – Incorporation the recommendations, if is the case; – Draft tender documentation ready for submission to the Technical and Economical Committee of AFDJ for approval – Finalization and sign-off tender document	June 2025

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Implementation strategy

Overview Timeline - Procurement for design & execution of works

	Procedure step	To-Do	Deadline
Tender procedure	Tender notice	– Send the tender documentation for publication on RO SICAP and EUOJ (ted.europa.eu) – Publication of the participation notice on SICAP and EUOJ – Publication the participation notice and technical specification on Offers opening	June 2025
	Evaluation of best bidder	– Evaluation of the offers – Request missing documents and clarification from bidders – Draft assessment report – Submission of the assessment to EAEMDR – Draft award proposal – Send award notice to all bidder	October 2025

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Implementation strategy

Overview Timeline - Procurement for design & execution of works

	Procedure step	To-Do	Deadline
Contract signature	Award of contract	– After expiration of 10 days challenge period: award of contract – Contract signature – Publication the award notice on EUOJ	Oktober 2025

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Action Communication Plan

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- Scope of document
- Publicity and visibility requirements
- General Project Presentation
- Internal Communication
- External Communication
- Events & Dissemination Opportunities
- Target groups and stakeholders
- Partners‘ responsibilities



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Scope of document

- to present a common Dissemination and Communication Strategy, internal and external, for the FAST DANUBE 2 project;
- to ensure maximum impact of the project during its life Time;
- sustainable benefits to the navigation and its stakeholders after the project is ended.

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Publicity and visibility requirements

- A funding statement as the FAST DANUBE 2 project is the recipient of the funding from the CEF;
- For print items such as flyer, brochure or newsletter, a disclaimer releasing the European Union from any liability in terms of the content of the dissemination materials must be included:
- “Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or European Climate, Infrastructure and Environment Executive Agency. Neither the European Union nor the granting authority can be held responsible for them.”

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Publicity and visibility requirements

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- Project logo:

- EU logo:

- Partners logo:

EAEMDR Ruse

- NO partner logos on smaller items, only the logos of FAST DANUBE 2 and the EU

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General Project Presentation

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Project title: Improvement of Navigation Conditions on the Romanian Bulgarian Common Sector of the Danube

Project Acronym: 23-EU-TC-FAST DANUBE 2

Project number: 101176031

Call: CEF-T-2023-CORECOEN

Topic: CEF-T-2023-CORECOEN-IWWP-WORKS

Type of Action: CEF Infrastructure Projects

Project duration: 1 April 2024 – 31 December 2028

Budget: EUR 229.999.786 and **EU cofinancing:** EUR 195.499.818,10

Project coordination: River Administration of the Lower Danube Galati (AFDJ Galati)

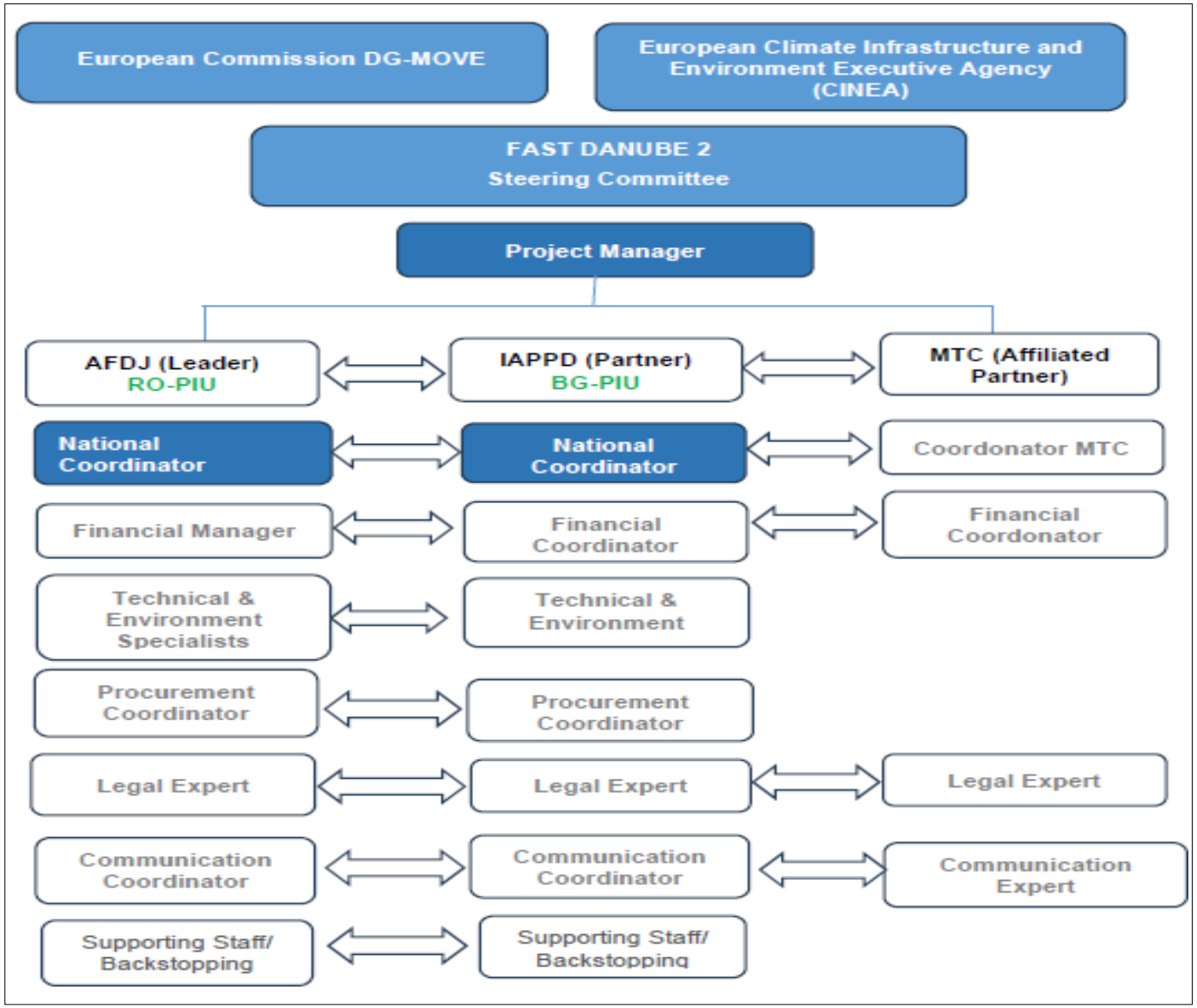
Project partners:

- Romania – River Administration of the Lower Danube Galati (AFDJ Galati)
- Bulgaria – Executive Agency "Exploration and Maintenance of the Danube River" (EAEMDR)

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Organisational structure

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Internal Communication

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- **Intranet area:**
  - On FAST DANUBE 2 homepage an Intranet area will be available, and will be used to circulate preliminary, preparatory and internal documents, both of technic and administrative nature;

- **Templates for documents:** Agenda(.doc), List of Participants (.doc), Meeting minutes (.doc), Deliverables (.doc), Presentation (.ppt) and Documents (.doc);

- **Document names and identification of deliverables:**
  - FAST_DANUBE_2_Communication_Plan_v1.doc
  - FAST_DANUBE_2_Agenda_SCOM_24.04.2025_Sofia.doc

- **Language:** English

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External Communication

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- **Project flyer:** will give an overview of the project activities, time schedule, milestones, outputs (EN, RO, BG);

- **Project roll-up:** will be the “business card” of the FAST DANUBE 2 project, (2 EN, 1 RO and 1 BG);

- **Basic project presentation:** will be prepared in English and will be used as a tool to inform the audience at all FAST DANUBE 2 - related meetings about project objectives, milestones and outputs (updated regularly);

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External Communication

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- **The FAST DANUBE 2 project homepage:** The FAST DANUBE homepage, www.fastdanube.eu, will be use for FAST Danube 2 and will be available in English, Romanian and Bulgarian language;

- **Press releases:** will be used as a communication tool in order to keep local and national stakeholders informed on the recent progress and next steps in the project or after milestones;

- **FAST DANUBE 2 on partners‘ company websites:**
  - AFDJ Galați: http://www.afdj.ro,
  - IAPPD Ruse: www.appd-bg.org.

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Events & Dissemination Opportunities

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- **FAST DANUBE 2 Stakeholders FORUM:** FAST DANUBE 2 project is committed to distribute its results and findings and to keep its stakeholders updated.

- **FAST DANUBE 2 SCOM:** For the decision-making process, FAST DANUBE 2 project will involve the SCOM, which includes relevant authorities.

- **National and International Events:** Both partners are requested to seize opportunities to represent FAST DANUBE 2 project at other relevant events such as conferences, meetings, workshops and the like on national and international level.

- **Project Final Event:** a project final event will be organised where the outputs, results and achievements of the last five years will be presented.

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Target groups and stakeholders

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- **Target groups.**
  - Romanian and Bulgarian Authorities;
  - Users and stakeholders;
  - Industrial suppliers;
  - European organisations;
  - Related projects;
  - General public.

- **Stakeholder Management**
  - Representatives of Ministries (RO and BG);
  - Relevant National bodies for WFD and Habitats Directive,
  - Relevant National bodies on Natura 2000 sites;
  - Port Authorities / Logistics operators / Shipping companies;

	DISSEMINATION TOOLS:	Flyer	Article	Newsletter	Website	Presentation
TARGET GROUPS	FAST DANUBE 2 Consortium					
	Authorities					
	Users & Stakeholders	promote	raise awareness		promote	engage
	Industrial Suppliers	raise awareness	raise awareness			raise awareness
	European Organisations					
	General Public	raise awareness	engage			engage
	Related projects					

raise awareness | engage | inform | promote

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Partners‘ responsibilities

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FAST DANUBE 2 project, the project partners will share some responsibilities in order to financially cover all dissemination and communication activities and dissemination materials.

Type of dissemination materials**	RO AFDJ	BG EAEMDR
PEN	600	600
NOTEPADS	200	200
FOLDER	500	500
FLYER - in National language and English	1000	1000
AGENDA	600	600
CALENDAR	600	600
External HDD	50	50
PAPER BAGS	500	500
COTTON RUCKSACK	100	100
ROLL -UP	-	4
THERMOS WATER BOTTLE	200	200
WINDPROOF JACKET	50	50
POWER BANK	100	100
T-shirt/ HOODIES	50	50

** Items and numbers are subject to annual updates

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Adoption of the Action Communication Plan



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Discussion and Q&A



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Thank you for your participation in the FAST Danube 2 Steering Committee Meeting!

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