



LIFE Project Number
LIFE12 NAT/HU/000593

Inception Report
Covering the project activities from 01/09/2013 to 30/04/2014

Reporting Date
26/06/2014

LIFE+ PROJECT NAME or Acronym
KASZÓ-LIFE

Data Project

Project location	Kaszó, Somogy County, South Transdanubia, Hungary
Project start date	01/09/2013
Project end date	31/08/2018 Extension date: -
Total budget	€ 1.327.189,00
EC contribution	€ 994.126,00
(%) of eligible costs	75 %

Data Beneficiary

Name Beneficiary	Kaszó Forestry Stock Company
Contact person	Mr Mihály SZÁSZ
Postal address	Kaszópuszta 1., HU-7564, Kaszó
Telephone	+36 82 445 903
Fax:	+36 82 352 303
E-mail	szasz.mihaly@kaszort.hu
Project Website	www.kaszo-life.eu , www.kaszo-life.hu

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2. LIST OF ABBREVIATIONS

ABBREVIATION	DESCRIPTION
KASZÓ	KASZÓ Forestry Stock Company – Lead Beneficiary (at the submission of the project proposal: Ministry of Defence Kaszó Forestry Stock Company)
ERTI	NAIK ERTI - National Agricultural Research and Innovation Centre Forest Research Institute – Associated Beneficiary (at the submission of the project proposal: ERTI – Erdészeti Tudományos Intézet - Forest Research Institute)
HUF	Hungarian Forint (national currency)
EUR	Euro
SC	Steering Committee
PA	Partnership Agreement
ha	hectare
DDNPI	Duna-Dráva National Park Directorate – relevant authority in nature conservation and Natura2000 sites
FM	Ministry of Agriculture
MKEB	Magyar Közbeszerzései és Elektronikus Beszerzési Zrt. – the company subcontracted for the public procurement (action A1)
DDVIZIG	Dél-Dunántúli Vízügyi Igazgatóság (South Transdanubian Water Management Directorate) – the subcontracted company for technical planning and surveillance (action A2)
EIC	Environmental impact study
EEOP	Environment and Energy Operational Programme
NÉBIH EI	Forest Management Directorate of the National Food Chain Safety Office

3. EXECUTIVE SUMMARY

3.1. GENERAL PROGRESS

The general progress of project KASZÓ-LIFE is good. The management and administration of the project was set up, providing a framework and a professional background helping the partners with their administration and management of tasks. The supervising body of the Consortium, the Steering Committee has been set up too. The Partnership agreement is completed and signed. The communication among the partners goes smoothly. Stakeholders are addressed properly. Key stakeholders (DDNPI, FM) receive a monthly progress report and are invited to important Consortium meetings, workshops, field and monitoring visits. Also, the communication with the external monitoring team and the Commission works well.

The funding sources were allocated proportionally to the implementing partners. The partners are well aware of their duties and work towards to achieve their goals. As a team, the Consortium operates well: partners are helping each other with professional assistance, consultation, with the transfer of knowledge on best practice issues.

Being aware of and being prepared for facing potential risk factors, the Consortium was expecting a smooth start and implementation of its activities. The project activities started as scheduled in the proposal, but an unforeseen challenge in planning the dredging activities (action A.2) occurred. Activities (that are not affected by the planning activities) are performed as scheduled: the Consortium had several meetings with stakeholders, the project website is installed and operating, the first press conference was implemented, the first public information meeting was successfully organised, and the trainings for the personnel of KASZÓ were held. The monitoring activities are in progress as described in the monitoring plan. (Please refer to Chapter 5.1 of the current Inception Report.) Since a safety buffer time was planned during the proposal elaboration phase, no delays are foreseen in our project.

However, due to the challenges identified during the technical planning (action A.2) the Consortium realised that an amendment to the grant agreement shall be initiated. The amendment will affect most of the C actions, monitoring activities (action D.1) and also the legal changes of our Associated Beneficiary, ERTI (currently NAIK-ERTI) will be reported. The Request for the Amendment to the Grant Agreement is submitted together with the Inception Report (26.06.2014)

The deliverables and milestones planned of the first reporting period had been mostly accomplished. Those where there are short delays will be finished by the end of the first project year (beginning of September 2014).

Provided the EC accepts our suggestions we can confidently state that all actions remain feasible and all actions can be finished according to the newly suggested budget, within the original timeframe of the project.

3.2. ASSESSMENT AS TO WHETHER THE PROJECT OBJECTIVES AND WORK PLAN ARE STILL VIABLE

Provided the EC accepts our request for the amendment of the grant agreement, the objectives of the project are still viable and could be achieved within the newly suggested budget, within the original timeframe of the project. The members of the Consortium handle this project as a priority issue, therefore they are working hard to achieve its goals and objectives set.

Though modifications are needed in the budget of actions, the work plan is viable as well. All deliverables, milestones and subtasks can be carried out. All necessary authorisations and permissions required for the actions can be gathered in time to start the implementation of the “C” actions. Major stakeholders are involved in the planning and implementation of the project, so there are no risks expected from their side. The relevant department of the Ministry of Agriculture – as the National Contact Point of the LIFE Programme in Hungary, and the Duna-Dráva national Park Directorate (DDNPI) are regularly informed on the project progress. Partners are committed strongly to successfully elaborate the actions, carry out the objectives of the project. The objectives of the project are still viable, there are no such circumstances that would hinder the Consortium in accomplishing the objectives of the project successfully.

3.3. PROBLEMS ENCOUNTERED

During the early implementation phase of project KASZÓ-LIFE the Consortium had to face the following challenges which make it necessary to request an amendment to the grant agreement:

1. *Change in the legal status of the Associated Beneficiary (ERTI – currently NAIK-ERTI) effective from 1st January 2014 – 2nd point of Article 15.2 in the Common Provisions*

As per the Government Decision No. 1467/2013 (VII. 24.) on the creation of the national integrated agricultural research network directed by the minister of rural development, ERTI became the member institution of the National Agricultural Research and Innovation Centre (NARIC). (Please refer to Annex 1 attached to the current report – Government Decision No. 1467/2013 (VII.24.) <Hungarian>.)

2. *Amount of the alluvion to be dredged in action C3 – 5th point of Article 15.2 in the Common Provisions*

At performing the technical planning activities, the detailed and thorough geodesic investigation of the subfluvial alluvion revealed that the amount of mud to be eliminated is significantly less (12.421 m³) than projected (50.000 m³) at the proposal phase of the project. The approved budget of action C.3 therefore will decrease. As per the technical plans prepared in the course of

action A2) the content of the action is also proposed for amendment: several devices and materials are suggested to be built in to strengthen the dams of the existing lakes thus supporting the long-term sustainability of the concrete conservation actions. With the proposed changes both in technical and financial terms, the overall project budget will remain the same.

3. *Modified technical requirements of actions C1, C3, C4 and C5 – 1st point of Article 15.2 in the Common Provisions*

Together with the final construction drawings carried out in the course of technical planning (action A2) the entire list of consumables (materials, devices) and services suggested to be implemented in the course of carrying out the construction works of actions C1, C3, C4 and C5 was also delivered. The proposed technical solutions of the planners are the combination of the following characteristics: (i) environment-matching (i.e. using wooden materials at works whose result is “visible”: wave protection), (ii) the best technical level currently available (biaxial geogrid), (iii) best matching the overall project objectives supporting sustainability. The proposed solutions require additional funds that would be available from the “savings” of external assistance costs of action C3 (less mud will be dredged). The proposed changes by the technical planners would result in the increase in the quality of the project outputs. With the proposed changes both in technical and financial terms, the overall project budget will remain the same.

4. *Enlarging the parts of the project area from which the invasive plants are to be eliminated in action C8 – 1st point of Article 15.2 in the Common Provisions*

The results of the assessment of the invasive species in the project area (assessed in the course of developing the forestation plan which was received by Kaszó during the summer of 2013) show an increase in the number of alien species and the infected area. The first outcomes of the elimination works (that started in March 2014) show also that the suppression of invasive plant species require more time than projected. As per the detailed EIS (required by the decree No. 5149-19/2011 of the South-Transdanubian Environmental Protection and Nature Conservation Inspectorate – please refer to the picture in page 53 of the project proposal), the areas where interventions will be carried out (actions C1, C3, C4, C5, C7) shall also be treated. The aforementioned factors led to the need of increasing the number of days spent on the invasive elimination activities (action C8) thus meaning higher personnel costs, and involving also the proposal of the purchase of a new small bus (in the course of action A1).

5. *Enhancing the quality of the educational trail in order to better support the sustainability of action E3 – 1st point of Article 15.2 in the Common Provisions*

Since the educational trail will demonstrate the forest management activities, besides the objects and boards (introducing EU priority habitats and species linked to them), the forestry operation on NATURA 2000 sites will be introduced by giving examples from the project. Based on consultations with LIFE+ projects with similar actions avoiding deliberate damages of humans and possible damages caused by game (i.e. eating the crops of the plant species

or impairing the natural regrowth of plant species), fencing around the area would decrease such risks and increase the quality of the project output. The related extra costs foreseen are estimated to amount to 42.938 € and would be reallocated from the savings of other actions (details are in the documentation of the request).

6. *Extension of the technical contents of action D1 – 1st point of Article 15.2 in the Common Provisions*

When starting the activities of action D.1, ERTI realised that performing comprehensive monitoring activities would require the involvement of special methodologies also. Considering the relatively tiny time frame of the monitoring activities compared to the scale of successional shift in vegetation patterns or detectable changes in biomass production of forest ecosystems, we suggest extending the methodological background for the description and characterization of the pre-invention status of the project area. Tree ring analysis provides an opportunity to reconstruct the productivity conditions of the region in correlation with the climatic parameters for several decades in retrospect, resulting in – statistically – more reliable pre-invention values. As per the suggestions in the EIS (developed in the course of action A2) the extension of the scope of activities to the monitoring of invasive species around the newly built/reconstructed objects (dams, service roads), and Natura 2000 animal species for some years in the project implementation period. The proposed change involves the reallocation of personnel costs of NAIK-ERTI and the purchase of equipment required by the application of the tree ring analyses (+ 29.133 €). The reallocation of personnel costs provides opportunity also for financing the purchase of the equipment. With the proposed changes both in technical and financial terms, the overall project budget will remain the same.

The above listed issues are not considered problems by the Consortium but challenges that need to be met and thus the quality of the project outputs will reach a higher quality within the approved overall budget of the project. With the reallocations to be proposed in the amendment request all actions stay feasible, the work plan is valid; the objectives of the projects could be reached according to the new budget breakdown and enhanced activities.

4. ADMINISTRATIVE PART

4.1. DESCRIPTION OF PROJECT MANAGEMENT

For the decision making and monitoring actions, a Steering Committee was established on 2nd September 2013, and consists of 3 representatives of the Coordinating Beneficiary (Mr Gábor Galamb – director, CEO, Mr Mihály Szász – deputy CEO responsible for technical affairs, Ms Edit Szabó – deputy CEO responsible for the financial management) and 2 representatives of the Associated Beneficiary (Mr Attila Borovics – director and Mrs Krisztina Csatay Szabóné – financial manager). The SC is defined as a key decision making body of the Consortium.

The project is coordinated by a subcontracted project coordinator (Mr István Lábodi, Lábodi Consulting Ltd.), whose work is supported by a project assistant of KASZÓ (Ms Kitti Szalai) and the financial manager of KASZÓ (Ms Edit Szabó) being also in charge of the project level financial issues.

Both Beneficiaries have nominated one-one person as an in-charge project manager for their activities. All other employees of the partners are under their supervision. All communication in between the partners goes through these managers involving also the project coordinator.

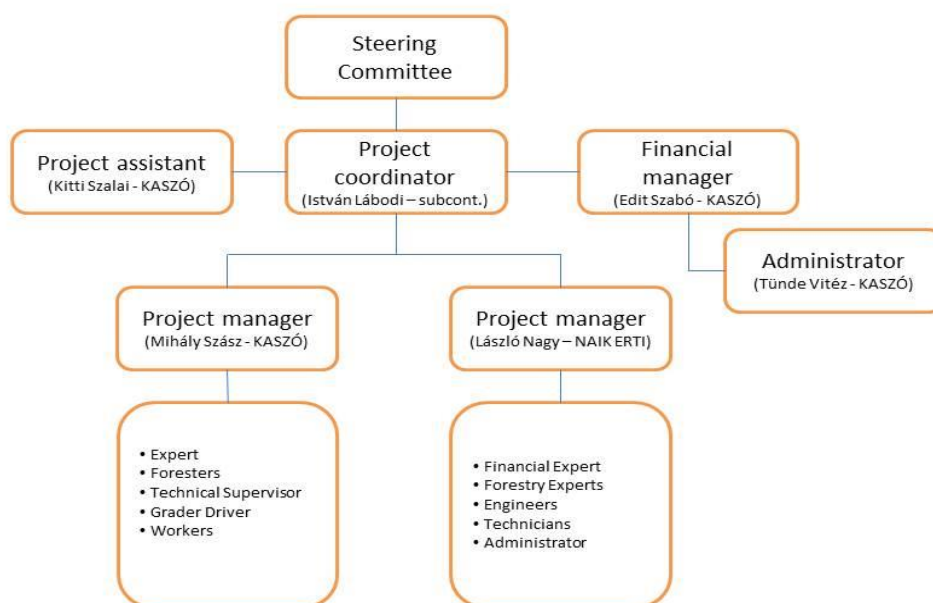
For the start of the project, a kick-off meeting was organised with the participation of all responsible managers and employees of the partners on 2nd September 2013. Here the partners defined and agreed on the exact tasks for the period of the first project year (01.09.2013-31.08.2014), and drafted that of the coming years (please refer to Annex 12 of the Inception Report: minutes of the kick-off meeting). The partners agreed on the communication procedures as well. In order to minimize travel costs, monthly online or telephone conciliations are held in between the partners. As agreed, in urgent cases prompt conciliations take place. After the opening meeting, the partners had several meetings for the coordination of the different actions. The project manager of KASZÓ and later the project coordinator assisted in these events.

In order to put the inner reporting procedures in place, a project management and reporting guide was prepared (after counselling all partners) which also forms an annex to the Partnership Agreement (signed on 25th November 2013). It defines the technical and financial reporting procedures of the partners.

The first mission of the External Monitoring Team (Ms Zsuzsanna Kocsis-Kupper) was held on 11th April 2014. During the mission the locations of the several actions were visited introducing the progress in the actions. Financial issues and requirements of the Inception Report were touched in the course of the office discussion on the administration. The External Monitoring Expert was informed on the foreseen request for the amendment to the grant agreement.

The project management does not envision any extension of project duration and therefore does not request prolongation.

4.2. ORGANIGRAMME OF THE PROJECT TEAM AND THE PROJECT MANAGEMENT STRUCTURE



4.3. PARTNERSHIP AGREEMENTS STATUS AND KEY CONTENT

The Beneficiaries have signed the Partnership Agreement on 25th November 2013. (Please refer to Annex 2 to the current Inception Report).

The key content of the PA was edited according to the recommendations of the (revised) Common Provisions 2012. The contents follow the PA template applied during the 2007-2013 period as follows:

0. Identification of the contracting parties

1. Preamble: enlists the proceedings of the agreement, namely the successful proposal and it declares that the Partners all have the needed expertise to outcarry the proposed tasks.

2. Main rules and documents to respect during the implementation (Grant Agreement, Common Provisions, etc.)

3. Subject and duration: definition of the project in terms of title, duration, budget, the most important annexes.

4. *Tasks of the Partners*: including a table with all the action numbers, enlisting special tasks regarding the elaboration and modification of timetables. This section sets the rules for the accounting of partners for each cost item (personnel, travel, external assistance, etc.).

5. *Rights and obligations of the Partners*: This section lists the rights and obligations by type of partners:

5.1 Rights and obligations of the coordinating beneficiary

5.2 Rights and obligations of the associated beneficiary

5.3 Rights and obligations for both Beneficiaries

6. *Subcontractors*: This section provides the definition of the subcontractor and refers to the necessity of including the LIFE+ project ID on the invoices of the subcontractors.

7. *Role of the external monitoring team* of the Commission is defined here as per Article 9 of the Common Provisions.

8. *Technical rules of implementing the project activities*: This section details the necessity of the yearly work plan and the related project meetings, method of communication between the partners, occasions/events of which the beneficiaries inform each other.

9. *Technical activity reports*: The description of technical reporting is here outlining the types of reports and the related tools published in the LIFE+ website.

10. *Financial rules of implementing the project activities*: This section details the necessity of referring to the project ID on their invoices, keeping the rules of procurements, administration of the invoices (i.e. justifying documents), and the necessity of the project external audit.

11. *Financial reports*: Definition of the deadline of providing the cost statements and the rules of completions, exchanges amounts paid in currencies other than euro.

12. *Estimated eligible costs and associated beneficiary's financial contribution to the project*: This section includes the approved project budget breakdown by partners, and by the type of financing (own sources, EC contribution).

13. *EC contribution*: This section outlines the maximum amount of the EC contribution, the requested justifications for the VAT status of the partner.

14. *Payment terms*: It refers to the transfers of the EC contribution and that all payments before the final payment shall be regarded as advance payments.

15. *Financial audit of the Commission*: Obligations of the Beneficiaries for the case of the financial audit performed by the Commission or other relevant bodies.

16. *Communication actions, publicity for Community support and audio-visual products*: This section sets the rules of using the LIFE and Natura2000 logos, and other publicity elements of the project implementation.

17. *The decision making body of the Consortium*: The Steering Committee. Here, the members of the SC are listed as well as the procedures of operation of the SC.

18. *Civil liability*: This section is about the cases of non-performing or mis-performing, and its consequences.

19. *Checks and inspections*: This section sets the obligation of cooperating in case of checks and inspections after the project end date.

20. *Confidentiality*: Definition of cases when confidentiality issues arise.

21. *Modification of the Partnership Agreement*: This section defines that the amendments to the grant agreement accepted by the EC shall be regarded as the modification of the Partnership Agreement.

22. *Other issues*: The partnership should not be regarded as a legal entity.

23. *Termination of the project, termination of the Partnership Agreement*: This section defines the cases and consequences of termination.

24. *Duration of the Partnership Agreement*: This section sets the duration of the agreement and the terms of its termination upon completion or upon the termination of the Grant Agreement.

25. *Jurisdiction clause*

ANNEXES (to Annex 2 of the Inception Report):

1. Grant Agreement and its annexes
2. Project budget
3. Work plan
4. Template to be used in the course of the- project

5. TECHNICAL PART

The basic threat to the project area is the decrease of the ground water level (threat 1), that is originated by three factors: a) decrease in total annual precipitation, b) past demolition of the natural water-ratining landforms and c) the forced drainage in order to avoid floods in case of heavy rain. With the drying out of the area, favourable conditions are created for Invasice Alien Species, which means a threat (threat 2) to the Natura 2000 site. Deriving again from the lowering ground water level threat, the *Melolontha melolontha* infection rate is increasing, causing another threat (threat 3) to the targeted habitat. Project KASZÓ-LIFE aims at improving the water supply of the forests, smaller swamps and grasslands of Szentai Forest area (HUDD20063) as well as retaining precipitation in the area and thus stabilising the favourable ecological state. Underground-water level controlled by such methodology will positively affect the existing swamps, woodland habitats. The project aims at supplanting biotic woodland depletes too.

The objective of the project is the “as-long-time-possible” retention of precipitation in the project area by enlarging the storage capacity of the project area (by reservoir creation, elimination of alluvion, enlargement of Kűvölgy Lake system, watercourse-retention). Suppressing invasive species of the project area provides the opportunity to enlarge the ground surface covered by Alluvial forests. All the actions are monitored and documented. To achieve the best acceptance the public is involved from the beginning. An educational trail will be set up and guided tours will be organised. Traditional communication activities (project website, installing information and notice boards, publication of informative materials, press conferences and public information meetings) serve as direct connection to the public.

5.1. ACTIONS

5.1.1. Action A1 Procurement procedures

The activities of the action are *in progress*, although they were supposed to be completed by the date of the submission of the Interim Report.

The action started on 27th August 2013 (after the notification by the EC) by starting the procedure for assigning the public procurement expert by sending out the requests for bidding. There were three offers received out of which the offer of Magyar Közbeszerzése és Elektronikus Beszerzési Zrt. was successful. The contract with MKEB was signed on 5th September 2013.

The procurement procedure of the project management activities, technical planning, permitting and technical surveillance activities were initiated by the subcontracted procurement expert. Two procedures were started:

Task	Procurement start date	Winner	Date of signing the contract
Action F.1 Project management	16.09.2013	Lábodi Consulting Kft.	24.10.2013
Action A.2, A3 Technical planning	18.09.2013	Dél-Dunántúli Vízügyi Igazgatóság	25.11.2013

Procurement of the equipment is also implemented within this action. The procedure started on 15th October 2013 by sending the requests for offers for the GPS for KASZÓ. The procurement of the equipment purchased by ERTI started on 21st November 2013 by sending out the requests for offers.

The equipments were purchased with the exception of the meteorological station. ERTI started the procurement of the meteorological station, the process is currently in the phase of evaluating the offers. The station will be put in operation during the summer of 2014. The delay has no effect of performing the activities scheduled in the relevant action (action D1) since the data and information gathered by this equipment will be used during the evaluation of the impacts of the conservation actions. (Please note that data and information for the basic survey are gained by interpolating the long-term observations of the stations installed in the surrounding areas.) The purchase of the four memory cards has started but the date of their delivery is out of the reporting period. Since the purchase of a GPS and the necessary software consumed all the budget of KASZÓ allocated for equipment, the laptop and the camera were not procured. The foreseen budget for the laptop was 482 EUR (out of this amount 241 EUR is eligible). Planned expenditure for the purchase of the camera (of lower price) was 297 EUR (out of this 148 EUR is eligible).

Please note that in our modification request, we are proposing additional resources to this action for the purchase of other items (small bus, equipment for tree ring analyses).

Due to the availability of equipment that better meet the “value for money” requirement, ERTI initiated some changes before the procurement started (please refer to the letter of ERTI on 20.11.2013 – annexed to the current report <Annex 3>). The reasons of the modifications are: (i) there are more modern equipment available introduced to the market after the submission of the project proposal for almost the same price, and (ii) some of the listed equipments were purchased from other funds.

The following table provides information on the purchased equipment:

Beneficiary	Equipment as proposed	Projected actual cost (€)	Equipment purchased	Price (Actual cost) €
KASZÓ	GPS + software purchase	2.593	GPS + software purchase	3.599
	Digital camera (of lower price)	297		
	Laptop	482		
ERTI	2 laptops	2.223	2 laptops	1.193
	3 PDAs for data entering during field work	1.111	2 notebooks for data entering during field work	1.837




Beneficiary	Equipment as proposed	Projected actual cost (€)	Equipment purchased	Price (Actual cost) €
	GPS with software	444	GPS with software	1.339
	Canon flash	334	2 Canon Cybershot cameras + 2 Sony Scan Disk Extreme Plus memory card	627
	Canon 100 mm macrolense	593	Canon telezoom	428
	Binocular	186	Binocular	233
	4 memory cards	148	4 memory cards*	174
	4 mobile winchesters with USB	371	4 mobile winchesters with USB	366
	Meteorological station equipped with sensors, data collectors and software	6.852	Meteorological station equipped with sensors, data collectors and software*	6.852
	Projector	741	Projector	910
	Laminar boxes for inoculation purposes	2.778	Laminar boxes for inoculation purposes	1.929

* Planned cost

There is a delay in completing the activities of the action. As per the project proposal the company implementing the construction works was scheduled to be subcontracted in 2013. Since all plans and permits should be available before starting the procurement procedure, the start date of the procurement of construction works had to be re-scheduled for July 2014. The delay does not affect the start of the constructions of actions C1-C2 and C4-C5 but delays the start date of action C3. Neither of the delays influence the project end date.

There were no deliverables planned in this action. Milestones were partly met: (i) the procurement expert was selected and subcontracted, (ii) the contract was signed for action F1 before the set deadline, the (iii) contract for Technical planning (action A.2) was signed some days after the set deadline, but (iv) the signature of the contract for construction works is delayed, therefore (v) the procurement procedures are not yet finished. The milestones not yet met will be reached by the 3rd quarter of 2014.

Action A1		2013		2014				2015				2016				2017				2018		
		III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III
	planned																					
	actual																					

 planned
 done
 provisional

Annex: Photos of the purchased equipment
Letter of ERTI on 20.11.2013

5.1.2. Action A2 Technical planning

The activities of the action are *in progress*, although they were supposed to be completed by the date of the submission of the Interim Report.

The implementation of the activities of the action commenced on 4th September 2013 with the detailed discussions of the preliminary technical survey with special regard to the planning process, obtaining the necessary permits and technical surveillance. During the next discussions held between the partners on 7th November 2013, the issues of the environmental impact study were touched. After the signature of the contract with the successful bidder on the technical planning and surveillance activities (please refer to section 5.1.1 of the Inception Report) the Consortium had the third meeting on 9th December 2013 on the technical planning issues of actions C1, C3, C4, C5 and C7 together with the subcontractor of planning. During the meeting DDVIZIG drafted the most important issues of the planning including the necessity and requirements of the comprehensive EIC. Due to the unfavourable weather conditions (on-the-site visits to complete the EIC could not be implemented) DDVIZIG initiated the prolongation of the deadline for the tasks, the modification of the contract was signed on 10th February 2014. The findings of the planning procedure were discussed on the meeting on 20th February 2014.

DDVIZIG provided the KASZÓ with the documentation to be submitted for obtaining the necessary operating licences (vízjogi létesítési engedélyezési dokumentáció) for the restoration of the Kűvölgy Lakes and the creation of the reservoir in forest Bükk. The final construction drawings were also delivered (after the date of the Inception Report). The EIC was completed by 30th April 2014.

At performing the technical planning activities, the detailed and thorough geodesic investigation of the subfluvial alluvion revealed that the amount of mud to be eliminated is significantly less (about 12.421 m³) than projected at the proposal phase of the project (50.000 m³). Therefore the plans for action C.3 shall be revised.

The implementation of the activities of the action is in delay: (i) due to the need of preparing a more comprehensive EIC in which plant species were to be surveyed in more details required more time than projected, and (ii) due to the less amount of the alluvion to be dredged the final construction drawings (kiviteli terv) should be revised.

Therefore the milestones set for the action before the submission of the Inception Report are not met: technical plans were not completed by the deadline set in the project proposal. However, due to the safety buffer times planned for the project implementation, the delay does not influence the project end date. Starting the implementation of actions C1-C5 will not be affected if the permit procedures based on the revised technical plans will end in July 2014.

There were no deliverables set for the action.

Action A2		2013		2014				2015				2016				2017				2018		
		III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III
	planned																					
	actual																					

planned
 done
 provisional

5.1.3. Action A3 Permit procedures

The activities of the action are *in progress*, although they were supposed to be completed by the date of the submission of the Interim Report.

The procedure started with the submission of the preliminary technical plans (előzetes terv) to the South-Transdanubian Environmental Protection and Nature Conservation Inspectorate (Dél-dunántúli Környezetvédelmi és Természetvédelmi Felügyelőség) on 3rd March 2014. The preliminary technical plans included the plans for the interventions in the Kűvölgy Lakes system (actions C3-C4-C5) and the plans of the creation of the reservoir in forest Bükk (action C1). The authority requested the completion of the plans by the findings of the detailed geodesic investigation (dredging only from Lake #2). The revised plans were submitted to the authority on 27th May 2014.

There were no deliverables set for the action. The milestone of the action is not met: the environmental permission is not yet obtained. We expect to get the necessary permits by the end of July 2014.

Action A3		2013		2014				2015				2016				2017				2018		
		III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III
	planned																					
	actual																					

planned
 done
 provisional

5.1.4. Action A4 Stakeholder consultations

The activities of the action are still *in progress*, although as per the timetable in the project proposal they were supposed to be completed in the 1st quarter. (Please note that due to an administrative mistake the date of deliverable set for the action and the period set for the implementation of the action are not in line: the date of the deliverable <31.12.2014> shall be regarded as the deadline for the implementation of the action as well.)

The action started on 19th September 2013 with the implementation of the first stakeholder meeting with the representatives of Duna-Dráva National Park Directorate. The project manager of KASZÓ informed the stakeholders on the actions, activities and elements of the approved project proposal (please note that DDNPI was involved in the project planning phase also, their declaration of support was part of the project proposal). Besides the general introduction of the project the activities of the concrete conservation actions were discussed in detail. The experts of DDNPI agreed to professionally support the project. (The minutes of the meeting is attached as Annex 4 to the Inception Report.)

The 2nd stakeholder meeting was implemented with the participation of 7 local entrepreneurs on 16th October 2013 on the project and its impacts on the local industry and agriculture. (The minutes of the meeting is attached as Annex 4 to the Inception Report.)

The 3rd stakeholder meeting was held with the students of the University of Pannonia on 16th April 2014. Since the students attend tourism development courses, they were informed on the project activities with special regard to the actions with “touristic” elements (educational trail, guided tours) but the conservation actions were also introduced with regards to tourism links. (The minutes of the meeting is attached as Annex 4 to the Inception Report.)

The 4th stakeholder meeting took place outside the period that is covered by the Inception Report but falls within the reporting date. The students of the Nyugat-magyarországi Egyetem attending nature conservation engineering courses (természetvédelmi mérnök hallgatók) were informed about the project. (The minutes of the meeting is attached as Annex 4 to the Inception Report.)

All stakeholder meetings are properly documented: memos, attendance sheets and photos support the administration of the action.

The deliverable of the action is scheduled for 31.12.2014 (providing memos of 15 stakeholder meetings) and will be met. The milestone set for the reporting period is met: the 1st stakeholder meeting was held (19.09.2013) well within the set deadline (12.31.2013).




All stakeholder meetings will be held before 31.12.2014. The Consortium plans to contact school teachers and pupils, inhabitants of the surrounding settlements and civil nature protection organisations and other NGOs before the construction works start.

The provisional timetable of the implementation of the rest of the planned stakeholder meetings are as follows:

- Beginning of July (between 7-11th July) – children of the employees of KASZÓ
- Middle/End of July – Tourists / Visitors to Lake Baláta (organised tour to the lake)
- Beginning of August – Tourists / Visitors to Lake Baláta (organised tour to the lake)
- End of August – Inhabitants of the surrounding settlements

There will be 2-2 meetings in September-October-November, and 1 meeting at the beginning of December. The precise timetable of these meetings will be finalised by the end of August.

Action A4		2013		2014				2015				2016				2017				2018		
		III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III
	planned																					
	actual																					

 planned
 done
 provisional




Annex: Memos of 4 stakeholder meetings

5.1.5. Action C1 Reservoir in forest Bük

The activities of the action have *not started yet*, they are scheduled for the winter of 2014–2015. The planning and permitting procedures are in process.

Starting the implementation of the action as scheduled will not be affected if the permit procedures based on the revised technical plans will end in July 2014 (please refer to section 5.1.2 of the Inception Report).

Action C1		2013		2014				2015				2016				2017				2018		
		III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III
	planned																					
	actual																					




 planned
 done
 provisional

5.1.6. Action C2 Conservation of Lake Baláta

The activities of the action have *not started yet*, they are scheduled for the winter of 2014–2015. The planning and permitting procedures are in process.

Starting the implementation of the action as scheduled will not be affected if the permit procedures based on the revised technical plans will end in July 2014 (please refer to section 5.1.2 of the Inception Report).

Action C2		2013		2014				2015				2016				2017				2018		
		III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III
	planned																					
	actual																					

 planned
 done
 provisional




5.1.7. Action C3 Eliminating Alluvion of Lakes K  v  lgy #1 and #2

The activities of the action have *not started yet*, although they were scheduled to be implemented before the reporting date of the Inception Report.

The activities are to be commenced after the closing of the procurement procedure for construction works (please refer to section 5.1.1 of the Inception Report). The planning and permitting procedures are in process and are to be finished by July 2014 to support the start of the public procurement.

Neither milestones set for the reporting period regarding the action is met: the lakes were not dredged yet (for reasons please refer to section 3.3, 5.1.1, 5.1.2 and 5.1.3 of the Inception Report). As soon as the permissions are available and the subcontractor is selected, the activities can be started. The action will probably start in the 4th quarter of 2014.

Action C3		2013		2014				2015				2016				2017				2018		
		III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III
	planned																					
	actual																					




 planned
 done
 provisional

5.1.8. Action C4 Enlargement of Lakes K  v  lgy (Lake #3)

The activities of the action have *not started yet*, they are scheduled for the winter of 2014–2015.

Starting the implementation of the action as scheduled will not be affected if the permit procedures based on the revised technical plans will end in July 2014 (please refer to section 5.1.2 of the Inception Report).

Action C4		2013		2014				2015				2016				2017				2018		
		III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III
	planned																					
	actual																					




 planned
 done
 provisional

5.1.9. Action C5 Enlargement of Lakes Kúvölgy (Lake #4)

The activities of the action have *not started yet*, they are scheduled for the winter of 2014–2015.

Starting the implementation of the action as scheduled will not be affected if the permit procedures based on the revised technical plans will end in July 2014 (please refer to section 5.1.2 of the Inception Report).




Action C5		2013		2014				2015				2016				2017				2018		
		III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III
	planned																					
	actual																					

 planned
 done
 provisional

5.1.10. Action C6 Retention of watercourses

The activities of the action have *not started yet*, they are scheduled for the winter of 2014–2015.




Action C6		2013		2014				2015				2016				2017				2018		
		III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III
	planned																					
	actual																					

 planned
 done
 provisional

5.1.11. Action C7 Reconstruction of service roads

The activities of the action have *not started yet*, they are scheduled for the winter of 2014–2015.

Action C7		2013		2014				2015				2016				2017				2018		
		III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III
	planned																					
	actual																					

 planned
 done
 provisional

5.1.12. Action C8 Suppression of invasive species

The activities of the action are *in progress*.




The elimination works of invasive plant species started on 3rd March 2014. The activities are carried out by the physical workers of KASZÓ supervised by the technical supervisor of KASZÓ. Experts of ERTI provided advisory support.

The elimination of invasive plant species was performed by applying mechanical methods: scything and the use of motoric saw were used in the elimination of *Prunus serotina*, *Acer negundo*, *Ailanthus*, *Solidago gigantea*. Elimination works were carried out on 37 ha of the project area. The map illustrating the areas that were cleared off together with photos on the elimination works are annexed to the Inception Report.

There are no deliverables relating to this action. The milestone scheduled for this reporting period is partly met: the IAS control started about a month later than planned in the project proposal. The next milestone is projected to be met at the end of 2014 (as originally scheduled).

In order to prevent the treated areas from re-sprouting re-treatments will be organised for the coming years.

Action C8		2013		2014				2015				2016				2017				2018		
		III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III
	planned																					
	actual																					

 planned
 done
 provisional

Annex: Map illustrating the location of elimination works carried out
Photo documentation

5.1.13. Action D1 Monitoring of the impact of project actions on priority habitats

The activities of the action are *in progress*.

The action started on 11th October 2013 with the planning of monitoring. The planning phase of the monitoring system was completed as per scheduled in the project proposal. The monitoring plan was drafted by October 2013.

The selection of monitoring sample parcels and quadrates was implemented between 5-7th November 2013. As per the project proposal 10 sample parcels were assigned in areas with Alluvial forests with *Alnus glutinosa* and *Fraxinus excelsior* (Alno-Padion, Alnion incanae, Salicion albae) habitats and 4 sample parcels with *Quercus robur*

species were also selected. There were 2-2 sample areas assigned for control purposes outside the project area. The monitoring is performed – as per set in the project proposal – by the own personnel of ERTI. The staff of KASZÓ provides assistance (i.e. in installing groundwater observation wells).

The creation of the monitoring areas was completed in April 2014 by selecting and marking (numbering) 100-100 sample trees per sample parcel. The botanic quadrates were allotted and the groundwater observation wells were installed.

The botanic sample takings started as per scheduled in the monitoring plan. Plant species and parts are being collected from the beginning of April 2014 in order to use for plant definition purposes in the future. After reaching the appropriately large cover of the spring aspectus the detailed botanic surveying started on 16th April 2014. (The activities finished on 9th May – outside the reporting period.)

As reported in section 5.1.1 of the Inception Report all equipment necessary for the implementation of the action were purchased with the exception of the meteorological station (please refer to section 5.1.1 of the Inception Report), which will be completed in July 2014. The delay does not cause further delays in the action.




The spring botanical surveying ended in the second week of May (outside the current reporting period). The health condition monitoring activities are scheduled between 19.05.2014 and 06.06.2014 by applying the methodology set in the monitoring plan. The botanic survey relating to the summer aspectus are planned to be performed at the end of July and beginning of August. The period between the above mentioned activities will be used for continuing the collection of plant species and parts and fine-tuning the habitat map. The dates for performing the second phase of the health condition monitoring cannot be precisely planned yet: it will be implemented after the evolvement of the cumulated damage status but before the defoliation – based on previous experiences between the end of August and the end of September 2014.

The on-site sample takings will be followed by the data processing. In case the plant species and parts collected during the on-site sample takings require a plant collection supporting the identification will be compiled.

The deliverable set for the action for the reporting period was met: the monitoring plan was ready by 28th October 2013 (as scheduled in the project proposal – attached as Annex 7 to the Inception Report). The milestones of the action were partly met: (i) the monitoring plan was elaborated by the deadline, but (ii) sample parcels and quadrates were defined 5 months later than planned. The delay does not influence the implementation of other activities of the action or other actions.

As described in section 3.3 of the Inception Report the request for the amendment to the grant agreement will include modification recommendations for the monitoring activities: as per the proposal, the scope of the activities is proposed to be extended (i.e. applying new methodologies in performing the action).

Action D1		2013		2014				2015				2016				2017				2018		
		III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III
	planned																					
	actual																					




 planned
 done
 provisional

Annex: Preliminary monitoring plan
 Monitoring Plan (deliverable of the action)
 Location monitoring parcels and control parcels
 Photo documentation

5.1.14. Action D2 Assessment of the socio-economic impact of the project actions on the local economy and population as well as on the ecosystem functions

The activities of the action have *not started yet*, they are scheduled for 2017–2018.

Action D2		2013		2014				2015				2016				2017				2018		
		III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III
	planned																					
	actual																					

 planned
 done
 provisional

5.1.15. Action E1 Online Communication

The activities of the action are *in progress*.

The action started on 18th September 2013 by the registration of the domain of the website (www.kaszo-life.hu and www.kaszo-life.eu).

The tasks of creating and developing the bi-lingual official project websites, as well as the development of the project visual identity was subcontracted on 28th November 2013. The website is online with English and Hungarian information (in both domains) on the project area, on our actions, partners, photo gallery and news. The website is frequently updated with information on the progress of the project. The project website became online and functional on 28.02.2014. The progress was reported to the LIFE Communication Team on 21.03.2014 and the link of the official project website is available on the LIFE project database

(http://ec.europa.eu/environment/life/project/Projects/index.cfm?fuseaction=search.dsPage&n_proj_id=4714).

There are no deliverables for the action set in the project proposal. Milestones were not met at their proposed deadlines: (i) the internet domains were registered on 18th September 2013 instead of 15.09.2013, (ii) the website development was contracted on 28th November 2013 instead of 15.09.2013, and (iii) the website was put in operation on 28.02.2014 instead of 15.01.2014, but still within the 6-month timeframe set in Article 13.4 of the Common Provisions.

Action E1		2013		2014				2015				2016				2017				2018		
		III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III
	planned																					
	actual																					

planned
 done
 provisional

Annex: Document on the registration of the domain names
Visual identity guide of the project

5.1.16. Action E2 Installation of gates, informational and notice boards

The activities of the action are *in progress*. Gates and information and notice boards are already installed, therefore the action could be considered completed. But – based on experience of beneficiaries of other LIFE projects – we assume that there would be damages caused either by game or deliberately by humans in the coming years, and such damages shall be eliminated by repairing the assets or replacing them.




The action started on 3rd April 2014 by sending the requests for offers for manufacturing the informational and notice boards. 8 gates were installed in April 2014 at main road crossings and frequently used entryways to the project area. As per the project proposal the production of the gates was to be subcontracted. Based on the detailed calculations of KASZÓ the production of gates proved to be cheaper if produced by the beneficiary, therefore both manufacturing and installation was performed by the Beneficiary's own staff.

Applying the relevant elements of the visual identity guide of the project (please refer to section 5.1.15 of the Inception Report), the design of notice and information boards was performed by KASZÓ. Three pieces of information boards (size A1) and 17 pieces of notice boards (size A2) were installed at the main entryways to the project area. Out of the 17 notice boards 8 were placed at or near the gates installed in the course of the project. Information and notice boards were produced by a subcontracted manufacturer, the wooden framework was delivered by another manufacturer.

The milestone set for the action was partly met: notice boards and gates were installed after the deadline in April 2014, instead of 31.12.2013.

Further activities of the action include the checking of the gates and boards and in case of damages their repairs or replacement shall be performed.

Action E2		2013		2014				2015				2016				2017				2018		
		III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III
	planned																					
	actual																					




 planned
 done
 provisional

Annex: Map with the location of gates and boards installed
 Design of the information board and the notice board
 Photodocumentation

5.1.17. Action E3 Development of an educational trail

The activities of the action have *not started yet*, they are scheduled for the winter of 2015–2016.

Action E3		2013		2014				2015				2016				2017				2018		
		III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III
	planned																					
	actual																					

 planned
 done
 provisional

5.1.18. Action E4 Media work

The activities of the action are *in progress*.

The action started with the preparation of the media contact list on 7th October 2013. KASZÓ has prepared a media contact list about relevant local, regional and national journalists and editors (nature protection, environmental issues, etc.). Direct contacts with media were established through phone calls.

A press conference was organised at the beginning of the project by the beneficiaries in the settlement of Kaszó on the 4th December 2013.

Until the end of April 2014, the project was disseminated as:

- Press releases: 1;
- General article in national press: 2;
- General article in local press: 2
- Internet articles: 8;
- TV news/reportage: 3;
- Radio news: 0.

Please note that due to an administrative mistake the date of deliverable “20 press releases” was not properly set, it shall be 15.08.2018 instead of 15.08.2014. Taking the correct deadline into consideration, there was no deliverable set for the action. Milestones for the period were met: the first press conference was held within the given timeframe (before 31.12.2013).

Action E4		2013		2014				2015				2016				2017				2018		
		III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III
	planned																					
	actual																					

planned
 done
 provisional

Annex: Documents of the Press conference held on 04.12.2013 (attendance sheet, presentations, photos, memo)
Media appearances of the project

5.1.19. Action E5 Publishing of informational material

The activities of the action have *not started yet*, they are scheduled to start in the 4th quarter of 2015.

Action E5		2013		2014				2015				2016				2017				2018		
		III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III
	planned																					
	actual																					

planned
 done
 provisional




5.1.20. Action E6 Public information meetings

The activities of the action are *in progress*.

The action started on 24th October 2013 with the compilation of the invitations to the public information meeting. The first public information meeting was held in Kaszó on 6th November 2013. The invitations to the event were published in the local cable tv broadcasts and were installed at the official information boards of the surrounding settlements. The information shared at the event included the introduction of the project activities besides the aims and objectives. The attendees were cooperative.

The deliverable set for the reporting period is performed: the report on the 1st public information meeting was delivered in time (07.11.2013) well within the given deadline (15.12.2013). The milestone set for the action was also met: the first public information meeting was held (06.11.2013) within the deadline (30.11.2013).

Action E6		2013		2014				2015				2016				2017				2018		
		III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III
	planned																					
	actual																					




 planned
 done
 provisional

Annex: Report on the 1st public information meeting (deliverable of the action)
Documentation of the 1st public information meeting (invitations, attendance sheet, photos, presentations)

5.1.21. Action E7 Guided excursions for the public

The activities of the action have *not started yet*, they are scheduled to start in the 2nd quarter of 2016.




Action E7		2013		2014				2015				2016				2017				2018		
		III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III
	planned																					
	actual																					

 planned
 done
 provisional

5.1.22. Action E8 Publishing layman's report

The activities of the action have *not started yet*, they are scheduled for 2018.




Action E8		2013		2014				2015				2016				2017				2018		
		III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III
	planned																					
	actual																					

 planned
 done
 provisional

5.1.23. Action E9 Post project communication plan

The activities of the action have *not started yet*, they are scheduled for 2018.




Action E9		2013		2014				2015				2016				2017				2018		
		III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III
	planned																					
	actual																					

 planned
 done
 provisional

5.1.24. Action E10 International conference

The activities of the action have *not started yet*, they are scheduled for 2017.

Action E10		2013		2014				2015				2016				2017				2018		
		III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III
	planned																					
	actual																					

 planned
 done
 provisional

5.1.25. Action F1 Project management and monitoring of project progress (administrative, technical and financial)

The activities of the action are *in progress*.

The action started with the project kick-off meeting was held on 2nd September 2013 with the participation of both beneficiaries. The main focus of the meeting was the discussion on the conservation and monitoring activities, but also the procurement issues were touched.

After finishing the procurement procedure of the project management services (please refer to section 5.1.1 of the Inception Report), Lábodi Consulting Ltd. provides the

services as per set in the contract. They have prepared the project management and reporting guideline (annexed to the PA, please refer to section 4.1 and 4.3) and provide continuous support to both beneficiaries (i.e. trainings on administration and reporting).

The Consortium was represented at the Eastern European Kick-off Meeting held in Warsaw on 5th November 2013 by outside experts who have made a presentation on the project and discussed issues of the project with the representatives of the EC in order to get the answers for properly handling the challenges of the project implementation.

The administration of the project is according to the procedures set in the Partnership Agreement. Beneficiaries have a monthly reporting commitment which is fulfilled by sending a copy of their time sheets, travel sheets, and tables of other project related costs (external assistance, consumables, etc.). Beneficiaries also send a copy of their invoices, salary slips and other documentation that justify the reported amounts. The Project Coordinator checks these reports and adds the amounts in an excel table, that was recommended by the Commission (LIFE TES). The attitude of Beneficiaries to financial monthly reporting is good.

Important documents in common use (e.g.: LIFE and Natura2000 logos, logos of partners as well as that of the project) were shared between the partners. For the transfer of larger files we either use a free of charge online programmes (toldacuccot, mammutmail).

As described in sections 3.3 and 5.1.2 of the Inception Report an amendment to the grant agreement will be initiated by the Consortium. The amendment request will be compiled by the project coordinator based on the discussions and documents made by the beneficiaries and the subcontracted technical planning company.

The deliverable and milestones set for the action are accomplished: (i) the contract with the project management company was signed on 24.10.2013 well before the deadline set in the project proposal (15.11.2013), (ii) the public procurement procedure for project management company started on 16.09.2013 (the milestone was set as 01.10.2013).

Action F1		2013		2014				2015				2016				2017				2018		
		III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III
	planned																					
	actual																					

planned
 done
 provisional

Annex: Signed contract with the project management company (deliverable of the action)
 Travel report and photodocumentation of the international kick-off meeting of the successful East-European LIFE2012 projects

5.1.26. Action F2 Steering Committee

The activities of the action are *in progress*.

The action started with the creation of the Steering Committee on 2nd September 2013, in the framework of the project kick-off meeting. The Consortium is acting as per set in the PA. The SC has its regular meetings but issues that require immediate answer are discussed via other means of communication (i.e. telephone, emails). The SC had 2 meetings (2nd September 2013 and 11th April 2014) in the reporting period. The first meeting served for the establishment of the SC, delegation of the members, while the second meeting was dedicated to make the necessary decisions to propose the amendment to the grant agreement.

Although there is no deliverable scheduled for the current reporting period, having two SC meeting memos can be declared that the accomplishment of the deliverable is proportional. The milestone set for the reporting period is met: the first SC meeting was held during the project kick-off meeting (02.09.2013) well before the deadline (31.12.2013)

Action F2		2013		2014				2015				2016				2017				2018		
		III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III
	planned																					
	actual																					

planned
 done
 provisional

Annex: Extract of the SC decisions

5.1.27. Action F3 Training, workshops and meetings for the project beneficiaries' staff

The activities of the action are *completed*.




The action started on 27th November 2013 by starting the preparation of the presentations and the training materials (please note that the focus of the training was discussed during the visits to KASZÓ in the course of other actions, i.e. action D1).

The training and workshop for the staff of KASZÓ was implemented by the experts of ERTI and experts of NÉBIH EI. Besides the compulsory elements of such trainings custom-tailored solutions to the challenges of KASZÓ were discussed. The action was completed as follows:

1. Training and workshop on 5th December 2013:
 - Anikó HIRKA – Kinga ESZTÓ: National Register of the Forest Damages
 - György CSÓKA: Topicalities and novelties of Etymology in Hungary
 - András KOLTAY: Impacts on climate changes on the health condition of forests
 - Tamás KOLLÁR: Transformation experiments in Kaszó – results and experiences
 - József KÁMPÉL: Modification of production capability to the impacts of “opening holes in forests” (Produkciós képesség változása a léknyitás hatására)
 - László NAGY: Coenological investigations in Pro Silva sample areas in County Vas
2. on 21st March 2014:
 - László NAGY: Nature values, Natura 2000 in the Kaszó forests

The deliverables set for the action are partly accomplished: although both deliverables are available but were completed only in March 2014 after the deadline set in the project proposal (31.01.2014). The delay in implementing the second training and workshop had no influence on performing other actions of the project.

Action F3		2013		2014				2015				2016				2017				2018		
		III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III
	planned																					
	actual																					

 planned
 done
 provisional

Annex: Educational package (deliverable of the action)
 Training event administration report (deliverable of the action)




5.1.28. Action F4 Networking with other LIFE and/or non-LIFE projects

The activities of the action are *in progress*.

The first contacts with LIFE+ projects were done by the participation of KASZÓ's expert in a conference held in the framework of project HUTURJAN (LIFE10 NAT/HU/000020) on 14-15th October 2013. Presentations on the experiences of the elimination of invasive species were useful and information gained is also used in the course of action C8 of project KASZÓ-LIFE.

There were no deliverables and milestones set for the current reporting period.

Action F4		2013		2014				2015				2016				2017				2018		
		III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III
	planned																					
	actual																					




 planned
 done
 provisional

Annex: Documentation of the participation on the HUTURJAN conference on 14-15.10.2013

5.1.29. Action F5 External audit

The activities of the action have *not started yet*, they are scheduled for 2018.




Action F5		2013		2014				2015				2016				2017				2018		
		III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III
	planned																					
	actual																					

 planned
 done
 provisional

5.1.30. Action F6 After-LIFE Conservation Plan

The activities of the action have *not started yet*, they are scheduled for 2018.

Action F6		2013		2014				2015				2016				2017				2018		
		III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III
	planned																					
	actual																					

 planned
 done
 provisional

5.1.31. Action F7 Potential synergy LIFE-EEOP

The activities of the action have *not started yet*.

The project of KASZÓ (ID: KEOP-7.3.1.2/09-11-2011-0037) received funds for the preparatory works of the project proposal that was submitted on 08.05.2013 (ID: KEOP-3.1.2/2F/09-11-2013-0026 „Szentai-erdő kiemelt jelentőségű




természetmegőrzési terület élőhelyvédelme a KASZÓ Zrt. törzsterületén” – “Habitat development of SCI Szentai-erdő in the core area of KASZÓ Zrt.”.

The notification on the award of grants was received on 16.10.2013 and the grant contract was signed on 12.12.2013. The public procurement for selecting the subcontractor implementing the project activities is progress, the procedure is scheduled to be closed by the end of June 2014. The proposed activities of the EEOP implementation project (elimination of invasives, forest part transformation, fence building) will start in July 2014 as the earliest.

The works elements of the EEOP implementation project will take place in forest parts that do not overlap and fall outside the LIFE project area (please refer to the map attached to the project proposal, same as attached as Annex 16 to the Inception Report). The aim of both projects is to suppress invasives in the operation area of KASZÓ and prevent resprouting.

There are no deliverables set for the action. The milestone was not met: the report on synergies in the inception report could not be drafted since the activities of the EEOP project have not started yet. The report will be available by the time of submitting the Mid-term Report.

Action F7	2013		2014				2015				2016				2017				2018		
	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III
	planned																				
actual																					

 planned
 done
 provisional

5.2. AVAILABILITY OF APPROPRIATE LICENCES AND AUTHORISATIONS

All requests for obtaining the licenses and authorisations required for the works are prepared, but were not submitted to the relevant authorities.

5.3. ENVISAGED PROGRESS UNTIL NEXT REPORT

The envisaged progress of the tasks is detailed at the tasks' description (Section 5.1 of the current Progress Report). Please find below a summary list of the new tasks, deliverables and milestones that will be achieved until the next report:

- Action A1: The procurement procedure for carrying out the construction works will be completed.
- Action A2: The technical plans will be accepted by the relevant authorities.
- Action A3: The permits required will be obtained.
- Action A4: At least 11 stakeholder meetings will be held and properly documented. The action will be completed.
- Action C1: The action will be completed.
- Action C2: The action will be completed.
- Action C3: The action will be completed.
- Action C4: The action will be completed.
- Action C5: The action will be completed.
- Action C6: The action will be completed.
- Action C7: The action will be started, the first phase will be accomplished.
- Action C8: The elimination of invasive plant species will continue, the retreatment of already-treated areas will be performed (to avoid re-sprouting, if necessary).
- Action D1: Activities will continue as per set in the monitoring plan.
- Action E1: Frequent update of project webpage, newsletters sent.
- Action E2: Checking the status of information and notice boards and gates, maintenance carried out if necessary
- Action E4: Frequent press cutting, preparation of the first specialised article on the achievements of the project so far.
- Action E6: Preparation for the 2nd public information meeting start.
- Action F1: An amendment to the grant agreement will be submitted, administration of the project continues.
- Action F7: Evaluation report on the synergies of the LIFE and EEOP project of KASZÓ

		Inception Report				Mid-term Report				Progress Report				Progress report								
Action	Status	2013		2014		2015				2016				2017				2018				
		III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III
Action A1	planned																					
	actual																					
Action A2	planned																					
	actual																					
Action A3	planned																					
	actual																					
Action A4	planned																					
	actual																					
Action C1	planned																					
	actual																					
Action C2	planned																					
	actual																					
Action C3	planned																					
	actual																					
Action C4	planned																					
	actual																					
Action C5	planned																					
	actual																					
Action C6	planned																					
	actual																					
Action C7	planned																					
	actual																					
Action C8	planned																					
	actual																					
Action D1	planned																					
	actual																					
Action D2	planned																					
	actual																					
Action E1	planned																					
	actual																					
Action E2	planned																					
	actual																					
Action E3	planned																					
	actual																					
Action E4	planned																					
	actual																					
Action E5	planned																					
	actual																					
Action E6	planned																					
	actual																					
Action E7	planned																					
	actual																					
Action E8	planned																					
	actual																					
Action E9	planned																					
	actual																					
Action E10	planned																					
	actual																					
Action F1	planned																					
	actual																					
Action F2	planned																					
	actual																					
Action F3	planned																					
	actual																					
Action F4	planned																					
	actual																					
Action F5	planned																					
	actual																					
Action F6	planned																					
	actual																					
Action F7	planned																					
	actual																					
		Inception Report				Mid-term Report				Progress Report				Progress Report								

6. FINANCIAL PART

6.1. PUTTING IN PLACE OF THE ACCOUNTING SYSTEM

For the setting up and flowless operation of the accounting system of the project a financial administration guide was created and shared with the partners. According to it, the partners are reporting monthly to the coordinator by sending a copy of the timesheets of their personnel, a chart on the breakdown of person hours by actions and copies of salary slips. Copies of the work contracts were also requested. For the travel cost the partners are forwarding a summary table with all travels, summary tables by car and the copies of travelling warrants. External assistance, equipment, consumables and other costs are reported as the following: copies of the documentation on the procurement procedures are forwarded to the coordinator as well as the copy of order forms, bills, delivery notes or other documents that certify the delivery of the item in subject.

All documents are sent first electronically for check. If necessary, the project coordinator requests the completion of the documents (calculation mistakes might be revealed, action codes are also checked, further supporting documents might be requested – as the most often requests). When the documents are correct and have the proper supporting/justifying materials, Beneficiaries provide the hard copy of the documents. All documentation bears the identification number of the project LIFE12 NAT/HU/000593. In most cases, especially in in the case of invoices with high amounts, the providers put the project reference and the action code on the invoice. In case of smaller invoices (i.e. purchase of consumables) the issuer of the invoice (especially when they issue invoices by the cash register) cannot put the project reference on the invoice, the respective beneficiary adds the project stamp together with the action code.

6.2. CONTINUED AVAILABILITY OF CO-FINANCING

Non applicable.

6.3. COSTS INCURRED

Beneficiaries and the project coordinator have a continuous contact in order to ensure the proper financial reporting on the project implementation. The costs incurred until 30.04.2014 are summarised in the following tables.

Incurred costs breakdown by category:

Budget breakdown by categories	Total cost in €	Costs incurred from the start date of the project to 30.04.2014 in €	% of total costs
1. Personnel	422.648	57.495	13,60
2. Travel and subsistence	35.300	1.305	0,37
3. External assistance	635.019	19.613	3,09
4. Durable goods	19.153	12.636	65,97
Infrastructure	0	0	-
Equipment	19.153	12.636	65,97
Prototype	0	0	-
5. Land purchase / long-term lease	0	0	-
6. Consumables	51.086	1.922	2,49
7. Other costs	77.283	649	0,84
8. Overhead	86.700	6.542	7,55
TOTAL	1.327.189	100.162	7,55

Personnel costs

Regarding personnel costs, Beneficiaries register the working hours spent on the project in their time sheets by actions. The staff working on the project are employed by work contracts and staff costs are reported as on the basis of the actual gross salary plus obligatory social charges and statutory costs included in the remuneration. The personnel costs are proportional.

Travel and subsistence

Travel costs are registered as per the national legislation (based on the eligible monthly price of fuel announced by the National Tax Authorities, the official fuel consumption rate and the distance).

Accommodation costs of ERTI at performing activities in the course of action D1 are based on invoices published by KASZÓ. Referring to Article 26 of the Common Provision “costs related to invoicing ... between associated beneficiaries and the coordinating beneficiary” are ineligible. As there are no other possibilities to accommodate the experts of ERTI in KASZÓ (it is a small village with appr. 120-130 inhabitants) experts of the Associated Beneficiary stay at the hunting lodge operated by KASZÓ. The invoices published by the Coordinating Beneficiary on the accommodation of ERTI-experts do not include profit elements, please refer to the declaration of KASZÓ on the accommodation costs of ERTI personnel (Annex 16 attached to the Inception Report). Travel costs are in line with the figures planned for the current reporting period. Travels with higher costs are scheduled to be implemented in the course of conservation actions and the networking activities (travels abroad).

External assistance

External assistance costs are in line with the figures of the project proposal. However, as reported in section 5.1.16 of the Inception Report, KASZÓ decided to produce the gates by their own personnel, which means that a part of the incurred costs related to action E2 are reported and accounted among staff costs and consumables.

Activities requiring higher amounts of external assistance costs will be implemented during the winter of 2014-2015, therefore related spendings are projected for the forthcoming period.

Durable goods

Among durable goods only equipment has been calculated. Since most of the planned assets were purchased at the beginning of the project, almost all expenditure is reported in the current report.

When completing the procurement procedure of the meteorological station, all planned equipment will be procured, reaching 100% of the total budget allocated to this category..

Consumables

There is only one item reported so far, the materials purchased for the preparation of gates (please refer to section 5.1.16 of the Inception Report). The majority of the consumables are related to the conservation actions the majority of which will be implemented in the forthcoming reporting period.

Other costs

Reported other cost items include the cost of permissions, the fee of publication of the procurement procedures in the official website (not planned in the project proposal but compulsory elements of the procurement procedures), and catering (press conference and public information meeting). Invoices of catering were published by KASZÓ. Referring to Article 26 of the Common Provision “costs related to invoicing ... between associated beneficiaries and the coordinating beneficiary” are ineligible. Please note that there are no other possibilities to provide catering in Kaszó (it is a small village with appr. 120-130 inhabitants). The invoices published by the Coordinating Beneficiary on catering do not include profit elements. The majority of planned other costs relate to the conservation actions which are to be commenced in the forthcoming reporting period.

Overheads

Overheads represent proportional reported costs.

The following table present the allocation of the costs incurred per action.

Action number and name	Foreseen costs	Spent so far	Remaining*	Projected final cost *
A1 Procurement procedures	31.518	24.008	7.150	31.518
A2 Technical planning	63.243	8.923	54.290	63.243
A3 Permit procedures	23.007	8.275	14.732	23.007
A4 Stakeholder consultations	21.067	4.430	16.637	21.067
C1 Reservoir in forest Bükk	52.076	0	52.076	52.076
C2 Conservation of Lake Baláta	16.572	0	16.572	16.572

Action number and name	Foreseen costs	Spent so far	Remaining*	Projected final cost *
C3 Eliminating Alluvion of Lakes Kűvölgy #1 and #2	335.903	240	335.663	335.903
C4 Enlargement of Lakes Kűvölgy (Lake #3)	70.086	0	70.086	70.086
C5 Enlargement of Lakes Kűvölgy (Lake #4)	81.373	0	81.373	81.373
C6 Retention of watercourses	23.004	0	23.004	23.004
C7 Reconstruction of service roads	46.728	0	46.728	46.728
C8 Suppression of invasive species	55.614	3.910	51.704	55.614
D1 Monitoring of the impact of project actions on priority habitats	53.715	2.021	51.694	53.715
D2 Assessment of the socio-economic impact of the project actions...	17.712	0	17.712	17.712
E1 Online Communication	31.500	6.506	24.994	31.500
E2 Installation of gates, informational and notice boards	19.247	8.503	10.744	19.247
E3 Development of an educational trail	24.751	0	24.751	24.751
E4 Media work	20.949	2.835	18.114	20.949
E5 Publishing of informational material	14.511	0	14.511	14.511
E6 Public information meetings	8.997	2.371	6.626	8.997
E7 Guided excursions for the public	11.402	0	11.402	11.402
E8 Publishing layman's report	4.466	0	4.466	4.466
E9 Post project communication plan	6.185	0	6.185	6.185
E10 International conference	12.910	0	12.910	12.910
F1 Project management and monitoring of project progress (administrative, technical and financial)	124.565	15.170	109.395	124.565
F2 Steering Committee	18.089	500	17.589	18.089
F3 Training, workshops and meetings for the project beneficiaries' staff	9.482	5.134	4.348	9.482
F4 Networking with other LIFE and/or non-LIFE projects	28.187	793	27.394	28.187
F5 External audit	12.910	0	12.910	12.910
F6 After-LIFE Conservation Plan	0	0	0	0
F7 Potential synergy LIFE-EEOP	0	0	0	0
TOTAL	1.240.489	93.620	1.146.869	1.240.489
Overhead	86.700	6.542	80.158	86.700
ALTOGETHER	1.327.189	100.162	1.227.027	1.327.189

* Please note that an amendment to the grant agreement will be submitted which according to the plans will affect action A1, C1, C3, C4, C5, C8, D1, E3.

7. LIST OF ANNEXES

DELIVERABLES PROVIDED WITH THE INCEPTION REPORT:

Name of deliverable	Related action	Number of annex
Monitoring Plan	D1	Annex 7
Report on the 1 st public information meeting	E6	Annex 11
Signed contract with the project management company	F1	Annex 12
Educational package	F3	Annex 14
Training event administration report	F3	Annex 14
Partnership Agreement		

ANNEXES TO THE INCEPTION REPORT

ANNEX 1

- Government Decision No. 1467/2013 (VII.24.) in Hungarian

ANNEX 2

- Partnership Agreement with annexes signed by both Beneficiaries

ANNEX 3

- Photos of the purchased equipment
- Letter of ERTI on 20.11.2013

ANNEX 4

- Memos of 4 stakeholder meetings

ANNEX 5

- Overall map illustrating the location of all activities (separately marking the activities that were carried out in the reporting period)

ANNEX 6

- Map illustrating the location of elimination works carried out
- Photo documentation

ANNEX 7

- Preliminary monitoring plan
- Monitoring Plan (deliverable of the action)
- Location monitoring parcels and control parcels
- Photo documentation

ANNEX 8

- Document on the registration of the domain names
- Visual identity guide of the project

ANNEX 9

- Map with the location of gates and boards installed
- Design of the information board and the notice board
- Photo documentation

ANNEX 10

- Documents of the Press conference held on 04.12.2013 (attendance sheet, presentations, photos, memo)
- Media appearances of the project

ANNEX 11

- Report on the 1st public information meeting (deliverable of the action)
- Documentation of the 1st public information meeting (invitations, attendance sheet, photos, presentations)

ANNEX 12

- Signed contract with the project management company (deliverable of the action)
- Travel report and photodocumentation of the international kick-off meeting of the successful East-European LIFE2012 projects

ANNEX 13

- Extract of the SC decisions

ANNEX 14

- Educational package (deliverable of the action)
- Training event administration report (deliverable of the action)

ANNEX 15

- Documentation of the participation on the HUTURJAN conference on 14-15.10.2013

ANNEX 16

- Overview map on the area of the EEOP project and the LIFE project

ANNEX 17

- Declaration of KASZÓ on the accommodation costs of ERTI personnel