

## MINUTES

### of Steering Committee meeting no. II

#### **Project Monitoring of NATURA 2000 sites as a tool for effective management and conservation of autochthonous crayfish (EHP-CZ02-OV-1-007-2014)**

Date: 8.6.2015

Present: Mgr. Jakub Dobiáš, RNDr. Marek Liška, Ph.D., Jiří Vohadlo, Ing. Eva Mlejnská, Mgr. David Chrastina, Ing. Jiří Musil, Ing. Tereza Barteková, Ing. Petr Vyskoč, Ing. Jiří Pícek, Ing. Jiří Jarolímek, RNDr. Jitka Svobodová, Mgr. Libuše Opatřilová, Mgr. Pavel Rosendorf, Kateřina Zimová, Ing. Alena Svobodová, Ing. Jan Kašpar, Ing. Danica Pospíchalová.

#### Agenda:

- Implementation of project schedule
- Information on work progress
- Information on project publicity
- Information on preparation of interim monitoring report and distribution of tasks
- Project risks
- Accounting and procurements
- Work records
- Discussion

#### **1. Implementation of project schedule (Mgr. Libuše Opatřilová):**

- Change in the position of the Financial project manager
- The deadline for implementation of the project is January 1 2015 - April 30 2016
- Most of the activities are fulfilled throughout the entire project
- The deadline for the first interim report is July 31 2015; the monitored period from December 19 2014 to June 30 2015 will include a report on the project implementation, attachments, request for payment

#### **2. Information on work progress (RNDr. Jitka Svobodová):**

- Project objectives are being met
- To monitor endangered stone crayfish and noble crayfish 30 sites were selected, mainly in the basins of the Vltava and the Elbe
- The first series of water sample collection has been completed, the second series has already started
- 55 parameters are monitored in the water at 30 locations (including 30 priority substances under Directive 2013/39/EU); basic chemical parameters are monitored at 63 sites
- 21 parameters are monitored in the sediments at 30 locations
- Sediment was collected at all 30 locations, macroinvertebrates at 28 locations (2 locations are on large rivers and will be collected in accordance with the methodology in July)
- Monitoring the bioaccumulation of toxic substances in various crayfish organs at 6 sites with native crayfish and 6 sites with invasive crayfish (2 reference sites are in Norway); crayfish from two sites sampled so far, sampling continues intensively

- Monitoring of the crayfish population characteristics has started - 88 profiles according to the NCA CR methodology
- Ing. Musil acquainted the meeting participants with the methodology of tracking the interactions of the fish as predators and crabs - planned activity in the project

### **3. Information on project publicity (Ing. Jiří Pícek)**

- Calendar - ready for printing, tenders for printing are being prepared
- Signs - appropriate locations are being chosen; if they are placed on Povodí Vltavy, State Enterprise land, it is required to deliver an official application to the partner, which will include a specification of the sign location with the projection of cadastral maps; it is also necessary to draw up an easement contract between TGM WRI, p.r.i. and Povodí Vltavy, State Enterprise
- There have been lectures on March 24, 2015 in Kladno and on May 12, 2015 in Příbram
- Further lectures will follow
- Publication in the journal (Bohemia Centralis) is being prepared
- Website updates on the progress and results of the project
- Photo documentation of the project has been completed

### **4. Information on preparation of interim monitoring report**

- The first interim report on the implementation of the project for the period of January 1, 2015 to June 30, 2015 is being prepared
- The report on the implementation of the project will include Basic information, Description of project progress, Bilateral indicators, Tender management, Implementation of the budget, Prediction for the next period, and Results and outputs (number and description of fulfilling the indicators)
- Each accounting (payment) document must be individually inserted in payment request, including roster of the payment documents for the entire project
- Inventories of payment documents in Excel format: Inventory of accounting documents, Inventory of travel expenses for vehicle fleet, Inventory of travel documents, Inventory of personal expenditure on staff - **documents / inventories will be given to investigators by the financial department for the period until the end of May in the shortest possible time, investigators must assign individual items of inventories to budget items of the project and project activities**

### **5. Project risks**

- As part of monitoring the impact of the environment on the crayfish population, the method of metal analysis in crayfish hemolymph is to be used; due to lower reliability of this method the change of the method to the analysis of pharmaceuticals in water has been proposed. The change will be specified in the monitoring report.

### **6. Accounting and work records**

- Ing. Jarolímek is preparing an inventory of accounting documents, travel expenses, vehicle fleet, travel documents and personal expenditure on staff
- Work reports are being prepared; Ms Zimová provides preparation, checking and coordination for the Department 280

- **In work recording the coordination of all principal investigators of all NF projects is required – they must prepare the documents for completing timesheets - a list of people working on the project and their working hours (number of hours) on individual budget items on which they work – for projects 8504 (Dr. Němejcová) and 8507 (Dr. Svobodová) the documents are created, the document for project 8506 (Dr. Musil) is missing.**