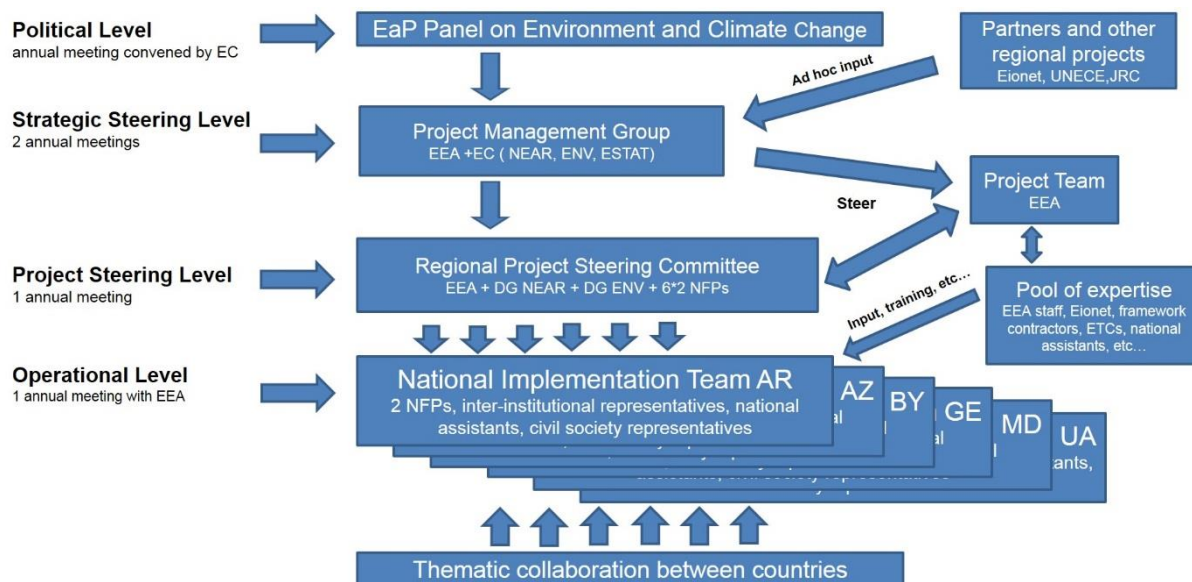


## GOVERNANCE AND METHODOLOGY

### Governance structure

The governance of the ENI SEIS II East project involves different stakeholders and is structured around four levels, demonstrated in the graphic below.



The **political level** is steered by the European Commission and all discussions are organised mainly within the EaP panel meetings/events convened by it.

At the **Strategic Steering level**, the main partners such as EC, Eurostat and EEA are directly involved in the steering and implementation of the project. International partners and regional EU projects, as appropriate can be invited to provide their input. This level provides guidance on the implementation to the Project team, composed from the EEA staff. Meetings are organised on bi-annual basis. A specific EEA project Coordination team, involving cross-Agency experts, is established to provide advice on the implementation activities.

The **project steering level** includes the representatives from the Strategic Steering level including project partner countries. This level evaluates the results and provides guidance. This is also a forum for countries to raise their voice and influence the steering. The Project team convenes the meetings on annual basis.

The **operational level** involves the EEA and the pool of expertise, orchestrating the implementation of the project from one side and the structure put in place at country level – from the other. The activities undertaken at this level are outlined in the work plans.

The implementation of the project at country level implies coordination activities and requires the establishment of the following coordinating structures and roles:



### **National Focal Point (NFP)**

Main counterpart and lead of the project activities, one from the Ministry of Environment and the other – from the Statistics Service. The primary goal is to establish links to relevant experts in other line ministries/national organisations for particular thematic area.

### **National Implementation Team (NIT)**

A leading appointed authority that will bring together the two NFPs (ENV and Stat), the national assistant, relevant counterparts in other ministries and institutions involved in environmental information handling, civil society organisations in order to coordinate national activities, enable better mobilisation of national resources, ensure broader buy-in to the process and improve information flow between different partners.

### **National Assistant (NA)**

The role of the National Assistant is to support the officially appointed NFPs in all tasks related to the ENI SEIS II East project activities that are running for the period of four years.

The need for this function is subject to more elaborated discussions with countries and their commitment to the process.

Detailed information can be found in the annexes enclosed:

#### **Annex 1:**

Description of the role and tasks of the National Focal Points for the ENI SEIS II East project

#### **Annex 2:**

Terms of References for the for National Implementation Team of the ENI SEIS II East project

### **Methodology of Implementation**

The overall method of implementation is to use Eionet as the model for SEIS implementation in the region. Eionet<sup>1</sup> is structured around national obligations towards the EU and the international community streamlined through a rational reporting process with sustainable and stable reporting networks. A similar model is proposed for the ENI East partner countries in line with the practice under the ENPI-SEIS project (i.e. with two NFPs), but with stronger emphasis on establishing links to relevant experts in line ministries/national organisations for particular thematic area, as a step towards reinforcing the coordination structures at national level<sup>2</sup>.

At the operational level, a **variety of models may be considered to mobilise experts and provide technical assistance** to the countries. These included for instance:

- Expert visits to the partner countries;
- Assistance to provide guidance on nationally-driven and/or regional processes (e.g. provision of guidelines, desk studies, and review of documents);

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<sup>1</sup> <http://www.eionet.europa.eu/partners>

<sup>2</sup> In the Eionet context, these are referred to as National Reference Centres (NRCs). The NRCs are key partners at national level in the Eionet network involving an expert or group of experts in national environmental organisations, which are responsible for regular collecting or provision of environmental data at the national level and/or possessing relevant knowledge of specific environmental issues, such as monitoring or modelling. These persons/organisations are nominated and funded by the country to work in specific thematic areas agreed with the EEA.



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- Study tours and working visits to the EEA, Eionet-related entity and/or in relevant national entity in Eionet countries;
- Through dedicated hands-on training.

The ENI project will consider a **range of contracting possibilities** to facilitate:

- Links/interactions with the EEA and Eionet experts (Eionet National Focal Points/NFPs and thematic experts forming the National Reference Centres/NRCs);
- Expert assistance from the European Topic Centres (ETCs), such as done with the ETC on Inland, Coastal and Marine Waters (ICM) and the ETC for Sustainable Consumption of Production (SCP) during the 2010-2015 ENPI-SEIS project;
- Expertise and mobilisation of funds through the project Framework Contracts, enabling for instance:
  - The contractors themselves, and/or associated experts, to execute tasks;
  - The involvement of local/national assistants and experts to assist with shorter-term, concrete tasks (e.g. within pilots) and/or project coordination;
- Synergies with activities and processes driven by key partners, such as the UNECE and UNEP;
- Interactions with important local and regional partners, such as the Regional Environmental Centre for Central and Eastern Europe (RECs), in particular to implement the national communication and visibility plans;
- Synergies with other EU-funded projects and coordinating entities, to be coordinated through the Project Management Group, including for instance:
  - Thematic projects (e.g. EU Water Intuitive Plus);
  - Eurostat (area of waste statistics) and the JRC (in particular related to INSPIRE/Spatial data Infrastructure);
  - Other areas determined by the project Contracting Authority (DG NEAR)



## **Annex 1: Description of the role and tasks**

### **NATIONAL FOCAL POINTS FOR THE ENI SEIS II EAST PROJECT**

Within the context of the ENI SEIS II East project two National Focal Points (NFPs) shall be appointed by each partner country representing the two key networks involved in the project implementation, namely the Ministry of Environment and the Statistical Office. Their cooperation and support is essential for actively engaging their respective networks and national stakeholders in the project related activities, from content to project management.

Each NFP is nominated by the respective administration/organisation in each partner country to be the primary link and contact point for the EEA on all matters related to the ENI SEIS II East project. Within the limits of their national institutional mandates, NFPs shall coordinate contributions to the project outputs and support relevant activities in the country. The organisation and working methods may differ from country to country, reflecting the diverse nature of the national structures in place for the environmental and statistical administration and the related national information systems and networks. A National Focal Point has a number of tasks, activities and responsibilities under the project, some of which belong to the everyday routines whereas others are less frequent.

The list below aims to give an overview of the main duties and responsibilities of the ENI SEIS II East NFPs.

1. Establishment, development and maintenance of the national project network/National Implementation Team (NIT)
  - Support to the selection of the appropriate institutes for the NIT, bringing together representatives of various thematic areas
  - Establishment of inter-institutional arrangements/agreements between relevant organisations.
  
2. Support to the coordination of project activities within the country
  - Agreement on the distribution of work and responsibilities in the network focusing on the main ENI SEIS II East project activity areas
  - Coordination of the delivery of reports, data and information to EEA and other international organisations (such as UNECE) as appropriate
  - Coordination of the delivery of feedback on (draft) products, reports, indicators, processes etc. as appropriate
  - Agreements with, and coordination of, network members' participation in project workshops and other events
  - Following up on national developments in environmental monitoring, research, communication and publications, to ensure the use of up-to-date information.



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3. Supporting the national network members by
  - Informing the network on project activities and developments
  - Encouraging, supporting and controlling timely and high-quality implementation of project tasks
  - Keeping track of relevant national and regional project activities and outcomes.
  
4. Development of contacts and cooperation with
  - Regional networks and their contact persons (e.g. UNECE, UNEP etc.)
  - EU office / delegation in the country as appropriate for the project purposes
  - Other stakeholders and actors inside and outside the NIT, as well as NGOs and civil society organisations
  - Other relevant environmental national or regional projects and activities.
  
5. Ensuring cooperation and coordination within the ENI SEIS II East project through
  - Participation in the project annual Steering Committee meetings
  - Regular dialogue and information exchange with EEA project coordination team
  - Participation and input to thematic project meetings and consultations or appointment of relevant thematic experts to do so
  - Cooperation between the two national NFPs and with the corresponding NFPs in the other countries from the region.



## **Annex 2: Draft terms of Reference**

### **NATIONAL IMPLEMENTATION TEAM (NIT)**

1. An interinstitutional body is established to support the coordination of national activities during the implementation of the ENI SEIS II East project. This body – hereafter to be referred to as the **ENI National Implementation Team (ENI NIT)** – will be operational through the project's duration (2016-2019).
2. The goal of the ENI NIT is to support national activities, enable better mobilisation of national resources, ensure broader buy-in to the process and improve information flow between different partners.
3. With due reference to the provisions and the areas of activities laid in the description of action, the ENI NIT will:
  - Influence the decisions and formalising the working model for the joint cooperation with all partners concerned;
  - Review and advise on the planning of the work to ensure coordination, promote synergies between all institutions involved, and foresee potential future challenges;
  - Advise on the implementation of project activities, in particular concerning proper linkages with core work of each institution involved;
  - Advise on the allocation of resources and make contributions to the ENI SEIS II East project related processes;
  - Provide strategic support for the project implementation activities.
  - Participate and contribute with input at relevant events;
4. The roles and responsibilities of the NIT:
  - Chairmanship will be ensured by the high-level representative from the Environment Ministry and/or Statistics office, assisted by the project National Focal Points;
  - Different institutions having interest and involved in the project implementation will be represented by a designated member;
  - Additional participants may be invited as deemed relevant by the NIT for concrete agenda items or to ensure broader information where needed;
  - The organisational support (agenda, calling for meetings and communication) will be provided by the project National Assistant;
  - National Focal points will act as the main contact point and will be responsible for reporting and follow-up.
5. The NIT will meet on a regular basis, more frequent in the beginning and then once every 2-3 months, at a minimum.

