

**ARPAE**  
**Agenzia regionale per la prevenzione, l'ambiente e l'energia**  
**dell'Emilia - Romagna**

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**Atti amministrativi**

Determinazione dirigenziale	n. DET-2016-41 del 25/01/2016
Oggetto	Servizio Idro-Meteo-Clima. Sottoscrizione accordo di partenariato per il progetto “ALERT”: Strengthening Serbian Multi-Hazard Early Warning. PHASE II: Setting up integrated policies to reduce damages from extreme events and risks for population Ref. No. 1206.002-14.
Proposta	n. PDTD-2016-53 del 25/01/2016
Struttura adottante	Servizio Idro-Meteo-Clima
Dirigente adottante	Cacciamani Carlo
Struttura proponente	Servizio Idro-Meteo-Clima
Dirigente proponente	Dott. Carlo Cacciamani
Responsabile del procedimento	Dott. Carlo Cacciamani

Questo giorno 25 (venticinque) gennaio 2016 presso la sede di Viale Silvani, 6 in Bologna, il Direttore del Servizio Idro-Meteo-Clima, Dott. Carlo Cacciamani, ai sensi del Regolamento Arpaee sul Decentramento amministrativo, approvato con D.D.G. n. 100 del 30/12/2015 e dell'art. 4, comma 2 del D.Lgs. 30 marzo 2001, n. 165 determina quanto segue.

**Oggetto: Servizio Idro-Meteo-Clima. Sottoscrizione accordo di partenariato per il progetto “ALERT”: Strengthening Serbian Multi-Hazard Early Warning. PHASE II: Setting up integrated policies to reduce damages from extreme events and risks for population Ref. No. 1206.002-14.**

**RICHIAMATA:**

- la deliberazione del Direttore Generale di ARPA n. 81 del 15/10/2014 con la quale:
  - si approvava, in considerazione della valenza strategica del progetto e in deroga a quanto stabilito dall'allegato A) Linee guida per il budget esercizio 2014 della D.D.G. n. 88/2013, la partecipazione di Arpa al progetto in oggetto;
  - si delegava al Direttore del Servizio Idro-Meteo-Clima la sottoscrizione dell'accordo di sovvenzione con Central Europe Initiative Executive Secretariat (CEI), ente finanziatore del progetto, nonché l'adozione di ogni atto necessario per garantire lo svolgimento delle attività progettuali, nel rispetto del budget assegnato;

**RILEVATO:**

- che l'accordo di sovvenzione per la realizzazione del progetto “ALERT”: *Strengthening Serbian Multi-Hazard Early Warning. PHASE II: Setting up integrated policies to reduce damages from extreme events and risks for population Ref. No. 1206.002-14*, denominato d'ora in poi - per brevità - *Alert 2*, è stato sottoscritto da ARPA ER con CEI in data 16/10/2014;

**CONSIDERATO:**

- che, a seguito di richiesta avanzata dal questo Servizio con nota PGSIM/2015/821 in data 25/06/2015 la CEI ha autorizzato con nota del 26/06/2015 (conservata agli atti) lo slittamento dell'avvio delle attività del progetto Alert 2 al 01/01/2016;
- che, per garantire un efficace svolgimento di tutte le attività tecniche previste dal progetto Alert 2 nonché una efficiente gestione finanziaria, è opportuno procedere alla sottoscrizione di un accordo di partenariato che regoli, nel rispetto dell'Accordo di sovvenzione sottoscritto con la CEI, i rapporti tra questo Servizio e il Servizio IdroMeteorologico della Repubblica di Serbia (RHMS) partner beneficiario del progetto;

**RITENUTO:**

- di prendere atto della proroga concessa da CEI per l'avvio delle attività del progetto Alert 2;
- di approvare la sottoscrizione dell'accordo di partenariato, il cui schema si allega sub a) al presente atto quale parte integrante e sostanziale;

**ESPRESSO:**

- il proprio parere favorevole di regolarità amministrativa, ai sensi del regolamento sul decentramento Amministrativo approvato con D.D.G. n. 65/2010;

DATO ATTO:

- che si è provveduto a nominare responsabile del procedimento, ai sensi del combinato disposto di cui agli articoli 4, 5 e 6 della Legge 7 agosto 1990, n 241 e della Legge Regionale n. 32/1993 il dott. Carlo Cacciamani;

#### DETERMINA

1. di dare atto che le attività relative al progetto “ALERT”: *Strengthening Serbian Multi-Hazard Early Warning. PHASE II: Setting up integrated policies to reduce damages from extreme events and risks for population Ref. No. 1206.002-14* hanno avuto inizio in data 01/01/2016 e si concluderanno il 31/08/2016;
2. di approvare la sottoscrizione dell’Accordo di partenariato con il Servizio IdroMeteorologico della Repubblica di Serbia (RHMS), il cui schema è allegato sub a) al presente atto quale parte integrante e sostanziale;
3. di dare atto che, dalla sottoscrizione dell’Accordo di partenariato non deriveranno per Arpae ulteriori oneri rispetto a quelli già individuati con la citata deliberazione n. 81 del 15/10/ 2014;

Allegato:

- a) Schema di accordo di partenariato con il Servizio IdroMeteorologico della Repubblica di Serbia (RHMS).

IL DIRETTORE DEL  
SERVIZIO IDRO-METEO-CLIMA  
(F.to Dott. Carlo Cacciamani)



**PARTNERSHIP AGREEMENT**  
**in acceptance and implementation of project**  
***“ALERT”: Strengthening Serbian Multi-Hazard Early Warning***  
***PHASE II: Improving dynamic real time data exchange at central and local level, to increase***  
***efficiency, directly involve population and reduce cost for action***  
**Ref. No. 1206.002-14**  
**hereinafter referred to as ‘KEP Project’**

BETWEEN

**Agenzia Prevenzione Ambiente Energia dell’Emilia-Romagna (Arpae)**  
**Servizio IdroMeteoClima**  
hereinafter known as  
**Applicant**

and

**Republic Hydrometeorological Service of Serbia (RHMSS)**  
hereinafter known as  
**Beneficiary**

***Article 1. Subject of the Agreement***

The subject of this agreement is the implementation of the Project Ref. No. No. 1206.002-14 “ALERT”: Strengthening Serbian Multi-Hazard Early Warning and Alert System. PHASE II: Setting up integrated policies to reduce damages from extreme events and risks for population”, promoted by the Applicant and the Beneficiary to the Central European Initiative, and entitled to be co-financed by the CEI under its “Know-How Exchange Programme” (KEP).

The Grant Agreement (hereinafter known as “**the Grant Agreement**”) between the Applicant and the Central European Initiative (hereinafter “the CEI”) was signed on 16 October 2014 and the KEP Project started on 1st of January 2016 and shall end on 31<sup>st</sup> August 2016.

The maximum eligible total cost of the KEP Project is finally established in € 80.450,00;

CEI funding rate is set at 49,73% of the total admitted eligible cost with a maximum of € 40.000,00 as financial support from the CEI.

The KEP Project will be implemented by the **Applicant** (Hydro-Meteo-Climate Service of Arpae) and the **Beneficiary** (RepublicHydrometeorological Service of Serbia, RHMSS).

The Grant Agreement and any amendment to the Grant Agreement signed by the Applicant and the Central European Initiative form an integral part of this Partnership Agreement. The provisions of the Grant Agreement shall take precedence over any other agreement between the Applicant and the Beneficiary which may have an effect on the implementation of the above agreement between the Applicant and the CEI.

## ***Article 2. Duration of Partnership Agreement***

This Partnership Agreement will enter into force when the last of the two parties (Applicant/Beneficiary) signs; termination on the date of the payment of the balance by the Applicant to the Beneficiary.

## ***Article 3. Role and obligations***

### ***3.1. Role and obligations of the Applicant***

Arpae is the Applicant of the KEP Project and therefore accepts all responsibilities as stated in articles 1.2 and 2.1 of the Grant Agreement signed with the CEI. Persons of reference for the implementation of the project in Arpae are: Dott. Carlo Cacciamani, director of the HydroMeteoClimate Service (ccacciamani@arpa.emr.it) and Barbara Ramponi (bramponi@arpa.emr.it), financial officer.

RHMSS, as Beneficiary, agrees that:

- a) Arpae is solely legally and financially responsible to the CEI for the full implementation of the KEP Project measures in order to achieve the KEP Project objectives;
- b) Arpae is granted power of attorney by the Beneficiary, to act in its name and for its account in signing the Grant Agreement and its possible subsequent amendments with the CEI.
- c) Arpae is bound to accept all the provisions of the agreement with the CEI.
- d) Arpae alone, by virtue of the mandate signed, is entitled to receive funds from the CEI and distribute the amounts corresponding to the Beneficiary's participation in the KEP Project.
- e) Whenever the CEI reduces its financial contribution, it shall be incumbent upon Arpae, in cooperation and agreement with the Beneficiary, to find the necessary budget adjustments to ensure correct implementation of the KEP Project. In no case shall the CEI increase its contribution or the rate of co-financing.
- f) Arpae shall contribute financially to the KEP Project by the amount of € 36.700,00. (45,62% of project cost), of which in-kind contributions €16.500,00.
- g) Arpae shall report directly to the CEI on the technical and financial progress of the KEP Project. The Applicant shall therefore provide to the CEI all the necessary reports, in accordance with Articles 4.1, 4.2 and 4.3 of the Grant Agreement between CEI and the Applicant. Arpae shall provide the Beneficiary with copies of technical and financial reports submitted to the CEI as well as the CEI's reactions to these documents. Arpae shall inform the Beneficiary about important "events" related to the KEP Project, e.g. requests for amendments to the Grant Agreement and the reply given by the CEI to such requests.

### ***3.2. Role and obligations of the Beneficiary***

Role and obligations of RHMSS are stated in the Grant Agreement between CEI and Arpa, as well as in the original KEP Project Application Form (both attached to this Agreement) and following modifications. Persons of reference for the implementation of the project in RHMSS are: Jugoslav Nikolić (for issues related to the general implementation of the Project and financial issues); Bojan Palmar (for issues related to the scientific implementation of the project) and Katarina Cesarov (for administrative issues).

2. By signing this agreement, the Beneficiary accepts to:

- a) Fulfil all provisions stated in all KEP Project documents.
- b) Accepts all the provisions of the Grant Agreement with the CEI. In particular, he acknowledges that, by virtue of the mandate signed, the Applicant alone is entitled to receive funds from the CEI and distribute the amounts corresponding to the Beneficiary's participation in the action.
- c) Accepts the task to assist the Applicant in fulfilling his obligations under the Grant Agreement, in particular with the timely provision of documents and information (technical as well as financial), and whatever documents or information (technical and financial) may be required, as soon as possible and no later than one week after receiving the request from the Applicant.
- d) Contributes financially (in-kind) to the KEP Project and shall benefit from the financial contribution from the CEI in the conditions stipulated in this Partnership Agreement and particularly in art. 14 below.
- e) The Beneficiary shall not report directly to the CEI on the technical and financial progress unless explicitly requested to do so by the CEI.

### **3.3. Project Activities: Shared Responsibilities**

1. Applicant's and Beneficiary's roles in project activities are listed in Ch.3.1 of the KEP Project Application Form ("Project Activities").

2. The Beneficiary will grant active cooperation to fulfil the scope of all the actions (1-16).

3. The main responsibility for preparing intermediate and final reports, including financial, belongs to the Applicant but the Beneficiary commits itself to actively cooperate and to send all documents (technical, administrative and financial) necessary for the submission of the reports within the following 10 days from the date of the request by the Applicant. A list of the documents which may be required for the financial report is attached to this Partnership Agreement.

### ***Article 4. Common obligations for both the Applicant and the Beneficiary***

1. The Applicant and the Beneficiary shall maintain up-to-date books of account, in accordance with the normal accounting conventions imposed on them by law and existing regulations. The Applicant and the Beneficiary shall retain, throughout the KEP Project and for at least two years after the final payment, all appropriate supporting documentation (copies) for all expenditure, income and revenue for the KEP Project as reported to the Commission, such as tender documents, invoices, purchase orders, proof of payments, salary slips, time sheets and any other documents used for the calculation and presentation of costs. The original (or authenticated copy) documentation shall be clear, precise and effective and shall be submitted to the CEI when requested, through the Applicant. The Applicant shall retain copies of all supporting documents of the Beneficiary. Upon request of the Applicant, the Beneficiary shall send copies of supporting (accounting) documentation to the Applicant in two tranches: indicatively in a) May 2016 and b) August 2016, in coincidence with the drafting of a) the Progress Report and b) the Final Report.
2. The Applicant and the Beneficiary shall ensure that all invoices include a clear reference to the KEP Project.
3. The Applicant and the Beneficiary shall ensure that the CEI support is publicised, as detailed in Article 5 of the Grant Agreement between the CEI and the Applicant.
4. The Applicant and the Beneficiary shall share freely the know-how necessary for implementation of the KEP Project.
5. The Applicant shall not act, in the context of the KEP Project, as sub-contractor or supplier to the Beneficiary. The Beneficiary shall not act, in the context of the KEP Project, as sub-contractor or supplier to the Applicant or other Associated Partners.

### ***Article 5. Subcontractors***

For specific tasks of a fixed duration, the KEP Project includes subcontractors, who shall not be considered as Beneficiaries.

The Applicant and the Beneficiary commit themselves to award subcontracts in accordance with the applicable rules on public tendering, in conformity with EU Directives on public tendering procedures.

The main supply to be purchased under the present project will be managed by the Beneficiary, under EU PRAG Rules (“PRocurement And Grantsfor European Union external actions. A Practical Guide”, as applicable from 15 January 2016).

### ***Article 6. Civil liability***

The Applicant and the Beneficiary accepts to assume sole liability towards third partiesresulting from its carrying out its parts of the KEP Project.

### ***Article 7. Resolution of controversies***

In case of controversy between the Applicant and the Beneficiary, Arpaean and RHMSS commit themselves to settle it amicably.

Any dispute between the Applicant and the Beneficiary as to matters arising pursuant to the present Agreement that cannot be settled amicably within thirty (30) days after receipt by one Party or the other Party’s request in written communication for such amicable settlement may be submitted to an Arbitrator chosen by the CEI, as grantor. Being the CEI an international organisation under Italian Law, in case of disputes, the law applicable to this agreement shall be the Italian Law.

### ***Article 8. Project Reporting***

1. The Applicant shall regularly inform the CEI on the progress and on the achievements of the KEP project through the submission of the following reports, as indicated in Ch. 4 of the Grant Agreement between the CEI and Arpae:

- One Progress Report, to be delivered within four months of the KEP Project start;
- One Final Implementation Report, to be delivered within sixty days upon completion of the project activities;
- One Final Financial Report, to be delivered, together with the Final Implementation Report, within sixty days upon completion of the project activities.

The Final Reports will be co-signed by Arpaean and RHMSS.

The Beneficiary will actively cooperate with the Applicant to draft these Reports and to collect all relevant documentation to be attached.

2. Arpaean and RHMSS agree that after each technical meeting the minutes and all relevant material produced within the meeting may be used as a contribute to the reporting above.
3. The Beneficiary undertakes to provide any relevant information to the Applicant in due time before the submission of reports to the CEI, and to be available with additional information, should the CEI request so.

### ***Article 9. CEI visibility***

Arpaean and RHMSS declare to accept what stated in Chapter 5 of the Grant Agreement annexed to KEP Grant Agreement and commit themselves to fulfil all requirements in terms of promoting the CEI visibility in all phases of the project.

## ***Article 10. Confidentiality for special documents and Copyright***

The CEI, the Applicant and the Beneficiary undertake to preserve the confidentiality of any document, information or other material communicated to them *in confidence*, disclosure of which could harm another party. The parties shall remain bound by this obligation beyond the closing date of the KEP Project.

## ***Article 11. Ownership and exploitation of results, Copyright***

The Applicant and the Beneficiary shall be the co-owners of the results, documents, expertise obtained pursuant to the KEP Project.

As for copyright of project documents, the Beneficiary agrees to the conditions expressed in Chapter 6 of the Grant Agreement towards the Grantor (CEI).

## ***Article 12. Financial reporting: auditing***

Arpae and RHMSS declare to approve the contents of Chapter 4 of the Grant Agreement and accept to fully comply with it. Furthermore,

- Arpae, as Applicant, accepts the task to report all KEP Project costs certified by an external auditor and to provide the CEI with the mid-term financial statement and the final statement of expenditure and income;
- At least twice (in coincidence with the drafting of the Progress Report and the drafting of the Final Reports), the Beneficiary will provide Arpae with a dated and signed "cost statement summary" in electronic and paper version, with annexed all documents required by Arpae and necessary for the audit. If a document and / or an additional information is required by the auditor or by the CEI, the Beneficiary will send it immediately, at the latest within five working days from the date of the request by Arpae.

## ***Article 13. Beneficiary's estimated eligible costs and financial contribution***

In accordance with the final budget of the KEP project, the Beneficiary will implement actions with an estimated total cost of € 30.150,00 (Annex 5 – Breakdown of estimated costs).

### ***a) contribution***

RHMSS will contribute € 3.750,00 to the KEP Project of own financial resources, as **in-kind contribution** (Annex 5: 1d - 1f and 7b);

RHMSS will provide the Applicant with relevant documentation (curricula, copies of payslips, detailed working time sheets, invoices, receipt, proof of payment) when required.

### ***b) CEI funded activities***

Other project activities to be implemented by the Beneficiary will be covered by the CEI co-financing, to be disbursed by the Applicant under the conditions indicated below:

**1e) Senior experts - Beneficiary (external consultants)** up to € 1.200,00. The Beneficiary will provide the Applicant with relevant documents attesting the enrolment and the payment of external consultants (curricula, work terms of reference and proof of payment made).

**2a) Travel - Belgrade – Bologna – Belgrade** up to € 6.000,00. The Beneficiary will provide the Applicant with relevant documents attesting travelling costs (train, flight ecc. and proof of payment made).

**2b) Travel - Internal to project area** up to € 120,00. The Beneficiary will provide the Applicant with relevant documents attesting travelling costs (train, car, petrol ecc. and proof of payment made).

**3a) Accommodation - Per diem in Bologna** up to € 2.880,00. The Beneficiary will provide the Applicant with relevant documents attesting accommodation costs in Bologna (Hotel, lunch and dinners ecc. and proof of payment made).

**4a) Conferences and seminars in Belgrade** up to a maximum amount of € 1.200,00. The Beneficiary will provide the Applicant with all relevant documents attesting purchases and payments related to the organisation of a project conference/ seminar in Belgrade (receipts of payment and similar).

**5a) Softwares for data analysis** to be purchased up to a maximum amount of € 15.000,00. The purchase should respect procurement rules as per Art. 5 of this Partnership Agreement. The Applicant will reimburse the Beneficiary of the

entire cost, up to a maximum of € 15.000,00, upon receipt of a proof of purchase by the Beneficiary (invoice or similar and proof of payment made).

***c) Procedure for disbursement***

In the framework of the KEP project, the Beneficiary will receive from the Applicant a maximum amount of € 26.400,00, as share of the CEI contribution, to cover items 1e), 2a), 2b), 3a), 4a), and 5a) as above.

The Applicant will transfer the share of the CEI contribution in different tranches:

1) The first, in advance, of € 13.200,00 at the signature of the present agreement, provided that the CEI has transferred the 50% of the CEI contribution as “advanced payment” to the Applicant.

2) Once the advance payment (Beneficiary’s quotas) has been exhausted, and accounted for to the Applicant, the remaining co-financing quota will be anticipated by the Beneficiary and accounted for to the Applicant. At the closure of the project, the Beneficiary will support the Applicant in drafting a “Final Implementation Report”, and a “Final Financial Report”, as indicated in art. 8 above.

The Beneficiary will submit to the Applicant all relevant documents to apply for the final payment it is entitled to (see annex n. 4 to this agreement).

Once the CEI will have processed the above Final Reports and acknowledged the eligible expenses, the Applicant will transfer to the Beneficiary the final payment quotas, as acknowledged by the CEI, as per Chapter 3 of the Grant Agreement between CEI and Arpa.

The estimated total costs incurred by the Beneficiary will be regularly reviewed during the KEP Project. In agreement with the Applicant, the amounts specified in this Article can be modified, provided that the modifications are in line with the Grant Agreement concerning the KEP Project budget. All changes to whatever budget line considered fruitful or necessary for the KEP Project, still within the same total budget, must be formally authorised by the Applicant (which at its turn will address a request and wait for approval by the CEI).

The final settlement will be based on the CEI's assessment of the Final Report, and more precisely on the review and acceptance of eligible expenses in the framework of the KEP Project.

***Article 14. Payment terms***

The Beneficiary commits itself to communicate to the Applicant, as soon as possible, the details of its Bank Account. Once the Applicant will receive this information all payments shall be made by the Applicant to the indicated account.

The Applicant and the Beneficiary agree that the first payment is considered as pre-financing payments until the CEI has approved the Final Reports and has transferred the final payment to the Applicant.

The Applicant will transfer the share of the final payment to the Beneficiary after the CEI has made the final payment, and/or incorporate a provision according to which the Applicant may recover amounts unduly paid to the Beneficiary.

***Article 15. CEI monitoring***

Arpa and RHMSS acknowledge to the CEI the right to audit and check all the documents submitted by the Beneficiary at any time during the KEP Project implementation. The CEI, as per art. 4.5 of the Grant Agreement, will be invited to participate to all project activities and public events organised in the framework of the KEP project.

Done at Bologna, \_\_\_\_\_ 2016  
For the Applicant  
Hydro-Meteo-Climate Service of Arpa  
represented by  
Dr. Carlo Cacciamani  
Director

Done at Belgrade, \_\_\_\_\_ 2016  
For the Beneficiary  
RHMSS  
represented by  
Prof. Dr. Jugoslav Nikolić  
Director

Annexes:

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1. Grant Agreement signed between CEI and ARPA ER
2. Original Project Application Form, as approved by CEI
3. Kep Project Updated schedule and budget approved by CEI
4. Guidelines for reporting and audit of costs
5. Breakdown of estimated costs