



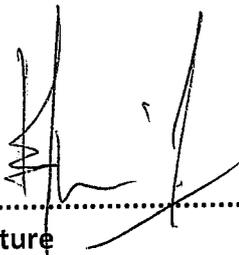
**EU funded ILO Technical Cooperation Project:
“Strengthening the capacity of social partners in the road transport sector in
Bulgaria and Romania to engage in effective and constructive social dialogue
at international, national and enterprise level”**

ILO Reference: RER/08/09/EEC
Grant Agreement: N° VS/2008/0506 (SI2.513535)

Submission of the Final Report

Name and title of the person responsible for the Final Report: Ms. Elizabeth Tinoco,
Director, Sectoral Activities Department

Due date of the Final Report: 30 September 2010


.....
Signature

Place: Geneva, Switzerland

Date:20.09.2010.....



FINAL REPORT

COVER PAGES

Grant Agreement: Agreement No VS/2008/0506 (S12.513535)

Name of beneficiary of grant contract: **International Labour Organization (ILO)**

Name and title of the Contact person: **Ms. Anne-Laure Henry-Gréard (PARDEV)**

Name and title of the person responsible for the project: **Mr. Marios Meletiou, Senior Technical Specialist (Ports and Transport), Sectoral Activities Department**

Name of partners in the Action:

- 1. European Transport Workers' Federation (ETF); Rue du Midi 165, B-1000 Brussels, Belgium; Social Partner – Responsible Person: Mrs. Cristina Tilling**
- 2.**
- 3. International Road Transport Union (IRU); 32-34 av. de Tervuren, bte 37, 1040 Brussels, Belgium; Social Partner - Responsible Person: Mr. Damian Viccars**

Title of the Action: **“Strengthening the capacity of social partners in the road transport sector in Bulgaria and Romania to engage in effective and constructive social dialogue at international, national and enterprise level”**

Reference numbers:

Grant Agreement: No VS/2008/0506 (S12.513535)

ILO XB – Symbol : RER/08/09/EEC – 101592

Start date and end date of the Action:

Start date: 01/11/2008

End date (Initial): 20/12/2009 (As in the Agreement)

End date (Actual): 30/03/2010 (Following an extension granted by the EC – refer to Annex I)

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1. Introduction

This report has been prepared in compliance with the following requirements:

- a) Answers to the nine (9) specific questions included in ANNEX II of the call of proposals (VP/2008/001/12 – Budget Heading: 04 03 03 01)
- b) Articles 2 and 15(1) of Annex II of the Agreement (Grant Agreement: No VS/2008/0506 (S12.513535))

This report has been structured in a way that the specific requirements referred to above are clearly reflected and therefore would be easily identified in the table of contents and the corresponding parts of this report.

The Final Report comprises the following five distinct parts:

- Cover pages providing the basic information of the Action (includes a detailed table of contents)
- Introduction
- NARRATIVE REPORT
- FINANCIAL REPORT
- ANNEXES

Where appropriate, certain parts of the report (e.g. the “3. FINANCIAL REPORT”, “2.4 Description of Activities carried out in relation to the Action”) have been structured in a way that a direct comparison would be easily made between the provisions of the Agreement and the actual implementation.

Samples of the documentation that have been produced in relation to the Action and as provided in the Agreement have already been handed over to Ms. Ellen Durst (European Commission, DG Employment, Social Affairs and Equal Opportunities, Social Dialogue - Industrial Relations) on 1st December 2009 (see Annex III).

Because of certain synergies that have taken place between this Action (Grant Agreement: No VS/2008/0506 (S12.513535)) and another EU funded ILO Action [“Strengthening Social Dialogue in the Process of Structural Adjustment and Private Sector Participation in Ports in Bulgaria, Romania and Croatia” - Agreement N° 30-CE-0194198/00-19 – SI2, 502974], the Financial Report of this Final Report has a number of cross references to the Financial Report of the Final Report for the Action in relation to Agreement N° 30-CE-0194198/00-19 – SI2, 502974. For this reason, the Final Reports for both Actions have been submitted concurrently. The said cross references are **highlighted**, for easy identification.

2.1 Executive Summary

The Action has been successfully completed within the timeframe, budget and performance requirements included in the Agreement.

All project activities have been timely implemented. The international tripartite cross-fertilization workshop in Brussels, which was the last project operational activity, took place during the first week of December 2009 (the initial end date of the Action was the 20th of December 2009). The date of the activity was moved from the end of October 2009 to the first week of December 2009 after a re-assessment of the timing of project activities at the beginning of the Project (see Annex I). Therefore, an extension for the end date of the action until 30 March 2010 was granted by the EC.

The approved budget for the Action was EUR 351,466.33. The actual cost of the Action was EUR 306,570.71. The actual ILO contribution and that of the project partners (ETF and IRU) towards the cost of the Action was EUR 102,783.74 which is higher than that required by the Agreement. The required financing by the Contracting Authority would therefore be EUR 200,724.24. This amount is less than the pre-financing amount of EUR 204,152.07 (first instalment received by the ILO from the Contracting Authority). Therefore, there will not be a need for a second instalment / final payment to be made to the ILO by the Contracting Authority. On the contrary, the ILO, after the approval of this Final Report by the Contracting Authority, would be ready to return to the Contracting Authority the appropriate amount that would represent the balance between the pre-financing amount and the actual cost of the project.

The actual Action cost was less than the estimate budget because of a higher ILO and project partners contribution in “Heading 1 -Staff costs “(EUR 6,407.02), and savings in “Heading 2 – Travel and subsistence” (EUR 39,435.88), in Heading 3 – Costs of services (EUR 6,580.95) and in “Heading 4 – Administrative costs” (EUR 1,641.17) totalling to the amount of EUR 47,658.00 in actual expenditure savings. Moreover, the revenue of EUR 3,062.73 was generated by the action due to the reimbursement of VAT on certain eligible local costs for such reimbursement in Bulgaria and Romania. It is also pointed out that there was no need for to make any budgetary amendments that would require transfers of any amounts between budget headings.

The principal performance indicator in the Agreement was the Programme of the project activities. The said programme (see Annex IV) was implemented with only a few minor time deviations that was necessary for practical reasons (e.g. availability of key persons in certain activities). However, the completion dates of the key activities (studies, publications, and

workshops) were all met. In total, 38 representatives of the Governments, the employers' and the workers' organizations in the road transport sectors in Bulgaria (20 persons) and Romania (18 persons) were trained (within the framework of two national tripartite workshops) on how to effectively be engaged in social dialogue on road transport related matters and to be able to train other persons on the same subject. Moreover, 15 representatives of the Governments, the employers' and the workers' organizations in the road transport sectors in Bulgaria (8 persons) and Romania (7 persons) participated in the international tripartite cross-fertilization workshop in Brussels. The ILO training materials used in the national tripartite workshops were also translated into Bulgarian and Romanian. National Plans were developed through social dialogue and tripartite process for the continuation of the project in Bulgaria and Romania.

The analyses of the evaluation questionnaires that were completed by representatives of the Governments, the employers' and the workers' organizations in the road transport sectors in Bulgaria and Romania at the end of each workshop and the statements made by top management Officials of the Governments and the organizations of the social partners of the two countries revealed the high level of satisfaction of the participants and their organizations regarding the quality and results of the Action.

The substantial involvement of the project partners (ETF and IRU) and the most professional and significant support that was given by the Officials of the DG Employment, Social Affairs and Equal Opportunities, Social Dialogue - Industrial Relations and the Directorate-General for Mobility and Transport highly contributed to the success of the Action.

2.2 Summary and context of the Action

On 1st September 2008, the ILO submitted a proposal for a Technical Cooperation project titled “Strengthening the capacity of social partners in the road transport sector in Bulgaria and Romania to engage in effective and constructive social dialogue at international, national and enterprise level” in response to the European Commission Call for Proposals VP/2008/001 under the budget heading “Industrial Relations and Social Dialogue”. The proposal was approved by the relevant EC Evaluation Committee only with some changes to the budget of the Action. In December 2008 a grant agreement was signed between the EC and the ILO for the implementation of the project of 14 months duration, with the starting date of the Action for the 1st of November 2008.

The EC Unit responsible for this project is Directorate-General for Employment, Social Affairs and Equal Opportunities. The Land Transport Policy Unit of the Directorate-General for Energy and Transport, European Commission was also very closely following up this project.

There were two project partners who were actively involved in the preparation and implementation of the project. These were the European Transport Workers’ Federation (ETF) representing the Workers’ group and the International Road Transport Union (IRU) representing the Employers’ group.

The project was mainly based on the ILO training materials developed by the Sectoral Activities Department (SECTOR) of the ILO.

The general aim of the project was to strengthen the capacity of the social partners and other institutions involved in the road transport sectors in Bulgaria, and Romania to engage in a constructive social dialogue in the road transport sector.

The main beneficiaries of the project were the Workers and Employers in the road transport sector in Bulgaria and Romania that through their ability to be engaged in effective social dialogue would promote and safeguard their working and living conditions at acceptable / European standards and achieve efficient and competitive operations of their businesses respectively.

The core activities of the project comprised the design and holding of two national tripartite workshops on strengthening the capacity of social partners in the road transport sector to engage in effective and constructive social dialogue at international, national and enterprise level (one in Bulgaria and one in Romania). Both of the national workshops were timely and successfully implemented. Special emphasis was given to relevant EU legislation and to local conditions, which were reflected in the two local studies (one for Bulgaria and one for Romania) that were presented and discussed at the corresponding national workshop.

The national workshops were followed by the international tripartite workshop on social dialogue in the road transport sector that was held in Brussels, which facilitated cross-fertilization between project participants from the above two countries as well as their exposure to pertinent information and experiences from the social partners from Belgium and the Netherlands on social dialogue in the road transport sector.

The national activities of the project in Bulgaria and Romania were steered by corresponding National Tripartite Project Steering Committees (NTPSCs), which functioned democratically on the basis of adopted terms of reference within a true spirit of social dialogue and consequently performed efficiently and effectively.

The sustainability of the project would be secured through the availability of all pertinent ILO training and other materials on social dialogue in the road transport sector in the local language and the establishment of a team of local instructors on social dialogue in the road transport sector, who will be able to use the above-mentioned materials to continue to train more local persons.

The lasting impact and multiplier effect of the project will be guaranteed by the national ownership of the project and particularly through the NTPSCs that have developed National Plans to that effect so that the capacity building of the social partners on social dialogue the road transport would have long-range benefits.

2.3 Answers to the nine (9) specific questions included in ANNEX II of the call of proposals

1. How was the project carried out?

a. Short description of the project

The aim of the project was to enhance the capacity of the Governments and the social partners in the road transport sectors in Bulgaria and Romania to engage in effective social dialogue in the road transport sector.

The project mainly comprised the design and holding of two (one in Bulgaria and one in Romania) national tripartite workshops on strengthening the capacity of social partners in the road transport sector to engage in effective and constructive social dialogue at international, national and enterprise level. Special emphasis was given to relevant EU legislation and to local conditions, which were reflected in two local studies (one for each country) that were presented and discussed at the corresponding national workshop. The two national workshops were followed by an international workshop in Brussels, which facilitated cross-fertilization between project participants from the above two countries, as well as their exposure to pertinent information from EC Officials and from the social partners in the road transport sectors in Belgium and the Netherlands.

This aim of the project was achieved through the training of local instructors representing the Government and the social partners in the road transport sector within the framework of the two national tripartite workshops that were based on ILO documentation and experiences with special emphasis on the European environment. The local instructors would now be able to continue the capacity building on social dialogue in the road transport sectors in their respective countries by using the relevant ILO Guidance training materials that have been translated into the local languages and on the basis of national implementation plans that have been developed through a tripartite process and taking into account inputs from the international tripartite cross-fertilization workshop that included the experience on social dialogue in the road transport sectors in Belgium and the Netherlands.

b. Results

The main result on the substance of the project was the better and common understanding of the Governments and social partners in Bulgaria and Romania of the processes of social dialogue and more importantly the significance of social dialogue

in the road transport sector. The practical results of the project were the establishment through training of a corps of 20 local instructors in Bulgaria and 18 local instructors Romania, the translation and publication of the ILO training materials on social dialogue in the road transport sector into Bulgarian and Romanian and the development of national implementation plans for the continuation of the capacity building of the Government and the social partners in Bulgaria and Romania on social dialogue in the road transport sector.

c. Methodology

A highly participative and interactive approach has been followed throughout the project, which facilitated the active and substantial involvement of the representatives of the Governments and social partners in the design and steering of the project and their interaction with the ILO and other experts that contributed to the project. In this respect, National Tripartite Project Steering Committees (NTPSCs) were established in Bulgaria and Romania, which operated on the basis of terms of reference that were adopted by the members of the NTPSCs. The NTPSCs operated in a democratic way, during the workings of which the representatives of the Government and social partners, under the guidance of the ILO specialists, were offered the opportunity to practice many principles of effective social dialogue. The workshops were designed to include group work, role playing, exercises and presentations by the participants, which maximized the active involvement and interaction of the participants between them and with the ILO and other experts. The preparation of the national plans for the future continuation of the project through a tripartite process gave the opportunity to the representatives of the Government and the social partners to engage in practice on social dialogue on an issue of common interest.

2. How has the operation met the objectives of the budget heading?

The project promoted social dialogue at sectoral level (road transport sector) in accordance with Articles 138 and 139 of the EC Treaty (as referred to in the call of proposals). Moreover, the project focused on social dialogue in the process of changes in the road transport sector (e.g. restructuring of the sector, adaptation to EC directives etc.), which is in line with the objective of the said budget heading to promote actions outlined in the European Commission's Communication on the European social dialogue, a force for innovation and change and the Communication on Partnership for change in an enlarged Europe - Enhancing the contribution of European social dialogue. The project involved two New Member States and used information and training workshops to strengthen the capacity of social partners in Member States related to the European social dialogue.

Finally, in line with the ILO policy and the objectives and priorities of the relevant EC call of proposals, the female participation in the activities of this project was highly encouraged. Despite the fact that the road transport sector is dominated by the male population of the participating countries, the female participation in this project, as demonstrated in the table that is presented here below, was very satisfactory.

GENDER DISTRIBUTION IN MAIN PROJECT ACTIVITIES

Country	Members of National Tripartite Steering Committee (NTPSC)		Participants of National Tripartite Workshop on Social Dialogue in Road Transport		Participants of International Tripartite Workshop on Social Dialogue in Road Transport		Local Consultant for national study	
	Men	Women	Men	Women	Men	Women	Men	Women
Bulgaria	5	1	13	7	3	5		3*
Romania	8	1	12	6	5	2		1

*A team of three women experts

3. Description of transnational dimension of the operation

This project had a strong transnational dimension, as it was based on the accumulated experience of the ILO, which is an international organization operating in 183 countries.

The ILO training materials that formed the basis of this project reflect the experience and included case studies from a large number of European and other countries. The project, which was implemented in Bulgaria, Romania and in Belgium that comparatively has a more mature road transport sector, included a cross-fertilization activity between participants from the said countries, as well as the exposure of these participants to practices on social dialogue from the road transport sector in the Netherlands.

The transnational dimension was further enhanced from the knowledge of the two project partners (ETF & IRU) both of which have experience in most European countries.

4. How were the social partners /stakeholders involved?

The partners of the ILO in this project [European Transport Workers' Federation (ETF) & International Road Transport Union (IRU)] have closely collaborated with the ILO in the project preparation. Officials from ETF and IRU prepared and delivered high quality presentations at the two national tripartite workshops and actively participated in a supportive manner at the international tripartite workshop in Brussels and in inviting at the International Tripartite Cross-fertilization workshop in Brussels representatives of the social partners from the road transport sectors in Belgium and the

Netherlands. Finally, ETF provided, at no cost to the project, the venue for the international tripartite workshop in Brussels.

5. What contribution was made by the partners?

Officials and representatives of the Government, the Employers' & Workers' organizations in Bulgaria and Romania assisted the ILO in the preparation of the project, particularly in establishing appropriate estimates for local costs. The Government, the Employers' & Workers' organizations in Bulgaria and Romania covered the cost of national transport for their representatives in connection with their participation in the national activities. They also, provided the relevant political support to the project and through their representatives who actively and substantially participated in the workings of the National Tripartite Steering Committees, which, inter alia, included the preparation of the national plan for the continuation of the project.

6. What added value (i.e. lasting impact and/or multiplier effect) has the project contributed?

The lasting impact and multiplier effect of the project will be guaranteed by the national ownership of the project and particularly through the National Tripartite Project Steering Committees (NTPSCs), which have been encouraged (and indeed, the Governments and social partners have indicated their intention) to continue their work after the completion of the project. The NTPSCs have developed (on the basis of the results of the project) national plans to that effect, (e.g. the frequent holding of national tripartite training workshops for the training of more persons on social dialogue in the road transport sector and the dissemination at national level of the results of the project) so that the capacity building of the social partners on social dialogue in the road transport sector would have long-range benefits. The training of the project participants as trainers on social dialogue in the road transport sector is a long-term investment that would form the bedrock of the lasting impact and multiplier effect of the project. The said national plans would be overlooked by the NTPSCs so that the appropriate synergies and coordination between the Government and the social partners would best be achieved.

7. How was the operation publicized and how have the results been disseminated?

The ILO publicised the project on its website (see link <http://www.ilo.org/public/english/dialogue/sector/sectors/transp/technicalcooperation.htm>). However, please note that this link will soon be changed because the website of the Sectoral Activities Department will migrate to another platform, which the address of new website has not yet been finalized). This website provides an outline of the project, as well as the results of the project. Moreover, the ILO has encouraged its partners in this project (ETF & IRU) as well as the beneficiaries of this project in Bulgaria, and Romania (Government, Employers' and Workers' organizations) to publicise the project

and its results on their own websites. In the case of Romania, the local press was invited at the opening session of the national tripartite workshop and relevant articles appeared in the Romanian media.

Furthermore, as per Annex II, Article 6 of the Agreement, an acknowledgement page as well as the European logo (twelve yellow stars on a blue background), have been included in the publications, publicity material and project documents produced within the context of the Project.

8. What lessons have been learned from this experience?

The main lessons learned from this experience were the following:

- a. The involvement of the project partners and the representatives of the Governments and social partners in the preparation of the project proposal facilitated a common understanding of the objectives and implementation process of the project a contributed to the smooth implementation of the project activities.
- b. The preparation of a detailed project proposal, in which many of the challenges were anticipated, paved the way for a successful implementation of the project.
- c. The administrative (formalities) and financial / accounting components of the project proved to be much more challenging, demanding and time consuming than that initially anticipated for this type of projects.
- d. More often than not, the institutional and legal framework that governs social dialogue in the road transport sectors in Bulgaria and Romania provide a much better picture than what the actual / real life practice of social dialogue and experience demonstrates, the latter being much inferior than would be expected taking into account the institutional and legal framework.
- e. Caution should be exercised when considering the application of practices on social dialogue that exist in “old” EU Member States to new EU Member States that for many years had a communist regime. More time might be required for a gradual mentality change, particularly in some Government Departments, in such new EU member States. Projects similar to this one would contribute in the appropriate adaptation of old mentalities regarding the significance of effective and transparent social dialogue for social and economic development.
- f. Even persons with long service in trade unions and in employers’ organizations or Government posts that are related to industrial relations might not have the appropriate background on the principles and implementation of social dialogue and therefore, such persons would also be benefited from capacity building projects on social dialogue at sectoral level.

- g. Younger project participants in new EU Member States with little influence from the past were more receptive to the modern concepts of social dialogue and also were more positive and enthusiastic regarding the introduction of changes and new ideas and practices and therefore could become the “Champions” in promoting any required changes on social dialogue in their organization or country.
- h. The five-day duration of the national tripartite workshops proved to be rather tiring for both the instructors and the participants and therefore it should be reviewed (either by reducing the scope of the workshops or by introducing a weekend in between the workshop sessions).

9. Are there any plans to follow up this project, and if so, how?

The follow up of the project is reflected in the national plans for Bulgaria and Romania that have been developed within the framework of the project. These plans provide a description and timeframe, as well as the relevant costs of training, awareness raising and other activities that would further promote the effective implementation of social dialogue in the road transport sector at union or company level or at regional (within a country) or national level.

2.4 Description of Activities carried out in relation to the Action

As per Proposal	As Implemented
<p>1. Basis of the project: The proposed project will be mainly based on existing ILO documents (including training materials) on social dialogue at sectoral level, which will be adjusted to reflect the specificities of the road transport sector in Europe. Special emphasis would also be given to relevant EU legislation. However, the knowledge and experiences on the subject matter of the project partners (ETF & IRU), the project participants from Bulgaria and Romania, the ILO transport specialists, the ILO International External Expert / lead facilitator of the project workshops and the local experts who will carry out the national research studies for the above-mentioned two countries would also contribute and add value to the project.</p> <p>The above-mentioned ILO documents on social dialogue as well as the supportive training materials would be translated into the respective languages of the said two countries.</p>	<p>1. Basis of the project: The basis of the project remained unchanged compared to the one described in the proposal.</p>
<p>2. General aim and outline of the project: To strengthen the capacity of the social partners in the road transport sector in Bulgaria and Romania to engage in constructive and effective social dialogue on economic, social and other issues of common interest.</p> <p>Upon completion of the project, the participants from Bulgaria and Romania would be able to:</p> <ul style="list-style-type: none"> • Describe the content of the ILO materials on social dialogue in the road transport sector; • Provide advice to their respective organisations on the process of social dialogue; 	<p>2. General aim and outline of the project: The general aim and outline of the project remained unchanged compared to the one described in the proposal.</p>

<ul style="list-style-type: none"> • Conduct social dialogue in an effective manner at international, national and enterprise level; • Train others at national level to do the above. <p>The project would mainly comprise the design and holding of two (one in Bulgaria and one in Romania) national tripartite workshops on strengthening the capacity of social partners to engage in effective and constructive social dialogue at international, national and enterprise level. Special emphasis would be given to relevant EU legislation and to local conditions, which will be reflected in two local studies (one for each country) that would be presented and discussed at the corresponding national workshop. These two national workshops would be followed by an international workshop in Brussels, which would facilitate cross-fertilization between project participants from the above two countries, as well as their exposure to pertinent information from EC Officials and the social partners in the road transport sector in Belgium.</p>	
<p>3. Beneficiaries: The main beneficiaries of the proposed project would be the transport workers (including drivers) and employers in the road transport sector, who through their engagement in constructive and effective social dialogue would improve the working and living conditions of the road transport workers and increase the efficiency and competitiveness of businesses and operations of the employers in the road transport sector. The general beneficiaries would be the national, European and world trade and economy.</p>	<p>3. Beneficiaries: The beneficiaries of the project remained unchanged compared to those described in the proposal.</p>
<p>4. Innovativeness and lasting impact: The innovativeness of the project is firstly reflected in the fact that social dialogue (which as reported by some of the social partners in</p>	<p>4. Innovativeness and lasting impact: The innovativeness and lasting impact of the project as outlined in the proposal was fully reflected in the implementation of the project</p>

Bulgaria and Romania has not been given the appropriate role and emphasis in the road transport sector), will now through this project, be jointly promoted by the Governments, Employers' and Workers' organizations of these two countries. Secondly, innovativeness is also reflected in the fact that the representatives of Governments, Employers' and Workers' organizations of the said countries, who would in the future be the main actors in any future cases of social dialogue in the road transport sector, will have a common understanding of the processes that would lead to an effective social dialogue, because they would receive the same training and exposure to pertinent information and knowledge.

The sustainability of the project would be secured through the availability of all pertinent ILO training and other materials on social dialogue in the local language and the establishment of a corps of local instructors on social dialogue in the road transport sector, who will be able to use the above-mentioned materials to continue to train more local persons. The lasting impact and multiplier effect of the project will be guaranteed by the national ownership of the project and particularly through the National Tripartite Project Steering Committees that will be invited by the ILO to develop (on the basis of the results of the project) plans to that effect, (e.g. the frequent holding of national tripartite training workshops for the training of more persons on social dialogue in the road transport sector and the dissemination at national level of the results of the project) so that the capacity building of the social partners on social dialogue in road transport would have long-range benefits. The training of the project participants as trainers on social dialogue in the road transport sector is a long-term investment that would form the bedrock of the lasting impact and multiplier effect of the project.

<p>5. Project Activities: The project activities will be implemented in three phases as follows: Phase A: The Preparatory Phase Phase B: The Main Events Phase C: Follow Up The programme of the project activities is presented at the end of this document.</p>	<p>5. Project Activities: The project activities were implemented as described in the proposal. The project was implemented in compliance with the programme of project activities that was included in the Agreement (except for some minor changes in the specific dates of some events that have been necessary to overcome practical difficulties).</p>
<p>5.1 Description of Project Activities During the Preparatory Phase (Phase A)</p> <p>For each of the two countries (Bulgaria and Romania) the following activities will be undertaken during the preparatory phase of the project:</p> <p>a) Establishment of a National Tripartite Project Steering Committee (NTPSC): The first activity will be the establishment of a NTPSC. The NTPSC will comprise six members; two representing the Government (the ministry responsible for labour and social issues and the ministry responsible for the road transport sector), two representing the Employers' and two representing the Workers' organizations in the country. It will be attended by the ILO Project Manager, the Senior Social Dialogue Specialist from the ILO Budapest office, the National Project Coordinator and a secretary for keeping records and preparing the minutes of meetings (to be provided by the Government at no cost to the project). The ILO would take part in the NTPSC with a status of an observer and also for providing information and guidance as appropriate. This approach would generate the feeling of ownership of the project by the local stakeholders. Therefore, the role of the ILO Project Manager, the Senior Social Dialogue Specialist from the ILO Budapest office and the National Project Coordinator would be confined</p>	<p>5.1 Description of Project Activities During the Preparatory Phase (Phase A)</p> <p>a) Establishment of a National Tripartite Project Steering Committee (NTPSC): The National Tripartite Project Steering Committees (NTPSCs) in Bulgaria and Romania were established and functioned as outlined in the proposal.</p> <p>b) First Meeting of the NTPSC The first meetings of the NTPSCs in the two countries took place and yielded the outcomes, as outlined in the proposal.</p> <p>c) Local Study The local studies for the two countries was carried out and used as outlined in the proposal.</p> <p>d) Second Meeting of the NTPSC The second meetings of the NTPSCs in the two countries took place and yielded the outcomes, as outlined in the proposal.</p> <p>e) Third Meeting of the NTPSC The third meeting of the NTPSCs in Bulgaria took place and yielded the outcomes, as outlined in the proposal. In the case of Romania, the third meeting was not required.</p>

<p>to information provision and guidance. All decisions will be taken preferably by consensus or by another democratic manner. The NTPSC would be chaired by one of the Government representatives. At the meetings for the preparation of the said project proposal between the ILO and the representatives of the above ministries and the social partners of the two countries, it was agreed that the members of the NTPSCs would be identified and nominated by the end of December 2008 so that the establishment and first meeting of the NTPSCs would take place during the month of January 2009. The purpose of the NTPSC is firstly to facilitate the national ownership of the project. The NTPSC will also be responsible for the nomination of the Government, Employers' and Workers' participants (through their respective representatives at the NTPSC) in the main and follow up activities. The NTPSC will also take decisions for the award of the local contracts for the national study and for the provision of all other local services (e.g. translations, publications, interpretation, renting of workshop venue, facilities, equipment etc.) following appropriate ILO procedures. The NTPSC will also review and approve the national study and take decisions as to the specific dates of the national workshops. It will consider plans for the publicity, promotion and dissemination of the results and sustainability of the project at national level and take actions as appropriate. It will also identify and invite officials for the opening and closing ceremonies of the national workshops as well as observers during the technical sessions of the said workshops. The NTPSC will operate according to specific TOR.</p> <p>b) First Meeting of the NTPSC The ILO Project Manager will propose the agenda for the first meeting of the NTPSC. At its first meeting, the NTPSC will be established as a body and review a set of draft TOR for its</p>	<p>f) Other Activities during the Preparatory</p> <p>The activities during preparatory phase were undertaken as outlined in the proposal.</p>
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operation that will be proposed by the ILO Project Manager and adopt the TOR that would be considered appropriate. It will also, inter alia, deal with issues pertinent to the selection of the local expert for the national study and to the preparation of the national tripartite workshop and the project documents.

c) Local Study

A local study for each country would be undertaken (outsourced to a competent local expert or institution) that would reflect the profile of the road transport sector vis-à-vis social dialogue, with special reference to relevant ILO standards and EC regulations / requirements. This study would provide an important input for the adaptation of the training materials and workshop programme to the local needs. The findings of the report would also form the basis for discussion / debate in a special session of the national workshops. The draft TOR (tender specification) for this study (subject to further elaboration if required) is included in Annex D.7 on the on-line application of this proposal.

d) Second Meeting of the NTPSC

At its second meeting, the NTPSC will review and if satisfactory, approve the national study and deal with the final arrangements for the national tripartite workshop.

e) Other Activities during the Preparatory Phase:

Between the first two meetings of the NTPSC and the national tripartite workshop, the follow up / implementation of the decisions of the NTPSC will be undertaken, mainly by the National Project Coordinator supported by the ILO Project Management Team in Geneva. Activities pertinent to the services of the International External Expert (Professor

<p>Turnbull) and the coordination between the ILO and its project partners will be managed by the Project Management Team in Geneva.</p>	
<p>5.2 Description of the Main Events (Phase B)</p> <p>a) National Tripartite Workshops</p> <p>The main project activities are the two national tripartite workshops of five days duration each on strengthening the capacity of social partners in the road transport sector to engage in effective and constructive social dialogue at international, national and enterprise level (one in Bulgaria and one in Romania). The two national tripartite workshops would be similar and therefore will be based on an identical timetable. This common workshop timetable (draft, subject to further elaboration by the NTPSCs) is attached to this proposal as part of additional information to the on line application. The International External Expert (Professor Turnbull) will be the lead workshop facilitator. Professor Turnbull, who is the author of a recent ILO publication on social dialogue, has a very good knowledge of social dialogue matters in the transport sector in Europe and particularly in the domain of the EU. He will also make use of the relevant ILO publications on social dialogue (such as “<i>Sectoral Social Dialogue in Future EU Member States: The Weakest Link</i>” a joint 2003 ILO – European Commission publication, “<i>Social Dialogue in Central and Eastern Europe</i>”, “<i>Tripartite Social Dialogue on Employment in the Countries of South Eastern Europe</i>”) as background documents when preparing the materials for the workshops. Presentations at the national tripartite workshops will also be made by the ILO Project Manager (Marios Meletiou) in his capacity as a transports specialist, the ILO Senior Social Dialogue Specialist of the ILO Office in Budapest (the ILO Office responsible for Bulgaria and Romania) who has a comprehensive knowledge of social dialogue practices worldwide but particularly in the Balkans and in</p>	<p>5.2 Description of the Main Events (Phase B)</p> <p>a) National Tripartite Workshops</p> <p>The National Tripartite workshops in Bulgaria and Romania were implemented as outlined in the proposal, with the exception of the following differences:</p> <ul style="list-style-type: none"> • In case of Bulgaria, there were 20 participants instead of 18. • In the case of Romania, the ILO Senior Social Dialogue Specialist, Ms. Cristina Mihes, was unable to attend the Workshop as a resource person due to unexpected and conflicting work commitments.

Europe in general, and representatives of the ILO project partners (ETF and IRU). The local expert will also present during the workshop the results of the national study that he/she would prepare and discuss these with the participants. Representatives of the Government, the Employers' and Workers' organizations in the road transport sector will also present their views on the subject of the workshops. At the meeting that took place in Bucharest on 25 July 2008 for the preparation of this project proposal, the representative of the Romanian Ministry of Transport strongly recommended the inclusion in the programme of the national tripartite workshop in Romania of one or more training sessions to be delivered by a local trainer / expert. It was agreed that this issue would be considered once such a local expert on training on social dialogue to ILO standards would be identified and proposed by the Romanian Ministry of Transport. For this reason, a provisional sum of EURO 1,000 was included in the project budget, which would be used only if the ILO would be satisfied that the person to be proposed would have the appropriate qualification / expertise.

The workshops would involve a combination of formal lectures to provide background and other information on social dialogue in road transport; group work; interactive discussions drawing on the participants' experiences; role-play exercises; and case study presentations. Special emphasis would be given to relevant EU legislation and to local conditions, which will be reflected in the two local studies. The workshop training materials will be prepared by Professor Turnbull using the ILO standard materials to be adjusted after taking into account the respective national study for each country. All workshop training materials and references will be available in both English and the local languages (Bulgarian or Romanian). The workshop will be bilingual (English plus the local language) and professional

simultaneous interpretation will be provided throughout the duration of the workshops. The national tripartite workshops will be attended by 18 local participants; six to be nominated by the Government, six to be nominated by the Employers' organizations and six to be nominated by the Workers' organizations in each country. Because the said national tripartite workshops will be highly interactive (requiring the active involvement of participants) it would not be desirable to have more than 20 participants and this is the reason why the number of participants has been chosen to be 18. Apart from the local transport costs, all other costs pertinent to the participation at the said workshop of the above 18 persons will be covered by the project budget. The NTPSC might wish to invite more persons to attend the workshop as observers (no active participation) at no cost to the project.

The workshop participants' profile would be:

- Human resource and operations managers in the road transport sector; public or private sector transport managers;
- Government officials (e.g. from relevant departments of transport and labour);
- Road transport' organizations representatives;
- Trainers who work for road transport training centres and consultants who provide advice to the road transport sector.

In line with the ILO policy and the objectives and priorities of the said call of proposals, the female participation in the national tripartite workshops would be highly encouraged.

The participants, before the end of the workshop would complete a project evaluation form that

<p>would be developed by the ILO.</p> <p>Certificates of attendance will be presented to the workshop participants within the framework of a short informal closing ceremony.</p> <p>The Lead Workshop Facilitator (Professor Turnbull) will prepare and submit to the ILO (after the completion of each national workshop) an evaluation report that would outline the workshop main details and results and provide a relevant workshop assessment.</p> <p>b) Third Meeting of the NTPSC Soon after the completion of the National Tripartite Workshop and the submission of the evaluation report for the workshop by Professor Turnbull and before the International Tripartite Workshop, the NTPSC of each country will meet for the third time in order to:</p> <ul style="list-style-type: none"> • Make its own assessment of the results of the workshop • Consider the commitments to be undertaken by the Government and social partners regarding the maximization of the impact of the project and its sustainability* and propose a framework of a pertinent action plan that inter alia, would include the dissemination of the results of the project. • Plan and organize the preparations for the national participation in the international tripartite workshop in Belgium, including the nomination of the six participants and the preparation of the national presentation at the said workshop. • Plan the reporting requirements at the end of the project. <p>* <i>The Sustainability of the project would be secured with a commitment (through the</i></p>	
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<p><i>NTPSC) by the Ministry of Labour (or any other Government agency) to conduct national tripartite workshops on social dialogue in road transport (or to make sure that such workshops take place) at frequent intervals in the future (say once a year) using the translated ILO material and local instructors who would be selected from those that would attend the initial workshop. In this way, more government officials and members of the employers' and workers' organizations in the road transport sector would be given the opportunity to develop the appropriate knowledge to provide advice to their respective organisations on the process of social dialogue in road transport and the skills to conduct social dialogue in an effective manner.</i></p>	
<p>5.3 Description of the Follow Up Project Activities (Phase C)</p> <p>International Tripartite Workshop in Brussels</p> <p>A three-day international tripartite workshop will be held in Brussels to provide the opportunity for cross-fertilisation between the experiences in the said two countries and the conclusions of the two national tripartite workshops that would have the common basis of a combined ILO / EC perspective. The detailed programme of this activity will be developed (jointly by the ILO, ETF, IRU, and appropriate Officials of DG Employment and DG TREN of the EC) after the completion of the national tripartite workshops taking into account the feedback from these workshops as well as the information that the above EC Officials would consider appropriate to provide to the national participants. However, it</p>	<p>5.3 Description of the Follow Up Project Activities (Phase C)</p> <p>International Tripartite Workshop in Brussels</p> <p>The International Tripartite Workshop in Brussels took place, as outlined in the proposal. However, following consultations with the project partners (ETF & IRU) in a preparatory meeting that took place in Brussels (at which EC Officials were present), it was agreed that there was no need to have a three-day meeting but a two-day meeting would be satisfactory. For this reason, the number of participants was increased from 12 to 15 (8 from Bulgaria and 7 from Romania) without any increase in the relevant budget.</p> <p>Due to a serious accident, Professor Peter Turnbull was hospitalised in the UK and could not attend the workshop. His responsibilities as the main facilitator at the workshop were assumed by Mr. Marios Meletiou, Senior</p>

<p>is envisaged that the first day of the workshop would be devoted to sharing the experiences of the two countries and the two national workshops, as well as any plans (e.g. regarding the promotion and implementation of social dialogue in the road transport sector, the sustainability of the project, compliance with pertinent EU regulations etc.) that would have been developed by the NTPSCs at or after their third meeting. This sharing would be achieved through formal presentations by the national participants and discussions to be facilitated by Professor Turnbull.</p> <p>The first part of the second day would be devoted to the exposure of the participants to information to be provided by the EC Officials regarding opportunities for the implementation of future projects that would be considered as extensions or enhancements of the ILO project or other information that the EC would consider appropriate. The second part of the second day would be devoted to an informal meeting between the project participants from Bulgaria and Romania and the representatives of the social partners in the road transport sector in Belgium during which the representatives of the Belgian social partners would explain the practices followed in Belgium concerning social dialogue in the road transport sector, their main challenges and other useful information. This presentation would be followed by a general discussion on matters of common interest pertinent to sectoral social dialogue that could lead to the identification of opportunities for closer collaboration between the social partners of Bulgaria, Romania and Belgium. The third day would be devoted to drawing up joint conclusions and recommendations between the participants from the two participating countries regarding future work on social dialogue in road transport. The participants before the end of the workshop would complete a project evaluation</p>	<p>Transports Specialist of the ILO.</p>
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<p>questionnaire that would be developed by the ILO. Certificates of attendance will be presented to the workshop participants within the framework of a short informal closing ceremony.</p>	
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2.5 Difficulties encountered and measures taken to overcome problems

In general, the implementation of the Action was smooth and no particular difficulties were encountered.

2.6 Changes introduced during implementation

The following main changes were introduced during the implementation:

a) National Tripartite Workshop in Bulgaria

Following a request by the members of the National Tripartite Project Steering Committee, through which the workshop participants should be nominated, in order to facilitate the representation of all workers' unions and government Ministries / Agencies that were related to the road transport sector, the number of participants was increased from 18 to 21. However, only 4 officials from the Government group were able to attend the Workshop and consequently, the observers from the trade unions attended the Workshop as participants. This made the composition of the Workshop to be four participants from the Government group, seven from the Employers group and nine from the Workers group, totalling 20 participants

b) International Tripartite Workshop in Brussels:

The International Tripartite Workshop in Brussels took place, as outlined in the proposal and the Agreement. However, following consultations with the project partners (ETF & IRU) in a preparatory meeting that took place in Brussels (at which EC Officials were present), it was agreed that there was no need to have a three-day meeting but a two-day meeting would be satisfactory. Therefore, a two-day meeting was held, instead of a three-day meeting. For this reason, the number of participants was increased from 12 to 15 (8 from Bulgaria and 7 from Romania) without any increase in the relevant budget.

However, due to the fact that Professor Peter Turnbull (facilitator for the above-mentioned activities) was unexpectedly hospitalised in the United Kingdom, his duties as the lead facilitator for the Workshop were assumed by the ILO Project Manager, Mr. Marios Meletiou.

2.7 Achievements / results by using the indicators in the Agreement

The principal performance indicator in the Agreement was the Programme of the activities of the Action. The said programme was implemented with only a few minor time deviations that were necessary for practical reasons (e.g. availability of key persons in certain activities). However, the completion dates of the key activities (studies, training materials, and workshops) were all met.

The table here below provides a comparison between the main performance indicators reflected in the Agreement and the corresponding actual achievements / results.

Item No.	Performance Indicators as per Agreement	Actual Achievements / results
1.	Timely preparation in the local language and translation into English of a National Study on the profile of the road transport sectors in Bulgaria and Romania.	Two research studies (one for Bulgaria, and one for Romania) on the profile of the road transport sectors in the said two countries were timely prepared in the local languages and translated into English and were used to adapt the training materials and programme of the two national tripartite workshops.
2.	Timely preparation in English and translation into Bulgarian and Romanian of training materials / handouts for the national tripartite workshops in Bulgaria and Romania.	Training materials, adapted for each one of the national tripartite workshops in Bulgaria and Romania were timely prepared in English and then translated into the local language of the said countries and printed as handouts.
4.	36 representatives of the Governments, the employers' and the workers' organizations in the road transport sectors in Bulgaria (18 persons) and Romania (18 persons) would be trained on how to effectively be engaged in social dialogue on road transport related matters and to be able to	38 representatives of the Governments, the employers' and the workers' organizations in the road transport sectors in Bulgaria (20 persons) and Romania (18 persons) were trained on how to effectively be engaged in social dialogue on road transport related matters and to be able to

	train other persons on the same subject.	train other persons on the same subject.
5.	Holding of an international tripartite cross-fertilization workshop in Belgium for 12 participants (6 from Bulgaria, and 6 from Romania)	An international tripartite cross-fertilization workshop in Belgium was held for 15 participants (8 from Bulgaria, and 7 from Romania).
6.	Preparation (at the end of the Action) of a national plan (through a tripartite process) for Bulgaria and Romania for the continuation of the capacity building process on social dialogue in the road transport sector.	A national plan (through a tripartite process) for the continuation of the capacity building process on social dialogue in the road transport sector was prepared for Bulgaria and Romania by the end of December 2009 (before the end of the Action).



Explanations of project expenditures and incomes

Expenditure as per Agreement	Expenditure in actual	Difference (Euro)
Explanation on Eligible Direct Costs (D) – Annex 5 of project proposal	Explanation on Eligible Direct Costs (D)	
<p>1. Heading 1 – Staff costs</p> <p>1.1 Management/Coordination (transnational and national)</p> <p>The ILO staff members who will be involved in the management of the project:</p> <ul style="list-style-type: none"> • Mr. Marios Meletiou – Technical Specialist (Ports and Transports) ILO Geneva, grade P4, step 13 <p>Mr. Meletiou would be the Project Manager (PM), who would have the responsibility over the transnational management of the project. His monthly cost to the ILO has been calculated on the basis of his position at the ILO (see above) and is equal to USD 17, 600. His overall input during the whole project is estimated to be 84 days. The official UN exchange rate of 1 USD to 1 Euro is 0.643 (August 2008). Therefore, the daily cost and the total cost of the PM would be (17,600 x 0.643 / 20 days) 565.84 Euro x 84 = 47,530.56 Euro</p> <p>1.2 Administration/Implementation of the project</p> <p>The responsibility for the overall administration of the implementation of the project will be undertaken by Ms. May Mi Than Tun, Assistant to the Project Manager (APM). Her TORs are described in detail in ANNEX D.8 titled “Project Management Arrangements / Interfaces”. Should the project be approved, she will be employed by the ILO (Geneva office) on a 50 % basis at grade P2, step 1. Her contract</p>	<p>1. Heading 1 – Staff costs</p> <p>1.1 Management/Coordination (transnational and national)</p> <p>The ILO staff member who was involved in the management of the project:</p> <ul style="list-style-type: none"> • Mr. Marios Meletiou – Technical Specialist (Ports and Transports) ILO Geneva, grade P4, step 13 <p>Mr. Meletiou was the Project Manager (PM), who had the responsibility over the transnational management of the project. His monthly cost to the ILO was calculated on the basis of his position at the ILO (see above) and is equal to 17, 600 USD. His overall input during the whole project remained the same as estimated and was 84 days. The official UN exchange rate of 1 USD to 1 Euro is 0.772 (March 2009 – the opening of the project budget). Therefore, the daily cost and the total cost of the PM would be (17,600 x 0.772 / 20 days) 679.36 Euro x 84 = 57,066.24 Euro</p> <p>1.2 Administration/Implementation of the project</p> <p>The responsibility for the overall administration of the implementation of the project was undertaken by Ms. May Mi Than Tun, Assistant to the Project Manager (APM). Her TORs as described in detail in ANNEX D.8 of the project proposal titled “Project Management Arrangements / Interfaces” remained unchanged. She was employed by the ILO (Geneva office) on a 50 % basis at grade P2, step 1 from 01 April to 30 November</p>	<p>+ 9,535.68 Euro</p>

<p>will start on 01 November 2008.</p> <p>The monthly cost of a person occupying such a position at the ILO on a full time basis is equal to USD 10,800. Thus, the cost of a person working at such a position on 50% basis would be USD 5,400. The input of Ms. Than Tun during the whole project (13 months) would be 144 days. Therefore, the daily cost and the total cost of APM at 50 % would be (5,400 x 0.643 / 10 days) 347.22 Euro x 144 = 49,999.68 Euro respectively.</p> <p>1.3 Secretarial costs</p> <p>Ms. Angelique Flores-Girod, an Administrative officer at the ILO (Geneva), would provide appropriate secretarial support to the project. Her current position in the ILO is grade G5, step 6. The monthly cost of Ms. Flores-Giraud to the ILO would be equal to USD 9,500. Her overall input to the project is estimated to be 15 days. Therefore, the daily cost and the total cost of Ms. Giraud would be (9,500 x 0.643 / 20 days) 305.43 Euro x 15 = 4,581.45 Euro</p> <p>1.4 Accounting</p> <p>Ms. Shona Davidson, Financial Control Officer of the Sectoral Activities Branch (ILO Geneva), would provide accounting services to the project. Her current position in the ILO is grade G6, step 11. The monthly cost of Ms. Davidson to the ILO would be equal to USD 12,200. Her overall input to the project is estimated to be 10 days. Therefore, the daily cost and the total cost of Ms. Davidson would be (12,200 x 0.643 / 20 days) 392.23 Euro x 10 = 3,922.30 Euro</p> <p>1.5 Other staff</p> <p>Three more ILO officials would participate in the project. These are: Senior Social Dialogue Specialist from ILO Budapest Office (to be nominated), grade P5, step 1 Ms. Audrey Le Guevel – Programme Officer at the Brussels Liaison Office,</p>	<p>2009, and on a 70% basis at the same grade from 01 December 2009 to 30 March 2010.</p> <p>The total cost for her employment by the ILO was 60,416 Euro (78,260 USD using the UN exchange rate of 0.772)</p> <p>1.3 Secretarial costs</p> <p>Ms. Angelique Flores-Girod, an Administrative officer at the ILO (Geneva), provide secretarial support to the project. Her position in the ILO was grade G5, step 6. The monthly cost of Ms. Flores-Girod to the ILO was at USD 9,500. Her overall input to the project was higher than that was estimated, amounting to a total of 22 days. Therefore, the daily cost and the total cost of Ms. Giraud would be (9,500 x 0.772 / 20 days) 366.70 Euro x 22 = 8,067.40 Euro</p> <p>1.4 Accounting</p> <p>Ms. Shona Davidson, Financial Control Officer of the Sectoral Activities Department (ILO Geneva), provided the accounting services to the project. Her position in the ILO is grade G6, step 11. The monthly cost of Ms. Davidson to the ILO was at USD 12,200. Her overall input to the project was 15 days. Therefore, the daily cost and the total cost of Ms. Davidson would be (12,200 x 0.772 / 20 days) 470.92 Euro x 15 = 7,063.80 Euro</p> <p>1.5 Other staff</p> <p>Three more ILO officials would participate in the project. These are: Senior Social Dialogue Specialist from ILO Budapest Office (Ms. Cristina Mines), grade P5, step 1 Ms. Audrey Le Guevel – Programme Officer at the Brussels Liaison Office,</p>	<p>+10,417.05 Euro</p> <p>+3,485.95 Euro</p> <p>+3,141.50 Euro</p>
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<p>grade P3, step 1</p> <p>ILO Budapest is in the process of appointing a new Senior Specialist on Social Dialogue and the Specialist would be one of the contributors at the two National Tripartite Workshops. His/her overall input during the length of the project is estimated to be 28 days. Therefore, the daily cost and the total cost of the Specialist would be $(15,300 \times 0.643 / 20 \text{ days}) 491.90 \text{ Euro} \times 28 = 13,773.20 \text{ Euro}$.</p> <p>Ms. Le Guevel would facilitate all the official coordination (documental, juridical) and follow up between the ILO and European Commission and would take part in the organization of the International Tripartite Workshop in Brussels. Her overall input to the project is estimated to be 8 days. Her monthly cost to the ILO would be equal to USD 14,000. Therefore, the daily cost and the total cost of Ms. Le Guevel would be $(14,000 \times 0.676 / 20 \text{ days}) 450.1 \text{ Euro} \times 8 = 3,600.80 \text{ Euro}$.</p> <p>Two staff members from the ILO Geneva Headquarters (to be nominated in the future) will be responsible for monitoring and backstopping of the project. The cost of their services will be 13,395.00 Euro.</p> <p>2. Heading 2 – Travel and subsistence allowances</p> <p>2.1 Meetings of Bulgarian National Tripartite Project Steering Committee (NTPSC):</p> <p>There will be three meetings of the Bulgarian NTPSC in Sofia. These meetings will be attended by the ILO Project Manager (Marios Meletiou), the Senior Social Dialogue Specialist from ILO Budapest Office, the six members of the</p>	<p>grade P3, step 1</p> <p>Ms. Cristina Mihes was appointed as the Senior Specialist on Social Dialogue at the ILO Office in Budapest. She participated in one National Tripartite Workshop as a resource person. Her overall input during the length of the project was 5 days. Therefore, the daily cost and the total cost of Ms. Mihes was $(15,300 \times 0.772 / 20 \text{ days}) 590.58 \text{ Euro} \times 5 \text{ days} = 2,952.90 \text{ Euro}$.</p> <p>Ms. Le Guevel facilitated all the official coordination (documental, juridical) and follow-up between the ILO and European Commission. Her overall input to the project was 5 days. Her monthly cost to the ILO was at USD 14,000. Therefore, the daily cost and the total cost of Ms. Le Guevel was $(14,000 \times 0.772 / 20 \text{ days}) 540.40 \text{ Euro} \times 5 \text{ days} = 2,702 \text{ Euro}$.</p> <p>Two staff members from the ILO Geneva Headquarters were assigned to manage and administer the monitoring and backstopping of the project. Their overall input was 32 days, totalling to the amount of Euro 9,243.16.</p> <p>2. Heading 2 – Travel and subsistence allowances</p> <p>2.1 Meetings of Bulgarian National Tripartite Project Steering Committee (NTPSC):</p> <p>There were three meetings of the Bulgarian NTPSC in Sofia. These meetings were attended by the ILO Project Manager (Marios Meletiou), the six members of the NTPSC (two Government, two Employers' and two</p>	<p>(10,820.30 Euro)</p> <p>(898.80 Euro)</p> <p>(4,151.84 Euro)</p>
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<p>NTPSC (two Government, two Employers' and two Workers' representatives), the local project coordinator and a secretary (i.e. two participant from overseas plus eight local participants).</p> <p>A. Travel and Subsistence allowance expatriate participants: Two (2) expatriates, the Project Manager (Marios Meletiou) and the Senior Social Dialogue Specialist from the ILO Budapest Office, are expected to participate at the NTPSC meetings.</p> <p>Average travel cost for Project Manager (Marios Meletiou): Economy class return ticket Geneva – Sofia – Geneva (approximately 600 Euro), plus terminal charges (according to ILO rules 4 X US\$38 = US\$ 152, approximately 100 Euro), therefore total travel cost = 700 Euro. Thus, the average travel cost for the Project Manager would be (700 x 3) 2,100 Euro divided by 3 missions, which amounts to approximately 700 Euro per mission.</p>	<p>Workers' representatives) and the local project coordinator.</p> <p>A. Travel and Subsistence allowance expatriate participants:</p> <p>Travel cost for Project Manager (Marios Meletiou):</p> <p><i>First meeting of the NTPSC:</i> The mission of the Project Manager for this first meeting of the NTPSC was taken as a joint mission with the second NPTSC meeting of the project on social dialogue in the port sector in Bulgaria of the EU funded project No. 30-CE-0194198/00-19 – SI2, 502974. Please refer to the report of No. 30-CE-0194198/00-19 – SI2, 502974, part <i>Heading 2 – Travel and subsistence allowances / 2.1 Meetings of Bulgarian National Tripartite Project Steering Committee (NTPSC) / Second meeting of the NTPSC</i> for the travel cost.</p> <p><i>Second meeting of the NTPSC:</i> The travel cost of the Project Manager for the second meeting was 1,044.52 Euro.</p> <p><i>Third meeting of the NTPSC:</i> The travel cost of the Project Manager for the third meeting was 1,040.66 Euro. It should also be noted that on this mission, the Project Manager travelled from Sofia, Bulgaria to Zagreb, Croatia to hold the fourth meeting of the NTPSC of the project on social dialogue in the port sector in Croatia of the EU funded project No. 30-CE-0194198/00-19 – SI2, 502974.</p> <p>The total costs of the three mission were (0 Euro + 1,044 Euro + 1,040 Euro) 2,085.18 Euro.</p>	<p>(14.82 Euro)</p>
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<p><i>Average travel cost for the Senior Social Dialogue Specialist from the ILO Budapest Office:</i> Economy class return ticket Budapest – Sofia – Budapest (approximately 400 Euro), plus terminal charges (according to ILO rules 4 X US\$38 = US\$ 152, approximately 100 Euro), therefore total travel cost = 500 Euro. Thus, the average travel cost would be (500 x 3) 1,500 Euro divided by 3 missions, which amounts to approximately 500 Euro per mission.</p> <p><i>Subsistence allowance for Project Manager (Marios Meletiou):</i> The daily cost per person according to the relevant table in the call of proposals is 275 Euro (70 Euro DSA + 205 Euro maximum hotel price). The duration of each of the three meetings would be one day. Therefore, assuming that Mr. Meletiou would be required to arrive in Sofia one day before and depart one day after the meeting, he would have to stay in Sofia for two nights for each meeting. Therefore, according to the criteria applied to the commission, 2.5 DSA would be payable for each trip. However, it is envisaged that the Project Manager would be required to stay one additional day in Bulgaria during the first two of the meetings for follow up of some of the decisions of the NTPSC. Therefore, for the first two missions 3.5 DSA would be payable and for the third mission 2.5 DSA. In total (3.5 x 2 + 2.5) 9.5 DSA would be payable amounting to (9.5 x 70) 665 Euro. The maximum allowance for hotel accommodation is 205 Euro per night for a total of 8 nights, which amounts to 1,640 Euro. Therefore, the average daily cost per person would be (665 + 1640) 2,305 Euro divided by 8 days, which is approximately 288.13 Euro.</p>	<p><i>Travel cost for the Senior Social Dialogue Specialist from the ILO Budapest Office:</i> Due to work commitments, the Senior Social Dialogue Specialist from the ILO Budapest Office was unable to attend the NTPSC meetings.</p> <p><i>Subsistence allowance for Project Manager (Marios Meletiou):</i> As the Project Manager is an ILO Official, the DSA for each of the mission was paid as per ILO Rules and Regulations.</p> <p><i>First meeting of the NTPSC:</i> As noted above, the mission of the Project Manager for this first meeting of the NTPSC was taken as a joint mission with the second NPTSC meeting of the project on social dialogue in the port sector in Bulgaria of the EU funded project No. 30-CE-0194198/00-19 – SI2, 502974. Please refer to the part Heading 2 – Travel and subsistence allowances / 2.1 Meetings of Bulgarian National Tripartite Project Steering Committee (NTPSC) / Second meeting of the NTPSC for the subsistence cost.</p> <p><i>Second meeting of the NTPSC:</i> The subsistence cost of the Project Manager for the second meeting was 508 Euro.</p> <p><i>Third meeting of the NTPSC:</i> As stated above, on this mission, the Project Manager travelled from Sofia, Bulgaria to Zagreb, Croatia to hold the fourth meeting with the NTPSC of the EU funded project No. 30-CE-0194198/00-19 – SI2, 502974. Subsequently, the subsistence cost of the Project Manager for the third meeting was charged onto the EU funded project No. 30-CE-0194198/00-19 – SI2,</p>	<p>(1,500 Euro)</p>
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<p>As amended in the Estimated Budget (After Revision) Application ref: VP/2008/01/0596 Subsistence sub-total = 2,200 Euro</p> <p><i>Subsistence allowance for the Senior Social Dialogue Specialist from the ILO Budapest Office:</i> The daily cost per person according to the relevant table in the call of proposals is 275 Euro (70 Euro DSA + 205 Euro maximum hotel price). The duration of each of the three meetings would be one day. Therefore, assuming that the Specialist would be required to arrive in Sofia one day before and depart one day after the meeting, he/she would have to stay in Sofia for two nights for each meeting. Therefore, according to the criteria applied to the commission, 2.5 DSA would be payable for each trip. In total (2.5 x 3) 7.5 DSA would be payable amounting to (7.5 x 70) 525 Euro. The maximum allowance for hotel accommodation is 205 Euro per night for a total of 6 nights, which amounts to 1,230 Euro. Therefore, the average daily cost per person would be (525 + 1,230) 1,755 Euro divided by 6 days, which is approximately 292.50 Euro.</p> <p><i>B. Travel and Subsistence allowance for local participants:</i></p> <p><i>Average travel cost per person:</i> The Government and the organizations of the social partners involved in this project have offered to cover all costs for local / national travel of their representatives that would participate in the meetings of the NTPSC. Therefore there would be no travel cost to</p>	<p>502974. Please refer to the part <i>Heading 2 – Travel and subsistence allowances / 2.3 Meetings of Croatian National Tripartite Project Steering Committee (NTPSC) / Fourth meeting of the NTPSC</i> for the subsistence cost.</p> <p>The subsistence cost of the three missions was (0 Euro + 508 Euro + 0 Euro) 508 Euro.</p> <p><i>Subsistence allowance for the Senior Social Dialogue Specialist from the ILO Budapest Office:</i> As the Senior Social Dialogue Specialist from the ILO Budapest Office could not attend the NTPSC meetings, there was no cost incurred.</p> <p><i>B. Travel and Subsistence allowance for local participants:</i></p> <p><i>Travel cost per person:</i> The Government and the organizations of the social partners involved in this project covered all costs for local / national travel of their representatives who participated in the meetings of the NTPSC. Therefore there was no cost to the project regarding the</p>	<p>(1,692 Euro)</p> <p>(1,755 Euro)</p>
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<p>the project regarding the participation of local participants at the meetings of the NTPSC.</p> <p>Subsistence allowance: It would be reasonable to assume that out of the eight local participants in the meetings of the NTPSC, the four of them (local coordinator, secretary and two Government representatives) would live in Sofia. Therefore only the remaining four members of the NTPSC would have to come from other cities. It is also reasonable to assume that these four persons would be required to stay in Sofia for one night. According to the relevant criteria of the Commission, these four persons would be entitled 1.5 DSA per trip to Sofia. In total (1.5 DSA x 3 trips) 4.5 DSA would be payable amounting to (4.5 x 70) 315 Euro per person and (4 x 315) 1,260 Euro for four persons. For the local participants, hotel accommodation has been identified at 130 Euro per night. The total accommodation cost would therefore amount to (4 persons x 3 nights x 130 Euro) 1,560 Euro. The total cost for four persons for three days would therefore be (1,260 + 1,560) 2,820 Euro. The average daily cost per person would then be (2,820 Euro divided by 4 persons and divided by 3 days) 235 Euro.</p> <p>2.2 Meetings of Romanian National Tripartite Project Steering Committee (NTPSC):</p> <p>There will be three meetings of the Romanian NTPSC in Bucharest. These meetings will be attended by the ILO Project Manager (Marios Meletiou), the Senior Social Dialogue Specialist from ILO Budapest Office, the six members of the NTPSC (two Government, two Employers' and two Workers' representatives), the local project coordinator and a secretary (i.e. two participant from overseas plus eight local participants).</p>	<p>participation of local participants at the meetings of the NTPSC.</p> <p>Subsistence allowance: No costs were incurred under this item as there were no members of the NTPSC who were required to travel and thus there was no cost incurred for the subsistence allowance.</p> <p>2.2 Meetings of Romanian National Tripartite Project Steering Committee (NTPSC):</p> <p>There were only two meetings of the Romanian NTPSC in Bucharest which were attended by the ILO Project Manager (Marios Meletiou), the six members of the NTPSC (two Government, two Employers' and two Workers' representatives).</p>	<p>(2,820 Euro)</p>
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<p>A. Travel and Subsistence allowance expatriate participants: Two (2) expatriates, the Project Manager (Marios Meletiou) and the Senior Social Dialogue Specialist from the ILO Budapest Office, are expected to participate at the NTPSC meetings.</p> <p>Average travel cost for Project Manager (Marios Meletiou): Economy class return ticket Geneva – Bucharest – Geneva (approximately 600 Euro), plus terminal charges (according to ILO rules 4 X US\$38 = US\$ 152, approximately 100 Euro), therefore total travel cost = 700 Euro. Consequently, the travel cost for the three missions would be (700 x 3) 2,100 Euro. Thus, the average travel cost would be 2,100 Euro divided by 3 missions, which amounts to approximately 700 Euro.</p> <p>Average travel cost for the Senior Social Dialogue Specialist from the ILO Budapest Office: Economy class return ticket Budapest – Bucharest – Budapest (approximately 400 Euro), plus terminal charges (according to ILO rules 4 X US\$38 = US\$ 152, approximately 100 Euro), therefore total travel cost = 500 Euro. Thus, the average travel cost would be (500 x 3) 1,500 Euro divided by 3 missions, which amounts to approximately 500 Euro per mission.</p> <p>Subsistence allowance for Project Manager (Marios Meletiou): The relevant daily cost per person according to the relevant table in the call of proposals is 230 Euro (60 Euro DSA + 170 Euro maximum hotel price). The duration of each of the</p>	<p>A. Travel and Subsistence allowance expatriate participants:</p> <p>Travel cost for Project Manager (Marios Meletiou):</p> <p>First meeting of the NTPSC: The mission of the Project Manager for this first meeting of the NTPSC was taken as a joint mission with the second NPTSC meeting of the project on social dialogue in the port sector in Romania of the EU funded project No. 30-CE-0194198/00-19 – SI2, 502974. Please refer to the report of No. 30-CE-0194198/00-19 – SI2, 502974, part Heading 2 – Travel and subsistence allowances / 2.2 Meetings of Romanian National Tripartite Project Steering Committee (NTPSC) / Second meeting of the NTPSC for the travel cost.</p> <p>Second meeting of the NTPSC: The travel cost of the Project Manager for the second meeting was 1,090 Euro.</p> <p>The total travel cost was 1,090 Euro.</p> <p>Travel cost for the Senior Social Dialogue Specialist from the ILO Budapest Office: Due to work commitments, the Senior Social Dialogue Specialist from the ILO Budapest Office was unable to attend the NTPSC meetings.</p> <p>Subsistence allowance for Project Manager (Marios Meletiou): As the Project Manager is an ILO Official, the DSA for each of the mission was paid as per ILO Rules and Regulations.</p>	<p>(1,010 Euro)</p> <p>(1,500 Euro)</p>
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<p>three meetings would be one day. Therefore, assuming that Mr. Meletiou would be required to arrive in Bucharest one day before and depart one day after the meeting, he would have to stay in Bucharest for two nights for each meeting. Therefore, according to the criteria applied to the commission, 2.5 DSA would be payable for each trip. However, it is envisaged that the Project Manager would be required to stay one additional day in Romania during the first two of the meetings for follow up of some of the decisions of the NTPSC. Therefore, for the first two missions 3.5 DSA would be payable and for the third mission 2.5 DSA. In total (3.5 x 2 + 2.5) 9.5 DSA would be payable amounting to (9.5 x 60) 570 Euro. The maximum allowance for hotel accommodation is 170 Euro per night for a total of 8 nights, which amounts to 1,360 Euro. Therefore, the average daily cost per person would be (570 + 1,360) 1,930 Euro divided by 8 days, which is approximately 241.25 Euro.</p>	<p><i>First meeting of the NTPSC:</i> As noted above, the mission of the Project Manager for this first meeting of the NTPSC was taken as a joint mission with second NTPSC meeting of the project on social dialogue in the port sector in Romania of the EU funded project No. 30-CE-0194198/00-19 – SI2, 502974. Please refer to the report of No. 30-CE-0194198/00-19 – SI2, 502974, part Heading 2 – Travel and subsistence allowances / 2.2 Meetings of Romanian National Tripartite Project Steering Committee (NTPSC) / Second meeting of the NTPSC for the subsistence cost.</p> <p><i>Second meeting of the NTPSC:</i> The subsistence cost of the Project Manager for the second meeting was 554 Euro.</p>	
<p>As amended in the Estimated Budget (After Revision) Application ref: VP/2008/01/0596 Subsistence sub-total = 1,840 Euro</p>	<p>The total subsistence cost for the Project Manager was 554 Euro.</p>	<p>(1,286 Euro)</p>
<p><i>Subsistence allowance for the Senior Social Dialogue Specialist from the ILO Budapest Office:</i> The daily cost per person according to the relevant table in the call of proposals is 230 Euro (60 Euro DSA + 170 Euro maximum hotel price). The duration of each of the three meetings would be one day. Therefore, assuming that the Specialist would be required to arrive in Bucharest one day before and depart one day after the meeting, he/she would have to stay in Bucharest for two nights for each meeting. Therefore, according to the criteria applied to the commission, 2.5 DSA would be payable for each trip. In total (2.5 x 3) 7.5 DSA would be payable amounting to (7.5 x 60) 450 Euro. The maximum allowance for hotel</p>	<p><i>Subsistence allowance for the Senior Social Dialogue Specialist from the ILO Budapest Office:</i> As the Senior Social Dialogue Specialist from the ILO Budapest Office could not attend the NTPSC meetings, there was no cost incurred.</p>	<p>(1,380 Euro)</p>

<p>accommodation is 170 Euro per night for a total of 6 nights, which amounts to 1,020 Euro. Therefore, the average daily cost per person would be (450 + 1,020) 1,470 Euro divided by 6 days, which is approximately 245 Euro.</p> <p>As amended in the Estimated Budget (After Revision) Application ref: VP/2008/01/0596 Subsistence sub-total = 1,380 Euro</p> <p><i>B. Travel and Subsistence allowance for local participants:</i></p> <p><i>Average travel cost per person:</i> The Government and the organizations of the social partners involved in this project have offered to cover all costs for local / national travel of their representatives that would participate in the meetings of the NTPSC. Therefore there would be no cost to the project regarding the participation of local participants at the meetings of the NTPSC.</p> <p><i>Subsistence allowance:</i> It would be reasonable to assume that out of the eight local participants in the meetings of the NTPSC, the four of them (local coordinator, secretary and two Government representatives) would live in Bucharest. Therefore only the remaining four members of the NTPSC would have to come from other cities. It is also reasonable to assume that these four persons would be required to stay in Bucharest for one night. According to the relevant criteria of the Commission, these four persons would be entitled 1.5 DSA per trip to Bucharest. In total (1.5 DSA x 3 trips) 4.5 DSA would be payable amounting to (4.5 x 60) 270 Euro per person and (4 x 270) 1,080 Euro for four persons. For the local participants, hotel accommodation has been identified at 110 Euro per night. The total accommodation cost would therefore amount to (4 persons x 3 nights x 110 Euro) 1,320 Euro. The total cost for four</p>	<p><i>B. Travel and Subsistence allowance for local participants:</i></p> <p><i>Travel cost per person:</i> The Government and the organizations of the social partners involved in this project covered all costs for local / national travel of their representatives who participated in the meetings of the NTPSC. Therefore there was no cost to the project regarding the participation of local participants at the meetings of the NTPSC.</p> <p><i>Subsistence allowance:</i> No costs were incurred under this item as there were no members of the NTPSC who were required to travel thus no costs were incurred for subsistence allowance.</p>	<p>(2,400 Euro)</p>
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<p>persons for three days would therefore be (1,080 + 1,320) 2,400 Euro. The average daily cost per person would then be (2,400 Euro divided by 4 persons and divided by 3 days) 200 Euro.</p> <p>2.3 Tripartite Workshop in Bulgaria:</p> <p><i>Travel and Subsistence allowance</i></p> <p>A. Travel costs</p> <p><i>Travel of local participants:</i> There will be 20 (twenty) local participants as follows: 18 (eighteen) local participants (six representing the Government, six the Employers' group and six the Workers' group), the local project coordinator and the local expert. 18 local participants will be invited to attend all five days of the tripartite workshop. The local project coordinator will attend all five days of the workshop; however the local expert who will be assigned to undertake the local study will participate in the workshop for only two days. Any other local persons that might be invited by the NTPSC to attend the workshop as observers or in any other capacity will do so at no cost to the project. It would be reasonable to assume that six of the above-mentioned 18 participants would live in Sofia (therefore they will not be entitled to DSA) and only the remaining 6 local participants would come from other cities.</p> <p>The Government and the organizations of the social partners involved in this project have offered to cover all costs for local / national travel of their representatives that would participate in the tripartite workshop.</p> <p><i>Travel of expatriate participants:</i> 5 (five) expatriates are expected to participate at the tripartite workshop, namely; Marios Meletiou (the ILO Project Manager), the Senior Social Dialogue Specialist from the ILO Budapest Office, Prof. Peter Turnbull (External Expert), Cristine Tilling (ETF) and Damian Viccars (IRU).</p>	<p>2.3 Tripartite Workshop in Bulgaria:</p> <p><i>Travel and Subsistence allowance</i></p> <p>A. Travel costs</p> <p><i>Travel of local participants:</i> There were 22 (twenty three) local participants as follows: 20 (twenty) local participants (four representing the Government, seven the Employers' group and nine the Workers' group), the local project coordinator and the local expert. The 21 local participants attended all five days of the tripartite workshop.</p> <p>The Government and the organizations of the social partners involved in this project covered all costs for local / national travel of their representatives who participated in the tripartite workshop. Therefore, there was no cost incurred under this item.</p>	<p>(36 Euro)</p>
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<p>For the Project Manager travelling from the ILO Headquarters in Geneva, an economy class return ticket Geneva – Sofia – Geneva (approximately 600 Euro), plus terminal charges (according to ILO rules 4 X US\$38 = US\$ 152, approximately 100 Euro) will be considered. Therefore the total estimated travel cost would be 700 Euro.</p>	<p>The travel cost for the Project Manager on this mission was 750 Euro.</p> <p>It should be noted that due to the synergies between this project and the EU funded project No. 30-CE-0194198/00-19 – SI2, 502974, the National Tripartite Workshop on Social Dialogue in Ports in Bulgaria within the framework of the EU funded project No. 30-CE-0194198/00-19 – SI2, 502974, was held back to back with the National Tripartite Workshop on Social Dialogue in Road Transport.</p> <p>The travel under this item also includes the cost of travel for the Project Manager to attend and participate in the National Tripartite Workshop on Social Dialogue in Ports in Bulgaria within the framework of the EU funded project No. 30-CE-0194198/00-19 – SI2, 502974.</p>	<p>+ 50 Euro</p>
<p>For the Senior Social Dialogue Specialist from the ILO Budapest Office, an economy class return ticket Budapest – Sofia – Budapest (approximately 400 Euro), plus terminal charges (according to ILO rules 4 X US\$38 = US\$ 152, approximately 100 Euro) will be considered. Therefore the total estimated travel cost for the ILO Official from Budapest would be 500 Euro.</p>	<p>The Senior Social Dialogue Specialist from the ILO Budapest Office travelled to Sofia to participate as a resource person in the Workshop. Unfortunately, due to an error her costs have been charged to the EU project No. 30-CE-0194198/00-19 – SI2, 502974. Please refer to the report of project No. 30-CE-0194198/00-19 – SI2, 502974, part <i>Heading 2 – Travel and subsistence allowance/ 2.9 Costs incurred due to error</i> of the report from the project No. 30-CE-0194198/00-19 – SI2, 502974.</p>	<p>(500 Euro)</p>
<p>Professor Turnbull will have to travel from Cardiff of U.K. to Sofia by plane (no direct flights available). Consequently, because of the routing, the international component of his travel is expected to be higher than that for the ILO Officials and is estimated to be 800 Euro.</p>	<p>Professor Turnbull travelled from Cardiff of U.K. to Sofia by plane and the cost of his travel was 706 Euro.</p> <p>It should be also noted that Professor Turnbull’s mission to Sofia to facilitate in this workshop was a joint mission in which he also travelled to Varna, Bulgaria to facilitate the National Tripartite Workshop on Social Dialogue in Ports in Bulgaria within the framework of the EU funded project No. 30-CE-0194198/00-19</p>	<p>(94 Euro)</p>

<p>For the ETF and IRU Officials the travel (Brussels – Sofia – Brussels) is estimated to cost 600 Euro. Therefore the total travel cost estimate for the two ETF and IRU Officials would be (600 Euro x 2 persons) 1,200 Euro.</p> <p>Therefore, the total estimated travel cost for expatriate participants is (700 + 500 + 800 + 1,200) 3,200 Euro.</p> <p>Average travel cost per person and for all participants:</p> <ul style="list-style-type: none"> • The total travel cost for the 6 (six) local participants who will come from other cities has been estimated to be only 36 Euro • The total estimated travel cost for the 5 (five) expatriate participants has been estimated to be 3,200 Euro • The estimated total travel cost would then be (36 + 3,200) 3,236 Euro • Therefore the average travel cost for 11 participants would be 3,236 Euro divided by 11 persons = 294.18 Euro <p>B. Subsistence cost estimates</p> <p>Subsistence cost estimate for ILO Project Manager (Marios Meletiou): The Project Manager is expected to stay in Bulgaria for 7 nights and consequently, 7.5 DSA would be payable to him amounting to (7.5 x 70) 525 Euro. The maximum allowance for hotel accommodation is 205 Euro per night for a total of 7 nights, which amounts to 1,435 Euro. Therefore, the total subsistence for the Project Manager</p>	<p>– SI2, 502974.</p> <p>The international travel (Brussels – Sofia – Brussels) for Ms. Cristina Tilling, the ETF Official was 589 Euro and for Mr. Damian Viccars, the IRU Official was 522 Euro. Therefore the total travel cost for the two Officials was (589 Euro + 522 Euro) 1,111 Euro.</p> <p>Therefore, the total travel cost for expatriate participants is (750 + 0 + 706 + 1,111) 2,567 Euro.</p> <p>Average travel cost per person and for all participants:</p> <ul style="list-style-type: none"> • The total travel cost for the local participants was 0 Euro • The total travel cost for the 5 (five) expatriate participants was 2,567 Euro • The total travel cost was (0 + 2,567) 2,567 Euro • Therefore the average travel cost for 23 participants would be 2,567 Euro divided by 23 persons = 111.60 Euro <p>B. Subsistence cost</p> <p>Subsistence cost estimate for ILO Project Manager (Marios Meletiou): The Project Manager stayed in Sofia, Bulgaria for 5 nights. As the Project Manager was an ILO Official, his DSA was as paid per the ILO Rules and Regulations. The total subsistence for Mr. Meletiou charged onto this project was 1,507 Euro.</p>	<p>(89 Euro)</p>
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<p>pertinent to the workshop in Bulgaria is estimated to be (525 + 1,435) 1,960 Euro.</p>	<p>As noted above, as there were synergies between this project and the EU funded project No. 30-CE-0194198/00-19 – SI2, 502974, the Project Manager undertook a joint mission and this total subsistence cost incurred also includes the subsistence for the Project Manager to attend and participate in the National Tripartite Workshop on Social Dialogue in Ports in Bulgaria within the framework of the EU funded project No. 30-CE-0194198/00-19 – SI2, 502974. In total, the Project Manager was in Bulgaria for 13 days.</p>	<p>(453 Euro)</p>
<p><i>Subsistence cost estimate for the Senior Social Dialogue Specialist from the ILO Budapest Office:</i> The Senior Social Dialogue Specialist from the ILO Budapest Office is expected to be present for the duration of the workshop in Bulgaria. Therefore, he/she is expected to stay in Bulgaria for six (6) nights and consequently, 6.5 DSA would be payable amounting to (6.5 x 70) 455 Euro. The maximum allowance for hotel accommodation is 205 Euro per night for a total of 6 nights, which amounts to 1,230 Euro. Therefore, the total subsistence for the ILO Senior Social Dialogue Specialist pertinent to the workshop in Bulgaria is estimated to be (455 + 1,230) 1,685 Euro.</p>	<p><i>Subsistence cost for the Senior Social Dialogue Specialist from the ILO Budapest Office:</i> The Senior Social Dialogue Specialist from the ILO Budapest Office travelled to Sofia to participate as a resource person in the Workshop. Unfortunately, due to an error her costs have been charged to the EU project No. 30-CE-0194198/00-19 – SI2, 502974. Please refer to the part <i>Heading 2 – Travel and subsistence allowance/ 2.9 Costs incurred due to error</i> of the report from the project No. 30-CE-0194198/00-19 – SI2, 502974.</p>	<p>(1,685 Euro)</p>
<p><i>Subsistence cost estimate for External Expert (Peter Turnbull):</i> The external expert is expected to stay in Bulgaria for (6) nights and consequently, 6.5 DSA would be payable to him amounting to (6.5 x 70) 455 Euro. The maximum allowance for hotel accommodation is 205 Euro per night for a total of 6 nights, which amounts to 1,230 Euro. Therefore, the total subsistence for the external expert pertinent to the workshop in Bulgaria is estimated to be (455 + 1,230) 1,685 Euro.</p>	<p><i>Subsistence cost for External Expert (Peter Turnbull):</i> The National Tripartite Workshop on Social Dialogue in Road Transport in Bulgaria was held back to back with the National Tripartite Workshop on Social Dialogue in Ports in Bulgaria, within the framework of the project No. 30-CE-0194198/00-19 – SI2, 502974. Consequently, Professor Turnbull stayed in Bulgaria for (12) nights. As lunch was provided during the days on which the Workshops were held, the DSA paid was reduced accordingly. The total amount of DSA for the 12 nights was 710 Euro. The</p>	

<p><i>Subsistence cost estimate for the ETF and IRU Officials (Cristine Tilling and Damian Viccars):</i></p> <p>The two ETF and IRU Officials are expected to be present for the duration of the workshop in Bulgaria. Therefore, they would be expected to stay in Bulgaria for six (6) nights and consequently, 6.5 DSA would be payable amounting to (6.5 x 70) 455 Euro for each one. The maximum allowance for hotel accommodation is 205 Euro per night for a total of 6 nights, which amounts to 1,230 Euro. Therefore, the total subsistence for the two ETF and IRU Officials pertinent to the workshop in Bulgaria is estimated to be (455 + 1,230) 1,685 Euro x 2 = 3,370 Euro.</p> <p><i>Subsistence cost estimate for the 6 local participants (Government, Employers'</i></p>	<p>hotel accommodation in Sofia was 129.80 Euro per night for a total of 5 nights, which amounted to 649 Euro. The cost incurred of the hotel for the duration of the Workshop in Varna, Bulgaria has been directly charged to project No. 30-CE-0194198/00-19 – SI2, 502974. Please refer to Heading 2 – Travel and subsistence allowances of the report for that project.</p> <p>Therefore, the total subsistence for the external expert pertinent to the two workshops in Bulgaria was (710 + 649) 1,359 Euro.</p> <p><i>Subsistence cost for the ETF and IRU Officials (Cristina Tilling and Damian Viccars):</i></p> <p>The ETF representative, Ms. Cristina Tilling, was present at the workshop for 3 days and stayed in Sofia for 2 nights. The hotel accommodation was 129.80 Euro per night for 2 nights, totalling 259.50 Euro and the DSA paid to her was 125 Euro, as lunch was provided thus reduced accordingly. The total subsistence cost for the ETF Official was (259.50 Euro + 125 Euro) 384.50 Euro.</p> <p>Mr. Damian Viccars, the IRU Official, was present at the workshop for 4 days and stayed in Sofia for 3 nights. The hotel accommodation was 129.80 Euro per night for 3 nights, totally 389 Euro. As lunch was provided, the reduced DSA paid to Mr. Viccars was 212 Euro. The total subsistence cost for the IRU Official was (389 Euro + 212 Euro) 601 Euro.</p> <p>Therefore, the total subsistence for the two ETF and IRU Officials pertinent to the workshop in Bulgaria was (384.50 Euro + 601 Euro) 985.50 Euro.</p> <p><i>Subsistence cost for the 7 local participants (Government, Employers'</i></p>	<p>(326 Euro)</p> <p>(2,384.50 Euro)</p>
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<p><i>and Workers' representatives), who will come from other cities:</i> All above 6 (six) local participants are expected to be present during all five (5) days of the workshop. Therefore, they would be expected to stay in Sofia for six (6) nights and consequently, 6.5 DSA would be payable amounting to (6.5 x 70) 455 Euro for each one. For the local participants, hotel accommodation has been identified at 130 Euro per night. The total accommodation cost would therefore amount to (6 nights x 130 Euro) 780 Euro for each participant. Therefore, the total subsistence each local participant pertinent to the workshop in Sofia is estimated to be (455 + 780) 1,235 Euro and for all 6 local participants (6 x 1,235) 7,410 Euro.</p> <p><i>Average subsistence cost per person and for 11 participants:</i></p> <ul style="list-style-type: none"> • Total Subsistence cost for the ILO Project Manager: 1,960 Euro • Total Subsistence cost for the Senior Social Dialogue Specialist from the ILO Budapest Office: 1,685 Euro • Total Subsistence cost for the External Expert: 1,685 Euro • Total Subsistence cost for the two ETF and IRU Officials: 3,370 Euro • Total Subsistence cost for the 6 local participants: 7,410 Euro <p>Total subsistence cost for all 11 Participants (1,960 + 1,685 + 1,685 + 3,370 + 7,410) = 16,110 Euro</p> <p>Average number of days spent by participants: (1 person x 7 days + 1 x 6 + 1 x 6 + 2 x 6 + 6 x 6) / 11 = 6.09 days per person</p>	<p><i>and Workers' representatives), who came from other cities:</i> Of the 20 local participants who attended the Workshop (four representing the Government, seven the Employers' group and nine the Workers' group), 7 participants travelled to Sofia from other cities in Bulgaria. They stayed in Sofia for 5 nights as they left on the last day of the Workshop. As lunch was provided to the participants, the payable DSA was reduced accordingly. Therefore, the DSA paid to each participant was 264.68 Euro per person. The hotel accommodation was 84.20 Euro per night. The total accommodation cost was (5 nights x 84.20 Euro) 421 Euro. Therefore, the total subsistence for each local participant pertinent to the Workshop in Sofia amounted to be (264.68 + 421) 685.68 Euro and for all 7 participants (7 x 685.68) 4,800 Euro.</p> <p><i>Average subsistence cost per person and for 12 participants:</i></p> <ul style="list-style-type: none"> • Total Subsistence cost for the ILO Project Manager: 1,507 Euro • Total Subsistence cost for the Senior Social Dialogue Specialist from the ILO Budapest Office: 0 Euro • Total Subsistence cost for the External Expert: 1,359 Euro • Total Subsistence cost for the two ETF and IRU Officials: 985.50 Euro • Total Subsistence cost for the 6 local participants: 4,800 Euro <p>Total subsistence cost for all 12 Participants (1,507 + 0 + 1,359 + 985.50 + 4,800) = 8,651.50 Euro</p> <p>Average number of days spent by participants: (1 person x 13 days + 1 x 12 + 1 x 3 + 1 x 4 + 7 x 5) / 12 = 5.58 days per person</p>	<p>(2,610 Euro)</p>
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<p>Average Daily cost per person: 16,110 Euro / 6.09 Days / 11 = 240.45 Euro per day per person.</p> <p style="text-align: center;">2.4 Tripartite Workshop in Romania:</p> <p><i>Travel and Subsistence allowance</i> <i>A. Travel costs</i></p> <p><i>Travel of local participants:</i> There will be 20 (twenty) local participants as follows: 18 (eighteen) local participants (six representing the Government, six the Employers' group and six the Workers' group), the local project coordinator and the local expert. 18 local participants will be invited to attend all five days of the tripartite workshop. The local project coordinator will attend all five days of the workshop; however the local expert who will be assigned to undertake the local study will participate in the workshop for only two days. Any other local persons that might be invited by the NTPSC to attend the workshop as observers or in any other capacity will do so at no cost to the project. It would be reasonable to assume that 12 of the above-mentioned 18 participants would live in Bucharest (therefore they will not be entitled to DSA) and only the remaining 6 local participants would come from other cities.</p> <p>The Government and the organizations of the social partners involved in this project have offered to cover all costs for local / national travel of their representatives that would participate in the tripartite workshop.</p> <p><i>Travel of expatriate participants:</i> 5 (five) expatriates are expected to participate at the tripartite workshop, namely; Marios Meletiou (the ILO Project Manager), the Senior Social Dialogue Specialist from the ILO Budapest Office, Prof. Peter Turnbull (External Expert), Cristine Tilling (ETF)</p>	<p>Average Daily cost per person: 8,651.50 Euro / 5.58 Days / 12 = 129.20 Euro per day per person.</p> <p style="text-align: center;">2.4 Tripartite Workshop in Romania:</p> <p><i>Travel and Subsistence allowance</i> <i>A. Travel costs</i></p> <p><i>Travel of local participants:</i> There were 19 (nineteen) local participants as follows: 18 (eighteen) local participants (six representing the Government, six the Employers' group and six the Workers' group) and the local expert.</p> <p>The Government and the organizations of the social partners involved in this project have covered all costs for local / national travel of their representatives who participated in the tripartite workshop. Thus no costs were incurred under this item.</p> <p><i>Travel of expatriate participants:</i> The expatriates at the tripartite workshop were Marios Meletiou (the ILO Project Manager), Prof. Peter Turnbull (External Expert), Cristina Tilling (ETF) and Damian Viccars (IRU).</p>	(42 Euro)
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<p>and Damian Viccars (IRU).</p> <p>For the Project Manager travelling from the ILO Headquarters in Geneva, an economy class return ticket Geneva – Bucharest – Geneva (approximately 600 Euro), plus terminal charges (according to ILO rules 4 X US\$38 = US\$ 152, approximately 100 Euro) will be considered. Therefore the total estimated travel cost would be 700 Euro.</p>	<p>The Project Manager travelled from the ILO Headquarters in Geneva, to Bucharest. Due to the synergies between this project and the EU project No. 30-CE-0194198/00-19 – SI2, 502974, the National Tripartite Workshop on Social Dialogue in Road Transport in Romania was held back to back with the National Tripartite Workshop on Social Dialogue in Ports in Romania. Consequently, Mr. Marios Meletiou made one joint mission for his participation in the two Workshops. The travel costs for the National Tripartite Workshop on Social Dialogue in Road Transport in Romania were charged onto the project No. 30-CE-0194198/00-19 – SI2, 502974. Please refer to the part Heading 2 – Travel and subsistence allowances/ 2.5 Tripartite Workshop in Romania/ A. Travel costs of the report for the project No. 30-CE-0194198/00-19 – SI2, 502974.</p> <p>Thus there was no cost incurred under this activity on this Project.</p>	<p>(700 Euro)</p>
<p>For the Senior Social Dialogue Specialist from the ILO Budapest Office, an economy class return ticket Budapest – Sofia – Budapest (approximately 400 Euro), plus terminal charges (according to ILO rules 4 X US\$38 = US\$ 152, approximately 100 Euro) will be considered. Therefore the total estimated travel cost for the ILO Official from Budapest would be 500 Euro.</p>	<p>The Senior Social Dialogue Specialist from the ILO Budapest Office travelled to Bucharest to participate as a resource person in the Workshop. Unfortunately, due to an error her costs have been charged to the EU project No. 30-CE-0194198/00-19 – SI2, 502974. Please refer to the part Heading 2 – Travel and subsistence allowance/ 2.9 Costs incurred due to error of the report from the project No. 30-CE-0194198/00-19 – SI2, 502974.</p>	<p>(500 Euro)</p>
<p>Professor Turnbull will have to travel from Cardiff of U.K. to Bucharest by plane (no direct flights available). Consequently, because of the routing, his travel is expected to be higher than that for the ILO Officials and is estimated to be 800 Euro.</p>	<p>The National Tripartite Workshop on Social Dialogue in Road Transport in Romania was held back to back with the National Tripartite Workshop on Social Dialogue in Ports in Romania within the framework of the EC funded project No. 30-CE-0194198/00-19 – SI2, 502974.</p>	

<p>For the ETF and IRU Officials the international travel (Brussels – Bucharest – Brussels) is estimated to cost 600 Euro. Therefore the total travel cost estimate for the two ETF and IRU Officials would be (600 Euro x 2 persons) 1,200 Euro.</p> <p>Therefore, the total estimated travel cost for expatriate participants is (700 + 500 + 800 + 1,200) 3,200 Euro.</p> <p><i>Average travel cost per person and for 11 participants:</i></p> <ul style="list-style-type: none"> • The total travel cost for the 6 (six) local participants has been estimated to be only 42 Euro • The total estimated travel cost for the 5 (five) expatriate participants has been estimated to be 3,200 Euro 	<p>Professor Turnbull travelled from Cardiff of U.K. to Bucharest in order to participate as lead facilitator for the National Tripartite Workshop on Social Dialogue in Road Transport held from 15 to 20 June 2009. He then travelled to Constanta to conduct the National Tripartite Workshop on Social Dialogue in Ports, held from 22 to 26 June 2009. The international and local travel costs incurred by Professor Turnbull were charged onto the EC project No. 30-CE-0194198/00-19 – SI2, 502974. Please refer to the part <i>Heading 2 – Travel and subsistence allowances/ 2.5 Tripartite Workshop in Romania/ A. Travel costs</i> of the report for the project No. 30-CE-0194198/00-19 – SI2, 502974.</p> <p>The only cost charged onto this project pertinent to Professor Turnbull was the transfer provided to him between the hotel and airport which was 27 Euro.</p> <p>The international travel (Brussels – Bucharest – Brussels) for Ms. Cristina Tilling, the ETF Official was 405 Euro and for Mr. Damian Viccars, the IRU Official was 345 Euro. Therefore the total travel cost for the two Officials was (405 + 345) 750 Euro.</p> <p>Therefore, the total travel cost for expatriate participants charged on this project was (0 + 0 + 27 + 750) 777 Euro.</p> <p><i>Average travel cost per person and for all participants:</i></p> <ul style="list-style-type: none"> • The total travel cost for the local participants was 0 Euro • The total travel cost for the expatriate participants was 777 Euro 	<p>(773 Euro)</p> <p>(613 Euro)</p>
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<ul style="list-style-type: none"> • The estimated total travel cost would then be (42 + 3,200) 3,242 Euro • Therefore the average travel cost for 11 participants would be 3,242 Euro divided by 11 persons = 294.73 Euro 	<ul style="list-style-type: none"> • The total travel was (0 + 777) 777 Euro • Therefore the average travel cost for 23 participants was 777 Euro divided by 23 persons = 33.78 Euro 	
<p><i>B. Subsistence cost estimates</i></p>	<p><i>B. Subsistence cost</i></p>	
<p><i>Subsistence cost estimate for ILO Project Manager (Marios Meletiou):</i> The Project Manager is expected to stay in Romania for (7) nights and consequently, 7.5 DSA would be payable to him amounting to (7.5 x 60) 450 Euro. The maximum allowance for hotel accommodation is 170 Euro per night for a total of 7 nights, which amounts to 1,190 Euro. Therefore, the total subsistence for the Project Manager pertinent to the workshop in Romania is estimated to be (450+ 1,190) 1,640 Euro.</p>	<p><i>Subsistence cost for ILO Project Manager (Marios Meletiou):</i> Due to the synergies between this project and the EC project No. 30-CE-0194198/00-19 – SI2, 502974, the National Tripartite Workshop on Social Dialogue in Road Transport in Romania was held back to back with the National Tripartite Workshop on Social Dialogue in Ports in Romania. Consequently, Mr. Marios Meletiou made one joint mission for his participation in the two Workshops. The subsistence costs for the National Tripartite Workshop on Social Dialogue in Road Transport in Romania were charged onto the project No. 30-CE-0194198/00-19 – SI2, 502974. Please refer to the part <i>Heading 2 – Travel and subsistence allowances/ 2.5 Tripartite Workshop in Romania/ B. Subsistence costs</i> of the report for the project No. <i>30-CE-0194198/00-19 – SI2, 502974.</i></p>	
<p><i>Subsistence cost estimate for the Senior Social Dialogue Specialist from the ILO Budapest Office:</i> The Senior Social Dialogue Specialist from the ILO Budapest Office is expected to be present at for the duration of the workshop. Therefore, he/she is expected to stay in Romania for six (6) nights and consequently, 6.5 DSA would be payable amounting to (6.5 x 60) 390 Euro. The maximum allowance for hotel</p>	<p>Thus there was no cost incurred under this activity on this Project</p> <p><i>Subsistence cost for the Senior Social Dialogue Specialist from the ILO Budapest Office:</i> The Senior Social Dialogue Specialist from the ILO Budapest Office was scheduled to travel from Budapest to Bucharest to participate as a resource person in the Workshop. However, due to unexpected and last minute work commitments from the ILO, she was unable to attend the Workshop.</p>	<p>(1,640 Euro)</p>

<p>accommodation is 170 Euro per night for a total of 6 nights, which amounts to 1020 Euro. Therefore, the total subsistence for Specialist for the workshop in Romania is estimated to be (390 + 1020) 1,410 Euro.</p>	<p>Thus there was no cost incurred under this activity on this Project</p>	<p>(1,410 Euro)</p>
<p><i>Subsistence cost estimate for External Expert (Peter Turnbull):</i> The external expert is expected to stay in Romania for (6) nights and consequently, 6.5 DSA would be payable to him amounting to (6.5 x 60) 390 Euro. The maximum allowance for hotel accommodation is 170 Euro per night for a total of 6 nights, which amounts to 1020 Euro. Therefore, the total subsistence for the external expert pertinent to the workshop in Romania is estimated to be (390 + 1020) 1,410 Euro.</p>	<p><i>Subsistence cost for External Expert (Peter Turnbull):</i> The subsistence costs incurred by Professor Turnbull were charged onto the EC project No. 30-CE-0194198/00-19 – SI2, 502974. Please refer to the part <i>Heading 2 – Travel and subsistence allowances/ 2.5 Tripartite Workshop in Romania/ B. Subsistence costs</i> of the report for the project No. <i>30-CE-0194198/00-19 – SI2, 502974.</i></p> <p>However, the hotel accommodation cost for the stay of 6 nights in Bucharest for conducting the National Tripartite Workshop on Social Dialogue in Road Transport was paid directly to the hotel through a service contract with Nordic Tours and was charged onto this project budget. The hotel accommodation was 113.30 Euro per night for 6 nights, totally 680 Euro. Therefore, the total subsistence spent for the external expert pertinent to the workshop in Romania, which was charged on this Project, was 680 Euro.</p>	<p>(730 Euro)</p>
<p><i>Subsistence cost estimate for the ETF and IRU Officials (Cristine Tilling and Damian Viccars):</i> The two ETF and IRU Officials are expected to be present for the duration of the workshop in Romania. Therefore, they would expected to stay in for six (6) nights and consequently, 6.5 DSA would be payable amounting to (6.5 x 60) 270 Euro for each one. The maximum allowance for hotel accommodation is 170 Euro per night for a total of 6 nights, which amounts to 680 Euro. Therefore, the total subsistence for the two ETF and IRU Officials</p>	<p><i>Subsistence cost for the ETF and IRU Officials (Cristina Tilling and Damian Viccars):</i> The ETF representative, Ms. Cristina Tilling, was present at the workshop for 3 days. However, the accommodation was arranged by Ms. Tilling herself and was at no cost to the Project. As lunch was provided, the reduced DSA paid to her was 184 Euro. The total subsistence cost for the ETF Official was 184 Euro.</p> <p>Mr. Damian Viccars, the IRU Official, was present at the workshop for 5 days</p>	

<p>pertinent to the workshop in Romania is estimated to be $(390 + 1020) \times 2 = 2,820$ Euro.</p> <p><i>Subsistence cost estimate for the 6 local participants (Government, Employers' and Workers' representatives), who will come from other cities:</i> All above 6(six) local participants are expected to be present during all five (5) days of the workshop. Therefore, they would be expected to stay in Bucharest for six (6) nights and consequently, 6.5 DSA would be payable amounting to $(6.5 \times 60) \times 390$ Euro for each one. For the local participants, hotel accommodation has been identified at 110 Euro per night. The total accommodation cost would therefore amount to $(6 \text{ nights} \times 110 \text{ Euro}) \times 660$ Euro for each participant. Therefore, the total subsistence each local participant pertinent to the workshop in Bucharest is estimated to be $(390 + 660) \times 1,050$ Euro and for all 6 local participants $(6 \times 1,050) \times 6,300$ Euro.</p> <p><i>Average subsistence cost per person and for 11 participants:</i></p> <ul style="list-style-type: none"> • Total Subsistence cost for the ILO Project Manager: 1,640 Euro • Total Subsistence cost for the Senior Social Dialogue Specialist from the ILO Budapest Office: 1,410 Euro 	<p>and stayed in Bucharest for 6 nights. The hotel accommodation was 113.30 Euro per night for 6 nights, totally 680 Euro. The DSA paid to Mr. Viccars was 315 Euro, as lunch was provided and thus it was reduced accordingly. The total subsistence cost for the IRU Official was $(680 \text{ Euro} + 315 \text{ Euro}) \times 995$ Euro.</p> <p>Therefore, the total subsistence for the two ETF and IRU Officials pertinent to the workshop in Bulgaria was $(184 \text{ Euro} + 995 \text{ Euro}) \times 1,179$ Euro.</p> <p><i>Subsistence cost for the 2 local participants (Government, Employers' and Workers' representatives), who came from other cities:</i> Of the 18 local participants who attended the Workshop (six representing the Government, six the Employers' group and six the Workers' group), 2 participants travelled to Bucharest from other cities in Romania. They stayed in Bucharest for 6 nights as they left on the day after the end of the Workshop. As lunch was provided to the participants, the payable DSA was reduced accordingly. Therefore, the DSA paid to each participant was 270 Euro per person. The hotel accommodation was 113.3 Euro per night. The total accommodation cost was $(6 \text{ nights} \times 105 \text{ Euro}) \times 680$ Euro. However, one of the participants arranged for her own accommodation at no cost to the Project. Therefore, the total subsistence for 2 local participant pertinent to the Workshop in Sofia amounted to be $[(270 \times 2) + 680 \text{ Euro}] \times 1,220$ Euro.</p> <p><i>Average travel cost per person and for 5 participants:</i></p> <ul style="list-style-type: none"> • Total Subsistence cost for the ILO Project Manager: 0 Euro • Total Subsistence cost for the Senior Social Dialogue Specialist from the ILO Budapest Office: 0 Euro 	<p>(1,641 Euro)</p> <p>(5,080 Euro)</p>
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<ul style="list-style-type: none"> • Total Subsistence cost for the External Expert: 1,410 Euro • Total Subsistence cost for the two ETF and IRU Officials: 2,820 Euro • Total Subsistence cost for the 6 local participants: 6,300 Euro <p>Total subsistence cost for 11 Participants (1,640 + 1,410 + 1,410 + 2,820 + 6,300) = 13,580 Euro</p> <p>Average number of days spent by participants: (1 person x 7 days + 1 x 6 + 1 x 6 + 2 x 6 + 6 x 6) / 11 = 6.09 days per person</p> <p>Average Daily cost per person: 13,580 Euro / 6.09 Days / 11 persons = 202.69 Euro per day per person.</p> <p>2.5 International Tripartite Workshop in Brussels:</p> <p>2.5.1 Preparatory meetings for the International Tripartite Workshop The Project Manager will travel from Geneva to Brussels in order to develop, together with ETF and IRU, the detailed programme of the International Tripartite Workshop to be held in Brussels and initiate the pertinent arrangements.</p> <p><i>Travel and Subsistence allowance</i> A. Travel costs <i>Average travel cost for Project Manager (Marios Meletiou):</i> Economy class return ticket Geneva – Brussels – Geneva (approximately 500 Euro), plus terminal charges (according to ILO rules 4 X US\$38 = US\$ 152, approximately 100 Euro), will be considered. Therefore the total estimated travel cost = 600 Euro.</p> <p>B. Subsistence cost estimates <i>Subsistence cost for ILO Project</i></p>	<ul style="list-style-type: none"> • Total Subsistence cost for the External Expert: 680 Euro • Total Subsistence cost for the two ETF and IRU Officials: 1,179 Euro • Total Subsistence cost for the 2 local participants: 1,220 Euro <p>Total subsistence cost for 5 Participants (680 + 1,179 + 1,220) = 3,079 Euro</p> <p>Average number of days spent by participants: (1 person x 6 days + 1 x 3 + 1 x 6 + 2 x 6) / 5 = 5.4 days per person</p> <p>Average Daily cost per person: 3,079 Euro / 5.4 Days / 5 persons = 114 Euro per day per person.</p> <p>2.5 International Tripartite Workshop in Brussels:</p> <p>2.5.1 Preparatory meetings for the International Tripartite Workshop The Project Manager travelled from Geneva to Brussels in order to develop, together with ETF and IRU, the detailed programme of the International Tripartite Workshop to be held in Brussels and initiate the pertinent arrangements.</p> <p><i>Travel and Subsistence allowance</i> A. Travel costs <i>Travel cost for Project Manager (Marios Meletiou):</i> The travel cost for Mr. Marios Meletiou for this mission was 357 Euro.</p> <p>B. Subsistence cost <i>Subsistence cost for ILO Project</i></p>	<p>(243 Euro)</p>
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<p>Manager: The Project Manager would be expected to stay 2 (two) nights in Brussels and thus would be entitled to 2.5 DSA. The DSA for Belgium is 92 Euro. Therefore, the total DSA cost would amount to (2.5 x 92) 230 Euro. The cost for hotel accommodation per person for all 2 nights would be (2 x 140) 280 Euro. Consequently, the total subsistence cost for the Project Manager would be (230 + 280) 510 Euro. Thus the average subsistence cost would be 510 Euro / 2 days = 255 Euro per day.</p> <p>As amended in the Estimated Budget (After Revision) Application ref: VP/2008/01/0596 Subsistence sub-total = 464 Euro</p> <p>2.5.2 The International Tripartite Workshop</p> <p><i>Travel and Subsistence allowance</i> <i>A. Travel costs</i></p> <p>Travel cost for national participants: 12 (twelve) national participants (six from each of the two countries, namely Bulgaria and Romania) will be invited to attend the three-day international tripartite workshop in Brussels. The international travel cost (economy class return air ticket) is estimated to be 600 Euro per person. Therefore the total travel cost for all national participants is estimated to be (12 x 600 Euro) 7,200 Euro.</p>	<p>Manager: The Project Manager stayed 4 nights in Brussels and as an ILO Official and following the ILO Rules and Regulations, the Project Manager was paid the DSA of 1,003 Euro for the mission.</p> <p>2.5.2 The International Tripartite Workshop</p> <p><i>Travel and Subsistence allowance</i> <i>A. Travel costs</i></p> <p>Travel cost for national participants: 15 (fifteen) national participants (eight from Bulgaria and seven from Romania) attended the two-day international tripartite workshop in Brussels.</p> <p>The international travel cost (economy class return air ticket) for the participants from Bulgaria was 273 Euro for 6 of the participants and 293 Euro for the 7th participant. The 8th participant of the Bulgarian was already present in Brussels for a different and separate meeting and thus her travel was at no cost to the project. Therefore the total travel cost for the participants from Bulgaria was [(273 Euro x 6 participants) + (293 Euro x 1 participant)] 1,931 Euro.</p> <p>The international travel cost (economy class return air ticket) for the participants from Romania was 227.70 Euro for 6 of the participants and 301 Euro for the 7th</p>	<p>+539 Euro</p>
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<p><i>Travel cost for ILO Project Manager and Assistant to the Project Manager:</i> For the two ILO Officials an economy class return ticket Geneva – Brussels – Geneva (approximately 500 Euro), plus terminal charges (according to ILO rules 4 X US\$38 = US\$ 152, approximately 100 Euro) will be considered. Therefore, the estimated travel cost per person would be 600 Euro and for both ILO Officials 1,200 Euro.</p> <p><i>Travel cost for the Senior Social Dialogue Specialist from ILO Budapest Office:</i> For the Senior Specialist on Social Dialogue from ILO Budapest Office, an economy class return ticket Budapest – Brussels – Budapest (approximately 350 Euro) plus terminal charges (according to ILO rules 4 X US\$38 = US\$ 152, approximately 100 Euro) will be considered. Therefore, the total estimated travel cost would be 450 Euro.</p> <p><i>Travel cost for the External Expert:</i> The External Expert (Professor Turnbull) will have to travel from Cardiff of U.K. to Brussels by (economy class) plane (no direct flights available) or by train (first class) from Cardiff to London and the by train (EUROSTAR) from London to Brussels (both return). The cost of this travel is expected to be 500 Euro.</p>	<p>participant. Therefore the total travel cost for the participants from Romania was [(227.70 Euro x 6 participants) + (301 Euro x 1 participant)] 1,667 Euro.</p> <p>The total travel cost for the national participants was (1,931 Euro + 1,667 Euro) 3,598 Euro.</p> <p><i>Travel cost for ILO Project Manager and Assistant to the Project Manager:</i> The travel cost for Mr. Marios Meletiou, the Project Manager, to attend the International Workshop was 518 Euro.</p> <p>The travel cost for Ms. May Mi Than Tun, the Assistant to the Project Manager, who assisted in the organization and function as well as attending the Workshop, was 420 Euro.</p> <p>The total travel costs for the ILO Officials were (518 Euro + 420 Euro) 938 Euro.</p> <p><i>Travel cost for the Senior Social Dialogue Specialist from ILO Budapest Office:</i> Due to work commitments, the Senior Social Dialogue Specialist from the ILO Office in Budapest could not attend the International Workshop. Thus no cost was incurred under this item.</p> <p><i>Travel cost for the External Expert:</i> The External Expert, Professor Turnbull, was in an accident a week prior to the International Workshop and he was unable to attend. However, Professor Turnbull had already arranged for his travel and with the authorization from Ms. Ellen Durst (DG Employment, Social Affairs & Equal Opportunities), the travel cost incurred, 252 Euro, had been charged to</p>	<p>(3,602 Euro)</p> <p>(262 Euro)</p> <p>(450 Euro)</p>
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<p>the Project.</p> <p>A copy of the medical certificate has been provided with this report.</p> <p><i>Average travel cost per person and for all participants:</i></p> <ul style="list-style-type: none"> • The total travel cost for the 12 (twelve) national participants has been estimated to be only 7,200 Euro • The total estimated travel cost for the 2 (two) ILO Officials from the Headquarters in Geneva has been estimated to be 1,200 Euro • The total estimated travel cost for the Senior Social Dialogue Specialist from ILO Budapest Office has been estimated to be 450 Euro • The travel cost for the External Expert has been estimated to be 500 Euro • The estimated total travel cost would then be (7,200 + 1,200 + 450 + 500) 9,350 Euro • Therefore the average travel cost for all participant (16 persons) would be 9,350 Euro divided by 16 persons = 584.38 Euro <p><i>B. Subsistence cost estimates</i></p> <p><i>Subsistence cost for national participants:</i> 12 (twelve) national participants (six from each one of the two countries, namely Bulgaria and Romania) will be invited to attend the three-day international tripartite workshop in Brussels. Therefore, it would be necessary for the national participants to spend 4 nights in Brussels. Therefore, they would be entitled for 4.5 DSA. The DSA for Belgium is 92 Euro and the maximum</p>	<p>(248 Euro)</p> <p><i>Average travel cost per person and for all participants:</i></p> <ul style="list-style-type: none"> • The total travel cost for the 15 (fifteen) national participants was 3,598 Euro • The total travel cost for the 2 (two) ILO Officials from the Headquarters in Geneva was 938 Euro • The total estimated travel cost for the Senior Social Dialogue Specialist from ILO Budapest Office was 0 Euro • The travel cost for the External Expert was 252 Euro • The total travel cost would then be (3,598 + 938 + 0 + 252) 4,788 Euro • Therefore the average travel cost for all participant (18 persons) would be 4,788 Euro divided by 18 persons = 266 Euro <p><i>B. Subsistence cost</i></p> <p><i>Subsistence cost for national participants:</i> 15 (fifteen) national participants (eight from Bulgaria and seven from Romania) spent 3 nights in Brussels. Therefore, they were entitled to 3.5 DSA. Each of the participants received the DSA of 363 Euro (the difference of 41 Euro was due to the exchange rate transfer of the DSA amount between the ILO Headquarters and the local offices of the</p>	
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<p>hotel price is 140 Euro. Therefore the subsistence cost for each person would be (4.5 x 92) 414 Euro. The hotel cost for each participant would be, as mentioned above, 140 Euro per night, thus the cost per person for four nights amounts to (4 x 140) 560 Euro. Therefore, the total subsistence cost for all 18 participants would be (414 X 12 + 560 x 12) 11,688 Euro. Subsequently, the average daily cost per person would be (11,688 / 12 persons / 4 days) 243.5 Euro.</p>	<p>UNDP where the DSA was paid from as well as for the bank transfer costs incurred). Thus, the total DSA was (363 Euro x 15 participants) 5,445 Euro.</p> <p>The hotel accommodation was 159.50 Euro per night. Therefore, the hotel accommodation cost for each of the participant was (159.50 Euro x 3 nights) 478.50 Euro. One of the participants from Bulgaria only required 2 nights of hotel accommodation, while the rest were provided with 3 nights of accommodation. Thus the total hotel accommodation cost for the 15 participants was [(478.50 Euro x 14 participants) + (319 Euro x 1 participant)] 7,018 Euro.</p> <p>Therefore, the total subsistence cost for the 15 participants was (5,445 + 7,018) 12,463 Euro.</p> <p>Subsequently, the average daily cost per person was (12,463 Euro/ 15 persons/ 3 days) 276.95 Euro.</p>	<p>+ 775 Euro</p>
<p><i>Subsistence cost for the two ILO Officials:</i> For the purpose of undertaking final preparations regarding the International Tripartite Workshop, the two ILO Officials will arrive in Belgium two days before the said workshop and depart the next day after the end of the workshop. Therefore, they would be expected to stay 5 (five) nights in Brussels and they would be entitled to 5.5 DSA. The DSA for Belgium is 92 Euro. Therefore, the total DSA cost per person would amount to (5.5 x 92) 506 Euro. The cost for hotel accommodation per person for all 5 nights would be (5 x 140) 700 Euro. Consequently, the total subsistence cost for both ILO Officials would be (1,206 x 2) 2,412 Euro.</p>	<p><i>Subsistence cost for the two ILO Officials:</i> For the purpose of undertaking final preparations regarding the International Tripartite Workshop, the two ILO Officials arrived in Belgium three days before the workshop and left the next day after the end of the workshop. Therefore, they stayed 5 (five) nights in Brussels. As the Project Manager and the Assistant to the Project Manager were both ILO Officials, the DSA paid to them were as per ILO Rules and Regulations. The total subsistence cost for both the ILO Officials was (2,072 x 2) 4,144 Euro.</p>	<p>+ 1,732.05 Euro</p>
<p><i>Subsistence cost for the Senior Social Dialogue Specialist from ILO Budapest Office:</i> The Senior Specialist on Social Dialogue</p>	<p><i>Subsistence cost for the Senior Social Dialogue Specialist from ILO Budapest Office:</i> As the Senior Specialist on Social</p>	<p>(974 Euro)</p>

<p>will arrive in Belgium one day before the workshop and depart the next day after the end of the workshop. Therefore, he/she would be expected to stay 4 (four) nights in Brussels and he/she would be entitled to 4.5 DSA. The DSA for Belgium is 92 Euro. Therefore, the total DSA cost for the Specialist would amount to (4.5 x 92) 414 Euro. The cost for hotel accommodation for all 4 nights would be (4 x 140) 560 Euro. Consequently, the total subsistence cost for the Specialist would be (414 + 560) 974 Euro.</p> <p><i>Subsistence cost for the External Expert:</i> The External Expert will arrive in Belgium one day before the workshop and depart the next day after the end of the workshop. Therefore, he would be expected to stay 4 (four) nights in Brussels and he would be entitled to 4.5 DSA. The DSA for Belgium is 92 Euro. Therefore, the total DSA cost for the External Expert would amount to (4.5 x 92) 414 Euro. The cost for hotel accommodation for all 4 nights would be (4 x 140) 560 Euro. Consequently, the total subsistence cost for the External Expert would be (414 + 560) 974 Euro.</p> <p><i>Average subsistence cost per person and for all 16 participants:</i></p> <ul style="list-style-type: none"> • Total Subsistence cost for the 12 national participants: 11,688 Euro • Total Subsistence cost for the two ILO Officials from ILO Geneva: 2,412 Euro • Total Subsistence cost for the Senior Specialist on Social Dialogue from ILO Budapest Office: 974 Euro • Total Subsistence cost for the External Expert: 974 Euro <p>Total subsistence cost for all 16 participants (11,688 + 2,412 + 974 + 974) = 16,048 Euro</p> <p>Average number of days spent by</p>	<p>Dialogue was unable to attend the Workshop, there was no cost incurred under this item.</p> <p><i>Subsistence cost for the External Expert:</i> As the External Expert was not able to attend and facilitate the Workshop due to an accident, there was no cost incurred under this item.</p> <p><i>Average subsistence cost per person and for the 17 participants:</i></p> <ul style="list-style-type: none"> • Total Subsistence cost for the 15 national participants: 12,463 Euro • Total Subsistence cost for the two ILO Officials from ILO Geneva: 4,144 Euro • Total Subsistence cost for the Senior Specialist on Social Dialogue from ILO Budapest Office: 0 Euro • Total Subsistence cost for the External Expert: 0 Euro <p>Total subsistence cost for all 17 participants (12,463 + 4,144) = 16,607 Euro</p>	<p>(974 Euro)</p>
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<p>participants: $(12 \text{ persons} \times 4 \text{ days} + 2 \times 5 + 1 \times 4 + 1 \times 4) / 16 = 4.13 \text{ days per person}$ (rounded up)</p> <p>Average Daily cost per person: 16,048 Euro / 4.13 days / 16 persons = 243.15 Euro per day per person.</p> <p>3. Heading 3 – Costs of Services</p> <p>3.1 Information dissemination</p> <p>The ILO is going to disseminate the information on the project by creating the web page with project relevant information and documents on its web site. Since one of the tasks of the APM is the development of an ILO web page publicizing the project, there will be no separate cost for this service. The only cost related to the information dissemination will be the translation of the web site from English into French and Spanish (the ILO official languages). The cost estimates have been included in “Translations” (see below).</p> <p>3.2 Translations</p> <p>There will be six types of documents for translation:</p> <ol style="list-style-type: none"> 1) The ILO materials on social dialogue (50 pages) 2) Country profile study (35 pages) 3) Training materials (including power point presentations and workshop handouts) supporting the ILO materials on social dialogue (approximately 150 pages) 4) Sectoral Activities Programme Working Paper, WP.258, “Social dialogue perspectives in Romanian road transport” (52 pages only in Romanian) 5) Project interim and final reports (60 pages) 6) Various (e.g. agendas and minutes of meetings of NTPSCs etc) (50 pages) 	<p>Average number of days spent by participants: $(15 \text{ persons} \times 4 \text{ days} + 2 \times 5) / 17 = 4.12 \text{ days per person}$ (rounded up)</p> <p>Average Daily cost per person: 16,607 Euro / 4.12 days / 17 persons = 273 Euro per day per person.</p> <p>3. Heading 3 – Costs of Services</p> <p>3.1 Information dissemination</p> <p>The ILO has disseminated the information on the project by creating the web page with project relevant information and documents on its website.</p> <p>3.2 Translations</p> <p>There were four types of documents for translation:</p> <ol style="list-style-type: none"> 1) The ILO materials on social dialogue 2) Country profile study 3) Training materials (including power point presentations and workshop handouts) supporting the ILO materials on social dialogue (approximately 400 pages) 4) Sectoral Activities Programme Working Paper, WP.258, “Social dialogue perspectives in Romanian road transport” (52 pages only in Romanian) <p>All the documents which required translation was realized through the translators who were contracted to translate the documents collectively.</p>	
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<p>The ILO materials on social dialogue (to be translated from English into Bulgarian and Romanian): Average cost per page:</p> <ul style="list-style-type: none"> • Cost per page in Bulgaria 17 Euro • Cost per page in Romania 15 Euro <p>Average cost per page $(17+15)/2 = 16$ Euro</p> <p>Total cost: 16 (Euro) x 2 (languages) x 50 (pages) = 1,600 Euro</p> <p>Country profile study (to be translated from Bulgarian and Romanian into English): 16 x 2 x 35 pages = 1,120 Euro</p> <p>Sectoral Activities Programme Working Paper, WP.258, “Social dialogue perspectives in Romanian road transport” (to be translated from English into Romanian): 15 x 52 pages = 780 Euro</p> <p>Training materials (to be translated from English into Bulgarian and Romanian): 16 x 2 x 150 pages = 4,800 Euro</p> <p>Project interim and final reports (to be translated from English into Bulgarian and Romanian): 16 x 2 x 60 pages = 1,920 Euro</p> <p>Various other documents (to be translated from English into Bulgarian and Romanian): 16 x 2 x 50 pages = 1,600 Euro</p> <p>Translation of the relevant ILO web site (to be translated from English into French and Spanish): 45 Euro* x 2 languages x 10 pages = 900 Euro * Geneva cost of the translation</p> <p>Total estimate costs of translation = 12,720 Euro</p>	<p>The cost of translation for all the required documents and materials pertinent to the activities in Bulgaria was 2,969.23 Euro.</p> <p>The cost of translation for all the required documents and materials pertinent to the activities in Romania was 2,153.42 Euro.</p> <p>Translation of the relevant ILO web site Due to the undergoing and upcoming changes which will be made to the Departmental website, at the moment, the ILO website has only been established in English</p> <p>Total cost of translation = 5,122.64 Euro</p>	<p>(7,597.36 Euro)</p>
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<p>3.3 Reproductions and publications</p> <p>The publication costs will include black/white printing and binding.</p> <ul style="list-style-type: none"> • The production cost per copy in Bulgaria: 4 Euro. • The production cost per copy in Romania: 4 Euro. <p>Average cost per item: $(4+4)/2 = 4$ Euro</p> <p>1) The ILO materials on social dialogue (50 pages) The unit cost (1 page) is $4 / 50 = 0.08$ Euro. 300 copies will be produced in each country Total cost of production in two countries is: $(300 \times 2 \times 50) 30,000 \times 0.08 = 2,400$ Euro</p> <p>2) Country profile study (35 pages) The unit cost (1 page) is $4 / 35 = 0.11$ Euro. 50 copies will be produced in each country. Total cost of production in two countries: $(50 \times 2 \times 35) 3,500 \times 0.11 = 385$ Euro</p> <p>3) Sectoral Activities Working Paper WP.258, “Social dialogue perspectives in Romanian road transport” (52 pages) The publication costs will include black/white printing and binding.</p> <ul style="list-style-type: none"> • The production cost per copy in Romania: 4 Euro. <p>Thus, the unit cost (1 page) is $4 / 52 = 0.08$ Euro. 50 copies will be produced in Romania. Total cost of production: $(50 \times 52) 2,600 \times 0.08 = 208$ Euro</p> <p>4) Training materials / handouts (approximately 150 pages) The unit cost (1 page) is $4 / 150 = 0.03$ Euro. 30 copies will be produced in each country. Total cost of production in two countries: $(30 \times 2 \times 150) 9,000 \times 0.03 = 270$ Euro</p>	<p>3.3 Reproductions and publications</p> <p>All the documents which required reproduction and publication were realized through the contracts with service providers.</p> <p>The cost of reproduction and publications for all the required documents and materials pertinent to the activities in Bulgaria was 787.76 Euro.</p> <p>The cost of reproduction and publications for all the required documents and materials pertinent to the activities in Romania was 919.05 Euro.</p>	
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<p>Total estimate costs of reproduction and publications = 3,623 Euro</p>	<p>Total costs of reproduction and publications = 1,706.80 Euro</p>	<p>(1,556.20 Euro)</p>
<p>3.4 Interpretation</p>	<p>3.4 Interpretation</p>	
<p>The interpretation will be provided during National Tripartite Workshop in each of the three countries. The duration of each workshop is five (5) days.</p>	<p>Interpretation was provided during National Tripartite Workshop in each of the three countries (Bulgaria, Romania and Belgium). The duration of each workshop is five (5) days in Bulgaria and Romania and 2 days in Belgium.</p>	
<p>Total cost of interpretation for the National Tripartite Workshop in Bulgaria:</p>	<p>Total cost of interpretation for the National Tripartite Workshop in Bulgaria:</p>	
<p>The cost of one interpreter for simultaneous translation for 4 hours per day is 320 Euro. The duration of the workshop each day is eight (8) hours and will require the input of 2 interpreters. Thus, total cost of interpretation for the workshop in Bulgaria: $320 \times 2 \times 5 \text{ days} = 3,200 \text{ Euro}$.</p>	<p>The interpretation services were provided by a local company, Arena di Serdica. For the duration of the 5-day workshop, 2 interpreters were provided for eight (8) hours per day. The total cost of interpretation for the workshop in Bulgaria: 2,865.27 Euro</p>	<p>(334.73 Euro)</p>
<p>Total cost of interpretation for the National Tripartite Workshop in Romania:</p>	<p>Total cost of interpretation for the National Tripartite Workshop in Romania:</p>	
<p>The cost of one interpreter for simultaneous translation for 4 hours per day is 180 Euro. The duration of the workshop each day is eight (8) hours and will require the input of 2 interpreters. Thus, total cost of interpretation for the workshop in Romania: $180 \times 2 \times 5 \text{ days} = 1,800 \text{ Euro}$.</p>	<p>The interpretation services were provided by a local company, Nordic Tours. For the duration of the 5-day workshop, 2 interpreters were provided for eight (8) hours per day. The total cost of interpretation for the workshop in Romania: 1,459.66 Euro</p>	<p>(340.34 Euro)</p>
<p>Total cost of interpretation for the International Tripartite Workshop in Belgium:</p>	<p>Total cost of interpretation for the International Tripartite Workshop in Belgium:</p>	
<p>The cost of one interpreter for simultaneous translation per day is 650 Euro. The duration of the workshop 3 days and will require the input of 4 interpreters</p>	<p>For the two-day Workshop in Belgium there were 6 interpreters who were contracted. For the first day, the interpretation provided was English-</p>	

<p>(English-Bulgarian; Bulgarian-English; English-Romanian and Romanian-English). Thus, total cost of interpretation for the workshop in Belgium: 650 x 3 x 4 = 7,800 Euro.</p>	<p>Bulgarian; Bulgarian-English; English-Romanian; Romanian-English; English-French; French-English and 6 interpreters were contracted. The English-French-English component was of the interpretation was due to the fact of the Belgian social partners were invited to speak on the “Belgian experience of social dialogue in the road transport sector at national level” and those presentations were conducted in French.</p> <p>For the second day, there was a need for only English-Bulgarian-English and English-Romanian-English and thus only 4 interpreters were contracted.</p> <p>The total cost of interpretation for the workshop in Belgium: 7,557.23 Euro</p>	<p>(242.77 Euro)</p>
<p>3.5 External expertise</p> <p>There will be 4 external experts involved in the project:</p> <p>Mr. Peter Turnbull – lead instructor and facilitator of two national and one international workshops (see his TOR in ANNEX D.7).</p> <p>Mr. Damian Viccars – Head of the IRU Commission on Social Affairs (CAS) and EU Fiscal Affairs at the IRU Permanent Delegation to the EU – Facilitator at the two national and one international workshops (see letter of support from IRU).</p> <p>Mrs. Cristina Tilling - Political Secretary of the road transport section of ETF - Facilitator at the two national and one international workshops (see letter of support from ETF).</p> <p>External expert from Bulgaria (to be identified later) – the person who will complete the national research study on the profile of the road transport sector in Bulgaria (see the TOR ANNEX D.7).</p> <p>External expert from Romania (1) (to be identified later) – the person who will complete the national research study on the profile of the road transport sector in</p>	<p>3.5 External expertise</p> <p>There were 4 external experts involved in the project:</p> <p>Mr. Peter Turnbull – lead instructor and facilitator of two national workshop</p> <p>Mr. Damian Viccars – Head of the IRU Commission on Social Affairs (CAS) and EU Fiscal Affairs at the IRU Permanent Delegation to the EU – Facilitator at the two national and one international workshops</p> <p>Mrs. Cristina Tilling - Political Secretary of the road transport section of ETF - Facilitator at the two national and one international workshops</p> <p>Association ‘European Projects’ – organization contracted to conduct the national research study on the profile of the road transport sector in Bulgaria</p> <p>Ms. Roxana Radu – External expert who completed the national research study on the profile of the road transport sector in Romania.</p>	

<p>Romania. (see the TOR ANNEX D.7). External expert from Romania (2) (to be nominated by the Ministry of Transport, Romania) – the person who will be one of the instructors at the National Tripartite Workshop in Romania.</p> <p>Total cost of Mr. Turnbull: 51 (days) x 450 (Euro) = 22,950 Euro</p> <p>As amended in the Estimated Budget (After Revision) Application ref: VP/2008/01/0596 External expertise/ Lead instructor and facilitator of the two national and one international workshops = 19,800.00 Euro</p> <p>Total cost of Mr. Damian Viccars: 26 (days) x 611 (Euro) = 15,889 Euro</p> <p>Total cost of Mrs. Cristina Tilling: 26 (days) x 513.37 (Euro) = 13,347.62 Euro</p> <p>Total cost of external expert from Bulgaria: 30 days x 170 Euro = 5,100 Euro</p> <p>Total cost of external expert from Romania (1): 30 days x 200 Euro = 6,000 Euro</p> <p>Total cost of external expert from Romania (2): 5 days x 200 Euro = 1,000 Euro</p> <p>3.6 Other services:</p> <p>Services for national coordination of the project: Ms. Plamenka Markova and Ms. Cristina Mihes, ex ILO Officials, will be engaged on a short-term / part time basis (overall 36 days) for the purpose of coordination of the project in Bulgaria and Romania</p>	<p>External expert from Romania (2) – this person was not nominated and thus there were only one external expert from Romania.</p> <p>Total cost of Mr. Turnbull: 44 (days) x 450 (Euro) = 20,145.42 Euro</p> <p>Total cost of Mr. Damian Viccars: 24 (days) x 611 (Euro) = 14,664 Euro</p> <p>Total cost of Mrs. Cristina Tilling: 20 (days) x 513.37 (Euro) = 10,267.40 Euro</p> <p>Total cost of external expert from Bulgaria: 4,851.36 Euro</p> <p>Total cost of external expert from Romania (1): 2,773.68 Euro</p> <p>Total cost of external expert from Romania (2): 0 Euro</p> <p>3.6 Other services:</p> <p>Services for national coordination of the project: Ms. Plamenka Markova was engaged on a short-term / part time basis for the purpose of coordination of the project in Bulgaria.</p>	<p>+ 345.42 Euro</p> <p>(1,222 Euro)</p> <p>(3,082.22 Euro)</p> <p>(248.64 Euro)</p> <p>(3,226.32 Euro)</p> <p>(1,000 Euro)</p>
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<p>respectively.</p> <p>Total cost of the contract for Ms. Markova: 36 x 170 Euro = 6,120 Euro</p> <p>As amended in the Estimated Budget (After Revision) Application ref: VP/2008/01/0596</p> <p>Other services/ Services for national coordination of the project in Bulgaria = 6,120 Euro</p> <p>Total cost of the contract for Ms. Mihes: 36 x 240 Euro = 8,640 Euro</p> <p>As amended in the Estimated Budget (After Revision) Application ref: VP/2008/01/0596</p> <p>Other services/ Services for national coordination of the project in Romania = 245.69 Euro</p> <p>Catering services for coffee breaks during the workshops</p> <p>The provision of refreshments and biscuits / pastries during the coffee breaks of the two national tripartite workshops and the one international tripartite workshop will be contracted out to appropriate service providers. The average cost per person per coffee break is estimated to be 5 Euro. For each of the national tripartite workshops there will be 10 coffee breaks (two per day for five days). Therefore, for the two national tripartite workshops there will be 20 coffee breaks in total. It is also estimated that the average number of persons per day attending each one of the national tripartite workshops would be 30. For the three-day international tripartite workshop in Brussels there will be six more coffee breaks for also about 30 persons. Therefore the total cost for the catering services for coffee breaks is estimated to be: (5 Euro x 30 persons x 26 coffee breaks) = 3,900 Euro.</p>	<p>Total cost of the contract for Ms. Markova: 3,951.71 Euro</p> <p>Total cost of the contract for Ms. Mihes: There was no national project coordinator engaged for the project and thus no costs were incurred.</p> <p>Catering services for coffee breaks during the workshops</p> <p>The provision of refreshments and biscuits / pastries during the coffee breaks of the two national tripartite workshops and the one international tripartite workshop was contracted out to appropriate service providers. In Bulgaria, Arena di Serdica, a local company was contracted to provide services for the national workshop which included, <i>inter alia</i>, the coffee break. In Romania, Nordic Tours was engaged for workshop organization services and the coffee break.</p> <p>The total cost of coffee break in Bulgaria = 1,380.09 Euro The total cost of coffee break in Romania = 1,940.81 Euro</p> <p>For the two-day international tripartite workshop in Brussels, the coffee break = 386 Euro.</p>	<p>(2,168.29 Euro)</p> <p>(245.69 Euro)</p>
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<p>Catering services for lunches during the workshops</p> <p>No cost has been included in the budget for catering services for lunches during the workshops. Instead, it has been assumed that the workshop participants would use part of the full subsistence allowance rate that has been included in the costs under the “Budget Heading 2 – Travel and subsistence allowance” to eat lunch. If it would be decided to provide organized common lunches for all workshop participants, a relevant deduction of the subsistence allowances to be given to the workshop participants would be made and an appropriate transfer between the two relevant Budget Headings will be made and shown in the project accounts.</p>	<p>The total costs for coffee breaks = 1,380.09 Euro + 1,940.81 Euro + 386 Euro = 3,708.90 Euro.</p> <p>Catering services for lunches during the workshops</p> <p>Arrangements were made with the company which was engaged to organize the national workshops in order for lunch to be provided to the participants during the workshop. The DSA of the participants were reduced accordingly (see Budget Heading 2 – Subsistence allowance for each of the items).</p> <p>The cost of the lunches for the National Tripartite Workshop in Bulgaria was 1,082.31 Euro.</p> <p>The cost of the lunches for the National Tripartite Workshop in Romania was 2,270.59 Euro.</p> <p>The total amount for the catering services was (1,082.31 Euro + 2,270.59 Euro) 3,352.90 Euro.</p>	<p>(191.10 Euro)</p> <p>+ 3,352.90 Euro</p>
<p>Services for organizing workshops</p> <p>These services will be assigned to a relevant service provider and will include creating name badges and labels, folders for participants, consumables (pens, writing pads, transparencies, paper for flipcharts etc.), invitation letters, registering participants etc.: on average 1,000 Euro per workshop x 3 workshops = 3,000 Euro.</p> <p>As amended in the Estimated Budget (After Revision) Application ref: VP/2008/01/0596</p> <p>Other services/ Services for organizing workshops = 2,250 Euro</p>	<p>Services for organizing workshops</p> <p>In Bulgaria, Arena di Serdica was contracted to provide the services of organizing the workshop while in Romania, Nordic Tours was hired. The European Transport Workers’ Federation assisted in organizing the two-day international tripartite workshop in Brussels.</p> <p>The total cost of workshop organization in Bulgaria = 610.27 Euro</p> <p>The total cost of workshop organization in Romania = 1,776.46 Euro</p> <p>The total cost of workshop organization in Belgium = 369.73 Euro</p> <p>The total costs for workshop organization = 610.27 Euro + 1,776.46 Euro + 369.73</p>	

<p>Heading 4 – Administration costs</p> <p>4.1 Hiring of rooms</p> <ul style="list-style-type: none"> • Five-day National Tripartite Workshop in Bulgaria: 5 days x 580 Euro = 2,900 Euro. • Five-day National Tripartite Workshop in Romania: 5 days x 500 Euro = 2,500 Euro. • Three-day International Tripartite Workshop in Brussels: To be held at the premises of ETF at no cost to the project. <p>4.2 Hiring of interpretation booths</p> <ul style="list-style-type: none"> • Five-day National Tripartite Workshop in Bulgaria: 5 days x 2 booths x 120 Euro = 1,200 Euro • Five-day National Tripartite Workshop in Romania: 5 days x 2 booths x 100 Euro = 1,000 Euro • Three-day International Tripartite Workshop in Brussels (interpretation from English-Bulgarian; Bulgarian-English; English-Romanian; Romanian-English): The meeting room, at the premises of ETF where the Workshop will be held, is fully equipped. 	<p>Euro = 2,756.46 Euro</p> <p>Heading 4 – Administration costs</p> <p>4.1 Hiring of rooms</p> <ul style="list-style-type: none"> • Five-day National Tripartite Workshop in Bulgaria: 5 days x 384 Euro = 2,075.97 Euro. • Five-day National Tripartite Workshop in Romania: 5 days x 686 Euro = 3,708.63 Euro. • Three-day International Tripartite Workshop in Brussels: the workshop was held at the premises of ETF at no cost to the project. <p>4.2 Hiring of interpretation booths</p> <ul style="list-style-type: none"> • Five-day National Tripartite Workshop in Bulgaria: the cost of the interpretation booths was included in the item for sound facilities (see below) • Five-day National Tripartite Workshop in Romania: 5 days x 2 booths x 86.49 Euro = 864.9 Euro • Three-day International Tripartite Workshop in Brussels (interpretation from English-French; French-English; English-Bulgarian; Bulgarian-English; English-Romanian; Romanian-English): The meeting room, at the premises of ETF where the Workshop was held, is fully equipped with interpretation 	<p>+ 506.46 Euro</p> <p>(824.03 Euro)</p> <p>+ 1,208.63 Euro</p> <p>N/A</p> <p>(1,200 Euro)</p> <p>(135.01 Euro)</p> <p>N/A</p>
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<p>4.3 Other Administrative Costs</p> <ul style="list-style-type: none"> • Sound Facilities (including microphones, earphones, sound system) <p>Five-day National Tripartite Workshop in Bulgaria: 5 days x 650 Euro = 3,250 Euro</p> <p>Five-day National Tripartite Workshop in Romania: 5 days x 650 Euro = 3,250 Euro</p> <p>Three-day International Tripartite Workshop in Brussels: The meeting room, at the premises of ETF where the Workshop will be held, is fully equipped.</p> <ul style="list-style-type: none"> • Miscellaneous costs (administrative costs for the International Workshop in Brussels) 1000 Euro <p>As amended in the Estimated Budget (After Revision) Application ref: VP/2008/01/0596 Administration costs/ miscellaneous administrative costs for International Workshop in Brussels = 0 Euro</p> <ul style="list-style-type: none"> • Sundries (including various ILO administrative and other costs not covered under other item) 1000 Euro <p>As amended in the Estimated Budget (After Revision) Application ref: VP/2008/01/0596 Administration costs/ Sundries = 0 Euro</p>	<p>booths.</p> <p>4.3 Other Administrative Costs</p> <ul style="list-style-type: none"> • Sound Facilities (including microphones, earphones, sound system) <p>Five-day National Tripartite Workshop in Bulgaria: 5 days x 621.23 Euro = 3,106.16 Euro</p> <p>Five-day National Tripartite Workshop in Romania: 5 days x 540.62 Euro = 2,703.80 Euro</p> <p>Three-day International Tripartite Workshop in Brussels: The meeting room, at the premises of ETF where the Workshop was held, is fully equipped.</p> <ul style="list-style-type: none"> • Miscellaneous costs – No costs were incurred under this item. <ul style="list-style-type: none"> • Sundries – No costs were incurred under this item. 	<p>(143.84 Euro)</p> <p>(546.92 Euro)</p> <p>N/A</p> <p>0 Euro</p> <p>0 Euro</p>
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<p>Heading 5 – Overheads</p> <p>Amount: 24,514.07 Euro</p> <p>Heading 6 – Income</p> <p>Beneficiary’s contribution in cash:</p> <p>Own contribution: The ILO contribution (not less than 20% of total budget) will consist in substantial working time spent on the project. See the relevant calculations in Heading 1 “Staff Costs”. The cost of following ILO officials will be considered as the ILO contribution:</p> <p>Mr. Marios Meletioui – 47,530.56 Euro Ms. Angelique Flores-Giraud – 4,581.38 Euro Ms. Shona Davidson – 3,922.30 Euro Senior Specialist on Social Dialogue in the ILO Budapest office – 13,773.06 Euro Ms. Audrey Le Guevel – 3,600.8 Euro Total ILO contribution: 73,408.10 Euro</p> <p>Partner’s contribution: The total contribution of social partners, ETF and IRU, is as follows (see the Letters of Support attached): 15,889.00 Euro (IRU) + 13,347.62 Euro (ETF) = 29,236.62 Euro</p> <p>Total Beneficiary’s contribution in cash (C): 73,408.10 Euro + 29,236.62 Euro = 102,644.72 Euro</p> <p>Revenue generated by the Action (R) = 0</p>	<p>Heading 5 – Overheads</p> <p>Amount: 19,348.49 Euro</p> <p>Heading 6 – Income</p> <p>Beneficiary’s contribution in cash:</p> <p>Own contribution: The ILO contribution consisted in substantial working time spent on the project.</p> <p>The cost of following ILO officials will be considered as the ILO contribution:</p> <p>Mr. Marios Meletioui – 57,066.24 Euro Ms. Angelique Flores-Girod – 8,067.40 Euro Ms. Shona Davidson – 7,063.80 Euro Senior Specialist on Social Dialogue in the ILO Budapest office (Ms. Cristina Mihes) – 2,952.90 Euro Ms. Audrey Le Guevel – 2,702 Euro Total ILO contribution: 77,852.34 Euro</p> <p>Partner’s contribution: The total contribution of social partners, ETF and IRU, is as follows (see the table below): 14,664.00 Euro (IRU) + 10,267.40 Euro (ETF) = 24,931.40 Euro</p> <p>Total Beneficiary’s contribution in cash (C): 77,852.34 Euro + 24,931.40 Euro = 102,783.74 Euro</p> <p>Revenue generated by the Action (R) = The tax refund from the national activities in Bulgaria and Romania = 3,062.73 Euro.</p>	<p>(5,165.58 Euro)</p>
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ILO Contribution

	As per agreement	Actual input
Management		
Project Manager - Marios Meletiou	47,530.56	57,066.24
Administration		
Secretariat	4,581.45	8,067.40
Accounting	3,922.30	7,063.80
Other staff		
Cristina Mihes	13,773.20	2,952.90
Audrey Le Geuvel	3,600.80	2,702.00
Total	73,408.31	77,852.34

Input of the Social Partners

Social partners	Number of days contributed	Daily cost	Total cost
Cristina Tilling (The European Transport Workers' Federation)	20 days	513.37 Euro	10,267.40 Euro
Damian Viccars (The International Road Transport Union)	24 days	611 Euro	14,664 Euro
Total Partners' Contribution			24,931.40 Euro

INTERNATIONAL LABOUR ORGANIZATION

Final Financial Statement for Income and Expenditure
for the project RER/08/09/EEC

(Expressed in Euros)

Project Title: Strengthening the capacity of social partners in the road transport sector in Bulgaria and Romania to engage in effective and constructive social dialogue at international, national and enterprise level

Approved Budget: € 351,466.33

A. Income:

ILO Contribution	Euros	102,783.74
Funds received from EEC in December 2008	Euros	204,152.07
Interest	Euros	392.95
	Total:	307,328.76

B. Expenditure:

	Unit cost	# of units	EEC+ILO Contribution Total Expenditure in Euros
Heading 1 : Staff Costs			
Management	679.36	84	57,066.24
Administration	402.78	150	60,416.73
Secretariat	366.70	22	8,067.40
Accounting	470.92	15	7,063.80
Other staff	463.13	86	39,829.46
Sub-total			172,443.63
Heading 2 : Travel & Subsist.			
Travel	402.18	29	11,663.13
Subsistence allowances	201.35	151	30,404.59
Sub-total			42,067.72
Heading 3 : Costs of Services			
Translations	5.56	922	5,122.64
Reproduction and Publications	0.06	30,100	1,706.81
Interpretations	396.07	30	11,882.16
External expertise	190.21	146	27,770.47
Other services			13,769.97
Sub-total			60,252.05
Heading 4 : Administration Costs			
Hire of rooms	578.46	10	5,784.60
Hire of interpreters booths	43.25	20	864.99
Other administrative costs	580.92	10	5,809.25
Sub-total			12,458.83
Sub-total direct project costs			287,222.22
10 - Administrative Costs			19,348.49
	Total:		306,570.71

C. Revenue Generated by the action 3,062.73

D. Balance on completion of project (A - B + C): 3,820.77



May Mi Than Tun - RE: Grant Agreement VS/2008/0506 - EU funded ILO Technical Cooperation Project on social dialogue in road transport in Bulgaria and Romania

From: <Ellen.DURST@ec.europa.eu>
To: <thantun@ilo.org>
Date: 27/01/2010 13:58
Subject: RE: Grant Agreement VS/2008/0506 - EU funded ILO Technical Cooperation Project on social dialogue in road transport in Bulgaria and Romania
CC: <meletiou@ilo.org>

Dear Ms Than Thun,

Thank you for your message.

These costs are eligible, provided you attach an explicative note to the final statement and you provide also the copy of the medical certificate.

Best regards,

Ellen DURST
European Commission
DG Employment, Social Affairs & Equal Opportunities
Social Dialogue, Industrial Relations
Tel.: +32-2-299.97.51
Fax: +32-2-296.97.71
E-mail: ellen.durst@ec.europa.eu
www.ec.europa.eu/socialdialogue

From: May Mi Than Tun [<mailto:thantun@ilo.org>]
Sent: Friday, January 15, 2010 3:04 PM
To: DURST Ellen (EMPL)
Cc: Marios Meletiou
Subject: Grant Agreement VS/2008/0506 - EU funded ILO Technical Cooperation Project on social dialogue in road transport in Bulgaria and Romania

Dear Ms. Durst,

I hope this email finds you well and I wish you all the best for the New Year.

As you may recall, Professor Peter Turnbull, who was to be the lead facilitator at the International Tripartite Workshop on Social Dialogue in Road Transport in Bulgaria and Romania (held in Brussels on 3 & 4 December 2009), had an accident and could not be present at the Workshop. During the preparatory phase of the Workshop, we had requested Professor Turnbull to make his travel arrangements and to purchase the most economical flight ticket to Brussels. He had purchased the cheapest ticket available and as a result, the tickets are non-refundable in spite of a medical reason for his inability to travel. The insurance he has with his University does not cover this mission as it is outside of the University work.

Professor Turnbull has requested for the reimbursement of GBP 213.00 (Euro 240.00) for this ticket. We would kindly like request for you advice on if we could reimburse him.

Thank you in advance.

Best regards,
May Mi

Discharge Notification

Current Medication Details for:

Gwent Healthcare NHS Trust



Mr Peter John Turnbull

2 Trinity Street, Abergavenny, Gwent, NP7 5EA

Date of Birth: 19/01/1962 Hospital No: 5224825

Admitted: 01/12/2009 Discharged:

GP: Dr P L Davies

Consultant: WALKER, MR RUSSELL W

Weight: 0 kg

NHS No: 4800700272

Ward: 1/2 Gilwern Ward Nevill Hall

Practice:

Specialty: Orthopaedics And Trauma - North Only

Allergies: Nil

Patient Copy: Complete

04/12/2009

Current Medication

Item #	Action	Drug Name, Form & Strength	Dose	Directions	Comments	Duration	Supplied
1 of 4	ADDED TO TREATMENT	FLUCLOXACILIN, CAPSULE 500mg	500mg	Four times a day	ONE	7 days	28x500mg
2 of 4	ADDED TO TREATMENT	METRONIDAZOLE, TABLET 400mg	400mg	Three times a day	ONE	7 days	21x400mg
3 of 4	CONTINUE AS BEFORE	PARACETAMOL, TABLET 500mg	1g	four times a day when required for pain relief			FROM WARD
4 of 4	ADDED TO TREATMENT	PENICILLIN V, TABLET 250mg	500mg	Four times a day	4WD	7 days	56x250mg

Medication details completed by:

DR SARAH RAYWOOD CLINICIAN

Clinical check completed by:

MARTIN DUNN PHARMACIST

Date: 04/12/2009

Date: 04/12/2009

Gwent Healthcare NHS Trust
Orthopaedic Transfer Form – Gilwern Ward NHH

TURNBULL G5224825
 PETER JOHN 4800700272



2 TRINITY STREET M
 ABERGAVENNY 19/01/1962
 GWENT Dr. P L DAVIES
 NP7 5EA CWS V2.12B

Date: Consultant:

GP:

Tel:

Transport Required: Y N

Time & Date booked:

Property/Valuables returned: Y N N/A

DOB: Age:

NOK:

Relationship:

Tel:

Aware of Transfer: Y N

If Not, reason:

Medication: (List all current medication)

Admission Details

Reason for Admission:

Date of Operation:

Allergies:

Advice/ Information

Transfer Medication: Y N

T.T.A's given to patient: Y N

Plaster Care Instructions given: Y N

O.P.A.

Date: Time:

Social Circumstances

Lives alone: Y N

If other state:

Social Package: Y N

Start date:

OT:

Physio:

Orthogeritrician:

District Nurse: Y N Date of visit:

Wound

Site:

Condition:

Clips removed? Y N

R.O.C.

Clip remover provided? Y N

Type of dressing:

Frequency:

Date last changed:

ADL's

Safe Environment:

Hygiene:

Mobility:

Eating & Drinking:

Elimination:

Date bowels last open:

Comments

for Change of dressing and removal of sutures.

Signature: *P. Davies*

Print: P. Davies

Date: 4/12/09 Status: RGN

Dose the patient require an air mattress or electric bed?

Ward informed Y/N

1 Copy to be sent with patient.

1 Copy to be placed in medical notes.

>>> "HALLARD Severine" <Severine.Hallard@ec.europa.eu> 15/01/2009 17:32 >>>

Dear Mr Meletiou,

I received your questions to Ms Durst about the budget of grant agreement VS/2008/0506 and I think there is a misunderstanding.

Commission grant is awarded for the globality of the project, not for specific headings as you explain in your letter. We cannot take into account what the beneficiary will contribute to and what the Commission will contribute to. You can use the money as convenient for each heading, respecting of course the corresponding amount authorised for each.

If you think that a budgetary amendment is necessary you can transfer up to 15% from an heading to another one without requesting a budgetary amendment. If you want to transfer more than 15% from an heading to another one you have to request it officially by writing. I just want to remind that the total amount of the grant agreement cannot be modify.

As a concrete exemple : the amendment you proposed is not possible for Heading 3 - Cost of services. The amount of the heading will change from 66 833 € to 79 348.69 € which is more than a 15%. A formal request would have been necessary in that case.

I would kindly ask you when requesting a budgetary amendment to make the modifications in the total budget (in SWIM) and to send the explanations by writing.

Please do not hesitate to contact me if you have any doubt to proceed.

I would like also to inform you that the prolongation has been done for 3 months, and we change the 10% to 15% for budgetary modifications like for all other international organisation. You should receive the official documents within two weeks.

Kind regards,

Séverine HALLARD

Directorate Employment social affairs and equal opportunities (EMPL)

EMPL F/1 - Social dialogue, industrial relations

Address : J 54 1/91 B-1049 Bruxelles, Belgique

Tel : 32 2 296.56.71

http://ec.europa.eu/employment_social/

INTERNATIONAL LABOUR CONFERENCE
CONFÉRENCE INTERNATIONALE DU TRAVAIL
CONFERENCIA INTERNACIONAL DEL TRABAJO



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Fac-similé (22) 798 86 85
Téléphone direct (22) 799
central (22) 799 61 11

Ellen DURST
European Commission
DG Employment, Social Affairs & Equal
Opportunities
Social Dialogue, Industrial Relations

Réf. BIT/ILO

Geneva, 18 December 2008

Votre réf.

Dear Ms. Durst,

Agreement No VS/2008/0506 (S12.513535) – Request for Amendments

I hereby submit, for your kind consideration, a request for amendments to the Agreement No VS/2008/0506 (S12.513535) recently signed between the ILO and the EC regarding the implementation of the ILO Technical Cooperation project on social dialogue in the road transport sector in Bulgaria and Romania. This request is submitted according to Article 9 (Amendments of the Agreement) of the “General Conditions applicable to European Community contribution agreements with international organizations” of ANNEX II of the said Agreement.

The requested amendments are pertinent to the timing of some of the project activities and consequently to the implementation period of the Agreement.

The proposed amendments, which are submitted under two headings, are described here below:

1. Proposed Amendments in the “Programme of Project Activities” in Annex I of the Agreement,

The amendments under this heading are submitted in two parts, thus allowing a better understanding of the underlying factors for each case.

Proposed Amendments:

Part A

The extension of the duration of Activities A.1.1 (Coordination for and establishment & first meeting of NTPSC in Bulgaria) and A.2.1 (Coordination for and establishment & first meeting of NTPSC in Romania) in the “Programme of Project Activities” in Annex I of the Agreement by one month (from end of January 2009 to end of February 2009).

Justification of Part A of the amendments:

Because of difficulties in the availability in January 2009 of all the national project partners, the first meeting of the National Tripartite Project Steering Committee (NTPSC) in Romania will take place on 3 February 2009 and that in Bulgaria will take place on 16 February 2009 instead of both taking place during the month of January 2009 (as initially scheduled at the time of preparation of the project proposal / grant application). It would therefore be necessary to extend the duration of Activity A.1.1 (Coordination for and establishment & first meeting of NTPSC in Bulgaria) and of Activity A.2.1 (Coordination for and establishment & first meeting of NTPSC in Romania) in the “Programme of Project Activities” in Annex I of the Agreement by one month (from end of January 2009 to end of February 2009). The above extensions of the duration of the two said activities would not have any impact on the implementation period of the Action / of the Agreement.

Part B

In the “Programme of Project Activities” in Annex I of the Agreement, the change of the timing of Activity C.2 (International Tripartite Workshop in Brussels) by two months (from October 2009 to

December 2009) and consequently of the Activities D (Reporting) & E (Publication of project results on the ILO website) by also two months (from November / December 2009 to January / February 2010).

Justification of Part B of the amendments:

At the time of the preparation of the project proposal / grant application, the three-day "International Tripartite Workshop in Brussels" (see "Programme of Project Activities" in Annex I of the Agreement – Activity C: Follow up Activities – C.2) was scheduled to take place at the end of October 2009. Following a recent reassessment of the timing of the project activities it has been established that due to certain difficulties (including non-availability of some persons that would have a key role in this activity) it would be necessary to reschedule the holding of the "International Workshop in Brussels" for the beginning of December 2009. For this reason, and taking into account the Christmas / New Year Holidays of 2009/2010, the last two project activities that would follow the International Workshop in Brussels (See "Programme of Project Activities" in Annex I of the Agreement – Item D: Reporting & Item E; Publication of project results on the ILO website) would not be able to be completed by the 20th of December (as may be deduced by the initial implementation period of the Agreement of 14 months). It is estimated that these project activities would be completed by the end of February 2010.

A proposed revised version of the said "Programme of Project Activities" that reflects the above amendments (both Part A & Part B) is hereby attached.

The adoption of the attached revised version of the "Programme of Project Activities" would imply an implementation period of the Agreement of 16 months and eight days and consequently a need to amend the implementation period of the Agreement accordingly. The proposed amendment that would facilitate this increase is submitted separately here below, as it concerns the amendment of a different part of the Agreement; namely the Special Conditions of the Agreement.

2. Proposed Amendment of Article 2, paragraph 2(3) of the Special Conditions of the Agreement.

The amendment concerns the increase of the implementation period of the Agreement from 14 to 16 months and eight days as a consequence of "Part B" of the "Proposed Amendments in the "Programme of Project Activities" in Annex I of the Agreement" referred to above.

Proposed Amendment:

It is proposed to amend paragraph 2(3) of Article 2 of the Special Conditions to read as follows:

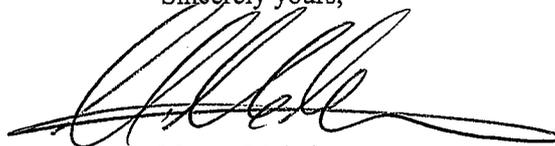
"The implementation period of this Agreement, as laid down in Annex I, is 16 months and eight days."

Justification of the amendment:

The justification for this amendment is fully covered by the justification provided above for "Part B" of the "Proposed Amendments in the "Programme of Project Activities" in Annex I of the Agreement".

I thank you for your collaboration and look forward to receiving soon your positive reply to this request for amendments.

Sincerely yours,



Marios Meletiou
Project Manager
Technical Specialist (Ports and Transport)
Sectoral Activities Branch,

Programme of Project Activities (1st Revision – 17 December 2008)

Item	Activity Description	2008		2009												2010		
		N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	
A	Preparatory Phase																	
A.1	Bulgaria																	
A.1.1	Coordination for and establishment & first meeting of NTPSC																	
A.1.2	Award of contract for and preparation of local study																	
A.1.3	Translation of local study into English																	
A.1.4	Preparation of and translation of ILO social dialogue training materials into Bulgarian																	
A.1.5	Publication of Bulgarian version of ILO social dialogue training materials																	
A.1.6	Venue, interpretation, secretariat and other administrative and logistics arrangements for national tripartite workshop																	
A.1.7	Second meeting of NTPSC																	
A.2	Romania																	
A.2.1	Coordination for and establishment & first meeting of NTPSC																	
A.2.2	Award of contract for and preparation of local study																	
A.2.3	Translation of local study into English																	
A.2.4	Preparation of and translation of ILO social dialogue training materials into Romanian																	
A.2.5	Publication of Romanian version of ILO social dialogue training materials																	
A.2.6	Venue, interpretation, secretariat and other administrative and logistics arrangements for national tripartite workshop																	
A.2.7	Second meeting of NTPSC																	

	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	
B	Main Events																
B.1	<i>Bulgaria</i>																
B.1.1	National Tripartite Workshop																
B.1.2	Third meeting of NTPSC																
B.2	<i>Romania</i>																
B.2.1	National Tripartite Workshop																
B.2.2	Third meeting of NTPSC																
C	Follow up Activities																
C.1	Venue, interpretation, secretariat and other administrative and logistic arrangements for international tripartite workshop*																
C.2	International tripartite workshop in Brussels																
D	Reporting																
E	Publication of project results on the ILO Website																

* Preparations of the Workshop will be carried out intermittently throughout this period.

May Mi Than Tun - RE: Agreement No VS/2008/0506 (S12.513535) - ILO TC on socialdialogue in the road transport sector in Bulgaria and Romania {REF EMPL REG/EMPL/H/3/ARC(2008)D/22257}

From: "DURST Ellen" <Ellen.DURST@ec.europa.eu>
To: "Marios Meletiou" <meletiou@ilo.org>
Date: 05/12/2008 07:53
Subject: RE: Agreement No VS/2008/0506 (S12.513535) - ILO TC on socialdialogue in the road transport sector in Bulgaria and Romania {REF EMPL REG/EMPL/H/3/ARC(2008)D/22257}
CC: "Adnan Chughtai" <chughtai@ilo.org>, "Shona Davidson" <davidson@ilo.org>, "Rudi Delarue" <delarue@ilo.org>, "May mi Than Tun" <g4sector@ilo.org>, Audrey Le Guével <leguevel@ilo.org>, "Ksenia Mazurova" <mazurova@ilo.org>, "Mito Tsukamoto" <tsukamoto@ilo.org>, "SCHUMACHER Dayarani" <Dayarani.Schumacher@ec.europa.eu>, "SCHEERLINCK Danny" <Danny.Scheerlinck@ec.europa.eu>

Dear Marios,

I hereby confirm that once the grant agreement entered into force, you would be allowed to cover the cost of the services of the two National Project Coordinators by transferring relevant amounts either from other budget items within the same Budget Heading ("Budget Heading 3 - Cost of Services") and / or by transferring (up to a maximum of 10% of the total amount of "Budget Heading 3 - Cost of Services") of amounts from other Budget Headings to the budget item for the "Services for national coordination of the project in Bulgaria and Romania" and provided that the total cost of the Action (EURO 351,466.33) and the corresponding finance by the EC (EURO 255,190.09) as set in the Agreement No VS/2008/0506 (S12.513535) would not change.

Please do not hesitate to contact me for any further information.

Best regards,

Ellen DURST
 European Commission
 DG Employment, Social Affairs & Equal Opportunities
 Social Dialogue, Industrial Relations
 Tel.: +32-2-299.97.51
 Fax: +32-2-296.97.71
 E-mail: ellen.durst@ec.europa.eu
www.ec.europa.eu/socialdialogue

From: Marios Meletiou [<mailto:meletiou@ilo.org>]
 Sent: Tuesday, December 02, 2008 6:25 PM
 To: DURST Ellen (EMPL)
 Cc: Adnan Chughtai; Shona Davidson; Rudi Delarue; May mi Than Tun; Audrey Le Guével; Ksenia Mazurova; Mito Tsukamoto

Subject: Agreement No VS/2008/0506 (S12.513535) - ILO TC on socialdialogue in the road transport sector in Bulgaria and Romania

Dear Ellen,

The Budget for the Action [Estimated Budget (After Revision)] in Annex III in the above Agreement does not include any amount (the amount shown is 00.00) for the "Services for national coordination of the project in Bulgaria" and the "Services for national coordination of the project in Romania" in the sub - heading of "Other Services" under the "Budget Heading 3 - Cost of Services". The amounts included for the services for national coordination of the projects in Bulgaria and Romania in the ILO Proposal (Application Reference VP/2008/001/0596) of EURO 6,120.00 and 8,640.00 respectively, as analysed in Paragraph 3.6 in page 15 of the "Budget Explanation" (ANNEX 5) of the said ILO Proposal would cover the cost of the services of two national project coordinators (one for Bulgaria and one for Romania). The involvement / participation of the said two national project coordinators is clearly included in the "Detailed Work Programme"(Annex I), which forms part of the Agreement No VS/2008/0506 (S12.513535). Specific references of the participation of the two National Project Coordinators in Bulgaria and Romania in the project may be found in the following parts of the the "Detailed Work Programme":

1. Paragraph 5.1 a), last line on page 2
2. Paragraph 5.1 e), third line, page 4
3. Paragraph 6, A1, i: second / third line, page 7
4. Paragraph 6, A1, ii: second / third line, page 7
5. Paragraph 6, B, i: second line, page 7
6. Paragraph 6, B, ii: second line, page 7
7. Paragraph 6, C1, i: second line, page 7 / first line, page 8
8. Paragraph 6, C1, ii: second / third line, page 8

May I kindly request you to clarify whether we would be allowed to cover the cost of the services of the two National Project Coordinators by transferring relevant amounts either from other budget lines within the same Budget Heading ("Budget Heading 3 - Cost of Services") and / or by transferring (up to a maximum of 10% of the total amount of "Budget Heading 3 - Cost of Services") of amounts from other Budget Headings to the budget lines for the "Services for national coordination of the project in Bulgaria and Romania" and provided that the total cost of the Action (EURO 351,466.33) and the corresponding finance by the EC (EURO 255,190.09) as set in the Agreement No VS/2008/0506 (S12.513535) would not change?

I look forward to your urgent reply / clarification so that the ILO would be able to timely sign and send the Agreement to the EC (deadline 5 December 2008).

Many thanks for your collaboration,

Best regards,

Marios Meletiou
 Technical Specialist (Ports and Transport) / Project Manager
 Sectoral Activities Branch
 ILO
 Tel: 0041 22 799 7368
 email: meletiou@ilo.org

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Ce message électronique peut contenir des informations confidentielles, ou spécialement protégées, à

Ellen DURST
European Commission
DG Employment, Social Affairs & Equal
Opportunities
Social Dialogue, Industrial Relations

Geneva, 18 December 2008

Dear Ms. Durst,

Agreement No VS/2008/0506 (S12.513535) - Possible Discrepancies

The purpose of this communication is to request your advice on how to address a possible discrepancy that might exist within Annex III {Budget of the Action / Estimated Budget (After Revision) Application ref.: VP/2008/001/0596} of the above Agreement.

The possible discrepancy that might exist is the difference of EURO 6,365.69 between the maximum amount of the Community grant (EURO 255,190.09), which is indicated as "Total Income" in "Heading 6 – Income" in the budget for the Action (Annex III of the Agreement), as well as in paragraph 3(2) of Article 3 of the Special Conditions of the Agreement and the sum of the amounts of all the individual items (EURO 248,824.40) that would be funded by the Community grant, which are included in "budget Headings 1 to 5" of Annex III of the Agreement.

In order to be able to demonstrate in a clear manner this difference, the table in page 3 of this letter has been developed, which is a reproduction, in a different format, of the relevant parts of the budget for the Action (Annex III of the Agreement).

Following an examination of this table and of the explanations and calculations below it, one may conclude that the above mentioned difference of EURO 6,365.69 might be a result of the reduction of the Beneficiary's contribution in "Heading 6 - Income" to EURO 96,276.24 compared to the amount of EURO 102,641.93, which is the sum of the amounts against all those items in "Heading 1 –Staff Costs" that represent the ILO's contribution. It is noted that no other "Heading" includes an ILO contribution. As you have explained to me over the phone on another occasion, this reduction had been made in order to maintain the beneficiary's contribution to its initial (as in the grant application) percentage level. However, it appears that this reduction in "Heading 6 - Income" ("Heading 6" includes a cumulative summary of the first five headings of the budget) has not been reflected in the affected items within the relevant heading ("Heading 1- Staff costs").

Should this discrepancy be confirmed by you, the ILO would like to propose the following two simple amendments in the budget for the Action (Annex III of the Agreement), which, to my opinion would achieve the necessary reconciliation between the maximum amount of the Community grant as indicated in paragraph 3 (2) of Article 3 of the Special conditions and in "Heading 6 - Income" of Annex III {Budget of the Action / Estimated Budget (After Revision) of the Agreement (EURO 255,190.09) on the one side and the sum of the amounts of all the individual items (EURO 248,824.40) that would be funded by the Community grant, which are included in "Headings 1- 5" of the budget of the Action (refer to Column 2 of table in page 3 of this letter) on the other side.

More specifically, the ILO would like to propose the following:

- a) To deduct (by analogy) the amount of EURO 6,365.69 from the items "Heading 1- Staff costs" in "Column 1 – Beneficiary's Contribution" in the table in page 3 of this letter so that there would be a reconciliation between the sum of the amounts of the "Beneficiary's Contribution" in "Heading 1- Staff costs" and the total amount of the "Beneficiary's Contribution" in "Heading 6 – Income", both of which should be EURO 96,276.24. This proposed amendment is demonstrated in the table on page 5 of this letter.
- b) To add the same amount of EURO 6,365.69 to "Heading 3 – Cost of Services – Other Services" by allocating this amount to the following two items: "services of national coordination of the project in Bulgaria" (add EURO 6,120 – same amount as in grant application) and "services of national coordination of the project in Romania" (EURO 245.69 – to cover part of the cost of this item). As you know, for some reason, the amounts included in the grant application for these two items in "Heading 3 – Cost of Services – Other Services" have been reduced by the European Commission to zero [please refer to your email to me dated 5 Dec. 2008 {REF EMPL REG/EMPL/H/3/ARC (2008) D/22257} in reply to my email to you dated 2 Dec. 2008]. The second table in page 4 of this letter shows the proposed addition / allocation of the amount of EURO 6,365.69 within "Heading 3 – Cost of Services – Other Services", while the first table in the same page, which is a reproduction of parts of the budget for the Action (Annex III of the Agreement), is presented in order to facilitate an easy comparison between the existing budget and the proposed amendment. This proposed amendment is demonstrated in the second table on page 4 of this letter.

Note: *With the above amendments, the sub-total of "Heading 3" would increase from EURO 66,833.00 by EURO 6,365.69 to EURO 73,198.69 and the sum of the subtotals of "Headings 1 to 5" would become EURO 351,466.33, thus identical to the amount of "Total Income" in "Heading 6" of the budget of the Action as well as to that indicated in paragraph 3(1) of Article 3 of the Special Conditions of the Agreement.*

The above proposed amendments would establish an overall reconciliation of all amounts in all parts of the Agreement.

In view of the above, may I kindly request you to provide your advice / guidance / solution on the following?

- I. Would it be possible to make the above two amendments in Annex III {Budget of the Action / Estimated Budget (After Revision) Application ref.: VP/2008/001/0596} of the above Agreement?
- II. If you would agree with the above, would it be possible to consider the said proposed budgetary "amendments" as mutually (by the signatories of the Agreement) agreed "corrective adjustments" to remove discrepancies in the Agreement that do not fall under paragraph 7(1) of Article 7 of the Special Conditions of the Agreement so that the ILO would not have to request these budgetary adjustments using the relevant function in SWIM?

Sincerely yours,

Marios Meletiou
Project Manager
Technical Specialist (Ports and Transport)
Sectoral Activities Branch,

	Column 1	Column 2	Column 3
	Beneficiary's contribution	EC contribution	Total Budget
Euros			
Heading 1: Staff Costs			
Management	47,530.56	0.00	47,530.56
Administration	0.00	49,999.68	49,999.68
Secretariat	4,581.45	0.00	4,581.45
Accounting	3,922.30	0.00	3,922.30
Other Staff			
- Senior Social Dialogue Specialist	13,773.20	0.00	13,773.20
- Audrey Le Guevel	3,600.80	0.00	3,600.80
- Monitoring and backstopping	0.00	13,395.00	13,395.00
- IRU: Damian Viccars	15,886.00	0.00	15,886.00
- ETF: Cristina Tilling	13,347.62	0.00	13,347.62
Sub-total Heading 1			166,036.61
Heading 2: Travel & Subsist.			
Travel	0.00	23,628.09	23,628.09
Subsistence allowance	0.00	57,875.51	57,875.51
Sub-total Heading 2			81,503.60
Heading 3: Costs of Services			
Translations	0.00	12,720.00	12,720.00
Reproduction and Publications	0.00	3,263.00	3,263.00
Interpretations	0.00	12,800.00	12,800.00
External expertise	0.00	31,900.00	31,900.00
Other Services	0.00	6,150.00	6,150.00
Sub-total Heading 3			66,833.00
Heading 4: Administration Costs			
Hire of rooms	0.00	5,400.00	5,400.00
Hire of interpreters booths	0.00	2,200.00	2,200.00
Other Administrative Costs	0.00	6,500.00	6,500.00
Sub-total Heading 4			14,100.00
Sub-total Eligible Direct Costs			328,473.21
Heading 5: Overheads			
Overheads	0.00	22,993.12	22,993.12
Total Eligible Costs			351,466.33

1. Beneficiary's contribution resulting from the addition of the budget headings 1 to 5 in Annex III of the Agreement No. VS/2008/0506 (SI2.513535) – Reproduced above (Column 1)	102,641.93	
2. Beneficiary's contribution in cash (C) as specified in Heading 6 of Annex III of the Agreement No. VS/2008/0506 (SI2.513535)	96,276.24	
Difference between Items 1 and 2	6,365.69	
3. Total EC Contribution from the addition of the budget headings 1 to 5 in Annex III of the Agreement No. VS/2008/0506 (SI2.513535) Estimated Budget (After Revision) – Reproduced above (Column 2)		248,824.40
4. Maximum financing (Community Grant) by the EC as stated in Article 3.2 of the Agreement No. VS/2008/0506 (SI2.513535) and in Heading 6 (Income) of Annex III of the said Agreement		255,190.09
Difference between Items 3 and 4 (Item 4 – Item 3)		6,365.69

As specified in Headin 3 of Annex III of the Agreement No. VS/2008/0506 (SI2.513535) –
Reproduced

Heading 3 – Cost of services		
Other Services		
Reference of enclosed specification	Amount	Total
Services for national coordination of the project in Bulgaria	0.00	0.00
Services for national coordination of the project in Romania	0.00	0.00
Catering services for coffee breaks during the workshops	3,900.00	3,900.00
Services for organizing workshops	2,250.00	2,250.00
Total other services		6,150.00

Proposed Amendment

Heading 3 – Cost of services		
Other Services		
Reference of enclosed specification	Amount	Total
Services for national coordination of the project in Bulgaria	6,120.00	6,120.00
Services for national coordination of the project in Romania	245.69	245.69
Catering services for coffee breaks during the workshops	3,900.00	3,900.00
Services for organizing workshops	2,250.00	2,250.00
Total other services		12,515.69



**EU funded ILO Technical Cooperation Project:
“Strengthening the capacity of social partners in the road transport sector in
Bulgaria and Romania to engage in effective and constructive social dialogue
at international, national and enterprise level”**

ILO Reference: RER/08/09/EEC
Grant Agreement: N° VS/2008/0506 (SI2.513535)

RECEIPT OF DOCUMENTS

I, the undersigned acknowledge receipt of the following sample documents, which have been produced within the framework of the above project:

1. Training materials for the National Tripartite Workshop on social dialogue in road transport in Bulgaria, which include *inter alia*:

a) National Study on Social Dialogue in Road Transport in Bulgaria

English version – one hard copy and one CD-ROM
Bulgarian version – one hard copy and one CD-ROM

2. Training materials for the National Tripartite Workshop on social dialogue in road transport in Romania, which include *inter alia*:

a) National Study on Social Dialogue in Road Transport in Romania

English version – one hard copy and one CD-ROM
Romanian version – one hard copy and one CD-ROM

Ellen DURST
European Commission
DG Employment, Social Affairs & Equal Opportunities, Social Dialogue, Industrial Relations

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Signature

Place: Brussels, Belgium

Date: 1/12/2009

Programme of Project Activities

Item	Activity Description	2008		2009												2010			
		N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A-S
A	Preparatory Phase																		
A.1	Bulgaria																		
A.1.1	Coordination for and establishment & first meeting of NTPSC																		
A.1.2	Award of contract for and preparation of local study																		
A.1.3	Translation of local study into English																		
A.1.4	Preparation of and translation of ILO social dialogue training materials into Bulgarian																		
A.1.5	Publication of Bulgarian version of ILO social dialogue training materials																		
A.1.6	Venue, interpretation, secretariat and other administrative and logistics arrangements for national tripartite workshop																		
A.1.7	Second meeting of NTPSC																		
A.2	Romania																		
A.2.1	Coordination for and establishment & first meeting of NTPSC																		
A.2.2	Award of contract for and preparation of local study																		
A.2.3	Translation of local study into English																		
A.2.4	Preparation of and translation of ILO social dialogue training materials into Romanian																		
A.2.5	Publication of Romanian version of ILO social dialogue training materials																		
A.2.6	Venue, interpretation, secretariat and other administrative and logistics arrangements for national tripartite workshop																		
A.2.7	Second meeting of NTPSC																		
B	Main Events																		
B.1	Bulgaria																		
B.1.1	National Tripartite Workshop																		
B.1.2	Third meeting of NTPSC																		
B.2	Romania																		
B.2.1	National Tripartite Workshop																		
B.2.2	Third meeting of NTPSC																		

Item	Activity Description	2008		2009												2010			
		N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A-S
C	Follow up Activities																		
C.1	Venue, interpretation, secretariat and other administrative and logistic arrangements for international tripartite workshop*																		
C.2	International tripartite workshop in Brussels															3-4			
D	Reporting																		
E	Publication of project results on the ILO Website																		

* Preparations of the Workshop were carried out intermittently throughout this period.