



FINAL REPORT

CAPACITY BUILDING ON EUROPEAN UNION ENVIRONMENTAL POLICY AT LATVIAN REGIONAL AND LOCAL AUTHOTITIES (CAP-2)

Activities and Financial statement

1 July 2005 – 30 November 2007

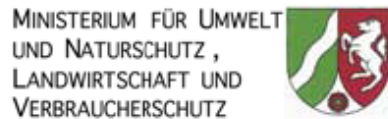
Donors of the Capacity Building project:



Ministry of Environment, Nature Protection, and Nuclear Safety, Germany



Federal Environmental Agency, Germany



Ministry of Environment and Conservation, Agriculture and Consumer Protection of the State of North Rhine-Westphalia, Germany

TABLE OF CONTENTS

| | |
|---|-----------|
| Introduction | 5 |
| 1. Goals and Objectives of the Capacity Building project | 5 |
| 2. Project team and main partners | 6 |
| 3. Implementation of the Capacity Building project..... | 7 |
| 3.1. Program Development..... | 7 |
| 3.2. Stakeholder seminars and Baltic meetings on environmental topics | 9 |
| 3.2.1 Energy Efficiency and Energy Sources | 9 |
| 3.2.2 Air quality/odors..... | 10 |
| 3.2.3 Transport and mobility | 10 |
| 3.2.4 Waste management..... | 11 |
| 3.2.5 Strategic development planning | 11 |
| 3.3. Trainings on waste management | 12 |
| 3.4. Trainings on water management | 13 |
| 3.5. Trainings on administrative capacity | 15 |
| 3.6. Study visits | 16 |
| 3.7. Meetings on environmental topics | 17 |
| 3.8. Project planning and feedback meetings | 18 |
| 3.8.1. Steering group meetings | 19 |
| 3.8.2. Project meetings with representatives from municipalities | 19 |
| 3.8.3. Small project planning and feedback meetings | 20 |
| 3.9. Preparation of publications | 20 |
| 3.10. Other Results | 21 |
| 4. Project Target group and Partners..... | 22 |
| 4.1. Latvian /Baltic Target Group | 22 |
| 4.2. Contribution with lectures from the Latvian/Baltic target group | 22 |
| 4.3. Practical experience examples from Municipalities and Association representatives in Germany | 24 |

| | |
|--|-----------|
| 4.4. Cooperation with experts for Capacity Building project events | 28 |
| 4.5. Cooperation with other projects and institutions..... | 29 |
| 5. Finances | 34 |
| 5.1. Overview on budget spending | 34 |
| 5.2. Contracted Consultants | 35 |
| 6. Evaluation of the Capacity Building Project (CAP-2) | 36 |

ANNEXES:

1. The project balance & detailed accounting
2. List of Events
3. Lists of Participants from the main events
4. Reports from the main events:
 - 4.1. Stakeholder seminars and Baltic meetings on environmental topics
 - 4.2. Trainings on water management
 - 4.3. Trainings on waste management
 - 4.4. Study visits
 - 4.5. Meetings on environmental topics
 - 4.6. Project planning and feedback meetings
5. Publications

Introduction

The project CAPACITY BUILDING ON EUROPEAN UNION ENVIRONMENTAL POLICY AT LATVIAN REGIONAL AND LOCAL AUTHORITIES (further: CAP2) is implemented at the Baltic Environmental Forum (BEF) to continue the bilateral cooperation between Latvia and Germany.

The CAP2 project in Latvia is co-funded by German donors from the Federal German Ministry of Environment, the Ministry of Environment North Rhine-Westfalia (NRW; since 1 September 2006) and the German Association of Cities and Towns (DST). The European Union Funds (small grant program of structural funds) are used as additional sources for co-funding the project. Latvian local and regional authorities contribute in-kind to the project and covering events venue costs and local travel.

This document is the **final report of the Capacity Building project (CAP-2)** reflecting all activities carried out from 1 July 2005 till 30 November 2007. Originally the project was contracted till 30 June 2007. The extension for 5 month on the basis of contracted budget was applied by the BEF team and granted by the project donors for implementation of the project activities.

1. Goals and Objectives of the Capacity Building project

The project CAP-2 has been developed at the BEF as the follow up of a bilateral cooperation project between Latvia and Germany on Capacity Building on EC Environmental Policy (CAP-1) that was aimed at informing Regional and Local Environmental Administration and has been implemented during 2002-2004. With the recognition of high willingness to information exchange and training from the project target group, the **needs for further capacity building** were identified:

- Intense discussions and training on the implementation of EU policies on water and waste management;
- Practical experience exchange on challenges and solutions for enforcement of requirements;
- Developing a more intensive partnership between Latvian and German municipalities.

Therefore the **NEW PROJECT** on Capacity building on EU environmental policy was developed at the BEF for implementation during 2005-2007.

The goals and objectives of the CAP-2 are described in the project Terms of Reference. The **main goal** of the CAP-2 project was set to strengthen the capacity within the regional and local (environmental) administration for the implementation and enforcement of requirements. **Specific objectives** were identified as follows:

- providing the information and experience exchange on challenges and solutions for enforcement of environmental policy requirements between “new” and “old” EU member states;
- providing/up-dating with background knowledge on the main environmental legislation policy fields (e.g. waste management, water policy, air quality, energy resources, mobility, etc.);
- to grow own capacities in municipalities to environmental project preparation and have deeper discussions/training on the topics which have brought new challenges for local authorities in the environmental field, like water policy and waste management;
- to facilitate the public information and awareness rising on environmental issues at localities;
- to facilitate the Baltic cooperation of municipalities and regions through information and experience exchange at joint meetings;
- to strengthen the cooperation among Latvian and German environmental experts, for example by building up partnerships between Latvian and German local authorities, e.g. through study visits to NRW. Counter visit of the German/NRW delegation to Latvia shall back up the partnerships.

2. Project team and main partners

The Capacity Building (CAP-2) project was implemented at the Baltic Environmental Forum (BEF) in cooperation with several partners from Germany and Latvia.

CAP-2 Project Team at BEF:

| | |
|---|---------------------------------|
| Project Supervisor | Ms. Heidrun Fammler |
| Project Manager/Senior Environmental Expert | Ms. Ingrida Bremere |
| Senior Environmental Expert (waste, water) | Ms. Kristina Veidemane |
| Senior Environmental Expert (air quality, energy) | Ms. Daina Indriksone |
| Project Assistant | Ms. Liga Lutere/ Ms. Linda Kise |
| Project Accountant | Ms. Raina Krecere |
| Contact person in Estonia (for the Baltic events) | Mr. Jaan Aps/ Ms. Sandra Oisalu |
| Contact person in Lithuania (for the Baltic events) | Mr. Kestutis Navickas |

BEF address in Riga

Peldu 26/28-505
LV-1050 Riga, Latvia
Tel.: +371-67-35 75 55
Fax: +371-67-50 70 71
central e-mail: bef@latnet.lv
e-mail: name.surname@bef.lv
home page: <http://www.bef.lv>

Support to implementation of the project and content input to the project activities was provided from:

- Ministry of Environment, Latvia
Contact persons Ms. Anita Drondina/ Ms. Mara Rone
- Ministry of Environment North Rhine-Westphalia, Germany
Contact person Mr. Christof Mainz
- The German Association of Cities and Towns
Contact persons Mr. Otto Huter/ Mr. Axel Welge

3. Implementation of the Capacity Building project

During the Capacity Building (CAP-2) project implementation, in total 32 events have been organized. Compared to the number of planned events in the Terms of Reference, this is a somewhat higher number of events carried out on the same allocated project budget. Extra events include one stakeholder seminar on strategic development planning, training on administrative capacity, two project planning and feedback meetings.

Table 1: The number of events

| Type of event | Planned in TOR | Organized |
|---|----------------|-----------|
| Stakeholder seminars and Baltic meetings: | | |
| Stakeholder seminars (up to 50 persons) on environmental topics | 3 | 4 |
| Baltic meetings on environmental topics | 2 | 2 |
| Trainings: | | |
| Trainings on environmental topics | 6 | 6 |
| Trainings on administrative capacity | 2 | 3 |
| Study visit | | |
| Latvian local authorities to Germany/NRW | 1 | 1 |
| German/NRW municipalities to Latvia | 1 | 1 |
| Project planning and feedback meetings: | | |
| Steering group meetings | 3 | 3 |
| Smaller project planning, preparation and feedback meetings | 5-10 | 12 |
| Total | 23-28 | 32 |

The list of all events from July 2005 until November 2007 is found in **Annex 2**, the lists of participants in **Annex 3** and reports from the main events in **Annex 4**.

3.1. Program Development

Indications from the previous project (CAP 1, implemented 2002-2004) highlighted the needs for further capacity building at regional and local authorities in Latvia:

- Intense discussions and training on the implementation of EU policies
- Practical experience exchange in challenges and solutions for enforcement of requirements
- Developing a more intensive partnership between Latvian and German municipalities.

The purpose of the CAP-2 project thus was to open/stimulate the potential participation of the local authorities in effective implementation and enforcement of European/national legislation at the municipalities highlighting their tasks, rights and obligations in the context of EU legislation. Presenting the general preconditions for effective implementation, there was foreseen an identification of possibly “problematic” areas combined with discussion on various instruments on how to ensure that legislation is applied in practice and respected by the civil society. Furthermore, the project activities offered a broader horizon on European issues by presenting the complex nature of the environmental issues and enhancing the understanding of the implications of the EU membership.

The project program, therefore, comprised activities addressing the needs for capacity building including more general stakeholder seminars with practical examples from German/NRW municipalities, deeper discussions/training on the topics that have brought new challenges for local authorities in the environmental field, like for water policy (e.g. Water Framework Directive and river basin management plans) and waste management (e.g. regional waste management plans, management of specific waste streams) as well as trainings on administrative capacity for communication management between local authorities and other involved stakeholders. Aimed at strengthening the cooperation among Latvian and German environmental experts, a study visit for the representatives from Latvian local authorities was seen as a useful form of information exchange and cooperation between the municipalities of both countries. Counter visit of the German/NRW delegation to Latvia was designed to back up the partnerships. Taking into account the significance of comprehensive informative material for municipalities, a concept on the preparation the printed material was included in the project program and it was agreed that publications should be printed gradually throughout the duration of the project implementation.

The Capacity Building project *Steering group*, where discussions on the project detailed activities were taking place (see reports from the Steering group meetings in **Annex 4.**), was set up to provide an input to the programme. The Steering group members were invited from the project donor institutions as Federal Environment Agency (UBA) and North Rhine-Westfalian Ministry of Environment, the beneficiary of the Latvian Ministry of Environment, partners as the German Association of Cities and Towns and the project implementers from the Baltic Environmental Forum. Furthermore, the project target group from the Latvian municipalities (2-3 representatives) that were being the most active to the project implementation was participating at these meetings as well.

Throughout the project implementation, the Capacity Building project program was adjusted to the better reflection of the target group needs by the project activities. Proposed changes for the project program were communicated with the Steering group and reflected in the *Interim Reports* (prepared half-yearly throughout the project implementation). Proposed extra activities on the same project budget were communicated in a similar manner as well.

3.2. Stakeholder seminars and Baltic meetings on environmental topics

The seminars /workshops on environmental topics were designed to provide and up-date the regional and local authorities with background knowledge on the environmental legislation policy fields (e.g. waste management, air quality, energy resources, mobility, etc.). The information was provided in form of specialized stakeholder seminars to discuss the newest developments in national legislation and to exchange experience on implementation of requirements in German and Latvian (Baltic) municipalities and regions.



Four stakeholder seminars and two Baltic meetings were held during the implementation of the project activities:

- Energy efficiency and energy sources (2 events) were highly on a priority list for discussion needs of municipalities due to new developments in legislation
- Air quality/odors (1 event) was chosen as an important environmental topic concerning local level as municipalities are often confronted with the complains of inhabitants and the odor pollution is mainly assessed as regional/local issue
- Transport and mobility (1 event) was selected to discuss environmental problems caused by traffic and aspects on traffic planning at municipality level
- Waste management (1 event) was highlighting aspects of involvement of society in municipal waste management as the public participation is an essential precondition for enforcement of legislative requirements at municipalities
- Strategic development planning (1 event) was found very necessary within the course of the project implementation. This was implemented as an additional event on the project agenda.

3.2.1 Energy Efficiency and Energy Sources

Seminar on “**Increase of energy efficiency and use of energy sources at local level**” was held on 4-5 April 2006 in Sigulda. It was aimed to facilitate the experience exchange between Baltic and German municipalities on issues related to the increase of energy efficiency, use of renewable energy resources and energy concept development at municipality level. The presentation and discussion topics included an holistic overview on EU energy policy and strategies and concepts for policy implementation in the Baltic States, energy performance of buildings (including practical examples), renewable energy sources at municipality level and development of energy concepts at municipalities. The workshop was evaluated as useful for the work of participants because of new information and exchange of experience with other countries on the energy issues. In addition, the participants pointed out that it is necessary to discuss more

on possibilities for practical implementation of strategic plans related to energy efficiency and the use of energy sources at local level. Issues regarding energy saving measures at buildings were admitted as very important aspect.

A second seminar on energy titled **“Efficient use of energy sources at municipalities”** was held on 6-7 June 2007 in Jurmala. The seminar focus was on recent developments in EU and national energy policy and legislation, implementation of requirements, as well as discussion for opportunities for effective energy resource use at municipalities and promotion of information and experience exchange. The agenda of the workshop comprised a policy and legislation review complemented with more practical aspects on potential benefits and necessary investments for small scale cogeneration, paying a special attention to potential for use of biomass. Participants showed high motivation for discussion, indicating the relevance of these topics to municipalities. Important aspect of cooperation needs among involved stakeholders (e.g., state institutions, consultants/experts, non-governmental sector) was discussed. Participants found very useful the visit to the company for practical experience exchange on energy production from biogas. Discussion was held on benefits and challenges at the practical implementation process, like feed-in tariff, technical problems with aggressive gas, and control on the production. Evaluating the seminar, participants have pointed out the good organization, comprehensive agenda of the event and good opportunities for the experience exchange.

3.2.2 Air quality/odors

The seminar **“Air quality in the Baltic States: odor elimination from agricultural and industrial activities”** was organized on 13-14 October 2005 in Sigulda. The aims were to introduce municipality experts, representatives from agricultural and industrial sectors with requirements pertinent to odour elimination from agricultural and industrial activities, as well to promote experience exchange and better understanding on the respective requirements, odour detection and potential solutions for reducing and eliminating the nuisance resulting from odour. The presentation and discussion topics were on odor measurements and relevant legislation requirements, information of the public about odours from agricultural and industrial activities and information about best practices and recommendations concerning the odour reduction. Participants have evaluated the seminar as very useful for their professional work offering the possibility to compare different experiences and providing information on possible actions in different situations through presentations on practical examples. The majority of participants highly evaluated the practical experience from Germany where solving the odor problems is the most developed. Participants stressed the need for further cooperation, common actions, exchange of information and experiences, as there are many topics still open for further discussion (e.g., practical side of the reduction of odor nuisance, complete methods of measurements, reduction of odor nuisance in the cities, schemes for actions from a complaint till the practical measures for the reduction of odor nuisance).

3.2.3 Transport and mobility

Recognizing the transport issues as the part of the EU strategy on urban environment, the Baltic seminar on **“Environmental aspects related to transport and mobility in cities”** was organized on 14-15 June 2006 in Jurmala. The presentation and discussion topics included the EU policy and legislation on the integration of environmental aspects in the transport sector, environmental noise and air pollution related to transport (including measurements, implementation of action plans and programs, practical experience of municipalities) and an overview on transport development plans and their implementation, including environmentally sustainable management of public transport. The important aspect of public information on air quality related to the transport was covered as well. The workshop was evaluated very positively as an opportunity for networking and experience exchange between experts from the Baltic States and Germany (and Sweden). Admitting that the event was a very good possibility for widening understanding

on environmental aspects in transport and mobility, many participants expressed their wish to continue on this topic further.

3.2.4 Waste management

A specific angle of the waste management problems was covered in the seminar **“Involvement of society in municipal waste management”** held on 13-14 September 2006 in Valmiera. The event was aimed to promote information and experience exchange on the role of society in the implementation of the waste management policy, the cooperation between the Baltic States and Germany, as well as the cooperation among stakeholders, e.g. municipalities, waste management companies and NGOs. The presentation and discussion topics covered an overview on separate waste collection system and the role of various society groups for achieving the recovery and recycling targets in the waste management, results of case studies on consumption patterns and their relation to the waste management, explanation on possibilities for access to proper information for improved waste management policies (methods, needs of society, availability and information dissemination).

Participants at this seminar were invited to look at the social aspects of the waste management. Information to the society is very crucial, however, there needs to be a balance between amount of information and its frequency. Emphasizing the need for providing information, the role of municipalities was pointed out by indicating that municipalities shall take more active role in communicating with inhabitants on the waste management issues. Being deeply involved in practical organization of the waste management, representatives from the waste management companies have admitted that sometimes it is rather difficult for them to think as an ordinary inhabitant. Recognizing the high importance of society involvement in implementation of practical waste management actions, the BEF project team has included these aspects in the brochure on waste management for municipalities.

3.2.5 Strategic development planning

As a closing larger scale seminar on the CAP-2 project agenda, the seminar **„Linking various environmental aspects in strategic development planning at municipalities“** was organized on 20-21 November 2007 in Sigulda. The concept of this seminar was to look at a holistic planning approach at municipalities and to facilitate the experience exchange between Latvian and German municipalities on planning aspects, like water management, waste management and transport sector at a municipality level.

The main discussion topics included:

- Strategic planning at local level – approaches and needs, practical examples in strategic development planning – experience of Munster (Germany) and Bauska (Latvia)
- Integrated planning principles – precondition for territorial development planning at municipalities
- Interactive discussion in working groups on implementation of the integrated planning principles
- Practical experiences for developing planning approach at municipalities – integration of water management principles in municipal development planning, strategic planning for local transport development at municipality linking various aspects (experience of Munster, Germany), aspects for planning at municipalities in implementation of waste management plans and waste sorting system.

The target group comprised the development planners and executive directors from municipalities or municipal companies and representatives of relevant ministries. In total, 39 participants were taking part in the event.

Planning processes are an active part of the work of municipalities; there are plans elaborated both for territorial development and for the implementation of various environmental policy aspects. An issue for discussion was on how to ensure sufficient coordination actions in development of these plans. In practice

at municipalities, various planning actions are implemented according to the specific requirements and thus these are detached in scale of application, involvement of stakeholders, and period of validity for the plans. Furthermore, the administrative territorial reform is currently under way in Latvia, and thus the important aspect at municipalities is on modeling the consequences of enlarged administrative units.

Integration of planning principles at the territorial development planning is requested from municipalities, however, the practical implementation is rather weak. Presentations on good strategic planning examples were very valuable to the participants. Interactive discussions at working groups were set on implementation of the integrated planning principles in various fields of environment, like, waste management, water management, nature/tourism development, transport and horizontal aspect of territorial planning. Results from discussions indicated that thinking and applying of the integrated approach is still the main challenge for municipalities. Discussing practical aspects for developing the planning approach at municipalities, the main focus was set on participation of the local level in environmental policy implementation, e.g., participation in development process of the river basin management plans, implementation of waste management plans. Participants evaluated the workshop as a very useful event, especially pointing out the valuable practical experience from German municipalities.

3.3. Trainings on waste management

The need for deeper discussion on waste management aspects was clearly stated during the first Capacity building project implemented in Latvia. The program of the CAP-2 project, therefore, was developed to cover discussions/training on waste management by sharing the experience of German and Latvian municipalities on challenges for implementation at a local level. The training concept and topics for discussion were developed in close cooperation between the project team and experts from Germany and Latvia. Regular consultations were held with representatives of municipalities in Germany (key expert: Mr. Mark Lindert) and Latvia (key experts: Mr. Armands Nikolajevs and Mr. Egils Pukinskis).



Three trainings on “Improvement of municipal waste management systems” were held during the implementation of the project activities:

- Separate waste collection
- Hazardous waste management
- Economic instruments in waste management.

Part I: training on **“Separate waste collection”** was held on 7-9 December 2005 in Sigulda. The aim was to inform and to give solutions on various aspects in development of separate waste collection system, as well as to discuss the role of municipalities and waste management companies. Main topics of the training

included the legal requirements, overview on regional/local waste management plans and separate waste collection, organizational and technical issues on establishment of the system and economic issues of the establishment and maintenance of separate waste collection system.

Part II: training on **“Hazardous waste management”** took part on 23-24 May 2006 in Sigulda. The aim was to increase awareness of municipalities about the specific requirements for the hazardous waste management and elaborate proposals for improvements in legal regulations on hazardous waste management at local level. Main topics of the training included definition and the legal requirements for hazardous waste management from households and small enterprises, exchange experience on practice of hazardous waste management at municipalities, enforcement of cost recovery for the hazardous waste management from households and small enterprises, proposals for improvement of the legal basis for the waste management with respect to the management of hazardous household waste and brief overview on the tactics to achieve the integration of proposals into the legislation. From discussions and open questions raised at the training, it was concluded for the high need in deeper discussion on organizational aspects for waste management system at municipalities, including involvement of stakeholders, legal background aspects and financial aspects of the system. Within discussions, the experience from German municipalities was pointed out to be of great importance.

Part III: training on **“Economic instruments in waste management”** was organized on 6-7 February 2007 in Jurmala. The aim was to review and to identify the ways for incorporation of economic instruments in tendering for waste services and contracting of waste services, as well as to discuss on experience for application of various economic instruments in the waste management at a local level. Main topics of the training included the conceptual background for the application of economic instruments in the waste sector, experience exchange on the practical application of economic instruments, as well a discussion and practical work on preparation of tenders at municipalities for waste management. High importance of experience exchange on economic instruments in waste management at municipalities was acknowledged by participants. However, practical application of economic instruments and tendering procedure at municipalities were issues for hot debate among involved stakeholders, like municipalities, waste management companies and ministry. Here, the experience from German municipalities was of great value bringing in the highlights from another perspective. The main success of the training was to bring the stakeholders to an open discussion on these issues, although the solution to the particular issues is to be found at municipalities.

In all trainings the agenda comprised lectures and presentations combined with a more practical work in smaller groups. Plenary and group discussions were applied to promote the most active experience exchange among participants and experts. Participants showed high motivation for discussion and experience exchange on topics covered at the training course. A feedback round and evaluation of the training was held among the participants. Participants pointed out the high professionalism from the German experts and very valuable knowledge and experience exchange during the events. It was admitted that there is a high need for discussions among involved stakeholders on waste management aspects in Latvia.

Noting the high motivation of the selected participants to the training, these participants shall be looked as “front-runners” from municipalities in understanding and expertise level of the waste management issues. However, it is expected that the group of advanced municipality representatives will facilitate the wide spreading of knowledge of the Latvian and German experts, as well as the practical aspects of the waste management.

3.4 Trainings on water management

The need for deeper discussion on water management aspects was clearly stated during the first Capacity building project implemented in Latvia. The program of the CAP-2 project, therefore, was developed to cover discussions/training on water management by sharing the experience of German and Latvian municipalities on challenges for implementation at a local level. The training concept and topics for discussion were developed in close cooperation between the project team and experts from Germany and Latvia. Regular consultations were held with representatives of municipalities in Germany (key expert: Dr. Friedrich Reinhold) and Latvia (key expert: Ms. Gudruna Vectirane).



Three trainings on “Water management at municipalities” were held during the implementation of the project activities:

- Drinking water – how to plan, establish and manage water supply system
- Waste water treatment
- Economic instruments and cost recovery at water treatment.

Part I: training on **“Drinking water – how to plan, establish and manage water supply system”** was held on 29 November -1 December 2005 in Saulkrasti. The aim was to inform and to give solutions to the problems concerning the drinking water management from the water abstraction source till the consumer tap. Main topics of the training included organizational aspects of drinking water management system, water demand and planning of water abstraction, water treatment methods, transportation, storage and distribution, as well as drinking water monitoring and control.

Part II: training on **“Waste water treatment”** took part on 30-31 May 2006 in Jurmala. The aim was to increase capacities for setting technical rules and indicators for the waste water treatment facilities and support municipalities in addressing the waste water treatment problems in an integrated way and organizing cooperation among involved stakeholders. The main topics of the training included an overview on waste water management and legal requirements for waste water treatment, technical rules and indicators for the waste water treatment at municipalities, principles for organizing cooperation among involved stakeholders, waste water treatment at municipalities and the river basin management approach, as well as aspects of cost efficiency and fee rising. During the discussion, participants were enthusiastic in drawing schemes of involved stakeholders and defining their way of cooperation. Participants indicated open topics for training as experience exchange with German municipalities on local regulations for water management, economic aspects of water management with deeper analysis of various cooperation models and accessibility of the service.

Part III: training on **“Economic instruments and cost recovery at water treatment”** was organized on 12-13 April 2007 in Sigulda. The aim was to support municipalities in addressing the principles for economic instruments and cost recovery aspects in water treatment. Main topics of the training included

overview on water management models and forms of enterprises, discussion on acceptance and perceptions of inhabitants to the water supply and accessibility of the water services to inhabitants. Participants of the training were active in discussions on models and forms of water management enterprises involving the experts from NRW. Discussion on acceptance and perception of inhabitants on the water supply highlighted the very important aspect of communication with stakeholders, including consumers and local journalists in order to prove that the water treatment company is working for the benefit of inhabitants.

In all trainings, the agenda comprised lectures and presentations combined with a more practical work in smaller groups. Plenary and group discussions were applied to promote the most active experience exchange among participants and experts. Participants showed high motivation for discussion and experience exchange on topics covered at the training course. A feedback round and evaluation of the training was held among the participants. It was acknowledged that the experience exchange both with the German experts and with the Latvian participants were the most valuable benefits. Participants have pointed out the willingness for continued discussions on water issues in the future.

3.5 Trainings on administrative capacity

The training course on administrative capacity at municipalities was designed to advise on how to deal better with staff and public to implement the EU legislation. The training concept was to address a small and specialized target group, i.e. active representatives from the regional and local authorities with a responsibility for environment, waste and water management.



The initially planned two courses plus one additional course due to very high response from the target group resulted in **three parts of training to support local institutions in stakeholder oriented communication** that were held during the implementation of the project (Trainer: Ms. Heidrun Fammler):

- part I on 18-19 September 2007 in Sigulda (19 participants)
- part II on 15-16 October 2007 in Adazi, Riga district (11 participants)
- part III on 25-26 October 2007 in Sigulda (14 participants only from those who have attended part I or part II of the course).

The objective of the trainings was to support local institutions in stakeholder oriented communication for explaining and implementation of the EU requirements at municipalities. Stakeholder oriented communication at municipalities is applied e.g., at public hearings that are organized to ensure the openness and involvement of citizens in discussion of plans and activities at municipalities. The training was aimed to support specialists at municipalities to prepare and implement communication with the public

during discussions and public hearings. Issues on the training program were selected to better fit to the communication needs and included overview on basic models of communication, preparing the presentations to the event and basis for active communication with stakeholders at the municipality.

Setting and implementing the trainings there were some observations made by the trainer (Ms. Heidrun Fammler) on current situation at municipalities. These indicate that systematic analysis of stakeholder groups and appropriate communication mechanisms are lacking at municipalities, public appearance of the representatives of municipalities is weak, communication process models with public has not been a priority at municipalities. This would partly explain the very high eagerness of the target group to the trainings organized within activities of the current project.

The trainings were evaluated very positively by the participants, both the theoretical background knowledge and the practical skills obtained. Moreover, there were offers from some municipalities to invite the trainer from the BEF and organize similar training courses at their localities (covered by local sources of financing).

3.6 Study visits

Study visits were seen as useful form of cooperation, which contributed to better understanding of EU issues and gave the opportunity for information exchange and cooperation between Latvian and German environmental authorities.



Two study visits were organized during the implementation of the project activities:

- Study visit of Latvian municipalities to Germany
- Study visit of German/NRW municipalities to Latvia.

The **study visit for the representatives from Latvian municipalities to Germany/NRW** took place on 11-18 March 2007. The program covered various environmental aspects and thus gave an opportunity for participants to broaden the knowledge beyond their professional field. An additional aspect of the visit was the practical experience for using a public transportation system in cities and inter-city connections. Admitting that the entire program of the study visit was very useful for them, participants have named some top issues, i.e. composting of biological waste (in Dusseldorf), planning of transport system (in Munster), water management system (in Strausberg), monitoring program of the River Rhine and cooperation of municipalities (Emscher Genossenschaft).

Important aspects of the visit were meetings with the project partners and donors. Brief acquaintance of participants with Mr. Christof Mainz (MoE, NRW) was made in Essen and a meeting with Mr. Hans-Joachim Hermann (UBA) and Mr. Otto Huter (DST) took place in Berlin/Strausberg. Participants were given a chance to express their feedback in a direct communication either in evaluating the project implementation or pointing out the most colourful impressions during the study visit. Latvian municipalities pointed out the very positive experience during the project seminars and trainings for experience exchange from German municipalities, good cooperation of (waste, water management) professionals with municipalities, obtaining of knowledge coupled with experience during the project events, obtaining the scenarios on how to avoid mistakes and keeping the continuity for highlighting the important topics in the project implementation. Participants have admitted that the entire study visit program is very useful to them especially pointing out the holistic planning aspect in German municipalities. Representatives from Latvian municipalities highly appreciated a meeting with the project partners and donors in Germany.

The study visit of German/NRW municipalities to Latvia took part on 17-20 June 2007. The aim of the visit was to cover the aspects on how the new EU member states implement the EU environmental legislation in waste and water management, as well as experience exchange and giving of feedback on planning work at municipalities. The program of the study visit was saturated? but well balanced, thus providing an opportunity for the German municipalities to obtain a comprehensive overview on practical work implementing EU requirements at the Latvian municipalities, successes and challenges. Participants visited several municipalities – Cēsis, Jelgava, Bauska, Saulkrasti and there was a meeting organized at the Latvian MoE. There are a lot of achievements at municipalities in Latvia (e.g., technological park, waste and water management according to EU standards), however, an holistic approach for strategic planning is still at an early stage. It was noticeable that middle level personnel at municipal enterprises would need upgrading of their background knowledge on technologies and overall processes. Participants of the study visit were given a good chance to see the “real life” at municipalities, thus getting better understanding on the experience exchange needs between the countries.

3.7 Meetings on environmental topics

Meetings were targeted to tackle a specific environmental problem topic that has been of interest for certain number of municipalities but where a larger scale seminar was not organized. These meetings gave a chance for experience exchange among experts and environmental specialists from municipalities.



Three meetings on specific environmental problems were held during the implementation of the project activities:

- Procedure for evaluation of complaints from inhabitants and decision making on reduction of odor nuisance
- Measures for exploration and averting of flooding and storm water risks at municipalities
- Application of iron removal methods for the drinking water treatment at municipalities.

The meeting “**Procedure for evaluation of complaints from inhabitants and decision making on reduction of odor nuisance**” was held on 1 December 2006 in Riga. This meeting was organized as a feedback meeting from a seminar on air quality/odor pollution reduction and was aimed at discussion on further developments in odor pollution reduction - from schemes for the evaluation of complaints from people to elaboration of recommendations for municipalities on actions for the reduction of odor nuisance. The goal of the meeting was together with municipality experts and inspectors of regional environmental boards to discuss possible solutions and recommendations for evaluation and decision making procedure dealing with complaints of inhabitants on odour nuisance problems in Latvia. Participants of the meeting were very active in discussions on issues related to odour nuisance. It was strongly emphasised that communication and finding a mutual understanding of all involved stakeholders is essential. However, it was admitted that the problem is rather complicated due to variety of subjective factors that have to be noted when tackling the odour pollution reduction problems.

The meeting “**Measures for exploration and averting of flooding and storm water risks at municipalities**” took place on 17 May 2007 in Sigulda. The meeting was targeted to a specific problem in water management. Aim of the meeting was to evaluate the experience for flooding and storm water risks at municipalities and these effects on other sectors, like territorial planning and water services. Flooding and storm water management are increasingly becoming a priority issue at municipalities. Currently, the flood directive is in the adoption process at the EU and the national program for averting and management of flood risks is under development on the national level. A brief coverage of these topics at the meeting was well appreciated by participants. Discussion on storm water management highlighted the current situation at municipalities, indicating problems related to collection systems of rain water, low acceptance for financing of service, as well as poor awareness of local politicians on storm water management. It was concluded that there is a high need for further experience exchange on storm water management.

The meeting “**Application of iron removal methods for the drinking water treatment at municipalities**” was organized on 27 August 2007 in Riga. This meeting was dealing with the problem of ensuring the high quality drinking water at municipalities taking into account that high iron content in drinking water is one of the key problems in Latvia. Aim of the meeting was to evaluate the experience of municipalities for iron removal in treatment of drinking water. Participants were introduced to the results from a survey on situation in Latvia. Many municipalities are already applying iron removal and selection of the technology for the process is often predetermined by the contracted consultancy. In general, these systems operate accordingly by producing good quality drinking water. Due to natural geological conditions, in some regions of the country there are related aspects of elevated sulfate, manganese and ammonia concentrations in water that have to be accounted for when selecting the method for iron removal. Currently, there are open funding opportunities for small agglomerations (<2,000 PE) to upgrade the infrastructure of waste and drinking water supply at municipalities. Participants were introduced to the key principles of various iron removal methods and aspects for the choice of the appropriate iron removal method for small systems.

3.8 Project planning and feedback meetings

During the CAP-2 project implementation, a series of project planning and feedback meetings were held with stakeholders – the project steering group, the project target group and cooperation partners. The aim of these meetings was to maintain the cooperation aspects, to evaluate the project implementation course, and to plan the project activities.

3.8.1. Steering group meetings

At the three meetings, the Steering group consisting of the project donors, beneficiaries and project partners has been giving a valuable input to the program activities while addressing the main issue on how the project can serve to regional and local authorities.

- **The 1st steering group meeting** on 9 February 2006 in Riga, Latvia, with continued discussions for the planning on 10 February. The project team obtained valuable suggestions and advices for the project implementation.
- **The 2nd steering group meeting** on 26 October 2006 (in Riga). The main goal of this meeting was to evaluate the activities implemented and to agree on a schedule for forthcoming activities, as well as to share major observations and feedback from project donors, beneficiaries and project partners.
- **The final steering group meeting** on 1 November 2007 (in Riga) was held for evaluation of the project implementation with the project donors, beneficiaries and project partners.

It was recognized that the project meets the aim to serve regional and local authorities. Positive feedback for the project activities was received from the project donors and beneficiaries. The project implementers – the BEF team has obtained valuable suggestions for the implementation of project activities.

3.8.2. Project meetings with representatives from municipalities

Contacts with the active representatives from the target group were developed and the project's progress, as well as needs and contribution to the project implementation were discussed at the project meetings:

- **Meeting on the project implementation** on 21-22 November 2006 in Sigulda. The goal of the meeting was jointly with the active representatives from municipalities to evaluate the project implementation and assess the experience from the target group, as well as to elaborate proposals for providing information to environmental experts from regional and local authorities.
- **A Meeting with representatives of the Latvian municipalities for review and preparation of the study visit of German/NRW municipalities** was held on 18 April 2007 in Cēsis district. The goal of the meeting was to evaluate the aspects of the study visit and assess the experience from the target group, as well as to elaborate proposals on the program for the study visit of representatives from German municipalities to Latvia. Participants have actively joined the discussion on impressions and professional benefits from the visit in Germany. In collection of suggestions for the site visits in Latvia, participants were very enthusiastic to show many objects at their municipalities. Discussion was aimed for selection of the best route, given the 3 day limitation to the planned visit. It was agreed to visit municipalities of Cēsis, Jelgava, Bauska and Saulkrasti. The developed program was later implemented during the study visit of German municipalities in Latvia.
- **Project meeting with representatives of municipalities and municipal enterprises** was organized on 11-12 October 2007 in Sigulda. The goal of the meeting was to evaluate the project implementation and assess the assistance needs in the future. Participants were invited from the active municipalities.

Although, the number of participants was rather small, the BEF project team obtained valuable suggestions on capacity building needs at municipalities.

3.8.3. Small project planning and feedback meetings

A number of smaller project planning and feedback meetings, as well as preparatory meetings for content events and study visits were organized throughout the project implementation. Outcomes of these meetings were used either in developing of agenda/preparation of events, or for adjustments in the project schedule.

3.9. Preparation of publications

Preparation of brochures in the Latvian language on the relevant environmental policy fields and legislation, as well as implementation aspects was considered as one of the important issues on the Capacity Building project program.



Table 2: An overview of publications issued during the project

| Year | Latvia |
|------|--|
| 2005 | Brochure “Requirements of Latvian environmental legislation: odor assessment and recommendations for reduction of odor nuisance from agriculture” (400 copies). |
| 2006 | Brochure “EU policy on air quality and its implementation in Latvia” (500 copies). Printing of this material was co-funded by the Riga Environmental Protection Fund. |
| | Brochure “Increase of energy efficiency and use of renewable energy sources in municipalities” (300 copies). Printing of this material was co-funded by EU PHARE grant. |
| 2007 | Brochure “Waste management in the municipalities of Latvia” (500 copies). |

The published brochures addressing regional and local authorities in national language were disseminated to localities and regions through the BEF events and direct contacts with the representatives of the target

group. The project team has observed a very high need for printed material addressing the target group on environmental topics in the national language, as an easy understandable explanation is vital for enforcement of requirements at municipalities.

3.10. Other Results

Interim Reports:

Four Interim Reports (for July – December 2005, January – June 2006, July – December 2006, and January – June 2007) have been prepared during the project implementation highlighting activities and financial statement for corresponding time periods. Printed publications (brochures), reports from the events and planning/feedback meetings, agenda and lists of participants have been attached to the corresponding Interim reports. These reports have been sent to the project donors, beneficiaries and partners.

Homepage:

The information about the Capacity building project and its activities is published on BEF **homepage** www.bef.lv. The homepage contains the list of the project program activities (updated regularly) and the final versions of reports (as *pdf* files) from events (could be found at <http://www.bef.lv/392/683/?>). There are English and Latvian versions available on the website, in order to ensure the information availability from the project target group. On the website is made available also the publication material, i.e. brochures prepared within the project. This increases the number of potential readers for this information.

Stakeholder contacts:

For the contacts with the target group, the data base that has been set up during the CAP 1 project (2002-2004) was used by adding records with names and positions of participants in the CAP-2 project events. Through project activities the communication and contacts between the stakeholders have been encouraged. For a more detailed description please refer to chapter 4.

4. Project Target group and Partners

4.1. Latvian /Baltic Target Group

Close to 600 participants have attended events carried out during the Capacity building project CAP-2 implementation. 55% of the participants have been attending larger stakeholder seminars and Baltic meetings. This is not surprising, as these were designed to provide and up-date the regional and local authorities with information and background knowledge in the environmental policy fields. More targeted trainings and meetings on specific environmental topics required better background knowledge and preparation to the event and thus lower numbers of participants were addressed. The study visit to Germany/NRW was planned for a small group of participants from active municipalities in Latvia.

Table 3: An overview of participants to the project events

| Type of events | Number of participants |
|--|------------------------|
| Stakeholder seminars and Baltic meetings on environmental topics | 341 |
| Trainings on environmental topics (waste management, water management) | 140 |
| Trainings on administrative capacity | 44 |
| Meetings on environmental topics | 53 |
| Study visit of Latvian municipalities | 15 |
| Total | 593 |

The main **target group** of the Capacity Building project was representatives from regional and local authorities – municipalities, municipal enterprises and regional environmental boards. However, representatives from NGOs, state institutions (ministries), local consultants and local professional associations were taking part at the events as well. The BEF team was a prerequisite in order to carry out the events on the agenda and guests represented mainly German consultants and experts from NRW, who presented and shared their experience at the project events.

4.2. Contribution with lectures from the Latvian/Baltic target group

Special activity from the target group at the Capacity Building project events was contribution with lectures on local environmental situation at municipalities. In total, 13 presentations were made from Latvian municipalities within the project duration. Furthermore, representatives of active municipalities in Latvia have taken part in the program development and by making presentations during the German/NRW study visit in 2007. At the Baltic level events, representatives? from Estonian municipalities have shared their experience as well.

The list of presenters from Latvian, Lithuanian and Estonian municipalities are listed below:

| Name | Institution | Input | Workshop/Meeting |
|----------------------|---|--|--|
| LATVIA: | | | |
| Varis Ādamsons | “Vinda” Ltd., director | Presentation “Planning of water services system by taking into account flooding and storm water risks at Cēsis municipality” | Meeting on “Measures for exploration and averting of flooding and storm water risks at municipalities”. 17 May, 2007, Sigulda |
| Janis Kleperis | Riga City Council | Presentation “Possibilities and practices for odor measurements in Latvia” | International seminar “Air quality in the Baltic States: reduction of odor nuisance from agriculture & industrial sources”, 13-14 October, 2005, Sigulda |
| | | Presentation “Implementation of action plans and programs to improve air quality in municipalities” | International workshop “Environmental aspects related to transport and mobility in cities” 14-15 June, 2006, Jūrmala |
| | | Presentation “Estimation of odor nuisance by computer modeling” | Meeting “Procedure for evaluation of complains from inhabitants and decision making on reduction of odor nuisance” 1 December, 2006, Rīga |
| Jānis Mičulis | Bauska municipality | Presentation “Practical examples in strategic development planning” | Workshop “Linking various environmental aspects in strategic development planning at municipalities” 20-21 November, 2007, Sigulda |
| Maija Rubīna | Riga Energy Agency | Presentation “Riga Energy Agency – goals, tasks, activities” | Workshop on “Efficient use of energy sources at municipalities” 6-7 June, 2007, Jūrmala |
| Valters Sprūdžs | Rīga City Council | Presentation “Environmental noise” | International workshop “Environmental aspects related to transport and mobility in cities” 14-15 June, 2006, Jūrmala |
| Linda Tijone-Kļaviņa | “Vides serviss” Ltd., Bauska | Presentation “Practice of hazardous waste management at municipalities” | Training course “Improvement of waste management systems at municipalities”, Part II: hazardous waste management. 23-24 May, 2006, Sigulda |
| Imants Urtāns | JSC “Rīgas Siltums” | Presentation “Practical experience of cogeneration in Latvia” | Workshop on “Efficient use of energy sources at municipalities” 6-7 June, 2007, Jūrmala |
| Zintis Varts | Territorial planner of Carnikava municipality | Presentation “Territorial planning as one of the instruments for planning of averting the flooding and storm water risks” | Meeting on “Measures for exploration and averting of flooding and storm water risks at municipalities”. 17 May, 2007, Sigulda |
| Gudruna Vectirane | “Aizkraukles ūdens” Ltd. | Presentation “Main principles in working with inhabitants – Latvian experience” | Training course “Water management at municipalities”. Part III economic instruments and cost recovery in water treatment. 12-13 April, 2007, Sigulda |
| Ieva Veģere | Environmental expert | Presentation “Involvement of | Workshop on involvement of |

| | | | |
|--|---|--|--|
| | | schoolchildren and youth: example of North Vidzeme/ Latvia” | society in municipal waste management. 13-14 September, 2006, Valmiera |
| Einārs Zēbergs | Aizkraukle City Council | Presentation “Use of solar energy – experience of Aizkraukle municipality” | International workshop “Increase of energy efficiency and use of energy sources at local level”, April 4-5, 2006, Sigulda |
| Presentations and program development of the study visit of German/NRW municipalities to Latvia | | | |
| Inta Ādamsone | Cēsis Town Council | Presentation of activities at Cēsis Town Council | Study visit of representatives from German/NRW municipalities to Latvia, 17-20 June, 2007 |
| Jānis Krūklītis | Jelgava District Council | Program development and organization of the visit to Zemgale Technological Park | |
| Egils Pukinskis | “Vides serviss” (municipal company, Bauska) | Program development related to waste management, water management, transport in Bauska | |
| Guntars Ozoliņš | “Saulkrastu komunālserviss” (municipal company, Saulkrasti | Program development related to water management, nature protection, transport infrastructure | |
| ESTONIA: | | | |
| Madis Korvits | Tallinn City Council | <ul style="list-style-type: none"> • Presentation “Environmental noise” • Presentation “Transport related air pollution in the Baltic States” • Presentation “Implementation of action plans and programs to improve air quality in municipalities” | International workshop “Environmental aspects related to transport and mobility in cities” 14-15 June, 2006, Jūrmala |

4.3. Practical experience examples from Municipalities and Association representatives in Germany

Experts from municipalities and associations in North Rhine-Westphalia (NRW) in Germany have participated and shared their practical experience at the Capacity Building project events. 15 representatives from municipalities and associations from NRW partners have contributed with presentations within the project implementation. Some experts were coming for one event but several key experts have contributed to multiple events, as listed below:

| Name | Institution | Input | Workshop/Meeting |
|------------------|--|---|---|
| Dr. Ralf Both | State Environment Agency, North Rhine- Westphalia, Germany | <ul style="list-style-type: none"> • Presentation “Odor regulation in Germany: An improved system including odor intensity, hedonic tone and odor annoyance” • Presentation “Practical Experiences in Germany – Regulation, Industrial Branches, Livestock, Abatement techniques” | International seminar “Air quality in the Baltic States: reduction of odor nuisance from agriculture & industrial sources”, 13-14 October, 2005, Sigulda |
| Wendelin Friedel | City of Frankfurt (Main) | • Presentation “Policies, | International workshop |

| | | | |
|-----------------|---|--|--|
| | | <p>strategies and plans at the EU level – e.g., energy efficiency, use of different energy sources”</p> <ul style="list-style-type: none"> • Presentation “Principles and reasons behind the policies (e.g., climate change, market liberalization)” • Presentation “Use of renewable energy sources at local level – German experience” | <p>“Increase of energy efficiency and use of energy sources at local level”, April 4-5, 2006, Sigulda</p> |
| Heiner Bruns | City of Munster | <ul style="list-style-type: none"> • Presentation “Increase of energy efficiency at local level – German experience” • Presentation “Development of Municipal Energy Concepts – example of the City of Munster” | <p>International workshop “Increase of energy efficiency and use of energy sources at local level”, April 4-5, 2006, Sigulda</p> |
| | | <ul style="list-style-type: none"> • Presentation “Strategic development planning in municipality linking various environmental aspects – experience of Munster, Germany” | <p>Workshop “Linking various environmental aspects in strategic development planning at municipalities”, 20-21 November, 2007, Sigulda</p> |
| Lothar Jurich | Krefeld City, NRW | <ul style="list-style-type: none"> • Presentation “Practical applications and supervision of waste water discharges, example of Krefeld” | <p>Training course “Water management at municipalities” Part II: Waste water treatment. 30-31 May, 2006, Jūrmala</p> |
| Dietmar König | City of Munster | <ul style="list-style-type: none"> • Presentation “Strategic planning for local transport development at municipality linking various aspects – experience of Munster, Germany” | <p>Workshop “Linking various environmental aspects in strategic development planning at municipalities”, 20-21 November, 2007, Sigulda</p> |
| Dirk Hagenraeke | Krefeld City, NRW | <ul style="list-style-type: none"> • Presentation “Storage and distribution (example from Krefeld City)” • Presentation “Water quality monitoring and control” | <p>Training course “Water management at municipalities”, Part I “Drinking water – how to plan, establish and manage water supply system”, 29 November – 1 December, 2005, Saulkrasti</p> |
| Oliver Mietzsch | German Association of Cities and Towns | <ul style="list-style-type: none"> • Presentation “Environmental sustainable management of public transport” | <p>International workshop “Environmental aspects related to transport and mobility in cities” 14-15 June, 2006, Jūrmala</p> |
| Mark Lindert | Environmental Department, Dusseldorf, NRW | <ul style="list-style-type: none"> • Presentation “Municipal Waste management plan, its targets and planned activities” • Presentation “Principles of cooperation between involved actors in waste management” • Presentation “Separate waste collection in the city | <p>Training course “Improvement of municipal waste management systems”, Part I: separate waste collection, 7-9 December, 2005, Sigulda</p> |

| | | | |
|------------------------|-------------------------------|---|---|
| | | Dusseldorf “ | |
| | | <ul style="list-style-type: none"> • Presentation “Definition of hazardous waste and requirements set in the land of North Rhine-Westphalia” • Presentation “Practice of hazardous waste management at municipalities” • Presentation “Enforcement of cost recovery of the hazardous waste management (from households and small enterprises)” | Training course “Improvement of waste management systems at municipalities”, Part II: hazardous waste management. 23-24 May, 2006, Sigulda |
| | | <ul style="list-style-type: none"> • Presentation “Overview on economic instruments: taxes, fees and use of economic instrument in Germany” • Presentation “Terms for defrayment? of expenses in German legislation and at German municipality” • Presentation “Approach for tendering procedure in Germany: experience from NRW municipalities” | Training course “Improvement of waste management systems at municipalities” Part III: economic instruments in waste management. 6-7 February, 2007, Jūrmala |
| Peter Hackelmann | Saarbrücken City municipality | <ul style="list-style-type: none"> • Presentation “The traffic concept for an entire region – mobility without borders” | International workshop “Environmental aspects related to transport and mobility in cities” 14-15 June, 2006, Jūrmala |
| Dr. Friedrich Reinhold | City of Krefeld, NRW | <ul style="list-style-type: none"> • Presentation “Drinking water management system in Germany/ North-Rhine Westphalia” • Presentation “Water resources, use and planning of water abstraction” • Presentation “Treatment methods for Drinking water supply” | Training course “Water management at municipalities”, Part I “Drinking water – how to plan, establish and manage water supply system”, 29 November – 1 December, 2005, Saulkrasti |
| | | <ul style="list-style-type: none"> • Presentation “Waste water management and requirements set in the Land of North Rhine-Westphalia (Germany) legislation” • Presentation “Principles of monitoring the waste water discharges and setting of technical standards at municipalities in Germany” • Aspects of cost efficiency and fee raising | Training course “Water management at municipalities” Part II: Waste water treatment. 30-31 May, 2006, Jūrmala |
| | | <ul style="list-style-type: none"> • Presentation “Program related to water management system in Krefeld” | Study visit of representatives from Latvian municipalities to Germany/ NRW 11-18 March, |

| | | | |
|--|--|---|---|
| | | | 2007 |
| | | <ul style="list-style-type: none"> • Presentation “Principles for work with inhabitants on water supply – examples from municipalities in Germany/ NRW” • Presentation “Economic accessibility of water services to inhabitants in Germany” | Training course “Water management at municipalities”. Part III economic instruments and cost recovery in water treatment. 12-13 April, 2007, Sigulda |
| Petra Scholten | Association of Communal Enterprises, NRW | Presentation “Role and principles for cooperation of the involved stakeholders (e.g., municipality, water treatment company, enterprises, relevant authorities)” | Training course “Water management at municipalities” Part II: Waste water treatment. 30-31 May, 2006, Jūrmala |
| | | Presentation “Water management models at municipalities in the Land of North Rhine-Westphalia” | Training course “Water management at municipalities”. Part III” economic instruments and cost recovery in water treatment. 12-13 April, 2007, Sigulda |
| Hans-Jurgen Serwe | County Mettmann | <ul style="list-style-type: none"> • Presentation “Case study from municipality in Germany” • Presentation “Key-note on application of different information tools for society needs” | Workshop on involvement of society in municipal waste management. 13-14 September, 2006, Valmiera |
| Axel Welge | German Association of Cities and Towns | Presentation “Reduction of traffic-related pollution in cities – experiences with implementation of air quality directives in European cities” | International workshop “Environmental aspects related to transport and mobility in cities” 14-15 June, 2006, Jūrmala |
| Olaf Wendler | Berlin Municipal Cleaning Service | Presentation “Experience of German municipalities: from proposals to adopted legislation (what and how the municipalities shall act)” | Training course “Improvement of waste management systems at municipalities”, Part II: hazardous waste management. 23-24 May, 2006, Sigulda |
| Markus Werntgen | Environmental Agency, Oberhausen, NRW | <ul style="list-style-type: none"> • Presentation “Legislative requirements of North Rhine-Westphalia” • Presentation “Cost calculation for establishment of new waste sorting point/ collection site” | Training course “Improvement of municipal waste management systems”, Part I: separate waste collection, 7-9 December, 2005, Sigulda |
| | | Presentation “Experience from NRW on protection of water sources from biogenic pollution” | Seminar on “EU policy on reduction and prevention of nitrogen and phosphorous pollution loads to water bodies”, 27-28 April 2004, Sigulda |
| Presentations and program development of the study visit of Latvian municipalities in Germany | | | |
| Heiner Bruns | City of Munster, NRW | Program development related to energy efficiency in Munster | Study visit of representatives from Latvian municipalities to |

| | | | |
|-------------------------|---|---|--------------------------------|
| Mark Lindert | Environmental Department, Dusseldorf, NRW | Program development related to waste management in Dusseldorf | Germany/ NRW 11-18 March, 2007 |
| Bernhard Plenker | City of Krefeld, NRW | Program development related to water management system in Krefeld | |
| Dr. Friedrich Reinhold | City of Krefeld, NRW | Program development related to water management system in Krefeld | |
| Dr. Gerit Meyer-Hubbert | Emschergenossenschaft/ Lippeverband, Essen, NRW | Presentation on cooperation of municipalities | |
| Achim Specht | City of Munster, NRW | Program development related to energy efficiency and transport system in Munster | |
| Dr. Barbara Winter | Environment Office, NRW | Visit organization on laboratory ship "Max Pruss"- presentation about the environmental management and the river quality in NRW | |

4.4. Cooperation with experts for Capacity Building project events

Within the preparation of some events on the Capacity Building project schedule, cooperation with certain experts, which have been covered by other sources of financing, has taken place. Within this cooperation, 2 experts from Germany, 3 representatives from Nordic countries (Finland and Sweden) and 3 experts from Latvia have been sharing their experience at the meetings. This cooperation has been evaluated as successful for the Capacity Building project activities. The list of experts is presented below:

| Name | Institution | Input | Workshop/Meeting |
|-------------------------------------|--|---|--|
| Sylke Palitzsch ¹⁾ | Fraunhofer Institute for Environmental, Safety and Energy Technology UMSICHT | Presentation "Internet based tools for improved waste management: introduction to the EUWAS (European waste Sector Assistant) portal" | Workshop on involvement of society in municipal waste management. 13-14 September, 2006, Valmiera |
| Christiane von Knorre ²⁾ | Auraplan | Presentation "Possibilities for energy saving measures in buildings – more than walls and windows" | International workshop "Increase of energy efficiency and use of energy sources at local level", April 4-5, 2006, Sigulda |
| Tuula Kajolinna ²⁾ | Technical research Centre of Finland | Presentation "Odors and legislation requirements in Finland" | International seminar "Air quality in the Baltic States: reduction of odor nuisance from agriculture & industrial sources", 13-14 October, 2005, Sigulda |
| Sari Kuusisto ²⁾ | Technical research Centre of Finland | Presentation "Industrial examples of odor measurements" | |
| Mia Simm ³⁾ | Solna City, Sweden | Presentation "Practical | International workshop |

| | | | |
|-----------------|--------------------|---|---|
| | | experience of municipalities in Sweden' | "Environmental aspects related to transport and mobility in cities" 14-15 June, 2006, Jūrmala |
| Aleksandrs Cars | JSC "Getliņi EKO" | Presentation "Energy production from biogas – practical experience at landfill "Getliņi EKO" in Latvia" | Workshop on "Efficient use of energy sources at municipalities" 6-7 June, 2007, Jūrmala |
| Ērika Lagzdiņa | REC Latvia | Presentation "Role of NGOs: how and what can be contributed by the NGOs" | Workshop on involvement of society in municipal waste management. 13-14 September, 2006, Valmiera |
| Ebbing Osinga | "HoST Energo" Ltd. | Presentation "Combined heat and power using wood – green energy in Latvia" | International workshop "Increase of energy efficiency and use of energy sources at local level", April 4-5, 2006, Sigulda |
| | | Presentation "Cogeneration technologies for use of biomass" | Workshop on "Efficient use of energy sources at municipalities" 6-7 June, 2007, Jūrmala |

- 1) In cooperation with the project financed by EU DG Information
- 2) Financed by own means
- 4) In cooperation with the project financed by EU PHARE grant

4.5. Cooperation with other projects and institutions

4.5.1. Cooperation with professional associations in Latvia

A close cooperation was developed between the BEF and professional associations in Latvia. The close cooperation was maintained during the entire project implementation with the **Association of Waste Management Companies** (contact: Armands Nikolajevs, president) and the **Association of Water Management Companies** (contact: Gudruna Vectirane) in Latvia. Contacts are developing also with the **Association of Heat Producers** in Latvia (contact: Edgars Viņants).

Valuable consultations and background information has been obtained for preparation of the training courses. Experts who have shared their experience during the CAP-2 project events are listed below:

| Name | Institution | Input | Workshop/Meeting |
|--------------------|---|---|---|
| Armands Nikolajevs | Latvian Association of Waste Management Companies | Presentation "Organization of the tendering procedure at municipalities (brief overview on recommendations for Latvian municipalities, 2006)" | Training course "Improvement of waste management systems at municipalities" Part III: economic instruments in waste management. 6-7 February, 2007, Jūrmala |
| | | Presentation "Implementation of waste management plans – lessons learned and future perspectives" | Workshop "Linking various environmental aspects in strategic development planning at municipalities", 20-21 November, 2007, Sigulda |
| Arnīs Plots | Coordination Centre for Environmental management | Presentation "Economic advantages for municipal cooperation in waste" | Training course "Improvement of waste management systems at municipalities" Part III: |

| | | | |
|----------------|--|--|---|
| | | management” | economic instruments in waste management. 6-7 February, 2007, Jūrmala |
| Artis Rimma | “Liepāja regulator” | Presentation “Experience of Regulators in setting of waste management charge” | Training course “Improvement of waste management systems at municipalities” Part III: economic instruments in waste management. 6-7 February, 2007, Jūrmala |
| Edgars Tauriņš | Association of water supply and sewage services | Presentation “Overview on drinking water management system in Latvia” | Training course “Water management at municipalities”, Part I “Drinking water – how to plan, establish and manage water supply system”, 29 November – 1 December, 2005, Saulkrasti |
| Edgars Vīgants | Association of heat producers in Latvia, BaltEnEnko Ltd. | <ul style="list-style-type: none"> • Presentation “Environmental and economic aspects for small scale cogeneration” • Presentation “Use of biogas in cogeneration in Estonia – practical experience and solutions of TERTS, Estonia“ | Workshop on “Efficient use of energy sources at municipalities” 6-7 June, 2007, Jūrmala |

Cooperation aspects between the BEF project team and the **Union of Local Authorities in Latvia** (contact: Gunta Lukstiņa) were intensive during years 2005-2006. However, in 2007 the cooperation aspects have been on a modest key. However, in the future the project team foresees good cooperation possibilities with the ULAL on some specific environmental aspects (e.g., energy).

An increasing cooperation has been observed with the **Riga Energy Agency** (director: Dr. Maija Rubīna) that was established in May 2007. Taking into account that energy aspects are high on agenda of the BEF, the project implementation team sees potential benefits for cooperation contacts in the future.

4.5.2. Cooperation with state institutions in Latvia

The BEF team was maintaining a close cooperation with the EU Integration Unit at the **Latvian MoE**. These aspects were closely developed during implementation of the previous CAP1 project through the supportive attitude to the project activities. In implementation of the CAP-2 project, the member of the Steering group (Ms. Anita Drondina) has participated in the study trip to Germany and meetings of the steering group to share the ministry’s point of view on the project implementation. In addition, cooperation is very good with other units of the Latvian MoE on the expert level at the project events, e.g. waste management, water management, air quality and odour. A meeting with representatives from German municipalities was organized at the Latvian MoE (20 June 2007) as a part of the study visit program.

In implementation of the project activities, the BEF team was contacting several ministries and agencies for specific expertise required for the selected environmental policy field. Experts who have shared their experience during the CAP-2 project events are listed below:

| Name | Institution | Input | Workshop/Meeting |
|-------------|-------------------------|---|--|
| Ilze Doniņa | Ministry of Environment | Presentation “Legislative requirements of Latvia” | Training course “Improvement of municipal waste management |

| | | | |
|-------------------|---|---|---|
| | | | systems”, Part I: separate waste collection, 7-9 December, 2005, Sigulda |
| | | <ul style="list-style-type: none"> • Presentation “Definition of hazardous waste and requirements set in the Latvian legislation” • Presentation “Enforcement of cost recovery of the hazardous waste management (from households and small enterprises)” | Training course “Improvement of waste management systems at municipalities”, Part II: hazardous waste management. 23-24 May, 2006, Sigulda |
| | | Presentation “Overview on situation in Latvia” | Workshop on involvement of society in municipal waste management. 13-14 September, 2006, Valmiera |
| | | Presentation “Terms for defrayment of expenses in European and Latvian legislation” | Training course “Improvement of waste management systems at municipalities” Part III: economic instruments in waste management. 6-7 February, 2007, Jūrmala |
| Aiva Eindorfa | Latvian Environmental, Geology and Meteorology Agency | Presentation “Transport related air pollution in the Baltic States” | International workshop “Environmental aspects related to transport and mobility in cities” 14-15 June, 2006, Jūrmala |
| Laura Jankovska | Ministry of Environment | Presentation “Overview on legal requirements for management and treatment of municipal waste water in Latvia” | Training course “Water management at municipalities” Part II: Waste water treatment. 30-31 May, 2006, Jūrmala |
| Armands Plāte | Ministry of Environment | Presentation “Thematic strategy on air pollution” | International workshop “Environmental aspects related to transport and mobility in cities” 14-15 June, 2006, Jūrmala |
| | | Presentation “Recommendation for elaboration of an information exchange system and decision making procedure in order to evaluate complaints of inhabitants on odor nuisance” | Meeting “Procedure for evaluation of complaints from inhabitants and decision making on reduction of odor nuisance” 1 December, 2006, Rīga |
| Andžela Pētersone | Ministry of Environment | Presentation “Use of renewable energy sources in Latvia” | International workshop “Increase of energy efficiency and use of energy sources at local level”, April 4-5, 2006, Sigulda |
| | | Presentation “Draft program for biogas use and production in Latvia (2007-2011)” | Workshop on “Efficient use of energy sources at municipalities” 6-7 June, 2007, Jūrmala |
| Rudīte Vesere | Environmental Department, Ministry of Environment | Presentation “Economic instruments in Latvia legislation” | Training course “Improvement of waste management systems at municipalities” Part III: economic instruments in waste management. 6-7 February, 2007, Jūrmala |

| | | | |
|--------------|---|---|---|
| Indra Ciukša | Ministry of Regional Governments and Local Administration | Presentation “Integrated planning principles – precondition for territorial development planning at municipalities” | Workshop “Linking various environmental aspects in strategic development planning at municipalities”, 20-21 November, 2007, Sigulda |
| Armīns Laurs | University of Agriculture | Presentation “Recommendations for reduction of odors from agricultural activities” | International seminar “Air quality in the Baltic States: reduction of odor nuisance from agriculture & industrial sources”, 13-14 October, 2005, Sigulda |
| Ivo Lemšš | Investment and development Agency of Latvia | Presentation “Implementation of the directive on end use efficiency (2006/ 32/ EC) in Latvia, implications to municipalities in Latvia” | Workshop on “Efficient use of energy sources at municipalities” 6-7 June, 2007, Jūrmala |
| Juris Mālers | “Environmental Investment Fund”, Ltd. | Presentation “Experience and future prospects in implementation of projects related to air protection” | International workshop “Increase of energy efficiency and use of energy sources at local level”, April 4-5, 2006, Sigulda |
| Inna Orinska | Public Health Agency | Presentation “Overview on results of drinking water quality monitoring in Latvia: recognized problems” | Training course “Water management at municipalities”, Part I “Drinking water – how to plan, establish and manage water supply system”, 29 November – 1 December, 2005, Saulkrasti |
| Rota Ozoliņa | Latvian Bureau for Purchase Supervision | Presentation “Legislative requirements on organization of purchase procedure for waste management services at municipalities in Latvia” | Training course “Improvement of waste management systems at municipalities” Part III: economic instruments in waste management. 6-7 February, 2007, Jūrmala |
| Uģis Sarma | Ministry of Economy | Presentation “Experience and future funding possibilities for municipalities” | International workshop “Increase of energy efficiency and use of energy sources at local level”, April 4-5, 2006, Sigulda |
| | | Presentation “Recent developments in the national energy policy, legislation, implications to municipalities in Latvia” | Workshop on “Efficient use of energy sources at municipalities” 6-7 June, 2007, Jūrmala |

4.5.3. Cooperation with the institutions in Germany

A close cooperation was developed with the **Ministry of Environment NRW** (contact: Mr. Christof Mainz) during the preparation of the program for the study visits of Latvian and German municipalities. The successful cooperation has been continued through environmental experts from municipalities sharing the experience from NRW with Latvian municipalities. On top of that, practical visits to the municipalities and discussions between Latvian and German local authorities were taking place within the frame of the study visits.

Cooperation has been maintained intensely in contacts with the representatives of the **German Association of Cities and Towns** (Mr. Otto Huter). The search for experts from Germany for the project activities was

done in coordination with DST. These contacts should lead to a long-term partnership for experience exchange between Latvian and German local authorities. The growing potential for cooperation between Latvian and German local authorities is expected to increase the need for cooperation between the BEF team and NRW in coming years.

5. Finances

Throughout the Capacity Building project implementation, a frequent update on spending of the budget has been highlighted either with the Interim reports (prepared every half a year) or in Financial Interim Reports (submitted separately to the project donors). An overview on total budget spending will be briefly outlined in the subsequent sections.

5.1. Overview on budget spending

The planned total project costs were 261,300.00 Euro but within the course of the project implementation there were made available small extra funds of 2,689.77 Euro (as a co-financing from EU PHARE grants). Thus the total project budget was **263,989.77 Euro**. Overview on actual budget spending (as of November 2007) is presented in the table.

| Position | | Budget | Money spent | Realization % |
|------------------------|-----------------------------|-------------------|-------------------|---------------|
| A | Personnel & Subcontracting | 110 500,00 | 110 242,87 | 99.77 |
| C | Travel | 52 500,00 | 34 766,86 | 66.22 |
| D | Office supply & Maintenance | 10 900,00 | 11 378,67 | 104.39 |
| E | Publications & Translations | 22 400,00 | 26 478,04 | 118.21 |
| F | Events | 46 689,77 | 56 023,33 | 119.99 |
| G | Overheads | 21 000,00 | 25 100,00 | 119.52 |
| Total spending: | | 263 989,77 | 263 989,77 | 100.00 |

It can be stated that total spending in the project complies with the total allocated project budget, as the total realization of money is 100%. The detailed accounting is provided with the current report (**Annex 1**).

As for the individual positions, realization of funds at the majority of positions is higher than in the planned budget but do not exceed the limit of 20% in variation. Spending for travel (position C) are lower than in the planned budget, while the costs for publications & translations (position E) and events (position F) are above the average and will be explained briefly. Increased spending for overheads (position G) can be attributed to the extended project implementation time (4 month extension for the project activities) and thus the overheads have increased accordingly.

Costs for travel: position C was saved mainly due to the price decrease for international flights, which allowed cheaper travels both for German experts and also for representatives of Latvian municipalities for the study trip. Savings in this budget line gave possibilities for higher spending in other positions.

High spending has occurred for publications & translations: position E. Four publications were made (instead of initially planned 3 brochures) and therefore cost in this position increased for printing. In addition, somewhat higher need for written translation of the seminar and training materials has occurred within the project implementation. Hence, the higher realization of this budget line.

High spending has occurred for events: position F. This can be explained by an increased number of participants at some seminars and trainings and also the raise of prices for services at these events. In

addition, an extra seminar and training on administrative capacity were organized within the project program.

5.2. Contracted Consultants

Some external expertise was needed for implementation of certain Capacity Building project activities, like preparation of background material for subsequent publications and presentations on certain specific topics. Small number of Latvian and German consultants has been sub-contracted for these purposes.

- Mr. Janis Kleperis, Riga City Council (Latvia)
 - Preparation of written background paper on odor assessment and recommendations for reduction of odor nuisance from agriculture to the brochure “Requirements of Latvian environmental legislation: odor assessment and recommendations for reduction of odor nuisance from agriculture”, 2006.
 - Preparation of written background material on air quality in Riga to the brochure “EU policy on air quality and its implementation in Latvia”, 2006.
- Mr. Armands Plāte, Latvian Ministry of Environment (Latvia)
 - Preparation of the background material to the brochure “EU policy on air quality and its implementation in Latvia”, 2006.
- Mr. Neils Balgalis, “Grupa 93” (Latvia)
 - Preparation and performing the presentation on planning at municipalities – approaches and needs at local level to the seminar “Linking various environmental aspects in strategic development planning at municipalities”, 20-21 November, 2007.
- Prof. Dr. Danyel Reiche, Georgetown University Washington DC, University of Berlin, (Germany)
 - Preparation and performing the presentation on recent developments in the EU energy policy and legislation to the seminar “Efficient use of energy sources at municipalities”, 6-7 June, 2007.

6. Evaluation of the Capacity Building Project (CAP-2)

Conclusions with regard to the goals of the project:

- The main goal of the Capacity Building project (CAP-2) was to strengthen the capacity within the regional and local environmental authorities in Latvia for the implementation and enforcement of the EU environmental policy targets. Close to 600 participants attended the events organized during the project. A high interest in the project activities indicates that the project has been carried out at the right time to serve regional and local authorities. The experience exchange on principles and implementation examples for various environmental policies between German and Latvian local authorities has been the main driving force for the project activities. Presentations and active discussions in working groups have provided mutual benefits for all stakeholders involved.
- Providing the information and experience exchange on challenges and solutions for enforcement of environmental legislation requirements between “new” and “old” EU member states within the CAP-2 project was designed to open/stimulate the potential participation of the Latvian local authorities in realizing one of their obligations to effectively implement and enforce the European legislation. Activities included more general stakeholder seminars providing practical examples from Latvian/Baltic and German/NRW municipalities that were coupled with targeted smaller expert meetings on specific environmental topics and deeper trainings on the environmental topics. They gave a clearer picture about the role of different institutions in the implementation process and certainly supported the understanding of this legislative framework at municipalities.
- The issued publications for municipalities enhanced the understanding of the EU and national environmental legislation. Initiated within the previous project, the concept of preparation of printed material was included in the project program of the CAP-2 project, where the publications have been printed gradually throughout the duration of the project implementation. High demand of this material from the target group has convinced the project implementers that these publications were well-timed and very much needed.
- With the activities on the CAP-2 project, the facilitated information and experience exchange on waste and water management, energy efficiency and energy sources, air quality and odour pollution issues provided a good platform for cooperation of experts, exchange of best practices and identification of common strategies. Looking for a holistic approach to the environmental policy implementation at municipalities, an event on strategic development planning at municipalities was found very necessary within the course of the project implementation and thus was additionally included in the agenda.
- The growing capacities at municipalities on the topics essential for local authorities in the environmental field, like water policy and waste management, have been successfully included in the CAP-2 project agenda. Targeted content trainings with practical exercises and intensive discussions on the policy implementation have been found the most appropriate tool for capacity building at municipalities.
- Included in the agenda of the CAP-2 project, the Baltic meetings on common environmental issues, like transport, mobility and air quality in cities have been beneficial for the municipalities. They increased the understanding on challenges and highlighted the potential for further cooperation in the Baltic States.
- Organized within the framework of the CAP-2 project, the trainings on administrative capacity for communication management between local authorities and other stakeholders at municipalities gave practical and applicable knowledge for communication with the public on environmental issues. The project team was originally planning to have only a small training to teach communication techniques, but it appeared to be a much more comprehensive issue to be tackled. The BEF team foresees the high need to continue the work on strengthening the communication management at municipalities.

- Experience exchange and cooperation between the Latvian and German municipalities gave benefits for both sides. A professionally challenging study visit to NRW/Germany was seen as a useful form to demonstrate the implementation of the best practice examples and a more efficient enforcement for municipalities. In turn, seeing the “real life” of municipalities within the study visit of NRW municipalities to Latvia was providing a better understanding on the experience exchange needs and thus shall facilitate the further cooperation between the countries.
- Taken as a whole, the CAP-2 project activities provided a great forum for information exchange and discussions on challenges and potential solutions on implementing the EU environmental policy at local and regional level. The BEF team sees the need to continue on “traditional” environmental aspects of waste and water management, as well as urban environmental issues of energy and air quality. Having built the network of contacts, the BEF team sees a good potential beyond the current project activities for continuation of such a discussion forum.

Conclusions with regard to the participants:

- The Capacity Building project is one of the projects in twelve years of the BEF experience with the strongest target group involvement and continuity. Taken up from the previous CAP1 project, the network of stakeholder contacts has been maintained and extended during the CAP-2 project. Regular contacts and consultations with the active stakeholders were valuable for the project program development.
- In the CAP-2 project, compared to the CAP1 project, a change occurred to a very topic-specific approach for the target group that has resulted in a demand for more specific knowledge from the project experts. The progressively increasing maturity from the project target group for participation at the events on the expert level gave a valuable input in identification of the top priority environmental issues.
- The CAP-2 project can be rated as one of the distinctive projects with the strongest involvement of resource persons. High quality input and knowledge of the local situation gained during participation in the events, especially of those German experts that participated in more than just one event, was very highly appreciated by the project target group from municipalities in Latvia.
- Success of the CAP-2 project implementation can be attributed to involvement of a high number of experts from professional associations and state authorities to the project activities. Being the networker between various stakeholder groups, the BEF team sees good potential for continuation the dialog between national, regional and local levels of stakeholders for efficient practical implementation of EU environmental policies at municipalities.

Conclusions with regard to the quality of the products:

- The BEF workshops, expert meetings and trainings have been well attended by representatives from the identified target groups at municipalities.
- The style of work has been evaluated as professional. The events were attested with high efficiency, comprehensive program, attractive content, excellent organization and good materials disseminated.
- The success of the Capacity Building project has been a manifest opportunity to transfer the project knowledge and experience to the Balkan countries for capacity building on environment at their municipalities. Expertise that has been inherited during the project implementation in Latvia thus can be handed over to other countries.