



LIFE Project Number  
**LIFE10 NAT/LV/000159**

**Mid-term Report**  
**Covering the project activities from 01/09/2011 to 30/09/2013**

Reporting Date  
**31/10/2013**

LIFE+ PROJECT NAME or Acronym  
**FOR-REST**

Data Project

<b>Project location</b>	Gauja National Park, Latvia
<b>Project start date:</b>	01/09/2011
<b>Project end date:</b>	31/08/2015
<b>Total budget</b>	€ 823.243
<b>EC contribution:</b>	€ 493.946
<b>(%) of eligible costs</b>	60

Data Beneficiary

<b>Name Beneficiary</b>	Nature Conservation Agency
<b>Contact person</b>	Ms. Kristīne Kampuse
<b>Postal address</b>	Baznīcas iela 7, Sigulda, LV-2150, Latvia
<b>Telephone</b>	+371-67509545, direct n° +371-26497693
<b>Fax:</b>	+371-67509544
<b>E-mail</b>	kristine.kampuse@daba.gov.lv
<b>Project Website</b>	<a href="http://for-rest.daba.gov.lv">http://for-rest.daba.gov.lv</a>

## Table of contents

1.List of abbreviations .....	3
2.Executive summary .....	3
2.1. General progress .....	3
2.2. Assessment as to whether the project objectives and work plan are still viable .....	5
2.3. Problems encountered.....	5
3.Administrative part.....	5
3.1. Description of project management.....	5
3.2. Organigramme of the project team and the project management structure.....	6
4.Technical part.....	6
4.1. Actions.....	7
4.1.1. Preparatory actions .....	7
4.1.2. Concrete conservation actions.....	11
4.1.3. Public awareness and dissemination of results .....	14
4.1.4. Overall project operation and monitoring .....	19
4.2. Envisaged progress until next report .....	26
4.3. Impact .....	30
4.4. Outside LIFE: .....	30
4.5. Publicity.....	30
5.Financial part.....	31
5.1. Costs incurred .....	31
5.2. Financial review by actions .....	35
5.3. Auditor Data .....	36
6.Annexes.....	37

## 1. List of abbreviations

NCA – Nature Conservation Agency  
 IES – Institute of Environmental Solutions  
 LFN – Latvian Fund for Nature  
 EM – ELM MEDIA  
 PMU – Project Management Unit  
 IncR – Inception Report

## 2. Executive summary

### 2.1. General progress

The LIFE+ project FOR-REST is continuing accordingly with the Grant Agreement. At present, all the planned project activities are viable and being implemented. A number of measurable results have been achieved, as described in the technical part of this report. All the planned project milestones have been started in time:

Name of the Milestone	Code of the associated action	Deadline	Actual date
Project manager contracted	E.1	30/09/2011	28/09/2011
Partner contracts signed	E.1	30/11/2011	29/11/2011
PMU established	E.1	30/11/2011	29/11/2011
Project website set up	D.1	28/02/2012	01/02/2012
Steering Group established	E.2	30/03/2012	29/03/2012
1 <sup>st</sup> experience exchange Study Tour done	E.3	30/09/2012	27/09/2012
Remote sensing data obtained	A.1	30/11/2012	01/10/2013
Introduction seminar organised	D.3	30/11/2012	28/02/2012
Field work for data gathering finished	A.1	30/03/2013  Revised deadline in the IncR: 30/09/2013	Accomplished by 30/11/2013
Habitat management actions started	C.1	01/10/2013	19/08/2013
Management works of western taiga started	C.3	01/10/2013	19/08/2013

Land registration in the Land Register finalized	A.3	31/01/2014	Not needed
Long-term forest management programme finalized	A.2	31/03/2014	In progress
Technical project prepared	A.3	31/03/2014	In progress
Restoration of hydrology started	C.2	01/04/2014	-
Information boards and signs set up (forest habitat restoration and management sites)	D.2	31/06/2014	In progress
Habitat management actions finalized	C.1	31/08/2015	In progress
Restoration of hydrology finalized	C.2	31/08/2015	-
Management works of western taiga finalized	C.3	31/08/2015	In progress
Interactive informative materials set up	D.4	31/07/2015	In progress
Final seminar organised	D.3	31/08/2015	-
Monitoring finalised	E.6	31/08/2015	In progress

Name of the Deliverable	Code of the associated action	Deadline	Actual date
Project leaflet printed	D.5	31/01/2012	February, 2012
Three restoration and management programmes elaborated - Hermit beetle habitat restoration programme for Gauja NP - Hydrology restoration programme for Bog woodland habitat - Restoration and management programme for priority habitat type Western Taiga	A.2	31/03/2014	In progress
Forest habitat leaflet printed	D.5	30/09/2014	In progress
Report on forest habitat restoration and	D.5	31/05/2015	-

management printed			
English summary of forest management programme on website	A.2	30/06/2015	-
4 short films produced (DVD)	D.4	31/07/2015	In progress
Layman's report printed	D.6	31/08/2015	-
After LIFE conservation plan prepared	E.4	31/08/2015	-
Audit report prepared	E.5	31/08/2015	-
Monitoring report prepared	E.6	31/08/2015	In progress

## **2.2. Assessment as to whether the project objectives and work plan are still viable**

Project objectives remain entirely viable. No significant changes for implementation of the project actions and achieving project objectives will be needed.

## **2.3. Problems encountered**

No significant problems have been encountered during the reporting period. The project is being implemented according to what is planned and there are no significant changes or delays foreseen. Several other minor issues related to slight delays or optimal changes to planned activities are discussed in the technical part of this report and are not considered as a threat to the overall implementation of the project.

## **3. Administrative part**

### **3.1. Description of project management**

The project management structure during reporting period has not been changed. Organigramme of the project team and project management structure is included below.

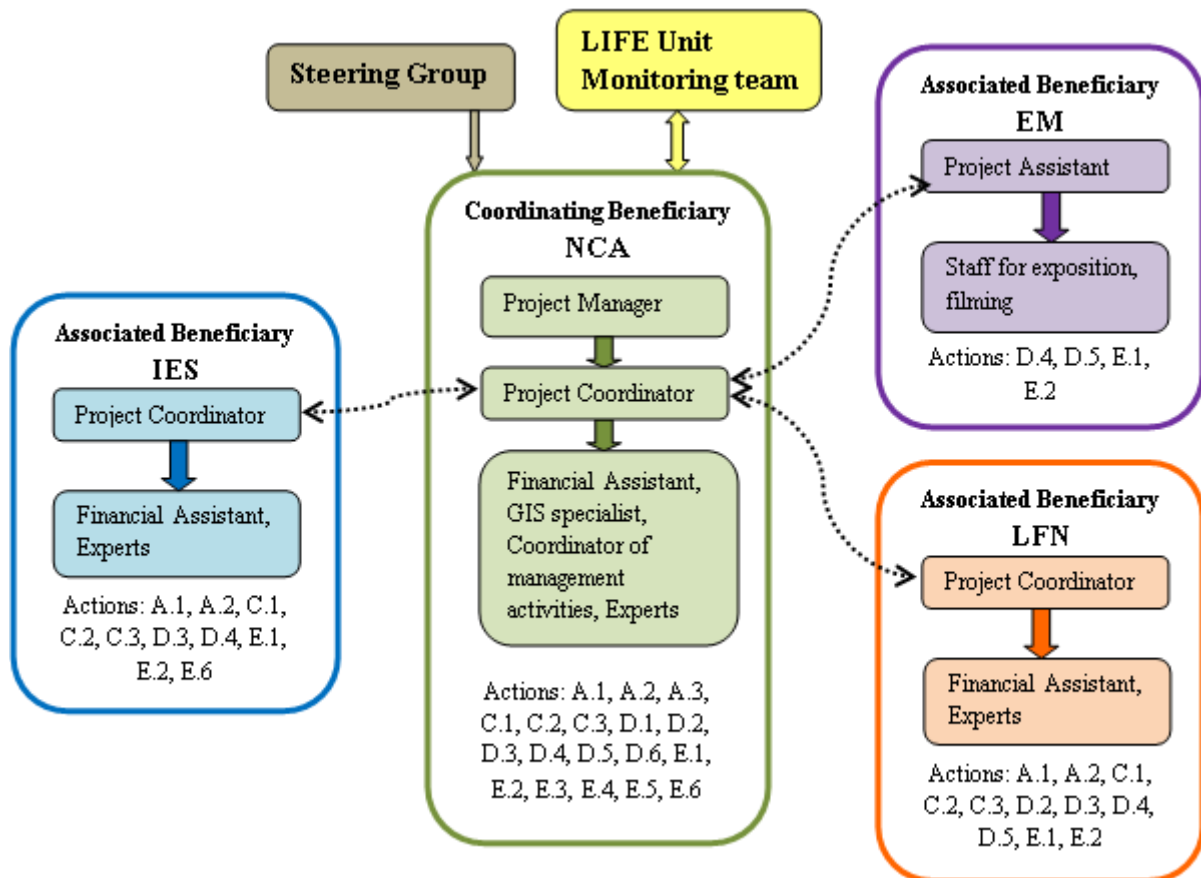
The PMU is formed by Project manager, project coordinator and financial assistant of NCA and the responsible employees of the associated beneficiaries.

Project staff meetings are organized regularly by the Project coordinator as well as individual meetings, communicating via phone, e-mails and Skype to discuss the progress of the project actions and potential threats and problems that may occur, and also for planning the future activities.

The Steering Group was established by NCA in March 2012. The task of the Steering Group is to monitor project activities and give high level advice on nature conservation issues by the key project stakeholders. The Steering Group consists of representatives from Ministry of Environmental Protection and Regional Development, Ministry of Agriculture, State Forest Service and associated beneficiaries.

More details about the project management structure and actions are given in the technical part of this report (actions E.1-E.6).

### 3.2. Organigramme of the project team and the project management structure



#### 4. Technical part

Gauja National Park (Natura 2000 site) has a particular importance not only on national, but also on regional and EU level. The territory includes large areas of natural, still relatively untouched forest habitats which are extremely important in order to protect the functions of natural ecosystems. Forests are ecosystems with long regeneration cycle, demanding long-term planning for restoration and management measures. The most important threat to forest nature values in the Gauja National Park is a lack of long-term planning vision and data for forest management.

The main objectives of the project are:

- Establishment of a long-term forest habitat restoration and management programmes for selected priority species and habitat types – Hermit beetle (*Osmoderma eremita*), Western taiga and Bog woodland;
- Testing and demonstrating innovative habitat inventory methods;
- Implementing the best practice habitat restoration measures in the Gauja National Park.

## 4.1.Actions

### 4.1.1. Preparatory actions

#### **Action A.1: Acquisition of data for forest habitat assessment**

*Timetable:* 1<sup>st</sup> quarter of 2012 – 3<sup>rd</sup> quarter of 2013

*Status:* Accomplished

*Background* - The objective of the action is acquisition of data on distribution and conservation status of *Osmoderma eremita*, Western Taiga and Bog woodland habitats necessary for elaboration of long-term management programmes (Action A.2.) – remote sensing data for approximately 27500 ha forests and reports on surveyed 8 000–10 000 ha forest habitats and habitats suitable for *Osmoderma eremita*.

*Progress* - Implementation of the action is finished. During site visits starting from May 2012, the forest expert has been inspecting, assessing and mapping the EU importance forest habitats and habitats suitable for *Osmoderma eremita* in the Gauja National Park. To select the sites for field inventories, results of previous researches on forest habitats of the Gauja National Park historical maps, forest databases as well as hyperspectral data and Digital Terrain Model prepared by project partner – Institute for Environmental Solutions – have been analysed. In total 8107 hectares large area of the Gauja National Park has been inspected during ground survey by 30<sup>st</sup> September 2013 (Annex 6.1.3.).

During field inventories there were identified 350 hectares of old pine forests on dry and sandy soils that fits or that has potential to fit to the EU importance habitat Western Taiga (9010\*), 399 hectares of wet coniferous forests that fits or that has potential to fit to the EU importance habitat Bog Woodland (91D0\*) and 660 ha of broad-leaved forests that fit to the EU importance habitats Tilio-Acerion forests of slopes, screes and ravines (9180\*), Fennoscandian old broad-leaved deciduous forests (9020\*) or Sub-Atlantic and medio-European oak forests (9160) (Annex 6.1.4.). For each of mapped forest compartment the questionnaires on habitat's quality were completed (Annex 6.1.5.). These questionnaires form the base for the forest management programmes and are used in detailed habitat restoration planning.

Additionally inspection of all previously known *Osmoderma eremita* sites in Gauja National Park and inventory of invertebrate species in sites where Western Taiga habitats will be restored has been done (Annex 6.1.6.).

Remote Sensing data were collected during August 2012. LiDAR data set and hyperspectral imagery covering ~ 60'000 hectares of the Gauja National Park were collected (Annex 6.1.1. DTM\_GNP.pdf). Remote Sensing data purchase costs didn't exceeded amounts of allocated budget foreseen for this activity. Although Remote Sensing data acquisition tender and invoice from data supplier foreseen delivery of Remote Sensing data covering 27'500 hectares, total area of data collection coverage was more than 60'000 hectares (due to data collection specifics it is not possible to collect small patches, instead data are collected as overlapping lines covering whole area). As there were no other intentions of data utilisation from data supplier (MAPLANT SIA) all collected data were transferred to IES. Geo-referencing and data pre-processing was carried out and high accuracy Digital Terrain Model (DTM) as well as Normalized Digital Surface Model (nDSM) were processed for whole Remote Sensing data coverage. Data acquisition and data pre-processing foreseen within Action A.1 is completed in full and further data analysis (segmentation of land cover types, segmentation of forest habitat types, forest structure classification) will be performed for approx. 27'500 hectares of forest areas within Action A.2 during elaboration of long-term forest habitat restoration and management programmes. Further data analysis (segmentation of land cover types, segmentation of forest habitat types, forest

structure classification) will be performed for approx. 27'500 hectares of forest areas within Action A.2.

Inventory of drainage systems of “Gulbjusalas purvs” (this site was chosen because it was the most degraded Bog woodland habitat site from all the potential sites and it is located on the state land in the Nature reserve zone of the Gauja National Park.) was carried out in May – August 2013. As a first step all drainage systems were mapped using high accuracy Digital Terrain Model (DTM) prepared from LiDAR data. As second step drainage systems were surveyed on site, data on current conditions of every ditch or stream within area of the project actions (functionality, obstacles etc.) as well as impact on surrounding territories (ground vegetation, forest structure etc.) were collected, additional ditches overlooked on DTM were added on maps and in database. See attached maps of drainage systems (Annex 6.1.2. DTM\_ditches.pdf), database on drainage systems of Gulbjusalas purvs was prepared.

*Problems/delays/changes* – According to the timetable from the project proposal, action A.1 had to be completed by September 30<sup>th</sup>, 2013. Although the amount of ground surveys identified in the approved project proposal has been done on time, inventory of approximately 360 hectares of forest habitats of Gauja National Park will be continued until the end of November 2013. It will improve the quality of the programmes.

*Milestones of the project:*

Name of the Milestone	Code of the associated action	Deadline	Revised deadline in the IncR	Actual date
Remote sensing data obtained	A.1	30/11/2012	N/A	01/10/2013
Field work for data gathering finished	A.1	31/09/2013	30/09/2013	Accomplished by 30/11/2013

*Additional information* – Annex 6.1. Maps and additional information

Annex 6.1.1. DTM\_GNP.pdf

Annex 6.1.2. DTM\_ditches.pdf

Annex 6.1.3. Sites inspected during ground survey till 30<sup>th</sup> of September, 2013.

Annex 6.1.5. EU importance habitats identified during ground survey till 30<sup>th</sup> September 2013

Annex 6.1.6. A questionnaire on the quality of EU importance habitat that was elaborated in 2012.

Annex 6.1.7. Sites where inspection of invertebrate species has been made during ground survey till 30<sup>th</sup> September 2013

**Action A.2: Elaboration of long-term forest habitat restoration and management programmes**

Timetable: 3<sup>rd</sup> quarter of 2012 – 1<sup>st</sup> quarter of 2014

*Status: On-going*

*Background* - The action foresees elaboration of three restoration and management programmes based on the data gathered within action A.1. – a hydrology restoration programme for 130–170 ha large Bog woodland habitat site and restoration and management programmes for Western Taiga habitats and habitats suitable for *Osmoderma eremita* within whole area of the Gauja National Park. These programmes will analyse conditions, structures and threats for Bog



woodland site and each forest compartment of Western Taiga habitat and habitats suitable for *Osmoderma eremita*. Besides they will outline priority regions for forest habitat restoration and management measures that will be implemented within the project (Actions C.) and describe the most appropriate restoration and management methods both on long and short-term scale.

*Progress* – During first two quarters of 2012 there was prepared the scientific basis for *Osmoderma eremita* long-term management programme based on methodology for management of oak habitats in Sweden, elaborated by Tonny Ek and Jens Johannesson. According to the scientific base the analysis of the remote sensing data and field inventory results has been prepared and sites with potential to create a sustainable habitat conditions were selected. The most appropriate ones, located at Ungurmuiža and Sigulda Municipality, will be managed within activity C1. Methodology for planning of detailed management actions has also been elaborated and now it is tested in the sites that will be managed within activity C.1.

The scientific base that includes descriptions of most important management actions, methodology for detail management action planning (see description of activity C.1), conditions for concrete management activities and management site selection criteria are described in the forest expert judgement for restoration activities in pilot site – Ungurmuiža. This document will form the backbone for *Osmoderma eremita* long-term management programme. The work on other chapters of the programme, including proposals for future management activities that should be done to solve the connectivity problems and to solve sustainability issues in other *Osmoderma eremita* sites within Gauja, methodology for long-term monitoring programme for population of *Osmoderma eremita* in Gauja National Park and for evaluation of effectiveness of *Osmoderma eremita* habitat's restoration activities has been started at August 2013.

We would like to draw your attention that there is mistake in the description of activity in the project proposals. In activity's description it is written that there will be elaborated “Long-term management and restoration programme for the habitat 9180\* that is crucial habitat for the Hermit beetle *Osmoderma eremita*”, but among expected results the sub-activity is named as “Long-term management and restoration programme for Hermit beetle *Osmoderma eremita*” that complies with the project objectives more properly. As it is stated in the scientific base of the programme, to improve the favourable conservation status of the species, the programme should be focused on all habitats suitable for *Osmoderma eremita* within specific distance from existing species localities. Furthermore during ground surveys it was identified that none of the known *Osmoderma eremita* localities in the National Park is located in the habitat type 9180\* as previously thought. So the restoration activities will be held in alleys, old parks and in degraded Fennoscandian wooded meadows (6530\*), all these places are planned to be restored as a suitable habitats for *Osmoderma eremita*. We have informed the Monitoring Expert from the External Monitoring Team about this adjustment during the annual mission to the project on 22 February 2013.

Elaboration of long-term management and restoration programme for Western Taiga habitats in Gauja National Park has been started at the beginning of 2013; however it was not as intensive as for *Osmoderma eremita* programme until autumn 2013. Still, the analyses of field inventory results have been made and the most appropriate management methods as well as priority sites for habitats restoration activities have been selected. At the moment the methodology for planning of detailed management actions and elaboration of long-term management and restoration programme for Western Taiga habitats in the National Park are going on full intensity. The programme will be finished by the end of March 2014 as it is planned in the project proposal.

Elaboration of hydrology restoration programme for Bog woodland habitat site – Gulbjusalas purvs will be launched at the beginning of October 2013 and will be completed by the end of March 2014. Elaboration of the programs will involve preparation and analysis of various data layers. Digital terrain model (DTM) and digital surface model (DSM) (Annex 6.1.3. NDSM\_habitats.pdf) will be used to assess current conditions of Bog woodland habitat areas

within selected site, to develop restoration measures and to assess potential water level alteration effects within the project area and on surrounding areas. Beside to the elaboration of DTM and DSM, the map of EU protected habitat types and individual hydrology system will be prepared for the project area. Forest habitat experts as well as hydrology experts will be involved in elaboration of hydrology restoration programme Bog woodland habitat site.

Development of remote sensing data analysis approaches for forest habitat structure assessment will be launched starting November 2013. To create routine procedures for data analysis LiDAR data (DTM and nDSM) will be fused with hyperspectral images (remote sensing data) and field inventory data from Action A.1. It is expected that the evaluation results will provide additional information on distribution of EU importance habitats Bog woodland (91D0) and Western Taiga (9010) as well as of habitats that could be suitable for *Osmoderma eremita* within the Park. The information gained during processing will be used for assessment of the current conservation status of the mentioned habitats and for planning of additional management actions to solve the sustainability and connectivity problems of the habitats.

Currently there is no indication that management and restoration programmes will not be completed on time, it is foreseen, that all the programmes will be finished in 1<sup>st</sup> quarter of 2014, at the end of March, 2014, as planned in project proposal.

*Milestones of the project:*

Name of the Milestone	Code of the associated action	Deadline	Actual date
Long-term forest management programme finalized	A.2	31/03/2014	In progress

*Deliverables of the project:*

Name of the Deliverable	Code of the associated action	Deadline	Actual date
Three restoration and management programmes elaborated - Hermit beetle habitat restoration programme for Gauja NP - Hydrology restoration programme for Bog woodland habitat - Restoration and management programme for priority habitat type Western Taiga	A.2	31/03/2014	In progress

*Additional information* – Annex 6.1. Maps and additional information  
Annex 6.1.4. NDSM\_habitats.pdf

**Action A.3: Preparatory works for restoration of natural hydrological regime**

*Timetable:* 1<sup>st</sup> quarter of 2013 – 2<sup>nd</sup> quarter of 2014

*Status:* On-going

*Background* - The action foresees elaboration and approval of technical project for engineering works related to restoration of hydrological regime of bog woodland habitat (Action C.2) and obtaining of construction work permits.

*Progress* – After field works, concrete site in the Gauja National park has been chosen to restore the hydrological regime of bog woodland habitat there. Chosen site is situated in Pārgauja Municipality, Raiskuma Parish and is called “Gulbjusalas purvs”. This site was chosen because it was the most degraded Bog woodland habitat site from all the potential sites and it is located on the state land in the Nature reserve zone of the Gauja National Park. Together with the Bog woodland habitat, there will be restored also degraded Active raised bogs (7110\*), which is suffering from the same drainage systems. As the sites of private landowners are situated on the terrain elevations, after hydrology restoration works there will not be impact on private territories. Architectural-planning assignment from Joint Construction Authority of Amata municipality was obtained and after consultations with other related LIFE project team in Latvia LIFE08 NAT/LV/000449, the technical specification was written for the public procurement procedure to nominate independent organisation, which will develop technical project for engineering works related to restoration of hydrological regime of bog woodland habitat. Public procurement procedure is foreseen to be opened at the end of October, 2013. According to the Public Procurement Law, it is foreseen, that this procedure will take 10 working days. After the results of this procedure, it is foreseen, that contract with the independent organisation will be signed in the middle of November, 2013.

Procedure of Land registration in the land Register is not necessary for this action because owner of the land, where restoration of hydrological regime of bog woodland habitat will be implemented, is Ministry of Environmental Protection and Regional Development.

*Problems/delays/changes* - There was a delay with choosing the concrete site during the start of the action because of late spring and thick snow cover. It caused a reason why field works in concrete site were done only in the summer time of 2013, and it caused a reason to why public procurement procedure to nominate independent organisation which will develop technical project for engineering works will be announced only at the end of October.

*Milestones of the project proposal:*

Name of the Milestone	Code of the associated action	Deadline	Actual date
Land registration in the Land Register finalized	A.3	31/01/2014	Not needed
Technical project prepared	A.3	31/03/2014	In progress

*Additional information* – Annex 6.1. Maps and additional information

Annex. 6.1.7. Map of distribution of Gulbjusalas purvs in the Gauja National Park

#### **4.1.2. Concrete conservation actions**

##### **Action C.1: Management of broad-leaved forests of slopes, screes and ravines**

*Timetable:* 4<sup>th</sup> quarter of 2013 – end of the project (3<sup>rd</sup> quarter of 2015)

*Status:* On-going

*Background* - The objective of the action is to restore and ensure future favourable habitat conditions for the *Osmoderma eremita* by restoring 60 – 80 ha of forest habitats.

*Progress* – During the reporting period several actions have been done in places, which were chosen for restoring and ensuring future favourable habitat conditions for the *Osmoderma eremita*. One place for management activities is situated in Pārgauja Municipality, Raiskuma parish, Ungurmuiža. The landowner of Ungurmuiža is Pārgauja Municipality; therefore an official agreement was signed between Nature Conservation Agency and Pārgauja Municipality for organising Project actions in this territory. The rest of chosen sites are situated in Sigulda Municipality. As the landowner of those sites is Ministry of Environmental Protection and Regional Development, there are no administrative borders to organise Project actions.

With the help from State Environmental Inspectors of NCA Vidzeme Regional Administration, site of the Ungurmuiža was investigated and each suitable tree for Hermit beetle was mapped. All together 1246 trees within 23 hectares were mapped and validated as a suitable habitat for the beetle in the future. Mapping and field work in Ungurmuiža is still in progress to clarify accurate borders and hectares of the place, it is foreseen that all together in surrounding of Ungurmuiža there will be approximately 24 hectares of habitat, suitable for *Osmoderma eremita* restored. In sites, which are situated in Sigulda Municipality, investigation and mapping is still in progress, so there can be slight changes in accurate borders of places, but it is foreseen, that there will be at least 36 hectares of habitat, suitable for *Osmoderma eremita*. All together the minimum amount of planned hectares of the habitat, suitable for *Osmoderma eremita* in the project proposal will be restored. In the same time it is foreseen that some more hectares of habitat will be restored additionally, so the amount of hectares can be increased during field works.

During the reporting period experience from other related projects in Sweden is obtained and some good ideas are planned to be realized to restore and ensure future favourable habitat conditions for the Hermit beetle also in the Gauja National park.

Documentation for the public procurement procedure to nominate independent organisation, which will do the felling of the unwanted trees and bushes, is in process. It is foreseen, that all field inventory works in Ungurmuiža and surrounding of Sigulda Municipality will be finished at the end of October, 2013 and public procurement procedure will be announced in the early November, 2013 to start management activities in Ungurmuiža and places in Sigulda Municipality at the end of November, 2013.

*Problems/delays/changes* – By the Project proposal it was thought to start management activities in field by 1<sup>st</sup> of October, 2013, but due to reason it is necessary to prepare all the documentation and to prepare all chosen territories for restoration activities, there will be minor delay in the start date of field actions. Delay of the start date of field actions will not change implementation of the activity in time.

*Milestones of the project proposal:*

Name of the Milestone	Code of the associated action	Deadline	Actual date
Habitat management actions started	C.1	01/10/2013	19/08/2013
Habitat management actions finalized	C.1	31/08/2015	In progress

*Additional information* – Annex 6.1. Maps and additional information

Annex 6.1.9. Map of distribution of “Ungurmuiža”

Annex 6.1.10. Map of distribution of sites in Sigulda Municipality

## **Action C.2: Restoration of hydrology of bog woodland**

*Timetable:* 2<sup>nd</sup> quarter of 2014 – end of the project (3<sup>rd</sup> quarter of 2015)

*Status:* Not started

*Background* - The action foresees restoration of natural hydrological regime in 130 – 170 ha of deteriorated bog woodland (91D0\*).

*Progress* – During reporting period experience from other related LIFE projects in Finland is obtained and some good advice will be taken to plan and realise restoration actions.

*Problems/delays/changes* – No any problems, delays or changes are foreseen until now.

*Milestones of the project proposal:*

Name of the Milestone	Code of the associated action	Deadline	Actual date
Restoration of hydrology started	C.2	01/04/2014	-
Restoration of hydrology finalized	C.2	31/08/2015	-

*Additional information* – No additional information.

### **Action C.3: Management of Western Taiga**

*Timetable:* 4<sup>th</sup> quarter of 2013 – end of the project (3<sup>rd</sup> quarter of 2015)

*Status:* On-going

*Background* - The objective of the action is to restore and maintain 280 – 300 ha of threatened habitats of Western taiga (9010\*).

*Progress* – During reporting period one 130 ha large place, where management actions will be implemented, was nominated. It is situated in Pārgauja Municipality, Raiskuma Parish, Nature reserve zone “Lenčupes liegums” of Gauja National Park. Landowner of this site is Ministry of Environmental Protection and Regional development, so there are no administrative borders to organise Project actions.

The site was surveyed by the Project Coordinator of management activities and Forest Habitat expert to understand the best methodology for implementing management activities. Preparation of documentation for public procurement procedure for management activities are in process now. After the end of all discussions with scientists and foresters, it is foreseen that public procurement procedure will be announced in December, 2013.

*Problems/delays/changes* – By the Project proposal it was thought to start management activities in field by 1<sup>st</sup> of October, 2013, but due to reason it is necessary to prepare all the documentation and to prepare chosen territory for restoration actions, there will be minor delay in the start date of field actions. Delay of the start date of field actions will not change implementation of the activity in time.

*Milestones of the project proposal:*

Name of the Milestone	Code of the associated action	Deadline	Actual date
Management works of western taiga started	C.3	01/10/2013	19/08/2013
Management works of western taiga finalized	C.3	31/08/2015	In progress

*Additional information* – Annex 6.1. Maps and additional information

Annex 6.1.11. Map of distribution of “Lenčupes liegums”

### 4.1.3. Public awareness and dissemination of results

#### Action D.1: Creation and maintenance of project's website

*Timetable:* September 2011 – end of the project (3<sup>rd</sup> quarter of 2015)

*Status:* On-going

*Progress* – Project's website was elaborated within the first months of the project and it was launched on February 2012. Internet address of the project's website is <http://for-rest.daba.gov.lv>. The website contains main information on the project – general information of duration of the project, funding and project partners as well as information on project staff and contact-details. It also includes description of the project, its objectives and project actions. The current activities are reflected in the "News" section and photos of the events are published in the "Galleries". Current publications of the project are available on the website and links to other related websites are shown (such as LIFE+ program, project beneficiaries, co-financiers, environmental protection websites, laws and normative acts, other LIFE+ projects etc.). The webpage is regularly updated with the information about project activities, photos of the project actions.

Up to October 15<sup>th</sup> 2013, website has been visited 1005 times by 575 unique visitors from 22 countries (Google Analytics graph shown below). Average monthly visits were 83 (min. 43; max.124). The counting system of visitors was launched only on November 2012, so the statistical data is not available from beginning of Project start date.



*Problems/delays/changes* – No any problems, delays or changes are foreseen until now.

*Milestones of the project proposal:*

Name of the Milestone	Code of the associated action	Deadline	Actual date
Project website set up	D.1	28/02/2012	01/02/2012

*Additional information* – No additional information.

### **Action D.2: Preparation of information boards and signs**

*Timetable:* 1<sup>st</sup> quarter of 2013 – end of the project (3<sup>rd</sup> quarter of 2015)

*Status:* On-going

*Progress* - During reporting period scientific information about *Osmoderma eremita*, Bog woodland and Western taiga habitats and specific management actions are being studied. Obtained experience of Swedish LIFE project LIFE07 NAT/S/000902 about creating information signs, which are scientifically interesting and easy to understand, will be used to create information signs. The information boards are foreseen to be set up in several places. It is foreseen, that information boards will be prepared and set up at the end of 2<sup>nd</sup> quarter of 2014. According to locations of management activities, it is foreseen that one information board about management activities of *Osmoderma eremita* habitats will be set up in “Ungurmuiža”, one next to the Krimulda ruins, and one next to the Sigulda ruins. These places are popular sightseeing places for many tourists, so the information boards are thought to be well visited.

As one of the Gauja National Park bicycle paths is going near the place, where chosen Western taiga habitat is situated, it is foreseen to set up one Information board about management activities of Western taiga habitat next to that bicycle path. The rest of information boards about management activities of Western taiga will be set up in other places, where activities will be implemented.

Information board about Bog woodland habitat restoration will be set up close to the lake “Caunu dzelve” in Gulbjusalas purvs, because surrounding of this lake in the future is planned to be as a resting place for tourists.

The same as information boards, also small signs about project activities are thought to be set up at the end of 2<sup>nd</sup> quarter of 2014 mostly on tourist trails, where management activities will be implemented, and information centres, such as Gūtmaņala information centre, Sigulda ruins information point, Ungurmuiža and others.

*Problems/delays/changes* – No any problems, delays or changes are foreseen until now.

*Milestones of the project:*

Name of the Milestone	Code of the associated action	Deadline	Actual date
Information boards and signs set up (forest habitat restoration and management sites)	D.2	31/06/2014	In progress

*Additional information* – No additional information.

### **Action D.3: Organisation of seminars**

*Timetable:* 4<sup>th</sup> quarter of 2011; 3<sup>rd</sup> quarter of 2013; 3<sup>rd</sup> quarter of 2014 – end of the project (3<sup>rd</sup> quarter of 2015)

*Status:* On-going

*Progress* – The Introductory seminar was organized on 28<sup>th</sup> of February 2012 in the premises of NCA, in Sigulda – next to the Gauja National Park. Although initial provisional number of participants was calculated up to 50, the interest about the project was higher and there were 67 participants in the seminar. Among participants there were representatives of various nature conservation organizations and associations, nature experts, tourism companies, University of Latvia, students of nature sciences and others. The lecturers of the seminar (representatives of beneficiaries – NCA, IES, LFN) had prepared interesting and useful presentations on the project, its objectives, proposed actions and relevant information on target species and habitats and ecological aspects of the restoration activities within the project. A representative of the Ministry of Environmental protection and Regional Development, introduced participants with the LIFE+ programme and the meaning of 20 years with LIFE and EC Habitats Directive. Team leader for nature conservation planning in the LIFE+ project EREMITA MEADOWS (LIFE09 NAT/LV/000240) presented various aspects of the target species – *Osmoderma eremita*. The agenda and list of participants are attached to the IncR as Annex 6.3. Relevant photos of the seminar are included in the IncR Annex 6.5.

One small calibration workshop for State Environmental Inspectors of NCA was organized on 19<sup>th</sup> of March, 2013 as additional seminar of Project and this seminar did not made any changes in overall Project budget. The aim of this calibration workshop was to introduce Inspectors with the specific method how to classify the existing and potential inhabited trees of Hermit beetle, so later on Inspectors can help to Project staff in field works. Also necessary management activities were pointed out which are necessary to be done to renew enabling environment for Hermit beetle. Practical knowledge were fixed in the field what followed after theory course in the surrounding of Ungurmuiža which is potentially one of the most sustainable habitat for Hermit beetle in the Gauja National Park. Relevant photos of the calibration workshop are included in the Annex 6.2.3. After discussions with the project management staff it was decided not to organize any bigger seminars this year as it was foreseen in the project proposal, because until now the real field actions haven't started yet and the long-term forest habitat restoration and management programmes will be finished only during 1<sup>st</sup> quarter of 2014, so there are no any significant cases to demonstrate for auditory and no any significant questions to discuss with the experts of the branch.

*Problems/delays/changes* – It was planned to organise seminar on 3<sup>rd</sup> quarter of 2013. Due to reason real field actions haven't started yet and long-term forest habitat restoration and management programmes will be finished within the next reporting period, PMU decided to organize seminar on the 2<sup>st</sup> quarter of 2014, when long-term forest habitat restoration and management programmes will be finished. This seminar is planned to be as a theoretical and practical demonstration of all three management programmes and field observations in Ungurmuiža and “Lencupes liegums”, where habitat restoration actions will be held in the winter time. The target group of the seminar is planned to be nature experts, local inhabitants, students of forestry sciences, nature conservation organisations.

*Milestones of the project:*

Name of the Milestone	Code of the associated action	Deadline	Actual date
Introduction seminar organised	D.3	30/11/2012	28/02/2012
Final seminar organised	D.3	31/08/2015	-

*Additional information* – Annex 6.2.3. Photos of the calibration workshop.



#### **Action D.4: Production of audio-visual materials**

*Timetable:* 1<sup>st</sup> quarter of 2012 – end of the project (3<sup>rd</sup> quarter of 2015)

*Status:* On-going

*Progress* - During the reporting period team of Elm Media filmed different project activities (visits to the potential project sites, study visits in Latvia, study tours to Finland and Sweden, experts' work in project sites) as well as different habitats at project sites. So far approximately 30 hours of footage have been collected.

Four short films will be prepared and distributed free of charge on DVD and made available online at the end of the project. The films will cover the following topics:

- Management of broad leaved forests (Action C.1), giving overview of the habitat and its importance for *Osmoderma eremita*, as well as management activities carried out during the project;
- restoration of hydrology of bog woodland (Action C.2), giving overview of restoration and management activities carried out during the project as well as background information about the habitat and its importance;
- management of Western taiga (Action C.3), giving overview of research and management activities carried out during the project as well as background information about the habitat and its importance;
- application of remote sensing technologies for nature conservation, including use of the technologies during the project as well as other potential areas of use.

Interactive information materials are planned to be set up in the visual demonstrations exposition. It is planned that these informative materials will be all four films, produced during the Project, photos of sites before and after the restoration actions, short informative texts about habitats and management activities of the Project. It is foreseen, that the visual demonstrations exposition will be set up in the Gūtmaņala information centre in 3<sup>rd</sup> quarter of 2015.

*Problems/delays/changes* – No any additional problems, delays and changes are foreseen until now.

#### *Milestones of the project:*

Name of the Milestone	Code of the associated action	Deadline	Actual date
Interactive informative materials set up	D.4	31/07/2015	In progress

#### *Deliverables of the project:*

Name of the Deliverable	Code of the associated action	Deadline	Actual date
4 short films produced (DVD)	D.4	31/07/2015	In progress

*Additional information* – No additional information

#### **Action D.5: Production of printed-materials**

*Timetable:* 4<sup>th</sup> quarter of 2012. 2<sup>nd</sup> quarter of 2013 – 2<sup>nd</sup> quarter of 2014, 1<sup>st</sup> quarter of 2015 – end of the project (3<sup>rd</sup> quarter of 2015)

*Status:* On-going

*Progress* – A printed leaflet with information on project objectives was prepared in February 2012. It was presented to European Commission with the IncR Annex 6.2. The leaflet contains information also on target species and habitats and highlights the key project actions. The leaflet is well illustrated in order to introduce society with the target species and habitats of the project in a friendly manner. The target group is local society and visitors of the Gauja National Park as well as nature conservationists. The leaflet is prepared in Latvian and English languages – it is printed on environmentally friendly paper, in A4 format, in 1000 copies (700 copies in Latvian, 300 copies in English). As the table provided below shows, the leaflet was outspreaded in the Introduction seminar, in the First Study tour to Ziemeļgauja, in the Study tours to Sweden and Finland, in LIFE11 NAT/LV/000371 seminar, in information centre of Gūtmaņala, brochure stand in Nature Conservation Agency and also given in the Ungurmuiža, so the visitors of Ungurmuiža and also local inhabitants can introduce themselves with the Project key actions.

Activity/place	Amount of leaflets spread out	Language
Introduction seminar	72	latvian
Study tour to Ziemeļgauja	37	latvian
Study tour to Sweden	15	english
Study tour to Finland	15	english
International project "Wild about Latvia" seminar	25	english
LIFE11 NAT/LV/000371 NAT-PROGRAMME seminar	14	latvian
Ungurmuiža	30	latvian/english
Gūtmaņala information centre	100	latvian/english
Brochure stand in NCA	50	latvian/english

As the actual budget for printing the leaflet was lower than planned in the Project budget, it was decided to print also representative materials – multifunctional accessories X-tubes with the Project, LIFE, NATURA2000, NCA and co-financer logo to popularize Project in a larger scale. First of all these representative materials were given to all State Environmental Inspectors, so they can wear them and popularize Project in their daily duties. It is planned to give these X-tubes also to all involved staff and contracted persons, who works and will work on the Project implementation. Also it is planned to present them to people in experience exchange meetings. These representative materials do not make any changes in overall project budget.

Information for leaflet on forest habitats and management actions of the Gauja National Park is in the preparation process. It is foreseen, that the leaflet will be printed out in the middle of the next year in 2500 copies, printed on an environmentally friendly paper (FSC or PEFC certified), as it is planned in the project proposal.

*Problems/delays/changes* – No any additional problems, delays and changes are foreseen until now.

*Deliverables of the project:*

Name of the Deliverable	Code of the associated action	Deadline	Actual date
Project leaflet printed	D.5	31/01/2012	February, 2012
Forest habitat leaflet printed	D.5	30/09/2014	In progress
Report on forest habitat restoration and management printed	D.5	31/05/2015	-

*Additional information* – No additional information.

#### **Action D.6: Production of the layman's report**

*Timetable:* 2<sup>nd</sup> and 3<sup>rd</sup> quarter of 2015

*Status:* Not started

*Progress* - A layman's report will be prepared and produced at the end of the project both in paper (750 copies) and in electronic format, in about 8-10 pages, in Latvian and in English. It will present project objectives, actions and results.

*Deliverables of the project:*

Name of the Deliverable	Code of the associated action	Deadline	Actual date
Layman's report printed	D.6	31/08/2015	-

*Additional information* – No additional information.

### **4.1.4. Overall project operation and monitoring**

#### **Action E.1 Project management**

*Timetable:* September 2011 – end of the project (3<sup>rd</sup> quarter of 2015)

*Status:* On-going

*Progress* – During reporting period regular communication between beneficiaries is ensured by meetings, phone, mails and internet. Financial management has been set along with negotiations on partnership agreements.

Description of project management:

##### Coordinating beneficiary Nature Conservation Agency

During reporting period there have been changes in Project staff. Project coordinator Inga Pikšena went on long-term leave, so in her place is working Ilze Sabule.

Project financial assistant Zane Dreimane left job in Nature Conservation Agency, so in her place was hired new financial assistant Irina Spuriņa.

According to the project proposal, work on project activities started Coordinator of Management activities Jānis Andrušaitis.

Project manager Mārtiņš Zīverts is responsible for overall coordination and leadership of the project (action E.1), coordination of meetings and reporting to the Steering Group (action E.2) and the European Commission, supervising implementation of the project activities and work of PMU, organising networking with other LIFE Nature projects. Project manager is permanent employer in the project.

Project coordinator Ilze Sabule combines duties of Deputy Project manager and Communication manager thus compiling a full-time temporary employment. Thereby project coordinator is in charge of the project content coordination, the interlink between all actions, practical preparation of technical reports and performing of project secretariat functions (actions A.2, A.3, C.1, C.2, C.3, D.6 and E.4) as well as is responsible for communication with associated beneficiaries (E.1, D.4), development of the project website (action D.1), production of printed materials (action D.5), preparation of information boards and signs (action D.2) and organisation of seminars (action D.3). New Project coordinator started work on project in March 1<sup>st</sup>, 2013.

Change of project coordinator is planned to be realised in November 1<sup>st</sup>, 2013, when Kristīne Kampuse will start to work in place of Ilze Sabule.

Project financial assistant Irina Spuriņa is in charge of keeping the accounts of the project, control of accounts and expenditures of partners, preparing of financial reports, coordinating the action E.5 – Audit of the project. New Project financial assistant started work on project in August 19<sup>th</sup>, 2013.

GIS specialist Aldis Ceriņš is responsible for GIS data produced within Actions A.1, A.2, A.3, C.1, C.2, C.3 and E.6 maintenance at the NCA. GIS specialist started work on project in May 3<sup>rd</sup>, 2012.

Coordinator of management actions Jānis Andrušaitis is responsible for managing restoration process within actions C.1, C.2 and C.3. Coordinator of Management actions started work on project in August 19<sup>th</sup>, 2013.

Lawyer, procurement expertise has been sub-contracted for the project life time as an external assistance in Action E.1, as it was planned in Project proposal. There was a decision to sub-contract Lawyer; procurement expertise due to reason NCA has no capacity to prepare all the necessary legal documentation for individual needs of the Project. Duties of the Lawyer are to prepare the necessary legal documents or document projects, including contracts with the project staff, contracts for goods and services, etc., and, if necessary, prepare replies on letters, administrative provisions to the applications, alerts and other documentation. Writing or in verbally provide advice on legal matters and on the application of public procurement procedures and relevant laws and regulations as well as to prepare documentation for public procurement procedures.

#### Associated beneficiary Institute for Environmental Solutions

To carry out implementation of the FOR-REST Project in total eight employees of the Institute for Environmental Solutions are involved.

Administrative coordinator of associated beneficiary (Action E.1.) – Ms. Inese Suija-Markova;

Technical coordinator responsible for implementation of the Actions A.1., C.1., C.2., C.3., E.1. and E.6. – Mr. Gatis Eriņš, he is responsible for daily communication with project management from Coordinating Beneficiary.

Technical coordinator responsible for legal issues (e.g. contracts) and procurement procedures (Action E.1.) – Mr. Valts Līcis;

Financial assistant (Action E.1) – Ms. Linda Avena.

Data processing experts, responsible for pre-processing of remote sensing data and data analysis – Mr. Juris Taškovs; Mr. Bruno Andres;

Monitoring specialist, responsible for data collection on hydrology systems and monitoring data collection – Mr.Edgars Beiša;

Forest data evaluation and management planning specialist, will be involved in elaboration of long-term forest habitat restoration and management programmes – Mr.Uģis Rotbergs.

Active communication with Coordinating Beneficiary was carried out on planning of project activities, on progress of actions as well as financial reporting. Project areas within the Gauja NP were visited to evaluate quality of the acquired Remote Sensing data, to collect forest data necessary for forest ecosystem/habitat classification and analysis of forest structures, as well as to obtain data on drainage systems and information necessary for elaboration of hydrology monitoring activities.

#### Associated beneficiary Latvian Fund for Nature

To carry out implementation of the project activities following employees of the Latvian Fund for nature are involved: Baiba Strazdiņa (project manager, action E.1), Ilze Danefelde (financial assistant, action E.1) and Viesturs Lārmanis (forest expert, responsible for actions A.1, A.2 and takes part in all C and D actions).

To prepare the assessment of all previously known *Osmoderma eremita* sites in Gauja National Park, additionally, entomologist Dmitrijs Teļnovs was hired in May and June 2012 (action A.1). To develop the methodology for long-term monitoring of *Osmoderma eremita* population of Gauja National Park and methodology for evaluation of effectiveness of management activities in *Osmoderma eremita* habitats done within the project the same expert was hired in August 2013 once more (action A.2).

To combine the information on the EU importance forest habitats in Gauja National Park obtained by 2012 and to prepare GIS data for forest expert and entomologist, GIS experts Jolanta Jēkabsone and Astra Ķivule were hired in 2012 and 2013 (action A.1).

#### Associated beneficiary ELM MEDIA

Project team at Elm Media consists of four part-time employees. Project financial assistant/scriptwriter Ieva Goba is in charge of coordinating Elm Media activities and communication with Nature Conservation Agency and preparation of reports as well as planning the filming process and developing the script for the film. Film director Kaspars Goba is responsible for development of the concept for the films and also participates in the filming process. Two cinematographers - Dāvis Drazdovskis and Lelde Goba are involved in filming project activities and different habitats in project areas.

#### Milestones of the project:

Milestone of the project	Code of the associated action	Deadline	Actual date
Project manager contracted	E.1	30/09/2011	28/09/2011
Partner contracts signed	E.1	30/11/2011	29/11/2011
PMU established	E.1	30/11/2011	29/11/2011

*Additional information* – No additional information

### **Action E.2: Steering Group**

*Timetable:* 1<sup>st</sup> quarter of 2012; 1<sup>st</sup> quarter of 2013; 2<sup>nd</sup> quarter of 2014; 3<sup>rd</sup> quarter of 2015

Status: On-going

*Progress* – The project Steering Group is established in order to monitor the progress of project implementation. The task of the Steering Group is to monitor project activities and give high level advice on nature conservation issues by the key project stakeholders. At the end of the project, Steering Group will approve the final progress report and project's After-LIFE Conservation Plan. The Steering Group consists of representatives from the Ministry of Environmental Protection and Regional Development, the Ministry of Agriculture, the Latvian State Forest Service and representatives from the project beneficiaries – NCA, IES, LFN and EM (See IncR Annex 6.4.1). The Steering Group meetings will take place at least once every year or more / less often according to the group's decisions.

First meeting of the Steering Group was conducted on 29<sup>th</sup> March 2012. Representative of the Ministry of Environmental Protection and Regional Development Zane Brice was chosen as the chairman of the Steering Group. The aim of the first meeting was to introduce participants with the project, its objectives and actions. Members of the PMU gave presentations on activities of each beneficiary in the project. List of participants, list of the Steering Group members and minutes of the first meeting of the Steering Group were attached to the IncR as Annex 6.4. Relevant photos of the meeting were included in IncR Annex 6.5.

There are no changes in the Steering group staff until now. It was planned to organise meeting of the Steering group on 1<sup>st</sup> quarter of 2013. After discussions with project management staff, it was decided to organise meeting of the Steering group on November 2013 after the Mid-term report will be prepared in the Ungurmuiža, place, where management action C.1 will be implemented. The aim of the meeting in the field is to show to the Steering group members' situation of habitat before restoration actions, to listen to comments before planned management realisation and to get suggestions for achieving best possible results.

*Milestone of the project:*

Milestone of the project	Code of the associated action	Deadline	Actual date
Steering Group established	E.2	30/03/2012	29/03/2012

*Additional information* – No additional information

**Action E.3: Networking with other related projects**

*Timetable:* 3<sup>rd</sup> quarter of 2012 – 1<sup>st</sup> quarter of 2013, 4<sup>th</sup> quarter of 2013, 3<sup>rd</sup> quarter of 2014 – 1<sup>st</sup> quarter of 2015

*Status:* On-going

*Progress* – The project management team of NCA is regularly communicating with the staff of LIFE+ project HYDROLPAN (LIFE10 NAT/LV/000160) and LIFE+ project NAT-PROGRAMME (LIFE11 NAT/LV000371). As for all the projects coordinating beneficiary is NCA there have been harmonized several documentation regarding LIFE.

Experience exchange about hydrology restoration actions in Latvia have been done with the staff of LIFE+ Project "Raised bogs" (LIFE08 NAT/LV/000449).

Employees of associated beneficiary IES (Gatis Eriņš and Uģis Rotbergs) attended conference "MANAGING BIOMASS FROM FORESTRY, AGRICULTURE & LANDSCAPE CONSERVATION: SUSTAINABLE WOOD", that was organized by LIFE+ project BEST4VARIABLE (final conference of the project) and was held in Brussels on May 23<sup>rd</sup> 2012. Project BEST4VARIABLE presented findings of the project on utilization of wood biomass harvested during forest habitat management. Findings of the project BEST4VARIABLE will be

transferred for implementation in FORREST project taking into account local conditions and planned forest habitat management actions.

The project management team of Latvian Fund for Nature is regularly communicating with experts of LIFE+ project EREMITA MEADOWS (LIFE09 NAT/LV/000240) to ensure that long-term management programme for *Osmoderma eremita* in Gauja National Park fits to long-term management programme for wooded meadows in Latvia that is being elaborated within the EREMITA MEADOWS project.

First Study tour in Latvia was organised on September 27<sup>th</sup>, 2012. The main task of the experience exchange seminar was to get acquainted to the experience of other projects in forest habitat restoration and management issues in specially protected territories of Latvia. Therefore more than 30 seminar participants attended five different sites in protected landscape area “Ziemeļgauja” and in nature reserve “Mežole” thus getting acquainted to the experience that has been gained within such projects as LIFE03 NAT/LV/000082 “Protection and Management of the Northern Gauja Valley” (2003 – 2007), “Mežole project” (1995 – 1999), funded by the German aid body BMZ and implemented by the WWF Latvia Programme (project goal was to promote sustainability-oriented reform of Latvian forest policy, through demonstration of site-adapted forestry operations in practice, informational and educational activities and lobbying and advocacy) and the currently ongoing Tuned nature management in transboundary area of Estonia and Latvia project EU38806 “Green Corridor” (2011 – 2013), Linking Estonia and Latvia, part-financed by the European Regional Development Fund (project goal is to create a shared environmental value database that would help to make responsible decisions and to develop coherent administration, monitoring and development activities in the cross-border area).

From May 4 to 10, 2013, the project team including project manager Mārtiņš Zīverts, project coordinator Ilze Sabule, NCA State Environmental Inspectors Ilze Strauta, Arnis Lielbārdis, NCA communication manager Rita Jakovļeva, forester Jānis Andrušaitis, members from associated beneficiaries - forest habitat expert from IES Uģis Rotbergs, specialist of forest data from IES Edgars Beiša, project coordinator from LFN Baiba Strazdiņa, forest habitat expert Viesturs Lārmanis, project assistant/scriptwriter from EM Ieva Goba, film director from EM Kaspars Goba all together went to the Study tour in Sweden to see the results of the project LIFE07 NAT/S/000902 Lake Mälaren Inner Archipelago – Restoration and Management (MIA). Project manager Niclas Bergius together with colleague Jan-Inge Tobiassen in three days introduced project team with the restored areas for *Osmoderma eremita* and also Western-taiga areas, which are restored with controlled burning and tree-ring barking methods. As for some of the Project staff members forest habitat restoration process is new in their individual work experience, it was very useful to see restored habitats for *Osmoderma eremita* and Western taiga in Sweden and to compare these places with not yet restored places in the Gauja National Park. After the experience exchange tour it was more clear what condition of habitats is natural and suitable for its classification. There is detailed report included in Annex 6.2.2.4. about gained benefits of the Study tour to Sweden.

On September 6<sup>th</sup>, 2013 planned Project restoration activities were presented in other LIFE+ Project NAT-PROGRAMME LIFE11 NAT/LV/000371 seminar by Coordinator of Management activities Jānis Andrušaitis. Seminar was organised to discuss different forest management methods and also to discuss first elaborations for forest habitat management guidelines.

From September 15 to 19, 2013, the project team including project manager Mārtiņš Zīverts, project coordinator Ilze Sabule, Coordinator of management activities Jānis Andrušaitis, members from NCA – Deputy Director-general Gunta Gabrāne, Director Centis Apenītis, Senior clerk Kristīne Kampuse, Senior expert Kapars Grīslītis, State Environmental Inspectors Ilze Strauta, Arnis Lielbārdis, Jānis Bušs, Mārtiņš Blaus, Valda Indrēvica, Ilze Pētersone, members from associated beneficiaries – forest habitat expert from LFN Viesturs Lārmanis, project coordinator from IES Gatis Eriņš, GIS specialist from IES Juris Taškovs and film director from EM Kaspars

Goba all together went to the Study tour in Finland to see the results of two LIFE projects – LIFE03 NAT/FIN/000034 and LIFE08 NAT/FIN/000596. During the visit time, members from Metsähallitus Helena Lunden and Marja Hokkanen and other their colleagues introduced group from Latvia with several Western taiga habitat places, where restoration activities were done with controlled burning in different years. FOR-REST staff was also introduced with the restoration activities of hydrological regime in bog woodlands. Finnish LIFE project “Boreal-peatland” coordinator Jouni Penttinen introduced FOR-REST team with monitoring activities. Introductory demonstration caused biggest interest and discussions between experts from Latvia and experts from Finland. After the experience exchange tour it was clearer, what is necessary to be done in Bog woodland habitat and Western taiga habitat in the Gauja National Park to restore its historical conditions. There is detailed report included in Annex 6.2.3.4. about gained benefits of the Study tour to Finland.

*Milestones of the project:*

Name of the Milestone	Code of the associated action	Deadline	Actual date
1 <sup>st</sup> experience exchange Study Tour done	E.3	30/09/2012	27/09/2012

*Additional information – Annex 6.2. Documentation of Study tours*

- 6.2.1. Study tour to Ziemeļgauja
  - 6.2.1.1. Agenda
  - 6.2.1.2. List of participants
  - 6.2.1.3. Photos
- 6.2.2. Study tour to Sweden
  - 6.2.2.1. Agenda
  - 6.2.2.2. List of participants
  - 6.2.2.3. Photos
  - 6.2.2.4. Report of Study tour
- 6.2.3. Study tour to Finland
  - 6.2.3.1. Agenda
  - 6.2.3.2. List of participants
  - 6.2.3.3. Photos
  - 6.2.3.4. Report of Study tour

**Action E.4 After-LIFE Conservation Plan**

*Timetable:* 1<sup>st</sup> quarter of 2015 – end of the project (3<sup>rd</sup> quarter of 2015)

*Status:* Not started

After-LIFE Conservation Plan will be elaborated by the Project Management Unit as a separate chapter of the final report at the end of the project; it will be presented both in Latvian and in English, available in paper and electronic format.

*Deliverable of the project:*

Name of the Deliverable	Code of the associated action	Deadline	Actual date
After LIFE conservation plan prepared	E.4	31/08/2015	-



*Additional information* – No additional information

### **Action E.5: Audit of the project**

*Timetable:* 3<sup>rd</sup> quarter of 2015

*Status:* Not started

*Progress* – Public procurement procedure was held on August/September 2013 to nominate independent organisation, who will verify statement of expenditure and income at the end of the project. As a result of public procurement, the official contract with independent organisation was signed on 24<sup>th</sup> of September, 2013.

*Deliverable of the project:*

Name of the Deliverable	Code of the associated action	Deadline	Actual date
Audit report prepared	E.5	31/08/2015	-

*Additional information* – No additional information

### **Action E.6: Monitoring of restoration and management measures**

*Timetable:* 2<sup>nd</sup> quarter of 2013 – end of the project (3<sup>rd</sup> quarter of 2015)

*Status:* On-going

*Progress* – So far it is planned that hydrology monitoring - groundwater level measurements within Gulbjusalas purvs will be launched in October 2013, 5 – 7 groundwater observation wells will be established within the area. While the monitoring programme is not finished, the scheme of establishing observation wells is discussed with the hydrology experts and based on similar restoration actions schemes in other territories. It is important to start ground water level monitoring at least one year before the start of the hydrological regime restoration actions in order to obtain comparable data on ground water levels before and after hydrological restoration works. Groundwater level measurements will be collected at least two times per month. To provide appropriate data on ground water levels prior hydrology restoration measures this part of the monitoring is initiated already before elaboration of detailed and comprehensive monitoring scheme for hydrology restoration of selected site - Gulbjusalas purvs. Location for installation of ground water monitoring wells will be selected taking into account locations of drainage ditches and targeted habitat (91D0 Bog Woodland) areas where adverse effect on vegetation of drainage systems is visually demonstrative. All the gained results will not be against the planned monitoring programme because of using previous experience of other similar monitoring processes and conclusions of hydrology experts for Gulbjusalas purvs site.

Monitoring schemes for vegetation monitoring within Gulbjusalas purvs site and for other management activities of the Project (Hermit beetle habitat restoration and Restoration and management of Western Taiga (9010\*)) will be elaborated and described by long-term forest habitat restoration and management programmes (completed by the end of March 2014).

Additional monitoring measures (not mandatory), such as bird species monitoring, invertebrate species monitoring, forest structure and growth monitoring, will be included and described within long-term forest habitat restoration and management programmes. As monitoring schemes must be linked to particular sites of restoration and management actions, detailed monitoring schemes will be developed in association with elaboration of the long-term forest habitat restoration and management programmes (Action A.2) and will become an integrated part of those programmes.

*Problems/delays/changes* – No any changes or problems are foreseen until now.

*Milestones of the project:*

Name of the Milestone	Code of the associated action	Deadline	Actual date
Monitoring finalised	E.6	31/08/2015	In progress

*Deliverables of the project:*

Name of the Deliverable	Code of the associated action	Deadline	Actual date
Monitoring report prepared	E.6	31/08/2015	In progress

*Additional information* – No additional information

#### **4.2. Envisaged progress until next report**

The Progress report will be submitted by 31<sup>st</sup> of October, 2014 according to the project proposal. The envisaged progress for the next reporting period is provided below:

##### **Action A.1 Acquisition of data for forest habitat assessment**

Implementation of the action is completed and data for forest habitat assessment is gained. It is planned to investigate extra 360 ha in this activity until the 30 of November, 2013 to get the most confidence about the situation of the habitats of the Gauja National Park to complete management programmes in full quality.

##### **Action A.2 Elaboration of long-term forest habitat restoration and management programmes**

Elaboration of hydrology restoration programme for Bog woodland habitat site – Gulbjusalas purvs, management programmes for Western taiga and sites of *Osmoderma eremita* will be launched at the beginning of October 2013 and will be completed by the end of March 2014.

##### **Action A.3 Preparatory works for restoration of natural hydrological regime**

It is foreseen to nominate the independent organisation in November 2013 by public procurement procedure for preparation technical documentation for reconstruction of drainage systems. The documentation that needs to be prepared during this action includes obtaining technical conditions from relevant institutions, making agreements on technical project with relevant institutions, gaining decision of State Environmental Service concerning environmental impact assessment, obtaining construction permit from the respective local municipality. All the necessary documentation is planned to be prepared until the end of 1<sup>st</sup> quarter of 2014 in order to gain a construction permit before foreseen beginning of the Action C.2 at 2<sup>nd</sup> quarter of 2014.

##### **Action C.1 Management of broad-leaved forest**

It is planned to restore habitat, suitable for *Osmoderma eremita* in Ungurmuiža for 24 hectares in first season during winter/spring period (4<sup>th</sup> quarter of 2013, 1<sup>st</sup> and 2<sup>nd</sup> quarter of 2014). Planned

actions in all 24 hectares of territory of Ungurmuiža is planned to be removal of unwanted trees and bushes to uncover old oaks and other trees, suitable for Hermit beetle. Parallel to works in Ungurmuiža, it is planned to start first restoration activities in surrounding of Sigulda Municipality in at least 36 hectares of state land.

### **Action C.2 Hydrology restoration**

It is planned to obtain all the necessary documentation for restoring hydrological regime in Gulbjusala purvs. After all office work it is planned to start restoration actions with building dams and removing excessive trees, according to project proposal.

### **Action C.3 Management of Western taiga**

It is planned to start restoration actions with removing excessive trees and bushes in first chosen place all together in 130 hectares in 1<sup>st</sup> quarter of 2014. After the first field restoration works it will be more understandable situation to choose the rest of the Western taiga habitats in the Gauja National park where to implement management activities. It is planned to choose the rest hectares of Western taiga habitats during next reporting period.

### **Action D.1 Creation and maintenance of project's website**

The website will be updated on a regular basis, providing the most actual information and photos on project activities and other relevant information. It is also planned to supplement sections of the website with extra information on target species and habitats and other aspects of the project.

### **Action D.2 Preparation of information boards and signs**

Preparation of information, text and layout and setting up the information signs and boards will be finished accordingly to the project proposal.

### **Action D.3 Organisation of seminars**

Seminar is planned to be organised on the 2<sup>st</sup> quarter of 2014, when long-term forest habitat restoration and management programmes will be finished. This seminar is planned to be as a theoretical and practical demonstration of all three management programmes and field observations in Ungurmuiža and “Lenčupes liegums”, where habitat restoration actions will be held in the winter time. The target group of the seminar is planned to be nature experts, local inhabitants, students of forestry sciences, nature conservation organisations.

### **Action D.4 Production of audio-visual materials**

During next reporting period work on the script development will continue and filming team will document project activities such as restoration actions in field as well as film different habitats in the project areas throughout the year.

### **Action D.5 Production of printed materials**

Information and illustrations for the leaflet on forest habitats of the Gauja National park will be finished and leaflet will be printed out.

### **Action E.1 Project management**

Project management will be implemented by NCA, IES, LFN and EM throughout next reporting period accordingly to the project proposal and necessities of the project actions.

### **Action E.2 Steering Group**

At least one meeting of the Steering group will be held during next reporting period to discuss restoration actions. If the Steering Group will decide that it is necessary, extra meeting will be organised.

### **Action E.3 Networking with other related projects**

Experience exchange visits to other related project territories will be organised for Project management staff and State Environmental Inspectors of NCA where habitat restoration and management measures were carried out previously.

### **Action E.6 Monitoring of restoration and management measures**

Hydrology monitoring - groundwater level measurements within Gulbjusalas purvs will be launched in October 2013, 5 – 7 groundwater observation wells will be established within area. Groundwater level measurements will be collected at least two times per month.

Monitoring schemes for vegetation monitoring within Gulbjusalas purvs site and for other management activities of the Project (Hermit beetle habitat restoration and Restoration and management of Western Taiga (9010\*)) will be elaborated and described by long-term forest habitat restoration and management programmes (completed by the end of March 2014).

Project Actions		2011				2012				2013				2014				2015												
		I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV									
Overall project schedule	Proposed			O		Start date								O				Mid-Term								O				End date
	Actual			●		X								X					X											X
Action A.1	Proposed					■	■	■	■	■	■	■	■	■	■	■	■													
	Actual					■	■	■	■	■	■	■	■	■	■	■	■													
Action A.2	Proposed									■	■	■	■	■	■	■	■	■	■	■	■									
	Actual									■	■	■	■	■	■	■	■	■	■	■	■									
Action A.3	Proposed													■	■	■	■	■	■	■	■									
	Actual													■	■	■	■	■	■	■	■									
Action C.1	Proposed													■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	
	Actual													■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	
Action C.2	Proposed																	■	■	■	■	■	■	■	■	■	■	■	■	
	Actual																	■	■	■	■	■	■	■	■	■	■	■	■	
Action C.3	Proposed													■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	
	Actual													■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	
Action D.1	Proposed			■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	
	Actual			■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	
Action D.2	Proposed									■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	
	Actual									■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	
Action D.3	Proposed				■									■				■	■	■	■	■	■	■	■	■	■	■	■	
	Actual				■					■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	
Action D.4	Proposed					■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	
	Actual					■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	
Action D.5	Proposed				■	■	■	■	■					■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	
	Actual				■	■	■	■	■					■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	
Action D.6	Proposed																					■	■	■	■					
	Actual																					■	■	■	■					
Action E.1	Proposed			■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	
	Actual			■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	
Action E.2	Proposed					■	■			■								■								■				
	Actual					■	■			■								■								■				
Action E.3	Proposed									■	■	■	■	■	■	■	■	■	■	■	■									
	Actual									■	■	■	■	■	■	■	■	■	■	■	■									
Action E.4	Proposed																	■	■	■	■									
	Actual																	■	■	■	■									
Action E.5	Proposed																									■	■			
	Actual																									■	■			
Action E.6	Proposed									■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	
	Actual									■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	

### **4.3. Impact**

#### **Nature & Biodiversity**

Restoration of hydrological regime of Bog woodland will restore also degraded Active raised bogs (7110\*), because of restoring one melioration system of both habitats in Gulbjusalas purvs.

#### **Environmental Policy & Governance**

LiDAR data set and hyperspectral imagery covering ~60'000 hectares of Gauja National park, which were collected during Project Activity A.1, will allow facilitating other activities, not connected with the Project, for example for developing Forest management plans, where other Aerial data, such as Orthophoto is used.

#### **Information and Communication**

As the real restoration activities will start only during next reporting period, there is no significant impact on the main target audience and environmental problems until now.

### **4.4. Outside LIFE:**

Project FOR-REST was presented on 13th of August 2012 within the framework of an international project "Wild About Latvia". Project coordinator Inga Pikšena introduced the participants to the FOR-REST project, its actions and significance in the Gauja national park. The participants also could get acquainted with the informative leaflet on the project. The informative event was organized within the Gauja national park – in Ligatne Nature Trails.

Information about project activities of associated beneficiary Institute of Environmental Solutions have been presented in University of Latvia, Faculty of Biology Doctoral School on 21<sup>st</sup> of May, 2013.

### **4.5. Publicity**

From the start of the Project three press releases have been prepared and sent to media as well as published in the project's website. From 01/09/2011 to 30/09/2013 there have been three press releases about project activities in such websites as [www.eliesma.lv](http://www.eliesma.lv), [www.ligatne.lv](http://www.ligatne.lv), [www.morning.lv](http://www.morning.lv), [www.mezi.lv](http://www.mezi.lv), [www.krimulda.lv](http://www.krimulda.lv), [www.edruva.lv](http://www.edruva.lv), [www.vidzeme.lv](http://www.vidzeme.lv), [www.latforin.lv](http://www.latforin.lv), [latvijas.daba.lv](http://latvijas.daba.lv), [www.daba.gov.lv](http://www.daba.gov.lv), [www.varam.gov.lv](http://www.varam.gov.lv) and two articles about project activities in home page of NCA.

It is foreseen, that publicity of the project will be more intensive, when restoration actions of habitats will start.

Copies of press releases and articles are attached in Annex 6.6 Publicity.

## 5. Financial part

### 5.1. Costs incurred

Budget breakdown categories	Total cost in €	Costs incurred from the start date to 30.09.2013 in €	% of total costs
1. Personnel	402 394	193 153,67	48%
2. Travel and subsistence	69 388	30 172,85	43,48%
3. External assistance	230 876	25 056,11	10,85%
4. Durable goods			
Infrastructure			
Equipment	19 842	16 546,44	83,39%
Prototype			
5. Land purchase / long-term lease			
6. Consumables	46 886	44 763,21	95,47
7. Other Costs			
8. Overheads	53 857	24 095,93	44,47%
<b>TOTAL</b>	<b>823 243</b>	<b>333 788,21</b>	<b>40,55%</b>

Costs incurred are relevant to what was planned and budget posts are even.

Personnel costs until 30<sup>th</sup> of September, 2013 for all beneficiaries of the Project have been spent for 48% of total Project personnel budgeted.

The calculation of annual personnel costs and annual number of working time units is based on the legislative normative documentation of LR, Circular note on time sheet Common Provisions, project documentation and personnel Labour contracts for all the beneficiaries of the Project similarly, so the description of the Annual working time and Annual personnel costs is the same.

#### I. The Annual working time.

Personnel labour contracts are signed for a specific time period. From the coordinating beneficiary part of project personnel works in the project combining it with their main job in the Nature Conservation Agency, from the associated beneficiaries project personnel works in the project, combining it with job in other projects.

Working hours of each employee are strictly controlled. The accountancy is conducted in two sections:

1. Total amount of working hours in full month (both in the project and in the main job), in order to calculate wages and taxes in the accounting system. The project coordinator attunes and signs work accounting tables for each calendar month.
2. Time Sheet tables are filled in, signed and confirmed for each employee for the total amount of working hours with a short description of the performed work and activities.

Only the total annual working time in the Project is the productive time (including the time used on meeting activities, training and similar absences). Following non-productive time is not considered in the calculations:

1. Week-ends
2. Holidays actually taken
3. Sickness/other absences.

## **II. The Annual personnel costs.**

In order to complete the overview, the accountant from the NCA uses the personal accounting card of the employee from the accounting system that contains working hours both in the project and in the Nature Conservation Agency, the accountants of associated beneficiaries uses the accounting system that contains working hours in this project and in other projects, all the beneficiaries uses also the calculated and disbursed wage, the calculated holiday grant and sick-leave (if there is one), other obligatory social charges imposed by law.

Annual gross salary consists of:

1. Calculated salary for the completed work time
2. Holiday allowance
1. Sick-leave allowances according to the legislation
2. Obligatory social charges:
  - 24,09%- part paid by the employer
  - 11% - part paid by the employee
3. Resident income tax :
  - 25% - rate in 2011 and 2012
  - 24% - rate in 2013

As the NCA is public organisation, there are two kinds of staff working in the Project – temporary staff and permanent staff. All the persons, working as a temporary staff, have been specifically seconded to the project with the contract, which is signed for a certain time period. Salary of these persons is calculated only from the Project Personnel costs budget. Permanent staff, working on the Project is Project manager. With the Direction, signed by Director-General of NCA on 28<sup>th</sup> of September, 2011 (see Annex 6.4), Project manager is hired to work on the Project for a certain time period until the end of the Project combining his daily duties in NCA with duties of the Project manager. With this Direction Project manager has an authorization to sign all the necessary Project documentation. Direction also determines that workload is reduced in NCA because of the duties in the Project. Salary for Permanent staff is paid from the Project Personnel budget and budget of NCA according to the time-sheets provided at the end of each month. The sum of the contribution of NCA to the Project exceeds 2% of the sum of the salary costs, charged to the Project.

Contracts, which are signed with the Project staff, are typical employment contracts; there are no specific service contracts signed during the implementation time of the Project.

Personnel costs for employees from NCA until 30/09/2013 are paid from Activities A.2, A.3, C.1, C.3, D.1, D.2, D.3, D.5, D.6 and E.1. Salaries for Project manager, GIS specialist and Financial assistant are calculated from Activity E.1 budget, all together until 30/09/2013 they have received 50% of total direct personnel costs, proposed in Project proposal. Salary for Project coordinator, who combines duties of communication manager and duties of deputy project manager is calculated from the Activities A.2, A.3, C.1, C.3, D.1, D.2, D.3, D.5, D.6 and E.1. Until 30/09/2013 it is 40% of total foreseen amount of total direct personnel costs for these activities paid to the Project coordinator.



Personnel costs for employees of LFN are paid from Activities A.1, A.2, C.2, C.3, D.2, D.3, D.5 and E.1. The amount of foreseen direct personal costs from Activities A.1 and A.2 until 30/09/2013 is spent for 76%. The amount of foreseen direct personal costs for employees of LFN from Activities C.2 and C.3 until 30/09/2013 is spent only for 2%. The amount of foreseen direct personal costs from Activities D.2, D.3 and D.5 until 30/09/2013 is spent for 25%, and from Activity E.1 there have been spent 48% of total direct personal costs.

Personnel costs for employees of IES until 30/09/2013 are paid from Activities A.1, A.2, E.1 and E.6. The total amount of foreseen direct personal costs from Activities A.1 and A.2 are paid for 24% of total calculated amount for these activities in the Project. From the Activity E.6 Monitoring experts have received 77% of total direct personal costs while Monitoring coordinator have received 0,7% of total foreseen costs due to reason actions of Monitoring coordinator will start in 4<sup>th</sup> quarter of 2013. The amount of foreseen direct personal costs from Activity E.1 until 30/09/2013 is spent for 51% of total direct costs, calculated for IES.

Personnel costs for employees of EM are paid from Activity D.4. Until 30/09/2013 there have been spent 28% of foreseen amount of total direct personnel costs for this activity.

Travel and subsistence costs have been spent for 43,48% of total travel and subsistence costs budget. 56% of budget spent so far in this category was spent for experience exchange Study tours abroad. In the first study tour to the Sweden in 7 days for 12 persons invited to participate, all together for transport, ferry tickets, accommodation, insurance and other costs 8851.15 euro were spent. In the second Study tour to Finland in 5 days for 17 persons invited to participate, all together for ferry tickets, accommodation, insurance and other costs 8287.75 euro were spent. The rest of spent budget of this category mainly consists of fuel purchase for daily duties of Project staff. Main driving directions, where fuel is used are from Rīga, Cēsis and Sigulda to the Gauja national Park to make ground surveys of habitats and after field works to go back to office locations and also to get to the meetings, regularly organised by PMU.

External assistance costs have been spent only for 10,85% of total budget of this category, because the main activities – management actions C.1 and C.3 have been started only on August 2013 as a preparatory works and field works of these actions are foreseen to start in November, 2013. Action C.2 will start next year, according to the project proposal. Costs incurred so far in this category, mainly consists of car rent, Legal assistance for the Project, seminar service and leaflet printing. Seminars, which were paid up from the external assistance budget, were Steering group meeting with 9 participants in the Ministry of Environmental Protection and Regional Development (see Action E.2) and Introduction seminar with 67 participants in the Nature Conservation Agency (see Action D.3). Legal assistance costs incurred because there were many Legal documentation prepared and several verbal consultations were provided for Project implementation needs.

Equipment costs so far have been spent for 83.39% of total equipment budget. There is a table provided below to show equipment provided in the project proposal and equipment, bought in the Project. There were two GPS units foreseen to be purchased for IES, but during ground survey actions it was considered, that the third GPS unit is necessary for Project coordinator to organise work in habitats. It was foreseen that equipment for Activity A.2 will be for 8113 euro, but due to reason equipment was bought cheaper than planned, it was possible to buy one more GPS unit for the Activity E.2, so there are no significant changes in proposed project budget. All the equipment, bought for safer and better usage and storage of GPS GETAC, is included in the inventory list of IES as an accessory package for the unit.

In the project proposal for Latvian Fund for Nature there were purchased two tablets with precise GPS units instead of separate GPS units, whereas it was decided that it is more rational and time-saving to work with such an equipment during ground surveys (it provides an opportunity not only

to take the coordinates of necessary points, but also to fill in the fields in the habitat inventory questionnaire thus saving costs of time spent by experts in processing field inventory data). As ground surveys within the activity A1 has been done by two experts, there were purchased 2 not 3 tablets with GPS units.

In the project proposal of Elm Media part it was foreseen to procure hard discs for storing filmed material as well as professional filming equipment. 2 hard discs have been bought and are used to store the filmed material. Monitor for review of filmed material as well as a slider and camera for filming stand have been procured and are used to film project activities and biotopes in the project areas. Procurement of the equipment was done at the project beginning. To procure the equipment, price quotations from 3 suppliers were acquired and the equipment was bought from the supplier offering the lowest prices meeting technical specifications. The entire foreseen budget of EM for the equipment has been spent.

Beneficiary	Action	Provided equipment in the Project proposal	Actual equipment bought for implementing Project	Explanation of necessity	Foreseen costs	Actual costs
NCA	D.4	Purchase of equipment for visual demonstrations - exposition (PC for touch screen, LCD monitor + optical touch screen overlay)	Foreseen to be bought in the 1 <sup>st</sup> quarter of 2014		3 234	0,00
IES	A.2	Purchase of equipment for data management (data processing licence: ArcView CU, approximately 4'900 €, 1 laptop and 1 large volume processing capable computer)			8 113	7 355,87
			Converter Titan	comes with the equipment for GPS GETAC to charge unit in the field		47,14
			ArcGIS Arcinfo (job ArcGIS for desktop Advanced) licence	as foreseen in project		933,70
			Memory micro SDHC Class 10 8GB Kingston	comes with the equipment for GPS GETAC		20,01
			Memory micro SDHC Class 10 8GB Kingston	comes with the equipment for GPS GETAC		10,00
			Laptop HP EliteBook 8570p	as foreseen in project		1491,85
IES	E.6	Monitoring equipment (Fish eye lens, 2 GPS units, other materials)			2 996	3 780,25
			GPS GETAC PS535F	as foreseen in project		906,54
			GETAC PS535F bag, GETAC PS535F automatic loader, GETAC PS535F automatic holder.	comes with GPS GETAC equipment for safer usage and storage		176,36
			GPS/Pocket PC Ashtech Mobile Mapper10 with MobileMapper Field software for GIS data collection and area mapping.	as foreseen in project		2697,34
LFN	A.1	Equipment for field work 3 GPS units, digital camera, other equipment			3 099	2 915,90
			Digital camera Canon and supplies for fieldworks	as foreseen in project		2036,30
			Samsung Galaxy tab (1 GPS unit) for forest expert fieldwork	Necessary for forest expert to carry out the ground surveys.		411,55
			External hard disc 3TB for data storage	Necessary for strage and transportation of the data gained during ground surveys and remote sensing activities		173,33
			Tablet PC Asus Google Nexus 7 3G 32Gb for Osmoderma eremita expert fieldwork	Necessary for project entomologist to carry out the ground surveys.		294,73
EM	D.4	Equipment for filming and exposition (hard discs for filmed material, other professional filming equipment e.g. microphones, tripod etc.)			2 400	2 494,41
			Tripod and tripod head for videocamera	as foreseen in project		311,52
			Videocamera for aerial filming	as foreseen in project		2182,90

Consumables costs so far are spent for 95,47% of total available budget. As it can be seen in table provided below, there were several seminar materials, such as printed presentations, folders for participants etc. provided for the participants of the introduction seminar. All the cartridges bought, are used to print the background maps and other necessary materials, such as survey questionnaires to be filled in the field. Videocassettes have been procured for filming project activities. Videocassettes suitable for video cameras in filming project activities used by Elm

Media were procured. Price quotations were obtained from 3 potential suppliers and videocassettes were bought from the supplier offering the lowest price.

Beneficiary	Action	Provided consumables in the Project proposal	Actual consumables bought for implementing Project	Foreseen costs	Actual costs
NCA	A.2	Consumables for expert meetings and expert work (paper, folders, materials for printing)	-	967,00	-
NCA	D.3	Seminar materials (paper, folders, materials for printing)	Seminar materials	640,00	80,37
IES	A.1	Purchase of data (Lidar data and Hyperspectral images) covering 27500 ha, ca 1.5 €/ha	Hyperspectral image for 1.stage, Contract No.VRI-25-05/3/2 (27.06.2012.), Hyperspectral image for 2.stage, Contract No.VRI-25-05/3/2 (27.06.2012.)	41 250,00	41 476,00
IES	A.1	Consumables for data analysis (materials for printing the background maps, paper)	Cartridge CB540A, Cartridge, roller, renewal, Cartridge CB540A, Cartridge CB542A, PGI 35 Bk ink, CLI 36 ink, Cartridge CB540A, Cartridge CB541A, Cartridge CB542A, Cartridge CB543A, Toner HP CB540A renewal, Toner HP CB541A renewal, Toner HP CB542A renewal, Toner HP CB543A renewal, Toner HP CB540A	1 059,00	946,36
LFN	A.1	Consumables for fieldwork (materials for printing the background maps, paper, lamination and printer cartridges)	Consumables for fieldwork - memory card and charger for Samsung Galaxy tab, Waterproof bags for Project Tablet PCs, Paper for printing of maps for the field works, Printer cartridges for printing of maps for the field works	1 770,00	926,83
EM	D.4	Video cassettes 12 €/pcs	Videocassettes	1 200,00	1 333,67

Overheads are calculated as 7% of total eligible costs for each of the beneficiary separately according to planned budget for implementing project actions. Until now the amount of Overheads exceeds 7% of total costs, but it is foreseen not to exceed the total amount of budget of Overheads in all project.

## 5.2.Financial review by actions

Action number and name	Foreseen costs	Spent so far	Remaining	Projected final cost
<b>Action A.1 Acquisition of data</b>	100 000	86928.44	13071.56	100 000
<b>Action A.2 Forest restoration and management programme</b>	30 000	17850.32	12149.68	30 000
<b>Action A.3 Preparatory works for restoration</b>	23 032	2589.37	20442.63	23 032
<b>Action C.1 Management of broad-leaved forest</b>	49 440	1628.00	47812.00	49 440
<b>Action C.2 Hydrology restoration</b>	78 880	0	78880.00	78 880
<b>Action C.3 Management of Western taiga</b>	62 280	878.09	61401.91	62 280
<b>Action D.1 Project's website</b>	5 059	2812.84	2246.16	5 059
<b>Action D.2 Information boards and signs</b>	15 116	1920.20	13195.80	15 116
<b>Action D.3 Seminars</b>	8 152	2470.75	5681.25	8 152
<b>Action D.4 Audio-visual materials</b>	48 806	13534.21	35271.79	48 806
<b>Action D.5 Printed materials</b>	20 406	5659.72	14746.28	20 406
<b>Action D.6 Layman's report</b>	2 445	0	2445.00	2 445
<b>Action E.1 Project management</b>	250 014	137007.62	113006.38	250 014

<b>Action E.2 Steering group</b>	2 000	36.44	1963.56	2 000
<b>Action E.3 Networking with other projects</b>	31 000	18373.07	12626.93	31 000
<b>Action E.4 After-LIFE Conservation plan</b>	0	0	0	0
<b>Action E.5 Audit of the project</b>	9 000	0	9000.00	9 000
<b>Action E.6 Monitoring</b>	33 756	18024.49	15731.51	33 756
<b>TOTAL</b>	<b>769 386</b>	<b>309713.56</b>	<b>459672.44</b>	<b>769 386</b>

### 5.3.Auditor Data

Public procurement procedure was held to nominate independent auditor, who will verify the final statement of expenditure and income of the project. As a result contract with the organisation of independent auditor was signed. Properties of the auditor are provided below.

**Ldt. “D.Daņēvičas revidentu birojs”**

Identification number: LV40003470111

Address: Tērbatas iela 6/8 – 75, Rīga, LV-1050

Mobile phone: +371 29231299

Phone/fax: +371 67284527

E-mail: [danevica@mail.teliamtc.lv](mailto:danevica@mail.teliamtc.lv)

Regarding the technical and financial aspects raised in the EC letter ARES (2012) 300614 (14.03.2012.), EC letter ARES (2012) 695098 (11.06.2012) and EC letter ARES (2013) 1166281 (17.05.2013):

*Timesheets:*

According to the organisation accountancy rules of coordinating beneficiary NCA and associated beneficiaries IES, LFN, EM, each employee provides a timesheet first to the Project manager to validate timesheet and after validation to financial assistant at the last working days of a month. Validation process for timesheets of Project Manager in NCA each month does the Director of Vidzeme Regional Administration of Nature Conservation Agency. Only after receiving fulfilled and validated time sheet, financial assistant can calculate salary. There are no possibilities that it could be paid without a time sheet submitted.

*Additional information – Annex 6.3. Copies of Timesheets of Mārtiņš Zīverts*

6.3.1. Copy of February, 2013

6.3.2. Copy of June, 2013

6.3.3. Copy of August, 2013

*Time registration system/procedure:*

The accounting system of the project personnel wages is based on legislative normative documentation of LR, Common Provisions, project documentation and personnel Labour contracts.

Personnel labour contracts are signed for a specific time. Part of project personnel works in the project, combining their basic work duties in Nature Protection administration.

Working hours of each employee are strictly controlled. The accountancy is conducted in two sections:

1. Total amount of working hours in full month (both in project and basic work), in order to calculate wages and taxes in accounting system. The project coordinator attunes and signs work accounting tables about that each calendar month.
2. Time Sheet tables are filled in, signed and confirmed for each employee for the total amount of working hours with the short description of the performed work.

Similarly to the time registration system on coordinating beneficiary NCA, also on all the associated beneficiaries time registration system is implemented accordingly to the Labour Law.

*Permanent staff:*

The only one permanent staff on the project is Project manager Mārtiņš Zīverts. The others are hired as temporary staff. With the direction N° D 140-p, signed on September 28<sup>th</sup>, 2011 by Director-general of Nature Conservation Agency, it is said, that Mārtiņš Zīverts is instructed to work on project accordingly to Project proposal as a Project manager for 561 hours per year. The rest of working time he works as Deputy-director in Vidzeme Regional Administration of Nature Conservation Agency. Salary for Mārtiņš Zīverts is calculated accordingly to the timesheets, he provides at the end of running month.

*Additional information* – Annex 6.4. Copy of the direction N° D-140-p

*Output indicators:*

There was a small mistake in the Output indicators table incurred provided in the IncR. According to the project proposal, number of species involved in the project, is one – *Osmoderma eremita*.

*Additional information* – Annex 6.5. Output indicators

## 6. Annexes

### Annex 6.1. Maps and additional information

6.1.1. DTM\_GNP.pdf

6.1.2. DTM\_ditches.pdf

6.1.3. Sites inspected during ground survey till 30<sup>th</sup> of September, 2013.

6.1.4. NDSM\_habitats.pdf

6.1.5. EU importance habitats identified during ground survey till 30<sup>th</sup> September 2013

6.1.6. A questionnaire on the quality of EU importance habitat that was elaborated in 2012.

6.1.7. Sites where inspection of invertebrate species has been made during ground survey till 30<sup>th</sup> September 2013

6.1.8. Map of distribution of Gulbjusalas purvs in the Gauja National Park

6.1.9. Map of distribution of “Ungurmuiža”

6.1.10. Map of distribution of sites in Sigulda Municipality

6.1.11. Map of distribution of “Lenčupes liegums”

### Annex 6.2. Documentation of Study tours

6.2.1. Study tour to Ziemeļgauja

6.2.1.1. Agenda

- 6.2.1.2. List of participants
- 6.2.1.3. Photos
- 6.2.2. Study tour to Sweden
  - 6.2.2.1. Agenda
  - 6.2.2.2. List of participants
  - 6.2.2.3. Photos
  - 6.2.2.4. Report of Study tour
- 6.2.3. Study tour to Finland
  - 6.2.3.1. Agenda
  - 6.2.3.2. List of participants
  - 6.2.3.3. Photos
  - 6.2.3.4. Report of Study tour
- 6.2.3. Photos of the calibration workshop
- Annex 6.3. Copies of Timesheets of Mārtiņš Zīverts
  - 6.3.1. Copy of February, 2013
  - 6.3.2. Copy of June, 2013
  - 6.3.3. Copy of August, 2013
- Annex 6.4. Copy of the direction N° D-140-p.
- Annex 6.5. Output indicators
- Annex 6.6. Publicity