



Description of the role and tasks of the NATIONAL FOCAL POINTS FOR THE ENPI-SEIS PROJECT

Within the context of the ENPI-SEIS project two NFPs will be in place and operational representing the two key networks involved in the project implementation. Their cooperation is essential for actively engaging their respective networks in all activities related to the project, from content to project management.

Each National Focal Point (NFP) is nominated by a collaborating country / organisation to be the primary link and contact with the EEA on the matters related to the ENPI-SEIS project. Within the limits of their national institutional mandates, NFPs coordinate contributions to the project and support relevant activities in the country. The organization and working methods may differ from country to country, reflecting the diverse nature of the national structures established for the environmental and statistical administration and the related national information systems and networks. A National Focal Point has a number of tasks, activities and responsibilities, some of which belong to the everyday routines whereas others are less frequent. The list below aims to give an overview of the main duties and responsibilities of the ENPI-SEIS NFPs.

1. Establishment, development and maintenance of the national project network
 - Support to the selection of the appropriate institutes for the national network
 - Establishment of agreements, either written or oral, with these institutes
2. Support to the coordination of project activities with the national network
 - Agreement on the distribution of work and responsibilities in the network focusing on the main ENPI-SEIS project activity packages (data flow, and indicators, infrastructure, environmental assessment and reporting, communication etc.)
 - Coordination of the delivery of reports / data / information to EEA and other relevant bodies and organisations as appropriate
 - Coordination of the delivery of feedback on (draft) products, reports, indicators, processes etc. as appropriate
 - Agreements with, and coordination of, network members' participation in project workshops and other events
 - Following up national developments in environmental monitoring, research, publications, other relevant fields to ensure the use of up-to-date information
3. Supporting the national network members by
 - Informing the network on project activities and requirements
 - Encouraging, supporting and controlling timely and high-quality implementation of project tasks
 - Keeping track of relevant national and regional project activities and outcomes

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4. Development of contacts and cooperation with
 - Regional networks and their contact persons (e.g. UNECE, UNEP/MAP etc.)
 - EU office / delegation in the country as appropriate for project purposes
 - Other stakeholders and actors inside and outside the national project network
 - Other relevant national or regional projects/programmes

5. Ensuring cooperation and coordination within the ENPI-SEIS project through
 - Participation in annual project steering committee meetings
 - Regular dialogue and information exchange with EEA and ENPI-SEIS project team
 - Participation and inputs to thematic project meetings and consultations
 - Cooperation between the two national NFPs and with the corresponding NFPs in the neighbouring countries

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