TABLE OF CONTENTS

For detailed information on SLAP 2.0 Information system functioning, you may contact the SLAP Manager
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1

Introduction to SLAP

SLAP IS has been developed as a joint project of the SCTM (Standing Conference of Towns and Municipalities) and the MISP project (Municipal Infrastructure Support Programme), funded by the European Union, and managed by the Delegation of the European Commission to the Republic of Serbia.

The SLAP project has started in 2006, and it was launched with the aim of helping the municipalities in infrastructure project development. During the 3 years of its existence, first within the MIASP project, and later within the MISP project, the SLAP has been constantly developing and changing, adapting to the needs of the municipalities, relevant ministries, as well as of the association of donors. As a result of these changes, today we have a modern, fully automatic information system SLAP 2.0, which, we believe, will play a significant role in municipal infrastructure project development in the future.

SLAP is an information system, more precisely a web application, with the aim of providing assistance to the municipalities within the territory of Serbia in infrastructure project identification and development, as well as in application for international and national funds. Those are, first of all, the European Union funds, i.e. IPA funds, then IFIs and/or other donor funds including national resources (NIP, ECO fund, etc.).

Financial resources received from these sources are used for preparation of the feasibility studies, other project preparation as well as for project implementation. The municipalities apply for the funds by entering data on their infrastructure projects into the SLAP. The system has been designed to enable the municipalities to enter data independently, through the internet, while at the same time, provides for the donors and relevant ministries an overview of all actual projects in the territory of Serbia and gives them a detailed insight into stage of their development.

The data are being entered into the SLAP by filling out an electronic questionnaire, which are tailor made for specific sectors and sub-sectors in three major areas of municipal infrastructure: economic, environmental and social. The sector specific questioners are developed in close cooperation with respective line ministries to correspond national and local strategic plans. When the data are entered completely, the project is published and made visible for registered users, who can review projects individually, print out the entire questionnaire for any given project or review projects together using reporting features built in into the SLAP system. These reports are also equipped with filters necessary to narrow the search and review down. Some of these reports contain the most important information on the project in the database such as project name, municipality, classification of the project according to the sector or type, basic concept of the project and the investment value.

The main report in the system is the ranking of projects according to the score they achieved based on the data filled in. This report compares the projects from one sector and displays the ranking with particular points the project received for each criterion that is graded and its overall score. The projects are ordered on this list according to the descending number of points they received for questions that are factored in into the priority criteria. Points received for project maturity are not counted toward the total score for project ranking on this report. Criteria graded in this report are grouped into four groups: socio-economic, environmental, technical and institutional criteria. They each carry specific weights and are shown in sub-totals, which are then added up for the grand total.

Some of the questions cannot be answered before the feasibility study had been completed. These questions are marked with an asterisk. All other questions are mandatory and should be filled-in from the project concept.

Since January 2012, projects from the solid waste, waste water, water supply and contaminated site remediation sectors are entered into the upgraded, sector-based SLAP questionnaire and are reviewed by the Ministry for Environment. These projects serve as the basis for the definition of priorities for investment of donor and credit funds in municipal environmental infrastructure projects.

SLAP supports project development from three different sustainable development pillars:

1. **Economic Infrastructure projects** that foster economic growth and stimulate business employment (business incubators, industrial and technology parks, industrial and free zones, tourism, etc.)

2. **Environmental Infrastructure projects** that can improve the environmental quality in and around municipalities and the environmental health of the community (water supply, wastewater management, solid waste management, remediation, etc.)

3. **Social Infrastructure projects** that can help redistribute fairly the fruits of economic success among all segments of the community especially the more vulnerable like the older, disabled, diseased or less able (affordable housing, housing care, sport, culture and heritage protection, childcare centre, vocational schools, residential care facilities for the elderly, disabled, etc.).

All the relevant ministries have expressed their interest in using the SLAP for identification of municipal infrastructure projects ready for financing, regardless of that if the projects are financed from the national or IPA funds.

Access to SLAP IS

Considering the fact that the SLAP system is a web application (a software that works via the Internet), it can be accessed the same way as a web site – by typing the relevant address in the Internet browser.

SLAP system can be accessed through SLAP web site which is located on: www.slap.skgo.org

To access SLAP, you should click the banner: ACCESS SLAP information system.

Once you have clicked on the banner, you will be redirected to the log-on page for SLAP. Unlike most web sites, SLAP uses "secured" connection for data security and for this reason its web address does not have the standard prefix "http", but "https".

You may have minor problems with the first accession to the SLAP system, depending on the Internet browser you use. In fact, the electronic certificate used for SLAP is "self signed", which is interpreted as a potential risk by some browsers and you will be warned that accessing SLAP may be insecure. Naturally, the risk does not exist, though you will get similar message as when the web site is not available. This message differs depending on the browser which you use, therefore we cannot give its full contents here, but in one part of the message you will be offered to continue with the access to the web site (SLAP) "despite the risk".

In Internet Explorer, it is enough to click on this link and click "yes" on the question "do you want to ignore the potential risk", while in Firefox there are few more steps, since the browser requires from you to create an exception rule for the given web address (SLAP system address).

If you use Internet Explorer, the SLAP inaccessibility message (insecure access) is given in the figure 1.0. To access SLAP, click on "Continue to the website".
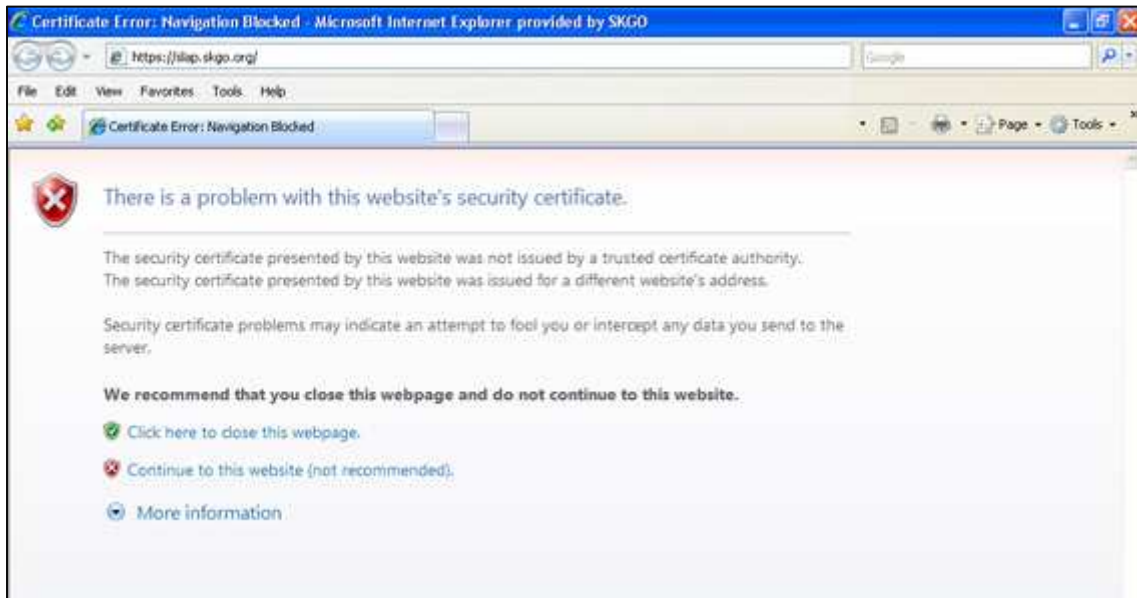

Figure 1.0 – Internet Explorer
The computer screen with the error
message

If you use Mozilla Firefox the SLAP inaccessibility message (insecure access) is given in the figure 1.1. To access SLAP, click on the blue link "Or you can add an exception".
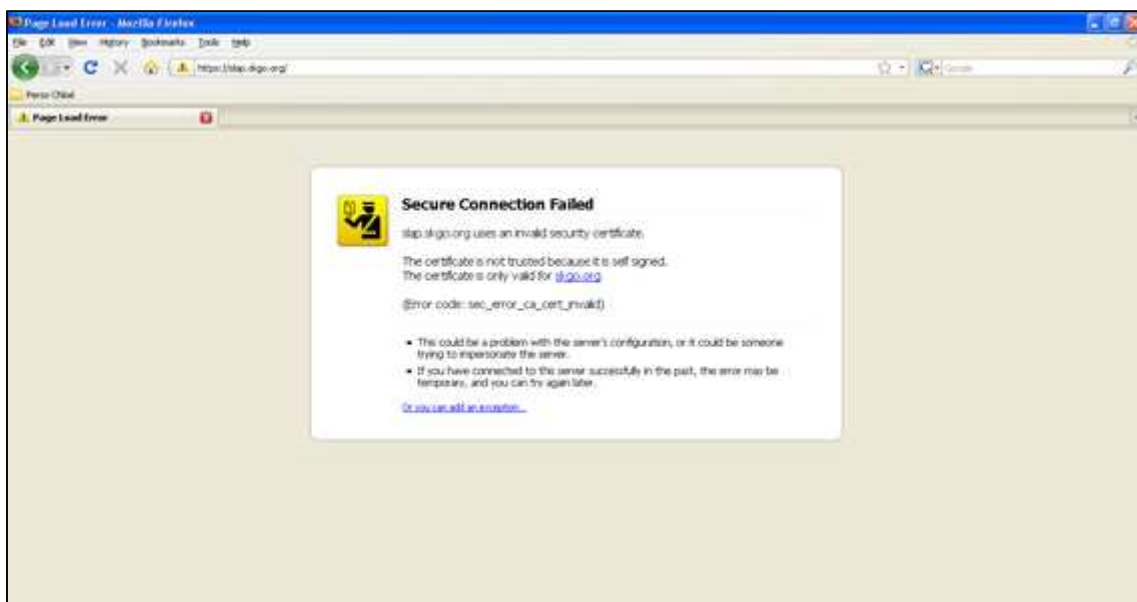

Figure 1.1 – Mozilla Firefox
The computer screen with the error
message

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After this, two buttons will appear on the screen, where you should click on the right button "Add Exception…" (Figure 1.2)
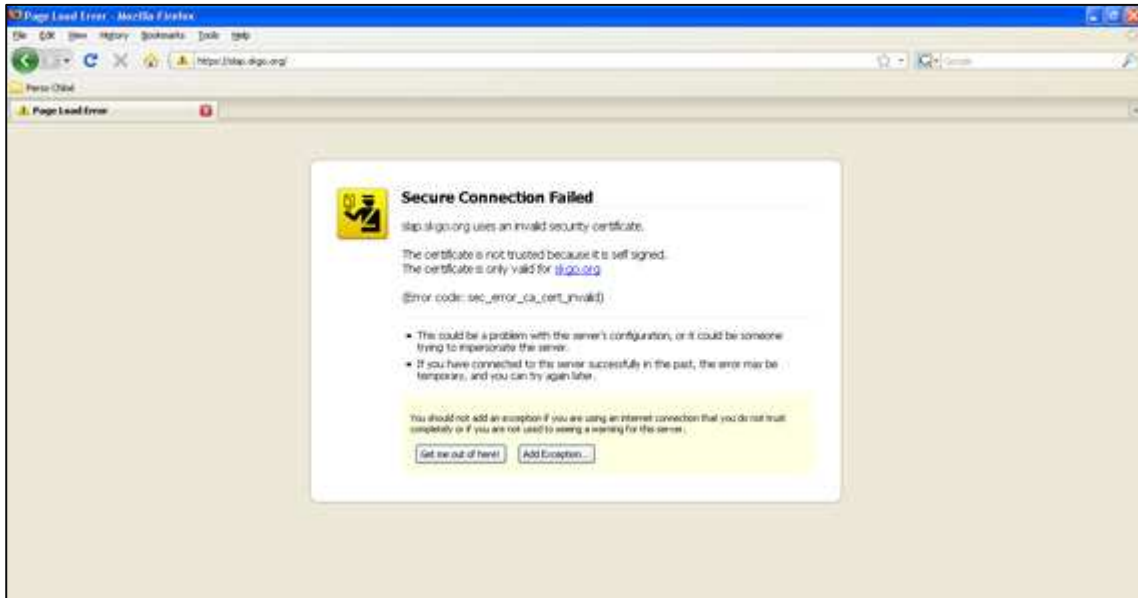
Figure 1.2 – Mozilla Firefox
The computer screen with the "Add
Exception" button

Then, a popup window "Add Security Exception" will appear on the screen. Click the "Get Certificate" button (Figure 1.3)
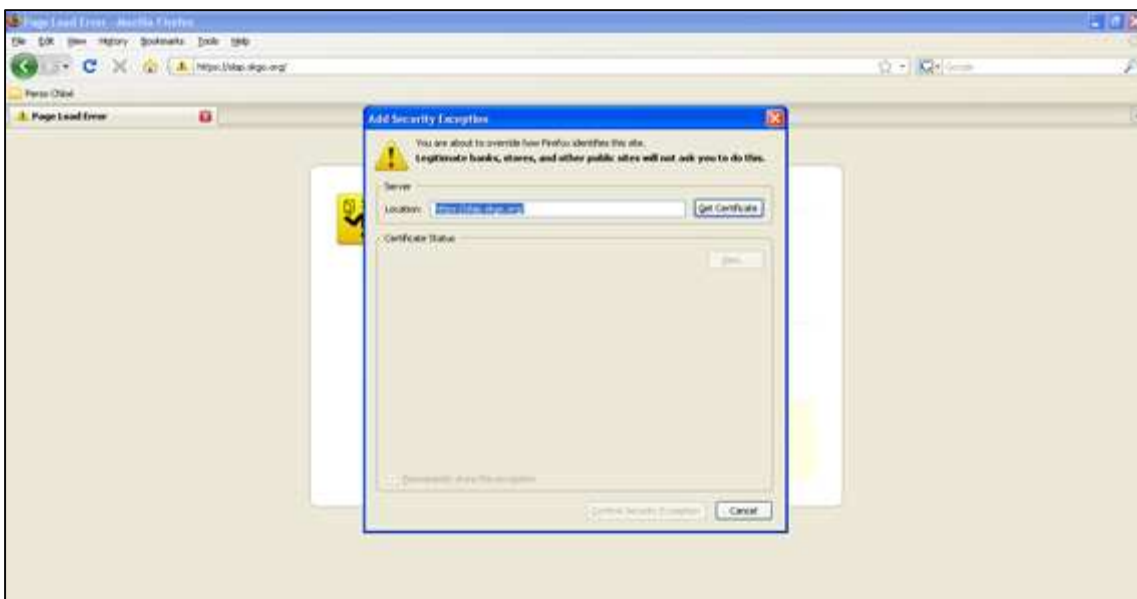
Figure 1.3 – Mozilla Firefox
The computer screen with the "Get
Certificate" button

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6

After this, on the bottom of the popup window, the "Confirm Security Exception" button will appear. Click this button to se the font page of SLAP.
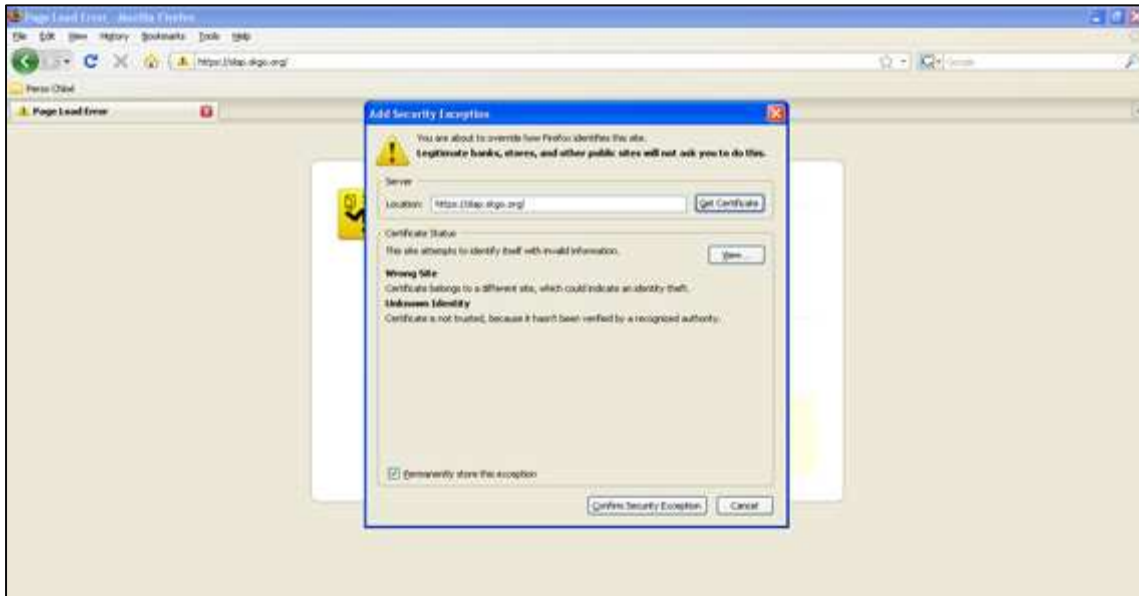
Figure 1.4 – Mozilla Firefox
The computer screen with the "Confirm
Security Exception" popup window

If you use Opera, the SLAP inaccessibility message (insecure access) is given in the figure 1.5. To access SLAP, click on the "Approve" button.

Figure 1.5 – Opera Browser
The computer screen with the "Security Alert"
popup window

If you use Google Chrome, the SLAP inaccessibility message (insecure access) is given in the figure 1.6. To access SLAP, click on the "Proceed anyway" button.
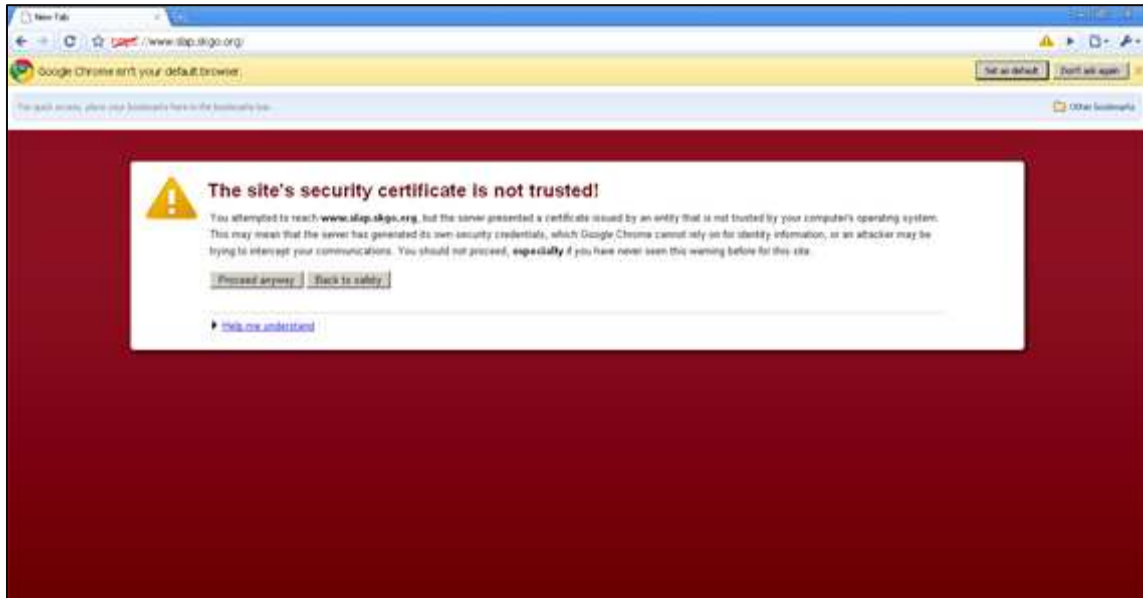
Figure 1.6 – Google Chrome
The computer screen with the "Security Alert"
popup window

If you are not sure how to solve the problem with the "Security Certificate", you should contact a person in charge of the IT support in your institution or SLAP team in SCTM. This is necessary only with the first access to the SLAP system, while every other attempt to log in will be simple.

In case you accessed the SLAP system successfully, you will see the front page of SLAP, which is given in the figure 2.0.

On the top of the page, there is a welcome message, and below it you will see the log in window. In order to access SLAP, it is necessary to have a user name and a password.

There are four user types of the SLAP system:

- General public – this type of user does not have a username and a password but , from the SLAP system front page, has an insight into the reports on project scoring, their current status, as well as some basic information about the project (sector and type the project belongs to, investment value, location, project documentation status, compatibility with the national, regional and local development strategy, etc.). This type of user can download the SLAP questionnaire in MS Word format.

- Municipalities / Towns (local self-government) – this type of user has access all the reports like the general public but, since it has a user name and a password, it can enter the SLAP and make data insertion into the database. Data insertion means defining new projects in the system and filling the electronic questionnaire.

- Ministries, banks and donor agencies – this type of user has the access to all the reports like the general public, but it has a username and a password for entering deeper into the SLAP system, which differs from the one that the municipalities/towns have. After entering the SLAP system, the user can see the data about all the projects in the SLAP database and it has an insight into their questionnaires inserted by the local self governments. Besides that, this kind of user may create its own project scoring system and its own reports.

- System administrator – this type of user has all the privileges that other users have, and the ability to create new and extend the existing questionnaires and scoring systems, define new user groups, create user names and passwords etc.

Depending on which user category you belong to, by entering the SLAP system you will get the access to different parts of this information system.

SLAP Filtering and Reporting System

Upon logging onto the SLAP 2.0 Information system with the user account type "Donor" or by clicking the "Reports" button if you have logged on as "Administrator", you will see the display as follows:

On this page you can download reports in PDF or Excel format that are based on data entered on infrastructure projects by municipalities and regional development agencies.

Below is a filter form in which you can add various criteria selection. Using specific criteria will show only those projects that satisfy the criteria. Combining multiple criteria will enable you to do a wide search of projects. Some of the following reports will use defined filter criteria, they have a note inside of description. If no criteria is selected all of projects will be displayed in a report.

For detailed information on SLAP 2.0 Information system functioning, you may contact the SLAP Manager
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11

At the top of the page there is a system for municipal infrastructure project data filtering. There are nine different filtering methods (criteria) under the filter:

- Project sector and type. You can select multiple sectors and multiple types. The selection acts as filter; only sectors and types selected will be displayed in reports. If nothing is selected, all projects will be shown.
- Project filtering according to geographical area (by municipalities) allowing selecting of custom number of municipalities for which the data will be displayed in the report. If left blank, data for all municipalities will be present in reports.
- The next filtering criterion is the project documentation status or project maturity. If you select one or more of these documents, only projects containing them will be shown in the reports. If nothing is selected, all projects will be included in reports.
- The next data filtering criterion is the project investment value for which two fields for filtering criteria are defined (lowest investment value is to be entered into the left hand field, and the highest investment value into the right hand field). This allows for example filtering of all projects with the investment value between 2 and 7 million EUR.
- To the right of investment value criterion is the population criterion for filtering projects according to municipal size.
- The next criterion is whether the project is regional or not. Intermunicipal projects also count as regional.
- Projects can also be filtered according to the level of development of municipality proposing the project. The group of development to which the municipality belongs is determined by a decree of the Government of the Republic of Serbia and is available in SLAP.
- The filter can also omit those projects which were entered into SLAP earlier and had already been implemented, or to show only those projects. If nothing is selected, then all projects are displayed.
- The projects can also be filtered based on the status of proposer.

The filtering system has been designed to allow combining of various project selection criteria: for instance one can select projects from a certain sector or of a certain type with a Feasibility Study, or with the investment value of more than 6 million EUR. The final project list will show only those projects satisfying all defined individual selection criteria

It is also possible to save a complex selection criterion and then to enter the selected name, for instance "MoE" into the field following "Save filter:", and press "Save" (see below).

The next time you want to select the same filter, select "MoE" from the drop down list.

All following reports will be created by applying the previously defined selection criteria. If no selection criteria were defined, all data will be displayed in the selected report. All reports will be created in MS excel format and downloaded to your computer to a temporary folder. It is possible to save these reports to your hard drive for further use. The first picture in this chapter shows the list of all reports available through the SLAP system.

| All Projects | List of all project submitted in SLAP information system |

| SLAP Questionaire (PPD) | Latest version of SLAP Project Profile Document. Please be aware that the questionaire is ocasionally updated. |

Select scoring method: New SLAP Scoring ▼

Project Sector: All sectors ▼

| Projects summary | Total number of projects by sector and type with investment value statistics. |

| Projects by Municipality | This report displays a list of projects for each municipality in SLAP system. *Report uses filter criterias. |

| Project Documentation | This report displays project documentation for SLAP projects. *Report use filter criterias. |

| Criterias | Criterias of the PPD in a form of a report. |

Select min. points (0-100): 10

| SLAP Coordinators | This report displays SLAP coordinators data. |

| Scoring System | This report displays a list of scoring system question with points. |

Select a scoring system: New SLAP Scoring ▼

| Remediation | This report displays a details for remediation projects. |

Select min. points (0-100): 10

- All Projects
- SLAP Questionnaire
- Projects Summary
- Projects by Municipality
- Project Documentation
- Criteria
- SLAP Coordinators
- Scoring System
- Remediation

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14

The first report is the SLAP questionnaire (blank), which can be downloaded by clicking the button. Since the SLAP questionnaire is occasionally updated, you can download the latest version here. It has drop down list to select which sector specific SLAP questionnaire you would like to download. Blank SLAP questionnaires are also available from SLAP web site.

Project Summary provides global overview of the projects in the data base, their distribution by sectors and types of project, as well as the investment value statistics. The next page shows the layout of this report.

Projects by Municipality gives the list of all projects in the SLAP system data base, where the projects are listed according to municipalities they belong to, so it is easy to see which projects are being developed under each municipality, which sector the projects belong to, their type and their individual and total investment value. This report displays all projects in the SLAP system (both published and unpublished).

Project Documentation provides insight into project documentation status: the tables contains all accompanying documents and their current status (not existing, draft, finalised, approved).

Criteria gives a detailed insight into each project scoring. Each column of the report represents a criterion defined from questions from the SLAP questionnaire. The table itself contain the score of each project. The table displays only published projects. By selecting a value for minimum points threshold, you can further narrow down the list of projects.

SLAP Coordinators is a list of persons appointed by municipality to enter data into the SLAP information system. If you have additional questions with regards to any project, not covered by the SLAP questionnaire, you can contact SLAP Coordinator.

Scoring System provides insight into the scoring methodology which partially defers depending on the sector (Environmental, Social, Economic).

The last report is the overview of priorities in the sector of remediation. It shows a report in excel having three sheets defining high, medium and low priority projects in the area of remediation.

By clicking the "All projects" button you will be directed to a page containing the list of all projects in the SLAP system. These projects can be filtered according to sector and type as well as according to the municipality they belong to.

	Project Title	Project Owner	Group Sector Name	Sector Name	Project Number
🖉	Wastewater Treatment & Water Supply	leskovacslap	Enviromental	Wastewater	1
🖉	Prime waste collector and instalmen	lazarevacslap	Enviromental	Wastewater	2
🖉	Waste Water Treatment	cuprijaslap	Enviromental	Wastewater	3
🖉	Wastewater treatment plant	backapalankaslap	Enviromental	Wastewater	4
🖉	WW treatment plant	zagubicaslap	Enviromental	Wastewater	5
🖉	WW network construcion	zagubicaslap	Enviromental	Wastewater	6
🖉	Waste water treatment plant	aleksandrovacslap	Enviromental	Wastewater	7
🖉	Sewerage Completion	backipetrovacslap	Enviromental	Wastewater	8

For detailed information on SLAP 2.0 Information system functioning, you may contact the SLAP Manager Nedeljko Curic by e-mail: nedeljko.curic@skgo.org

16

When you find the project you wish to know more about, click the pencil icon left of the name of the project and the following will be displayed.

By clicking the number of project version one can access the SLAP questionnaire for the given project containing the answers provided by the municipality. Also, by clicking certain questions one can see the answers given by the municipality. By clicking the „Download report" button one can download a MS Word questionnaire filled with data. By clicking the „Financial resources" button one can download a MS Word report containing an overview of financial resources secured or planned for the project. By clicking the „Download ZIP file" you can obtain zip archive of all attachments submitted with the project.

Below the table containing project versions there is a forum dedicated to the project which can be used for communicating with the municipality as well as with other donors.

Изгр. и реконструкц. постројења за прчиш #58
Wastewater

- ▼ 1. Basic project information
  - ▷ ✓ 1. Project proposer
  - ▷ ✓ 2. Project proposer status
  - ▷ ✓ 3. Regional aspect of the project
  - ▷ ✓ 4. Project proposer details
  - ▷ ✓ 5. Beneficiary municipalities/cities
  - ▷ ✓ 6. Other institutions/organisations involved in project preparation
  - ▼ 7. Short project description
    - ▷ ✓ 1. Short project description
- ▼ 2. Socio-economic and financial criteria
  - ▷ ✓ 1. Population of a municipality/region
  - ▷ ✓ 2. Area of a municipality/region
  - ▷ ✓ 3. The number of households in the municipality/region
  - ▷ ✓ 4. Economic development*
  - ▷ ✓ 5. Total project investment cost
  - ▷ ✓ 6. Number of project beneficiaries in municipality/region
  - ▷ ⚠ 7. Secured funding for project realisation*
  - ▷ ✓ 8. Funding plan for project realisation
  - ▷ ✓ 9. Affordability of investment (municipal/regional financial capability)
  - ▼ 10.
    - ▷ ✓ 1. Collectability of Charges 📎
  - ▷ ⚠ 11. Cost recovery*
- ▼ 3. Environmental criteria
  - ▼ 1.
    - ▷ ✓ 1. Effects on health of the population in the municipality/region
  - ▼ 2.
    - ▷ ✓ 1. Priority in environmental protection
- ▼ 4. Technical criteria
  - ▼ 1.
    - ▷ ✓ 1. Need for infrastructure
  - ▼ 2.
    - ▷ ✓ 1. Project complexity
  - ▼ 3.

Note on Projects in Business and Social Infrastructure

The upgraded version of SLAP information system supports environmental municipal infrastructure projects divided in four main sectors (water supply, waste water, municipal waste and remediation). The process of upgrade of SLAP in areas of Business and Social Infrastructure is ongoing. In the meantime, these projects are still being registered in the previous version of SLAP system, which can be reached from the SLAP web site (www.slap.skgo.org) in links section. Manual for the previous version of SLAP system is also available on the SLAP web site in the same section.