

Project Management Committee C-SCoPE

4th & 5th February 2009 at the Dorset County Council, County Hall, Dorchester

Present

Kathy Belpaeme (KB), Hannelore Maelfait (HM), Ken Buchan (KCB), Bridget Betts (BB)

Apologies

Sophie De Vlieghe

1. Welcome and Apologies

KB, as lead partner opened the meeting. KCB and BB welcomed KB and HM to Dorset

2. Project Management Issues

2.1 PMC : chair and members

It was agreed that the PMC chair would be the lead partner (Belgium). It was also noted that the Belgium - Flanders Marine Institute to be invited to the PMC.

Also agreed attendance to the PMC would include 2 – 3 members from Belgium and Dorset plus additional people when required.

There was further discussion regarding how the DCF C-SCoPE Steering Group (SG) would feed into the PMC – agreement by both the PMC and the C-SCoPE SG that the DCF C-SCoPE SG would always meet prior to PMC to enable views to be fed in.

Action 1: BB to add KB to DCF C-SCoPE SG KB to report to her SG re: C-SCOPE and DCF C-SCoPE SG

2.2 Partnership agreement & subsidy contract

The Subsidy contract is a formal contract between the lead partner and the secretariat – KB informed the PMC that this contract has not been received but is hoping to have soon.

KB ran through the Partnership agreement explaining it is a template and details up to article 7 cannot be changed.

This Partnership agreement needs to be submitted with 1st reporting (beginning march)

Comments from document included:

- No comments up to Article 7
- Article 7 – add always invite JTS to attend meetings
- Add names: DCF – Ken Buchan, Vanessa Smith
- Role and tasks of PMC, to be described as follows:
 - Critically assess and agree project work programme and trans-national aspects
 - Have overall financial and management responsibility for the project
 - Ensure project goals are met on time and on budget
 - Oversee progress of project in terms of deliverables to funders
 - Oversee the management of the project team
 - Ensure that the CSCOPE Project is well co-ordinated and communicated nationally, regionally and locally
 - Evaluate progress and outcomes

Decision making process – based on previous consensus basis (take words from DCF Strategy) Any Disputes – the PMC agreed there would be discuss and if necessary bring the Chair of DCF for mediation

Article 21

Agree – English

Article 22

Agree Belgium – no choice for English law

Part B – Article 28

In case of DCF – add C-SCOPE SG

Task and finish groups – Dorset to write terms of reference for each group. These will not be included in the partnership agreement

Action 2: BB, KCB to share these terms of reference with Belgium

Article 29

Task and finish group's seminars to wider audience.

PMC and C-SCOPE SG to disseminate information on C-SCoPE elements

Delete grey part

Action 3: Amendments on the Partnership agreement from KCB – By Tues 10th and KB feed back on 11th to go to DCF legal dept

Action 4: Once all wording agreed KCB to seek advice on presenting to DCC legal dept And finally ask Miles Butler, Director Environmental Services to sign

2.3. Notification letter JTS and points of attention

KB went through the JTS letter and discussed point on letters. Agreement by partners to:

- Justify external consultants – be clear on why we need to contract out
- Communicate to others – to Devon Maritime Forum, Solent Forum, in the Netherlands (eg. provinces), French interested parties,...

Action 5: Agreed that the comments from JTS to be put into the progress reports and comment how we have addressed them

2.4. Reporting obligations

Reporting is every 6 months

1st Jan – 30th June

1st July – 31st Dec

DEF agreed to send out 1st week of Jan and 1st week July and therefore to stop claiming 15th June and 15th Dec

KB noted that the 6 month period does not close and therefore amounts can be reclaimed

**Action 6 : DCF send Kathy progress report
Send all copies of everything involving C-SCoPE to Lead partner
Kathy checks need for original invoices**

2.5. New Staff

Dorset:

Project Officer – Vanessa Smith – (has a background in copy writing/PR)

DCF GIS officer – James Feaver

Hope to start end of Feb and end of March respectively

Belgium:

1 full time Project coordinator for West-Flanders actions

Project Manager for 1.5 days a week administration and support for all partners

Senior Manager for 2 days a week

No post filled but due to advertise end March to be in post May

KB offered KCB to be on the interview panel. KCB thanked KB for the opportunity but declined

Action 7: BB sends KB the questions used during the interview.

2.6. Working groups: set up

General discussion on working groups and agreement on:

Working groups – 7 in total – as agreed in the application form.

DCF – 4, Belgium – 3

Next step – terms of reference to be written, key stakeholder contacted, etc

2.7. Tools from secretariat

KB sent previously to KCB and it included progress, inventory reports, financial

2.8. Risk register

BB went through the risk register and received comments on the report. She explained that monitoring would be ongoing and the register would change as time went on.

Action: BB to add 2 columns, add comments and send to KB for her to add any for Belgium

3. Financial Issues – Mark Foxwell (DCC Finance officer joined the meeting)

3.1. First Level controller UK

Following confirmation that our Interreg 4a project application had been successful we communicated with our internal accounting department about what possibilities there may be within Dorset County Council for the provision of First Level Controller services. Since, we have been in discussions with the Internal Audit and Risk Management department at Dorset County Council to determine if they are in a position to take on this role for the Dorset component of the CSCOPE project in terms of independence from the project, their experience and their capacity to take on this work. A response has been somewhat delayed because Dorset County Council sub contracts auditing work to an accountancy firm called Deloitte and it has been unclear whether they could take on this work under an existing agreement with Dorset County Council. We have only recently had confirmation that Dorset County Council Internal Audit are not able to take on this work, and if Deloitte were to, it would be out with the existing agreement and would therefore require competitive tendering for this role. We have now gone out to tender on this.

Over the last week of January and first week of February we have identified Auditing Companies who have experience with European Project finances and have requested quotes for First Level Control activities for the three year duration of the project. We hope to appoint a Controller in the next two weeks, but this will result in a delay with regard to our first financial report which is due on March 1st. We will submit the financial report as soon as possible thereafter. Our apologies for this delay.

Action 8: KB to report to secretariat and explain the reasons for the delay

In kind and expenses

KCB has sent a spreadsheet to Dorset Wildlife Trust to enable official forms to be filled in. KCB will also be including the consultant expenses and advertising costs for the first claim. Under claiming is not a problem but need to avoid where possible

Discussion on other financial matters took place and it was agreed the following and additional financial questions should be taken to the financial managers meeting in April. They included:

- Exchange rate – is there any flexibility or do we have to go with current rate at time. KB thought there was no flexibility

Action 9: KB to ask question for flexibility of Euros

- Employment of staff. Late due to notification of project and therefore the officers posts will over run by 3 months – is it possible to still claim? Likely but certainly no guarantee
- Procedure for procurement
DCC have agreements already in place and gone through procurement – Where no flexibility OK but where possible then need to get 3 quotes/
- Timesheets – 37 hours working flexi time and lieu time
There was a question regarding specifying holiday, sick pay, etc
KB stated that we use own time sheets but specify what they have been doing with regard to C-SCoPE

Action 10: ALL need to take financials meeting in Belgium

- Depreciation expenditure
Do we apply a certain standard depreciation value?

Action 11: A question to financial meeting

Original receipts and proofs of activities also required but DCC explained that they need to keep originals for VAT visits (need to keep up to 7 years) so would DCC be able to get them back or could photocopies be sent?

Action 12: KB to check whether need originals

Dorset's in kind contribution- A letter of agreement needs to be written as well as needing a letter saying that the amount stated is reasonable

Action 13: KCB – identify expert and write letter of agreement
Action 14: Agreed to put a reference C-SCOPE on all invoices

3.2. Common Costs

Discussion on common costs and partners agreed to share over time rather than Dorset paying an agreed amount at the start of the project. The LP will monitor who paid what in the common costs. Towards the end of the project the amounts paid by each partner will be evaluated and adjusted if needed. Each partner should pay an equal share.

4. Work plan for project activities

Discussion on the three areas of work – key points are listed below:

4.1. Developing a framework for integrating terrestrial and marine planning

Each partner carries out separately and compares work, results at agreed intervals in order to maintain flexibility and bottoms up approach and to see if we have general principles and lessons learned

Would like to see the MMA's as exemplars of ICZM. Small scale – Belgium, larger scale – Dorset

DCF will be starting topic papers, populating GIS database and developing project briefs for consultants

Agreed to invite key people to PMC for specific topics and presentation to enable each partners to learn from each other

4.2. Tools for achieving sustainable coastal economies and environments

Belgium will evaluate the Atlas and Indicators in order to gauge how to improve and upgrade – also find out what stakeholders wants to use it for and the linkage of Atlas and Indicators.

Dorset policy documents - Establishment and terms of reference of terms of reference for Coastal Explorer Planning group.

4.3. Achieving commitment to ICZM through stakeholder engagement

Discussion on coastal fora between partners with exchange of ideas – very useful

KB explained first coastal forum meeting would be on 19th March 2009

Also deciding to produce a yearly publication – what was special on the coast and using 3 topics at the Coast forum

Action 15: KB to write short summary of the benefits of the project for Belgium for C-SCOPE SG

5. Work plan 2009 for joint products: maritime sector inventory report, stakeholder involvement, coastal indicators, Marine Management Area.

Discussion on joint projects – in this start-up phase each partner will start separately, but in the next phase, common products approach will be discussed.

6. Communication and dissemination

6.1. Communications strategy (PP and LP to prepare input)

The communication strategy needs to be submitted with the 2nd progress report 1st September 2009. It was agreed that Vanessa Smith will be asked to draft a communication strategy.

Action 16: BB to send KB methodology for the DCF coastal surgeries

Common templates for the project were discussed and changes made to powerpoint template

**Action 17: KB to send all logos for templates
BB to finalise powerpoint templates**

KB stated that she is still waiting for instructions for secretariat on the logo but still same as in previous lead partner seminars on page 3

Banners – agreed that need 2 each – 1 generic, 1 own plus 1 extra for Belgium to take to EU commissioners

Action 18: KB to send by 16th March draft banner and to get costs for C-SCOPE flag

6.2. Project launch

Discussion and agreed changes to launch programme

Action 19: KB to send new agenda with agreed changes.

6.3. Project website: tender and content

Discussion on C-SCoPE website. Agreed it would be good to have the website ready at the launch. Agreement by partner to leave tender process to lead partner

Action 20: Identify websites we all like and send through to KB plus comments on the website content

6.4. Project seminars: themes and date of First seminar (Sept 09)

Discussion on the project seminars and agreement on timings and themes by both partners

- Marine Spatial Planning, 2009 okt/nov, in Dorset, (MMO, EU)
- Instruments for ICZM, 2010 (after the summer), Belgium, (Involve Dutch Provinces)
- Explorer/indicators, participation, early 2011, Belgium
- End conference, end, Dorset

External partners from France, the Netherlands, UK and Belgium will be invited to the seminars.

Set date for first conference 21st October

Action 21: BB to check date and confirm

Action 22: KCB and KB to check income from conferences - need to clarify – at finance meeting

6.5. Involvement of Dutch (RSD) and French partners

partners agreed to involve French, Dutch and Devon. KB has sent scope and summary to French already and also sent KB draft of a C-SCOPE article for the French e.news letter
Agreed to invite to C-SCOPE launch and seminars

6.6. Other dissemination opportunities

Has been covered in the points above.

7. AOB

Agreed a new format of PMC meetings - 1 day for written work/discussion and half day site visit or stakeholder visit to gain hands on experience

HM explained the BLAST project – linking land and sea. It has not yet been submitted yet but CC will be involved as the end user to it

Action 23: HM to email details to KCB and BB

KCB explained about another project CAMIS – Devon and French and the wider spatial planning of the channel
DCC asked to be a watching partner

Agreed to swap any information in future

8. Date of next meeting

Weds 18th and Thurs 19th August in Belgium