
Minutes Project Management Committee (PMC) C-SCOPE 19 August 2009, Dorchester

Present: Kathy Belpaeme (KB- chair), Hannelore Maelfait (HM), Dries Debruyne (DD), Ken Buchan (KBC), Ness Smith (NS), Bridget Betts (BB), Mark Foxwell (for financial issues).

Apologies: Sophie De Vlieghere.

1. Welcome and apologies (minutes by Coordination centre = CC)

The chair welcomes the participants.

2. Minutes of February meeting, and tel meeting on 10 July and review actions

⇒ See action list of Feb meeting and minutes of telephone meeting on 10th July.

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

⇒ OK.

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

⇒ OK. The terms of reference of DCF have served as model for the Belgian TOR's. The latter were presented to the Steering Group of the Coordination Centre on 11th August.

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

⇒ An updated version of the Partnership agreement was provided by JTS on 22 June 2009. The partners were waiting of the subsidy contract to be signed before finishing the text of the partnership agreement. See also 3a on PMC agenda.

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

⇒ See also 3a on PMC agenda.

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

⇒ OK; checked and addressed for first draft progress report.

Action 6 : DCF send Kathy progress report

- ⇒ OK, received 28th March. However, as the appointment of a FLC for the UK partner took longer than anticipated, the partners decided to cancel the 1st progress report and merge this with the 2nd report, which will cover the period July 2008-June 2009.

Send all copies of proof and invoices etc. involving C-SCOPE to Lead partner

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

- ⇒ This action is no longer relevant.

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

- ⇒ OK. Mail sent on 13 Febr. Agreement by JTS on delay received 13 Febr. Further correspondence with JTS on merging 1st and 2nd progress report on 23 June.

Action 9: KB to ask question for flexibility of Euros

- ⇒ OK. No flexibility can be allowed.

Action 10: ALL need to take note of questions for financial meeting in Belgium

- ⇒ list to send to Kathy by 17th April. OK received.

Action 11: Can a standard depreciation value be applied?

- ⇒ question to financial meeting on 30/4/09.

Action 12: KB to check whether need originals

- ⇒ No need to send original invoices to LP, but DCC to keep original invoices until 2025.

Action 13: KCB – identify expert and write letter of agreement

- ⇒ DCC has identified an expert.

Action 14: Agreed to put a reference C-SCOPE on all invoices

- ⇒ OK. Partners to pay attention to this action.

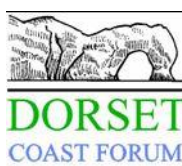
Action 15: KB to write short summary of the benefits of the project for Belgium for C-SCOPE SG

- ⇒ OK. Sent to DCF on 24 March 2009.

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

- ⇒ OK.

Action 17: KB to send all logos for templates => OK



BB to finalise powerpoint templates

⇒ OK.

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

⇒ OK. Sent on 24th March.

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

⇒ OK.

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

⇒ OK.

Action 21: BB to check date for first seminar and confirm

⇒ OK. Dates will be 19-20 October 2009.

Action 22: KCB and KB to check income from conferences - need to clarify

⇒ question to financial meeting op 30/4/09.

Action 23: HM to email details about BLAST to KCB and BB

⇒ OK.

Extra action (not in minutes): DCF will put together PPT/film with photographs for launch event.

⇒ OK.

The actions agreed during the telephone meeting are coming back on the agenda.

3. Project Management issues

- a. Partnership agreement and subsidy contract:** current status: the subsidy contract was received by the LP on 20th July (template provided and signed by Management Authority) and signed by the LP on 30 July 2009. The LP was waiting for the subsidy contract to be signed before the partnership agreement could be finished. A new template was provided by JTS on 22 June 09. The completed partnership agreement was sent to DCC on 27th July with a request to agree on the following claim periods:

“The project partner will send their financial report and progress report to the Lead partner each year, the second week of January and the first week of July. The dates for the claim periods will be as follows: claim period 1: 1 December year N till 31 May year N+1; claim period 2: 1 June till 30 November. This is in order to allow the lead partner to conduct the financial control and to finalize the report for timely submission to JTS. If the project partner does not deliver the financial report in time or if the reporting is incomplete, the costs will be included in the next claim.”

KBC: if there are some changes and modifications in the partnership agreement and the subsidy contract, it has to go back through the legal process. On the website of JTS there is a list with all the changes made to the different versions of the subsidy contract.

The partners agreed that DCC sign the partnership agreement first and then send it together with the activity report to the lead partner, who will sign it and send it to the secretariat. Before signing the document, DCC wants to have clarity about the in-kind payment.

- ⇒ Action 1: KBC to check changes to the subsidy contract. DCC to sign partnership agreement and send it to the LP.
- ⇒ Action 2: LP sign the partnership agreement and send it to JTS

b. Reporting obligations: current status

The LP thanks DCF for including them in their mailing list for the DCF Steering Group. This way it is easy to follow the day to day developments at DCF. If other partners/persons of the steering groups or tasks-finished groups want to be included in the mailing list of the DCF, the names can be sent to the DCF.

It is possible to include DCF in the CC Steering Group mailing, however, as all the communication is in Dutch, this would not be of much benefit to DCF. Translating everything to English is not possible because of the extra work load. To update DCF on the other activities of the CC beside this project, the CC will give an oral summary of the main activities at the PMC meetings.

The first activity report has been finished end of July. The LP wishes to thank DCF for their timely input. Feedback on the input provided:

- It is advisable to fill in the general progress AFTER the detailed sections on the separate activities have been filled in. This to avoid overlap and to avoid too much details in the general section. The general section should focus on overall progress, the functioning of the partnership and main achievements.
- The LP asks to use the wording and the same sequence of actions/results used in the application form. This will make it easier for JTS to monitor the progress of the project.
- All the activities are linked to a number in the financial implementation plan. DD suggests to use these numbers in the activity report when describing the activities.
- It is advised to screen the progress report against the financial report, so JTS and the FLC can find a justification for each expense in the progress report.

Annexes to add to activity report: The annex box refers to documents that would be of interest at Programme level or will help to share relevant information amongst the authorities/organisations involved in the Programme. Eg: reports/handbooks/brochures.

Format:

- Working in the Excell format is not easy. Especially with several partners working on one document. Therefore it is suggested that the PP delivers the input in Word format in the future.
- The partners ask questions about the level of detail of information that should be included in the activity report. The format doesn't make it easy to include a lot of detail. The partners suggest to JTS, that instead of using split boxes, it would be better to have one box. DD will pass this remarks to the JTS.

c. New staff: current status:

West-Flanders: Kathy Belpaeme explains the procedures for recruitment in the province of West-Flanders, which all very long and strict rules have to be followed. During the months April/June 2009 interviews were held for a full-time project Coordinator for West-Flanders. However, no suitable candidate was found.

A new call for candidates has been published beginning of July 09 for the project Coordinator and for the Project Manager (working for both partners). Interviews will be held in September.

The West-Flemish partner regrets the delay in recruiting new staff, but as the provincial procedures have to be followed, there is not much the partnership can do about this.

DCF: Matilda Bark has joined the team, she works half time for the C-SCOPE project as administrative support and half time as DCF policy assistance. Vanessa (Ness) Smith started as the c scope officer and James Feaver is the new GIS officer for the C-SCOPE project.

E-mails: send to KBC with Bridget and Ness in cc. They will dispatch them internally to the person dealing with the topic.

d. Tasks for project manager

DCF asked the LP to list the tasks the project manager (PM) will take on.

The list below is not limited, but is merely meant to give an idea of the tasks of the project manager

- Organise PMC meeting: preparations, agenda, minutes, follow-up,....
- General management: eg risk register follow-up
- Prepare joint report to JTS, based on input from partners. Write texts on common actions, check reports (incl. financial), send to JTS.
- Website: update, input on texts, translations, upload photo's
- Draw up communication strategy and general project communication: banners, brochure, abstracts, press releases, and follow up of communication strategy

- Represent C-SCOPE at meetings, events, ...on request of partners
- Link between LP-DCC-JTS (attend meetings, answer questions, day-to-day contact)
- Practical organisation of workshops, seminars, conferences in relation to C-SCOPE
- Produce common reports (lay-out, merge text,...)
- Take care of translations
- Link with other relevant projects
- Any kind of support to partners regarding C-SCOPE: travel, practical info, etc.

Estimated hours over three year period as foreseen in the application document: 1578. This is an average of 1,5 days a week. Total cost for 3 years: € 53.999,16 (€34,22/hour).

While going over the list of the tasks of the project manager, DCF points out that a lot of tasks can only be fulfilled by a person with a good knowledge of DCF and the activities of DCF. Some of the initial tasks of the PM are already fulfilled, such as website and organising the launch.

DCF points out that a lot of the tasks are taken on by Matilda for DCF. DCF feels that the work done by the PM would be more supportive to the LP then to PM. DCF feels that just splitting the payment of salary in two wouldn't be correct.

The LP explains that the higher salary in comparison to UK is caused by the tax system in Belgium. Also, the PM will detail the tasks in the time sheets, so it will be transparent what tasks are done and if both partners benefit from it. This would result in a fair amount of payment for DCF.

Both partners see translation as a common cost.

e. Working/task and finish groups: current status

Terminology: It's decided to use task and finish groups in English and 'werkgroep' in Dutch.

Dorset

The TOR's are agreed for every task and finish group. Every group had their first meeting.

* MSP: There was a good attendance although some key persons were missing.

* Communication group: very productive with a lot of help from DCC

* Explorer and planning group: The first meeting was important for setting out the lines, getting everybody familiar with the tool, the project and each other. The group did a rough screening of the selected policy plans for their relevance, scale and detecting missing documents. Further they give feedback was given on the tool and common goals for the tool were set.

The attendances of the different groups are chosen for their expertise. The chair is very important for creating a dynamic group.

West-Flanders:

The TOR for the working groups have been presented to the Steering group of the Coordination centre on 11th August 09. The steering group discussed the members of the group. The membership will be agreed at the next/first meetings of the group.

- 1) Communication Group: the Steering group itself will act as communication group
- 2) Marine Spatial Planning: informal meetings with two possible chairs have taken place in June 09. The group would meet a first time in November. This working group is purely academic and will work on a position paper, that will be (informal) presented to the involved governments in a later stadium for feed back.

The LP keeps track of the process at EU level (Roadmap MSP, workshops by the EC). HM attended the first workshop in Brussels and will be attending the last one in Stockholm. The last workshop theme is stakeholder engagement. HM will summarize the conclusions of the different workshops & inform the partners.

⇒ **Action 3:** HM to inform the partners about the MSP workshops.

- 3) Coastal Explorer/Kustatlas: the workshop on 29th April was the start of this Task and Finish group. The members will meet again in autumn 2009, once the project coordinator has been assigned.
- 4) Working group for the Heist case study: this group can be seen as a sub-group of the MSP group. They will do the follow-up of the specific case study on Heist. Started meeting in 2008.
- 5) Stakeholder group for Heist = also a sub-group of the MSP group: first meeting on 4th June. The group was an initiative of the stakeholders itself, who asked the Coordination Centre to take up the secretariat function. TOR for this group has not been prepared.

f. Risk register: discussion on project progress

The partners have separately checked the risk register at their local steering group meetings. The following risks did arise:

West-Flanders:

- Project management: delay in recruitment of staff. This leads to a delay in the project implementation on the West-Flemish actions and also to the project as a whole, because the common actions have a slower start up. We can include this in risk 3.9
- Add a new risk: Delay in appointing a First Level Controller for DCC.

DCF offers to keep the risk register up to date every 6 months.

⇒ **Action 4:** BB to adapts the risk register and send the updated document to KB.

g. Project changes

Do we want to change the end date of the project? One reason for this could be the delay in appointing new staff for West-Flanders.

DCF: Longer then 6 month would be a problem, but DCF can in principle agree with a 6 month extension. KBC will check with financial manager by mid Sept and included request to lead partner in the letter that accompanies the activity report.

⇒ **Action 5:**

DCF let the LP know if they agree with an extension of 6 months.

KB to write to JTS to ask for project extension.

4. Financial issues

a. Minutes of Financial meeting (April) and review actions:

In the new format, reference has to be made to each activity; also when filling in the timesheets, need to refer to activity 1,2 or3. Project management = activity 4 and activity 5 = communication.

Actions from financial meeting 30 April:

Action 1 of 30 April: DCC will provide a list of items for which Wildlife Trust (WT) needs to pay VAT.
Answer: DCC has provided a list with items for which WT needs to pay VAT.

⇒ **Action 6:** Mark needs to confirm if VAT is included in WT budget.

Action 2 of 30 April: SDV: will ask JTS about time sheets for researchers (need to fill in or not?). *Answer: external experts counting as in kind contribution have to fill in time sheets.*

Action 3 of 30 April: Annelies Vercruyssen will ask JTS what to do with public procurements **before** November 2008. *Answer: Before November 2008: OK to use procurement rules of DCC (= £ 10.000). After November 2008: ALWAYS ask for 3 quotations if budget is more than € 1.000.*

Action 4 of 30 April: KBU and MF will discuss within DCC how the invoicing is best done.

Answer: the balance and overview of payments will be made at the end of the project.

Action 5 of 30 April: KB to list common costs & budget; need to indicate in whose budget it is provided.

*Answer and discussion: common costs & costs for project assistant: a list of common actions is provided by the LP. The total budget for the common costs is **116922,56 EUR**. Half of this amount has to be paid by the partners (other 50% ERDF), so each partner needs to pay 29.230,64 EUR.*

DCF has budgeted to contribute € 32.200 EUR to the common costs. The LP suggests to make an overview of the common costs at the end of the project, and see whether each paid up to the 29.230,64 EUR.

DCF however has to be aware that this € 29.230,64 is the actual cost they will have, and there will be no 50% ERDF returned.

The project management staff cost will be possible less then estimated because of the delay in recruiting the project manager (PM). In any case, DCF still has to find the budget to pay their share.

Additional matters and questions by DCC:

1) Exchange rate for in kind invoices: use exchange rate which applies at the end of the period.

2) Mayor budget change: see guidelines.

It is possible to have small budget modifications (below 15 % within a certain budget line)
=> need to notify TJS.

Budget modification for in kind contribution: in the DCF budget the in kind contribution is currently split between external experts and suppliers. However, the LP considers all the costs to be external experts. A budget modification will be needed to change this + shift for the CC from staff costs to external expertise of € 25000 (reason: delay in appointing staff. Part of the work will be tendered out).

DCF will check if there are other budget modifications that needs to be done.

The need for a second budget modification will be evaluated towards the end of the project.

Action 7:

- DCF to check if other budget changes are needed.

- LP to write letter to JTS on budget change (wait until we have answer on the in kind contribution)

3) **new template for the financial report (this is the only template to be used! Need to report cost per activity): where report on suppliers as contribution in kind i.e. purchases for materials/equipment/boat charter?**

Answer by LP: there are only three types of in kind contribution possible: staff costs, external expertise and real estate.

Supplies cannot be used for in kind. However, the LP considers all the costs of DCF for the in kind as external expertise.

⇒ LP to write a letter to JTS to ask for confirmation about this viewpoint. Draft letter distributed before the meeting and discussed.

⇒ DCC to ask agreement by their FLC.

New template for reporting in kind: the LP prefers to report the in kind contribution separately.

- 4) **Overhead** (Recharge for office accommodation): the ratio in the guidance states "total number of people employed by the operation/total number of people employed by the organisation". Due to the total number of employees within Dorset County Council (15,000+) the ratio seems inappropriate. Are we able to use "total number of people employed by the operation/total number of people located in the office (it's actually a wing of our main building with 60+ people)?
Answer by LP: this is only possible if there is a separate invoice for that wing. If not, then the total number of people in the building for which there is a separate invoice needs to be considered. Also, if the building is owned by DCC, then the costs for office rent cannot be submitted in the project. This is possible for telephone and electricity if the costs can be proved separately.
- 5) Match funding – DCF is receiving cash contributions from various organisations. This contribution doesn't need to be recorded in the financial report.
- 6) Computer system are changing within DCF, plan is to work with more e-invoices.
⇒ **Action 8:** Kathy to confirm if e-invoice with official stamp is OK as proof.
- 7) There was an extra cost during the PMC and the launch event caused by a delay of the taxi. The cost are included in the claim, and DCF hopes they can be claimed back.

b. Financial report: current status

The claim of West-Flanders was audited on 31/7/9. However, since new templates have been provided by JTS, the audit has to be done again. Same goes for the DCC claim. As soon as the LP receives DCC's claim, West-Flanders will consolidate, send to FLC for audit and send to JTS after that.

The LP has already informed JTS that the 1 Sept deadline will not be met. Target date: half Sept. The partners regret that the procedures are becoming more complex each time the forms are changed by JTS.

c. Budget monitoring and modifications:

West-Flanders: would like to propose a budget modification from staff costs to external expertise for an amount of 50.000 EUR. **CHANGE:** because the partners would ask for a project extension, West-Flanders would propose a change of only 25.000 from staff to external expertise. **Motivation:** due to the delay in appointing now staff for the C-SCOPE project, the West-Flemish partner wishes to contract specific sub-tasks to an external consultant such as the initial inventory for the planning/ICZM framework study and other inventory reports supporting Activity 1.

5. Work plan for project activities:

a. Developing a framework for integrating terrestrial and marine planning

West-Flanders:

In June two meetings have taken place with MSP experts Frank Maes (Gent University) and Fanny Douvere (UNESCO) about the MSP group. They have advised on the TOR and the aims of the group which were defined as follows:

- Advise on MRP within the C-SCOPE project
- Advise on the case study Baai van Heist within C-SCOPE
- Formulate recommendations on MSP for the future

Fanny Douvere is prepared to chair the meetings. The group is looking to meet for the first time in November, when the new project coordinator for West-Flanders should be in post. The other activities (such as the planning/ICZM framework study for Heist/Zeebrugge, inventory reports, analysis of sectoral information) will be postponed until the new coordinator is in post or will be contracted to an external consultant.

A part of the work needed for the management plan for the 'Baai van Heist' will be outsourced to a consultant. For the moment the LP is preparing a tender.

Dorset:

*The Seabed mapping will be finished in December 2009

*The Land-Seascape assessment consultant to be appointed shortly. 17 applications received; DCF has selected six for a presentation on their tender. The study will start in the beginning of October and should be finished by May 2010. The methodology that will be used is standard but will be expanded with a visual part to capture the visitors perception. This will result in the creation of perception sensitivity layers.

Suggestion: present the results of the land-seascape study and the study on the Baai van heist to the partners or in a workshop in combination with the PMC in august 2010.

*Marine management area (MMA) document will be finished by the end of the month.

*SSMI (Scottish Sustainable Marine Environment Initiative) used interaction matrices to define the interactions (conflicts, potential,...) between different stakeholders. DCF will conduct the same technique in the community workshops that will be held with the wider public in November. CC is very interested in the results to see the usefulness for the case study of the Baai van Heist.

Results of the MSP conference organised in October will be included in the final report based on abstract, summaries of discussion and the powerpoint presentations.

b. Tools for achieving sustainable coastal economies and environments:

i. Results of the atlas/explorer workshops on 29 & 30 April and follow-up

West-Flanders:

A Flemish workshop on the future Coastal Explorer/Atlas for Belgium was held on the 29th April, in connection to the C-SCOPE launch. The outcome of the workshop was very concrete and extremely helpful to focus the further development of the Coastal Explorer in Belgium:

- The Coastal Explorer should in the first place have as a **portal function** for relevant information on the coast, and should have a role in communicating about the complexity of the coast. It can also fulfil a role as a policy supporting instrument. For the latter, the Explorer should include tools such as Coastal Wiki, legislation codex, indicators,...
- Target audience: firstly: **coastal stakeholders and wider public**. Secondary group: for internal use within administrations.
- The Coastal explorer should include much more information on the marine environment, and also focus on the land-sea interface.
- Cartography is extremely important.
- Providing link between sustainability indicators and Coastal Atlas is an important role for the Coastal Explorer.
- It was advised to look for funding to publish a printed version of the atlas, because a “real book” captures the attention much more than a website.
- In conclusion, the main added value of the Coastal Explorer is:
 - o Integration of information, giving key figures for each sector;
 - ⇒ Provide unique maps
 - o Linking the atlas to coastal policy documents
 - o Focus on user friendly character, with limited interactivity;
 - o Portal for data & coastal information (trends and predictive).

The results of this workshop served as input for a join UK-Belgian technical workshop on the 30th April in Ostend. The main messages and conclusion of this workshop were:

- The output and results is more important than the technology behind your Explorer. The technology can be adapted to the needs and wishes.
- Need to clearly define the end product (type of data, graphs, maps, degree of interactivity,...).

- Taking into account the results of the workshop on the 29th, the technicians proposed the following approach:
 - o Part 1: static part of the Explorer: well designed maps, with limited degree of interactivity and including information that shouldn't be updated every year.
 - o Part 2: dynamic and interactive part: including eg the indicators, and data which can be updated frequently. For the Belgian atlas it seems sensible to focus on the main categories of data, rather than to try and include all data available.

In conclusions: the experts didn't see the coastal atlas develop in the direction of a coastal explorer. The end products envisaged are quite different, communication versus planning tool. The function of a Coastal Explorer in Belgium is taken on by different organisations in Belgium (GIS-West, GIV), and the experts don't see this as a task for the CC. Special efforts will be made to make the Coastal Explorer compatible with the existing systems, and to make the land-sea interface link.

Dorset:

* Coastal Explorer: procedure to appoint a consultant for the further development of the Coastal Explorer will start soon. The task and finish group will do the follow-up.

As input for the first meeting of the interactive group, the results of the workshop in Ostend were used. One of the main concerns is that the tool has its limitations in terms of eligibility. The instrument would be very useful as a scoping instrument that can be used by companies, networks etc. for a quick scan if an area is suitable for certain types of work.

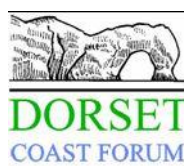
Also the maintenance of the tool will be a major task. There are a lot of policy documents that are relevant to the area. So it will be necessary to make priorities about the policies. A big challenge is feeding the system and making maps, data, Information available in the system. Within Dorset there is 1 FTE who does this task.

Action 9: DCF to send the key conclusion to the LP

Action 10: DCF to include in their report a motivation why they are choosing not to use indicators in the Dorset Explorer, but to included indicators in the management plan.

c. Achieving commitment to ICZM through stakeholder engagement

West-Flanders: the first **Coastal Forum** was organised on 19th March 2009. There was about 150 participants, a real success for a first time. The reactions on the Forum and the Publication were very positive. The Coordination centre will keep in contact with all the stakeholders via e-mail, to keep the interest going. It received already input from the stakeholders for themes for the next Coastal Forum in 2010.



For the case-study on Heist, a stakeholder group has been set up at their own initiative. The Coordination centre was invited to act as a secretariat. It is considered as a neutral and valuable partner.

DCF asks why the Coordination Centre doesn't work with memberships. DCF: Memberships can give stakeholders feel a sense of ownership and loyalty to the network. The Coastal Forum of Dorset is more informal than the one in Belgium.

Membership would not have added value in Belgium and scare partners of. A similar structure as the CC is not possible in Dorset because there is a big gap between the local and national authority levels.

It can be concluded that the working of the DC and the coordination centre (CC) on ICZM is very similar, but the formality is different.

Dorset:

*Interactive tool

One of the main questions during the meeting of the Interactive Group was how the tool can be useful and different from the other existing products. Also the outcome needs to be further defined. A website consultant will be involved to introduce the latest developments. For the website development there is a budget of 28 000€. It would be interesting to also allocate a budget for marketing if the tool is finished.

Action 11: DCF see if they need a change of budget for the allocation of marketing budget.

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

6.1. Developing a framework for integrating terrestrial and marine planning

At the Febr PMC it was agreed that 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.

As described earlier, the work at the Flemish side has been postponed until new staff is in post.

6.2. Tools for achieving sustainable coastal economies and environments

See also point 5b. Belgium has evaluated the Atlas and indicators during the workshop on 29th April in order to gauge how to improve and upgrade.

JOINT ACTION => workshop October on indicators

6.3. Achieving commitment to ICZM through stakeholder engagement

DCF explained the approach of "Coastal surgeries" and community workshops in Nov 09. This technique will be used in 'the coastal community engagement sessions of DCF'. The experiences will be shared during the next meeting.

7. Communication and dissemination

a. Communication strategy (DCC to prepare input by mid July)

Thanks ness for preparing the strategy. LP steering committee agreed on to it. Will also be discussed in the communication group van the DCF next week. Its important that it is also included in the second activity report.

b. Evaluation of launch event

There was an evaluation in the DCF steering group; they concluded that the launch event was well organised and interesting. There was a good interaction between the participants. Points for improvement for the future: networking opportunities to be elaborated; the partners could facilitate to introduce visitors to local people. There was a slight misunderstandings about the second technical workshop. Need to clarify objectives when sending out the invitation.

c. Project seminars: programme First seminar (October 2009)

Day 1: MSP conference: draft programme was discussed at meeting.
Day 2: indicators and link with marine management plans.

DCF to elaborate the programme for 19 and 20 Oct.
CC to suggest approach for workshop on 20 Oct.

*Budget: as this event will turn out bigger then a workshop, the budget will be higher than foreseen. Smaller budgets will be available for the next 2 workshops.

*Communication

It's important to communicate the programme as soon as possible. Contact groups are: RSD, EU website on MSP, the different task and finish groups, The French contacts, the EUCC electronic newsletter, the marine group of stakeholders,...

As invitation a letter will be used instead of a glossy announcement.

Action 12: DCF to make a small text for the pre announcement to the different interested groups.

- d.** Involvement of Dutch (RSD) and French partners.

The LP will invite the Dutch and the French partners for the MSP conference and involve them in the program.

- e.** Other dissemination opportunities.

Also EUCC, ICAN and UNESCO will be invited to the program of the MSP conference.

- f.** Communication guidelines by the 2 seas secretariat: the Communication guidance document was provided by JTS end of May 2009. The LP sent these docs to the PP, and asks them to read it carefully. It is also advised to add the logo not only to formal documents, but also to the more informal and internal documents.

8. Any Other Business

*DCF information:

- role in enhancing the involvement of coastal and marine sectors in the decisions making process for flood and coastal erosion management => neutral facilitator role.

- way of working of Dorset Coastal Forum and membership: not everybody can be a member. The Steering group decided on who can become a member. The members has the advantage of receiving the newsletter, getting extra information out of the databases, access to the addresses of the different stakeholders, the ability to present idea's to the coastal forum. Also consultants can join the DCF and become member. The DCF always make the first contact before giving the address of a stakeholder to a third party.

The themes of the forum are suggested to the steering group who decides on the program. During the forum there is also a soap box session. Within the soap box session different stakeholder have five minutes time to talk about their concerns.

-KBC has been asked to give a presentation on the EU funding opportunities in support of the cultural Olympiad in September for the South West UK-Brussels office. JTS offers to give some slides. If any partners has any comments, they can send them to KBC

*CC information:

- project 'Vlaamse Baaien 2100'. Vlaamse Baaien 2100 is a management plan for the Belgian coast which was proposed the private sector.

CC will send the pictures of the CD ROM Vlaamse Baaien to DCC.

9. Date for next meeting: Jan/February 2010

Next meeting in Brugge, beginning of January. DCF will suggest a date.

Action list:

Actions for DCF

- ✓ Action 1: KBC to check changes to the subsidy contract. DCC to sign partnership agreement and send it to the LP. OK. Partnership agreement signed by DDC beginning Oct 09.
- ✓ Action 4: BB to adapt the risk register and send the updated document to KB. OK, updated version sent on 7 Oct and agreed.
- ✓ Action 5.1: DCF let the LP know if they agree with an extension of 6 months.

Answer by DCF by mail on 21/10:

"We agree with the lead partners proposal to request a 6 month extension to the project to June 2012. However, this would have to be on the understanding that the Dorset CSCOPE officers will be finished their contracts in March 2012 and we would aim to complete the Dorset project deliverables for this date. After March 2012, we would have limited capacity to input on joint project deliverables. So, as long as this is factored in to the delivery timetable, and the remaining outputs (after March 2012) can be delivered by the joint project manager and the ICZM Coordination Centre's project staff in Belgium we are happy for the LP to request a 6 month extension."

Action 6: Mark to confirm if VAT is included in WT budget. VAT was included in part of the DWT budget. They are in a position where they can claim back VAT on certain services. So, there is no VAT on salary costs or on the Seabed Multibeam surveys, but there is VAT on the biological surveys. So in answer to the question VAT was included for some items and not others. We could itemise this if necessary.

- ✓ Action 7.1: DCF to check if other budget changes are needed.

As discussed in the PMC - ship time and seabed surveys under External Suppliers (450,000 euros) is to be switched to External Consultants under BL3

- ✓ Action 9: DCF to send the key conclusion of Coastal Explorer workshop to the LP.
- ✓ Action 10: DCF to include in their report a motivation why they are choosing not to use indicators in the Dorset Explorer, but to include indicators in the management plan.
- ✓ Action 11: DCF see if they need a change of budget for the allocation of marketing budget. Take 15000 euros from Partnership Staff Costs to External Consultants and (Suppliers) but this is not a major change of greater than 15% in either budget line. This would allow us to promote and market the Coastal Explorer Interactive website
- ✓ Action 12: DCF to make a text for the pre announcement to the different interested groups.



Actions for LP/CC:

- ✓ Action 2: LP sign the partnership agreement and send it to JTS
- ✓ Action 3: HM to inform the partners about the EC MSP workshops.
- ✓ Action 5.2: LP to write to JTS to ask for project extension.

FYI: wait to ask for budget change and project extension till after tendering procedure for Heist is finished. Then the exact amounts for external expertise will be clear, and there will also be more info on the new staff. CONCLUSION: evaluate needed budget change at next PMC.

- ✓ Action 7.2: LP to write letter to JTS on budget change (wait until we have answer on the in kind contribution).
- ✓ Action 8: LP to confirm if e-invoice with official stamp is OK as proof.

