
Minutes Project Management Committee PMC C-SCOPE, Brugge 18-19 February 2010

Present: Kathy Belpaeme (KB-chair), Ken Buchan (KCB), Ann-Katrien Lescrauwaet (AKL), Ness Smith (NS), Valérie Vanhecke (VV), Sofie Vanhooren (SVH)

Apologies: Hannelore Maelfait (HM), Bridget Betts (BB)

1. Welcome and apologies (minutes by CC); agree on agenda

The chair welcomed the participants.

2. Minutes of 19 August 2009 and review actions

Minutes of last PMC approved with some minor clarifications:

- KBC vs KCB
- P. 13: Coastal Explorer Planning or Interactive? → Interactive. DCF will be re-branding the website, which will be less confusing in future.

Actions for DCF

- ✓ Action 1: KCB to check changes to the subsidy contract. DCC to sign partnership agreement and send it to the LP. *OK. Partnership agreement signed by DCC beginning Oct 2009.*
- ✓ Action 4: BB to adapt the risk register and send the updated document to KB. *OK, updated version send 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 partner's 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."

- ➔ *KCB looked at project budget, at the moment under spent on staff costs. So no problem with prolonging the project and it might be possible to prolong contract NS and JF for 3 months.
As long as finances are ok, no problem with prolonging the project.*

- ✓ Action 6: Mark to confirm if VAT is included in DWT budget. *Answer: 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. This could be itemised if necessary.*

Mark gave some extra info on this to KCB, but the new information countered the answer stated above. New info: VAT is not included in DWT budget.

Action 1: KCB will contact Mark for clarification.

- ✓ 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. → *not received yet. Workshop has been postponed till 24/02/2010.*

Action 2: Coastal Explorer workshop conclusions to be send.

- ✓ 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.
The indicators will be linked to the marine plan and will also be looked at through the SEA.

- ✓ 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 be for promotion and marketing of the Coastal Explorer Interactive website.

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

Actions for LP/CC:

- ✓ Action 2: LP sign the partnership agreement 2 and send it to JTS. *OK, sent to JTS on 12 November 2009.*
- ✓ Action 3: HM to inform the partners about the EC MSP workshops. See agenda item 8a.
- ✓ 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. See agenda item 4b.

Action 7.2: LP to write letter to JTS on budget change (wait until we have answer on the in kind contribution). See agenda item 4b.

Action 3: Confirm if 15% flexibility is per partner or partners combined? If >15% Project change request for budget change and end date change.

Action 4: LP will start project change request.

- ✓ Action 8: LP to confirm if e-invoice with official stamp is OK as proof.

KB never got an official answer, suppose KB would have had a comment by first level controller DCC if it was not OK.

KCB: DCC is switching to an electronic procurement system (e.g. e-invoices), so in future there will be no choice on this.

3. Project Management issues

- a. Partnership agreement and subsidy contract: current status.
All OK and signed officially.
- b. Reporting obligations: current status.
Activity Report 2 as good as finished. Some clarifications:
 - MSP Conference not published but advertised
 - Article in Autumn/Winter edition of 'Coast & Countryside' magazine – article received during meeting
 - General comment: it is very difficult to get the media excited by marine planning. It will probably be easier when we have tangible results.

Reminder deadlines:

Next Financial Report and input DCF for Activity Report to be send to CC by the first week of July.

Claim period: December 2009 till 31 May 2010.

- c. New staff: introduction
 - Sofie Vanhooren will work for C-SCOPE on a 3 day basis per week. She will work 100% on the communication tasks for West-Flanders (forum, publication, atlas, indicators...)
 - Valérie Vanhecke will work for C-SCOPE on a 1.5 day basis per week. She will be responsible for the general support tasks for both partners and to a minor extend support the W-FI tasks (joint reports, organisation of PMC, website, minutes...). Activities in time sheets will be marked as "W-Flanders" or "common".
 - Kathy Belpaeme keeps on working for C-SCOPE on a 2.5 day basis per week. Mostly on the Coastal Atlas.
 - Hannelore Maelfait will work for C-SCOPE on a 1.5 day basis per week, mainly on indicators and MSP.

Action 5: make an evaluation by next PMC of hours worked on C-SCOPE project.

The Dorset Coast Forum starts with a new project (18 months duration) and is in the progress of hiring 2 new staff for this project but not for C-SCOPE as full staff are already in place.

The new project fits within the Defra pathfinder program. Focus will be on how to involve stakeholders in measures for coastal flooding and defence. How can local community deal with and adapt to these problems?

DCF got a share of the total project fund; total of 15 projects approved.

- d. Working groups: current status → see agenda item on activities.

- e. Risk register: follow-up project progress.

DCF has updated the risk register:

3.1 A member of the Steering Group, Portland Harbour Authority Ltd (PHAL), questioned the aims of the project, and whether DCF should be producing a Marine Spatial Plan, as they don't have statutory status. DCF met with PHAL and have agreed on a way forward. Issues like this one should be documented for the stakeholder participation report.

DEFRA (Steve Collins) wanted to know lessons learned so far on C-SCOPE. NS produced a brief document for them.

Action 6: NS will send the lessons learned document.

3.11 Significant deviation by either partner in project deliverables which may affect overall project output. This concern was raised at the DCC Steering Group about the deviation of the LP on the Explorer planning tool. But this deviation was discussed with and motivated by the LP. Considered as still in line with proposed project outputs. Deviation is OK as well-motivated.

Action 7: KCB to send updated Risk Register to VV.

In the future the updating of the Risk Register will be done by VV, so new determined risks can be send to VV.

- f. Project changes and additions

- 1) Strategic Environmental Assessment (SEA) report was not mentioned in application form. SEA will help form policy and is a statutory requirement of MMO marine plans. DCF is conducting an SEA, with help from a Newcastle University MSc student, as it is best practice. This is a good learning process since there is only 1 marine plan so far in UK with an SEA.
- 2) Communication research proposal – Bournemouth University will compare the Dorset marine planning process with SoMap, the Solent Forum's project. It will look at how stakeholder's knowledge and understanding of the MSP process changes during the course of the project. Paper produced will be presented at Littoral Conference in London (21-23 September 2010).
This will be a useful addition to the Communication End Report.
- 3) Socio-economic report for the MMA will be done by student (MA Planning) of the University of Western England. This may help in weighting and prioritising certain activities in the coastal zone. Study will start after planning workshop on 24/02/2010.
- 4) Conference UNESCO (Paris, May) – give C-SCOPE extra international stage. Possibility that there might be a session including C-SCOPE. Examples from around the world on implementation of marine planning.

Action 8: KCB to send information on UNESCO conference.

- 5) Students of Architecture (Gent) have done a study on the harbour of Zeebrugge. This might be linked to the case-study of Heist and KB will ask if students are interested in summer school to further work on this.

Action 9: KB will check with Charlotte Geldof on organisation and results summer school.

- 6) Flemish government will pay for socio-economic study for Heist (reasons for changes, evolution...). This is a complementary study with the study on the long-term vision on Heist.
- 7) Municipality of Knokke-Heist is looking to organise an international architectural competition for the development of Knokke-Heist West. This could be interesting for C-SCOPE case-study as well.

4. Financial issues

a. Financial report & questions

The second claim for West-Flanders is ready since mid January 2010 and signed by the FLC.

Action 10: Check if LP received the signed original report of DCF (mid Feb).

The submission of the financial report of DCF was delayed but it is important to respect deadlines to ensure reputation of C-SCOPE and its partners.

Action 11: KCB will send questions and comments of Mark Foxwell to LP.

- Accommodation costs DCC – working stations. This is hard to claim and proof since these are indirect costs (light, electricity, cleaning...). Is there another way to count these costs? How do we claim them if we cannot prove them?

Action 12: VV to check for a solution with SD and AV or JTS.

b. Budget monitoring and modifications

- Change from suppliers to external expertise – DCF (see action 4)
- DCF made a budget overview – in total DCF under spent on budget
 - o Not all invoices DWT received
 - o Late start NS and JF

Action 13: Overview budget LP to be added to these minutes + prepare similar overview for next PMC.

5. Work plan for project activities:

a. Developing a framework for integrating terrestrial and marine planning

- i. Conference MSP – positive feedback on the content of this conference
- ii. Interactions matrix: over 80 stakeholders/sub-sectors identified. DCF will interview 50-60 people. The matrix is looking at the management of interactions, not specific activities.
The matrix has been initiated to help zoning the MSP and for developing policies. Aiming for completion of interviews by the end of April, analysis by July.
- iii. Seascape assessment: LDA Design appointed and work is in progress.
- iv. Offshore Report: looking at different technologies (actual energy resource available – identify areas of opportunity for offshore renewables). Results end of March.

- v. Seabed Map: Habitat map being developed now. Looking at a sensitivity matrix developed by Countryside Commission for Wales (CCW), which uses the UK national habitat classification scheme.
- vi. Exploring decision making tools: Cefas is developing tools for DEFRA → which work with GIS. Also looking at Marxan Zones. James Feaver has produced an internal document reviewing different options.
- vii. Communication T&F Group DCF:
 - 1) Reviewed engagement strategy – Tier-system. Tier 1: Steering Group and Task & Finish Groups; Tier 2: interactions matrix; Tier 3: Community workshops
 - 2) Update project information sheet + more attractive leaflets for public
 - 3) Set up a Facebook group (to reach surfers, kayakers...)
 - 4) Public awareness: difficult to be pro-active. Conclusion of discussion was to wait until DCF can show a good story/product. Communications group is on track.
- viii. MSP T&F Group DCF:
 - 1) Now have a good set of objectives for marine plan
 - a. Used Defra's High Level Marine Objectives as a starting point and adapted them for use on the Dorset Coast.
 - b. The Group discussed 4 different worldwide examples of marine plans. Explored what the Dorset MSP would need to address, now and in the future, and looked at opportunities the MSP could help deliver. C-SCOPE officers now have a fairly good steer for looking at zonation. Next stage will be presenting decision making tools.
- ix. Marine planning West-Flanders:
 - 1) First exploring meeting in December. T&F Group wide range of people: architects, sciences, environmental, juridical... End product of T&F is policy guiding document for ministry. Lots of research has already been done. Co-ordination Centre is making inventory of all this info + comments and analysis. Belgium had lead position on MSP in EU in 2004, but the last years little progress has been made. Use C-SCOPE to wake up government that we're losing our pioneer position. End document will be of high value for the way forward for the Belgian government.
 - 2) Start study Heist, interviews start in 2 weeks. Idea might be to make a matrix. Info on this in EU MSP.
 - 3) Socio-economic study starts in April.

Action 14: VV to translate the structure and main questions of the socio-economic assessment in English.
 - 4) Exhibition in Knokke-Heist organised by municipality: Horizon 8300. The changes in Heist MMA was one aspect of this exhibition. The LP co-organised information presentation on Heist. A lot of people attended. The municipality did not handle this meeting too well. Tackled the whole point of the stakeholders meeting.
 - 5) The LP wrote an article on Heist with a general, easy explanation of the case. This article can be used to be widely published in brochures, websites...

The LP will also create a webpage on the MMA with as much information as possible (socio-economic, scientific...).

- b. Tools for achieving sustainable coastal economies and environments
- i. DCF Explorer Pilot is being updated to make it more functional (through feedback of T&F Group). The tool will have a landing page with development guidelines to help people through the planning process. There is a policy workshop next week to narrow down the large list of policies to the essential ones. Hopefully there will be a reasonable number of policies left after the workshop to integrate into the planning tool.

- ii. Belgian T&F is very interested in both end products of Explorers, both approaches.
The first Belgian T&F meeting focussed on the technical aspects of the Coastal Atlas and the extension of the themes.
T&F discussed the structure, different levels of information and agreed to think about possible themes that could be integrated from their area of expertise.

Most important differences with existing Atlas are the creation of an expanded search engine, a thematic and geographic entrance and the mapping tool with the combination of prefabricated logical combinations of static layers with dynamic layers. Added value will be the cross-cutting land-sea interface.

The LP will also add the relevant main policies in each of the chapters as well as graphically integrate the coastal sustainability indicators.

- iii. Indicators: The LP had a meeting with the Flanders Marine Institute on this. Planning an update of all this information starting this summer. Next publication on indicators before summer 2012 (Kustkompas). If extension C-SCOPE approved, this can be part of it.

<p>Action 15: LP (HM) to send more information on the review of the indicators to NS. Reasons for no longer using certain indicators.</p>
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- iv. ICAN 4 conference, Trieste. Feedback to partners by KB.
ICAN is working on prototype to link different coastal atlases. What do we have to do to make our atlas inter-operable? → use key-words, structure them and link them to different themes.
CC co-hosted a workshop on the users of coastal atlases. Profile of the users was discussed. It will be possible for our Atlas to check on use of information (which layers are used most? And which combinations?)
CC did a detailed study on atlas users and wrote a few chapters of a book on this.
Next ICAN is 31/08-01/09-02/09/2011 in Ostend. This may be a possibility to present Explorers. Link with C-SCOPE workshop.
- v. Marine Indicators: report on work re EMS and GES (Good Environmental Status)=> no indicators identified yet.
European process is somewhat stranded. There were a lot of meetings but EC not happy with end result. Work has to be revised in a more operational way. Europe cannot yet provide indicators, but expects the countries to respect the deadline of 2012 for presenting GES. So at the moment it is not possible to use these marine indicators for our MMA.

CC will continue follow-up and will send the qualitative descriptors for GES to DCF.

Action 16: Harp basins (project on link between WFD and marine environment): LP to send info to NS. Add descriptive to the minutes.

c. Achieving commitment to ICZM through stakeholder engagement

i. Interactive T&F:

- 1) identified target audience as "anyone participating in marine activity on Dorset coast", with a list of 15 key activities.
- 2) Will ensure it complements other websites (e.g. Visit Dorset website)
- 3) Questionnaire to business on how they would like to take part
- 4) Website will be modern, fun and unique
- 5) Will make sure website works on smart phones as well, by using touch screen technology
- 6) Looking at branding (re-naming) + marketing
- 7) Will be briefing a consultant in 2-3 months time. Most of the information has been gathered, relying on the consultant for design and function.
- 8) Aware we need to consider maintenance of the website after the project finishes.

Action 17: Income generated after the project (e.g. sponsorship for Interactive)? + Can you use a part of the project budget to pay for activities after the project (e.g. maintenance Interactive)? – VV check with SD

ii. Coastal Forum on 11/03/2010 + publication "The Coast 2009" ready for print

Action 18: Bring publication "The Coast 2009" to PMC July.

Debates for this year's forum: coastal defence, trendy coast and visual quality. At the end there will be a trendwatcher/futurologist giving his view on the coast.

CC also organises a conference on quality on the coast on 29/04/2010 (not part of C-SCOPE).

CC will use the idea of the feedback forms from the MSP Conference for the coastal forum as well.

6. Work plan 2010 for joint products: maritime sector inventory report, stakeholder involvement, coastal indicators, Marine Management Area

Coastal indicators: DCF would like support from the LP on this as sounding board. The intention is not to come up with a new set of indicators, the workshop at the MSP conference highlighted there are existing sets that can be adapted for use on the Dorset Coast.

The EU has set up EMODNET in function of the EMS. There is a workshop on 24-25/02/2010.

Action 19: AKL will provide feedback on the EMODNET workshop.

⇒ End of project: joint workshop of both Task & Finish groups on Coastal Atlas & Explorer to show results.

Stakeholder participation: report + lessons learned

Action 20: add as agenda item for PMC summer 2010. How will we structure the end-report on stakeholder participation? – VV to prepare structure.

Both parties will record what they do in terms of stakeholder participation.

Lessons learned document will be produced. Not just on communications but also general process.

Action 6: NS to send report/document prepared for DEFRA on lessons learned.

Marine Conservation Zones; These are MPAs which will be designated under the Marine & Coastal Access Act 2009. They will form part of a network of MPAs around the UK, which will also encompass marine SACs. Bridget Betts is organising a county stakeholder group on this. The stakeholder engagement process, through Finding Santctuary and three other regional projects, is a good example of best practice. Idea to also invite Geert Raeymaekers (Flemish government) for this, he is struggling to organise this in Flanders.

Marine sector inventory report:

Original vision was to update topic papers for Dorset. In Belgium most of the info is available? CC will look at need for updating. Heist-report will involve an inventory, list of documents and data.

General end report: write common report on sectors involved in UK and W-FI, role of the sectors...

KCB suggested that CC could use the DCF topic paper layout as a template or as a guide for the common report and comparative analysis.

Action 21: KCB will send example of topic papers for Dorset.

Action 22: VV to look into creating templates for common reports.

7. Communication and dissemination

a. Communication strategy: report on progress.

Strategy is being followed. Keep on trying to present C-SCOPE whenever possible.

Noted that it is difficult to get the general public excited on MSP. If you want to get the public excited you have to have something tangible to publicise. Once the outputs, such as seabed map and seascape assessment, are there, it will be easier to address the public. For now presentations on academic and admin level.

b. Evaluation of MSP conference.

- CC reminded DCF that the first level of communication should be through the C-SCOPE website, not DCF's.
- Complete evaluation of the conference through feedback forms: Conference helped understand what we're trying to achieve. Maybe fewer speakers with more detailed presentations next time, but the broad spectrum of speakers was positive. There were not so many Belgian, French and Dutch attendees due to the travelling, but on the other hand MSP has now been put on the agenda in the UK.
- Good response on workshops, a lot of active participation.
- Conference quite expensive, travel expenses to be better managed next time.

Action 23: VV provide for next PMC an overview of previous costs + remaining budget on seminars/workshops/conferences.

c. Project seminars: prepare for next seminar.

To have a better interaction between planned activities, output project-activities and project-needs a revised schedule was proposed for PMCs, seminars and end-conference.

Two workshops foreseen:

- Tools for ICZM (autumn 2010)
- Explorer/indicators (early 2011)

It was agreed that indicators and Coastal Explorer are difficult to combine in one workshop. It would be better to work on question base???. The Belgian experts can come to UK to help DCF with indicators.

Replace tools for ICZM workshop with a 'socio-economics/industry/coastal regeneration' theme. NS and KCB will look into the possibilities to organize this as part of the next DCF meeting in November. Potential items to cover:

- Presentation UK socio-economic study.
- Seascape assessment
- Socio-economic study Heist will still be going on by then – reflections and draft conclusions
- Place of wind parks in marine plan (more information on these wind parks by then)
- Ask BB and MB to take lead on this, and ensure CC is included in the organisation (+ get business involved).

C-SCOPE Agenda:

2010

July: PMC – UK

Link to theme: stakeholder participation; aim is to discuss joint report and products

November: Workshop socio-economic / coastal regeneration - UK

Action 24: DCF to take lead on organization workshop, co-organisation with CC. Program outline to be discussed at next PMC.

2011

February: PMC – Ostend

Theme: MSP for MMA – early to provide complete feedback, but reflect on it and discuss difficulties. Discuss outcome of separate projects on MSP and look at how to structure a joint report (incl. marine sector reports and non-technical guide on MSP).

Presentation output of socio-economic studies.

Action 25: KCB to send non-technical guide on coastal erosion as example, to give an idea on structure and language use in guide.

Summer: PMC – UK (possibility is to combine PMC with ICAN in Ostend)

ICAN 31/08-02/09/2011 - Ostend

Present Coastal Explorer Planning and Coastal Atlas.

Maybe need for extra PMC in autumn to prepare end conference

2012

Feb/March: End conference – UK

PMC

- d. Involvement of Dutch (RSD) and French partners, involvement in workshop and conference programmes.
- e. Other dissemination opportunities.
Good to look for other opportunities to present C-SCOPE:
 - o Weymouth & Portland Borough Council are setting up commercial pavilion during the sailing events of the 2012 Olympic Games. Possibility for DCF to have a stand where they can present C-SCOPE and the Coastal Explorer.
 - o Littoral 2010 + 2012
 - o Link with BLAST (see 8b)

8. AOB

- a. Feedback on EU Workshop and concluding conference on Maritime Spatial Planning - Stockholm, 2 October 2009. End conclusions: see Annex II to these minutes.

- b. BLAST project and synergies with C-SCOPE

There may be a possibility to present Coastal Explorer Planning at the workshop 10-11 May 2010.

Mike Osbourne from Seazone in the UK also involved in BLAST. KCB is meeting with him on other matters, but will look for synergies.

- c. Coastal Communities 2150

Co-ordination Centre involved in the preparations on demand of government as sub-partner. Possibly follow-up project for C-SCOPE (2011-2013). Submission foreseen in June 2010. CC will keep DCF updated on this.

- d. SUSCOD (Sustainable Coastal Development)

Workshop in 2 weeks, conclusions might be useful for C-SCOPE.

CC will make analysis of implementation of ICZM by SUSCOD

- e. CAMIS project

Action 26: KCB will provide more information on CAMIS project.

- 9. Date for next meeting: 15-16 July 2010 (Dorset)

Action 27: Date next PMC to be confirmed by DCF.

10. Annexes

- a. Annex I: Action list
- b. Annex II: Feedback EU workshop and MSP conference
- c. Annex III: Overview budget LP