
Minutes Project Management Committee PMC C-SCOPE, Dorset 15-16 July 2010

Present: Kathy Belpaeme (KB-chair), Ken Buchan (KCB), Ness Smith (NS), Valérie Vanhecke (VV), Sofie Vanhooren (SVH), Mark Foxwell (MF) – only for finance part,
Bridget Betts (BB) – only for workshop part

Apologies: Hannelore Maelfait (HM), Ann-Katrien Lescauwat (AKL)

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

2. Minutes of 18-19 February and review actions

The comments on the minutes of the last PMC were not received by e-mail, lost in cyberspace. The e-mail will be send again, mostly minor clarifications.

Action 1: NS will send comments on previous minutes again.

Actions for DCF

Action 1: KCB will contact Mark for clarification (VAT in DWT budget?). *In-kind contribution total is excl VAT.*

Action 2: Coastal Explorer workshop conclusions to be send. *NS informed the PMC that the conclusions still need to be written down.*

Action 6: NS to send the presentation made for DEFRA on lessons learned. *- ok, received on 03/03/2010*

Action 7: KCB to send updated Risk Register to VV. *- ok, received on 09/04/2010*

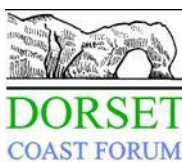
Action 8: KCB to send information on UNESCO conference. *ok*

Action 11: KCB will send questions and comments on financial report of Mark Foxwell to LP. *Ok 09/04/2010 & replied*

Action 21: KCB will send example of topic papers for Dorset. *Ok 02/03/2010 – BB sent Coastal Defence paper*

Action 24: DCF to take lead on organisation socio-economic/coastal regeneration workshop, co-organisation with CC. Program outline to be discussed at next PMC. *Discuss this PMC – agenda item 6a*

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



technical guide received + Coastal Regeneration received

Action 26: KCB will provide more information on CAMIS project. - *ok 09/04/2010*

Actions for LP/CC:

Action 3: Confirm if 15% flexibility is per partner or partners combined? If >15% Project change request for budget change and end date change. *Per partner, but budget change not necessary if within same budget line, only letter to JTS.*

Action 4: LP will start project change request. - *only necessary for extension of project, other budget modifications to be notified by letter. We'll await budget overview 2011 to decide whether we want an extension.*

Action 5: make an evaluation by next PMC of hours worked on C-SCOPE project. *Ok, done - agenda item 4.b.3*

Action 9: KB will check with Charlotte Geldof on organisation and results summer school. -*KB consulted Charlotte, but the results for the Zeebrugge case were not usable for the long-term vision on Heist, ideas too conceptual. KB also discussed the possibility of a summer school, but this will not be organised because there is no certainty that the output will be usable.*

Action 10: Check if LP received the signed original report of DCF (mid Feb). - *revised version ok*

Action 12: VV to check for a solution with SD and AV or JTS on accommodation costs. *Answer provided to DCF that to invoice the work stations they have to use the calculation as set out in the project guidelines. This calculation needs to be evidenced with invoices and payment proofs.*

Action 13: Overview budget LP to be added to these minutes + prepare similar overview for next PMC. - *ok sent 20/04/2010 + see agenda item 4.b.1*

Action 14: VV to translate the structure and main questions of the socio-economic assessment in English. - *done, sent on 09/06/10*

Action 15: LP (HM) to send more information on the review of the indicators to NS. Reasons for no longer using certain indicators. - *HM will provide this information upon return holidays.*

Action 16: Harbasins (project on link between WFD and marine environment): LP to send info to NS. - *sent 16/6 <http://www.harbasins.org/>*

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 - *No, costs have to be made and paid for within the project timeline.*

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

Action 19: AKL will provide feedback on the EMODNET workshop. *To be sent*

Action 20: add as agenda item for PMC summer 2010. How will we structure the end- report on stakeholder participation? – VV to prepare structure. – see agenda item 6.b

Action 23: VV provide for next PMC an overview of made costs + left budget on seminars/workshops/conferences. *Ok done, see agenda item 4.b.2*

3. Project Management issues

- a. Reporting obligations: Activity report 3 DCC well received, VV will draw up a consolidated version.
- b. Risk register: 2 new risks determined by DCC.

Action 2: KCB to send an updated version of the risk register

- c. Project changes: letter sent for budget modification, no major change necessary. Extension: we'll await 2011 to see if budget allows an extension until mid 2012. If possible, the end conference of C-SCOPE would be around 03/2012.

4. Financial issues

- a. Financial report & questions

Due to a new computer system, timesheets couldn't be printed till now. Claim 3 DCC will be ready and signed-off by 26/07/2010.

Because of the high workload, DCC would add an extra finance officer to help Mark. This will not raise the staff costs, workload and costs will be split.

Action 3: VV to check which formalities have to be fulfilled to add person to staff costs.

Amounts mentioned in new templates are still the claimed amounts and not the approved amounts. JTS can issue corrections on these amounts, but they will not be seen in the new templates.

Payment claim 1 received. According to MF the amount paid to DCC was too high. Corrections issued by the JTS not taken into account.

Action 4: VV to check payment of claim 1.

FLC asked for a statement that the person who is signing the reports is the right person. Internal notes allowing that person to sign?

Action 5: MF to write statement on signature for approval.

- b. Budget monitoring and modifications

- 1. Overview of Budget vs Actuals

An overview of the budget is distributed and discussed at the meeting. Both partners are under-spending at the moment. However, this is not due to delays or changes in work plan, but because invoices for big amounts are still to come.

Action 6: % spent of total budget to be added to the overview – VV & MF

- 2. Overview costs seminars/workshops/conferences + left budget: overview distributed and discussed at meeting.

Action 7: VV to send new overview per activity in total and not per budget line

- 3. Overview hours project assistant spent on C-SCOPE : overview distributed and discussed at meeting.

1,5 days was budgeted. Actual average days VV spent per week on common activities at present: 0.82.

At the end of the project an overview will be made on which partner paid for what common costs and see if it balances.

5. Work plan for project activities:

- a. Act 1: developing a framework for integrating terrestrial and marine planning
 - i. Progress DCF

Offshore renewable report is completed. DCF and consultants agreed not to use soft constraints but development considerations. Identified potential development areas for wind, wave and tidal resources. No big surprises resulted from the report, the options given are feasible. The resource areas will be shown on the marine plan and used to inform policy.

Permits for wind turbines already granted to a Dutch firm (ENECO). Construction anticipated to begin in 2015.

KB mentions that for the first 6 windmills in Belgium, an EIA report has been published

Action 8: KB to send the Belgian EIA to DCF.
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Fine tuning data: meeting with Seazone (acted as consultants on data to the MMO). They were impressed with the DCC dataset. Have exchanged data and conducted a gap analysis to identify missing datasets. The Marine Management Organisation wants to create a central data hub.

For integrating maps on land and on sea, a collaboration has been set-up with the Interreg project BLAST. The BLAST partners agreed to work on Dorset and the Belgian coast as test areas. This exercise will be very helpful for the coastal explorers.

Seascape assessment: basic report finished in April 2010, setting out the draft character types for the landscape.

Consultant underestimated the costs and problems that might occur. They asked for more money but DCC declined.

A desktop study was used to identify different character types, fieldwork used to verify these character types and a consultation workshop conducted to gain stakeholder knowledge of the area, and review work to date. For each character type, the draft report shows the key characteristics, forces for change and management strategies.

Divisions of character areas should be usable for other regions in UK or Europe.

The seascape report is an additional tool to guide planners, not a tool to say what can or can't be done.

Last guidance on land- and seascape assessment in UK came out in 2001. So this report is valuable nationally, not only for Dorset.

It might be useful for the Belgian coast as well. Draw conclusions from DCF's approach.

Action 9: to be discussed during next MSP T&F Group of the CC.
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Interactions matrix: the interviews are progressing slower than planned. Early signs are that there are less spatial conflicts than thought. But valuable

information is gathered on views, perspectives that would otherwise not have been found.

DCF is now looking at possibilities to plot interactions on a map. Experimental at the moment, but aiming to take the matrix and turn it into a spatial map (GIS layers).

Interviews should be finished by the end of August. Time consuming task to pull out all the information. Not all of the information is at an appropriate scale for the MSP, but this will be useful at a micro-scale to inform codes of conduct within Coastal Explorer Interactive.

Seabed mapping

Seastar (the contractors) weren't happy with the backscatter images and, combined with the complexity of the seabed in this area, could not confidently produce a seamless biotope (EUNIS level 5) map. There is however a seamless MNCR habitat map (equivalent to EUNIS level 3) from the Southampton study.

DCF will discuss with DWT how to proceed.

Marine Plan

DCF has a final set of objectives for the marine plan. DCF had a look at different marine plans around the world. Discussed potential ways of expressing the objectives spatially during the T&F; this resulted in two different approaches. No definite conclusions, although probably won't go with classic 'zonation'. Looking at High Level Policy, with more spatial policy sitting underneath this.

Policies influencing the marine planning? Good to compare UK and BE for the end report.

How is federal level in UK dealing with MSP at the moment compared to Belgium, what's the role of the government?

DCF has made an inventory of 60-70 policy documents influencing MSP, identified through a policy workshop and the SEA process.

Action 10: NS to send the list of policy documents.

There was a general marine planning website developed for UK (ABPmer).

Action 11: NS to send the link to the website on MSP in the UK.

ii. Progress LP

The basic analysis is finished. All stakeholders interviewed; the challenge was to integrate the perspectives of all stakeholders.

In the mean time, the Flemish government however decided to conduct a socio-economic study on Heist (not within C-SCOPE budget). Start: July 2010- end: Jan 2011.

The presentation of the long term vision for the MMA of Heist was planned for the end of 2010, but the municipality wants to wait for the outcome of the socio-economic study before proceeding with the scenarios for Heist. So both studies will be taken into account to write the long term vision, but the deadline is moved to June 2011.

Vlaamse Baaien, an initiative launched by the private sector (dredging companies), received a lot of media attention. The report Vlaamse Baaien also

presented innovative ideas for Knokke-Heist in 2010. However, it now has to be viewed against feasibility in terms of budget, legislation, existing visions, etc. The Flemish government established a steering committee to discuss the Vlaamse Baaien proposal.

Action 12: NS to send reports of scenario building for coastal zones in the tropics.

T&F group with experts is looking on where we're going for MSP in Belgium. HM is making an inventory report on MSP in Belgium with an overview of research, policies, etc..... The existing elements on MSP in Belgium will be categorised using the 10 steps on MSP as specified in the UNESCO MSP guide. This approach should highlight the weaknesses for Belgium.

With regard to this report, the following information might be useful for both partners:

Action 13: NS to send slides with overview of 5-6 spatial plans around the world and how they differ from each other.

Action 14: VV to send PhD Fanny Douvere on MSP to DCF.

Action 15: HM to have a look at how French and Dutch government are dealing with MSP.

Action 16: NS to send National Policy Statement and Marine Policy Statement

Next PMC we'll do a more in-depth analysis on MSP. A MSP workshop will be linked to the PMC meeting. Experts from both partners and France and the Netherlands will be invited.

Action 17: LP to prepare workshop program for next meeting.

b. Act 2: Tools for achieving sustainable coastal economies and environments

i. Progress DCF – Coastal Explorer

DCC gave a demonstration of the new framework for Coastal Explorer. Although no marine information has been transferred from the old version yet, the LP got a good view on the framework of the Explorer.

ii. Progress LP – Coastal Atlas

The LP also showed the test website of their renewed Coastal Atlas.

<http://www.kustatlastest.be/nl/>

Action 18: SVH to send name of the viewer used for the Belgian atlas (instead of GIS).

The Belgian Atlas is a combination of static and active cartography. You can switch on and off layers without needing GIS knowledge. Target audience is not professionals but wider audience.

Indicators will be integrated after the summer and final version should be ready by March 2011.

Both partners are inserting coastal policies in their Explorer.

In August next year both partners aim to give a presentation of their explorers at the ICAN workshop in Ostend.

c. Act3: Achieving commitment to ICZM through stakeholder engagement

i. Progress DCF – Explorer Interactive

The T&F group decided on the target audience and questionnaires have been sent out to DCF members. There is now a clear brief and DCF is exploring different websites to get a better feel of what they want for the Interactive website. It should be complementary to other websites like 'visit Dorset'.

Coastal Explorer Interactive will be a hub of information, a link to where all information can be found on coastal and marine activities. The Belgian Coastal Explorer is actually going to be a hybrid between the Explorer Planning and the Explorer Interactive.

Tendering procedure will start soon. Consultant has then 6 months to develop the website. To be integrated: codes of conduct for 'soft management', marine and coastal recreational information etc. It might be broader, but still some thinking to do on structure and content.

ii. Progress CC - Coastal Forum

Forum 2010 was a success. There were 3 themes introduced by an expert, followed by a debate.

The question and answer session was lively, and stakeholders are clearly getting to know the Coördination Centre on ICZM better through the Coastal Forum

The history of how Dorset's coastal forum evolved is discussed at the meeting. This should certainly be an element for the joint report on stakeholder engagement.

Positive feedback on the publication "De Kust 2009".

6. Work plan 2010 for joint products:

a. Workshop 'socio-economics of MSP and regeneration of coastal communities'

- Draft program outline:

1. Part 1: Morning session: presentations

- C-SCOPE update by:
 - DCF
 - CC (incl. Coastal Forum)
- Marine planning study impact assessment Defra

Lunch

2. Part 2: Socio-economic studies:

- Presentation writer book 'Coastal regeneration'
- Draft results Belgian socio-economic study
- Dutch or French example

Action 19: KB to contact Hermine Bushbach and Fanny Douvere

Coffee break

3. Part 3: Workshop on trade-offs (decision support tools)

Introduction on this workshop can be done by a spatial planner. Spatial planners often do trade-offs, how can we apply this approach for the marine environment?

Action 20: KB to contact Charlotte Geldof.
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- Possible questions for workshop:
 - Will what you learn from socio-economic study influence the way you think/your view on MMA?
 - Run a scenario and discuss it in smaller groups

Action 21: everyone to think on possible questions for workshop, need at least 3 questions.

Practical organization of this workshop will be done by BB. Possible speakers mentioned in the actions above will be contacted by KB/VV and confirmations will be sent to BB for further practical organization.

Proposed date for this workshop is 9 or 18 November 2010. Once this date is cleared already inform T&F groups and send draft agenda.

Location to be confirmed as well, preferably an easy access location.

Action 22: BB to confirm date by 26/07/2010 --> [confirmation on 18/11/2010](#)

b. Structure for joint end reports

End report stakeholder participation

Interesting elements to be added to the stakeholder end report:

- Inventory of stakeholders
- Comparison between DCF and LP: DCF feeds info to T&F – bottom-up; LP uses experts in their T&F – rather top-down.
- Roles of chairs in the different T&F groups
- Role of politicians
- Background of working methods (eg usefulness of interactions matrix, interviews, etc.)
- Lessons learned
- Linkages
- ...

Bournemouth University (Steve Fletcher) is doing a study on communication with stakeholders. This report can be useful information for our end report + to be added as an addendum.

Action 23: VV to draw up a structure for the end report on stakeholder participation (headings, subtitles...).

End report MSP

In the application form we stated that we would draw-up a non-technical guide on marine planning. However, at the time the UNESCO guide 'A step by step approach on Marine Spatial Planning' didn't exist yet. This UNESCO guide is exactly what the partners meant to do with a non-technical guide. It therefore is no longer relevant to write a "new" guide. Instead of this, the approaches in Dorset and Belgium will be compared in depth.

This change will be explained in the progress report

Interesting elements to be added to the end report MSP:

- Process in Dorset & UK and Belgium + analysis of differences in the approach
- Choices made + rationales
- Introduction: existing reports (UNESCO, other project reports...)
- Lessons learned
- Linkages
- Reflect on UNESCO report and usefulness of 10 step approach
- ...

There will be an extra meeting on 1/06/2011 to discuss the end reports and write conclusions.

Action 24: Input for both joined reports to be sent to VV by 01/05/2011. VV to draft joint report for discussion on 1 June.

c. Workshop opportunities

- MSP workshop in Feb 2011, Brugge: both partners presenting plan and approach – link to PMC February 2011
- Coastal Explorers: link to PMC & ICAN August 2011
- BLAST conference: C-SCOPE was invited to give a presentation about data requirements and Coastal Explorer Planning. James Feaver will represent the partnership at this meeting.

7. Communication and dissemination

a. Communication actions by partners

- A webpage on Heist was made and added to the C-SCOPE website. A leaflet on Heist is being prepared.
- The LP is also preparing a webpage on MSP in Belgium.
- Communication strategy for Coastal Explorer has been drafted.

Action 25: SVH to add communication strategy Explorer to global C-SCOPE communication strategy + both partners to check for other modifications to the communication strategy by 01/10/2010.

- DCF was invited to give several presentations on C-SCOPE and their approach for MSP.
Pay attention that presentations out of the 2 seas regions need to be approved prior to travel by JTS to be able to claim the costs.

Action 26: NS to list the given presentations and prepare an e-mail for JTS (for attendance to Littoral as well).

- Seabed map was demonstrated/launched. Local papers picked it up.
- DCF decided not to create a Facebook page.

b. ICAN 2011: as stated before this is a good opportunity to present both Explorers.

c. Other dissemination opportunities.

- Littoral 2010: Bournemouth paper on stakeholder engagement within MSP will be presented at Littoral in London.
- KB will give a training session on ICZM for Flanders Hydraulic, and use C-SCOPE to demonstrate integrated working.

d. Website update

The website is not a static one, updates are possible. Text + translations to be sent to VV if necessary.

Action 27: Matilda to look into updating the C-SCOPE website with DCF information.

- e. Photos for brochure JTS - [received](#)

8. AOB

- a. Pilot version European Atlas of the Seas (EU) – request for remarks – any resemblance with our atlases? – the website is off line, and could therefore not be viewed by the partners
Maritime atlas: <http://ec.europa.eu/maritimeatlas>
- b. MESMA (Monitoring and Evaluation of Spatial Managed Areas) wants to create an integrated approach of European use of space at sea. Concepts, models and guidelines will be developed to prepare for a global European approach. There are 17 partners, 12 countries participating in the project. More info on www.mesma.org
- c. Coastal Communities 2150: application form submitted 09/07/2010. Collaboration with Kent, Hampshire, EA, Netherlands and Province W-VI.
- d. CHARM3: Interreg project on mammals & bird migration in the Western Channel
- e. Leaflet on 'become a marine spacialist' by WWF (www.wwf.de)

9. Date for next meetings

- a. DCF + WS socio economics and coastal regeneration: 19/11/2010-Dorset
- b. Next PMC: 17-18/02/2011 – Brugge
17/02: PMC
18/02: morning: Workshop MSP – expert meeting
18/02: afternoon: Belgian T&F group MSP
- c. Discuss end reports: 01/06/2011 – Dorset
- d. PMC + ICAN: 30/08-02/09/2011 – Ostend
30/08/2011: PMC
31/08-02/09/2011: ICAN workshop (with presentation Coastal Explorers)

10. Field trip

- a. Defra Coastal Pathfinder project – field trip
- b. Demonstration on the Seascape assessment – field trip