

## Minutes Project Management Committee PMC C-SCOPE, Brugge 8-9 September 2011

Present: Kathy Belpaeme (KB-chair), Ken Buchan (KCB), Ness Smith (NS), Valérie Vanhecke (VV), Sofie Vanhooren (SV), Hannelore Maelfait (HM – on Friday)

1. Welcome and apologies (minutes by CC); agree on agenda
2. Minutes of 17 February and review actions

- Action 1: VV to send final version of minutes PMC July 2010 to NS and KCB. - ok
- Action 2: EV will send new template to ask for an extension. - ok
- Action 3: DCF to complete the forms by 15/04/2011 at the latest. –ok, major change already approved
- Action 4: Add London and Brussels as meeting location to the new application form. No need for prior approval then. – not done. So prior approval still needed through e-mail.
- Action 5: Total overview joint financial report will be send to DCF after finalisation of the claim. –major change and new application form sent to DCF + new overview will be distributed at meeting
- Action 6: NS will send the report on this work (seabed map). - ok
- Action 7: Compare the sensitivity matrix of Dorset with the Belgian situation. To be covered in MSP joined report. – to be included in end reports
- Action 8: NS will send this MMA document after integrating the received feedback. - ok
- Action 9: NS will send link to Charting Progress 2 - ok
- Action 10: This, coastal community events, is useful information for the report on stakeholder participation (cluster the many stakeholder consultations). – to be included in stakeholder end report
- Action 11: NS will send more info on sustainability appraisal. –ok (scoping doc + general info received)
- Action 12: The JTS will discuss this (generation of income after project) and look for a solution. – separate correspondence on this between JTS and DCF – see e-mail EV dd 27/07/2011
- Action 13: VV to send update on lessons learned to NS, after translating Kathy's input to English. – done, draft version sent.
- Action 14: deadline for input end reports: 15/10/2011. – approach to be discussed at PMC
- Action 15: KCB to ask James if he has any expectations/desires for this meeting. Any ideas to be sent to KB by the end of March. –ok, also asked to present Coastal Explorer to our T&F group
- Action 16: KB will send draft program ICAN when available. - ok
- Action 17: EG to keep us updated on this conference. – no news yet
- Action 18: ALL: pick up project ideas for next PMC and look for match-funding. – on the agenda
- Action 19: NS to send MSP workshop outputs to LP, to feed into MSP joint report - ok
- Action 20: End conference to be put on Agenda for next PMC by LP. – on agenda
- Action 21: VV to send overview of visitors to C-SCOPE website to KCB. – done + new overview
- Action 22: KB to send UK ICZM report to Dorset - ok
- Action 23: KB to send minutes of ICZM expert meeting - ok
- Action 24: KB to send link to OurCoast - ok
- Action 25: KB to propose date for this meeting – 22/11 or 29/11 proposed – on the PMC agenda

### 3. Project Management issues

- a. Progress Report 5: Activity report ready and waiting to be sent with the financial report. Input activity report received well on time.
- b. Risk register: follow-up project progress. New items added and risk register has been updated.



procedure closure

project. Preliminary information received by the JTS on the administrative closure of the project. Final version of the information will be sent out shortly. Key points are:

- i. Progress report at the end of the project, as done now every 6 months
- ii. Two months later, by November 2012, a closure report that includes a final activity report, proof of payment of the ERDF, the match-funding follow-up.

All project activities will have to be finished by June 30<sup>th</sup> 2012. The progress report will have to include all costs linked to the activities incurred and paid before 30 June 2012. The closure report should include all costs linked to the closure of the project (FLC, staff costs, administration costs...). These costs have to be linked to the management and coordination of the project and not to the 3 activities or communication budget line.

#### 4. Financial issues

- a. Financial report & questions
  - i. Claim 5 not yet received from DCF, this is quite urgent. The LP already informed the JTS that the progress report will be late.  
Information on claims is communicated on time. PP2 is however struggling with getting all the information together on time because of the dependence on many other parties and working with an external FLC. Latest timing: claim to the FLC on Monday, back at the DCF on Friday.
  - ii. The 2 seas programme, and therefore the C-SCOPE project, is facing decommitment. We should receive news on this in September.
- b. Major change - Budget monitoring
  - i. New budget overview distributed during meeting. Important to 'guard' the new budget and the split per budget line and per activity well.
  - ii. Also have in mind that you will need some budget to close and finalise the project. – see admin procedure of JTS after closure project.
- c. Action plan for revenues within C-SCOPE  
Separate communication on this between the JTS and DCF in order to directly ask questions. Information received through the updated program manual.  
DCF now has to put together an action plan. DCF will wait and see how the marketing of iCoast is going to see what the possible income could be and will then balance the costs versus the income.
- d. Common costs: overview seems to direct in the way that DCF pays for the end conference, W-VI for the printing of the end-reports and that will make the split even.

#### 5. Work plan for project activities

- a. Activity 1: Developing a framework for integrating terrestrial and marine planning  
DCF  
Finishing off the evidence base, which is almost complete except for the sensitivity maps.
  - i. The forecasting document is complete. DCF used Charting Progress 2, which proved to be a very impressive document, a good resource for a national overview. DCF researched local trends and potential developments.
  - ii. Seabed mapping: National Oceanographic Centre (NOC) did some work at the beginning but will now build on what has been done previously. NOC has modelled sediment transport and hydrographic regimes and analysed existing data. NOC will complete this work soon, and a complete habitat map (to EUNIS level 3) will be produced. Some of this work will be published in peer-review journals.
  - iii. Sensitivity mapping: once the habitat map is received, DCF and DWT will use Defra's sensitivity matrices, which link types of activity to different pressures on individual habitat types and species, to create sensitivity maps.. These maps will then be linked to policy within the marine plan, to identify areas which should be avoided for development.

Action 1: KB to send the methodology of GAUFFRE and MAREBAS on mapping and zoning.

Habitat very complex along the UK coast, so there are accuracy problems for UK seas. The MMO will be using more broadscale data. The availability of seabed data was also one of the discussions during the meeting with the MMO in February.

Next stage was to link the evidence base to the objectives for the marine plan:

- Jurisdiction for each Act/Law/policy, now look at where it applies geographically.
- Go through the policy framework and test whether this can work for a marine plan or only terrestrial. What is the remit for a marine plan.
- Spatial analysis including activity counts and constraints mapping.
- Interactions matrix used to ensure there are no gaps in policy.
- Draw up a table of spatial measures to link to policy. Where to encourage for an activity or development to take place..
- All criteria based policy to be linked spatially as well. DCF hopes to have this as static and interactive maps..

SA consultant (Environ) recruited. Environ produced a scoping document, including a matrix to assess significant effects of activities against the SA objectives. This document is now out to consultation.

Policies are now complete, and DCF is writing the justifications, which will link back to national and European policies and the evidence base. Also preparing the background of the MSP plan; methods, appendices, how to use it etc. DCF is aiming to have a draft marine plan ready for consultation by the end of November

#### West-Flanders

MSP position paper is ready and has been sent out. There was some discussion in the workgroup on how the paper would be perceived by the government. Wording of the paper has been balanced.

Action 2: Sent English version position paper and inventory to DCF.

Next step is to send out the position paper together with the inventory to the stakeholders and the press.

In the meantime the Environment department of the government has started a process on MSP with an external expert group.

#### MMA Heist:

The socio-economic study is finished and the whole process is almost complete.

There were several workshops with the T&F group to come to a kind of common scenario. There are still different ideas between the municipality and the nature department. Different scenarios on short, mid and long-term have been drafted and visualised.

The LP is currently finishing a document on the process, which will be presented during the next Vlaamse Baaien steering group. Aim is to launch the Heist MMA, and the scenarios reached with the T&F, as one of the projects for Vlaamse Baaien.

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

#### ICAN

The Coastal Atlas Belgian/Flanders 2 and the Coastal Explorer have been presented during ICAN. During ICAN the LP also facilitated a workshop on how atlases can support MSP.

Action 3: KB to send report on workshop + include outcome in end report.

Definition of what is seen as an atlas according to ICAN: "...collections of digital maps and datasets with supplementary tables, illustrations, and information that systematically illustrate the coast,

*oftentimes with cartographic and decision support tools, all of which are accessible via the Internet."*

#### WVL

Before launching it, the website was tested by selected end-users. This was rather small scale but proved to be worthwhile, there were some valuable remarks made.

The Coastal Atlas 2 was launched during ICAN. The website was launched in June and received a lot of press attention.

The LP also presented and gave a demo of the website during different occasions such as the Sea-day for socio-cultural organisations.

The LP is currently monitoring the website rates and looking at possibilities to keep the website vibrant and high in the Google ratings. The LP will also install a pop-up for two months to get a profile of the atlas users.

Action 4: next PMC to compare Google Analytics of Coastal Atlas and Coastal Explorer.

#### DCF

The Planning Tool is very reliant on the GIS team. The departure of some key-persons in that department held back the admin console. But this has now been delivered and all data is being uploaded. The main thing is now to develop the web elements and recruit suitable developers.

#### Indicators

The indicators have been included in the coastal atlas website of the LP.

The indicators will be linked to the DCF marine plan. The SA scoping document suggests a set of sustainability indicators and monitoring options for the marine plan.

For each of the sustainability themes in the scoping document, there is a set of indicators laid-out. DCF will extract the useful, meaningful ones. For this exercise the expertise of Ann-katrien (VLIZ) and Hannelore (Co-ordination Centre) can be used.

Action 5: Set a date for a meeting with Ann-Katrien on indicators in February.

Action 6: KB to send the list of BLAST indicators.

- c. Activity 3: Achieving commitment to ICZM through stakeholder engagement

#### DCF

iCoast was launched in May. At the day there were lots of computers available for the participants to try iCoast. The response was very positive, and so far the website has had 50-60 hits per day (with a soft launch).

An external marketing agency, have been promoting the website for three weeks. Their main focus is social media (Facebook and Twitter), alongside more traditional marketing activities.

The Times has shown interest to promote iCoast. Times Plus will be promoting a competition to win an activity weekend in Dorset.

The website reaches 61% new visitors and so far has had 6700 visits. The aim is to keep the visits over 100 visitors per day. DCF is looking at how to keep people longer on the website.

Action 7: NS to send information on marketing.

#### WVL

The third Coastal Forum was held in Blankenberge and had almost 300 participants, which is an increase compared to the previous years. This proves the need for a forum.

Feedback was to discuss/debate one topic in detail. This might create more interactivity.

Preparations for the next Forum have started in the mean time and subjects have been selected (The beach of the future and Ecotourism, and nature conservation). Preparations for the publication 'The Coast 2011: headlines for the coast' have started as well.

## 6. Workplan 2011 for joint products:

- a. End reports (MSP + stakeholder)
  - 1) The Belgian part of the report will be ready by mid-October. Next step is to discuss content and approach during an additional meeting on 29/11/11 in Dorset. Then NS will write the DCF part and start comparing and making the connections and parallels.

Action 8: VV to make a schedule on timing for lay-out and printing.

Agreed that the LP will do the lay-out and printing.  
A good example for this are the Ourcoast reports.

Also prepare USB sticks with all the output of the project and C-SCOPE logo on it.

Action 9: DCF to look for the USB sticks.

- b. Lessons learned doc: to be integrated in both end reports.
- c. End conference

- 1) Date: 24/05/2012 or 14/06/2012

Action 10: DCF to check whether invoices can still be paid on time if end conference is in June.

- 2) Location: Bournemouth or RNLI in Poole.
- 3) Ideas for programme and speakers:
  - a. Summary of results, pick up on the innovative things
  - b. Key messages and challenges for the future from the end report
  - c. Crossborder collaboration (benefits from cooperation, difference in culture, anecdotes, stakeholder approach...)
  - d. Key-messages of what C-SCOPE is about
  - e. Collaboration with other projects? Suscod, Blast, CC2150
  - f. Present indicators, how they work and contribute
  - g. Boat trip with a lunch or dinner
  - h. Trendwatcher, writer, politician...

In general a light atmosphere.

Action 11: already assemble invitation list.

Action 12: It might be a good idea to do a site visit with the Belgian participants.

## 7. Communication and dissemination

- a. Communication actions by partners

### DCF

- The project team has lectured at both undergraduate and postgraduate level at Plymouth and Bournemouth Universities.
- The Landscape and Seascape Character Assessment has been entered for two UK awards; The RTPI Planning Awards, and the Landscape Institute Awards.
- Worked with UK journalist who is attending a UN Conference of NGOs concerned with 'Sustainable Societies, Responsive Citizens'. As part of this conference the UN has asked the attending journalists to produce a piece on an organisation in their local community who embody this theme; she has chosen C-SCOPE.
- Article in Landscape (journal of the Landscape Institute).
- Asked to speak at the Historic Environment in Marine and Coastal Planning in October, and UWE conference on Marine & Coastal Planning in the SW in December.
- Poster for Plymouth Conference – Managing our seas in a real world (run by Plymouth and MMO)
- iCoast marketing – Times+, Dorset Echo, Dorset Cereals, Facebook and Twitter
- iCoast being used as a study for Ordinance Survey.

### WVL

- Article on Heist De Grote Rede, a scientific magazine of VLIZ.
- Flyer made on the Coastal Atlas to promote the website and the book.

Site visit in Heist during ICZM training course for UNESCO students.  
Atlas used as case study by the EC on coastal information systems.

- b. Full project website update
  - i. New page with overview results – if reports ready, please submit
  - ii. Review text – text reviewed but to be updated on website. If DCF has changes, please let us know.

Action 13: WV to inform DCF when text has been updated.

## **8. AOB**

- a. PhD Wim Kellens – English abstract already e-mailed. Book handed during PMC.
- b. News on project calls  
So far no co-financing possibilities for the Co-ordination Centre, so no perspective on new projects. If receive news on interesting projects, the LP will forward the info.
- c. AWARE workshop – 20/10/2011 - Connecting citizens, scientists and policy-makers for sustainable water management ; invitation mailed.
- d. Licco – Living with Change on the Coast: EA and French partners. They were interested in having a project officer sit with the DCF, but DCF would not be a project partner.
- e. Waterborn transport: run a pilot for commuting and tourism. Jurassic Coast is one of the partners.
- f. Ourcoast: end conference in Riga on 27-28/10/2011.

## **9. Date for next meeting**

- End reports + PMC: 29 November 2011 in Dorset
- End conference: 24/05/12 or 14/06/12?
- PMC between November and end conference: depending on the state of the end reports, might combine with expert meeting on indicators.

## **10. Presentations on:**

- a. Visualisations Heist
- b. Dorset Coast Strategy
- c. Coastal Communities 2150

## **11. Site visits coastal defence pilot sites**

- a. Wenduine
- b. Blankenberge