



ECOSEA
Protection, improvement and integrated management of the
sea environment and of cross-border natural resources
(Code No. 2°ord./0236)

Project Meeting
8th and 9th July 2013
Tirana

The following is a summary of the minutes taken at the Project Meeting of the ECOSEA project held on 8th and 9th July 2013 in Tirana (AL).

List of attending beneficiaries (please see also the attached Participants' list):

LB – Veneto region (IT)

FB1 – Friuli Venezia Giulia region (IT)

FB2 – Emilia Romagna region (IT)

FB3 – Marche region (IT)

FB6 – County of Primorje and Gorski Kotar (HR)

FB7 – Zadar County (HR)

FB8 - Ministry of Environment, Forestry and Water Administration (AL)

FIRST DAY – 8th July 2013

The project meeting opens at 3.00 p.m.

Mr Richieri (LB VEN): opens the works by welcoming all participants and thanking them for attending the current meeting of ECOSEA project.

WP1 session

Mrs Zambetti (TECH. ASS.): faces the main issues with relation to reporting procedures through the M.I.S. systems. Power point presentations, based on guidelines proposed by the Adriatic IPA Programme and here attached, show how to upload expenditure on the M.I.S. system and how to fill in activity and financial reports. With regards to the following reporting deadline, it is scheduled for the 31st



October 2013. As it will be the last one for the 2013, it is very important to report as much expenditure as possible in order to show to Programme Authorities that the ECOSEA project, although some initial delays, is recovering and recapping activities. Therefore, the instructions are the following:

- each partner must product a progress report for the deadline of 31st October, even if with small amounts (staff and travel and accommodation expenditure);
- even if no expenditure of external experts could be reported, each partner must give evidence of the start up of contracting procedure (public procurement procedures).

In relation to the procedure of budget shift request, it has been stuck due to some delays of FB5 - ABR in providing technical replay asked by the JTS. As the FB5 - ABR still needs some time to elaborate a new proposal, the LP would like to proceed with the other partners' requests and ask the JTS for their formal approval. In the meantime, the JTS informally confirmed that there are any problems for the other partners' requests.

WP2 session

Mrs Zambetti (TECH. ASS.): presents the ECOSEA action plan with regards to the WP2 – Communication and dissemination. The documents represent a guideline for the WP Coordinator and for the whole partnership for the scheduling of activities and for the planning of expenditure (enclosed).

Mr Spiga (FB2 ER): presents the basic topics with regards to the establishment of the communication plan with main regards to communication concepts, targets and web sites. Power point presentations are here attached. Communication strategy is not yet available due to delays in the public procurement to appoint the experts but it should be available for the next SC meeting.

Partners' contributions: partners agree on the need to have the ECOSEA web site in all project language as it is the main channel to reach fishery operators, one of the main target of the project. Some minor changes in budget allocation should be done to cover translations of communication publications and web site. Brochure should be available for the first public occasion of the project. With regards to the web site a "dynamic page" (social networks) should be convenient but partners agree on the fact that it should be actively maintained. Project targets should be further discussed.

The project meeting ends at 6.00 p.m.



SECOND DAY – 9th July 2013

The project meeting opens at 9.15 a.m.

WP3 session

Mrs Zambetti (TECH. ASS.): presents the ECOSEA action plan with regards to the WP3 – Tools and capacity building for the management of Adriatic fishing and aquaculture. The documents represent a guideline for the WP Coordinator and for the whole partnership for the scheduling of activities and for the planning of expenditure (enclosed).

Mr Micoli (FB1 FVG): introduces the issues related to the establishment of the “Technical-scientific Adriatic Advisory Board for the management of the marine resources” (for the following “AAB”) with reference to the action 3.2 of the project (see enclosed slides).

Partners’ contributions: partners agree on the modalities of establishment of the AAB proposed by FB1 - FVG. Croatian partners suggest that, for them, one of the local representative acts also as national representative, due to budget availability. For Albany, the decision will be taken as the new government is established. Discussion takes place on the coordination of the AAB both at technical level and administrative one. Main decisions taken with regards to AAB are then assumed by the ECOSEA SC and there reported.

Mr Rossin (FB1 FVG – ARPA FVG): introduces the main guidelines for the establishment FISH.GIS (see enclosed slides – enclose n. 5).

Partners’ contributions: partners do not know exactly which data are available for their territories and therefore, a final decision on the data set to be used as basis for the FISH.GIS should be taken after a preliminary survey at local level. To this purpose, the GIS experts should be available by partners. Nevertheless, the proposal of FB1 - FVG could be used as starting point. Cross-fertilisation seminars could be convenient for understanding the availability of data from other initiatives. Main decisions taken with regards to AAB are then assumed by the ECOSEA SC and there reported.

The project meeting ends at 2.00 p.m.



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ECOSEA STEERING COMMITTEE Meeting
9th July 2013
Tirana

The following is a summary of the minutes taken at the ECOSEA Steering Committee (ECOSEA SC) Meeting of the ECOSEA project held on 9th July 2013 in Tirana (AL).

List of attending official/substitute members of the ECOSEA SC:

- LB – Veneto region (IT): Mario Richieri
- FB1 – Friuli Venezia Giulia region (IT): Alberto Fonzo
- FB2 – Emilia Romagna region (IT): Raffaele Spiga
- FB6 – County of Primorje and Gorski Kotar (HR): Tomislav Kandžija
- FB7 – Zadar County (HR): Katerina Skelin
- FB8 - Ministry of Environment, Forestry and Water Administration (AL): Elvana Ramaj

The ECOSEA STEERING COMMITTEE meeting opens at 3.00 p.m.

The ECOSEA SC assumed main decisions with regards to:

WP2 – Communication and dissemination

⇒ **Communication strategy available for next ECOSEA SC in Ancona (IT) on 22-23 October 2013;**

⇒ **Target of communication activities of ECOSEA projects are:**

- Institutions (both EU/FAO/political/administrative and scientific/economic);
- Fishery (fishing + aquaculture) operators;
- General public (consumers);
- Specific initiatives of co-marketing (environmental associations, NGOs, think tanks);
- Opinion leaders with regards to fishery sector/consumers/commercial sector.

⇒ **Web site main issues:**

- Site structure proposed by FB2 – ER is accepted

Site structure

- I. Search Engine
- II. Realization site map for navigation, so defined:
 - Home
 - The Project
 - The objectives
 - Partners
 - The main stages
 - The expected results
 - Events
 - Contacts
 - Tutorial
 - Materials



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Site structure 2

- Service mailing list
- Service Contact us
- Newsletter
- Uploading and downloading files
- Service delivery reports and statistics
- Ability to manage sections with restricted access to project partners (access via a system of authentication and password), project management and management of calendars of work, including system messages between workgroups
- On-line Help for coordination working groups



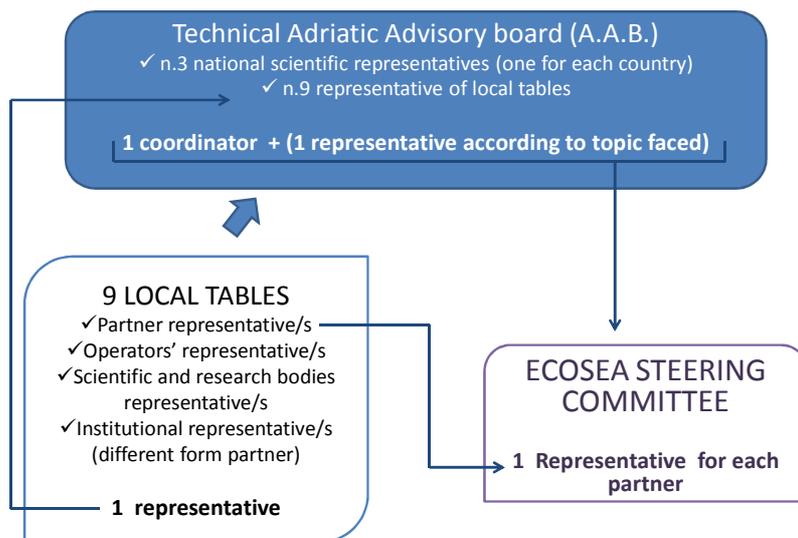
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- A link to the FISHGIS also with screenshots will be available;
- A private area with project internal documents will be available;
- Language of the site will be all project languages):
 - FB2 – ER : takes care about the EN + IT versions
 - FB6 – KOT and FB7 – ZAD Croatian take care about HR version
 - FB8 – MOE: takes care about the AL version
 - Resources for the translation could be taken from WP2.4 (external experts/promotion)
- Facebook/social network page/s have to be discussed with the final version of the communication strategy.

WP3 – Action 2: Technical-scientific Adriatic Advisory Board for the management of the marine resources - AAB

⇒ **The composition of the table proposed by FB1 – FVG (after reported) is approved with the following modification:**

- the representative of local table in the AAB could be also the national representative (for IT - the local representatives will be different from the national scientific expert – prof. Piccinetti; for HR – one of the local representative will act also as national expert; for AL – decision will be taken);
- The AAB members will appoint an internal coordinator – scientific chair that also report to the Steering Committee the meeting results;
- The WP leader takes care about the administrative chairing of the AAB meeting as well as of the arrangement and the follow up of the AAB meeting.



⇒ **End of September: all the partners send an e-mail to the WP leader and to the LP with the name of the own AAB fixed member**

⇒ **The first meeting of the AAB will be in Ancona (IT) on 22-23 October 2013 in occasion of the next ECOSEA Steering Committee. The FB1 – FVG will provide partners with an agenda of the first AAB meeting by end of September**

⇒ **Rules of procedure are needed. The FB1 – FVG provides for them by end of August 2013. They will approved by Steering committee via written procedure before the**



first AAB meeting. The rules of procedures must contain the following rules already agreed by partners:

- additional AAB members could be appointed for further meeting of the AAB: they should be communicated to the partnership by 10 days after the distribution of agenda by the WP leader;
- AAB member should not vote final `opinion`. They should present all different opinions to the steering committee, who will assume a final decision on how to proceed

⇒ **With regards to the local Tables:**

- The composition of the local table is up to each partner. In occasion of the first AAB meeting the list of members of the local tables should be provided to the AAB
- Each partner could (not mandatory) organise a local table before that AAB first meeting– this will be the local table n.zero

WP3 – Action 3: FISH.GIS

⇒ **Free software will be used for the FISH.GIS**

⇒ **Shape file is the interchange data format for vectorial data used by the project to include data in the FISH.GIS**

⇒ **Core data set proposed by FB1 – FVG is the base for checklist and cross fertilisation seminar**

⇒ **Further tasks of the partnership are:**

- The FB1 – FVG distributes a check list plotting core set data VS availability, scale of availability, format of availability + free fields to include other data (proposed by partners starting from the data available at local level) – **by the 22nd July**
- Partners fill in their own check list and send it to FB1-FVG **by beginning of September**
- In the meantime, FB1 – FVG check out which kind of data could be capitalised from other initiatives (ADRIAMED, EU Atlas, SHAPE project, etc..). If partners know about other initiatives they should provide information to the WP leader
-And partners should appoint the FISH.GIS responsible **by beginning of September 2013** and sending an e-mail with name and type of system used to enter data in GIS
- A technical meeting among FISH GIS responsible of the partner will be organised in the **last week of September 2013** and starting from the scenario emerged by



the check lists, main decision on FISH GIS implementation will be taken. In that occasion a capitalisation meeting with other initiatives will be organised.

- The decision (minimum data set, ...) will be shared with the AAB and ECOSEA Steering Committee in October

⇒ **A prototype of the FISH.GIS will be available by provisionally in April 2014.**

WP1 – Reporting deadlines:

Reporting Period	Deadlines for FBs to submit their PR to LP in order to receive his approval	Deadlines for FBs to submit their PR to the FLCo
3	15/10/2013	31/10/2013
4	15/01/2014	31/01/2014
5	15/04/2014	30/04/2014

⇒ **Each partner must produce a progress report for the deadline of 31st October, even if with small amounts (staff and travel and accommodation expenditure)**

⇒ **Even if no expenditure of external experts could be reported, each partner must give evidence of the start up of contracting procedure (public procurement procedures)**