



MINOUW

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Science, Technology, and Society Initiative to Minimize Unwanted Catches in European Fisheries

WP7.Project Coordination and Management

Task 7.1 D7.1 Report of Kick-off Meeting

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RESEARCH & INNOVATION

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SUMMARY

This report constitutes Milestone 1 and Deliverable 7.1 of MINOUW Project. The main results of the kick-off meeting, held in Mallorca between 13-16 April 2015, are summarized and the minutes of the second Steering Committee held back to back with the meeting are annexed.



The participants at the venue place

MINOUW KICK-OFF MEETING REPORT

INTRODUCTION

The first MINOUW meeting was held at the Casal Sa Riera, University of the Balearic Islands, Palma de Mallorca, Spain, from Monday 13th April 2015 to Thursday 16th. The meeting was arranged in 6 working sessions. All beneficiaries attended the kick-off meeting (except #15, UH, who excused its presence, duly justified) and the Project Officer. The kick-off meeting served two main purposes: review the workplan and plan the project activities for the first 12 month period, and familiarize all participants in the Action with each other, in order to facilitate person-to-person communication in specific tasks or working groups.

The kick-off meeting was organized around 6 thematic sections. The presentations, discussions, conclusions and actions to be taken are summarized in the following text. The Agenda and the list of participants are shown in Appendices 1 and 2, respectively.

SESSION 1 Monday 13 April – 14.30-19 h

Welcome address

The project coordinator F. Maynou opened the session welcoming the participants to the first project meeting, wishing them a fruitful and pleasant meeting. He also pointed out the need of coordination between the partners and case studies. He thanked German Valcarcel, from the Commission's Research Executive Agency, and Project Officer, for his support during the Grant Preparation process and for attending the meeting. Finally, he thanked the University of the Balearic Islands and B. Morales-Nin for housing and arranging the meeting, respectively.

Round table presentations

The coordinator summarized the wide geographical area covered by the partnership and the wide range of expertise covering from bioeconomy to fisheries technology present in the project Consortium. The participants introduced themselves stating their Institution and field of expertise (see Annex 2).

Housing matters

The host B. Morales-Nin welcomed the participants and provided instructions about health pauses and lunch arrangements. Also, she introduced other meeting issues, such as internet access and a social dinner.

Agenda Approval

The agenda was approved, with minor modifications (see Annex 1). These modifications consisted in two additional presentations: one by Amit Lerner (beneficiary 14, IOLR), on light-based technologies, and a second one by Giacomo Tavecchia on sea-bird ecology related to the discards problem (beneficiary 1, CSIC-IMEDEA).

General aspects MINOUW

The project scientific objectives, governance structure and contractual obligations were reviewed during the project's first General Assembly, which was convened during the Session 1.

F. Maynou, project coordinator, summarized the new Common Fisheries Policy (EU Regulation 1380/2013), the ban of discards of species with quota and/or minimum capture length ("Minimum Conservation Reference Size", MCRS) which is the policy background of the project. The scope of the project was also revised including the overall objective to minimize unwanted catches by incentivizing fishing practices, minimizing encounters between unwanted catches and fishing gear ("avoidance"), developing more selective technologies and practices ("selection"). Proposed solutions will be analyzed considering technological, sustainability and economic feasibility. Due to many specificities of local fisheries in Europe, the approach is based on case by case study.

The general discussion pointed out that some of the new regulations are not entirely clear in some points, therefore there is a need for a consultation with EU DG MARE to clarify some issues (I.e. the human consumption ban on discards) in view of the solutions we will provide in WP4 (Policy).

Grant Agreement (GA)

The binding aspects of the implementation of the work are reflected in the Consortium Agreement (CA) which sets cooperation rules among beneficiaries.

The Grant Agreement (GA) sets the obligations vis-à-vis the Commission. The GA is composed of a section of Term and Rules and 6 annexes: the Annex 1 with the Description of the Action (DoA, technical document) which is a transposition of the proposal, suitably amended during the Grant Preparation, Annex 2 with the budget, Annex 3 with the accession forms, and Annexes 4, 5, and 6 with forms for reporting.

There are 10 days for the elaboration of the minutes of each meeting and 15 days for editorial changes, then the minutes are accepted and agreements made are compulsory.

First payment corresponds to 33% of the budget, with a deduction of 5% as guarantee fund, i.e. 28.33% of the total budget will be distributed by CSIC to the beneficiaries.

There are the following governing bodies in the MINOUW Consortium:

General assembly: all beneficiaries. To meet once a year, organized with 45 days notice, 15 days for extraordinary assembly by request of a beneficiaries.

Steering Committee: WP leaders + coordinator. To meet every 6 month (remote meeting through Skype or other means is possible).

Coordination team: The coordinator F. Maynou, WP7 (project management) responsible B. Morales-Nin and project manager E. Koleva.

Consortium Agreement (CA) and property rights (F. Maynou)

Due to the development of technological solutions and the confidential nature of some data it is important to follow strictly Attachment 1 to the CA during the project's execution. A non-disclosure agreement is necessary between partners and external collaborators to avoid that external parties copy the technology to be used and developed.

Moreover, a confidentiality agreement is also necessary to guaranty that sensitive data are not disclosed.

The obligation to publish in open access journals and the data repositories were discussed: Publication and archiving obligations are to be considered by WP7 and to be presented during next meeting. The CSIC permanent repository of information (“Digital CSIC”) may be used to provide “green” open access.

The financial aspects of the project (eligible and ineligible costs, cost categories, etc.), as set out in particular in Articles 4 and 5 of the GA, were reviewed. The main points discussed were:

- Article 4 allows to transfer budgets from one category to another without need to make amendments to the GA documents, only it is necessary to justify the changes in the periodic reports.
- Article 18 requires to keep invoices and other documents related to budget execution for 5 years, in case of an audit.
- To elaborate time sheets of the personnel dedicated part-time to the project are compulsory. We have a template that can be distributed.
- Article 20: At 18, 36, 48 months it is compulsory to submit to the European Commission a periodic report, consisting of a technical with a financial report. All deviations to the work plan and to the budget must be justified in these reports.
- It is important to note that all beneficiaries with budgets higher than 325,000€ will require audits at the end of the project.

EU-Consortium contractual obligations under H2020 (Germán Valcárcel, Project Officer)

The project EU officer gave a general presentation of the REA and on the rules and mandates of H2020 projects.

He noted that only 6.5% of the submitted proposals passed to stage 2 and that 2 projects, DiscardLess and Minouw were successful for the topic of discards reduction.

The beneficiaries are responsible for the correct development of the project; they must submit in due time the developments, changes and costs reports to the coordinator. The beneficiaries’ obligation is to submit to the Coordinator any change, report, etc. in due time, whilst the Coordinator responsibility is checking the correctness of reports, etc. and submit them to the EU portal. Transfer money between participants and cost categories are possible, they constitute internal consortium business (justification is only required in reports).

Technical and financial periodic reports are a single package including all partners. Plan for use and exploitation of results has to be included in each periodic report. The Coordinator must advise partners in advance. After the end of the reporting period, there are 60 days to report, and 90 days for the EU to approve or reject the report.

Corporate identity Reporting and communication: Internal project reporting, Intranet, Internet (F. Maynou)

It was agreed to use Basecamp as internal tool for project management and Consortium internal communication. The complete description of the project internal management tool will be described in Deliverable 7.5.

Outreach will be based on a web page with 4 static and 4 dynamic pages (news, articles, dissemination of results and communication) pages, it is still in construction and can be found at: <http://minouw.icm.csic.es>. The complete description of the project website will be presented in Deliverable 7.4.

A leaflet for general public in English was shown and it was agreed to facilitate a MS Word document to the beneficiaries to translate the leaflet to local languages of the case studies (Portuguese, Catalan, Greek, Italian). This leaflet as well as other materials pertaining to the projects corporate identity (e.g. project logo, font type in documents, etc.) were presented by WP7 coordinator (B. Morales-Nin) and reviewed during the meeting. The importance of providing a consistent image of the project and giving visibility to EU funding was stressed and presentation templates will be provided to the project members for their use in communication activities.

SESSION 2 Tuesday 14 April – 9.00 h – 13.00 h

During this session each WP leader explained the work plan of the WP detailing the Objectives; Tasks; Deliverables; Milestones, Timing; and links to other WP, with special emphasis on the first reporting period (1-18 months).

The main items derived of the joint discussions of the session were:

- To include geographic information in the background studies on WP1. On-line tools for GIS will be included in the web page.
- M. Palmer to produce a protocol on statistical methods for defining metiers (or fishing strategies) of the case study fleets.
- Common questionnaires will be developed for WP1, WP2 and WP4 to avoid too much interference with the fishermen.
- Quality questionnaires will be preferred over many partial questionnaires.
- The participatory approach is transversal to case studies and tasks. The provided guidelines by WWF have to be adapted to each case study, one size fits all approaches should be avoided.
- As stated in Session 1, Article 15.11 of the new CFP is not entirely clear and a request to the EU will be made by C. Viva (leader of WP4, Policy) and the project coordinator.
- Regarding economic studies the issue of the maximization of production or profits was discussed and has to be contemplated.
- The consumer preferences for ecological labeling or for discards-free fisheries must be explored.
- A necessity for economic and ecological models integration was stressed.
- A group of CS responsables led by qualified personnel of Fishspektrum (subcontractor to beneficiary 12, Probitec) will deal with data protection, terms of confidentiality, chain of custody and other sensitive matters of

confidential data handling. WWF will animate an internal group to assess the possibility to upscale the existing Smartphone application, already available for monitoring the fishery, to provide indicators for the data, and to develop it for tablets and desktop uses. Application in Windows can be developed for relevant case studies in Android.

SESSION 3 Tuesday 14 April – 14.30-18.00 h

General discussion on the Work plan

A general discussion on the needs to develop the work plan and the synergies between partners was held, it was followed by two presentations on how the national ban on discard regulation has been applied in Norway and Iceland and the lessons learned. Additionally, a presentation on animal vision (Amit Lerner, beneficiary 14, IOLR) was made and some prototypes of artificial lights, brought by subcontractor SNTech, were examined.

The main items emanating from the discussion were:

- Economic data are needed depending on the focus of each case study. Official data have many limitations, no data exists on the official cost of retaining, cost-benefit analysis, the use of eco-labels, etc. and this will be addressed in the project through interviews with industry, data mining and meta-analysis of the existing literature. We should develop new components in the models to include the effects of the discards ban. Upscaling is needed, case studies are regional but recommendations are at higher level.
- Shortcomings in data have to be compensated with interviews.
- A problem in the utilization of former discards brought to land is that very few companies are interested in the utilization of discards.
- It is important to give fishermen feedback on our work. Peer to peer approach is necessary. Regular meetings and round tables will allow to update qualitative and quantitative data. Sergio Vitale and Francesc Maynou will set a small group to refine interviews questionnaires.
- In case of a shortcoming in a beneficiary regarding some expertise, there is the possibility to obtain assistance from other parties; involvement in different WP from the original DoA is possible. It has to be justified in the reports and can be rectified now for the economic justification.
- The possibility to host in the project web an on line geographical tool to be used by the fisherman was discussed and it would depend on the server capacities. Application on board, upload in web and processes in the web with graph display. Warning about errors in uploading, develop at demonstration level the tool. Later on, it can be commercialized.
- Also, sharing technologies in CS for comparative studies can be done open in the web.
- It is important to develop training for fishermen and to develop the methodology to facilitate cooperation.

Experience on the landings obligation in Norway and Iceland

Beneficiaries 3 (UI) and 7 (IMR) presented the experience on the landings obligation in their respective countries, Iceland and Norway, where the landings obligation was introduced long ago. Regarding the landings obligation, the approach was different, with subsidies in Norway. However, the adaptation required a long time in both countries. The discards are marketable without profit for the fishermen because the profits from formerly discarded fish is 1/5 for the fisher and 4/5 to fisheries research activities. The use of real-time closed areas and MPA was not considered useful in Iceland due to their small size and of the mobility of the target species, but is considered positive by Norwegian fishers.

A separate Steering Committee meeting was convened from 18.00 to 19.00 h (see Report on Annex 3).

SESSION 4&5 Wednesday 15 April – 9.00 h – 18.00 h

Implementation plan of regional case studies (CS)

The session was dedicated to presentations of each CS to explain objectives in relation to MINOUW's objectives; needs from WP and feeds to other WP.

There is a diversity of case studies, albeit common synergies and methodologies were stressed and the need to produce joint analyses was noted. The rationalization of resources and improved collaboration resulted from the joint discussions. Several common protocols will be implemented to homogenise methodologies.

One of the emerging issues is the utility of the data on commercial vessel tracks, that can be provided by beneficiary 12, Probitec. Most case studies would benefit from using them and will arrange directly the collaboration with Probitec. In parallel the information provided by AIS and VMS signals would benefit from validation using GPS tracks.

Icelandic Atlantis model will be modified to incorporate discards in WP3 with the cooperation of CNR.

The issue of promoting survival will be developed using the methodology of the ICES working group WKMEDS (a co-chairman of this group, Michael Breen (Beneficiary 7, IMR) is a member of the MINOUW consortium). The invertebrate survival will be tested on board and in the laboratory.

The tool of real time fishing closure in time and space will be implemented in several areas. One issue is the overlap of nursery areas of two different target species (i.e., hake and deep-water rose shrimp) that may have different management. As in other project objectives, the involvement from the beginning of the stakeholders is required.

A different methodological approach using a GIS tool and effort would be developed in the Eastern Ionian sea, with the aim to provide an on-line tool. It would use also priors of knowledge from the fishermen to develop the model. The Algarve CS would be interested in applying the approach.

There is the objective of providing a geo-referenced map of abundance of potential discards for Wp1 and 3 but HCMR will map all Mediterranean in Wp3. The Project will ask data from EU data framework, which covers only EU countries.

The objective of system indicators and sensitive species would be developed using ICES COMEDA working group methodologies.

A relevant issue is the cost of changing the nets, if our results recommend modifications; maybe the benefits are relevant but probably will not cover the costs. This aspect should be included in the economic models. Subsidies could be necessary to support gear substitution, and this could provide the basis for recommendations on policy implementation.

Finally, a presentation by the Balearic Islands Fishery manager explained the management practices in the Archipelago, as an example of a complete perspective on the sustainability of fisheries from all points of view (commercial, social, ecological). The importance of Advisory councils involving fishers, scientists, NGO and managers was stressed. There is a relevant impact upon the fishing of cultural and socioeconomic aspects determining the market.

The day was closed with a visit to the fishing port to show the Mediterranean fishing fleet characteristics to Atlantic partners, in order to plan preliminary steps for the deployment of DeepVision technologies in Mediterranean bottom-trawl case studies.

SESSION 6 Thursday 16 April – 9.00 h – 13.00 h

The session started with a presentation by WWF of their co-management experiences, in the normative regulation scenario. Different approaches were discussed and their applicability to MINOUW considered.

A. Ligas, CIBM, made an overview of the new Common Fisheries Policy (EU Reg. 1380/2013) which is particularly relevant to the project.

General conclusions

The coordinator summarized and presented the conclusions derived of the previous days tasks. He stressed the rules and obligations of the partners reflected on the Grant Agreement.

The actions to be taken over the next few months were agreed as follows:

Dissemination to external parties:

- Corporate image: Coordinator will circulate template with corporate image and H2020 logo to Consortium members
- All Consortium members to use corporate image for communication with 3rd parties. Provide adequate visibility to EU funding
- Project coordinator to distribute flyer as pdf file as well as paper hand-out for end users (translated to local languages)
- Project coordinator to distribute flyer in pdf to upload in beneficiaries institution's web page

External coordination:

- Project coordinator to initiate / consolidate working relationships with relevant EU projects, e.g. MAREFRAME, BENTHIS (ongoing FP7 projects)

- Project coordinator to initiate / consolidate working relationships with relevant ICES working groups WG COMEDA, WKMEDS, etc.
- Project coordinator to initiate / consolidate working relationships with relevant H2020 concurrent projects, esp. DiscardLess and SUCCESS.

Internal coordination

- During year 1, Task leaders & CS leaders to coordinate preparation of field activities for the next period (year 2)
- Task leaders & CS leaders to arrange meetings as required in CS locations; using skype, etc. Meeting convener should draft meeting minutes and make them available to the Consortium (i.e. store in Intranet system)
- Use INTRANET BaseCamp to share documents, exchange messages, etc.
 - in e-mails, please use informative subjects, e.g.:
 - subject: [MINOUW] Grant Agreement
 - subject: [MINOUW] Financial
 - subject: [MINOUW] WP2 T2.3 CS1.3

TO DO next 2 weeks

- Project manager to invite WP leaders and Beneficiary responsables to Intranet system (BaseCamp)
- Morales-Nin to circulate minutes (10/15 d.)
- Maynou to coordinate preparation of deliverables from WP7 due on month 2.

TO DO next 2 months

- Maynou to initiate Non-Disclosure Agreement.
- Maynou to prepare separate document “Liberatoria”/Disclaimer to be signed by 3rd parties participating in field work.
- Maynou to invite / re-invite members for the External Advisory Board / End Users Group (5 persons each).
- CSIC-ICM and WWF will coordinate fishers questionnaire WP1-WP2-WP4.
- Laura Onofri (CSIC-ICM) to distribute guidelines for ecosystem valuation studies.
- Each Task leader to initiate / continue activities.
- M. Palmer to distribute “métier identification” statistical procedure to CS leader
- M. Demestre to distribute BTA analysis methodology to CS leaders
- C. Viva to address question to DG MARE on the interpretation of art. 15.11.
- Maynou to officially request JRC data for MINOUW.
- PROBITEC / FISHSPEKTRUM to organize working group for CS leaders to assess “geographical data” (fishing effort) needs for CS.
- Marianna Giannoulaki (HCMR) to circulate template for “geographical data” to produce static maps in of potential discards/juveniles/habitat WP3 (Task 3.3).
- Coordination among CS with similar objectives (eg DeepVision, trammel nets) to rationalize resources and enhance quality of publications.

Specific tasks related to the Multi-actor participatory approach

- All CS to adhere guidelines distributed by S Tudela (WWF), with suitable adaptations to local conditions.
- Report results bi-monthly to Task responsible. Highlight results of the process, problems encountered, etc.
- Month 10 (October 2015): international “event” with high-level stakeholders (probably in Barcelona); small group (10-12?), together with 1-2 day workshop for the scientific analysis of results.
- Fishers’ exchange programme
- WWF and CSIC will take action to prepare Smartphone App and store results in database in ICM servers
- Convene intermediate meeting before starting implementation of field work.

Next general meetings

The second annual general meeting will be organized by participant CCMAR, who kindly offered to hold it near Faro (Portugal) in February/March 2016. Beneficiary 8 (CIBM) proposed Pisa for the 2017 meeting, while Beneficiary 10 (HCMR) will consider the possibility of organizing the meeting of 2018 in Greece.

Closing

The coordinator thanked the participants for lively and relevant discussions and B. Morales-Nin for organizing the meeting. The kick-off meeting was closed at 13.00 h.

ANNEX 1. List of participants

Nº Beneficiary	Name	Organization
	Germán Valcárcel	EU
1.1	Francesc Maynou	CSIC-ICM (Spain)
	Pilar Sánchez	CSIC-ICM (Spain)
	Antoni Lombarte	CSIC-ICM (Spain)
	Jordi LLeonart	CSIC-ICM (Spain)
	Federico Quattrocchi	CSIC - ICM (Spain)
	Montserrat Demestre	CSIC-ICM (Spain)
	Laura Onofri	CSIC-ICM (Spain)
1.2	Beatriz Morales-Nin	CSIC-IMEDEA (Spain)
	Miquel Palmer	CSIC-IMEDEA (Spain)
	Giacomo Tavecchia	CSIC-IMEDEA-UIB (Spain)
	Elka Koleva	CSIC-IMEDEA (Spain)
	Hilmar Hinz	CSIC-IMEDEA-UIB (Spain)
2	Fabio Fiorentino	CNR (Italy)
	Sergio Vitale	CNR (Italy)
	Francesco Colloca	CNR (Italy)
3	Gunnar Stefansson	UI (Iceland)
	Erla Sturludottir	UI (Iceland)
4	Sergi Tudela	WWF
	Chantal Menard	WWF MedPO (Belgium)
	Marco Costantini	WWF - Marine Program (Italy)
	José Ríos Giráldez	WWF(Spain)
5	Antonio M ^a Grau	CAIB (Spain)
	M ^a Amalia Grau	CAIB (Spain)

	G. Catanese	CAIB (Spain)
	Elena Pastor	CAIB (Spain)
	J. S. Aguilar	CAIB (Spain)
6	Karim Erzini	CCMAR (Portugal)
	Miguel José Baptista Gaspar	CCMAR (Portugal)
	M ^a Aida V.da S.Campos	CCMAR (Portugal)
	Jorge Gonçalves	CCMAR (Portugal)
	Margarita Castro	CCMAR (Portugal)
	Teresa Cerveira Borges	CCMAR (Portugal)
	Paulo Fonseca	CCMAR (Portugal)
7	Bjørn Erik	IMR (Norway)
	Shale Rosen	IMR (Norway)
8	Mario Sbrana	CIBM (Italy)
	Claudio Viva	CIBM (Italy)
	Alessandro Ligas	CIBM (Italy)
9	Konstantinos Stergiou	HCMR (Greece)
	Athanassios Machias	HCMR (Greece)
10	M ^a José Gutiérrez	UPV/EHU(Spain)
11	Paolo Accadia	NISEA(Italy)
12	Roberto Mielgo	Probitec (Spain)
	Luis Ambrosio	Probitec (Spain)
	Daniela Talamo	Probitec (Spain)
13	Gustav Delius	UoY (UK)
	Dan Watson	(SNTech, UK)
14	Amit Lerner	IOLR (Israel)

ANNEX 2. Agenda.

MINOUW Kick-off Meeting

Dates: Monday to Thursday 13-16 April-2015

Venue: Casal Sa Riera, University of the Balearic Islands

C/ de Miquel dels Sants Oliver, 2

07122 Palma de Mallorca, Spain

<http://www.uib.cat/lauib/localitzacio/Sa-Riera/Situacio/>

Agenda

SESSION 1 Monday 13 April – 14.30-19 h

Health pause: 16.30-17 h

Welcome address (F. Maynou)

Round table presentations

Housing matters (B. Morales)

Agenda Approval

General Assembly with Summary of the Project:

General objectives of MINOUW (F. Maynou)

Grant Agreement (GA)

- ✓ GA structure and contents; Project Governance (Steering Committee, General Assembly) (F. Maynou)
- ✓ Consortium Agreement (CA) and property rights (F. Maynou)
- ✓ EU-Consortium contractual obligations under H2020 (Germán Valcárcel, Project Officer)

Reporting and communication: Internal project reporting, Intranet, Internet (F. Maynou)

Meetings schedule (F. Maynou)

SESSION 2 Tuesday 14 April – 9.00 h – 13.00 h

Health pause: 10.30-11 h

Each WP leader will explain the work plan of the WP (*Objectives; Tasks; Deliverables; Milestones, Timing; links to other WP*), with special emphasis on the **first reporting period** (1-18 months)

WP1 – F. Maynou

WP2 – Shale Rosen + S. Tudela

WP3 – G. Stefánsson

WP4 – C. Viva

WP5 – L. Ambrosio

WP6 – S. Tudela

SESSION 3 Tuesday 14 April – 14.30-18 h

Health pause: 16.30-17 h

General discussion on the Work plan

Informative presentations (20 min):

- ✓ -Implementation of landings obligation in Iceland (G. Stefánsson)
- ✓ -Implementation on landings obligation in Norway (B. E. Axelsen)
- ✓ -Fisheries governance concepts with examples by WWF (S. Tudela)
- ✓ The landings obligation in the new Common Fisheries Policy (A. Ligas)

Steering Committee Meeting 18-19 h

SESSION 4 Wednesday 15 April – 9.00 h – 13.00 h

Health pause: 10.30-11 h

Implementation plan of regional case studies (CS):

10 min presentation for Each CS leader to explain CS objectives in relation to MINOUW's objectives; needs from WP and feeds to other WP.

SESSION 5 Wednesday 15 April – 14.30-18 h

Health pause: 16.30-17 h

Revision and general discussion of case studies and WP

Informative Presentations (20 min):

- ✓ -Experiences managing regional fishery: lessons learned in the Balearic islands (A.M. Grau)
- ✓ Ecological traits of discards/bycatch species to determine their vulnerability - collaborating with ICES COMEDA Group (H.Hinz + M.Demestre)

18 h- Visit to the fishing harbour and Wharf (walking distance from the meeting place)

20.30- Dinner courtesy of IMEDEA (CSIC/UIB)

SESSION 6 Thursday 16 April – 9.00 h – 13.00 h

Health pause: 10.30-11 h

Next meetings calendar:

- specific meetings within WP, esp. WP2
- ✓ Dissemination Event in mo. 6 with participation of external actors
- ✓ meetings with industry (at local level),
- ✓ fishers exchange program

Work allocation during first 18 months: Work package tasks, milestones and deliverables for the first reporting period (1-18 months)

General conclusions

Date and location of next project meeting (month 17)

Any other business

Closing of the meeting

MINOUW Steering Committee Kick-off Meeting

Dates: Tuesday 14th April – 18-19 h

Venue: Casal Sa Riera, University of the Balearic Islands

C/ de Miquel dels Sants Oliver, 2

07122 Palma de Mallorca, Spain

<http://www.uib.cat/lauib/localitzacio/Sa-Riera/Situacio/>

Agenda

- Reviewing of Implementation plan of activities
- Cooperative image
- Work package tasks, milestones and deliverables for the first reporting period (1-18 months)

- Case studies

- Involvement of the external advisory bodies: list of external advisory members

- Process control (intranet project management tool; corrective measures; risks and deviations)

- Synergy with other H2020 projects

- Other issues

- Closing

ANNEX 3. Minutes of the 2nd Steering Committee Meeting

Date: Tuesday 14th April – 18-19.30 h

Attendees: Project co-ordinator and WP leaders

	WP	Beneficiary N ^o	Beneficiary short name
Francesc Maynou	WP1	1	CSIC
B.Erik & S.Rosen representing M.Breen	WP2	7	IMR
Gunnar Stefansson	WP3	3	UI
Claudio Viva	WP4	8	CIBM
Sergi Tudela	WP5	4	WWF
Beatriz Morales-Nin	WP7	1	CSIC

Agenda

- 1-Reviewing of Implementation plan of activities
- 2-Corporate identity
- 3-Work package tasks, milestones and deliverables for the first reporting period (1-18 months)
- 4-Case studies
- 5-Involvement of the external advisory bodies: list of external advisory members
- 6-Process control (intranet project management tool; corrective measures; risks and deviations)
- 7-Synergy with other H2020 projects
- 8-Other issues
- 9-Closing

The second steering Committee (SC) meeting was held back to back with the kick-off meeting held at Mallorca from 13 to 16th April 2015. Michael Breen could not attend and he was substituted by two members of the beneficiary party.

The role of the SC is to oversee the progress of the project which has to follow the implementation plan, as reflected in the Grant Agreement. The recent start of the project on 1st March and the initial development of activities precluded a detailed analysis of progress of the project. However the SC stressed the importance of coordination in the early phase of the project, because tasks are intertwined, particularly in WP1 and WP2, and the responsables of WP1 and 2 need to coordinate well the activities.

We have to start to create the groups in the BaseCamp too and complete a list of persons and tasks. Round tables with stakeholders will be coordinated by WWF, improving our relationship and avoid interferences, using different ports for different activities. It is important to keep a balance between openness and information flow. Honesty and transparency are a must for the participatory approach. The project MINOUW must be presented to end-users as a tool of use to them.

A coordination group of WP which are related to the external users will be established, with representatives of WP 1, 2, 3, 4 and 6.

-Corporate identity

The corporate identity includes graphic materials, logo, font types and all elements contributing to provide a unified image of the project MINOUW. The corporate identity will help project members and external users to immediately identify the project. A logo, web page and leaflet are being prepared and will be delivered at the end of month 2, with the documents related to deliverables 7.4 and 7.5. Therefore, these have been implemented and are in construction process.

The leaflet and web will evolve with time, beyond the point of delivery at month 2, and targeted to stakeholders and other end users, coordinated by WWF (WP6 leader).

A common format for presentations and reports will be established and circulated among project members.

-Work package tasks, milestones and deliverables for the first reporting period (1-18 months)

The BaseCamp tool will allow WP leaders to use the calendar to monitor progress in the implementation on due time of deliverables and milestones.

-Case studies

This item was discussed during the kick-off meeting and no more comments were required at present.

-Involvement of the external advisory bodies: list of external advisory members

There are two external advisory bodies to the MINOUW project, the scientific External Advisory Board (EAB) and the End-Users Group (EUG). Several names were discussed and the coordinator will contact them to invite / reinvoke them to serve as external advisors to MINOUW and confirm their availability for upcoming meetings. A maximum of 5 participants for each body is envisaged, but a longer list of persons was discussed in order to have substitutes.

-Process control (intranet project management tool; corrective measures; risks and deviations)

This was discussed on the kick-off meeting.

-Synergy with other H2020 projects

There is interest in developing synergies between the 3 successful projects of RIA 2014 call (MINOUW, DiscardLess, SUCCESS). Requirement of collaboration at cost 0. The MINOUW coordinator will participate in a Coordinators meeting in Brussels in few days (Societal Challenge 2, Coordinators' Day, 21 April 2015).

The synergy, particularly with DiscardLess, should encourage to rationally use the budget and share stakeholders. Lessons to learn from both projects. Norway, Iceland, and Spain already contacted other project responsables. WWF is in the external advisory board of DiscardLess.

We propose to organize a final joint symposium and monograph publication in a scientific journal, such as the ICES Journal of Marine Science, or Scientia Marina edited by CSIC.

-Other issues

There is some inconsistency on the GA reported dates:

Reporting	Annual meetings	Milestones	GA
	1		2015
18	17	12 2016	2016
36	35	24 2017	2017
48	47	46 2018 December	2018

The feasibility of these was discussed and it was agreed to have annual meetings in early spring (coinciding with months 12, 24, 36 and 48, approximately). The next plenary meeting is planned for March 2016 in Faro (south Portugal) for three full days.

-Closing

The meeting was closed at 19.30.

The MINOUW Consortium



Beneficiaries:



Linked parties:

