

STEERING COMMITTEE MEETING: MINUTES

WP1 – Activity 1.3 - Steering and monitoring of the
project implementation

DELIVERABLE D1.3.2

Partner in Charge: Ca' Foscari University of Venice

Partners involved: All

Status: Final Version

Distribution: Public

Date: May 9th 2018

ML-Repair Reducing and preventing, an integrated Approach to Marine Litter
Management in the Adriatic Sea – Axis 3 – SO 3.3

1 MINUTES OF THE STEERING COMMITTEE MEETING

The Meeting of the Steering Committee started on May 9th at 11.30

On the 8th and 9th of May 2018 took place in Split the Kick-Off Meeting (KOM) of the project ML-Repair. During the second day of the meeting project partners appointed their representatives in the Steering Committee of the project and took place the first meeting.

The following representatives of project partners participated to the KOM and nominated their delegate in the Steering Committee:

- UNIVE: Prof. Pojana, Mrs. De Ferri, Mr. Marchetto, Mr. Musner
- RERA SD: Mrs. Banicevic, Mrs. Ugrin
- SUNCE: Mrs. Jakl, Mrs. Spika, Mr. Spetic
- IZOR: Prof. Tutman, Mrs. Bojanic Varezic, Mrs. Stagicic
- ISPRA: Mr. Giovanardi, Mrs. Ronchi
- LIMOSA: Mrs. Manzi, Mr. Cortesia
- MARE: Mr. Gugnali, Mr. Prioli, Mrs. Piccioni

According to the Application Form (AF), the Steering Committee is composed by one representative of each project partner and will meet once every 6 months to evaluate the work done and set the targets for the next period. Appointed Members of the Steering Committee are:

- UNIVE: Prof. Giulio Pojana
- RERA SD: Mrs. Gorana Banicevic
- SUNCE: Mrs. Matea Spika
- IZOR: Prof. Pero Tutman
- ISPRA: Mr. Otello Giovanardi
- LIMOSA: Mrs. Roberta Manzi
- MARE: Mr. Andrea Gugnali

During its meetings, the Steering Committee will also benefit of the presence of the project manager (Mr. Tommaso Musner, UNIVE) and if necessary, of the financial manager (Eugenia Delaney, UNIVE). The Steering Committee will discuss project results and will solve any possible problem arising during the project implementation.

The Steering Committee during the first meeting nominated the Work Package (WP) Leaders, responsible of the coordination of the activities of each WP and responsible of obtaining of WP results. WP Leaders appointed by the Steering Committee are:

- WP 1 - Project management and coordination of activities – Mr. Tommaso Musner - UNIVE
- WP 2 - Communication activities – Mrs. Natasa Ugrin – RERA SD
- WP 3 - Raising awareness and knowledge transfer about marine litter issues to target groups – Mrs. Matea Spika - SUNCE
- WP 4 - Supporting the Implementation of Fishing for Litter activities – Mr. Andrea Gugnali - MARE

Each WP Leader will report results and possible problems to the Steering Committee that will monitor the project progress and will define possible solutions. Each WP Leader will independently contact the technical contact (Team Leader) of each partner involved in the WP implementation. The managing structure of the project will be outlined in the following figure:

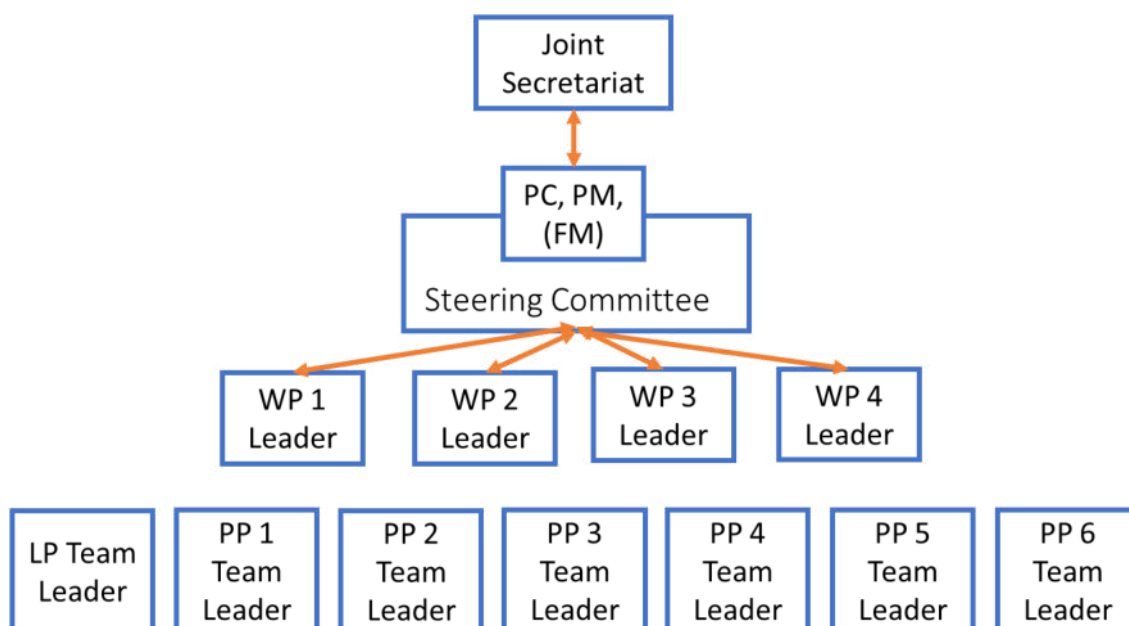


Figure 1 – Managing structure of the ML-Repair project

After the definition of the managing structure of the project, the Steering Committee (SC) discussed on the following tasks:

- Communication Strategy: the SC confirm the importance to have the project website ready within the end of May / first half of June in order to be ready with the next public event. RERA SD already appointed an external service that proposed three different solutions for the project website. The SC converged to one of them with some minor adjustments. Once these adjustments will be performed, the website will be published online.
The SC approved the project logo developed during the first months of the project. The approved logo will be implemented in the project website and in all the communication material of the project (brochure, leaflet, word, PowerPoint formats, etc.)
- Marine Litter Communication Strategy (MLC Strategy): the SC discussed with Mrs. Radovic (the communication expert appointed to develop the MLC Strategy), the main characteristics of the MLC strategy and agreed on the first proposals of mottos. The project partners involved in the MLC Strategy will share further considerations and will define MLC Strategy during a next meeting in Split foreseen on May 23rd 2018. Italian partners will participate through video conference. MLC Strategy will be officially presented to the public with a public event planned on the end of June 2018 in Split. Participation to this event of all PPs has been suggested by SC.
- Partnership Agreements (PA): All partner gave their formal consent to the draft of the PA shared by the Leader Partner before the SC Meeting. All of them proposed only minor formal amendments. The Leader partner will prepare the final version of the PA and will proceed to the signature that is foreseen by the end of May 2018
- ML exhibition “Plasticamente”: the SC discussed the opportunity to organize the “Plasticamente” exhibition in the Aquarium of Cattolica (IT). This would be an unique opportunity to reach a wider and more selected audience. The SC asked MARE and UNIVE to prepare a detailed factual dossier with specific data explaining the implementation of the event in order to allow JS to express a precise consideration on the eligibility of the foreseen expenditures.
- Next SC Meetings: Next SC meeting will take place in Italy, in Cattolica, within the first half of October 2018.

The SC Meeting ended on the May 9th 2018 at 15.00

Tommaso Musner
Project Manager

STEERING COMMITTEE MEETING: MINUTES

WP1 – Activity 1.3 - Project Management and
Coordination of Activities

DELIVERABLE D1.3.2

Partner in Charge: Ca' Foscari University of Venice

Partners involved: All

Status: Final Version

Distribution: Public

Date: November 23rd 2018

ML-Repair Reducing and preventing, an integrated Approach to Marine
Litter Management in the Adriatic Sea – Axis 3 – SO 3.3

1 MINUTES OF THE STEERING COMMITTEE MEETING

On the 22nd and 23rd of May 2018 took place in Cattolica a Project Meeting of the project ML-Repair. During the second day of the project meeting took place the Steering Committee (SC) second meeting.

The SC Meeting started on May 23rd 2018, at 10.00 in MARE premises, Cattolica. The following representatives of the project partners participated to the SC Meeting:

- UNIVE: Prof. Pojana, Mr. Musner (Project Manager)
- RERA SD: Mrs. Banicevic, Mrs. Ugrin (Communication Manager)
- SUNCE: Mrs. Spika
- IZOR: Prof. Tutman
- ISPRA: Mr. Giovanardi
- LIMOSA: not present (justified) Mrs. Manzi, present only during the project meeting on the 22nd
- MARE: Mr. Gugnali

Together with the member of the SC, participated to the discussion also: Mr. Marchetto, Mrs. Caggiani (UNIVE), Mrs. Bojanic Varezic (IZOR), Mr. Fortibuoni (ISPRA), Mrs. Vanni, Mrs. Piccioni (MARE).

During the first part of the SC Meeting Mr. Musner resumed the project results showed during the first day of the project meeting underlining the problem encountered during the first 11 months of the project implementation. Three main points related to WP2, WP3 and WP4 have been discussed, in particular:

- WP2: In order to improve the impact on tourists, a new deliverable has been proposed by RERA. The new deliverable consists of a cover to be applied on the public dressing rooms positioned along the Croatian shores. The cover will describe the project and will underline the importance to preserve the marine environment from plastic litter. The realization of the cover will be performed using economies obtained under the voice "staff costs". RERA also stressed the importance to have a specific website to deliver project tools as: Marine Litter Implementation status Map, the App for Fishing for litter activities and the map for monitoring ML in the N2000 sites. At the moment, the programme website is still not operative and this issue can have a significant impact on all the communication activities foreseen by the project.

- WP2/WP4: the AF foresees the realization, during the third RP, of 2 public national events (1 in Croatia, 1 in Italy, WP2.4) together with 2 meetings with national/regional authorities (1 in Croatia, 1 in Italy, WP4.1). In accordance with what foreseen by the AF these meetings can be combined, if applicable, with other events foreseen by the AF such as SC Meetings and Project meetings in order to optimize travel costs incurred by project partners. The SC members discussed and deliberated to organize the first two meetings with national authorities and with boat owners interested in the fishing for litter activities in Croatia within the first half of April and to combine them with the next project meeting/SC Meeting. The two meetings in Italy, organized by UNIVE and ISPRA, have been planned during the second half of May. The National Public Event will take place in Rome with National Authorities (Ministries involved in general marine policy), whilst in Venice, during the Meeting on Fishing for Litter Implementation Status Map (D4.1.3), will be involved regional, local authorities, FLAGs and others relevant stakeholders. The SC members underlined the slight shift in the organization of the meetings (the AF envisaged the organization of the meetings in March and in April) due to the need to collect and elaborate the results of the questionnaires (foreseen within the end of March 2019) necessary to produce the Marine Litter Implementation Status Map.
- WP3: due to the late start of project activities (late signature of the Subsidy Contract and Partnership Agreements), activity 3.3 could not be completed within the end of the second Reporting Period (RP). A small part of the activities and, in particular, part of the short articles dedicated to tourists foreseen by the Application Form (AF) have to be still completed: it is therefore necessary to complete the activities and prepare the short articles during the third RP to address the next touristic season (starting from May 2019). It was therefore discussed and approved to extend the activity 3.3 on Marine Litter (ML) raising awareness campaign for tourists until the end of June 2019. The approval of the extension will allow to use the extra time to enhance the results of the awareness rising campaign already performed during the Summer of 2018.
- Regarding WP4, the purchase of tablets hosting the APP for registration of material recovered by fishermen was an additional point of attention emerging by assessment of the WP4 activities. Following the eligibility rules, the purchase of thematic equipment should be made not later than six months before the end of the project. Due to internal limits in the purchase of electronic material, tablets can be purchased by PP1 and PP4 only at the beginning of the third RP.

In order to allow a smoother implementation of the last project activities and in order to enhance the impact of the project activities dedicated to tourists, a postponement of project activities (max three months) has been discussed by the SC members. All Sc members agreed with the request for 3 months extension of the project, except for PP3 (Limosa Società Cooperativa). The decision on the postponement will be taken in January after a check of the costs incurred during the second RP.

In case the postponement will be accepted and approved by the Joint Secretariat and by the Management Authority, the fourth SC Meeting and the International Final Conference in Venice/Italy at the end of project will take place in September 2019, otherwise the event will be held in June as initially foreseen by the AF.

UNIVE will collect from JS all the information on the postponement procedure, in particular will clarify whether the extension will be treated as a fourth separate period or should be considered an extension of the third. The first solution was considered preferable as it would allow easier management of the budget and activities.

In the second part of the SC Meeting, it took place a discussion about possible reallocations of the budget with shifts between periods, WPs and budget lines:

- IZOR proposed to use some economies to purchase promotional material for the fishermen involved in the Fishing for Litter activity (number of fishermen already involved is higher than initially foreseen by AF)
- RERA asked to move some economies from Personnel costs to External expertise and services costs to fund the realization of the new deliverable previously cited.
- MARE requested to move from personnel costs to external expertise and services costs to perform the monitoring of the N2000 sites (internal staff cannot perform independently the activity).
- LIMOSA requested to move budget from External expertise and services costs to Staff costs (in order to perform the activities with the internal staff instead of external experts).
- UNIVE proposed to move part of the budget from External expertise and services costs to Staff costs in order to cover research assistant costs inserted in the original AF under the voice External expertise and services costs

- ISPRA proposed to use some economies under the voice travel costs to fund staff costs in case of project prolongation.

The SC Meeting ended on November 23rd 2018 at 13.00

Tommaso Musner
Project Manager

STEERING COMMITTEE MEETING: MINUTES

WP1 – Activity 1.3 - Project Management and
Coordination of Activities

DELIVERABLE D1.3.2

Partner in Charge: Ca' Foscari University of Venice

Partners involved: All

Status: Final Version

Distribution: Public

Date: April 3rd 2019

ML-Repair Reducing and preventing, an integrated Approach to Marine Litter
Management in the Adriatic Sea – Axis 3 – SO 3.3

1 MINUTES OF THE STEERING COMMITTEE MEETING

On the 2nd and 3rd of April 2019 took place in Split a Project Meeting of the project ML-Repair. During the second day of the project meeting took place the Steering Committee (SC) third meeting.

The SC Meeting started on April 3rd 2019, at 9.00 in IZOR premises, Split. The following representatives of the project partners participated to the SC Meeting:

- UNIVE: Prof. Pojana, Mr. Musner (Project Manager)
- RERA SD: Mrs. Banicevic, Mrs. Ugrin (Communication Manager)
- SUNCE: Mrs. Spika,
- IZOR: Prof. Tutman, Dr. Dubravka Bojanić Varezić
- ISPRA: Mr. Giovanardi,
- LIMOSA: not present (justified) Mrs. Manzi, present only during the project meeting on the 3rd
- MARE: Mr. Gugnali

Together with the member of the SC, participated to the discussion also: Mrs. Bojanić Varezić (IZOR), Mrs. Pasanisi, Mrs. Bernarello, Mrs. Ronchi (ISPRA), Mr. Prioli (MARE).

During the first part of the SC Meeting Mr. Musner resumed the project results showed during the first day of the project meeting underlining the problem encountered during the first 16 months of the project implementation. Three main points related to WP1, WP2, WP3 and WP4 have been discussed, in particular:

- WP1: the request for a Major budget change and the postponement of the project end has been discussed with the JS and is, at the time of the meeting, under evaluation. Partners discuss about different scenarios (budget change/project prolongation accepted or not) and agree that the most limiting factor is the time of the end of the project: in case the JS will not allow to postpone it, some activities have to be finished rapidly meeting the as much as possible the results stated by the AF. Partners are aware of this and agree with this point. In case of project prolongation there will be not particular problems.

If the amendment will be accepted new budget changes will be available only within the flexibility rule (applied to the new modified budget).

- WP2: The new deliverable proposed by RERA (a cover to be applied on the public dressing rooms positioned along the Croatian shores) has been evaluated by JS and is under evaluation in the framework of the major change. It will be approved with the related budget change and it will be affixed in 15 Croatian beaches.

The website provided by the Programme is still not active, and there is the need to have a project specific website to promote the use of the app developed by MARE. Contents of the website are still not complete (in all languages). Partners commit themselves to improve and revise the contents within the final conference.

The final conference will be organized in Venice, together with the last project meeting and the last Steering Committee Meeting, on June 11th-13th 2019 (in case no prolongation is granted) or on September 10th-12th 2019 (in case of project prolongation).

- WP2/WP4: Public Events dedicated to National authorities and fishermen representatives has been organized in Split on the 1st of April 2019. The Public event dedicated to fishermen on Fishing for Litter Implementation Status Map (D4.1.3), will be organized on the 30th of May 2019 in Venice.
- WP3: As already discussed in the previous SC meeting, the part of the activity regarding the short articles dedicated to tourists (WP 3.3 - Marine litter awareness raising campaign for tourists) presents difficulties in achieving the planned target values. Italian partners experienced some difficulties in finding out touristic magazines for the foreseen publication of short articles regarding the problem of marine litter (20 short articles on marine litter issues in tourism related magazines, TV and radio shows have already produced in Croatia, only 3 in Italy). The market of touristic magazines, especially in the Veneto Region, is not well developed, fragmented in many small blogs (online), and mainly focused in the promotion of local touristic structures. LP together with ISPRA and LIMOSA, will address particular attention to this point proposing a solution shared with JS within the first half of May.

The SC Meeting ended on April 3rd 2019 at 14.00

Tommaso Musner
Project Manager

STEERING COMMITTEE MEETING: MINUTES

WP1 – Activity 1.3 - Project Management and
Coordination of Activities

DELIVERABLE D1.3.2

Partner in Charge: Ca' Foscari University of Venice

Partners involved: All

Status: Final Version

Distribution: Public

Date: September 12th 2019

ML-Repair Reducing and preventing, an integrated Approach to Marine
Litter Management in the Adriatic Sea – Axis 3 – SO 3.3

1 MINUTES OF THE STEERING COMMITTEE MEETING

On the 11th and 12th of September 2019 took place in Venice a Project Meeting of the project ML-Repair. During the second day of the project meeting took place the Steering Committee (SC) fourth meeting.

The SC Meeting started on September 12th 2019, at 9.00 in UNIVE premises, Venice. The following representatives of the project partners participated to the SC Meeting:

- UNIVE: Prof. Giulio Pojana, Mr. Tommaso Musner (Project Manager)
- RERA SD: Mrs. Nataša Ugrin (Communication Manager)
- SUNCE: Mrs. Tihana Arapovic,
- IZOR: Prof. Pero Tutman,
- ISPRA: Mr. Otello Giovanardi,
- LIMOSA: Mrs. Roberta Manzi,
- MARE: Mrs. Fulvia Vanni,

Together with the member of the SC, participated to the discussion also: Mr. Tomaso Fortibuoni (ISPRA), Mrs Francesca Ronchi (ISPRA), Mrs. Eugenia Pasanisi (ISPRA), Mr. Ivan Cvitković (IZOR), Mrs. Bojanić Varezić (IZOR), Mrs. Marija Despalatović (IZOR), Mr. Ante Žuljević (IZOR), Mrs. Lučić Petra (IZOR), Mr. Ante Žunec (IZOR), Mrs. Samanta Šečer (SUNCE),

During the first part of the SC Meeting Mr. Musner resumed the project results showed during the first day of the project meeting underlining the issues and the results of the last 18 months of the project implementation. The main points related to WP1 have been discussed, in particular:

- WP1: the request for a Major budget has been accepted by JS and correctly performed by LP. Due to the time needed by the procedure, the budget needs some adjustments to take into accounts some minor deviations occurred in the period of Major Change approval. LP will collect in October the final expenditures by each PP verifying and performing the needed minor budget changes.
- WP1: some partners ask for the reimbursement of some costs related to the closure of the project (in particular, the FLC costs for Italian partners). A specific question has been delivered by JS and the related answer has been shared with all PPs during the meeting.

- WP1: after the end of the project an intense effort is requested by all PPs to finalize the technical and financial reporting procedures. No particular problems emerged by the partnership in respecting the deadlines.

The SC Meeting ended on September 12th 2019 at 15.00

Tommaso Musner
Project Manager