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ADMINISTRATIVE, ORGANISATIONAL AND TECHNICAL SUPPORT FOR THE TECHNICAL SUB-GROUPS ON MARINE LITTER AND UNDERWATER NOISE.

EUROPEAN COMMISION

DG ENVIRONMENT

SPECIFIC CONTRACT 07.0307/2013/646197/D2

Contents

1 Introduction

This Interim Report has been prepared for the project 'Administrative, organisational and logistic support for the Technical Sub-Groups on Marine Litter and Underwater Noise' of the "Framework contract for services related to Emerging pressures, human activities and measures in the marine environment (Contract number: ENV.D.2/FRA/2012/0025), which has been awarded by the European Commission's Directorate General Environment (DG ENV) following a call for proposals. The Report has been developed by EUCC and Arcadis. This covers the period February 2013 - August 2013 and provides an overview of progress so far.

During the reporting period, the tasks have been implemented according to the schedule and as agreed with the EC Officer. This report also outlines the next steps for the coming of the project (September 2013- February 2014).

2 Project context and objectives

This project is designed to facilitate the coordination of the implementation of the MSFD between Member States, the EC set up an informal programme of coordination – Common Implementation Strategy- composed of series of Working Groups. In 2010, the Marine Directors agreed to establish Technical Sub-Groups (TSGs) under the Working Group on Good Environmental Status (WG GES) for further development of Descriptor 10 (Marine Litter) and Descriptor 11 (Noise/Energy).

The general aim of the work of the TSGs is to put forward a comparable and consistent interpretation of the concept of Good Environmental Status (GES) on marine litter and underwater noise but also to advice on standardised methodologies to monitor these descriptors.

The objective of this project is to provide administrative, organisational and logistic support to the TSGs on Marine Litter and Underwater Noise.

Specific tasks to be performed are to:
* Task 1: Logistic support for the TSG Noise and the TSG Marine Litter.
* Task 2: Support for other administrative arrangements for the meetings, including the preparation of meeting documents: a meeting agenda, minutes of the meeting and a technical document which summarizes the discussions which need to take place.
* Task 3: Combine, structure, edit and finalize an interim report and a final report.
* Task 4: Prepare twice per year a short progress report of one page and some power point slides on on-going activities in the TSGs.
* Task 5: To organize one training workshop for MS representatives on monitoring underwater noise as input for the Member States monitoring programme.
* Task 6: Ensure the exchange of relevant documents and information through appropriate tools through the set-up and use of a web-based document sharing tool.

In order to provide administrative, organisational and logistic support to the TSGs on Marine Litter and Underwater Noise, we have designed a work program that is organised in four work packages:

* Work package 1 involves the organisation and the provision of secretarial services for the annual meetings of the technical sub-groups on Marine Litter and Underwater Noise (task 1 and task 2).

* Work package 2 is designed to support the technical sub-groups in their reporting obligations to the Working Group on GES, and to assist in the exchange of information on on-going activities in the TSGs. (task 3 and task 4).

* Work package 3 covers the organisation of a one day training workshop for Member States on the monitoring of underwater noise is (task 5).

- Work package 4 is about the maintenance of a clear and effective web-based working platform for each of the two TSGs, to support communication activities within the groups (task 6).

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Progress and achievements

In the period covered by this Interim Report (February-August 2013) the tasks described below have been developed and completed according to the work plan of the TSGs on Marine Litter and Underwater Noise.

3.1   WORK PACKAGE 1: ORGANISATION AND SECRETARIAT OF THE ANNUAL MEETINGS OF TSG-MARINE LITTER AND TSG-UNDERWATER NOISE

This work package aims to support the organisation of two meetings per year, two days each, during the years 2013-2014 for both TSG-ML and TSG Noise (total of eight meetings per TSG). In this first period, EUCC and ARCADIS have attended and supported the organisation of the annual meetings of the TSGs, as follows:

- Attendance and support of the 5th TSG Noise meeting in Helsinki 12-13 February 2013, by 2 members of the consortium. The contractor met briefly with the TSG Noise Chairs and the EC officer in advance to organize their input and plan the meeting. The contractor has produced the draft and final minutes of the meeting and coordinated the revision process with the chairs of the TSG Noise;
- The project coordinator maintained close communication and facilitating the establishment of suitable dates planning for the TSG chairs and members to provide their inputs and collect their feedback regarding the follow-up actions agreed at the meeting;
- Specific attention has been given to provide clear, complete and on-time information, with prompt availability to assist the Chairs in the process of pursue important aspects of the meeting;
- Final minutes of the 5th Meeting of TSG Noise have been provide to the group and the EC Officer.

- Attendance and support of the 6th TSG-ML meeting in Hamburg 14-16 May 2013, by 3 members of the consortium. The contractor has support the preparation of the meeting and met with the TSG-ML Chairs and the EC officer in advance to organize and plan the meeting. The team produced the draft and final minutes of the meeting and coordinated the revision process with the chairs of the TSG Noise;
- The project coordinator maintain close communication and facilitating the establishment of suitable dates planning for the TSG chairs and members to provide their inputs and collect their feedback regarding the follow-up actions agreed at the meeting;
- Specific attention has been given to provide clear, complete and on-time information, with prompt availability to assist the Chairs in the process of pursue important aspects of the meeting;
- Final minutes of the 6th Meeting of TSG-ML have been provide to the group and the EC policy Officer.

In terms of logistic support in the host country (task 1) since this contract has been signed while the meetings were prepared there was no specific requirements for the contractor to entail those activities, however these are foreseen for the meetings schedule in Autumn 2013 and 2014.

Deliverables of WP1 - Organisation and secretariat of the annual meetings of TSG-ML and TSG-UN.

WP1	Deliverable: February – August 2013	Month
D.1.1	Provide draft minutes and coordinate revision of annual meetings of and TSG Noise TSG-ML	March 2013 (Noise) & June (ML)

3.2   WORK PACKAGE 2: SUPPORT IN REPORTING OF TSG-ML AND TSG-UN

In order to facilitate reporting by the TSG Noise and TSG-ML on their work to the Commission, to the Working Group on GES, and to other relevant parties, EUCC prepared the templates, coordinated the collection of inputs, comments, attended meetings for the preparation of the guidance and edited the Monitoring Guidance's (Interim Reports) for Underwater Noise and Marine Litter due to mid 2013. EUCC has provided the required support so that these have been submitted on time to the Working Group on GES.

Both reports have been delivered to the EC DG ENV officer and the TSG's groups according to schedule and are available at the CIRCA ABC for the MSCG members and GES working group members.

Below we provide more detail about each of the interim guidance reports produced.

3.2.1   MONITORING GUIDANCE FOR UNDERWATER NOISE IN EUROPEAN SEAS

2nd Report of the Technical Subgroup on Underwater Noise and other forms of energy (TSG Noise) - Interim Guidance Report

TSG Noise was tasked to deliver guidance so that European Member States could initiate programmes for underwater noise monitoring. As monitoring must be operational by 2014, first guidance was required by spring 2013. The template and set-up of this Interim Guidance report has been developed by Maria Ferreira from EUCC and the final editing was done in support of the requirements and in close cooperation with the Chairs of the TSG Noise René Dekeling, Mark Tasker, and Sandra van der Graaf. The Monitoring Guidance for Underwater Noise is structured in three parts: Part I: Executive Summary & Recommendations, Part II: Monitoring Guidance Specifications, and Part III: Background Information and Annexes.

Part I is the executive summary for policy and decision makers responsible for the adoption and implementation of MSFD at national level. It provides the key results and recommendations presented in Part II that support the practical guidance for MS and will, enable assessment of the current level of underwater noise.

Part II, is the main report of the Monitoring Guidance, that provides the specifications for the monitoring of underwater noise, with a dedicated section on impulsive noise (Criterion 11.1 of the Commission Decision) and ambient noise (Criterion 11.2 of the Commission Decision). It provides a detailed guide to those who will implement the monitoring/modelling, and noise registration technical specifications.

Finally, Part III presents the background information and annexes, is not part of the guidance, but is added for additional information, examples and references that support the Monitoring Guidance specifications.

In addition, the results and feedback that may arise at the training workshop (planned now immediately after the of the upcoming TSG NOISE in 25th October in Rome) can be incorporated. This also means the inclusion of new findings into the final report of this guidance that will be finalized early November 2013.

3.2.2 MONITORING GUIDANCE FOR MARINE LITTER IN EUROPEAN SEAS (DRAFT REPORT)

TSG-ML was tasked to deliver guidance so that European Member States could initiate programmes for marine litter monitoring. As monitoring must be operational by 2014, first guidance was required by mid-2013. The draft Guidance report has been developed by Maria Ferreira and Joana Veiga from EUCC and the final editing was done in support of the requirements and in close cooperation with Georg Hanke (co-chair, EC JRC), Stefanie Werner (co-chair, UBA), François Galgani (chair, IFREMER) of the TSG-ML. This interim guidance report is divided in divided in 8 sections/chapters presents a general overview of approaches and strategies dealing with marine litter monitoring and provides protocols for the monitoring of specifically: beach litter, floating litter, seafloor litter, litter in biota, microlitter. It concludes by presenting an introduction to a Master List of all litter items for use in litter monitoring programmes in the European marine environment. The interim guidance report has been delivered as full document and in separated sections/chapters for the specific parts and expertise. This reports provides the basis for the marine litter programme however since new information continues to be compiled TSG -ML can review and update this guidance prior to final version to be submitted in November 2013. The present guidance document is a follow-up of the Report "Marine Litter : Technical Recommendations for the Implementation of MSFD Requirements . EUR 25009 EN". Dealing with a topic under development through research efforts and by fast growing experience this guidance should be regarded as a living document and is being updated regularly.

Furthermore, EUCC support the exchange of information on on-going activities in the TSGs through the preparation of brief/summary reports, which can serve used as input to the relevant meetings under the Common Implementation Strategy (in particular for Marine Strategic Coordination Group (MSCG).

For the exchange of relevant documents and information within the TSGs and from the TSG's to other parties, the appropriate tools are being used, e.g. BaseCamp.

WP3	Milestones and Deliverables: February – July 2013	Month
M3.1	Provide support in delivery of reports by TSG Noise TSG-ML to WG GES	ongoing
D3.1	Provision of template for interim and final reports of TSG Noise TSG-ML	Done (May; July)
D3.2	Provide flash report on on-going activities by TSG Noise TSG-ML	Not required yet

3.3 WORK PACKAGE 3: ORGANISATION OF ONE TRAINING WORKSHOP ON MONITORING UNDERWATER NOISE

For the TSG Noise a training workshop on the monitoring of underwater noise will be organised. This training is input for the Member States monitoring programme, and will be attended by the Member State representatives responsible for implementation of the MSFD and the associated monitoring programme.

This training workshop , currently under preparation , is schedule to be held in Rome, Italy on the 25th of October, after the TSG Noise meeting that will take place on 23-24th October. Whether the workshop will take place depends on the interest and attendance of Member States and a final decision has not been taken yet.
However and as preparatory arrangement, EUCC has made contacts with the host organization, ISPRA in Rome (Italy) and has provided through BaseCamp for the TSG Noise the logistics information about how to get to ISPRA and a list of recommended hotels.

All preparatory and organisational work for this workshop follows the same approach as the support described for the TSG meetings.

WP3	Deliverable: February – July 2013	Month
M.3.1	Preparations for the training workshop on monitoring of Underwater noise.	Ongoing ; Schedule 25th October 2013

3.4 WORK PACKAGE 4: MANAGEMENT AND SUPPORT OF THE NETWORK OF EXPERTS AND WORKING PLATFORM

Most of the work of the TSGs is done via correspondence through a web based communication tool.
The platforms for sharing documents and key discussion points are BaseCamp for the TSG Marine Litter which already was in use. And for the TSG Noise following various considerations and options available, EUCC has established a BaseCamp for the group. The costs of this BaseCamp project are being covered by the contract.

The contractor supported the work conducted by the TSGs by helping maintaining this working platforms efficient and effective, promoting the engagement and input of the group members, and ensuring the provision of facilities that internal deadlines can be met. Since EUCC has expert staff that integrates both TSGs, the direct experience and knowledge of the dynamics and expert colleagues benefits the coordination of the work planned.

In particular, the contractor has ensured that:
• That the list of member groups and correspondence contacts is updated and all are invited and using the working platforms;
• all member groups receive all relevant information regarding the TSG work progress, are aware of internal deadlines and expected responsibilities;

WP2	Milestones and Deliverables	Month
M.2.1	Well-organised web-based working platforms for TSG Noise TSG-ML: Basecamp has been established for TSG NOISE and the existing TSG-ML Basecamp is being used	Established and maintained regularly

| M.2.2 | Ensure provision of all relevant information required for efficient work progress to members of TSG Noise TSG-ML | Ongoing |

4 Planning for the coming period

4.1 WORK PACKAGE 1: ORGANISATION AND SECRETARIAT OF THE ANNUAL MEETINGS OF TSG-MARINE LITTER AND TSG-UNDERWATER NOISE

This work package aims to support the organisation of two meetings per year, two days each, during the years 2013-2014 for both TSG-ML and TSG Noise (total of eight meetings per TSG).

The next schedule meetings are to be held during 23-14th October 2013 (Rome, Italy) for the TSG NOISE and 12-13th December 2013 (Lisbon, Portugal), for the TSG-ML, respectively. The preparations are on-going.

4.2 WORK PACKAGE 2: SUPPORT IN REPORTING OF TSG-ML AND TSG-UN

The Final versions of the Guidance reports are due to be delivered early November, prior to the EU Marine Strategy Coordination Group of 12-13 November.
Furthermore, and upon request by the EC DG ENV and /or the Chairs of the TSG's ML and Noise, flash reports on on-going activities may be prepared.

4.3 WORK PACKAGE 3: ORGANISATION OF ONE TRAINING WORKSHOP ON MONITORING UNDERWATER NOISE

The training workshop is schedule to be held in Rome, Italy on the 25th of October, after the TSG Noise meeting that will take place on 23-24th October. Whether the workshop will take place depends on the interest and attendance of Member States and a final decision has not been taken yet.

4.4 WORK PACKAGE 4: MANAGEMENT AND SUPPORT OF THE NETWERKK OF EXPERTS AND WORKING PLATFORM

The contractor will continue to support the work conducted by the TSGs by helping maintaining the working platforms efficient and effectively. It will also continue to promote the engagement and input of the group members, and ensuring the provision of facilities that internal deadlines can be met.

5 Contract management

From the staff introduced in table 1 of our offer, Remment ter Hofstede left ARCADIS NL on 15th August 2013. He has been replaced in the following way:

- For the framework contract Belinda Kater replaces Remment as framework contract manager. This is communicated with you and accepted in your letter of 5th July 2013.
- The back-up framework contract management stays with Rob Steijn