



European Commission
Directorate-General for Maritime Affairs and Fisheries
Directorate F - Resources
To the Attn. Head of Unit MARE/F1
Office J-99 05/07
B-1049 Brussels
Belgium

27 June 2013

INVOICE Nr. 039/2013

**Reference: Specific contract n°11 implementing Framework contract
N° MARE/2008/08 – SI2.635108
“High level Stakeholders Conference: Setting an Agenda for Smart,
Sustainable and Inclusive Growth from the Adriatic and Ionian Seas”,
Zagreb, Croatia on 06 December 2012”**

In accordance with Article I.5, Payment Periods of the Framework Service Contract, we herewith request the final payment of

€ 68.323.26

calculated by subtracting the advance (€ 57.579.13) from the total expenditure (€ 125.902,39) reported in the attached cost breakdown

(exempted of VAT according to art 42 § 3.3, VAT Code, circulaire n° 2/1989)

Payment should be made into the following bank account:

Beneficiary:	GOPA-Cartermill SA
Bank:	Commerzbank AG
Bank address:	Boulevard Louis Schmidt 87 - 1040 Bruxelles - Belgium
Bank account:	179-6103899-04
IBAN:	BE10 1796 1038 9904
BIC code:	COBABEBX

A handwritten signature in black ink, appearing to be 'Walter Koehn', written over a white background.

Walter Koehn
Senior Consultant

A handwritten signature in black ink, appearing to be 'Christophe Thielemans', written over a white background.

Christophe Thielemans
Head Finance and Administration

SPECIFIC CONTRACT No.11

Implementing Framework Contract No. MARE/2008/08

Ref.: Specific Contract No. SI2.635108

HIGH LEVEL STAKEHOLDERS' CONFERENCE

**Setting an Agenda for Smart, Sustainable and Inclusive
Growth from the Adriatic and Ionian Seas**

Zagreb, 06 December 2012

Final report

January 2013

AUTHOR	ROLE/TITLE	VERSION	LAST UPDATED
Claudia Monaldi	Event Manager	1.1	11.01.2013
Ekaterina Tsaranok	Event Coordinator	1.2	16.01.2013
Claudia Monaldi	Event Manager	1.3	21.12.2012
Claudia Monaldi	Event Manager	1.4	21.03.2013
Claudia Monaldi	Event Manager	1.5	03.04.2013
Ekaterina Tsaranok	Event Coordinator	1.6	31.05.2013
Ekaterina Tsaranok	Event Coordinator	1.7	26.06.2013

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1. INTRODUCTION

This is the final report for the event “High Level Stakeholders’ Conference”, which took place on 06 December 2012 in Zagreb, Croatia. The event was organised jointly by Directorate-General for Maritime Affairs and Fisheries (DG MARE) of the European Commission and the Croatian Ministry of Maritime Affairs, Transport and Infrastructure.

The conference gathered together 212 participants.

GOPA-Cartermill was in charge of the logistical aspects of the conference, in cooperation with the Croatian Ministry of Maritime Affairs, Transport and Infrastructure. The content of the conference (including speakers’ identification) was prepared by DG MARE - Unit Maritime Policy Mediterranean and Black Sea (MARE/D/1), in cooperation with Croatian Ministry of Maritime Affairs, Transport and Infrastructure.

2. EVENT PROGRAMME AND OBJECTIVES

The aim of the Conference was to officially launch the new Adriatic and Ionian Maritime Strategy.

300 participants were initially foreseen to attend the conference, with a maximum of 40 paid speakers and 40 paid participants. According to the effective list of participants, 212 people attended the event, of which 21 were paid speakers and 17 were paid participants.

The conference lasted one day (06 December 2012). A welcome dinner for up to 50 speakers and other selected invitees was held at the conference venue on the evening prior to the event. 50 people participated in the dinner.

The final programme of the conference (Annex I) and the effective list of participants (Annex II) are attached to this report.



3. LOGISTICS

GOPA-Cartermill (GC) provided a number of logistical and organisational support services before, during and following the event.

3.1. *VENUE SELECTION AND INTERPRETATION*

The Croatian Ministry of Maritime Affairs, Transport and Infrastructure selected and booked the conference venue (Sheraton Zagreb Hotel), which is located in the centre of Zagreb. Audio-Visual equipment and simultaneous interpretation services in English and Croatian were also provided by the Croatian host.

3.1.1 Accommodation

Participants were recommended to stay at the Sheraton Zagreb Hotel. GOPA-Cartermill negotiated the price for the conference participants with the hotel.

GOPA-Cartermill booked 184 room-nights for paid speakers and participants and the event team for 05-06 December. Due to the late change in the number of participants and bad weather conditions on the eve of the event (the whole Albanian delegation and some other participants were not able to take the flight to Zagreb), 77 room-nights were finally paid by GOPA-Cartermill; 19 room-nights were paid by participants not entitled to reimbursement. GOPA-Cartermill cancelled 46 room-nights in due time according to the Hotel's cancellation policy. 42 room-nights were charged to GOPA-Cartermill as no-show.

3.1.2 Travel

Paid speakers and participants were request to make their own travel arrangements that would be reimbursed after the event, on the basis of the filled in and signed travel reimbursement form and original invoices and tickets.

3.2. *MANAGEMENT OF INVITATION AND REGISTRATION PROCESSES*

GOPA-Cartermill was in charge of the invitation and registration processes.

Four "**Save-the-date**" campaigns were carried out between 06 and 12 November 2012. A total of 1693 emails were sent out to announce the conference. The lists of email addresses were provided by DG MARE. As requested by the client, GOPA-Cartermill also sent the "Save-the-Date" email to all participants who attended the three previous



workshops dedicated to the maritime strand of an Adriatic-Ionian macro-regional strategy (Athens, 14/02/2012 – Trieste, 12-13/06/2012 – Portorož, 17/09/2012).

An **online registration page** (<http://www.amiando.com/AI-SeasConference-Zagreb>) was set-up by GOPA-Cartermill event team. The registrations fields were submitted to DG MARE for approval, before the registration page went live. Several **registration codes** were also created, to give access to the registration page only to invited people, according to their category (Invitees, Attendees, Organisers, Speakers and Press). The link towards the online registration page and the registration code were inserted into the invitation email text, according to the specific category to which the person belonged. The codes were submitted too DG MARE for approval. The registration web-page was approved on 19 July.

A dedicated email address (ai-seasconference-zagreb@gopa-cartermill.com) was also set-up, to deal with all communications with participants.

The **invitation process** was launched on 15 November. Between 15 and 28 November, 12 invitation campaigns were sent by GOPA-Cartermill, including a total of 2245 email addresses. The invitation email included the link to the online registration page created by GOPA-Cartermill and the corresponding registration code, depending on the invitee's category.

Due to the low registration rate, **an Internet button** containing an embedded link toward the online registration page was created by GOPA-Cartermill and approved by DG MARE on 16 November. The aim of this button was to be displayed on DG MARE website, as well as on the websites of the main European stakeholders and national governments, in order to promote the event amongst a broader audience and boost registration. An email with the button in attachment was sent to a list of emails provided by DG MARE on 21 November. Once published, the button was visible to anyone, including people who hadn't received an invitation with a registration code. A message was therefore published on the home page of the online registration page, inviting people without a code to contact GOPA-Cartermill to get the code. The requests for code were forwarded to DG MARE, in charge of clearing the requests. Once approved by DG MARE, the corresponding registration code was sent to the interested person by GOPA-Cartermill.



On 23 November, an **invitation reminder** was sent to a total of 2157 email addresses.

Due to several delays in the organisation of the event from the side of the client, it was agreed with DG MARE not to do any advertisement in specialised press before the conference. On the other hand, an **animated banner** for post-event promotion was created by GOPA-Cartermill and approved by DG MARE on 15 November. The banner contained an embedded link redirecting towards DG MARE website. Its aim was to be sent to relevant stakeholders and national partners/governments after the event, to promote the conclusions and results.

In addition to standard registration fields, the online registration website also included a **"Wall"** where people could post their messages. This extra tab was included to give participants the chance to interact among each other before the event.

Upon registration, each participant received an automatic **confirmation email**. A daily registration status was sent to the client, in order to provide an updated overview of the number of registered people and take consequent actions.

Due to the low rate of registrations, the online registration page was closed 05 December. In total, 212 people registered online and a few others were manually added prior to the event. 57 people registered on-site, on 06 December.

3.3. *CONFERENCE MATERIALS*

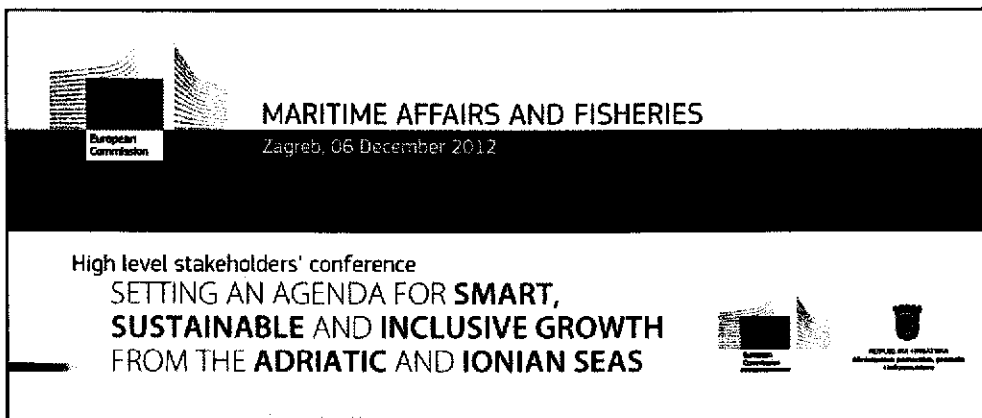
The following items were produced by GOPA-Cartermill and submitted to DG MARE for approval:

- Banner for the online registration page
- Banner for paper documents (same graphical elements than the one for the online registration page)
- Internet button for pre-event promotion
- Animated banner for post-event promotion
- Roll ups
- Folder programme

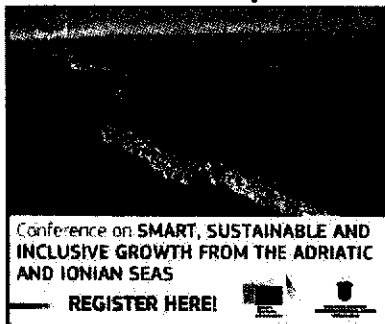


- List of participants
- Sign posting for break out rooms
- Badges for participants
- Desk names for speakers
- Evaluation questionnaire (version 1 and 2)

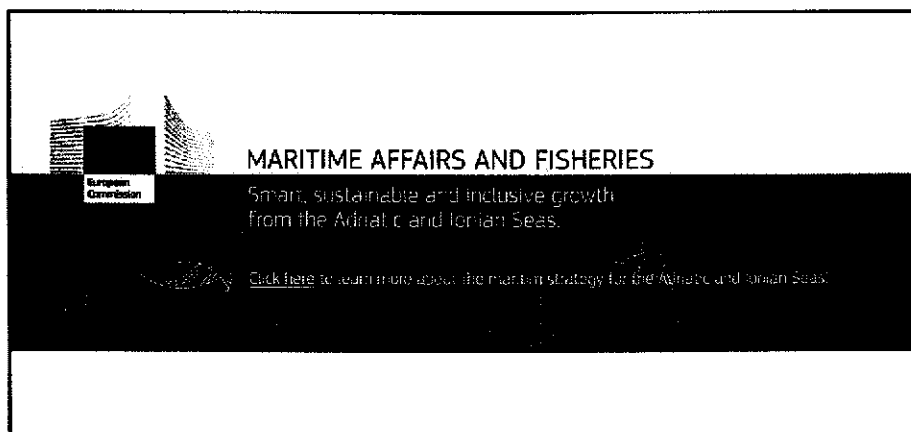
Banner for the online registration page and paper documents:



Internet button for pre-event promotion:

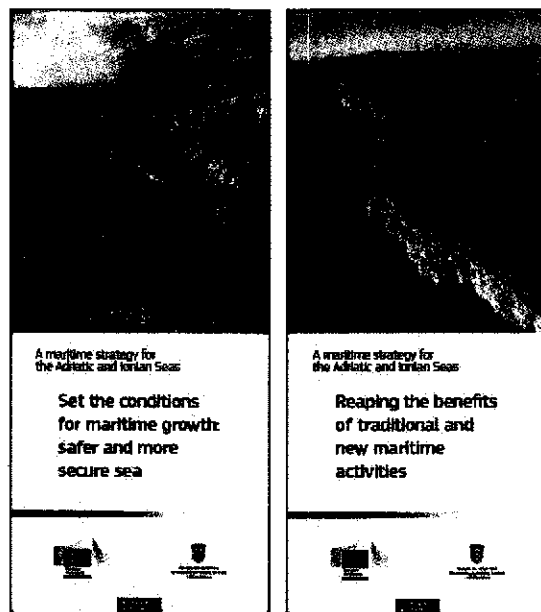
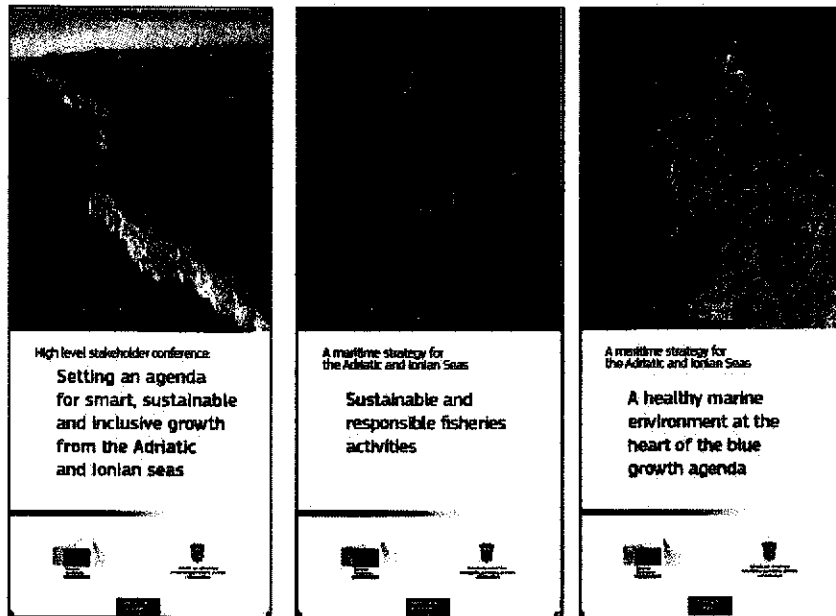


Animated banner for post-event promotion:



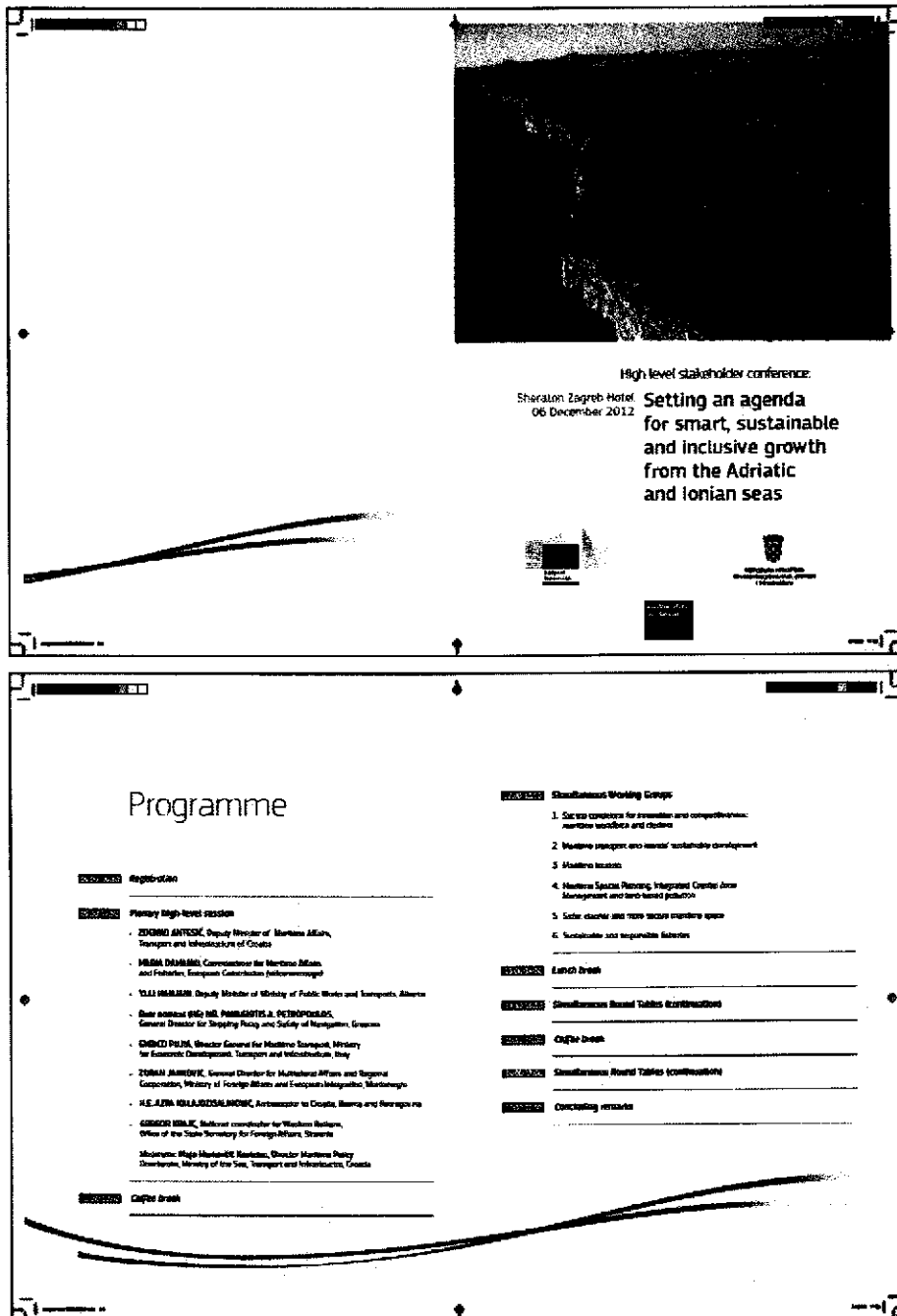
Roll ups:

5 roll ups were produced by GOPA-Cartermill, to be displayed at the conference venue. The pictures used were provided by the Croatian Ministry of Maritime Affairs, Transport and Infrastructure.



Folder - Programme:

200 copies of an A3 folder-programme was produced by GOPA-Cartermill and distributed to participants during onsite registration, on the day of the event.



The programme-folders were used to prepare the conference packs, which included the, the updated version of the participants' list, the evaluation questionnaire, the last updated list of parallel sessions and speakers, and the different workshops summaries prepared by COFAD. Due to last minutes changes and speakers'



cancelations, the programme and the list of parallel sessions and speakers had to be revised and printed out at the venue.

Below, the very last version of the agenda, revised on the day of the event, and printed out in A4 format:

High level stakeholders' conference	
Zagreb, 06 December 2012	
SETTING AN AGENDA FOR SMART, SUSTAINABLE AND INCLUSIVE GROWTH FROM THE ADRIATIC AND IONIAN SEAS	
PROGRAMME	
09.00 – 09.30	Registration
09.30 – 11.30	Plenary high-level session <ul style="list-style-type: none"> • Zdenko ABREŠIĆ, Deputy Minister of Maritime Affairs, Transport and Infrastructure of Croatia • Maria DAMIANI, Commissioner for Maritime Affairs and Fisheries, European Commission (video-message) • YEMMAMUN, Deputy Minister/Ministry of Public Works and Transport, Albania • Konstantinos (KONSTAS) PETROPOULOS – General Director for Shipping Policy and Safety of Navigation, Greece • Enrico PULIS, Director General for Maritime Transport, Ministry for Economic Development, Transport and Infrastructure, Italy • Zoran JANDRIĆ, General Director for Maritime Affairs and Regional Cooperation, Ministry of Foreign Affairs and European Integration, Montenegro • H.E. Ana KRALJEVIĆ-KRSTIĆ, Ambassador to Croatia, Bosnia and Herzegovina • Gregor KRJAC, National coordinator for Maritime Affairs, Office of the State Secretary for Foreign Affairs, Slovenia <p>Moderator: Miroslav MARJANOVIĆ-KRSTIĆ, Director Maritime Policy Directorate, Ministry of the Sea, Transport and Infrastructure, Croatia</p>
11.00 – 11.30	Coffee break
11.30 – 13.00	Simultaneous Working Groups <ol style="list-style-type: none"> 1. Set the conditions for innovation and competitiveness: maritime workforce and clusters 2. Maritime transport and islands' sustainable development 3. Maritime tourism 4. Maritime Spatial Planning, Integrated Coastal Zone Management and land-based pollution 5. Safety clusters and management maritime space 6. Sustainable and responsible fisheries
13.00 – 14.30	Lunch break
14.30 – 16.00	Simultaneous Round Tables (continuation)
16.00 – 16.30	Coffee break
16.30 – 17.00	Concluding remarks



List of participants:

A first version of the final list of participants was printed out and shipped to Zagreb in the week prior to the event, according to the planning. However, due to the high number of new registrations received in the days just before the conference, GOPA-Cartermill printed out onsite an updated version of the list of participants. The final effective list of participants is annexed to this report.





Sign posting for the 6 parallel sessions:

High level stakeholders' conference
Zagreb, 06 December 2012
SETTING AN AGENDA FOR SMART,
SUSTAINABLE AND INCLUSIVE GROWTH
FROM THE ADRIATIC AND IONIAN SEAS



Workshop 1:
**SETTING THE CONDITIONS FOR
INNOVATION AND COMPETITIVENESS**

High level stakeholders' conference
Zagreb, 06 December 2012
SETTING AN AGENDA FOR SMART,
SUSTAINABLE AND INCLUSIVE GROWTH
FROM THE ADRIATIC AND IONIAN SEAS



Workshop 2:
**MARITIME TRANSPORT AND
ISLANDS' SUSTAINABLE DEVELOPMENT**

High level stakeholders' conference
Zagreb, 06 December 2012
SETTING AN AGENDA FOR SMART,
SUSTAINABLE AND INCLUSIVE GROWTH
FROM THE ADRIATIC AND IONIAN SEAS

Workshop 3:
MARITIME TOURISM

High level stakeholders' conference
Zagreb, 06 December 2012
SETTING AN AGENDA FOR SMART,
SUSTAINABLE AND INCLUSIVE GROWTH
FROM THE ADRIATIC AND IONIAN SEAS



Workshop 4:
**MARITIME SPATIAL PLANNING,
INTEGRATED COASTAL ZONE MANAGEMENT
AND LAND-BASED POLLUTION**

High level stakeholders' conference
Zagreb, 06 December 2012
SETTING AN AGENDA FOR SMART,
SUSTAINABLE AND INCLUSIVE GROWTH
FROM THE ADRIATIC AND IONIAN SEAS




Workshop 5:
**SAFER, CLEANER AND MORE SECURE
MARITIME SPACE**

High level stakeholders' conference
Zagreb, 06 December 2012
SETTING AN AGENDA FOR SMART,
SUSTAINABLE AND INCLUSIVE GROWTH
FROM THE ADRIATIC AND IONIAN SEAS

Workshop 6:
**SUSTAINABLE AND
RESPONSIBLE FISHERIES**

Badges for participants:

269 badges were prepared by GOPA-Cartermill (212 badges for online 57 for badges for participants who registered onsite on the day of the event).

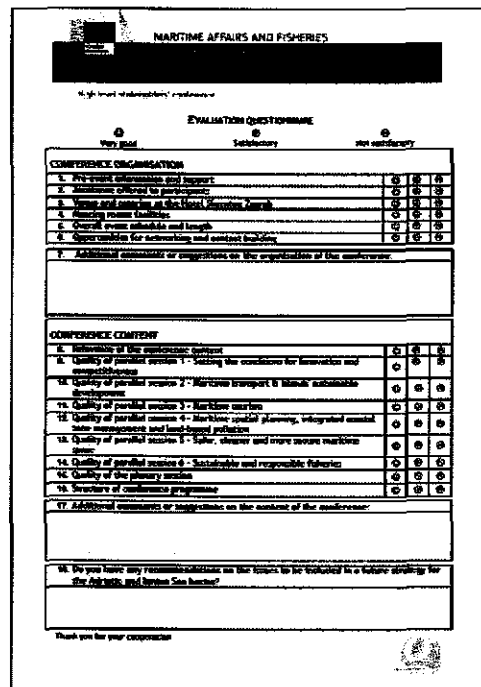
Desk names for speakers:

54 desk names were produced by GOPA-Cartermill for all speakers in the plenary and parallel sessions.

Evaluation questionnaire (version 1 and 2):

As originally agreed with DG MARE, an evaluation questionnaire was prepared by GOPA-Cartermill and inserted in the conference packs, for participants to fill it in and give it back to GOPA-Cartermill staff at the very end of the conference.

Below, the evaluation questionnaire inserted in the conference pack:



MARITIME AFFAIRS AND FISHERIES

High level stakeholders' conference

EVALUATION QUESTIONNAIRE

Very good Satisfactory Not satisfactory

CONFERENCE ORGANISATION	Very good	Satisfactory	Not satisfactory
1. Previous experience and success	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Motivation of participants	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. Venue and services at the Hotel Maritim Zadar	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. Meeting room facilities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. Overall event schedule and length	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. Opportunities for networking and contact building	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. Additional comments or suggestions on the organization of the conference:	<input type="text"/>		
CONFERENCE CONTENT	Very good	Satisfactory	Not satisfactory
8. Relevance of the conference content	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9. Quality of parallel session 1 - Setting the conditions for innovation and competitiveness	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10. Quality of parallel session 2 - Maritime transport & inland sustainable development	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11. Quality of parallel session 3 - Maritime tourism	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
12. Quality of parallel session 4 - Marine spatial planning, integrated coastal zone management and land-based pollution	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
13. Quality of parallel session 5 - Safer, cleaner and more secure maritime zones	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
14. Quality of parallel session 6 - Sustainable and responsible fisheries	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
15. Quality of the plenary session	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
16. Structure of conference programme	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
17. Additional comments or suggestions on the content of the conference:	<input type="text"/>		
18. Do you have any recommendations on the topics to be included in a future study for the Atlantic and beyond Sea basins?	<input type="text"/>		

Thank you for your cooperation

However, due to the late closing of the conference and the fact that some participants had to leave right after the conference, it was agreed with DG MARE that the evaluation questionnaire would have to be sent to effective participants by email. Unfortunately, the format of the original evaluation form was not ideal for an online evaluation form, as it had been prepared for a paper version of it. Therefore, on 19 December a new evaluation form was prepared by GOPA-Cartermill, suitable for electronic use. The new

form was approved by DG MARE and sent to effective participants on the same day by email.

Below, the screen shots of the new evaluation form:

High level stakeholders' conference
 2024 GETTING AN AFFIRMATION FOR SMART,
 SUSTAINABLE AND INCLUSIVE GROWTH
 FROM THE ADRIATIC AND IONIAN SEAS

EVALUATION QUESTIONNAIRE

CONFERENCE ORGANISATION:

1. How would you judge the pre-event information and support?
 - Very good
 - Satisfactory
 - Not satisfactory
2. How would you evaluate the activities offered to participants?
 - Very good
 - Satisfactory
 - Not satisfactory
3. How would you judge the venue and catering at the Hotel Sheraton Zagreb?
 - Very good
 - Satisfactory
 - Not satisfactory
4. How would you rate the meeting rooms' facilities?
 - Very good
 - Satisfactory
 - Not satisfactory
5. How would you evaluate the overall event schedule and length of the event?
 - Very good
 - Satisfactory
 - Not satisfactory
6. How would you judge the opportunities for networking and contact building?
 - Very good
 - Satisfactory
 - Not satisfactory

High level stakeholders' conference
 2024 GETTING AN AFFIRMATION FOR SMART,
 SUSTAINABLE AND INCLUSIVE GROWTH
 FROM THE ADRIATIC AND IONIAN SEAS

7. Any additional comments or suggestions on the organization of the conference?
 Click here to enter text.

CONFERENCE CONTENT:

8. How would you rate the relevance of the conference content?
 - Very good
 - Satisfactory
 - Not satisfactory
9. How would you evaluate the quality of parallel session 1 - Setting the conditions for innovation and competitiveness? (if you attended this parallel session)
 - Very good
 - Satisfactory
 - Not satisfactory
10. How would you judge the quality of parallel session 2 - Maritime transport & inland sustainable development? (if you attended this parallel session)
 - Very good
 - Satisfactory
 - Not satisfactory
11. How would you judge the quality of parallel session 3 - Maritime tourism? (if you attended this parallel session)
 - Very good
 - Satisfactory
 - Not satisfactory
12. How would you rate the quality of parallel session 4 - Maritime spatial planning, integrated coastal zone management and land-based pollution? (if you attended this parallel session)
 - Very good
 - Satisfactory
 - Not satisfactory



High level stakeholders' conference
 Zagreb, 24-25 OCTOBER 2012
 GETTING AN AGENDA FOR SMART,
 SUSTAINABLE AND INCLUSIVE GROWTH
 FROM THE ADRIATIC AND IONIAN SEAS

13. How would you evaluate the quality of parallel session 5 - Safer, cleaner and more secure maritime space? (if you attended this parallel session)

Very good
 Satisfactory
 Not satisfactory

14. How would you judge the quality of parallel session 6 - Sustainable and responsible fisheries? (if you attended this parallel session)

Very good
 Satisfactory
 Not satisfactory

15. How would you rate the quality of the plenary session?

Very good
 Satisfactory
 Not satisfactory

16. How would you evaluate the structure of conference programme?

Very good
 Satisfactory
 Not satisfactory

17. Any additional comments or suggestions on the contents of the conference?

[Click here to enter text.](#)

18. Do you have any recommendations on the issues to be included in a future strategy for the Adriatic and Ionian Sea basins?

[Click here to enter text.](#)

Shipment of the materials to Zagreb:

GOPA-Cartermill was in charge of shipping the conference materials to Zagreb. In order to reduce the costs, meet production deadlines and reduce the CO₂ footprint, some conference items were directly produced in Croatia. This was the case for the roll ups, the evaluation questionnaires, the programme-folders and the parallel sessions and speakers' agenda. Lists of participants, badges, desk-names and workshops summary sheets were produced and printed in Brussels and then shipped to Zagreb.

The relevant remaining materials were shipped back to Brussels, after the conference.

3.4. EXPERTS

8 CFP experts from COFAD were originally requested by the client. Their role was to attend the plenary and parallel sessions of the conference and to prepare the minutes, summarising presentations, debates and conclusions.

However, the number of CFP experts was reduced to 7, upon request of DG MARE, due to the reduced total number of parallel sessions. 7 experts were therefore hired by GOPA-Cartermill.

A second, last-minute request to reduce to 6 the number of experts could not be accepted by GOPA-Cartermill, as a formal agreement was already signed with the



experts. As a consequence, 2 CFP experts attended parallel session 2 (resulting from the merge of former parallel session 2 and 3).

Mid-November, DG MARE requested COFAD to perform an extra task, consisting on the production of a summary sheet for each parallel session, on the basis of the results of the three Adriatic-Ionian workshops that took place in Greece, Italy and Slovenia in 2012. On 12 November, DG MARE approved the use of 6 extra working days for COFAD, to prepare the summary sheets. A reshuffling of the budget was therefore submitted to the client on 28 November. The discrepancy due to the reduction from 8 to 7 CFP experts could be used to cover the experts' fees for the extra task.

The final versions of the summary sheets were sent to the client on 27 November.

3.5. VIDEO PRODUCTION

As requested by the client, a video of the conference was produced by GOPA-Cartermill. The aim of the video was to provide a visual report of the conference, including interviews of EU and National officials and conference's speakers.

On 13 November, a briefing meeting with DG MARE and GOPA-Cartermill's video director, Stéphane Lauwerijs, took place at the client's premises. This meeting was the occasion to define content, style, language, and key-messages of the video. DG MARE also provided GOPA-Cartermill with a list of potential interviewees. GOPA-Cartermill contacted each person on the list, to inform them about the video production and gather their approval for the interview.

On 23 November, the video director sent DG MARE the concept note for the video, which was approved by DG MARE.

GOPA-Cartermill provided DG MARE with weekly updates of the status of planned interviews, in order to allow DG MARE to find alternative potential interviewees to replace those who were not available for the interviews. Due to several changes in the agenda and speakers' cancelations, GOPA-Cartermill had to adapt the concept note and contact the new potential interviewees.

The video production went very smoothly, on the day of the event. On 19 December, a first version of the video was presented to DG MARE. Overall, the client's feedback was very positive and only a few changes were requested. The insertion of the animated

banner in the video was particularly appreciated by the client, as well as the inclusion of fisheries stock shots.

On 08 January 2013, the transcript was sent to DG MARE for review and approval. On 09 January, GOPA-Cartermill received the reviewed transcript, with some changes in the commentary. On 10 January, GOPA-Cartermill proceeded with the recording and mix of the voice over. The final product was compressed in MP4 format – as requested by the client - and provided to DG MARE on 11 January.

3.6. *ON-SITE MANAGEMENT*

6 hostesses were provided by GOPA-Cartermill, for the duration of the event. Under the supervision of GOPA-Cartermill event team, the 6 hostesses took care of the registration process, replied to participants' queries and distributed headsets.

A registration desk was arranged in the registration area, just in front of the plenary room. A specific desk for on-site registration was also arranged in the registration area. Overall, the registration process went smoothly and was dealt with efficiency. On-site registration for non-registered participants went also smoothly. Non-registered participants were then added to the effective list of participants.

Mantling and dismantling of the material, as well as shipment of the remaining conference materials was organised by GOPA-Cartermill event team. The remaining EC brochures and leaflets were collected by the EC delegation in Zagreb, as agreed with the client.

3.7. *FOLLOW-UP ACTIVITIES*

All the presentations were collected by GOPA-Cartermill team right after the event.

On 11 December, the **travel reimbursement form** was sent by email to all entitled participants, although the majority of them had already received a paper copy of the form onsite. The email contained all the relevant information on to procedure to be followed to get the reimbursement. Several reminders were sent by GOPA-Cartermill to ask entitled people to send their travel reimbursement claims. On 22 March 2013 an official reminder signed by the European Commission was sent to the eight people who hadn't submitted



their travel reimbursement claims. The reminder clearly indicated a cut-off date to submit the travel reimbursement. After that date, no reimbursement could be made.

The **effective list of participants** and the **signed register of attendance** were sent to DG MARE on 13 December. The effective list of participants (without email addresses) was also uploaded into the event webpage, along with speakers' PPT presentations.

A **"Thank You" email** was sent to effective participants, on 17 December. The text of the email was approved by the client and included a link towards the event webpage and also the relevant DG MARE website:

http://ec.europa.eu/maritimeaffairs/policy/sea_basins/adriatic_ionian/index_en.htm.

The **evaluation forms assessment** was approved by the client on 17 January (Annex III).

The **approved video** was provided to DG MARE in MP4 format on 11 January.

The **minutes and conclusions of every session** were written in English by the CFP experts. The minutes summarised the presentations and debates. A specific document was prepared including the conclusions of each session. The final version of the minutes was approved by the client on 12 February 2013. Please refer to Annex IV.

After approval, the minutes of the conference and the video were uploaded into the event website. To promote the results of the conference and the video produced, the animated banner redirecting towards DG MARE website was sent to the main partners and stakeholders involved in the Zagreb conference by the European Commission.

4. EXPECTED OUTPUTS & DEGREE OF ACHIEVEMENT

Indicator	Target	Result
No. of participants	300 maximum	212

During the course of the contract, the following actions were taken:

Tasks	Timing
Set up the event webpage, specific email address and online registration module (including visual elements)	Beginning of November 2012
Save-the-date campaigns	06-12 November 2012
Online invitation and registration process	From 15 November to 02 December 2012
Preparation and print conference materials and visuals, hiring hostesses, selecting catering, etc.	Mid-November 2012 to event date
Shipment of conference materials	02 December 2012
Print updated version of the list of participants	05 December 2012
Assemble materials in folders	05 December 2012
Mantling conference visuals at the venue	05 December 2012
Dinner for speakers and other selected guests	05 December 2012
Onsite registration of participants	06 December 2012
Distributing headsets, answering queries from participants, etc.	06 December 2012
Dismantling conference visuals and prepare materials to be shipped back to Brussels	06 December 2012
Collecting speakers' PPT presentations	06 December 2012
Provide DG MARE with attendance lists and effective list of participants	13 December 2012
Upload relevant documents onto event webpage	13 December 2012
Send "thank you" email to participant	17 December 2012
Send new evaluation form to participants	19 December 2012
Provide DG MARE with approved version of the video	11 January
Analysis of the evaluation forms received	14-15 January 2013
Analysis of the evaluation forms approved by DG MARE	17 January 2013
Provide DG MARE with the first draft of the minutes	21 January 2013
Minutes approved by DG MARE	12 February 2013

5. ANNEXES

- Annex I: Conference programme
- Annex II: Effective list of participants
- Annex III: Evaluation questionnaires assessment
- Annex IV: Final minutes
- Annex V: Financial overview

● **Annex I:**

Conference programme

●



PROGRAMME

09.00 - 09.30 Registration

09.30 - 11.30 Plenary high-level session

- Zdenko ANTEŠIĆ, Deputy Minister of Maritime Affairs, Transport and Infrastructure of Croatia
- Maria DAMANKI, Commissioner for Maritime Affairs and Fisheries, European Commission (*video-message*)
- Ylli MANJANI, Deputy Minister of Ministry of Public Works and Transport, Albania
- Rear admiral (HG) Mr. Panagiotis A. PETROPOULOS - General Director for Shipping Policy and Safety of Navigation, Greece
- Enrico PUJIA, Director General for Maritime Transport, Ministry for Economic Development, Transport and Infrastructure, Italy
- Zoran JANKOVIĆ, General Director for Multilateral Affairs and Regional Cooperation, Ministry of Foreign Affairs and European Integration, Montenegro
- H.E. Azra KALAJDZISALIHović, Ambassador to Croatia, Bosnia and Herzegovina
- Gregor KRAJČ, National coordinator for Western Balkans, Office of the State Secretary for Foreign Affairs, Slovenia

Moderator: Maja MARKOVČIĆ KOSTELAC, Director Maritime Policy Directorate, Ministry of the Sea, Transport and Infrastructure, Croatia

11.00 – 11.30 Coffee break

11.30 - 13.00 Simultaneous Working Groups

1. Set the conditions for innovation and competitiveness: maritime workforce and clusters
2. Maritime transport and islands' sustainable development
3. Maritime tourism
4. Maritime Spatial Planning, Integrated Coastal Zone Management and land-based pollution
5. Safer, cleaner and more secure maritime space
6. Sustainable and responsible fisheries

13.00 – 14.30 Lunch break

14.30 – 16.00 Simultaneous Round Tables (continuation)

16.00 – 16.30 Coffee break

16.30 – 17.00 Concluding remarks

HIGH LEVEL STAKEHOLDER CONFERENCE

SETTING AN AGENDA FOR SMART, SUSTAINABLE AND INCLUSIVE GROWTH FROM THE ADRIATIC AND IONIAN SEAS

Parallel Sessions

PILLAR I: Maximising the potential of the blue economy

Working Group 1

Set the conditions for innovation and competitiveness: maritime workforce and clusters

A number of drivers for growth and bottlenecks need to be addressed to fulfil the growth potential of marine and maritime sectors. These include skills needs, research, development and innovation, maritime clusters, smart infrastructure and qualified and mobile workforce. The discussion could start by presenting the experience of existing maritime clusters and discuss the lessons to be learnt and the possibility to extend such experience in the Adriatic and Ionian region. In particular, it could point out if and to which extent the maritime workforce replies the needs of the maritime sectors (fit for purpose), and what can be done to improve the situation.

Chairperson:

- Beate Gminder, Head of Unit, DG MARE, European Commission

Speakers:

- Johan Gille, Ecorys, Belgium
- Pierpaolo Campostrini, CORILA, Consortium for Coordination of Research Activities concerning the Venice Lagoon System, Venice, Italy
- Valerio Temperini, Marche Technical University, Italy
- Malvin Villabø, Managing Director, Leiv Eiriksson Nyskaping Ltd, Cronomar, Maritime Innovation Company, Sibenik, Croatia
- Dražen Žgaljić, Intermodal Transport Cluster, Rijeka, Croatia
- Gazmir Tahiri, General Director of Maritime Directorate, Durrës, Albania

Working Group 2

Maritime transport and island sustainable development:

- A. Enhancing regional competitiveness in the world market
- B. Connectivity among Adriatic and Ionian countries
- C. Islands' connectivity and sustainable development

A. The Adriatic and Ionian route to European market could become more and more important. The competitiveness of Adriatic and Ionian ports crucially depend on their capacity to enhance intermodality by integrating seaborne connections with land modes, especially railways. Specialization could possibly help limit competition among Adriatic and Ionian ports themselves. The discussion could bring together representatives of all interested ports and could start by presenting the example of the North Adriatic Ports Association.

B. Given the high number of countries and towns around the Adriatic and Ionian Seas and their relative short distance by sea, the potential for further development of Short Sea Shipping is strong. The discussion could try to clarify the size and impact of passengers and goods' movement within the Adriatic and Ionian area and identify the main bottlenecks to their further development.

C. Islands play a crucial role in exploiting Europe's maritime potential. Issues such as accessibility and the quality of the environment are crucial to ensure that islands remain sufficiently attractive to retain their inhabitants and their economic activities. Improve transport links both inter-island and with the rest of the country ensure connections with regional growth poles and increase the quality of services, including the touristic offer. The session should identify ways to improve connectivity and, more generally, to ensure that islands become a pole for blue growth opportunities

Chairperson:

- Capt. Nikola Mendrila, Assistant Minister, Ministry of Maritime Affairs, Transport and Infrastructure, Croatia
- Dr. Jakša Puljiz, Deputy Minister, Ministry of Regional Development and EU funds, Croatia

Speakers:

- Torsten Klimke, DG MOVE, European Commission
- Mr. Zdenko Antešić, Deputy Minister, Ministry of Maritime Affairs, Transport and Infrastructure, Croatia
- Mr. Venko Ćurlin, Assistant Minister, Ministry of Regional Development and EU funds, Croatia
- Dr. Antonio Revedin, Strategic Planning and Development Director, Venice Port Authority, Italian Ministry of Transport
- Dr Elena Gissi, Assistant Professor, Department of Design and Planning in Complex Environment, University IUAV, Venice, Italy
- Dr Michael H. Chatziefstathiou, Collaborator of the General Secretary of Aegean&Island Policy Adviser (Fisheries) of the Minister of Shipping&Aegean, Greece
- Prof.dr. Elen Twrdy, Dean, University of Ljubljana, Faculty of maritime studies and transport, Slovenia

Working Group 3

Maritime tourism:

- A. Sustainability and innovation
- B. Cruise tourism
- C. Coastal and underwater cultural heritage

A. Spatial planning, appropriate waste treatment, natural and cultural cross-border itineraries and other innovative solutions are of key importance in ensuring a sustainable development of tourism activities, building on the rich natural and cultural assets of the region. The discussion could present the best practices in the sector and discuss the possibility to extend or continue them (in case, for example, of EU funded projects).

B. Increasing segmentation of the market and new business models are opening up new opportunities for various ports in the area. The discussion could discuss ways to use such opportunities so as to ensure the sustainable development of the sector and to maximise its impact on the local economies.

C. Cultural and archaeological heritage in the coastal area and seabed constitutes an important element both in term of tourism development and common identity. The discussion could focus on mapping the information available on such heritage, its touristic exploitation and the methodology for its preservation. On this basis, it could put forward proposals for joint initiatives (information sharing, joint itineraries etc.)

Chairpersons:

- Želimir Kramarić, Assistant Minister, Ministry of Tourism, Croatia
- Monique Pariat, Director, DG MARE, European Commission

Speakers:

- Hrvoje Carić, Institute for Tourism, Zagreb, Croatia
- Dr Maria Lekakou, Associate Professor, Department of Shipping Trade and Transport, University of the Aegean, Greece
- Regis Lopez Lang, Odyssea Network
- Fabio Vallarola, Cerrano Marine Protected Area, Italy

PILLAR II: Maritime Spatial Planning, Integrated Coastal Zone Management and land-based pollution

Working Group 4

- A. Set the conditions for innovation and competitiveness: Maritime Spatial Planning + Integrated Coastal Zone Management
- B. Implementation/approximation to the EU *aquis* on marine environment protection
- C. Fighting marine litter

A. Increased economic use of the marine space might increment the competition for space. Maritime Spatial Planning is a key tool for improved decision-making that balances sectorial interests competing for marine space and contributes to the sustainable use of marine areas. A dedicated cross-border project is ongoing (SHAPE project). Taking this as a basis, the discussion could discuss the perspective of cross-border maritime plans for specific geographic areas or for specific competing activities

B. The Marine Strategy Framework Directive specifically calls for regional cooperation cooperation and coordination of activities between Member States and, whenever possible, third countries sharing the same marine region or sub-region, for the purpose of developing and implementing marine strategies. A dialogue is already ongoing within the Commission for the Protection of the Adriatic Sea (Italy, Slovenia, Croatia and Montenegro) and within the Barcelona Convention for all Mediterranean countries. This session should take this dialogue as starting point and identify needs and objectives of further cooperation in the two Adriatic and Ionian sub-regions.

C. Besides representing an aesthetic problem in several coastal areas, marine litter often poses significant risks to marine life. The major source of the collected litter is land-based activities: household waste, releases from touristic facilities and run-off from waste dumps. Against the background of the EU initiatives undertaken until now to tackle this problem, also in other EU region (ex: fishing for litter), the discussion could shed light on how to best involve local communities and persons working at sea in tackling this problem.

Chairpersons:

- Ivana Liović, Ministry of Construction and Physical Planning, Croatia
- Ingrid Piljar, Head of Istra County Institute for Physical Planning, Croatia

Speakers:

- Sandra Trošelj Stanišić, Ministry of Environmental and Nature Protection, Rijeka, Croatia
- Dr Christos Anagnostou, Research Director, Hellenic Centre for Marine Research, Greece
- Blanka Bartol, Ministry of Infrastructure and Spatial Planning, Slovenia
- Dr. Mitja Bricelj and Dr. Darja Stanič – Racman, Ministry of Agriculture and environment, Slovenia
- Dr Vassiliki-Angelique Catsiki, Research Director Hellenic Centre for Marine Research, Greece
- Nada Krstulović, Institute of Oceanography and Fisheries, Split, Croatia

PILLAR III: Safer, cleaner and more secure maritime space

Working Group 5 (co-chaired by Croatia, Italy and Slovenia)

- A. Enhancing maritime traffic information sharing
- B. Ship's source pollution: prevention, preparedness, response
- C. Improving the culture of compliance

A. Existing cooperative maritime traffic systems (such as ADRIREP), establish mechanisms to enable maritime traffic information exchange between national VTMISS systems where missing and improve data fusion capacity with full regional availability. The discussion could build on the proposal made during the stakeholder workshops (e.g. upgrading of ADRIREP system) and discuss its feasibility and the degree of support for it within all Adriatic and Ionian countries.

B. The Adriatic and Ionian area is marked by intensive maritime transport, which implies ships and port emissions, a significant risk of accidents and the introduction of invasive alien species through ballast water discharges. The group could discuss ways to implement the contingency plan for the Adriatic adopted in 2006, possibly also involving the countries who are not covered by it.

C. The strategy should contribute to the establishment of a culture of compliance vis-à-vis existing international and EU rules as regards maritime, safety and security. All potential fields of cooperation should be examined, based mainly on the exchange of expertise and best practises as well as further development of common operational initiatives without disregarding the necessity to examine the upgrade of all the proper operational tools (systems, equipment & operational means)

Chairpersons:

- Maja Markovčić Kostelac, Head of Sector, Ministry of Maritime Affairs, Transport and Infrastructure, Croatia
- Cpt. Piero Pellizzari, Coast Guard, Italy
- Dr. Janez Požar, Ministry of infrastructure and spatial planning, Slovenia

Speakers:

- Perica Šolić, Assistant Minister, Ministry of Maritime Affairs, Transport and Infrastructure, Croatia
- Lukša Čičovački, Head of Sector, Ministry of Maritime Affairs, Transport and Infrastructure, Croatia
- Branimir Belančić-Farkaš, Head of Division, Ministry of Maritime Affairs, Transport and Infrastructure, Croatia
- Robert Širnik Director, Mediterranean Monitoring Institute, Slovenia

PILLAR IV: Sustainable and responsible fisheries

Working Group 6

- A. Sustainable development of the aquaculture sector
- B. Research and scientific cooperation
- C. Fisheries management and stakeholder involvement at the sea-basin level, including management of protected areas

A. The importance of aquaculture has been increasing. Unlike coastal tourism, aquaculture creates job opportunities in coastal and remote areas that do not have a seasonal dimension. The discussion could start by drawing a picture on the role and dimension of the aquaculture sector in the area. On this basis, it could identify research topics to ensure its sustainable development and to maximise its impact on local economies

B. The Common Fisheries Policy (CFP) advocates the promotion of a bottom up approach to fisheries management. Close dialogue with stakeholders hence becomes more and more important. The discussion could shed light on the role that local communities can play for an effective implementation of the principles of the CFP. In particular, common principles and tools on marine protected areas of fishery interest, including the adoption of measures for the protection of sensitive habitats and certain species, could be discussed.

C. Scientific cooperation on fisheries already takes place within the projects Adriamed and Eastmed. In parallel to these initiatives, further scientific cooperation between the countries of the region could be deployed in a view to better link scientific research to the needs of fisheries and aquaculture.

Chairpersons:

- Anna Manoussopolou, DG MARE, European Commission

Speakers:

- Vlasta Franičević, Ministry of Agriculture, Croatia
- Josip Marković, Ministry of Agriculture, Croatia
- Tatjana Boroša Pecigoš, Ministry of Agriculture, Croatia
- Grigorios Kanlis, Technological Education Institute of Epirus, Department of Aquaculture & Fisheries, Greece
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- **Annex II:**

- **Effective list of participants**



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High level stakeholders' conference
 Zagreb, 06 December 2012
**SETTING AN AGENDA FOR SMART,
 SUSTAINABLE AND INCLUSIVE GROWTH
 FROM THE ADRIATIC AND IONIAN SEAS**



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High level stakeholders' conference
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- **Annex III:**

- **Evaluation questionnaires
assessment**

EVALUATION QUESTIONNAIRE: ASSESSMENT

SUMMARY

213 people participated in the High level stakeholders' conference "Setting an agenda for smart, sustainable and inclusive growth from the Adriatic and Ionian Seas" that took place in Zagreb, Croatia, on 06 December 2012.

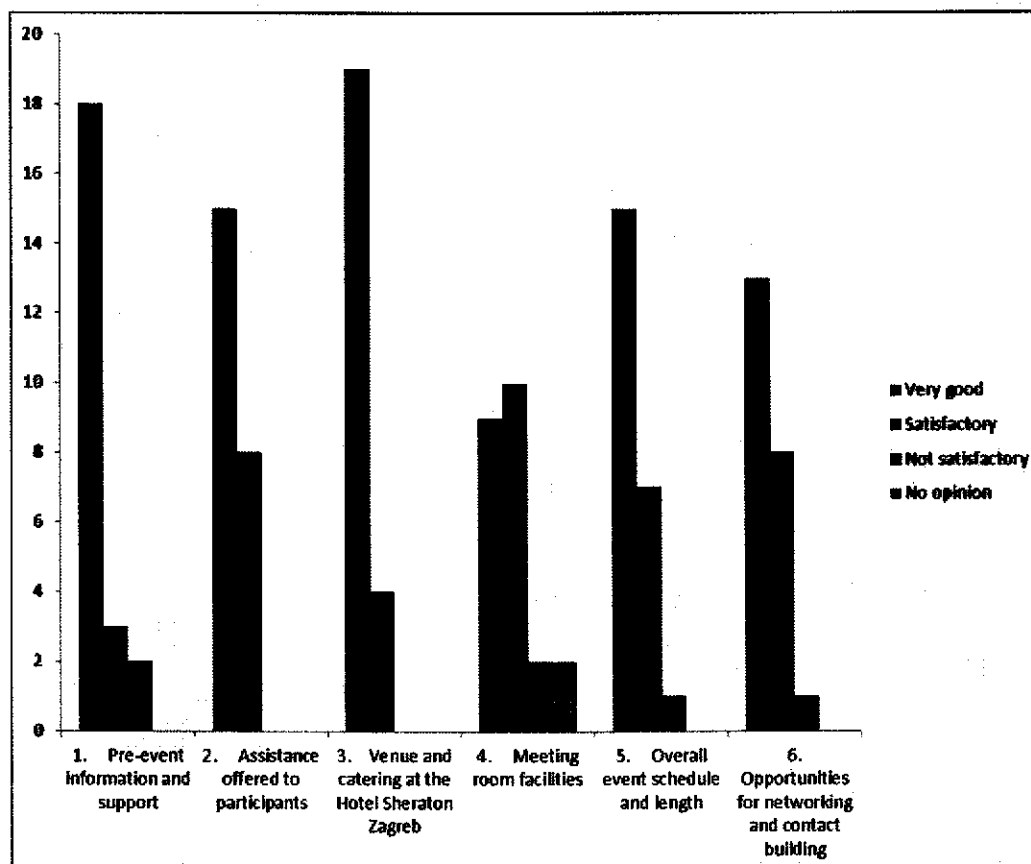
Participants' feedback on both the organisation and content was generally positive. A total of 23 questionnaires were returned.

1. CONFERENCE ORGANISATION

The table below shows the responses regarding the organisation of the conference:

Questions asked	Very good	Satisfactory	Not satisfactory	No opinion
1. Pre-event information and support	18	3	2	
2. Assistance offered to participants	15	8		
3. Venue and catering at the Hotel Sheraton Zagreb	19	4		
4. Meeting room facilities	9	10	2	2
5. Overall event schedule and length	15	7	1	
6. Opportunities for networking and contact building	13	8	1	

The graph below shows the same results as concerns the conference organisation:





1.2. Additional comments or suggestions on the organisation of the conference:

1. By merging "islands" and "maritime transport", even if these subjects are near, there was not sufficient time for in depth analysis of each one separately.
2. Room for Working Group on ICZM & MSP was way too small for the number of participants, and heating system was OFF at the time of the meeting (outside was snowing...). The organisation was not good: participants were not aware of the real aim of the meeting; there was a little confusion and misunderstanding with chairperson.
3. More time needed to communicate with people individually.
4. It would be much more efficient if the groups were more "focus to the topic" oriented.

2. CONFERENCE CONTENT

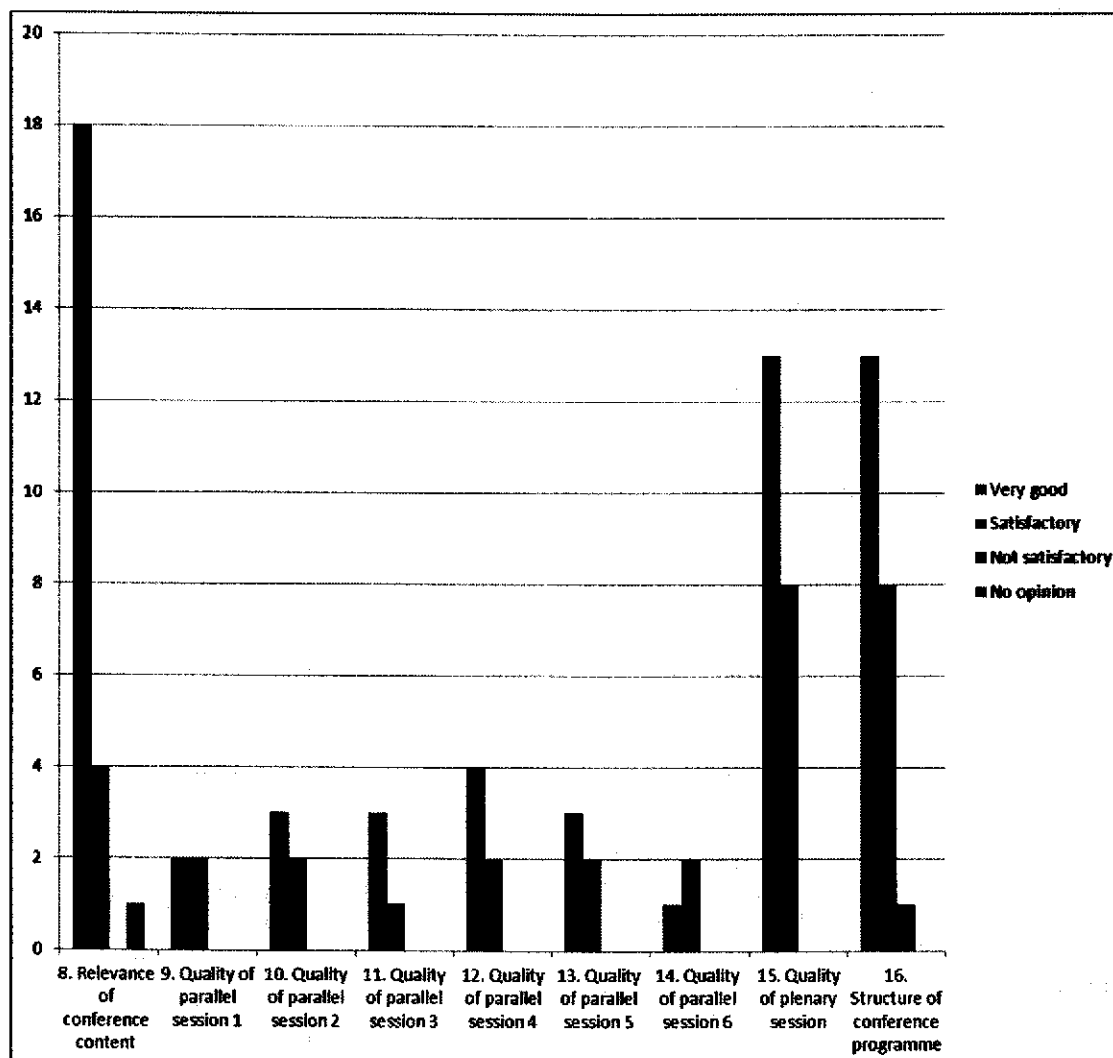
The table below provides the responses related to the questions on the conference content:

a

Questions asked	Very good	Satisfactory	Not satisfactory	No opinion
8. Relevance of conference content	18	4		1
9. Quality of parallel session 1	2	2		
10. Quality of parallel session 2	3	2		
11. Quality of parallel session 3	3	1		
12. Quality of parallel session 4	4	2		
13. Quality of parallel session 5	3	2		
14. Quality of parallel session 6	1	2		
15. Quality of plenary session	13	8		
16. Structure of conference programme	13	8	1	

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The graph below shows the same results as concerns the conference content:



2.1. Additional comments or suggestions on the content of the conference:

5. The conference was too condensed and there was not as time as it was needed for the working groups to discuss in full details the problems and opportunities arise. Even the above notice, considered that it was the beginning of the formal collaboration, the general output was positive.
6. Although the discussion went well and many interesting issues were raised during Workshop 4 session, one workshop cannot reveal all relevant and cross-cutting issues for the action programme.
7. The content of the conference is satisfactory, but I expected to hear more specific conclusions especially in the framework of future collaborations.
8. Too many parallel sessions: this implies the presence of conspicuous delegations from every country.

2.2. Recommendations on the Adriatic Ionian Macro-Region Strategy related issues:

1. Must give more attention to the development of the islands, their specific problems, and the collaboration between the stakeholders involved.
2. The MSP and ICZM are cross-cutting issues which can connect many other issues relevant for the A-I Strategy. But with many new stakeholders from different countries we should firstly build some strong shared understanding of those instruments. Networking among administrations in order to compare, exchange and learn could therefore be a good step forward in building common understanding and implementation of those instruments. Another step forward would be proposition of a common project in this field. Shape is ongoing project, and hopefully IMAGE would be approved, but further, an ESPON "on demand" project (P2) could be proposed to downscale the project European Seas territorial development, Opportunities and Risks and upgrade it with additional regional data.

3. Establish PSSA (IMO) immediately

4. Proposal to organize, under the AEGIS of the regional Friuli-Venezia-Giulia, an international workshop to be held mid march 2013 (one-two days between 15 and 20 March). Should be invited the stakeholders interested to the start phase of the macro region Adriatic-Ionic as well as institutions looking to a concrete connection with the Danubian and Baltic regions: Research and innovation could precisely represent the instrument of connection between them.

The substance of the workshop and the preparatory activities will touch on research and innovation in different aspects, like the technological transfer, the constitution of international networks and clusters, integration of interested countries, including the dimension of small and medium size enterprises.

We will refer in the workshop to synergies which could be promoted between resources already existent at national level and European resource (structural funds, master plan), including also public-private



partnerships. It will be involved the regional and private network of research as well as the central European network under formation (consortium CERIC for science and nanotechnologies of materials and new biomaterials) already active in the INCE dimension.

The subject organized will be Elettra-Sincrotrone Trieste SCpA, utilizing resources assigned to the starting of Central European cooperation, with the support of the region FVG and in cooperation with INCE.

The whole workshop should be inserted in the preparatory meetings in 2013 under the supervision and in the framework of the activities of the European Commission in the sector of the macro regions.

5. Here we are talking more of top-down management. It would be nice to change from down to top "problems and goals", into resolving them.



EVALUATION QUESTIONNAIRE

CONFERENCE ORGANISATION:

1. How would you judge the pre-event information and support?
 - Very good
 - Satisfactory
 - Not satisfactory

2. How would you evaluate the assistance offered to participants?
 - Very good
 - Satisfactory
 - Not satisfactory

3. How would you judge the venue and catering at the Hotel Sheraton Zagreb?
 - Very good
 - Satisfactory
 - Not satisfactory

4. How would you rate the meeting rooms' facilities?
 - Very good
 - Satisfactory
 - Not satisfactory

5. How would you evaluate the overall event schedule and length of the event?
 - Very good
 - Satisfactory
 - Not satisfactory

6. How would you judge the opportunities for networking and contact building?
 - Very good
 - Satisfactory
 - Not satisfactory



7. Any additional comments or suggestions on the organisation of the conference?

[Click here to enter text.](#)

CONFERENCE CONTENT:

8. How would you rate the relevance of the conference content?
- Very good
 - Satisfactory
 - Not satisfactory
9. How would you evaluate the quality of parallel session 1 - Setting the conditions for innovation and competitiveness? (If you attended this parallel session)
- Very good
 - Satisfactory
 - Not satisfactory
10. How would you judge the quality of parallel session 2 - Maritime transport & islands' sustainable development? (If you attended this parallel session)
- Very good
 - Satisfactory
 - Not satisfactory
11. How would you judge the quality of parallel session 3 - Maritime tourism? (If you attended this parallel session)
- Very good
 - Satisfactory
 - Not satisfactory
12. How would you rate the quality of parallel session 4 - Maritime spatial planning, integrated coastal zone management and land-based pollution? (If you attended this parallel session)
- Very good
 - Satisfactory
 - Not satisfactory



13. How would you evaluate the quality of parallel session 5 - Safer, cleaner and more secure maritime space? (If you attended this parallel session)
- Very good
- Satisfactory
- Not satisfactory
14. How would you judge the quality of parallel session 6 - Sustainable and responsible fisheries? (If you attended this parallel session)
- Very good
- Satisfactory
- Not satisfactory
15. How would you rate the quality of the plenary session?
- Very good
- Satisfactory
- Not satisfactory
16. How would you evaluate the structure of conference programme?
- Very good
- Satisfactory
- Not satisfactory
17. Any additional comments or suggestions on the content of the conference?
- [Click here to enter text.](#)
18. Do you have any recommendations on the issues to be included in a future strategy for the Adriatic and Ionian Sea basins?
- [Click here to enter text.](#)

- **Annex IV:**
Final minutes
-

HIGH LEVEL STAKEHOLDER CONFERENCE: "SETTING AN AGENDA FOR SMART, SUSTAINABLE AND INCLUSIVE GROWTH FROM THE ADRIATIC AND IONIAN SEAS"

Zagreb, 6 December 2012

Pillar IV: Sustainable and responsible fisheries / WG 6

- A. Sustainable development of the aquaculture sector
- B. Research and scientific cooperation
- C. Fisheries management and stakeholder involvement at the sea-basin level, including management of protected areas

Panel**Ms Anna MANOUSSOPOULOU** (Chair)

Organisation: European Commission, DG MARE, Unit D2: Fisheries conservation and control - Mediterranean and Black Sea

Notetaker**Ms Anna MADRILES HELM**

Organisation: COFAD GmbH, Germany

Minutes of Presentations and Discussion

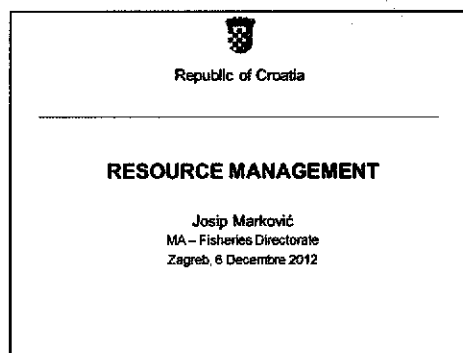
Ms Manoussopoulou from the European Commission, Directorate General for Maritime Affairs and Fisheries (DG MARE) opened the round table on Sustainable and responsible fisheries by reminding the participants the context of the present conference, thus the Communication to be launched by the Commission on a Maritime Strategy for the Adriatic and Ionian (A&I) Seas. The strategy seeks to set a common agenda for the region and has the scope of identifying the best ways to use the means the EU makes available, i. e. without creating new funding, making the best out of the sources already available. Against this background, the objective of the parallel session is to try to better define the actions that will be needed in order to implement the strategy. E. g. one of the topics to be discussed is the aquaculture sector, as one of the areas with more potential for development, as well as research and training activities, fisheries management, protected areas, etc. Although the presentations may focus more on a local or national approach, the main task of the working group is to reach conclusions and elaborate proposals at a more general level in order to develop common actions for the region.

Presentation 1

Title: Resource Management

Speaker: Mr Josip MARKOVIĆ

Organisation: Fisheries Directorate, Ministry of
Agriculture, Fisheries and
Rural Development, Croatia



The first speaker, **Mr Josip MARKOVIĆ** from the Croatian Ministry of Agriculture focused his presentation on the national legal system in the context of fisheries management. Mr Marković underlined that, since Croatia has been member of the General Fisheries Commission for the Mediterranean (GFCM) and of the International Commission for the Conservation of Atlantic Tunas (ICCAT), it has followed their recommendations. Moreover, Croatia has adopted the EU Common Fisheries Policy (CFP), particularly the "Mediterranean Regulation" [(EC) No 1967/2006]¹ and will fully implement it from accession day onwards. In this context, various stakeholders of the fisheries sector, chambers, science and local communities have been involved in the decision making process for the preparatory legal acts. For example, the preparatory work for the Marine Fisheries Act adopted two years ago involved about 65 persons from all counties in Croatia, from institutes, etc.

The Marine Fisheries Act (MFA) comprises a series of ordinances on:

- borders in fishing sea,
- commercial fisheries,
- fishing gears and equipment for commercial fisheries,
- special habitats for fish and other marine organisms and fishing regulation in certain areas,
- tuna fishing and
- protection of fish and other marine organisms.

Although the MFA will be replaced by Community regulations as soon as Croatia enters the EU, for now it covers the following aspects:

- prohibition of fishing and placing on the market of juvenile fish and other marine organisms
- closure of season and minimum landing sizes for fish and other marine organisms for which catching, collecting or placing on the market is forbidden
- spatial closures in certain areas
- exceptions are possible in the context of fish farming, restocking or research activities, etc.

Mr Marković outlined the efforts made by the Croatian government in bringing forward a development plan for fisheries (including management plans) which provides for an assessment of the current status of marine fisheries and other fisheries resources, a strategy

¹ COUNCIL REGULATION (EC) No 1967/2006 of 21 December 2006 concerning management measures for the sustainable exploitation of fishery resources in the Mediterranean Sea, amending Regulation (EEC) No 2847/93 and repealing Regulation (EC) No 1626/94

for achieving a sustainable exploitation of fisheries resources and a financial plan for its implementation.

In strait connection with the chamber of commerce, the type and characteristics of the commercial fisheries fleet is recorded based on the license and authorisation for fishing. The licence gives information on the vessel, fishing gear and the fishing zone. Information is also gathered on the number of professionally qualified personnel on board: at least one qualified person shall be in charge of the fishing activity. Moreover, there is the obligation to report both catch quantities and composition.

Besides commercial fisheries, in Croatia there is also the segment described as "Fishing for personal needs only": those fishermen belonging to this category must not place their catch on the market and have a limitation of up to 5 kg catch per day. According to a series of characteristics/limitations concerning the fishing zone and the fishing gear, this segment is divided in subsistence fisheries (for which just an authorisation is needed), recreational fisheries (need of a fisheries permit) and sport fisheries (permit and membership in national sport fisheries association requested).

Mr Marković continued by describing the different zones in which the Croatian marine area is divided, starting from the inner sea (which refers to the coastal area), of which a great part is protected in form of spatial and temporal restrictions, and the outer sea, for which also certain protected ecological and fishing zones are defined. Furthermore, he presented a series of maps showing the different areas of special habitat and with a special regulation, the Croatian aquaculture farming areas and further spatial restriction areas based on other regulations, e. g. national parks and protected areas where not only fisheries but also other activities, like the construction of pipelines, etc. is forbidden.

The speaker highlighted that the EU categorisation of fishing gears has been adopted in Croatia. In addition, a traditional categorisation based on the purpose of the gear and its target species is being implemented. After this, he outlined the spatial, temporal and equipment limitations set for the inner and outer sea with regard to the different fishing gears: bottom trawl, pelagic trawl, dredge, purse seines, beach seines, gillnets, longlines, hook and line, traps, and other traditional gears. Mr Marković concluded his presentation by highlighting that all regulations adopted by the Ministry of Agriculture are drafted in strait connection with all sector stakeholders.

DISCUSSION

After the presentation, **Prof Grigorios KANLIS** from the Technological Education Institution (TEI) of Epirus, Greece, pointed out that trawling vessels often operate very close to the coast and destroy marine populations, particularly juvenile stages, and asked how the Croatian government reacts to this, besides the regulation. Mr Marković replied that a department of inspections has been established as part of the marine police, which is responsible for control activities and for sending inspectors on sea. Besides, a monitoring centre has been created as well, which is not fully operative yet, but will be within the next few months. Moreover, vessel monitoring systems (VMS) have been already installed on bigger vessels in order to transmit their position at sea.

At this point, Ms Manoussopoulou invited the audience to start brainstorming with regard to the key words brought up in this first presentation.

Mr Zoran TOMIĆ from Greenpeace CEE Croatia inquired about the effectiveness of the inspections in Croatia, to what Ms Manoussopoulou asked to stick to the purpose of the working group, i. e. to come up with concrete proposals in the context of the mentioned strategy. By way of example, she addressed the involvement of stakeholders and asked what could be done, what initiatives could be implemented in order to improve this aspect (e. g. creating a forum, etc.).

Mr Lav BAVČEVIĆ from the agriculture extension service PSS, Croatia, referred to the problem of low level of knowledge of stakeholders, to what Ms Manoussopoulou suggested to tackle this issue for example by doing seminars and trying to make stakeholders more sensitive to certain questions. In this context, **Mr Giuseppe TROINA**, from the Italian Coast Guard Headquarters, proposed the idea to put in place some seminars by using everyone's own training organisation and perhaps also facilities.

Addressing the topic of marine protected areas (MPA), Ms Manoussopoulou stated that the problem is not to define the area to be protected, but to manage the MPA properly. She asked the participants if it would be useful to elaborate a common principle for managing protected areas. Mr Bavčević stated that the concept of protected areas is useful, particularly since the management is focused on a small area and does not try to solve the whole problem. In this sense, he highlighted the importance of the ecosystem approach and the implementation of an integrated strategic plan. In line with this, the chair confirmed the need to work out a common strategy for protected areas that is not restricted to fisheries, but follows an ecosystem approach.

Furthermore, Mr Bavčević stressed the importance of maintaining a proper level of economy of the people in the Adriatic and Ionian region whose existence is based on the fisheries and marine/maritime sector. In this regard, a holistic approach is needed in order to assure their existence. Ms Manoussopoulou responded that the Adriatic and Ionian comprises also international waters, so everything that is being done has to be put under the auspices of GFCM, which has already defined a kind of management principles for this area. In respect thereof, it is vital to envisage a closer collaboration with GFCM and between all member countries in the area.

Dr Chryssi Chrysoula MYTILINEOU from the Hellenic Centre for Marine Research (HCMR), Greece, highlighted first the need to intensify research efforts, in order to answer open questions. From her research experience in the Ionian, many organisms have not been investigated yet and there is still a lack of knowledge in many aspects of marine science and biology. In this regard, she also underlined the importance of strengthening the collaboration between scientists. Second, she pointed to the gap between science and stakeholders, where a connection between both groups seems to be difficult. For example, it is the case for producers, but also other stakeholders: they follow the legislation, the regulations in place, but they do not understand the perspective of these rules. In this sense, training would be a good way of making them understand and think of their enterprise not only in terms of profit, but also as a part of the ecosystem. In this context, the chair observed that scientists can be very much involved in this process and referred to the AdriaMed programme that comprises several projects.

With reference to the previous remarks, Ms Manoussopoulou asked the audience about the level of information on the Adriatic Sea and if there was also a lack of knowledge as in the Ionian. Prof Kanlis replied that many scientific programmes are running also in the Adriatic but there is the need to have somebody to coordinate the results of these research activities, i. e. an institution that receives all information and elaborates the data and the research results in order to have all centralised scientific database for this area. Concerning MPA, he stated that, as soon as it is clearly defined what a protected area is, it will be possible to say what species are expected within this area and what is to be protected.

After this contribution, Mr Marković said that all A&I countries are members of GFCM and, regarding fishing protected areas (FPA), these have already been defined by the EU Mediterranean Regulation and within the framework of GFCM. According to the speaker, there is a good cooperation in the Adriatic, particularly at scientific level. For example, assessments are performed together by all countries (EU and non-EU states) for all important stocks and the results are shared. Apart from this, GFCM is now undergoing a reform process whereupon it will not be giving advice for the whole Mediterranean anymore, but will rather shift to a sub-regional approach. Nevertheless, Mr Marković was not sure if the A&I was supposed to be considered as one region in this context. Besides, he stressed the importance of finding a compromise between the scientific opinion and the research results

on one side and the needs of the stakeholders on the other. In Croatia they have solved this problem through the formation of working groups for the proposal of solutions (e. g. for administrative matters). Moreover, according to the Mediterranean Regulation, all EU Members States are already obliged to adhere to international management plans and ensure an adequate monitoring.

As a possible proposal for next year, Mr Marković suggested to map the various protection areas, that are only known to fishermen at present, in order to make this information available also to others.

Ms Manoussopoulou pointed out that the Mediterranean Regulation includes the aspect of FPA but it does not define how many FPA have to be established, etc. Since, in practice, there are some areas better protected than others, she would suggest as possible action the exchange of experiences regarding protected areas.

Mr Bavčević replied by asking what indicators one can rely on to say that certain areas are better protected than others. For example, these indicators shall take into account the economical capacity as well, i. e. if a protected area is a supported or a self-maintained system.

Beyond that, Prof Kanlis underlined the need of understanding what people of a certain area consider as a *profit* in order to define, according to this, the protection area. After this exchange with the local population it will be possible to find the better approach to manage this area. For example, if people lose money with a certain management regulation, then this management plan will be rejected by the population (and that would be losing before starting). In this context, the training of the people, particularly of the fishermen of a certain area is very important in order to make them understand what a protected area is. Instead of destroying the economy of the people depending on this area, efforts have to be made for having the people more actively involved in the management of the environment. Ms Manoussopoulou confirmed this statement by saying that indeed those areas have shown more successful where local communities are very much involved in the management process: they do cooperate and feel ownership. In this sense, an exchange of views of all protection areas should be a constructive action.

Ms Darja RIBARIČ from the Slovenian Vivamar Society (Society for the sustainable development of the sea) raised the issue of the dolphins (particularly of bottlenose dolphins) as top predators in the food chain and stressed the importance of monitoring these marine mammals. Ms Ribarič explained that if fish communities are diminished or not available in the ecosystem anymore, this will affect directly the dolphin's populations. The best practice is to share the experiences and information available on dolphins. For example, in Greece fishermen still know that once dolphins were present in certain areas where, nowadays, they are not found anymore. In Croatia, in west Istria, there are some spots where even a negative attitude towards the existence of dolphins is observed. In this sense, there is the need to increase awareness, e. g. among fishermen in order to stop this negative approach and bring about a peaceful and sustainable coexistence of all people, organisms, etc. According to Ms Ribarič, there is also the need for a common platform to implement best practices. It is also important to ask the fishermen on what they see, and to tell them to observe their environment. While fishermen in Greece have already recognised this, there is the need to adopt this approach also in other areas. In relation to this, Ms Manoussopoulou observed that this could be explained within the frame of a seminar; this could be suggested as a specific project.

Afterwards, Mr Marković stressed that there is a strong connection and cooperation within the scientific community but, in his opinion, there is still a lack of researchers and scientists in the areas of fisheries and marine science. In this sense, the chair underlined the importance of reinforcing scientists and research institutions. For example, a possibility would be to finance student exchanges within the frame of the Erasmus programme in the field of fisheries, aquaculture and the marine science. Moreover, she observed that there is the need to complete a full stocktaking of all research activities being done in this field in order to be

able to use the EU money in an integrated and coordinated way. Among others, it is on these priorities, actions and projects to be defined in the course of this conference that the various EU funds are going to focus on in the next founding period.

Prof Kanlis pointed out that scientists are present also inside companies but they possibly never go to conferences or make a proposal to any sector strategy. For example, at this roundtable there is no representative from the business sector present, at least not from Greece. Thus, there is the need to approach also companies and their scientist during the decision making process. Although companies look of course for their profit, they are also interested in protecting the marine environment and in applying the results of research in their business operations. In this context, Ms Manoussopoulou referred to the relevance of creating better links between science and business, a key issue that was already discussed during the stakeholders' workshop Athens.

Taking up the issue of formation of stakeholders, Mr Troina, proposed to give a chance to the existing structures and to start working with already available training institutions and organisations (for example in Italy) and continue developing educational programmes, encouraging universities, institutes but also private companies and other organisations to contribute to training projects in the field of fisheries, aquaculture and marine science.

Thereupon, Mr Marković referred to the Data Collection Framework (DCF)² and described how Croatia has now started its implementation according to the EU legislation. In view of the common rules set for the collection of data, the monitoring of fisheries resources through survey programmes like MEDIAS³ and MEDITS⁴, etc., the speaker stated that there is no lack of scientific knowledge and research, but that it is rather an issue of presentation of results and of finding a compromise between stakeholders and producers, to what Ms Manoussopoulou replied that this is the responsibility of politicians.

Dr Mytilineou inquired about the condition of fisheries resources in Croatia and insisted that for management purposes long-time series of data are necessary. Mr Marković replied that most stocks are stable and that GFCM is in charge of coordinating the assessments for each area and for giving recommendation. He would rather highlight the importance of a proper dissemination of results.

² Council Regulation (EC) No 199/2008 of 25 February 2008 concerning the establishment of a Community framework for the collection, management and use of data in the fisheries sector and support for scientific advice regarding the Common Fisheries Policy; Commission Regulation (EC) No 665/2008 of 14 July 2008 laying down detailed rules for the application of Council Regulation (EC) No 199/2008 concerning the establishment of a Community framework for the collection, management and use of data in the fisheries sector and support for scientific advice regarding the Common Fisheries Policy

³ MEDIAS: EU Mediterranean Coordinated Survey on Small Pelagic

⁴ MEDITS: International Bottom Trawl Survey in the Mediterranean

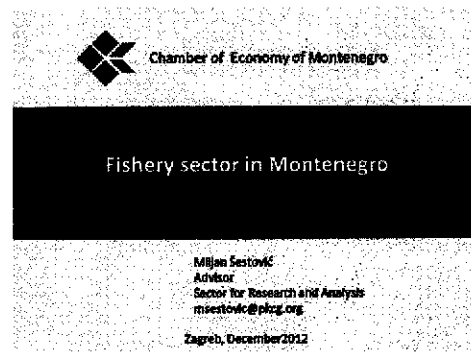
Presentation 2

Title: Fishery sector in Montenegro

Speaker: Mr Miljan ŠESTOVIĆ

Position: Advisor

Organisation: Chamber of Economy of Montenegro,
Sector for Research and Analysis



The following speaker, **Mr Miljan ŠESTOVIĆ**, focused his presentation on the fishery sector in Montenegro. After giving some general information on the country, he outlined the Fisheries Development Strategy adopted by the Ministry of Agriculture and Rural Development, which has defined a series of national priorities with a focus on:

- Improvement of hygiene and safety of fishery products according to EU standards: strengthening of legislations, institutions, laboratory capacities and industrial standards
- Harmonisation of the national fisheries policy to CFP: institutional strengthening (human resources, training and equipment)
- Improvement of marketing and investment in the fisheries sector of Montenegro: creating and implementing mechanisms for achieving a suitable investment climate.

Besides, Mr Šestović described the National Fisheries Development Programme adopted by Montenegro in the period between 2009 and 2013, which aims at:

- updating and developing the aforementioned strategy
- using the project approach of the European Fisheries Fund (EFF)
- developing an integrated approach to development in order to secure a sustainable use of fishery resources.

The institutional capacities for the fisheries sector in Montenegro are as follows:

- Ministry of Agriculture and Rural Development: responsible for adopting fisheries legislation; comprises a Fisheries unit formed by 3 staff members.
- Inspection Directorate
- Veterinary Directorate
- Institute for marine biology in Kotor
- Faculty of Natural Sciences and Mathematics, Department of Biology
- Veterinary diagnostic laboratory
- Public institution Centre for ecotoxicological research of Montenegro
- Public health institute.

Concerning the legal framework of the sector in Montenegro, Mr Šestović referred to the Law on marine fishery of 2009 which has been partially harmonised with the EU CFP and which regulates, among others, the fishing licenses and the mariculture activities. Besides, there is the Law on freshwater fisheries as well as 9 further rule books as secondary legislation also on licensing and other issues.

Afterwards, the speaker gave some basic figures on the fisheries sector of Montenegro, which has a share of 0,5% of the gross national product, reaches a total annual value of production of 7,4 million Euros and employs 631 person.

The marine fisheries sector, which accounts for 1.700 tonnes per year and makes up 0,3% of the EU Mediterranean catches, relies both on demersal and pelagic fish resources. The

aquaculture sector, on the other hand, is characterised by mussel farming (250 tonnes/year), marine fish farming (mainly seabream and seabass, 100 tonnes/year) and trout farming (450 tonnes/year). Moreover, Montenegro holds two factories for fish processing with a total processing capacity of 1.500 tonnes per year.

As related to the trade of fishery products, in Montenegro fish is usually sold near the landing site to restaurants and markets, mostly during summer. While 1/3 of the production, mainly mussels and small quantities of farmed fish, is exported to Serbia, fresh demersal fish is placed in Italy. In 2011, fish and fish products had a share of 0,3% of the total trade exchange between Montenegro and the EU (27), this seems to be even higher in 2012.

In conclusion, Mr Šestović described the fisheries sector in Montenegro as small but with a strong potential for development and stressed the importance of implementing the Development Programme in an organised manner. He also expressed his optimism with regard to an EU membership and the related potential for export of qualitative products with competitive prices.

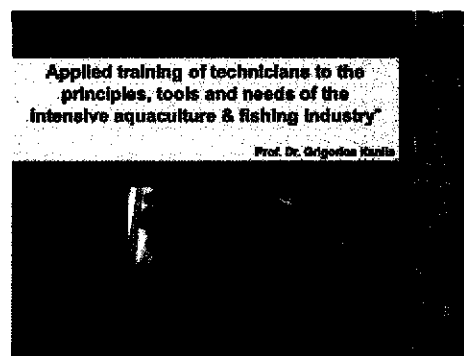
Presentation 3

Title: Applied training of technicians to the principles, tools and needs of the intensive aquaculture & fishing industry

Speaker: Prof Dr Grigorios KANLIS

Position: Professor of Veterinary Medicine & Ichthyologist

Organisation: Technological Education Institution (TEI) of Epirus, Department of Aquaculture & Fisheries, in Greece
www.teiep.gr



Ms Manoussopoulou then gave the floor to the last speaker of the working group, **Prof Grigorios KANLIS**, who focused his presentation on the applied training of technicians of the aquaculture sector and the fishing industry. The speaker addressed this issue by pointing out that fisheries and aquaculture companies, particularly intensive aquaculture production systems but also fishing vessels, generally use a very expensive equipment (e. g. with computer-controlled tools), which is the result of many years of research. At the same time, the workers that are supposed to employ these tools are often graduates from basic schools only or are foreigners who might have problems with the language.

At the Technological Education Institution (TEI) of Epirus, students of aquaculture have to attend 4 obligatory course years, including the elaboration of a small thesis during the last year. The lessons comprise among others aspects of fish farm and hatchery operations, live fish transportation, fish nutrition, fish feed medication and fish vaccination, processing, economics, etc. The offered master course is performed in cooperation with 2 other universities. The Department of aquaculture and fisheries is a technological department, so the students are trained in technological skills as well.

On the farm, however, there is usually one scientist only, with a number of workers below him. In this regard, studies have found out that when farm workers do not make a proper use of the equipment, it can lead to huge losses for the company (which are sometimes even not registered or considered). For example, if a farm produces 1.000 tonnes of fish which is fed with 1 to 1,5 kg feed/kg fish and somebody makes a mistake, this can lead to a loss of e. g. 10% of the feed. This has not only consequences on the environment since lost feed pollutes

the water and the seabed, but it creates costs the owner of the farm has to bear and that are often not considered in the production cost calculations. According to the speaker, the key answer for this problem is the training of people.

Prof Kanlis presented a series of trainings performed in the various areas of expertise in different countries, e. g. in Adana, Turkey, in Guilan at the Caspian Sea, Iran, and also in Igoumenitsa, Greece. Key areas of training are for example fish vaccination and fish feeding (i. e. feeding by hand vs. automatic feeding) but also hatcheries operations, transport of fingerlings or live fish (often in marine water), packaging, HACCPs & ISO applications, etc. It is important to train workers in order to manage automated systems and to advise them what to do when there is a problem. Also manuals are produced which explain what has to be done in each trouble situation ("hot spot" situation). This is of high relevance, not only to avoid losing money, but also for the workers' safety (e. g. concerning the use of cranes or the administration of medicines, etc.). At least an elementary knowledge is given to the workers in form of a basic training. These training measures shall reduce the company costs, support the environmental improvement in farm areas and help to achieve a safe, high nutritional value marine food at a low cost as final product.

DISCUSSION

After the presentation, Ms Manoussopoulou opened the floor for comments and proposals. Subsequent to a discussion of the issue of fishmeal consumption by the aquaculture sector, the chair outlined the essence of the presentation as follows:

- Innovation in aquaculture leads to jobs, but there is a need of properly trained staff.
- Training shall include all steps of production, from reproduction to feeding, etc.
- There is a need of research in order to minimise the impact on natural resources.

Prof Kanlis observed that much research has already been done but, unfortunately, only few studies come to the point. Mr Bavčević confirmed that they have a similar experience in Croatia and that there are sometimes shortcomings concerning basic production steps so more training should be done at this level. Ms Manoussopoulou asked if there was any cooperation between universities in the Adriatic, to what Prof Kanlis explained that some programmes of collaboration do exist but that no clear results have been seen yet. The chair suggested that the lack of results might not be the explanation, but maybe the fact that results are not published, nor made available or disseminated, nor put into practice. Against this background, she highlighted the importance of linking the research results with the farming activities and other (practical) activities of the sector.

Mr Claudio QUARANTA from the Committee on Fisheries of the European Parliament, Brussels, asked the speaker what was the Greek experience regarding the search of farming locations, i. e. if the businesses encountered difficulties to find proper sites and, once they were found, if there were many obstacles e. g. from the local administrations, etc. Prof Kanlis replied that before the establishment of a farm, local authorities, the government and the farmer have to deal with these issues, i. e. where to build, how to build, etc. Fortunately, after 25 years of aquaculture production, there has been a lot of improvement in Greece and some regulations from the beginnings, that showed to make no sense, have been modified accordingly. In line with this, Ms Manoussopoulou asked the participants if it would be useful to have an exchange of views on this issue in order to define the criteria that should apply for the establishment of fish farms. Mr Bavčević replied that GFCM has issued guidelines e. g. on site selection for aquaculture farms. Moreover, he underlined that this is a very important issue for the sector, i. e. the role that aquaculture plays with regard to other marine activities and, particularly, the competition that exists with the tourism sector. He complained about the subordinate role that is assigned to aquaculture, which is supposed to adapt to other sectors, and stressed the need to change this approach and to give aquaculture the same position as other activities. By way of example, Mr Bavčević mentioned the establishment of special

zones for aquaculture, where this sector would have priority with respect to other activities. In this regard, the chair highlighted the importance of exchanging views on the best practices and principles on where and how to allocate aquaculture farms by involving scientists, local authorities, governments, spatial planning authorities, environmental administrations, etc.

CONCLUSIONS

By way of conclusion, Ms Manoussopoulou summarised the outcomes of the session as follows:

Topic: Marine Protected Areas (MPA)

One of the proposals raised during the workshop was to develop a common principle or strategy for the management of protected areas that is not restricted to fisheries but is based on an ecosystem approach. Also in this context, it was encouraged to better coordinate scientific projects and results and it was suggested to implement a single mapping for protected areas, e. g. through the integration of geographic information systems (GIS). The usefulness of having an exchange of best practices, also on monitoring activities, was underlined and the introduction of management rules for MPA under the umbrella of GFCM was proposed.

Topic: Involvement of stakeholders

In order to achieve a better involvement of stakeholders and encourage the exchange of experiences, the implementation of training activities on one side and the organisation of conferences and seminars on the other should be reinforced.

Topic: Research

The importance of bringing science and research activities closer to stakeholders and to the local communities was highlighted as well as the need to close the gap between science and the private sector. In this context, it was suggested to increase the efforts in order to improve the dialogue between scientists and managers. Moreover, a comprehensive stocktaking of all research activities performed in the Adriatic and Ionian region was suggested, with the aim of finding possibilities of further cooperation. Besides, the need for more scientific research on certain aspects of fisheries and marine biology was highlighted.

Topic: Aquaculture

The participants of the working group emphasised the importance of innovation for the aquaculture sector and, particularly, for the creation of jobs. This would only be possible if personnel is properly skilled. In this sense, appropriate training should be provided to farming staff that focuses on all steps of production. Moreover, the need to link the results of research with the farming activities was stressed, for example through the elaboration of best practices with regard to the allocation of aquaculture farms and the minimisation of environmental impact. The need for involvement of all stakeholders, i. e. scientists, local authorities, government, spatial planning authorities, environmental administrations, etc. in this process was underlined.

Annex V:

Financial overview

Launch Event, 06/12/2012, Zagreb, Croatia: financial breakdown (final)

Breakdown Launch event in Croatia (300 participants), 6 December 2012, Zagreb							
No	Tasks	Functions of individuals or detailed tasks	Price person/day or unit price	No. Of units	No. Of days	Total	Comments
1.	General coordination and supervision	Project leader	€450.00	1	5	€2,250.00	
2.	General costs for preparation of the seminar						
	These costs cover: coordination with the client coordination with venue Sending invitations and practical info to participants, registration management set-up list of participants, preparation of conference materials (badges, desk names, register of attendance)	Event manager	€420.00	1	15	€6,300.00	
		Event assistant	€350.00	1	15	€5,250.00	
	Video	Press & Multiplier manager	€420.00	1	1.5	€630.00	Briefing with DG MARE, story board draft, collect information
		CFP & Maritime Affairs Chief expert	€890.00	1	2.5	€2,225.00	Briefing with DG MARE, identification of experts and experts' coordination
		CFP & Maritime Affairs Expert	€775.00	7	0.5	€2,712.50	Number of experts reduced from 8 to 7, as per client's request.
		CFP & Maritime Affairs Expert	€775.00	6	1	€4,650.00	NEW TASK: not originally included in the request/budget: prepare a summary sheet per each workshop. Number of days needed agreed by the EC. BUDGET USED: reshuffling discrepancy due to reduction of number of experts, from 8 to 7 - no need to request the use of contingencies
	Preparation of documents						
	Programme design and lay-out, banner for registration and for all supporting documents	Graphic designer	€350.00	1	2.5	€875.00	
	Design the roll-ups + ready to print files preparation	Graphic designer	€350.00	1	1	€350.00	
	Sign posting for Networking sessions	Graphic designer	€350.00	0.5	1	€175.00	
	Preparing and assembling the participant pack, incl. Programme, list of participants	Event assistant	€350.00	1	0.75	€262.50	
	Producing sign posting	Event assistants	€350.00	1	0	€0.00	printed at the venue
	Printing :* A3 FOLDER Programme in colours, * List of participants, BW, 1 staple, +/- 15 pages, 300 copies Register of attendance	Event assistants	€350.00	1	5	€1,750.00	Assistant' line used to cover the production and shipment of documents
	shipment of roll-ups			0	0		Roll-ups were printed in Croatia to avoid shipping costs
	Conference material	badges	€1.92	269	1	€516.48	Effective number of badges produced, incl. on-site production
		speakers' desk names	€2.40	54	1	€129.60	Effective number of desknames produced
		On-line registration and more complex registration website, incl. extra module for networking	€600.00	5	1	€3,000.00	
	Set-up of Registration website	Event manager	€420.00	1	2	€840.00	
		Roll-up	€276.00	5	1	€1,380.00	
	Advertising in specialised press and promotion on websites		€3,500.00	0	0	€0.00	this activity was not carried out, as agreed with the client.

Launch Event, 06/12/2012, Zagreb, Croatia: financial breakdown (final)

No	Tasks	Functions of individuals or detailed tasks	Price person/day or unit price	No. Of units	No. Of days	Total	Comments
		Press & Multiplier manager	€420.00	1	2.5	€1,050.00	for coordinating promotional activities: advertisement on specialised press was replaced by pre and post-event promotion activities (production of an Internet button to boost registration and of an animated banner to promote the results of the conference - dissemination to national partners and participants)
General organisation costs during the event							
		Project leader	€450.00	1	2	€900.00	arrival the day prior to the event, leaving on 7/12
	Welcoming and registering the participants ad-hoc actions and assistance to participants	Event manager	€420.00	1	2	€840.00	arrival the day prior to the event, leaving on 7/12
		CFP & Maritime Affairs Expert	€775.00	7	2	€10,850.00	arrival the day prior to the event, leaving on 7/12. Effective nr. of experts reduced from 8 to 7, as per client's request.
	Production of a video Shooting :	Photographer	€600.00	1	2	€1,200.00	this budget line could be used to cover the filming
		Press & Multiplier manager	€420.00	1	2	€840.00	this line could be used to cover the journalistic costs
	Venue hire					€0.00	taken care of by HR Ministry
	Equipment plenary					€0.00	taken care of by HR Ministry
	Hostesses		€240.00	6	1	€1,440.00	
	Catering	Buffet lunch	€26.40	163	1	€4,303.20	Final number for catering: 200 - agreed with EC
		Bev. Package	€22.80	163	1	€3,716.40	Final number for catering: 200 - agreed with EC
		Coffee break and welcome	€22.80	163	1	€3,716.40	Final number for catering: 200 - agreed with EC. Beverage package line used to cover the 2 CB
		Welcome dinner for speakers and HR repr.	€26.40	50	1	€1,320.00	Effective nr. of guests: 50.
			€22.80	50	1	€1,140.00	Effective nr. of guests: 50. Beverage package for welcome dinner.
Travel & DSA for paid participants							
	Travel Zagreb GC team	Claudia MONALDI	€278.00	1	1	€278.00	Effective price, based on invoice
		Ekaterina TSARANOK	€284.57	1	1	€284.57	Effective price, based on invoice
		Stéphane LAUWERIJS	€678.60	1	1	€678.60	Effective price, based on invoice
		Frédéric FURNEMONT	€678.60	1	1	€678.60	Effective price, based on invoice
	Travel CFP expert	Anna MADRILES HELM	€238.30	1	1	€238.30	Effective price, based on invoice
		Persa PAFLIOTI	€1,227.69	1	1	€1,227.69	Effective price, based on invoice
		Thomas VITSOUNIS	€1,227.69	1	1	€1,227.69	Effective price, based on invoice
		Sasa JOVANOVIC	€90.03	1	1	€90.03	Effective price, based on invoice
		Daniele DEL BIANCO	€134.93	1	1	€134.93	Effective price, based on invoice
		Chiara BIANCHIZZA	€102.50	1	1	€102.50	Effective price, based on invoice
		Vlatka STUPALO	€0.00	1	1	€0.00	This expert is based in Zagreb, so not entitled to travel reimbursement

Launch Event, 06/12/2012, Zagreb, Croatia: financial breakdown (final)

No Tasks	Functions of individuals or detailed tasks	Price person/day or unit price	No. Of units	No. Of days	Total	Comments
	<i>Travel paid speakers and paid participants</i>					
	Christos ANAGNOSTOU	€495.00	1	1	€495.00	Speaker
	Jadran ANTUNOVIC	€135.00	1	1	€135.00	Paid participant
	Mladen BASIC	€0.00	1	0	€0.00	Paid participant: travel claim not submitted after final reminder
	Katarina BUKSA	€0.00	1	0	€0.00	Paid participant: travel claim not submitted after final reminder
	Pierpaolo CAMPOSTRINI	€566.56	1	1	€566.56	Speaker
	Vasiliki-Angeliki CATSIKI	€495.00	1	1	€495.00	Speaker
	Michael CHATZIEFSTATHIOU	€824.66	1	1	€824.66	Speaker
	Johan GILLE	€565.27	1	1	€565.27	Speaker
	Elena GISSI	€485.01	1	1	€485.01	Speaker
	Grigoris KANLIS	€495.00	1	1	€495.00	Speaker
	Vanda KLJAJO	€0.00	1	0	€0.00	Paid participant: travel claim not submitted after final reminder
	Darinka KRNEVIC	€51.08	1	1	€51.08	Paid participant
	Nada KRSTULOVIC	€108.45	1	1	€108.45	Speaker
	Maria LEKAKOU	€471.77	1	1	€471.77	Speaker
	Regis LOPEZ LANG	€780.69	1	1	€780.69	Speaker
	Ivana MALENICA	€47.43	1	1	€47.43	Paid participant
	Lidija MITROVIC	€219.00	1	1	€219.00	Speaker
	Chryssi Chrysoula MYTILINEOU	€495.00	1	1	€495.00	Paid participant
	Panagiotis A. PETROPOULOS	€1,132.00	1	1	€1,132.00	Speaker
	Ingrid PILJAR	€0.00	1	0	€0.00	Speaker: travel claim not submitted after final reminder
	Josip PRIZMIC	€135.00	1	1	€135.00	Paid participant
	Ivana PROTRKA	€0.00	1	0	€0.00	Paid participant: travel claim not submitted after final reminder
	Bruno PUHALOVIC	€0.00	1	1	€0.00	Paid participant: does not need travel reimbursement
	Bruna RIZVANOVIC	€0.00	1	0	€0.00	Paid participant: travel claim not submitted after final reminder
	Miljan SESTOVIC	€246.92	1	1	€246.92	Speaker
	Robert ŠIRNIK	€0.00	1	1	€0.00	Speaker: travel claim not submitted after final reminder
	Nikola SKARIC	€156.50	1	1	€156.50	Paid participant
	Gazmir TAHIRI	€630.12	1	1	€630.12	Speaker
	Valerio TEMPERINI	€452.31	1	1	€452.31	Speaker
	Zivko TOLJ	€135.00	1	1	€135.00	Paid participant
	Elen TWRDY	€314.40	1	1	€314.40	Speaker
	Fabio VALLAROLA	€543.15	1	1	€543.15	Speaker
	Teresa VIDAS-PUHALOVIC	€0.00	1	1	€0.00	Paid participant: travel reimbursement not needed
	Malvin VILLABO	€905.30	1	1	€905.30	Speaker
	Branka VISKOVIC	€0.00	1	1	€0.00	Paid participant: does not need travel reimbursement
	Ljerka VLAHOVIC	€156.50	1	1	€156.50	Paid participant
	Vana VOJINOVIC	€269.78	1	1	€269.78	Paid participant
	Dražen ŽGALJIĆ	€0.00	1	1	€0.00	Speaker: travel claim not submitted after final reminder
	<i>DSA Croatia paid speakers and participants</i>					
	Christos ANAGNOSTOU	€175.00	1	2	€350.00	
	Jadran ANTUNOVIC	€175.00	1	2	€350.00	

Launch Event, 06/12/2012, Zagreb, Croatia: financial breakdown (final)

No Tasks	Functions of individuals or detailed tasks	Price person/day or unit price	No. Of units	No. Of days	Total	Comments
	Mladen BASIC	€175.00	1	2	€350.00	
	Katarina BUKSA	€65.00	1	1	€65.00	she was entitled to DSA but did not stay at the hotel: price of hotel room deducted form DSA
	Pierpaolo CAMPOSTRINI	€175.00	1	1	€175.00	
	Vasiliki-Angeliki CATSIKI	€175.00	1	2	€350.00	
	Michael CHATZIEFSTATHIOU	€175.00	1	2	€350.00	
	Johan GILLE	€175.00	1	1	€175.00	
	Elena GISSI	€175.00	1	1	€175.00	
	Grigorios KANLIS	€175.00	1	2	€350.00	
	Vanda KLJAJO	€175.00	1	2	€350.00	
	Darinka KRNEVIC	€175.00	1	2	€350.00	
	Nada KRSTULOVIĆ	€175.00	1	1	€175.00	
	Maria LEKAKOU	€175.00	1	2	€350.00	
	Regis LOPEZ LANG	€175.00	1	2	€350.00	
	Ivana MALENICA	€175.00	1	2	€350.00	
	Lidija MITROVIC	€175.00	1	2	€350.00	
	Chryssi Chrysoula MYTILINEOU	€175.00	1	2	€350.00	
	Panagiotis A. PETROPOULOS	€175.00	1	2	€350.00	
	Ingrid PILJAR	€175.00	1	2	€350.00	
	Josip PRIZMIC	€175.00	1	2	€350.00	
	Ivana PROTRKA	€175.00	1	2	€350.00	
	Bruno PUHALOVIC	€175.00	1	1	€175.00	
	Bruna RIZVANOVIC	€175.00	1	1	€175.00	
	Miljan SESTOVIC	€175.00	1	2	€350.00	
	Robert ŠIRNIK	€65.00	1	1	€65.00	he was entitled to DSA but did not stay at the hotel: price of hotel room deducted form DSA
	Nikola SKARIC	€175.00	1	2	€350.00	
	Gazmir TAHIRI	€175.00	1	2	€350.00	
	Valerio TEMPERINI	€175.00	1	2	€350.00	
	Zivko TOLJ	€175.00	1	2	€350.00	
	Elen TWRDY	€175.00	1	1	€175.00	
	Fabio VALLAROLA	€175.00	1	2	€350.00	
	Teresa VIDAS-PUHALOVIC	€65.00	1	1	€65.00	she shared a room with B. Puhlovic: deducting price of hotel accommodation from DSA
	Malvin VILLABO	€175.00	1	1	€175.00	
	Branka VISKOVIC	€65.00	1	1	€65.00	she was entitled to DSA but did not stay at the hotel: price of hotel room deducted form DSA
	Ljerka VLAHOVIC	€175.00	1	2	€350.00	
	Vana VOJINOVIC	€175.00	1	2	€350.00	
	Dražen ŽGALJIĆ	€65.00	1	1	€65.00	he was entitled to DSA but did not stay at the hotel: price of hotel room deducted form DSA
	NO-SHOW	€110.00	42	1	€4,620.00	42 room/nights were invoiced for NO-SHOWs
DSA Croatia GC team	Claudia MONALDI	€175.00	1	3	€525.00	
	Ekaterina TSARANOK	€175.00	1	2	€350.00	
	Stéphane LAUWERIJS	€175.00	1	2	€350.00	
	Frédéric FURNEMONT	€175.00	1	2	€350.00	

Launch Event, 06/12/2012, Zagreb, Croatia: financial breakdown (final)

No	Tasks	Functions of individuals or detailed tasks	Price person/day or unit price	No. Of units	No. Of days	Total	Comments
	CFP & Maritime Affairs Expert	Anna MADRILES HELM	€175.00	1	2	€350.00	
		Persa PAFLIOTI	€65.00	1	2	€130.00	She shared a room with T. Vitsounis: deducting price of hotel accommodation from DSA
		Thomas VITSOUNIS	€175.00	1	2	€350.00	
		Sasa JOVANOVIC	€175.00	1	2	€350.00	
		Daniele DEL BIANCO	€175.00	1	2	€350.00	
		Chiara BIANCHIZZA	€175.00	1	2	€350.00	
		Vlatka STUPALO	€175.00	1	0	€0.00	Based in Zagreb: not entitled to DSA
	<i>Follow-up</i>						
		Project leader	€450.00	1	2.5	€1,125.00	
	<i>including invoicing, follow-up with suppliers, drafting of final technical report, reimbursement of travel for speakers and paid pax, sending thank you email, assess evaluation questionnaire, gathering all relevant documentation of the event for upload on DG MARE website</i>	Event manager	€420.00	1	3.5	€1,470.00	includes assessment of the evaluation questionnaire
		Event assistant	€350.00	1	3	€1,050.00	including travel reimbursement for 21 paid speakers and 16 paid participants
	<i>Follow-up activities with participants</i>	Event manager	€420.00	1	0.75	€315.00	
	<i>Drafting the minutes and summary of workshops, 1 set of corrections</i>	Chief CFP & Maritime Affairs expert	€890.00	1	0.5	€445.00	
		CFP & Maritime Affairs Expert	€775.00	7	2.5	€13,562.50	2.5 days/expert X 1 workshop: finalise minutes, draft summary, one set of corrections
	<i>Sonorisation : un commentaire, musique + speaker en une version linguistique EN Montage Titres animés</i>	Photographer	€600.00	1	10	€6,000.00	The line photographer and press & multiplier manager are used to cover the production of the video
	Video	Press & Multiplier manager	€420.00	1	6	€2,520.00	finalise product and quality control, coordination of final product