

GOPA-CARTERMILL



European Commission
Directorate-General for Maritime Affairs and Fisheries
Ms. Beate Gminder
Head of unit – D1
Rue Joseph II, 99
B-1049 Brussels
Belgium

14 January 2014

INVOICE Nr. 003/2014

Reference: Specific contract n°16 – SI2.659003 implementing Framework contract N° MARE/2008/08 'European Coast Guard Functions Forum' on 12-14 September 2013, in Chios, Greece

In accordance with Article I.5, Payment Periods of the Framework Service Contract, we herewith request the final payment, calculated as the difference between the total eligible costs of € 78.234,92 and the pre-financing of 30.611,84.

Total this invoice: € 47.623,08

(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
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Christophe Thielemans
Head of Finance & Administration

Walter Koehn
Senior Consultant

3-day conference, Chios, Greece, 12-14 September 2013: Overview of Expenses							
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	€472,50	1	5,00	€2.362,50	
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	€441,00	1	10,50	€4.630,50	
		Event assistant	€367,50	1	15,00	€5.512,50	
	Hotel identification and selection for speakers and organisers	Event manager	€441,00	1	1,5	€661,50	For speakers and EC officials, a contract with the selected hotel will be issued and GC will take care of all reservations for speakers and EC officials.
		Chief CFP expert	€934,50	1	0,5	€467,25	Identification of the expert and coordination
		CFP & Maritime Affairs Expert	€813,75	1	0,50	€406,88	0,5 day of preparation prior to the workshops
3.	Preparation of documents						
	Programme design and lay-out, banner for registration and for all supporting documents	Graphic designer	€367,50	1	2,50	€918,75	
	Design the roll-ups + ready to print files preparation	Graphic designer	€367,50	1	1,00	€367,50	
	Sign posting	Graphic designer	€367,50	1	0,50	€183,75	
		Production department	€388,50	1	1,00	€388,50	
	Preparing and assembling the participant pack, incl. Programme, list of participants	Event assistant	€367,50	1	0,50	€183,75	
	Printing :* FOLDER Programme in colours, * List of participants, BW, 1 staple, +/- 10 pages, 150 copies Register of attendance	Production dept	€388,50	1	5,05	€1.961,93	including production and shipment of material and shipment back to Brussels of the 1-roll-ups and material
	Initial Printing foreseen: max of 6 sessions documents BW, 1 staple of 5 pages X 150 units: 4500 pages	Production dept	€388,50	1	0,40	€155,40	Effective 4 documents. BW. 11 pagesx150 units= 1650 Pages
	shipment of roll-ups to Chios			0	0,00	€0,00	The roll-ups were printed in Chios in order to avoid extra shipment costs
	Conference material	badges	€2,02	115	1,00	€231,84	95 + 20 spare for on-site registration.
		speakers' desk names	€2,52	100	1,00	€252,00	Adapted to effective number of speakers and Delegation members
		Pens	€2,23	150	1,00	€334,53	
		On-line registration	€630,00	1	1,00	€630,00	
	Set-up of Registration website	Event manager	€441,00	1	5,00	€2.205,00	setting-up the registration website Online registration module and registration website, including general info on the event, background docs, uploading of presentations, downloadable conference programme. Updating and maintaining the registration web site
		Roll-up	€289,80	4	1,00	€1.159,20	
4.	General organisation costs during the event		Price person/day or unit price	No. Of units	No. Of days	Total	Comments

No Tasks	Functions of individuals or detailed tasks	Price person/day or unit price	No. Of units	No. Of days	Total	Comments
	Project leader	€472,50	1	4,00	€1.890,00	arrival the day prior to the event, leaving the day after the event
Welcoming and registering the participants ad-hoc actions and assistance to participants	Event manager	€441,00	1	4,00	€1.764,00	arrival the day prior to the event, leaving the day after the event
	CFP & Maritime Affairs Expert	€813,75	1	3,00	€2.441,25	arrival 12/9 departure on 14/09. Adapted to effective number of days
Facilities						
Venue hire	Plenary room	€3.452,00	1,88	1,00	€6.489,76	suitable to welcome 150 pax, budget has been adapted accordingly (3452€ for a plenary for 80 pax. For 150 pax= (6472,50€) on 13/9
	Break-out room (per room, per half day)	€509,04	3	2,00	€3.054,24	
Equipment plenary	Laptop	€315,00	1	1,00	€315,00	
	Beamer	€352,80	1	1,00	€352,80	
	Flipchart	€69,30	1	1,00	€69,30	
	Wireless micro	€75,60	3	1,00	€226,80	1 for speakers, 2 for the audience
	Fixed micro	€63,00	35	1,00	€2.205,00	Adapted to effective number
	Screen	€126,00	0	1,00	€0,00	Including in room rental
	Lectern	€63,00	1	1,00	€63,00	
	Printer rental	€35,28	3	1,00	€105,84	as per request
	Photocopy facilities	€35,28	1	1,00	€35,28	as per request
Equipment	Laptop	€315,00	3	1,00	€945,00	press room, reception desk and secretariat
	Beamer	€352,80	1	1,00	€352,80	for press room
	Wireless micro	€75,60	2	1,00	€151,20	Press room
	Fixed micro	€63,00	2	1,00	€126,00	Press room
	Lectern	€63,00	1	1,00	€63,00	Press room
Technician		€630,00	1	1,00	€630,00	1 for plenary and press room
Hostesses		€252,00	3	1,00	€756,00	we count 1 hostess / 50 pax.
Transfer	Bus hire (capacity 50 people, half a day)	€630,00	1	1,00	€630,00	1 bus on 12/9 for 1 unit of 0,5 day.
	Bus hire (capacity 50 people, half a day)	€630,00	2	2,00	€2.520,00	2 busses on 13/9 for 2 x 1 unit of 0,5 days
Catering	Buffet lunch	€27,72	115	1,00	€3.187,80	9 paid speakers incl. In DSA
	Bev. Package	€23,94	115	1,00	€2.753,10	9 paid speakers incl. In DSA, water, soft drinks and red + white wine
	Coffee break and welcome	€23,94	57,5	1,00	€1.376,55	for the third coffee break, budget line Bev. Package used to cover this item for 115 pax
	dinner	€50,40	0	1,00	€0,00	no dinner
	Bev. Package dinner	€23,94	115	1,00	€2.753,10	bev; package for welcome reception, 9 paid speakers incl. In DSA
5. Travel & DSA for paid participants						
		Price person/day or unit price	No. Of units	No. Of days	Total	Comments
travel Chios	Team	€525,00	2	1,00	€1.050,00	
Travel CFP expert	CFP & Maritime Affairs Expert	€714,00	1	1,00	€680,00	Expert travelling from Italy
Travel 8 paid speakers	Italy	€714,00	4	1,00	€2.856,00	Carlone, Mattana, Misiano, Pelizzari
	United Kingdom	€714,00	2	1,00	€1.428,00	Mitropoulos, Jarvis
	Ireland	€714,00	1	1,00	€714,00	Reynolds
	France	€714,00	1	1,00	€714,00	Aymeric
DSA Greece	7 paid speakers	€233,10	7	2,00	€3.263,40	2 nights paid for paid speakers

No	Tasks	Functions of individuals or detailed tasks	Price person/day or unit price	No. Of units	No. Of days	Total	Comments
		1 paid speakers	€233,10	1	2,00	€466,20	Mr Reynolds made an individual booking at Chandris but claimed for reimbursement
		Team	€233,10	2	4,00	€1.864,80	arrival the day prior to the event, leaving the day after the event
	DSA Greece	CFP & Maritime Affairs Expert	€233,10	1	3,00	€699,30	arrival on 12/9, departing on 14/9
6.	Follow-up						
		Project leader	€472,50	1	2,50	€1.181,25	
	including invoicing, follow-up with suppliers, drafting of final technical report, reimbursement of travel for speakers and paid pax, sending thank you email, gathering all relevant documentation of the event for upload on DG MARE website	Event manager	€441,00	1	3,50	€1.543,50	
		Event assistant	€367,50	1	4,00	€1.470,00	including travel reimbursement for speakers
	Drafting the minutes and summary of workshops. 1 set of corrections						
		CFP & Maritime Affairs Expert	€813,75	1	2,50	€2.034,38	drafting of technical report, summary and minutes
	Total Chios					€78.234,92	

Date: 29/10/2013

SPECIFIC CONTRACT No.16

Implementing Framework Contract No. MARE/2008/08

Ref.: Specific Contract No16 SI2.659003.

**On: "Forum of the Heads of the Coast Guard Functions of
the EU and associated Schengen countries 5th Plenary
Conference Chios, 12-14 September 2013 "**

Final report

October 2013

AUTHOR	JOB TITLE	VERSION	LAST UPDATED
Noëlle Leoz	Event Manager	1.1	09.10.2013
Valérie Braeken	Event Director	1.2	14.10.2013



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1. INTRODUCTION

This is the final report for the event "European Coast Guard Functions Forum", which took place on 12-14 September 2013 in Chios, Greece. The event was jointly organised by Unit D1 of the Directorate-General for Maritime Affairs and Fisheries (DG MARE) of the European Commission, and the Hellenic Coast Guards. The conference gathered together 106 participants, including paid speakers, press and European Commission representatives.

GOPA-Cartermill was in charge for most of the logistical aspects of the conference, in cooperation with the Hellenic Coast Guards. The content of the conference (including speakers' identification) was prepared by the Hellenic Coast Guards in cooperation with Unit D1 of DG MARE.

2. EVENT PROGRAMME AND OBJECTIVES

The overall aims of the Forum is to study, contribute to and promote understanding and development of maritime issues of importance and of common interest related to Coast Guard Functions across borders and sectors, both civil and military, and to contribute to progress in the various CGF activities. One of the objectives of the forum is to build and maintain a network of Heads of National authorities for Coast Guard Functions and designated Officers from EU Institutions, Agencies and Directorates with related competencies in CGFs.

150 participants were initially foreseen to attend the conference, with a maximum of 15 paid speakers. According to the effective list of participants, 106 attended the event including 9 paid speakers.

The forum was scheduled from 12 to 14 September 2013. On 12 September evening the European Commission offered the catering for the welcome reception at the Maria Tsakos Foundation, located at walking distance from the venue, the Chandris hotel. The Forum was held on Friday 13 September. It started at 9.30 and ended around 19:00. On the evening of the Forum, an official diner was organised and offered by the local



authorities at the Maria Tsakos Foundation. On Saturday 14 September, a tour of Chios Island and a lunch were organised by the Hellenic Coast Guards.

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 provided a number of logistical and organisational support services before, during and following the event.

GC was in charge of

- Booking the venue for the conference that had been identified by the Hellenic Coast Guards
- Liaising with the venue to arrange catering and AV equipment supplies
- Organising the transfer service for the participants to the venue and the evening activities on 12/09 and 13/09.
- Organising the accommodation for paid speakers and EC Officials
- Suggesting experts for reporting on the conference and coordinate with the selected expert
- Designing the visual of the conference and adapting it to conference material
- Finding local providers (production companies for producing the roll-ups and the programmes, hostesses and technical equipment).
- Sending out invitations (via email)
- Setting of the online registration form and event website
- Managing registrations
- Producing the conference materials
- On site management
- Follow-up tasks: sending thank you emails, drafting the minutes and summary report, reimbursement, of travel expenses for paid speakers, follow-up with local service providers.



3.1. HOTEL SELECTION AND CONFERENCE FACILITIES

The Greek authorities recommended a conference venue, the Chandris Hotel, which was located in Chios, Chios Island. GOPA-Cartermill booked this recommended venue to host the conference as well as to accommodate paid speakers and EC officials.

According to the task description, GOPA-Cartermill booked the main conference hall for a maximum capacity of 150 delegates and additionally three break-out rooms: one room in school type for 50 persons for the press conference and two break-out rooms for 10 persons maximum: one at the disposal of speakers and participants for VIP and bilateral meetings and the second one to be used as a secretariat by the local organisers. The mezzanine room was allocated for the press conference. However, the press conference didn't take place at the end. As GOPA-Cartermill was not informed about the last minute cancellation of the press conference, the team could not cancel the booking and the room was charged to the final invoice.

The main conference room set-up was decided by the Hellenic Coast Guards with the agreement of DG MARE. A table in closed U shape was set for 60 persons and rows and chairs were set on the back of the two main sides for remaining participants. Head of Delegation States were seated around the table and a desk name was produced for each seat around the table and as well as for each speaker invited.

The conference was held in English. No interpretation was foreseen.



Family Photo ECGFF 2013, Chios Island

3.2. ACCOMMODATION

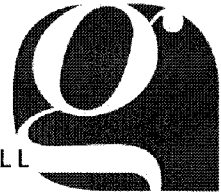
Most of the speakers were accommodated at the Chandris Hotel. Identified paid speakers were entitled to a maximum of 2 nights, breakfast included. Any supplements, such as room for double use, mini-bar, Internet connection, etc. were directly charged to guests. Please see below corresponding rooming list for speakers:

Rooming list Chandris Hotel Chios 12-14 September 2013												
Title	Last Name	First Name	Check-in	Check-out	Number of nights	Type of room	Use	11-sept	12-sept	13-sept	14-sept	Comments
Mr	Jarvis	Andrew	11-sept	14-sept	3	standard	Single	1	1	1	0	We pay 2 nights for him and he will have to pay the Third night upon check-out.
Mr	Aymeric	Michel	12-sept	14-sept	2	standard	Single	0	1	1	0	
Mr	Carlone	Nicola	12-sept	14-sept	2	standard	Single	0	1	1	0	
Mr	Pellizzari	Piero	12-sept	14-sept	2	standard	Single	0	1	1	0	
Mr	Mattana	Francesco	12-sept	14-sept	2	standard	Single	0	1	1	0	
Mr	Misiano	Emanuele	12-sept	14-sept	3	standard	Single	0	1	1	0	
Mr	Mitropoulos	Ethimios	12-sept	14-sept	2	standard	Single	0	1	1	0	
TOTAL Booked								1	7	7	0	

Table 2: Rooming list to Chandris Hotel

3.3. TRAVEL

As per signed contract, speakers were requested 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. On 19th September, an email was sent with the travel reimbursement form to the 9 speakers entitled to travel reimbursement. On 8th October individual reminders were sent to speakers who did not send their request for travel reimbursement. On 21st October, one speaker, Mr Goerke sent an email informing that his travel expenses were already being covered by the German Federal Police and that GOPA-Cartermill didn't have to reimburse these costs. The email is attached to the report as the annex 4. Therefore, they were only 8 travel reimbursements.



First name	Last name	Profile	Country	Attendance	Entitled	As per FWC
Michel	AYMERIC	Speaker	France	Yes	Yes	714,00 €
Nicola	CARLONE	Speaker	Italy	Yes	Yes	714,00 €
Andrew	JARVIS	Speaker	United Kingdom	Yes	Yes	714,00 €
Francesco	MATTANA	Speaker	Italy	Yes	Yes	714,00 €
Emanuele	MISIANO	Speaker	Italy	Yes	Yes	714,00 €
Efthimos	MITROPOULOS	Speaker	United Kingdom	Yes	Yes	714,00 €
Piero	PELLIZARI	Speaker	Italy	Yes	Yes	714,00 €
Chris	REYNOLDS	Speaker	Ireland	Yes	Yes	714,00 €

Table 3: Travel reimbursement overview

3.4. MANAGEMENT OF THE REGISTRATION PROCESS

GC was in charge of the registration process. To this aim, an online registration page (<http://www.amiendo.com/ECGFFConference2013>) was set-up by GOPA-Cartermill event team. The registration form mock-up and link to the test registration were submitted to DG MARE for approval, before the registration page went live.

Two registration codes were set-up in order to distinguish the different categories of attendees: Participant and Invitee. The registration form for the category "Participant" contained general questions on the person and organisation that s/he represents. The registration form for "Invitees" was set for the category of the paid speakers and contained an additional set of questions and information on the accommodation and travel reimbursement.

The invitation letter to participants was sent by GOPA-Cartermill on 14th August. A generic email address (ECGFFConference2013@gopa-cartermill.com) was set-up, to send the invitations, deal with the communication with participants and speakers. One reminder to all unregistered participants was sent on the 3rd September.

In addition to the registration page, the conference website also included a "Practical information" page, with useful information for participants (information on the venue, the social activities, accommodation, how to get to the venue, etc.) as well as a page on selected hotels for accommodation with preferential rates for the participants of the conference and the conference programme.



A confirmation email drafted by GOPA-Cartermill was approved by DG MARE and sent automatically after registration to each participant. The online registration page was left open until the day of the conference, 12th September 2013. In total, 95 participants registered online. The remaining participants were added manually. A total of 106 persons were registered prior to the conference. Please note also that 15 persons registered on site.

3.5. CONFERENCE MATERIALS

GOPA-Cartermill was in charge of the lay-out of the conference materials: programme, list of participants, list of attendance, conference pens and 4 roll-ups.

In order to avoid shipping costs, GOPA-Cartermill produced 4 roll-ups and 150 folder programmes on site. The 4 roll-ups were placed at the Chandris Hotel at strategic points, such as the hotel Lobby, the stage in the plenary room and the registration area.

The folder programmes were used to prepare the conference packs, which included the participants' list, the wooden pen with the conference title and the working documents provided by the Hellenic Coast Guards. 100 name plates for speakers and delegation members were prepared by GOPA-Cartermill. In total, 115 badges were prepared (95 badges for registered participants and 20 badges for participants and press representatives who registered on site on the day of the event).

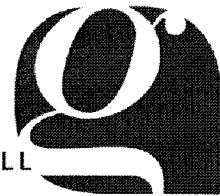
GOPA-Cartermill was also responsible for organising the shipment of the conference materials and one roll-up back from Chios to Brussels. DG MARE's policy officer present at the conference agreed to give two roll-ups to the Italian Coast Guards and one to the Greek authorities hosting the conference.

3.6. NOTE TAKERS

One CFP expert from COFAD was selected by DG MARE. His role consisted in attending the plenary sessions of the conference and drafting the minutes, summarising presentations, debates and conclusions. The expert's conference report was sent by GOPA-Cartermill to DG MARE on 11th October 2013. This report was approved by DG MARE and the Hellenic Coast Guards on 6 December 2013.

3.7. ONSITE MANAGEMENT

Three hostesses were provided for the duration of the event. Under the supervision of GOPA-Cartermill event team, the hostesses took care of the registration process, handled the microphones during Q&A sessions and provided assistance to participants.



Overall, the registration process went smoothly and was dealt with efficiency. There were 15 on-site registrations and 2 no-shows. The on-site registrants were then added to the effective list of participants.

3.8. CATERING

Catering was organised by GOPA-Cartermill for a total of 115 persons. It consisted in a welcome reception on 12 September, 3 coffee breaks and one lunch buffet on 13 September.

3.9. BUS TRANSFERS

GOPA-Cartermill also provided transportation services for the participants accommodated in other hotels to and from the venue as well as to and from the evening reception on 12 September.

One bus (50 seats) was hired on 12 September evening to pick-up the participants at two different hotels (Erytha hotel and Grecian Castle hotel) and drive them to the Maria Tsakos Foundation and return to their hotels.

On 13 September the same bus was hired in the morning and afternoon/evening to drive participants to the venue and to the official diner and return.

Another bus was provided upon request from the Hellenic CoastCoast Guards in order to be able to collect late arriving participants and be at their disposal for any unforeseen occasion. This rental was approved by DG MARE.

3.11. FOLLOW-UP ACTIVITIES

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

A "Thank You" email was sent to the attendees on 19 September 2013. The effective list of participants and the scanned copy of the signed register of attendance were sent to DG MARE on 17 September 2013. The Hellenic Coast Guards took care of uploading the speakers' presentations into the ECGFF website and of informing the participants accordingly.

The minutes and conclusions of the conference were drafted in English by the CFP expert and were sent to DG MARE on 11 October 2013. The minutes summarised the presentations, debates and conclusions.

4. PROBLEMS ENCOUNTERED

The paid speakers, Mr Goerke and Mr Reynolds booked their hotel individually. Mr Reynolds submitted on 21st October his travel reimbursement form along with the supporting documents and claimed also for his hotel reimbursement. Mr Goerke sent an email informing that his expenses were already being covered by the German Federal Police and that GOPA-Cartermill didn't have to reimburse these costs.

5. EXPECTED OUTPUTS & DEGREE OF ACHIEVEMENT

Indicator	Target	Result
No. of on-line registrations	100/150 max	95
No. of participants	100/150 max	106 of which :
No. of paid speakers	15	8

Please note that some Greek officials did not registered and therefore, do not appear on the register of attendance (this information has been requested to the Hellenic Coast Guard but was not received by the time of the report).

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

Tasks	Timing (year 2013)
Set up the event webpage, specific email address and online registration module (including visual elements)	August 2013
Online invitation and registration process	From 14 August to 12 September
Preparation and print conference materials and visuals, hiring hostesses, selecting catering, etc.	From 14 August to early September
Shipment of conference materials	05.09.2013
Print final version of the list of participants (due to the need for shipping the materials from Brussels on 5/09 and as agreed with DG MARE, the pax lists were printed in Chios on 10/09 to be able to include as much as participants registered as possible).	10.09.2013
Mantling conference visuals at the venue	12.09.2013
Welcome reception at Maria Tsakos Foundation	12.09.2013
Onsite registration of participants and onsite management	13.09.2013
Collecting final speakers' PPT presentations	13.09.2013
Official diner at Maria Tsakos Foundation organised by the Greek Host	13.09.2013
Dismantling conference visuals and prepare materials to be shipped back to Brussels	13.09.2013
Send "thank you" email to participant	19.09.2013
Provide DG MARE with the technical report from the expert	11.10.2013
Minutes approved by DG MARE	06.12.2013

6. ANNEXES

- Annex I: Conference programme
- Annex II: Effective list of participants
- Annex III: Financial overview
- Annex IV: Email from Mr Goerke
- Annex V: Email from Frontex and speakers table



6. ANNEXES

- Annex I: Conference programme
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- Annex IV: Email from Mr Goerke
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Title	Last name	First name	Company	Country
Mr	ACCARDO	GIOVANNI	Italian Embassy	Greece
Mr	AICHMALOTIDIS	LAZAROS	European Maritime Safety Agency	Portugal
Mr	ANASTASAKOS	AGISILAOS	Hellenic Coast Guard	Greece
Mr	ANGRISANO	FELICIO	Italian Coast Guard	Italy
Mr	ARGENTI	LORENZO	Italian Consul	Greece
mr	ARGIRAKIS	IOANNIS	Hellenic Coast Guard	Greece
Mr	ASGRIMSSON	ASGRIMUR	Icelandic Coast Guard	Iceland
Mr	ATZABOS	ANDREAS	Hellenic Coast Guard	Greece
Mr	AYMERIC	MICHEL	Secretariat general for the sea	France
Mr	BANTIAS	DIMITRIOS	Hellenic Coast Guard	Greece
Mr	BENSAIA	GIAMPAOLO	Italian Coast Guard	Italy
Mr	BLAZEVIC	MILAN	The Coast Guard of the Republic of Croatia	Croatia
Ms	BOULA	LEMONIA	Hellenic Coast Guard	Greece
Mr	BOUMPOPOULOS	GEORGHIOS	Hellenic Coast Guard	Greece
Ms	BRAEKEN	VALÉRIE	GOPA-Cartermill	Belgium
Mr	BUCUR	COSTEL	General Inspectorate of the Romanian Border Police	Romania
Mr	CARLONE	NICOLA	Italian Coast Guard	Italy
Mr	CATANIA	SALVATORE	European Commission/OLAF	Belgium
Mr	CEDERRAND	STEPHEN	European Fisheries Control Agency	Sweden
Mr	CERVANTES	ALEJANDRO	Spanish Navy	Spain
Mr	CHRISTODOULOU	THEOCHARIS	Cyprus Police	Cyprus
Mr	COSTACHE	LAURENTIU	Coast Guard within General Inspectorate of Romanian Border	Romania
Mr	CUVILLER	FREDERIC	Ministry for Transport, Sea and Fisheries	France
Mr	DEL BIANCO	DANIELE	COFAD	Italy
Mr	DYMOND	PETER	Maritime and Coastguard Agency, UK	United Kingdom
Mr	FALCIANI	DIEGO	Guardia di Finanza	Italy
Mr	FINSETH	JAN OLE	Norwegian Coast Guard	Norway
Mr	FONSECA	JOSÉ	Guarda Nacional Republicana	Portugal
Mr	FRAGKIAS	CHRISTOS	Hellenic Coast Guard	Greece
Mr	FYKARIS	PANTELEIMON	POLITIS	Greece
Mr	GARCET	JAN	Federal Police	Belgium
Mr	GARRIDO ROCA	PEDRO	Spanish Guardia Civil	Spain
Mr	GLEZAKOS	ANDREAS	Hellenic Coast Guard	Greece
Mr	GOERKE	FRANK	Federal Police Directorate Bad Bramstedt	Germany
Mr	HANSEN	PER	Admiral Danish Fleet	Denmark
	JARVIS	ANDREW	ICF	United Kingdom
Ms	JORGE	ANA CRISTINA	Frontex	Poland
Ms	KALLIPOLITOU	VENETIA	Hellenic Coast Guard	Greece
Ms	KALVENES	KATHRINE	Swedish Coast Guard	Sweden
Mr	KARAMITSOS	FOTIS	European Commission	Belgium
Ms	KASSI	VASILIKI	Hellenic Coast Guard	Greece
Mr	KICHIKOV	SVETLAN	Chief Directorate "Border Police"	Bulgaria

Title	Last name	First name	Company	Country
Mr	KONTOROUCHAS	CHRISTOS	Hellenic Coast Guard	Greece
Mr	KONTRAFOURIS	CHARALAMBOS	Hellenic Coast Guard	Greece
Mr	KOUMOUTSAKOS	GEORGIOS	European Parliament	Greece
	LAMPRIPOUDIS	POLYDOROS	Mayor of Chios Island	Greece
Mr	LARUSSON	GEORG	Icelandic Coast Guard	Iceland
Mr	LENGVINAS	DONATAS	Coast Guard District, State Border Guard Service at Mol	Lithuania
Ms	LEOZ	NOELLE	GOPA-Cartermill	Belgium
Mr	LOVRENČIĆ	TOMAŽ	European Union Satellite Centre	Spain
Mr	MAKAROV	SERGEJ	State Border Guard Service at Mol	Lithuania
Ms	MAKRI	MARIA	Hellenic Coast Guard	Greece
Mr	MALLIA	ANDREW	Armed Forces of Malta	Malta
Mr	MATOULAS	NIKOLAOS	Hellenic Coast Guard	Greece
Mr	MATTANA	FRANCESCO	Guardia di Finanza	Italy
Mr	MATTILA	ISTO	European Commission/DG MARE	Belgium
Mr	MCKIE	ROLAND	Maritime and Coastguard Agency, UK	United Kingdom
Mr	MCLOUGHLIN	JACK	Irish Navy	Ireland
Mr	MISIANO	EMANUELE	Guardia di Finanza	Italy
	MITROPOULOS	EFTHIMIOS	IMO	Greece
Mr	MOORE	STEPHEN	Irish Coast Guard	Ireland
Mr	MÖTTÖNEN	MATTI	The Finnish Border Guard	Finland
	MOUSSOUROULIS	KOSTIS	Hellenic Parliament	Greece
Mr	NEAMONITIS	KONSTANTINOS	Associate of Mr Moysouroulis	Greece
Mr	NIČENO	ZORAN	Ministry of the Interior of the Republic Croatia	Croatia
Mr	NIKOLOV	IVAYLO	Chief Directorata "Border Police"	Bulgaria
Mr	NUCCIO	SANDRO	Italian Coast Guard	Italy
	P.BANTIAS	VICE ADMIRAL	Hellenic Coast Guard	Greece
Mr	PAPANIKOLAOU	GEORGIOS	European Parliament	Greece
Ms	PARIAT	MONIQUE	European Commission	Belgium
Mr	PARKES	RICHARD	Maritime and Coastguard Agency, UK	United Kingdom
Mr	PEDERSEN	STEEN	Danish National Police	Denmark
Mr	PELLIZZARI	PIERO	Italian Coast Guard	Italy
Ms	PEROT	CECILE	Serétariat général de la mer	France
Mr	POULIS	SOTIRIOS	NASXI	Greece
Mr	REYNOLDS	CHRIS	Irish Coast Guard	Ireland
Mr	ROBERTSON	DAVE	HM Revenue and Customs (UK)	United Kingdom
Ms	ROMEYRO	PATRICIA	European Union Satellite Centre	Spain
Mr	ROSSI	SAMUELE	Polizia di Stato	Italy
Mr	RUTKIEWICZ	BARTOSZ	Polish Border Guard	Poland
Mr	RUZITTU	SALVATORE	Italian Navy	Italy
Ms	SAKELLARIOU	GINA	ALITHIA	Greece
Mr	SKANDALIS	GEORGHIOS	Hellenic Coast Guard	Greece
Mr	SOKOLAR	ZLATKO	Ministry of the interior	Croatia

Title	Last name	First name	Company	Country
Mr	SOLHAUG	PER-JACOB	The Norwegian Police Directorate	Norway
Mr	SOUSA	VITOR	Portuguese Maritime Authority and Maritime Police	Portugal
Ms	STEELE	SUSAN	SFPA	Ireland
Mr	STOCKI	PIOTR	Polish Border Guard	Poland
Mr	THORELL	DAN	Swedish Coast Guard Head Quarter	Sweden
Mr	TRIANAFYLLOY	KONSTANTINOS	Hellenic Coast Guard	Greece
Mr	TROJAHN	FRANK	Admiral Danish Fleet	Denmark
Mr	TZOUMAS	IANNIS	ALITHIA	Greece
Mr	VAN DER POL	EDWIN	Netherlands Coastguard	Netherlands
Mr	VARGA ALDANA	JUAN JOSÉ	Spanish Guardia Civil	Spain
	VARVITSIOTIS	MILTADIS	Ministry of shipping, Maritime Affairs and the Aegean	Greece
Mr	VEEN	ED	Netherlands Coastguard	Netherlands
Mr	VOLKOV	ALEKSANDRS	State Border Guard of the Republic of Latvia	Latvia
Mr	VUOLLE	JUHA	Finnish Border Guard	Finland
Mr	WARNHJELM	HENRIK	Frontex	Poland
Mr	WINDISCH	STEFAN	Federal Police Directorate Bad Bramstedt	Germany
Mr	ZELČS	KASPARS	Latvian Coast Guard	Latvia
Mr	ZEVARAKIS	DIMOKLITOS	96 ADTE	Greece
Mr	ZOGRAFOY	ARMONDO	Hellenic Coast Guard	Greece
		MARKOS	Greek Church	Greece
Mr	TRIANAFILOS	KONSTANTINOS	European Parliament	Greece
Mr	TSOLAKIS	DIMITRIOS	Hellenic Coast Guards	Greece

Leoz, Noelle

From: Frank.Goerke@polizei.bund.de
Sent: lundi 21 octobre 2013 14:02
To: Leoz, Noelle
Subject: AW: ECGFF Chios 2013 - Travel Reimbursement

Follow Up Flag: Follow up
Flag Status: Completed

Categories: Red Category

Dear Mrs. Leoz,

I had several calls with my headquarters. Last information was, that German Federal Police will cover the travelcosts. So there is no need to wait for us.

Thanks for the good support.

Best regards

Frank Goerke

Bundespolizeidirektion Bad Bramstedt
Leiter Direktionsbereich Bundespolizei See
T.: + 49 4561 4071 101
F.: + 49 4561 4071 108
M.: frank.goerke@polizei.bund.de

Von: Leoz, Noelle [<mailto:nleoz@gopa-cartermill.com>]
Gesendet: Montag, 21. Oktober 2013 11:54
An: Goerke, Frank (BPOL SEE)
Betreff: RE: ECGFF Chios 2013 - Travel Reimbursement

Dear Mr Goerke,

Following my phone call last Friday, please note that I haven't yet received the attached form completed neither the accompanying documents (relevant invoices for flights and hotel costs, boarding passes etc).

May I ask you to send me the form and the annexes by tomorrow end of business day?

Thank you in advance for your cooperation,

Kind regards,

Noelle Leoz
Event Coordinator

Tel.: +32 2 286 19 97
E-Mail: nleoz@gopa-cartermill.com

GOPA-Cartermill S.A.
Rue de Trèves 45, 1040 Brussels, Belgium
Tel.: +32 2 280 17 37 - Fax: +32 2 280 19 12



From: Leoz, Noelle
Sent: mercredi 9 octobre 2013 12:01
To: 'Frank.Goerke@polizei.bund.de'
Cc: ECGFFconference2013; damian.suchojad@frontex.europa.eu
Subject: RE: ECGFF Chios 2013 - Thank you!
Dear Mr Goerke,

Thank you for your email and raising this issue on travel reimbursement.

I just had the confirmation from Mr Suchojad from Frontex that GOPA-Cartermill will have to take care of the reimbursement of the speakers identified by DG MARE and the conference organisers (the Hellenic Coast guards) as being entitle to this reimbursement.

And you as a speaker at the Conference are entitle to this reimbursement so it's GOPA-Cartermill that will cover the cost of your travel (for an economic flight ticket) and accommodation.

May I ask you to send me as soon as possible by post the form attached completed and the originals of boarding passes together with the relevant invoices for the reimbursement of your hotel and flight tickets?

Noelle Leoz
GOPA-Cartermill, S.A.
Rue de Trèves, 45
1040 Brussels
Belgium

Please come back to me should you have any question.

Thank you in advance,

Kind regards,

Noelle Leoz
Event Coordinator

Tel.: +32 2 286 19 97
E-Mail: nleoz@gopa-cartermill.com

GOPA-Cartermill S.A.
Rue de Trèves 45, 1040 Brussels, Belgium
Tel.: +32 2 280 17 37 - Fax: +32 2 280 19 12



From: Frank.Goerke@polizei.bund.de [mailto:Frank.Goerke@polizei.bund.de]
Sent: lundi 30 septembre 2013 08:18
To: ECGFFconference2013
Subject: AW: ECGFF Chios 2013 - Thank you!

Dear Ladies and gentlemen,
after long discussions with my headquarters, there are some questions left.
As regular part of the national delegations at the EUCGFF the travel expenses including daily fees will be covered by FRONTEX.

For the speaker, as I understood, DG MARE / GOPA Catermill will just cover the travel expenses for flight and hotel accommodation. My headquarters told me, that they can not receive any money directly from DG MARE - GOPA Catermill - as they do with FRONTEX - so that I 've to get in contact with you myself.
Can you help me with the question, what costs are covered by GOPA Catermill ?

Best regards

Frank Goerke

German Federal Police

Head of Department for Maritime Security

T: +49 4561 4071 101

F: +49 4561 4071 108

Von: ECGFFconference2013 [<mailto:ECGFFconference2013@gopa-cartermill.com>]

Gesendet: Donnerstag, 19. September 2013 15:52

An: ECGFFconference2013

Betreff: ECGFF Chios 2013 - Thank you!

Dear Speaker,

We would like to thank you for your valuable contribution to the Forum of the Coast Guard Functions of the EU and associated Schengen countries 5th Plenary Conference that took place on 12-14 September 2013 in Chios, Greece.

Please find attached the travel reimbursement form for the conference. You are kindly requested to filled it in, date and sign and send it back to us before 4th October, along with the originals of boarding passes and invoices by normal mail to the following address:

Noelle Leoz

GOPA-Cartermill, S.A.

Rue de Trèves, 45

1040 Brussels

Belgium

We thank you again for your active participation in the event.

Yours sincerely,

Your Event Organizer

GOPA-Cartermill S.A.

Rue de Trèves 45, 1040 Brussels, Belgium

Tel.: +32.(0)2 286 19 97

E-mail: ECGFFconference2013@gopa-cartermill.com

Leoz, Noelle

From: Damian Suchojad <damian.suchojad@frontex.europa.eu>
Sent: mardi 15 octobre 2013 11:13
To: Leoz, Noelle
Cc: MOORE Stephen
Subject: RE: ECGFF 2013 - Chios Reimbursement of Speakers
Attachments: Mr Reynolds documents 2.pdf; Mr Reynolds documents.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Categories: Red Category

Dear Noelle,

I confirm that Frontex is not taking care of the reimbursement of the speakers in the attached list.

In case Frontex will receive the claim from any of these participants the documents will be forwarded to you.

Hereby, I am forwarding to you the documents of Mr Chris Reynolds from Irish Coast Guard.

Best regards,

Damian Suchojad
Sea Border Sector
Joint Operations Unit

Frontex, Rondo ONZ 1
00-124 Warsaw, Poland
Tel. +48 22 205 9747
www.frontex.europa.eu

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From: Leoz, Noelle [<mailto:nleoz@gopa-cartermill.com>]
Sent: 14 October 2013 11:04
To: Damian Suchojad
Subject: ECGFF 2013 - Chios Reimbursement of Speakers

Dear Mr Suchojad,

Following my phone call last week, I would like to kindly remind you to confirm that you are not taking care of the reimbursement of the speakers in the attached list.
My company GOPA-Cartermill is taking care on behalf of the European Commission of the travel reimbursement of the speakers in the list.

However, at this moment I am missing the travel documents for Mr Aymeric, Mr Reynolds and Mr Goerke, and I think they have sent the documents to Frontex for reimbursement.

May I ask you to send me by post the travel documents that you have received in order for us to proceed to the reimbursement asap?

Postal address:

Noelle Leoz,
GOPA-Cartermill,
Rue de Trèves, 45
1040 Brussels
Belgium

Thank you very much for your co-operation,

Kind regards,


Noelle Leoz
Event Coordinator

Tel.: +32 2 286 19 97
E-Mail: nleoz@gopa-cartermill.com

GOPA-Cartermill S.A.
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Think before printing. 

Title	last name	first name	company	country	Position	Type of organization	email
Mr	AYMERIC	Michel	Secretariat general for the sea	France	Secretary general for the sea	Public	sindy.bernier@pm.gouv.fr
Mr	Carlone	Nicola	Italian Coast Guard	Italy	Head of VI Dpt. - Safety of Navigation - ITCG Headquarters	Public	nicola.carlone@mit.gov.it
Mr	Goerke	Frank	Federal Police Directorate Bad Bramstedt	Germany	Head of federal police department for maritime security	Public	frank.goerke@polizei.bund.de
	JARVIS	Andrew	ICF	United Kingdom			andrew.Jarvis@ghkint.com
Mr	Mattana	Francesco	Guardia di Finanza	Italy	Brigadier General	Public	mattana.francesco@gdf.it
Mr	Misiano	Emanuele	Guardia di Finanza	Italy	Major	Public	misiano.emanuele@gdf.it
Mr	MITROPOULOS	Efthimios	IMO	Greece			
Mr	Pellizzari	Piero	Italian Coast Guard	Italy	Head of VII Dpt. - ITC and Maritime Traffic monitoring System - ITCG Headquarters	Public	piero.pellizzari@mit.gov.it
Mr	Reynolds	Chris	Irish Coast Guard	Ireland	Director	Public	chrisreynolds@dtas.ie

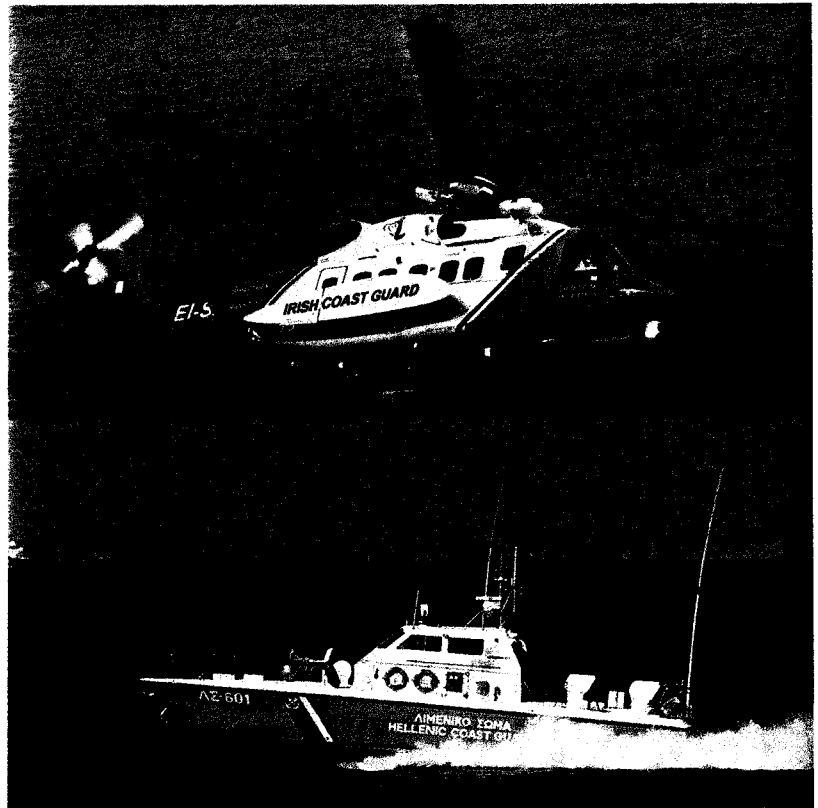
Chios Island Greece, 12-14 September 2013

European Coast Guard Functions Forum

- 5th Plenary Conference
of the Forum of the
Heads of the Coast
Guards Functions of the
European Union and
Schengen Associated
Countries

Programme

-



FRIDAY 13/09

09:00 - 09:30 **REGISTRATION** "Chios Chandris Hotel"

09:30 - 11:20 **SESSION I: OPENING ADDRESSES**

Formal Opening of the ECGFF 2013

Vice Admiral Dimitrios P. BANTIAS, Commandant of the Hellenic Coast Guard -
Chairman of the ECGFF 2012-2013

Welcome Address

Mr Polydoros LAMPRINOUDIS Mayor of Chios Island

Address by the Member of Hellenic Parliament

Mr Kostis MOUSSOUROULIS

Address by

Mr Fotis KARAMITSOS, Acting Deputy Director General of DG MOVE (Mobility and Transport)
on behalf of the Vice President of the European Commission/Commissioner for Transport

Address by

Mrs Monique PARIAT, Director of DG MARE (Maritime Affairs and Fisheries) on behalf of
the Commissioner for Maritime Affairs and Fisheries

"The role of OLAF in the fight against cigarette smuggling by sea to the EU."

Mr Salvatore CATANIA European Commission - European Anti-fraud Office (OLAF)
Head of Unit (Tobacco & Counterfeit Goods)

"Vessel Traffic Monitoring and the Coast Guard Functions"

Mr Lazaros AICHMALOTIDIS EMSA, Head of Unit Vessel Traffic & Reporting Services

"Multipurpose Operations and Training"

Ms Ana Christina JORGE FRONTEX, Head of Joint Operations Unit
Mr Henrik WARNHJELM FRONTEX, Head of Training Unit

**"Strengthening European Coast Guards Operations by using satellite based information
and communications"**

Mr Tomaz LOVRENCIC European Union Satellite Centre (EUSC), Director

11:20 - 11:50 **COFFEE BREAK**

11:50 - 13:00 **SESSION II: KEYNOTE ADDRESSES**

Chairman's Opening Remarks

Vice Admiral Dimitrios P. BANTIAS, Commandant of the Hellenic Coast Guard -
Chairman of the ECGFF 2012-2013

✓ **Keynote Address**

Mr Eftimios MITROPOULOS IMO Secretary-General Emeritus

Keynote Address

Mr Georgios KOUMOUSTAKOS MEP, Member of the Committee on Transport and Tourism

Keynote Address

Mr Brian SIMPSON MEP, Chair of the Committee on Transport and Tourism
(VIDEO RECORDED - t.b.c.)

Keynote Address

Mr Georgios PAPANIKOLAOU MEP, Member of the Committee on Civil Liberties, Justice and Home Affairs

Keynote Address

Mr Frédéric CUVILLIER Minister with responsibility for Transport, Oceans and Fisheries, attached to the Minister for Ecology, Sustainable Development and Energy, France

Keynote Address

Mr Miltiadis VARVITSIOTIS, Minister of Shipping, Maritime Affairs & the Aegean

13:00 - 13:30 SESSION III: ECGFF VISION AND PROSPECTS FOR THE FUTURE

✓ **"Coast Guard Function through Training"**
Mr Michel AYMERIC, Secretary General to the Sea of France

"Update on the Commission study on the feasibility of improved co-operation between bodies carrying out European Coast Guard Functions"

Introductory remarks by **Mr Fotis KARAMITSOS** Acting Deputy Director General of DG MOVE (Mobility and Transport)

✓ **"Outline of the methodology of the study and preliminary results"**
Presentation by ICF Consultant **Mr Andrew JARVIS**

"Greek Presidency of the Council of the EU - 1st Semester 2014 - Maritime Transport Policy Priorities"

Captain HCG Agisilaos ANASTASAKOS Director for Shipping Policy & Development, Ministry of Shipping, Maritime Affairs & the Aegean

13:30 FAMILY PHOTO

14:00 - 15:30 WORKING LUNCH, "CHIOS CHANDRIS" HOTEL

15:30 - 16:40 SESSION IV: ECGFF THE WAY AHEAD

"Outline of the results of the Hellenic Coast Guard Chairmanship"

"ECGFF key priorities within the context of the Study on the feasibility of improved co-operation between bodies carrying out European Coast Guard Functions"

"Coast Guard Functions Academies EU Network Project (ECGFA NET)"

"Funding mechanisms for the ECGFF - "Joint Declaration of the Heads of the Coast Guard Functions of the EU and associated Schengen countries"

"Development of ECGFF web platform"

16:40 - 17:00 COFFEE BREAK

17:00 - 18:15 SESSION V: MARITIME SAFETY AND SECURITY

- ✓ **"Maritime Traffic Report SMART Application"**
Rear Admiral Chris REYNOLDS Director - Irish Coast Guard
- ✓ **"Costa Concordia: The view of the Flag Administration - International and National Approach"**
Rear Admiral Nicola CARLONE Italian Coast Guard
- ✓ **"The exchange of Maritime traffic information as enabling factor of cooperation between neighboring coastal states"**
Rear Admiral Piero PELLIZZARI Italian Coast Guard
- ✓ **"German Maritime School and Training Centre - An example for a cross sectoral training institution"**
Mr Frank GOERKE Department of Federal Police Maritime Section
- ✓ **"Guardia Di Finanza: Operation/structure - Tasks related to ECGFF"**
Brigadier General Francesco MATTANA
Major Emanuele MISIANO Guardia Di Finanza

18:15 - 18:30 APPROVAL OF CONCLUSIONS OF THE 5TH ANNUAL PLENARY CONFERENCE

18:30 MEETING ENDS

**Handover of ECGFF Chair to Italian Coast Guard. Address by new Chairman
Vice Admiral Felicio ANGRISANO**

21:00 - 23:00 Official Dinner at "MARIA TSAKOS Foundation"

Welcome speech by

Captain P. TSAKOS Founder of the "MARIA TSAKOS Foundation" – International Centre for Maritime Research and Tradition.

"Maria Tsakos Foundation" – International Centre for Maritime Research and Tradition.
51, Michail Livanou - 82100 Chios island