

European Commission Directorate-General for Maritime Affairs and Fisheries Ms. Boats-Gminder- Haitze Siemers Head of unit $-DF \in 1$ Rue Joseph II, 99 B-1049 Brussels Belgium

15 October 2013

INVOICE Nr. 066/2013

Reference: Specific contract n°13 – SI2.649267 implementing Framework contract N° MARE/2008/08 – Stakeholder workshop on the benefit of Maritime Spatial Planning for the offshore energy sector

In accordance with Article 1.5, Payment Periods of the Framework Service Contract, we herewith request the final payment of 30.203,37, calculated by subtracting the pre-financing of 35.545,89 of the total eligible costs $\in 65.749,26$. The final report with cost breakdown is herewith attached.

Total this invoice: € 30.203,37

(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: Bank: Bank address: Bank account: IBAN: BIC code:

GOPA-Cartermill SA

Commerzbank AG Boulevard Louis Schmidt 87 - 1040 Bruxelles - Belgium 179-6103899-04 BE10 1796 1038 9904 COBABEBX

Christophe Thielemans Finance Manager

Walter Koehn Senior Consultant

SPECIFIC CONTRACT No.10

Implementing Framework Contract No. MARE/2008/08 Ref.: Specific Contract No. SI2.649267

On "Stakeholder workshop on offshore/marine energy and Maritime Spatial Planning"

Final report

July 2013

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1. INTRODUCTION

This is the final report on the "Stakeholder workshop on offshore/marine energy and Maritime Spatial Planning" which took place on 14 June 2013 in Malahide, Dublin County, Ireland. The event was organised by the Directorate-General for Maritime Affairs and Fisheries (DG MARE) of the European Commission, Unit E.1. The conference gathered together 66 participants, including speakers.

2. EVENT PROGRAMME AND OBJECTIVES

The key audience of the event were technical experts on the subject of offshore wind energy and marine renewable energy, as well as NGOs and other experts familiar with MSP.

The aim of the conference was to take stock of the current situation, explore benefits for the energy sector from the implementation of Maritime Spatial Planning in European Sea Basins, and to look ahead over the mid to long term expectations or requirements of the sectors, in a Blue Growth context.

A maximum of 150 participants and 25 paid speakers were foreseen. According to the effective list of participants, 66 persons attended the event. There were 17 paid speakers.

The conference lasted one day (14 June). An official diner hosted by the European Commission was held at the conference venue on the evening prior to the event.

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 identified by the DG MARE
- Liaising with the venue to arrange catering and AV equipment supplies
- Organising the transfer service and the accommodation for speakers
- Suggesting at least three experts for reporting on the conference and coordinate with the chosen expert
- Designing visual identity for the conference on the basis of the files provided by the DG MARE on MSP previous conference (in March 2012)
- Finding local providers such as production companies for producing the roll-ups and the programmes as well as searching and booking a local photographer and three hostesses/stewards.
- Sending out invitations (via email)
- Setting of the online registration form and event website
- Handling registrations
- Producing the conference pens
- Preparing the lay-out of documents and printing: participant list, register of attendance and programme
- Assembling the participant's pack
- Welcoming and registering participants
- Follow-up tasks
 - Sending thank you emails
 - Uploading PPT presentations on the conference website
 - Uploading link to the selection of pictures of the Conference
 - Sending to DG MARE the minutes and summary of the presentations as well as the conclusions
 - Reimbursement of travel expenses for speakers



3.1. HOTEL SELECTION AND CONFERENCE FACILITIES

The Irish authorities recommended a conference venue, the Grand Hotel, which was located in Malahide, in Dublin County. 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, Tara Suite 1, and additionally two break-out rooms for parallel sessions. Due to changes in the programme and the effective number of registrations, it was decided with DG MARE to cancel the reservation of the break-out rooms and to lower the number of delegates to 80 participants. GOPA-Cartermill managed to negotiate the cancellation of the BO rooms without any financial penalty.

The conference room rental package included basic audio-visual equipment (such as screen, beamer, sound system, lights, etc.). Some extra equipment was needed and had to be rented for the plenary: such as 1 laptop and the fixed microphones for the panel. The conference was held in English. No interpretation was foreseen.

The Grand Hotel was asked to do the signage which was done for no additional cost and highly appreciated by DG MARE, participants and organisers.

3.2. ACCOMMODATION

Speakers were accommodated at the Grand Hotel. GOPA-Cartermill booked a total of 50 room-nights for the paid speakers and the event team. Speakers were entitled for accommodation for maximum of 2 nights, breakfast included. Any supplements, such as room for double use, mini-bar, Internet connection, etc. were directly charged to guests. Taking into account the real accommodation needs, GOPA-Cartermill managed to release the non-used rooms without penalty. In total, 21 room-nights were invoiced. Please see below corresponding rooming list for speakers:



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viët	13-juin	14-juin	1	executive	single	1	0
ardigos	13-juin	-	2	executive	single	1	1 .
hambel Leitão	13-juin	-		executive	-	1	1
ubsky	13-juin	-	1	executive	single	1	0
dmonds		-	1	executive	•	1	О
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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. DG MARE asked GOPA-Cartermill to book one flight ticket for a late confirmed speaker, coming from the Azores (Portugal) and approved reimbursement of the total cost of the flight ticket from Azores to Dublin and return. On 17th June, an email was sent with the blank travel reimbursement from to the all the speakers entitled to the travel reimbursement. On 12th July a reminder was sent to speakers that had not sent yet their request for travel reimbursement. On 23rd July we received two more travel reimbursement requests. In total 12 speakers had their travel costs covered.



First name	Last name	Profile	Country	Attendance	Entitled	Contract price	Comments
Lodewijk	ABSPOEL	Speaker	Netherlands	yes	Yes	Inside EU: Contractual price .520€	
Piet	BRIËT	Speaker	Netherlands	yes	Yes	Inside EU: Contractual price 520€	· · · · · · · · · · · · · · · · · · ·
José	CHAMBEL LEITÃO	Speaker	Portugal	yes	Yes	Inside EU: Contractual price 520€	
Ciara	DELANEY	Speaker. Perm Rep of Ireland	Belgium	Yes	Yes	Inside EU: Contractual price 500€	
Peter	EDMONDS	Speaker	United Kingdom	yes	Yes	Inside EU: Coniractual price 470€	
Anne- Bénédicte	GENACHTE	Speaker	Belgium	уез	Yes	Inside EU: Contractual price 500€	
Charlotte	HERMAN	Speaker	Belgium	yes	Yes	Inside EU: Contractual price 500€	ar <u>a</u>
Anne Marie	O'HAGAN	Speaker	Ireland	yes	Yes	Inside EU: Contractual price 264€	Travsel by car from CORK (More than 50 km)
Alec	TAYLOR	Speaker	United Kingdom	yes	Yes	Inside EU: Contractual price 470€	
Andreas	WAGNER	Speaker	Germany	yes	Yes	Inside EU: Contractual price 520€	
Frederico	CARDIGOS	Speaker	Portugal	yes	Yes		€Agreed by DG MARE to pay the price of the toket 1107,32€

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 (<u>http://www.cvent.com/d/zcqtwt</u>) 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.

Three URL to the registration forms were set-up in order to distinguish the different categories of attendees: Participant, Invitee and Speaker. The registration form for the category "Participant" contained general questions on the person and organization that s/he represents. The registration form for invitees contained an additional set of questions on the participation in the pre-workshop dinner and dietary requirements. The registration form for the category "Speaker" contained the same questions as the category "Invitee" plus the questions on the accommodation and transfer needs.

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The text of the invitation letter to different categories of participants was sent by DG MARE on 24th April. GOPA-Cartermill added the logistical information to the three categories of invitations. Individual invitations, to the speakers, participants and invitees with the appropriate URL link to the registration form, were sent by email as of 2nd May. More than 200 invitations were sent to participants, 11 to invitees and 25 to speakers. The invitation process started as of 2 May 2013. One reminder to all unregistered participants was sent on the 28th May.

A generic email address (<u>MSPworkshops_Dublin@gopa-cartermill.com</u>) was also setup, to deal with the communication with participants, speakers and invitees.

In addition to standard registration fields, the online registration website also included a "Practical information" page, with useful information for participants (information on the venue, accommodation, how to get to the venue, etc.).

A confirmation email drafted by GOPA-Cartermill was approved by DG MARE and sent automatically after registration to each participant. Registration was open in order to allow participants to transmit the invitation to other interested people. The online registration page was left open until the day of the conference, 14th June 2013. In total, 80 participants registered online. Three speakers were added manually.

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 130 folder programmes on site.

The 4 roll-ups were placed at the Grand Hotel at strategic points, such as the hotel Lobby, the stage in the plenary room, the registration area and in the way to the reserved space for the conference.

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The plenary room, Tara Suite 1 with the set-up prior the start of the conference

The folder programmes were used to prepare the conference packs, which included the participants' list, the wooden pen with the conference title printed on it, a discussion paper and leaflet provided by DG MARE. The agenda was also available on the event registration website. The printed publications brought by DG MARE were displayed on the materials table at the entrance of the plenary.

25 name plates for speakers were prepared by GOPA-Cartermill. In total, 86 badges were prepared (83 badges for registered participants and 3 badges for participants who registered on site on the day of the event).

GOPA-Cartermill was also responsible for organising the shipment of the conference materials and roll-ups back from Malahide to Brussels. As a commercial gesture GOPA-Cartermill took care of shipping the 4 roll-ups back to Brussels at no extra cost and deliver them in hands to the conference Policy Officer on 27th June 2013.

3.6. NOTE TAKERS

One CFP expert from POSEIDON was selected by DG MARE. His role consisted in attending the plenary sessions of the conference and drafting the minutes, summarising

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presentations, debates and conclusions. The expert's conference report was sent by GOPA-Cartermill to DG MARE on 20th June. The conference report was approved by DG MARE on 10 July. As per the request of DG MARE, the minutes were not put on the conference website as the meeting was run under Chatham house rules.

3.7. PHOTOGRAPHER

A photographer was hired by GOPA-Cartermill to cover the event. A selection of pictures was made available on the conference website and the link was also sent to DG MARE on 17 June. The DVD with the complete series of the conference pictures is annexed to the present report.



Tara Suite 1





Panel view

3.8. 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 three on-site registrations and 19 no-shows. The non-registered participants were then added to the effective list of participants.

3.9. CATERING

The following catering services were organised by GOPA-Cartermill:

- Dinner speakers and EC representatives on 13th June, for 35 people
- Welcome coffee on 14 June, for 80 people
- Coffee break on 14 June, for 80 people.
- Buffet lunch on 14 June, for 80 people
- Closing conference drinks with snacks for 80 people

A dinner for 35 selected guests was organised at the Grand Hotel restaurant on the eve of the conference. The menu of the dinner and wine list were submitted to DG MARE for approval before the conference.

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3.10. TRANSFER

The budget foreseen for the transfers of speakers was of 15€ per person. GOPA-Cartermill booked, paid and coordinated individual transfers for speakers with a local transportation company.

Due to a strike in France airports Mr Pagot did not show up. However his transfer upon arrival was invoiced by the transportation company, who had not been informed of this no-show.

Last name	First name	Flight No.	Time
STRAILER STRAT	Mrs X L La.		
HERMAN	Charlotte	EI0631	10:50
BRIET	Piet	EI0605	13:35
EDMONDS	Peter	BA0830	15:20
PALMER	David	El3255 (T2)	15:55
TAYLOR	Alec	Ryanair FR 338 (T1)	16:05
GENACHTE	Anne-Bénédicte	EI0635	16:40
ABSPOEL	Lodewijk	EI0609	17:35
CHAMBEL LEITÃO	José	EI0485 (T2)	17:50
CARDIGOS	Frederico	EI0485 (T2)	17:50
PAGOT	Jean-Philippe	AF 1478	19:40
WAGNER	Andreas	El0213 (T2)	21:10
Arrival on Jan dune			AN LANK
SWEENEY	F _1:	19 Claude Road	08:00
	Eoin	Drumcondra, Dublin 9	
		19 Claude Road	16:30
		Drumcondra	10.00
SWEENEY	Eoin	Dublin 9	
TAYLOR	Alec		16:55
BRIET	Piet	EI610	17:15
GENACHTE	Anne-Bénédicte	EI638	17:50
WAGNER	Andreas	EI 338	18:30
EDMONDS	Peter	BA0823	19:20
PALMER	David	E13228	19:25
Départure en 19th de	ine .		
HERMAN	Charlotte	EI0630	06:40
CHAMBEL LEITÃO	José	EI0484 (T2)	11:45
CARDIGOS	Frederico	EI0484 (T2)	11:45
ABSPOEL	Lodewijk	E1608	13:30

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3.11. FOLLOW-UP ACTIVITIES

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

On 17 June, the travel reimbursement form was sent by email to all entitled speakers. The email contained all relevant information about the procedure to be followed to get the reimbursement. This information was also explained in the invitation letter that was sent to the speakers.

The effective list of participants and the scanned copy of the signed register of attendance were sent to DG MARE on 17 June. All the speakers' presentations except for two speakers were uploaded into the conference website in PDF format, as per DG Mare request.

A "Thank You" email was sent to effective participants, on 24 June. The text of the email was approved by the client and included a link towards the event webpage with the conference pictures and uploaded presentations. The same email was also sent to the speakers.

The minutes and conclusions of the conference were drafted in English by the CFP expert and were sent to DG MARE on 20 June. The minutes summarised the presentations, debates and conclusions. The expert report was approved by DG MARE on the 10 July and as requested it was not uploaded on the conference website.

A selection of the pictures taken at the event was submitted to the client and then uploaded into the conference website on 24 June 2013.

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4. EXPECTED OUTPUTS & DEGREE OF ACHIEVEMENT

Indicator	Target	Result	
No. of registrations	100/150 max	79	
No. of participants	100/150 max	66 of which :	
No. of speakers	25	21	· · ·

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)	April
Online invitation and registration process	From 2 May to 14 June
Preparation and print conference materials and visuals, hiring hostesses, selecting catering, etc. Shipment of conference materials	From 2 April to early June 12 June
Print updated version of the list of participants	12 June
Assemble materials in folders	13 and 14 June
Mantling conference visuals at the venue	13 June
Official dinner for speakers and other selected guests	13 June
Onsite registration of participants and onsite management	14 June
Dismantling conference visuals and prepare materials to be shipped back to Brussels	
Collecting final speakers' PPT presentations	14 June
Upload relevant documents onto event webpage	From 17 June to 20 June
Send "thank you" email to participant	20 June
Provide DG MARE with the first draft of the minutes	20 June
Minutes approved by DG MARE	10 July



5. ANNEXES

 Annex I:
 Conference programme

 Annex II:
 Effective list of participants

 Annex III:
 Financial overview with attachment

 Attachment:
 Invoice BTS for Mr Cardigos flights

 Attachment:
 Email with the confirmation by DG MARE of the reimbursement to GOPA-Cartermill of the entirety of the cost of Mr Cardigos flight tickets

 Annex IV:
 DVD with conference pictures



MSP workshop series:

1.ENERGY

Programme

Registration and coffee - 8.15-9.00

WELCOMING REMARKS - 9.00

Carla, Montesi, Director, European Commission - Baltic Sea, North Sea & Landlocked Member States

1. **OPENING SESSION – 9.10-9.45**

- Jean Philipe Pagot Directeur Environnement Maritime, EDF Energies Nouvelles
 - MSP : new opportunity for new synergies ?
- Emmanuel Garland

Senior Environmental Adviser, TOTAL; Chairman of the Environment Committee, International Association of Oil & Gas Producers

- Maritime Spatial Planning : the view from OGP, the International Oil and Gas Producers Association
- Karin Dubsky
 Founder and International Coordinator, Coastwatch Europe
 - Marine planning, an improvement for marine and coastal management?

2. MANAGING COMPETITION AND COEXISTENCE - 9.45-12.30

- Andreas Wagner Managing Director, Stiftung Offshore Windenergie
 - o The experience of Offshore wind in German Marine Spatial Planning

– Piet Briët

Senior Consultant and Programme Manager, Living North Sea Initiative

• Clean Seabed or Reuse of Offshore Structures? Opportunities for coexistence.

Coffee break

—	Francis O' Donnell	CEO, Irish Fish Producers' Organisation,
		Chairman of the Federation of Irish
		Fishermen
	\circ MSP from the fisher	rs perspective
-	John Dolan	Managing Director, d'Amico Tankers

- Maritime Spatial Planning the shipowners' perspective
- Alec Taylor
 Marine Policy Officer, Royal Society for the Protection of Birds
 - MSP and Energy an NGO perspective
- 12.30-13.30 Lunch buffet

3. DATA COLLECTION, KNOWLEDGE AND MANAGEMENT FOR THE ENERGY SECTORS IN THE CONTEXT OF MARITIME SPATIAL PLANNING – 13.30-14.30

-	Jose Chambel	Co-Founder and Manager, HIDROMOD, Modelação em Engenharia.
	 How to extract know studies 	eledge from data - Shipping and Energy case
-	Peter Edmonds	Marine Data Manager, The Crown Estate
	\circ Data and offshore ren	newable energy developments
-	Anne-Marie O Hagan	Environmental Scientist and Lawyer, Hydraulics and Maritime Research Centre, Cork
	 Learning how to information and know 	nanage Ocean Energy within MSP: data, rledge requirements

- Iain Shepherd Senior Policy Officer, DG MARE, European Commission
 - Marine Knowledge 2020 to the benefit of Spatial Planning.

4. MARITIME PLANNING IN A CROSS-BORDER CONTEXT – 14.30-15.45

_	Vernon Fox	Head of Infrastructure S	services -	Offshore,
		Mainstream Renewable P	ower	

 ISIS – An Integrated Sea Information System. Using Big Data To Address European Offshore Energy Development Challenges

- Lodewijk Abspoel Senior Policy Advisor, North Sea, Maritime Spatial Planning and Integrated Maritime Policy, Netherlands
 - MSP in the North Sea: think big, think long term, think eco-systems, think human and money.
- Charlotte Herman Marine Environment Legal Counsel, Ministry of Environment, Belgium
 - Synergies and multiple use as an answer to the race for space in the North Sea.
- Eoin Sweeney Vice-Chairman of Ocean Energy Systems; Former Head of Ocean Energy Development, Sustainable Energy Authority of Ireland
 - Vision of the OES-IA for Ocean Energy, and Issues arising

5. BEST PRACTICES, RECOMMENDATIONS AND CONCLUSIONS 15.45-16.30

- Frederico Cardigos
 Director for Maritime Affairs, Regional Government of Azores
 - Maritime Planning and Energy in the Regions; the Azores, an Outermost Region Case
- David Palmer
 Head of Marine Planning and Policy, Marine Scotland
 - Marine Planning and renewables; the Scottish experience
- Anne-Bénédicte Genachte Regulatory Affairs Advisor, European Wind Energy Association
 - Planning- the first step towards sustainable growth

Coffee and drinks 16.30

The meeting will be chaired by Mr. Eugene NIXON, Section Manager Marine Spatial Planning, Marine Institute, Ireland.



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MSP workshop series: **1.ENERGY**

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	Chris	REYNOLDS					
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NO.	Tasks	Functions of	No.	No. Of	Total	Comments	
		individuals or detailed tasks	Price person/day or unit price	Of	days	, and	
1.	General coordination and supervision	Project leader	€450,00	1	5,00	€2.250,00	
2.	General costs for preparation of the						
	These costs cover:	Event manager	€420,00	1	10,50	€4.410,00	
	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 assistant	€350,00	1	15,00	€5.250,00	
		Photographer	€600,00	1	0,50	€300,00	Briefing
		CFP & Maritime Affairs Chief expert	€890,00	1	1,50	€1.335,00	Briefing with DG MARE, identification of experts and experts' coordination
		CFP & Maritime Affairs Expert	€775,00	3	0,50		0,5 day of preparation prior to the workshops
	Reparation of documents						
	Programme design and lay-out, banner for registration and for all supporting documents	Graphic designer	€350,00	1	2,50	€875,00	:
	Design the roll-ups + ready to print files preparation	Graphic designer	€350,00	1	1,00	€350,00	
	Sign posting	Graphic designer	€350,00	1	0,50	€175,00	
		Production department	€370,00		1,00	€370,00	
	Preparing and assembling the participant pack, incl. Programme, list of participants	Event assistant	€350,00		0,50		150 pax maximum
	Printing :* FOLDER Programme in colours, * List of participants, BW, 1 staple, +/- 10 pages, 150 copies Register of attendance	Production dept	€370,00	1	4,25	€1.572,50	including production and shipment
	shipment of roll-ups and return			0	0,00	€0,00	The roll-ups were printed in Ireland in order to reduce the costs. GOPA Cartermill took in charge the shipment back of the roll-ups to DG MARE at no additional cost
	Conference material	badges	€1,92		1,00		150 + 20 spare for on-site registration
		speakers' desk names	€2,40		1,00	€60,00	· · · · · · ·
		Pens	€2,12		1,00	€318,00	
		On-line registration	€600,00	1	1,00	€600,00	
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	Tasks	Functions of	Price	No.	No. Of	Total	Comments
•		individuals or detailed tasks	person/day or unit price	Of units	days		
	Set-up of Registration website	Event manager	€420,00	1	5,00	€2.100,00	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	€276,00	4	1,00	€1.104,00	
	contraction costs opting the participation of the p		person/day or unit price	Of units	days	Total : Jose 1	
		Project leader	€450,00	1	3,00	€1.350,00	arrival the day prior to the ever leaving the day after the event
	Welcoming and registering the participants ad-hoc actions and assistance to participants	Event manager	€420,00	1	3,00	€1.260,00	arrival the day prior to the event, leaving the day after the event
		CFP & Maritime Affairs Expert	€775,00	1	2,00	€1.550,00	1 expert only. Adapted to the effective No. Of days, depending on travel schedule
		photographer	€600,00	1	1,00	€600,00	local photographer. No travel needed
		State of the second second	December 2017 and and a	2007-09-00-00-0	\$5800 a 70		
	Eachtres and a communication						
	Venue hire	Plenary room	€3.288,00		1,88		Suitable for 150 pax. (3288€ for a plenary for 80 pax. For 150 pax= (6165€)
	State of the second	Plenary room Break-out room (per room, per half day)	€484,80		2,00		plenary for 80 pax. For 150 pax= (6165€) In the terms of references, it is
	State of the second	Break-out room (per room, per half	€484,80	0		€0,00	plenary for 80 pax. For 150 pax= (6165€) In the terms of references, it is mentioned 3// sessions; therefore 2 extra rooms would be needed to hold the parallel sessions. The BO Rooms were cancelleg without any penalty
	Venue hire	Break-out room (per room, per half day) Laptop Beamer	€484,80 €300,00 €336,00	0	2,00	€0,00 €300,00 €336,00	plenary for 80 pax. For 150 pax= (6165€) In the terms of references, it is mentioned 3// sessions; therefore 2 extra rooms would be needed to hold the parallel sessions. The BO Rooms were cancelled without any penalty
	Venue hire	Break-out room (per room, per half day) Laptop	€484,80 €300,00	0 1 1 0	2,00	€0,00 €300,00 €336,00 €0,00	plenary for 80 pax. For 150 pax= (6165€) In the terms of references, it is mentioned 3// sessions; therefore 2 extra rooms would be needed to hold the parallel sessions. The BO Rooms were cancelleg without any penalty
	Venue hire	Break-out room (per room, per half day) Laptop Beamer Flipchart	€484,80 €300,00 €336,00 €66,00	0 1 1 0 3	2,00 1,00 1,00 1,00	€0,00 €300,00 €336,00 €0,00	plenary for 80 pax. For 150 pax= (6165€) In the terms of references, it is mentioned 3// sessions; therefore 2 extra rooms would be needed to hold the parallel sessions. The BO Rooms were cancelle without any penalty not used 1 for speakers, 2 for the audience
	Venue hire	Break-out room (per room, per half day) Laptop Beamer Flipchart Wireless micro	€484,80 €300,00 €336,00 €66,00 €72,00	0 1 1 0 3 6	2,00 1,00 1,00 1,00	€0,00 €300,00 €336,00 €216,00 €360,00 €120,00	plenary for 80 pax. For 150 pax= (6165€) In the terms of references, it is mentioned 3// sessions; therefore 2 extra rooms would be needed to hold the parallel sessions. The BO Rooms were cancelles without any penalty not used 1 for speakers, 2 for the audience
	Venue hire	Break-out room (per room, per half day) Laptop Beamer Flipchart Wireless micro Fixed micro Screen Lectern	€484,80 €300,00 €336,00 €66,00 €72,00 €60,00 €120,00 €60,00	0 1 1 0 3 6 1 2	2,00 1,00 1,00 1,00 1,00 1,00 1,00	€0,00 €300,00 €336,00 €216,00 €360,00 €120,00 €120,00	plenary for 80 pax. For 150 pax= (6165€) In the terms of references, it is mentioned 3// sessions; therefore 2 extra rooms would be needed to hold the parallel sessions. The BO Rooms were cancelled without any penalty
	Venue hire	Break-out room (per room, per half day) Laptop Beamer Flipchart Wireless micro Fixed micro Screen Lectern Printer rental	€484,80 €300,00 €336,00 €66,00 €72,00 €60,00 €120,00 €60,00 €33,60	0 1 1 0 3 6 1 2 0	2,00 1,00 1,00 1,00 1,00 1,00 1,00 1,00	€0,00 €300,00 €336,00 €216,00 €360,00 €120,00 €120,00 €0,00	plenary for 80 pax. For 150 pax= (6165€) In the terms of references, it is mentioned 3// sessions; therefore 2 extra rooms would be needed to hold the parallel sessions. The BO Rooms were cancelled without any penalty not used 1 for speakers, 2 for the audience not used
	Venue hire Equipment plenary	Break-out room (per room, per half day) Laptop Beamer Flipchart Wireless micro Fixed micro Screen Lectern	€484,80 €300,00 €336,00 €66,00 €72,00 €60,00 €120,00 €33,60 €33,60	0 1 1 0 3 6 1 2 0 0	2,00 1,00 1,00 1,00 1,00 1,00 1,00 1,00	€0,00 €300,00 €336,00 €216,00 €360,00 €120,00 €120,00 €0,00	plenary for 80 pax. For 150 pax= (6165€) In the terms of references, it is mentioned 3// sessions; therefore 2 extra rooms would be needed to hold the parallel sessions. The BO Rooms were cancelle without any penalty not used 1 for speakers, 2 for the audience not used not used
	Venue hire	Break-out room (per room, per half day) Laptop Beamer Flipchart Wireless micro Fixed micro Screen Lectern Printer rental Photocopy	€484,80 €300,00 €336,00 €66,00 €72,00 €60,00 €120,00 €33,60 €33,60 €300,00	0 1 1 0 3 6 1 2 0 0 0	2,00 1,00 1,00 1,00 1,00 1,00 1,00 1,00	€0,00 €300,00 €336,00 €216,00 €360,00 €120,00 €120,00 €0,00 €0,00	plenary for 80 pax. For 150 pax= (6165€) In the terms of references, it is mentioned 3// sessions; therefore 2 extra rooms would be needed to hold the parallel sessions. The BO Rooms were cancelled without any penalty not used 1 for speakers, 2 for the audience not used not used not used
	Venue hire Equipment plenary	Break-out room (per room, per half day) Laptop Beamer Flipchart Wireless micro Screen Lectern Printer rental Photocopy facilities Laptop Beamer	€484,80 €300,00 €336,00 €66,00 €72,00 €60,00 €120,00 €33,60 €33,60 €336,00	0 1 1 0 3 6 1 2 0 0 0 0	2,00 1,00 1,00 1,00 1,00 1,00 1,00 1,00	€0,00 €300,00 €336,00 €216,00 €120,00 €120,00 €120,00 €0,00 €0,00	plenary for 80 pax. For 150 pax= (6165€) In the terms of references, it is mentioned 3// sessions; therefore 2 extra rooms would be needed to hold the parallel sessions. The BO Rooms were cancelle without any penalty not used 1 for speakers, 2 for the audience not used not used not used not used
	Venue hire Equipment plenary	Break-out room (per room, per half day) Laptop Beamer Flipchart Wireless micro Screen Lectern Printer rental Photocopy facilities Laptop Beamer Flipchart	€484,80 €300,00 €336,00 €66,00 €72,00 €60,00 €120,00 €33,60 €33,60 €336,00 €336,00 €336,00	0 1 1 0 3 6 1 2 0 0 0 0 0 0 0	2,00 1,00 1,00 1,00 1,00 1,00 1,00 1,00	€0,00 €300,00 €336,00 €216,00 €120,00 €120,00 €120,00 €0,00 €0,00 €0,00	plenary for 80 pax. For 150 pax= (6165€) In the terms of references, it is mentioned 3// sessions; therefore 2 extra rooms would be needed to hold the parallel sessions. The BO Rooms were cancelled without any penalty not used 1 for speakers, 2 for the audience not used not used not used not used not used not used
	Venue hire Equipment plenary	Break-out room (per room, per half day) Laptop Beamer Flipchart Wireless micro Screen Lectern Printer rental Photocopy facilities Laptop Beamer	€484,80 €300,00 €336,00 €66,00 €72,00 €60,00 €120,00 €33,60 €33,60 €336,00	0 1 1 0 3 6 1 2 0 0 0 0 0 0 0 0 0 0	2,00 1,00 1,00 1,00 1,00 1,00 1,00 1,00	€0,00 €300,00 €336,00 €216,00 €216,00 €120,00 €120,00 €0,00 €0,00 €0,00 €0,00 €0,00	plenary for 80 pax. For 150 pax= (6165€) In the terms of references, it is mentioned 3// sessions; therefore 2 extra rooms would be needed to hold the parallel sessions. The BO Rooms were cancelle without any penalty not used 1 for speakers, 2 for the audience not used not used not used not used

No Ta	asks	Functions of	Price	No.	No. Of	Total	Comments	
		individuals or	person/day		days			
		detailed tasks	or unit price	units				
				_	4.00	62.62		
		Screen	€120,00		1,00		not used	
<u> </u>		Lectern	€60,00		1,00	· · ·	not used	
	Technician		€500,00	1	1,00	· ·	1 for plenary	
	Hostesses		€240,00		1,00	€720,00		
	Transfer		€15,00	23	2,00		from airport to the hotel and from hotel to airport	
			€15,00	0	2,00		from hotel to conference centre and return. Not used	
	Catering	Buffet lunch	€26,40		1,00		confirmed No. = 80 -17 paid speakers incl. In DSA	
		Bev. Package	€22,80	63	1,00	€1.436,40	confirmed No. = 80-17 paid speakers incl. In DSA, water, soft drinks and red + white wine	
		Bev. Package	€22,80	45	1,00	€1.026,00	for closing drinks. Budget line beverage used to cover this item.	
	· · · · · · · · · · · · · · · · · · ·	Pre-event dinner	€48,00	35	1,00	€1.680,00	final number confirmed to the hotel	
			€22,80	35	1,00	€798,00	bev; package for welcome dinner	
	and a second s		person/day person/day or unit price	O)	days I	h Said Death ann an Said Seachadh Ann an Said Altar Said Said Said	omments Odda in a regeler of a state of a state of a state of	
	travel Dublin	Team	€480,00	2	1,00	€960,00	And Hand Hand Hand Hand Hand Hand Hand Ha	
		photographer	€480,00		1,00	€480,00		
	Travel CFP expert	CFP & Maritime Affairs Expert	€264,00		1,00		Price adapted depending on	
	Travel 11 paid speakers	The Nederlands	520,00€	2	1,00	1.040,00€	Abspoel + Briet	
	····	Portugal	520,00€	1	1,00	520,00€	Chambel	
		United Kingdom	470,00€	3	1,00	1.410,00€	Edmonds+ Taylor + Palmer	
P		Belgium	500,00€	3	1,00	1.500,00€	Genachte+ Herman+ Delanay	
		Ireland	264,00€	1	1,00	264,00€	O'Hagan (Travel by car from CORK (More than 50 km))	
		Germany	520,00€	1	1,00	520,00€	Wagner	
		Pre-Paid Flight	1.107,32€	1	1,00	1.107,32€	everage used to cover this item. 5 units invoiced by hotel hal number confirmed to the otel ev; package for welcome dinner Comments Everage used depending on ountry of origin (Ireland) bspoel + Briet hambel dmonds+ Taylor + Palmer cenachte+ Herman+ Delanay VHagan (Travel by car from ORK (More than 50 km)) Vagner ardigos Portugal (Azores). greed by DG MARE to reimburse he real cost of the pre-paid flights paid speakers were ccommodated at the Grand Hotel or two nights 3 paid speakers were	
	DSA Ireland for 17 paid speakers	4 paid speakers	€254,00	4	2,00	€2.032,00	4 paid speakers were accommodated at the Grand Hotel for two nights	
	· · ·	13 paid speakers	€254,00	13	1,00	€3.302,00	13 paid speakers were accommodated at the Grand Hotel for one night	
	······································	Team	€254,00	2	3,00	€1.524,00	·····	
\vdash		CFP & Maritime	€254,00	<u></u>	2,00	€508,00		
		Affairs Expert		`		,		

No	Tasks	Functions of individuals or detailed tasks	Price person/day or unit price		No. Of days	Tota!	Comments
6.	Follow-up			9.465			
		Project leader	€450,00	1	2,50	€1.125,00	
	including invoicing, follow-up with suppliers, drafting of final technical report,	Event assistant	€350,00	1	4,00		including travel reimbursement for speakers
	Drafting the minutes and summary of workshops, 1 set of corrections	Chief CFP & Maritime Affairs expert	€890,00	1	0,50	€445,00	
		CFP & Maritime Affairs Expert	€775,00	1	2,50		2,5 days/expert X 1 workshop: finalise minutes, draft summary, one set of corrections
		photographer	€600,00	1	0,50	€300,00	delivery of pics on DVD
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INVOICE

BTS Travel Brussels Avenue de Tervueren 412 b6 1150 Bruxelles License: A5722 File handled by: Giele Jacques GOPA CARTERMILL S.A.

RUE DE TRÈVES, 45

1040 BRUXELLES BELGIUM

A [4] _ 1 4	Description		•		Total
<u> \ir ticket</u>					
IATA / BSP - Ticket: 3512	265432 From 12/06/2013 To 17/06/2013	3			
Passenger: CARDIGOS/F		<u>.</u>			
Destination: LISBON					
		Quantity	VAT	Unit amount	Amour
Air Ticket		1	0.00%	440,00	440,00 EU
Air Ticket Tax		1	0.00%	95,86	95,86 EUI
	3ON 12/06/2013 10:30 13:55 RTA 17/06/2013 12:00 13:40				
			Sub T	otal	535,86 EUF
JATA / BSP - Ticket: 3512	265433 From 13/06/2013 To 15/06/2013	3			•
Passenger: CARDIGOS/F					
Destination: DUBLIN					
		Quantity	VAT	Unit amount	
Air Ticket Air Ticket Tax		1	0.00% 0.00%	476,00 95,46	476,00 EU 95,46 EU
	LIN 13/06/2013 15:10 17:50	ĩ	0.00%	30,40	30,40 EO
	ON 15/06/2013 11:45 14:30				
		<u></u>	Sub T	otal	571,46 EUF
	·		Total: Air	ticket	1.107,32 EU
Payment delay: 07/07/2013	3		Price:		1.107,32 EUR
		•			
			V.A.T.:		0.00 EUR
			Total		1.107,32 EUR
			To Pay		1.107,32 EUR
	Please indicate the fol	llowina communicati	on in vour bank	transfer: +++ 013/	1103/97435+++
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 BA BTS s.a.
 Avenue de Tervueren 412 box 6 - B-1150 Bruxelles
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 I A T A MEMBER

Date Signature

Leoz, Noelle

From: Sent: To: Cc: Subject: Sylvain.GAMBERT@ec.europa.eu jeudi 6 juin 2013 11:07 Leoz, Noelle Tsaranok, Ekaterina RE: Travel arrangements for Mr Cardigos

Bonjour Noelle,

Merci pour votre email. Nous donnons notre accord pour que ce billet soit émis et qu'il soit remboursé dans son entièreté.

Sylvain

Sylvain Gambert European Commission Directorate-General for Maritime Affairs and Fisheries (MARE.E1) 99, rue Josef II 02/083 B-1049 Brussels Tel: +32.(0)2.29.59571 E-mail: <u>sylvain.gambert@ec.europa.eu</u>

> From: Leoz, Noelle [mailto:nleoz@gopa-cartermill.com] Sent: Thursday, June 06, 2013 9:54 AM To: GAMBERT Sylvain (MARE) Cc: Tsaranok, Ekaterina Subject: FW: Travel arrangements for Mr Cardigos Importance: High

Bonjour Sylvain,

Concernant la réservation et le paiement à l'avance des vols de Mr Cardigos, je tenais à vous informer de ce qui suit :

Nous avons par contrat un budget maximum de 680€ pour un vol A/R du Portugal à Irlande. Mr Cardigos venant des Azores le prix des vols est nettement plus cher. Il préfère l'option 2 à 1107,32€ (voir détails plus bas).

Pouvez-vous confirmer que nous pouvons émettre ce billet et qu'il sera remboursé dans son entièreté?

Option 1: 815.32 + 190(annulation TAP)= 1005.32€ <u>Vols TAP</u> : 333.86 eur Changement : 60 eur Annulation : 190 eur

Vols Air Lingus :481.46 euros Changement : 50 eur Non remboursable

Option 2 = 917.32 + 190(annulation TAP)= 1107.32€ <u>Vols TAP</u> : 435.86 euros Changement : 60 eur Annulation : 190 eur <u>Vols Air Lingus</u> :481.46 euros Changement : 50 eur Non remboursable

Merci d'avance, Bien à vous,

Noelle Leoz

Event Coordinator

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

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



From: Nuno MM. Prazeres [mailto:Nuno.MM.Prazeres@azores.gov.pt] Sent: mercredi 5 juin 2013 17:38 To: Leoz, Noelle Cc: Frederico AD. Cardigos Subject: RE: Travel arrangements for Mr Cardigos Importance: High

Dear Noelle Leoz,

Appreciate your attention!

We prefer the option 2, avoiding lose 11 june in Lisbon.

I am awaiting your decision.

Best regards,

Nuno Prazeres Secretário Pessoal do Diretor Regional dos Assuntos do Mar Personal Assistant of Regional Director of Maritime Affairs

Secretaria Regional dos Recursos Naturais Direção Regional dos Assuntos do Mar

Tef. +351 292207317 VOIP. 500317 Email: <u>Nuno.MM.Prazeres@azores.gov.pt</u> Pág. Internet: <u>http://mar.srrn.azores.gov.pt</u>



From: Leoz, Noelle [<u>mailto:nleoz@gopa-cartermill.com</u>] Sent: quarta-feira, 5 de Junho de 2013 13:22 To: Nuno MM. Prazeres