

GOPA-CARTERMILL



European Commission
Directorate-General for Maritime Affairs and Fisheries
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Head of unit - *DE1*
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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 € 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: **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**

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

AUTHOR	JOB TITLE	VERSION	LAST UPDATED
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Ekaterina Tsaranok	Event Coordinator	1.2	04.07.2013
Noëlle Leoz	Event Coordinator	1.3	08.07.2013
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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 dinner 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:



Rooming list Malahide 13 - 14 June 2013									
First Name	Last Name	Check-in	Check-out	Number of nights	Type of room	Use	13-juin	14-juin	Comments
Lodewijk	Abspoel	13-juin	15-juin	2	executive single		1	1	
Piet	Briët	13-juin	14-juin	1	executive single		1	0	
Frederico	Cardigos	13-juin	15-juin	2	executive single		1	1	
José	Chambel Leitão	13-juin	15-juin	2	executive single		1	1	
Karin	Dubsky	13-juin	14-juin	1	executive single		1	0	
Peter	Edmonds	13-juin	14-juin	1	executive single		1	0	
Vernon	Fox	13-juin	14-juin	1	executive single		1	0	
Anne-Bénédictie	Genachte	13-juin	14-juin	1	executive single		1	0	
Charlotte	Herman	13-juin	15-juin	2	executive single		1	1	
Eugène	Nixon	13-juin	14-juin	1	executive single		1	0	
Anne Marie	Ohagan	13-juin	14-juin	1	executive single		1	0	
Jean Philippe	Pagot	13-juin	14-juin	1	executive single		1	0	
David	Palmer	13-juin	14-juin	1	executive single		1	0	
Alec	Taylor	13-juin	14-juin	1	executive single		1	0	
Andreas	Wagner	13-juin	14-juin	1	executive single		1	0	
Jim	Herbertson	13-juin	14-juin	1	executive single		1	0	Added 1106201
Ciara	Delanay	13-juin	14-juin	1	executive single		1	0	Added 1206201

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 form to 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: Contractual price 470€	
Anne- Bénédicte	GENACHTE	Speaker	Belgium	yes	Yes	Inside EU: Contractual price 500€	
Charlotte	HERMAN	Speaker	Belgium	yes	Yes	Inside EU: Contractual price 500€	
Anne Marie	O'HAGAN	Speaker	Ireland	yes	Yes	Inside EU: Contractual price 264€	Travel 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 ticket 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 (<http://www.cvent.com/d/zcqtwt>) 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.



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 (MSPworkshops_Dublin@gopa-cartermill.com) was also set-up, 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.



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



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.



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
HERMAN	Charlotte	EI0631	10:50
BRIET	Piet	EI0605	13:35
EDMONDS	Peter	BA0830	15:20
PALMER	David	EI3255 (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	EI0213 (T2)	21:10
Arrival on 10th June			
SWEENEY	Eoin	19 Claude Road Drumcondra, Dublin 9	08:00
Departure on 10th June			
SWEENEY	Eoin	19 Claude Road Drumcondra Dublin 9	16:30
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	EI3228	19:25
Departure on 10th June			
HERMAN	Charlotte	EI0630	06:40
CHAMBEL LEITÃO	José	EI0484 (T2)	11:45
CARDIGOS	Frederico	EI0484 (T2)	11:45
ABSPOEL	Lodewijk	EI608	13:30



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.



4. EXPECTED OUTPUTS & DEGREE OF ACHIEVEMENT

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

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

<i>Tasks</i>	<i>Timing (year 2013)</i>
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.	From 2 April to early June
Shipment of conference materials	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 Philippe Pagot Directeur Environnement Maritime, EDF
Energies Nouvelles
 - o *MSP : new opportunity for new synergies ?*
- Emmanuel Garland Senior Environmental Adviser, TOTAL;
Chairman of the Environment Committee,
International Association of Oil & Gas
Producers
 - o *Maritime Spatial Planning : the view from OGP, the International
Oil and Gas Producers Association*
- Karin Dubsy Founder and International Coordinator,
Coastwatch Europe
 - o *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
 - o *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
 - o *MSP from the fishers perspective*
- John Dolan Managing Director, d'Amico Tankers
 - o *Maritime Spatial Planning - the shipowners' perspective*
- Alec Taylor Marine Policy Officer, Royal Society for the
Protection of Birds
 - o *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.
 - o *How to extract knowledge from data - Shipping and Energy case studies*
- Peter Edmonds Marine Data Manager, The Crown Estate
 - o *Data and offshore renewable energy developments*
- Anne-Marie O Hagan Environmental Scientist and Lawyer,
Hydraulics and Maritime Research Centre,
Cork
 - o *Learning how to manage Ocean Energy within MSP: data, information and knowledge requirements*
- Iain Shepherd Senior Policy Officer, DG MARE, European
Commission
 - o *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 Services - Offshore,
Mainstream Renewable Power
 - o *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
 - o *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
 - o *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
 - o *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
 - o *Maritime Planning and Energy in the Regions; the Azores, an Outermost Region Case*
- David Palmer Head of Marine Planning and Policy, Marine Scotland
 - o *Marine Planning and renewables; the Scottish experience*
- Anne-Bénédicte Genachte Regulatory Affairs Advisor, European Wind Energy Association
 - o *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.



MSP workshop series: 1. ENERGY

List of Participants

First Name	Last Name	Email Address	Registration Type	Company	Country
Lodewijk	ABSPOEL	Lodewijk.Abspoel@minienm.nl	Speaker	Ministry of Infrastructure and the Environment	Netherlands
Carlos	ALDEREGUÍA	carlos.alderegua@ldrac.eu	Participant	LDRAC	Spain
Donovan	ARCHIE	archie.donovan@gsti.ie	Participant	GSI	Ireland
Jerry	BARNES	jbarnes@mb.ie	Participant	Planner	Ireland
Antonella	BATTAGLINI	antonella@renewables-grid.eu	Participant	Renewables Grid Initiative	Germany
Sybil	BERNE	Sybil@mbd.ie	Participant	MacCabe Dumey Barnes	Ireland
Piet	BRIÉT	piet.briet@msa.nl	Speaker	IMS A Amsterdam	Netherlands
Andrew	BROWN	Andrew.D.Brown@scotland.gsi.gov.uk	Invitee	The Scottish Government	Belgium
Rod	CAPELL	rod@consult-possidon.com	Invitee	Possidon	United Kingdom
Jesus	CARBAJOBA	carabajosa@cinma.upc.edu	Participant	International Center for Numerical Methods in Engineering	Spain
Frederico	CARDIGOS	frederico.ad.cardigos@azores.gov.pt	Speaker	Regional Government of Azores	Portugal
Peter	CARVILL	Peter.Carvill@shg.gov.ie	Participant	Department of Arts, Heritage and the Gaeltacht	Ireland
José	CHAMBEL LBTAÓ	cltao@hidromod.com	Speaker	HIDROMOD	Portugal
Grażyna	CHMURA	gchmura@ums.gov.pl	Participant	Maritime Office in Szczecin	Poland
Stephan	CONLON	steve@dm.ie	Participant	Irish Marine Federation	Ireland
Klaas	DE BOER	Klaas.deboer@europarl.europa.eu	Participant	European Parliament	European Institutions
Clara	DELANAY	Clara.Delanay@dfa.ie	Speaker	Permanent Representation to the EU	Ireland
Padraic	DEMPSEY	padraic.dempsey@envion.ie	Participant	Department of the Environment, Community and Local Government	Ireland
John	DOLAN	dolan.j@damicoship.com	Speaker	Damicoship	Ireland
Karin	DUBSKY	KDubsky@Coastwatch.org	Speaker	Coastwatch Europe	Ireland
Peter	EDMONDS	Peter.Edmonds@thecrownestate.co.uk	Speaker	The Crown Estate	United Kingdom
Siobhán	EGAN	egan.siobhan@gmail.com	Participant	BirdWatch	Ireland
Rhona	FAIRGRIEVE	rhona.fairgrieve@ec.europa.eu	Invitee	European Commission	European Institutions
Eoin	FANNON	Eoin.Fannon@ag.irl.gov.ie	Participant	Office of the Attorney General	Ireland
Catherine	FISHER	catherine.fisher@doeri.gov.uk	Participant	Department of the Environment Northern Ireland	United Kingdom
Wesley	FLANNERY	wesleyflannery@gmail.com	Participant	Queen's University Belfast	United Kingdom
Vernon	FOX	Vernon.Fox@mainstreamrp.com	Speaker	Mainstream Renewable Power	Ireland
Sylvain	GAMBERT	Sylvain.GAMBERT@ec.europa.eu	Invitee	European Commission	European Institutions
Helen	GELLETLIE	donquin@icl.ie	Participant	Coastal Concom Alliance	Ireland
Anne-Bénédicte	GENACHTE	abg@sewa.org	Speaker	The European Wind Energy Association asb/wzw	Belgium
Jim	HERBERTSON	jim.a.herbertson@exxonmobil.com	Speaker	International Association of Oil and Gas Producers	United Kingdom
Charlotte	HERMAN	charlotte.herman@milleu.belgie.be	Speaker	Ministry of Environment	Belgium
Courtney	HOUGH	courtney@feap.info	Participant	Federation of European Aquaculture Producers	Belgium
Bettina	KÄPPELER	bettina.kaeppeler@bsh.de	Participant	Federal Maritime and Hydrographic Agency	Germany
Lorcan	KENNEDY	lfpo@eircom.net	Participant	Irish Fish Producers Organisation	Ireland
Karl	KENT	karljkent@gmail.com	Participant	Doyle Kent Planning	Ireland
Susan	KIDD	susan.kidd@thecrownestate.co.uk	Participant	The Crown Estate	United Kingdom
Marek	KOSY	mikosy@ums.gov.pl	Participant	Maritime Office in Szczecin	Poland
Noelle	LEOZ	nleo@copa-cartermill.com	Participant	Copa-Cartermill	Belgium
Christin	LIA	acl@ens.dk	Participant	Danish Energy Agency	Denmark
Ole	LUNDBERG LARSEN	oll@dkfsk.dk	Participant	Danish fishermen association	Denmark
Joseph	MANNING	manningj@bc.edu	Participant	Boston College	USA
Gerard	MARGARIT MARTIN	gmargari@gmv.com	Participant	GMV Aerospace and Defence, S.A.U.	Spain
John	MARTIN	jhmrtm196@gmail.com	Participant	Marine Institute	Ireland
Salvatore	MAURO	s.mauro@insean.it	Participant	CNR-INSEAN	Italy
Liam	MCALIESE	liam.mcaliese@marineplanning.org.uk	Participant	Marine Planning Consultants	United Kingdom
Gareth	MCCLHINNEY	gareth.mclhinnay@rpsgroup.com	Participant	RPS Group	Ireland
Aedin	MCLOUGHLIN	goodenergiesalliance@gmail.com	Participant	Good Energies Alliance Ireland	Ireland
Terry	MCMAHON	Terry.McMahon@Marine.ie	Participant	Marine Institute	Ireland
Conagh	MCMEEL	conaghmcmeel@gmail.com	Participant	eCOAST	Belgium
Declan	MEALLY	Declan.meally@aeai.ie	Participant	Sustainable Energy Authority of Ireland	Ireland
Sander	MEYNS	sander.meyns@redacentrale.be	Participant	NSPRAC	Belgium
Gillian	MILLS	mills@inshore-ireland.com	Participant	Inshore Ireland	Ireland
Charlotte B	MOGENSEN	chmo@mim.dk	Participant	Danish Ministry of the Environment	Denmark
Phil	MONBET	Philippe.Monbet@france-energies-marines.org	Participant	France Energies Marines	France
Carla	MONTESI	Carla.Montesi@ec.europa.eu	Speaker	European Commission	European Institutions
Magdalena	MUIR	makmuin@leels.com	Participant	Coastal and Marine Union	Netherlands
Eugene	NIXON	eugene.nixon@marine.ie	Speaker	Marine Institute	Ireland
Francis	O' DONNELL	lfpo@eircom.net	Speaker	Fish Producers Organisation	Ireland
Eibhlin	O' SULLIVAN	southwest@eircom.net	Participant	Irish South & West Producers Org Ltd.	Ireland
Lorraine	O'DONOGHUE	Lorraine.O'Donoghue@envion.ie	Participant	Department of Environment, Community & Local Government	Ireland
Anne Marie	O'HAGAN	a.ohagan@ucc.ie	Speaker	HMRC	Ireland
Jenny	O'LEARY	Jenny.O'Leary@Marine.ie	Participant	Marine Institute	Ireland
Elizabeth	O'REILLY	Elizabeth.O'Reilly@marine.ie	Participant	Marine Institute	Ireland
Jean Philippe	PAGOT	jean-philippe.pagot@edf-en.com	Speaker	EDF Energies Nouvelles	France
David	PALMER	David.Palmer@scotland.gsi.gov.uk	Speaker	Marine Scotland	United Kingdom
Aengus	PARSONS	gearoid.richolson@marine.ie	Participant	Marine Institute	Ireland
Caroline	PRICE	caroline.price@rya.org.uk	Participant	European Boating Association	United Kingdom
Chris	REYNOLDS	chrisreynolds@dtas.ie	Participant	Coast Guard	Ireland
Devlin	RICHARD	richard.devlin@rspb.org	Participant	Rspb	Ireland
Flynn	RICHIE	richieflynn@fa.ie	Participant	IFA	Ireland



MSP workshop series: 1. ENERGY

List of Participants

First Name	Last Name	Email Address	Registration Type	Company	Country
Dale	RODMELL	dale@rifo.org.uk	Participant	North Sea Regional Advisory Council	United Kingdom
Alexandre	RODRIGUEZ	rodriguez@bim.ie	Participant	North Western Waters Regional Advisory Council	Ireland
Kajsa	SCHARMANN	ksc@ens.dk	Participant	Danish Energy Agency	Denmark
Theresa	SCHNEIDER	Theresa@renewables-grid.eu	Participant	Renewables Grid Initiative	Germany
Iain	SHEPHERD	Iain.SHEPHERD@ec.europa.eu	Speaker	European Commission	European Institutions
Haitza	SIEMERS	Haitze.J.Siemers@ec.europa.eu	Invitee	European Commission	European Institutions
Eoin	SWEENEY	Eoin.sweeney.oceans@gmail.com	Speaker	Marine Institute	Ireland
Marguerite	TARZIA	marguerite.tarzia@gmail.com	Participant	Northern Ireland Marine Task Force	United Kingdom
Alec	TAYLOR	Alec.Taylor@nspb.org.uk	Speaker	RSPB	United Kingdom
Ekaterina	TSARANOK	etsaranok@gopa-cartemill.com	Participant	Gopa-Cartemill	Belgium
David	TUDOR	david.tudor@thecrownestate.co.uk	Participant	The Crown Estate	United Kingdom
Willel	VISSER	wisser@visned.nl	Participant	VisNed	Netherlands

One-day stakeholder event, Dublin, Ireland, June 2013: Financial proposal							
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	5,00	€2.250,00	
2.	General costs for preparation of the						
	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	10,50	€4.410,00	
		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	€1.162,50	0,5 day of preparation prior to the workshops
	Preparation 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	1,00	€370,00	
	<i>Preparing and assembling the participant pack, incl. Programme, list of participants</i>	Event assistant	€350,00	1	0,50	€175,00	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	170	1,00	€326,40	150 + 20 spare for on-site registration
		speakers' desk names	€2,40	25	1,00	€60,00	
		Pens	€2,12	150	1,00	€318,00	
		On-line registration	€600,00	1	1,00	€600,00	

No Tasks	Functions of individuals or detailed tasks	Price person/day or unit price	No. Of units	No. Of days	Total	Comments
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	
General organisation costs during the event		Price person/day or unit price	No. Of units	No. Of days	Total	Comments
	Project leader	€450,00	1	3,00	€1.350,00	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	€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
Facilities						
Venue hire	Plenary room	€3.288,00	1	1,88	€6.181,44	Suitable for 150 pax. (3288€ for a plenary for 80 pax. For 150 pax= (6165€)
	Break-out room (per room, per half day)	€484,80	0	2,00	€0,00	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
Equipment plenary	Laptop	€300,00	1	1,00	€300,00	
	Beamer	€336,00	1	1,00	€336,00	
	Flipchart	€66,00	0	1,00	€0,00	not used
	Wireless micro	€72,00	3	1,00	€216,00	1 for speakers, 2 for the audience
	Fixed micro	€60,00	6	1,00	€360,00	
	Screen	€120,00	1	1,00	€120,00	
	Lectern	€60,00	2	1,00	€120,00	
	Printer rental	€33,60	0	1,00	€0,00	not used
	Photocopy facilities	€33,60	0	1,00	€0,00	not used
Equipment break-out rooms	Laptop	€300,00	0	1,00	€0,00	not used
	Beamer	€336,00	0	1,00	€0,00	not used
	Flipchart	€66,00	0	1,00	€0,00	not used
	Wireless micro	€72,00	0	1,00	€0,00	not used
	Fixed micro	€60,00	0	1,00	€0,00	not used

No Tasks	Functions of individuals or detailed tasks	Price person/day or unit price	No. Of units	No. Of days	Total	Comments	
	Screen	€120,00	0	1,00	€0,00	not used	
	Lectern	€60,00	0	1,00	€0,00	not used	
	Technician	€500,00	1	1,00	€500,00	1 for plenary	
	Hostesses	€240,00	3	1,00	€720,00		
	Transfer	€15,00	23	2,00	€690,00	from airport to the hotel and from hotel to airport	
		€15,00	0	2,00	€0,00	from hotel to conference centre and return. Not used	
	Catering	Buffet lunch	€26,40	63	1,00	€1.663,20	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. 45 units invoiced by hotel
		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
	Travel DSA for paid participants						
	<i>travel Dublin</i>	Team	€480,00	2	1,00	€960,00	
		photographer	€480,00	1	1,00	€480,00	
	<i>Travel CFP expert</i>	CFP & Maritime Affairs Expert	€264,00	1	1,00	€264,00	Price adapted depending on country of origin (Ireland)
	<i>Travel 11 paid speakers</i>	The Netherlands	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
		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 €	Cardigos Portugal (Azores). Agreed by DG MARE to reimburse the real cost of the pre-paid flights
	<i>DSA Ireland for 17 paid speakers</i>	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	
		CFP & Maritime Affairs Expert	€254,00	1	2,00	€508,00	

No	Tasks	Functions of individuals or detailed tasks	Price person/day or unit price	No. Of units	No. Of days	Total	Comments
6.	Follow-up						
	<i>including invoicing, follow-up with suppliers, drafting of final technical report, Drafting the minutes and summary of workshops, 1 set of corrections</i>	Project leader	€450,00	1	2,50	€1.125,00	
		Event assistant	€350,00	1	4,00	€1.400,00	including travel reimbursement for speakers
		Chief CFP & Maritime Affairs expert	€890,00	1	0,50	€445,00	
		CFP & Maritime Affairs Expert	€775,00	1	2,50	€1.937,50	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
	and						

14 JUN 2013



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

File N°: 11008848/JGI Invoice N°: I 1103974 Date: 07/06/2013 Client N°: 058122 VAT N°: BE0462.293.288

Description	Total
Air ticket	
<u>IATA / BSP - Ticket: 3512265432 From 12/06/2013 To 17/06/2013</u>	
Passenger: CARDIGOS/F MR Destination: LISBON	
Quantity	VAT
Unit amount	Amount
Air Ticket	1 0.00% 440,00 440,00 EUR
Air Ticket Tax	1 0.00% 95,86 95,86 EUR
TP 6592 HORTA LISBON 12/06/2013 10:30 13:55	
TP 1843 LISBON HORTA 17/06/2013 12:00 13:40	
Sub Total	535,86 EUR
<u>IATA / BSP - Ticket: 3512265433 From 13/06/2013 To 15/06/2013</u>	
Passenger: CARDIGOS/F MR Destination: DUBLIN	
Quantity	VAT
Unit amount	Amount
Air Ticket	1 0.00% 476,00 476,00 EUR
Air Ticket Tax	1 0.00% 95,46 95,46 EUR
EI 0485 LISBON DUBLIN 13/06/2013 15:10 17:50	
EI 0484 DUBLIN LISBON 15/06/2013 11:45 14:30	
Sub Total	571,46 EUR
Total: Air ticket	1.107,32 EUR

Payment delay: 07/07/2013

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 following communication in your bank transfer: +++013/1103/97435+++

Project No	WP / CC	Category
F05022	50813	502
	PM	FM
Initials	VB	WK
Date	20.06.13	21/06/2013
Signature		

Leoz, Noelle

From: Sylvain.GAMBERT@ec.europa.eu
Sent: jeudi 6 juin 2013 11:07
To: Leoz, Noelle
Cc: Tsaranok, Ekaterina
Subject: 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: sylvain.gambert@ec.europa.eu*

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€

Vols TAP : 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€

Vols TAP : 435.86 euros

Changement : 60 eur

Annulation : 190 eur

Vols Air Lingus :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: 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: 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: Nuno.MM.Prazeres@azores.gov.pt

Pág. Internet: <http://mar.srrn.azores.gov.pt>



Governo dos Açores

From: Leoz, Noelle [<mailto:nleoz@gopa-cartermill.com>]

Sent: quarta-feira, 5 de Junho de 2013 13:22

To: Nuno MM. Prazeres