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**“Stakeholder workshop on fisheries and aquaculture and
Maritime Spatial Planning”**

Final report

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1. INTRODUCTION

This is the final report on the “Stakeholder workshop on fisheries and aquaculture and Maritime Spatial Planning” which took place on 15 November 2013 in Vilnius, Lithuania. 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 78 participants, including the speakers. An official dinner was hosted by the European Commission and Helcom 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.

2. EVENT PROGRAMME AND OBJECTIVES

The key audience of the event were technical experts, industries and NGOs on the subject of fisheries and aquaculture and familiar with MSP. The aim of the conference was to draw conclusions on the specific needs and best practices on cross-sector cooperation. Discussion and conclusions will feed the work of the Commission to support the deployment of MSP in Europe.

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 experts for reporting on the conference and coordinate with the chosen expert
- Designing visual identity for the conference on the basis of the files of the previous MSP workshop (in June 2013)

- Finding local providers such as production companies for producing the roll-ups and the programmes as well as searching and hiring a local photographer and 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 and assembling the participant's pack
- Welcoming and registering participants
- Follow-up tasks
 - Sending thank you emails
 - Uploading PPT presentations on the conference website
 - 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 Crowne Plaza hotel in Vilnius was recommended to DG MARE by Helcom who had selected this venue to host their workshop on 14th November on the topic of MSP and fisheries in the Baltic Sea. GOPA-Cartermill booked the recommended venue to host the conference as well as to accommodate paid speakers and EC officials.

3.2. ACCOMMODATION

There were a total of 17 confirmed paid speakers. The speakers were accommodated at the Crowne Plaza hotel with the exception of Mr Visser (replacing Mr Lund) who made his own booking. DG MARE agreed to reimburse his accommodation.

Speakers were entitled to a maximum of 2 nights' accommodation, breakfast included. Any supplements, such as room for double use, mini-bar, Internet connection, etc, were directly charged to the guests.

Please note that, due to strikes in France, Mr Dezamy didn't manage to get to the conference. His first night was charged as 'no show' and the second could be released at no cost. Finally, Ms Stavnes didn't request a hotel reservation. In total 33 nights were booked and paid for. Please see below corresponding rooming list for speakers:

Rooming list Speakers Crowne Plaza 15 November 2013												
Title	Last Name	First Name	Check-in	Check-out	Number of nights	Type of room	Use	13-n	14-n	15-n	16-n	Comments
Mr	Anagnopoulos	Nikolaos	14-nov	16-nov	2	business	Single	0	1	1		
Mr	Atkins	Stephen	14-nov	17-nov	3	business	Double	0	1	1		1 1 night will be paid upon check out
Mr	Buck	Bela H	14-nov	16-nov	2	business	Single	0	1	1		
Mr	Caggiano	Rosa	14-nov	16-nov	2	business	Single	0	1	1		
Mr	Dezamy	Laurent	14-nov	16-nov	2	business	Single	0	1	0		Only first night was charged
Mr	Eckeskog	Magnus	14-nov	15-nov	1	business	Single	0	1	0		
Mr	Glover	Timothy	14-nov	15-nov	1	business	Single	0	1	0		
Mr	Gubbins	Matthew	13-nov	15-nov	1	business	Single	1	1	0		
Ms	Hough	Courtney	14-nov	16-nov	2	business	Single	0	1	1		
Mr	IJlstra	Ton	13-nov	17-nov	4	business	Single	1	1	1		1st night paid by HELCOM (13/11) 2 nights paid by GOPA-Cartermill, 1 nights paid upon check out (16/11)
Mr	Lipsky	Andy	14-nov	17-nov	3	business	Single	0	1	1		1 1 night will be paid upon check out (16/11)
Mr	Lund	Henrik Skaarup	13-nov	15-nov	0	business	Single	0	0	0		Mr Lund cancelled his participation. He is not coming anymore
Ms	Pascual	Marta	14-nov	16-nov	2	business	Single	0	1	1		
Ms	Piedra	Yolanda	13-nov	16-nov	2	business	Single	1	1	1		1 night will be paid upon check out (13/11)
Ms	Stelzenmüller	Vanessa	14-nov	15-nov	1	business	Single	0	1	0		
Mr	Zannes	Dimitris	14-nov	16-nov	2	business	Single	0	1	1		
TOTAL Booked								3	15	10	3	

Rooming list of speakers

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 November, an email was sent with the travel reimbursement form to the all the speakers entitled the travel reimbursement. On 27th November a reminder was sent to speakers that had not yet sent their request for travel reimbursement. In total 16 speakers had their travel costs covered.

First name	Last name	Profile	Country	Attendance	Entitled	As per FWC	Comments
Nikolaos	ANAGNOPOULOS	Speaker	Greece	yes	Yes	714,00 €	
Stephen	ATKINS	Speaker	United Kingdom	yes	Yes	714,00 €	
Bela H	BUCK	Speaker	Germany	yes	Yes	714,00 €	
Rosa	CAGGIANO	Speaker	Italy	yes	Yes	714,00 €	
Magnus	ECKESKOG	Speaker	Denmark	yes	Yes	714,00 €	
Timothy	GLOVER	Speaker	United Kingdom	yes	Yes	714,00 €	
Matthew	GUBBINS	Speaker	United Kingdom	yes	Yes	714,00 €	
Courtney	HOUGH	Speaker	Belgium	yes	Yes	525,00 €	
Ton	IJLSTRA	Speaker	The Netherlands	yes	Yes	714,00 €	
Andy	LIPSKY	Moderator	United States	yes	Yes	637,00 €	Travelled in Economy. From Boston to Vilnius
Marta	PASCUAL	Speaker	Spain	yes	Yes	714,00 €	
Yolanda	PIEDRA	Speaker	Spain	yes	Yes	714,00 €	
Camilla	STAVNES	Speaker	Norway	yes	Yes	441,00 €	From Norway. Reimbursed on invoice and effective costs
Vanessa	STELZENMÜLLER	Speaker	Germany	yes	Yes	714,00 €	
Dimitrios	ZANNES	Speaker	Greece	yes	Yes	714,00 €	
Pim	VISSER	Speaker	The Netherlands	Yes	Yes	714,00 €	

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.amiando.com/MSPworkshops_Vilnius.html) was set-up by GOPA-Cartermill event team.

There were three registration codes linked to each category of attendee: participant, invitee and speaker. 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 generic email address (MSPworkshops_Vilnius@gopa-cartermill.com) was also set-up, to deal with the communication with participants, speakers and invitees.

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 13th November 2013. In total, 93 participants registered online.

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 2 roll-ups. In order to avoid shipping costs, GOPA-Cartermill produced the roll-ups in Vilnius.



The plenary room: Mr Haitze Siemers presenting the meeting conclusions

The folder programmes were used to prepare the conference packs, which included the participants' list and a branded pen. 20 name plates for speakers were prepared by GOPA-Cartermill. In total, 113 badges were prepared (93 badges for registered participants and 20 for onsite registration).



Picture of the programme

GOPA-Cartermill took care of the shipment of the conference materials back to Brussels. The two roll-ups were delivered to DG MARE on 28th November 2013.

3.6. NOTE TAKERS

One CFP expert 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 27 November. The conference report was approved by DG MARE on 10 December.

3.7. PHOTOGRAPHER

A photographer was hired by GOPA-Cartermill to cover the event. The DVD with the conference pictures was delivered to DG MARE on 28 November.



Q&A in the audience

3.8. ONSITE MANAGEMENT

Two hostesses were hired to support the event team on site. Overall, the registration process went smoothly and was dealt with efficiency. There were six 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 for speakers and EC representatives on 14th November, for 20 people and drinks for all the people invited (70 persons).
- Coffee breaks on 15 November, for 90 people
- Buffet lunch on 15 November, for 90 people

3.10. TRANSFER

GOPA-Cartermill organised individual transfers for the 17 paid speakers with a local transportation company from the airport to the hotel and the hotel to the airport. Due to a strike in France airports Mr Dezamy did not show up. However, his transfer upon arrival was invoiced by the transportation company.

3.11. FOLLOW-UP ACTIVITIES

All the presentations were collected by GC event team right after the event.

On 19th November, 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 19 November. All the speakers' presentations were uploaded into the conference website in PDF format, as per DG Mare request.

A "Thank You" email was sent to effective participants, on 19 November. The email included a link towards the event webpage with uploaded presentations.

The minutes and conclusions of the conference were drafted in English by the CFP expert and were sent to DG MARE on 27 November. The expert report was approved by DG MARE on 10 December 2013.

4. EXPECTED OUTPUTS & DEGREE OF ACHIEVEMENT

Indicator	Target	Result
No. of registrations	100/150 max	93
No. of participants	100/150 max	78 of which :
No. of speakers	25	16

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)	End of September
Online invitation and registration process	From 25 September to 13 November
Preparation and print conference materials and visuals, hiring hostesses, selecting catering, etc.	From October to 13 November
Shipment of conference materials	8 November
Mantling conference visuals at the venue	14 November
Official dinner for speakers and other selected guests	14 November
Onsite registration of participants and onsite management	15 November

Dismantling conference visuals and prepare materials to be shipped back to Brussels	15 November
Collecting final speakers' PPT presentations	15 November
Upload relevant documents onto event webpage	19 November
Send "thank you" email to participant	19 November
Provide DG MARE with the first draft of the minutes	27 November
Minutes approved by DG MARE	10 December

5. ANNEXES

- Annex I: Conference programme
- Annex II: Effective list of participants
- Annex III: Financial overview
- Annex IV: DVD with conference pictures