

SPECIFIC CONTRACT No.19

Implementing Framework Contract No. MARE/2008/08

Ref.: Specific Contract No16 SI2.659003.

Title

Final report

Month year

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1. INTRODUCTION

This is the final report for the "Stakeholder Seminar on Boosting Blue growth in the Adriatic and Ionian Region: towards an Action Plan for the EUSAIR (EU Strategy for the Adriatic and Ionian Region)", which took place on 14 November 2013 in Brussels, Belgium. The event was organised by Unit D1 of the Directorate-General for Maritime Affairs and Fisheries (DG MARE) of the European Commission. The seminar gathered together 157 participants, including paid speakers, and European Commission representatives.

GOPA-Cartermill was in charge of the logistical aspects of the conference.

2. EVENT PROGRAMME AND OBJECTIVES

This stakeholder seminar was organised by the European Commission (DG MARE and DG REGIO) in cooperation with the Governments of the 8 Adriatic and Ionian countries in the framework of the consultations and supporting activities for the drafting of an Action Plan for the EU Strategy for the Adriatic and Ionian Region (EUSAIR).

It aimed to bring together maritime and marine Adriatic and Ionian actors from public authorities, businesses, research bodies and civil society to debate on concrete actions to be pursued in the area of the blue economy.

The contents of the 8 panels in agenda were built on the Maritime Strategy for the Adriatic and Ionian Seas basin adopted by the European Commission on 30 November 2012 and were inspired by the four pillars proposed by the discussion paper on the EUSAIR circulated on 09 August 2013.

3. LOGISTICS

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

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



VISUAL IDENTITY

GOPA-Cartermill designed the visual identity for the “EUSAIR” conference. This visual identity included the logos of the organisers and was in line with the EC visual guidelines. This visual was used in all communication tools and conference material.

VENUE AND HOTEL SELECTION AND CONFERENCE FACILITIES

GOPA-Cartermill identified two potential venues to host the conference. DG MARE selected the Crowne Plaza Le Palace hotel mainly due to its position (access to public transports) and the location of the required facilities (proximity to main hall and between main and parallel rooms). GC took care of contractual issues and negotiations regarding rooms' set-up, technical equipment, catering and accommodation for paid speakers.

CONFERENCE MATERIALS

GOPA-Cartermill produced the conference programme in English, the list of participants, as well as name tags and desk names for speakers and signposts for the venue. GOPA-Cartermill also designed and produced 5 roll-ups to ensure good visibility of the event.

Overview table conference materials:

Item	Quantity ordered	Specifications	Delivery date
Programme in EN in colours	150	Format open : 420x297 mm / Closed: 210x297mm, 4 pages, quadri RV, paper 300gr silk, vernish RV, folded	12.11.2013
List of participants	150	Printed in black & white on normal paper one staple	12.11.2013
Roll-ups	5		12.11.2013
Badges	169	Plastic name badges holders, format 90x60 mm with visual identity name and organisation, one clip + pin 166 registered on-site + badges for speakers who didn't register on-line	12.11.2013

Speakers' desk names	85	In colour, personalised with visual	12.11.2013
Power Point / Signposting	1	For welcoming the attendees signposting in the hotel	12.11.2013

CATERING SERVICES

GOPA-Cartermill organised two coffee breaks and one lunch for 120 participants.

MANAGEMENT OF THE REGISTRATION PROCESS

GC was in charge of the registration process. To this aim, an online registration page (<http://fr.amiando.com/EUSAIR-BlueGrowth.html>) 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 registration codes were set-up in order to distinguish the different categories of attendees: participants, speakers and paid speakers.

A generic email address (EUSAIR-BlueGrowth@gopa-cartermill.com) was set-up, to send the invitations as well as to deal with the communication with participants and speakers. The invitation letter to participants was sent by GOPA-Cartermill on 15th October.

A confirmation email drafted by GOPA-Cartermill was approved by DG MARE and sent automatically after registration to each participant. The online registration page was left open until the 12th November 2013. In total, 169 participants registered online.

TRAVEL AND ACCOMMODATION FOR PAID SPEAKERS

The paid speakers were accommodated at the Crowne Plaza Le Palace. Identified paid speakers were entitled to a maximum of 2 nights, breakfast included. Any supplements, such as room for double use, mini-bar, Internet connection, etc. were directly charged to guests. Please see below corresponding rooming list for speakers: in total 27 paid speakers were accommodated.



Table 2: Rooming list

1	Rooming list used from 14 Nov 2013 to 19 2013														
	2	Title	First Name	Last Name	Rooming	Check in	Check out	Check out	Number of nights	Type of room	Use	12 Nov	13 Nov	14 Nov	Comments
3	Mr	Alessandro	Buzzi	Single room, 1 night (15 November 2013)		13-Nov	14-Nov	14-Nov	1	Executive Single			1	0	
4	Mr	Pierpaolo	Camposirini	Single room, 2 nights (12-13 November 2013)	12-Nov	13-Nov	14-Nov	14-Nov	2	Executive Single		1	1	0	need rooms on 12+13 Nov
5	Mr	CORRADO	CECCARELLI	Single room, 2 nights (13-14 November 2013)		13-Nov	14-Nov	15-Nov	2	Executive Single			1	1	
6	Ms	Mimosa	Cobani	Single room, 2 nights (13-14 November 2013)		13-Nov	14-Nov	15-Nov	2	Executive Single			1	1	
7	Mr	Zamir	Dedej	Single room, 1 night (15 November 2013)		13-Nov	14-Nov	14-Nov	1	Executive Single			1	0	6 has cancelled the night of 14/11
8	Ms	Enele	Merlini	Single room, 1 night (15 November 2013)		13-Nov	14-Nov	14-Nov	1	Executive Single			1	0	
9	Mr	Tomor	Harizi	Single room, 2 nights (13-14 November 2013)		13-Nov	14-Nov	15-Nov	2	Executive Single			1	1	
10	Mr	Zoran	Kijacic	Single room, 2 nights (13-14 November 2013)		13-Nov	14-Nov	15-Nov	2	Executive Single			1	1	
11	Ms	Milica	Mendic	Single room, 2 nights (13-14 November 2013)		13-Nov	14-Nov	15-Nov	2	Executive Single			1	1	
12	Mr	Livio	Marchesini	Single room, 2 nights (13-14 November 2013)		13-Nov	14-Nov	15-Nov	2	Executive Single			1	1	
13	Mr	PANAGIOTIS	MAUROVAS	Single room, 2 nights (13-14 November 2013)		13-Nov	14-Nov	15-Nov	2	Executive Single			1	1	
14	Mr	Senad	Oprasic	Single room, 1 night (13 November 2013)		13-Nov	14-Nov	14-Nov	1	Executive Single			1	0	
15	Mr	Asliwa	Palasiss	Single room, 1 night (13 November 2013)		13-Nov	14-Nov	14-Nov	1	Executive Single			1	0	
16															
17	Mr	Fabio	Pigiapoco	Single room, 2 nights (13-14 November 2013)		13-Nov	14-Nov	15-Nov	2	Executive Single			1	1	
18	Mr	Vassilios	Rousis	Single room, 1 night (13 November 2013)		13-Nov	14-Nov	14-Nov	1	Executive Single			1	0	
19	Ms	Zeljka	Skaric	Single room, 2 nights (13-14 November 2013)		13-Nov	14-Nov	15-Nov	2	Executive Single			1	1	
20															
21	Mr	Nikos	Strefaris	Single room, 2 nights (13-14 November 2013)		13-Nov	14-Nov	15-Nov	2	Executive Single			1	1	
22	Ms	Neda	Taliman Koduta	Single room, 2 nights (13-14 November 2013)		13-Nov	14-Nov	15-Nov	2	Executive Single			1	1	
23	Mr	Fabio	Tricardi	Single room, 2 nights (13-14 November 2013)		13-Nov	14-Nov	15-Nov	2	Executive Single			1	1	
24	Mr														
25	Mr			Single room, 2 nights (13-14 November 2013)		13-Nov	14-Nov	15-Nov	2	Executive Single			1	1	
26	Mr	Pero	Tutman	Single room, 2 nights (13-14 November 2013)		13-Nov	14-Nov	15-Nov	2	Executive Single			1	1	
27	Ms	Vassilika	Vassilopoulou	Single room, 1 night (13 November 2013)		13-Nov	14-Nov	14-Nov	1	Executive Single			1	0	
28	Ms	Thomats	Vlachogianni	Single room, 1 night (13 November 2013)		13-Nov	14-Nov	14-Nov	1	Executive Single			1	0	
29	Mr	Carlo	Vranosini	Single room, 2 nights (13-14 November 2013)		13-Nov	14-Nov	15-Nov	2	Standard Single			1	1	
30	Ms	Vera	Vojinovic	Single room, 2 nights (13-14 November 2013)		13-Nov	14-Nov	15-Nov	2	Standard Single			1	1	
31	Mr			Single room, 2 nights (13-14 November 2013)		13-Nov	14-Nov	15-Nov	2	Standard Single			1	1	
32	Mr	Artjan	Qiric	Single room, 2 nights (13-14 November 2013)		13-Nov	14-Nov	15-Nov	2	Standard Single			1	1	
33															

Mr Gomei was replaced by Mr Merlini, see comments of the table 2.

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 20th November, an email was sent with the travel reimbursement form to the 27 speakers entitled to travel reimbursement.



Table 3: Travel reimbursement overview

1	Ref	Title	First name	Last name	MARE Contract	Country	Attendance	Comments
2	F09022_DG MARE_Job19- EUSAIR	Mr	Alessandro	BUZZI	525	ITALY	yes	
3	F09022_DG MARE_Job19- EUSAIR	Mr	Corrado	CECCARELLI	525	ITALY	yes	
4	F09022_DG MARE_Job19- EUSAIR	Mr	Pierpaolo	CAMPOSTRINI	525	ITALY	yes	
5	F09022_DG MARE_Job19- EUSAIR	Mrs	Minoza	COBANI	on flight ticket	ITALY	yes	
6	F09022_DG MARE_Job19- EUSAIR	Mr	Zahir	DEDEJ	on flight ticket	ALBANIA	yes	
7	F09022_DG MARE_Job19- EUSAIR	Mr	Carlo	FRANZOSINI	525	ITALY	yes	
8	F09022_DG MARE_Job19- EUSAIR	Mr	Tomor	HARIZI	525	ALBANIA	yes	
9	F09022_DG MARE_Job19- EUSAIR	Mr	Zoran	KLJAJIC	on flight ticket	MONTENEGRO		
10	F09022_DG MARE_Job19- EUSAIR	Mrs	Milica	MANDIĆ	on flight ticket	MONTENEGRO	yes	
11	F09022_DG MARE_Job19- EUSAIR	Mr	Livio	MARCHESENI	525	ITALY	yes	
12	F09022_DG MARE_Job19- EUSAIR	Mr	Panagiotis	MAVRONAS	525	GREECE	yes	
13	F09022_DG MARE_Job19- EUSAIR	Mrs	Ennio	MERLINI	525	ITALY	yes	
14	F09022_DG MARE_Job19- EUSAIR	Mr	Senad	OPRASIC	on flight ticket	BOSNIA AND HERZEGOVINA	yes	
15	F09022_DG MARE_Job19- EUSAIR	Ms	Andreja	PALATINUS	525	SLOVENIA	yes	
16	F09022_DG MARE_Job19- EUSAIR	Mr	Fabio	PIGLIACOPO	525	ITALY	yes	
17	F09022_DG MARE_Job19- EUSAIR	Mr	Arjan	ORICI	on flight ticket	ALBANIA	yes	
18	F09022_DG MARE_Job19- EUSAIR	Mr	Vassilios	ROUSSIS	525	GREECE	yes	
19	F09022_DG MARE_Job19- EUSAIR	Ms	Željka	ŠKARIČIĆ	525	CROATIA	yes	
20	F09022_DG MARE_Job19- EUSAIR	Ms	Maria Teresa	SPEDICATO	525	ITALY	yes	
21	F09022_DG MARE_Job19- EUSAIR	Mr	Nikos	STREFTARIS	525	GREECE	yes	
22	F09022_DG MARE_Job19- EUSAIR	Ms	Neda	TELIŠMAN KOŠUTA	525	CROATIA	yes	
23	F09022_DG MARE_Job19- EUSAIR	Mr	Fabio	TRINCARDI	525	ITALY	yes	
24	F09022_DG MARE_Job19- EUSAIR	Mr	Pero	TUTMAN	525	CROATIA	yes	
25	F09022_DG MARE_Job19- EUSAIR	Ms	Vassiliki	VASSILOPOULOU	525	GREECE	yes	
26	F09022_DG MARE_Job19- EUSAIR	Ms	Thomas	VLACHOGIANNI	525	GREECE	yes	
27	F09022_DG MARE_Job19- EUSAIR	Ms	Vana	VOJNOVIC	on flight ticket	MONTENEGRO	yes	
28	TOTAL						25	

Note: for the speakers coming from outside the EU (Albania and Montenegro), reimbursement is based on effective costs.

Comments:

1) Mr Barbanti and Mr Jankovic claimed hotel but no travel and Mr Spedicato claimed some travel but no hotel.

2) Mr Klajic didn't attend the conference. Because of the cancellation policy, the hotel had to invoice us this no-show. Of course Mr Klajic didn't claim any travel.

27 paid speakers claimed for accommodation while 25 claimed for travel arrangements.

NOTE TAKERS

Two CFP experts from were selected by DG MARE. Their role consisted in attending the plenary sessions and parallel sessions of the conference and drafting the minutes, summarising presentations, debates and conclusions. This report has been approved by DG MARE and final minutes and conclusions have been loaded to the website of the seminar.



ONSITE MANAGEMENT

Three hostesses were provided for the duration of the event. Under the supervision of the GOPA-Cartermill event team. Overall, the registration process went smoothly and was dealt with efficiency. There were 18 on-site registrations and 32 no-shows.

FOLLOW-UP ACTIVITIES

The presentations of EUNETMAR's experts were collected by GOPA-Cartermill team right after the event.

A "Thank You" email was sent to the attendees on 20 November 2013. The effective list of participants and the scanned copy of the signed register of attendance were sent to DG MARE on 20 November 2013.

4. PROBLEMS ENCOUNTERED AND SOLUTIONS

Catering was foreseen for 120 participants but effective participation amounted to 155 attendees. GC agreed with the catering services not to have any increase in numbers. Therefore the budget could be respected.

5. EXPECTED OUTPUTS & DEGREE OF ACHIEVEMENT

<i>Indicator</i>	<i>Target</i>	<i>Result</i>
<i>No. of on-line registrations</i>	<i>120/150 max</i>	<i>169</i>
<i>No. of participants</i>	<i>120 max</i>	<i>155 of which :</i>
<i>No. of paid speakers</i>		<i>27</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)	Oct 2013
Online invitation and registration process	From 15 October to 12 November
Preparation and print conference materials and visuals, hiring hostesses, selecting catering, etc.	End of October to early November
Print final version of the list of participants	12.11.2013
Mantling conference visuals at the venue	13.11.2013
Onsite registration of participants and onsite management	14.11.2013
Send "thank you" email to participant	20.11.2013
Provide DG MARE with the technical report from the expert	Closed
Uploading minutes into the website	Closed
Send e-mail informing participants (including reference to the extension of the deadline for on-line public consultation and Athens event).	Closed

6. ANNEXES

- Annex I: Conference programme
- Annex II: Effective list of participants
- Annex III: Financial overview

[Type text]



Annex I: Finalised conference programme

[Type text]



Annex II: Effective list of participants

Stakeholder Seminar on **Boosting blue growth in the Adriatic and Ionian Region**

MARITIME AFFAIRS AND FISHERIES REGIONAL AND URBAN POLICY

Participants List

Last name	First name	Company	Country	Attendance Y/N
AICHMALOTIDIS	Lazaros	EMSA	PORTUGAL	YES
ANVROIN	Patrick	CPMR	FRANCE	YES
ASIC	Antun	Port Authority of Dubrovnik	CROATIA	YES
AVINO	Michele	European Commission	EUROPEAN INSTITUTIONS	YES
BABIC	Iva	European Commission	EUROPEAN INSTITUTIONS	YES
BALLETTE	Giannantonio	European Commission	EUROPEAN INSTITUTIONS	YES
BARBANTI	Andrea	CNR - ISMAR	ITALY	YES
BAZARGAN	Dario	Cla Europe	BELGIUM	YES
BAZIGOU	Faidra Maria	Vrije Universiteit Brussel	BELGIUM	YES
BELENGUER	Laura	Interact	SPAIN	YES
BELOŠEVIĆ	Blanka	Ministry of Tourism	CROATIA	YES
BERDEBE	Vassiliki	Ministry of Shipping	GREECE	YES
BERNARDO	ANTONIO	Region of Basilicata	ITALY	YES
BEYER	Carsten	S.Pro - Sustainable Projects Gmbh	GERMANY	YES
BIGAGLI	Emanuele	University of Wageningen	ITALY	YES
BJÖRNSSON	Kjartan	European Commission	EUROPEAN INSTITUTIONS	NO
BOGUNOVIC	Borislav	Independent Consultant	BELGIUM	NO
BÖHME	Kai	Spatial Foresight Gmbh	LUXEMBOURG	YES
BONFANTE	Marco	Unioncamere	BELGIUM	NO
BOSCOLO	Marco	Unioncamere	BELGIUM	YES
BOSSER	Lucas	CPMR	BELGIUM	YES
BRAEKEN	Valérie	Gopa-Cartermill	BELGIUM	YES
BRICELJ	Mitja	Ministry of Agriculture & Environment	SLOVENIA	YES
BURLIZZI	Flavio	Unioncamere	ITALY	YES
BUZZI	Alessandro	Federcoopesca	ITALY	YES
CACCIA	Massimo	ISSIA-CNR	ITALY	YES
CAMPOSTRINI	Pierpaolo	CORILA	ITALY	YES
CASAER	Jeroen	European Commission	EUROPEAN INSTITUTIONS	YES
CASALINO	Paolo	Region of Puglia	BELGIUM	NO
CECCARELLI	Corrado	Amatori	ITALY	YES
CENDALI PIGNATELLI	Valerio	European Commission	EUROPEAN INSTITUTIONS	NO
CERTALIC	Masa	Port Authority of Koper	SLOVENIA	NO

Stakeholder Seminar on **Boosting blue growth in the Adriatic and Ionian Region**

MARITIME AFFAIRS AND FISHERIES · REGIONAL AND URBAN POLICY

Participants List

Last name	First name	Company	Country	Attendance Y/N
CHATZIEFSTATHIOU	Michael	General Secretariat for Aegean & Island Po	GREECE	YES
CHEVER	Tanguy	EUNETMAR Consortium	FRANCE	YES
CHRYSSANTHOU	Nikolaos	European Commission	EUROPEAN INSTITUTIONS	NO
ČIČOVAČKI	Lukša	Ministry of Maritime Affairs, Transport & Infr	CROATIA	YES
CLAEYS	Philippe	Philippe Claeys	BELGIUM	YES
COBANI	Mimoza	Ministry of Environment, Forestry & Water	ALBANIA	YES
CORMONS	Gino	Region of Friuli Venezia Giulia	BELGIUM	YES
DE MARZO	Cinzia	European Commission	EUROPEAN INSTITUTIONS	YES
DE VITA	Michele	Forum of The Adriatic & Ionian Chambers o	ITALY	YES
DE VREES	Leo	European Commission	EUROPEAN INSTITUTIONS	YES
DEDEJ	Zamir	Institute of Nature Protection	ALBANIA	YES
DEDI	Elona	Mission to the EU	ALBANIA	YES
DEL BIANCO	Daniele	COFAD	ITALY	YES
DIGIOIA	Marco	Clia Europe	BELGIUM	YES
DJELOVIC	Deda	Port Authority of Bar	MONTENEGRO	YES
DOGLIANI	Mario	Rina Spa	ITALY	YES
DRAKOPOULOS	Georgios	Association of Greek Tourism Enterprises	GREECE	YES
ENGELMANN	Martin	Plasticseurope	BELGIUM	YES
FRANCESCHETTI	Annalisa	Chamber of Commerce of Macerata	ITALY	YES
FRANZOSINI	Carlo	Adriapan Secretariat	ITALY	YES
FYSEKIDIS	Antonios	European Commission	EUROPEAN INSTITUTIONS	YES
GALPARSORO	Ibon	Azti-Tecnalia	SPAIN	YES
GENNARO	Renato	University of Trieste	ITALY	YES
GHARDI	Fatima	EUNAWE	BELGIUM	NO
GIAMPIERI	Rodolfo	Forum of The Adriatic & Ionian Chambers o	ITALY	YES
GIANNINI	Luigi	Federpesca	ITALY	NO
GMINDER	Beate	European Commission	EUROPEAN INSTITUTIONS	YES
GOMEI	Marina	WWF Mediterranean Programme Office	ITALY	NO
GRAMMATIKOPOULOU	Maria	European Commission	EUROPEAN INSTITUTIONS	YES
GRUBEŠIĆ	Bruno	Ministry of Economy	CROATIA	YES
HARIZI	Tomor	Ministry of Transport	ALBANIA	YES

Stakeholder Seminar on **Boosting blue growth in the Adriatic and Ionian Region**

MARITIME AFFAIRS AND FISHERIES REGIONAL AND URBAN POLICY

Participants List

Last name	First name	Company	Country	Attendance Y/N
HEMA	Tatjana	UNEP/MAP	GREECE	YES
HUNTINGTON	Tim	EUNETMAR Consortium	UNITED KINGDOM	YES
IAFRATI	Alessandro	CNR-INSEAN	ITALY	YES
ISHIWA	Aki	Region of Emilia-Romagna	ITALY	YES
IVIC PAVLOVSKI	Snjezana	Ministry of Entrepreneurship & Crafts	CROATIA	NO
JAKUPIC	Iris	Croatian Regions Office	BELGIUM	NO
JANKOVIC	Pavle	Ministry of Foreign Affairs	SERBIA	YES
KALCIC	MIHA	Port of Koper Plc	SLOVENIA	YES
KALOGNOMOS	Stavros	Conference of Peripheral Maritime Regions	BELGIUM	YES
KAVOUKLI	Themelina	Ministry of Tourism	GREECE	YES
KELEMEN	Agnes	Independent Consultant	HUNGARY	YES
KLJAJIĆ	Zoran	Institute for Marine Biology of Kotor	MONTENEGRO	NO
KNEZEVIC	Jelena	Ministry of Sustainable Development & Tourism	MONTENEGRO	NO
KONTAXI	Christina	COFAD	GREECE	YES
KONTOPANAYOTOU	Stamatia	Permanent Representation to the EU	GREECE	NO
KOSTIS	Chrysostomos	Ministry of Tourism	GREECE	YES
LAMPLMAIR	Franz	European Commission	EUROPEAN INSTITUTIONS	YES
LEKAKOU	Maria	EUNETMAR Consortium	GREECE	YES
LOUHIVUORI	Anna Eveliina	European Commission	EUROPEAN INSTITUTIONS	NO
LUCIANI	Giacomo	European Commission	EUROPEAN INSTITUTIONS	YES
MANDIĆ	Milica	Ministry of Foreign Affairs	MONTENEGRO	YES
MANOUSSOPOULOU	Anna	European Commission	EUROPEAN INSTITUTIONS	YES
MARANGONI	Luca	European Commission	EUROPEAN INSTITUTIONS	YES
MARCHESE	Paolo	Trieste Chamber of Commerce	ITALY	NO
MARCHESINI	Livio	Ditenave Scarl	ITALY	YES
MARCONE	Eric	Port Authority of Trieste	ITALY	YES
MAREK	Dragiša	Sarajevo Economic Region Development Agency	BOSNIA AND HERZEGOVINA	YES
MARTIN	Laurence	CONFITARMA	LUXEMBOURG	NO
MASSA	Fabio	GFCM	ITALY	YES
MAVRONAS	Panagiotis	Port Authority of Corfu	GREECE	YES
MECONI	Uriano	Region of Marche	ITALY	NO
MELLONI	Marco	EUNETMAR Consortium	ITALY	YES

Stakeholder Seminar on **Boosting blue growth in the Adriatic and Ionian Region**

MARITIME AFFAIRS AND FISHERIES · REGIONAL AND URBAN POLICY

Participants List

Last name	First name	Company	Country	Attendance Y/N
MILELLA	Luciana	Region of Puglia	ITALY	YES
MINARDI	Patrizia	ERDF	ITALY	YES
MONTANARI	Roberto	Region of Emilia-Romagna	ITALY	YES
MORADEI	Pietro	Unioncamere	BELGIUM	YES
NAZZARUOLO	Angela	Delta 2000 Lag	ITALY	YES
NICOLETTI	Emanuele	Region of Basilicata	ITALY	YES
NORROY	Patrick	European Commission	EUROPEAN INSTITUTIONS	YES
OKERIĆ	Ševkija	Sarajevo Economic Region Development Agency	BOSNIA AND HERZEGOVINA	YES
OPRASIC	Senad	Ministry of Foreign Trade	BOSNIA AND HERZEGOVINA	YES
ORLANDI	James	Port Authority of Venice	ITALY	YES
PALATINUS	Andreja	Institute for Water	SLOVENIA	YES
PALMA ANDRES	Jose	European Commission	EUROPEAN INSTITUTIONS	YES
PAPANTONIADOU	Sofia	European Commission	EUROPEAN INSTITUTIONS	YES
PARIAT	Monique	European Commission	EUROPEAN INSTITUTIONS	YES
PASSARANI	Antonella	Committee of the Region	EUROPEAN INSTITUTIONS	YES
PELLIZZARI	Piero	Italian Coast Guard	ITALY	YES
PERISSE	Damien	Conference of Peripheral Maritime Regions	FRANCE	NO
PEROCCHIO	Roberto Rocco	Terminal Passenger of Venice	ITALY	YES
PERUČIĆ	Doris	University of Dubrovnik	CROATIA	Cancelled
PIGLIAPOCO	Fabio	Permanent Secretariat of Adriatic & Ionian I	ITALY	YES
POCLEN	Luisa	Region of Friuli Venezia Giulia	BELGIUM	NO
POULIASI	Eleni	Intermediate Managing Authority of Western	GREECE	YES
PRIMC	Goranka	Permanent Representation to the EU	CROATIA	YES
QIRICI	Artjan	Port Authority of Durres	ALBANIA	YES
QUINCI	Ciro	Rivista L'armatore	ITALY	NO
RAMIERI	Emiliano	Thetis S.P.A.	ITALY	YES
REJA	Elisabetta	Region of Friuli Venezia Giulia	ITALY	NO

Stakeholder Seminar on Boosting blue growth in the Adriatic and Ionian Region

MARITIME AFFAIRS AND FISHERIES REGIONAL AND URBAN POLICY

Participants List

Last name	First name	Company	Country	Attendance Y/N
RENDERS	Gerry	European Commission	EUROPEAN INSTITUTIONS	NO
REVEDIN	Antonio	Port Authority of Venice	ITALY	YES
RICHARD	Tarja	JTS MED	FRANCE	YES
ROGGERI	Alain	European Commission	EUROPEAN INSTITUTIONS	YES
ROSSILLON	Catherine	European Commission	EUROPEAN INSTITUTIONS	YES
ROUSSIS	Vassilios	University of Athens	GREECE	YES
ROUSSOU	Lina	Region of Ionian Islands	GREECE	YES
RUCKES	Kirsten	CAU	GERMANY	YES
RUSCA	Rossella	DPS	ITALY	YES
SABBADINI	Lucio	Fincantieri S.P.A.	ITALY	YES
SCHULTZE	Claus	European Commission	EUROPEAN INSTITUTIONS	YES
SCIACCA	Giuseppe	CPMR	FRANCE	NO
SHIPMAN	Brian	ECORYS	UNITED KINGDOM	YES
SKAKELJA	Neda	Permanent Representation to the EU	CROATIA	YES
ŠKARIČIĆ	Željka	PAP/RAC	CROATIA	YES
SMITH	Nigel	European Commission	EUROPEAN INSTITUTIONS	NO
SOFOS	Nassos	European Commission	EUROPEAN INSTITUTIONS	YES
SOLA	Elisa	Net European Consulting	BELGIUM	YES
SPECICATO	Maria Teresa	Coispa Tecnologia & Ricerca	ITALY	YES
STANIŠIĆ	Rade	Port Authority of Bar	MONTENEGRO	YES
STEFANIDAKI	Evangelia	University of the Aegean	GREECE	YES
STIGLIANO	Domenico Antonio	Region of Basilicata	ITALY	YES
STOJOVIC	Dragan	Mission to the EU	SERBIA	YES
STOJOVIC	Jelena	European Commission	EUROPEAN INSTITUTIONS	YES
STREFTARIS	Nikos	Hellenic Centre for Marine Research	GREECE	YES
SULAJ	Fatjon	Port Authority of Durres	ALBANIA	NO
TELIŠMAN KOŠUTA	Neda	Institute for Tourism	CROATIA	YES
THOMOPOULOS	Nikos	ERDF	GREECE	YES
TKALEC	Niksa	Permanent Representation to the EU	CROATIA	NO
TOMMOLILLO	Marzia	Confitarma	ITALY	NO
TRIFUNOVIC	Dejan	Ministry of Energy, Development & Environm	SERBIA	NO

Stakeholder Seminar on Boosting blue growth in the Adriatic and Ionian Region

MARITIME AFFAIRS AND FISHERIES REGIONAL AND URBAN POLICY

Participants List

Last name	First name	Company	Country	Attendance Y/N
TRINCARDI	Fabio	CNR - ISMAR	ITALY	YES
TROSELJ STANISIC	Sandra	Ministry of Environmental & Nature Protection	CROATIA	YES
TSARANOK	Ekaterina	Gopa-Cartermill	BELGIUM	YES
TSELIOS	Vassilios	Ministry of Foreign Affairs	GREECE	YES
TUTMAN	Pero	Institute for Oceanography & Fisheries	CROATIA	YES
URIBE	Jesús M.	EUNETMAR Consortium	SPAIN	YES
URODA	Tomislav	Cluster of Competitiveness of Maritime Industry	CROATIA	YES
VALENTINI	Stefania	Federpesca	BELGIUM	YES
VASI	Piergiorgio	Region of Emilia-Romagna	ITALY	NO
VASSILOPOULOU	Vassiliki	Hellenic Centre For Marine Research	GREECE	YES
VITOLO	Andrea	Ministry of Foreign Affairs	ITALY	YES
VIVIANI	Raffaella	Region of Friuli Venezia Giulia	BELGIUM	YES
VLACHOGIANNI	Thomais	Mediterranean Information Office For Environment	GREECE	YES
VOJINOVIC	Vana	Ministry of Foreign Affairs	MONTENEGRO	YES
VUKIĆ	Zoran	Laboratory for Underwater Systems & Technology	CROATIA	YES
WOLFE	Colin	European Commission	EUROPEAN INSTITUTIONS	NO
ZGALJIC	Drazen	Intermodal Transport Cluster	CROATIA	YES
ZINNANTI	Mauro	Region of Friuli Venezia Giulia	ITALY	YES
ZONNO	Annamaria	European Commission	EUROPEAN INSTITUTIONS	YES
BALZANO	Giuseppe	CONFITARMA	ITALY	on site
BRAGADIR	A.	COGEA	ITALY	on site
NUCCIO	Antonio	COGEA	ITALY	on site
VIVANTE	GianPaolo	Net European Consulting	ITALY	on site
KOKOSIS	Konstantinos	EBCD	BELGIUM	on site
BLOK	Vicky	European Commission	EUROPEAN INSTITUTIONS	on site
STRAFELA	Tina	Ministry of Agriculture & Environment	Slovenia	on site
KRAJC	Gregor	Ministry of Foreign Affairs	Slovenia	on site
DE YTURRIAGA	Maria Victoria	European Commission	EUROPEAN INSTITUTIONS	on site
PASCA RAYMONDO	Michele	GRIMLADI		on site
SEDIOLI	Olga	Emilia Romagna Regione	Italy	on site
VERARDI	Isabella			on site
FREVITALI	Alessandra	Net European Consulting	Italy	on site
KOLETSIS	Nikolaos	Perm Rep Greece	Greece	on site
CRIVELLARO	Giancarlo	European Commission	EUROPEAN INSTITUTIONS	on site

Stakeholder Seminar on **Boosting blue growth in the Adriatic and Ionian Region**

MARITIME AFFAIRS AND FISHERIES REGIONAL AND URBAN POLICY

Participants List

Last name	First name	Company	Country	Attendance Y/N
RUSSO	Teresa			on site
STRATIGAKIS	Panagiotis	Archipelagos	Greece	on site
GALLEGO	Miguel	European Commission	EUROPEAN INSTITUTIONS	on site

[Type text]



Annex III: Financial overview

Financial proposal, EUSAIR, Brussels, 14 November 20013 (tentative)							
No	Tasks	Functions of individuals or detailed tasks	Price person/day or unit price	No. Of units	No. Of days	Total	Comments
1.	General coordination and supervision	Project leader	€472.50	1	5	€2,362.50	
	General costs of preparation of the seminar						
	These costs cover: coordination with the client, the 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, etc.)	Event manager	€441.00	1	12	€5,292.00	
		Event assistant	€367.50	1	15	€5,512.50	Invitations will be sent by email.
		CFP & Maritime Affairs Chief expert	€934.50	1	1.5	€1,401.75	Briefing, identification of experts and experts' coordination
		CFP & Maritime Affairs Expert	€813.75	2	0.5	€813.75	0,5 day of preparation prior to the workshops
	Hotel group bookings for organisers and paid speakers	Event manager	€441.00	1	4	€1,764.00	group booking rates will be dealt with a series of hotels close to the venue and information will be made available on the conference website. GC will issue a contract with the selected hotel for hosting the speakers and will manage the bookings
	Drafting of invitation letter	Writer	€498.75	1	0.5	€249.38	These costs will be invoiced in accordance with effective use.
	Preparation of documents						
	Programme design and lay-out, banner for registration and for all supporting documents	Graphic designer	€367.50	1	2.50	€918.75	
	Design of stand and roll-ups	Graphic designer	€367.50	1	2.00	€735.00	1 roll-up/pillar + 1 generic
	Preparing and assembling the participant pack, incl. Programme, list of participants, speakers' guide and working document	Event assistant	€367.50	1	0.5	€183.75	
	Printing: Programme (150 copies in full colours), List of participants (cover page in colours and rest in BW, 1 staple, +/- 6 pages, 150 copies)	Production department	€388.50	1	3	€1,165.50	
	Conference material	Badges	€2.02	169	1	€340.70	120+ 20 for onsite
		Speakers' desk names	€2.52	85	1	€214.20	Will be adapted to effective number.
		Production department	€388.50	1	1	€388.50	Coordination of production of conference materials
		Roll-up	€289.80	5	1	€1,449.00	To ensure good visibility of the event. Replaces the seminar banner.
	Registration form	On-line registration	€630.00	1	1	€630.00	All related products to be in line with visual identity (extra costs for the personalisation of the automatic replies + insert of visual) will include links to agreed hotels + grouping codes

No Tasks	Functions of individuals or detailed tasks	Price person/day or unit price units	No. Of units	No. Of days	Total	Comments	
	Event manager	€441.00	1	7	€3,087.00	setting-up the registration website ,before and after the event Online registration module (2 steps), Including workshops selection and registration website, including general info on the event, background docs, uploading of presentations, downloadable conference programme, accommodation information. Updating and maintaining the registration web site	
General Organisation costs (to be invoiced)							
	Welcoming and registering the participants	Project leader	€472.50	1	1	€472.50	
	ad-hoc actions and assistance to participants	Event manager	€441.00	1	1	€441.00	
		CFP & Maritime Affairs Expert	€813.75	2	2	€3,255.00	
Facilities							
	Venue hire	Plenary, price day for 80 pax	€0.00	0	1	€0.00	incl. In del package
		Technician facilities plenary	€630.00	1	1	€630.00	To be invoiced in accordance with effective use
		BO room (per hal day)	€1,260.00	1	2	€2,520.00	
		Technician facilities BO room	€630.00	1	1	€630.00	To be invoiced in accordance with effective use
		Hostesses	€252.00	3	1	€756.00	
	Equipment plenary	Beamer	€352.80	1	1	€352.80	To be invoiced in accordance with effective use
		Laptop	€315.00	1	1	€315.00	
		Screen	€126.00	4	1	€504.00	we would foreseen 4 screens / conference room to insure good visibility.
		Fixed microphones for plenary	€63.00	8	1	€504.00	
		Wireless microphones for plenary	€75.60	2	1	€151.20	
		Flipcharts	€69.30	1	1	€69.30	
		Flipcharts	€69.30	1	1	€69.30	
		Printer rental	€35.28	1	1	€35.28	
		Photocopy facilities	€35.28	1	1	€35.28	
BO ROOM							
	Equipment BO room	Beamer	€352.80	1	1	€352.80	To be invoiced in accordance with effective use
		Laptop	€315.00	1	1	€315.00	
		Screen	€126.00	4	1	€504.00	we would foreseen 4 screens / conference room to insure good visibility.
		Fixed microphones	€63.00	8	1	€504.00	
		Wireless microphones	€75.60	2	1	€151.20	
		Flipcharts	€69.30	1	1	€69.30	
		Flipcharts	€69.30	1	1	€69.30	
	Catering	Delegate package, include plenary room rental lunch and 2 CB	€100.80	120	1	€12,096.00	
Travel & DSA for paid participants							
	Travel CFP expert	CFP & Maritime Affairs Expert	€525.00	2	1	€1,050.00	Pre-selected experts come from EL and IT
	Travel paid speakers	26 paid speakers	€525.00	19	1	€9,975.00	Coming from Europa, 10 from Italy, 5 from Greece, 1 from Slovenia and 1 from Croatia

No Tasks	Functions of individuals or detailed tasks	Price person/day or unit price	No. Of	No. Of days	Total	Comments
			7	1		Coming from outside the EU. Please note that for flights outside the EU, effective costs will be reimbursed on the basis of invoice and relevant supporting docs.
Mr Mandic	Montenegro	€651.00	1	1	€651.00	
Mr Vojinovic	Montenegro	€680.82	1	1	€680.82	
Mr Kijacic	Montenegro					
Mr Dedej	Albania	€555.60	1	1	€555.60	
Mr Hartzl	Albania	€502.40	1	1	€502.40	
Mr Cobani	Albania	€539.60	1	1	€539.60	
Mr Oprasic	Bosnia and Herzegovina	€282.00			€282.00	
DSA Belgium	26 paid speakers	€243.60	19	2	€9,256.80	will be adapted to effective days and number of paid speakers.
		€243.60	7	1	€1,705.20	
	CFP & Maritime Affairs Expert	€243.60	2	2	€974.40	Will arrive the day prior to the event and leave either on the day of the event or the day after, depending on the travel schedule.
	Project leader	€472.50	1	2.5	€1,181.25	
Including invoicing, follow-up with suppliers, drafting of final technical report, reimbursement of travel for speakers and paid tax, sending	Event manager	€441.00	1	3.5	€1,543.50	
	Event assistant	€367.50	1	5	€1,837.50	Including travel reimbursement for 30 paid participants
Drafting the minutes and summary of workshops, 1 set of corrections	Chief CFP & Maritime Affairs expert	€934.50	1	1.5	€1,401.75	
	CFP & Maritime Affairs Expert	€813.75	2	2.5	€4,068.75	2.5 days/expert X 1 workshop: finalise minutes, draft summary, one set of corrections