



POSOW Ref: 230301/2011/614341/SUB/A1

Task A – Management and Report – Action A1

Report Coordinating Meeting 30-31 May 2012 Cedre premises, Brest, France

Introduction

As part of the Action A-1 of the Project Preparedness for Oil-polluted Shoreline clean-up and Oiled Wildlife interventions (POSOW), the technical partners of the project met in the premises of Cedre in Brest, France, for a Coordination Meeting on the 30th and 31st of May 2012.

The meeting aimed at following-up the latest development of the packages related to the four topics of the project: volunteer management, oiled shoreline assessment, oiled shoreline clean-up and oiled wildlife response.

The agenda and the list of participants are reproduced respectively in **Annex I** and **Annex II**.

Packages Development Overview

All partners provided an overview of the tasks developments summarized hereunder:

REMPEC (CO):

- Partnership Agreement has been completed and signed by all Partners and has been communicated to the Commission;
- All Associated Beneficiaries (AB) received from REMPEC their respective share of the EC-contribution;
- The Project website and database has been completed (www.posow.org);
- The Project communication interface has been set up (Google Apps);
- The financial reporting procedure has been set up;
- Purchase of two computers and three smartphones;
- Terms of reference for the development of an application for smartphone and tablets (new task proposal).

In addition to the support of all ABs to assist REMPEC in the accomplishment of the above tasks:

ISPRA (AB1)

- The outline and a first draft of the Volunteer Management Manual have been produced;
- Support in the preparation of the smartphone/tablet application terms of reference;
- Financial procedure integrated.



POSOW is a project co-financed by EU under the [Civil Protection Financial Instrument](#) developed in cooperation with [ISPRA](#), [Cedre](#), [See Alarm](#) and [CPMR](#) and coordinated by [REMPEC](#) a regional Centre of the [Barcelona Convention](#).

CEDRE (AB2)

- The logo of the Project has been completed;
- Draft template for the Manuals and the power point presentation has been distributed;
- Advice for Manual authors has been produced and distributed;
- The outline of the Oiled Shoreline Clean-up Manual has been produced;
- Financial procedure integrated.

SEA ALARM (AB3)

- The outline of the Oiled Wildlife Response Manual has been produced;
- The outlines of the Oiled Wildlife Response PowerPoint presentations and their link to the posters have been prepared as well as summary of their content;
- Financial procedure integrated.

It should be noted that CPMR (AB4) is not involved in the technical part of the project however they also supported REMPEC in the task listed above and integrated the financial procedures.

Common layout/design specifications

Logos:

The POSOW developed logo will be used in the front page of any material produced whilst the simplified version will be used for heading of inside pages of material. On the cover page of any material produced, all partners and EC logos shall appear in addition to the short introductory text highlighting the Commission funding of the project and the Partners contribution. This report adopts the format agreed. Partners' logo resolution has to be provided above 300dpi. Logos shall be uploaded by each partner on the Google Application **by Friday 8 June 2012**.

Common formats

- It was agreed to refer to Manual rather than Guidelines. Any future reference has to mention Manual, whilst REMPEC modify this change on the website.
- The common parts of the Manuals including cover page, acknowledgment, disclaimer, table of content, bibliographies and glossary have been reviewed during the meeting. A template integrating the outcome of the meeting including all common pages shall be provided by Cedre. A template will also be provided for posters, The number of page of the manuals shall be minimum 40 pages and maximum 60 pages. The Manual and PowerPoint Presentations shall be printable in white and black, in particular forms contained in the manual for prompt photocopy and dissemination.
- The common disclaimer for the Manual has been agreed as follows:

"All material produced under POSOW is available free of charge and shall not be used for any commercial purposes. Any amendment, review, and update of the material produced under the project shall be authorized by POSOW's Partners and shall refer to the original document developed under the project. POSOW's Partners do not assert that this material is faultless and make no warranty, nor assume any legal liability for the accuracy, completeness or usefulness of the information contained in this manual. POSOW's Partners do not assume responsibility or liability for any direct, indirect or consequential damages from the use of this manual."

No part of this publication may be reproduced, stored in a retrieval system, or transmitted in any form or by any means, electronic, mechanical, photocopying, recording or otherwise, without the prior consent of POSOW's Partners."

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- For the common glossary, *Cedre* shall produce a first draft based on the existing *Cedre*'s glossary and shall include acronyms. Each partner shall complete it whilst preparing its Manual.
 - The template layout of the PowerPoint presentation prepared by *Cedre* was reviewed and amended for its finalization. *Cedre* shall submit the final version of the template to all partners for the preparation of their presentations.
 - The document "Advice for Authors" shall be reviewed by *Cedre* for the Manual to reflect these changes whilst a similar guidance document shall be developed by *Cedre* for the PowerPoint presentations and the Posters.

Material Content

Manuals

The outlines of the respective manuals were cross-checked to avoid duplications. The following recommendations were made:

- The manual on Volunteer Management shall focus on managerial aspects (e.g. registration of volunteers, logistics (e.g. accommodation, meals, PPE, transport), health and safety, insurance, etc.) and shall not enter into technical details covered by the other manual;
- Common subjects were identified (e.g. Health and Safety, Job for Volunteers, etc.);
- Health and Safety and Job for Volunteers will be mainly covered by the Manual on Volunteer Management. Any reference to these subjects in other manuals shall be communicated to ISPRA who will compile the information in its development. In particular, the Manual on Volunteer Management shall provide in Annex a compiled list of "jobs for volunteers" fed by the other partners;
- Common subjects shall be introduced and when relevant developed taking into account the specificity of the theme, and
- Links shall be established to the relevant manual dealing with a specific theme (ex. link between shoreline assessment and oiled wild life response when reference is made to oiled wild life discovery whilst carrying out the survey);
- The draft manual content shall strictly follow the instructions provided in the "Advice for author" document. It was stressed that photos, diagrams, figures, etc. shall not be inserted in the content draft but shall be provided separately with the corresponding references and shall be uploaded in the dedicated folder on Google Apps (Project Document/C-Material Package development/Theme/Photos).

PowerPoint

- All PowerPoint will be delivered as protected pdf (print, view and save mode only) to ensure the material is used correctly and to ensure software compatibility;
- Sea Alarm will provide an Excel Spreadsheet to be used by each partner to prepare their presentation. The document will serve inter alia at highlighting the key messages of the presentation and at defining the presentation outline;

- The draft PowerPoint presentation strictly follows the instructions to be provided by *Cedre* in the “Advice for author” document.

Tutorial

- Each PowerPoint slide will be accompanied by a note to support the preparation of the tutorial for trainers;
- The tutorial will consist of an introduction of the presentation and the print out of the PowerPoint in “note print out” format. The common outline content (e.g. Background, presentation objective, presentation outline, target audience, related material (poster, Manual) and particle session (if relevant), key messages, timing, suggested questions, etc.) of the tutorial introduction part of each PowerPoint will be prepared by REMPEC and submitted to the partners;
- Sea Alarm Spreadsheet will be used to prepare the tutorial introduction part;
- The tutorial will be provided in pdf.

Follow-up Material

- REMPEC and Sea Alarm shall provide ISPRA with the follow-up material relevant to the Manual on Volunteer Management.

Material review and formatting

- Diagrams, tables, sketches, etc. shall be provided to *Cedre* in advance to enable *Cedre*'s designers to prepare them in the adequate format prior to insertion in the final version;
- All material prepared by the respective partners will be uploaded on the corresponding folder on the project Google App (Project Document/C-Material Package development/Theme/Content) and will inform the other partner;
- Each partner shall then review the document and provide its comments to the author of the document;
- Particular attention shall be made to possible content duplication or contradiction;
- The final review will be carried out by the *Cedre*'s proof reader;
- Once the content has been cleared by all partners, *Cedre* will prepare the final version;
- The final version will be uploaded on POSOW Website upon completion and validation by the Commission.

Picasa photos/ Google apps

Following discussions it was agreed that:

- Photos shall not be uploaded on the online Picasa application available for the project unless a partner request a particular photo;
- For Photos it was reminded:
 - Photos resolution shall be at least 300dpi;
 - Copyright shall be obtained from the photo/figure source for each illustration;

- Illustrations shall be referenced and easily identifiable;
- It was recalled to Sea Alarm to provide photos for the illustration of the website and for the proposed smartphone application (category group photos).

Printing

- Partner will communicate contact details of printing service provider for the call of proposal to be launched by REMPEC;
- Publication binder: Spiral;
- Printing specifications will be provided by *Cedre* to REMPEC;
- If any saving is made, it was suggested to print relevant form in plastic sheets for their use in the field.

Shoreline assessment application development

- REMPEC informed the partners that saving was made from the website development budget. It was proposed to consider using the saving to develop a smartphone / tablet application for shoreline assessment;
- Following the presentation of the functionalities of the application, the following comments were made:
 - Water table shall not be mandatory, Secondary shoreline type shall be removed, possibility of editing the information from the map shall be added, Wildlife information shall be added in the application (Selection of bird or other category groups from pictures, Number of species [0-10], [+10-50], [+50], dead or alive), add a disclaimer, additional comments from ISPRA provided before the meeting will be taken into account.
- Partners agreed that it would be of the interest of the project and of the oil spill response community to develop such tool;
- REMPEC shall assess the feasibility of such development within the funds available. If the need arise, partners suggested exploring other ways to complete the required funds to ensure the delivery of this additional task.

Publicity

- It was agreed to develop a common PowerPoint presentation and a common presentation paper introducing the project for its use in events attended by the partners to promote the project;
- Brochure will be developed by ISPRA using the agreed content of the website as a base to ensure consistency among publicity material on a 4 sides A5 format (1-Introduction to POSOW, 2-Volunteer Management, 3-Shoreline Assessment & Clean-up and 4-Oiled Wildlife Response);
- The movie of the project will be produced by ISPRA who will liaise with the partners to obtain video material to be used in the movie. As a native English speaker is required, ISPRA to liaise with Saskia Sessions on the possibility for her to provide/source the voice-over narration, depending on what is required;
- It was recalled that any public material shall be prepared within the format agreed above and shall be approved by the commission prior to its dissemination;

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- Any news or other publicity material shall be provided by the partners to REMPEC;
 - To avoid duplication of the submitted project within the EC Civil Protection Funding Mechanism, a paper highlighting POSOW deliverables was submitted by REMPEC to 15th Meeting of the HELCOM Response Group held in Sopot, Poland, 18-20 April 2012;
 - The project shall be introduced or progress reported at the following up-coming international events:
 - Helcom Response Meeting August 2012 (by Sea Alarm)
 - 14th Session of the IMO OPRC-HNS Technical Group Meeting (by REMPEC).

Financial and technical reports

Financial expenditure overview

- Each partner was provided with its status of expenditure according to the financial report provided and was requested to confirm the values recorded during the meeting or after the meeting.

Reporting procedures review

- Reporting procedures were recalled whilst it was recognized that each partner was following in a timely manner the procedure established;
- It was recalled that original of invoices, receipts, timesheets, etc had to be provided to REMPEC in due time prior to the financial report submission to the Commission;
- It was stressed that each expenditure reported within the project shall make reference to each partner financial reference system and that the corresponding Vouchers should be provided to REMPEC with the relevant proof of expenditure;
- As stated in the Article 24.3 of the Common provision, Travel and subsistence costs will be charged in accordance with the internal rules of each associated beneficiary;
- It was proposed to the partners to charge first the direct staff cost to the project from the partners contribution and initiate charging the project on direct staff cost once the budgeted direct staff cost partner contribution will be used (for example for the reporting period February-April 2012, *Cedre* would charge its first direct staff cost (Euro 8,049) to its contribution (Euro 7,200). Its contribution been used the remaining staff cost (Euro 849) would be charged to the project. This procedure would facilitate project expenditure. Each partner was requested to confirm in writing this proposal;
- ISPRA informed the partner about the recruitment of an expert from the NGO Legambiente to replace the ISPRA personal "to be recruited". The corresponding budget shift has been confirmed by the Commission.

Time frame revision/update

The time frame for the delivery of the material was updated/recalled as follows:

- End of June: Follow-up video conference (Google Hangout) date to be confirmed
- June 2012: Dissemination of the revised "Advice for Authors" and Manual reviewed template (*Cedre*)
- 29 June 2012: Delivery of the Oiled Shoreline Assessment Manual (*Cedre*)

- 1st week of August 2012: Submission of financial report till 31 July 2012 with original copies
- 28 September 2012:
 - Delivery of Shoreline Clean-up (*Cedre*) & Volunteer Management Manual (ISPRA)
 - Poster Template and corresponding advice for authors (*Cedre*)
- 31 October 2012:
 - Oiled Wildlife Response Manual (SEA ALARM)
 - Posters (ISPRA, *Cedre* and SEA ALARM)
- 31 April 2013: Delivery of movie
- 29 February 2013 – Final version of PowerPoint and tutorial available
- Weeks 20-24 May 2013 and 27-31 May 2013: Train the trainer course, Brest, France

Any other business

Train the trainers

- Date for train the trainers were fixed to weeks 20-24 and 27-31 May 2013;
- It was agreed that partners may stay over the week-end to take advantage of extra day to debrief on the 1st training and consider the lessons learnt for the 2nd training session if the balance between the cost to extend the period over the week-end and the cost reduction for flights was within the budget of the activity; and subject to the project team's availability;
- The draft agenda of the training was prepared and is reproduced in **Annex III** of the report;
- Terms of Reference for the target audience shall be prepared by REMPEC with the support of the partners.

Pilot Training Course

- The following time frame was proposed: ½ day on POSOW introduction and Volunteer Management, 1 day on Shoreline Assessment and Clean-up and 1 day on Oiled Wildlife;
- Each session can be carried out separately as the audience would be different:
 - Volunteer Management: Entity in charge of managing volunteers and operations (e.g. Civil Protection representatives and local authorities);
 - Shoreline Assessment and Clean-up (e.g. Operational professional from Civil Protection and NGOs);
 - Oiled Wildlife (e.g. Environmental authority departments and Wildlife NGOs).