



POSOW 2

AGREEMENT NUMBER ECHO/SUB/2014/694291

Task A – Management and Reporting to the Commission – Actions A1 and A2

POSOW 2

Internal Kick-off Meeting Report

Cedre premises, Brest, France

3 and 4 March 2015

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Introduction

As part of Action A1 (Project technical and financial coordination) and Action A2 (Kick-off Meeting (KoM)) of the Project Preparedness for Oil-polluted Shoreline clean-up and Oiled Wildlife interventions 2 (POSOW 2), the technical partners of the project met on the premises of the Centre de documentation, de recherche et d'expérimentations sur les pollutions accidentelles des eaux (Cedre) in Brest, France, for a meeting on 03rd and 04th March 2015.

The proposal 2014/PREP/09 included the participation of a representative of each partner to the KoM meeting which was held in the premises of the European Commission Humanitarian Aid and Civil Protection Directorate-General's (DG ECHO) on 20th January 2015. As DG-ECHO limited the number of participants to two people for each project funded, it was agreed to use the budget planned for this action for the organisation of an internal Kick-off Meeting at Cedre.

The meeting aimed at:

- Following up the statement of Cooperation Agreements and pre-payment to the partners;
- Establishing the project management and publicity procedures and activities; and
- Launching the development of the two new training packages (waste management and role of fishermen) and the translation of the 4 packages developed during POSOW 1 related to volunteer management, oiled shoreline assessment, oiled shoreline clean-up and oiled wildlife response.

Agenda and participants

The meeting started on 3rd March 2015 in the morning and finished on the 4th March 2015 in the afternoon. The agenda is reproduced in **Annex I**. Due to flights schedules, four participants arrived in Brest on the 2nd March and left on the 5th. The last one arrived on the 3rd afternoon and left on the 4th afternoon.

Several representatives of Cedre (coordinator CO) attended parts of the meeting, according to the issues discussed. One representative of each Associated Beneficiary (AB) participated to this meeting:

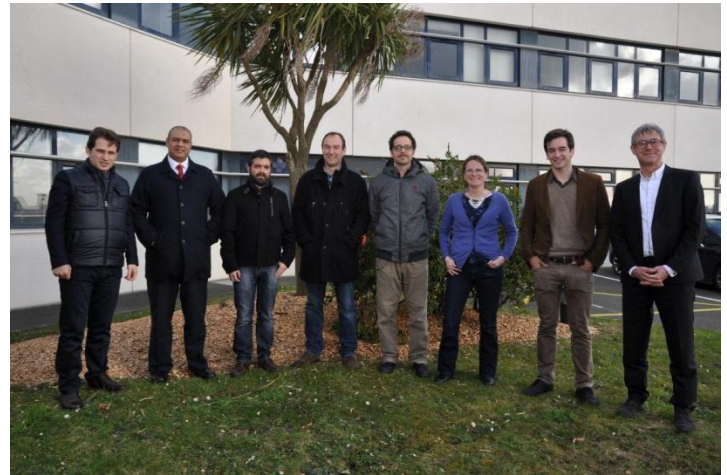
- Mr Clément CHAZOT, the Regional Marine Pollution Emergency Response Centre for the Mediterranean Sea (REMPEC) (AB1)
- Mr Valerio SAMMARINI, the Istituto Superiore per la Protezione e la Ricerca Ambientale (ISPRA) (AB2)
- Mr Koray KUCUK, the General Directorate of Maritime and Inland Waters (DG-MARINWA) (AB3)
- Mr David INCERTIS, the Instituto Portuario de Estudios y Cooperacion de la Comunidad Valenciana (FEPORTS) (AB4)
- Mr Mohammed YOUSSEF, the Arab Academy for Science, Technology and Maritime Transport (AASTMT) (AB5)

The attendance sheets signed by the participants are reproduced in **Annex II**.

The meeting was opened by Mr Le Lann, Director of Cedre.



Opening of the meeting by Mr Le Lann, Director of Cedre



POSOW II Partners representatives

Cooperation Agreements and pre-financing payments

Cedre, coordinating beneficiary (CO) of the project, has sole legal and financial responsibility for the implementation of the project. It is the single point of contact for the Commission and endeavours to reply to the queries of the Commission.

The morning of March 3rd was dedicated to the presentation and discussion on administrative and financial aspects included in the Grant Agreement signed by DG-ECHO and Cedre and on the bilateral Cooperation Agreements signed between Cedre and each AB. The information related to financial and legal issues and to technical aspects of the reporting delivered by DG-ECHO during the meeting in Brussels on the 20th January were explained by Cedre to the ABs.

The status of the bilateral cooperation agreements and pre-financing payments is the following:

Associated Beneficiary	Date of CA signature by Cedre	Date of CA signature by AB	Date of pre-payment	Amount (60% of the total costs)
AB1 REMPEC	03 March 2015	27 February 2015	03 March 2015	24262,20 €
AB2 ISPRA	03 March 2015	26 February 2015	04 March 2015	22446,60 €
AB3 DG-MARINWA	03 March 2015	In progress		14968,80 €
AB4 FEPORTS	16 February 2015	05 February 2015	02 March 2015	49624,80 €
AB5 AASTMT	03 March 2015	21 February 2015	03 March 2015	15036 €

POSOW Background

Four (4) of the six (6) partners involved in POSOW 2 were involved in POSOW 1: Cedre and ISPRA as Associated Beneficiary, REMPEC as Coordinator and FEPORTS as trainee during train the trainer courses in Cedre and as trainer during the Spanish National Pilot Training course. All of them know very well the main outputs of POSOW 1. POSOW background and outputs were introduced in details to AASTMT and DG-MARINWA who will be in charge of their translation in Arabic and Turkish.

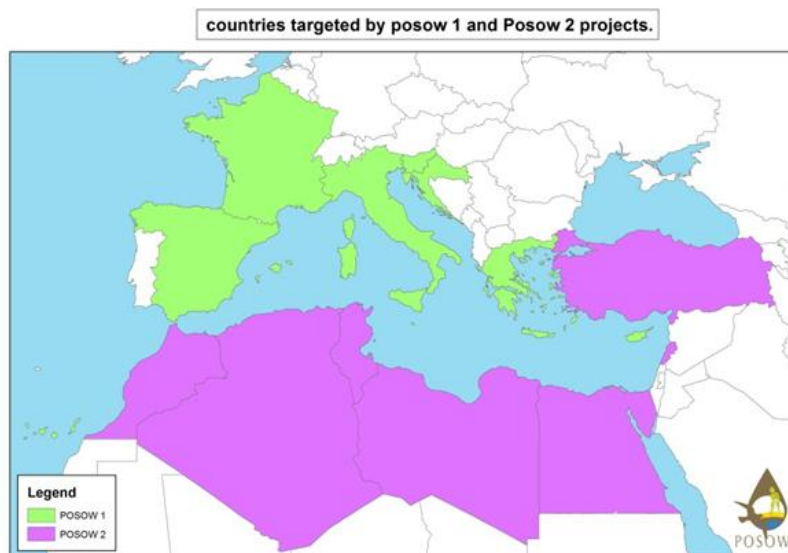
In 2012-2013, the two year POSOW project (hereinafter referred to as POSOW 1) helped to establish regional cooperation synergy in the field of marine pollution through the enhancement of knowledge and

capacities of professional and volunteer operators working in civil protection services, in municipalities and in NGOs, in the European Union coastal Countries of the Mediterranean Sea (namely: Croatia, Cyprus, France, Greece, Italy, Malta, Slovenia and Spain). The four training material packages (volunteer management, oiled shoreline assessment, oiled shoreline clean-up and oiled wildlife response) including manuals, power-point presentations, instructor manuals, posters were presented to DG-MARINWA and AASTMT. The movie, the brochure, the volunteer database, the train the trainer courses held in Cedre in May 2013 and the National Pilot Training courses held in each targeted country, the layman's reports and the POSOW 1 final technical report were also introduced. All these outputs can be downloaded from the POSOW website: www.posow.org

The extension and spreading of the results and benefits of the POSOW 1 project to some targeted Mediterranean European Neighbourhood Countries and EU candidate Countries and potential candidates not participating in the Mechanism (referred to as Mediterranean European Neighbourhood Policy Countries and Enlargement Countries) should improve the oil spill response preparedness of the national civil protection in these countries, their mutual cooperation, as well as facilitate the support of the European Civil Protection Mechanism in case of request for assistance from one or more of these countries.

In this context, the POSOW 2 project aims at expanding the achievements of POSOW 1 (development and provision of Training Material Package, organization of Train the Trainer Courses and National Pilot Training Courses, development and maintenance of POSOW Website and Volunteers Database, etc.) to these targeted non-EU Mediterranean coastal States, namely: Algeria, Egypt, Lebanon, Libya, Morocco, Tunisia and Turkey.

At the end, 15 countries will benefit from POSOW. The power-point presentations and posters will be available in nine (9) languages (Arabic, Croatian, English, French, Greek, Italian, Slovenian, Spanish and Turkish) and the manuals will be available in three (3) languages (Arabic, English and Turkish).





POSOW 2 – TASK A: Project management and reporting to the DG-ECHO

Project coordination and reporting

POSOW 2 started on the 1st January 2015. The work done in January 2015 was mainly the preparation of the KoM planned in Brussels on the 20th January 2015. A project description and a power-point presentation (**Annex III**) were provided to DG-ECHO and two representatives of Cedre attended the meeting. The bilateral Cooperation Agreement and the internal KoM were prepared in February 2015. The technical implementation of the project started in March with the internal KoM.

The coordinator, Cedre ensures that the schedule of the project is followed; it makes sure that all the actions of each task are fully completed and that the deliverables are properly finalized in due time. Regarding the financial aspects, Cedre ensures the distribution of the EU financial contribution from the Commission to the associated beneficiaries. It checks that the budget is respected. Timesheets will be addressed for every partner to use the same system.

Cedre will maintain regular contacts with the associated beneficiaries (ABs), who endeavour to be available for coordination purpose, and provide the information required by Cedre. Web meetings between all the partners, or only some of them depending on the issue to be tackled, will be organised whenever needed and more often than once every four months as planned in the proposal. During these meetings the partners will review the progress made, share ideas on the contents of the training packages and other deliverables, and plan the work to be done. A short report will be prepared by Cedre, reviewed by partners and sent to our DG-ECHO desk officer.

Cedre will also be in charge of the preparation of the progress and final reports. The associated beneficiaries will provide any technical and financial information needed and will review reports before submission to the Commission. Progress reports on technical and financial implementation will be delivered to the Commission on months 9 and 17. The final report, which will include the final technical report and the final financial statement, will be produced within three (3) months of the end of the project.

The dates for submission of the reports are the following:

KoM report	planned end of February and postponed to end of March 2015
Progress report n°1	30th September 2015
Progress report n°2	31 May 2016
Final report	31 March 2017

The technical management of the project and the reporting will be coordinated by:

- Mr Arnaud GUENA (arnaud.guena@cedre.fr)

The legal and financial management of the project will be implemented by:

- Mrs Solene ANSQUER (solene.ansquer@cedre.fr)



Communication procedures and documents sharing

During the project, it will be necessary to exchange a lot of documents and material for review. It will not be possible to use our usual e-mail boxes to exchange such heavy files. Cedre can use a secured cloud hosted by the French Research Institute for Exploitation of the Sea (IFREMER). It is accessible on the following link: <https://cloud.ifremer.fr/>. This website is secured. A POSOW 2 folder was created by Cedre and shared with all the partners. Each of them has been provided with a login and password. The application was installed and tested on the laptops of the participants to the meeting in Brest. All material prepared by the respective partners will be uploaded on the corresponding folder on the cloud. Each partner shall then review the document and provide its comments to the author of the document.

POSOW 2 – TASK B: Project publicity

Action B1: Website

A specific website was established for POSOW 1 (www.posow.org) and will be updated during the implementation of the POSOW 2 project. The language of the website is English. It will include a presentation of the POSOW 2 project in addition to the information of POSOW 1 (summary, objectives, partners, structure, funding). The “News” section will be maintained, to announce forthcoming training courses and public events, as well as any relevant information. When available, the progress reports will be posted, as well as relevant deliverables. Participants to the Train the Trainer Courses will also find information concerning the logistical aspects of the course as well as relevant technical documents.

The section for registered members (POSOW 2 but also POSOW 1 participants and trainees) will be updated, enabling beneficiaries to access and update the Volunteers Database, the material package, a calendar of the planned activities and to store and exchange relevant material.

The maintenance of the website will be done by REMPEC and all the partners will provide relevant information and material (pictures...). The first up-dating (presentation of POSOW 2, information on KoM, dates of Train the Trainer Courses...) will be done before the end of March 2015.



Homepage of POSOW website (www.posow.org)

Action B2: Media

Press release

After each relevant event such as monitoring meetings, training courses and public events, an article will be prepared and published on the project website, on the websites and in newsletters of the beneficiaries involved. If possible, press releases will be published. An article on POSOW 2 launching has been prepared by Cedre in February and reviewed by the partners (**ANNEX IV**). This article has already been published in some newsletters and websites (**ANNEX V**).

Logos

The existing logo, developed during POSOW 1, will not change and will be displayed on all publications and manuals.

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 any 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's funding of the project and the Partners contribution. This report adopts the format agreed. Cedre has been provided with the logos of the partners.



Project



Coordinator



AB1 (Rempec)



AB2
(ISPRA)



AB3
(DG-MARINWA)



AB4
(FEPORTS)



AB5
(AASTMT)

Brochure and movie

The available movie and brochure describing the project will be reviewed in order to be disseminated during training courses and other relevant events. They will be downloadable from the project's website.

The review of the brochure and movie in order to include information on POSOW 2 will be done by ISPRA before the end of 2015. ISPRA will liaise with the partners to obtain any video material to be used in the movie. It was agreed that the voice-over narration will not be the same for the part concerning POSOW 2.

Action B3: Project promotion during relevant events

Representatives of the partnership will attend relevant events where they can promote the project and its results, through presentations, submission of an information document or other as relevant. The events will be targeted to ensure the information of decision makers in the field of oil pollution response but also to ensure the interest of the appropriate public for the train the trainer courses and for National Pilot Training courses.

The project promotion will be done by all the partners from now on.

Action B4: Layman's reports

POSOW 1 Layman's report was presented during the KoM.

A Layman's report will also be produced at the end of POSOW 2. It will be prepared by Cedre, reviewed by all the partners and sent to the Commission before 31 March 2017.

POSOW 2 – TASK C: Package material development

Templates and advices to authors



The manuals, power-point presentations and posters templates will be the same as those used for POSOW 1. A document with some advice for their preparation was prepared by Cedre and distributed during the meeting (**ANNEX VI**).

Each training package is identified by one colour. Two new colours must be defined for waste management and role of fishermen packages.

Cedre will submit to the partners two new colours before the end of March: red, brown or purple.

The common parts of the manuals including cover page, acknowledgment, disclaimer, table of contents, bibliography and glossary were reviewed during the meeting. Including all common pages, the number of page of the manuals shall be minimum 40 pages and maximum 60 pages. The manuals and PowerPoint presentations shall be printable in black and white, in particular forms contained in the manual for prompt photocopy and dissemination.

A first common glossary was developed during POSOW 1 and is available on the cloud. Each partner shall complete it whilst preparing its package.

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.

The final version of the training material will be uploaded on POSOW Website upon completion and validation by the Commission.

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.

Action C1: Development of Waste Management Package

This task is managed by Cedre. A draft table of contents (**ANNEX VII**) has been submitted to all partners during the meeting. When available, all the partners will provide Cedre with relevant information and material on this topic.

The draft manual in English in WORD format will be submitted to the partners for review in June.

The final version of the English version In WORD format will be completed in September 2015 and available for translation.

The final version of the English version in IN-DESIGN format will be prepared in October-November 2015.

The posters will be prepared in English before the end of December 2015.

The instructor manual and Power-Point presentations will be completed in March 2016.

Action C2: Development of Role of Fishermen Package

This task is managed by FEPORTS. A first mission in Galicia where fishermen have the experience of the Prestige oil spill response is planned in March. When available, all the partners will provide FEPORTS with relevant information and material on this topic.

The draft manual in English in WORD format will be submitted to the partners for review in July 2015.

The final version of the English version In WORD format will be completed in October 2015 and available for translation.

The final version in IN-DESIGN format will be prepared in November-December 2015.

The posters will be prepared in English before the end of December 2015.

The instructor manual and power-point presentations will be completed before end of March 2016.

Action C3: Follow-up material

This material will include certificates for trainers and trainees to recognize their involvement in the project and for prompt identification, contacts information sheets for the Volunteers Database, attendance sheets to the training courses. This material shall be available prior to the delivery of the first Train the Trainer session (Task E) and be used as follow-up record keeping system for the continuation of the project. It will support the expansion of a pool of trained volunteers and personnel from municipalities and civil protection established under POSOW 1.

The POSOW 1 Volunteers Database will be maintain by REMPEC to ensure the inclusion of POSOW 2 volunteers and trainers as described in the Action B1 (Website).

As for the website, to ensure continuity of the project and to avoid losing information at the end of the project, the information which will have been uploaded in the restricted area of the project website will be transferred to a specific section of REMPEC website.

Action C4: Updating training material

POSOW 1 teaching material was developed before the train the trainer courses. If needed, feedback remarks and comments from the National Pilot Training courses and from trainers and trainees collected during POSOW 1 will be integrated into a revised version of the training material, together with suggestions from POSOW 2 partners (for instance, adaptation to local features and practices). All the training material developed during POSOW 1 is available on the cloud and on the POSOW website for review.



Action C5: Printing of POSOW 1 and POSOW 2 material

POSOW 1 and POSOW 2 training material must be distributed to the participants of the Train the Trainer courses (posters in Arabic or Turkish and manuals in English) and to the participants of the National Pilot Training courses (manuals in English for English proficient, with Arabic or Turkish versions of the six (6) manuals available on POSOW website). The necessary quantity of the four (4) existing manuals not more available from POSOW 1 project will be re-printed. The two (2) new manuals will be printed. The posters and the new project brochure will also be printed in English, Arabic and Turkish languages.

All the material must be printed and delivered to Cedre before the first Train the Trainer course (Task E) planned in April 2016. Partners will communicate contact details of printing service providers for the call for proposals to be launched by REMPEC in charge of this Action. Printing specifications will be the same as POSOW 1, and the selection will follow the usual REMPEC procedures, with invitations sent to different potential printing companies in different countries as was the case for POSOW 1.

POSOW 2 – TASK D: Training material package translation in Arabic and Turkish

POSOW 1 training material, dealing with four (4) topics, each including slideshows, posters and manuals, and POSOW 2 training material, dealing with two (2) topics, with similar training elements, and publicity material (brochures, newsletters) will be translated from English into Arabic by AASTMT and Turkish by DG-MARINWA.

DG-MARINWA and AASTMT will check whether the software is available in their respective institutes and will make some tests to assess what the most efficient way to prepare translated material is. If possible, they will translate directly from the IN-DESIGN files. If not, they will translate WORD files and design these to be as similar as possible to the printed final English version designed by Cedre. If needed, Cedre will carry out the final designing of the documents before printing or uploading to the website but with strong co-operation with AASTMT and DG-MARINWA since there is no Arabic or Turkish proficient in Cedre.

The translation work will begin in March 2015 with the four (4) existing POSOW 1 training material packages. This will be finished in September 2015 to be followed by the two (2) new POSOW 2 training material packages.

The translation and design of the Arabic and Turkish versions of the posters must be finished before the end of 2015 to be printed and delivered to Cedre in March 2016.

The translation and final design of the rest of the packages which will not be printed (manuals, power-points) shall be completed 1 month before the Train the Trainer courses period.

The translation of material needed for the National Pilot Training courses (programmes, attendance sheet, evaluation sheet, information sheets...) shall be finished before the first session in their respective language (Arabic or Turkish).



POSOW 2 – TASK E: Train the Trainer courses

Two (2) four-day courses will be organised in Cedre facilities and will be attended by participants from the seven (7) targeted beneficiary Countries. Each country will participate through teams composed of individuals trained and experienced in one or several of the following five categories:

- 1) Volunteer management;
- 2) Shoreline assessment/shoreline clean-up;
- 3) Wildlife response;
- 4) Role of fishermen; and
- 5) Waste management.

These individuals will come from relevant NGOs, authorities and organisations.

During the Train the Trainer Courses, participants will be shown how to use the material produced (Task C and Task D) and will be able to subsequently train volunteers, back in their respective countries (Task F).

To foster cooperation between neighbouring regions, it is proposed to organise one (1) course per geographical area, as follows:

- Western area (Algeria, Morocco, Tunisia, half team of Libya linked with western area countries);
- Eastern area (half team of Libya linked with eastern area countries, Egypt, Lebanon, Turkey).

The course will be divided into five (5) modules as follows:

- 1) Volunteer management;
- 2) Oiled shoreline assessment and clean-up;
- 3) Oiled wildlife response;
- 4) Role of fishermen; and
- 5) Waste management.

Training pedagogy will be also taught to trainees. Most of the modules will be composed of theoretical and practical activities. Cedre's outdoor specialized isolated seawater basin where oil can be released and other equipment will be used for the practical activities.

Invitations will be sent by Cedre with the assistance of REMPEC. To ensure that the expected trainers participate in the training courses, the invitation will provide specific profiles for each type of expert targeted. As the Civil Protection is not in charge of shoreline response in some countries, the invitation of the Train the Trainer Course will be addressed to REMPEC OPRC Focal Points, copy to Civil Protection Focal Points and to the most adequate contact points identified with the help of all partners..

The costs of participation will be covered by the project. Cedre will arrange and pay directly travel and subsistence costs for all attendees.

Participants will be provided with a memory stick with relevant material, and copies of the manuals.

A social event will be taking place on the first day of each training session for team-building purposes.



The dates are the following:

Session 1: 18-22 April 2016

Session 2: 25-29 April 2016

Our DG-ECHO Desk Officers will be invited to attend the said courses.

Cedre will propose a draft programme to the partners.

POSOW 2 – TASK F: National Pilot Training Courses

The National Pilot Training Courses will be organized by the team of trainers who participated in the Train the Trainer courses, in their respective countries, with the assistance of one of the project partners. The persons organising the course will invite 30 targeted trainees to participate in a three-day National Pilot Training Course, to which the trainers trained in task E will contribute. Volunteers but also personnel from municipalities or civil protection will be trained to support shoreline assessment, shoreline and coastal at sea clean-up, oiled wildlife response operations, waste management and response at sea with fishermen support.

To ensure the quality of the course, one (1) representative of the project partners will be attending each course. The distribution of the courses between the partners is the following:

- FEPORTS in Algeria and Morocco;
- ISPRA in Tunisia and Libya;
- REMPEC in Egypt and Turkey;
- Cedre in Lebanon

Participants will be asked to fill in an evaluation sheet that will be available in their language (translation made by AASTMT and DG-MARINWA). For each course, the partner attending the course will be providing a report.

To ensure the collaboration of the national competent authorities for the organisation of the course, they will be contacted well in advance by the Partners of the project who will participate to the national training courses, assisted by Cedre. The national authorities will be involved to target the appropriate participants and guarantee their interest and relevance for the training.

Based on the experience of POSOW 1, a budget of 3000 € is allocated to support the organisation of the National Pilot Training Courses, in particular for logistical costs. It is expected that the costs of participation (travel, subsistence) of the trainees will be covered by their respective organisations.

POSOW 2 – Final timeframe

See following page

POSOW 2 TIMEFRAME (UPDATED on 4th March 2015)

	2015												2016												2017					
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	MAR					
A	<u>Management and reporting to the Commission</u>												Progress report 1												Final report					
B	Posow 2 ppt Presentation			Posow website updating			Newsletter			Brochure and movie updating			Newsletter			Layman's report (before 2017-03)			Layman's report											
C	<u>Material package development</u>												Fishermen & waste packages (English)												Printing					
D	<u>Training material translation</u> (Arabic and Turkish)												Posow 1 material			Posow 2 material														
E																									TTTC*					
F																									<u>National pilot training courses</u> (7 x 30)			Training Courses Report		
																									<u>Database updating</u>					

* TRAIN THE TRAINER COURSES ON CEDRE PREMISES and volunteers database updating

ANNEXES

ANNEX I	Final Agenda of the meeting
ANNEX II	Attendance sheets
ANNEX III	POSOW 2 Power-Point presentation
ANNEX IV	Firsts paper information on POSOW 2 launching
ANNEX V	Press release on POSOW 2
ANNEX VI	Advices to author for manuals, Power-Point and posters preparation
ANNEX VII	Draft table content of waste management manual

ANNEX I



ANNEX I: Brest Coordinating Meeting: Final Agenda

3 rd March 2015	
09.45	For the participants arrived on the 2nd of March: Discussion on Cooperation Agreements and pre-financing payments Presentation of the Grant Agreement Financial project breakdown
12.30	Lunch
COORDINATING MEETING	
Introduction	
14.30	Welcome by Mr Gilbert Le Lann, Director of Cedre Presentation of the participants Adoption of the Agenda Project background, POSOW 1
Administrative and financial issues	
15.00	Statement of Cooperation Agreements and pre-financing payments
Project management and reporting (task A) and Project publicity (task B)	
15.30	General overview of POSOW 2 implementation and timetable TASK A: project management and reporting: Progress reports, technical final report, layman's report Communication procedures, web conferences Use of the cloud for sharing documents
16.45	Break
17.00	Visit of Cedre premises and view of train the trainer courses facilities
17.30	TASK B: POSOW 2 publicity and promotion: Articles, Power-Point presentations, media... Website, brochure and movie Logos, templates
18.00	End of Day 1
	Common dinner



4 th March 2015	
09.00	Departure from Hotel to Cedre
Material package development (task C)	
16.45	Up-dating of POSOW 1 material Development of waste management package, partners contributions, deadline Development of fishermen package, partners contributions, deadline
Training material package translation (Task D)	
09.30	Material to be translated Technical issues: files format, software to be used, pictures and sketches management... Deadline
10.45	Break
Train the trainer courses (Task E)	
11.00	Dates (April or May 2016) Draft program Partners contribution Volunteers database Logistics for trainees
12.30	Lunch
National Pilot Training Courses (Task F)	
14.30	Description Partners contribution Involvement of targeted countries Volunteers database Logistics for trainees
15.30	Break
Conclusion of the meeting	
15.45	Time frame revision/update Conclusion of the meeting
17.00	Closure of the meeting

ANNEX II



POSOW

Preparedness for oil-polluted
Shoreline cleanup and
Oiled Wildlife interventions




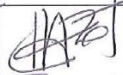

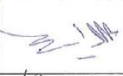
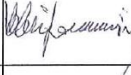
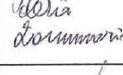
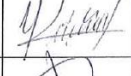

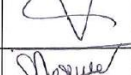


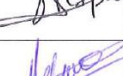


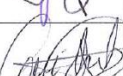


**ANNEX II: Participants to Brest Coordinating Meeting
03rd-04th March 2015**

Record: ATTENDANCE SHEET	
Cedre	Reference: EF - 002 Page: / Version : 04

Kick off meeting: Posow 2

~~COURSE~~ SUPERVISOR: A. GUENA

DATE: 03/03/2015 VISA: 

FAMILY NAME*	FIRST NAME	COUNTRY / ORGANISATION*	Signature morning	Signature afternoon
CHAZOT	Clement	REMPEC		
OMAR	MOHAMED	AASTMT		
SAMMARINI	VALERIO	ISPR		
KUCUK	Y. KORAY	TURKEY/ DE MARINWA		
KREMER	Xavier	Cedre		
ANSQUER	Selene	Cedre		
GUENA	Arnaud	CEDRE		
QUINTIN	Karen	Cedre		
INGERTIS	DAVID	FEPORTS		
ROUSSEAU	Christophe	Cedre		

Poupon Emmannelle Cedre

*PLEASE, WRITE IN BLOCK CAPITALS

LE ROUX Anne Cedre


LEMY




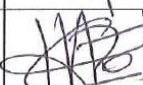

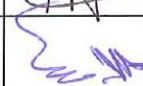
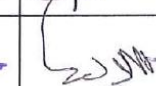

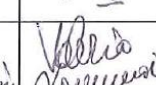
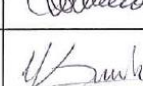
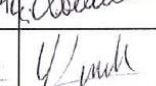


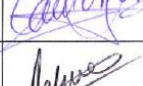
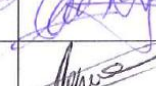
Record: ATTENDANCE SHEET		
Cedre	Reference: EF - 002 Page: /	Version : 04

Kick off meeting: Posow 2

COURSE SUPERVISOR: A. GUENA

DATE: 04/03/2015

VISA: 

FAMILY NAME*	FIRST NAME	COUNTRY / ORGANISATION*	Signature morning	Signature afternoon
ANSQUER	Solène	CEDRE		
QUINTIN	Karen	Cedre		
CHAZOT	Clément	REMPEC		
OMAR	MOHAMMED	AASTMT		
VALERIO	SAMMARINI	SPRA		
KUCUK	Y. Loray	DG MARINWA		
INCERTIS	DAVID	F EPORTS		
GUENA	ARMAND	CEDRE		

*PLEASE, WRITE IN BLOCK CAPITALS

ANNEX III




POSOW
 Preparedness for oil-polluted
 Shoreline cleanup and
 Oiled Wildlife interventions

“Project for Preparedness for Oil-polluted Shoreline Clean-Up and Oiled Wildlife interventions 2 – POSOW 2”

A preparedness Project for European / Mediterranean Civil Protection.

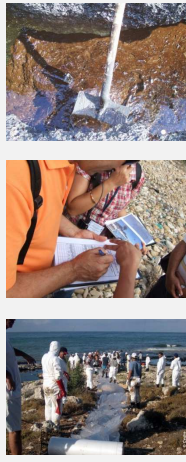
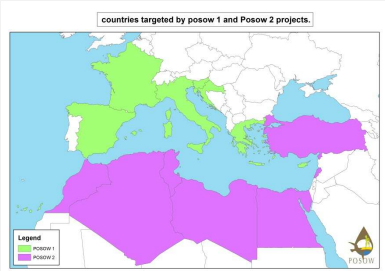


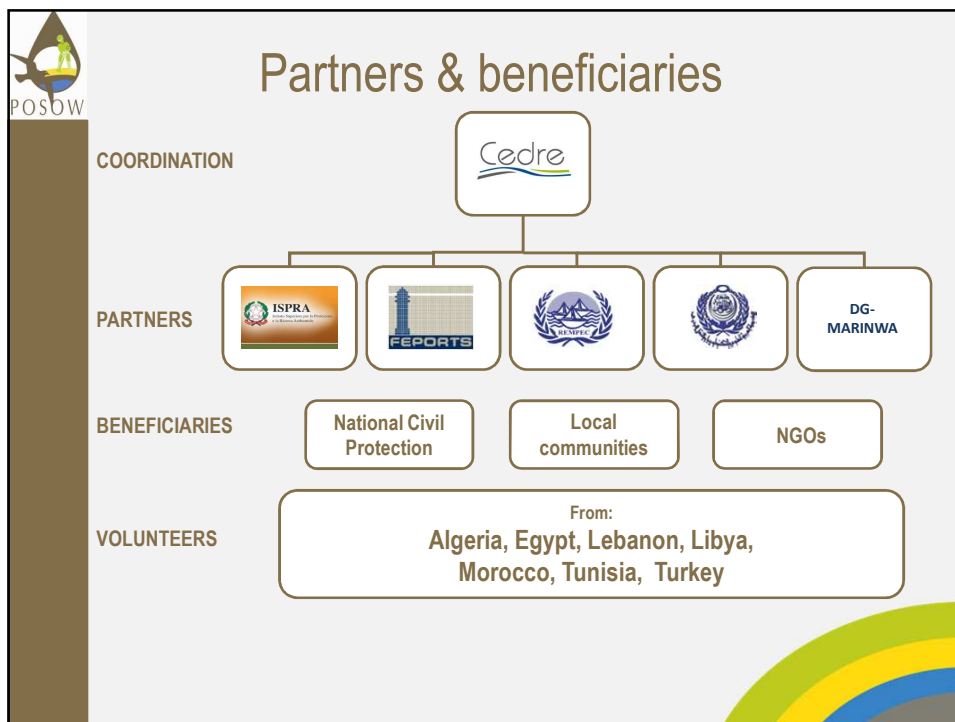
POSOW 2 is a project co-financed by EU under the Civil Protection Financial Instrument developed in cooperation with REMPEC, ISPR, DG-MARINWA, FEPORIS and AASTMT and coordinated by CEDRE



Key points

- Continuation of POSOW 1 (2012-2013)
- 24 months' duration
- 5 partners
- Target: **National and local authorities & NGOs**
- Total budget : **602,717 €**
- EC Contribution (70,96%): **427,658 €**
- 7 Southern Mediterranean countries



Deliverables (1/2)





Health & Safety

Training Material Package:

- PowerPoint Presentations
- Instructor Manuals
- Manuals
- Posters





General instruction for volunteers in wildlife response

Deliverables (2/2)





Practical exercise during Posow 1 training course

Capacity building:

- 2 train the trainers courses
- 7 National volunteer training courses

Identification and follow-up of trained people:

- updating the volunteer database

Information dissemination:

- Website, brochure, movie





Online Volunteers Database

- Ensure the availability and prompt response of volunteers in case of an oil spill
- Volunteers can register online when an incident occurs, or just after being trained
- Information registered volunteers:
 - Contacts
 - Availability
 - Previous experiences
 - Trainings and
 - Specific skills
- Reinforce response teams, when human resources are required



Training target audience

Training the trainers courses:


- Local authorities
- Local representative of Civil Protection
- Local NGOs

...to become local instructors

National volunteer training courses


...to establish a pool of volunteers





Key dates


	2015												2016											
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
A	Management and reporting to the Commission												National pilot training courses report											
B	Publicity												Final report											
C	Material package development												Layman's report (before 2017-03)											
D	Training material translation (Arabic and Turkish)												National pilot training courses (7 x 30)											
E	Fishermen & waste packages (English)												Database updating											
F	Posow 1 material												Train the trainers courses at Cedre (2 x 21) & database											
	Posow 2 material												Printing											
	Progress report 1												Progress report 2											
	Posow website updating												Newsletters											
	Presentation												Brochure and movie updating											






Follow-up

- Periodic refreshment courses
- Volunteers Database
- Continuous availability of material
- Extension of the project to other countries or other topics




More Information on

www.posow.org



POSOW
Preparedness for oil-polluted
Shoreline cleanup and
Oiled Wildlife interventions



ANNEX IV



ANNEX IV: First paper information on POSOW 2 launching

DG ECHO-FUNDED EUROPEAN PROJECT POSOW 2 LAUNCHED

The POSOW 2 project (Preparedness for Oil-polluted Shoreline cleanup and Oiled Wildlife interventions) officially kicked off on 1st January 2015. Funded by the European Commission's Humanitarian Aid and Civil Protection department (DG ECHO) and coordinated by Cedre, this 2-year project also involves REMPEC (Regional Marine Pollution Emergency Response Centre for the Mediterranean Sea, Malta), ISPRA (*Istituto Superiore per la Protezione e la Ricerca Ambientale*, Italy), FEPORTS (*Instituto Portuario de Estudios y Cooperacion de la Comunidad Valenciana*, Spain), AASTMT (Arab Academy for Science, Technology and Maritime Transport, Egypt) and DG-MARINWA (General Directorate of Maritime and Inland Waters, Turkey).

POSOW 2 is a follow-up to the project POSOW 1, run in 2012 and 2013 and also funded by DG ECHO. The main aim remains to reinforce the knowledge and skills of volunteers involved in spill response in the Mediterranean area, by developing training materials and manuals and by running training courses. Following the issues of volunteer management, oiled shoreline assessment, oiled shoreline clean-up and oiled wildlife response addressed in POSOW 1, this follow-up project is set to cover the themes of waste management and assistance to fishermen involved in response on water. These two themes will be the focus of guides, posters, PowerPoint presentations and train-the-trainer manuals, produced in English by FEPORTS and Cedre respectively. All the materials developed during POSOW 1 and 2 will then be translated into Turkish by DG-MARINWA and into Arabic by AASTMT.

The second year of the project will focus on training. Firstly, two 4-day train-the-trainer courses, on the 6 POSOW themes, will be organised at Cedre with cooperation from REMPEC, ISPRA and FEPORTS for 42 future trainers. The participants will be from civil protection departments, local authorities and NGOs in 7 southern Mediterranean countries: Algeria, Egypt, Lebanon, Libya, Morocco, Tunisia and Turkey. The trainers trained will then be tasked with running an initial national pilot training course in their own respective countries, drawing on the materials available in their language.

The participants trained at Cedre or in the countries targeted by POSOW 2 will be recorded in the database developed during POSOW 1, which already lists 276 people trained during POSOW 1 in the 8 target countries at the time: Croatia, Cyprus, France, Greece, Italy, Malta, Slovenia and Spain.

For further information and for free downloads of the many training materials developed during the projects POSOW 1 and 2, please visit the website www.posow.org.

ANNEX V



POSOW

Preparedness for oil-polluted
Shoreline cleanup and
Oiled Wildlife interventions



ANNEX V: Press release on POSOW 2

Diario del puerto.co

MARÍTIMO | AÉREO | TERRESTRE | FERROVIARIO | LOGÍSTICA | OPINIÓN



Voluntarios de la Cruz Roja en un simulacro en la playa de El Saler durante el curso de formación I^{OSOW}.

Feports participa en un proyecto de capacitación contra la contaminación

Logística DP Valencia 02/03/2015

El Instituto Portuario de Estudios y Cooperación FEPORTS va a participar esta semana en la reunión de lanzamiento del proyecto POSOW 2 (Preparación para la limpieza del litoral contaminado por petróleo e intervenciones sobre fauna petroleada), que tendrá lugar en Brest (Francia).

C    

Compartir

Imprimir Enviar

Otras noticias

Arcese España sigue desarrollando su plan de expansión en la Península Ibérica

El Puerto de Barcelona desvela a los cargadores las claves en la planificación de cadenas logísticas

El proyecto, que comenzó oficialmente el pasado 1 de enero de 2015 y cuyas actividades se desarrollarán durante dos años, está financiado por la dirección general de ayuda humanitaria y de protección civil de la Comisión Europea y lo coordina el propio C&UHT. I^{OSOW} 2 es un proyecto de continuación del proyecto I^{OSOW} 1, ejecutado en 2012 y 2013 y también financiado por la UC eCHO. El objetivo principal, al igual que su predecesor, sigue siendo reforzar los conocimientos y habilidades de los voluntarios que participan en la respuesta a vertidos de petróleo en la región mediterránea, mediante el desarrollo de materiales de capacitación y manuales, y a través de la realización de cursos de formación. Este nuevo proyecto tiene como objeto cubrir nuevas áreas como son la asistencia a los pescadores que participan en la respuesta ante vertidos de petróleo y la gestión de residuos generados durante las acciones de limpieza y restauración de las costas.

LUCHA CONTRA LA CONTAMINACIÓN POR HIDROCARBUROS

FEPORTS participa en un proyecto contra la contaminación costera

El Instituto Portuario de Estudios y Cooperación (FEPORTS) participará los próximos 3 y 4 de marzo en la reunión de lanzamiento del proyecto POSOW 2: "Preparación para la limpieza del litoral contaminado por petróleo e intervenciones sobre fauna petroleada", que tendrá lugar en las instalaciones del CEDRE (Centro de Experimentación y Documentación de las Aguas Contaminadas), en Brest (Francia)

VM / VALENCIA

El proyecto, que comenzó oficialmente el pasado 1 de enero y cuyas actividades se desarrollarán durante dos años, está financiado por la Dirección General de Ayuda Humanitaria y de Protección Civil de la Comisión Europea (DG ECHO) y lo coordina el propio CEDRE. Los socios que desarrollarán el proyecto son, además de FEPORTS como representante español, REMPEC (Centro Regional de Respuesta a Emergencias de Contaminación Marina en el Mar Mediterráneo, Malta), ISPRA (Instituto Superior para la Protección e Investigación Medioambiental, Italia), AASTMT (Academia Árabe de Ciencia, Tecnología y Transporte Marítimo, Egipto) y DG-MARINWA (Dirección General de Industria Marítima y Aguas Interiores, Turquía).

POSOW 2 es un proyecto de continuación del proyecto

POSOW 1, ejecutado en 2012 y 2013 y también financiado por la DG ECHO. El objetivo principal, al igual que su predecesor, sigue siendo reforzar los conocimientos y habilidades de los voluntarios que participan en la respuesta a vertidos de petróleo en la región mediterránea, mediante el desarrollo de materiales de capacitación y manuales, y a través de la realización de cursos de formación.

A raíz de los problemas detectados y abordados durante POSOW 1 en la gestión de los voluntarios, en la evaluación y limpieza de costas contaminadas y en la respuesta ante fauna afectada por el petróleo (especialmente aves), este nuevo proyecto tiene como objeto cubrir nuevas áreas como son la asistencia a los pescadores que participan en la respuesta ante vertidos de petróleo y la gestión de residuos generados durante las

acciones de limpieza y restauración de las costas. Estos dos temas serán el objeto de la realización de guías, carteles, presentaciones de PowerPoint y manuales para capacitar a formadores, que serán producidos en inglés por FEPORTS y

> El proyecto pretende reforzar la habilidad de los voluntarios que participan en respuestas a vertidos de petróleo

CEDRE respectivamente durante el año 2015. Todos los materiales desarrollados durante POSOW 1 y 2 serán posteriormente traducidos al

turco por la DG-MARINWA y al árabe por la AASTMT

Segundo año

El segundo año del proyecto, (2016) se centrará en la formación. En primer lugar, se organizarán en CEDRE (Brest, Francia) dos cursos de formación de formadores, de 4 días, en los 6 temas de POSOW, con la cooperación de FEPORTS, REMPEC e ISPRA, destinado a 42 futuros formadores. Los participantes serán representantes de departamentos de protección civil, autoridades locales y organizaciones no gubernamentales de 7 países del sur del Mediterráneo: Argelia, Egipto, Líbano, Libia, Marruecos, Túnez y Turquía. Los instructores formados tendrán posteriormente la tarea de realizar un curso piloto de formación a nivel nacional en sus respectivos países, a partir de los materiales

disponibles en su idioma. FEPORTS supervisará y coordinará los cursos que se impartan en Argelia y Marruecos.



Los participantes formados en CEDRE y en los países objeto de POSOW 2 serán registrados en la base de datos desarrollada durante POSOW 1, que ya cuenta con 276 integrantes capacitados en los 8 países objetivo de POSOW 1: Croacia, Chipre, Francia, Grecia, Italia, Malta, Eslovenia y España. Precisamente durante POSOW 1 un técnico de FEPORTS fue capacitado en las instalaciones de CEDRE en Brest (Francia) para formar a voluntarios en la Comunidad Valenciana en las materias descritas. A este respecto, FEPORTS, junto con el servicio 112 de Emergencias de la Comunidad Valenciana (Consellería de Gobernación) y el Centro de Recuperación de Fauna Salvaje "La Granja" de El Saler.

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YM, 02/03/2015

El proyecto, que comenzó oficialmente el pasado 1 de enero y cuyas actividades se desarrollarán durante dos años, está financiado por la Dirección General de Ayuda Humanitaria y de Protección Civil de la Comisión Europea (DG ECHO) y lo coordina el propio CEDRE. Los socios que desarrollarán el proyecto son, además de FEPORTS como representante español, REMPEC (Centro Regional de Respuesta a Emergencias de Contaminación Marina en el Mar Mediterráneo, Malta), ISPRA (Instituto Superior para la Protección e Investigación Medioambiental, Italia), AASTMT (Academia Árabe de Ciencia, Tecnología y Transporte Marítimo, Egipto) y DG-MARINWA (Dirección General de Industria Marítima Aguas Interiores, Turquía).

 [Imprimir](#)
 [Enviar](#)

POSOW 2 es un proyecto de continuación del proyecto POSOW 1, ejecutado en 2012 y 2013 y también financiado por la DG ECHO. El objetivo principal, al igual que su predecesor, sigue siendo reforzar los conocimientos y habilidades de los voluntarios que participan en la respuesta a vertido de petróleo en la región mediterránea, mediante el desarrollo de materiales de capacitación y manuales, y a través de la realización de cursos de formación.

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N° 231 E – News from January 2015

Launch of the POSOW 2 project

The POSOW 2 project officially kicked off on 1st January 2015. Funded by the European Commission's Humanitarian Aid and Civil Protection department (DG ECHO) and coordinated by Cedre, this 2-year project also involves **REMPEC**, **ISPRA**, **FEPORIS** (*Instituto Portuario de Estudios y Cooperacion de la Comunidad Valenciana*, Spain), **AASMT** (Arab Academy for Science, Technology and Maritime Transport, Egypt) and **DG-MARINWA** (General Directorate of Maritime and Inland Waters, Turkey). POSOW 2 is a follow-up to the project POSOW 1, run in 2012 and 2013 and also funded by DG ECHO. The main aim remains to reinforce the knowledge and skills of volunteers involved in spill response in the Mediterranean area, by developing training materials and manuals and by running training courses. Following the issues of volunteer management, oiled shoreline assessment, oiled shoreline clean-up and oiled wildlife response addressed in POSOW 1, this follow-up project is set to cover the themes of waste management and assistance to fishermen involved in response on water. These two themes will be the focus of guides, posters, PowerPoint presentations and train-the-trainer manuals, produced in English by Cedre and FEPORIS respectively. All the materials developed during POSOW 1 and 2 will then be translated into Turkish by DG-MARINWA and into Arabic by AASMT. The second year of the project will focus on training. Firstly, two 4-day train-the-trainer courses, on the 6 POSOW themes, will be organised at Cedre with cooperation from REMPEC, ISPRA and FEPORIS for 42 future trainers. The participants will be from civil protection departments, local authorities and NGOs in 7 southern Mediterranean countries: Algeria, Egypt, Lebanon, Libya, Morocco, Tunisia and Turkey. The trainers trained will then be tasked with running an initial national pilot training course in their own respective countries, drawing on the materials available in their language. The participants trained at Cedre or in the countries targeted by POSOW 2 will be recorded in the database developed during POSOW 1, which already lists 276 people trained during POSOW 1 in the 8 target countries at the time: Croatia, Cyprus, France, Greece, Italy, Malta, Slovenia and Spain. For further information and for free downloads of the many training materials developed during the projects POSOW 1 and 2, please visit the website www.posow.org.

ANNEX VI



ANNEX VI: Advices to author

MANUALS

Context

You are in charge of drafting an operational manual as part of the collection of manuals produced through the POSOW project. Please find below a list of advice.

Drafting the content in Microsoft Word or Open Office

- Divide the content into two parts:
 - Generalities for trainers
 - Technical datasheets for volunteers (i.e. not spill response specialists)

with in addition:

 - a table of contents
 - a glossary
 - a bibliography.
- Organise the content into short sections.
- Be concise and prefer short sentences: do not overfill pages and avoid being too wordy: in order for a manual to be operational, the essential information must be quickly and easily understood.
- Provide concrete examples and anecdotes from the field.
- Remember to record the bibliographical references used as you go along.
- Record and define the words that should be included in the glossary as you go along.
- Be consistent in the use of tense: general content is written in the present tense, examples of past incidents are described in the past tense.
- Words per page:
 - light content: 200 words (leaves room for 2-3 illustrations or one large picture on the page)
 - dense content: 450 words (leaves room for 1 medium-sized illustration)
- No foot notes
- As you write, keep a note of the key messages that should be used in the PowerPoint presentations and posters.
- Photos: a large photo is sometimes more useful than several thumbnails.

- 40 pages minimum, do not exceed 60 pages per manual, including the cover, contents, glossary and bibliography.
- Bibliography : use APA standards (see manual template prepared by Cedre).

The content delivered to *Cedre* for formatting is the definitive content. Any changes made thereafter should only relate to the manual's presentation.

Dense text: 430 words

Light text: 230 words

Technical datasheet: 240 words

Illustrations

Photos:

- Select the relevant photos (beware of details that are not consistent with the rules laid down in the manual, e.g. no PPE...)
- Ensure that usage rights have been granted.
- Record the source/copyright to be featured on each photo used.
- Provide separate image files (e.g. JPG format) in high definition (300 dpi) – **Do not insert them in the Word document.**
- Give each photo a caption (including the date, location and description)

Diagrams:

- Ensure that usage rights have been granted when using existing diagrams.
- For new diagrams: provide a sketch, photos, explanatory text or any other elements that will help to define the diagram required.

Acknowledgements

Make sure you remember to thank the main external contributors in the first pages or within the document itself.

Record the postal address of external contributors in order to thank them once the manual has been published.

POSTERS

Context

You are in charge of drafting an operational manual as part of the collection of manuals produced through the POSOW project. Please find below a list of advices.

Drafting the content in Microsoft Power-Point

The drafting phase is made under Power Point. To do so, Cedre provides you with a PowerPoint file in real size (120 cm x 80 cm) whether in portrait or landscape format to help you visualize the result during the phase of conception.

The final editing of the posters will be done by Cedre by using the model common to 6 themes.

Photos

- Provide all the photos in high definition (300 DPI)
- Make sure that we are authorized to reuse these images (copyrights)

Text

- Be clear in the messages: short titles – short sentences. Maximum number of words: 200

Illustrations

- In case of graph, sketch to be integrated, think of transmitting files sources (ai, eps) in high resolution. For the graphs, we will need the excel table.
- If required, provide all the technical elements for the execution of drawings (scanned sketches, sketch under Word or Power Point)...

ANNEX VII



ANNEX VII: Draft table of contents for Waste management manual

- ❖ Cover
- ❖ Disclaimer
- ❖ Title and authors
- ❖ Presentation of the project and Purpose of the manual
- ❖ TABLE OF CONTENTS

PART 1 GENERALITIES

- ❖ -Introduction
- ❖ Purpose
- ❖ Expected roles and tasks for volunteers
- ❖ General principles
 - Management of waste chain :
Collection>Storage>Transport>Storage>Transfer>Treatment/disposal
 - General strategy : Segregation
- ❖ Introduction on types of waste
 - Origin of waste
 - Composition of waste
 - Waste categories
- ❖ Waste storage steps

PART 2 TECHNICAL DATA SHEETS

- ❖ Worksite organisation and preparation
- ❖ Personal protective equipment
- ❖ Before spill stranding
 - Preventive recovery of non-oiled debris and materials
 - Safety data sheet
- ❖ Between collection worksite and their primary storage area
 - Human chain
 - Collection of protection nets
 - Collection of polluted sorbents
- ❖ Primary storage
 - Waste segregation
 - Storage area preparation (Protection, labelling, sorting, circulation)
 - Handling and site management
 - Quantifying oil in waste collected
 - Waste valorisation
 - Re-use of polluted protective equipment
 - Preparing unloading harbor area for waste collected at sea
- ❖ Collection and sorting of waste from decontamination zone and rest area
- ❖ Transportation
 - Truck protection
 - Decontaminating equipment and vehicles
 - Decontaminating vessels
- ❖ Intermediate storage
- ❖ Long term storage final

PART 3 FURTHER INFORMATION

- ❖ Glossary and acronyms
- ❖ Bibliography
- ❖ Useful websites