

## MEDGuard project



**Minutes**  
**MEDGuard project Kick-off meeting**  
**October 20th, 2015**  
**CTN facilities, Cartagena, Spain**

**Minutes:** Minutes of the Kick off Meeting of the MEDGuard project hold on October 20th, 2015 at CTN facilities, Cartagena, Spain.

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**Grant Agreement:** MARE/2014/24 – MEDGuard – S12.710553

**List of participants:**

Participant No *	Participant organization name	Participant short name	Country	Type *
1	Centro Tecnológico Naval y del Mar	CTN	ESP	Non-profit
2	CIFP Hespérides	HESPÉRIDES	ESP	Public
3	Identidades, valores y estrategias alternativas para los empresarios marítimos y pesqueros	IVEAEMPA	ESP	Non-Profit

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### **Acknowledgements**

Support of the partners for the execution of this project is required, and also acknowledged: "CIFP Hespérides -Centro Integrado de Formación Profesional HESPÉRIDES" and "IVEAEMPA-Identidades, Valores y Estrategias Alternativas para los Empresarios Marítimos y Pesqueros" .

### **Abstract**

This document is the Minute "Kick off" of the MEDGuard project co-funded by the DGMare of the European Commission within the call "Guardians of the Sea, MARE/2014/24". This call co-funds preparatory actions to promote the reassignment of fishing vessels and the professional re-orientation of fishermen for activities and services outside fishing. In the MEDGuard project the reassigned fishing vessel "Ciudad de Cartagena" is operated in the coast of Cartagena with the aim to identify the requirements needed to guarantee the sustainability of the reorientation of the medium size fishing fleet. This confidential document are the minutes of the Kick-off meeting hold in October, 20<sup>th</sup> 2015 at CTN facilities.

## Table of Contents

<b>1</b>	<b>Introduction</b> .....	<b>6</b>
<b>2</b>	<b>Agenda</b> .....	<b>8</b>
<b>3</b>	<b>Objectives of the meeting</b> .....	<b>8</b>
<b>4</b>	<b>Contents of the meeting</b> .....	<b>9</b>
4.1	<b>Presentations</b> .....	<b>9</b>
4.2	<b>Breakout session discussions on the project progress</b> .....	<b>11</b>
<b>5</b>	<b>To do list</b> .....	<b>12</b>
<b>6</b>	<b>Conclusions</b> .....	<b>14</b>
<b>7</b>	<b>Attachments</b> .....	<b>15</b>
<b>8</b>	<b>Annexes</b> .....	<b>16</b>
	<b>Anex 1. Agenda</b> .....	<b>16</b>
	<b>Anex 2. Pre-attendance list</b> .....	<b>16</b>
	<b>Anex 3. Attendance list</b> .....	<b>17</b>
	<b>Anex 4. Pictures</b> .....	<b>19</b>
	<b>Anex 5. Presentations</b> .....	<b>23</b>

## List of figures

Figure 1.	Work Plan Structure.....	6
Figure 3.	Work Plan.....	9

## List of images

Image 1.	Presentation Index.....	9
Image 2.	Vessel “Ciudad de Cartagena”.....	10
Image 3	Financial reporting table.....	10
Image 4.	Kick Off Meeting 1.....	19
Image 5.	Kick Off Meeting 2.....	19
Image 6.	Kick Off Meeting 3.....	20
Image 7.	Kick Off Meeting 4.....	21
Image 8.	Kick Off Meeting 5.....	22

## List of tables

Table1.	Kick Off meeting Agenda.....	8
Table 2.	To Do List.....	13

## Bibliografía

- Call MARE2014/24. Guardian of the Sea. Ref. Ares(2014)3588218 - 29/10/2014
- Grant Application Form “Guardians of the Sea”, MEDGuard project.

## List of Abbreviations

<b>CTN</b>	Centro Tecnológico Naval y del Mar
<b>HESPÉRIDES</b>	CIFP Hespérides
<b>IVEAEMPA</b>	Identities, valores y estrategias alternativas para los empresarios marítimos y pesqueros

## 1 Introduction.

The MEDGUARD Project is co-funded by DGMare of the European Commission within the call “Guardians of the Sea, MARE/2014/24”. This call co-funds preparatory actions to promote the reassignment of fishing vessels and the professional re-orientation of fishermen for activities and services outside fishing which should contribute to the sustainable management and use of marine and maritime resources.

In the MEDGuard project the reassigned fishing vessel “Ciudad de Cartagena” is operated in Cartagena coast to examine and demonstrate the feasibility and economic viability of substitute activities to fishing with the main aim of identifying the requirements needed to guarantee the sustainability of the reorientation of the medium size fishing fleet. The Project has the following specific objectives:

- ✓ To perform a series of tests in Western Mediterranean Coast using the reassigned fishing vessel “Ciudad de Cartagena”.
- ✓ To analyze the technical viability of using the acoustic systems and devices of fishing vessels for collecting lost fishing gears.
- ✓ To analyze the economic conditions and operational costs of vessels to perform maritime activities outside fishing and identify ways for future funding.
- ✓ To identify the relevant training needs of fishermen and vessel owners to perform the substitute activities.
- ✓ To provide useful data and information about costs and ways of funding to the promoters of the diversification activities, fishermen and the authorities with competences in the management of programmes related to the CFP Reform.

To achieve its objectives, the project has 5 work packages which relationships are shown in Figure 1.

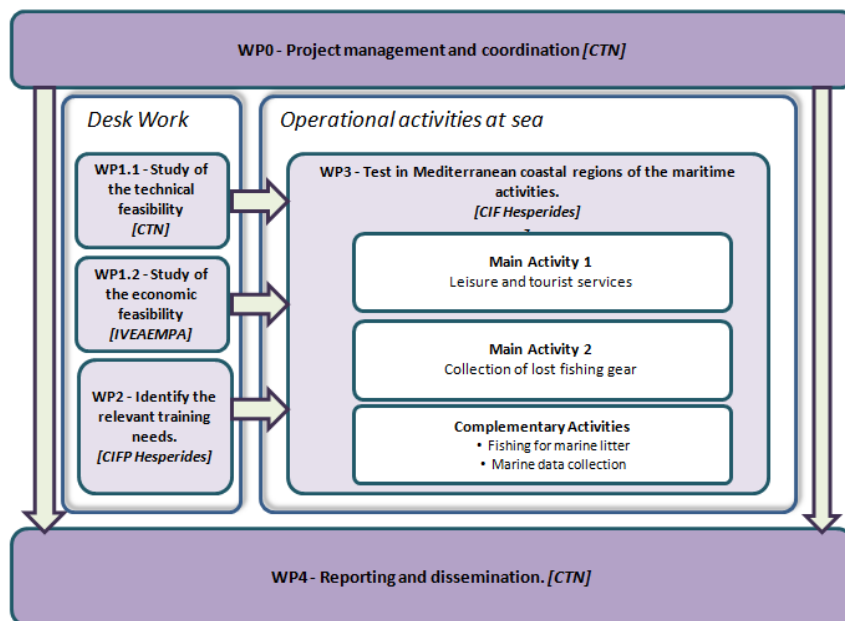


Figure 1. Work Plan Structure

This confidential document are the minutes of the Kick-off meeting hold in October, 20<sup>th</sup> 2015 at CTN facilities. The objectives of the Kick Off Meeting have been to establish a collaborative environment between the partners, to reach a consensus on the technical and financial details of the project, to check the actual project progress, and to schedule next meetings and checkpoints to review the project progress.

The project is developed by a consortium made up of 3 entities coordinated by CTN and it has a duration of 12 months starting on August 2015.

## 2 Agenda

The meeting agenda was posted on the MEDGUARD Project website and sent to the Distribution List.

The issues of the agenda are listed below:

Item	Starting time	Issue	Who
1	10:00	Short partner's introduction	All
2	10:15	Work Plan review	Daniel Alonso, CTN
3	10:30	WP 1.1. Study of the technical feasibility	Jordi Solé, CTN
4	10:45	WP 1.2. Study of the economic feasibility and Business Plan	Iolanda Piedra, IVEAEMPA
5	11:00	WP 2. Identify of the relevant training needs	HESPÉRIDES
6	11:15	WP 3. Test of maritime activities	HESPÉRIDES
7	11:30	WP 4. Reporting and Dissemination	Fuensanta Riquelme, CTN
	11:45	Coffee Break	
8	12:00	Financial Aspects	Bienvenido Urrea, CTN
9	12:15	Open Discussion, moderates by Noelia Ortega	
	14:00	Lunch	
10	15:30	Next meetings schedule	Noelia Ortega, CTN
11	15:45	Open Discussion, WP2 y WP3. Moderates by Noelia Ortega	
12	17:00	Conclusions and Pending Actions	Noelia Ortega, CTN

Table1. Kick Off meeting Agenda

## 3 Objectives of the meeting.

The Kick Off Meeting was carried out with these objectives:

- To meet partners all together, as from the beginning of the Project, only individual meetings have been carried out, and to establish a collaborative and friendly environment.
- To reach a consensus on the approach to be adopted throughout the project, the scope required on every task, and the boundary lines of each partner responsibilities in those tasks where several partners are involved.
- To define procedures or instrumentalities that will facilitate the collaboration in between partners.
- To clarify all the financial aspects, such as payment schedule, and expenses justification procedure and internal documents.
- To check the project progress, and issue a To Do's list for the next months
- To agree an schedule for future meetings, and the project progress in every date, including tasks to be solved at each date.



## 4 Contents of the meeting.

During the Kickoff meeting the next points were addressed:

- A short description of every entity partner was hold, to introduce every entity to the consortium.
- A general review of the Work Program was carried out by CTN, as leader of the consortium, Project objectives, tasks, Planning, budget and Indicators was reviewed and consensus was reached in each point.
- Work Packages was checked, Scope of every task was defined in detail, procedures and protocols to carry out each activity was agreed, and boundary lines between tasks was clearly delimited.

### 4.1 Presentations

The Document “2-7 Kick Off CT-20102015-Presentation-Work Plan review and Wps” was issued to go through the Work Plan, according to the Agenda. (See Anex I)  
This presentation reviewed the next points included on the Index, as the next figure shows



1. Work Plan review
2. WP1.1. Study of Technical feasibility
3. WP1.2. Study of the Economical feasibility and Business Plan
4. WP2. Identify of the relevant training needs
5. WP3. Test of Maritime Activities
6. WP4. Reporting and Dissemination

Image 1. Presentation Index

The Work Program, tasks and their scope was agreed.

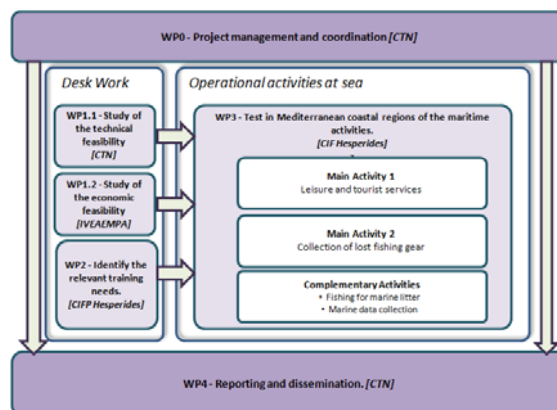


Figure 2. Work Plan

The presentation includes a review of the vessel technical capacities, which is a fundamental aspect for the definition of the maritime campaigns, particularly when facing the discussion of protocols for lost fishing gears collection.



### 1. El barco.

El "Ciudad de Cartagena" es un barco pesquero retirado en el año 2014 y va a ser el escenario de este proyecto.



Buque de arrastre, modificado para la pesca con nasa

Eslora: 24 m.  
Manga: 6,30 m.  
Calado: 3 m.  
Arqueo: 150 GT

Image 2. Vessel "Ciudad de Cartagena"

The meeting was carried out in Spanish to facilitate every partner understanding. Also the Document "8.Kickoff-CT-20102015-Financial Aspects" was used to clarify the financial part. (see Anex II)



### 4. Modelo control ejecución de gastos de gastos (otros gastos).

MEDGUARD FINANCIAL REPORTING TABLE -(NOMBRE DE LA ENTIDAD)

Work Package	Cost category	Subcategory (identified with Call for proposals, when applicable)	Description	Invoice Number	Supplier	Amount (in € with two decimals)	VAT	Total invoice	Date of payment	Method of Payment
wpo	3. Other eligible costs	3.1 Publication, dissemination, diffusion	kick off meeting lunch	303	Caladona El Bazar	300,00	30,00	330,00	20102015	Transfer
								0,00		
								0,00		
								0,00		
								0,00		
								0,00		
								0,00		
								0,00		
						300,00	30,00	330,00		

Image 3 Financial reporting table

## 4.2 Breakout session discussions on the project progress.

A discussion was established about how to interconnect task 1.1 (Technical Feasibility, carried out by CTN) and task 1.2 (Economic Feasibility, carried out by IVEAEMPA).

From the Technical point of view, the vessel “Ciudad de Cartagena” capabilities and limitations were considered, and the job was focused on how to carry out those activities (lost fishing gear collection, and leisure and touristic activities mainly) using the vessel capabilities. But from the economic point of view a general scope was required, requesting participation of as much stakeholders as possible.

For the economic analysis, the job was divided in two main activities those related to leisure and touristic activities, where an economic return is expected, and those activities as fishing gear collection or fishing for marine litter, where there are no customers, and it is required the Administration to defray expenses and provide the necessary means to carry out such activities, for example waste handling on land.

Finally a working session was proposed where stakeholders are invited to participate. Local and Regional Administrations will be convoked, and also a representative group of potential beneficiaries. This group was agreed to be integrated by local fishermen and students of C.I.F.P HESPÉRIDES, (which are in some cases the same). A specific test will be carried out previously by IVEAEMPA between the potential beneficiaries group, to detect those individuals with a higher entrepreneurial potential. This group will be involved on the detailed definition of those activities related to leisure and tourism with the closed advice of related local and Regional Administrations, and those activities will be defined deeply in detail. This working session was proposed for the next November, 14<sup>th</sup>.

WP2. “Identification of relevant training needs” is explained by HESPERIDES. Being the general lines of the training itineraries set up, it is proposed by HESPERIDES to determinate a representative group of beneficiaries, so their needs can be analyzed in a particular and concrete way. Being this requirement according to task 1.2 requirements, (a representative group is necessary for particular needs analysis) it is agreed to involve in the project such group composed by fishermen and students, and to request their collaboration in the working session proposed for November, the 14<sup>th</sup>.

An Open Presentation of the project is pretended for November 13<sup>th</sup> or around, to be concredited with Authorities.

WP3. “Test of Maritime Activities” On this discussion a campaigns schedule was proposed, starting at the end of the year, or at least in January till June – July.

During the campaigns, CIFP HESPÉRIDES students will be used in the role of tourist, not just as crew. As they are sailors, they already have the basic sailing knowledge, and no restrictions are expected from Maritime Authorities.

Three Campaigns will be carried out on the European Maritime Day celebration, at the end of May 2016, open to general public. A special authorization must be required to Maritime Authorities (Harbour Master) for such purpose.

Vessel state was also discussed, and HESPERIDES proposed to bring the vessel as soon as possible to the shipyard, for maintenance, and short modifications. The vessel is expected to get in the yard in the next week.

HESPÉRIDES was stated to discuss such points with the Harbour Master on the next days.

WP4. “Reporting and Dissemination”. Some done tasks as project website and Newsletter distribution List was shown to the consortium members by CTN. Also IVEAEMPA was request to schedule the presentation of the MEDGUARD project to MED RAC, where they participate as member.

IVEAEMPA do not consider to be able to carry out 4 working sessions in the context of MEDRAC, and only two sessions are proposed. IVEAEMPA is required by partners to find the appropriate forum for the two other sessions. The solution shall be discussed and agreed by the partners.

Some aspects of the Budget was commented, and CTN was requested to clarify some budget items.

Payment schedule, and financial reporting scheme and documents were shown by CTN, as leader, and agreed by partners.

Also some aspects as dissemination and promotional material (flags, logo, and others) are discussed and agreed.

## 5 To do list.

Task	responsible	deadline
<b>Regarding Economic Feasibility</b>		
To send the Assessment Test for fishermen and students entrepreneurial potential.	IVEAEMPA	October, 23th
To select a representative group between fishermen and students to select participants by evaluating their profiles (about 20 participants)	HESPÉRIDES	October 30 <sup>th</sup>
To run the Assessment Tests in between the participants group	HESPÉRIDES	November 4 <sup>th</sup>
To evaluate the Tests, and define personal profiles, and select the definitive group of participants: (Crew members + Entrepreneurs)	IVEAEMPA	November 13 <sup>th</sup>
To celebrate an “empowerment” meeting with the participants group	IVEAEMPA + ALL	November 19 <sup>th</sup>
To convoke Authorities and representative group for the Work session on November 19 <sup>th</sup> .	HESPÉRIDES + CTN	November, 5 <sup>th</sup>
To celebrate a work session (CANVAS) with fishermen and authorities	IVEAEMPA + ALL	November, 19 <sup>th</sup>

To celebrate the Project Presentation to Authorities	ALL	November 20 <sup>th</sup>
<b>Regarding Training Plan</b>		
To evaluate professional competence profile for fishermen	HESPÉRIDES	November, 30 <sup>th</sup>
To define training needs for every activity	HESPÉRIDES	November, 30 <sup>th</sup>
To Design the Training Plan	HESPÉRIDES	December, 30 <sup>th</sup>
To carry out training Activities	HESPÉRIDES	February 28 <sup>th</sup>
<b>Regarding Technical Feasibility</b>		
To define Activities in detail	CTN	November, 15 <sup>th</sup>
To carry out cost estimation	CTN	November, 15 <sup>th</sup>
<b>Regarding Campaigns</b>		
CTN and HESPERIDES to concrete the protocol for every campaign	CTN and HESPÉRIDES	November, 1 <sup>st</sup>
CTN and HESPERIDES to define the campaigns calendar in detail	CTN and HESPÉRIDES	December, 1 <sup>st</sup>
To agree with Harbour Master the authorization need for campaigns, and requirements.	HESPÉRIDES	October, 30 <sup>th</sup>
To agree with Instituto Social de la Marina the best procedure for contracting crew	CTN and HESPÉRIDES	November, 15 <sup>th</sup>
To contract Crew members according to Authorities request	CTN	December, 1 <sup>st</sup>
To find out templates to design the campaigns	CTN	November, 15 <sup>th</sup>
To design Campaigns	CTN	November, 15 <sup>th</sup>
To Agree campaigns design	CTN and HESPÉRIDES	November, 15 <sup>th</sup>
To Agree campaigns calendar	CTN and HESPÉRIDES	November, 15 <sup>th</sup>
To evaluate campaigns	CTN	June, 30 <sup>th</sup>

**Table 2. To Do List**

The next estimated calendar shall be considered:

<u>Scheduling</u>	
<b>Tourism</b>	5 March (Semana Santa) 5 May - European Maritime Day
<b>Cleaning</b>	5 March (Semana Santa) 5 June (Before summer)
<b>Oceanographic data collection</b>	3 December- January Scientific Campaign 3 February-March Scientific Campaign NEXOS 4 December–January Noise IEO/CTN
<b>Lost fishing gears collection</b>	3 November-December: detection tests. 5 January-February: collection tests.

**Table 3. Estimated Campaigns Calendar**

## 6 Conclusions

The main objectives of the kick off meeting were reached.

- A collaborative environment was established between partners.
- The approach to be adopted throughout the project, was defined, the scope required on every task was agreed by all the partners, defining new steps to be followed in the next future, and the responsibilities of every partners was defined in those tasks where several partners are involved.
- Financial aspects were clarified, including payment schedule, and procedures for expenses justification.
- A To Do's list for the next months was issued and agreed
- Next meetings schedule and the project progress for every meeting was agreed.

## 7 Attachments.

Annex	Description	Filename
Annex 5	Presentations of the Kick-off meeting (II)	2-7 Kick off meeting CT 20102015 Presentation Work Plan review and WPs.pdf
Annex 6	Presentations of the Kick-off meeting (I)	8. Kickoff-CT-20102015-Financial aspects.pdf

## Annexes

### Annex 1. Agenda

Item	Starting time	Issue	Who
1	10:00	Short partner's introduction	All
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	11:45	Coffee Break	
8	12:00	Financial Aspects	Bienvenido Urrea, CTN
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	14:00	Lunch	
10	15:30	Next meetings schedule	Noelia Ortega, CTN
11	15:45	Open Discussion, WP2 y WP3. Moderates by Noelia Ortega	
12	17:00	Conclusions and Pending Actions	Noelia Ortega, CTN

### Annex 2. Pre-attendance list

Name	Company	Role	E-mail Address
Noelia Ortega	CTN	Project Coordinator	nortega@ctnaval.com
Daniel Alonso	CTN	Technical Manager	danielalonso@ctnaval.com
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Fuensanta Riquelme	CTN	Technician	fuensantariquelme@ctnaval.com
Bienvenido Urrea	CTN	Administrative and financial support	admin@ctnaval.com



Carolina Rodriguez	CTN	Technician	carolinarodriguez@ctnaval.com
Antonio Arroyo	HESPERIDES	WP2. Leader	antonio.arroyo@murciaeduca.es
Alberto Díaz	HESPERIDES	WP3. Leader	neoadt@gmail.com
Iolanda Piedra	IVEAEMPA	WP4. Leader	iolanda@iveaempa.org

### Annex 3. Attendance list

#### **Participants attendance list**

**Event: Kick Off Meeting**

**CTN facilities, Cartagena, Spain. October 20<sup>th</sup>, 2015**

Name	Company	Role	E-mail Address	Signature
Noelia Ortega	CTN	Project Coordinator	nortega@ctnaval.com	
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Fuensanta Riquelme	CTN	Technician	fuensantariquelme@ctnaval.com	
Bienvenido Urrea	CTN	Administrative and Financial Support	admin@ctnaval.com	
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Antonio Arroyo	HESPERIDES	WP2. Leader	antonio.arroyo@murciaeduca.es	
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Iolanda Piedra	IVEAEMPA	WP4. Leader	iolanda@iveaempa.org	

***Participants attendance list***

**Event: Kick Off Meeting**

**Cartagena, Spain. October 20<sup>th</sup>, 2015**

Name	Company	Role	E-mail Address
Noelia Ortega	CTN	Project Coordinator	nortega@ctnaval.com
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Jordi Solé	CTN	Technician	jordisole@ctnaval.com
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Bienvenido Urrea	CTN	Administrative and Financial Support	admin@ctnaval.com
Carolina Rodriguez	CTN	Technician	carolinarodriguez@ctnaval.com
Antonio Arroyo	HESPERIDES	WP2. Leader	antonio.arroyo@murciaeduca.es
Alberto Díaz	HESPERIDES	WP3. Leader	neoadt@gmail.com
Iolanda Piedra	IVEAEMPA	WP4. Leader	iolanda@iveaempa.org

## Annex 4. Pictures



Image 4. Kick Off Meeting 1



Image 5. Kick Off Meeting 2



**Image 6. Kick Off Meeting 3**



Image 7. Kick Off Meeting 4





Image 8. Kick Off Meeting 5

## Annex 5. Presentations of the Kick-off meeting (I).

See attachment “2-7 Kick off meeting CT 20102015 Presentation Work Plan review and WPs.pdf”

Annex	Description	Filename
Annex 5	Presentations of the Kick-off meeting (I)	2-7 Kick off meeting CT 20102015 Presentation Work Plan review and WPs.pdf
Annex 6	Presentations of the Kick-off meeting (II)	8. Kickoff-CT-20102015-Financial aspects.pdf

## **Annex 6. Presentations of the Kick-off meeting (II).**

See attachment "8. Kickoff-CT-20102015-Financial aspects.pdf"