

# 2011 Annual Report



**By EurOcean Office**



## Executive Summary

After a 2010 that we can consider as a consolidation year, we may entitle 2011 as an improvement and expansion year. Through this annual report you may understand several activities that were carried out with the intention of improving existing on-line information in our website and InfoBases; reaching a bigger audience; assuming a crucial role on Marine Research Infrastructures information; being recognised as an important partner in European projects; enlarging the scope of our activities and the influence of our membership.

In 2011 EurOcean clearly improved its information on marine research infrastructures with: i) the release of a new InfoBase (European Aquaculture Experimental and Research Facilities) identifying the majority of the main infrastructure matching this criteria; ii) the new upgraded infobase on European Large Exchangeable Instruments incorporating the previous InfoBase's on instruments and underwater vehicles allowing this way the potential users, developed in an identical way to the two former InfoBases as to have all the information in one place. The contacts received by European projects to collaborate in those InfoBases and the request of OFEG (Ocean Facilities Exchange Group) to develop, host and maintain their new website, is for EurOcean an indicator of the appropriateness of its efforts on this line of work.

The evolution of the involvement of EurOcean in European projects also demonstrates that the Organisation is being more and more recognised as a relevant player at European level. In 2011 EurOcean was deeply involved in 2 strategic project proposals that were approved for funding: Sea for Society (in line the Public Outreach component of the triennial Work Programme), and STAGES (following the EurOcean expertise's in identification and collection of knowledge). Additionally EurOcean was invited to be a member of the Advisory Board of the EuroMarine project, relevant for being the merging of the three previous marine Networks of Excellence funded during FP6, and to participate in two new project proposals EUROFLEETS2 (the follow up of the on-going project), and COFASP (a second generation ERA-Net project proposal in the sequence of MariFish).

Last year was also marked by the development of activities that are not part of the core activities of EurOcean opening possible new lines of work to be explored in the future: i) Training Activities for researchers of EurOcean's Members Organisations, were two successful training activities for Maltese researchers (in the Azores and Norway) were organised inside the EurOcean network; and ii) the launch of the European award Professor Mário Ruivo Prize, that was widely disseminated throughout Europe in collaboration with EurOcean Members and other Organisations.

A relevant milestone of 2011 is also the entrance of three new organisations to the EurOcean network: IOI – International Ocean Institute; and CNR – Italian National Council for Research as full Members and FdM – Fondation de Malte as Cooperating Member.

All this activities and progress were advertise in EurOcean's Portal and e-newsletter and, since the beginning of 2011, in the recent EurOcean's Facebook page, a trial to reach a bigger audience but specially targeting the younger generations.

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## 0. Summary

### 1. Information Management

- ❖ Weekly addition of approximately 20 events, news and job opportunities to the Portal.
- ❖ EurOcean Newsletter sent one of twice a month.
- ❖ Creation of a new area in the Portal: “How to Become a Member?”
- ❖ Creation of the EurOcean’s profile on Facebook.
- ❖ Upgrade of the EurOcean\_MaP InfoBase with new Marine Science and Technology Projects funded under FP7 collected and with a new component for the knowledge extracted from marine projects (EurOcean\_KG).
- ❖ Last update of the European Marine Research Infrastructures InfoBases - March 2011.
- ❖ Hosting Activities of the ERVO, OFEG, EuYmast, MarinERA, AMPERA and MariFish initiatives were maintained. Start of the development of the new OFEG website. MarinERA website transference to the SEAS-ERA domain.

### 2. New Products and Advertising Actions

- ❖ Development of the new EurOcean\_AF InfoBase.
- ❖ Integration of the EurOcean\_LEXI and EurOcean\_UV InfoBases in the new EurOcean\_LEXI InfoBase.
- ❖ Development of the Infrastructures InfoBases Poster.
- ❖ Development of a draft proposal for an Education Brochure on Ocean Energy.
- ❖ Participation in nine national and European conferences and workshops.

### 3. European Projects

- ❖ EUROFLEETS (development of scheduled tasks).
- ❖ MarineTT (development of scheduled tasks).
- ❖ SEAS-ERA (development of scheduled tasks).
- ❖ CIRCLE-2 (Contract for Services - development of scheduled tasks).
- ❖ EuroMarine (Advisory Board Member).
- ❖ COMMUNICARE (not retained for funding).
- ❖ New projects (Sea for Society - SFS, Aquat-net3 and STAGES).
- ❖ Other opportunities (EUROFLEETS2, COFASP).

### 4. Networking Activities

- ❖ Advertising of funding opportunities to the EurOcean Members.
- ❖ Conclusion and submission of the proposal of the Sea for Society project.
- ❖ Development of the rules and regulations for the Professor Mário Ruivo Prize with Nausicaã.
- ❖ Several other networking activities were developed with other organisations/initiatives (Estonian Marine Environment Department of the Ministry of Environment, ERVO, OFEG, WavEC, Lisbon Oceanário and AQUEXCEL).

### 5. Additional Activities

- ❖ Organisation of two training activities for Maltese researchers.
- ❖ Organisation of the EurOcean 10<sup>th</sup> Anniversary event.
- ❖ Launch of the Mário Ruivo Prize.

### 6. Management of the EurOcean

- ❖ Update of the Business Plan, Cash-Flow, Legal Documents Matrix and Members “kit”.
- ❖ Two new Members (IOI and CNR) and one new Cooperating Member (FdM). Contacts with other organisations for potential membership.
- ❖ Organisation EurOcean 2011 Meetings (6<sup>th</sup> ExCom - Valletta on April and 7<sup>th</sup> ExCom, 11<sup>th</sup> SC, 4<sup>th</sup> BM – Boulogne-sur-Mer on October).
- ❖ Legal representation of the EurOcean in the Netherlands: renewal of the registry at the Chamber of Commerce
- ❖ Renewal of the contract with the Portuguese accounting company CBR.
- ❖ Elaboration of the 2010 Final Work, Financial and Audit Report and the intermediate 2011 Work and Financial Report
- ❖ Contract of a Director and Officers Liability Insurance for the EurOcean Foundation
- ❖ Upgrade of the Office IT Equipment – acquisition of a Personal Computer.

## 1. Information Management

Marine information management (identification, collection, aggregation and analyses) and the electronic dissemination of that information are the core activities of EurOcean. In this context the search and identification of relevant information represents one of the heaviest components of the Office activities. In this scope the following activities were developed.

### 1.1. EurOcean's Portal

#### 1.1.1. Events and News

As a routine procedure, the maintenance and update of EurOcean's website has been performed weekly with an average of 20 events, news and job opportunities added weekly to the Portal. The maintenance and update is performed through the consultation of 24 websites (12 websites of the Members; 8 websites on new developments on research; 1 website on new developments on marine technology and the websites of DG MARE, DG Research, DG Environment in addition to several newsletters that arrive to the Office), and upon request of the Members and other interested institutions.

A EurOcean Newsletter is sent once or twice a month to 2826 email addresses with the most significant news, job opportunities and events available in the Portal.

#### 1.1.2. New area of the Portal: How to Become a Member?

As requested in the 5<sup>th</sup> Executive Committee Meeting, EurOcean Office as made available, on EurOcean's website, a dedicated article (<http://www.eurocean.org/np4/2242.html>) with information on how to become a Member of EurOcean including the updated version of the Member's "kit" as approved in the 6<sup>th</sup> Executive Committee Meeting. This information was made available in a dedicated area of the EurOcean's Portal ("How to become a Member?") with a banner in the Homepage.

#### 1.1.3. EurOcean in FACEBOOK

On April 2011 EurOcean created a profile on Facebook. With its presence in Facebook, EurOcean wishes to strength its role of sharing information on topics related to marine science and technology in Europe specially targeting a younger audience in line with other on-going activities of public outreach. EurOcean posts, weekly, relevant information on the European marine and maritime research and policy sectors.

#### 1.1.4. European Marine Research Funded Projects InfoBase (EurOcean\_MaP)

As part of the MarineTT project, a proposal to upgrade the EurOcean\_MaP InfoBase with a new component for the knowledge extracted from marine projects (almost 600 from 148 projects from FP6 and FP7) was produced in August 2011. This proposal included a new identity set for the EurOcean\_MaP InfoBase including a new name (EurOcean Marine Knowledge Gate or EurOcean\_KG) and a new homepage with an interactive graph to easily guide the user towards the information stored in one of the two components (i.e. projects and 'Knowledge Outputs').

Additionally, the identification of new FP7 marine related projects (extracted from EC CORDIS database regarding the period from May 31<sup>st</sup> 2010 to June 30<sup>th</sup> 2011) was undertaken. From the almost 9,000 reviewed projects the Office has collected information from 327 marine projects. The release of the first version of the EurOcean Marine Knowledge Gate 1.0 with the information on projects and Knowledge Outputs is foreseen for February 2012.

#### 1.1.5. European Marine Research Infrastructures Infobases

##### ❖ European Research Vessels InfoBase (EurOcean\_RV)

The EurOcean\_RV InfoBase contains information on 314 European Research Vessels (266 operating; 7 planned or under construction and 41 out of service). The InfoBase is on-line since November 2006 and is updated, once a year, through email request to the vessels operators. The 2011 update request to all the contact points presented on the EurOcean's Infrastructures InfoBases (EurOcean\_RV, EurOcean\_UV, EurOcean\_LEXI and EurOcean\_AF) was sent by the end of March. All information gathered is verified by the EurOcean Office before made available on-line.

❖ European Underwater Vehicles InfoBase (EurOcean UV)

The EurOcean\_UV InfoBase gathered, until November, information on 82 underwater vehicles. The UV operators were invited, by email, to cooperate in the regular update of the information regarding their vehicles and all the information was validated before being available on-line (Last update request: March 2011). The new EurOcean\_LEXI replaced this InfoBase in November 2011 (see point 2.1.2.).

❖ Large Exchangeable Equipment InfoBase (EurOcean LEXI)

The EurOcean\_LEXI InfoBase, that gathered until November 2011, information on the Large Exchangeable Instruments available in Europe for scientific activities, was launched on October 2007 and, since then, has collected information on 97 instruments in 11 different instruments categories. The LEXI operators were invited, by email, to cooperate in the regular update of the information regarding their vehicles (Last update request: March 2011). The new EurOcean\_LEXI replaced this InfoBase in November.

❖ New Large Exchangeable Equipment InfoBase (EurOcean LEXI)

As approved by the 5<sup>th</sup> Executive Committee Meeting, the Office prepared a proposal for the integration of the EurOcean\_LEXI and EurOcean\_UV InfoBases. The technical developments were finalised and this new product was made publicly available in late.

**1.1.6. EurOcean Website and InfoBases traffic report**

The EurOcean website and InfoBases traffic report from 1<sup>st</sup> of January 2011 until the 31<sup>st</sup> of December 2011 can be found in Annex I.

**1.2. Hosting Activities**

EurOcean has been, in the last years, a platform for integration of information web tools of several other European initiatives. The tools hosted presently by EurOcean include:

**1.2.1. ERVO – European Research Vessels Operators ([http://www.eurocean.org/ervo\\_site/index.jsp](http://www.eurocean.org/ervo_site/index.jsp))**

Since the launch of the ERVO website, in 2008, EurOcean is responsible for the technical and contents management and maintenance, giving also support in what concerns the flux of information among the ERVO members. EurOcean also helped this group in the preparation of their annual meeting in Oristano, IT (May 2011), by disseminating the information among the members. As described in point 2.2.1.), the Office attended the referred meeting and had the opportunity to present and discuss the service proposal sent to the ERVO Group chairman (June 2010). Presently the Office is now waiting for a formal reply to the proposal.

**1.2.2. OFEG – Ocean Facilities Exchange Group (<http://www.ofeg.org/pages/ofeg/index.php>)**

Following previous contacts of EurOcean's President, Per Nieuwejaar, and of the Office with OFEG participants, the OFEG group requested EurOcean to provide an updated cost estimation for developing and maintaining a new OFEG website. The proposal was approved by the OFEG members, and a service contract was already sign between the parts (EurOcean, OFEG and NOC). The Office received the initial agreed payment and started the developments of the website in the beginning of November 2011, and the website is expected to be launched early February 2012.

**1.2.3. EuYmast – Towards a European Young Marine Scientist and Technologist Community (<http://www.eurocean.org/np4/72>)**

The Office developed and launched at the end of February 2010 a small website for the EuYmast initiative (Towards a European Young Marine Scientist and Technologist Forum). The EuYmast portal, hosted in EurOcean's server, is updated by the Office whenever requested by the EuYmast Forum. However in 2011 no requests were received by the Office despite several contacts made.

#### **1.2.4. MarinERA; MariFish and AMPERA**

After the electronic address from MarinERA has expired, EurOcean has successfully transferred the website to the SEAS-ERA domain (<http://marinera.seas-era.eu/>). Regarding MariFish (<http://marifish.eurocean.org/>), AMPERA (<http://ampera.eurocean.org/>) and MarinERA (<http://nationalmarinedb.eurocean.org/>) databases the Office continued to host in its server and technically maintain these 3 ERA-Net projects databases. The databases are also integrated under the "Marine InfoBases Common Search Tool" (<http://marinedb.marinera.net/>) facility, which aggregates as well EurOcean\_MaP.

## 2. New Products and Advertising Actions

### 2.1. New Products

#### 2.1.1. European Aquaculture Experimental and Research Facilities InfoBase (EurOcean\_AF)

In the scope of the European Marine Research Infrastructures line of work the EurOcean Office has release, in March 2011, the new EurOcean's InfoBase on European Aquaculture Experimental and Research Facilities. This InfoBase aggregates for the moment information on 60 European dedicated facilities.

#### 2.1.2. Large Exchangeable Equipment EurOcean (EurOcean\_LEXI)

As referred in point 1.1.5., a new InfoBase was developed to integrate the former EurOcean\_LEXI and EurOcean\_UV InfoBases. This new InfoBase is also called EurOcean\_LEXI and sums up a total of 116 Instruments available for consultation. This tool aims to enhance communication among the different actors working in this field. The friendly-user interface and its search criteria provide the end-user with a simple and efficient mode of search. EurOcean\_LEXI also allows the operators to directly input and update information related to their instruments. An update request will be sent to the operators in the beginning of 2012.

#### 2.1.3. EurOcean Infrastructures InfoBases Poster

In the scope of the ESFRI 2011 Symposium (see point 2.2.1.) the Office developed a poster on the several infrastructures InfoBases developed and hosted by the Centre until June 2011 (EurOcean\_RV; Eurocean\_UV; EurOcean\_LEXI and EurOcean\_AF). The poster focuses on the dynamic relation among EurOcean, its InfoBases, and the Infrastructures managers from one end and users from the other end, stressing the role of EurOcean as the main hub for information sharing on European marine research infrastructures.

#### 2.1.4. Educative Brochure on Ocean Energy

In collaboration with WAvEC (see point 4.2), EurOcean's Office developed a draft proposal for an Education Brochure on Ocean Energy which was sent to the ExCom and to the representative of Marine Institute for comments/approval. The Educational Brochure is expected to be launched in the first semester of 2012.

## 2.2. Advertising Actions

### 2.2.1. Participation in Conferences and Workshops

#### ❖ CALAMAR Project Final Conference (Lisbon – 11<sup>th</sup> to 12<sup>th</sup> April 2011)

The Executive-Director Telmo Carvalho was invited by the CALAMAR project (coordinated by Ecologic with the participation of the Meridian Institute, Duke University, IDDRI and the University of Delaware) to participate in the project's final conference. The final project conference, attended as well by the Science Officers Cristina Costa and Maica Garriga, aimed to share and discuss the results of the European Union-funded EU/US transatlantic dialogue on ways to improve maritime governance.

#### ❖ European Journalism Centre reporting expedition from the TH!NK ABOUT IT and CL!CK ABOUT IT campaign (Lisbon – 18<sup>th</sup> April 2011)

The Executive-Director Telmo Carvalho was invited by the European Journalism Centre to participate in the TH!NK ABOUT IT and CL!CK ABOUT IT reporting expedition. At this event the Executive-Director made a presentation on EurOcean activities and products, stressing out the need to tailor information in accordance with the intended level of dissemination.

❖ 13<sup>th</sup> European Research Vessel Operators – ERVO (Oristano – 9<sup>th</sup> to 11<sup>th</sup> May 2011)

The Science Officer Sandra Sá represented EurOcean on the 13<sup>th</sup> European Research Vessel Operators (ERVO) Annual Meeting, where she had the opportunity to make a second presentation on the services proposal prepared for the ERVO group, during the meeting, it was stressed the need to strengthen and formalise the cooperation between EurOcean and ERVO.

❖ ESFRI 2011 Symposium (Brest – 28<sup>th</sup> June to 1<sup>st</sup> July 2011)

EurOcean was represented at the ESFRI 2011 Symposium - Marine Sciences and European Research Infrastructures by its Executive-Director, Telmo Carvalho. The symposium aimed to:

- identify the major challenges for marine science of this century and,
- foster interactions between managers and users of the RIs, including sponsors, scientists, industry and stakeholders.

Parallel workshops, such as the EUROFLEETS2, and a poster session where EurOcean displayed its newly developed infrastructures poster (see point 2.1.3.) were also organised and attended as activities of the symposium.

❖ SEAS-ERA 1<sup>st</sup> Strategic Forum (Brussels – 7<sup>th</sup> September 2011)

The Executive-Director, Telmo Carvalho, represented EurOcean at the SEAS-ERA 1<sup>st</sup> Strategic Forum.

This 1<sup>st</sup> SEAS-ERA Strategic Forum, entitled “SEAS-ERA & JPI Oceans: commonalities and synergies” aimed at:

- “Identify synergies and possible alignments of activities amongst marine and environmental ERA-NETs;
- Be apprised of the SEAS-ERA project and of the JPI "Healthy and Productive Seas and Oceans", their work plans and progress and,
- Articulate how the JPI and the marine and environmental ERA-NETs, particularly SEAS-ERA, could concretely benefit from, contribute to, their respective activities.”

❖ MARGov Project International Seminar (Lisbon – 13<sup>th</sup> to 14<sup>th</sup> October 2011)

The Office attended the MARGov seminar - Sustainability in the 21<sup>st</sup> Century: the power of dialogue aimed to report and discuss the project’s experience on the promotion of the mobilization, involvement and empowerment of the stakeholders of the Portuguese Marine Protected Area Luiz Saldanha.

❖ “Encontro do Mar Português - Conhecimento, Valorização e Desenvolvimento” (Faro – 17<sup>th</sup> to 18<sup>th</sup> November 2011)

EurOcean’s Executive-Director and the Science Officer Cristina Costa participated in the event organized by the Algarve University, with the sponsorship of the President of the Portuguese Republic, aimed to launch the marine related issues in the public and political national agendas. The event also aimed to encourage the scientific and technical community to undertake initiatives that reinforce and sustain the Ocean as a fundamental component of the national development. The outcome was a declaration (Algarve Declaration), stressing the need to define a national Knowledge, Development and Ocean Governance roadmap to be elaborated by the Portuguese Marine Sciences Community. EurOcean made a presentation on how to communicate Marine Sciences to different audiences.

❖ Mar 2011 Conference (Cascais – 25<sup>th</sup> November 2011)

Following the 2010 “Portugal e o Mar, a nossa aposta no século XXI”, EurOcean’s Executive-Director was invited to participate in the Mar 2011 Conference. In this event, with the participation of the President of the European Commission, the Portuguese Minister for Economy and Employment and, the Portuguese Secretariat of State for Ocean affairs, the necessary elements for the development of a sea economy were discussed.

❖ Lisbon Atlantic Conference (Lisbon – 28<sup>th</sup> to 29<sup>th</sup> November 2011)

EurOcean's Executive-Director was invited by the "Estrutura de Missão para os Assuntos do Mar" under the aegis of the Portuguese Ministry of Defence to participate in the Atlantic Maritime Business & Science for a Sustainably Developed Europe conference, organised with the high sponsorship of the President of the Portuguese Republic. In this context Telmo Carvalho and the Science Officer Cristina Costa attended the conference which aimed, in the context of the European Union Maritime Strategy for the Atlantic Ocean Area, at generating a public discussion encompassing the Member-States Governance, Regions and the Entrepreneurs and Science clusters. The conference counted with the participation of high-level participants such as the Portuguese Prime Minister, Dr Peter Heffernan, MI's CEO as well as, the President of the European Commission through a dedicated video message.

### 3. European Projects

The formal participation of EurOcean in European Projects started in the final months of 2009 with the beginning of the EUROFLEETS project. Nevertheless it was in the beginning of 2010 that the bigger volume of work for this area of the Centre's activities really began. In 2011 the Centre's activities regarding its involvement in European projects can be considered divided in two major components: i) the fulfilment of the contractual obligations of approved projects and ii) the identification of new projects opportunities matching the EurOcean's Work Programme. As requested by the EurOcean Steering Committee the Office participation in European projects is framed by the relevance of the scope/thematic of the project and by the human resources availability, having always as priority the fulfilment of the approved Work Programme.

#### 3.1. On-going Projects

##### 3.1.1. EUROFLEETS (<http://www.eurofleets.eu>)

EurOcean is directly involved in three Work Packages (WP) of the EUROFLEETS project: NA2 - Virtual Research Fleet Platform, NA6 - Advanced Training and Education as partner and, NA7 - Dissemination and Exploitation as leader, and the work under EurOcean's responsibility is being lead internally by the Science Officer, Cristina Costa.

In the scope of the activities related with the involvement in these three WP, the work developed for this project in the 2011, in line with the agreed timetable, was:

i) Activities:

- Continuous maintenance and update of the EUROFLEETS "Internet Hub", development and release of EUROFLEETS e-newsletter (4<sup>th</sup> on February 15<sup>th</sup> and 5<sup>th</sup> on May 26<sup>th</sup>);
- Participation of the Science Officer in the 1<sup>st</sup> EUROFLEETS2 meeting aimed to identify the partners interested in the participation of the possible 2<sup>nd</sup> stage of the project, which took place in Paris on May 3<sup>rd</sup>;
- Participation of the Executive-Director in the EUROFLEETS2 2<sup>nd</sup> meeting during the ESFRI 2011 Symposium held in Brest from the 28<sup>th</sup> June to July 1<sup>st</sup>;
- The participation of the Executive-Director and the Science Officer in the 3<sup>rd</sup> NA7 Technical meeting; NA2; NA6; 14<sup>th</sup> ExCom; 3<sup>rd</sup> General Assembly and, the Mid Term Review (September 19<sup>th</sup> to 22<sup>nd</sup>) and,
- In the scope of the NA2 activities the Office integrated the EurOcean\_UV's and EurOcean\_LEXI InfoBases in one named EurOcean\_LEXI. A dedicate EUROFLEETS layout of the new LEXI InfoBase was developed.

ii) Deliverables:

- Deliverable 7.3 – Development of the "Dissemination to the Scientific Community" component of the "Progress Report on Dissemination" and validation and submission of the deliverable (due to WP leader role) on March 1<sup>st</sup>;
- Deliverable 2.6 – Development and submission to WP2 Leader (MARIS) on March 22<sup>nd</sup> of the EUROFLEETS European Vessel Database Module maintenance and use component of the "Progress Report on Information Maintenance and Use of Portal" and,
- Deliverable 6.5.1 – Development and submission to the WP6 Leader (OGS) on July 29<sup>th</sup> of the "Best practices in education", an assessment and analysis of the existing education activities for research vessels at European and international level.

iii) Reporting:

- Development and submission of the activity report (NA7) and financial report (Form C) related to the Reporting Period 1 (1<sup>st</sup> 18 months of the project – September 2009-February 2011) on February 28<sup>th</sup> and March 21<sup>st</sup> respectively.

## iv) Finances:

- On September 16<sup>th</sup> a second instalment of 54,911.95 Euros was transferred to EurOcean. EurOcean has a total budget of 155,232.00 Euros for the four years of the project, and has received so far 115,452.43 Euros (circa 74%).

**3.1.2. MarineTT (<http://www.marinett.eu/>)**

EurOcean is involved as a project partner in the 2 years (Feb 2010-Jan 2012) FP7 Support Action entitled MarineTT – European Marine Research Knowledge Transfer and Uptake of Results. EurOcean is the Work Package (WP) leader of the Information Management (WP2) and the Project Promotion (WP6) components, and is also involved in all the other WPs of the project. The work under the responsibility of EurOcean is being lead internally by Cristina Costa and Maica Garriga.

The work carried out by EurOcean for the MarineTT project during the year of 2011 can be divided into four items, namely: activities, deliverables, reporting and finances.

## i) Activities:

- The Executive-Director attended the 1<sup>st</sup> MarineTT Advisory Board meeting held in Dublin (2<sup>nd</sup> February 2011), in which the 10 members of the Board (including 5 members from AquaTT's Board of Directors and 5 members from EurOcean) were given an overview of the methodology and results of the information gathering process carried out by EurOcean (MarineTT Phase 1). The generation of the Knowledge Outputs Tables (KOTs) with the information collected was also presented and feedback was received;
- The Office organised the 4<sup>th</sup> MarineTT partnership meeting in Lisbon (10<sup>th</sup> and 11<sup>th</sup> March 2011), which consisted of a Knowledge Analysis Internal Validation Session (WP3 on 'Knowledge Analysis') aiming to improve the tables with the information collected on Knowledge Outputs (KOTs). This session was a previous step to the Knowledge Analysis External Validation of the KOTs;
- The Office co-organised the Knowledge Analysis External Validation Sessions (WP3 on 'Knowledge Analysis') in which experts from major marine related sectors (e.g. Marine Renewable Energies, Fisheries, etc.) were identified and contacted; all these sessions (a total of 5) took place in Dublin mainly during the months of June and July 2011;
- The Office co-organised and attended a MarineTT showcase held in Brussels (7<sup>th</sup> June 2011), following the advice of the MarineTT Advisory Board, in which the methodologies for the collection and analysis of the information on Knowledge Outputs was presented to key people of the Commission from marine and maritime related units at different DGs (MARE, RTD, ENV, ENTR) as well as of European networks and Technology Platforms dealing with knowledge transfer issues. The work being done, through MarineTT, for the EurOcean\_MaP InfoBase was also promoted;
- The Office organised the 2<sup>nd</sup> MarineTT Advisory Board meeting in Lisbon (20<sup>th</sup> June 2011), in which an overview of progress since last meeting (Dublin, 2<sup>nd</sup> February 2011) was first given, followed by specific questions on how to approach the last part of the MarineTT project dealing mainly with Knowledge Transfer; the members noted that an extension of the project was to be requested in order to be able to attain the Knowledge Transfer phase;
- The Office organised the 5<sup>th</sup> MarineTT partnership meeting in Lisbon, in tandem with the 2<sup>nd</sup> MarineTT Advisory Board meeting (21<sup>st</sup> June 2011), in which the feedback from the Advisory Board members was used to plan the next part of the MarineTT project;
- Due to the need to focus on the knowledge produced by Environment-related projects, following the advice of the MarineTT Advisory Board (as MarineTT is funded under Theme 6), Cristina Costa attended the Knowledge Analysis External Validation Session dealing with Water Resources Management and Environmental Monitoring projects (Dublin, 7<sup>th</sup> July 2011), in which most of the environment-related marine projects were reviewed;

- The Office co-organised a MarineTT stand at the ICES Annual Science Conference (from 19<sup>th</sup> to 23<sup>rd</sup> September 2011) to promote the project methodology among participants. A participation in the RAC Secretariats meeting was negotiated during this event;
- Maica Garriga attended, along with AquaTT partners, the Innovation Convention (Brussels, 5<sup>th</sup> and 6<sup>th</sup> of December 2011) organised by the Commission as an essential part of the Innovation Union flagship initiative. The MarineTT team decided to attend this relevant event in order to get a better understanding of the Commissions' notion of innovation and to make contacts with the Knowledge Transfer networks and professionals attending and,
- Following the advice of the MarineTT Advisory Board, a formal request for a project extension of 6 months was presented to the Commission, with the amendment to the DoW submitted in December 2011, with the aim of having extra time for the Knowledge Transfer phase of the project.

ii) Deliverables:

- Deliverable 2.1 'Adapted system & search facility', Deliverable 2.2 'Research project profile template', Deliverable 6.5 'Annual report on promotion activities' and Deliverable 2.4 'Marine projects information gathering and results' (non-contractual) were all delivered in March 2011 along with the first MarineTT Interim Report; the third MarineTT press release – Deliverable 6.4 'Press releases' – was delivered in July 2011 to promote the 'Knowledge Analysis' results together with feedback from the Brussels' showcase;
- Deliverable 4.3 'Workshop proceedings' and Deliverable 4.5 'Needs analysis report' were postponed to the first half of 2012, considering the MarineTT extension and,
- In August 2011, a proposal to upgrade the EurOcean\_MaP InfoBase with a new component for the knowledge extracted from marine projects was produced – Deliverable 2.3 'Upgraded info-base'; note that the upgraded infobase will imply the fulfilment of Deliverable 2.2 'Research project profile template' (above), which will also include, when available, the links to the 'Knowledge Outputs' extracted from each project.

iii) Reporting:

- Development and submission of the activity report and financial report (Form C) related to the Reporting Period 1 (1<sup>st</sup> 12 months of the project – February 2010-January 2011) in March 2011.

iv) Finances:

- At the beginning of February 2011 a second instalment of 86,971.00 Euros was transferred to EurOcean. EurOcean has a total budget of 289,854.00 Euros for the two years of the project, and has received until now 173,927.00 Euros. The final payment (that will cover all the expenses of the project) will be received after the ending of the MarineTT project.

### **3.1.3. SEAS-ERA (<http://www.seas-era.eu/>)**

Following the work developed in the MarinERA project, EurOcean was invited to continue the role of information manager/developer of the new project (SEAS-ERA), which aggregates previous initiatives like AMPERA, MariFish, and MarinERA. Initially EurOcean was to be subcontracted by FCT but due to Portuguese administrative constraints EurOcean became a Third-Party of the SEAS-ERA consortium.

EurOcean will be directly involved in Work Package 9 (WP9 – information and Dissemination) and the work under responsibility of EurOcean's Office is being lead internally by the Science Officer, Sandra Sá.

In the scope of the activities related with the involvement in this WP, the work developed for this project in the 2011 year was:

i) Deliverables:

- Deliverable 9.1.1 Development of a public website, administration area and extranet tool, February 2011;
- Deliverable 9.1.2 Development of a e-Newsletter automatic tool, February 2011;
- Deliverable 9.1.3 Internet Integrating System, October 2011 and,
- Deliverable 9.3.1 Dissemination materials: Development of the Institutional Poster and Leaflet, March 2011.

ii) Meetings:

- The Executive-Director and the Science Officer Sandra Sá attended the SEAS-ERA Network Steering Committee Meeting on 25<sup>th</sup> of May, where the Office had the task to present the EXTRANET tool and,
- The Executive-Director attended the SEAS-ERA JPI Forum held in Brussels on September 7<sup>th</sup> 2011 (see point 2.2.1.).

iii) Other Activities:

- Continuous maintenance and update of the SEAS-ERA Information Portal and Extranet;
- Beginning of the development of the tool for applications to SEAS-ERA calls;
- Development of graphical guidelines for the SEAS-ERA publications, August 2011.

### 3.1.4. CIRCLE-2 (<http://www.circle-era.eu>)

EurOcean is involved in the CIRCLE-2 project as subcontractor. EurOcean services involve the development of technical applications and dissemination materials and the support to the project's communication management and IT issues. These services are developed under Task 1.3 (Integrated Communication Strategy and Management) of WP1 and are lead internally by the Science Officer Sofia Cordeiro.

The work developed for this project in 2011, in line with the agreed timetable, was:

i) Project meetings:

- The Executive-Director and the Science Officer Sofia Cordeiro met with the CIRCLE-2 Coordination Team on 7<sup>th</sup> February and on 8<sup>th</sup> April 2011 to discuss changes to the first and second drafts of the project's InfoBase under development.

ii) New developments and Technical support:

- On 5<sup>th</sup> May the Office delivered to the CIRCLE-2 Coordination Team the Climate Adaptation Projects InfoBase (<http://infobase.circle-era.eu/>), started in December 2010. This InfoBase includes research and applied projects finalised after 2005, at national and local levels, as well as transnational projects funded by CIRCLE and CIRCLE-2. The InfoBase will allow updates of the existing projects and inclusion of additional ones;
- On June and July, respectively, the Office started sending monthly the Goggle Analytics report on the CIRCLE-2 Website and on the CIRCLE-2 InfoBase and,
- The Office continues to provide technical maintenance to all the IT structure developed in 2010 (Website, Administration Area and Extranet).

### 3.1.5. EuroMarine (<http://www.euromarineconsortium.eu/>)

In the end of 2009 the Office accepted the offer to be part of the Advisory Board of the EuroMarine NoE project proposal (follow-up of the three targeted Marine Networks of Excellence: EUR-OCEANS; MarBEF and Marine Genomics Europe, as described in the 2010 Annual Report).

The project, submitted to FP7 Environment 2010 Call on January 2010, started on February 2011 due to a long negotiation process and had its Kick-off Meeting (KoM) in Gothenburg, Sweden on March 21<sup>st</sup> to 23<sup>rd</sup>. In this context EurOcean's Executive-Director Telmo Carvalho, was invited by the NoE Coordinator to participate in the project KoM

as an Advisory Board Member and consequently the NoE supported all the associated costs. Regular updates on the project achievements are received due to the nature of the Office's involvement.

### **3.1.6. COMMUNICARE**

The COMMUNICARE project proposal aimed at promoting the impact of fisheries related research through dissemination, communication and technology transfer and was structured around some key work packages dealing with the promotion of stakeholder's network and active involvement, the identification of R&D results and technologies and, the technology needs assessments and transfer.

The Office, as an expert on marine information management and transfer, was invited on January 6<sup>th</sup> 2011 by a marketing and communication Portuguese company, GLOBAZ S.A., to be involved in the COMMUNICARE project as a partner and leader of the R&D results and technologies scanning work package. The Office replied positively as COMMUNICARE, a Supporting Activity project (24 months duration), would allow the Office to strengthen the contacts with the industry sector in this marine field.

The COMMUNICARE project proposal, submitted to the 2011 FP7 KBBE Call on January 25<sup>th</sup> by the consortium (composed of 9 organisations from Greece, Spain, Italy, France, Estonia, Germany and Portugal, mainly of the food research and safety sector) was not retained for funding.

## **3.2. New Projects**

### **3.2.1. Sea for Society**

In the beginning of the year the Office continued to be extremely involved in the development of the Sea for Society (SFS) project consortium and proposal, and in this context Telmo Carvalho, EurOcean's Executive-Director, attended the last proposal preparation meeting in Paris on January 11<sup>th</sup>.

The SFS project proposal, led by EurOcean Member Nausicaä, was submitted to the 1<sup>st</sup> 2011 Science in Society FP7 Call on January 20<sup>th</sup> 2011, and is currently under negotiation as it was favourably evaluated by the Commission services, scoring 12 out of 15. In this context the Office continued to support the Coordinator concerning administrative, financial and design of the proposal issues, as well as, in the negotiation process itself through the participation of the Executive-Director in the negotiation meeting held in Brussels on May 19<sup>th</sup>. The project is currently under negotiations and it's foreseen to start in the 1<sup>st</sup> semester of 2012.

### **3.2.2. Aqua-tnet3**

The Office was invited on February 23<sup>rd</sup> 2011 by AquaTT (Ireland), to be involved as a partner in the new phase of the Aqua-tnet3 project – Thematic Network in the field of aquaculture, fisheries and aquatic resource management, the largest European Education and Training Network in the Marine Sector.

The Office replied positively to AquaTT's (Aqua-tnet3 secretariat) invitation as the new phase of the Aqua-tnet3 will have a strong emphasis on stakeholder cooperation (such as: educators; industry; researchers and students) in order to ensure constant transfer of knowledge, thus in line with EurOcean's mission and objectives.

The Aqua-tnet3 project proposal, submitted by the consortium coordinator, the University of Stirling (UK), to the 2011 EC Lifelong Learning Programme Call on February 28<sup>th</sup>, scored 82.5% and it was retained for funding with the budget request (600,000.00 Euro). In order to complete the contracting process with the European Commission, EurOcean sent a "Letter of Intent" to the consortium coordinator on August 4<sup>th</sup> confirming its participation on the project. The project is planned to start at the beginning of 2012.

The participation in this network is more of a strategic nature (access to a wide network of Higher Education and Public Outreach organisations) as only travel and subsistence will be funded by the EC. However, EurOcean's participation in the Aqua-tnet3 network is not expected to take a considerable amount of the Office's resources.

### 3.2.3. STAGES

During the first semester of 2011 the Office identified in the draft of the 2012 EC Environment Work Programme (foreseen to be launched on July 20<sup>th</sup>) several funding opportunities on the marine/maritime field of which one came across as of relevance for EurOcean: "Improve scientific knowledge base to support the implementation of the Marine Strategy Framework Directive" aiming to:

- extract and synthesise the knowledge of related EU and national research funded activities in the area of marine environment in order to make it widely accessible in a usable form for civil society at large, policy and decision makers, industry and SMEs and to,
- identify the needs for further research to improve the scientific underpinning of the indicators.

Due to the strategic nature of the call, the Office participated in a first meeting to define the role of interested partners, including the coordination. The meeting, attended by the Executive-Director and the Science Officer Cristina Costa, took place in Brussels on the 12<sup>th</sup> July where a draft structure of the project proposal, to be coordinated by CETMAR – Spain, was developed. A second project proposal meeting took place in Brussels on the 6<sup>th</sup> of September (attended by EurOcean's Executive-Director) where it was defined that EurOcean would lead the WP 2 on collection of knowledge generated by European and national research activities relevant to MSFD. The proposal, STAGES - Science and Technology Advancing Governance of Good Environmental Status, submitted on October 20<sup>th</sup> scored 13.5 out of 15 and was retained for funding. During the first months of 2012 the negotiation phase will take place.

## 3.3. Other Opportunities

### 3.3.1 EUROFLEETS2

Due to the fact that a suitable call for the follow-up of the work of the EUROFLEETS project may not be open in the coming years, the consortium decided to submit a proposal for a EUROFLEETS2 to the 2012 infrastructures 10<sup>th</sup> Call. In this context EurOcean participated in 3 preparatory meetings for the definition of the referred follow-up (May 3<sup>rd</sup> in Paris, attended by the Science Officer Cristina Costa; during the 2011 ESFRI Symposium – Brest 28<sup>th</sup> June to July 1<sup>st</sup> attended by the Executive-Director Telmo Carvalho and, September 19<sup>th</sup> in Ostend, associated with the EUROFLEETS 3<sup>rd</sup> General Assembly (see point 3.1.1.) and attended by Telmo Carvalho and Cristina Costa). In accordance with the current participation, EurOcean showed availability to continue to lead the communication, education and outreach activities. The proposal, submitted by the Coordinator (Ifremer) on November 23<sup>th</sup> is currently under evaluation.

### 3.3.2. COFASP

A call to build an ERA-Net on fisheries, aquaculture and seafood processing (F/A/SP) has been launched (KBBE 2012, 1-2-13) on the 20<sup>th</sup> of July 2011, with a deadline on the 28<sup>th</sup> of February 2012. As a current member of SEAS-ERA as well as a former member of MariFish, EurOcean was approached to be part of what it could be considered as a MariFish follow-up, with an extension of the scope from fisheries to all the marine bio-resources.

EurOcean participated in the preparatory meetings (September 20<sup>th</sup> in Gdansk, attended by Maica Garriga, taking advantage of her presence at the ICES Conference and, 28<sup>th</sup> October in Copenhagen (see point 3.1.2.)) to debate, draft a proposal and share the different WPs between the different funding agencies and/or representatives, with DTU Aqua accepting the coordination role. In recognition of its work and achievements, EurOcean was proposed as the responsible for the Information Management and Dissemination related tasks in this ERA-Net. Through EurOcean's involvement in the Communication/Dissemination WPs of other ERA-Nets (SEAS-ERA and CIRCLE-2), a more in depth

collaboration between these initiatives and the new ERA-Net can be fostered. Additionally, as EurOcean also developed and continues to host the databases of previous ERA-Nets (MariFish, MarinERA and AMPERA), having this information resources updated and upgraded by this new ERA-Net will be an added value for the European Marine Scientific community.

During these meetings, the issue of EurOcean not being a funding agency, hence having to be a third party or a sub-contractor was raised. It was finally agreed that EurOcean will be sub-contracted by CNR for WP1 on 'Inventory and Strategy (for strengthened cooperation)' and by DTU Aqua for WP4 on 'Dissemination and Capacity Building'.

Through WP1, EurOcean will be involved in the collection and analysis of FP5, FP6 and FP7 Programmes and Projects in F/A/SP at EU and national level and their findings made available in a format that will be easily accessible and usable by policy makers and the wider stakeholders' community. This work will fit into the EurOcean Marine Knowledge Gate, and can be considered, along with the work to be done for STAGES, as a follow-up of the MarineTT project.

## 4. Networking Activities

In accordance with the Work Programme for 2011 and the recommendations of the Steering Committee, the Office continue to develop new networking activities and strengthening existing ones, with EurOcean Members and non-Members.

### 4.1. Members

#### ❖ All Members

The Office continued to inform the Members on funding opportunities under the FP7 mechanism. Besides the opportunities sent through the e-newsletter tool, a specific email was sent informing on the opportunity to collaborate in the call of tender “Scenarios and Drivers for Sustainable Growth from the Oceans, Seas and Coasts” as well as, the FP7 July calls opportunities.

#### ❖ Nausicaä

On the 27<sup>th</sup> to 28<sup>th</sup> of April 2011, EurOcean’s Office represented by the Science Officer Sandra Sá, visited Nausicaä, EurOcean’s Member in France. This meeting had the aim of discussing the organisational and logistics aspects of next EurOcean meetings to be hosted by Nausicaä, and to get experienced advice on the Professor Mário Ruivo Prize regulations.

#### ❖ Nausicaä, IOPAS, IEO, MI, IMR and Ifremer

After the approval of the Sea for Society project proposal, where EurOcean was successful in engaging several Members, the Office continued collaborating with several EurOcean Members concerning administrative and financial issues due to the support provided to the proposal coordinator (Nausicaä) during the negotiation phase (see point 3.2.1).

#### ❖ FRCT and IMR

In scope of the organisation of the training activities for Maltese Researchers (see point 5.), the Science Officer Sofia Cordeiro established several contacts with Ricardo Serrão Santos, Director of DOP and IMAR, and representative of FRCT in EurOcean and of Per Nieuwejaar, President of EurOcean and Director of the Research Vessels Department at IMR.

### 4.2. Other Organisations/Initiatives

#### ❖ Estonian Marine Environment Department of the Ministry of Environment

Following the participation of the Science Officer, Cristina Costa, in the IOI’s course (6<sup>th</sup> Training Programme on Regional Ocean Governance for Mediterranean and Eastern European Countries) held in Malta last year, Mr. Silver Vahtra of the Marine Environment Department of the Estonian Ministry of the Environment visited the Office on March 16<sup>th</sup>. The aim of the visit was to discuss a possible cooperation between both institutions for the development of an action plan to increase Estonian society awareness to seas/ocean issues as to promote the development and implementation of a national integrated maritime policy. The proposal was submitted by the Office on April 28<sup>th</sup> and, despite no official comments were yet given, the difficulty in obtaining funds and weak national political commitment for the implementation of a national integrated maritime policy jeopardises the set-up of such plan.

#### ❖ ERVO – European Research Vessels Operators ([http://www.eurocean.org/ervo\\_site/index.jsp](http://www.eurocean.org/ervo_site/index.jsp))

Please see point 1.2.1.

#### ❖ OFEG – Ocean Facilities Exchange Group (<http://www.ofeg.org/pages/ofeg/index.php>)

Please see point 1.2.2.

❖ WavEC

Following the contacts with WavEC to produce an Ocean Energy Brochure in cooperation, EurOcean, represented by the Executive-Director and the Science Officer Sandra Sá, hosted a meeting with Eng. Nuno Matos and Dr. Janete Gonçalves from WavEC to discuss the status of this activity. They were informed that the draft proposal was waiting for approval/comments by the Members and that it was expected to be launched at the beginning of 2012 (see point 2.1.4.) The representatives of WavEC reinforced their willingness to cooperate in this activity as well as in other applicable activities such as European funded projects.

❖ Lisbon Oceanário

After the official launch of the Professor Mário Ruivo Prize the Lisbon Oceanário disseminated the initiative through their website and Facebook page and contacted the Office displaying interest and availability in hosting the award ceremony. Taking into account the relevance of the venue and the existing institutional relations, the Office visited the Lisbon Oceanário on December 15<sup>th</sup>, 2011 to discuss the organisation of EurOcean's 10<sup>th</sup> Anniversary full day event, which includes the prize award ceremony. The EurOcean 10<sup>th</sup> Anniversary event will be hosted, free of charge in the Lisbon Oceanário apart from specific services not able to be provided, which will be directly covered by the Office.

❖ AQUAEXCEL

In April 2011, EurOcean was approached by AquaTT on behalf of the 'Aquaculture infrastructures for excellence in European fish research (AQUAEXCEL)' project<sup>1</sup> in order to prepare a proposal to include their information in the already in place EurOcean\_AF InfoBase, including a visualization functionality to display the aquaculture infrastructures/facilities in a map format. After receiving the AQUAEXCEL specification in November 2011, the Office presented a structure and financial proposal to develop the requested service. AQUAEXCEL didn't approve the proposal due to budgetary constraints. In any case they requested that for the sake of sustainability that the information collected by AQUAEXCEL could be incorporated in the once the project is concluded. The request was accepted.

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<sup>1</sup> AQUAEXCEL: FP7 Combination of Collaborative projects and Coordination and Support Actions (CP-CSA); March 2011 – February 2015 (48 Months), coordinated by INRA in France with a consortium of 17 partners from 10 countries

## 5. Additional Activities

This new chapter of the Annual Report was created to include and reflect some activities that were not planned in the EurOcean approved Work Programme and that are not foreseen to have continuity in the coming years, being considered a one-time activity.

### ❖ Training activities for Maltese Researchers

Following the request of MCST to have training activities on board of a research vessel for Maltese researchers the Office organised two training activities with the support of Ricardo Serrão Santos, Director of DOP and IMAR, and representative of FRCT in EurOcean, and Per Nieuwejaar, EurOcean's President and Director of the Research Vessels Department at IMR.

### ➤ EurOcean/DOP-UAç and MCST Training Activity

The Office agreed with the Maltese researcher Dr. Matthew Montebello and the Department of Oceanography and Fisheries (DOP), University of the Azores (UAç), to organise the training activity during the month of September 2011, starting on September 1<sup>st</sup> and finishing on September 27<sup>th</sup>. The researcher developed his training activity at the laboratories at DOP/UAç and on board of a research vessel. EurOcean supported the student flight and accommodation, and gave the researcher a daily allowance to help facing part of his expenses while in Azores. DOP/UAç supported the expenses with the presence of the researcher in the lab and on board of the vessel. According to the researcher and hosting organisation reports, this activity was very useful to both parts. The report of the activity is available for consultation in the EurOcean Office.

### ➤ EurOcean/IMR and MCST Training Activity

Following a request of the Maltese researcher, the PhD student Molly Buchholz-Sørensen, the Office and the President of EurOcean worked on the possibility of the Maltese student to be trained on a cruise on board of the Dr. Fridtjof Nansen vessel. At the beginning of June 2011 it was clear that this opportunity would not be possible due to the discrepancy between the operating characteristics of the vessel and the sampling method of the species the student was interested in. The Office and the President of EurOcean then agreed with the Maltese student to organise a training activity on board of a cruise in Norwegian waters in the area of fish/biology sampling. The activity on board of the R/V Helmer Hanssen (prev. R/V Jan Mayen) started on August 9<sup>th</sup> and ended on August 22<sup>nd</sup>. EurOcean supported the student flight and accommodation while IMR supported the expenses with the presence of the student on board of the vessel. As requested by the EurOcean Office, the student sent a summary report about this successful activity. The report of the activity is available for consultation in the EurOcean Office.

### ❖ EurOcean 10<sup>th</sup> Anniversary

Following the dedicated workshop on the Celebration of EurOcean's 10<sup>th</sup> Anniversary in 2012, held in September 22<sup>nd</sup> 2010 in GeoEcoMar facilities, the Office circulated the minutes to all Members for acknowledgment and approval. In the 6<sup>th</sup> Executive Committee Meeting (Valetta - April 6<sup>th</sup> 2011) the Office presented a summary table of the main discussed issues and proposals. Taking into consideration the associated cost and limited availability of the expected invitees, the Executive Committee proposed that the event should be very focused and take place in Lisbon in November 2012. In this context, the Office developed a proposal that was presented and approved at the 11<sup>th</sup> Steering Committee Meeting (Boulogne-sur-Mer, 4<sup>th</sup> and 5<sup>th</sup> October, 2011). It was decided that the event will take place back to back with the 2012 EurOcean meetings (12<sup>th</sup> Steering Committee Meeting, 9<sup>th</sup> Executive Committee Meeting and 5<sup>th</sup> Board Meeting).

In collaboration with the Vice-President Salvino Busuttill, the Office started negotiations with the Corinthia Hotel to host all the invitees and the EurOcean meetings. A contract with Corinthia Hotel is to be signed in January 2012 detailing the contracted services and its conditions.

The EurOcean 10<sup>th</sup> Anniversary event (including the Prof. Mario Ruivo Prize award ceremony) will be hosted by the Lisbon Oceanário (see point 4.2.).

❖ Professor Mário Ruivo Prize

During a meeting with Nausicaä on the 27<sup>th</sup> to 28<sup>th</sup> of April 2011 the Science Officer Sandra Sá had the opportunity to discuss, with Nausicaä experts, the regulations of the Professor Mário Ruivo Prize. As experts, Nausicaä suggested that the Office should rewrite the document taking into account the following guidelines:

- The age range of the participants should be around 12-18 years old;
- The scope of the movie should be enlarged to accept other formats of movies than the one previous defined (animation);
- The theme should be “Links Between Ocean and Daily Life Activities”;
- The Office should consider a possibility of having a first step country selection process and,
- EurOcean Office should write an announcement that stimulates the creativity of the participants.

Nausicaä also suggested that the selection Jury should be composed by experts inside the network and invitees from the European Commission and IOC.

The Office revised the documents in accordance to the suggestions provided by Nausicaä, and sent it to all Members for comments and approval. After receiving the comments and upon the approval of the Executive Committee, the Prize was split in two categories, one for students of Secondary Schools (Junior Category; 12-18 years old) and another for students of Third Level Institutes offering Multi-Media and Communication courses (Senior Category; 18-21 years old). The Prize was launched on August 18<sup>th</sup> 2011 on the EurOcean Portal. Additional actions of dissemination of the Prize were undertaken including: emails for almost 1100 contacts such as EurOcean Members, EC, European Art Schools, and Portuguese Secondary Education Schools, European Research Institutions, European Funded Projects, Governments and other national initiatives dealing with the targeted group. Reminders will be sent in January and February 2012 with press releases translated to French, German, Spanish and Portuguese languages. The Prize as also been advertised frequently in all EurOcean Newsletters and Facebook. Declarations of intention on participation were received by the Office as well as several requests for additional information.

## 6. Management of EurOcean

### 6.1. Administrative Issues

#### 6.1.1. Staff

In 2011 the Office staff didn't suffer any change maintaining the same four Science Officers.

#### 6.1.2. Current Responsibilities of EurOcean's Staff

The current main responsibilities of EurOcean's staff are listed in Table 1.

**Table 1.** Current main responsibilities of EurOcean's staff.

EurOcean staff	Function	Main responsibilities
 Telmo Carvalho	Executive-Director (EurOcean contract)	<ul style="list-style-type: none"> <li>- Supervision of the implementation of the approved Work Programme;</li> <li>- Supervision of the Office;</li> <li>- Identification of new areas of activity;</li> <li>- Identification of new possibilities of cooperation and membership;</li> <li>- Identification of participation opportunities on European Projects and development of the selected proposals.</li> </ul>
 Cristina Costa	European Project Manager (EurOcean contract)	<ul style="list-style-type: none"> <li>- Office coordinator;</li> <li>- Responsible for the European information on marine and maritime affairs;</li> <li>- Manager of the EUROFLEETS project;</li> <li>- Supervisor and manager of the MarineTT project;</li> <li>- Responsible for the coordination and development of new project proposals.</li> </ul>
 Maica Garriga	European Project Manager (EurOcean contract)	<ul style="list-style-type: none"> <li>- Manager of the MarineTT project.</li> <li>- Responsible for the preparation of the COFASP proposal.</li> </ul>
 Sandra Sá	Science Officer (FCT fellowship)	<ul style="list-style-type: none"> <li>- Responsible for the information management on:               <ul style="list-style-type: none"> <li>○ Marine Infrastructures;</li> <li>○ Public Outreach;</li> <li>○ Higher Education and,</li> <li>○ Job Opportunities;</li> </ul> </li> <li>- Manager of the SEAS-ERA project;</li> <li>- Responsible for the developments and maintenance of OFEG website;</li> <li>- Responsible for the dissemination of the Professor Mário Ruivo Prize.</li> </ul>
 Sofia Cordeiro	Science Officer (FCT fellowship)	<ul style="list-style-type: none"> <li>- Responsible for the Legal, Administrative and Financial management;</li> <li>- Responsible for the organisation of events in which the EurOcean is the main organiser;</li> <li>- Manager of the CIRCLE-2 project.</li> </ul>

### 6.1.3. Office

#### ❖ Business Plan

The Office presented an updated version of the Financial Elements for the Business Plan on the 6<sup>th</sup> Executive Committee Meeting (Valetta - April 6<sup>th</sup>) and, on the 11<sup>th</sup> Steering Committee Meeting (Boulogne-Sur-Mer – October 4<sup>th</sup> and 5<sup>th</sup>), that reflected the 2011 changes of the Portuguese Taxes Rules (payment from 2012 onwards of 5% of the total previous fiscal year salary excluding VAT to the Social Security services, whenever the organisation supports more than 80% of the independent workers annual salary and, increase of the VAT tax from 21% to 23% on January 1<sup>st</sup> 2011). However the Office did not further developed the Business Plan considering a cash and work flow plan as requested in the 10<sup>th</sup> Steering Committee Meeting (Bucharest, September 21<sup>st</sup> 2010), due to the possible participation in new European projects by the end of the current year (at time: Sea for Society, COMMUNICARE and Aqua-tnet3).

#### ❖ Cash-flow analysis

Following a request on the 5<sup>th</sup> Executive Committee Meeting (Bucharest – 20<sup>th</sup> September 2010) and on the 10<sup>th</sup> Steering Committee Meeting (Bucharest – 21<sup>st</sup> September 2010) the Office developed a cash-flow analysis on a monthly basis for the 2011 year. The cash-flow table, used to support the financial management of the EurOcean, was regularly updated with real income and expense information.

#### ❖ Organisation of the Foundation's and Centre's legal documents

After concluding the reorganisation of the Foundation's contracts in EurOcean's archives, the Office presented at the 6<sup>th</sup> Executive Committee Meeting (Valleta, 6<sup>th</sup> April 2011) two summary matrix tables providing general information and status of the Foundation's and the Centre's legal documents. This task was requested in the 3<sup>rd</sup> Board Meeting (22<sup>nd</sup> September 2010) and was started at the end of 2010. All the material is now organised and available for consultation in the EurOcean's Extranet under "Legal Documents Matrix tables". The matrix tables are regularly updated.

#### ❖ EurOcean's Monetizing Services Dilemma

As requested in the 10<sup>th</sup> Steering Committee, the EurOcean Office presented a proposal for Monetizing EurOcean Services during the 6<sup>th</sup> Executive Committee Meeting (Valleta, 6<sup>th</sup> April 2011). During the meeting it was clear, by the analysis of the report, that the products already produced by the Office couldn't be monetized due to constrains such as: contractual duties with European Funded projects such as EUROFLEETS (EurOcean\_RV) and MarineTT (EurOcean\_MaP), and a possible decrease of flow of information (as the services would no longer be freely available), leading to a loss of strategic importance of EurOcean in Europe.

#### ❖ Members "kit"

An updated version of EurOcean's Members "kit" was presented in the 6<sup>th</sup> Executive Meeting (Valetta - 6<sup>th</sup> April) reflecting the changes requested in the 4<sup>th</sup> Executive Committee Meeting (Gijon – 21<sup>st</sup> May 2010). The Office updated the Member's "kit", which was made available under the new area "How to become a Member?" of EurOcean's Portal and through a direct link from the Portal's Homepage (see point 1.1.2.). The information in this new area was updated to accommodate the three new EurOcean Members as approved in 2011: two new Members (IOI and CNR) and the new Cooperating Member (FdM).

### 6.1.4. Membership

#### ❖ Members Annual Contributions

In February 2011 the Office requested the Members annual contribution. All EurOcean Members transferred the 2011 annual contributions except Technopôle Brest-Iroise that still didn't replied to the several Office requests of information. MCST, besides the 2011 membership contribution also transferred the delayed 2010 fee.

❖ New Members

➤ IOI – International Ocean Institute

EurOcean received in January 2011 a letter requesting membership from the IOI – International Ocean Institute. After negotiations with the IOI's Executive-Director, Dr. Cherdsak Virapat, IOI proposed to be a full Member of EurOcean contributing with an annual membership fee of 3,000.00 Euro.

It was discussed that EurOcean could develop services to the IOI Malta Training Course; support media lab of the IOI EMB Center (Elisabeth Mann Borgese Centre) with information on marine sciences and technology; and supply the IOI with information for coastal community outreach, assessment on IOI Training impacts, etc. IOI could organise for and with EurOcean governance courses or programmes/seminars of specific interest to, or at the request of EurOcean.

IOI membership was formally approved from 2012 onwards at the 11<sup>th</sup> Steering Committee (Boulogne-sur-Mer, 4<sup>th</sup> and 5<sup>th</sup> October 2011).

➤ CNR – National Research Council, Italy

EurOcean received in November 2011 a letter requesting membership from the CNR – National Research Council, Italy. It was agreed that CNR would contribute with an annual membership fee of 5,000.00 Euro.

The expression of interest was submitted by common consent between the Head of the CNR Operations Planning Office, which is in charge of the management of CNR's oceanic research infrastructures, and the Director of the CNR Department of Earth and Environment (DTA), which delivers independent research, survey, technologies and knowledge transfer in the Earth and Environmental sciences.

CNR membership was approved from 2012 onwards by email consultation since the request was received after the annual Steering Committee meeting.

➤ FdM – Fondation of Malte

EurOcean received in March 2011 a letter requesting membership from the FdM – Fondation de Malte. After negotiations with the FdM's Executive-Director, David Raphaël Busuttil it was agreed that FdM could apply for Cooperating Member of EurOcean.

Fondation de Malte is not an Organisation solely dedicated to marine issues but it has a strong component of its activity on Ocean Governance and on the relation between Societal issues and the Oceans.

FdM membership as Cooperating Member was approved from 2012 onwards at the 11<sup>th</sup> Steering Committee (Boulogne-sur-Mer, 4<sup>th</sup> and 5<sup>th</sup> October 2011).

❖ Potential Membership

Due to the efforts of the Office, the President and Vice-Presidents of EurOcean, several other organisations, namely Alfred Wegener Institute for Polar and Marine Research (AWI-Germany), World Ocean Network (WON), The European Network of Science Centres and Museums (Ecsite), and Centro Tecnológico do Mar (CETMAR) were approached and are currently analysing joining EurOcean as full and/or Cooperating Members. Each of these organisations is in different stages of internal analyses.

**6.1.5. Meetings**

❖ Executive Committee Meetings

- The 6<sup>th</sup> Executive Committee Meeting, hosted by Foundation de Malte (FdM), took place in Valetta (Malta) on April 6<sup>th</sup>. All the ExCom Members, the Executive-Director Telmo Carvalho and the Science Officer Cristina Costa attended the meeting. In accordance with the defined agenda issues such as the legal and financial status of the EurOcean Foundation, the status of the EurOcean participation in European projects and the status of the major 2011 Work Programme activities were thoroughly analysed.
- The 7<sup>th</sup> Executive Committee Meeting was held back-to-back with the 11<sup>th</sup> Steering Committee Meeting hosted by Nausicaä. All the ExCom Members, the Executive-Director Telmo Carvalho and the Science Officers Cristina Costa and Sofia Cordeiro attended the meeting (October 4<sup>th</sup>, 2011 in Boulogne-sur-Mer -

France). The agenda of the meeting included mainly the approval of the minutes of the 6<sup>th</sup> Executive Committee Meeting and the preparation of the 11<sup>th</sup> Steering Committee Meeting.

❖ Steering Committee Meeting

The 11<sup>th</sup> Steering Committee Meeting, hosted by Nausicaä, was held on 4<sup>th</sup> and 5<sup>th</sup> October in Boulogne-sur-Mer, France. The meeting was divided in two parts, one open to current Cooperating Members, potential new Members and invitees and, a closed session attended only by EurOcean Members. Several issues were discussed at the meeting as for example the approval of new Members and Cooperating Members, the legal and financial status of the EurOcean Foundation, the Memorandum of Understanding between EurOcean and its Members, the celebration of the 10<sup>th</sup> Anniversary, the status of the current work and the next 3-year Work Programme.

❖ EurOcean Foundation Board Meeting

The 4<sup>th</sup> Board Meeting of the EurOcean Foundation, hosted by Nausicaä, was held on 5<sup>th</sup> October in Boulogne-sur-Mer, France. All the Board Members attended the meeting except for Ricardo Serrão Santos and António Pascoal that were represented by the Board President. The agenda of the meeting included the approval of the minutes of the 3<sup>rd</sup> Board Meeting, the endorsement of the legal and financial decisions taken in the 11<sup>th</sup> Steering Committee Meeting and the approval of the name of the independent audit company for the 2011 accounting.

## 6.2. Legal and Financial Matters

❖ Legal Representation in the Netherlands

The legal representative of the EurOcean Foundation in the Netherlands is the lawyers company Kaarls|Brech | Diels. This company took the necessary diligences to renew EurOcean Foundation's registry at the Chamber of Commerce for the year 2011.

❖ Fiscal Status in the Netherlands

The fiscal representative of EurOcean Foundation in the Netherlands is the company GBA Adviseurs. In 2011, the fiscal company delivered to the tax authorities in the Netherlands the necessary documents regarding the 2010 tax as well as the VAT form regarding the first months of the 2011 year (a nil-filing form as any VAT taxable services are being provided with the Netherlands fiscal number).

❖ Legal Representation of EurOcean Foundation in Portugal

No changes were made to the legal representation of the EurOcean Foundation in Portugal.

❖ Fiscal Status and Accounting Services of the EurOcean Foundation in Portugal

In Portugal the accounting company CBR Accounting fiscally represents the EurOcean Foundation and is also responsible for the accountancy services of the Foundation. The contract with the accounting company was automatically renewed for the year 2011 with no changes in the contracted service cost, except the one associated with the increase of 2% in the VAT.

As in previous years, in 2011 the Office sent every month the reports of the payments and the original invoices to CBR Accounting that verifies all the transactions and bank records. In 2011 the accounting company delivered the necessary VAT forms to the Portuguese tax authorities. It also delivered the 2010 annual tax returns declaration of the Portuguese Representation of the EurOcean Foundation to the Portuguese fiscal authorities. According to the declaration, EurOcean Foundation does not need to pay any tax in Portugal (IRC – Corporation Tax) regarding the fiscal year of 2010 although it presented a positive fiscal net profit, as in 2009 the Portuguese Representation of the EurOcean Foundation had a negative fiscal net profit higher than the positive fiscal profit of 2010.

In 2011 the accounting company also delivered a financial report for the first reporting period of each of the following European projects: EUROFLEETS, MarineTT and SEAS-ERA. The information in these financial reports was used to fill in the Form C of each project requested by the European Commission at the end of each reporting period.

❖ EurOcean Foundation Director and Officers Liability Insurance

Following a decision on the 11<sup>th</sup> Steering Committee Meeting (Boulogne-sur-Mer, 4<sup>th</sup> and 5<sup>th</sup> October, 2011) to obtain a Director and Officers Liability Insurance for the Board of the EurOcean Foundation, the Office contracted such insurance from Hiscox Insurance Company Ltd, Branch in Portugal from the broker Marsh, Lda (Lisbon). The Insurance, with a limit of liability of 500,000.00 EUR, will start on January 1<sup>st</sup>, 2012 and has duration of one year, renewable.

❖ Financial Reports:

➤ 2010 Financial Report

The 2010 EurOcean Foundation Financial Report, from January 1<sup>st</sup> to December 31<sup>st</sup>, was included in the 2010 Annual Report which was sent to the Members on March 24<sup>th</sup> 2011. The 2010 Financial Report is composed by professional accounting tables (developed by the professional accounting company, CBR Accounting) and by simplified tables (developed by the Office).

The Office requested the Treasurer of the EurOcean Foundation, Salvino Busuttill, to endorse the 2010 EurOcean Foundation Financial Report performed by the professional accounting company CBR Accounting and audited by the external auditing company ABC - Azevedo Rodrigues, Batalha e Costa. The Treasurer approved the 2010 financial report on April 2011.

➤ 2011 Financial Report

The 2011 EurOcean Foundation Financial Report, from January 1<sup>st</sup> to December 31<sup>st</sup>, presented in this Activity Report (see Annex II) is composed by professional accounting tables (developed by the Professional Accounting company, CBR Accounting) and by simplified tables (developed by the Office).

As the EurOcean Foundation is participating as partner or third party in three FP7 Projects, the accounting tables include the funds received and the expenditures of EurOcean divided by cost centres: EurOcean, EUROFLEETS, MarineTT and the SEAS-ERA. Following a request of the 11<sup>th</sup> Steering Committee Meeting (Boulogne-sur-Mer, 4<sup>th</sup> and 5<sup>th</sup> October, 2011), the simplified tables specify as well in EurOcean cost centre, the funds received (mainly membership fees) and the expenses incurred by EurOcean and the ones related to the service contracts (CIRCLE-2 project and OFEG).

❖ Auditing

As adopted best practice and following approval of the name of the independent audit company for the 2011 accounting (4<sup>th</sup> Board Meeting of the EurOcean Foundation), the Office requested the selected auditing company to perform an independent financial audit to the 2011 EurOcean Foundation Professional Final Report. The audit report (see Annex III) is composed of five reports:

- Independent Auditor's Report on the Financial Statements – certifies the financial professional report;
- Summary Report with information on the methodology and the verifications carried out in the audit;
- Independent Report on Factual Findings on costs claimed under the EUROFLEETS project;
- Independent Report on Factual Findings on costs claimed under the MarineTT project and,
- Independent Report on Factual Findings on costs claimed under the SEAS-ERA project.

As no inconsistencies were detected the auditing company validated the 2011 EurOcean Foundation Professional Final Report.

❖ Bank Account

After the terminus of the time deposit of 50,000 Euro on March 30<sup>th</sup> 2011 the Office made a new time deposit of the same amount for half a year, starting on March 31<sup>st</sup> 2011, with an interest rate of 3.250% (TANB). Upon termination of the deposit, September 30<sup>th</sup> 2011, the Office applied the 50,000 Euro in a new time deposit for 6 months. This new time deposit started on October 12<sup>th</sup> 2011 and has an interest rate of 5.300% (TANB). This is the only currently active time deposit of the EurOcean Foundation.

### **6.3. IT Infrastructure**

The Office acquired a new personal computer at the end of 2011 to replace the oldest computer in the Office. The processing speed of the old computer was no longer suitable for heavy data processing activities. This new IT equipment was charged to EurOcean cost centre and is operational since the beginning of 2012.

# Annexes

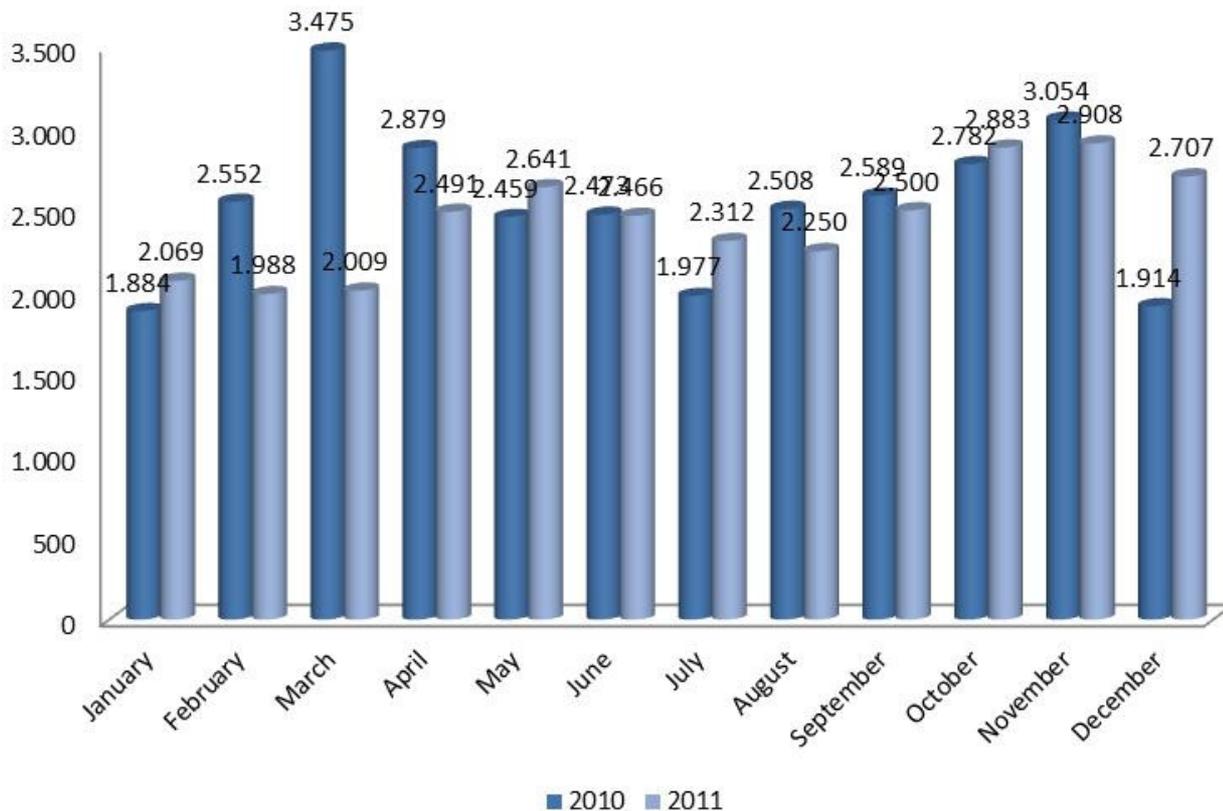
### Annex I - EurOcean Website and InfoBases traffic report

This report characterizes the period comprising from the 1<sup>st</sup> of January 2011 until the 31<sup>st</sup> of December 2011.

In this period, we recorded nearly 29.224 visits. As expected, traffic varies from week to week, peaking in the periods of newsletters releases and insertion of new contents. We have recorded visits from every continent, but especially from Europe and North America.

➤ EurOcean’s website traffic report on the period between the 1<sup>st</sup> of January 2011 until the 31<sup>st</sup> of December 2011

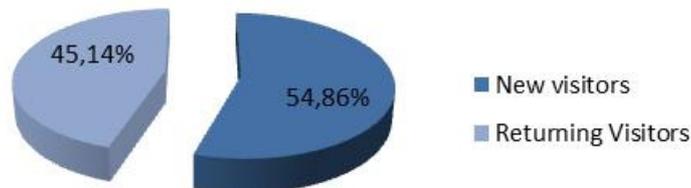
Number of Visits represents the number of individual sessions initiated by all the visitors of EurOcean’s website. If a user is inactive on the website for 30 minutes or more, any future activity will be attributed to a new session. Users that leave the website and return within 30 minutes will be counted as part of the original session. Please see Figure 1 for the compared visits statistics in the accessed period.



**Figure 1** – Compared visits from the 1<sup>st</sup> of January 2010 until the 31<sup>st</sup> of December 2010 and from the 1<sup>st</sup> of January 2011 until the 31<sup>st</sup> of December 2011

By the compared results one can see that the number of visits is stabilizing in average around 2,000 to 2,500 visits per month. However in 2011 there was a decrease of 4.3% in the total amount of visits. This decrease can be explained by many factors such as the launch of Institutional materials in 2010 (in particular in May) and the interest rose in EurOcean’s participation in European funded projects, a new line of work since September 2009.

Figure 2 represents the percentage of new visitors and returning visitors in the year 2011.

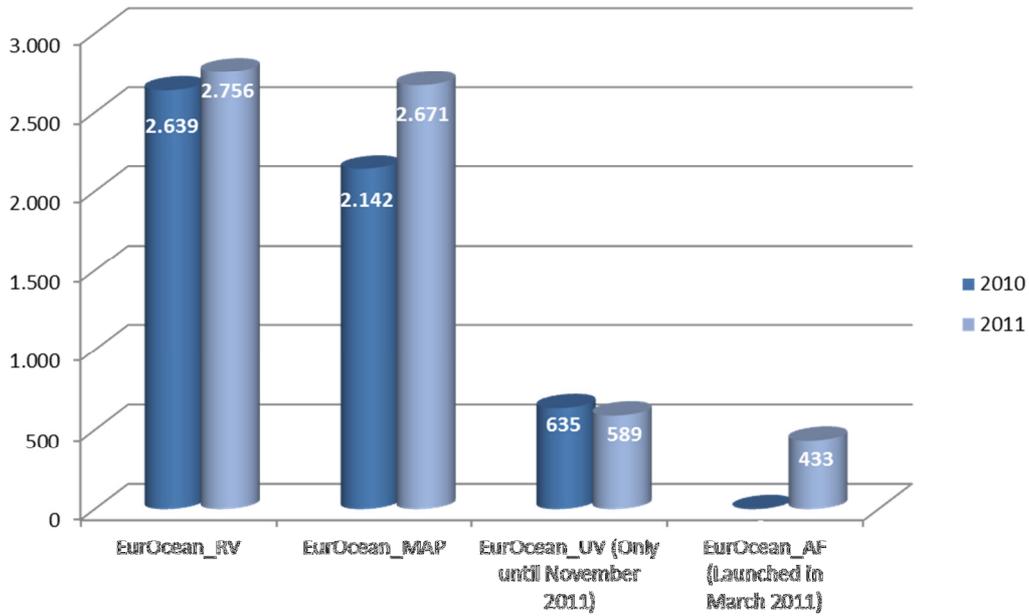


**Figure 2** – Visitors (returning and new) from the 1<sup>st</sup> of January 2011 until the 31<sup>st</sup> of December 2011

From the above chart one can see that 45.14% of visitors were "returning". This can be read as EurOcean being able to “keep” half of the visitors that look for the website and at the same time is able to attract regularly a significant percentage of new visitors to the website. This means that the website growth perspective (if we bring back the non-returning visitors together with the percentage of new visitors) is significant.

➤ EurOcean’s InfoBases traffic report on the period between the 1<sup>st</sup> of January 2011 until the 31<sup>st</sup> of December 2011

The EurOcean InfoBases are a part of the “Information Portal” and in these cases Google Analytics is only able to provide information on the number of Pageviews (aggregation of pageviews that are generated by the same user during the same session). The comparison of the Unique Pageviews for the four InfoBases hosted on the EurOcean Web Server between 2010 and 2011 is displayed on Figure 3.



**Figure 3** – Compared Unique Pageviews for the four InfoBases from the 1<sup>st</sup> of January 2010 until the 31<sup>st</sup> of December 2010 and from the 1<sup>st</sup> of January 2011 until the 31<sup>st</sup> of December 2011

By the compared results it’s visible that EurOcean’s InfoBases had some variations in the number of Unique Pageviews this variation might be explained by the upgrade of the InfoBases through the European funded projects where EurOcean is involved (EUROFLEETS/EurOcean\_RV, MarineTT/EurOcean\_MaP). The most visited Infobase in 2010 was EurOcean\_RV, closely followed by the EurOcean\_MaP InfoBase.

## Annex II - 2011 Financial Report

(from January 1<sup>st</sup> to December 31<sup>st</sup>)

The 2011 Financial Report is composed of two reports, the “Income and Expenses Report” - a cash flow analysis of the 2011 year (performed by the Office), and the professional “Accounting Report” - an analysis in accordance to the Portuguese accounting rules (performed by the accounting company). Due to the different nature of the reports, a direct comparison of the two reports is not possible as they are based in different rules/considerations such as:

- **IT equipment:** The simplified report (“Income and Expenses Report”) considers the total expense with hardware whereas the professional report (“Accounting Report”) takes into account the depreciation costs of that equipment;
- **Time deposit interests:** The simplified report considers the time deposit interests as the sum of all the interests received in that fiscal year while the professional report considers the number of months of the time deposit in that fiscal year to calculate the time deposit interests;
- **European projects funds received:** The simplified report takes into consideration the totality of the advanced payments received from each project while the professional report considers only the amount that was spent in the projects minus VAT, i.e. the professional report can consider as funds received from a certain project a lower or a higher amount than the one effectively received;
- **Services contracts funds received:** The simplified report takes into account the funds effectively received in scope of the services contracts while the professional report considers the received funds as well as those expected to be received associated to issued invoices. Such is the case with the 2011 OFEG Contract for Services considered finalised in accounting terms in 2011 (therefore decreasing the profit and the associated Yearly Corporation Tax) although the second half of the payment (15,000.00 Euro) will only be received in 2012
- **Services contract VAT:** The simplified report takes into account the Services Contract VAT (CIRCLE-2 project and OFEG) as an income and the VAT of the associated developed services as an expense. The professional report however, does not consider the VAT of the incomes and of the expenses as it is a Portuguese State tax to be submitted on a trimester basis. And,
- **Yearly Corporation Tax:** As with the “Service contract VAT”, the simplified report takes into account the Yearly Corporation Tax as an income (resulting from a loss) or expenditure (resulting from a profit) while the professional report does not consider it neither as an income nor as an expense as it is results from the previous fiscal year accounting activity.

Apart from a cash flow analysis of the 2011 year by each of the EurOcean Foundation’s cost centres (EurOcean (divided in EurOcean and contracted services activities); EUROFLEETS; MarineTT and SEAS-ERA), the financial report developed by the Office also compares the 2011 approved budget with the real income and expenses in 2011.

## **Annex II.1 Income and Expenses Report** (simplified report; cash flow analysis)

Tables 1 to 7 and Figure 1 of this Annex show the income and expenses report of the EurOcean Foundation, performed by the Office. Please note that by income the Office means the funds received.

An index of the tables and figure is given below:

**Table 1** shows the funds received and the expenses of the EurOcean Foundation's cost centres from January 1<sup>st</sup> to December 31<sup>st</sup> 2011 (page XIII);

**Table 2** shows a detail of the expenses of the EurOcean Foundation's cost centres by category from January 1<sup>st</sup> to December 31<sup>st</sup> 2011 (page XVI);

**Table 3** shows the calculation of the VAT to deliver to the Portuguese State in scope of the Contracts for Services by the EurOcean's cost centre in 2011 (page XX);

**Table 4** shows the profit of the EurOcean's cost centre in 2011 (page XX);

**Table 5** shows the accumulated profit of the Contracts for Services since 2010 (page XXI);

**Table 6** shows the accumulated funds received and expenses incurred in each of the European projects since the start of each project (page XXII) and the impact in the EurOcean Foundation cash flow;

**Table 7** shows the updated approved budget and the real funds and expenses in the EurOcean Foundation's cost centres in 2011 (page XXIII) and,

**Figure 1** shows the percentage of the EurOcean expenses per category (page VII).

### - **2011 received funds and incurred expenses (cash flow analysis)**

One important note before detailing the funds received and the real expenses in 2011 is that the Human Resources at the EurOcean Foundation are not permanent staff since they are independent workers (Executive-Director Telmo Carvalho, European Project Managers Cristina Costa and Maica Garriga and IT Engineer) or fellowship seconded by the EurOcean's Member FCT (Science Officers Sandra Sá and Sofia Cordeiro).

#### a. EurOcean's cost centre

Due the accounting nature of the services contracts, EurOcean's cost centre also include the activities developed in the scope of the two existing services contracts (with FFCUL regarding the CIRCLE-2 project and, with OFEG/NOC regarding the OFEG website). In the 2011 simplified report the received funds and the incurred expenses of the EurOcean's cost centre are presented in detail by type of activity: EurOcean, CIRCLE-2 and OFEG.

#### ✓ **EurOcean:**

The funds received by EurOcean (see Table 1 – page XIII) include the Members contributions, reimbursement of expenses, time deposit interests and the overheads from all the European projects in which EurOcean Foundation participates as a partner or a third party (for more information on the related overheads please refer to the correspondent cash flow analysis). It also includes the Yearly Corporation Tax regarding the previous year financial results. Although this value is included in EurOcean's component of the EurOcean's cost centre, it in fact reflects the entire EurOcean's cost centre results from 2010.

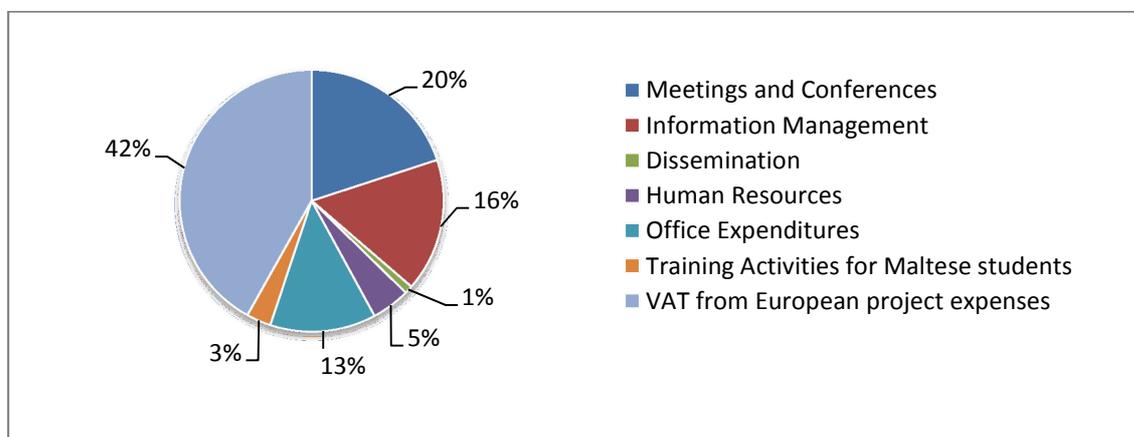
Important to note is that the amount of the Members contribution is lower than budgeted for 2011 in 5,000.00 Euro as the Member Technopôle Brest-Iroise membership fee was not received until the end of the 2011 fiscal year.

The expenses incurred by EurOcean (see Table 1-page XIII and Figure 1) include costs (with taxes) with “Meetings and Conferences”, “Information Management”, “Dissemination”, “Human Resources” (salaries), other “Office Expenditures” and “Training Activities for Maltese Students”, being the expenses in each category detailed in Table 2. It also includes the VAT from the expenses undertaken in the European Projects as they are not considered as eligible costs by the European Projects.

Important to note is that the overheads from the European projects will be used to cover part of the European projects VAT expenses supported, as previously mentioned, by the EurOcean Foundation (see Table 1-page XIII).

The following information can be drawn from Table 1:

- EurOcean **received 123,135.02 Euro** in 2011.
- EurOcean **expenses were of 94,206.99 Euro** in 2011.
- EurOcean **spent 39,566.91 Euro** and **received 10,624.16 Euro** due to its participation in European projects.



**Figure 1 - Percentage of the EurOcean expenses incurred per category**

The following information can be drawn from Figure 1:

- Around 40% of the EurOcean expenses are due to “VAT from European projects expenses”;
- Around 20% of the EurOcean expenses are due to “Meetings and Conferences”;
- 16% and 13% of the EurOcean expenses correspond, respectively, to the “Information Management” and “Office Expenditures” and,
- 5% of the EurOcean expenses correspond to the “Human Resources” 5%, while the “Training Activities for Maltese students” expenses correspond to 3% and “Dissemination” expenses correspond to 1%.

The high percentage of expenses with “VAT from European project expenses” is due to the increased participation in European projects and therefore of associated expenses (participation in the new SEAS-ERA project and a higher percentage of the charged human resources expenses to the European projects). In contrast, the percentage of the expenses with “Human Resources” is very low in 2011 since the majority of the human resources expenses were charged to the European Projects, namely to MarineTT.

✓ **CIRCLE-2 (Services Contract with FFCUL):**

The funds received from the Services Contract with FFCUL in the scope of CIRCLE-2 project (see Table 1-page XIII) correspond to the annual maintenance payment as stated in the Services Contract.

The expenses incurred through CIRCLE-2 Contract for Services (see Table 1) include costs (including taxes) with one meeting at FFCUL facilities, the development of the CIRCLE-2 Climate Adaptation InfoBase and the renewal of the CIRCLE-2 internet domain (see detailed information in Table 2). A small part of the Executive-Director salary, normally charged to EurOcean, was charged to CIRCLE-2 Services Contract with the aim of reducing the amount of VAT to submit to the Portuguese State.

The following information can be drawn from Table 1:

- In the scope of the CIRCLE-2 Services Contract for, EurOcean Foundation **received 10,156.36 Euro** in 2011.
- In the scope of the CIRCLE-2 Services Contract for, EurOcean Foundation **spent 10,543.80 Euro** in 2011.

✓ **OFEG (Services Contract with OFEG/NOC):**

In August 2011 the EurOcean Foundation signed a Services Contract with OFEG (represented by NOC) to develop, host and maintain OFEG's new website.

The funds received from this Services Contract (see Table 1) correspond to half of the first payment of the services (15,000.00 Euro). The other half of the first payment will be received in first trimester of 2012 once the website development is finalised.

The expenses incurred in the scope of the OFEG Services Contract (see Table 1 and 2) correspond to the website development cost (including taxes).

The following information can be drawn from Table 1:

- In scope of the OFEG Services Contract, EurOcean Foundation **received 15,000.00 Euro** in 2011.
- In scope of the OFEG Services Contract, EurOcean Foundation **spent 20,000.05 Euro** in 2011.

b. EUROFLEETS's cost centre

The EUROFLEETS cost centre received funds correspond to the second payment received from the European Commission in September 2011 (54,911.95 Euro) (see Table 1).

The expenses of the EUROFLEETS's cost centre (see Table 1) include costs (without VAT as they are not eligible) with "Meetings and Conferences" and "Human Resources", being the expenses in each category detailed in Table 2. It also includes the overheads from the project and a correction to the amount of overheads regarding the first reporting period (September 2009 to February 2011) of the project. This correction is related to the change of category of the durable equipment bought and to the different way the overheads are calculated between the European Commission and the accounting company (and the Office). Once that for the European Commission the EurOcean Foundation uses a transitional flat rate cost model, the overheads from European projects are calculated as 7% of the direct costs of each project, except the ones with subcontracting, excluding VAT. However, while the European Commission calculates the overheads as 7% of the total amount of the eligible expenses, the accounting company and the Office calculate the overheads as the sum of 7% of each of the eligible expense.

The following information can be drawn from Table 1:

- EUROFLEETS's cost centre **received 54,911.95 Euro** in 2011.
- EUROFLEETS's cost centre **expenses were 16,770.07 Euro** in 2011, including **1,088.55 Euro with overheads**.

c. MarineTT's cost centre

The MarineTT received funds (see Table 1) correspond to final 50% of the European Commission's advanced payment once, as agreed with the Project Coordinator, the advanced payment would be equally split between 2010 and 2011.

The expenses of the MarineTT's cost centre (see Table 1) include costs (without VAT as they are not eligible) with "Meetings and Conferences", "Human Resources" and other "Office Expenditures" (for detailed information see Table 2). The expenses of MarineTT's cost centre also include the overheads from the project and a correction to the amount of overheads regarding the first reporting period (February 2010 to January 2011). In case of the MarineTT project this correction is explained by the different way the overheads are calculated between the European Commission and the accounting company (and the Office) as explained above for the EUROFLEETS project.

The following information can be drawn from Table 1:

- MarineTT's cost centre **received 86,971.00 Euro** in 2011.
- MarineTT's cost centre **expenses were of 130,340.27 Euro** in 2011, including **8,458.26 Euros with overheads**.

d. SEAS-ERA's cost centre

The SEAS-ERA received funds (45,453.83 Euro) correspond to the European Commission advanced payment (see Table 1).

The expenses of the SEAS-ERA's cost centre (see Table 1) include costs (without VAT as they are not eligible) with "Meetings and Conferences", "Information Management", "Dissemination" and "Human Resources" (for detailed information see Table 2). The expenses of SEAS-ERA's cost centre also include the overheads from the project, calculated as 7% of the direct expenses of the project, except the ones with subcontracting, excluding VAT.

The following information can be drawn from Table 1:

- SEAS-ERA's cost centre **received 45,453.83 Euro** in 2011.
- SEAS-ERA's cost centre **expenses were of 45,742.75 Euro** in 2011, including **1,077.35 Euros with overheads**.

- **VAT payment to the Portuguese State in 2011**

Due to the participation of the EurOcean Foundation as subcontractor of FCCUL (Foundation of the Faculty of Sciences of the University of Lisbon, Portugal) in scope of the CIRCLE-2 project and of NOC (National Oceanography Centre, UK) in scope of the OFEG group, the Foundation has to deliver to the Portuguese State the difference between the amount of VAT received from the payments from FCCUL and NOC and the amount of VAT paid to cover expenses related with the services performed. Important to note is that not all expenses are eligible to recover VAT, as for example expenses with subsistence, travel and accommodation.

In 2011 the EurOcean Foundation filled in four VAT Declarations, one for each trimester (see Table 3). The first VAT declaration resulted in positive value (243.16 Euro), meaning that the EurOcean Foundation had to submit this amount to the Portuguese State. The second and third VAT declarations were a nil-filling declaration as no funds were received and no expenses were incurred in scope of the Services Contracts in these two quarters of the year. The

fourth VAT declaration resulted in a negative value (-3,983.81 Euro), meaning that the Portuguese State should deliver this amount to EurOcean Foundation. However there is no such reimbursement, but instead this amount is taken into account to reduce forthcoming VAT deliveries of the EurOcean Foundation to the Portuguese State (i.e. the amount is “on hold”).

EurOcean’s Foundation is working to reduce the VAT amount to submit to the Portuguese State every trimester by charging, whenever possible, expenses to the subcontracted projects (namely expenses with Human Resources and technical maintenance or developments). With this reduction the EurOcean Foundation is able to increase the money available to develop EurOcean activities, i.e. activities suggested by the Members.

- **Profit of EurOcean’s cost centre in 2011**

Taking into account the funds received and the expenses incurred in 2011 in EurOcean’s cost centre (see Table 1), it had a **profit of 23,540.54 Euro** in 2011 (see Table 4). When the funds received and expenses incurred in the Services Contracts (CIRCLE-2 and OFEG) are not considered (i.e. only EurOcean activities are taken into account) the **profit increases to 28,723.46 Euro** in 2011 (see Table 4). This increase is related to the fact that there was a negative balance in the OFEG Services Contract (-5,00.05 Euro; see Table 5) since the development of the website was totally paid in 2011 but the second payment from OFEG regarding this development (of 15,000.00 Euro) will only be received in 2012.

- **Accumulated profit from the Services Contracts since 2010**

CIRCLE-2 Services Contract started in June 2010 while the OFEG’s one started in August 2011. Table 5 summarises the funds received and the expenses incurred in each of the subcontracted services since their beginning. It can be drawn from the table that **CIRCLE-2 Contract for Services** has so far an **accumulated profit of 1,579.96 Euro** while the **OFEG Contract for Services** has so far an **accumulated profit of -5,000.05 Euro**. After receiving the second payment by OFEG the accumulated profit will be around 10,000.00 Euro.

Important to note is that through the item Technical Support EurOcean Foundation is being able to charge part of the salaries (up to now only the Executive-Director’s salary) to the Service Contracts. This has the objective of decreasing the amount of VAT to deliver to the Portuguese State and at the same time to increase the amount of money available to spend in activities requested by the Members.

- **Accumulated funds received and expenses incurred in the European projects’ cost centres since its beginning**

The EurOcean Foundation is currently beneficiary in three European projects: EUROFLEETS (2009-2013), MarineTT (2010-2012) and SEAS-ERA (2010-2014).

The funds received and the expenses incurred in each of the projects since their beginning can be analysed in Table 6. The **EUROFLEETS’ cost centre** presents so far a positive accumulated balance of **47,177.89 Euro**. **MarineTT’s and SEAS-ERA’s cost centre** present so far a negative accumulated balance of **-63,501.32 Euro and -2,641.01 Euro**, respectively. The positive balance of EUROFLEETS project means that the EurOcean Foundation is not advancing money to cover the project expenses.

Regarding the MarineTT project, EurOcean Foundation will receive the final payment in 2012 after analysis of the project final report by the European Commission. The contractual end for the project was of the 31<sup>st</sup> January

2012. However, the Project Coordinator requested an extension of 6 months; consequently the project will end on 31<sup>st</sup> July 2012.

Regarding the SEAS-ERA project, the EurOcean Foundation is expecting to receive the second payment from the European Commission in March/April of 2012.

Considering all the European projects, EurOcean Foundation **advanced in 2011 18,964.44 Euro**, meaning that the EurOcean Foundation capital is currently being used to cover some European project's expenditures. The **EurOcean Foundation capital** is of 66,509.91 Euro and it is important to cover EurOcean Office running expenditures in case there is a delay in receiving the scheduled payments from the European projects and/or the Membership fees.

**- Comparison of the updated approved budget and real funds and expenses of the EurOcean Foundation's cost centres in 2011**

The EurOcean Foundation budget for 2011 was approved at the 10<sup>th</sup> Steering Committee Meeting (21<sup>st</sup> September 2010) and was updated in the EurOcean's 2011 Progress Report (see Table 7). Since the 2011 budget was approved and updated before the Members requested to separate the funds received and the expenses incurred by EurOcean and by the Services Contracts in the EurOcean's cost centre (11<sup>th</sup> Steering Committee Meeting – 4<sup>th</sup> and 5<sup>th</sup> October 2011), the information in the EurOcean's cost centre includes both the EurOcean and the Services Contracts activities.

Table 7 shows that the EurOcean Foundation received more 34,333.17 Euro than estimated. This difference is related with a higher value received in the 2<sup>nd</sup> payment from the European project EUROFLEETS and in the "Services Contracts" category related to the new OFEG contract for services, despite the lower value received in the category "Members Contribution" and.

Regarding the expenses of EurOcean Foundation in 2011, Table 7 shows that the expenditure was higher than the estimated one (around 8,200.00 Euro). This increase is related with a higher amount spent in the "Information Management" category related with OFEG Services Contract and with the upgrade of EurOcean\_MaP InfoBase, now entitled Marine Knowledge Gate (EurOcean\_KG). It is important to note that the expenses with "Meeting and Conferences" and "Dissemination" were lower than estimated, decreasing the impact of the higher expenses in the "Information Management" category.

Taking into consideration each cost centre, the following can be drawn from Table 7:

- **EurOcean's cost centre (EurOcean and Services Contracts):** The difference between the approved and real funds received and expenses incurred is lower (33,111.52 Euro in the updated approved budget and 23,540.54 Euro in the real funds and expenses) due to the fact that the value received in the "Members Contribution" category was lower than expected and due to the participation in a new contract for services.
- **EUROFLEETS' cost centre:** The difference between the approved and real funds received and expenses incurred is higher (8,709.56 Euro in the updated approved budget and 38,141.88 Euro in the real funds and expenses) due to the higher than foreseen 2<sup>nd</sup> payment of the European Commission.
- **MarineTT's and SEAS-ERA's cost centres:** The difference between the approved and real funds received and expenses incurred is not significant.

**It can be concluded that the minor deviations to the 2011 updated approved budget resulted from facts not fully controlled by the Office and that the 2011 approved budget is increasingly reflecting the real yearly needs of EurOcean, constituting a very adequate management tool.**

Table 1 - EurOcean Foundation's cost centres: funds received and expenses incurred in 2011

Categories	Euro					
	EurOcean Cost Centre			European Projects Cost Centres		
	EurOcean	Services Contract		European Projects		
		CIRCLE-2	OFEG	EUROFLEETS	MarineTT	SEAS-ERA
<b>Funds received</b>						
Members contribution	110,500.00	--	--	--	--	--
European Projects	--	--	--	54,911.95	86,971.00	45,453.83
EUROFLEETS (2nd payment)	--	--	--	54,911.95	--	--
MarineTT (2nd payment)	--	--	--	--	86,971.00	--
SEAS-ERA (1st payment)	--	--	--	--	--	45,453.83
Services Contract *	--	10,156.36	15,000.00	--	--	--
Reimbursements	465.90	--	--	--	--	--
Overheads (income to EurOcean) **	10,624.16	--	--	--	--	--
Time Deposits interests	1,287.15	--	--	--	--	--
Yearly Corporation Tax (correspond to the financial results of the previous year)***	257.81	--	--	--	--	--
<b>TOTAL Funds received</b>	<b>123,135.02</b>	<b>10,156.36</b>	<b>15,000.00</b>	<b>54,911.95</b>	<b>86,971.00</b>	<b>45,453.83</b>
<b>Expenses #</b>						
Meetings and Conferences	18,834.20	14.00	0.00	2,441.14	7,424.26	2,342.75
Attendance ##	7,777.39	14.00	0.00	2,441.14	5,141.76	2,342.75
Organisation ###	11,056.81	0.00	0.00	0.00	2,282.50	0.00

<b>Information Management</b>	<b>15,514.32</b>	<b>8,982.00</b>	<b>20,000.05</b>	<b>0.00</b>	<b>0.00</b>	<b>27,500.00</b>
Hosting the Server	Provided by FCT					
Maintenance internet portals	0.00	126.00	0.00	0.00	0.00	0.00
IT Developments ¥	14,800.00	8,856.00	20,000.05	0.00	0.00	27,500.00
Hardware and Software ¥¥	714.32	0.00	0.00	0.00	0.00	0.00
<b>Dissemination</b>	<b>938.25</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,975.00</b>
Printing documents (brochures; posters) ¥¥¥	415.50	0.00	0.00	0.00	0.00	1,975.00
Others †	522.75	0.00	0.00	0.00	0.00	0.00
<b>Human Resources ††</b>	<b>4,253.49</b>	<b>1,304.64</b>	<b>0.00</b>	<b>13,109.51</b>	<b>113,407.67</b>	<b>12,847.65</b>
Executive-Director	4,253.49	1,304.64	0.00	6,511.68	45,403.54	12,847.65
European Project Managers	0.00	0.00	0.00	6,597.83	50,154.13	0.00
IT Engineer	0.00	0.00	0.00	0.00	17,850.00	0.00
Science Officers	Provided by FCT					
<b>Office Expenditures</b>	<b>12,257.84</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,050.00</b>	<b>0.00</b>
Office equipment, telephone, fax, photocopier	Provided by FCT					
Financial Management of EurOcean (Portugal; the Netherlands) †††	9,738.75	0.00	0.00	0.00	1,050.00	0.00
Other Expenditures ‡	2,519.09	0.00	0.00	0.00	0.00	0.00
<b>Training Activities for Maltese students ‡‡</b>	<b>2,841.98</b>	--	--	--	--	--
<b>VAT delivered to the Portuguese State related with the 2011 Services Contracts</b>	--	<b>243.16</b>	--	--	--	--
<b>VAT from European project expenses (expenditure to EurOcean)</b>	<b>39,566.91</b>	-	--	--	--	--
<b>Overheads (expenditure to European Projects) **</b>	--	--	--	<b>1,088.55</b>	<b>8,458.26</b>	<b>1,077.35</b>
<b>Correction to the amount of overheads in accordance with the Project's EC Reporting Period</b>	--	--	--	<b>130.87</b>	<b>0.08</b>	--
<b>TOTAL Expenses</b>	<b>94,206.99</b>	<b>10,543.80</b>	<b>20,000.05</b>	<b>16,770.07</b>	<b>130,340.27</b>	<b>45,742.75</b>

\* For the CIRCLE-2 Contract for Services it corresponds to the 2<sup>nd</sup> payment. For the OFEG Contract for Services it corresponds to half of the 1<sup>st</sup> payment.

\*\* Calculated as 7% of the direct expenses of each European project, except the ones with subcontracting, excluding VAT.

\*\*\* Considered in EurOcean, but it reflects the entire EurOcean's cost centre results from 2010, meaning that it considers the profit of EurOcean and contractual services activities.

# The expenses in the categories "Meetings and Conferences", "Information Management", "Dissemination", "Human Resources" and other "Office Expenditures" include taxes (including VAT) in the EurOcean's cost centre, but does not include VAT in the European projects' cost centres as they are not eligible. The taxes from the European projects expenditures (VAT) are included in the category "VAT from European projects expenses", expenditure to the EurOcean's cost centre.

## For EurOcean in EurOcean's cost centre the expenses corresponds to: a meeting between Science Officer Sandra Sá with Nausicaã representative to organise the 11<sup>th</sup> Steering Committee Meeting and to discuss other issues related with EurOcean activities; a lunch with Marine Institute representatives in Lisbon; 13<sup>th</sup> ERVO Meeting; participation at the ESFRI 2011 Symposium; participation at the "Conferência Mar Português"; a meeting to prepare the project "Sea for Society" submitted to the FP7-SCIENCE-IN-SOCIETY-2011-1 call in January 2011 and a meeting with EC regarding the FP7 grant negotiation process of this project; two meetings to prepare the STAGES project; participation at the EuroMarine project Kick-Off Meeting and EuroMarine travel for the General Assembly to take place in January 2012. For the CIRCLE-2 Contract for Services in the EurOcean's cost centre the expenses corresponds to: a meeting to discuss the development of the work in scope of the Contract for Services. For the Projects's cost centre the expenses correspond to meetings of the projects.

### For EurOcean in EurOcean's cost centre the expenses corresponds to the organisation of the: 6<sup>th</sup> and 7<sup>th</sup> Executive Committee Meeting, 11<sup>th</sup> Steering committee Meeting and 4<sup>th</sup> Board Meeting. For the MarineTT's cost centre the expenses correspond to meetings of the project.

¥ For EurOcean in EurOcean's cost centre it corresponds to an upgrade of the EurOcean\_MaP InfoBase and to the development of a tool to collect projects information from CORDIS. For the CIRCLE-2 Contract for Services in EurOcean's cost centre it corresponds to the development of the InfoBase for the CIRCLE-2 project. For the OFEG Contract for Services in the EurOcean's cost centre it corresponds to the development of the OFEG's website. For SEAS-ERA's cost centre it corresponds to the development of the Website, Edition area and Extranet.

¥¥ It corresponds to a new computer that was bought for the Office.

¥¥¥ For EurOcean in EurOcean's cost centre it corresponds to the design and printing of the poster for the ESFRI 2011 Symposium. For SEAS-ERA's cost centre it corresponds to the printing of dissemination materials.

† For EurOcean in EurOcean's cost centre it corresponds to the design of the logos for the Prize Mário Ruivo and for the 10th Anniversary of EurOcean.

†† Human Resources at EurOcean Foundation are not permanent staff since they are independent workers (Executive Director Telmo Carvalho, European Project Managers Cristina Costa and Maica Garriga and IT Engineer) or have a fellowship seconded by the EurOcean Member FCT (Science Officers Sandra Sá and Sofia Cordeiro).

††† For EurOcean in EurOcean's cost centre it corresponds to the accounting services of 2011 and the auditing service of the 2010 fiscal year. For the MarineTT's cost centre it corresponds to 2 months of accounting services.

‡ Includes expenditures with "Administrative management", "Communications", "Office materials", "Bank commissions", "Current account taxes" and "Time deposit taxes".

‡‡ Expenses with flight, accommodation, insurance and daily allowance for the training activity of Dr. Matthew Montebello and expenses with flight and accommodation for the training activity of Mrs. Molly Sørensen.

Table 2 - EurOcean Foundation's cost centres: detail of expenses incurred in 2011

Categories	Euro *					
	EurOcean Cost Centre			European Projects Cost Centres		
	EurOcean	Services Contract		European Projects		
CIRCLE-2		OFEG	EUROFLEETS	MarineTT	SEAS-ERA	
<b>Meetings and Conferences</b>	<b>18,834.20</b>	<b>14.00</b>	<b>0.00</b>	<b>2,441.14</b>	<b>7,424.26</b>	<b>2,342.75</b>
Attendance	7,777.39	14.00	0.00	2,441.14	5,141.76	2,342.75
Meetings with Members and potential Members **	837.33	0.00	0.00	--	--	--
Conferences ***	2,266.91	0.00	0.00	--	--	--
Meetings to prepare projects #	3,935.67	0.00	0.00	--	--	--
Expenses in representation	0.00	0.00	0.00	--	--	--
Networking activities ##	737.48	0.00	0.00	--	--	--
Meetings in scope of Services Contract	0.00	14.00	0.00	--	--	--
EUROFLEETS meetings attendance	--	--	--	2,441.14	--	--
MarineTT meetings attendance	--	--	--	--	5,141.76	--
SEAS-ERA meetings attendance	--	--	--	--	--	2,342.75
<b>Organisation</b>	<b>11,056.81</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2282.50</b>	<b>0.00</b>
6th Executive Committee Meeting	3,074.75	--	--	--	--	--
7th Executive Committee, 11th Steering Committee and 4th Board Meetings	7,982.06	--	--	--	--	--
Technical Meeting	0.00	--	--	--	--	--
EUROFLEETS meetings organisation	--	--	--	0.00	--	--
MarineTT meetings organisation	--	--	--	--	2,282.50	--
SEAS-ERA meetings organisation	--	--	--	--	--	0.00

<b>Information Management</b>	<b>15,514.32</b>	<b>8,982.00</b>	<b>20,000.05</b>	<b>0.00</b>	<b>0.00</b>	<b>27,500.00</b>
Hosting the Server	Provided by FCT					
Maintenance internet portals	0.00	126.00	0.00	0.00	0.00	0.00
Renewal of CIRCLE-2 domain	0.00	126.00	0.00	0.00	0.00	0.00
IT Developments	14,800.00	8,856.00	20,000.05	0.00	0.00	27,500.00
CIRCLE-2 InfoBase	--	8,856.00	--	--	--	--
SEAS-ERA Extranet	--	--	--	--	--	20,000.00
SEAS-ERA Website	--	--	--	--	--	7,500.00
OFEG Website	--	--	20,000.05	--	--	--
Upgrade of the EurOcean_MaP InfoBase	12,300.00	--	--	--	--	--
Application to collect information from CORDIS	2,500.00	--	--	--	--	--
Hardware and Software	714.32	0.00	0.00	0.00	0.00	0.00
Office computer	714.32	--	--	--	--	--
<b>Dissemination</b>	<b>938.25</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,975.00</b>
Printing documents (brochures; posters)	415.50	0.00	0.00	0.00	0.00	1,975.00
ESFRI 2011 poster (design and printing)	415.50	--	--	--	--	--
SEAS-ERA poster and leaflet (design and print)	--	--	--	--	--	1775
SEAS-ERA back-covers (design)	--	--	--	--	--	200
Others	522.75	0.00	0.00	0.00	0.00	0.00
Logo Professor Mário Ruivo Prize	215.25	--	--	--	--	--
Logo EurOcean 10th Anniversary	307.50	--	--	--	--	--

<b>Human Resources ###</b>	<b>4,253.49</b>	<b>1,304.64</b>	<b>0.00</b>	<b>13,109.51</b>	<b>113,407.67</b>	<b>12,847.65</b>
Executive-Director	4,253.49	1,304.64	0.00	6,511.68	45,403.54	12,847.65
European Project Managers	0.00	0.00	0.00	6,597.83	50,154.13	0.00
Cristina Costa	0.00	0.00	0.00	6,597.83	25,154.17	0.00
Maica Garriga	0.00	0.00	0.00	0.00	24,999.96	0.00
IT Engineer	0.00	0.00	0.00	0.00	17,850.00	0.00
Science Officers						Provided by FCT
<b>Office Expenditures</b>	<b>12,257.84</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,050.00</b>	<b>0.00</b>
Office equipment, telephone, fax, photocopier						Provided by FCT
Financial Management of EurOcean (Portugal; the Netherlands) †	9,738.75	0.00	0.00	0.00	1,050.00	0.00
Other Expenditures	2,519.09	0.00	0.00	0.00	0.00	0.00
Administrative management	62.65	0.00	0.00	0.00	0.00	0.00
Communications	462.77	0.00	0.00	0.00	0.00	0.00
Office materials	1,520.86	0.00	0.00	0.00	0.00	0.00
Bank commissions	193.68	--	--	--	--	--
Other Bank expenses (stamp duty)	2.40	--	--	--	--	--
Current account taxes	0.00	--	--	--	--	--
Time deposit taxes	276.73	--	--	--	--	--
<b>Training Activities for Maltese students ††</b>	<b>2,841.98</b>	--	--	--	--	--
<b>VAT delivered to the Portuguese State related with the 2011 Services Contract</b>	--	<b>243.16</b>	--	--	--	--
<b>VAT from European project expenses (expenditure to EurOcean)</b>	<b>39,566.91</b>	-	--	--	--	--
<b>Overheads (expenditure to European Projects) †††</b>	--	--	--	<b>1,088.55</b>	<b>8,458.26</b>	<b>1,077.35</b>
<b>Correction to the amount of overheads in accordance with the Project's EC Reporting Period</b>	--	--	--	<b>130.87</b>	<b>0.08</b>	--
<b>TOTAL Expenses</b>	<b>94,206.99</b>	<b>10,543.80</b>	<b>20,000.05</b>	<b>16,770.07</b>	<b>130,340.27</b>	<b>45,742.75</b>

\* The expenses in the categories "Meetings and Conferences", "Information Management", "Dissemination", "Human Resources" and other "Office Expenditures" include taxes (including VAT) in EurOcean's cost centre, but does not include VAT in European projects' cost centres as they are not eligible. The taxes from the European projects expenditures (VAT) are included in the category "VAT from European projects expenses", expenditure to EurOcean's cost centre.

\*\* Meeting between Science Officer Sandra Sá with Nausicaã representative to organise the 11<sup>th</sup> Steering Committee Meeting and to discuss other issues related with EurOcean activities and lunch with Marine Institute representatives in Lisbon.

\*\*\* 13<sup>th</sup> ERVO Meeting, ESFRI 2011 Symposium and "Conferência Mar Português".

# Meeting to prepare the project "Sea for Society" submitted to the FP7-SCIENCE-IN-SOCIETY-2011-1 call in January 2011 (SFS project); meeting with EC regarding the FP7 grant negotiation process of the SFS project; two meetings to prepare the STAGES project.

## EuroMarine project Kick-Off Meeting and EuroMarine travel for the General Assembly to take place in January 2012.

### Human Resources at EurOcean Foundation are not permanent staff since they are independent workers (Executive Director Telmo Carvalho, European Project Managers Cristina Costa and Maica Garriga and IT Engineer) or have a fellowship seconded by the EurOcean Member FCT (Science Officers Sandra Sá and Sofia Cordeiro).

† For the EurOcean in the EurOcean's cost centre it corresponds to the accounting services of 2011 and the auditing service of the 2010 fiscal year. For MarineTT's cost centre it corresponds to 2 months of accounting services.

†† Expenses with flight, accommodation, insurance and daily allowance for the training activity of Dr. Matthew Montebello and expenses with flight and accommodation for the training activity of Mrs. Molly Sorensen.

††† Calculated as 7% of the direct expenses of each European project, except the ones with subcontracting, excluding VAT.

Table 3 - EurOcean Foundation: VAT payment to the Portuguese State in 2011

Categories	Euro
	EurOcean
<b>1<sup>st</sup> trimester 2011</b>	
VAT from funds received from Services Contracts	1,899.16
From CIRCLE-2 contract for services (second payment)	1,899.16
VAT paid from eligible expenses related with the funds received	1,656.00
VAT paid in scope of the development of the InfoBase for CIRCLE-2	1,656.00
<b>TOTAL VAT delivered to the Portuguese State - 1st trimester</b>	<b>243.16</b>
<b>2<sup>nd</sup> and 3<sup>rd</sup> trimester 2011</b>	
VAT from funds received from Services Contracts	0.00
VAT paid from eligible expenses related with the funds received	0.00
<b>TOTAL VAT delivered to the Portuguese State - 2nd and 3rd trimester</b>	<b>0.00</b>
<b>4<sup>th</sup> trimester 2011</b>	
VAT from funds received from Services Contracts	0.00
From OFEG contract for services (half part of first payment)	0.00
VAT paid from eligible expenses related with the funds received	3,983.81
VAT paid in scope of the development of the website for OFEG	3,739.85
VAT paid from the Executive-Director salary charged to CIRCLE-2 - November 2011	218.84
VAT paid from the Executive-Director salary charged to CIRCLE-2 - December 2011	25.12
<b>TOTAL VAT delivered to the Portuguese State - 4th trimester</b>	<b>-3,983.81</b>

Table 4 - EurOcean's cost centre profit in 2011

Categories	Euro	Euro
	EurOcean's cost centre (including Services Contracts)	EurOcean's cost centre (excluding Services Contracts)
Funds received (see Table 1)	148,291.38	123,135.02
Expenses (see Table 1)	124,750.84	94,206.99
<b>2011 profit</b>	<b>23,540.54</b>	<b>28,928.03</b>

Table 5 - Accumulated profit from the Services Contracts since their beginning

Categories	Euros	
	Services Contracts	
	CIRCLE-2	OFEG
<b>2010</b>		
<b>Funds received</b>	<b>39,964.85</b>	<b>--</b>
CIRCLE-2 (first payment)	39,964.85	--
<b>Expenses</b>	<b>37,997.45</b>	<b>--</b>
Meetings in scope of Services Contracts	693.40	--
CIRCLE-2 domain registry	268.00	--
CIRCLE-2 Website + Extranet	33,275.00	--
CIRCLE-2 poster, flyer and business cards	3,146.00	--
VAT paid to the Portuguese State - 4th trimester	615.05	--
<b>Net income 2010</b>	<b>1,967.40</b>	<b>--</b>
<b>2011</b>		
<b>Funds received</b>	<b>10,156.36</b>	<b>15,000.00</b>
CIRCLE-2 (second payment)	10,156.36	--
OFEG (half part of first payment)	--	15,000.00
<b>Expenses</b>	<b>10,339.23</b>	<b>20,000.05</b>
Meetings in scope of Services Contracts	14.00	0.00
Technical Support / Human Resources (Executive-Director)	1,100.07	0.00
CIRCLE-2 InfoBase	8,856.00	--
CIRCLE-2 domain registry	126.00	--
OFEG Website	--	20,000.05
VAT paid to the Portuguese State - 1st trimester (only CIRCLE-2 at that moment)	243.16	--
<b>Net income 2011</b>	<b>-182.87</b>	<b>-5,000.05</b>
<b>Accumulated net profit of Service Contracts 2010-2011</b>	<b>1,784.53</b>	<b>-5,000.05</b>

Table 6 - Accumulated funds received and expenses incurred in the European projects' cost centres since its beginning

Categories	Euro		
	EUROFLEETS	MarineTT	SEAS-ERA
<b>2009</b>			
Funds received	60,540.48	--	--
Expenses *	15,101.33	--	--
<b>2010</b>			
Funds received	--	86,956.00	0.00
Expenses	36,403.14	107,088.05	2,352.09
<b>2011</b>			
Funds received	54,911.95	86,971.00	45,453.83
Expenses	16,770.07	130,340.27	45,742.75
<b>TOTAL Funds received minus Expenses</b>	<b>47,177.89</b>	<b>-63,501.32</b>	<b>-2,641.01</b>

\* Instead of 15,108.00€ as included in the 2009 Financial report which was updated in the 2010 Progress Report on the Implementation of the Work Programme for 2010 as of 30th June 2010. This difference is related to a small correction related with some expenses that were charged to EUROFLEETS by mistake in the category "Meetings".

Table 7 - EurOcean Foundation updated approved budget vs. real funds received and expenses incurred in 2011

Categories	Updated 2011 Approved Budget (Funds and Expenses) – Euro *					2011 Real Funds and Expenses - Euro				
	EurOcean Foundation	Cost centres				EurOcean Foundation	Cost centres			
	EurOcean + Services Contracts	EUROFLEETS	MarineTT	SEAS-ERA		EurOcean + Services Contracts	EUROFLEETS	MarineTT	SEAS-ERA	
<b>Funds received</b>										
Members contribution	115,500.00	115,500.00	--	--	--	110,500.00	110,500.00	--	--	--
European Projects contribution (incl. overheads)	163,455.63	--	31,046.40	86,955.40	45,453.83	187,336.78	--	54,911.95	86,971.00	45,453.83
Services Contracts	10,156.36	10,156.36	--	--	--	25,156.36	25,156.36	--	--	--
CIRCLE-2	10,156.36	10,156.36	--	--	--	10,156.36	10,156.36	--	--	--
OFEG	0.00	0.00	--	--	--	15,000.00	15,000.00	--	--	--
Reimbursements	0.00	0.00	0.00	0.00	0.00	465.90	465.90			
Overheads from European Projects **	11,033.00	11,033.00	--	--	--	10,624.16	10,624.16	--	--	--
Current Account interest	150.00	150.00	--	--	--	0.00	0.00	--	--	--
Time Deposit interest	1,000.00	1,000.00	--	--	--	1,287.15	1,287.15	--	--	--
Yearly Corporation Tax (correspond to the last fiscal year results)	--	--	--	--	--	257.81	257.81	--	--	--
<b>TOTAL Funds</b>	<b>301,294.99</b>	<b>137,839.36</b>	<b>31,046.40</b>	<b>86,955.40</b>	<b>45,453.83</b>	<b>335,628.16</b>	<b>148,291.38</b>	<b>54,911.95</b>	<b>86,971.00</b>	<b>45,453.83</b>
<b>Expenses ***</b>										
Meetings and Conferences	36,812.69	18,750.00	3,000.00	13,750.00	1,312.69	31,056.35	18,848.20	2,441.14	7,424.26	2,342.75
Attendance	20,562.69	6,250.00	3,000.00	10,000.00	1,312.69	17,717.04	7,791.39	2,441.14	5,141.76	2,342.75
Organisation	16,250.00	12,500.00	0.00	3,750.00	0.00	13,339.31	11,056.81	0.00	2,282.50	0.00

<b>Information Management</b>	<b>46,441.00</b>	<b>14,356.00</b>	<b>4,585.00</b>	<b>0.00</b>	<b>27,500.00</b>
Hosting the Server	Provided by FCT				
Maintenance internet portals	0.00	0.00	0.00	0.00	0.00
IT Developments	45,941.00	13,856.00	4,585.00	0.00	27,500.00
Hardware and Software	500.00	500.00	0.00	0.00	0.00
<b>Dissemination</b>	<b>12,674.67</b>	<b>9,000.00</b>	<b>150.00</b>	<b>0.00</b>	<b>3,524.67</b>
Printing documents (brochures; posters)	8,174.67	4,500.00	150.00	0.00	3,524.67
Others	4,500.00	4,500.00	0.00	0.00	0.00
<b>Human Resources</b>	<b>143,822.73</b>	<b>5,550.36</b>	<b>13,000.00</b>	<b>112,440.04</b>	<b>12,832.33</b>
Executive-Director	70,143.56	5,550.36	6,500.00	45,260.87	12,832.33
European Project Managers	55,829.17	0.00	6,500.00	49,329.17	0.00
IT Engineer	17,850.00	0.00	0.00	17,850.00	0.00
Science Officers	Provided by FCT				
<b>Office Expenditures</b>	<b>13,499.75</b>	<b>12,000.00</b>	<b>449.75</b>	<b>1,050.00</b>	<b>0.00</b>
Office equipment, telephone, fax, photocopier	Provided by FCT				
Financial Management of EurOcean (Portugal; the Netherlands)	10,004.61	10,004.61	0.00	0.00	0.00
Other Expenditures	3,495.14	1,995.39	449.75	1,050.00	0.00
<b>Training Activities for Maltese students</b>	<b>3,300.00</b>	<b>3,300.00</b>	--	--	--
<b>VAT to pay to the Portuguese State related with 2011 Services Contracts</b>	<b>243.16</b>	<b>243.16</b>	--	--	--
<b>VAT from European project expenses (expenditure to EurOcean)</b>	<b>41,528.32</b>	<b>41,528.32</b>	--	--	--

<b>71,996.37</b>	<b>44,496.37</b>	<b>0.00</b>	<b>0.00</b>	<b>27,500.00</b>
Provided by FCT				
126.00	126.00	0.00	0.00	0.00
71,156.05	43,656.05	0.00	0.00	27,500.00
714.32	714.32	0.00	0.00	0.00
<b>2,913.25</b>	<b>938.25</b>	<b>0.00</b>	<b>0.00</b>	<b>1,975.00</b>
2,390.50	415.50	0.00	0.00	1,975.00
522.75	522.75	0.00	0.00	0.00
<b>144,922.96</b>	<b>5,558.13</b>	<b>13,109.51</b>	<b>113,407.67</b>	<b>12,847.65</b>
70,321.00	5,558.13	6,511.68	45,403.54	12,847.65
56,751.96	0.00	6,597.83	50,154.13	0.00
17,850.00	0.00	0.00	17,850.00	0.00
Provided by FCT				
<b>13,307.84</b>	<b>12,257.84</b>	<b>0.00</b>	<b>1,050.00</b>	<b>0.00</b>
Provided by FCT				
10,788.75	9,738.75	0.00	1,050.00	0.00
2,519.09	2,519.09	0.00	0.00	0.00
<b>2,841.98</b>	<b>2,841.98</b>	--	--	--
<b>243.16</b>	<b>243.16</b>	--	--	--
<b>39,566.91</b>	<b>39,566.91</b>	--	--	--

Overheads (expenditure to European Projects) *	11,033.00	--	1,151.48	8,891.37	990.15	10,624.16	--	1,088.55	8,458.26	1,077.35
Correction to the amount of overheads in accordance with the Project's EC Reporting Period	--	--	--	--	--	130.95	--	130.87	0.08	--
<b>TOTAL Expenses</b>	<b>309,355.32</b>	<b>104,727.84</b>	<b>22,336.23</b>	<b>136,131.41</b>	<b>46,159.84</b>	<b>317,603.93</b>	<b>124,750.84</b>	<b>16,770.07</b>	<b>130,340.27</b>	<b>45,742.75</b>

\* Approved at the 10<sup>th</sup> Steering Committee Meeting and updated in the 2011 Progress Report.

\*\* Calculated as 7% of the direct expenses of each European project, except the ones with subcontracting, excluding VAT.

\*\*\* The expenses in the categories "Meetings and Conferences", "Information Management", "Dissemination", "Human Resources" and other "Office Expenditures" include taxes (including VAT) in the EurOcean's cost centre (EurOcean + Services Contracts), but does not include VAT in the European projects' cost centres as they are not eligible. The taxes from the European projects expenditures (VAT) are included in the category "VAT from European projects expenses", expenditure to the EurOcean's cost centre.

## Annex II.2. Accounting Report (professional report)

The 3 tables of this annex present the professional accounting report of the EurOcean Foundation from January 1<sup>st</sup> to December 31<sup>st</sup> 2011, developed by the accounting company. In this report the EurOcean's (incl. Services Contracts), EUROFLEETS's, MarineTT's and SEAS-ERA's cost centres are not shown separated.

**Table 8** shows the profit and loss statement from January 1<sup>st</sup> to December 31<sup>st</sup> 2011 (page XXVI).

**Table 9** shows the balance sheet from January 1<sup>st</sup> to December 31<sup>st</sup> 2011 (page XXVII).

**Table 10** shows the supplies and services expenditures from January 1<sup>st</sup> to December 31<sup>st</sup> 2011 (page XXVIII).

### Considerations:

The **"Income tax for the period"** (see last category of Table 8) corresponds to the estimation of the Yearly Corporation Tax, meaning the value to pay to the Portuguese State regarding the profit from a fiscal year.

Only activities relating to the European projects overheads, the services contracts and all EurOcean's activities are considered for to determine the company profit and therefore to estimate the Yearly Corporation Tax, as in accounting terms, the funds received equal the expenses incurred in each European project. The Yearly Corporation Tax takes also into account the fiscal losses of the previous fiscal year, if existing, and the time deposit taxes which are immediately submitted upon receiving the associated interest.

In 2011 there were two progressive tax levels and a tax to the municipality. **Taxes levels:** 12.5% applied to the profit up to 12,500.00 Euro and 25.0% applied to the rest of the profit in case of profits above 12,500.00 Euro. **Tax to the municipality:** 0.075% of the profit. The estimated "Income tax for the period" (or Yearly Corporation Tax) will have to be paid until the end of May 2012.

Important to note is that the Profit and Loss Statement and the Balance Sheet as of 31/12/2010 sent with the Final Report of 2010 was updated in 2011 (See Tables 8 and 9, respectively) in what concerns the tax to be paid to the Portuguese State (from an estimation of 297.59 Euro to a real amount of 39.76 Euro). Although the EurOcean Foundation had a profit in 2010, the fiscal loss in 2009 was taken into account. In fact due to the fiscal loss in 2009 the EurOcean Foundation still received part of the taxes paid due to the time deposit interests received in 2010 (257.81 Euro) (see "State and other public bodies" in table 9).

Table 8 - Profit and loss statement from January 1<sup>st</sup> to December 31<sup>st</sup> 2011



PROFIT AND LOSS STATEMENT AS OF 31 <sup>st</sup> DECEMBER 201				
(UNIT. EURO)				
INCOME AND EXPENSES	Notes	Periods		Comments explaining the values in the 31-12-2011 period
		31/12/2011	31/12/2010	
Sales and services		30,000.00		⇒ OFEG contract of services
Operating subsidies		195,145.78	146,036.42	⇒ Subsidy from European projects (in accounting terms the operating subsidy considers all the expenses - including overheads - incurred with the projects and not the advanced payments received): 18.167,03€ for the EUROFLEETS, 131.235,99€ for the MarineTT and 45.742,76€ for the SEAS-ERA.
Gains / losses charged to subsidiaries, associates and joint ventures				
Change in inventories of production				
Capitalisation of own costs				
Sold goods and raw materials costs				
Supplies and services		-299,505.11	-279,769.48	⇒ Costs with supplies and services of the EurOcean and European projects (see Supplies and Services - Table 10)
Staff costs		-987.89	-3,266.01	⇒ Science Officers daily allowance costs (EurOcean and SEAS-ERA) + ESFRI conference fee
Impairment of inventories (losses / reversals)				
Impairment of receivables (losses / reversals)				
Provisions (increases / reductions)				
Impairment of non-depreciable / amortizable (losses / reversals)				
Increases / decreases in fair value				
Other income and gains		114,223.07	145,267.64	⇒ 2011 Membership (except Technopole Brest-Iroise) plus 2nd Payment from CIRCLE-2 services (without VAT) plus 2011 Reimbursements
Other expenses and losses		-5.66	-3.10	⇒ Other Bank costs (Stamp duty)
<b>Profit before depreciation, financing costs and taxes</b>		<b>38,870.19</b>	<b>8,265.47</b>	
Expenses / reversals of depreciation and amortization		-2,912.50	-3,069.00	⇒ Hardware depreciation costs (EurOcean and European projects)
Impairment of assets depreciable / amortizable (losses / reversals)				
<b>Operating profit (before financing costs and taxes)</b>		<b>35,957.69</b>	<b>5,196.47</b>	
Interest income obtained		902.78	1,303.56	⇒ Current Account and Time Deposit interests
Interest and similar expenses incurred		-193.68	-193.18	⇒ Bank commission costs
<b>Profit before tax</b>		<b>36,666.79</b>	<b>6,306.85</b>	⇒ 2011 Profit
Income tax for the period		-7,517.14	-39.76	⇒ Estimation of the Yearly Corporation Tax - will be paid in 2012
<b>Net profit for the year</b>		<b>29,149.65</b>	<b>6,267.09</b>	⇒ 2011 Estimated net profit

Table 9 - Balance sheet from January 1<sup>st</sup> to December 31<sup>st</sup> 2011



**BALANCE SHEET AS OF 31<sup>st</sup> DECEMBER 2011**

(UNIT: EURO)

	Notes	Periods		Comments explaining the values in the 31-12-2011 period
		31-12-2011	31-12-2010	
<b>Assets</b>				
<b>Non-current Assets</b>				
Tangible Fixed Assets		2.434,61	5.347,11	⇒ Hardware still to be depreciated from EurOcean and European projects
Investment Properties				
Goodwill				
Intangible Fixed Assets				
Biological Assets				
Investments - equity method				
Investments - other methods				
Shareholders				
Other financial assets				
Deferred tax assets				
<b>Total Non-current Assets</b>		2.434,61	5.347,11	
<b>Current Assets</b>				
Inventory				
Biological Assets				
Customers			1.065,23	
Advances to suppliers				
State and other public bodies		3.983,81	257,81	⇒ Accumulated taxes amount to recover from the Portuguese State (in this year corresponds to VAT)
Shareholders				
Other debts		32.153,62	14.291,46	⇒ Amount still to be received from the European projects to cover the costs already incurred plus 2nd half of 1st payment from OFEG contract of services
Deferrals			107,64	
Financial assets held for trading				
Other financial assets				
Non-current assets held for sale				
Cash and equivalents		70.963,66	55.460,29	⇒ Bank Deposits (Current Account and Time Deposit)
<b>Total Current Assets</b>		107.101,09	71.182,43	
<b>TOTAL ASSETS</b>		109.535,70	76.529,54	
<b>Equity and Liabilities</b>				
<b>Own Capital</b>				
Capital		66.509,91	66.509,91	⇒ EurOcean Initial Capital (Rollover from IMAR)
Own shares				
Other Equity instruments				
Share premiums				
Legal reserves				
Other reserves				
Retained earnings		1.329,89	-4.937,20	⇒ Accumulated net profit since the creation of the EurOcean Foundation Representation in Portugal (net profit from 2009 plus net profit from 2010)
Financial assets adjustments				
Revaluation surpluses				
Other changes in Equity				
<b>Total Own Capital</b>		67.839,80	61.572,71	
Net profit for the year		29.149,65	6.267,09	⇒ Net profit for 2011: Membership (excluding Technopole Brest-Iroise) plus Reimbursements plus 2nd Payment from CIRCLE-2 services plus 1st Payment from OFEG services plus European projects subsidies plus Time Deposit interests minus EurOcean, EUROFLEETS, MarineTT and SEAS-ERA costs minus Project Officers daily allowance costs minus ESFRI 2011 Conference fee minus Hardware depreciation costs minus Bank costs (stamp duty, commissions) minus Time Deposit taxes (see Profit and Loss Statement - Table 8)
Minority Interests				
<b>TOTAL EQUITY</b>		96.989,45	67.839,80	
<b>Liabilities</b>				
<b>Non-current Liabilities</b>				
Provisions				
Financings				
Liabilities for post-employment benefits				
Deferred tax liabilities				
Other debts				
<b>Total Non-current Liabilities</b>		0,00	0,00	
<b>Current Liabilities</b>				
Suppliers		1.814,90	5.543,60	⇒ Bills not yet paid from suppliers
Customer advances				
State and other public bodies		10.731,35	3.146,14	⇒ Salary Retention Taxes not yet paid plus 2011. Yearly Corporation Tax/Income tax for the period to be paid in 2012 (see Profit and Loss Statement - Table 8)
Shareholders				
Financings				
Other debts				
Financial liabilities held for trading				
Other financial debt				
Deferrals				
Non-current liabilities held for sale				
<b>Total Current Liabilities</b>		12.546,25	8.689,74	
<b>TOTAL LIABILITIES</b>		12.546,25	8.689,74	
<b>TOTAL EQUITY AND LIABILITIES</b>		109.535,70	76.529,54	

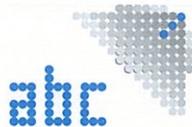
Table 10 - Supplies and services expenditures January 1<sup>st</sup> to December 31<sup>st</sup> 2011



**SUPPLIES AND SERVICES AS OF 31<sup>st</sup> DECEMBER 2011**

<b>SUPPLIES AND SERVICES</b>	<b>299,505.11</b>	
Electricity	0.00	
Fuel	60.00	➡ Fuel for meeting in Portugal
Water	0.00	
Other Fluids	0.00	
Tools	824.61	➡ New Office cell phone and new Office computer
Books and Technical Documentation	0.00	
Office Stationaries	1,103.07	➡ Tonners for printer, transfer unit for printer and Office folder for posters
Samples	0.00	Rental of meeting room for MarineTT project meeting
Rents and Rentals	285.00	➡ Expenses in Portugal in representation of the Office in scope of the
Promotional Expenses	2,310.30	➡ MarineTT project
Communications	462.77	➡ Mobile phone calls and mobile internet
Insurance	34.60	➡ Personal injury insurance for Matthew Montebello (training activities)
Royalties	0.00	
Transport of Goods	0.00	
Transport of Employees	0.00	
Business Trips	30,045.35	➡ Travel, accomodation and meals for meetings outside Portugal and travel and accomodation for meetings in Portugal
Comissions	0.00	
Fees	179,232.82	↩ Executive-Director, European Project Managers and IT Engineer salaries
Legal Expenses	0.00	➡ Office printer maintenance
Maintenance and Repairs	307.50	
Advertising and Promotion	0.00	
Cleaning and Hygiene	0.00	Accounting services, Auditing, services of the Dutch representative of EurOcean Foundation, Graphic developments - EurOcean and European projects, IT developments and maitenance - Eurocean and European projects (with VAT) and for contract of services (without VAT)
Security	0.00	
Specialised Labour	84,214.95	➡ Printing of poster for the ESFRI 2011 Conference, transport services in scope of the 6th ExCom meeting, Daily allowance for matthew Montebello (training activities)
Other Supplies and Services	624.14	

## **Annex III - 2011 Auditor's Report**



Azevedo Rodrigues, Batalha, Sociedade de Revisores  
Costa & Associado, Oficiais de Contas, Lda.

*ANNUAL AUDITORS  
REPORT*



*PORTUGUESE REPRESENTATION OF  
EUROCEAN FOUNDATION*

*Financial Year of 2011*



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### I – Introduction

We have audited the financial statements of the Portuguese Representation of EurOcean Foundation regarding the financial year of 2011. We have conducted our audit in accordance with the Portuguese Standards on Auditing approved by the Portuguese Institute of Statutory Auditors (OROC). Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance whether the financial statements are free from material misstatement.

#### 1. ENTITY CHARACTERISATION

<i>Mission</i>	<p><b>EurOcean</b> is a Foundation which official headquarters are located in the Netherlands and has a legal representation in Portugal.</p> <p>The purpose of the Foundation is to support the functioning of EurOcean – The European Centre for Information on Marine Science and Technology, providing administrative services, including the management of finances and human resources.</p>
<i>Location</i>	Its location in Portugal is at Av. D. Carlos I, nº126, nº2, 1249-074 Lisbon.
<i>Capital</i>	Its Capital is of <b>€ 66.509,91</b> and corresponds to the amount transferred by IMAR – Instituto do Mar/Açores, when its representation in Portugal was created.
<i>Fiscal Characterisation</i>	<p>The entity's Portuguese VAT no. is 980405599 and its fiscal representation in Portugal (IVA and IRC) is done by CBR Accounting, Lda.</p> <p>I.R.C. → General taxation</p> <p>I.V.A. → Normal mixed with real affectation (quarterly periodicity)</p>
<i>Accounting Organisation</i>	<p>In order to register its operations, the Foundation has organised its accounting accordingly to the article 123º of CIRC and article 44º of CIVA.</p> <p>Accounting registration is processed internally in an information system, accordingly to the Portuguese accounting rules. The Foundation has all the elements required by the article 119º of CIRS and article 128º of CIRC.</p>

## 2. METHODOLOGY AND KEY-POINTS OF THE AUDIT

Our work included, besides other aspects, the following:

- Meetings with the EurOcean Office, reading the relevant documents, requesting and obtaining the necessary clarifications that we considered essential to our work;
- Analysis of the fulfilment of the Generally Accepted Accounting Principles and the appreciation of the accounting proceedings, the global organisation and reliability of the accounting system;
- Appreciation of the adequacy and consistency of the accounting policies, specially the measurement criteria and methods adopted by the Foundation and that they are adequately disclosed;
- Verification of the documental evidence of the operations, in particular in what concerns its legal adequacy and objectivity;
- Verification of the conformity of the financial statements with the accounting records that support them;
- Analysis of the existing internal control proceedings in order to more effectively plan the scope and extension of the audit proceedings;
- Performing substantive tests that we considered appropriate taking into consideration the materiality of the amounts and its application in the Portuguese fiscal system.

## II – Conclusion

Taking into consideration the work carried out, we conclude that, in our opinion the financial statements give a true and fair view of the financial position of the Foundation and of its financial performance for the year then ended in accordance with the accounting principles generally accepted in Portugal.

It is also our opinion that the information in the management report is consistent with the financial statements.

### **III – Audit**

In the following points we present the verifications carried out in each of the areas of the Foundation and also the unconformities detected in its financial statements and its internal control system.

#### **1. GENERALLY ACCEPTED ACCOUNTING PRINCIPLES**

As above mentioned, the financial statements were analysed in order to determine if the following accounting principles were accepted:

- Continuity of the foundation's operations;
- Consistency of its accounting policies;
- Accrual regime of the revenues and expenditures of the period;
- Comparability: validating that information was disclosed to the comparative period immediately before and if it was prepared with the same basis of presentation;
- Compensation: validating that the income, expenses, assets and liabilities were not compensated for the purpose of disclosure in financial statements;
- Materiality: all the materially relevant elements that could affect the evaluation or decision making of all interested users are reported in the financial statements.

We have concluded that, as a whole, the generally accepted accounting principles were respected, and therefore the true and fair view of the financial statements is not in question.

#### **2. EVENTS AFTER THE BALANCE SHEET DATE**

The events, favourable and unfavourable, that occurred between the balance sheet date and the date of the present report were analysed.

None of the analysed events provided evidence of conditions that existed at the balance sheet date and therefore there was no need to adjust the financial statements regarding this matter.



### 3. EQUITY

#### 3.1. Social Fund

In this matter the following was analysed:

- The Foundation's social fund;
- The operations between the entity and the EurOcean – The European Centre for Information on Marine Science and Technology members.

#### 3.2. Fixed Assets and Depreciations

In what these elements are concerned the following verifications were carried out:

- Physical inspection of the main elements of the tangible fixed assets as well as direct confirmation of the ownership of the assets for which public register is necessary and also any loans and charges regarding those assets;
- Validation of the adequacy of the depreciations as well as its fiscal relevance.

#### 3.3. Third Parties

##### 3.3.1. Clients, vendors and other non financial creditors

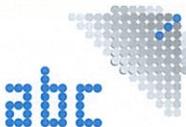
The verification of the accounts' balance (clients, vendors and other creditors), of the responsibilities and assurance, provided and received, were carried out as well as the analysis and testing of the subsequent reconciliations prepared by the Foundation.

##### 3.3.2. State and other public entities

Regarding the State and other public entities, we have verified the fiscal situation of the Foundation and the adequate accounting of taxes (when existent).

#### 3.4. Cash and Equivalent

In what cash and equivalents are concerned, our work consisted in the analysis and test of the bank account conciliations prepared by the Foundation.



### 3.5. Provisions and Other Contingencies

Regarding provisions and other contingencies, the following actions were carried out:

- Request of information regarding ongoing charges, legal disputes or actions as well as feed in debt to lawyers;
- Analysis of the situations that obliged the recognition of provisions or the disclosure of contingent liabilities.

### 4. REVENUES AND COSTS

The elements that contribute to the revenues and costs of the Foundation were analysed, and are the following:

- Annual fees paid by the EurOcean – The European Centre for Information on Marine Science and Technology members;
- Creation of the Ocean Facilities Exchange Group's website. As OFEG does not have legal representation, it is represented in this agreement by one of its members, the National Oceanography Centre (NOC). All invoices and payments regarding the website have been accounted for NOC;
- Government grants related to incomes, regarding the European funds of this projects:
  - EUROFLEETS;
  - MarineTT;
  - SEAS-ERA.
- Obtained interests from bank accounts.

All the supplies, services and financial costs were analysed. It was not detected any situation that could compromise the reliability of the values presented in the income statement.

## IV – Management Report

The management report done by the EurOcean Foundation manager was analysed, and it presents, in our opinion a faithful description of the activities carried out and the prospects for the **EurOcean Foundation**.

Lisbon, February 27<sup>th</sup>, 2012

**ABC - AZEVEDO RODRIGUES, BATALHA, COSTA & ASSOCIADO**

**Sociedade de Revisores Oficiais de Contas, Lda**

Register on *Ordem dos Revisores Oficiais de Contas* with number 115

Register on *C.M.V.M.* with number 8936

Represented by partner

**José Maria Monteiro de Azevedo Rodrigues**

ROC nº 681



**Report of the auditors  
to the EurOcean Foundation  
Avenida Dom Carlos I, 126-2°  
1249-074 Lisbon PORTUGAL**

**Independent Report of Factual Findings on costs claimed under a Grant Agreement financed under the Seventh Research Framework Programme (FP7)**

In accordance with our contract with the **EurOcean Foundation** (the Beneficiary), we provide our Independent Report of Factual Findings ("the Report"), as specified below.

**Objective**

We **ABC – Azevedo Rodrigues, Batalha, Costa & Associado, SROC, Lda**, established in **Campo Grande, 380 – Lote 3 C – Piso 0 – Escritórios B e C, 1700-097 Lisbon**, represented for signature of this Report by **José Maria Monteiro de Azevedo Rodrigues**, have performed agreed-upon procedures regarding the cost declared in the Financial Statements of December 31, 2011 of the Beneficiary, under grant agreement "**SEAS ERA – Towards Integrated European Marine Research Strategy and Programmes**" – Project nº249552, concerning the period from **01.01.2011 to 31.12.2011**.

**Scope of Work**

Our engagement was carried out in accordance with:

- International Standard on Related Services ('ISRS') 4400 *Engagements to perform Agreed-upon Procedures regarding Financial Information* as promulgated by the International Federation of Accountants ('IFAC'); and
- The *Code of Ethics for Professional Accountants* issued by the IFAC. Although ISRS 4400 provides that independence is not a requirement for agreed-upon procedures engagements, the European Commission requires that the Auditor also complies with the independence requirements of the *Code of Ethics for Professional Accountants*;

**Sources of Information**

The Report sets out information provided to us by the management of the Beneficiary in response to specific questions or as obtained and extracted from the Beneficiary's information and accounting systems.

**Factual Findings**

The Financial Statement per Activity (SEAS ERA project) was examined and all procedures were carried out. On the basis of the results of these procedures, we found:

- the amount of the total eligible costs **45.742,76€ (forty five thousand, seven hundred and forty two euro and seventy six cents)** is complying with the following cumulative conditions:

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- they are actual and reflect the contractor's economic environment;
  - they are determined in accordance with the contractor's accounting principles;
  - they have been incurred during the period from **01.01.2011 to 31.12.2011**;
  - they are recorded in the accounts of the contractor;
  - they are exclusive of any non-eligible costs.
- the amount of the total eligible costs, per type, is:

SEAS ERA	
Direct costs	44.665,40 €
Of which subcontracting	29.275,00 €
Indirect costs	1.077,36 €
Adjustments to previous period(s)	- €
Total costs	45.742,76 €

All documentation and accounting information to enable us to carry out these procedures has been provided to us by the Beneficiary. No exceptions were noted.

#### Use of this Report

This Report is prepared solely for the confidential use of the Beneficiary.

This Report relates only to the Financial Statements of December 31<sup>st</sup>, 2011, specified above and does not extend to any other financial reports of the Beneficiary.

No conflict of interest exists between the Auditor and the Beneficiary in establishing this Report.

We look forward to discussing our Report with you and would be pleased to provide any further information or assistance which may be required.

Lisbon, February 27<sup>th</sup>, 2012

#### **ABC - AZEVEDO RODRIGUES, BATALHA, COSTA & ASSOCIADO**

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ROC nº 681



Azevedo Rodrigues, Batalha, Sociedade de Revisores  
Costa & Associado Oficiais de Contas, Lda.

**Report of the auditors  
to the EurOcean Foundation  
Avenida Dom Carlos I, 126-2°  
1249-074 Lisbon PORTUGAL**

**Independent Report of Factual Findings on costs claimed under a Grant Agreement financed under the Seventh Research Framework Programme (FP7)**

In accordance with our contract with the **EurOcean Foundation** (the Beneficiary), we provide our Independent Report of Factual Findings ("the Report"), as specified below.

**Objective**

We **ABC – Azevedo Rodrigues, Batalha, Costa & Associado, SROC, Lda**, established in **Campo Grande, 380 – Lote 3 C – Piso 0 – Escritórios B e C, 1700-097 Lisbon**, represented for signature of this Report by **José Maria Monteiro de Azevedo Rodrigues**, have performed agreed-upon procedures regarding the cost declared in the Financial Statements of December 31, 2011 of the Beneficiary, under grant agreement "**EUROFLEETS – Towards an Alliance of European Research Fleets**" Project nº228344, concerning the period from **01.01.2011 to 31.12.2011**.

**Scope of Work**

Our engagement was carried out in accordance with:

- International Standard on Related Services ('ISRS') 4400 *Engagements to perform Agreed-upon Procedures regarding Financial Information* as promulgated by the International Federation of Accountants ('IFAC'); and
- The *Code of Ethics for Professional Accountants* issued by the IFAC. Although ISRS 4400 provides that independence is not a requirement for agreed-upon procedures engagements, the European Commission requires that the Auditor also complies with the independence requirements of the *Code of Ethics for Professional Accountants*;

**Sources of Information**

The Report sets out information provided to us by the management of the Beneficiary in response to specific questions or as obtained and extracted from the Beneficiary's information and accounting systems.

**Factual Findings**

The Financial Statement per Activity (EUROFLEETS project) was examined and all procedures were carried out. On the basis of the results of these procedures, we found:

- the amount of the total eligible costs **18.167,03€ (eighteen thousand, one hundred and sixty seven euro and three cents)** is complying with the following cumulative conditions:



- they are actual and reflect the contractor's economic environment;
  - they are determined in accordance with the contractor's accounting principles;
  - they have been incurred during the period from **01.01.2011 to 31.12.2011**;
  - they are recorded in the accounts of the contractor;
  - they are exclusive of any non-eligible costs.
- the amount of the total eligible costs per type, is:

Eurofleets	
Direct costs	16.870,62 €
Of which subcontracting	- €
Indirect costs	1.180,94 €
Adjustments to previous period(s)	115,47 €
<b>Total costs</b>	<b>18.167,03 €</b>

All documentation and accounting information to enable us to carry out these procedures has been provided to us by the Beneficiary. No exceptions were noted.

#### Use of this Report

This Report is prepared solely for the confidential use of the Beneficiary.

This Report relates only to the Financial Statements of December 31<sup>st</sup>, 2011, specified above and does not extend to any other financial reports of the Beneficiary.

No conflict of interest exists between the Auditor and the Beneficiary in establishing this Report.

We look forward to discussing our Report with you and would be pleased to provide any further information or assistance which may be required.

Lisbon, February 27<sup>th</sup>, 2012

#### **ABC - AZEVEDO RODRIGUES, BATALHA, COSTA & ASSOCIADO**

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**José Maria Monteiro de Azevedo Rodrigues**

**ROC nº 681**



**Report of the auditors  
to the EurOcean Foundation  
Avenida Dom Carlos I, 126-2º  
1249-074 Lisbon PORTUGAL**

**Independent Report of Factual Findings on costs claimed under a Grant Agreement financed under the Seventh Research Framework Programme (FP7)**

In accordance with our contract with the **EurOcean Foundation** (the Beneficiary), we provide our Independent Report of Factual Findings ("the Report"), as specified below.

**Objective**

We **ABC – Azevedo Rodrigues, Batalha, Costa & Associado, SROC, Lda**, established in **Campo Grande, 380 – Lote 3 C – Piso 0 – Escritórios B e C, 1700-097 Lisbon**, represented for signature of this Report by **José Maria Monteiro de Azevedo Rodrigues**, have performed agreed-upon procedures regarding the cost declared in the Financial Statements of December 31, 2011 of the Beneficiary, under grant agreement "**MarineTT – European Marine Research Knowledge Transfer and Uptake of Results**" Project nº**244164**, concerning the period from **01.01.2011 to 31.12.2011**.

**Scope of Work**

Our engagement was carried out in accordance with:

- International Standard on Related Services ('ISRS') 4400 *Engagements to perform Agreed-upon Procedures regarding Financial Information* as promulgated by the International Federation of Accountants ('IFAC'); and
- The *Code of Ethics for Professional Accountants* issued by the IFAC. Although ISRS 4400 provides that independence is not a requirement for agreed-upon procedures engagements, the European Commission requires that the Auditor also complies with the independence requirements of the *Code of Ethics for Professional Accountants*;

**Sources of Information**

The Report sets out information provided to us by the management of the Beneficiary in response to specific questions or as obtained and extracted from the Beneficiary's information and accounting systems.

**Factual Findings**

The Financial Statement per Activity (MarineTT project) was examined and all procedures were carried out. On the basis of the results of these procedures, we found:

- the amount of the total eligible costs **131.235,99€ (one hundred and thirty one thousand, two hundred thirty five euro and ninety nine cents)** is complying with the following cumulative conditions:



- they are actual and reflect the contractor’s economic environment;
  - they are determined in accordance with the contractor’s accounting principles;
  - they have been incurred during the period from **01.01.2011 to 31.12.2011**;
  - they are recorded in the accounts of the contractor;
  - they are exclusive of any non-eligible costs.
- the amount of the total eligible costs per type, is:

Marine TT	
Direct costs	<b>122.719,12 €</b>
Of which subcontracting	1.050,00 €
Indirect costs	<b>8.516,79 €</b>
Adjustments to previous period(s)	<b>0,08 €</b>
<b>Total costs</b>	<b>131.235,99 €</b>

All documentation and accounting information to enable us to carry out these procedures has been provided to us by the Beneficiary. No exceptions were noted.

**Use of this Report**

This Report is prepared solely for the confidential use of the Beneficiary.

This Report relates only to the Financial Statements of December 31<sup>st</sup>, 2011, specified above and does not extend to any other financial reports of the Beneficiary.

No conflict of interest exists between the Auditor and the Beneficiary in establishing this Report.

We look forward to discussing our Report with you and would be pleased to provide any further information or assistance which may be required.

Lisbon, February 27<sup>th</sup>, 2012

**ABC - AZEVEDO RODRIGUES, BATALHA, COSTA & ASSOCIADO**

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Represented by partner:

*José Maria Monteiro de Azevedo Rodrigues*  
ROC nº 681



## INDEPENDENT AUDITOR'S REPORT

### Report on the Financial Statements

1. We have audited the accompanying financial statements of the **PORTUGUESE REPRESENTATION OF EUROCEAN FOUNDATION**, which comprise the balance sheet as at December 31, 2011 (which states a total balance of **€ 109.535,70** and a total equity of **€96.989,45**, including a positive net income of **€ 29.149,65**), and the income statement, for the year then ended, and a summary of significant accounting policies and other explanatory notes.

### Management's Responsibility for the Financial Statements

2. Management is responsible for the preparation and fair presentation of these financial statements in accordance with the Portuguese Financial Reporting Standards. Management responsibility includes: designing, implementing and maintaining internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

### Auditor's Responsibility

3. Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with the Portuguese Standards on Auditing. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance whether the financial statements are free from material misstatement.

### Scope of the Audit

4. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's



Azevedo Rodrigues, Batalha, Sociedade de Revisores  
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judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

5. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

#### **Opinion on the Financial Statements**

6. In our opinion, the financial statements give a true and fair view of the financial position of the **PORTUGUESE REPRESENTATION OF EUROCEAN FOUNDATION** as of December 31, 2011, and of its financial performance for the year then ended in accordance with the accounting principles generally accepted in Portugal.

#### **Report on other legal requirements**

7. It is also our opinion that the information in the management report is consistent with the financial statements.

Lisbon, February 27<sup>th</sup>, 2012

#### **ABC - AZEVEDO RODRIGUES, BATALHA, COSTA & ASSOCIADO**

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**Annex IV - Status of the Work Programme for 2011 and Actions requested on the 11<sup>th</sup> Steering Committee, 4<sup>th</sup> Board Meeting and 6<sup>th</sup> and 7<sup>th</sup> Executive Committee Meetings (as of 31<sup>st</sup> December 2011)**

Activity Areas	2011		Status	
	Tasks	Support Providers		
<b>1.Management and exploitation of marine information</b>				
<b>On-line Information</b>	National Information	Maintenance, updating of existing and development of new contents	EurOcean Office	On-going
	European Information			On-going
	European Marine Research Infrastructures			On-going
	Job Opportunities			On-going
	Higher Education			On-going
	Public Outreach			On-going
	Events and News			On-going
<b>Prospective Work</b>	European Information	Study to develop new infobase on marine legislation	EurOcean Office in cooperation with IMLI	IMLI was contacted again and a reply is pending
	European Marine Research Infrastructures	Integration of the Russian research fleet in RV's InfoBase	EurOcean Office	Concluded
		Study to integrate UV's and LEXI InfoBases (EUROFLEETS)	EurOcean Office	Concluded
		Assessment of the educational activities (EUROFLEETS)	EurOcean Office	Concluded
	Higher Education	Study to develop a new InfoBase on European marine courses	EurOcean Office	Started – proposal submitted to the SEAS-ERA project
	Public Outreach	Study to develop new materials on marine renewable energies	EurOcean Office	Concluded / On-going – Draft proposal approved
Professor Mário Ruivo Prize		EurOcean Office in cooperation with Nausicaã	Concluded / On-going	

<b>Products</b>		Intermediate Report on the FP7 marine research funded projects	EurOcean Office	To be started
		Launch of the new InfoBase on European aquaculture infrastructures	EurOcean Office in cooperation with IMR	Concluded
		EUROFLEETS: Maintenance EUROFLEETS Internet HUB	EurOcean Office	On-going
		MarineTT: Board-level meetings	EurOcean Office and AquaTT	Concluded
		MarineTT: Partnership meeting	EurOcean Office and AquaTT	Concluded
		MarineTT: Interim report	EurOcean Office and AquaTT	Concluded
		MarineTT: Upgrade of EurOcean_MaP InfoBase with Knowledge Outputs information	EurOcean Office	On-going
		MarineTT: Workshop proceedings	EurOcean Office	Postponed
		MarineTT: Handbooks	EurOcean Office and AquaTT	Postponed
		MarineTT: Needs Analysis for research	EurOcean Office	Postponed
		MarineTT: Action items for transfer	EurOcean Office and AquaTT	Postponed
		MarineTT: Sorting knowledge report	EurOcean Office and AquaTT	Postponed
		MarineTT: Knowledge delivery plan	EurOcean Office and AquaTT	Postponed
		MarineTT: Project brochure	EurOcean and AquaTT	Postponed
		MarineTT: Project website	EurOcean and AquaTT	On-going
		MarineTT: Press Releases of MarineTT project	EurOcean Office	Concluded
		MarineTT: Annual promotion report	EurOcean Office	Concluded
		SEAS-ERA: Release of SEAS-ERA website	EurOcean Office	Concluded
		SEAS-ERA: Development of SEAS-ERA InfoBase	EurOcean Office and SEAS-ERA project	Cancelled due to error in the DoW
		SEAS-ERA: Development of an integrated InfoBases Search tool	EurOcean Office	Concluded
		SEAS-ERA: Development of printed materials	EurOcean Office	Concluded
		CIRCLE-2: Maintenance of CIRCLE-2 on-line Information System	EurOcean Office	On-going
		CIRCLE-2: Development of CIRCLE-2 InfoBase	EurOcean Office and CIRCLE-2 Project	Concluded
		CIRCLE-2: Development of printed materials	EurOcean Office	Concluded
		Advertising EurOcean	Participation in workshops and conferences	EurOcean Office

2. Networking Activities				
<b>Members</b>	To continue to develop tasks and identify new ones related to the Work Programme between the Office, the Members and the Cooperating Organisations		EurOcean Office and Members	On-going
	In collaboration with IMR and DOP Azores to provide the 2 Maltese Doctorates with a training activity in a Norwegian and Portuguese Research Vessels		EurOcean Office in cooperation with IMR (Norway) DOP (Portugal) and MCST (Malta)	Concluded
	Update of the European aquaculture infrastructures InfoBase		EurOcean Office in cooperation with IMR (Norway), MI (Ireland) and all Members	Concluded
<b>Hosting Activities</b>	Continue to host the EuYmast website		EurOcean Office	On-going
	Continue to host the ERVO group website or develop new website		EurOcean Office	On-going
	Development and hosting of OFEG website		EurOcean Office	On-going
	Continue to host the MarinERA nationally funded research projects InfoBase and the Atlantic Research Centres Database		EurOcean Office	On-going
	Continue to host the MariFish nationally funded research projects InfoBase		EurOcean Office	On-going
	Continue to host the AMPERA nationally funded research projects InfoBase		EurOcean Office	On-going
<b>Participation in European Projects</b>	Participation in the EUROFLEETS project		EurOcean Office	On-going
	Participation in the MarineTT project		EurOcean Office	On-going
	Participation in the SEAS-ERA project		EurOcean Office	On-going
	Participation in the CIRCLE-2 project		EurOcean Office	On-going
	To continue to explore opportunities to cooperate in European Projects		EurOcean Office and Members	On-going
<b>Other Organisations</b>	To explore the opportunities of cooperation with other organization		EurOcean Office and Members	On-going
3. Management of EurOcean				
<b>Administrative</b>	Office	To update the Business Plan for EurOcean	EurOcean Office	On-going
	Membership	Expanding the EurOcean membership	EurOcean Office	Concluded / On-going
	Event	Preparation of EurOcean's 10 <sup>th</sup> Anniversary Event	EurOcean Office	On-going
	Meetings	Organising the meetings: - The Steering Committee; - The Executive Committee; - The Board of the EurOcean Foundation and, - Other meetings requested.	EurOcean Office	Concluded / On-going
<b>Financial</b>	Drafting reports of activities and preparing financial statements as required		EurOcean Office	Concluded / On-going
<b>IT Infrastructure</b>	Software	Development of software for the existing and new Infobases	EurOcean Office	Concluded / On-going
	Maintenance	Technical maintenance of the IT infrastructures	EurOcean Office	On-going

Actions to be taken from the 11 <sup>th</sup> Steering Committee Meeting			
Meeting	Item on the Meeting Minutes	Actions	Status
11 <sup>th</sup> Steering Committee Meeting	OPEN SESSION		
	FP7 projects with the participation of EurOcean	The Office to include the EU projects website in the presentations given in the EurOcean meetings.	Ongoing
		The Office to analyse the possibility to check the CLAMER publications to see if there is something that the EurOcean could use.	To be started
	Presentation of EurOcean latest products / developments / activities	The Office to do an assessment of existing information on large fixed infrastructures and to develop a proposal on the best way to include information about large fixed infrastructures in the EurOcean Portal.	To be started
		The Office to do an assessment of existing databases on ocean energy and to develop a proposal to create an area on ocean energy in the EurOcean Portal.	To be started
		The Office to resend the information regarding the Professor Mário Ruivo Prize to the Members and Cooperating Members.	Concluded
	New EurOcean Members Proposal Presentation	The Office to update and sign a new MoU with UNESCO/IOC.	Ongoing
	CLOSED SESSION		
	Approval of the New Members of EurOcean	The Office to inform IOI and the FdM of the decision taken and to prepare the respective MoUs to be signed.	Concluded
	Approval of the Report of Activities of 2010	The Office to include full descriptions of job opportunities in the jobs opportunity area of the EurOcean Portal.	Ongoing
		The Office to request the Vice-President Salvino Busuttill to follow up contacts with IMLI.	Concluded
		The Office to pressure the SEAS-ERA Coordinator in order to consolidate the AMPERA, MariFish and SEAS-ERA/MarinERA InfoBases.	Ongoing
	Approval of the Financial Report of 2010	The Office to include the full Annual EurOcean Reports (Activities and Financial) in the EurOcean Portal, retrospectively since 2009.	Concluded

Meeting	Item on the Meeting Minutes	Actions	Status
11 <sup>th</sup> Steering Committee Meeting (cont.)	CLOSED SESSION (cont.)		
	Status of the Financial Contributions and Expenditures for 2011 as of 31 <sup>st</sup> August 2011	The Office to separate the services and the membership contributions of the EurOcean cost centre in the next Financial Reports.	Concluded
		The Office to clearly state in the next Financial Reports that the Human Resources are not permanent staff of the EurOcean Foundation since they are independent workers, and to clearly explain the Capital amount and its importance to the EurOcean Foundation.	Concluded
	Status/Validity of the MoUs between EurOcean and its Members	The Office to prepare a short report outlining the achievements of the EurOcean in the last 10 years to be sent to the Members together with the letter regarding the MoU.	Concluded
		The Office to send a letter to the Members after the meeting: 1) informing of the validity of the current MoUs, 2) asking if the Members are willing to renew the MoU for four more years, 3) asking if the Members would like to suggest amendments to the current MoU, making clear that the MoU only includes general principles of the agreement, 4) informing that the new MoU will start when the current MoU ends.	Concluded
	Legal Entity of EurOcean	The Office to sign a Directors and Officers Liability Insurance for the EurOcean Foundation, starting from January 2012.	Concluded
		The Office to send an email to the Member representatives about their willingness to become a Board Member.	Concluded
	Presentation of the 3-year Work Programme Proposal for EurOcean	The Office to include in the 3-year Work Programme: 1) the development of a study about quantitative and qualitative indicators to assess the quality of the products developed by the EurOcean; 2) the development of membership criteria.	Concluded
		The Office to send an email asking the Members about their availability to meet in the spring of 2012 to discuss additional activities for the Work Programme.	Concluded
	A Business Plan Proposal for EurOcean	The Office to continue to develop the Business Plan for EurOcean.	Ongoing
	Presentation of the Tentative Budget for 2012	The Office to send an email to Jan Mees, VLIZ representative, informing about the reduction of the membership fee from 2012 onwards.	Concluded
		The Office to develop a table showing the minimum value of membership that the EurOcean needs in order to cover all the running expenditures.	To be started
		The Office to amend the income category of the tentative budget for 2012: 1) include 5,000 Euro in the membership of MCST; 2) change membership of VLIZ and Marine Institute to 7,500 Euro; and 3) include 3,000 Euro for the new Member IOI.	Concluded

Meeting	Item on the Meeting Minutes	Actions	Status
11 <sup>th</sup> Steering Committee Meeting (cont.)	CLOSED SESSION (cont.)		
	Internal Regulations	The Office to develop a new draft version of the Internal Regulations that should include: 1) membership criteria; 2) revision of Articles 8.3 and 9.1 to allow a clear understanding of what refers to the EurOcean Foundation and the EurOcean Centre; 3) elimination of the term “strategic” in Article 8.3; 4) including graphics showing the definition, division and interactions between different bodies of the EurOcean Centre and EurOcean Foundation	Ongoing
		The Office to send in the next few months a new and clean draft version of the Internal Regulations in Word format by email to the Members.	Ongoing
	Event for the Celebration of the 10 <sup>th</sup> Anniversary of EurOcean in 2012	The Office to start organising the event for the celebration of the 10 <sup>th</sup> Anniversary of EurOcean.	Ongoing

Actions to be taken from the 4 <sup>th</sup> Board Meeting			
Meeting	Item on the Meeting Minutes	Actions	Status
4 <sup>th</sup> Board Meeting	Endorsement of the legal and financial decisions taken in the 11 <sup>th</sup> Steering Committee meeting	The Board of the EurOcean Foundation mandated the Office to include the full Annual EurOcean Reports (Activities and Financial) in the EurOcean Portal, retrospectively since 2009.	Concluded
		The Board of the EurOcean Foundation mandated the Office to: 1) separate the services and the membership contributions of the EurOcean cost centre in the next Financial Reports, and 2) to clearly state in the next Financial Reports that the Human Resources are not permanent staff of the EurOcean Foundation since they are independent workers, and to clearly explain the Capital amount and its importance to the EurOcean Foundation.	Concluded
		The Board of the EurOcean Foundation mandated the Office to: 1) send an email to Jan Mees, VLIZ representative, asking agreement on the reduction of the VLIZ membership fee from 2012 onwards; 2) develop a table showing the minimum value of membership that the EurOcean needs in order to cover all the running expenditures; and 3) amend the income category of the tentative budget for 2012 (include 5,000 Euro in the membership of MCST; change membership of VLIZ and Marine Institute to 7,500 Euro and include 3,000 Euro for the new Member IOI).	1 and 3 – Concluded 2 – To be started
		The Board of the EurOcean Foundation mandated the Office to: 1) to sign a Directors and Officers Liability Insurance for the EurOcean Foundation, starting from January 2012; and 2) to send an email to the Member representatives about their willingness to become a Board Member.	Concluded

Meeting	Item on the Meeting Minutes (cont.)	Actions	Status
4 <sup>th</sup> Board Meeting	Approval of the name of the independent audit company for the 2011 accounting	The Board of the EurOcean Foundation mandated the Office to contact the external auditing company "ABC – Azevedo Rodrigues, Batalha e Costa" to audit the 2011 accounting of the EurOcean Foundation.	To be started

#### Actions to be taken from the 6<sup>th</sup> and 7<sup>th</sup> Executive Committee Meetings

Meeting	Item on the Meeting Minutes	Actions	Status
6 <sup>th</sup> Executive Committee Meeting	EurOcean 2010 Annual Report	The Executive Committee requested the Office to make available in EurOcean's Portal the Executive Summary of the 2010 Annual Report.	Concluded
		The Executive Committee requested the Office to differentiate the costs of the EurOcean's meetings from other meetings in the financial reports provided to the ExCom.	Concluded
		The Executive Committee requested the Office to prepare a PowerPoint Presentation (PPT) about EurOcean's Products and Services stressing the high visibility of the Portal as a way to promote the organisation. The PPT should be available on EurOcean's Portal to be used by the Members when needed.	Concluded
	Update on the 1 <sup>st</sup> 2011 Trimester	The Executive Committee requested the Office to advertise EurOcean's Extranet in the upcoming Steering Committee meeting.	Concluded
		The Executive Committee requested the Office to create a new area in EurOcean's Portal about "How to Become" a Member that should be advertise through the Portal's homepage and e-newsletter.	Concluded
		The Executive Committee requested the Office to circulate the results of the upcoming meeting with Nausicaã regarding the Professor Mário Ruivo Prize.	Concluded
		The Executive Committee requested the Office to develop a new proposal for the EurOcean's 10th Anniversary Event to be presented in the upcoming Steering Committee meeting.	Concluded
	Members Situation	The Executive Committee requested the Office to prepare a Status report on the membership of EurOcean to be presented and discussed in the upcoming Steering Committee Meeting.	Concluded
	EurOcean Foundation Legal and Administrative Situation and Other Options	The Executive Committee requested the Office to develop and present a budgetary analysis regarding the impact of the new Portuguese fiscal rules as to evaluate the possibility of reverting the Officers individual efforts.	Concluded
		The Executive Committee requested the Office to prepare a more thorough pros and cons analysis on the different legal status option discussed.	Concluded

Meeting	Item on the Meeting Minutes (cont.)	Actions	Status
6 <sup>th</sup> Executive Committee Meeting (cont.)	11 <sup>th</sup> EurOcean Steering Committee Meeting Preparation	The Executive Committee requested the Office to circulate a report on the outcome of the meeting with Nausicaä regarding the preparation of the upcoming Steering Committee Meeting.	Concluded
	Date and Venue of the Next Meeting	The Executive Committee requested the Office to set the date of the next Meeting in accordance with Nausicaä suggestions and the availability of the Executive Committee.	Concluded
7 <sup>th</sup> Executive Committee Meeting	Preparation of the 11 <sup>th</sup> Steering Committee Meeting	The Executive Committee requested the Office to reorganise in further meeting agendas the European projects in different categories in order to reflect their status (e.g. “on-going as partners”, “on-going as service providers” and “future” and to identify the ones with strategic importance and financial income from the ones that are only of strategic importance.	To be started
		The Executive Committee requested the Office to include some slides about EurOcean in the opening session of the 11 <sup>th</sup> Steering Committee, as well as in future Steering Committee Meetings.	Concluded / On-going
		The Executive Committee requested the Office to reorganise the products item into categories in future agendas of the Steering Committee Meetings.	To be started
		The Executive Committee requested the Office to include the Progress Reports in the products category in future agendas of the Steering Committee Meetings.	To be started
		The Executive Committee requested the Office to contact the Estonian Marine Environment Department asking if they would like to be Cooperating Members of EurOcean.	On-going
		The Executive Committee requested the Office to send to the MCST representative a proposal for a press release on the training activities supported by EurOcean to Maltese Researchers.	Concluded
		The Executive Committee requested the Office to disseminate EurOcean trying to reach the relevant CEO's of the institutions.	On-going
		The Executive Committee requested the Office to include in future budgets a column with the previous year budget to allow financial comparisons and evolution analysis to be made.	To be started
		The Executive Committee requested the Office to include in future budgets information on the capital and on the cash money belonging to EurOcean taking out the participation in European projects.	To be started
		The Executive Committee requested the Office to send to the Vice-President Salvino Busuttill a document with the needs for the celebration of the 10 <sup>th</sup> Anniversary event to be sent to the Corinthia Hotel in Lisbon.	Concluded
		The Executive Committee requested the Office to plan the 10 <sup>th</sup> Anniversary event at the beginning or ending of the first week of November 2012.	Concluded

Meeting	Item on the Meeting Minutes (cont.)	Actions	Status
7 <sup>th</sup> Executive Committee Meeting (cont.)	Date and Venue of the Meeting	The Executive Committee requested the Office to set the date of the next Meeting in Bergen in accordance with IMR suggestions and the availability of the Executive Committee Members.	Concluded

**EurOcean Full Members:**



**EurOcean Cooperating Members:**

