2010 Annual Report

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By EurOcean Office

Executive Summary

The 2010 EurOcean activities may be summarised though the main following topics:

1 - Information Management
Under this line of action the main task undertaken was the expansion of the EurOcean_Map InfoBase to include the FP7 marine funded projects available on CORDIS by June 2010. Additionally the Infrastructures InfoBase's (RV, UV, Lexi) were updated as usual, during the first semester. Maintenance activities were continued for the IT tolls hosted by EurOcean: ERVO; MarinERA, MariFish and AMPERA InfoBase's. A new website for EuYmast – Young Marine Scientists and Technologists Forum was developed by EurOcean as a contribution for the European Marine Research Area.

2 – EurOcean Products and Advertising Actions
The main new products developed in 2010 were the Aquaculture Experimental and Research Facilities Infobase and the EurOcean Institutional Film that was presented in several European Events as part of the advertising strategy of EurOcean (3rd European Maritime Day; EurOCEAN2010 Conference – invited speaker; and 3 EC InfoDays).

3 – European Projects
Under the scope of the participation, as beneficiary and sub-contractor, in 4 FP7 projects (EUROFLEETS, MarineTT, SEAS-ERA, CIRCLE-2) EurOcean delivered all the planed work in accordance with the agreed timetables. The exception was the work for SEAS-ERA due to the need of changing the participation of EurOcean from subcontracted to Third-Party.
During 2010 EurOcean was also invited by the EuroMarine consortium (integration of the former NoEs: MarBEF, EUR-OCEANS and Marine Genomic Europe) to be part of the Advisory Board to start in 2011.
Additionally EurOcean was deeply engaged in developing a strong consortium (including several EurOcean Members) led by Nausicaä, and the project proposal for the FP7 Science in Society call. The project was submitted in January 2011 under the acronym Sea for Society.

4 - Networking Activities
Several networking activities were undertaken with members and non-members organisations such as: EMSA (invitation for a stakeholders meeting); MB-ESF (participation and organisation on the Marine Board Communication Panel Meetings); ERVO (participation on the annual meeting); OFEG (meeting for discussion of a services proposal); WavEC (participation on a Who is Who conference on ocean energy); GeoEcomar (host of the EurOcean 2010 meetings); MCST, IMR, FRCT (planning and organising a training opportunity for Maltese Researchers); Nausicaä (collaboration on the structure of the Prof. Mário Ruivo Prize and on the elaboration of the Sea for Society project proposal) and, IOPAN (data management conference in Sopot).

5 – Training Activities
One EurOcean Project Officer participated in the IOI 6th Training Programme on Regional Ocean Governance benefiting from a reduction of the participation fee due to EurOcean's involvement in the 2009 course.

6 – Management
During 2010 the Office enlarged its staff with one science officer (seconded by FCT) and one European Project Manager (hired by EurOcean). Several legal, internal management and work planning documents were developed and revised such as contracts, business plan, Prof. Mário Ruivo Prize regulations…) in order to facilitate the Office daily management and the implementation of the Work Programme. Furthermore the 2009 and 2010 Financial reports were developed and audited by external experts.

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0. Summary

1. Information Management

- Weekly addition of approximately 20 events, news and job opportunities to the Portal.
- Collection of the Marine Science and Technology Projects funded under FP7.
- Last update of the European Marine Research Infrastructures InfoBases - May 2010.
- Creation of the Job Opportunities sub-category as a main autonomous category.
- Hosting Activities of the ERVO, OFEG, EuYmast, MarinERA, Ampera and Marifish initiatives were developed or maintained.

2. Products and Advertising Actions

- Development of the new EurOcean_AI InfoBase.
- Development of the European Underwater Vehicles Statistical Poster.
- 2nd Version of the educative brochure entitled "Uncovering the Ocean Secrets: A cruise through the Blue".
- Release of the EurOcean's Institutional Film.
- Development of the EurOcean's Institutional Roll-up.
- Update of the Members "kit" materials.
- Mailing advertising EurOcean and its products send out to key players around the world.
- Participation in fifteen national and European conferences and workshops.

3. European Projects

- EUROFLEETS (development of scheduled tasks).
- MarineTT (started on February 1st 2010).
- SEAS-ERA (started on May 1st 2010).
- CIRCLE-2 (contract of services started on June 1st 2010).
- Other Projects and Opportunities (EuroMarine, ARISE and Sea for Society).

4. Networking Activities

- Advertising of funding opportunities to the EurOcean Members.
- Preparation of the Consortium and Proposal of the SEAS FOR SOCIETY Project.
- Several other initiatives and contacts were developed with Members (MCST, NAUSICAÄ, FRCT, IMR, GeoEcoMar and IOPAN) and non-Members (Marine Board, Portuguese Permanent Forum for Ocean Affairs, Lisbon Oceanário, OFEG, ERVO, WAVEC, EuYmast, IMLI and IOI).

5. Training Activities

- The Project Officer Cristina Costa participated in the IOI 6th Training Programme on Regional Ocean Governance.

6. Management of the EurOcean

- Recruitment of a new Science Officer (Sofia Cordeiro) seconded by FCT (1st February 2010) and a European Project Manager (Maica Garriga) in the scope of the MarineTT project (3rd May 2010).
- Elaboration of a proposal for the Professor Mário Ruivo Prize and, the criteria to host European Initiatives web tools.
- Development of the Business Plan, Cash-flow, Legal Documents Matrix and the Members "kit".
- Contacts with 3 new organisations for potential membership and follow-up of previews contacts.
- Organisation EurOcean 2010 Meetings (4th ExCom - Gijon on May and 5th ExCom, 10th SC, 3rd BM and Dedicated Workshop - Bucharest September 2010.
- Renewal of the contract with the Portuguese accounting company CBR.
- Legal representation of the EurOcean: renewal of the registry at the Chamber of Commerce (the Netherlands) and information of the Foundation statutes modification to CBR (Portugal).
- Elaboration of the 2009 Final Work, Financial and Audit Report and the intermediate 2010 Work and Financial Report.
- Process of changing the name of one of the Foundation representatives at the Foundation Bank account in Portugal.
- Acquisition of IT Equipment in the scope of the MarineTT project (PC and Laptop).

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.

1.1. EurOcean's Portal

1.1.1. Events and News

Maintenance and update of the events and news are being performed weekly 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. This represents an average of 20 events, news and job opportunities added weekly to the Portal. The EurOcean Newsletter is sent once or twice a month to 2136 email addresses, adding to a total of 20 Newsletters sent during the year of 2010.

1.1.2. European Marine Research Funded Projects InfoBase (EurOcean_MaP)

As foreseen in the 2010 Work Programme the Office started the identification and collection of the research projects funded through the FP7 mechanism. Under this task (that is being simultaneously developed for the MarineTT project), the Office browsed around 10.000 projects and identified and collected as marine (until the 30th of June) 184 new FP7 projects. Apart from the FP7 projects the Office also carried out the validation of the existing FP6 projects, as well as the identification of new ones only recently inserted in the CORDIS database (although FP6 is already finished). In the second semester of 2010 the Office included these new projects in the draft on-line InfoBases of EurOcean and of the MarineTT project.

1.1.3. European Marine Research Infrastructures

- European Underwater Vehicles InfoBase (EurOcean_UV)

The EurOcean_UV InfoBase gathers 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: May 2010).

- European Large Exchangeable Instruments InfoBase (EurOcean_LEXI)

The EurOcean_LEXI InfoBase, that gathers 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. EurOcean_LEXI provides the operators with the possibility to input and update information related to their instruments. (Last update request: May 2010).

- European Research Vessels InfoBase (EurOcean_RV)

The EurOcean_RV InfoBase contains information on 305 European Research Vessels (259 operating; 6 planned or under construction and 40 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 last update was done in the scope of the EUROFLEETS project and its beneficiaries. All information gathered is verified by the EurOcean Office before being available on-line. (Last update request: May 2010). Also, in accordance with the Work Program, the RV_InfoBase was updated with the validated Russian Research Fleet, with a total of 28 new vessels, and an update reminder was sent to those operators in December.

1.1.4. Job Opportunities

As decided in the 9th Steering Committee Meeting (10th to 11th November 2009) a main category for the "Job Opportunities" was created (21st April 2010) and is now independent from the "Higher Education" category.

1.1.5. Public Outreach

On this area of the Portal the second version of the educational brochure "Uncovering the Ocean Secrets – A cruise through the Blue" and the new EurOcean's statistical poster: "European Research Underwater Vehicles" were made available.

A new subcategory was created entitled "Video Gallery" where a collection of videos from different sources on marine related issues, specially dedicated to secondary level students, is displayed.

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)

Since 2008, EurOcean manages ERVO's website technically and in terms of contents giving also support in what concerns the flux of information among the ERVO members. EurOcean did all the associated maintenance of the ERVO website and helped this group in the preparation (putting information available) of their annual meeting in Southampton, UK (May 2010).

During the ERVO Annual Meeting ways of straightening cooperation between EurOcean and the ERVO group were discussed. In this context EurOcean sent to the ERVO group chairman (June 2010) a service proposal with the main objective to serve as 'practical first step' in the initiation of a formal cooperation between EurOcean and the ERVO group. Given the long-lasting cooperation it was a good opportunity to discuss potential mutual beneficial opportunities both to EurOcean and the ERVO Group. Presently EurOcean is waiting for a formal reply on the above mentioned proposal.

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

By initiative of EurOcean's President the Office prepared a services proposal to host the OFEG website. In a short meeting in Southampton (6th May 2010), the main needs of this group concerning the technical developments for a new Web Portal were discussed. The proposal was sent for comments to OFEG members on 25th May 2010. EurOcean is currently waiting for a formal reply.

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

The Office developed and released 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, which occurred once regarding the EuYmast participation in the 3rd European Maritime Day Stakeholder Conference (21st May 2010, Gijon).

1.2.4. MarinERA; MariFish and AMPERA

In the scope of its tasks as manager of the IT infrastructure of the MarinERA project, the Office renewed for one additional year the registration of the MarinERA address (http://www.marinera.net). The associated cost of this activity was promptly reimbursed by the Marine Board - European Science Foundation (ESF).

Regarding MariFish and AMPERA databases the Office continued to maintain, technically, the databases of these two ERA-Net projects. The databases are available under the "Marine InfoBases Common Search Tool" facility, which aggregates as well the InfoBases from MarinERA and EurOcean_MaP, at http://marinedb.marinera.net/.

2. New Products and Advertising Actions

2.1. New Products

2.1.1. European Aquaculture Experimental and Research Facilities InfoBase (EurOcean_AI)

Following the proposal presented by IMR on the 2nd Technical Meeting (9th November 2009) the Office developed the European Aquaculture Experimental and Research Facilities InfoBase (EurOcean_AI InfoBase). The InfoBase was sent for comments to EurOcean's President, IMR representative Øysten Brun, Antoine Dosdat (Ifremer representative), Geoffrey O'Sullivan (MI representative) and David Murphy (AquaTT Manager) as they work with related projects in this area of knowledge. The last version of this InfoBase was presented during the last Steering Committee in Bucharest (21st September 2010) and is foreseen to be release in the beginning of 2011.

2.1.2. "European Underwater Vehicles" Statistical Poster

The "European Underwater Vehicles" Statistical Poster was produced based on the statistical analyses obtained from the information retrieved from the EurOcean_UV InfoBase. The poster presents the European Underwater Vehicles status "in a flash" as of February 2010.

2.1.3. Educative Brochure "Uncovering the Ocean Secrets: A cruise through the Blue"

As requested in the 9th Steering Committee Meeting (10th to 11th November 2009), the Office reviewed the educative brochure entitled "Uncovering the Ocean Secrets: A cruise through the Blue" and replaced the paragraph "Coral Reefs" by a new paragraph entitled "Corals". The Office also added the information regarding the sources that were used to compile the information for the brochure. The brochure new version was made available online on the beginning of March replacing the previous version on EurOcean's Portal under the section "Public Outreach" – "Dissemination Materials" and, was distributed during the 3rd European Maritime Day Stakeholder Conference (Gijon, 18th to 21st May).

2.1.4. Institutional Products

- EurOcean's Institutional Film

After involving the Members in the collection of images for EurOcean's Institutional Film (2009), the Office finalised this product and an email informing the Members of the release of the film was sent on March 15th. The Institutional Film was included in EurOcean's Portal under the sections "Public Outreach" – "Dissemination Materials" and "About EurOcean". The film was presented publicly for the first time at the Marine Board Communication Panel Meeting (Southampton, 29th to 30th March). It was also projected at the 3rd European Maritime Day Stakeholder Conference (Gijon, 18th to 21st May) in EurOcean's stand; at the 4th Executive Committee Meeting (Gijon, 21st May); at the EurOcean Steering Committee Meeting (Bucharest, 21 and 22 September) and at the EurOCEANS 2010 Conference (Ostende, 12th to 13th October). The film was also sent by post to all EurOcean Members and some specific institutions like the DG MARE, DG Environment and DG Research.

- EurOcean's Institutional Roll-up

In the scope of EurOcean's participation at the 3rd European Maritime Day Stakeholder Conference on May 18th – 21st (Gijon, Spain) the Office produced a new institutional product to replace the Institutional Poster developed in 2008. Instead of developing a poster the Office decided to develop a more functional tool, a roll-up. The roll-up was also used to advertise EurOcean and its main products on the 3rd European Maritime Day Stakeholder Conference and on the EurOCEANS 2010 Conference.

2.2. Advertising Actions

2.2.1. Mailing

In order to better disseminate EurOcean's activities, the Office continued its task of sending out information and products to key players around Europe. The Office send out EurOcean's Institutional Flyer, the Educational Brochure and the Statistical Report on the Marine Science and Technology Projects funded under the 6th Framework

Programme to several Portuguese and European key players, namely Government representatives, journalists and researchers. In addition, the Office also prepared another mailing action in the beginning of July to disseminate the "European Underwater Vehicles" Statistical Poster to EurOcean's mailing list, composed of more than 400 international contacts.

As requested at the 4th Executive Committee Meeting (Gijon, Spain May 21st), the Office also disseminated the latest EurOcean products and activities to its Members and Cooperating Members (EurOcean's Institutional Film, the "European Underwater Vehicles Statistical" Poster and the flyers produced in the scope of the EUROFLEETS and MarineTT projects) at the beginning of July.

In the scope of the EUROFLEETS project, the Office mailed on February the new developed EUROFLEETS Research Vessel Poster to the beneficiaries of the project. The Office also mailed at the beginning of July to the EUROFLEETS partners the latest developed products, namely the EUROFLEETS Institutional Poster and Brochure.

2.2.2. Participation in Conferences and Workshops

❖ ICT Policy Support Programme Info Day (Brussels – 14th January 2010)

The Office was represented in the EC ICT – Policy Support Policy Information Day on the 4th Call for Proposals by the European Project Manager Cristina Costa. In this event the ICT Policy Support Programme for 2010 was introduced. The themes and objectives of the call were presented and the documents necessary to submit the proposal were explained. In the networking session of the Info Day Cristina Costa had the opportunity to promote EurOcean and to establish contacts with other institutions/consortiums. The participation of the Office in this event did not produce any direct result as few institutions were interested in projects in the marine sciences and technology area and, among them, the majority were media institutions.

❖ Portuguese Cluster of the Sea in Cascais (Cascais – 24th February 2010)

In the scope of the presentation of the activities of the Cascais Cluster of the Sea to the new town Environment Director, the Portuguese local Agency "Cascais Atlântico" invited the Vice-President António Pascoal and the Executive-Director Telmo Carvalho to make a presentation on EurOcean's activities and developed products. Besides raising awareness to EurOcean, the Office also had the opportunity to discuss the idea of having a small office space (facilities provided by Cascais municipality), to be used for specific activities as live on-line transmission of tests on ROVs and other equipment.

❖ EMSA Stakeholder's Consultation Meeting (Lisbon – 5th March 2010)

The European Maritime Safety Agency (EMSA) invited the Executive-Director to participate in the Stakeholders' Consultation Meeting in the area of Pollution Preparedness and Response. The Executive-Director Telmo Carvalho filled in the "EMSA's Pollution Preparedness and Response Activities" feedback form with 14 questions regarding EurOcean's views on the activities developed by EMSA in this area. During the meeting the Executive-Director also had the opportunity to discuss the European Projects InfoBase used by EMSA for their report on Pollution and Safety projects.

❖ BiodivERsA Final Conference (Paris – 9th to 10th March 2010)

In the scope of previous contacts of EurOcean's Executive-Director with the FP6 BiodivERsA project, Telmo Carvalho was invited to be present at the project final conference. At this meeting the Executive-Director had the opportunity to informally present EurOcean and to suggest possible future collaboration with this consortium.

❖ Marine Board Communication Panel Meeting (Southampton – 29th to 30th March 2010)

The Executive-Director Telmo Carvalho was invited by the Marine Board to participate in the Marine Board Communication Panel (MBCP) Meeting. At this meeting the Executive-Director made a presentation on EurOcean's activities and products, stressing the involvement of EurOcean on outreach and education activities. The relevance of the views and ideas on science communication that the Executive-Director presented at the meeting were well appreciated by the meeting participants, namely ideas for the EurOCEANS 2010 Conference. At the end of the meeting

the Executive-Director offered to host and organise the following MBCP meeting (end of 2010) in Lisbon, an offer that was well accepted by all participants.

- 2nd SUSTAINAMICS Project Workshop (Lisbon – 29th April 2010)

Its Executive-Director, Telmo Carvalho, represented EurOcean at the 2nd SUSTAINAMICS Project Workshop. The SUSTAINAMICS (Dynamic Modelling for Integrated Sustainability Assessment) Project aims to develop integrated managing models for the environment of the ocean and coastal zones in order to speed up the policy makers' decision process, consequently promoting an efficient and shared management of the ocean and coastal zones with the necessary celerity.

- 12th ERVO Annual Meeting (Southampton – 4th to 6th May 2010)

The Science Officer Sandra Sá represented EurOcean on the 12th European Research Vessel Operators (ERVO) Annual Meeting, where she had the opportunity to present the new EurOcean's statistical poster "European Underwater Vehicles". The third day of the meeting was focused on debating the future of the ERVO's group. At this session the group discussed several ways of strengthening the cooperation between EurOcean and ERVO.

- 3rd European Maritime Day Stakeholder Conference (Gijon – 18th to 21st May 2010)

EurOcean, represented by the Executive-Director, the European Project Manager Cristina Costa and the Science Officers Sandra Sá and Sofia Cordeiro, participated in the 3rd European Maritime Day Stakeholder Conference with a permanent stand displaying promotional materials and products developed by EurOcean. Due to the proactivity of the Office, EurOcean's stand capture the attention of several stakeholders that showed a great interested on the Centre's activities and requested further information besides the available dissemination materials. The EurOcean Office was also approached by a representative of the Atlas of the Sea, Anne-France Woestyn from DG-MARE, which specifically requested more information on the public outreach materials and enquired about the possibility of including a link to the EurOcean "Public Outreach" area in the Atlas of the Sea web page.

- "The Ocean of Tomorrow" 2011 Call Info Day (Brussels – 9th September 2010)

The Office was represented in the 2011 Ocean of Tomorrow Call Information Day by the European Project Manager Cristina Costa. In this event "The Ocean of Tomorrow" call themes and objectives were presented. Cristina Costa had the opportunity to present EurOcean's activities and products and its interest in the call. The participation of the Office in this event had immediately results as the Office received 4 expressions of interest from companies, research and European representative agents organisations. However, as no formalised consortium approached the Office and due to the expected involvement in a Member's lead consortium (Nausicaä) for the Science and Society call, no further efforts were undertaken by the Office to participate in this call.

- EurOCEANS 2010 Conference (Ostende – 12th to 13th October 2010)

EurOCEAN Conferences are major European marine science policy conferences providing a forum for policy makers and strategic planners, both at European and Member State level, to interface with the marine research community and marine and maritime stakeholders. EurOcean was represented by its Executive-Director as an invited speaker and by the remaining Office staff. In its communication entitled "Communication and Outreach – Getting the Right Message to the Right People", the Executive-Director presented EurOcean's activities and products stressing out the need to tailor information in accordance with the intended level of dissemination.

- Science in Society Call Info Day (Lisbon – 20th October 2010)

The Office was represented in the SiS Portuguese Information Day on the 11th Call for Proposals by the European Project Manager Cristina Costa. In this event the SiS Programme for 2011 was introduced and the themes and objectives of the call were presented. Cristina Costa had the opportunity to promote EurOcean and to assess and establish contacts with other institutions/consortiums. The participation of the Office in this event led to the identification of a competitor consortium that was partly integrated in consortium lead by EurOcean Member Nausicaä, thus maximising the chances of success.

❖ Data Management Conference (Sopot – 19th to 20th October 2010)

Following a invitation of Marcin Wichorowski from EurOcean's Member IOPAN, the Executive-Director attended a conference on data management where he had the opportunity to present EurOcean activities to the participants and EurOcean experience in information management tools and initiatives.

❖ "Who's who in Offshore Renewable Energies" (Lisbon – 26th October 2010)

The Executive-Director Telmo Carvalho was invited by the WavEC (Wave Energy Centre) and EMAM (Estrutura de Missão para os Assuntos do Mar) to participate in a Who's who activity for the public administration. This event included the participation of several Portuguese companies, research centres and NGO's that develop activities related with the ocean energy. The Executive-Director made a presentation on EurOcean's activities and network.

❖ "Portugal e o Mar, a nossa aposta no século XXI" (Lisbon – 21st November 2010)

On behalf of the Executive-Director the Office was represented in this event by the European Project Manager Cristina Costa. In this event, that had the participation of the President of the Portuguese Republic and the DG MARE Commissioner Maria Damanaki, the ocean as future for the economic growth was discussed.

❖ Marine Board Communication Panel Meeting (Lisbon – 29th November 2010)

The Executive-Director Telmo Carvalho and the Science Officer Sofia Cordeiro, as hostess of the meeting, were invited by the Marine Board to participate in the Marine Board Communication Panel (MBCP) Meeting. During this meeting the Executive-Director presented the Mobilisation and Mutual Learning Call (FP7 Science and Society topic) project, in which EurOcean was involved, with the aim to look for potential partners for the project proposal. EurOcean as hosting organisation also invited the Education and Communication Manager of the Oceanário de Lisboa to present the outreach activities the oceanarium has been developing. The meeting participants also had the opportunity to visit the Oceanário de Lisboa, a courtesy of the oceanarium. At the end of the meeting the Marine Board thanked EurOcean for the excellent organisation of the meeting in Lisbon.

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 this context, the activities of the Office for each one of the European projects where it is involved were developed has follows:

3.1. EUROFLEETS

EurOcean is directly involved in three Work Packages (WP) of the EUROFLEETS project: NA2, NA6 (as partner) and NA7 (as leader) and the work under EurOcean's responsibility is being lead internally by the European Project Manager, Cristina Costa.

In the scope of the activities related with the involvement in these three WP, the work developed for this project in 2010 was:

i) Events:

❖ EUROFLEETS project meetings:

- The Executive-Director, Telmo Carvalho, attended three meetings in Paris of NA5, NA6 and NA1 (9th and 10th of February) where several possible dissemination activities of those WP and possible IT developments were discussed.
- EurOcean's Executive-Director attended the 7th Executive Committee Meeting, held in Athens, Greece on September 14th where all WP Leaders presented a status of the work of their WP.
- The Executive-Director and the European Project Officer, Cristina Costa, attended the 2nd General Assembly (Athens, Greece – 15th September) where the main EUROFLEETS developments/activities were

presented (NA7 activities were presented by Cristina Costa) as well as a brief status of the work carried out by all WPs. Emphasis was also given to the 18 months activity and financial report due in March 2011.

- The Executive-Director and the European Project Officer, Cristina Costa, organised and chaired the 2nd NA7 Technical Meeting were a brief status of the work carried out under each task was presented and special emphasis was given to the identification of possible issues in the fulfilment of the WP7 work as described in the DoW.

❖ Dissemination events:

- 3rd European Maritime Day:

EurOcean organised the participation of the EUROFLEETS project in the 3rd edition of European Maritime Day, held in Gijon, Spain from the 18th to the 21st of May with a permanent stand displaying promotional materials such as the EUROFLEETS Research Vessel Poster, institutional brochures and flyers about the Ship-based training courses in Ireland as well as flyers regarding NA6 and NA10 activities. Several stakeholders, European and national Policy-Makers, were quite interested in the Project and requested further information on the project besides the available dissemination materials. Additionally to the stand EUROFLEETS was also represented by its Coordinator, Jacques Binot, as an EC invited speaker to the "Boosting the Competitiveness of Europe's Maritime Regions through Marine Science and Technology" Workshop, held on May 19th, aiming at discussing the issue of the marine research infrastructures from a regional perspective.

- EurOCEAN 2010 Conference:

EurOcean organised the participation of the EUROFLEETS project in the EUROCEAN 2010 Conference, held in Ostend, Belgium from October 12th to 13th, with a permanent stand displaying the Project's promotional materials including the 2nd NA5 flyer (brochure slip-in) regarding the EUROFLEETS 2nd Regional Call. Several stakeholders, European and national Policy-Makers and scientists, visited the Project's stand and requested additional information in particular regarding the Regional ship-time call and future training activities.

ii) Deliverables:

- EUROFLEETS "Internet Hub" composed of an administration/editing area and a public access website with different plug-in modules, such as the intranet developed by the Coordinator, was launched on January 29th 2010 (http://www.eurofleets.eu/np4/home.html).
- Even though the EUROFLEETS "Internet Hub" was launch in January 2010 in accordance with the Description of Work (DoW) a written deliverable "Opening of the EUROFLEETS "Internet Hub"" (Deliverable 7.1.2) was developed and submitted by EurOcean (Task Leader) on March 23rd 2010 thus in compliance with the project's Quality Assurance Plan V4.

iii) Activities:

- In the scope of the Virtual Research Fleet Platform (VRFP) developed by NA2 Work Package, EurOcean produce in April a new template for its RV InfoBase following the graphic principles of the EUROFLEETS project in order to better integrate the VRFP. The development of EUROFLEETS RV InfoBase layout also implied the integration of the ICES shipcode and the update of the contents of the InfoBase especially regarding the EUROFLEETS vessels. The module can be consulted in http://www.eurofleets.eu/rvs/.
- Since its launch the EUROFLEETS "Internet Hub" has been regularly updated with articles (contents), deliverables, news, events, etc. and therefore on March 18th 2010 the 1st e-newsletter was released to the EUROFLEETS beneficiaries, most of which disseminated the e-newsletter to their mailing lists, as discussed and agreed during the Project's Kick-off Meeting. On May 26th 2010 the 2nd e-newsletter of the project was released to a higher audience: the EUROFLEETS beneficiaries and all the independent subscribers (as a result of the dissemination of the 1st e-newsletter and the participation on the 2010 European Maritime Day). A 3rd e-newsletter was launch on November 12th where emphasis was given to the results of the 1st

ship-time call and to the call to the EUROFLEETS ship-based training course, for scientists and technicians, in multibeam echo sounder technology.

- In collaboration with NA5, EurOcean developed an area in the EUROFLEETS portal, where all the information about the ship-time calls of the project was made available namely information of the 1st call and its results and information for interested candidates on the 2nd Regional Call foreseen to be launch in February 2011.
- In collaboration with NA6, EurOcean developed an area on the project's portal where all information on training activities was made available namely: information on the Askö Marine Laboratory, Sweden, "PhD course in Sea-truthing for calibration and validation of satellite ocean colour imagery of coastal zone and lakes" with the support of EUROFLEETS beneficiary IOPAS; the MI lead (EUROFLEETS beneficiary) "EUROFLEETS multidisciplinary marine science ship-based training courses for postgraduate students of marine-related sciences" and the, "EUROFLEETS ship-based training course, for scientists and technicians, in multibeam echo sounder technology" with the support and contribution of IMR (EUROFLEETS beneficiary) and Kongsberg Maritime.
- In collaboration with the Project Coordinator and the NA6, the Office created and populated an area in the project's portal dedicated to the development of a partnership with industry.
- In compliance with the Project's Dissemination Strategy prepared by EurOcean, the Office produced some printing materials to support the promotion of the EUROFLEETS Project to several stakeholders. Those materials, developed on March 2010, included: an institutional poster with the key objectives of the project; a flyer with the objectives and key messages of the project and a "roll up" designed specifically for presentations at international conferences where the areas of activities and beneficiaries of the project were emphasised. The Office further developed, on September 2010, a brochure slip in with key information on the 2nd Regional ship-time call to disseminate in particular in the EurOCEAN 2010 Conference.

iv) Reporting:

- The Interim Activity and Financial Report of NA7 (under the responsibility of EurOcean) was delivered on time as requested by the Coordination Team of the EUROFLEETS project.

3.2. MarineTT

The MarineTT – European Marine Research Knowledge Transfer and Uptake of Results – project started in February 2010, and EurOcean is involved as a full project partner and Work Package (WP) leader of the Information Management (WP2) and the Project Promotion (WP6) components. 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 in 2010 can be divided into four items, namely: events, deliverables, technical developments, and activities.

i) Events:

❖ MarineTT project meetings:

- The Office (Telmo Carvalho, Cristina Costa and Sofia Carvalho) attended the Kick-off Meeting of the project in Dublin (2nd to 3rd March 2010), in which a planning of the work to be done on each WP and the interactions with other WPs was discussed, as well as the distribution of funds (and transferences dates) between the two partners. It was also agreed that EurOcean will report financially to the Coordination every three months.
- The Office (Telmo Carvalho, Cristina Costa and Maica Garriga) organized the 2nd MarineTT partnership meeting held in Lisbon (9th June 2010), in which the status of WP2 and WP6 was discussed (refer to items on deliverables and technical developments below).

- The Office (Telmo Carvalho, Cristina Costa and Maica Garriga) organized a MarineTT internal meeting with the Project Coordinator in Lisbon (29th September 2010), in which the status of the survey for the collection of information on 'knowledge outputs' was presented and the process for the analysis of the results discussed.
- The Office (Telmo Carvalho and Maica Garriga) attended the 3rd MarineTT partnership meeting held in Dublin (16th to 17th December 2010), in which the main figures and results of the survey for the collection of information on 'knowledge outputs' were presented and next steps of WP2 discussed. At this meeting, an extra non-contractual WP2 deliverable was approved (Deliverable 2.4 on 'Marine projects information gathering methodology and results').

❖ Dissemination events:
- European Maritime Day:
  The Office attended the European Maritime Day Stakeholders Conference (18th to 21st May 2010) and set up a EurOcean stand in which the MarineTT project was also promoted through the first MarineTT Press Release and the project Fact Sheet.
- EUROCEAN 2010 Conference:
  The Office attended the EUROCEAN 2010 Conference (12th to 13th October 2010) and set up a EurOcean stand in which the MarineTT project was also promoted through a project Poster and Brochures.

ii) Deliverables:

In accordance with the MarineTT Description of Work (DoW), EurOcean is responsible, in 2010, for the following deliverables:

- D.6.1 Project Promotion Plan (month 2, March 2010 – delivered on time);
- D.6.4 Press Releases (1st release on month 1, February 2010 – delivered on time; 2nd release on month 11, December 2010 – postponed until the on-line survey was definitely closed and some preliminary results available);
- D.2.1 Adapted System & Search Facility (month 3, April 2010 - first version delivered on July 2010) and,
- D.2.2 Research Project Profile Template (month 3, April 2010 - first version delivered on June 2010).

Due to the work implied by Deliverables 2.1 and 2.2, it was agreed by the MarineTT partners to postpone their delivery until the associated technical developments were finalized in July 2010 (refer to item on technical developments below). It was also agreed that these deliverables (2.1 and 2.2) will be further updated once WP2 is finalized.

An extra non-contractual EurOcean WP2 deliverable describing WP2 methodology and offering the results of the collection of information on 'knowledge outputs' (on-line survey) was agreed at the 3rd partnership meeting (Dublin, 16th to 17th December 2010). Deliverable 2.4 Marine Projects information gathering methodology and results (month 13, February 2011) will include an Executive Summary, a detailed description of the methodology and results, and the PowerPoint presentation of WP2 from the aforementioned 3rd MarineTT partnership meeting.

iii) Technical developments:

- In accordance to the requirements of the abovementioned Deliverables 2.1 and 2.2, in terms of information on 'knowledge outputs' of recent marine-related FP6 and FP7 funded projects, EurOcean defined a detailed methodology for the collection and management of such information (non-contractual Deliverable 2.4 'Marine projects information gathering methodology and results', and redesigned its existing 'European Marine Research Funded Projects' InfoBase accordingly. EurOcean updated existing FP6 projects in the Infobase and is continuously including FP7 projects.
- EurOcean also prepared an on-line questionnaire that allowed the validation and completion of standard project details extracted from the EC CORDIS online database and the collection of information on 'knowledge outputs' from FP6 and FP7 marine-related projects.

iv) Activities:

- On-line Survey (July-October 2010):
  The on-line survey was running for around 4 months (July-October 2010) and targeted around 500 marine-related projects from FP6 and FP7 as part of the previously mentioned methodology. The survey had a total response rate of 61%, from which a 38% (40% for FP6 and 35% for FP6) of the responses provided enough information on 'knowledge outputs' so as to be included in the analysis process under the responsibility of the Project Coordinator (AquaTT).
- Proposal for the analysis of the survey responses (November 2010):
  EurOcean produced a proposal for the analysis of the survey responses from a strategic viewpoint, with the aim of providing valuable recommendations to the Commission, and in order to assist in WP3 on 'Knowledge Analysis', under the responsibility of AquaTT.
- CORDIS Assessment (October 2010):
  As part of the collection of information on FP6 and FP7 marine-related projects, EurOcean performed an evaluation of the CORDIS Advanced Search tool and available Final Reports by request of the MarineTT EC Project Officer. EurOcean, in return, requested the MarineTT EC Project Officer a list of Final Reports from priority projects for MarineTT that were neither provided by Project Coordinators through the aforementioned on-line survey nor available in CORDIS.
- Assessment of media channels (November 2010):
  EurOcean provided input to the list of potential media channels gathered by AquaTT for the MarineTT press releases. The assessment of media channels, prior to the second MarineTT press release (in November 2010), was done according to target audience and cost.

3.3. SEAS-ERA

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 constrains 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 the WP9, the work developed for this project in 2010 was:

i) Negotiation of the expected budget breakdown for the SEAS-ERA Project:

During the month of November 2010, EurOcean and FCT started the budget negotiations for the entrance of EurOcean as a Third-Party of the SEAS-ERA Consortium, the agreed amounts are described below.

Table 1. Expected Budget Breakdown for the SEAS-ERA Project.

Cost Category	Amount (Euro)
- **Personnel**	**47.707,00**
- **Travel**	**6.234,00**
- **Subcontracting**	**36.284,00**
- **Other**	**0**
Semi-total	**90.225,00**
Overheads	**3.775,87**
Maximum EC Contribution	**94.000,87**

ii) Events:

- The Kick-off Meeting of the project, for which the Executive-Director Telmo Carvalho and the Science Officer Sandra Sá were invited by the Project Coordinator, took place on the 29th to 30th June 2010 in Madrid. At this meeting Telmo Carvalho had the opportunity to make a presentation about EurOcean's Centre and the tasks that will be developed under the SEAS-ERA project, also the Executive-Director had the opportunity to present a Demo for the SEAS-ERA Portal to be commented by the project beneficiaries.

iii) Activities:

- During February 2010 EurOcean has developed the SEAS-ERA logo, that defined the all graphical identity of the SEAS-ERA project;
- During May 2010 EurOcean delivered the first demo with graphical draft of the SEAS-ERA project website;
- On October 2010 EurOcean acquired the domain for the SEAS-ERA Internet Portal.

Due to the Portuguese administrative issues and the delays in the transference of the 1st financial contribution, EurOcean foresees to deliver all the delayed project deliverables until March 2011.

i) Tasks to be delivered until end of March:

- Electronic information structure for marine research funding organizations, consisting mainly on the development of Public Website, Extranet, Administration Area, e-Newsletter tool and a Common search tool that will allow a simultaneous search of several databases developed in previous ERA-Net projects (AMPERA, MarinERA, MariFish) as well as EurOcean_MaP InfoBase;
- Printed dissemination products that will imply the development of a institutional poster and leaflet.

3.4. CIRCLE-2

CIRCLE-2 is a second generation ERA-Net on Climate Change Impact, Adaptation and Vulnerability (CCIAV) that follows the predecessors CIRCLE SSA (2004-2005) and CIRCLE CA (2005-2009) ERA-Nets. EurOcean is involved in the project as sub-contracted (of the Coordinator Institution, FFCUL), after acceptance of its proposal to the call for tender opened by the Coordinator on May 2010 in the area of project communication.
The contract of 99,912.12 Euro, signed on June 1st 2010, states EurOcean's responsibilities in the development of technical applications, dissemination materials and support to the communication management and IT issues. These services are developed under Task 1.3 (Integrated Communication Strategy and Management) of WP1 and will be lead internally by the Science Officer Sofia Cordeiro.

Table 2. Budget breakdown of the services that will be provided by EurOcean to FFCUL under the CIRCLE-2 project.

Cost Category	Amount (Euro)
Technical developments	45.375,00
Dissemination materials	4.356,00
Technical support	50.181,12
Total Costs	**99.912,12**

The work carried out by the EurOcean for the CIRCLE-2 project in 2010 can be divided into four items, namely: project meetings, technical developments, dissemination materials and technical support.

i) Project meetings:

- The Executive-Director Telmo Carvalho was invited by the project Coordinator to participate in the Kick-off Meeting of the project that took place in Dublin on 14th to 16th June. At the meeting the Executive-Director

presented the first demo of the CIRCLE-2 Portal and established contacts with the partners of the project (20 partners and 14 associated partners).

- The Executive-Director Telmo Carvalho and the Science Officer Sofia Cordeiro met with the Coordination Team of CIRCLE-2 (October 7th) in order to start discuss the development of the InfoBase on Climate Adaptation Projects.
- The project Coordinator invited the Executive-Director Telmo Carvalho and the Science Officer Sofia Cordeiro to participate in the 2nd Executive Board Meeting that took place in Lisbon on 28th to 29th October. At the meeting the Science Officer presented the CIRCLE-2 Information Portal composed by the project website, administration area and extranet. As the project extranet will be the central stone for communication within the project partners, the Science Officer also presented the extranet functionalities in a user-oriented workshop.

ii) Technical a developments:

- On June 2010 the Office bought two domains for the CIRCLE-2 project (circle-era.eu and circle-era.org). Upon the coordinator's request the circle-era.net domain owner was transferred from the previous CIRCLE CA Coordinator to CIRCLE-2 Coordinator. The associated costs were later reimbursed as this service was not in the scope of the services contract.
- On 16th September 2010 the Office launched several technical developments: (1) public website; (2) edition module and electronic newsletter; (3) extranet module. All these developments started on June 2010 once the contract entered into force. The public website can be accessed through the following addresses: www.circle-era.eu; www.circle-era.net and, www.circle-era.org.
- On December 2010 the Office began the development of the Climate Adaptation Projects InfoBase. The InfoBase, expected to contain information on climate adaptation projects since 2005 funded at European level by CIRCLE ERA-Nets and at National or local level (from European countries), will allow updates of the existing projects and inclusion of additional ones.

iii) Dissemination materials:

- On 5th July 2010 the Office delivered the logo and the banner of the project that were used to develop the website of CIRCLE-2.
- On 18th November 2010 the project's institutional poster and leaflet were delivered to the project Coordinator. At the same the Office developed and delivered business cards for the project's Coordination Team.

iv) Technical support:

- The Office, in accordance with the services contract, is providing technical support. The technical support includes the maintenance of the technical developments through the lifecycle of the project apart from the necessary contacts with the service providers and the project's Coordination Team upon the technical application and dissemination materials development.

3.5. ARISE

As presented in the last 9th Steering Committee Meeting and described in the 2009 Final Activity Report, EurOcean's Office accepted the offer made by DEFRA (UK) to be involved in a proposal entitled ARISE submitted to the first call (January 2010) of the "Oceans of Tomorrow" transversal Call. The project scored 9 out of 15 and was not retained for funding by the EC.

3.6.EuroMarine

As described in the 2009 Final Activity Report, the Office accepted the offer to be part of the Advisory Board of the EuroMarine NoE (follow-up of the three targeted Marine Networks of Excellence: EUROCEANS; MarBEF and Marine

Genomics Europe) proposal which was submitted to FP7 Environment 2010 Call (January 2010). The project negotiation process took longer than expected and the start of the project, and hence EurOcean's involvement, is only foreseen for the beginning of 2011. As member of the Advisory Board EurOcean is not entitled to any funds however all the associated costs of the Office's participation are supported by the project Coordinator.

3.7. Sea for Society

The Sea for Society project objective is to "mobilise researchers, marine and terrestrial actors, CSO's and individual citizens and youth in a mutual learning, open dialogue and joint action to consider key questions, extract cross-cutting issues and propose challenge-driven solutions and ensure sustainable management of marine eco-system services by European citizens".

The Sea for Society project, led by EurOcean Member Nausicaä, has brought together a multidisciplinary partnership of 21 partners from 11 countries representing marine research institutes and/or funding agencies, science museums and aquaria, CSO's, NGO's, higher education institutes and business networks, to implement a Mobilisation and Mutual Learning Action Plan to address the Specific Challenge 3: Marine Resources, inland activities and sustainable development of the 1st 2011 Science in Society FP7 Call.

Due to the extremely active involvement of the Office in the development of the concept of the project, the Office was able to engage in the proposal IOPAS, IEO, MI, IMR and Ifremer (EurOcean Members), as well as AquaTT, EurOcean partner in the MarineTT project and, two other Portuguese institutions IST and Ciência Viva, science and technology education promotion organisations respectively, that were initially forming a competing consortium.

The Office was also extensively involved in the development of the project proposal, expected to be submitted on January 20th 2011, and in this context Telmo Carvalho, EurOcean's Executive-Director, attended two proposal preparation meetings in Paris on November 8th and on December 21st 2010.

3.8. Other Opportunities

During the first semester of 2010 three institutions approached EurOcean's Office in order to establish some king of cooperation in the submission of proposals (projects and tenders) to the European Commission. They were two consultancy companies and one SME. In all the situations the Office had to refuse the invitation because all the proposals were outside the scope of EurOcean's activities. Due to their nature, some of these opportunities were disseminated to EurOcean's Members.

4. Networking Activities

In accordance with the Work Programme for 2010 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

- <u>All Members</u>

  The Office continued to contact the Members informing them of identified opportunities of funding under the FP7 mechanism. Besides the opportunities sent through the e-newsletter tool a specific email was sent informing all of the opportunity to collaborate in the call of tender "Scenarios and Drivers for Sustainable Growth from the Oceans, Seas and Coasts".

- <u>MCST</u>

  Following the MCST request in 2009 to have a training activity on board a research vessel for Maltese researchers,, the Office, in cooperation with the IMAR/DOP, University of the Azores, organised a training period in a Portuguese vessel for the Maltese researcher Dr. Adrianna Vella. As the training activity was cancelled by the

trainee due to personal constrains, the Office re-scheduled the training activity with the new trainee, the Maltese researcher Dr. Matthew Montebello, to take place at the beginning of 2011. MCST also requested EurOcean to continue to organise this type of training for other Maltese researchers. In this scope EurOcean contacted IMR (Norway) to explore the possibility for them to host this training in 2011. The answer was positive and the organisation of the training period for the PhD student Molly Buchholz-Sørensen on board of a Norwegian research vessel has already started.

- NAUSICAÄ

  In the sequence of the last year participation in the "Global Forum on Oceans, Coast and Islands Channel and North Sea Approach" organised by Nausicaä in Boulogne-sur-Mer, EurOcean was invited this year to participate in the 4th International Meeting of the World Ocean Network, presently chaired by Nausicaä. EurOcean accepted and organised its participation but due to the cancellation of several flights in Europe it was not possible to attend the event.

  Additionally the Office has been in contact with Nausicaä requesting their support in the revision of the rules for the Professor Mário Ruivo Prize as requested by the ExCom (expected to be released in 2011), inviting them also to be part of the Jury that will attribute the award.

- FRCT

  In the scope of the 1st MCST requested training activity, Prof. Ricardo Serrão Santos, Director of DOP and IMAR, and representative of FRCT in EurOcean supported this initiative, and will provide free access to the research cruises and laboratories during the upcoming training period.

- IMR

  In the scope of the 2nd MCST requested training activity, the Office contacted Per Nieuwejaar, President of EurOcean, to access the possibility in developing this activity. The President supported this initiative and will be the contact point in IMR for this issue that will be further developed in 2011.

- GeoEcoMar

  During the week of 31st of May to 4th of June EurOcean's Office, represented by its Executive-Director, and by the Science Officer Sofia Cordeiro, visited GeoEcoMar, EurOcean Member in Romania. The Office arrived in Bucharest on the 31st of May and visited GeoEcoMar main Office on the 1st of June where a meeting with Nicholas Panin (GeoEcoMar representative in EurOcean's Steering Committee and Board) and Gheorghe Oaie (GeoEcoMar General Director) took place. The meeting had aimed at discussing the organisational and logistics aspects of the 2010 EurOcean's meetings to be hosted by GeoEcoMar.

- IOPAN

  As described on the page 11 EurOcean was invited to attend Data Management Conference held in Sopot on the 19th and 20th October 2010.

- Several Members

  At EurOcean's 10th Steering Committee Meeting (Bucharest, Romania – 21st September) Nausicaä presented to the participating EurOcean Members the "Marine resources, inland activities and sustainable development" Mobilisation and Mutual Learning Specific Challenge of the Science in Society 11th Call for Proposals and expressed their interest in participating in this call as coordinators of a consortium composed partially of EurOcean's Members. The Steering Committee supported the constitution of such consortium and the Office actively developed with Nausicaä the project proposal (please see page 18, point 3.7. Sea for Society).

4.2. Other Organisations/Initiatives

- Marine Board

  In the context of establishing closer contacts with the Marine Board, the Executive-Director, Telmo Carvalho, was invited to attend the Marine Board Communication Panel Meeting, on March 29th and 30th in Southampton as referred on page 9. As a result of that participation EurOcean organised, in Lisbon on November 29th 2010, a two days meeting of this Marine Board's expert, please see page 11.

- Portuguese Permanent Forum for Ocean Affairs

  EurOcean was invited to participate in the Portuguese Permanent Forum for Ocean Affairs, as an expert on European Information on Ocean Affaires. In this context EurOcean, considering the added value of being involved in initiatives from the Office's hosting country, accepted to be part of the Editorial Group that maintains the Forum website and participates in the Plenary Sessions of the Forum. Under this scope the Executive-Director participated in a meeting of the Website Editorial Group on the 31st of March 2010 and all the Office participated in the Plenary Meeting on the 5th of May 2010, also has a way of training the staff on ocean policy affaires.

- Oceanário de Lisboa

  In 2009 EurOcean started a new line of work on Education Activities and Public Outreach, and the need to establish closer contacts with institutions specialised on this topic was identified. For that EurOcean (Telmo Carvalho and Sandra Sá) had a meeting with the Director of Oceanário and the person responsible for the dissemination activities where EurOcean had the opportunity to present the materials already developed on this topic, namely the Educational Brochure, "Uncovering the Oceans Secrets: A cruise through the Blue". Besides opening a window for future collaboration, the Oceanário agreed on providing a specific field trip to the Oceanário exhibitions and "backstage" to the Marine Board Communication Panel Group Meeting hosted by EurOcean, in Lisbon, on November 29th 2010. Additionally they also accepted to make a presentation on their education activities during the MBCP meeting.

- OFEG

  Following previous contacts of EurOcean's President Per Nieuwejaar and of the Office with OFEG participants, the OFEG group requested EurOcean to provide a services proposal estimating the costs related to EurOcean's maintenance of the OFEG website. In this context and in order to evaluate the necessary services and technology to be used the Science Officer, Sandra Sá, had a meeting with the IT person presently responsible for the OFEG website in NOCS. It was agreed during that meeting that EurOcean would install a version of the OFEG current website in order to further explore the technical needs for hosting the Group's website. The proposal was sent on May 2010 and the Office is currently waiting for a formal reply.

- ERVO

  As described on the page 10 EurOcean was invited to attend the 12th ERVO Annual Meeting held in Southampton on the 4th to 6th May 2010.

- EMSA Stakeholder's Consultation Meeting (Lisbon – 5th March 2010)

  As described on the page 9 EurOcean was invited to attend the EMSA Stakeholder's Consultation Meeting held in Lisbon on the 5th March.

- WavEC

  By request of EurOcean's Members the topic Ocean Energy started to be included in the Work Programme of the Centre. Initially a database on this topic was suggested but had no developments. At this stage and trying to develop simultaneously two lines of work (education activities and the topic ocean energy) the Office had a meeting (25th of May) with the Wave Energy Centre (WavEC) in Portugal and discussed the possibility of developing jointly an Education Brochure on this topic. WavEC was very interested and already sent the Office a 1st

draft structure for comments. The Executive-Director was also invited by WavEC to be presented in "Who's who in Offshore Renewable Energies Conference" as stated in page 11.

- EuYmast

  In accordance with the recommendation of EurOcean's Marine Institute representative, Geoffrey O'Sullivan, the Office further pursued the contacts with the EuYmast initiative (Towards a European Young Marine Scientist and Technologist Forum), developing and hosting a small website for this group (http://www.eurocean.org/np4/73). Also in the context of this collaboration, the Office (Cristina Costa) participated in the first official meeting (21st of May) of this platform that took place in Gijon during the 3rd European Maritime Day event.

- IMLI (International Maritime Law Institute)

  Following previous discussions and visits (2009) to IMLI in Malta, where the feasibility of a dedicated Marine and Maritime Legislation InfoBase was discussed, IMLI sent the Office a list of priority topics that should be addressed in that tool. The Office analysed the topics and several existing legislation databases and made a technical proposal for the implementation of the above mentioned tool (email sent on the 27th of May). Despite several reminders the Office is still waiting for the reply of IMLI on the proposal to further discuss the way forward in this activity.

- IOI (International Ocean Institute)

  Taking advantage of the participation of the Officer Cristina Costa on the IOI's Training Programme on Regional Ocean Governance for Mediterranean and Eastern European, held in Malta from November 14th to December 17th, EurOcean's objectives, structure and products were, by request of IOI due to their interest in becoming an EurOcean Member, presented to IOI's President Dr. Awni Behnam, Executive Director Dr. Cherdsak Virapat, Programme Officer Ms. Antonella Vassallo and to IOI's-Malta Operational Centre Director of Research Dr.Aldo Drago.

5. Training Activities

The European Project Officer, Cristina Costa, with the support of the Office and of the Vice-President, Salvino Busuttil, participated in the IOI's (International Ocean Institute) 6th Training Programme on Regional Ocean Governance for Mediterranean and Eastern European Countries – Towards a holistic maritime policy (dedicated to the 50th Anniversary of the Intergovernmental Oceanographic Commission (IOC)), held in Malta from November 14th to December 17th 2010, benefiting from a participation fee reduction.

The 5 week training course focused on the Regional Seas governance through inter-regional comparisons and experiences, was attended by 18 participants from 15 countries (Astrakhan, Egypt, Estonia, Iran, Kazahkstan, Malta, Montenegro, Portugal, Romania, Spain, Turkmenistan and Ukraine, as well as observers from Australia, China and Thailand), with different experiences and backgrounds.

The course was structured in 4 modules:

- "Global Ocean Governance Framework" – mainly dedicated to the history, concept and implications on ocean governance of UNCLOS, but also tackling International Marine Environmental Instruments and Structures, International Fisheries Law, Policy and Management Framework, Maritime Security and Transport, and Marine Economics;
- "Managing our relations with the oceans" – which dealt with a wide range of issues such as Coastal Zone, Climate Change, Renewable Energy Technologies in the Marine Environment, Modelling, Remote Sensing and GIS, Environmentally Induced Migration and Crime at sea, among others;
- "Conflict Management and Consensus-Building" – where the participants were involved in a role play exercise and,
- "Regional Ocean Governance Frameworks for the Mediterranean, Black, Baltic and Caspian Seas" - that tackled, as introduction to the regional seas governance frameworks, the concept and status of the implementation of the EU Integrated Maritime Policy.

A part form the lectures the course participants were involved in two practical project studies, one on Maritime Spatial Planning and one on the preparation of regional ocean policy framework on a Regional Sea as to apply the acquired knowledge to specific scenarios.
The course lectures were provided by a diverse number of experts from leading institutions and organisations including: IOI's President Dr. Awni Behnam; IOI's-Malta Operational Centre Director of Research Dr.Aldo Drago; IOI's Legal consultant Lecturer Dr. Aref Fakhry; UNDP's GEF Regional Technical Advisor at the Bratislava Regional Centre Dr. Dr. Vladimir Mamaev; Dr. Parvin Farshchi of the Marine Environment Bureau Iran; former UNEP Regional Director Dr. Makram Gerges; Finnish Environment Institute Climate Change Programme Director Dr. Mikael Hilden; IOC/UNESCO Dr. Iouri Oliounine and, EurOcean's MCST representative, Prof. Salvino Busuttil.

6. Management of EurOcean

6.1. Administrative Issues

6.1.1. Staff

In the sequence of the call launched on November 2009 a new Science Officer (seconded by FCT), Sofia Cordeiro, started working on February 1st 2010. Sofia Cordeiro is currently in charge of the management of the legal and financial issues of EurOcean Foundation and of organising the events under the responsibility of EurOcean. At the same time, Sofia received training in the management of European Projects and began managing one FP7 Project in which EurOcean is participating as a sub-contractor, the CIRCLE-2 project.

In the scope of EurOcean's participation in the MarineTT project, the Office selected (through an international call) a new European Project Manager to help in the fulfilment of the work under EurOcean's responsibility. The candidate María del Carmen (Maica) Garriga, a Spanish citizen, started working at EurOcean's Office on May 3rd 2010.

Due to the high number of developments necessary to fulfil EurOcean's tasks in the scope of the MarineTT project, the Office celebrated a service contract with an IT Engineer, Diogo Cordovil, of 35 hours of work per month during a period of 18 months, starting on July 1st 2010. As these services are not developed in the Office facilities, and for that the IT Engineer is not considered to be part of EurOcean's staff.

The Office also renewed the contract previously celebrated with the European Project Manager Cristina Costa for a period of one year. Cristina's new contract started on October 1st 2010.

6.1.2. Current Responsibilities of EurOcean's Staff

The current main responsibilities of EurOcean's staff are listed in Table 3.

Table 3. Current main responsibilities of EurOcean's staff.

EurOcean staff	Function	Main responsibitities
Telmo Carvalho	Executive-Director (EurOcean contract)	- Supervision of the implementation of the approved Work Programme; - Supervision of the Office; - Identification of new areas of activity; - Identification of new possibilities of cooperation and membership; - Identification of participation opportunities on European Projects and development of the selected proposals.
Cristina Costa	European Project Manager (EurOcean contract)	- Responsible for the European information on marine and maritime affaires; - Manager of the EUROFLEETS project; - Supervisor and manager of the MarineTT project.
Maica Garriga	European Project Manager (EurOcean contract)	- Manager of the MarineTT project.
Sandra Sá	Science Officer (FCT fellowship)	- Responsible for the information management on: o Marine Infrastructures; o Public Outreach; o Higher Education and, o Job Opportunities; - Manager of the SEAS-ERA project.
Sofia Cordeiro	Science Officer (FCT fellowship)	- Responsible for the Legal, Administrative and Financial management; - Responsible for the organisation of events in which the EurOcean is the main organiser; - Manager of the CIRCLE-2 project.

6.1.3. Office

❖ Business Plan

At the beginning of the year the Office incorporated the comments of the 9th Steering Committee Meeting (10th to 11th November 2009) into the Business Plan and presented a new Business Plan structure in the 4th Executive Committee Meeting that took place in Gijon, Spain on May 21st 2010. The Executive Committee Members approved the proposed structure and requested the Office to incorporate their new comments. The Financial Elements for the Business Plan were presented in the 5th Executive Committee and the 10th Steering Committee meetings (20th and 21th September 2010 respectively). The Members approved the Financial Elements for the Business Plan and requested the inclusion of a cash and work flow plan.

❖ Cash-flow analysis

As requested in the 10th Steering Committee Meeting (21st September 2010) the Office started to develop a cash-flow analysis tool to support the development of the Business Plan and the implementation on a monthly basis of the 2011 budget.

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

The Office started to reorganise the Foundation's contracts in EurOcean's archives and started to develop summary matrix tables providing general information and status of the Foundation's and the Centre's legal documents as mandated in the 3rd Board Meeting (22nd September 2010). The matrix tables will be made available on EurOcean's extranet at the beginning of 2011.

❖ Professor Mário Ruivo Prize

As requested in the 9th Steering Committee Meeting (10th to 11th November 2009) the Office developed a draft proposal with the rules and regulations for the Short Animation Movie Prize, named Professor Mário Ruivo Prize. This document was presented in the 4th Executive Committee Meeting (21st May 2010). By recommendation of the ExCom, the Office contacted the Member Nausicaä asking for advice regarding the themes to be included and requesting them to be a member of the Prize Jury. A final version of the document was prepared for the 10th Steering Committee Meeting (21st September 2010) were it was decided to further explore the contacts with Nausicaä to reach a final proposal. The Professor Mário Ruivo Prize is expected to be attributed upon EurOcean's 10 years anniversary celebrations

❖ Hosting Criteria for European Initiatives

A new draft proposal for the criteria to host European Initiatives was developed by the Office at the beginning of the year. This proposal was presented in the 4th Executive Committee Meeting (21st May 2010) and was approved on the 2010 Steering Committee Meeting (21st September 2010).

❖ Members "kit"

As requested in the 4th Executive Committee Meeting (21st May 2010), the Office started the update and restructuring of the document "What are the benefits of becoming a Member of EurOcean?" in order to develop a more complete Members "kit" to include in the public website and to distribute at meetings and other events. The Members "kit" is intended to raise awareness of EurOcean's objectives and activities in order to potentiate the increase of the number of its Members. The Members "kit", which can be easily spread by EurOcean's current Members to their own networks, is expected to be completed during the first trimester of 2011.

6.1.4. Membership

❖ Members Annual Contributions

In February 2010 the Office requested the Members their annual contribution in accordance with the decisions of the 9th Steering Committee. All contributions were received apart from the MCST which will be received together with the 2011 contribution.

❖ Potential Membership

Following recommendations of the last Steering Committee Meetings (2008 and 2009), the Executive-Director continued to develop contacts with relevant European organisations on marine sciences and technology in order to explore the interest of those organisations to become full members of EurOcean. Besides the continuation of contacts with institutions contacted in 2009 like the CNRS (Italy), new institutions and/or people were contacted:

a) CESAM – Centre for Environmental and Marine Studies (Portugal). With the support Prof. Luis Menezes Pinheiro (Integrated Researcher at CESAM and Associated Professor at the Geosciences Department of the University of Aveiro), the Executive-Director Telmo Carvalho contacted Prof. Casimiro Pio, Director of the CESAM and Full Professor at the Department of Environment of the University of Aveiro, on February 12th 2010 by email. Further contacts to be developed in 2011.
b) TÜBITAK – The Scientific and Technological Research Council of Turkey (Turkey). New contacts were developed during the Kick-off Meeting of two European Projects (CIRCLE-2 Kick-off Meeting on 14th to 16th June 2010 and SEAS-ERA Kick-off Meeting on 29th June 2010), with the European Projects Management Team of TÜBITAK.

Following those contacts the TÜBITAK Team invited EurOcean to participate in a brokerage event in Istanbul that, due to several constraints, the Office could not attend.

c) ERVO – European Research Vessel Operators. The possibility of ERVO becoming a Member of EurOcean is being considered in the scope of the discussion on the formalisation of ERVO as a European organisation.

6.1.5. Meetings

❖ Executive Committee Meetings

The 4th EurOcean Executive Committee Meeting took place in Gijon (Spain) on May 21st during the 3rd European Maritime Day Stakeholder Conference (18th – 21st May). The 5th Executive Committee Meeting took place in the Trianon Hotel in Romania, prior to the 10th Steering Committee, on September 20th.

❖ Steering Committee Meeting

The 10th EurOcean Steering Committee Meeting, hosted by the Member GeoEcoMar, was held on the 21st of September in Romania.

❖ EurOcean Foundation Board Meeting

The 3rd EurOcean Foundation Board meeting was held in the morning of September 22nd in GeoEcoMar facilities.

❖ EurOcean Dedicated Workshop

The event to discuss the Celebration of EurOcean's 10th Anniversary in 2012 was held in the morning of the 22nd of September in GeoEcoMar facilities.

6.2. Legal and Financial Matters

❖ Legal Representation in the Netherlands

The legal representative of EurOcean Foundation in the Netherlands is the lawyer company Kaarls|Brech | Diels. This company took the necessary diligences to renew EurOcean Foundation's registry at the Chamber of Commerce for the year of 2010.

❖ Fiscal Status in the Netherlands

The fiscal representative of EurOcean Foundation in the Netherlands is the company GBA Adviseurs. This company delivered to the tax authorities in the Netherlands the necessary documents regarding the 2009 taxes of EurOcean Foundation.

❖ Legal Representation of EurOcean Foundation in Portugal

In order to incorporate the modifications to the EurOcean Foundation Statutes in the Portuguese Registry, the Office translated to Portuguese and recognised the translation of the minutes of the 2nd Board Meeting (November 11th 2009). The translated minutes were sent to the fiscal representative of EurOcean Foundation in Portugal, the accounting company CBR, in March 2010, which noted the new legal document of EurOcean Foundation. As the change to the Foundation Statutes did not implied changes to the name of the Foundation, its objective or to its headquarters, CBR did not need to take further actions. The new President and Vice-President are hence legally recognised in Portugal.

❖ Executive-Director as Legal Representative of the EurOcean Foundation

Following an action resulted from the 3rd Board Meeting that took place in Bucharest on September 22nd 2010, the Vice-President of the Board António Pascoal mandated by the Board of the Foundation celebrated a Power of Attorney delegating the general representation of the EurOcean Foundation Board, including the capacity of signature of legal documents, in EurOcean's Executive-Director, Telmo Carvalho, in force since November 16th 2010.

❖ EurOcean Foundation Accounting Services

The contract previously signed with the accounting company CBR was automatic renewed for the year 2010 with no change in the contracted service cost. The accounting company will continue to take care of the accountancy services and fiscal representation of the EurOcean Foundation in Portugal for 2010. As in 2009, the Office continued to send, monthly, the reports of the payments and the original invoices to CBR that verifies all the transactions and bank records.

The contract with the accounting company was revised in July 2010 and the cost of this service for EurOcean increased circa 32%. This increase reflects the higher number of hours requested to CBR to fulfil EurOcean's reporting needs, which increased with the participation of the Office in the European projects EUROFLEETS and MarineTT.

❖ Fiscal Status in Portugal

CBR submitted, at the end of May 2010, the 2009 annual tax returns declaration of the Portuguese Representation of the EurOcean Foundation to the Portuguese fiscal authorities. According to the declaration, EurOcean does not need to pay any taxes in Portugal regarding the fiscal year of 2009.

❖ Financial Reports:

- 2009 Financial Report

  The 2009 Final Activity Report sent on March 12th 2010, included an annex with the 2009 Financial Report. This report was composed by the professional accounting tables (sent by the accounting company) and, as requested in the 9th Steering Committee Meeting (10th to 11th November 2009), simplified tables with an income *vs.* expenditure analysis. A 2009 Final Financial Report was also included in the 2010 intermediate Activity Report.
- 2010 Financial Report

  The 2010 Financial Report, from January 1st to December 31st, presented in this Activity Report (Annex I) is composed by professional accounting tables and simplified tables. As the EurOcean Foundation is now participating in three new FP7 Projects, the 2010 Financial Report now incorporates the income and expenditures of the EurOcean Foundation, the EUROFLEETS project, the MarineTT project and the SEAS-ERA project.

❖ Auditing

As adopted best practice the Office requested an auditing company to perform an independent financial audit to the 2010 EurOcean Foundation Financial Report (including the costs of the EurOcean and the EUROFLEETS, MarineTT and SEAS-ERA projects). The audit report (see Annex II), performed by ABC-Azevedo Rodrigues, Batalha e Costa, 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;
- Independent Report on Factual Findings on costs claimed under the SEAS-ERA project.

All the Financial Reports were validated by the auditor and no mistakes were detected in the EurOcean Professional Final Financial Report for 2010.

❖ Bank Account

In order to incorporate the modifications of the EurOcean Foundation Statutes in the Bank account, the Office translated to Portuguese the amendment to the Statutes of the EurOcean Foundation that come into force in the Netherlands on September 21st 2009. The change of the name of Prof. Mário Ruivo to

Prof. António Pascoal as one of the two representatives in the EurOcean's bank account was effectively performed mid August 2010 in accordance with the modifications of the EurOcean Foundation Statutes. At the moment all operations in the Bank account need two signatures, the one of the Vice-President António Pascoal and the one of the Executive-Director Telmo Carvalho.

In 2010 the Office made a new time deposit of 50,000 Euro for one year, starting on March 31st 2010, with an average interest rate of 1,950% (TANB). Apart from this time deposit, the EurOcean Foundation had until October 23rd a second time deposit of 30,000 Euro (duration of one year), with an interest rate of 1.700% (TANB).

6.3. IT Infrastructure

Due to the incorporation of a new European Project Manager to fulfil the EurOcean's responsibilities in the MarineTT project the Office bought a new computer and a new laptop, both charged to the MarineTT project. These two equipments are operational since the end of April 2010.

Annexes

Annex I - 2010 Financial Report

(from January 1st to December 31st)

This Annex includes the 2010 Financial Report of the EurOcean Foundation, including the income (i.e. funds received) and the expenses of the EurOcean's cost centre, the EUROFLEETS' cost centre, the MarineTT's cost centre and the SEAS-ERA's cost centre from January 1st to December 31st 2010.

The 2010 Financial Report is composed of two reports, the "Income and Expenses Report" - a cash flow analysis of the 2010 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, the comparison of the two reports is not direct.

For example, the two reports consider differently the following:

- **IT equipment**: The simplified report ("Income and Expenses Report") takes into account the total expense with hardware whereas the professional report ("Accounting Report") takes into account the depreciations of that equipment.
- **Time deposit interests:** The simplified report ("Income and Expenses Report") calculates the time deposit interests as the sum of all the interests received in that fiscal year while the professional report ("Accounting Report") takes into account 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 ("Income and Expenses Report") takes into account the totality of the advanced payments received from the each project while the professional report ("Accounting Report") considers as funds received 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 in the project.
- **Overheads of the European projects:** The simplified report ("Income and Expenses Report") only takes into account the overheads from the eligible 2010 project expenses while the professional report ("Accounting Report") considers the overheads from the eligible 2009 and 2010 project expenses as in the last year the professional report did not considered the overheads.
- **VAT to pay to the Portuguese State:** The professional report ("Accounting Report") does not consider the VAT of the services developed by the EurOcean Foundation to FFCUL as an income neither the VAT amount to pay to the Portuguese State as an expense. However, and in order to clarify how the VAT amount to pay to the Portuguese State is calculated, the simplified report ("Income and Expenses Report") includes the VAT of the services developed by the EurOcean Foundation to FFCUL as an income and the VAT to pay to the Portuguese State as an expense.

Apart from a cash flow analysis of the 2010 year, the financial report developed by the Office also includes an analysis of the 2010 approved budget and the 2010 expenses of the EurOcean Foundation's cost centres.

Annex I.1 Income and Expenses Report (simplified report; cash flow analysis)

Tables 1 to 6 and Figure 1 of this Annex show the income and expenses report of the EurOcean Foundation, performed by the Office. By income the Office means the funds received.

An index of the tables and figure is given bellow:

Table 1 shows the funding received and the expenses of the EurOcean Foundation's cost centres from January 1st to December 31st 2010 (page IV).

Table 2 shows a detail of the expenses of the EurOcean Foundation's cost centres by category from January 1st to December 31st 2010 (page VII).

Table 3 shows the calculation of the VAT to pay to the Portuguese State by the EurOcean's cost centre in 2010 (page XII).

Table 4 shows the net profit of the EurOcean Foundation's cost centres in 2010 (page XII).

Table 5 shows the net profit of the contract of services between the EurOcean Foundation and FFCUL in the scope of the CIRCLE-2 project (page XIII).

Table 6 shows the approved budget and the expenses of the EurOcean Foundation's cost centres in 2010 (page XIV).

Figure 1 shows the percentage of the EurOcean's cost centre expenses per category (page VI).

- **Funds received and real expenses in 2010 (cash flow analysis)**

a. <u>EurOcean's cost centre</u>

The funds received by EurOcean's cost centre are composed mainly by the Members contributions and by services developed by the EurOcean Foundation (see Table 1). It also includes the reimbursement of expenses, the current account and time deposit interests and the overheads from all the European projects in which the EurOcean Foundation participates as a partner (see more information on the calculation of this value in the cash flow analysis of each European project cost centre). Important to note is that the amount of the Members contribution is lower than budgeted for 2010 in 7,000.00 Euro as the Member Ifremer was only able to transfer 10,000.00 Euro due to budgetary constraints and the Member MCTS will transfer the 2010 contribution in 2011.

The expenses of the EurOcean's cost centre (see Table 1 and Figure 1) include costs (with taxes) with "Meetings and Conferences", "Information Management", "Dissemination", "Human Resources" (salaries) and other "Office Expenditures", being the expenses in each category detailed in Table 2. It also includes the VAT from the expenses undertaken in the European Projects and the VAT to pay to the Portuguese State due to the contract of services with FFCUL in the scope of the CIRCLE-2 project.

Important to note is that the EurOcean Foundation will use the overheads from the European projects to cover part of the VAT of the European projects expenses that the Foundation has to support (see Table 1).

The following information can be drawn from Table 1:

- EurOcean's cost centre **received a total of 156,056.78 Euro** in 2010.
- EurOcean's cost centre **expenses were 155,232.59 Euro** in 2010.
- EurOcean **spent 26,766.07 Euro** and **received 7,439.97 Euro due to its participation in European projects**.
- The **net profit** of EurOcean's cost centre **is of 824.19 Euro** in 2010 (see also Table 4).

Table 1 - EurOcean Foundation's cost centres: funds received and expenses in 2010

	Euro			
Categories	**EurOcean**	**EUROFLEETS**	**MarineTT**	**SEAS-ERA**
Funds received				
Members contribution	**105.500,00**	**--**	**--**	**--**
European Projects	**--**	**45.439,08**	**86.956,00**	**0,00**
EUROFLEETS (first payment minus expenses incurred in 2009)	--	45.439,08	--	--
MarineTT (first payment)	--	--	86.956,00	--
SEAS-ERA (first payment)	--	--	--	0,00
Services	**39.964,85**	**--**	**--**	**--**
CIRCLE-2 (first payment)	39.964,85	**--**	**--**	**--**
Reimbursements	**1.738,84**	**--**	**--**	**--**
MarinERA domain registry – renewal	114,75	--	--	--
Science Officers expenses supported by EurOcean - European Maritime Day	75,68	--	--	--
Executive-Director expenses - EurOCEAN 2010 Conference	483,18	--	--	--
CIRCLE-2 domain transference	176,00	--	--	--
Catering service for the MBCP meeting in Lisbon	889,23	--	--	--
Overheads (income for the EurOcean) *	**7.439,97**			
Current account interests	**40,59**	**--**	**--**	**--**
Time deposits interests	**1.372,53**	**--**	**--**	**--**
TOTAL Funds received	**156.056,78**	**45.439,08**	**86.956,00**	**0,00**
Expenses ** (detailed in Table 2)				
Meetings and Conferences	**28.178,50**	**3.872,31**	**4.683,02**	**883,26**
Attendance	12.018,06	3.872,31	4.396,38	883,26
Organisation	16.160,44	0,00	286,64	0,00

Information Management	**40.733,75**	**17.441,00**	**13.742,09**	**100,00**
Hosting the Server	Provided by FCT			
Maintenance internet portals	558,75	621,00	0,00	100,00
IT Developments	40.175,00	16.820,00	11.100,00	0,00
Hardware and Software	0,00	0,00	2.642,09	0,00
Dissemination	**10.593,50**	**2.041,78**	**0,00**	**1.300,00**
Printing documents (brochures; posters)	6.813,50	2.041,78	0,00	0,00
Others	3.780,00	0,00	0,00	1.300,00
Human Resources	**35.466,64**	**11.673,28**	**81.892,61**	**0,00**
Executive-Director	35.466,64	6.666,69	30.555,56	0,00
European Project Managers	0,00	5.006,59	42.412,05	0,00
IT Engineer	0,00	0,00	8.925,00	0,00
Science Officers	Provided by FCT			
Office Expenditures	**12.879,08**	**248,96**	**525,00**	**0,00**
Office equipment, telephone, fax, photocopier	Provided by FCT			
Financial Management of EurOcean (Portugal; the Netherlands)	9.626,79	0,00	525,00	0,00
Other Expenditures	3.252,29	248,96	0,00	0,00
Overheads (expenditure to European Projects) *	**--**	**1.125,81**	**6.245,33**	**68,83**
VAT from European projects expenses (expenditure to EurOcean)	**26.766,07**	**--**	**--**	**--**
VAT to pay to the Portuguese State related with the CIRCLE-2 contractual services performed in 2010 (calculated in Table 3)	**615,05**	**--**	**--**	**--**
TOTAL Expenses	**155.232,59**	**36.403,14**	**107.088,05**	**2.352,09**

* 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, 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.

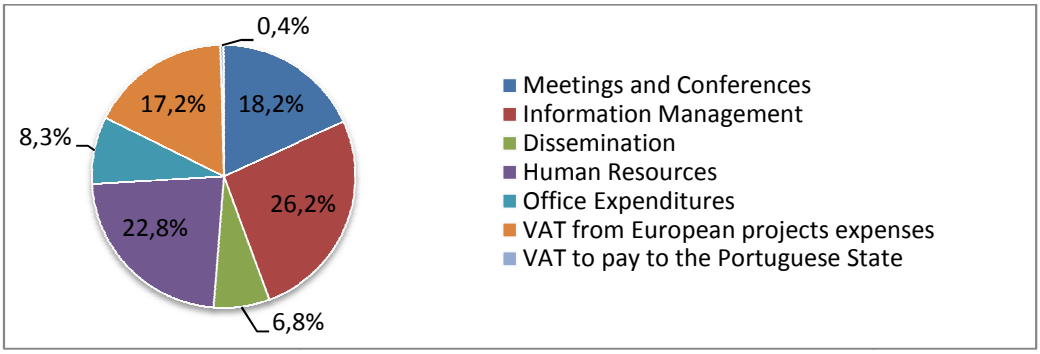

Figure 1 - Percentage of the EurOcean's cost centre expenses per category

The following information can be drawn from Figure 1:

- Almost 50% of the EurOcean's cost centre expenses were spent in the "Information Management" and "Human Resources" categories (26,2% and 22,8% of the EurOcean's cost centre expenses, respectively);
- 17,2% and 18,2% of the EurOcean's cost centre expenses were spent, respectively, in the "VAT from European projects expenses" and "Meetings and Conferences" categories;
- 6,8% and 8,3% of the EurOcean's cost centre expenses were spent, respectively, in the "Dissemination" and "Office Expenditures" categories;
- Less than 1% of the EurOcean's cost centre expenses were spent in the "VAT to pay to the Portuguese State" category.

b. <u>EUROFLEETS's cost centre</u>

The funds received by the EUROFLEETS's cost centre (see Table 1) correspond to the first payment received from the European Commission in 2009 (60,540.48 Euro) minus the expenses incurred in 2009 (15,108.00 Euro without VAT but considering overheads).

The expenses of the EUROFLEETS's cost centre (see Table 1) include costs (without VAT as they are not eligible) with "Meetings and Conferences", "Information Management", "Dissemination", "Human Resources" (salaries) and other "Office Expenditures", being the expenses in each category detailed in Table 2. It also includes the overheads from the project. As 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 expenses of each project, except the ones with subcontracting, excluding VAT. This value will be used by the EurOcean Foundation to cover part of the VAT of the European projects expenses that the Foundation has to support (see Table 1).

The following information can be drawn from Table 1:

- The EUROFLEETS's cost centre had **45,439.08 Euro** at the beginning of 2010.
- The EUROFLEETS's cost centre **expenses were 36,403.14 Euro** in 2010, including **1,125.81 Euro with overheads**.
- There are still **9,035.94 Euro** to be spent in the EUROFLEETS's cost centre (see also Table 4) until the end of the first contractual reporting period (18th month of the project - February 2011). The second payment from the European Commission will take into account the expenses the EurOcean Foundation presents in the first contractual reporting period.

Table 2 - EurOcean Foundation's cost centres: detail of expenses in 2010

	Expenses – Euro *			
Categories	**EurOcean**	**EUROFLEETS**	**MarineTT**	**SEAS-ERA**
Meetings and Conferences	**28.178,50**	**3.872,31**	**4.683,02**	**883,26**
Attendance	12.018,06	3.872,31	4.396,38	883,26
Meetings with Members and potential Members	0,00	--	--	--
Conferences **	5.729,68	--	--	--
Meetings to prepare projects	2.277,77	--	--	--
Expenses in representation	438,05	--	--	--
Networking activities ***	2.879,16	--	--	--
Meetings of subcontracted projects	693,40	--	--	--
EUROFLEETS meetings attendance	--	3.872,31	--	--
MarineTT meetings attendance	--	--	4.396,38	--
SEAS-ERA meetings attendance	--	--	--	883,26
Organisation	16.160,44	0,00	286,64	0,00
Executive Committee Meeting	4.672,75	--	--	--
Steering Committee + Board Meeting	11.487,69	--	--	--
Technical Meeting	0,00	--	--	--
EUROFLEETS meetings organisation	--	0,00	--	--
MarineTT meetings organisation	--	--	286,64	--
SEAS-ERA meetings organisation	--	--	--	0,00

Information Management	**40.733,75**	**17.441,00**	**13.742,09**	**100,00**
Hosting the Server	Provided by FCT			
Maintenance internet portals	558,75	621,00	0,00	100,00
MarinERA domain registry - renewal #	114,75	--	--	--
CIRCLE-2 domain registry ##	268,00	--	--	--
CIRCLE-2 domain transference ###	176,00	--	--	--
EUROFLEETS website updates	--	420,00	--	--
EUROFLEETS domain registration - renewal	--	201,00	--	--
SEAS-ERA domain registry	--	--	--	100,00
IT Developments	40.175,00	16.820,00	11.100,00	0,00
EuYmast website	2.100,00	--	--	--
EurOcean_AI InfoBase	4.800,00	--	--	--
CIRCLE-2 website + extranet ##	33.275,00	--	--	--
EUROFLEETS website	--	15.000,00	--	--
EUROFLEETS European Research Vessels Database layout	--	1.820,00	--	--
MarineTT online questionnaire	--	--	11.100,00	--
Hardware and Software	0,00	0,00	2.642,09	0,00
MarineTT Apple computer	--	--	2.027,51	--
MarineTT Toshiba laptop	--	--	614,58	--

Dissemination	**10.593,50**	**2.041,78**	**0,00**	**1.300,00**
Printing documents (brochures; posters)	6.813,50	2.041,78	0,00	0,00
Educational brochure - reimpression	2.760,00	--	--	--
Poster UV's - reimpression	907,50	--	--	--
CIRCLE-2 poster, flyer and business cards ##	3.146,00	--	--	--
EUROFLEETS roll-up, poster and institutional flyer	--	1.955,00	--	--
EUROFLEETS 2nd call flyer	--	86,78	--	--
Others	3.780,00	0,00	0,00	1.300,00
EurOcean institutional film	2.436,00	--	--	--
EurOcean roll-up	1.344,00	--	--	--
SEAS-ERA logo	0,00	--	--	1.300,00
Human Resources	**35.466,64**	**11.673,28**	**81.892,61**	**0,00**
Executive-Director	35.466,64	6.666,69	30.555,56	0,00
European Project Managers	0,00	5.006,59	42.412,05	0,00
Cristina Costa	--	5.006,59	25.745,41	--
Maica Garriga	--	--	16.666,64	--
IT Engineer	0,00	0,00	8.925,00	0,00
Science Officers	Provided by FCT			

Office Expenditures	**12.879,08**	**248,96**	**525,00**	**0,00**
Office equipment, telephone, fax, photocopier	Provided by FCT			
Financial Management of EurOcean (Portugal; The Netherlands)	9.626,79	0,00	525,00	0,00
Other Expenditures	3.252,29	248,96	0,00	0,00
Administrative management	381,85	244,04	0,00	0,00
Communications	481,27	--	--	--
Office materials	1.895,30	4,92	0,00	0,00
Bank commissions	196,28	--	--	--
Current account taxes	8,72	--	--	--
Time deposit taxes	288,87	--	--	--
Overheads (expenditure to European Projects) †	**--**	**1.125,81**	**6.245,33**	**68,83**
VAT from European projects expenses (expenditure to EurOcean)	**26.766,07**	**--**	**--**	**--**
VAT to pay to the Portuguese State related with the CIRCLE-2 contractual services performed in 2010 ††	**615,05**	**--**	**--**	**--**
TOTAL Expenses	**155.232,59**	**36.403,14**	**107.088,05**	**2.352,09**

* 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.

** Includes the expenses of the Science Officers Sandra Sá and Sofia Cordeiro supported by EurOcean in the European Maritime Day, reimbursed by the Science Officers; and the expenses of the Office with the attendance of the Executive-Director to the EurOCEAN 2010 Conferences, reimbursed by VLIZ.

*** Includes the expense with the catering service for the MBCP meeting in Lisbon, reimbursed by the Marine Board.

Reimbursed by the Marine Board-ESF.

In accordance with the Service Contract with FFCUL, in the scope of the CIRCLE-2 project.

Reimbursed by the CIRCLE-2 Coordinator.

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

†† Calculated in Table 3.

c. MarineTT's cost centre

The funds received by the MarineTT's cost centre (see Table 1) correspond to 50% of the first payment from the European Commission. The Coordinator of the project received the totality of the EurOcean Foundation first payment and it was agreed that the Coordinator would transfer half of that amount in 2010 and the other half in January 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", "Information Management", "Human Resources" (salaries) and other "Office Expenditures", being the expenses in each category detailed in Table 2. As with the EUROFLEETS project, the expenses of the MarineTT's cost centre also includes the overheads from the project, calculated as 7% of the direct expenses of the project, except the ones with subcontracting, excluding VAT. This value will also be used by the EurOcean Foundation to cover part of the VAT from European projects expenses supported by the Foundation (see Table 1).

The following information can be drawn from Table 1:

- The MarineTT's cost centre had **86,956.00 Euro** at the beginning of 2010.
- The MarineTT's cost centre **expenses were 107,088.05 Euro** in 2010, including **6,245.33 Euros with overheads**.
- The **net profit** of the MarineTT's cost centre **is of -20,132.05 Euro** in 2010 (see also Table 4).

d. SEAS-ERA's cost centre

The EurOcean Foundation is now participating in the SEAS-ERA project as Third-Party of the Project Partner FCT. As this amendment in the DoW was only approved at the end of 2010, FCT will only transfer the first payment to the EurOcean Foundation in January 2011. For this reason no fund was received in this project in 2010 (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" and "Dissemination", being the expenses in each category detailed in Table 2. As with the EUROFLEETS and MarineTT projects, the expenses of the SEAS-ERA's cost centre also includes the overheads from the project, calculated as 7% of the direct expenses of the project, except the ones with subcontracting, excluding VAT. This value will also be used by the EurOcean Foundation to cover part of the VAT from European projects expenses supported by the Foundation (see Table 1).

The following information can be drawn from Table 1:

- **No funds were received** in the SEAS-ERA's cost centre in 2010.
- The SEAS-ERA's cost centre **expenses were 2,352.09 Euro** in 2010, including **68.83 Euros with overheads**.
- The **net profit** of the SEAS-ERA's cost centre **is of -2,352.09 Euro** in 2010 (see also Table 4).

- **VAT payment to the Portuguese State in 2010**

Due to the participation of the EurOcean Foundation as subcontractor of FCCUL (Foundation of the Faculty of Sciences of the University of Lisbon) in the CIRCLE-2 project, the Foundation has to pay to the Portuguese State the amount of VAT received from the services performed.

In 2010 EurOcean received as first payment 39,964.85 Euro (see Table 1), of which 6,936.05 Euro correspond to VAT (see Table 3). As the EurOcean Foundation had expenses to fulfil the contracted services, the VAT to be paid to the Portuguese State can be reduced by the amount of VAT already paid in the expenses performed. Once expenses with subsistence, travel and accommodation are not eligible only the expenses undertaken within the categories of Information Management and Dissemination were used to calculate the VAT already paid to the Portuguese State. In accordance with Table 3, the EurOcean Foundation already paid 6,321.00 Euro, and thus only has to pay to the Portuguese State 615.05 Euro.

Table 3 - EurOcean Foundation: VAT payment to the Portuguese State in 2010

	Euro
Categories	**EurOcean**
VAT from funds received	
Services	**6.936,05**
VAT received from CIRCLE-2 (first payment)	6.936,05
TOTAL VAT from funds received	**6.936,05**
VAT paid from elegible expenses related with the funds received	
Information Management	**5.775,00**
IT Developments	5.775,00
VAT paid for the Website + Extranet for CIRCLE-2	5.775,00
Dissemination	**546,00**
Printing documents (brochures; posters)	546,00
VAT paid for poster, flyer and business cards for CIRCLE-2	546,00
TOTAL VAT from expenses	**6.321,00**
TOTAL VAT to pay to the Portuguese State	**615,05**

- **Net profit of the EurOcean Foundation's cost centres in 2010**

As stated above, taking into account the funds received and the expenses incurred in 2010, the EurOcean's and the EUROFLEETS's cost centres presented a positive net profit while the MarineTT's and SEAS-ERA's cost centres presented a negative net profit (see Table 4).

The negative net profit amount of MarineTT's and SEAS-ERA's cost centres (of -22,484.14 Euro) correspond to the amount that the EurOcean Foundation had to advance to cover all the expenses with these two projects, meaning that the EurOcean Foundation capital is being used to cover some European project's expenditures until the projects's payments take place (expected for January 2011 in both projects).

Table 4 - EurOcean Foundation's net profit in 2010

	Euro			
Categories	**EurOcean**	**EUROFLEETS**	**MarineTT**	**SEAS-ERA**
Funds received in 2010	156.056,78	45.439,08	86.956,00	0,00
Expenses in 2010	155.232,59	36.403,14	107.088,05	2.352,09
2010 Net profit	**824,19**	**9.035,94**	**-20.132,05**	**-2.352,09**
Global 2010 Net profit	**-12.624,01**			

Taking into account the net profit of all cost centres, the EurOcean Foundation presented a **net profit in 2010, of -12,624.01 Euro**.

- **Net profit of the contract of services between the EurOcean Foundation's and FFCUL in the scope of the CIRCLE-2 project**

The **2010 net profit** of the contract of services signed between the EurOcean Foundation and the FFCUL in the scope of the CIRCLE-2 project **is of 1,967.40 Euro** (see Table 5).

Table 5 - EurOcean Foundation's 2010 net profit of the contract of services with FFCUL in the scope of the CIRCLE-2 project

Categories	Euros
Funds received	
CIRCLE-2 (first payment)	39.964,85
TOTAL Funds received	**39.964,85**
Expenses	
Meetings of subcontracted projects	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
Technical Support / Human Resources	0,00
VAT to pay to the Portuguese State	615,05
TOTAL expenses	**37.997,45**
2010 Net profit of the contract of services	**1.967,40**

- **Comparison of the approved budget and expenses of the EurOcean Foundation's cost centres in 2010**

The EurOcean Foundation budget for 2010 (Table 6) was approved at the 9th steering Committee Meeting (10th to 11th November 2009). It is important to note that the amount of the funds expected to be received in 2010 were different from the ones effectively received, being this difference mainly related with the participation of the EurOcean Foundation in European projects, either as a partner or as subcontracted.

Regarding the expenses of the EurOcean Foundation in 2010 (Table 6), while Tables 1 and 2 show the categories "Overheads (expenditure to European projects' cost centre)" and "VAT from European projects expenses (expenditure to EurOcean's cost centre)" separately from the categories to which they are related, Table 6 presents the amount in of these two categories included in the categories "Meetings and Conferences", "Information Management", "Dissemination", "Human Resources" and other "Office Expenditures".

As the funds effectively received in 2010 were different from the ones estimated, the 2010 approved budget and expenses cannot be direct compared.

Table 6 - EurOcean Foundation approved budget vs. expenses in 2010

Categories	Approved Budget * (Euro)	Expenses (Euro) **
Meetings and Conferences	**35.000,00**	**38.628,47**
Attendance	15.000,00	22.130,17
Organisation	20.000,00	16.498,30
Information Management	**75.000,00**	**78.530,28**
Hosting the Server	Provided by FCT	
Maintenance of internet portals	20.000,00	1.384,82
IT Developments	50.000,00	73.790,00
Hardware and Software	5.000,00	3.355,46
Dissemination	**30.000,00**	**14.610,57**
Printing documents (brochures; posters)	10.000,00	9.270,57
Others	20.000,00	5.340,00
Human Resources	**110.000,00**	**154.868,39**
Executive-Director	80.000,00	82.938,92
European Project Managers	30.000,00	60.505,41
IT Engineer	0,00	11.424,06
Science Officers	Provided by FCT	
Office Expenditures	**30.453,00**	**13.823,11**
Office equipment, telephone, fax, photocopier	Provided by FCT	
Financial Management of EurOcean (Portugal; the Netherlands)	10.000,00	10.262,04
Other Expenditures	20.453,00	3.561,07
VAT paid to the Portuguese State related with the CIRCLE-2 contractual services performed in 2010	**0,00**	**615,05**
TOTAL Expenses	**280.453,00**	**301.075,87**

* Approved at the 9th Steering Committee Meeting.
** Each expense category includes the correspondent expenses of the EurOcean's cost centre (with VAT), of the European projects' cost centre (without VAT), with overheads (expenditure for European projects) and with the VAT from European projects expenses (expenditure to the EurOcean Foundation).

Annex I.2. Accounting Report (professional report)

The last 3 tables of this annex show the professional accounting report of the EurOcean Foundation from January 1st to December 31st, 2010, performed by the accounting company. In this report the EurOcean's, EUROFLEETS's, MarineTT's and SEAS-ERA's cost centres are not shown separated.

Table 7 shows the profit and loss statement from January 1st to December 31st 2010 (page XV).
Table 8 shows the balance sheet from January 1st to December 31st 2010 (page XVI).
Table 9 shows the supplies and services expenditures from January 1st to December 31st 2010 (page XVII).

Table 7 - Profit and loss statement from January 1st to December 31st 2010

PROFIT AND LOSS STATEMENT AS OF 31st DECEMBER 2010

(UNIT. EURO)

INCOME AND EXPENSES	Notes	Periods		Comments explaining the values in the 31-12-2010 period
		31-12-2010	31-12-2009	
Sales and services				
Operating subsidies		146.036,42	10.474,72	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): 38.388,55€ for the EUROFLEETS, 105.296,21€ for the MarineTT and 2.352,09€ 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		-279.769,48	-154.750,31	Costs with supplies and services of the EurOcean and European projects (see Supplies and Services - Table 10)
Staff costs		-3.266,01		
Impairment of inventories (losses / reversals)				Science Officers daily allowance costs (EurOcean and SEAS-ERA)
Impairment of receivables (losses / reversals)				
Provisions (increases / reductions)				
Impairment of non-depreciable / amortizable (losses / reversals)				2010 Membership plus 1st Payment from CIRCLE-2 services (without VAT) plus 2010 Reimbursements
Increases / decreases in fair value				
Other income and gains		145.267,64	139.330,00	
Other expenses and losses		-3,08		Other Bank costs (Stamp duty)
Profit before depreciation, financing costs and taxes		8.265,49	-4.945,59	
Expenses / reversals of depreciation and amortization		-3.069,00	-477,00	Hardware depreciation costs (EurOcean and European projects)
Impairment of assets depreciable / amortizable (losses / reversals)				
Operating profit (before financing costs and taxes)		5.196,49	-5.422,59	
Interest income obtained		1.303,56	1.048,28	Current Account and Time Deposit interests
Interest and similar expenses incurred		-193,18	-396,68	Bank comission costs
Profit before tax		6.306,87	-4.770,99	
Income tax for the period		-297,59	0,00	Current Account and Time Deposit taxes
Net profit for the year		6.009,28	-4.770,99	2010 Net profit

Table 8 - Balance sheet from January 1st to December 31st 2010

BALANCE SHEET AS OF 31st DECEMBER 2010

(UNIT. EURO)

	Notes	Periods		Comments explaining the values in the 31-12-2010 period
		31-12-2010	31-12-2009	
Assets				
Non-current Assets				
Tangible Fixed Assets		5.347,11	5.245,60	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				
Total Non-current Assents		5.347,11	5.245,60	
Current Assets				
Inventory				
Biological Assets				
Customers		1.065,23		Reimbursements still to be received
Advances to suppliers				
State and other public bodies			166,21	Amount still to be received from the European projects to cover the costs already incurred plus 2010 Membership still to be received
Shareholders				
Other debts		14.291,46	156,31	
Deferrals		107,64	217,20	Time Deposit interests still to be received
Financial assets held for trading				
Other financial assets				
Non-current assets held for sale				
Cash and equivalents		55.460,29	110.021,58	Bank Deposits (Current Account and Time Deposit)
Total Current Assents		70.924,62	110.561,30	
TOTAL ASSETS		76.271,73	115.806,90	
Equity and Liabilities				
Own Capital				
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		-4.937,20		Net profit 2009 minus 2009 Current Account and Time Deposit taxes
Financial assets adjustments				
Revaluation surpluses				
Other changes in Equity				
Total Own Capital		61.572,71	66.509,91	
Net profit for the year		6.009,28	-4.770,99	Net profit for 2010: Membership plus Reimbursements plus 1st Payment from CIRCLE-2 services plus European projects subsidies plus Current Account and Time Deposit interests minus EurOcean, EUROFLEETS and MarineTT costs minus Project Officers daily allowance costs minus Hardware depreciation costs minus Bank costs (stamp duty, comissions) minus Current Account and Time Deposit taxes (see Profit and Loss Statement - Table 8)
Minority Interests				
TOTAL EQUITY		67.581,99	61.738,92	
Liabilities				
Non-current Liabilities				
Provisions				
Financings				
Liabilities for post-employment benefits				
Deferred tax liabilities				
Other debts				
Total Non-current Liabilities		0,00	0,00	
Current Liabilities				
Suppliers		5.543,60	1.335,86	Bills not yet payed from suppliers
Customer advances				
State and other public bodies		3.146,14	2.398,71	Salary Retention Taxes not yet payed plus VAT to pay to the Portuguese State from CIRCLE-2 services not payed yet
Shareholders				
Financings				
Other debts			46.677,11	
Financial liabilities held for trading				
Other financial debt				
Deferrals			3.656,30	
Non-current liabilities held for sale				
Total Current Liabilities		8.689,74	54.067,98	
TOTAL LIABILITIES		8.689,74	54.067,98	
TOTAL EQUITY AND LIABILITIES		76.271,73	115.806,90	

Table 9 - Supplies and services expenditures January 1st to December 31st 2010

SUPPLIES AND SERVICES AS OF 31st DECEMBER 2010

(UNIT. EURO)

SUPPLIES AND SERVICES	279.769,48	
Tools	66,06	Labels, adhesive tape and other Office materials
Office Stationaries	2.083,60	Print paper, mailing tubes and envelopes, Office business cards and printer consumables
Samples	0,00	
Promotional Expenses	1.850,79	Expenses in Portugal with meals in representation of the Office (includes, for example, meals to be reimbursed and from European projects meetings)
Communications	552,82	Mobile, mobile internet and mailing
Insurance	0,00	
Business Trips	26.263,72	Travel, accomodation and meals for meetings outside Portugal and travel and accomodation for meetings in Portugal
Fees	151.077,09	Executive-Director, European Project Managers and IT Engineer salaries
Legal Expenses	0,00	
Advertising and Promotion	8.917,50	EurOcean, EUROFLEETS and SEAS-ERA printed materials
Specialised Labour	83.445,79	Accounting, Auditing, Dutch layer, Graphic developments, IT development and maitenance
Other Supplies and Services	5.512,11	Congress registration fees and organisation of 10th Steering Commitee, 5th Executive Committee and 3rd Board Meetings (only expenses reimbursed to the GeoEcoMar)

Annex II - 2010 Auditor's Report

Azevedo Rodrigues Batalha e Costa Sociedade de Revisores Oficiais de Contas

ANNUAL AUDITORS

REPORT

EUROCEAN FOUNDATION

Financial Year of 2010

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, 2010 (which states a total balance of **€ 76.271,73** and a total equity of **€67.581,99**, including a positive net income of **€ 6.009,28**), 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

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, 2010, 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, March 4th, 2011

ABC - AZEVEDO RODRIGUES, BATALHA E COSTA
Sociedade de Revisores Oficiais de Contas
Statutory Auditors Institute, member n° 115
Stock Market Institute, Registered Auditor n° 8936

Represented by the partner
José Maria Monteiro de Azevedo Rodrigues
ROC n° 681

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I – Introduction

We have audited the financial statements of the EurOcean Foundation regarding the financial year of 2010. 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

Mission	**EurOcean** is a Foundation which official headquarters are located in the Netherlands and has a legal representation in Portugal. 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.
Location	Its location in Portugal is at Av. D. Carlos I, nº126, nº2, 1249-074 Lisbon.
Capital	Its Capital is of **€ 66.509,91** and corresponds to the amount transferred by IMAR – Instituto do Mar/Açores, when its representation in Portugal was created.
Fiscal Characterisation	The entity's Portuguese VAT no. is 980405599 and its fiscal representation in Portugal (IVA and IRC) is done by CBR – Soc. De Estudos Técnicos e Organizações Empresariais, Lda. I.R.C. → General taxation I.V.A. → Normal mixed with real affectation (quarterly periodicity)
Accounting Organisation	In order to register its operations, the Foundation has organised its accounting accordingly to the article 123º of CIRC and article 44º of CIVA. 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.

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 hole, 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 Equivalents

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;
- 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, March 4th, 2011

ABC - AZEVEDO RODRIGUES, BATALHA E COSTA
Sociedade de Revisores Oficiais de Contas
Statutory Auditors Institute, member nº 115
Stock Market Institute, Registered Auditor nº 8936

Represented by the partner
José Maria Monteiro de Azevedo Rodrigues
ROC nº 681

Azevedo Rodrigues Batalha e Costa Sociedade de Revisores Oficiais de Contas

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, SROC**, 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, 2010 of the Beneficiary, under grant agreement "**EUROFLEETS – Towards an Alliance of European Research Fleets**" **Project nº228344**, concerning the period from **01.01.2010 to 31.12.2010**.

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 **38.388,07€ (thirty eight thousand, three hundred and eighty eight euro and seven 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 **01.01.2010 to 31.12.2010**;
- 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:

Direct costs	36.597,33 €
Of which subcontracting	20.515,00 €
Indirect costs	1.125,76 €
Adjustments to previous period(s)	664,98 €
Total costs	38.388,07 €

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 31st, 2010, 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, March 4th, 2010

ABC - AZEVEDO RODRIGUES, BATALHA E COSTA
Sociedade de Revisores Oficiais de Contas
Inscrita na Ordem dos Revisores Oficiais de Contas sob o número 115
Registada na C.M.V.M. sob o número 8936

representada pelo sócio
José Maria Monteiro de Azevedo Rodrigues
ROC nº 681

abc
Azevedo Rodrigues Batalha e Costa Sociedade de Revisores Oficiais de Contas

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, SROC**, 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, 2010 of the Beneficiary, under grant agreement **"MarineTT – European Marine Research Knowledge Transfer and Uptake of Results" Project nº244164**, concerning the period from **01.02.2010 to 31.12.2010**.

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 **105.296,15€ (one hundred and five thousand, two hundred ninety-six euro and fifteen 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 **01.02.2010 to 31.12.2010**;
  - 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:

Direct costs	99.168,13 €
Of which subcontracting	11.625,00 €
Indirect costs	6.128,02 €
Adjustments to previous period(s)	- €
Total costs	**105.296,15 €**

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 31st, 2010, 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, March 4th, 2010

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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, SROC**, 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, 2010 of the Beneficiary, under grant agreement "**SEAS ERA – Towards Integrated European Marine Research Strategy and Programmes**" **Project nº249552**, concerning the period from **01.05.2010 to 31.12.2010**.

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 **2.352,09€ (two thousand, three hundred and fifty two euro and 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 **01.05.2010 to 31.12.2010**;
- 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:

Direct costs	**2.283,26 €**
Of which subcontracting	1.300,00 €
Indirect costs	**68,83 €**
Adjustments to previous period(s)	- €
Total costs	**2.352,09 €**

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 31st, 2010, 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, March 4th, 2010

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Annex III - Status of the Work Programme for 2010 and the Actions to be taken from the 9th and 10th Steering Committee, 2nd and 3rd Board Meeting and 4th and 5th Executive Committee Meetings (as of 31st December 2010)

Activity Areas		2010		
		Tasks	Support Providers	Status
1.Management and exploitation of marine information				
On-line Information	National Information	Maintenance, updating and development of new contents	EurOcean Office	On-going
	European Information			On-going
	European Marine Research Infrastructures			On-going
	Indicators			On-hold
	Higher Education			On-going
	Public Outreach			On-going
	Events and News			On-going
Prospective Work	European Marine Research Infrastructures	Assessment of the Russian research fleet	EurOcean Office	Finished
		Study to develop a new InfoBase on aquaculture infrastructures	EurOcean Office in Cooperation with Norway (IMR)	Finished
		Study to develop a new InfoBase on marine renewable energies infrastructures	EurOcean Office in Cooperation with Ireland (MI)	Revised
		Assessment of the educational activities (EUROFLEETS)	EurOcean Office	To be started
	European Information	Study to develop a new InfoBase on maritime legislation	EurOcean Office in cooperation with IMLI	On-going
	Public Outreach	Animated BD movie – Prize Professor Mário Ruivo	EurOcean Office	On-going

Activity Areas		2010		
		Tasks	Support Providers	Status
1.Management and exploitation of marine information (Cont'ed)				
Products	Research Infrastructures	EUROFLEETS: Opening of the EUROFLEETS Internet HUB	EurOcean Office	Finished
		EUROFLEETS: Development of the stand of EUROFLEETS on European Maritime Day	EurOcean Office	Finished
	European Marine Information	MarineTT: Project promotion plan for Marine TT	EurOcean Office	Finished
		MarineTT: Adaptation of the InfoBase system and search facilities for users	EurOcean Office	On-going
		MarineTT: Upgrade of EurOcean_MaP InfoBase project profile template	EurOcean Office	To be started
		MarineTT: Cost/Benefit measurement matrix template	EurOcean Office	To be started
		MarineTT: Cost/Benefit measurement matrix for each research project profile	EurOcean Office	To be started
		MarineTT: Organisation of the Consultation Workshop	EurOcean Office	To be started
		MarineTT: Upgrade of project profile template	EurOcean Office	To be started
		MarineTT: Upgrade of the InfoBase of the European marine research projects	EurOcean Office	On-going
		MarineTT: Press releases of Marine TT project	EurOcean Office	On-going
		Intermediate report on the FP7 marine research funded projects	EurOcean Office	To be started
		SEAS-ERA: Release of the SEAS-ERA website	EurOcean Office	On-going
		SEAS-ERA: Development of the SEAS-ERA InfoBase	EurOcean Office	To be started
		SEAS-ERA: Development of a Integrated InfoBases Search tool	EurOcean Office	Finished
		SEAS-ERA: Development of printed materials	EurOcean Office	On-going
		CIRCLE-2: Development and maintenance of the CIRCLE-2 on-line Information System	EurOcean Office	Finished / On-going

Activity Areas		2010		
		Tasks	Support Providers	Status
1.Management and exploitation of marine information (Cont'ed)				
Products (Cont'ed)	European Marine Information (Cont'ed)	CIRCLE-2: Development of the CIRCLE-2 InfoBase	EurOcean Office	On-going
		CIRCLE-2: Development of the printed materials	EurOcean Office	Finished
	Advertising EurOcean	Development of the stand of EurOcean on European Maritime Day	EurOcean Office	Finished
2. Networking Activities				
Members		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
		Development of an aquaculture facilities InfoBase	EurOcean in cooperation with IMR (Norway)	Finished
		Development of an marine renewable energy facilities InfoBase	EurOcean in cooperation with MI (Ireland)	Revised
Hosting Activities		Continue to Host the ERVO group website	EurOcean Office	On-going
		Continue to Host the MarinERA nationally funded research projects InfoBase	EurOcean Office	On-going
		Continue to Host the Marifish nationally funded research projects InfoBase	EurOcean Office	On-going
		Pursue the Host of the AMPERA nationally funded research projects InfoBase	EurOcean Office	On-going
Participation in European projects		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

Activity Areas		2010		
		Tasks	Support Providers	Status
2. Networking Activities (Cont'ed)				
Other Organisations (Cont'ed)		To explore the opportunities of cooperation with other organisations	EurOcean Office and Members	On-going
		To cooperate with IOI by lecturing a seminar in the yearly annual training course	EurOcean Office and IOI	Finished
		To cooperate with IMLI in the development and maintenance of a Maritime Legislation InfoBase	EurOcean Office and IMLI	On-going
3. Management of EurOcean				
Administrative	Office	To further develop and progressively update the strategic paper for EurOcean	EurOcean Office	On-going
	Membership	Expanding the EurOcean membership	EurOcean Office	On-going
	Meetings	Organising the meetings of: - the Steering Committee; - the Executive Committee; - the Board of the EurOcean Foundation; - other meetings as requested	EurOcean Office	Finished
Financial		Drafting reports of activities and preparing financial statements as required	EurOcean Office	Finished
IT Infrastructure	Software	Development of software for the existing and new InfoBases	EurOcean Office	On-going
	Hardware	Upgrading of Hardware	EurOcean Office	On-going
	Maintenance	Technical Maintenance of the IT infrastructure	EurOcean Office	On-going

Actions to be taken from the Steering Committee Meetings			
Meeting	**Item on the Meeting Minutes**	**Actions**	**Status**
9th Steering Committee	10.Financial Report for 2008	The Office will send the financial reports (2009 onwards) to Salvino Busuttil, the Vice-President of EurOcean and Treasurer of the Board of the EurOcean Foundation, 15 days before the Steering Committee for revision and approval.	On-going
	11. Status of the Financial Contributions and Expenditures for 2009 as of 31st October 2009	The Office will prepare (easier to read for non-professionals) financial forms, including a brief explanation on each financial field.	Finished / On-going
		The Office will prepare the final financial report for 2009 until the 1st of march 2010.	Finished
	12. Presentation of the Progress Report on the Implementation of the 2009 Work Programme as of 15th October 2009	The Office will prepare a reminder to the Members to revise the national profiles.	On-going
		The Office will explore the possibility of an independent area on the EurOcean website for the Job Opportunities area	Finished
		The Office will reinforce the contacts with the Marine Board.	Finished / On-going
		The Office will inform the Members when opportunities for EurOcean to join European funded projects appear.	Finished / On-going
	13. Networking Activities	The Office will prepare a table of criteria for future hosting activities to be approved by the Members.	Finished
	14. Chartering the course of EurOcean for the next 3-years	The Office will pursue further contacts with the Members for the incorporation of their proposals in the 3-year Work Programme.	On-going
	15. Three-Year Work Programme of EurOcean	The Office will incorporate the suggestions made to the Three Year Work Programme of EurOcean.	On-going
		The Office will pursue further the different possibilities of cooperation with the Members.	On-going
		The Office to be aware of the marine projects on national basins.	On-going
		The Office will prepare a prize, named Mário Ruivo Award, for the development of an animated movie.	On-going

Meeting	**Item on the Meeting Minutes**	**Actions**	**Status**

9th Steering Committee	18. Internal Regulations	The Approved Internal Regulations will be revised every Steering Committee Meeting.	On-going
	21. Analysis of the usage of the EurOcean's Portal	The Office will exploit other ways of risen the number of visits of the EurOcean Portal.	On-going
		The Office will include a report on the InfoBases.	Finished
	22. A Business Plan for EurOcean	The Office will update the Business Plan with the proposed modifications of the 9th Steering Committee.	Finished / On-going
	23. Date and Venue of the Next Meeting	The Office to prepare the 10th meeting of the Steering Committee to be tentatively held on 1st half of October in Romania.	Finished
		The Office to prepare the 3rd Technical Consultation independently of the 10th Steering Committee Meeting.	On-hold
10th Steering Committee	Networking Activities	The Office will perform a SWOT analysis of the Ocean Energy market.	On-hold
		The Office will explore mechanisms to get paid by different initiatives (e.g. ERVO, OFEG).	On-going
	Presentation of EurOcean latest products/developments	The Office will send the Institutional Film to José Azevedo by post mail.	Finished
		The Office will send an email to all Members with the necessary information to start the filling process of the AI_Infobase.	On-going
		The Office will add the 'marine experimental facilities' subtitle to the 'aquaculture research facilities' title of the AI_Infobase.	Finished
	Minutes of the 9th Steering Committee	The Office will send a reminder to all Members to validate the national information in the EurOcean portal.	Finished
	Report of Activities for 2009	The Office will send a reminder to all Members to validate the national information in the EurOcean portal.	Finished
	Status of the Financial Contributions and Expenditures for 2010	The Office will include that IT developments are paid by EU projects, and clarify that EurOcean capital is advanced until the projects' payments take place.	Finished
		The Office will produce a two-page report on the nature of the legal and financial status of the EurOcean Foundation as well as on the advantages of becoming part of the Board to be provided to all the Members.	On-going

Meeting	Item on the Meeting Minutes	Actions	Status

10th Steering Committee	Internal Regulations	The Office will check if there is a way of updating the MoU without having to sign it again.	On-going
		The Office will perform the required English grammar and spelling corrections to the Internal Regulations.	On-going
		The Office will develop a proposal for the new Internal Regulations together with the ExCom to be circulated among all Members and approved in the next SC meeting.	On-going
	Technical Event for the Celebration of the 10th Anniversary of EurOcean in 2012	The Office will develop a draft proposal, based on the inputs of the workshop, for the Technical Event for the Celebration of the 10th Anniversary of EurOcean in 2012, to be circulated among all Members for comments and suggestions.	On-going
	Renewal of the Executive-Director Contract	The Office will provide an English translation of the contract along with the definition of 'net' salary and the figures corresponding to taxes, retirement funds, etc., coming out of the salary.	Finished/On-going
	Presentation of the 3-year Work Programme Proposal of EurOcean	The Office will produce a proposal for the exploitation of EurOcean services and products to be discussed at the next ExCom meeting and approved in the next SC meeting.	On-going
	Any Other Business	The Office will prepare a draft of the Ostend Declaration endorsement letter to be circulated among all Members for comments in one week time.	Finished

Actions to be taken from the Board Meetings

Meeting	Item on the Meeting Minutes	Actions	Status
2nd Board	7. Status of the modification to the status of the EurOcean Foundation, in accordance with the last Board decisions	The Board mandated the Executive-Director to take the appropriate actions to amend the legal representation of the EurOcean Foundation in Portugal in the first trimester of 2010.	Finished
	8. Management of the Finances	The Board mandated the Executive-Director to take the appropriate actions to modify the name of the legal authorized manager of the EurOcean Foundation bank account.	Finished
		The Board mandated the Executive-Director to incorporate in the minutes of the 2nd Meeting of the Board of the EurOcean Foundation the Treasurer's of the Board written approval of the accounting report of the Eurocean Foundation.	Finished
		The Board mandated the Executive-Director to take the appropriate actions to modify EurOcean Foundation account report.	Finished
	11. Any Other Business	The Board mandated the Office to reorganize the EurOcean Foundation archives in accordance with the needs of the new legal and financial situation of the EurOcean Foundation.	On-going
Meeting	**Item on the Meeting Minutes**	**Actions**	**Status**
Board	Management of the contracts of	The Board mandated the Office to prepare a new two years contract for the Executive-Director to be	On-going

	the EurOcean Foundation	signed in January 2011 in accordance with the EurOcean Steering Committee recommendations.	
		The Board mandated the Vice-President of the Board – António Pascoal to celebrate a new Power of Attorney in name of the EurOcean Foundation Board, and delegating to the EurOcean Executive-Director – Telmo Carvalho, the general representation of the EurOcean Foundation Board including the capacity of signature of legal document, to be applied since September 22nd 2009.	Finished
Actions to be taken from the Executive Committee Meetings			
Meeting	**Item on the Meeting Minutes**	**Actions**	**Status**
4th Executive Committee	Legal and Financial status of the EurOcean Foundation	The Office will ask the Board of the Foundation to each year approve the name of the independent audit company that will audit the EurOcean accounts, already starting with the audit of the 2010 year accounts.	Finished
	EurOcean Office Human Resources	The Office will develop an analysis of the evolution of the taxes in Portugal in the past few years and an estimation of the taxes evolution for the next years for analysing the new contract of the Executive-Director.	Finished
		The Office will send the Executive Committee the translation of the contract of services of the Executive-Director.	Finished
	Other Organisational Issues	The Office will finish the Business Plan in accordance with the recommendations of the Executive Committee.	On-going
		The Office will contact Nausicaä asking for advice regarding the themes to be included in the Short Animation Movie.	On-going
		The Office will request Nausicaä to be a member of the Jury for the Professor Mário Ruivo Prize.	On-going
		The Office will incorporate the recommended changes to the Articles that regulate the Professor Mário Ruivo Prize.	Finished
		The Office will change the Hosting Criteria document in accordance with the President comments.	Finished
		The Office will develop a Members "kit" to include in the website and will deliver presentations and/or handouts at meetings.	On-going
		The Office will continue contacting the institutions in accordance with what was approved on the 9th Steering Committee Meeting.	On-going
		The Office will send the Executive-Committee a report on the travel to Romania to prepare the 5th Executive Committee Meeting, 10th Steering Committee Meeting and 3rd Board Meeting.	Finished
Meeting	**Item on the Meeting Minutes**	**Actions**	**Status**

4th Executive Committee	EurOcean in European Projects: Status	The Office will send the MarineTT flyer and first press release and the link to the EUROFLEETS public website to the Members.	Finished
		The Office will offer its services in tasks related to WP4 and WP5 of the SEAS-ERA project.	Finished
	Work Programme and Priority Activities	The Office will stop the collection of the indicators information.	Finished
		The Office will include the confirmed Russian Vessels information in the EurOcean_RV InfoBase.	Finished
		The Office will develop an analysis of the pros and cons of changing the structure of the Infrastructures InfoBases.	On-hold
		The Office will develop an analysis of the information fields that are not being updated regularly in the Infrastructures InfoBases.	On-going
		The Office will develop ideas and propose options for a new structure for each Infrastructure InfoBase.	On-hold
5th Executive Committee	FP7 projects with the participation of EurOcean	The Office will develop a work flow plan detailing the human resources allocation per European project and per EurOcean's core activities and, correspondent financial source.	On-going
		The Executive-Director will present in the upcoming Steering Committee Meeting the possibility of EurOcean's involvement in two new projects.	Finished
	Presentation of EurOcean latest products/developments	The Executive Committee requested the Office to modify the prize name to Professor Mário Ruivo Prize.	Finished
	Approval of the Report of Activities for 2009	The Executive Committee requested the Office to include an executive summary in the Report of Activities from 2010 onwards.	On-going
	Status of the Financial Contributions and Expenditures for 2010 as of 31st August 2010	The Office to develop a cash flow analysis for the upcoming financial year of 2011 considering a monthly scale.	On-going
		The Office to further explain, in the upcoming financial documents, all values of possible doubtful interpretation.	On-going
	Management of EurOcean	The Executive Committee request the revision, by the Office, of the Centre's and the Foundation's legal documents in the upcoming year.	To be started
		The Executive Committee mandated the Executive-Director to officially invite Antoine Dosdat from Ifremer to be the chair of the workshop.	Finished
		The Executive Committee mandated the Executive-Director to express the interest of EurOcean in having a representative of GeoEcoMar attending the workshop, as Nicolae Panin will participate in the Board Meeting which takes place at the same time.	Finished
		The Executive Committee mandated the Office to prepare the new contract of the Executive-Director and to send it to the Executive Committee for approval and signature.	On-going

Meeting	Item on the Meeting Minutes	Actions	Status

	Date and Venue of the Next Meeting	The Executive Committee requested the Office to set the date and venue of the next Meeting in accordance with the suggestions and availability of the Executive Committee.	Finished
	Any Other Business	The Executive Committee mandated the Executive-Director to present the Ostend Declaration in the upcoming Steering Committee Meeting.	Finished

EurOcean Full Members:

EurOcean Cooperating Members: