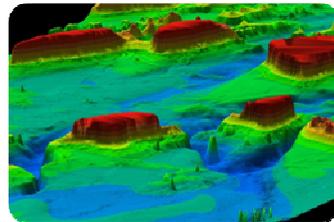# Final Activity Report

2009

By EurOcean Office

March 2010

INDEX

0. Summary

1. **Information Management**
   - ❖ Daily addition of approximately 10 news, events and jobs opportunities to the Portal.
   - ❖ Completion of the inventory of the FP6 Projects and beginning of the collection of the FP7 Projects.
   - ❖ Update of the Infrastructures InfoBases. E-mail sent to the infrastructures operators on 07th of May 2009 requesting the update.
   - ❖ Inventory of the Russian Research Fleet (under validation).
   - ❖ Inventory of the existing European aquaculture facilities.
   - ❖ Development of National Profiles of the EurOcean Members.
   - ❖ Development of the Public Outreach area of the Portal.
   - ❖ Several Hosting Activities (ERVO, MarinERA, MariFish, AMPERA).

2. **Products and Advertising Actions**
   - ❖ Development of Statistical printed Material:
     - European Research Fleet Poster;
     - Marine Science and Technology Projects funded under the 6th Framework Programme of the European Union;
     - Belgium National Profile for European funded Projects.
   - ❖ Development of the Educational Brochure entitled "Uncovering the Ocean Secrets: A cruise through the Blue".
   - ❖ EurOcean Advertising Materials: Leaflet, Business cards, Pens and PIN's, Institutional video.
   - ❖ Participation in thirteen meetings and conferences.

3. **Participation in European Projects**
   - ❖ EUROFLEETS (started the 1st of September 2009).
   - ❖ MarineTT (Approved and under negotiation with the EC).
   - ❖ CIRCLE 2 (Approved and under negotiation with the EC).
   - ❖ SEAS-ERA (Approved and under negotiation with the EC).
   - ❖ Two new Opportunities: ARISE and EUROMARINE (or MG2E) proposals.

4. **Networking Activities**
   - ❖ Several initiatives and contacts were developed with members (VLIZ, Ifremer, MCST, Nausicaä, FRCT, IOPAS and IMR) and non-members (Marine Board, IOC, DG Environment, IMLI, IOI and others).

5. **Management of the EurOcean**
   - ❖ Contract with the new Executive Director from the 1st of January 2009.
   - ❖ Recruitment of a new science officer seconded by FCT (2nd of February 2009).
   - ❖ Contract with a European Projects Manager from the 1st of July 2009.
   - ❖ Registration in Portugal of the Legal Representation in Portugal of the EurOcean Foundation.
   - ❖ Opening of a bank Account in the name of the EurOcean Foundation.
   - ❖ Registration of the EurOcean Foundation as a legal entity towards EC.
   - ❖ Contract with a Portuguese accounting company, the CBR (January 2009).
   - ❖ Organisation of the 3rd Executive Committee (EC) meeting in Malta (March 2009).
   - ❖ Elaboration and signature of the Hosting Protocol between EurOcean and FCT.
   - ❖ Elaboration of a proposal of Internal Regulations.
   - ❖ Elaboration of a proposal of Letter of Agreement for Hosting Activities.
   - ❖ Further development of the EurOcean Business Plan.
   - ❖ Development of a Dissemination Plan of the EurOcean activities and institutional image.
   - ❖ Contacts with 10 organisations for potential membership.
   - ❖ Modification on the EurOcean Foundation statutes and representatives in the Netherlands.
   - ❖ Organisation of the 9rd SC meeting, 3rd EC meeting and 2nd TC meeting in Lisbon (November 2009).
   - ❖ Process of recruitment of a new science officer seconded by FCT to replace Rita Silva.
   - ❖ Acquisition of IT Equipment (Server and Pc's).

1. Information Management

1.1. Portal
1.1.1. Events and News
Maintenance and update of the events and news are being performed daily through the consultation of 23 websites (12 websites of the Members; 8 websites of new developments on research; 1 website of new developments on marine technology and the websites of DG MARE, DG Research and DG Environment), and upon request of the Members and other interested institutions. This represents an average of 10 events, news and job opportunities added daily to the portal.

1.1.2. European Marine Information
❖ EurOcean_MaP

The Office revised and completed the information of the FP6 marine related projects, which was gathered in the EurOcean_MaP InfoBase. In addition, the Office started the collection of all the FP7 funded projects in marine science and technology, by an exhaustive scrutiny of the CORDIS database. After the complete collection of the information, new criteria and descriptors will be introduced in the InfoBase in order to accommodate the specifications of the Seventh Framework Programme. This work will be carried out under the scope of the MarineTT Project.

1.1.3. European Marine Research Infrastructures
❖ EurOcean_RV; EurOcean_UV; EurOcean_LEXI

Concerning EurOcean's infrastructures InfoBases, updates are performed whenever necessary and revised twice a week. An e-mail was sent to the infrastructures operators on 07th of May 2009 requesting the update of the InfoBases.
Structural improvements were made in order to facilitate the use of the InfoBases and the inclusion of new contents.
Regarding the EurOcean_RV InfoBase, a study was started in order to add the Russian Research Fleet, since it is considered of great importance by the European Research Vessels Operators (ERVO) group. All the Infrastructures InfoBases of EurOcean will be updated and improved under the scope of the EUROFLEETS project.

❖ Marine Technology and Innovation

An inventory of the existing European aquaculture facilities was undertaken by the Office resulting in a document that gathered 63 aquaculture facilities. This assessment, already validated by IMR Norway (EurOcean interested member), will be used to develop a new InfoBase. On the 2nd Technical Meeting (November 9th, 2009) and 9th Steering Committee (November 10th, 2009) the representative of IMR, Per Nieuwejaar, made a presentation entitled "Introduction to "Strawman" on Infrastructures - description of research facilities related to aquaculture and experimental biology" intended as a first draft of this future InfoBase.

1.1.4. National Information
In the beginning of the year the National Profiles of all the Member's countries of EurOcean was developed with information retrieved from the EC DG-Mare's Facts and Figures booklets and other sources, such as the MarinERA Partners National Infrastructures Inventories and the EUROSTAT. This information is a first attempt for the development of the National Information area of the Portal. The EurOcean Office will further develop it with inputs from the Member organisations (the Members will revise and update the available information).

1.1.5. Public Outreach
In the Public Outreach area of the Portal new categories and sub-categories were created, mainly a category for students and a category for dissemination materials. The first category compiles a series of websites on different oceanographic topics that can be used in order to obtain information on the ocean. The second category provides digital access to the printed outreach products.

1.2. Hosting Activities
EurOcean has been, in the last years, a platform for integration of information of several other European initiatives or products. EurOcean developed and hosts products for the following initiatives:

1.2.1. ERVO (http://www.eurocean.org/ervo_site/index.jsp)

When the new EurOcean Portal was developed a website for the ERVO group was also planned and released, being hosted in the EurOcean web server. Since then, the EurOcean manages that 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 Copenhagen (May 2009).

1.2.2. MarinERA (http://www.marinera.net/)

EurOcean was in charge of all the technical developments of the MarinERA Project (2004) since its beginning. EurOcean developed the website and all the databases of the MarinERA project and host all its products in the EurOcean's server. Although the project ended in April 2009, the EurOcean continues to host and manage all the IT infrastructure of the MarinERA project, mainly focused on the release of its final products, and management of their existing databases. The National Marine Projects database is integrated in the "Marine InfoBases Common Search Tool" facility, which presently aggregates four data and InfoBases (MarinERA, EurOcean, MariFish and AMPERA at **http://marinedb.marinera.net/**).

1.2.3. MariFish (http://marifish.eurocean.org)

In 2008, the EurOcean was approached by the MariFish project in order to develop a Projects Database for this ERA-Net similar to the ones previously done for MarinERA and EurOcean itself. The database was technically developed in 2009 and is hosted in the EurOcean server. This database is also integrated in the "Marine InfoBases Common Search Tool".

1.2.4. AMPERA

In 2008, the EurOcean was also approached by the AMPERA project to develop a similar database to the ones described above. The development and implementation of the AMPERA database was completed on October 2009 and integrated in the "Marine InfoBases Common Search Tool".

2. Products and Advertising Actions

2.1. Statistical Materials

❖   Poster "European Research Fleet"

A poster was produced based on the statistical analyses obtained from the information retrieved from the EurOcean_RV InfoBase. The poster presents the European Research Fleet status "in a flash" as of January 2009.

❖   Marine Science and Technology Projects funded under the 6th Framework Programme of the European Union

The statistical report on the European Marine Research Projects Funded under the 6th Framework Programme of the European Union was finalized. This statistical overview reports to the 479 FP6 marine related projects identified by EurOcean and gathered in the EurOcean _MaP InfoBase. The report was edited, printed and later mailed to more than 300 stakeholders in the marine and maritime sectors.

❖   Belgium National Profile for European funded Projects

A National Profile on Marine Related Projects was produced after request of our Belgian partner, VLIZ, with information on all the projects with Belgian participants in marine related projects funded at the European level. The Profile analyses projects in all the funding programmes that are gathered on EurOcean_MaP InfoBase, to be known - FP6, LIFE III, EUROCORES, EUREKA, SMAP, INTERREG IIIB and IIIC, and COST. In addition to this programmes, a first assessment on Belgium participation on FP7 was also prepared.

2.2. Public Outreach

EurOcean started, at the beginning of 2009 a line of activity on Public Outreach. The first outputs of this line of work were the development of materials of "Dissemination for Understanding" (as defined in the EurOcean Dissemination Plan), targeting the secondary level of education. The first product released was an educational brochure entitled "Uncovering the Ocean Secrets: A cruise through the Blue". This brochure aims at enlightening the targeted audiences about the Ocean's basic concepts. A second brochure entitled "Uncovering the Ocean Secrets: Ocean Energy", under preparation, is foreseen to be released in 2010.

2.3. EurOcean Advertisement activities

2.3.1. Advertising materials

❖ Institutional Leaflet and Business Cards

The EurOcean Office developed a leaflet – triptychs – that, as the institutional poster previously developed, details the main activities of the EurOcean in a manner suitable for distribution to the general public. New business cards were produced for the Executive-Director and Science Officers at the beginning of the year. Both materials, the triptychs and the business cards, follow the line of design initiated with the portal and the institutional poster, providing EurOcean with a recognisable image.

❖ EurOcean's PIN and Pen

Continuing to explore ways and materials to disseminate the image and brand of EurOcean, the Office produced two new materials that support that idea: a PIN with EurOcean's logo to be used by the EurOcean representatives, including the EurOcean Officers and Members in all representation activities and to be distributed during events (this product was selected because of its practical and symbolic usage); and an "ecological" EurOcean Pen, developed in order to create a good impact especially in meetings organised by EurOcean.

❖ EurOcean Institutional Film

After the identification of the need of exploring new ways of dissemination of EurOcean's services and products, a feasibility Study for a Institutional Film (5 min) was undertaken by the EurOcean Office, as referred in the EurOcean's Dissemination Plan. Several companies were consulted, and one was selected taking in consideration the quality of the work offered and the price proposed. The Office involved the Members by asking them to provide images (films and photos) that could be used in this new material. In addition, some Members also contributed to the film by participating in short interviews, collected during the 9th Steering Committee. The final product is expected to be released during the first trimester 2010 and is planned to be uploaded to the Portal and to YouTube.

❖ New EurOcean PPT Presentation to be used by the Members

An Info package PowerPoint presentation was developed by the Office and made available in the EurOcean Extranet and in the Internet Portal. This presentation is to be used by the Members in all the situations where a presentation on behalf of EurOcean is required.

2.3.2. Participations in Conferences and Workshops

❖ Café Ciência (Coffee with Science) (Lisbon – 18th of March 2009)

EurOcean was invited to participate in the annual initiative of the Portuguese Parliament – Café Ciência (Coffee with Science) that this year was devoted to the topic of Marine Sciences. This initiative is an informal meeting where the parliamentary members try to know the state of the art in the different areas of science in Portugal by speaking with the different actors in the area. This year's session counted with the Presence of the Minister for Science, Technology and Higher Education and also the President of The Foundation for Science and Technology – FCT, a EurOcean Member. EurOcean was represented by the Vice-President António Pascoal, and by the Science Officer Rita Silva. On its intervention the Vice-President stressed the growing importance of EurOcean as a European focal point for Marine Information.

❖ Final Conference of the Aquaring Project (Genoa – 26th of March 2009)

The Executive-Director of EurOcean, Telmo Carvalho, was invited by the European project Aquaring (that has the EurOcean member Nausicaä as partner) to participate in their last conference. EurOcean was requested to present their activities and at the same time to present some possibilities of cooperation between the two initiatives. EurOcean advertised in its homepage the Aquaring's most important product: a database that will bring together a wide array of digital resources from aquariums, science centres and museums all over Europe.

❖ DG Mare Delegation in the EurOcean Office (Lisbon –27th of March 2009)

EurOcean was visited by a delegation (7 persons) of DG-Mare – Atlantic, Outermost regions and Artic Unit. EurOcean was represented by the Vice-President António Pascoal and by the Science Officer Rita Silva which in a 15 minutes presentation showed EurOcean concept and activities. The DG-Mare representatives made some comments regarding the lacking of some key countries (like UK) in the membership of EurOcean, and they also mentioned the utility of EurOcean stressing the distinction between Data vs. Information.

❖ ICES Deep Sea Symposium (Azores – 27th – 30th of April 2009)

The Executive-Director of EurOcean, Telmo Carvalho, participated in this conference in order to be informed on the current status of the Deep Sea Research at international level. It was also an opportunity to advertise EurOcean (displaying a poster in the poster presentation area) and to identify new potential developments/lines of work. During this event contacts were also made with the Department of Oceanography and Fisheries (DOP) of the Azores University in order to jointly develop some educational materials about deep sea research.

❖ ERVO 2009 (Copenhagen – 14th – 15th of May 2009)

EurOcean was present on the 11th European Research Vessel Operators (ERVO) Meeting, in Copenhagen, Denmark. The Science Officer Sandra Sá had the opportunity to make a brief presentation regarding the status of EurOcean's new products, updates on the InfoBases and also the introduction of the new EUROFLEETS demo webpage. This meeting was also an opportunity to collect information to update the EurOcean_RV InfoBase. During the meeting EurOcean suggested the enlargement of the RV InfoBase to the Russian Fleet, proposal that was well accepted by the RV Operators.

❖ Global Forum on Oceans, Coasts and Islands Channel and North Sea Approach (Boulogne-sur-Mer – 9th - 10th of June 2009)

By invitation of our Member Nausicaä, the EurOcean was present at the Global Forum on Oceans, Coasts and Islands Channel and North Sea Approach. EurOcean was represented by the Science Officer Sandra Sá, which had the opportunity to introduce EurOcean's newest dissemination products.

The objective of the Forum was to promote exchanges of practises and to organise meetings between coastal and marine environment scientists and stakeholders relevant to the integrated coastal and marine management process within the English Channel and the North Sea Region. Additional objectives were to facilitate the implementation of projects of cross-border cooperation between the concerned countries; stimulating the production of indicators of environmental status; and the production of tools to facilitate the decisions of all actors working in this maritime region. These meetings aimed at creating permanent thematic working groups which would assure a concrete production on each of the identified subjects.

❖ TARA Oceans Expedition (Lisbon – 10th – 11th of September 2009)

On the occasion of the passage of the expedition Tara Oceans in Lisbon, the EurOcean was invited to be present at a reception in the Embassy of France. The EurOcean representatives, the Science Officers Rita Silva and Sandra Sá and by the EurOcean European Project Manager Cristina Costa, met the scientists that are making this 3 year world scientific expedition. Rita Silva and Sandra Sá also attended a scientific conference in the Franco-Portuguese Institute in the following day, where the crew explained the aims of the expedition.

❖ "The Ocean of Tomorrow" Call Info Day (Brussels – 16th of September 2009)

The EurOcean Office was represented in this event by the European Projects Manager, Cristina Costa, who made a presentation of the EurOcean's objectives for this call. Besides promoting EurOcean, it was also an opportunity to establish forms of cooperation with other consortiums that are not usually in our scope of activities. This participation had immediate results as the Office received two official invitations to participate in a project proposal to submit to this call one from CEFAS, UK and the other one from the Newcastle University, UK. The Office accepted the invitation from CEFAS to participate in the project proposal entitled" ARISE-Adaptive Response of Integrated Social, Economic & Ecological Systems to vectors of change".

❖ Seminar on the Portuguese Hyper Cluster of the Sea (Estoril – 24th of September 2009)

The EurOcean Office, represented by the Science Officers Sandra Sá and Rita Silva, was present at the public presentation and Seminar of the study "Portuguese Hyper Cluster of the Sea". This event brought together several actors of the marine and maritime sector in Portugal.

❖ Ocean Power Conference (Lisbon – 2nd-3rd of November 2009)

The President of the EurOcean, Per Nieuwejaar, was invited by the conference organisers to give the institution views on the topic of ocean energy. The President, as well as the Vice-President Antonio Pascoal felt that was important to participate on this event and in the impossibility of being present, the representation of EurOcean was delegated on the Executive-Director, Telmo Carvalho. In the follow up contacts, EurOcean was also requested to formally endorse this event. In this context, an endorsement MoU was signed between EurOcean and the Green Power Conferences (the institution that organised this conference), where EurOcean committed to advertise the referred conference (through its website) and the Green Power committed to put the EurOcean logo in all its conference materials as well as to give reduced prices to anyone from the EurOcean that would like to attend this conference. The Presentation of EurOcean consisted in the identification and analysis of

the Ocean Renewable Energy research projects funded at the European level having as source the EurOcean's European Projects InfoBase.

❖ Seminar "The EU Integrated Maritime Policy moves ahead – Tackling the regional challenges and coherence with the neighbourhood countries" (La Valetta – 2nd of December 2009)

The EurOcean's Executive-Director, Telmo Carvalho, was invited to a give a presentation in this seminar (included in the Autumn course on Ocean Governance coordinated by IOI – International Ocean Institute). His presentation, entitled "EurOcean – Pushing towards the integration of European maritime information and the sharing of maritime research infrastructures" was an opportunity to present the EurOcean as an example of the concept of the EU IMP, specifically dealing with the integration of marine information from European initiatives, across institutions and projects, as well as promoting the co-development and co-sharing of marine research infrastructures across countries.

❖ SUSTAINAMICS Project Workshop -(Lisbon – 16th of December 2009)

The main goals of the SUSTAINAMICS (Dynamic Modelling for Integrated Sustainability Assessment) Project workshop were (i) to discuss ways of creating a holistic view of the problems that affect the marine and coastal environments sustainability in Portugal and (2) to find ways of promoting the integration of those identified problems with the sectorial maritime polices. EurOcean was represented on this workshop by its Executive Director, Telmo Carvalho.

❖ Portuguese Forum for Ocean Affairs (Lisbon – 21st of December, 2009)

The EurOcean's Executive-Director, Telmo Carvalho, participated in this meeting, which was aimed to discuss the suitability and integration of the Portuguese Marine Internet portals to the marine sciences. Telmo Carvalho had the opportunity to present the EurOcean portal as an example of an application of internet portals to marine sciences in a European context.

3. Participation in European Projects

During this year, the Office was quite active in negotiating the participation of EurOcean in European projects with several groups. In this context, negotiations were developed with projects or groups with objectives complying with the EurOcean's work programme. At the same time, the Office regulated the EurOcean's legal situation towards EC in order to be able to participate in previously approved projects.

3.1. EUROFLEETS

The EUROFLEETS project, dealing with the European research fleet maximisation, was approved in 2008 and EurOcean is involved as a full partner and work package leader of the Dissemination and Exploitation component. Being a project with a big component of internal organisation, the negotiation process with the EC took longer than expected. The process is now concluded and the kick-off meeting took place in Paris (22nd-24th September 2009). Regarding the work of EurOcean for this project during this year, it can be divided in two components:

Before the kick-off meeting:

i) Legal and Administrative – In order to be able to receive funds from this project (initially expected until April 2009) the EurOcean's legal registry in Portugal was finalised and a bank account was open in Portugal. At the same time, all the legal documents were resent to the EC in order to change the name of the EurOcean's responsible person from the previous to the current Executive-Director.

ii) Technical – Development of a provisional homepage for the EUROFLEETS project, installed in the EurOcean's server, with the previously acquired web addresses www.eurofleets.net and www.eurofleets.eu and the recently acquired web address www.eurofleets.org.

After the kick-off meeting:

i) Organisational:
    • Kick-off Meeting
    The Office attended the kick-off meeting of the Project in Paris, where a planning of the work to be done on each WP and the interactions with others WP was discussed. EurOcean, as WP leader, proposed a timetable for each deliverable which was accepted by the entire task leaders in our WP. Besides that, EurOcean had several solicitations to attend

meetings from other WPs in order to ensure the correct flow of information to the organisation in charge of the communication activities inside the Project.

- IEO Representatives in the EurOcean Office (Lisbon – 19th of November 2009)

EurOcean was visited by 2 representatives of IEO to discuss the ways of updating their institution information on the different EurOcean Infrastructures InfoBases. A task related with the EUROFLEETS project need of infrastructures InfoBase update.

- NA7 Kick-off Meeting (Lisbon – 4th of December 2009)

The Office organised the EUROFLEETS NA7 Kick-off meeting. The main goals of this meeting were to discuss the NA7 structure and to propose the time line for deliverables submission, status and tasks. To this meeting attended all the NA7 task leaders and some participating beneficiaries.

- First NA6 Technical Meeting (Paris – 9th-10th December 2009)

The EurOcean was represented in this event by the new European Projects Manager, Cristina Costa, in which a presentation of EurOcean's Task (Task 6.5 – Educational Activities) was made.

ii) Project Deliverables – In accordance with the EUROFLEETS DoW (Description of Work), EurOcean was responsible to deliver in the Month 2 (October 2009) and 3 (November 2009) of the Project two deliverables: An "Internet Hub" structure proposal (month 2) and a Dissemination Plan for the Project (month 3). Both were delivered on time and approved by the Activity Coordinator and the Project Coordinator.

Two additional products were produced in December (month 4) (i) the EUROFLEETS printable Newsletter, released in January 2010, which provides an overview of the Project and (ii) a Poster, representing the Project's available fleet and large equipment.

3.2. MarineTT

Following some contacts, promoted by Geoffrey O'Sullivan (EurOcean's member representative of the Irish Marine Institute) with AquaTT (an international organisation (based in Ireland) in the field of Aquaculture technologies), a project proposal , aiming to the analysis and promotion of European funded project results (entitled MarineTT) was submitted to the FP7 (January 2009). The proposal was evaluated with 12 values out of 15 and was approved and invited for negotiations. During the first weeks of January, the EurOcean was involved in the writing process of the proposal and, more recently, in the revising of the proposal in terms of contents, objectives and finances (in accordance with the evaluators' reviews). The project negotiations took longer than expected and the start of the project is foreseen in the beginning of 2010.

In the scope of this project – European Marine Research Knowledge Transfer and Uptake of Results – the EurOcean will update the existing InfoBase on European Funded Projects enlarging it to include the FP7 projects and other relevant Funding Programmes.

3.3. CIRCLE 2

CIRCLE is an ERA-Net dedicated to the coordination of research on Climate Change, in particular on Climate Impacts. This ERA-Net has a big component on Climate Change and Marine Impacts (they had a dedicated call on the impacts on Mediterranean Coastal Zones), and because of that a link with EurOcean is natural. The EurOcean's Executive-Director, Telmo Carvalho, approached this network and presented the developments done in the scope of the MarinERA Project. The ERA-Net responsibles were very receptive and expressed their willingness to integrate EurOcean in the second version of CIRCLE, the CIRCLE 2. After some meetings, EurOcean was invited to participate in CIRCLE 2 as the manager and developer of the future Project communication infrastructure. EurOcean will be involved in the project as a sub-contractor (of the coordinator of the project) as the ERA-Net mechanism allows only funding agencies as partners. The Project was submitted in April 2009 and passed the first stage of the eligibility check with a graduation of 10.5 values. The project is currently under negotiations and is foreseen to start in the beginning of 2010.

3.4. SEAS-ERA

Following the work developed in the MarinERA project, the EurOcean was invited to continue the role of information manager/developer of the new project (SEAS-ERA), which will aggregate the Marine ERA-Nets previously funded by the 6th Framework Programme. As on the CIRCLE 2 project, The EurOcean will be involved in the SEAS-ERA project as a sub-contractor (in this case of FCT leader of the dissemination WP). The project was submitted in April 2009 and passed the first stage of the eligibility check with a graduation of 11.0 values. The project is currently under negotiation and is expected to start in the beginning of 2010.

3.5. ARISE

The ARISE project aims at analyzing the "response of integrated social, economic and ecological system to vectors of change" and is structured around some key work packages dealing with analysis on: human activities; indigenous species; invasive species; fish distribution and productivities at population and community level; integrated systems and scenarios. Dr. Peter Kershaw, the consortium leader, approached the EurOcean on the Info Day of the "Ocean of Tomorrow" Call in order to know the Centre availability to participate in the project. As an expert in information management, the EurOcean was invited to be a partner of the project in the dissemination work package as well as to be a facilitator/provider of socio-economic and ecological data from all the regional seas throughout the EurOcean's network of Members. In this context Telmo Carvalho, EurOcean's Executive-Director, attended a proposal preparation meeting in London on the 24th and 25th of November 2009.

3.6. EUROMARINE or MG2E

In the end of the year, the EurOcean was invited by Mr. Stéphane Pesant, mandate by the consortium that is preparing the proposal, to participate in the proposal for a project follow-up of the three targeted Marine Networks of Excellence (EUR-OCEANS, MarBEF and Marine Genomics Europe). The EurOcean replied positively to the invitation and it was agreed that the EurOcean would participate in the advisory board of the consortium.

4. Networking Activities

As requested at the 8th Steering Committee meeting (11th-12th November 2008), the Office developed several contacts with EurOcean Members and non-Members to stimulate different types of networking activities.

❖ MED NET MEETING

The process of tentatively organising a Mediterranean Meeting for sharing marine information started in 2008 as presented in the last SC in November 2008. The MED NET meeting was planned to be held in Malta on December 2008. Due to the lack of reply of several invited people/organisations, it was decided to postpone this meeting to the spring of 2009. While the 2009 preparation of this meeting was occurring, the Office was made aware of several initiatives being planned that could create misunderstanding about the objectives of EurOcean efforts. In this context, the Office approached the ExCom and suggested that EurOcean should postpone this planned activity and possibly join efforts with similar initiatives for the Mediterranean. The Officers agreed with the solution proposed and asked the Office to continue to pursue contacts with initiatives that could fit the EurOcean's purposes regarding the coordination of information for this marine region. The MED NET meeting is adjourned *sine die*.

4.1. Members

❖ Ifremer

At the beginning of the year, Jean-François Masset contacted the Office to propose our participation as Coordinators on a call for proposals FP7-I3 open and dedicated to "Scientific Information Repository supporting the European FP7 Research Programme". The call INFRA-2009-1.2.3 had an indicative budget of 4 MEuros and a deadline for submission on 17th March 2009. The beginning of the year was a period where the office was constituted only by two persons and at that time completely dedicated to solve pending legal and financial aspects, which made impossible a commitment to be a coordinator and responsible for the drafting of a proposal. The Office still tried that other institution (MARIS from The Netherlands) be interested in coordinating the proposal, but due to the specifications of the call (a 24h helpdesk for the project), it was decided that there were no feasibility conditions to apply to the opportunity.

❖ VLIZ

Due to the fact that the Flemish Member was not able to attend the last two EurOcean SC meetings, the Executive-Director, Telmo Carvalho, visited (18th of March) the Director of VLIZ, Jan Mees, and informed him about the latest activities and decisions of the SC. Marine Indicators was the suggested theme by VLIZ, when discussing the line of activities that they would be interested in developing with the Office.

❖ MCST

During the first semester of 2009 the Office and the MCST through its representative Salvino Busuttil (EurOcean's Vice-President and EurOcean Foundation's Treasurer) established an intense collaboration, that was materialised in the organisation of an

EurOcean Executive Committee meeting in Malta (5th of March) and in the preparation of several meetings with relevant international institutions based in Malta: IMLI – International Maritime Law Institute (5th of March and 26th of June) and IOI – International Ocean Institute (5th of March and 26th of June). The EurOcean Office had also the opportunity to meet with the new Chairman of the MCST, Dr. Nicholas Sammut (26th of June) and discuss MCST's suggestions for new activities for EurOcean. The promotion and organisation of training programmes among the EurOcean Members, was suggested by the MCST and materialized by EurOcean, with the acceptance of a three month training period for a Maltese PhD holder, Dr. Adrianna Vella, by the IMAR/DOP Azores (one of FRCT regional research institutions).

❖ NAUSICAÄ
The NAUSICAÄ and the EurOcean established a fruitful collaboration in the first semester of this year. Besides the collaboration within the AquaRing Project, the EurOcean was invited by NAUSICAÄ to participate in the "Global Forum on Oceans, Coasts and Islands Channel and North Sea Approach" conference where EurOcean's educational product was presented, the brochure "Uncovering the Ocean Secrets: A cruise through the Blue". NAUSICAÄ also gave a valuable contribution regarding the content of the educational brochure.

❖ FRCT
The Regional Fund for Science and Technology of the Azores, through one of its regional research institutions, IMAR/DOP Azores, gave the main inputs regarding the organisation and content of the first educational brochure of the EurOcean: "Uncovering the Ocean Secrets: A cruise through the Blue".
IMAR/DOP Azores has also accepted, free of charge, to receive a Maltese PhD holder for a three month training period from September to November 2010, thus contributing to the promotion and organisation of training programmes among the EurOcean Members.

❖ IOPAS
Several contacts were established with IOPAS during the second semester of this year regarding the update of the GIS on-line tool of the Costal Research Vessels Ports. The Polish Member also gave a valuable contribution regarding the Dissemination Plan of EurOcean Products and the Institutional Image.

❖ IMR
Several contacts have been made with IMR since the beginning of the year regarding the update of the LEXI InfoBase in terms of its content and technical maintenance. Besides this collaboration, the IMR presented at the 2nd Technical meeting (9th of November 2009) an Aquaculture Infrastructures InfoBase as a result of an Office proposal (as requested in the last SC meeting).

❖ Several Members
The Office tried to involve the Members in the elaboration of the EurOcean's Institutional Film by asking them to provide images (films and photos) that could be used in this new advertising material. The reply was very positive and several films and photos received are being used by the company that edited the Film. The Film is to be ready during the first trimester of 2010.

4.2. Other Organisations/Initiatives

❖ Marine Board
The Executive-Director of EurOcean, Telmo Carvalho, met with the ESF-MB secretariat on the 18th of March 2009, in Oostende, Belgium, in order to find possible topics of cooperation between the two institutions. It was agreed in that meeting that a closer relationship between our two organisations would result in a win-win situation. Several topics for cooperation were discussed on this exploratory meeting and two were identified has more feasible: (i) Marine Technology/Blue Technology and (ii) a closer cooperation with the MB Working Group on Communication/Dissemination.

❖ DG Environment Working Groups for the implementation of the Marine Strategy Framework Directive (2008/56/EC)
In the context of the release of the Marine Directive by the DG Environment, a consultation and implementation process was initiated by the same DG in collaboration with the European stakeholders, national representatives and other DG's. EurOcean registered itself in two working groups in order to be aware of the current developments in this process.
Participation in two working groups:
• Marine Strategy Coordination Group - Leuven (Belgium), 15th of May 2009

The Science Officer Rita Silva represented the EurOcean in the first meeting of the Marine Strategy Coordination Group, a DG Environment Working Group for the implementation of the marine strategy framework Directive. This meeting had the intention of discussing the mandate of this group.

- Working Group on Data, Information and Knowledge Exchange in relation to the MSFD - Brussels (Belgium), 17th of June 2009

  The EurOcean's Executive-Director, Telmo Carvalho, was present at this meeting and presented the EurOcean views on the current status of this initiative, especially on the need for the DG Environment to establish a dissemination strategy on the outcomes of the implementation process and also call the attention to the need of not mixing the concept of Data with the one on Information. These views were supported by the representative of the European Environment Agency. However, the group seemed very uncertain about its role on this process once the meeting was mainly focused on discussing environmental indicators (a specific group for this issue also exists).

❖ IOC Biennial Assembly Meeting

The Executive-Director of EurOcean, Telmo Carvalho, was present in the biennial IOC Assembly on the 16th of June 2009 where he had the opportunity to make a declaration, on record, demonstrating the interest of EurOcean in continuing the cooperation with IOC, especially in the pursuit of the objective of EurOcean being the IOC portal for Europe.

❖ IMLI (International Maritime Law Institute)

For several years EurOcean has been planning to develop an InfoBase on Marine and Maritime Legislation (also several times suggested by the MCST representative). In this context the EurOcean Officers (President, Vice-Presidents and Executive-Director) had the opportunity to visit Prof. David Attard (IMLI's Director) on the 15th of March 2009, in the scope of the EurOcean ExCom meeting in Malta. The first contacts were very positive and a technical meeting was planned for June in order to explore practical ways of collaboration. On the 25th of June, EurOcean Office visited IMLI again and a productive discussion and harmonisation of views took place. As an outcome it was decided that IMLI would prepare a feasibility proposal (content and costs) on the development of an InfoBase of priority legislation topics. The proposal, in terms of its content, was discussed with the Executive-Director of EurOcean in person on the 2nd of December 2009, taking advantage of being in Malta for the IOI Ocean Governance autumn course. Further conversations with IMLI will take place during 2010 to agree on a solid proposal for a database on Maritime Legislation.

❖ IOI (International Ocean Institute)

The EurOcean Officers (President, Vice-Presidents and Executive-Director) visited Dr. Cherdsak Virapat (IOI Executive-Director) on the 15th of March 2009, taking advantage of being in Malta for the ExCom meeting. The IOI showed some interest in cooperating more closely with EurOcean, and it was decided to pursue further contacts by email. After *a posteriori* exchange of emails, the EurOcean Office visited IOI again on the 25th of June to materialize the different possibilities. From this meeting it was decided that EurOcean would collaborate with IOI in the autumn course on Ocean Governance, giving a free lecture on the European Marine context, especially in what concerns marine Information. The lecture was given by the Executive-Director of EurOcean, Telmo Carvalho, on the 3rd of December 2009 in Malta.

❖ CIRCLE (European ERA-Net Project on Climate Impact Research Coordination for a Larger Europe)

The Executive-Director of EurOcean, Telmo Carvalho, participated In the Final and Outlook Conference of this Project, that took place in Vienna on the 9th and 10th of September 2009. It was an opportunity to present the Centre to all the consortium of the Project taking into consideration that EurOcean will be the information manager for the follow-up of this ERA-Net, CIRCLE 2. The Executive-Director had the opportunity to give inputs in the discussion on the dissemination plan for the second phase of this project.

❖ EMSA (European Maritime Safety Agency)

The Executive-Director of EurOcean contacted, in August, the EMSA's Director in order to identify possible items of cooperation between the two institutions. As a first step, EMSA offered to host the EurOcean 9th Steering Committee meeting, also kindly offering the coffee breaks, and to be present at the 2nd Technical EurOcean meeting, giving a presentation on their latest developments.

❖ EuYmast Forum (European Young Marine Scientists and Technologist)

During the Info Day of the "Oceans of Tomorrow" Call Ms. Andrea Piehl (Universidad Politécnica de Madrid), who is in charge of coordinating the development of an "European Young Marine Scientists and Technologist Forum", approached the EurOcean for

a possible cooperation in the areas of dissemination and IT support. As approved by the 9th Steering Committee meeting, the Office began the development of the EuYmast portal free of charge as an in-kind contribution to this new European initiative.

5. Management of EurOcean

5.1. Administrative Issues

5.1.1. Staff
Telmo Carvalho, the new Executive-Director, started to work full time on EurOcean Office on the 1st of January 2009.

Sandra de Oliveira e Sá, a new Science Officer, started to work in the Office on the 2nd of February 2009 (seconded by FCT). Sandra's areas of work are the Infrastructures, the Public Outreach Area and the update of news and events in the Portal.

With the beginning of the work of the EUROFLEETS project, and with the prospect of being involved in other three projects, a new person was needed for the team: Cristina Costa was hired by the EurOcean Foundation (1st of July 2009) as an European project manager. She had previously worked for FCT, managing ERA-Net projects. She is also very knowledgeable of the Portuguese financial accountability rules.

The Science Officer Rita Silva (seconded by FCT) ended her collaboration with the EurOcean as of December 2009 as she became a Civil Servant working for the Portuguese Ministry of Science and Technology.
In this context and to ensure that the work previously under the responsibility of Rita Silva (administrative, financial and R&D projects) has a continuity, the Office initiated the recruitment of a new Science Officer also seconded by FCT and to start working on 2010.

5.1.2. Office
❖ Hosting Protocol FCT-EurOcean
The Office prepared a Hosting Protocol to regulate the relations between the EurOcean and the Foundation for Science and Technology-FCT as Hosting Institution. The protocol was approved by the Executive Committee and was signed by the FCT and the EurOcean on the 1st of June 2009.
This protocol, valid for the next four years, specifies the logistic and technical support provided by the FCT (offices and office equipment and consumables, IT infrastructure, housing of server and technical support) as well as the advisory support that the EurOcean provides for the FCT on matters of marine and maritime science and technology issues. It also regulates the financial support for the next four years, which was reduced to € 30.000 per year.

❖ Dissemination Plan
EurOcean has produced a Dissemination Plan. The aim of this document is to specify and explain the steps that EurOcean will undertake to ensure effective and efficient dissemination of its activities, products and services. The EurOcean Office will continuously review its dissemination strategy. Modifications will be made where necessary to ensure that the dissemination actions remain relevant and reachable.

❖ Internal Regulations
The Office prepared (as predicted in the EurOcean MoU) a document, approved by the SC on the 9th Steering Committee meeting (November 2009), defining the procedure rules for each statutory body of the Centre. The document includes the internal rules, competences and procedures for: the Steering Committee; the Executive Committee, the Office and the Executive-Director.

❖ Business Plan
As requested since the 7th Steering Committee, the Office further developed the proposal of a Business Plan for the EurOcean. The Business Plan was reviewed by the 9th Steering Committee meeting (November 2009) and will be further developed in 2010 taking into consideration the SC comments.

❖ Letter of Agreement for Hosting Activities
As requested in the 8th Steering Committee, the Office prepared a draft proposal of a Letter of Agreement for Hosting Activities namely the InfoBases and websites of other initiatives (e.g. European Projects, European Groups). This proposal was discussed in

the 9th Steering Committee meeting and due to the different specifications of the different hosting activities; a table of criteria for future hosting activities will be developed in 2010. This table has to be approved by the Members, as a requested by the SC.

5.1.3. Membership

❖ Members Annual Contributions

In the beginning of the year (February 2009), the Office requested the Members their annual contribution as requested by the 8th Steering Committee (November 2008). All contributions were received.

❖ Potential Membership

As approved in the 8th Steering Committee meeting, the Executive-Director developed 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.

During 2010, 10 organisations were contacted (2 from Italy, 2 from Spain, 2 from Germany, 1 from Turkey, 1 from Tunisia, 1 from Greece and 1 from the UK):

a) OGS – National Institute of Oceanography and Experimental Geophysics (Italy). Conversations (10th of February 2009) with Alessandro Crise, Director of the Department of Oceanography, who replied that due to the "enduring restriction on research funds that Italian research is facing, I regret to inform you that the EurOcean membership is not included in the priority list in this financial year".

b) CNR – National Council for Research (Italy). Conversations during the 2009 ERVO meeting and the EUROFLEETS KoM with Giuseppe Magnifico and Massimiliano di Bitetto, the last one Head of the Operative Programming Office of CNR, both indicating that the CNR is interested in the possibility of becoming member of the EurOcean. In that context, and as a first step, the CNR was present in the 9th SC meeting.

c) Galician Ministry of Innovation and Industry (Xunta de Galicia, Spain). Email to Laura Rodriguez (10th of February 2009), European Project Manager of the Directorate General for R+D+I, which had no reply until now.

d) CSIC – Consejo Superior de Investigaciones Cientificas (Spain). Email to Beatriz Morales (10th of February 2009), Head of the Marine Programme in the Ministry of Science and Innovation, that as a first step tried to participate in the EurOcean 9th Steering Committee meeting.

e) PtJ MGS - Project Management Organisation Juelich (Germany). Conversations (28th of April 2009) with Barbara Tanner, Marine Sciences Programme Manager, who replied that they were very supportive of a German institution being full member of the EurOcean and suggested the EurOcean to contact the KDM as it is the institution that represents all marine research in Germany.

f) KDM - the German Marine Research Consortium (Germany). Email to Rolf Peinert (21st of May 2009), Director of KDM , which had no reply.

g) TUBITAK – The Scientific and Technological Research Council of Turkey (Turkey). Email to Esin Esen (31st of July 2009), Senior Expert on Environmental Atmospheric Earth and Marine Sciences ,who replied saying that he considered the invitation a good opportunity and would pass the information to his administrators.

h) INSTM – National Institute of Marine Sciences and Technologies (Tunisia). The EurOcean's Executive-Director, when attending the IOC General Assembly in Paris, established contacts with Prof. Chérif Sammari, Head of the Laboratory of the Marine Environment. *A posteriori* contacts, in order to understand their willingness and possibility to become full member of the EurOcean, were established and as a result Prof. Chérif Sammari attended the 9th EurOcean Steering Committee meeting to further explore this possibility.

i) HCMR – Hellenic Centre for Marine Research (Greece). Email (31st of July 2009) to Chrysoula Diamanti, General Secretariat for Research, and Kostas Knittis, from HCMR, which had no reply.

j) NERC – Natural Environment Research Council (UK). The Executive-Director invited Phil Newton and Mike Webb (from the NERC Marine Programme) to be present at the 9th Steering Committee meeting. Phil Newton replied apologizing for not being able to be present due to previous commitments. Mike Webb was also not able to participate in the 9th Steering Committee meeting.

5.1.4. Meetings

❖ Executive Committee Meetings

In the context of the instate of the new Officer (Sandra Sá) and of the new Executive-Director an Executive Committee Meeting was held in Malta, on the 5th of March 2009, in La Valletta, hosted by our Vice-President Salvino Busuttil. The second meeting of the year took place at CNADS after the 2nd Technical meeting, on the 9th of November 2009.

❖   Steering Committee Meeting

The 9th Steering Committee meeting of EurOcean was held on the 10th and 11th of November 2009, in Portugal. The meeting was hosted by EMSA – The European Maritime Safety Agency.

❖   EurOcean Foundation Board Meeting

The EurOcean Foundation Board meeting was held in the afternoon of the 11th of November after the Steering Committee Meeting at EMSA.

❖   2nd Technical Meeting

The 2nd Technical meeting was held on the 9th of November at CNADS.

5.2. Legal and Financial Matters

Since the beginning of the year a great number of diligences, in The Netherlands and in Portugal, were undertaken by the Office to finalise the process of the legal and financial entity of EurOcean. These diligences were mandatory in order the EurOcean to be recognised as a legal entity by the European Commission and to allow EurOcean to receive funds from European projects.

❖   Registration in Portugal of the Legal Representation in Portugal of the EurOcean Foundation

The EurOcean Foundation Board decided in their last meeting that a bank account should be open in the name of the EurOcean Foundation to be able to receive funds from the EC and to manage directly the Member's contributions. To facilitate the management of the account it was agreed to open it in Portugal.

After consulting several Banks, the Montepio Geral Bank was chosen. The bank allowed EurOcean to open a provisional bank account while pending the legal registry of EurOcean Foundation in Portugal (as required by the Portuguese law).

The next step taken by the Office was the registry of EurOcean (Lisbon Offices) as a legal representation in Portugal of the Stichting EurOcean (legal seat in The Netherlands).

Both for the legal registry in Portugal and for the opening of the bank account, the Office had to translate to Portuguese the following documents:

- Registry in the Chamber of Commerce in Den Haag;

- The incorporation of the EurOcean Foundation;

- The EurOcean Foundation Statutes;

- and the minutes of the EurOcean Foundation Board meeting (where is authorized the opening of a bank account in a Portuguese Bank and also the delegation in the Executive-Director together with the President of the Board of the EurOcean Foundation the management of the account).

The legal representation of EurOcean in Portugal was official towards the Fiscal Authorities from 06/01/2009 and from 08/01/2009 towards the Social Security Authorities (also mandatory by the Portuguese law).

The EurOcean Foundation is now inscribed in the European Commission Database of legal entities as Stichting EurOcean with legal seat in the Netherlands and can receive funds from the EC.

❖   Modifications in the Statutes

The Legal support to the EurOcean Foundation, in the Netherlands, is provided by Dr. Olaf Diels, who provides the legal address for the EurOcean Foundation, and by the company Civil Code (Notaries), that managed the incorporation of the EurOcean Foundation in the Netherlands and assists the Office in the changes of the Officers of the Board and in the necessary changes to the statutes of the Foundation.

All the necessary changes of the members of the Board and statutes of the EurOcean Foundation in the Dutch Register were finalised (October 2009), being the new President and Vice-President legally recognised in The Netherlands. These new legal documents will be incorporated in the Portuguese Registry in the first trimester of 2010.

❖   Fiscal Status in the Netherlands

The fiscal support to the EurOcean Foundation in the Netherlands is guaranteed by GBA Adviseurs. This company is responsible for the representation of the EurOcean Foundation near the Netherlands Fiscal Authorities.

In the beginning of the year, the members of the Board of the EurOcean Foundation received communications from the Dutch Authorities claiming unpaid taxes for the years 2007 and 2008. The Office contacted Dr. Olaf Diels and GBA Adviseurs that, submitted to the authorities a petition referring the statute of the Foundation as a Stichting (requiring no payment of taxes according to the Dutch law). This petition was deferred by the Dutch Authorities and no other diligences were required.

Presently, the EurOcean Foundation Fiscal situation in the Netherlands is regularised and there are no pending issues with the Dutch Fiscal Authorities.

❖ Accounting

A contract for one year (from the 1st of October 2008) was celebrated with CBR, a Portuguese accounting services company to provide technical accounting services to the EurOcean Foundation. CBR is responsible for organising all the accounting accordingly to the Portuguese account standards and respecting the legal terms and for submitting the annual tax returns and other fiscal formalities.

The Office carries out all the necessary payments and sends monthly the reports to CBR that verifies all the transactions and bank records. Rita Silva was in charge of the administrative and financial management and of reporting to CBR until her departure from EurOcean. These activities were later secured by Cristina Costa.

The accounting of the EurOcean Foundation (as of 30st of September) was reported to the Treasurer of the EurOcean Foundation, Salvino Busuttil, before the Steering Committee and approved and certified by the Treasurer at the 9th Steering Committee meeting.

The annual independent financial audit certificate will be provided in the first semester of 2010 (to allow the end of the 2009 fiscal year), as requested in the 8th the Steering Committee meeting.

With the authorisation of the Executive Committee, the EurOcean Office has made two time deposits of 30.000 Euros each and a time deposit of 50.000 Euros, for six months with an interest rate of 2.285% (TANB), 1.597% (TANB) and 1,292% (TANB) respectively.

❖ Bank account

As referred before, the Office with the assistance of the President of the Board of the Foundation opened a provisional bank account on 23/12/2008. After the conclusion of the process of the registration of the legal representation in Portugal the bank account was made effective and the President of the Board and the Executive-Director signatures were recognised as the authorised signatures to manage the account (both signatures are need to perform any operation).

When the bank account was activated the rollover money from EurOcean that was being kindly managed by IMAR was transferred (20/02/2009). In addition, the annual contributions of the Members for 2009 were requested to be transferred to this bank account.

5.3. IT Infrastructure

Due to the planned participation of the EurOcean in several European projects the Office, after consulting the EurOcean's IT supporting company (ADDITION), made an assessment of the needs in terms of hardware and software to fulfil the requirements of those projects (in particular EUROFLEETS).

Taking into account the starting dates of the European projects it was considered necessary to acquire in 2009 new hardware that would fulfil the identified requirements (1 new server, 2 PC's and one new computer monitor). This equipment is operational since November 2009.

Annex 1
Work Programme for 2009 approved by the 8th Steering Committee

Activity Areas		Tasks	Support Providers	Status
1. Information Management				
Portal	Events and News	Maintenance and updating of the contents	EurOcean Office	On-going
	European Marine Information	Maintenance and updating of the contents	EurOcean Office	On-going
		Expand the marine European funded projects InfoBase (EurOcean_MaP) to incorporate the FP7 and Interreg IV projects	EurOcean Office	On-going
	European Marine Research Infrastructures	Maintenance and updating of the contents	EurOcean Office	On-going
		Feasibility study to develop a new InfoBase on marine technology, renewable energies or marine biotechnology	EurOcean Office in cooperation with Norway (IMR) and Ireland (MI)	On-going
	National Information	National info-profiles: standardise, agglomerate and organise information from various sources, starting with the national profiles of the Countries of the EurOcean's Members	EurOcean Office	Completed To be updated
	Public Outreach	Maintenance and updating of the contents	EurOcean Office	On-going
Hosting Activities		Draft a letter of agreement that defines EurOcean's responsibilities in hosting InfoBases of which it does not have the ownership	EurOcean Office	Completed (to further developed as required by the 9thSC)
2. Products				
Public Outreach		Preparation of education materials on topics to be decided by the members	EurOcean Office, Nausicaa, FRCT (through DOP-Azores)	Completed
Advertising EurOcean	Advertising Materials	Preparation of advertising materials on EurOcean activities, products and services	EurOcean Office and members	Completed
	Participations in Conferences and Workshops	Participation of the EurOcean Office in workshops and conferences	EurOcean Office	On-going
	Statistical Materials	Preparation of statistical analyses based on the contents of the EurOcean InfoBases	EurOcean Office	Completed

3. Participation in European Projects				
EUROFLEETS		Virtual Research Fleet Platform; Dissemination and exploitation	EurOcean Office in cooperation with EUROFLEETS partners	On-going
MarineTT		Dissemination of the results of FP's funded projects	EurOcean Office, Members and AquaTT	Project Under Negotiation with EC
4. Networking Activities				
Members		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
		Pursue further contacts with the members for the incorporation of their proposals in the three year work programme	EurOcean Office and Members	On-going
Other Organisations		Explore opportunities of cooperation with other organisations	EurOcean Office and Members	Completed And On-going
5. Management of EurOcean				
Administrative	Office	Development and updating of a strategic Paper where networking should be referenced as part of the overall strategy of the EurOcean	EurOcean Office	On-going
		Send out the official letter requesting the payment of the annual contribution in the beginning of each year to the Member Organisation	EurOcean Office	Completed
		Changes to the work Programme as decided by the Steering Committee	EurOcean Office	Completed
	Membership	Expand the EurOcean membership (2 members)	EurOcean Office	On-going
	Meetings	Organisation of meetings: - the Steering Committee; - the Executive Committee; - the Board of the EurOcean Foundation; - other meetings as requested	EurOcean Office	Completed
		Annexe the report of the Technical Consultation to the minutes of the Steering Committee	EurOcean Office	Completed
Financial		Draft reports of activities and prepare financial statements as required	EurOcean Office	Completed
		Revise the budget of expenditures for 2009	EurOcean Office	Completed
		Finalisation of the EurOcean Foundation Business plan and submission to the 9th Steering Committee	EurOcean Office in cooperation with the Members	Completed (to further developed as required by the 9thSC)

Annex 2
2009 Financial Report

This Annex includes the 2009 Financial Report of the EurOcean Foundation, including the costs of the EurOcean centre and the projects centre in which EurOcean is participating (EUROFLEETS).

The Financial Report presented in this Annex is composed of two reports, the "Income and Expenses Report" (performed by the EurOcean Office) and the professional "Accounting Report" (performed by the professional accounting company).

To overcome the complexity of the professional "Accounting Report", it was decided that the Office would also present a simplified financial report with the incomes and expenses of the Foundation. The simplified report also allows the comparison of the 2009 Approved Budget with the 2009 expenses.

However, please take into account that the comparison of the two reports is not linear due to the different rules applied. For example, 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 hardware material. Another example is the consideration of the overheads of the EUROFLEETS project in the EurOcean income only in the simplified report. Finally, there are also differences in the time deposit interest taxes calculation in the two reports.

1.1. Income and Expense Report (simplified report)

The first 4 tables of this report show the income and expense report of the EurOcean Foundation, performed by the EurOcean Office.

Table 1 shows the income and expenses of the EurOcean cost centre from 1st January to 31st December 2009.
Table 2 shows the expenditures by category and compares the expenditures with the 2009 budget (EurOcean cost centre).
Table 3 shows the income and the expenses of the EUROFLEETS cost centre from 1st January to 31st December 2009.
Table 4 shows the 2009 total balance of the EurOcean Foundation cost centres.

1.2. Accounting Report (professional report)

The last 3 tables of this report show the professional account report of the EurOcean Foundation, performed by the accounting company. In this report the EurOcean cost centre and the EUROFLEETS cost centre are presented in the same tables.

Table 5 shows the profit and loss statement of the two cost centres from 1st January to 31st December 2009.
Table 6 shows the balance sheet of the two cost centres from 1st January to 31st December 2009.
Table 7 shows the supplies and services expenses in the two cost centres from 1st January to 31st December 2009.

1.1 Income and Expense Report (simplified report)

Table 1
2009 Balance of the EurOcean cost centre

Capital	66.509,91

Income 2009 (in Euros)	
Members Contribution	
Sub Total	139.000,00
AMPERA Database Development *	
Sub Total	5.000,00
Overheads from the EUROFLEETS Project **	
Sub Total	755,54
TOTAL Income	144.755,54

* The development of the AMPERA database was requested to EurOcean by the AMPERA project. The AMPERA project paid EurOcean 5,000.00 Euros to cover the database development cost (see Table 2) and the EurOcean Officers work.

** Calculated as 7% of the direct costs (without VAT) of the EUROFLEETS project spent until the end of 2009 (see Table 3). This amount will be used to cover part of the taxes of the EUROFLEETS project (see Table 2).

Expenses 2009 (in Euros)	
Meetings and Conferences	
Sub Total	23.674,83
Information Management	
Sub Total	8.763,56
Dissemination	
Sub Total	11.930,21
Office	
Sub Total	86.224,71
Office Expenditures †	
Sub Total	19.649,16
TOTAL Expenses	150.242,47

† The Office Expenditures category also includes the EUROFLEETS project taxes (see Table 2).

Balance 2009 (in Euros)	
Income	
Sub Total	144.755,54
Expenses	
Sub Total	150.242,51
TOTAL Balance	-5.486,97

Apart from the income and expenses of EurOcean, this table also reflects the overheads from the EUROFLEETS project as well as the taxes of this FP7 project. As the European Projects do not support the costs of the taxes of the expenditures taken under the projects, this expenditure has to be covered by the host Institution (see Table 2). However, the European Project overhead (7% of the total direct costs without VAT) can be used to cover this extraordinary expenditure.

In addition, this table also reflects the payment of a database development requested by the AMPERA project.

The following conclusions can be drawn from Table 1:
- EurOcean **income** in 2009 **was 144.755,54 Euros**.
- EurOcean **expenses** in 2009 **was 150.242,51 Euros**.
- EurOcean **spent more 5.486,97 Euros than the 2009 income**, thus covering this value from the capital funds.

Table 2
Comparison of 2009 Approved Budget and Expenses of the EurOcean cost centre

Categories	Approved Budget (in Euros)	Expenses (in Euros)
Meetings and Conferences		
Meetings with potential members and with members	6.000,00	1.013,82
Conferences	6.000,00	5.761,10
Meeting of the Steering Committee and EurOcean Foundation	6.000,00	9.358,08
Executive Committee Meeting	--	4.072,18
Steering Committee Meeting	--	4.338,81
Technical Meetings	--	947,09
Other meetings	3.000,00	7.541,83
Meetings to prepare projects	--	1.129,64
Expenses in representation	--	193,05
Networking Activities	--	6.219,14
Sub Total	**21.000,00**	**23.674,83**
Information Management		
Hosting the Server	Provided by FCT	
Maintenance of the EurOcean portal	5.000,00	2.646,00
Development of Infobases	10.000,00	4.800,00
AMPERA Database *	--	4.800,00
Hardware and Software	5.000,00	1.317,56
Sub Total	**20.000,00**	**8.763,56**
Dissemination		
Printing documents (brochures; posters)	15.000,00	11.930,21
Brochure	--	2.040,00
Leaflet	--	1.272,00
Posters	--	1.704,00
Report	--	5.064,00
Pins	--	306,00
Pens		276,00
Images for EurOcean promotional film	--	1.268,21
Sub Total	**15.000,00**	**11.930,21**
Office		
Director	80.000,00	79.999,92
Project Officer	10.000,00	6.224,79
Sub Total	**90.000,00**	**86.224,71**
Office Expenditures		
Office equipment, telephone, fax, photocopier	Provided by FCT	
Financial Management of EurOcean (in Portugal and in the Netherlands)	8.000,00	10.578,98
Other Expenditures	5.000,00	9.070,18
Communications	--	372,50
Office materials	--	3.249,09
Moving of the former Executive-Director	--	4.000,00
Bank comissions	--	396,68
EUROFLEETS project taxes **	--	1.051,91
Sub Total	**13.000,00**	**19.649,16**
TOTAL Expenses	**159.000,00**	**150.242,47**

* Cost of the development of the AMPERA database.

** Taxes from the EUROFLEETS project expenditures (it includes taxes from both direct and indirect costs).

This table aims to compare the approved budget with the 2009 expenditures. It includes the cost of the development of the database requested by the AMPERA project and the taxes from the EUROFLEETS project 2009 expenditures.

The following conclusions can be drawn from Table 2:
- EurOcean **spent less 8.757,49 Euros than the approved budget**.
- EurOcean spent more than foreseen in the following categories:
    - Meetings and Conferences (spent more 2.674,83 Euros)
      The higher difference between the budget and the expenses was obtained in the "Networking Activities" in the sub-category of "Other meetings". This was followed by the sub-category of "Meeting of the Steering Committee and EurOcean Foundation".
    - Office Expenditures (spent more 6.649,20 Euros)
      The 4.000,00 Euros spent in the moving of the former Executive-Director to France justifies the difference between the expense and the budget in the sub-category "Other Expenditures".
      The change of EurOcean statutes influenced the expenditure in the sub-category "Financial Management of EurOcean".
- EurOcean spent less in the following categories:
    - Information Management (spent less 11.236,44 Euros)
      Please note that this sub-category includes the expense with the AMPERA database for which EurOcean was paid for. For this reason EurOcean actually spent less in this sub-category.
    - Dissemination (spent less 3.069,79 Euros)
    - Office (spent less 3.775,29 Euros)
      The Project Officer budget was not fully spent.

The following conclusions can be drawn from Table 1 and 2:
- Although 20.000,00 Euros were budgeted to be spent from the capital in 2009, only 5.486,97 Euros were used from the capital, reflecting the recommendation of the 9th Steering Committee Meeting.
- In 2009 the **cost of the EUROFLEETS project supported by EurOcean were 296,41 Euros** (= 1.051,95 Euros - 755,54 Euros). This value refers to the payment of the EUROFLEETS taxes.

Table 3
2009 Balance of the EUROFLEETS cost centre

Income 2009 (in Euros)	
EUROFLEETS Project	
1st payment	60.540,48
Sub Total	**60.540,48**
TOTAL Income	**60.540,48**

Expenses 2009 (in Euros)	
Meetings	
Sub Total	**2.899,89**
Information Management	
Maintenance of the EurOcean portal	518,00
Development of Infobases	0,00
Hardware and Software	3.961,70
Sub Total	**4.479,70**
Dissemination	
Printing documents (poster)	625,00
Sub Total	**625,00**
Office	
Director	0,00
Project Officer	7.725,60
Sub Total	**7.725,60**
Office Expenditures	
Sub Total	**0,00**
Overheads from EUROFLEETS project *	
Sub Total	**755,54**
TOTAL Expenses	**16.485,73**

* Calculated as 7% of the direct costs (without VAT) of the EUROFLEETS project spent until the end of 2009. This value belongs to the Institution that hosts the project (see Table 1) and will be used to cover part of the taxes of the EUROFLEETS project (see Table 2).

Balance 2009 (in Euros)	
Income	
Sub Total	**60.540,48**
Expenses	
Sub Total	**16.485,73**
TOTAL Balance	**44.054,75**

The following conclusions can be drawn from Table 3:

- The overheads of the EUROFLEETS project direct costs spent until 31st of December 2009 were transferred to the EurOcean cost centre and will be used to cover part of the taxes of the EUROFLEETS project expenses.
- The EUROFLEETS project **spent 16.485,69 Euros** from the 60.540,48 Euros received in the 1st payment.
- There are still 44.054,79 Euros to be spent in this project until the 18th month intermediate report to the European Commission in 2011.

Table 4

2009 Balance of the EurOcean Foundation cost centres

2009 Balance of the EurOcean Foundation cost centres	
EurOceans Rollover from 2008	
Sub Total	**66.509,91**
Total Income	
EurOcean Foundation	144.755,54
EUROFLEETS Project	60.540,48
Sub Total	**205.296,02**
Total Expenses	
EurOcean Foundation	150.242,47
EUROFLEETS Project	16.485,73
Sub Total	**166.728,21**
Deposits Interest	
Sub Total	**831,08**
Deposits Interest Taxes	
Sub Total	**166,21**
BALANCE	**105.742,60**

The following conclusions can be drawn from Table 4:

- Taking into account the rollover from 2008 and the deposits (interests and taxes), **the balance of the two cost centres was 105.742,60 Euros**, of which **80.000,00 Euros are applied in two time deposits**. This value represents the amount transferred to 2010.

  One of the time deposits (of 50.000,00 Euros) will terminate in the end of January 2010. The other time deposit will end in the end of April 2010.

1.2. Accounting Report (professional report)
Table 5

PROFIT AND LOSS STATEMENT AS OF 31th December 2009

(UNIT. EURO)

COSTS		2009	
THIRD PARTIES SERVICES		154.750,31 ➡	Total EurOcean and EUROFLEETS costs
DEPRECIATIONS	477,00	477,00 ➡	Total hardware depreciation costs
		155.227,31	
FINANCIAL EXPENSES		----------------------	
Others	396,68	396,68 ➡	Bank transactions costs
		155.623,99	

EXTRAORDINARY LOSSES		0,00	
		155.623,99	

PROVISION FOR YEAR TAXES		0,00	
		155.623,99	

		155.623,99 ➡	Total Costs
NET PROFIT / LOSS		-3.483,39 ➡	Difference between Total Costs and Total Revenues
		152.140,60 ➡	Total Revenues

REVENUES		2009	
SUPPLEMENTARY REVENUES	139.000,00	139.000,00 ➡	Members Contributions
SUBSIDIES	11.762,32	11.762,32 ➡	EUROFLEETS
			(The payment received is an advanced payment therefore in accounting terms only what was spent is considered)
		150.762,32	
OTHER FINANCIAL REVENUES		----------------------	
Others	1.048,28	1.048,28 ➡	Time Deposits earns
		151.810,60	

EXTRAORDINARY REVENUES		330,00 ➡	Amortization subsidy of EUROFLEETS hardware
		152.140,60 ➡	Total Revenues

RESUME:

Operational Result		-3.987,99 ➡	Members Contributions plus EUROFLEETS Revenues minus Total EurOcean and EUROFLEETS costs
Financial Result		651,60 ➡	Bank costs related to the time deposits and account
Current Result		-3.813,39 ➡	Members Contributions plus EUROFLEETS Revenues plus Time Deposit earns minus Total EurOcean and EUROFLEETS costs minus Bank transactions costs
Result Before Taxes		-3.483,39 ➡	Members Contributions plus EUROFLEETS Revenues plus Time Deposit earns plus Amortization subsidy of EUROFLEETS hardware minus Total EurOcean and EUROFLEETS costs minus Bank transactions costs minus Extraordinary Losses
Net Profit		-3.483,39 ➡	Members Contributions plus EUROFLEETS Revenues plus Time Deposit earns plus Amortization subsidy of EUROFLEETS hardware minus Total EurOcean and EUROFLEETS costs minus Bank transactions costs minus Extraordinary Losses minus Provision for Year Taxes
EBITDA		-3.987,99 ➡	Earns before Interests, Taxes, Depreciations and Amortizations

Table 6

BALANCE SHEET AS OF 31 DECEMBER 2009

(UNIT. EURO)

ASSETS	GROSS ASSETS 2009	DEPR. AND PROVISIONS 2009	NET ASSETS 2009	EQUITY	2009	
INTANGIBLE ASSETS				**EQUITY**		
TANGIBLE ASSETS	⬇ 5.722,60	477,00	5.245,60	Share Capital	66.509,91➡	EurOcean Initial Capital - Roll over from IMAR
	Total hardware costs	Total hardware depreciation costs		Reserves + Retained Earnings	0,00	
				Net Income	-3.483,39➡	Members Contributions plus EUROFLEETS Revenues plus Time
FINANCIAL PARTICIPATIONS						Deposit earns plus Amortization subsidy of EUROFLEETS
						hardware minus Total EurOcean and EUROFLEETS costs minus
STOCKS						Bank transactions costs minus Extraordinary Losses minus
						Provision for Year Taxes
SHORT TERM CREDITS				**TOTAL EQUITY**	63.026,52	
State and Other Public Entities	⬇166,21	0,00	166,21			
	Deposit Interest Taxes					
Other Debtors	156,31	0,00	156,31	**LIABILITIES**		
	322,52	**0,00**	**322,52**	**SHORT TERM PAYABLES**		
				Bank Loans	0,00	
CASH AND BANK DEPOSITS				Current Suppliers	1.335,86➡	Bills from December 2009 payed in January 2010
Bank Deposits	110.021,58	0,00	110.021,58	Fixed Assets Suppliers	0,00	
Cash	0,00	0,00	0,00	State and Other Public Entities	2.398,71➡	Bills from December 2009 payed in January 2010
	110.021,58	**0,00**	**110.021,58**	Other Creditors	45.389,51➡	Bills from December 2009 payed in January 2010 plus
						remaining budget from EUROFLEETS project
					49.124,08	
DEFERRALS AND ACCRUALS				**DEFERRALS AND ACCRUALS**		
Accrued Revenues	⬇ 217,20	0,00	217,20	Accrued Charges	3.656,30➡	Expected earns from Time Deposits and EUROFLEETS
	Time Depostit Earns to collect in 2010					hardware amortizations
Deferred Costs	0,00	0,00	0,00	Deferred Income	0,00	
	217,20	**0,00**	**217,20**		**3.656,30**	
Total of Provisions		477,00		**TOTAL LIABILITIES**	52.780,38	
Total of Depreciations						
TOTAL OF ASSETS	**116.283,90**	**477,00**	**115.806,90**	**TOTAL OF EQUITY AND LIABILITIES**	**115.806,90**	

Table 7

SUPPLIES AND SERVICES AS OF 31st DECEMBER 2009

Supplies and Services	**154.750,31**
Tools	1.407,85
Envelopes, Tubes and other office materials	
Office Stationeries	2.501,19
Tonners, laptop and pens	
Samples	372,00
Pins and badges	
Promotional Expenses	5.021,78
Representation of the Office including SCM, ExCom and TC	
Communications	337,55
Mobile, mobile internet and mailing	
Insurance	250,00
Travel insurances	
Business Trips	20.968,14
Travel, accommodation and meals for external meetings	
Fees	95.137,34
Executive-Director and Project Officer salaries plus expenses of the Dutch lawyer	
Legal Expenses	89,46
Notary expenses	
Advertising and Promotion	10.080,00
EurOcean printed products - Leaflet, Poster, Brochure and Report	
Specialised Labour	14.255,00
Accounting Company, Website maintenance and databases development	
Other Supplies and Services	4.330,00
Congress and Workshops fees and former Executive-Director moving	

EurOcean Full Members:

EurOcean Cooperating Members: