



Program: FP7 Cooperation

Report on the first meeting of the Administrative, Financial and  
Legal Cooperation Committee

10<sup>th</sup> October 2012

Held at CNC headquarters, Paris (France)

Project acronym:	EUROSHELL
Project title:	Bridging the gap between science and producers to support the European marine mollusc production sector
Project coordinator:	Comité National de la Conchyliculture (CNC)
Grant agreement number:	312025 – FP7 KBBE 2012.1.2-11
Funding scheme:	Coordination Support Action
Deliverable number 2:	Kick-off meeting report

# Agenda

**AFLCC chairman: Bruno Guillaumie, coordinator – Working language: English**

10:00 Welcome

10:15 Administrative and legal issues

10:15 - Consortium agreement (45 paragraphs or groups to discuss)

11:45 - First payment breakdown

12:00 - Logo

12:15 - Collaborative space (Intranet)

12:30 - Public web site (Internet)

12:45 Lunch

14:00 DoW

14:00 - WPs, leaders and organization of work

15:00 - Methodology and knowledge transfer: Preparation of the 1<sup>st</sup> stakeholders meeting (Arcachon, November 27-28, 2012) (WP2)

- Attendance and logistic
- Guidelines for the program and the organization
- Recommendations for the material to be drafted by EDC members

16:00 - Framework for the synthesis of current knowledge (WP3)

- Methodology
- Limit of exercise (EU, national, regional, local...)
- Recommendations for the material to be drafted by EDC members

16:30 - Tools for extension (WP4)

- Link with AQUAINNOVA tools
- Recommendations for WP4 leader (IFREMER)

16:45 - Regional workshops (WP5)

- Methodology
- Recommendations for WP5 leader (EMPA)

17:00 Any other business and end of session

## Attendees (see annex I)

*Daniele Brigoline*

*Sarah Culloty*

*Christophe Desbois*

*Anne-Catherine Gillet*

*Bruno Guillaumie*

*Sarah Horsfall*

*Alistair Lane*

*Angeles Longa Portabales*

*Maryline Maingam*

*Beatriz Novoa*

*University of Venice*

*University College Cork*

*IFREMER*

*AC2G*

*CNC*

*SAGB*

*EAS*

*CRMG*

*CNC*

*CSIC*

Charles-Louis Ponchy-Pommeret  
Giuseppe Prioli  
Jean Prou  
Benoit Salaun  
Aad Smaal

CNC  
AMA  
IFREMER  
CRC Bretagne Nord  
DLO

## Minutes

- **Welcome**

Bruno Guillaumie makes a presentation of the Euroshell Partners:

- at European level: European Mollusc Producers Association (EMPA) and European Aquaculture Society (EAS)
- at national level: United Kingdom, Netherlands, Italy, Spain, France, Ireland

- **Administrative and legal issues**

Consortium Agreement: Bruno Guillaumie proposes to read the consortium and members can express their comments and modifications.

On the Point 18, Beatriz Novoa would prefer that the Consortium Agreement were constructed according to and governed by the laws of Belgium instead of the French ones. But Bruno Guillaumie explains that it is not possible, the CNC being a public body governed by the French laws and regulations.

Some little modifications are made on the consortium. Bruno Guillaumie will send the new version after the meeting (see annex II).

➤ It is agreed that all comments have to be returned before mid-November at the latest.

Logo: Bruno Guillaumie and Anne-Catherine Gillet present several logos that can be used for the Euroshell event.

They offer to the present members to select one of them.

➤ After consultation, everybody agrees to choose the logo n°4, with stars, but with a little correction: Euro in normal character and Shell in bold.

Public website: Bruno Guillaumie makes a presentation of Euroshell Website and Intranet.

He thinks it is necessary to have an EU Address for the website. It is agreed that the address “www.euroshell.eu” is blocked. An alternative could be “www.euroshell-fp7.eu”

Intranet: He will send the Euroshell Intranet address by e-mail to the participants, and their login and password at the same time.

- **DoW**

Bruno Guillaumie relates that there are five Work Packages, and he presents synthetically the calendar.

WP2: Preparation of the 1<sup>st</sup> stakeholders meeting

Anne-Catherine Gillet presents the event's organization: place, date, travel ...

According to the previous mail consultation, the meeting will be held on November 28<sup>th</sup>, at La Teste de Buch, near Arcachon, so that EUROSHELL participants registered to the Oyster World Congress can join it at 5 pm on the same day.

On the first day of the event, there will be a plenary session to have an overview of the project.

On the second day, there will be a plenary session for restitution of what was said during the meeting. It is important to focus on the key message we want to communicate.

Bruno Guillaumie proposes to organize four working groups between these two plenaries.

Alistair Lane thinks that it is really important to have interactivity with people who participate in the workshop, with discussions, votes...

Aad Smaal and Jean Prou agree. We need to make the meeting alive.

Alistair Lane suggests using videos of different persons instead of PowerPoint presentations, so that key stakeholders could present their point of view and questions.

Aad Smaal agrees, saying that it is a good method and that it is important that everyone feels associated to the work.

Sarah Horsfall is afraid that depending on the participants, only few have an affinity with one or two themes. On the others, they will feel inefficient.

Alistair Lane reminds that the agenda has to be sent on the following week with the main objectives, the core agenda and the attendees' list.

Aad Smaal suggests using a SWOT analysis to structure the questions about the key-message.

Bruno Guillaumie explains that we need to transmit the information to DG MARE in order to inscribe the principle of extension in the future European Fisheries Fund's guidelines because it is very important that this extension principle is better taken into account.

Bruno Guillaumie insists on the importance of translation. Translations are planned but each member has to tell us quickly who participates to the event to know which translation is necessary.

We have to send all documents before the event so that everyone can prepare their questions and points of view and share them with colleagues from their country.

Two translators could be planned per table. Translation is the key issue of the meeting because we all need to speak the same language. People of certain countries don't speak English.

Aad Smaal is in favor of translation. He thinks also that we need more discipline than in Bordeaux meeting, we need to make a simpler meeting.

Alistair Lane thinks that we need to present some questions that can be asked during the table meeting.

Jean Prou wants to know if it is possible to send a short presentation of the subjects before the round-tables in the language of each participant to facilitate the debate.

But Alistair Lane says it is too difficult to proceed like this.

Bruno Guillaumie explains that it is important to work on the meaning of words and expressions because there are not the same in all countries.

Alistair Lane presents an image of what Euroshell represents. It is a place for:

- Support
- Contribution
- Communication

Bruno Guillaumie says that if present members know any shellfish producers, they can suggest their participation at Euroshell and he has to tell quickly to Anne-Catherine Gillet or to Bruno for the organization.

He precises that we need to book Translation Company one month before the meeting, so it is necessary to confirm the participation very quickly.

Bruno Guillaumie tells that he will send a draft agenda the next week (see Annex III).

### WP3: Framework for the synthesis of current knowledge

Alistair Lane makes a presentation of WP3. The main subjects of knowledge are : Environment, Social and Economy.

He proposes to make a template so that everybody can give the information about the projects (local or national) they know. The notation of the results has to be practical.

Aad Smaal includes also the empirical knowledge of the professionals even if it is hard to collect.

Bruno Guillaumie thinks it is also important to speak about social aspects and governance.

Jean Prou adds that technical centers and training are also interesting inputs.

Alistair Lane explains that grey literature is important but we never know what has to be included (newspapers, blogs, professionals...) and what is the period or time.

Bruno Guillaumie asks what period of time should be investigated.

Alistair Lane answers that it should be eight years maximum because usually, the results are perceived only three to ten years after the end of a research program. Except for older elements that are considered as major, and for which a short description could be made.

#### WP4: Tools for extension

Jean Prou makes a brief presentation of WP4. He speaks about tools, websites and geographical tools.

Bruno Guillaumie and himself explain that they are in contact with the responsible of Sextant unit, a Geographic Information System, elaborated and hosted by IFREMER. Jean Prou adds that Euroshell will have its own Sextant direction to make maps. We will have to define the scales, codes and format and send them to Sextant coordinator who is the only one authorized to publish them.

#### WP5: Regional workshops

Bruno Guillaumie makes a brief presentation of WP 5.

This WP will occur later in time: eight regional workshops will be organized by the Euroshell professional partners. The two main objectives are:

- To discuss, comment or amend the tools, guidelines and recommendations produced by other WPs.
- To precise what the vision in the shellfish sector should be and to discuss about the priorities the action plan should have.

- **Other business and end of session**

#### Transversal points:

Jean Prou suggests creating a glossary during the event with shellfish word, to be sure that all words will be understood by all nationalities.

Beatriz Novoa asks if there will be other AFLCC meetings. She points out that it is sometimes difficult in Spain to have access to researches that are not public. Alistair Lane answers that in that case, he can contact CORDIS managers to know if there is a "paper copy" in Brussels.

Bruno Guillaumie answers that another AFLCC meeting is planned at the end of the project; extra meetings can be envisaged and more especially audio-conferences as necessary.

Angeles Longa Portabales thinks we have to focus on the three main species that are cultivated in the EU, on some thematic areas, and on a period of eight years.

Jean Prou is afraid that it will be difficult to translate all the material in four languages for the next meeting.

Bruno Guillaumie answers that it only has to be prepared in English but details and explanations can be done through phone calls or e-mails, especially for Industry partners who do not speak English.

All the participants are thanked for their participation.

The session ends at 4.50 pm.