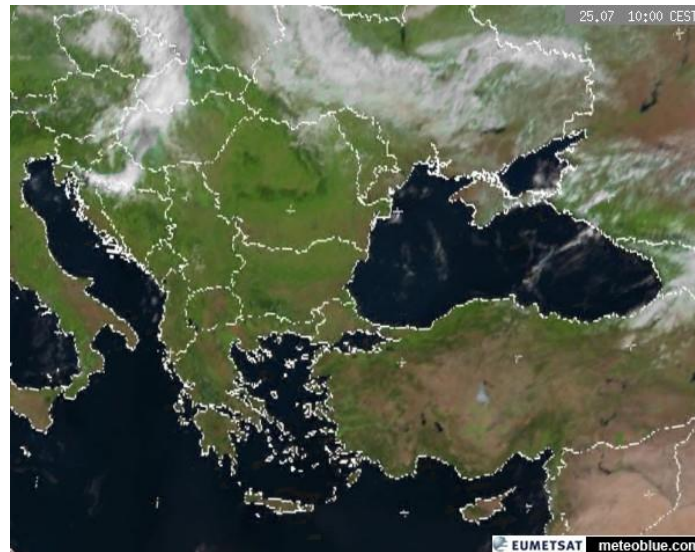


ICME

"INTEGRATED COASTAL MONITORING OF ENVIRONMENTAL PROBLEMS IN PORT SEA REGION AND THE WAYS OF THEIR SOLUTION"



1st Steering Committee Meeting Minutes

Organized by: Union of Science and Energetics, Georgia

Date: 19 March 2014



ICME

"INTEGRATED COASTAL MONITORING OF ENVIRONMENTAL PROBLEMS IN PORT SEA REGION AND THE WAYS OF THEIR SOLUTION"

1st Steering Committee Meeting Minutes

DOCUMENT PRODUCED BY

Responsible Organisation

Municipality of Thessaloniki
LEVER S.A.

Author(s)

Polykarpos Karkavitsas

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1. Agenda of the Meeting

Agenda 1st Steering Committee Meeting 19 March 2014 Tbilisi

Day	Time	Activity	Involved Partners
March 19th	09:30 – 10:00	Arrival and registration	All
	10:00 – 10:30	Welcome by the Union "Science and Energetics"	Mr MerabLordkipanidze
		Speeches by the partners	
		Karadeniz Technical University	Mr KadirSeyhan
		Union Yerevan State University of Architecture and Construction	Mr ArestakSarukhanyan
		Municipality of Thessaloniki - Presentation of the Agenda and Coordination of the Steering Committee	Municipality of Thessaloniki, Mr ChrysostomosKalogirou
	10:30 – 11:30	Group of Activities 1 and Group of Activities 2	Moderator: Union "Science and Energetics"
		<ul style="list-style-type: none"> • Modelling • Sampling Strategy <p>Each partner in 15 min should describe the status of their activities and the problems. Discussion</p>	All
	11:30 – 12:00	Coffee Break	
	12:00 – 13:30	Group of Activities 3	Moderator: Karadeniz Technical University
		Communication Plan – Discussion on the 1 st Version and final remarks: <ul style="list-style-type: none"> - Slogan of the project - Mailing List (stakeholders and media) - Other issues 	KTU – Municipality of Thessaloniki
		Approval of the project's Templates	Municipality of Thessaloniki - KTU
		Website: Discussion about the content (April 2014)	Municipality of Thessaloniki
		Newsletter: <ul style="list-style-type: none"> - Comments on the 1st Newsletter - Finalization and distribution 	KTU



Day	Time	Activity	Involved Partners
		among partners and stakeholders - media - Content of the 2 nd Newsletter (April 2014)	
		Press Releases: All partners should send the already published Press Releases to the Applicant Programming of the next Press Releases Target: 10 press releases / partner	All
		Leaflet: Discussion about the content of the Leaflet (May 2014 should be distributed)	KTU - All
		Scientific Articles Target: 2 articles – 1 st on June 2014	KTU – Yerevan University – Union “Science and Energetics”
		Networking Activities	All
	13:30 – 15:00	Lunch	
	15:00 – 17:00	Group of Activities 4	Moderator: Municipality of Thessaloniki
		Partners Representatives: Steering Committee and Scientific Committee (contact details)	All
		Approval of the kick off Meeting Minutes – Discussion and Voting	All
		Reporting – Discussion	All
		Steering Committee Rules – Presentation of the 1 st Draft	Municipality of Thessaloniki
		Presentation of the existing situation of the Action Plan of the project and budget absorption	Municipality of Thessaloniki All
		Modification of the budget and time extension	All
		Definition of the date of the next SC meeting and Workshop	All
	17:00 – 17:15	Conclusion of the meeting	Municipality of Thessaloniki

2. Venue of the Meeting

The 1st Steering Committee of the ICME project took place in the premises of the Union of Science and Energetics in University of Tbilisi.



3. Participants

The participants of the 1st Steering Committee Meeting of the ICME project are listed below:

No.	Name	Organization
1	Arestak Sarukhanyan	Yerevan State University of Architecture and Construction
2	Pasger Bolgan	Yerevan State University of Architecture and Construction
3	Armen Sedrakyan	Yerevan State University of Architecture and Construction
4	Polykarpos Karkavitsas	Municipality of Thessaloniki
5	Voula Tzoumaka	Municipality of Thessaloniki
6	Chrysostomos Kalogirou	Municipality of Thessaloniki
7	Kadir Seyhan	Karadeniz Technical University
8	Ercan Kose	Karadeniz Technical University
9	Shalva Gagoshidze	Union of Science and Energetics
10	Merab Lordkipanidze	Union of Science and Energetics
11	Elizbor Khatiashvili	Hydrosphere

In Annex 6.3 the scanned version of the participant list is provided.

4. Contents of the Meeting

Mr. Merab Lordkipanidze the legal representative of the Georgian partner “Union of Science and Energetics” welcomed all the partners in the premises of the Union. In his welcome speech he mentioned that after almost 8 months and a half, the partners meet again each other. During the kick off meeting all the partners had already mentioned the problems of some administrative issues and they had scheduled to organize the 1st Steering Committee in February. It seems that most of the problems have been overcome and the Union of Science and Energetics organized the 1st meeting, in which amongst other administrative issues, the budget modification was due to be discussed.

After that all the partners presented him/herself. Mr. Kalogirou Chrysostomos thanked the Union of Science and Energetics and introduced the project team on behalf of Thessaloniki. Mr. Kadir Seyhan mentioned that he was very happy to see all the partners again and he introduced his colleague, who will be responsible for the modelling of the activities under GA1. Mr. Arestak Sarukhanyan highlighted the fact that he was very happy to meet all the partners and some of them for the first time, because he could not attend the kick off meeting. He was very ambitious and he believed that through this cooperation the project’s results would be very useful for the scientific society.

According to the Agenda of the meeting each partner had 15 minutes to present the current situation of the activities under GA1 and GA2. Before the presentations, the project manager, Mr. Polykarpos Karkavitsas informed all the partners that one of the duties of the project is to create a DVD with the project’s outcomes and results. So, he mentioned all partners to start collecting photos and video data from their activities in their laboratories and in the field, so as to be used at the end of the project. During the next meeting a more detailed plan of this activity will be presented to all partners.

As far as the GA1 and GA2 is concerned Mr. Polykarpos Karkavitsas presented the case of the Municipality of Thessaloniki. He explained that the delays of the advanced payment caused some delays in the starting date of the project. Additionally, the existence of troika in Greece increases the bureaucracy so much that the tender for the project manager, the driving force of the project, was delayed for over 4 months. The project manager will prepare the tender for the implementation of the GA 1 and GA2. Mr. Kalogirou explained that the Municipality of Thessaloniki is not a University, but a local authority, so there is a lack of ability to implement the activities by their own means. So, the tender will be announced in the mid of April 2014 and the contract will be signed during June 2014.

Mr. Kadir Seyhan presented the case in Trabzon area. He highlighted that all the necessary equipment had already been purchased and they waited for the 1st SC in order to continue with the other two tenders about the modelling and the collection of data. The contracts will be ready during June 2014. However, they have already



collected data for 4 months. The sampling strategy was oriented together with the Georgian and Armenian partners during two meetings in Batumi and Borgomi.

Mr. Merab Lordkipanidze mentioned that the activities are running according to time schedule. The sampling strategy has already been identified, the data was collected and the activities for the modelling were subcontracted.

Finally, Mr. Arestak Sarukhanyan highlighted the work that Armenian partner implemented for the Poti Port. There was no need to acquire equipment. They help the Georgian partners to collect data and they mainly made focus on the constructions that should be made in order to prohibit the sediments from rivers to the sea bay.

After the coffee break, the Communication Plan that was prepared by the Municipality of Thessaloniki and the Karadeniz Technical University of Trabzon was presented by the project Manager and finally approved by all partners. Additionally, a detailed discussion about the project's templates (that were approved by all partners), website, newsletter, press releases, leaflet, scientific articles and networking activities took place.

At the final session, partners identified the members of the Steering Committee and the Scientific Committee (Annex 6.4). The Steering Committee Internal Rules were presented by the project manager and approved by all partners. The project manager presented as well the existing situation of the time plan and the activities and finally a discussion about the budget modification and time extension took place among all partners.

The next SC meeting will take place in Trabzon in parallel with two workshops and the most possible date will be during October 2014. The exact date will be discussed via email among partners.



5. Outcomes of the Meeting

The outcomes of the meeting are:

A. Tender of GA 1 and GA2

The tender will be announced in mid April 2014 in Thessaloniki and Trabzon and the contract will be signed during June 2014. In other countries the activities are according to time schedule.

B. Communication Plan

The communication plan was approved by all partners. The inputs will be added till 28 March 2014. The slogan of the project that agreed during the meeting is "Clean Ports...Open Doors". The mailing list for the communication plan will be sent to the project manager till 28 March 2014.

C. Logo

Logo has already been prepared by KTU and presented during the kick off meeting. Partners asked to modify it a little bit and to make bigger the flags of the countries and the acronym of the project.

D. Templates

The templates presented by the project manager and were prepared by the Municipality of Thessaloniki. The comments of the partners will be circulated till 28 March 2014.

E. Website

Partners should send a small description of their institution, the link of the website of their institution and their logo. KTU should send the logo of the project in high resolution. The first version of the website will be available till 15 April 2014. Partners also mentioned to have blue colour and a wave theme.

F. Newsletter

KTU should circulate the newsletters (1st and 2nd) and partners should send their comments as soon as possible. The newsletters will be distributed to the mailing lists that partners will prepare till 10 April 2014.

G. Press Releases

All partners should disseminate 10 press releases each and send the article to the Beneficiary.



H. Leaflet

All partners should send material to KTU till end of March 2014. The final version of it will be ready till end of April 2014.

I. Scientific Articles

Yerevan State University has already prepared two scientific articles. Partners should prepare these articles according to the approved application form.

J. Networking Activities

Partners should start thinking about the networking activities. Municipality of Thessaloniki mentioned a MED project with the acronym MEDSEATIES. Additionally, Science and Energetics wishes to participate in some conferences in Europe. The Project Manager mentioned that the partners should take care to participate in conferences with similar topic of the ICME project. Finally, KTU informed partners about some networking activities that may take place with other Black Sea projects.

K. Steering and Scientific Committee

In Annex 6.4 was presented the members of the Steering Committee and the Scientific Committee.

L. kick off Meeting Minutes

Partners mentioned some comments for the Minutes of the kick off Meeting that will be included by the project manager till 28 March 2014.

M. Steering Committee Rules

Were approved by all partners. Project Manager will include the members of the Steering Committee and Scientific Committee till the end of March 2014.

N. Budget Modification and Time Extension.

Turkish partner needs no modification for the time being. However, ENPI partners need to modify their budget and the Municipality of Thessaloniki to modify the duration of the project as well. Georgian and Armenian partners need slight modification to their budget and they will send their modifications to the project manager at the beginning of April 2014. Municipality of Thessaloniki, due to the new situation that exists after the appearance of troika in Greece, cannot hire staff to implement the activities that described in the application form. The situation was different when the project was submitted by the Beneficiary, so that's why there was staff for the Municipality of Thessaloniki. So, the budget under budget line staff needs to be transferred to budget line external expertise. This is the budget


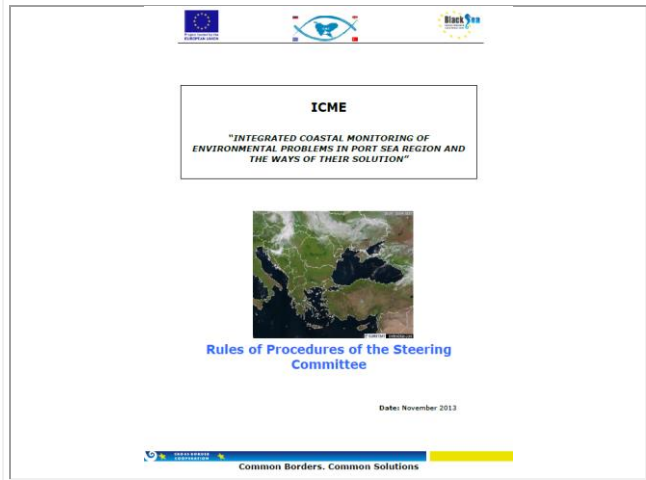


modification needed by the Municipality of Thessaloniki. As far as the time extension, the Municipality of Thessaloniki will ask for a time extension of 8 more months, because, due to the delays of the signing of the contract for the implementation of GA1 and GA2, the sampling period will be reduced to 10 months. There was a scientific explanation that will be submitted to the request of modification to the managing authority, that the results of the project will remain the same.

After a discussion among partners, they all agreed to ask for budget modification and time extension. The request will be prepared by the project manager and will be sent to the managing authority by the end of April 2014.

6. Annexes

6.1 Presentations of the Meeting

 <p>The image shows the cover of a presentation titled "COMMUNICATION PLAN". At the top, there are logos for the European Union, the ICME project (with the slogan "Clean Ports. Open the Doors"), and the Black Sea Maritime Cluster. The main text reads: "ICME" followed by "INTEGRATED COASTAL MONITORING OF ENVIRONMENTAL PROBLEMS IN PORT SEA REGION AND THE WAYS OF THEIR SOLUTION". Below this is a map of the Black Sea region. The title "COMMUNICATION PLAN" is centered below the map. At the bottom, it says "Date: 1 September 2013" and "Common Borders. Common Solutions" with a yellow bar.</p>	<p>Communication Plan</p>
 <p>The image shows the cover of a presentation titled "Rules of Procedures of the Steering Committee". It features the same logos and text as the Communication Plan cover. The map shows the Black Sea region. The title "Rules of Procedures of the Steering Committee" is centered below the map. At the bottom, it says "Date: November 2013" and "Common Borders. Common Solutions" with a yellow bar.</p>	<p>Rules of Procedures of the Steering Committee</p>

All the material of the SC meeting is available in electronic format.

6.2 Photos of the Meeting



The Project Team of the Municipality of Thessaloniki, Mr. C. Kalogirou and Ms.Voula Tzoumaka with the Project Manager Mr. P. Karkavitsas



The Project Team of Yerevan State University, Mr.Arestak Sarukhanyan and Mr.Pargev Balgan



Mr.Armen Sedrakyan and Mr.Pargev Balgan from Yerevan State University



Georgian and Turkish project team. From the left to the right, Mr.Shalva Gagoshidze, Ms Elena (translator) and Prof. Merab Lordkipanidze from Union of Science and Energetics, Mr.Kadir Seyhan and Mr.Ercan Kose from KTU and Mr. Elizbor Khatiashvili from Hydrosphere



Presentation of the Communication Plan by the Project Manager





A photo during the coffee break

6.3 Participants of the Meeting



ATTENDANCE REGISTER

1st Steering Committee Meeting

No.	Name	Organization	Email address	Signature
Tbilisi, 19 March 2014				
1	Arestov Sarukhanyan	Yerevan State Univ. of Architecture and Construction	arestov@ysuac.am	
2	Pargur Boljjan	Yerevan State University of Archt. and Const. Eng.	Boljjan_1951@ygu.am	
3	Armen Sedrahyan	Yerevan State University of Archt. and Const. Eng.	sedrahyan@gmail.com	
4	Polykarpou Karkavitza	Municipality of Thessaloniki	polykarpou.karkavitza@tessaloniki.gr	
5	Voula Tzoumaka	>>	v.tzoumaka@tessaloniki.gr	
6	Kadir SEYHAN	KARADENIZ TECHN. UNIV.	ksayhan.mbz@gmail.com	
7	Shalva Gagoshidze	Science and Energy Res.	sh.gagoshidze@gmail.com	
8	CHRISTOS PANAKOLPITAN	CITY OF THESSALONIKI	c.panakolpitan@tessaloniki.gr	
9	Ercan KÖSE	Karadeniz Technical Univ.	ekos@ktu.edu.tr	





No.	Name	Organization	Email address	Signature
Tbilisi, 19 March 2014				
10	Merab Lordkipanidze	Science and Energetics	Tami@dsl.ge	
11	Elizber Khatrashvili	Hydrosphere		
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6.4 Members of the Steering Committee and Scientific Committee




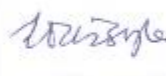



Steering Committee Members

No.	Name	Organization	Email address	Signature
1	KONSTANTINOS ZERVAS	MUNICIPALITY of THESSALONIKI	c.kalogirou@thessaloniki.gr	
2	CHRISTOPHOS KALOITOU	MUNICIPALITY of THESSALONIKI	c.kalogirou@thessaloniki.gr	
3	Sarukhanyan Arshak	Yerevan State University Architecture and Construction	sarukhanyan@YSUAC.am	
4	Sedrakyan Armen	Yerevan State University Architecture and Construction		
5	Kadir Seyhan	Kadir Tekin University	kseyhan1982@gmail.com	
6	Coşkun Eröz	II	II	?
7	Mecab Lordkipanidze Shalva Gogoshidze	Union science and genetics	lami@dse.ge	
8		II - II	sh.gogoshidze@gmail.com	



Scientific Committee Members

No.	Name	Organization	Email address	Signature
1	Paraskeri Tzoumaka	Municipality of Thessaloniki	ptzoumaka@thessaloniki.gr	
2	Apostolos Kelesis	"	a.kelesis@thessaloniki.gr	
3	Maximos Petrakakis	"	m.petrakakis@thessaloniki.gr	
4	Balgyan Pargjev	Yerevan University Architecture and Construction	balgyan-1951@list.ru	
5	Seruchyan Arman	" — "		
6	Seruchyan Arman	Yerevan State University Architecture and Construction	a.Seruchyan@YSUAC.am	
7	Kadir Seyhan	Karadeniz Technical University	kseyhan.1962@gmail.com	
8	Coskun Eruz	"	"	
9	Yahya Terzi	"	"	
10	Koray Özşeler	"	"	
11	Shalva Gagoshidze	Union "Science and Energetics"	sh.gagoshidze@gmail.com	
12	✓			

