



Deliverable Report

Deliverable No:	D1.1	Delivery Month:	2	
Deliverable Title	Kickoff meeting			
WP No:	1	WP Lead beneficiary:	P1. HCMR	
WP Title:	Project Management			
Task No:	1.1	Task Lead beneficiary:	P1. HCMR	
Task Title:	Kickoff meeting			
Other beneficiaries:	P2. FCPCT	P3. IRTA	P4. IOLR	P5. UNIABDN
P6. DLO	P7. IMR	P8. IEO	P9. UL	P10. TU/e
P11. AU	P12. APROMAR	P13. UNIBA	P14. IFREMER	P15. ULL
P16. FUNDP	P17. NIFES	P18. CTAQUA	P19. CMRM	P20. SARC
P21. DTU	P22. SWH	P23. ARGO	P24. ITICAL	P25. DOR
P26. GEI	P27. FORKYS	P28. CANEXMAR	P29. ASIALOR	P30. CULMAREX
P31. IRIDA	P32. MC2	P33. FGM	P34. BVFi	P35. MASZ
P36. ANFACO	P37. EUFIC	P38. HRH		
Status:	Delivered		Expected month:	

Lead Scientist preparing the Deliverable: Mylonas, C.C. (HCMR),

Other Scientists participating: Duncan, N. (IRTA), L. Robaina (FCPCT), W. Koven (IOLR), N. Papandroulakis (HCMR), C. Secombes (UNIABDN), G. Tacken (DLO), R. Robles (CTAQUA)

Objective: The objectives include (a) review of the signed contract with the European Commission, (b) review of the Consortium Agreement (deliverable D.1.2 Consortium Agreement), (c) set up of administration and financial management procedures, and (d) planning and organizing the research activities for the project, with emphasis on those to be initiated during the 1st year, establishing, when necessary, procedures for sampling acquisition and sharing among Partners, and for exchange of scientific information.

Description: The Kickoff meeting was held at the Hellenic Center of Marine Research (P1. HCMR) in Heraklion, Crete, Greece on the 29 and 30 January 2014. The 2-day meeting was attended by 73 persons: 21 coming from the Project Coordinator's (PC) organization (HCMR) and 52 coming from the other 35 Partners. No representative was sent from three Beneficiaries (P20. SARC, P30. MAREMAR and P36. ANFACO). Beneficiaries SARC and ANFACO were unable to attend the meeting due to prior commitments that could not be changed, while Beneficiary MAREMAR has been removed from the consortium and will be substituted with another Beneficiary (CULMAREX) shortly. The Group Work Package (GWP) leader for Nutrition, Dr. Marisol Izquierdo did not attend the meeting and was represented by Dr Lidia Robaina from FCPCT.

Information regarding the meeting was uploaded continually on the project's web site to ensure that all participants had access to the most updated information. The Agenda (Table 1) was developed with assistance from GWP leaders and consisted of a common session for all participants during DAY 1, and 6 Workshop Sessions running in parallel (2 sessions at a time) during DAY 2. The DAY 1 session was mainly to address management and dissemination issues, as well as to give all beneficiaries an idea of the scientific work planned in DIVERSIFY. The DAY 2 workshops were organized according to Research Areas (GWP) with the objective of planning the work to be implemented in the various scientific WPs during the first year



of the project, and addressing issues of harmonization of protocols, exchange of visits and samples among beneficiaries.

Table 1. Agenda of the Kickoff meeting, taking place on the 28-29 January 2014, at HCMR, Crete Greece.



DIVERSIFY
7FP-KBBE-2013-603121
Meeting Agenda

DAY 1		HCMR Auditorium				
Start	End	break	Title	Details		
9.00	9.30		Welcoming from A. Magoulas	Meeting logistics, agenda	Presentations of participants	
9.30	10.00		Presentations of participants	Presentation of participants		
10.00	10.30		WP1 Management	Governing bodies, Annual meetings, interactions		
10.30	11.00		WP1 Management	Reporting, Participants Portal, Deliverables, Dissemination		
11.00	11.30	coffee				
11.30	12.00		WP1 Management	Financial issues, web site, communications, amendments		
12.00	12.30		WP1 Management	Consortium Agreement	COST	
12.30	13.00		WP31 Dissemination	Web site		
13.00	13.30	Lunch	Creta Aquarium			
13.30	14.00	Lunch	Creta Aquarium			
14.00	14.30		GWP presentations 2 Repro			
14.30	15.00		GWP presentations 3 Nutrition			
15.00	15.30		GWP presentations 4 Larvae			
15.30	16.00	coffee				
16.00	16.30		GWP presentations 5 Grow out			
16.30	17.00		GWP presentations 6 Health			
17.00	17.30		GWP presentations 7 Socio			
17.30	18.00		Wrap up	Agenda for next day	Room allocations	
20.00			Dinner at Parasies Restaurant			
DAY 2		Conference rooms				
Start	End	break	ROOM 1	ROOM 2	Library	
9.00	9.30		GWP 4 Larva I husbandry	GWP 7 Socioeco		
9.30	10.00		GWP 4 Larva I husbandry	GWP 7 Socioeco		
10.00	10.30		GWP 4 Larva I husbandry	GWP 7 Socioeco		
10.30	11.00		GWP 4 Larva I husbandry	GWP 7 Socioeco		
11.00	11.30	coffee				
11.30	12.00		GWP 3 Nutrition	GWP 2 Repro & Genetics		
12.00	12.30		GWP 3 Nutrition	GWP 2 Repro & Genetics		
12.30	13.00		GWP 3 Nutrition	GWP 2 Repro & Genetics	Available for any group to have a meeting	
13.00	13.30		GWP 3 Nutrition	GWP 2 Repro & Genetics		
13.30	14.00	Lunch	Creta Aquarium			
14.00	14.30	Lunch	Creta Aquarium			
14.30	15.00	Lunch	Creta Aquarium			
15.00	15.30		GWP 5 Grow out Husbandry	GWP 6 Fish health		
15.30	16.00		GWP 5 Grow out Husbandry	GWP 6 Fish health		
16.00	16.30		GWP 5 Grow out Husbandry	GWP 6 Fish health		
16.30	17.00		GWP 5 Grow out Husbandry	GWP 6 Fish health		
17.00	17.30	coffee				
17.30	18.00		Wrap up in Auditorium	Wrap up in Auditorium		

DAY 1 – Morning

The morning session started with an introduction by Dr Antonios Magoulas who is the director of the Institute of Marine Biology, Biotechnology and Aquaculture (IMBBC), which is the participating institute of the Hellenic Center of Marine Research (HCMR) in DIVERSIFY. Dr Magoulas welcomed the participants



to the kickoff meeting and gave a brief introduction into the history of the organization and the current activities of the institute.

The brief welcoming of IMBBC's director was followed by a personal introduction of all participating scientists in the meeting (Name, organization they represent and scientific expertise), many of whom met each other at the very first time.

The next 2.5 hours were dedicated to presentations by the PC, Dr. C.C. Mylonas relating to WP 1 Project management (Figure 1), including a description of the governing bodies, the structure of the Annual Coordination Meetings, Reporting, the use of the Participants Portal, Financial reporting, the use of the DIVERSIFY's web site INTRANET facilities, instructions on publications and communications, and approval of a few amendments that need to be made in the DOW.

KBBE-2013-07-GA 603121 DIVERSIFY

- Agenda and logistics
- Presentation of participants
- WP1 Project management
 - Governing bodies (Mgmt team, Steering Committee, GWP leaders, etc.)
 - Annual coordination meetings
 - Interactions with other projects
- Reporting (Mo 12, 30, 48 and 60)
 - Participants Portal
 - Deliverables
 - Dissemination actions
- Financial issues
- Web site – intranet
- Communications
- Scientific presentations
- Amendments to DOW

2

Figure 1. Table of Contents of the Project Coordinator's presentation on WP1 Project management.

During this WP1 Project management session, there was a presentation of the appointment process and role of each governing body, and the responsibilities each one will have during the implementation of the project. Special emphasis was given in the area of allocating responsibilities and developing flow-of-information structures for reporting (Deliverables, Dissemination actions and Annual reports), in an effort to streamline the process as much as possible and in anticipating potential delays. The objective is to (a) minimize delays in the production of the project's deliverables and reports and (b) to harmonize the style and content of the reporting documents among all participants. Achieving these two objectives will ensure easy evaluation of



the project's implementation and progress by both the Scientific Officer from DG-RTD, and the external reviewer(s) during the mid-term and final evaluation of the project.


All participants agreed to respond to information request by the PC within the indicated deadlines, in order to avoid repetitive emails and delays in decision-making, implementation of tasks and reporting.

The GWP agreed to record and produce minutes for the DAY 2 Workshop Sessions, which would be incorporated to the minutes that the PC would prepare for the common sessions of the General Assembly. The minutes would be sent for approval to all beneficiaries and participating scientists for approval, before being available to the DG RTD Scientific Officer of DIVERSIFY.

The WP 1 Project management session finished with a presentation and a brief discussion of the Consortium Agreement (CA), which had already been circulated among beneficiaries in the previous weeks, and many had the chance to make their modifications/additions to the basic draft (Figure 2). It was agreed that the second version of the CA that included the modifications of the beneficiaries would be circulated once more for final approval, before producing a pdf file and sending it for signatures by the Legal representatives of each beneficiary. This second version of the CA has been sent to the Beneficiaries for final approval on the 4th of February 2014, and it is expected to be ready for signatures before the end of February 2014.

DIVERSIFY

Consortium Agreement



Project full title:	Enhancing the European aquaculture production by removing production bottlenecks of emerging species, producing new products and accessing new markets.
Project acronym:	DIVERSIFY
Grant Agreement Identifier:	FP7-KBBE-2013-7 single stage
Grant Agreement number:	603121
Type of funding scheme:	Collaborative Project, Large-scale integrating project targeted to SMEs

Figure 2. The first draft of the Consortium Agreement of DIVERSIFY, sent for consultation to the beneficiaries 2 weeks prior to the kickoff meeting. A second version is currently (4th February 2014) under final evaluation and approval.



Then Dr Neil Duncan (P3, IRTA) gave a brief presentation on the proposal to submit a COST action to support the research activities of DIVERSIFY (Fig. 3). The objectives of this COST action would be (a) to link as many researchers and stakeholders as possible in the area of species and product diversification in aquaculture and (b) to support the activities of DIVERSIFY in organizing meetings, supporting Short-Term Scientific Missions (STSM) among beneficiaries and the exchange of students and research personnel. The proposal for this COST action will be submitted in the Spring of 2014.



Figure 3. A proposal was presented to the consortium to submit a COST Action to support the research activities of DIVERSIFY.

The morning session of DAY 1 concluded with a presentation of WP31 Dissemination, by the Lead Beneficiary Dr. Rocio Robles of CTAQUA. Dr. Robles presented the dissemination strategy and objective of DIVERSIFY, which included dissemination of knowledge to the scientific community, promotion of implementation of the developed husbandry methods, enhance awareness of the actions of DIVERSIFY by the public and the food sector, and promote investment to the industry through the release of feasibility studies produced in the Socioeconomics WPs. There was also a brief presentation of the multitude of dissemination activities planned throughout the 5 years of the project.



Figure 3. Table of Contents of the presentation of WP31 Dissemination by Dr. Rocio Robles of CTAQUA.

DAY 1 – Afternoon

In the afternoon of DAY 1, each Group WP leader gave a 15-20 min summary presentation of the work to be implemented throughout the 5 years of DIVERSIFY, under each Research Area, which includes Reproduction & Genetics (Neil Duncan, IRTA), Nutrition (Lidia Robaina, FCPCT), Larval Husbandry (Bill Koven, IOLR), Grow out Husbandry (Nikos Papandroulakis, HCMR), Fish Health (Chris Secombes, UNIABDN) and Socioeconomics (Gemma Tacke, DLO/LEI). The presentations were an excellent opportunity for beneficiaries to become better aware of the whole of activities planned in the DIVERSIFY, since many beneficiaries are involved only in some (or even only one) of the selected fish species, and/or in some of the Research Areas of DIVERSIFY.

After these presentations, the WP31 Dissemination Lead Beneficiary presented some of the new beneficiaries that joined the consortium during the negotiations phase, which includes professional associations such as P33. FGM (Greece), P34. BFVi (Germany), P35. MASZ (Hungary), P36. ANFACO (Spain) and the consumer NGO P37. EUFIC (Belgium).

There was also a presentation of the project's web site, which was launched already during Mo 1, and is currently under construction with continual inclusions of new material. The web site contains information according to the species studied in DIVERSIFY as well as according to the scientific disciplines (Research Area). At the time of the kickoff meeting, the web site is hosted at diversify-eu.weebly.com (which is the platform for the development of the site), and will be moved to www.diversifyfish.eu shortly.

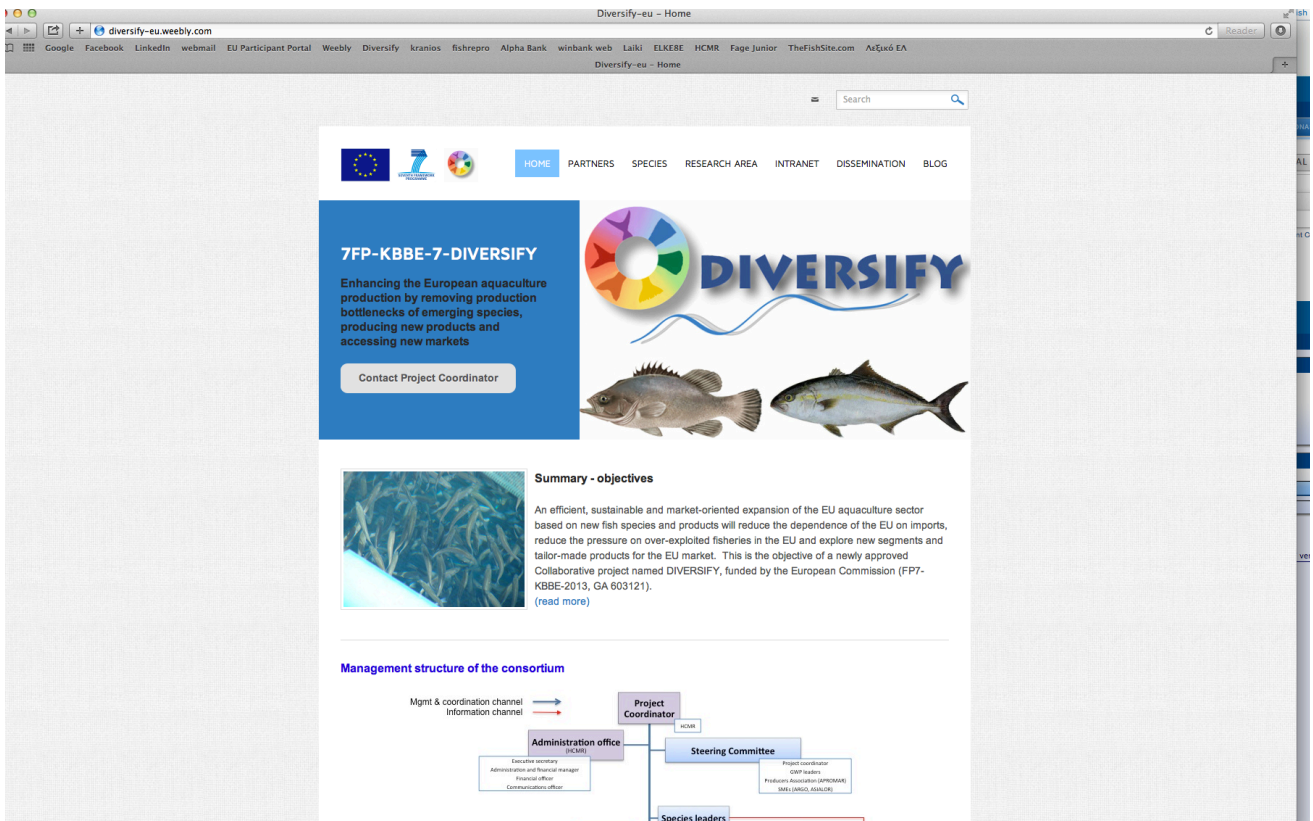


Figure 4. The web site of DIVERSIFY has already been launched and is currently being uploaded with the necessary information. The INTRANET section is already complete and functional. Hosting will be moved shortly to the www.diversifyfish.eu domain.

DAY 2 – Workshop Sessions

During the second day of the meeting, six (6) Workshop Sessions running in parallel (2 sessions at a time) were organized according to Research Areas (GWP) with the objective of planning the work to be implemented in the various scientific WPs during the first year of the project, and addressing issues of harmonization of protocols, exchange of visits and samples among beneficiaries (Fig. 5).





Figure 5. Attendance of the Workshop Sessions running in parallel ranged between 18 -28 scientists, depending on the Research Area.

An attempt was made to plan the sessions in a way that would minimize the potential time conflict for most Beneficiaries. This was also achieved by the participation to the kickoff meeting of more than one scientist from some of the beneficiaries that are involved in many GWPs. Each GWP leader was responsible for producing the minutes of the session, which were circulated among the participants for approval, before being submitted to the PC for compilation of the kick off minutes, which will be sent to the Beneficiaries for approval.

The DAY 2 meeting was concluded with a brief assembly of all participants, in order to hear a brief report of each GWP leader on the major outcomes of the six sessions, in a way of keeping all aware of the actions of the consortium. The participants were also informed that the presentations from DAY 1 were already uploaded on the projects web site (INTRANET) and were available for their review.

Deviations: The kickoff meeting took place in the second month of the project (January 2014) instead of the proposed 1st month, due to the fact that the starting date came “surprisingly” early after the submission of the GA and the fact that it was December, the last month of the fiscal year and the Christmas holidays. Since the original expectation during the proposal and negotiations phase was that DIVERSIFY would start in January 2014, this 1 month “delay” does not affect the original planning for the implementation of the research activities of the project.



Figure 6. A group photo of the participants was taken at the conclusion of DAY 2. Unfortunately, some participants had to take a flight back to their countries, so the group is smaller than on DAY 1.