

**VALMER Project Management Committee Meeting**

**19th October 2012, Plymouth University**

**Chair: Steve Fletcher**

|  |  |
| --- | --- |
| **Attending** | **Apologies** |
| Steve Fletcher (SF) | Eric Thiebaut (ET) |
| Gill Glegg (GG) |  |
| Ness Smith (NS) |  |
| Manon Le Tual (MLeT) |  |
| Mike Alborough (MA) |  |
| Philippa Hoskin (PH) |  |
| Ken Buchan (KB) |  |
| Alex Potter (AP) |  |
| Manuelle Phillipe (MP) |  |
| Remi Mongruel (RM) |  |
| Ronan Pasco (RP) |  |
| Mahé Charles (MC) |  |
| Wendy Dodds (WD) |  |
| Aidan Winder (AW) |  |
| Denis Bailly (DB) |  |
| Dan Lear (DL) |  |
| Juliette Herry (JH) |  |
| Karine Dedieu (KD) |  |
| Harold Levrel (HL) |  |
| Jess Haapkyla (translation) |  |

**Welcome**

* Steve welcomed everyone to the first official PMC meeting

**Membership**

* It was agreed that membership of the PMC would consist of a senior representative from each partner, and a deputy who was able to attend should they be unavailable. It was agreed that members can be co-opted onto the PMC if necessary – e.g. external experts. It was agreed that all information would also be sent to deputy PMC member for each partner.

**Terms of Reference**

* The ToR was generally approved. It was suggested that wording be changed to clarify that seven partners would constitute a quorum.
* It was agreed the Project Manager will send a quarterly progress report to partners
* It was requested that the Normandy case study site be changed to Normandy & Brittany
* KB asked if a summary of the key outcomes and actions from the launch could be provided.

**Action**: The management team will collect minutes and notes and compile them in a report of the launch meeting.

* The partners thanked the management team for organising the launch meeting

**Finance**

* Due to delays within the Presage system, and several partners choosing not to claim for preparation costs, there will be an underspend for the first payment claim.
* All partners who wish to claim were urged to enter their expenditure asap.
* Budget
* The French MPA agency will have to change budget lines from early next year, but this will probably be a minor change
* Dorset County Council will switch their primary WP from 4 to 1 – this should also be a minor change and shouldn’t affect budget spend.

**Actions:** MLeT: Check that the JTS are OK with paying for external experts to attend workshops and meetings.

MLeT: Send copy of Interreg contract to all partners urgently

**Communication**

* It was agreed that the four logo designs were not suitable, and that the designer would be re-briefed
* Joint communication with PANACHE was discussed, particularly the positives and negatives of waiting to complete the VALMER website until PANACHE were ready to input. The possibilities of using an ‘off the shelf’ shared communication space for VALMER partners and using a holding page until then were explored.
* It was noted that it is important to set the final internet address right from the beginning (if we set up a temporary holding page for instance) so that there is no confusion afterwards
* MC suggested that the communication strategy should be more than a ‘box-ticking’ exercise for Interreg. We need to adapt it to targeted audiences, and make it more interesting. All agreed that the Communications Strategy should be developed as soon as possible.
* AW explained that leaflets were very useful to make their elected representative aware of a project. PH suggested we have a leaflet in plain language for lay audience, and a more technical e-newsletter that people can subscribe to.
* It was agreed that we would probably need two sets of leaflets – one for use at conferences etc. for academics and practitioners, and one for stakeholders.
* DL said we need to think about newsletters: internal, external, timescale, content, use of social media.
* It was suggested that the project management team should look at the ‘Sharepoint’ system, which is used by Local Authorities for telephone conferencing.
* Agreed that we need to survey what partners can access from their IT
* The next two PMC meeting dates were discussed, and it was agreed to ‘Doodle’ for a meeting in the second half of March 2013. The meeting after that will be w/c 7th October 2013.

**Actions:** Project team to Doodle for a three-day March 2013 meeting, checking on ferry schedules.

NS: Clarify the level of cooperation that the JTS expect between the two projects on communication.

Project team: re-brief logo designer.

MA: Explore suitable file-sharing sites and accessibility for all partners

* A VALMER calendar will be included within the project website once established, but in the meantime all meeting dates will be circulated to partners.
* SF asked the PMC if they were willing to volunteer to attend external meetings to represent the VALMER project, as there might be some requests from time to time. It was suggested to issue a standard Powerpoint presentation on the project, and it was agreed that a few ‘core’s slides would be provided to partners, once the logo is agreed on.

**Project Advisory Committee**

* Draft Terms of Reference were provided, and there was a discussion on the role of the PAC.
* Opinions included that it should be a ‘centre-ground’ committee, not just science focused, that it should have ‘a helpful, supportive influence’ and have ‘local management representation’.
* There was a suggestion that we use the Ecosystem Services Partnership as a mechanism to convene senior scientists.
* It was agreed that the PAC will advise the PMC, but that the PMC will be the ultimate decision maker.
* It was agreed that the project management team would look at other projects and produce suggestions for governance and membership.

**Action:** Project team to explore governance structure of the PAC.

**Update from Panache**

* The project will officially start in November. A project manager, Gérald Maanaerts, has been recruited and will start on November 5th.

**AOB**

* A concern was raised about the absence of representatives from the University of Pierre and Marie Curie, Roscoff at both the Rouen meeting and the project launch. NS said Eric Thiebaut had sent apologies for his absence, due to teaching commitments, and DB assured the group that they were engaging with the project, and were waiting for a second person to join their project team in Spring next year. They will be involved as information provider for study sites.