



European Maritime, Fisheries and Aquaculture Fund (EMFAF)

Periodic Report

Technical Report (Part A)

Technical Report (Part B)

Financial Report

Version 1.0
01 April 2022



IMPORTANT NOTICE**What is the Periodic Report?**

The Periodic Report/Final Report is the pre-condition for receiving payments; it must be submitted through the EU Funding & Tenders Portal Grant Management System by the Coordinator within 60 days after the end of the reporting period.

The Report is divided into a technical and financial report.

The Technical Report consists of 2 parts:

- Part A contains structured tables with project information
- Part B is a narrative description of the work carried out during the reporting period.

Part A is generated by the IT system. It is based on the information which you enter into the Portal Continuous and Periodic Reporting modules.

Part B (+ annexes) must be uploaded on the Technical Report (Part B) screen. The templates to use are available there.

The Financial Report normally consists of:

- the individual financial statements (Annex 4 to the GA) for each Beneficiary
- a summary financial statement
- a detailed cost reporting table
- a certificate on the financial statements (CFS) (if threshold reached).

The Financial Report is generated by the IT system on the basis of the financial information entered into the Periodic Reporting module (and any other documents uploaded, e.g. CFS and detailed cost reporting table).

How to prepare and submit it?

The Periodic Report must be prepared by the consortium in the Continuous and Periodic Reporting modules and then be submitted by the Coordinator.

The Continuous Reporting module is always open and can be updated at any moment during the project (submit deliverables, report on milestones, etc.). It automatically feeds Part A of the Periodic Report.

The Periodic Reporting module is opened after the end of the reporting period. It allows you to:

- download and upload the Part B of the Technical Report (upload only by the Coordinator)
- complete their financial statements on-line (each Beneficiary for themselves and their Affiliated Entities)
- consolidate the individual financial statements into a summary financial statement (Coordinator)
- upload the detailed cost reporting table (each Beneficiary)
- submit the Periodic Report (Coordinator).

Make sure that all the information in the Continuous Reporting module is updated *before* 'locking the periodic report for review'. Updates entered after this step will be included in the Periodic Report of the following period (if any).

This document is tagged. Be careful not to delete the tags; they are needed for the processing.

TECHNICAL REPORT (PART A)**COVER PAGE**

Part A of the Technical Report must be completed directly on the Portal Continuous Reporting screens.

PROJECT	
Project number:	101086714
Project acronym:	SIOFA-SC8
Project name:	Support for the 8th meeting of the Southern Indian Ocean Fisheries agreement Scientific Committee in Canary Islands (SIOFA-SC8)
Call:	EMFAF-2022-VC-SIOFA1-IBA
Topic:	[topic ID]
Type of action:	[ToA ID]
Service:	CINEA
Project starting date:	01/08/2022
Project duration:	10

REPORTING PERIOD	
Period covered:	from 01/08/2022 to 30/04/2023
Reporting period number:	Final
Periodic report date and version:	08/05/2023, version No 1.0

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PROJECT SUMMARY

Project summary

Continuous Reporting (Summary for publication screen) — Provide an overall description of your project.

This summary should give readers a clear idea of what the project is about.

It should be written as a stand-alone text to promote the project. It should be structured but descriptive and easy to read. Diagrams or photographs illustrating the work of the project can be included (but only as images).

Note: *We may publish this summary for publication/dissemination purposes. Use only diagrams and photographs for which you have the rights, avoid any references to information that is not publicly accessible and do not include any confidential information or personal data (e.g. names and addresses).*

Context and overall objectives

Describe the context and overall objectives of your project.

The Southern Indian Ocean Fisheries Agreement (SIOFA, <https://www.apsoi.org>) is an intergovernmental organisation established in 2012.

In accordance with Article 7 of the Southern Indian Ocean Fisheries Agreement (SIOFA), a Scientific Committee (SC) has been established, which acts as an advisory body to the Meeting of the Parties (MoP).

The SC is required to meet at least once a year, unless otherwise decided by the SIOFA MoP.

The objective of this project was to support science-based decision-making in SIOFA, notably by supporting the organisation of meetings of the Scientific Committee and ad-hoc workshops on dedicated topics.

The main objectives and priorities of this action were:

1. The organisation of a 2-day joint Meeting of the Parties-Scientific Committee (MoP-SC) Workshop in a hybrid format (in-person/virtual)
2. The organisation of a 2-day workshop on deepwater sharks, to be organized in a hybrid format (in-person/virtual)
3. The organisation of the 8th SC meeting, in a hybrid format (in-person/virtual)

The meetings were held at the premises of the the Headquarters of the Spanish Institute of Oceanography (IEO) in Tenerife, Canary Islands, Spain.

Work performed and main achievements

Describe the activities performed and the main achievements. For the Final Report, include the outcomes of the action.

This project covered the organization of international hybrid (in-person/virtual) meetings to advance the work of the SIOFA SC.

The staff of the SIOFA Secretariat organized and ran the meetings.

However, the SIOFA Secretariat also contracted outside resources for this project. In particular, the assistance of an event organizer was enlisted to aid with local logistics. The rental of virtual meeting equipment, the catering, the local transport for participants, as well as a meeting package and two meeting side-events, were all supported through this project.

The project additionally supported the work, accommodation and travel costs of a professional rapporteur and experts that supported the meetings.

The project was crucial in supporting the successful organization of the three meetings (two workshops and the 8th SIOFA SC Meeting) for a total of 12 meeting days.

A total of 22 participants travelled to attend these meetings in person.

A total of 37 participants attended these meetings through a virtual platform.

A total of 12 countries were officially represented at these meetings.

The main deliverables of this project were the publication of the 3 meeting reports, that are published on the [siofa.org](https://www.siofa.org) website and have been provided with this report.

The overall costs of the project were far less than estimated initially, mostly due to the lower-than-expected number of physical participants.

Results and impacts

Describe the results of the project (so far) and (actual and expected) impacts (on target groups, change, procedures, capacities, innovation, etc.). For the Final Report, include an overview of the results.

The main results of the projects were the running of three meetings:

1. A 2-day joint Meeting of the Parties-Scientific Committee (MoP-SC) Workshop in a hybrid format (in-person/virtual)
2. A 2-day workshop on deepwater sharks, to be organized in a hybrid format (in-person/virtual)
3. The 8th SIOFA SC meeting, in a hybrid format (in-person/virtual)

Each of these meetings produced a corresponding report, which was transmitted as a deliverable.

The reports of the SIOFA Scientific Committee annual meeting, and the Workshops preceding it, will be key pieces of information that is submitted to the 10th SIOFA Meeting of the Parties (i.e. the meeting where the SIOFA contracting parties consider matters pertaining to the implementation of the Agreement). As such, these results will have an impact on the workings of the SIOFA Agreement, specifically providing advice on the current and future work needed to inform policy decisions of the parties to the agreement.

These results are also expected to have a larger impact among the stakeholders of the Indian Ocean, and incidentally foster cooperation across institutions involved in marine sciences in the Region.

LIST OF PARTICIPANTS**PARTICIPANTS**

Latest Legal Data Beneficiaries screens — Overview of the consortium changes.

Partner No	Role	Short Name	Legal Name	Country	PIC	Entry date	Exit date
1	COO	SIOFA	Southern Indian Ocean Fisheries Agreement	France	888228031		

LIST OF DELIVERABLES

Deliverables

Continuous Reporting (Deliverables screen) — Add actual delivery dates (or new due date for late deliverables, together with an explanation for the delay). In the Comments, please indicate if the deliverable was achieved as planned or not.

The labels used mean:

Public — fully open (⚠ automatically posted online)

Sensitive — limited under the conditions of the Grant Agreement

EU classified — RESTREINT-UE/EU-RESTRICTED, CONFIDENTIEL-UE/EU-CONFIDENTIAL, SECRET-UE/EU-SECRET under Decision [2015/444](#). For items classified under other rules (e.g. national or international organisation), please select the equivalent EU classification level.

Deliverable No	Deliverable Name	Work package No	Lead Beneficiary	Type	Dissemination Level	Due Date	New Due Date (if delay)	Delivery Date (actual)	Status	Comments
D1	Final Project Report	WP1	SIOFA	R — Document, report	SEN — Sensitive	10		20/05/2023	Submitted	None

D2.1	Workshop on deepwater sharks final report	WP2	SIOFA	R — Document, report	PU — Public	10		12/04/2023	Approved	None
D2.1	Joint Meeting of the Parties-Scientific Committee (MoP-SC) Workshop final report	WP2	SIOFA	R — Document, report	PU — Public	10		12/04/2023	Approved	None

D3.1	SC8 final report	WP3	SIOFA	R — Document, report	PU — Public	10		12/04/2023	Approved	None
D3.2	Project Factsheet	WP3	SIOFA	R — Document, report	PU — Public	6		27/03/2023	Approved	Factsheet was published in December 2022 but only reported in March 2023

LIST OF MILESTONES

Milestones									
<i>Continuous Reporting (Milestones screen) — Update the status (and add new due date for late milestones). In the Comments, please indicate if the milestone was achieved as planned or add an explanation for the delay.</i>									
Milestone No	Milestone Name	Work Package No	Lead Beneficiary	Means of Verification	Due Date	New Due Date (if delay)	Delivery Date (actual)	Achieved	Comments

[number]	[name]	[WP number]	[beneficiary short name]	[means of verification as in Annex 1 GA]	[dd/mm/yyyy]	[dd/mm/yyyy]	[dd/mm/yyyy]	[YES] [NO]	[insert comment]
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LIST OF CRITICAL RISKS

Foreseen risks

Foreseen risks			
<i>The table shows the risks already listed in Annex 1 of the Grant Agreement (read-only).</i>			
Risk No	Description	Work Package No(s)	Proposed Mitigation Measures
1	Connection/equipment issues	2	Ensure appropriate bandwidth and equipment are available for the meeting, as well as technical support to troubleshoot problems on the fly
2	Venue issues (e.g. overbooking)	2	Book venue in advance to reduce risk of overbooking venue
3	Catering issues	2	Ensure that appropriate catering (including dietary and non-allergenic options) is provided at the meeting

Unforeseen risks

Unforeseen risks			
Risk No	Description	Work Package No(s)	Proposed Mitigation Measures
[unforeseen risk number]	[insert description]	[insert WP numbers]	[insert mitigation measure]

State of play

State of play				
<i>Continuous Reporting (Critical Risks screen) — Give the state of play of the risks that were identified in Annex 1 of the Grant Agreement (and new risks that materialised during project implementation) and add new mitigation measures, if needed.</i>				
Risk No	Reporting Period	Did you apply risk mitigation measures?	Did your risk materialise?	Comments
1	1	YES	NO	
2	1	YES	NO	There was an agreement for the venue with sufficient advance
3	1	YES	NO	

DISSEMINATION AND COMMUNICATION ACTIVITIES

Dissemination activities

Dissemination activities				
<i>Continuous Reporting (Dissemination screen) — List the dissemination activities carried out in the context of the project. Include dissemination activities mentioned in the proposal and new ones.</i>				
Dissemination Activity Name	What?	Who?	Why?	Status
	Type of dissemination activity	Target audience <i>(Choose one or more items)</i>	<i>(max 200 characters)</i>	

[insert activity name]	[Conferences] [Education and training events] [Meetings] [Clustering activities] [Collaboration with EU-funded projects] [Other scientific collaboration] [Other]	[Industry, business partners] [Investors] [EU institutions] [Policy-makers and authorities, international] [Policy-makers and authorities, national] [Policy-makers and authorities, regional or local] [Civil society, national, regional or local] [Public] [Standardization bodies] [Scientists] [Innovators] [Specific end-user communities] [Education/training organization/learners] [Other]	[insert description of the objective(s) with reference to a specific project output]	[Delivered] [Cancelled] [Postponed] [Ongoing]
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Communication activities

Communication activities					
<i>Continuous Reporting (Communication screen) — List the communication activities carried out in the context of the project.</i>					
Communication Activity Name	Description	Who? Target audience <i>(Choose one or more items)</i>	How? Communication channel <i>(Choose one or more items)</i>	Outcome	Status
[insert communication name]	[insert description of implemented communication activity]	[Industry, business partners] [Innovators] [Investors] [EU institutions] [National authorities] [Regional authorities]	[Website] [Social media] [Print materials (brochure, leaflet, posters, stickers, banners etc)] [Press release] [Media article]	[insert key performance indicators]	[Delivered] [Cancelled] [Postponed] [Ongoing]

		[Local authorities] [Civil society] [Citizens] [Research communities] [Specific user communities (if applicable)] [International organization (UN body, OECD etc)]	[Newsletter] [Interview] [Video] [TV/Radio campaign] [Event (conference, meeting, workshop, internet debate, round table, group discussion etc)] [Exhibition]		
			[Other]		

EVENTS AND TRAININGS

Events and trainings (including workshops, conferences, etc.)										
Event No (continuous numbering linked to WP)	Participant	Description					Attendees			
		Name	Type	Area	Location	Duration (days)	Male	Female	Non-binary	Total
[number]	[name]	[name]	[insert type, e.g. training, workshop, conference, event, etc.]	[insert topics addressed, types of skills/knowledge acquired, etc.]	[city,country]	[number]	[number]	[number]	[number]	[number]
[number]	[name]	[name]	[insert type, e.g. training, workshop, conference, event, etc.]	[insert topics addressed, types of skills/knowledge acquired, etc.]	[city,country]	[number]	[number]	[number]	[number]	[number]

FINANCIAL SUPPORT TO THIRD PARTIES

TECHNICAL REPORT (PART B)**COVER PAGE**

Part B of the Technical Report must be downloaded from the Portal Technical Report (Part B)/Termination Report screen, completed and then assembled and re-uploaded as PDF on that screen.

PROJECT	
Project number:	101086714
Project name:	Support for the 8th meeting of the Southern Indian Ocean Fisheries agreement Scientific Committee in Canary Islands (SIOFA-SC8)
Project acronym:	SIOFA-SC8


REPORTING PERIOD	
 Please note that you must report on the entire reporting period.	
RP number:	Final
Duration:	from 01/08/2022 to 01/05/2023

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1. OVERVIEW OF THE PROGRESS


1.1 Summary of work performed and achievements, results and impacts

Work performed and main achievements

Short summary of progress towards the project objectives. Highlight significant activities and achievements. Provide clear and measurable details.

Analyse the outcome of the project (so far) and its (actual and expected) impact (on target groups, change, innovation etc.), including a description of the European dimension and added value. For the Final Report, include the conclusions of the action.

Report on objectives not fully achieved or not on schedule.

 *Do not simply cut and paste the project summary (filled in online on the Summary for Publication screen). Contrary to the summary, this section is for reporting to the EU and will not be published.*

This project covered the organization of international hybrid (in-person/virtual) meetings to advance the work of the SIOFA SC.

The staff of the SIOFA Secretariat organized and ran the meetings.

However, the SIOFA Secretariat also contracted outside resources for this project. In particular, the assistance of an event organizer was enlisted to aid with local logistics. The rental of virtual meeting equipment, the catering, the local transport for participants, as well as a meeting package and two meeting side-events, were all supported through this project.

The project additionally supported the work, accommodation and travel costs of a professional rapporteur and experts that supported the meetings.

The project was crucial in supporting the successful organization of the three meetings (two workshops and the 8th SIOFA SC Meeting) for a total of 12 meeting days.

A total of 22 participants travelled to attend these meetings in person.

A total of 37 participants attended these meetings through a virtual platform.

A total of 12 countries were officially represented at these meetings.

The main deliverables of this project were the publication of the 3 meeting reports, that are published on the siofa.org website and have been provided with this report.

The overall costs of the project were far less than estimated initially, mostly due to the lower-than-expected number of physical participants.

1.2 Consortium set-up

Participants

Report on changes in the consortium composition (including structural, legal or management changes, if any).

See Technical Report (Part A).

Consortium cooperation and division of roles (if applicable)

Report on changes in the way the participants work together (Beneficiaries, Affiliated Entities, Associated Partners, etc.).

Not applicable

1.3 Project teams, staff and experts**Project teams and staff**

Report and explain deviations from Annex 1 of the Grant Agreement regarding the organisation of staff or project teams. Provide CVs of key actors that had to be replaced (if required).

There were no deviations from Annex 1 of the Grant Agreement.

1.4 Consortium management and decision-making**Consortium management and decision-making (if applicable)**

Report on important changes in the management or decision-making mechanisms.

Not applicable

#§CON-SOR-CS§# #@PRJ-MGT-PM@#

1.5 Project management, quality assurance and monitoring and evaluation strategy**Project management, quality assurance and monitoring and evaluation strategy**

Report on changes to the overall project management concept, quality assurance and monitoring and evaluation strategy (if any).

No changes in project management.

1.6 Cost effectiveness and financial management**Cost effectiveness and financial management**

Inform about significant budget overruns or important changes in the financial management (if any).

The project considerably underspent its budget, mainly due to the meeting room being provided free of charge by the host institution, and to fewer participants at the meeting than initially forecasted. This greatly reduced venue, transport and catering costs initially foreseen.

Cost-effective management was ensured by setting up a flexible organization that could take into account any last-minute changes in attendance (e.g. last budget/quote adjustments were made one week prior to the meeting).

Part of the excess funds were used to organize an excursion for meeting participants, during a break of the meeting.

1.7 Risk management

Critical risks and risk management strategy

Report on the *state of play* concerning the risks and risk mitigation measures (if any).

See Technical Report (Part A).

1.8 Impact

Impact

Report on *changes* in your impact analysis/strategy (if any) and the effects on the project/need for adaptations.

The main results of the projects were the running of three meetings:

1. A 2-day joint Meeting of the Parties-Scientific Committee (MoP-SC) Workshop in a hybrid format (in-person/virtual)
2. A 2-day workshop on deepwater sharks, to be organized in a hybrid format (in-person/virtual)
3. The 8th SIOFA SC meeting, in a hybrid format (in-person/virtual)

Each of these meetings produced a corresponding report, which was transmitted as a deliverable.

The reports of the SIOFA Scientific Committee annual meeting, and the Workshops preceding it, will be key pieces of information that is submitted to the 10th SIOFA Meeting of the Parties (i.e. the meeting where the SIOFA contracting parties consider matters pertaining to the implementation of the Agreement). As such, these results will have an impact on the workings of the SIOFA Agreement, specifically providing advice on the current and future work needed to inform policy decisions of the parties to the agreement.

These results are also expected to have a larger impact among the stakeholders of the Indian Ocean, and incidentally foster cooperation across institutions involved in marine sciences in the Region.

1.9 Communication, dissemination and visibility

Communication, dissemination and visibility of funding

Report on the communication and dissemination activities undertaken (to whom, which format, how many, etc.).

Describe how the visibility of EU funding was ensured.

If you described your project on your website(s) and/or social media accounts, please provide the links.

SIOFA-SC8 communication activities addressed target groups as SIOFA scientists and policy makers.

The SIOFA web site contained a platform for information resources related to the meetings.

Additional communication (advertising) was also envisioned and budgeted for, through the creation of meeting gadgets (with the EU logo) to increase visibility.

The SIOFA Secretariat communicated regularly with SIOFA policy & scientific fora, presenting activities findings and results, and receiving feedback for optimized project implementation.

The final reports (including the SC report) were all published on the SIOFA website and contained recommendations to the SIOFA Scientific Committee and the Meeting of the Parties for further actions.

See also Technical Report (Part A).

1.10 Sustainability and continuation

Sustainability, long-term impact and continuation

Report on changes in your sustainability analysis/strategy (if any).

For the Final Report, describe the follow-up of the project after the end of the EU grant. How will the results be used or further developed. Describe the strategy to ensure sustainability of results and long-term impact. Comment on possible synergies/complementarities with other (EU funded) activities (if any).

Not applicable

1.11 Follow-up to EU recommendations

Follow-up to EU recommendations

Highlight corrective actions taken as a result of EU monitoring activities (including follow-up to EU project reviews, if any). List each recommendation/comment and explain how they have been followed up.

Not applicable

2. WORK PLAN, WORK PACKAGES, ACTIVITIES, RESOURCES AND TIMING

2.1 Work packages, activities, resources and timing

WORK PACKAGES

Work Package 1

Work Package 1: Project management and coordination			
Activities			
Report on the implementation status of the activities that were to be implemented during the reporting period and explain <u>deviations</u> from Annex 1 of the Grant Agreement. In case an activity was not implemented or a deliverable not produced, please explain why.			
Task No (continuous numbering linked to WP)	Task Name	Implemented? (Yes/No/Partially)	Justification (explain what was done and by whom; explain what was not done and why not; indicate how you intend to handle the situation and new timing; indicate if it was a one-off issue or how you intend to avoid similar issues in the future)
T1.1	Project management and coordination	YES	Project management was led by the SIOFA Science Officer, in coordination with the SIOFA Executive Secretary and the SIOFA Data Officer. Project management and coordination included liaising with the SIOFA Scientific Committee, the local hosting institution, the different service providers to obtain quotes, plan and execute the meetings in Tenerife, including the signature of contracts e.g., with experts or subcontractors.
Other issues <i>Mention and explain unexpected events and adjustments that had to be made. Explain impact on other tasks, available resources and planning/timing.</i>		No issues	
Milestones and deliverables (outputs/outcomes)			
See Technical Report (Part A).			

<p>Budget implementation — Use of resources (deviations) <i>(n/a for Additional Prefinancing Report)</i></p> <p>Explain <u>deviations</u> from the budget planning (i.e. differences between actual and planned use of resources, especially for personnel). Include explanations on transfers of cost categories in the estimated budget (if applicable) Don't forget to attach the detailed cost reporting table (if any).</p>	
<p>No deviations for this work package</p>	
<p>Other issues</p>	<p>No other issues</p>

Work Package 2

<p>Work Package 1: Project implementation</p>			
<p>Activities</p> <p>Report on the implementation status of the activities that were to be implemented during the reporting period and explain <u>deviations</u> from Annex 1 of the Grant Agreement. In case an activity was not implemented or a deliverable not produced, please explain why.</p>			
<p>Task No (continuous numbering linked to WP)</p>	<p>Task Name</p>	<p>Implemented? (Yes/No/Partially)</p>	<p>Justification (explain what was done and by whom; explain what was not done and why not; indicate how you intend to handle the situation and new timing; indicate if it was a one-off issue or how you intend to avoid similar issues in the future)</p>
<p>T2.1</p>	<p>Workshop on deepwater sharks in the SIOFA area.</p>	<p>YES</p>	<p>Project management was led by the SIOFA Science Officer, in coordination with the SIOFA Executive Secretary and the SIOFA Data Officer. Implementation involved planning of the workshop, production and publishing of meeting documents, management of participants and other work at the meeting itself.</p>
<p>T2.2</p>	<p>Joint Meeting of the Parties-Scientific Committee (MoP-SC) Workshop</p>	<p>YES</p>	<p>Project management was led by the SIOFA Science Officer, in coordination with the SIOFA Executive Secretary and the SIOFA Data Officer. Implementation involved planning of the workshop, production and publishing of meeting documents, management of participants and other work at the meeting itself.</p>
<p>T2.3</p>	<p>8th meeting of the SIOFA Scientific Committee</p>	<p>YES</p>	<p>Project management was led by the SIOFA Science Officer, in coordination with the SIOFA Executive Secretary and the SIOFA Data Officer. Implementation involved planning of the meeting, production and publishing of meeting documents, management of participants and other work at the meeting itself.</p>

<p>Other issues</p> <p><i>Mention and explain unexpected events and adjustments that had to be made. Explain impact on other tasks, available resources and planning/timing.</i></p>	<p>No other issues</p>
<p>Milestones and deliverables (outputs/outcomes)</p>	
<p>See Technical Report (Part A).</p>	

<p>Budget implementation — Use of resources (deviations) <i>(n/a for Additional Prefinancing Report)</i></p> <p><i>Explain <u>deviations</u> from the budget planning (i.e. differences between actual and planned use of resources, especially for personnel). Include explanations on transfers of cost categories in the estimated budget (if applicable) Don't forget to attach the detailed cost reporting table (if any).</i></p>	
<p>There were several deviations from the planned budget under this Work Package, within the Subcontracting costs (B) but also under Purchase costs (C). Here we briefly summarize these changes.</p> <p>Local meeting organizer – the contracted local meeting organizer had a lower fee than originally planned.</p> <p>Meeting Experts/Facilitators – the original budget planned for expert fees, accommodation and travel costs for a total of 4 experts/facilitators to be invited at the Workshops (2 for each Workshop). However, only one expert could be recruited for one of the Workshops, and he was unable to travel to the meeting venue. Therefore, in that case, the expert fees were slightly raised (to account for the extra work) and the travel and accommodation costs were not paid. Overall, the budget spent on facilitators was lower than initially foreseen.</p> <p>Venue – the budget planned to rent a meeting venue was not utilized, because the Spanish Oceanographical Institute kindly made its conference room available for the meetings at no extra costs. Overall, the budget initially foreseen for the venue was not used.</p> <p>Catering – catering was calculated on the basis of meeting participant attendance, which was foreseen for 40-50 participants. However, actual participation was much lower (i.e., 20 participants) thus reducing the actual incurred costs for this line. These changes in participation are hard to plan and foresee beyond what was done in this project (i.e. flexible quoting to avoid wasting resources), as cancellations of participation can come as late as the very day of the meeting. Overall, the budget spent on catering was much lower than initially foreseen.</p> <p>Meeting excursion – some of the funds that were available for the underspending of other budget lines were used to organize a meeting excursion on Sunday 19th March, during one of the breaks in the meetings. This cost was not originally budgeted.</p> <p>Overall, there was a significant underspending for this WP, but this did detract from the implementation of the action, which delivered on all the objectives.</p>	
<p>Other issues</p>	<p>No other issues</p>

Work Package 3

Work Package 1: Project dissemination			
Activities			
<i>Report on the implementation status of the activities that were to be implemented during the reporting period and explain <u>deviations</u> from Annex 1 of the Grant Agreement. In case an activity was not implemented or a deliverable not produced, please explain why.</i>			
Task No (continuous numbering linked to WP)	Task Name	Implemented? (Yes/No/Partially)	Justification (explain what was done and by whom; explain what was not done and why not; indicate how you intend to handle the situation and new timing; indicate if it was a one-off issue or how you intend to avoid similar issues in the future)
T3.1	Project dissemination	YES	The SIOFA Science Officer built a project factsheet for the SIOFA-SC8 project, which was then hosted on the SIOFA website after a dedicated module of the website was implemented by the SIOFA Data Officer. As part of the dissemination activities, and specifically for the EU funding visibility, EU logos were placed on meeting items (physical samples shipped separately) and on all reports originating from the meetings.
Other issues <i>Mention and explain unexpected events and adjustments that had to be made. Explain impact on other tasks, available resources and planning/timing.</i>		No other issues	
Milestones and deliverables (outputs/outcomes)			
See Technical Report (Part A).			
Budget implementation — Use of resources (deviations) <i>(n/a for Additional Prefinancing Report)</i>			
<i>Explain <u>deviations</u> from the budget planning (i.e. differences between actual and planned use of resources, especially for personnel). Include explanations on transfers of cost categories in the estimated budget (if applicable). Don't forget to attach the detailed cost reporting table (if any).</i>			
No deviations for this work package			
Other issues		No other issues	

Subcontracting

Subcontracting (new subcontracts) (n/a for Additional Prefinancing Report) <i>Report on new subcontracts. Explain the specific circumstances that caused the need for a subcontract</i> <i>Include only subcontracts that are best-value-for-money and for which there is no conflict of interest. Keep in mind that subcontracting is not possible for key coordinator tasks and may normally not cover a major part of the action.</i>					
Subcontract number (continuous numbering linked to WP)	Subcontract name (subcontracted action tasks)	Description (including task number to which it is linked)	Costs (EUR)	Justification (why did subcontracting become necessary?)	Best-value-for-money (how did you ensure it?)
S2.1	Local meeting facilitator	Local meeting facilitator, that helped arrange some of the local logistics for an overseas meeting in the local language (e.g. direct coordination with hotels and meeting venue, arrangement of local transport etc.)	2000		Competitive quotes evaluation
S2.2	Rapporteur	Freelance Rapporteur, that helped produce higher quality outputs for the meeting (i.e. better quality deliverables for the project)	8085.33		Direct tendering to a known and established rapporteuring service
S2.3	Expert meeting facilitator 1 (Dr Geoff TINGLEY)	Freelance Expert meeting facilitator, that helped prepare and guide the discussion at the workshops planned as an addition to the SIOFA SC meetings	5375		Direct tendering under recommendations of the SIOFA SC Chairs
S2.4	Expert meeting facilitator 2 (Mr Paul CLERKIN)	Freelance Expert meeting facilitator, that helped prepare and guide the discussion at the workshops planned as an addition to the SIOFA SC meetings	4500		Direct tendering under recommendations of the SIOFA SC Chairs

S2.5	Expert meeting facilitator 3 (Dr Teresa MOURA)	Freelance Expert meeting facilitator, that helped prepare and guide the discussion at the workshops planned as an addition to the SIOFA SC meetings	4500		Direct tendering under recommendations of the SIOFA SC Chairs
S2.6	Catering	Catering company that provided meals (including coffee breaks) to meeting participants at the meeting venue	9996.8		Competitive quotes evaluation
S2.7	Meeting venue arrangements	Arrangements of furniture for the meeting room	882.75		Direct tender under the recommendation of the local event organizer
S2.8	Meeting Dinner & Lunch	Diner at restaurant Nielsen (conference dinner) - Lunch at restaurant Papillon (during the excursion)	1848		Competitive quotes evaluation
S2.9	Virtual Meeting equipment rent/assistance	Audiovisual company that provided technical materials and assistance to organize the virtual side of the hybrid meeting	14220		Competitive quotes evaluation
Other issues <i>If subcontracting for the project rises above 30% of the total eligible costs during the project implementation, give specific reasons. Mention and explain other issues, if needed.</i>		No other issues			

Timetable

Timetable (projects up to 2 years)																									
Report on <u>deviations</u> from Annex 1 of the Grant Agreement.																									
Fill in the planned implementation in beige and the deviations in red. Adapt and repeat lines/columns as necessary.																									
Starting date:		01/08/2022																							
ACTIVITY	MONTHS																								
	M 1	M 2	M 3	M 4	M 5	M 6	M 7	M 8	M 9	M 10	M 11	M 12	M 13	M 14	M 15	M 16	M 17	M 18	M 19	M 20	M 21	M 22	M 23	M 24	
WP 1																									

3. OTHER

3.1 Ethics

Ethics
<i>Report on any <u>changes</u> to ethics issues identified in Annex 1 of the Grant Agreement (if any).</i>
No changes

3.2 Security

Security
<i>If your Application Form contains a section on security, report on any <u>changes</u> to security issues identified in Annex 1 of the Grant Agreement (if any).</i>
No security

4. DECLARATIONS

Double funding	
Information concerning other EU grants for this project	YES/NO
<p> Please note that there is a strict prohibition of double funding from the EU budget (except under EU Synergies actions).</p> <p>We confirm that to our best knowledge neither the project as a whole nor any parts of it benefit/have benefitted from any other EU grant (including EU funding managed by authorities in EU Member States or other funding bodies (e.g. EU Regional Funds, EU Agricultural Funds, etc). If NO, explain and provide details</p>	YES
<p>We confirm that to our best knowledge neither the project as a whole nor any parts of it are (nor will be) submitted for any other EU grant (including EU funding managed by authorities in EU Member States or other funding bodies (e.g. EU Regional Funds, EU Agricultural Funds, etc). If NO, explain and provide details.</p>	YES