



European Maritime, Fisheries and Aquaculture Fund (EMFAF)

SIOFA Agreement Performance Review (SIOFA-REV)

Project 101102943

Final Report

**Technical Report (Part A)
Technical Report (Part B)
Financial Report**

Version 1.0
01 April 2022



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:	101102943
Project acronym:	SIOFA-REV
Project name:	SIOFA Agreement Performance Review
Call:	EMFAF-2022-VC-SIOFA3-IBA
Topic:	EMFAF-2022-VC-SIOFA3-IBA
Type of action:	EMFAF-PJG
Service:	CINEA/D/03
Project starting date:	[01/12/2022]
Project duration:	[10]

2023	
Period covered:	from [01/12/2022] to [30/09/2023]
Reporting period number:	Final Report
Periodic report date and version:	01/10/2023, version No 1

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Project summary
List of participants
List of deliverables
List of milestones (outputs/outcomes)
List of critical risks
Dissemination and communication activities
Events and trainings
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:	101102943
Project name:	SIOFA Agreement Performance Review
Project acronym:	SIOFA-REV


REPORTING PERIOD	
 Please note that you must report on the entire reporting period.	
RP number:	Final
Duration:	from 01/12/2022 to 30/09/2023

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#@PER-REP-SMP@#

#@PRO-GRE-PG@# [This document is tagged. Do not delete the tags; they are needed for the processing.]

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.

The SIOFA Performance Review project aimed to deliver a comprehensive report before the 10th SIOFA Meeting of the Parties. The report, based on a set of criteria outlined in the Terms of Reference, provided recommendations for consideration during the meeting. The Panel overseeing the performance review successfully met the deadline and addressed all criteria, resulting in 50 specific, targeted, clear, and detailed recommendations. By assessing the progress of SIOFA from its establishment until now, the Panel identified areas requiring improvement and developed recommendations of varying priority levels for the organization. This report serves as a roadmap for the future development of SIOFA.

All the objectives set for the Performance Review were fully achieved and completed within the scheduled timeframe.

The recommendations of the Performance Review were reviewed by SIOFA subsidiary bodies, who provided their advice on each recommendation to the Meeting of the Parties. During the 10th Meeting of the Parties, 47 of the recommendations were endorsed, assigned a priority status, an implementing body, and a timeline for accomplishment. Consequently, these areas of improvement are already being implemented, and within the next five years, SIOFA is expected to complete all the endorsed recommendations from the Performance Review. The European Union's funding of this project demonstrated its commitment to enhancing the work of SIOFA.

#\$PRO-GRE-PG\$# #@CON-SOR-CS@#

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1.2 Consortium set-up

Participants

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

No changes in participants composition.

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 (if applicable)

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).

No changes in project team and staff.

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.

No changes in consortium management and decision-making.

#§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, quality assurance and monitoring and evaluation strategy.

#§PRJ-MGT-PM§# #@FIN-MGT-FM@#

1.6 Cost effectiveness and financial management

Cost effectiveness and financial management (n/a for Lump Sum Grants)

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

The project funds were not fully utilized, mainly because it was not considered necessary for all panel members to travel to the CC7 and MoP10 meetings in Mauritius. This resulted in significant savings on travel and subsistence costs.

In order to ensure the presence of all panel members at the workshop in Réunion, they were asked to arrive during the weekend preceding the seminar. The Secretariat took advantage of these two days to organize a guided tour for them, booking a car and a guide, to discover Réunion Island.

#§FIN-MGT-FM§# #@RSK-MGT-RM@#

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).

1. Venue issue – Risk did not materialize. There venue was booked with sufficient advance, and free of charge.
2. Disruption of travel – Risk did not materialize. A videoconference system was ready in support if necessary, but has not been used.
3. Respecting the timeline – Risk did not materialize. Clear contracting timelines ensured delivery of outputs and availability/commitment of experts.
4. Inability to recruit or retain reviewers on the panel – Risk did not materialize. The Review Panel members were recruited in time and all of them have respected their respective contract.

#§RSK-MGT-RM§# #@IMP-ACT-IA@#

1.8 Impact

Impact

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

Not changes in the impact analysis.

#§IMP-ACT-IA§# #@COM-DIS-VIS-CDV@#

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.

The activities and progress of the Performance Review Panel have been effectively communicated through circulars published on the official SIOFA website, and through a project factsheet. Drafts of the Review Panel report were submitted to official meetings for consideration by SIOFA bodies. To emphasize the support provided by the European Union, the performance review prominently features the European flag along with the text "Funded by the European Union" on its first page.

#§COM-DIS-VIS-CDV§# #@SUS-CON-SC@#

1.10 Sustainability and continuation

Sustainability, long-term impact and continuation (if applicable)

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).

Following the endorsement and agreement on 47 recommendations during the 10th Meeting of the Parties, it is expected that significant progress will be made within the specified timeline of up to five years. These recommended areas, as outlined in the terms of reference, will contribute to the continuous improvement and development of SIOFA, ultimately leading to the organization becoming more effective and efficient.

#§SUS-CON-SC§# #@FOL-UP-FU@#

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.

#§FOL-UP-FU§# #@POL-FEE-PF@#

1.12 Policy feedback

Policy feedback (for SMP COSME)

Formulate possible recommendations to the EU with the aim to shape future policies for SME support (e.g. how to design the actions, potential new services for EU SMEs, what should be the budget and/or duration per project to maximize their impact, possible synergies/complementarities with other (EU funded) activities (if any) etc.

Not Applicable.

#§POL-FEE-PF§#

#@WRK-PLA-WP@#

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			
<i>Report on the implementation status of the activities that were to be implemented during the reporting period and explain deviations 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)
T1.1	Project Management and Coordination	Yes	SIOFA has managed the project and coordinated it in accordance with the Annex S of the MoP9 report, (https://siofa.org/sites/default/files/documents/meetings/SIOFA-MoP9-Report-and-annexes.pdf)
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>			
None			
Milestones and deliverables (outputs/outcomes)			
None			

Budget implementation — Use of resources (deviations) *(n/a for Lump Sum Grants) (n/a for Additional Prefinancing Report)*

Explain deviations from the budget planning (i.e. differences between actual and planned use of resources, especially for personnel).

<i>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 budget deviations.	
Other issues	None

Work Package 2

Work Package 2: PROJECT IMPLEMENTATION ACTIVITIES

Activities

Report on the implementation status of the activities that were to be implemented during the reporting period and explain deviations 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)
T2.1	Selection of the Review Panel Members	Yes	In accordance with the Terms of Reference for the panel selection, a circular 2022-44 has been sent by the SIOFA Secretariat to the Official contacts inviting them to select the 4 Panel members and validate the panel composition
T2.2	Review Panel work implementation	Yes	SIOFA organized several virtual meetings, first to elect the Chair of the Review Panel and then implement the work in order to present the results of this review to the MoP10
T2.3	Performance Review Report	Yes	The report of the Panel review detailing the outputs of the review process, has been presented firstly to the Scientific Committee and to the Compliance Committee, then to the MoP10 via a summary presenting the different recommendations to be considered by the MoP.
Other issues	None		<i>Mention and explain unexpected events and</i>

<i>adjustments that had to be made. Explain impact on other tasks, available resources and planning/timing.</i>
Milestones and deliverables (outputs/outcomes)
No milestones

Budget implementation — Use of resources (deviations) <i>(n/a for Lump Sum Grants) (n/a for Additional Prefinancing Report)</i> <i>Explain deviations 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)</i> <i>Don't forget to attach the detailed cost reporting table (if any).</i>
<p>In the grant agreement a Daily Subsistence Allowance was foreseen to cover the accommodation and meal expenses of all panel members for the duration of the workshop in La Réunion (from 8th to 15th April 2023) and for the presentation of the report to the MoP10 in Mauritius (from 1st to 5th July). In order to reduce the cost, only the Chairperson of the Review Panel came to Mauritius. This decreased the funds utilized (14,259.25 EUR), compared to the budget initially planned (35000 EUR) for travel costs). Similarly, subsistence costs were reduced from the initially planned 17000 EUR to 10,828.86 EUR.</p> <p>Within the reduced subsistence costs resources were used to fund coffee breaks during the workshop days and an official dinner for the Review Panel in La Réunion.</p> <p>The costs foreseen to rent a meeting room in La Réunion (3000 EUR in the original project, under C.3 Other goods, works and services) were not sustained as the meeting took place in a room that was available free of charge. This budget line was used instead to provide a guided tour of La Réunion to the Review Panel.</p>
Other issues
None

Work Package 3

Work Package 3: DISSEMINATION AND COMMUNICATION ACTIVITIES		
Activities		
<i>Report on the implementation status of the activities that were to be implemented during the reporting period and explain deviations 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	Task Name	Justification
	Implemented?	

(continuous numbering linked to WP)	Project Factsheet	(Yes/No/Partially)	(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 Factsheet	Yes	<p>The SIOFA Executive Secretary built a project factsheet for the SIOFA-REV project, which was then reviewed by the Science and Data Officers, and hosted on the SIOFA website after a dedicated module of the website was implemented by the SIOFA Data Officer.</p> <p>Project factsheet: https://siofa.org/node/964</p> <p>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 submitted to the meetings.</p> <p>Project draft report submitted to the Extraordinary Meeting of the SIOFA Scientific Committee: https://siofa.org/sites/default/files/documents/sc-meetings/SC-EXTRA1-01-%5BBABSTRACT%5D-SIOFA-Performance-Review-Report_restricted.pdf (report access was restricted)</p> <p>Project draft report submitted to the 7th annual Meeting of the SIOFA Compliance Committee: https://siofa.org/sites/default/files/meetings/mop/CC-07-01-Performance-Review-Report.pdf</p> <p>Project final report submitted to the 10th annual Meeting of the SIOFA Meeting of the Parties: https://siofa.org/meetings/mop10/MoP-10-01-Performance-Review-Report.pdf</p>
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>	None		
Milestones and deliverables (outputs/outcomes)			
No milestones			
<p>Budget implementation — Use of resources (deviations) (<i>n/a for Lump Sum Grants</i>) (<i>n/a for Additional Prefinancing Report</i>)</p> <p><i>Explain deviations from the budget planning (i.e. differences between actual and planned use of resources, especially for personnel).</i></p>			

<i>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	
Other issues	None

#@ETH-ICS-EI@#

3. OTHER**3.1 Ethics**

Ethics
Not applicable


#§ETH-ICS-EI§# #@SEC-URI-SU@#

3.2 Security

Security
Not applicable.

#§SEC-URI-SU§# #@DEC-LAR-DL@#

5. DECLARATIONS

Double funding	
Information concerning other EU grants for this project	YES/NO
 Please note that there is a strict prohibition of double funding from the EU budget (except under EU Synergies actions).	
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	YES
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.	YES