

## Steering Committee Meeting Minutes

### List of participants:

Partner n.	Acronym	Representative
1	ISMAR	Nevio Zitellini
2	FFCUL	Maria Ana Baptista Livia Moreira (observer) Luis Matias (observer)
3	CSIC	Eulalia Gracia
4	AWI	Wolfram Geissler
5	UBO	/
6	INGV	Paolo Favali
7	TFH	/
8	UGR	José Morales Soto
9	IM	/
10	CNRST	Azelarab El Mouraouah
11	XISTOS	/

Assistant and Rapporteur: Maria Grazia Zucchini and Alessandra Borgatti (ASTER)

The Coordinator opened the session pointing out that the Steering Committee meeting will not allow to take relevant final decisions, due to the absence of 4 member organisations, resulting in a lack of the necessary quorum. Nevertheless, he stated that despite this, the meeting will be important to start a discussion focused on several important issues, particularly at management level.

### **Ratification of additional money transfer to Xistos**

The Coordinator summarized the main steps that led to the decision to transfer additional funds to Xistos. The request for the funds had been made because of the anticipated implementation of a relevant part of Xistos activity in Nearest project.

After a consultation with Xistos itself and with the Work Package leaders of all WPs in which Xistos is involved, the Coordinator proposed a new distribution of Xistos man-power breakdown for the duration of the whole project duration in accordance with the new situation. ISMAR administration agreed to transfer in advance an additional amount to Xistos, calculated taking into consideration the new budget breakdown. The proposal, formally communicated by letter to the SC members on 15th July 2007, was approved by a majority of two thirds of all Parties (8 out of 11 project partners) and the decision was legally taken.

Although Xistos did not attend the Steering Committee meeting, some direct contacts with the Mr. Zitellini and Mr. Matias (FFCUL) took place by phone. The Xistos general financial situation remains critical, but it was considered that this will not impact on the project final results and on the continuation of Xistos activities in the project. In any case the situations will be carefully monitored by the coordinator in the following months.

## **Reallocation of money previously assigned to sonar recognition**

In the first instance the R/V Logatchev could be used to perform a detailed sonar recognition survey on the place foreseen for GEOSTAR deployment. Unfortunately the ship was un-available for technical reasons independing from the Portuguese team. This high resolution survey was performed by Urania, during the NEAREST 2007 cruise, using the Chirp sonar equipment.

The money initially assigned to the sonar recognition were utilized for two additional cruises, initially not foreseen, with the following purposes:

- 1) to repair and restore the electronics of the buoy after a new calibration of the acoustic communication system.
- 2) To deploy the two OBS, that were not possible to deploy during the main cruise for technical reasons, and complete the OBS network at sea.

These two objectives at sea are completely coherent with the NEAREST project.

## **Reporting activities**

The Meeting continued with a presentation on the stage reached in the preparation of the Nearest activity reports for the first year of project. Ms Zucchini listed the documents already produced and the integration expected by each partner.

Most of the information appertaining to the Periodic Activity Report had already been collected but certain integrations were required concerning the importance of:

- integrating the information of all partners involved in each work package
- explaining each potential deviation from the project work programme and every connected corrective action
- splitting the man/month of each partner involved in each work package
- updating the GANNT as precisely as possible
- integration of the plan data for using and disseminating the knowledge

Regarding the Periodic Management Report, Ms Zucchini focused the attention on:

- the description of the work performed as a key point
- the need for the AC contractors to estimate the number of person-months of permanent staff working on the project

Regarding the financial situation at project level, Ms. Zucchini showed a tabular overview of budgeted and actual costs.

It was pointed out that few partners presented a relevant level of underspending with respect to the budget initially foreseen for the period. The importance of an accurate six-monthly check on the budget was underlined, in order to anticipate potential critical situations and take corrective actions as soon as possible.

The coordinator emphasized the importance of respecting deadlines for providing information; in the case of problems the coordinator should be promptly informed about a motivated delay and a new date for document/data delivery should be agreed.

## **Date of next Project meeting**

The next project meeting was confirmed for Spring 2008 (provisionally for May 8<sup>th</sup> and 9<sup>th</sup>). The meeting will take place in Barcelona (Spain), and will be arranged in collaboration with CSIC. The exact period will be defined in January by e-mail.