

Deliverable Action F1. Informe Anual de la Gestión del Proyecto (I).

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1. GENERAL PROGRESS

The project started with the organization of a Kickoff meeting with all partners at the FIHAC premises where the project was presented to the media and it was established a roadmap in order to well develop the activities and the chronogram.



Figure 1. Kick-off meeting of the CONVIVE LIFE project and presentation to the media.

Since the beginning of the project all actions scheduled in 2015 and 2016 have been initiated and contacts with the actors involved in the development of the project have been established.

The **preparatory actions (A)** are being developed according to schedule, except for action A3, which has been delayed. Action A1 has been developed according to the schedule as well as the Action A2. Action A3 has had a slight scheduling delay, except for the construction project of the Capitan Dike (Oyambre) which will be completed by the scheduled date. This delay will not affect the objectives of the project or the associated action plans (A4, C1 and C2)..

The **concrete conservation actions (C)** are being developed according to schedule, except for action C1. Therefore, in action C1 the start of the works for the removal of *B. halimifolia* has been delayed to 2017 in order to effectively use the best time of the year for treatment of the species and to be able to adapt the action protocol to the areas where the species is to be controlled. For action C4 collection of the necessary information has been started in order to draft the management plans, and letters of commitment have been obtained from the Natural Environment Directorate of the Ministry of Rural Environment, Fisheries and Food of the Government of Cantabria and Arnuero Town Council in order to include the measures proposed in these plans which result in the space management instruments (as requested by EASME in its letter of 12/08/2016). In the same way, contact has been made with Naturix acuiculture S.L. (hereinafter, Naturix), future assignee of the premises that were formerly occupied by Tinamenor S.L. in the Tina Menor Estuary, in order to analyse the optimum strategy for the development of the actions once the administrative situation of Tinamenor S.L. is solved.

As regards the **follow-up actions (D)**, the sampling program of actions D1 and D2 has been designed. Additionally, the bibliographic compilation of actions D3 and D4 has been initiated. The actions established are being developed according to schedule.

The **dissemination actions (E)** are also following the established schedule. For action E3 the delivery of the CO-EDUCA workshops and the fieldwork for the removal of *B. halimifolia* have been proposed. For the CO-EDUCA workshops the contents and materials to be used at the workshops and their planning for academic years 2016-17, 2017-18 and 2018-19 have been sourced. The workshops started in November 2016 and they had been assigned to Asociación Científica de Estudios Marinos (hereinafter, ACEM). On the other hand, the schedule for the fieldwork training is at the preparation stage.

Regarding the dissemination elements (action E5), the project's web page (www.convivelife.es) and the other dissemination channels such the social media (Instagram, Facebook) have been launched. Further to the request of EASME, the typesetting and editing of dissemination materials (folders, roll-ups, leaflets) have been put forward and notice boards have been fitted in the areas where the works will be carried out, except the one to be placed at Tina Menor, as the future of the fish farm is still pending resolution. And last, contacts have been made with various marketing companies to help advertise the activities involved in the project.

The **project's management actions (F)** have also been implemented as per schedule.

In relation to the F1 action, the coordinator beneficiary has carried out all the necessary actions to well develop the planned activities and achieve all the programed milestones on time.

Relating the internal management, a Coordination Committee Project (CCP) has been established since the start and it is formed by a representative of every associated beneficiary. During this year, this CCP has met three times in order to manage and monitor all the technical aspects of the project. Apart from that, an administrative financial meeting has been celebrated to set up criteria for the financial development of the project. Besides, once a year a visit from the Neemo team is celebrated in order to supervise the development of the project and set up the guidelines to perform the progress of the activities. In this sense, this team provides with useful tips as regards the elaboration of the reports and certifications.

On the other hand, the daily performance of the project with the rest of associated partners is done by mailing and phone calls.

Relating the administrative and financial management, the coordinator prepared a brief presentation summarizing the most common points and examples according the eligibility and certification of the project. In this sense, the associated partners have been duly assessed about the tools to use in order to account and manage the activities and the participation of the people involved. Moreover, with the aim of maintaining the correct costs accounted it was set up every three months that the associated beneficiaries should send to the coordinator partial financial reports to control the entire project's costs.

As regards to the technical and scientific management, the way of monitoring and valorizing the correct development has been with the celebration of CCP meetings during the year.

For action F2 contacts have been made for the collection of information (survey). Due to the low rate of response to the surveys that were sent, the timeframe to obtain the information prior to selecting the 4 ZECs to visit has been extended. On the other hand, personalised management actions have been developed with the managers of the spaces in the various European countries in order to make the selection.

2. ADMINISTRATIVE SECTION

In order to efficiently coordinate the implementation of the project, several meetings have taken place (Figure 2) since the start of the project in October 2015. Moreover, the daily follow-up of the project at administrative, financial and technical level has been done through continuous emails between coordinator beneficiary to associated beneficiaries dealing with deadlines, specific information on variations, amendments, notifications from the auditors or EASME etc.



Figure 2. A management committee meeting.

The following table describes the management committee meetings and other relevant meetings which have taken place since the start of the project up to December 2016.

EVENT	PLACE	TIME	PARTICIPANTS	DOCUMENTS attached as annexes
Kick-off meeting and presentation to the media	IHCantabria premises.	29 th October 2015	All partners	Agenda Minutes List of attendants Presentations Pictures
Kick-off LIFE projects in Murcia	Directorate General Environmental Affairs. Murcia	4 th November 2015	Only the coordinator FIHAC	Agenda Presentations
Administrative-financial	IHCantabria premises	17 th November 2015	All partners	Presentations

EVENT	PLACE	TIME	PARTICIPANTS	DOCUMENTS attached as annexes
management meeting				
Management Committee Meeting	IHCantabria premises.	3 rd March 2016	All partners	Minutes
Management Committee Meeting	IHCantabria premises.	17 th June 2016	All partners	Minutes
Neemo visits the project	IHCantabria premises and activity areas	23-24 June 2016	All partners and Maria José Aramburu	Agenda Minutes List of attendants Presentations Pictures
Management Committee Meeting	IHCantabria premises.	6 th September 2016	All partners	Minutes
Administrative-financial management meeting	IHCantabria premises	30 th September 2016	Arnuero/FIHAC	

During the contractualisation process, all partners were highly involved in the compliance of paper work. All partners reviewed, signed and approved documents such as the grant agreement, the partnership agreements and the indicators list.

Shortly after signing the GA, the associated beneficiaries – TINAMENOR, had to withdraw from the project due to a situation of arrangements with creditors. Following several consultations with the partners, it was finally agreed that TINAMENOR would be replaced by another organisation called AVES CANTÁBRICAS S.L. Its profile matches most of the actions in which TINAMENOR was involved and all the rest were taken up by FIHAC. This process took from November 2015 to July 2016 to finalise. During the amendment process, several documents were produced – letters of explanations, financial amendments, budgetary and partnership agreement reviews.

3. FINANCIAL SECTION

During the first year of the project, the total costs accounted for the whole consortium not reached the total amount of the pre-financing due to different causes and delays as it was informed above. However, there is a commitment from all the beneficiaries to change the situation and could start all the actions previewed for this period.

The most amount expensed by actions has been done in the “preparation actions” and “the coordination and management” of the project.

As a result of the Neemo visit during 23rd and 24th of June 2016, the Coordinator and the associated beneficiaries have improved their controls and mechanisms to enhance the administrative procedures of the project. In this sense, it has been already requested to the associated beneficiaries the use of the official excel file as a financial record for accounting the costs of the project.

Regarding the financial management, the coordinator has established a set of deadlines for the associated beneficiaries to deliver the requested documents. On the first week of each month, the associated beneficiaries will send to the coordinator timesheets, payment slips, invoices, etc. In case this is not possible due to their administrative organisation, then they can vary this programmed schedule but always under the according termly basis. The Coordinator will organize all the received documents in its financial project ERP system.

3.1. Budget Modification requested:

Before sending the 1st Progress Report on 20/10/2016, the Coordinator has requested to EASME a budget modification originated by COPSESA associated beneficiary which does not affect the substance of the actions planned. This modification is a non-substantial change so that it is shifted less than 20 % of the maximum amount as specified in Article II.22 in the GA about Budget Transfers, between two or more categories of actual costs (according to the XIV section of “Financial and Administrative Guidelines” for LIFE Projects).