



Part-financed by the European Union (European Regional Development Fund)

Project on Sub-regional Risk of Spill of Oil and Hazardous Substances  
in the Baltic Sea (BRISK)

Third Meeting (Financial reporting and sub-regional agreements)

BRISK 3/2010

Sopot, Poland, 20 January 2010

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## MINUTES OF THE MEETING

0.1 The Third Meeting of the Project on Sub-regional risk of spill of oil and hazardous substances in the Baltic Sea (BRISK) was held in Sopot, Poland, on 20 January 2010.

0.2 The aim of the Meeting was to:

- inform the Project Partners on the financial reporting performance and overall spending during the first reporting period;
- discuss the future reporting needs; and
- discuss the status and future development of sub-regional agreements on joint response operations.

0.3 The Meeting was organized by the Maritime Office in Gdynia.

0.4 All Project Partners, except Lithuania, were represented at the Meeting. The List of Participants is included in **Annex 1**.

0.5 Mr. Peter Poulsen, Project Manager of BRISK acted as Chairman of the Meeting. Ms. Meri Hietala, Finnish Environment Institute, SYKE, acted as Secretary of the Meeting.

### ***Opening (re. Agenda Item 1)***

Mr. Peter Poulsen as a representative of the Lead Partner (LP) of the BRISK project welcomed the participants and thanked Poland and especially Mr. Wojciech Wasowski for the meeting arrangements and the dinner.

The Meeting adopted the modified Programme and the Agenda for the Meeting, attached as **Annex 2** to the Minutes of the Meeting.

### ***Status of data collection activity***

Mr. Carsten Jürgensen informed the Meeting about the status of the data collection process. COWI is still lacking some data even if in data collection note they sent 11 November 2009 to the Project Partners (PP) they requested the Partners to provide COWI the requested data latest by 7 January 2010. Mr. Jürgensen emphasized that in order to keep the project timetable the Partners should provide COWI all requested data as soon as possible. He reminded the Partners that to ensure the consistence of the data for whole Baltic Sea area the collection process is iterative, so that some parts of the data might have to be collected again from the Partners.

Mr. Jürgensen presented a table on the status of the data collection process for each country (**Presentation 1**). Some remarks were made on the table:

- Traffic data. LP and COWI have negotiated with EU to receive the Safe Sea Net (SSN) data from EMSA. In case getting the SSN data from EMSA is not possible, COWI will send a data request on SSN data to each PP.
- Vulnerability data.
  - o Finland has informed COWI that the vulnerability data collection process in Finland will take 2 months and will be ready in March 2010. Finland has requested COWI some clarifications on the data collection note.
  - o Sweden has provided COWI the vulnerability data but noted that part of the data will be updated until March 2010.
- Oil spill surveillance details can be collected from HELCOM website.
- RRM means any kind of method increasing the maritime safety. As an example the Meeting mentioned ECDIS, VTS and TSS.
- Fixed objects might be windmills etc. At least Sweden and Finland have excluded navigational aids from fixed objects. One example of fixed objects is Delta 6 platform.
- Equipment and capacity.
  - o The table should be corrected, because Estonia has already sent the information.
  - o Sweden has given the status of December 2009, but the Meeting decided that also the new Swedish vessels, which will be taken into use in January 2010 and May 2010, will be included in BRISK modeling. Mr. Bernt Stedt informed the Meeting that Sweden has not yet decided how the old vessels will be located in future. Sweden will provide COWI the necessary information.
  - o EMSA response vessels are not taken into account. In BRISK they are not considered dedicate resources for the Baltic Sea Area.
- Response modeling parameters.
  - o Mr. Poulsen suggested that COWI would send Partners a separate note on this item to clarify the data needed, but Mr. Jürgensen referred to the related Chapter in Data Collection Note. In case the parameters differ for different vessels the Partners were advised to give separate parameters to for example big and small vessels.
  - o Finland has to make some corrections to the data it had earlier provided.
- Sea ice. Sweden had provided the information covering all sea areas. COWI will contact Partners in case it needs some more data.

Mr. Poulsen advised the Partners to provide the lacking data to COWI as soon as possible and both Mr. Poulsen and Mr. Jürgensen encouraged the Partners to contact COWI if there are any unclear parts in the Data Collection Note. In case the Partner can't provide COWI the data in whole, at least COWI is expecting to receive some examples of the data.

## ***Financial reporting (re. Agenda Item 2)***

### **Welcoming a newcomer**

Mr. Poulsen welcomed Ms. Else Timms to the BRISK project and asked her to introduce herself. Ms. Timms thanked and told that she has just started to work at the Swedish Coast Guard Headquarters and she is responsible for EU-strategies, funding and coordination and also BRISK financial reporting.

### **The preparation period and the 1<sup>st</sup> reporting period**

Ms. Karin Rothmann Hansen informed the Meeting about the status of the financial reporting: November 2009 Danish Navy (LP) together with COWI submitted EU Joint Technical Secretariat (JTS) the progress report on the preparation and the 1<sup>st</sup> reporting period of the BRISK project. COWI will send the last clarifications to JTS right after the BRISK 3/2010 meeting. Most probably these clarifications will be accepted and the BRISK project will soon after be reimbursed by EU. The LP will then effect the payments according to the Grand Contract to Partners and COWI.

Ms. Rothmann Hansen informed the Meeting that due to some problems in the report of the Swedish First Level Controller (FLC), the Swedish expenditures had to be taken of from the 1<sup>st</sup> BRISK progress report to JTS. According to JTS Sweden can report the costs of the 1<sup>st</sup> reporting period within the 2<sup>nd</sup> progress report. Ms. Rothmann Hansen will give Sweden further instructions on reporting the costs of the 1<sup>st</sup> reporting period.

### **The 2<sup>nd</sup> period**

The absolute deadline for the Partners to submit the progress report on the 2<sup>nd</sup> reporting period to COWI is 15 March 2010. Well before the deadline LP will send the Partners a financial note about the shared costs, which the Partners will report in their own progress reports.

Ms. Rothmann Hansen will send the Partners an e-mail providing guidance for the reporting of the 2<sup>nd</sup> period. All sheets of the progress report for the 2<sup>nd</sup> reporting period have to be signed by the Partner and by the FLC of the Partner.

Ms. Rothmann Hansen and Mr. Poulsen thanked the Partners for good reporting for the 1<sup>st</sup> period and encouraged them to keep on the same good reporting manners.

### **A new Partner**

Mr. Poulsen informed the Meeting about a new Lithuanian Partner. According to the advice of JTS, the LP had prepared an agreement which will be signed by both LP and the new Partner. Mr. Wasowski will help with the practical arrangements.



## ***Presentation on follow up tool***

Mr. Jürgensen introduced a project follow up tool developed by him and already sent by e-mail to the Partners in December 2009. The tool consists of summary tables of budgeted, reported and remained costs for each Partner and separated for each budget line and each work package. The Meeting considered the tool very helpful for keeping an overview of the costs.

Mr. Jürgensen told the Meeting that generally BRISK is very well in budget and also showed a summary of the status of each Partner:

- HELCOM OK
- Sweden OK (will be reported within RP2)
- Finland OK
- Estonia can report RP1 costs within RP2 and RP3 progress reports.
- Latvia OK
- Lithuania: The new Project Partner is just starting the project and reporting only now.
- Poland -MIG. Has reported some more costs than budgeted. Has to report less in RP2 and RP3 progress reports
- Germany OK
- Poland-MOG. Only shared costs for RP1 has been reported.

Mr. Jürgensen informed the Partners that JTS will control the BRISK project at the end of the 3<sup>rd</sup> period, so only at the end of July 2010 the cumulative costs of the reporting periods 1, 2 and 3 must match the cumulative costs budgeted to these periods. After the end of the 3<sup>rd</sup> period the Partners have to meet the budget within the limits of the flexibility tool.

The preparation period is closed, so the Partners are no longer allowed to invoice the costs of the preparation period or use the money budgeted to preparation period.

The Meeting discussed about the tool. Mr. Jürgensen promised to add (for each Partner) a new element to the tool, which is similar to the original one but without shared costs. The Meeting welcomed Mr. Jürgensen's idea to forward the tool also to JTS and utilize the tool in next progress reports to FLC.

Ms. Evija Smite pointed out that even if each Partner is responsible for all the costs which it is reporting to FLC, the Partner has only limited possibilities to control the shared costs.

**Presentation of ideas for WP 4 (re. Agenda Item 3)**

Mr. Poulsen thanked HELCOM for preparing a summary on the sub-regional agreements, which was submitted as a meeting document, and invited the Partners to introduce the agreements of each sea area. In addition to the summary on the sub-regional agreements the Partners gave the Meeting some further information:

- Mr. Wasowski informed the Meeting that Russia and Poland have prepared a new agreement to be signed in 2010;
- SWEESTLAT plan is a draft and should be finalized. Ms. Smite told the Meeting that the plan was meant to be used as a guideline for other HELCOM sub-regional agreements;
- According to Ms. Smite the agreement between Latvia and Lithuania is not operational and has to be updated;
- Mr. Mart Käbin informed the Meeting that Russia and Estonia have prepared an agreement covering the items of Search and Rescue as well as Pollution Combatting. The agreement is not yet signed.
- In the Gulf of Bothnia, in Kattegat and in Sound the sub-regional cooperation is based on the Copenhagen Agreement.

Mr. Poulsen reminded the Meeting about the aim and objectives of BRISK WP 4. To start the process needed to obtain this aim and objectives Mr. Poulsen had prepared a draft proposal on the format of the new sub-regional agreements. Mr. Poulsen suggested that the HELCOM countries should prepare six sub-regional agreements in equal format for the whole Baltic Sea area. The draft proposal on the format of the new sub-regional agreements is included in **Presentation 2**.

Mr. Poulsen introduced the draft proposal on the format to the Meeting and the Meeting made some remarks on it:

- HELCOM IWGAS will be consulted in early stage about their ideas on sub-regional co-operation.
- The aim is that only the general part of the sub-regional agreements will be signed, so the annexes can be updated when needed.
- The shoreline clean-up should be covered by sub-regional agreements in future but not in a first stage.
- For example in Sweden other authorities are responsible for the response to wildlife than oil combating.
- As a part of sub-regional agreements Denmark gives already beforehand diplomatic clearances to oil response vessels and aircraft of the neighbouring countries.
- Some items of the proposed annexes like the contact information as well as the information on response capacity are now available and regularly updated on HELCOM website.
- There are some areas which are not covered by any sub-regional agreement.

The Meeting considered that the items of the proposal are very well covering all the aspects of the sub-regional cooperation. Mr. Poulsen promised to prepare a document on suggested format to HELCOM RESPONSE 12/2010 where a general discussion on the matter will take place.

Mr. Poulsen tasked each Partner to provide him before HELCOM RESPONSE 12/2010 information on who shall be their contact person in the issues concerning the sub-regional agreements.

Mr. Poulsen introduced the Meeting a proposal on the six sub-regions for the BRISK project. (**Presentation 2**) The proposal was made by him and Mr. Jürgensen. Lead countries for each sub-region have been decided in one of the earlier HELCOM RESPONSE meetings. The sub-regions are covering the response areas of HELCOM countries as follows (the lead country for each sub-region is underlined):

1. SE, FI
2. EE, RU, FI
3. SE, EE, LV
4. PL, SE, LT, RU
5. DE, DK, SE, PL
6. DK, SE

The border lines for the sub-regions will be forwarded to HELCOM RESPONSE 12/2010 for decision.

### ***Invitation by JTS to discuss the extension of the project (investment)***

Mr. Poulsen informed the Meeting that JTS has invited representatives of the BRISK project to participate in a workshop on EIB and NIB financing. JTS has also informed the LP on the possibility of expanding the BRISK project for 24 months.

The Meeting asked Mr. Poulsen to inform JTS that the BRISK project is willing to participate in the workshop to learn more about the financing possibilities provided by EIB and NIB. The Meeting also asked Mr. Poulsen to request the workshop organizers if also representatives of all BRISK Partners are welcome to the workshop.

EIB and NIB might offer the BRISK Partners a possibility to take loans from these banks for the joint investments of oil response equipment (according to the plans of BRISK WP 5). After the workshop (or in the next BRISK meeting) LP will forward other BRISK Partners the information gained from the workshop to facilitate the discussion on the possibility of taking these loans.

### ***Supplementary questions from JTS***

COWI will send the last clarifications on the 1<sup>st</sup> progress report to JTS right after the BRISK 3/2010 meeting. Most probably these clarifications will be accepted and the BRISK project will soon after be reimbursed by EU. LP will then effect the payments according to the Grand Contract to Partners and COWI.

### ***BRISK RU***

The Meeting thanked LP and COWI for the extra work to keep all the HELCOM countries involved in the BRISK process even if Russia couldn't participate in the EU BSR project called BRISK.

The Meeting was pleased to hear that at the end of 2009 the Nordic Council of Ministers (NCM) granted 200 000 € for the "BRISK RU" project which is planned to be a parallel process to the main BRISK project. The Contract for the "BRISK RU" project will be signed between LP and RU/ CNIIMF. The shared costs and the scope of the project "BRISK RU" are planned to be the same as in the original BRISK plan.

### ***Preparation for the Moscow meeting (MS)***

Mr. Poulsen informed the partners about the HELCOM Ministerial meeting to be held in Moscow on 18-20 May 2010. The Meeting decided to suggest to the HELCOM HOD meeting (19 May 2010) agenda some mentioning about the sub-regional agreements and a new formulation on the sentence on the possible extension of the project BRISK.

### ***Communications (re. Agenda Item 4)***

Mr. Poulsen pointed out the importance of the WP2 Communications as well as the results of this WP. Ms. Ulla Ahonen informed the Meeting on the status of the WP2 Communications (**Presentation 3**).

Ms. Ahonen promised to submit all BRISK meeting documentation and presentations to the HELCOM Meeting Portal. All Partners are requested to provide Ms. Ahonen with the files supposed to be submitted to the Meeting Portal.

Ms. Ahonen is preparing the first BRISK newsletter before the Baltic Sea Day. Ms. Ahonen, Mr. Jürgensen, Mr. Lentz, Mr. Poulsen and Ms. Stankiewicz as well as all other Partners are invited to prepare issues to this newsletter. Overlapping information to the BRISK brochure will be avoided. The deadline for the story that handles subregional agreements to the newsletter is 29 February 2010. The Meeting suggested that images of the map of the sub-regions, the map of the AIS traffic for one week, some colliding ships, etc. be included in the newsletter.



The 2<sup>nd</sup> progress report will cover also Communications, so all indicators and targets for WP2 will then be monitored. For reporting the progress in WP2 Ms. Ahonen will send the Partners a copy of the list of the indicators and a questionnaire on the WP2 activities. Mr. Jürgensen and Ms. Ahonen will prepare this questionnaire/format for reporting the WP2 activities.

### ***Next meetings (re. Agenda Item 6)***

Mr. Poulsen will submit a document on the status of the BRISK project and a proposal on sub-regional agreements to HELCOM RESPONSE 12/2010.

The BRISK project meetings will be held every third month. Mr. Poulsen encouraged the Partners to inform the project in case they are willing to host some of these meetings. Ms. Ahonen and Mr. Stedt told that HELCOM and Sweden might be willing to host some of them. Mr. Poulsen invited also any of the future meetings to take place in Århus at the premises of the Admiral Danish Fleet.

### ***Any other business (re. Agenda Item 5)***

HELCOM telephone landline numbers are no longer in use. The mobile numbers for the HELCOM staff have remained the same as earlier.

The Meeting amended the list of BRISK Project Partners and Contact Persons, as contained in **Annex 3**.

### ***Annexes***

- Annex 1 List of Participants
- Annex 2 Programme and Agenda
- Annex 3 List of BRISK Project Partners and contact persons



## Annex 1

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## Annex 2

### PROGRAMME

The BRISK Meeting on “Financial reporting and sub-regional agreements” was organized on 20 January 2010 in Sopot, Poland.

The aim of the Meeting was to:

- inform the Project Partners on the financial reporting performance and overall spending during the first reporting period;
- discuss the future reporting needs; and
- discuss the status and future development of sub-regional agreements on joint response operations.

### AGENDA

1. Opening of the Meeting
2. Financial reporting and spending
3. Sub-regional agreements
4. Communication and Information activities.
5. Any other business
6. Future meetings/arrangements



## Annex 3

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