



Joint European Research Infrastructure network for Coastal Observatory –
Novel European eXpertise for coastal observaTories - **JERICO-NEXT**

Deliverable title	Establishment of a User Engagement Panel
Work Package Title	WP 8
Deliverable number	D8.1
Description	To create a channel for user group engagement in co-production of knowledge and to provide feedback for the public, policy, research, education and operational communities/groups including from industry. This will help to better understand the requirements of the user groups, improve the effectiveness of communication strategies with users and increase the societal impact of the project.
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Approvals				
	Name	Organisation	Date	Visa
Coordinator	Patrick Farcy	Ifremer	23/06/2016	PF
WP Leaders	Simon Keeble	Blue Lobster	15/06/2016	SK

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Table of contents

1. Executive Summary

2. Introduction

3. Selection of Panel Members

4. Conclusions

Annex A: End-User Engagement Panel Application Form

Annex B: End-User Engagement Panel Terms of Reference

Annex C: Promotional Flyer

Annex D: Submitted Applications

Annex E: Letters of Acceptance to Panel Members

Annex F: Agenda for Introductory Video Conference Session



1. Executive Summary

This deliverable forms part of subtask WP8.1 which targets to facilitate a proactive communication channel with end-user groups from the public, policy, research, education and operational communities including industry. This is principally intended to facilitate a better understanding of the end-user needs through direct interaction, providing a background for targeted achievements of the project addressing the current and future requirements of the user groups, and obtaining feedback on the project achievements and evolution for a more effective impact and to ensure a higher societal impact. This is achieved through the creation of a User Engagement Panel with high profile representatives for each societal benefit area. Panel members were selected through a dedicated call for expression of interest. In addition to the selected candidates, specific end-users will be invited to join the Panel according to the expertise and areas of interest expressed by the project implementation targets.

The selection process and setting up of the Panel required a number of documents to be produced consisting of: (i) an online application form, and (ii) Terms of Reference (TOR) describing the scope of the User Engagement Panel, modus operandi and the expected outputs in detail. A flyer for dissemination and promotion was also created.

This document provides details on how the JERICO-NEXT User Engagement Panel was set up and how it is expected to function.

2. Introduction

JERICO-NEXT is a Horizon 2020 project aiming to extend the EU network of coastal observations developed in JERICO (FP7) by adding new innovative infrastructures while integrating biogeochemical and biological observations. The main target of JERICO-NEXT is to provide continuous and more valuable coastal data coupling physical and biological information by further developing, harmonising and integrating nationally funded marine observing systems collecting physical, chemical and biological parameters from different platforms. It aims at providing researchers and other stakeholders with data that can sustain both innovative high-quality research, new knowledge supporting European directives, and business opportunities.

A User Engagement Panel was set up as part of Work Package 8, and is intended to be a dynamic communication channel with different societal groups, ensuring that project deliverables fit the needs of a range of stakeholders and that uptake of related infrastructure and products is promoted. The members on this Panel represent environmental managers/authorities and policy makers, the marine-related industry sector as well as research, education and the operational communities. The main target is to establish an effective and pro-active mechanism linking the project to beneficiaries in the design, planning and implementation phases of project deliverables.

The Panel members are expected to individually and collectively participate in providing expert feedback and assessments to enhance the relevance of the project scopes. In particular, they are expected to have an interactive and participatory role in the derivation of knowledge congruent to applications and service provision from the JERICO-NEXT deliverables. The Panel will support the project partnership to implement effective marine science communication strategies and achieve societal impact.

Members on the Panel will express their influence on this high profile pan-European project including testing of data and/or new technologies in their field of interest. JERICO-NEXT offers technology providers direct interaction with the research market segment to better identify and meet target expectations such as with new sensors and marine equipment. For environmental managers and responsible authorities, the project offers the access to new datasets with value evaluations relevant to their monitoring programmes. Service providers (including SMEs) can benefit from direct information on the available data resources, value, access and sustainability for improved development of services. Large marine industries will avail of first hand impacts of new and emerging technologies.

3. The Engagement Panel

The JERICO-NEXT User Engagement Panel consists of selected project representatives together with non-partner members selected from the applicants that applied to an expression of interest. The application form together with a Terms of Reference document that describes in detail the project and what is expected from each Panel member, were published online on the 29th of February 2016. Apart from an article on the official JERICO-NEXT website, the call for applications was also widely publicised on social media as well as major events such as the Oceanology Conference, organised between the 15th and 17th of March in London, UK. A flyer was designed to help advertise JERICO-NEXT and the User Engagement Panel. The application form, Terms of Reference Document as well as the flyer can be viewed in Annexes A, B and C respectively.

The call for applications was open until the end of March 2016. A total of eight submissions were received and evaluated by the task-leader as well as all the other partners involved in this task. In particular, the University of Malta, Blue Lobster, CEFAS, SLR, SOCIB and IFREMER, gave their review by weighting each application according to a set of well defined criteria.

A summary of the submitted details is given in Annex D. Applicants that occupy pertinent and influential positions and that represent the public authorities, policy, research, education and industry sectors, applied. Two of the applications were from research, two came from public entities and one came from an academic entity. The other three applications came from the industry sector. All have more than 10 years of working experience in the respective user category. Interested applicants came from France (1), Norway (1), Belgium (1), Spain (1), Germany (1) and the United Kingdom (3). Seven were male and one female. Due to their engagements and direct involvements in relevant networks which are an asset to ensure a multiplier effect and a broad representation of viewpoints, it was decided to recommend all the eight applicants to participate on the Panel. Moreover, some of the available budget will be used to specifically invite other end-users whose expertise might be beneficial for specific project actions and targets, especially as it evolves in its implementation. The gender balance will be improved with these additional members that will be chosen ad hoc to satisfy the range of expertise needed on the Panel.

Members of the Panel are expected to seek direct consultations and feedback from a wide range of users and to promote the uptake of JERICO-NEXT products and services. The selected members have the full support of the director or governing body of their respective institutional affiliations.

The Panel members will not be required at every project meeting, but will be invited accordingly. The first assembly is expected in October 2016. The exact dates of the other meetings will be clarified in due course. Each meeting will be over two to three days and will be organised in a Panel member country. Travel expenses will be covered by JERICO-NEXT according to a predefined set of conditions. The letter of acceptance together with the conditions for reimbursement can be seen in Annex E.

4. Conclusions

The aim of this User Engagement Panel goes beyond the traditional role of a conventional advisory group, aiming to secure high profile dedicated members with influential role and disposed to engage in continuous exchange and communication. The selected Panel members have wide engagements in their user category and bring on board the range of viewpoints of the representative stakeholders. In order to kick-start the process, a video conference session will be organised ahead of the first contact meeting. This will serve to introduce the members to the more detailed aims and objectives of JERICO-NEXT and to gear them to a work agenda for the first meeting. The draft agenda can be seen in Annex F.

JERICO-NEXT Engagement Panel List

Name and Surname	Institution
Adam Gauci	University of Malta
Aldo Drago	University of Malta
Simon Keeble	Blue Lobster
Veronique Vreach	CEFAS
Nick Oneil	SLR Consulting
Michelle Devlin	CEFAS
Sylvie Pichereau	IFREMER
Joaquín Tintoré	SOCIB
Jo Foden	OSPAR
Rodney Forster	IECS
Peter McKenzie-Midlane	Scitus Management Ltd
Laurent Coppola	LOV (CNRS-UPMC)
Olaf Sveggen	Fugro OCEANOR AS
Johan Vercruysse	Vlaamse Overheid, MDK, aKust
Michel André	Technical University of Catalonia, BarcelonaTech (UPC)
Sventlana Rusanovschi	ECOLAGUNA
Bill Turrell	Marine Scotland
David Mills	Bangor University

In green, the partners, in light red the invited members and in blue the selected external experts.



Annex A: End-User Engagement Panel Application Form



[Edit this form](#)

JERICO-Next User Engagement Panel - Application Form

The JERICO-NEXT project aims at extending the EU network of coastal observations developed in JERICO (FP7) by adding new innovative infrastructures while integrating biogeochemical and biological observations. The main target of JERICO-NEXT is to provide continuous and high-value coastal data coupling physical and biological information by further developing, harmonising and integrating nationally funded marine observing systems, collecting physical, chemical and biological parameters from different platforms. It aims at providing researchers and other stakeholders with data that can sustain both innovative high-quality research, new knowledge supporting European directives, and business opportunities.

JERICO-NEXT follows the JERICO FP7 project (<http://www.jerico-fp7.eu>).

The User Engagement Panel is intended to be a dynamic communication channel with key stakeholder groups: public authorities, policy, research, education and operational communities including industry. The main target is to establish an effective mechanism linking the project to beneficiaries, and ensuring that project deliverables meet the needs of users and stakeholders. The panel members are expected individually and collectively to participate directly and have a pro-active role in the derivation of knowledge and applications from the JERICO-NEXT products, including provision of feedback and assessments to enhance the relevance of the project scopes. The panel will support the partnership to implement effective marine science communication strategies and achieve societal impact.

Members on the Panel will express their influence on this high profile pan-European project including testing of data and/or new technologies in their field of interest on top of other benefits. JERICO-NEXT offers technology providers direct interaction with the research market segment to better identify and meet target expectations such as with new sensors and marine equipment.

The selected panel members will be supported by the project, and are expected to act in their capacity within the organisation that they represent as well as the sector within which they work. Panel members are expected to have wide ramifications in their category and to bring on board the range of viewpoints of the representative stakeholders.

Expressions of interest to join the Panel can be made by completing this form. All applications will be evaluated by the Steering Committee members and notified accordingly.

The closing date for applications is the 20th March 2016.

This project has received funding from the European Commission's Horizon 2020 Research and Innovation programme under grant agreement No 654410.

***Required**





4/18/2016

JERICO-Next User Engagement Panel - Application Form

First Name *

Family Name *

Institute/Company *

Position within organisation *

Country *

Address *

Telephone *

Gender *

- ☐ Male
☐ Female

E-Mail Address *

User group that best describes your expertise *

- ☐ Public
☐ Policy
☐ Research
☐ Education
☐ Industry
☐ Other:

<https://docs.google.com/forms/d/13xwF6WwZH1mit1kcYjRkRKuNIobNHyytrROOzN72G9w/viewform>

2/6





4/18/2016

JERICO-Next User Engagement Panel - Application Form

Expertise and background knowledge *

Years of experience in the user group category *

Employment background *

Academic background *

How can you contribute to the JERICO Next End-User Board? *

Please describe how you can contribute in terms of your experience, availability, position and involvement in existing networks.

How do you expect your participation in this panel to benefit your activities? *

<https://docs.google.com/forms/d/13xwF6WwZH1mit1kcYjRkRKuNIobNHyytrROOzN72G9w/viewform>

3/6





4/18/2016

JERICO-Next User Engagement Panel - Application Form

Have you ever participated in international fora dealing with end-user products? (if yes, give details on your contributions) *

Describe other relevant networking activities in which you are involved *

If not selected for the engagement board, would you still like to be in touch with the project? *

- ☐ Yes
☐ No

Events and Activities

The following lists include some of the important project meetings that are relevant to the User Engagement Panel. Please rank your interest to your participation in such meetings (1 = high interest ... 5 = low interest).

15 - 16 March 2016. Oceanology International London.

Presentation of the infrastructure and its access modality, services, technology development. Targeted groups include: providers, end users with interest to take benefit of the infrastructure or its products and services.

1 2 3 4 5

High interest ☐ ☐ ☐ ☐ ☐ Low interest

9 - 11 March 2016. HF Radar Workshop (Spain).

<https://docs.google.com/forms/d/13xwF6WwZH1mit1kcYjRkRKuNlobNHyytrROOzN72G9w/viewform>

4/6





4/18/2016

JERICO-Next User Engagement Panel - Application Form

To share methodologies in HF radar data analysis in marine environment. Targeted groups: researchers, users with interest in methodologies and best practices, as well data management in the field.

1 2 3 4 5

High interest ☐ ☐ ☐ ☐ ☐ Low interest**June 2016. Workshop on sensors dedicated to status of sensors for nutrients, biological parameters (optical) and carbonate systems.**

Share practices in sensors usages, best practices discussions, before field experiment. Targeted groups: researchers, and sensors providers.

1 2 3 4 5

High interest ☐ ☐ ☐ ☐ ☐ Low interest**June 2016. Benthic Compartment (Boulogne, France).**

Meeting on developing a new mobile carrier for image acquisition, and achieving new technological developments regarding the monitoring of a key benthic biogeochemical process.

1 2 3 4 5

High interest ☐ ☐ ☐ ☐ ☐ Low interest**September 2016. Benthic Compartment (Brest, France).**

First test at sea of the equipment.

1 2 3 4 5

High interest ☐ ☐ ☐ ☐ ☐ Low interest**September 2016. Plankton Workshop #1 (Sweden).**

Comparison of sensor and methodologies to assess the algal content in water. Targeted groups: academic researchers, and providers.

1 2 3 4 5

High interest ☐ ☐ ☐ ☐ ☐ Low interest**September 2016. Calibration experiment for Temperature, Salinity and Oxygen (Brest).**

Comparison of calibration methods. Targeted groups: sensors Providers and researcher.

1 2 3 4 5

High interest ☐ ☐ ☐ ☐ ☐ Low interest<https://docs.google.com/forms/d/13xwF6WwZH1mit1kcYjRkRkuNlobNHyytrROOzN72G9w/viewform>

5/6





4/18/2016

JERICO-Next User Engagement Panel - Application Form

February 2017. Project General Assembly #1 and Specific Workshop.

Overview of the project achievement WP4 workshop: presentation of the results after the experiments led in the Joint research project. Targeted groups: all.

1 2 3 4 5

High interest ☐ ☐ ☐ ☐ ☐ Low interest**August 2018. Project General Assembly #2 and Specific Workshop.**

Overview of the project achievement. WP4 workshop: presentation of the results after the experiments led in the Joint research project. Targeted groups: all.

1 2 3 4 5

High interest ☐ ☐ ☐ ☐ ☐ Low interest**August 2019. Project General Assembly #3 and Specific Workshops.**

Overview of the project achievement. WP4 final workshop: presentation of the results after the experiments led in the Joint research project. Presentations of activities and their results after access to the infrastructure. Targeted groups: all.

1 2 3 4 5

High interest ☐ ☐ ☐ ☐ ☐ Low interest**August 2019. Trans National Access (TNA) activities**

Presentations of outcomes of TNA activities (WP7) within the final General Assembly 2019.

1 2 3 4 5

High interest ☐ ☐ ☐ ☐ ☐ Low interest

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Annex B: End-User Engagement Panel Terms of Reference



User Engagement Panel

Call for Expression of Interest Terms of Reference

Scope of the User Engagement Panel

JERICO-NEXT is a Horizon 2020 project aiming to extend the EU network of coastal observations developed in JERICO (FP7) by adding new innovative infrastructures while integrating biogeochemical and biological observations. The main target of JERICO-NEXT is to provide continuous and more valuable coastal data coupling physical and biological information by further developing, harmonising and integrating nationally funded marine observing systems collecting physical, chemical and biological parameters from different platforms. It aims at providing researchers and other stakeholders with data that can sustain both innovative high-quality research, new knowledge supporting European directives, and business opportunities.

A User Engagement Panel is being set up as part of Work Package 8, and is intended to be a dynamic communication channel with different societal groups, ensuring that project deliverables fit the needs of a range of stakeholders and that uptake of related infrastructure and products is promoted. Panel members are expected to represent environmental managers/authorities and policy makers, the marine-related industry sector as well as research, education and the operational communities. The main target is to establish an effective and pro-active mechanism linking the project to beneficiaries in the design, planning and implementation phases of project deliverables.

The Panel members are expected to individually and collectively participate in providing expert feedback and assessments to enhance the relevance of the project scopes. In particular, they are expected to have an interactive and participatory role in the derivation of knowledge congruent to applications and service provision from the JERICO-NEXT deliverables. The Panel will support the project partnership to implement effective marine science communication strategies and achieve societal impact.

Members on the Panel will express their influence on this high profile pan-European project including testing of data and/or new technologies in their field of interest on top of other benefits. JERICO-NEXT offers technology providers direct interaction with the research market segment to better identify and meet target expectations such as with new sensors and marine equipment. For environmental managers and responsible authorities, the project offers the access to new datasets with value evaluations relevant to their monitoring programmes. Service providers (including SMEs) can benefit from direct information on the available data resources, value, access and sustainability for improved development of services. Large marine industries will avail of first hand impacts of new and emerging technologies. Furthermore, JERICO-NEXT provides a window on European technological developments especially in connection with the EC endeavour for a better assessment of the water quality in coastal waters.

Panel Members

The JERICO-NEXT User Engagement Panel will consist of selected project representatives together with non-partner members selected from the applicants to this call for expression of interest. All submissions will be evaluated by the project Steering Committee and will be notified accordingly. A member from the Panel could be invited to chair the sessions.

Any member of the Panel can be involved in any specific activity of interest according to his/her expertise, or in the whole project according to his/her willingness. Wishes and interest should be expressed by any candidate applying to the Panel membership, within the dedicated application form.

The selected Panel members are expected to specifically come from and to represent the public authorities, policy, research, education and industry communities. They should occupy pertinent and influential positions in their respective categories, with proven knowledge of the requirements of the user groups they represent. Engagements and direct involvements in relevant networks are an asset to ensure a multiplier effect and a broad representation of viewpoints.

Members on the Panel would be expected to seek direct consultations and feedback from users and to promote the uptake of JERICO-NEXT products and services. The selected Panel members are foreseen to be at management/leadership level in their organisation, and to have the full support of the director or governing body of their respective institutional affiliation. A member can opt to participate in the Panel on the basis of personal capacity depending on his/her profile and potential contributions in the Panel.

Modus Operandi and Expected Outputs

The Panel will meet at least once a year for the duration of the JERICO-NEXT project, which run until August 2019. Each meeting will be over two to three days and will be organised in a Panel member country. Travel expenses for the selected non-project members will be covered by JERICO-NEXT against receipts and a cost of EUR 280 per day will be given as payment for the provided expert services. Air, land and sea travel itineraries will be subject to an upper cost limit.

Selected members are expected to attend key project workshops (as indicated in the Application Form), and actively participate in the discussions. In interim periods, communication between the project partners and the User Engagement Panel members will be done by phone, video meetings or emails, especially in concomitance to the major project targets.

The aim is not to create a conventional advisory group, but to secure a number of people to engage in continuous exchange and communication. Panel members are expected to have wide engagements in their category and to bring on board the range of viewpoints of the representative stakeholders.

Your expression of interest to form part of this Panel can be submitted by filling in the online form [here](#). For a better evaluation of your application, please indicate details about your academic and employment backgrounds in the relevant sections. Make sure to describe how your experience, availability, position and existing professional networks will benefit JERICO-NEXT project.

The closing date for applications is the 20th March 2016.

This project has received funding from the European Union's Horizon 2020 Research and Innovation programme under grant agreement No 654410.

Events and Activities

The following lists include some of the important project meetings that are relevant to the User Engagement Panel.

15 - 16 March 2016	Oceanology International London Presentation of the infrastructure and its access modality, services, technology development. Targeted groups include: providers, end users with interest to take benefit of the infrastructure or its products and services.
9 - 11 March 2016	HF Radar Workshop (Spain) To share methodologies in HF radar data analysis in marine environment. Targeted groups: researchers, users with interest in methodologies and best practices, as well data management in the field.
June 2016	Workshop on sensors dedicated to status of sensors for nutrients, biological parameters (optical) and carbonate systems Share practices in sensors usages, best practices discussions, before field experiment. Targeted groups: researchers, and sensors providers.
June 2016	Benthic Compartment (Boulogne, France) Meeting on developing a new mobile carrier for image acquisition, and achieving new technological developments regarding the monitoring of a key benthic biogeochemical process.
September 2016	Benthic Compartment (Brest, France) First test at sea of the equipment.
September 2016	Plankton Workshop #1 (Sweden) Comparison of sensor and methodologies to assess the algal content in water. Targeted groups: academic researchers, and providers.
September 2016	Calibration experiment for Temperature, Salinity and Oxygen (Brest) Comparison of calibration methods. Targeted groups: sensors Providers and researcher.
February 2017	Project General Assembly #1 and Specific Workshop Overview of the project achievement WP4 workshop: presentation of the results after the experiments led in the Joint research project. Targeted groups: all.
August 2018	Project General Assembly #2 and Specific Workshop Overview of the project achievement. WP4 workshop: presentation of the results after the experiments led in the Joint research project. Targeted groups: all.



August 2019	Project General Assembly #3 and Specific Workshops Overview of the project achievement. WP4 final workshop: presentation of the results after the experiments led in the Joint research project. Presentations of activities and their results after access to the infrastructure. Targeted groups: all.
August 2019	Trans National Access (TNA) activities Presentations of outcomes of TNA activities (WP7) within the final General Assembly 2019.



Annex C: Promotional Flyer





 **Towards a joint European Research Infrastructure network for Coastal Observatories**

Collaborate with the JERICO-NEXT project. We are seeking influential representatives from a variety of sectors with an interest in the JERICO-NEXT project to make an impact on the outcomes.

Find out more information and register your interest to have an active role in the User Engagement Panel here: <http://www.jerico-ri.eu/UEP>

User Engagement Panel

Closing date for applications: 20th March 2016



The JERICO-NEXT project aims at extending the EU network of coastal observations developed in JERICO (FP7) by adding new innovative infrastructures while integrating biogeochemical and biological observations.



The project targets to impact key stakeholder groups: public authorities, policy, research, education and operational communities including industry.



A User Engagement Panel is being established to provide a dynamic communication channel with these user groups, linking the project to beneficiaries, and ensuring that project deliverables meet their needs.



Members on the Panel will express their influence on this high profile pan-European project including testing of data and/or new technologies in their field of interest on top of other benefits.



The selected panel members will be supported by the project, and are expected to act in their capacity within the organisation that they represent as well as the sector within which they work.



This project has received funding from the European Commission's Horizon 2020 Research and Innovation programme under grant agreement No 654410.
Project coordinator: IFREMER, France.

 **@jerico_next**
www.jerico-ri.eu



Annex D: Submitted Applications



Timestamp	16/02/2016
First Name	Peter
Family Name	McKenzie-Midlane
Institute/Company	Scitus Management Ltd
Position within organisation	Managing Director - Lead Consultant
Country	UK
User Category	Industry

23/02/2016	24/23/2016 15:24:16
First Name	Laurent
Family Name	Coppola
Institute/Company	LOV (CNRS-UPMC)
Position within organisation	Researcher
Country	France
User Category	Research

Timestamp	26/02/2016
First Name	Olaf
Family Name	Sveggen
Institute/Company	Fugro OCEANOR AS
Position within organisation	Director Sales and Business Development
Country	Norway
User Category	Industry

Timestamp	26/02/2016
First Name	Johan
Family Name	Vercruysse
Institute/Company	Vlaamse Overheid, MDK, aKust
Position within organisation	Engineer
Country	Belgium
User Category	Public

Timestamp	26/02/2016
First Name	Michel
Family Name	André
Institute/Company	Technical University of Catalonia, BarcelonaTech (UPC)
Position within organisation	Laboratory of Applied Bioacoustics, Director
Country	Spain
User Category	Research

Timestamp	12/03/2016
First Name	Svetlana
Family Name	Rusanovschi
Institute/Company	ECOLAGUNA
Position within organisation	Managing Director
Country	Germany
User Category	Industry



Timestamp	18/03/2016
First Name	Bill
Family Name	Turrell
Institute/Company	Marine Scotland
Position within organisation	Environmental Monitoring and Assessment Programme Manager
Country	UK
User Category	Public

Timestamp	22/03/2016
First Name	David
Family Name	Mills
Institute/Company	Bangor University
Position within organisation	Programme Director
Country	UK
User Category	Education



Annex E: Letters of Acceptance to Panel Members



**User Engagement Panel**

13th June 2016

Name and Surname
Affiliation

Dear **Name and Surname**,

Many thanks for your application to engage with the JERICO-NEXT Project. The JERICO-NEXT Steering Committee is pleased to inform you that your application to be part of the User Engagement Panel has been selected. This Panel is being set up as part of Work Package 8 and is intended to be a dynamic communication channel with different societal groups, ensuring that project deliverables fit the needs of a range of stakeholders and that uptake of related infrastructure and products is promoted.

While a large number of applications were received, the Panel members were specifically selected to represent environmental managers/authorities and policy makers, the marine-related industry sector as well as research, education and the operational communities. The main goal of this group will be to establish an effective and pro-active mechanism linking the project to beneficiaries in the design, planning and implementation phases of project deliverables.

The Panel members will not be required at every meeting, but will be invited according to the Panel agenda. A first meeting of the Panel by video conference is expected in October/November 2016, while the first assembly is expected to be held in conjunction with the project General Assembly in spring 2017. The expected schedule of the other meetings will be communicated in due course. Each meeting is expected to be over two to three days, and will be organised in a project member country. The Panel may also have interim meetings through teleconferencing and other communications via email / telephone as required.

Travel expenses will be covered by JERICO-NEXT according to the conditions described below.

Kindly confirm your interest and commitment for this post by replying to this email before 30 June 2016.

We look forward to working with you on this project.

This project has received funding from the European Union's Horizon 2020 Research and Innovation programme under grant agreement No 654410.

Yours sincerely,
Prof. Aldo Drago
JERICO-NEXT WP8.1 Task Leader
Head, Physical Oceanography Research Group
Dept. of Geosciences
University of Malta



TO RECEIVE THE PAYMENT, THE PARTICIPANT MUST:

- Communicate with Cefas (the JERICO-NEXT partner with funds for this activity) using email address jerico.next@cefas.co.uk.
- Select the most economical means of transportation; make their transportation arrangements as early as possible upon receipt of the official invitation to the meeting; and arrive/depart as close as possible to the beginning/end dates of the meeting.
- Register their bank details prior to the meeting.
- Submit a duly completed and signed by hand Travel Reimbursement Request (TRR) form to Cefas within 30 calendar days after the end date of meeting (together with the supporting documents), and declare that he/she will not receive any similar reimbursement or allowance from a third party.
- JERICO-NEXT will need the scanned tickets as a proof but original invoices/receipts must be kept by the claimant for 5 years after the activity end date for audit purposes.

ELIGIBLE EXPENSES:

Accommodation (including breakfast) and Meals

- Accommodation expenses are based on flat rates as it is indicated in the table (see annex 1), calculated on the actual attended meeting days (as confirmed by the signatures on the meeting attendance list). In case of the arrival taking place one day before the meeting and departure one day after the meeting, additional nights will be considered but need to be agreed before the meeting. No additional nights will be reimbursed if Cefas does not agree.
- The accommodation expenses must be paid directly by the participant. If sharing the accommodation with another participant, only one participant can claim the reimbursement of the nights.
- Accommodation expenses paid centrally by the Grant Holder or by the Local Organizer are non-eligible.
- Meals are part of the daily subsistence allowance (see annex 1). Meals provided by other sources are deducted from the number of meals to be reimbursed.

Airplane, Train or Bus, Car and Ferry

- Only economy class tickets are eligible for reimbursement. Air tickets exceeding EUR 800 require prior approval from Cefas; seat reservations and transport of luggage costs are eligible.
- Travel from/to countries other than the host country and your country of residence must be explained in the justification box and with a comparative quote of a round trip ticket.
- For Train or Bus, business and economy class tickets are eligible for reimbursement; and supplements for fast trains and sleepers are eligible expenses.
- Car travel is limited to a maximum distance of 2,000 km and is reimbursed at EUR 0.34 per km up to 160 km and at EUR 0.22 over 160 km. Only the driver shall be reimbursed. The names of the passengers must be mentioned on the remarks section of the TRR submitted by the driver. Proof of distance which shows the travelled route beginning at the city of origin to the approved meeting destination has to be submitted along with the TRR by means of a print-out from Google Maps.
- In order to be reimbursed, participants must submit as a supporting document the original ticket (and the related invoice if the price is not indicated on the ticket) mentioning the name of the passenger, the price, dates of travel, departure and arrival times and the booking class – essentially the full itinerary of the trip.

**Local transport expenses**

- Local transport expenses include any transport costs (including shuttle, buses, trains, metro, tramway, taxis, car costs (up to 2000 km) and parking costs), incurred to go from Home to Airport / train station; Airport / train station to meeting venue / hotel; Hotel to meeting venue; Meeting venue to hotel; Meeting venue / hotel to airport / train station; Airport / train station back to home.
- All claims have to be justified by receipts justifying the total amount claimed must be provided. All receipts must display the amount and the date that the expenses were incurred.
- Eligible participants are limited to use taxis only when no other means of public transport is available or for early departures (departure before 7 am) or late arrivals (arrival after 10 pm) up to a maximum of 80 EUR for the entire journey, against receipt.

Other eligible expenses

- Short term visa fees relevant to attending a meeting and eventual additional overnight stays and/or extra meals aiming to significantly reduce the overall transportation costs (by minimum EUR 160 per additional night), require provision of comparative cost statements at the day of purchase, and an explanatory note to be provided together with the TRR.

NON-ELIGIBLE EXPENSES

Registration, honorarium or lecture fees; transportation expenses to obtain the visa; health related expenses, life and medical insurance; travel cancelation and luggage insurance; overnight stay during a trip by car, fuel costs, tolls and car rental costs; Wi-Fi, telephone, internet and minibar consumption; printing costs, postage; regional or national taxation fees, stamp duty expenses.

Please note that these guidelines and rates are subject to change and you will be contacted with updated information should this occur.





Annex F: Agenda for Introductory Video Conference Session



JERICO-Next User Engagement Panel Introductory Video Conference Session - Tentative Agenda

This session is intended to bring the selected User Engagement Panel members together for a first impact with the project.

A general overview of JERICO-NEXT will be given detailing:

1. research targets,
2. quest for best practice in ocean observations,
3. extension of infrastructure in connection with coastal observatories, and
4. ongoing activities.

The session will also serve for the Panel members to introduce themselves, describing their expertise and current engagements, as well as to express directly their interest and proposed contributions within JERICO-NEXT.

Date: September / October 2016

Duration: 1.5 hour

Platform: Google Hangouts (hosted by the University of Malta)

Tentative Agenda:

- Individual introductions by Panel Members (3 mins each)
- JERICO-NEXT Project Overview (15 min)
Patrick Farcy, Project Leader, IFREMER
- Role of the JERICO-NEXT User Engagement Panel (15 min)
Aldo Drago, Task 8.1 Leader, University of Malta
- Research efforts and general activities of the project (15 min)
Ingrid Puillat, WP4 Leader, IFREMER
- Transnational Access (15 min)
Stefania Sparnocchia, WP7 Leader, ISMAR
- Virtual Access Services (15 min)
Michelle Devlin, WP6 Leader, CEFAS
- Discussion