



MINUTES

GENERAL ASSEMBLY LONG DISTANCE FLEET ADVISORY COUNCIL (LDAC)

**Grand Hotel Palatino
Via Cavour, 213/M - 00184, ROME
Thursday 10 May 2018
2:00 pm – 5:00 pm**

Chair: Iván López Van der Veen
Vice Chairs: Béatrice Gorez and Juan Manuel Liria
Rapporteurs (Secretariat): Alexandre Rodríguez and Manuela Iglesias

1. Welcome

The Chair, Mr. Iván López, welcomes those present and then lists the delegations of vote received by the Secretariat from absent members in favour of other members present:

- Ms. Sara Fröcklin (Swedish Society for Nature Conservation) delegates to Ms. Béatrice Gorez (CFFA-CAPE).
- Mr. Ian Gatt (SPFA) delegates to Ms. Jane Sandell (NFFO)
- Mr. Gerard van Balsfoort (DPFTA) delegates to Ms. Jane Sandell (NFFO)
- Mr. Edelmiro Ulloa (ANAMER/AGARBA/ANAPA/ACEMIX) delegates to Mr. Juan Manuel Liria (CEPESCA)
- Mr. José Manuel Beltrán (OPP-Lugo) delegates to Mr. Juan Manuel Liria (CEPESCA)
- Mr. Julio Morón (OPAGAC) delegates to Mr. Juan Manuel Liria (CEPESCA)
- Mr. Pierre Commere (FIAC) delegates to Mr. Michel Goujon (ORTHONGEL)

The list of participants (members and observers) is included as Annex I.

The Secretariat informs the members that the necessary quorum for the adoption of decisions has been acquired (50% of total members present or represented).

2. Approval of the agenda

The agenda is approved.

3. Approval of the minutes of the previous General Assembly (Paris, 30 May 2017)

The minutes of the previous meeting are approved with no comments or modifications.

4. Report by the Chair/Secretariat on Financial Year 12 (June 2018 - May 2019)

4.1. Strategic Plan/Annual Work Programme.

Mr. Alexandre Rodríguez, Secretary General, explains the strategic plan together with the annual work programme, both of which are available on the LDAC website on the following link: <http://ldac.ldac.eu/post/asamblea-general-213081>

The work programme is approved with some nuances on the English version of the annual work programme made by Mr. Björn Stockhausen, from the member organisation Seas at Risk. The new version will be sent to all members.

DECISION:

The members of the General Assembly unanimously approve the annual report on Financial Year 10 and the annual strategic plan for Financial Year 12 once the modifications commented by the members at this meeting are introduced. It is clarified that the work programme only shows the meetings organised by the LDAC itself. The work programme drafting will be reviewed taking into account the comments made by Mr. Stockhausen (e.g. no mention will be made of the European Parliament and of the term “advocate” and the item “other issues of interest” will be reviewed, as well as the second paragraph in page 8). The idea is to approve this reviewed version by consensus prior to its submission to the DG MARE.

Therefore, both documents are considered formally approved by virtue of provisions set forth in articles XIII and XV section a) of the LDAC Rules of Procedure.

4.2. Provisional calendar of meetings.

After going through the calendar of meetings, it is agreed to present a new table at the following General Assembly adding specific columns on who is inviting us, what LDAC representatives are attending, as well as the interest the LDAC has to attend that meeting.

Action: Calendar of LDAC Meetings for Financial Year 12 (1/6/2018-31/5/2019)

The Secretariat will update the presentation with the relevant modifications regarding the update of the list of meetings. At the request of the members and in order to be more transparent, new columns will be added to the table to explain the following concepts: who is the host or who is inviting us; who is the invitation addressed to, if there is a restriction in terms of number of attendees; selection criteria and names of the representatives that will attend as LDAC delegates; and the interest for or reason why the LDAC is attending this meeting, among other.

5. Annual ratification of the appointment of the LDAC Chair

The continuity of the LDAC Chair, Mr. Iván López, is unanimously ratified to complete the mandate he was elected for (3 years), with one year left for the next elections to take place at the end of May 2019.

Mr. Iván López, Chair, thanks the members for their trust.

6. Report by the Secretariat on administration and finances

The Secretary General, Mr. Alexandre Rodríguez, on behalf of the Chair and of the Executive Committee, presents the work carried out by the organisation during Year 11 (1 June 2017 - 31 May 2018), summarising the actions and agreements adopted at the main meetings and listing the letters, recommendations and opinions issued. There were no additional comments by any of the members. The presentation is available on the following link:

<http://ldac.ldac.eu/attachment/7e6d4732-3c2e-4fa8-8379-570b0c342105>

6.1. Status of the annual accounts (income/expenditure) of Financial Year 11 (2017-2018).

The Secretary General, Mr. Alexandre Rodríguez, gives a detailed presentation breaking down the accounts and the report on the LDAC's income and spending, as well as the calendar of activities still to be carried out.

He then informs that all organisations have paid their fees, except two of them, that after being informed about their situation confirm that they will shortly pay the outstanding amount.

Besides, he declares that all Member States are up to date with their fees, as well as the EC, that has paid part of its contribution (EUR 240,000), with the remaining amount to be paid upon submission of the final report.

Once the accounts of the current year are presented, it is proposed that the Assembly grants the presented accounts a vote of confidence, with the final accounts being submitted at the end of the financial year (31 May 2018).

DECISION:

Annual accounts for Financial Year 11 of the LDAC are approved by the General Assembly members by consensus and without objection, and the Secretariat is required to complete the necessary procedures until the end of the financial year.

6.2. Proposed Budget for Financial Year 12 (2018-2019).

The Secretary General, Mr. Alexandre Rodríguez, informs that the new contract will run from 1 June 2018 to 31 May 2019. The budget was sent to all members on 20 May. We are now waiting for the EC to send the new contract to be signed. Following the presentation of the Executive Committee proposed budget drafted by the Secretary General (available on the LDAC website), the Chair recommends that the General Assembly approve the budget for the next financial year. In addition, he comments that the proposal presented is a minimum level provisional budget based on the budgetary prudence approach and in conformity with the Commission's Financial Regulation rules, taking as true the revenues effectively received and/or committed. We are waiting to receive revenues from fees of Member States including the contribution by the Spanish Administration. As it happened in previous years, a request for the formal amendment of the budget will be sent to the Commission before the end of the financial year in order to adjust the increase resulting from new revenues and to balance the items with the expenditure.

DECISION:

The members of the General Assembly approve the LDAC operational budget for financial year 12 by consensus.

6.3. List of changes in LDAC membership.

The Secretariat reports that the LDAC is formed by 52 members of the General Assembly, and that none of them has requested to abandon.

The Chair, Mr. Iván López, says that a request to become a member has been received for financial year 12 by the organisation Europêche.

Mr. Daniel Voces, Europêche, introduces his organisation, explaining that it was founded in 1962 as a non-profit organisation to protect the interests of the European fisheries sector, including both small-scale vessel organisations and the European long distance fleet. He sums up the work they carry out in different fields and highlights their desire to join in the LDAC.

6.4. Admission of new LDAC members.

Following consultation to the European Commission and the rest of Member States in timely manner and due form, without finding any opposition, the decision to admit the candidate organisation as LDAC member is subject to the General Assembly.

DECISION:

The members of the General Assembly approve by consensus to admit EUROPÊCHE as new LDAC member, becoming part of all 5 working groups and of the General Assembly.

6.5. Approval/ratification of points 1-4.

DECISION: The GA members unanimously approve the previous points (6.1-6.4)

7. Organisation and functioning of Advisory Councils

7.1. Performance Review Strategy: Terms of Reference and Timelines.

The Chair, Mr. Iván López, introduces the topic recalling that it all started as part of an initiative proposed to the EC at the inter AC meeting. The aim of the performance review is to have an objective assessment of the functioning of the LDAC bodies (General Assembly, Executive Committee, 5 Working Groups and Focus Groups) and their dynamics. In addition, it will help us get to know the aspects that could be improved and to reinforce actions working properly.

The idea is to ask consultancy/auditing firms based on objectives for several quotations and to choose one in June or July 2018. The estimated time period will be of 5 or 6 months, so that we could present the results at the inter AC meeting to be held in December this year.

After presenting the basis of the terms of reference, the following is agreed:

ACTION: GA members approve this proposal to carry out an LDAC independent and external performance review and propose to redraft the ideas included in the Secretariat's presentation, such as preliminary and specific questions or issues, granting a 2-3 week period to send comments. Once agreed, they will be included in the terms of reference together with an invitation for interested companies to apply to carry out this review. Those member organisations that have already carried out a similar auditing process or internal examination will be requested to contribute their experience, view and practical ideas.

The aim of this consultation is to present preliminary results at the following coordination Inter AC meeting with Advisory Councils, DG MARE and Member States. Moreover, this item will be included in the next GA agenda.

7.2. Report on the external financial audit carried out by the EC.

The Secretary General, Mr. Alexandre Rodríguez, explains that the specific financial audit carried out by the EC involved the review of the accounts of the last two financial years. Although the report has not been received in writing yet, the Secretariat was verbally informed that everything was correct, suggesting minor modifications such as currency conversions or better planning when buying plane tickets so that they are not that expensive.

The Chair congratulates the Secretariat for the arduous and specific work carried out to have clear and transparent accountability, setting an example as a publically-funded body. As soon as the consolidated report with recommendations in writing is received, it will be sent to all members and made available to anybody that might be interested in it through the LDAC website.

Besides, Mr. Iván López makes a proposal to change the travel expenses reimbursement policy in order to send it to the EC. This document could be submitted together with a case study with the meetings held in the last financial year.

In addition, the LDAC Secretariat is preparing a letter requesting the European Commission to review the reimbursement policy directives, with other ACs having the possibility to join in.

The MEDAC Secretary General, Rosa Caggiano, who attends this meeting in her capacity as observer, warns that the initiative to increase the amount of per diems is an awkward issue, since there is not much room for manoeuvre or flexibility in the Commission rules regarding the type of subsidy granted to ACs. She reminds attendees that the maximum per diem is of EUR 192, combining hotel allowance = EUR 100 and per diem or daily allowance = EUR 92. Moreover, according to the Commission rules, per diems shall be reduced in one third ($1/3 \times 92$ EUR) if lunch or catering services are provided for at a meeting.

7.3. Proposal to review the structure of Working Groups.

The Chair; Mr. Iván López, proposes to include this item as topic for discussion at the next Executive Committee meeting, once the results of the performance review are known, as well as its scope by topics or fishing regions or coordination among the different Working Groups, among other aspects.

Afterwards, the Chair will consider presenting an own-initiative proposal to review the structure of the working groups so that it can be discussed with the GA members.

ACTION: At the Chair Mr. Iván López's request, this item will be included for discussion in the next Executive Committee meeting (December 2018) once the preliminary conclusions of the performance review are known. The final decision will be up to the GA in May 2019.

ACTION: Transparency and good practices

LDAC member organisations and associates shall be requested to fill in a form explaining their activities (no. of boats, composition, membership, etc.), as well as their logos.

7.4. Impact of Brexit on the composition, functioning and competencies of Advisory Councils: inter AC reflection and LDAC seminar.

The Chair, Mr. Iván López, informs that at the last inter AC coordination meeting it was proposed that the LDAC organise a Seminar on the impact of Brexit, to be held together with the LDAC Executive Committee in Madrid in December 2018.

ACTIONS regarding the travel expenses reimbursement policy:

- **The LDAC will act as host and will coordinate the joint meeting of several ACs about the impact of Brexit on the composition, functioning and structure of Advisory Councils. The LDAC Secretariat will organise the meeting, including coordination of the Steering Committee and drafting of a concept note.
This meeting will be held in the months of November or December in Madrid.**
- **The Chair (Mr. Iván López) will prepare a letter or formal statement indicating that all LDAC members work pro bono.**
- **At Jane Sandell's proposal, carrying out a case study quantifying reimbursements granted to members for attending to and participating in LDAC meetings and comparing actual expenses on the request with expenses effectively reimbursed as a result of the Commission's financial rules will be considered.**
- **The Secretariat will draft a letter suggesting the Commission guidelines be reviewed in terms of reimbursement policy of members' travel expenses relating to daily hotel and allowance rates. The support of other AC Secretariats will be sought in order to send a joint letter or adopt a common position for discussion with the Commission. When the time comes, requesting the inclusion of this item in the agenda of the Inter AC coordination meeting with Advisory Councils and the Commission will be considered.**

8. Communications Policy

8.1. Communications Policy Update.

Ms. Manuela Iglesias, LDAC, informs about the following aspects:

- Website (www.ldac.eu): it is constantly updated, with meeting documents, opinions, letters, replies from the EC, etc.
- App for mobile/tablet: both Android and IOS versions have been updated (available in Google Play and in App Store). However, she highlights that they are still in testing mode and solving some mistakes.
- Twitter: the LDAC account (@LDAC_EU) already has 1,265 followers, with an activity of nearly 5,800 tweets.
- YouTube channel: we update the account with interesting videos. We encourage the members to access it through the website: <http://ldac.eu/multimedia>; or subscribing to the YouTube channel:
<https://www.youtube.com/channel/UCJ0p6Ou75hEaVnoYYNaQl0w>

In addition, the Secretariat is suggesting that LDAC members send corporate or institutional videos that their respective organisations have and are related to our work to share them through this channel as well.

ACTION: The members shall be informed about any developments regarding the LDAC website and mobile application for Apple and Android, with a series of improvements required both in technical terms and regarding privacy and security.

8.2. Implementation of the European Data Protection Regulation.

Ms. Manuela Iglesias, LDAC, informs that, in conformity with the new European Data Protection Regulation (Regulation EU 2016/679), that will replace the Spanish Organic Law on Data Protection currently in force, the former LDAC personal data protection policy is being updated. She highlights that it is a piece of legislation to be applied in the whole of the European Union that will come into force on next 25 May.

The LDAC is on a basic level or phase in terms of requirements, since it is a small organisation and it does not have to deal with confidential or commercially sensitive information as such. It is not necessary for the LDAC to have a Data Protection Delegate, since it is compulsory only for companies with more than 250 workers. Attention should be drawn to the fact that, in case of data breach, there is a 72-hour period to solve it.

The main changes focus on consent always being expressly given from now on, and associates will be able to exercise the right to rectify, cancel or modify their personal data. Other changes implied by the new regulation will be to include a specific clause in this regard in some contracts (e.g. with the processing agency, with the website or email host, among other).

ACTION:

It is proposed that LDAC members approve and sign this model clause:

ASSOCIATES/MEMBERS DATA PROCESSING

Data Protection Information Clause¹:

On behalf of the LDAC organisation we process the information you provide us with in order to manage the relationship you have as LDAC member. Data provided shall be kept while there is an associative relationship or for as many years as it is required to comply with legal obligations. Data shall not be transferred to a third party except for those cases where there is a legal obligation to do so. You are entitled to obtain confirmation of whether your data are being processed by the Long Distance Fleet Advisory Council (LDAC), so you are entitled to: access your personal data, rectify inaccurate data or request deletion of any data that may not be necessary by getting in touch with:

Controller: Long Distance Fleet Advisory Council (LDAC)

Tax Identification Code: G-85050243

Address: c/Doctor Fleming, 7-2ª derecha. Madrid 28036

Telephone: +34 914323623 / E-mail: secretaria@ldac.eu

¹ According to Regulation (EU) 2016/679 of the European Parliament and Council of 27 April 2016.

ACTION GDPR: The Secretariat shall verify that all members have signed the data protection clause and that they meet all the GDPR requirements prior to their entry into force on 25 May 2018.

9. Update on the FARFISH H2020 Project

9.1. Work progress, deliverables and meeting calendar

Mr. Alexandre Rodríguez, Secretary General, informs that the next FARFISH annual meeting where the LDAC will be present will take place on 29, 30 and 31 May.

He also mentions that the LDAC has made available a link to the MPO summary of case studies for its member organisations:

<http://ldac.ldac.eu/attachment/25558e8d-7c4e-43ab-8c74-6518772be086>

9.2. Hiring process of a Project Coordinator

- Selection Committee

- Internal procedure

The Secretary General, Mr. Alexandre Rodríguez, explains that the Selection Committee has already reviewed all the CVs received, having selected 5 candidates for the interview phase. The aim is to finish the selection process with the announcement of the candidate chosen for the job offered before the end of 2018, for the coordinator to start working on 1 January 2019, owing to budgetary reasons.

10. Summary of Agreements Reached and Actions Agreed.

The Chair, Mr. Iván López, concludes the session thanking the present members and observers for their attendance and active participation; the interpreting team for their work throughout the meeting, and the Secretariat for all the work carried out in terms of logistics, organisation and content in preparation for the meeting.

Next General Assembly meeting (May 2019)

Mr. Francisco Mari (Bread for the World) conveys his organisation's invitation to host the next General Assembly and Executive Committee meeting in Berlin. The members accept the invitation and the Secretariat will coordinate with Mr. Francisco Mari logistic and organisational matters.

The annual regular session of the General Assembly is closed.

-END-

**ANNEX I. List of participants
General Assembly of the Long Distance
Fleet Advisory Council**

Rome, 10 May 2018

ATTENDEES

1. Iván López. AGARBA/CEPESCA
2. Juan Manuel Liria. FEOPE
3. Beatrice Gorez. CFFA-CAPE
4. Vanya Vulperhorst. OCEANA
5. Michel Goujon. ORTHONGEL
6. Despina Symons. EBCD
7. Sophie Nodzinski. EJF
8. Juan Manuel Trujillo. ETF
9. Francisco Mari.BFW
10. Björn Stockhausen. Seas at Risk
11. Raúl García.WWF
12. Francisco Portela Rosa. VIANAPESCA
13. Frédéric Le Manach. BLOOM
14. Aivaras Labanauskas. Atlantic Fisheries Company
15. Marta Aymerich. ANFACO
16. Jane Sandell. NFFO
17. Roberto Carlos Alonso. EUROTHON
18. Katarina Sipic. CONXEMAR
19. Luis Vicente. ADAPI
20. Claus Ubl. DFV

OBSERVERS

1. Rosa Caggiano. MEDAC
2. Daniel Voces. EUROPECHE
3. Alexandre Rodríguez. LDAC
4. Manuela Iglesias. LDAC
5. Marta de Lucas. LDAC