

Minutes of Meeting

2nd GASVESSEL Consortium General Assembly

Meeting Date:	3 and 4 May 2018
Meeting Location:	Grecian Park Hotel - Protaras - CYPRUS
Meeting requested by:	Periodic Meeting planned in the GASVESSEL Project Management Plan – Meeting organized by Partner 11- CHC
Purpose, Objectives and Elements of the Meeting with ref to WPs and relevant tasks (as per Meeting Agenda)	<p>See approved meeting agenda. In brief:</p> <ul style="list-style-type: none"> • WPs technical status and progress verification. • Economics and Financial. • Risk assessment. • Next actions <p>The Assembly is valid also as 4th Executive Board Meeting</p>
Minute prepared by:	Spartaco ANGELINI – 1 – NAVALPROGETTI
Attendees approval Date :	
Attendees:	<ol style="list-style-type: none"> 1. Angelini, Cok, Manzon, Stenta - 1 NAVALPROGETTI 2. Mosberger, Pilatova – 2 DOW GERMANY 3. Justified absence – 3 DOWAKSA 4. Martinelli, Schmid, Di Loreto – 4 PNO 5. Shvets – 5 VTG 6. Lie, Nonas, Rialland, Yin – 6 SINTEF OCEAN 7. Bozzi, Monteverdi – 7 BMPlus 8. Fratti, Meze – 8 CNGV 9. Chinese – 9 CENERGY 10. Absent – 10 HLL 11. Afantitis, Droushiotis, Eleftheriou, Koutsoullides, Kleanthous, Onoufriou – 11 CHC 12. Clarich, Russo – 12 ESTECO 13. Niotis – 13 ABS <p>Being present and represented more than the two-third of the Partners (see signed attendees list), the Assembly is valid in accordance with article 6.2.3 of the Consortium Agreement.</p>
Summary of Significant Results	<p><u>Day 1, 3rd of May, 2018</u> Meeting starts at 0900 CHC welcome address to attendees Turn of Table presentations Coordinator address to partners 0930 - CHC presents status of WP2 1000 - CNGV presents status of WP3 1010 – BMPlus presents status of WP4 1110 – DOW presents its activities 1120 – NP presents status of WP5 1150 – VTG presents status of WP6 1330 – SINTEF presents status of WP7 1345 – PNO presents status of WP9 1400 – ABS presents status of WP8 1415 – CEN and EST present their activities</p>

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	<p>1445 – NP presents WP1, comments the general planning of activities and next actions</p> <p>1615 – NP supplies to Partners preliminary recommendations and instructions for approaching mid-term reporting to EU</p> <p>1730 – First day meeting closed</p> <p>Day 2, 4th of May, 2018</p> <p>0900 – Summary of the workshop of Day 1 – NP, CHC, VTG, SINTEF discuss about storage facilities in loading/unloading sites</p> <p>0930 – SINTEF illustrates the steps to follow for costs/benefits analysis</p> <p>1000 – PNO – Intervention relevant to dissemination/exploitation</p> <p>1030 – EST – Practical demonstration how the Decision Support Model (DSM) works and obtained outputs vs. supplied inputs</p> <p>1200 – NP – Final reminder on actions to be completed by the end of current month of May</p> <p>1215 – Assembly closed.</p> <p style="text-align: center;">-----V-----</p> <p>Summary of Significant Results</p> <ul style="list-style-type: none"> • Project Technical Progress: all activities on time as per Work Plan. No criticalities denoted. Foreseen deliverables uploaded on EU portal on the correct due date. First Milestone achieved. <ul style="list-style-type: none"> ○ WP2 – D2.1 and D2.2 relevant to Scenario Analysis and Esteco DSM completed and undergoing final quality check before issue to EU by end of May. MS2 achieved. ○ WP3 - Design activities of experimental pilot line equipment on program. Tests on composites completed on the second half of May. ○ WP4 - Real concrete progress visible at BMPlus: first liner built, hydroforming mold nearly finished, hydroforming equipment available for installation and hook-up ○ WP5 - ship's experimental towing tank tests defined. Activity awarded to Krylov Institute in St. Petersburg, resulting winner in the bidding phase. 12.000.000 Nm3 capacity ship design in progress. ○ WP6 - Loading/unloading facilities need to be more deeply investigated to better define the most economically viable and safe solution for each scenario. This will be object of specific meetings between Partners to be arranged during May and June. ○ WP7 – cost and benefit analysis methodology well set up by SINTEF. In due time SINTEF will be fed with the outputs from WP5 and WP7 (CAPEX and OPEX). ESTECO will receive the same info to allow the DSM to calculate the correct final CNG transportation tariff.
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	<ul style="list-style-type: none"> ○ WP8 – ABS activities will start in full by about Jan 2019 and will last up to the end of GASVESSEL project. Cooperation started anyhow in April 2018 defining in detail the engineering deliverables to be submitted to get the final GDA. ○ WP9 – Dissemination and Exploitation Plan uploaded on EU portal. Deliverable D9.3 ready and under Partners quality check. MS8 achieved <p>For major details please check Partners presentations in attachment.</p> <ul style="list-style-type: none"> ● Economics and Financial: Fair situation. No remarks or comments from Partners in this regard. ● Quality: it has been noted that deliverables give no reference of the undergone quality checks. It is suggested to mention quality checks (by Authors, Partners and Coordinator) in the revision frame of each deliverable. ● Risks: Some new risks highlighted in Partners presentations. For the time being no significant impact to report. Will be re-checked in the course of the next Executive Board Meeting. Attention shall be paid to the risks generated by the bottle necks coming from local regulations relevant to the storage on-shore of CNG. It would be fruitful for the project exploitations, that the EU could issue a common regulation for this matter. ● Next steps: Refer to attached Partner presentations and Action Items here below listed. <p>In detail, items requiring quick and particular attention for a fair progress of GASVESSEL Project are:</p> <ul style="list-style-type: none"> ● WP6 by VTG. Partner needs support (NP, SINTEF, others on call) for the final definition on loading/unloading facilities, in order to be able to supply sound elements to WP7 for CBA ● WP9 by PNO. All Partners are involved in dissemination and exploitation activities that are vital for GASVESSEL. It is requested to operate in strict coordination with PNO following their instructions and informing PNO in advance of each individual or collective initiative. Furthermore PNO must receive from Partners all suitable information (pictures, significant progress items, etc.) for publishing on the newsletter. NP to supply PNO with the presentations prepared for road and rail CNG Transportation. ● Privacy and personal data protection: New EU Directive is to be adhered to. Partners to provide PNO with the authorization of stakeholders and contacted persons to store personal data for forwarding GASVESSEL newsletter. ● Mid-Term Reporting to EU (month 18). It represents the focal point of the first year of activity of GASVESSEL. This is the reason why NP decided to submit to Partners a summary of instructions (attachment 14) for approaching
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	<p><i>this task. Report to EU is officially due on 29 January 2019 so, all Partners are strongly invited to familiarize with the reporting process since immediate. <u>Next Consortium General Assembly in Germany on end of October/beginning of November 2018 will be almost completely dedicated to Mid-Term Reporting.</u></i></p>	
Action Decided		
Action Item	Partner Responsible	Due Date
1. Uploading on EU Portal deliverables D2.1 and D2.2	CHC, EST, Coordinator	Last working day of May 2018
2. Uploading on EU Portal deliverable D9.3	PNO, Coordinator	Last working day of May 2018
3. Declaration of achievement of milestones MS2 and MS8	CHC, PNO, Coordinator	Last working day of May 2018
4. Meeting in NP with GE Nuovo Pignone for definition of gas compressors	Coordinator (with list of questions provided by VTG)	May 10th, 2018
5. Updated WorkPlan in rev. 10	NP	Week 22
6. Loading/unloading facilities technical definition	VTG, CHC, SINTEF, NP, others on call	Kiev at VTG, June 2018, date TBD
7. Next Executive Board Meeting	Executive Board	End of July 2018, date TBD
8. Next Consortium General Assembly	All	Germany, end of November 2018, date and location TBD
List of Attachments:	<ol style="list-style-type: none"> 1. Coordinator speech, address to Partners 2. Status of WP1, presentation by NP 3. Status of WP2, presentation by CHC 4. Status of WP3, presentation by CNGV 5. Status of WP4, presentation by BMPlus 6. Partner DOW presentation 7. Status of WP5, presentation by NP 8. Status of WP6, presentation by VTG 9. Status of WP7, presentation by SINTEF 10. Status of WP8, presentation by ABS 11. Status of WP9, presentation by PNO 12. Partner EST presentation 13. Partner CEN presentation 14. NP presentation relevant to the mid-term reporting to EU (month 18) 15. Signed attendees list 	
Comments on Meeting effectiveness, if any	<p><i>Meeting confirmed the good relationship between the Partners and the strong spirit of cooperation, oriented to a fair execution of tasks, to smooth sharp edges over and to achieve GASVESSEL Project goals.</i></p>	