

## SW-GROW Meeting 30 & 31 August 2019

Kick-off meeting – An Lanntair M:\SEAWEED\SW-GROW MEETINGS\KICK OFF\SW-GROW MINUTE KO MEETING.DOCX

### Present

Clíodhna Ní Ghríofa	Údarás na Gaeltachta, Na Forbacha, Co. na Gaillimhe
Ms Agnes Mols Mortensen	TARI – Faroe seaweed
Prof Francesco Gentili	Swedish University of Agricultural Sciences
Calle Niemi	Swedish University of Agricultural Sciences
Mr Ronan Sulpice	NUI Galway
Prof Rúnar Unnthorsson	University of Iceland
Dr Alasdair Macleod	Lews Castle College, Stornoway
Iain MacMillan	Lews Castle College
Andrew Mackenzie	Lews Castle College
Donna Maclean	Lews Castle College
Roy Bartle	Lews Castle College
Donald MacAulay	Associate Partner
Elly Fletcher	An Lanntair, Stornoway
Prof Lisbeth Truelstrup Hansen	Arktisk Teknologi Center, Greenland

### Minute

	ITEM	Comment	Decision	By date
1.	Partnership Agreement	A draft model NPA Partnership Agreement had previously been circulated by Lews Castle College for comment and proposals for amendment. Most comments received were small typos but NUI Galway had suggested significant changes regarding Intellectual Property rights.	After discussion it was agreed that Ronan Sulpice would discuss the changes with his legal advisor – considering the NPA policy on IP. All other suggestions from NUI Galway were acceptable to the Partners. Following a response from NUI Galway the agreement will be revised and circulated to Partners for agreement.	

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2.	Steering Committee members	As part of the Partnership Agreement, a Steering Group consisting of representatives of each Partner/Partner country (and main financiers) should be established. Each representative shall be fully authorised to act on behalf of his/her organisation in all matters relating to the operational issues. Each Partner/Partner country representative of the Steering Group should have one vote. Also, the Project Co-ordinator shall be included in the Steering Group in a non-voting capacity.	Identify Steering Committee members – 1 from each Partner	By next meeting
3.	Reporting requirements	The reporting requirements, contained in the Programme Manual, were discussed and noted.	Noted	
4.	Financial Implications, preparing for claims etc	The requirements for claims were discussed. It was emphasised that all claims needed to be accompanied by relevant evidence of expenditure.		
5.	Proposed Communications Plan	A draft Communications Plan was circulated for discussion.	It was agreed that Clíodhna Ní Ghríofa from Udaras would develop the communication and dissemination plan.	First draft expected by 16 September 2019.
6.	Progress meetings on-line	It was agreed that there would be regular monthly meetings on-line to discuss progress with agreed objectives.	Skype for Business was the preferred option. The 1 <sup>st</sup> such meeting would be 25 September 2019 at 2:00 pm UK time and thereafter the last Wednesday of each month at the same time.	

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		If not attending, then a summary of progress should be sent instead outlining progress during the last reporting period.		
7.	Progress meetings face-to-face	It was agreed that a minimum of 2 face-to-face meetings each year should be arranged in Partners' countries as per the Partnership Agreement.	The following venues were agreed: Faroe February / March 2020 Denmark / Greenland August 2020 Iceland end of year 2 or 3 Ireland Sweden Scotland, Stornoway end of project conference	
8.	<b>Breakout session, Action Plans agreed for next 6 months.</b>	A domain name is required	It was agreed that this should be: www:\\SW-GROW.com.eu	
9.		An agreed platform would be needed for managing and sharing documents.	Set-up Google Drive for this – Lews Castle College	
10.		Social media	The following should be used for general public information giving: <ul style="list-style-type: none"> <li>• Instagram</li> <li>• Twitter</li> <li>• Facebook</li> </ul>	

**Objectives for next 3 months – by Partner**

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Lews Castle College	<ul style="list-style-type: none"> <li>• Identify a site and develop procedures for testing – make contact with the Crown Estate.</li> <li>• Put Project description on NPA website</li> <li>• Construct Basic project website according to an NPA template. Draft by 1<sup>st</sup> meeting – followed by 2<sup>nd</sup> draft for next meeting – the final design for 3<sup>rd</sup> meeting (all by Skype). There should be “public” and “private” areas.</li> <li>• Agree an Online project presentation e.g. Prezi or PowerPoint format</li> <li>• Collect project images/ photos</li> <li>• Develop a Portfolio of targeted promotional material for use at meetings/events</li> <li>• Create a project poster based on an NPA template displayed at all partner organisations visible to the public.</li> </ul>																												
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<p>TARI – Faroe seaweed</p>	<p>TARI is planning on focusing on which macroalgal species would be the most interesting choice for them to focus on in SW-Grow. The first step will be to present to the group which species we would like the project to focus on, and from there to work with the other partners to reach a consensus. They would also like to start planning a drying experiment, where we study the microbiology on the algal tissue during the drying process using the industrial drying method that we are normally using.</p> <p><b>Species to focus on in SW-Grow</b></p> <p><b>1st choice: Alaria esculenta.</b> Alaria esculenta is the main cultivated and harvested crop in TARI-Faroe Seaweed, and it would be in our interest to focus in detail on this species. We sell end- and ingredient food products based on A. esculenta.</p> <p><b>2nd choice: Palmaria palmata.</b> Palmaria palmata is a species in high demand. TARI-Faroe Seaweed harvests this species from natural populations and we are interested in starting a cultivate P. palmata. We sell end- and ingredient food products based on P. palmata.</p> <p><b>3rd choice: Laminaria digitata.</b> Laminaria digitata is a species that we are currently test cultivating, and we see great potential in taking out high value compounds from L. digitata.</p> <p>Work during the month When the species have been decided we would like to start working on a drying project where we follow the microbial flora during the drying process. Hopefully there will be interest among the partners to collaborate.</p>
<p>Swedish University of Agricultural Sciences</p>	<ul style="list-style-type: none"> <li>• Develop procedures and guidance and procedures on seaweed processing and transport.</li> <li>• deal with pre-characterization issues concerning drying</li> <li>• preservation (freezing, dry ice) during transportation thus to receive and characterize representative samples.</li> </ul>
<p>NUI Galway</p>	<ul style="list-style-type: none"> <li>• Contact SMEs to determine their interests and needs. Emphasis on water quality.</li> </ul>

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University of Iceland	<ul style="list-style-type: none"> <li>• Identification of waste products emanating from seaweed processing – analysis, volume etc.</li> <li>• taking the first steps in Activity T1.3 - mostly getting hands-on background info but also to contact the seaweed company that want to send us biomass for studies</li> </ul>
An Lanntair, Stornoway	<ul style="list-style-type: none"> <li>• Start desktop survey of current seaweed branding</li> <li>• Start researching the regional uses and cultural knowledge of seaweeds</li> <li>• Attending 'Field Notes' in Caithness to see the work of Anne Vibeke Mou who uses seaweeds and traditional knowledge in pioneering forms</li> <li>• Research trip to Bergen Open Research Archive looking at seaweed archive material</li> <li>• Research on traditional uses of seaweeds in Newfoundland (I'm currently on a Churchill Fellowship research trip in Fogo Island, Newfoundland)</li> </ul>
Arktisk Teknologi Center, Greenland	<p>Identify wild species for harvesting and characterise for usage. Emphasis on high value use – medical, Agriculture etc.</p> <p><b>Quality Improvement.</b></p> <p>Cultivation: Liaise with SME partner to look at opportunities for harvest of cultivated sugar and winged kelp.</p> <p><b>Cultivation/Evaluation</b></p> <p>Drying: Preliminary drying work at the lab scale.</p> <p>seasonal characteristics of seaweed: Initial planning of seaweed collection during the spring-summer of 2020.</p> <p><b>Communication.</b></p> <p>Participation in project meetings.</p>