

**Agenda for the 35th meeting of the Ocean Facilities Exchange Group (OFEG)****Barcelona, Spain 7<sup>th</sup> – 8<sup>th</sup> October 2015****Attendees:** Colin Day (temporary chair), Odd-Jarle Pollen (Vice Chair), Juanjo Danobeitia, Erica Koning, Klas Lackschewitz, Miki Ojeda, Olivier Quedec, Barbara Tanner, Per Nieuwejaar**Meeting place:**CSIC, Unidad de Tecnología Marina - CSIC  
Paseo Marítimo de la Barceloneta, 37-49  
08003 Barcelona**Wednesday 7<sup>th</sup> October**

<b>Time</b>	<b>Item</b>	<b>Presenter</b>	<b>Papers</b>
1300	Arrive - Lunch		
1400	Welcome and Introductions	Day	
	Approval of Minutes and Matters arising	Day	34 <sup>th</sup> OFEG Minutes
	Update/agree the OFEG activity document and barter balances	All Partners	- OFEG Activity document - OFEG Barter Balances
	Discuss and update barter Obligations guidance	Koning	- barter obligations text
	Review of proposed Mission Statement and OFEG brand/logo	Day	- OFEG Mission Statement - Proposed OFEG logo (paper to follow)
	Insurance for Equipment	Koning	
1530	Break		
1545	Review of new barter points (ships/equipment)	Day	- New barter points for OFEG Ships -New Equipment points and protocol (paper to follow)
	Polar Code (Polar Ship certificate and Polar Waters Operational Manual)	Ojeda	
1700	End of Day 1		
TBC	Dinner ( <b>Capet Restaurant, Gracia neighborhood the 7th at 8.30pm</b> )		

**Thursday 8<sup>th</sup> October**

Time	Item	Presenter	Papers
0830	Coffee and Tea		
0845	Presentation of NERC/NIOZ Cruise Planning Software	Day/Koning	
	Review of barter requests	All partners	Proposed barter cruises
	EU Funding and Shiptime	Koning/Quedec	
1100	Break		
1115	<b>Quick update</b> on OFEG cruise programmes 2015/2016 ( <i>highlight of significant changes since last meeting only</i> )	All partners	
	Ship issues, fleet and major equipment changes	All partners	
	Feedback on recent and planned barter cruises	All partners	
	Diplomatic Clearance issues - Saramiento de Gamboa - Others	Ojeda/All	
	AOB - Future meeting date/location	Day	
1230	Lunch		
1330	End of Meeting		

### Standard Information Papers

**Information Paper 1** – Proposed Barter Cruises (provided)

**Information Paper 2** – Ship Telephone Contact Numbers (provided)

**Information Paper 3** – OFEG Fleet Renewal Roadmap (not to discuss this meeting)

### Meeting dates

The Group has two meetings a year: a two-day meeting in the Spring and a one-day meeting in the Autumn. The date(s) for meetings are set well in advance to ensure that as many members as possible can attend. Meeting dates can only be changed at late notice if all members can attend on the proposed new date(s) and no one is financially disadvantaged by the change.

Future meeting venues/dates: **Spring 2016: Germany**

Autumn 2016: Norway + OFEG-TECH

Spring 2017: France

Autumn 2017: Netherlands + **OFEG-TECH?**

**Spring 2018: Spain**

**Autumn 2018: UK +OFEG-TECH?**

### Barter exchange enquires protocol

Barter exchange enquires should only come from OFEG members (see contact details above), and any barter exchange enquiries from members of the science community should be directed back to the appropriate national OFEG member.

### Meeting Place

