

Business Plan for a CEN Workshop on

"Clean harbour - Best practices"

1 Status of this Business Plan

Business Plan approved at the KO meeting.

2 Background

As with any other activities, nautical activities must nowadays take environmental protection into account. A French Government-promoted activity framework entitled the "Grenelle de la mer", has prepared for "*sustainable*" development of yacht harbours (marinas).

The origin of this project lies in the need to deal with thousands of different types of toxic waste directly connected to harbour activity (batteries, oil, solvents, paints,) and the presence of waste water, rainwater, etc...

The original initiative was introduced in two regions of southern France. It allows the administrators of marinas to improve the methods and the tools needed for the resolution of environmental issues.

It is reported that on 1 January 2010, 80 % of the marinas of the "Provence-Alpes-Côte d'Azur" region were already engaged in this approach and 10 of them across France.

Many other initiatives relating to environmental best practices for marinas have been launched and are increasing significantly. More and more harbours are joining such initiatives or providing the resources to invest in them. However, these initiatives are based on public and private documents, with different scopes and content, making them difficult to compare.

The sustainable success of these initiatives and the achievement of the proposed objectives, are depending to a large extent on the capacity of marinas to get organized and to develop a clean harbour approach in a common reference document. The present initiative proposes a consensus-based CEN Workshop Agreement to provide a common reference document dedicated to best practices for marinas, drawn up by a community of representatives of the industry in Europe.

A feasibility study carried-out by AFNOR during the summer of 2010 allowed gaining the support of more than 44 marinas ready to participate in the realisation of a CWA on this subject.

The implementation of the AFNOR Agreement and its impacts on the water of harbours in France has raised the interest of other European harbours, specifically in Spain and Italy.

3 Workshop proposers

Workshop Proposer: UPACA (Union des Ports de Plaisance PACA)

Mrs Veronique TURQUAND

Déléguée Générale UPACA

Ingénieur en Environnement

UPACA

Port Maritima B.P.218

13 698 Martigues cedex

France

Tél : +32 (0)4 42 07 34 74 / Fax : +33 (0)4 42 07 29 54

E-mail : vturquand@upaca.com

Web: www.upaca.fr

The Workshop will be open to any interested party.

4 Workshop objectives

The overall goal of this Workshop is to provide a set of best practices that may be used by European harbours and public authorities to plan, design, manage and monitor “clean harbour” development policies.

The **CEN Workshop Agreement**, will provide best practices related to:

- training and awareness raising of harbour users;
- accidental pollution;
- waste and pollution treatment;
- staff training and raising awareness;
- water resources and energy;

- washroom facilities and sanitary equipment;
- ...

The CWA will define the requirements for the “sustainable” development of harbours in Europe, based on the “Clean harbour” reference system”. This has been created by the Regional Council and UPACA.

The CWA will also seek to integrate additional requirements expressed by the participants and thus provide a general framework for possible future development of standards and of more detailed guidance on this topic.

The Workshop working language will be English and the CWA will be published in English and in French.

5 Work Programme

It is proposed to complete the CEN Workshop Agreement within a period of 6 months from the KO meeting.

The initial inputs will be prepared by the secretariat with the support of UPACA and AFNOR.

Following the Kick-off meeting, the Workshop will have one plenary meeting to consider the drafts of the CWA. A 60-day public comment process is required, and the Workshop will give full consideration to the comments expressed.

A provisional meeting schedule is proposed, as follows:

Date	Place	Meeting	Deliverables
7 th July 2011	CCMC, Brussels	Kick-off Meeting	Approval of the Business Plan, appointment of Chair and Secretariat
August/September 2011	By electronic	Commenting phase	Reports on received comments
14 Oct 2011	Nice	1st working plenary meeting of the Workshop- adoption of CWAs and WS closure meeting	Final CWA (comments resolution)

Note: depending on the progress of the work programme, an additional meeting could take place in 2011. Between the meetings, the Workshop will work electronically.

6 Workshop Organisation

This chapter describes the organisational structure of the Workshop and information on the Workshop officers.

UPACA propose to nominate a Chair, to be appointed at the Kick-Off meeting.

The responsibilities of the Workshop Chair include the following tasks:

- to chair Workshop plenary meetings;
- to ensure that the Workshop delivers in line with its Business Plan;
- to manage the Project Team of Experts (see below);
- to manage the consensus building process;
- to interface with the CCMC regarding strategic issues, problems arising, external relationships, etc.

AFNOR, the French CEN Member, is proposed to provide the Workshop Secretariat, subject to the endorsement of the Kick-Off meeting.

The responsibilities of the Secretariat cover the co-ordination of administrative duties involved in the organisation of the Workshop including:

- to maintain the meeting schedules and arrange the physical meeting locations;
- to distribute the agenda and other documents for the Plenary Sessions (2);
- to prepare draft minutes of the Plenary Sessions;
- to maintain the web site and ensure the timely availability of the working documents for meetings;
- to maintain the list of participants;
- to ensure that the CWA is available in time on the appropriate CEN format.

In order to coordinate the different activities within the CEN Workshop, a voluntary Project Team (PT) of 5 persons will be set-up.

Membership of the CWA is open to all interested parties. CWA participants must be able to use email and an Internet browser in order to participate in the work of the CWA, as all documentation will be drafted and supplied electronically.

7 Resources

All costs related to the participation of the interested parties in the Workshop's activities have to be supplied by the members themselves.

This project is sponsored by UPACA and by the European project ALCOTRA.

Participants will otherwise bear their own costs for meeting attendance.

8 Related activities

The CEN Workshop may establish links with bodies that are currently working or have worked on related standards, e.g.:

- ISO TC 228 : Tourism and related services (Mrs. Elena Ordozgoiti de la Rica ; Mr Ulrich Heinemann)
-
- ISO TC 207 : Environnemental management (Ian Greensmith ; Mr. Kevin Boehmer)
- ISO TC 188 : Small craft (Mr. Rolf Thesslin)
- CEN - TC 329 "Tourism services" (M.Kritzler-Picht)

The Workshop may resolve to establish other links, as required, for the completion of the work.

9 Contact points

Proposed Chair:

Mrs Véronique TURQUAND

Déléguée Générale UPACA

Ingénieur en Environnement

Adresse : UPACA

Port Maritima B.P.218

13 698 Martigues cedex

Tél : 04 42 07 34 74 / Fax : 04 42 07 29 54

E-mail : vturquand@upaca.com

Proposed secretariat

Fatma Bensalem, AFNOR:

E-mail : fatma.bensalem@afnor.org

CCMC contact

CEN-CENELEC Management Centre:
Ms Benedicte Delloye,
Avenue Marnix 17
1000 Brussels
Belgium
Tel: +32 2 550 09 68
Fax: +32 2 550 09 66
E-mail: bdelloye@cencenelec.eu