

**KICK OFF MEETING MINUTES**

<b>Date and Place</b>	Monday 15 <sup>th</sup> August 2016, 11.00 a.m, NWRC head quarter in Cairo
<b>Attendants</b>	<p>Dr. Mohamed Ahmed Ali, Adaptation to Climate Change in the Nile Delta Project – Project Director</p> <p>Dr. Raúl Medina, ICZM Scoping Study (IH Cantabria/Environics) - Project Manager</p> <p>Mahmoud Fouad, ICZM Scoping Study (IH Cantabria/Environics) - Local Coordinator</p> <p>María Merino, ICZM Scoping Study (IH Cantabria/Environics) - ICZM expert</p> <p>Alexandra Toimil, ICZM Scoping Study (IH Cantabria/Environics) - Climate change expert</p>
<b>Agenda</b>	<p>I. Introduction</p> <p>II. Administrative Issues</p> <ul style="list-style-type: none"> <li>- Signature of the contract</li> <li>- Invoices</li> </ul> <p>III. Technical Issues</p> <ul style="list-style-type: none"> <li>- Brief description of the Project</li> <li>- Long term assessment</li> <li>- Geodatabase</li> <li>- Website</li> <li>- Data collection</li> </ul> <p>IV. Inception Workshop</p> <ul style="list-style-type: none"> <li>- Revision of Schedule</li> <li>- Participatory Materials</li> </ul>
<b>Discussed issues</b>	<p><b>Introduction:</b></p> <p>Dr Mohamed Ahmed made a brief introduction about the need of an integrated approach for coastal management in Egypt, and described this study as the first step for ICZM implementation in the country.</p> <p>Then, Dr. Raul Medina started asked about client’s expectations and expected outputs of the study. Dr Mohamed Ahmed explained that the client expects a study to be used to enhance integrated coastal zone management and raise awareness. He empathised the two main goals of the study: 1) to know what does exist on the ground to build upon (e.g. data, laws, human resources, capabilities, problems, etc.) and 2) raising awareness of stakeholders (especially by means of website). The results will feed upcoming stages of ICZM, when available funding.</p> <p>Prof Raul Medina asked Dr Mohamed Ahmed who is going to be the receptor of the project. Dr Mohamed Ahmed answered that technical level, and technical level will report briefly to seniors.</p> <p>Next, the attendees discussed about the format of the final output. Dr. Raúl Medina</p>

proposed to develop an Atlas for the coastal area, in which different coastal units are assessed from an integrated approach, avoiding huge sectoral reports. He showed the Atlas of past projects such as Qatar, El Salvador and Oman. He pointed out several issues: 1) the first step consists of collecting data and developing sectoral analyses; 2) there is a need for compilation and integration of information; 3) results are presented in the format of factsheets, as it is visual and provides a comprehensive description of each coastal unit. Dr. Mohamed Ahmed agreed with the visual format and suggested to get feedback (about coastal units and Atlas format) from stakeholders during the Inception Workshop. Dr. Raul Medina emphasized that the idea is to identify coastal problems (key issues) but also to identify the potential to overcome them.

#### **Administrative Issues:**

Dr. Raúl Medina introduced the administrative issues talking about the contract to be signed and the invoices. Dr Mohamed Ahmed answered that a signed copy of the contract will be provided on Wednesday 17th August 2016 and invoices must be sent to him.

#### **Technical Issues:**

*Long term – climate drivers and impacts:* Dr. Mohamed Ahmed talked about not to start from scratch and explained that he attended a workshop of climate change where CoRI presented future trends of climatic drivers. He also said that impacts such as erosion and flooding are covered but not saltwater intrusion, and that the main focus is the Delta. Dr. Mohamed Ahmed stated that there are more data for the Delta area than other coastal areas in the North Coast. If there is no available climate drivers data for the whole coast, Dr. Raul Medina proposed to validate data from IHCantabria with existing data in the Delta, and then extend the methodology through the rest of the North Coast. Finally, Dr Mohamed Ahmed told that information and data about impacts and climate change scenarios will be provided by CoRI in Alexandria. Dr Mohamed Ahmed would try to arrange a meeting on Friday 19th August 2016 in CoRI head quarters, to be attended by CORI researchers, Mahmoud Fouad, Maria Merino and Alexandra Toimil.

*Long term – future plans:* Dr. Raul Medina and Maria Merino asked about future development plans and the attendees discussed about the need of classifying such plans depending on the degree of implementation (i.e.: likely (under study) / very likely or approved (under development) ). Dr. Raúl Medina asked who is in charge of urban and industrial plans. Dr Mohamed Ahmed listed some institutions such as: National Institution of Land Use, Industrial Development Agency, General Organization of Physical Planning and the Ministry of Housing and Urban Planning, and he identified the ones invited to the Inception Workshop. Dr. Raul Medina remarked the importance to identify all relevant stakeholders.

*Geodatabase:* Ms Maria Merino briefly introduced technical aspects of the geodatabase and asked about the client's license to work with ESRI software and expected geodatabase requirements. Dr Mohamed Ahmed stated: 1) high level permission is required to use some data; 2) metadata should include the source of

	<p>information; 3) some stakeholders will be beneficiaries of the geodatabase, so it should be developed in open source GIS software (i.e. QGIS), in case stakeholders do not have ArcGIS licenses.</p> <p><i>Geoviewer:</i> the attendees discussed about the levels of access to the geoviewer. Dr Mohamed Ahmed said that the geoviewer should have two levels: public information and restricted information (accessible by password). Dr. Raul Medina asked for contact persons for: i) technical issues and simple decisions such as defining the reference system, and ii) sensitive issues, as metadata, what is sensitive data or not, setting different levels of access, etc. Dr. Mohamed Ahmed will define an IT expert to support IH Cantabria technical questions regarding the geodatabase and the website, and also to provide available spatial information.</p> <p><i>Website:</i> IHCantabria staff presented a preliminary website structure. Dr Mohamed Ahmed identified three main goals of the website: 1) description of the study description and presentation of data and results; 2) interaction with stakeholders (through a public forum); 3) raising awareness. Regarding the web site structure, Dr. Mohamed Ahmed suggested to add a section of raising awareness to the preliminary proposal and to adapt the website structure and format to the project website (ACCNDP web site). Then, Dr. Raul Medina explained that IHCantabria will host the Website until the end of the project, but then it should be hosted in the client’s server. Next, attendees debate the need of having a forum moderator with capabilities in transferring knowledge. Dr Mohamed told that he would define a forum administrator. The forum moderator, together with the IHCantabria/Environics team will collaborate to update news to the forum and to the website.</p> <p><i>Data collection:</i> IHCantabria/Environics team explained the need of defining a deadline to receive new data to work with. The group agreed on establishing a date for data collection. Data received after this date will be included into the ACCNP, but not within the study. Dr Mohamed Ahmed kindly offered available data of ACCNDP. The IT contact will check and provide these data to IHCantabria/Environics. Then, the group discussed about the available data of CAPMAS. Dr. Mohamed explained that the last census was in 2006, which is updated every 10 years. He also added that there are population projections available for the project. Dr. Raul Medina emphasized that the most important issue is not the data but the identification of available data and coastal problems. Finally, they all talked about which stakeholders could provide useful data for the study, as SPA, CoRI, EEAA, GOPP, Land Use Dpt., TDA and coastal Governorates.</p> <p><b>Inception Workshop</b></p> <p>The last part of the kick off meeting focused on the Inception Workshop, on Wednesday 17th August 2016. Attendees discussed about the main message to give during the workshop. Dr. Mohamed Ahmed said that raising awareness is the main goal. Dr. Raúl Medina and Maria Merino showed the presentations they had been prepared for the Workshop. Next to that, all they discussed about participatory activities and how to ensure a broad participation.</p>
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	<p><b>Field trips</b></p> <p>Finally, the IHCantabria/Environics team requested for a supporting letter for field trips (19<sup>th</sup> and 20<sup>th</sup> August 2016). Dr. Mohamed kindly offered his support to prepare this letter and suggested about meeting with SPA staff from Port Said to visit a coastal protection pilot project in Damietta.</p>
<p><b>Conclusions</b></p>	<p><b>Administrative issues:</b></p> <ul style="list-style-type: none"> <li>- The signed contract will be available on Wednesday 17<sup>th</sup> August.</li> </ul> <p><b>Technical issues:</b></p> <ul style="list-style-type: none"> <li>- Main goals of the project: 1) to know what does exist on the ground to build upon 2) raising awareness.</li> <li>- The main output/report of the study will be a set of factsheets for each coastal unit, including the identification of current and long term key issues for coastal management (to be discussed with stakeholders)</li> <li>- The geodatabase should be developed in open source GIS software.</li> <li>- Geoviewer must have two levels of access.</li> <li>- The website has three main goals, with corresponding sections: 1) description of the study and results; 2) active interaction with stakeholders; 3) raising awareness.</li> <li>- The design of the web site should be similar to the ACCNDP website.</li> <li>- Dr. Mohamed Ahmed will define an IT expert for supporting technical issues and data collection, and other contact person to discuss about sensitive issues.</li> <li>- Dr. Mohamed Ahmed will prepare a supporting letter for field trips and will facilitate the meeting with SPA-Port Said branch.</li> </ul>