

D1.1 - Report/action list from Kick-off meeting



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Executive Summary

This deliverable comprises the **reporting of and action list from the Consortium's kick-off meeting of the WIN-BIG project**, held at the University of Aveiro, Rectory Building, on the 14th of June 2023. This report presents the objectives, the agenda, the participants, the main conclusions and decisions, including the action plan resulting from the meeting.

Table of Contents

Table of Contents.....	4
Introduction	5
Policy context, overview of WIN-BIG project and WIN-BLUE sister project, administrative issues and advisory board feedback	6
Opening of the Session and Welcome.....	6
Kick-off meeting practicalities.....	6
Policy context	6
Overview of the WIN-BIG project	7
Overview of the WIN-BLUE Sister project	7
Practical things related to the administrative issues	8
First impressions and feedback from WIN BIG Advisory board members	9
WP presentations and actions agreed.....	9
WIN-BIG workflow, WP1 details, Gantt Chart, Deliverables and expectations for year 1	10
WP 2 - Mapping and Intelligence Gathering – overview of actions and year 1 key deliverables.....	10
WP 3- Linking & Networking – overview of actions and year 1 key deliverables.....	11
WP 4 – Boosting and Capacity Building – overview of actions and year 1 key deliverables.....	12
WP5 - Sharing & Nurturing – WIN-BIG visual identity, Website and key communication templates and year 1 key deliverables.....	12
Wrap up, end discussion	13
Annex I - Agenda	14
Annex II – Participants’ List.....	16

Introduction

The aim of the kick-off meeting was to bring together all partners and associate partners, the project officer, the coordinator of the sister project and the members of the Advisory Board to celebrate the start of the project and to present an overview of the project, the policy context, the terms of the grant agreement and implementation aspects, discuss practical matters related to administrative issues and the following activities of each Work Package.

The WP leaders prepared a presentation for each Work Package with an overview of the tasks, deliverables and milestones, focusing on the first year. The sister project was also presented to identify synergies and determine potential collaborations. The members of the Advisory Board were able to give their first impressions and feedback on WIN-BIG. The agenda of the meeting is attached as Annex I.

The meeting took place in a hybrid format, with 37 participants, of which 29 in-person (Figure 1) and 8 online. All partners had representatives at the meeting. The participants' list is attached as Annex II.



Figure 1. Group photo from the WIN-BIG Kick off meeting

Policy context, overview of WIN-BIG project and WIN-BLUE sister project, administrative issues and advisory board feedback

Opening of the Session and Welcome

Prof. Paulo Jorge, Rector of the University of Aveiro, opened the session, welcoming the partners and acknowledging the importance of the project. He stressed that the sea, and its health and sustainable exploitation, is a priority for the University of Aveiro, as it should be for everyone. Gender equality is also an issue that is treated with the utmost importance at the University, demonstrated by its clear gender policies, equality plans and recent projects that the University has endorsed in this subject. The Rector is pleased with the approval of this project, which combines both themes, and has high expectations for the project and its results, ending by congratulating the coordination from Helena Vieira and UAveiro as well as all partners,

Kick-off meeting practicalities

Helena Vieira, as coordinator, also welcomed the participants in-person and online, verified the presence of all partners, and introduced the Project Officer of WIN-BIG - Charlotte Jagot, the coordinator of the sister project WinBlue - Patrizia Grifoni as well as Agnieszka Kempny, Project officer of WinBlue and part of WEB CINEA team. Helena also welcomed Pauline Caumont, Policy officer responsible for gender in blue economy strategy at DGMARE, from European Commission.

Policy context

Charlotte Jagot, the Project Officer, presented an overview of some reminders for project implementation, as a summary from the previous CINEA-WIN-BIG meeting at EMD2023, in Brest:

- The coordinator is the single point of contact for CINEA and the intermediary with other beneficiaries. The coordinator makes formal requests and ensures payments. Beneficiaries carry out planned work and report to the coordinator.
- Changes to the project must be agreed with CINEA. If there is a problem, it should be highlighted immediately, with transparency.
- Explained difference between continuous reporting (deliverables, milestones) and periodic reporting (Interim and final report, Part A, Part B, financial report). For financial report, information in Grant Agreement art. 21.2

- Explained amendments - should not call into question the award decision, modifications in the GA, Annexes 1 and 2 should be therefore exceptional. Amendments are submitted by the coordinator (GA Article 39)
- Budget transfers between participants and between budget categories are possible
- Regarding Communication, EU support must be acknowledged with display of European Flag and funding statement. Need for communication strategy, project webpage, networking events and factsheet.

Pauline Caumont, Policy Officer at DG MARE, gave a presentation on the gender equality dimension in general, and of the blue economy in particular, explaining the EU policy context, the EU Gender Equality Strategy 2020-2025, DG MARE's approach for a sustainable blue economy in the EU, including studies (2018-2020), MARE's Gender Equality Action Plan (2021-24) and the call for proposals Women in the blue economy (2022). This is the call that approved WIN-BIG and WinBlue (sister project). Grant agreements were signed in April 2023.

Overview of the WIN-BIG project

Helena Vieira gave a presentation of the WIN-BIG project, containing the general approach taken to the project proposal, built up by a consortium, advisory board, associated partners, and extended supported network in all 6 EU sea basins and cross EU borders to Canada and Africa. The main goal of WIN-BIG is to map the current status of gender imbalance and capacity gaps in the Blue Economy across all 6 EU sea basins, with a specific focus on 3 emerging sectors: blue bioeconomy, blue sports & sustainable tourism, marine renewable energies & robotics. The presentation focused on:

- The context and the pertinence (why now)
- The target audience: women, clusters & associations, policy, BuE sectors, public & youth, academia and men
- Objectives: networking & sharing, entrepreneurial training & MOOCs, Roadmap, Capacity building needs, BuE gender database, Sea-basin exchange, WIN-BIG book, exhibition, EU Women BuE Forum, Women at Sea documentary
- Brief presentation of work packages and Gantt chart plan
- Expected impacts: visibility, networking, dissemination, representation in governance and decision-making structures, gender data, career opportunities.

Overview of the WIN-BLUE Sister project

Patrizia Grifoni, Coordinator of the WinBlue, made a presentation of the sister project. WinBlue intends to accelerate the empowerment of women in the blue economy facilitating their participation in five sectors: Circular blue bioeconomy and biotechnology; Aquaculture and fisheries; Offshore renewable energy; Sustainable coastal tourism; Cutting-edge enabling technology for protecting and restoring marine ecosystems. Patrizia presented the consortium, associated partners, countries involved, the workplan and work packages, the methodological

approach. WinBlue already configured an online community, that will share good practices, courses, gender equality frameworks and coaching tools and these will be publicly available. Potential collaboration with WIN-BIG was proposed:

- Mutual links between websites/social media, short descriptions
- Memorandum of understanding framing relationships and joint actions
- Online workshop (M7) to discuss collected data on stakeholder's map
- Joint meeting at M12 in EMD 2024 (progress of both projects)
- Focus group on the coaching activities to support the inclusion and promotion of women in WinBlue and the entrepreneurial training in WIN-BIG.
- Joint meeting at M24 (final results of WinBlue, progress of WIN-BIG)
- Federate databases trying to have similar structures
- Write common poster for conferences
- Organize a workshop/intersectoral event
- Prepare joint infographic or video

Website link: <https://winblue-project.eu/>

Community Link: <https://www.marina-platform.eu/registeredarea/community/viewCommunity/17>

During the Q&A some questions were raised. The possibility of sharing stakeholder databases may raise GDPR issues, but both projects agreed that correctly drafted consent will be required. Despite this, projects can share information aggregated by industry sector or sea basin to avoid repeated requests for information from the same industry.

In terms of design, each project has its own image, but some communication materials can be shared, such as newsletter's content.

Regarding the events to be organized (Barcelona, Rome, Germany in WIN-BIG) it is very important that, when possible, these may be together, to facilitate contacts and networks and to leverage promotion to reach more women. The possibility of producing a common policy brief, more visual, to be shared in networks was also debated.

Practical things related to the administrative issues

Luisa Sal, Coordinator of the Research Support Office & LEAR @ UAveiro, presented the administrative and operational procedures, explaining pre-financing, interim and final payments. She explained the reporting requirements and workflow, technical and financial reports and the templates provided in the F&T portal. Regarding costs, she provided information on eligible costs and cost eligibility options, such as restrictions on sub-contracting, travel and subsistence, financial support to third parties, indirect costs and personnel costs. The legal issues related to amendments were also presented and partners were clearly advised to keep records for audits. Finally, partners were reminded that the coordinator is waiting for the documentation needed for signature of the consortium agreement.

Luisa Sal clarified further some doubts:

- Associated partners do not have to report their costs as they do not receive any EU funding but must engage and submit the technical part.
- Partners do not have to send all expenditure documents to the coordinator. Instead, these must be kept and made available in case of an audit.
- Partners must report actual costs and explain any deviations from proposed budget. If costs are higher than approved, we can report them, but we will not receive more budget than approved. Costs may move between categories and between beneficiaries, if justified.
- Costs must be certified if exceeding a total of €325,000.

First impressions and feedback from WIN BIG Advisory board members

At this session, the Advisory Board members, Eurico Ortiga from ECSA, Ilze Atanasova from Marine Cluster Bulgaria as well as Angela Schulz-Zehden from S. Pro and Submariner Network were present. Ilze Atanasova from Marine Cluster Bulgaria asked to speak. She presented herself and thanked WIN-BIG consortium for involving Bulgaria and the Black Sea partners via their cluster, stating that the focus of the project is very much appreciated by the cluster and in line with their own needs. She asked how they could concretely help WIN-BIG and Helena Vieira explained that the first action point would be to identify the relevant organizations in the black sea basin to be contacted to receive the surveys of WP2 and then the cluster itself could help in disseminating these and collecting the data. On a second stage WIN-BIG wishes to have black sea female leaders identified to be able to collaborate with WIN-BIG events and retreats but also to be featured in the book and exhibition. Angela Schulz-Zehden asked to intervene also and introduced herself expressing her enthusiasm and interest in the project. Submariner Network is currently coordinating the Baltic and North Sea Lighthouse in the Mission Restore our Ocean and Waters. They are also leading a WP in the Prep4blue project on creating an enabling environment and engaging business in the Mission Ocean. Over the next two and a half years, they will organize a series of five Mission Arenas, in the format of interactive festivals/conferences. The first arena will take place in 14th November 2023 in Gothenburg. They will work on mission implementation, and can also help WIN-BIG spread surveys, give access to stakeholders, organize workshops on women in the blue economy. They're also coordinating the bluebiotechpreneurs project, where they're developing MOOCS and a platform that they can link to WIN-BIG.

Helena suggested using the timeframe of the first Arena to do a workshop or collect data for WP2 of WIN-BIG. It will be very useful if we can use the power of their network to reach out to the stakeholders, to get information from them, to collect data but also to share the project results.

WP presentations and actions agreed

WIN-BIG workflow, WP1 details, Gantt Chart, Deliverables and expectations for year 1

Helena Vieira presented WP1 – Project Management & Coordination (Figure 2). WP1 aims to ensure efficient management of technical and financial aspects, information flow between partners and the CE, guarantee high quality reporting and extended collaboration with sister project. She presented the tasks, the Advisory Board, Deliverables, Milestones and Gantt for WP1. Dates and locations for the annual meetings were also discussed.



Figure 2 – Meeting room

WP 2 - Mapping and Intelligence Gathering – overview of actions and year 1 key deliverables

Stephen Hynes presented WP2 – Mapping gender status in EU Blue Economy. WP2 aims to map and report on the gender status of the Blue Economy in all 6 sea basins; provide an estimate of the

aggregate status of Women in the Blue Economy for EU as a whole; create a Blue Economy Gender living database; Identify and map, per basin, capacity building needs to foster women climbing the leadership ladder in the Blue Economy; Produce an EU Roadmap for Women Capacity Building in Blue Economy; focus on emergent blue economy sectors. Tasks, deliverables, and Gantt were presented. All partners are involved in WP2.

Regarding the survey, Stephen explained that the participation of the partners is crucial because the countries have different industries that need to be identified and reference contacts to reach out to share in a common datasheet. It is necessary to collect the knowledge of each one and the references and to put everything in a common database in SharePoint. He also asked Geonardo for advice on the interface and platforms for creating the survey instrument.

Some questions were raised regarding T2.4 - Basin specific micro-data collection. The concept of micro-data was discussed (household or industry level), as well as the sectors for data collection (traditional such as fisheries, to emerging sectors such as the blue bioeconomy). Partner NOVA SBE and NIUG will further debate these in WP specific meetings.

WP 3- Linking & Networking – overview of actions and year 1 key deliverables

Laurence Martin began by introducing the Federazione del Mare (FdM) and what it can bring to WIN-BIG. FdM is composed of associations from the shipping sector, shipbuilding, fisheries, ports, terminals, and most of the traditional sectors. FdM is a member of the EMSD and the Mediterranean Maritime Cluster. They have access to reports from the more traditional BuE sectors and these can be used as inspirational and best practices for WIN-BIG work. They have updated data on women's participation in the shipping sector, and another study considering more diversity and inclusion in the sector. Laurence is also Secretary General of the Italian platform IORA – Indian Ocean Rim Association, which aims to strengthen regional cooperation and sustainable development in the Indian Ocean region through its 23 Member States and 10 Dialogue Partners. The IORA-Indic Ocean Rim Association is also part of WIN-BIG extended Stakeholders support network. Italian participation is focused on the BuE, and Laurence considers it a good network to interact and disseminate the WIN-BIG project.

Lidia Rossi introduced WP3 - Linking and Networking and gave an overview of the work package, objectives, target groups and participating organizations. WP3 aims to strengthen the links and synergies between women working in the BuE sectors; to provide a strategic networking plan aimed at enhancing the role and careers of women; to ensure the exchange of information and best practices with other relevant projects and initiatives.

Elizabeth Chapman presented CCMA, Spain and then their tasks of WP3: creation of 3 template models for WIN-BIG Sea Basin events; specific networking/training activities; best practices - incorporating women's feedback into future events; interactive digital forum for women in BuE.

The issue of dates for WP3 meetings was raised. The reason for a meeting predicted for the month 22 is due to WP2 data not being expected to be ready before that date. The next one is in month 28 and the last one in month 34. Helena suggests that the last meeting should coincide with the last

meeting of the project, so the latter would change to month 34. WP3 Meetings will be one day of networking presentations, one day of training, one/half day of retreat.

The consortium agreed that the annual meetings should swap the locations due to EMD2024 and 2025 locations. Therefore, Month 12 meeting (2024) will be in Budapest and Month 24 Meeting (2025) will be in Ireland with the EDM2025.

WP 4 – Boosting and Capacity Building – overview of actions and year 1 key deliverables

Mariana Mata Lara from s.Pro presented WP4. WP4 aims at delivering targeted and suitable capacity building initiatives and content, basin specific, fostering regional women in BuE, especially in emergent sectors. Some objectives and tasks are: Supporting women's leadership and entrepreneurship; Identifying the most urgent needs for capacity building; Selecting focus areas for training, developing learning labs, MOOCs and 1 acceleration programme; Developing a capacity building roadmap; Improving women's participation in governance structures of public and/or private organizations; Building regional and transnational support networks. Lastly, Mariana presented the Mission Ocean Arena (14-16 November 2023, Gothenburg) and possible links with WIN-BIG in two workshops. She also presented the Blue Bioeconomy Hub (<http://bluebioeconomyhub.eu>).

Helena asked for clarification on the issue of training mentors as the budget for training should be directed to women. Mariana and Geonardo clarified that the idea was to train indeed women, but as this was foreseen in the proposal, to produce a good practice guide for mentors will be relevant and needed. Regarding the Blue Bioeconomy Hub, Helena congratulated the engaged teams in achieving such relevant platform, but the consortium agreed that WIN-BIG should primarily use professional channels such as LinkedIn, and maybe at a later stage it will be good to connect to other platforms as well.

WP5 - Sharing & Nurturing – WIN-BIG visual identity, Website and key communication templates and year 1 key deliverables

Zsuzsanna Selneczy from GEONARDO presented WP5. The main objective of WP5 is to structure the strategy for communication, dissemination and exploitation with the aim of promoting the visibility of the project, raising awareness of gender gaps in BuE, maximizing impact, promoting exchange with other initiatives, involving stakeholders, designing the book, developing video casts and organizing exhibitions. The dissemination, exploitation and communication plan, the sustainability plan and the dissemination materials are tasks of WP5. The brand and visual identity, templates for PPT and Word, social media pages (Twitter, LinkedIn, Instagram) have already been developed. The website is under development. All materials are available in WIN-BIG SharePoint. Partners are

invited to share in advance the events they will be attending, ask for additional materials, help create content and take pictures of HQ at events.

Wrap up, end discussion

At the end of these sessions, the coordinator reminded all partners that:

- It is necessary to set up the management team (WP leaders and co-leaders) and the management team's mailing list for meetings. Meetings between WIN-BIG task leaders will be scheduled on a monthly basis and dates shared with all relevant partners. The coordinator will set up a Doodle and then plan the rest of 2023 management meetings.
- An alignment between the tasks of WIN-BIG and WinBlue could be positive. In order to establish collaboration, the information flow between the two projects needs to be defined, as well as the common issues and what needs to be done to avoid duplication as much as possible. Both projects will have a communication strategy, which may have common points. The problem is that the tasks are not being carried out at the same time. A next step will be to organize sister project meetings between the leaders of WP2 for questions about databases and questionnaires, WP4 for the training part and WP5 for the communication and events of both projects. There are 5 CSAs in Mission Restore our Oceans and Waters, that we can ask for cooperation, communication, dissemination and spread of the surveys. WIN-BIG should also link up with these.

Annex I - Agenda

KICK OFF MEETING (13-14th June 2023)

Venue - University of Aveiro, Rectory Building (Rooms Sala Senado & Sala de Atos)

AGENDA

Date/Time (WET/GMT)	Location		
Tuesday, 13 th June			
19:30-21:00	Informal Dinner in Town Restaurant o Telheiro, Largo da Praça do Peixe, n.20 Aveiro		
Wednesday, 14 th June			
8:30-8:50	Participants reception and registration, Hall of Rectory Building, Sala do Senado Remote link: https://videoconf-colibri.zoom.us/j/95700402732?pwd=N0lpaDdUcXAwUzhaWmZ0MDhodFI0dz09		
9:00-9.10	Onsite & remote	Rector of University of Aveiro, Prof. Paulo Jorge (tbc)	Opening of the Session and Welcome
9:10-9:15	Onsite & remote	Helena Vieira, WIN-BIG Project Coordinator	Kick-off meeting practicalities
9:15-9:35 10:15 CET	Onsite & remote	Pauline Caumont (DG MARE) (tbc)	Policy Context
9:35-10:00 10:35 CET	Onsite & remote	Agnieszka KEMPNY (CINEA/Project Officer of WIN BLUE) (tbc)	Grant Agreement conditions and explanation of implementation aspect
10:00-10:20	Onsite & remote	Helena Vieira, WIN-BIG Project Coordinator	Overview of the WIN-BIG project + Q&A
10:20-10:50	Onsite & remote	Patrizia Grifoni, WIN-BLUE project Coordinator	Overview of the WIN-BLUE Sister project + Q&A
11:00-11:25	Coffee-Break		
11:30-12:00 12:30 CET	Onsite & remote	Advisory Board feedback part I	First impressions and feedback from WIN BIG Advisory board members
12:00-12:20	Onsite	Luísa Sal, Coordinator of Research support Office and LEAR at UA	Practical things related to the administrative issues (reporting, budget, etc,)
12:30-13.45	LUNCH - Restaurant at University of Aveiro walking distance		
13:45-14.00	Return to University of Aveiro Rectory Building, Sala de Atos		
14:00-14:20	Onsite	Helena Vieira, WIN-BIG Project Coordinator	WIN-BIG workflow overview, WP1 details, Gantt Chart, Deliverables and expectations for year 1 (Q&A)
14:20-14:50	Onsite	Zsuzsanna Selmeczy, GEONARDO, WP5 Leader	WP5 Overview - Sharing & Nurturing – Focus on WIN-BIG visual identity, Website and key communication templates and year 1 key deliverables (Q&A)
14:50-15:10	Onsite	Stephen Hynes, NIUG, WP2 Leader	WP 2 overview - Mapping and Intelligence Gathering – overview of actions and year one key deliverables (Q&A)
15:10-15:30	Onsite	Laurence Martin and Elizabeth Chapman, FdM/CMMA, WP3 Co-Leaders	WP 3 overview - Linking & Networking – overview of actions and year one key deliverables (Q&A)
15:30-16:00	Onsite	Mariana Mata Lara s.PRO, WP4 Leader	WP 4 overview - Boosting and Capacity Building – overview of actions and year one key deliverables (Q&A)

16:00-16:30 17:00 CET	Onsite & remote	Advisory Board feedback part II	First impressions and feedback from WIN BIG Advisory board members
16:30-17:00	Coffee-Break		
17:00	Departure to Ria de Aveiro		
17:30-19:00	Social Event Boat/Moliçeiro Ride in Ria de Aveiro. Pier: Rua João Mendonça, Cais 8. Walking distance from University of Aveiro		
20:00	Dinner in Town. Restaurante Adamastor, Travessa do Lavadouro, 1, Aveiro		

Annex II – Participants' List



KICK OFF MEETING (14th June 2023)

University of Aveiro, Rectory Building (Sala do Senado & Sala de Atos)

Participants

Name	Signature
Ana Assis	Ana Assis
Ana Lillebø	Ana Lillebø
Anabela Botelho	Anabela Botelho
Carla Domingues	Carla Domingues
Diana Oliveira	Diana Oliveira
Dionisia Laranjeiro	Dionisia Laranjeiro
Edel Doherty	Edel Doherty
Elisabete Costa	Elisabete Costa
Elisabeth Solvang	Elisabeth Solvang
Elizabeth Domínguez	Elizabeth Domínguez
Farah Obaidullah	Farah Obaidullah
Helena Vieira	Helena Vieira
Jenny O'Leary	Jenny O'Leary
Kieran Reilly	Kieran Reilly
Laurence Martin	Laurence Martin
Lidia Rossi	Lidia Rossi
Luisa Sal	Luisa Sal
Maria Antonieta Cunha-e-Sá	Maria Antonieta Cunha-e-Sá
Mariana Mata Lara	Mariana Mata Lara
Mariana Paupério	Mariana Paupério
Marise Almeida	Marise Almeida
Ömer Ceylan	Ömer Ceylan
Sarah Tamulski	Sarah Tamulski
Sofia Corticeiro	Sofia Corticeiro
Stephen Hynes	Stephen Hynes
Susana Viseu	Susana Viseu
Teresa Carvalho	Teresa Carvalho
Wenche Uksnøy	Wenche Uksnøy
Zeeshan Arshad	Zeeshan Arshad
Zsuzsanna Selmeczy	Zsuzsanna Selmeczy