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Boosting the hydrogen transition
in the Atlantic Area ports

Deliverable D3.1.1
HYDEA Community - 2024

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0.2	16/04/2025	Final draft	A.Gomez, A.Vazquez, M. Fernandez (EOSA TEAM)
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EXECUTIVE SUMMARY

Throughout 2024, the HYDEA Community has made significant progress in structuring and dynamizing its Focus Groups (FGs), consolidating itself as a transnational space for the exchange of knowledge and the promotion of hydrogen in the ports of the Atlantic Area. This document includes the main actions carried out to date, focused on the organisation of the FGs, the establishment of work methodologies and the planning of activities for the years 2025 and 2026.

Main achievements under the framework of 2024:

- **Definition and structuring of the Focus Groups:** The number and themes of the FGs were established, guaranteeing comprehensive coverage of the hydrogen value chain. In addition, expert coordinators were appointed and the scheduling of activities was carried out, ensuring an orderly execution aligned with the objectives of the project.
- **Coordination and monitoring:** Management and coordination meetings of the FGs were held, facilitating strategic planning, solving any doubts and monitoring the agreements. The active participation of the partners made it possible to adjust and optimize the operation of the community.
- **Development of a common work methodology:** An adapted Delphi-based methodological framework was designed and implemented, ensuring a structured process of consultation and consensus among experts. This methodology facilitates informed decision-making and encourages the active participation of community members.
- **Use of digital tools and facilitation techniques:** Digital platforms and dynamization methodologies were identified to optimize meetings' efficiency and ensure the transparency and accessibility of the process.

Implementation in 2025-2026: With the start of the first Focus Group in February 2025, the planning developed during 2024 was activated and, thus, started to be materialized. During 2025 and 2026, the meetings' schedule and established activities will be implemented, ensuring compliance with the objectives. The FGs are expected to facilitate the identification of collaboration opportunities, the generation of expert knowledge and the development of recommendations applicable to the energy transition in the ports of the Atlantic Area and beyond.

This deliverable marks the end of a first organizational phase and begins a stage of execution and consolidation of the results obtained, ensuring the real and sustainable impact of the community in the development of hydrogen in the Atlantic Area.

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1 Context

1.1 The HYDEA Community

The HYDEA Community is a cross-border initiative created to promote the adoption of hydrogen as an energy vector in the ports of the Atlantic Area. Its main objective is to integrate key actors from the public, private and academic sectors, promoting collaboration, knowledge exchange and the development of joint strategies that facilitate energy transition and decarbonisation of ports.

This community acts as a reference space for the identification of innovation opportunities, the creation of synergies between stakeholders and the generation of strategic proposals that contribute to the effective implementation of hydrogen in port infrastructures.

This community has as fundamental pillars the following:

- **Promotion and awareness:** Disseminate the benefits of hydrogen and its applications within ports, raising awareness about its potential for decarbonisation, energy security and sustainable development in the region, among key actors.
- **Transnational collaboration:** To promote cooperation among local, regional and national entities from different countries, facilitating the exchange of experiences, best practices and technical knowledge to accelerate energy transition in the ports of the Atlantic Area.
- **Tangible results:** Develop strategic recommendations, identify and promote pilot projects and consolidate a network of stakeholders committed to the implementation of hydrogen in the port sector, ensuring the generation of measurable and sustainable impacts.

Thanks to this structured and participatory vision, the HYDEA Community is positioned as an ecosystem to drive the transition to hydrogen, facilitating the integration of innovative solutions and strengthening the competitiveness and sustainability of the ports of the Atlantic Area.

2 Tasks performed

During the period corresponding to the year 2024, various activities have been carried out aimed at the creation and dynamization of the HYDEA Community, as well as the establishment of its Focus Groups (FG) as key elements to promote collaboration and achieve the objectives of the project. These actions have followed a structured and participatory approach.

The progress made in the main activities carried out is detailed below, highlighting the actions carried out and the results obtained in each case.

2.1 Community creation, monitoring and coordination of the Focus Groups.

Under the framework of 2024, the activities carried out have been instrumental for the establishment and launching of the Focus Groups (FG), which constitute fundamental pillars for the structuring and dynamization of the HYDEA Community.

2.1.1 Community creation and dynamization

For the creation and dynamization of the Community beyond the members of the project consortium, two instruments have been created linked to WP2 Communication activities. A web space for the presentation of the Hydea Community for the registration of those interested in participating in the activities on the project's website (<https://www.eu-hydea.eu/community/>) and a LinkedIn Group for the dynamization and dissemination of projects and activities of the HYDEA community ([link](#)).

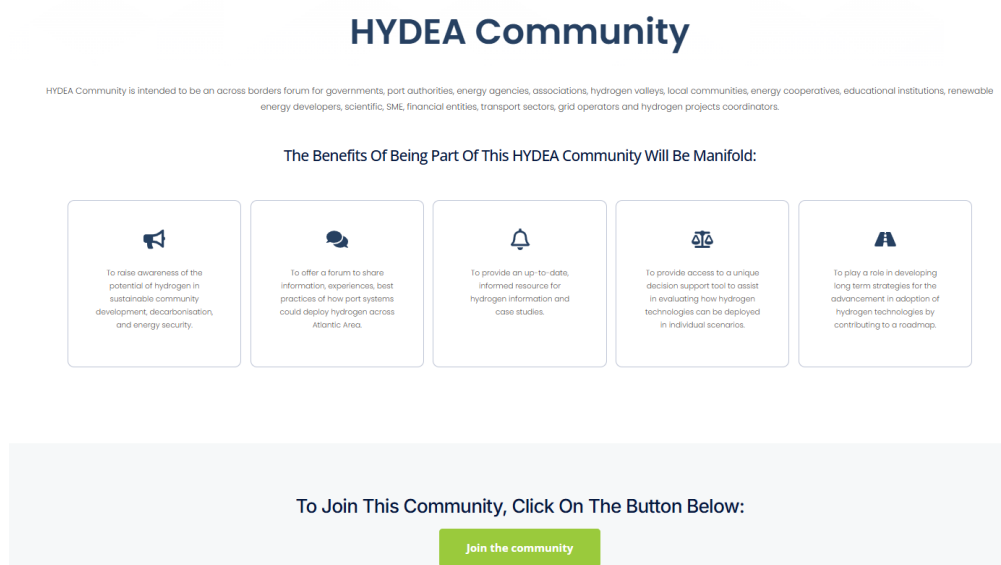


Figure 1. Screenshot of the Hydea Community webpage

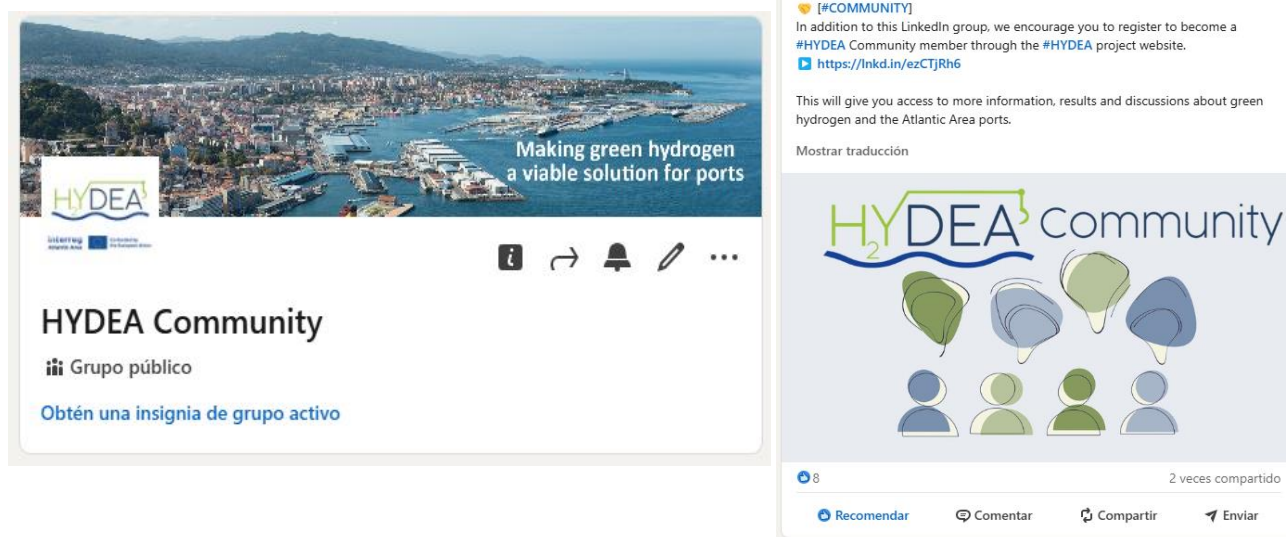


Figure 2. Screenshot of Hydea Community LinkedIn group

To enhance the network of experts, project consortium members can arrange personal invitations to join the Hydea community and FG meetings. Through these tools the current register of participants is 56.

2.1.2 Definition of the Focus Groups

Work has been done on the definition of the number and themes of the FGs, prioritising those strategic areas related to hydrogen in the ports of the Atlantic Area.

The order of the topics seeks to cover the entire hydrogen value chain, from its production to its final applications, ensuring comprehensive coverage of the project's objectives.

Each FG will be composed of members selected based on their experience and knowledge in the assigned areas, ensuring active and value-added participation in the discussions. Each FG is assigned a coordinator who has been chosen among the HYDEA project partners based on their expertise in the FG thematic areas and their participation in the project capitalisation WP3 activity 1, ensuring effective and results-oriented management.

The FG coordinator, with the support of the Technical Secretariat of the community, will oversee the selection of the participants, the management of invitations and the moderation of the debates.

Focus Group	Topic	Partner responsible	Coordinators
1	H2 PRODUCTION	ENERGYLAB	Joaquín Grassi
2	H2 STORAGE AND DISTRIBUTION	NUI	Rory Monaghan
			Haresh Jivasankar
3	TRANSPORT AND INFRASTRUCTURE	ENERGYLAB	Joaquín Grassi
4	H2 FINAL - INDUSTRIAL USES	UPORTO	Adélio Mendes
5	H2 USES - MARINE MOBILITY	APDL	Filipe Martins
6	H2 USES - OTHER USES	UPORTO	Francisco Taveira
			Paulo Rosa
			Tania Lopes
7	H2 STRATEGY IN PORTS	PORT BREST	Fabienne Valle
			Maximilien Lenmenn
			Gunnar Tietze

Figure 3. Focus Groups and their coordinators

In addition, FGs have been organized, establishing a structured schedule for the development of the sessions. This calendar, which may be found below, allows for efficient planning of each stage, including kick-off meetings, consultation with experts through questionnaires, and feedback sessions to reach consensus. In this way, it is guaranteed an organized execution aligned with the project's objectives.

Year	Focus Group	Topic	Responsible Partner	1st Virtual Meeting	Survey Delivery	Final Virtual Meeting
2025	1st FG	H2 STORAGE AND DISTRIBUTION	NUI	4th week of February 2025 (24th-28th)	2nd week of March 2025 (10th- 14th)	2nd week of April 2025 (7th-11th)
	2nd FG	H2 PRODUCTION	ENERGYLAB	2nd week of May 2025 (5th-9th)	1st week of June 2025 (2nd- 6th)	2nd week of July 2025 (7th-11th)
	3rd FG	H2 FINAL - INDUSTRIAL USES	UPORTO	2nd week of October 2025 (6th-10th)	5th week of October 2025 (27th-31st)	2nd week of December (8th-12th)
2026	4th FG	H2 USES - MARINE MOBILITY	APDL	4th week of February 2026 (23rd-27th)	2nd week of March 2026 (9th- 13th)	2nd week of April 2026 (6th-10th)
	5th FG	TRANSPORT AND INFRASTRUCTURE	ENERGYLAB	4th week of March 2026 (23rd-27th)	3rd week of April 2026 (13th-17th)	3rd week of May 2026 (18th-22nd)
	6th FG	H2 USES - OTHER USES	UPORTO	4th week of June 2026 (22nd-26th)	2nd week of July 2026 (13th-17th)	2nd week of September 2026 (7th-11th)
	7th FG	H2 STRATEGY IN PORTS	PORT BREST	1rd week of July 2026 (20th-24th)	2nd week of September 2026 (7th-11th)	2nd week of October 2026 (5th-9th)

Figure 4. Focus Groups' Calendar for 2025-2026

For the appointment of the coordinators and the scheduling of the FGs, partner’s feedback has been taken into consideration. This participatory process has made it possible to adjust both the assignment of roles and the schedule to the needs and expectations of the consortium, ensuring a collaborative approach adapted to the reality of the project.



Figure 5. Focus Groups’ Coordinators’ feedback

2.1.3 Coordination meetings

Meetings have been held both for the management of the HYDEA Community and for the coordination of the Focus Groups (FG), guaranteeing their correct development and the achievement of the established objectives. These sessions have enabled efficient planning, informed decision-making and monitoring of the Community's progress.

The main activities carried out in the framework of these meetings include:

- **Preparation of presentations and minutes:** Structured presentations were defined for each session, facilitating an orderly development of the discussions. In addition, the discussions and agreements reached were documented through the drafting of detailed minutes.
- **Facilitation of discussions:** A fluid exchange of ideas between participants was promoted, encouraging active participation and constructive debate to optimize decision-making.
- **Management of consultations and follow-up of agreements:** Doubts raised by members were resolved and follow-up mechanisms were established to ensure the correct implementation of the agreements adopted in each session.

Minutes of the Meeting

3rd Focus Groups' Coordination Meeting

Meeting details

Date(s): 19/11/2024 (11am to 12pm)
 Organiser: Autoridad Portuaria de Vigo with the support of EOSA
 Venue: Remote/Microsoft Teams Meeting

Attendees

NAME	INITIALS	PARTNER
Victoria Carpintero	VC	EnergyLab
Haresankar Jayasankar	HJ	NUI Galway
Paulo Rosa Santos	PRS	Universidade de Porto
Lawrence Mooklets Duiker	LMD	Universidade de Porto
Daniel Clemente	DC	Universidade de Porto
Filipe Martins	FM	Administração dos Portos do Douro, Lezírias e Viana do Castelo, SA (APDL)
Gunnar Tietze	GT	Port of Brest
Fabienne Vallee	FV	Port of Brest
Elisa Romero	ER	Autoridad Portuaria de Vigo
Antonio de la Cruz	AC	EOSA
Maruxa Fernandez	MF	EOSA
Aldara Vázquez	AV	EOSA

Agenda

- Open space for doubts and queries before the start of the meeting.
- Presentation of EOSA team to partners.
- Brief introduction of the HYDEA Community: Purpose, Objectives, Areas of Study and Coordinators.
- Detailed explanation of the Delphi Methodology adapted for its use in the context of the HYDEA Community.
- Presentation of the Focus Groups' Proposed Calendar for 2025-2026, pending validation by coordinators.
- Discussion of next steps:
 - Need to validate the calendar by the second week of December (9th-13th) 2024.
 - Launch of the Methodology Report by EOSA in December 2024.
- Round of questions and final thoughts.

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Attachments

The following files are attached to the minutes of the meeting.

FILE NAME	CONTENT
3 rd Focus Group Coordination Meeting PPTX	You may find attached the presentation (slides) for the 3 rd Focus Group's Coordination Meeting. This opens with a brief explanation on the HYDEA Community, its objectives and purpose, followed by a table reviewing each focus group (FG) and coordinators. It continues by explaining in detail the methodology proposed by EOSA to carry out those FGs' meetings in the most efficient and effective way possible, maximising outputs and benefits. It concludes with a working calendar proposal for 2025-2026, pending validation.

Decisions

ID	DESCRIPTION
-	Not applicable.

Actions

ID	DESCRIPTION	RESPONSIBLE	DOE DATE
Validation of the proposed working calendar for 2025-2026	In the meeting held on the 19 th of November 2024, it was proposed a calendar for the upcoming FGs' meetings. This should be validated by each FG's coordinators by mid December 2024.	All HYDEA FG's Coordinators	9 th -13 th of December 2024

Minutes

This document gathers the main points discussed during the 3rd Focus Groups' Coordination Meeting, held on the 19th of November 2024 at 11am. The meeting participants have been previously stated within the first section of the minutes.

The main points discussed are as follows:

- Introduction of the EOSA team to the partners.

2

Figure 6. Minutes of the 3rd FG' Coordination Meeting

3rd FOCUS GROUPS COORDINATION MEETING

Methodology and schedule

Figure 7. Presentation of the 3rd FG' Coordination Meeting

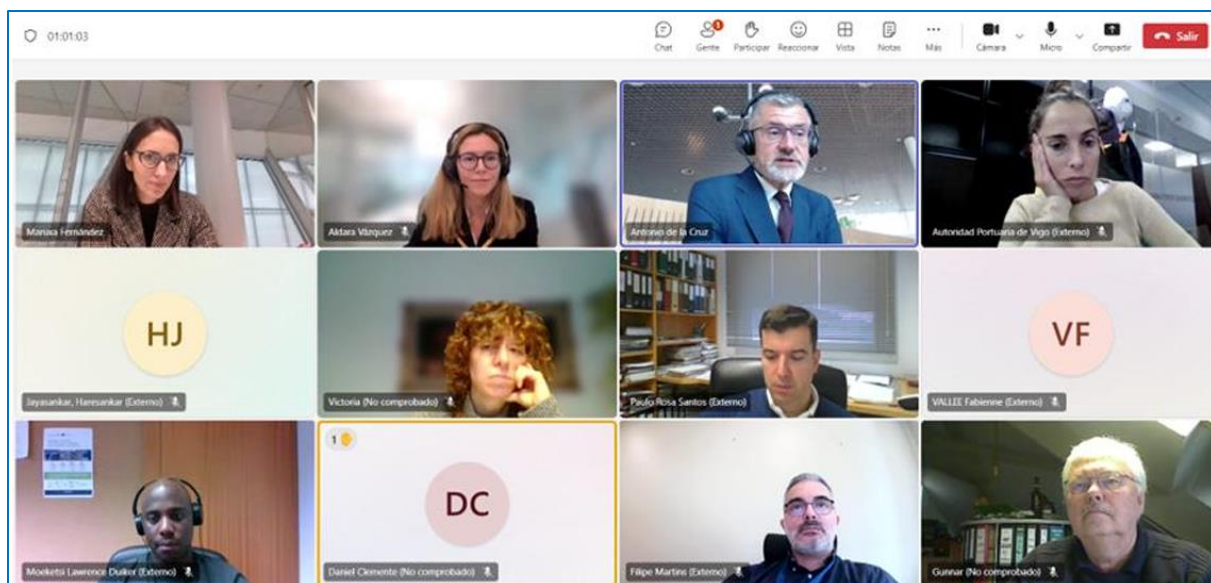


Figure 8. Attendance at the 3rd Coordination Meeting where the participation of the FG coordinators was facilitated and issues were resolved.

This work structure allowed the strengthening of the coordination among partners, ensuring effective alignment with the objectives of the HYDEA Community.

2.2 Design of a common work methodology for the dynamization of the meetings.

During 2024, it was developed a common methodological framework based on the Delphi method to structure and dynamize HYDEA’s FGs meetings. This approach has been designed to optimize the process of consultation and collaboration among members, ensuring effective participation as well as results aligned with project’s goals.

The methodology allows to:

- Establish a clear and participatory structure in Focus Groups’ (FG) meetings.
- Facilitate consensus-based decision-making among experts from different sectors.
- Ensure the representativeness of different perspectives within the hydrogen ecosystem in the ports of the Atlantic Area.

This methodological framework not only provides coherence and efficiency in the development of the FGs, but also enhances the project's ability to generate well-rounded conclusions applicable, but not limited, to Atlantic ports seeking energy transition.

2.2.1 Delphi methodology adapted to the HYDEA Community

The Delphi method has been selected as the key tool to structure and dynamize Focus Groups' (FG) meetings. This methodology, widely used in consultation processes with experts, has been adapted to the particularities of the HYDEA project, guaranteeing its applicability in the context of energy transition in ports.

2.2.1.1 Reasons for choosing the Delphi method for HYDEA's Community development

- It facilitates structured, consensus-based decision-making, eliminating individual biases.
- It allows for iterative analysis and progressive evaluation of expert opinions, ensuring that conclusions are substantiated.
- It is adaptable to the geographical and sectoral diversity of the participants, integrating multiple perspectives without the need for constant face-to-face meetings.

For its implementation within HYDEA, the method has been optimized in terms of structure and tools, to ensure that discussions within FGs are efficient, participatory, and action-oriented.

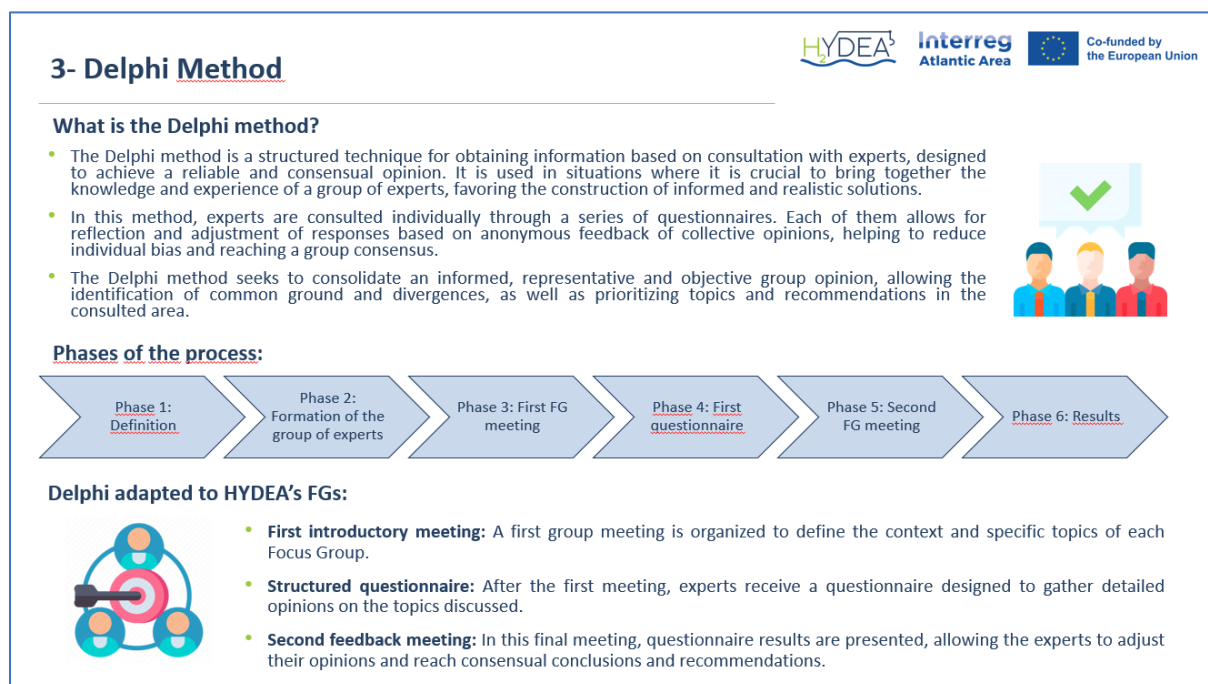


Figure 9. Delphi Method

2.2.2 Analysis of needs and expectations

Before designing the work methodology, a needs' analysis was carried out to identify the expectations of the participants and adapt the process to their specific requirements.

To this end, online meetings and consultations with the partners were held, where data was collected on:

- Preferences on meeting dynamics, including duration, frequency, and participation format.
- Order of priority of the Focus Groups, ensuring a logical and effective sequence in the analysis of the hydrogen value chain.
- Schedule proposal to maximize the availability and participation of experts.
- Selection of appropriate digital tools for the implementation of the Delphi process, facilitating interaction and data analysis.

This analysis has made it possible to design a methodological framework aligned with the needs of the HYDEA Community, ensuring a high level of commitment and effectiveness in decision-making.

RE: HYDEA_ propuesta fechas finales WG

Adriana Gómez
Para: Elisa Romero
CC: Matusa Fernández, Antonio de la Cruz, Aldara Vázquez

Este mensaje es la respuesta a una conversación con seguimiento. Haga clic aquí para buscar todos los mensajes relacionados o para abrir el mensaje marcado original.

Buenos días Elisa,

Tras recoger el feedback de los coordinadores y tras la llamada telefónica, te envío una tabla resumen del calendario de los FG, tanto con la Propuesta inicial como con la Nueva propuesta.

Lo que habría que trasladarle a NUI es si están conformes con pasar de ser el segundo FG al primero y por lo tanto adelantar mas o menos tres meses el trabajo que iban a realizar.

Uno de los motivos que se le puede plantear a NUI es que con el calendario inicial otro de los socios tendría dos FG en un mismo año y de esta manera la realización de los FG por socio queda más repartido entre las diferentes anualidades.

Además, se le puede comentar la explicación que nos aportó Victoria: Sería más provechoso tener el FG de almacenamiento y distribución de H2 en primer lugar (1ºFG), puesto que es conocido que hay mucha más información disponible de producción de H2, y quizás por ello menos interesante para el público general como primer FG. Y el FG de Producción de H2 en segundo lugar (2ºFG). El FG de Transporte e infraestructura, le daría más coherencia hacerlo después del FG de Movilidad marítima (4ºFG), es decir, de 5ºFG.

¿Qué te parece? Cualquier cuestión estamos a tu disposición.

Year	Focus Group	Original		New Proposal		1st Virtual Meeting	Survey Delivery	Final Virtual Meeting
		Topic	Responsible Partner	Topic	Responsible Partner			
2025	1st FG	H2 PRODUCTION	ENERGYLAB	H2 STORAGE AND DISTRIBUTION	NUI	4th week of February 2025 (24th-28th)	2nd week of March 2025 (10th- 14th)	2nd week of April 2025 (7th-11th)
	2nd FG	H2 STORAGE AND DISTRIBUTION	NUI	H2 PRODUCTION	ENERGYLAB	2nd week of May 2025 (5th-9th)	1st week of June 2025 (2nd- 6th)	2nd week of July 2025 (7th-11th)
	3rd FG	TRANSPORT AND INFRAESTRUCTURE	ENERGYLAB	H2 FINAL - INDUSTRIAL USES	UPORTO	2nd week of October 2025 (6th-10th)	5th week of October 2025 (27th-31st)	2nd week of December (8th-12th)
	4th FG	H2 FINAL - INDUSTRIAL USES	UPORTO	H2 USES - MARINE MOBILITY	APDL	4th week of February 2026 (23rd-27th)	2nd week of March 2026 (9th- 13th)	2nd week of April 2026 (6th-10th)
	5th FG	H2 USES - MARINE	ADPI	TRANSPORT AND	ENERGYLAB	4th week of March 2026	3rd week of April 2026	3rd week of May 2026 (18th-22nd)

Figure 11. Email after collecting suggestions and proposing a new calendar proposal

2.2.3 Structure of the Delphi method

The methodology has been structured in three phases, following Delphi's logic:

2.2.3.1 First Kick off Meeting

- Presentation of the objective and scope of the Focus Group.
- Definition of the main challenges and opportunities within the FG's area of work.
- First round of discussions to gather preliminary opinions from experts.

2.2.3.2 Structured questionnaire

- Sending a detailed questionnaire, based on the information gathered during the first meeting.
- Gathering and analyzing responses, identifying areas of consensus and others where differences persist.
- Prioritization of key topics for discussion in the upcoming session.

2.2.3.3 Second feedback meeting

- Presentation and discussion of the results of the questionnaire.
- Analysis of divergences and adjustment of opinions to reach agreements.
- Preparation of final conclusions and recommendations, ensuring that they are applicable to the energy transition aims of Atlantic ports (and beyond).

This design allows each Focus Group to evolve in a structured way, optimizing the generation of knowledge and facilitating the implementation of results.

2.2.4 Preparation of a guide with the methodology

As a result of the methodological design process, a guide has been developed that defines the bases of the Delphi methodology adapted to the HYDEA Community.

This guide includes:

- Definition of roles and responsibilities: The functions of moderators, facilitators and participants are established, ensuring a clear and effective organization.
- Structuring of the meetings: Standard agenda formats, specific objectives and dynamization strategies are presented to optimize the discussions.
- Procedures for data collection and analysis: Methods for evaluating participants' responses and generating results reports are detailed.

This guide will serve as a reference document for coordinators and participants, ensuring the replicability and coherence of the process in the different Focus Groups.

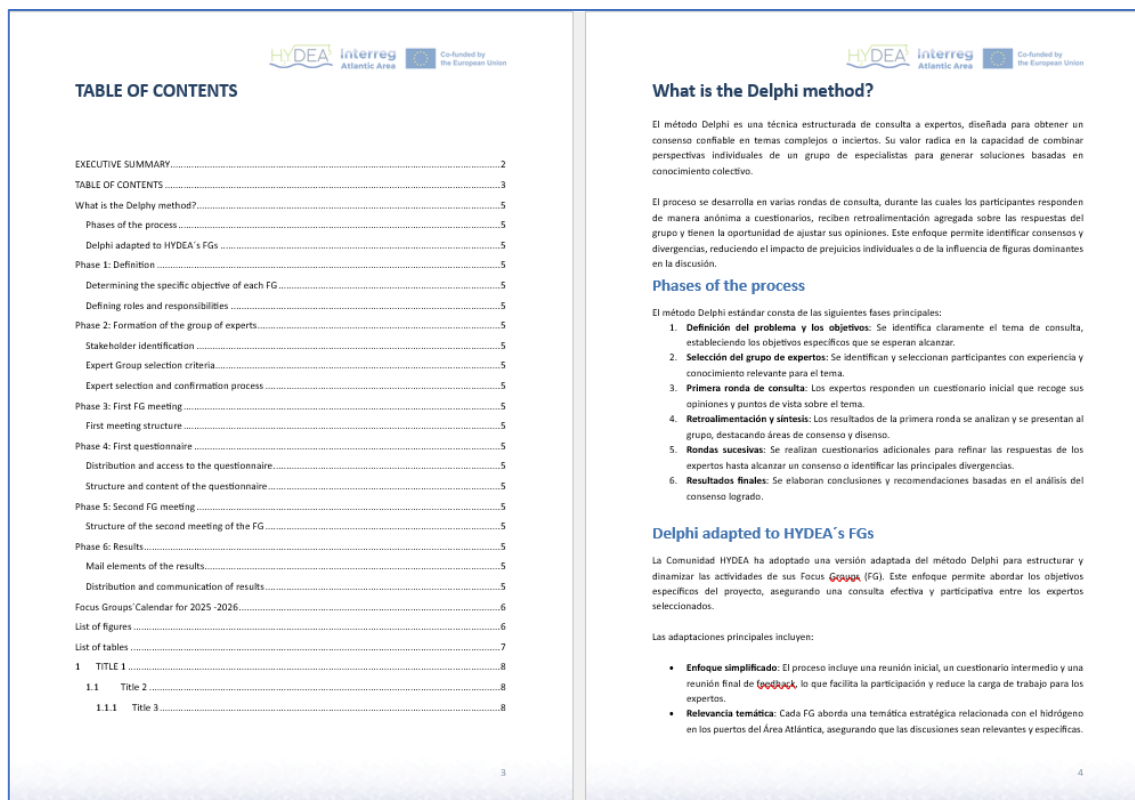


Figure 12. Delphi Methodology Guide developed for FG coordinators

2.2.5 Selection of digital tools

To improve the efficiency of the Delphi process, digital tools facilitating collaboration, monitoring and data analysis have been identified.

These tools include:

- Virtual meeting platforms for the coordination of the FGs.
- Digital survey systems for data collection in Delphi questionnaires.
- Collaborative online boards to facilitate discussion and prioritization of ideas.
- Shared databases to manage documentation and session results.

The use of these tools allows the process to be transparent, accessible and dynamic, encouraging effective participation.

3- Delphi Method – First questionnaire

The first round of consultation is conducted through a questionnaire designed to delve deeper into expert's opinions after the initial FG meeting. This questionnaire allows for the collection of detailed and thoughtful responses on key issues, providing a solid basis for analysis and consensus development in the next phase.

Distribution and access to the questionnaire:

1. Distribution Platform:

- The questionnaire will be shared through a secure digital platform accessible for all experts, allowing for a structured and easy-to-analyze data collection process.

2. Communication with experts:

- Invitation email:** Each expert will receive an email with detailed instructions, the link to access the questionnaire and the deadline for submission.
- Reminders:** Reminders will be sent to ensure that all experts complete the questionnaire on time, reinforcing their commitment to their FG.

3. Confidentiality and Anonymity:

- Individual responses will be anonymous in the shared summaries within the second phase.



3- Delphi Method - Results

Distribution and communication of results:



1. FG's results report:

- Report's format:** EOSA will draft a final report documenting all the findings, recommendations and proposals for collaboration within each FG.
- Access to HYDEA members:** The report will be shared with all members of the HYDEA community, and will be available on the project's digital platform to foster transparency and access to information.



2. Presentation of results to coordinators and stakeholders:

- Presentation session:** A meeting will be organized to present the results to all FGs coordinators and other key stakeholders, where the main conclusions will be detailed.
- Expanded dissemination plan:** The results will be disseminated through newsletters, social media and HYDEA's website, ensuring that they reach a wider audience within the industry as well as potential collaborators.



Figure 13. Different tools for the completion of the intermediate questionnaire and for the distribution and communication of the final results.

2.2.6 Facilitation techniques adapted to the Delphi method

To enhance interaction and ensure that all voices are heard, techniques facilitating and boosting participation have been incorporated, including:

- Structured intervention rounds, ensuring equity in participation.
- Focus groups to delve into critical areas and encourage knowledge sharing.
- Controlled and anonymised feedback, reducing bias and guaranteeing honest answers in the consultation phases.

These strategies contribute to the quality of discussions and ensure that conclusions are representative and well-rounded.

3- Delphi Method – First meeting

This phase introduces the main topic, structures the process, and initiates discussions among the selected experts to guide forthcoming activities (questionnaire and final meeting).

The meeting aims to gather initial perspectives from the experts and ensure a shared understanding of the FGs' objectives.

First meeting structure:



1. Welcome and introduction:

- **Process Presentation:** Explain the adapted methodology, highlighting that it consists of an initial meeting, a follow-up questionnaire and a final feedback meeting.
- **FG Objective:** Emphasize the general objective of the group and the specific topic that will be addressed in the session, aligned with the HYDEA Community mission.
- **Role of each participant:** Reassure the importance of each expert in contributing with their experience and the need for commitment in completing the questionnaire and participating in the feedback session.



2. Presentation of the topic and context of discussion:

- **Topic description:** In-depth presentation of the topic to be addressed in the FG, adapted to the areas of interest (production, distribution, end uses, etc.).
- **Current context and challenges:** Introduction of the current state of affairs in the context of hydrogen in ports within the Atlantic Area, highlighting the main challenges that need to be addressed.
- **Discussion of questions:** Presentation of the main questions that will structure the questionnaire, guiding interventions and ensuring that all participants understand the topics in depth before answering the questionnaire.



3- Delphi Method – First meeting

Meeting structure:



3. Gathering initial experts' perspectives:

- **Individual interventions:** Each expert will share their initial perspective on the topics and challenges presented. The goal is to generate an exchange of ideas that will serve as the basis for the questionnaire.
- **Summary of key points:** EOSA will register the topics discussed. These will be used to adapt the questionnaire, addressing all topics of interest and possible areas of consensus or dissent.
- **Identifying Collaboration Opportunities:** Participants are encouraged to identify points where there are opportunity for collaboration or synergies, which will be key in the development of the HYDEA Community (queries can be posed to guide the participatory process).



4. Questionnaire explanation and next steps:

- **Purpose of the questionnaire:** It will serve to capture detailed opinions, encouraging further reflection by each expert on the topics discussed.
- **Questionnaire instructions:** Explaining the format, deadline and objectives of the questionnaire. Participants are reminded of the importance of providing comprehensive answers that enrich the feedback phase.
- **Planning the feedback session:** Reminding that the next meeting will serve to review and discuss the results of the questionnaire, with the aim of reaching consensual conclusions.



Figure 14. Participatory approach to FG meetings

3 Conclusion

The work carried out during 2024 within the framework of the HYDEA Community has laid the foundations for a structured and effective process of collaboration around the development of hydrogen in the ports of the Atlantic Area. Through the creation and dynamization of Focus Groups (FGs), the implementation of an adapted Delphi methodology and the establishment of coordination tools, a participatory environment has been achieved to obtain tangible results.

The actions developed have made it possible to:

- Define a structured framework for FGs, ensuring that each group addresses a strategic area within hydrogen's value chain.
- Facilitate the coordination and monitoring of activities, with periodic meetings that have allowed the community to be efficiently managed.
- Develop a common work methodology, based on Delphi, which allows the systematization of consultation processes and consensus among experts.
- Incorporate digital tools and techniques that facilitate participation, ensuring accessibility, transparency and efficiency in decision-making.

The approach adopted has enabled an alignment between the Community's objectives and the expectations of the partners, ensuring that the work of the HYDEA Community has a real impact on the energy transition aims of the ports of the Atlantic Area.

February 2025 marks the start of the first Focus Group, materializing the preparation efforts carried out throughout 2024, which have been detailed in this document. During 2025 and 2026, it will be followed the calendar and schedule created for the FGs, ensuring compliance with the objectives set. The implementation of the FGs will allow for the collection of expert knowledge, the generation of strategic recommendations and the identification of concrete collaboration opportunities, consolidating the impact of the project.

This deliverable reflects the efforts made to date and marks a solid starting point for the next phase of the project, where it is expected to consolidate the results obtained and advance in the execution of strategic initiatives within the HYDEA Community.

4 Appendices

4.1 1st Focus Groups Coordination Meeting: Meeting's Minutes

4.2 2nd Focus Groups Coordination Meeting: Meeting's Minutes

4.3 3rd Focus Groups Coordination Meeting: Meeting's Minutes

4.4 Methodology guide for the Focus Groups

Minutes of the Meeting

1st HYDEA community coordination meeting

Meeting details

Date(s): 19 – 02 - 2024

Organiser: Port of Vigo

Venue: Online

Attendees

NAME	INITIALS	PARTNER
Elisa Romero	ERG	PORT OF VIGO
Rory Monaghan	RM	NUI
Paulo Rosa Santos	PR	UPORTO
Joaquin Grassi	JG	ENERGYLAB
Adélio Mendes	AM	UPORTO

Agenda

11:30-11:40 Presenting goals and general organization of the Hydea Community.

11:40-11:50 Defining FG organization and coordinators for each FG.

11:50-12:30 Open discussion for 1st focus groups meeting.

Attachments

The following files are attached to the minutes of the meeting.

FILE NAME	CONTENT
240219_1 st _WP3.1_Hydea community coordination	Slides presented during the meeting (ERG)
240219_1 st _WP3.1_meeting capture	Meeting participants

Actions

ID	DESCRIPTION	RESPONSIBLE	DUE DATE
1	Upload a work document to start to draft 1 st FC meetings	ERG	Before March 2024

Minutes

- Port the Brest can't join the meeting.
- ERG presented the slides with goals, KPI and initial draft of how the community HYDEA could work.
- ERG presented the partner responsible of each FG that will assume the role of FC coordinator.
- AM suggest involving university students in the community for some FC meetings. It could be interesting to extend the dissemination of HYDEA goals and to find ideas and collaborations for future projects.
- PR suggest involving the ports and present the work done in WP4 (work already covered 52 initiatives). This work could serve to identify collaborations and Hydea Community partners.
- ER inform that Port of Vigo is with the administrative process for hiring a technical assistance to support the community. The technical assistance could provide a common methodology to work during FC celebration and bring support the community deployment.
- ER will share document in the SharePoint for coordinators could design a draft for first meetings.
- A next meeting coordination meeting will be planned for April.

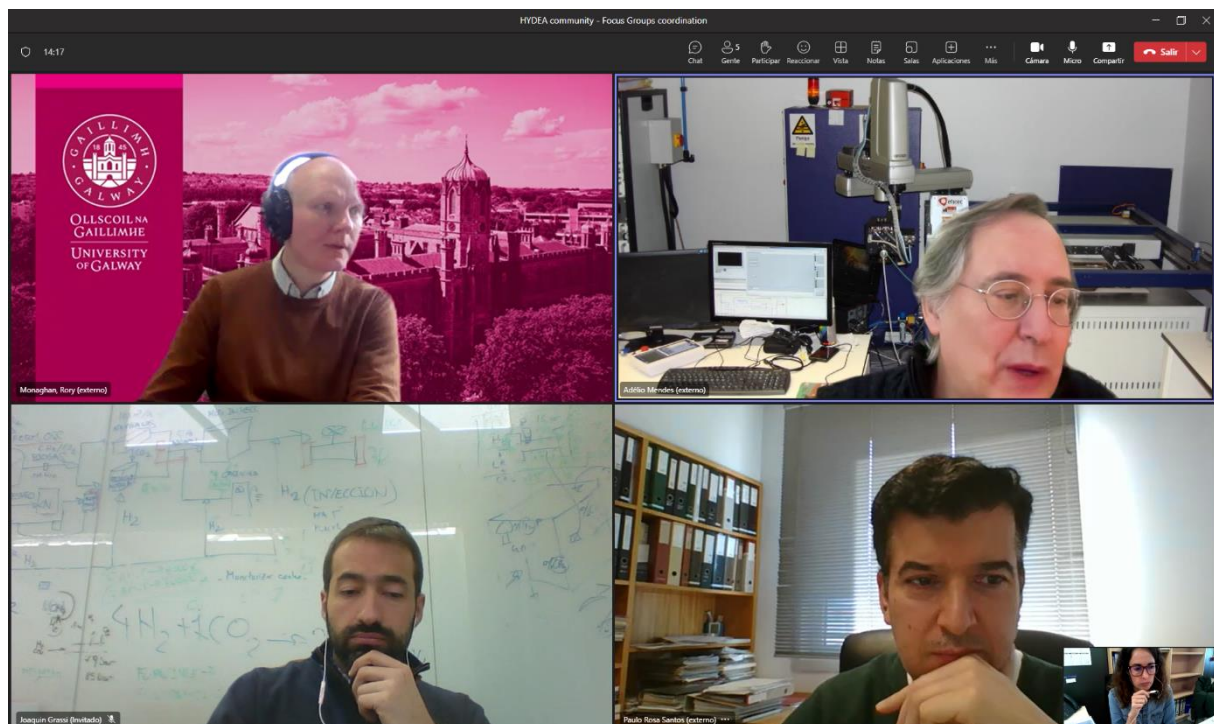


Figure 4. Screenshot of 1st FG coordinators meeting.

Minutes of the Meeting

2nd HYDEA community coordination meeting

Meeting details

Date(s): 16 – 04 - 2024
Organiser: Port of Vigo
Venue: Online

Attendees

NAME	INITIALS	PARTNER
Elisa Romero	ERG	PORT OF VIGO
Haresankar Jayasankar	HJ	NUI
Maximiliam Le MeNN	MLM	PORT OF BREST
Joaquin Grassi	JG	ENERGYLAB
Fabienne Vale	FB	PORT OF BREST
Adélio Mendes	AM	UPORTO
Filipe Martins	FM	APDL

Agenda

11:30-11:40 Review General Aspects of the HYDEA Community
 11:40-11:50 FG 1st meeting organization
 11:50-12:30 Next goals and deadlines

Attachments

The following files are attached to the minutes of the meeting.

FILE NAME	CONTENT
240416_2nd_WP3.1_Hydea community coordination	Slides presented during the meeting (ERG)
2400416_2nd_WP3.1_meeting capture	Meeting participants

Actions

ID	DESCRIPTION	RESPONSIBLE	DUE DATE
1	Upload a work document to start to draft 1 st FC meetings	ERG	Before March 2024

Minutes

- The meeting began with introductions of HJ as representative of NUI and MLM as representative of Regional Council of Brittany that is directly linked to Port of Brest.
- ERG shares the agenda for the meeting, which includes reviewing general data about the idea community and preparing for the first meeting of the focus groups
- ERG presented the partner responsible of each FG that will assume the role of FC coordinator.
- Proposal and Planning for Idea Community Meetings: The meeting focused on proposing and planning the structure of the Idea Community meetings. It was suggested to attract more members and plan for future meetings, with a target of around 10 attendees per meeting. Technical details such as meeting duration, online format, and moderation were also discussed.
- Planning Local and Online Meetings: The group considered the idea of converting an online meeting to a local meeting with the option for online participation and recording. They also discussed the potential for hosting other work group meetings at the same venue, emphasizing the networking opportunities. Additionally, they explored the timing and frequency of focus group meetings, aiming to ensure compliance with project requirements and maximize opportunities for collaboration and dissemination.
- Initial Project Introduction and Discussion on Hydrogen Vision: Participants engage in a discussion about the initial project introduction and the idea community, expressing their willingness to participate and share their perspectives. Adélio Mendes emphasizes the importance of practical solutions and presents a different vision for hydrogen production, highlighting the need for constructive contributions.
- Discussion on Focus Group Meetings and Community Engagement: Fabienne VALLEE shares her perspective on the focus group meetings, emphasizing the need for them to contribute to the project's objectives. The discussion also revolves around the organization and objectives of the focus group meetings, with an emphasis on community engagement and involving external partners. There is a proposal to organize meetings with the aim of communication and collaboration, and the need to involve partners as coordinators of the focus groups is highlighted.
- Planning the First Focus Group Meeting: During the discussion, the meeting guest emphasized the need to plan the first focus group meeting, suggesting the use of a sign-up form and the process for inviting interested individuals. There was also a focus on identifying and inviting relevant participants, setting a tentative date for the meeting, and planning for future meetings.

- ER inform about the current status of the hiring a Technical Assistance that will be support all the Community activities and FG coordinators and meetings planned.

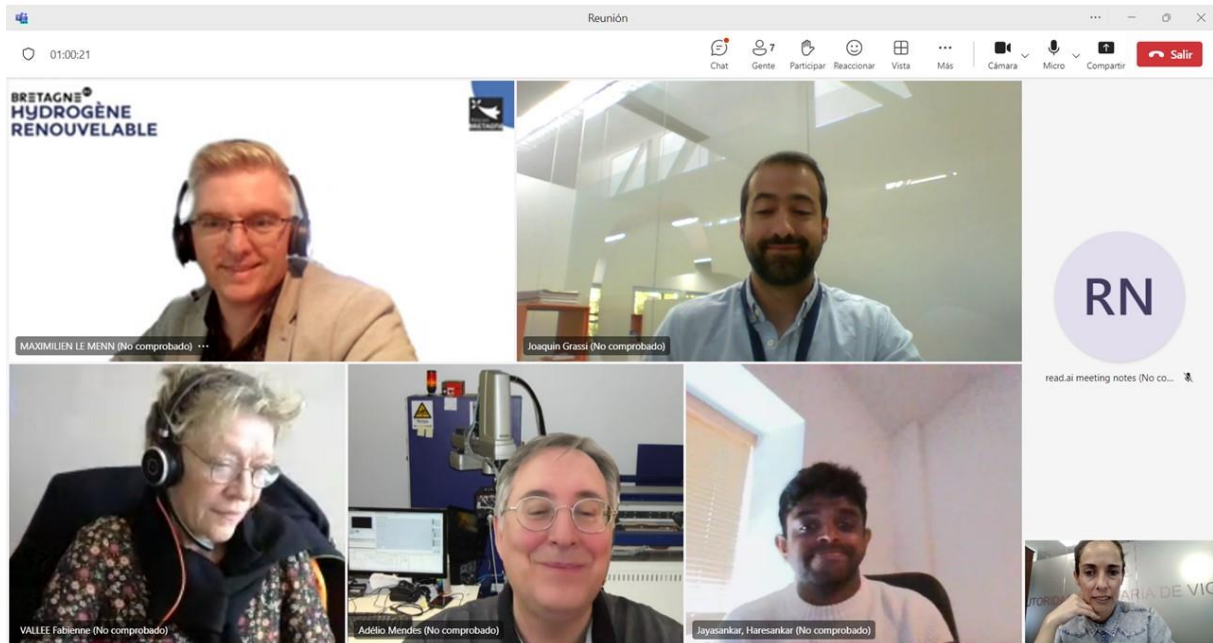


Figure 5. Screenshot of 2nd FG coordination meeting.

Minutes of the Meeting

3rd Focus Groups' Coordination Meeting

Meeting details

Date(s): 19/11/2024 (11am to 12pm)
Organiser: Autoridad Portuaria de Vigo with the support of EOSA
Venue: Remote/Microsoft Teams Meeting

Attendees

NAME	INITIALS	PARTNER
Victoria Carpintero	VC	EnergyLab
Haresankar Jayasankar	HJ	NUI Galway
Paulo Rosa Santos	PRS	Universidade de Porto
Lawrence Moeketsi Duiker	LMD	Universidade de Porto
Daniel Clemente	DC	Universidade de Porto
Filipe Martins	FM	Administração dos Portos do Douro, Leixões e Viana do Castelo, SA (APDL)
Gunnar Tietze	GT	Port of Brest
Fabienne Vallee	FV	Port of Brest
Elisa Romero	ER	Autoridad Portuaria de Vigo
Antonio de la Cruz	AC	EOSA
Maruxa Fernandez	MF	EOSA
Aldara Vázquez	AV	EOSA

Agenda

1. Open space for doubts and queries before the start of the meeting.
2. Presentation of EOSA team to partners.
3. Brief introduction of the HYDEA Community: Purpose, Objectives, Areas of Study and Coordinators.
4. Detailed explanation of the Delphi Methodology adapted for its use in the context of the HYDEA Community.
5. Presentation of the Focus Groups' Proposed Calendar for 2025-2026, pending validation by coordinators.
6. Discussion of next steps:
 - a. Need to validate the calendar by the second week of December (9th-13th) 2024.
 - b. Launch of the Methodology Report by EOSA in December 2024.
7. Round of questions and final thoughts.

Attachments

The following files are attached to the minutes of the meeting.

FILE NAME	CONTENT
3 rd Focus Group Coordination Meeting PPTX	You may find attached the presentation (slides) for the 3 rd Focus Group's Coordination Meeting. This opens with a brief explanation on the HYDEA Community, its objectives and purpose, followed by a table reviewing each focus group (FG) and coordinators. It continues by explaining in detail the methodology proposed by EOSA to carry out those FGs' meetings in the most efficient and effective way possible, maximising outputs and benefits. It concludes with a working calendar proposal for 2025-2026, pending validation.

Decisions

ID	DESCRIPTION
-	Not applicable.

Actions

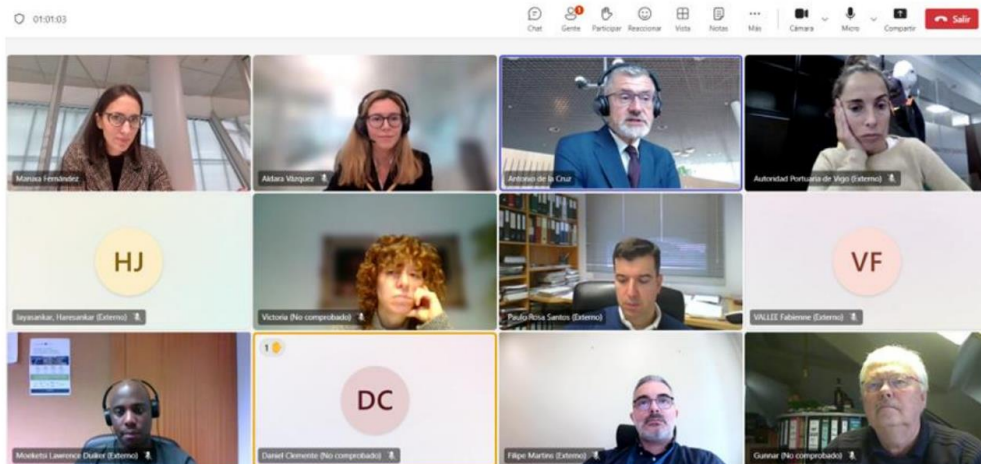
ID	DESCRIPTION	RESPONSIBLE	DUE DATE
Validation of the proposed working calendar for 2025-2026	In the meeting held on the 19 th of November 2024, it was proposed a calendar for the upcoming FGs' meetings. This should be validated by each FG's coordinators by mid December 2024.	All HYDEA FG's Coordinators	9 th -13 th of December 2024

Minutes

This document gathers the main points discussed during the 3rd Focus Groups' Coordination Meeting, held on the 19th of November 2024 at 11am. The meeting participants have been previously stated within the first section of the minutes.

The main points discussed are as follows:

- Introduction of the EOSA team to the partners.



Screenshot of the 3rd Focus Groups' Coordination Meeting for HYDEA- 19/11/2024

CONTACT DETAILS

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