

REQUEST FOR EXPRESSION OF INTEREST – LEAD EXPERT TO DEVELOP A GUIDANCE DOCUMENT (HANDBOOK) ON COASTAL WETLAND GOVERNANCE

Priority Actions Programme Regional Activity Centre (PAP/RAC) is seeking to contract an expert to develop a guidance document (Handbook) on coastal wetlands governance.

Governance and stakeholder participation in coastal wetlands' management, as an overarching initiative of the MAVA Foundation on Coastal Wetland Action Plan (*Action Plan for the Outcome M3 – Coastal wetland degradation due to Coastal Development and Water Abstraction*). It is supporting implementation of activities in demonstration projects of the Oristano stagni (Italy), Ghar el Melah (Tunisia) and Lower delta of Bojana-Buna (with demonstrations in Ulcinj Salina (Montenegro) and Buna River Protected Landscape (Albania)).

The scope of the work and a detailed description of the assignment are presented in the Terms of Reference.

Interested applicants are requested to submit their expressions of interest including the requested documents by e-mail to marko.prem@paprac.org, no later than May 25, 2018 (at 23.59 CET).

Terms of References (ToR) for a Lead expert to develop a guidance document (Handbook) on coastal wetland governance

I. Background information

In order to achieve best preservation status possible of the coastal and island wetlands of high ecological values in the Mediterranean, a set of supporting actions need to be delivered, ensuring enabling environment for the sustainable conditions and uses of coastal ecosystems. These are to be done through the mechanisms of the good, effective and equitable governance.

Governance and stakeholder participation in coastal wetlands' management, as an overarching initiative of the Coastal Wetland Action Plan (*Action Plan for the Outcome M3 – Coastal wetland degradation due to Coastal Development and Water Abstraction*) is supporting implementation of activities in demonstration projects (pilots) of the Oristano stagni, Ghar el Melah and Lower delta of Bojana-Buna (with demonstrations in Ulcinj Salina and Buna River Protected Landscape).

The project is tailored around identifying the main critical governance components within the demonstration sites, preparing guidance to the sites on how to improve targeted governance issues (recommendations) and supporting implementation of specific recommendations. Practically, the guidance would primarily be targeting at:

- Improving ***preconditions*** required to successfully implement the activities in the demonstration areas, mainly dealing with the process of decision making. These includes supporting establishment and/or functioning of different coordination and integration mechanisms facilitating coastal wetland conservation within broader coastal management systems. In particular, it could include support for: identification of joint (collective) priority goals; coordination between different sectoral policies (in EU and non-EU countries) in achieving the agreed priorities; and requiring accountability of all stakeholders involved in the process at territorial level including the land-sea interface and connection with the river basin.
- Strengthening ***problem-solving capacity*** of institutions involved in the decision-making process, leading to long-term changes in the behaviour of key user groups and institutions as well as changes in how and where financial investments are made. These could involve strengthening institutional capacity to be engaged into long-term and integrated planning for dealing with interconnected problems as well as increasing expertise enabling efficient and effective delivery of agreed priorities. As part of the process, it will promote the principles of good, effective and equitable governance, including participation and inclusion, accountability, predictability and transparency of the governing structures.

II. Objective of the work

The objective of this work is:

- i) To identify the needs in terms of governance in pilot sites based on a questionnaire, field visits and desk analysis; and prepare a “needs assessment analysis” report as a basis for the preparation of the Handbook;
- ii) To prepare a Handbook on Coastal Wetlands Governance (taking into account ICZM and IWRM and the two targeted Conventions: Ramsar Convention on Wetlands and Barcelona Convention (UNEP/MAP)). This Handbook shall help setting an integrated coastal wetlands

governance taking into consideration the interface from river basin to the sea. Although a number of governance documents exist, combination of detailed methodological guide and comparative reflections from its application is deficient, but highly needed in coastal wetland management. This document will support filling this gap. It will be developed based on a participatory process.

The role and the importance of governance and public participation have been described in a document jointly produced by PAP/RAC, GWP Med and UNESCO in 2015 entitled “An Integrative Methodological Framework for coastal, river basin and aquifer management. Towards converging management approaches for Mediterranean coastal zones”¹, which can serve as an important starting point.

Based on the initial needs assessment and on the orientations given in the Handbook, governance meetings/trainings will be organized each year on the pilot sites with the participation of the consultant.

The meetings/trainings will allow to:

- i) Assess the (yearly) progress towards implementation of the guidelines/Handbook and overall progress towards good and effective governance. These assessments will be the basis for the lessons learned from the sites (activity 1.3.3);
- ii) Identify specific additional needs towards achieving progress;
- iii) Provide training/technical support in implementing the guidelines, where needed.

III. Key tasks

The work is coordinated by PAP/RAC with the participation of IUCN, MedWet, GWP-Med and MedPAN. It is divided in 2 main phases:

- I. The preparation of needs assessment within the pilot sites and
- II. The elaboration of a Handbook for improving coastal governance.

I. Preparation of needs assessment within the pilot sites (activities 1.1.2 & 1.2.1 of the Inception report in Annex 1)

This assessment will scope the current coastal wetland governance framework in each of the pilot area and identify key needs for functional governance and stakeholder participation. A particular attention will be paid on specifying how the governance and management of the coastal wetlands/river basins are developed and implemented within the existing wider management plan and governance scheme. To ensure a harmonized approach across the pilot sites, a questionnaire will be carried out in collaboration with the nominated representative of the pilot area. The results of the questionnaire should allow, among other, to identify main needs related to coastal wetland governance within each pilot site (preconditions and capacity).

¹ <https://www.pap-thecoastcentre.org/pdfs/IMF%20Guidelines.pdf>

Steps in the preparation of need assessments will include:

- I.1. Elaboration of a concept note describing the methodology and its structure and the models for survey (questionnaire and interview).
- I.2. Preparation, testing and distribution of the questionnaire among pilot area representatives.
- I.3. Conduct field visits, including individual interviews with relevant stakeholders. The lead expert will facilitate a workshop/ provide a training in each pilot area in order to help the local teams with filling up the questionnaire through practical advices. (**activity 1.2.1**).
- I.4. Synthesize the results of the assessment in a consolidated report.
- I.5. Facilitate a workshop and/or carry out series of interviews in each pilot area in order to assess the progress of governance in pilot areas based on identified needs. Shall the workshop be organized, partners from pilot areas will be involved in preparing/participating to the event (**activity 1.2.1**).

II. Preparation of a guidance document (Handbook) on governance for coastal wetlands (activity 1.1.3 and 1.1.4 of the Inception report in Annex 1)

The Handbook will be composed of 2 main parts:

- a) An overall conceptual framework for coastal governance

The conceptual framework will elaborate the theoretical concepts and main components of good, effective and equitable governance for coastal wetlands as goals to be achieved and propose practical mechanisms for supporting and assessing the progress towards those goals. The distinction between governance at national, regional (sub-national) and local level shall be highlighted.

- b) Operational guidelines for its application in practice

Operational guidelines will propose a roadmap to reach the goals described in the conceptual framework.

The handbook will be prepared based on needs assessment from the pilot sites and will be tailor-made for the practical implementation within the sites. Based on lessons learned from the sites, the Handbook will be updated and further adapted so it could have overall practical implementation, beyond the project itself, within the coastal wetlands management projects across the Mediterranean. In order to exchange the experience on governance issues including transboundary level in Prespa lake the Lead expert will visit the Society for the Protection of Prespa (SPP) in Greece.

While developing the handbook, the lead expert shall take into account all relevant documents/references provided by the project partners as well as recommendations from the GTF written in the inception report (Annex 1). In this task, the lead expert will be supported by additional expert for wetland/PA management. Comments on draft Handbook will be provided by GWP Med as well as by the SPP

Work plan for the preparation of the Handbook will include:

- II.1. Present a concept note describing the annotated content of the handbook;

- II.2. Participation in an initial expert meeting (**Activity 1.1.4**);
- II.3. Detailed outline of the document taking into account the contributions from the expert meeting.
- II.4. First draft of the Handbook; II. 5. Second expert meeting (**Activity 1.1.4**);
- II.6. Final draft of the Handbook.

IV. Deliverables and deadlines

	Task	Deadline
I. Preparation of needs assessment		
1	Preparation of a concept note for the questionnaire	15 th of June 2018
2	Testing and distributing the questionnaire	30 th of June 2018
3	Report on the expert's participation to the 1 st training workshop and/or field visits to all three sites	6 th of July 2018
4	Consolidated report on needs assessment	28 th of September 2018
5	Report on the 2 nd training workshop and/or field visits to three sites to assess governance evolution / progress	28 th of September 2019
6	Consolidated report on governance evolution / progress	14 th of June 2020
II. Preparation of a guidance document (Handbook) on governance for coastal wetlands		
1	Concept note describing the annotated content	15 th of January 2019
2	Report on the initial expert meeting	31 th of January 2019
3	Detailed outline of the document	15 th of February 2019
4	Report of the visit to Prespa lake and exchange of experience with Society for the Protection of Prespa, Greece	10 th March 2019
5	First draft of the Handbook	29 th of March 2019
6	Report on the lead expert's participation to the 2 nd training to all three sites	28 th of June 2019
7	Final draft of the Handbook	30 th of October 2019

All the outputs will have to be submitted in English language.

V. Period of Consultancy /Duration

The consultancy is expected to start on 1 June 2018 and be completed by 30 November 2019.

VI. Responsibilities and communication

- The lead expert is mandated by PAP/RAC for all the deliverables mentioned in paragraph IV.
- The lead expert is responsible for the coordination of the expert team formed in the framework of this activity.
- The lead expert will have to communicate with key stakeholders in the pilot areas and guide pilot representatives.

The members of the Governance Task Force will follow the progress on the preparation of the Handbook and will provide advice, comments and suggestions to various drafts of documents to be prepared by the consultant.

VII. Pricing information

The total amount budgeted for this consultancy should not exceed gross amount of EUR 26,000.

Currency of proposed rates and prices

Unless otherwise indicated, all rates and prices submitted by Proposers shall be in EUR.

VIII. Schedule of payments

The total fee estimate will be used as the basis for the schedule of payments. The following schedule of payments (in % of the total fee):

Instalments	Percentage
1st instalment after submission of the deliverables I. 1, 2 and 3	10 %
2nd instalment after submission of the deliverables I. 4 and 5	20 %
3 rd instalment after submission of the deliverables II. 1, 2 and 3	15 %
4 th instalment after submission of the deliverables II. 4	25 %
5 th instalment after submission of the deliverables II. 5 and 6	15 %
6 th instalment after submission of the deliverables I. 6	15 %

The lead expert will be remunerated after approval of deliverables submitted to PAP/RAC according to the schedule of chapter IV with the following breakdown.

Travel

Travel and subsistence expenses to attend meetings will be covered in addition to the contracted amount.

IX. Qualifications

The lead expert shall have the following experience:

- High level of professional qualification (i.e. Master or higher) with 10 years of experience in the field of ICZM/ preferably / partially in the Mediterranean;
- Demonstrated expertise and understanding of governance in coastal zones (evidence of similar projects undertaken within last 5 years);
- Skills and experience for moderation of workshops;
- Perfect knowledge of English language both spoken and written.

X. Application

Applicants are required to submit the following:

- Statement of interest (maximum two pages)
- CV as a proof of qualifications (IX)
- Salary/fee history for the last 12 months
- Fill-in Financial Proposal Form (attached)

XI. Submission deadline

Applicants shall submit their application no later than 25 May, 2018 (at 23.59 CET).

Any applications received after deadline and any incomplete applications will not be considered.

XII. Evaluation of Proposals

The proposals will be assessed according to the following criteria:

	Criterion	Weighting
1	Professional qualifications and experience	15%
2	Expertise and understanding of governance in coastal zones	20%
3	Skills and experience for moderation of workshops	5 %
4	Knowledge of English language	10 %
5	Financial offer	50 %
	Total	100%

The contract will be awarded to the applicant with highest score.

Annex 1: Inception report



MAVA Strategy: M3 – Coastal wetland degradation due to Coastal Development and Water Abstraction

Governance and stakeholder participation in coastal wetlands' management

INCEPTION REPORT



Introduction

Governance and stakeholder participation in coastal wetlands' management is an overarching initiative of the Coastal Wetland Action Plan (Action Plan for the Outcome M3 – Coastal wetland degradation due to Coastal Development and Water Abstraction). In order to achieve preservation of the coastal and island wetlands of high ecological values in the Mediterranean, a set of supporting actions need to be delivered, ensuring enabling environment for the sustainable conditions and uses of coastal ecosystems. These are to be done through the mechanisms of the good, effective and equitable governance.

The project will be tailored around identifying the main critical governance components within the pilot sites, preparing guidance to the sites on how to improve targeted governance issues and supporting implementation of specific recommendations. It will support implementation of activities in pilot projects of Oristano Gulf (Maristanis project), Ghar el Melh and Lower delta of Bojana-Buna river (with pilots in Ulcinj Salina and Buna River -Velipoje Protected Landscape). Although the governance and public participation processes in the pilots will not be directly implemented as part of this overarching initiative, collaboration with the partner organisations from the pilots will be established for creating enabling environment for such implementation. Also, the project will act as a platform for exchange of experiences among the pilots, enabling collaboration and transfer of knowledge among pilots, integration and broad dissemination of lessons learned.

The main output of the initiative is a Handbook on Coastal Wetlands Governance (taking into account ICZM and IWRM and the two targeted Conventions: Ramsar Convention on Wetlands and Barcelona Convention (UNEP/MAP)). Although a number of governance documents exist, combination of detailed methodological guide and comparative reflections from its application is deficient but highly needed in coastal wetland management. This document will support filling this gap so it is believed that it will have a wide interest and usability. The document itself will be only web-based.

This report is based on the Project document as approved by MAVA and follows the Kick-off meeting that was held in Tirana 15-16 December 2017. It takes into account its results and conclusions. It was prepared by PAP/RAC as the coordinating partner and jointly reviewed and complemented by the Governance Task Force (GTF) members. The GTF was established at the above mentioned meeting and is composed of representatives of the project partners. In addition to PAP/RAC these are IUCN, GWP Med, MedWet and MedPAN.

Objectives

The objectives of the Inception report are the following:

- To present the activities and outputs more in detail
- To provide the guiding elements for the major output, i.e. Terms of Reference (ToR) for the consultant(s) to prepare the Handbook
- To present the management structure and coordination elements and the major rules of procedure, such as for the Governance Task Force
- To specify what each of the partner involved is responsible for
- To present the work plan and the main milestones

The project has the three main results which are further structured with the following activities:

RESULT 1.1: Decision-making preconditions for successful implementation the activities in the Pilot areas defined

Activity 1.1.1 Organization of Kick-off and inception meetings; establishment of the Governance Task Force

Activity 1.1.2 Preparation of needs assessment within the pilot sites, including necessary field visits

Activity 1.1.3 Preparation of guidance document (Handbook) on governance component

Activity 1.1.4 Organization of expert meetings for drafting the guidelines

RESULT 1.2: Technical support to pilot sites provided

Activity 1.2.1 Organization of annual capacity building meetings/trainings

RESULT 1.3: Results disseminated

Activity 1.3.1 Designing and preparing attractive communication tool to disseminate governance guidance/handbook

Activity 1.3.2 Disseminating governance guidance/handbook

Activity 1.3.3 Preparing experience notes/ lessons learned from the three sites

(Activity 1.3.4 Organize workshop on coastal governance to disseminate results and findings)

RESULT 1.1 Decision-making preconditions for successful implementations the activities in the pilot areas defined

Activity 1.1.1 Organization of Kick-off and inception meetings; establishment of the Governance Task Force (GTF)

This is an 'internal' activity related to management and implementation of the project among the project partners. As enabling conditions the GTF has been established during the Kick-off meeting in December 2017. The presentation of the Inception report at the Inception meeting (via Skype among GTF) completes the preparatory phase of the project.

The meeting documents (e.g. draft Agenda, list of participants, working documents) should be provided 15 days in advance of the meeting.

Outputs: Task force established; Kick-off meeting report; Inception report and Inception meeting report

Coordination: PAP/RAC; Participation: MedWet, GWP-Med, IUCN, MedPAN

Governance Task Force - GTF

The members of the GTF are:

Marko Prem, PAP/RAC

Oliver Avramoski, IUCN

Dimitris Faloutsos, GWP Med

Maïlis Renaudin, MedWet

Marie Romani, MedPAN

The **tasks** of the GTF are the following:

The main tasks of the GTF is to contribute to the project documents and be responsible for the implementation of the activities each organization is involved in, including the narrative reporting duties towards PAP/RAC. More specifically, the GTF:

- coordinates the overall implementation of “Governance and stakeholder participation in coastal wetlands’ management” project ” activities
- advocates the importance of “Governance and stakeholder participation in coastal wetlands’ management” project among the stakeholders and policy-makers
- facilitates coordination and exchange of views, gives scientific and technical directions and recommendations on a periodic basis to attain the project objectives
- reviews and adopts the final draft of the Handbook
- ensures continuous interaction with the pilot projects under MAVA Strategy: M3 – Coastal wetland degradation due to Coastal Development and Water Abstraction .

Also, the GTF will perform the role of the Steering Committee so to reduce expenses related to the organization of additional meetings and in particular due to unavailability of resources by the pilot sites for such meetings. The M3 Steering Group meetings will be an opportunity to discuss the implementation of this overarching activity.

Activity 1.1.2 Preparation of needs assessment within the pilot sites, including necessary field visits

This assessment will scope the current (coastal wetland) governance framework in each of the pilot area and identify key needs for functional governance and stakeholders participation. It will provide an important input for the Handbook which should correspond to the needs and provide guidance for. The assessment will be carried out in a form of a questionnaire (to ensure a harmonized approach across the pilot sites) in collaboration with the representatives of the pilot sites. The analysis will also have the role of monitoring the progress, i.e. provide the baseline against which improvements made in each of the pilot sites can be evaluated. Lessons learned and experiences will make an important input to the Handbook. Initial work will be a

desktop analysis with additional field visits to the pilots to complete the work. Therefore, this activity is closely linked to the Activity 1.1.3 (preparation of the Handbook), and in particular with Activity 1.2.1 related to capacity building/training. A single contract will be prepared for the Lead expert to draft the Handbook, outline and guide the preparation of the needs assessment as well as to provide trainings to the pilot areas. While performing the field visits to pilot areas, the local teams will get acquainted with more details about governance and stakeholder's participation.

Output: Needs assessment on governance framework and needs

Coordination: PAP/RAC; **Participation:** MedWet, GWP-Med, IUCN, MedPAN, in close collaboration with the partners from pilot areas.

Activity 1.1.3 Preparation of a guidance document (Handbook) on the governance component

The Handbook (i.e. operational guidelines) on coastal wetland governance is the main output of this initiative. It will be composed of two main parts:

a) An overall conceptual framework for coastal governance

The conceptual framework will elaborate the theoretical concepts, main components and practical mechanisms for supporting and assessing the progress towards (good and effective) governance. In addition, the distinction between governance at national, regional (sub-national) and local level shall be highlighted.

b) Operational guidelines for its application in practice

The Handbook will include quotes and key messages from the field, based on the interviews with stakeholders.

The foundation for the Handbook will be prepared based on needs assessment from the pilot sites and will be tailor-made for the practical implementation within the sites. Based on lessons learned from the sites (activity 1.3.3) the Handbook will be updated and further adapted so it could have overall practical implementation, beyond the project itself, within the coastal (wetlands) management projects across the Mediterranean.

Work plan for the elaboration of the Handbook:

1. Initial draft (English; by January/March 2019):
 - preparation of the ToRs (specifying the contribution of individual experts to ensure complementarity), draft concept/structure of the Handbook; public tender for the recruitment of the lead expert announced by April 2018;
 - selection of the lead expert and contract by May 2018;

- initial expert meeting of the GTF with the experts in early June 2018, in order to provide experts with more insight on the project and expected work (link to activity 1.1.4);
 - Detailed outline of the document, by the end of June, following the expert meeting. All GTF members should provide relevant documents to improve the state of the art regarding coastal wetland governance by March 2018.
2. Final draft (by October/November 2019 and translated to French)
 3. Final editing (including translation and design) shall be done in the second part of the project (years 4-6).

Output: Handbook on coastal wetland governance

Coordination: PAP/RAC; **Participation:** MedWet, GWP-Med, IUCN, MedPAN, in close collaboration with the partners from pilot areas.

Specific responsibilities of the partners:

- PAP/RAC will contract the lead expert and cover travel expenses for the lead expert
- IUCN will contract an additional expert that will provide mainly desktop work and make sure that all the key issues related to wetland and protected areas are adequately addressed;
- GWP-Med will contract a reviewing expert that will comment and provide suggestions on the draft document, in all of its main stages: upon presenting the outline, initial draft and final draft.
- MedWet will contribute to the document through the GTF and meetings and prepare some personal messages from the field, based on the interviews with stakeholders with the help of the lead expert (activity 1.2.1 with the second round of training in pilot areas)
- MedPAN will contribute through the GTF and meetings and through existing experiences within the network of MPA managers in the Mediterranean
- Partners from pilot areas should nominate a Focal Point/contact person that will be an operational link/communicate with the overarching governance project.

Draft elements for the **Terms of Reference (ToR)** for the lead expert (to be recruited by PAP/RAC)

- Draft the guidance document/Handbook according to the Conceptual framework (see 1.1.3)
- Take into account all relevant documents/references provided by the project partners
- Participate to at least two expert meetings with GTF members
- Submit the outline (by July 2018), initial draft by January/March 2019 and the final draft by October/November 2019
- Guide the preparation of the needs assessment (activity 1.1.2)
- Provide trainings to the pilots (activity 1.2.1)
- Should have adequate experience/references in this field

Draft elements for the **Terms of Reference (ToR)** for the expert on wetland/protected areas (to be recruited by IUCN)

- Provide relevant inputs to the lead expert to guarantee that all the key issues related to wetland and protected areas are adequately addressed in the Handbook
- Participate to the two expert meetings (no other travel is envisaged)
- Should have adequate experience/references in this field

Draft elements for the **Terms of Reference** (ToR) for the reviewing expert (to be provided by GWP Med)

- Review (provide comments and suggestions) the outline, the initial draft and the final draft
- Should have adequate experience/references in this field

Activity 1.1.4 Organization of expert meetings for drafting the guidelines

The preparation of the Handbook will include organization of (at least) two expert meetings to discuss the contents, verify draft and final draft versions. Each project partner will take part in the meeting through the participation of (at least) the member of Governance Task Force. Experts involved in the drafting process will also participate in the meetings.

Workplan for the organization of meetings:

- Initial expert meeting will be merged with the Second GTF meeting in June 2018, venue to be determined;
- The second meeting will take place upon delivery of the first draft of the Handbook (June 2019).

Output: Meeting reports

Coordination: PAP/RAC; **Participation:** MedWet, GWP-Med, IUCN, MedPAN

RESULT 1.2 Technical support to pilot sites provided

Activity 1.2.1 Organisation of annual capacity building meetings/trainings

Based on the initial needs assessment (activity 1.1.2) and guiding document, governance meetings/trainings will be organized each year. The main objective of these meetings/trainings will be to:

- Assess the (yearly) progress towards implementation of the guidelines/Handbook and overall progress towards good and effective governance. These assessments will be the basis for the lessons learned from the sites (activity 1.3.3);
- Identify specific additional needs towards achieving progress;
- Provide training/technical support in implementing the guidelines, where needed.

Workplan for the organization of trainings:

- In the period July-October 2018 the lead expert will undertake a field work with the pilots in order to provide them with more in-depth insight into the questionnaire on needs assessment; this will be organized in the form of workshops that will constitute the first round of training. Envisaged as part of activity 1.1.2, the expert will also communicate with key stakeholders and guide pilot representatives to draft initial assessment. These assessments will be the basis for the lessons learned from the sites (activity 1.3.3);
- In the period September - December 2019 the lead expert will undertake the second field work/training with the pilots in order to provide the second training. The training will be an opportunity to assess progress towards implementation of the guidelines.
- Partners from pilot areas should be invited to support organization of these trainings/workshops (venue, logistics, catering) within their pilot areas as these will be the activities they will benefit from and that will be tailor made for them.

Output: Meeting reports

Coordination: PAP/RAC; **Participation:** MedWet, GWP-Med, IUCN, MedPAN

RESULT 1.3 Results disseminated

Activity 1.3.1 Designing and preparing attractive communication tool to disseminate governance guidance/Handbook

The entire Handbook will be only web-based in order to ensure targeting wider audience, reducing costs and reducing environmental impact of printed copies.

Attractive communication tools on the handbook will be prepared in the second and third year of the project. These will include design of the handbook and infographics. Infographics will be simple and visually attractive so to be able to easily communicate the key messages. Preferably, they would be designed as a single “page”, like postcards etc., but also in a form easily communicated through social media. Target audience could include Natura 2000 marine and coastal sites managers, marine and coastal protected areas managers, Ramsar focal points, ICZM focal points, local decision-makers and interested stakeholders. A lists of possible stakeholders will be shared between project partners. In preparing the communication tool, a link with the Communication and policy strategy will be ensured. **Workplan** for the preparation of communication tools:

- Template of the governance guidance/handbook will be designed by MedWet, by December 2019
- Infographics will be designed from January - June 2020, by MedWet

Output: Handbook design and infographics

Coordination: MedWet; **Participation:** PAP/RAC, GWP-Med, IUCN, MedPAN

Activity 1.3.2 Disseminating governance guidance/Handbook

The dissemination of the 'solid' draft of the 1st phase of the project (January 2020, web-based guidelines/Handbook) will be done through internet and social media channels at international/national and local level by project partners. However, the promotion of the project and its progress will be done by partners throughout the project duration as part of their participation in the other strategies and/or projects. The promotion will be achieved through presentations and other forms of disseminating information about the existence of the Handbook, such as at some specific side events during the UNEP/MAP meetings (the PAP/RAC focal points meeting in May 2019 and the COP 21 in Italy in December 2019), the Mediterranean MPA Forum organized by MedPAN and the SPA/RAC in November 2020 and specific channels (CPMR – network of regions...).

Under the lead of MedWet, the roles of GTF members will be defined in the dissemination of the Handbook.

Output: Presentations or other documentation demonstrating dissemination activities

Coordination: MedWet; Participation: PAP/RAC, GWP-Med, IUCN, MedPAN

Activity 1.3.3 Preparing experience notes/ lessons learned from the three sites

The lessons learned from the pilot sites will be prepared in the form of experience notes (brief, informative and attractive dissemination materials). The final version of the lessons learned will be prepared by project partners in the last year of the project. However, based on the needs assessment and yearly governance meetings/trainings the lessons learned document will be gradually built upon. The main findings of the lessons learned will be used to update and further strengthen the governance Handbook with experiences from the practice. The audience for the lessons learned are all PAP/RAC, MAP and MedWet focal points, water ministries (GWP-Med contacts), MedPAN – network of marine and coastal protected areas managers in the Mediterranean, IUCN and SPA/RAC focal points, UfM, regions (CPMR), EC delegates but also the private sector (agriculture, construction, fisheries, tourism, insurance), NGOs (see network MIO-ECSDE) as well as general public and media.

For increasing the potential to influence the key regional processes, and in particular the coordination between Ramsar and Barcelona conventions, a policy brief will be drafted. The audience for the final policy brief are all PAP/MAP and MedWet focal points, water ministries (GWP-Med contacts), MedPAN, IUCN and SPA/RAC focal points, UfM, EC delegates. The briefs could be used for the PAP/RAC focal points meeting and possibly for the COP 21 of UNEP/MAP in December 2019.

Workplan:

- MedWet will prepare the general templates for the policy brief (by February 2019) and for the lessons learned (by April 2019).

- The first draft of the policy brief shall be prepared by March 2019, in order to be ready for PAP/RAC FsP meeting, and, later on, presented on COP 21 – December 2019 – as part of the possible side event.
- The first draft of the lessons learned will be prepared by July 2019.

Output: Outline/template for the lessons learned; First draft of lessons learned

Coordination: PAP/RAC; Participation: MedWet (preparation of templates), GWP-Med, IUCN, MedPAN

Activity 1.3.4 Organize a workshop on coastal governance to disseminate results and findings

The final workshop will not be implemented as part of first project phase (years 1-3) but in the final year of the project (year 6). This could take place at the occasion of a MedPAN annual regional sharing-experience workshop gathering all marine and coastal protected areas managers.

Output: The workshop

Coordination: MedPAN; Participation: MedWet, PAP/RAC, GWP-Med, IUCN.

Timeline and major milestones (red - meetings; green-outputs; yellow-other)

MAVA years		MAVA year 1												MAVA year 2												MAVA year 3																																				
IUCN SEMESTERS		1	semester 2												semester 3												semester 4												semester 5												semester 6											
		2017	2018												2019												2020																																			
		dec	Jan weeks 1-2	Jan weeks 3-4	Feb week 1	Feb week 2	Feb week 3	Mar week 1	Mar week 2	Mar week 3-4	Apr week 1-2	Apr week 3-4	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun																								
Activites	Milestones																																																													
Activity 1.1.1 Organisation of Kick-off and inception meetings; establishment of the governance task force	Kick off meeting - Kick-off meeting report	red																																																												
	Governance Task force established	yellow																																																												
	Initial Draft of Inception Report (IR)	green																																																												
	Comments to IR	green																																																												
	Final draft of IR	green																																																												
	Inception meeting/First GTF meeting	red																																																												
	Inception report finalized	green																																																												
Activity 1.1.2, 1.1.3, 1.1.4: Selection of experts	Public tender for experts	yellow																																																												
	Contracting experts	yellow																																																												
Activity 1.1.2, 1.1.3, 1.1.4: Preparation of guidance documents: needs assessment, hanbook, capacity building	Second GTF meeting with experts	red																																																												
	Second GTF meeting report	green																																																												
Activity 1.1.2: Preparation of needs assessment within the DS+ field visits	Outline/questionnaire for needs assessment	green																																																												
	Needs assessments drafted	green																																																												
Activity 1.1.3: Preparation of guidance document (handbook) on governance component	First draft of handbook	green																																																												
	Final draft of handbook	green	yellow																																																											

