Work plan

Land-Sea-Act		Project Partners (PP)													Project Timing																							
															Period 1 2019						Period 2 2019						Period 3 2020						Period 4 2020						Period 5 2021						Closure 2021					
WP/ No.	Description	PP01 VARAM	PP02 CAB	PP03 Fehmarn	PP04 Holbæk	PP05 GR	PP06 TLU	PP07 IOPAN	PP08 HWWI	PP09 BEF-LV	PP10 BEF-DE	PP11 ZMIGM	AO1 LALRG	AO2 Halyala	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12
1	**Project Management and Administration**	**WP Leader: PP1 VARAM (LV)**																																														
1.1	**Strategic project management**	**PP1 VARAM**																																														
1.1.1	Meetings of the project steering committee (face to face in PP meetings and via skype if necessary)	X	x				x		x	x							3						9						3						9						3			5*						
1.1.2	Communication strategy for the project (harmonisation and implementation)	X	x	x	x	x	x	x	x	x	x	X							*																												
1.1.3	Elaboration of project reporting manual for project partners	X																	*																												
1.1.4	Signing the project partnership agreement (all partners)	X	x	x	x	x	x	x	x	x	x	X																																				
1.2	**Project content management**	**PP1 VARAM**																																														
1.2.1	Regular communication of WP leaders with GoA leaders	X	X	x	x	x	X	x	X	X	x	x																																				
1.2.2	Project partner (PP) meetings	X	x	x	x	x	x	x	x	x	x	x					3						9						3						9									5*					
1.2.3	Half-yearly content reporting on project progress	X	x	x	x	x	x	x	x	x	x	x																																			*		
1.3	**Financial management**	**PP1 VARAM**																																													
1.3.1	Book-keeping (separate accounts for project-related expenditure)	X	x	x	x	x	x	x	x	x	x	x	-	-																																	
1.3.2	Half-yearly financial reporting & FLC	X	x	x	x	x	x	x	x	x	x	x	-	-																																	
1.3.3	Compilation, certification and submission of overall financial reports, clarifications if necessary	X											-	-																																	
1.3.4	Reception and transfer of grants to partners	X											-	-																																	
2	**Spatial planning solutions for addressing development trade-offs in coastal areas**	**WP Leader: PP9 BEF-Latvia & PP6 TLU (EST)**																																													
2.1	**Content coordination on spatial planning solutions**	**Group of Activities Leader: PP9 BEF-LV**																																													
2.1.1	Joint WP2 coordinating meetings (back-to-back with PP meetings)	x		x			x	x		X	x	x	(x)	(x)			3						9						3						9												
2.1.2	Main output "Compendium of methodologies on how to address LSI and development trade-offs in coastal areas"	x		x			x	x		X	x	x																																	*		
2.2	**Trade-offs and balanced use of land-sea resources (LV)**	**Group of Activities Leader: PP9 BEF-LV**																																													
2.2.1	Drafting a Southern Kurzeme thematic plan with focus on landscapes	x								X																																				
2.2.2	Stakeholder events for Latvian case study	x					x			X			x																																	
2.2.3	Output "Strategic solutions for balanced use of land-sea resources" (Latvian Case report)	x								X			x																																	*		
2.3	**Cultural values in MSP& Blue Growth (PL)**	**Group of Activities Leader: PP7 IOPAN**																																													
2.3.1	Stakeholder events for Polish case study							X				x																																			
2.3.2	Output "Integrating cultural values in MSP & BG"							X				x																																	*		
2.4	**Climate change adaptation and sustainable tourism (DE)**	**Group of Activities Leader: PP9 BEF-DE**																																													
2.4.1	Stakeholder events for German case study			x					x		X																																				
2.4.2	Output "Climate change adaptation meets sustainable tourism"			x							X																																			*		
2.5	**Integrated coastal mobility and tourism planning (EE)**	**Group of Activities Leader: PP6 TLU**																																													
2.5.1	Stakeholder events for Estonian case study						x							x																																	
2.5.2	Output "Trade-offs in mobility and tourism planning"	X					x			X				x																															*		
2.6	**Transnational training on LSI in spatial planning**	**Group of Activities Leader: PP6 TLU**																																													
2.6.1	Training planners and policy makers of BSR in handling multiple interests related to BG initiatives in coastal areas, at least 2 day training in Tallinn						x			X				x																																	
2.6.2	Report from the Training on LSI in spatial planning	X					x							x																															*		
3	**Embedded entrepreneurship for vital coastal areas and BG**	**WP Leader: PP5 GR (SWE) PP8 HWWI (DE)**																																													
3.1	**Joint WP3 coordinating meetings**	**Group of Activities Leader: PP2 CAB (SWE)**																																													
3.1.1	Joint WP3 coordinating meetings (back-to-back with PP meetings)	x	X		x	x			X								3						9						3						9												
3.1.2	Electronic communication/skype conferences		X		x	x			X																																						
3.1.3	Output "Report on outcomes of WP3 coordinating meetings"		X		x	x			X																																					*		
3.2	**Tourism entrepreneurship development in small ports (DK)**	**Group of Activities Leader: PP4 Holbaek municipality**																																													
3.2.1	Stakeholder events for Danish case study				X																																										
3.2.2	Elaboration of Guidelines for harbour business development				X		x		x																																					
3.2.3	Output "Guidelines for harbour business development"				X		x		x																																					*		
3.3	**Elaboration of Gothenburg regional maritime strategy**	**Group of Activities Leader: PP2 CAB, PP5 GR (SWE)**																																													
3.3.1	Stakeholder events for Swedish case study		x			x																																								
3.3.2	Elaboration of Gothenburg regional maritime strategy		x			x																																								

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3.3.3	Output "Regional maritime strategy for coastal economy"		X			X			x																																							
3.4	**Blue Growth Checks**	**Group of Activities Leader: PP8 HWWI**																																															
3.4.1	Elaboration of "Blue Growth Check Report"	x	x	x	x	x	x	x	X	x	x	x																																					
3.4.2	**Main output** "Blue Growth Check Report"	x	x	x	x	x	x	x	X	x	x	x																																					
3.5		**Group of Activities Leader: PP8 HWWI**																																															
3.5.1	Collating the results of GoAs 3.2/3.3 into an Action Plan for Embedded Entrepreneurship and Blue Growth.								X																																							
3.5.2	**Main output** "Action Plan "Entrepreneurship and Blue Growth""	x	x		x	x			X																																							
4	**Input to the Multi-level Governance Agenda on Blue Growth and Spatial Planning in BSR**	**WP Leader: PP1 VARAM (LV); PP02 CAB (SWE)**																																														
4.1	**International expert panel**	**Group of Activities Leader: PP9 BEF-LV**																																														
4.1.1	Coordination of international expert panels (GoA 4.1) will be the responsibility of BEF-Latvia	x	x		x	x	x	x	x	X	x	x																																					
4.1.2	in cooperation with the hosting institution&country to arrange exploratory visits: 1st panel by Holbæk municipality; 2nd panel by CAB&GR; 3rd panel by HWWI in Hamburg, DE	x	x		x	x	x	x	x	X	x	x						3						9						3																	
4.1.3	**Main output** "Policy brief on key messages on LSI and Blue Growth initiatives"	x	x		x	x	x	x	x	X	x	x																																					
4.2	**Comparative study on demonstration cases**	**Group of Activities Leader: PP6 TLU**																																														
4.2.1	To synthesise the results of WP2 and WP3, comparing them with other similar case studies and to analyse the potentials for transnational replications and uptake of the approaches at other areas in the BSR	x	x		x	x	x	x	x	x	x	x																																				
4.2.2	Output "Synthesis report for coastal governance"	x	x		x	x	x	x	x	x	x	x																																				
4.3	**Drafting Multi-level Governance Agenda on BG and Spatial Planning in BSR**	**Group of Activities Leader: PP1 VARAM**																																														
4.3.1	Discussions with stakeholders, including in seminars/events of other projects	X	x	x	x	x	x	x	x	x	x	x	x	x																																			
4.3.2	Selecting most suitable recommendations and drafting the Multi-level Governance	X	x	x	x	x	x	x	x	x	x	x	x	x																																			
4.3.3	**Main output** "Multi-level Governance Agenda on Blue Growth and Spatial Planning in BSR"	X	x	x	x	x	x	x	x	x	x	x	x	x																																			
4.4	**"Blue Growth Workshop" in Brussels**	**Group of Activities Leader: PP8 HWWI**																																														
4.4.1	Organising ""Blue Growth Workshop" in Brussels"								X																																							
4.4.2	Output "BG Workshop summary"	x	x		x	x	x	x	X	x	x																																					
4.5	**High level final conference in Riga**	**Group of Activities Leader: PP1 VARAM**																																														
4.5.1	Organising Final conference	X							x				x																																			
4.5.2	Output "Report on the outcomes of the conference"	X	x	x	x	x	x	x	x	x	x	x																																					
	Additional information																																															
5.1	**Partner meetings**	**All partners**																																														
5.1.1	Kick-off meeting | Riga | 12-13 March 2019	X	x	x	x	x	x	x	x	x	x	x	x	x			3																																
5.1.2	2nd partner meeting | Tallinn | September 2019	x	x	x	x	x	X	x	x	x	x	x	x	x									9																										
5.1.3	3rd partner meeting | Holbaek | March 2020	x	x	x	X	x	x	x	x	x	x	x																3																				
5.1.4	4th partner meeting | Hamburg | September 2021	x	x	x	x	x	x	x	X	x	x	x																						9														
5.1.5	5th partner meeting | Riga | May 2021 (back-to-back with Final conference)	X	x	x	x	x	x	x	x	x	x	x	x	x																																	5*			
5.2	**Strategic communication with other MSP intitiatives**	**Main responsibility: PP1 VARAM**																																														
5.2.1	Coordination of strategic communication with other MSP initiatives	x	x	X	x	x	x	x	x	x	x	x	x	x																																			
5.2.2	Report to HELCOM-VASAB MSP WG	X																																														
5.2.3	Report to VASAB (EUSBSR HA Spatial Planning)	X																																													
5.3	**International event in Brussels**	**Main responsibility: PP8 HWWI**																																														
5.3.1	Brussels meeting before conference	x	x			x	x		X	x	x																																					
5.4	**Final conference**	**Main responsibility: PP1 VARAM**																																														
5.4.1	Final conference - Prepare, implement, follow up	X	x	x	x	x	x	x	x	x	x	x	x																																				
6.	**Communication and dissemination activities**	**All partners**																																														
6.1	Social media posts	X	x				x		x	x																																						
6.2	Information material on the project	X																																													

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		VARAM	CAB	Fehmarn	Holbæk	GR	TLU	IOPAN	HWWI	BEF-LV	BEF-DE	ZMIGM	LALRG	Haljala	Period 1 2019						Period 2 2019						Period 3 2020						Period 4 2020						Period 5 2021						Closure 2021					
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6.3	Representation of the project at external events	X	x	x	x	x	x	x	x	x	x	x																																					
6.4	PP webpage contains information on the project and relevant publications	X	x	x	x	x	x	x	x	x	x	x																																					

Legend

x	PP Involved in activities
X	Leading partner(s)
3	back to back
3	back to back
*	*Final version