

COALESCCE

Action Planning Finalisation and Steering Group Meeting Pescara, Region of Abruzzo 22-24 May 2019



Workshop brief

22nd-24th May 2019, Pescara, Italy

Summary

From 22-24 May 2019 in the framework of COALESCCE project in Pescara, we will hold our interregional workshop “Action Planning Finalisation”. We will also hold our final Phase 1 Steering Group meeting that will focus on the financial performance of the project, the semester 5 financial report requirements and the second phase financial management of the project

The workshop will bring together 25 participants being COALESCCE project partners and stakeholders from Bulgaria, Germany, Hungary, Italy, Romania, Spain and UK.

During the interregional technical workshop, we will present the final drafts of the Action plans developed by COALESCCE project partners, the methodology for monitoring of their implementation into Phase 2 of the project period. The success of the action planning process depends on the level of stakeholder activation and involvement and adequate definition of activities.

At this point the Action Plans should be substantially complete however there may be elements of best practice in one of the partner Aps that can be transferred to others. The meeting will discuss this concept on the first day. This may include elements such as the second phase implementation strategy. We will also discuss with stakeholders how they envisage the successful implementation of the Action Plans in their respective regions.

The workshop will be divided into the following main sessions:

Session 1 Action Planning process: day 1: The day will be spent presenting each of the 7 action plans. Each plan will then be scrutinised by all the other partners and their stakeholders in order to assess the ‘deliverability’ of the proposals.

Presentations from each partner on the action planning process that was employed throughout the COALESCCE project. This should include original stakeholder mapping, how stakeholders have contributed to the development work (stakeholders to present), How the peer review process has influenced the action planning, eg which good practice examples were included. How the partners have engaged the managing agencies of the policy instruments.

Is the Action Plan sufficiently detailed?

JTS Feedback on action plans from other projects that Oldham has been involved in has included the following detail. We will want to ensure that these areas are covered in each partner action plan.

- **Interregional character - Relevance to the project:** clearly link each action to the project activities and in particular to the interregional learning.

The aim of the action plan is to list the concrete measures that derive from the lessons learnt from the cooperation. This relation is fundamental and constitutes the basis for phase 2 monitoring. It may sounds obvious but the document should describe how each action is linked to the project

and in particular how it derives from the interregional learning process. For instance, which good practice from one of the partner regions or which learning from a project activity inspired this action? This is the idea behind the first point of the programme template called 'The background / 'Relevance to the project'. If an action cannot be related to the activities of the project, then it should not be included in the action plan.

- **Concreteness of the actions – the actions need to be concrete and lead to measurable results.**

The actions proposed in the action plans must have a concrete character, to be specific and operational and lead to measurable results. Moreover, the actions should be clearly explained so that their implementation process is understandable. Indeed, the action plan should be more definitive about the actions that will be carried out. The partner should have a clear and realistic plan for implementing the lessons learnt from the project even though the actions may evolve in the course of the implementation (i.e. the concrete measure - all the necessary steps - needed to reach the final objective must be described in the document).

- **The link with the policy instrument**

For all actions plans, it has to be clear how the actions foreseen will be integrated or supported by the policy instruments (which action will be supported by which policy instrument and how? how the policy instrument will be impacted by the measures foreseen?). In general we have noticed a weak focus on influencing the policy instruments addressed in the application form and for the other policy instruments it is not always clear what are their features. For most of the action plans, the proposals for improvement listed in the section 'Policy context' are not clearly linked with the actions described in the following section. Please also note that in case a project partner cannot work on the initial policy instrument addressed, detailed information would need to be provided directly in the document on the reasons why this influence is not possible.

- **Policy endorsement**

There is a general lack of information on the policymakers' endorsement. For those partners that are not the policy responsible bodies it is not clear how far the policy responsible body actually endorses the action plan (for instance, was it subject to an official decision or approval?). No information is provided in this regards. Since the action plans are not signed or signed only by the partner concerned, please clarify directly in the document whether or not the action plan is endorsed by the relevant policy responsible body (e.g. is the policy responsible organisation(s) aware of it? How they are going to support the actions? Do they are mentioned among the main players involved? What would be their role? Will they sign the action plan?).

The meeting will analyse the deliverability of the action plan. Are there any assumptions on best practice from partner regions that are incorrect or require more detail?

Session 2 Complete Action Planning and Phase 2 Delivery planning: day 2 Remaining partners to present on the action plan development.

How do we move forward into the Phase 2 delivery period. What will be expected from each partner. Each partner to discuss their implementation programmes. Stakeholder involvement on how they will be able to use the action planning, how will the managing agencies be engaged.

Session 3 – Final Steering Group – ONLY FOR PROJECT PARTNERS

DRAFT AGENDA

Day 1

Morning Session 1: Action planning process

09.00 – Welcome and Introductions

09.15 – 10.30

10 Minutes Action Plan Presentation Per Partner

Oldham Council, Abruzzo, EPF, Ae3R, IVACE, LENERG, LCF

A common template to follow will be send in advance the meeting

10.30 – 11.00 Icebreaking Game 1 – BINGO!

11.00 – 11.30 Networking coffee break

11.30 – 12.00 Consultation based on LP's Action Plan

12.00 – 13.15 Instructions by the external expert & World Café Round Tables in 2 groups (*)

Table 1: P2, P3, P4

Table 2: P5, P6, P7

- a. Each partner is answering questions and notes suggestions about his Action Plan
- b. A flipchart paper is used for each partner to note basic points to introduce to all in the afternoon session
- c. P1 representatives and external expert move around the tables to monitor the discussions and support (*) partners will sit in tables depending on what good practises are used for each Action Plan

13.15 – 14.30 Light Italian style lunch

Afternoon Session 1: Action planning consultation

14.30 – 15.00 Icebreaking Game 2 – VOTE for the best structured action plan!

15.00 – 16.30 Follow up presentations

Each partner presents the world cafe notes from the flipchart and discuss them with all

Day 2

09.00 Meet at venue

09.10 – 11.00 Day 1 wrap up and suggestions by LP and the external expert on action planning process

11.00 Coffee and introduction to afternoon session

12.30 Lunch

13.30 – 17.00 Phase 2 planning session

Day 3

10.00 – 13.00 Steering Group meeting