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<b>Document title</b>	Proposal for amended Terms of Reference for a Baltic Sea Region MSP Data Expert Group
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<b>Category</b>	DEC
<b>Agenda Item</b>	3 - Implementation of the Regional Baltic Roadmap 2013-2020
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### Background

The attached document contains amendments to the draft Terms of Reference for a Baltic Sea Region MSP Data Expert Group based on document 3-1 and comments received during the first day of the meeting.

### Action required

The Meeting is invited to:

- consider the amended draft terms of reference for the Baltic Sea Region MSP Data Expert Group.

**AMENDED DRAFT General Terms of Reference  
for a Baltic Sea Region MSP Data Expert Group (BS MSP Data EG)**

### Objective

The BSR MSP data expert group

- supports data, information and evidence exchange for MSP processes with regard to cross-border / trans-boundary planning issues.
- facilitates the work of the HELCOM-VASAB MSP WG and helps with implementation of the WG's work-plan incl. the MSP roadmap

### Status

The BSR MSP data expert group

- is a sub-group to HELCOM-VASAB MSP WG which it ~~should~~ reports to.  
~~gives itself procedural rules as necessary.~~
- develops recommendations & proposals to responsible authorities (MSP, MSP data)
- aims at avoiding duplication of work with regard to activities of further (regional) initiatives and working groups on the issue of MSP data, in particular with regard to outputs and products, and thus establishes links to e.g. the IHO WG in BSR and other relevant groups ~~(to)~~ e.g. through representation (membership) in these groups (or vice-versa)
- is established for a period of ~~three~~ two years with a possibility of extension

### Membership

Core members of the BSR data expert group

- are MSP experts / planners representatives from all BSR countries (in general: 1/country, + deputy)
- are Data / GIS / SDI (Spatial Data Infrastructure) experts from relevant authorities/agencies in BSR countries (1 – 2/country + deputy)
- are appointed by ~~respective competent~~ relevant country national authorities (coordination on national level).

Additional members/experts

- may participate in meetings by invitation by the chair of the group depending on issues to be dealt with, ~~incl. such as: representatives of other organizations, decision makers of BSR countries,~~ technical experts, etc.

The Chair

- is elected by core members of the MSP Data Expert Group ~~{for a~~ defined certain period of time to be decided by the expert group?
- is supported by a co-chair, who is a representative of the meeting's host (in turn: national MSP / MSP data agency/authority, ~~and VASAB, HELCOM ?~~): "rotating "co-chair"

### Modus Operandi

Meetings

- are called up to 4 times / year (face-to-face meetings, as needed: entire core group / planners sub-group / data experts sub-group / EG + additional participants as seen fit)
- are being hosted by national MSP / MSP data authorities ~~(and~~ may also be hosted by the VASAB and HELCOM Secretariats?), taking turns

- may be set up as general meetings, workshops, conferences (e.g. contribute to BSR MSP Forum, Nov. 2016 in the framework of BalticSCOPE)
- may be held as face-to-face meetings, ~~onlinetele- or SKYPE-~~conferences, e.g. in between face-to-face meetings or as follow-ups
- may preferably being held back-to-back other relevant meetings / conferences / WGs if possible, e.g. DG Mare project BalticSCOPE incl. BS MSP Forum (Nov. 2016), BaltSpace project or any other future MSP project, HELCOM-VASAB MSP WG, European Maritime Day (2016: Turku) etc.  
~~are being held in a constructive working atmosphere that supports efficient fulfilling of the tasks set, with as little formal procedures as possible, and as many as needed, incl. taking decisions, reaching agreements, finding solutions etc.~~

#### Communication

- is maintained by e-mail(internal, between members), and possibly by making use of HELCOM (discussion boards, etc.) or VASAB websites (to be explored)
- and links shall be established between the EG and other existing and forthcoming relevant forums ~~projects~~ and activities, ~~including projects and working groups~~:
  - BalticSCOPE project
  - BaltSpace project
  - SEA GIS project
  - ~~Potential future Interreg VB Project in the BSR~~
  - BaltWise (GoF year project)
  - BSMSDIWG
  - ICES WKC MSP
  - under MSFD ~~activities~~ (e.g. indicators, measures)
  - under HELCOM (e.g. common indicators, incl. Baltic wide information on pressures ~~-etc.~~)
  - INSPIRE

#### Technical/administrative ~~s~~Support:

- is being given by VASAB (application for funding for meetings to Interreg VB BSR Programme)
- GIS support is provided by HELCOM data centre

#### Tasks (to be amended as necessary)

The expert group ~~will-should/shall~~

- a. prepare a list of BSR National MSP Data Contact Points, incl. contact persons/details (in addition to List of National MSP Contact Points by HELCOM-VASAB MSP WG, ~~PartiSEApate~~ Country Fiches)
- b. prepare an additional list (to be extended as needed) of further contact persons, data experts etc. (compilation by national authorities/agencies)
- c. follow up and compile ~~identified~~ main trans-boundary / cross-border issues in MSP in the BSR in relation to data and information
- d. initially prepare a general overview on national state of play of “MSP Data” with regard to trans-boundary / cross-border issues in BSR States (availability), incl. an overview on
  - available (relevant) data (incl. metadata, problems with ownership, legal issues, licenses, cost etc.)
  - data services (accessibility etc.)
- e. compile minimum requirements / criteria etc. for trans-boundary / cross-border MSP “Output Data” (Maritime Spatial Plans)
- f. compile minimum data/information/evidence requirements for trans-boundary / cross-border MSP: scope, metadata, standards, formats etc. for “Input Data”, and “Sharing” of these data

- g. prepare an overview on gaps in relevant data / information / evidence, problems e.g. with ownership, licensing, cost, legal aspects in general---
- h. agree on roadmap; the group should consider developing existing infrastructure further for MSP, if possible, before considering new platforms for data infrastructure and first steps towards BSR SDI for MSP, and support its development and implementation
- i. establish links to BSR MSP projects, WGs etc. and support “implementation of the way of thinking” with regard to MSP data

**Outputs** (to be amended as necessary)

Deliverables of the group shall be (among others)

- a. List of National MSP Data Contact Points and contact persons
- b. List of additional relevant institutions, contact persons / data experts
- c. List of main / most relevant MSP issues in a cross-border / trans-boundary context in relation to data and information
- d. Compilation of minimum requirements for Maritime Spatial Plan Data: “Output Data” and sharing of this data
- e. Compilation of minimum requirements for “Input Data” and sharing of this data which has relevance for trans-boundary / cross-border planning issues
- f. Overview on (national / regional) situation of MSP Data which has been identified as being relevant with regard to cross-border/trans-boundary (planning) issues in BSR
- g. Terms of Reference for a Baltic Sea Region Spatial Data Infrastructure for MSP
- h. Regular(Half-)annual reports to HELCOM-VASAB MSP WG

**Resources needed:**

The Contracting Parties/Member Countries are to nominate their representatives to the group, and the work will rely on expert participation and contribution of the Contracting Parties/Member Countries. Additional resources will be sought for through various projects. HELCOM Secretariat will provide GIS expertise.

**Draft Work Plan (to be extended and further developed by the Expert Group)**

**Year 1**

Date/Time	Occasion / Place /	Task	Intended Output
29/30.01.2015	HELCOM-VASAB MSP WG / Helsinki	Presentation of proposal for TOR of BSR MSP Data Expert Group to WG – ask for approval for setting up the MSP Data expert group as a subgroup to the WG – and proposal for endorsement to HELCOM HOD and VASAB CSPD BSR	Approval of proposal for TOR – recommendation for endorsement by HELCOM HOD and VASAB CSPD BSR
		Ask WG members for appointment of members (from relev. Authorities: MS planners and MSP data experts) – (e.g. March 2015)	List of initial members for core MSP data expert group
		Ask WG members for naming of national contact point(s) for MSP data (e.g. March 2015)	National MSP data contact point list ➔ contact person details
2 <sup>nd</sup> quarter 2015	BalticSCOPE Project – first case study meetings (	Case study assessments: Identification of cross-border / trans-boundary relevant MSP issues	List of cross-border / transboundary relevant MSP issues
<del>March</del> / <del>June</del> 2015	HELCOM <del>HOD</del> -Meeting	Endorsement of (TOR of) subgroup to MSP WG	
May/June 2015	VASAB CSPD BSR Meeting	Endorsement of (TOR of) of subgroup to MSP WG	

September 2015	Meeting of BSR MSP Data EG (all appointed members), Riga (back to back to official Kick-Off BalticSCOPE – and HELCOM-VASAB MSP WG)	Agree on general formalities, procedures and (necessary) rules	List of agreed formalities, procedures, rules
		Elect a chair	Chair appointed
		Decide on dates and hosts for 1 – 2 next meetings	Time schedule amended, co-chair(s) appointed
		Develop extended work plan	Work plan ( <del>1 – 2 yrs, longterm ?</del> )
		Discussion of list of main / most relevant MSP issues in a cross-border / trans-boundary context (BalticSCOPE)	
Late 2015	Workshop (host/co-chair to be chosen during September meeting)	Agree on list of cross-border issues to solve with regard to objectives of MSPs	List of issues to be solved with regard to “output data”, the Maritime Spatial Plans ...
		Analyse information and data needed (regarding issues to be solved), discussion on scope, formats, features, harmonization needs (based on some examples) etc.; list detailed final MSP layers to share (future output layers in (shared) MSP maps)	Agreement on minimum requirements for “input data” (issues to share) List of final MSP layers to share with formats etc. agreed

(Green: Work of MSP Data EG; Blue: Others)