Document title	A proposed procedure for handling the update of MSP Roadmap
Code	3-9 Rev.
Category	CMNT
Agenda Item	3 - Development of the regional MSP framework
Submission date	1.4.2020
Submitted by	HELCOM Secretariat
Reference	

This is a revised version with track changes of the document 3-9 after discussions during the 20th Meeting of the HELCOM-VASAB Maritime Spatial Planning Working Group.

Background

The 20th meeting of HELCOM-VASAB MSP Working Group is invited to discuss the **scope and focus of the new MSP Roadmap** and to **agree on the next concrete steps**. The procedure suggested here is to focus on those topics only. The first draft of the new road map is planned to be developed in intersessional work by the next HELCOM-VASAB WG meeting in autumn 2020. Now, in Spring 2020, we need to agree on the overall frame and directions for development of the new roadmap.

The document 3-2 listed questions to be discussed at the meeting. The countries were asked to consider the questions already before the meeting:

- What will be different and/or important for the time period after 2021 in relation to the current MSP Roadmap and the time when it was written?
- What type of new Roadmap would be needed and what would be its role?
- What should be the main focuses of the overall goal in the new Roadmap?
- What should be the KEY elements for the "new Roadmap?

Based on the discussion of the HELCOM-VASAB MSP Working Group meeting one additional question was added. It is about the period for the next roadmap. The meeting wished also to add a place give more general comments. These are now added (see below)

Due to issues related to COVID-19, the meeting is now organised on-line and there is need to reconsider the procedure. This document presents a proposal for the procedure and the linked excel file presents a draft template to collect views from countries on the four questions above.

Action requested

The meeting is invited to:
- take note on the proposed procedure;
- discuss and agree on the procedure, for instance the suitable timing for the countries' inputs.

A proposed procedure for handling the update of MSP Roadmap

As the planned face-to-face meeting of the HELCOM-VASAB MSP WG will not take place, we suggest an alternative procedure for updating the MSP roadmap as we need to progress with it.

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The document 3-2 (Input paper for update of MSP Roadmap) presented initial thoughts on how to organise the update process:

1. HELCOM-VASAB MSP WG 20-2020 Meeting (this part now replaced by this alternative procedure that consist of written procedure and two online discussions with the Working Group): discussion and decision on general scope of 'new Roadmap' (i.e. goal, format, context) and on the timing of the process towards the update; clear guidance on the next steps for the Secretariats;
2. Intersessional work by the Secretariats with input from co-chairs and countries to produce the first draft of the roadmap
3. HELCOM-VASAB MSP WG 21-2020 in October 2020: discussion and agreement on the goal; discussion on the 1st draft of new Roadmap and agreement on finalisation of the roadmap
4. Intersessional work by the Secretariats with input from co-chairs and countries to finalise the MSP roadmap
5. HELCOM-VASAB MSP WG 22-2021 in spring 2021: discussion and agreement on the new Roadmap

The document listed also some questions to be discussed at the meeting. The countries were asked to consider the questions already before the meeting:

- What will be different and/or important for the time period after 2021 in relation to the current MSP Roadmap and the time when it was written?
- What type of new Roadmap would be needed and what would be its role?
- What should be the main focuses of the overall goal in the new Roadmap?
- What would be the time period for the next roadmap?
- What should be the KEY elements for the "new Roadmap?
- Open questions/comments

The excel file collects input from countries and observers in the step 1 as indicated in the table on the next page. Please, note that you are asked to give concise, focused answers (proposal: max. 1000 characters) that help forming the Working Group's joint perspectives on the **focus and scope** of the new MSP roadmap. We are not yet formulating the new roadmap. Your input is used in the following steps for formulating the working group's consolidated view. We will discuss the procedure at the Working Group's online meeting on April 1st.

The procedure for agreeing on the **scope and focus of the new roadmap (point.1 from above)** is proposed to be organised into following four steps (to be discussed in online meeting of the HELCOM-VASAB WG in April 1st):

Steps	Explanation	Timing and working methods
Step 1. "Brainstorm" – An Excel Online document for countries to answer the questions. There are country-specific sections where each country writes their answers as an expert opinion on ~~4 elements~~ – goal, format, context and key issues. Input is asked also for the time period of the new roadmap. Observers will have their own sections.	Concise, up to point answers for each question. Presented as expert views, not as countries "positions" yet. As this is a brainstorming phase, all ideas are welcomed at this point. The more formal decision on the scope and focus of the roadmap will be taken in step 4. Countries can see what others are writing. They can use it as advise for their own answers.	Written: the excel file
		Online meeting: Discussion on the process in online H-V meeting on **1 April**, e.g. agree what is the time needed from countries to reply to the questions
		Written: Answers by **17 April**, depends on how much time countries need for giving their answers)
Step 2. "Pre-Summary" - The secretariats summarise countries' answers to the questions. Different countries' views are expressed clearly, e.g. in a matrix	It is assumed that countries have many similar or at least compatible answers and some clearly opposite ones. The similar ones are combined and opposite ones listed.	Written: By **24 April**
Step 3. "Summary" - The co-chairs and secretariats have an online meeting to discuss the answers / the matrix and to summarise the answers.	Here we start to approach more official "consolidated" perspective	Online meeting: **27 or 28 April**
Step 4. "Discussions & agreement" - An online meeting with HELCOM-VASAB MSP WG to discuss the scope and focus of the new roadmap	Agreement by the WG on the scope and directions for the update of the roadmap	Online meeting: **15 May**