



EUROPEAN
REGIONAL
DEVELOPMENT
FUND

CONTRA

Conversion of a Nuisance To a Resource and Asset

Working Group Guidelines

CONTRA - Working Group Guidelines

1. AIM

Working Groups are established at each case study site to serve as a local forum for dialogue and interaction around the topic of beach wrack management. The Working Groups comprise of motivated, local stakeholders that influence and are interested in the project's progress and outputs. The main focus of a Working Group (WG) should be to build capacity that brings about institutional change i.e. improvements to resource management and beach wrack processes by local authorities. With a participatory approach, key stakeholders, specifically local authorities, should have ownership and implement the project's findings. Working Group objectives include:

- To identify local needs and beach wrack challenges
- To help organize local activities within WP 2,3,4 & 5
- To identify resource gaps
- For conflict resolution
- To promote public/private cooperation
- To share knowledge & raise awareness
- To communicate 'best practices'
- To locally disseminate project findings
- To develop local sustainable beach wrack management plans that are put into practice



Location of CONTRA Stakeholder Working Groups

2. ORGANISATION

The Working Groups are informal and should be tailored to local needs. Local WG Coordinators will be installed at the start of the project and will be responsible for the WG organization and administration. There should be a minimum of two meetings per year. The core WG members, including the nation's project partners and associated partners, should attend each meeting. More information on stakeholders (who to invite), planning of events etc. can be found in the document *CONTRA - Stakeholder Coordination Strategy*.

3. WG MEETINGS

The following points should be considered before arranging a meeting:

- Project Phase: Which project activities (WP2, WP3, WP4 & WP5) are currently underway locally or are planned to start in the next few months? The WG Coordinators should discuss the local activities with the Work Package and Case Study Leads and their other national partners.

- **Aims and Objectives:** With the project activities in mind, decide upon relevant capacity building aims of the WG meeting. A meeting plan/agenda should be created and sent out to all potential participants along with an invitation to attend.
- **Workshops:** Each meeting should include a participatory activity that improves stakeholder knowledge about certain beach wrack processes and/or raises awareness. Workshops should be pre-planned, adapted for the participants and have a definite aim with capacity building and the project's objectives in mind.
- **Participants:** As well as the core members, stakeholders who are important and/or are interested in the current project's phase should be identified. Invitations should be sent out in good time by the WG Coordinators.
- **Location:** Be flexible and aware of participant travel distances. If a particular organization is important for that stage of the project but is reluctant to travel, consider asking them to hold the event at their premises. If it is not possible for key stakeholders to attend, perhaps a Skype/Tele meeting would be acceptable.
- **Date/Time:** Many of the CONTRA associated partners and key stakeholders are local authorities and practitioners. Be aware of seasonality and their busy periods when setting the meeting dates. Plan ahead and send out invitations (Doodle invites work well) at least 6 weeks in advance.

4. ROLE OF THE COORDINATING PARTNER

Ideally, this should be a representative from one of the CONTRA partner organizations. Roles of the Coordinating Partner include:

- Administration incl. participation lists, protocols (evidence of capacity building)
- Stakeholder involvement (incl. vital role of Associated Partners)
- To ensure that local authorities have ownership of local activities
- Stakeholder co-ordination for local/WG activities with respect to WP2, WP3, WP4 & WP5 (in cooperation with case study leads)
- Arrangements and moderation of targeted workshops
- Communication with WP Leads
- Problem/conflict resolution and communication with lead partner
- Communication of findings with WP2 Lead and other project partners
- Dissemination of project's results via local channels

5. OUTPUTS

As with all project activities, the WG meetings need to be documented. The most important documents are the participation lists (signed by each participant) and the protocol. The

protocol is a tangible record of the meeting and a source of information for stakeholders who couldn't attend. It can also act as a reference for future stakeholder activities. A protocol should be distributed promptly to all participants, interested parties & the WP2 Lead (EUCC-D) after the event. For more information see doc' *CONTRA - Stakeholder Coordination Strategy*. Remember to take photographs to record the event for the project's website news section and Facebook page. Ensure all participations agree for their photographs to be used online.