

INPUT STUDY FOR THE ORGANISATION
OF THE WORKSHOP ON ADOPTING
SIMPLIFIED ADMINISTRATIVE
PROCEDURES (A3.1)

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1 Introduction

“Improving policies to boost SME competitiveness and extraversion in EU coastal and rural areas where aquaculture is a driver of the regional economy” (EXTRA-SMEs) is an Interreg Europe project aiming at boosting the expansion of rural and coastal aquaculture SMEs in wider markets for the promotion of their products, by promoting simpler and improved administrative processes and procedures, and innovative production solutions.

This input paper provides background information in support of the interregional workshop on adopting simplified administrative procedures (EXTRA-SMEs activity A3.1), to be organised by the Western Development Commission (WDC).

The input paper is outlined as follows: Section 2 presents the EXTRA-SMEs project, including information about activity A3.1. Section 3 outlines the added value of the project’s workshops, and the interregional workshop on adopting simplified administrative procedures in particular. Section 4 offers the thematic background for the interregional workshop along with topics for discussion. Section 5 focuses on the organisation of the workshop. Finally, Section 6 provides instructions for drafting the workshop’s summary report.

2 About the EXTRA-SMEs project

2.1 The Interreg Europe programme

The Interreg Europe programme¹ promotes the exchange of experience on thematic objectives among partners throughout the Union on the identification and dissemination of good practices, to be transferred principally to operational programmes under the Investment for Growth and Jobs goal, but also, where relevant, to programmes under the European Territorial Cooperation (ETC) goal. This will be done via the support and facilitation of policy learning, sharing of knowledge, and transfer of good practices between regional and local authorities and other actors of regional relevance.

Interreg Europe is one of the instruments for the implementation of the EU's cohesion policy. With this policy, the EU pursues harmonious development across the Union by strengthening its economic, social and territorial cohesion to stimulate growth in the EU regions and Member States. The policy aims to reduce existing disparities between EU regions in terms of their economic and social development and environmental sustainability, taking into account their specific territorial features and opportunities. For the 2014-2020 funding period, cohesion policy concentrates on supporting the goals of the Europe 2020 strategy, which targets to turn the EU into a smart, sustainable and inclusive economy delivering high levels of employment, productivity and social cohesion.

2.2 The EXTRA-SMEs project

“Improving policies to boost SME competitiveness and extraversion in EU coastal and rural areas where aquaculture is a driver of the regional economy” (EXTRA-SMEs) is an Interreg Europe project which brings together 9 participating partners from 7 EU countries. The project aims to improve the implementation of policy instruments addressed by the project partners, concerning the expansion of rural and coastal SMEs in wider markets for the promotion of their products, by promoting simpler and improved administrative processes and procedures, and innovative production solutions.

The project centres on the sharing of experiences, good practices and initiatives of SME competitiveness and extraversion with the objective of promoting innovative solutions. The

¹ www.interregeurope.eu

project will enable the participating regions to reach their targets in terms of internationalisation and expansion in new markets by adopting simplified administrative and licensing practices, up-skilling public services' staff and managing stakeholders' conflicts of interest, so as to achieve a competitive and extravert outlook for the wider aquaculture sector.

2.3 The EXTRA-SMEs consortium

The EXTRA-SMEs partnership brings together 9 organisations from 8 regions in 7 European countries, where aquaculture is a driver to growth, aiming to achieve expansion of rural and coastal SMEs in wider markets for the promotion of their products.

N°	Country	Partner
1	 GR	Region of Peloponnese (REGPEL)
2	 IT	Liguria Region (LIGURIA)
3	 PL	Northern Chamber of Commerce in Szczecin (NCC)
4	 RO	Bucharest-Ilfov Regional Development Agency (ADR-BI)
5	 FI	Lapland University of Applied Sciences (Lapland UAS)
6	 GR	University of Patras (UPAT)
7	 IE	Western Development Commission (WDC)
8	 IT	Liguria Cluster for Marine Technologies (DLTM)
9	 LT	Public institution National regions development agency (NRDA)

2.4 EXTRA-SMEs Activity A3.1

Activity A3.1 comprises the organisation of an interregional workshop addressed to regional authorities, to facilitate the adoption of simplified administrative procedures for operations relevant to the scope of the EXTRA-SMEs project. All partners will participate with members of their stakeholder groups and external experts, so as to discuss strategies on how to develop and implement simpler, faster, and cost-effective licensing and documenting procedures.

The workshop will be based on an input paper drafted by WDC, which will provide guidelines on fostering simpler, faster and cost-effective licensing and documenting procedures, such as a single window system or time-limits for decision making. Following the organisation of the interregional workshop, WDC will draft a summary paper presenting the main findings and conclusions of the event. Finally, each partner will organise an internal debriefing meeting to disseminate the activity's results and diffuse the knowledge acquired during the workshop.

3 Added value of EXTRA-SMEs workshops

Exchange of experience through workshops is an interregional learning process that contributes greatly in generating the expected policy change in the participating regions. The production of new knowledge at territorial level relies on multi-actor networks/communities, in which key stakeholders and policy makers come together to find solutions and answers to various problems associated with policy development.

The Interreg Europe programme suggests that knowledge and expertise sharing should be an indispensable component of the efforts of regional authorities to build capacity and drive sustainable policy development. This is because the co-production of knowledge and mutual understanding constitutes a co-created and sustained process, where various partners bring different knowledge, information and ideas to the table. The consultation process ends up yielding added value for all parties involved; preventing inter alia the duplication of efforts and waste of resources.

During interregional workshops, project partners are provided with the opportunity to:

- Gain insights and understanding of the political priorities and initiatives in the field,
- Identify challenges and needs to be addressed at the action plans implementation phase (project phase 2),
- Homogenise their perceptions in themes related to the project,
- Ensure the participation of key stakeholders in the development and facilitation of action plans.

3.1 EXTRA-SMEs interregional workshops

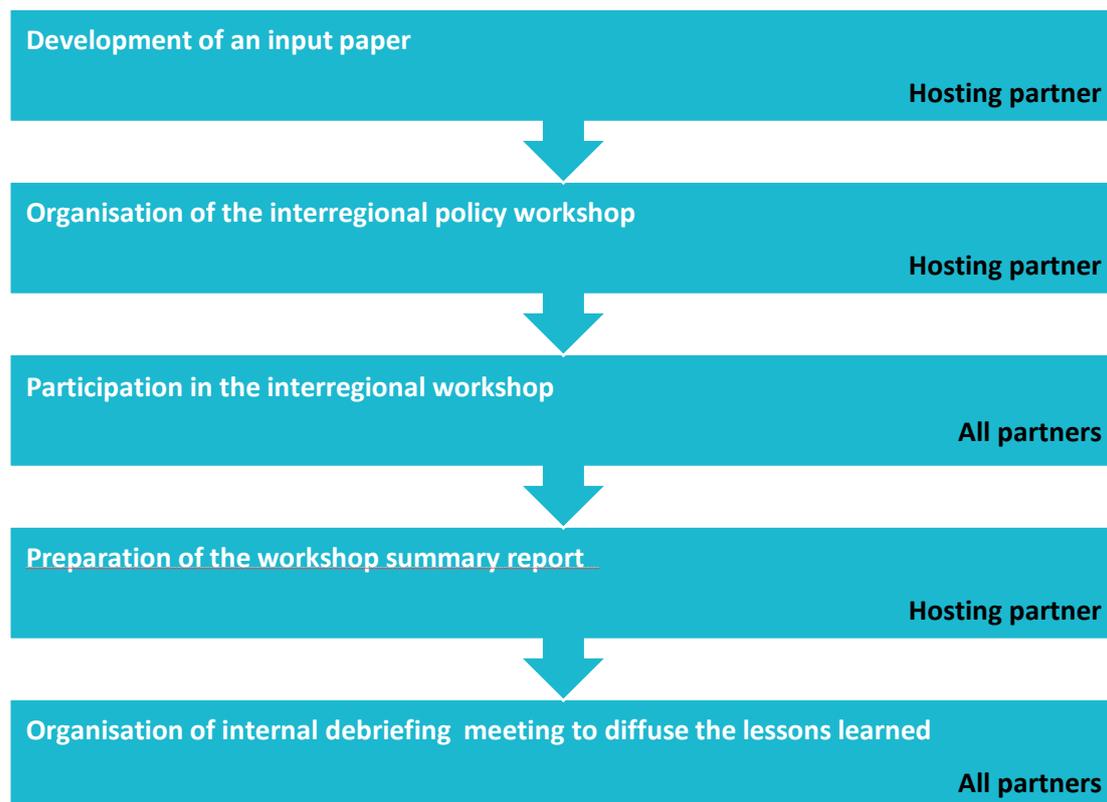
The EXTRA-SMEs foresees the organisation of four (4) interregional workshops to promote interregional learning and capacity building, as presented in the following table:

Table 1: EXTRA-SMEs workshops

Activity	Title	Host	Country	Semester
A3.1	Interregional workshop on adopting simplified administrative procedures	WDC	Ireland	Semester 2

Activity	Title	Host	Country	Semester
A3.2	Interregional workshop on promoting relevant EU labels among EXTRA-SMEs	REGPEL	Greece	Semester 5
A3.3	Interregional workshop on managing stakeholders' conflicts of interest	DLTM	Italy	Semester 4
A3.4	Interregional workshop on the expertise and skills required for public administrations' staff	ADR-BI	Romania	Semester 5

Table 2: Structure of EXTRA-SMEs workshops



The interactions and discussion to take place during interregional workshops will enable project partners to a) assess the efficiency of the administrative procedures for aquaculture SMEs currently in place in their respective regions and their impact on the sector's growth, b)

discuss the processes in a comparative manner taking into consideration regulatory and geographical contexts, c) homogenise their perceptions in themes related to the project and d) contribute to policy development, taking into account regional specificities.

3.2 Interregional workshop on adopting simplified administrative procedures

The Western Development Commission (WDC) will organise and host a two-day workshop for relevant stakeholders and representatives of regional authorities. The workshop will focus on the impact of administrative burden on the growth of the aquaculture sector and the importance of introducing simplified administrative procedures for EXTRA-SMEs as well as possible ways to accomplish that.

The workshop will cover the following thematic areas which will be further elaborated in Section 4:

1. Policy and regulatory frameworks emphasising on measures and frameworks for the simplification of procedures relevant to the licencing and operation of aquaculture SMEs.
2. Economic impact of administrative procedures.
3. Successful examples of adoption of simplified administrative procedures and policy suggestions.

4 Thematic background and topics for discussion

As indicated in the previous section, the workshop will be organised with a focus on three thematic areas to be covered by the workshop, namely the policy and regulatory frameworks, the economic aspects of administrative procedures and successful examples of adoption of simplified administrative procedures. This section will present the background on the three thematic areas to be covered by the workshop.

Overall, the presentations and discussions should cover the entire spectrum of the simplification of administrative procedures, providing information and creating room for discussion with added value for the elaboration of more effective administrative processes. Within this context, the challenge will be to go beyond a descriptive approach and embrace the interconnection between the three identified thematic areas.

4.1 Aquaculture Policy and Regulatory Framework

Despite the lack of a Common Aquaculture Policy, EU aquaculture, much like any other industry, must conform to EU regulation. Aquaculture falls within the scope of Common Fisheries Policy, however, in practice, the sector must conform to a wide spectrum of Community policies (EPRS, 2017). The Aquaculture Unit of DG MARE, for instance, pinpoints no less than ten legislation areas pertaining to aquaculture activities, although more can be identified. Estimates of the number of EU Regulations and Directives affecting aquaculture activities also vary (Directorate-General for Internal Policies of the Union, 2009).

The regulatory areas that concern aquaculture include licensing, zoning and access to sites, animal health and welfare, food safety and standards, as well as the regulation of environmental impacts including water quality and status, the use of alien and locally absent species, nature conservation, environmental impact assessment and strategic environmental assessment. Licencing systems are developed by Member States and are often subject to criticism with regards to the length, the cost and the complexity of the procedures, the uncertainty of their outcomes and the validity periods of the licences. Access to suitable sites is also an area where the sector faces various difficulties due to both genuine competition for space with other industries, such as fishery and tourism, but also the fact that the aquaculture industry is misunderstood and faces reluctance on the part of decision-makers (Directorate-General for Internal Policies of the Union, 2009).

The Commission demonstrated its intention to boost the aquaculture sector through the Common Fisheries Policy (CFP) reform, and the Strategic Guidelines for the sustainable development of EU aquaculture (COM/2013/0229) which recognises aquaculture as one of the pillars of the EU's Blue Growth Strategy. While the CFP offers a set of rules for the catching sector, with a view to managing European fishing fleets and conserving fish stocks, it aims to promote aquaculture through an open method of coordination:

“The Open Method of Coordination (OMC) is an EU policy-making process, or regulatory instrument, formally initiated by the Lisbon European Council in 2000. The OMC does not result in EU legislation, but is a method of soft governance which aims to spread best practice and achieve convergence towards EU goals in those policy areas which fall under the partial or full competence of Member States.”

Source:

<http://www.europarl.europa.eu/EPRS/EPRS-AaG-542142-Open-Method-of-Coordination-FINAL.pdf>

a voluntary process for cooperation based on Strategic Guidelines and Multiannual national strategic plans identifying, common objectives and indicators to measure progress towards these goals. Reducing administrative burdens is one of the four priority areas² identified in consultation with all relevant stakeholders. However, analysts often call the effectiveness of the open method of coordination into question due to its voluntary nature (EPRS, 2017).

As pointed out by the Scientific, Technical and Economic Committee for Fisheries (2014: 399) “One of the bottlenecks for growth in the aquaculture sector is the multi-level governance which has resulted in a burdensome bureaucracy. Aquaculture is a relative small sector in many countries and the decision making process is split both horizontally and vertically in a multiple decision-making process”. This results in the involvement of various governmental institutions in procedures relevant to aquaculture activities such as issuing and renewing permits and licenses.

In fact, based on the results of the public consultation on the Open Method of Coordination for EU Aquaculture, complicated and time-consuming administrative procedures, such as licensing, are considered the most significant factor affecting sustainable aquaculture development in the EU. In addition, responses indicated that there has been little or no improvement with regards to administrative procedures pertaining to aquaculture activities and indicated that there is a strong need the simplification of administrative procedures (European Commission, Directorate-General for Maritime Affairs and Fisheries, 2018).

Most Member States agree that the complicated administrative procedures can pose a barrier for the growth of the aquaculture sector (STECF, 2018). The need for more effective regulation and simplified administrative procedures is, thus, evident.

FAO (2017: 6-8) identifies “four key principles that guide good governance in the aquaculture sector”:

Table 3: Key Principles for Good Governance

Key Principles for Good Governance

Key Principles for Good Governance	Main Elements
Effectiveness	Cost-effective regulation Results-oriented regulation

² The other three are: improving access to space and water, increasing competitiveness and exploiting competitive advantages due to high quality, health and environmental standards.

Key Principles for Good Governance Main Elements

Equity	Consensus-orientated regulation Institutional responsiveness
Accountability	Openness in decision making Decision-making based on pre-established, transparent and known criteria and reliable information on the sector being regulated
Predictability of rule of law	Fair and consistent regulation and legislation Transparent, open and clear decision-making processes

Definitions of better regulation and pathways to achieving them may vary but their main elements remain the same, for instance a study requested by the European Parliament's Committee on Fisheries (Directorate-General for Internal Policies of the Union, 2009) outlines Proportionality, Consistency, Transparency, Targeted and Accountability as the key principals of better regulation.

Even though the EU has adopted a common better regulation agenda³, the aforementioned principles are widely accepted, and Member States do have elements of better regulation in place, very few are far advanced in that area. Thus, picking up from the discussion on good or better regulation, how could those principles apply in the regulation and the administrative procedures for the aquaculture sector?

Overall there appears to be a reasonable level of accountability and proportionality with regards to the regulation of the aquaculture industry. There are, however, complaints with regards to consistency, as there appear to be different formulations and interpretations concerning licencing rules and processes. In addition, legislation is not always targeted, in other words, not all aspects of aquaculture are governed by suitable regulation (Directorate-General for Internal Policies of the Union, 2009).

Over-regulation, conflicting regulations, multiple administrative layers, delays and high fees and unclear criteria for obtaining a licence as well as lack of capacity and resources to monitor and enforce regulations and lack of support from communities and stakeholders all indicate

³ See also: https://ec.europa.eu/info/law/law-making-process/planning-and-proposing-law/better-regulation-why-and-how_en

ineffective governance. In order to create effective policies, relevant services should be provided in the most cost-effective manner and the policies and measures should be targeted to the aquaculture sector and consistent with the national policy objectives. Performance based management systems can support the increase of efficiency of administrative services, this can be accomplished through the use of three strategies: horizontal (across different sectors) and vertical (across different levels of governance) integration of the decision making process, multi-stakeholder participation and subsidiarity that refers to the principle that management should be decentralised unless there is a reason for higher-level implementation.

Equity suggests that any policy measures for the development of aquaculture should consider the interests of all the groups affected, including those of future generations, it is, thus, implied that this can be accomplished through consensus-orientation and institutional responsiveness.

Accountability is demonstrated through the answerability of both the decision-makers, who ought to make decisions in an open way, upon consultation with all affected parties, and the aquaculture industry that needs to provide accurate information.

Predictability of the rule of law is exhibited, for instance, through the transparency of criteria and procedures for license issuing and renewal and taxation expropriation of land. (FAO, 2017)

Topics for discussion:

- Within this complex policy framework, do you feel that the aquaculture SMEs of your region/country are represented in the decision-making processes?
- Does aquaculture regulation in your region/country abide by the principles for good governance?
- Is the Common Fisheries Policy (CFP) effective in regulating EU Aquaculture and increasing the industry's growth?
- Does the existing regulatory framework exert any influence, negative or positive, on the competitiveness/extroversion of your firm/the industry in your region? In what way?

4.2 Economic aspects of administrative procedures

According to the STECF (2018) the sector does present signs of growth as sales volume and value have increased by 6% and 8% respectively between 2014 and 2016, yet Member States still have a lot of ground to cover in order to unlock the industry's full potential.

In order to grow, the aquaculture sector needs to be profitable in order to attract investments, and profitability is only possible if the products are competitive with imports from third countries. Thus, European aquaculture is competing with third countries who do not need to comply with the same licensing measures or environmental and quality standards which leads to a loss of opportunities for development in the European aquaculture value chain (AAC, 2018).

The asymmetric distribution of administrative burdens among different regions/countries results in "artificial" competitive advantages not grounded on the actual competencies and capabilities of the regions/countries' aquaculture firms. This may result in non-optimal resources allocation through the distortion of industry dynamics, i.e. entry and exit, and ultimately to the reduction of the competitiveness and growth of the entire European aquaculture industry.

According to STECF (2014) increased costs and lengthily processes can deter the development of an economic sector and determine the sector's overall competitiveness, in fact, according to Innes et al. (2017: 5) "Administrative burden has some negative correlation to growth; licensing systems displaying high levels of administrative burden tend to have lower rates of growth. Higher levels of burden also imply higher costs for enterprises" where the term administrative burden includes regulatory costs for administrative activities necessary in

"For years the majority of the experts have pointed out that administrative issues are far more important to solve than the technical ones. Public funding to individual entrepreneurs can have little effect on this. Environmental regulations, difficulties in the licensing process due to multilevel governance and competition for space both on land and in the coastal zones continue to be the most important areas to be addressed to increase growth in the EU aquaculture sector. It still seems that providing better framework conditions for the aquaculture industry is by far the most important issue to solve to lay the foundation for future growth in the European aquaculture sector than providing public funding to individual entrepreneurs."

Source: STECF, 2016

order to comply with governmental requirements as well as efficiency losses due to overregulation.

However this does not mean that the administrative burden should be reduced at the expense of the production quality nor at the expense of environmental protection and the sector's overall sustainability. In other words, there is a possibility to reduce levels of administrative burden on aquaculture activities without reducing regulatory quality (Innes et al., 2017).

Topics for discussion:

- Does the licensing process in place in your region/country influence the growth of the aquaculture sector?
- What do you consider the main problems in your region/country's licensing process? (e.g. cost, length of process, complexity)
- What other administrative processes (e.g. zoning and access to sites, environmental impact assessment) influence the growth of the aquaculture sector in your region/country?
- What changes would you suggest?

4.3 Successful examples of adoption of simplified administrative procedures

Norway often serves as a model when discussing the development of aquaculture policy in the EU. Norwegian regulation is comparable with that of the EU as the rules in terms of governing aquaculture production, access to aquaculture sites and an array of related rules governing environmental protection, food safety, animal welfare, etc. are similar in nature or in standards to those of the EU. In addition, Norway has a highly developed aquaculture industry and a comprehensive legislative framework governing it.

The Norwegian Aquaculture Act (2005) established a “single-window” system for the processing of aquaculture licence applications under which the applicant deals with only one body, namely the Fisheries Directorate, which in its turn coordinates with other relevant authorities. The system also indicates specific time-limits for the decision-making process. The purpose of the scheme was to create a more efficient and expedient environment for the applicants and evidence suggest that for routine matters processing time has been reduced from over a year to less than six months while evidence suggests that in several EU members the process may often take 2-3 years to complete⁴. In addition, the Act established the legal right to transfer and mortgage aquaculture licences, thus a licence may be transferred between private parties without any public approval or additional licence (Directorate-General for Internal Policies of the Union, 2009); still, adopting such an approach in other countries would require a careful consideration of the national legislation, institutional environment, business culture/ethics, and the possible ways that a transfer may be realized.

The “Best Practice Framework for Regulatory Arrangements for Aquaculture in Australia”, introduced by the Australian government in 2006, aimed at achieving a high level of integration across the three tiers of government involved with aquaculture planning and approval processes. The Framework was well received by the aquaculture industry (Directorate-General for Internal Policies of the Union, 2009).

As discussed in section 4.1, the reform of the Common Fishery Policy (CFP) encouraged the promotion of aquaculture through a cooperation process based on Member States’ national multiannual strategic plans and the guidelines for the elaboration introduced four main pillars the first of which concerned the simplification of administrative procedures. Each Member

⁴ <https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:52013DC0229&from=EN>

State was required to perform an assessment of its national context and propose actions to be taken between 2014 and 2015. With regards to the simplification of administrative procedures most Member States agreed there is a need for Inter-Ministry coordination groups, advisory boards involving stakeholders and simplification of processes for issuing or renewing licenses (STECF, 2018). Table 4 presents the measures proposed by EXTRA-SMEs countries through their Multiannual National Strategic Plans developed in 2014-2015.

Table 4: Simplification of administrative procedures provisions as a response to the strategic guidelines according to each Member State’s Multiannual National Strategic Plan⁵

Country	<i>Simplification of administrative procedures as a response to the strategic guidelines</i>
	<ul style="list-style-type: none"> - Establishing, adopting and implementing rules for the new aquaculture law (4282/2014 – Development of Aquaculture). - Operation of the competent license authority as a one-stop shop. - Establishment of a National Council for Aquaculture. - Encoding environmental requirements for the establishment of new aquaculture sites. - Releasing a handbook for the dissemination of permitting information (procedures, documents required etc.) – conducting training programs for the staff of the administration on the procedures.
	<ul style="list-style-type: none"> - Review and revision of the aquaculture licensing process, including the applicable legal framework. - Development of a data management and information system with online aquaculture license application. - Dedicated financial support to new entrants.
	<ul style="list-style-type: none"> - Simplification of the legislative framework by adopting a “single law” for aquaculture. - Creation of an ‘Aquaculture Platform’ information forum to support enterprises and decision-makers. - Creation of a ‘one-stop-shop’ at central level to support regional offices to respond to stakeholders’ needs. - Improve statistical data collection in aquaculture.

⁵ See: https://ec.europa.eu/fisheries/cfp/aquaculture/multiannual-national-plans_en

Country	<i>Simplification of administrative procedures as a response to the strategic guidelines</i>
	An analysis of administrative burden on Lithuanian aquaculture revealed that administrative procedures are not a factor that is limiting sector development and competitiveness, and therefore they do not require additional simplification or action.
	<ul style="list-style-type: none"> - Modification of data collection systems to bring them into line with EU standards. - Improve the capacity of both administration and aquaculture technical branches to promote and administer modern, innovative aquaculture.
	Identifying the potential for improving procedures and reducing administrative tasks.
	Review the permit processes in cooperation with the administration and stakeholders. The objective is to lighten the administrative burden caused by the environmental permit system and related procedures. The permit system will be developed to be straightforward yet not compromise the level of environmental protection provided.

As it can be seen several Member States are introducing “one stop shop” systems, similar to the “single-window” system, yet the success of their implementation with regards remains to be seen. Some additional recommendations⁶ with regards to the simplification of administrative procedures for aquaculture activities may include:

- Clear delineation of administrative and decision-making responsibilities.
- Performance-based standards along with mechanisms for enforcement, reporting, and auditing for administrators.
- Cost-effective participation of non-state actors in the design and review of legal, regulatory and policy instruments for aquaculture.
- Administrative processes that minimise transaction costs.
- Processes for appeal of administrative decisions.
- Regulatory frameworks that are consistently and fairly applied.

⁶ See: Directorate-General for Internal Policies of the Union, 2009 & Innes et al., 2017.

- A predictable regulatory environment for aquaculture producers.
- A clear, transparent and timely process for applications, evaluations and appeals.
- Focused, targeted and cost-effective data collection, wide dissemination of research activities and findings and improved communication with the public by both government and the industry.
- Development of a “Best Practice Framework” for European aquaculture setting the principles and providing the basis for developing specific guidance on aquaculture regulation both at the EU and Member State levels.

Topics for discussion:

- Have there been any recent changes with regards to administrative procedures pertaining to aquaculture in your region/country?
- If so, what was their effect?
- What changes would you suggest?

5 About the interregional workshop on adopting simplified administrative procedures

5.1 Organisational issues

The Western Development Commission (WDC) will host the interregional thematic workshop on adopting simplified administrative procedures in Sligo, Ireland. The workshop will last two days and all EXTRA-SMEs partners will participate, with members of their stakeholder groups and external experts. The working language of the workshop will be English, participants will, thus, be expected to have a sufficient knowledge of the language so as to be able to fully participate in discussions. Following the completion of the workshop proceedings, the Steering Group meeting will take place in the same venue.

Table 5: Interregional workshop details

EXTRA-SMEs Interregional workshop on adopting simplified administrative procedures	
Thematic focus	Simplified administrative procedures for aquaculture SMEs
Host organisation	Western Development Commission (WDC)
Date	20 th – 21 st March 2019
Location	Sligo, Ireland
Language	English
Number of participants	35 – 40 participants
Type of participants	Regional authorities' officials, stakeholders, external experts
Format	Oral presentations, round-table discussions, interactive exercises
Contact details	To be added by the organising partner (WDC)

5.2 Participation

According to the EXTRA-SMEs Application Form two (2) representatives of each project partner, accompanied by approximately two (2) regional stakeholders are expected to attend the interregional thematic workshop, to be held in Sligo.

The target audience include individuals, organisations and bodies that can be impacted by the project outcomes and are interested in utilising project outputs to support the simplification of administrative procedures for aquaculture activities. ANNEX I provides a list of key regional stakeholders per project partner as they appear in the project's Application Form. Project partners are expected to update the list by including other stakeholders identified.

This is only an indicative pool of regional stakeholders identified at an initial stage (i.e. project development phase). During the project lifecycle, partners have managed to expand their network of contacts, adding new stakeholders and interested institutions across Europe such as regional development agencies, higher education institutes and research centres, chambers of commerce, professional associations and public authorities.

In any case, EXTRA-SMEs partners are advised to invite any other organisation or bodies involved in the decision making process and/or interested in triggering the adaptation of simplified administrative procedures in the aquaculture sector.

5.3 Format

The interregional workshop may include three different types of activities to facilitate the transfer/exchange of knowledge and capacity building among regional authorities' representatives; namely: a) presentations, b) roundtable discussions and c) interactive exercises.

Presentations will provide an opportunity for participants to get a better understanding on the impact of administrative procedures on the growth of the aquaculture sector and the significance of developing and establishing simplified administrative procedures for strengthening the competitiveness EXTRA-SMEs. The presentations will be delivered by guest speakers, invited by the hosting organisation (WDC). The guest speakers should be field

experts from various professional backgrounds (e.g. academics, policy makers, business executives, and researchers) and both theoretical and empirical knowledge on the topics under examination, in order to cover all the aspects affecting policy making for the aquaculture sector.

Round table discussions among the workshop participants will follow the completion of each presentation. This will allow participants to discuss the issues under examination in-depth and interact with each other, promoting networking and equal participation/contribution, triggering spontaneous conversations and allowing for faster decisions.

Finally, it is recommended that the workshop should include a structured set of facilitated activities (in the form of exercises) to stimulate participants' creativity and knowledge sharing through collaborative working. These exercises will enable regional authorities' participants to come up with new ideas for policy measures to promote simplified administrative procedures for the aquaculture sector, triggering EXTRA-SMEs competitiveness and extraversion.

5.4 Agenda (draft version)



EXTRA-SMEs A3.1: Interregional workshop on adopting simplified administrative procedures

Swan Room, Glasshouse Hotel, SLIGO, IRELAND

20th – 21st March 2019

DAY 1: WEDNESDAY, 20th MARCH 2019

14:30-18:30	DAY 1: WEDNESDAY, 20th MARCH 2019
14:30 – 15:00	Arrivals and registration
15:00 - 15:15	Opening speech
15.15 – 15.30	Objectives of the workshop / Overview of the agenda
15:30 – 16:30	Topic 1: The Regulatory Framework of EU Aquaculture -Presentation of topic -Questions and answers
16:30 – 16:45	Coffee break
16:45 – 18.00	Topic 1: The Regulatory Framework of EU Aquaculture -Interactive session (roundtable discussion or interactive exercises) - Wrap up of Topic 1: Presentation of the main conclusions and findings of the interactive session
18:00 – 18:30	Conclusions from Day 1

09:30-17:00 DAY 2: THURSDAY, 21st MARCH 2019

09:30 – 11:30	Topic 2: The Economic Aspect of Administrative Burden -Presentation of topic -Questions and answers -Interactive session (roundtable discussion or interactive exercises) - Wrap up of Topic 2: Presentation of the main conclusions and findings of the interactive session
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11:30 – 11:45	Coffee break
11:45 – 13:00	<p>Topic 3: Simplified Administrative Procedures</p> <ul style="list-style-type: none"> -Presentation on successful examples of adoption of simplified administrative procedures -Policy suggestions -Questions and answers
13:00-14:15	Networking lunch
14:15 – 15:30	<p>Topic 3: Simplified Administrative Procedures</p> <ul style="list-style-type: none"> -Interactive session (roundtable discussion or interactive exercises)
15:30-15:45	Coffee break
15:45-16:15	-Wrap Up of Topic 3: Presentation of the main conclusions and findings of the interactive session
16:15-17:00	<ul style="list-style-type: none"> - Conclusions from Day 2 - End of the Interregional workshop.

6 Guidelines for the summary report

The final stage of Activity A3.1 entails the preparation of a summary report by the hosting partner. The summary report is considered the key output of activity A3.1. The summary report will present the final outcomes of the workshop and will be used by project partners as the main input for diffusing the lessons learned within their organisations.

Summary reports are short written communication documents, which aim to convey information related to the discussions and activities that took place during the workshop. The summary report should:

- Document the interventions of participants and the overall discussion within each session of the interregional thematic workshop.
- Draw conclusions from debate and interactive exercises in each session of the workshop.
- Briefly present policy recommendations for the development of action plans based on the interventions of the participants and the conclusions drawn from the discussion.
- Present an evaluation of the workshop based on the comments and feedback from participants (Feedback Form).
- Present the metrics of the workshop (number of registered participants, number of completed evaluation questionnaires, and number of participants from each category of the target groups).

The following guidelines have been developed to provide assistance and guidance to the host organisation (WDC) on how to summarise and present the main conclusions drawn from the workshop (in the format of a summary paper), in order to facilitate the integration of key policy recommendations into regional action plans. In particular, the summary report should be drafted as follows:

Step 1: Develop short summaries for each session of the workshop. The summaries should include a) the context and objectives of the session, b) the main points from oral presentations/keynote speeches, c) key argumentation from the interventions of participants, and d) conclusions and findings extracted from the overall discussion and interactive exercises.

Step 2: Review the Feedback Forms. The author should summarise the key ideas (as drawn from the forms completed by workshop participants), with regards to the themes / topics of the workshop. It is highly recommended that any idea (i.e. policy advice) that could contribute to the improvement of regional policies in the field should be integrated into regional action plans.

Step 3: Present the main conclusions with regards to the interregional workshop's main themes, namely:

- Policy and regulatory frameworks emphasising on measures and frameworks that enable the simplification of procedures relevant to the licencing and operation of aquaculture SMEs.
- Economic aspects of administrative procedures.
- Successful examples of adoption of simplified administrative procedures and policy suggestions.

Step 4: Juxtapose the key arguments / conclusions drawn from the workshop with any relevant results and findings from EXTRA-SMEs thematic studies and guides on similar policy aspects. Identify convergences and divergences between findings.

Step 5: Provide guidelines (in the form of policy recommendations) on how to utilise the key conclusions drawn to design policy measures and action plans to promote the adoption of green criteria in public procurement. The guidelines on how to integrate the lessons learnt in the EXTRA-SMEs action plans, including any policy advice that may derive from the analysis of Feedback Forms, should be described in a way that is simple, brief, and easy to follow.

Step 6: Draft the summary report. The workshop summary report should be drafted in a clear and concise way, focusing on the conclusions drawn from knowledge sharing and consultation processes that took place during the workshop sessions.

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- Scientific, Technical and Economic Committee for Fisheries (STECF), 2016. Economic Report of the EU Aquaculture Sector (EWG16-12). Publications Office of the European Union, Luxembourg; EUR 28356 EN; doi:10.2788/677322. Available at: <https://stecf.jrc.ec.europa.eu/documents/43805/1491449/STECF+16-19+-+EU+Aquaculture.pdf>

Annex I

The following Table includes the key regional stakeholders per project partner as included in the Application Form. Project partners are expected to update the Table with other stakeholders identified.

Table: Key regional stakeholders per project partner

PARTNER	KEY STAKEHOLDERS
REGPEL	<p>PUBLIC AUTHORITIES AND ASSOCIATIONS Municipality of Argolida Municipality of Korinthia Developmental Peloponnese SA OTA</p> <p>CHAMBERS OF COMMERCE Messinian Chamber of Commerce and Industry Arcadia Chamber of Commerce Argolis Chamber of Commerce and Industry Chamber of Laconia</p> <p>UNIVERSITIES University of Peloponnese</p>
LIGURIA & DLTM	<p>PUBLIC AUTHORITIES AND ASSOCIATIONS Province of Savona Province of Imperia Province of La Spezia Municipality of La Spezia</p> <p>CHAMBERS OF COMMERCE Chamber of Commerce in Liguria Chamber of Commerce of Genoa Chamber of Commerce in Savona Chamber of Commerce in Imperia Chamber of Commerce in Busalla Chamber of Commerce in Carrara</p> <p>UNIVERSITIES AND RESEARCH CENTERS University of Genoa Italian Institute of Technology in Genoa Cooperation of Mussel Farmers of La Spezia</p>
NCC	<p>MANAGING AUTHORITY OF THE POLICY INSTRUMENT Westpomeranian Region</p> <p>PUBLIC AUTHORITIES AND ASSOCIATIONS Westpomeranian Agency for Regional Development Municipal Office of Szczecin</p>

PARTNER	KEY STAKEHOLDERS
	<p>UNIVERSITIES AND RESEARCH CENTERS The West Pomeranian University of Technology, Faculty of Food Sciences and Fisheries Maritime University of Szczecin</p> <p>SECTOR STAKEHOLDERS Polish Association of Fish Processors in Koszalin West Pomeranian ICT Cluster in Szczecin</p>
ADR-BI	<p>MANAGING AUTHORITY OF THE POLICY INSTRUMENT Ministry of Regional Development, Public Administration and European Funds</p> <p>PUBLIC AUTHORITIES Ilfov County Council Bucharest City Hall</p> <p>UNIVERSITIES The National University of Political Studies and Public Administration</p> <p>SECTOR STAKEHOLDERS The Foundation Romanian Centre for Small and Medium Sized Enterprises (CRIMM Foundation)</p>
Lapland UAS	<p>REGIONAL AUTHORITY Regional Council of Lapland</p> <p>PUBLIC AUTHORITIES Ministry of Agriculture and Forestry Ministry of Economic Affairs and Employment</p> <p>REGIONAL DEVELOPMENT AGENCIES AND INSTITUTES ProAgria Lappi Lapland Fisheries Association of Fishing Rights Owners (Lapin kalatalouskeskus) Natural Resources Institute Finland (LUKE)</p> <p>CHAMBERS OF COMMERCE Lapland Chamber of Commerce</p>
UPAT	<p>PUBLIC AUTHORITIES Ministry of Rural Development and Food - Directorate General for Sustainable Fisheries, Region of Western Greece, Municipality of Naupaktos, Municipality of Messologgi, Municipality of Aigialeia,</p>

PARTNER	KEY STAKEHOLDERS
	<p>Municipality of Pyrgos, Municipality of Aktio Vonitsa, Municipality of Dytiki Axaia, Municipality of Patras, Municipality of Kalavryta, Municipality of Agrinio, Municipality of Ilida, Municipality of Erymanthos, Municipality of Amfiloxia</p> <p>UNIVERSITIES Technological Education Institute of Western Greece, Aristotle University of Thessaloniki, University of Patras</p> <p>CHAMBERS OF COMMERCE & DEVELOPMENT AGENCIES Geotechnical Chamber of Greece, Chamber of Hleia, Chamber of Aitoloakarnania, Chamber of Axaia, Development Agency of Olympia S.A., Achaia S.A., Development Agency of Aitoliki</p> <p>ORGANISATIONS Fish from Greece, Central Markets and Fishery Organizations, WWF, Federation of Ecological Organizations of the Corinth Gulf "Alkyon", Association for the Protection and Orthological Development of the Corinth Gulf "Arion"</p> <p>COMPANIES IKTIS, PRAXIS, NIREUS, Galaxidi Fish farms, Kefalonia fish, KALLIMANIS, Genfroco, Andromeda Group, ENALION, Tixi, NOMIKOS, Ixhtuoskala Patras, DIVARI FROZEN, VARANO</p>
WDC	<p>PUBLIC AUTHORITIES AND ASSOCIATIONS Northern and Western Regional Assembly Mayo City Council Galway County Council Galway City Council Donegal County Council</p> <p>NATIONAL AGENCIES BIM's Seafood Development Centre (SDC)</p> <p>CHAMBERS OF COMMERCE Roscommon Chamber of Commerce Galway Chamber</p> <p>UNIVERSITIES AND RESEARCH CENTERS NUI Galway University College Cork</p>
NRDA	<p>MANAGING AUTHORITY OF THE POLICY INSTRUMENT Ministry of Economy of the Republic of Lithuania</p>

PARTNER	KEY STAKEHOLDERS
	<p data-bbox="443 360 699 394">PUBLIC AUTHORITIES</p> <p data-bbox="443 398 1222 506">Fisheries service under the ministry of agriculture of the republic Šiauliai City Local Community Šiauliai District Local Community</p> <p data-bbox="443 539 863 573">REGIONAL DEVELOPMENT ACTORS</p> <p data-bbox="443 577 1273 685">Kurtuvėnai regional park Šiauliai chamber of commerce, industry and crafts Šiauliai Incubator</p> <p data-bbox="443 719 608 752">UNIVERSITIES</p> <p data-bbox="443 757 850 826">Šiauliai University Aleksandras Stulginskis University</p>

Annex II

Interregional Workshop Feedback Form

At the end of the workshop, if deemed useful, the organiser may use the template below to obtain additional feedback and policy learning input from attendees.

Country of Origin:

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Organisation & position:

.....

Days of attendance (1st, 2nd, both):

.....

Part I: Evaluation of the Workshop

1. Please answer the following questions, relevant to different aspects of the interregional workshop, by rating on a 1 to 5 scale with 1 corresponding to “Poor” or the lowest, most negative impression, 2 to “Satisfactory”, 3 to “Good”, 4 to “Very Good” and 5 to “Excellent” or the highest impression.

Statements	Rating
How would you rate this workshop with regards to relevance to your work/position?	
How would you rate the quality of the speakers?	
How would you rate the quality of the discussions held during each session?	
How would you rate this workshop as an opportunity to expand your knowledge and view with regards to the simplification of administrative procedures for aquaculture activities?	
How would you rate the organisation of the workshop (location, facilities, support from organisers, etc.)?	

2. Do you expect that the information and analysis obtained through this workshop are of relevance to policymakers in your country?

Yes

No

Part II: Input on simplified administrative procedures for aquaculture

3. Have there been any recent developments with regards to administrative procedures for aquaculture in your region/country?

Yes

No

4. If so, what was their effect?

5. What do you consider the main problem in your region's/country's licensing process? (e.g. cost, length, complexity)

6. What measures would you propose for the simplification of administrative processes in your region/country?

Annex III

List of Attendees Template

EXTRA-SMEsA3.1 - Interregional workshop on adopting simplified administrative procedures. Western Development Commission (WDC)				
List of participants				
#	Full Name	Email address	Organisation/Affiliation	Country
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