



## **A2.1 REGIONAL STAKEHOLDERS MEETING GUIDELINES FOR ORGANISATION AND DEVELOPMENT OF REGIONAL MEETINGS [RM] WITH THE KEY REGIONAL STAKEHOLDERS [KS]**

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## Index

The INVALIS Project.....	3
A2.1: Regional Meetings with the key stakeholders .....	3
Introduction .....	3
1. Goals and Criteria of Regional Meetings .....	3
2. Interactive Regional Meeting targets.....	5
3 Key Regional Stakeholders Categories Involved in protecting European biodiversity from Invasive Alien Species.....	6
4 Principles and criteria for the Organisation and Development of Regional Meetings with the Key Regional Stakeholders .....	7
4.1 Preparation of Regional Meetings.....	7
4.2 Regional Meetings Structure .....	7
5 Operative Guidelines for the Organisation and Development of Regional Meetings with the Key Stakeholders .....	9
5.1 Identification of organisational team and identification of all persons involved .....	9
5.2 Time line and Regional Meetings framework preparation.....	9
5.3 Preparation of documentation .....	9
5.4 Stakeholders involvement .....	10
5.5 Regional Meeting organisation .....	11
5.6 Guidelines for reports and database .....	11
Annex 1 Stakeholders categories and Key Regional stakeholders groups identified.....	14
Annex 2 Stakeholders map.....	20
Annex 3 Template invitation letter .....	21
Annex 4 Template for the attendance form.....	22
Annex 5 Template meeting agenda.....	23
Annex 5 Template summary paper .....	24

## The INVALIS Project

INVALIS (Protecting European Biodiversity from Invasive Alien Species) is an INTERREG Europe Project aiming at improving policies to protect biodiversity from the threat posed by Invasive Alien Species (IAS).

IAS can act as vectors for new diseases, cause native species' extinction, change ecosystem processes, and reduce the value of land and water for human activities.

INVALIS will enable the participating territorial authorities to address common challenges associated with biological invasions, such as a) knowledge gaps in ecosystems' vulnerability to biological invasions and species' distribution; b) lack of awareness about IAS environmental and socioeconomic risks; c) low level of cooperation between public authorities and key stakeholders for the implementation of IAS management measures; d) conflicts of interest.

### A2.1: Regional Meetings with the key stakeholders

In order to fulfil the integrated approach of INVALIS, the Area of Activity A2 will focus on engaging regional stakeholders and promoting public dialogue.

Activity A2.1 regards Regional stakeholders' meetings; this report describes the guidelines for the development of periodic meetings to be held by each partner of the project in charge of a particular region.

### Introduction

This document contains the guidelines for the organisation and development of Regional Meetings [RM/RMs] with the key stakeholders to be carried out during Activity A2.1 of INVALIS project.

Section 1 underlines general goals and criteria to be respected for the organisation of RMs. Following these simple criteria, it will be easier to conduct similar meetings as well as compare inputs coming from key stakeholders. Section 2 identifies four main factors which can increase the environmental vulnerability. Section 3 proposes 8 categories of regional stakeholders that includes the Key Regional Stakeholders groups identified by each partner. Section 4 outlines specific goals and criteria for each of the 6 Regional Meetings to be developed. Final section includes all organisational guidelines for preparation, management and results reporting of Regional Meetings.

### 1. Goals and Criteria of Regional Meetings

General **goals** of Regional Meetings [RMs] are:

- **consult stakeholder groups** on the projects regarding IAS (Invasive Alien Species) that they are involved in;
- **secure the involvement of stakeholder groups** in the regional action plans in terms of collecting stakeholder groups' **input** for the regional action plans;
- **secure the engagement/involvement in the implementation** phases of regional action plans and in the monitoring of regional action plans implementation.

Regional Meetings have to **ensure the successful implementation of regional actions plans through the support and participation of key regional stakeholders.**

Based on the main goals of RMs, general criteria for the RMs organisation and development could be underlined:

**\_ Inform:** the RMs are the occasion to present the new project INVALIS and inform the stakeholders on the goals of the project with particular focus on the *“Policy Instruments Addressed”* by each Region. Moreover, RMs represent an occasion to exchange different points of view between participants on the existing policies, priorities and measures already identified (if existing in their regional context). It is important to prepare a clear and synthetic presentation of the project that is finalised to an effective communication with Key stakeholder groups involved.

#### **\_ Consult and receive input**

During the RMs Stakeholders groups have to be solicited to give their feedbacks and share input on their particular goals and possible problems related to the main objectives of the INVALIS project. For this reason, it could be useful to organise RMs with highly interactive features (in order to promote sharing of good practices and new opportunities).

#### **\_ Inform/involve/engage**

Regional meetings have the main function to involve different stakeholders with the aims to exchanging ideas on needs, suggestions and opportunities. The RMs have to secure the involvement of stakeholder groups in the regional action plans and the engagement in the implementation phases of regional action plans and in the monitoring of regional action plans when implemented. In summary, the goal is to ensure a successful implementation of regional actions plans, trusting on the support and participation of key regional stakeholders.

The RMs play a crucial role in overall project, because along their development the key regional stakeholder groups will gradually become more committed with their special role in the implementation and monitoring phases. In these terms, the organisation and the development of RMs is very important for the engagement of key stakeholders (KS): the engagement require a process of gradual involvement in the decision-making process and in foreseeing the implementation/management of actions and solutions.

#### **How to engage? a proposal for the engagement**

In order to reach a good level of interaction during the RM (starting with, but not confined to the information level) and an effective engagement of KS, an *“interactive session”* will be dedicated to the identification of innovative links and connections between different *“clusters”* of actors.

Debates and exchanges of ideas with Key stakeholders are useful and unique occasions for the identification of good practices, innovative ideas and solutions.

The stakeholder group meetings will enable participants to exchange views, identify needs and build a sustained collaboration for every project phase. Stakeholders will be asked to provide suggestions for the action plans, ensuring thus their contribution in the implementation phase. They will provide input depending on their expertise, area of activities, and participation in different policy learning activities.

## 2. Interactive Regional Meeting targets

The “interactive” Regional Meetings proposed is based on the idea to share different points of view from different stakeholders involved in the INVALIS project. Considering that the main goal of INVALIS is to define new policies for the management of the regional environment, the meetings target will be an exchange of experiences between project partners and stakeholders, sharing policy measures for the prevention, early detection and control of IAS (figure 1).

Moreover, INVALIS will enable the participating territorial authorities to address common challenges associated with biological invasions such as a) knowledge gaps in ecosystems’ vulnerability to biological invasions and species’ distribution, b) lack of awareness about IAS environmental and socioeconomic risks, c) low level of cooperation between public authorities and key stakeholders for the implementation of IAS management measures, and d) conflicts of interests.

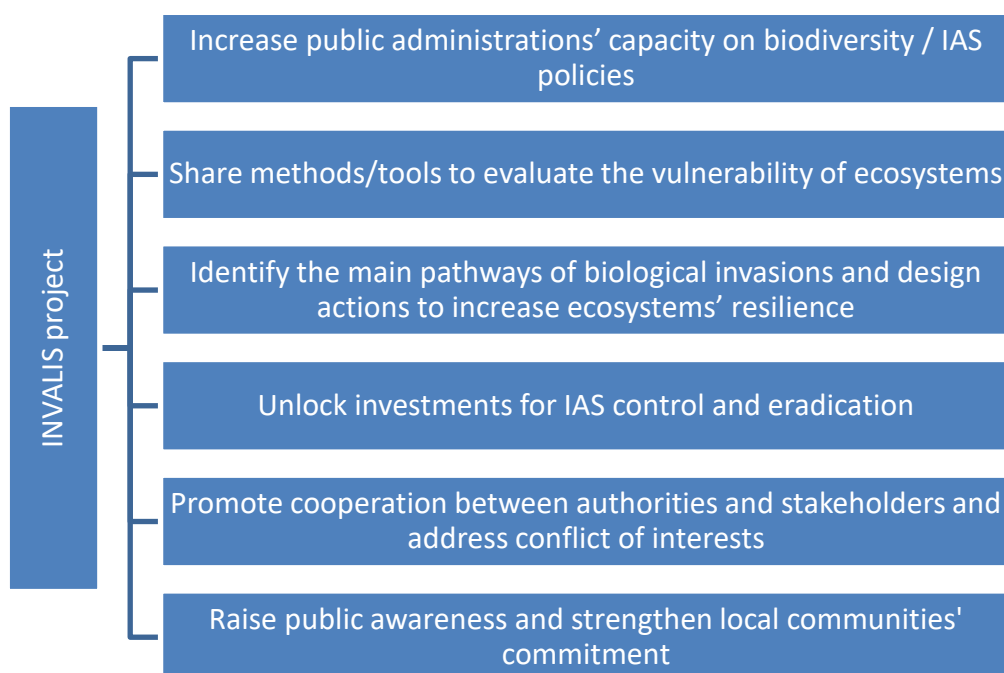


Figure 1. INVALIS objectives

Regional Meetings will be organised accordingly, in order to offer an overview that will enable policy-makers to understand the dimensions affecting natural ecosystems’ vulnerability, whilst providing insights for developing site-specific strategies and action plans.

### 3 Key Regional Stakeholders Categories Involved in protecting European biodiversity from Invasive Alien Species

For the organisation and development of Regional meetings eight categories of stakeholders are proposed: the categories include all the Key Regional Stakeholder groups identified by each Region (Table 1).

In the Annex 1, the table shows the correspondence between the stakeholder categories and the Key Regional Stakeholder groups identified by each Region. The table is a first proposal and it have to be verified and integrated by each partner.

**Table 1 Key Regional Stakeholder categories**

KS_PA	Public Authorities	<i>Institutional National/regional [Regional level] and local [provincial district, municipalities] Technical Sector/management</i>
KS_RE	Universities and Research centres	<i>Universities, private research centres developing innovation research/applied research in environmental topics</i>
KS_RA	National and Regional Agency for the protection of the environment	<i>National and Regional agency involved in the implementation of environmental policies and protection of the environment</i>
KS_PP	National and Regional Parks and Protected areas	<i>Natural/agricultural Parks</i>
KS_CS	Associations, citizen groups, NGO's and representatives of interest of civil society (that could play a strategic role in supporting implementation of innovations strategies/lines)	<i>The associations "cluster" includes a large range of interest and topics: _ institutions and association related to environmental protection and improvement: landscape safeguard associations, environmental national and local associations (WWF) _ association (and institutions) promoting the safeguard and valorisation of the cultural heritage, sustainable eco-sustainable behaviour (Italian examples: Fondo Ambiente Italiano – FAI; Legambiente; Fondazione Cariplo) _ institution and association that have proposed projects focussing on the improvement of innovation (association promoting the use of ITC, local association for local development...)</i>
KS_PC	Private companies	<i>_ Private companies that work in the environmental field _ Companies engaged in CRM and Social Responsibility programs with the aim of a better natural environment (especially from energy, food and agricultural sector). Italian example: ENI, SNAM, Enel, Barilla, Parmalat, Ferrero)</i>
KS_PR	Press and Media	
KS_CC	Carabinieri - Armed Forces	<i>Unit division of Environmental Care Command (Italian example: Corpo Forestale dello Stato)</i>

## 4 Principles and criteria for the Organisation and Development of Regional Meetings with the Key Regional Stakeholders

### 4.1 Preparation of Regional Meetings

Preparation phase includes:

- 1) preliminary mapping of key regional relevant authorities and agencies and stakeholders
- 2) securing the collaboration of the principal office of the Regional government in charge of the core goals of INVALIS
- 3) preparation of a presentation of the project providing the information useful for introducing Regional meetings debate.
- 4) Preliminary planning of the following RMs

### 4.2 Regional Meetings Structure

#### ***Regional Meeting 1***

Key stakeholders to be involved in RM1 (KS\_M1): involvement of representatives of Stakeholders categories such as KS\_PA (Public Authorities); KS\_RE (Universities and Research centres) KS\_DA (National and Regional Agency for the protection of the environment); KS\_PP (National and Regional Parks and Protected areas) and KS\_CC (Unit division of Environmental Care Command)

#### ***RM1 structure proposed***

- \_ presentation of INVALIS project and of its aims
- \_ state of art of the project
- \_ presentation (self-introduction) of stakeholders
- \_ presentation by the stakeholders of on-going projects related to Invasive Alien Species
- \_ Alignment debate: debate on the keywords of the project (alien species, Vulnerability). During the meeting stakeholders involved have to be in some way informed about focus and aims of meeting, recap and main concept reframing in order to introduce and share a homogeneous “language” and “conceptual reframing”
- \_ consult session: debate and consulting session on the possible implication of the INVALIS project on the environmental policy and on individual stakeholder’s goals

#### **Regional Meetings 2-5**

Regional Meetings 2, 3, 4, and 5 focus on specific aspect/issue of Policy Instruments Addressed and they will include an interactive session on specific topic related to IAS and environmental vulnerability.

KS\_RM2-5: involvement of representatives of all Stakeholders categories

Regional Meetings will focus on the following themes:

- \_ Meeting 2: Regional case studies on eradication, control and mitigation impact methods of Invasive Alien Species
- \_ Meeting 3: how to manage emerging conflicts of interest in IAS management practices
- \_ Meeting 4: how to evaluate territories' vulnerability to invasive alien species
- \_ Meeting 5: Implementation of the EU directives regarding IAS

***RM2-5 structure proposed***

- \_ Recapitulation of INVALIS project
- \_ Update of the progress of the project
  - \* *presentation of Policy Instrument Addressed of the Meeting 2 > FOCUS ON ERADICATION AND ASSESSMENT OF IAS;*
  - \* *presentation of Policy Instrument Addressed of the Meeting 3 > FOCUS ON CONFLICT OF INTEREST;*
  - \* *presentation of Policy Instrument Addressed of the Meeting 4 > FOCUS ON ENVIRONMENTAL VULNERABILITY*
  - \* *presentation of Policy Instrument Addressed of the Meeting 5 > POLICY IMPLEMENTATION*
- \_ Consult session/interactive session: debate and consulting session

***Regional Meeting 6***

All the stakeholders involved in the project will be convocated for the last meeting and the results of the project INVALIS will be presented

***RM6 structure proposed***

- \_ Presentation of main output from Regional meetings 1-5 in relation to
  - a) Alignment debate: shared definition of main keywords for INVALIS project
  - b) the results of INVALIS project, considering all aspects related to alien species from different "categories" of stakeholders
  - c) main output for the implementation
- \_ interactive session



## 5 Operative Guidelines for the Organisation and Development of Regional Meetings with the Key Stakeholders

### 5.1 Identification of organisational team and identification of all persons involved

Each partner has to identify all the persons involved in the preparation and development of regional meetings and the specific work team for the organisation:

- \_ organisational secretary: the team (internal) that has the responsibility for the meeting organisation and reporting. It is useful to identify a general coordinator and a “secretary” (they both have to be present during all the 6 meetings). The secretary has to write reports (English and national language)
- \_ organisational and supporting team: identify all the persons involved during the Regional Meeting in relation to: public relation (invitations and media relation), logistic aspects (welcome, venue and room organisation and technical aspects (informatics, audio/video recording, internet/web ...)
- \_ contents (or scientific) team: identify all persons that could be precious resources in terms of “contents” input in relation to the definition of the main contents of the meeting (stakeholders identification, how to present the Policy Instruments Addressed, how to organise and communicate the Policies/strategies and actions, key words identification...) in order to involve these persons (that could be part of the partner organisation staff of also external consultants or key stakeholders) in the preparation meeting or consult them during the preparation phase.

### 5.2 Time line and Regional Meetings framework preparation

The general “framework” proposed for regional meetings have to be detailed and planned in order to be specific and connected to the regional context and to the main FOCUS of Policy Instruments Addressed by each partner.

The first preparation step has to be dedicated to define:

**a) timeline of regional meetings: each semester all the project partners have to organize a Regional Meeting**

#### **b) map of stakeholders**

In the preparation phase all the stakeholders have to be identified and contacted. Identify the stakeholders (preliminary list) for the RM1 and RM6 in relation to the relevance and possible role in the Policy Instruments and the Addressed Implementation that will be involved.

### 5.3 Preparation of documentation

During the Regional Meetings the following issues have to be presented and clearly communicated: goals of INVALIS project, the Policy Instrument Addressed, the main questions/issues for the debate sessions and the role that the stakeholders will play in the INVALIS project.

In order to reach the aims of Regional meeting it is very important to prepare all the documentation useful for the success of Regional Meeting.

## LIST OF DOCUMENTS, PRESENTATIONS AND TOOLS FOR THE INTERACTIVE SESSION

**A) A DOCUMENT OF “PRESENTATION OF REGIONAL MEETINGS”** have to be preliminary prepared.

The document (max 1 or 2 pages) have to include:

- \_ presentation of INVALIS project overall goals, in relation to the Regional/local context (few sentences of presentation)
- \_ actual goals of Regional Meetings (see chapter 1) (few sentences)

This document will be very useful during the phase of stakeholders involvement in order to present the project and summarise the main questions (and also to clarify the reason of engagement).

**B) PRESENTATION (PPT) OF INVALIS PROJECT.** The presentation has to present the European project, but have to be connected to the regional/local context (suggestion: it could be useful to summarise the very general information in few slides and use more slides to underline the connection and goals/benefit of the INVALIS project for the regional context)

*Some general suggestions are:*

- contextualise and focus to territory: underline and emphasise the aspects RELATED to regional and local context and those that are directly related to the stakeholders present in the meeting
- present in a clear and “interesting” way (reduce the “bureaucratic” aspect) underlining the aspects on which the stakeholders are engaged (on which feedback, opinion, contributions ( ... ) are required from stakeholders.

### **C) PROGRAMS OF EACH REGIONAL MEETINGS**

Define the program and the (detailed) agenda for each Regional Meeting (Annex 5).

## 5.4 Stakeholders involvement

It is recommended to directly contact the stakeholders by phone/individual meeting presenting the role of stakeholders in the INVALIS project and process and the goals of Regional Meetings. After that, an official invitation letter/mail have to be produced (standard invitation letter – annex 4). The Document of presentation of Regional meeting have to be included (attachment) to the invitation letter/mail.

Personal relationships are relevant for the involvement of key stakeholders, please take care to directly contact single stakeholders introducing the project and stressing the relevance of regional meeting (the level and the mode of engagement are different from those of a public consultation; participants have to be informed about and be well aware of the role that are called to play).

## 5.5 Regional Meeting organisation

### **Venue and technical aspects**

The Regional Meetings could be hosted in a large meeting room with a large table (15/20 places) and a screen for projections and a video/audio recording system.

Useful suggestions are:

- \_ verify all of the technical aspects (projection, web connections, software, video/audio recording system...)
- \_ verify the position of the screen and make sure that it is visible from all the positions (stakeholders have to be able to see the screen).

### **Documents and material for the meeting**

- \_ Prepare presence list (annex 5) that have to be signed by participants
- \_ printed copies (one for each participant) of: regional meeting program, participant list, presentation of Regional Meeting
- \_ provide white paper, pens, useful material like coloured pens, highlighters, post-it
- \_ provide copies of useful materials (one copy for consultation)
- \_ provide water and/or coffee (a tea/coffee break could be useful)

### **Structure of Regional Meetings (program)**

The general contents and structure of Regional Meetings are presented in the chapter 4. The single Regional Meetings could have a different structure in relation to specific goals (chapter 4) and contents. The debate session (round table) could have a flexible duration.

Suggestion: the duration of the Regional Meetings could be a half day.

Suggestion: approximative 15 participants

## 5.6 Guidelines for reports and database

### **Draft reports (useful to receive Feedback of Stakeholders)**

To maintain Stakeholders engaged and to increase feedback and contributions from the RM is important to share the presentation contents and a first "draft" report of the Regional Meeting with all people involved.

Within a week/10 days after the holding of each Regional Meeting, send to Stakeholders involved:

- \_ presentation file (pdf)
- \_ a draft report (synthesis) of debate session. The draft report has to be organised on the debate points

*Suggestion: sending the materials (in the text of e-mail and by direct contact) it is important to solicit the stakeholders to contribute and "work" on draft report (reading and integrating it). It is particularly important to encourage the stakeholders who have not spoken during the Regional Meeting to integrate the draft report with their positions and contributions.*

*Suggestions: for each debate point prepare a table (see below) with main contributions of each stakeholder + leave blank space if the stakeholder did not give contribution during the RM debate session.*

Example of table summarising the main feedbacks of stakeholders and the required input to collect during the Regional Meeting

Debate point in	
Stakeholder 1	<i>Synthesis from the feedback given during the debate session by the Stakeholder 1</i> <a href="#">COMPILATION NOTE FOR STAKEHOLDER: please verify and integrate if necessary</a>
Stakeholder 2	<i>Synthesis from the feedback given during the debate session by the Stakeholder 2</i> <a href="#">COMPILATION NOTE FOR STAKEHOLDER: please verify and integrate if necessary</a>
Stakeholder 3	<a href="#">COMPILATION NOTE FOR STAKEHOLDER: please, fill your contribution/position</a>
Stakeholder 4	<i>Synthesis from the feedback given during the debate session by the Stakeholder 4</i> <a href="#">COMPILATION NOTE FOR STAKEHOLDER: please verify and integrate if necessary</a>
(...)	

### Report of Regional Meeting

The structure and required contents of report of Regional Meetings are below presented:

#### ***PART 1 - PREPARATION AND REGIONAL MEETINGS PROCESS INTRODUCTION***

- 1.1 Agenda of Regional Meetings (including topics)
- 1.2 Document of “presentation of Regional Meetings” (the same produced in the preparation/preliminary phase for EACH Regional Meeting)
- 1.3 Stakeholder list (including the actual presence and notes about level of engagement and involvement for single stakeholder)
- 1.4 List (index) of all documents and presentations produced (general, for each RM)

#### ***PART 2 - REGIONAL MEETINGS 1-5***

Regional Meetings 1-5 report:

Chapters/sections from 2.1 to 2.5 should be dedicated to each Regional Meeting (RM1, RM2...).

For each chapter/section the report has to includes:

- 2.x.1 Focus of Regional meeting XXX + DEBATE POINTS LIST prepared + expected results
- 2.x.2 debate session final report (including the feedback of stakeholders on the draft report) of each debate session

#### ***PART 3- RMS 1-5 RESULT SUMMARY AND RM 6 report***

The third part is dedicated to the summary of the main results from the first five Regional Meetings and to the results from the final Regional Meeting.

The structure and required contents are:

- 3.1 report (summary) of main aspects/questions emerged during the debate (it is required to highlight the most relevant questions/doubts of stakeholders or repeated/frequent questions...). The summary has to be referred to all the RMs 1-5 alignment sessions
- 3.2 report (summary) on the final session of alignment debate of RM6
- 3.3 report (synthesis) of interactive sessions on innovation synergies including the final output from the survey proposed (synthesis of feedback on survey form)  
ANNEXED: the xls file (see annex 3 for the organisation of the database)
- 3.4 report/summarisation of the presentations prepared about main results from debate sessions + main output from “Innovation link/synergies activation lines” interactive sessions (presentations prepared for RM6). In the chapter have to be annexed the DEBATE POINTS LIST prepared (including the expected results) for the management of the debate session of RM6

3.5 report on debate session of RM6 (final report including the feedbacks from Stakeholders)

3.6 engagement session report has to include the DEBATE POINTS LIST prepared (including the expected results) and the final report on engagement session of RM6 (the final report is the draft reviewed by Stakeholders)

#### **PART4 - RESULTS OF RMs**

The final part has to underline the main results achieved and summarise the main inputs received from stakeholders. The final part has to summarise (bullet points/table):

\_ needs, opportunities, proposals& barriers to manage the process of biological invasions from the main "categories" of stakeholders

\_ measures and incentives to support the adoption of innovation by Regional Institutions and stakeholders and to secure their involvement and input on the regional action plans

\_ identification of roles of stakeholders (support and participation) in the successful implementation of regional actions plans

\_ identification of roles of stakeholders during the monitoring phase of the Project

#### **DATABASE files useful for the preparation of the RMs and that should be annexed:**

> stakeholders MAP database: **use file: Act\_A2.1 - KEY\_ST\_meetingguidelines\_Smap.xlsx**

> interactive session on innovative synergies link lines database: **use file: Act\_A2.1 - KEY\_ST\_meetingguidelines\_Int-session-database.xlsx**

## Annex 1 Stakeholders categories and Key Regional stakeholders groups identified

*This table has been composed on the basis of the stakeholders mentioned by the partners in the Project Work Programme. Please verify and in case add (in Italics) additional partners that you might invite*

KRS_cat	description	National Center for Environment and Sustainability - NCEDS	Lombardy Foundation for the Environment - FLA	Extremadura	Corsican Agency of Environment - OEC	Bucharest-Ilfov Regional Development Agency – ADRI-B	Zemgale Planning Region - ZPR
KS_MA	MANAGING AUTHORITY	Managing Authority of Operational Programme "Transport infrastructure, Environment and Sustainable Development"				Ministry of Regional Development, Public Administration and European Funds	

KRS_cat	description	National Center for Environment and Sustainability - NCEDS	Lombardy Foundation for the Environment - FLA	Extremadura	Corsican Agency of Environment - OEC	Bucharest-Ilfov Regional Development Agency – ADRI-B	Zemgale Planning Region - ZPR
KS_PA	PUBLIC AUTHORITIES	<p>Ministry of Environment and Energy (YPEKA)</p> <p>Administrative Regions of Greece</p> <p>Local public administrations with environmental departments</p>	<p>Lombardy Region – Directorate General, University, Research and Open Innovation</p> <p><i>Lombardy Region - DG Environment &amp; Climate</i></p> <p>Municipality of Milan</p>	<p>Ministry of Agriculture, Food and Environment (MAPAMA)</p> <p>General Directorate for Agriculture and Livestock</p> <p>General Directorate for Rural Development</p>	<p>Ministry for Ecology, Energy, Sustained Development, and Spatial Planning</p> <p>National Office for Hunting and Wildlife (ONCFS)</p>	<p>Ilfov County Council</p> <p>Bucharest City Hall</p>	<p>Ministry of Environmental Protection and Regional Development (EPRDM)</p> <p>State Environmental Service (SES)</p> <p>Municipalities in Zemgale region</p>

KRS_cat	description	National Center for Environment and Sustainability - NCEDS	Lombardy Foundation for the Environment - FLA	Extremadura	Corsican Agency of Environment - OEC	Bucharest-Ilfov Regional Development Agency – ADRI-B	Zemgale Planning Region - ZPR
KS_RA	REGIONAL DEVELOPMENT AGENCIES		<p>Institute for Environmental Protection and Research (ISPRA)</p> <p>Regional Agency for the protection of the Environment (ARPA)</p> <p><i>Regional Agency for Services in Agriculture and Forestry (ERSAF)</i></p>	Guadiana and Tagus Hydrographic Confederations	<p>The Rhone-Mediterranean and Corsica Water Agency</p> <p>Alien Corsica Network</p>		<p>Environmental Protection Agency (EPA)</p> <p>Latvian Nature Fund (LNF)</p>



KRS_cat	description	National Center for Environment and Sustainability - NCEDS	Lombardy Foundation for the Environment - FLA	Extremadura	Corsican Agency of Environment - OEC	Bucharest-Ilfov Regional Development Agency – ADRI-B	Zemgale Planning Region - ZPR
KS_RE	UNIVERSITIES	<p>National &amp; Kapodistrian University of Athens – Faculty of Geology and Geo-environment</p> <p>University of the Aegean – Department of Environment</p>	<p>Polytechnic University of Milan</p> <p>University of Pavia</p> <p><i>University of Insubria</i></p> <p><i>CNR-Water Research Institute (IRSA) of Verbania</i></p>	<p>University of Extremadura</p> <p>Centre for Scientific and Technological Research of Extremadura</p>	<p>University of Corsica Pasquale Poli</p>	<p>University of Bucharest – Centre for Environmental Research and Impact Studies</p>	<p>Latvian University of Agriculture (LUA)</p> <p>Latvian Institute of Aquatic Ecology (LIAE)</p>

KRS_cat	description	National Center for Environment and Sustainability - NCEDS	Lombardy Foundation for the Environment - FLA	Extremadura	Corsican Agency of Environment - OEC	Bucharest-Ilfov Regional Development Agency – ADRI-B	Zemgale Planning Region - ZPR
KS_PP	PROTECTED AREAS		Stelvio National Park Ticino Regional Park				
KS_CS	ENVIRONMENTAL NGOs	WWF Greece Mediterranean SOS Network Hellenic Society for the Protection of Environment & Cultural Heritage	WWF Italy <i>Regional ecological guardians</i>				

KRS_cat	description	National Center for Environment and Sustainability - NCEDS	Lombardy Foundation for the Environment - FLA	Extremadura	Corsican Agency of Environment - OEC	Bucharest-Ilfov Regional Development Agency – ADRI-B	Zemgale Planning Region - ZPR
KS_AS	ASSOCIATIONS/CHAMBERS	Union of Greek Ship-owners Pan-Hellenic Federation of Tourism Enterprises Chambers of Commerce and Industry	Confagricoltura Coldiretti	Chambers of Commerce of Badajoz Chambers of Commerce of Caceres	FREDON Corse Association of South Corsica's Young Farmers Federation of Fisheries and Protection of the Aquatic Environment in Corsica	Bucharest Energy and Environment Agency Bucharest Chamber of Commerce and Industry	
KS_PC	PRIVATE COMPANIES		Private companies that work in the environmental field				
KS_PR	PRESS AND MEDIA						
KS_CC	ARMED FORCES		Carabinieri - Unit Division of Environmental Care Command				

## Annex 2 Stakeholders map

the information required for the organisation of the stakeholder map are below listed in the table.

stakeholder Name/surname	
Organisation	
Web site	
Role in organisation	
Address	
Mail	
Phone number	
Regional meeting	(number and topic of RM in which is involved)
Stakeholders categories	
key regional stakeholders groups identified (annex 1)	
Type of organisation	
Synthetic description of the organisation (1/2 rows maximum)	
Main core actions/activities	
Role in INVALIS	Describe the potential or real role of Stakeholder in the INVALIS project process (involvement in other actions, in the monitoring...)
Notes on level of involvement and engagement in the RM debate sessions (Feedback/input)	

## Annex 3 Template invitation letter

Dear **XXX** (*write name of invited stakeholder representative*)

I am pleased to invite you to participate in the Regional Meeting that **YYYYY** (*Write name of partner organising the Regional meeting (e.g. FLA, Regional Ministry for Environment of Extremadura, etc.)*) is organising in behalf of the European INTERREG European project INVALIS "*Protecting European Biodiversity from Invasive Alien Species*".

The INVALIS project aims to define, at regional level, new policies in order to monitor, control, and manage invasive alien species (IAS) through 1) a better evaluation of factors that affect the vulnerability of ecosystems to biological invasions and a better knowledge of IAS already present with the aim to avoid new incursions ; 2) the mitigation of environmental and socioeconomic risk associated to the presence of IAS ; 3) the cooperation between public authorities and stakeholders for the implementation of measures to control IAS; 4) the acknowledgement and handling of conflicts of interest.

In this context, Regional Meetings have been designed as an opportunity for stakeholders (Public Authorities, Regional Development Agencies, Protected Areas, Universities, Environmental NGOs, Associations, see Annex 1 above) to meet and share the results of their own past/ongoing projects on IAS. These experiences will provide use cases that will be useful to enhance future regional policies consistent with an European common Framework

In particular, in this first Regional Meeting for **ZZZZ** (*Write name of Region involved (e.g. Corsica, Bucharest-Ilfov, Extremadura, ...)*) the discussion will focus on the following topics:

1. Presentation of the INVALIS project: objectives and expected results
2. Existing measures and policies against invasive alien species
3. Examples of management projects of invasive alien species
4. Problems and conflicts of interest

The Regional meeting agenda and poster of the project is attached to this email.

## Annex 4 Template for the attendance form

INVALIS project

Regional meeting N° (write number of the meeting from 1 to 6) - **XXXXXX** (write name of the region represented by the Partner (e.g. Lombardy, Extremadura etc.)

Responsible Partner N° - **YYYY** (write partner N° and name as in the Work programme (eg N°2 - Lombardy Foundation for the Environment, N°3 - Regional Ministry for environment, Extremadura, etc.)

PLACE, DATE

Participant list

Name	Organisation	e-mail	Signature
NAME SURNAME	ORGANISATION	Email	

\*NOTE: the 4 columns HAVE to be filled and the printed copy have to include the names of representants of the stakeholder organisation.

\*\* NOTE leave some rows not filled

## Annex 5 Template meeting agenda



*Title of the meeting*

***Date and place where the meeting will be organised***

*A brief description of the project and the main goals of the meeting (10 rows)*

09:30 – 11:00	<p><b>Introduction of the project</b> <b>Aim and scopes of the meeting</b></p>
11:00 – 11:15	<p><i>Coffee break</i></p>
11:15 – 12:00	<p><b>Presentation of the main projects on IAS proposed by stakeholders</b> Chairman:</p>
12:00-13:00	<p><b>Round table with the Key stakeholders</b> Chairman:</p>

## Annex 5 Template summary paper

 <p><b>INVALIS</b> Interreg Europe</p>		<p><b>INVALIS</b> <b>Regional Meeting</b> <b>Summary report</b></p>	 <p>European Union European Regional Development Fund</p>
Part 1	<p>1.1 Introduction of the meeting</p> <p>1.2 List of the engaged stakeholders and a short description of their participation to the debate session (<i>title of their speech</i>)</p>		
Part 2	<p>2 Focus on the Regional meeting: aims and scopes</p> <p>2.1 Debate session that include the feedback of each stakeholders</p>		
Part 3	<p>Summary of the main aspects/questions emerged during the meeting</p> <ul style="list-style-type: none"> <li>- needs, opportunities, proposal of the main stakeholders</li> <li>- measures to support the Regional Institutions and stakeholders and to secure their involvement and input on the regional action plans</li> </ul>		
Annex	<ul style="list-style-type: none"> <li>- a) Meeting agenda</li> <li>- b) List of participants</li> </ul>		