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<b>Document title</b>	Provisional outline of foreseen resource needs for the production of the Third State of the Baltic Sea report
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<b>Category</b>	INF
<b>Agenda Item</b>	5 - Matters arising from the HELCOM Groups
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<b>Submitted by</b>	Executive Secretary
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## Background

HOD 57-2019 recognized the overall need for ensuring budgetary and human resources to support the work on HOLAS III and that there is currently no readily available external funding opportunities to support the preparatory phase of the HOLAS III work. The meeting invited the Secretariat to elaborate a more detailed plan outlining the magnitude and temporal distribution of the foreseen resource needs for the various work strands under HOLAS III. HOD 57-2019 supported that where possible resources from the HELCOM budget can be used to support the work towards HOLAS III.

This document contains a provisional outline of the expected resource needs associated with the preparation of the next State of the Baltic Sea report, with the primary focus being on the resources required for the work done at the Secretariat. A very provisional and generalized estimation related to the work of national experts under each work strand is provided, with the intention to indicate for what tasks the Contracting Parties can consider reserving resources, to be used in conjunction with the time plans etc. developed for the HOLAS III process. Note that overall the national tasks and consequent resource needs vary considerably between countries and experts depending on the level of involvement in the different processes. The intention has been for the estimates provided to “err on the side of caution” regarding the amount of time required by the national expert and said estimations can change as the process develops.

GEAR 22—2020 took note of the provisional outline of foreseen resource needs for the production of the Third State of the Baltic Sea report and considered the content of the document to contain the appropriate information and an appropriate level of detail. The meeting supported the submission of the content of this document to HOD 58-2020 and acknowledge that the final version of the document might need to be amended based on the results of the EU CEF Telecom Committee call for proposals, which are still pending (cf. para. 5.21 outcome of GEAR 22-2020).

## Action requested

The Meeting is invited to take note of the magnitude and temporal distribution of resources foreseen to be needed to produce the next State of the Baltic Sea report.

## Provisional outline of foreseen resource needs for the production of the Third State of the Baltic Sea report

Please note that the information contained in the document is provisional and reflect an estimate based on time used in HOLAS II and outlined in the respective project plans.

The tables indicate the total estimated resource requirements for performing the expected work. For resources related to Secretariat work cells colored green indicate where resources have been provisionally secured, indicating that the task has been included in the approved HELCOM budget (for those activities taking place July 2020- end of June 2021), or is currently planned to be included as part of the HELCOM budget (activities planned to take place July 2021 and beyond).

Evaluations of national expertise represent an estimation of time used by one expert/contracting party taking part in the indicated task. Please note that for several tasks more than one expert may be needed, e.g. for review, data reporting etc. and that e.g. for work related to indicators the amount of resources is linked to the number of indicators a given country contributes to.

### Preparatory process

#### Indicators (beginning 2020- end 2021)

<i>Resource</i>	<i>Expected time (man months)</i>
<b>Secretariat staff, total</b>	<b>24</b>
Indicator manager	18
Indicators, project researcher	6

#### Estimated national resources

For activities related to the work on indicators the resource requirements by Contracting Parties are highly variable, The needed resources are dependent on the number of national experts involved in development work and the number of indicators relevant for the expert, as well as for how many indicators a give Contracting party functions as lead or co-lead. A very provisional estimate is about 3-4 months (out of 24) for an expert directly involved in indicator development.

#### Data Flows (August 2020- first quarter 2022)

<i>Resource</i>	<i>Expected time (man months)</i>
<b>Secretariat staff</b>	<b>22</b>
Project manager	4
Project researcher	12
Database developer	6

#### Estimated national resources

For activities related to the work on data flows the resource requirements by Contracting Parties are dependent on the number of national experts involved in data reporting activities, specifically for those data strands or Contracting Parties that currently lack established dataflows to the centralized data hubs. Overall the provisional estimate is about 2 months (out of 21) for an expert directly involved in the reporting, but this does not necessarily apply to all CPs or data strands.

## Method Development (beginning 2021-first quarter 2022)

<i>Resource</i>	<i>Expected time (man months)</i>
<b>Secretariat staff</b>	<b>18-24</b>
ESA, project researcher	12
Cumulative Impacts, project researcher	6-12
<b>External resources</b>	<b>9</b>
possible external partner	4
possible external partner	1
possible external partner	4

**Estimated national resources**

Due to the nature of the activities related to the work on method development the resource requirements by Contracting Parties are foreseen to be mostly limited to reviewing the results. Overall the provisional estimate is about 1 months (out of 15) for an expert involved in either or the three work strands, possibly a bit more for experts involve in ESA or integrated biodiversity assessment. These estimates should become more specific as the work on the method development project plan progresses.

## Assessment phase (beginning 2022-end 2023)

<i>Resource</i>	<i>Expected time (man months)</i>
<b>Secretariat staff</b>	<b>76</b>
Project manager (P staff)	6
ESA, project researcher	12
Cumulative Impacts, project researcher	12
Indicator manager	12
Data manager	4
Communications (P staff)	6
Project Coordinator/Report writing	12
Interns	12
<b>External resources</b>	<b>2</b>
possible external partner	1
possible external partner	1

**Estimated national resources**

For the assessment phase effort has been made to separate the resource needs according to tasks identified in the specified workplan (document 5-3 to this meeting). At this stage in the process resource requirements will vary depending on the role national experts have in the assessment process (e.g. a indicator lead will require more overall time than a reviewer etc.) and the number of indicators or assessments the Contracting Party is closely involved in. For data reporting and reviewing of the data it is provisionally estimated that 1-1,5 months/expert might be needed for an expert directly involved in the work. For indicator evaluations, internal review (e.g. in amongst indicator leads or in a relevant EG) and reporting it is provisionally estimated that 2 months/expert would be required for an expert directly involved in the work. For the integrated assessments, internal review and reporting it is provisionally estimated that 2 months/expert is needed for an expert directly involved in the work. For general review of results, reports and documentation it is estimated that 1-1,5 months/expert is required. Most of the activities are planned to take place January 2022-end of March 2023.

## Annex 1: Summary of resources used for HOLAS II

The below table summarizes the contributions towards HOLAS II project separated by the contribution type. The table does not include in full scale the working time used by regular Secretariat staff nor does it account for the resources used nationally by CPs as part of the HOLASII process.

<b>HELCOM budget</b>	<b>SUM</b>
2015-2016	50 000
2016-2017	50 000
2017-2018	27 000
<b>Total</b>	<b>127 000</b>
<b>Associated Projects</b>	
TAPAS	418 221
SPICE	489 010
BalticBOOST	792 065
<b>Total</b>	<b>1 699 294</b>
<b>National contributions</b>	
Finland	15 000
Germany	10 000
Denmark	5 000
Sweden	187 136
<b>Total</b>	<b>217 136</b>
<b>Total cost:</b>	<b>2 043 430</b>