



Document title	Provisional outline of foreseen resource at the Secretariat for HOLAS 3
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Agenda Item	5 - Preparatory work for HOLAS III assessment
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Background

HOD 57-2019 recognized the overall need for ensuring budgetary and human resources to support the work on HOLAS 3. 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 3. HOD 57-2019 supported that where possible resources from the HELCOM budget can be used to support the work under HOLAS 3. HOD 58-2020 subsequently took note of the provisional outline of foreseen resource needs for the production of the Third State of the Baltic Sea report, noting that the estimates provided regarding the amount of time required by the national expert and the estimated resource needs at the Secretariat can change as the process develops.

HOD 60-2021 took note of the magnitude and temporal distribution of resources foreseen to be needed to produce the Third State of the Baltic Sea report and approved the plan for use of Secretariat resources for HOLAS 3, including the remaining open resources in the HELCOM budget. The meeting welcomed the information that both Sweden and Finland strive to secure additional resources to support the HOLAS 3 work and acknowledged the need to also secure sufficient national resources, e.g. sufficient time and relevant expertise, to secure the integrity and quality of the HOLAS 3 assessment process.

This document contains an updated 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. It is an update of the outline submitted to HOD 60-2021. The updated information is based on the progress of work under the various processes of the preparatory phase, the further specification of tasks for the assessment phase and the information on additional contributions by CPs to support the assessment. Following HOD 60-2021 Sweden has indicated that they will contribute with 500.000 SEK towards compiling the summary report, which has been included in the overview table in the document.

A very generalized estimation related to the work of national experts under each work strand is provided, with the intention of indicating for what tasks the Contracting Parties can consider reserving resources, to be used in conjunction with the time plans etc. developed for the HOLAS 3 process. It should be noted 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 is for the estimates provided to “err on the side of caution” regarding the amount of time required by the national expert and said estimates can therefore change as the process develops.

Action requested

The Meeting is invited to:

- take note of the information;
- consider and approve the amended plan as outlined in the document;
- consider providing additional resources to secure the integrity and quality of the planned work.

Provisional outline of foreseen resource needs for the production of the Third State of the Baltic Sea report: Assessment phase (November 2021-end 2023)

Please note that the information contained in the document is provisional and reflects an estimate based on time used in HOLAS II and outlined in the HOLAS 3 work process.

Secretariat resources

The two tables indicate the total estimated resource requirements for performing the expected work. Resources related to Secretariat work cells colored green indicate where resources have been secured through existing contracts (indicating that the task has been included in the approved HELCOM budget (for those activities taking place January 2022- end of June 2023, dark green in table 1) or provisionally secured through planned to be included as part of the HELCOM budget. Light green indicates tasks for which resources have been partially secured. Task for which no resource have yet been secured are indicated in white.

Table 1. Expected time needed by Secretariat staff

<i>Resource</i>	<i>Expected time (man months) needed for HOLAS 3 assessment processes</i>
Secretariat staff	156
Project manager (P staff)	11
Project support (Project researcher)	15
BLUES project support (Project staff)	14
BalticDataFlows project support (Project staff)	4
Data manager (G staff)	5
Data and GIS support (Project researcher)	22
ESA (use of marine waters, cost of degradation, effectiveness of measures) (Project researcher)	12
ESA (ecosystem services, ecosystem accounting) (Project researcher)	12
Spatial pressures and impacts (Data analyst)	12
Spatial pressures and impacts (Project researcher)	3
Indicator manager (G staff)	20
Marine litter and noise (G staff)	5
Communications (P staff)	6
Communication support	13
Report writing	12
External subcontracting	6
Possible external subcontracting	6

Resource secured through existing contracts (internally and externally funded)
Resources planned to be secured through the HELCOM budget
Resources not yet secured
Not applicable for HOLAS 3 processes

Table 2. Temporal distribution of secured, provisionally secured and open funding across the HOLAS 3 assessment phase

Resource	2021		2022										2023												
	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	
Project manager (P staff)																									
Project support (project researcher)																									
BLUES project support (Project staff)																									
BalticDataFlows project support (Project staff)																									
Data manager (G staff)																									
Data and GIS support (Project researcher)																									
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Communications (P staff)																									
Communications support																									
Report writing																									
External resources																									
possible external partner																									

Overview of sources of funding

For the Assessment Phase of HOLAS 3 the workload outlined above translates into a budget of 692 031 euro for the Secretariat (marked dark and light green in the table 1). Out of the total sum 191 261 euro is not covered though existing project contracts nor is it part of the Secretariat P- or G-staff contracts and have thus been included in the HELCOM budgets for the financial periods 2022-2023 and 2023-2024. The details of the planned resources can be seen below in table 3.

Table 3: Resources secured from HELCOM budget for the for the duration of the HOLAS 3 Assessment phase

Title	Months	Total sum
Project support (Project researcher)	15	58 512
ESA (ecosystem services, ecosystem accounting) (Project researcher)	6	21 211
Data and GIS support (Project researcher)	16	58 512
Communication support	13	53 027
Total:	50	191 261 €

Externally secured resources

In addition to the resources secured through existing P- and G-staff at the Secretariat, resources to support the work have been secured to ensure the necessary expertise is available at the Secretariat through HELCOM BLUES (26 months) and Baltic DataFlows (4 months), both co-financed by the EU. These resources amount to 114.100 euro for the Assessment Phase period. In addition to securing resources at the Secretariat, the co-financed projects have also provided funds to support the work of national experts towards the HOLAS 3 assessment.

Sweden has indicated that they will contribute with 500.000 SEK in 2022 towards compiling the summary report.

The budget to cover external resources and report writing remains open and Contracting Parties are invited to consider contributing additional resources to secure these services.

Estimated national resources

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.

For the assessment phase an effort has been made to separate the resource needs according to tasks identified in the specified workplan. 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 the 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.

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