

COMPENDIUM FOR COAST AND SEA

ROADMAP for the production of an integrated information document on social, economic, ecological and institutional aspects of the Coast and the Sea in Flanders and in Belgium

COMPENDIUM ROADMAP
Planning and Process
PHASE 1. PREPARATION OF THE CONCEPT
<ul style="list-style-type: none">• Draft blueprint for internal consultation: <i>goals, target groups, process, timing...</i> (15 October - 30 November 2010)
<ul style="list-style-type: none">• Draft schedule for a bilateral survey: <i>overview of key-persons and timing</i> (1 December - 20 December 2010)
<ul style="list-style-type: none">• Survey VLIZ scientific board: <i>based on the first version of the blueprint</i> (20 January - 23 March 2011)
<ul style="list-style-type: none">• Survey key-persons: <i>based on the first version of the blueprint; the scope is the creation of a supported final blueprint with regard to the goals, target groups, organization, process, timing,...</i> (20 January - 29 April 2011)
<ul style="list-style-type: none">• Revised blueprint: <i>a first version of the blueprint is submitted for approval</i> (8 March - 9 March 2011)
<ul style="list-style-type: none">• Positive advice of the Board of Directors (VLIZ) (14 March 2011)
<ul style="list-style-type: none">• Approval working version of the blueprint by the VLIZ scientific board (17 March 2011)
<ul style="list-style-type: none">• A first indicative budget (8 March 2011)
PHASE 2. PLANNING OF THE EXECUTION
<ul style="list-style-type: none">• Drafting of a preliminary roadmap for the production of the Compendium: <i>activities and timing</i> (2 May - 31 May 2011)

<ul style="list-style-type: none"> • Drafting of the preliminary terms of reference and composition of the expert group: <i>goals, proposed members and scope of the expert group, anticipated deliverables and timing</i> (16 May - 31 May 2011)
<ul style="list-style-type: none"> • Drafting (by VLIZ-team) of a proposal for the streamlining of the information- and datasystems and internal product delivery (Data Centre, Sea Library, Information Management) with the content of the Compendium: <i>identification of existing and future information products (Marine expertise, budgets, bibliometric study, literature overview, datasets, maps, indicators,...) and the related infrastructure; planning of structural consultation. This proposal serves as a preparation of the preparatory consultation with the information manager (27 May 2011) and consultation with the Data Centre and Information manager, planned on the IMIS Task Force of 24 June 2011 and subsequent meetings (cf. phase 3.2)</i> (16 May -31 May 2011)
<ul style="list-style-type: none"> ▪ Drafting (by VLIZ-team) of a preliminary internal and external communication strategy: <i>in close collaboration with the department communication, in preparation of the Com&Sea on 20 May 2011.</i> (16 May - 31 May 2011)
<ul style="list-style-type: none"> ▪ Drafting of a detailed budget proposal (16 May - 31 May 2011)
<ul style="list-style-type: none"> ▪ Deadline: Blueprint, Roadmap, Gantt scheme, Logo, Budget, Terms of References Expert Group, Communication strategy (31 May 2011)
<ul style="list-style-type: none"> • Advice of the VLIZ scientific board: Blueprint, Roadmap, Gantt scheme, Logo, Budget, Terms of References Expert Group, Communication strategy (16 June 2011) <p>Endorsement of the advice by the board of directors (VLIZ) (22 June 2011)</p>
<ul style="list-style-type: none"> • Composition of the Compendium Expert Group, preparation of the kick-off meeting (September - December 2011)
<p>PHASE 3. EXECUTION</p>
<p>3.1. Communication</p>
<ul style="list-style-type: none"> • Tender for the design of the Compendium logo and style: <i>first phase, including feedback VLIZ and adaptation of the first concepts</i> (18 March - 6 May 2011)
<ul style="list-style-type: none"> • Internal consultation (VLIZ and InnovOcean) and selection based on the two concepts of the logo and style (11 May - 20 May 2011)

<ul style="list-style-type: none"> Definitive concept logo and style (20 May - 30 May 2011)
<ul style="list-style-type: none"> Drafting concept communication strategy: <i>adapted proposal based on the consultation with the department communication in the Com&Sea on 20 May</i> (20 May - 31 May 2011)
<ul style="list-style-type: none"> Execution internal communication plan: <i>monthly information products, Com&Sea, VLIZ seminary, I-news.... See document 'communication Strategy Compendium for Coast and Sea' for more information, including evaluation of the internal communication</i> (entire project)
<ul style="list-style-type: none"> Execution external communication plan: <i>implementation of external communication with regard to the compendium in existing events and communication processes. See document 'communication Strategy Compendium for Coast and Sea' for more information, including evaluation of the external communication</i> (entire project)
<p>3.2. Data- and information systems (internal)</p>
<ul style="list-style-type: none"> Goals and terms of reference for the bibliometric study: <i>delineation of the assignment based on the outcomes of the IMIS Task force on 24 June, in collaboration with the Data Centre, Information Manager and with support of the Sea Library. The delineation of the assignment will be validated during the scientific staff on 17 June & IMIS task force</i> (17 June - 22 July 2011)
<ul style="list-style-type: none"> Execution of the bibliometric study, including feedback in different components and phases. <i>In close collaboration and consultation with the Data Centre, Information Manager, Sea Library (IMIS Task force) and feedback during the scientific staff meetings.</i> <i>First phase: international data systems (1 August - 15 December 2011)</i> <i>Second phase: IMIS information system, Literature module (December 2011 - March 2012, timing to be validated)</i>
<ul style="list-style-type: none"> Structural consultation Information Manager, data – and information systems: IMIS Task force (entire project, based on monthly consultations) VLIZ scientific staff (entire project, based on regular meetings) Feedback during Compendium Expert Group (see below for consultation expert group)
<ul style="list-style-type: none"> Structural consultation Communication: internal and external communication, alignment with existing and planned events and communication products Com&Sea consultation (entire project, monthly meetings) Feedback during Compendium Expert Group
<p>3.3. Drafting concept: goals, structure and content</p>
<ul style="list-style-type: none"> Concept structure and content of the draft texts of chapter 1 and 2: the VLIZ-team delineates the concepts for the structure and content of the Compendium for Coast and Sea. The goals and concept of the structure and

content of the Compendium for Coast and Sea (“What are the key questions?, What are the questions we aim to answer?; How will we answer these questions?”) will be validated during the scientific staff and the Compendium Expert Group. Based on the validated concepts, information and data products can be defined which are necessary to answer the latter questions and potential gaps in information and data will be identified. Co-authors and lectors will be timely identified based on the concept and content. These draft texts have to exhibit a coherent style and structure.

(1 June - 2 December 2011)

- Drafting of preliminary texts Chapter 1: lead Ann-Katrien Lescauwaeet
(17 June - 2 December 2011)

- Drafting of preliminary texts Chapter 1: lead Hans Pirlet
(17 June - 2 December 2011)

- **Compendium Expert Group Kick-off meeting.**
 1. Discuss and approve Terms of Reference expert group
 2. Discuss and confirm chair expert group
 3. Discuss and validate the goals of the Compendium for Coast and Sea
 4. Discuss and validate the Communication Strategy of the Compendium for Coast and Sea
 5. Discuss the concept, structure and content of the Compendium for Coast and Sea: alignment of the content and structure with the objectives

(Date to be defined, December 2011)

- Internal revision and feedback of the preliminary texts of Chapter 1 and 2: *basic structure (validated by the Compendium Expert Group) and the preliminary texts are presented to the VLIZ scientific board; the preliminary texts are reviewed internally (VLIZ). The analysis of the VLIZ scientific board is primarily focused on the alignment of the objectives (which questions have to be answered by the Compendium?) and the product (content and structure). These preliminary texts are the basis for further collaboration with the co-authors and lectors and will be presented to the expert group during the second meeting (see below).*

(5 December 2011 - 28 February 2012)

- Strategy of the concept of Chapter 3: *(Thematic choices and subjects which will be tackled in chapter 3: interface between science and policy) proposed elaborated concept Chapter 3*

(9 January 2012 - 28 February 2012)

- **Deadline: documents to be reviewed by the Compendium Expert Group**
 1. Preliminary texts Chapter 1 and 2
 2. Strategy of the concept of Chapter 3
 3. Terms of reference co-authors and proposed list of co-authors

(1 March 2012)

- **Compendium Expert Group meeting 2**
 - 1) Present and discuss preliminary texts Chapter 1 and 2
 - 2) Terms of reference and proposed list of co-authors
 - 3) Communication strategy (fine-tuned for period after the launch)
 - 4) Strategy of the concept of Chapter 3
 - 5) Discuss and validate input bibliometric study

(2 April 2012)

- Preparation phase 3.4.: Selecting and contacting co-authors and lectors, drafting of timing and concept
(3 April 2012 - 3 September 2012)

3.4. Drafting of definitive texts

- Consultation of co-authors
 1. Discussion and approval terms of reference
 2. Discussion of structure and concepts (based on the preliminary texts)
 3. Discussion and approval of timing and process**(3 September 2012)**

- **Compendium Expert Group meeting 3**
 1. Progress meeting (Chapter 1, 2 and 3)
 2. Discussion of consultation co-authors
 3. Possibility to present new experts for the expert group**(October 2012)**

- Drafting of concept texts with co-authors
(15 June 2012 - 15 January 2013)

Deadline: concept texts to be sent to expert group (in preparation of meeting 4) and to all co-authors and lectors
(15 January 2013)

- Concept texts available for revision by lectors and interaction with co-authors
(January 2013 - 1 April 2013)

- Reworking of concept texts by the secretariat based on the input of the lectors, with approval of the co-authors.
(1 April 2013 – 26 April 2013)

- **Expert Group meeting 4:**
Revision of the results and texts of Chapter 1 (Mapping marine scientific landscape). Interested members of expert group with members of the VLIZ scientific board and representatives of the marine research groups and relevant marine/maritime administrations
(26 April 2013)

- Revision texts by the members of the expert group.
(26 April – 10 June 2013)

- **Expert Group meeting 5:**
Discussion and approval of Compendium texts in the Compendium lay-out.
(17 June 2013)

- Final editing
(20 June 2013 - 30 June 2013)

<ul style="list-style-type: none"> • Translations (1 July 2013 - 15 August 2013) • Final lay-outing (1 July 2013 - 15 September 2013)
<ul style="list-style-type: none"> • Expert Group meeting 6: <ol style="list-style-type: none"> 1. Proposal pre-print 2. Evaluation process 3. Post-track record 4. Discussion launch event and communication (16 September 2013)
<ul style="list-style-type: none"> • Print (including proofs) (17 September 2013 - 30 October 2013)
<p>PHASE 4. LAUNCH, DISSEMINATION AND EVALUATION</p>
<p>Launch: (November 2013) date to be defined</p>
<p>Press release and press moment</p>
<p>Dissemination and communication</p>
<p>Evaluation and Impact</p>

14 January 2013

