Establishment of a peer-to-peer process for the improvement of Water Framework Directive (WFD) and Floods Directive (FD) implementation
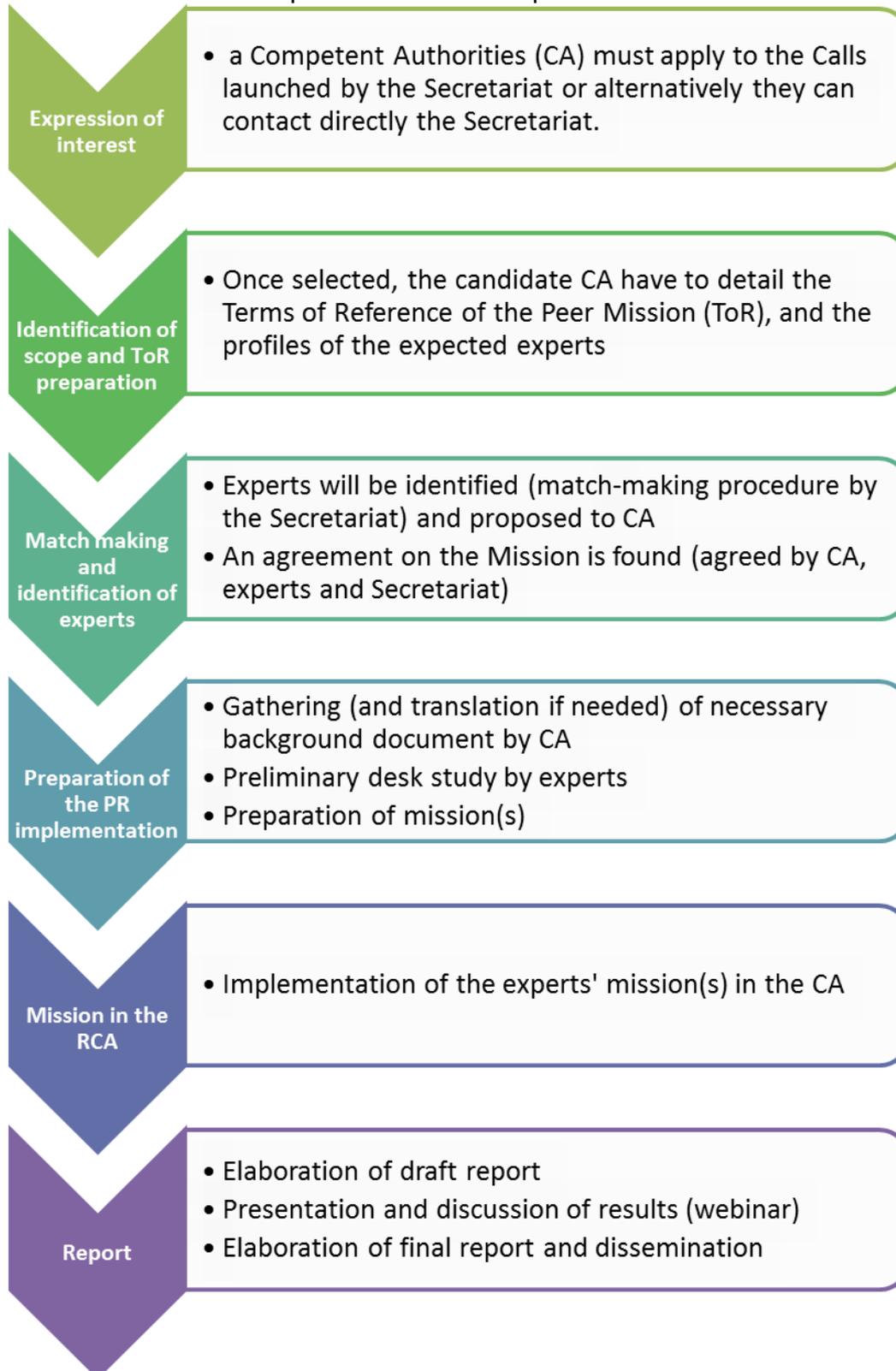
Guidance section for the Receiving Competent Authorities

February 2018

This document aims at providing to the Competent Authorities, which would like to join and benefit from a peer-to-peer, the necessary background information, logical steps to be followed and the necessary templates and forms to fill in.

Summary of the logical steps for a peer-to-peer

The following scheme presents the logical steps that will be implemented from the identification of needs up to the final P2P report elaboration.

Expression of interest
- a Competent Authorities (CA) must apply to the Calls launched by the Secretariat or alternatively they can contact directly the Secretariat.

Identification of scope and ToR preparation
- Once selected, the candidate CA have to detail the Terms of Reference of the Peer Mission (ToR), and the profiles of the expected experts

Match making and identification of experts
- Experts will be identified (match-making procedure by the Secretariat) and proposed to CA
- An agreement on the Mission is found (agreed by CA, experts and Secretariat)

Preparation of the PR implementation
- Gathering (and translation if needed) of necessary background document by CA
- Preliminary desk study by experts
- Preparation of mission(s)

Mission in the RCA
- Implementation of the experts' mission(s) in the CA

Report
- Elaboration of draft report
- Presentation and discussion of results (webinar)
- Elaboration of final report and dissemination

What those logical steps for a P2P review means for the RCA

In the following paragraphs, each step of the process is more detailed, focusing on the point of view of the RCA.

Expression of Interest

Expression of Interest (EoI): a Competent Authority (CA) which want to benefit from the initiative, i.e. getting an external point of view on their draft River Basin Management Plan; must apply to the Calls launched by the Secretariat, using the Template for describing their needs (as RCA sees them) ; alternatively they can contact directly the Secretariat.

Identification of P2P scope and ToR preparation

Once selected, the candidate CA have to detail the Terms of Reference of the peer-to-peer (P2P ToR), and the profiles of the expected experts (incl. language issues); the difference between needs expressed by the candidate CA and the ToR lies in the precision of the description of the concerns, to ease the selection of appropriate peer experts, and their work later on. On request the Secretariat will provide support for this step.

It is expected that no more than 2 up to 5 different sub-topics will be raised by each candidate CA (with an average of 3), requesting then an average of 3 experts for covering their needs (on the initial hypothesis of 1 topic - 1 expert, but subject to adaptation if needed because of a particular context).

Match making and identification of experts

The Secretariat will then implement match-making procedures to identify experts potentially able to answer to the needs expressed by the Receiving Competent Authorities (RCAs).

At the best a choice of 2 or 3 experts per topic listed in the P2P mission ToR will be proposed to the RCAs, for final ranking of the most-wanted experts (it is anticipated that criteria like the country of origin – the Basin they work with – and language skill will be key in the RCA choices).

The Secretariat will then contact the pre-selected experts (according to their ranking by the RCA) to check 1) if they are interested by the proposed P2P mission, based on the ToR, and 2) their availability according to the timing proposed by the RCA. In case of peer experts working in team, the secretariat will identify a unique Contact-Person as Experts team coordinator.

Preparation of the P2P Mission implementation

The RCA, the Experts and their employer (which is legally responsible to cover the risk linked to the expert trip) and the Secretariat will detail the P2P mission objectives (based on the final ToR and presentation of the issues to be dealt with) and the rights and duties of each party, including a shared timetable.

Mission in the RCA

The RCA will nominate a unique Contact-Person and a team of local experts to be actively involved.

The RCA team will help the Secretariat and the experts to implement the P2P review process.

The table below present the RCA expected inputs in relation of the tasks to be performed in relation with the mission execution

Task to be performed for the P2P mission	RCA expected inputs
Preparation of the P2P Review – desk study of the draft RBMP - FRMP and relevant supporting documents Possible adjustment of the time schedule of the mission to come.	Supply of relevant documents, incl. the draft RBMP - FRMP Validation of the mission time schedule
On-site expertise – meetings and discussions with relevant RCA staff and stakeholders	Appropriate working environment Facilitation of the meetings and availability of staff and stakeholders
Draft reporting, and recommendations	In-depth Quality Control review of the draft report, and request for additional information/assessment if needed
Distant-presentation of the results using tele-conference (together with the other experts involved in the mission)	Active attendance by selected staff
Final report	Endorsement Dissemination options

An indicative workload of RCA's person managing the peer-to-peer is estimated at about 6-10 days:

- Contact person (supervision of the P2P process): 1-2 days
- Facilitator of the mission + QC review: 5-8 days in case of a peer-to-peer concentrated of one single mission.

The time of exchange with other staff and stakeholders to be met during the missions should be very different from one P2P review to another and from one topic to another. If we consider that a peer expert meets 6 people during half-a-day each, we can give a rough estimation of 9 additional working-days for a P2P review with 3 topics. All in all, this time investment of the RCA has to be seen in regard of the benefit of the free of charge expertise and external vision provided by the peer experts.

In case all experts involved in a same P2P review could not have their mission during the same week, the peer experts missions can be spread over several weeks, which is likely to increase the total P2P review duration; the Secretariat will do its best to keep a compact P2P implementation, but, if not possible and accepted by the different parties, the mission of different peer experts can be done at different time and the common presentation of conclusions can be delayed to take place after the end of the last peer expert's mission.

Report

The final presentations of their works by the experts and their consolidation could be made during a distant-presentation (webinar if technically feasible for the different partners) organised by the Secretariat, with at least the attendance of the RCA's Contact person and the local experts involved in the mission, but open to other RCA staff (max 20); the webinar could typically last half-day.

The Quality Control of each individual draft P2P report will be made by the RCA staff based on the content of the report vis-à-vis the P2P ToR, and their understanding of the conclusions of the expert – if required they will issue comments and demand for clarification.

Beyond the conclusions applying directly to the RCA, will have to be formulated in the last part of the report, general recommendations derived from the exchange. These recommendations will be shared by the secretariat with the whole peer-to-peer community for a wider dissemination of the lessons learned of the peer-to-peer experience.

The Secretariat will check if the draft report meets the requirements of the Manual of Procedures, as well as professional expected standards.

If required, the final reports provided by the experts can be consolidated by the Secretariat; this consolidation will be made in respect of the experts' conclusions, since they are made under their individual responsibility. The final P2P report will be transmitted to the Commission, and further dissemination (e.g. through the project website) will be subject to a formal approval by the RCA.

The RCA will be requested at the end of the P2P to give their feedbacks and recommendations about the process it-self to feed the lessons learnt report; this will be done thanks to a questionnaire and bilateral interviews by phone or emails when an issue is raised.

It is expected that a P2P review execution takes place within 1.5 month after the Final ToRs.

Week 1	Week 2	Week 3	Week 4	Week 5	Week 6
Exchange of background information and desk study	Mission	Draft report	QC review Presentation	Final report

A repartition of tasks at these different stages would be the following:

Before the mission	Tasks	Who do what?
	Signature of the PRTA with nomination of the RCA team	All parties RCA
Week 1	Provision of background materials to the peer experts and preparation of the mission	RCA
	Logistic of the peer experts (travel, accommodation)	Experts and Secretariat
Week 2	Feedback to RCA by peer experts – additional questions – tentative list of stakeholders to meet	Experts
	Approval of the mission agenda and interviewers list	
Week 3	Mission	RCA and Experts

After the mission	Tasks	Who do what?
Week 4	Draft report issued	Experts
Week 5	Review and quality control of the individual reports	RCA and Secretariat
Week 6	Webinar presentations of individual reviews Collection of feedbacks from the RCA and the peer experts	All parties Secretariat
Week 6	Final report and dissemination issues	Experts and Secretariat

Typical agenda of a Peer expert's mission

	Day 1 - Monday	Day 2	Day 3	Day 4	Day 5
Morning	**Travel of the peer expert(s)**	**Interviews**: Interviews are with a single person, either an internal or external stakeholder from the RCA. The peer asks a set of prepared questions (open semi-structured discussion). These interviews should be timetabled for 50 minutes up to 90 minutes (key actor or if an interpreter is needed)	**Interviews**	**Interviews**	**Peer exchange seminar** Presentation of draft recommendations Conclusion of the mission and follow-up.
Lunch break	Welcome lunch				
Afternoon	**Introduction** Introduction, team building and Peer experts' briefing. Description of needs by the RCA Contact Person.	**Site visit** Presentations and site visits can be used to gather evidence. Peer experts listen to a presentation of a key actor in the host CA or are taken to a site visit to see how a specific measure or initiative is implemented. Questions are asked during presentations to clarify issues	**Workshop** Workshops are interviews with two or more stakeholders. Peer experts prepare an introduction and ask a series of open questions to the local actors, either in the whole group or in break out groups.	**Workshop**	**Drafting of the report**
Late afternoon		**Debrief** Peer expert(s) and the RCA Contact Person	**Debrief** Peer expert(s) and the RCA Contact Person	**Debrief** Peer expert(s) and the RCA Contact Person	**Travel back of the peer expert(s)**

Annexes and templates for the RCA Guidelines

A1: Expression of Interest for a peer-to-peer exchange mission (P2P)

A2: P2P mission terms of references

A3: P2P mission report template

Expression of Interest for a peer-to-peer exchange mission

Form to be filled by RCA and send to peertopeer@oieau.fr

Contact information
Name:
E-mail:
Phone:

Organism, Country:

Specific point(s) to be reviewed:

WFD - RBMP
☐ Basin characterisation, ☐ Definition of Objectives ☐ Programmes of measures
☐ Public consultation/participative process
☐ Water Information System/Data and Information sharing, etc
☐ Sectorial water use management (Agriculture, Industry, Energy, Domestic Water, etc)
☐ Integration of policies (Floods, Droughts, Climate change, etc)
Technical issues:
☐ Monitoring, ☐ Ground waters, ☐ Surface waters, ☐ Water quality, ☐ Water quantity,
☐ Hydro morphology, ☐ Pollutants/Chemical substances, ☐ Economic analysis,
☐ Ecology/Natural environment, ☐ Environmental flows, ☐ Others (please specify)
☐ Other specific fields of interests (to be specified by the CAs)

FD - FRMP
☐ Preliminary Flood Risk assessment (PFRA)
☐ Selection of Areas with Potential Significant Flood Risk Assessment
☐ Flood hazard and risk mapping*
☐ Horizontal management for FRMP (Public consultation/participative process, Water
Information System/Data and Information sharing and reporting, etc.)
☐ Flood related measures
☐ Integration of policies (WFD, Droughts, Nature Protection, Climate change, etc)
Technical issues:
☐ Data assessment, ☐ Modelling, ☐ Forecasting, ☐ Early warning,)
☐ Other specific fields of interests (to be specified by the CAs)

Please describe your expected results and objectives for the peer-to-peer exchange mission in few sentences[1]

Please list hereafter the tentative list of documents that could be made available for the peer expert(s):

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[1] If you wish to provide more details, feel free to use directly the P2P Terms of Reference form

Terms of reference for the peer-to-peer exchange mission

P2P reference		Date:

Terms of References

RCA	
RCA counterpart responsible for the mission	
Peer experts	

1. BACKGROUND INFORMATION and P2P OVERALL OBJECTIVES

2. EXPECTED RESULTS

Expected results	Estimated number of peer expert man-days necessary	Field of competencies concerned for the expert
Description		

3. NECESSARY DOCUMENTS FOR THE EXCHANGE MISSION

List of relevant documentation or sources to be delivered by the RCA (language to be specified)

Name of the documents	Description / Notice
▪	
▪	
▪	

Websites - Online resources		
Name	**Description/ Notice**	**Address**

4. DETAILED MISSIONS SCHEDULE

Date/ Hour	Activities	Persons involved	Address	Comments
Day 1				
Day 2				
….				

5. OTHER INFORMATION FROM THE RCA

....
....
....
....

6. CONTACTS DETAILS

Principal local contacts to meet

Name	Occupation	E-mail	Phone number

Peer-to-peer mission report template

Important notice: It is propose to keep as a first part of the report all the information elaborated during the preparation of the Terms of Reference. In case of modification of agenda during the mission the parts 3 to 6 can be updated.

P2P reference		Date:

Report	

RCA	
RCA counterpart responsible for the mission	
Peer experts	

1. BACKGROUND INFORMATION and P2P OVERALL OBJECTIVES

2. EXPECTED RESULTS

Expected results	Topic:
Description	

3. NECESSARY DOCUMENTS FOR THE EXCHANGE MISSION

List of relevant documentation or sources to be delivered by the RCA (language)

Name of the documents	Description / Notice
▪	
▪	
▪	

Websites - Online resources		
Name	**Description/ Notice**	**Address**

4. DETAILED MISSIONS SCHEDULE

Date/ Hour	*Activities*	*Persons involved*	*Address*	*Comments*
Day 1				
Day 2				
….				

5. OTHER INFORMATION FROM THE RCA

....
....
....
....

6. CONTACTS DETAILS

Principal local contacts met

Name	Occupation	E-mail	Phone number

7. PEER-TO-PEER MISSION REPORT

Public peer-to-peer reports are available on the project website
www.aquacoope.org/peertopeer/

1 - Conclusions and recommendations regarding the reviewed documentation;

2 - List of persons met during the mission & short summary of meeting content/results ;

3 – Proposal of follow up activities to be done by RCA as well as potential time schedule;

4 - List & upload of documents that could be usefully put on the project's intranet;

5 - Summary in 15 lines of the report to be included in the overall peer-to-peer project report

6- General recommendations derived from the exchange. These recommendations will be shared by the secretariat with the whole peer-to-peer community for a wider dissemination of the lessons learned of the peer-to-peer experience.

Annexes
- Documents prepared during and/or for the mission;
- Presentation(s) used during the mission;
- Useful web-links.