

# Wadden Sea Board

**WSB 1**  
**3 - 4 June 2010**  
**Lindet/Ribe**



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<b>Agenda Item:</b>	7
<b>Subject:</b>	Business Plan 2010-13
<b>Document No.</b>	WSB 1/7/1
<b>Date:</b>	19 May 2010
<b>Submitted by:</b>	CWSS

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## 1. Objective

To get approval for the draft Business Plan 2010 – 13 for the Trilateral Wadden Sea Cooperation, as attached (as separate file).

## 2. Starting Point

According to the Terms of Reference, it is the task of the Wadden Sea Board to adopt the triennial Business Plans. The Business Plan is together with the Strategy the key document for planning and managing the Cooperation. The Business Plan implements the Strategy.

The Business Plan is a 3-year work plan for the Cooperation

- First year in some detail with an outlook to the following 2 years
- Identifies specific task groups and projects
- Provides a set of SMART (Specific, Measurable, Achievable, Realistic, Time-based) targets
- Relates targets and projects to resources
- Used to track performance
- Used to manage risk

The Business plan should reflect the strategic direction and priorities set out in the Strategy. It is a pragmatic document in the sense that it is a summary document which serves as a road map to achieve the objectives of the Cooperation. It is as concise as possible but with sufficient detail to allow the Board and all parties involved for delivering the plan to manage performance and make informed decisions. It has a manageable number of targets which are ambitious but deliverable with the resources available and make it easy to roll forward from one year to the next.

## 3. Structure and Basic Approach

### Structure Business Plan

The structure of the attached Business Plan follows the Strategy objectives and includes the following main chapters

- Introduction – including commentary on achievements in the previous year and general outlook for the 3 years of the plan
- Objectives 1 to 5 – priority actions and SMART (specific, measurable, achievable, realistic, time based) targets in conjunction with the relevant decisions of the Sylt Declaration including
  - Resource allocation table – breakdown of resources year 1 and outlook estimates for year 2 and 3
  - Project table – project title, description, person responsible, outputs, timeframe, resources (divide table into ongoing and new projects)
  - Task Group table – title of group, description of task, name of chair and secretariat support, ongoing or time limited, outputs, timeframe, resources
- Training and development needs
- Risk management – key risks and proposed mitigation measures.

The Business Plan is not a work plan. The Business Plan will upon approval be implemented in annual work plans for the secretariat starting with 2011. For 2010, an annual work plan is considered redundant as most of the activities have already been started.

#### Resource Allocation

The resource allocation indicated in the project tables refer to resources outside the core budget of the secretariat and will hence have to be financed on a project basis and/or by other authorities and organizations. For some of the projects, the amount still has to be determined on the basis of further studies. This is particularly the case with regard to projects under Objective 2, the sediment study which, in the view of the secretariat, should and must be an ambitious project, and Objective 3, which has to be financed by other responsible authorities. Also the flyway management project under Objective 5 will require additional financing.

#### Work Approach

The Business Plan proposes the establishment respectively continuation of a number of Task Groups (TGs) and also defines the main objectives of the TGs. Upon approval of the TGs and the designation and confirmation of the chair and the members, a full set of draft Terms of Reference will be established and approved by the Board in accordance with the Rules of Procedure. As a matter of principle, members and advisors of the Board shall not be member of a TG.

Since meetings of the Board will be infrequent and there is a need to involve members of the Board in between meetings, it is proposed to consider designating each member of the Board the responsibility for a specific portfolio. The task of a portfolio supervisor is overall to assist the chair and the secretariat with the efficient running of the business of the Cooperation, in accordance with the Business Plan.

### **4. Proposal**

It is appreciated that (parts of the) Business Plan may require further discussion beyond the first meeting of the Wadden Sea Board before it can be approved, in particular those projects that have indicated a resource allocation. It should be recalled, however, that the Business Plan including the resource allocation is a basis for the further planning of the concrete activities, projects and resource allocations and not the final approval.

In the view of the secretariat it is furthermore essential to commence the work with the Business Plan, at least those parts of the plan that can be accepted now and not postpone them to the next meeting. It could be considered to either agree on the remaining parts of the Plan in a written procedure or postpone the decision to the next meeting of the Board.

In summary, the Wadden Sea Board is proposed to

1. **Consider** and amend, as appropriate, and **approve** of the attached Business Plan 2010 – 13 for the Trilateral Wadden Sea Cooperation alternatively approve of parts of the Business Plan and agree on the further procedure.
2. **Instruct** the secretariat to circulate full draft Terms of Reference for the (approved) TGs to the Board and the delegations to designate members of the TGs before the end of June 2010, taking account of the principle that members of the Board shall not be members of the TGs.
3. **Consider** the proposal for portfolio supervisors.

Attachment: Business Plan 2010 – 13 (as separate file)