

ANNEX 1

Guidelines for Applicants

ICZM SAS PROPOSAL

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1. Introduction

Integrated Coastal Zone Management (ICZM) is a **dynamic, multidisciplinary and interactive process** to promote sustainable management and use of coastal zones. The process covers the full cycle of information collection, planning, decision-making, management and monitoring of implementation of any kind of activity and involves all stakeholders across the different sectors to ensure broad support for the implementation of defined management strategies, plans and programmes.

The legally binding instrument on integrated coastal zone management of the Mediterranean coastal zones is the **Barcelona Convention Protocol on Integrated Coastal Zone Management in the Mediterranean** (adopted in 2008 and entered into force in 2011). Under the Protocol, Parties are called to take the necessary measures to strengthen regional cooperation in order to meet the objectives of ICZM. Such measures include those aimed at protecting the characteristics of certain specific coastal ecosystems, those aimed at ensuring the sustainable use of the coastal zone, and those aimed at ensuring that the coastal and maritime economy is adapted to the fragile nature of coastal zones. At the international level, the management of coastal areas is treated in many legal instruments, not necessarily in the field of environmental protection. Numerous international instruments can be cited that are related to various intertwined themes that need to be taken into account as part of ICZM. Among these, **Conceptual Framework for Marine Spatial Planning in the Mediterranean** within UNEP/MAP Barcelona Convention, is particularly relevant, along with Directive 2014/89/EU

of the European parliament and of the council of 23 July 2014 establishing a framework for Maritime Spatial Planning (**EU MSP Directive**).

Considering local environmental, historical and socio-economic characteristics, one of the activities in the framework of the CAMP Otranto project foresees the establishment and implementation of an **ICZM management System and Audit Scheme (ICZM SAS), in order to assess and support relevant ICZM-related public and private (economic) activities on the local level.**

The overall objective of this scheme is to assess socio-economic and environmental performance of local entities, support their continuous improvement towards coastal sustainability, validate/certify their process and initiatives and promote their practice and achievements. It is allowing **voluntary participation by any kind of activities, including those** related to local production systems of agri-food, artisan and manufacturing type, sustainable tourism, responsible fisheries and aquaculture, green ports and alike with particular reference to private organizations and distinctive economic activities located within coastal zones.

The SAS is to be seen as **a recognisable reward tool for the activities on the coastal zones in the light of the ICZM principles and objectives**, creating a **label** that certifies such adherence.

2. Background framework for ICZM SAS criteria definition

Decision-makers are directly entitled to define strategies, policies, plans and programmes in order to achieve ICZM objectives defined by Art. 5 of the aforementioned Protocol:

1. facilitate, through the rational planning of activities, the sustainable development of coastal zones by ensuring that the environment and landscapes are taken into account in harmony with economic, social and cultural development
2. preserve coastal zones for the benefit of current and future generations
3. ensure the sustainable use of natural resources, particularly with regard to water use
4. ensure preservation of the integrity of coastal ecosystems, landscapes and geomorphology
5. prevent and/or reduce the effects of natural hazards and in particular of climate change, which can be induced by natural or human activities

6. achieve coherence between public and private initiatives and between all decisions by the public authorities, at the national, regional and local levels, which affect the use of the coastal zone.

Art. 6 of the ICZM Protocol defines the general principles for ICZM (ref. to Box 1), that intrinsically recalls concepts, instruments and tools to be considered and/or used. These are the principles that decision-makers have to take into consideration when defining regulatory and planning provisions, and that each stakeholder (public or private) have to apply when implementing their activities.

The geographic scope of the Protocol includes both the land and marine part of the coastal zone and it follows that planning should be equally applied to both its components. Therefore, although marine spatial planning (MSP) is not explicitly mentioned, it is clear that the planning of the marine space is a concept already taken on board by the Protocol.

Box 1. ICZM Principles

- a) The biological wealth and the natural dynamics and functioning of the intertidal area and the **complementary and interdependent nature of the marine part and the land** part forming a single entity shall be taken particularly into account.
- b) All elements relating to hydrological, geomorphological, climatic, ecological, socio-economic and cultural systems shall be taken into account in an **integrated manner**, so as not to exceed the carrying capacity of the coastal zone and to prevent the negative effects of natural disasters and of development.
- c) The **ecosystems approach (EcAp)** to coastal planning and management shall be applied so as to ensure the sustainable development of coastal zones.
- d) Appropriate **governance** allowing adequate and timely **participation** in a transparent decision-making process by local populations and stakeholders in civil society concerned with coastal zones shall be ensured.
- e) Cross-sectorally organized **institutional coordination** of the various administrative services and regional and local authorities competent in coastal zones shall be required.
- f) The formulation of **land use strategies, plans and programmes** covering urban development and socio-economic activities, as well as other relevant sectoral policies, shall be required.
- g) The **multiplicity and diversity of activities** in coastal zones shall be taken into account, and priority shall be given, where necessary, to public services and activities requiring, in terms of use and location, the immediate proximity of the sea.
- h) The **allocation of uses** throughout the entire coastal zone should be balanced, and unnecessary concentration and urban sprawl should be avoided.
- i) Preliminary assessments shall be made of the **risks** associated with the various human activities and infrastructure so as to prevent and reduce their negative impact on **coastal zones**.
- j) **Damage** to the coastal environment shall be **prevented** and, where it occurs, appropriate **restoration** shall be effected.

MSP can be defined as “a public process of analysing and allocating the spatial and temporal distribution of human activities in marine areas to achieve ecological, economic, and social objectives that usually have been specified through a political process”.¹ In practice, MSP encompasses undertakings and initiatives on how to use the sea space in line with societally agreed goals, values and targets. The results of the MSP process can be plans, permits and other administrative decisions on the spatial and temporal distribution of relevant existing and future activities and uses in the marine waters, but also different non-binding visions, strategies, planning concepts, guidelines and governance principles related to the use of sea space.

In the framework of the Barcelona Convention, MSP is further detailed as part of the [Conceptual Framework for Marine Spatial Planning in the Mediterranean](#) that:

- provides a common context to Contracting Parties (CPs) for the implementation of MSP in the Mediterranean Region

- considers MSP as the main tool or process for the implementation of ICZM in the marine part of the coastal zone.

Moreover, the ICZM Protocol as well as the [Conceptual Framework for Marine Spatial Planning in the Mediterranean](#) highlights the necessity to take into account the concept of “**land-sea interactions**” (LSI) (ref. to Box 2). In fact, the analysis of the interactions between land and marine components of the coast is a key element of the ICZM process and includes ecological processes crossing the coastline delimitation, interactions among land and sea-based activities and socio-cultural values as well as planning processes. LSI analysis is not a new discipline or requirement, but it is an intrinsic component of the ICZM process, which is needed to ensure that the land and sea components of the coastal area are planned and managed in a connected and coherent way.

Box 2. Land and Sea Interactions

The term “land sea interactions” (LSI) is usually used in the context of planning and management of marine and coastal areas. Several studies highlight the double direction of LSI, land toward sea and sea toward land:

- Interactions related to land-sea natural processes. Implications of such processes on coastal environment and on coastal socio-economic aspects shall be identified and assessed considering their dynamic nature, in order to include them into the planning and management processes. At the same time, human activities can interfere with natural processes. The analysis of the expected impacts of land and marine activities should include the evaluation of their effects on LSI natural processes and the potential consequent effects on natural resources and ecosystem services.
- Interactions among land and sea uses and activities. Almost all maritime uses need support installations on land (such as the ports for shipping, marinas for yachting or grid connections for offshore wind farms), while several uses existing mostly on the land part (e.g. tourism, recreational activities, and land-based transport) expand their activities to the sea as well. These interactions shall be identified and mapped, assessing their cumulative impacts, benefits and potential conflicts and synergies, from the point of view of their environmental, social and economic implications (UNEP/MAP PAP/RAC & University of Thessaly, 2015).

Possible land-sea interactions of some typical maritime sectors are also described in the study prepared by Shipman et al. (2018) for the Directorate General for the Environment of the European Commission. These guidelines consider the following sectors: aquaculture, desalination, fisheries, marine cables & pipelines, minerals & mining, ports & shipping, tourism & coastal recreation, offshore wind energy. Main LSIs relevant for each sector are identified, key data, potential analytical tools and mitigation management are suggested, together with stakeholders’ categories to be involved and possible management options.

Taking into consideration the above, tiered and flexible approach for the assessment of land-sea interactions, embedded in the methodological guidelines, is proposed by PAP/RAC for an LSI analysis: [here](#).

¹ Ehler, Charles, and Fanny Douvère. *Visions for a Sea Change. Report of the First International Workshop on Marine Spatial Planning*. Intergovernmental Oceanographic Commission and Man and the Biosphere Programme. IOC Manual and Guides, 46: ICAM Dossier, 3. Paris: UNESCO, 2007

Also, ICZM Protocol straighten the importance to use an **ecosystems approach** to coastal (including marine) planning and management as a strategic approach towards sustainable development in the region that integrates all of its three components, i.e. environmental, social and economic. The ecosystem approach goes beyond examining single issues, species, or ecosystem functions in isolation. Instead, it recognizes ecological systems for what they are: rich mixes of elements that interact with each other continuously. The **Ecosystems Approach (EcAp)** is also the guiding principle to all policy implementation and development undertaken under the auspices of UNEP/MAP Barcelona Convention, with the ultimate objective of achieving the Good Environmental Status (GES) of the Mediterranean Sea and Coast. This also applies to the ICZM Protocol and the related planning of land and sea based marine activities, therefore including MSP implementation.

It is important to underline that ICZM (and all other related/linked policies, tools and instruments) is based on the following main guiding outsets²:

- **Wide-ranging and long-term perspective.**

One of the main characteristics of a coastal zone is its diversity – not just in environment but in social, cultural, institutional and economic characteristics. It is important to take into consideration all coastal characteristics, elements and their interactions and all processes acting in the concerned area also in terms of changing conditions over time and future forecasts. Although we cannot always predict the future, the key is to maintain flexibility in the face of uncertainty. Therefore, the precautionary principle³ is applicable to all uses of coastal space and resources.

- **Build on an understanding of specific conditions in the area of interest.**

The ICZM in a specific area should be determined on the basis of the needs and conditions, strengths and weaknesses specific to the area and the dynamics and the evolution of the area as well.

The dynamic nature of the coastal systems should be understood and fully addressed in coastal plans and strategies, in particular for urban development

planning. Great care must be taken to mitigate the incidence of natural and man-induced hazards and adapt to their impact upon coastal populations and economic investments.

- **Use participatory planning to develop consensus.**

Responsibility for coastal management activities is often divided amongst a wide range of government agencies, services and administrations operating on a sectoral or territorial basis. Often, there is split and overlapping management between national and local level governments. Therefore, the ICZM approach must involve all of those involved in sectoral policy and decision-making – from local to regional, national and European levels. The principle of subsidiarity will guide the assignment of management responsibilities between different levels of government, but it is critical that policies and actions at different levels are consistent.

Furthermore, participation provides a means to harness local knowledge, energy and commitment, and to arrive at a genuine understanding of coastal management issues, and of other stakeholders' perspectives. Ownership of the process provides a solid foundation for adoption and implementation of ICZM strategies.

- **Use a combination of instruments to achieve coastal management objectives.**

ICZM is a continuous and iterative process and provides a means to accept and reconcile different objectives for coastal areas in order for multiple social, economic, cultural and environmental goals to be achieved. Nowadays there are number of instruments already developed and/or under development, that can be useful or that can support the ICZM process. Important among them are those related to the definition of the basic conditions of the coastal area and cumulative impacts that require immediate action.

² <https://ec.europa.eu/environment/iczm/pdf/burbridge.pdf>

³ https://en.wikipedia.org/wiki/Precautionary_principle

The role of economic operators in the ICZM process

Coastal systems are under increasing human and environmental pressures and there is the need for more new and innovative efforts to manage the coastal zones as integrated functional systems. Society as a social system including various functional systems (e.g. economic, legal, cultural and other) is linked to the surrounding ecological systems by individual and social ones. Considerations of **the economic, the legal and the social and/or cultural systems are therefore essential for the management of the coastal ecosystem.**

The provisions of the ICZM Protocol address economic, social and cultural systems, but primarily through regulating the activities of decision-makers and administrative bodies. Economic operators are however considered indirectly.

Decision-makers and administrative bodies are requested to define strategies and to provide regulatory and planning tools in order to facilitate the sustainable development of coastal zones.

However, even if coordination between different decision-makers is required, the multiplicity and sectoriality of the administrative and decision-making system still leads to a fragmentation of laws, regulations and plans, which sometimes overlap. This can particularly be challenging to any kind of activity (public or private) that is required to comply with such complex system of laws, regulations and plans. At the same time, economic activities are **central** for the **active implementation of the ICZM process** by:

- operationalizing sustainable use of natural resources and ecosystem preservation (e.g. water use reduction or recycling systems, reducing wastes and pollutants creation)

- contrasting climate changes effects (e.g. introducing energy efficient system to reduce CO₂ production or to use removable energies technologies and systems, introducing green belts)
- contributing to research and innovation actions towards the definition of further sustainable techniques and tools
- sharing experience and best practice and stimulating other economic operators
- participating in the implementation of regulations and plans (e.g. being part of category's association providing advice to decision-makers and administrative bodies about needs and constraints of the territory or of the economic sector of competence).

An active role of an economic activity is based on an in-depth knowledge of the territorial context in which it operates, its environmental, cultural, economic and social characteristics, and a concrete knowledge of all the specific components of the business and their performances, their potential and limits (e.g. technological, financial). So far, economic activities can operate (for example) by:

- monitoring their operation and creating databases in order to define new target for improvement (e.g. emissions control, energy consumption)
- sharing information and data to relevant institutions
- creating synergies with research institutes/centres and other economic activities in order to develop new business approaches and new technologies.

The ICZM SAS intends to raise interest also of economic operators and activities that are sometimes neglected from the usual ICZM process and this is the way to try to stimulate economic activities towards more sustainable practices.

3. The ICZM SAS into practice

The ICZM SAS process and evaluation steps

The ICZM certification objective is based on the evaluation of the identified criteria and indicators to which the activity voluntarily applies. The certification process therefore envisages a phase of analysis of the activity, then an evaluation of the defined indicators supported by documentary evidence and finally a verification by a Competent body. It falls so far in the category of an audit scheme.

More specifically, the **ICZM SAS audit scheme is envisaged to take the form of a combination of first-party audit and third-party audit (the Competent body or a third organization)**, as follows:

- **First-party audit:** the entity implementing the activity (the Applicant), by making use of ICZM SAS documents and tools developed, performs an internal audit and sends the (self-) assessment, together with all information and supporting documents requested, to the Competent body
- **Third-party audit:** the Competent body performs an ex-situ check (third-party audit) of all the gathered information and carries out the final assessment. The Competent body may ask for more information and clarifications and may perform in situ inspections.

At the end of the process, the Competent body issues an audit report and if the defined thresholds are met, releases the certification, labelling the activity as ICZM oriented.

It should be highlighted that the ICZM SAS will allow the identification of weaknesses of the activity for which the relevant managers should define corrective actions or targets for improvements in order to increase adherence to the ICZM objectives and principles to meet the required threshold.

Corrective and/or preventive actions and targets for enhancement of the overall assessment shall be identified during the auditing process: by the activity that voluntarily can define and commit to implementing actions, or by the Competent body through suggestions and recommendations to increase the ICZM behaviour.

As established in its pillars, ICZM is a continuous process aimed at continuous improvement. Likewise, the ICZM SAS aims to evaluate the efforts of the activity towards the sustainable development and to support management adaptations towards the protection of the coastal zones. . Therefore, the ICZM SAS certification obtained must be maintained and the evaluation process must be checked and/or repeated over years.

A set of documents and tools have to be defined to support the auditing process and final certification:

□ **For the Applicant:**

- **Guidelines for ICZM SAS applicants** (this document).
- **First-party audit reporting template**, to be filled in, signed and returned to the Competent body. Instructions for the filling of the document are reported in chapter 1. The template also indicates which supporting documents have to be provided as evidence of each indicator evaluation as well as a final checklist (guidance for the applicant to check to have filled in all due descriptive sections and to have provided all supporting documents requested). The applicant is directly responsible for the information provided. Providing false or unreliable data and information is tantamount to exclusion from certification.
- **Compliance self-declaration template.** The self-declaration has to be filled in, signed and returned. The declaration contains a list of concerned *nulla osta* and necessary information related to authorizations, based on plans, laws and regulations.

□ **For the Competent body:**

- **An evaluation grid**, verifying the completeness of the first-party audit executed by the Applicant. If some sections or documents are missing, the Competent body can ask for integrations.
- **A verification (audit) report template**, to be used for the overall assessment based on information and supporting documents provided by the

applicant and/or resulting from *in-situ* field checks performed by the Competent body. In case of mismatch of judgement, more information and clarifications could be requested to the Applicant. This can be repeated till the information and justifications are considered satisfactory.

Finally, the report will indicate the result of the audit process, and state if the certification is awarded.

ICZM SAS indicators and related evaluation method

The ICZM SAS evaluation relies on **5 descriptive indicators** and **12 qualifying indicators** grouped in **3 descriptors**. Of those, only the 12 qualifying indicators are subject to an evaluation and a scoring system.

Indicators have been identified on the basis of an analysis of the legal binding documents and other related documents as summarized in the previous chapter 1.

Each indicator has a different relevance in terms of the ICZM character of the activity, in general terms compared to other indicators, and depending on the type of activity (private or public). Table 1 shows the list of indicators and, for the qualifying indicators, their relevance in relation to public or private activity.

Table 1. ICZM SAS selected indicators and related relevance

Descriptive indicators		
Descriptor/ Indicators	Question	
Operative and geographic extent		
Description of the activity	What is the purpose of the initiative or of the activity?	
Area of focus	What are the "boundaries" defining the scope of your intervention or of your activity?	
Eligibility requirements		
Eligibility requirements	Are you eligible to apply?	
ICZM-related boundary enabling conditions		
Governance	What are the official coastal priorities that the activity is addressing? What is the level of the awareness and support from the key stakeholders in relation to these priorities? How does your initiative/activity benefit or is going to benefit from them?	
Territorial background knowledge and baselines	How and to what extent does the initiative/activity take into account and benefit from territorial, social and environmental background information, data and knowledge defined and shared by the stakeholders?	
Qualifying indicators		
Descriptor/ Indicators	Question	Relevance
Descriptor 1: Vision and commitment		
1.1 Vision and mission	<p>Provided that a clear vision/mission (or alike) of the activity is defined, how and to what extent does it consider or take into account the ICZM objectives and principles contributing to the sustainable development of coastal zones by:</p> <p>1.1.1 supporting and promoting sustainable livelihood</p> <p>1.1.2 sustainably using natural resources</p>	<p>PRIMARY For both public and private activities</p>

- 1.1.3 preserving coastal ecosystems, landscapes and seascapes
- 1.1.4 preventing and/or reducing the risks and negative impacts of activities and infrastructure on the coastal zone
- 1.1.5 preventing and/or reducing the effects of natural hazards, in particular of climate change
- 1.1.6 strengthening social capital, including the use of traditional knowledge
- 1.1.7 preserving cultural heritage.

1.2 Commitment	Is the activity committed to implementing specific actions towards achieving targeted objectives in relation to aspects of ICZM objectives and principles?	PRIMARY For both public and private activities
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Descriptor 2: Tools for implementation of vision and commitments

2.1 Coastal zones sustainable development measures	<p>What measures relating or contributing to ICZM principles and objectives are considered, implemented and/or maintained over time within your activity?</p> <ul style="list-style-type: none"> 2.1.1 Measures related to the support and the promotion of sustainable livelihood 2.1.2 Measures related to a sustainable use of natural resources 2.1.3 Measures related to the preservation of coastal ecosystems, landscapes and seascapes 2.1.4 Measures related to the prevention and/or reduction of risks and negative impacts of activities and infrastructure on the coastal zone 2.1.5 Measures related to the prevention and/or reduction of the effects of natural hazards, in particular of climate change 2.1.6 Measures related to social capital 2.1.7 Measures related to preservation of heritage 	PRIMARY For both public and private activities
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2.2 Capacity building	Does the activity plan to implement a training programme related to ICZM objectives and principles?	PRIMARY For public activities SECONDARY For private activities.
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2.3 Networking and knowledge sharing	Does the activity foresee and/or implement or is going to consider implementing networking, activities, exchange of data and experiences for the achievement of its vision/mission?	PRIMARY For public activities SECONDARY For private activities.
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2.4 Participatory approach/ planning	Has your activity ever used or intends to use a participatory approach or planning for the definition of the development strategy?	PRIMARY For public activities SECONDARY For private activities.
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2.5 Coherence between public and private activities	<ul style="list-style-type: none"> 1. For private activities: is the activity based on public objectives towards sustainable management of coastal areas? 2. For public activities: <ul style="list-style-type: none"> ▪ Does the activity support involvement of private entities for achieving public objectives towards sustainable management of coastal areas? ▪ Does the activity ensure coherence between different policy documents, strategies, plans and/or programmes 	PRIMARY for both public and private activities
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2.6 Assessments	Have you ever done or are you planning to do ICZM related assessments (such as Environmental Impact Assessment, Life Cycle Analysis, Carbon Foot Print) for the definition and/or implementation of your activity	SECONDARY For both public and private activities
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2.7 Financial Engagement	Has your activity considered financial allocation related to ICZM objectives and principles?	SECONDARY For both public and private activities
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Descriptor 3: Monitoring and Data Sharing & Transparency

3.1 Monitoring and observation	<ul style="list-style-type: none"> 3.1.1 Is the activity implementing any voluntary monitoring/observation mechanism of the progress on its commitments relevant to ICZM objectives and principles? 3.1.2 If not, is the activity going to or is willing to implement any voluntary monitoring/observation mechanism of the progress on its commitments relevant to ICZM objectives and principles? 	PRIMARY For both public and private activities
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3.2 Database	3.2.1 Is the activity creating and maintaining a dedicated database in relation to ICZM objectives and principles?	SECONDARY For both public and private activities
	3.2.2 If not, is the activity planning to implement in the future any dedicated database in relation to ICZM objectives and principles?	
3.3 Data sharing and transparency	Is the activity publishing or sharing environmental and/or social aspects/data related to:	PRIMARY For public activities SECONDARY For private activities.
	3.3.1 Monitoring/observation mechanism of the progress on its commitments relevant to ICZM objectives and principles;	
	3.3.2 Database in relation to ICZM objectives and principles?	

The evaluation of each qualifying indicator shall be done by using the following traffic light system:

- Traffic light system for First application for the ICZM SAS Label:

-  High standard/level
-  Acceptable standard/level
-  Insufficient standard/level

- Traffic light system for maintenance of the ICZM SAS Label (overall evaluation and comparison to the previous certification period):

-  High standard/level and stable or improved condition compared to the previous certification period
-  Acceptable standard/level and/or slightly negative trend compared to the previous certification period
-  Insufficient standard/level and/or negative trend compared to the previous certification period

To be ICZM certified the initiative/activity shall satisfy the following thresholds:

- For public activities:

- No more than 2 **red traffic lights** for **primary relevance indicators**
- Maximum 2 **red traffic lights** for **secondary relevance indicators**

- For private activities:

- No more than 1 **red traffic light** for **primary relevance indicators**
- Maximum 4 **red traffic lights** for **secondary relevance indicators**

Unfulfillment of defined thresholds for **primary relevance indicators** will determine a **rejection** of the request for the ICZM Labelling. The Competent body can reply by giving some indications/suggestions for improvement.

Unfulfillment of defined thresholds for **secondary relevance indicators** may be accepted and the label can be **provisionally issued**, provided that in a certain time frame the applicant will adopt corrective measures in order to improve and remove partially or totally the concerned red lights.

4. How to fill in the first-party audit reporting

As already mentioned, the Applicant is requested to fill in, sign and return to the Competent body a self-assessment of its initiative/activity by using the first-party audit reporting template.

The Applicant shall nominate an internal auditor devoted to and responsible for the execution of the first-party audit, and more specifically, for the filling of the ICZM SAS first-party audit report template provided and for the collection of due supporting documents, when specifically requested or suggested or appropriate.

Hereafter some more information in relation to each indicator is provided as guidance for the filling of the report.

Section 1. Applicant details

Please note that **Section 1** of the first-party audit report has to be filled in by providing requested information, useful also for further communication with the Competent body.

Type of application	<input type="checkbox"/> First application <input checked="" type="checkbox"/> Renewal for year <...> First certification awarded on the/../..
Submission date	../../..

Section 1: Applicant details

Please provide contact and basic information.

Name of the activity	<...>
Official name of the entity applying for the ICZM certification	<...>
Type of entity <i>[e.g. Ltd, SpA, Non-profit association/foundation, public entity]</i>	<...>
Sector <i>[e.g. Protected area, tourism sector, transport service]</i>	<...>
Website	<...>
Legal address of the entity	<...>
Geo-location on Maps	<...>
Legal representative	Name and surname <...> Email: <...> Phone number: <...> Mob. Number: <...>
First-party audit responsible	Name and surname <...> Role in the entity: <...> Email: <...> Phone number: <...> Mob. Number: <...>
Internal Auditors	Name and surname <...> Role in the entity: <i>[add information for all auditors]</i>
For economic activity: Is the entity part of a group or a corporate?	<input type="checkbox"/> No <input type="checkbox"/> Yes <name of the Group/Corporate> <address> <website>

Section 2. Operative and geographic extent

2.1 Description of the activity (descriptive indicator)

Instruction to applicants:

An exhaustive description of the organization and the overall and specific objectives of the activity and of expected results is required. The description shall include information about methodologies expected to be applied, the target groups and final beneficiaries as well information on the temporal framework of implementation of the initiative.

For economic activities applying for the ICZM label for the whole business, it is important to also provide information on the size of the economic operator (e.g. SME, big enterprise), given services and products, type of clients and suppliers and, if applicable, of different departments.

2.2 Area of focus (descriptive indicator)

The geographic area of application of the ICZM Protocol (Art. 3) is the whole Mediterranean Sea (Art.1), but referring to the coastal area, the Protocol states that it is defined by:

- a) the seaward limit of the coastal zone, which shall be the external limit of the territorial sea of Parties; and
- b) the landward limit of the coastal zone, which shall be the limit of the competent coastal units as defined by the Parties.

Different limits can be established by the Parties in specific cases and shall be communicated, accepted and approved. With specific reference to the landward limit the Protocol introduces the concept of ecosystem approach, as well as economic – social criteria and climate change effects for the definition of different boundaries (Art. 3, comma 2, lett. (b)).

There are two essential principles that should guide the definition of the area of an intervention: the first is that the spatial extent of the area to be addressed must be within the capacity of the initiative to analyse and in which it can hope to influence the trajectory of change;

the second is that both the analysis and the subsequent actions must always consider forces and inter-dependencies at the next bigger spatial scale.

Therefore, applicant should consider the primary “area of focus” within which the activity is taking place and at least the next bigger scale or beyond, depending on the conditions prevailing at regional and even global scales (e.g. with regard to climate change).⁴

It must be noted that when speaking of an economic activity the area of focus (or the area of influence) is first of all the area in which the business operations take place, where the operator has a direct effect and a direct capacity of management, and secondly the business chain that include the business catchment area of the activity, including even the supplier’s chain and distribution network. In this sense, the area of influence of the economic activity can be larger than the coastal zone – it can overcome ecosystem and/or administrative boundaries. In some cases, if the economic operator works at the international level (e.g. import/export), the area of focus is transboundary.

The size of the area of focus is not a qualifying criterion to define if the activity is adherent to the ICZM Protocol or not, but it is important to define the geographic boundaries of the activity in order to identify the context and the background of the area of the intervention in which the activity is implemented.

Instruction to applicants:

A description the area of focus is requested, by clearly stating if it represents a restricted or large portion of the coastal zone, the entire coastal zone as defined by authorities, if it exceeds coastal zone limits and/or administrative levels (e.g. different municipalities, at national level, transboundary level).

It is important to define as well if the area of focus considers the entire ecosystem or a portion of it [if relevant, by indicating if the ecosystem approach has been applied, and if so, to what extent].

Section 3. Eligibility requirements

Decision-makers and planning authorities are entitled to develop strategies, law, regulations and plans by taking into consideration sustainable development goals

⁴ Olsen S.B., Page G.G., Ochoa E. 2009. The analysis of governance responses to ecosystem change – A handbook for assembling a baseline. LOICZ Reports and Studies No.34.

and ICZM objectives and principles like, for example, strategies for environmental protection and biodiversity conservation and enhancement, strategies and actions to increase the resilience to climate change, and actions and strategies for sound use of natural resources.

Plans, laws and regulations define the areas of application of interventions and activities, and for each of them, define criteria and parameters for effective implementation and/or operation. Some interventions and activities are also subject to obtaining clearance or authorizations before implementation, e.g. planning permission for the construction of a new or an expansion of an establishment or activity.

Environmental authorizations, in particular, are devoted to “ensuring that an activity is compatible with the conditions for sustainable development”, and therefore their performance takes place in compliance with the regenerative capacity of ecosystems and resources, the protection of biodiversity and a fair distribution of the benefits associated with economic activity. Some authorizations are integrated (e.g. the Environmental Impact Assessment (EIA), Integrated Environmental Authorization (IEA)), some are thematic (e.g. Unique Environmental Authorization (UEA) related to emissions in the atmosphere or the authorization to the discharge of wastewater into the sea, of river, or sewage).

Any activity applying for the ICZM label shall be compliant with all plans and regulations to which they are subject. To understand which is the compliance scenario in which the economic activity operates, it is important to understand the mandatory requirements to assess voluntary actions towards sustainable development and, in general, voluntary actions adherent to the ICZM principle.

Instruction to applicants:

The ICZM SAS relies on the fact that the activity is compliant with plans and regulations. The self-declaration has to be signed and turned back together to the report (the template of the declaration is provided in the ICZM SAS certification set of documents for the applicant).

The applicant shall indicate plans, laws and regulations to which your activity is subject by summarizing relevant information related to nulla osta and authorizations to which the activity is subject as detailed in the self-declaration, referring as well (if applicable) to monitoring programs or periodic checks, and how collected data is transmitted to the competent authority.

No supporting documents are requested, however the Competent Body reserves the right to request supporting documents, if necessary.

Section 4. ICZM-related boundary enabling conditions

The ICZM Protocol, by stating that Contracting Parties shall strengthen or formulate a national strategy for integrated coastal zone management and coastal implementation plans and programmes (Art. 18, comma 1), clearly defines the requirement to enumerate the measures to be taken and their cost as well as the institutional instruments and legal and financial means available, and sets an implementation schedule (Art. 18, comma 2). Art. 7 of the Protocol states that competent national, regional and local coastal zone authorities shall, insofar as practicable, work together to strengthen the coherence and effectiveness of the coastal strategies, plans and programmes established, and Art. 21 states that Parties may take appropriate measures to adopt relevant economic, financial and/or fiscal instruments intended to support local, regional and national initiatives for the integrated management of coastal zones.

Stakeholders are entitled to promoting appropriate coordination between the various authorities competent for both the marine and the land parts of coastal zones in the different administrative services, at all relevant levels, and to ensuring appropriate governance schemes, in particular cross-sectorial and multi-level institutional coordination and proper participation (for example by promoting and implementing cross-sectorally organized institutional consultation, negotiation and multi-party agreements).

Embedded in the general principles of the ICZM Protocol (Art. 6, lett. (d)), governance is a fundamental cross-cutting concept. Furthermore, the active participation, raised awareness and sufficient capacity of stakeholders are the best guarantees of the needed change of behaviour towards environment. Therefore, any activity addressing ICZM needs to ensure communication and engagement of stakeholders, contributing to raised awareness of coastal communities.

Any activity on the coastal zone needs to fit within coastal priorities at the county, provincial, regional or national level that are recognized within relevant plans, programmes and/or strategies.

These aspects are requested to understand the enabling environment in which the activity (public or economic) is or is going to operate, in relation to ICZM.

4.1 Governance (descriptive indicator)

Instruction to applicants:

Provided that stakeholders are entitled to promoting appropriate coordination between the various authorities competent for both the marine and the land parts of coastal zones in the different administrative services, at all relevant levels, and to ensuring appropriate governance schemes, in particular cross-sectorial and multi-level institutional coordination and proper participation (for example by promoting and implementing cross-sectorally organized institutional consultation, negotiation and multi-party agreements), it is important to understand the level of awareness and support from the overall governance scheme implemented by relevant stakeholders in the coastal zone in relation to the initiative/activity and related priorities (from plans, programmes, etc.) as perceived by your entity.

4.2 Territorial background knowledge and baselines (descriptive indicator)

Instruction to applicants:

Provided that an effective management of coastal zones must be based not only on an analysis of individual activities and their impacts, but also on the combined effects of sectoral activities on each other and on coastal resources, the availability of data and information, such as baselines/initial state of societal and environmental conditions, indicators, risk assessments and maps, is fundamental for the definition of actions towards a continuous improvement and devoted to sustainable development.




The Applicant shall provide a description of relevant studies, database, monitoring programmes, indicators made available by relevant institutions (decision-makers, research institutions) in relation to its initiative/activity and useful for the definition of new development strategies and improvements.

Section 5. Qualifying indicators

Qualifying indicators are those subject to an evaluation and scoring system. On the basis of the evaluation, the ICZM label will be awarded or rejected.

For each indicator, the first-party audit reporting template provides a table (as shown hereafter) that includes:

- A) A box containing the question to be answered and specific instructions on which information and supporting documents have to be provided
- B) A box containing the relevance of the indicator for private and public activities
- C) A box devoted for the description of required information
- D) A box containing the traffic lights symbol according to the first-party audit evaluation. Once evaluated, the other two symbols have to be eliminated.

A) Question to be answered and instruction for filling <i>(ref. to Table 2 above)</i>	B) Relevance of the indicator
	D) Evaluation:    <i>[please give your evaluation and delete the other traffic lights]</i>
C) Box for text/description <i>[max 3500 character including spaces]</i>	

Descriptor 1. Vision and commitment

Sustainability considerations shall be intrinsically considered in any type of public activity implemented in the coastal zone. Based on the ICZM protocol public entities are required to apply ICZM principles and pursue ICZM objectives in any kind of activities. However, the adherence to ICZM principles and objectives may be different per specific activity. It is the vision and the commitment of the public entity in the definition and design of the activity that establish the effective ICZM nature of the activity.

With particular reference to economic activities, it must be highlighted that in the last decades they began formulating policy statements, or codes of conduct, expressing the vision of the business operations towards sustainable development, environmental protection and contributions against climate change, rational use of natural resources. Furthermore, often, to assess the performance, economic activities may define and assign objectives to be achieved, related expected result values and the respective indicators.

These set forth their commitments in various areas of business ethics and legal compliance. In the context

of ICZM SAS we are seeking public and private entities operating in the coastal zone that are embedding sustainability concepts and strategies and implementing activities that at the same time treasure fragile ecological, social and cultural contexts.

Indicator 1.1 **Vision and mission**

Instruction to applicants:

By describing the vision and mission of the activity, the entity shall clearly highlight which aspects related to ICZM objectives and principles listed above are taken into account. If applicable, reference to alignments to any policy, strategy or programme relevant for the management of coastal zone in the area shall be included and later detailed in the following indicator 2.5.

Evidence of vision and mission of the initiative/activity (e.g. link to the website) shall be provided.

Indicator 1.2 **Commitment**

Instruction to applicants:

By reference to the indicator 1.1, an explanation of if and to what extent the activity is formally committed towards the implementation of the vision by defining specific (SMART) objectives and a list those objectives have to be provided, by referring to (if applicable) performance indicators defined and (if the case) by describing type and short-term and/or long-term targets.

Descriptor 2. **Instruments and measures for implementation of vision and commitments**

On the basis of the vision/mission and the commitment of the entity with regard to the specific activity implemented or planned to be implemented, the following set of indicators aims to assess which are the ICZM measures and tools considered and/or used within the activity.

Indicator 2.1 **Coastal zones sustainable development measures**

With reference to the vision and mission, these indicators aim to assess which are the specific measures implemented or considered within the activity.

A clear vision and mission without the implementation of any kind of measure cannot be considered a positive ICZM character for the activity.

Instruction to applicants:

According to the vision and the plan of activities, a description on how many and which measures concerning ICZM principles and objectives have been or are planned and/or are envisaged to be implemented is requested. These could include, but are not limited to, measures to reduce or control emissions into water or atmosphere, reduction or better management of waste products, lower production of CO₂ or CO₂ capture systems, use of better technologies.

The description shall include the time frame of their implementation (e.g. once, limited in time, in a continuous way) and the % of the financial allocation devoted to these measures compared to the overall cost of the activity.

Indicator 2.2 **Capacity building**

The lack of human capacity to practice integrated coastal zone management is a key factor limiting forward progress in the sustainable development of the coastal zones. Capacity building is indispensable all along the activity duration and beyond in strengthening the knowledge, the abilities, relationships and values that enable organizations, groups and individuals to reach their goals, addressing themes related to the functions and change of ecosystems, the governance processes, the tailoring of strategies to the history and culture of the place, or the assembling and managing of interdisciplinary teams.

Capacity building focuses on a series of actions directed at helping participants in the development process to increase their knowledge, skills and understanding and to develop the attitudes needed to bring about the desired developmental change.

Instruction to applicants:

A description of to what extent the activity performs or is going to perform training activities has to be requested. It can be referred to generic topics (like ICZM process) or specific issues (better use of some technologies, waste management procedures, climate change specific issues, energy saving, etc.)

If applicable, the description shall include details on topics and final beneficiaries and shall specify if the training is implemented once or periodically.

Indicator 2.3 **Networking and knowledge sharing**

Networking is the exchange of information and ideas among people with a common profession or special interest, usually in an informal social setting. Networking activities are also linked to capacity building and increase

of knowledge on concepts, tools and strategies towards continuous improvement and sustainable development.

The integration of different knowledge, information and data is a crucial point for ICZM. Networking is important for co-creating an integrated perspective of the coastal zone, its aspects, its needs and to find common and agreed solution for sustainable development. It must be highlighted that networking activities can be referred to horizontal integration (between institutions operating at the same administrative level) as well as vertical integration (between different levels of institutions, agencies and governmental entity).

Instruction to applicants:

If applicable, a description of which networking activities are foreseen or implemented is requested, by specifying:

- *Type of entities you are networking with (e.g. professionals, public entities/authorities, research centres, association) also addressing vertical integration*
- *Sector from which the other entities are (horizontal integration)*
- *Topics and ICZM-related aspects tackled within networking activities (e.g. basic knowledge and experience sharing, research and innovation, strategic and methodology development).*

It should also be indicated if networking is limited to the implementation time frame of the activity or if expecting to create a stable network and, for private activity, if networking is a standard tool used by the company/entity or if it relates to specific activities (limited in time and specific needs).

Indicator 2.4

Participatory approach/planning

Stakeholder participation is considered a key principle for sustainable development. A participatory approach is more applicable to public activities, that requires the involvement of all stakeholders. However, the same or a similar approach can be used by private economic activities when defining their development strategy, also in relation to their environmental sustainability. For example, the basic building blocks of a participatory economy are workers' and consumers' councils and their federations/associations that create and maintain a dialogue with all relevant stakeholders (including citizens as consumers).

Instruction to applicants:

By reference to the vision or objective, this indicator intends to gather information on if and to what extent the activity used any kind of participatory approach or participatory planning method in its implementation and who has been involved and in which way.

Indicator 2.5

Coherence between public and private activities

Any activity applying for the ICZM label shall be compliant with all plans and regulations to which they are subject, but despite compliance, it also has to be aligned to the objectives and goals defined by strategies and plans defined at the local, regional, national and international level, totally or partially, depending on the type of activity, the time frame of the implementation (for example short-term goals of long-term goals). Any activity shall consider these goals in its design and implementation demonstrating contribution to the achievement of defined goals (e.g. 2030 Agenda for Sustainable Development and the Sustainable Development Goals (SDGs)).

It is important to underline that many elements of the private sector have a large economic stake in decisions about management of the coastal zone. In addition, the environmental business sector has a particular role to play in sustainable development of the coastal zones, through promotion of new "green" or "blue" technologies. For these reasons, the engagement of the private sector in any public activity as an active partner in the ICZM process is important.

Partnerships for sustainable development are multi-stakeholder initiatives voluntarily undertaken by governments, intergovernmental organizations, major groups and other stakeholders, whose efforts are contributing to the implementation of inter-governmentally agreed development goals and commitments. Sustainable Development Goal 17, which reads "Strengthen the means of implementation and revitalize the Global Partnership for Sustainable Development", recognizes multi-stakeholder partnerships as important vehicles for mobilizing and sharing knowledge, expertise, technologies and financial resources to support the achievement of the sustainable development goals in all countries, particularly developing countries. Goal 17 further seeks to encourage and promote effective public, public-private and civil society partnerships, building on the experience and resourcing strategies of partnerships.

Instruction to applicants:

This indicator requires a description of alignment to the policy, strategy or programme relevant for the management of coastal zone in the area. Any type of policy, strategy and programmes defined at

the local, regional and national level applicable for the activity has to be considered and a description of, as far as possible, how and in which way those policies, strategies and programmes have been considered in the activity or in the design of your activity and/or to what extent they can be applicable to the whole activity or only a portion of the activity has to be provided.

If applicable, indication on if, with reference to the above-mentioned policies, strategies and programmes, the activity relies or is intended to rely on existing or proposed public-private partnerships, by indicating the purpose of the partnership, sector of application and duration (e.g. stable or temporary) shall be included.

Indicator 2.6 Assessments

Assessments are a broad category of tools for collecting raw data and transforming them into useful information. They include environmental impact assessment (EIA), resource accounting, valuation exercises, spatial impact assessment, risk assessment, and cost/benefit exercises. All assessments rely upon the existence of a solid base of data, and an accurate understanding of the natural and human systems and dynamics that affect the target area.

EIA and risk assessment are mandatory and regulated by law (in some countries) for certain types of activity (public or private), depending on its type and size. In general, different types of assessments (e.g. Life Cycle Analysis, Carbon Foot Print reporting etc) are useful to define more sustainable development strategies by fixing targets and defining planning investments in order to reduce impacts on the environment.

The ICZM Protocol (Art.19) highlights how the process to assess public and private activities likely to have significant environmental effects (including cumulative effects) on the coastal zones has to consider the specific sensitivity of the ecosystem and the inter-relationships between the marine and terrestrial parts of the coastal zone.

The identification of pressures within the activity itself and cumulative impacts is important to define strategies for continuous improvement, and at the same time, saving money and contributing to sustainable development of the coastal zone.

Instruction to applicants:

By referring to any type of assessment related to ICZM objectives and principles (ref. to indicator 1.1) the following has to be described:

- which kind of assessment(s) has/have been done

- in the framework of which occasion (e.g. the planning of activities/operations, authorization process, to define targeted objectives)
- if that assessment(s) has/have been done once or if they are repeated over time (e.g. on an annual basis).

including which aspects have been considered and referring, as far as possible, to standard methods of analysis, for example, Environmental Impact Assessment, Life Cycle Analysis, and Carbon Foot Print.

Indicator 2.7 Financial engagement

Information on the amount the activity invests in ICZM measures (ref. to indicator 2.1) and tools (ref. to any other qualifying indicator) is requested as an indication of the commitment in relation to ICZM objectives and principles. It must be highlighted that some measures or tools may require low financial allocation for their implementation (e.g. some training programmes are free-of-charge), or that once implemented, the maintenance can be cheaper. Low financial allocation to ICZM related measures and tools is not necessarily an expression of low adherence to ICZM objectives and principles. Likewise, a decrease over time of the above-mentioned financial allocation doesn't mean that the entity is less committed towards the achievement of defined targets. However, financial allocations have to be described and low values or negative trends should be described and justified.

Instruction to applicants:

With reference to indicator 2.1, information on the financial allocation of the activity related to the implementation of coastal zone sustainable development measures has to be provided, by clearly highlighting which aspects related to ICZM objectives and principle (ref. to indicator 1.1) are financed (in % and total amount per year).

Descriptor 3. Monitoring and Data Sharing & Transparency

Good, verified, and objective information sets the scene for well-founded decision-making and sustainable management. Hence is at the core of the full ICZM cycle. Information is needed to get people interested, develop their awareness of issues and problems and convince them of the need to establish and participate in an ICZM initiative. For planning purposes, geospatial data and maps are also requested.

Some environmental and socio-economic data and indicators could already be requested by law (e.g. regular

analysis of wastewater discharges or water treatment plant, air emission quality control) based on which concerned authorities can do inspections at the entity's premises. However, even if such requirement does not exist, activities are encouraged to monitor environmental and socio-economic data and to share them with the public in order to contribute to knowledge building and improving planning strategies at the coastal zone. Moreover, the control of environmental data may help the managers to define strategies for continuous improvement of the environmental and societal behaviour and performance of the activity itself.

Data sharing and transparency is also an important issue. Data transparency is the practice of making data easily accessible and understandable to all. It is important because it allows people to make informed decisions, hold organizations accountable, and improve communication. There are a number of reasons why data transparency is important for sustainability:

- it allows for traceability – meaning that the data can be traced back to its source. This is important for ensuring the accuracy and validity of the data
- transparency allows for comparisons to be made between different data sets, which is essential for understanding trends and patterns
- it enables stakeholders to hold an organization accountable for its performance on sustainability issues
- transparency helps to build trust between organizations and their stakeholders.

For private activities, data sharing and transparency helps protect business and deliver on company sustainability goals. It can include things like the treatment of workers, and a seller's efforts to improve working conditions. No less important, it can help to spread the sustainable goals to citizen and the public.

Indicator 3.1 **Monitoring and observation mechanisms**

Instruction to applicants:

If the activity is implementing any voluntary monitoring/observation mechanism of the progress on its commitments relevant to ICZM objectives and principles, a description of which monitoring and/or observation mechanism is implemented has to be reported, by specifying if it is publicly available.

If not, but the activity is going to or is willing to implement any voluntary monitoring/observation mechanism a description on the content, modalities (how) and time frame (when) need to be reported. .

Indicator 3.2 **Database**

Instruction to applicants:

If the activity is creating and maintaining a dedicated database in relation to ICZM objectives and principles, a description of the database and how data is incorporated and kept updated has to be provided, including a short description of the main information included.

If not and if the activity planning to implement in the future any dedicated database in relation to ICZM objectives and principles, details of the envisaged expected database and how data is incorporated and kept updated and a short description of the main information expected to be included have to be provided.

Indicator 3.3 **Data sharing and transparency**

Instruction to applicants:

If the activity is publishing or sharing environmental and/or social aspects/data related to:

- *monitoring/observation mechanism of the progress on its commitments relevant to ICZM objectives and principles*
- *database in relation to ICZM objectives and principles*

a description of which data and in which way this data is published or shared has to be provided, by specifying if they are publicly available.

Section 6. **Summary of qualifying indicators self-evaluation**

Section 6 aims to finally summarize in a unique table the evaluation (traffic lights) given for each qualifying indicator.

Make sure to double check the alignment of the evaluation to the previous Section 5.

Section 7. **List of Annexes**

This section intends to enumerate the supporting documents provided.

Supporting documents shall be annexed to the first-party audit report.

Section 8. Final Checklist

Section 7 contains a final checklist to be filled in. The checklist contains in the last column a section for the reference to supporting documents provided (when requested, suggested or appropriate) as proof of the information described in the text box for each indicator in the previous Sections 2 to 5. The checklist shall report just the number of the supporting document, as listed in the previous Section 7.

Section 9. Signature

The documents shall be signed electronically by both the first-party audit responsible and the Legal representative of the Applicant.

5. First-party audit report transmission to the Competent body

The ICZM SAS intends to be paperless as far as possible.

The first-party audit self-assessment report shall be sent to the Competent body by email at iczmsas@gmail.com. The object of the email shall report **"ICZM Label application for <name of the entity>"**.

Supporting documents shall be stored in a cloud system in a dedicated folder named **"<name of the entity>_ICZM Label application_<year>"**. The folder shall be shared with the Competent body as a viewer.

FOSTERING PARTNERSHIPS ACROSS THE ADRIATIC SEA

For coastal sustainability in Albania and Italy

CAMP Otranto is the first transboundary project since the launch of the Coastal Areas Management Programme (CAMP) in 1989. The project's main objective is to test the CAMP methodology at a transboundary scale in the Otranto Strait, including marine areas within and beyond national jurisdiction which affect both Albania and Italy regardless of different natural, juridical and socio-economic conditions. By tackling coastal and marine environmental challenges in this very sensitive part of the Mediterranean basin, the project contributes to the development of sustainable coastal management, sharing know-how and modelling best practice.

FOR ADDITIONAL RESOURCES AND DETAILS ON CAMP PROJECTS,
VISIT WWW.PAPRAC.ORG