

# ANNEX 2 First-party Audit Assessment Report

ICZM SAS PROPOSAL

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The report was prepared as part of the Transboundary CAMP Otranto project.

#### For citation:

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# Instructions

The report is structured in three main sections:

Section 1 Applicant details	It is requested to provide the information requested in the table.
Section 2 – Section 5 First-party audit report	<ul> <li>For each indicator, it is requested to:</li> <li>give an evaluation according to the traffic light system provided in the guidelines for applicants</li> <li>provide a descriptive justification for the given evaluation. Please note that supporting documents requested shall be annexed to the report as evidence of the description and evaluation provided.</li> </ul>
	Traffic light system for First application for the ICZM SAS Label: <ul> <li>High standard/level</li> </ul>
	Acceptable standard/level
	Insufficient standard/level
	<u>Traffic light system for maintenance of the ICZM SAS Label</u> (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
Section 6 First-party audit self-evaluation summary	Please fill in the summary of the self-assessment by indicating the given evaluation to indicators in the previous section.
Section 7 Checklist	Fill in the checklist (checking that all the previous sections have been filled in in the correct way and you provided enough information answering the questions and providing supporting documents, when necessary).
	Please be sure to make reference to supporting documents provided (ref. to Section 8) for each indicator.
Section 8 List of Annexes	Enumerate annexes (i.e. supporting documents) provided within the report. The First-party Audit report shall be signed by both the first-party audit responsible for the filling of the First-party Audit report and the legal representative or authorized person of the entity.



Type of application	<ul> <li>□ First application</li> <li>☑ Renewal for year &lt;&gt; First certification awarded on the//</li> </ul>
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	<>
<b>Type of entity</b> [e.g. Ltd, SpA, Non-profit association/foundation, public entity]	<>
Sector [e.g. Protected area, tourism sector, transport service]	<>
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: [add information for all auditors]
For economic activity: Is the entity part of a group or a corporate?	<ul> <li>No</li> <li>Yes</li> <li><name corporate="" group="" of="" the=""></name></li> <li><address></address></li> <li><website></website></li> </ul>

## Section 2: Operative and geographic extent

### 2.1 Description of the activity

#### What is the purpose of the initiative or of the activity?

Please provide an exhaustive description of your organization and the overall and specific objectives of the activity and of expected results. Please provide information about methodologies expected to be applied, the target groups and final beneficiaries. Please also provide 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

#### What are the "boundaries" defining the scope of your intervention or of your activity?

Please provide a description of the area of focus, 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). Please also define if the area of focus considers the entire ecosystem or a portion of it [if relevant, please also indicate if the ecosystem approach has been applied, and if so, to what extent].

# Section 3: Eligibility requirements

#### Are you eligible to apply?

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

Hereafter please indicate plans, laws and regulations to which your activity is subject by summarizing relevant information related to nulla osta and authorizations to which your 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.

Please note that you are not requested to submit any compliance documents at this stage. However, the Competent Body reserves the right to request supporting documents, if necessary.



# Section 4: ICZM-related boundary enabling conditions

#### 4.1. 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?

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), please describe the level of awareness and support from the overall governance scheme implemented by relevant stakeholders in the coastal zone in relation to your initiative/activity and related priorities (from plans, programmes, etc.)

### 4.2 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?

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 continuous improvement and devoted to sustainable development.

Please describe which are the relevant studies, database, monitoring programmes, and indicators made available by relevant institutions (decision-makers, research institutions) in relation to your initiative/activity and useful for your activities for the definition of new development strategies and improvements.



# Section 5: Qualifying indicators

#### Descriptor 1: Vision and commitment

#### Indicator 1.1: Vision and mission

Provided that a clear vision/mission (or alike) of the activity is defined, how PRIMARY RELEVANCE and to what extent does it consider or take into account the ICZM objectives For both public and private activities and principles contributing to the sustainable development of coastal zones If there is not a clearly defined by: vision and mission, and if this 1.1.1 supporting and promoting sustainable livelihood doesn't consider any of the ICZM 1.1.2 sustainably using natural resources objectives and principles, the 1.1.3 preserving coastal ecosystems, landscapes and seascapes activity cannot be judged as ICZM 1.1.4 preventing and/or reducing the risks and negative impacts of oriented. 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 Evaluation: 1.1.7 preserving cultural heritage By describing the vision and mission of the activity, please clearly highlight which aspects related to ICZM objectives and principles listed above are taken into account. If [please give your evaluation and applicable, please include reference to alignments to any policy, strategy or programme delete the other traffic lights] relevant for the management of coastal zone in your area that shall be detailed in the following indicator 2.5. Please provide evidence of vision and mission of the initiative/activity (e.g. link to the website). [max 3500 character including spaces]

### Indicator 1.2: Commitment

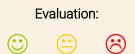
# Is the activity committed to implementing specific actions towards achieving targeted objectives in relation to aspects of ICZM objectives and principles?

By reference to the vision and mission (taking into account ICZM objectives and principles), please explain if and to what extent the activity is formally committed towards the implementation of the vision by defining specific (SMART) objectives, and list those objectives. Please state if performance indicators are defined by describing type and short-term and/or long-term targets.

#### PRIMARY RELEVANCE

For both public and private activities

It is related to the vision and mission, but a commitment is linked to the willingness to do all that is necessary to reach targeted objectives in a defined timeline.

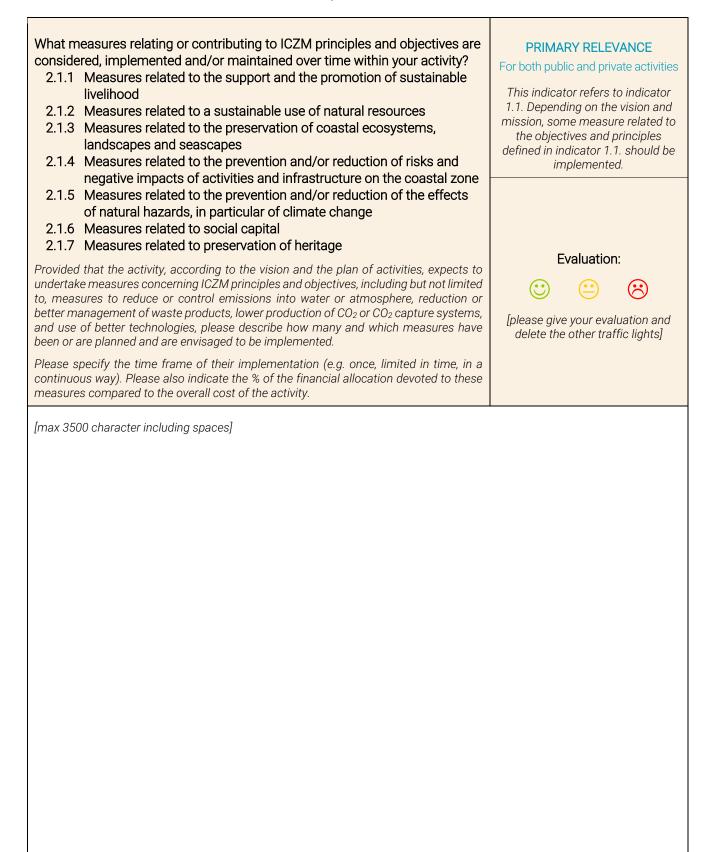


[please give your evaluation and delete the other traffic lights]



### Descriptor 2: Instruments and measures for implementation of vision and commitments

#### Indicator 2.1: Coastal zones sustainable development measures



PRIMARY RELEVANCE

#### Indicator 2.2: Capacity building

# Does the activity plan to implement a training programme related to ICZM objectives and principles?

Please describe if and to what extent the activity performs or is going to perform training activities (either organized and implemented in the framework of the activity itself, or organized by a third party). 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 yes, please describe the topic and final beneficiaries. Please state if the training activity is implemented once or periodically.



[please give your evaluation and delete the other traffic lights]



#### Indicator 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?

If applicable, please describe which networking activities are foreseen or implemented. Please specify

- 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).

Please indicate if networking is limited to the implementation time frame of the activity or if expecting to create a stable network.

For private activity, please indicate if networking is a standard tool used by the company/entity or if it relates to specific activities (limited in time and specific needs).

PRIMARY RELEVANCE

For public activities

#### SECONDARY RELEVANCE

For private activities

Networking activity is also the basis for capacity building (sharing of knowledge), as well as the basis for the creation of partnerships.





[please give your evaluation and delete the other traffic lights]

#### Indicator 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?

By reference to the vision or objective, please describe if and to what extent the activity used any kind of participatory approach or participatory planning method in its implementation. Please describe who has been involved and in which way.

#### PRIMARY RELEVANCE

For public activities

#### SECONDARY RELEVANCE

For private activities

Participatory approach refers to developing activities by requesting the participation of stakeholders.

It can be used in the definition/planning of the strategy for development or even during the implementation phase of the activity.

#### Evaluation:



[please give your evaluation and delete the other traffic lights]



#### Indicator 2.5: Coherence between public and private activities

- 1. For private activities: is the activity based on public objectives towards sustainable management of coastal areas?
- 2. For public activities:
  - 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?

Please detail alignment to any policy, strategy or programme relevant for the management of the coastal zone in your area. Please consider any type of policy, strategy and programme defined at the local, regional and national level applicable for your activity. Please also describe, as far as possible, how and in which way those policies, strategies and programmes have been considered in your 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.

If applicable, please also indicate if, with reference to the above-mentioned policies, strategies and programmes, your 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).

[max 3500 character including spaces]

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For both public and private activities

Any activity shall be aligned to the policy, strategy and programme defined at the local, regional and/or national level.

Public-private partnerships can be considered a tool for strengthening coherence between public and private activities and a harmonized implementation of plans and strategies.



[please give your evaluation and delete the other traffic lights]

### Indicator 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

Please refer to any type of assessment related to ICZM objectives and principles (ref. to indicator 1.1) by describing:

- 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).

Please include in the description which aspects have been considered and refer, as far as possible, to standard methods of analysis, for example, Environmental Impact Assessment, Life Cycle Analysis, and Carbon Foot Print.

#### SECONDARY RELEVANCE

For both public and private activities

Not all activities may require specific assessments related to ICZM objectives and principles with ref. to indicator 1.1, even if any kind of activity should perform at least a state-of-the-art assessment in order to define how and in which way the activity is going to see improvements.

#### Evaluation:



[please give your evaluation and delete the other traffic lights]



#### Indicator 2.7: Financial engagement

# Has your activity considered financial allocation related to ICZM objectives and principles?

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

#### SECONDARY RELEVANCE

For both public and private activities

Any kind of activity that is ICZM oriented should have some financial allocation for the measures they are taking towards ICZM objectives and principles, but some measures can be done via free-of-charge instruments (e.g. if they do capacity building by using a free-of-charge course, the financial allocation is 0, but they are engaged).

#### Evaluation:



[please give your evaluation and delete the other traffic lights]

### Descriptor 3: Monitoring and Data Sharing & Transparency

#### Indicator 3.1: Monitoring and observation mechanisms

3.1.1	Is the activity implementing any voluntary monitoring/observation
	mechanism of the progress on its commitments relevant to ICZM
	objectives and principles?

If applicable, please describe which monitoring and/or observation mechanism is implemented. Please specify if it is publicly available.

# 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?

Please specify the observation mechanism under assessment or planned, by giving some description on the modalities (how) and time frame (when). Please specify if it will be publicly available.

PRIMARY RELEVANCE For both public and private activities Monitoring any aspect related to ICZM objectives and principles is really important for any type of activity, to check the results related to the vision and mission and targeted OVIs or KPIs defined.



[please give your evaluation and delete the other traffic lights]



#### Indicator 3.2: Database

# 3.2.1 Is the activity creating and maintaining a dedicated database in relation to ICZM objectives and principles?

If yes, please describe the database and how data is incorporate and kept updated. Please provide a short description of the main information included.

# 3.2.2 If not, is the activity planning to implement in the future any dedicated database in relation to ICZM objectives and principles?

If applicable, please provide details of the envisaged expected database and how data is incorporate and kept updated. Please provide a short description of the main information expected to be included.

### SECONDARY RELEVANCE For both public and private activities

Suggested secondary relevance because Database means that data is "organized".

They may have data, but not in an organized way.



[please give your evaluation and delete the other traffic lights]

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#### Indicator 3.3: Data sharing and transparency

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

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.

If yes, please specify if this information is publicly available and give the related documentation/proof of it.

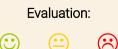
#### PRIMARY RELEVANCE

For public activities

#### SECONDARY RELEVANCE

For private activities

Data sharing and transparency is important to any kind of activity that is ICZM oriented, but while for a public entity it should be a commitment, for a private entity some data can be subject to restrictions. However, for example, sharing of environmental performance of a private activity should be important as well, even if not of data (e.g. they should publish environmental performance in terms of environmental report, but it is not said they have to publish data).



[please give your evaluation and delete the other traffic lights]



# Section 6: Summary of qualifying indicators self-evaluation

Indicators	Question	Evaluation	Relevance
Descriptor 1: Vision and	l commitment		
1.1 Vision and mission	<ul> <li>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:</li> <li>1.1.1 supporting and promoting sustainable livelihood</li> <li>1.1.2 sustainably using natural resources</li> <li>1.1.3 preserving coastal ecosystems, landscapes and seascapes</li> <li>1.1.4 preventing and/or reducing the risks and negative impacts of activities and infrastructure on the coastal zone</li> <li>1.1.5 preventing and/or reducing the effects of natural hazards, in particular of climate change</li> <li>1.1.6 strengthening social capital, including the use of traditional knowledge</li> <li>1.1.7 preserving cultural heritage.</li> </ul>	C) 😑 😕	<b>PRIMARY</b> For both public and private activities
1.2 Commitment	Is the activity committed to implementing specific actions towards achieving targeted objectives in relation to aspects of ICZM objectives and principles?	☺ ☱ 😕	<b>PRIMARY</b> For both public and private activities
Descriptor 2: Tools for i	mplementation of vision and commitments		
2.1 Coastal zones sustainable development measures	<ul> <li>What measures relating or contributing to ICZM principles and objectives are considered, implemented and/or maintained over time within your activity?</li> <li>2.1.1 Measures related to the support and the promotion of sustainable livelihood</li> <li>2.1.2 Measures related to a sustainable use of natural resources</li> <li>2.1.3 Measures related to the preservation of coastal ecosystems, landscapes and seascapes</li> <li>2.1.4 Measures related to the prevention and/or reduction of risks and negative impacts of activities and infrastructure on the coastal zone</li> <li>2.1.5 Measures related to the prevention and/or reduction of the effects of natural hazards, in particular of climate change</li> <li>2.1.6 Measures related to preservation of heritage</li> </ul>	☺ 😄 😣	<b>PRIMARY</b> For both public and private activities
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.
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.
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?	0008	PRIMARY For public activities SECONDARY For private activities.

Indicators	Question	Evaluation	Relevance
2.5 Coherence between public and private activities	<ol> <li>For private activities: is the activity based on public objectives towards sustainable management of coastal areas?</li> <li>For public activities:         <ul> <li>Does the activity support involvement of private entities for achieving public objectives towards sustainable management of coastal areas?</li> <li>Does the activity ensure coherence between different policy documents, strategies, plans and/or programmes</li> </ul> </li> </ol>	☺ ☱ 🕱	<b>PRIMARY</b> for both public and private activities
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
2.7 Financial Engagement	Has your activity considered financial allocation related to ICZM objectives and principles?	☺ ☺ ⊗	SECONDARY For both public and private activities
Descriptor 3: Monitoring	g and Data Sharing & Transparency		
3.1 Monitoring and observation	<ul> <li>3.1.1 Is the activity implementing any voluntary monitoring/observation mechanism of the progress on its commitments relevant to ICZM objectives and principles?</li> <li>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?</li> </ul>	000	<b>PRIMARY</b> For both public and private activities
3.2 Database	<ul><li>3.2.1 Is the activity creating and maintaining a dedicated database in relation to ICZM objectives and principles?</li><li>3.2.2 If not, is the activity planning to implement in the future any dedicated database in relation to ICZM objectives and principles?</li></ul>	:: :: :: ::::::::::::::::::::::::::::::	SECONDARY For both public and private activities
3.3 Data sharing and transparency	<ul> <li>Is the activity publishing or sharing environmental and/or social aspects/data related to:</li> <li>3.3.1 Monitoring/observation mechanism of the progress on its commitments relevant to ICZM objectives and principles;</li> <li>3.3.2 Database in relation to ICZM objectives and principles?</li> </ul>	☺ 😄 😕	PRIMARY For public activities SECONDARY For private activities.

# Section 7: List of Annexes

Please write down here the list of Annexes:

Annex 1.	
Annex 2.	
Annex 3.	

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# Section 8: Final Checklist

#### Please check and fill in the checklist.

Please list supporting documents provided. Please number documents that have to be annexed to the report. Do not provide the same supporting document twice if referring to more indicators.

All requested details have been provided.		
Section 2: Operative and geographic extent		
2.1 The description of the Activity including all relevant information is provided.	Please list supporting documents provided, if any.	
2.2 The geographical extent/area of focus is clearly described and all relevant information is provided.	Please list supporting documents provided, if any (e.g. a map)	
Section 3: Eligibility requirements		
A description of eligible requirements of the activity is provided. The self-declaration has been filled in and signed and is attached to this report.		
Section 4: ICZM-related boundary enabling conditions		
4.1 A description of the level of awareness and support from the key stakeholders related to the topics of your Activity is provided.		
4.2 A description of the relevant background information, data and knowledge defined and shared by stakeholders and on which the activity benefits rely is provided.		
Section 5: Qualifying quantitative indicators		
Descriptor 1: Vision and commitment		
1.1 A description of the vision and mission detailing how and to what extent the activity contributes to the sustainable development of coastal zone is provided.	Please list supporting documents provided, if any.	
1.2 A description of the commitment to the implementation of specific actions in relation to aspects of ICZM objectives and principles (ref. to indictor 1.1) is provided.	Please list supporting documents provided, if any.	
Descriptor 2: Instruments and measures for implementation of vision and	commitments	
2.1 A description of measures relating or contributing to ICZM principles and objectives considered, implemented and/or maintained over time is reported. It includes all the relevant information requested.	Please list supporting documents provided, if any.	
2.2 A description of training programmes related to ICZM objectives and principles implemented by the activity is provided. It includes all the relevant information requested.	Please list supporting documents provided, if any.	
2.3 A description of networking activities, exchange of data and experiences in relation to the vision and mission is provided. Relevant details are included.	Please list supporting documents provided, if any.	
2.4 Information about the use of participatory approach or planning for the definition of the development strategy is provided. Relevant details are reported.	Please list supporting documents provided, if any.	

2.5 A description of public objectives towards sustainable management of coastal areas on which a private activity relies; OR, for public activities, a description of the involvement of private entities for the achievement of public objectives towards sustainable management of coastal areas is provided. Coherence between different policy documents, strategies, plans and programmes is described. Please list supporting documents of provided, if any.	ients
2.6 A description of ICZM related assessments (such as Environmental Please list supporting docum Impact Assessment, Life Cycle Analysis, Carbon Foot Print) for the definition and/or implementation of your activity is provided. Required details are reported.	ients
2.7 A description of the activity's financial allocation related to ICZM <i>Please list supporting docum</i> objectives and principles is provided and it includes requested details. <i>provided, if any.</i>	ents
Descriptor 3: Monitoring and Data Sharing & Transparency	
3.1 A description of any implemented or expected to be implemented <i>Please list supporting docum</i> voluntary monitoring/observation mechanism of the progress on its <i>provided, if any.</i> commitments relevant to ICZM objectives and principles is provided. The description includes the requested details.	nents
3.2 A description of any implemented or expected to be implemented <i>Please list supporting docum</i> dedicated database in relation to ICZM objectives and principles is <i>provided, if any.</i> provided. The description includes the requested details.	pents
3.3 A description related to the publishing or sharing of environmental and/or Please list supporting docum social aspects/data related to monitoring/observation mechanism provided, if any. (indicator 3.1) and/or Database(s) (indicator 3.2) is provided.	eents
Section 6: Summary of qualifying indicators self-evaluation	
The table has been filled correctly	
Section 7: List of Annexes	
All supporting documents have been numbered and listed	



## Section 9: Signature

Name and Surname of the first-party audit responsible: \_\_\_\_\_

 Signature:
 Location:

Name and Surname of the Legal representative: \_\_\_\_\_

Signature: \_\_\_\_\_ Location: \_\_\_\_\_



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















