



Roadmap for cooperation with Associated Partners

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1. Definition of Associated Partners (APs)

Associated Partners (Organizations) – this shall mean entities that participate in the Project on the basis of a signed Letter of Commitment, which have declared their own contribution and whose travel and accommodation in relation to project activities will be paid for by Project Partners.

2. The role of Associated Partners

The overall role of Associated Partners will be to promote project activities and provide a link to end-beneficiaries of the project (target groups, i.e. municipalities, NGOs, groups of interests, associations, etc.).

More specifically, the tasks would include:

- Recruitment of participants for training activities in cooperation with project partners,
- Organization of training events in cooperation with project partners,
- Informing the relevant stakeholders about the activities of the project,
- Support in the process of distributing and gathering relevant information in form of questionnaires,
- Active participation in joint transnational events organized by the project,
- Support in the recruitment for the pool of experts.

Principles of internal information flow within the Project

Communication with APs – Partners are obliged to stay in regular contact with the Associates Organisations in their regions. Partners will prepare notes from each meeting/video or telephone conference with APs and include it in their Partner Progress Report. The notes will be prepared according to the provided template (Appendix 1 to Management Procedure).

Stakeholders Questionnaire

1. Name of your organisation / company

Last Name

First name

E-Mail

Telephone

Job Title

Company Name

3. Vision

The cooperation within the project partnership is about enabling the involved organisations to work together to unlock a micro- and nano-scale market of (bio-)LNG, while strengthening confidence of decision-makers, business, and end-users as the final customers. Having joint responsibility and sharing the same goal, it will be most efficient for the partners to agree and cooperate on priorities leading to the achieving the short- medium- and long-term goals. Therefore, the vision is to move beyond the operation of specific cooperation tools towards building a common agenda, where priorities are defined on which the single organisations can partner, so to make best use of resources. Energy supply based on (bio-)LNG is increasingly a global matter, hence the project partners and other involved organisations shall take up their role as driving-force together with other relevant actors.

4. The list of Associated Partners

No. of Associated Partner	Name of Organization	Country of origin
1	German Association of Transport Sciences Mecklenburg-Vorpommern e.V.	Germany
2	Department of Maritime Studies of Hochschule Wismar, University of Applied Sciences, Technology, Business and Design	Germany
3	Logistics Initiative Mecklenburg-Western Pomerania e.V.	Germany
4	Osthafen Real Estate KG	Germany
5	SIM maritime components GmbH	Germany
6	Polish Terminals	Poland
7	Shipowner of the Fishing Boats	Poland
8	Tourist Association "Northern Kaszuba" Local Tourist Organization	Poland
9	Trolleybus Transport Company LLC	Poland
10	Waste Treatment Utility Ltd. in Gdansk	Poland
11	Gdańsk Shipping Ltd.	Poland
12	FINOMAR Ltd.	Poland
13	Poltramp Yard S.A	Poland
14	Gdansk's Buses and Trams Ltd.	Poland
15	PGNiG Retail Branch	Poland
16	Maritime Cluster Northern Germany	Germany
17	Emerson process management	Lithuania
18	Vilnius Locomotive Repair Depot	Lithuania
19	Blekinge Institute of Technology	Sweden
20	CRYO PUR	Sweden
21	Wärtsilä Sweden AB	Sweden

5. Objectives

In working together, the following objectives are shared:

CAPACITY BUILDING AND INTELLIGENT USE OF RESOURCES

- Building competence community
- Data collection and data sharing
- Strengthen (inter-) national networking
- Share workload among partners
- Efficient use of expertise in developing the market
- Avoid duplication of work and divergent views
- Establish EU common agenda on shared priorities

COHERENT INTERNATIONAL VOICE

- Joint work programmes with (international) partners
- Support EU and single countries or regions in decision-making processes and commitments
- Harmonise actions and approaches
- Coherence in communication on an application and policy on micro- and nano-scale (bio-)LNG

This roadmap provides an overview of actions and tools to achieve above objectives. The objective of specific actions and knowledge sharing, while being an integral part of cooperation structure, is addressed in separate, dedicated documents and outside the scope of this document.

6. Added value

Working together on these objectives shall bring mutual benefit by efficiency gains and shared responsibility, bringing a return of investment in the cooperation, both from the side of project partners and the associated organisations. For project partners this networking is a basic principle and allows for information and knowledge to be shared and common tasks to be identified to make optimum use of expertise and resources. For associated partners benefits include the networking with organisations (PPs) working on untapped market and technology, dissemination of best practices, sharing and obtaining data of common interest, wider exposure of research findings (based on the project activities) and the possibility to obtain financial support (in-kind) for their development activities. Expenditures related to finding new methodologies or technologies, communication support or trainings are additional benefits for the associated partners. However, the benefits vary from one associated partner to another. It is therefore logical that there are different levels of capacity / knowledge and expectations from the cooperation, and one size will not fit all. Optimum benefit may be obtained if involved organisations somehow cluster together, making use of cooperation tools that suit best.

It is further acknowledged that all project partners belonging to the partnership structure have their own needs and accountability that go beyond the cooperation discussed in this roadmap. Hence, the involved partners will engage in the activities detailed in this Roadmap in different ways according to their own needs and capabilities.

7. Underlying values

Creating partnerships to enable this cooperation is part of a larger perspective. Therefore, the motto of the European Union ‘United in diversity’ applies also here. The following values underlie the cooperation based on the project activities, which are interlinked:

- Trust: results in solutions leading to increased efficiency and reduced costs;
- Partnership: there is so much to do that we do rely on one another to get the work done;
- Openness: working together requires letting others know what is being done and how;
- Commitment: achieving results may need time, flexibility and will to overcome obstacles, and sometimes a re-start.

8. Capacity building and intelligent use of resources

It is important to ensure that planned and implemented joint activities do not conflict with one another and to ensure that the capacity and knowledge of the involved project partners (incl. AP), across Europe, can develop. Nowadays, it is essential to make efficient use of resources, avoiding duplication of work, and to share workload among partners. To consolidate the interested community, this roadmap suggests optimising usage of resources, develop additional competences and create training opportunities, and to strengthen national and international networking and the role of the involved organisations.

8.1. Joint activities (incl. projects)

The main aim of proposed new activities (e.g. future projects) is to increase the opportunity to work together among projects partnership organisations. This can take the shape of Joint Projects to facilitate a cooperation framework by the coordination of activities, the exchange of information, the development and implementation of joint projects, the exchange of expertise and best practices in the fields within the project partnership. Pilot projects may kick-off during the Liquid Energy lifetime or after its end and through the dialog and knowledge exchange the suitable joint projects can be identified. Cooperation and mentoring directly among partnership organisations could possibly be supported by external funds. In such cases dedicated and separate application process will apply.

8.2. Sharing work programmes

Awareness of each other's work programmes may help to avoid unnecessary duplication of work and create opportunities for further / future cooperation. Where such work plans exist, they are shared through within the partnership structure. However, it is recognised that every single case can be an issue of separate Confidential Disclosure Agreement or other relevant documents, hence additional avenues for sharing information are needed. Sharing of work planning can also help to identify contentious issues and allow the opportunity to exchange views to prevent diverging opinions. To help identify duplication of work and potential divergence, establishing liaison officers in each organisation responsible for the cooperation within and based on the Liquid Energy projects can be explored, whose role would be to identify potential overlapping areas, to act as contacts for the exchange of information. Another powerful tool to prevent divergences is a regular consultation. In case of new evidence and/or innovative technology becoming available there may be a need to re-address opinions and/or guidance documents. Close cooperation will be important when considering updating opinions/guidance.

8.3. Operational advisory

The role of the advisory body (e.g., in a form of an advisory forum) in the oversight and nomination of representatives to the Liquid Energy network has recently been reinforced during the application process for granting the project. Regular review of the implementation of the project activities in the context of strengthening the networks has been implemented during the initial (starting) phase and efforts are being made to ensure proper and timely information flow among the different actors. Regular and structured dialogue with the advisory body, supported by delegated representatives of the project partners shall be strengthened. Discussion with the advisory body (and their representatives) on its role in ensuring close cooperation within the Liquid Energy project is necessary. The different needs and expectations among (groups) of members of the project partnership will be assessed to determine if 'clusters' for cooperation, making use of different cooperation tools is possible.

8.4. Strengthen networking

The organisations (Project Partners and Associated Organisations) involved in the project have their own networks. If possible, the Associated Organisations should be involved in strengthening the project overall network by supporting measures that anchor the project activities within their own cooperation framework as far as possible. The critical point is that the networking process should respect the needs and expectations of the involved organisations and be based on seeking synergy effects as this is the most effective way of defining a common goals and thus, unlock the readiness of the Associated Organisations to strengthen the cooperation on the project level (and beyond).

8.5. Sharing expertise

The experts representing the Associated Partners possess a unique knowledge from their area of expertise. Therefore, close cooperation with them on specific tasks or discussing specific problems, challenges and possible solutions should be based on common need to uphold and strengthen an expertise of the whole project network. This can be stimulated by joint actions and / or dialog within the dedicated platform or forum. Another novel means to stimulate new opportunities for building and sharing expertise would be defining opportunities for joint projects that could contribute to the critical mass of the Liquid Energy competences and thus, create a strong position for the e.g. establishing a strong voice for decision-makers on the regional, national and international level.

8.6. Training opportunities

As a result of the cooperation elements described above, the one of the final practical results from the cooperation with Associated Partners should be creating opportunities for sharing the gained knowledge e.g. via creating training activities, where the competencies and knowledge of the Associated Partners can be used for the project purpose. Training content should be discussed and agreed with every partner separately, however should create a logical structure that covers maximal spectrum of the thematic areas that is relevant for the Liquid Energy project.