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# JOINT CURRICULUM FOR REGIONAL CAPACITY BUILDING WORKSHOPS

## D.T3.1.1

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Work paper

Version  
1.0  
12.2020



Description of deliverable:

FHE will develop a concept for a series of regional capacity building workshops for partners' staff and stakeholders, focusing on learning from REIF findings and anchoring knowledge within the institutions beyond the project.

## 1. Introduction of Regional capacity building workshops

One of the most important objectives of the REIF project is to strengthen political focus on regional rail infrastructure and services for freight transport. To reach this objective, it is necessary to promote an integrated and multistakeholder approach which will be able to overcome some barriers in regional transport planning that since now effected this policy area. A direct and strong involvement of the whole partner institutions and target groups are the key element of WP T3, which are the base to set-up two different project networks: Regional Capacity Building and Regional Advisory Boards.

The main purpose of WP T3 is to anchor project findings within regional public administration and the circle of market players. Therefore, the focus lies on the qualification of human resources within the institutional regional framework in the form of Regional Capacity Building Workshops. To incorporate project findings within the existing institutional framework of each project region, selected staff members of the partners, associated partners and further important institutions will be trained in 3 workshops on (i) market analysis & assessment of infrastructure and services, (ii) guideline for future rail freight infrastructure & services and (iii) implementation of pilot actions. The trainings/workshops will follow a jointly developed concept which is compiled in this work paper and deliverable "Joint curriculum for regional capacity building workshops" (D.T3.1.1).

According to the AF the following three regional capacity building workshops have to be organised:

### Regional Capacity Building Workshop 1:

#### **Market Analysis + assessment of infrastructure and services (D.T3.1.2)**

- ➔ Learning event aiming at regional stakeholders on the topic of market potential and barriers for rail freight services as well as assessment of existing infrastructure and services. Findings from WP T1 (baseline study, market potential analysis, bottleneck analysis) will be transferred.

### Regional Capacity Building Workshop 2:

#### **Guideline for future rail infrastructure and services (D.T3.1.3)**

- ➔ Learning event aiming at regional stakeholders on the topic of future rail infrastructure and services. Findings from D.T3.2.3 (Draft Roadmap "new rail infrastructure/services 2030") Roll-out plan will be transferred.

### Regional Capacity Building Workshop 3:

#### **Road map new rail infrastructure/services 2030 (D.T3.1.4)**

- ➔ Learning event aiming at regional stakeholders on the topic of implementation of priority actions identified in D.T3.2.7 (Final Roadmap "new rail infrastructure/services 2030").



	Deliverable number	Deliverable title	Topics/Objectives	Delivery date
Status quo	D.T3.1.2	<u>Regional Capacity building workshop 1:</u> Market analysis + assessment of infrastructure & services	<ul style="list-style-type: none"> <li>Findings from WP T1 (baseline study, market potential analysis, bottleneck analysis) will be transferred</li> </ul>	03.2021
Proposed solutions	D.T3.1.3	<u>Regional Capacity building workshop 2:</u> Guideline for future rail infrastructure & services	<ul style="list-style-type: none"> <li>Findings from Draft Roadmap (D.T3.2.3) Roll-out plan for new infrastructure and services will be transferred</li> </ul>	03.2021
Final solutions	D.T3.1.4	<u>Regional Capacity building workshop 3:</u> road map new rail infrastructure/services 2030	<ul style="list-style-type: none"> <li>Topic: implementation of priority actions identified in the Final Roadmap (D.T3.2.7)</li> </ul>	08.2021

Table 1: Overview of regional capacity building workshops

The Regional Capacity Building Workshop should be a training/learning event aimed to share REIF’s findings and support capacity building in the regions. The workshop participants will have the opportunity to gain new knowledge and to raise their own awareness for rail freight transport in the regions as well as to give feedback and input on topics as the learning events have got a multidisciplinary approach. Moreover, the workshops support to foster the cooperation in this field.

Potential participants and target groups for the workshops can be:

- staff members of PP and staff of partners’ institutions dealing with rail freight transport (port authorities, environmental agencies, university departments, etc...)
- staff members of regions’ departments and offices (e.g. Transport and infrastructure, economic development, Environment policies...)
- staff members of PPs that have not been involved directly in the REIF activities
- staff of key regional stakeholders.

**It is not requested, but it is strongly recommended that the participants have to be the same for the three workshops.**

The involvement of many sectors of partner’s institution and policy-maker’s regional body is strongly recommended in order to:

- ➔ strengthen the awareness of the importance of rail freight transport
- ➔ highlight and enhance the benefits that the development of rail freight transport might have in different perspectives and fields, e.g. environmental and energy targets, economic development, etc.



This workpaper “Joint curriculum for regional capacity building workshops” will serve as a guideline and recommendation for the project partners to realise their workshops/trainings. The decision about the form of the workshops is open and dedicated to each project partner itself. The implementation is in a flexible manner like doing physical meetings, virtual meetings or even 1 to 1 meetings dependent on the dynamic and various pandemic situations and policies and the participating target groups and stakeholders. It is also possible to merge for example the first two workshops in case that bringing together stakeholders is easier and more expedient.

In the following, possible items for an agenda and points not to forget will help you to realise a regional capacity building workshop:

- Presentation/introduction into the project REIF
- Introduction into the workshop, expectation of the workshop, intended objective and benefits, review to last workshop(s)...
- Presentation of results, studies, knowledge and applied methodologies (e.g. interviews, workshops...)
  - Workshop 1: baseline study, market potential analysis, bottleneck analysis (possible methodology: e.g. presentation, market place, world café; virtual: presentation)
  - Workshop 2: Draft Roadmap "new rail infrastructure/services 2030" (possible methodology: e.g. presentation, group work with flipchart/sticky notes on feedback to the draft roadmap; virtual: presentation, online white board)
  - Workshop 3: Final Roadmap "new rail infrastructure/services 2030" (possible methodology: e.g. discussion on how to implement the identified priority actions of the final roadmap within the institutions)
- Discussion about main findings/results, lessons learned, next steps (reflection of workshop, outlook to next workshop)
- Impulse presentations by key stakeholders
- Photos/screenshots of the workshop
- Communication activities/publicity: social media, press release, article, homepage, newsletter etc.
- In case of a recorded video workshop -> e-mails with the video sent to the possible workshop participants
- ...



## 2. Incorporation in WP T3 activities

### 2.1. Regional advisory boards and meetings

The Regional advisory board is a “networking group” composed in each territory of the project by public and private stakeholders involved in rail transport issues, which has to be established by March 2021. In contrast to the regional capacity building workshops, the meetings of the regional advisory boards are composed by selected private and public stakeholders engaged at local level in a direct and indirect way, dealing with intermodal freight in each REIF partner region. Each regional advisory board is coordinated by the related REIF project partner, which is in charge of the development of the Roadmap “new rail infrastructure/services 2030”.

The main aim of the regional advisory board is to establish a solid and durable cooperation among relevant institutional and private stakeholders. The aim of the advisory boards is to co-create the strategies of REIF (roadmap: deliverables D.T3.2.3 and D.T3.2.7) through integrate project findings into the regions, establishing a new permanent coordination mechanism to facilitate the realisation of infrastructures and service developments.

Potential participants can be:

- private and public market players (e.g. managers of freight villages, intermodal platforms, ports and inland terminals, etc)
- technical staff of regional and municipal directorates/Offices. **Please refer to the “Regional Stakeholder” table** that has been identified in the Stakeholder Mapping (see D.T1.1.5 - Baseline studies).

According to the AF, the regional advisory boards are involved in the following activities:

Deliverable number	Deliverable title	Topics/Objectives	Delivery date
D.T3.2.2	Establishment of regional advisory boards		03.2021
D.T3.2.4	Annual Meetings 2020 of the regional advisory boards	<ul style="list-style-type: none"> <li>▪ Discussion on the <u>Draft</u> Roadmap (D.T3.2.3)</li> <li>▪ Identify potential synergies with other initiatives</li> <li>▪ Give guidance on how to reshape it.</li> </ul>	03.2021
D.T3.2.6	Annual Meetings 2021	<ul style="list-style-type: none"> <li>▪ Discussion of the Work Paper D.T3.2.5 with regard to the feasibility &amp; viability of the proposed actions</li> <li>▪ make recommendation on funding possibilities and policy measures for <u>Final</u> Roadmap (D.T3.2.7)</li> </ul>	07.2021

Table 2: Overview of activities and deliverables related to the regional advisory boards



## 2.2. Regional capacity building workshop vs. Regional advisory boards

As stated in the AF and previously described in this work paper, Regional capacity building workshops and meetings of the regional advisory boards show clear differences in the scope and in participants. For that the following table illustrates the contrasts to each other:

	Regional capacity building workshop	Regional advisory board meetings
Type	Learning event/workshop	Technical meeting
Aim	Creation of a common policy framework within the territory involved in the project	Co-creation of REIF strategies through integration of project findings into the regions
Participants role	Auditor- External support	Active
Participants characteristics	<ul style="list-style-type: none"> <li>• Can influence the policy making process of the territory involved in the project</li> <li>• May be not informed about project activities or may be not involved in the decision-making process of regional advisory boards</li> </ul>	<ul style="list-style-type: none"> <li>• Deep knowledge of the topics discussed in the meeting</li> </ul>
Expectation	Train participants on the findings/results of the REIF project and on the roadmap of the development of infrastructures and services of rail freight transport	Make recommendations on funding possibilities and policy measures that will be the starting point of the final roadmap
PP role	Trainer	Technical assistant

Table 3: Comparison of regional capacity building workshops and regional advisory board meetings

## 2.3. Implementation of workshops and meetings

In order to try, as much as possible, to maintain the activities foreseen in the AF, two possible paths to follow are proposed to the PPs:

- 1) Follow the activities listed in the AF
- 2) For partners that may experience difficulties in the involvement of stakeholders for the Regional capacity building workshops, the following option is suggested:
  - Keep the deliverables foreseen in the activities A.T3.2 (Roadmap to the activation of the proposed infrastructure/services) and A.T3.3 (Policy Integration in regional policy instruments) as a milestone



- Substitute the Regional capacity building workshops with video recorded conferences where you present the findings/results of the REIF project and the roadmap of the development of infrastructures and services of rail freight transport. This video can be considered as a deliverable and then has to be shared with the potential participants of the Regional capacity building workshops (e.g. via e-mail).

The only requirement that is asked for is to formally keep the advisory boards separated from the regional working groups, even if they are planned in the same day or part of it. The meeting's documents (i.e. attendance sheets,..) must clearly demonstrate the separation of the activities.

A.T3.1 Regional capacity building workshops		A.T3.2 Advisory board meeting		
Deliverable number	Deliverable title	Deliverable number	Deliverable title	Deadline
D.T3.1.2	Regional Capacity building workshop 1: Market analysis + assessment of infrastructure & services			03.2021
D.T3.1.3	Regional Capacity building workshop 2: Guideline for future rail infrastructure & services			03.2021
		D.T3.2.2	Establishment of regional advisory boards	<u>03.2021</u>
		D.T3.2.3	Draft road map “new rail infrastructure/ services 2030”	<u>03.2021</u>
		D.T3.2.4	Annual Meetings 2020 of regional advisory boards	<u>03.2021</u>
		D.T3.2.5	Work paper: coping with funding needs & ensuring financial sustainability, policy measures	07.2021
		D.T3.2.6	Annual Meetings 2021 of regional advisory boards	07.2021
		D.T3.2.7	Final roadmap “new rail infrastructure/ services 2030”	08.2021
D.T3.1.4	Regional Capacity building workshop 3: road map new rail infrastructure/services 2030			08.2021

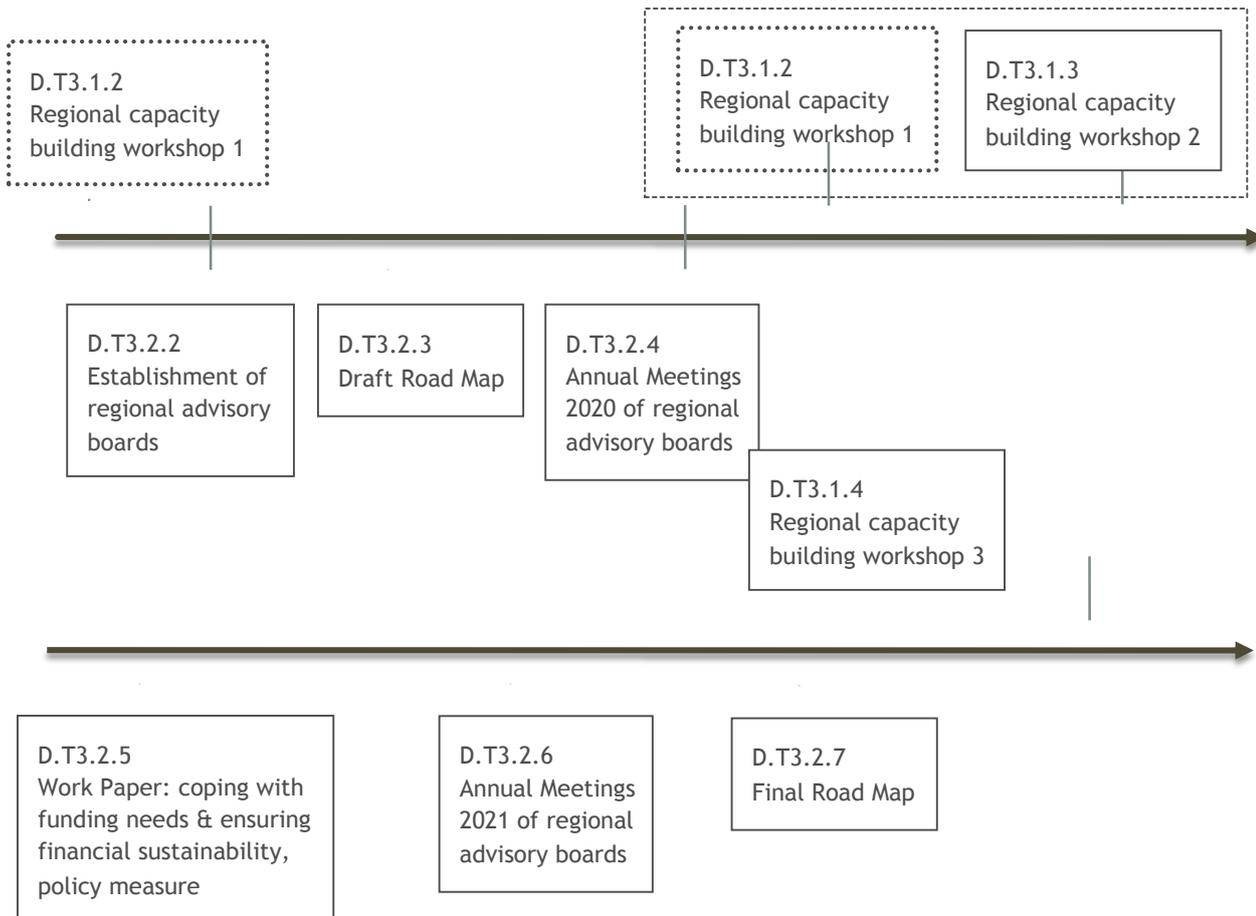
Table 4: Overview of activities



In the AF it is foreseen that, as partnership, the PPs involve at least:

- 84 participants, 21 (3 for each partner) for Regional capacity building workshops - A.T3.1
- 100 participants, 14 (2 for each partner) for Regional Advisory board meetings - A.T3.2

## 2.4. Time scale



It is strongly suggested to complete the deliverables D.T3.2.2, D.T3.2.3 and D.T3.2.4 by March 2021. In any case, they have to be completed before the 2<sup>nd</sup> Regional capacity building workshop (D.T3.1.3). The 1<sup>st</sup> Regional capacity building workshop (D.T3.1.2) may be organised before or after the activities D.T3.2.2, D.T3.2.3 and D.T3.2.4.



### 3. Workshop documentation

The following chapter shall provide a template for the PPs to fill in with basic and key information about each Regional capacity building workshop.

#### 3.1. Workshop overview

*Please fill in the table with general information about the workshop.*

Workshop 1, 2 or 3	
PP (number), host	
Date, location or online	
Form of workshop <sup>1</sup>	
Number and type of participants <sup>2</sup>	

#### 3.2. Summary of the workshop

*Please briefly summarize the workshop here.*

- *Presented key results and findings*
- *Discussed topics*
- *Messages conveyed*
- *Tools and instruments (methodologies) used*
- *Feedback by the participants*
- *Communication activities and publicity*
- *...*

*In case you video recorded your presentation of results and findings, please briefly explain what is in the video.*

#### 3.3. Annex

*Please add the agenda/minutes, the signing list, photos/screenshots, video, presentations etc. of the workshop.*

<sup>1</sup> Physical, virtual, 1 to 1, recorded video sent to the participants

<sup>2</sup> Please do not forget to compile a signing list from all participants during the workshop or anything similar if it is realised virtual or in case a video was recorded and sent to the potential participants of the regional capacity building workshops