Pilot action development methodology

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D.5.1.1

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Table of Contents

1. Introduction

The deliverable 5.1.1 "Pilot action development methodology", whose responsible is PP2-ITL, outlines the guidelines for the development of FRAMESPORT pilot actions and provides the templates supporting their implementation. The outputs linked to this deliverable are:

- Pilot action methodology
- Template for preparatory studies
- Template for pilot reporting

The following chapters illustrate the scope and the general methodology that partners should follow in order to accomplish the outputs, durability and transferability aspects illustrated in the Application Form (hereafter AF). The templates for preparatory studies and pilot reporting are shown in the Annex 1 and 2. Furthermore, in order to monitor the pilot actions state-of-art, a short questionnaire has been drafted (see Annex 3).

As stated in the AF, Pilot actions represent the practical side of FRAMESPORT project and, as mentioned in the following paragraphs, the coordination with the other work packages and project's activities is a crucial point for the success of the project itself.

2. Overall methodology and approach

The aim of the pilot actions is to test technical solutions and experimental initiatives to identify innovative paths to solve existing problems and to drive small ports towards a sustainable growth. Partners involved in the project are responsible for one or more pilot actions that fall into the following specific macro-themes:

A. ICT applications and services development (ITC&service)
B. Spatial planning and management (planning&management)
C. Environment and energy aspects (E&E aspects)
D. Business oriented aspects (Business aspects)
E. Training and knowledge aspects (T&K aspects)
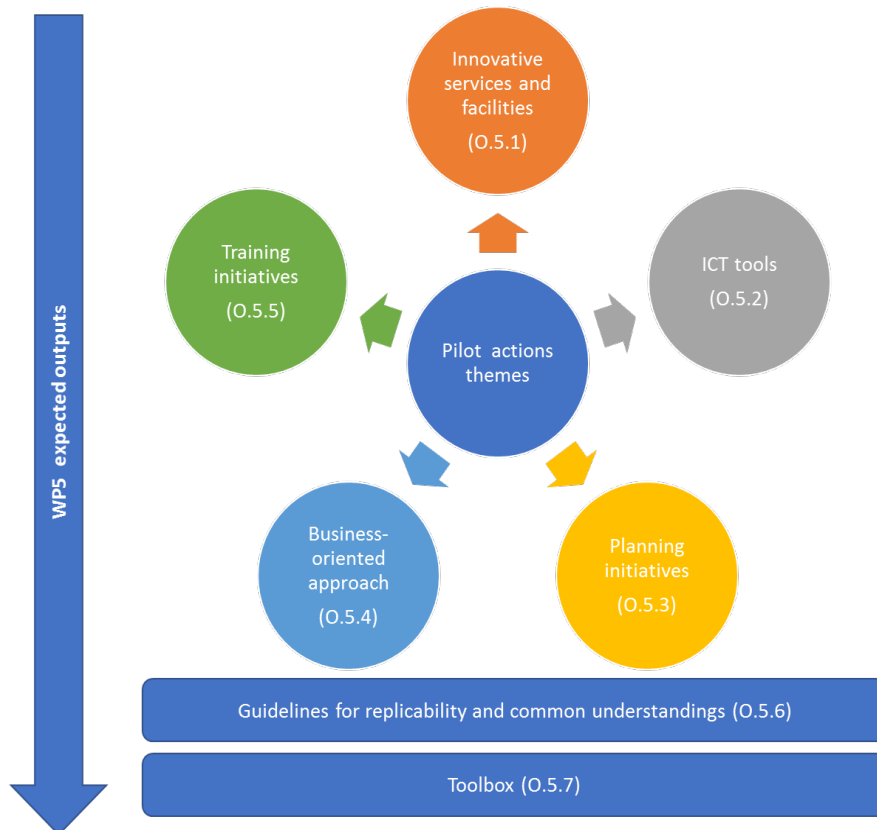
Figure 1 – WP5 expected outputs

Considering that the core activities of the FRAMESPORT project is to define a strategy for small ports development, pilot actions have to be developed with a transnational approach and they have not to be carried out with a stand-alone perspective. The results of pilot activities will represent the starting point for the second stage of consultation foreseen in the WP4 (D.4.4.3 – Stakeholder meetings highlighting priority actions) and for the high-level stakeholder meetings foreseen in WP3 (D.3.3.2 – Strategy consultation) on which the strategy for the future development small port will be built on.

3. Clustering of pilot actions

In the initial stage of the project, ITL as WP5 leader, asked the partners responsible for pilot actions to participate in a survey about the description of pilot actions main characteristics.

14 of the 16 Project partners are responsible for the lead of pilot actions. These partners are: LP - CORILA, PP1 - MMON, PP2 - ITL, PP3-ASSET, PP4-SVIM, PP5-ARAP, PP6-AAST, PP7-LUUN, PP8-PGZ, PP9-ZLUZ, PP10 - LUS, PP12 - LOGO, PP13 - CMCC, PP14-LUSE. As two of them (PP3 and PP13) are

going to implement the same pilot action, the overall number of pilot actions that will be developed is 13.

Some partners have planned to implement more than one pilot action that can be classified in more than one of the pilot actions' macro-themes defined in the AF (see Chapter 2). For this reason, an identification code has been set to each pilot action. The first element corresponds to the numbering of each partner (LP for CORILA, 1 for MMON, 2 for ITL and so on) while the second identifies each pilot led by that partner.

Table 1 - List of pilot actions

PP	Macro-themes	ID code	Description	Pilot site
LP - CORILA	E&E aspects	LP.1	Development of an Ecolabel criteria proposal for small ports to be submitted to the EU Ecolabelling Board (EUEB).	Marina Fiorita – Cà Savio (VE), Marina Uno – Lignano Sabbiadoro (UD), Port of Rabac – Rabac, Port of Rovinj – Rovinj
LP - CORILA	ITC&service	LP.2	STEADFAST System fosTEring sustAinable Development oF Adriatic Small porTs (through a Q-GIS tool where data previously collected will be visualized)	Adriatic small ports
PP1 - MMON	T&K aspects	1.1	Develop / refine professional skills for refitters and shipwrights for the classic and historical boat sector	Monfalcone
PP1 - MMON	ICT&services	1.2	Promotion of the territory linked to Nautical clubs through development of extended reality application (through a web platform reachable through QR Code)	Monfalcone
PP2 - ITL	Planning& management	2.1	Project proposal for the renewal of Rimini canal Port	Rimini
PP2 - ITL	ICT&services	2.2	Development of monitoring system for port operations and public events in the canal port's area	Rimini
PP2 - ITL	ICT&services	2.3	Realization of initiatives for the promotion of the canal port activities	Rimini

PP3 - ASSET PP13 - CMCC	E&E aspects	3.1	Implementation of Port sustainability best-practices	Otranto, Vieste, Trani
PP3 - ASSET PP13 - CMCC	ICT&services	3.2	Regional ports networking and their connections: Promotion of the territory, ICT app for boat berth booking services, marine connectivity (sailboat)	Otranto, Vieste, Trani
PP3 - ASSET PP13 - CMCC	ICT&services	3.3	Harbour and navigational safety: development of a meteo-oceanographic forecasting system for sea shipping activities	Otranto, Vieste, Trani
PP4 - SVIM	E&E aspects	4.1	Sustainable and local mobility interventions (ex. electric bus and bike services)	Vallugola-Gabicce Mare
PP4 - SVIM	E&E aspects	4.2	Sustainable and local mobility interventions (ex. electric bus and bike services)	Numana
PP4 - SVIM	Planning& management	4.3	Strategic analysis aimed at supporting the growth of the small tourist ports network of the Marche Region	Marche Region
PP5 - ARAP	E&E aspects, ICT&services, T&K aspects	5.1 5.2 5.3 5.4	Creation of Innovation Lab to promote development and planning of small ports along the Adriatic coasts (working topics: environmental impact 5.1; port attractiveness 5.2; ICT Platform for monitoring and supervision of freights/passenger 5.3; training and learning events 5.4)	Vasto
PP6 - AAST	ICT&services	6.1	Development of a prototype of a software application for the identification, booking and payment of available spots at Adriatic small ports. Testing phase at Port of Termoli	Termoli
PP7 - LUUN	ICT&services	7.1	Improvement of the available technologies for port management (berths booking system, service payment, information on users' service)	Umag – Novigrad Port Authority area

PP8 - PGZ	ICT&services	8.1	Improvement of the small ports monitoring system (mooring management, billing system, analysis of customer habits)	Ports of Primorje-Gorski Kotar County (Island of Krk)
PP9 - ZLUZ	Planning& management	9.1	Development of Master Plan for the development of a county-level port system in Zadar County	Small ports of Port Authority of Zadar
PP10 - LUS	ICT&services	10.1	Feasibility Studies on alternative moorings for ship and on the use of electric ro-ro passenger ships	Šibenik Port Authority
PP10 - LUS	E&E aspects	10.2	Testing IT system for the forecast of possible geographical dispersion of the pollutants in case of accident	Šibenik Port Authority
PP12 - LOGO	Business aspects	12.1	Development of small port prototype. Identification of opportunities to be taken in order to develop a single port and convey outcomes to stakeholders for the future development and investment plans	Adriatic small ports
PP14- LUSE	Planning& management	14.1	Development of Master Plan for the development of a county-level port system in Ličko-Senjska County	Ličko-Senjska County

As shown in the table above, all the macro themes listed in the AF will be covered by the implementation of one or more pilot actions.

The table below illustrates the pilot actions gathered for macro-themes. Given the heterogeneity of pilot actions included in the "ICT application and service development" macro-theme, those pilots have been gathered in 5 sub-topics (promotion of ports' resources and territory, monitoring of seaside and landside port areas, ICT services for local mobility transport, management of port operations and services, harbour and navigation safety).

Table 2- Pilot actions gathered for Macro-themes and subtopics

Macro-themes	Subtopics	ID code	Description
ICT application and service development	Promotion of ports' resources and territory	1.2 (MMON)	Promotion of the territory linked to Nautical clubs through development of extended reality application
		5.2 (ARAP)	Port attractiveness
		2.3 (ITL)	Realization of initiatives for the promotion of the canal port activities
	Monitoring of seaside and landside port areas	2.2 (ITL)	Development of monitoring system for port operations and public events in the canal port's area
		5.3 (ARAP)	ICT Platform for monitoring and supervision of freights/passenger
		10.1 (LUS)	Feasibility Studies on alternative moorings for ship and on the use of electric ro-ro passenger ships
	Management of port operations and services	LP.2 (CORILA)	STEADFAST System fosTEring sustAinable Development oF Adriatic Small porTs (through a Q-GIS tool where data previously collected will be visualized)
		3.2(ASSET)	Regional ports networking and their connections: Promotion of the territory, ICT app for boat berth booking services, marine connectivity (sailboat)
		6.1 (AAST)	Development of prototype of a software application for the identification, booking and payment of available spots at Adriatic small ports
		7.1 (LUUN)	Improvement of the available technologies for port management (berths booking system, service payment, information on users' service)
		8.1 (PGZ)	Improvement of the small ports monitoring system (mooring management, billing system, analysis of customer habits)
	Harbour and navigation safety	3.3 (CMCC)	Harbour and navigational safety: development of a meteo-oceanographic forecasting system and optimal ship routing

	2.1 (ITL)	Project proposal for the renewal of Rimini canal Port
Spatial planning and management	9.1 (ZLUZ)	Master Plan for the development of a county-level port system in Zadar County
	14.1 (LUSE)	Master Plan for the development of a county-level port system in Ličko-Senjska County
Business oriented aspects	12.1 (LOGO)	Development of a small port prototype. Identification of opportunities to be taken in order to develop a single port and convey outcomes to stakeholders for the future development and investment plans
Environment and energy aspects	LP.1 (CORILA)	Development of an Ecolabel criteria proposal for small ports to be submitted to the EU Ecolabelling Board (EUEB).
	3.1 (ASSET)	Implementation of Port sustainability best-practices
	4.1 (SVEM)	Sustainable and local mobility interventions (ex. electric bus and bike services)
	4.2 (SVEM)	Sustainable and local mobility interventions (ex. electric bus and bike services)
	4.3 (SVEM)	Strategic analysis aimed at supporting the growth of the small tourist ports network of the Marche Region
	5.1 (ARAP)	Best solutions of sustainability in the ports' spaces
	10.2 (LUS)	Testing IT system for the forecast of possible geographical evolution of the pollutions dispersion in case of accident
Training and knowledge aspects	1.1 (MMON)	Develop / refine professional skills for refitters and shipwrights for the classic and historical boat sector
	5.4 (ARAP)	Training and learning events: Involvement of secondary school students in lessons and in practical training

4. Methodology

4.1. Kick-off activities

The main aim of kick-off activities of pilot actions is to establish the steps needed for their development and the working group that will be involved at different levels in their implementation. The milestones of the pilot action preparations are:

- to elaborate a work plan for the whole duration of the project and to set up the working team
- to allocate internal and external budget in project activities
- to plan and prepare the selection procedure in line with EU, national or Programme procurement rules
- to contact associated partners for their involvement in pilot activities
- to map the selected stakeholders in order to define their relationship with pilot action activities.

The table below may ease the stakeholder selection process. Further milestones can be proposed by the pilot leaders.

Table 3 – Mapping of stakeholders

		Influence	
		Low	High
Interest	Low		
	High		

4.1.1. Pilot action development

Once the kick-off activities have been carried out, those activities related to the development of a pilot action can start.

The table below summaries all the WP5's activities, deliverables and deadlines foreseen in the AF. As stated by AF, the deliverables that have to be released during a pilot action fall in activities 5.2 (Pilot preparatory phases), 5.3 (Pilot execution phase and monitoring), 5.4 (Pilot actions resume and scale-up).

The templates for the deliverables of Activities 5.3 have been reported in the annexes. For each of the three stages foreseen for the deliverable D.5.3.1, each partner has to provide the Pilot action advancement report (see Annex 2) by the first deadline indicated in the table below. ITL is going to summarize all the contents in a single deliverable that will be finalised two months later, corresponding to the second deadline reported.

Table 4 – WP5 activities, deliverables and deadlines

Activity	Deliverable	Deadline
A 5.1 - Definition of a common background for pilot implementation	5.1.1 Pilot action methodology	M12 - December 2020
A 5.2 - Pilot preparatory phases	5.2.1 - Pilot action preparatory report	M21 - September 2021
A 5.3 - Pilot execution phase and monitoring	D.5.3.1 - Pilot action report - 1° stage	M19 - July 2021 M21 - September 2021
	D.5.3.1 - Pilot action report - 2° stage	M26 – February 2022 M28 - April 2022
	D.5.3.1 - Pilot action report - 3° stage	M31 – July 2022 M33 - September 2022
	D.5.3.2 - pilot action final report	M34 - October 2022
A 5.4 - Pilot actions resume and scale-up	D.5.4.1 - Reports on pilot actions replicability	M34 - October 2022
	D.5.4.2 - FRAMESPORT Toolbox	M34 - October 2022

In order to monitor the state of art of a pilot action, it is requested to complete the questionnaire included in Annex 3 on a quarterly basis, starting from March 2021. The table below summaries the deadlines of deliverables for the entire duration of pilot action development.

Table 5 – Sum up of deliverables and monitoring tool deadline

		07/21	09/21	02/22	04/22	09/22	11/22	01/23	03/23	06/23
Pilot action preparatory report			X							
Pilot action report	**Advancement report (see Annex 2)**	X		X		X		X		
	Final deliverable (ITL)		X		X		X		X	
Pilot action final report										X
Reports on pilot actions replicability										X

4.1.2.   Activities 5.2 - Pilot preparatory phases

Once the pilot activities have been designed, each partner has to investigate the status quo of the thematic area related to the pilot actions' topic. As stated in the AF, given the heterogeneity of pilot actions, preparatory studies to their development may be customized to guarantee the needed flexibility. Each partner can thus choose the methodology that best fits its piloting initiative. Examples of possible tools are:

- pre-feasibility analysis;
- desk-analysis;
- legal framework analysis;

- research and survey initiatives;
- studies as well as collection of relevant information and data needed that concretely contribute in backing pilot actions.

Stakeholders consultations represent also a valid method in order to collect relevant data and to plan the pilot action's activities.

The activities foreseen in A5.2 includes the elaboration of a list of indicators that will ease the monitoring of the pilot actions development. Each pilot action will use its specific set of indicators, according to the scope, the methodology, the beneficiaries, and the stakeholders involved in its development. Indicators will be monitored in each pilot's advanced sessions (see Annex 1 and Annex 2). The following table shows some examples of indicators for each macro themes e for the subtopics identified in the Table 2.

Table 6 – Examples of indicators

Macro-themes	Subtopics	Example of Indicators
ICT application and service development	Promotion of ports' resources and territory	Number of touristic sites involved; number of events organised...
	Monitoring of seaside and landside port areas	Number of operations monitored; number of equipments installed; …
	ICT services for local mobility transport	Number of users using transport service; number of users using app; Registered users; users satisfaction level; …
	Management of port operations and services	number of booking reached; number of users using services' app; number of services provided to users; …
	Harbour and navigation safety	Number of users; number of small ports included in the app; …

Spatial planning and management	Number of developed scenarios; number of thematic issues analysed; …
Business oriented aspects	Number of opportunities identified; number of stakeholders involved…
Environment and energy aspects	Reduction of small port's carbon footprint; number of solutions implemented in order to reduce emission and waste from port operations; estimate of avoided emission; number of ports involved in the assessment for the EU Ecolabel proposal; …
Training and knowledge aspects	Number of people trained; number of training/events organised; …

More details about the Pilot preparatory phase report will be provided in the Annex 1.

4.1.3.   Activities 5.3 - Pilot execution phase and monitoring

The activity 5.3 concerns the development and the monitoring of pilot actions and includes different aspects of the FRAMESPORT methodological approach (i.e. stakeholder consultation, cooperation between partners). The deliverables that must be produced related to these activities are:

- Pilot action report - the aim of this report is to present the advancement of the pilot action to the partnership. According to the Gantt, the final report will be drafted by ITL and it will be presented in three steps foreseen for September 2021 (1° pilot action advancement session), April 2022 (2° pilot action advancement) and October 2022 (3° pilot action advancement session). According to the advancement step, each partner will draft the advancement report two month earlier by the above-mentioned deadline. In each report, the partner responsible for Pilot action will present the aim and the expected results, its state-of-art, how it fits the FRAMESPORT project, the monitoring of selected indicators, the achieved results. More details are provided in the template shown in the annexes.

- Pilot action final report - the aim of this report is to summarise all the aspects of the pilot action: aim, methodology, results achieved, involvement of stakeholder, monitoring of action through the use of indicators, description of public events, equipment used during its implementation, etc. The deadline foreseen is set for January 2023. More details are provided in the template shown in the annexes.

4.1.4.   Activities 5.4 - Pilot actions resume and scale-up

From the point of view of the overall project, the activities 5.4 play a key role in the WP5. Indeed, the activities foreseen are going to link WP5 with other project's work packages (in particular, WP3 and WP4). It also strengthens the translational profile of the FRAMESPORT project, with the aim of allowing the replicability of pilot actions in other contexts. The deliverables that must be produced related to these activities are:

- Report on pilot actions replicability. This report describes the steps for the accomplishment of the pilot action, the challenges and the risks encountered, the set of indicators that were used for monitoring the activities. The deadline foreseen is set for January 2023.
- FRAMESPORT Toolbox. This report - that is under the responsibility of WP Leader - is going to summarise and select the key elements of piloting activities. The scope of this activity is to collect key points and convey them for the identification of priority actions (WP4) and for the structure of FRAMESPORT strategy development (WP3). To ease the activities of the other WPs, key elements will be gathered by main themes and subtopics identified in the Chapter 3. The report has to be delivered by June 2023.

5. The strategic vision of piloting activities

The transnational cooperation between Programme areas requires that all the data and results regarding the pilot activities have to be shared with the partnership of FRAMESPORT project. All sensitive data are excluded from this request. For this reason, each pilot action cannot be developed as a stand-alone activity but it has to be an integral part of the FRAMESPORT project's strategic vision. Furthermore, as described in the previous chapters, the replicability report has a key role in the development of the activities, allowing the possibility to replicate a pilot action in other contexts and territories.

Project partners that are responsible for pilot actions aiming at the development of a service have to make them available within the partnership. On the other hand, each partner is required to feed the IT applications developed within the project, including the project platform that will be developed within WP3.

Annexes

I. Template for the pilot action preparatory report

This Annex illustrates the template for the preparatory studies. Those partners responsible for more than one pilot actions shall describe each pilot action separately from the others into a single deliverable.

Please note that this is not a questionnaire but a report on pilot activities. Use the chapters as sections and be most exhaustive as you can.

1. Introduction

In this section, please describe briefly the aims and the descriptions of piloting activities and the specific type of preparatory studies that are required for its development.

2. Preparatory studies description

This section is the core part of the deliverable D.5.2.1. The activities carried out in preparation for the pilot action have to be described in detail, contextualizing the local information through the 5 main macro-themes of the pilot activities and their related sub-topics identified in Chapter 3. Insert pictures or schemes or add any annexes that may complete the preparatory report.

3. Stakeholder mapping

In this section, please describe the involvement of the stakeholders within the pilot action, compiling the tables below. The former lists stakeholders involved in the pilot action, their role and contribution to the project. The latter classifies them by interest and influence within the development of the activities. As suggested by the AF, pilot consultation activities will be carried out according to the WP4 stakeholder meeting interactions.

Stakeholder	Role	Contribution to the projects
...	..	..
..	..	..

		Influence	
		Low	High
Interest	Low		
	High		

4. SWOT analysis

The SWOT analysis eases to identify and assess key internal (strength and weakness) and external (opportunities and threats) factors related to the pilot activities and that may affect their successful implementation. It is also a useful tool to identify the corrective risk mitigation measures.

Strengths	Weakness
…	…
…	…
Opportunities	Threats
…	…
…	…

Potential Risk	Proposed risk-mitigation measures
….	…
..	..

5. Monitoring activities

In this section, please introduce the indicators that you plan to use to monitor the development of pilot action. For each indicator, as illustrated in the table below, please indicate the unit of measure, the target value and the time horizon for their monitoring (1st pilot action advancement session - June 2021, 2nd pilot action advancement session - December 2021, 3rd pilot action advancement session - June 2022)

Indicator	Unit of measure	Target value	Time horizon for monitoring (June '21/ Dec. '21/ June '22)
Indicator 1	…	…	…
Indicator 2	….	…	…
…	…	…	…

6. Conclusion

In this section, please summarise the main content that have been illustrated in the previous chapters.

II. Template for the 1st Pilot action advancement session

1. Introduction

Please describe briefly the aim of pilot action, the challenge its tackles and the compliance with macro-themes and topics proposed by pilot actions' methodology and the compliance with the overall scope of FRAMESPORT project.

2. Pilot action description

In this section, please describe in detail the pilot action, filling the following paragraphs

2.1. Aim of pilot action

2.2. Compliance with the macro-themes and sub-topics proposed in the pilot action methodology

2.3. Compliance with the overall aim of FRAMESPORT project

2.4. Start date - End date

2.5. Context

Describe the context and the existing needs that require the pilot action development

2.6. Expected results

Describe the expected results and the problems that may have been encountered

2.7. Actors/stakeholders to be involved

Describe the actors/stakeholders/beneficiaries that will be involved and their role in the implementation of pilot action. If consultation stage has already started, please insert photos and descriptions of the events

2.8. Thematic equipment needed

Describe the thematic equipment for the development of pilot action and how it will be used

2.9. Methodology

Describe the methodology and the activities that will be performed

2.10. Activities carried out so far

Describe in detail the activities that have been carried out so far

3. Monitoring activities

In this section, please illustrate the implementation of indicators that have been chosen for the pilot action's monitoring activities.

For each indicator, as illustrated in the table below, please indicate the unit of measure, the target and the achieved values and the time horizon for their monitoring (1st pilot action advancement

session - July 2021, 2nd pilot action advancement session - February 2022, 3rd pilot action advancement session - July 2022)

Indicator	Unit of measure	Target value	Achieved value	Time horizon for monitoring (July '21/ Feb. '22/ July '22)
Indicator 1	…	…	..	…
Indicator 2	….	…	..	…
…	…	…	..	…

4. Conclusion

In this section, please summarise the main content that have been illustrated in the previous chapters.

III. Template for the 2nd and 3rd Pilot advancement sessions

1. Introduction

Please describe briefly the aim of the pilot action and how its implementation is going, which problems have been encountered and what has been done in order to overcome them.

2. Pilot action description

In this section, please compile in detail the following paragraphs.

2.1. Aim of pilot action

2.2. Start date - End date

2.3. Percentage (%) of achievement of the implementation

2.4. Activities carried out so far

Describe in detail the activities that have been carried out so far.

2.5. Intermediate results achieved

Describe in detail the intermediate results achieved. Insert pictures or schemes or add any annexes that may complete the description of results.

2.6. Next activities to be done

Describe in detail the next activities that will be done

2.7. Actors/Beneficiaries/ Stakeholders involvement

Which Actors/Beneficiaries/ Stakeholders have been involved? Please, insert photos and descriptions of the events

2.8. Use of thematic equipment

Describe how the thematic equipment has been used.

2.9. Problems encountered

Which problems have been encountered during the pilot action implementation? How they have been overcome? Could they affect the planned results and/or original planning?

3. Monitoring activities

In this section, please illustrate the implementation of indicators that have been chosen for the pilot action's monitoring activities.

For each indicator, as illustrated in the table below, please indicate the unit of measure, the target and the achieved values and the time horizon for their monitoring (2nd pilot action advancement session - February 2022, 3rd pilot action advancement session - July 2022)

Indicator	Unit of measure	Target value	Achieved value	Time horizon for monitoring (July '21/ Feb. '22/ July '22)
Indicator 1	…	…	..	…
Indicator 2	….	…	..	…
…	…	…	..	…

4. Conclusion

In this section, please summarise the main content that has been illustrated in the previous chapters.

IV.   Template for the Pilot action final report

1. Introduction

Please describe briefly the aim of the pilot action and the results that have been achieved.

2. Pilot action description

In this section, please compile in detail the following paragraphs.

2.1. Aim of pilot action

2.2. Start date - End date

2.3. Achieved results

Describe the results achieved by the pilot action. Do they correspond to the expected ones? Insert pictures or schemes or add any annexes that may complete the description of results

2.4. Description of activities carried out

Describe briefly the activities that have been done for the implementation of the project. A comprehensive description shall be contained in the deliverable D.5.4.1 "Reports on pilot actions replicability".

2.5. Actors/Beneficiaries/ Stakeholders involvement

Which Actors/beneficiaries/stakeholders have been involved? Please, insert photos and descriptions of the events

2.6. Use of thematic equipment

Describe how the thematic equipment has been used.

2.7. Problems encountered

Which problems have been encountered during the pilot action implementation? How they have been overcome?

3. Monitoring of activities

In this section, please illustrate the final evaluation of monitoring indicators. For each indicator, as illustrated in the table below, please indicate the unit of measure, the target and the achieved values and the time horizon for their monitoring (2nd pilot action advancement session - February 2022, 3rd pilot action advancement session - July 2022)

Indicator	Unit of measure	Target value	Achieved value	Time horizon for monitoring (July '21/ Feb. '22/ July '22)
Indicator 1	…	…	..	…
Indicator 2	….	…	..	…
…	…	…	..	…

4. Pilot action outcomes

In this section, please highlight the key elements of pilot action that allow to set the path towards the FRAMESPORT overall strategy through the activities that are going to be carried out in WP3 and WP4. In order to better frame the pilots' outcomes with the scope of the FRAMESPORT project, please consider the relationship with macro themes of the pilot and the subtopic proposed. These descriptions will support the draft of FRAMESPORT Toolbox, that is the responsibility of WP Leader.

5. Conclusion

In this section, please summarise the main content that has been illustrated in the previous chapters.

V.   Template for the Pilot action replicability report

1. Introduction
The transfer of project results and main outputs requires appropriate guidelines delivering the methodologies used and a description of the context where projects have been implemented. This report represents the output through which project partners and stakeholders may be able to better understand the methodological frame used for the pilot actions implementation and to replicate and scale-up them in other territorial contexts. As final deliverable of pilot actions, the contents of this document may provide valuable insights, through the FRAMESPORT Toolbox (D.5.4.2), for the strategy consultation and for the structure of the FRAMESPORT strategy paper.
In this section, please give a short overview of the content of the next paragraphs highlighting the main points for the pilot action replicability process.

2. Pilot action in a nutshell

2.1 Contextualization
In this section, please describe the territorial context where the pilot action has been implemented and the reasons behind the choice to implement this pilot action within this context. For example, indicate the number and the main characteristics of small ports involved, the status quo of the ports regards the thematic concerned the pilot action, etc. You are kindly invited to insert in the document a map of the study area which illustrates the ports.

2.2 Overall vision of the pilot
In this section, please summarise the activities carried out and the reached results. Specify the discrepancies with respect to initial expectations, if any.

3. State-of-the-art and literature review
Please briefly report in this section the best practices and the highlights from the literature review, if any, consulted by you concerning the activities of the PA (procedures and methodologies followed, etc.).

4. Pilot action development and main obstacles

4.1 Step-by-step procedure

In this section report, with a brief description and in a chronological order, all the steps necessary for the accomplishment of the planned activities.

4.2 Target groups and stakeholders
Please, briefly describe the target group of the pilot action and the stakeholders involved. Focus on the methodology and tools used for their involvement and on its contribution to the achievement of the results.

4.3 Main obstacles
Highlight the main obstacles faced during the pilot action development, identifying potential possible alternative methodologies that would have allowed to avoid the obstacles or reduce its impact.

4.4 Identified KPIs and related achievements
In this section, suggest the most suitable KPIs to be considered throughout the monitoring activities, justifying their choice. Specify which ones were used and those that would have eased the pilot action monitoring. Please also describe the results of the monitoring phase.

5. Final consideration, tip&tricks
In this section, summarise the main content that have been illustrated in the previous chapters. Please, focus on the advices and suggestions for the replication of the pilot action in another territory.

VI. Questionnaire on pilot action state-of-art

These questionnaires are a monitoring tool that is going to be used to check the state of the art of pilot actions. As described in the paragraph 4.2, it should be filled on a quarterly basis starting from March 2021 and sent to the WP Leader. It comprises the milestones described in the chapter 4.1 ("Kick-off activities"), those added by pilot leaders and others check-points for the monitoring of pilot action development.

Questionnaire n°1

Questionnaire n°	1	Date	March 2021
Pilot action ID code: *(please indicate the ID code, see Table 1 in the attached .pdf)*			
Title of pilot action:			
Macro theme of the pilot action: ICT applications and services development / Spatial planning and management / Environment and energy aspects / Business-oriented aspects / Training and knowledge aspects *(please indicate the macro-theme, see Table 1 and 2 in the attached .pdf)*			
Sub topic of the pilot action: *(see Table 2 in the attached .pdf – only for macro theme ICT applications and services development)*			
Pilot Leader:			
Pilot action aim (*please describe briefly the aim of the pilot action*)			
Procurement process for external expertise selection	Status: To do / In Progress / Completed / Not needed (*please indicate the current status*)		
Procurement process for equipment tender procedure	Status: To do / In Progress / Completed / Not needed (*please indicate the current status*)		
Problems encountered (*please describe briefly any possible difficulties that you are facing regarding, as example, the:* ● *Planning of pilot action* ● *Procurement process for external expertise selection* ● *Procurement process for equipment tender procedure* ● *…*			

COVID-19 Observatory
Please provide any relevant information about actual impacts or expected ones in relation to the COVID-19 pandemic situation evolution:

Questionnaire n°2/3/4/5/6

Questionnarie n° *(please indicate the progressive number of the questionnaire)*	2/3/4/5/6	Date *(please indicate the date of compilation)*	June 2021/ September 2021/ December 2021/ March 2022 June 2022
Pilot action ID code: *(please indicate the ID code, see Table 1)*			
Title of pilot action:			
Macro theme of the pilot action:			
Sub topic of the pilot action: *(see Table 2)*			
Pilot Leader:			
Procurement process for External expertise selection	Status: To do / In Progress / Completed / Not needed		
Notes: (*please describe briefly the planned actions, the progress made or the achieved results about this milestone)*			
Procurement process for equipment tender procedure	Status: To do / In Progress / Completed / Not needed		
Notes: (*please describe briefly the planned actions, the progress made or the achieved results about this milestone)*			
Use of the equipment	Status: To do / In Progress / Completed/ Not needed		
Notes: (*please describe briefly the planned actions, the progress made or the achieved results about this milestone)*			
Involvement of associated partner	Status: To do / In Progress / Completed / Not needed		

Notes: (*please describe briefly the planned actions, the progress made or the achieved results about this milestone*)	
Involvement of stakeholders	Status: To do / In Progress / Completed
Notes: (*please describe briefly the planned actions, the progress made or the achieved results about this milestone*)	
Elaboration of monitoring indicators' list	Status: To do / In Progress / Completed
Notes: (*please describe briefly the planned actions, the progress made or the achieved results about this milestone*)	
Drafting of Pilot preparatory report	Status: To do / In Progress / Completed
Notes: (*please describe briefly the planned actions, the progress made or the achieved results about this milestone*)	
Drafting of Pilot action report - 1° stage	Status: To do / In Progress / Completed
Notes: (*please describe briefly the planned actions, the progress made or the achieved results about this milestone*)	
Drafting of Pilot action report - 2° stage	Status: To do / In Progress / Completed
Notes: (*please describe briefly the planned actions, the progress made or the achieved results about this milestone*)	
Drafting of Pilot action report - 3° stage	Status: To do / In Progress / Completed

Notes: (*please describe briefly the planned actions, the progress made or the achieved results about this milestone*)	
Drafting of Pilot action final report	Status: To do / In Progress / Completed
Notes: (*please describe briefly the planned actions, the progress made or the achieved results about this milestone*)	
Drafting of report on pilot action replicability	Status: To do / In Progress / Completed
Notes: (*please describe briefly the planned actions, the progress made or the achieved results about this milestone*)	
Added milestone 1	Status: To do / In Progress / Completed
Notes: (*please describe briefly the planned actions, the progress made or the achieved results about this milestone*)	
Added milestone 2	Status: To do / In Progress / Completed
Notes: (*please describe briefly the planned actions, the progress made or the achieved results about this milestone*)	
…	Status: To do / In Progress / Completed
Notes: (*please describe briefly the planned actions, the progress made or the achieved results about this milestone*)	