

2021 - onwards

2022 - onwards

| Activity description                                                                   | RCG NANSEA                                                                 | RCG Baltic | RCG LP | RCG LDF | RCG ECON | RCG Med&BS |   |
|----------------------------------------------------------------------------------------|----------------------------------------------------------------------------|------------|--------|---------|----------|------------|---|
| <b>REGULAR ACTIVITIES</b>                                                              |                                                                            |            |        |         |          |            |   |
| <b>I. DAILY OPERATION</b>                                                              |                                                                            |            |        |         |          |            |   |
| 1.1. Daily communication and correspondence                                            | ✓                                                                          | ✓          | ✓      | ✓       | ✓        | ✓          |   |
| 1.2. Maintaining effective records and administration                                  | ✓                                                                          | ✓          | ✓      | ✓       | ✓        | ✓          |   |
| 1.3. Prepare official letters, reports, etc                                            | ✓                                                                          | ✓          | ✓      | ✓       | ✓        | ✓          |   |
| 1.4. Finances                                                                          | ✓                                                                          | ✓          | ✓      | ✓       | ✓        | ✓          |   |
| 1.5. Staff                                                                             | ✓                                                                          | ✓          | ✓      | ✓       | ✓        | ✓          |   |
| <b>2. COMMUNICATION &amp; DISSEMINATION</b>                                            |                                                                            |            |        |         |          |            |   |
| 2.1. Web & Social network maintenance                                                  | ✓                                                                          | ✓          | ✓      | ✓       | ✓        | ✓          |   |
| 2.2. Corporative image maintenance                                                     | ✓                                                                          | ✓          | ✓      | ✓       | ✓        | ✓          |   |
| 2.3. Developing contents for Newsletter                                                | ✓                                                                          | ✓          | ✓      | ✓       | ✓        | ✓          |   |
| 2.4. Press releases                                                                    | ✓                                                                          | ✓          | ✓      | ✓       | ✓        | ✓          |   |
| 2.5. Stakeholders' focal point                                                         | ✓                                                                          | ✓          | ✓      | ✓       | ✓        | ✓          |   |
| 2.6. Consultation processes (questionnaires and surveys)                               | ✓                                                                          | ✓          | ✓      | ✓       | ✓        | ✓          |   |
| <b>3. MAINTENANCE OF WORKING TOOLS</b>                                                 |                                                                            |            |        |         |          |            |   |
| 3.1. Stakeholders database                                                             |                                                                            |            |        |         |          |            |   |
| 3.2. Relevant projects database                                                        |                                                                            |            |        |         |          |            |   |
| 3.3. Maintenance of work/docs. Repositories (Sharepoint, MS Teams, google docs, etc)   | ✓                                                                          | ✓          |        |         |          |            |   |
| <b>4. BASIC PROTOCOLS &amp; ORGANISATION PROCEDURES</b>                                |                                                                            |            |        |         |          |            |   |
| 4.1. Participants' itinerary (chair and co-chair mandate and remits)                   |                                                                            |            |        |         |          |            |   |
| 4.2. Rules of procedure (permanent update and accessibility)                           |                                                                            |            |        |         |          |            |   |
| 4.3. Terms of reference (permanent update and accessibility)                           |                                                                            |            |        |         |          |            |   |
| 4.4. Guidance through legal references                                                 |                                                                            |            |        |         |          |            |   |
| 4.5. Develop and maintain documents describing overarching RCGs processes, actions and | ✓                                                                          | ✓          |        |         |          |            |   |
| 4.6. Track and facilitate activities and processes                                     | ✓                                                                          | ✓          |        |         |          |            |   |
| <b>5. MEETINGS</b>                                                                     |                                                                            |            |        |         |          |            |   |
| 5.1. Secretariat meetings                                                              | ✓                                                                          | ✓          | ✓      | ✓       | ✓        | ✓          |   |
| 5.2. RCGs Annual Technical Meeting                                                     | ✓                                                                          | ✓          | ✓      |         | ✓        | ✓          |   |
| Planning & preparation                                                                 | Develop preliminary agenda                                                 |            |        |         |          |            |   |
|                                                                                        | Convene meeting (Set doodle, save the date, invitation and reminders)      |            |        |         |          |            |   |
|                                                                                        | Registration system set up                                                 |            |        |         |          | ✓          |   |
|                                                                                        | Confirmation of Speakers                                                   |            |        |         |          |            |   |
|                                                                                        | Confirmation of Rapporteurs                                                |            |        |         |          |            |   |
|                                                                                        | Registration of invitees                                                   |            |        |         |          |            |   |
|                                                                                        | Written instructions: for presenters, for rapporteurs and for participants |            |        |         |          |            |   |
|                                                                                        | Templates for presentations and reporting                                  | ✓          | ✓      | ✓       |          | ✓          | ✓ |
|                                                                                        | Preparation meeting with presenters and rapporteurs                        |            |        |         |          |            |   |
|                                                                                        | Supervision of Sharepoint uploads, meeting documents,..                    | ✓          | ✓      |         |          |            |   |
|                                                                                        | Logistics set up (virtual and/or physical venue)                           | ✓          | ✓      |         |          |            |   |
|                                                                                        | Accommodation                                                              |            |        |         |          |            |   |
| Amenities (coffee breaks, lunch, dinner, activities...)                                |                                                                            |            |        |         |          |            |   |

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| <b>REGULAR ACTIVITIES</b>                                        |                                                                                                                             |            |            |        |         |          |            |
| Accomplishment                                                   | Reception (registration, signature sheets, etc)                                                                             |            |            |        |         |          |            |
|                                                                  | Orientation/support to attendees                                                                                            |            |            |        |         |          |            |
|                                                                  | Audiovisuals                                                                                                                |            |            |        |         |          |            |
|                                                                  | House Keeping Rules and Time-keeping                                                                                        |            |            |        |         |          |            |
|                                                                  | Meeting Notes, pictures and other graphic evidence                                                                          | ✓          | ✓          |        |         |          |            |
|                                                                  | Management of amenities                                                                                                     | ✓          | ✓          |        |         |          |            |
| Reporting                                                        | Follow up and compilation of documents to feed reports                                                                      | ✓          | ✓          |        |         |          |            |
|                                                                  | Report co-edition                                                                                                           | ✓          | ✓          |        |         |          |            |
|                                                                  | Draft report shared w/ participants for feedback                                                                            | ✓          | ✓          |        |         |          |            |
|                                                                  | Integration of feedback                                                                                                     | ✓          | ✓          |        |         |          |            |
|                                                                  | Report submission                                                                                                           | ✓          | ✓          |        |         |          |            |
|                                                                  | Public Communication                                                                                                        | ✓          | ✓          |        |         |          |            |
| G <sub>wo</sub>                                                  | Update ISSG groups and participants, chairs, etc                                                                            | ✓          | ✓          |        |         |          |            |
| <b>6. OTHER MEETINGS &amp; EVENTS</b>                            |                                                                                                                             |            |            |        |         |          |            |
|                                                                  | 6.1. RCG Pre & Decision meeting (Planning & preparation, Accomplishment, Reporting)                                         | ✓          | ✓          | ✓      | ✓       | ✓        | ✓          |
|                                                                  | 6.2. Liaison meeting (Planning & preparation, Accomplishment, Reporting)                                                    | ✓          | ✓          | ✓      | ✓       | ✓        | ✓          |
| <b>7. INTERSESSIONAL WORK FOLLOW UP</b>                          |                                                                                                                             |            |            |        |         |          |            |
|                                                                  | 7.1. RCGs and ISSGs workshops & training workshops (Eventual support to: Planning & preparation, Accomplishment, Reporting) |            |            |        |         |          |            |
|                                                                  | 7.2. Monitoring of milestones and achievements                                                                              |            |            |        |         |          |            |
| <b>ADDITIONAL ACTIVITIES</b>                                     |                                                                                                                             |            |            |        |         |          |            |
| <b>8. NEW INITIATIVES AND PROJECTS BY THE RCGs INVOLVING THE</b> |                                                                                                                             |            |            |        |         |          |            |
|                                                                  | 8.1. Preparation support for new initiatives and projects (SECWEB, FISHN'CO,...)                                            | ✓          | ✓          | ✓      | ✓       | ✓        | ✓          |