MSP CHALLENGE WORKSHOP MANUAL

INTRODUCTION

If you are reading this manual, you must have heard of MSP Challenge and might be interested in organising a workshop using it. This manual guides you in planning and conducting MSP Challenge workshops for different purposes.

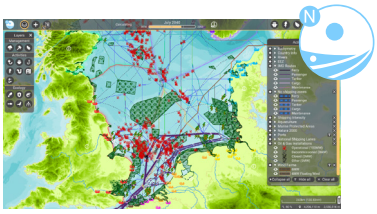
In case you want to know more about MSP Challenge, please find more information on www.mspchallenge.info.

Join our user community and access information, documentation and support, useful to understand, install, and use the MSP Challenge Simulation Platform: community.mspchallenge.info

At the moment there are **four editions** of MSP Challenge, all using the same Simulation Platform:

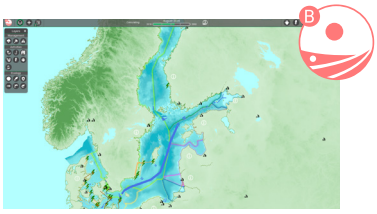
NORTH SEA EDITION

A busy area with conflicting interests. Ideal for exploring multi-sectoral, transboundary, and ecosystem-based aspects of MSP.



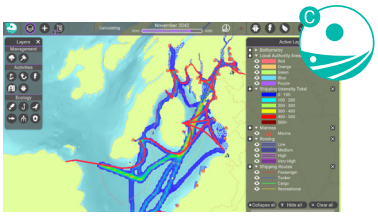
BALTIC SEA EDITION

The largest area available, with diverse marine ecosystems. Ideal for exploring the transboundary and multi-sectoral planning aspects of MSP.



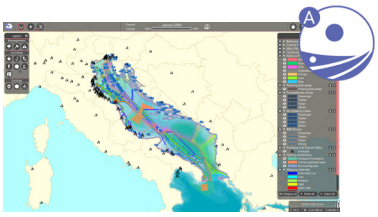
CLYDE MARINE REGION EDITION

The smallest area available, without any energy activity. Ideal for exploring the ecosystem-based planning aspects of MSP and involving local stakeholders.



ADRIATIC SEA EDITION

A medium-sized enclosed area with a large dataset. Ideal for exploring the transboundary and multi-sectoral planning aspects of MSP.



CONTENT OF THE MANUAL

The "**Workshop Basics**" section offers general tips to design and conduct your workshop.
"**Conceptualise Workshop**" explains the steps to follow to design your workshop.
"**Workshop Structure**" suggests the things to cover during each phase of the workshop.

Under "**Formats Suggested**" you will find typical workshop formats to inspire you as you design your own, namely the MSP Stakeholder Engagement, Scenario Exploration, Basic Teaching, and Advanced Teaching workshop formats.

Finally, based on our own experience, we provide some information on "**Practical Arrangements**" for face-to-face and online workshops.

WORKSHOP BASICS

MSP CHALLENGE USAGE

- → Teach about the **process, content, or complexity** of MSP
- → Teach about possible **conflicts and synergies** between marine activities
- → Explore the **potential effects** of a planning idea
- → **Engage stakeholders** in an MSP process (multi-sectoral, transboundary, ecosystem-based)

HOW IT WORKS

The participants are divided into teams, each team representing a different country of the sea region. Participants develop collaborative maritime spatial plans to reach their goals (for example, achieving 40 GW of renewable energy by 2050). After the plans are approved, the simulations run, and the results achieved can be explored in the form of KPIs and heat map changes.

Simulation time in the platform is controllable. For example, you can let the participants make plans for the future up until 2050, and afterwards you let the simulations run until 2050. Another option is to let participants plan for the first ten years, let the simulations run for those ten years, and evaluate the effects. You could repeat this process for several subsequent decades.

NUMBER OF PARTICIPANTS

MINIMUM: To make the experience interesting, at least **four teams of three people** are needed.

MAXIMUM: **In theory**, there is **no maximum** as several servers and rooms can be used if necessary.

In practice, the **room's capacity** for face-to-face events can be a limitation, as well as the number of facilitators available to host and support all participants.

TIME NEEDED

Ideally, a workshop should take at least **four hours to several days.** For teaching or collaborative planning purposes, it can be extended for weeks.

GENERAL TIPS

Ideally, plan for **a full-day workshop** (minimum three hours).	It is advisable to **test the network** beforehand.
You do not need to have all the answers; **let players think for themselves**.	Plan for a **coffee break**. Players need opportunities to relax, get further acquainted and socialise in this kind of workshop.
Mistakes will happen; let it go; it is a **learning process**.	Start with an **ice breaker** Note that this might be even more important if the workshop is online.
Things will not always go according to plan, be flexible and **have a plan B**.	Advise participants to download, **install and test MSP Challenge** on their computers in advance.

CONCEPTUALISE WORKSHOP

WORKSHOP SETUP

The first step is defining the purpose of the workshop, the target audience, and (learning) goals you want to achieve. Examples of each aspect are provided below, although they are not exhaustive.

When doing this, keep in mind the time available for the workshop and how it is delivered (face-to-face, online, or hybrid; synchronous or asynchronous); this will influence the setup of the workshop.

STEP 1: WORKSHOP PURPOSE

! Remember to choose the appropriate MSP Challenge edition for the workshop's purpose.

- → Stakeholder engagement
- → Scenario building
- → Simulation of effects from (draft) marine spatial plans
- → Learning about MSP
- → Explore MSP Challenge's potential usage

STEP 2: TARGET AUDIENCE

! The target audience's preexisting general level of MSP knowledge will determine the exact formulation of your learning goals.

- → Students
- → Researchers
- → MSP professionals
- → Sectoral stakeholders
- → Regional stakeholders

STEP 3: LEARNING GOALS

- → Learn about the MSP process
- → Better transboundary cooperation
- → Effects of planning scenarios in a region
- → Learn about the conflicts and synergies between human activities at sea

! The learning goals will influence the usage of role-playing, (sectoral) targets definition, and simulation time needed.

The definition of these three items will help define how much time you need for the workshop. You might want to revisit this time estimation during the next phase of workshop planning: Workshop Structure.

WORKSHOP STRUCTURE

PHASES

Consider three phases for the workshop. The length and detail of each phase will vary according to how you defined the setup (workshop purpose, target audience and learning goals).

The topics to cover in each phase is described below.

INTRODUCTION

- → Workshop's goals
- → Workshop's programme
- → Introduction to MSP (if participants do not have prior knowledge)
- → MSP Challenge intro
- → Instructions on how to use the platform

This part of the workshop consists of plenary lectures and familiarisation with MSP Challenge. Keep it brief.*

WORKSHOP CORE

- → Explore the platform and the data
- → Make some preliminary plans
- → Discuss any sectoral or transboundary plans
- → Participants finalise and approve plans

This part of the workshop consists of group work, requiring a lot of initiative and interaction.

DEBRIEFING & CLOSING

- → Overview of implemented plans
- → Look at the final simulation results
- → Discuss results
- → Q & A

This part of the workshop consists of plenary group discussions. Try to engage participants in the discussion.

** See tutorials available on the Community Wiki: community.mspchallenge.info*

FORMATS SUGGESTED

MSP STAKEHOLDER ENGAGEMENT WORKSHOP

Stakeholder engagement workshops tend to last from half a day up to a full day.
Below are some pertinent questions with suggested answers for this format:

» **What is the focus of the workshop?**
For instance, multisector planning, transboundary planning, synergies and conflicts between sectors, etc.

» **Which edition of MSP Challenge to use?**
The best edition to use in these workshops is the one matching the region in which the stakeholders operate. If that edition doesn't exist yet, choose the most similar one (in terms of human activities or area: smaller enclosed area versus large open area).

» **How many rounds of planning are needed?**
If you want to explore the platform and its potential, one round is enough. If you are going to simulate the effects of the plans and see if you can achieve good environmental status, plan two to four rounds and let the simulations run for several decades, e.g. until 2050.

COURSE OF THE WORKSHOP

INTRODUCTION	WORKSHOP CORE	DEBRIEFING
30 minutes - 1 hour	2 - 3 hours	30 minutes - 1 hour
Face-to-face or online (usually synchronous) Decide if you are providing sectoral targets. If so, present them during the introduction.	Face-to-face or online (synchronous) Plan a round of discussion for each planning round (with focus on your workshop's goals).	Face-to-face or online (synchronous) Compare scenarios at start and end, and see the effects of the plans made.
Think of a (short) warm-up activity to get everyone in the right mood.	Have maps of the region available* (paper or digital) so participants can draft their ideas before making plans on the platform.	Use the time feature of MSP Challenge to compare layers at different moments of the simulation.

** Available on the Community Wiki: community.mspchallenge.info*

Determine the time for each workshop part and adjust your initial estimate.

FORMATS SUGGESTED

SCENARIO EXPLORATION WORKSHOP

» **Which edition of MSP Challenge to use?**
It's convenient to use the MSP Challenge edition corresponding to the region for which scenarios are developed.

» **How many rounds of planning are needed?**
Choose between running parallel scenarios (each based on the same time frame) or sequential (thus building on top of each other and concerning different time frames).

For scenario exploration, the time needed for the workshop will depend greatly on:

→ The time frame of the scenarios to explore.

→ How many different scenarios will be simulated.

COURSE OF THE WORKSHOP

INTRODUCTION	WORKSHOP CORE	DEBRIEFING
45 minutes - 2 hours	1 - 3 days	30 minutes - 1 hour
Face-to-face or online (usually synchronous) Provide enough context and any information needed for scenario building, think of rules or policies participants need to know to succeed.	Face-to-face or online (synchronous) Plan a coffee break for each block of two to three hours.	Face-to-face or online (synchronous) Compare scenarios at start and end, and see the effects of the plans made.
Think of a (short) warm-up activity to get everyone in the right mood.	Have maps of the region available* (paper or digital) so participants can discuss their ideas before making plans on the platform.	Use the time feature of MSP Challenge to compare layers at different moments of the simulation.

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Determine the time for each workshop part and adjust your initial estimate.

FORMATS SUGGESTED

BASIC TEACHING WORKSHOP

This example is for students with no prior MSP knowledge who want to learn about the MSP process. The suggested time frame is from one day to one week.

» **What is the focus of workshop?**
If you want to give an introduction course about MSP, you can use the platform to simulate the MSP process. We suggest you give students (sectoral) national targets. You can also assign different roles within a team to simulate sectoral stakeholders' behaviour.

» **Which edition of MSP Challenge to use?**
For educational purposes you can choose any of the MSP Challenge editions. Nevertheless, the North Sea edition is the most complete at the time of writing.

» **How many rounds of planning are needed?**
We suggest going through one or two sequential planning rounds depending on the time available.

COURSE OF THE WORKSHOP

INTRODUCTION	WORKSHOP CORE	DEBRIEFING
1 - 2 hours	3 hours (minimum)	1 hour (minimum)
Face-to-face or online (can be pre-recorded) Make sure to introduce the (sectoral) targets and the different stakeholders if relevant for your workshop.	Face-to-face or online (group activity) You can let students work in groups independently and plan for group discussions about the topics you want to focus on.	Face-to-face or online (synchronous) Look at the simulations results (energy, shipping, ecology) and discuss if the results were expected or not, what caused them, etc.
Ask students to follow the tutorials on how to use the platform in advance*. Write small assignment so that students explore the platform by themselves (for instance, a sequence of questions about where to find certain layers, what is the most prominent type of sediment, etc.).	Have maps of the region available* (paper or digital) so participants can discuss their ideas before making plans on the platform.	Use the support materials regarding the ecosystem model of the respective MSP Challenge edition* and the knowledge base of the platform.

** Available on the Community Wiki: community.mspchallenge.info*

Determine the time for each workshop part and adjust your initial estimate.

FORMATS SUGGESTED

ADVANCED TEACHING WORKSHOP

This type of workshop aims at students with prior MSP knowledge. The suggested time frame is from three days to one week. Below we list some decisions to take.

» **What is the focus of the workshop?**
For instance: conflicts and synergies of human maritime activities, multi-sectoral planning, transboundary issues, or ecosystem-based MSP.

» **Which edition of MSP Challenge to use?**
Choose the most appropriate edition according to the focus of your workshop.

» **How many rounds of planning are needed?**
We advise giving students the time to make more than two planning rounds to dig deep into the content. You can choose to have parallel or sequential scenarios and run simulations for several decades, e.g. until 2050.

COURSE OF THE WORKSHOP

INTRODUCTION	WORKSHOP CORE	DEBRIEFING
1 - 2 hours	1 day (minimum)	2 hours (minimum)
Face-to-face or online (can be pre-recorded) Make sure to introduce the (sectoral) targets and the different stakeholders if relevant for your workshop.	Face-to-face or online (synchronous) You can let students work in groups independently and plan for group discussions about the topics you want to focus on.	Face-to-face or online (synchronous) You can stimulate your students to self-reflect on the process and the different aspects of MSP you focused on by making them submit a report or a learning log.
Ask students to follow the tutorials on how to use the platform in advance*. Write small assignment so that students explore the platform by themselves.	Don't tell them what they should be planning; give them the concepts and let them do the work.	Use the support materials regarding the ecosystem model of the respective MSP Challenge edition* and the knowledge base of the platform.

** Available on the Community Wiki: community.mspchallenge.info*

Determine the time for each workshop part and adjust your initial estimate.

PRACTICAL ARRANGEMENTS

As you might have noticed, MSP Challenge workshops can be face-to-face, online or hybrid. Below are our recommendations for both face-to-face and online workshops.

FACE-TO-FACE WORKSHOP ARRANGEMENTS

WHAT YOU NEED:

- **Room(s) with sufficient capacity** (check if there are enough electricity plugs for all computers and if you or any participants may need adapters for those)
- **Big screen** to share the simulations' results and engage the participants in plenary discussions
- At least one **computer with the MSP Challenge client** installed for each group of 2-3 persons* (participants may bring their own laptops, or you can try to use a computer lab)
- A **computer with the MSP Challenge server & client** installed for the moderator (you)*
- Each computer must have **a mouse** and ideally **a mouse pad** too
- It's nice to be able to sit people in **groups of 3 to 4**
- Printed **maps** of the region** (optional)
- **Team name / role tags**** (optional)

ONLINE WORKSHOP ARRANGEMENTS

WHAT YOU NEED:

- A separate online **communications platform** (see requirements below)
- **Two screens *or* a big screen,** to be able to see the MSP Challenge and follow the online communication
- Good **headset** with microphone
- **Webcam**

COMMUNICATION PLATFORM REQUIREMENTS:

- Allow meetings with **plenary sessions** and a **break-out room for each team**
- **Share screen options** available for all participants
- Ideally, with the option to use a **digital whiteboard** for drawing or annotation of screenshots.

RECOMMENDATIONS TO PARTICIPANTS:

- Use **mouse and mouse pad** for comfort
- If possible, use **two screens *or* a big screen**, **headset** and **camera**

** See the technical specifications on the Community Wiki: community.mspchallenge.info*

*** Available on the Community Wiki: community.mspchallenge.info*