###### PART A – Project identification

Purpose and logic:

* The main purpose of this section is to have the project overview presented on one page (project identity, content summary, list of partners, total budget).
* This is the first part of the AF that the project partner sees when they enter the online system.
* All entries and options chosen in A.1 are connected to other parts of AF and reporting.
* Names of project partners can be either in the original language or English or in both languages.
* A.2 Project summary is needed for many different reasons, for example: to be published on programme's website, for assessors, for MC, for keep.eu and for any other database collecting such information.
* A.3 Project partners overview is created automatically from Part B.
* A.4 Project budget overview is created automatically from Part D.

-----------------------------------------------------------------------------

A.1 Project identification

|  |  |  |
| --- | --- | --- |
| Project ID |  | Automatically generated |
|  |  |  |
| Name of the lead partner organisation (original language or English language) |  | *Automatically filled in from part B* |
|  |  |  |
| Project title |  | Project acronym |
| *Enter title here [max 200 characters]* |  | *Enter acronym here [max 25 characters]* |
|  |  |  |
| Programme priority |  | Programme priority specific objective |
| Select from drop-down 3 – MED Governance |  | *Select from drop-down of objectives that belong to the selected programme priority (links to Part C)*  Other actions to improve governance |
|  |  |  |
| Project duration (nr. of months) |  | *Enter a number*  *Set at 80 months for this call* |

A specific field will be added to this section where the applicant will select the project type and targeted mission. This should be added to the Jems Application Form template and available in the coming weeks. In the meantime, and if not ready before the call launch, applicants are required to add a mention, in the “Project title” field, of the selected project type:

TCP – Thematic Community Project

IDP – Institutional Dialogue Project

Followed by the number corresponding to the selected mission:

I - Mission 1: Strengthening an innovative sustainable economy

II - Mission 2: Protecting, restoring and valorising the natural environment and heritage

III - Mission 3: Promoting green living areas

IV - Mission 4: Enhancing sustainable tourism

A.2 Project summary

|  |
| --- |
| Please give a short overview of the project and describe:   * the common challenge of the programme area you are jointly tackling in your project; * the overall objective of the project and the expected change your project will make to the current situation; * the main outputs you will produce and those who will benefit from them; * the approach you plan to take and why transnational approach is needed; * what is new/original about the project.   Please give a short overview of the Project in the style of a press release – writing a short description of the project, using a journalistic language style that could be understood by non-specialists.  To be provided both in English and French. |
| In programme language – if English is not a programme language [2000 characters] |
| *In English language [2000 characters]* |

A.3 Project partner overview

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Partner number | Project partner – name of organisation | Partner role in the project | NUTS (country, if NUTS not applicable) | Partner total eligible budget |
| *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* |
| *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* |
| *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* |
| *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* |
| *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* |

A.4 Project budget overview

This section is filled automatically.



A.5 Project outputs and result overview

Purpose and logic:

* This is an overview table based on data from outputs and results tables filled in the work plan. There is no new data to be added here.

---------------------------------------------------------------------------------

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Programme output indicator | Measurement unit | Aggregated value per programme output indicator | Project output number | Project output  (Output title) | Output target value | Programme result indicator | Measurement unit | Result indicator target value |
| *From WPs* | From WPs | *Automatically calculated* | *From WPs* | *From WPs* | *From WPs* | *From WPs* | From WPs | *From C.5* |
| *From WPs* | *From WPs* | *From WPs* |
| *From WPs* | *From WPs* | *Automatically calculated* | *From WPs* | *From WPs* | *From WPs* | *From WPs* | *From WPs* | *From C.5* |
| *From WPs* | *From WPs* | *From WPs* |
| *From WPs* | *From WPs* | *From WPs* |

PART B – Project partners

Purpose and logic:

* This is the place where information about each partner organisation is entered.
* All sections must be completed for each partner individually. B.1.7 Partner budget is an overview table.
* Data marked with an asterisk (\*) is mandatory according to the regulation.
* It is possible to collect some of this data during the contracting/start-up phase.

---------------------------------------------------------------------------------

B.1 Project partner 1

B.1.1 Partner identity

|  |  |  |
| --- | --- | --- |
| Partner role in the project\* |  | *Select from list: lead partner, project partner* |
| Abbreviated name of organisation\* |  | *Enter here [max 250 characters]* |
| Partner ID\* |  | *Automatically generated by Jems, after approval of the proposal* |
| Name of organisation in original language\* |  | *Enter here [max 100 characters]* |
| Name of organisation in English\* |  | *If existing, using the official translation [max 100 characters]* |
| Department /unit / division |  | *If applicable, enter here* |

B.1.2 Partner main address

|  |  |  |
| --- | --- | --- |
| Country\* (Nuts 0) |  | *Drop-down* |
|  |  |  |
| Region (NUTS 2)\* |  | NUTS 3\* |
| Drop-down |  | *Drop-down* |
|  |  |  |
| Street\* |  | House number\* |
| *[max 50 characters]* |  | *[max 20 characters]* |
|  |  |  |
| Postal code\* |  | City\* |
| *[max 20 characters]* |  | *[max 50 characters]* |
|  |  |  |
| Website |  | *[max 250 characters]* |

Address of department / unit / division (if applicable)

|  |  |  |
| --- | --- | --- |
| Country\* (NUTS 0) |  | *Drop-down* |
|  |  |  |
| Region (NUTS 2)\* |  | NUTS 3\* |
| Drop-down |  | *Drop-down* |
|  |  |  |
| Street\* |  | House number\* |
| *[max 50 characters]* |  | *[max 20 characters]* |
|  |  |  |
| Postal code\* |  | City\* |
| *[max 20 characters]* |  | *[max 50 characters]* |
|  |  |  |

B.1.3 Legal and financial information

|  |  |  |
| --- | --- | --- |
| Type of partner\* |  | *Drop-down pre-defined list (see Annex 1 – Type of partner and target group classification)* |
| Legal status\* |  | *Drop-down (minimum this: public\* / private\* but there could be more options)* |
| Co-financing rate (%)\* |  | *Automatic from E.1 Partner budget* |
| PIC number |  | *If available* |
| VAT number (or other identifier)\* |  | *Please check table in Annex 2 for the List of Administrative Codes per country.*  *If VAT number is not available, some other organisation identifier should be used. [max 50 characters]* |

B.1.4 Legal representative

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Title |  | First name\* |  | Last name\* |
| *(for example: Mr, Mrs, Dr, etc.)*  *[max 25 characters]* |  | *Enter here*  *[max 50 characters]* |  | *Enter here*  *[max 50 characters]* |

B.1.5 Contact person

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Title |  | First name\* |  | Last name\* |
| *Mr, Mrs, Dr, etc.*  *[max 25 characters]* |  | *Enter here*  *[max 50 characters]* |  | *Enter here*  *[max 50 characters]* |

|  |  |  |
| --- | --- | --- |
| E-mail address\* |  | Telephone\* |
| *Enter here* |  | *Enter here*  *[max 25 characters]* |

B.1.6 Partner motivation and contribution

|  |
| --- |
| Which of the organisation’s thematic competences and experiences are relevant for the project?  *If applicable, please briefly describe the organisation’s experience in participating in and/or managing EU co-financed projects or other international projects.* |
| *Enter text here*  *[2000 characters]* |
|  |
| What is the role (contribution and main activities) of your organisation in the project?  *Please describe the role of the partner taking into account the specificities of the type of project selected and the expected actions as stated in the Terms of Reference.*  *Given the specific features of this call (length, flexibility with the time plan, specific competences sought for the partners rather than a particular structure profile defined in the Terms of Reference), please demonstrate clearly the relevant competences (thematic and strategic) of the partners to undertake the tasks related to the overall approach of the project and/or listed activities in the work plan.* |
| *Enter text here*  *[2000 characters]* |
|  |
|  |

B.1.7 Partner budget

**Partner Budget Options**

|  |
| --- |
| * Staff costs (real costs – fixed percentage) |
| * Office and administration flat rate based on direct staff costs (15% of Staff costs) * Travel and accommodation (15% flat rate based on direct staff costs for beneficiaries from EU territories / 22% flat rate based on direct staff costs for beneficiaries from IPA territories / real costs for partners not able to declare staff costs). Applicants also have the option to declare real costs at the beginning of the project, if justified. This option cannot be changed during the programming period, including in case of participation in other projects. |
|  |
| * External Expertise and services * Equipment |

**Partner Budget**

Staff Costs – only fill in ONE LINE with the total amount (do not add extra lines for individual staff members)

|  |  |
| --- | --- |
| Entry field for total | Total |
| *Enter here* | *Automatically filled in* |

Office and administration

Total Office and administration flat rate is automatically calculated by applying the rate (15%) to the total Staff costs

|  |  |
| --- | --- |
| Flat rate for office and administration | Total |
|  | *Automatically filled in* |

Travel and accommodation

Flat rate option: 15% flat rate based on direct staff costs for beneficiaries from EU territories / 22% flat rate based on direct staff costs for beneficiaries from IPA territories.

Total Travel and accommodation flat rate is automatically calculated by applying the rate (%15 / %22) to the total Staff costs.

Real cost option: Partners that are not able to declare staff costs should declare real costs for travel and accommodation. However, any partner also has the option to declare real costs in justified cases.

Any option chosen at the beginning of the project cannot be changed, and will apply to all projects in which the partner participates during the whole programming period.

|  |  |
| --- | --- |
| Flat rate for travel and accommodation | Total |
|  | *Automatically filled in* |

External expertise and services

|  |  |  |
| --- | --- | --- |
| Description | Award procedure | Total |
| *Enter here [max 255 characters]* | *Enter here* | *Enter here* |
| *+* |  |  |

Equipment

|  |  |  |  |
| --- | --- | --- | --- |
| Description | Award procedures | Investment | Total |
| *Enter here [max 255 characters]* | *Enter here* | Not applicable for this call | *Enter here* |
| *+* |  |  |  |

B.1.8 Co-financing

|  |  |  |
| --- | --- | --- |
| Source | Amount | Percentage |
| *Drop-down menu* | *Automatically filled in* | *Enter here* |
| *Partner Contribution* | *Automatically filled in* | *Automatically filled in* |
| *Partner total eligible budget* | *Automatically filled in* | *Automatically filled in* |

Origin of partner contribution – see Manual section “Drawing up my budget”

|  |  |  |  |
| --- | --- | --- | --- |
| Source of contribution | Legal status | Amount | % of total partner budget |
| *Partner organisation automatically filled in* | *Drop-down menu* | *Enter here* | *Automatically filled in* |
| *+ Add new contribution origin* | *Drop-down menu* | *Enter here* | *Automatically filled in* |

|  |  |  |
| --- | --- | --- |
| Contribution | Amount | % of total partner budget |
| *Sub-total public contribution* | *Automatically filled in* | *Automatically filled in* |
| *Sub-total automatic public contribution* | *Automatically filled in* | *Automatically filled in* |
| *Sub-total private contribution* | *Automatically filled in* | *Automatically filled in* |
| *Total* | *Automatically filled in* | *Automatically filled in* |

B.1.9 State Aid information – see Manual section “State-Aid” chapter

1. **Is the partner involved in economic activities through the project?**

Please answer the questions below. If “Yes”, briefly explain.

|  |  |  |
| --- | --- | --- |
| **State Aid question** | **Answer** | **Justification** |
| 1. Will the partner implement activities and/or offer goods/services for which a market exists? | *Yes/No* | *Enter text here [max 1000 characters]* |
| 1. Are there activities/goods/services that could have been undertaken by an operator with the view of making profit (even if this is not the partner’s intention)? | *Yes/No* | *Enter text here [max 1000 characters]* |

1. **Does the partner receive an undue advantage in the framework of the project?**

Please answer the questions below. If “Yes”, briefly explain.

|  |  |  |
| --- | --- | --- |
| **State Aid question** | **Answer** | **Justification** |
| 1. Does the project applicant plan to carry out the economic activities on its own i.e. not to select an external service provider via public procurement procedures for example? | *Yes/No* | *Enter text here [max 1000 characters]* |
| 1. Will the project applicant, any other operator not included in the project as a project partner or the target audience gain any benefits from its project economic activities, not received in the normal course of business (i.e. not received in the absence of funding granted through the project)? | *Yes/No* | *Enter text here [max 1000 characters]* |

**Additional field: State-aid relevant activities –**

Please list here concerned activities, with reference (as they appear in the work plan)

**Additional field: GBER scheme / de minimis**

Please select relevant scheme, if applicable

B.1.8 Associated organisation

|  |  |  |  |
| --- | --- | --- | --- |
| Associated organisation number | |  | *Automatically generated by Jems, when project is approved* |
| Name of organisation in original language\* | |  | *Enter here*  *[max 100 characters]* |
| Name of organisation in English\* | |  | *If existing, using the official translation* |
| Country (NUTS 0) |  | | *Drop-down* |
|  |  | |  |
| Region (NUTS 2) |  | | NUTS 3 |
| Drop-down |  | | *Drop-down* |
| Street |  | | House number |
| *[max 50 characters]* |  | | *[max 20 characters]* |
| Postal code |  | | City |
| *[max 20 characters]* |  | | *[max 50 characters]* |

Legal representative

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Title |  | First name |  | Last name |
| *Drop-down list: Mr, Mrs, Dr, etc.*  *[max 25 characters]* |  | *Enter here*  *[max 50 characters]* |  | *Enter here*  *[max 50 characters]* |

Contact person

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Title |  | First name |  | Last name |
| *Drop-down list: Mr, Mrs, Dr, etc.*  *[max 25 characters]* |  | *Enter here*  *[max 50 characters]* |  | *Enter here*  *[max 50 characters]* |

|  |  |  |
| --- | --- | --- |
| E-mail address |  | Telephone |
| *Enter here* |  | *Enter here*  *[max 25 characters]* |

|  |
| --- |
| Please describe the role and interest of the associated partner in the project.  Please specify the role played in the project by the associated partner taking into account these three typologies of involvement:   * Advisory (provide expertise in the theme tackled) * End-users/receivers/final beneficiaries (use the outputs delivered) * Observer/supporter (for endorsement)   Please note that this section will also appear in the Associated Partner declaration. |
| *Enter text here*  *[2000 characters]* |

B.2 Project partner 2

All sections from B.1 repeat

PART C – Project description

This part is about the description of the whole project. The overall logic (the story) is:

* What do you want to achieve? The big dream/goal/aim which is the overall objective!
* Why is this needed and for whom? Change and target audience!
* How does it fit into the bigger picture? Into the programme’s ambitions!
* How will you do it? Activities!
* What will be delivered? Outputs!
* What will change at the end? Results!

---------------------------------------------------------------------------------

C.1 Project overall objective

Now think about your main objective – what do you aim to achieve by the end of your project? Remember your project needs to contribute to the programme’s objective.

Your objective should:

* be realistic and achievable by the end of the project, or shortly after;
* specify who needs project results and in which territory;
* be measurable – indicate the change you are aiming for.

Please remember that your Project overall objective should be in line with the expectations defined in the Terms of Reference (please refer to the section “What is the Programme objective targeted with this call?” of the Terms of Reference

|  |  |
| --- | --- |
| Programme priority specific objective | Project overall objective |
| *(automatically inserted once it is selected in section A.1)* | *Enter your project overall objective here*  *(500 characters)* ***Make sure that the overall objective contributes to the selected Mission*** |

C.2 Project relevance and context

|  |
| --- |
| C.2.1 What are the common territorial challenge(s) that will be tackled by the project? Please describe why your project is needed in the programme area and the relevance of your project for the programme area, in terms of common challenges and opportunities addressed.  *In this section, it is expected for the applicants of the governance projects to demonstrate the relevant understanding of the governance challenges in the Mediterranean (Interreg Euro-MED area and beyond) area related to the targeted thematic Mission.* |
| *Enter text here*  *[5000 characters]* |
|  |
| C.2.2 How does the project tackle identified common challenges and/or opportunities and what is new about the approach the project takes?  Please describe new solutions that will be developed during the project and/or existing solutions that will be adopted and implemented during the project lifetime. Describe also in what way the approach goes beyond existing practice in the sector/programme area/participating countries.  *In the section, the applicants to the governance projects are expected to present their overall approach to tackle the governance challenges highlighted in the section C.2.1. In addition, all projects are expected to build on existing experience and go further, which means improving as well as strengthening, extending or intensifying it. Thus, the applicants are also expected to explain how they intend to build on after the existing practices.* |
| *Enter text here*  *[5000 characters]* |
|  |
| C.2.3 Why is transnational cooperation needed to achieve project objectives and results?  Please explain why the project objectives cannot be efficiently reached acting only on a national/regional/local level and/or describe what benefits the project partners/target groups/ project area/programme area gain in taking a transnational approach. |
| *Enter text here*  *[5000 characters]* |
|  |

C.2.4 Who will benefit from your project outputs?

In the first column of each row, please select one of the pre-defined target groups from the drop-down list. In the second column explain in more detail exactly who will benefit from your project. For example, if you choose the category education, you need to explain which specific schools or groups of schools and in which territory.

*Please for each target group specify also how they will benefit from your project outputs and results.*

# Please refer to the section “What are the types of activities to be implemented and targets?” of the Terms of Reference

|  |  |
| --- | --- |
| Target group | Specification |
| *Select from drop-down* | *Enter text [2000 characters]* |
| *Select from drop-down* | *Enter text [2000 characters]* |
| *Select from drop-down* | *Enter text [2000 characters]* |

C.2.5 How does the project contribute to wider strategies and policies?

Please indicate to which strategies and policies your project will contribute. Then describe in what way you will contribute.

|  |  |  |
| --- | --- | --- |
| Strategy | | Contribution |
| EU Green Deal |  | *Enter text [recommended max 500 characters]* |
| Territorial Agenda 2030 |  | *Enter text [recommended max 500 characters]* |
| EU Strategy for the Adriatic and Ionian Region (EUSAIR) |  | *Enter text [recommended max 500 characters]* |
| EU Strategy for the Alpine Region (EUSALP) |  | *Enter text [recommended max 500 characters]* |
| WESTMED  (to be mentioned in Other) |  | *Enter text [recommended max 500 characters]* |
| Other (e.g. thematic strategies) |  | *Enter text [recommended max 500 characters]* |

C.2.6 Which synergies with past or current EU and other projects will the new project make use of?

*Please describe synergies and the activities foreseen to ensure coordination and avoid overlaps with ongoing or past projects. also specifying the concerned EU-funded programmes (e.g. Interreg MED, other Interreg programmes and other EU-funded relevant programmes or initiatives, e.g. Horizon Europe, LIFE, national or regional programmes, etc.). Please describe how the new project intends to build on available results/knowledge, for each project identified.*

*Please provide a max. of 15 projects, prioritising the most relevant ones.*

|  |  |  |
| --- | --- | --- |
| Project | | Synergies |
| *Enter title* |  | *Enter text [2000 characters]* |
| *Enter title* |  | *Enter text [2000 characters]* |

C.3 Project partnership

Describe the structure of your partnership and explain why these partners are needed to implement the project and to achieve project objectives.

|  |
| --- |
| *The description should focus on the complementarities between partners and clearly explain the structure of the partnership, avoiding individual descriptions of partners. Moreover, please describe how the associated partners will be involved.*  *Individual roles and competences of partners are to be detailed in Section B 1.6* |
| *Enter text here*  *[5000 characters]* |

C.4 Project work plan

Purpose and logic:

* Each project specific objective has a work plan (work package). Applicants can define more than one specific objective. This means that the project will have as many work packages as it will have project specific objectives defined.
* Only thematic work packages will be used. WP Project management is not a work package anymore – instead, questions about how the project will be managed are in C.7. Communication activities also don't have a separate WP – instead, they are embedded in the thematic work packages.

*For this call, as the governance projects are the backbone of the Results Amplification Strategy, all governance projects are expected to have three specific objectives and thus three work packages, corresponding to the specific objectives stated in the Results Amplification Strategy as follows:*

1. *Facilitate the exploitation, sharing and reuse of knowledge, experiences and project results by Euro-MED projects or other Programmes and promote the production of relevant work - REUSE*
2. *Encourage the transfer of practices and results to other stakeholders and territories and their integration into local, regional, national and European policies and strategies (mainstream) - TRANSFER*
3. *Increase coordination between stakeholders acting on the Mediterranean (multi-level, transnational) based on this knowledge, experience and results - COORDINATION*

*Therefore, create and name three work packages as such (shortcuts): 1) REUSE; 2) TRANSFER 3) COORDINATION. It will ease the coordination process of activities between all governance projects and with the Joint Secretariat in the implementation of the Results Amplification strategy.*

C.4.1 Work package 1

Objectives

Purpose and logic:

* To achieve a specific project objective, partners may need to achieve one or more communication objectives. For example, to limit pollution in a city (project specific objective), they may need to: 1) Convince commuters to take the bus instead of their private car (communication objective 1); 2) Convince local politicians about putting in place specific measures to reduce car traffic in the city centre (objective 2), etc. These two examples of communication objectives require different communication activities and therefore need to be specified in the AF.
* Because projects are different, it needs to be possible for applicants to include zero, one or more communication objectives per work package depending on what is relevant for their project. According to HIT, every project must have at least one communication objective, but the applicant will decide in which work packages they are needed.

-----------------------------------------------------------------------------------

|  |  |
| --- | --- |
| Work package number | *Automatically generated* |
| Work package title | *Enter the title here WP1 REUSE – WP2 TRANSFER – WP3 COORDINATION* |
| Your objectives should be:   * realistic and achievable by the end of the project; * specific (who needs project outputs delivered in this work package, and in which territory); * measurable – indicate the change you are aiming for.   Define one project specific objective that will be achieved when all activities in this work package are implemented and outputs delivered. | |
| Project specific objective 1 | *Enter project specific objective here*  *[250 characters]* |
| Think about the communication objective that will contribute to the achievement of the specific objective. Communication objectives aim at changes in a target audience's behaviour, knowledge or belief.  *Please define the communication objective that will contribute to the achievement of the project specific objective and include reference to the relevant target group(s).* | |
| Communication objective(s) and target audience | *If applicable for this work package, enter communication objective here*  *[250 characters]* |

Activities

Purpose and logic:

* The project needs to describe how the activities suggested are needed for the delivery of outputs listed in a specific work package.
* Project partners' involvement in each activity should be described in the activity description.
* Deliverables are optional. If programmes asked for deliverables, they would be attached to activities. There is a button "Add deliverables to your activity " in the activity table which opens additional fields needed per deliverable.
* An activity can have none, one or more deliverables. According to HIT glossary a deliverable is a side-product or service of the project that contributes to the development of a project output.

-----------------------------------------------------------------------------------

In all WPs, applicants should make sure that activities (at least one) cover the whole project implementation duration – 14 periods (so that the budget can be forecast for the whole duration).

Please describe the activities by which the project achieves the above project specific objective and related communication objective(s)

*For this call, please note that we expect only valuable/content-related deliverables (not intermediary) which should be the main key deliverable achieved at the end of the activity period.*

Given the length of the projects under this call, and the flexibility that will be applied to these projects due to the coordination processes between the governance projects and the Joint Secretariat, and due to the progress of the implementation of the thematic projects, make sure to spread the foreseen activities in a coherent sequence. What matters is the type of activities, the targets, the means and the competences mobilised. Only a detailed and sound work plan is expected for the first two years of the project. Details of this workplan will be adjusted through the coordination process set by the Joint Secretariat.

In relation to the mandatory activities listed in the Results Amplification Strategy and the Terms of Reference, some specific activities must appear under the three WPs:

Regarding the coordination process with governance projects and the JS, the activity “Coordinating with TCP or IDP and JS” should be added in **each WP**, for the whole duration of the project.

The contribution to the running of the Euro-MED Academy should also appear as a specific activity in **WP2** starting from January 2023 and last until the end of the project.

A carbon footprint compensation activity must be added in **WP3**.

In addition, as to enable the flexibility of the work plan and sufficient financial resource throughout the project implementation, an activity called “Flexibility” should be added for the whole project duration, which includes all activities deriving from the coordination process with the JS and the other projects in **WP3**

*You may consider the budget per partner that will not be used for the delivery of the activities during the first two years – this is done so that budget will be available when the project work plan will be updated and new activities will be added.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Ac Nr. | Activity title | Activity description | Start period | End period | Deliverables |
| A 1.1 | *Enter text*  *[200 characters]* | *Enter text*  *[500 characters]* | *Select the period from drop-down* | *Select the period from drop-down* | *Add deliverable(s)* |
| A 1.2 | *Enter text* | *Enter text* | *Select the period from drop-down* | *Select the period from drop-down* | *Add deliverable(s)* |
| A 1.3 | *Enter text* | *Enter text* | *Select the period from drop-down* | *Select the period from drop-down* | *Add deliverable(s)* |
| A 1.4 | *Enter text* | *Enter text* | *Select the period from drop-down* | *Select the period from drop-down* | *Add deliverable(s)* |
| A 1.5 | *Enter text* | *Enter text* | *Select the period from drop-down* | *Select the period from drop-down* | *Add deliverable(s)* |

|  |  |  |
| --- | --- | --- |
| Del Nr. | Deliverable | Delivery period |
| D 1.1.1 | *Enter text [200 characters]* | *Select the period from drop-down* |

Outputs

Purpose and logic:

* There is only one output table in each work package. It is for outputs that contribute directly to programme output indicators, i.e. have the same measurement unit and can be aggregated on project and programme level.

-----------------------------------------------------------------------------------

Based on the activities you need to implement to achieve the specific objective in this work package, please list below the outputs that will be delivered during the implementation.

# 

# Output to be inserted in the relevant period (i.e. when it will be delivered)

# Please refer to the section “What are the expected outputs?” of the Terms of Reference and to the “Indicators’ Methodology document” (Annex of the Programme Manual)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Output Nr. | Programme output indicator | Measurement unit | Output title | Output description | Output target value | Delivery period |
| OI 1.1 | *Choose from the drop-down list* | *Automatic* | *Enter text*  *[200 characters]* | *Describe in more detail what will be delivered*  *[500 characters]* | *Enter the number* | *Drop-down* |
| OI 1.2 | *Choose from the drop-down list* | *Automatic* | *Enter text* | *Describe in more detail what will be delivered* | *Enter the number* | *Drop-down* |
| OI 1.3 | *Choose from the drop-down list* | *Automatic* | *Enter text* | *Describe in more detail what will be delivered* | *Enter the number* | *Drop-down* |

C.4.2 Work package 2

Repeat of the whole section C.4.1

C.4.3 Work package 3

Repeat of the whole section C.4.1

C.5 Project results

What do you expect to change because of the activities you plan to implement and the outputs you plan to deliver? Please take a look at the programme result indicators and select those that you will contribute to.

# Make sure that the result is linked / relevant to an output.

Leave baseline at 0

# Please refer to the section “What are the expected results?” of the Terms of Reference and to the “Indicators’ Methodology document” (Annex of the Programme Manual)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Result Nr. | Programme result indicator | Measurement unit | Programme result  baseline | Result description | | Result indicator target value | Delivery period |
| RI 1 | *Choose from the drop-down list* | *Automatic* | *0* | | *Describe in more detail the change expected*  *[500 characters]* | *Enter the number* | *Drop-down* |
| RI 2 | *Choose from the drop-down list* | *Automatic* | *0* | | *Describe in more detail the change expected* | *Enter the number* | *Drop-down* |
| RI 3 | *Choose from the drop-down list* | *Automatic* | *0* | | *Describe in more detail the change expected* | *Enter the number* | *Drop-down* |

C.6 Time plan

Purpose and logic:

* This is an overview table that is automatically generated from thematic work packages.
* It is recommended to display activities (length), deliverables (delivery period), outputs (delivery period) and results (delivery period). How this information will be displayed in a table depends on the technical solution in the monitoring system. Below we show only one possibility.
* Please note: deliverables are linked to activities; outputs are per work package and results are on project level.
* The time plan shows only periods (of 6 months), not months.

-----------------------------------------------------------------------------------

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Work packages and activities | Period 1 | Period 2 | Period 3 | Period 4 | Period 5 | Period 6 |
| WP 1: Title |  |  |  |  |  |  |
| A 1.1 title |  |  |  |  |  |  |
| A 1.2 title |  |  | Deliverable  1.2.1 |  |  |  |
| A 1.3 title |  |  |  |  |  |  |
| A 1.4 title |  |  |  |  |  |  |
| OI 1.1 |  |  |  |  |  |  |
| OI 1.2 |  |  |  |  |  |  |
| WP 2: Title |  |  |  |  |  |  |
| A 2.1 title |  |  |  |  |  |  |
| A 2.2 title |  |  |  |  |  |  |
| A 2.3 title |  |  |  |  |  |  |
| A 2.4 title |  |  |  |  |  |  |
| OI 2.1 |  |  |  |  |  |  |
| WP 3: Title |  |  |  |  |  |  |
| Etc. |  |  |  |  |  |  |
| Result indicator |  |  |  |  |  |  |
| RI 1 |  |  |  |  |  |  |
| RI 2 |  |  |  |  |  |  |

C.7 Project management

Purpose and logic:

* The purpose of this section is to find out if the partnership has thought through the implementation of the project and is aware of the time and resources needed for coordination and administrative requirements.
* Question C.7.3 about the communication in the project management section should not contain additional communication activities which should all be in the work packages. Its main purpose is to raise awareness about the importance of communication. To be more specific, its aims are:
* To provide a summary of the communication approach across the project, including how the communication function is used to transfer project results.
* To give a strong signal to applicants that they need to use communication as a key tool in their project.
* To give a strong signal to applicants that communication is a responsibility of all partners and needs to be done in a coordinated and consistent manner.

In addition to the thematic work you will do in your project, you will need time and resources for coordination and internal communication. Please describe below how you plan to organise yourself to ensure the project work runs smoothly.

|  |
| --- |
| C.7.1 How will you coordinate your project?  Who will be responsible for coordination? Will you have any other management structures (e.g., thematic groups, WP managers)? How will the internal communication work? |
| *Enter text here*  *[5000 characters]* |
|  |
| C.7.2 Which measures will you take to ensure quality in your project?  Describe specific approaches and processes and responsible partners. If you plan to have any type of project evaluation, please describe its purpose and scope here. |
| *Enter text here*  *[5000 characters]* |
|  |
| C.7.3 What will be the general approach you will follow to communicate about your project?  Who will coordinate project communication and how will he/she ensure the involvement of all partners? How will the communication function contribute to transferring your project results? Please note that all communication activities should be included in the work packages, as an integral part of your project specific objectives. There is no need to repeat this information here. |
| *Enter text here*  *[5000 characters]* |
|  |

C.7.5 Cooperation criteria - Please select all cooperation criteria that apply to your project and describe how you will fulfil them.

*It is mandatory to select at least 3 of the following criteria (Joint Development, Joint Implementation, and at least one of Joint Staffing / Joint Financing). Of course, it is recommended that all 4 are selected, if applicable. Please also provide a description of how these criteria are fulfilled through the implementation of your project.*

|  |  |  |
| --- | --- | --- |
| Cooperation criteria | | Description |
| Joint Development |  | *[2000 characters]* |
| Joint Implementation |  | *[2000 characters]* |
| Joint Staffing |  | *[2000 characters]* |
| Joint Financing |  | *[2000 characters]* |

C.7.6 Horizontal principles - Please indicate which type of contribution to horizontal principles applies to the project, and justify your choice.

*Please mention here actions that will specifically apply to your project and avoid listing individual initiatives or general principles applied at partner level*.

|  |  |  |
| --- | --- | --- |
| Horizontal principles | Type of contribution | Description of the contribution |
| Sustainable development | *Drop-down list: neutral, positive effects, negative effects* | *[2000 characters]* |
| Equal opportunities and non-discrimination | *Drop-down list: neutral, positive effects, negative effects* | *[2000 characters]* |
| Equality between men and women | *Drop-down list: neutral, positive effects, negative effects* | *[2000 characters]* |

C.8 Long-term plans

* We ask only about the long-term plans for outputs because by using outputs the results are achieved. So, if outputs have a long-lasting effect, the results will also be long-lasting. -----------------------------------------------------------------------------------

As a Programme, we would like to support projects that have a long-lasting effect in the territory and those who will benefit from them. Please describe below what you will do to ensure this.

|  |
| --- |
| C.8.1 Ownership - Please describe who will ensure the financial and institutional support for outputs/deliverables developed by the project (e.g., tools), and explain how these outputs/deliverables will be integrated in the work of partner organisations. |
| *Enter text here* |
|  |
| C.8.2 Durability - Some outputs/deliverables should be used by relevant groups (project partners or others) after the project's lifetime, in order to have a lasting effect on the territory and the population. For example, new practices in urban transport need to be used by local authorities to have cleaner air in the city, and the whole population will benefit from this. Please describe how your outputs/deliverables will be used after the project ends and by whom. |
| *Enter text here* |
|  |
| C.8.3 Transferability - Some outputs/deliverables that you will deliver could be adapted or further developed to be used by other target groups or in other territories. What will you do to make sure that relevant groups are aware of your outputs/deliverables and are able to use them? |
| *Enter text here* |
|  |

## PART E - Project lump sums

In this table you can define your project lump sums. Please choose the applicable lump sums from the dropdown list and allocate the lump sum cost to project partner(s).

Project lump sums: Preparation Costs

The preparation costs will be displayed per project partner. The total amount (37,000€) can be shared between partners according to their involvement in the preparation of the application.

ANNEX 1 - Classification of type of partners and target groups

|  |  |  |  |
| --- | --- | --- | --- |
| Nr | Main categories | Examples | Measurement unit |
| 1 | Local public authority | municipality, etc. | [number of organisations] |
| 2 | Regional public authority | regional council, etc. | [number of organisations] |
| 3 | National public authority | ministry, etc. | [number of organisations] |
| 4 | Sectoral agency | local or regional development agency, environmental agency, energy agency, employment agency, etc. | [number of organisations] |
| 5 | Infrastructure and (public) service provider | public transport, utility company (water supply, electricity supply, sewage, gas, waste collection, etc.), airport, port, railway, etc. | [number of organisations] |
| 6 | Interest groups including NGOs | international organisation, trade union, foundation, charity, voluntary association, club, etc. | [number of organisations] |
| 7 | Higher education and research organisations | university faculty, college, research institution, RTD facility, research cluster, etc. | [number of organisations] |
| 8 | Education/training centre and school | primary, secondary, pre-school, vocational training, etc. | [number of organisations] |
| 9 | Enterprise, except SME |  | [number of enterprises] |
| 10 | SME | micro, small, medium | [number of SME] |
| 11 | Business support organisation | chamber of commerce, chamber of trade and crafts, business incubator or innovation centre, business clusters, etc. | [number of organisations] |
| 12 | European Grouping of Territorial Cooperation (EGTC) |  | [number of organisations] |
| 13 | International organisation, European Economic Interest Grouping (EEIG) | under national law, under international law | [number of organisations] |
| 14 | General public[[1]](#footnote-2) |  | [number of people] |
| 15 | Hospitals and medical centres |  | [number of organisations] |
| 16 | Other |  |  |

**ANNEX 2 – LIST OF ADMINISTRATIVE CODES**

PARTNERS LOCATED IN THE INTERREG Euro-MED AREA

|  |  |  |  |
| --- | --- | --- | --- |
| **Country** | **Code identification** | **Acronym** | **Format** |
| **Albania** | VAT number | VAT number | 10 characters (2 letters and 8 digits) |
| **Bosnia and Herzegovina** | Administrative identification number |  | 13 digits |
| **Bulgaria** | BULSTAT Unified Identification Code/Number (UIC) | ЕИК по БУЛСТАТ | 'BG' +9 or 13 digits |
| **Croatia** | Personal Identification Number (PIN) | OIB | 'HR' +11 digits |
| **Cyprus** | VAT identification number | ΦΠΑ | 'CY' +9 characters – ex : CY99999999L |
| Other register number | - |  |
| **France** | Système d'identification du répertoire des établissements | SIRET | 14 digits |
| **Greece** | Tax Registration Number | ΑΦΜ | 'EL' +9 digits – ex : EL999999999 |
| **Italy** | Fiscal code | - | 11 digits |
| **Malta** | Internal reference number[[2]](#footnote-3)[1] | - | - |
| **Montenegro** | Tax Identification Number | PIB | 8 digits |
| **North Macedonia** | VAT identification number | ЕДБ | "MK" followed by 13 digits |
| **Portugal** | Tax identification number | NIF | 9 digits |
| **Slovenia** | VAT identification number | ID za DDV | 'SI' + 8 digits – ex : SI12345678 |
| **Spain** | Tax Identification Number (TIN) | NIF | 'ES'+9 digits, the first and the last character may be a letter too - ex : ESX9999999X |

ERDF PARTNERS OUTSIDE THE INTERREG Euro-MED PROGRAMME AREA

|  |  |  |  |
| --- | --- | --- | --- |
| **Country** | **Code identification** | **Acronym** | **Format** |
| **Austria** | VAT identification number | UID | 'ATU'+8 characters – ex : ATU99999999 |
| **Belgium** | VAT identification number | TVA ou BTW | 'BE'+9 or 10 digits – ex : BE0999999999 |
| **Czech Republic** | VAT identification number | DIČ | 'CZ'+8-10 digits |
| **Denmark** | VAT identification number | CVR | 'DK' +8 digits – ex : DK99999999 |
| **Estonia** | Register number | - | 8 digits – ex : 70000562 |
| **Finland** | VAT identification number | ALV nro | 'FI' + 8 digits – ex : FI12345678 |
| **Germany** | VAT identification number | USt-IdNr. | 'DE' +9 digits – ex : DE999999999 |
| Internal reference number | - | - |
| **Hungary** | VAT identification number | ANUM | 'HU' +8 digits – ex : HU12345678 |
| **Ireland** | VAT identification number | VAT no | 'IE'+8 digits, the second one may be a letter and the last one must be a letter – ex : IE9S99999L |
| **Latvia** | Registration number of tax payer | - | 11 digits – ex : 99999999999 |
| **Lithuania** | VAT identification number | PVM codas | 9 or 12 digits |
| **Luxembourg** | VAT identification number | No. TVA | LU' +8 digits – ex : LU12345678 |
| **Netherlands** | VAT identification number | BTW-nr. | ‘NL'+9 digits+B+2- digit index of company – ex : NL999999999B99 |
| **Poland** | Tax identification number | NIP | 'PL' +10 digits – ex : PL9999999999 |
| **Romania** | Fiscal identification number | CIF | a)"RO" for all legal entities paying VAT (including partially) – not "RO" for those not paying VAT;  b) max 9 digits;  c) an additional digit for control - ex: [RO]999999999 [9] |
| **Slovakia** | IČO identification number | IČO | IČO + 8 digits  – ex : IČO 12345678 |
| **Sweden** | Swedish Organisation number | - | 10 digits |

ASSOCIATED PARTNERS FROM THIRD COUNTRIES

|  |  |  |  |
| --- | --- | --- | --- |
| **Other country** | Internal reference number[[3]](#footnote-4)[3] | - | - |

1. Relevant only for target groups. [↑](#footnote-ref-2)
2. [1] In order to get the Internal reference number, the concerned partner must contact the National Contact Point of Malta [↑](#footnote-ref-3)
3. [3] In order to get the Internal reference number, the Lead Partner of the proposal must contact the Joint Secretariat (programme\_med@maregionsud.fr). [↑](#footnote-ref-4)