



Annexes

Annex 1 – Action plan template

*Produced by each region, the **action plan** is a document providing details on **how** the lessons learnt from the cooperation will be implemented in order to improve the policy instrument tackled within that region. The minimum information to be provided per action includes the way the action is linked to the project, the nature of the activities to be implemented, their timeframe, the stakeholders involved, the costs and funding sources. If the same policy instrument is addressed by several partners, only one action plan is required. The action plan should also include actions that may have already been initiated in phase 1.*

Action Plan for the region of XX

Logos of project & partner

Part I – General information

Project: _____
Partner organisation(s) concerned: _____
Country: _____
NUTS2 region: _____
Contact person: _____
Email address: _____
Phone number: _____

Part II – Policy context

The Action Plan aims to impact: Investment for Growth and Jobs programme
 European Territorial Cooperation (Interreg) programme
 Other regional development policy instrument

Name of the policy instrument(s) addressed: _____

Further details on the policy context and the way the action plan should contribute to improve the policy instrument:

Part III – Details of the actions envisaged

ACTION 1:
Name of the action: _____

1. **Relevance to the project** *(please describe how this action derives from the project and in particular from the interregional exchange of experience. Where does the inspiration for this action come from?)*

2. **Nature of the action** *(please describe precisely the content of action 1. What are the specific activities to be implemented?)*

3. **Stakeholders involved** (please indicate the organisations in the region who are involved in the implementation of the action 1 and explain their role)

4. **Timeframe** (please specify the timing envisaged for action 1)

5. **Indicative costs** (please estimate the costs related to the implementation of action 1)

6. **Indicative funding sources** (please describe how action 1 will be financed. Is it through the policy instrument(s) indicated in part II):

ACTION 2

Name of the action: _____

1. **Relevance to the project** (please describe how this action derives from the project and in particular from the interregional exchange of experience. Where does the inspiration for this action come from?)

2. **Nature of the action** (please describe precisely the content of action 2. What are the specific activities to be implemented)

3. **Stakeholders involved** (please indicate the organisations in the region who are involved in the implementation of the action 2 and explain their role)

4. **Timeframe** (please specify the timing envisaged for action 2)

5. **Indicative costs** (please estimate the costs related to the implementation of action 2)

6. **Indicative funding sources** (please describe how action 2 will be financed. Is it through the policy instrument indicated in part II):

ACTION X

.....

Date: _____

Name of the organisation(s) :

Signature(s) of representative of the relevant organisation(s): _____

What are the project phases?

Phase 1 – ‘interregional learning’

Phase 1 is solely dedicated to the **exchange of experience** among project partners and preparing the implementation of the lessons learnt from the cooperation.

In order to optimise the chance that the findings from interregional policy learning are transformed into actions, an action plan must be prepared at the end of Phase 1 for each policy instrument indicated in the application form.

Action plan

Produced by each region, the **action plan** is a document providing details on how the lessons learnt from the cooperation will be implemented in order to improve the policy instrument addressed within their region. It specifies the nature of the actions to be implemented, their timeframe, the stakeholders involved, the costs and funding sources as well as the way the action derives from the project. If the same policy instrument is addressed by several partners (see the example of the Italian region in section 4.6), only one action plan is required.

A template for the action plan is provided in annex 1 of the programme manual. This template includes all the core features that need to be described in the document. The action plans have to be submitted to the programme as soon as available, and in any case before the end of phase 1. The final version has also to be published on the project website. In order to facilitate the checks carried out at programme level, a comprehensive summary in English highlighting the core features of each action (see annex 1) should also be made available to the programme. This is particularly important for lengthy action plans or in case the action plan is written in a national language other than English.

Examples of action plans can be found on line under the project’s websites (e.g. [ERUDITE](#), [OSIRIS](#), [NICHE](#), [IEER](#) or [CLUSTERS3](#)).

The following recommendations can also be taken into consideration when elaborating the action plans:

- The action plan template needs to be adapted to the regions’ needs.

Annex 1 of the present manual is just a plain template that needs to be adapted to the context of each project and partner. It should be clear from the design of the document which project and which partner organisation are concerned (e.g. through the project and organisation’s logo). Beyond the design, the core objective remains that the action plan is useful and brings real added value to the region and stakeholders concerned.

- A minimum level of information is required for each action.

The action plan does not need to be a long document but, as reflected in the template, the minimum is to describe the core features for each action (i.e. relevance to the project, nature of the activities, stakeholders involved, timeframe, costs and funding sources). The document can include a very limited number of actions as long as these actions are sufficiently clear and detailed. It is also important to specify how far the action plan is endorsed by the relevant policy responsible organisation(s) in the region.

- Each action should be clearly related to the project.

Each action included in an action plan should clearly derive from the project’s learning and in particular from the interregional exchange of experience (e.g. which good practice from one of the partner regions or which learning from a project activity inspired the action?). This is a basic requirement to ensure that

phase 2 monitors the implementation of actions that can be directly attributed to Interreg Europe. If an action cannot be clearly related to the activities of the project, then it should not be included in the action plan.

- Each action needs to be precisely defined, going beyond phase 1 activities.

The actions to be implemented represent the backbone of any action plan and are the basis for phase 2 monitoring. It is therefore crucial that these actions are clearly defined. Since the action plan specifies how the learning from the project will be transformed into actions, the actions included in each action plans should in principle have a clear implementation related character. In other words, a continuation of the learning is no longer possible in phase 2.

Phase 2 – monitoring the implementation of the action plan

In order to better assess the results of interregional cooperation, phase 2 is dedicated to monitoring the implementation of the action plans. Each partner is responsible for monitoring the progress of the implementation of their action plan and for reporting to the lead partner. It should be highlighted that Interreg Europe supports the costs incurred for the monitoring only; the costs related to the implementation itself of the actions should be funded from local, regional or national sources. In case several partners from the same region draw up a single action plan, these partners share the responsibility for monitoring the implementation of their action plan.

The activities to be carried out within the projects depend on the phases. They are further defined below.

4.2 What activities may take place under each phase?

4.2.1 Phase 1 – Focus on the interregional learning process

Three types of activities will be carried out during phase 1:

- exchange of experience
- communication and dissemination
- management and coordination.

The overall project methodology needs to be explained in section C.4 ‘Project approach’ of the application form.

4.2.1.1 Exchange of experience: the cornerstone of an interregional cooperation project

The exchange of experience **among partners** is an interregional learning process. It is the main catalyst for generating the expected policy change in the participating regions. The typical activities supported under interregional cooperation projects are activities such as seminars, workshops, site visits, staff exchanges, peer reviews. The learning process is based on the identification, analysis and exchange of knowledge and practices in the policy field tackled by the project.

Interregional cooperation projects need to analyse the experiences and/or practices exchanged **within the projects** and disseminate the most interesting findings. In particular, this is achieved by providing input into the programme’s **online good practice database** which allows publishing the good practices identified on the project’s website. Only the good practices reported through this database and validated by the joint secretariat should be counted under the indicator ‘number of good practices identified (see also section 4.3.2). The nature of the practices can be very different depending on the project (e.g. governance approaches, methodologies, projects, techniques, etc.).