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Datum: Date: 2023-01-17

Enclosure: 2

Document: Project implementation

# SI Baltic Sea Neighbourhood Programme – Cooperation projects

## Enclosure 2: Project Implementation

Call for funding 2022/2023 with application deadline 2 March 2023

**Applicant organisation**

**Project acronym**

**Project title**

**Contact person**

**How to use this document:**

* This document is password protected. You can only type in the textboxes.
* You can fill in any textbox by clicking in it or move around by pressing the “Tab” key or using the arrow keys.
* Please note that the textbox limits below refer to characters including blank spaces.

## About this enclosure

The enclosure “Project implementation” for cooperation projects focuses on the objectives and activities of the SI project you apply for. The overall goal with the grant type cooperation projects is to deepen and further develop cooperation. For example, you can use the funding to build networks and platforms or develop and test models and methods etc. Your application must be designed in accordance with the overall goal of the grant type

## Content

This enclosure comprises six (6) sections of questions. For further instructions on how to fill in the answers see respective question in this document.

Regarding question 3.1 and 3.2 about your short-term objectives, see below a description of target types for cooperation projects. In the first group (mandatory selection) you must choose between seven (7) target types. In the second group you can choose between five (5) optional target types. More information is given in section 3 of this enclosure and in the enclosure of the Instructions with information on the respective grant type relating to cooperation projects (page 22).

|  |  |
| --- | --- |
| **Target types**  | **Descriptions of target types** (mandatory selection) |
| Development of models and methodology  | Developing models and methods to tackle the challenge/opportunity identified by the project partnership.  |
| Pilot implementation | Piloting or testing models and methods to tackle the identified challenge/opportunity.  |
| Strategy and policy input  | Providing input to strategies and decision makers. |
| Network and platform building  | Establishing formalised long-term networks and platforms. |
| Awareness raising  | Raising awareness of the challenge/opportunity identified by the project partnership.  |
| Building knowledge, competences, and skills  | Building competence, knowledge and skills. |
| Stakeholder engagement | Engaging stakeholders in the work on the challenge/opportunity identified by the project partnership.  |
| **Target types**  | **Descriptions of target types** (optional selection) |
| Prepared application   | Preparing application(s) for funding for future transnational cooperation.  |
| Idea and concept development    | Developing ideas and concepts for future transnational cooperation.  |
| Needs analysis   | Investigating the needs and conditions for transnational cooperation. |
| Partnership enlargement   | Work aimed at forming an adequate partnership for future cooperation or project.  |
| Funding overview   | Investigating and identifying possible funding sources for future cooperation.  |

## Aim and background

* 1. State the overall aim of the SI cooperation project. The aim must fit into what has been described in enclosure 1 Project sustainability, question 1.1.

Maximum 200 characters

* 1. Describe the background of this SI project proposal. Describe also how part of or the whole partnership have cooperated previously in some way.

Maximum 2 000 characters

* 1. Please describe how you have cooperated in the partnership while preparing this application and if external support has been used.

Maximum 2 000 characters

## Partnership / stakeholders / target groups

Read more about the partnership composition in section 7 of the Instructions.

* 1. Reflect on the partnership composition and your stakeholder involvement.

a/ What considerations lies behind the partnership composition? How does it reflect your identified challenge/opportunity? Also reflect on the considerations you have made in your decision on who to include as stakeholders and how you will reach various target groups?

Maximum 2 000 characters

b/ Reflect on the possible need of a cross-sectorial and multi-level governance perspective in the partnership or among stakeholders.

Maximum 2 000 characters

c/ Reflect on the composition of the countries in the formal partnership. If you intend to include other programme countries in your activities, please elaborate on their involvement.

Maximum 2 000 characters

d/ Reflect on the potential gender aspects that are relevant to the project's challenge, solutions, and utilisation and how you intend to handle these aspects during the implementation of your project.

Maximum 2 000 characters

## Short-term objectives, indicators and expected outputs

In the table below you need to – by clicking on “Select a target type” and using the list - choose at least two (2) and up to five (5) different mandatory target types. In addition, for cooperation projects you can add a maximum of two (2) optional target types. Furthermore, applicants can add at most one (1) self-formulated target type (Other) if they either consider that the target types above are not adequate or if they want to choose another one of the target types mentioned above. For each chosen target type (including the self-formulated target type) formulate your own short-term objectives.

You may formulate several short-term objectives within each selected. target type. Please note that you may not have more than ten (10) short-term objectives in total (in table 3.1 and table 3.2 and table 3.3). Also specify the indicators and expected concrete outputs for each short-term objective.

Please make sure that the work plan activities are supporting the short-term objectives. These short-term objectives are to be reported upon in the final project report.

See the Instructions section 8 for more information on the project design.

How to use these tables

* Start in the selected cell or choose another cell by clicking in it
* To leave this section after completing it you have to move to another section manually.
* Please note that there are text limitations. They refer to characters including blank spaces.
	1. Short-term objectives and linkage to mandatory target types for cooperation projects.

See instructions above on the choice of target types. Please note that you may only have ten (10) short-term objectives in total in the tables 3.1 and 3.2 and 3.3.

* 1. Short-term objectives and linkage to optional target types for cooperation projects.

See instructions above on the choice of target types. Please note that you can only have ten (10) short-term objectives in total in the tables 3.1 and 3.2 and 3.3.

|  | Target type | Short-term project objectives(max 300) | Indicator(s)(max 300) | Expected output(s)(max 300) |
| --- | --- | --- | --- | --- |
| 1 | Select a target type. |       |       |       |
| 2 | Select a target type. |       |       |       |
| 3 | Select a target type. |       |       |       |
| 4 | Select a target type. |       |       |       |
| 5 | Select a target type. |       |       |       |
| 6 | Select a target type. |       |       |       |
| 7 | Select a target type. |       |       |       |
| 8 | Select a target type. |       |       |       |
| 9 | Select a target type. |       |       |       |
| 10 | Select a target type. |       |       |       |

|  | Target type | Short-term project objectives(max 300) | Indicator(s)(max 300) | Expected output(s)(max 300) |
| --- | --- | --- | --- | --- |
| 1 | Select a target type. |       |       |       |
| 2 | Select a target type. |       |       |       |
| 3 | Select a target type. |       |       |       |
| 4 | Select a target type. |       |       |       |
| 5 | Select a target type. |       |       |       |
| 6 | Select a target type. |       |       |       |
| 7 | Select a target type. |       |       |       |
| 8 | Select a target type. |       |       |       |

* 1. Self-formulated target type

If you consider that the target types above are not adequate or if you want to choose another one of the target types mentioned in table. 3.1, please add one (1) self-formulated additional target type and then specify your short-term project objective(s). Please note that you can only have ten (10) short-term objectives in total in the tables 3.1 and 3.2 and 3.3.

|  | Target type | Short-term project objectives(max 300) | Indicator(s)(max 300) | Expected output(s)(max 300) |
| --- | --- | --- | --- | --- |
| 1 |       |       |       |       |
| 2 |       |       |       |       |
| 3 |       |       |       |       |
| 4 |       |       |       |       |
| 5 |       |       |       |       |
| 6 |       |       |       |       |
| 7 |       |       |       |       |
| 8 |       |       |       |       |

## Communication

In this section you are to briefly describe how you will work with internal as well as external communication. Effective communication is important for the success of your project. It helps you communicate with your project team and stakeholders, enables the fulfilment of your project objectives, ensures uptake of project results as well as raise awareness of the benefits of transnational cooperation.

* 1. Describe your main communication goals, target groups and communication activities.

Maximum 1500 characters

* 1. If youanticipate many activities involving parties outside of your formal project partnership, please elaborate on your main approach for reaching them and securing their active involvement in relevant project activities. Also consider the dissemination of your project results.

Maximum 1500 characters

## Project set-up and work plan

Describe the implementation of the project as a whole. Summarize e.g., the project's overall working methods, approaches, strategy, methodology, etc., which provides a framework for the concrete activities which are given in the table 5.2. Also describe the division of roles and responsibilities for the project implementation overall.

* 1. Please describe the project setup as a whole and your mix of activities. If your project has a very clear basis in one (1) of the target types please elaborate here on the approach.

Maximum 2 000 characters

* 1. Please describe the roles and responsibilities among partners etc. Please also state if there is a certain project team for project management purposes and if so, how the team is composed.

Maximum 2 000 characters

* 1. As stated in the Instructions page 24 it is possible for SI cooperation projects to apply for funds to cooperate with an ongoing project of regional relevance (e.g., EU project) or existing platform/network. If your project uses this model, please provide information on the EU-project or existing platform/network your project link to. Also describe the foreseen interaction regarding activities between the SI-project and the EU project or existing network/platform.

Maximum 2 000 characters

* 1. Work plan

Make a work plan using the table below. State the expected time frame, intervals, or divide into work packages. Day-to-day activities (such as project planning, desk research, reporting, etc) in the project should also be mentioned. Please indicate if events are digital and if the event is international or national. Make sure that the work plan activities are supporting the different short-term objectives. Note that activities connected to communication also should be mentioned in the work plan.

How to use this table

* Start in the selected cell or choose another cell by clicking in it
* To leave this section after completing it you have to move to another section manually.
* Please note that there are text limitations. They refer to characters including blank spaces.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Time frame or Work package(max 100) | Place/ Country(max 100) | Short description of main activities, events incl communication activities, project meetings etc. If you have recurring similar activities, please group them in your description if necessary. (max 350) | Participating partners and stakeholders. (max 250) | Responsible partner(max 100) |
|       |       |       |       |       |
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## Risk analysis

The risk analysis is an important part of the application and is expected to be comprehensive with a focus on risks that could jeopardise the project. The risk analysis must be provided using the table below.

Risks associated with corruption are obligatory (see separate table for risks associated with corruption). The other categories concern internal (within the project/partnership) risks or external risks. See one example below:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Risk | Proba-bility | Consequence | Total risk | Risk management | Person responsible |
| EXAMPLE: Key person leaves the project | 2 | 4 | 8 | Delegate a back-up person for all key people, create a system for continuous documentation. | Project leader/all key people |

These areas have been pinpointed as important. If you foresee risks in other areas than those mentioned as examples in the tables below, it is important that these risks are also addressed in the risk analysis. The number of rows under each category is indicating how many risks you can mention. The ones mentioned by you should be the most important risks which could jeopardise your project. The lists of examples in the table below are not exhaustive.

Instructions for presenting the risk analysis:

* How likely is it that the risks will occur? (1 – unlikely, 2 – possible, 3 – likely, 4 – certain)?
* Then weight the risks according to how serious the consequences may be (1 – negligible, 2 – mild, 3 – perceptible, 4 – severe).
* Then calculate the total risk in terms of likelihood x consequence.
* For all risks involved, risk management is to be clarified and the responsible person is to be stated.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Risk(max 250) | Probability | Conse-quence | Total risk | Risk management(max 250) | Person responsible(max 100) |
| **1 Risks associated with corruption**  | **Proba-bility (1 – 4)** | **Conse-quence (1 – 4)** | **Total risk** | **Risk management** | **Person responsible** |
|       |   |   | 0 |       |       |
|       |   |   | 0 |       |       |
|       |   |   | 0 |       |       |
| **2 Internal (project/partnership) risks** ***For example:*** *project management & administration, key people and staff, limitation of funding, increased costs, implementation of activities, reporting, partners’ availability, and interest.* | **Proba-bility (1 – 4)** | **Conse-quence (1 – 4)** | **Total risk** | **Risk management** | **Person responsible** |
|       |   |   | 0 |       |       |
|       |   |   | 0 |       |       |
|       |   |   | 0 |       |       |
|       |   |   | 0 |       |       |
|       |   |   | 0 |       |       |
| **3 External risks*****For example:*** *political changes and support, conflicts, pandemics, travel restrictions, stakeholder’s availability, and interest etc.*  | **Proba-bility (1 – 4)** | **Conse-quence (1 – 4)** | **Total risk** | **Risk management** | **Person responsible** |
|       |   |   | 0 |       |       |
|       |   |   | 0 |       |       |
|       |   |   | 0 |       |       |
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