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 exploited in order to improve the policy instrument tackled within that region. It specifies the nature of the actions to be implemented, their timeframe, the players involved, the costs (if any) and funding sources (if any). If the same policy instrument is addressed by several partners, only one action plan is required.

Part I – General information

Project:_____

Partner organisation:_____

Other partner organisations involved (if relevant):_____

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 programme

            ☐   Other regional development policy instrument

Name of the policy instrument addressed:_____

Part III – Details of the actions envisaged

> **ACTION 1**
>
> 1. **The background** (please describe the lessons learnt from the project that constitute the basis for the development of the present Action Plan)
>
> _____
> _____
> _____
> _____
> _____
>
> 2. **Action** (please list and describe the actions to be implemented)
>
> _____
> _____
> _____
> _____
> _____
>
> 3. **Players involved** (please indicate the organisations in the region who are involved in the development and implementation of the action and explain their role)
>
> _____
> _____
> _____
> _____
> _____
>
> 4. **Timeframe**
>
> _____
> _____
> _____
> _____
>
> 5. **Costs** (if relevant)
>
> _____
> _____
> _____
> _____
> _____
>
> 6. **Funding sources** (if relevant):
>
> _____
> _____
> _____
> _____
> _____

ACTION 2

7. **The background** (please describe the lessons learnt from the project that constitute the basis for the development of the present Action Plan)

_____
_____
_____
_____
_____

8. **Action** (please list and describe the actions to be implemented)

_____
_____
_____
_____
_____

9. **Players involved** (please indicate the organisations in the region who are involved in the development and implementation of the action and explain their role)

_____
_____
_____
_____
_____

10. **Timeframe**

_____
_____
_____
_____
_____

11. **Costs** (if relevant)

_____
_____
_____
_____

12. **Funding sources** (if relevant):

_____
_____
_____
_____

ACTION X

....

Date:_____

Signature: _____

Stamp of the organisation (if available): _____

Annex 2 - Partner control confirmation

Will be available when projects are approved.

Annex 3 - Control report (incl. control checklist)

Will be available when projects are approved.