



*Joint applicant seminar of Interreg CENTRAL EUROPE and Interreg Baltic Sea Region,
Katowice, 23 February 2016*

Transnational cooperation advanced: How to develop a project work plan

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Key principles for work plan development



Work plan should be transparent, logic and consistent

- All outputs, activities and deliverables have to clearly contribute to the achievement of project specific objectives and the expected project results ("change")
- Sequencing and timing of activities/deliverables have to be logic and consistent and describe a clear work flow
- Level of detail of activities/deliverables should allow a clear monitoring of the progress and provide the basis for claiming funds
- Target group and stakeholder involvement as a pre-condition for successful development/implementation of outputs
- Sustainability and transferability (roll-out of results) to be considered already during work plan development

Work plan



Types of work packages

- Preparation (WP P) - *no description required (linked to lump sum request)*
- Management (WP M)
- Thematic work packages (WP T)
 - Max 4 WPs describing content-related activities (including pilot investments \leq EUR 15.000 total costs)
- *Investment specification (WP I), if applicable - for pilot investments \geq EUR 15.000 total costs*
- Communication (WP C)

Work package list

PREPARATION		
Preparation	Jan.2015	Jun.2015

MANAGEMENT		
Management	Jun.2016	Mai.2019

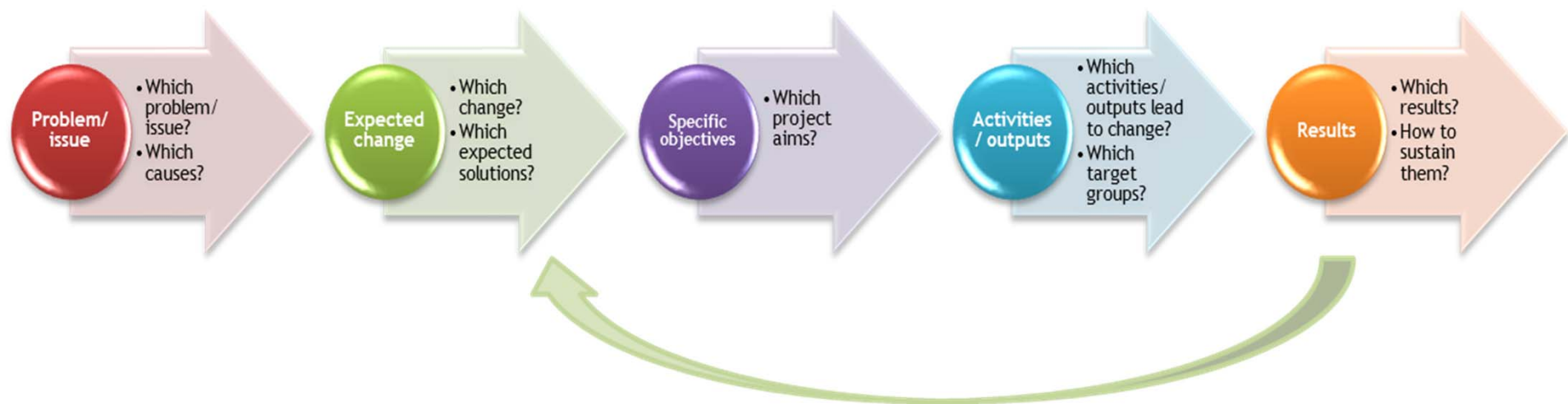
THEMATIC		
Development of transnational support strategy for low carbon urban mobility	Jun.2016	Jun.2018
THEMATIC		
Development of training scheme for energy managers	Jun.2016	Mai.2019
INVESTMENT SPECIFICATION		
Investment implementation	Jul.2016	Mrz.2017

COMMUNICATION		
Communication	Jun.2016	Mai.2019

Work plan - Thematic work packages

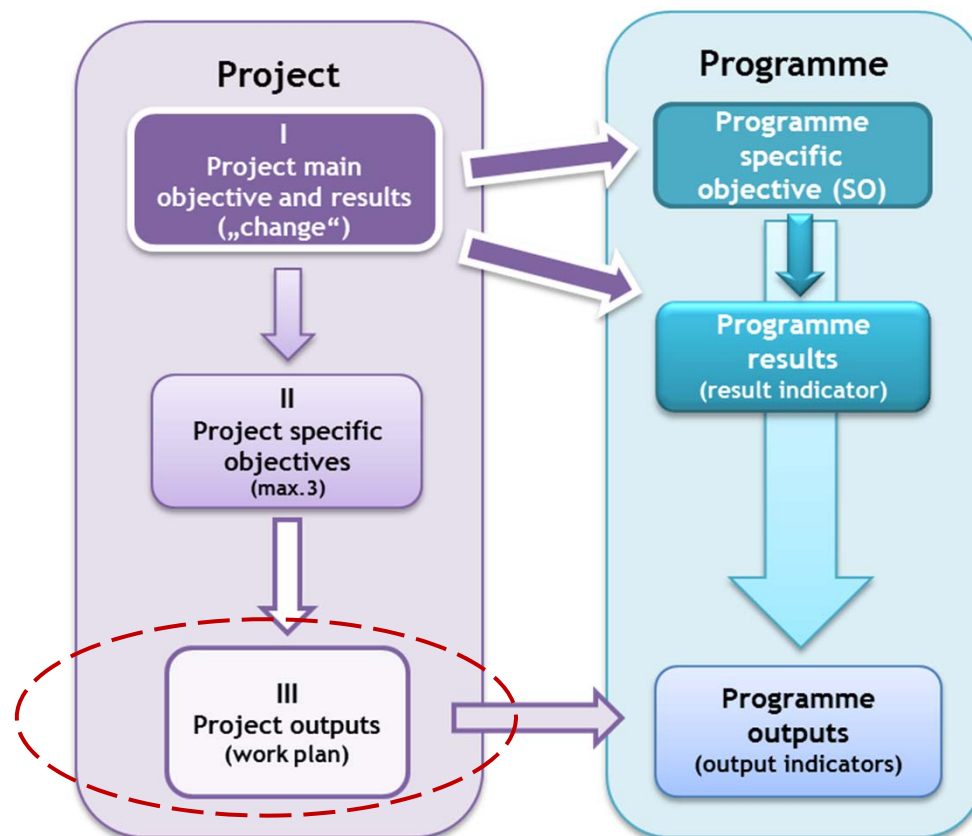


Take time to develop your project intervention logic



In order to be funded, the project intervention logic must be coherent with the targeted specific objective of the programme!

Work plan - Thematic work packages



Intervention logic

- Definition of project objectives and results
- Development of work plan (thematic work packages) including definition of project outputs

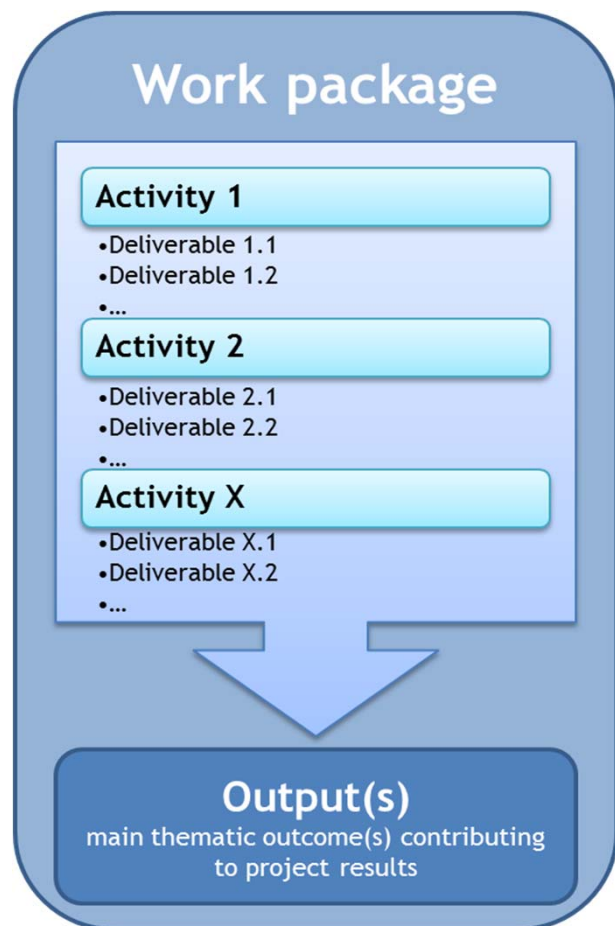
Work plan - Thematic work packages



What are project outputs?

- contribute directly to achievement of project objectives and results
- main outcome of a **thematic work package**
- follow the **programme typology of outputs** and being captured by a programme output indicator (*for definitions see annex 3 of the Application manual*)
 - Strategy and action plan development and/or implementation
 - Tool development and/or implementation
 - Pilot actions
 - Trainings
 - Innovation networks (only applicable to SO 1.1)

Work plan – Thematic work packages



Main features:

- Definition of work package objective and summary
 - Must produce at least one output
 - Divided into activities (recommended up to 4-6 per work package)
 - Each activity shall include one or more deliverables contributing to the achievement of the output(s)
 - Activities and deliverables should describe a transparent work flow ensuring the necessary level of detail and an adequate time-wise sequence
- ⇒ Clear roles of project partners
- ⇒ Logical linkage with other work packages

Work plan – Thematic work packages



Outputs vs. deliverables

	Output	Deliverable
Characteristics	<ul style="list-style-type: none">• Main outcome of a thematic work package• Contributing to achievement of the expected project result• Following output typology and linkage to programme output indicator	Reflecting the product of single activities or their intermediary steps
Number	Min. 1 output per work package	One or more deliverables per activity
Documentation	Output factsheet (according to programme template tailored to each output type)	Tangible item to be delivered as part of progress reporting, e.g. study, report etc.

Thematic exercise 1: content of work plan – Tools and trainings



Interreg CENTRAL EUROPE 1st Call for proposals

Lead applicant training step 2, 20.10.2015, Prague

Exercise (for demonstration purposes) - Please note that this is only an example of how to technically structure a work package regarding its outputs, activities and deliverables. Therefore the presented information is one solution among many possible ones and not to be regarded as thematically exhaustive.

The following description shows the main contents of a thematic work package. It shows a possible structure including outputs, activities and deliverables of the thematic work package.

Project submitted under SO1.2 (improvement of skills and entrepreneurial competences advancing economic and social innovation)

The thematic work package is devoted to the development of an innovative e-platform as a tool to improve information exchange and cooperation between research and the business sector, in particular targeting the creation of new start ups. This will be complemented with the creation of a transnational educational model which will be applied in the frame of 5 trainings in 5 different regions (HU, PL, SK, SI, HR) of the CE programme area targeted at developing and improving educational skills of incubator staff (train-the-trainers approach).

Thematic exercise 1: content of work plan – Tools and trainings



1. Thematic work package (WP template according to full AF)

WP Nr	WP title	WP start date (month)	WP end date (month)	WP Budget
Thematic T1 (automatic numbering)	Max 100 characters E-platform development and capacity building for supporting creation of new start-ups	Automatically inserted from activities 02.2017	Automatically inserted from activities 07.2018	Total budget Automatically Inserted from budget table 110.000 EUR
WP responsible partner		Drop-down list of project partners		
Partners' involvement				
<u>Textbox</u> X	Partner name, role, abbreviation Automatically inserted from section B			
<u>Textbox</u> X	Partner name, role, abbreviation Automatically inserted from section B			
<u>Textbox</u> X	Partner name, role, abbreviation Automatically inserted from section B			
<u>Textbox</u> X	Partner name, role, abbreviation Automatically inserted from section B			
Summary Summary description and objectives of the work package (including activities, deliverables and outputs) and how partners will be involved. If applicable, please also indicate whether any pilot investment (below EUR 15.000 total cost) is foreseen within this work package. Please note that for each investment exceeding EUR 15.000 total cost a separate "Investment specification" has to be filled in.				
Max 2000 characters Summary description of: <ul style="list-style-type: none"> Overall objective of the work package and its link to the reaching of the project specific objective(s) Intervention logic: Approach and main steps (activities, deliverables, outputs) Main target groups Partner involvement If applicable, pilot investment(s) included under this work package or link to investment specification(s) 				

Thematic exercise 1: content of work plan – Tools and trainings



Project outputs

Please describe **the outputs of the project** that will be the outcome of the activities carried out in this work package. Each output should be linked to a programme output indicator (please ensure that it has the same measurement unit).

In case of investment specification, the investment as such is to be defined as output and linked to the category “investment” as included in the list of output indicators.

Output title		Please provide a brief description of the project output	Programme output indicator to which the output will contribute	Quantification/ target	Delivery date
Output O.T1.1	e-Platform for supporting creation of new start-ups	Development of a transnational e-platform as a tool to improve information exchange and cooperation between research and business sector, in particular targeting the creation of new start ups. The platform is developed in English and is open source. Country specific adaptations will be made in national languages and linked to websites of regional partners.	Number of tools developed and/ or implemented for improvement of skills and competences of employees and entrepreneurs	1	03.2018
Output O.T1.2	Transnational educational model for management skills improvement	Creation of a transnational educational model targeted at developing and improving educational skills of incubator staff. The transnational model in English language will be respecting the legal and institutional contexts of the 5 countries covered and follow a train-the-trainers approach. Improved skills will allow for a better management of incubators.	Number of tools developed and/ or implemented for improving skills and competences of employees and entrepreneurs	1	12.2017
Output O.T1.3	Trainings for incubator staff	Preparation and implementation of 5 full day training sessions in 5 different regions (HU, PL, SK, SI, HR) applying the transnational educational model. The training contents are elaborated in national languages and integrated into the human resources development schemes of the partner institutions.	Number of trainings implemented for improving innovation capacity and mind sets	5	07.2018

Thematic exercise 1: content of work plan – Tools and trainings



Target groups	
Who will use the outputs of this work package or the investment?	<p><i>Drop-down value list of pre-defined target groups (multiple selection possible)</i></p> <p>Selection of the respective pre-defined target groups - see Annex IV of the application manual</p>
How will you involve those target groups (and other stakeholders) in the development of the outputs of this work package or the implementation of the investment?	<p><i>Max 500 characters</i></p> <p>Brief description of the rationale for target groups and stakeholder involvement in the development of the output(s), e.g. addressing:</p> <ul style="list-style-type: none"> What are the main approaches for successfully involving the target groups and relevant stakeholders? What are the key moments when target group/stakeholder involvement is particularly essential? <p>What are the expected benefits/effects for the target groups and stakeholder and how is this contributing to the achievement of project objectives and expected results</p>

Thematic exercise 1: content of work plan – Tools and trainings



Sustainability and transferability of work package outputs (*not applicable for investment specification*)

How will the work package outputs be further used once the project has ended?
Please describe concrete measures (including e.g. institutional structures, financial resources, etc.) taken during and after project implementation to ensure the sustainability of the project outputs.

If relevant, please explain who will be responsible and/or the owner of the outputs.

Max 500 characters

Brief description of the rationale for ensuring territorial impact and long-term benefits of the developed output(s) in order to reach the project objectives, e.g. addressing:

- **Financial sustainability (financing of follow-up activities and investments, leverage of funds, resources for covering future operating and maintenance costs, etc.)**
- **Institutional sustainability ("ownership" of project outputs - which structures will allow the results of the project to continue to be in place after the project end? And how?)**
- **Political sustainability (what structural impact will the project have? - e.g. will it lead to improved policies, legislation, plans, codes of conduct, methods, etc.?)**

Cross-references to other work packages where the respective activities contributing to the sustainability of the developed outputs are foreseen

How will the project ensure that the work package outputs are applicable and replicable by other organisations/regions/countries outside of the current partnership?

Please describe to what extent it will be possible to transfer the outputs to other organisations/ regions/countries outside of the current partnership.

Max 500 characters

Brief description of the rationale for the transferability and replicability of the output(s), e.g. addressing:

- **How will the output(s) be made available and transferred to a wider audience in order to roll-out and mainstream the achieved results?**
- **How will they be transferred to other institutions and territories?**

Cross-reference to (capitalisation) activities as included in the communication work package should be considered.

Thematic exercise 1: content of work plan – Tools and trainings



Activity A.T1.1	<u>Activity title</u> Programming and implementation of an e-platform supporting creation of business models	<u>Start date</u> 02.2017	<u>End date</u> 03.2018	<u>Indicative budget</u> 55.000 EURO
Deliverables of activity T1.1				
D.T1.1.1	<u>Deliverable Title</u> Transnational study on e-platform user requirements	<u>Description of deliverable</u> Analysis of requirements of different types of targeted users by means of surveys and interviews	<u>Quantification/ target</u> 1	<u>Delivery month</u> 05.2017
D.T1.1.2	<u>Deliverable Title</u> Summary report on stakeholder and user groups involvement	<u>Description of deliverable</u> Summary and documentation of the stakeholder and user involvement at regional level serving as an input for the e-platform development and deployment (focus on needs and future uses). Covering the outcomes of at least 3 user workshops per partner region.	<u>Quantification/ target</u> 1	<u>Delivery month</u> 10.2017
D.T1.1.3	<u>Deliverable title</u> Report on development and implementation of the e-platform	<u>Description of deliverable</u> Technical description and documentation of the joint development of the e-platform supporting business models creation in English language and its implementation in national languages in five participating regions.	<u>Quantification/ target</u> 1	<u>Delivery month</u> 03.2018

Thematic exercise 1: content of work plan – Tools and trainings



Activity A.T1.2	<u>Activity title</u> Identification of management approaches and capacities in partner institutions	<u>Start date</u> 04.2017	<u>End date</u> 09.2017	<u>Indicative budget</u> 8.000 EURO
Deliverables of activity T1.2				
D.T1.2.1	<u>Deliverable Title</u> Report on management capacities	<u>Description of deliverable</u> Report analyzing the country and institutional specific management approaches and capacities for the management of incubators. Identification of strengths and weaknesses and formulation of recommendations.	<u>Quantification/ target</u> 1	<u>Delivery month</u> 07.2017
D.T1.2.2	<u>Deliverable Title</u> Documentation of joint deficiencies in management of incubators	<u>Description of deliverable</u> Report presenting the main deficiencies in management of incubators and their underlying reasons as the outcome of the transnational exchange during two dedicated working group meetings.	<u>Quantification/ target</u> 1	<u>Delivery month</u> 09.2017
Activity A.T1.3	<u>Activity title:</u> Development of a transnational educational model for improvement of management skills for staff of incubators	<u>Start date</u> 09.2017	<u>End date</u> 12.2017	<u>Indicative budget</u> 5.000 EURO
Deliverables of activity T1.3				
D.T1.3.1	<u>Deliverable Title</u> Educational model for improvement of management skills for incubator staff	<u>Description of deliverable</u> Description of the design and format of the developed transnational educational model for staff of incubators applying a train-the-trainers approach. The model addresses the identified joint needs and is supported by the e-platform.	<u>Quantification/ target</u> 1	<u>Delivery month</u> 12.2017

Thematic exercise 1: content of work plan



Activity A.T1.4	Activity title: <i>Trainings for staff in charge of incubators and sustaining of education model</i>		Start date 01.2018	End date 07.2018	Indicative budget 42.000 EURO
Deliverables of activity T1.4					
D.T1.4.1	Deliverable Title <i>Training material in national languages</i>	Description of deliverable <i>Training materials in 5 national languages (HU, PL, SK, SI, HR) which is based on the transnational educational model.</i>	Quantification/ target 5	Delivery month 03.2018	
D.T1.4.2	Deliverable Title <i>Training report on improvement of managerial skills</i>	Description of deliverable <i>Summary report on the outcomes of the full day training sessions for staff in charge of incubators in 5 selected regions of HU, PL, SK, SI, HR applying the developed training materials. In total at least 100 staff members trained.</i>	Quantification/ target 1	Quantification/ target 07.2018	
D.T1.4.3	Deliverable Title <i>Letters of commitment for institutional sustaining of educational model</i>	Description of deliverable <i>Letters of commitments documenting the dedication of the participating institutions for the 5 selected regions to sustain the educational model in the internal human resources development plans.</i>	Quantification/ target 5	Quantification/ target 07.2018	

Thematic exercise 2: content of work plan – Pilot actions



Interreg CENTRAL EUROPE 1st Call for proposals

Lead applicant training step 2, 20.10.2015, Prague

Exercise - Please note that this is only an example of how to technically structure a work package regarding its outputs, activities and deliverables. Therefore the presented information is one solution among many possible ones and not to be regarded as thematically exhaustive.

The following description shows the main contents of a thematic work package. Please develop a proper structure including outputs, activities and deliverables of the thematic work package and the linked investment specification.

Project submitted under SO3.3 (environmental management of functional urban areas)

The thematic work package is devoted to the preparation and implementation of 3 pilot actions on the improvement of the soil quality in functional urban areas (FUA), as well as the evaluation of their results. In addition, conclusions and recommendations to the policy level will be prepared.

The pilot actions consist of testing soil quality measures in 3 central European cities. Linked to two of the pilot actions also pilot investments are foreseen:

- Pilot action 1: Application of a novel soil quality evaluation model foreseeing the installation of sensing devices on a brownfield (investment costs ca. EUR 5.000) in Prague FUA (CZ)
- Pilot action 2: Depollution of an industrial brownfield site using phytoremediation (investment costs ca. EUR 80.000) in Katowice FUA (PL)
- Pilot action 3: Implementation of an advisory scheme for PPP approaches on brownfield rehabilitation and soil quality improvement in Leipzig FUA (DE)

Thematic exercise 2: content of work plan – Pilot actions



1. Thematic work package (WP template according to full AF)

WP Nr	WP title	WP start date (month)	WP end date (month)	WP Budget
Thematic T1 (automatic numbering)	Max 100 characters Pilot testing and evaluation of soil quality measures in functional urban areas	Automatically inserted from activities 02.2017	Automatically inserted from activities 05.2019	Total budget Automatically Inserted from budget table 95.000 EUR
WP responsible partner		Drop-down list of project partners Choose the responsible partner		
Partners' involvement				
Tickbox X	Partner name, role, abbreviation Automatically inserted from section B			
Tickbox X	Partner name, role, abbreviation Automatically inserted from section B			
Tickbox X	Partner name, role, abbreviation Automatically inserted from section B			
Tickbox X	Partner name, role, abbreviation Automatically inserted from section B			
Summary				
Summary description and objectives of the work package (including activities, deliverables and outputs) and how partners will be involved. If applicable, please also indicate whether any pilot investment (below EUR 15.000 total cost) is foreseen within this work package. Please note that for each investment exceeding EUR 15.000 total cost a separate "Investment specification" has to be filled in.				
Max 2000 characters				
Summary description of:				
<ul style="list-style-type: none"> Overall objective of the work package and its link to the reaching of the project specific objective(s) Intervention logic: Approach and main steps (activities, deliverables, outputs) Main target groups Partner involvement If applicable, pilot investment(s) included under this work package or link to investment specification(s) 				
Please note that in this exercise				
<ul style="list-style-type: none"> Within pilot action (Activity A.T1.1) an investment of 5.000 EUR total cost is included which is to be described in this summary. A further pilot investment is linked to pilot action 2 (Activity A.T1.2) which is described in detail under Investment specification 11 				

Thematic exercise 2: content of work plan – Pilot actions



Project outputs

Please describe the outputs of the project that will be the outcome of the activities carried out in this work package. Each output should be linked to a programme output indicator (please ensure that it has the same measurement unit).

In case of investment specification, the investment as such is to be defined as output and linked to the category “investment” as included in the list of output indicators.

Output title		Please provide a brief description of the project output	Programme output indicator to which the output will contribute	Quantification/ target	Delivery date
Output O.T1.1	<i>Pilot actions on the improvement of the soil quality in 3 functional urban areas</i>	<i>The following 3 pilot actions are foreseen:</i> <ol style="list-style-type: none"> <i>1. Application of a novel soil quality evaluation model foreseeing the installation of sensing devices on a 2 ha brownfield in Prague FUA (CZ)</i> <i>2. Depollution of an industrial 2 ha brownfield site using phytoremediation in Katowice FUA (PL)</i> <i>3. Advisory scheme for PPP approaches on brownfield rehabilitation and soil quality improvement in Leipzig FUA (DE)</i> 	<i>Number of pilot actions implemented for the improvement of environmental quality in functional urban areas</i>	3	03.2019

Target groups

Who will use the outputs of this work package or the investment?	<p><i>Drop-down value list of pre-defined target groups (multiple selection possible)</i></p> <p>Selection of the respective pre-defined target groups - see Annex IV of the application manual</p>
How will you involve those target groups (and other stakeholders) in the development of the outputs of this work package or the implementation of the investment?	<p><i>Max 500 characters</i></p> <p>Brief description of the rationale for target groups and stakeholder involvement in the development of the output(s), e.g. addressing:</p> <ul style="list-style-type: none"> What are the main approaches for successfully involving the target groups and relevant stakeholders? What are the key moments when target group/stakeholder involvement is particularly essential? What are the expected benefits/effects for the target groups and stakeholder and how is this contributing to the achievement of project objectives and expected results?

Thematic exercise 2: content of work plan – Pilot actions



Sustainability and transferability of work package outputs (not applicable for investment specification)	
<p>How will the work package outputs be further used once the project has ended?</p> <p>Please describe concrete measures (including e.g. institutional structures, financial resources, etc.) taken during and after project implementation to ensure the sustainability of the project outputs.</p> <p>If relevant, please explain who will be responsible and/or the owner of the outputs.</p>	<p>Max 500 characters</p> <p>Brief description of the rationale for ensuring territorial impact and long-term benefits of the developed output(s) in order to reach the project objectives, e.g. addressing:</p> <ul style="list-style-type: none"> Financial sustainability (financing of follow-up activities and investments, leverage of funds, resources for covering future operating and maintenance costs, etc.) Institutional sustainability ("ownership" of project outputs - which structures will allow the results of the project to continue to be in place after the project end? And how?) Political sustainability (what structural impact will the project have? - e.g. will it lead to improved policies, legislation, plans, codes of conduct, methods, etc.?) <p>Cross-references to other work packages where the respective activities contributing to the sustainability of the developed outputs are foreseen can be considered.</p>
<p>How will the project ensure that the work package outputs are applicable and replicable by other organisations/regions/countries outside of the current partnership?</p> <p>Please describe to what extent it will be possible to transfer the outputs to other organisations/ regions/countries outside of the current partnership.</p>	<p>Max 500 characters</p> <p>Brief description of the rationale for the transferability and replicability of the output(s), e.g. addressing:</p> <ul style="list-style-type: none"> How will the output(s) be made available and transferred to a wider audience in order to roll-out and mainstream the achieved results? How will they be transferred to other institutions and territories? <p>Cross-reference to (capitalisation) activities as included in the communication work package should be considered.</p>

Thematic exercise 2: content of work plan



Activity A.T1.1	<u>Activity title</u> <i>Implementation of pilot action 1: Sensing devices on a brownfield in Prague FUA (CZ)</i>	<u>Start date</u> <i>02.2017</i>	<u>End date</u> <i>01.2018</i>	<u>Indicative budget</u> <i>22.000 EURO</i>
Deliverables of activity T1.1				
D.T1.1.1	<u>Deliverable Title</u> <i>Preparatory analysis of technical and management requirements</i>	<u>Description of deliverable</u> <i>Documentation of requirements for the installation of sensing devices and their procurement</i>	<u>Quantification/ target</u> <i>1</i>	<u>Delivery month</u> <i>04.2017</i>
D.T1.1.2	<u>Deliverable Title</u> <i>Report on Pilot action 1: Sensing devices on a brownfield in Prague FUA (CZ)</i>	<u>Description of deliverable</u> <i>Technical description and documentation of the application of a novel soil quality evaluation model including the installation of sensing devices on a brownfield of approximately 2 ha in Prague FUA (CZ)</i>	<u>Quantification/ target</u> <i>1</i>	<u>Delivery month</u> <i>01.2018</i>

Thematic exercise 2: content of work plan



Activity A.T1.2	<u>Activity title</u> <i>Implementation of pilot action 2: Depollution of an industrial brownfield site in Katowice FUA (PL)</i>	<u>Start date</u> 02.2017	<u>End date</u> 07.2018	<u>Indicative budget</u> 36.000 EURO
Deliverables of activity T1.2				
D.T1.2.1	<u>Deliverable Title</u> <i>Technical analysis of the brownfield site and expert opinions</i>	<u>Description of deliverable</u> <i>Report on the technical analysis of the industrial brownfield site in Katowice (PL) including the synthesis of 2 expert workshops (participation of appr. 20 experts) on possible solutions and remediation measures.</i>	<u>Quantification/ target</u> 1	<u>Delivery month</u> 07.2017
D.T1.2.2	<u>Deliverable title</u> <i>Remediation concept</i>	<u>Description of deliverable</u> <i>Detailed technical remediation concept to be applied on the industrial brownfield site in Katowice (PL) based on the experts inputs which were previously collected.</i>	<u>Quantification/ target</u> 1	<u>Delivery month</u> 11.2017
D.T1.2.3	<u>Deliverable Title</u> <i>Investment preparation documentation</i>	<u>Description of deliverable</u> <i>Documentation of the technical planning, procurement process and obtaining of permits</i>	<u>Quantification/ target</u> 1	<u>Delivery month</u> 12.2017
D.T1.2.4	<u>Deliverable Title</u> <i>Report on Pilot action 2: Brownfield remediation in Katowice FUA (PL)</i>	<u>Description of deliverable</u> <i>Technical description and documentation of the depollution of a 2 ha industrial brownfield site using phytoremediation as an environmentally friendly method in Katowice FUA (PL).</i>	<u>Quantification/ target</u> 1	<u>Delivery month</u> 07.2018

Thematic exercise 2: content of work plan



Activity A.T1.3	<u>Activity title:</u> <i>Implementation of pilot action 3: Advisory scheme for PPP approaches in Leipzig FUA (DE)</i>	<u>Start date</u> 02.2017	<u>End date</u> 01.2018	<u>Indicative budget</u> 12.000 EURO
Deliverables of activity I1.3				
D.I1.3.1	<u>Deliverable title</u> <i>Report on Pilot action 3: PPP advisory scheme in Leipzig FUA (DE)</i>	<u>Description of deliverable</u> <i>Documentation of advisory scheme deployment for PPP approaches on brownfield rehabilitation and soil quality improvement in Leipzig FUA (DE) applying a stakeholder involvement process.</i>	<u>Quantification/ target</u> 1	<u>Delivery month</u> 01.2018
Activity A.T1.4	<u>Activity title:</u> <i>Evaluation of pilot action results and recommendations to the policy level</i>	<u>Start date</u> 07.2018	<u>End date</u> 05.2019	<u>Indicative budget</u> 25.000 EURO
Deliverables of activity I1.4				
D.T1.4.1	<u>Deliverable Title</u> <i>Transnational peer review report</i>	<u>Description of deliverable</u> <i>Documentation of the outcomes of a transnational peer review process in which partners are reviewing each of the pilot actions including on-site visits and expert workshops.</i>	<u>Quantification/ target</u> 1	<u>Delivery month</u> 11.2018
D.T1.4.2	<u>Deliverable Title</u> <i>Evaluation report of pilot actions</i>	<u>Description of deliverable</u> <i>Report on an independent external evaluation analyzing the experiences and lessons learned from the pilot actions, including recommendations for follow up measures at local and transnational level.</i>	<u>Quantification/ target</u> 1	<u>Delivery month</u> 02.2019
D.T1.4.3	<u>Deliverable Title</u> <i>Transnational recommendations paper</i>	<u>Description of deliverable</u> <i>Transnational recommendations to the policy level for integration of soil quality measures into functional urban area development policies.</i>	<u>Quantification/ target</u> 1	<u>Delivery month</u> 05.2019

Thematic exercise 2: content of work plan - Pilot investment



2. Investment specification (template according to full AF)

Nr	Title	WP start date (month)	WP end date (month)	WP budget
Investment specification I1 (automatic numbering) I1	Depollution of an industrial brownfield site using phytoremediation in Katowice FUA (PL)	Automatically inserted from activities 11.2017	Automatically inserted from activities 07.2018	Automatically filled in from budget table EUR 80.000
Partners' involvement				
WP responsible partner	Drop-down list of partners Choose the responsible partner			
Technical description of the investment				
Please describe the foreseen investment including a technical specification and quantification.				
Max 2000 characters				
The description of the foreseen investment should include its technical specification and the necessary quantification.				
The information has to be consistent with the details provided in the budget section E2.				
Please note that the investment specification has only to cover the items as included under BL5 "equipment expenditure" and/or BL6 "infrastructure and works expenditure". All accompanying activities have to be described under the thematic work package (in particular the pilot action) to which the investment specification is linked.				

Thematic exercise 2: content of work plan - Pilot investment



Justification

Please explain

- how the investment will contribute to achieving the project objectives and results
- the transnational relevance of the investment
- who is benefiting (e.g. partners, regions, end-users etc.) from the investment and in which way

Please clarify further

- which problem the investment tackles
- which findings you expect from it
- how it can be replicated or transferred to organisations/regions/countries outside of the current partnership

Please also indicate the thematic work package to which the investment is linked.

Max 2000 characters

The justification should cover all the points mentioned in the instructions. In particular, the following should be demonstrated

- the clear contribution to project objectives and expected results,
- the clear transnational effect and added value,
- the clear benefit for target groups.

In addition, the rationale of the investment is to be provided considering that the investment(s) should be linked to a pilot action carried out within a thematic work package. Therefore the description should cover the following:

- Clearly justify which problems are tackled by the investment in the frame of the pilot action.
- Which findings are expected from the investment and how are they valorised at transnational level.
- How the transferability and the capitalising of the results and findings related to the investment are foreseen in the project.

Among others, in the frame of this exemplary exercise the link to the thematic work package T1, activity A.T1.2 - Implementation of pilot action 2: Depollution of an industrial brownfield site in Katowice FUA (PL) is to be described.

Location of the investment

Location

Please indicate the location of investment at NUTS level and provide a short explanation

Drop-down menu (NUTS0, NUTS 2, NUTS 3 codes)

Choose the respective NUTS area

Max 750 characters

The information should present the location of the investment and explain the rationale for selecting this site/location.

Thematic exercise 2: content of work plan - Pilot investment



Risks associated with the investment

Please describe any potential risks associated with the investment, go/no-go decisions, etc.

Please also indicate if the investment might have any potential negative effects on the environment. If yes, please specify which mitigation measures are foreseen.

Max 1000 characters

The description should include a brief risk analysis linked to the implementation of the investment considering different types of risks (e.g. technical, institutional, environmental etc.).

The compliance with relevant environmental policies and legislation has to be demonstrated. It has to be ensured that the investment will not cause any negative environmental impacts.

Regarding potential environmental effects (positive, neutral or negative), the following aspects should be considered: water, soil, air and climate, population and human health, fauna, flora and biodiversity, cultural heritage and landscape should be presented.

In case of potential negative effects or other risks, the respective mitigation measures to avoid such impact have to be described.

Investment preparation

If applicable, please specify the technical requirements and permissions (e.g. feasibility study, building permits) necessary for the realisation of the investment according to the respective national legislation. Please indicate if they are already available or their expected time of availability.

Max 1000 characters

The instructions above are to be followed and the respective description is to be included.

Among others, in the frame of this exemplary exercise specific reference has to be made to the relevant deliverables contributing to the preparation of the pilot investment implementation (D.T1.2.1, D.T1.2.2 and D.T1.2.3) which are foreseen in the thematic work package to which the investment is linked.

Ownership and durability

Who owns the site where the investment is located? Who will retain ownership of the investment after the end of the project?

How will the investment be further used after the project end? Who will take care of maintenance of the investment?

Please describe concrete measures (including e.g. institutional structures, financial sources etc.) taken during and after project implementation to ensure the durability of the investment.

Max 2000 characters

The instructions above are to be followed and the respective description is to be included.

Thematic exercise 2: content of work plan - Pilot investment



Project outputs

Please describe the outputs of the project that will be the outcome of the activities carried out in this work package. Each output should be linked to a programme output indicator (please ensure that it has the same measurement unit).

In case of investment specification, the investment as such is to be defined as output and linked to the category "investment" as included in the list of output indicators.

Output title		Please provide a brief description of the project output	Programme output indicator to which the output will contribute	Quantification/ target	Delivery date
Output O.I1.1	Phytoremediation of an industrial brownfield site in Katowice FUA (PL)	Depollution of a 2 ha industrial brownfield site using phytoremediation in the Katowice FUA (PL). The applied method is following the implementation of the developed remediation concept in order to remove heavy metals and other toxic compounds. Phytoremediation will apply local plant species for extracting such pollutants. Compliance with relevant environmental policies and legislation is ensured.	Investment	1	07.2018

Target groups

Who will use the outputs of this work package or the investment?

Drop-down value list of pre-defined target groups (multiple selection possible)

Selection of the respective pre-defined target groups - see Annex IV of the application manual.

How will you involve target groups (and other stakeholders) in the development of the outputs of the work package or the implementation of the investment?

Max 500 characters

Brief description of the rationale for target groups and stakeholder involvement in the development of the investment, e.g. addressing:

- **What are the main approaches for successfully involving the target groups and relevant stakeholders?**
- **What are the key moments when target group/stakeholder involvement is particularly essential?**
- **What are the expected benefits/effects for the target groups and stakeholder and how is this contributing to the achievement of project objectives and expected results?**

Thematic exercise 2: content of work plan - Pilot investment



Sustainability and transferability of work package main outputs (<i>not applicable for investment specification</i>)				
<p>How will the work package outputs be further used once the project has ended?</p> <p>Please describe concrete measures (including e.g. institutional structures, financial resources, etc.) taken during and after project implementation to ensure the sustainability of the project outputs.</p> <p>If relevant, please explain who will be responsible and/or the owner of the outputs.</p>		<p>Max 500 characters</p> <p>Not to be filled in - not applicable for investment specification.</p>		
<p>How will the project ensure that the work package outputs are applicable and replicable by other organisations/regions/countries outside of the current partnership?</p> <p>Please describe to what extent it will be possible to transfer the outputs to other organisations/regions/countries outside of the current partnership.</p>		<p>Max 500 characters</p> <p>Not to be filled in - not applicable for investment specification.</p>		
Activity A.11.1	<p><u>Activity title</u></p> <p>Investment implementation</p>	<p><u>start date</u></p> <p>11.2017</p>	<p><u>End date</u></p> <p>07.2018</p>	<p><u>Indicative budget</u></p> <p>EUR 80.000</p>

No deliverable is to be foreseen in the case of investment specifications - the deliverable appearing by default in eMS should therefore be deleted.