



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

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Date: _____

Name of the organisation(s) : :

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