



MANUMIX

Interreg Europe



European Union
European Regional
Development Fund

Action Plans Preparation

4th Learning Journey



Cardiff, 11th July 2018

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What is an action Plan?

An action plan is a document providing details on how the lessons learnt from the cooperation will be implemented in the policy instruments addressed by MANUMIX

The action plans must be based on the good practices and learning developed during the project

Content of the action plans¹

- **Project General Information**
- **Policy Context.** Introduction to the project and the policy instrument/s
- **Actions to be implemented.** For each action the plan must contain:
 - **Background** of the action. Relationship of the action purposed with the learning process developed during the phase I of the project (learning journeys, Good Practices identified, Peer review sessions, etc.)
 - **Description of the action**, indicating the activities that are going to be executed to improve the policy instrument/s.
 - **Players involved.** Entities that are going to participate in the action. It is important to indicate what will be the role of the stakeholders and if they are going to be involved in the action.
 - **Timeframe.** Calendar.
 - **Cost.** Budget for the implementation, if it is needed.
 - **Funding.** Sources of funding if it is needed.

¹ The action plan must be elaborated according to the template provided by the JTS

How are the action plans integrated in the project?

The action plans are one of the main output of the project

It is mandatory that each region elaborates an action plan

INDICATORS	TARGET
Number of policy learning events organised	30
Number of good practices identified	8
Number of people with increased professional capacity due to their participation in interregional cooperation activities	44
Number of action plans developed	4
Number of appearances in media (e.g. press)	28
Average number of sessions at the project pages per reporting period	6,000

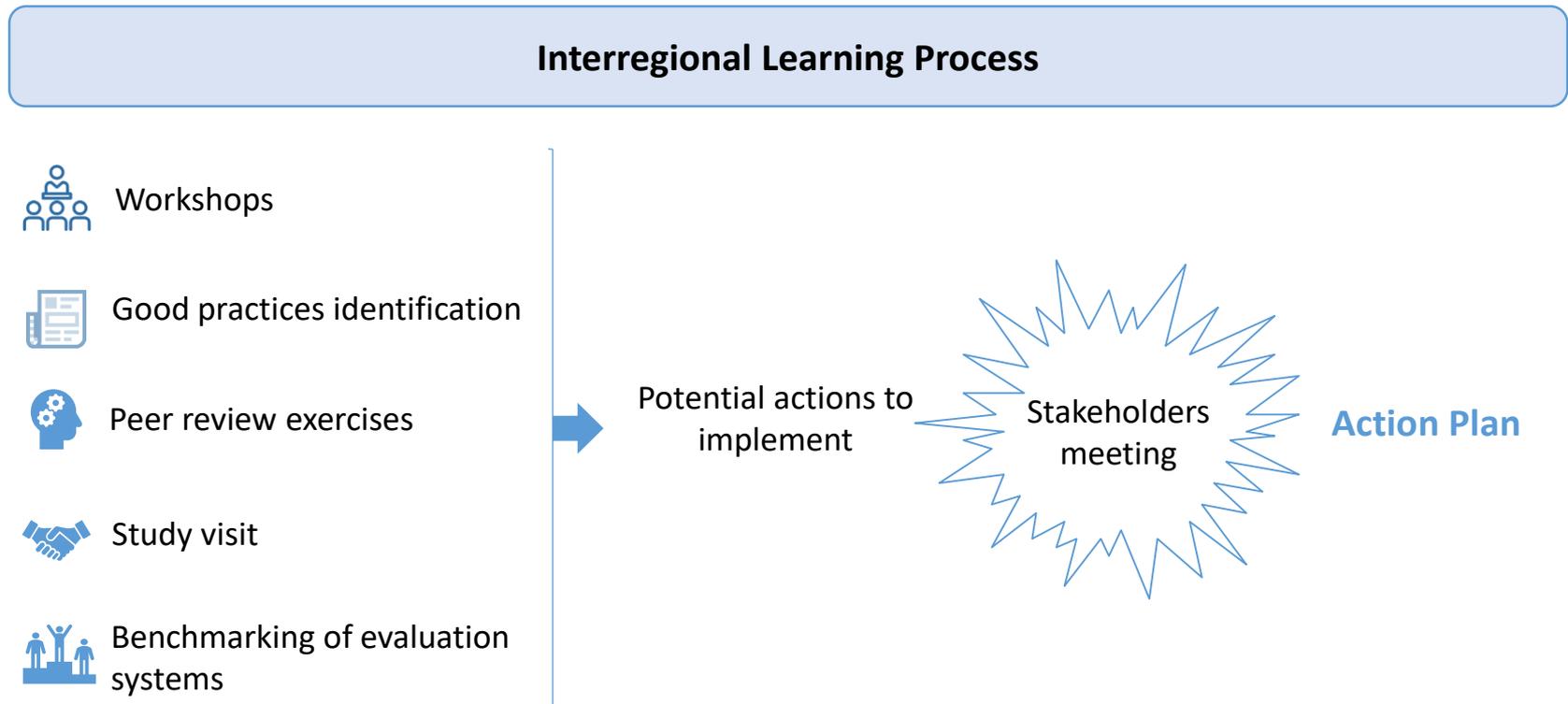
Each region must elaborate and present a draft of the action plan in the next Learning Journey that is going to be hold in **Brussels on October 2018**.

The implementation of the action plans will be monitored during the phase II of the project.

How can we elaborate our action plan?

The action plan must be the result of the Learning process (phase I)

The good practices and lessons learnt in the phase I will be the basis for the elaboration of the action plan



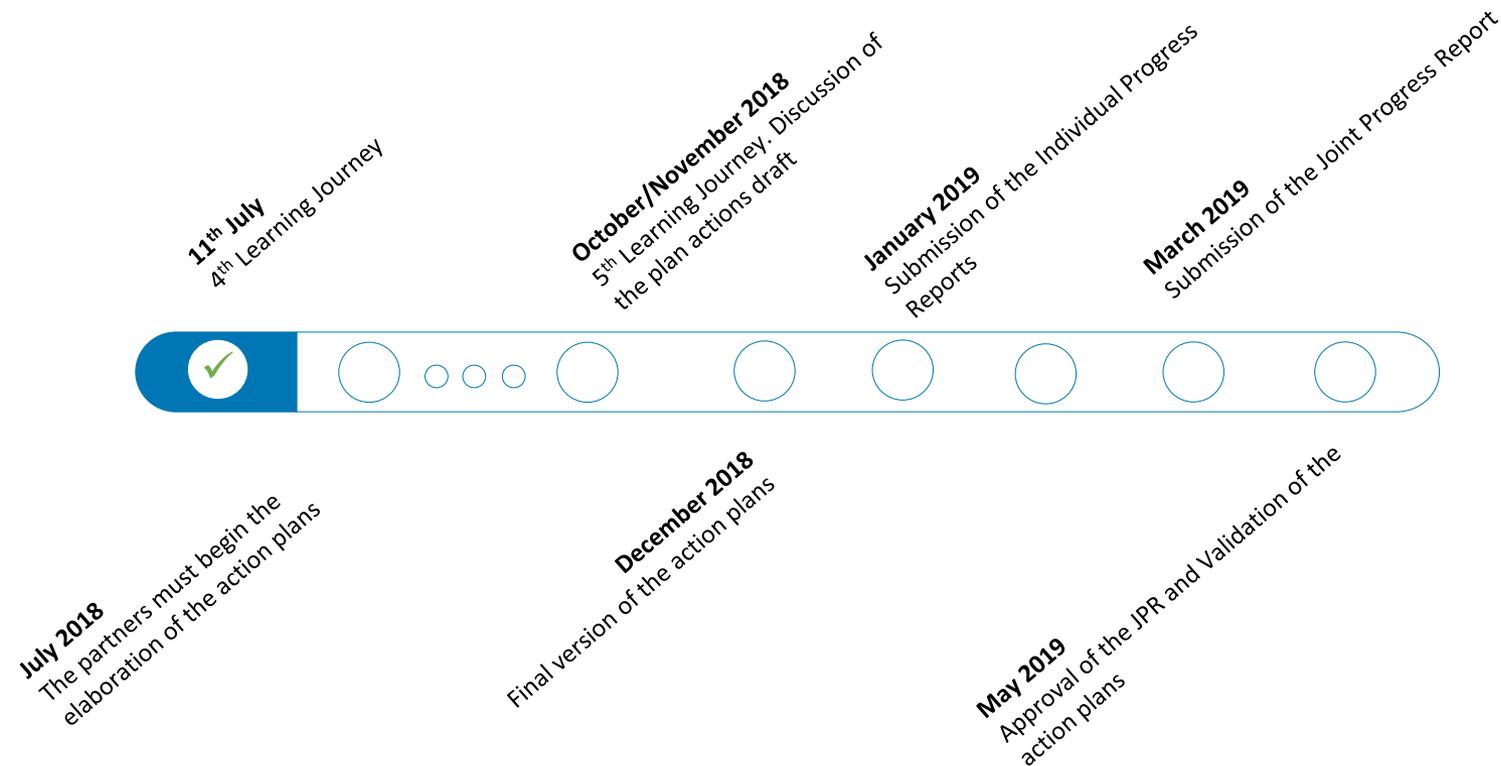
The action plans must be aimed to achieve the **self defined indicators of each region**.

There is not 'one-size-fits-all' action plan. The content will vary from one action plan to another. The important criterion is that the action plan should **fit the needs of the concerned regions and stakeholders**.

What is the procedure of validation of the action plan?

The JS will validate the action plans to make sure that they meet programme quality standards

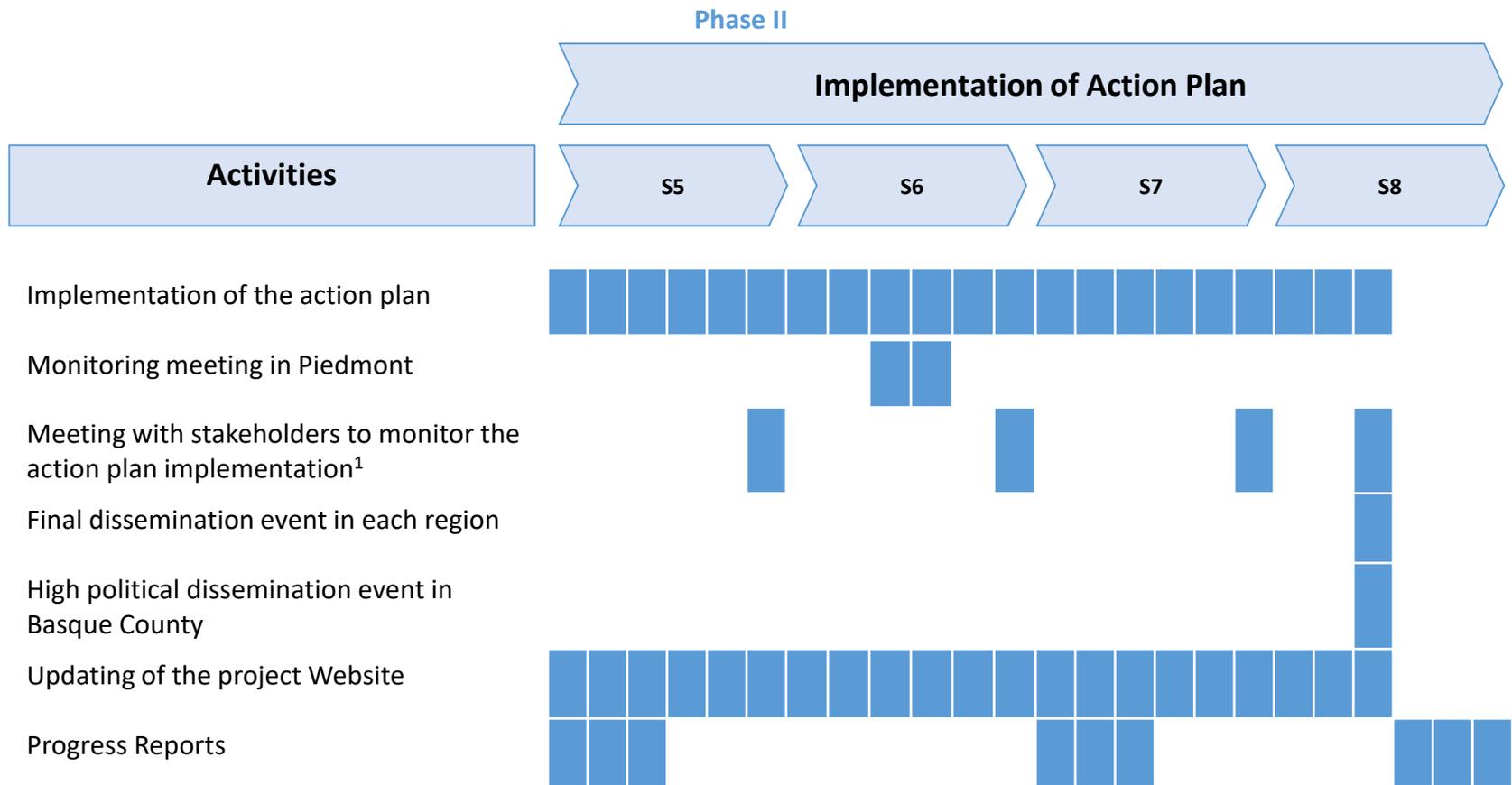
This will take place within the framework of the 4th PR validation procedure



What are the activities to develop in the phase II of the project?

The action plan will be monitored during the phase II of the project

If the implementation of all or some of the actions foreseen does not take place, the reasons will have to be explained during phase 2 of the project



¹ Meeting with stakeholders are indicative

Frequently asked questions

Q. What is an action plan?

- A. An 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 a given region. The document specifies the nature of the actions to be implemented, their timeframe, the players involved, the costs (if any) and funding sources (if any).

Action plans are prepared during phase 1 of the project, based on the experiences shared among partners. They are then implemented mainly during phase 2

Q. Is it compulsory to elaborate an action plan?

- A. Yes. Drafting of the action plan in each region involved in a project is a requirement from the programme, so it is a compulsory output of the project. It must be finished at the end of the phase I. The phase II is focused on implementing and monitoring the execution of the action plans.

Q. In which language is necessary to elaborate the action plan?

- A. English is the preferred language to write the action plans. Anyway, each region can elaborate its action plan in its own language. In case the action plan is written in a national language other than English, an abstract in English has to be made available to the programme.

Frequently asked questions

Q. Is it possible to produce a joint action plan?

- A. The partners should develop one action plan for each policy instrument addressed. This means that if two partners address the same policy instrument, they will produce jointly one action plan.

But the action plans can also include actions which are jointly developed with other regions (when relevant). This means that some actions would be designed and implemented to improve several policy instruments.

Q. Can we elaborate the action plan in any format?

- A. No, there is a template provided by the JTS of the INTERREG Europe Programme that all the partners must complete. This template can be downloaded from this link <https://www.interregeurope.eu/library/> (please check the epigraph Project Key Documents)

Q. Is an action plan a policy instrument?

- A. No, an action plan is not a policy instrument. An action plan is a working plan that establishes the actions to implement to improve the policies addressed by the project.

Frequently asked questions

Q. What should be the involvement of the stakeholders?

- A. The stakeholders should collaborate in the elaboration of the action plan. They can collaborate with each partner in the definition of the actions of the plan. Also, they can be involved in their implementation and monitoring.

Each partner will define what should be the implication of their stakeholders in the implementation of the action plan.

Q. How the actions included in the action plan are funded?

- A. The rationale behind Interreg Europe is that the implementation of the actions, resulting from the learning, are financed within the relevant local, regional or national policies.

Anyway, it is possible to plan actions that don't need to be funded

Q. Where is the process of validation of the action plans?

- A. The action plans have to be submitted to the JS (together with the last progress report of phase 1) and be published on the project websites. The JS will validate the action plans to make sure that they meet programme quality standards. This will take place within the framework of the progress report procedure.

Frequently asked questions

Q. Who must sign the action plan?

- A. Ideally, the organisation responsible for the policy instrument addressed (either directly involved in the project as a partner or being a member of the regional stakeholder group) should sign the action plan in order to express its commitment and willingness to implement the changes.

Depending on the content of the measures foreseen in the action plan, some of the stakeholders involved in the project activities may be those who will implement later on the actions and therefore the ones who could also sign it.

Q. What if the action plan is not implemented or its goals are not reached?

- A. If the implementation of all or some of the actions foreseen in the document does not take place, the reasons for the failure will have to be explained by the relevant partner during phase 2 of the project.

Annex I. Action Plan Template

Annex I. Action Plan Template

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):



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