

## APPENDIX – INSTRUCTIONS FOR THE PREPARATION OF THE "DESCRIPTION OF THE ACTION"

### A. MANDATORY STRUCTURE

**Important note:** besides the full name of your proposal, please also indicate a **short name** (acronym)!

#### A.1. Eligible types of actions and initiatives

Describe the objectives of the project, which shall be consistent with the aim of the call for proposals (see **chapter 2** of the call).

#### A.2. Justification (maximum 3 pages)

Please provide the following information:

- i. identification of perceived needs and constraints in the target groups;
- ii. list of target groups with an estimate of the anticipated number of direct and indirect beneficiaries;
- iii. reasons for the selection of the target groups and activities;
- iv. relevance of the project to the target groups;
- v. relevance of the project to the objectives;
- vi. relevance of the project to the priorities;
- vii. transnational dimension of the project (for proposals submitted under objectives 1 and 2).

#### A.3. Detailed description of activities (maximum 9 pages)

Please include a detailed description of each activity. In this respect, the detailed description of activities should also include a detailed work plan.

Should you wish to break down the project activities into work-packages (not mandatory), please follow the structure given in the attached set of templates.

#### A.4. Methodology (maximum 4 pages)

Please include a detailed description of:

- i. methods of implementation;
- ii. reasons for the proposed methodology;
- iii. how the project intends to build on a previous project or previous activities (where applicable);
- iv. procedures for internal evaluation;
- v. level of involvement and activity of other participants in the project;
- vi. role of each participant;
- vii. team proposed for implementation of the project.

If applicable, partner organisations shall be listed following the structure given in the attached set of templates.

The composition of the team, which will be implementing the project, must be properly described. Team staff should be singled out by function (E.g. project managers, administrator, secretary, external consultant, expert, technical assistant). For each member of the staff, it should be indicated whether they are "internal staff" or "external staff".

"Internal staff" are individuals directly employed by the applicant or partner organisation(s). "External staff" are external consultants, experts, interim personnel etc. For external staff, indication should be given on the way of their selection (e.g. through a call for tender). The specific tasks which will be allocated to each function should be listed.

**It is important that thorough thought be given to this point, as the composition of the team must be respected during implementation of the project in order that cost claims can be considered for funding. Should any changes be necessary, they must be submitted to the Commission services for approval.**

#### **A.5. Estimated impact on target groups (maximum 2 pages)**

Please include information on how the project will improve

- i. the situation of the target groups.

#### **A.6. Deliverables, Publications and other outputs (maximum 1 page)**

Please be specific and quantify outputs as much as possible. Project deliverables shall be summarized following the structure given in the attached set of annexes.

#### **A.7. Added value of the proposal (maximum ½ page)**

Please describe the added-value of your proposal in comparison to other applications of similar nature.

#### **A.8. Multiplier effects (maximum 1 page)**

Please describe the possibilities for replication and extension of project outcomes.

#### **A.9. Sustainability – applicable only for objective 1 (maximum 3 pages)**

Please distinguish between the following aspects of sustainability:

- i. **financial sustainability** (How will the activities be financed after the EU funding ends?)
- ii. **institutional sustainability** (Will structures allowing the activities to continue be in place at the end of the present project? Will there be local "ownership" of project outcomes?)
- iii. **political sustainability** (where applicable: What will be the structural impact of the project – e.g. will it lead to improved legislation, codes of conduct, methods, etc?)

## B. TEMPLATES FOR THE PREPARATION OF THE DESCRIPTION OF THE ACTION

### B.1. Work-package

<b>WORK PACKAGE No.:</b>		
<b>Title:</b> e.g. project management		
<b>Start month:</b> e.g. M1	<b>End month :</b> e.g. M10	
<b>Partner organization(s) involved (if applicable)</b>	<b>Estimated resources in man-days</b>	
Partner 1	<b>Man-days</b>	e.g. 20 days
Partner 2	<b>Man-days:</b>	
-	-	
-	-	
<b>Objectives and approach</b>		
Please describe here the activities to be carried out under the work-package.		
<b>Results</b>		
List here results of work package and how these will be assessed		

### B.2. List of partner organisations

No.	Legal name of partner organisation	Acronym	Country	Main tasks assigned
1				
2				
3				
4				

### B.3. List of deliverables

<b>Deliverables</b>					
<b>Deliverable Number</b>	<b>Title and short description</b>	<b>Due date or periodicity</b>	<b>Type (a)</b>	<b>Distribution (b)</b>	<b>WP Ref. (c)</b>
D.1	e.g. Conference "xxx"	e.g. M8			
D.2					
D.2					
-					
-					

**Notes:**

- a) PR = Prototype; R = Report; SP = Specification, O = Other.
- b) P = Public, for wide dissemination (public deliverables shall be of a professional standard in a form suitable for print or electronic publication); C = Confidential, limited to project participants. Irrespective of the status, all reports and deliverables must be made accessible to the other project participants and the responsible European Commission services.
- c) Corresponding to the specific WP they refer to (if applicable)