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Quality assessment.
Operational criteria: tips and recommendations.

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INNOVATIVE   SUSTAINABLE   ATTRACTIVE   ACTIVE

Operational criteria

Each project is assessed against 3 operational criteria:

- ◣ Work plan

- ◣ Communication

- ◣ Budget

Operational criteria

WORK PLAN

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Work plan

PROJECT ACTIVITIES, DELIEVRABLES AND WORK PACKAGES

- **ACTIVITIES** - a group of tasks and actions that lead to the achievement of the:
- Deliverables;
- project outputs;
- project objectives;

and are necessary for the proper implementation of the project.

- **WORK PACKAGES** - tools for structuring the project's content. They allow the grouping of activities:
- that are of a similar nature and purpose;
- that aim to achieve a specific set of objectives.

NOTE: It is not the location, the type of expenditure or the chronology of activities within the project that determine their belonging to a certain work package

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Work plan

PROJECT ACTIVITIES, DELIEVRABLES AND WORK PACKAGES

- **DELIVERABLES** - the documentations of the implementation of project activities (e.g.: analysis, pilot implementation report, workshops, etc.).

- They are used to assess the project's progress towards achieving its outputs and the project objective.
- They are included into the workplan, and their achievement is monitored in the project reports.

NOTE: Project deliverables do not have a counterpart in the Programme intervention logic, and they cannot be claimed as project outputs.

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Work plan

1. Describe what activities are you going to implement

- Present activities in a consistent way, provide sufficient details and describe them comprehensively.

- Make sure that all activities are relevant to the problem, and they ensure the achievement of project outputs and results.

- Describe activities in a way that the responsibilities and working steps of each Partner are clear and transparent (all partners make a significant contribution to the project!).

- Indicate the duration of each activity in the timetable (the time-plan should be realistic i.e.: seasonal changes should be taken into account (where relevant), sufficient time is allocated for the planned activities.

 In general, up to ten activities under each work package should be described.

TIP: Describe activities with action words.

  Don't make things complicated☺

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Work plan

2. Group all the activities into work packages

- Name and specify the objective of the work packages;

- Up to 4 content related work packages may be defined and a separate work package for Management (**IMPORTANT:** No separate WP for Communication);

- Make sure that there is a clear connection and coherence between the work packages, thus the work plan is well designed and consistent with other parts of the Application Form, demonstrating careful preparation of the project;

- Indicate the partner responsible for coordination of the specific WP;

- Under each work package define up to 3 deliverables, specify their target values and indicate in the timetable the expected period of delivery (only one period should be indicated);

TIP: Deliverable is not the same as activity (**IMPORTANT:** Deliverables cannot overlap with project's outputs).

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Work plan

3. Justify the need for investments and describe the management approach

- Underline the innovative character and cross-border nature of the investments planned in the project, justify that they are needed for the achievement of project results, and specify benefits for the target groups. Make sure that investments are integrated in and complement project activities.

- Describe the proposed management structure, how the monitoring and reporting processes will be organized (they should correspond to the complexity of the project).

- Determine and describe necessary risk management provisions as well as quality criteria and standards to ensure excellence of the project implementation process and high quality of planned results.

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Operational criteria

COMMUNICATION

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Communication

1. Define the communication objectives

- Clearly define the communication objectives at the beginning of the project implementation and at the end of the project (they should be different!)

- Make sure that communication objectives are in line with the project objective

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Communication

2. Select target (communication) groups.

- Define whom you would like to address and inform about the project implementation and results

- Provide the quantification of the target groups

- Make sure that all target groups are actively involved in project activities and their feedback is ensured in the process of the solution development for the defined problem/challenge

IMPORTANT: Project partners and associated partners cannot be identified and counted as target groups.

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Communication

3. Describe communication activities and specify communication tools

- Make sure that the intensity and scope of planned communication activities is sufficient and enabling to reach the relevant target groups;

- Describe communication activities in details, chose relevant channels for different target groups;

- Communication plan ensuring the transfer of the developed solutions is proposed;

- Integrate communication activities into content related work packages.

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Operational criteria

BUDGET

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Budget

1. The project total budget should demonstrate high value for money

- Planned costs should demonstrate high value for money in relation to the outputs and results to be delivered in the project and their impact on the development of the South Baltic area.

- Sufficient and reasonable resources allocated in the project budget ensure smooth and high-quality project implementation.

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Budget

2. Project budget should be coherent and proportionate

- Make sure the partner budgets correspond to their role and responsibilities:

- ✓ Partner budget shares are appropriate and sufficient to implement planned activities (IMPORTANT: cost sharing is not allowed);

- ✓ The budget division between the partners and countries is demonstrates a well-thought out cross-border approach (should be balanced).

- Make sure that budget distribution per cost category and work package is in line with the work plan.

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Budget

3. Budget presented in the application should be well-structured

- Specify, justify and clearly described costs related to external expertise and services, equipment and infrastructure and work.

- Make sure that all SCO are properly calculated and are in-line with project rules:

- ✓ Flat rates for CC2 (Office and administration – 15% of eligible staff costs) and for CC3 (Travel and accommodation – 15% of eligible staff costs);

- ✓ Lump sums for preparation costs (if relevant) and closure costs.

- Secure costs for FLC services for partners from decentralised FLC system (DK, LT, DE)

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Thank you!
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