European Union The European Regional Development Fund

The Interreg IVB North Sea Region Programme

8th Call for Applications

Application Pack 2012

Cluster applications: Please note that a different application pack is available for cluster projects. This pack applies for regular project applications.

CONTENTS

15 December 2011 update

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Investing in the future
by working together for a
sustainable and competitive region

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8th Call for Applications – Application Pack 2012

Guidance Note for the 8th Call

Introduction

The 8th call for applications will take place in spring 2012. The programme has now allocated almost all of its funding and as a result limitations apply to this call. Full projects can apply under priority 3 only; Priorities 1, 2 and 4 are closed for full projects and project extensions. Please note that this guidance note is intended for full projects only and a separate guidance note is available for cluster applications on the programme website.

At the current time 55 projects have been approved and the programme has as such achieved its target for the overall number of approved projects. In addition, 5 cluster projects have been approved. Approximately EUR 5.1 million of EU funding remains whereas the Norwegian funding has been fully allocated. This means that, beside another cluster project in priority 1, there is no funding left for projects in priorities 1, 2 and 4 and the funding still available in priority 3 is very limited.

There is no Norwegian funding left. Norwegian partners should not go ahead without contacting the Norwegian Contact Point, Kate Clarke, the Norwegian national authorities and/or the programme.

The purpose of this paper is to provide an overview of the current status in each of the open priorities and direct project developers towards those areas of intervention where the programme still lacks projects or still sees interesting potentials. We ask you to pay particular attention to the guidance provided in this paper before working on your application and in order to ensure that your idea still has a real opportunity for funding.

Approved projects and the programme strategy

All areas of intervention in all priorities are addressed to a very high or high degree though from a gaps perspective. You are strongly advised to check your project idea section against the already approved projects in the programme.

Projects in the 8th call can address any of the areas of intervention under priorities 3 but should be aware of the funding limits. In addition, the funding available in priority 3 will also have to cover cluster applications approved under that priority. This means that you should not assume that the full amount available will be allocated to full projects. All projects planning to apply for the call are strongly recommended to make use of the possibility for pre-assessment. Pre-assessments must be submitted online to the programme no later than Monday 16 January 2012.

Dates

The 8th call for applications will be open from 6 February 2012 until 5 March 2012. During this time applications can be submitted to the Secretariat. Please note that the application form is already open for editing. This enables project applicants to view the form’s requirements as well as to already draft the application for later submission.

The online system is also open for pre-assessments. Submissions for pre-assessments are possible until Monday 16 January 2012.

Extensions

A number of extensions of on-going projects have been approved by the programme so far. If you are planning to apply for an extension within priority 3 during this call, please make sure to highlight the added value of this extension especially in comparison to the already approved activities, outcomes and partnership. The value for money aspect will be crucial for the assessment of any extensions. Please note the extra information on extensions which is part of this guidance package.

Grant rate and funding available

The grant rate for project partners from the programme regions in Denmark, Flanders, Germany, Netherlands, Sweden and UK is 50%.

Approximately EUR 5.1 million remains in priority 3.
Please see above for specific comments on Norwegian funding.

More information

When preparing your application, it is strongly recommended to take the programme's fact and info sheets and the 'Strategy & Priorities' booklet into consideration. You can find them in the document library of the programme's webpage.

Project ideas can be viewed and published and information about pre-assessment can be found on the website.

Also view the programme's news for additional information.

Guidance for priorities 3

Priority 1 – Building our capacity for innovation
This priority is closed to further full project applications and project extensions as all funding has been allocated. However, there is a possibility for one more cluster project. Please consult the separate application pack for cluster projects.

Priority 2 – The Sustainable Management of our Environment
This priority is closed to further full project applications and project extensions as all funding has been allocated.

Priority 3 – Improving the accessibility of places in the NSR
There has been some change in the status of priority 3 following the recent Steering Committee meeting where, besides a cluster project, two new projects were approved. One under area of intervention 3.2 ('To promote the development of multi-modal and transnational transport corridors') and one under area of intervention 3.3 ('To promote the development of efficient and effective logistics solutions'). As such, there is now reasonable coverage of all areas of intervention. With regard to possible project ideas, it should be emphasised that priority 3 is also open for transport projects related to innovation and technology development with interfaces to priority 1 ('Building on our capacity for innovation'), such as the development of sustainable solutions, inter-operable transport systems, integrated ticketing etc., as well as for projects related to the role of transport in sustainable regional development with interfaces to priority 4 (Promoting sustainable and competitive communities). There are also interfaces between priority 3 and priority 2 (Sustainable management of our environment), with the environment being a cross cutting theme for the programme as a whole.

In terms of your project idea, you are advised strongly to check it against the projects already approved in these areas and the description in the 'Strategy & Priorities' booklet. Information on the projects already approved can be found on the programme's website in the 'Projects' section.

Priority 4 – Promoting Sustainable and Competitive Communities
This priority is closed to further full project applications and project extensions as all funding has been allocated.

Annex I

Overview table of projects approved (following the SC 7 decision in November 2011)

Priority 1 – Building our capacity for innovation

Overview table of projects approved per area of intervention

Area of Intervention	Acronym	Full name
1.1 Building the innovation capacity of businesses	NMU ERIP Green Growing	Northern Maritime University European Regions for Innovative Productivity Reducing energy use in the NSR horticultural greenhouse industry
1.2 Building the transnational dimension of clusters and research and innovation networks	e-clic IFP NSSP Power Cluster Smart Cities POYO ClimaFruit	European Collaborative Innovation Centres for broadband media services Innovative Foresight Planning for Business Development North Sea Screen Partnership Developing the North Sea Offshore Wind Power Cluster Smart Cities The Port is Yours Future proofing the North Sea berry fruit industry in times of climate change
1.3 Building society's and the institutional capacity for innovation	Skint CCC North Sea Supply	North Sea Skills Integration and New Technologies Creative City Challenge North Sea Supply Connect
1.4 Promoting the adoption and use of ICT applications	Opening up	Opening up
Cluster	DANS	Digital Agenda North Sea

For detailed information about each of the projects please consult the programme's webpage.

Priority 2 – The Sustainable Management of our Environment

Overview table of projects approved per area of intervention

Area of Intervention	Acronym	Full name
2.1 Sustainable development of the coastal land and sea areas through integrated coastal zone management	LNS TIDE BLAST SUSCOD	Living North Sea Tidal River Development Bringing Land and Sea Together Sustainable Coastal Development in Practice
2.2 Developing preventive and responsive measures to address acute and chronic marine pollution	Ballast Water Opportunity	North Sea Ballast Water Opportunity
2.3 Adapting to and reducing risks posed to society and nature by a changing climate	Aquarius CLIWAT CPA	The Farmer as Water Manager under Changing Climatic Conditions Adaptive and Sustainable Water Management and Protection of Society and Nature in an Extreme Climate Climate Proof Areas

	DiPol MARE SAWA BioCHAR	Impact of Climate Change on the Quality of Urban and Coastal Waters (Diffuse Pollution) Managing Adaptive Responses to Changing Flood Risk in the North Sea Region Strategic Alliance for Integrated Water Management Actions Climate changing soils
2.4 Promoting environmentally responsible energy production practices	enerCOAST C2CI North Sea SEP	BlueGreen Coastal Energy Community Cradle to Cradle Islands North Sea Sustainable Energy Planning
Cluster	WaterCAP	Water management in a changing Climate, Adaptation to new conditions, and Promotion of new strategies

For detailed information about each of the projects please consult the programme's webpage.

Priority 3 – Improving the accessibility of places in the NSR
Overview table of projects approved per area of intervention

Area of Intervention	Acronym	Full name
3.1 To promote regional accessibility strategy	CARE-North Cruise Gateway Green Airports iTransfer E-Mobility NSR ITRACT	Carbon Responsible Transport Strategies for the North Sea Area Towards sustainable growth of cruise shipping in the North Sea Region Sustainable Airport Solutions – Green Airports Innovative transport solutions for fjords, estuaries and rivers North Sea Region Electric Mobility Network Improving Transport and Accessibility through new Communication Technologies
3.2 To promote the development of multi-modal and transnational transport corridors	StratMos Food Port LO-PINOD GreCor	Motorways of the Sea -Strategic Demonstration Project Connecting Food Port regions – Between and beyond Logistics optimisation for ports inter-modality: Network, opportunities, development Green Corridor in the North Sea Region
3.3 To promote the development of efficient and effective logistics solutions	Dryport NS Frits CNSS	Dryport - A Modal Shift in Practice North Sea Freight & Intelligent Transport Solution Clean North Sea Shipping: Competitive Marine transport services and reduction of emissions – A North Sea model

	ACCSEAS E-harbours	Accessibility for Shipping, Efficiency Advantages and Sustainability E-logistics in North Sea Region harbour cities
Cluster	MTC EVNSR	Maritime Transport Cluster Energy Vision North Sea Region

For detailed information about each of the projects please consult the programme's webpage.

Priority 4 – Promoting Sustainable and Competitive Communities
Overview table of projects approved per area of intervention

Area of Intervention	Acronym	Full name
4.1 Tackling the needs of areas in decline	DC NOISE Vital iAge PROWAD SEEDS	Demographic Change: New Opportunities in Shrinking Europe Vital Rural Area e-age Inclusion in Ageing Europe Protect and Prosper – Sustainable Tourism in the Wadden Sea Stimulating Enterprise Environments for Development and Sustainability
4.2 Promoting sustainable growth solutions for expanding areas	MP4 CA! Waterways for Growth SURF	Making Places Profitable: Public and Private Open Spaces Coast Alive! Waterways for Growth: A New Beginning for Inland Waterways Sustainable Urban Fringes
4.3 Promoting energy efficiency in urban and rural communities	ANSWER BwC	A North Sea Way to Energy-Efficient Regions Build with CaRe: Mainstreaming Energy Efficiency in the Built Environment
Cluster	LowCAP	Low Carbon Regions in the North Sea

For detailed information about each of the projects please consult the programme's webpage.

8th Call for Applications – Application Pack 2012

Information for Projects Applying for Extensions

A number of extensions of ongoing projects have been approved by the programme so far. If you are planning to apply for an extension within priority 3 during this call, please make sure to highlight the added value of this extension especially in comparison to the already approved activities, outcomes and partnership. The value for money aspect will be crucial for the assessment of any extensions.

In order to get access to the online application system prepared, please **get in touch with your desk officers** in the Secretariat as soon as possible.

For the extension you will get access to a copy of your original application in the online monitoring system. You will be able to revise the approved application according to your extension plans and submit. After submission, the Secretariat will be able to make the changes in comparison to the original application visible.

Please note that if you wish to apply for an extension, you may not have any requests for changes open at the same time as this may lead to a loss of data.

European Union The European Regional Development Fund

The Interreg IVB North Sea Region Programme

8th Call for Applications – Application Pack 2012

Assessment Procedure and Project Selection

Background to the Programme

The general outline of the programme is presented in the Operational Programme. An abstract can be found in the document "Priorities and Strategy". This document provides the strategy of the programme and information on the content of the priorities and areas of intervention.

These documents aim to guide project applicants through the North Sea Region Programme 2007-2013. Please also consider the Application Pack`s last section on further reading.

All documents mentioned and presented here can be found on the website of the North Sea Region Programme: www.northsearegion.eu. Please also follow the latest developments in the news section of the website.

Successful Applications

If you wish to receive advice regarding your project application, please contact the Secretariat. Remember that applying for funding is going to be a very competitive process. The programme seeks for high quality projects with large impacts; it is not just about meeting the criteria. In the end it is the Steering Committee deciding by consensus, which projects will achieve most for the programme.

Assessment Procedure

Following the submission of the project application the assessment procedure is initiated, which comprises of a Project Eligibility Check and, given the project is eligible, an assessment against a number of Core Selection Criteria and Priority Considerations.

Eligibility Check

Upon receipt of the projects application in the Secretariat, the Lead Beneficiary will be sent notification of its receipt. All projects will first be assessed on eligibility. If the project fails the eligibility check, the Lead Beneficiary will receive a letter from the Secretariat explaining on what grounds the project application failed. The Steering Committee will be notified of all projects that failed to meet the eligibility check. Only projects that pass the eligibility test will be considered by the Steering Committee. Please bear in mind that the limit of 10 pages on the Additional Information will be part of the eligibility check and the applications failing to comply with the limit will be rejected as ineligible.

Technical Assessment: Core selection criteria and priority considerations

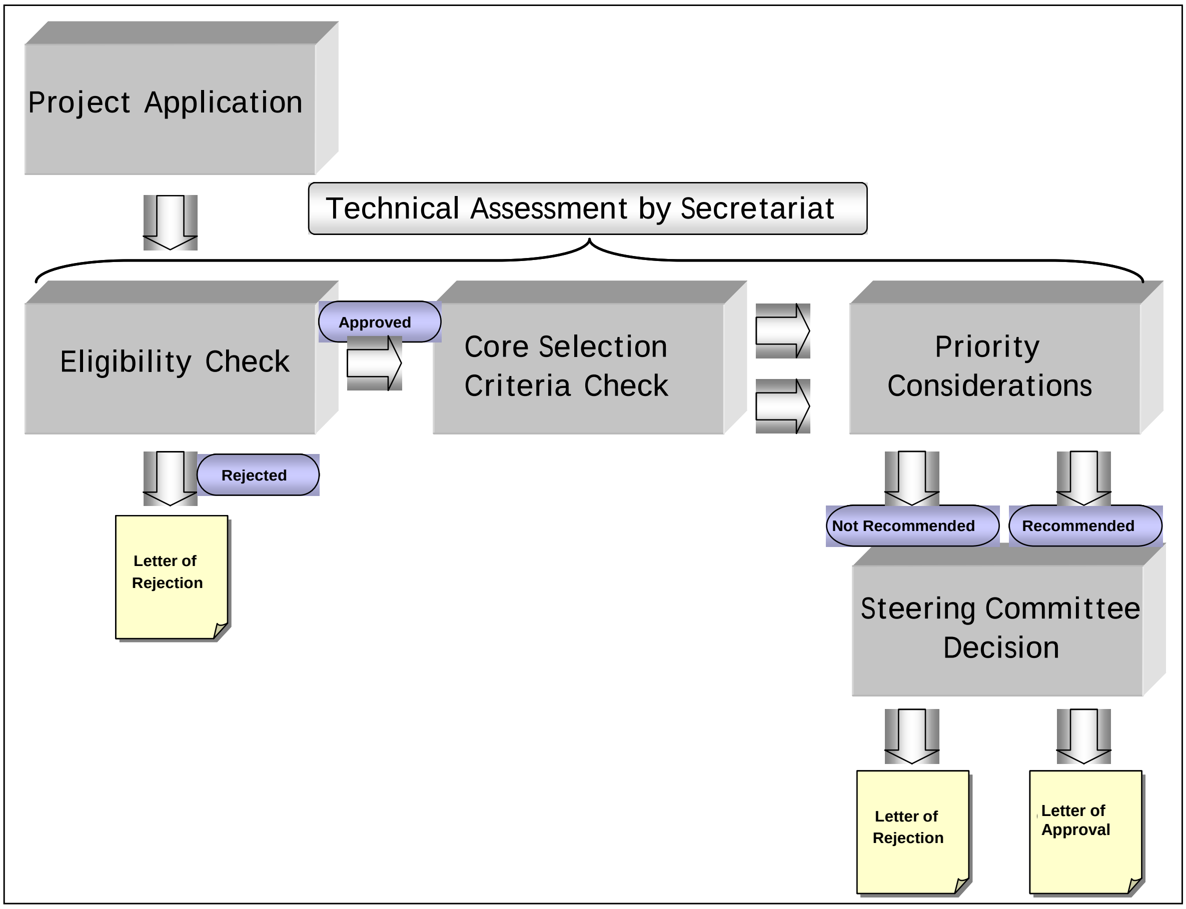
When a project meets the eligibility requirements, it will come to the next stage of assessment and will be tabled at the Steering Committee meeting.

The Secretariat will carry out a technical assessment of the application applying the core criteria and the priority considerations (please find the criteria listed below). Project applications will need to meet these criteria and considerations. This process takes about one month. As a result of this assessment the Secretariat forms a recommendation to either approve or reject the project, which is passed on to the Steering Committee. In the end it is the Steering Committee that takes the decision about the approval or rejection of the project. The criteria and considerations in the assessment will guide them as to the project's quality and potential to contribute towards the programme targets.

Steering Committee Decision

After the Steering Committee meeting, the lead applicant will be informed of the decision. Once a project application is approved, the Secretariat will draw up the contract on behalf of the national authorities of the Lead Beneficiary organisation. This is a legal document between the project Lead Beneficiary (in the capacity of representing the whole partnership) and the Secretariat, on behalf of the seven programme countries. When the Steering Committee rejects the project, a letter of rejection will be sent to the Lead Beneficiary. The Lead Beneficiary is responsible for communicating to the other partners in the project.

The following picture illustrates the different steps of the project selection process:



Project Selection Criteria

Core selection criteria (c1 – c10)

	Criteria	Description
	Programme	
c1	Contribution to transnational regional development	Projects must demonstrate the importance of their transnational approach to the topic addressed for achieving significant impact in the NSR. The applications must also show how project activities contribute to regional development in the transnational perspective. The perspectives for regional development are described in the synthesis report and its corresponding reports as a complement of the long-term spatial vision NorVision. Another source of reference is the Territorial Agenda of the EU. How to: A way to do this is to demonstrate clearly how the project objectives link to transnational regional development. It will be insufficient to reiterate the content of programme documents.
c2	Contribution to the joint transnational strategy	The joint transnational strategy has been developed building on the analysis of the opportunities and challenges for the North Sea Region. It is formulated in chapter three of the operational programme. Projects should have clear links to the strategy. How to: A way to do this is to demonstrate the link to the programme priorities, e.g. in terms of the concrete project activities. It will be insufficient to reiterate the content of programme documents.
c3	Project matches the specific area of intervention	The operational programme includes 4 priorities. Each of these priorities has specific areas of intervention. They are described in chapter four of the operational programme. Applications must refer at least to one area of intervention. It is also possible to refer to other areas, as they are not necessarily independent from each other. How to: Applicants are asked to carefully examine the priorities and areas of intervention in order to select those which correspond to the aim, objectives and activities of the project.
	Partnership	
c4	Horizontal and/or vertical co-ordination and co-operation	The project has to consider the relevant actors on local, regional and (trans-) national level. On the horizontal level actors from different relevant sectors should be considered, e.g. politicians, administrations, institutions (e.g. research, chambers of commerce), NGOs, companies (SMEs). On the vertical level, the process of decision-making, relevant for the project, has to be considered. How to: The application must show why and how the relevant actors take part in the project and how they are co-ordinated. There must also be a description on how decision-making affects the project and if so in which way it is taken into consideration. Local, regional and (trans-) national levels are to be reflected.
c5	Relevant and viable partnership	A relevant and viable partnership is a pre-condition for the quick and effective implementation of a project. This is necessary because of the risk of loss of funding due to the decommitment rule. A relevant partnership is also necessary to make sure the project links to relevant national policies of the partner-countries involved in the project. The partnership should also ensure that the results of the project guarantee long lasting effects. How to: Applications may demonstrate the relevance and viability of the partnership by describing its transnationality, by the detailed costed workplan and the communication strategy.
	Policies	
c6	Delivery towards Gothenburg strategy and/or Lisbon agenda	Projects deliver at least to the Gothenburg strategy and/or to the Lisbon Agenda. Gothenburg Strategy: Sustainable development is formulated as an objective in the general rules for the ERDF. Projects are asked to make contributions towards the European Commission's strategy for sustainable development, which recognizes that economic growth, social inclusion and environmental protection must go hand in hand. Aims of the renewed Lisbon agenda: • making Europe and its regions a more attractive place to invest and to work, • knowledge and innovation for growth, and • more and better jobs. How to: A way to do this is to demonstrate how, for example the activities of the project take economic growth, social inclusion and environmental protection into consideration and to demonstrate a clear link between the concrete project results and at least one of the aims.
	Output	

c7	Project will demonstrate added value and deliver tangible and measurable results	Projects have to make a difference. They contribute to build the capacity for innovation, to sustainable management, to improved accessibility or to the sustainability and competitiveness of communities by delivering towards the Gothenburg and Lisbon agendas. Projects also need to demonstrate that the project activities are additional. They should propose activities that would go beyond what will be carried out by the partners anyway. Projects will deliver concrete outputs and tangible implementation activities, which have the potential to make a change. Studies, road-maps, action-plans, etc. are possible but should be *part* of the activities and *not* a main result by themselves. How to: Projects have to demonstrate clearly that the activities carried out and the project results will make a change in comparison to the current situation and that they are additional to what is being planned anyway.
c8	Project will demonstrate value for money	The project's budget should be proportionate to the results aimed for. In addition projects will have to demonstrate cost-effectiveness. How to: This will be demonstrated in the detailed costed workplan in the application.
	Indicators	
c9	Information on core indicators complete	The application form contains a set of indicators for measuring the progress and success. How to: Applicants must fill out the indicator information and present a baseline and a target for each of the indicator. Beside the core indicators only those must be chosen which are relevant for the project.
	Legislative Requirements	
c10	Projects will comply with national and EU law and policy	All organisations in the Member States have to comply with EU and national law and policy. The partners in the project are responsible for carrying out the activities in accordance with the applicable legislation. All projects need to be consistent with Community policies and operations regarding equal opportunities. Projects need to consider their impact on equal opportunities. National and European tender rules also needs to be considered. How to: The Lead Beneficiary certifies compliance with national and EU regulations in signing the Application Form and, when the project is approved, the Contract. The representative(s) from the national authority of the country of the Lead Beneficiary will be asked to confirm the compliance of the project with national policy before the Steering Committee can decide on the project.

Priority Considerations (p1 – p9)

	Criteria	Description
	Approach	
p1.	Description of problem to be tackled and the solution	Projects that provide a clear description about the problem the project proposes to tackle and which also provide a comprehensive idea about the contribution the project can make to its solution will be prioritised.
p2.	Concrete implementation of project results towards European policies	Implementation activities, which clearly make a contribution to the aims of ongoing European policies, will be prioritised. These include among others Gothenburg and Lisbon agendas, the Territorial Agenda, Trans European Networks, Energy Efficiency and other ongoing and important European policies in relation to the 4 priorities of the Operational Programme.
p3.	Involvement of public private partnerships and/or SMEs and leverage of extra investment.	Projects involving public private partnerships and/or Small and Medium sized Enterprises (SME) will be prioritised. Generating future private and public investment within a transnational perspective will be an additional asset.
p4.	Promoting innovation	Projects promoting innovation and the transition to a knowledge-based economy in the North Sea Region will be prioritised. The programme aims to develop a positive innovation-orientated culture.
	Transnationality	
p5.	Transnational approach	Project activities, which are clearly transnational, will be prioritised. The implementation activities of the project, should have a measurable transnational impact.
p6.	Transnational partnership	Partnerships including partners from several different member states who will have potential impact on the transnational area and which cover large parts of the geographical area will be prioritised.

	Knowledge transfer	
p7.	Consideration of experiences from former and other ERDF projects	Taking into consideration experiences and outcomes from former and other ERDF activities is an advantage.
p8.	Links to other programmes and projects	Clear and activity based links to other programmes and projects relating to the project-topics will be a priority factor.
p9.	Publication and communication strategy and public ownership	Projects considering the following points for their publication and communication strategy will be prioritised: - A clearly structured publication, dissemination and marketing plan, which includes all partners. - Communication on the international, national, regional and local level aiming to transport the transnational added value of the project. - Focusing on all media and additionally using progressive techniques like e.g. web-casting, blogs, etc. - Explaining Interreg and the EU-context. - Considering the needs of the specific target-group(s). - Using the potential of public ownership of the project results within the strategy.

8th Call for Applications – Application Pack 2012

Indicators and Environmental Information Guidance

The following paragraphs provide guidance on how to fill in the indicator sections C and D of the application form. These sections are mandatory parts of the application form and have to be completed by every applicant.

Why Indicators?

On the programme level Indicators serve various purposes. Primarily, indicators support the monitoring of the progress and effectiveness on programme and project level and deliver a basis for quantitative evaluation. They assist the Secretariat's assessment by forecasting impacts as well as highlighting visible and tangible results. Indicators also serve to measure project contributions to the Programme aim and objectives as well as to evaluate the Programme's contribution to EU, national and regional policies and strategies.

Project indicators are also useful as a controlling tool – to monitor partner performance and activity progress. Indicators create useful facts about the project activities and results and should be used by the Lead Beneficiary as a management tool. Numbers convince, so make use of indicators when communicating your results. Finally, figures are stronger than words – indicators provide evidence of the success of your project.

Some advice before starting:

- Take indicators seriously! Don't leave them to the last minute before submitting.
- Indicators cannot be changed during the project lifetime, so think about them carefully.
- Different people count differently; establish reliable definitions.
- Avoid double-counting.
- Most importantly, establish consistency with the project descriptions (activities, outputs and results).

Section C: Programme and Project Indicators

On programme level, indicators have been established for the Operational Programme (OP) for each priority to measure the progress and the effectiveness of its operations. They can be found in the Operational Programme following each priority description (chapter 4). Please also refer to Appendix 4.1 of the Operational Programme for definitions and explanatory notes on indicators, targets and data collection and the Fact Sheet on Indicators.

Programme Level Impacts

A number of programme level impacts were identified from the four programme priorities (OP, chapter 4). They are not an integral part of the Operational Programme but assist in the monitoring of progress made at programme level and in identifying effects made by implementing the Operational Programme through the projects.

The data on programme level impacts is collected from projects at application stage (Application Form) and at the end of a project (Final Report). They will be aggregated for the purposes of programme evaluation during and towards the end of programme implementation.

In the Application Form section C14.1, please indicate the relevant impact that your project is likely to contribute to compared to the current situation in the programme area. It is possible to choose more than one field, but please be selective by ticking no more than four (4) boxes.

Project Level: Core Output and Result Indicators
Each applicant needs to specify the pre-defined indicators according to the anticipated outcomes of the specific project. The indicators established will be part of the technical assessment of the application.

Once the project is approved, the indicators specified at application stage will be relevant for the reporting of the progress of the project through the periodical reporting: In each even report (second, fourth, and so on) the project will be required to report on the progress made regarding each indicator. At final report stage, all indicated targets should ideally be achieved. There are four different groups of indicators:

Groups of Indicators
1. COMPULSORY INDICATORS
   These indicators must be established for every project, thus it is compulsory to relate to each indicator and, if relevant, specify the exact indicator source/description regarding what you intend to measure.

2. GENERIC INDICATORS
   These indicators are potentially relevant for every project as they relate to activities cutting across all priorities.

3. PRIORITY INDICATORS
   It is compulsory to establish at least one output and one result indicator. The priority indicators are pre-defined for each of the four priorities. Each project will only have to consider those indicators relevant for the priority it applies under. If the priority indicators listed in the table do not suit the planned activities, outputs and results, additional indicators may be established. However, this must be duly justified!

4. ENVIRONMENTAL INDICATORS
   These indicators have to be considered by all projects in section D of the Application Form where Environmental Information on issues relevant for a project must be provided, please see the guidance further below.

Sub-Categories of Indicator-Groups
1. Core activities
2. Awareness raising activities
3. Activities strengthening transnational cooperation
4. Territorial coverage of projects

Types of Outcomes[1] and Examples
1. output – e.g. education course
2. result – e.g. 15 people taking course
3. impact – e.g. improved education, increased knowledge among 20-30 yrs in specific field.

The Indicator Table
The headline row of the indicator table that you will find in section C of the application form is illustrated and explained below:

1)	2)	3)	4)	5)	6)	7)
Output/ Result/ Impact	Priority/Programme Indicator description	Description	Unit	**Baseline**	**Project target**	**Source of information**

1) This field is pre-defined based on the programme (priority) indicators, indicating whether the respective indicator measures an output, result or impact. They are not to be changed by projects.

2), 3) These columns contain the descriptions of the indicators established by the programme at priority level. They are not to be changed by projects.

4) Quantifying unit in which the indicator is counted (e.g. number, €, km, etc.), it is predetermined and cannot be changed.

[1] Please refer to Appendix 4.1 of the Operational Programme for definitions and explanatory information.

5) Quantity of the indicator at project start. This field is to be filled in by the project. The baseline will be zero for most cases unless the project builds on previously achieved outcomes.

6) Quantification of the indicator related to the expected quantity by the end of the project (target value). This field is to be filled in by the project.

7) States the source from which the indicator value will be derived during monitoring (e.g. project survey) and may provide a description to the indicator, if necessary.

Example

Output/ Result/ Impact	Priority/Programme Indicator description	Description	Unit	**Baseline**	**Project target**	**Source of information**
Output	transnational dissemination outputs	published material	number	**0**	**1**	**Project Leaflet**

How to complete the indicator table?
Each indicator shown in the table comprises the following elements that are pre-defined: kind of outcome (output, result or impact), indicator description and the unit in which the indicator will be measured (quantified).

In addition, each indicator comprises the following elements that need to be filled in by the applicant: the indicator baseline information, the target as well as the source of information. Accordingly, there are three columns to be completed in the table for each indicator chosen by a project.

Further Guidance
For certain indicators from the table in Section C, it may be necessary to establish a number of sub-indicators. For example, if certain groups of the society are targeted by one activity or bulk of activities it is mandatory to establish indicators for each social group addressed, as appropriate and viable; the same applies to a split by sex (Example 1).

Likewise, more than one indicator has to be established if different kinds of activities relate to one priority indicator (Example 2).

The same is the case for different types of outputs (Example 3). The table in Section C provides several rows for each of those indicators where the abovementioned cases may be relevant.

Example 1

Output/ Result/ Impact	**Priority/Programme Indicator description**	**Description**	**Unit**	**Baseline**	**Project target**	**Source of information**
Result	individuals in different social and age groups undertaken staff exchange	male 18-24	number	0	30	...
Result		female 18-24	number	0	25	...
Result		male 25-54	number	0	20	...
Result		female 25-54	number	0	15	...
Result		male 55+	number	0	10	...
Result		female 55+	number	0	20	...

Example 2

Output/ Result/ Impact	Priority/Programme Indicator description	Description	Unit	Baseline	Project target	Source of information
Result	transferred transnationally and implemented:	new technologies	number	0	1	...
Result		Services	number	0	5	...
Result		Pilots	number	0	5	...

Example 3

Output/ Result/ Impact	Priority/Programme Indicator description	Description	Unit	Baseline	Project target	Source of information
Output	transnational dissemination outputs	Exhibitions	number	0	4	...
Output		own events	number	0	6	...
Output		external events	number	0	10	...
Output		published material	number	0	0	...
Output		Websites	number	0	1	...
Output		TV & radio appear-ances	number	0	28	...
Output		dvd's	number	0	2	...
Output		Other	number	0	0	...

Important note: Please do not use indicators that represent a subset/subclass of another established indicator; this is advised in order to avoid double counting. For example, if you establish one indicator on the age group 18-24 for males and one for females, do not set up a third indicator on the total number of individuals in this age group. Another example of this is the combination of an indicator for the age group 18-24 and a second one for the total number of e.g. training course participants, of which the 18-24 year-olds are a subclass. The same rule is relevant for the different types of activities (e.g. events) and outputs (e.g. dissemination).

A project may, in exceptional cases, establish additional indicators that are not pre-defined at priority/programme level but are specifically relevant for the project. Please provide these in Section E 'other information', using the same table format as in Section C. The establishment of additional indicators must be duly justified. Please make sure that primarily the indicators pre-determined by the programme are used.

Section D: Environmental Information

Section D – Environmental information is a mandatory part of the application form and has to be completed by every applicant.

D.1A Please tick which of the classifications regarding environmental effects apply to your project.

- Neutral: no or only very small environmental effects.
- Positive: environmental effects lead to an improvement of the environmental condition.
- Negative: environmental effects lead to a degradation of the environment.

D.1B Please explain how and to what extent your project contributes to the classification you have chosen. This can be done by e.g. describing a clear link between the project activities and/or the end-results and the classifications.

D.2 Analogue to section D.1A, please indicate for each environmental issue/asset, which of the classifications regarding environmental effects applies to your project.

D.2B Please explain and if relevant provide comments on your entries in section D.2.

D.3 Please list relevant environmental protection objectives that your project relates to. For each objective, please state the relevant document (political agreement, policy paper, legal basis, etc.) and indicate the level at which it applies to. For assistance, please see the overview below).

D.4 If your project relates to certain environmental issues or is likely to have environmental effects (positive or negative), it is mandatory to establish the respective relevant indicator(s) for your project.

Please note that there are four environmental issues for which the description is already specified and the unit for quantification is predetermined. As far as applicable to your project, please prioritise to use these pre-defined indicators. They are the following:

Programme / priority indicator description	**Unit**	**Baseline**	**Target**	**Source of information**
Biodiversity, flora and fauna: Natura 2000 areas affected	number			
Air and climatic factors: reduction in green house gas emissions	CO_2 equivalent (tons)			
Landscape: area subject of change	ha			
Use of renewable & non-renewable resources: additional capacity of renewable energy production	MWh			

Should they not be relevant please establish other relevant indicators based on the general ‘indicator description’ in the second column. Select a relevant indicator and define the elements for each indicator chosen: specification of the general indicator description, definition of the unit in which the indicator will be measured, baseline value, target value and source of information from which data will be collected.

Indicative Overview of Environmental Objectives for Section D.3

		Biodiversity, flora and fauna
EU		Protect and restore habitats and natural systems and halt the loss of biodiversity by 2010.
		Improve fisheries management to reverse the decline in stocks and ensure sustainable fisheries and healthy marine ecosystems, both in the EU and globally.
		Protect and where necessary restore the structure and functioning of natural systems
		OSPAR Convention: Protect and conserve the ecosystems and the biological diversity of the maritime area which are, or could be, affected as a result of human activities, and to restore, where practicable, marine areas which have been adversely affected, in accordance with the provisions of the Convention, including Annex V and Appendix 3.
Belgium		Objectives as set out in the National Action Plan
Denmark		Objectives as set out in the action plan for the preservation of biodiversity
Netherlands		Re-establish the diversity of Dutch flora and fauna to make a proportional contribution to towards global biodiversity
Norway		Implement measures designed to halt the loss of biodiversity by 2010
Sweden		By 2010 loss of biological diversity in Sweden will have been halted
		By 2015 the conservation status of threatened species in Sweden will have improved to the point where the proportion of evaluated species classified as threatened will have fallen by at least 30% on corresponding figures for 2000, with no increase in the percentage of species that have become regionally extinct.
Germany		Bring about a stable situation at a high level for all species and the habitats they represent
		Population and human health
EU		Make food safety and quality the objective of all players in the food chain
		Ensure that chemicals are only produced and used in ways that do not pose significant threats to human health
		Tackle issues related to outbreaks of infectious de
		Achieve a quality of environment where the levels of man-made contaminants do not give rise to significant impacts on, or risks to, human health
Denmark		Reduce harmful impacts on human health and on the environment to the greatest possible extent, no matter what
Norway		Intensify efforts to reach the targets for substances that are hazardous to health and the environment, and to eliminate emissions of the most environmentally hazardous substances by 2020.
		Reduce the environmental pressure caused by production and consumption in Norway.
Sweden		Newly manufactured finished products will as far as possible be free from: - new organic substances that are persistent and bioaccumulating, new substances that are carcinogenic, mutagenic and reprotoxic, and mercury, as soon as possible, but no later than 2007; - other carcinogenic, mutagenic and reprotoxic substances, and endocrine disrupting substances or highly allergenic substances, by 2010, if the products that contain them are intended to be used in such a way that they will enter natural cycles; - other organic substances that are persistent and bioaccumulating, and cadmium and lead, by 2010.
		Health and environmental risks associated with the manufacture and use of chemical substances will be reduced continuously up to 2010
		By 2015 the dietary and occupational exposure of the population to cadmium will be at a level that is safe from a long-term public health point of view.
		By 2010 environmental concentrations of radioactive substances emitted from all human activities will be so low as not to represent a threat to human health or biological diversity.
		By 2020 the annual incidence of skin cancer caused by ultraviolet radiation will not be greater than it was in 2000.
Germany		Raise the proportion of agricultural land farmed organically to 20% by 2010.
		Reduce the nitrogen surplus for the whole agricultural sector to 80 kg/ha by 2010.
		Soil
EU		Protect soils against erosion and pollution
Denmark		Make sure that soil contamination in urban areas and pollution that may threaten the current or future supply of drinking water does not give rise to health problems
Sweden		By 2010 the trend towards increased acidification of forest soils will have been reversed in areas that have been acidified by human activities, and a recovery will be under way.
U.K.		Objectives as set out in the "First Soil Action Plan for England: 2004- 2006'
		Water
EU		OSPAR Convention: Prevent pollution of the maritime area from ionising radiation through progressive and substantial reductions of discharges, emissions and losses of radioactive substances, with the ultimate aim of concentrations in the environment near background values for naturally occurring radioactive substances and close to zero for artificial radioactive substances
		OSPAR Convention: Prevent pollution of the maritime area by continuously reducing discharges, emissions and losses of hazardous substances, with the ultimate aim of achieving concentrations in the

		marine environment near background values for naturally occurring substances and close to zero for man-made synthetic substances.
		OSPAR Convention: Combat eutrophication in the OSPAR maritime area, in order to achieve and maintain a healthy marine environment where eutrophication does not occur
Netherlands		Keep NL safe and habitable and to limit the risk of (damage) from flooding as well as to prevent exhaustion of water reserves
Sweden		By 2010 not more than 5% of all lakes and 15% of the total length of running waters in the country will be affected by anthropogenic acidification.
		By 2010 Swedish Waterborne anthropogenic emissions of phosphorus compounds into lakes, streams and coastal waters will have decreased by at least 20% from 1995 levels. The largest reductions will be achieved in the most sensitive areas.
		By 2010 emissions of ammonia in Sweden will have been reduced by at least 15% compared with 1995 levels.
		By 2010 emissions of nitrogen oxides to air in Sweden will have been reduced to 148,000 tonnes.
		Lakes and watercourses must be ecologically sustainable and their variety of habitats must be preserved
		By 2010 long-term protection against development activities that restrict water use will be provided for water-bearing geological formations of importance in meeting present and future water supply needs.
		By 2010 the use of land and water will not cause changes in groundwater levels that adversely affect the water supply, soil stability, or the animal and plant life of adjoining ecosystems.
		By 2010 all bodies of water used for the abstraction of water intended for human consumption, and providing more than 10 m³ a day as an average or serving more than 50 persons, will meet the Swedish standards for good-quality drinking water with respect to anthropogenic pollution. By 2010 long-term protection will be provided for at least 50% of marine environments of high conservation value and at least 70% of coastal and archipelago areas with significant natural and cultural assets. By 2005 another five marine areas, plus a further 14 by 2010, will be protected as nature reserves. Together, these will form a representative network of marine natural habitats. In addition, an area in which fishing is permanently banned will be established by 2006 for evaluation by 2010. A further three coastal and open sea areas with permanent bans will be established in the North Sea and the North Sea respectively by 2010 for evaluation by 2015. By 2010 total annual bycatches of marine mammals will not exceed 1% of each population. Bycatches of seabirds and nontarget fish species will have a negligible impact on the populations concerned or on the ecosystem.
		By 2008 catches of fish, including bycatches of juveniles, will not exceed levels commensurate with maintaining fish stocks of a size and composition sufficient to ensure that the ecosystem's basic structure and functions are preserved. Populations will have been restored to levels well above biologically safe limits.
		By 2010 noise and other disturbance from boat traffic will be negligible in particularly sensitive and designated archipelago and coastal areas.
		By 2010 discharges of oil and chemicals from ships will be minimized and reduced to a negligible level by stricter legislation and increased monitoring.
U.K.		Objectives as set out in the document "Directing the Flow – priorities for future water policy' Objectives as set out in the document 'Safeguarding Our Seas'
		Climatic factors
EU		Climatic factors In the short to medium term reduce greenhouse gas emissions by 8% compared with 1990 levels by 2008-12 (as agreed at Kyoto)
		In the longer term reduce global emissions even further by approximately 20-40% on 1990 levels by 2020;
		Financing: increase R&D, Dissemination funding
		Emission trading – national implementation
		Renewable energy: implementation RES-E Directive and biofuels directive
Belgium		Objectives as set in the National Climate Plan
Denmark		Reduce emissions of six greenhouse gases by 21 per cent between 1990 and 2008-12
		to halve the greenhouse gas emissions of the industrialised countries by 2030
Netherlands		Netherlands: Achieve a sustainable energy housekeeping (neutral climate effects, safe and available at a reasonable price) and sustainable mobility (acceptable environmental effects and accessibility)
Norway		Ensure that Norway meets its commitment under the Kyoto Protocol
		play an active role in developing a more ambitious global climate agreement for the period after 2012
Sweden		As an average for the period 2008–12, the emissions of greenhouse gases will be at least 4% lower than in 1990.
U.K.		Reduce greenhouse gas emissions by 12.5 per cent below base year levels by 2008-12, and reducing CO2 emissions by 20 per cent below 1990 levels by 2010 10 per cent of electricity to be supplied from renewables by 2010/11, with an aspiration to double this by 2020.
Germany		From 2008-2012 reduce the six green house gasses named in the Kyoto Protocol by 21% compared to 1990
		In the long term stabilising green house gas emissions at a level which prevents dangerous disturbances

		of the climate system
		Air
Belgium		Objectives as set out in the Federal Ozone Plan 2004-2007
Denmark		The content of suspended particles in the air must be so low as to have no negative impact on the quality of the life and health of the Danish population or the environment
		Denmark must reduce acidification, eutrophication and ground-level ozone. Effective implementation of international regulations on the emission of SO2, NOX,VOC and NH3 in Denmark by 2010 has top priority.
Norway		introduce the necessary measures and instruments needed to ensure that Norway meets its commitment to reduce emissions of nitrogen oxides (NOx) under the Gothenburg Protocol by 2010.
Sweden		A level of sulphur dioxide of 5 µg/m³ as an annual mean will have been achieved in all municipalities by 2005.
		A level of nitrogen dioxide of 60 µg/m³ as an hourly mean and of 20 µg/m³ as an annual mean will largely not be exceeded by 2010.
		By 2010 concentrations of ground-level ozone will not exceed 120 µg/m³ as an 8-hour mean.
		By 2010 emissions in Sweden of volatile organic compounds (VOCs), excluding methane, will have been reduced to 241,000 tonnes.
		A level of particles (PM10) of 35 µg/m³ as a daily mean and of 20 µg/m³ as an annual mean will not be exceeded by 2010.
		A level of particles (PM2.5) of 20 µg/m³ as a daily mean and of 12 µg/m³ as an annual mean will not be exceeded by 2010. The daily mean may not be exceeded for more than 37 days per year.
		A level of benzo(a)pyrene of 0.3 ng/m³ as an annual mean will largely not be exceeded by 2015.
		By 2010 emissions of nitrogen oxides to air in Sweden will have been reduced to 148,000 tonnes.
		By 2010 the great majority of emissions of ozone-depleting substances will have ceased.
U.K.		Objectives as defined in the "Air Quality Strategy 2000'
Germany		By 2010 concentrations of the main air pollutants should be reduced with around 70% compared to 1990.
		Energy efficiency
EU		Financing: Increase R&D, Dissemination funding
		Low carbon technology investment fund (EIB)
		Technology Platforms related to low carbon technologies (e.g. hydrogen and photovoltaics)
		Energy Service Directive
		Buildings Directive
		Emission trading: review 2006
		Eco-design directive
		Energy efficiency standards for energy-using products
		implementation daughter directives
		Energy labelling including Energy Star (extension of scope)
		Incentive schemes and fiscal instruments
		Intelligent Energy Europe Programme
		Clean vehicles
		Hydrogen pilot project
Germany		By 2002 aiming for an approximate doubling of energy - and raw materials productivity in relation to 1990 and 1994 respectively
Germany		Increase the proportion of renewable energy sources to 4.2% of the primary energy consumption and 12.5% of the electricity consumption between the years 2000 and 2010.
		Use of renewable and non renewable sources
EU		Break the links between economic growth, the use of resources and the generation of waste
		Prioritise waste prevention, followed by recycling, waste recovery and incineration, and finally, only as a last resort, land filling.
		The target is to reduce the quantity of waste going to final disposal by around 20% on 2000 levels by 2010 and in the order of 50% by 2050.
		Transport demands accessibility and mobility
		Decouple transport growth significantly from growth in Gross Domestic Product in order to reduce congestion and other negative side-effects of transport.
		Bring about a shift in transport use from road to rail, water and public passenger transport so that the share of road transport in 2010 is no greater than in 1998
		Landscape
Sweden		By 2010 all meadow and pasture land will be preserved and managed in such a way as to preserve its value. The area of traditionally managed meadow land will increase by at least 5,000 hectares and the area of managed pasture land of the most endangered types will increase by at least 13,000 hectares by

		2010.
		Small-scale habitats on farmland will be preserved to at least the same extent as today throughout the country. By 2005 a strategy will have been adopted to increase the number of such habitats on the agricultural plains of Sweden.
		The number and extent of culturally significant landscape features that are managed will increase by about 70% by 2010.
		By 2010 damage to soil and vegetation caused by human activities will be negligible.
		Noise in mountain areas from motor vehicles driven off-road and from aircraft will be reduced.
U.K.		Objectives as set out in the in the White Paper 'Our Countryside: the future'
		Transport demands accessibility and mobility
Germany		Decouple economic output and transport by reducing freight transport intensity by around 5% and passenger transport by 20% by the year 2020, as compared with the 1999 figures.
		Increase the proportion (modal split) of non motorised transport and environmentally friendly forms of transport, such as rail, public transport and the waterways. In 2015 freight transport by rail should have a 24.3% share and inland shipping should have a 14.1% share. The goal for public passenger transport is to rise the share of the overall transport output.
		Noise
Denmark		Objectives as set out in the national strategy
U.K.		Objectives as set out in the 'National Ambient Noise Strategy'
		Land use
U.K.		Objectives as set out in the document "Regional Spatial Strategies"
Germany		New land use to account for maximum 30 ha per day in the year 2020

8th Call for Applications – Application Pack 2012

Communication Plan Guidance

This information will provide a background to key aspects of communications in relation to projects and what to include in the Communication Plan.

The paper also highlights important issues referring to Work Package 2 on Communications in the Application Form for projects under the North Sea Region Programme 2007-2013.

BACKGROUND
Communications is a business tool and the Communication Plan should be regarded as the business plan of communications. It is the strategic document that will provide the project with a clear aim and direction in communicating and publicising the work of the project.

The purpose of communications is to increase the overall output of the project it refers to. Communications needs to be an integral part of the planning, set-up and implementation of any project.

Work Package 2 and the Communication Plan
Communications is a Work Package of its own for all projects under the North Sea Region Programme 2007-2013. This highlights that the Programme expects all projects to consider communications an integral part of the project set-up and implementation.

Drafting and adopting a Communication Plan is a requirement for all projects under the North Sea Region Programme 2007-2013.

It is important to understand that the Communication Plan will form the basis for the measures proposed in Work Package 2. Without the plan measures in the work package are at risk to become ad hoc and stand alone, i.e. they will lack a fundamental connection to the overall aim and strategic objectives in communicating the project.

Recommendation: Draft Communication Plan before drafting Work Package 2
The Communication Plan should be drafted at early stages in the planning of the project. This will secure a clear connection between strategic and long term aspects of communications. It will also clarify the connection between the Work Package and the Communication Plan.

More information on what to include in the Communication Plan can be found below.

The added value of a Communication Plan
A well thought through Communication Plan, including a tagline and message and a professional logo and graphical profile (a basic corporate identity), will help you to communicate your project all through the project life cycle and beyond!

The plan including the identity will simplify and speed up the daily issues referring to communication and publicity and generate better response at all levels of media, stakeholders and decision makers.

Communication adds value
Communication adds value to organisations. Well communicated organisations attract more funding and attract talented people. Making management understand the importance of communications is the first step – once this is done, the platform to write the actual plan and budget the measures is in place.

The awareness of the importance to communicate the results and outcomes of the programme and its projects is increasing. This shows in the regulations which are becoming more stringent with every programming period. The many initiatives on communications presented by the European Commission in recent years, e.g. The White Paper on Communication, Communicating Europe in Partnership, further emphasizes this.

Projects must follow the requirements of EC Regulation No 1828/2006, but are also encouraged by the Programme on a more general level to inform about and communicate the results and outcomes of projects as well as the Programme to the general public, stakeholders and decision-makers.

The importance of an integrated approach
Communicating the work, results and outcomes of the projects should be an integrated part of the work carried out within the project. Achieving effective communication and publicity is a long term commitment and requires a well thought through approach and consistent and uniform messaging.

Planning communications should be part of the planning process of the project as a whole.

Information is not Communication
A Communication Plan must go beyond information and look at how to communicate. It needs to address why specific measures are included in order to reach out to the identified target groups and why they are important. It needs to look at making the relevant issues attractive enough to engage the audience.

Information is about making things available, communication is about making the audience understand the importance of it and the value it contains.

The added value of communication in relation to information is the way communication encourages participation through feed-back and influence over the end product. In the process, the participating parties gain a deeper a more genuine understanding of the topics discussed.

CHECK THE REGULATIONS
Make sure you have read and incorporated the relevant articles in Regulation (EC) No 1828/2006. Following the steps under the headline Check List in this paper will essentially cover the measures needed.

Depending on the project budget you will also need to put up a billboard and a permanent plaque in line with the specifications in article 8 and 9 of the above regulation.

Communication Plan

A Communication Plan should at least contain the following sections:

- Background – What is the background to the plan, what are the key issues to address
- Aim and Objectives – What is the overall goal and what other issues will you focus on
- Target Audience – Who do you want to reach and why, what are their characteristics
- Strategy – Principles: What are the guiding principles behind the plan (e.g. transparency, consistency, innovation), Time frame (when will you do what), Key actors and Message
- Methods – What methods do you intend to use and why are they relevant (e.g. web, print on demand)
- Measures – Which media do you intend on using (online media, print materials, events)
- Budget – How much will the different measures cost
- Responsibilities – Who will do what (and when); connects to the strategy
- Evaluation – How will you monitor the implementation and make the necessary updates

COMMUNICATION PLAN CHECK LIST
Make sure the Communication Plan contains the following:

Aim and Objectives
The aim and the objectives are clearly defined
The Community role is mentioned
The general public and other stakeholders are mentioned

Strategy including **Target Audience**
The measures and the rationale behind them are put into context
The principles to work from are mentioned
The expected results and outcomes of the Communication Plan are defined

Measures
The measures are defined for the different target groups
The different channels are mentioned and if relevant prioritised
The measures cover the whole project time period
There is provision for flying the EU flag at least one week every year, starting May 9

Budget
An indicative budget is included

Evaluation
The evaluation measures are clearly defined

European Union The European Regional Development Fund

The Interreg IVB North Sea Region Programme

8th Call for Applications – Application Pack 2012

Access to Online Application Form and Technical Guidance

The programme has an online application procedure. The guidance to the application is contained within each section of the application form.

The NSR online system can be accessed via the following link: http://ivb.northsearegion.eu/app/user/home/ .

Each new user will be required to create a user account to access their personal data. Should you have submitted a pre-assessment, please use your existing account.

The sections of the Online Application

- Section A contains the project partners' contact details, the detailed description of the content of the project and its timeline,
- Section B contains the financial tables,
- Section C contains the indicators to measure the results of the project,
- Section D contains environmental indicators,
- Section E is about the annexes to the application form such as Letters of Intent and Support, the Communication Plan and additional information (max. 10 pages).

Submission of the Application

The online application form should be submitted to the Secretariat before or on the day of the deadline of the call for proposals, which is **5 March 2012** for the 8th call. Please bear in mind that only the signed **paper version** constitutes an official document. This means that the paper version must also be submitted to the Secretariat in time for the deadline, 5 March.

Please submit the application form fully completed, dated, stamped and signed, together with the Letters of Intent from all partners and appendix to the following address:

The North Sea Region Programme
8th Call for Applications
Jernbanegade 22
DK-8800 Viborg
Denmark

All full applications received by the Secretariat up till and including 5 March 2012 will be accepted. The Secretariat will be open during office hours, Danish time. Applications received after this date will be ineligible. As a scan of the signed version of the application, must be uploaded into the online system, applications submitted online within the deadline will be accepted, provided that these are immediately followed up by the original application.

All applications must be submitted as **one original and one copy** of the full application pack including appendices.

Technical Guidance

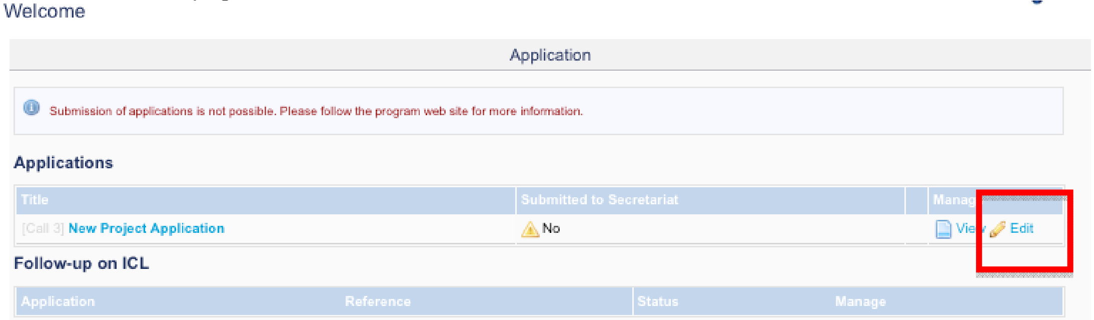
After logging in you will enter the system through the welcome section, where you will find the sections Pre-Assessment, Application, Options, and Technical Support.

Creating a New Application

In the application section, you will find a link ‘New Application’. Please generate a new application. Your new form will be created and you will be transferred to the edit mode (see next section).

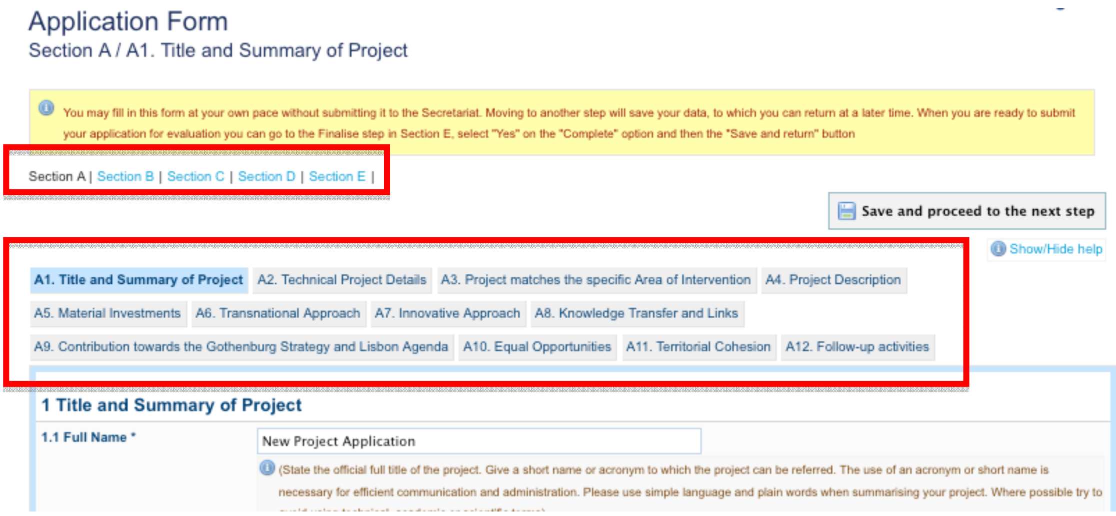
Editing a Project Application

1. You can enter the data at your own pace as you go along the form and come back to it at a later stage.
2. You can access the edit mode of an application by clicking on the Edit link in the Applications section of the home page.

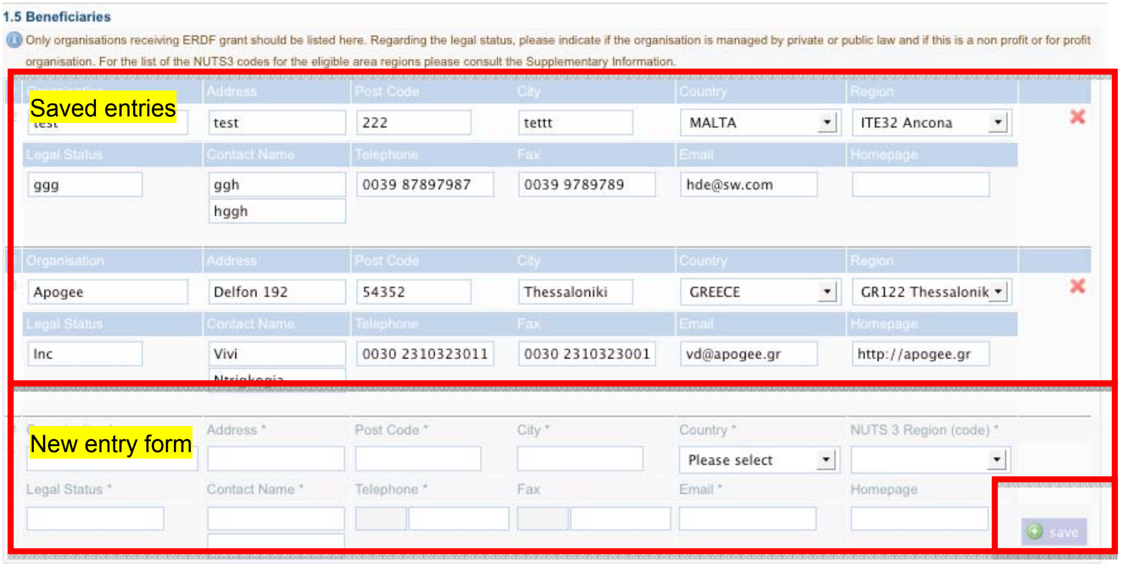


Saving Data in an Application Form

1. Applications are separated in *sections* A to E and steps displayed as separate *tabs*.

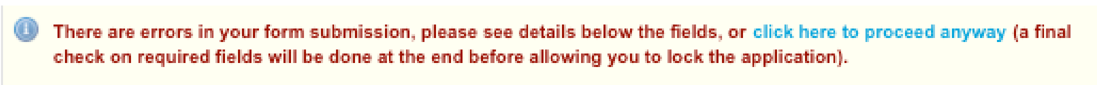


2. You can move between ***sections*** from the corresponding links on the top of the application form. Please note that moving from section to section through the top-of-the-page links does not save any change in the fields that you may have modified. If you need to move to another section (e.g. from section A to B, B to C, etc.), you need to use the ‘Save and proceed to the next section’ button to save the data just entered.
3. Data will be saved automatically, as long as you are moving between the ***tabs***, i.e. between steps within the same section.
4. You have to fill in each miniform that is included in the Application section forms. Miniforms are part of the entire form that can include multiple entries (for example, the list of beneficiaries in step A1). In order to save a new entry in a miniform that you submit you have to press the "Save" button.



Required Fields

1. Please note that field names followed by an asterisk (*) are required fields.
2. If you have omitted a required field an error message will appear. The error message allows to proceed without any further action, and deal with your mistakes or omissions at a later time. Please note that you will again be warned before locking the application at which point you will not be able to complete the application.



Functionalities – Data Linkages

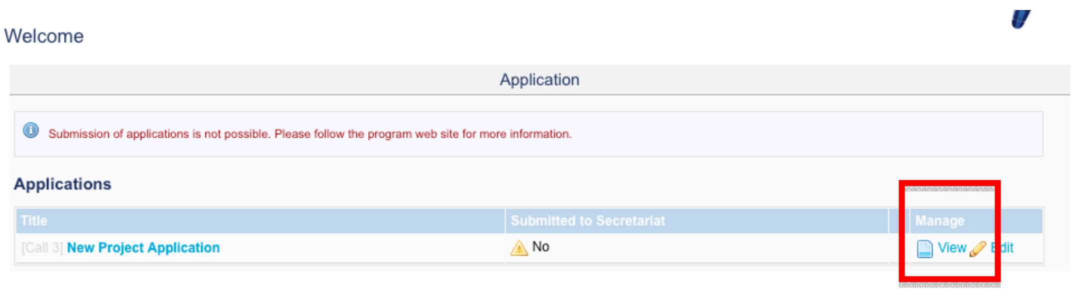
The system links some of the data you entered between different sections of the application form, so that you do not have to enter the same information twice.

- Section A2.1 (Amount of grant applied for) is produced based on the total of the ERDF column in table 13.1 in section B.
- Sections A2.4 (Activities outside eligible area) and 4.5 (Gantt chart) are produced automatically, based on entries in section 4.4 (Work Packages and Activities).
- Section A5.2 (Details of Material Investments) is produced automatically, based on specification of budget line 8 (Material Investments) in section B (financial tables)
- Section B, contains the financial tables. They are pre-filled with the contact info from section A. Table 2 is adjusted to the time line of the project indicated in A4.3.
- Section C contains indicators. Priority indicators are shown only for the priority chosen in A3.1.

→ Should any of the functionalities not work (e.g. characters counters, saving data, financial tables, etc.), please try to refresh the page in your browser. Please make sure to save the data first.

Exporting into WORD and PDF

1. At any point, you have the ability to view your project Application by clicking on the view link at the home page in the Applications Section.



2. When viewing your application you can export the form to Word simply by clicking on the Export Application to Word link as well as export to PDF via the Export Print Version of Application to PDF link. The Word version is only meant as your working document and must not be used for official submission.

Only the PDF version, generated through the system, can be used for this purpose, please see the guidance on 'Application Submission'. It should be viewed and printed in landscape view.

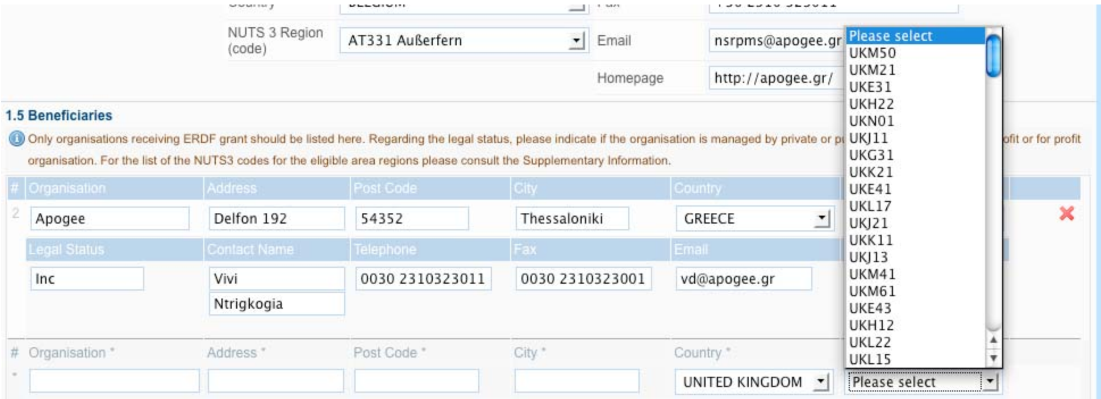
Additional Instructions for Specific Sections

Parts of the application form require special attention in entering data, please take notice of the following.

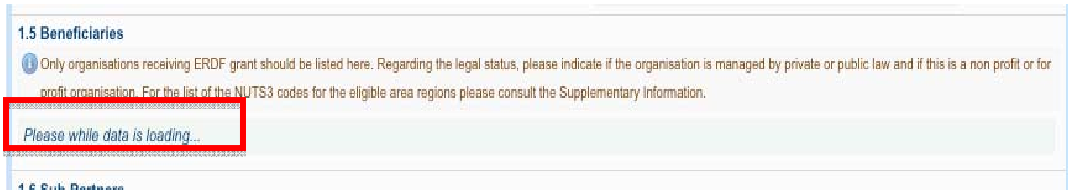
Section A.1 – Beneficiaries

In *Section A, A.1 Title and Summary of the Project* under the Beneficiaries section you have to remember that:

- The nuts codes are linked to the country. If the list is not updated automatically, please change the country and come back to the correct one again.



- Once you have completed the entry you have to click  and wait for a few seconds, the message shown in the image below will be displayed while the data is saved and the list of beneficiaries is refreshed.



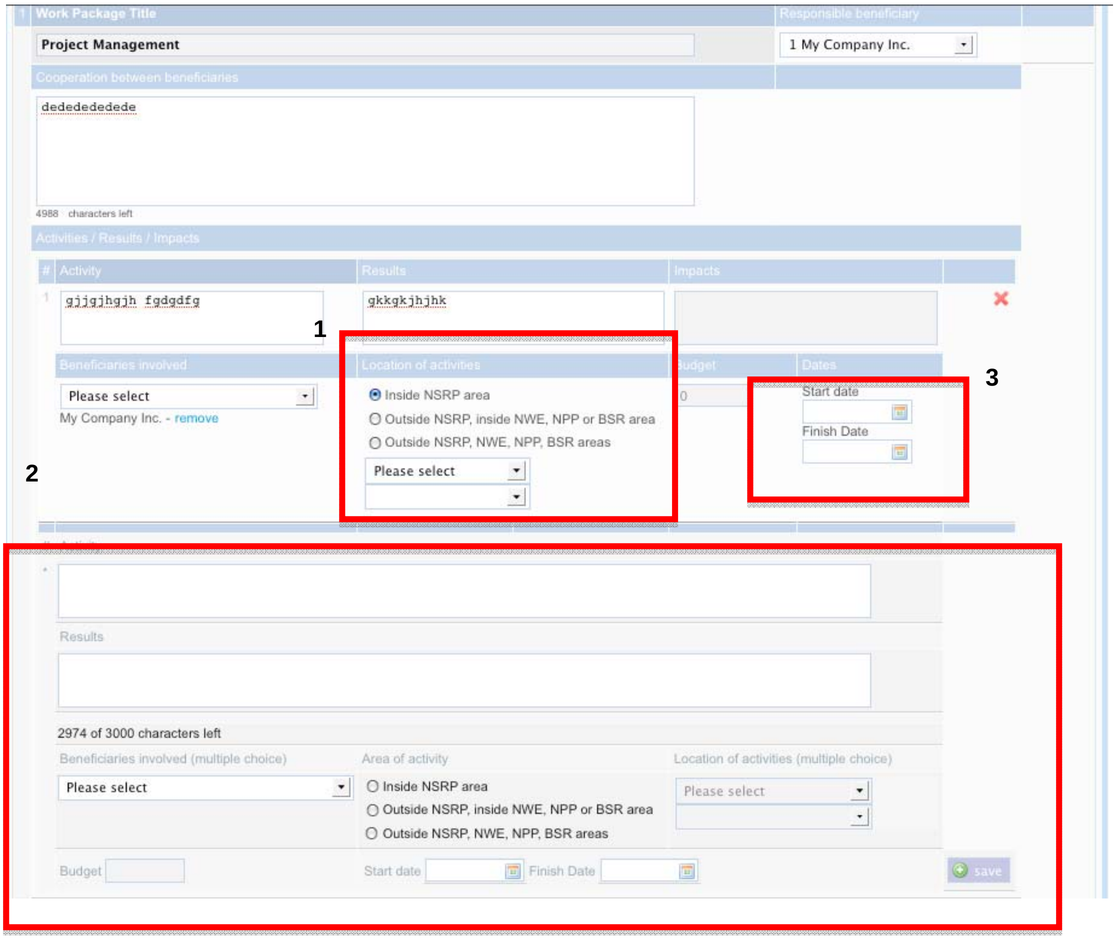
- When the beneficiary entry is saved you have the ability to insert another beneficiary in the same "new beneficiary" form that appears.
- By clicking the  icon on the list of beneficiaries that you have entered, you are able to delete a beneficiary after confirming the alert message that comes up.

Section A.4 – Work Packages and Activities

Under *A.4 Project Description* apart from the background, aim and the project's objectives, you have to specify the work packages and activities of the project as demonstrated below:

- You should keep in mind that you can include up to 7 work packages each of which might include multiple activities. Whatever you enter in the "Cooperation between beneficiaries" textbox is saved as soon as you click out of the textbox.
- As far as the Location of Activities is concerned you have to select if your area of interest is inside or outside NSRP (#1) according to the options offered and then from the two lists-boxes choose the location and the region accordingly. If you change the area of activity the locations are deleted and the options are changed accordingly. Budgets can only be entered for activities outside eligible area, thus they must be registered as separate activities.

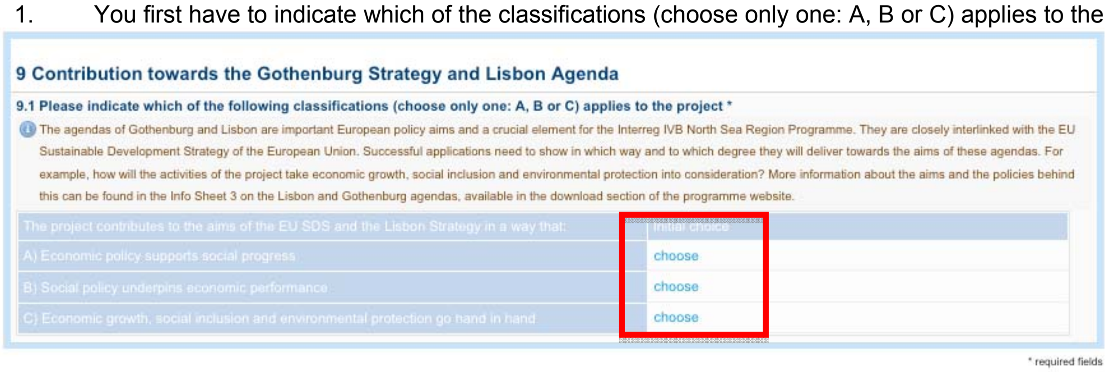
- Material Investments specified in section 5.1 should also be registered in section 4.4 as a separate activity. Please make sure that the amount adds up to the same amount as section 5.2.
- Entering Activities works like the list of beneficiaries. You can add new entries from the new entry form (#2). When you click "save" the data of the activity is saved and the list of activities in the specific work package is reloaded. Please make sure to enter dates for all activities (#3).



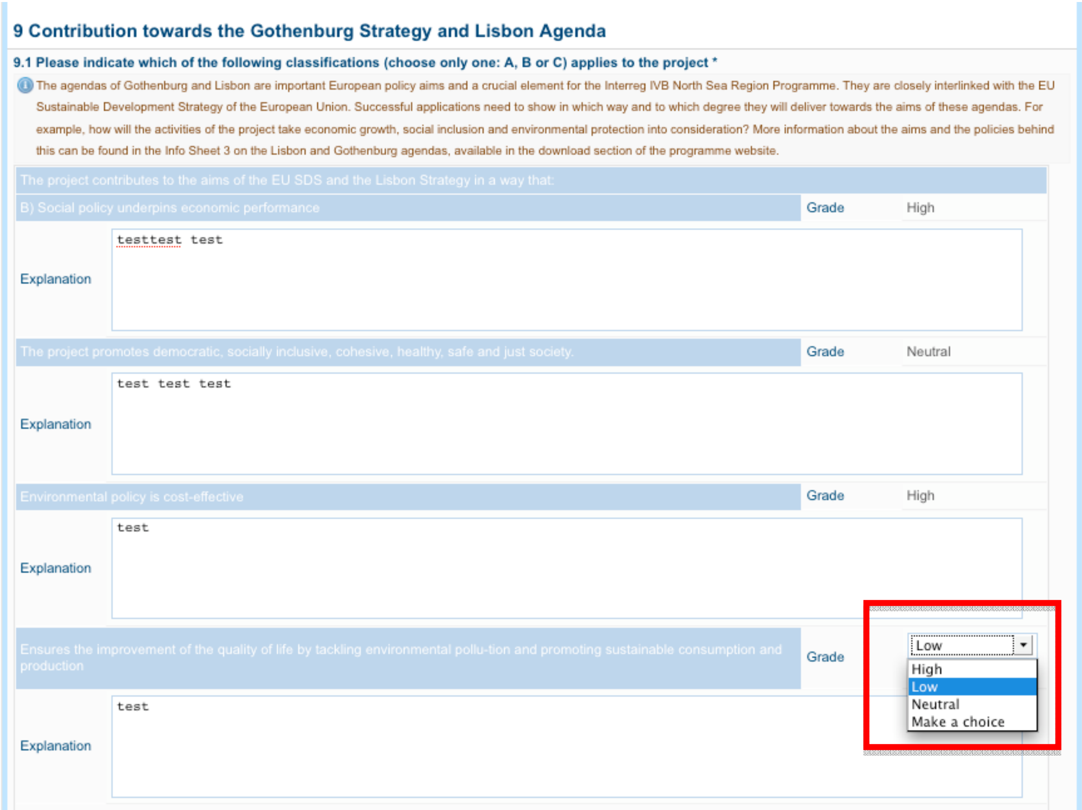
Section A.9 – Contribution towards the Gothenburg Strategy and Lisbon Agenda

Under *A.9 Contribution towards the Gothenburg Strategy and Lisbon Agenda:*

1. You first have to indicate which of the classifications (choose only one: A, B or C) applies to the project.

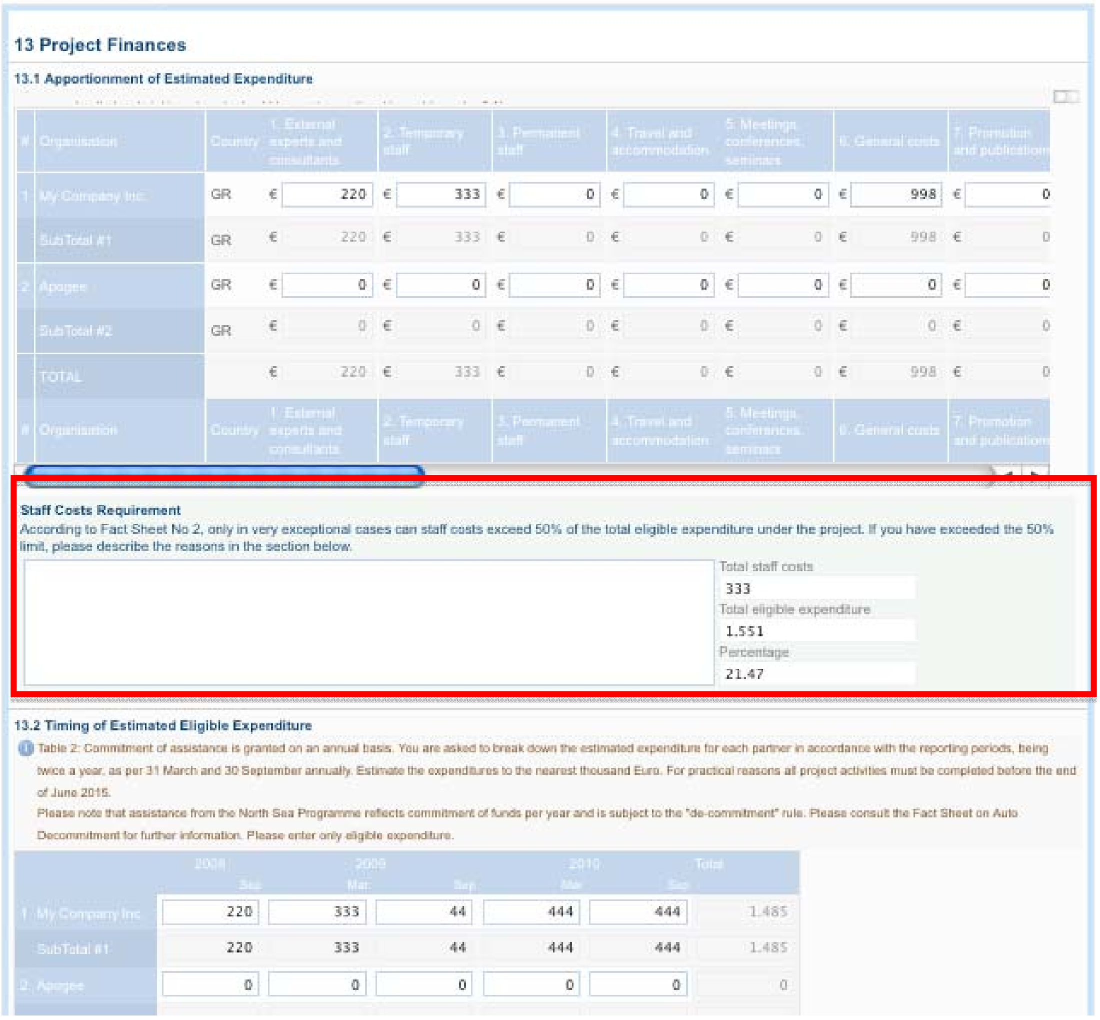


2. Then you have to fill in the respective form that comes up depending on your first choice. In order to fill in the Grade for each section please click on tab ***High*** and choose the level of the Grade from the list that appears as illustrated below.

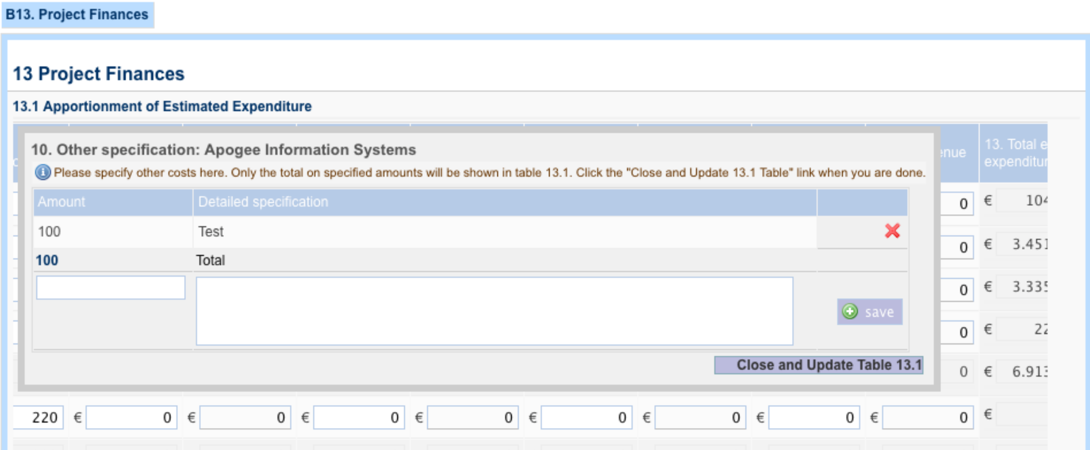


Section B: Project Finances

Section B deals with the project finances and budgets.



1. The amounts that are submitted in 13.1 and 13.2 must tally (the Total of Eligible Expenditure of 13.1 with the Total of 13.2). Also, there is a control between the total of Staff Costs and Total Eligible Expenditure. If they do exceed the percentage, you have to give a short explanation on the reasons.
2. The size of the tables makes them a bit difficult to work with. Please note that when you point the cursor on a given field a help text shows the beneficiary concerned. Additionally you can move the table horizontally by clicking the table in any of the non-editable areas and use the left and right arrows on your keyboard.
3. Please note that when you edit the columns 6, 8 and 10 on table 13.1 as soon as you click on the text-box a new miniform appears over the 13.1 Table that you have to edit with the specification of costs. Table 13.1 – you will be asked to specify budget lines 6, 8, 10 and 12. Please note that you cannot enter the figures directly into the table. You must use the specification form, which pops up.
4. For each entry you need to press save in order for the data to be saved. Clicking on existing entries allows you to edit them. When you are done click Close and update table 13.1 in order for the total to be copied to the corresponding field in 13.1:

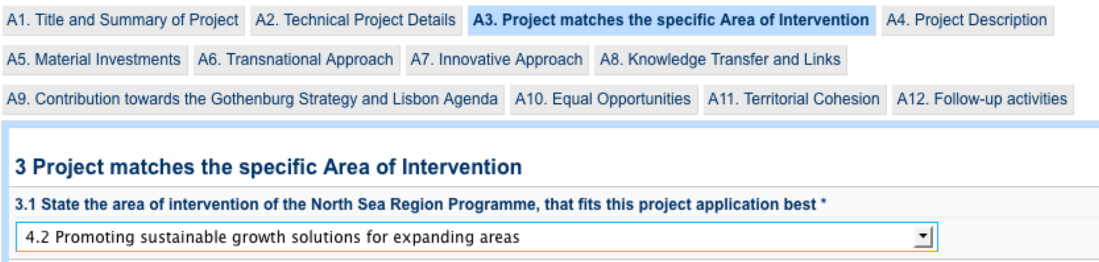


5. When entering numbers, please do not use dots or commas as 1.000 separators. The system will enter these.
6. To avoid decimals in the Funding section, please avoid that individual beneficiaries' budgets add up to an uneven amount.
7. Please make sure not to budget any control costs for the Swedish beneficiaries as their 1st level control is carried out free of charge.

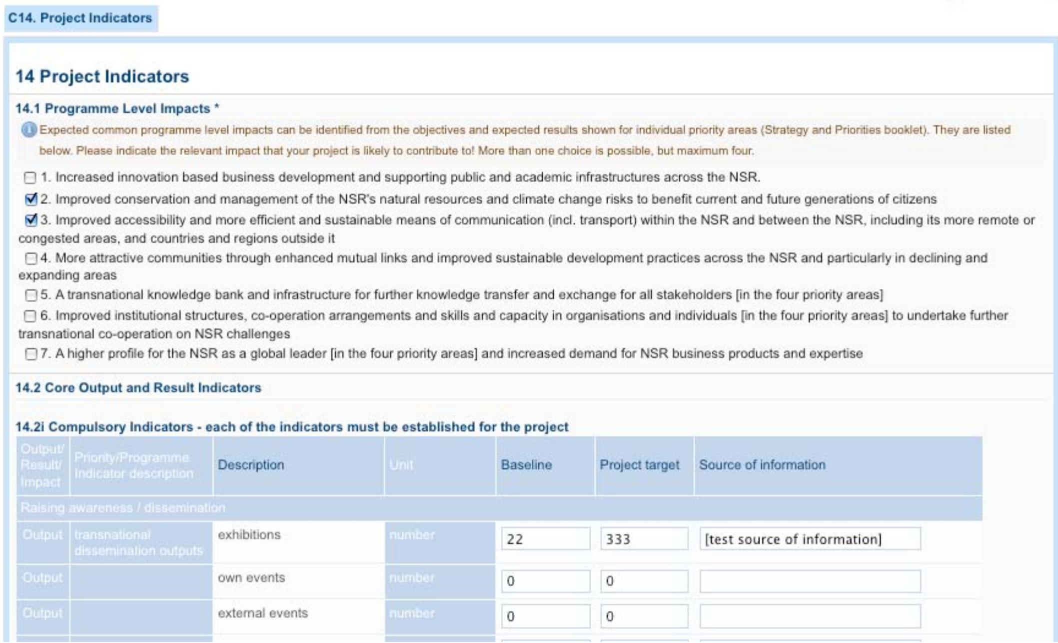
Section C: Project Indicators

In *Section C* you have to complete the project indicators in the relevant text-boxes.

It is important to note that the 14.2.3 Priority indicators appear accordingly to the choice that you have made under section A.3.1.



The indicator data are saved as you proceed to the next field.



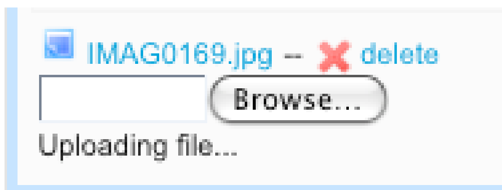
Section E: Additional Information

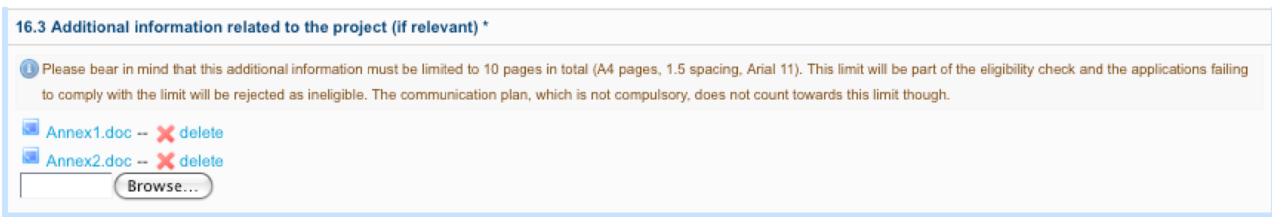
In *Section E*, in the *E16 Project Appendix* tab you may upload any files relevant to the project. You may upload additional information on any part of the application in an appendix of max. 10 pages.

You are required to submit original Letters of Intent with the paper version of the application. If you cannot attach the original Letters of Intent at this point, please make sure to indicate the date of their expected arrival at the Secretariat in the 'explanation' line.

NB: Please make sure to use the latest version of the template of the Letter of Intent, which is available in Fact Sheet 6. Please bear in mind that the wording of Letters of Intent will differ depending on the legal status of the Lead Beneficiary (private or public) and their location (inside or outside eligible area). Please also make sure that beneficiaries are well informed about the adjustment to the wording. At the same time, please make sure that the amount stated in the Letter of Intent is exactly the same as ERDF column in table 13.1 (in line with 50% grant rate). This is a common mistake and differences (in + or –) will have to be clarified during assessment.

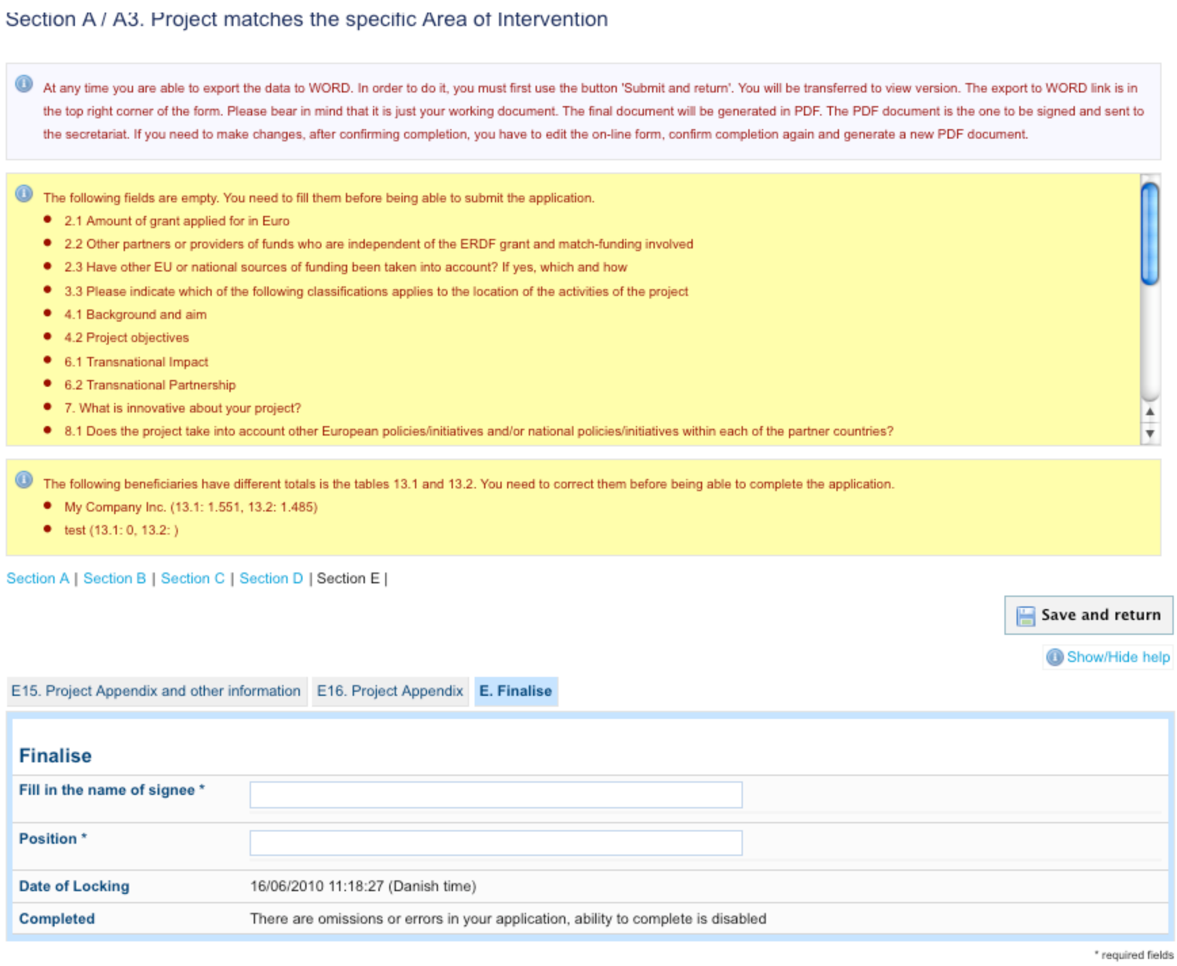
1. Click on the **Browse** button and choose the file from your computer that you wish to upload. Wait until the file is uploaded (a relevant message is displayed).
2. Once complete, the list of files is refreshed automatically.
3. You can delete a file by clicking .





Section E – Finalize

In *Section E* there is the final part where you can complete the application. When you click on the Finalize tab an error list may appear with all the mistakes or omissions that have occurred while filing in the application forms and miniforms. You have to go back in the corresponding steps and fix everything in order to be able to complete and submit the form.


Section A / A3. Project matches the specific Area of Intervention

At any time you are able to export the data to WORD. In order to do it, you must first use the button 'Submit and return'. You will be transferred to view version. The export to WORD link is in the top right corner of the form. Please bear in mind that it is just your working document. The final document will be generated in PDF. The PDF document is the one to be signed and sent to the secretariat. If you need to make changes, after confirming completion, you have to edit the on-line form, confirm completion again and generate a new PDF document.

The following fields are empty. You need to fill them before being able to submit the application.
- 2.1 Amount of grant applied for in Euro
- 2.2 Other partners or providers of funds who are independent of the ERDF grant and match-funding involved
- 2.3 Have other EU or national sources of funding been taken into account? If yes, which and how
- 3.3 Please indicate which of the following classifications applies to the location of the activities of the project
- 4.1 Background and aim
- 4.2 Project objectives
- 6.1 Transnational Impact
- 6.2 Transnational Partnership
- 7. What is innovative about your project?
- 8.1 Does the project take into account other European policies/initiatives and/or national policies/initiatives within each of the partner countries?

The following beneficiaries have different totals is the tables 13.1 and 13.2. You need to correct them before being able to complete the application.
- My Company Inc. (13.1: 1.551, 13.2: 1.485)
- test (13.1: 0, 13.2:)

Section A | Section B | Section C | Section D | Section E |

Save and return

Show/Hide help

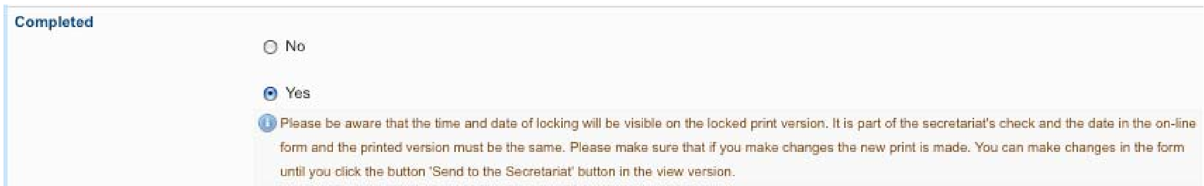
E15. Project Appendix and other information | E16. Project Appendix | E. Finalise

Finalise

Fill in the name of signee *	
Position *	
Date of Locking	16/06/2010 11:18:27 (Danish time)
Completed	There are omissions or errors in your application, ability to complete is disabled

* required fields

If you have no errors, the options on the Completed field as follows. Click "Yes" and then the "Save and Return" button.


Completed

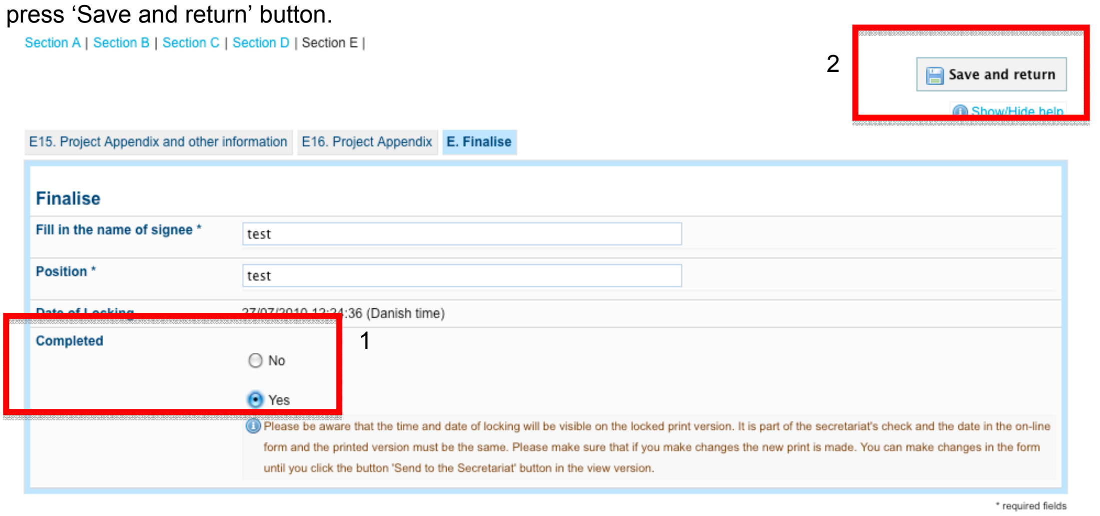
No

Yes

Please be aware that the time and date of locking will be visible on the locked print version. It is part of the secretariat's check and the date in the on-line form and the printed version must be the same. Please make sure that if you make changes the new print is made. You can make changes in the form until you click the button 'Send to the Secretariat' button in the view version.

Section E – Finalize: Application Submission

When you are done entering your data, you will have to confirm that the application is finished by clicking 'YES' in the 'Completed' line. The system will give your application a time stamp, which will also be shown on the print version. This is for the purpose of confirming that the paper version is consistent with the electronic data. Please press 'Save and return' button.


Section A | Section B | Section C | Section D | Section E |

2

Save and return

Show/Hide help

E15. Project Appendix and other information | E16. Project Appendix | E. Finalise

Finalise

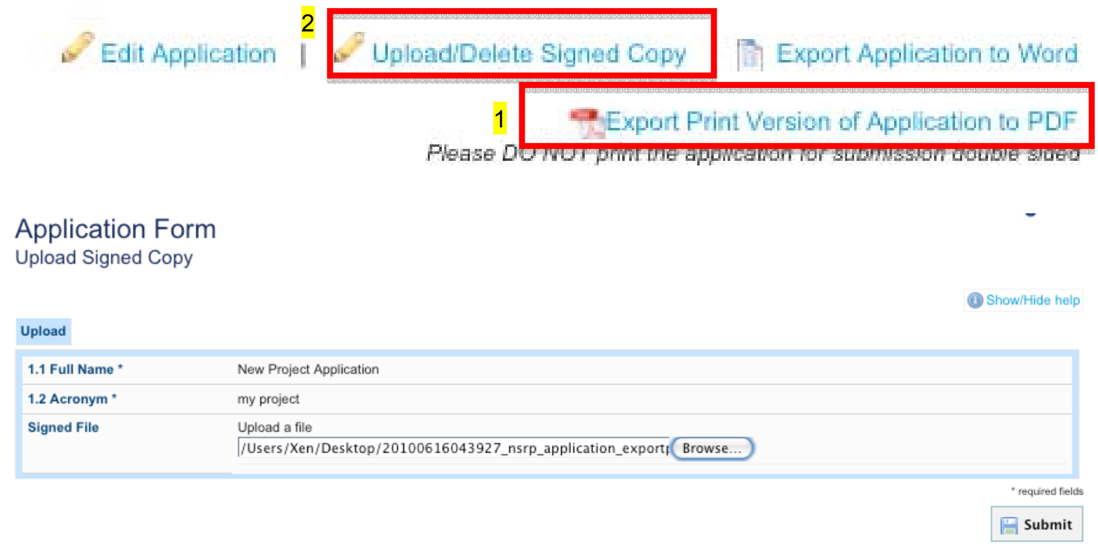
Fill in the name of signee *	test
Position *	test
Date of Locking	27/07/2010 12:24:36 (Danish time)
Completed	No / Yes

1

Please be aware that the time and date of locking will be visible on the locked print version. It is part of the secretariat's check and the date in the on-line form and the printed version must be the same. Please make sure that if you make changes the new print is made. You can make changes in the form until you click the button 'Send to the Secretariat' button in the view version.

* required fields

You will be transferred to the view version of the application, where you will be able to print the PDF version (# 1) of the application, have it signed, scanned and uploaded into the system (#2).



Please bear in mind that you should not use the edit link after confirming completion and after having signed the application (unless you actually want to edit it). It will re-set the time stamp of data and you will have to re-confirm completion and have a new application printed and signed (otherwise the time stamp of the electronic data will not be consistent with the paper version).

Only then will you be able to officially submit the electronic version of the application to the Secretariat by clicking the “Send to the Secretariat” link.

When the application has been submitted to the secretariat electronically, no further editing will be possible. Only the paper version of the application constitutes an official document, which must be submitted within the deadline.

The functionality of submission of applications will be disabled on 14 March at midnight. Only applications which are submitted electronically (requires a scan of the signed version to be uploaded into the system) by this time will be accepted in paper version (as late submission).

Your data will still be accessible through the system after the closure of the call, but the ‘submission of the application’ function will be disabled.

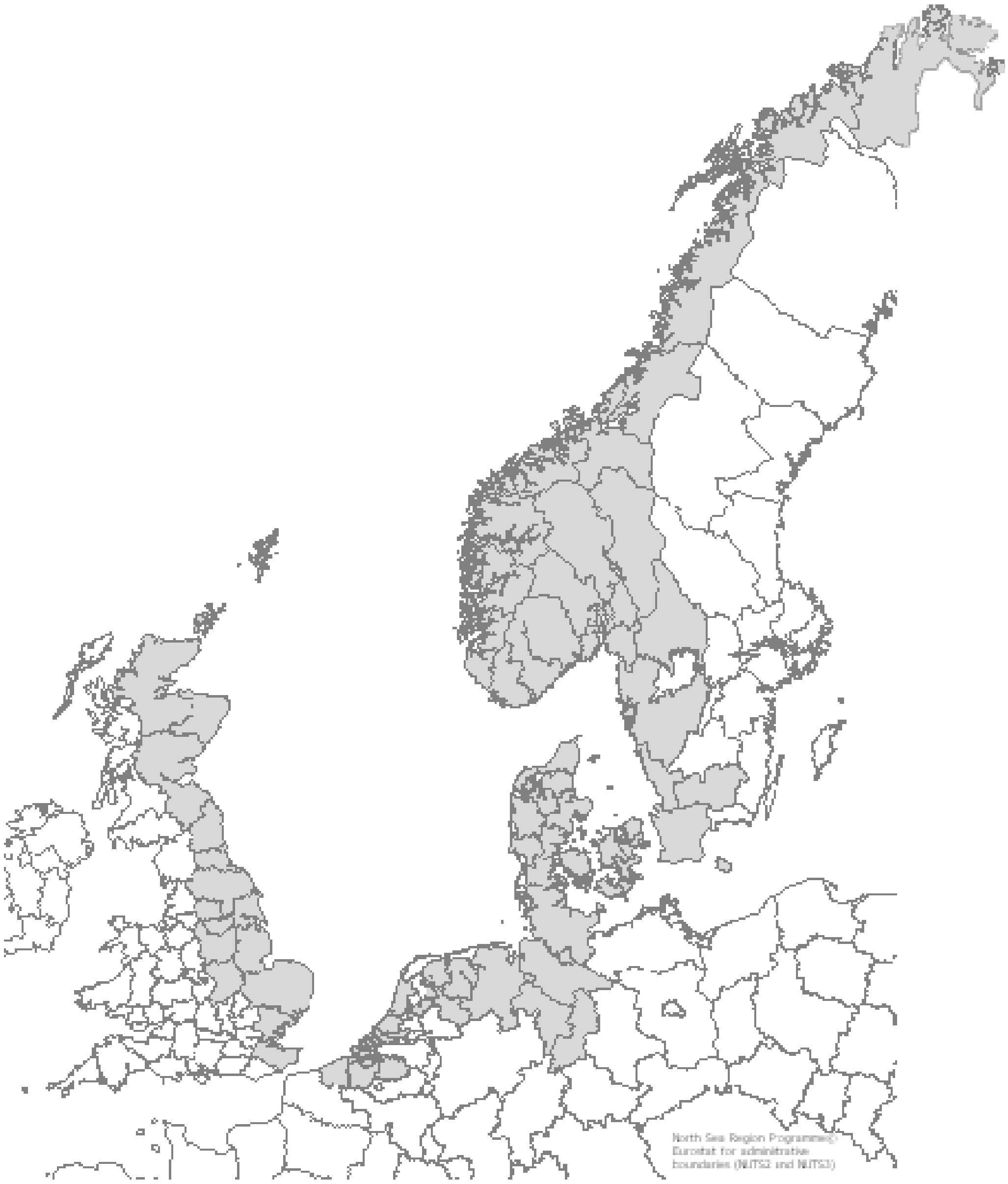
Technical Support

- Should you experience technical problems please contact our developer directly through the Technical Support form, which is located in the welcome section. It is also accessible through the HOME link in the top left corner.
- Because of the risk of the technical problems you are strongly recommended not to postpone the submission to the last moment. Only proved technical problems will constitute a reason for submission of the application after the deadline.
- You are welcome to send us your suggestions through the Technical Support form. Please chose the 'Feedback/Suggestion' filed in the subject area. Any comments will provide valuable feedback for further development of the system.

NUTS Regions

The below map and list of Nuts regions informs about the eligible area of the North Sea Region Programme. Please refer to this table when filling in your contact details in sections 1.4 and 1.5 of the application form.

Eligible area (NUTS 3 regions):



The North Sea Region NUTS regions by country

The North Sea Regions by country				
	State	**NUTS 1 regions**	**NUTS 2 regions**	**NUTS 3 regions**
be	**Belgium**			
be2		**Vlaams Gewest**		
be21			**Antwerpen**	
be211				Antwerpen (Arrondissement)
be212				Mechelen
be213				Turnhout
be23			**Oost-Vlaanderen**	

be231				Aalst
be232				Dendermonde
be233				Eeklo
be234				Gent (Arrondissement)
be235				Oudenaarde
be236				Sint-Niklaas
be25			**West-Vlaanderen**	
be251				Brugge
be252				Diksmuide
be253				Ieper
be254				Kortrijk
be255				Oostende
be256				Roeselare
be257				Tielt
be258				Veurne

The North Sea Regions by country				
	State	**NUTS 1 regions**	**NUTS 2 regions**	**NUTS 3 regions**
dk0	**Denmark**	**Danmark**		
dk01			**Hovedstaden**	
dk011				København by
dk012				Københavns omegn
dk013				Nordsjælland
dk014				Bornholm
dk02			**Sjælland**	
dk021				Østsjælland
dk022				Vest- og Sydsjælland
dk03			**Syddanmark**	
dk031				Fyn
dk032				Sydjylland
dk04			**Midtjylland**	
dk041				Vestjylland
dk042				Østjylland
dk05			**Nordjylland**	
dk050				Nordjylland

The North Sea Regions by country				
	State	**NUTS 1 regions**	**NUTS 2 regions**	**NUTS 3 regions**
de	**Germany**			
de5		**Bremen**		
de50			**Bremen**	
de501				Bremen, Kreisfreie Stadt
de502				Bremerhaven, Kreisfreie Stadt
de6		**Hamburg**		
de60			**Hamburg**	
de600				Hamburg
de9		**Niedersachsen**		
de91			**Braunschweig**	
de911				Braunschweig, Kreisfreie Stadt
de912				Salzgitter, Kreisfreie Stadt
de913				Wolfsburg, Kreisfreie Stadt

de914				Gifhorn
de915				Göttingen
de916				Goslar
de917				Helmstedt
de918				Northeim
de919				Osterode am Harz
de91a				Peine
de91b				Wolfenbüttel
de92			**Hannover**	
de922				Diepholz
de923				Hameln-Pyrmont
de925				Hildesheim
de926				Holzminden
de927				Nienburg (Weser)
de928				Schaumburg
de929				Region Hannover

de93			**Lüneburg**	
de931				Celle
de932				Cuxhaven
de933				Harburg
de934				Lüchow-Dannenberg
de935				Lüneburg, Landkreis
de936				Osterholz
de937				Rotenburg (Wümme)
de938				Soltau-Fallingbostel
de939				Stade
de93a				Uelzen
de93b				Verden
de94			**Weser-Ems**	
de941				Delmenhorst, Kreisfreie Stadt
de942				Emden, Kreisfreie Stadt
de943				Oldenburg (Oldenburg), Kreisfreie Stadt
de944				Osnabrück, Kreisfreie Stadt
de945				Wilhelmshaven, Kreisfreie Stadt
de946				Ammerland
de947				Aurich
de948				Cloppenburg
de949				Emsland
de94a				Friesland
de94b				Grafschaft Bentheim
de94c				Leer
de94d				Oldenburg, Landkreis
de94e				Osnabrück, Landkreis
de94f				Vechta
de94g				Wesermarsch
de94h				Wittmund
def		**Schleswig-Holstein**		
def0			**Schleswig-Holstein**	
def01				Flensburg, Kreisfreie Stadt
def02				Kiel, Kreisfreie Stadt
def03				Lübeck, Kreisfreie Stadt
def04				Neumünster, Kreisfreie Stadt

def05				Dithmarschen
def06				Herzogtum Lauenburg
def07				Nordfriesland
def08				Ostholstein
def09				Pinneberg
def0a				Plön
def0b				Rendsburg-Eckernförde
def0c				Schleswig-Flensburg
def0d				Segeberg
def0e				Steinburg
def0f				Stormarn

The North Sea Regions by country				
	State	**NUTS 1 regions**	**NUTS 2 regions**	**NUTS 3 regions**
nl	**Netherlands**			
nl1		**Noord-Nederland**		
nl11			**Groningen**	
nl111				Oost-Groningen
nl112				Delfzijl en omgeving
nl113				Overig Groningen
nl12			**Friesland**	
nl121				Noord-Friesland
nl122				Zuidwest-Friesland
nl123				Zuidoost-Friesland
nl13			**Drenthe**	
nl131				Noord-Drenthe
nl132				Zuidoost-Drenthe
nl133				Zuidwest-Drenthe
nl2		**Oost-Nederland**		
nl21			**Overijssel**	
nl211				Noord-Overijssel
nl212				Zuidwest-Overijssel
nl213				Twente
nl23			**Flevoland**	
nl230				Flevoland
nl3		**West-Nederland**		
nl32			**Noord-Holland**	
nl321				Kop van Noord-Holland
nl322				Alkmaar en omgeving
nl323				Ijmond
nl324				Agglomeratie Haarlem
nl325				Zaanstreek
nl326				Groot-Amsterdam
nl327				Het Gooi en Vechtstreek
nl33			**Zuid-Holland**	
nl331				Agglomeratie Leiden en Bollenstreek
nl332				Agglomeratie 's -Gravenhage
nl333				Delft en Westland
nl334				Oost-Zuid-Holland
nl335				Groot-Rijnmond
nl336				Zuidoost Zuid-Holland
nl34			**Zeeland**	
nl341				Zeeuwsch-Vlaanderen

The North Sea Regions by country				
	State	NUTS 1 regions	NUTS 2 regions	NUTS 3 regions
nl342				Overig Zeeland

The North Sea Regions by country				
	State	NUTS 1 regions	NUTS 2 regions	NUTS 3 regions
se	**Sweden**			
se2		**Södra Sverige**		
se21			**Småland med öarna**	
se212				Kronobergs län
se22			**Sydsverige**	
se224				Skåne län
se23			**Västsverige**	
se231				Hallands län
se232				Västra Götalands län
se3		**Norra Sverige**		
se31			**Norra Mellansverige**	
se311				Värmlands län

The North Sea Regions by country				
	State	NUTS 1 regions	NUTS 2 regions	NUTS 3 regions
uk	**United Kingdom**			
ukc		**North East (England)**		
ukc1			**Tees Valley and Durham**	
ukc11				Hartlepool and Stockton
ukc12				South Teeside
ukc13				Darlington
ukc14				Durham CC
ukc2			**Northumberland, Tyne and Wear**	
ukc21				Northumberland
ukc22				Tyneside
ukc23				Sunderland
uke		**Yorkshire and The Humber**		
uke1			**East Yorkshire and North Lincolnshire**	
uke11				City of Kingston upon Hull
uke12				East Riding of Yorkshire
uke13				North and North East Lincolnshire
uke2			**North Yorkshire**	
uke21				York
uke22				North Yorkshire CC
uke3			**South Yorkshire**	
uke31				Barnsley, Doncaster and Rotherham
uke32				Sheffield
uke4			**West Yorkshire**	

uke41				Bradford
uke42				Leeds
uke43				Calderdale, Kirklees and Wakefield
ukf		**East Midlands (England)**		
ukf1			**Derbyshire and Nottinghamshire**	
ukf11				Derbyshire
ukf12				East Derbyshire
ukf13				South and West Derbyshire
ukf14				Nottingham
ukf15				North Nottinghamshire
ukf16				South Nottinghamshire

ukf2			**Leicestershire, Rutland and Northamptonshire**	
ukf21				Leicester City
ukf22				Leicester CC and Rutland
ukf23				Northamptonshire
ukf3			**Lincolnshire**	Lincolnshire
ukh		**East of England**		
ukh1			**East Anglia**	
ukh11				Peterborough
ukh12				Cambridgeshire CC
ukh13				Norfolk
ukh14				Suffolk
ukh3			**Essex**	
ukh31				Southend-on-Sea
ukh32				Thurrock
ukh33				Essex CC
ukj		**South East (England)**		
ukj4			**Kent**	
ukj41				Medway
ukj42				Kent CC
ukm		**Scotland**		
ukm2			**Eastern Scotland**	
ukm21				Angus and Dundee City
ukm22				Clackmannanshire and Fife
ukm23				East Lothian and Midlothian
ukm24				The Scottish Borders
ukm25				Edinburgh, City of
ukm26				Falkirk
ukm27				Perth and Kinross, Stirling
ukm28				West Lothian
ukm5			**North Eastern Scotland**	
ukm50				Aberdeen City, Aberdeenshire and North East Moray
ukm6			**Highlands and Islands**	
ukm61				Caithness and Sutherland, Ross and Cromarty
ukm62				Inverness and Nairn, Moray, Badenoch and Strathspey

ukm65				Orkney Islands
ukm66				Shetland Islands

The North Sea Regions by country				
	State	**NUTS 1 regions**	**NUTS 2 regions**	**NUTS 3 regions**
no0	**Norway**	**Norge**		
no01			**Oslo og Akershus**	
no011				Oslo
no012				Akershus
no02			**Hedmark og Oppland**	
no021				Hedmark
no022				Oppland
no03			**Søtlandet**	
no031				Østfold
no032				Buskerud
no033				Vestfold
no034				Telemark
no04			**Agder og Rogaland**	
no041				Aust-Agder
no042				Vest-Agder
no043				Rogaland
no05			**Vestlandet**	
no051				Hordaland
no052				Sogn og Fjordane
no 053				Møre og Romsdal
no06			**Trøndelag**	
no061				Sør-Trøndelag
no062				Nord-Trøndelag
no07			**Nord-Norge**	
no071				Nordland
no072				Troms
no073				Finnmark

8th Call for Applications – Application Pack 2012

Further Reading

All documents mentioned and presented here can be found in the Document Library on the North Sea Region Programme website: www.northsearegion.eu

- Operational Programme
- Manual on First Level Control (for details on appendices please see Document Library)
- Fact and Info Sheets
    - Fact Sheet 1 Exchange Rates
    - Fact Sheet 2 Eligible Costs
    - Fact Sheet 3 Auto Decommitment
    - Fact Sheet 4 Public Tendering
    - Fact Sheet 5 Lead Beneficiary Principle
    - Fact Sheet 6 Letter of Intent
    - Fact Sheet 7 Public-Private Partnerships
    - Fact Sheet 8 Sub-partners
    - Fact Sheet 9 Detailed Costed Workplan
    - Fact Sheet 10 Technical Assessment Process
    - Fact Sheet 14 Publicity Requirements
    - Fact Sheet 15 Preparation Costs
    - Info Sheet 2 Transnationality
    - Info Sheet 3 Lisbon and Gothenburg Strategies
    - Info Sheet 4 Innovation
- National Contact Points

EC Regulations (with consecutive changes)

- European Regional Development Fund (1080/2006)
- Implementing Regulation (1828/2006)
- General Regulation (1083/2006)
- Community Framework for State Aid for Research and Development and Innovation (2006/C323)