



Capitalisation tailored support – OVERVIEW

Generic tasks	EE-RU	IT-AL-ME	North Sea	GR-BG	MAC
5 interviews with programmes to understand the context, the actions possibly already carried out, the needs					
5 tailored support plans including the methodology schedule of the support activities, based on the interview with each programme					
2 core support activities	<ul style="list-style-type: none"> First core activity: contribution to the applicant seminar dedicated to future capitalisation projects Final review of the capitalisation strategy 	<ul style="list-style-type: none"> Workshop 1: 'Why should we capitalize?' <ul style="list-style-type: none"> 'Definition of capitalization principles according to the Program objectives and resources.' Workshop 2: 'How to capitalize according with the agreed principles?' <ul style="list-style-type: none"> Definition of contents and priorities for operational activities to be put in place and allocation of tasks to capitalization actors. 	<p>Review of the capitalisation strategy and of capitalisation tools</p> <ul style="list-style-type: none"> Drafting of a strategic note about the capitalisation strategy: formalisation of recommendations concerning the capitalisation strategy and the process and tools, which could be developed in the future to involve stakeholders in capitalisation For the capitalisation videos: providing example of selection criteria to select the right projects, which are the most relevant to be capitalised 	<ul style="list-style-type: none"> Meeting for the scope and needs for a capitalisation process (project-oriented meeting) Support to the drafting of the capitalisation strategy. Identification of needs, process, and adaptation to the new programme when available (scenario...) 	<ul style="list-style-type: none"> Support in the definition of a scheme for the strategic approach Support in the drafting of the call for the proposals / interest
3 soft support activities	<ul style="list-style-type: none"> Reaction to the draft of the call for capitalisation projects Reaction to the draft of the capitalisation strategy + one additional one to be defined with the JS (methodological support, Q&A session, event...) 	<ul style="list-style-type: none"> Input paper for the definition of capitalization principles Reaction to the short document with the principles of capitalization Review of the first draft version of the capitalisation plan 	<p>Support in the organisation of the first capitalisation event planned in November</p> <p>Support in the preparation of this event: agenda, inputs to be prepared before the event, advice: bilateral meetings about the event, formalisation of preparation and capitalisation tools...</p> <ul style="list-style-type: none"> Support in the identification and mobilisation of the potential "takers" (stakeholders outside of INTERREG) 	<ul style="list-style-type: none"> Review of the strategic approach and state of the art proposed by the programme (see Christina) Second soft support to be decided latter on (coaching with other communication officers to setup a strategy, checking documents...) Third soft support to be decided latter on 	<ul style="list-style-type: none"> Review of the Deloitte final report – Participation in one Task-force meeting by late June Tbd
Final report	<p>- Bilateral interview to collect the feedback and the event results</p> <p>- Adaptation and last input for the future capitalisation strategy</p> <p>- Drafting of a final report</p>				