

Practical instructions for cross-border workshops

- Cross border workshops in Karlskrona, Sweden March 3 – 4 and in Rostock, Germany May 9 - 10 will take place from lunch to lunch during the dates in question.
- The workshops are **free of charge** for participants
- Working language during the workshops, and for descriptions of project ideas, are **English**
- To attend you need to have a **formulated project idea** that is distributed to the project **at least one week prior** the workshop to enable the experts to read and reflect on YOUR project idea.
 - Preferred **format for the formulated project ideas** is the Model for Strategic project Planning – template, word format (DOC) that is found at:
<http://www.sbpcapacity.org/info/materials>.
You do not need to answer to all questions in the form, but try to answer as many as possibly in order to have a clear description.
The project idea shall be sent to: eva-lisa.ahnstrom@bth.se
 - You will also need to **prepare a presentation to be given at the workshop** for the expert panel and other participants.
Maximum time for presentation: 10 minutes.
You may use a power point presentation or any other way of presenting your idea. We can recommend that you somehow do it visual, for a better understanding of what you want to do. NOTE! You do not need to send this prior to the workshop, just be prepared to present at the workshop!
 - Tips! It is good to take a look at the South Baltic Sea Programmes webpage, www.southbaltic.eu prior to the workshop to be familiar with this specific programme possibilities and rules for participation..
- In the form in which you apply for attendance, you can apply for **reimbursement as well**.
 - **Reimbursement rules:** A limited number of participants will have their travel and accommodation covered by the Capacity Building Project. Newcomers* to the programme are prioritized for reimbursement. Also the submission date for your application is one parameter that will be taken into account when we select who to reimburse.
- You will have a final **approval of attendance**, and decision about reimbursement, at the **latest 10 days** before the workshop (direct after the deadline for applications to attend the workshops) **NOTE! Preliminary approvals** can be given earlier by the projects contact persons in order to facilitate for the planning of travel.
- The organizers will provide you with **information on chosen hotels**, at a good price, for your accommodation during the workshop. This information will be sent to participants when their applications are confirmed.

- All projects ideas, independent of thematic area are welcomed to any workshop. However there is an aim to keep a **thematic division for project ideas** between the workshops to **facilitate for active partner search** for projects addressing:
 - **Karlskrona, March 3 – 4:** Thematic areas for projects aiming at:
(According to measures in the South Baltic Programme, see: www.southbaltic.eu):
 - 1.1 Entrepreneurial development
 - 1.2 Integration of higher education and labour markets
 - 1.3 Transport accessibility
and
 - 2.4 Local community initiatives
 - **Rostock, March 17 - 18:** Thematic areas for projects aiming at:
(According to measures in the South Baltic Programme, see: www.southbaltic.eu):
 - 2.1 Management of the Baltic Sea environment
 - 2.2 Energy saving and renewable energy
 - 2.3 Sustainable use of natural and cultural heritage for regional development
 - and
 - 2.4 Local community initiatives

Do you need any further information? Contact Eva-Lisa Ahnström, eva-lisa.ahnstrom@bth.se or the Capacity Building Projects contact person in your country.
Contact details, see: <http://www.sbpcapacity.org/contact>

*** Definition of newcomer in the Capacity Building Project:**

- Organisation from the target group that has not been involved in the SBP projects before
- Organisations from the target group that have been active in the SBP before but have failed with earlier applications
- Organisations from the target group that have been PP in SBP projects before but now take on the role of LB.