Good Practice template

* In order to submit a practice, you will have to register in the Interreg Europe website. You can submit your practice through your user dashboard (‘Good practices’ tab).
* Optional fields are shown in orange. All other fields are compulsory.

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| 1. **Author contact information**

*[Technical: Contact information comes from your community profile. You can edit it by visiting your user dashboard]**Ideally, the owner of the good practice should fill in the form. Indeed, if you submit a good practice, your personal and organisational profile in the Interreg Europe community will be linked to it.*  |
| **Name** |  |
| **Email** |  |
| **Telephone** |  |
| **Your organisation** |
| **Country** |  |
| **Region** |  |
| **City** |  |

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| 1. **Organisation in charge of the good practice**

*[If your organisation is not the one in charge of the good practice, you can indicate the relevant organisation in this section of the form. But your contact details will still be linked to the submitted good practice. ]* |
| **Is your organisation the main institution in charge of this good practice?\*** | *Yes or no* |

In case ‘no’ is selected, the following sections appear:

|  |  |  |
| --- | --- | --- |
| ***Location of the organisation in charge:*** | *Country* | *Drop-down list* |
| *Region* | *Drop-down list* |
| *City* | *Drop-down list* |
| ***Main institution in charge*** | *Drop-down list of organisations [Technical: it is possible to select ‘other’ to add a new one]* |

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| 1. **Good practice general information**
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| **Title of the practice** | *[100 characters]* |
| **Does this practice come from an Interreg Europe Project** | *Yes or no**[Technical: Good Practices outside the IR-E projects relevant to the topics and validated by the Policy Learning Platforms experts will also be included in the database]* |

In case ‘yes’ is selected, the following sections appear:

|  |  |
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| **Please select the project acronym** | *Drop-down list of all Interreg Europe approved projects*  |
| **Thematic objective of the practice** | *Drop-down list of the 6 specific objectives*  |
| **Geographical scope of the practice** | *Select National/Regional/Local* |
| **Location of the practice** | Country | *Drop-down list* |
| Region | *Drop-down list* |
| City | *Drop-down list* |

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| 1. **Detailed description**
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| **Short summary of the practice** | *[160 characters] This text works as a preview for the good practice and it will appear at card level.* |
| **Detailed information on the practice** | *[1500 characters] Please provide information on the practice itself. In particular:** *What is the problem addressed and the context which triggered the introduction of the practice?*
* *How does the practice reach its objectives and how it is implemented?*
* *Who are the main stakeholders and beneficiaries of the practice?*
 |
| **Resources needed** | *[300 characters] Please specify the amount of funding/financial resources used and/or the human resources required to set up and to run the practice.* |
| **Timescale (start/end date)** | *e.g. June 2012 – May 2014/ongoing*  |
| **Evidence of success (results achieved)** | *[500 characters] Why is this practice considered as good? Please provide factual evidence that demonstrates its success or failure (e.g. measurable outputs/results).* |
| **Challenges encountered (optional)** | *[300 characters] Please specify any challenges encountered/lessons learned during the implementation of the practice.* |
| **Potential for learning or transfer** | *[1000 characters] Please explain why you consider this practice (or some aspects of this practice) as being potentially interesting for other regions to learn from. This can be done e.g. through information on key success factors for a transfer or on, factors that can hamper a transfer. Information on transfer(s) that already took place can also be provided (if possible, specify the country, the region – NUTS 2 – and organisation to which the practice was transferred)**[Technical: A good practice be edited throughout a project life time (e.g. to add information on the transfers that have occurred)]* |
| **Further information** | *Link to where further information on the good practice can be found* |
| **Keywords related to your practice** | *Select existing keywords or add* |
| **Upload image** | *[2000px wide recommended]* |
| **Expert opinion**  | *[1500 characters] [****to be filled in by the Policy Learning Platforms experts****]* |