

## PART D – Work plan

### D.1 PHASE 1 ‘Interregional learning’ - Detailed work plan per period

#### Semester 1

##### a) Exchange of experience

1. Kick-off meeting in Brussels (Month 2)  
All partners attending for  
-Definition of project decision-making structure (Steering Committee)  
-Approval of the communication strategy  
-Guidance on the project reporting activities and financial justification  
-Signing of partnership agreement  
-Introduction to LCA methodology  
-Definition of the regional analyses methodology  
-Definition and validation of methodology for exchange of experience  
-Validation of the Thematic Pillars and workshop methodology  
-Definition and validation of the role of Regional Stakeholders, including how to involve and work with them  
The LP will be in charge of preparing the materials for this meeting with the support of ACR+ and the UKT.
2. Regional Analyses and Benchmarking -RAB- (Months 1-6)  
Each partner will analyse its policy to identify to what extent LCA is being considered.  
These RBAs will be examined by external experts identified through the PLP
3. Regional Stakeholders Event (Month 3)  
Each region will organise a workshop with their stakeholders to introduce them to the project and to work with them in the RAB
4. Regional dissemination Event -RDE- (Month 3)  
Each region will organise a RDE to inform other entities involved in the efficient use of the resources (e.g. NGOs) and the citizenship about the project
5. 1st Transnational Learning Journey in Lithuania (Month 5)
  - 5.1. Management session (1/2 day) of the Steering Committee (SC)
  - 5.2. Thematic Workshop on TLJ1: Implementation of LCA. From theory to practice (1 day)  
This workshop will be focused on determine how LCA can be applied in the practice. The information provided by each RAB will be used to establish the opportunities and difficulties to apply the LCA and to identify practical tools to apply it in each partner policy. These tools will be useful to design the regional action plans.
  - 5.3. Good practices identification (1/2 day)  
This activity will be focus on determine the criteria that the partners are going to use to identify potential GP. Partners are also committed to identify other European regions with expertise in LCA to invite them to attend the next TLJ.
  - 5.4. Study visit (1/2 day)  
UKT will organize a study visit to regional policy makers/beneficiaries from the policies and the GP identified. The objective is to provide partners a deeper understanding of the policies implemented in Lithuania. This exercise will be useful to obtain information for the PR exercise.
  - 5.5. Peer review (PR) on Lithuania’s Policy Instrument (1/2 day)  
The partners, stakeholders of the region, the advisory partner and external experts will participate in a PR. The aims of this exercise are gathering ideas to develop the future action plan of Lithuania and identifying GP in the region.  
Representatives of the stakeholder of all the regions involved will participate in the thematic workshop, the study visit and the PR exercises to identify GP and measures that can be incorporated to their own regional instruments.

2,981 / 3,000 characters

##### b) Communication and dissemination

- Offline communication activities
- Development of a detailed communication strategy manual based on the main features described in section C.5. This manual will be agreed in the kick-off meeting.
  - 1 press conference at the kick-off meeting.
  - 7 press releases (1 per region) introducing the project and its relevance for regional environment and resource efficiency policies.
  - 1 press release related to the TLJ.
  - Project poster design to comply with Regulation (EU) N° 1303/2013 Annex XII, Article 2.2.
  - Production of project posters to be displayed at partner’s facilities
  - Project brochure and translation to regionals languages
- Online communication activities
- Updating of the project’s website provided by the Programme and the partner’s institutional websites.
  - 1 newsletter in English (translated in all partner’s language if needed). It will include at least information regarding the activities carried out in the semester and the project’s progress and results.
  - Dissemination actions of relevant information about the project (e.g. progress, events, related thematic areas, stakeholders participation) through social networks such as Twitter, Linked-In or Facebook.
  - 1 Video of the TLJ Lithuania including the study visit.
  - Participation in Events organized by the JTS. The lead partner will participate in any Interreg Europe annual events or platform activities during this semester.

1,408 / 1,500 characters

### c) Project management

The Government of Navarra (LP) along with the partners will elaborate the partnership agreement that will be validated by the steering Committee and signed at the kick-off meeting.

At this meeting, the representatives of all regions involved will establish the steering committee, that will hold their first meeting. Furthermore, all partners will appoint their representatives for the technical, communication and financial management.

The guidance of the reporting procedure (including financial reporting) will also be presented at the kick-off meeting. Each partner will decide their first level controller (FLC) and confirm it at national level.

The communication strategy will be defined during this semester. This strategy will be proposed by the Communication Manager in the KOM and validated by the Steering Committee

The partners who have decided to externalize the positions responsible for project management activities will start during this first semester the public procurement.

993 / 1,500 characters

### Main Outputs

MANAGEMENT

- Partnership Agreement
- Definition of project decision-making structure
- Minutes from the 1st steering committee meeting
- Minute of the KoM
- Project management manual
- Data base contacts

EXCHANGE OF EXPERIENCES

- 1 methodological guide on regional analysis & benchmarking
- 1 methodology for exchange of experiences & thematic workshops
- 7 Regional Analysis & Benchmarking.
- 7 Regional Stakeholders Events (1 / region)
- 1 Transnational Learning Journey including a thematic workshop.
- 1 study visit organized
- 1 peer review
- Learning document of the TLJ.

COMMUNICATION

- Detailed communication strategy & project visual identity.
- Project and partner's website updated & brochure
- Six-monthly newsletter
- 7 press releases of the kick-off meeting (1 / region)
- 1 press release of the first transnational learning journey (Lithuania)
- 7 regional dissemination events (1 / region)
- 14 publications in social networks (2 / region)
- Poster displayed at partner's facilities

1,000 / 1,000 characters

## Semester 2

### a) Exchange of experience

1. Good practices identification (Month 7 to 12)  
Each partner must identify potential good practices developed in its region or country related to LCA for resources efficiency. The information of the GP identified will be sent to the partners before the 2TLJ in order to facilitate that all of them have reviewed them prior to the meeting. In this way, the discussion can be focused on the potential of transferability instead of in understanding the GP identified.  
The process of identification of GP will be led by the partner in charge of organizing the TLJ.

2. Regional Stakeholders Event (Month 8)  
Each region will organize a workshop with their stakeholders to present them the results of the TLJ1 and to start working on the TLJ2. The areas of work would be examine the regional policies and determinate how the LCA is being applied in the resources efficiency policies. Also, the stakeholders can provide information to identify potential GP to report.

3. 2nd Transnational Learning Journey in Navarra (Month 10)

3.1. Management session (1/2 day)  
Overview of the first PR and steering committee meeting. This activity will be led by the LP.

3.2. Thematic Workshop on TJL2: LCA for resource efficiency. (1 day)  
This workshop will be focused on analysing the application of LCA in the efficiency use of natural resources policies. This workshop will be structured into 2 areas.  
In the 1st one the partners will examine the theoretical approach and the best practices existent at European level. In the 2nd one the partners will determine how they are working with the LCA.  
The aim is to determine the gaps between the best practices and the situation in each region to identify improvement areas. This analysis allows defining measures that could be included in the action plan.  
ACR + with the support of the external experts will guide the work under this thematic workshop.

3.3. Exchange of Good Practices (1/2 days)  
This activity will be focus on the exchange of the GP identified by each partner in their region and/or countries. They will examine the potential of transferability of these GP to their policies. The aim is to determine improvement areas that can be incorporated to the policies through the action plan.

3.4. Study visit (1/2 day)  
The Government of Navarra and AIN will organize a study visit to regional policy makers/beneficiaries from the policies and the best practices identified at the region. The objective of this study visit is that the partners can have a deeper understanding of the policies implemented in Navarra. This exercise will be useful to obtain information for the peer review exercise.

3.5. Peer review -PR-(1/2 day)  
The partners, stakeholders of all the regions involved, the advisory partner and the external experts will participate in a PR on Navarra Policy Instrument. The main objectives of this exercise are gathering ideas to develop the future action plan of Navarra and identifying good practices in the region.

2,974 / 3,000 characters

### b) Communication and dissemination

Offline communication activities

- 1 Press release related to the TLJ

On line communication activities

- Updating of the project's website provided by the Programme and the partner's institutional websites.
- 1 newsletter in English (translated in all partner's language if needed). It will include at least information regarding the activities carried out in the semester and the project's progress and results.
- Dissemination actions of relevant information about the project (e.g. progress, events, related thematic areas) through social networks such as Twitter, Linked-in or Facebook.
- 1 project video oriented to increase knowledge about LCA and the project activities and outputs

Participation in Events organized by the JTS. The lead partner will participate in any Interreg Europe annual events or platform activities during this semester.

852 / 1,500 characters

### c) Project management

Steering Committee meeting will take place during the Learning Journey. Members of the SC will review the implementation of the project and set the basis for the preparation and submission of progress report.  
Each partner will be in charge of reporting their own activities and expenditures and submit them to the FLC.  
The lead partner will coordinate the submission of the joint progress report and financial claim with input from all project partners.

456 / 1,500 characters

## Main Outputs

### MANAGEMENT

- 1 Steering Committee Meeting and its minute
- 1 progress report

### EXCHANGE OF EXPERIENCES

- 7 regional stakeholder events (1 per region)
- 7 reports on GP identified (1 per region)
- 1 Transnational Learning Journey including a thematic workshop.
- 1 study visit organized
- 1 peer review
- A selection of GP to report of the JTS (minimum 2 GP).
- Learning document of the TLJ, including information about the workshop, the study visits, the peer review, the results and best practices identified.

### COMMUNICATION

- Project and partner's website updated.
- Six-monthly newsletter
- 1 press release related to the TLJ (Navarra)
- 14 publications in social networks (2 per region)
- 1 project video

707 / 1,000 characters

## Semester 3

### a) Exchange of experience

1. Good practices identification (Month 13-16)  
Each partner must identify potential GP developed in its region or country related to LCA waste and material flow. This information will be sent to the partners before the 3TLJ in order to facilitate the review before the meeting. In this way, the discussion can be focused on the potential of transferability instead of on understanding the GP.  
The process of identification of GP will be led by the partner in charge of organising the TLJ

2. Regional Stakeholders Event (Month 14)  
Each region will organize a stakeholders meeting. The work will be focused on determining how the LCA is being applied to waste and material flow as well as to identify potential good practices to report.

3. 3rd Transnational Learning Journey in Finland (Month 16)

3.1. Management session (1/2 day)  
Overview of the 2nd PR and steering committee meeting.

3.2. Workshop on P3: LCA for waste and material flow. (1 day)  
This workshop will focus on analysing the application of LCA for waste and material flow. This workshop will be structured into 2 areas.  
In the 1st one the partners will examine the theoretical approach and good practices existing at international level. In the 2nd one the partners will determine how they are working with the LCA in their policies.  
Also, this session will be used to examine the Material Flow and Waste Analysis tool. That will focus mainly on examining the transnational effects of material flow and waste to incorporate corrective measures in the policies to minimize the spill overs generated.  
The aim is to determine the gaps between the good practices and the situation in each region to identify improvement areas.  
This analysis allows defining measures to include in the action plans

3.3. Exchange of Good Practices (1/2 days)  
This activity will focus on the exchange of the GP identified. They will examine the potential of transferability of these GP to their policies. The objective is to determine improvement areas that can be incorporated to the policies through the action plan.

3.4. Study visit (1/2 day)  
The Pyhäjärvi Institute will organize a study visit to regional policy makers/beneficiaries from the policies and the GP identified at the region. The objective of this study visit is that the partners can have a deeper understanding of the policies implemented in Finland

3.5. Peer review-PR- (1/2 day)  
The partners, stakeholders of all the regions involved, the advisory partner and the external experts will participate in a PR on Finnish Policy Instrument. The main objectives of this exercise are gathering ideas to develop the future action plan and identifying GP in the region

2,667 / 3,000 characters

### b) Communication and dissemination

Offline communication activities  
- 1 press release related to the TLJ (Finland)

On line communication activities  
- Updating of the project's website provided by the Programme and the partner's institutional websites.  
- 1 newsletter in English (translated in all partner's language if needed). It will include at least information regarding the activities carried out in the semester and the project's progress and results.  
- Dissemination actions of relevant information about the project (e.g. progress, events, related thematic areas) through social networks such as Twitter, Linked-in or Facebook.  
Participation in Events organized by the JTS. The lead partner will participate in any Interreg Europe annual events or platform activities during this semester.

763 / 1,500 characters

### c) Project management

Steering Committee meeting will take place during the Learning Journey. Members of the SC will review the implementation of the project and set the basis for the preparation and submission of progress report.  
Each partner will be in charge of reporting their own activities and expenditures and submit them to the FLC.  
The lead partner will coordinate the submission of the joint progress report and financial claim with input from all project partners

454 / 1,500 characters

## Main Outputs

### MANAGEMENT

- 1 Steering Committee Meeting and its minute
- 1 progress report

### EXCHANGE OF EXPERIENCES

- 7 regional stakeholders events (1 per region)
- 7 reports on GP identified (1 per region)
- 1 Transnational Learning Journey including a thematic workshop.
- 1 study visit organized
- 1 peer review
- A selection of GP to report of the JTS (minimum 2 GP).
- Learning document of the TLJ, including information about the workshop, the study visits, the peer review, the results and best practices identified.

### COMMUNICATION

- Project and partner's website updated.
- Six-monthly newsletter
- 1 press release related to the LJ. (Finland)
- 14 publications in social networks (2 per region)

690 / 1,000 characters

## Semester 4

### a) Exchange of experience

1. Good practices identification (Month 19-23)  
Each partner must identify potential GP related to application of LCA in public procurements and in vocational training and capacity building. The information of the GP identified will be sent to the partners before the TLJs.

2. Regional Stakeholders Event (Month 20)  
Each region will organize a workshop with their stakeholders to present them the results of the 3TLJ and to work on the 4TLJ and 5TLJ.

3. 4th TLJ in Slovenia (Month 22)

3.1. Management session (1/2 day)

3.2. Thematic Workshop on TLJ4: LCA in public procurements (1 day)  
This workshop will examine the application of LCA in public procurements. The Green Public Procurement is a tool developed at EU to generate a more resource-efficient economy. The application of the LCA to this tool can contribute to increase its impact taking into consideration the direct effects and other externalities that can be favored (positive) or be mitigated (spill overs).

3.3. Exchange of Good Practices (1/2 days)  
This activity will be focused on the exchange of the GP identified. The objective is to determine improvement areas that can be incorporated to the public procurements through the action plans.

3.4. Study visit (1/2 day)  
NIC will organize a study visit to regional policy makers/beneficiaries from the policies and the best practices identified at the region. The objective of this study visit is that the partners can have a deeper understanding of the policies implemented in Slovenia

3.5. Peer review -PR- (1/2 day)  
The partners, stakeholders of all the regions, the advisory partner and the external experts will participate in a PR on Slovenian Policy Instrument.

4. 5th TLJ in Lodzkie (Month 23)

4.1. Thematic Workshop on TLJ5: Training and capacity building (1 day)  
This workshop will examine the initiatives that exist in the field of formal education, training and capacity building in LCA in order to increase knowledge of the regional and local administration in this area, and analyse synergies for the future implementation of LCA in the education system.  
The session will be structured on 2 areas. The 1st one will focus on the theoretical approaches and the international best practices and the 2nd one in how the partners can improve the qualification and knowledge of their staff in order to facilitate the implementation of the LCA in the policy instruments.

4.2. Study visit (1/2 day)  
The Lodzkie Region will organize a study visit to regional policy makers/beneficiaries from the policies and the GP identified at the region. The objective of this study visit is that the partners can have a deeper understanding of the policies implemented in Lodzkie.

4.3. Peer review-PR- (1/2 day)  
The partners, stakeholders of all the regions, the advisory partner and the external experts will participate in a PR on Lodzkie Policy Instrument. The main objectives of this exercise are gathering ideas to develop the future action plan and identifying GP in the region.

2,991 / 3,000 characters

### b) Communication and dissemination

Offline communication activities

- 1 press release related to the 4TLJ (Slovenia)
- 1 press release related to the 5TLJ (Lodzkie-Poland-)

On line communication activities

- Updating of the project's website provided by the Programme and the partner's institutional websites.
- 1 newsletter in English (translated in all partner's language if needed). It will include at least information regarding the activities carried out in the semester and the project's progress and results.
- Dissemination actions of relevant information about the project (e.g. progress, events, related thematic areas) through social networks such as Twitter, Linked-in or Facebook.
- Participation in Events organized by the JTS. The lead partner will participate in any Interreg Europe annual events or platform activities during this semester.

823 / 1,500 characters

### c) Project management

Steering Committee meeting will take place during the 4th Learning Journey. Members of the SC will review the implementation of the project and set the basis for the preparation and submission of progress report.  
Each partner will be in charge of reporting their own activities and expenditures and submit them to the FLC.  
The lead partner will coordinate the submission of the joint progress report and financial claim with input from all project partners.

460 / 1,500 characters

## Main Outputs

### MANAGEMENT

- 1 Steering Committee Meeting and its minute
- 1 progress report

### EXCHANGE OF EXPERIENCES

- 7 regional stakeholders events (1 per region)
- 14 reports on GP identified (1 per region and thematic workshop)
- 2 Transnational Learning Journey including 2 thematic workshops.
- 2 study visit organized
- 2 peer review
- A selection of GP to report of the JTS (minimum 2 GP per thematic workshop).
- Learning documents of both TLJ, including information about the workshop, the study visits, the peer review, the results and best practices identified.

### COMMUNICATION

- Project and partner's website updated.
- Six-monthly newsletter
- 1 press release related to the 4TLJ. (Slovenia)
- 1 press release related to the 5TLJ. (Lodzkie-Poland-)
- 28 publications in social networks (4 per region)

797 / 1,000 characters



## Semester 5

### a) Exchange of experience

1. Good practices identification (Month 25 to 28)  
Each partner must identify potential GP developed in its region or country related to application of LCA in evaluation and monitoring.  
The information of the GP identified will be sent to the partners before the TLJ. In this way, the discussion can be focused on the potential of transferability instead of on understand the GP identified.

2. 6th Transnational Learning Journey in Lombardy (Month 28)

3.1. Management session (1/2 day)  
Overview of the 4th PR and steering committee meeting.

3.2. Workshop on LP5: LCA evaluation and monitoring (1 day)  
The evaluation is a key element of the policies management process. The monitoring provides the information needed to develop quality evaluations that can favor the adoption of decisions by the owners of the policies.  
Due to the importance of both evaluation and monitoring on the management of the policies and the adoption of political decision, it is necessary to examine how the LCA can be applied in the monitoring and evaluation process. The LCA can favor the identification of positive externalities and spillovers that can be beyond the radar of the evaluators applying traditional evaluation methodologies. The identification of these externalities in the evaluation and monitoring will facilitate the introduction of improvements to the policies.  
The partners will learn about the theoretical approach and best practices that exist at international level and apply LCA in evaluation and monitoring. After that they will work on how they can incorporate these practices in their policies.

2.3. Exchange of Good Practices (1/2 days)  
This activity will be focused on the exchange of the GP identified. They will examine the potential of transferability of these GP to their policies. The objective is to determine improvement areas that can be incorporated to the policies through the action plan.

2.4. Study visit (1/2 day)  
The Lombardy Region will organize a study visit to regional policy makers/beneficiaries from the policies and the best practices identified at the region. The objective of this study visit is that the partners can have a deeper understanding of the policies implemented in Lombardy.

2.5. Peer review-PR- (1/2 day)  
The partners, stakeholders of all the regions, the advisory partner and the external experts will participate in a PR on Lombardy Policy Instrument. The main objectives of this exercise are gathering ideas to develop the future action plan.

3. Regional Stakeholders Event (Month 29). Each region will organize a workshop with their stakeholders to present the results of the 4TLJ and 5TLJ and 6TLJ and the draft version of the action plan for the validation and to discuss the measures that can be implemented in the policies. The objective is to obtain a final version of the action plan.

2,841 / 3,000 characters

### b) Communication and dissemination

Offline communication activities

- 1 press release related to the TLJ (Lombardy).
- 7 stakeholders events (1 per region).
- 1 Good practices guide including all the good practices identified in the project in English (translated in all partner's language)

On line communication activities

- Updating of the project's website provided by the Programme and the partner's institutional websites.
- 1 newsletter in English (translated in all partner's language if needed). It will include at least information regarding the activities carried out in the semester and the project's progress and results.
- Dissemination actions of relevant information about the project (e.g. progress, events, related thematic areas) through social networks such as Twitter, Linked-in or Facebook.

Participation in Events organized by the JTS. The lead partner will participate in any Interreg Europe annual events or platform activities during this semester

941 / 1,500 characters

### c) Project management

Steering Committee meeting will take place during the Learning Journey. Members of the SC will review the implementation of the project and set the basis for the preparation and submission of progress report.  
Each partner will be in charge of reporting their own activities and expenditures and submit them to the FLC.  
The lead partner will coordinate the submission of the joint progress report and financial claim with input from all project partners.

455 / 1,500 characters

## Main Outputs

### MANAGEMENT

- 1 Steering Committee Meeting and its minute
- 1 progress report

### EXCHANGE OF EXPERIENCES

- 7 regional stakeholders events (1 per region)
- 7 reports on GP identified (1 per region)
- 1 Transnational Learning Journey including a thematic workshop.
- 1 study visit organized
- 1 peer review
- A selection of GP to report of the JTS (minimum 2 GP).
- Learning document of the TLJ, including information about the workshop, the study visits, the peer review, the results and best practices identified.

### COMMUNICATION

- Project and partner's website updated.
- Six-monthly newsletter
- 1 press release related to the TLJ. (Lombardy)
- 14 publications in social networks (2 per region)
- 1 Good practices guide including all the good practices identified in the project in English

787 / 1,000 characters

## Semester 6

### a) Exchange of experience

1. Elaboration of the Policy road map (month 31)  
Each partner will identify success factors and barriers for the application of life-cycle management approaches for policy implementation. The road map will be a tool for policy makers and will help to define the Action Plan.

2. Elaboration of the action plans (month 31 to 36)  
Each partner, with the results obtained in the thematic workshops and the PR, will elaborate the action plan. This plan will define the measures to incorporate the LCA in their policies. This activity will be led by the LP, supported by ACR+.

3. 7th Transnational Learning Journey in Alentejo (Month 31)

3.1. Management session (1/2 day)  
Overview of the 5th PR and steering committee meeting.

3.2. Study visit (1/2 day)  
CIMBAL will organize a study visit to regional policy makers/beneficiaries from the policies and the best practices identified at the region. The objective of this study visit is that the partners can have a deeper understanding of the policies implemented Alentejo.

3.3. Peer review -PR-(1/2 day)  
The partners, stakeholders of the region, the advisory partner and the external experts will participate in a PR on Alentejo Policy Instrument. The Aims of this exercise are gathering ideas to develop the future action plan and identifying good practices in the region.

3.4. Actions plan elaboration (1/2 day)  
The LP will organize and coordinate the elaboration of the action plans. This meeting will allow establishing the objectives, structure, content, format, etc. of the action plans.  
Also, this meeting will allow reviewing the GP identified, determine their relevance with the application of LCA in the policies, resume the results obtained in the PR exercises, etc.  
ACR+ will resume the results of the previous learning journeys, the content of the learning documents and how they can be used to elaborate the action plans.

4. Partners final meeting of phase 1.  
The partners will hold the final meeting of the phase 1 to share the action plans and explain the following steps they are going to follow to implement their action plans. The partners will debate the measures established in each region and the best way to incorporate them in the policies.  
This meeting will be held online by video conference in order to facilitate that the partners can focus on the execution of their action plans

2,356 / 3,000 characters

### b) Communication and dissemination

Offline communication activities

- 1 press release related to the TLJ (Alentejo)
- 7 press releases explaining the general actions to be taken by the regions to implement the action plans (1 per region)
- 7 Regional dissemination Event (Month 33). Each region will organise a regional dissemination event to present the project results and the action plan.
- European dissemination event (month 32) of the project outputs and policy recommendations. ACR+ will organize this event to target EU institutions.
- 1 Policy road map, layout and translation into regional languages

Online communication activities

- Updating of the project's website provided by the Programme and the partner's institutional websites.
- 1 newsletter in English (translated in all partner's language if needed). It will include at least information regarding the activities carried out in the semester and the project's progress and results.
- Dissemination actions of relevant information about the project (e.g. progress, events, related thematic areas) through social networks such as Twitter, Linked-in or Facebook.
- 1 video including some visits, GP as results in a practical way of how LCA is implemented in public policies

Participation in Events organized by the JTS. The lead partner will participate in any Interreg Europe annual events or platform activities during this semester.

1,370 / 1,500 characters

### c) Project management

Steering Committee meeting will take place during the Learning Journey. Members of the SC will review the implementation of the project and set the basis for the preparation and submission of progress report.  
Each partner will be in charge of reporting their own activities and expenditures and submit them to the FLC.  
The lead partner will coordinate the submission of the joint progress report and financial claim with input from all project partners.

455 / 1,500 characters

## Main Outputs

### MANAGEMENT

- 1 steering committee meeting and its minute
- 1 progress report

### EXCHANGE OF EXPERIENCES

- 1 Transnational Learning Journey.
- 1 study visit organized
- 1 peer review
- Learning document of the TLJ, including information about the workshop, the study visits, the peer review, the results and best practices identified.
- 1 Policy road map identifying of the success factors and barriers for the application of life-cycle management approaches for policy implementation
- 7 action plans (1 per region)

### COMMUNICATION

- 7 Regional dissemination events
- Project and partner's website updated.
- Six-monthly newsletter
- 1 press release on LJ6 (Alentejo)
- 7 press releases explaining the general actions to be taken by the regions to implement the development action plans (1 per region)
- 12 publications in social networks (2 per region)
- European dissemination event (Month 32)
- 1 Policy road map layout and translation into regional languages
- 1 project video

979 / 1,000 characters

## D.2 PHASE 2 - Detailed work plan per period

### Semester 7

**a) Action plan implementation follow-up**

Each region starts the implementation of its action plan. The relevant stakeholders for the implementation are mobilised. Each partner monitors the action plan implementation by contacting the stakeholders and beneficiaries of the different actions.

249 / 3,000 characters

**b) Communication and dissemination**

The partners ensure regular updates of the project website with information on the action plan implementation.

110 / 1,500 characters

**c) Project management**

The lead partner coordinates, finalises and submits the progress report related to the previous reporting period to the joint secretariat.

138 / 1,500 characters

**Main Outputs**

Website updates  
1 progress report (covering last semester of phase 1)

70 / 1,000 characters

### Semester 8

**a) Action plan implementation follow-up**

Each partner finalises the monitoring of the action plan implementation.  
Each partner discusses the results of this implementation with the relevant regional stakeholders and beneficiaries. All partners meet to exchange and draw conclusions on the action plan implementation. This last exchange of experience event is organised back to back to the final dissemination event.

374 / 3,000 characters

**b) Communication and dissemination**

The partners organise a final dissemination event gathering executives and policy makers from the regions and from other relevant institutions. The aim is to promote the project achievements and to disseminate the results of the action plan implementation to a large audience. The partners ensure regular updates of the project website with information on the action plan implementation.

387 / 1,500 characters

**c) Project management**

Each partner summarises the level of achievement of its action plan. The lead partner coordinates, finalises and submits last progress report to the joint secretariat.

167 / 1,500 characters

**Main Outputs**

1 project meeting (with participation of at least 90% of partners involved in phase 2)  
Website updates  
1 high-level political dissemination event (with min number of participants)  
1 annual progress report

204 / 1,000 characters