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EUSAIR governance support project overview

Note: This project overview template is supposed to accompany the Concept Note document. Its function is to provide condensed overview of the governance support project. For further information the GB members can refer to the full document, which will in the final version concept notes be transferred in the format requested by the IPA ADRION IP.

**1. BASIC DATA**

**Project title**: **EUSAIR FACILITY POINT (Project 1)**

**Compulsory functions covered (as per IPA ADRION IP):**

1. Administrative and technical support to the EUSAIR governance meetings at all levels.
2. Communication and Coordination.
3. Support to decision making and capacity development of the implementers at their levels.
4. Monitoring and evaluation of EUSAIR.

**Project partnership:**

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| **Role** | **Country** | **Institution** |
| Lead Partner | Slovenia | Ministry of Cohesion and Regional Development |
| Project Partner | Slovenia | Municipality of Izola |
| Project Partner | Bosnia and Herzegovina | Directorate for European Integration of Council of Ministers of Bosnia and Herzegovina |
| Project Partner | Croatia | Ministry of Tourism and Sport of the Republic of Croatia |
| Project Partner | Greece | Special Coordination Service of Planning, Evaluation and Implementation (EYSSA), General Directorate of Strategy, Planning and Implementation of ESIF, Ministry of Development and Investments |
| Project Partner | Italy | Friuli Venezia Giulia Region, General Directorate, International relations and EU Programming department |
| Project Partner | Montenegro | Ministry *of* European Affairs |
| Project Partner | Albania | State Agency of Strategic Programming and Aid Coordination (SASPAC)  |
| Project Partner | North Macedonia | Secretariat for European Affairs |
| Project Partner | Serbia | Ministry of European Integration of Republic of Serbia |
|  | San Marino\* | tbd |

\*San Marino expressed high interest in cooperation in the Facility Point project, contributing to activities and deliverables, however the cooperation framework still needs to be defined, as well as their role in EUSAIR as regards the Presidency.

Project duration: 1 September 2023 – 31 August 2029; 72 months

Total estimated project budget: **10 721 300** Euro

EU funds budget: **9 113 105** Euro (85 %)

**2. OBJECTIVES AND EXPECTED RESULTS**

**Project overall objective**:

Facilitate the coordination, communication, and implementation of EUSAIR by enhancing the institutional capacity of key implementing bodies, fostering cross-pillar cooperation, increasing the visibility of EUSAIR and by monitoring and evaluating the progress of implementation of joint priorities.

**Expected results**:

1. EUSAIR governance structures supported and facilitated in the implementation of the EUSAIR. The project will support the functioning of the EUSAIR governance structures.
2. Capacity for multi-level-governance and cooperation across borders strengthened. The EUSAIR governance structures will increase capacity to cooperate in strategic policy development across the borders and between different governance levels.
3. Ownership of the EUSAIR, its visibility and added value increased. Achievements of the Strategy implementation will be monitored and evaluated and strategically communicated to the key audiences.

**3. PROJECT WORKPLAN**

**WP 1: ADMINISTRATIVE AND OPERATIONAL SUPPORT to EUSAIR governance meetings of all levels**

**Specific objective**: To support effective and efficient functioning of EUSAIR governance structures.

**Brief description of WP:** EUSAIR Facility Point supports EUSAIR governance bodies in their regular activities. The WP comprises support to National Coordinators/Governing Board, Pillar Co-ordinators and Thematic Steering Groups in organising their meetings and events. Significant support is also provided to the EUSAIR Presidency, acting as the driving force of the Strategy for the year. Youth Council will be formed and the cooperation of young in the EUSAIR governance processes strengthened.

**List of activities and deliverables**:

| Activity | Related deliverables (quantity) |
| --- | --- |
| **1.1. Administrative and operational support to Governing Board**Support to National Coordinators’ and GB meetings, including ad hoc task forces and working groups (travel & accommodation, agenda, materials, venue & catering, minutes). | D.1.1.1 Governing Board meetings (12) D.1.1.2 National Coordinator meetings (12)D.1.1.3 NC Task Force / ad hoc meetings (12) |
| **1.2 Administrative and operational support to Thematic Steering Groups**Operational support to TSG and Pillar Coordinators (PCs) meetings and Pillar thematic events, engaging Pillar Thematic Experts who support PC and Co-coordinators thematically and organisationally. | D.1.2.1 TSG meetings (60)D.1.2.2 PC meetings /side events to GB and virtual ad hoc meetings (12)D.1.2.3 Thematic pillar or cross-pillar events (3 per Pillar/TSG) |
| **1.3 Administrative and operational support to Youth Council** *Note: still subject to further elaboration in accordance with the Youth Consultation Task Force.*Support in establishment of the Youth Council (YC), operational support to YC meetings and their participation at GB meetings, small scale YC actions. | D.1.3.1 Youth Council Operation Model (1)D.1.3.2 Youth Council Meetings (12)D.1.3.3 Youth Council Actions (6) |
| **1.4 Support to the EUSAIR Presidency**Content and operational support in organisation of the EUSAIR Forums and the TRIO meetings. | D.1.4.1 EUSAIR Forums (6) D.1.4.2 TRIO meetings GB (12) |

**Key target groups**: EUSAIR governance structures (GB, TSG, Youth Council, Presidency countries)

**WP 2: COORDINATION AND COMMUNICATION**

**Specific objective:** To support smooth implementation of the EUSAIR Strategy and Action Plan through harmonised and effective internal procedures and communication, effective cross-pillar coordination, increased visibility of EUSAIR through communication with stakeholders, and cross-macroregional cooperation.

**Brief description of WP:** Coordination activities concern several stakeholders: the EUSAIR governance structure will be supported in optimising internal governance and workflows to strengthen institution memory and to support horizontal, cross-pillar and enlargement processes. The Facility Point project partners will be coordinated to effectively implement all four functions, Lead Partners of the EUSAIR governance support projects 1, 2 and 3 will work jointly towards achieving synergies, and cooperation and exchange between macro-regional strategies will take place.

The EUSAIR Strategy will be communicated to the public and to the stakeholders through strategically managed communication activities at transnational and national levels to increase its visibility and ownership.

| Activity | Related deliverables (quantity) |
| --- | --- |
| **2.1 Communicating the Strategy to the public and stakeholders.** EUSAIR External Communication Strategy and Plans will provide a basis for all three governance support project. Communication materials and actions will be carried out. The EUSAIR website will serve as common entry point to information on EUSAIR and will be linked with the Stakeholder Platform of the Project 2.  | D.2.1.1 EUSAIR Communication Strategy (1, plus 1 update) and Annual Communication Plans (6)D.2.1.2 Communication contents (publications, videos, newsletters, infographics) (36)D.2.1.3 EUSAIR website (1)D.2.1.4 Communication actions (media campaigns, social media campaigns, …) (6)D.2.1.5 EUSAIR Contact Points Network (1) |
| **2.2 Harmonised procedures, cross-pillar coordination and coordination between National Coordinators and Pillar Coordinators.** Preparing internal communication strategy, management of internal communication channels, optimising internal workflows and procedures, support to Pillars on addressing horizontal topics, cross-pillar information exchange, addressing of horizontal topics and enlargement processes. | D.2.2.1 Governance processes & workflows (total 17 documents elaborated: TSGs- 5, 1 GB - 1, PCs -1, pillar thematic experts -10, calendar 1, activity plans -6)D.2.2.2 Actions for horizontal, enlargement and cross-pillar coordination and processes (10)D.2.2.3 Post 2029 governance support project (1) |
| **2.3 Coordination with Facility Point Project Partners and EUSAIR governance support projects.** Content, finance and risk management of the Facility Point project and coordination of its partners, including evaluation activities (interim, final). Establishment of joint coordination mechanism of the 3 governance support projects to coordinate interlinked activities, avoid overlapping and create synergies.  | D.2.3.1 Coordination meetings of the Joint Steering Committee of 3 governance support projects (24)D.2.3.2 Joint annual thematic and operational work plan of 3 governance support projects concerning the implementation of interlinked activities (6) |
| **2.4 Cross-macroregional cooperation exchange of good practices with the support of Interact.**Support in establishing cooperation with other macro-regional strategies, knowledge and good practice exchange. | D.2.4.1 Cross macro-region exchanges and partnerships (meetings, events) (15) |

**Key target groups:** general public, external stakeholders, GB, TSGs, representatives of other macro-regional strategies.

**WP 3: SUPPORT TO DECISION MAKING AND CAPACITY DEVELOPMENT OF THE IMPLEMENTERS**

**Specific objective:** To provide EUSAIR governance structures with tools for evidence-based decision-making and build internal institutional capacities.

**Brief description of WP:** The EUSAIR governance structures, especially the NCs and PCs will be supported with provision of concise, user-friendly information on the EUSAIR strategy implementation developments, relevant upcoming trends, their possible effects on the Pillar activities or the overall territory. The capacity building activities for the EUSAIR governance structures will be organised to improve strategic policy development, identification and implementation of flagships, to foster cross-pillar cooperation and to better address horizontal topics and other relevant topics, including cooperation with other macro-regional strategies.

| Activity | Related deliverables (quantity) |
| --- | --- |
| **3.1 Knowledge management to support evidence-based decision making.** Providing regular overview of status, developments and outputs of key EUSAIR processes, observing the situation and trends of the macro-region, analysing gaps and identifying areas of possible EUSAIR response, elaboration of issue papers, support to enlargement processes related to EUSAIR policies, support to Strategy and Action Plan revision process.  | D.3.1.1 Macro-regional knowledge database on EUSAIR processes (1, regularly updated)D.3.1.2 Periodic macro-regional review of trends, gap analysis and challenges (3)D.3.1.3 Macro-regional issue papers (14 - 4 for GB, 10 for TSGs)D.3.1.4 EUSAIR Action Plan revision report (2) |
| **3.2 Capacity building.**Preparing and implementing capacity building programme based on a needs analysis and aligned with Project 2 and 3, including specific on demand topics, study visits, exchanges between macro-regions. Specific support will be provided to newcomers to the EUSAIR processes (governance structure, thematic support to PCs, project partners, Youth Council). | D.3.2.1 Capacity building plans/programmes (based on needs analysis) (3)D.3.2.2 Capacity building actions for members of EUSAIR governance structures (12)D.3.2.3 Capacity building - joint trainings for Facility Point project staff (6)D.3.2.4 Capacity building for members of Youth Council (6) |

**Key target groups**: EUSAIR governance structures, Facility Point project partners, Youth Council, newcomers to the EUSAIR.

**WP 4: MONITORING & EVALUATION OF EUSAIR**

**Specific objective:** To monitor and evaluate implementation of the Strategy and the Action Plan and recommend possible changes in their implementation.

**Brief description of WP:** The purpose is to ensure one centralised database supporting the needs of EUSAIR governance structures in relation of monitoring and evaluation. The EUSAIR monitoring and evaluation systems will be further developed and harmonised according to the revised Action Plan and adjusted to the needs of the governance structures. EUSAIR Strategy and Action Plan will be evaluated and recommendations for improvements of the implementation will be made.

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| Activity | Related deliverables (quantity) |
| **4.1 Further development of harmonised EUSAIR monitoring system.**Monitoring System upgrade and maintenance, including possible revisions of the EUSAIR/Action Plan, data collection, elaboration of annual EUSAIR Pillar monitoring reports and cooperation in capacity building of the WP3. | D.4.1.1 EUSAIR Monitoring System upgrade (1)D.4.1.2 Annual Monitoring Reports (6) |
| **4.2 Further development of harmonised EUSAIR evaluation system.** Elaboration of EUSAIR evaluation plan, conducting evaluation activities, elaborating conclusions and recommendations and cooperation in capacity building of the WP3. | D.4.2.1 EUSAIR Evaluation Plan (1)D.4.2.2 EUSAIR Evaluation Reports (3 – inception, interim, final) |

Key target groups: EUSAIR governance structures, external stakeholders.

**4. PROJECT TEAM**

* LP project coordinator (1 FTE)
* LP project manager (1 FTE)
* LP communication manager (1 FTE)
* LP project assistant (1 FTE)
* LP strategic thematic experts (2 FTE)
* PP coordinator (9 FTE)
* WP co-leader (2 x 0,5 FTE for activities 1.4 and 3.2)
* Pillar thematic expert (engaged by PPs – 9 FTE, tbd)
* Monitoring & Evaluation expert (1 FTE, supported by external)
* Capacity building and decision-making support expert (1 FTE)
* PP communication expert (e.g. PP coordinator supported by external services)