

1. Identification

| Call | Date of submission |
|------------|--------------------|
| R3 - split | 23/10/2020 |

1.1. Project name

| | |
|---|---------------------|
| Empowering Participatory Budgeting in the Baltic Sea Region | 59 / 250 characters |
|---|---------------------|

1.2. Project acronym

| | |
|--------|-------------------|
| EmPaci | 6 / 20 characters |
|--------|-------------------|

1.3. Priority

| |
|----------------------------|
| 1. Capacity for innovation |
|----------------------------|

1.4. Programme specific objective

| |
|---|
| 1.3 Non-technological innovation: To advance the Baltic Sea Region performance in non-technological innovation based on increased capacity of innovation actors |
|---|

1.5. Project duration

| | | | |
|----------------------|------------|---|------------|
| Contracting start | 21/09/2018 | Contracting end | 31/12/2018 |
| Implementation start | 01/01/2019 | Implementation end | 31/12/2021 |
| | | Duration of implementation phase (months) | 36 |
| Closure start | 01/01/2022 | Closure end | 31/03/2022 |

1.6. Summary of the project

A majority of the BSR areas is characterized by a low population density, i.e. a large spatial fragmentation of living areas of the inhabitants. This leads to challenges for public authorities and councils when it comes to involving all citizens into joint projects and to discuss relevant issues with all citizen groups. Instruments are needed here that enable and encourage entire citizenry to take part in decisions of their municipality (e.g.) decisions regarding expenditures and revenues in the local budget. The project EmPaci focusses on Participatory Budgeting (PB), a means of direct participation of citizens in the preparation and adoption of local budgets - one approach to the challenge described above. It is based on the understanding that many BSR municipalities do not have capabilities to set up PB these days. Administrations/councils and citizens lack knowledge about what PB is and are often not ready to use PB tool patterns. Academic studies and practitioners' reports show that, so far, PB usually mobilizes a typical type of citizen (predominantly male, politically active, well-educated, 35-65 years old) and confirm that for more structured PB evaluation processes, external consultants or scientific experts are involved, because municipalities lack capacities.

The objective of EmPaci is to get more municipalities and different types of citizens involved into participatory budgeting via building municipal capacities, transnational clusters and municipality/citizen cooperations all over the BSR. It shall foster civic acceptance and build social ties within municipalities, multiply the PB concept and the project's piloted good practices within the BSR.

The main output is building capacities and knowledge as well as strengthening relations between municipalities and citizens by providing ready to use guidelines, training programs and tools to implement PB. This creates the foundation of more BSR municipalities to realize PBs and to foster citizen participation against the background of large spatial fragmentation of the BSR citizenry.

EmPaci adds several innovative components to the general PB concept: By identifying citizens' demands and PB concepts for different types of municipalities, this project seeks for close involvement of both municipalities and citizens from project start on. An initial PB is to be tested and evaluated taking into consideration perspectives of citizens and municipalities (i.e. administrations and councils). After an optimization, an advanced PB is implemented to show enhancements and foster municipalities' capabilities to set up the PB. Thereby, the project is complemented by an "orgware" and training program that finally focuses on building municipal trainers who disseminate the PB idea among BSR municipalities. The entire project is backed up by experts with from universities and an Advisory Board, which reduce their project contribution over time during which municipal capacities are created.

2,987 / 3,000 characters

1.7. Summary of the partnership

EmPaci respects the different stages of development of PB in the BSR countries against the common backdrop of large spatial dispersion of citizens. Taking into account different starting points, it joins from six different countries/areas in an international consortium: FI and LV with national approaches and the municipalities Bielsko-Biala (PL), Bützow (DE), Rietavas (LT) + Telsiai County (LT) and St Petersburg (RU) with local/regional approaches.

In FI, several municipalities started to commit to introducing PB which could serve as best practices in general, but are not connected to serve as a promoting network for PB. Therefore, a national approach in Finland aims at building PB capacities through a joint network in other Finnish municipalities.

PB in LV is in its embryonal stage, the level of use, information and knowledge is critically low. There has only been one attempt in one municipality in 2013 and a further of the Ministry of Finance to determine budget priorities with the involvement of society. Therefore, initial steps in LV are needed to set up an effective network together with a strong multiplier - also a national/regional approach.

In LV, a regional planning region of municipalities is involved as partner in order to serve as network enabler in the country. In both, FI and LV, one pilot municipality will be sought for to implement the PB concept through these networks.

In LT, PL, DE and RU, the foundations for the introduction and development of PB do exist. However, PB is not yet overly successful in encouraging balanced citizen participation and municipalities are lacking capacities to run PB without external support. Therefore, in these countries specific municipalities are included in the project to implement and enhance PB.

Therefore, the EmPaci partner consortium comprises of three levels: 1. Local municipalities/regional Associations of Municipalities (designed in every location to widely involve a) the municipalities that shall work with the PB instruments and b) the public that shall get actively involved from an early stage); 2. Citizens/NGO/citizen initiatives; 3. Researchers as international expert consortium covering the different relevant dimensions of PB (accompany and guide the project process, but actively involving the local authorities and citizens into each of the steps).

In the local authorities, the administrative staff will play a major role but also citizen's representatives in the local councils, essential for the addressed changes. Citizens, NGOs and Associations of Municipalities are needed in the project in order to activate other citizens and to serve as multipliers of the PB.

The partnership is led by the University of Rostock, already acting as Lead Partner in other Interreg projects and with expertise in public sector financial management as well as semantic business process modelling incorporating social and semantic web technologies.

2,950 / 3,000 characters

1.8. Project Budget Summary

| Financial resources [in EUR] | | Preparation costs | Planned project budget |
|------------------------------|-------------------------------------|-------------------|------------------------|
| ERDF | ERDF co-financing | 15,000.00 | 1,504,224.13 |
| | Own contribution ERDF | 5,000.00 | 374,416.07 |
| | ERDF budget | 20,000.00 | 1,878,640.20 |
| NO | NO co-financing | 0.00 | 0.00 |
| | Own contribution NO | 0.00 | 0.00 |
| | NO budget | 0.00 | 0.00 |
| ENI | ENI co-financing | 0.00 | 231,856.62 |
| | Own contribution ENI | 0.00 | 40,915.88 |
| | ENI budget | 0.00 | 272,772.50 |
| RU | RU co-financing | 0.00 | 231,856.63 |
| | Own contribution RU | 0.00 | 40,915.87 |
| | RU budget | 0.00 | 272,772.50 |
| TOTAL | Total Programme co-financing | 15,000.00 | 1,967,937.38 |
| | Total own contribution | 5,000.00 | 456,247.82 |
| | Total budget | 20,000.00 | 2,424,185.20 |

1.9. Lead Applicant Declaration

By signing this application form we on behalf of all project partners confirm that:

- 1. the project, neither in whole nor in part, has received or will receive any other additional EU funds (except for the funds indicated in this application form) for any of the activities presented in the work plan during the whole duration of the project;
- 2. all organisations that will receive programme co-financing have been listed as project partners in this application form;
- 3. the project partners listed in the application form are committed to take part in the project's activities and financing;
- 4. the project is in line with and the entire project partnership will act according to the relevant EU legislation, rules of Interreg Baltic Sea Region, as well as national/regional legislation and policies;
- 5. the project respects equal opportunities and non-discrimination and has no harmful impact on the environment;
- 6. information in this application form is accurate and true to the best of our knowledge.




















In case of approval of the application by the Interreg Baltic Sea Region Monitoring Committee our organisation will take the role of the lead partner with all the responsibilities assigned to it.

| | |
|------------------------------|--|
| Signature of the Leadpartner | If applicable, stamp of the Lead Partner |
| <div></div> | <div></div> |
| Signatory's name | Place and date |
| <div>JanTamm</div> | <div></div> |
| Signatory's position | |
| <div>Chancellor</div> | |

2. Partnership

2.1. Overview: Project Partnership

Project Partners and Reserved Project Partners

| Role | Organisation (English) | Organisation (Original) | Country | Partner budget in the project | Preparation costs | Organisation Type |
|-------|---|---|--|-------------------------------|-------------------|---|
| PP 1 | University of Rostock | Universität Rostock |  DE | 408,200.00 € | 18,000.00 € | Higher education and research institution |
| PP 2 | City of Bützow | Stadt Bützow |  DE | 120,000.00 € | 0.00 € | Local public authority |
| PP 3 | Pferdemarktquartier, registered non-profit association | Pferdemarktquartier e.V. |  DE | 98,000.00 € | 0.00 € | Interest groups including NGOs |
| PP 4 | Public Institution Klaipėda University | Vešioji įstaiga Klaipėdos universitetas |  LT | 160,250.00 € | 0.00 € | Higher education and research institution |
| PP 5 | Rietavas Municipality Administration | Rietavo savivaldybės administracija |  LT | 61,120.00 € | 0.00 € | Local public authority |
| PP 6 | Public Institution Rietavas Tourism and Business Information Centre | Vešioji įstaiga Rietavo turizmo ir verslo informacijos centras |  LT | 104,620.00 € | 0.00 € | Business support organisation |
| PP 7 | "DELETED" Universität Rostock | "DELETED" Universität Rostock |  DE | 0.00 € | 0.00 € | Higher education and research institution |
| PP 8 | Vidzemes planning region | Vidzemes plānošanas reģions |  LV | 110,900.00 € | 0.00 € | Regional public authority |
| PP 9 | Social innovation centre | Sociālās inovācijas centrs |  LV | 227,600.00 € | 0.00 € | Interest groups including NGOs |
| PP 10 | Regional Development Agency in Bielsko-Biala | Agencja Rozwoju Regionalnego S.A. w Bielsku-Białej |  PL | 150,600.00 € | 0.00 € | Sectoral agency |
| PP 11 | Baltic Institute for Regional and European Concern BISER | Bałycki Instytut Spraw Europejskich i Regionalnych" BISER |  PL | 68,750.00 € | 0.00 € | Interest groups including NGOs |
| PP 12 | Telšiai District Municipality Administration | Telšių rajono savivaldybės administracija |  LT | 68,600.00 € | 0.00 € | Local public authority |
| PP 13 | University of Tampere - legally succeeded by PP18 | Tampereen yliopisto - legally succeeded by PP18 |  FI | 5,295.94 € | 1,000.00 € | Higher education and research institution |
| PP 14 | Lahti University of Applied Sciences - legally succeeded by PP19 | Lahden ammattikorkeakoulu Oy - legally succeeded by PP19 |  FI | 57,414.07 € | 1,000.00 € | Higher education and research institution |
| PP 15 | Saint Petersburg National Research University of Information Technologies, Mechanics and Optics (ITMO University) | федеральное государственное автономное образовательное учреждение высшего образования «Санкт-Петербургский национальный исследовательский университет информационных технологий, механики и оптики» |  RU | 386,900.00 € | 0.00 € | Higher education and research institution |
| PP 16 | Council of Municipalities of St. Petersburg | Совет муниципальных образований Санкт-Петербурга |  RU | 57,900.00 € | 0.00 € | Interest groups including NGOs |
| PP 17 | «E-Development Partnership in the North-West» Non-Profit Partnership («PRIOR North-West» NPP) | Некоммерческое партнерство «Партнерство для развития информационного общества на Северо-Западе» (НП ПРИОР Северо-Запад) |  RU | 100,745.00 € | 0.00 € | Interest groups including NGOs |
| PP 18 | Tampere University Foundation sr. | Tampereen korkeakoulusäätiö |  FI | 144,704.06 € | 0.00 € | Higher education and research institution |
| PP 19 | LAB UAS, LAB University of Applied Sciences | Lab-ammattikorkeakoulu Oy |  FI | 92,586.13 € | 0.00 € | Higher education and research institution |

Associated Organisations

| Role | Organisation (English) | Organisation (Original) | Country | Organisation Type |
|------|---|--|--|--------------------------------|
| AO 1 | Association of Finnish Local and Regional Authorities | Kuntaliiton |  FI | Interest groups including NGOs |
| AO 2 | Telsiai town local action group | Telšių miesto vietos veiklos grupė |  LT | Interest groups including NGOs |
| AO 3 | Union of the Baltic Cities | Union of the Baltic Cities |  PL | Interest groups including NGOs |
| AO 4 | Association of SME support centers Kaliningrad | Ассоциация центров поддержки малого и среднего предпринимательства Калининградской области |  RU | Business support organisation |
| AO 5 | DELETED - Administration of City of Sosnowy Bor | DELETED - Администрация городского округа Сосновый Бор |  RU | Local public authority |
| AO 6 | DELETED - Administration of City of Pskov | DELETED - Администрация города Псков |  RU | Local public authority |
| AO 7 | Administration of City of Petrogradsky district | Администрация Петроградского района Санкт-Петербурга |  RU | Local public authority |
| AO 8 | The municipal council of the inner city municipality of St. Petersburg, Municipal District Moscow Zastava | Муниципальный совет внутригородского муниципального образования Санкт-Петербурга, Муниципальный округ Московская Застава |  RU | Local public authority |

2.2 Project Partner Details - Partner 1

Partner Information

| | | |
|-----------------------------------|---|---------------------|
| Organisation in original language | Universität Rostock | 20 / 250 characters |
| Organisation in English | University of Rostock | 21 / 250 characters |
| Department in original language | Lehrstuhl für Unternehmensrechnung und Controlling | 50 / 250 characters |
| Department in English | Chair for Accounting, Management Control and Auditing | 53 / 250 characters |

Localisation

| | | | | |
|---------------------------------|---|---------------------|------------|---------------------------|
| Address | Ulmenstr. 69 | 13 / 250 characters | Country | Germany |
| Postal Code | 18057 | 5 / 250 characters | NUTS1 code | MECKLENBURG-VORPOMMERN |
| Town | Rostock | 7 / 250 characters | NUTS2 code | Mecklenburg-Vorpommern |
| Website | https://www.wiwi.uni-rostock.de/bwl/rewe/ | 41 / 100 characters | NUTS3 code | Rostock, Kreisfreie Stadt |
| Organisation identification No. | DE 137 385 436 | 14 / 100 characters | | |
| Type of register | VAT Number | 10 / 250 characters | | |

Contact Information

| Legal Representative | | Contact Person | | | |
|----------------------|------------------------|---------------------|-------------|-------------------------------|---------------------|
| Position | Chancellor | 10 / 250 characters | Position | Project coordinator | 19 / 250 characters |
| Given name | Jan | 3 / 250 characters | Given name | Ellen | 5 / 250 characters |
| Family name | Tamm | 4 / 250 characters | Family name | Haustein | 8 / 250 characters |
| Email | kanzler@uni-rostock.de | 22 / 250 characters | Email | ellen.haustein@uni-rostock.de | 29 / 250 characters |
| Phone | + 493 814 981 014 | | Phone | + 493 814 984 421 | |
| Mobile | + 493 814 981 014 | | Mobile | + 491 723 738 075 | |

| Partner Description | |
|---|---|
| Legal status | b) Bodies governed by public law |
| Source of contribution | public |
| Is your organisation entitled to recover VAT related to the EU funded project activities? | No |
| Type of partner | <div>Higher education and research institution</div> <div>university faculty, college, research institution, RTD facility, research cluster, etc.</div> |

2.2 Project Partner Details - Partner 2

Partner Information

| | | |
|-----------------------------------|----------------|---------------------|
| Organisation in original language | Stadt Bützow | 12 / 250 characters |
| Organisation in English | City of Bützow | 14 / 250 characters |
| Department in original language | Bürgermeister | 13 / 250 characters |
| Department in English | Mayor | 5 / 250 characters |

Localisation

| | | | | |
|---------------------------------|--|---------------------|------------|------------------------|
| Address | Am Markt 1 | 10 / 250 characters | Country | Germany |
| Postal Code | Stadt Bützow | 12 / 250 characters | NUTS1 code | MECKLENBURG-VORPOMMERN |
| Town | Bützow | 6 / 250 characters | NUTS2 code | Mecklenburg-Vorpommern |
| Website | https://www.buetzow.de/Stadt-und-Gemeinden/Stadt-B%C3%BCtzow | 60 / 100 characters | NUTS3 code | Landkreis Rostock |
| Organisation identification No. | 13 0 72 020 | 12 / 100 characters | | |
| Type of register | Official Municipality KeyMUNIC_CODE | 36 / 250 characters | | |

Contact Information

| Legal Representative | | Contact Person | |
|----------------------|--------------------------------|----------------|--|
| Position | Mayor | Position | Consultant projects & public relations |
| Given name | Christian | Given name | Katja |
| Family name | Grüschow | Family name | Voss |
| Email | christian.grueschow@buetzow.de | Email | katja.voss@buetzow.de |
| Phone | + 493 846 150 111 | Phone | + 493 846 150 113 |
| Mobile | + 491 724 559 482 | Mobile | + 491 723 867 362 |

| Partner Description | | | |
|---|--|------------------------|--------------------|
| Legal status | a) National (governmental), regional and local public authorities | | |
| Source of contribution | public | | |
| Is your organisation entitled to recover VAT related to the EU funded project activities? | No | | |
| Type of partner | <table><tr><td>Local public authority</td><td>municipality, etc.</td></tr></table> | Local public authority | municipality, etc. |
| Local public authority | municipality, etc. | | |

2.2 Project Partner Details - Partner 3

Partner Information

| | | |
|-----------------------------------|--|---------------------|
| Organisation in original language | Pferdemarktquartier e.V. | 24 / 250 characters |
| Organisation in English | Pferdemarktquartier, registered non-profit association | 54 / 250 characters |
| Department in original language | n.a. | 4 / 250 characters |
| Department in English | n.a. | 4 / 250 characters |

Localisation

| | | | | |
|---------------------------------|---|---------------------|------------|------------------------|
| Address | Pferdemarkt 8 | 13 / 250 characters | Country | Germany |
| Postal Code | 18246 | 5 / 250 characters | NUTS1 code | MECKLENBURG-VORPOMMERN |
| Town | Bützow | 6 / 250 characters | NUTS2 code | Mecklenburg-Vorpommern |
| Website | https://www.pferdemarktquartier.de/ | 35 / 100 characters | NUTS3 code | Landkreis Rostock |
| Organisation identification No. | 5 VR 795 | 8 / 100 characters | | |
| Type of register | Register of associations, Local Court Güstrow | 45 / 250 characters | | |

Contact Information

| Legal Representative | | Contact Person | | | |
|----------------------|-----------------------------|---------------------|-------------|-----------------------------|---------------------|
| Position | Head of Association | 19 / 250 characters | Position | Project coordinator | 19 / 250 characters |
| Given name | Gottfried | 9 / 250 characters | Given name | Carsten | 7 / 250 characters |
| Family name | Hägele | 6 / 250 characters | Family name | Krueger | 7 / 250 characters |
| Email | info@pferdemarktquartier.de | 27 / 250 characters | Email | info@pferdemarktquartier.de | 27 / 250 characters |
| Phone | + 38 461 446 737 | | Phone | + 38 461 446 737 | |
| Mobile | + 491 631 705 505 | | Mobile | + 491 631 705 505 | |

Partner Description

| | | |
|---|--|---|
| Legal status | f) Bodies having legal personality, but not fulfilling criteria i and/or iii under category b) | |
| Source of contribution | private | |
| Is your organisation entitled to recover VAT related to the EU funded project activities? | No | |
| Type of partner | Interest groups including NGOs | international organisation, trade union, foundation, charity, voluntary association, club, etc. |

2.2 Project Partner Details - Partner 4

Partner Information

| | | |
|-----------------------------------|--|---------------------|
| Organisation in original language | Vešiojo įstaiga Klaipėdos universitetas | 39 / 250 characters |
| Organisation in English | Public Institution Klaipėda University | 38 / 250 characters |
| Department in original language | Vešiojo administravimo ir socialinės geografijos katedra | 56 / 250 characters |
| Department in English | Public Administration and Social Geography | 42 / 250 characters |

Localisation

| | | | | |
|---------------------------------|----------------------|---------------------|------------|---------------------|
| Address | Herkaus Manto St. 84 | 20 / 250 characters | Country | Lithuania |
| Postal Code | LT-9294 | 7 / 250 characters | NUTS1 code | LIETUVA |
| Town | Klaipėda | 8 / 250 characters | NUTS2 code | Lietuva |
| Website | www.ku.lt | 9 / 100 characters | NUTS3 code | Klaipėdos apskritis |
| Organisation identification No. | 211951150 | 9 / 100 characters | | |
| Type of register | Public institution | 18 / 250 characters | | |

Contact Information

| Legal Representative | | Contact Person | | | |
|----------------------|-------------------------|---------------------|-------------|-----------------------|---------------------|
| Position | Rector | 6 / 250 characters | Position | Project coordinator | 19 / 250 characters |
| Given name | Eimutis | 7 / 250 characters | Given name | Jaroslav | 8 / 250 characters |
| Family name | Juzekunas | 9 / 250 characters | Family name | Dvorak | 6 / 250 characters |
| Email | eimutis.juzekunas@ku.lt | 23 / 250 characters | Email | Jaroslav.dvorak@ku.lt | 21 / 250 characters |
| Phone | + 37 046 398 675 | | Phone | + 37 046 398 675 | |
| Mobile | + 37 061 031 001 | | Mobile | + 37 061 031 001 | |

| Partner Description | |
|---|---|
| Legal status | b) Bodies governed by public law |
| Source of contribution | public |
| Is your organisation entitled to recover VAT related to the EU funded project activities? | No |
| Type of partner | <div>Higher education and research institution</div> <div>university faculty, college, research institution, RTD facility, research cluster, etc.</div> |

2.2 Project Partner Details - Partner 5

Partner Information

| | | |
|-----------------------------------|--------------------------------------|---------------------|
| Organisation in original language | Rietavo savivaldybės administracija | 35 / 250 characters |
| Organisation in English | Rietavas Municipality Administration | 36 / 250 characters |
| Department in original language | n.a. | 4 / 250 characters |
| Department in English | n.a. | 4 / 250 characters |

Localisation

| | | | | |
|---------------------------------|---|---------------------|------------|------------------|
| Address | Laisvės sq. 3 | 13 / 250 characters | Country | Lithuania |
| Postal Code | LT-90311 | 9 / 250 characters | NUTS1 code | LIETUVA |
| Town | Rietavas | 8 / 250 characters | NUTS2 code | Lietuva |
| Website | www.rietavas.lt | 15 / 100 characters | NUTS3 code | Telšių apskritis |
| Organisation identification No. | 188747184 | 9 / 100 characters | | |
| Type of register | Juridinių asmenų registre, Register of Legal Entities | 53 / 250 characters | | |

Contact Information

| Legal Representative | | Contact Person | | | |
|----------------------|------------------------|---------------------|-------------|---------------------------|---------------------|
| Position | Director | 8 / 250 characters | Position | Director | 8 / 250 characters |
| Given name | Vytautas | 8 / 250 characters | Given name | Vytautas | 8 / 250 characters |
| Family name | Diciunas | 8 / 250 characters | Family name | Diciunas | 8 / 250 characters |
| Email | v.diciunas@rietavas.lt | 22 / 250 characters | Email | p.savivaldybe@rietavas.lt | 26 / 250 characters |
| Phone | + 37 044 873 202 | | Phone | + 37 044 873 202 | |
| Mobile | + 37 069 849 694 | | Mobile | + 37 069 849 694 | |

| Partner Description | |
|---|---|
| Legal status | a) National (governmental), regional and local public authorities |
| Source of contribution | public |
| Is your organisation entitled to recover VAT related to the EU funded project activities? | No |
| Type of partner | <div>Local public authority</div> <div>municipality, etc.</div> |

2.2 Project Partner Details - Partner 6

Partner Information

| | | |
|-----------------------------------|---|---------------------|
| Organisation in original language | Vešoji įstaiga Rietavo turizmo ir verslo informacijos centras | 62 / 250 characters |
| Organisation in English | Public Institution Rietavas Tourism and Business Information Centre | 67 / 250 characters |
| Department in original language | n.a. | 4 / 250 characters |
| Department in English | n.a. | 4 / 250 characters |

Localisation

| | | | | |
|---------------------------------|----------------------------|---------------------|------------|------------------|
| Address | Parko 5 | 7 / 250 characters | Country | Lithuania |
| Postal Code | LT-90311 | 9 / 250 characters | NUTS1 code | LIETUVA |
| Town | Rietavas | 8 / 250 characters | NUTS2 code | Lietuva |
| Website | www.rietavovic.lt | 17 / 100 characters | NUTS3 code | Telšių apskritis |
| Organisation identification No. | 171675271 | 9 / 100 characters | | |
| Type of register | Įmonės kodas, Company Code | 26 / 250 characters | | |

Contact Information

| Legal Representative | | Contact Person | | | |
|----------------------|-------------------------|---------------------|-------------|-------------------------|---------------------|
| Position | Director | 8 / 250 characters | Position | Director | 8 / 250 characters |
| Given name | Laima | 5 / 250 characters | Given name | Laima | 5 / 250 characters |
| Family name | Dockeviciene | 12 / 250 characters | Family name | Dockeviciene | 12 / 250 characters |
| Email | direktore@rietavovic.lt | 23 / 250 characters | Email | direktore@rietavovic.lt | 23 / 250 characters |
| Phone | + 37 044 868 202 | | Phone | + 37 044 868 202 | |
| Mobile | + 37 069 917 716 | | Mobile | + 37 069 917 716 | |

| Partner Description | |
|---|--|
| Legal status | b) Bodies governed by public law |
| Source of contribution | public |
| Is your organisation entitled to recover VAT related to the EU funded project activities? | No |
| Type of partner | <div>Business support organisation</div> <div>chamber of commerce, chamber of trade and crafts, business incubator or innovation centre, business clusters, etc.</div> |

2.2 Project Partner Details - Partner 7

Partner Information

| | | |
|-----------------------------------|--|---------------------|
| Organisation in original language | "DELETED" Universität Rostock | 29 / 250 characters |
| Organisation in English | "DELETED" Universität Rostock | 29 / 250 characters |
| Department in original language | Juniorprofessur für Wirtschaftsinformatik | 42 / 250 characters |
| Department in English | Junior Professorship of Business Information Systems | 52 / 250 characters |

Localisation

| | | | | |
|---------------------------------|--|---------------------|------------|---------------------------|
| Address | Albert-Einstein-Str. 22 | 23 / 250 characters | Country | Germany |
| Postal Code | 18059 | 5 / 250 characters | NUTS1 code | MECKLENBURG-VORPOMMERN |
| Town | Rostock | 7 / 250 characters | NUTS2 code | Mecklenburg-Vorpommern |
| Website | www.wirtschaftsinformatik.uni-rostock.de | 40 / 100 characters | NUTS3 code | Rostock, Kreisfreie Stadt |
| Organisation identification No. | DE 137 385 436 | 14 / 100 characters | | |
| Type of register | German VAT | 10 / 250 characters | | |

Contact Information

| Legal Representative | | Contact Person | | | |
|----------------------|------------------------|---------------------|-------------|---------------------------------|---------------------|
| Position | Chancellor | 10 / 250 characters | Position | Project coordinator | 19 / 250 characters |
| Given name | Jan | 3 / 250 characters | Given name | Michael | 7 / 250 characters |
| Family name | Tamm | 4 / 250 characters | Family name | Dr. Fellmann | 12 / 250 characters |
| Email | kanzler@uni-rostock.de | 22 / 250 characters | Email | michael.fellmann@uni-rostock.de | 31 / 250 characters |
| Phone | + 493 814 981 014 | | Phone | + 493 814 987 440 | |
| Mobile | + 493 814 981 014 | | Mobile | + 491 794 444 284 | |

Partner Description

| | | |
|---|--|--|
| Legal status | <input type="text" value="b) Bodies governed by public law"/> | |
| Source of contribution | <input type="text" value="public"/> | |
| Is your organisation entitled to recover VAT related to the EU funded project activities? | <input type="text" value="No"/> | |
| Type of partner | <input type="text" value="Higher education and research institution"/> | <input type="text" value="university faculty, college, research institution, RTD facility, research cluster, etc."/> |

2.2 Project Partner Details - Partner 8

Partner Information

| | | |
|-----------------------------------|-----------------------------|---------------------|
| Organisation in original language | Vidzemes plānošanas reģions | 27 / 250 characters |
| Organisation in English | Vidzemes planning region | 24 / 250 characters |
| Department in original language | n.a. | 4 / 250 characters |
| Department in English | n.a. | 4 / 250 characters |

Localisation

| | | | | |
|---------------------------------|------------------------|---------------------|------------|---------|
| Address | Jāņa Poruka iela 8-108 | 22 / 250 characters | Country | Latvia |
| Postal Code | LV-4101 | 7 / 250 characters | NUTS1 code | LATVIJA |
| Town | Cēsis, Cēsu novads | 19 / 250 characters | NUTS2 code | Latvija |
| Website | www.vidzeme.lv | 15 / 100 characters | NUTS3 code | Vidzeme |
| Organisation identification No. | 90002180246 | 11 / 100 characters | | |
| Type of register | State Revenue Service | 21 / 250 characters | | |

Contact Information

| Legal Representative | | Contact Person | | | |
|----------------------|------------------------|---------------------|-------------|--------------------------|---------------------|
| Position | Head of Administration | 22 / 250 characters | Position | Project coordinator | 19 / 250 characters |
| Given name | Guna | 4 / 250 characters | Given name | Laila | 5 / 250 characters |
| Family name | Kalniņa-Priede | 14 / 250 characters | Family name | Gercāne | 7 / 250 characters |
| Email | guna.kp@vidzeme.lv | 18 / 250 characters | Email | laila.gercane@vidzeme.lv | 25 / 250 characters |
| Phone | + 37 164 116 008 | | Phone | + 37 164 116 007 | |
| Mobile | + 37 129 477 997 | | Mobile | + 37 129 120 536 | |

Partner Description

| | | |
|---|--|---|
| Legal status | <input type="text" value="a) National (governmental), regional and local public authorities"/> | |
| Source of contribution | <input type="text" value="public"/> | |
| Is your organisation entitled to recover VAT related to the EU funded project activities? | <input type="text" value="No"/> | |
| Type of partner | <input type="text" value="Regional public authority"/> | <input type="text" value="regional council, etc."/> |

2.2 Project Partner Details - Partner 9

Partner Information

| | | |
|-----------------------------------|----------------------------|---------------------|
| Organisation in original language | Sociālās inovācijas centrs | 26 / 250 characters |
| Organisation in English | Social innovation centre | 24 / 250 characters |
| Department in original language | n.a. | 4 / 250 characters |
| Department in English | n.a. | 4 / 250 characters |

Localisation

| | | | | |
|---------------------------------|---|---------------------|------------|---------|
| Address | "Upeslejas", Ķekavas novads | 27 / 250 characters | Country | Latvia |
| Postal Code | LV2124 | 7 / 250 characters | NUTS1 code | LATVIJA |
| Town | Daugmale | 8 / 250 characters | NUTS2 code | Latvija |
| Website | www.socialinnovation.lv | 23 / 100 characters | NUTS3 code | Kurzeme |
| Organisation identification No. | 40008159565 | 11 / 100 characters | | |
| Type of register | The Register of Enterprises of the Republic of Latvia | 53 / 250 characters | | |

Contact Information

| Legal Representative | | Contact Person | | | |
|----------------------|-----------------------|---------------------|-------------|-----------------------|---------------------|
| Position | Chairman of the board | 21 / 250 characters | Position | Chairman of the board | 21 / 250 characters |
| Given name | Renate | 6 / 250 characters | Given name | Renate | 6 / 250 characters |
| Family name | Lukjanska | 9 / 250 characters | Family name | Lukjanska | 9 / 250 characters |
| Email | Lukjanska | 9 / 250 characters | Email | Lukjanska | 9 / 250 characters |
| Phone | + 37 128 378 506 | | Phone | + 37 128 378 506 | |
| Mobile | + 37 128 378 506 | | Mobile | + 37 128 378 506 | |

Partner Description

| | | |
|---|--|---|
| Legal status | f) Bodies having legal personality, but not fulfilling criteria i and/or iii under category b) | |
| Source of contribution | private | |
| Is your organisation entitled to recover VAT related to the EU funded project activities? | No | |
| Type of partner | Interest groups including NGOs | international organisation, trade union, foundation, charity, voluntary association, club, etc. |

2.2 Project Partner Details - Partner 10

Partner Information

| | | |
|-----------------------------------|--|---------------------|
| Organisation in original language | Agencja Rozwoju Regionalnego S.A. w Bielsku-Białej | 50 / 250 characters |
| Organisation in English | Regional Development Agency in Bielsko-Biala | 44 / 250 characters |
| Department in original language | n.a. | 4 / 250 characters |
| Department in English | n.a. | 4 / 250 characters |

Localisation

| | | | | |
|---------------------------------|--------------------|---------------------|------------|-------------------|
| Address | ul. Cieszyńska 365 | 18 / 250 characters | Country | Poland |
| Postal Code | 43382 | 6 / 250 characters | NUTS1 code | REGION POŁUDNIOWY |
| Town | Bielsko-Biala | 13 / 250 characters | NUTS2 code | Śląskie |
| Website | www.arsa.pl | 12 / 100 characters | NUTS3 code | Bielski |
| Organisation identification No. | NIP 547 016 8981 | 16 / 100 characters | | |
| Type of register | VAT register | 12 / 250 characters | | |

Contact Information

| Legal Representative | | Contact Person | | | |
|----------------------|------------------|---------------------|-------------|----------------------|---------------------|
| Position | President | 9 / 250 characters | Position | Proxy | 5 / 250 characters |
| Given name | Stanisław | 9 / 250 characters | Given name | Jan | 3 / 250 characters |
| Family name | Ginda | 5 / 250 characters | Family name | Sienkiewicz | 11 / 250 characters |
| Email | sginda@arsa.pl | 15 / 250 characters | Email | jsienkiewicz@arsa.pl | 21 / 250 characters |
| Phone | + 48 338 169 162 | | Phone | + 48 338 169 162 | |
| Mobile | + 48 338 169 162 | | Mobile | + 48 606 648 115 | |

Partner Description

| | | |
|---|---|--|
| Legal status | <input type="text" value="b) Bodies governed by public law"/> | |
| Source of contribution | <input type="text" value="public"/> | |
| Is your organisation entitled to recover VAT related to the EU funded project activities? | <input type="text" value="No"/> | |
| Type of partner | <input type="text" value="Sectoral agency"/> | <input type="text" value="e.g. local or regional development agency, environmental agency, energy agency, employment agency, etc."/> |

2.2 Project Partner Details - Partner 11

Partner Information

| | | |
|-----------------------------------|--|---------------------|
| Organisation in original language | Bałycki Instytut Spraw Europejskich i Regionalnych BISER | 58 / 250 characters |
| Organisation in English | Baltic Institute for Regional and European Concern BISER | 56 / 250 characters |
| Department in original language | N/A | 3 / 250 characters |
| Department in English | N/A | 3 / 250 characters |

Localisation

| | | | | |
|---------------------------------|----------------------|---------------------|------------|-----------------|
| Address | ul. Tetmajera 60 | 16 / 250 characters | Country | Poland |
| Postal Code | 81406 | 6 / 250 characters | NUTS1 code | REGION PÓŁNOCNY |
| Town | Gdynia | 6 / 250 characters | NUTS2 code | Pomorskie |
| Website | www.biser-org.pl | 16 / 100 characters | NUTS3 code | Trójmiejski |
| Organisation identification No. | KRS 0000066259 | 14 / 100 characters | | |
| Type of register | Association register | 20 / 250 characters | | |

Contact Information

| Legal Representative | | Contact Person | | | |
|----------------------|---------------------|---------------------|-------------|---------------------|---------------------|
| Position | President | 9 / 250 characters | Position | Project coordinator | 19 / 250 characters |
| Given name | Magda | 5 / 250 characters | Given name | Magda | 5 / 250 characters |
| Family name | Leszczyna-Rzucidło | 18 / 250 characters | Family name | Leszczyna-Rzucidło | 18 / 250 characters |
| Email | magda@biser.org.pl | 18 / 250 characters | Email | magda@biser.org.pl | 18 / 250 characters |
| Phone | + 0 048 502 937 427 | | Phone | + 0 048 502 937 427 | |
| Mobile | + 0 048 502 937 427 | | Mobile | + 0 048 502 937 427 | |

| Partner Description | |
|---|--|
| Legal status | f) Bodies having legal personality, but not fulfilling criteria i and/or iii under category b) |
| Source of contribution | private |
| Is your organisation entitled to recover VAT related to the EU funded project activities? | No |
| Type of partner | <div>Interest groups including NGOs</div> <div>international organisation, trade union, foundation, charity, voluntary association, club, etc.</div> |

2.2 Project Partner Details - Partner 12

Partner Information

| | | |
|-----------------------------------|--|---------------------|
| Organisation in original language | Telšių rajono savivaldybės administracija | 41 / 250 characters |
| Organisation in English | Telšiai District Municipality Administration | 44 / 250 characters |
| Department in original language | N/A | 3 / 250 characters |
| Department in English | N/A | 3 / 250 characters |

Localisation

| | | | | |
|---------------------------------|------------------------|---------------------|------------|------------------|
| Address | Žemaitės str. 14 | 16 / 250 characters | Country | Lithuania |
| Postal Code | LT-87133 | 9 / 250 characters | NUTS1 code | LIETUVA |
| Town | Telšiai | 7 / 250 characters | NUTS2 code | Lietuva |
| Website | www.telsiai.lt | 14 / 100 characters | NUTS3 code | Telšių apskritis |
| Organisation identification No. | 180878299 | 9 / 100 characters | | |
| Type of register | Public local authority | 22 / 250 characters | | |

Contact Information

| Legal Representative | | Contact Person | | | |
|----------------------|----------------------------|---------------------|-------------|----------------------------|---------------------|
| Position | Administration Director | 23 / 250 characters | Position | Administration Director | 23 / 250 characters |
| Given name | Saulius | 7 / 250 characters | Given name | Saulius | 7 / 250 characters |
| Family name | Urbonas | 7 / 250 characters | Family name | Urbonas | 7 / 250 characters |
| Email | saulius.urbonas@telsiai.lt | 27 / 250 characters | Email | saulius.urbonas@telsiai.lt | 27 / 250 characters |
| Phone | + 37 044 452 229 | | Phone | + 37 044 452 229 | |
| Mobile | + 37 061 010 905 | | Mobile | + 37 061 010 905 | |

| Partner Description | |
|---|---|
| Legal status | b) Bodies governed by public law |
| Source of contribution | public |
| Is your organisation entitled to recover VAT related to the EU funded project activities? | No |
| Type of partner | <div>Local public authority</div> <div>municipality, etc.</div> |

2.2 Project Partner Details - Partner 13

Partner Information

| | | |
|-----------------------------------|---|---------------------|
| Organisation in original language | Tampereen yliopisto - legally succeeded by PP18 | 48 / 250 characters |
| Organisation in English | University of Tampere - legally succeeded by PP18 | 51 / 250 characters |
| Department in original language | Johtamiskorkeakoulu | 19 / 250 characters |
| Department in English | Faculty of Management | 21 / 250 characters |

Localisation

| | | | | |
|---------------------------------|----------------|---------------------|------------|--------------|
| Address | Kalevantie 4 | 12 / 250 characters | Country | Finland |
| Postal Code | 33014 | 5 / 250 characters | NUTS1 code | MANNER-SUOMI |
| Town | Tampere | 7 / 250 characters | NUTS2 code | Länsi-Suomi |
| Website | www.uta.fi/jkk | 14 / 100 characters | NUTS3 code | Pirkanmaa |
| Organisation identification No. | 0155668-4 | 9 / 100 characters | | |
| Type of register | Public body | 11 / 250 characters | | |

Contact Information

| Legal Representative | | Contact Person | | | |
|----------------------|---------------------|---------------------|-------------|----------------------------|---------------------|
| Position | Dean | 4 / 250 characters | Position | Project coordinator | 19 / 250 characters |
| Given name | Liisa | 5 / 250 characters | Given name | Lotta-Maria | 11 / 250 characters |
| Family name | Laakso | 6 / 250 characters | Family name | Sinervo | 7 / 250 characters |
| Email | liisa.laakso@uta.fi | 20 / 250 characters | Email | lotta-maria.sinervo@uta.fi | 26 / 250 characters |
| Phone | + 3 580 443 180 861 | | Phone | + 358 505 099 042 | |
| Mobile | + 3 580 443 180 861 | | Mobile | + 358 505 099 042 | |

| Partner Description | |
|---|---|
| Legal status | b) Bodies governed by public law |
| Source of contribution | public |
| Is your organisation entitled to recover VAT related to the EU funded project activities? | No |
| Type of partner | <div>Higher education and research institution</div> <div>university faculty, college, research institution, RTD facility, research cluster, etc.</div> |

2.2 Project Partner Details - Partner 14

Partner Information

| | | |
|-----------------------------------|--|---------------------|
| Organisation in original language | Lahden ammattikorkeakoulu Oy - legally succeeded by PP19 | 58 / 250 characters |
| Organisation in English | Lahti University of Applied Sciences - legally succeeded by PP19 | 66 / 250 characters |
| Department in original language | Liiketalouden ja matkailun ala | 30 / 250 characters |
| Department in English | Faculty of Business and Hospitality Management | 46 / 250 characters |

Localisation

| | | | | |
|---------------------------------|--|---------------------|------------|--------------|
| Address | Niemenkatu 73 | 13 / 250 characters | Country | Finland |
| Postal Code | 15140 | 5 / 250 characters | NUTS1 code | MANNER-SUOMI |
| Town | Lahti | 5 / 250 characters | NUTS2 code | Etelä-Suomi |
| Website | www.lamk.fi | 11 / 100 characters | NUTS3 code | Päijät-Häme |
| Organisation identification No. | 2630644-6 | 9 / 100 characters | | |
| Type of register | The Finnish Patent and Registration Office | 42 / 250 characters | | |

Contact Information

| Legal Representative | | Contact Person | | | |
|----------------------|----------------------|---------------------|-------------|---------------------|---------------------|
| Position | Vice-President | 14 / 250 characters | Position | RDI Director | 13 / 250 characters |
| Given name | Maarit | 6 / 250 characters | Given name | Ulla | 5 / 250 characters |
| Family name | Fränti | 6 / 250 characters | Family name | Kotonen | 7 / 250 characters |
| Email | maarit.franti@amk.fi | 21 / 250 characters | Email | ulla.kotonen@amk.fi | 20 / 250 characters |
| Phone | + 358 447 080 588 | | Phone | + 358 447 080 588 | |
| Mobile | + 358 447 080 588 | | Mobile | + 358 447 080 588 | |

Partner Description

| | | |
|---|--|--|
| Legal status | <input type="text" value="b) Bodies governed by public law"/> | |
| Source of contribution | <input type="text" value="public"/> | |
| Is your organisation entitled to recover VAT related to the EU funded project activities? | <input type="text" value="No"/> | |
| Type of partner | <input type="text" value="Higher education and research institution"/> | <input type="text" value="university faculty, college, research institution, RTD facility, research cluster, etc."/> |

2.2 Project Partner Details - Partner 15

Partner Information

| | | |
|-----------------------------------|---|----------------------|
| Organisation in original language | федеральное государственное автономное образовательное учреждение высшего образования «Санкт-Петербургский национальный исследовательский университет информационных технологий, механики и оптики» | 195 / 250 characters |
| Organisation in English | Saint Petersburg National Research University of Information Technologies, Mechanics and Optics (ITMO University) | 114 / 250 characters |
| Department in original language | Институт дизайна и урбанистики | 31 / 250 characters |
| Department in English | Institute of Design and Urbanism | 32 / 250 characters |

Localisation

| | | | | |
|---------------------------------|-----------------------------|---------------------|------------|-------------------------------|
| Address | 49 Kronverksky Pr. | 18 / 250 characters | Country | Russian Federation |
| Postal Code | 197101 | 6 / 250 characters | NUTS1 code | Northwestern Federal District |
| Town | St. Petersburg | 14 / 250 characters | NUTS2 code | City of St. Petersburg |
| Website | https://en.itmo.ru/en/ | 22 / 100 characters | NUTS3 code | City of St. Petersburg |
| Organisation identification No. | 1027806868154 | 14 / 100 characters | | |
| Type of register | Official state registration | 28 / 250 characters | | |

Contact Information

| Legal Representative | | Contact Person | | | |
|----------------------|----------------------|---------------------|-------------|--|---------------------|
| Position | Rector | 6 / 250 characters | Position | Deputy Director, eGovernance Center of ITMO University | 54 / 250 characters |
| Given name | Vladimir | 8 / 250 characters | Given name | Dmitrii | 7 / 250 characters |
| Family name | Vasilyev | 8 / 250 characters | Family name | Trutnev | 7 / 250 characters |
| Email | vasilev@mail.ifmo.ru | 20 / 250 characters | Email | trutnev@egov-center.ru | 22 / 250 characters |
| Phone | + 78 122 330 089 | | Phone | + 79 219 397 393 | |
| Mobile | + 78 122 330 089 | | Mobile | + 79 219 397 393 | |

Partner Description

| | | |
|---|--|--|
| Legal status | <input type="text" value="b) Bodies governed by public law"/> | |
| Source of contribution | <input type="text" value="public"/> | |
| Is your organisation entitled to recover VAT related to the EU funded project activities? | <input type="text" value="No"/> | |
| Type of partner | <input type="text" value="Higher education and research institution"/> | <input type="text" value="university faculty, college, research institution, RTD facility, research cluster, etc."/> |

2.2 Project Partner Details - Partner 16

Partner Information

| | | |
|-----------------------------------|--|---------------------|
| Organisation in original language | Совет муниципальных образований Санкт-Петербурга | 48 / 250 characters |
| Organisation in English | Council of Municipalities of St. Petersburg | 43 / 250 characters |
| Department in original language | N/A | 4 / 250 characters |
| Department in English | N/A | 4 / 250 characters |

Localisation

| | | | | |
|---------------------------------|-----------------------------|---------------------|------------|-------------------------------|
| Address | Vadimirsky pr., 10 | 18 / 250 characters | Country | Russian Federation |
| Postal Code | 191025 | 6 / 250 characters | NUTS1 code | Northwestern Federal District |
| Town | St. Petersburg | 14 / 250 characters | NUTS2 code | City of St. Petersburg |
| Website | www.sovetmo-spb.ru | 18 / 100 characters | NUTS3 code | City of St. Petersburg |
| Organisation identification No. | 1067800031420 | 14 / 100 characters | | |
| Type of register | Official state registration | 28 / 250 characters | | |

Contact Information

| Legal Representative | | Contact Person | | | |
|----------------------|------------------------|---------------------|-------------|--|---------------------|
| Position | Chairman | 8 / 250 characters | Position | Deputy executive director of Council of municipalities | 54 / 250 characters |
| Given name | Vsevolod | 8 / 250 characters | Given name | Yulia | 5 / 250 characters |
| Family name | Belikov | 7 / 250 characters | Family name | Slav | 4 / 250 characters |
| Email | info-sovetmo@yandex.ru | 22 / 250 characters | Email | yuliaslav@mail.ru | 17 / 250 characters |
| Phone | + 78 122 912 339 | | Phone | + 78 122 912 339 | |
| Mobile | + 78 122 912 339 | | Mobile | + 78 122 912 339 | |

| Partner Description | |
|---|--|
| Legal status | c) Associations formed by one or several regional or local authorities as defined under a) |
| Source of contribution | public |
| Is your organisation entitled to recover VAT related to the EU funded project activities? | No |
| Type of partner | <div>Interest groups including NGOs</div> <div>international organisation, trade union, foundation, charity, voluntary association, club, etc.</div> |

2.2 Project Partner Details - Partner 17

Partner Information

| | | |
|-----------------------------------|---|----------------------|
| Organisation in original language | Некоммерческое партнерство «Партнерство для развития информационного общества на Северо-Западе» (НП ПРИОР Северо-Запад) | 119 / 250 characters |
| Organisation in English | «E-Development Partnership in the North-West» Non-Profit Partnership («PRIOR North-West» NPP) | 93 / 250 characters |
| Department in original language | N/A | 4 / 250 characters |
| Department in English | N/A | 4 / 250 characters |

Localisation

| | | | | |
|---------------------------------|-----------------------------|---------------------|------------|-------------------------------|
| Address | Zheleznovodskaya, 32, lit.A | 27 / 250 characters | Country | Russian Federation |
| Postal Code | 199155 | 6 / 250 characters | NUTS1 code | Northwestern Federal District |
| Town | St. Petersburg | 14 / 250 characters | NUTS2 code | City of St. Petersburg |
| Website | http://prior.nw.ru | 19 / 100 characters | NUTS3 code | City of St. Petersburg |
| Organisation identification No. | 1047800022368 | 14 / 100 characters | | |
| Type of register | Official state registration | 28 / 250 characters | | |

Contact Information

| Legal Representative | | Contact Person | | | |
|----------------------|--------------------------|---------------------|-------------|--------------------------|---------------------|
| Position | General Director | 16 / 250 characters | Position | General Director | 16 / 250 characters |
| Given name | Andrei | 6 / 250 characters | Given name | Andrei | 6 / 250 characters |
| Family name | Chugunov | 8 / 250 characters | Family name | Chugunov | 8 / 250 characters |
| Email | chugunov.prior@yandex.ru | 24 / 250 characters | Email | chugunov.prior@yandex.ru | 24 / 250 characters |
| Phone | + 78 124 571 796 | | Phone | + 78 124 571 796 | |
| Mobile | + 79 213 456 375 | | Mobile | + 79 213 456 375 | |

| Partner Description | |
|---|--|
| Legal status | f) Bodies having legal personality, but not fulfilling criteria i and/or iii under category b) |
| Source of contribution | private |
| Is your organisation entitled to recover VAT related to the EU funded project activities? | No |
| Type of partner | <div>Interest groups including NGOs</div> <div>international organisation, trade union, foundation, charity, voluntary association, club, etc.</div> |

2.2 Project Partner Details - Partner 18

Partner Information

| | | |
|-----------------------------------|-----------------------------------|---------------------|
| Organisation in original language | Tampereen korkeakoulusäätiö | 27 / 250 characters |
| Organisation in English | Tampere University Foundation sr. | 33 / 250 characters |
| Department in original language | Johtamiskorkeakoulu | 19 / 250 characters |
| Department in English | Faculty of Management | 21 / 250 characters |

Localisation

| | | | | |
|---------------------------------|---------------|---------------------|------------|--------------|
| Address | Kalevantie 4 | 12 / 250 characters | Country | Finland |
| Postal Code | 33014 | 5 / 250 characters | NUTS1 code | MANNER-SUOMI |
| Town | Tampere | 7 / 250 characters | NUTS2 code | Länsi-Suomi |
| Website | www.uta.fi/en | 13 / 100 characters | NUTS3 code | Pirkanmaa |
| Organisation identification No. | FI2844561-8 | 11 / 100 characters | | |
| Type of register | Public body | 11 / 250 characters | | |

Contact Information

| Legal Representative | | Contact Person | | | |
|----------------------|--------------------------|---------------------|-------------|-----------------------------|---------------------|
| Position | Rector | 6 / 250 characters | Position | Project coordinator | 19 / 250 characters |
| Given name | Matti | 5 / 250 characters | Given name | Lotta-Maria | 11 / 250 characters |
| Family name | Sommarberg | 10 / 250 characters | Family name | Sinervo | 7 / 250 characters |
| Email | matti.sommarberg@tuni.fi | 24 / 250 characters | Email | lotta-maria.sinervo@tuni.fi | 27 / 250 characters |
| Phone | + 358 405 028 836 | | Phone | + 358 505 099 042 | |
| Mobile | + 358 405 028 836 | | Mobile | + 358 505 099 042 | |

| Partner Description | |
|---|---|
| Legal status | b) Bodies governed by public law |
| Source of contribution | public |
| Is your organisation entitled to recover VAT related to the EU funded project activities? | No |
| Type of partner | <div>Higher education and research institution</div> <div>university faculty, college, research institution, RTD facility, research cluster, etc.</div> |

2.2 Project Partner Details - Partner 19

Partner Information

| | | |
|-----------------------------------|--|---------------------|
| Organisation in original language | Lab-ammatti korkeakoulu Oy | 25 / 250 characters |
| Organisation in English | LAB UAS, LAB University of Applied Sciences | 43 / 250 characters |
| Department in original language | Liiketalouden ja matkailun ala | 30 / 250 characters |
| Department in English | Faculty of Business and Hospitality Management | 46 / 250 characters |

Localisation

| | | | | |
|---------------------------------|-----------------|---------------------|------------|--------------|
| Address | Mikkulankatu 19 | 15 / 250 characters | Country | Finland |
| Postal Code | 15210 | 5 / 250 characters | NUTS1 code | MANNER-SUOMI |
| Town | Lahti | 5 / 250 characters | NUTS2 code | Etelä-Suomi |
| Website | www.lut.fi | 10 / 100 characters | NUTS3 code | Päijät-Häme |
| Organisation identification No. | 2630644-6 | 9 / 100 characters | | |
| Type of register | Public body | 11 / 250 characters | | |

Contact Information

| Legal Representative | | Contact Person | | | |
|----------------------|-------------------------------------|---------------------|-------------|---------------------|---------------------|
| Position | Director of Administrative Services | 35 / 250 characters | Position | RDI Directori | 13 / 250 characters |
| Given name | Anne | 4 / 250 characters | Given name | Ulla | 4 / 250 characters |
| Family name | Lankinen | 8 / 250 characters | Family name | Kotonen | 7 / 250 characters |
| Email | anne.lankinen@amk.fi | 21 / 250 characters | Email | ulla.kotonen@amk.fi | 20 / 250 characters |
| Phone | + 358 400 549 690 | | Phone | + 358 447 080 588 | |
| Mobile | + 358 400 549 690 | | Mobile | + 358 447 080 588 | |

| Partner Description | |
|---|---|
| Legal status | b) Bodies governed by public law |
| Source of contribution | public |
| Is your organisation entitled to recover VAT related to the EU funded project activities? | No |
| Type of partner | <div>Higher education and research institution</div> <div>university faculty, college, research institution, RTD facility, research cluster, etc.</div> |

3. Strategy

3.1. Challenge to be addressed

The BSR countries are characterized by a low population density (average number of persons per km² in the EU: 118, e.g. Finland: 18, Latvia: 32, Lithuania: 46, Mecklenburg Pomerania: 69). The majority of municipalities in the BSR lies in rural areas within large spatial fragmentation of living areas of the inhabitants. This leads to challenges for public administrations and local councils, to involve all their citizens into joint projects and to discuss relevant issues of their municipalities will all citizen groups. Therefore, instruments are needed that are relevant and attractive to the entire citizenry to take part in decisions of their municipality and to participate in important decisions. This particularly refers to decisions regarding expenditures and revenues in the public local budget. PB is in general a very useful tool to foster citizen participation and to foster social ties between local authorities, local councils and the diverse citizen groups. However, the status quo for PB in the BSR is very heterogeneous. There is no overall framework on how to implement PB and a lack of (knowledge) capacities to set up PB and the necessity to implement own web-based platform in order to enable online participation by assigning external agencies and experts for web design.

The EmPaci project will tackle the following challenges and (also) problems regarding PB as currently (not only) applied in the BSR countries are prevalent all over the region:

- 1) Currently, PB initiatives are not successful in including an un-biased set of citizens into their schemes. The typical participant in PBs is male, well educated, politically active and between 35-65 years. As such, PBs are socially biased making up a main problem of an instrument of citizen participation. Thus, this project aims to extend mobilization of citizen through PB and to achieve a broad integration of diverse citizen groups. Experience shows that PB initiatives involving various sets of participation modes (e.g. citizen fora, online access vs. postal) are better suited to achieve a balanced composition of citizens.
- 2) Municipalities lack the capacities to implement PB. This refers to knowledge on how what PB is and how to successfully use it. Recent studies show that the majority of municipalities seek for external support by (private) consultants and/or scientific institutions. Only few PB projects in the BSR are successful as permanent projects, hence learning has to be transferred and scaled up.
- 3) The PB idea lacks influential and persuasive multipliers from the practitioners' (i.e. municipalities') perspective. This also refers to a common knowledge base and guidance of how to implement PB. There is need to raise awareness of the potentials of PB for a) administrative staff in terms of increasing efficiency and efficacy of and satisfaction with public service delivery, b) municipal council members by relying their decisions on broad opinion forming among citizens and c) in particular for citizens by being involved in local decisions and becoming part of a deliberative process (to reduce public anger). The key for involvement, acceptance and sustainable use of PB is educational advertising. Therefore, PB needs to be combined with education schemes that include each of the target groups: A) municipalities, B) local/regional citizens, C) multipliers like local VIPs and NGOs.
- 4) Regarding the technical implementation, municipalities lack tools for online realisation of citizen surveys and PBs in particular. So far, municipalities have to buy these tools from external parties. Possibilities to expand existing IT software as open source solution need to be developed.

In addition, there are specific situations in the involved project partners countries as specified below, where each of these would profit from cross-border cooperation/exchange/support:

In Finland, first PB initiatives started in 2011. Since then, several municipalities started to commit to introducing PB. These municipalities could serve as best practices in general, but there is no overall connection to serve as a promoting network for PB. Therefore, a national approach is sought for in Finland in order to build capacities for PB through a joint network that facilitates PB adoption in other Finnish municipalities. Therefore, in Finland, a national approach is sought for which includes support by the Association of Finnish Local and Regional Authorities as associated organisation in the project. In contrast, PB in Latvia is in its embryonal stage, as the level of use, information and knowledge regarding PB is critically low. There has only been one attempt in one municipality in 2013 and a further of the Ministry of Finance to determine budget priorities with the involvement of society. Therefore, initial steps in Latvia are needed to set up an effective network together with a strong multiplier. Thus, also in Latvia, EmPaci seeks for a national approach. In Latvia, a planning region of 25 municipalities is involved as a partner that will serve as a multiplier for the PB idea and will steer contacts to municipalities and in order to select one pilot municipality to implement the PB concept through these networks.

In Lithuania, Poland, Russia and Mecklenburg-Vorpommern (as a federal state in DE) the foundations for the introduction and development of PB do exist. However, PB is not yet overly successful in encouraging balanced citizen participation and municipalities are lacking capacities to run PB without external support. Therefore, in these countries specific municipalities are included in the project to implement and enhance PB.

5,676 / 6,000 characters

3.2. Transnational value of the project

The concepts of empowerment and participatory budgeting are not only part of the long-term priority of the Baltic Sea States but also applicable for all EU countries and related attempts have been made in most of the EU countries and also Russia. Still, the issues have been mostly tackled on the local level only and in regional cooperations at a maximum. And in most parts of the BSR region, related processes have not even been started as the level of insecurity is too high and supranational and cross-border support is needed but not available. Out of this situation, the project has the potential to become an ice-breaker that a) merges the experiences made in different locations all over Europe into recommendations with high success chances and b) addresses pilot municipalities from all over the BSR with the strength of an international consortium.

With this, the project will be able to overcome the typical local barriers, avoid "re-inventions" of the wheel and build the bridge from theoretical concepts to practical applicability. Based on the results achieved in the pilot projects implemented in the context of EmPaci (including the experiences gained with local communication processes, i.e. the knowledge, what strategy works for which target group), the international consortium established by the project will ensure the international availability and transferability of the developed methods and identified tools and thus further enhance the international dimension of the project and include even those BSR countries that are not directly involved into the partnership.

In order to be also of value for municipalities outside of the project consortium, an online platform will be set up as one output of this project. The platform will on the one hand link municipalities that already have experiences with PB (also outside the project consortium) and can therefore exchange knowledge and inspire newcomers to the field. On the other hand, this platform will serve as a knowledge base for municipalities, NGOs and citizens on what PB is and how it can be implemented. It will be equipped with manuals and guidance for PB and also ensure open access to the PB tools software.

In order to tackle one of the main challenges addressed in 3.1, the very biased set of citizens attends PB can only be successfully be tackled within a transnational approach. Only by testing different PB approaches tailored to specific characteristics of regions, we can assert, which communication strategies and structures of PB attractive to a broader group of citizens. In addition, such a joint approach of piloting the PB approaches in different municipalities at a time, is also more cost effective compared to single, unrelated efforts in single regions. Only through the strength of a transnational "crowd", EmPaci can exploit its full potential.

2,860 / 3,000 characters

3.3. Political and strategic background of the project

After the World Bank and the UN-Habitat, the EU also gives support to implementing PB as an opportunity to foster public participation in decision-making on budgetary issues is frequently mentioned in official EU documents. Already in 2011, the EC has identified PB as important tool for strengthening. This is further specified in the 2012 EuropeAid Budget support guidelines and the 2013 communication on the empowerment of local authorities in partner countries. Both documents consider PB helpful in guaranteeing oversight and scrutiny of the budget, as a tool for holding public decision makers accountable. A briefing issued by the EU in January 2016, states that "PB is believed to allow civil society and public administrators to jointly determine spending priorities, through 'co-decision' measures. Cooperation is expected to reduce conflicts and to favour broader acceptance of budgetary decisions. "It identifies the PB approach as a comparatively new approach but stresses its relevance and increasing importance", lately demonstrated by implementations in big cities like Paris (2014). Since 2015, the Russian MoF aims for openness/transparency of public financial management by supporting PB.

According to the CBSS long term priorities, the relevance of the project is met within priorities No. 1 "Regional Identity" and No. 2 "Sustainable & Prosperous Region". As regards No. 1, active citizen dialogues about expenditures in their region can foster the sense of belonging to the BSR and their engagement level. In particular, in the BSR, municipalities are characterized by a strong dispersion of their population; the majority of municipalities lies in rural areas within large spatial fragmentation of living areas of the inhabitants. EmPaci strives for developing people-to-people contacts through dialogue and creation of regional network of partners interested in enhancing e-democracy in the Baltic Sea Region. With respect to the second priority No. 2, the EmPaci solutions are social and technological innovations, corresponding to goals of the priority and the objective of the priority "innovative infrastructure". Overall, EmPaci is very much in line with the 2016-2017 Icelandic Presidency to CBSS and its priorities, i.e. democracy. For the 2018-2019 Swedish Presidency to CBSS the EmPaci project provides a continuation of the goals for more democracy.

At the local level, citizens are directly accessible and can get into direct contact with administrative services. Through PB, non-elected citizens are directly, permanently and independently involved in the discussion of municipal budgets and allocation of municipal funds. PB involves different local actors such as citizens, municipal council members and administrative staff through a process of public deliberation. Thereby, transparency of public service delivery increases as citizens are provided with budget information of public services, also boosting the aims of recent public governance reforms.

2,998 / 3,000 characters

3.4. Project's contribution to the EU Strategy for the Baltic Sea Region

The second objectives of the EU Strategy for the Baltic Sea Region (EUSBSR) is to 'Connect the Region' and thereby the sub-objective is 'Connecting people in this region', aiming to work with urban planning and sustainability issues from a broader perspective. In this fields, the EUSBSR draws on sparsely populated areas in the BSR and calls for bringing people closer to each other so that they can exchange knowledge and ideas and get enabled to take advantage of a larger critical mass when it comes to knowledge and ideas. The EmPaci project contributes to this EUSBSR objective by connecting partners from 7 regions and 6 BSR countries towards encouraging local participatory budgeting efforts and interconnecting them towards maximum local as well as cross-border effects.

784 / 3,000 characters

3.5. Seed money support

Did you receive seed money support?

No, we have not received any seed money support from the EUSBSR Seed Money Facility/Baltic Sea Region Programme

3.6. Synergies with projects / other initiatives

Is your project based on any former or related to any current project/programme/initiative?

Yes

Details about former project

Enabling Multichannel Participation - EMPATIA (completed; European Union's Horizon 2020 research and innovation programme under grant agreement No 687920):
The EMPATIA project was created to address these challenges by designing coherent participatory systems and tools to evaluate and optimize them. The aim was to produce the first ICT platform capable of fully encompassing both the decision-making cycle and the implementation cycle of PB. Of course our EmPaci project will regard the completed Horizon 2020 project's ICT outputs in our workpackage 4, which is devoted to set up IT patterns for the different PB approaches. Also, this EmPaci project will draw on the experiences of participatory processes gained by the former project. However, the plans for EmPaci go beyond in terms of conducting a citizens' needs analysis and a comparative study between the BSR regions ex ante. These steps will enable EmPaci to develop PB approaches for different types of municipalities and citizen groups. In addition, communication strategies will be developed that aim for a broader participation of citizens (e.g. in the EMPATIA project in one pilot municipality less than 0.6% of the entire citizenry took part in the PB).

PE2020 – Public Engagement Innovations for Horizon 2020 (completed in January 2017, European Union's Seventh Framework Programme for research, technological development and demonstration under grant agreement no [611826]).
The mission of the PE2020-project was to identify, analyse and refine innovative public engagement (PE) tools and instruments for dynamic governance in the field of Science in Society (SIS). The EmPaci project will review the toolkit provided by PE2020 and their list of new tools and instruments for public and societal engagement in order to inform about communication strategies with citizens.

1,843 / 2,000 characters

3.7. Level of cooperation

Joint development



Joint implementation



Joint staffing



Joint financing



3.8. Objectives and results

Programme Level

Programme specific objective

1.3 Non-technological innovation: To advance the Baltic Sea Region performance in non-technological innovation based on increased capacity of innovation actors

Programme Result

1.3 Increased capacity of innovation actors (innovation intermediaries, authorities, research institutions, enterprises) to improve conditions for non-technological innovation

| Project Level | | | | |
|---------------|---|---|-----|--|
| No. | Project Objective | Institutional Capacity Dimensions | No. | Project Result |
| PO1 | <p>Achieve a more balanced composition of citizens taking part in PB:</p> <p>Recent studies show that predominantly, only specific types of citizens attend PB and overall the participation rates are quite low. Therefore it is the objective of EmPaci to extend mobilization of citizens through PB and to attract a broader range of citizens in terms of socio-demographic characteristics. Through EmPaci, municipalities will be enabled include a more unbiased set of citizens into their PB schemes.</p> <p>488 / 3,000 characters</p> | <p>Enhanced institutionalised knowledge and competence <input checked="" type="checkbox"/></p> <p>Improved governance structures and organisational set-up <input type="checkbox"/></p> <p>More efficient use of human and technical resources (databases, technical solutions, small infrastructure etc.) <input type="checkbox"/></p> <p>Better ability to attract new financial resources <input type="checkbox"/></p> <p>Increased capability to work in transnational environment <input type="checkbox"/></p> | R1 | <p>Target group: Municipalities in the participating regions (and partly also citizen initiatives such as NGOs)</p> <p>Within a citizens' needs analysis and by developing public target-group specific PB communication the following results will be developed primarily through the outputs in activity 3 and partially also in activity 2:</p> <p>1) Customizable citizen survey: Through a review of the composition of the BSR citizenry and a plan on which groups to include (e.g. pupils/students, unemployed persons, pensioners, freelancers, academics), municipalities are better prepared on how to address PB topics of relevance for citizens. For each of these citizen groups a specific survey on PB demands is developed that is distributed according to each groups' best known type of media (e.g. online poll vs. paper and pencil survey, maybe following postal vote patterns). Through such a survey, in the future, municipalities will be enabled to better address and attract their citizens. The survey will contain different modules and therefore be ready to use for external BSR municipalities as well.</p> <p>2) Communication and Dissemination Plan as a public target-group specific PB communication: Citizen target groups, that are currently missing in most PBs implemented worldwide (youth, senior citizens, unemployed persons, women), are identified by relying on already implemented research work and previous EU projects. For these groups, target group specific communication strategies towards and optimum involvement and acceptance of the PB approach and maximum public contribution to it are developed. This will include participatory elements such as polls, public and institution-specific information offers and trainings. A Communication and Dissemination Plan will result that describes suitable communication elements for each target group also including social media such as Twitter, Instagram etc. After project completion, BSR municipalities will be equipped with a guideline on how to access and appeal the different types of citizens in their region.</p> <p>2,071 / 3,000 characters</p> |

| No. | Project Objective | Institutional Capacity Dimensions | No. | Project Result |
|-----|---|-----------------------------------|-----|--|
| PO2 | <p>Enhanced institutionalised knowledge and competence <input checked="" type="checkbox"/></p> <p>Improved governance structures and organisational set-up <input checked="" type="checkbox"/></p> <p>More efficient use of human and technical resources (databases, technical solutions, small infrastructure etc.) <input checked="" type="checkbox"/></p> <p>Better ability to attract new financial resources <input type="checkbox"/></p> <p>Increased capability to work in transnational environment <input type="checkbox"/></p> | | R2 | <p>Target group: Municipalities</p> <p>By analysing and clustering PB settings, clusters of municipalities will be developed that fit to specific PB approaches that form the core of this objective. The following results will be developed primarily in activity 3 and also in some steps of activity 2:</p> <p>1) General PB concepts: Building on a general concept for PB, local adaptations for PB tailored to prerequisites of the partner municipalities will be developed. This means that general PB types are matched with actual citizens' and municipalities requirements. These local adaptations of the PB concept for each partner municipality enhances reflection of the citizens' and municipalities' necessities and starting position. The PB concepts will also be adjustable to the BSR municipalities outside the project consortium and hence allow for selecting the type of PB needed without external help. As such, capacities of municipalities are strengthened and resources are used more efficiently.</p> <p>2) Optimized PB approaches: Through a series of 2 pilot PBs in each partner municipality the enhancement of PB approaches is achieved. Thereby EmPaci seeks for stronger inclusion of citizens' proposals into councilors' decision making and fosters democratic involvement. Through feedback from citizens, PB usability and satisfaction with the outcomes is enhanced. As a result, the long-term use of PB in the pilot municipalities is established in addition to the dissemination of the PB implementation to further municipalities.</p> <p>3) Development of an orgware system: The whole implementation phase will be covered and supported by orgware activities and materials, i.e. a collection, documentation and development of all existing PB-information, communication methods and materials. In general, orgware can be described as the processes that trains people to use new systems and in addition analyses and takes care of the implications in municipalities beyond the problems of installation. It is the link between software and hardware that is necessary to make users accommodate with new systems or methods to be used. It contains training and implementation materials for immediate use and transnational spread of the project outputs. The result will be an open access cloud storage drive or a joint platform for exchange and mutual capacity building for transnational use (i.e. going beyond the project partners).</p> <p>4) PB IT architecture and tool patterns: An IT solution will result from the EmPaci project which has been tested and enhanced twice. The reference architecture will contain typical elements of PB tools and their interfaces to existing, common IT infrastructures. In addition to the architecture, a method is devised that supports the municipalities to systematically select all relevant tools to support PB initiatives. These elements are also of use not only for the pilot municipalities, but also later on open to external municipalities.</p> |

Enabling municipalities to implement and conduct PB on a long-term basis:

Recently the majority of PB projects is not long-lasting. Also there are only few municipalities in the BSR that conduct PB. Often municipalities require external expertise for setting up PB. Through EmPaci, an open access knowledge base is to be developed that provides PB approaches that fit to specific necessities of a variety of different municipalities. EmPaci will also provide the respective IT solutions to set up tailored PB.

510 / 3,000 characters

2,959 / 3,000 characters

| No. | Project Objective | Institutional Capacity Dimensions | No. | Project Result |
|-----|--|---|-----|---|
| PO3 | <p>Dissemination and multiplication of the PB idea:</p> <p>A further challenge of PB is that it currently lacks sufficient influence and persuasion from the side of practitioners. Local authorities and local councilors are often reluctant to use PB. EmPaci therefore seeks to install promoters of the PB idea within the municipalities and foster the idea of PB being an important tool to increase regional identity and reduce public anger of citizens</p> <p>441 / 3,000 characters</p> | <p>Enhanced institutionalised knowledge and competence <input checked="" type="checkbox"/></p> <p>Improved governance structures and organisational set-up <input type="checkbox"/></p> <p>More efficient use of human and technical resources (databases, technical solutions, small infrastructure etc.) <input checked="" type="checkbox"/></p> <p>Better ability to attract new financial resources <input type="checkbox"/></p> <p>Increased capability to work in transnational environment <input checked="" type="checkbox"/></p> | R3 | <p>Target groups: Municipalities, Associations of Municipalities and Towns, Citizen NGOs in the partner countries (DE, LT, LV, PL, FV, RU)</p> <p>EmPaci will result in capabilities in the municipalities to disseminate the PB idea locally, but later also nationally and in the BSR. Two results will be developed for municipalities that do not yet use PB and those that have already successfully implemented PB:</p> <p>1) Training program for representatives in the municipalities: The program shows how to arrange public communication strategies and involvement processes. Also obstacles and problems in PB processes are tackled. As a result, a program relying on train-the-trainer elements is developed. This program prepares contact persons in the municipalities for their local education/dissemination work. The trainer serves as a PB promoter and bridges between the administration/councillors and citizens. Through this training program, a sustainable implementation also after the EmPaci project's end can be achieved.</p> <p>2) International network of the pilot partners and third interested municipalities: A network of organisations with experience in PB is developed. A technical solution will be used to link the network e.g. platform for the network as sustainable solution, complemented by a memorandum of cooperation. As a result of regular experience exchanges between the PB municipalities are enabled, even after the end of the project.</p> <p>1,438 / 3,000 characters</p> |

| Horizontal principles | | |
|--|--------------------|--|
| Horizontal Principles | Level of Influence | Description |
| 3.9. Sustainable development | neutral | n/a 3 / 2,000 characters |
| 3.10. Equal opportunities and non-discrimination | positive | By integrating areas and institutions hardly in touch with the Participatory Budgeting approach so far into a related international cooperation, the project will overcome development inequalities within Europe and strengthen the BSR within the European structure. By conducting a citizen survey this project aims to include needs of citizens so far not regarded in PB projects. By setting up a communication strategy for different types of citizens, also groups that so far are not strongly involved into PB are included into the pilot projects. It is the declared aim of this project to reach a citizenry with PB that goes far beyond the typical participants in PB projects so far, who is male, well-educated and middle aged. By including NGOs in the pilot municipalities, the Empaci project seeks for a network of citizens from all socio-demographic backgrounds who will find their say in the participation processes. Thus, this project directly fosters EU initiatives to establish equal opportunities and non-discrimination. 1,028 / 2,000 characters |
| 3.11. Equality between men and women | positive | The project will essentially take care to avoid any discrimination of female contributors to the project activities and actively support them when it comes to an equal-righted contribution to the project work and to a use of the offers developed by the project. This approach will be particularly taken into account when developing the communication and, thus, involvement strategies, where the gender-specific perspectives will be one important aspect to be considered and jointly assessed and monitored by the international partner consortium. 545 / 2,000 characters |

3.12. Cross-cutting issues

| Cross-cutting issue | Contribution |
|---------------------------|--|
| 2. Multi-level governance | <p>Besides the local level core of the project, also national, regional and BSR linkages are built into the project:</p> <p>The national approaches sought for in the partner countries FI and LV include national respectively regional partners to multiply the PB concept. Thereby AO1, the Association of Finnish Local and Regional Authorities supports the project in disseminating the project and introducing it at events among all 311 Finnish municipalities. In Latvia, PP8 Vidzemes planning region covers the biggest of the planning regions according to its territory (24% of Latvia, 25 local municipalities and one city). PP 8 also supports the project to seek for higher level involvement.</p> <p>In Poland, PP 11 the Baltic Institute for Regional and European Concern is involved which is a nonprofit organisation clustering public sector, science & business enhancing cooperation within the Baltic Sea Region. It serves as a BSR multiplier of the project and to supports disseminating the PB idea in the BSR.</p> |

1,001 / 2,000 characters

4. Activities

Project management and administration

Work package budget

25%

4.1. Description of strategic project management

The Lead Partner will be responsible for the day-to-day project management, including the communication about, coordination of and implementation of all activities to be implemented in the project. Parts of this task will be outsourced to an External Expert (project manager – PM) with the required international project management expertise as well as a certain understanding of participatory budgeting issues. The PM will co-operate closely with the Lead Partner, jointly being the project management team, to implement the following tasks:

- Preparation and implementation of the contracting on all levels (MA-LB, LB-PP)
- Coordinating the work in the project team and the communication between the project partners based on a jointly agreed upon digital infrastructure
- Ongoing communication with the JS
- Representation of the project on program events
- Preparation and implementation of the project meetings, documentation in minutes and 'translation' of the results into a timeline of specified next activities
- Elaboration of the half-year progress reports based in the partner reports, ensuring a timely submission of the reports to the JS
- Coordination and documentation of decision making processes in the project team

The relationship between LB and PM/ CM will be defined by contracts, the same applies to the LB-PP relationships. The contracts define the obligations of both sides, but also procedures and the financial questions. The PM and CM sign towards the LB for the quality of their work.

The monitoring of the project will be implemented by the project's steering committee (SC which will be elected on the kick-off meeting). It will comprise of one representative from every participating country, a Lead Partner representative and the project manager. The Steering committee meets once a year to assess the status of project implementation, has an ongoing overall monitoring function and will get active in case problems occur within the project (every partner is authorized to demand a SC-meeting). The annual SC meetings serve for regularly evaluating the project progress as well as the quality of the achieved project results and approving requested modifications of the project setup and major budget reallocations before the JS is contacted on this. Argumentation basis for this work are the application form, the entered agreements MA-LB and LB-PP and the contract with the PM.

Decisions about the detailed project work will be made by the entire project team on the meetings, oriented to a general matrix that defines tasks, responsibilities and timelines. Two partner meetings per year will take place. The work itself will be planned in 3-months-steps: Online meetings (Skype or similar) will take place in half-year intervals, alternating to the "real" partner meetings. On the meetings and online meetings, every partner will present the current status of its work, coordinate it with the work of his team partners and ask the others for support / evaluation. The day-to-day management between the meetings and skype-conferences will be done by email, preliminary status work is published in the shared document space be reviewed/commented by other partners. The following partner meetings are planned for the project: Kickoff meeting in Germany/Rostock (March 2019), partner meeting in Poland (October 2019), partner meeting in Latvia (March 2020), partner meeting in Lithuania (October 2020), partner meeting in Finland (March 2021) and final meeting in St. Petersburg/Russian Federation (September 2021) in combination with a public event towards promoting the project achievements.

3,628 / 4,000 characters

4.2. Description of project content management

The coordination of the content works in the project is oriented to the working plans specified in this application. In the project, an even more specific matrix of tasks and responsibilities will be elaborated where needed to ensure a clear allocation of responsibilities and maximum transparency of all project processes. Based on this framework, the LB together with the external PM will be the overall responsible for the content management from the project beginning on, ensuring that the project activities are started in due time. To achieve this, the LB will provide adequate staff capacities in the own organisation and make sure that the involved staff has the necessary competences to fully oversee the project's content work.

With the project team, the LB will be the institution that guides the content work all over the project period (and beyond) and takes care that the project work is publicly recognized and visible. Regarding the coordination of the single activities in the project, it is supported by the workpackage leaders as specified in the application (WP1 and WP2 - LB, WP 3 - Social Innovation Centre, WP4 - Chair for Business Informatics, University of Rostock). These institutions will have one main representative each, selected due to his/her technical and management competence and know-how. This person will coordinate the activities within a workpackage in close cooperation with the project manager (PM) and agree upon all working steps with PM and LB. In this context and under the WP leaders main coordinating responsibility, the Group of Activities-Leader (GoA leaders) as specified in this application will be in charge of coordinating the specific activities within the workpackages. On both levels, partners from different BSR countries were chosen not only in consideration of their specific expertise, but also to ensure that the multinational perspective is kept all over the project, workpackage and activity implementation process. LB, PM and WP leaders will jointly monitor the work within the GoA and provide ongoing support to the GoA leaders. The coordination work on all levels is oriented to the project time schedule as determined in the application and further specified in the partner meetings. Referring to this, the GoA leaders will report about the level of implementation (progress, milestones, delays, if applicable, achievement of indicators) to the WP leaders and the project managements.

The online and partner meetings of all partners are the most important instruments of exchange within the entire partner team, so that an optimum exploitation of synergies between WPs and/or GoAs can be ensured. These meetings will be the occasions when major decisions on the current and future project setup are taken, together by the entire partner consortium and aiming to identify the best solution for all involved partners, sites/regions and countries. The individual partners are responsible for the regional activities, but have to orient these to the steps and principles agreed upon in the partner consortium and translated into the principles of the relevant workpackage/GoA by the WP managers and GoA managers.

3,180 / 4,000 characters

4.3. Description of the project financial management

The Lead Partner has own profound expertise with financial project management, but will also contract an external financial manager (FM) with specific expertise of Interreg procedures (program regulations, accounting principles, experience with international transactions, ERDF relevant EU legislation, public procurement, financial monitoring etc.). Together, LB and FM will make sure that the financial management of the project is implemented in correspondence with the program guidelines and that the budget as specified in this application is used for implementing the project with its structure of activities and objectives. This will be done by establishing an internal financial control and monitoring system, which displays available budgets and spending levels per partner and related to the project's time schedule.

Furthermore, the project's financial management will:

- Make sure that the partners receive optimum support with appointing their FLC (identification of the relevant certifying body included), elaborating their partner reports based on the templates provided by the program and implementing the First Level Control within the deadlines determined by the program
- Prepare the overall financial report of the project in due time, based on the partner reports and all relevant declarations to be issued on partner level / by FLC
- Consult the partners regarding the spending of their budget in correspondence with the program regulation (e.g. advise the partners with planned procurements and the proper allocation of costs to budget lines)
- Prepare, request and implement the payments of program funding between MA and LB as well as the transfer of funding to the partners in compliance with the amounts reported in the partner reports
- Monitor project budget on partner and overall level and arrange budget reallocations together with the partners in correspondence with the program regulation.

These tasks will be implemented in close cooperation of all project partners to ensure that the supportive working mode to be achieved in the project is also supported on the financial management level.

The higher share of the Lead Partner's budget can mainly be explained by the costs for overall project management and external project coordination that are part of this partner's budget.

2,317 / 4,000 characters

4.4. Financial control system

Please confirm that each partner in your project partnership is aware that project expenditure must be verified by a first level controller.



Please confirm that partners with a decentralised first level control system have reserved sufficient funds in their partner budgets for these controls.



Please confirm each partner is aware it has to identify the costs allocated to the project in its accounting system.



Please confirm that the lead partner and its first level controller will monitor the progress report on finance and activities of each project partner before they are included in the project's progress report that is submitted to the JS.



4.5. Further details of the financial control and reporting system of your project

N/A

3 / 2,000 characters

4.6. Internal coordination and communication

From the beginning of the project on, lead beneficiary and external project manager will ensure an optimum communication about program requirements and rules as specified in the program manual within the entire partner team. The will regularly provide overviews on what has to be considered for correct and smooth project implementation, but also remain at disposal to support the project partners with ongoing advice. This process will be started on the kickoff meeting, where the project outline and relevant financial management issues are presented in detail and procedures relevant to the partners are specified in a comprehensive way. Here, the project can profit from the external expertise - the contracted external project manager has to proof long-term, substantial knowledge about the communication and financial management in the BSR program. Every partner meeting after will be used to reconsider all program requirements as well as the project internal communication rules (deadlines for responding to emails, due time information to the PM in case of occurring delays etc.). To give the partner further related guidance, a tool kit will be developed, introduced on the kickoff and agreed upon as joint working basis in the project. This also includes the work with the online system BAMOS related to project reporting and communication.

For the content working process, the project will establish a joint working platform (Google, dropbox or similar) as joint storage space and exchange tool. The communication about ongoing work will take place mainly by email, supported by Skype and telephone where suitable. The GoA and WP leaders will provide guidance here, permanently supported by the project management. Highlight of the regular exchange on activities in the different municipalities will be the partner meetings which will take in half-year intervals as specified above and complemented by Skype meetings of GoAs or within the WPs. In addition, there will be ongoing exchange on the project coordination level, i.e. project management - GoA leaders, project management - WP leaders. The project manager will be the institution that keeps contact with the JS, i.e. acts as communication interface between program and project partners.

2,256 / 3,000 characters

Work package 2

4.1. Title

Participatory budgeting pilot projects

38 / 250 characters

Work package budget

35%

4.2. Aim of the WP

This workpackage represents the core of the project and runs throughout the entire project duration. Out of an analysis of existing experiences and a determination of the preconditions in the pilot municipalities, it will focus on the preparation, implementation and enhancement of the participatory budgets in these pilot municipalities. A strong focus is laid upon the work with the municipalities and involvement of citizens here. Therefore, with increasing project term, more responsibilities are given to the local authorities in order to build their capacities step by step and qualify them for an autonomous further operation of the established methods, tools and principles.

This WP will build upon comparative, transnational analyses of PB in the partner countries in order to achieve an insight into the experiences and to build upon lessons learnt. Next, citizen demand polls and workshops in the partner municipalities will be realized. These steps will help to create PBs that are of wider interest to the citizenry and will attract participation that so far do not attend PBs. Thereby, this WP will develop, test and optimize of PB concepts that are of best fit for the partner municipalities building on the different settings of municipalities. Thus, this WP is able to recommend PB type groups, i.e. PBs for different economic, regional but also legal conditions, for the Baltic Sea Region municipalities. Through a series of evaluation and enhancement (two PB pilots (project years 1 and 2)), the "PB type groups" and a guidebook "PB Blueprint" is to be developed that is used for multiplying the PB concept into the Baltic Sea Region. Citizen needs analyses, a PB evaluation scheme for general use and a guidebook for practitioners are to be disseminated in the BSR as well. The WP aims to build up a knowledge base for municipalities to inform how to set up PB for their conditions and how they best involve a broad citizen base.

1,953 / 2,000 characters

4.3. Communication strategy in WP

| No. | Communication aim | Target group(s) |
|-----|--------------------------|---|
| 1 | Receive input from | <p>Status quo analyses of PB in the partner countries in general and municipalities in the BSR and which already have successfully accomplished PBs; thereby identifying success factors and deficiencies in the processes.</p> <p>Comparative, transnational analyses among these organisations to identify joint principles for the partner municipalities to be used</p> <p>Workshops in the partner municipalities involving also NGOs and local citizen initiatives to reflect also citizens perceptions</p> <p>Formation of an Advisory Board from already existing successful PB projects for ongoing consultation processes</p> <p>Workshops with local NGOs to specify the preconditions of the citizen poll</p> <p>Surveys/polls among citizens with a PB needs' analysis</p> <p>Categorization of partner municipalities within transnational workshops</p> <p>Two PB pilots (project years 1 and 2) and evaluations with strong involvement of partner municipalities, local and national NGOs</p> <p>Revaluations of pilot PBs with citizens in partner municipalities</p> |
| | | 986 / 1,000 characters |
| 2 | Increase knowledge among | <p>Municipalities (both local administration and councils) through workshops, needs' analysis and comparative approach</p> <p>Citizens about PB in general</p> <p>National NGOs (Associations of Municipalities and Towns)</p> <p>Local NGOs (citizens' initiatives)</p> |
| | | 236 / 1,000 characters |
| 3 | Change behaviour of | <p>Municipalities (both local administration and councils) by providing them with the necessary tools and guidelines to set up PB on their own; fostering the sense of participatory processes and the value of democratic involvement</p> <p>Citizens about participatory processes and engagement</p> <p>National NGOs (Associations of Municipalities and Towns)</p> <p>Local NGOs (citizens' initiatives) to enable them to seek for more participatory processes in their area</p> |
| | | 447 / 1,000 characters |

4.4. WP leader

PP 1 - University of Rostock

Please select

4.5. Partner involvement

As this WP represents the core of the EmPaci project, all partners will be involved. At the beginning, the main input comes from the academic partners and innovation centres (PP1, PP4, PP7, PP9, PP13, PP14, PP15, PP16). During the end of the project, more responsibilities will be assigned to the municipal partners (PP2, PP5, PP6, PP8, PP10, PP12, PP16).

The status quo analyses and comparative studies will be guided by the academic partners. Thereby, also workshops and discussion groups will be held in the partner municipalities to achieve a strong involvement of the municipalities. The workshops are supported by the NGOs in order to raise awareness for the PB projects, to include citizens from project start on and to receive valuable citizens' input.

For conducting the citizens polls, the local and regional NGOs are involved. PP3, PP8, PP11 will seek for citizen awareness at the pilot municipalities and guidance of the survey development. Thereby, the PP11, BISER has specific knowledge regarding inclusion of the youth and women as specific citizens groups. PP9 will contribute with knowledge about participatory processes. Thereby PP3 reflects the 'ordinary' citizens, whereas PP6 can support with views from a tourist and business point.

The partners from LT and FI seek for more national approaches. As in FI, there is a comparatively high level of PB already, these partners will serve as information bases for the regional approaches. However, through AO1, a municipality is sought for to pilot a PB approach to be specified in January 2019. A plan with AO1 has been set up. In LT, the PB pilots will be conducted in PP8, Vidzemes planning region, involving the Administration and the Council of the Planning Region into the budgeting of regional Culture Programme. The pilot will be regularly communicated to the 26 local municipalities of the region as well as to the national State Culture Capital Foundation aiming to introduce the PB into their budget planning routine. Thus, for LT, even a broader scale of PB in an entire region of municipalities is implemented.

In Russia, PP15 will provide a status quo analysis and citizen poll in each Russian region at the BSR (i.e. 11 regions). The PB will be developed and piloted in 3 of 11 of the Russian BSR regions.

In five municipalities in DE, FI, LV (2) and PL and 1 municipal region (LT), two rounds of PBs is to be implemented and evaluated. Thus, municipalities and local NGOs take responsibilities for implementing the PBs and attracting their citizens to participate. In the first pilot phase, there will be extended support by the academic partners / national lead partners as external advice will be needed in this early stage. However, during the second pilot phase, involvement of the academic partners is to be reduced, as municipalities will already have built capacities to take more tasks for PB implementation and evaluation.

2,928 / 3,000 characters

PP 1 - University of Rostock
PP 2 - City of Bützow
PP 3 - Pferdemarktquartier, registered non-profit association
PP 4 - Public Institution Klaipėda University
PP 5 - Rietavas Municipality Administration
PP 6 - Public Institution Rietavas Tourism and Business Information Centre
PP 8 - Vidzemes planning region
PP 9 - Social innovation centre
PP 10 - Regional Development Agency in Bielsko-Biala
PP 11 - Baltic Institute for Regional and European Concern BISER
PP 12 - Telsiai District Municipality Administration
PP 13 - University of Tampere - legally succeeded by PP18
PP 14 - Lahti University of Applied Sciences - legally succeeded by PP19
PP 15 - Saint Petersburg National Research University of Information Technologies, Mechanics and Optics (ITMO University)
PP 16 - Council of Municipalities of St. Petersburg
PP 17 - «E-Development Partnership in the North-West» Non-Profit Partnership («PRIOR North-West» NPP)

4.6. Reserved partner involvement

0 / 3,000 characters

4.7. Associated organisations involvement

AO1, the Association of Finnish Local and Regional Authorities serves as a multiplier of the project in Finland. It encompasses all Finnish municipalities, in total 311 (2017), and therefore can ensure a strong network. As PB in Finland has been quite successfully implemented in some municipalities, AO1 can seek for networking of these municipalities. In addition, AO1 will support the Finnish partners in identifying one Finnish municipality that will pilot the PB approaches. Since 2015, the Association has coordinated extensive Network of Local Democracy in which interest is to promote participatory democracy in general in Finland and especially through participatory budgeting. Participatory budgeting in Finland is rapidly growing form of empowering citizens. According the preliminary inquiry of the Association 12 per cent of Finnish municipalities already applies participatory budgeting to some extent and 15 per cent is planning to apply it in year 2018. AO1 offers expertise on participatory budgeting for Finnish municipalities by consulting and educating municipal actors. AO1 has also published a guidebook on PB in order to promote citizen participation in general. Suitable municipalities for piloting have been screened by AO1 and the Network of Local Democracy by the end of November 2018. After that in a negotiation process between EmPaci project (Finnish partners), AO1 and suitable candidates more detailed criteria (based on municipality's experience and knowledge on participatory budgeting, their willingness and commitment for piloting) is formulated and a Finnish pilot municipality is selected based on that criteria by the beginning of the project, January 2019. The final decision of the pilot municipality is made by EmPaci project (Finnish partners). It is necessary to reserve enough time for the selection process since it will require a democratic decision-making in the pilot municipality.

AO2 is a small citizen action group in Telsiai, a district in Lithuania. Telsiai district local action group has confirmed to use their strong local network among citizens to inform about the citizen poll and the PB approaches to be implemented and to campaign among citizens for a high participation. In addition, AO2 will take part in the local workshops to make the citizens' voice and needs of Telsiai district be reflected in the local PB approach and the citizen poll.

AO3, the Union of the Baltic Cities, is a network of cities in the Baltic Sea Region with around 100 Member Cities from Denmark, Estonia, Finland, Germany, Latvia, Lithuania, Norway, Poland, Russia and Sweden. AO3 will support the WP by giving guidance on how to set up the PB and how to multiply to other municipalities beyond the project. Also, being a strong network with hundreds of contacts, UBC can help to spread the EmPaci ideas and outputs.

The AOs from the Russian Federation will support the data collection, will establish contact to citizens and disseminate the PB idea.

2,992 / 3,000 characters

AO 1 - Association of Finnish Local and Regional Authorities
AO 2 - Telsiai town local action group
AO 3 - Union of the Baltic Cities
AO 4 - Association of SME support centers Kaliningrad
AO 7 - Administration of City of Petrogradsky district

Activities, outputs and responsibilities

WP 2 Group of activities 2.1

4.13. Group of activities leader

PP 4 - Public Institution Klaipėda University

A2.1

| | | |
|--|--|--------------------------|
| Title | Analysis of existing approaches | 32 / 250 characters |
| Description of the group of activities | <p>As this GoA is the starting point of all project content work, it will, in the first step, establish the international cooperation of partner organisations and a related working structure within the relevant organisations. As soon as this was done, the GoA will prepare the ground for the active local project work by taking the following 3 steps (2 and 3 simultaneously):</p> <p>Step 1: Analysis of the status quo in the partner countries: In a first step, a status quo analysis of PB in the partner countries will be undertaken. In Russia, the analysis will be undertaken for each of the 11 regions of St Petersburg. This serves to review the state-of-the-art and to identify current deficiencies both from the perspective of municipalities (administrations and councils) and citizens. At the same time, the aggregated budget structure is documented in the differentiation of voluntary and mandatory tasks.</p> <p>Step 2: Comparative analysis to identify joint principles towards an identification of different types of municipalities Jointly, the international partner consortium will merge the results of all national status quo analyses into a comparative analysis that aims at identifying different types of PBs (categorization towards an optimum suitability and adaptability). By holding workshops in each partner municipality, the involved parties (administration, council and citizens (e.g. representatives such as NGOs)) discuss the different types in order to build local knowledge on PB in general and the PB types currently used as well as on budget structures and margins in general.</p> <p>Step 3: Analysis of existing approaches towards exploitation of already collected experiences for the project In order to also respect PB developments outside the BSR, an advisory board is formed that supports and accompanies the project municipalities. The aim is to integrate experienced experts for ongoing consultation of the process and to motivate the partner municipalities with successful projects.</p> | |
| | | 2,002 / 3,000 characters |

State aid relevant? ☐

O2.1

| | | |
|--------------------|---|------------------------|
| Output Title | Set of analysis result presentations that provide a profound overview on existing approaches and PB categories as well as an overall guidance for municipalities interested in establishing a participatory budgeting system. | 221 / 250 characters |
| Output Description | <p>One map "Participatory Budgeting in the BSR": The Status quo analysis and the comparative study will result in a report about PB in the BSR. This map will not only be of use in the 6 partner countries, but all over the BSR.</p> <p>One study "PB type groups": The study will present profiles of PB situations/conditions building on the general PB types. Thereby similar preconditions will be explored that allow clustering of places with similar preconditions.</p> <p>A guidebook PB Blueprint: From successful PB projects, also beyond the BSR, already existing approaches will be analysed and the best practices will be presented. As a result, a guidebook with role models will be complemented that serves as a blue print for future PB projects.</p> | |
| | | 733 / 2,000 characters |

Main Output ☐

Investment ☐

4.16. Time line

| | A2.1 | O2.1 |
|----------|-------------------------------------|-------------------------------------|
| Period 1 | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Period 2 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Period 3 | <input type="checkbox"/> | <input type="checkbox"/> |
| Period 4 | <input type="checkbox"/> | <input type="checkbox"/> |
| Period 5 | <input type="checkbox"/> | <input type="checkbox"/> |
| Period 6 | <input type="checkbox"/> | <input type="checkbox"/> |

WP 2 Group of activities 2.2

4.13. Group of activities leader

PP 11 - Baltic Institute for Regional and European Concern BISER

A2.2

| | | |
|--|--|--------------------------|
| Title | Specification of the preconditions for the PB via an opinion poll among the citizens in the partner municipalities | 114 / 250 characters |
| Description of the group of activities | <p>This GoA will use the first results of GoA2.1. to start the communication with the local players and citizens in the pilot municipalities towards raising their awareness of the process to be started, improving the understanding of their experiences, expectations and needs and preparing the ground for the future PB establishment. To achieve this, a process comprising of two steps will be started:</p> <p>Step 1: Specification of the preconditions for the PB via an opinion poll among the citizens in the partner municipalities. In RU, the citizen polls will be conducted and evaluated in one municipality in each of the 11 Russian BSR regions .</p> <p>The overall aim of this project is to integrate as many diverse citizen groups as possible into the PB. Therefore, it is of utmost importance to prepare and implement an opinion poll among the citizens before PB implementation, to identify needs of different citizens' groups. The survey will be developed according to different socioeconomic characteristics (gender, age, education and employment status) and informing on the aggregate local budget structure and its characteristics. Each partner municipality will provide a review of the composition of its citizenry and a plan on which groups to include (e.g. pupils/students, unemployed persons, pensioners, freelancers, academics). For each of these groups a specific survey on PB demands is developed that is distributed according to each groups best known type of media. The survey is developed by the municipalities together with NGOs in a workshop, guided by academic partners. The implementation is realized by the partner municipalities, involving institutions that are a common meeting place for the different citizen groups (e.g. schools, universities, retirement homes, job centres, women's meetings, Agenda-21 offices). The support by local NGOs will be intense here.</p> <p>Step 2: Evaluation of the poll results and categorization of the involved municipalities based on the outcome</p> <p>The citizen poll is evaluated building on the different citizen group on a local but also transnational level. Thereby, the involved municipalities can be categorized depending on their citizen groups and needs. This activity supports to build transnational relations and to ensure that the PB types implemented are of relevance for the citizen groups. The outcome of the poll is presented and discussed at local workshops in each partner municipality and communicated to the public (WP3).</p> <p>Out of this process, the findings from every location will be presented and discussed in the partner teams, aiming to:</p> <ul style="list-style-type: none"> - Identify similarities between the local results - Collect recommendations from the expert partners (universities) for the specific local processing of the survey results <p>In these activities, PP3 and PP6 will be particularly involved in order to provide input for developing the citizen survey and support for implementing the survey, as the organisations have strong links with the citizenry.</p> | |
| State aid relevant? | <input type="checkbox"/> | 2,995 / 3,000 characters |

O2.2

| | | |
|--------------------|--|--------------------------|
| Output Title | Analysis of the needs of the local players and citizens in the PB pilot municipalities | 86 / 250 characters |
| Output Description | <p>Citizen survey: A survey for different target groups that serves as a need assessment of the citizens. The survey contains different modules and can be tailored to citizens groups (such as e.g. youth, elderly, unemployed). As the survey will be scalable and freely adjustable to local needs, it will also be ready to use also in external BSR municipalities. The citizen survey will contain different sets of questions on which municipal conditions and expenditures are of importance for citizens. It will serve as a guideline on citizens needs and is to directly feed GoA2.3, the development of the PB. Also it is to be used for the second pilot after the participation rates and citizen structure of the first pilot are known.</p> <p>Analyses of Citizens' needs: Material will be provided on how to analyse the citizen survey. This includes a process model for analysis, an easy to use statistical guide with simple methods, but also information on how to handle specific outcomes of the survey. These analyses materials will provide guidance in particular for municipalities outside the project consortium on how to handle and analyse the data collected with the citizen survey. As most administrative staff is not experienced in data analysis, this output seeks to build capacities in order to handle and gain information from the survey. This output will also be related and referenced to the practitioners guide developed in GoA2.3.</p> | |
| Main Output | <input type="checkbox"/> | 1,444 / 2,000 characters |
| Investment | <input type="checkbox"/> | |

4.16. Time line

| | A2.2 | O2.2 |
|----------|-------------------------------------|-------------------------------------|
| Period 1 | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Period 2 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Period 3 | <input type="checkbox"/> | <input type="checkbox"/> |
| Period 4 | <input type="checkbox"/> | <input type="checkbox"/> |
| Period 5 | <input type="checkbox"/> | <input type="checkbox"/> |
| Period 6 | <input type="checkbox"/> | <input type="checkbox"/> |

WP 2 Group of activities 2.3

4.13. Group of activities leader

PP 1 - University of Rostock

A2.3

Title

Development, testing and optimization of PB concepts

52 / 250 characters

Description of the group of activities

After the analysis and assessment work done in GoA2.1 and 2.2., the concept elaboration period is started now, comprising of the following five steps:

Step 1: Development of general PB concepts

Out of the previous activities, i.e. the status quo and comparative analysis as well as the citizen poll, general PB concepts can be developed, i.e. general PB types are matched with actual citizens' requirements and a public discussion on demands of different citizen groups is started (WP3). This step enables us to generate local adaptations of the PB concept for each partner municipality in order to strongly reflect the citizens' and municipalities' necessities and starting position.

Step 2: Development and testing of the PB approach in the pilot municipalities

In workshops in each partner municipality, the involved parties (administration, council and citizens (e.g. representatives such as NGOs) refine the local adaptation of the PB concept. Thereby, the first PB approach is developed for the pilot municipalities, early enough for the preparation of the municipal budgets in 2021/2 (depending on whether annual or double budgets). The web-interface for this PB test is fed from WP4. All over this process, citizen information events and other media will be used to achieve a high participation rate among diverse citizen groups. The NGOs involved in this project play a key role in this activity by disseminating the PB test.

Step 3: Assessment of the testing period

The PB test is evaluated from 3 perspectives: administration, local council and citizens. For the administration it is of relevance, which capacity lacks were observable when running the PB and how these can be reduced. As regards the local councilors, we need to assess how they handle the citizens' input and feedback and whether they experience a loss of competences. This will guide the PB optimization towards stronger inclusion of citizens' proposals into councilors' decision making. Also, feedback is retrieved from citizens in terms of PB usability and satisfaction with the outcomes. These evaluation steps also include public hearings and workshops (building on support from WP 3).

Step 4: Optimization of PB approaches and test in the pilot municipalities (second run in Q1/21 to inform budget in 2022)

Building on the assessment of the initial PB, the PB approach is enhanced in order to create an optimized PB. The optimized PB approaches are implemented in Q1/2021 to inform the preparation of the municipal budgets in 2022/3 (depending on whether annual or double budgets). This time, municipalities will carry larger responsibilities regarding the implementation and installation of the web-interface for PB. This serves for building capacities for sustainable use of PB

Step 5: Preparation of sustainable implementation

Relying on an assessment of the optimized PB, a final evaluation is conducted with the aim to provide guidance for future PBs and their implementation on a long-term basis

3,000 / 3,000 characters

State aid relevant?

☐

O2.3

Output Title

Participatory budgeting concepts in 6 municipalities of the BSR region, for later adaptations all over the BSR

110 / 250 characters

Output Description

Local adaptations of the PB concepts: From the general PB concepts, a clustering of municipal preconditions is developed that supports in selecting the specific PB type needed for the local circumstances. Thus, a guide and description of the PB approaches (i.e. the local adaptations) is presented, from which BSR municipalities that are not part of the partner consortium can select a suitable PB approach for their implementation.

1st PB concepts in the pilot municipalities (DE, FI, LT, PL, 2 in LV, 3 in RU): As a tangible output, descriptions on the implementation and success of the pilot will be developed in order to firstly inform the pilot municipalities on best practices and ways on how to improve and secondly for external municipalities to inform themselves about the application of PB concepts

PB evaluation scheme for general use: For a successful PB implementation (from consultation over voting to accountability) it is of high importance to assess success of the overall PB process. An evaluation scheme for assessment of PB processes will be developed that measures satisfaction with the PB process from the perceptions of the local administration, local council and most importantly of the citizens. This evaluation scheme is of transnational use also outside the project consortium.

2nd PB in the pilot municipalities: Descriptions on the second implementation and success of the pilot will be published show how municipalities are capable to more tasks and responsibilities as they have built knowledge and capacities.

Guidebook for practitioners on how to implement PB: After the final evaluation, a general guidebook will be published, as both printed version and online video with explanations.

With respect to durability, the PB type groups, PB evaluation scheme and the PB evaluation scheme will be disseminated to BSR municipalities for their own PB projects. Thereby, the expert network and AQ3 will provide support for multiplying the materials.

1,988 / 2,000 characters

Main Output

☒

Investment

☐

4.14. Target group(s) and use of the main output

Target groups are municipalities. Municipalities will benefit from the PB pilots by building the respective capacities and knowledge on how to implement and evaluate PB and benefit from increased democratic participation by citizens. Also municipalities in the BSR beyond the project consortium can make use of the general PB concepts, the specifications of the PB approaches and the Guidebook on how to implement PB in order to set up their own PB. Use of capacities and financial resources is expected to be reduced by support of the outputs produced by EmPaci. Thereby, the partner municipalities (PP2, PP5, PP6, PP10, PP08, PP 12, PP16) use their materials in the future to ensure sustainability of the outputs and the academic partners and innovation centres (PP1, PP4, PP7, PP9, PP13, PP14, PP15, PP17) aim for dissemination in the BSR also building on support by AQ3. For dissemination different social media channels are to be used to spread the link to the project homepage where all the outputs will be digitally stored. Thereby, also the communication plan developed in WP 3 is used.

1,094 / 2,000 characters

4.16. Timeline

| | A 2.3 | O 2.3 |
|----------|-------------------------------------|-------------------------------------|
| Period 1 | <input type="checkbox"/> | <input type="checkbox"/> |
| Period 2 | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Period 3 | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Period 4 | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Period 5 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Period 6 | <input type="checkbox"/> | <input type="checkbox"/> |

Work package 3

4.1. Title

Training, Communication and Cooperation

39 / 250 characters

Work package budget

25%

4.2. Aim of the WP

This WP tackles the challenge that municipalities (administration and councillors) as well as citizens lack knowledge about PB. It aims at creating a common understanding of PB among municipalities and citizens and developing capabilities in the municipalities to disseminate the PB idea. This will take place locally first, but later also nationally and all over the BSR. This local communication will be specified according to target groups to be addressed in every pilot municipalities, but the campaigns per target group are jointly specified and planned by the international partner consortium and the municipalities for optimum effect. For municipality representatives which shall be the ones who lastingly implement PB in the pilot municipalities, specific training programs will be established and the local structures will be adapted to the new/modified needs. The principle here will be to establish one mainly responsible person per involved municipality, which will be the main local contact person for all WP2 activities and ensure the PB operation after the end of the project. Furthermore an own, PB-specific orgware shall be conceptualized, developed and tested.

1,188 / 2,000 characters

4.3. Communication strategy in WP

| No. | Communication aim | Target group(s) |
|-----|--------------------------|--|
| 1 | Raise awareness among | In particular, the local population will be the aim of this WP in order to raise awareness for PB and to inform citizens about participatory processes. Municipalities are a further target group to disseminate the PB idea among local administrations and local councils, both within the pilot municipalities, but specifically also beyond, in the national municipalities. |
| | | 366 / 1,000 characters |
| 2 | Increase knowledge among | Municipality representatives and other participants in the training courses about use and usability of PB. |
| | | 106 / 1,000 characters |
| 3 | Change attitude of | Citizens and decision-makers in the pilot municipalities and all over the BSR towards stronger involvement in their municipality through PB thereby fostering regional identity. |
| | | 177 / 1,000 characters |

4.4. WP leader

PP 9 - Social innovation centre

Please select

4.5. Partner involvement

In developing target specific PB communication, the pilot municipalities (PP2, PP5, PP6, PP8, PP10, PP12, PP16) will be involved in this WP by identifying their citizen groups for communication and by developing a local person in charge for the train-the-trainer programme. As such, these trainers are in charge of disseminating and multiplying the PB idea within their municipality and to raise awareness beyond. The municipal partners are supported by the local and regional NGOs (PP3, PP9 and PP11) in receiving input about citizens' perceptions and helping with local linkages to develop the training and communication tools.

The academic partners (PP1, PP4, PP13, PP14, PP15, PP17) provide analytical support and guidance to set up the dissemination plan, building on their experiences with respect to specific citizen groups (in particular PP11, Baltic Institute for Regional and European Concern BISER). The training programme is enhanced by knowledge of the Finnish partners with experience on public financial management (PP13, University of Tampere) and education and training processes (PP14, Lahti University of Applied Sciences).

1,148 / 3,000 characters

PP 1 - University of Rostock
PP 2 - City of Bützow
PP 3 - Pferdemarktquartier, registered non-profit association
PP 4 - Public Institution Klaipėda University
PP 5 - Rietavas Municipality Administration
PP 6 - Public Institution Rietavas Tourism and Business Information Centre
PP 8 - Vidzemes planning region
PP 9 - Social innovation centre
PP 10 - Regional Development Agency in Bielsko-Biala
PP 11 - Baltic Institute for Regional and European Concern BISER
PP 12 - Telšiai District Municipality Administration
PP 13 - University of Tampere - legally succeeded by PP18
PP 14 - Lahti University of Applied Sciences - legally succeeded by PP19
PP 15 - Saint Petersburg National Research University of Information Technologies, Mechanics and Optics (ITMO University)
PP 16 - Council of Municipalities of St. Petersburg
PP 17 - «E-Development Partnership in the North-West» Non-Profit Partnership («PRIOR North-West» NPP)

4.6. Reserved partner involvement

N/A

3 / 3,000 characters

4.7. Associated organisations involvement

AO1 (Association of Finnish Local and Regional Authorities) provides opportunities to present the training programme at their events and it particularly serves as a national multiplier in Finland to set up the international network of pilot partners and other interested partners.

AO 2 (Telsiai district local action group) provides advice and feedback to develop the communication and dissemination plan building on their experience as a citizen initiative.

AO 3 (Union of the Baltic Cities): Some of the delegates of the UBC become part of the expert network of EmPaci. Also AO3 serves as a multiplier of the outputs developed in WP 3.

The AOs from Russia support with dissemination events.

AO 1 - Association of Finnish Local and Regional Authorities
AO 2 - Telsiai town local action group
AO 3 - Union of the Baltic Cities
AO 4 - Association of SME support centers Kaliningrad
AO 7 - Administration of City of Petrogradsky district

697 / 3,000 characters

Activities, outputs and responsibilities

WP 3 Group of activities 3.1

4.13. Group of activities leader

PP 9 - Social innovation centre

A.3.1

| | | |
|--|---|--------------------------|
| Title | Preparation and implementation of a public target-group specific PB communication (PB Communication and Dissemination Plan Development and Implementation) | 154 / 250 characters |
| Description of the group of activities | <p>The activities in this WP and in GoA3.1. will start with a specification of the target groups to be addressed per municipalities based on groups predefined in already implemented research work and out of the analysis work and opinion polls of WP1. The specification will also consider those target groups that are currently missing in most PBs implemented worldwide (youth, senior citizens, unemployed persons, women). For each of the target groups identified as locally relevant, a specific communication strategy will be developed a) in cross-border cooperation per target group in general and b) specifically for the pilot municipality, with the support of the project's expert partners from all partner countries. Afterwards, the implementation of target group specific communication strategies towards an optimum involvement and acceptance of the PB approach and maximum public contribution to it will be started. These will definitely include polls, public and institution-specific information offers and trainings (local representatives with ongoing project team support). From the first milestone on, the strategy development and implementation will be continued for the entire project lifetime, being divided into 4 stages: a) drafting; b) development; c) piloting; d) feedback. During the project proper communication and dissemination strategies will be tested.</p> <p>One focus of the communication strategy will be the development of a training program for representatives in the municipalities. Following the train-the-trainer approach, this training program aims at preparing contact persons in the municipalities for their local education/dissemination work, covering the following aspects (using the findings of WP2 and the expertise of the advisory board):</p> <ul style="list-style-type: none"> o Possible proceedings o Parties to be involved and how to address them o Public communication and involvement processes – how to arrange them o Application obstacles and problems <p>The trainer that is trained in this offer serves as a PB promoter and bridges between the administration/councillors and citizens. The person to be involved here in the first step will be carefully selected as it needs to have the related communicative and mediating skills. To support these trainers, materials such as simulations and games are developed to make the topic attractive to the parties during any events.</p> <p>As soon as the training program has been developed, the pilot implementation of the training program with the partner municipalities (i.e. the representatives there) will be started as an action learning program with ongoing partner and advisory board support. Based on the feedback from this pilot implementation/test-run, an optimization will be made before the training will be made available for BSR wide use. The international partner consortium with its combination of specific national perspectives and different protagonist perspectives will act as coaching team for third municipalities here.</p> | |
| State aid relevant? | <input type="checkbox"/> | 2,974 / 3,000 characters |

O.3.1

| | | |
|--------------------|--|--------------------------|
| Output Title | Target-group specific communication, dissemination and training guidelines on Participatory Budgeting | 102 / 250 characters |
| Output Description | <p>The Communication, Dissemination and Training Approach comprises of 5 tangibles output elements as follows:</p> <ol style="list-style-type: none"> 1. Communication and Dissemination Plan for the entire project period, specified according to target groups 2. Curriculum of an overall and internationally usable training program following the train-the-trainer approach for optimum multiplying effect, with the content elements specified by the international partner team, but definitely including the topics proceedings, involvement, handling of obstacles 3. Documentations of specified pilot training programs, which will comprise of 2 cycles with around 3 days training each (2 intensive days plus 2 or 3 months practicing plus 1 day follow up training with questions/suggestions etc.) 4. An online manual with the description of the training programs and a follow up videos for external use and BSR dissemination 5. Training materials for the local trainers, i.e. participants in the train-the-trainer course aiming to support them with their local communication and involvement work. <p>As such other municipalities will be able to use the materials accordingly and to adjust these to their purposes. The guidelines will be disseminated as part of the rest of the project results, specifically targeting municipalities and associations of municipalities, already working with PB concept or considering to implement PB. Material is going to be in e-format, easy accessible for the target group. Each partner will take care of relevant national dissemination, while also associated partners will play important role in dissemination of created output. The training program should become part of the GOA3.2, the international network, so that a dissemination of the PB training is possible. Thereby the partner municipalities serve as the train-the-trainers who (based on invitation) can present the PB concepts at other BSR municipalities.</p> | |
| Main Output | <input checked="" type="checkbox"/> | 1,903 / 2,000 characters |
| Investment | <input type="checkbox"/> | |

4.14. Target group(s) and use of the main output

| | |
|--|--------------------------|
| <p>Main target group are municipalities (within the project consortium but also beyond) who receive a training program on PB and are informed about PB through regional and/or national multiplier events. Through the training program, a sustainable use of the project's outputs is ensured as the trainer serves as a multiplier beyond project boundaries.</p> <p>The output will be used by municipalities as support tool to train those on the matter on the engagement of citizens, use of dissemination channels and proper work with citizens on PB concept, implementation. Within project guidelines will be tested, while necessary feedback will be used to improve it and provide those for free use after project implementation.</p> <p>English is the main language of the outputs to be produced by the EmPaci project. As such, the main documents (i.e. the long versions of each output (e.g. curriculum, online manual, parts of the training programme)) will be in English. However, in order to ensure a use of the materials by the national/local municipalities and a widespread dissemination of the materials, translations into national language will be provided by the local teams. The translation can take a form of full document or specific extracts as an extraction of the most critical and relevant parts of each document parts.</p> <p>Furthermore, normal social media and other media releases can be published in both English and national partner languages, depending on the situation.</p> | 1,469 / 2,000 characters |
|--|--------------------------|

4.16. Timeline

| | A 3.1 | O 3.1 |
|----------|-------------------------------------|-------------------------------------|
| Period 1 | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Period 2 | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Period 3 | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Period 4 | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Period 5 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Period 6 | <input type="checkbox"/> | <input type="checkbox"/> |

WP 3 Group of activities 3.2

4.13. Group of activities leader

PP 13 - University of Tampere - legally succeeded by PP18

A 3.2

| | | |
|--|---|--------------------------|
| Title | Establishment of an international network of the pilot partners and third interested municipalities and development of related technical infrastructure (orgware) | 161 / 250 characters |
| Description of the group of activities | <p>To enable a lasting operation of the PB structures, tools and methods developed in the project, these have to be embedded into a lastingly operated international expert team with a joint working platform and a joint understanding that allows them to lastingly disseminate the project results and to remain active as international PB coaching team not only for the pilot municipalities, but also for third parties. Out of this understanding, GoA3.2. will establish an international network of the pilot partners first (involving the main contact persons established in the pilot municipalities) and expand it to third interested municipalities (mainly via those partners who do not contribute with an "own municipality", i.e. act as support and/or dissemination partners in the project). Thereby, also local councillors of the partner municipalities are to be included to also provide a political view on PB. Thus, the role of the network is to seek for dissemination of the PB concepts to external municipalities, exchange about ways how to approach others and how to introduce the training program to other municipalities. The work on this will start with developing and implementing principles of regular experience exchanges between the PB municipalities on an online platform (e.g. as a separate part of the project homepage). An elected chair will seek for management based on a memorandum. Thereby, targets for external relations will be agreed upon for dissemination of the PB concepts. The expert network continues on a transnational basis with regularly arranging international working meetings (online and personal) from month 10 to 18 and preparing the network for sustainable operation after the end of the project from project month 19 on by developing a rolling scheme of chairing the network and a set of online meetings. The network will also seek for future joint projects or funding possibilities.</p> <p>The parallel development of an own orgware system will enable joint working processes related to the topic PB based on the understanding that it is necessary to collect, to document and to develop all existing PB-documentation, information and communication methods and materials. Therefore, the whole implementation phase will be covered and supported by orgware activities and materials. In general orgware, can be described as the processes that trains people to use new systems and, in addition, analyses and takes care of the implications in municipalities beyond the problems of installation. It is the link between software and hardware that is necessary to make users accommodate with new systems or methods to be used. It contains training and implementation materials for immediate use and transnational spread of the project outputs. Accordingly, the establishment of a first version will be followed by adaptation to needs out of the practical working experience, so that an optimum infrastructure is available in the last project stage.</p> | 2,977 / 3,000 characters |
| State aid relevant? | <input type="checkbox"/> | |

O 3.2

| | | |
|--------------------|--|--------------------------|
| Output Title | International Participatory Budgeting Cooperation Structure | 59 / 250 characters |
| Output Description | <p>Established network of organisations, technical solution for the network e.g. platform for the network as sustainable solution documented by a joint memorandum of cooperation. An online platform will be set up to collect information about BSR municipalities that have set up PB, also in BSR countries outside the partner consortium. The memorandum will specify terms and conditions, scope of work and responsibilities of the parties associated with their collaboration. Each municipal partner (PP2, PP5, PP6, PP8, PP10, PP12 and PP16) will become part of the network and seek for joining the network after project completion by signing the memorandum. The LP (PP01) will be responsible for the joint platform after project completion.</p> <p>A jointly developed orgware system with user manuals, concepts for IT projects and security requirements being placed on an open access cloud storage drive or a joint platform for exchange and mutual capacity building for transnational use (i.e. going beyond the project partners). The orgware will be jointly developed by the academic partners (led by PP9) and will receive feedback from the municipal partners, building on their individual systems. The LP (PP01) will be responsible for maintenance of the developed orgware system.</p> | 1,272 / 2,000 characters |
| Main Output | <input checked="" type="checkbox"/> | |
| Investment | <input type="checkbox"/> | |

4.14. Target group(s) and use of the main output

Target groups are the municipalities that can rely on the platform for an international network to get in touch and exchange experiences on PB. In addition, the network will serve as a knowledge base for sustainable future implementation of PB after the project end. The orgware systems will serve repository for PB implementation documentation and guidelines. It will be of relevance for municipalities that have not yet implemented PB and provide valuable contents on how to organize the PB process, how to set up the IT developed in WP 4 and the respective security necessities.

In addition, also for NGOs, the platform establishes transparency about which municipalities are already conducting PB and how the processes are implemented and evaluated there. This enhances transparency and accountability of PB and helps to spread the PB idea.

855 / 2,000 characters

4.16. Time line

| | A 3.2 | O 3.2 |
|----------|-------------------------------------|-------------------------------------|
| Period 1 | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Period 2 | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Period 3 | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Period 4 | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Period 5 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Period 6 | <input type="checkbox"/> | <input type="checkbox"/> |

Work package 4

4.1. Title

Development of technical participatory budgeting tools

54 / 250 characters

Work package budget

15%

4.2. Aim of the WP

This WP aims to synthesise requirements, lessons learnt, best practices and success factors from practice regarding the IT support of PB initiatives and to provide useful artefacts for practice.

Based on GoA2.1, existing IT-solutions such as web-based platforms for citizen participation in PB processes (for short: PB tools) will be assessed by an IT expert team. Since one joint tool for citizen participation is not realistic, IT solution structures will be designed and formally described as PB tool patterns. In the PB context, each pattern represents a solution for a general PB tool design issue consisting of a motivation, problem description and context, solution, example implementation(s) and related patterns. By matching the description and problem context of a pattern to an application context in practice, a pattern can be selected and hence the solution knowledge encapsulated in the pattern can be leveraged.

A method for the selection and application of patterns as well as a reference architecture for a PB tool is developed. With this, recommendations and guidance can be provided for designing and developing PB tool support in WP2. Whereas the method focuses on procedural aspects of pattern application, the reference architecture consists of coarse-grained building blocks serving as an umbrella for the patterns.

All artefacts developed in WP4 are developed by taking the results of WP2 into account. For places with no running PB tools so far, the patterns along with the method and architecture will be a valuable starting point and frame of reference for developing new software solutions. For locations experienced with PB, they can be leveraged to optimise existing tools. All the developed artefacts are not tailored to one specific tool or technology and respect different local preconditions. To ensure validity and utility, practitioner feedback is collected continuously and used to revise the artifacts to provide a long-lasting, transferable value.

1,994 / 2,000 characters

4.3. Communication strategy in WP

| No. | Communication aim | Target group(s) |
|-----|--------------------------|--|
| 1 | Raise awareness among | Municipalities that aim to implement PB but do not have sufficient personnel capacities to set up the IT processes completely on their own or the financial resources to contract external partners Citizens with equipping them with easy to use PB tools for their municipality |
| | | 273 / 1,000 characters |
| 2 | Increase knowledge among | Pilot municipalities on how PB can be technically set up |
| | | 55 / 1,000 characters |
| 3 | Change behaviour of | Municipalities that have so far strongly relied on external capacities and advice to set up the technical/IT component of PB |
| | | 124 / 1,000 characters |

4.4. WP leader

PP 1 - University of Rostock

Please select

4.5. Partner involvement

The WP will be implemented under the guidance of PP1 and support of PPs 15 and 17 as the partners with extensive relevant technical expertise and experience. PP1 has already successfully completed projects on semantic business process modelling incorporating social and semantic web technologies. PP 15 is experienced in conducting sociological research of needs in IB solutions and the results of their implementation.

The other project partners will support the implemented working process with advice and own experiences, but also act as interlinks between the WP3 and WP2 activities and this tool specification process, i.e. ensure that the tool specification is strongly oriented to the local needs, adapted based on practical implementations and expanded based on latest project results. Accordingly, they have to arrange:

1. Determination of requirements to the tools (out of the status quo analyses in WP3)
2. Testing of the tool in the pilot municipalities (and third interested municipalities, where possible)
3. Regular provision of feedback about the practical usability for tool optimization
4. Active promotion of the tool in their partner countries for widest possible use

In particular the municipal partners and NGO will provide information about usability of the IT tools developed from the perspective of both, municipalities and citizens. The academic partners will serve for ensuring the links between WP 4 and WPs 2 and 3 and also help with translation activities.

PP 15 and PP 17 will design and implement a project homepage, which covers the WP2 (PB Pilots), serves as entry point for the international network and database store of the orgware (GoA3.2) and the training programme (GoA3.1) as well as WP 4 by inserting best practice PB tools will be inserted in the knowledge base with "browsable", dynamic visualizations. The webpage will serve as a global, interlinked entry point.

PP 1 - University of Rostock
PP 2 - City of Bützow
PP 3 - Pferdemarktquartier, registered non-profit association
PP 4 - Public Institution Klaipėda University
PP 5 - Rietavas Municipality Administration
PP 6 - Public Institution Rietavas Tourism and Business Information Centre
PP 8 - Vidzemes planning region
PP 9 - Social innovation centre
PP 10 - Regional Development Agency in Bielsko-Biala
PP 11 - Baltic Institute for Regional and European Concern BISER
PP 12 - Telšiai District Municipality Administration
PP 13 - University of Tampere - legally succeeded by PP18
PP 15 - Saint Petersburg National Research University of Information Technologies, Mechanics and Optics (ITMO University)
PP 16 - Council of Municipalities of St. Petersburg
PP 17 - «E-Development Partnership in the North-West» Non-Profit Partnership («PRIOR North-West» NPP)

1,920 / 3,000 characters

4.6. Reserved partner involvement

N/A

3 / 3,000 characters

4.7. Associated organisations involvement

AOs 3, 4, 7 support WP4 by providing content related input (e.g. experiences from cities that already use PB) and by multiplying the outputs developed.

151 / 3,000 characters

AO 3 - Union of the Baltic Cities
AO 4 - Association of SME support centers Kaliningrad
AO 7 - Administration of City of Petrogradsky district

Activities, outputs and responsibilities

WP 4 Group of activities 4.1

4.13. Group of activities leader

PP 1 - University of Rostock

A.4.1

| | | |
|--|---|--------------------------|
| Title | Identification of requirements, lessons learnt, best practices and success factors | 83 / 250 characters |
| Description of the group of activities | <p>The GoA prepares the ground for the tool development in GoA4.2. by taking the following 3 steps:</p> <p>Step 1: Determination of PB tool requirements and compilation into a feature matrix. In order to bootstrap the selection of PB tooling infrastructure – especially for municipalities that are novices in the topic of PB –, relevant tools are compiled to matrix which enables to compare them. In a first step, relevant criteria are elicited from municipalities (e.g. via interviews). After this, a feature matrix of relevant IT tools is created that enables to compare tools according to the criteria elicited before. To do this, the matrix is implemented in an interactive document enabling various filtering capabilities.</p> <p>Step 2: Usability study of existing web pages for PB. Since it is of vital importance – especially in large spatial fragmented living areas of citizens – to attract citizens and to engage them, usability of websites for all stakeholder groups is a key requirement for successful PB initiatives. Therefore, a study of existing PB webpages is conducted. The pages are selected preferably from the municipalities participating in the project (if applicable). Also websites from other municipalities will be considered (e.g. to include leading PB webpages).</p> <p>Step 3: Usability guidelines and best practices for PB web pages. Based on the webpage analysis, guidelines are developed that are specific for PB web pages. The guidelines have to be formulated considering the different situations in all participating municipalities. Therefore they will comprise a general part and specific parts tailored to the situation in different countries/municipalities. Guidelines moreover not only comprise layout, but also navigation and other features such as social media integration.</p> | |
| State aid relevant? | <input type="checkbox"/> | 1,801 / 3,000 characters |

O.4.1

| | | |
|--------------------|---|--------------------------|
| Output Title | Comprehensive assessment of available public budgeting tools resulting into best practice recommendations and usability guidelines | 130 / 250 characters |
| Output Description | <p>Public Budgeting Tool Feature Matrix with interactive selection and filtering capabilities: Interactive document enabling various filtering capabilities of the matrix with relevant IT tools that enables to compare tools according to the criteria elicited before. Report on the current state of usability of existing websites: study of existing PB webpages of leading PB webpages in the BSR and (if applicable) the pilot municipalities Catalogue of usability guidelines and selected best practices: Guidelines on PB layout, navigation and other features such as social media integration for different PB approaches</p> <p>The Tool Feature Matrix, the report on the current state of usability as well as the catalogue of usability guidelines will be hosted at Rostock University. The contents will be freely accessible over the World Wide Web. Links to the contents will be embedded in the project documentation website.</p> <p>Partners will be invited to explore and leverage the developed documents during joint project meetings or project conferences. As an instrument to foster dissemination and to encourage further parties to make use of the contents, a newsletter that showcases selected parts of the contents as short teasers will be sent to interested parties. Mail addresses will be collected by all project partners and the list of recipients will be managed by Rostock University.</p> | |
| Main Output | <input type="checkbox"/> | 1,381 / 2,000 characters |
| Investment | <input type="checkbox"/> | |

4.16. Timeline

| | A.4.1 | O.4.1 |
|----------|-------------------------------------|-------------------------------------|
| Period 1 | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Period 2 | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Period 3 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Period 4 | <input type="checkbox"/> | <input type="checkbox"/> |
| Period 5 | <input type="checkbox"/> | <input type="checkbox"/> |
| Period 6 | <input type="checkbox"/> | <input type="checkbox"/> |

WP 4 Group of activities 4.2

4.13. Group of activities leader

PP 1 - University of Rostock

A.4.2

| | | |
|--|--|--------------------------|
| Title | Participatory budgeting tools as the basis for technical implementation of participatory budgeting structures in municipalities (districts, villages, towns, cities or counties) | 175 / 250 characters |
| Description of the group of activities | <p>Before a PB tool can be selected and integrated into the IT landscape of the respective municipality, a clear picture of the IT architecture is crucial since this will greatly influence the choice of tools. In order to speed up the modelling of an IT architecture, a reference architecture is developed and provided to the municipalities. The purpose of the reference architecture is to serve as a blueprint for the specific architecture of each municipality. This blueprint is intended to ease the design and implementation of IT-support for the municipalities in their implementation or improvement projects in WP2. Reference models and architectures are an established instrument for knowledge transfer well known in Information Systems Research and practice. The reference architecture contains typical elements of PB tools and their interfaces to existing, common IT infrastructures. In addition to the architecture, a method is devised that supports the municipalities to systematically select all relevant tools to support PB initiatives. The purpose for the method is to provide guidance for the municipalities in implementation or improvement projects of PB Tools in WP2. Hence, this method will be created in reference to the IT architecture and the PB tool feature matrix. It will be complemented by practically useful artefacts for municipalities such as a decision tree to select IT tools. Finally, both, the architecture and the method will be validated using feedback from municipalities, e.g. via joint workshops.</p> <p>After this has been achieved, the PB tool implementation and configuration process will follow. Here, experiences gained in regard to the implementation and configuration of tools are captured in close cooperation with the municipalities and NGOs. The purpose of this is to facilitate exchange of knowledge. In order to reach this goal, a series of virtual meetings will be organized in which representatives of municipalities report in their best practices regarding IT. This also supports the exchange of knowledge between the involved municipalities directly.</p> <p>Throughout the project, problem-solving knowledge related to IT support will be generated (most notably, in WP 2). In order to provide an aggregated and consolidated overview on this knowledge, tool patterns and success factors are described. Whereas patterns represent proven solutions to recurring problems, success factors represent key aspects that municipalities should "get right" in order for an IT-enabled PB initiative to succeed. Tool patterns as well as success factors are elicited in a joint effort, whereby national lead partners play a key role.</p> | |
| State aid relevant? | <input type="checkbox"/> | 2,662 / 3,000 characters |

O.4.2

| | | |
|--------------------|---|--------------------------|
| Output Title | Comprehensive guidance for municipalities supporting them with the selection and configuration of participatory budgeting tools for their specific local needs | 158 / 250 characters |
| Output Description | <p>Validated reference architecture and method for PB tool selection Best practice and experience reports on implementing and configuring PB tools Consolidated set of tool patterns and success factors summarized in a hands-on whitepaper for municipalities</p> <p>The described output is used in WP2 during pilot projects thus feeding output O2.3 (Pilot participatory budgeting processes) produced by activity A2.3 (Development, testing and optimization of PB concepts).</p> <p>The validated reference architecture and method, best practice and experience reports as well as the consolidated set of tool patterns and success factors will be hosted on a long term basis on the project website as well as on webpages at Rostock University (Chair Prof. Fellmann). The contents will be freely accessible over the World Wide Web. In the frame of WP2, partners will be invited to explore and leverage the developed documents during their development or improvement of public budgeting processes in A2.3. Moreover, as an instrument to encourage further usage of the contents among the project partners and further parties, a newsletter that showcases selected parts of the contents as short teasers will be sent to interested parties. Mail addresses will be collected by all project partners and the list of recipients will be managed by Rostock University.</p> | |
| Main Output | <input checked="" type="checkbox"/> | 1,342 / 2,000 characters |
| Investment | <input type="checkbox"/> | |

4.14. Target group(s) and use of the main output

| | |
|---|--------------------------|
| <p>The primary target group are the municipalities of the project consortium by reviewing tailored validated reference architecture to technically set up their PBs. The secondary, but not less relevant, target group are municipalities in the BSR that plan to set up PB but miss the respective IT knowledge for a technical implementation. They are provided by the respective architecture and set of tool patterns with a guide on how to deploy.</p> <p>In more detail, the reference architecture and method are used to systematically detect missing IT components and to support decisions which tools to select for implementing public budget processes (WP2). Best practice- and experience reports as well as tool patterns and success factors are developed in close cooperation with the municipalities; they are intended as an instrument to share knowledge between all project stakeholders and target groups. After the project implementation, the target groups can still use the contents developed since they will be publicly provided in the form of reports or practice-oriented scientific publications.</p> <p>As English is the international language of IT programming and software, the outputs of this WP will be produced in English. As such, the main documents (i.e. validated reference architecture and method, best practice and experience reports as well as the consolidated set of tool patterns and success factors) will be in English. However, in order to ensure a use of the materials by the national/local municipalities and a widespread dissemination of the materials, translations of selected materials (such as the local experience reports) into national language will be provided by the local teams.</p> <p>Furthermore, normal social media and other media releases can be published in both English and national partner languages, depending on the situation.</p> | 1,848 / 2,000 characters |
|---|--------------------------|

4.16. Timeline

| | A4.2 | O4.2 |
|----------|-------------------------------------|-------------------------------------|
| Period 1 | <input type="checkbox"/> | <input type="checkbox"/> |
| Period 2 | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Period 3 | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Period 4 | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Period 5 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Period 6 | <input type="checkbox"/> | <input type="checkbox"/> |

5. Output indicators

5.1. Obligatory output indicator

| Number | Obligatory output indicator | Description | |
|--------|--------------------------------|---|--|
| O1 | Documented learning experience | By piloting the PB approaches twice in six municipalities in the BSR partner countries and 3 in Russia, new knowledge about the adaptations of PB to citizens' needs and about the feasibility of the implementation will be generated. By receiving project support by academic partners and NGOs, municipalities are provided with knowledge capabilities to set up PBs on their own at the end of the project time. This knowledge will be documented e.g. in sets of comparative analyses, guidelines and IT tools. The experiences will also be shared with citizens and NGOs in the participating regions as well as with municipalities in the BSR and beyond. 646 / 1,000 characters | |
| O2 | Documented learning experience | The EmPaci partners will jointly develop communication and dissemination strategies that aim to increase citizens' participation rates and increase their knowledge about PB. Different ways of communication about PB will be tested, also involving NGOs that foster direct links to citizens. Thereby, also differences in socio-economic characteristics of citizens will be regarded to achieve a high distribution rate of PB knowledge. In addition, citizens' needs analyses are conducted in the form of a citizen poll to build a foundation of the PB approaches to be developed and to tailor PB more to citizens expectations. Both, the target-group specific communication and dissemination plan and the citizen poll will be adjustable to other municipalities requirements and therefore be of long-term value in the BSR. Thereby, municipalities learn how PB can be communicated and designed in order to achieve higher participation rates in a more un-biased set of citizens participating. 982 / 1,000 characters | |
| O3 | Documented learning experience | EmPaci links actors from municipalities, NGOs and academia. Through the transnational exchange of experience and know-how and the joint development of a training program, an international PB platform and an orgware system, municipalities will be equipped with sustainable knowledge platforms that seek for exchange of PB experiences also beyond the project. 361 / 1,000 characters | |

5.2. Project specific output indicators

| Number | Output indicator | Mark in case output indicator not relevant | Description | Target value in number |
|--------|---|--|---|------------------------|
| P1 | No. of local/regional public authorities/institutions involved | <input type="checkbox"/> | Municipalities being involved as project partners (PP02, PP05, PP08, PP10, PP12, PP16) 88 / 1,000 characters | 6 |
| P2 | No. of national public authorities/institutions involved | <input checked="" type="checkbox"/> | 0 / 1,000 characters | 0 |
| P3 | No. of enterprises receiving support | <input checked="" type="checkbox"/> | 0 / 1,000 characters | 0 |
| P4 | No. of enterprises receiving non-financial support | <input checked="" type="checkbox"/> | 0 / 1,000 characters | 0 |
| P5 | No. of enterprises cooperating with research institutions | <input checked="" type="checkbox"/> | 0 / 1,000 characters | 0 |
| P6 | No. of documented newly developed market products and services | <input type="checkbox"/> | 9 individual participatory budgeting approaches in 5 partner municipalities/regions of project countries (PP02, PP05, PP08, PP10, PP12), 3 Russian municipalities + 1 Finnish municipality 1 Curriculum of an overall and internationally usable training program 1 Validated reference architecture and method for PB tool selection 327 / 1,000 characters | 11 |
| P7 | Amount of private investments matching public support in innovation or R&D projects | <input checked="" type="checkbox"/> | 0 / 1,000 characters | 0 |
| P8 | Amount of documented planned investments to be realised with other than the Programme funding | <input checked="" type="checkbox"/> | 0 / 1,000 characters | 0 |

6. Budget

6.1 External expertise and services

| Item No. | Contract specification | Investment item? | Group of activities no. | Contracting partner | Planned contract value | Planned award procedure |
|--------------|--|------------------|-------------------------|--|------------------------|-------------------------|
| 1 | External support with the project management 44 / 100 characters | No | WP1 (Management) | 1. University of Rostock | 75,000.00 | Limited national tender |
| 2 | First Level Control (Partner and project level) 47 / 100 characters | No | WP1 (Management) | 1. University of Rostock | 12,000.00 | Bid-at-three |
| 3 | First Level Control (Partner report) 36 / 100 characters | No | WP1 (Management) | 2. City of Bützow | 4,500.00 | Bid-at-three |
| 4 | Translation of material and printing 36 / 100 characters | No | GoA.3.1; GoA.3.2 | 4. Public Institution Klaipėda University | 3,000.00 | Bid-at-three |
| 5 | First Level Control (Partner report) 36 / 100 characters | No | WP1 (Management) | 3. Pferdemarktquartier, registered non-profit association | 3,000.00 | Bid-at-three |
| 6 | Communication materials 23 / 100 characters | No | GoA.3.1 | 3. Pferdemarktquartier, registered non-profit association | 4,000.00 | Bid-at-three |
| 7 | First Level Control (Partner report) 36 / 100 characters | No | WP1 (Management) | 5. Rietavas Municipality Administration | 2,500.00 | Bid-at-three |
| 8 | Meeting and translation costs 29 / 100 characters | No | GoA.2.1; 2.2.; 2.3 | 5. Rietavas Municipality Administration | 4,000.00 | Bid-at-three |
| 9 | Dissemination material and services 35 / 100 characters | No | GoA.4.2 | 5. Rietavas Municipality Administration | 500.00 | Bid-at-three |
| 10 | First Level Control (Partner report) 36 / 100 characters | No | WP1 (Management) | 6. Public Institution Rietavas Tourism and Business Information Centre | 4,104.00 | Limited national tender |
| 11 | Hosting of local and international meetings 43 / 100 characters | No | GoA.2.2; 2.3 | 6. Public Institution Rietavas Tourism and Business Information Centre | 6,000.00 | Bid-at-three |
| 12 | External support with the PB implementation in the own municipality 67 / 100 characters | No | GoA.2.2; 2.3 | 6. Public Institution Rietavas Tourism and Business Information Centre | 16,000.00 | Limited national tender |
| 13 | Local and regional meetings and trainings 41 / 100 characters | No | GoA.3.1; 3.2 | 6. Public Institution Rietavas Tourism and Business Information Centre | 10,000.00 | Limited national tender |
| 14 | Dissemination activities related to the PB tool implementation in LT 68 / 100 characters | No | GoA.4.2 | 6. Public Institution Rietavas Tourism and Business Information Centre | 5,000.00 | Bid-at-three |
| 15 | Expert support with the analysis work during step 1 and 2 58 / 100 characters | No | GoA.2.1 | 10. Regional Development Agency in Bielsko-Biala | 1,900.00 | Bid-at-three |
| 16 | Expert support and consultancy regarding the local PB concept development 73 / 100 characters | No | GoA.2.2 and 2.3 | 10. Regional Development Agency in Bielsko-Biala | 3,000.00 | Limited national tender |
| 17 | Survey preparation and implementation 37 / 100 characters | No | GoA.2.2 | 10. Regional Development Agency in Bielsko-Biala | 500.00 | Bid-at-three |
| Total | | | | | 351,487.00 | |

| Item No. | Contract specification | Investment item? | Group of activities no. | Contracting partner | Planned contract value | Planned award procedure |
|--------------|---|------------------|-------------------------|--|------------------------|-------------------------|
| 18 | Support in PB concept local approach adaptation, PB concept testing and optimization 84 / 100 characters | No | GoA.2.3 | 10. Regional Development Agency i n Bielsko-Biala | 2,500.00 | Bid-at-three |
| 19 | External Workshop support and catering costs 44 / 100 characters | No | GoA.2.2; 2.3 | 10. Regional Development Agency i n Bielsko-Biala | 4,000.00 | Bid-at-three |
| 20 | External Workshop and training support and catering 51 / 100 characters | No | GoA.3.1 | 10. Regional Development Agency i n Bielsko-Biala | 2,000.00 | Bid-at-three |
| 21 | International experience exchange (travel costs of external participants, meeting costs) 88 / 100 characters | No | GoA.3.2 | 10. Regional Development Agency i n Bielsko-Biala | 5,000.00 | Bid-at-three |
| 22 | Communication (press releases, leaflets, info materials, video materials) 73 / 100 characters | No | GoA.3.1 | 10. Regional Development Agency i n Bielsko-Biala | 3,000.00 | Bid-at-three |
| 23 | Training of the local stakeholders/trainers 43 / 100 characters | No | GoA.3.1 | 10. Regional Development Agency i n Bielsko-Biala | 1,300.00 | Bid-at-three |
| 24 | Translation services 20 / 100 characters | No | GoA.2.2; 2.3 | 10. Regional Development Agency i n Bielsko-Biala | 800.00 | Bid-at-three |
| 25 | Translation services 20 / 100 characters | No | GoA.3.1 | 10. Regional Development Agency i n Bielsko-Biala | 700.00 | Bid-at-three |
| 26 | IT expert support – assessment of the existing tools 52 / 100 characters | No | GoA.4.1 | 10. Regional Development Agency i n Bielsko-Biala | 3,000.00 | Bid-at-three |
| 27 | IT expert – implementation of the selected tools in local communities 69 / 100 characters | No | GoA.4.2 | 10. Regional Development Agency i n Bielsko-Biala | 4,300.00 | Bid-at-three |
| 28 | External support with local training activities and events 58 / 100 characters | No | GoA.3.1 | 9. Social innovation centre | 4,800.00 | Bid-at-three |
| 29 | Promotion and communication material 36 / 100 characters | No | GoA.3.1 | 9. Social innovation centre | 8,400.00 | Bid-at-three |
| 30 | Local PB Implementation process 32 / 100 characters | No | GoA.2.3 | 9. Social innovation centre | 20,000.00 | Limited national tender |
| 31 | First Level Control, Partner reports 36 / 100 characters | No | WP1 (Management) | 12. Telšiai District Municipality Admi nistration | 2,000.00 | Bid-at-three |
| 32 | External support with the status quo analyses 45 / 100 characters | No | GoA.2.1 | 12. Telšiai District Municipality Admi nistration | 7,000.00 | Bid-at-three |
| 33 | External support with the PB training 37 / 100 characters | No | GoA.3.1 | 12. Telšiai District Municipality Admi nistration | 7,000.00 | Bid-at-three |
| 34 | External support with the PB tool implementation 48 / 100 characters | No | GoA.4.1 | 12. Telšiai District Municipality Admi nistration | 1,000.00 | Bid-at-three |
| Total | | | | | 351,487.00 | |

| Item No. | Contract specification | Investment item? | Group of activities no. | Contracting partner | Planned contract value | Planned award procedure |
|--------------|---|------------------|-------------------------|--|------------------------|-------------------------|
| 35 | First Level Control, Partner reports 36 / 100 characters | No | WP1 (Management) | 13. University of Tampere - legally succeeded by PP18 | 980.22 | Bid-at-three |
| 36 | Partner meeting in Finland 26 / 100 characters | No | WP1 (Management) | 13. University of Tampere - legally succeeded by PP18 | 0.00 | Bid-at-three |
| 37 | Transcription services related to the survey 45 / 100 characters | No | GoA.2.2 | 13. University of Tampere - legally succeeded by PP18 | 28.52 | Bid-at-three |
| 38 | Workshop organisation and implementation 40 / 100 characters | No | GoA.2.3 | 13. University of Tampere - legally succeeded by PP18 | 0.00 | Bid-at-three |
| 39 | First Level Control, Partner reports 36 / 100 characters | No | WP1 (Management) | 14. Lahti University of Applied Sciences – legally succeeded by PP19 | 2,598.67 | Bid-at-three |
| 40 | Room rent, catering for stakeholders meetings 46 / 100 characters | No | GoA.2.2; 2.3 | 8. Vidzemes planning region | 800.00 | Bid-at-three |
| 41 | Room rent, catering etc. for stakeholders meetings 50 / 100 characters | No | GoA.3.1 | 8. Vidzemes planning region | 800.00 | Bid-at-three |
| 42 | Meeting costs, including travel and accommodation of external experts 69 / 100 characters | No | GoA.4.2 | 8. Vidzemes planning region | 800.00 | Bid-at-three |
| 43 | Translation and interpretation Latvian – English; English – Latvian for project local stakeholders 98 / 100 characters | No | GoA.3.1.; 3.2 | 8. Vidzemes planning region | 3,000.00 | Bid-at-three |
| 44 | Participatory budget piloting: citizens and experts committee, evaluation 72 / 100 characters | No | GoA.2.3 | 8. Vidzemes planning region | 30,000.00 | Limited national tender |
| 45 | First Level Control (Partner report) 36 / 100 characters | No | WP 1 (management) | 4. Public Institution Klaipėda University | 3,000.00 | Bid-at-three |
| 46 | Meeting costs, catering for attendees 37 / 100 characters | No | WP 1 (management) | 15. Saint Petersburg National Research University | 800.00 | Bid-at-three |
| 47 | First level control, reporting 30 / 100 characters | No | WP 1 (management) | 15. Saint Petersburg National Research University | 6,000.00 | Bid-at-three |
| 48 | Translation of PB materials and printing 40 / 100 characters | No | GoA.2.3 | 15. Saint Petersburg National Research University | 3,000.00 | Bid-at-three |
| 49 | Translation of PB materials and printing 40 / 100 characters | No | GoA.3.2 | 15. Saint Petersburg National Research University | 3,000.00 | Bid-at-three |
| 50 | Third-party support for local training and meetings 51 / 100 characters | No | GoA.3.2 | 15. Saint Petersburg National Research University | 4,000.00 | Bid-at-three |
| 51 | First level control, reporting 30 / 100 characters | No | WP 1 (management) | 16. Council of Municipalities of St. Petersburg | 6,000.00 | Bid-at-three |
| 52 | Translation of PB materials and printing 40 / 100 characters | No | GoA.2.3 | 16. Council of Municipalities of St. Petersburg | 3,000.00 | Bid-at-three |
| Total | | | | | 351,487.00 | |

| Item No. | Contract specification | Investment item? | Group of activities no. | Contracting partner | Planned contract value | Planned award procedure |
|--------------|--|------------------|-------------------------|---|------------------------|-------------------------|
| 53 | Third-party support for local training and meetings 51 / 100 characters | No | GoA.3.2 | 16. Council of Municipalities of St. Petersburg | 4,000.00 | Bid-at-three |
| 54 | First level control, reporting 30 / 100 characters | No | WP 1 (management) | 17. «E-Development Partnership in t | 6,000.00 | Bid-at-three |
| 55 | Translation of PB materials and printing 40 / 100 characters | No | GoA.2.3 | 17. «E-Development Partnership in t | 1,000.00 | Bid-at-three |
| 56 | Third-party support for local training and meetings 51 / 100 characters | No | GoA.3.2 | 17. «E-Development Partnership in t | 1,000.00 | Bid-at-three |
| 57 | Internet survey platform expertise 34 / 100 characters | No | GoA.2.2 | 15. Saint Petersburg National Rese | 16,000.00 | Bid-at-three |
| 58 | First Level Control, Partner reports 36 / 100 characters | No | WP1 (Management) | 18. Tampere University Foundation -sr. | 8,019.78 | Bid-at-three |
| 59 | Partner meeting in Finland 26 / 100 characters | No | WP1 (Management) | 18. Tampere University Foundation -sr. | 3,000.00 | Bid-at-three |
| 60 | Transcription services related to the survey 45 / 100 characters | No | GoA.2.2 | 18. Tampere University Foundation -sr. | 1,454.48 | Bid-at-three |
| 61 | Workshop organisation and implementation 40 / 100 characters | No | GoA.2.3 | 18. Tampere University Foundation -sr. | 2,000.00 | Bid-at-three |
| 62 | First Level Control, Partner reports 36 / 100 characters | No | WP1 (Management) | 19. LAB UAS, LAB University of Appli ed Sciences | 9,401.33 | Bid-at-three |
| Total | | | | | 351,487.00 | |

6.2 Equipment

| Item No. | Category | | Investment item? | Group of activities no. | Contracting partner | Planned contract value | Planned award procedure |
|--------------|--------------------------|--|------------------|--------------------------------------|--|------------------------|-------------------------|
| | Category | Additional Specification | | | | | |
| 1 | IT hardware and software | Laptop for local PB work 24 / 100 characters | No | GoA2.2; 2.3; 3.1; 3.2 | 2. City of Bützow | 1,250.00 | Bid-at-three |
| 2 | IT hardware and software | Computers and software for research 35 / 100 characters | No | GoA2.1; 2.2; 2.3; 3.1; 3.2, 4.1; 4.2 | 4. Public Institution Klaipėda University | 4,000.00 | Bid-at-three |
| 3 | Laboratory equipment | PB university lab: 4 computers; copy/printing machine; furniture; programme licences; multimedia 100 / 100 characters | No | GoA2.1; 2.2; 2.3; 3.1; 3.2, 4.1; 4.2 | 4. Public Institution Klaipėda University | 11,000.00 | Bid-at-three |
| 4 | IT hardware and software | PB IT solution 14 / 100 characters | No | GoA4.2 | 5. Rietavas Municipality Administration | 14,000.00 | Limited national tender |
| 5 | IT hardware and software | PB IT solution 14 / 100 characters | No | GoA4.2 | 6. Public Institution Rietavas Tourism and Business Information Centre | 8,000.00 | Bid-at-three |
| 6 | IT hardware and software | 2 x Laptop + software package (office), 1 x printer, 1 tablet for PB training and operation 93 / 100 characters | No | GoA3.1; 3.2 | 10. Regional Development Agency in Bielsko-Biala | 2,850.00 | Bid-at-three |
| 7 | IT hardware and software | Laptop for project administration 34 / 100 characters | No | WP 1 (Management) | 9. Social innovation centre | 900.00 | Bid-at-three |
| 8 | IT hardware and software | Laptop and multimedia projector 31 / 100 characters | No | WP 1 (Management) | 12. Telšiai District Municipality Administration | 2,000.00 | Bid-at-three |
| 9 | IT hardware and software | PB IT solution 14 / 100 characters | No | GoA4.2 | 12. Telšiai District Municipality Administration | 1,000.00 | Bid-at-three |
| 10 | IT hardware and software | Laptop for project administration 33 / 100 characters | No | WP 1 (Management) | 8. Vidzemes planning region | 1,500.00 | Limited national tender |
| Total | | | | | | 46,500.00 | |

There is no investment selected.

6.4 Expenditure for specific project activities (e.g. expenditure for large research activities on sea etc.)

This section is activated only in the exceptional cases defined in the Programme Manual and after a successful consultation with the JS.





6.5 Breakdown of planned project costs per budget line & per partner

| Partner | BL1 - Staff costs | BL2 - Office & administration | BL3 - Travel & accommodation | BL4 - External expertise & services | BL5 - Equipment | BL6 - Infrastructure & works | BL7 - Specific project activities | Total project budget |
|---|---------------------|-------------------------------|------------------------------|-------------------------------------|------------------|------------------------------|-----------------------------------|----------------------|
| PP 1 - University of Rostock | 268,000.00 | 40,200.00 | 13,000.00 | 87,000.00 | 0.00 | 0.00 | 0.00 | 408,200.00 |
| PP 2 - City of Bützow | 95,000.00 | 14,250.00 | 5,000.00 | 4,500.00 | 1,250.00 | 0.00 | 0.00 | 120,000.00 |
| PP 3 - Pferdemarktquartier, registered non-profit association | 74,000.00 | 11,100.00 | 5,900.00 | 7,000.00 | 0.00 | 0.00 | 0.00 | 98,000.00 |
| PP 4 - Public Institution Klaipėda University | 95,000.00 | 14,250.00 | 30,000.00 | 6,000.00 | 15,000.00 | 0.00 | 0.00 | 160,250.00 |
| PP 5 - Rietavas Municipality Administration | 26,000.00 | 3,900.00 | 10,220.00 | 7,000.00 | 14,000.00 | 0.00 | 0.00 | 61,120.00 |
| PP 6 - Public Institution Rietavas Tourism and Business Information Centre | 38,800.00 | 5,820.00 | 10,896.00 | 41,104.00 | 8,000.00 | 0.00 | 0.00 | 104,620.00 |
| PP 7 - "DELETED" Universität Rostock | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| PP 8 - Vidzemes planning region | 56,000.00 | 8,400.00 | 9,600.00 | 35,400.00 | 1,500.00 | 0.00 | 0.00 | 110,900.00 |
| PP 9 - Social innovation centre | 162,000.00 | 24,300.00 | 7,200.00 | 33,200.00 | 900.00 | 0.00 | 0.00 | 227,600.00 |
| PP 10 - Regional Development Agency in Bielsko-Biala | 81,000.00 | 12,150.00 | 22,600.00 | 32,000.00 | 2,850.00 | 0.00 | 0.00 | 150,600.00 |
| PP 11 - Baltic Institute for Regional and European Concern BISER | 55,000.00 | 8,250.00 | 5,500.00 | 0.00 | 0.00 | 0.00 | 0.00 | 68,750.00 |
| PP 12 - Telšiai District Municipality Administration | 23,130.43 | 3,469.56 | 22,000.01 | 17,000.00 | 3,000.00 | 0.00 | 0.00 | 68,600.00 |
| PP 13 - University of Tampere - legally succeeded by PP18 | 0.00 | 0.00 | 4,287.20 | 1,008.74 | 0.00 | 0.00 | 0.00 | 5,295.94 |
| PP 14 - Lahti University of Applied Sciences - legally succeeded by PP19 | 44,841.51 | 6,726.23 | 3,247.66 | 2,598.67 | 0.00 | 0.00 | 0.00 | 57,414.07 |
| PP 15 - Saint Petersburg National Research University of Information Technologies, Mechanics and Optics (ITMO University) | 294,000.00 | 44,100.00 | 16,000.00 | 32,800.00 | 0.00 | 0.00 | 0.00 | 386,900.00 |
| PP 16 - Council of Municipalities of St. Petersburg | 34,000.00 | 5,100.00 | 5,800.00 | 13,000.00 | 0.00 | 0.00 | 0.00 | 57,900.00 |
| PP 17 - «E-Development Partnership in the North-West» Non-Profit Partnership («PRIOR North-West» NPP) | 72,300.00 | 10,845.00 | 9,600.00 | 8,000.00 | 0.00 | 0.00 | 0.00 | 100,745.00 |
| PP 18 - Tampere University Foundation sr. | 103,284.35 | 15,492.65 | 11,452.80 | 14,474.26 | 0.00 | 0.00 | 0.00 | 144,704.06 |
| PP 19 - LAB UAS, LAB University of Applied Sciences | 58,786.49 | 8,817.97 | 15,580.34 | 9,401.33 | 0.00 | 0.00 | 0.00 | 92,586.13 |
| Total | 1,581,142.78 | 237,171.41 | 207,884.01 | 351,487.00 | 46,500.00 | 0.00 | 0.00 | 2,424,185.20 |

There is no state aid relevant activity selected.

6.7 Planned project budget per funding source & per partner

| Partner | Country | Legal status | Funding source | Co-financing rate [in %] | Total [in EUR] | Programme co-financing [in EUR] | Own contribution [in EUR] |
|---|---------|---|----------------|--------------------------|----------------|---------------------------------|---------------------------|
| PP 1 - University of Rostock | DE | Bodies governed by public law | ERDF | 75.00 % | 408,200.00 | 306,150.00 | 102,050.00 |
| PP 2 - City of Bützow | DE | National (governmental), regional and local public authorities | ERDF | 75.00 % | 120,000.00 | 90,000.00 | 30,000.00 |
| PP 3 - Pferdemarktquartier, registered non-profit association | DE | Bodies having legal personality, but not fulfilling criteria i and/or iii under category b) | ERDF | 75.00 % | 98,000.00 | 73,500.00 | 24,500.00 |
| PP 4 - Public Institution Klaipėda University | LT | Bodies governed by public law | ERDF | 85.00 % | 160,250.00 | 136,212.50 | 24,037.50 |
| PP 5 - Rietavas Municipality Administration | LT | National (governmental), regional and local public authorities | ERDF | 85.00 % | 61,120.00 | 51,952.00 | 9,168.00 |
| PP 6 - Public Institution Rietavas Tourism and Business Information Centre | LT | Bodies governed by public law | ERDF | 85.00 % | 104,620.00 | 88,927.00 | 15,693.00 |
| PP 7 - "DELETED" Universität Rostock | DE | Bodies governed by public law | ERDF | 75.00 % | 0.00 | 0.00 | 0.00 |
| PP 8 - Vidzemes planning region | LV | National (governmental), regional and local public authorities | ERDF | 85.00 % | 110,900.00 | 94,265.00 | 16,635.00 |
| PP 9 - Social innovation centre | LV | Bodies having legal personality, but not fulfilling criteria i and/or iii under category b) | ERDF | 85.00 % | 227,600.00 | 193,460.00 | 34,140.00 |
| PP 10 - Regional Development Agency in Bielsko-Biala | PL | Bodies governed by public law | ERDF | 85.00 % | 150,600.00 | 128,010.00 | 22,590.00 |
| PP 11 - Baltic Institute for Regional and European Concern BISER | PL | Bodies having legal personality, but not fulfilling criteria i and/or iii under category b) | ERDF | 85.00 % | 68,750.00 | 58,437.50 | 10,312.50 |
| PP 12 - Telšiai District Municipality Administration | LT | Bodies governed by public law | ERDF | 85.00 % | 68,600.00 | 58,310.00 | 10,290.00 |
| PP 13 - University of Tampere - legally succeeded by PP18 | FI | Bodies governed by public law | ERDF | 75.00 % | 5,295.94 | 3,971.95 | 1,323.99 |
| PP 14 - Lahti University of Applied Sciences - legally succeeded by PP19 | FI | Bodies governed by public law | ERDF | 75.00 % | 57,414.07 | 43,060.55 | 14,353.52 |
| PP 15 - Saint Petersburg National Research University of Information Technologies, Mechanics and Optics (ITMO University) | RU | Bodies governed by public law | ENI_RU | 85.00 % | 386,900.00 | 328,865.00 | 58,035.00 |
| Total ERDF | | | | | 1,878,640.20 | 1,504,224.13 | 374,416.07 |
| Total ENI | | | | | 272,772.50 | 231,856.62 | 40,915.88 |
| Total RUSSIA | | | | | 272,772.50 | 231,856.63 | 40,915.87 |
| Total ENI + RUSSIA | | | | | 545,545.00 | 463,713.25 | 81,831.75 |
| Total | | | | | 2,424,185.20 | 1,967,937.38 | 456,247.82 |

| Partner | Country | Legal status | Funding source | Co-financing rate [in %] | Total [in EUR] | Programme co-financing [in EUR] | Own contribution [in EUR] |
|---|--|---|----------------|--------------------------|----------------|---------------------------------|---------------------------|
| PP 16 - Council of Municipalities of St. Petersburg |  RU | Associations formed by one or several regional or local authorities as defined under a) | ENI_RU | 85.00 % | 57,900.00 | 49,215.00 | 8,685.00 |
| PP 17 - «E-Development Partnership in the North-West» Non-Profit Partnership («PRIOR North-West» NPP) |  RU | Bodies having legal personality, but not fulfilling criteria i and/or iii under category b) | ENI_RU | 85.00 % | 100,745.00 | 85,633.25 | 15,111.75 |
| PP 18 - Tampere University Foundation sr. |  FI | Bodies governed by public law | ERDF | 75.00 % | 144,704.06 | 108,528.04 | 36,176.02 |
| PP 19 - LAB UAS, LAB University of Applied Sciences |  FI | Bodies governed by public law | ERDF | 75.00 % | 92,586.13 | 69,439.59 | 23,146.54 |
| Total ERDF | | | | | 1,878,640.20 | 1,504,224.13 | 374,416.07 |
| Total ENI | | | | | 272,772.50 | 231,856.62 | 40,915.88 |
| Total RUSSIA | | | | | 272,772.50 | 231,856.63 | 40,915.87 |
| Total ENI + RUSSIA | | | | | 545,545.00 | 463,713.25 | 81,831.75 |
| Total | | | | | 2,424,185.20 | 1,967,937.38 | 456,247.82 |

6.8 Spending Plan - per reporting Period

| | EU partners (ERDF) | Russian partners (ENI / Russia) | Total |
|---------------------------|--------------------|---------------------------------|--------------|
| Period 1 [Month 1-6] | 317,020.00 | 0.00 | 317,020.00 |
| Period 2 [Month 7-12] | 428,560.00 | 305,980.00 | 734,540.00 |
| Period 3 [Month 13-18] | 435,750.00 | 118,310.00 | 554,060.00 |
| Period 4 [Month 19-24] | 472,450.00 | 66,770.00 | 539,220.00 |
| Period 5 [Month 25-30] | 224,860.20 | 54,485.00 | 279,345.20 |
| Period 6 [Month 31-36] | 0.00 | 0.00 | 0.00 |
| Total | 1,878,640.20 | 545,545.00 | 2,424,185.20 |

| 6.9 Net-revenues | | | | |
|------------------|--------------------------|---|-----------------|---|
| No. | Project Partner | Description | Amount [in EUR] | Source of revenues |
| 1 | <div>Please select</div> | <div></div> <div>0 / 100 characters</div> | <div>0.00</div> | <div></div> <div>0 / 100 characters</div> |

7. Preparation costs

7.1 Preparation Costs

Would you like to apply for reimbursement of the preparation costs?

Yes

7.2 Other EU support of preparatory cost

Did you receive any other EU funds specifically designated to the development of this project application?

No

7.3 Payment request to reimburse Preparation cost

The project herewith applies for reimbursement of the preparation cost.

This reimbursement is based on a lump sum which means that no real cost have to be certified by the first level controller. Please note that for the lump sums no accounting documents proving expenditure will be required by the Programme. The only preconditions to receive this lump sum payment are:

- the approval of your application;
- the conclusion of the subsidy contract;
- no double financing of the preparation cost.

| PP no. | PP name/country | Total cost | Co-financing rate | Reimbursement | Fund |
|--------|--|---------------|-------------------|---------------|---------|
| 1 | Universität Rostock (DE) | 18,000.00 | 75% | 13,500.00 | ERDF |
| 2 | Stadt Bützow (DE) | 0.00 | 75% | 0.00 | ERDF |
| 3 | Pferdemarktquartier e.V. (DE) | 0.00 | 75% | 0.00 | ERDF |
| 4 | Vešiojo įstaiga Klaipėdos universitetas (LT) | 0.00 | 75% | 0.00 | ERDF |
| 5 | Rietavo savivaldybės administracija (LT) | 0.00 | 75% | 0.00 | ERDF |
| 6 | Vešioji įstaiga Rietavo turizmo ir verslo informacijos centras (LT) | 0.00 | 75% | 0.00 | ERDF |
| 7 | "DELETED" Universität Rostock (DE) | 0.00 | 75% | 0.00 | ERDF |
| 8 | Vidzemes plānošanas reģions (LV) | 0.00 | 75% | 0.00 | ERDF |
| 9 | Sociālās inovācijas centrs (LV) | 0.00 | 75% | 0.00 | ERDF |
| 10 | Agencja Rozwoju Regionalnego S.A. w Bielsku-Białej (PL) | 0.00 | 75% | 0.00 | ERDF |
| 11 | Bałycki Instytut Spraw Europejskich i Regionalnych* BISER (PL) | 0.00 | 75% | 0.00 | ERDF |
| 12 | Telšių rajono savivaldybės administracija (LT) | 0.00 | 75% | 0.00 | ERDF |
| 13 | Tampereen yliopisto - legally succeeded by PP18 (FI) | 1,000.00 | 75% | 750.00 | ERDF |
| 14 | Lahden ammattikorkeakoulu Oy - legally succeeded by PP19 (FI) | 1,000.00 | 75% | 750.00 | ERDF |
| 15 | федеральное государственное автономное образовательное учреждение высшего образования «Санкт-Петербургский национальный исследовательский университет информационных технологий, механики и оптики» (RU) | 0.00 | 75% | 0.00 | ENII/RU |
| 16 | Совет муниципальных образований Санкт-Петербурга (RU) | 0.00 | 75% | 0.00 | ENII/RU |
| 17 | Некоммерческое партнерство «Партнерство для развития информационного общества на Северо-Западе» (НП ПРИОР Северо-Запад) (RU) | 0.00 | 75% | 0.00 | ENII/RU |
| 18 | Tampereen korkeakoulusäätiö (FI) | 0.00 | 75% | 0.00 | ERDF |
| 19 | Lab-ammattikorkeakoulu Oy (FI) | 0.00 | 75% | 0.00 | ERDF |
| | TOTAL | 20,000 | 75% | 15,000 | |

7.4 Bank information

| | | |
|-----------------------|--|----------------|
| Name of the bank | Deutsche Bundesbank - Filiale Rostock | |
| Address | Richard-Wagner-Straße 2 | |
| Country & Town | Germany | 18055 Rostock |
| IBAN | DE 26 1300 0000 0014 0015 18 | |
| BIC (S.W.I.F.T.-Code) | MARKDEF1130 | |
| Internal reference | 7115180008061 | |
| Holder of the account | Landeszentalkasse Mecklenburg-Vorpommern | |
| Address | Alexandrinestraße 15 | |
| Country & Town | Germany | 19055 Schwerin |

