

## 1. Identification

Call	Date of submission
C1	22/04/2022

### 1.1. Full name of the project

Distance LAB – remote service hub for SME's and public sector 61 / 250 characters

### 1.2. Short name of the project

Distance LAB 12 / 20 characters

### 1.3. Programme priority

1. Innovative societies

### 1.4. Programme objective

1.1 Resilient economies and communities

### 1.6. Project duration

<b>Contracting start</b>	22/09/2022	<b>Contracting end</b>	31/12/2022
<b>Implementation start</b>	01/01/2023	<b>Implementation end</b>	31/12/2025
		<b>Duration of implementation phase (months)</b>	36
<b>Closure start</b>	01/01/2026	<b>Closure end</b>	31/03/2026

### 1.7. Project summary

DistanceLAB creates tools to improve the stakeholders' resilience and adaptability by improving their skills in remote activities, especially distance soft skills (DIS). The project is topical as the COVID-19 pandemic and energy crisis have pushed organizations for a change. Now it is the time to take advantage of these changes and create new ways of success. The developed tools and methods are divided into 3 categories; communication and innovation, sustainability and remote business strategy. In this application "service" is used as an umbrella term for all these outcomes. These services develop the businesses' existing activities and evolve them into hybrid and remote. The services and expertise is brought together in a hub. The hub offers the collective expertise of business development experts and the network of Baltic area. The hub is a co-operative effort of all partners and is open for international expansion. Each partner country will develop its own living lab of innovation. The living labs collaborate together in the hub and with other, existing clusters and networks. The hub shares knowledge and experiences on activities following EU and local level strategies by developing and adjusting the business to support the strategic objectives. Transnational collaboration and green transition are the backbone of the project's activities and later, services provided in the hub. Public actors advocate local strategic changes towards a resilient and remote-adapted society.

1,500 / 1,500 characters

## 1.8. Summary of the partnership

The consortium is created in a way that can reach the target groups from the Baltics and has experience and expertise in international projects. Consortium includes partners in Finland, Sweden, Norway, Latvia, Lithuania and Poland. The partners represent municipalities, business development organizations and universities, which creates a well-rounded group of actors that can develop the tools, evaluate them and most importantly share the results with end users.

All partners have an active role in all the work packages and groups of activities. The specific tasks and responsibilities are divided to ensure comprehensive geographical and expertise-based coverage. The specific tasks are defined in partner roles and leader-role distribution. The activities are planned to have a cohesive step-by-step approach. All partners are engaged in the remote service hub, which will continue its existence and expansion after the project.

Centria University of Applied Sciences (FI) (Project lead partner and leader in WP 1) has an extensive background of digitalization and acts as a bridge between businesses, people and technology. Centria is involved actively in remote work development and aims to improve the collaboration between actors. Kaunas Science and Technology Park (LT) is an incubator for innovative tech companies. They will specialize in networking methods and hub online platform. They support the lead partner in dissemination. Ventpils High Technology park foundation (LV) will take part in many of the pilots in topics of DIS, sustainability and remote business strategies. LAB University of Applied Sciences (FI) will offer a view of DIS assessment and sustainability. They will support other partners in the sustainability factor of the hub.

Municipality partners are important in order to create a change on a local level. More and Romsdal County Council (NO) (leader in WP 2) will be a connector to end users. As a regional developer they work closely with municipalities, business development offices, incubators and industry clusters. Skellefteå Science City (SW) is a municipal development company and they will transfer the skills between partners and clusters, networks and innovation environments as well as develop remote innovation methods. Rzeszow Regional Development Agency (PO) will focus on remote business strategies and local development. The services are combined into a hub. Lithuanian Innovation Centre is a public innovation support organization that will offer expertise on how to design and offer the services to target groups as well as conduct services on sustainability and business strategy.

University of Latvia (leader of WP 3) will provide their expertise in the hub creation, living lab -model, international collaboration and digital skills.

2,801 / 3,000 characters

### 1.11. Project Budget Summary

Financial resources [in EUR]		Preparation costs	Planned project budget
ERDF	ERDF co-financing	0.00	2,022,649.60
	Own contribution ERDF	0.00	505,662.41
	<b>ERDF budget</b>	0.00	2,528,312.01
NO	NO co-financing	0.00	144,689.75
	Own contribution NO	0.00	144,689.75
	<b>NO budget</b>	0.00	289,379.50
NDICI	NDICI co-financing	0.00	0.00
	Own contribution NDICI	0.00	0.00
	<b>NDICI budget</b>	0.00	0.00
RU	RU co-financing	0.00	0.00
	Own contribution RU	0.00	0.00
	<b>RU budget</b>	0.00	0.00
<b>TOTAL</b>	<b>Total Programme co-financing</b>	0.00	2,167,339.35
	<b>Total own contribution</b>	0.00	650,352.16
	<b>Total budget</b>	0.00	2,817,691.51

## 2. Partnership

### 2.1. Overview: Project Partnership

#### 2.1.1 Project Partners

No.	LP/PP	Organisation (English)	Organisation (Original)	Country	Type of partner	Legal status	Partner budget in the project	Active/inactive	
								Status	from
1	LP	Centria University of Applied Sciences	Centria-ammattikorkeakoulu oy	 FI	Higher education and research institution	a)	538,809.12 €	Active	22/09/2022
2	PP	LAB University of Applied Sciences	LAB-ammattikorkeakoulu Oy	 FI	Higher education and research institution	a)	370,332.00 €	Active	22/09/2022
3	PP	More and Romsdal County Council	Møre og Romsdal Fylkeskommune	 NO	Regional public authority	a)	289,379.50 €	Active	22/09/2022
4	PP	University of Latvia	Latvijas Universitāte	 LV	Higher education and research institution	a)	202,140.80 €	Active	22/09/2022
5	PP	Kaunas Science and Technology Park	Kauno mokslo ir technologijų parkas	 LT	NGO	a)	232,395.20 €	Active	22/09/2022
6	PP	Rzeszow Regional Development Agency	Rzeszowska Agencja Rozwoju Regionalnego S.A.	 PL	Regional public authority	a)	245,280.00 €	Active	22/09/2022
7	PP	Skellefteå Science City	Skellefteå Science City	 SE	Business support organisation	a)	457,372.09 €	Active	22/09/2022
8	PP	Public Institution Lithuanian Innovation Centre	Viešoji įstaiga Lietuvos inovacijų centras	 LT	Business support organisation	a)	250,742.80 €	Active	22/09/2022
9	PP	Foundation Ventspils High Technology park	Nodibinājums Ventspils Augsto tehnoloģiju parks	 LV	NGO	b)	231,240.00 €	Active	22/09/2022

#### 2.1.2 Associated Organisations

No.	Organisation (English)	Organisation (Original)	Country	Type of Partner
AO 1	The Baltic Institute of Finland	Suomen Itämeri-instituutin säätiö	FI	Interest group
AO 2	Jakobstad Region Development Company Concordia	Pietarsaaren seudun Kehittämissyhtiö Concordia Oy	FI	Regional public authority
AO 3	City of Imatra	Imatran kaupunki	FI	Infrastructure and public service provider
AO 4	City of Heinola	Heinolan kaupunki	FI	Infrastructure and public service provider
AO 5	Municipality of Hollola	Hollolan kunta	FI	Infrastructure and public service provider
AO 6	Municipality of Taipalsaari	Taipalsaaren kunta	FI	Infrastructure and public service provider
AO 7	The Regional Council of Päijät-Häme	Päijät-Hämeen liitto	FI	Regional public authority
AO 8	The Regional Council of South Karelia	Etelä-Karjalan Liitto	FI	Regional public authority
AO 9	Lahti Region Development Company LADEC Ltd	Lahden Seudun Kehitys LADEC Oy	FI	Business support organisation
AO 10	The Municipality of Rautjärvi	Rautjärven kunta	FI	Infrastructure and public service provider
AO 11	University of Tartu	Tartu Ülikool	EE	Higher education and research institution
AO 12	Rzeszow University of Technology	Politechnika Rzeszowska im. Ignacego Łukasiewicza	PL	Higher education and research institution
AO 13	Leader Aisapari	Leader Aisapari	FI	Regional public authority
AO 14	Business Women's Association in Lithuania	Verslo moterų asociacija	LT	NGO
AO 15	Kaunas IN	Kaunas IN	LT	Local public authority
AO 16	Association of Technology and Innovation Business Support	Technologijų ir inovacijų paramos verslui asociacija	LT	NGO
AO 17	Šiauliai Business Incubator	VŠĮ Šiaulių verslo inkubatorius	LT	Business support organisation
AO 18	Klaipėda science and technology park	Klaipėdos mokslo ir technologijų parkas	LT	Business support organisation
AO 19	Vilnius Chamber of Commerce, Industry and Crafts	Vilniaus prekybos, pramonės ir amatų rūmai	LT	Business support organisation
AO 20	Visoriai Information Technology Park	VŠĮ Visorių informacinių technologijų parkas	LT	Business support organisation
AO 21	Lithuanian Confederation of Industrialists	Lietuvos pramoninkų konfederacija	LT	Interest group
AO 22	Cluster Experts Baltic Sea Region	Baltijas jūras reģiona klasteru eksperti	LV	NGO
AO 23	Skellefteå municipality	Skellefteå kommun	SE	Local public authority
AO 24	Protomøre Knowledge Park	Protomøre Kunnskapspark as	NO	Business support organisation
AO 25	Vindel	Vindel	NO	Business support organisation
AO 26	Sunnmøre Business Garden	Sunnmøre Kultur næringshage	NO	Business support organisation
AO 27	Latvian Chamber of Commerce and Industry	Latvijas Tirdzniecības un rūpniecības kamera	LV	NGO

## 2.2 Project Partner Details - Partner 1

LP/PP	Lead Partner		
Partner Status	Active		
	Active from	22/09/2022	Inactive from

Partner name:

<b>Organisation in original language</b>	Centria-ammattikorkeakoulu oy	29 / 250 characters
<b>Organisation in English</b>	Centria University of Applied Sciences	38 / 250 characters
<b>Department in original language</b>	Centria TKI/digitalisaatio	26 / 250 characters
<b>Department in English</b>	Centria RDI/Digitalization	26 / 250 characters

**Partner location and website:**

<b>Address</b>	Talonpojankatu 2	16 / 250 characters	<b>Country</b>	Finland
<b>Postal Code</b>	67100	5 / 250 characters	<b>NUTS1 code</b>	Manner-Suomi
<b>Town</b>	Kokkola	7 / 250 characters	<b>NUTS2 code</b>	Pohjois- ja Itä-Suomi
<b>Website</b>	www.centria.fi/en	17 / 100 characters	<b>NUTS3 code</b>	Keski-Pohjanmaa

**Partner ID:**

<b>Organisation ID type</b>	Business Identity Code (Y-tunnus)	
<b>Organisation ID</b>	1097805-3	
<b>VAT Number Format</b>	FI + 8 digits	
<b>VAT Number</b>	<input type="checkbox"/> N/A <input type="checkbox"/> FI10978053	10 / 50 characters
<b>PIC</b>	997172708	9 / 9 characters

**Partner type:**

<b>Legal status</b>	a) Public	
<b>Type of partner</b>	Higher education and research instituti	University faculty, college, research institution, RTD facility, research cluster, etc.
<b>Sector (NACE)</b>	72.19 - Other research and experimental development on natural sciences and engineering	

**Partner financial data:**

**Is your organisation entitled to recover VAT related to the EU funded project activities?**

**Role of the partner organisation in this project:**

Centria is the lead partner of the project and the leader of work package 1 and group of activities "Remote business service pilots" and "launch of hub's services". They will develop the services "Recruitment and employee satisfaction/well-being" and "Digitalization strategy-model". As a lead partner, Centria will be responsible for all project activities. Financial management and dissemination are also done internally by the experienced staff of Centria. Centria is an experienced project manager with about 100 ongoing projects and a volume of over 8 million euros. Centria's RDI is divided into four research teams; digitalization, entrepreneurship and wellbeing, chemistry and bio-economy and production technology. The Digitalization team will execute Distance LAB. Teams collaborate together, which ensures that Centria can provide the project with multidisciplinary expertise.

888 / 1,000 characters

Has this organisation ever been a partner in the project(s) implemented in the Interreg Baltic Sea Region Programme?

Yes  No

State aid relevance

For the partner type selected, the Programme sees a medium to high risk for implementing State aid relevant activities. If the partner is of the opinion that its activities are not State aid relevant, it can ask the MAJS for a plausibility check on the State aid relevance. Does the partner want to do this?

Yes  No

Justification why the partner's activities are not State aid relevant

The project activities are to support the industry, results are public and open to any stakeholder. Centria will not gain any economic advantage in the market. The organisation provides expertise and needed infrastructure for the benefit of the project.

253 / 3,000 characters

2.2 Project Partner Details - Partner 2

<b>LP/PP</b>	<input type="text" value="Project Partner"/>		
<b>Partner Status</b>	<input type="text" value="Active"/>		
	<b>Active from</b>	<input type="text" value="22/09/2022"/>	<b>Inactive from</b>
		<input type="text"/>	<input type="text"/>

Partner name:

<b>Organisation in original language</b>	<input type="text" value="LAB-ammattikorkeakoulu Oy"/>		
	25 / 250 characters		
<b>Organisation in English</b>	<input type="text" value="LAB University of Applied Sciences"/>		
	35 / 250 characters		
<b>Department in original language</b>	<input type="text" value="Liiketoiminta-yksikkö"/>		
	21 / 250 characters		
<b>Department in English</b>	<input type="text" value="Business Unit"/>		
	13 / 250 characters		

Partner location and website:

<b>Address</b>	<input type="text" value="Mukkulankatu 19"/>	<b>Country</b>	<input type="text" value="Finland"/>
	15 / 250 characters		
<b>Postal Code</b>	<input type="text" value="15210"/>	<b>NUTS1 code</b>	<input type="text" value="Manner-Suomi"/>
	5 / 250 characters		
<b>Town</b>	<input type="text" value="Lahti"/>	<b>NUTS2 code</b>	<input type="text" value="Etelä-Suomi"/>
	5 / 250 characters		
<b>Website</b>	<input type="text" value="https://lab.fi/en"/>	<b>NUTS3 code</b>	<input type="text" value="Päijät-Häme"/>
	17 / 100 characters		

Partner ID:

<b>Organisation ID type</b>	<input type="text" value="Business Identity Code (Y-tunnus)"/>		
<b>Organisation ID</b>	<input type="text" value="2630644-6"/>		
<b>VAT Number Format</b>	<input type="text" value="FI + 8 digits"/>		
<b>VAT Number</b>	<input type="checkbox"/> N/A	<input type="text" value="FI26306446"/>	
		10 / 50 characters	
<b>PIC</b>	<input type="text" value="949269355"/>		
	9 / 9 characters		

**Partner type:**

<b>Legal status</b>	<input type="text" value="a) Public"/>	
<b>Type of partner</b>	<input type="text" value="Higher education and research instituti"/>	<input type="text" value="University faculty, college, research institution, RTD facility, research cluster, etc."/>
<b>Sector (NACE)</b>	<input type="text" value="85.42 - Tertiary education"/>	

**Partner financial data:**

**Is your organisation entitled to recover VAT related to the EU funded project activities?**

**Role of the partner organisation in this project:**

LAB is the leader of the group of activities “sustainability review and development” and “Communication and innovation pilots” and produces the services “DIS assessment and development tool” and “Design for sustainability”. LAB University of Applied Sciences operates in Lahti and Lappeenranta, and also provides education online. The strengths of this higher education institution specializing in innovation include the circular economy, design, the commercialization of innovations and service innovations for health and well-being. LAB has over 8 500 students, making it the sixth largest university of applied sciences in Finland.

635 / 1,000 characters

**Has this organisation ever been a partner in the project(s) implemented in the Interreg Baltic Sea Region Programme?**

Yes  No

**State aid relevance**

**For the partner type selected, the Programme sees a medium to high risk for implementing State aid relevant activities. If the partner is of the opinion that its activities are not State aid relevant, it can ask the MAJS for a plausibility check on the State aid relevance. Does the partner want to do this?**

Yes  No

**Justification why the partner's activities are not State aid relevant**

Carrying out basic tasks is not considered to be a business activity within the meaning of section 21 b of the TVL of polytechnics.  
[https://www.vero.fi/syventavat-vero-ohjeet/ohje-hakusivu/47797/verotusohje\\_korkeakouluill/](https://www.vero.fi/syventavat-vero-ohjeet/ohje-hakusivu/47797/verotusohje_korkeakouluill/)  
<https://www.finlex.fi/fi/laki/ajantasa/2014/20140932>

275 / 3,000 characters

**2.2 Project Partner Details - Partner 3**

<b>LP/PP</b>	<input type="text" value="Project Partner"/>		
<b>Partner Status</b>	<input type="text" value="Active"/>		
<b>Active from</b>	<input type="text" value="22/09/2022"/>	<b>Inactive from</b>	<input type="text"/>

**Partner name:**

<b>Organisation in original language</b>	<input type="text" value="Møre og Romsdal Fylkeskommune"/>	29 / 250 characters
<b>Organisation in English</b>	<input type="text" value="More and Romsdal County Council"/>	31 / 250 characters
<b>Department in original language</b>	<input type="text" value="Kompetanse- og næringsavdelingen"/>	33 / 250 characters
<b>Department in English</b>	<input type="text" value="Department of Education Skills and Business development"/>	55 / 250 characters

**Partner location and website:**

<b>Address</b>	<input type="text" value="Fylkeshuset, Julsundvegen 9"/>	<b>Country</b>	<input type="text" value="Norway"/>
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27 / 250 characters



Postal Code	<input type="text" value="6413"/> <small>4 / 250 characters</small>	NUTS1 code	<input type="text" value="Norge"/>
Town	<input type="text" value="Molde"/> <small>5 / 250 characters</small>	NUTS2 code	<input type="text" value="Vestlandet"/>
Website	<input type="text" value="www.mrfylke.no"/> <small>14 / 100 characters</small>	NUTS3 code	<input type="text" value="Møre og Romsdal"/>

**Partner ID:**

Organisation ID type	<input type="text" value="Organisation number (Organisasjonsnummer)"/>
Organisation ID	<input type="text" value="944183779"/>
VAT Number Format	<input type="text" value="NO + 9 digits + MVA"/>
VAT Number	<input type="checkbox"/> N/A <input type="checkbox"/> <input type="text" value="NO944183779MVA"/> <small>14 / 50 characters</small>
PIC	<input type="text" value="950609022"/> <small>9 / 9 characters</small>

**Partner type:**

Legal status	<input type="text" value="a) Public"/>
Type of partner	<input type="text" value="Regional public authority"/> <input type="text" value="Regional council, etc."/>
Sector (NACE)	<input type="text" value="84.11 - General public administration activities"/>

**Partner financial data:**

Is your organisation entitled to recover VAT related to the EU funded project activities?	<input type="text" value="Yes"/>
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**Role of the partner organisation in this project:**

Møre and Romsdal County Council is the leader of work package 2 and the groups of activities "tool reviews with target group" and "pilot review and service sets". The council is the regional government of Møre and Romsdal county in the northernmost part of Western Norway. The county consists of 26 municipalities, a challenging infrastructure and a typography characterized by large rural areas, fjords and mountains, valleys, small headlands and islands. As a regional developer with a large amount of external collaboration with municipalities, businesses, incubators, research institutions and other type of organizations a good interaction and collaboration are necessary for us to reach our regional development goals. The county council's most important tasks today are for example upper secondary education, regional planning and development, business development, management of regional development funds, culture and cultural heritage management, public health, and international work.

996 / 1,000 characters**Has this organisation ever been a partner in the project(s) implemented in the Interreg Baltic Sea Region Programme?**

Yes  No

**2.2 Project Partner Details - Partner 4**

LP/PP	<input type="text" value="Project Partner"/>		
Partner Status	<input type="text" value="Active"/>		
Active from	<input type="text" value="22/09/2022"/>	Inactive from	<input type="text"/>

**Partner name:**

Organisation in original language	<input type="text" value="Latvijas Universitāte"/> <small>21 / 250 characters</small>
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<b>Organisation in English</b>	University of Latvia	20 / 250 characters
<b>Department in original language</b>	Eiropas un sabiedrības attīstības studiju	41 / 250 characters
<b>Department in English</b>	Centre for European and Transition Studies (CETS)	49 / 250 characters

**Partner location and website:**

<b>Address</b>	Raina blvd., 19	15 / 250 characters	<b>Country</b>	Latvia
<b>Postal Code</b>	LV1050	6 / 250 characters	<b>NUTS1 code</b>	Latvija
<b>Town</b>	Riga	4 / 250 characters	<b>NUTS2 code</b>	Latvija
<b>Website</b>	www.lu.lv; www.lu.lv/cets	25 / 100 characters	<b>NUTS3 code</b>	Rīga

**Partner ID:**

<b>Organisation ID type</b>	Unified registration number (Vienotais reģistrācijas numurs)	
<b>Organisation ID</b>	90000076669	
<b>VAT Number Format</b>	LV + 11 digits	
<b>VAT Number</b>	N/A <input type="checkbox"/> LV90000076669	13 / 50 characters
<b>PIC</b>	999871830	9 / 9 characters

**Partner type:**

<b>Legal status</b>	a) Public	
<b>Type of partner</b>	Higher education and research instituti	University faculty, college, research institution, RTD facility, research cluster, etc.
<b>Sector (NACE)</b>	85.42 - Tertiary education	

**Partner financial data:**

<b>Is your organisation entitled to recover VAT related to the EU funded project activities?</b>	No
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**Role of the partner organisation in this project:**

University of Latvia (UL) is the leader of work package 3 and the group of activities "local living labs of innovation" and will produce the service "SMEs remote development opportunities in cooperation with Microsoft and digital skills fulfillment". Scientific activity at UL takes place both its faculties and scientific institutes that provides an environment and infrastructure for outstanding achievements in research, studies, and creative endeavors. UL conducts research in more than 50 research areas. At the same time, great attention is being paid that the research has applicable results and the cooperation with the industry is present. UL degree of internationalization has been recognized as high in several rankings, such as QS Top Universities, Multirank, Interfax ranking. The UL is actively participating in different EU programmes as a coordinator and project partner. Therefore, the UL has acquired a vast experience working with international projects and partners.

987 / 1,000 characters

**Has this organisation ever been a partner in the project(s) implemented in the Interreg Baltic Sea Region Programme?**

Yes  No

**State aid relevance**

For the partner type selected, the Programme sees a medium to high risk for implementing State aid relevant activities. If the partner is of the opinion that its activities are not State aid relevant, it can ask the MAJS for a plausibility check on the State aid relevance. Does the partner want to do this?

Yes  No

**2.2 Project Partner Details - Partner 5**

<b>LP/PP</b>	<input type="text" value="Project Partner"/>		
<b>Partner Status</b>	<input type="text" value="Active"/>		
	<b>Active from</b>	<input type="text" value="22/09/2022"/>	<b>Inactive from</b>
		<input type="text"/>	<input type="text"/>

**Partner name:**

<b>Organisation in original language</b>	<input type="text" value="Kauno mokslo ir technologijų parkas"/>	<small>35 / 250 characters</small>
<b>Organisation in English</b>	<input type="text" value="Kaunas Science and Technology Park"/>	<small>34 / 250 characters</small>
<b>Department in original language</b>	<input type="text" value="n/a"/>	<small>3 / 250 characters</small>
<b>Department in English</b>	<input type="text" value="n/a"/>	<small>3 / 250 characters</small>

**Partner location and website:**

<b>Address</b>	<input type="text" value="K. Petrausko str. 26"/>	<small>20 / 250 characters</small>	<b>Country</b>	<input type="text" value="Lithuania"/>
<b>Postal Code</b>	<input type="text" value="LT- 44156"/>	<small>9 / 250 characters</small>	<b>NUTS1 code</b>	<input type="text" value="Lietuva"/>
<b>Town</b>	<input type="text" value="Kaunas"/>	<small>6 / 250 characters</small>	<b>NUTS2 code</b>	<input type="text" value="Vidurio ir vakarų Lietuvos regionas"/>
<b>Website</b>	<input type="text" value="www.kaunomtp.lt"/>	<small>15 / 100 characters</small>	<b>NUTS3 code</b>	<input type="text" value="Kauno apskritis"/>

**Partner ID:**

<b>Organisation ID type</b>	<input type="text" value="Legal person's code (Juridinio asmens kodas)"/>		
<b>Organisation ID</b>	<input type="text" value="303562022"/>		
<b>VAT Number Format</b>	<input type="text" value="LT + 12 digits"/>		
<b>VAT Number</b>	<input type="checkbox"/> N/A	<input type="text" value="LT100009138419"/>	<small>14 / 50 characters</small>
<b>PIC</b>	<input type="text" value="932475648"/>		
			<small>9 / 9 characters</small>

**Partner type:**

<b>Legal status</b>	<input type="text" value="a) Public"/>	
<b>Type of partner</b>	<input type="text" value="NGO"/>	<input type="text" value="Non-governmental organisations, such as Greenpeace, WWF, etc."/>

**Sector (NACE)**

**Partner financial data:**

**Is your organisation entitled to recover VAT related to the EU funded project activities?**

**Role of the partner organisation in this project:**

Kaunas Science and Technology Park (Kaunas STP) is the leader of a group of activities "remote hub online platform" and produces the service "networking methods". They collaborate closely with the lead partner in the project's dissemination. Kaunas STP is a business incubator located in Lithuania, Kaunas. Organization helps start-ups and already growing tech companies to increase transnational competitiveness, consults companies on business development issues, provides innovation support services, and fosters innovation culture in the region. Kaunas STP is an active member of the innovation ecosystem in Lithuania. The organization is owned by the state and therefore contributes to the implementation of business and innovation support policies, provides related insights for the governmental institutions, and has a constant dialogue with them.

854 / 1,000 characters

**Has this organisation ever been a partner in the project(s) implemented in the Interreg Baltic Sea Region Programme?**

Yes  No

**2.2 Project Partner Details - Partner 6**

**LP/PP**   
**Partner Status**   
**Active from**  **Inactive from**

**Partner name:**

**Organisation in original language**   
44 / 250 characters  
**Organisation in English**   
35 / 250 characters  
**Department in original language**   
56 / 250 characters  
**Department in English**   
59 / 250 characters

**Partner location and website:**

<b>Address</b> <input type="text" value="Chopina 51 str."/> <small>15 / 250 characters</small>	<b>Country</b> <input type="text" value="Poland"/>
<b>Postal Code</b> <input type="text" value="35-959"/> <small>6 / 250 characters</small>	<b>NUTS1 code</b> <input type="text" value="Makroregion wschodni"/>
<b>Town</b> <input type="text" value="Rzeszow"/> <small>8 / 250 characters</small>	<b>NUTS2 code</b> <input type="text" value="Podkarpackie"/>
<b>Website</b> <input type="text" value="www.rarr.rzeszow.pl"/> <small>19 / 100 characters</small>	<b>NUTS3 code</b> <input type="text" value="Rzeszowski"/>

**Partner ID:**

<b>Organisation ID type</b>	Tax identification number (NIP)	
<b>Organisation ID</b>	8130010538	
<b>VAT Number Format</b>	PL + 10 digits	
<b>VAT Number</b>	<input type="checkbox"/> N/A	<input type="text" value="PL8130010538"/> <small>12 / 50 characters</small>
<b>PIC</b>	<input type="text" value="999767361"/> <small>9 / 9 characters</small>	

**Partner type:**

<b>Legal status</b>	<input type="text" value="a) Public"/>	
<b>Type of partner</b>	<input type="text" value="Regional public authority"/>	<input type="text" value="Regional council, etc."/>
<b>Sector (NACE)</b>	<input type="text" value="84.11 - General public administration activities"/>	

**Partner financial data:**

**Is your organisation entitled to recover VAT related to the EU funded project activities?**

**Role of the partner organisation in this project:**

Rzeszow Regional Development Agency (RRDA) is the leader of a group of activities "remote business strategies and models" and produces the service "Customer relationship building". The objective of RRDA is to support the development of the Podkarpackie Region, to improve the quality and standard of life of its inhabitants. RRDA is a one of the key regional institutions supporting social, economic and technology growth of the region, as well as significantly affecting the national and international development in these areas through the implementation of diversified initiatives and projects. The institution focuses on providing financial services such as granting loans, provides necessary general information and advice, prepares various forms of services in the areas of advice and training, creates trade missions and different projects within the available programmes. RRDA undertakes activities with its partners that are local universities and nonprofit organizations.

981 / 1,000 characters

**Has this organisation ever been a partner in the project(s) implemented in the Interreg Baltic Sea Region Programme?**

Yes  No

**2.2 Project Partner Details - Partner 7**

<b>LP/PP</b>	<input type="text" value="Project Partner"/>		
<b>Partner Status</b>	<input type="text" value="Active"/>		
<b>Active from</b>	<input type="text" value="22/09/2022"/>	<b>Inactive from</b>	<input type="text"/>

**Partner name:**

<b>Organisation in original language</b>	<input type="text" value="Skellefteå Science City"/> <small>23 / 250 characters</small>		
<b>Organisation in English</b>	<input type="text" value="Skellefteå Science City"/> <small>23 / 250 characters</small>		
<b>Department in original language</b>	<input type="text" value="N/A"/> <small>3 / 250 characters</small>		
<b>Department in English</b>	<input type="text" value="N/A"/> <small>3 / 250 characters</small>		

**Partner location and website:**

<b>Address</b>	<input type="text" value="Laboratorgränd 9"/> <small>16 / 250 characters</small>	<b>Country</b>	<input type="text" value="Sweden"/>
<b>Postal Code</b>	<input type="text" value="931 77"/> <small>6 / 250 characters</small>	<b>NUTS1 code</b>	<input type="text" value="Norra Sverige"/>
<b>Town</b>	<input type="text" value="Skellefteå"/> <small>10 / 250 characters</small>	<b>NUTS2 code</b>	<input type="text" value="Övre Norrland"/>
<b>Website</b>	<input type="text" value="skellefteasciencecity.se"/> <small>24 / 100 characters</small>	<b>NUTS3 code</b>	<input type="text" value="Västerbottens län"/>

**Partner ID:**

<b>Organisation ID type</b>	<input type="text" value="Organisation number (Organisationsnummer)"/>
<b>Organisation ID</b>	<input type="text" value="559006-5826"/>
<b>VAT Number Format</b>	<input type="text" value="SE + 12 digits"/>
<b>VAT Number</b>	<input type="checkbox"/> N/A <input type="checkbox"/> <input type="text" value="SE559006582601"/> <small>14 / 50 characters</small>
<b>PIC</b>	<input type="text" value="891646214"/> <small>9 / 9 characters</small>

**Partner type:**

<b>Legal status</b>	<input type="text" value="a) Public"/>	
<b>Type of partner</b>	<input type="text" value="Business support organisation"/>	<input type="text" value="Chamber of commerce, chamber of trade and crafts, business incubator or innovation centre, business clusters, etc."/>
<b>Sector (NACE)</b>	<input type="text" value="70.22 - Business and other management consultancy activities"/>	

**Partner financial data:**

**Is your organisation entitled to recover VAT related to the EU funded project activities?**

**Role of the partner organisation in this project:**

610 / 1,000 characters

**Has this organisation ever been a partner in the project(s) implemented in the Interreg Baltic Sea Region Programme?**

Yes  No

**2.2 Project Partner Details - Partner 8**

<b>LP/PP</b>	<input type="text" value="Project Partner"/>		
<b>Partner Status</b>	<input type="text" value="Active"/>		
<b>Active from</b>	<input type="text" value="22/09/2022"/>	<b>Inactive from</b>	<input type="text"/>

**Partner name:**

<b>Organisation in original language</b>	<input type="text" value="Viešoji įstaiga Lietuvos inovacijų centras"/> <small>42 / 250 characters</small>
------------------------------------------	---------------------------------------------------------------------------------------------------------------

<b>Organisation in English</b>	<input type="text" value="Public Institution Lithuanian Innovation Centre"/>	<small>47 / 250 characters</small>
<b>Department in original language</b>	<input type="text" value="Inovacijų analizės ir politikos departamentas"/>	<small>45 / 250 characters</small>
<b>Department in English</b>	<input type="text" value="Innovation analysis and policy department"/>	<small>41 / 250 characters</small>

**Partner location and website:**

<b>Address</b>	<input type="text" value="Mokslininkų g. 6A"/>	<small>17 / 250 characters</small>	<b>Country</b>	<input type="text" value="Lithuania"/>
<b>Postal Code</b>	<input type="text" value="LT-08412"/>	<small>8 / 250 characters</small>	<b>NUTS1 code</b>	<input type="text" value="Lietuva"/>
<b>Town</b>	<input type="text" value="Vilnius"/>	<small>7 / 250 characters</small>	<b>NUTS2 code</b>	<input type="text" value="Sostinės regionas"/>
<b>Website</b>	<input type="text" value="https://lic.lt"/>	<small>14 / 100 characters</small>	<b>NUTS3 code</b>	<input type="text" value="Vilniaus apskritis"/>

**Partner ID:**

<b>Organisation ID type</b>	<input type="text" value="Legal person's code (Juridinio asmens kodas)"/>		
<b>Organisation ID</b>	<input type="text" value="110066875"/>		
<b>VAT Number Format</b>	<input type="text" value="Please select"/>		
<b>VAT Number</b>	<input checked="" type="checkbox"/> N/A	<input type="text"/>	<small>0 / 50 characters</small>
<b>PIC</b>	<input type="text" value="999456476"/>		
			<small>9 / 9 characters</small>

**Partner type:**

<b>Legal status</b>	<input type="text" value="a) Public"/>		
<b>Type of partner</b>	<input type="text" value="Business support organisation"/>	<input type="text" value="Chamber of commerce, chamber of trade and crafts, business incubator or innovation centre, business clusters, etc."/>	
<b>Sector (NACE)</b>	<input type="text" value="70.22 - Business and other management consultancy activities"/>		

**Partner financial data:**

**Is your organisation entitled to recover VAT related to the EU funded project activities?**

**Role of the partner organisation in this project:**

Lithuanian Innovation Centre (LIC) is the leader of a group of activities "Sustainability service pilots" and produces the services "Digital and eco-audits" and "Enhancing business internationalization". LIC is a public innovation support organization that provides services both for the public and private sector. LIC has 26 years of practical experience in delivery of pro-active client-centric services to SMEs in the context of internationalization and innovation. Key areas of LIC services are: finding international partners and markets, consultations on financing innovation, development of innovation competences, support for innovation development, and the provision of recommendations for innovation policy. LIC has extensive experience in implementing national and international projects supporting innovation, digitization, the green and circular economy, innovation policy and SME competitiveness.

910 / 1,000 characters

**Has this organisation ever been a partner in the project(s) implemented in the Interreg Baltic Sea Region Programme?**

Yes  No

2.2 Project Partner Details - Partner 9

LP/PP

Partner Status

Active from  Inactive from

Partner name:

Organisation in original language  47 / 250 characters

Organisation in English  41 / 250 characters

Department in original language  3 / 250 characters

Department in English  3 / 250 characters

Partner location and website:

Address  32 / 250 characters

Country

Postal Code  7 / 250 characters

NUTS1 code

Town  9 / 250 characters

NUTS2 code

Website  11 / 100 characters

NUTS3 code

Partner ID:

Organisation ID type

Organisation ID

VAT Number Format

VAT Number  N/A   13 / 50 characters

PIC  9 / 9 characters

Partner type:

Legal status

Type of partner

Sector (NACE)

Partner financial data:

Is your organisation entitled to recover VAT related to the EU funded project activities?



Financial data	Reference period	01/01/2021	-	31/12/2021
	<b>Staff headcount [in annual work units (AWU)]</b>			25.0
	<b>Employees [in AWU]</b>			22.0
	<b>Persons working for the organisation being subordinated to it and considered to be employees under national law [in AWU]</b>			0.0
	<b>Owner-managers [in AWU]</b>			3.0
	<b>Partners engaged in a regular activity in the organisation and benefiting from financial advantages from the organisation [in AWU]</b>			0.0
	<b>Annual turnover [in EUR]</b>			1,334,400.00
	<b>Annual balance sheet total [in EUR]</b>			3,296,347.00
	<b>Operating profit [in EUR]</b>			823.00

**Role of the partner organisation in this project:**

Ventspils High Technology Park (VHTP) is the leader of groups of activities “service set and tools dissemination and transfer” and they take part in multiple pilots. VHTP has rich experience in coordinating and managing both transnational and national level projects including the topic of entrepreneurship, business support as well as implementing networking activities and pro-actively participating in various networks. Operating in the field of distributed design and manufacturing, VHTP has extensive experience working with project target audiences - business idea authors, business teams, mentors, start-ups. VHTP is also one of the biggest stakeholders in the region and has significant experience in organization and implementation of PR and marketing activities.

773 / 1,000 characters

**Has this organisation ever been a partner in the project(s) implemented in the Interreg Baltic Sea Region Programme?**

Yes  No

### 2.3 Associated Organisation Details - AO 1

#### Associated organisation name and type:

<b>Organisation in original language</b>	Suomen Itämeri-instituutin säätiö		33 / 250 characters
<b>Organisation in English</b>	The Baltic Institute of Finland		31 / 250 characters
<b>Department in original language</b>	N/A		3 / 250 characters
<b>Department in English</b>	N/A		3 / 250 characters
<b>Legal status</b>	a) Public		
<b>Type of associated organisation</b>	Interest group	Trade union, foundation, charity, voluntary association, club, etc. other than NGOs	

#### Associated organisation location and website:

<b>Address</b>	Kelloportinkatu 1 B	<b>Country</b>	Finland
	19 / 250 characters		
<b>Postal Code</b>	33100		
	5 / 250 characters		
<b>Town</b>	Tampere		
	7 / 250 characters		
<b>Website</b>	www.baltic.org		
	14 / 100 characters		

#### Role of the associated organisation in this project:

The role of the associated organization is to share ideas and contact target groups especially on a macro regional level in Europe. The project will organize a cross-macro regional event regarding post-COVID recovery together with the PA Innovation.

250 / 1,000 characters

### 2.3 Associated Organisation Details - AO 2

#### Associated organisation name and type:

<b>Organisation in original language</b>	Pietarsaaren seudun Kehittämisyhtiö Concordia Oy		48 / 250 characters
<b>Organisation in English</b>	Jakobstad Region Development Company Concordia		47 / 250 characters
<b>Department in original language</b>	N/A		3 / 250 characters
<b>Department in English</b>	N/A		3 / 250 characters
<b>Legal status</b>	a) Public		
<b>Type of associated organisation</b>	Regional public authority	Regional council, etc.	

#### Associated organisation location and website:

<b>Address</b>	Skolgatan 25-27 C	17 / 250 characters	<b>Country</b>	Finland
<b>Postal Code</b>	68600	5 / 250 characters		
<b>Town</b>	Pietarsaari/Jakobstad	21 / 250 characters		
<b>Website</b>	https://www.jakobstadsregionen.fi/en/			37 / 100 characters

#### Role of the associated organisation in this project:

Concordia was founded by the five municipalities: Jakobstad, Kronoby, Larsmo, Nykarleby and Pedersöre. They bring together businesses, municipalities and development organizations in order to create and sustain an attractive region for both companies and new residents. Our mission is to find new opportunities and provide a good breeding ground for development and growth. Together with our owners, the regions' companies, public organizations and other stakeholders, we create the conditions for a successful business life and an attractive region, which stands up to national and international competition. The project Distance LAB is therefore in line with our purposes and will be an important tool in bringing the regional strategy into practice. I therefore strongly support this project. Our role in this matter is networking with project partners, participating in events when appropriate and promoting and sharing the findings of the project to stakeholders.

969 / 1,000 characters

### 2.3 Associated Organisation Details - AO 3

#### Associated organisation name and type:

<b>Organisation in original language</b>	<input type="text" value="Imatran kaupunki"/> <small>16 / 250 characters</small>	
<b>Organisation in English</b>	<input type="text" value="City of Imatra"/> <small>14 / 250 characters</small>	
<b>Department in original language</b>	<input type="text" value="Konsernihallinto"/> <small>16 / 250 characters</small>	
<b>Department in English</b>	<input type="text" value="Central administration"/> <small>22 / 250 characters</small>	
<b>Legal status</b>	<input type="text" value="a) Public"/>	
<b>Type of associated organisation</b>	<input type="text" value="Infrastructure and public service provi"/>	<input type="text" value="Public transport, utility company (water supply, electricity supply, sewage, gas, waste collection, airport, port, railway, etc.)"/>

#### Associated organisation location and website:

<b>Address</b>	<input type="text" value="Virastokatu 2"/> <small>13 / 250 characters</small>	<b>Country</b>	<input type="text" value="Finland"/>
<b>Postal Code</b>	<input type="text" value="55100"/> <small>6 / 250 characters</small>		
<b>Town</b>	<input type="text" value="Imatra"/> <small>6 / 250 characters</small>		
<b>Website</b>	<input type="text" value="https://www.imatra.fi"/> <small>21 / 100 characters</small>		

#### Role of the associated organisation in this project:

City of Imatra is second largest in city South Karelia region in Finland. The city is quite well known as industrial city (forest and steel) but attracting also other type of business companies is considered as an important objective. The main interest of the actor is to differentiate and attract more business companies to operate in the city. City could act as HUB service provider and could therefore utilize tools and services directly (developed in this project). The role of the actor in the project use-case provider and potential co-tester of tools and services. Final results of the project are expected to provide competitive advantage for the organization and for the business region.

697 / 1,000 characters

### 2.3 Associated Organisation Details - AO 4

#### Associated organisation name and type:

<b>Organisation in original language</b>	Heinolan kaupunki		17 / 250 characters
<b>Organisation in English</b>	City of Heinola		15 / 250 characters
<b>Department in original language</b>	Elinkeinopalvelut		17 / 250 characters
<b>Department in English</b>	Business services		17 / 250 characters
<b>Legal status</b>	a) Public		
<b>Type of associated organisation</b>	Infrastructure and public service provi	Public transport, utility company (water supply, electricity supply, sewage, gas, waste collection, airport, port, railway, etc.)	

#### Associated organisation location and website:

<b>Address</b>	Rauhankatu 3	12 / 250 characters	<b>Country</b>	Finland
<b>Postal Code</b>	18100	5 / 250 characters		
<b>Town</b>	Heinola	7 / 250 characters		
<b>Website</b>	www.heinola.fi	14 / 100 characters		

#### Role of the associated organisation in this project:

City of Heinola is second largest in city Päijät-Häme region in Finland. The city has been very active in Circular Economy and Sustainability themes. Attracting startup companies and growth-oriented SME's is a strategic objective for the organization. The main interest of the actor is to provide growth platform for SME's companies in the business region. Industrial and service companies in the region could benefit from the project results, especially if the organization is able to provide efficient and flexible distant work environment for them. The role of the actor in the project is use-case provider and potential co-tester of tools and services. The final results of the project are expected to provide competitive advantage for the organization and for the business region.

785 / 1,000 characters

### 2.3 Associated Organisation Details - AO 5

#### Associated organisation name and type:

<b>Organisation in original language</b>	Hollolan kunta		14 / 250 characters
<b>Organisation in English</b>	Municipality of Hollola		23 / 250 characters
<b>Department in original language</b>	Elinvoiman palvelualue		22 / 250 characters
<b>Department in English</b>	Business services		17 / 250 characters
<b>Legal status</b>	a) Public		
<b>Type of associated organisation</b>	Infrastructure and public service provi	Public transport, utility company (water supply, electricity supply, sewage, gas, waste collection, airport, port, railway, etc.)	

#### Associated organisation location and website:

<b>Address</b>	Virastotie 3	12 / 250 characters	<b>Country</b>	Finland
<b>Postal Code</b>	15870	5 / 250 characters		
<b>Town</b>	Hollola	7 / 250 characters		
<b>Website</b>	www.hollola.fi	14 / 100 characters		

#### Role of the associated organisation in this project:

City of Hollola is medium sized (~23000 inhabitants) municipality in Päijät-Häme region in Finland. The municipality is located next to City of Lahti (capital of region) and therefore it is able to benefit from attractiveness of larger city. Hollola is currently buying business development services from Lahti Region Development LADEC. Due to excellent logistical location, municipality has high potential in attracting new industrial and service sector companies. During the Covid-19 pandemic, making positive outcomes out of business development related activities has been difficult. The main interest of the actor is to provide unique environment for new business companies near the capital region of Finland. The role of the actor in the project is use-case provider and potential co-tester of tools and services. The final results of the project are expected to provide competitive advantage for the organization and for the business region.

949 / 1,000 characters

### 2.3 Associated Organisation Details - AO 6

#### Associated organisation name and type:

<b>Organisation in original language</b>	<input type="text" value="Taipalsaaren kunta"/> <small>18 / 250 characters</small>	
<b>Organisation in English</b>	<input type="text" value="Municipality of Taipalsaari"/> <small>27 / 250 characters</small>	
<b>Department in original language</b>	<input type="text" value="Hallinto"/> <small>8 / 250 characters</small>	
<b>Department in English</b>	<input type="text" value="Administration"/> <small>14 / 250 characters</small>	
<b>Legal status</b>	<input type="text" value="a) Public"/>	
<b>Type of associated organisation</b>	<input type="text" value="Infrastructure and public service provi"/>	<input type="text" value="Public transport, utility company (water supply, electricity supply, sewage, gas, waste collection, airport, port, railway, etc.)"/>

#### Associated organisation location and website:

<b>Address</b>	<input type="text" value="Kellomäentie 1"/> <small>14 / 250 characters</small>	<b>Country</b>	<input type="text" value="Finland"/>
<b>Postal Code</b>	<input type="text" value="54920"/> <small>5 / 250 characters</small>		
<b>Town</b>	<input type="text" value="Taipalsaari"/> <small>11 / 250 characters</small>		
<b>Website</b>	<input type="text" value="www.taipalsaari.fi"/> <small>18 / 100 characters</small>		

#### Role of the associated organisation in this project:

Taipalsaari is a small municipality in South Karelia, Finland. The close location next to main regional city, Lappeenranta, provides a good location for further development of business services. Many inhabitants of Taipalsaari work daily basis in neighbor city. There are also lots of summer cottages and holiday apartments in the municipality area. The main interest of the municipality is to benefit from excellent and idyllic environment, in the middle of one Europe's largest and cleanest lake districts, to attract more distant workers and more companies to situate into the municipality. The role of the actor in the project is use-case provider and potential co-tester of tools and services. The municipality has rebuilt an old hospital into small business hub, especially for knowledge intensive services and work. Currently there are only limited services available to support the distant work of companies and also scale-up the number of companies.

959 / 1,000 characters

### 2.3 Associated Organisation Details - AO 7

#### Associated organisation name and type:

<b>Organisation in original language</b>	Päijät-Hämeen liitto		20 / 250 characters
<b>Organisation in English</b>	The Regional Council of Päijät-Häme		35 / 250 characters
<b>Department in original language</b>	Aluekehitys		11 / 250 characters
<b>Department in English</b>	Regional development		20 / 250 characters
<b>Legal status</b>	a) Public		
<b>Type of associated organisation</b>	Regional public authority	Regional council, etc.	

#### Associated organisation location and website:

<b>Address</b>	Hämeenkatu 9 A	14 / 250 characters	<b>Country</b>	Finland
<b>Postal Code</b>	15111	5 / 250 characters		
<b>Town</b>	Lahti	5 / 250 characters		
<b>Website</b>	www.paijat-hame.fi	18 / 100 characters		

#### Role of the associated organisation in this project:

Päijät-Häme region is located in Southern Finland, at shortest a less than one hour drive from the capital region of Finland. The Päijät-Häme region is characterised by lively urban centres and rural areas as well as pleasant residential areas, all a short distance from each other. The role of regional council is promoting distant work solutions. The regional council has applied funding for a parallel project (Interreg Central Baltic) that aims benchmarking the best practices and for developing the region as the most attractive distant work region in Finland. As the regional policy developer, the regional council of Päijät-Häme has significant role in promoting distant work related infrastructural and policy level goals. The main interest of the regional council of Päijät-Häme is to identify and further promote services that support distant work, developed originally in Distance LAB project.

905 / 1,000 characters



### 2.3 Associated Organisation Details - AO 8

#### Associated organisation name and type:

<b>Organisation in original language</b>	<input type="text" value="Etelä-Karjalan Liitto"/> <small>21 / 250 characters</small>	
<b>Organisation in English</b>	<input type="text" value="The Regional Council of South Karelia"/> <small>37 / 250 characters</small>	
<b>Department in original language</b>	<input type="text" value="Aluekehitys ja elinvoima"/> <small>24 / 250 characters</small>	
<b>Department in English</b>	<input type="text" value="Regional development and vitality"/> <small>33 / 250 characters</small>	
<b>Legal status</b>	<input type="text" value="a) Public"/>	
<b>Type of associated organisation</b>	<input type="text" value="Regional public authority"/>	<input type="text" value="Regional council, etc."/>

#### Associated organisation location and website:

<b>Address</b>	<input type="text" value="Kauppakatu 40 D"/> <small>15 / 250 characters</small>	<b>Country</b>	<input type="text" value="Finland"/>
<b>Postal Code</b>	<input type="text" value="53100"/> <small>5 / 250 characters</small>		
<b>Town</b>	<input type="text" value="Lappeenranta"/> <small>12 / 250 characters</small>		
<b>Website</b>	<input type="text" value="www.ekarjala.fi"/> <small>15 / 100 characters</small>		

#### Role of the associated organisation in this project:

South-Karelia region is located in South-East Finland, about 210-400 km from the capital region of Finland. South Karelia region is characterised by lake Saimaa, Salpausselkä ridges and chains of eskers and closeness of border to Russia. Due to prevailing geopolitical situation and global pandemics, the whole region has faced an extreme situation in business development. The number of international tourists incl. Russians, delivery of raw materials as well as delivery of products and services cross the border have all collapsed. The regional council is forced to make an alternative development strategy for the whole region. In a highly unsecure and rapidly changing situation, the council is expected to foster new success stories. The main interest of the regional council of South Karelia is to learn from the project results and already during the project identify inputs which will help region to turn challenging situation into success, also on policy level.

972 / 1,000 characters

### 2.3 Associated Organisation Details - AO 9

#### Associated organisation name and type:

<b>Organisation in original language</b>	Lahden Seudun Kehitys LADEC Oy		<small>30 / 250 characters</small>
<b>Organisation in English</b>	Lahti Region Development Company LADEC Ltd		<small>42 / 250 characters</small>
<b>Department in original language</b>	Kehityspalvelut		<small>15 / 250 characters</small>
<b>Department in English</b>	Business Development Services		<small>29 / 250 characters</small>
<b>Legal status</b>	a) Public		
<b>Type of associated organisation</b>	Business support organisation	Chamber of commerce, chamber of trade and crafts, business incubator or innovation centre, business clusters, etc.	

#### Associated organisation location and website:

<b>Address</b>	Niemenkatu 73	<small>13 / 250 characters</small>	<b>Country</b>	Finland
<b>Postal Code</b>	15140	<small>5 / 250 characters</small>		
<b>Town</b>	Lahti	<small>5 / 250 characters</small>		
<b>Website</b>	www.ladec.fi	<small>12 / 100 characters</small>		

#### Role of the associated organisation in this project:

LADEC helps entrepreneurs and companies operating in Lahti region (Asikkala, Hartola, Hollola, Iiti, Lahti, Orimattila and Padasjoki) in all matters related to the establishment, entrepreneurship, growth, development and internationalization of the company and our location in the region. Their advice is free of charge. The main interest of the actor is to differentiate and attract more business companies to operate in the Lahti region. LADEC could act as HUB service provider and could therefore utilize tools and services directly (developed in this project). The role of the actor in the project use-case provider and potential co-tester of tools and services. Final results of the project are expected to provide competitive advantage for the organization and for the business region.

791 / 1,000 characters

### 2.3 Associated Organisation Details - AO 10

#### Associated organisation name and type:

<b>Organisation in original language</b>	Rautjärven kunta		16 / 250 characters
<b>Organisation in English</b>	The Municipality of Rautjärvi		29 / 250 characters
<b>Department in original language</b>	Elinvoima		9 / 250 characters
<b>Department in English</b>	Vitality		8 / 250 characters
<b>Legal status</b>	a) Public		
<b>Type of associated organisation</b>	Infrastructure and public service provi	Public transport, utility company (water supply, electricity supply, sewage, gas, waste collection, airport, port, railway, etc.)	

#### Associated organisation location and website:

<b>Address</b>	Simpeleentie 12	15 / 250 characters	<b>Country</b>	Finland
<b>Postal Code</b>	56800	5 / 250 characters		
<b>Town</b>	Simpele	7 / 250 characters		
<b>Website</b>	https://www.rautjarvi.fi/fi			27 / 100 characters

#### Role of the associated organisation in this project:

In the municipality of Rautjärvi, supporting the vitality of the area is considered important. Municipal and local businesses are a resource for the municipality, along with a rich natural environment, industry, military history and local culture. The nearby Russian border crossings and Lappeenranta Airport add to the many opportunities for entrepreneurship. The municipality has various projects of its own and in cooperation with others. We also assist associations and organizations in submitting project applications. In DistanceLAB the cooperation is done by shared idea meetings, dissemination in the local area and by providing shared office spaces' users with tools to improve their work and business in the newly hybrid world.

738 / 1,000 characters

### 2.3 Associated Organisation Details - AO 11

#### Associated organisation name and type:

<b>Organisation in original language</b>	<input type="text" value="Tartu Ülikool"/>	13 / 250 characters
<b>Organisation in English</b>	<input type="text" value="University of Tartu"/>	19 / 250 characters
<b>Department in original language</b>	<input type="text" value="Ühiskonnateaduste instituut"/>	27 / 250 characters
<b>Department in English</b>	<input type="text" value="Institute of Social Studies"/>	27 / 250 characters
<b>Legal status</b>	<input type="text" value="a) Public"/>	
<b>Type of associated organisation</b>	<input type="text" value="Higher education and research instituti"/>	<input type="text" value="University faculty, college, research institution, RTD facility, research cluster, etc."/>

#### Associated organisation location and website:

<b>Address</b>	<input type="text" value="Lossi 36"/>	8 / 250 characters	<b>Country</b>	<input type="text" value="Estonia"/>
<b>Postal Code</b>	<input type="text" value="51003"/>	5 / 250 characters		
<b>Town</b>	<input type="text" value="Tartu linn, Tartumaa"/>	20 / 250 characters		
<b>Website</b>	<input type="text" value="https://ut.ee/en"/>	16 / 100 characters		

#### Role of the associated organisation in this project:

The project will collaborate with University of Tartu by sharing expertise especially on the field of social sciences and change management. The collaboration is especially important as change is even more prevalent in the business environment than before. The collaboration is done through meetings and dissemination.

319 / 1,000 characters

### 2.3 Associated Organisation Details - AO 12

#### Associated organisation name and type:

<b>Organisation in original language</b>	Politechnika Rzeszowska im. Ignacego Łukasiewicza		49 / 250 characters
<b>Organisation in English</b>	Rzeszow University of Technology		32 / 250 characters
<b>Department in original language</b>	Wydziału Zarządzania		20 / 250 characters
<b>Department in English</b>	Marketing and Management Department		35 / 250 characters
<b>Legal status</b>	a) Public		
<b>Type of associated organisation</b>	Higher education and research instituti	University faculty, college, research institution, RTD facility, research cluster, etc.	

#### Associated organisation location and website:

<b>Address</b>	al. Powstańców Warszawy 12	26 / 250 characters	<b>Country</b>	Poland
<b>Postal Code</b>	35-959	6 / 250 characters		
<b>Town</b>	Rzeszów	8 / 250 characters		
<b>Website</b>	https://w.prz.edu.pl/			21 / 100 characters

#### Role of the associated organisation in this project:

The Faculty of Management was created pursuant to the decision of the Minister of National Education on 3 August 1993. First students were enrolled for the academic year 1993/1994. At the beginning the Faculty had the right to conduct the bachelor' studies in the field of management and marketing. On October 1, 2010, the Faculty changed its name to the Faculty of Management. Gradually the educational offer has been expanded upon other majors adapted to the needs of economy. Apart from the rich education provided, the Faculty of Management is also taking the lead in coordinating the research work and didactic process which benefit to region's economic development. The project will collaborate by sharing expertise and disseminating the results.

753 / 1,000 characters

### 2.3 Associated Organisation Details - AO 13

#### Associated organisation name and type:

<b>Organisation in original language</b>	Leader Aisapari		<small>15 / 250 characters</small>
<b>Organisation in English</b>	Leader Aisapari		<small>15 / 250 characters</small>
<b>Department in original language</b>	Kansainvälisyys		<small>15 / 250 characters</small>
<b>Department in English</b>	Internationalization		<small>20 / 250 characters</small>
<b>Legal status</b>	a) Public		
<b>Type of associated organisation</b>	Regional public authority	Regional council, etc.	

#### Associated organisation location and website:

<b>Address</b>	Loppusuora 9	<small>12 / 250 characters</small>	<b>Country</b>	Finland
<b>Postal Code</b>	62200	<small>5 / 250 characters</small>		
<b>Town</b>	Kauhava	<small>7 / 250 characters</small>		
<b>Website</b>	https://www.aisapari.net/en/			<small>28 / 100 characters</small>

#### Role of the associated organisation in this project:

Aisapari helps applicants with their applications and organizes events in cooperation with other local actors. The operational area of Leader Aisapari consists of six municipalities: Alajärvi, Evijärvi, Kauhava, Lappajärvi, Lapua and Vimpeli. Leader funding helps with starting new businesses, developing rural areas and villages, improving local services and supporting transnational cooperation. It also helps make rural areas more attractive and better places to live. There are 54 local action groups (LAGs) in Finland and 4 of them are located in Southern Ostrobothnia. Leader Aisapari and DistanceLAB will collaborate by sharing the ideas and resources to develop the remote business services and helps to disseminate them in the area, especially in shared remote work offices. This will increase the attractiveness of the area and the business and wellbeing of the remote workers.

888 / 1,000 characters

### 2.3 Associated Organisation Details - AO 14

#### Associated organisation name and type:

<b>Organisation in original language</b>	Verslo moterų asociacija		24 / 250 characters
<b>Organisation in English</b>	Business Women's Association in Lithuania		41 / 250 characters
<b>Department in original language</b>	N/A		3 / 250 characters
<b>Department in English</b>	N/A		3 / 250 characters
<b>Legal status</b>	a) Public		
<b>Type of associated organisation</b>	NGO	Non-governmental organisations, such as Greenpeace, WWF, etc.	

#### Associated organisation location and website:

<b>Address</b>	Ratnyčios str. 58	17 / 250 characters	<b>Country</b>	Lithuania
<b>Postal Code</b>	08215	5 / 250 characters		
<b>Town</b>	Vilnius	7 / 250 characters		
<b>Website</b>	www.bwa.lt/en	13 / 100 characters		

#### Role of the associated organisation in this project:

Association will benefit from the project activities in gaining insights into the topic of distant services provided for SMEs and offering delivered services to the community. BWA understands that the access to the new solutions for SMEs is not just the core objective of this Consortium, but also an activity of paramount importance to pursue at all levels. For this reason, association is willing to support the project and benefit from its outcomes.

BWA shall:

- Share with the Partners the problems/challenges;
- Facilitate reaching for potential users of the platform;
- Promote the outcomes (platform, services, events) created by Distance LAB;
- Invite the Consortium to conferences and events organized by the association and its networks to promote and disseminate Distance LAB project;
- Support Distance LAB sustainability by promoting the project's results on BWA's online channels and by fostering joint initiatives in the fields of SMEs support, resilience and sustainability.

992 / 1,000 characters

### 2.3 Associated Organisation Details - AO 15

#### Associated organisation name and type:

<b>Organisation in original language</b>	<input type="text" value="Kaunas IN"/> <small>9 / 250 characters</small>	
<b>Organisation in English</b>	<input type="text" value="Kaunas IN"/> <small>9 / 250 characters</small>	
<b>Department in original language</b>	<input type="text" value="N/A"/> <small>3 / 250 characters</small>	
<b>Department in English</b>	<input type="text" value="N/A"/> <small>3 / 250 characters</small>	
<b>Legal status</b>	<input type="text" value="a) Public"/>	
<b>Type of associated organisation</b>	<input type="text" value="Local public authority"/>	<input type="text" value="Municipality, city, etc."/>

#### Associated organisation location and website:

<b>Address</b>	<input type="text" value="A. Mickevičiaus str. 58"/> <small>23 / 250 characters</small>	<b>Country</b>	<input type="text" value="Lithuania"/>
<b>Postal Code</b>	<input type="text" value="44244"/> <small>5 / 250 characters</small>		
<b>Town</b>	<input type="text" value="Kaunas"/> <small>7 / 250 characters</small>		
<b>Website</b>	<input type="text" value="www.kaunasin.lt"/> <small>15 / 100 characters</small>		

#### Role of the associated organisation in this project:

Institution will benefit from the project activities in gaining insights into the topic of distant services provided for SMEs and offering delivered services to the community. Kaunas IN understands that the access to the new solutions for SMEs is not just the core objective of this project, but also an activity of paramount importance to pursue at all levels. Institution is willing to support the project and benefit from its outcomes.

Kaunas IN shall:

- Share with the Partners the problems/challenges;
- Facilitate reaching for potential users of the platform;
- Promote the outcomes (platform, services, events) created by Distance LAB;
- Invite the Consortium to conferences and events organized by the institution and its networks to promote and disseminate Distance LAB project;
- Support Distance LAB sustainability by promoting the project's results on Kaunas IN online channels and by fostering joint initiatives in the fields of SMEs support, resilience and sustainability.

988 / 1,000 characters



### 2.3 Associated Organisation Details - AO 16

#### Associated organisation name and type:

<b>Organisation in original language</b>	Technologijų ir inovacijų paramos verslui asociacija		<small>52 / 250 characters</small>
<b>Organisation in English</b>	Association of Technology and Innovation Business Support		<small>57 / 250 characters</small>
<b>Department in original language</b>	N/A		<small>3 / 250 characters</small>
<b>Department in English</b>	N/A		<small>3 / 250 characters</small>
<b>Legal status</b>	a) Public		
<b>Type of associated organisation</b>	NGO	Non-governmental organisations, such as Greenpeace, WWF, etc.	

#### Associated organisation location and website:

<b>Address</b>	J. Galvydžio g. 5	<small>17 / 250 characters</small>	<b>Country</b>	Lithuania
<b>Postal Code</b>	08236	<small>5 / 250 characters</small>		
<b>Town</b>	Vilnius	<small>8 / 250 characters</small>		
<b>Website</b>	www.tipva.lt	<small>12 / 100 characters</small>		

#### Role of the associated organisation in this project:

Organisation will benefit from the project activities in gaining insights into the topic of distant services provided for SMEs and offering delivered services to the community of innovative enterprises. TIPVA understands that the access to the new solutions for SMEs is not just the core objective of this Consortium, but also an activity of paramount importance to pursue at all levels. For this reason, Organisation is willing to support the project and benefit from its outcomes.

- TIPVA shall:
- Share with the Partners the problems/challenges;
  - Facilitate reaching for potential users of the platform;
  - Promote the outcomes (platform, services, events) created by Distance LAB;
  - Invite the Consortium to conferences and events organized by TIPVA and its networks to promote and disseminate Distance LAB project;
  - Support Distance LAB sustainability by promoting the project's results by fostering joint initiatives in the fields of SMEs support, resilience and sustainability.

985 / 1,000 characters

### 2.3 Associated Organisation Details - AO 17

#### Associated organisation name and type:

<b>Organisation in original language</b>	VšĮ Šiaulių verslo inkubatorius	31 / 250 characters
<b>Organisation in English</b>	Šiauliai Business Incubator	27 / 250 characters
<b>Department in original language</b>	N/A	3 / 250 characters
<b>Department in English</b>	N/A	3 / 250 characters
<b>Legal status</b>	a) Public	
<b>Type of associated organisation</b>	Business support organisation	Chamber of commerce, chamber of trade and crafts, business incubator or innovation centre, business clusters, etc.

#### Associated organisation location and website:

<b>Address</b>	Aušros al. 66A	14 / 250 characters	<b>Country</b>	Lithuania
<b>Postal Code</b>	76233	5 / 250 characters		
<b>Town</b>	Šiauliai	8 / 250 characters		
<b>Website</b>	http://svi.lt/en/	17 / 100 characters		

#### Role of the associated organisation in this project:

The Associated Partner will have a supportive role, for example, providing networks, strategic advice, and feedback, being a target group of the project, supporting dissemination, promoting the project, and offering access to other target groups.

246 / 1,000 characters

### 2.3 Associated Organisation Details - AO 18

#### Associated organisation name and type:

<b>Organisation in original language</b>	<input type="text" value="Klaipėdos mokslo ir technologijų parkas"/> <small>39 / 250 characters</small>
<b>Organisation in English</b>	<input type="text" value="Klaipėda science and technology park"/> <small>36 / 250 characters</small>
<b>Department in original language</b>	<input type="text" value="N/A"/> <small>3 / 250 characters</small>
<b>Department in English</b>	<input type="text" value="N/A"/> <small>3 / 250 characters</small>
<b>Legal status</b>	<input type="text" value="a) Public"/>
<b>Type of associated organisation</b>	<input type="text" value="Business support organisation"/> <input type="text" value="Chamber of commerce, chamber of trade and crafts, business incubator or innovation centre, business clusters, etc."/>

#### Associated organisation location and website:

<b>Address</b>	<input type="text" value="Vilhelmo Berbomo srt.10"/> <small>23 / 250 characters</small>	<b>Country</b>	<input type="text" value="Lithuania"/>
<b>Postal Code</b>	<input type="text" value="92221"/> <small>5 / 250 characters</small>		
<b>Town</b>	<input type="text" value="Klaipėda"/> <small>8 / 250 characters</small>		
<b>Website</b>	<input type="text" value="https://www.kmtp.lt/en/"/> <small>23 / 100 characters</small>		

#### Role of the associated organisation in this project:

The Associated Partner will have a supportive role, for example, providing networks, strategic advice, and feedback, being a target group of the project, supporting dissemination, promoting the project, and offering access to other target groups.

246 / 1,000 characters

### 2.3 Associated Organisation Details - AO 19

#### Associated organisation name and type:

<b>Organisation in original language</b>	<input type="text" value="Vilniaus prekybos, pramonės ir amatų rūmai"/> <small>42 / 250 characters</small>	
<b>Organisation in English</b>	<input type="text" value="Vilnius Chamber of Commerce, Industry and Crafts"/> <small>48 / 250 characters</small>	
<b>Department in original language</b>	<input type="text" value="N/A"/> <small>3 / 250 characters</small>	
<b>Department in English</b>	<input type="text" value="N/A"/> <small>3 / 250 characters</small>	
<b>Legal status</b>	<input type="text" value="a) Public"/>	
<b>Type of associated organisation</b>	<input type="text" value="Business support organisation"/>	<input type="text" value="Chamber of commerce, chamber of trade and crafts, business incubator or innovation centre, business clusters, etc."/>

#### Associated organisation location and website:

<b>Address</b>	<input type="text" value="T. Kosciuškos str.30"/> <small>20 / 250 characters</small>	<b>Country</b>	<input type="text" value="Lithuania"/>
<b>Postal Code</b>	<input type="text" value="01100"/> <small>5 / 250 characters</small>		
<b>Town</b>	<input type="text" value="Vilnius"/> <small>7 / 250 characters</small>		
<b>Website</b>	<input type="text" value="https://www.cci.lt/apie-mus"/> <small>28 / 100 characters</small>		

#### Role of the associated organisation in this project:

The Associated Partner will have a supportive role, for example, providing networks, strategic advice, and feedback, being a target group of the project, supporting dissemination, promoting the project, and offering access to other target groups.

246 / 1,000 characters

### 2.3 Associated Organisation Details - AO 20

#### Associated organisation name and type:

<b>Organisation in original language</b>	<input type="text" value="VšĮ Visorių informacinių technologijų parkas"/>		45 / 250 characters
<b>Organisation in English</b>	<input type="text" value="Visoriai Information Technology Park"/>		36 / 250 characters
<b>Department in original language</b>	<input type="text" value="N/A"/>		3 / 250 characters
<b>Department in English</b>	<input type="text" value="N/A"/>		3 / 250 characters
<b>Legal status</b>	<input type="text" value="a) Public"/>		
<b>Type of associated organisation</b>	<input type="text" value="Business support organisation"/>	<input type="text" value="Chamber of commerce, chamber of trade and crafts, business incubator or innovation centre, business clusters, etc."/>	

#### Associated organisation location and website:

<b>Address</b>	<input type="text" value="Mokslininkų str.2A"/>	18 / 250 characters	<b>Country</b>	<input type="text" value="Lithuania"/>
<b>Postal Code</b>	<input type="text" value="08412"/>	5 / 250 characters		
<b>Town</b>	<input type="text" value="Vilnius"/>	7 / 250 characters		
<b>Website</b>	<input type="text" value="https://vitp.lt"/>	15 / 100 characters		

#### Role of the associated organisation in this project:

The Associated Partner will have a supportive role, for example, providing networks, strategic advice, and feedback, being a target group of the project, supporting dissemination, promoting the project, and offering access to other target groups.

246 / 1,000 characters

### 2.3 Associated Organisation Details - AO 21

#### Associated organisation name and type:

<b>Organisation in original language</b>	Lietuvos pramoninkų konfederacija	33 / 250 characters
<b>Organisation in English</b>	Lithuanian Confederation of Industrialists	42 / 250 characters
<b>Department in original language</b>	N/A	3 / 250 characters
<b>Department in English</b>	N/A	3 / 250 characters
<b>Legal status</b>	a) Public	
<b>Type of associated organisation</b>	Interest group	Trade union, foundation, charity, voluntary association, club, etc. other than NGOs

#### Associated organisation location and website:

<b>Address</b>	Vilniaus str. 31	16 / 250 characters	<b>Country</b>	Lithuania
<b>Postal Code</b>	01402	5 / 250 characters		
<b>Town</b>	Vilnius	7 / 250 characters		
<b>Website</b>	https://www.lpk.lt	18 / 100 characters		

#### Role of the associated organisation in this project:

The Associated Partner will have a supportive role, for example, providing networks, strategic advice, and feedback, being a target group of the project, supporting dissemination, promoting the project, and offering access to other target groups.

246 / 1,000 characters

### 2.3 Associated Organisation Details - AO 22

#### Associated organisation name and type:

<b>Organisation in original language</b>	<input type="text" value="Baltijas jūras reģiona klasteru eksperti"/> <small>40 / 250 characters</small>
<b>Organisation in English</b>	<input type="text" value="Cluster Experts Baltic Sea Region"/> <small>33 / 250 characters</small>
<b>Department in original language</b>	<input type="text" value="N/A"/> <small>3 / 250 characters</small>
<b>Department in English</b>	<input type="text" value="N/A"/> <small>3 / 250 characters</small>
<b>Legal status</b>	<input type="text" value="a) Public"/>
<b>Type of associated organisation</b>	<input type="text" value="NGO"/> <input type="text" value="Non-governmental organisations, such as Greenpeace, WWF, etc."/>

#### Associated organisation location and website:

<b>Address</b>	<input type="text" value="Kandavas Street 13-48"/> <small>21 / 250 characters</small>	<b>Country</b>	<input type="text" value="Latvia"/>
<b>Postal Code</b>	<input type="text" value="LV-5401"/> <small>7 / 250 characters</small>		
<b>Town</b>	<input type="text" value="Daugavpils"/> <small>10 / 250 characters</small>		
<b>Website</b>	<input type="text" value="www.balticexperts.eu"/> <small>20 / 100 characters</small>		

#### Role of the associated organisation in this project:

Cluster Experts Baltic Sea Region acts as a connector of the project and Baltic clusters. The associated partner will collaborate with project to share and utilize the remote work skills and international hub activities.

221 / 1,000 characters

### 2.3 Associated Organisation Details - AO 23

#### Associated organisation name and type:

<b>Organisation in original language</b>	Skellefteå kommun	18 / 250 characters
<b>Organisation in English</b>	Skellefteå municipality	24 / 250 characters
<b>Department in original language</b>	Kommunledningskontoret	23 / 250 characters
<b>Department in English</b>	Municipal management office	27 / 250 characters
<b>Legal status</b>	a) Public	
<b>Type of associated organisation</b>	Local public authority	Municipality, city, etc.

#### Associated organisation location and website:

<b>Address</b>	Trädgårdsgatan 6	17 / 250 characters	<b>Country</b>	Sweden
<b>Postal Code</b>	931 31	7 / 250 characters		
<b>Town</b>	Skellefteå	10 / 250 characters		
<b>Website</b>	skelleftea.se	14 / 100 characters		

#### Role of the associated organisation in this project:

The associated partner will collaborate in dissemination, talent sharing to local area and by providing, local strategic guiding for the project.

145 / 1,000 characters



### 2.3 Associated Organisation Details - AO 24

#### Associated organisation name and type:

<b>Organisation in original language</b>	<input type="text" value="Protomore Kunnskapspark as"/>		<small>26 / 250 characters</small>
<b>Organisation in English</b>	<input type="text" value="Protomore Knowledge Park"/>		<small>24 / 250 characters</small>
<b>Department in original language</b>	<input type="text" value="N/A"/>		<small>3 / 250 characters</small>
<b>Department in English</b>	<input type="text" value="N/A"/>		<small>3 / 250 characters</small>
<b>Legal status</b>	<input type="text" value="a) Public"/>		
<b>Type of associated organisation</b>	<input type="text" value="Business support organisation"/>	<input type="text" value="Chamber of commerce, chamber of trade and crafts, business incubator or innovation centre, business clusters, etc."/>	

#### Associated organisation location and website:

<b>Address</b>	<input type="text" value="Britvegen 4"/>	<small>11 / 250 characters</small>	<b>Country</b>	<input type="text" value="Norway"/>
<b>Postal Code</b>	<input type="text" value="6410"/>	<small>6 / 250 characters</small>		
<b>Town</b>	<input type="text" value="Molde"/>	<small>5 / 250 characters</small>		
<b>Website</b>	<input type="text" value="www.protomore.no"/>	<small>16 / 100 characters</small>		

#### Role of the associated organisation in this project:

The Associated Partner will have a supportive role in this project. As a business support organisation they work closely with businesses in their area and will be a valuable associated partner when it comes to providing strategic advice and feedback on the developed services. They will also be an important associated partner when it comes to identifying businesses to participate in the prototyping, providing networks, supporting dissemination and promoting the project. They are located in the central part of Møre and Romsdal county and support businesses in this area.

573 / 1,000 characters

### 2.3 Associated Organisation Details - AO 25

#### Associated organisation name and type:

<b>Organisation in original language</b>	<input type="text" value="Vindel"/>		6 / 250 characters
<b>Organisation in English</b>	<input type="text" value="Vindel"/>		6 / 250 characters
<b>Department in original language</b>	<input type="text" value="N/A"/>		3 / 250 characters
<b>Department in English</b>	<input type="text" value="N/A"/>		3 / 250 characters
<b>Legal status</b>	<input type="text" value="a) Public"/>		
<b>Type of associated organisation</b>	<input type="text" value="Business support organisation"/>	<input type="text" value="Chamber of commerce, chamber of trade and crafts, business incubator or innovation centre, business clusters, etc."/>	

#### Associated organisation location and website:

<b>Address</b>	<input type="text" value="Fosnagata 13, 5.etg"/>	19 / 250 characters	<b>Country</b>	<input type="text" value="Norway"/>
<b>Postal Code</b>	<input type="text" value="6509"/>	4 / 250 characters		
<b>Town</b>	<input type="text" value="Kristiansund"/>	12 / 250 characters		
<b>Website</b>	<input type="text" value="www.vindel.no"/>	13 / 100 characters		

#### Role of the associated organisation in this project:

The Associated Partner will have a supportive role in this project. As a business support organisation they work closely with businesses in their area and will be a valuable associated partner when it comes to providing strategic advice and feedback on the developed services. They will also be a important associated partner when it comes to identifying businesses to participate in the prototyping, providing networks, supporting dissemination and promoting the project. They are located and support businesses in the northern part of the county Møre and Romsdal.

565 / 1,000 characters

### 2.3 Associated Organisation Details - AO 26

#### Associated organisation name and type:

<b>Organisation in original language</b>	<input type="text" value="Sunnmøre Kultur næringshage"/>		<small>26 / 250 characters</small>
<b>Organisation in English</b>	<input type="text" value="Sunnmøre Business Garden"/>		<small>24 / 250 characters</small>
<b>Department in original language</b>	<input type="text" value="N/A"/>		<small>3 / 250 characters</small>
<b>Department in English</b>	<input type="text" value="N/A"/>		<small>3 / 250 characters</small>
<b>Legal status</b>	<input type="text" value="a) Public"/>		
<b>Type of associated organisation</b>	<input type="text" value="Business support organisation"/>	<input type="text" value="Chamber of commerce, chamber of trade and crafts, business incubator or innovation centre, business clusters, etc."/>	

#### Associated organisation location and website:

<b>Address</b>	<input type="text" value="Storgata 8"/>	<small>10 / 250 characters</small>	<b>Country</b>	<input type="text" value="Norway"/>
<b>Postal Code</b>	<input type="text" value="6100"/>	<small>4 / 250 characters</small>		
<b>Town</b>	<input type="text" value="Volda"/>	<small>5 / 250 characters</small>		
<b>Website</b>	<input type="text" value="www.sknh.no"/>	<small>11 / 100 characters</small>		

#### Role of the associated organisation in this project:

The Associated Partner will have a supportive role in this project. As a business support organisation they work closely with businesses in their area and will be a valuable associated partner when it comes to providing strategic advice and feedback on the developed services. They will also be an important associated partner when it comes to identifying businesses to participate in the prototyping, providing networks, supporting dissemination and promoting the project. They are located and support businesses in the southern part of the Møre and Romsdal County.

565 / 1,000 characters

### 2.3 Associated Organisation Details - AO 27

#### Associated organisation name and type:

<b>Organisation in original language</b>	Latvijas Tirdzniecības un rūpniecības kamera	44 / 250 characters
<b>Organisation in English</b>	Latvian Chamber of Commerce and Industry	40 / 250 characters
<b>Department in original language</b>	N/A	3 / 250 characters
<b>Department in English</b>	N/A	3 / 250 characters
<b>Legal status</b>	a) Public	
<b>Type of associated organisation</b>	NGO	Non-governmental organisations, such as Greenpeace, WWF, etc.

#### Associated organisation location and website:

<b>Address</b>	Krišjāņa Valdemāra Street 35	28 / 250 characters	<b>Country</b>	Latvia
<b>Postal Code</b>	LV-1010	7 / 250 characters		
<b>Town</b>	Rīga	4 / 250 characters		
<b>Website</b>	https://www.ltrk.lv/en	22 / 100 characters		

#### Role of the associated organisation in this project:

Provide support to the project from the Chamber's network from the perspective of micro companies, SME's and public sector to support trans-national organizational development in remote work environment.

203 / 1,000 characters

### 3. Relevance

#### 3.1 Context and challenge

The key challenge of the project is the uncertain global situation which has decreased the resilience of individuals, companies, regions and even international entities. The losses are not only monetary, but people have faced the new way of remote work, which requires skills that were not commonly used in an online setting before. In the previous seed money project Distance LAB distance soft skills (DIS) were recognized as an important building block of a new era of work. DIS will improve organization's internal and external practices, such as sales, customer service and recruitment. Lack of DIS is seen as one of the bottlenecks for micro companies and SMEs. Understanding what is possible with digitalization and cooperation will inspire a positive change both in work culture and in sustainability. Training staff fast in DIS requires tools and methods not readily available today. As the Baltic Sea Region Strategy states: collaboration between countries in the region is prerequisite for the whole area to develop. By developing DIS tools the information sharing becomes easier and innovations that base on the similar needs can give a growing boost for the whole area. IPCC report 2022 warned that the world is set to reach the 1.5°C level within the next two decades. Only the most drastic cuts in carbon emissions from now would help prevent an environmental disaster. Remote work and a comprehensive modernization of business will cut down on environmental stress, as traveling is less needed. At the same time, the mental and social well-being in the uncertain times can be improved by developing work life customs to the new era. Distance LAB develops and offers smart, DIS and business development services to the Baltic Sea region. The project creates a hub that brings together remote business support services, intercultural skills and experiences and offers equal opportunities for growth. Transnational business opportunities are increased with efficient remote collaboration.

2,000 / 2,000 characters

#### 3.2 Transnational value of the project

The consortium covers the Baltic Sea Region widely, and has extensive networks. Consortium includes partners in Finland, Sweden, Norway, Latvia, Lithuania and Poland, all are a well-rounded group of actors that can develop the tools, evaluate them and most importantly share the results with end users. All partners are involved in the hub with their own role which is defined in the work plan.

The project needs to be done transnationally for the following reasons:

- to utilize the broad expertise of the Baltic area. The partners are representing many types of organizations, who all share the challenge of supporting companies in the fast-evolving, uncertain times. The partners' expertise is multifaceted and key fields of expertise are eg. business development, technology and digitalization, co-creation and service design, sustainability and public development.
- All partners have a broad network that is used to reach the target groups and develop solutions that have a practical need in the area.
- Only a transnational project can result in an international hub-model produced in the project. The Baltic countries have experienced the global changes in different ways, with different strengths and weaknesses. The project will bring together the different experiences and expertise to be shared and learned collectively. Transnational consortium ensures that the pilots and results are aligned with their own area's needs.

This project uses the Quadruple Helix model: interaction and innovations between business, government, universities and civil society. The consortium has a wide network that includes regional policymakers, business incubators, chambers of commerce, labor offices, clusters and networks, research institutions and other local and transnational centers of innovation and excellence. The project idea is based on the seed money -project's research and need and is recognized as an important development tool in all the partner regions.

1,973 / 2,000 characters

#### 3.3 Target groups

Target group	Sector and geographical coverage	Its role and needs
<p>Small and medium enterprise</p>	<p>The project will collaborate with many sectors to test the pilot services in a real environment, especially sectors that include office- or expert work, commonly done in remote settings. This target group is reached throughout the Baltic area, especially in Finland, Sweden, Norway, Latvia, Lithuania and Poland.</p> <p>312 / 500 characters</p>	<p>SME's are the main target group as they set the tone of the business environment in the Baltics. Advanced DIS skills support companies to reach out trans-nationally and globally and share the good practices of the Baltics. Companies are able to develop their activities in remote environments, and in broad perspective, to function in fast-evolving and uncertain times. To make a positive change in the companies and in the Baltic business environment, companies need practical tools of remote development that they can use in their daily life. The target group will be involved by preparing, sparring the consortium and taking part in the pilots' preparation and execution, providing feedback and taking part in the hub activities. They share their experiences of the current situation and needs. In the transferring phase, they will share their experiences in the project internally and to other companies. The target group is involved in all phases of the project.</p> <p>970 / 1,000 characters</p>

Target group	Sector and geographical coverage	Its role and needs
<p>Business support organisation</p>	<p>The sectors of business support are business development, digitalization, recruitment, work environment and internationalization. The partners are business support organizations in Sweden, Latvia, Lithuania, but all partners will collaborate with local business support organizations.</p> <p style="text-align: right;">285 / 500 characters</p>	<p>The role of business support organizations is to reach out and engage companies to the project and support them in developing their business in the remote business environment. They are involved in all phases of the project. The project supports and increases the collaboration between micro companies and SMEs and business support organizations and will create new and improve the quality of existing business support services. It provides opportunities of collaboration between businesses and business support organizations. The business support organizations will help the project by providing the knowledge of current situations and ideas for the pilots. They have extensive expertise on local business needs and are able to engage the companies with the project. This project provides valuable resources for business support organizations to offer modern remote skills and services for the companies. Business support organizations can also offer their services and network in the project's hub.</p> <p style="text-align: right;">1,000 / 1,000 characters</p>
<p>Local public authority</p>	<p>The key role of local public authorities is to influence strategic decision making, so it considers remote work environments as a part of the area's appeal. Other sectors are local service development, entrepreneurship, learning and infrastructure. The partners are local public authorities in Norway and Poland but all partners will collaborate with local public authorities and they are involved as associated partners.</p> <p style="text-align: right;">422 / 500 characters</p>	<p>Local public authorities will support the project by providing a strategic viewpoint on the development of work life in the local areas of Baltics in all phases of the project. For example, shared offices of remote work is something many towns and regions are developing to attract visitors and new citizens in their area. The remote services developed in this project will be an important resource for these locations. Public authorities will also collaborate with other areas to expand the project's hub model and share the results of the project. Integration of public services according to citizens' needs is a key to local public service development. Local public authorities will act as strategic partners in the project and provide strategic view for project's work. They are also in a key position when it comes to the Quadruple Helix-model as a partner that naturally unites all the 4 parts, business, government, universities and civil society.</p> <p style="text-align: right;">955 / 1,000 characters</p>
<p>Higher education and research instituti</p>	<p>The project focuses on the research of digitalization, business and entrepreneurship and provides research organizations with best practices and data of remote business activities, co-creation methods and living lab models in an international environment. The partners are higher education institutes in Finland and Latvia but all partners will collaborate with higher education and research institutions.</p> <p style="text-align: right;">405 / 500 characters</p>	<p>The project will collaborate with research institutions by examining and utilizing previous and ongoing research of remote work and co-creation living lab -models. Research expertise will provide a broad understanding of the current and future situation of work life globally. Previous national and international projects are an important resource for DistanceLAB. The target group is involved in all phases of the project.</p> <p style="text-align: right;">424 / 1,000 characters</p>

### 3.4 Project objective

Your project objective should contribute to:

Resilient economies and communities

The objective is to increase the resilience of the businesses in Baltic Sea Region by providing tools, skills and capabilities of thriving in remote business environments. Being able to conduct business in a remote manner has shown positive results in human resource management over the last few years of working from home, but other parts of business are still struggling. The lack of DIS-skills affects all parts of the business. Remote innovation skills, customer relations and business development have not improved in major ways. The objective is to support companies comprehensively to utilize the new opportunities remote work offers.

The project aims to improve the resiliency of Baltic business sector by

- improving the DIS of staff and administration which improves their well-being and innovation capabilities
- providing tools to change location-based business into remote business in suitable ways. This enables companies to reach their existing customers in a modern way and reach new, international markets
- reducing the need to travel. As the energy crisis demands a global change in work culture, sustainability and traveling, remote activities will reduce the need for business travel and work-home travel, which decreases the cost for both an individual and the company. Reduced travel will have a positive impact on the environment.

The main objective can be divided in to following sub-objectives:

1. Companies become well-equipped and successful in remote business environment by developing existing and new services and ways of working
2. Trans-national collaboration based on remote business development is created. The hub opens up opportunities for public and private organizations' collaboration and peer-to-peer learning in the hub.
3. Resilience and readiness to adapt to global changes and strategic guidelines. The project supports companies in future-forward development. Companies are able to note and utilize local and global strategies in business planning.

1,995 / 2,000 characters

### 3.5 Project's contribution to the EU Strategy for the Baltic Sea Region

Please indicate whether your project contributes to the implementation of the Action Plan of the EU Strategy for the Baltic Sea Region (EUSBSR).

Yes  No

Please select which Policy Area of the EUSBSR your project contributes to most.

PA Innovation

Please list the action of this Policy Area that your project contributes to and explain how.

Action 1: Challenge-driven innovation: Challenges and opportunities related to remote work and needs for the development of distance interaction soft skills (DIS) in companies are one of the most visible and imminent economic and societal consequences of the COVID-19 pandemic. Exchange and coordinated actions in recognizing, developing and offering of smart remote work services in the Baltic Sea region contribute to the competitiveness of BSR companies and open up new growth and business opportunities for them. By developing remote work services, the project also tackles the challenges related to urban-rural divides and long distances in the Baltic Sea region.

Action 2: Digital innovation and transformation: This project gives businesses and public service providers opportunities to use the technology in a way that gives value for the work. The project promotes knowledge sharing to facilitate digital transformation and bridge digital divides in Baltic Sea region.

Action 3: Co-creative innovation: Shared platforms are key frameworks for innovation activities. Transnational hubs give organizations an access to a larger base of ideas and technology, find complementary expertise and pool competencies. They can also open a broader geographic market for companies. In the project, practical transnational co-creation activities are implemented for the development and piloting of remote work services through a remote service hub.

1,446 / 1,500 characters

If applicable, please describe which other Policy Areas of the EUSBSR your project contributes to and how.

This application does not have direct contribution to other Policy Areas, but the activities regard the policy area actions in it's work for suitable parts.

157 / 1,500 characters

### 3.6 Other political and strategic background of the project

#### Strategic documents

Digital Compass: Point 1 (a digitally skilled population and highly skilled digital professionals) is a priority in our project. We provide digital soft skills that are needed in the new post-covid-era. We also promote cyber security awareness and this unites our project with the point 2 (secure and sustainable digital infrastructure). With the help of the HUBs we also cover the need of points 3 and 4 (digital transformation of businesses and digitalization of public services).

482 / 500 characters

As part of the European Green Deal, the Climate Pact offers a space to be part of an European climate movement. Hubs supports the Climate Pact as they provide a space to share information, debate and act on the climate crisis. Hub's aim is to transform the area into a modern, resource-efficient and competitive economy, a place where no person or place is left behind. Distance Lab promotes the European values about the greener society and future-proof jobs and skills training for the transition.

499 / 500 characters

DistanceLAB supports many parts of the European Industrial Strategy: innovation and competitiveness come from the creativity and the skills of individuals, and the workforce needs to acquire new skills. The strategy is demanding interregional partnerships, new skills for industry and cluster policy. In this project we believe that together in cross border cooperation the Baltic Sea area becomes more innovative and even creates more jobs.

441 / 500 characters

### 3.7 Seed money support

Please indicate whether your project is based on a seed money project implemented in the Interreg Baltic Sea Region Programme 2014-2020.

Yes  No

Please enter the title of this seed money project.

Distance LAB

12 / 200 characters

Please select which Policy Area (PA) or Horizontal Action (HA) this seed money project contributed to most.

PA Innovation

### 3.8 Other projects: use of results and planned cooperation

Full name of the project	Funding Source	Use of the project outcomes and/or planned cooperation
<p>BSG-GO!</p> <p>7 / 200 characters</p>	<p>Interreg Baltic Sea Region (applied on the same funding round as DistanceLAB)</p> <p>77 / 200 characters</p>	<p>The projects will collaborate by BSG-GO providing DistanceLAB with test users for the pilots and service sets. BSG-GO will have a platform to share their developed expertise on the DistanceLAB hub. The collaboration will provide both projects with a broad network in the Baltic Sea Region. If both projects are funded, they will collaborate throughout the duration of the project in order to produce pilots, outputs and results that support each other. BSG-GO will provide special expertise on creative industries and DistanceLAB will provide expertise in the business development field in remote settings. The projects are independent and can be executed even if one of them does not receive a positive funding decision.</p> <p>721 / 1,000 characters</p>



Full name of the project	Funding Source	Use of the project outcomes and/or planned cooperation
<p>Empowering Participatory Budgeting in the Baltic Sea Region - EmPaci</p> <p>68 / 200 characters</p>	<p>Interreg Baltic Sea Region</p> <p>26 / 200 characters</p>	<p>The aim of the project is to get more municipalities involved and mobilize different types of citizens by building municipal capacities, transnational clusters and municipality citizens cooperation. Participatory budgeting is a process of democratic decision-making in which ordinary people take part in preparing and adopting a municipal or public budget. DistanceLAB will utilize the experiences of collaborative models and strategic regional decision making done in the EmPaci project. This expertise will be useful especially on the transfer and dissemination phase, in order to reach strategic change in the partner regions. EmPaci conducted research on IT solutions best suited for participatory budgeting. The feature matrix is an online tool that analyzes 50 different cities around the world for 47 process and usability criteria in total. This provides DistanceLAB with an understanding of existing online tools for collaboration.</p> <p>941 / 1,000 characters</p>
<p>Real-Time Economy (RTE) Community Building</p> <p>42 / 200 characters</p>	<p>EU Strategy for Baltic Sea Region</p> <p>33 / 200 characters</p>	<p>DistanceLAB will collaborate with the Real-Time Economy project by sharing the findings, outputs and results between the projects and in possible shared dissemination matters. The data collection and sharing methods produced in RTE are valuable for the development of remote work and recruitment internationally. RTE's development activities are important in digitizing and expanding the business as we know it. The collaboration between the projects will provide a broad perspective of business opportunities on a digital and human level.</p> <p>540 / 1,000 characters</p>
<p>One Stop Shop towards competitive SMEs, focusing on the ecosystem for the first line service system</p> <p>99 / 200 characters</p>	<p>Interreg Europa</p> <p>16 / 200 characters</p>	<p>The main objective of the OSS project is to improve policies for SMEs competitiveness by enhancing advisory support services for first time entrepreneurs. With the OSS the consortium want to build an complete ecosystem for the entrepreneur starting new business. Every partner have contribute with an expertise and best practices from their First Line Service (FLS) system, and when OSS is finished, the Toolbox of experience and expertise will be presented. The experiences made, and the toolbox developed in this project will bring good value into the Distance LAB project. The network of this project will also be used in dissemination of results from Distance LAB project.</p> <p>679 / 1,000 characters</p>

### 3.10 Horizontal principles

Horizontal principles	Projects's direct impact
Sustainable development	positive
Non-discrimination including accessibility	positive
Equality between men and women	neutral

#### 4. Management

Allocated budget

10%

##### 4.1 Project management

Please confirm that the lead partner and all project partners will comply with the rules for the project management as described in the Programme Manual.

If relevant, please indicate any other important aspects of the project management, e.g. external entity supporting the lead partner in the management of the project, advisory board, steering committee, any other relevant working groups, etc.

The lead partner is an experienced project manager. The tasks are divided for the partners equally and in regards to their expertise and location. The timetable and deliverables are set to make sure the project is effective throughout the duration of the project. The networks of the partners are utilized throughout the project. The project will have a steering group that consists of the partners' administration, funder and target group representatives from each partner country.

482 / 500 characters

##### 4.2 Project financial management

Please confirm that the lead partner and all project partners will comply with the rules for the financial management and control as described in the Programme Manual.

If relevant, please indicate any other important aspects of the financial management, e.g. external entity supporting the lead partner, positions planned for financial management, involvement of special financial experts (e.g. for public procurement), etc.

The financial management of the project is done by the partners' financial experts. Project's main expenses are staff costs and external expertise which are procured according to the funder's and partner's regulation. The lead partner is prepared for an external audit during the project.

289 / 500 characters

##### 4.3 Input to Programme communication

Please confirm that you are aware of the obligatory inputs to Programme communication that must be submitted along the pre-defined progress reports, as described in the Programme Manual.

If relevant, please describe other important aspects of project communication that you plan to introduce, e.g. a communication plan, opening and closing events, social media channel(s) etc.

Communication plan (internal management; tasks distribution; communication channels; key communication campaigns responding to the project activities; promotional material, etc.); social media profiles; project launch (online), midterm (online/f2f), final (f2f) events; website, a press release. Online dissemination activities will be emphasized. Kaunas STP (P5) will support the lead partner in dissemination. All partners have a role in dissemination locally and of their tasks in the project.

496 / 500 characters

##### 4.4 Cooperation criteria

Please select the cooperation criteria that apply to your project. In your project you need to apply at least three cooperation criteria. Joint development and joint implementation are the obligatory ones you need to fulfill in your project.

Cooperation criteria

Joint Development

Joint Implementation

Joint Staffing

Joint Financing

### 5. Work Plan

Number	Work Package Name												
1	WP1 Preparing solutions												
<table border="1"> <thead> <tr> <th>Number</th> <th>Group of Activity Name</th> </tr> </thead> <tbody> <tr> <td>1.1</td> <td>Communication and innovation tools</td> </tr> <tr> <td>1.2</td> <td>Sustainability review and development tools</td> </tr> <tr> <td>1.3</td> <td>Remote business strategies and models</td> </tr> <tr> <td>1.4</td> <td>Tool reviews with target group</td> </tr> </tbody> </table>		Number	Group of Activity Name	1.1	Communication and innovation tools	1.2	Sustainability review and development tools	1.3	Remote business strategies and models	1.4	Tool reviews with target group		
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1.4	Tool reviews with target group												
2	WP2 Piloting and evaluating solutions												
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3	WP3 Transferring solutions												
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3.4	Service sets and tools of dissemination and transfer												

### Work plan overview

	Period: 1	2	3	4	5	6	Leader
<b>WP.1: WP1 Preparing solutions</b>							<b>PP1</b>
A.1.1: Communication and innovation tools							PP7
D.1.1: Communication and innovation tools guide and pilot plan		D					PP2
A.1.2: Sustainability review and development tools							PP6
D.1.2: Sustainability review and development tools guide and pilot plan		D					PP3
A.1.3: Remote business strategies and models							PP3
D.1.3: Remote business strategy tools and pilot plan		D					PP3
A.1.4: Tool reviews with target group							PP3
O.1.4: Services and tools for remote business development and DIS		O	O				PP3
<b>WP.2: WP2 Piloting and evaluating solutions</b>							<b>PP3</b>
A.2.1: Communication and innovation pilots							PP3
D.2.1: Report of communication and innovation pilots				D			PP8
A.2.2: Sustainability service pilots							PP1
D.2.2: Report of sustainability pilots				D			PP1
A.2.3: Remote business service pilots							PP3
D.2.3: Report of business strategy pilots				D			PP3
A.2.4: Pilot review and service sets							PP3
O.2.4: Service descriptions and sets to offer in the hub			O	O			PP4
A.2.5: Local living labs of innovation							PP4
D.2.5: Living lab's service production models				D	D		PP4
<b>WP.3: WP3 Transferring solutions</b>							<b>PP4</b>
A.3.1: Living labs co-creation of innovation for the hub							PP7
D.3.1: Hub's service path report				D	D		PP5
A.3.2: Remote hub online platform							PP1
D.3.2: Online platform				D			PP1
A.3.3: Launch of hub's services							PP9
O.3.3: Hub action model				O	O		PP9
A.3.4: Service sets and tools of dissemination and transfer							PP9
D.3.4: Dissemination materials of the hub				D	D		PP9

Outputs and deliverables overview

Code	Title	Description	Contribution to the output	Output/ deliverable contains an investment
D 1.1	Communication and innovation tools guide and pilot plan	The deliverable is a report that includes guides of each individual communication and innovation tool and a plan of piloting. The services are developed by using existing research and tools and adapting them to remote work use cases. The guide will be the initial service description which is later developed in the testing phase and finalized in WP3 for the hub model. This report is based on the consortium expertise, available research and most importantly, the target group feedback. It includes best practices, a report of tool development and a plan for testing it in WP2. All services will be tested on a small scale and a full-scale pilot plan is done for the DIS assessment and open innovation methods. The report includes the following outcomes of each service: DIS assessment tool: initial test template and a pilot plan together with the innovation methods -tool Networking methods: online tools, guide for internal workshops to start open innovation processes and a process graph of open innovation Digital skills with Microsoft: user manual, how entrepreneurs can exploit opportunities of remotely cooperating with Microsoft and use learning opportunities A set of networking events with defined concept and methodologies	Services and tools for remote business development and DIS	
D 1.2	Sustainability review and development tools guide and pilot plan	The deliverable is a report that includes guides of each individual sustainability review and development tool and a plan of piloting. The tools are developed by using existing research and tools and adapting them to remote work use cases. The guide will be the initial service description which is later developed in the testing phase and finalized in WP3 for the hub model. This guide is based on the consortium expertise, available research and most importantly, the target group feedback. It includes a report of tool development and a plan for testing it in WP2. Sustainability tools are aligned with micro and macro strategies in the area and provide target groups with practical knowledge and action plans to improve their companies' sustainability measures. The report includes the following: Digital and eco self-assessment tool and online questionnaire The tool will be based on a test-survey form, which will provide the company with recommendations and links to business support organizations that can facilitate their implementation. DFS 24-hour analysis tool of sustainability	Services and tools for remote business development and DIS	
D 1.3	Remote business strategy tools and pilot plan	The deliverable is a report that includes guides of each individual business strategy tool and a plan of piloting. The tools are developed by using existing research and tools and adapting them to remote work use cases. The guide will be the initial service description which is later developed in the testing phase and finalized in WP3 for the hub model. This guide is based on the consortium expertise, available research and most importantly, the target group feedback. It includes a report of tool development and a plan for testing it in WP2. The services chosen for development are chosen by the board experience of the consortium to respond to the most common, modern business development needs to be successful in hybrid and international business environment. The report includes the following: Workshop material and plan for customer relationship building Cyber security recommendations and best practices in remote work Recommendations on enhancing business internationalization together with service provider map Remote recruitment and staff wellbeing -strategy template Digitalization strategy - support material for testing	Services and tools for remote business development and DIS	
O 1.4	Services and tools for remote business development and DIS	The project's output 1 is the developed services, tools and models that support micro and small companies in their development in hybrid and remote cases. With the tools, companies are able to develop their business comprehensively. It is important to note that remote work touches on most traditional business sectors and actions, such as work culture, innovations, sustainability, strategy and customer service. The tools are aimed towards companies' staff and administration and the aim is for them to develop their own activities using the project's tools. Therefore, the project does not only develop remote services but actually all parts of business to be better suited for a hybrid working environment and even create new income through remote actions. The services are developed to suit both b2b and b2c companies. The transnational value lies in the co-creation methods of the tool development. The tools are chosen and developed according to the needs of different Baltic Sea Region companies, researched in the seed money project DistanceLAB. By creating the tools in a transnational consortium, the project is able to reach a wide variety of companies and other target groups in the area and even more importantly, collectively utilize the skills, experiences and expertise of the whole area. Remote and hybrid provides better opportunities for companies for internationalization and export. That is one reason why developing companies' activities using international expertise will provide the companies with improved ability to reach international markets.		

D 2.1	Report of communication and innovation pilots	<p>Each partner who developed the services will create a report with all data from pilot testing, including description of participants, methods, process and feedback from participants. The experience of piloting is used to further improve the services. The success of the pilots is measured during the piloting. The pilot is successful if it is considered useful by the target group and they are able to make improvements in their business based on the services. The pilots are mainly aimed towards micro companies and SME's but are suitable for other target groups too. The report will also evaluate the level of independence versus need for expert support while using the services. This is an important factor in determining if the services are suitable to be used only online and to develop the service paths. This information is used in group of activities 2.4 and in work package 3. Pilots and reporting considers trans-national collaboration by reporting on the workshops and other activities within and between the target group and partners. Shared information from different countries and regions brings transnational value for the future developing and supports global market reach for the target group. The report is based on the initial work of work package 1 and adds the user experience and pilot process on the report. The report includes the service descriptions based on the pilots and improvements it inspired. Deliverables 2.1-2.3 will all contribute to the output Service descriptions and sets to offer in the hub. The output is based on the fine tuned service descriptions and paths defined in these deliverable reports. Target groups act as a connector between the project and companies but can also utilize the services themselves. This service chain and collaboration model is evaluated based on the pilot experiences and reported to further support work package 3 as well as dissemination.</p>	Service descriptions and sets to offer in the hub	
D 2.2	Report of sustainability pilots	<p>The purpose of this deliverable is to describe the pilots of the tools that help the organizations to develop their sustainability according to the Baltic Sea strategy. This deliverable brings the digital eco-audits visible available for the companies. Sustainability is one of the most important issues and it is important to give companies a chance to influence the tools that the project is developing. The success of the pilot is measured and reported by measuring the practical changes and users' experiences of the process. Being part of an international pilot gives SME's and organizations new kinds of opportunities to communicate and influence transnationally and taking part in an EU-level discussion about the environment. The services offer practical tools to make a change within the company, as part of daily activities. These changes are important learning opportunities to the target group and, when shared, also other target group members. These experience-discussions are reported at this phase and shared through project communication activities. The report is based on the initial work of work package 1 and adds the user experience and pilot process on the report. The report includes the service descriptions based on the pilots and improvements it inspired.</p>	Service descriptions and sets to offer in the hub	
D 2.3	Report of business strategy pilots	<p>Each partner who developed the services will create a report with all data from pilot testing, including description of participants, methods, process and feedback from participants. The experience of piloting is used to further improve the services. The success of the pilots is measured during the piloting. The pilot is successful if it is considered useful by the target group and they are able to make improvements in their business based on the services. The pilots are mainly aimed towards micro companies and SME's but are suitable for other target groups too. The report will also evaluate the level of independence versus need for expert support while using the services. This is an important factor in determining if the services are suitable to be used only online and to develop the service paths. This information is used in group of activities 2.4 and in work package 3. The report has a trans-national perspective and discusses the similarities and differences of participating areas in international collaboration. The pilots and this report aim to recognize the local strengths of remote business strategy and what could be learned from other Baltic regions. The report is based on the initial work of work package 1 and adds the user experience and pilot process on the report. The report includes the service descriptions based on the pilots and improvements it inspired.</p>	Service descriptions and sets to offer in the hub	
O 2.4	Service descriptions and sets to offer in the hub	<p>The piloted services, tools and models are divided into sets of services that are provided by the public. The services are aligned to sets that provide the user with an easy and comprehensive understanding of DIS and remote business development tools and time frame and task breakdown to improve their skills. The services are tested and multidisciplinary developed to correspond to the needs of the target groups. Project partners act as the experts of their fields and developed services and are the connectors of the target groups from one country to the whole Baltics. This output prepares the services to be offered in the hub (finalized in WP3) which adds the value of networks and co-creation methods into the service sets. The service set -model eases the selection and use of the services described in output 1 and creates a wider perspective of remote business development where activities are tied together. The transnational value of the output is that the target groups get to utilize the expertise of the partner countries' experts in a streamlined and easy manner. The experts in different countries work together to improve the DIS and remote business skills, not only in their own countries but in the whole Baltic Sea Region.</p>		
D 2.5	Living lab's service production models	<p>This deliverable will provide input for the output 3; hub's action model, to ensure cooperation between local co-creation LL which will be united into International multidisciplinary living lab network (IMLLN) and by service sets combined into service production models and made available on the HUB's platform. Firstly, the IMLLN involving local stakeholders will contribute to networking, expert and peer-to-peer support in the changing business environment. Secondly, tested service sets combined into service production models will facilitate business development in partner regions and countries of the Baltic Sea Region, and beyond.</p>	Hub action model	

D 3.1	Hub's service path report	Project partners will produce the hub's service path report describing hub services and their provision for SMEs. All services and tools to be provided on the hub will be fully described, including instructions, how to use these services. The report will also describe networking opportunities, as well as planned expert and peer-to-peer virtual support, as well as additional contents offered to SMEs.	Hub action model	
D 3.2	Online platform	The hub online platform will be the main deliverable of this group of activities. The hub takes a central role: in services collection and compilation; and takes a coordination role in networking through IMLLN and disseminating information. The platform is on the project's website and it is developed to correspond with the online needs of the services. This deliverable includes the service path and usability guidelines as well as a plan of new service providers technical onboarding.	Hub's action model	
O 3.3	Hub action model	The output is the remote service hub. The hub hosts an IMLLN and brings together a multidisciplinary group of Baltic experts of remote work and business, as well as Universities, public, regional and local authorities. The hub acts as a learning platform for companies and organizations. When a company reaches out to the hub they get access to a wide variety of services, remote work experts in consortium countries and most importantly, the network of Baltic Sea Region companies and organizations aiming to create a better remote and hybrid business environment. The hub is a home-base for existing and new remote business services. In a strategic viewpoint, this hub platform is a step towards Baltic collaboration, resilience, sustainability and growth, and it's actions and values are based on the Baltic Sea Region Strategy.		
D 3.4	Dissemination materials of the hub	Dissemination materials of the hub include marketing materials produced by consortium partners to advertise their designed services, press releases and publications in media, partners Factsheets about proposed services and tools, conference materials (agenda, presentations, video, photos, etc.), presentations from events/conferences/fairs.	Hub action model	

**Work package 1**

**5.1 WP1 Preparing solutions**

**5.2 Aim of the work package**

The aim of this work package is to prepare solutions to help address the identified challenge. You can either develop entirely new solutions or adapt existing solutions to the needs of your target groups. Prepare your solutions in a way that you can pilot them in Work Package 2. Consider how you involve your target groups in preparation of the solutions.  
 Organise your activities in up to five groups of activities to present the actions you plan to implement. Describe the deliverables and outputs as well as present the timeline.

**5.3 Work package leader**

**Work package leader 1**

**Work package leader 2**

**5.4 Work package budget**

**Work package budget**

### 5.5 Target groups

	Target group	How do you plan to reach out to and engage the target group?
1	<p><b>Small and medium enterprise</b></p> <p>The project will collaborate with many sectors to test the pilot services in a real environment, especially sectors that include office- or expert work, commonly done in remote settings. This target group is reached throughout the Baltic area, especially in Finland, Sweden, Norway, Latvia, Lithuania and Poland.</p> <p style="text-align: right;">312 / 500 characters</p>	<p>We engage the target group by utilizing the consortium's existing networks of micro and small companies. The activities of the project are based on a seed money research where the strengths, weaknesses and needs of companies' remote work models were identified. This research lays a good foundation to respond to the needs and engage the target groups. The target group engagement during the project is done through joint meetings and workshops and, if needed, surveys in all partner countries. The partners act as a local contact to companies to make sure the target group is reached through-out the area.</p> <p style="text-align: right;">607 / 1,000 characters</p>
2	<p><b>Business support organisation</b></p> <p>The sectors of business support are business development, digitalization, recruitment, work environment and internationalization. The partners are business support organizations in Sweden, Latvia, Lithuania, but all partners will collaborate with local business support organizations.</p> <p style="text-align: right;">285 / 500 characters</p>	<p>Business support organizations and business incubators are engaged in the project activities from the beginning by partners reaching out and creating a group of organizations who share expertise and interest in remote activities. The consortium includes business support organizations which provide the project with a good understanding and network of such target groups. The target group is an important link in reaching a wide spectrum of micro companies and SME's. The organizations are engaged by personal interviews, joint meetings and workshops. The pilots and new practices are planned and shared to the public together with this target group. Of course they are also able to use the piloted services themselves and act as an example to their customers.</p> <p style="text-align: right;">761 / 1,000 characters</p>
3	<p><b>Local public authority</b></p> <p>The key role of local public authorities is to influence strategic decision making, so it considers remote work environments as a part of the area's appeal. Other sectors are local service development, entrepreneurship, learning and infrastructure. The partners are local public authorities in Norway and Poland but all partners will collaborate with local public authorities and they are involved as associated partners.</p> <p style="text-align: right;">422 / 500 characters</p>	<p>Topics such as transnational collaboration and green transition are the backbone of the project's activities and later, services provided in the hub. Regional public authorities advocate local strategic changes towards a resilient and remote-adapted society. They are engaged in the project activities by providing the viewpoint of local and macro regional strategies and in turn, are able to advocate on strategic activities in their region. This target group is reached by personal and joint meetings and collaboration with regional public authorities and other activities such as projects.</p> <p style="text-align: right;">593 / 1,000 characters</p>
4	<p><b>Higher education and research institution</b></p> <p>The project focuses on the research of digitalization, business and entrepreneurship and provides research organizations with best practices and data of remote business activities, co-creation methods and living lab models in an international environment. The partners are higher education institutes in Finland and Latvia but all partners will collaborate with higher education and research institutions.</p> <p style="text-align: right;">405 / 500 characters</p>	<p>The research institutions are engaged especially for gathering information on the existing research and projects on remote work and DIS. The target group is engaged by personal and joint meetings locally and transnationally online. Higher education supports new professionals on their way to work life and in the modern work life, it is important to be prepared for hybrid and remote work. In green transition the Quadruple helix model is useful since "knowledge society" and "knowledge economy " are important parts of it. By engaging the research organization to be part of the hub, other target groups and also the civil society will benefit from the shared information.</p> <p style="text-align: right;">673 / 1,000 characters</p>

### 5.6 Activities, deliverables, outputs and timeline

No.	Name
1.1	Communication and innovation tools
1.2	Sustainability review and development tools
1.3	Remote business strategies and models
1.4	Tool reviews with target group

## WP 1 Group of activities 1.1

### 5.6.1 Group of activities leader

Group of activities leader

#### A 1.1

### 5.6.2 Title of the group of activities

Communication and innovation tools

34 / 100 characters

### 5.6.3 Description of the group of activities

This group of activities includes the development of tools regarding companies' communication, innovation and DIS, described below. A full-scale pilot will be prepared for testing the combination of DIS assessment tools and, based on the assessment results, the open innovation methods. All services will have a small-scale test process plan.

DIS assessment and development tool: LAB: The main purpose of DIS assessment is to ensure and foster open innovation opportunities, utilizing and mutually benefiting from co-creative activities at distance, cross border and transnational contexts. The assessment tool is a test that is done by the company's experts on different departments. The test measures the users organizational capacity of ensuring and fostering open innovation opportunities, talent flow through the organization and global market reach by exchange of knowledge and creation of joint value chains.

Open Innovation methods: Skellefteå SC: This tool supports co-creative work and collaboration on innovation projects together with others. As open innovation might turn out to be a resource-heavy process if done without careful preparation, at this phase possible adjustments for micro and small companies are prepared. These include, among other strategies and knowledge of IP for online collaboration, use of online tools for co-creative work and collaboration on innovation projects together with others.

SMEs remote development opportunities in cooperation with Microsoft and digital skills fulfillment: UL: This tool will introduce entrepreneurs with online digital opportunities for businesses provided by Microsoft in collaboration with the Microsoft Innovation Center of the University of Latvia. The aim is to co-create innovative services using Microsoft for Startups programmes, such as Azure cloud services platform and receive technical support and business consultations, fulfillment of digital skills, mentoring, access to the network of partners and investors, as well as wider business development opportunities. This tool provides information about improving IT skills and obtaining new skills on different platforms.

Networking methods: Kaunas STP: Kaunas STP offers the overall concept for networking events which should be managed in all stages and should have a continuum as part of each event. Each of the stages of an event (from pre- to post-) needs to be carefully and strategically thought of. There will be distinguished two types of events: community building and business focused. First, good practices from all participating partners will be collected, categorized, selected (up to 6) and then a set of events most relevant to the project's target groups will be developed. In order to facilitate a smooth delivery of events, methodologies for each type of event will be delivered by applying a 3 stages planning concept which enables to deliver visible networking results.

2,928 / 3,000 characters

### 5.6.4 This group of activities leads to the development of a deliverable

#### D 1.1

### Title of the deliverable

Communication and innovation tools guide and pilot plan

55 / 100 characters

### Description of the deliverable

The deliverable is a report that includes guides of each individual communication and innovation tool and a plan of piloting. The services are developed by using existing research and tools and adapting them to remote work use cases. The guide will be the initial service description which is later developed in the testing phase and finalized in WP3 for the hub model. This report is based on the consortium expertise, available research and most importantly, the target group feedback. It includes best practices, a report of tool development and a plan for testing it in WP2. All services will be tested on a small scale and a full-scale pilot plan is done for the DIS assessment and open innovation methods.

The report includes the following outcomes of each service:

DIS assessment tool: initial test template and a pilot plan together with the innovation methods -tool

Networking methods: online tools, guide for internal workshops to start open innovation processes and a process graph of open innovation

Digital skills with Microsoft: user manual, how entrepreneurs can exploit opportunities of remotely cooperating with Microsoft and use learning opportunities

A set of networking events with defined concept and methodologies

1,238 / 2,000 characters

### Which output does this deliverable contribute to?

Services and tools for remote business development and DIS

59 / 100 characters



5.6.6 Timeline

Period: 1 2 3 4 5 6

**WP.1: WP1 Preparing solutions**

A.1.1: Communication and innovation tools

D.1.1: Communication and innovation tools guide and pilot plan

5.6.7 This deliverable/output contains productive or infrastructure investment

**WP 1 Group of activities 1.2**

**5.6.1 Group of activities leader**

Group of activities leader

**A 1.2**

**5.6.2 Title of the group of activities**

Sustainability review and development tools 43 / 100 characters

**5.6.3 Description of the group of activities**

This group of activities includes the sustainability tools and services developed in this project. The two services will be combined into a full-scale pilot where the company assesses its digital and eco-maturity (digital and eco-audits) and based on the results of the assessment and the direction of the recommendations, the user is redirected to the service Design for sustainability, where more practical tools are available for further sustainability design (company, product, service or operations) enhancement. The audit is the basis of evaluating suitable sustainability services for the company.

Digital and eco-audits: LIC: The organization's eco-audits are designed to assess the performance of companies in terms of resource use and environmental impact, and to provide recommendations for further action. Digital audits aim to assess the level of digital maturity of a company's internal business processes across different dimensions (technology and infrastructure, organization, people and market) and provide the company with recommendations to improve its digital maturity. By evaluating the digital and ecological readiness of the company, the project can better recommend suitable tools to improve both aspects. LIC will adapt existing audit methodologies and develop a common digital tool that will enable companies to self-assess their digital and eco-performance. As there is a high degree of integration of this service-instrument with other Distance LAB services (the services developed by partners can directly contribute to the digital maturity of enterprises), the recommendations that will be made at the end of the assessment will be linked to the services offered by the Distance LAB partners, thus ensuring a higher value proposition of the hub for enterprises.

Design for sustainability (DSF): LAB: DSF services consist of design, analysis and prototyping tools & practices that aim for improving competitiveness of micro and SME companies in a networked context. The main purpose of the services is to create a practice-oriented view on business transformation needs based on sustainability aspects. In contrast to many existing tools, DSF-services are easy-to-use rapid implementation tools that form a quick view on sustainability from multiple perspectives in 24hrs. The traditional high level analysis tools may require investments that are not feasible for micro and SME companies. These services fill the existing market gap. DSF services consist of rapid implementation tools and practices focusing on 1. Design for sustainable business: how to model, analyze and identify development needs for a sustainable business model in 24 hrs. 2. Design for sustainable product & service design: how to transform existing products & services to more sustainable versions in 24 hrs and 3. Design for sustainable operations: how to change or modify the operations in accordance with the sustainable business model and sustainable products & services in 24 hrs.

2,994 / 3,000 characters

**5.6.4 This group of activities leads to the development of a deliverable**

**D 1.2**

**Title of the deliverable**

Sustainability review and development tools guide and pilot plan 64 / 100 characters

**Description of the deliverable**

The deliverable is a report that includes guides of each individual sustainability review and development tool and a plan of piloting. The tools are developed by using existing research and tools and adapting them to remote work use cases. The guide will be the initial service description which is later developed in the testing phase and finalized in WP3 for the hub model. This guide is based on the consortium expertise, available research and most importantly, the target group feedback. It includes a report of tool development and a plan for testing it in WP2. Sustainability tools are aligned with micro and macro strategies in the area and provide target groups with practical knowledge and action plans to improve their companies' sustainability measures.

The report includes the following:

Digital and eco self-assessment tool and online questionnaire The tool will be based on a test-survey form, which will provide the company with recommendations and links to business support organizations that can facilitate their implementation.

DFS 24-hour analysis tool of sustainability

1,091 / 2,000 characters

**Which output does this deliverable contribute to?**

Services and tools for remote business development and DIS 59 / 100 characters

**5.6.6 Timeline**

	Period: 1	2	3	4	5	6
<b>WP.1: WP1 Preparing solutions</b>						
A.1.2: Sustainability review and development tools						
D.1.2: Sustainability review and development tools guide and pilot plan						

**5.6.7 This deliverable/output contains productive or infrastructure investment**

### WP 1 Group of activities 1.3

#### 5.6.1 Group of activities leader

Group of activities leader PP 6 - Rzeszow Regional Development Agency

#### A 1.3

#### 5.6.2 Title of the group of activities

Remote business strategies and models

37 / 100 characters

#### 5.6.3 Description of the group of activities

This group of activities includes the development of tools regarding companies' remote business strategies and models, described below. A full-scale pilot will be prepared for testing the service "Enhancing business internationalization" and "Recruitment and employee satisfaction". All services will be tested small-scale.

Customer relationship building: RRDA: By using this tool the target group will learn the process and tools of customer relationships, such as relationship marketing, service process and crisis control. The workshops in total take 16 hours. The learning tools are theory, case studies, games and videos. An assessment of the skills and how to use the tools and methods, to maintain a long-lasting relationship with the client is done.

Cyber security in remote: Centria: This tool provides cyber security knowledge for SME's and the public sector. This tool provides information about the cyber security risks of remote work, how to minimize these risks and how to react in a correct way in case of an incident. With the aid of this tool an organization will be able to access this information and it will be able to implement the practices in the daily operation of the organization.

Enhancing business internationalization LIC: This service is aimed to make internationalization services both more accessible to a wider range of enterprises and to maximize the value of these services through targeted preparation. The main objective is to develop a tool consisting of a set of recommendations, based on a company's needs, which would provide the most important steps of internationalization. Companies' most common problems in making the most of internationalization services are gathered and recommendations for appropriate actions based on these are made. In parallel, information will be gathered on organizations providing internationalization services to businesses in the partner regions, to which businesses can turn to for their specific needs.

Recruitment and employee satisfaction: Centria: Remote recruitment strategy supports companies to adapt their open positions in a way that is suitable for remote work. The remote strategy canvas template created and piloted in the project provides support in recognizing and enhancing remote work opportunities within the company and creating a plan of efficient and rewarding remote work, especially for new recruits. The strategy model covers three phases: attracting new, remote talents, creating a team spirit and maintaining staff well-being in hybrid work. The phases can be done individually.

Digitalization strategy - model (Centria): The aim is to support companies in their endeavors on digitalization by utilizing the "Digitalization strategy creation as a story" model developed in Centria. The model is tested in Baltic region and adjusted to the organization's remote use cases. Digitalization strategy model is an important tool to determine what digital investments are profitable for the business.

3,000 / 3,000 characters

#### 5.6.4 This group of activities leads to the development of a deliverable

#### D 1.3

#### Title of the deliverable

Remote business strategy tools and pilot plan

45 / 100 characters

#### Description of the deliverable

The deliverable is a report that includes guides of each individual business strategy tool and a plan of piloting. The tools are developed by using existing research and tools and adapting them to remote work use cases. The guide will be the initial service description which is later developed in the testing phase and finalized in WP3 for the hub model. This guide is based on the consortium expertise, available research and most importantly, the target group feedback. It includes a report of tool development and a plan for testing it in WP2. The services chosen for development are chosen by the board experience of the consortium to respond to the most common, modern business development needs to be successful in hybrid and international business environment.

The report includes the following:  
Workshop material and plan for customer relationship building  
Cyber security recommendations and best practices in remote work  
Recommendations on enhancing business internationalization together with service provider map  
Remote recruitment and staff wellbeing -strategy template  
Digitalization strategy - support material for testing

1,138 / 2,000 characters

#### Which output does this deliverable contribute to?

Services and tools for remote business development and DIS

58 / 100 characters

### 5.6.6 Timeline

Period: 1 2 3 4 5 6

#### WP.1: WP1 Preparing solutions

A.1.3: Remote business strategies and models

D.1.3: Remote business strategy tools and pilot plan

### 5.6.7 This deliverable/output contains productive or infrastructure investment

#### WP 1 Group of activities 1.4

##### 5.6.1 Group of activities leader

Group of activities leader PP 3 - More and Romsdal County Council

#### A 1.4

##### 5.6.2 Title of the group of activities

Tool reviews with target group

30 / 100 characters

##### 5.6.3 Description of the group of activities

The target group is engaged in the project from the beginning. The project will create and develop solutions for companies to enhance their capability of being a resilient and future-forward actor in hybrid and remote business environments. The services are divided into groups which are defined in the following groups of activities. The target group engagement is done in all phases of the project. In addition to online and local meetings and workshops with the target group, the partners will meet local companies to share and co-develop the services. This group of activities is closely aligned with the dissemination activities of the project. By engaging the target group at this beginning phase, we ensure that the services that are piloted in WP2 are of use. This will ensure the efficiency of the project and make sure the results are aligned with the target group's needs.

This group of activities is done during the whole WP1 phase alongside the service development and pilot planning.

999 / 3,000 characters

### 5.6.4 This group of activities leads to the development of a deliverable

#### O 1.4

##### Title of the output

Services and tools for remote business development and DIS

59 / 100 characters

##### Description of the output

The project's output 1 is the developed services, tools and models that support micro and small companies in their development in hybrid and remote cases. With the tools, companies are able to develop their business comprehensively. It is important to note that remote work touches on most traditional business sectors and actions, such as work culture, innovations, sustainability, strategy and customer service. The tools are aimed towards companies' staff and administration and the aim is for them to develop their own activities using the project's tools. Therefore, the project does not only develop remote services but actually all parts of business to be better suited for a hybrid working environment and even create new income through remote actions. The services are developed to suit both b2b and b2c companies.

The transnational value lies in the co-creation methods of the tool development. The tools are chosen and developed according to the needs of different Baltic Sea Region companies, researched in the seed money project DistanceLAB. By creating the tools in a transnational consortium, the project is able to reach a wide variety of companies and other target groups in the area and even more importantly, collectively utilize the skills, experiences and expertise of the whole area. Remote and hybrid provides better opportunities for companies for internationalization and export. That is one reason why developing companies' activities using international expertise will provide the companies with improved ability to reach international markets.

1,573 / 3,000 characters

### Target groups and uptake of the solution presented in this output

Target groups	How will this target group apply the output in its daily work?
<p>Target group 1</p> <p>Small and medium enterprise</p> <p>The project will collaborate with many sectors to test the pilot services in a real environment, especially sectors that include office- or expert work, commonly done in remote settings. This target group is reached throughout the Baltic area, especially in Finland, Sweden, Norway, Latvia, Lithuania and Poland.</p>	<p>The tools and services are shared to companies so that they can use them independently to improve their remote activities. The tools are usable in daily business and address issues which companies have told they need to improve, such as DIS skills. The target group is involved in the development of the services to ensure the output is usable and practical in micro companies and SME's daily work.</p> <p style="text-align: right;">399 / 1,000 characters</p>
<p>Target group 2</p> <p>Business support organisation</p> <p>The sectors of business support are business development, digitalization, recruitment, work environment and internationalization. The partners are business support organizations in Sweden, Latvia, Lithuania, but all partners will collaborate with local business support organizations.</p>	<p>Business support organizations can use the services independently to develop the organizations own activities or use the services together with their customers (local companies) to develop the business field and to offer better support services themselves.</p> <p style="text-align: right;">256 / 1,000 characters</p>
<p>Target group 3</p> <p>Local public authority</p> <p>The key role of local public authorities is to influence strategic decision making, so it considers remote work environments as a part of the area's appeal. Other sectors are local service development, entrepreneurship, learning and infrastructure. The partners are local public authorities in Norway and Poland but all partners will collaborate with local public authorities and they are involved as associated partners.</p>	<p>For local public authorities, such as towns, cities, municipalities and regions, the output provides an insight into the required development fields to be successful in a hybrid and remote environment. They can use the services to develop their own activities or share them with local businesses and other support organizations to improve the regional business environment. The output is a basis for public service development in regards to employment and recruitment, digital infrastructure and citizens' wellbeing.</p> <p style="text-align: right;">517 / 1,000 characters</p>
<p>Target group 4</p> <p>Higher education and research institution</p> <p>The project focuses on the research of digitalization, business and entrepreneurship and provides research organizations with best practices and data of remote business activities, co-creation methods and living lab models in an international environment. The partners are higher education institutes in Finland and Latvia but all partners will collaborate with higher education and research institutions.</p>	<p>The project output can be used in future remote work research and they can improve their own existing activities with the available tools. Remote work touches researchers as they can easily take care of their work anywhere and they are not depending on time and place. Even teachers use online or hybrid education models in their daily work. Research institutions are often involved in regional development as they work with many different fields like innovations, sustainability and digitalization. They also employ or educate a large number of people in the area who all can benefit from the DIS tools and service set in their daily life.</p> <p style="text-align: right;">639 / 1,000 characters</p>

**Durability of the output**

The tool descriptions and material will be available on the project website which is supported and kept up by the lead partner and noted in the budgeting. The services are part of the hub (output 3) which is a collaborative effort of all partners and aimed to act as a platform for future remote business and communication projects and activities as well. The suitable services will become part of the partners' or hub's service pool after the project which ensures the durability of the project.

497 / 1,000 characters

### 5.6.6 Timeline

Period: 1 2 3 4 5 6

#### WP.1: WP1 Preparing solutions

A.1.4: Tool reviews with target group

O.1.4: Services and tools for remote business development and DIS



### 5.6.7 This deliverable/output contains productive or infrastructure investment

### Work package 2

#### 5.1 WP2 Piloting and evaluating solutions

#### 5.2 Aim of the work package

The aim of this work package is to pilot, evaluate and adjust solutions. Plan one or several pilots to validate the usefulness of the solutions prepared in Work Package 1. Start Work Package 2 early enough to have time to pilot, evaluate and adjust solutions, together with your target groups. By the end of this work package implementation the solutions should be ready to be transferred to your target groups in Work Package 3. The piloted and adjusted solution should be presented in one project output. Organise your activities in up to five groups of activities. Describe the deliverables and outputs as well as present the timeline.

#### 5.3 Work package leader

Work package leader 1

Work package leader 2

#### 5.4 Work package budget

Work package budget

#### 5.4.1 Number of pilots

Number of pilots

### 5.5 Target groups

	Target group	How do you plan to reach out to and engage the target group?
1	<p>Small and medium enterprise</p> <p>The project will collaborate with many sectors to test the pilot services in a real environment, especially sectors that include office- or expert work, commonly done in remote settings. This target group is reached throughout the Baltic area, especially in Finland, Sweden, Norway, Latvia, Lithuania and Poland.</p> <p style="text-align: right;">312 / 500 characters</p>	<p>The micro companies and SME's are reached through partners' existing networks and by project dissemination activities. The leader of the work package has extensive experience in involving the target groups in projects and all partners are reliable and have diverse networks in their own area and internationally. The role of this target group is to test the services and give feedback, user experience and ideas of development for the services. For the target group this is a great opportunity to use the services with expert support and be on the front-line of remote development. The collaboration is done online and face-to-face in joint and individual meetings.</p> <p style="text-align: right;">665 / 1,000 characters</p>
2	<p>Business support organisation</p> <p>The sectors of business support are business development, digitalization, recruitment, work environment and internationalization. The partners are business support organizations in Sweden, Latvia, Lithuania, but all partners will collaborate with local business support organizations.</p> <p style="text-align: right;">285 / 500 characters</p>	<p>Business support organizations are part of the partners' networks. As some of the partners are in similar roles themselves, the business support organizations are reached through existing networks efficiently. They are invited into the events with the main target group of SME's and they can both use the services to develop their own actions, but they also have an important role in reaching out and engaging the suitable organizations with the project. Target group is also reached through other cluster and network collaboration. The collaboration is done online and face-to-face in joint and individual meetings where the business' needs are discussed to align the developed services with these organizations. These organizations are also welcome to present their own services, especially as part of the living labs and hub, developed in 2.4 and work package 3.</p> <p style="text-align: right;">866 / 1,000 characters</p>
3	<p>Local public authority</p> <p>The key role of local public authorities is to influence strategic decision making, so it considers remote work environments as a part of the area's appeal. Other sectors are local service development, entrepreneurship, learning and infrastructure. The partners are local public authorities in Norway and Poland but all partners will collaborate with local public authorities and they are involved as associated partners.</p> <p style="text-align: right;">422 / 500 characters</p>	<p>The collaboration and engagement of target groups is done mainly in joint meetings and by using the quadruple helix model. Local public authorities are able to join the meetings and workshops with other target groups. There they can learn about the needs and changes in a local business environment and also present their knowledge of the matter. Local public authorities can also evaluate which services are needed to be developed by public actors and what gaps are in the local private service sector. Also this target group is welcome to utilize the services but acts also as a connector between the public and private sector. They can also utilize the information in strategic work.</p> <p style="text-align: right;">687 / 1,000 characters</p>
4	<p>Higher education and research institution</p> <p>The project focuses on the research of digitalization, business and entrepreneurship and provides research organizations with best practices and data of remote business activities, co-creation methods and living lab models in an international environment. The partners are higher education institutes in Finland and Latvia but all partners will collaborate with higher education and research institutions.</p> <p style="text-align: right;">405 / 500 characters</p>	<p>Higher education and research organizations' role is especially on research, where the pilots are developed in regards to previous research and development. Stakeholders are welcomed to joint meetings online and face-to-face. The project results and open meeting discussions can be used as supporting material for other research. These organizations and their networks are also valuable for the project.</p> <p style="text-align: right;">403 / 1,000 characters</p>

### 5.6 Activities, deliverables, outputs and timeline

No.	Name
2.1	Communication and innovation pilots
2.2	Sustainability service pilots
2.3	Remote business service pilots
2.4	Pilot review and service sets
2.5	Local living labs of innovation

**WP 2 Group of activities 2.1**

**5.6.1 Group of activities leader**

**Group of activities leader** PP 3 - More and Romsdal County Council

**A 2.1**

**5.6.2 Title of the group of activities**

Communication and innovation pilots

35 / 100 characters

**5.6.3 Description of the group of activities**

This group of activities includes the full-scale pilots of the services DIS assessment tools and open innovation methods and networking methods. The full-scale pilots will have target group participants from Finland, Sweden and Latvia. Networking methods -pilot will involve Lithuania, Norway and Latvia. For the full-scale pilots we aim to involve 3-6 countries but the main responsibility of reaching the target groups is on the countries mentioned. In addition, all other communication and innovation pilots are tested on a small-scale of 1-3 countries. These tests are done according to the plan created in work package 1. For the full scale pilots, the plan is the following:

DIS assessment tools and open innovation methods: In this pilot, the DIS readiness level is evaluated with a test that is done by the target group independently. The results are then used as a starting point for joint, trans-national discussion of how the target group experienced the test and what their views on DIS originally were, and if those views changed during the test. It is evaluated that about 70 companies will use the test during the project. Next step is to utilize the test results and discussions to present innovation methods and test them in an iterative manner with the target group. The discussions are done with the participants of the previous phase, expecting about 60% participation rate. Trans-national, joint workshops are the key to share experiences and have peer-to-peer learning opportunities for the target group.

Networking methods: During WP2 a set of networking events will be tested (up to 6 events, 1 iteration). A defined common three-step methodology will be applied in organizing all events. Kaunas STP will take the role of a community leader and will invite up to 15 companies, which have a common connecting point, representing not less than 3 partnership countries to participate in networking activities. Two types of events will be organized: community building and business focused. The form of communication will be also distinguished in two types: online events and forums (e.g., a session "ask me anything"). Project partners with expertise in specific areas will be invited to participate in events and share their knowledge with companies. During the pilot, the relevance, engagement of the participants, results after networking events will be investigated. To objectively evaluate the service, similar questions will be asked to each of the participants. The survey will include 3 blocks of questions which will evaluate: preparatory stage of the event, the event itself, post-event communication/results. According to the results of the evaluation, the service concept and events' methodologies will be adjusted. The service leader will return to participants after a few months to check the impact and will deliver good practices reports (this will depend on participants' experience).

2,925 / 3,000 characters

**5.6.4 This group of activities leads to the development of a deliverable**



**D 2.1**

**Title of the deliverable**

Report of communication and innovation pilots

46 / 100 characters

**Description of the deliverable**

Each partner who developed the services will create a report with all data from pilot testing, including description of participants, methods, process and feedback from participants. The experience of piloting is used to further improve the services. The success of the pilots is measured during the piloting. The pilot is successful if it is considered useful by the target group and they are able to make improvements in their business based on the services. The pilots are mainly aimed towards micro companies and SME's but are suitable for other target groups too. The report will also evaluate the level of independence versus need for expert support while using the services. This is an important factor in determining if the services are suitable to be used only online and to develop the service paths. This information is used in group of activities 2.4 and in work package 3.

Pilots and reporting considers trans-national collaboration by reporting on the workshops and other activities within and between the target group and partners. Shared information from different countries and regions brings transnational value for the future developing and supports global market reach for the target group.

The report is based on the initial work of work package 1 and adds the user experience and pilot process on the report. The report includes the service descriptions based on the pilots and improvements it inspired. Deliverables 2.1-2.3 will all contribute to the output Service descriptions and sets to offer in the hub. The output is based on the fine tuned service descriptions and paths defined in these deliverable reports. Target groups act as a connector between the project and companies but can also utilize the services themselves. This service chain and collaboration model is evaluated based on the pilot experiences and reported to further support work package 3 as well as dissemination.

1,917 / 2,000 characters

**Which output does this deliverable contribute to?**

Service descriptions and sets to offer in the hub

49 / 100 characters

**5.6.6 Timeline**

Period: 1 2 3 4 5 6

**WP.2: WP2 Piloting and evaluating solutions**

A.2.1: Communication and innovation pilots  
 D.2.1: Report of communication and innovation pilots



5.6.7 This deliverable/output contains productive or infrastructure investment

WP 2 Group of activities 2.2

5.6.1 Group of activities leader

Group of activities leader

A.2.2

5.6.2 Title of the group of activities

29 / 100 characters

5.6.3 Description of the group of activities

This group of activities includes the full-scale pilot of the services digital and eco-audits and design of sustainability. The full-scale pilots will have target group participants from Finland, Lithuania and Latvia. For the full-scale pilots we aim to involve 3-5 countries but the main responsibility of reaching the target groups is on the countries mentioned. The sustainability pilots take a comprehensive perspective of the company's sustainability, but emphasis is on remote and hybrid work and the benefits of it in the sustainability-context. The pilot is done in two phases in the following manner:

Digital and eco-audits: The first phase of the pilot is done online by testing the tools independently in target groups. The target groups are engaged in the pilot by the partners in collaboration countries. During the piloting phase of the service, it is planned that at least 5 companies from each country will test the tool and the feedback will be used to improve the tool (e.g. by adjusting the test questions, refining the recommendations, or adding additional functionality). It is expected that by the end of the project at least 100 companies will have used the tool. The results of the tool are used to support the second phase of the pilot "Design for sustainability". At the end of the project, the service will have the full exposure of the Distance LAB hub as an alternative means to reinforce their digital maturity..

Design for sustainability: The pilot is done for the same target group as the digital and eco-audits, and the pilot will utilize the information gathered in that phase. The pilot is done by introducing the target group with the tool and using the test to recognize the user's sustainability potential. The tool is available online and in the pilot-phase, the users are supported by the project experts. The results of the tool are used to support companies in taking practical steps to more sustainable activities. The support is given in joint and individual meetings online and face-to-face. After doing the sustainability improvements, the results can be measured again by doing a second round of auditing.

2,155 / 3,000 characters

5.6.4 This group of activities leads to the development of a deliverable

D.2.2

Title of the deliverable

32 / 100 characters

Description of the deliverable

The purpose of this deliverable is to describe the pilots of the tools that help the organizations to develop their sustainability according to the Baltic Sea strategy. This deliverable brings the digital eco-audits visible available for the companies. Sustainability is one of the most important issues and it is important to give companies a chance to influence the tools that the project is developing. The success of the pilot is measured and reported by measuring the practical changes and users' experiences of the process.

Being part of an international pilot gives SME's and organizations new kinds of opportunities to communicate and influence transnationally and taking part in an EU-level discussion about the environment. The services offer practical tools to make a change within the company, as part of daily activities. These changes are important learning opportunities to the target group and, when shared, also other target group members. These experience-discussions are reported at this phase and shared through project communication activities.

The report is based on the initial work of work package 1 and adds the user experience and pilot process on the report. The report includes the service descriptions based on the pilots and improvements it inspired.

1,284 / 2,000 characters

Which output does this deliverable contribute to?

50 / 100 characters

5.6.6 Timeline

Period:	1	2	3	4	5	6
<b>WP.2: WP2 Piloting and evaluating solutions</b>						
A.2.2: Sustainability service pilots						
D.2.2: Report of sustainability pilots						

5.6.7 This deliverable/output contains productive or infrastructure investment

**WP 2 Group of activities 2.3**

**5.6.1 Group of activities leader**

**Group of activities leader** PP 1 - Centria University of Applied Sciences

**A 2.3**

**5.6.2 Title of the group of activities**

Remote business service pilots

30 / 100 characters

**5.6.3 Description of the group of activities**

This group of activities includes the full-scale pilots of the services Enhancing business internationalization and recruitment and employee satisfaction. The internationalization pilot will have target group participants from Lithuania, Norway, Latvia, Poland and Sweden. Recruitment -pilot will involve Finland, Poland and Latvia. For the full-scale pilots we aim to involve 3-5 countries but the main responsibility of reaching the target groups is on the countries mentioned.

Internationalization: During WP2, the recommendations and map will be tested against the demands of internationalization service providers and enterprises to ensure their full usefulness. In this phase, two focus groups are planned to be carried out in which service providers will assess the relevance and accuracy of recommendations and map, while enterprises will assess their attractiveness and functionality. It is planned that 5 service providers and 5 SMEs will be involved in this pilot phase. The recommendations and map will be improved (e.g. by including additional service providers, recommendations, etc.) in the light of comments from both groups. After this, it is planned to present the recommendations to business support organizations that, after the project, would be interested in referring their clients to the Distance LAB hub, in order to provide them with a tool to prepare for internationalization that will enable them to make better use of their services. It is expected that at least 50 companies will access the recommendations during the project and additional 5 business support organizations will be introduced to this instrument.

Recruitment and employee wellbeing. The pilot is done in a workshop-setting where the template of remote work strategy is used. The template aims to spark ideas of human resource development to better suit the hybrid world. The template is provided for the target group and it will be presented in a collaborative workshop. The users have time to do individual work but the topics are also discussed in groups to expand the ideas of what can be done remotely. The workshop will have about 20-30 participants and the template tool is expected to have about 100 users while it is available. The template is developed according to the feedback throughout the project and it will be available on the hub platform. The template acts as the starting point of the company's remote strategy and action plan. The project offers support for enhancing the plan, introducing ideas and development points and doing practical actions to improve the remote employee actions in the company. The development activities are followed up a few months after the initial phase, in order to evaluate if the template tool sparked actual change. The follow-up is done as an interview online or face-to-face. These interviews are done individually and as a joint meeting.

2,890 / 3,000 characters

**5.6.4 This group of activities leads to the development of a deliverable**



**D 2.3**

**Title of the deliverable**

Report of business strategy pilots

35 / 100 characters

**Description of the deliverable**

Each partner who developed the services will create a report with all data from pilot testing, including description of participants, methods, process and feedback from participants. The experience of piloting is used to further improve the services. The success of the pilots is measured during the piloting. The pilot is successful if it is considered useful by the target group and they are able to make improvements in their business based on the services. The pilots are mainly aimed towards micro companies and SME's but are suitable for other target groups too. The report will also evaluate the level of independence versus need for expert support while using the services. This is an important factor in determining if the services are suitable to be used only online and to develop the service paths. This information is used in group of activities 2.4 and in work package 3.

The report has a trans-national perspective and discusses the similarities and differences of participating areas in international collaboration. The pilots and this report aim to recognize the local strengths of remote business strategy and what could be learned from other Baltic regions.

The report is based on the initial work of work package 1 and adds the user experience and pilot process on the report. The report includes the service descriptions based on the pilots and improvements it inspired.

1,395 / 2,000 characters

**Which output does this deliverable contribute to?**

Service descriptions and sets to offer in the hub

50 / 100 characters

**5.6.6 Timeline**

Period: 1 2 3 4 5 6

**WP.2: WP2 Piloting and evaluating solutions**

A.2.3: Remote business service pilots

D.2.3: Report of business strategy pilots



5.6.7 This deliverable/output contains productive or infrastructure investment

WP 2 Group of activities 2.4

5.6.1 Group of activities leader

Group of activities leader

A 2.4

5.6.2 Title of the group of activities

29 / 100 characters

5.6.3 Description of the group of activities

The services are tested and multidisciplinary developed to correspond to the needs of the target groups. This group of activities include an evaluation of the previous piloted services, tools and models. The input for this group of activities will include deliverables 2.1, 2.2 and 2.3 . Other qualitative and quantitative methods will also be used to complement the reports. The partner reports will be assembled, data will be cleaned and analyzed in order to identify areas of improvement and impact. Centria will lead the data cleaning and analysis, quantitative and qualitative impact assessment. University of Latvia will draft conclusions with MRFK with the remaining partners joining in. This collaboration of work package leaders ensures cohesion of results in all phases of the project. The feedback from the target group will provide valuable information on how well the developed services correspond to the needs of the target group The review of pilots is then used to create sets of services which are shared in the HUB, created in WP3.

The piloted services, tools and models are divided into sets of services that will provide the user with an easy and comprehensive understanding of DIS and remote business development tools, time frame and task breakdown to improve their skills. The sets are designed to be clear service paths for the target groups. The tools and services are further developed and described in a manner that the target group is able to use them independently or with the support of the experts in the project. Also the aspect of b2b and b2c companies and their needs in regards to these services, is evaluated and the services adjusted accordingly. The pilot feedback is the key to develop these services to be ready to transfer to the use of target groups. This work will be done by all partners in collaboration with coordination from MRFK.

This group of activities will result in development of recommendations for adjustments of services, service sets and guidelines for use. It is also possible that the review will identify spinoffs and future research and development needs. All Consortium Partners lead by MRFK will produce Guidelines containing recommendations for further implementation

2,234 / 3,000 characters

5.6.4 This group of activities leads to the development of a deliverable

O 2.4

Title of the output

49 / 100 characters

Description of the output

The piloted services, tools and models are divided into sets of services that are provided by the public. The services are aligned to sets that provide the user with an easy and comprehensive understanding of DIS and remote business development tools and time frame and task breakdown to improve their skills. The services are tested and multidisciplinary developed to correspond to the needs of the target groups. Project partners act as the experts of their fields and developed services and are the connectors of the target groups from one country to the whole Baltics. This output prepares the services to be offered in the hub (finalized in WP3) which adds the value of networks and co-creation methods into the service sets. The service set -model eases the selection and use of the services described in output 1 and creates a wider perspective of remote business development where activities are tied together.

The transnational value of the output is that the target groups get to utilize the expertise of the partner countries' experts in a streamlined and easy manner. The experts in different countries work together to improve the DIS and remote business skills, not only in their own countries but in the whole Baltic Sea Region.

1,245 / 3,000 characters

Target groups and uptake of the solution presented in this output

Target groups	How will this target group apply the output in its daily work?
<p>Target group 1</p> <p>Small and medium enterprise</p> <p>The project will collaborate with many sectors to test the pilot services in a real environment, especially sectors that include office- or expert work, commonly done in remote settings. This target group is reached throughout the Baltic area, especially in Finland, Sweden, Norway, Latvia, Lithuania and Poland.</p>	<p>This output will ease the selection and usage of the services developed in this project. The service sets are clear combinations and paths to develop a specific field of the business, such as communication, innovation, business strategy or digitalization. The micro company's or SME's representative can decide the amount of time they are able to dedicate for the business development using the project's service sets and choose the activities accordingly. The project's experts will support the companies in choosing suitable services to their time and other requirements.</p> <p style="text-align: right;">574 / 1,000 characters</p>
<p>Target group 2</p> <p>Business support organisation</p> <p>The sectors of business support are business development, digitalization, recruitment, work environment and internationalization. The partners are business support organizations in Sweden, Latvia, Lithuania, but all partners will collaborate with local business support organizations.</p>	<p>The business support organizations can use the output by sharing it with their customers or using it themselves to improve their activities. The service set is an easily usable path of improving some section of the business. The sets can also act as an idea for internal development and recognizing needs of local business support on a specific topic.</p> <p style="text-align: right;">351 / 1,000 characters</p>
<p>Target group 3</p> <p>Local public authority</p> <p>The key role of local public authorities is to influence strategic decision making, so it considers remote work environments as a part of the area's appeal. Other sectors are local service development, entrepreneurship, learning and infrastructure. The partners are local public authorities in Norway and Poland but all partners will collaborate with local public authorities and they are involved as associated partners.</p>	<p>Local public authorities use cases for output 2 are similar to business support organizations. In addition to improving and developing their own services and fields of expertise, they can assess the current public services and if they are in accordance with the modern work life requirements. This knowledge of needed services and also the required workload to improve those fields, can be even taken into a strategic level of local business environment's development. The service sets can also be provided for the shared remote work offices, often provided by public authorities.</p> <p style="text-align: right;">580 / 1,000 characters</p>
<p>Target group 4</p> <p>Higher education and research institution</p> <p>The project focuses on the research of digitalization, business and entrepreneurship and provides research organizations with best practices and data of remote business activities, co-creation methods and living lab models in an international environment. The partners are higher education institutes in Finland and Latvia but all partners will collaborate with higher education and research institutions.</p>	<p>The service sets can be used to improve the work culture and HR activities of a higher education and research organization. The target group can choose a suitable service set and use it as a part of their team- or self-development plan and internal operations. They can also present the output to their network as a basis of their further research or to support their network in the transition to remote work.</p> <p style="text-align: right;">411 / 1,000 characters</p>

### Durability of the output

The project can influence the organizations in 2 ways, during the project the organizations can learn new distance soft skills in collaborate with the project partners and getting information about the benefit of DIS, after the project the organizations can use the tools independent, that's why it is important to communicate and advertise benefits of the DIS already during the project.

This output further improves and streamlines the results of output 1 so that the transnational collaboration is ensured and advanced. The services are part of all partners' service pool and they are committed to continue their role in the remote business development. The collaboration of output 2 will further stabilize the output's durability in the future. The service sets and path of utilizing them will be available on the online platform, and it is noted in the budgeting of the lead partner.

891 / 1,000 characters

### 5.6.6 Timeline

Period: 1 2 3 4 5 6

#### WP.2: WP2 Piloting and evaluating solutions

A.2.4: Pilot review and service sets

O.2.4: Service descriptions and sets to offer in the hub



### 5.6.7 This deliverable/output contains productive or infrastructure investment



### WP 2 Group of activities 2.5

#### 5.6.1 Group of activities leader

Group of activities leader PP 4 - University of Latvia

#### A 2.5

#### 5.6.2 Title of the group of activities

Local living labs of innovation

31 / 100 characters

#### 5.6.3 Description of the group of activities

Living Labs (LL) have rapidly emerged as a form of local/regional level experimentation and a governance tool to drive innovative sustainable urban development. They have gained significant interest by a wide variety of organizations; universities, government bodies, and private companies are establishing living labs as platforms for experimentation to develop and market approaches to sustainability. The living lab process, which integrates both user-driven centered research and open innovation, is based on a maturity spiral concurrently involving a multidisciplinary team in the following four main activities:

Co-creation: bring together new services and prepare them for application

Exploration: engage all stakeholders, especially user communities, at the earlier stage of the co-creation process

Experimentation: test services to experience live scenarios with a number of users

Evaluation: assess new services and innovative concepts in real life situations.

The main objective of this group of activities is to utilize the LL approach to create and test innovative services models from previously defined sets of services. Thus, the leader of this group will create the LL methodology, including the co-creation method and the user-driven approach with the engagement of multiple stakeholders (values of the Quadruple Helix) which will act as the backbone to test and verify new services models. Local co-creation LL will involve SMEs, business support organizations, universities, government bodies and local authorities in co-creating and testing LL activities.

Initially, local co-creation LLs will be developed through virtual workshops in each partner region. Each partner will be responsible for communicating the outcomes within its own network in a clear and effective way. The key principles of the LL include openness (gathering many stakeholders from target groups with various expertise and competence), continuity (establishing trustful long-lasting relations between stakeholders), empowerment (enabling users to actively be engaged in the innovation process), realism (involved with real-users in real-life settings during the development of the innovation), and spontaneity (detecting and analyzing emerging need and ideas of stakeholder).

In result, LL will provide a blueprint of local co-creation LL service production models emphasizing concept co-creation and solution testing for the final design of new models for remote work development in each partner region. These models will include different sets of multiple services and tools for remote work, which will be different from each other and all together will make a unique collection. The activities and solutions in the new LLs will be evaluated with respect to responsible co-creation and in accordance with ethical and legal regulations and principles, data protection, ethics standards, and good practices.

2,907 / 3,000 characters

5.6.4 This group of activities leads to the development of a deliverable

D 2.5

Title of the deliverable

Living lab's service production models

39 / 100 characters

Description of the deliverable

This deliverable will provide input for the output 3; hub's action model, to ensure cooperation between local co-creation LL which will be united into International multidisciplinary living lab network (IMLLN) and by service sets combined into service production models and made available on the HUB's platform. Firstly, the IMLLN involving local stakeholders will contribute to networking, expert and peer-to-peer support in the changing business environment. Secondly, tested service sets combined into service production models will facilitate business development in partner regions and countries of the Baltic Sea Region, and beyond.

639 / 2,000 characters

Which output does this deliverable contribute to?

Hub action model

17 / 100 characters

5.6.6 Timeline

Period: 1 2 3 4 5 6

WP.2: WP2 Piloting and evaluating solutions

A.2.5: Local living labs of innovation

D.2.5: Living lab's service production models



5.6.7 This deliverable/output contains productive or infrastructure investment

Work package 3

5.1 WP3 Transferring solutions

5.2 Aim of the work package

In Work Package 3, communicate and transfer the ready solutions to your target groups. Plan at least one year for this work package to transfer your solutions to the target groups, considering their respective needs. Select suitable activities to encourage your target groups to use the solutions in their daily work. Organise your activities in up to five groups of activities. Describe the deliverables and outputs as well as present the timeline.

5.3 Work package leader

Work package leader 1 PP 4 - University of Latvia

Work package leader 2 Please select

5.4 Work package budget

Work package budget 30%

### 5.5 Target groups

	Target group	How do you plan to reach out to and engage the target group?
1	<p>Small and medium enterprise</p> <p>The project will collaborate with many sectors to test the pilot services in a real environment, especially sectors that include office- or expert work, commonly done in remote settings. This target group is reached throughout the Baltic area, especially in Finland, Sweden, Norway, Latvia, Lithuania and Poland.</p> <p style="text-align: right;">312 / 500 characters</p>	<p>SME's are the main target group as they will be the users of remote business services. Therefore, it is important that these services are tailor made for SMEs needs and efficient from their perspective. SMEs representatives from different sectors will be involved in local co-creation LL to directly participate in preparing the contents of new and improving existing services and the remote hub online platform. Their opinion, experiences of the current situation and needs will be taken into account for creating contents of services, tools and cooperation models for remote services development.</p> <p style="text-align: right;">599 / 1,000 characters</p>
2	<p>Business support organisation</p> <p>The sectors of business support are business development, digitalization, recruitment, work environment and internationalization. The partners are business support organizations in Sweden, Latvia, Lithuania, but all partners will collaborate with local business support organizations.</p> <p style="text-align: right;">285 / 500 characters</p>	<p>Business support organizations representing the interests of SMEs are important stakeholders which will be involved in local co-creation LL to help to develop best solutions for helping SMEs and micro companies developing their business in the remote business environment. They are the best experts on local businesses needs and can engage companies to participate in the local co-creation LL. These business support organizations are also often involved in providing business services, they can offer their services and network in the remote hub online platforms and can be involved in piloting services, thus, this is especially important for them to directly participate in preparing contents for new and improving the quality of existing business support services and the hub. It will also help to enhance collaboration between businesses and business support organizations, as well as disseminate information.</p> <p style="text-align: right;">915 / 1,000 characters</p>
3	<p>Local public authority</p> <p>The key role of local public authorities is to influence strategic decision making, so it considers remote work environments as a part of the area's appeal. Other sectors are local service development, entrepreneurship, learning and infrastructure. The partners are local public authorities in Norway and Poland but all partners will collaborate with local public authorities and they are involved as associated partners.</p> <p style="text-align: right;">422 / 500 characters</p>	<p>Public authorities are strategically important stakeholders of the local co-creation LL as they are involved in the development of the business environment and infrastructure, as well as concerned about the business development on their territories. Therefore, public authorities need to participate in the process of developing new and improving existing services and collaboration platforms, support them where necessary and possible according to their competencies. Also, public authorities can decide to offer new and improve existing services for businesses on the hub and help disseminate the information.</p> <p style="text-align: right;">611 / 1,000 characters</p>
4	<p>Higher education and research institution</p> <p>The project focuses on the research of digitalization, business and entrepreneurship and provides research organizations with best practices and data of remote business activities, co-creation methods and living lab models in an international environment. The partners are higher education institutes in Finland and Latvia but all partners will collaborate with higher education and research institutions.</p> <p style="text-align: right;">405 / 500 characters</p>	<p>Higher education and research institutions will actively provide best practices and data of remote business activities, co-creation methods and living lab models in an international environment. Higher education and research institutions will be involved in examining previous and ongoing research of remote work and co-creation living lab services models. They will contribute by disseminating information about the hub mainly in events and conferences where project results will be disseminated, and organizing common activities with other related initiatives and projects.</p> <p style="text-align: right;">576 / 1,000 characters</p>

**5.6 Activities, deliverables, outputs and timeline**

No.	Name
3.1	Living labs co-creation of innovation for the hub
3.2	Remote hub online platform
3.3	Launch of hub's services
3.4	Service sets and tools of dissemination and transfer



**WP 3 Group of activities 3.1**

**5.6.1 Group of activities leader**

Group of activities leader

**A 3.1**

**5.6.2 Title of the group of activities**

50 / 100 characters

**5.6.3 Description of the group of activities**

Overall this group of activities will prepare and design all contents for the hub following developments in previous WPs. Activities of this group will be built on the deliverable 2.4. to design the hub's services. The developed blueprints of local co-creation LL service production models will be prepared for proposing and using them transnationally. This will be done by local co-creation LL involving stakeholders from related target groups, which will provide expertise on the most efficient ways for offering developed remote services and tools to external users. Having clear guidelines for remote services is of utmost importance as they have to function as an important resource for SMEs. Therefore, guidelines for the use of each service will be created in an easy way to follow and make sense for potential users. In addition, project partners will produce the hub's service path report describing the hub services and their provision for SMEs.

Furthermore, the local co-creation LL will offer networking, expert and peer-to-peer support in the changing business environment. This will require spending more time in virtual meeting rooms to help remote businesses to understand services and support them as a number of remote businesses, as well as a need for remote services, will only continue growing. Transferring local co-creation LL service production models to the hub will facilitate the creation of IMLLN to ensure transnational and international networking and collaboration. This will include extending links and cooperation networks to existing local and global clusters, networks, incubators, DIHs and centers of innovation and excellence.

The IMLLN will also discuss in online webinar the designed models of services to be offered on the hub, as well as other contents to be offered to SMEs, such as the connection to the local Enterprise Europe Network (EEN) contact, possibility to access regional, national, and European calls for proposals, online participation possibilities in exhibitions, information of protection of intellectual property, information on business practices in different countries, etc.

2,141 / 3,000 characters

**5.6.4 This group of activities leads to the development of a deliverable**

**D 3.1**

**Title of the deliverable**

25 / 100 characters

**Description of the deliverable**

Project partners will produce the hub's service path report describing hub services and their provision for SMEs. All services and tools to be provided on the hub will be fully described, including instructions, how to use these services. The report will also describe networking opportunities, as well as planned expert and peer-to-peer virtual support, as well as additional contents offered to SMEs.

403 / 2,000 characters

**Which output does this deliverable contribute to?**

17 / 100 characters

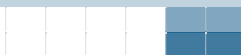
**5.6.6 Timeline**

Period: 1 2 3 4 5 6

**WP.3: WP3 Transferring solutions**

A.3.1: Living labs co-creation of innovation for the hub

D.3.1: Hub's service path report



**5.6.7 This deliverable/output contains productive or infrastructure investment**

**WP 3 Group of activities 3.2**

**5.6.1 Group of activities leader**

**Group of activities leader** PP 5 - Kaunas Science and Technology Park

**A 3.2**

**5.6.2 Title of the group of activities**

Remote hub online platform

26 / 100 characters

**5.6.3 Description of the group of activities**

The HUB platform will be developed as the main part of the web platform development in WP3. The hub will take a central role: in services collection and compilation; and takes a coordination role in networking and disseminating information. Foreseen activities will include planning of the online hub, how services and tools will be provided, networking opportunities, as well as possibilities to get in touch with service owners and experts, communication platforms and interaction channels.

The work under this task is focused on planning and developing the hub platform by local co-creation LL to deliver service production models developed by the partners in WP2 and designed in WP3 (3.1). The hub will present the platform, where partners can share their ideas, experiences, as well as provide co-created services for remote use for all interested parties. The platform is based on the funder's or lead partner's project website and further developed by using the expertise of lead partner's IT-developer staff. Needed licenses for adequate online services are noted in the budget. Each partner will continue to sustain developed services models on their websites, as well as share them on the hub platform in the most efficient way that will also ensure continuing the services provision also after the end of the project. Also, new services which will be developed in the future can be made accessible through this platform. The durability of project results will be taken into account working out the online hub work plan and model.

The hub will provide target groups with a platform of collaboration, remote business development, networking, expert and peer-to-peer report support in the changing business environment. The hub is based on local co-creation LL and developed IMLLN that will enhance networking at partners', EU, national and local levels, mobilizing stakeholders - providers and users of services. The LL will provide research on the business environment and required services, as well as co-create and develop these services or improve existing ones together with stakeholders.

The hub will also include the technical guide on how to use each of the services. In addition, the hub will include a data basis of best practices from partner regions and countries about the use of remote services. Furthermore, after the hub becomes operational it will be open for international networking and will continue operating also after the end of the project, thus ensuring sustainability of its results. It is planned that the hub will actively cooperate with local and global clusters, networks, DIHs, incubators and centers of innovation and excellence.

The hub platform also has an important role in disseminating information. Therefore, marketing, information and dissemination materials will be developed according to the Dissemination plan and placed on the hub platform.

2,901 / 3,000 characters

**5.6.4 This group of activities leads to the development of a deliverable**

**D 3.2**

**Title of the deliverable**

Online platform

15 / 100 characters

**Description of the deliverable**

The hub online platform will be the main deliverable of this group of activities. The hub takes a central role: in services collection and compilation; and takes a coordination role in networking through IMLLN and disseminating information. The platform is on the project's website and it is developed to correspond with the online needs of the services. This deliverable includes the service path and usability guidelines as well as a plan of new service providers technical onboarding.

488 / 2,000 characters

**Which output does this deliverable contribute to?**

Hub's action model

18 / 100 characters

**5.6.6 Timeline**

Period:	1	2	3	4	5	6
<b>WP.3: WP3 Transferring solutions</b>						
A.3.2: Remote hub online platform						
D.3.2: Online platform						

**5.6.7 This deliverable/output contains productive or infrastructure investment**

### WP 3 Group of activities 3.3

#### 5.6.1 Group of activities leader

Group of activities leader

#### A 3.3

#### 5.6.2 Title of the group of activities

24 / 100 characters

#### 5.6.3 Description of the group of activities

This Group of activities will collect all results and outcomes of the project and place them on the hub platform. Therefore, it will use results from 3.1 to bring together online solutions of the whole hub and start the work of the remote hub platform resulting from 3.2. First of all, local co-creation LL will test how the hub works (services, tools, collaboration platforms, etc.) to make improvements if necessary. Afterwards, the platform will be launched internationally by expanding cooperation opportunities beyond the consortium.

Jointly with uploading services in the hub platform the local co-creation LL will establish the virtual IMLLN to ensure further transnational and international networking and collaboration. This will include extending links and cooperation networks to existing local and global clusters, networks, incubators, DIHs and centers of innovation and excellence. Therefore, the hub will enable all target groups to learn about the Baltic Sea Region and collaborate together. At this stage the HUB will also be prepared for expansion to reach a wide target group and also provide the remote services of other organizations through the hub. Also new providers in the hub are prompted to have a service-model that is suitable for the hub according to the rules of the funding. The online platform and activities are supported by the lead partner after the project and partners are in close collaboration with it in the future as well. The methods of future collaboration and practicalities in the hub are designed in this group of activities. The lead partner will maintain the hub activities after the project in co-operation with the other stakeholders.

The consortium will also work on the services provision model - free or with a charge, and if there's money involved then it has to be taken into account that it should be re-invested according to the funder's rules. The services provision model will include regulations and also partners' financial models. Clearly, the project will not create any income during the project and is fully run with the IBSR funding.

2,104 / 3,000 characters

#### 5.6.4 This group of activities leads to the development of a deliverable

#### O 3.3

#### Title of the output

16 / 100 characters

#### Description of the output

The output is the remote service hub. The hub hosts an IMLLN and brings together a multidisciplinary group of Baltic experts of remote work and business, as well as Universities, public, regional and local authorities. The hub acts as a learning platform for companies and organizations. When a company reaches out to the hub they get access to a wide variety of services, remote work experts in consortium countries and most importantly, the network of Baltic Sea Region companies and organizations aiming to create a better remote and hybrid business environment. The hub is a home-base for existing and new remote business services. In a strategic viewpoint, this hub platform is a step towards Baltic collaboration, resilience, sustainability and growth, and it's actions and values are based on the Baltic Sea Region Strategy.

832 / 3,000 characters

#### Target groups and uptake of the solution presented in this output

Target groups	How will this target group apply the output in its daily work?
<p>Target group 1</p> <p>Small and medium enterprise</p> <p>The project will collaborate with many sectors to test the pilot services in a real environment, especially sectors that include office- or expert work, commonly done in remote settings. This target group is reached throughout the Baltic area, especially in Finland, Sweden, Norway, Latvia, Lithuania and Poland.</p>	<p>For micro companies and SME's the hub is a "one-stop-shop" for remote development support. When contacting the hub online or the partners personally, the company gets to join a network and has a pre-planned but personalized path of remote development based on the services developed in work packages 1 and 2. The materials can be used independently but the main benefit is to be in contact with the remote business experts and the Baltic network. In the network SME's can expand their networks, learn from their peers and experts and access the vast tool sets of the Baltic region. The services are easy to use and defined according to the stakeholder's needs. They can be used as part of daily business, so the user can evaluate and prioritize suitable amount of time.</p> <p style="text-align: right;">769 / 1,000 characters</p>
<p>Target group 2</p> <p>Business support organisation</p> <p>The sectors of business support are business development, digitalization, recruitment, work environment and internationalization. The partners are business support organizations in Sweden, Latvia, Lithuania, but all partners will collaborate with local business support organizations.</p>	<p>For business support organizations the hub can be integrated in their daily life in following ways:</p> <ul style="list-style-type: none"> <li>- They can use services similarly to SME's to improve their own remote practises</li> <li>- They can lead their own customers to the hub and in that way, provide new ways of support</li> <li>- They can provide their own remote business development services in the hub or create collaboration between existing clusters and this hub</li> <li>- They can take part in events to grow their networks</li> </ul> <p>All these ways of utilizing the hub in their daily life can be done separately or simultaneously, depending on the time resource the organization has to use for these activities</p> <p style="text-align: right;">645 / 1,000 characters</p>
<p>Target group 3</p> <p>Local public authority</p> <p>The key role of local public authorities is to influence strategic decision making, so it considers remote work environments as a part of the area's appeal. Other sectors are local service development, entrepreneurship, learning and infrastructure. The partners are local public authorities in Norway and Poland but all partners will collaborate with local public authorities and they are involved as associated partners.</p>	<p>Local public authorities can utilize the hub as a channel for public service dissemination and as a Baltic network of different actors, in order to improve their services to better correspond to modern needs. Any public collaboration groups or networks can join the hub and in that way, make their activities better known and improve collaboration between groups.</p> <p style="text-align: right;">363 / 1,000 characters</p>
<p>Target group 4</p> <p>Higher education and research institution</p> <p>The project focuses on the research of digitalization, business and entrepreneurship and provides research organizations with best practices and data of remote business activities, co-creation methods and living lab models in an international environment. The partners are higher education institutes in Finland and Latvia but all partners will collaborate with higher education and research institutions.</p>	<p>The research groups and organizations can join the hub to improve their own remote activities, present new research and results to further improve the remote business in the area and to network. The hub acts as a platform for remote work development in the whole Baltics, so it is a valuable resource for research and education as well. They can take part in the hub activities similarly to previous target groups and according to their time resources.</p> <p style="text-align: right;">453 / 1,000 characters</p>

**Durability of the output**

The partners consider the hub an important part of their organization and are willing to continue their role in the hub after the project. The services are offered according to the partners', and possible new service providers, organization type and status. Services are mainly free as the partners are generally public organizations that offer free services for their stakeholders. If a service has a charge, any possible revenue is used in re-investment principle to further develop the hub after the project. The hub aims to expand to reach a wide target group and also provide the remote services of other organizations through the hub. Also new providers in the hub are prompted to have a service-model that is suitable for the hub according to the rules of the funding. The regulations and service-model are designed in group of activity 3.3 in accordance to partners financial model. The project will not create any income during the project and is fully run with the IBSR funding.

989 / 1,000 characters

**5.6.6 Timeline**

Period: 1 2 3 4 5 6

**WP.3: WP3 Transferring solutions**

A.3.3: Launch of hub's services						
O.3.3: Hub action model						

**5.6.7 This deliverable/output contains productive or infrastructure investment**

**WP 3 Group of activities 3.4**

**5.6.1 Group of activities leader**

**Group of activities leader**

**A 3.4**

**5.6.2 Title of the group of activities**

53 / 100 characters

**5.6.3 Description of the group of activities**

The hub has a central role of dissemination of information including marketing activities. This group of activity is to ensure that project outcomes concentrated on the hub are widely distributed to the appropriate target groups via appropriate channels in a way that can contribute to the sustainable use of its results. Following the Dissemination plan main communication tools and channels to be used. Moreover, each partner will create marketing materials to advertise designed services, which will be distributed to SMEs and placed on the hub.

To increase the outreach and visibility of the hub, the Europe wide transnational regional event regarding post-COVID economic recovery and promotion of remote business services will be organized with the launch of the Remote hub platform. This event will be organized onsite (with online live streaming) or online depending on the situation and traveling possibilities. The conference will be a great possibility to disseminate information about the HUB and its provided services and tools. This event will also be used to internationalize the hub and expand the IMLLN activities by extending links and cooperation networks to existing local and global clusters, networks, incubators, DIHs and centers of innovation and excellence.

In addition, partners will participate in events/conferences/fairs to disseminate the project results; publications and interviews. Factsheets targeted to local target groups will also be prepared and disseminated. The project will also aim at triggering high involvement and endorsement of its activities and results and establishing strong links with other relevant partners and initiatives, organizing common activities with other related projects, especially those funded under the same call-in order to gain momentum and optimize resources.

1,832 / 3,000 characters

**5.6.4 This group of activities leads to the development of a deliverable**



**D 3.4**

**Title of the deliverable**

34 / 100 characters

**Description of the deliverable**

Dissemination materials of the hub include marketing materials produced by consortium partners to advertise their designed services, press releases and publications in media, partners Factsheets about proposed services and tools, conference materials (agenda, presentations, video, photos, etc.), presentations from events/conferences/fairs.

341 / 2,000 characters

**Which output does this deliverable contribute to?**

16 / 100 characters

**5.6.6 Timeline**

	Period: 1	2	3	4	5	6
<b>WP.3: WP3 Transferring solutions</b>						
A.3.4: Service sets and tools of dissemination and transfer						
D.3.4: Dissemination materials of the hub						

**5.6.7 This deliverable/output contains productive or infrastructure investment**



6. Indicators

Indicators

Output indicators				Result indicators		
Output indicators	Total target value in number	Project outputs	Please explain how the solution presented in this output serves the target group(s).	Result indicator	Total target value in number	Please explain how organisations in the target groups within or outside the partnership will take up or upscale each solution.
RCO 84 – Pilot actions developed jointly and implemented in projects	5	N/A	N/A			
RCO 116 – Jointly developed solutions	3	O.1.4: Services and tools for remote business development and DIS	<p>This output produces the descriptions of tools, models, strategies and other remote business development in a way that a company or other target group can use them independently. The services and tools are readily available for everyone. These services are stand-alone results of the project. The output serves the target groups by providing them with tools to improve the company's activities in regards to DIS, communication, innovation, digitalization and business strategy in a remote business environment. For public authorities this output provides support and ideas for developing their own business support services to better help the local companies and also improve all organizations' remote work. At this phase, the services are developed iteratively with the target groups. This helps the company in recognizing their needs and the project partners can further develop the services accordingly.</p> <p style="text-align: right; font-size: small;">906 / 1,000 characters</p>			
		O.2.4: Service descriptions and sets to offer in the hub	<p>This output provides the target groups with a practical path of remote business development. The services are combined into sets that eases the process of recognizing and choosing the needed services in the company. This output also prepares for taking the services from stand-alone materials into the hub, where the outcomes of the project are provided in a cooperative manner where companies, project partners and other actors work together in a network. In this output the services are tested and fine tuned to align with companies' remote business needs.</p> <p style="text-align: right; font-size: small;">559 / 1,000 characters</p>			

Output indicators	Total target value in number	Project outputs	Please explain how the solution presented in this output serves the target group(s).	Result indicator	Total target value in number	Please explain how organisations in the target groups within or outside the partnership will take up or upscale each solution.
		O.3.3: Hub action model	<p>The hub provides the target groups with a platform of collaboration, remote business development, networking, expert and peer-to-peer support in the changing business environment. Through this output all services are available and provided with tested and improved expert support. The hub enables all target groups to learn about the Baltic Sea Region and collaborate together. The hub is based on local co-creation living labs in partner countries. That is where the remote business environment is researched and services are developed and improved in a collaborative manner together with companies, business support organizations and public authorities. This will collectively improve the remote business environment of the project area and open new possibilities of internationalization and export. The hub collaborates with existing local and global clusters, networks, incubators and centers of innovation and excellence.</p> <p style="text-align: right; font-size: small;">926 / 1,000 characters</p>	RCR 104 - Solutions taken up or up-scaled by organisations	3	<p>The project will produce multiple individual solutions, tools, models or services to improve different sectors of a business. Those solutions are combined into service sets, which are combinations of the services that a micro company or SME can use to make a comprehensive change in the company in regards to remote communication, innovation, sustainability, digitalization or business strategy. The solution provided by the project is the baseline of development, which is further improved, up-scaled and adjusted to the business' needs. The solutions can be taken up in three ways:</p> <p>The company will use the available material produced in output 1 by themselves. The material is available online and shared through the project's and partners' communication channels. The solutions are described and tools are provided in a way that the company representative or entrepreneur can use them independently in order to improve some section of their remote business.</p> <p>The solution is presented to a company by a business development organization, research organization, public authority or other business support agency. They use the solution, tool or model together to improve some section of the company's remote business.</p> <p>The most efficient way of taking up a solution is to acquire it through the project's hub platform. In this way the company will get the available materials and also the support of using the material with the project partner who is an expert of the solution. The hub will show the company representative other suitable solutions and give access to Baltic Sea Region network of remote business development. The network includes companies and other target groups. By developing a business as a user of all the hubs opportunities, the company has comprehensive and lasting support for remote business development.</p> <p style="text-align: right; font-size: small;">1,830 / 2,000 characters</p>



Output indicators		Result indicators		
Output indicator	Total target value in number	Result indicator	Total target value in number	Please describe what types of organisations are planned to actively participate in the project. Explain how this participation will increase their institutional capacity. These types of organisations should be in line with the target groups you have defined for your project.
RCO 87 - Organisations cooperating across borders	36	PSR 1 - Organisations with increased institutional capacity due to their participation in cooperation activities across borders		
			120	<p>The project partners represent business development organizations, regional public authorities, higher education and research organizations and NGO's. The associated organizations are cities, towns and municipalities, public authorities, regional councils and EU strategic partners. The aim of all partners is to improve the business environment in their area or internationally, which is the main target group of the project as well (SME's and micro companies). By taking part in the project, the partners will improve their institutional capacity by increasing their skills and providing new services for companies to improve their business in the remote operational environment. The collaboration and network in the Baltic Sea Region will create new transnational value and will take advantage of the services available in other countries. Public authorities have a position to shape the local and regional strategies to better respond to the change of work and business environment. Project's outputs and deliverables are usable for all the partner organizations, but they are mainly aimed towards SME's and micro companies, which are the target group of the partner organizations as well.</p> <p style="text-align: right;">1,194 / 1,500 characters</p>
				<p>Other organizations in the project are mainly micro companies and SME's from all the partner countries. Companies are involved in the project in all phases to make sure the project activities line up with the needs and ideas of the companies. The activities are based on previous research and experience, where the support of other research and business development organizations is used. The institutional capacity, in other words skills and tools of entrepreneurs and company representatives to develop their business in the fast-evolving, globally uncertain environment is the key capacity developed in the project. All the activities are aimed towards companies' improvement and competitive advantage internationally. These activities are supported by the other target groups out-reach and other activities. The increased capacity is in regards to business development and growth, distance soft skills and communication, innovation, digitalization and business strategy. The project outcomes will give the companies the skills and tools to make a change within the company by themselves, with the support of the project partners. The change must happen from within to have a lasting effect. Successful companies will share their expertise on remote business by example and through their own company networks.</p> <p style="text-align: right;">1,313 / 1,500 characters</p>

7. Budget

7.0 Preparation costs

Preparation Costs

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

No

7.1 Breakdown of planned project expenditure per cost category & per partner

No. & role	Partner name	Partner status	CAT1 - Staff	CAT2 - Office & administration	CAT3 - Travel & accommodation
1 - LP	Centria University of Applied Sciences	Active 22/09/2022	400,622.40	60,093.36	60,093.36
2 - PP	LAB University of Applied Sciences	Active 22/09/2022	278,640.00	41,796.00	41,796.00
3 - PP	More and Romsdal County Council	Active 22/09/2022	197,215.00	29,582.25	29,582.25
4 - PP	University of Latvia	Active 22/09/2022	142,416.00	21,362.40	21,362.40
5 - PP	Kaunas Science and Technology Park	Active 22/09/2022	164,604.00	24,690.60	24,690.60
6 - PP	Rzeszow Regional Development Agency	Active 22/09/2022	180,600.00	27,090.00	27,090.00
7 - PP	Skellefteå Science City	Active 22/09/2022	315,803.15	47,370.47	47,370.47
8 - PP	Public Institution Lithuanian Innovation Centre	Active 22/09/2022	175,956.00	26,393.40	26,393.40
9 - PP	Foundation Ventspils High Technology park	Active 22/09/2022	154,800.00	23,220.00	23,220.00
<b>Total</b>			<b>2,010,656.55</b>	<b>301,598.48</b>	<b>301,598.48</b>

No. & role	Partner name	CAT4 - External expertise & services	CAT5 - Equipment	Total partner budget
1 - LP	Centria University of Applied Sciences	18,000.00	0.00	538,809.12
2 - PP	LAB University of Applied Sciences	8,100.00	0.00	370,332.00
3 - PP	More and Romsdal County Council	33,000.00	0.00	289,379.50
4 - PP	University of Latvia	17,000.00	0.00	202,140.80
5 - PP	Kaunas Science and Technology Park	18,410.00	0.00	232,395.20
6 - PP	Rzeszow Regional Development Agency	10,000.00	500.00	245,280.00
7 - PP	Skellefteå Science City	36,648.00	10,180.00	457,372.09
8 - PP	Public Institution Lithuanian Innovation Centre	20,000.00	2,000.00	250,742.80
9 - PP	Foundation Ventspils High Technology park	20,000.00	10,000.00	231,240.00
<b>Total</b>		<b>181,158.00</b>	<b>22,680.00</b>	<b>2,817,691.51</b>

### 7.1.1 External expertise and services

Contracting partner	Group of expenditure	Item no.	Specification	Investment item?	Group of activities no.	Planned contract value
1. Centria Universit	Communication	CAT4-PP1-C-0	Videos, recordings and seminars <small>31 / 100 characters</small>	No	1.1 1.2 1.3 1.4 2.1 2.2 2.3 2.4 3.1 3.2 3.3 3.4	8,000.00
2. LAB University of	Communication	CAT4-PP2-C-0	Regional events and meetings <small>28 / 100 characters</small>	No	1.1 1.2 1.3 2.1 2.2 2.3 2.4 3.1 3.2 3.3 3.4	3,600.00
4. University of Latv	Communication	CAT4-PP4-C-0	Dissemination materials <small>23 / 100 characters</small>	No	1.1 1.4 2.1 2.4 3.1 3.2 3.3 3.4	2,000.00
5. Kaunas Science	Communication	CAT4-PP5-C-0	graphic design and printing services <small>36 / 100 characters</small>	No	1.1 1.2 1.3 1.4 2.1 2.2 2.3 2.4 3.1 3.2 3.3 3.4	1,500.00
<b>Total</b>						<b>181,158.00</b>

Contracting partner	Group of expenditure	Item no.	Specification	Investment item?	Group of activities no.	Planned contract value
5. Kaunas Science	Communication	CAT4-PP5-C-0	campaigns on social media channels (4/year) <small>43 / 100 characters</small>	No	1.1 1.2 1.3 1.4 2.1 2.2 2.3 2.4 3.1 3.2 3.3 3.4	600.00
5. Kaunas Science	Communication	CAT4-PP5-C-0	press releases <small>14 / 100 characters</small>	No	1.1 1.2 1.3 1.4 2.1 2.2 2.3 2.4 2.5 3.1 3.2 3.3 3.4	1,000.00
5. Kaunas Science	Communication	CAT4-PP5-C-0	promotional events <small>18 / 100 characters</small>	No	1.1 1.2 1.3 1.4 2.1 2.2 2.3 2.4 3.1 3.2 3.3 3.4	6,000.00
1. Centria Universit	Events/meetings	CAT4-PP1-A-0	Travel cost for external stakeholders <small>37 / 100 characters</small>	No	1.1 1.2 1.3 1.4 2.1 2.2 2.3 2.4 3.1 3.2 3.3 3.4	5,000.00
<b>Total</b>						181,158.00

Contracting partner	Group of expenditure	Item no.	Specification	Investment item?	Group of activities no.	Planned contract value
3. More and Romsd	Events/meetings	CAT4-PP3-A-0	travel cost for external stakeholders <small>37 / 100 characters</small>	No	1.1 1.2 1.3 1.4 2.1 2.2 2.3 2.4 2.5 3.1 3.2 3.3 3.4	3,000.00
4. University of Latv	Events/meetings	CAT4-PP4-A-1	partner meetings <small>16 / 100 characters</small>	No	1.1 1.4 2.1 2.4 2.5 3.1 3.2 3.3 3.4	5,000.00
3. More and Romsd	IT	CAT4-PP3-B-1	integration between regional system and hub <small>43 / 100 characters</small>	No	1.4 2.1 2.2 2.3 2.4 2.5 3.1 3.2 3.3 3.4	10,000.00
1. Centria Universit	National control	CAT4-PP1-F-1	External audit <small>14 / 100 characters</small>	No	N/A	1,000.00
5. Kaunas Science	Project management	CAT4-PP5-D-1	external controller <small>19 / 100 characters</small>	No	N/A	5,810.00
3. More and Romsd	Specialist support	CAT4-PP3-E-1	external expertise (best practice/ tools collected from different org) <small>70 / 100 characters</small>	No	1.4 2.1 2.2 2.3 2.4 2.5 3.1 3.2 3.4	20,000.00
<b>Total</b>						<b>181,158.00</b>

Contracting partner	Group of expenditure	Item no.	Specification	Investment item?	Group of activities no.	Planned contract value
4. University of Latvia	Specialist support	CAT4-PP4-E-1	designing co-creation living lab methodology and marketing materials <small>68 / 100 characters</small>	No	2.5 3.1 3.2 3.3 3.4	10,000.00
6. Rzeszow Region	Specialist support	CAT4-PP6-E-1	experts of substantive content of activities and analyzes in pilot actions <small>74 / 100 characters</small>	No	1.1 1.4 2.1 2.4 2.5 3.1 3.4	6,000.00
8. Public Institution	Events/meetings	CAT4-PP8-A-1	external stakeholder travel expenses <small>36 / 100 characters</small>	No	1.1 1.2 1.3 1.4 2.1 2.2 2.3 2.4 3.1 3.2 3.3 3.4	4,000.00
9. Foundation Vents	Events/meetings	CAT4-PP9-A-1	travel cost of external stakeholders <small>36 / 100 characters</small>	No	1.1 1.2 1.3 1.4 2.1 2.2 2.3 2.4 3.1 3.2 3.3 3.4	5,000.00
<b>Total</b>						181,158.00

Contracting partner	Group of expenditure	Item no.	Specification	Investment item?	Group of activities no.	Planned contract value
1. Centria Universit	IT	CAT4-PP1-B-1	HUB technical plug in's and software license <small>44 / 100 characters</small>	No	1.1 1.2 1.3 1.4 2.1 2.2 2.3 2.4 2.5 3.1 3.2 3.3 3.4	4,000.00
8. Public Institution	Events/meetings	CAT4-PP8-A-2	workshops and meetings with stakeholders <small>40 / 100 characters</small>	No	1.1 1.2 1.3 1.4 2.1 2.2 2.3 2.4 3.1 3.2 3.3 3.4	6,000.00
8. Public Institution	Communication	CAT4-PP8-C-2	project communication and dissemination expenses <small>48 / 100 characters</small>	No	1.1 1.2 1.3 1.4 2.1 2.2 2.3 2.4 3.1 3.2 3.3 3.4	3,000.00
8. Public Institution	Specialist support	CAT4-PP8-E-2	first level controller <small>23 / 100 characters</small>	No	N/A	7,000.00
<b>Total</b>						<b>181,158.00</b>



Contracting partner	Group of expenditure	Item no.	Specification	Investment item?	Group of activities no.	Planned contract value
2. LAB Universitv of	Events/meetings	CAT4-PP2-A-2	travel cost of external stakeholders <small>36 / 100 characters</small>	No	1.1 1.2 1.3 1.4 2.1 2.2 2.3 2.4 2.5 3.1 3.2 3.3 3.4	4,500.00
5. Kaunas Science	Events/meetings	CAT4-PP5-A-2	travel cost for external stakeholders <small>37 / 100 characters</small>	No	1.1 1.2 1.3 1.4 2.1 2.2 2.3 2.4 3.1 3.2 3.3 3.4	3,500.00
9. Foundation Vents	Communication	CAT4-PP9-C-2	Local dissemination consultations <small>33 / 100 characters</small>	No	1.1 1.2 1.3 1.4 2.1 2.2 2.3 2.4 3.1 3.2 3.3 3.4	4,000.00
9. Foundation Vents	Specialist support	CAT4-PP9-E-2	External expertise and mentoring for target groups <small>50 / 100 characters</small>	No	1.4 2.1 2.2 2.3 2.4 2.5 3.2 3.4	5,000.00
<b>Total</b>						<b>181,158.00</b>

Contracting partner	Group of expenditure	Item no.	Specification	Investment item?	Group of activities no.	Planned contract value
9. Foundation Vents	Events/meetings	CAT4-PP9-A-2	end-users involvements in piloting, workshops <small>45 / 100 characters</small>	No	1.1 1.2 1.3 1.4 2.1 2.2 2.3 2.4 3.1 3.2 3.3 3.4	6,000.00
6. Rzeszow Region	Events/meetings	CAT4-PP6-A-2	Travel cost and accommodation of regional stakeholders <small>54 / 100 characters</small>	No	1.1 1.2 1.3 1.4 2.1 2.2 2.3 2.4 3.1 3.2 3.3 3.4	4,000.00
7. Skellefteå Scienc	Specialist support	CAT4-PP7-E-2	Procurement of external expertise <small>33 / 100 characters</small>	No	1.1 1.4 2.1 2.4 2.5 3.1 3.2 3.3 3.4	6,108.00
7. Skellefteå Scienc	Events/meetings	CAT4-PP7-A-3	Event costs <small>11 / 100 characters</small>	No	1.1 1.4 2.1 2.4 2.5 3.1 3.2 3.3 3.4	9,162.00
<b>Total</b>						<b>181,158.00</b>

Contracting partner	Group of expenditure	Item no.	Specification	Investment item?	Group of activities no.	Planned contract value
7. Skellefteå Scienc	Events/meetings	CAT4-PP7-A-3	Travel costs for external stakeholders <small>38 / 100 characters</small>	No	1.1 1.2 1.3 1.4 2.1 2.2 2.3 2.4 2.5 3.1 3.2 3.3 3.4	13,743.00
7. Skellefteå Scienc	Events/meetings	CAT4-PP7-A-3	Participation in events <small>23 / 100 characters</small>	No	1.1 1.4 2.1 2.4 2.5 3.1 3.2 3.3 3.4	4,581.00
7. Skellefteå Scienc	IT	CAT4-PP7-B-3	Software for piloting and activities <small>36 / 100 characters</small>	No	1.1 1.4 2.1 2.4 2.5 3.1 3.2 3.3 3.4	3,054.00
<b>Total</b>						<b>181,158.00</b>

7.1.2 Equipment

Contracting partner	Group of expenditure	Item no.	Specification	Investment item?	Group of activities no.	Planned contract value
6. Rzeszow Region	IT hardware and soft	CAT5-PP6-B-0	laptop with software used in the project activities <small>51 / 100 characters</small>	No	1.3 1.4 2.3 2.4 2.5 3.1 3.2 3.3 3.4 N/A	500.00
8. Public Institution	IT hardware and soft	CAT5-PP8-B-0	equipment in meetings and service piloting: audio and video recording and broadcasting equipment <small>96 / 100 characters</small>	No	1.1 1.2 1.3 1.4 2.1 2.2 2.3 2.4 2.5 3.1 3.2 3.3 3.4	2,000.00
<b>Total</b>						22,680.00

Contracting partner	Group of expenditure	Item no.	Specification	Investment item?	Group of activities no.	Planned contract value
9. Foundation Vents	IT hardware and soft	CAT5-PP9-B-0	equipment used in the pilot cases (hardware, software and licenses) <small>67 / 100 characters</small>	No	1.1 1.2 1.3 1.4 2.1 2.2 2.3 2.4 3.1 3.2 3.3 3.4	10,000.00
7. Skellefteå Scienc	IT hardware and soft	CAT5-PP7-B-0	Hardware equipment for collaboration, licenses <small>46 / 100 characters</small>	No	1.1 1.4 2.1 2.4 2.5 3.1 3.2 3.3 3.4	10,180.00
<b>Total</b>						22,680.00

### 7.1.3 Infrastructure and works

Contracting partner	Group of expenditure	Item no.	Specification	Investment item?	Group of activities no.	Planned contract value
Please select	Please select	CAT6-PP--01	 <small>0 / 100 characters</small>	Please select		0.00
<b>Total</b>						0.00

### 7.2 Planned project budget per funding source & per partner

No. & role	Partner name	Partner status	Country	Funding source	Co-financing rate [in %]	Total [in EUR]	Programme co-financing [in EUR]	Own contribution [in EUR]	State aid instrument
1-LP	Centria University of Applied Sciences	Active 22/09/2022	FI	ERDF	80.00 %	538,809.12	431,047.29	107,761.83	For each partner, the State aid relevance and applied aid measure are defined in the <b>State aid section</b>
2-PP	LAB University of Applied Sciences	Active 22/09/2022	FI	ERDF	80.00 %	370,332.00	296,265.60	74,066.40	
3-PP	More and Romsdal County Council	Active 22/09/2022	NO	Norway	50.00 %	289,379.50	144,689.75	144,689.75	
4-PP	University of Latvia	Active 22/09/2022	LV	ERDF	80.00 %	202,140.80	161,712.64	40,428.16	
5-PP	Kaunas Science and Technology Park	Active 22/09/2022	LT	ERDF	80.00 %	232,395.20	185,916.16	46,479.04	
6-PP	Rzeszow Regional Development Agency	Active 22/09/2022	PL	ERDF	80.00 %	245,280.00	196,224.00	49,056.00	
7-PP	Skellefteå Science City	Active 22/09/2022	SE	ERDF	80.00 %	457,372.09	365,897.67	91,474.42	
8-PP	Public Institution Lithuanian Innovation Centre	Active 22/09/2022	LT	ERDF	80.00 %	250,742.80	200,594.24	50,148.56	
9-PP	Foundation Ventpils High Technology park	Active 22/09/2022	LV	ERDF	80.00 %	231,240.00	184,992.00	46,248.00	
<b>Total ERDF</b>						2,528,312.01	2,022,649.60	505,662.41	
<b>Total Norway</b>						289,379.50	144,689.75	144,689.75	
<b>Total</b>						2,817,691.51	2,167,339.35	650,352.16	

### 7.3 Spending plan per reporting period

	EU partners (ERDF)		Norwegian partners (Norway)		Total	
	Total	Programme co-financing	Total	Programme co-financing	Total	Programme co-financing
Period 1	252,831.21	202,264.96	43,406.93	21,703.47	296,238.14	223,968.43
Period 2	252,831.20	202,264.96	43,406.93	21,703.46	296,238.13	223,968.42
Period 3	632,078.00	505,662.40	57,875.90	28,937.95	689,953.90	534,600.35
Period 4	505,662.40	404,529.92	57,875.90	28,937.95	563,538.30	433,467.87
Period 5	505,662.40	404,529.92	43,406.92	21,703.46	549,069.32	426,233.38
Period 6	379,246.80	303,397.44	43,406.92	21,703.46	422,653.72	325,100.90
<b>Total</b>	2,528,312.01	2,022,649.60	289,379.50	144,689.75	2,817,691.51	2,167,339.35