



25 September 2013

Guidelines of the Nordic-Baltic Mobility and Network Programme for Public Administration

1. General information

The Nordic-Baltic Mobility and Network Programme for Public Administration gives financial support to civil servants and other staff with similar functions from the Nordic and Baltic countries to carry out study visits, internships, or network activities in Baltic or Nordic countries, as appropriate.

The programme is administered by the Nordic Council of Ministers' Office in Estonia (the management body).

2. Objective

The programme is established by the NB8 countries to promote and strengthen cooperation, exchange of knowledge and networks between public administration structures on all administrative levels in the NB8 countries (Denmark, Estonia, Finland, Iceland, Latvia, Lithuania, Norway and Sweden). It aims to facilitate the harmonisation of more efficient working methods of the public sector. The overall goal is to increase the global competitive power of the region.

3. Purposes of the programme

- promotion of knowledge transfer for mutual benefit within different sector areas on all administrative levels
- promotion of network cooperation in politically prioritised areas
- promotion of experience exchange on best practices in respect of public administration and facilitation of harmonisation of standards
- facilitation of joint Nordic-Baltic utilisation of different EU funds and project financing
- promotion of cross-sectoral cooperation
- promotion of ministerial cooperation
- promotion of capacity building within local and regional authorities
- support of long term activities.



4. Applicants (eligibility)

The programme is open for applications by individuals or groups of Nordic and Baltic civil servants and other staff with similar functions employed in public administration, authorities and institutions at all administrative levels (state, county, regional or local level) and from different sectors. The programme is also open for applications by associations of local governments of Nordic and Baltic countries. Applicants should have good working knowledge in English. English is the language of application, reporting and the work language of all programme documents.

5. Annual round of applications

Each year there will be one round of applications. The deadline for applications 30 March is announced on the home page of the Nordic Council of Ministers' Office in Estonia, www.norden.ee at least 8 weeks in advance.

6. Eligible forms of activity

- Study visits (number of participants of group study visits per project 2-8 persons)
- Internships
- Network activity, such as seminars and workshops with the aim to strengthen cooperation within the priority areas of the programme.

7. Requirement for mobility to more than one country

The activity should involve more than one country and fit one of the following possibilities:

- Nordic-Baltic mobility to at least two countries: Nordic applicants should visit partners in min. two Baltic countries, and Baltic applicants should visit partners in min. two Nordic countries. Inter-Nordic or inter-Baltic mobility is not eligible for funding. Exchange with institutions under the Nordic Council of Ministers is considered to be multilateral.
- Network mobility to one country for at least three parties: Nordic applicants should invite partners from min. two Baltic countries, and Baltic applicants should invite partners from min. two Nordic countries to the network events.

8. Host organisation

Applicants shall themselves identify and contact host organisations to be visited under the programme. A confirmation from the host organisation is required in the application.

9. Duration of activity

The range of duration of stay in the country of destination is generally min. 3 and max. 10 working days per country. In special cases, e.g. internships, a maximum of 20 working



days per country is possible. These rules do not apply to network activities.

Programme activities split into two occasions must take place within a period of 6 months.

Activities carried out before the funding decision from the programme are not eligible for funding from the programme.

10. Financial framework

A total of approximately 300.000 EUR annually has been earmarked for the programme. Individual grants will vary in size dependent on countries of destination etc.

10.1 Eligible costs and co-financing

Applicants or their home institutions are expected to co-finance a min. of 35% of the total eligible costs of the project from the year 2014, and min. 40% of the total eligible costs of the project from 2015.

Eligible costs

- Travel expenses (economy class)
- Travel insurance
- Accommodation and per diems (max. 110 EUR per person per day from the programme)

Non-eligible costs

- Support for participation in conferences or seminars not initiated by the network
- Support for participation in regular Nordic-Baltic meetings at ministerial or senior official level
- Infrastructure and office rent (this is assumed to be covered nationally or by the home institutions of the participating partners)
- Interpretation and translation costs
- In-kind contributions, such as salary
- Other costs which are not in harmony with the objectives of the programme.

10.2 Payment procedures

85% of the allocated grant is paid as advance payment. The remaining part is paid after an activity report (content and financial) has been submitted.

11. Criteria for support

Decisions on grants are based on the quality of the application and the following criteria



for support:

1. The application has been submitted in due time and in accordance with the requirements in the application form and the guidelines
2. The applicant fulfills the requirements for eligibility (4 above)
3. The applicant has a good working knowledge of English (4 above)
4. The activity contributes to the objective of the programme (2 above)
5. The activity promotes the purposes of the programme (3 above)
6. The application concerns a form of activity eligible under the programme (6 above)
7. The application fulfills the requirements for mobility to more than one country (7 above).
8. The application fulfils the requirement for co-financing (10.1 above)
9. The activity promotes gender equality.

Cross-sectoral activities are given priority in the selection process. Group applications are prioritised over mobility activities for individuals.

The programme does not allow earmarking of funds, neither in relation to country of origin nor in relation to sector.

12. Indicators of success

The indicators of success of the programme are integrated in the application, reporting and evaluation procedures.

All approved applications have to contribute to at least one and preferably more of the results outlined in the qualitative indicators of success below.

12.1 Quantitative indicators

The quantitative indicators are to be followed up in the annual reports on the programme by the management body

The following quantitative indicators have been selected to indicate the success of the programme:

- Numbers of applications received and approved by country
- Numbers of participants in the programme
- Proportion between individual grants/groups
- Proportion between men/women
- Numbers of institutions involved in the programme
- Sector distribution
- Level of participation – central, regional and local.



12.2 Qualitative indicators

The qualitative indicators are to be reflected in the application forms and in the report forms. They will furthermore be followed up in the annual reports as well as in the mid-term evaluation to be carried out in 2016.

The following qualitative indicators have been selected to indicate the success of the programme:

- Increased visibility of Nordic-Baltic cooperation
- Increased quality and involvement in the NB8 cooperation
- Increased knowledge transfer for mutual benefit on all administrative levels
- Increased network cooperation in politically prioritised areas
- Increased experience exchange on best practices in respect of public administration and facilitation of harmonisation of standards
- Increased coordination of joint Nordic-Baltic utilisation of different EU funds and project financing
- Increased cross-sectoral cooperation
- Joint projects developed and/or other spin-off effects as a result of the programme.

13. Outcome of the application

Decisions can be expected no later than 8 weeks after the deadline of application.

Decisions on grants are taken by the Directors of the Nordic Council of Ministers' Offices in Estonia, Latvia and Lithuania based on the quality of applications, the budget frames of the programme and the following indicators:

- purposes of the programme (3 above)
- the criteria for support (11 above)
- the indicators of success (12 above)

All applicants will be informed about the outcome of the selection process. The decisions cannot be subject to appeal.

A grant should be used within twelve months after notification.

All programme participants are to report on and evaluate their experiences.

14. Practical information for applicants

14.1 Individual applications

The information concerning applications is available at the home page of the Nordic



Council of Ministers' Office in Estonia, www.norden.ee .

The applicant should fill in the on-line electronic application form "Individual applicant". The following documents should be enclosed as scanned files attached to the application:

- a letter of recommendation from the employer
- a confirmation regarding co-financing
- a confirmation from the host organisation/s.

All documents should be in English.

14.2 Group applications/ Networks

The information concerning applications is available at the home page of the Nordic Council of Ministers' Office in Estonia, www.norden.ee

The project manager of the group study visit or network should fill in the on-line electronic application form "Group application" or "Network".

The following documents should thus be enclosed (scanned):

- a letter of recommendation from the employer of the project manager
- a confirmation regarding co-financing
- a confirmation from the host organisation/s

All documents should be in English.

14.3 Indicators of success

The applicant should in the application specify how it is planned to achieve the result/s outlined in the qualitative indicator/s (12.2 above).

The applicants should in the report form report on and evaluate how the activity has achieved or contributed to achieving the result/s outlined in the qualitative indicator/s (12.2 above).

14.4 How to apply

Applications and supporting documents (scanned) are to be submitted on-line using the electronic application and reporting system at www.nb8grants.org no later than the deadline announced on the home page of the Nordic Council of Ministers' Office in Estonia, www.norden.ee .



14.5 Reporting requirements

A report is to be submitted on-line using the electronic application and reporting system at www.nb8grants.org no later than 30 days after completion of the mobility activity/end of the project.

The report should consist of a content report and a financial report.

The content report should include an evaluation of the experience, describing the benefits of the programme, how the activity achieved/contributed to achieving the result/s outlined in the qualitative indicator/s of success as well as suggestions for improving the programme, as appropriate.

Copies of receipts and/or tickets (scanned) should be added in the report in a list. Please give numbers to each receipt and/or ticket with an explanation in English and with the corresponding sum in currency of payment and EUR. Originals of receipts and/or tickets should be kept by the employer (applying organisation) for 5 years.

The reports should be in English.

14.6 Questions

Questions related to the application can be directed to the Nordic Council of Ministers' Office in Estonia, Madis Kanarbik, Programme Coordinator, Tel: +372 7 423 625, Mob: +372 50 46570, e-mail address: public.administration@norden.ee .