



27 January 2009

Guidelines of the Nordic-Baltic Mobility and Network Programme for Business and Industry 2009-2013

1. General information

The Nordic-Baltic Mobility and Network Programme for Business and Industry gives financial support to different stakeholders in the fields of business and industry to carry out study visits, internships, on the job training or network and cluster facilitating activities in Baltic or Nordic countries, as appropriate, with the aim to strengthen cooperation within the priority areas of the programme.

The programme is for the years 2009-2010 administered by the Nordic Council of Ministers' Office in Latvia (the management body).

2. Objective

The programme is established for the period 2009-2013 to promote and strengthen economic cooperation, entrepreneurship and innovation opportunities in the NB8 countries (Denmark, Estonia, Finland, Iceland, Latvia, Lithuania, Norway and Sweden). The overall goal is to increase the global competitive power of the region.

3. Purposes of the programme

- Promotion of regional business development and cluster cooperation
- promotion of networking cooperation on innovative projects
- experience exchange on best practices in respect of business practice, business culture and business ethics as well as harmonisation of rules and standards, particularly in terms of Corporate Social Responsibility (CSR)
- coordination of joint Nordic-Baltic utilisation of different EU funds and project financing
- technology transfer for mutual benefit
- support of long term activities.

4. Applicants (eligibility)

The programme is open for applications by:

- actors in Nordic and Baltic small and medium-size enterprises (SMEs), including one-man businesses, with special focus on creative and innovative industries,
- actors in structures related to these industries, such as business incubators at universities, colleges, institutions etc.
- government officials in public authorities working on business framework conditions
- representatives of business organisations.

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 will be announced on the homepage of the Nordic Council of Ministers' Office in Latvia, www.norden.lv at least 8 weeks in advance. An extraordinary round of application may be announced outside the main application deadline. Deadlines for such applications will be announced in advance on the home page of the Nordic Council of Ministers' Office in Latvia.

6. Eligible forms of activity

- Network and cluster facilitating activities, such as seminars and workshops with the aim to strengthen cooperation within the priority areas of the programme
- Study visits
- Internships
- On the job-training.

7. Requirements for mobility to more than one country

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

- Nordic-Baltic mobility to at least two countries. Example Nordic delegations visit min. two Baltic countries or Baltic delegations visit min. two Nordic countries, as appropriate. Inter-Nordic or inter-Baltic mobility is not eligible for funding. Exchange with institutions under the Nordic Council of Ministers is considered multilateral.
- Network mobility to one country for at least three parties, i.e minimum participation of 2 different Nordic and 1 Baltic countries or, alternatively, 1 Nordic and 2 different Baltic countries (NB 2+1 or 1+2).

8. Specific sector priority areas

The activity should promote the specific sector priority areas established annually by the Steering Group of the programme. The priority areas for 2009 are:

- Mobility for capacity building activities within the framework of the BSR InnoNet project
- Business incubator network
- Exchange of experience on sustainable industries
- Establishing a regional dialogue between decision-makers and the authorities responsible for implementing innovation policies after 2009
- Promoting cluster cooperation aimed at global markets, especially in creative, innovative and knowledge-based industries
- Initiatives that promote efforts to remove border barriers or initiatives that identify border barriers that impede, prevent or obstruct the cross-border mobility in the Baltic Sea Region.

9. 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.

10. Financial framework

A total of approximately 2 million DKK 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

The programme covers max. 70% of the total eligible costs of the mobility activity. Applicants or their home institutions are expected to co-finance a min. of 30% of the total eligible costs.

Eligible costs

- Travel expenses (economy class)
- Travel insurance
- Accommodation and per diems (max. 800 DKK per person per day from the programme)
- In special cases, the costs of expert participation in network meetings may be covered by 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 grants are 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/s fulfill 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 application 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 activity promotes the specific sector priority areas for 2009 (8 above)
9. The application fulfils the requirement for co-financing (10.1 above)
10. The activity promotes gender equality.

Group applications are given priority over mobility activities for individuals. Cross-sectoral groups and activities are prioritised to group applications consisting of participants from the same enterprise or organisation.

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 as well as in the mid-term evaluation to be carried out in 2010.

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

1. Numbers of applications received and approved by country
2. Numbers of participants in the programme
3. Proportion between individual grants/groups
4. Proportion between men/ women
5. Numbers of enterprises or organisations involved in the programme
6. Sector distribution
7. Distribution amongst groups of applicants.

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 2010.

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

1. Increased visibility of Nordic-Baltic cooperation
2. Strengthened economic cooperation in the NB8 countries
3. Increased promotion of entrepreneurship
4. Strengthened regional business development and cluster cooperation
5. Increased networking cooperation on innovative projects
6. Initiatives on the development of new business innovation and entrepreneurship policies
7. Increased experience exchange on best practices in respect of business practice, business culture and business ethics as well as harmonisation of rules and standards, particularly in terms of Corporate Social responsibility (CSR)
8. Increased coordination of joint Nordic-Baltic utilisation of different EU funds and project financing
9. Increased technology transfer for mutual benefit
10. 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. In case of grants exceeding 200 000 DKK decisions can be expected no later than 12 weeks after the deadline of application.

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 application form can be downloaded from the homepage of the Nordic Council of Ministers' Office in Latvia, www.norden.lv

The applicant should fill in the application form – "Individual applicant". The following documents (scanned) should be enclosed:

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

All documents should be in English.

14.2 Group applications

The application form can be downloaded from the homepage of the Nordic Council of Ministers' Office in Latvia, www.norden.lv

A group should fill in the application form – "Group application". In addition, each participant in the group should fill in the Annex form - "Annex to group application" . The following documents (scanned) should thus be enclosed:

- a letter of recommendation from the employer
- a confirmation regarding cofinancing
- 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 plan 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 Mailing instructions

Applications and supporting documents (scanned) are to be sent by e-mail to the Nordic Council of Ministers' Office in Latvia, e-mail address business.industry@norden.lv no later than the deadline announced on the homepage of the Nordic Council of Ministers' Office in Latvia, www.norden.lv .

14.5 Reporting requirements

A report is to be sent by e-mail to the Nordic Council of Ministers' Office in Latvia no later than 30 days after completion of the mobility activity/end of the project.

The reporting forms can be downloaded from the homepage of the Nordic Council of Ministers' Office in Latvia, www.norden.lv

The report should consist of a content report on the activities 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 all receipts and/or tickets (scanned) must be attached to the financial report and listed on a separate sheet with each receipt/ticket explained in English (please assign numbers to each receipt and/or ticket).

Originals of invoices must be kept by the employer (applying organisation) for 5 years.

The reports must be in English.

14.6 Questions

Questions related to the application can be directed to the Nordic Council of Ministers' Office in Latvia, Karlis Valters, Adviser, Tel: +371 6721 3231, Fax: +371 6721 3233, e-mail address: business.industry@norden.lv