



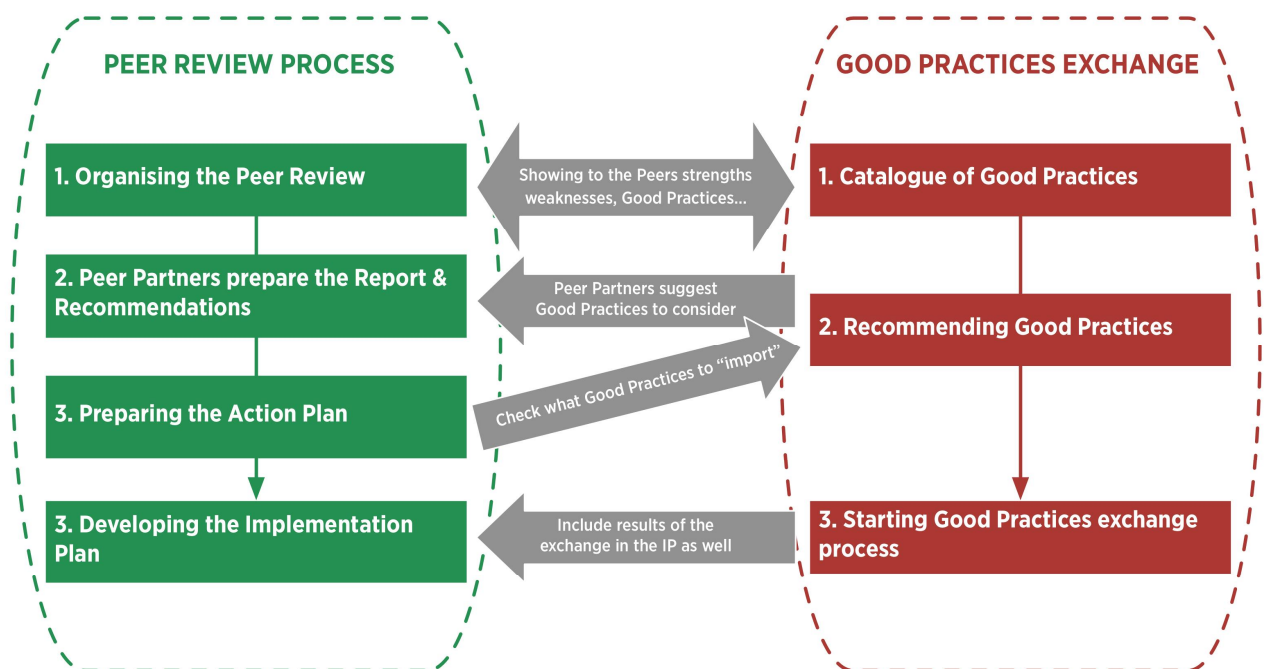
get on the **smart** path

Good practice exchange guidelines

SMART EUROPE is a project co-financed by the ERDF / Made possible by the INTERREG IVC



How do Peer Reviews support good practice exchanges



How to organise a successful Good Practice transfer?

Guidelines to the IMPORTING partner

1. Interest in importing a good practice from a partner region – either in the Catalogue of Good Practices, or suggested within the Peer Review Report & Recommendations
2. Find the right partners in your region
 - Make sure you have the commitment of stakeholders in your region to import the good practice/instrument;
 - Make an analysis of the key persons you need to make the transfer process a success;
 - You can make a short paper or presentation to convince stakeholders that the good practice/instrument has added value for your region;
 - Make clear who will be the initiator of the import process, who will be the *executor*, and what your role will be as a project partner (the import process should not be just your problem!).
3. Make agreements with the exporting partner
 - Make clear what you need from the exporting partner;
 - Check if the expectations of both importing and exporting partner are the same.
4. Organise a Skype/Video-conference in order to get more information, allow questions, discussion
5. Organise a study visit
6. Look for ways of implementing the practice in your region – according to the JTS it only counts as a “transfer of good practice” if the importing region implemented the good practice!

Guidelines for the EXECUTOR

1. Make a project plan, which contains:
 - o A description of the good practice and if/how it should be adapted to the regional/local circumstances;
 - o An implementation and time plan (who, what, when, how);
 - o A budget and funding plan.
2. Discuss the plan with the stakeholders and adapt the plan according to their recommendations
3. Apply for funds
4. During all steps of the process, think of procurement rules!
5. When all conditions are fulfilled, start implementing the project plan.

Guidelines for the EXPORTING partner

1. Check if the organisation(s) that have the know-how on the good practice have the commitment and capacity to help exporting the practice/instrument;
2. Make agreements on the kind of help and services they can provide; and on the conditions of their help;
3. Make your role as project partner clear in the exporting process.
4. Organise a Skype/Video-conference in order to provide more information to the importing partner, allow questions, discussion
5. Organise a study visit

6. Support with further information etc. the importing region in looking for ways of implementing the practice – according to the JTS it only counts as a “transfer of good practice” if the importing region implemented the good practice!