

CENTRAL EUROPE 2020 Programme

Annex 19: Indicative list of tasks of CENTRAL EUROPE national contact points¹

1. Provide (including call-specific) information to potential applicants

- a. Inform potential applicants about the programme through widely accessible, national-language information, thereby ensuring transparency and equal access.
 - Website (integrated part of CENTRAL EUROPE website)
 - *Leaflets (optional, depending on demand and available resources)*
 - *Newsletters (printing optional, depending on demand and available resources)*
 - *Media relations (optional)*
- b. Reach out to potential applicants through general events (programme info days) as well as target-group specific seminars at national level (e.g. bilateral meetings with categories of stakeholders)
- c. Support the JS in organising transnational programme events for applicants (costs of events covered by MA/JS)
- d. Assists and guides applicants during project idea development also providing general feedback especially related to national requirements
- e. Identify potential synergies between project ideas

2. Provide advice to and assist projects partners

- a. *Support project partners through national and regional trainings and seminars (optional, depending on demand and available resources)*
- b. Support the JS in organising transnational trainings and seminars for project partners (costs of events covered by MA/JS)
- c. Give individual feedback to partners on country-specific implementation-related issues

3. Provide information on achievements of the programme

- a. Act as ambassadors for the programme at Member State level
- b. Inform relevant stakeholders about programme results through widely accessible, national language information, thereby ensuring transparency about the programme.
 - Website (as part of CENTRAL EUROPE website)
 - *Publications (printing optional, depending on available resources)*
 - *Newsletters (printing optional, depending on available resources)*
 - *Media relations*
- c. *Collect data and analyse national results of transnational projects in view of programme capitalisation (optional, depending on available resources)*
- d. Engage relevant stakeholders to cooperate with the programme at national and transnational levels (events etc.)
- e. Cooperate and find synergies with other programmes

¹ Optional tasks highlighted in italic.

- f. Coordinate and liaise with the national information and communication officers as provided for in Article 117 and Annex XII of Regulation (EU) No 1303/2013 (Common Provisions Regulation - CPR)

4. Support programme management

- a. Identify potential (existing and new) stakeholders per priority and share contacts with the JS
- b. Assist the selection procedure (e.g. legal status checks on applicants and new project partners and providing country specific input)
- c. Support the JS in identifying and liaising with national experts for the execution of the programme evaluation in compliance with article 56 CPR and in application of the programme evaluation plan
- d. Act as interface between programme bodies:
- Provide feedback to (and coordinate with) the JS as well as national bodies involved in the programme
 - Provide and circulate relevant national and regional documents, strategic papers, etc. to national bodies (esp. national committees)
 - Give feedback to the relevant programme bodies on any problems and difficulties encountered in participation and implementation of the programme
- e. Participate in programme committees (e.g. monitoring committee, steering groups and national committees) as observer