

# Capitalisation Toolkit 2.0

## Overview and Structure

By clicking on each section  
you can download the relevant tools



### KEY ASPECTS

Awareness-raising of key stakeholders  
Capitalisation roadmap - General approach  
Capitalisation strategy & Capitalisation plan



### PROGRAMMING

Management guidelines  
Capitalisation content in application forms  
Outputs selection & engagement of givers  
Identification & engagement of potential takers  
Capitalisation calls  
Communities of practice  
Transfer and mainstreaming

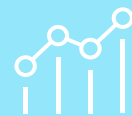
### IMPLEMENTING

Classification & visualisation of achievements  
Thematic analysis of projects results and outputs



### COMMUNICATION

Evaluation of performance linked to capitalisation activities  
Indicators for monitoring capitalisation activities



### MONITORING & EVALUATION

# Capitalisation Toolkit 2.0

## Structure and tools

By clicking on each section you can download the relevant tools

### PROGRAMMING



## KEY ASPECTS

- |  |   |
|--|---|
| <p>1.1. Awareness-raising actions of key stakeholders / monitoring committee members</p>   | <ul style="list-style-type: none"> <li>• Presentation of ins and outs of capitalisation and its usefulness in the context of ETC programmes – <i>(Document 1)</i></li> </ul>  |
| <p>1.2. Capitalisation roadmap – General approach developed to support its development – initial paper to be discussed with the relevant programme bodies</p>              | <ul style="list-style-type: none"> <li>• Concept paper for defining potential capitalisation actions <i>(Document 2)</i></li> </ul>   |
| <p>1.3. Capitalisation strategy &amp; Capitalisation plan</p>  | <ul style="list-style-type: none"> <li>• Toolkit 1.0 – Capitalisation process template <i>(Document 3)</i></li> <li>• Inputs for supporting capitalisation processes <i>(Document 4)</i></li> </ul>   |
| <p>2.1. Management guidelines</p>  | <ul style="list-style-type: none"> <li>• Capitalisation management guide – Interact <i>(Document 5)</i></li> </ul>  |
| <p>2.2. Specific section in application forms concerning capitalisation</p>  | <ul style="list-style-type: none"> <li>• Harmonised implementation tools – Application form <i>(Document 6)</i></li> </ul>  |
| <p>2.3. Outputs selection &amp; engagement of givers</p>   | <ul style="list-style-type: none"> <li>• Criteria to select valuable outputs with high replication potential <i>(Documents 7 and 7.1 Excel template)</i></li> </ul>   |
| <p>2.4. Identification and engagement of potential takers</p>  | <ul style="list-style-type: none"> <li>• Factsheet on the identification and mobilisation of potential takers <i>(Document 8 + 8.1+8.2)</i></li> </ul>  |
| <p>2.5. Capitalisation calls with different approaches</p>   | <ul style="list-style-type: none"> <li>• Benchmarking – Excel document developed by the experts about experiences implemented by other programmes <i>(Document 9 + 9.1)</i></li> <li>• Interest of Inter-programmes cooperation for the setting-up of capitalisation calls <i>(Document 10)</i></li> <li>• Examples of Interreg programmes' Capitalisation Calls <i>(Document 10.1)</i></li> </ul>  |
| <p>2.6. Creation / integration of (thematic / national community of practices</p>  | <ul style="list-style-type: none"> <li>• Example: terms of reference Interreg Euro-Med 2021-2027 – thematic community projects <i>(Document 11)</i></li> <li>• Paper on supporting the setting up of thematic communities <i>(Document 11.1)</i></li> </ul>   |
| <p>2.7. Transfer and mainstreaming</p>   | <ul style="list-style-type: none"> <li>• Factsheet on the transfer and mainstreaming process <i>(Document 12)</i></li> <li>• Publication « Interreg projects' results : transfer and mainstreaming into public policies » <i>(Document 12.1)</i></li> </ul>   |
| <p>3.1. Classification and visualisation of ETC projects achievements</p>  | <ul style="list-style-type: none"> <li>• Comparative approach on output libraries <i>(Document 13)</i></li> <li>• Example: capitalisation / communication documents produced by the Horizontal projects of the MED programme (e.g. for sustainable tourism) <i>(Document 14)</i></li> </ul>   |
| <p>3.2. Thematic analysis of projects results &amp; outputs</p>  | <ul style="list-style-type: none"> <li>• Template related to progress reports – capturing projects' stories template – Capitalisation toolkit 1.0 <i>(Document 14.1)</i></li> </ul>   |
| <p>4.1. Indicators for monitoring the development (implementation) of the capitalisation plan / evaluation of enhanced performance linked to capitalisation activities</p> | <ul style="list-style-type: none"> <li>• Concept paper on the following aspects: <i>(Document 15)</i><br/>           Type of activities implemented (data management, capitalisation calls, clustering...)<br/>           Efficiency (activities foreseen are implemented)<br/>           Effectiveness (activities are implemented with reasonable budget)<br/>           Feedback / satisfaction from beneficiaries (beneficiaries consider that the process has been useful for them)</li> <li>• Concept paper on evaluation of enhanced performance linked to capitalisation activities <i>(Document 16)</i></li> </ul> |

### IMPLEMENTING

### COMMUNICATION

### MONITORING & EVALUATION