**PTB Project**

**“USING SYNERGIES WITHIN THE COUNTRIES OF THE EASTERN PARTNERSHIP”**

**Request form**

1. Introduction

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| **Background** | PTB is supporting the development of an effective consumer protection and export promotion in the countries of the Eastern Partnership (EaP). This is done by working together with the market surveillance authorities as well as with the national accreditation bodies of the six partner countries. PTB is consulting the institutions to achieve capacity building and, at the same time, to build networks among the EaP countries as and with the countries of the European Union. By a flexible approach on deciding upon the fields of activities the project is supporting, relevant topics for the countries can be identified.  For more information see [https://www.eastern-partnership.ptb.de](https://www.eastern-partnership.ptb.de/)  or contact [janin.fischer@ptb.de](mailto:janin.fischer@ptb.de) |
| **Preconditions for funding** | * The partner countries take a proactive role in developing and implementing the activity. * The problem is concerning market surveillance or accreditation issues. * The activity includes participants from at least 2 EaP countries. * The beneficiaries are ready to provide a contribution (human, in-kind or financial resources). |
| **Activities eligible for funding** | * Technical trainings / workshops on a topic related to accreditation or market surveillance/ on an innovation in the national / regional context * Cross-border capacity building measures such as internships or hands-on trainings in a QI-institution within the region or an EU member country * Joint participation or participation as representatives of EaP region in regional/international conferences or meetings * Development of regional outputs such as common guidelines, services etc. * More complex development measures |
| **Application** | * **Fill out and sign the attached application** form * Send it **minimum 8 weeks** before the activity to Janin Fischer ([janin.fischer@ptb.de](mailto:janin.fischer@ptb.de)) |
| **Selection and implementation procedure** | * The PTB project team decides upon approval or denial of the proposed activity or will make suggestions for modifications. * The final decision is announced maximum after 4 weeks after the reception of the finalised application form. * For the implementation details of the activity, the applicant coordinates directly with PTB. * 4 weeks after completion of the activity, a report has to be sent to PTB, which PTB will forward to the Project Steering Committee. * The Project Steering Committee will discuss the funded activities and, if necessary, decide, if necessary, upon the orientation of the procedure. |

1. Form sheet for application for support for regional capacity building activities

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| **Name of Activity** |  |
| **Date of submission** |  |
| **Submitting institution** | Name of responsible contact person / coordinator:  Institution:  Country:  Phone:  E-mail: |
| **Partners from other EaP countries sharing the request:**  (if more than 2 additional countries, please duplicate) | Contact person:  Institution:  Country:  Phone:  Email:  Contact person:  Institution:  Country:  Phone:  Email: |
| **Introduction** | *Background information, problem identification, rationale of the planned activity, status quo, key problems to be addressed* |
| **Objective and Beneficiaries** | *Please describe the goal of the activity in 1 sentence:*  *Who will benefit from the support?* |
| **Project implementation** | *Please give a short overview about the activities that you plan to implement.*  *Please indicate details of organisers / host institution / possible trainer(s) / venue etc, if available* |
| **Expected impact** | *Which impact do you expect on the participants, participating organisations, target group etc.?*  *Which impact will it have at regional level and/or in the concerned countries?*  *Which measures will you implement to ensure the sustainability?* |
| **Knowledge transfer** | We hereby confirm to send the obligatory report on the activity to [janin.fischer@ptb.de](mailto:janin.fischer@ptb.de) 4 weeks after completion, as mentioned on page 1.  *How will you transfer the knowledge acquired to this target public within and/ or outside your institutions (e.g. workshop, report, meetings, public relations etc.)* |
| **Budget estimates / Funding** | *Please provide details, if available* |
| **Contribution of applying institution:** | *Please specify what the applying institutions contribute to the implementation of the activity:*  Travel costs  Conference fee  Accommodation  Venue / conference room  Daily subsistence allowances  Expertise  Administrative support  Equipment  Other (please specify):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Please estimate amount**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Attachments**  *Concept, Agenda, Budget, list of participants, quotations, etc****.*** |  |
| **Additional remarks** |  |

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Date and Place Signature