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| BASIC PROGRAMME DATA (FOR THE USE OF THE NORDIC COUNCIL OF MINISTERS’ SECRETARIAT ONLY) | |
| DINA ref. no. |  |
| Budget heading |  |
| U4 ref no. |  |
| Prof. advisor |  |

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| BASIC PROGRAMME DATA | | | | | |
| Programme title |  | | | | |
| Organisation |  | | | | |
| Signed by | Name: | | | | Tel.: |
|  | E-mail: | | | | |
| Head of programme | Name: | | | | Tel.: |
|  | E-mail: | | | | |
| Start date |  | | | | |
| Completion date |  | | | | |
| Total programme budget |  | | | | |
| Scandinavian summary |  | | | | |
| English summary |  | | | | |
| Date and signature | Date: | | Signature: | | |
| BANK DETAILS (Obs! For organizations outside the EU/EEA it is mandatory to attach a Bank Verification Letter) | | | | | | |
| Account owner | |  | | Organization nr: | | |
| IBAN | |  | | SWIFT: | | |
| Bank account, if Danish | |  | | | | |

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| A: PROGRAMME OBJECTIVE(S)/PURPOSE |
| What is the background to the programme? |
| What overall problem does the programme help to solve? |
| How does the programme contribute to the Nordic Council of Ministers’ Vision 2030, the strategic priorities and the 12 vision goals for 2021-2024? |
| What similar programmes are being implemented under the auspices of the Nordic Council of Ministers? |

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| B: SUSTAINABILITY, EQUALITY, CHILDREN AND YOUNG PEOPLE |
| How does the programme contribute to Agenda 2030 and the 17 sustainable development goals? |
| How does the programme contribute to improving equality between men and women? |
| How does the programme contribute to improving children and young people’s rights and living conditions? How will children and/or young people be involved/participate in the programme? |

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| C: OBJECTIVES AND SUCCESS CRITERIA |
| What is the programme’s overall objective? |
| What are the programme’s milestones? Respond by completing Table 1 |
| What are the programme’s success criteria? Either enter a response in this box or complete Table 2. If Table 2 is not used, delete it. |

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| Table 1: Description of programme milestones and the effect of the results in relation to the Vision and the 12 goals 2021-2024 | |
|  | Description |
| Milestone 1 |  |
| Milestone 2 |  |
| Milestone 3 |  |

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| Table 2: Description of the programme’s success criteria, data and assumptions/prerequisites | | | |
|  | Success criteria | Data and, if appropriate, method of verification | Assumptions/prerequisites |
| Milestone 1 |  |  |  |
| Milestone 2 |  |  |  |
| Milestone 3 |  |  |  |

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| D: DELIVERABLES AND ACTIVITIES |
| Which expected deliverables (end products and services) and activities must be delivered/completed for the programme milestones to be reached, and when? Either respond in this box or complete Table 3. Delete Table 3 if it is not needed. |
| What quality requirements apply to the expected deliverables, and who is responsible for quality assurance? Either respond in this box or complete Table 4. Delete Table 4 if it is not needed. |

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| Table 3: Deliverables and activities | | | |
| No. | Milestone | Description of deliverables and activities | Date of delivery |
| 1. | 1 |  |  |
| 2. | 1 |  |  |
| 3. | 2 |  |  |
| 4. | 3 |  |  |
| 5. | 3 |  |  |
| … | … |  |  |

*(Add the number of rows needed in the table)*

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| Table 4: Quality | | |
| No. | Quality requirements on delivery | Quality controller |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |
| 5. |  |  |
| … |  |  |

*(Add the number of rows needed in the table)*

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| E: COMMUNICATION |
| Who are the programme’s 3–5 key stakeholders? Respond by completing Table 5. |
| What are the programme’s key messages and how should they be communicated to its stakeholders/target groups? Respond by completing Table 6. |
| How has civil society and other interested parties been involved in the project? |

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| Table 5: Stakeholders | | | |
| Priority | Stakeholder | Attitude to project  (e.g. interest, fear, resistance) | Implications for the project, any initiatives to address/involvement |
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*(Add the number of rows needed in the table)*

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| Table 6: Key messages | | | | |
| Stakeholder/target group | Key message | Media | Effect | Person responsible |
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*(Add the number of rows needed in the table)*

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| F: NORDIC PARTICIPATION AND ORGANISATION |
| Describe the Nordic participation/Nordic partners here and insert a cross in a minimum of 3 boxes in Table 7. If you cross the box for other countries, indicate which country/countries are involved. |
| How is the programme organised? Either respond by completing Table 8 or attach an organisational chart that includes an explanation and brief description of roles played. Delete Table 8 if it is not needed. |
| How to organize cross-sectoral cooperation? |

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| Table 7: Participating countries (min. three Nordic countries, alternatively two Nordic countries + min. 1 non-Nordic country) | | | | | |
|  | Denmark (DK) |  | The Faroe Islands (FO) |  | Russia (RU) |
|  | Finland (FI) |  | Greenland (GL) |  | Estonia (EE) |
|  | Iceland (IS) |  | Sweden (SE) |  | Latvia (LV) |
|  | Norway (NO) |  | Åland (AX) |  | Lithuania (LT) |
|  | Other | Country/countries: | | | |

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| Table 8: Programme organisation | | | | |
|  | Role | Organisation | Country | Name and (if appropriate) title |
| Decision level | Programme owner |  |  |  |
|  | Steering group |  |  |  |
|  |  |  |  |  |
| Control level | Reference group (not compulsory) |  |  |  |
|  | Head of programme |  |  |  |
|  |  |  |  |  |
| Implementation level | Project managers |  |  |  |

*(Add the number of rows needed in the table)*

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| G: RISK ASSESSMENT |
| What are the *main* risks in terms of the programme’s implementation and expected outcomes? Respond by completing Table 9. |

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| Table 9: Risks | | | |
| Risk | Probability  (Low/medium/high) | Possible impact | Preventative measures  (only if the probability is high) |
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*(Add the number of rows needed in the table)*

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| H: REPORTING, COMPLETION AND EVALUATION |
| How and how often should reports be submitted about progress and outcomes, e.g. to the Nordic Council of Ministers, the steering group, etc.? |
| How will the programme be phased out? Describe the programme’s exit strategy, including how the outcomes and experiences will be used after programme ends. |
| How will the cross sectorial programme be organised? |

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| I: BUDGET |
| What is the total budget in DKK? Complete Table 1 in DKK |

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| Table 1: Costs | | Programme grant (DKK) |
| 1. | Projects and ad hoc activities |  |
| 2. | Programme management (wages, travel and subsistence expenses, meeting expenses, etc.) |  |
| 3. | Communications (layout, printing, translation, digital platform, etc.) |  |
| 4. | External evaluation |  |
| 5. | Contingencies |  |
| 6. | Total cost of programme (budget lines 1–5) |  |
| 7. | Auditing |  |
| 8. | Overheads |  |
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|  | Total costs (DKK) |  |

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| J: APPENDICES |
| List the attached appendices in Table 12. |

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| Table 12: List of appendices | |
| No. | Name of appendix |
| 1 |  |
| 2 |  |
| 3 |  |
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*(Add the number of rows needed in the table)*