***Załącznik nr 3 do Regulaminu konkursu***

**TITLE OF THE GOOD PRACTICE**

**OWNER/PROMOTER OF THE GOOD PRACTICE:**

**(NAME OF INSTITUTION, REGION, COUNTRY)**

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# . Good Practice context and objectives

*(Explanation of local context and key factors considered in the definition of objectives and approach of the policy instrument. Objectives sought, connected with the described local context. Why the GP was implemented and is important, etc. Feel free to include pictures, maps, graphs and/or tables when possible and relevant)*

# Description of the Good Practice

## Activities carried out

*(What has been/is being done? When? Where? By whom? Again and as for the rest of the document, feel free to include pictures, maps, graphs and/or tables when possible and relevant)*

## Methodology

*(How is the GP being implemented)*

## Resources Used

### Human resources

*(Brief information about the team needed to implement the GP. Nr. of people, profiles, positions, etc. Particular interest on quantitative information, including costs when/where possible)*

### Other resources

*(If/when relevant, brief information about any investments, equipment, infrastructures, or other costs necessary to implement the GP. Again, particular interest on quantitative information, including costs when/where possible)*

### External resources / Local Partnerships

*(If/when relevant, reference to local partners that collaborates in the implementation or success of the GP. Who are they? How do the collaborate? What are their benefit or interest from it? Etc.)*

## Other information

*(Feel free to add any other information or chapter if you want. i.e. Funding, especially when the GP has been co-financed by ERDF or ESF European funds)*

# Results and lessons learned

*(Results and impact achieved. Details of factors affecting results. Lessons learned. Changes and refinements in policy instruments (approaches, measures, resources, etc.) following impact assessment. According to the information available, both, quantitative and qualitative information are of interest). (Possibility to include some results, milestones or outputs indicators (e.g. nr. of participants, of business plans supported, of companies created, of tools created, etc.), as well as any information on existing monitorisation or quality control systems.)*

# Conclusions & Recommendations

*(Evaluation of the potential of the GP towards its adaptation or transfer to other territories. Based on the experience presented, results and lessons learned, a series of general conclusions and recommendations should be drafted, including recommendations – transferability tips - from the “owner” of the Good Practice if relevant. )* *Transferability tips, etc.)*

ANNEXES

*(Please feel free to provide documentation and communication materials, even in national languages. Web links are also welcome, although they have the risk of become outdated and unavailable.)*