**Proposal for work plan**

**Exchange action for Officers**

**“Joint Capacity building for climate services policy alignment”**

Before submitting the work plan please read carefully the eligibility criteria for the call. Please send this form fully filled-in to [era-clima@aei.gob.es](mailto:era-clima@aei.gob.es) with [fanny.adam@cnrs.fr](mailto:fanny.adam@cnrs.fr) in copy.

|  |  |
| --- | --- |
| Applicant information - Institution 1 | |
| First and last name |  |
| E-mail address |  |
| Phone number(s) |  |
| Institution name |  |
| Type of institution (please indicate)  University, Private/Public Research Organisation, Large enterprise, SME, Other-please specify |  |
| Position |  |
| Administrative contact (if applicable) |  |

|  |  |
| --- | --- |
| Applicant information - Institution 2 | |
| First and last name |  |
| E-mail address |  |
| Phone number(s) |  |
| Institution name |  |
| Type of institution (please indicate)  University, Private/Public Research Organisation, Large enterprise, SME, Other-please specify |  |
| Position |  |
| Administrative contact (if applicable) |  |

**IMPORTANT**: According to the chosen modality (One-visit/Two-visits), **please fill-in ONLY “option A” table OR “option B” table**. Please include at least answers to the elements below, and any other aspect you consider relevant for the evaluation of your proposal, keeping in mind that the main scope of this action is institutional alignment.

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| --- | --- |
| OPTION A: One-visit | |
| Proposed dates for the visit |  |
| Duration of the visit |  |
| Interest for the collaboration / added-value of the staff exchange  Specify your interest for the call, and how the exchange may benefit both participants.  Please specify:   * Is there previous or on-going collaboration between participants? * On which criteria did you base the choice of participants (added-value of each participant)? | |
| *200 words max*  Work plan / schedule of the visit  Please include:   * Programme of daily meetings with the Units/Departments, projects and people to be introduced to the visitor * Other activities such as presentations at the hosting institution by the visiting office * Scheduled session/s to identify a proposal of a specific alignment action   If the objective is to consolidate an on-going collaboration with this exchange, please add:   * Programme of daily meetings with new contacts from the hosting institution interested in collaborating with the visitor | |
| *500 words max* | |

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| OPTION B: Two-visits | |
| Interest for the collaboration / added-value of the staff exchange  Specify your interest for the call, and how the exchange may benefit both participants, (  Please specify:   * Is there previous or on-going collaboration between participants? * On which criteria did you base the choice of participants (added-value of each participant)? | |
| Proposed dates for the 1st visit |  |
| Duration of the 1st visit |  |
| *200 words max* | |
| Work plan for the 1st visit  Please include:   * Programme of daily meetings with the Units/Departments, projects and people to be introduced to the visitor * Other activities such as presentations at the hosting institution by the visiting office   If the objective is to consolidate an on-going collaboration with this exchange, please add:   * Programme of daily meetings with new contacts from the hosting institution interested in collaborating with the visitor | |
| Proposed dates for the 2nd visit |  |
| Duration of the 2nd visit |  |
| *500 words max*  Work plan for the 2nd visit  Please include:   * Programme of daily meetings with the Units/Departments, projects and people to be introduced to the visitor * Other activities such as presentations at the hosting institution by the visiting office * Scheduled session/s to identify a proposal of a specific alignment action   If the objective is to consolidate an on-going collaboration with this exchange, please add:   * Programme of daily meetings with new contacts from the hosting institution interested in collaborating with the visitor | |
| *500 words max* | |