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**EU Strategy for the Danube Region**

**DESCRIPTION OF PROJECT LABELLING PROCEDURE UNDER PA4 AND PILLAR B**

In the following, the Labelling Procedure in the framework of Pillar B of the EU Strategy for the Danube Region is described, which applies for the Priority Areas 4, 5 & 6. For the purpose of this document “labelling procedure” which means

* issuing Letter of Recommendation for project proposals
* EUSDR Label for projects already financed.

1. **Submission**

There are two kinds of projects that can be promoted in the framework of the Danube Strategy to be labelled such as:

* Project proposals ready for submission (waiting for **Letter of Recommendation**)
* Project already financed and relevant to the EUSDR (waiting for donation of PA4 and/or Pillar B label with logo(s) and a ‘**Letter of Merit for promoting of the EUSDR’**)

Project Leaders (with agreement of Project Partners) shall submit the description of the project on the joint Project Data Sheet of Pillar B. The sheet shall be completed in English and shall be submitted via e-mail to at least one of the two co-coordinators of the concerned Priority Area. Submission of project (idea) descriptions is continuous.

1. In order to be promoted a project relevant to the EUSDR have to fulfil the following criteria **in case of project proposal (as already accepted by PA4 SG before):**

* meet the targets of Priority Area 4 and/or be relevant to the PA4 Action(s) and roadmaps,
* be of macro-regional importance,
* shall be realistic (technically and financially feasible),
* provide a win-win solution (not in contradiction with other policy objectives),
* have project leader, partners, deadline, agreed workflow & work packages and budget,
* be approved by the Steering Group

1. In order to be promoted a project relevant to the EUSDR has to fulfil the following criteria **in case of project already financed:**

* shall be in line with the actions and targets of one of the Priority Area under Pillar B;
* shall be located in the Danube Region and its results shall have a macro-regional or transnational impact;
* shall bring an added value to the Strategy by contributing to any of the targets and/or actions of Pillar B;
* shall guarantee a ‘no – regret’ solution,
* shall not be in contradiction with other policy objectives,
* shall be approved by one of the Steering Group of Pillar B.

1. **Project Labelling**

The Labelling of a project as “Danube Region Strategy Project” is done through decision of the Steering Group members present on the meeting of the concerned Priority Area. Decisions can be taken at meetings or through written procedures, thus:

1. **Steering Group meetings** are the occasions for regular decision-taking on projects. Meetings are usually held two times per year. In case the decision on project labelling is taken at the Steering Group meeting, Project Leader shall be notified within **one month after the day of the meeting**, when the decisions have taken effect.
2. **Written procedures** are used for decision-making in exceptional cases out of SG meetings, continuously with noticing of one of SG members. If there are project descriptions submitted and collected per quarters of year, written procedures shall be started at the beginning of next quarter of year. Regularly such procedures last **15 working days** via email between SG members, but in case consensus cannot be reached they can be continued for **another 15 working days**. Project Leader shall be notified after the end of the written procedure about its outcome. In urgent and well-founded cases (i.e. when the submission deadline of a call forproposals makes it necessary) exceptional written procedures may be started at any time of year with a **shorter consultation period**.
3. **Issuing ‘Letter of Recommendation’**

**Letters of Recommendation** are issued only for new project proposals according to criteria concerned **for promoting the project in financing.** The content and form of Letter of Recommendation is already accepted by PAs of Pillar B.

It will be sent by the Priority Area Coordinators to the Project Leader indicated in the Project Data Sheet in order to be submitted with the application for financing to the chosen funding source.

1. **Issuing ‘Letter of Merit for promoting of the EUSDR’**

Projects which have been already financed shall not receive a Letter of Recommendation.

In case it is needed Project Leaders can ask for a ‘**Letter of Merit for promoting of the EUSDR’.**

**PLEASE NOTE!**

* The Letter of Recommendation **does not automatically imply that financing is granted** to the project! In order to get financing projects must comply with the governing rules of the financing source and must successfully pass the specific evaluation phases.
* **The Project Data Sheet can also be used to submit project ideas** to the Priority Area Coordinators at an early stage, which can be discussed and further developed by the Steering Group. By indicating the project as an idea in the Data Sheet, it is clear that the submission will not result the issuing of a Letter of Recommendation. This will be done at a later stage, when the project is ready to be submitted according to criteria.