



## **Description of the action and of the work plan**

Proposal VP/2018/005/\_\_\_\_\_

Title/Acronym: \_\_\_\_\_

The description of the action as reflected in this compulsory template intends to provide extensive information which would not fit into the application form and other annexes.

When writing this document, please take also into account the methodological requirements that applicants should meet in planning, designing, implementing and reporting on their proposals (section 9 of the call).

**Please note that this annex is very important, as the information will be used to assess the application against the criteria mentioned in the text of the call for proposals (see section 10 of the call).**

*The description of the action shall answer the following questions:*

- 1. How is the proposed action relevant to the objectives of the call?*
- 2. What is the diagnosis of the issues addressed in the proposal and the approach suggested to address these issues (methodology).*
- 3. How are the relevant co-applicants involved? Are they involved in the work programme? Are the respective roles clearly defined? Please describe the task with the corresponding planning using any appropriate tool (e.g. Gantt chart)*
- 4. How is the monitoring and evaluation of the planned activities foreseen?*
- 5. Is there a quality assurance plan?*
- 6. How do you plan to ensure cost-effectiveness,*
- 7. What is the added value of the proposed action in light of similar previous or existing actions?*
- 8. How do you plan to ensure the sustainability of the action?*
- 9. In case of subcontracting please provide detailed information on the tasks to be subcontracted and the reasons for doing so. These tasks must be clearly identified in the budget. Please note that core tasks as defined in section 6.2.c) of the call cannot be subcontracted.*