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Kapitalizacija projektnih rezultatov in Dodatek k zaključnemu poročilu/
Kapitalizacija projektnih rezultata i Dodatak završnom izvješću

Delavnica za poročanje / Radionica za izveštavanje

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www.si-hr.eu
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KAPITALIZACIJA PROJEKTNIH REZULTATOV / KAPITALIZACIJA PROJEKTNIH REZULTATA




Slovenia - Croatia

CAPITALISATION FORM FOR PROJECT BENEFICIARIES

1.1 WHAT IS CAPITALISATION?

Capitalisation means using, reusing, and building on project achievements to create greater and longer-lasting impact.

It focuses on the **transfer and reuse of knowledge, tools, and solutions** developed through projects, such as strategies, business models, digital platforms, trainings, **good practices**, action plans, scientific methods, mobile applications, use cases, and other specific solutions.

These **project achievements** represent concrete, transferable results, outputs or deliverables that can be reused, adapted, or further developed to maximise impact beyond the original partnership and project lifetime.

In 2023, the **Cooperation** carried out a **capitalisation** of projects financed under the Cooperation **Agreement** Slovenia-Croatia 2014-2020. The objective was to ensure broad accessibility of the knowledge and results generated by those projects, while encouraging their reuse and/or transfer. As a result, the database of project **capitalisation** was established. In the Interreg **Slovenia - Croatia 2014-2020**, this database is being further expanded with essential information on new projects and their achievements. To **disseminate** valuable **good practices**, **innovations** and **excellent results** to the **public** or **outside** of **project** context, **innovative** **tools** **developed** within the **Cooperation** **Slovenia-Croatia 2014-2020**, the **Cooperation** **Slovenia-Croatia 2014-2020** **website** **includes** **tools** **or** **innovative** **tools** **developed** within the **Cooperation** **Slovenia-Croatia 2014-2020**.



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1.2 PROJECTS ON WHICH THE CURRENT PROJECT BUILDS

This part presents the projects whose project achievements have been reused, transferred, or further developed within your current project, demonstrating how **capitalisation** is applied in practice.

In the following table, please provide the key information on the projects on which your current project builds, including the project acronym and ID, the **capitalisation** under which each project was implemented, and a description of the achievements that were **capitalised** and how they were used or further developed within your current project.

Table 1 – Capitalisation on about the current project builds

ID and Acronym of the current project	ID and acronym of the capitalised project	Name of the programme which co-financed the project which was capitalised	Capitalisation that were capitalised	Description of achievements that were capitalised and how

1.3 CAPITALISATION POTENTIAL OF PROJECT ACHIEVEMENTS

Having identified the projects whose results, tools, or knowledge have been reused or further developed within your current project, the next step is to assess the capitalisation potential of the project achievements generated by the current project. This assessment requires knowledge to complete two forms. Form 1 is used to evaluate each achievement against a set of predefined criteria and determines whether the achievement proves potential for transfer, replication, scaling-up, or further dissemination. Form 2 is completed only for those achievements that receive a positive assessment in Form 1 and is used to collect the structured information necessary for publication in the database of capitalisation elements.

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1.1.1 Explanation of assessment criteria		
Table 2 provides detailed descriptions of each criterion used to assess the capitalisation potential of project achievements. Beneficiaries should review this table carefully before completing Form 1, as it clarifies the meaning of each criterion and the interpretation of possible responses.		
Table 2. Explanation of criteria for assessing the capitalisation potential of project achievements		
Criterion	Possible response	Comment
successful and validated solution	yes/no	Project or element which has been tested / proven within the project area or previously evaluated within the project territory by national authorities has positive evidence in terms of achieving the envisaged goals.
ready-to-use solution	yes/no	Availability of pilotable / replicable / transferable opportunity. To be received by the Programme through the capitalisation of the capitalisation elements repository (by the Programme period 2014-2020).
added value to the existing context	yes/no	Beneficiaries of the project should identify the added value expected from the most successful elements of being sub-identified for the selected target groups.
willingness of partners to support the transfer of capitalisation elements / to share relevant experience and knowledge related to its use in the capitalisation element	yes/no/conditional	
availability of financial and technical support for the transfer of capitalisation elements	yes/no	/



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1.3.3. Example of Completed Form 1

Table 2 below presents an example of a completed version of Form 1 to support correct interpretation of the criteria and to guide beneficiaries in preparing their own assessment. This example is provided for guidance only and should not be copied.

Table 2: Example of a Completed Form 1
Name of the project achievement: Joint plan of coordinated cross-border training

Criteria	Response	Comment
successful and validated solution	yes	The training was tested and piloted within the project and had positive reviews.
ready to use solution	yes	Training methodology is available upon request.
added value to the existing context	yes	Training is a valuable addition to other activities implemented by the project. The training was developed in a way that takes into account the specific needs of the project and the needs of the beneficiaries.
willpower of the parties to accept the transfer of capabilities (know-how) to share relevant experience and knowledge related to use of the capabilities elements	yes	Partners are willing to share the experience and output with others that might have use from it.
availability of technical and financial support for the transfer of capabilities elements	positive	Currently, the focus of the cooperation is shifted to other activities, but other project partners are committed with training implementation.

1.3.3. How to be completed by the beneficiary

Table 4 (Form 1) is the official form that beneficiaries must complete for each achievement generated by their current project. After completing Form 1, beneficiaries should review the responses provided. If the assessment contains more "Yes" than "No" answers, the achievement is considered to have a capitalization potential and should be included in the online databases of capitalization elements.

For each achievement identified as having capitalization potential, beneficiaries must complete Form 2. Form 2 should only be completed for achievements that meet this criterion.



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Instructions for completing Form 1

For each project achievement, beneficiaries should follow the steps below to ensure that the assessment is carried out consistently:

- Enter the name of the achievement – provide a clear and concise title that reflects the nature of the achievement.
- Complete the corresponding table – assess the achievement against all criteria listed in Form 1.
- Complete one Form 1 per achievement – add as many copies of Form 1 as necessary to ensure that all achievements generated by the ongoing project are assessed.

Table 4: Form 1 (empty template)

INERREG2 add the name of the achievement

Criteria	Response	Comment
successful and validated solution		
ready-to-use solution		
added value to the existing context		
integrate the practices to support the transfer of representation relevant to share relevant experience and knowledge related to use of the capitalisation elements		
availability of technical and financial support for the transfer of capitalisation elements		

1.3.4 Form 2: Database of Capitalisation Elements

Only achievements that receive a positive assessment in Form 1 – meaning they show clear potential for transfer, replication, scaling-up, or further development – should be included in Form 2. This ensures that the database contains only those capitalisation elements that offer real added value and can contribute to wider programme learning.

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Table 6 provides detailed instructions on how to complete Form 2. Beneficiaries should review these instructions before filling in the form to ensure that all required information is provided clearly and consistently.

Table 6: Guidance for Completing field in Form 2

Thematic area	Project	Capitalisation element	Responsible partner	Possible target groups for capitalisation	Possible geographical areas for capitalisation	Possible ways of capitalisation
Name of the thematic area	Name of the project	Project achievement with capitalisation potential	Name of the partner who owns responsibility for the implementation of the activity within which new achievement developed	Target groups that can use the achievements	Geographical area where the achievements could be realised	Ways of the using material

Table 6 illustrates how Form 2 should be completed. It demonstrates the level of detail expected and allows how information should be structured. This example is for guidance only and must not be filled in.

Table 6: Example of a Completed Form 2

Thematic area	Project	Capitalisation element	Responsible partner	Possible target groups for capitalisation	Possible geographical areas for capitalisation	Possible ways of capitalisation
Uprava Republike Slovenije REPUBLIKA SLOVENIJA	Project name: RP	First step of institutional capacity building training	Organisation: RP	Emergency medicine employees	Any area where main activities are possible	Training program that can be used for education of other emergency medicine employees
Uprava Republike Srbije REPUBLIKA SRBIJA	Project name: RS	Service in activating heritage communities	Public institution: RS	Other cultural heritage that can form a heritage community in their territory	Any heritage locally	Developing a program for the purpose of establishing heritage communities, map of connecting the heritage communities, their cooperation with other institutions, universities, research, and press



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						technologies in heritage preservation etc.
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Beneficiaries must complete Form 2 **only** for achievements that, based on the assessment in Form 1, have been identified as having capitalisation potential. Achievements that do not meet this criterion should **not** be included in Form 2.

Table 2: Form 2 (empty template)

Thematic area	Project	Capitalisation element	Responsible partner	Possible target groups for capitalisation	Possible geographical areas for capitalisation	Possible ways of capitalisation
Select thematic area						
Select thematic area						
Select thematic area						
Select thematic area						



Kaj pomeni kapitalizacija? / *Šta znači kapitalizacija?*

- Uporaba, ponovna uporaba in nadgradnja dosežkov oz. rezultatov projekta / Koriščenje, ponovna upotreba i nadogradnja isporučevina odnosno rezultata projekta
- Povečanje dolgoročnih učinkov / Povećanje dugoročnosti utjecaja
- Prenos rezultatov na druge organizacije in projekte / Prijenos rezultata na druge organizacije i projekte



Primeri rezultatov / Primjeri rezultata

- Strategije in akcijski načrti / Strategije i akcijski planovi
- Digitalne platforme in aplikacije / Digitalne platforme i aplikacije
- Metodologije in usposabljanja / Metodologije i programi osposobljavanja
- Poslovni modeli in raziskovalne metode / Poslovni modeli i metode istraživanja



1. korak: povezava s preteklimi projekti /

1. korak: povezanost s prethodnim projektima

Preverjanje uporabe rezultatov prejšnjih projektov in vnos v Tabelo 1 (Table 1). /
Provjera primjene rezultata prethodnih projekata te njihov unos u Tablicu 1 (Table 1).

Table 1: *Projects on which the current project builds*

ID and Acronym of the current project	ID and acronym and of the capitalised project	Name of the programme which co-financed the project which was capitalised	<u>Achivement(s)</u> that were capitalised	Description of achievements that were capitalised and how



2. korak: ocena potenciala za kapitalizacijo (Form 1) / 2. korak: procjena potencijala za kapitalizaciju (Form 1)

Primer izpolnjene tabele FORM 1/ **Primjer ispunjene tablice FORM 1:**

Naziv projektnega dosežka: **Skupni načrt usklajenega čezmejnega usposabljanja** / Naziv projektnog postignuća: **Zajednički plan usklađenog prekograničnog osposobljavanja**

Kriteriji	Odgovor	Komentar
Uspešno preizkušena rešitev / Uspješno testirano rješenje	DA	Usposabljanje je bilo preizkušeno in pilotno izvedeno v okviru projekta ter je prejelo pozitivne ocene. / Osposobljavanje je testirano i pilotno provedeno u okviru projekta, pri čemu je ocijenjeno pozitivno.
Pripravljena za uporabo / Spremno za primjenu	DA	Metodologija usposabljanja je na voljo na zahtevo. / Metodologija obuke dostupna je na zahtjev.
Dodana vrednost / Dodana vrijednost	DA	Usposabljanje je koristno, saj lahko čezmejno ukrepanje učinkoviteje rešuje življenja, če obe strani poznata razmere na čezmejnem območju in način delovanja druga druge. / Osposobljavanje je koristno jer se prekograničnim djelovanjem životi mogu spašavati učinkovitije ako su obje strane upoznate s okolnostima na prekograničnom području i načinom rada druge strane.
Pripravljenost partnerjev za podporo prenosu elementa kapitalizacije oziroma za deljenje ustreznih izkušenj in znanja, povezanih s ponovno uporabo elementa kapitalizacije / Spremnost partnera za podršku prijenosu elementa kapitalizacije odnosno za dijeljenje relevantnih iskustava i znanja povezanih s ponovnom upotrebom elementa kapitalizacije	DA	Partnerji so pripravljeni deliti izkušnje in rezultate z drugimi, ki bi jih lahko koristno uporabili. / Partneri su spremni podijeliti iskustva i rezultate s drugima kojima bi isti mogli biti korisni.
Razpoložljivost tehnične in finančne podpore za prenos elementov kapitalizacije / Dostupnost tehničke i financijske potpore za prijenos elemenata kapitalizacije.	DA / NE	Trenutno je organizacija usmerjena v druge aktivnosti, vendar drugi projektni partnerji nadaljujejo z izvajanjem usposabljanj. / Trenutačno je fokus organizacije usmjeren na druge aktivnosti, no ostali projektni partneri nastavljaju s provedbom osposobljavanja.

**Več odgovorov DA kot NE = primeren kapitalizacijski element. /
Više odgovora „DA“ nego „NE“ = element prikladan za kapitalizaciju**



3. korak: baza kapitalizacijskih elementov (Form 2) / 3. korak: baza elemenata kapitalizacije (Form 2)

Primer izpolnjene tabele FORM 2/ [Primjer ispunjene tablice FORM 2](#) :

SI: Tematsko področje	Projekt	Kapitalizacijski element	Odgovorni partner	Možne ciljne skupine za kapitalizacijo	Možna geografska območja za kapitalizacijo	Možni načini kapitalizacije
Prilagajanje podnebnim spremembam in preprečevanje tveganj	Projekt XY	Skupni načrt usklajenega čezmejnega usposabljanja	Organizacija XY	Delavci nujne medicinske pomoči	Katero koli območje, kjer so možne množične nesreče	Program usposabljanja, ki se lahko uporablja za izobraževanje drugih delavcev nujne medicinske pomoči
Kultura in trajnostni turizem	Projekt YZ	Priročnik za aktiviranje dediščinskih skupnosti	Javna ustanova YZ	Druge enote lokalne samouprave, ki lahko na svojem območju vzpostavijo dediščinsko skupnost	Katero koli območje kulturne dediščine	Priročnik obravnava namen vzpostavljanja dediščinskih skupnosti, načine povezovanja v dediščinsko skupnost, sodelovanje z drugimi deležniki, inovativne prakse in pametne tehnologije pri predstavljanju dediščine itd.

HR: Tematsko područje	Projekt	Element kapitalizacije	Odgovorni partner	Moguće ciljne skupine za kapitalizaciju	Moguća geografska područja za kapitalizaciju	Mogući načini kapitalizacije
Prilagodba klimatskim promjenama i prevencija rizika	Projekt XY	Zajednički plan usklađenog prekograničnog osposobljavanja	Organizacija XY	Djelatnici hitne medicinske službe	Sva područja na kojima su moguće masovne nesreće	Program osposobljavanja koji se može koristiti za edukaciju drugih djelatnika hitne medicinske pomoći.
Kultura i održivi turizam	Projekt YZ	Vodič za aktiviranje zajednica povezanih s baštinom	Javna ustanova YZ	Druge jedinice lokalne i regionalne samouprave koje mogu uspostaviti zajednicu povezanu s baštinom na svom području	Sva područja kulturne baštine	Vodič detaljno opisuje svrhu osnivanja zajednica povezanih s baštinom, načine povezivanja u zajednice, suradnju s drugim dionicima, inovativne prakse i primjenu pametnih tehnologija u predstavljanju baštine, itd.



Ključno sporočilo / Ključna poruka

Ocenjujemo posamezne rezultate oz. dosežke projekta, ne celotnega projekta. /
Ocjenjuju se pojedinačni rezultati i isporučevine projekta, a ne projekt kao cjelina.

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Vprašanje za razmislek / Pitanje za razmišljanje:

Ali lahko kdo drug ta rezultat uporabi ali nadgradi? /

Može li drugi korisnik, organizacija ili institucija primijeniti ili dalje razvijati ovaj rezultat?



DODATEK K ZAKLJUČNEMU POROČILU / DODATAK IZVJEŠĆU PROJEKTA

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Standardni projekt / Standardni projekt

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INTERREG PROGRAM SLOVENIJA-HRVATSKA

Opći podaci o projektu

Naziv projekta: Slovesni razvoj, da bi se izboljšala kvaliteta življenja

Adresna projekta: Slovenska republika, da bi se izboljšala kvaliteta življenja

Obdobje projekta: Slovenska republika, da bi se izboljšala kvaliteta življenja

Trajanje projekta (v mesecih): Slovenska republika, da bi se izboljšala kvaliteta življenja

Glavni rezultati projekta: Slovenska republika, da bi se izboljšala kvaliteta življenja

Opis projekta: Slovenska republika, da bi se izboljšala kvaliteta življenja

Specifični cilji projekta: Slovenska republika, da bi se izboljšala kvaliteta življenja

Posledice projekta

Opis projekta: Slovenska republika, da bi se izboljšala kvaliteta življenja

Provedene aktivnosti i sadržaj projekta

Opis projekta: Slovenska republika, da bi se izboljšala kvaliteta življenja

Iskustveni postignuti rezultati i ishodi

Opis projekta: Slovenska republika, da bi se izboljšala kvaliteta življenja

Izjava o projektu

Opis projekta: Slovenska republika, da bi se izboljšala kvaliteta življenja



Namen dodatka / Svrha dodatka

- Zbiranje ključnih rezultatov projekta / Prikupljanje ključnih rezultata projekta
- Podpora komuniciranju dosežkov / Podrška predstavljanju i širenju informacija o isporučevinama
- Prikaz učinkov na programsko območje / Prikaz utjecaja na programsko područje
- Gradivo za medije in promocijo / Materijali za medije i promociju



Struktura obrazca / Struktura dokumenta

1. Splošni podatki o projektu / Opći podaci o projektu
2. Povzetek projekta / Sažetak projekta
3. Izvedene aktivnosti in vsebina / Provedene aktivnosti i sadržaj projekta
4. Ključni rezultati in učinki / Ključni postignuti rezultati i ishodi
5. Izjava za medije / Izjava o projektu
6. Priloge (fotografije, videi) / Prilozi (fotografije, video)



Kako pripraviti kakovosten povzetek / Kako pripremiti kvalitetan sažetak:

- največ 5 stavkov / najviše 5 rečenica
- aktivnosti + rezultati + učinki / aktivnosti + rezultati + ishodi
- jasn čezmejni vidik / jasno istaknuta prekogranična dimenzija
- razumljiv tudi širši javnosti / razumljiv i široj javnosti



Aktivnosti in vsebina projekta / Aktivnosti i sadržaj projekata

- Naslavljanje izzivov / Rješavanje izazova
- Neposredne spremembe / Neposredne promjene
- Prispevek k specifičnemu cilju programa /Doprinos specifičnom cilju programa
- Ključne rešitve / Ključna rješenja
- Trajnost / Održivost



Rezultati, učinki in izjava / Rezultati, ishodi i izjava

Kvantificirajte rezultate, opišite dodano vrednost in vpliv na ciljne skupine, programsko območje in projektne partnerje.

Pripravite kratko in verodostojno **izjavo za medije** z imenom, institucijo in usmerjeno v korist projekta. /

Kvantificirajte rezultate, opišite dodanu vrijednost i utjecaj na ciljne skupine, programsko područje i projektne partnere.

Pripremite kratku i vjerodostojnu **izjavu za medije** koja uključuje ime i instituciju te naglašava koristi koje projekt donosi.



Priloge in priporočila / Prilozi priporučila

- 3–5 kakovostnih fotografij / 3-5 kvalitetnih fotografija
- kratki opisi fotografij - naslov (do 10 besed) / kratki opis – naslov (do 10 rečenica)
- povezave do videov in gradiv / poveznice do videozapisa i materijala



HVALA ZA VAŠO POZORNOST!
HVALA VAM NA PAŽNJI!

