

## **Tool - Proto-type' partnership activity example: Exchange of information, experience and/or good practices**

This partnership activity facilitates the exchange between areas or actors with similar characteristics or resources, with the aim to identify potential topics of mutual interest and joint learning opportunities.

### ***When you want to start exchanging information with a potential partner, you need to be very clear about:***

- The characteristics (physical, historical, related to the type of activity) the partner you are looking for should present;
- The type of project promoter which you would prefer (public structure, private structure, NGO): does the project require that the structure you are looking for is of the same type as yours?
- What you expect from your partner (a specific knowledge which you do not have, further resources which will complement yours, support in developing a new product or service, etc.);
- What you can offer to your partner or provide him with.

### ***Two possible levels of detail to present yourself, your area and your project***

Two complementary possibilities exist to facilitate the exchange of information, experience and/or good practices:

- ***A short résumé:*** This is very similar to a cooperation partner search advert / partnership offer. It comprises of a résumé of the main local characteristics, cooperation objectives and requirements of your area. It presents your cooperation idea. The first exchange between your partner and yourself may use the same type of format to check that the main objectives of each one are compatible and that it is worthwhile pushing the investigation further. The short résumé will present briefly:
  - o The topic / title of the project proposal;
  - o The initial position of the area regarding the theme the cooperation project is supposed to focus on (background information, local context of the planned project);
  - o The proposed objectives of the planned cooperation project;
  - o The type(s) of partner(s) sought (type of structure, type of area, knowledge, competencies, local resources, etc.);
  - o The contact person in your area who is able to provide more information about the planned project.
- ***A detailed project presentation,*** as described in the tool 'Example of a project presentation for your partner(s)'.

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