

IANIS+

REGIONAL GOOD PRACTICE RESEARCH & PEER REVIEWS

Benefits & Opportunities for EU 15 member regions

Peer Review Visits

Each region of the consortium will be entitled to receive a grant up to a maximum of €5,250 to organise and carry out a Peer Review Visit to another region, subject to the following conditions:

- Eligibility for this travel and subsistence grant is subject to submission and approval of the official Application Form outlining the objectives of the visit, the proposed host region and dates, names and CVs of the visiting delegates, the choice of ICT projects (at least two) to be studied/evaluated in depth, and the proposed itinerary of visits and meetings etc. ICT projects to be evaluated must, where possible, be selected from the host region's RIAP.
- Peer review delegates are required, in advance of submitting the proposal for a Visit, to have ensured that they are registered as experts in the Experts DB, have (between them) updated their region's Regional Profile, and have entered (between them) full details of at least one additional regional project in the ICT Project Database.
- Normally, a Peer Review Visit will involve three delegates for a period (including travel) of up to five days – i.e. a full working week. Exceptions to such arrangements can be considered but must be accompanied by an appropriate justification.
- One of the proposed delegates must be identified as a person of suitable qualification and experience to act as Rapporteur. The Rapporteur will be responsible for submitting to the Secretariat a Peer Review Visit report and its annexes (which includes two detailed good practice ICT project reports). Approval will be given only to proposals whose delegates include someone with appropriate evaluation experience for carrying out this important task.
- Regions planning a Peer Review Visit may wish to consider including as a delegate a more junior member of staff who will be their nominee to attend the IANIS+ Intensive Training Course (see Action Line 4.3) in order to provide that person with some prior inter-regional good practice project evaluation experience.
- Peer Review Reports and their required annexes will be externally evaluated by an expert and the payment of travel and subsistence claims (up to the maximum of €5,250) will be made only if the reports are of a satisfactory standard and quality and provided that all other requirements have been met, including updating regional information on the IANIS+ web site as well as submission of original ticket receipts/counterfoils and invoices accompanied by the relevant claim form.

The Peer Review Visits scheme offers an important opportunity for member regions to undertake a visit to a peer region and to study its RIAP and related ICT projects in some depth. Such visits will provide regional personnel with a superb opportunity, in a well planned and organised manner, to meet and to get to know their counterparts in the host region, to see at first hand how another region develops and implements its IS strategy, and to explore further forms of cooperation, collaboration and information exchange between the regions.

In administering the scheme on behalf of the Steering Committee, the Secretariat will endeavour to ensure that regions' choice of host region to visit and the choice of (two) ICT projects to study in depth are respected as fully as possible. However, the Secretariat will also need to have regard to ensuring a good spread amongst the consortium of regions visited as well as ensuring an even distribution of ICT projects to be studied/evaluated by the visiting region's delegates. Therefore, the Secretariat will

- limit to two the number of visiting delegations that any host region may receive and, then,
- only provided that the ICT projects to be evaluated are different in each case.

Subject to exceptional circumstances and appropriate explanation, these rules may be relaxed.