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THE EXHANGE OF EXPERIENCES PROGRAMME ON COASTAL ECOSYSTEMS MANAGEMENT

**APPLICATION FORM**

**APPLICANT IDENTITY :**

|  |  |  |
| --- | --- | --- |
| *Date of the day* |  | |
| **Applicant / applicant organisation** | *Name of the applicant organisation or applicant for the exchange* | |
| **Full contact details:** | *Postal address :*  *E-mail address :*  *Telephone number :*  *Website or social network :* | |
| **Name of the exchange operation :** |  | |
| **Themes concerned by the exchange :**  **(tick the theme(s) concerned***)* | 1. **Strengthening the scientific component of the RECOS project:**   MPA/LMMA management  Management and restoration of marine and coastal ecosystems (mangroves and seagrass )  Land-sea integration, ICZM approach  Coastal and marine environmental education   1. **Contribute to the implementation of pilot sites and projects identified in the framework of the RECOS call for projects:**   *Indicate here the title of the project you are contributing to :* | |
| **Experience holder :** | *Name and contact details* | |
| **Travel details :** | *Country/city of origin :*  *Country/city of destination :*  *Planned dates of travel :*  *Number of people participating in the trip :*  *Total estimated budget (€) :* | |
| **First exchange operation funded by RECOS** | Yes | *Indicate the date and title of the previous exchange :*  No |
| **How you heard about RECOS and its exchange programme:** |  | |

**JUSTIFICATION OF THE APPLICATION :**

Use as much space as necessary to argue your answers

1. **How are you involved in integrated coastal ecosystem management (IZCM) ?**

* *Specify the nature of your structure, your functions, your missions, your experience, and the link with the RECOS project themes.*

**2- What are the main aims of this exchange? What expertise do you like to develop?**

* *Specify why the expertise you are looking for is necessary for the implementation of your project*
* *Identify 3 clear aims for this exchange*

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| **3 main objectives for the exchange** |
| Objective 1 : |
| Objective 2 : |
| Objective 3 : |

**3- How did you identify the experience holder? How does its experience/expertise correspond to your needs?** *Justify also that you cannot find this specific expertise closer to you (out of concern for your carbon footprint).*

**4- What will be the benefits and results of this exchange, and for whom?** *(at local, national and/or regional level).*

**5- How do you intend to implement the results of this operation in the months following the exchange?** *Outline at least 3 concrete actions achievable within a year. Note that RECOS will follow up on this action plan through 2 interviews scheduled at 6 months and 1 year after the exchange operation.*

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| **Post-exchange action plan** |
| Action 1 : |
| Action 2 : |
| Action 3 : |

**6- Agenda of the operation:**

* *Detail the activities planned in consultation with the experience holder :*

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| **DATE** | **PLACE** | **PERSONS MET / VISITED SITES** |
| **Departure from the country :** |  |  |
| **Arrival in the host country :** |  |  |
| **Day 1 :** |  |  |
| **Day 2 :** |  |  |
| **Day 3 :** |  |  |
| **Day X :** *(add as many lines as days of travel)* |  |  |

**1- Persons that benefit from the funding of the exchange:**

**Total number of people to travel: ............**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **SURNAME AND NAME**  **(as indicated on the identity document to be used for travel)** | **AGE** | **SEX** | **FONCTION** | **E-MAIL ADRESSE** | **JUSTIFICATION FOR PARTICIPATION IN THE TRIP** | **ID CARD OR PASSPORT (NUMBER)** | **EXPIRATION DATE OF ID CARD OR PASSPORT** |
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1. **Estimated budget for the travel operation:**

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| **1. TRAVEL COSTS** | | | | | |
| **Type of costs** | **Detail** | **Itinerary** (place of departure, place of arrival, flight plan, etc.). | **Unit cost** | **Number of travellers** | **Total cost** |
| **Plane** | Departure flight |  |  |  |  |
| Return flight |  |  |  |  |
| **Car/Boat** | Departure journey |  |  |  |  |
| Return journey |  |  |  |  |
| **SUBTOTAL** | | | | |  |
|  | | | | |  |

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| 1. **ACCOMMODATION AND MEAL COSTS** | | | | |
| **Type of costs** | **Cost per night/day per person** | **Number of nights** | **Number of host people** | **Total cost** |
| **Accommodation** |  |  |  |  |
| **Meal** |  |  |  |  |
| **SUBTOTAL** | | | |  |

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| 1. **PURCHASE OF SMALL ITEMS AND LOGISTICS \*** | | | | |
| **Type of costs** | **Number of units** | **Unit cost** | **Justification** | **Total cost** |
| **Equipement 1** |  |  |  |  |
| **Equipement 2** |  |  |  |  |
| As many lines  as equipment |  |  |  |  |
| **SUBTOTAL** | | | |  |

**\*the need for this exchange operation must be justified**

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| --- | --- | --- | --- |
| 1. **ON SITE TRANSPORT** | | | |
| **Type of costs** | **Unit cost per day** | **Number of units** | **Total cost** |
| **Car/motorcycle/boat rental** |  |  |  |
| **Fuel** |  |  |  |
| **Other additional costs** |  |  |  |
| **SUBTOTAL** |  |  |  |

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| --- | --- | --- | --- |
| 1. **ADMINISTRATIVE COSTS\*** | | | |
| **Type of costs** | **Unit cost** | **Number of person concerned** | **Total cost** |
| **Visa** |  |  |  |
| **Insurance** |  |  |  |
| **Other** |  |  |  |
| **SUBTOTAL** | | |  |

**\*Please note that administrative costs will be refund once the exchange report has been received.**

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| --- | --- |
| TOTAL COSTS(1+2+3+4+5) |  |
| **+ 10% of the total for unexpected additional cost** |  |
| **TOTAL COSTS** (1+2+3+4+5+unexpected additional costs) |  |