**Application for ReSPA e-Government pilots**

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| Institution/organisation: |  |
| Title of the pilot/project: |  |
| ReSPA Member: |  |
| Contact Person(s): |  |
| First Name: |  |
| Last Name: |  |
| Telephone: |  |
| Mobile: |  |
| Email: |  |
| Evidence (description) of a foundational digital infrastructure to support the project. |  |
| Description of the service to be designed or re-designed/ improved through e-Gov pilot, with identified challenges and expected outputs and deliverables.  What makes your pilot/project mature for the piloting?  *(Please attach the rationale on max. one page)* |  |
| Initial pre-pilot information or assessment or relevant data regarding users’ needs or plans in the administration for digitized public service.  *(Please provide information why you consider the service relevant in the ReSPA Member by attaching the research on users’ needs or/and the reference to adopted strategic document, analysis or study where the service is recommended or planned for development.*  *Please provide also the reference to what would proposers consider a success, and how they plan to measure it (baseline, KPIs, outputs/deliverables, outcome)*  *(Please attach the rationale on max. one page)* |  |
| Confirmation that requested activity will be endorsed within the Institution by a relevant responsible person (s)  *(Name and surname of the responsible person)* |  |
|  |  |
| Confirmation of availability of a multidisciplinary and multifunctional team (IT, policymaker, other supporting staff) and stated commitment to ensure conditions in terms of staff and their time.  *(Name and surname of persons designated to this activity* |  |
| First name (s) |  |
| Last name(s) |  |
| Telephone: |  |
| Mobile: |  |
| Email: |  |
| Will another institutions will be involved in the eGov Pilot and is the coordination agreed  *(Please provide names if other institutions will be involved and in which capacity, on max half page)* |  |
| Description of ReSPA support needed, with content and approximate timeline   1. Training at the inception stage 2. Design Thinking Methodology training 3. Agile project management 4. Technical support needed 5. IT expert (estimated time/days) 6. Legal/ normative support, economic expertise or other (estimated time/days)   *(Please specify which support is needed, for technical experts please specify number of days for technical expert according to the described in Methodology, on max half page. The name of proposed expert can be added. )* |  |

**I confirm that the information contained in this Application Form is correct to the best of my knowledge.**

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| **Place and date:** | **Member of the Governing Board of ReSPA**  **Name / Position / Signature** |