**Tool 15:** [**Checklist: Specify the content of Knowledge Sharing and Management collaboration**](#Tool11_15)

The questions and topics in this checklist are designed to help the project partners set up a cross-border collaboration project in the field of *Knowledge Sharing and Management* and to draw their attention to specific issues related to the scope of the collaboration, stakeholders and project partners, the target group, organisational and legal issues, and financing.

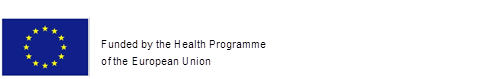
Please go through the list and put a cross in the relevant field (‘yes’, ‘no’) if you have considered the criterion. Comments (e.g. reasons for non-consideration) can be entered separately.

| Topic | Criteria | To be considered | | Comments |
| --- | --- | --- | --- | --- |
| Yes | No |
| Scope | What are we trying to achieve through knowledge transfer?   * Common (mutual) cross-border knowledge building? * Knowledge transfer from one region (where the knowledge already exists) to another (where there is a lack of knowledge) |  |  |  |
| Has the identified (knowledge management) problem been defined sufficiently clearly and is there agreement among the project partners on the objectives? |  |  |  |
| What are the **specific challenges** in terms of fostering the flow of knowledge among project partners, stakeholders, providers and the target group (e.g. patients)? |  |  |  |
| What different approaches to fostering knowledge exchange should be considered?   * Exchange of staff (e.g. rotations) * Formal education (schools, seminars etc.) * Common knowledge base (IT-supported) * Structural changes in the organisational makeup of the institutions concerned * Political support |  |  |  |
| Have we examined **social, cultural and policy** factors and their influence on the prospective success of the project? Do all further steps in the project process reflect that knowledge? |  |  |  |
| Stakeholder | Who needs to be addressed at the project partner and stakeholder level? Who are the specific stakeholders or potential project partners for this topic?   * *healthcare staff, provider organisations in the border region, IT providers etc.* |  |  |  |
| Do policy network organisations exist that can be integrated as supporting stakeholders or even project advocates in order to help overcome regulatory barriers? |  |  |  |
| Target group | Who will benefit the most from improved knowledge flow among (border) regions?   * Who are we addressing? |  |  |  |
| Organisational issues and legal issues | What do we know about the **institutional preconditions** for cross-border healthcare knowledge exchange?   * Are there any formal or informal regulations or norms that create barriers or opportunities for cross-border relations? |  |  |  |
| Are there any **legal regulations** that need to be changed to enable activities at the project level for CB knowledge exchange? |  |  |  |
| Who needs to be addressed with regard to these questions?   * Legislation at the regional, national or EU level? * Other |  |  |  |
| How will we address the knowledge transfer process at the individual level?  i.e. employees of the partner organisations who are supposed to share/transfer their knowledge |  |  |  |
| What (organisational) processes need to be put in place to support the exchange/transfer of knowledge? |  |  |  |
| **Culture and trust** are key issues for cross-border projects, especially when it comes to knowledge transfer   * How will we ensure that these issues are reflected properly in the project partner development process? |  |  |  |
| Is it possible to form strategic alliances across borders based on common objectives and a mutual understanding of benefits to ensure a better knowledge flow? |  |  |  |
| Financing | **National funding and/or EU funding** possibilities (provider perspective) |  |  |  |

Source: GOE FP

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Written by Gesundheit Österreich  
Forschungs und Planungs GmbH

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