## Annex A: Work shadowing visit application form

This form should be completed at least a month ahead of the visit. The participating cities will draft the final agenda on the basis of this form and their correspondence and share it with the GuiDanCe project team.

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| (Visiting city) |

*is interested in visiting*

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| (Host city) |

**1. Reflection of the situation in visiting city**

Please describe in a few lines the situation in the visiting city, the challenges you are facing, why you think a work shadowing visit would be beneficial, and preliminary plans you have for implementing change.

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**2. Thoughts on situation in host city**

Please describe in a few lines what attracted you to the host city and its initiatives, what you think you can learn from them, differences between the visiting and host cities and how this may pose a challenge in the transfer/adoption of their best practice examples.

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**3. Main learning interests**

Please describe in a few lines the reasons for requesting this visit (motivation, knowledge needs, any particular project or programme from the host city you would like to learn from, desired outcomes and results and indicate how you will apply the results in your own city upon your return).

*The more details you provide the easier it will be for the host city to prepare an agenda that responds to your interests and needs.*

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**4. Questions**

Please propose at least 3 questions you have for the hosting city. For example: how is the project financed? What are the evaluation criteria?

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**5. Persons involved**

Please provide an indicative list of the persons (name and title) that will participate in the work shadowing visit from both cities

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| **Visiting** | **Host** |
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**6. Additional comments**

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**7. Names and signatures of the applicants**

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| **Visiting** | **Host** |
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