



**EUROPARC**  
F E D E R A T I O N



## Costs and Conditions

*Becoming a EUROPARC-certified Transboundary Area*

### Who is the Programme For?

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The EUROPARC Transboundary Parks Programme welcomes applications from all European Protected Areas that adjoin or lie close to international borders.

To participate in the programme, your Protected Area **must be a member of the EUROPARC Federation.**

### Not yet a member?

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No problem! Simply **apply for membership with the EUROPARC Federation.** Once your membership has been approved by our Council, you are eligible to register as a candidate for the Transboundary Parks Programme.

### What Are the Costs?

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Participation in the programme involves some certification fees. The costs are shared between the participating parties and cover the certification process:

- **Registration fee** (as a candidate protected area): **€500**
- **Verification fee** (administration and verification process): **€3,000**
- **Re-evaluation fee** (certificate renewal after five years): **€2,000**



**Additionally, you'll need to cover local travel, accommodation, and board for the verifiers during their visit.**

## 10 Steps to Become a EUROPARC Transboundary Area

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### Step 0: Register for the Programme

- If your Protected Area is interested in strengthening cross-border cooperation, start by completing and sending the Registration Form to [europarc@europarc.org](mailto:europarc@europarc.org), with a copy to [nella.sergejeva@europarc.org](mailto:nella.sergejeva@europarc.org).
- After submitting your form, proceed with paying the Registration Fee (refer to the “Costs & Conditions” document for details).

### **Step 1: Familiarise Yourself with the Materials**

- Once registered, you will receive the Guidelines and Application Form.
- Carefully review these documents to understand the certification requirements.
- For assistance, contact the EUROPARC team.

### **Step 2: Fulfil the “Basic Standards”**

- To qualify for certification, your Protected Area must meet a set of Basic Standards:
  - Fulfil all 5 Primary Criteria.
  - Fulfil at least 2 of the 4 Secondary Criteria.
  - Fulfil the Primary Field of Work.
  - Fulfil at least 2 of the 4 Secondary Fields of Work.
- Begin working on these standards early to ensure your cooperation efforts meet the requirements.

### **Step 3: Complete the Application Form**

- The Application Form is divided into three sections:
  1. Details of Partner Organisations.
  2. Details of the Cooperation.
  3. Self-Assessment.
- Collaborating with your partners to complete the form is highly recommended for a unified submission.

### **Step 4: Prepare Supporting Documents**

- Gather all required documentation, which may include:
  - A list of staff involved in transboundary cooperation.
  - An official agreement on transboundary cooperation.
  - Relevant international agreements.
  - Joint documents, publications, or reports.
  - Working documents (e.g., meeting minutes).
  - Management plans or strategies for cooperative activities.
- Include any additional materials showcasing the quality of your transboundary collaboration.

## Step 5: Submit Your Application Package

- Your submission should include:
  - The completed Application Form.
  - All Supporting Documents.
- Send your application electronically via email (digital or scanned copies) to [europarc@europarc.org](mailto:europarc@europarc.org), with a copy to [nella.sergejeva@europarc.org](mailto:nella.sergejeva@europarc.org).

## Step 6: Pay the Verification Fee

- After submitting your application, an invoice will be sent for the Verification Fee.
- Refer to the “Costs & Conditions” document for details and complete the payment promptly to proceed.

## Step 7: Undergo the Evaluation Process

The evaluation has two stages:

### 1. Desk Evaluation:

- A verifier reviews your application and may request additional documents.

### 2. On-Site Evaluation:

- If the desk evaluation is successful, an on-site visit is arranged.
- Verifiers will spend 2–3 days assessing your Protected Area, conducting interviews, and observing your transboundary cooperation in action.

## Step 8: Decision by the EUROPARC Council

- The verifier’s report is reviewed by the Steering and Evaluation Committee (STEC), which makes a recommendation to the EUROPARC Council.
- Outcomes:
  - **Positive:** You are awarded the Transboundary Parks Certificate, valid for five years.
  - **Negative:** You will receive feedback to help you address areas for improvement and reapply.

## Step 9: Receive the Award

- Successful applicants are officially awarded the certificate at the annual EUROPARC Conference.

- This prestigious event also provides networking opportunities and celebrates your achievements.

### **Step 10: Stay Connected**

- Join the **TransParcNet**, a network of certified Transboundary Areas.
- Benefits include invitations to exclusive events, sharing best practices, and attending the annual **TransParcNet Meeting**.
- Stay updated on upcoming events and transboundary news via the EUROPARC website.
- Active participation in the network enhances collaboration and maximises the benefits of your certification.

### **Discover the Benefits**

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For a summary of the programme's benefits, please consult our [Transboundary Parks Programme page](#).

For further details about the Transboundary Parks Programme, do not hesitate to get in touch:

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