

**Interreg
Europe**



Co-funded by
the European Union

Lead partner seminar

Second call projects

19 March 2024

Lead partner seminar
Antwerp, Belgium



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1

- **Agenda**
of today

Agenda (morning)

09:30	Welcome and introduction
09:50	The Interreg Europe Policy Learning Platform
10:10	General reporting principles
10:30	<i>Coffee break</i>
11:00	Reporting activities and results (<i>first floor/ 2 groups</i>)
12:00	<i>Lunch</i>

Agenda (afternoon)

13:00 Managing project finances (*first floor/ 2 groups*)

14:30 *Coffee break*

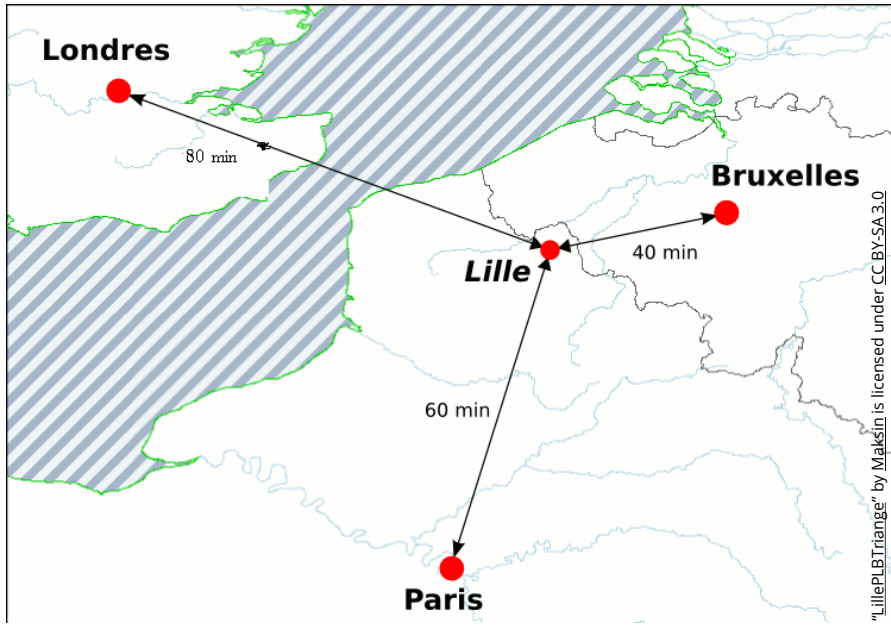
15:00 Points of attention for project communication (*ground floor*)

16:00 Closing remarks and final Q&A

16:30 Walking tour in Antwerp/ Free time

19:00 *Networking dinner (ground floor)*

2. Meet the ● **team**



"Lille vue gd place" by Velvet is licensed under CC BY-SA 3.0

Who is who?



<https://www.interregeurope.eu/our-team>

Management



Erwin Siweris

Programme Director



Laure Leseq

Senior Administration Officer



Elodie Courcoul

Administration Assistant



Alexandre Hryszkiewicz

IT Officer



Adrien Baelen

IT apprentice (UX/UI designer)

Finance and audit



Petra Geitner

Head of Unit - Finances & Audit



Anne-Cécile Renard

Coordinator - Programme Finances



Ilaria Piazza

Coordinator - Project Finances



Vincenzo Capocasale

Finance Officer



**Aleksandra Niechajowicz
Dell'Ambrogio**

Senior Finance Officer



Alexis François

Senior Finance Officer



Anne Rocheteau

Finance Officer



Camille Milloir

Finance Officer



Ségolène Jean

Finance Officer



Ana Sladic

Finance Control & Audit Officer



Rūta Ročāne

Finance Officer



Feodora Braconne

Projects & Finance Assistant

Projects and platform



Nicolas Singer

Head of Unit - Projects & Platform



Magdalini Anagnostou

Coordinator - Policy Learning Platform



Jason Martinez

Coordinator - Projects



Charo Camacho

Senior Policy Officer



Laurențiu David

Senior Policy Officer



Verena Priem

Senior Policy Officer



Ilaria Ramaglioni

Senior Policy Officer



Kristaps Ročāns

Policy Officer



Ana Mihaljevic

Policy Officer



Etienne Rodzinka-Verhelle

Policy Officer



Mariame Ammour

Policy Officer



Diane Bulon

Policy Officer



Juliette Hazell

Intern

Communication



Irma Astrauskaitė-Denis

Head of Unit - Communication and
Contact Points



Petra Polášková

Senior Communication & Evaluation
Officer



Hannah Gore

Communication Officer



Julie Patenaude

Communication Officer



Amandine Bazin

Communication Intern

The Policy Learning Platform



Marc Pattinson



Arnault Morisson



Luc Schmerber



Erik Gløersen



Katharina Krell



Simon Hunkin



Rene Tönnisson



Laura Varisco



Mart Veliste



Astrid Severin



Magda Michalíková



Thorsten Kohlisch



Elena Ferrario



Karine Gevorgyan



Mario Vade pied



Valentine Dufaye



Lotte Van Meijel



Vladimir Sestovic



Antoine
Duquennoy

3

- Programme's **state of play**

Call key figures

The first call

(5 April – 31 May 2022)

134 project proposals

780 organisations from all Partner States

EUR 1.4 million average Interreg funds per project proposal

72 approved projects

EUR 102 million total Interreg funds allocated

The second call

(15 March - 9 June 2023)

146 project proposals

906 organisations from all Partner States

EUR 1.4 million average Interreg funds per project proposal

78 approved projects

EUR 112 million total Interreg funds allocated

Call 2 **success rate**



Call 1 **134**

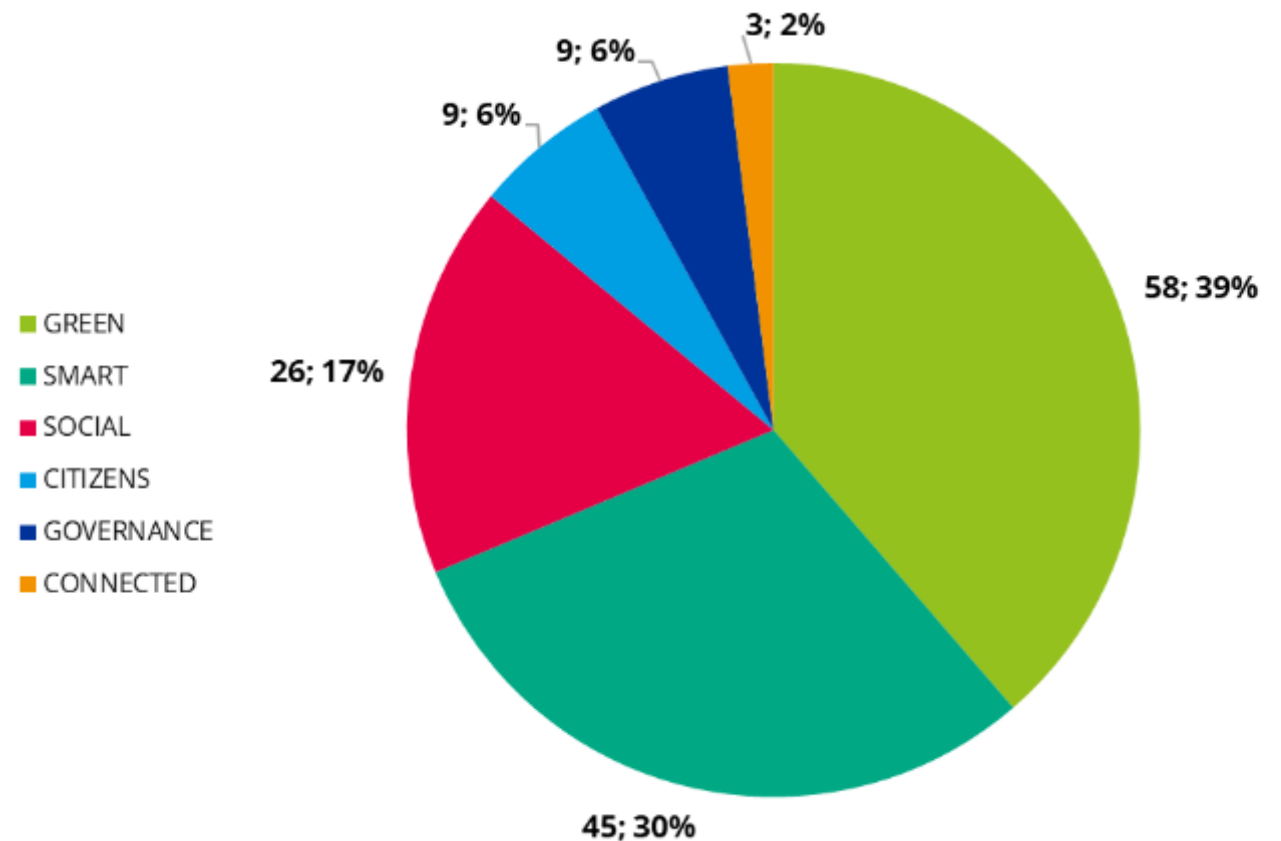
99 (74%)

72 (54%)

Overview of projects approved so far

150 running projects

- 1,494 partners
- 28 out of 29 Partner States represented



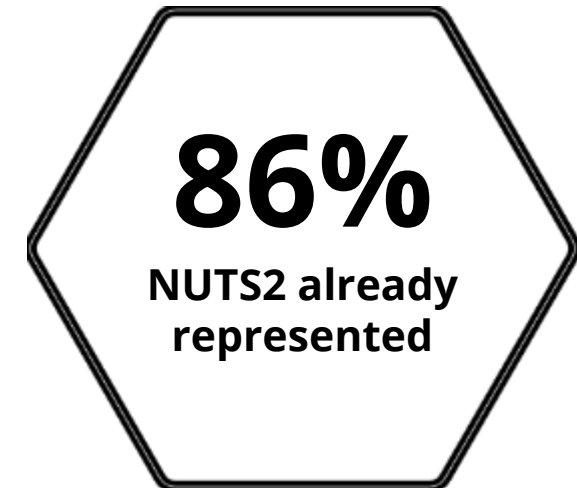
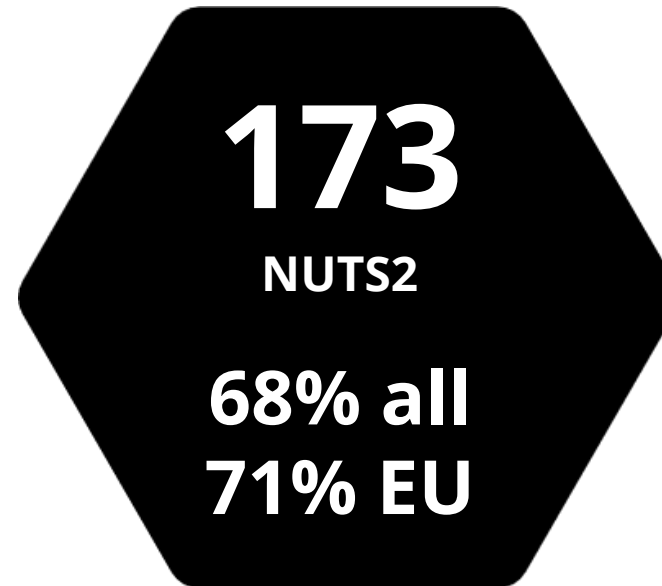
Geographical coverage (256 NUTS2 regions)

Approved projects

First call



Second call



Programme enlargement

7 new countries joined Interreg Europe in 2024

- Albania
- Bosnia and Herzegovina
- Moldova
- Montenegro
- North Macedonia
- Serbia
- Ukraine

EC's approval under finalisation



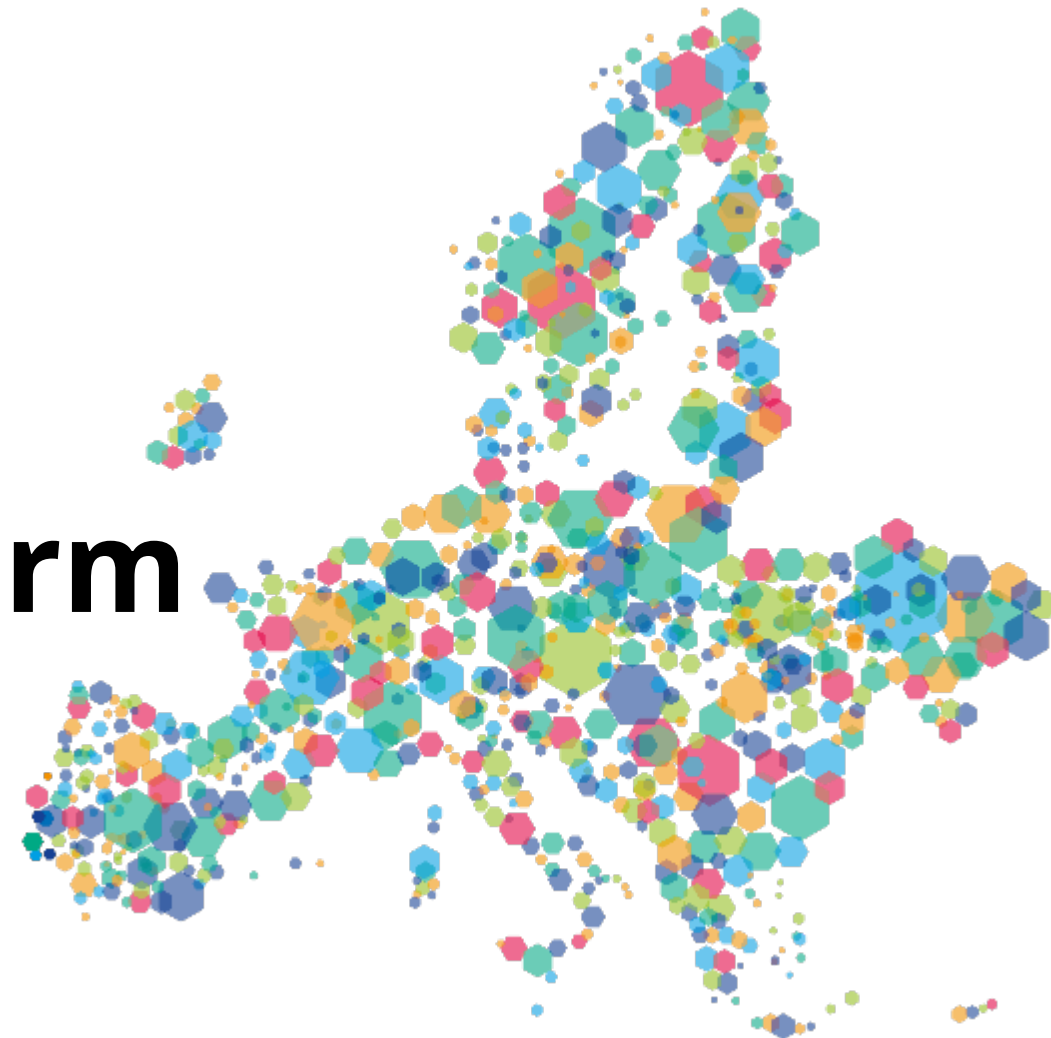
The designations employed and the presentation of material on this map do not imply the expression of any opinion whatsoever on the part of the European Union concerning the legal status of any country, territory, city or area or of its authorities, or concerning the delimitation of its frontiers or boundaries.
Kosovo: This designation is without prejudice to positions on status, and is in line with UNSCR 1244/1999 and the ICJ Opinion on the Kosovo declaration of independence.

**Interreg
Europe**



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Insight into the **Policy Learning Platform**



19 March 2024

Lead partner seminar
Antwerp, Belgium

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Outline

1. Policy Learning Platform rationale & services
2. Project contributions & benefits

1

- Policy Learning Platform
rationale & services

Policy Learning Platform: **why?**

Starting point: capitalising on projects

1. All Interreg Europe projects are of European relevance

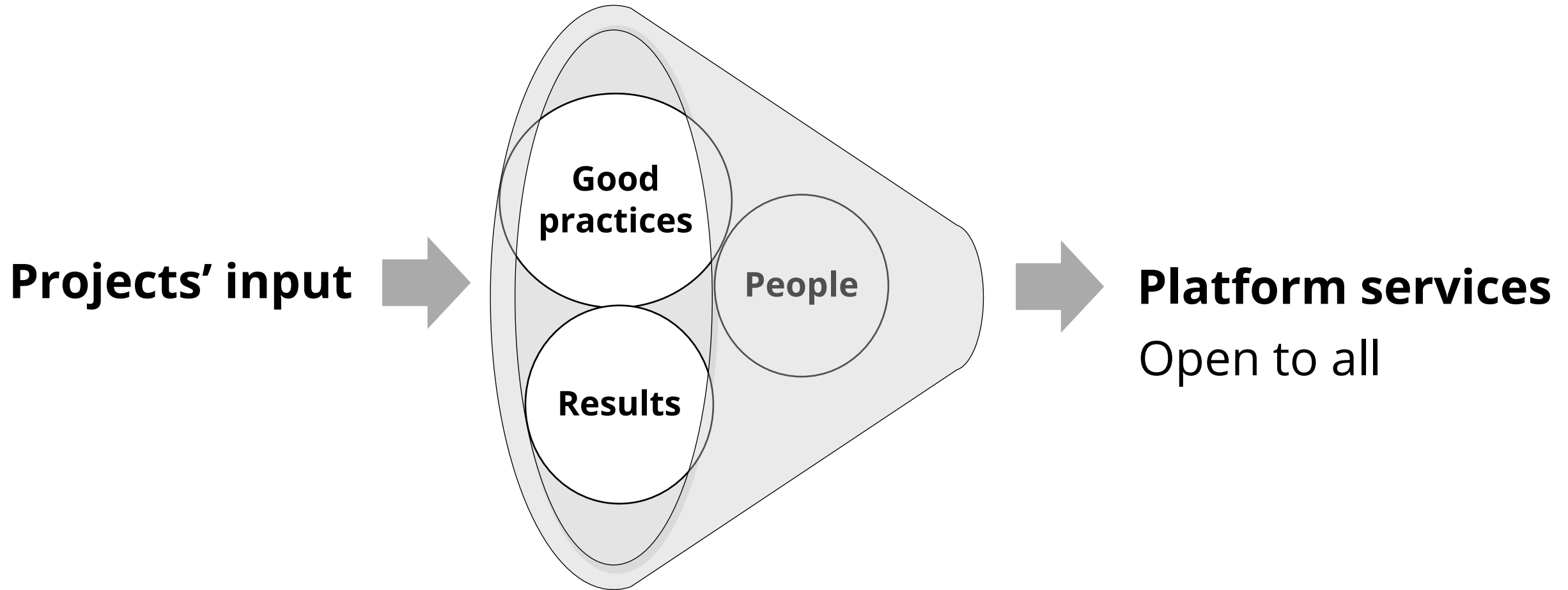
Application form:

C.1 Issue addressed

Why is this issue important for European regions?

2. Richness and variety of our projects

Policy Learning Platform: **capitalising on projects**



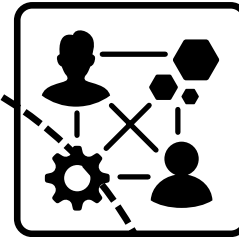
Platform in a nutshell

Policy-learning services through access to:

Knowledge

Find **policy solutions**

*(good practice database,
thematic publications)*



People

Meet our **community**

(thematic events, webinars)

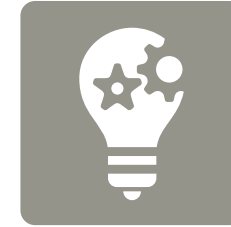


Expertise

Get **policy advice**

*(peer reviews, matchmakings,
policy helpdesk)*

Access to **KNOWLEDGE**



- Wealth of **policy solutions** available



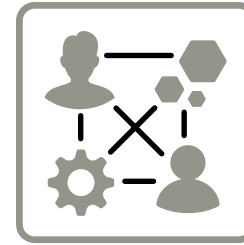
Database of +3,000
good practices from all EU



Analytical **policy briefs**,
news and publications

<https://interregeurope.eu/policy-solutions>

Access to **PEOPLE**



- Policy inspiration **from practitioners to practitioners**



10,000+ Interreg Europe
community members



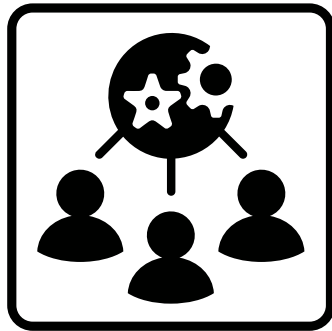
Thematic **policy-learning** events

<https://www.interregeurope.eu/community>

Access to **EXPERTISE**

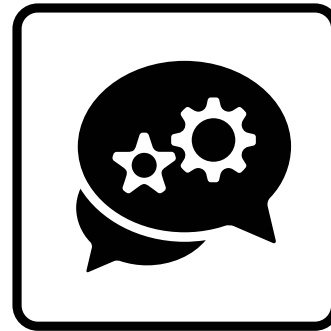


- **Policy advice services** from our thematic experts



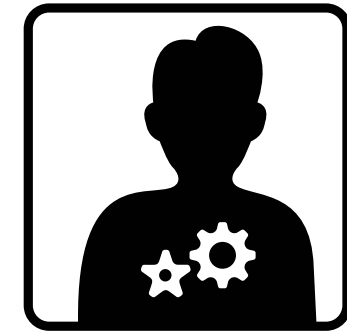
Peer reviews

2-day meeting
in-dept analysis &
peer recommendations



Matchmakings

2-hour discussion
solutions on how to
resolve a policy challenge



Policy helpdesk

Expert feedback with
ideas on how to resolve
a policy challenge

<https://www.interregeurope.eu/get-policy-advice>

What makes us unique: **our team of experts**



Marc Pattinson



Arnault Morisson



Luc Schmerber



Erik Gløersen



Katharina Krell



Simon Hunkin



Rene Tönnisson



Laura Varisco



Mart Veliste



Astrid Severin



Magda Michalíková



Thorsten Kohlisch



Elena Ferrario



Karine Gevorgyan



Mario Vadenied



Valentine Dufaye



Lotte Van Meijel



Vladimir Sestovic




Antoine
Duquennoy

2. Projects' contributions & benefits



How to contribute? **Submit good practices**







Climate Toolkit 4 Business

Climate Toolkit 4 Business helps SMEs get started on their zero-carbon journey by recommending the most impactful steps to address environmental impacts.

01 Dec 2023 | By project AccelerateGDT


 Expert approved




Andalusian Carbon Standard for the Certification of Blue Carbon Credits

Standard of Blue Carbon credits & supporting documents & Catalogue of projects approved to implement Blue Carbon sequestration projects in Andalusia

11 Aug 2023 | By project NACAO


 Expert approved



StartUp Time

StartUp Time was introduced in 2021 as a long-term collaborative initiative that aims to enable more people born outside Sweden to start viable businesses.

01 Dec 2023 | By project MILEstone

 Expert approved

<https://www.interregeurope.eu/policy-solutions/good-practices>

How to contribute? **Share results & experiences**

POLICY BRIEF ★

Smart energy management

In this policy brief, you will discover how smart energy management can help you make informed decisions, optimise consumption, reduce waste and lower costs!

25 January 2024 | By Platform

STORY ★

Empowering local communities for their river resources

Discover how the town of Trebnje educated youngsters on response water resource management through a Community-Led Local Development initiative.

27 November 2023 | By Platform

WEBINAR ★

Cultural and Creative Industries: Towards a more social Europe

On 7 February 2023, the Policy Learning Platform hosted the second episode of the Cultural and Creative Industries series: Towards a more social Europe. Watch the recording and explore the key learnings.

10 February 2023 | By Platform

WORKSHOP ★

Boosting forest ecosystems: Key learnings

On 14 December 2023, the Policy Learning Platform organised an online workshop on boosting forest ecosystems. Access the recording, presentations and key learnings.

21 December 2023 | By Platform

PEER REVIEW ★

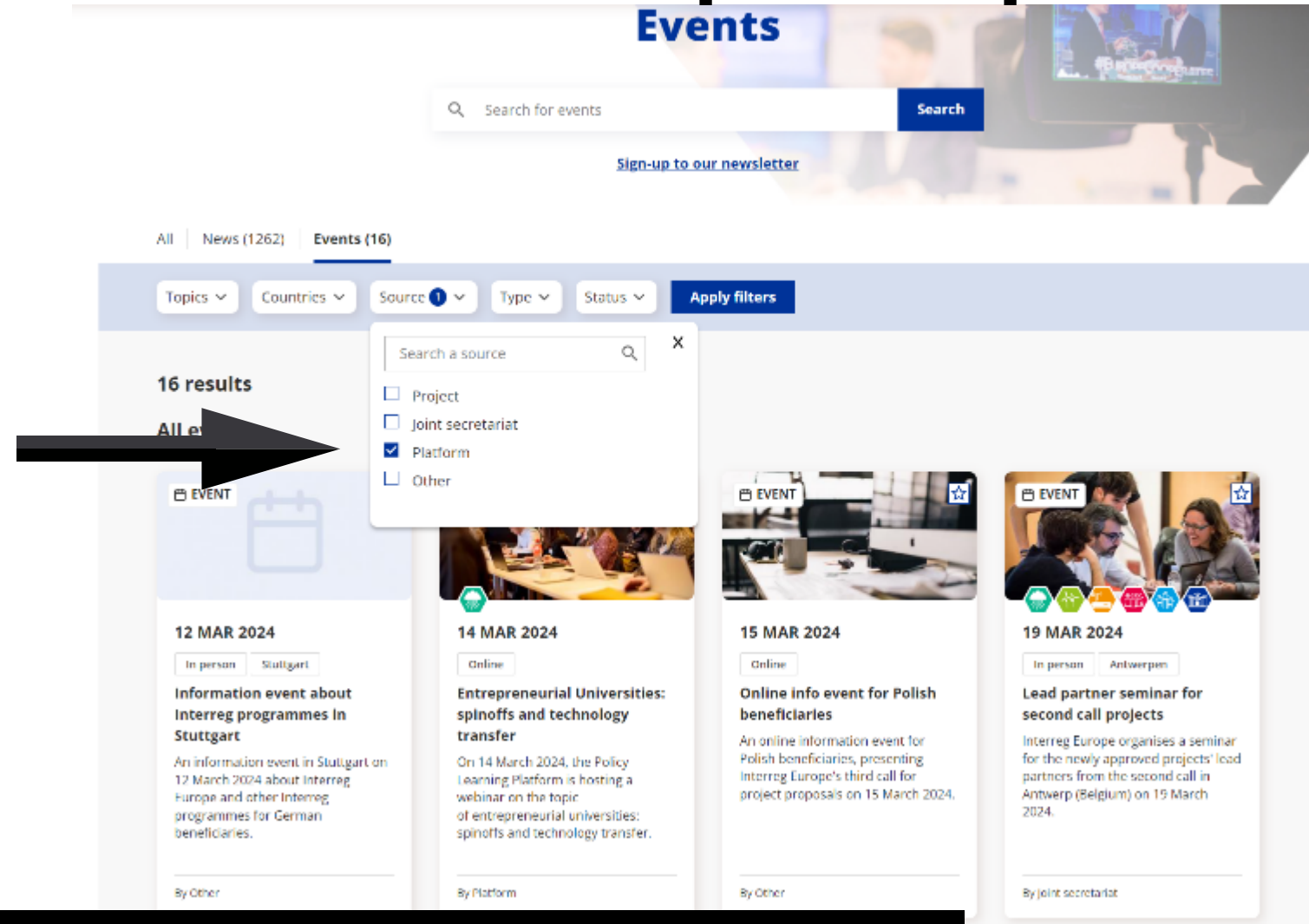
Challenge-driven innovation to promote university-industry collaboration

The Policy Learning Platform conducted a peer review for the Autonomous Region of the Azores, Portugal, held on 30-31 January 2024. The Azores government sought inspiration to promote challenge-driven innovation policies for university-industry collaboration.

07 February 2024 | By Platform

<https://www.interregeurope.eu/policy-solutions/>

How to contribute? **Participate** in **platform events**



The screenshot displays the 'Events' section of the Interreg Europe website. At the top, there is a search bar with the text 'Search for events' and a 'Search' button. Below the search bar is a link to 'Sign-up to our newsletter'. The main content area shows a filter bar with options for 'Topics', 'Countries', 'Source', 'Type', and 'Status', along with an 'Apply filters' button. A dropdown menu is open under the 'Source' filter, showing a search box and four options: 'Project', 'Joint secretariat', 'Platform' (which is selected with a blue checkmark), and 'Other'. To the left of the dropdown, the text '16 results' is visible, with a large black arrow pointing from it towards the 'Platform' option in the dropdown. Below the filter bar, four event cards are displayed, each with a date, location, and title. The first card is for '12 MAR 2024' in 'Stuttgart', titled 'Information event about Interreg programmes in Stuttgart'. The second card is for '14 MAR 2024' 'Online', titled 'Entrepreneurial Universities: spinoffs and technology transfer'. The third card is for '15 MAR 2024' 'Online', titled 'Online info event for Polish beneficiaries'. The fourth card is for '19 MAR 2024' in 'Antwerpen', titled 'Lead partner seminar for second call projects'. Each card also includes a small 'EVENT' icon and a star icon.

<https://www.interregeurope.eu/news-and-events/events>

How to contribute? **Participate in platform events**



EVENT 



26 MAR 2024

Online

Smart energy management

On 26 March 2024 from 14:00 to 15:30 CET, the Policy Learning Platform is organising a webinar on smart energy management.





EVENT 



23 APR 2024

Online

From biowaste to resource I: exploring methods to increase biowaste collection

On 23 April 2024, the Policy Learning Platform is hosting the first episode of the webinar series from waste to resource: biowaste collection and treatment. Join us for the first session on exploring methods to increase biowaste collection from 14:00 to 15:30 CEST.



EVENT 



17 - 18 APR 2024

In person

Promoting gender inclusive urban planning policies in Valenciennes Métropole

From 17 to 18 March 2024, the Policy Learning Platform is organising a peer review for Valenciennes Métropole, France.



EVENT 

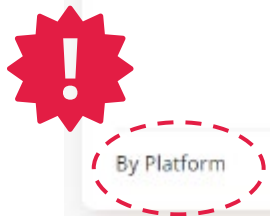


22 MAY 2024

In person

Promoting sustainable materials and circularity in construction

On 22 May 2024, the Policy Learning Platform is pleased to invite you to a workshop on promoting sustainable materials and circularity in construction in Vienna, Austria!



Webinars

**Peer reviews/
matchmakings**

Thematic workshops

Targeted calls for peers

How to contribute? Report on your involvement

Policy Reports ▶ Tab 3 - Policy Learning Platform

SKALE2CT / Progress report / Semester 1

Policy instrument
 Learning process
 Involvement in the Platform

During the reporting period, did you contribute to any of the Policy Learning Platform activities (for example contribution to policy briefs/ stories, speaker in an event, peer in a matchmaking/ peer review)?

No

During the reporting period, did you use any services of the Policy Learning Platform?

No

Please indicate which services you used

- [Find policy solutions](#) (for example use of the good practices database, policy briefs, stories, learnings from events):
- Meet the community (for example participation in thematic workshops/ webinars/online discussions, finding contacts through the community)
- Get [policy advice](#) (through hosting a peer review/matchmaking session or using the policy helpdesk)

If relevant, please indicate what benefits you gained from using these services:

- Increased professional capacity
- Cooperation with new organisations / projects
- Other

Do you have any suggestions on the Platform activities (e.g., topics to be covered, services to be offered)

0/1000

**FEEDBACK
+
IMPROVEMENT**

KNOWLEDGE



PEOPLE



EXPERTISE



What **benefits** can you expect from Platform?

- Find inspiration for your region and project
- Promote your project's achievements
- Connect with like-minded people from all over Europe
- Expand your network, knowledge and skills



The Platform **can**:

- **Invite projects** to join the Platform activities
(e.g. speakers, peers)
- **Initiate synergies** between projects
(e.g. during thematic workshop)
- **Advise projects** on thematic questions
(e.g. policy helpdesk)
- **Shape its services** taking into consideration your need

The Platform **cannot**:

- **Assist** applicants
- **Assess** applications
- **Monitor** project implementation
- Organise events on **project implementation**
(e.g., Lead partner seminars, webinars on reporting)
- Organise **exchange of experience** activities on behalf of the project



**Joint
secretariat's
role!**

In case you can't find your way... **ask**

**Joint
secretariat**



Assisting on project development & implementation

Platform



Capitalising on projects' achievements

**Interreg
Europe**



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General reporting principles

19 March 2024

Lead partner seminar
Antwerp, Belgium



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Main **terminology** & abbreviations

JS	joint secretariat
MA	managing authority
AB	accounting body (former CA = Certifying Authority)
MC	monitoring committee
LP	lead partner
PP	project partner
AP	advisory partner
APA	associated policy authority
PR	progress report
Portal	- programme's monitoring system



Relation **with the joint secretariat (JS)**

- Lead partner (LP) principle
- Each project monitored by **two people** in the JS

Policy officer

Finance officer

- **Communication** officer for questions related to project communication and website (hosted by the programme)

Ready?

1. Project approved on 12 December 2023
(eligibility of expenditure)
2. Conditions fulfilled by 29 February 2024
3. Project starts on **1 April 2024**
4. Subsidy contracts signed quickly
5. Partnership agreement signed quickly
(partners need to sign to report costs)



Let's start cooperating!



Monitoring tools

- Progress report (PR)
- Project's website
(including good practices section)
- Exchange with LP upon need
(email, video calls)
- Midterm review meeting
(beginning of 2026)
- JS participation in the project's final conference



Online **monitoring system**

Reporting and monitoring in the **Portal**

- Progress report (Joint progress report + policy reports) and related annexes
- Formal changes of application form (request for changes)
 - Partnership change
 - Budget change above 20% flexibility rule
 - Integration of pilot action after midterm review

Logo and navigation icons



Login

Username

Password

Login

Don't have an account? [Create account](#)

Forgot your password? [Reset password](#)

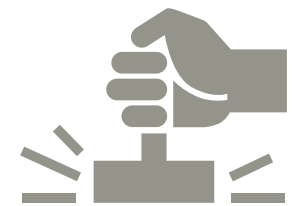
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Reporting periods and deadlines

Progress report	Reporting period	Deadline for submission
First (= PR1)	12/12/2023 – 30/09/2024	02/01/2025 (= 3 months after the end of the reporting period)
PR2	01/10/2024 – 31/03/2025 (six months)	01/07/2025
PR3	01/04/2025 – 30/09/2025 (six months)	02/01/2026
PR4	01/10/2025 – 31/03/2026 (six months) Midterm review	01/07/2026
PR5	01/04/2026 – 30/09/2026 (six months)	02/01/2027
PR6	01/10/2026 – 31/03/2027 (six months)	01/07/2027
PR7	01/04/2027 – 30/09/2027 (six months)	02/01/2028
Last (= PR8)	01/10/2027 – 30/06/2028 (nine months)	30/06/2028 (= end of the project = end date of eligibility)

Reporting **procedure**

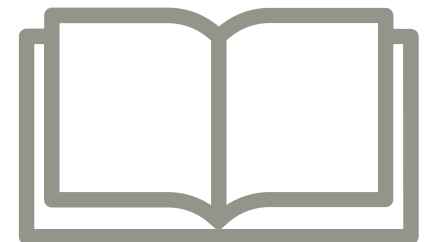
1. LP compiles PP reports into a joint PR
2. LP submits PR to JS
3. JS checks and sends back clarification requests
4. LP submits revised PR and replies to the clarifications
5. JS approves PR when all requests clarified
6. Accounting body transfers funds to LP (1 month)
7. LP transfers funds to partners quickly



APPROVED

Recommended **reading**

- Subsidy contract
- Programme manual (latest version)
- Regulation (EU) No 1059/2021 (*Interreg regulation*)
- Regulation (EU) No 1060/2021 (*Common provision regulation*)



Recommended reading

Interreg
Europe



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Discover the programme

Look for funding

Approved projects

Get policy advice

Find policy solutions

Meet our community

Search

News and events

Help & contact

My account

Approved projects

See all

Projects by topic:



Smart



Green



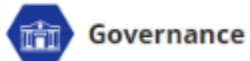
Connected



Social



Citizens



Governance



Search approved projects by :

Country

(France, Italy, Germany...)



Implement project

**Programme manual
2021-2027**

Guidance and templates

Our seven new countries

Country specific info

Project results

Overview

Latest programme achievements

30 stories about policy changes

A publication about results in 30 countries

Project news

See all



**Restricted call Q&A and
networking**

| 09 April 2024

See also

[Facts and figures](#)

[Policy solutions](#)

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Reporting **activities** **and results**

19 March 2024

Lead partner seminar
Antwerp, Belgium



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Outline

1. Reporting principles
2. Reporting your activities
3. Reporting your results
4. Practical exercise
5. Recommendations

1

- Reporting **principles**

Activity & result **monitoring**



- To make sure the project is on track (**activities**)
- To check whether its objectives are achieved (**results**)
- To demonstrate the project's/
programme success and usefulness

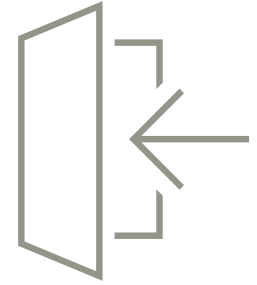
Activity & result **monitoring**



HOW?

- Mainly through progress reports
- Through regular contacts with JS
- Through project website, publications & good practices





Progress report: **key features**

Same template for core phase and follow-up phase

Certain sections adapted according to the level of achievements (e.g., after a policy improvement is achieved / if an action plan is required)

Two main sections

1. Summary of project activities (interregional level)
2. Insight into project's results ('regional' level)

Progress report: **structure**

Interregional
level
(lead partner)

**1. Summary of
project activities**

**2. Insight into
project's results**

**LP01
Policy
Report**

**PP2
Policy
Report**

**PP3
Policy
Report**

**PP4
Policy
Report**

**PP5
Policy
Report**

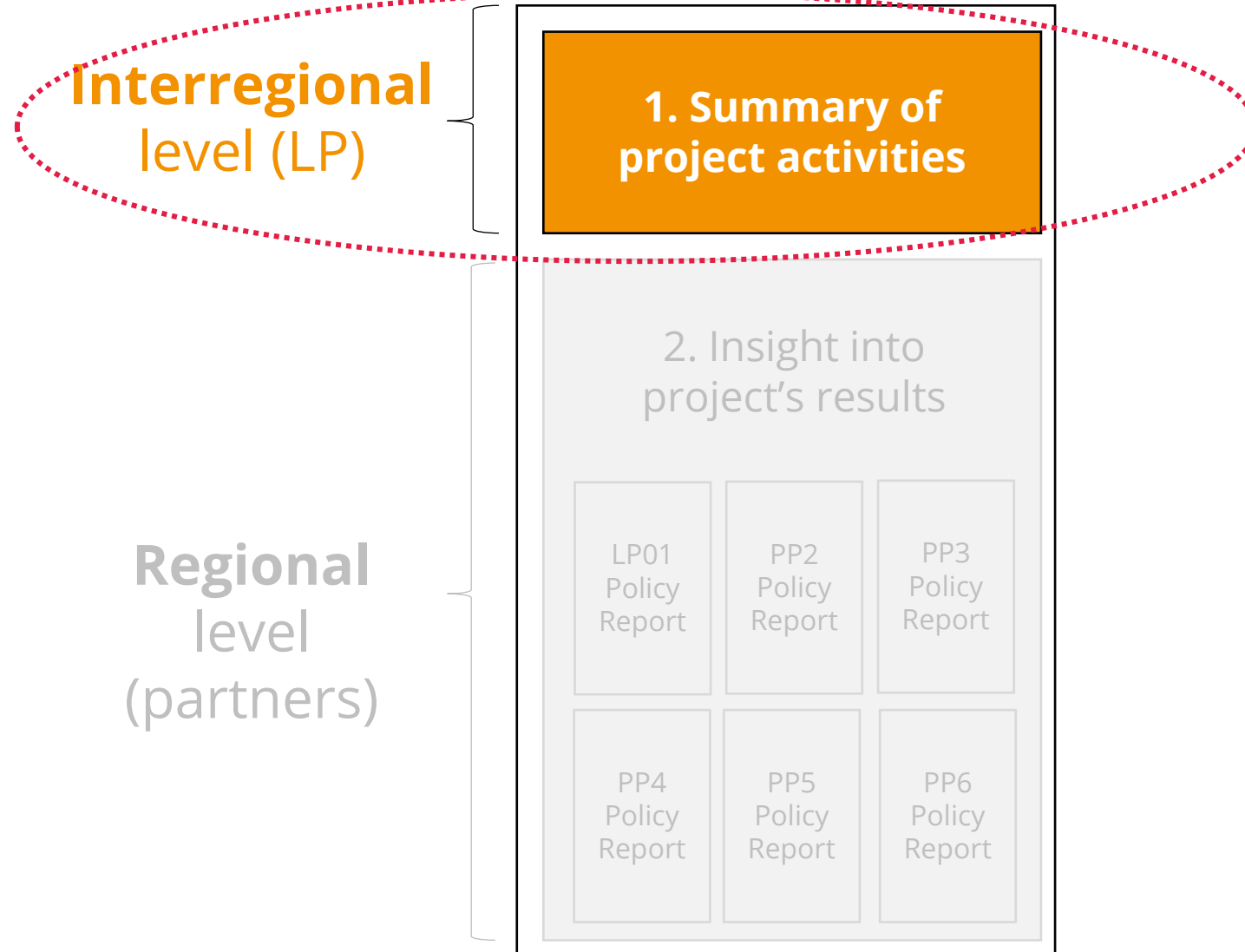
**PP6
Policy
Report**

Regional
level
(partners)

2 ● Reporting **your activities**



Part 1: Summary of **project activities**



Part 1: Summary of **project activities**

- Overview of day-to-day project implementation
- Consolidated information
- Planned activities **vs** Implemented activities



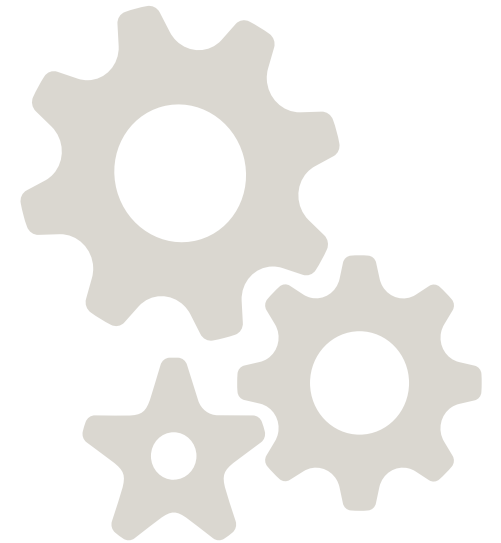
Part 1: content

1.1 **Overview** of project outputs (*indicators*)

1.2 **Activities** of the current reporting period

- Exchange of experience
- Pilot actions (if relevant)
- Communication

1.3 **Changes** from the original plans



Output indicators

SKALE2CT / Progress report / Semester 1

Dashboard

1 Summary of project activities

2 Insight into project's results

3 Finance reports

3.1 Finance overview

3.2 Spending plan

3.3 Consolidation

LP bank details

Submit

1.1 Overview of project outputs

Code	Title	Target (AF)	Achieved (cumulative)
RC087	N° of organisations cooperating across borders	61	available from PR8
RC084	N° of pilot actions developed jointly and implemented in projects	0	0
OI4	N° of policy instruments addressed	6	available from PR3
OI5	N° of interregional policy learning events organised	12	1
OI6	N° of good practices identified	12	0

Activities planned



1.2 Activities of the current reporting period

Exchange of experience

Activities as originally planned

Within the first Semester, partners will initiate Step 1 (identification of GPs) and, in parallel, start with transnational E&L activities. A kick-off project meeting will take place between February-March 2023 in San Sebastián, with the participation of SC members. On that occasion, apart from the overall project activities and management rules, the partners will particularly address the methods of identification, preselection and gathering of homogenous information of the GPs and inspiring solutions. In both cases, in addition to the usual compulsory information requested in the Interreg Europe GP template (Title, picture, ownership, thematic objectives and subtopics, summary, detailed information, resources needed, timescale, evidence of success, potential for learning or transfer, etc.) the GPs will have to include some complementary information to facilitate matchings, such as...

- 1) Field & classification of the GP (legal, operational, project)
- 2) Classification of the services provided (Executive Leadership / Access to infrastructures / Talent)
- 3) Final Beneficiaries (sectorial classification)
- 4) Significant operational details
- 5) Sources of funding
- 6) Transferrable elements
- 7) Particular innovative elements

The structure will be explained and discussed at the KO meeting, and some internal specific guidelines will be distributed to help the partners in the development of the GP guide, to be developed between the Lead partner (FSS) and the Advisory partner (SERN). In parallel, FSS will take the opportunity to showcase its scalability services and measures, especially focused on Talent management and attraction (Talent House 1+2, Advanced Entrepreneurship Center).

In addition, at the end of the first semester (May-June 2023), an E&L visit will be organised, to be hosted by partner PBN in Hungary.

On that occasion, apart from visiting some potential GPs and local experiences, a first Hybrid Seminar will take place:

- SEMINAR 1 "EXECUTIVE LEADERSHIP": How to improve scale-up services in business acceleration!

As for the rest of the Seminars, it will have a one day duration and be orientated to the partners and to intermediary organisations, with the objective of involving around 60 experts (+40% in situ: 12 intermediary organisations/stakeholders and +12 partners representatives / + 35 digital participants).

The objective will be to exchange around specific GPs covering the issue and knowledge around scaling-up services such as advisory or mentoring, in order to provide participants with new skills and inspiring examples of success stories.

In addition, half-day visit to previously identified GPs and infrastructures (am-LAB and TEF) will be organised, to fully understand in situ the way they are organised and their human, technical and financial resources.

By the end of S1 partners will preselect 3 initial GPs.

One single stakeholder group per region will be set up by the end of the Semester.

N° of interregional policy learning events organised: 2

N° of good practices identified: 0



Activities completed



Activities completed during the reporting period

Please describe in detail the activities related to the exchange of experience process. For each interregional event, details such as place, date, number of participants and topic addressed should be provided.

The project officially started in February with the signature of the Subsidy Contract. The first international policy learning event took place in San Sebastian on the 26th and 27th of April and was organised by the lead partner. This event had 22 participants and mixed the kick-off meeting and the first Steering Committee of the project with study visits to the innovation ecosystem of San Sebastian. At the Steering Committee the partners and the general objectives of the project were presented and the main management tasks and key dates for project reporting were discussed.

Special emphasis was put on the process of identification of potential Good Practices (GPs). In addition to explaining the concept and establishing specific internal guidelines, an initial timetable was presented with the different phases for their selection and a questionnaire was shared for each partner to include four potential GPs. The first study visit was made to the Talent House I, a project developed by FSS that aims to facilitate the arrival of highly qualified people and those who want to develop their innovative project in San Sebastian. The next edition of the project, Talent House II, currently under construction, was also presented. The second exchange and learning activity was a round table with 2 start-ups from acceleration programmes, I2U and Onena Medicines, in which they explained their path with FSS and the impact of their programmes and services.

After this first event, the partners worked on identifying potential best practices and published them in the internal questionnaire provided by the lead partner. They were asked to classify them in three categories related to scalability (executive leadership, access to infrastructure and leadership) as well as in different fields (legal, operational or project) and geographical scope. Regarding the rest of the meetings, work was done on the organisation and contents of Seminar 1 "Executive Leadership" organised by PBN. An agenda was proposed for the event, with study visits, presentations of services of the European Institute of Innovation and Technology and with the participation of project stakeholders. However, in the Seminar was planned (and took place) for September and therefore did not fall within this Semester 1. The identification of over 20 potential GPs was prepared towards such event.

As for stakeholders, each partner established a stakeholder group during this semester. Various meetings were held between the partners and their stakeholders, sometimes bilaterally and sometimes with all of them as a group.

2600/3000

Please indicate the number of interregional policy learning events organised during the period (in line with the above description of the completed activities)

N° of interregional policy learning events organised

1

Did all partners participate in the main interregional policy learning events?

Yes



Please explain which partner(s) could not join and provide a justification?

0/3000

Please indicate the number of good practices identified during the reporting period

N° of good practices identified

0

Activities completed

Communication

Activities as originally planned

SERN will draft an ad hoc project Communication Plan within the kick-off phase of the project, adopting SMART+FAST criteria, to support and plan all communication objectives, messages and activities.

It will include the key principles of the communication activities, with a strong social media focus on a multi-lingual project (with some communication outputs done in several languages), an innovative approach in meeting formats (to transfer the best of the stakeholders meetings), a more sustainable approach (less paper publication), mixing media.

This Plan, will also help partners to clearly understand the bigger picture and in particular to dovetail with the programme's own communication strategy, as well as respecting the key rules linked to the Interreg Europe and ERDF co-funding.

In addition, throughout, the first compulsory deliverables/activities will be ready:

- Visual
- A3 poster
- Website set

Social media, first press impacts and first e-newsletter will be launched.

Activities completed during the reporting period

Please describe in detail the activities related to communication

The Communication Plan has been developed according to what was originally planned. It comprises all dissemination and communication activities and is based on key performance indicators. The Plan sets out a strategy to maximise the impact of the project, to increase its visibility, and ensure its outputs reach a wide variety of relevant stakeholders. Within the communication and dissemination strategy the target groups, communication tools, slogan and key messages and the visual identity of the project are defined. The KPIs established monitor communication progress and impact and they are related to the visits to the website, the number of followers and newsletter subscribers, the press releases, the participants in the project's conferences and workshops, the videos produced, and the number of relevant events attended by the consortium partners. This communication plan has been designed to be adapted as the project progresses so that any necessary changes can be introduced. During this semester, the project website has been set up and updated with the publication of nine news articles on local stakeholder meetings and on partner events and projects related to business acceleration services for SMEs. The visual identity of the project has also been defined, with the selection of an image tailored to the project and the creation of posters to be displayed in each partner's premises. The project's first e-newsletter has also been launched as planned and regarding social media, a Twitter and LinkedIn profile of the project have been set up and a hashtag "#SKALE2CT" has been created.

Changes in the activities




1.3 Changes from the original plans

Please describe and justify any changes from the original work plan. In case of delays, please explain the measure envisaged to catch up with the original time plan.

There were some changes from the original work plan. As the subsidy contract between the MA and the Lead Partner was signed in mid-February, the first project activities took a little longer to get underway. This happened with the kick off meeting that was planned to take place in February-March and finally took place in April. Although it was organised later than planned, the content of the meeting did not change, and all the foreseen topics were discussed. This delay in the first meeting impacted the timing of Seminar 1. It was planned to be held in July-August, but as the summer months meant less availability of the partners, it was finally decided that it would be held in September. In order to catch up with the original time plan, the next reporting period will include Seminar 1 that took place in Hungary together with Seminar 2 that is scheduled to take place in Grenoble between 31st January and 2nd February 2024. This means that for Semester 2 the project times will be in line with the planned schedule.

For that same reason, it was planned that partners would pre-select 3 GPs during Semester 1, but the preselection process was initiated in September 2023 (within Semester 2). However, at the end of Semester 2, it is planned that over 10 GPs will be selected.

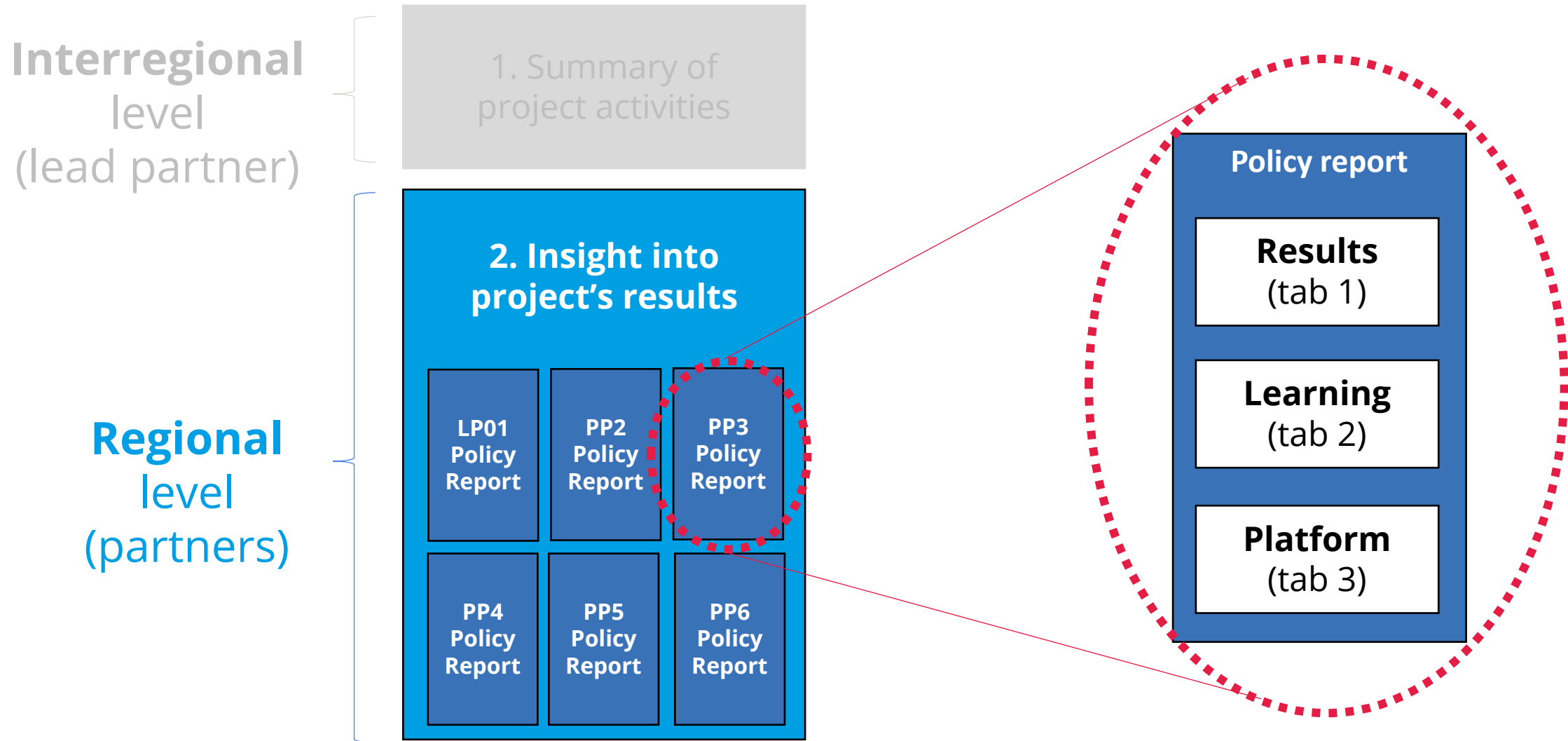
1286/3000



3

- Reporting
your results

Part 2: Insight into **project's results**



Part 2: Insight into **project's results**

Organised per policy instrument (policy report)

Distinction between:

- policy development: work in progress
- policy improvement: direct result of the exchange of experience
- territorial effect: longer-term effect

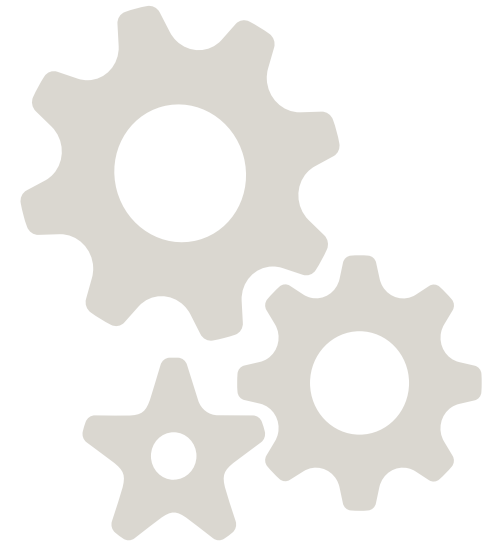
Part 2: **Content**

2.1 Overview of project **results** (*indicators*)

2.2 Overview of **policy instruments**



Policy reports (one per policy instrument)



Result indicators

SKALE2CT / Progress report / Semester 1

Dashboard 1 Summary of project activities **2 Insight into project's results** 3 Finance reports 3.1 Finance overview 3.2 Spending plan 3.3 Consolidation

LP bank details Submit

2.1 Overview of project results

Code	Title	Achieved	Performance
RI2	N° of organisations with increased capacity due to their participation in project activities	available from PR8	available from PR8
RI3	N° of policy instruments improved thanks to the project	available from PR3	available from PR3

Policy reports

2.2 Overview of policy instruments

As lead partner you can read the submitted policy reports. After reading the report and based on the quality of the content provided, you can decide to "include" or "reject" the policy report.

In case you choose to include it, you will still be able to make changes to the policy report until you submit the joint progress report. In case you choose to reject it, the policy report will be reverted back to the partner. The content is not lost, the partner can make changes and submit the report again.

Number	Name of the policy instrument	Partner(s) addressing this instrument	involvement of the policy responsible authority	Country	First policy change reported in		
1	SAN SEBASTIAN DSS ESTRATEGIA 2030 (2030 Strategy)	LP01 San Sebastian Socio-Economic Development Agency	Partner	Spain (España)	N/A	+ Include	↻ Reject
2	Metropolitan Strategic Plan 2021-2023: Strategy 1.3 Stimulate innovation in the system of SMEs and micro-enterprises.	PP02 Metropolitan City of Turin	Partner	Italy (Italia)	N/A	+ Include	↻ Reject
3	Grenoble Local Economic Pact towards a more resilient economic alliance of the territory	PP03 Grenoble-Alpes Métropole	Partner	France (France)	N/A	+ Include	↻ Reject
4	National Smart Specialisation Strategy Portugal 2030	PP04 Portuguese National Innovation Agency	Partner	Portugal (Portugal)	N/A	+ Include	↻ Reject
5	EDIOP PLUS - ECONOMIC DEVELOPMENT AND INNOVATION OPERATIONAL PROGRAM PLUS, CCI: 2021HU16FFPR001, (2021-2027)	PP05 Pannon Business Network Association	AssociatedPolicyAuthority	Hungary (Magyarország)	N/A	+ Include	↻ Reject
6	Law on Aid for the Activities of Start-up Companies	PP06 Ministry of Economics of the Republic of Latvia PP07 Latvia Chamber of Commerce and Industry (LCCI)	Partner	Latvia (Latvija)	N/A	+ Include	↻ Reject

Policy report: content

Tab 1 – Details on policy instrument

1. **General information**
General features, filled in only in **PR1**
2. **Policy improvements**
Available **only from PR3**
Action plan in PR6 – If no policy improvement reached yet
3. **Territorial effect**
Available **only in the last PR PR8**
provided that the policy instrument was improved

Tab 2 – Reporting on the learning process (core)/ Monitor results or action plan (follow-up)

- A. **Insight into the learning process (core)/ Insight into results or action plan monitoring (follow-up)**
Individual and organisational learning including reporting on the APAs, if any
- B. **Achievements**
Organisations with increased capacity
Available **only in the last PR8**

Policy report: content

Tab 3 – Policy Learning Platform

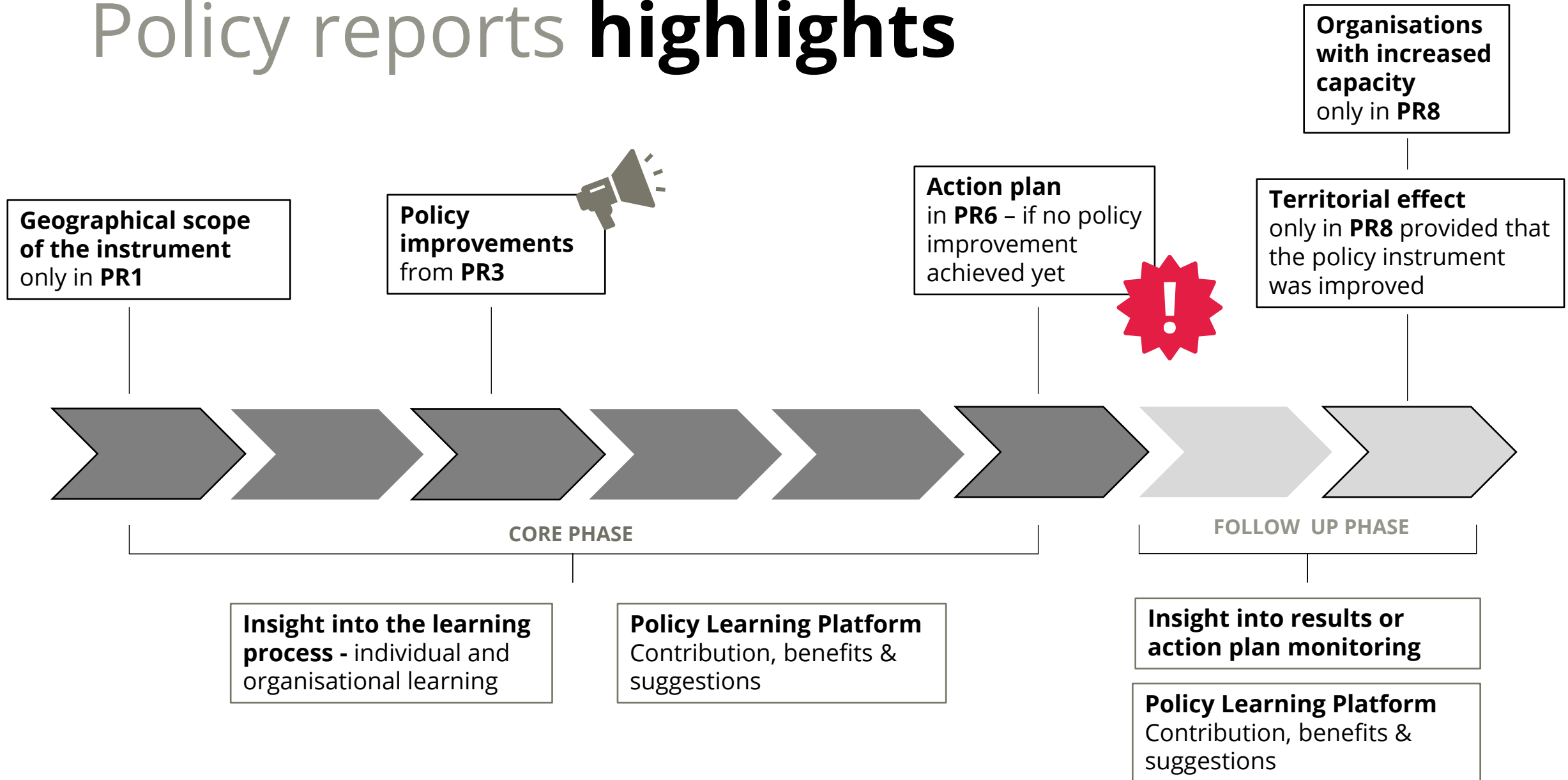
1. Contribution to PLP
2. Use of PLP services and benefit gained
3. Suggestions

PR1 to PR8

Tab 4 – New policy instrument

1. General information
General features
2. Policy improvements
3. Territorial effect
Available only in the last PR8

Policy reports **highlights**



Geographical scope of the instrument (PR1)

🏠 CIBioGo / Progress report / Semester 1

✔ Policy instrument

✔ Learning process

✔ Involvement in the Platform

1. General information

Name of the policy instrument	Regional Policy Statement 2019-2024
Reporting period	01/03/2023 - 31/08/2023
Policy instrument addressed by	PP07 Public Service of Wallonia - Agriculture, Natural Resources and Environment (Directorate of Nature and Water)

Geographical scope

Please indicate the geographical scope of this policy instrument.

Country

Belgium
(Belgique/
België)

Nuts 1

Région wallonne

Nuts 2

Please select

Nuts 3

Please select a Nuts 2 region

Is this instrument of local, regional or national scope?

Learning process

SKALE2CT / Progress report / Semester 1

Policy instrument
 Learning process
 Involvement in the Platform

A. Insight into the learning process (core phase)

Please list the main activities organised in your region contributing to the individual and organisational learning (e.g., stakeholder group meetings, activities within your own organisation) during this period. Who are the main stakeholders involved?

The involvement of the local stakeholders in the learning process was ensured through the organization of more than 15 bilateral meetings with different local stakeholders (Coben Group, Lipigenia, Biodonostia, Spyro, Santander Bank, Elkargi, Safeloc, Linqase, Graphenea, Eyefoil, Tecnalia, etc.) who have the potential to be part of the stakeholder group to be set up in semester 2 and that must play a large role fostering entrepreneurship in different fields: technological research and development, investment, funding, business acceleration, internationalization, skills development, etc.

In parallel, on 05/05/23 FSS organized the "Ill Talent Fair" in which 46 companies (most of them start-ups) and more than 350 attendees took part. This event led to gather/match young qualified talent with start-ups in need of this talent to foster their businesses.

859/2000

Please describe more specifically the involvement of the associated policy authority during this period.

Please fill in the following field only if there is an Associated Policy Authority involved. Otherwise please indicate "N/A"

N/A

3/2000

Please summarise how your region contributed to the content of the interregional activities and benefited from it during this period.

The main contribution to the learning process was the organization of the Kick-off Meeting. It took place in San Sebastian (ES) on 26-27/04/23. The methodology for the identification of GPs was introduced, but also one study visit was made to the Talent House I project, and the project Talent House II (building under construction) was explained in detail. Besides, two local startups (I2U and Onena Medicines) explained their path along with Fomento (FSS) and the impact of its programmes and services.

FSS also contributed with the preselection of 3 initial Good Practices to be submitted in the PLP: a) Elkargi Guarantee Fund; b) Funds for the growth of innovative business projects; and c) Businesses Centres.

FSS's attendance to international events showcasing the project and the work to be developed:

-Eurocities Economic Development Forum (Helsinki, 22-24/03/23)

-Lisbon work visit (10-11/05/23). Meetings with different stakeholders of the city working on innovation (Chamber of Commerce, Start-up Lisboa, etc.).

-ICEX International Mission (Viva technology-Paris) (13-14/06/23)

Finally, participation on the co-design and co-organization of the 1st Exchange & Learning (E&L) seminar and visit taking place in Hungary on 27-28/09/23 (S2)

Policy Learning Platform

SKALE2CT / Progress report / Semester 1

- Policy instrument
 Learning process
 Involvement in the Platform

During the reporting period, did you contribute to any of the Policy Learning Platform activities (for example contribution to policy briefs/ stories, speaker in an event, review)?

No

During the reporting period, did you use any services of the Policy Learning Platform?

No

Please indicate which services you used

- [Find policy solutions](#) (for example use of the good practices database, policy briefs, stories, learnings from events):
 Meet the community (for example participation in thematic workshops/ webinars/online discussions, finding contacts through the community)
 Get [policy advice](#) (through hosting a peer review/matchmaking session or using the policy helpdesk)

If relevant, please indicate what benefits you gained from using these services:

- Increased professional capacity
 Cooperation with new organisations / projects
 Other

Do you have any suggestions on the Platform activities (e.g., topics to be covered, services to be offered)

0/1000



EVENT



30 APR 2024

Online

From biowaste to resource II: innovative biowaste treatment solutions

On 30 April 2024, the Policy Learning Platform is hosting the second episode of the webinar series from waste to resource: biowaste collection and treatment. Join us for the first session on innovative biowaste treatment solution from 14:00 to 15:30 CEST.

By Platform



EVENT



19 MAR 2024

In person

Antwerpen

Lead partner seminar for second call projects

Interreg Europe organises a seminar for the newly approved projects' lead partners from the second call in Antwerp (Belgium) on 19 March 2024.

By Joint secretariat



4. Practical **exercise**

Practical exercise

10 cards with examples of progress report content

Which part of the report does each card belong to?

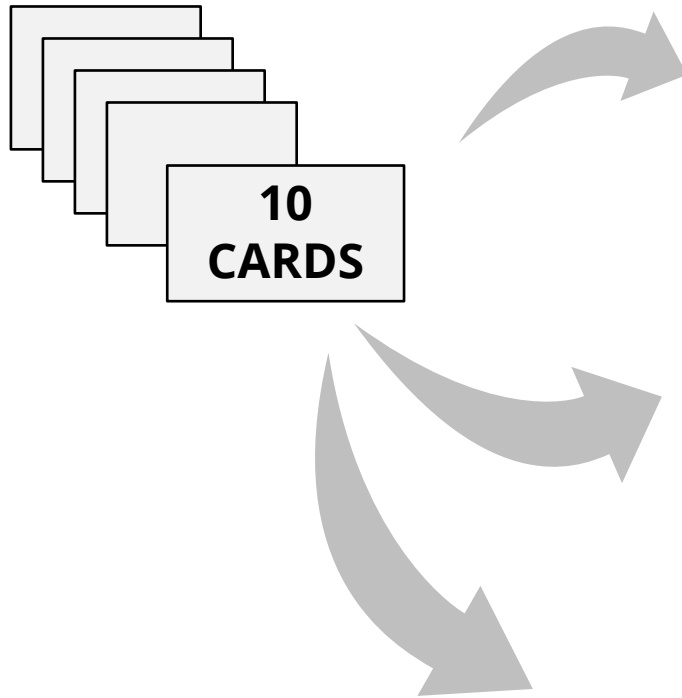
Discuss within your group and assign each card to the right part of the report:

1. Summary of project activities
2. Learning process
3. Policy Learning Platform

Practical exercise: assignment

PR1 – Reporting period 01/04/2024 to 30/09/2024

*Which part of the report
each card belongs to?*



Summary of project activities

Learning process

Policy Learning Platform

Practical exercise: **solutions**

PR1 – Reporting period 01/04/2024 to 30/09/2024

Summary of project activities: CARD n. 1, 2, 5, 6, 8

interregional meetings, communication activities at project level, any deviation from original plans

Learning process: CARD n. 3, 9, 10

stakeholders' meetings, APA involvement, contribution to the content of the project activities, benefits gained


Policy Learning Platform: CARD n. 4, 7

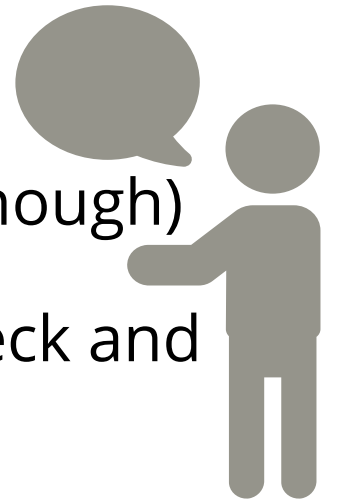
Involvement in platform events (either as speaker or participant), use of the services (consult publications, reports)

5

- Final **recommendations**

Recommendations

- Check **instructions** carefully so the right information is in the right place (e.g., confusion on the Platform) 
- Be **specific** & do not repeat application form (e.g., for each meeting: place, date, participants, topic)
- Provide **qualitative** information (describing outputs is not enough)
- Brief your partners: **key role of the lead partner** to check and validate information



Recommendations

Ensure:

- A clear link between **activities and finance** reporting
E.g., external expertise related to activities
- Submission **deadlines** are met
Do not wait for the last minute to prepare the report
- JS **feedback** to be taken into consideration for future reports



**Interreg
Europe**



Co-funded by
the European Union

Managing project finances

19 March 2024

Lead partner seminar
Antwerp, Belgium



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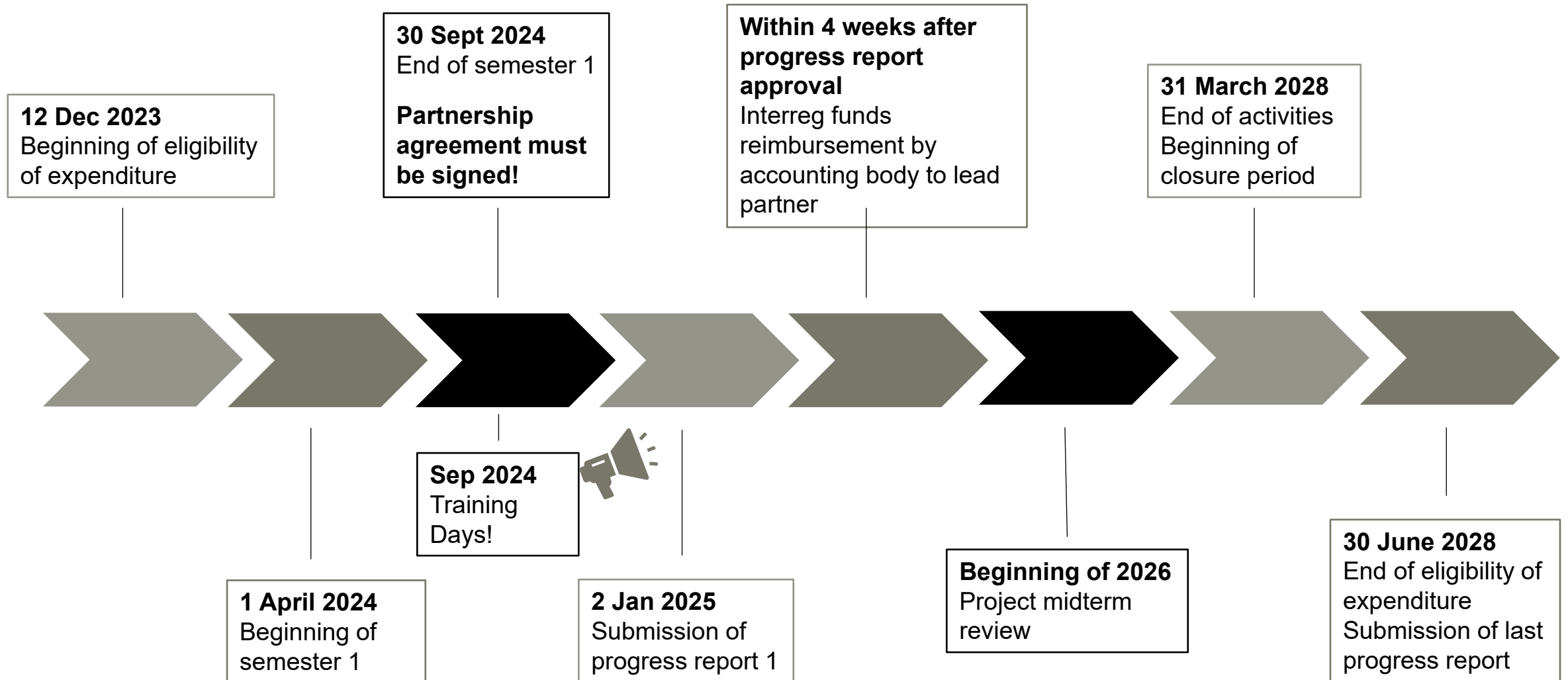
Project finances session - Agenda

-
1. Timeframe and verification of expenditure
 2. Main eligibility principles
 3. Cost categories
 4. IT reporting tool - Portal
-

1

- Reporting **timeframe**

Project lifetime and **deadlines**



The partnership agreement

= key document **between a lead partner and the other project partners**, extending the arrangements of the subsidy contract to the level of each partner



Only partners who have signed the project partnership agreement are allowed to report expenditure!

Example of a project partnership agreement template on programme's website: <https://www.interregeurope.eu/help/project-implementation-2021-2027>

Further information in **section 5.1.4 Project partnership agreement** of the programme manual.

2

- Verification of expenditure and main **financial reporting steps**

The different **control systems**

Centralised control

Belgium (Brussels + Wallonia), Bulgaria, Czech Republic, Croatia, Estonia, Finland, Greece, Hungary, Ireland, Latvia, Luxemburg, Poland, Romania, Slovenia, Slovakia, Sweden

Directly **appointed by control body**

Decentralised control

Austria, Belgium (Flanders), Cyprus, Denmark, France, Germany, Italy, Lithuania, Malta, Netherlands, Norway, Portugal, Spain

Controller needs **to be contracted by the PP and approved by Approbation body** (sometimes there is shortlist)

<https://www.interregeurope.eu/in-my-country>

Interreg
Europe



Co-funded by
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Search

News and events

Help & contact

My account

Discover the programme

Look for funding

Approved projects

Get policy advice

Find policy solutions

Meet our community

Approved projects

See all

Projects by topic:



Smart



Green



Connected



Social



Citizens



Governance



Search approved projects by :

Country

(France, Italy, Germany...)



Implement project

Programme manual
2021-2027

Guidance and templates

Our seven new countries

Country specific info

Project results

Overview

Latest programme achievements

30 stories about policy changes

A publication about results in 30 countries

Project news

See all



Restricted call Q&A and
networking

09 April 2024

See also

[Facts and figures](#)

[Policy solutions](#)

FOLLOW US



NEW

Requirement for **decentralized controllers**

Interreg Regulation 2021/1059, article 46 (8):

“Each Member State, (...) shall identify as controller either a **national or regional** authority or a private body or a natural person as set out in paragraph 9.”

NEW

Requirement for externalised controllers

Interreg Regulation 2021/1059, article 46 (9):

“Where the controller carrying out management verifications is a **private body** or a natural person, those controllers shall meet **at least one of the following requirements**:

- a) Be a member of a national accounting or auditing body or institution which in turn is a member of **International Federation of Accountants (IFAC)**;
- b) Be a member of a national accounting or auditing body or institution without being a member of IFAC, but **committing to carry out the management verifications in accordance with IFAC standards** and ethics;
- c) Be **registered as a statutory auditor in the public register** of a public oversight body in a MS in accordance with the principles of public oversight set out in Directive 2006/43/EC of the European Parliament and of the Council (21);
- d) Be registered as a statutory auditor in the public register of a public oversight body in a third country, partner country or OCT, provided this register is subject to principles of public oversight as set out in the legislation of the country concerned.”

Financial reporting: **STEP 1**



1. Find your controller

Centralised systems

- Find out who your control body is

Decentralised systems

- Contract your controller
(check your national requirements, there might be a shortlist)
- Get them appointed by your approbation body

In both cases, controllers get **access** to the Portal by the control/
approbation body **only**

Financial reporting: **STEP 2**



2. Create and complete your financial report

In the Portal:

- Financial report
- List of expenditure
- Supporting documents

Financial reporting: **STEP 3**



3. Send it to your controller

Send completed financial report to controller **early** in advance to ensure it is certified on time.

Certain controller systems have specific deadlines – **check** in advance **with your controller!**

Make sure the expenditure is reported clearly and all supporting documents are provided.

Reporting = fully **online**

NEW

Risk-based methodology ...

... for the verification of expenditure

Guidance

For the period 2021-2027, the control of expenditure reported by partners is risk-based. The programme risk-based methodology is available here.



RISK BASED MANAGEMENT VERIFICATIONS
METHODOLOGY.PDF

The programme risk-based
methodology version 1 from
October 2022.

 **Download** (491.83 KB)

<https://www.interregeurope.eu/help/project-implementation-2021-2027>


Financial reporting: **STEP 4**

CERTIFIED

4. Verification + confirmation by the controller

Expenditure

- Verified and confirmed by the controller

 In Spain and Portugal: additional step performed by the validation body

Control documents

- Issued by controller directly in the Portal

Financial reporting: **STEP 5**



5. Financial report sent back to the lead partner

- Each project partner sends their confirmed (and validated for ES and PT) report to LP.
- LP checks them on the basis of the control documents.
- All partner reports are compiled by the lead partner into the joint progress report.

Financial reporting: **STEP 6**



6. Joint progress report submitted to JS by lead partner

- Joint progress report submitted to the JS by the deadline

(2 January or 1 July)

Financial reporting: **STEP 7**



7. Progress report checked by the JS

- JS checks the report
- If necessary, JS sends clarification requests to LP
- Once all points are clarified, progress report is approved.

Financial reporting: **STEP 8**

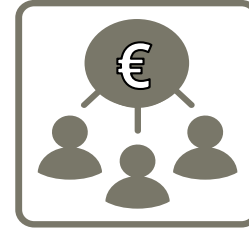


8. Payment made by the accounting body to the LP

The reimbursement of the Interreg funds

- Done by the accounting body
- Within approximately four weeks after the approval of the progress report by JS

Financial reporting: **STEP 9**



9. Transfer of the funds to partners by LP

LP transfers the funds to the partners after receipt of the payment.

The transfer

- Done within the timeframe agreed in the partnership agreement
- In line with the amounts stated in the progress report

3

- Main
**eligibility
principles**

General **principles**

Different levels of rules

- European: EU Regulations
- Programme
- National
- Partner/ institutional

General **principles**

CONSISTENT

the expenditure allocated to the right cost category



JUSTIFIED

unforeseen expenditure items or over/ underspending needs to be justified



COHERENT

reported activities and finances have to match



General **principles**

Eligibility of costs is determined by the **relevance of the activities!**

Costs necessary to:

- Carry out the project activities
- Achieve the project objectives



Eligibility period

Eligibility period from project approval

- by the monitoring committee (**12 Dec 2023**)
- to the project end date (**30 June 2028**)



Submission date of last report = project end date = end date of eligibility of costs

Eligibility **rules**: points of **attention**

Prior **approval from JS** necessary for items not already specified and approved in the application form

For example:

- Activities/ travel outside the programme area
- Equipment
- Infrastructure and works

Eligibility **rules**: points of **attention**

No shared costs !



Contracting partner principle applies

- **Contracting partner** = the only one reporting and receiving the funds!

Ineligible costs

- Gifts/ gadgets
- Fines
- Financial penalties
- In-kind contributions
- Awards & prizes
- Double financing



See **section 6.4.6** of the programme manual

Flexibility rule

Budget may slightly change during the implementation of your project.

How to deal with such small changes?



20% budget flexibility rule

on the total partner budget

- no pre-approval from JS, justification in PR
- total Interreg funds of the project cannot increase

4 ● Cost categories

Cost **categories**

1. Preparation costs
2. Staff costs
3. Office and administrative costs
4. Travel and accommodation
5. External expertise
6. Equipment
7. Infrastructure and works

1. What are **preparation costs**?



- Costs for the **preparation of the application**
- Lump sum of **EUR 17,500** per project
- Paid after the **first progress report** approval

To whom?

- **Attributed to LP** and reported as LP expenditure in PR1
- To be **shared with partners** involved in the application preparation
- Distribution among partners according to the partnership agreement
- **No supporting evidence** required

2. What are **staff costs**?



Gross employment costs

= salary payment + taxes + social security contributions

For whom?

Only staff employed directly by the partner institution and working on the project

(**not** for associated policy authorities)

2. Staff costs **calculation method**

Fixed % of the gross employment costs

- 1. Full-time on project?** ► 100% real costs charged
- 2. Fixed % on project?** ► % of real costs charged

2. Staff costs **supporting documentation**

- **Employment contract**
- **Task assignment letter – to be signed ASAP**
 - % of time per month to be worked on the project
 - % can be reviewed occasionally, if really needed
 - Template available on our website

<https://www.interregeurope.eu/help/project-implementation-2021-2027>

- **Payslips, proof of payment to identify real salary costs**
- **No timesheet needed!**





Flat rates

15% of partner's staff costs ➤ office & administrative costs

NEW

15% of partner's staff costs costs ➤ travel & accommodation

- Automatic calculation
- No supporting documents needed when reporting
- Paid with the approval of every PR
- Costs belonging to the flat rates cannot be reported under other costs categories

3. What are **office & administrative costs**?



- General administrative expenses of the partner organisation
(office rent, stationery, accounting, postal services, ...)

How much?

- Flat rate - **15%** of partner's **staff costs**

4. What are **travel & accommodation costs**?



- Travel and accommodation costs **for staff employed in the partner organisation**

How much?

- Flat rate - **15%** of partner's **staff costs**
- The calculation method cannot be changed during the project

4. Travel & accommodation costs

- Partners expected to travel to meetings as planned in AF
- Justification to be provided in the joint PR if they do not attend
- Partner recurrent non-participation could put into question the flat rate and overall involvement within the project

5. What are **external expertise & services**?



Services needed outside the partner organisation



For what?

- travel & accommodation for stakeholders
- organization of events
- verification of expenditure (controllers' costs)
- etc.

Must comply with **public procurement rules**

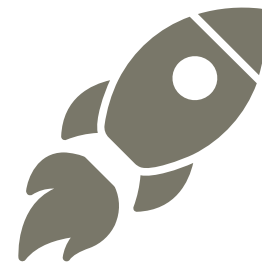


5. External expertise and services

Includes for instance:

- travel & accommodation (T&A) for stakeholders & external experts,
- support for project management,
- also **T&A for associated policy authority (APA)**

Consistency activities **vs** reported costs!



6. What are **equipment costs**?



Equipment purchased, rented or leased by a partner, to achieve the objectives of the project



For what?

- Only planned/ pre-approved equipment eligible!

Buy it early and report it ASAP!

Must comply with **public procurement rules**



7. What are **infrastructure & works**?



Small scale building materials or labour needed for works

For what?

- Only for pilot actions
- Only planned/ pre-approved infrastructure and works eligible!



Must comply with **public procurement rules**

Common **principles**

VAT eligible

Evidence of compliance:

- Written agreement
- Invoices
- Proof of payment
- Proof of delivery/ existence of output/ equipment/ infrastructure or works



Public procurement

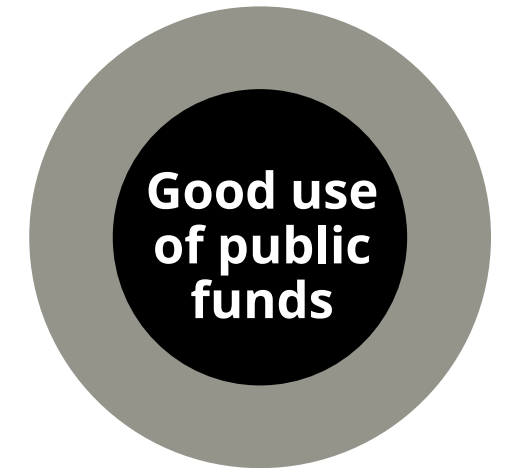
No programme-specific rules

Public procurement **applicable rules**:

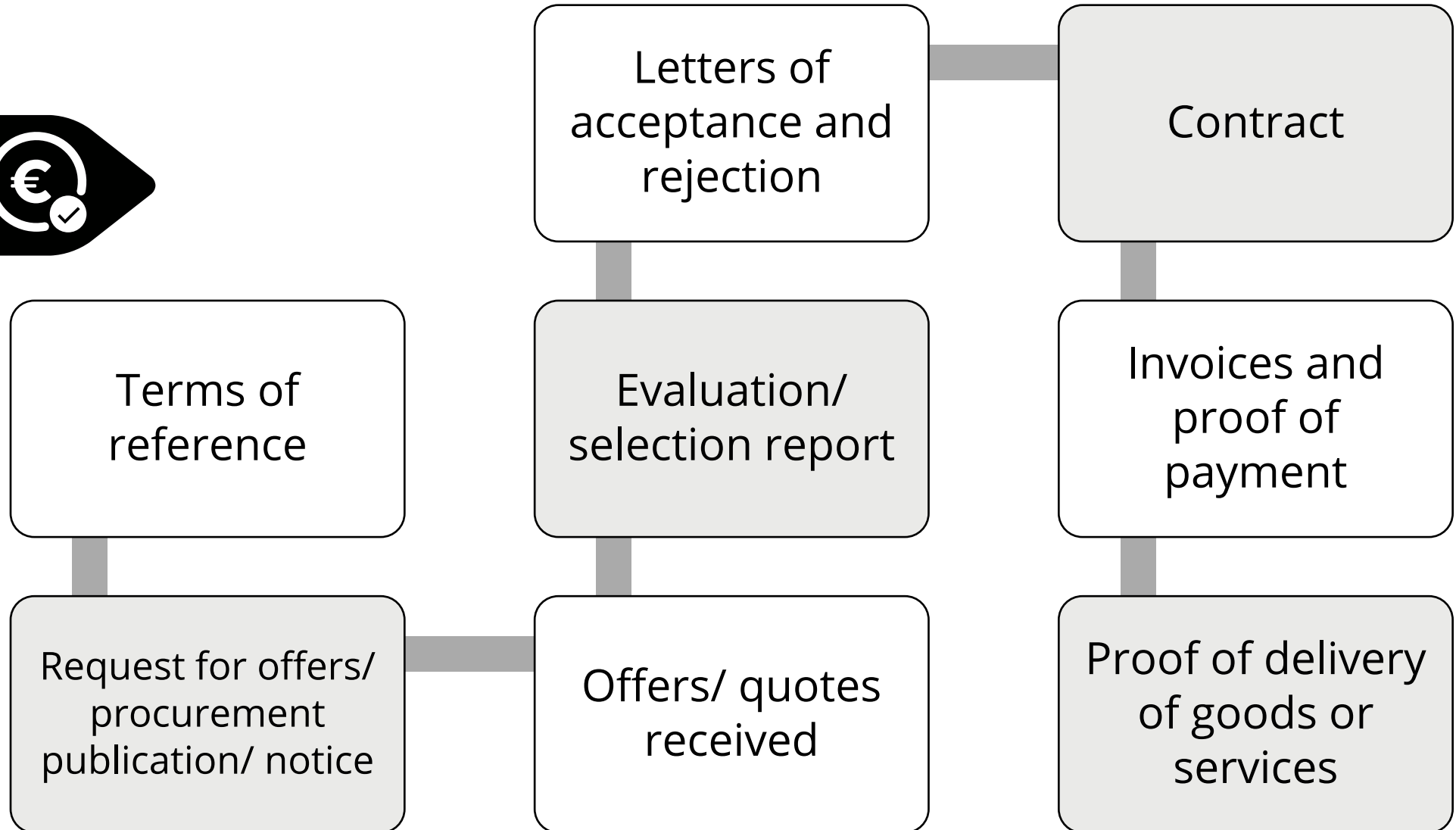
- the EU public procurement directives (Directive 2014/24/EU)
- national rules
- internal rules of the partner organisation

The strictest rule must always be **applied**

The controller will **verify** the compliance



Public procurement



Public procurement **frequent errors**

- Inadequate procedure chosen
e.g. direct award of contract not justified
- The value of the contract not estimated at institutional level
- Insufficient publicity
- Splitting the contracts to fit below thresholds
- Insufficient audit trail
e.g. missing documents



Public procurement **direct award**

Carefully consider:

“Urgency”

“The only one”

“More economic – no cost for training new person”

“Good value (based on old comparison)”



Public procurement **success factors**

- ✓ Takes time: **start as early as possible!**
- ✓ **Estimate** the value of your need (at institutional level)
- ✓ **Identify which rules apply** (European, national, internal)



Public procurement **success factors**

- ✓ **Apply** the right procedure (adequate advertising through adequate media depending on interest of tender, timeframe)
- ✓ **Award** the contract in a fair and transparent way
- ✓ **Document** and archive the relevant documentation/ justification (even for direct awards)



5.

Reporting on

Interreg Europe Portal

<https://portal.interregeurope.eu>

Points of attention

- Ensure that every person who needs to work on the partner reports:
 1. Has created a user in the Portal
 2. The user is assigned to the right organisation
 3. The user is provided with read+write rights



Partner access: add a new user to a project

Interreg Europe Co-funded by the European Union TEST system (v1.22.0)

Semester 5
Semester 6
Semester 7
Semester 8

F - Project budget

- F.1 - Budget breakdown per cost category and partner
- F.2 - External expertise and services
- F.3 - Equipment
- F.4 - Infrastructure and works
- F.5 - Project budget per co-financing source - breakdown per partner
- F.6 - Spending plan

G - Annexes

- Overview
- Project users**
- Export
- Submit
- Conditions

Permissions and Roles

Project users

+ Add user

Email	First name	Last name	Permitted operations	Roles	Organisa
user7384@gecko.de	First	Last			LP01 Mu
user26624@cko.de					
user26668@cko.de					
user27199@cko.de					
user27730@cko.de					

Add a new user

Enter an email address to add the corresponding user to the project

Permitted operations

LP adds new users if needed

Users receive an **activation email**

- **Check your junk folder!**

Define the user rights and assign a user to an organisation

Interreg Europe Co-funded by the European Union TEST system (v1.22.0)

Semester 5
Semester 6
Semester 7
Semester 8

F - Project budget

- F.1 - Budget breakdown per cost category and partner
- F.2 - External expertise and services
- F.3 - Equipment
- F.4 - Infrastructure and works
- F.5 - Project budget per co-financing source - breakdown per partner
- F.6 - Spending plan

G - Annexes

- Overview
- Project users
- Export
- Submit

Conditions
Assessment & Decision

user27762@gecko.de	Firstname-27762	Lastname-27762	Read-only	• Legal representative	PP0 and Dev Age Cze
leadmarisa@gmail.com	Marisa	Lead	Admin	• Project coordinator	LP0 Tec Univ ga
svetlana.pp.rw@gmail.com	Svetlana	Partner	Read+Write		PP0 of F

Overview of legal representatives

LP01 Munster Technological University

Firstname-26668 Lastname-26668
user26668@gecko.de
No phone number provided.

PP02 Catalan Agency for Business Competitiveness (ACCIÓ)

Firstname-27199 Lastname-27199
user27199@gecko.de
No phone number provided.

PP05 Ministry of Finance

Firstname-26105 Lastname-26105
user26105@gecko.de
No phone number provided.

PP07 Duisburg Business and Innovation GmbH

Firstname-27735 Lastname-27735
user27735@gecko.de
No phone number provided.

User permission

Email: svetlana.pp.rw@gmail.com (24/200)

First name: Svetlana (8/200)

Last name: Partner (7/200)

Permitted operations: Read+Write

Organisation: PP05 Ministry of Finance

Roles in project: Financial manager (x)

Receives notifications

Buttons: Delete, Cancel, Save

Controller's access

Controller users are created by the control bodies

- **Centralised systems**

- Find out who your control body is, they already have accounts in Portal

- **Decentralised systems**

- Ask the approbation body to approve your contracted controller and to create their account in Portal

User access

- LP, PPs, Controllers see the Application form
- PP users will only see their own partner reports
- LP users will see their own reports and the other partners' reports
- Controller sees the financial report when it's submitted to them

- All users assigned to the PP or LP receive the notifications related to that organisation

Financial report

- **Compiled by each partner within 2 weeks after end of the reporting period**
- **Includes:**
 - Activity summary (≠ policy report)
 - List of expenditure
 - Procurements
- **Supporting documents uploaded on the Portal**

1. List of expenditure

[Report identification](#)
[Activity summary](#)
[List of expenditures](#)
[Consolidation](#)
[Procurements](#)
[Financial overview](#)
[Submit](#)
[Control report](#)
[Confirm/Reject](#)
[Supporting documents](#)

+ Add expenditure

ID 1	Cost category	Contract number	Application form item number or month [?]	Description	Employee/supplier	Document reference number	Date of invoice/document
1	Staff costs		04 - April	project manager sa 22/300	Bruce Dickinson 15/300	BD0423 6/300	Please select
2	Staff costs		04 - April	com manager sala 18/300	Paul Newman 11/300	PN0423 6/300	Please select
3	Staff costs		04 - April	finance manager s: 22/300	Rod Stewart 11/300	RS0423 6/300	Please select
4	Staff costs		05 - May	project manager sa 22/300	Bruce Dickinson 15/300	BD0523 6/300	Please select
5	Staff costs		05 - May	com manager sala 18/300	Paul Newman 11/300	PN0523 6/300	Please select
6	Staff costs		05 - May	finance manager s: 22/300	Rod Stewart 11/300	RS0523 6/300	Please select
7	Staff costs		06 - June	project manager sa 22/300	Bruce Dickinson 15/300	BD0623 6/300	Please select
8	Staff costs		06 - June	com manager sala	Paul Newman	PN0623	Please select

- Expenditure only for cost categories reported on a real cost basis
- Descriptions in English
- For partners outside Eurozone expenditure converted to EUR automatically

1. List of expenditure

[Report identification](#)
[Activity summary](#)
[List of expenditures](#)
[Consolidation](#)
[Procurements](#)
[Financial overview](#)
[Submit](#)
[Control report](#)
[Confirm/Reject](#)
[Supporting documents](#)

+ Add expenditure

ID 1	Cost category	Contract number	Application form item number or month [?]	Description	Employee/sup	nt	Currency	Exchange
1	Staff costs		04 - April	project manager se 22/300	Bruce Dickin 15/300		Euro	
2	Staff costs		04 - April	com manager sala 18/300	Paul Newma 11/300		Euro	
3	Staff costs		04 - April	finance manager s: 22/300	Rod Stewart 11/300		Euro	
4	Staff costs		05 - May	project manager se 22/300	Bruce Dickin 15/300		Euro	
5	Staff costs		05 - May	com manager sala 18/300	Paul Newma 11/300		Euro	
6	Staff costs		05 - May	finance manager s: 22/300	Rod Stewart 11/300		Euro	
7	Staff costs		06 - June	project manager se 22/300	Bruce Dickin 15/300		Euro	
8	Staff costs		06 - June	com manager sala	Paul Newman	DN0623	Please select	26 Jun 2023

- Partners from Eurozone declare amounts in Euro
- Partners outside Eurozone declare amounts in local currency
- Currency as debited from bank account of the partner

1. List of expenditure

[Report identification](#)
[Activity summary](#)
[List of expenditures](#)
[Consolidation](#)
[Procurements](#)
[Financial overview](#)
[Submit](#)
[Control report](#)
[Confirm/Reject](#)
[Supporting documents](#)

+ Add expenditure

ID 1	Cost category	Contract number	Application form item number or month [?]	Description	Employee/supplier	Document reference number	Date of invoice/document
1	Staff costs		04 - April	project manager sa 22/300	Bruce Dickinson 15/300	BD0423 6/300	Please select
2	Staff costs		04 - April	com manager sala 18/300	Paul Newman 11/300	PN0423 6/300	Please select
3	Staff costs		04 - April	finance manager s: 22/300	Rod Stewart 11/300	RS0423 6/300	Please select
4	Staff costs		05 - May	project manager sa 22/300	Bruce Dickinson 15/300	BD0523 6/300	Please select
5	Staff costs		05 - May	com manager sala 18/300	Paul Newman 11/300	PN0523 6/300	Please select
6	Staff costs		05 - May	finance manager s: 22/300	Rod Stewart 11/300	RS0523 6/300	Please select
7	Staff costs		06 - June	project manager sa 22/300	Bruce Dickinson 15/300	BD0623 6/300	Please select
8	Staff costs		06 - June	com manager sala	Paul Newman	PN0623	Please select

- Drop down list to select a contract number from the Procurements tab
- Month selection for staff costs
- Link with application form section F2

2. Supporting documents

- Report identification
- Activity summary
- List of expenditures
- Consolidation
- Procurements
- Financial overview
- Submit
- Control report
- Confirm/Reject
- Supporting documents

Supporting documents

- Period 1
- Period 2
- Period 3
- Period 4
- Period 5
- Period 6
- Period 7
- Period 8
- Staff
- Travel
- Ext. Expertise & services
- Equipment
- Infrastructure & works
- Procurement
- Staff contract

<input type="checkbox"/>	Name	Date	Size	Uploader	Tags
<input type="checkbox"/>	Amazing Consultant contract.pdf	15/09/2023	27.59 KB	leadmarisa@gmail.com	Procurement x Ext. Expertise & services x +
<input type="checkbox"/>	Amazing Consultant first trimester invoice.pdf	15/09/2023	27.23 KB	leadmarisa@gmail.com	Period 1 x Ext. Expertise & services x +
<input type="checkbox"/>	Great Hotel invoice partner meeting.pdf	15/09/2023	27.94 KB	leadmarisa@gmail.com	Ext. Expertise & services x +
<input type="checkbox"/>	Great Restaurant invoice stakeholder meeting.pdf	15/09/2023	27.94 KB	leadmarisa@gmail.com	Ext. Expertise & services x +
<input type="checkbox"/>	Tom Sawyer employment contract.pdf	15/09/2023	27.94 KB	leadmarisa@gmail.com	Staff x Staff contract x +
<input type="checkbox"/>	Tom Sawyer salary slip March 2023.pdf	15/09/2023	26.89 KB	leadmarisa@gmail.com	Staff x Period 1 x +
<input type="checkbox"/>	Tom Sawyer task assignement letter.pdf	15/09/2023	27.94 KB	leadmarisa@gmail.com	Staff x +



Visible only to the partner and their controller

Upload

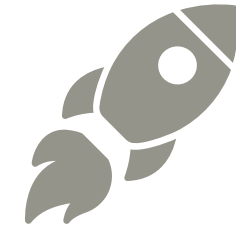
Download ZIP

Selected: 7 file(s), total size: 193.46 KB

Upload restrictions:

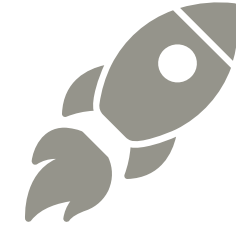
- Allowed file types: PDF, Word, Excel, JPG, PNG.
- Max file size: 100 MB.
- You may upload multiple files at once. The total size of all files must be 100 MB max. If it is more than 100 MB, please upload in several chunks.

6 ● **10 points
to remember**



10 points to remember

1. Get **controller** as soon as possible
(see website **In my country** pages for details)
2. Set internal **reporting timeline and control procedure** with partners
3. The whole reporting process happens on **the Portal**
<https://portal.interregeurope.eu>
4. All **activities and expenditures must match** each other and be justified
5. There is only **one staff-cost reporting option**



10 points **to remember**

6. Prepare **task assignment letter** indicating % of time staff members will dedicate to the project
7. Do not include **costs covered by flat rates** in other cost categories
8. Check with JS for **unplanned expenditure**
9. All partners must **comply with procurement rules**
10. **Assign users** to organisations and **define their rights in the Portal**

Watch our **tutorial videos**



Assigning users for reporting

Interreg Europe Portal tutorials for project partners

Interreg Europe
12 videos 3,639 views Updated 2 days ago

Play all Shuffle

<https://youtu.be/Z4uZJEwbxco?list=PLXXM7UvBjnhg-nu0MaFm6IW9zcElepogm>

Interreg Europe
How do staff costs work?

Interreg Europe: How do staff costs work?

Interreg Europe 1.79K subscribers

<https://www.youtube.com/watch?v=GBx0CqOi6H0&t=3s>

What is 20% flexibility rule?

Interreg Europe 20% flexibility rule

Interreg Europe 1.79K subscribers

<https://www.youtube.com/watch?v=4svAVsBBFak>



**Interreg
Europe**



Co-funded by
the European Union

Project **communication**



19 MAR 2024

Lead partner seminar
Antwerp, Belgium

Follow us on social media:



Find your **project's colour**



SMART



GREEN



CONNECTED



SOCIAL



CITIZENS



GOVERNANCE



Communication **timeline**

https://miro.com/app/board/uXjVMhLxXjg=/?share_link_id=274973225327

Communication timeline

All the time



Once



Communication toolkit

All the time

Project visual



Copyrights



Project website

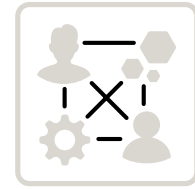


Project presentation



Participate in programme events

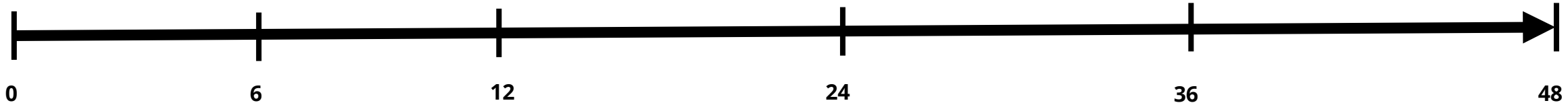
Community



EU support mentioned



months



Communication - HR

Project image/ photo



Project poster

Info on institutional websites + social media



Video 1



Plaques/ billboards



Video 2



Project dissemination event

Once



Topic colour matters



SMART



GREEN



CONNECTED



SOCIAL



CITIZENS



GOVERNANCE

Topic colour matters: main visual



**Interreg
Europe**



Co-funded by
the European Union

Sample Project



Topic colour matters: presentation



interreg Europe Co-funded by the European Union

3F GREEN MODEL

Title of the Event/presentation

Name of Presenter
Policy Officer at the Interreg Europe secretariat
secretariat@interreg.eu

1

Simple slide with text

Lorem ipsum
 Donec ut ante turpis sed nibh lacus. Ut nec in a urna. Nulla ut neque consequat sem dictum hendrerit at odio. Maecenas ultricies lectus nunc felis. In bibendum Phlegia.

12

2

Slide with an image

Lorem ipsum
 Donec ut ante turpis sed nibh lacus. Ut nec in a urna. Nulla ut neque consequat sem dictum hendrerit at odio. Maecenas ultricies lectus nunc felis. In bibendum Phlegia.

TOTAL 12.3 M€

3

"Nunc ornare finibus tortor quis elementum. Maecenas velit magna, volutpat eu nec, accumsan semper mi. Nunc eget porttitor ex."

4

Time for questions ?

5

Thank you!

www.interreg.eu/ACRONYM

6

interreg Europe Co-funded by the European Union

3F GREEN MODEL

The project ACRONYM is implemented in the framework of the Interreg Europe programme and co-financed by the European Union.

www.interreg.eu

7

Navigation icons: arrows, hexagons, and location pins.

8



Topic colour matters: poster



Interreg Europe Co-funded by the European Union

SCHOOL CHANCE

SCHOOL CHANCE aims at boosting the biomass as a key element of the transition to a low carbon economy at regional level.

SOCIAL

€ 1.26 M EU Funding

Apr 2014 - Sep 2020

An interregional cooperation project for improving **social economy** policies

Project Partners:

- Executive Forest Agency (BG)
- Forest Sciences Centre of Catalonia (CTFC) (ES)
- Government of Catalonia - Directorate General of Forestry (ES)
- Regional Council of North Karelia (FI)
- French Federation of Forest Municipalities (FR)
- Abruzzo Region - Rural Development and Fisheries Policies Department (IT)
- Latvian Forest Owners' Association (LV)
- Ministry of Agriculture Republic of Latvia (LV)
- Regional Development Agency Centre (NL)
- Slovenian Forest Service (SI)

www.interregeurope.eu/bio4eco

Topic colour matters: social media



Interreg Europe

Co-funded by the European Union

SCHOOL CHANCE

GOVERNANCE



**Interreg
Europe**



Co-funded by
the European Union

More on Restricted call & Conclusions

19 March 2024

Lead partner seminar
Antwerp, Belgium



Follow us on social media:



1

Restricted call

for 1st and 2nd call

- projects

Context: programme enlargement

In 2024 programme area enlarged to 7 new Partner States
('7 EU candidate countries')

**Albania, Bosnia and Herzegovina, Moldova, Montenegro,
North Macedonia, Serbia and Ukraine**

New opportunities for you!



The designations employed and the presentation of material on this map do not imply the expression of any opinion whatsoever on the part of the European Union concerning the legal status of any country, territory, city or area or of its authorities, or concerning the delimitation of its frontiers or boundaries.
 Kosovo: This designation is without prejudice to positions on status, and is in line with UNSCR 1244/1999 and the ICJ Opinion on the Kosovo declaration of independence.



Key features

- Unique opportunity for 1st and **2nd call projects** to work with organisations from the **7 EU candidate countries**
- Budget subject to number of requests approved (no specific amount allocated)
- From **20 March** to **7 June 2024**



Key features

- **Maximum of 2 additional partners** per project
- Budget increase up to **3%** of the original total budget (in addition to the budget allocated to new partners)
- Possibility to be involved as '**discovery**' partner





Discovery partner

- New type of participation: mainly to learn from others and discover interregional cooperation without the need to address policy instrument
- Facilitate the involvement of organisations from the 7 EU candidate countries (status restricted to these countries)



Procedure

- **Request for change** procedure in the **Portal**
- Ask your JS officers to open the request for change module in Portal as soon as you are ready
→ avoid last minute requests!

Deadline for submitting request for change with revised application form = **7 June 2024 midday CEST (Paris time)**

Documents



Partner declarations uploaded in Portal for **new partner(s)** and, if applicable, **associated policy authority(ies)**

NO new subsidy contract (2nd call projects only!) 

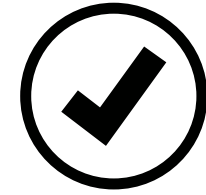


Assessment

JS officers check changes in revised application form:

- ✓ in line with **terms of reference**?
- ✓ **consistent** and **justified** (only changes strictly related to the new partners inclusion are possible)?

Approval



- **Monitoring committee** approves the request for change and new application form (MC meeting or written procedure)
- Costs eligible from **12 December 2023** (= same eligibility period)
 - For activities related to the integration of the new partners and the preparation of the revised application form!

2. ● **Closing remarks**

Upcoming events

- 9 APR (online) Q&A / networking session on **restricted call**
www.interregeurope.eu/news-and-events/events/restricted-call-qa-and-networking
- 23 APR (online) Webinar on **project website editing**
- 27 JUN (online) Meet the Policy Learning Platform (*date tbc*)
- 24-26 SEP Lead Partners **Training Days** (Lille, France)
- OCT (tbc) Webinar on eligibility rules & **finance reporting**

Your contribution to post 2027

- Post 27 already under discussion
- EC legislative proposals by mid 2025



How can you help?

- Be active in the restricted call
- Join the consultation process on the future of Interreg Europe (to be launched tomorrow)






**Interreg
Europe**



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Thank you!



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www.interregeurope.eu

