



MANUMIX

Interreg Europe



European Union
European Regional
Development Fund

MANUMIX

Second Learning Journey



Turin, 21st November 2017

INDEX

1. Brief Description of the project
2. Financial Execution
3. Milestones and indicators
4. Communication
5. State of situation of the JPR
6. Next administrative steps
7. Doubts and answers

Annexes

1. Brief Description of the project

1. Brief Description of the project

MANUMIX aims to strengthen and improve the effectiveness and efficiency of innovation policy-mixes for AM at regional level through EVALUATION AND POLICY LEARNING.

MANUMIX's final goal is to improve 4 policy instruments related to each region's ERDF Operational Programme 2014-2020 (policy mixes).

Specific Objectives

- **To analyse and improve regional RDI policy-mixes in the area of advanced manufacturing**
- **To strengthen and improve the evaluation of regional RDI policy-mixes for advanced manufacturing**
- **To ensure a better RDI policy-mix implementation and management**

1. Brief Description of the project

MANUMIX is a 4 year project starting in January 2017 and finishing in December 2020.

It is structured in two phases:

- **PHASE I: Learning and Action Plan Design (2 years)**

MAIN OUTPUT: Definition of the Local Action Plans

Each region will define an action plan to change its MANUMIX policy-instrument or its management (i.e. evaluation system at policy-mix level) by December 2018.

- **PHASE II: Action Plan Implementation (2 years)**

MAIN OUTPUT: Implementation of the local Action Plans

Action plans must be implemented throughout 2019-2020 (phase II)

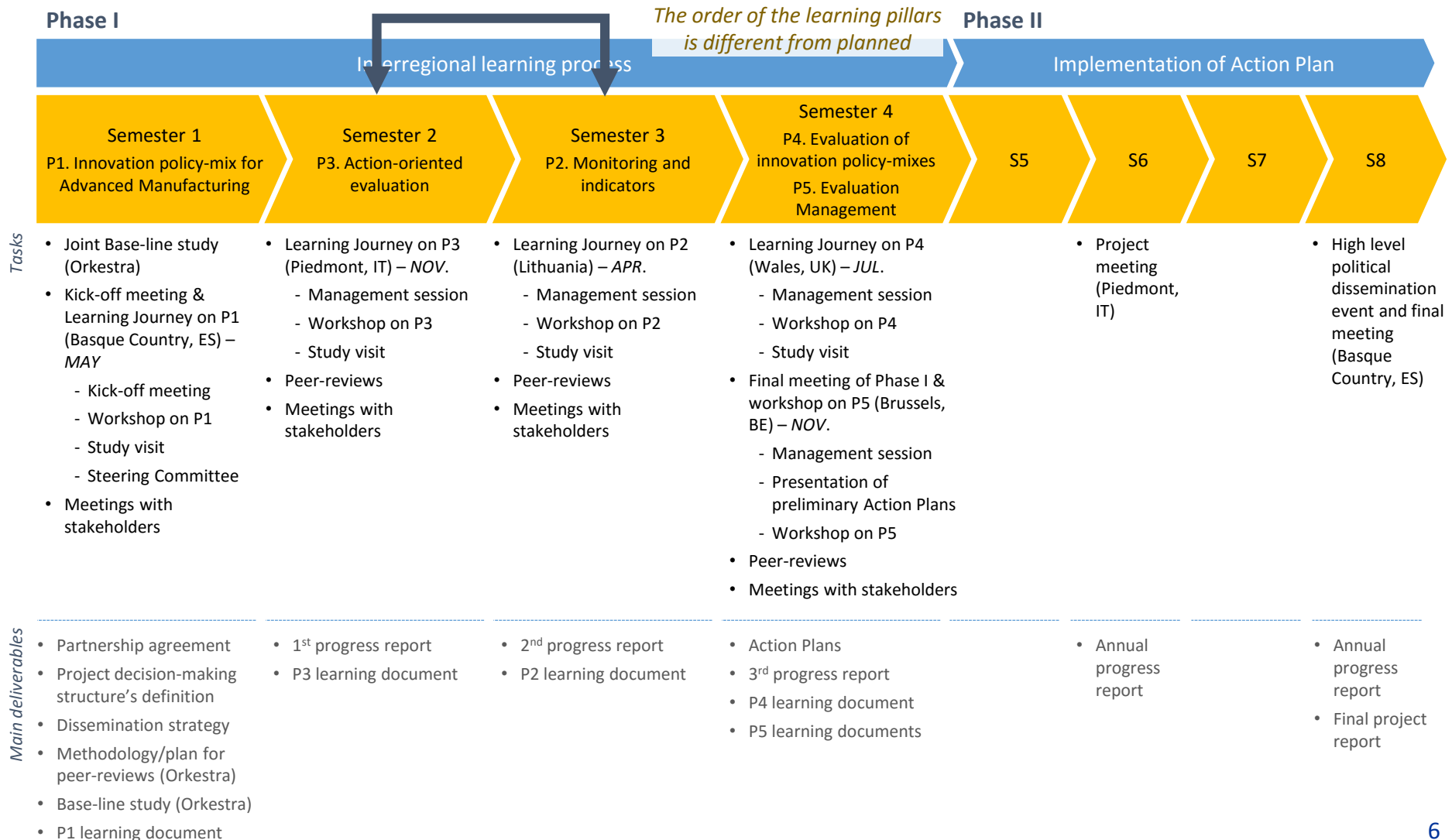
In Phase I, will specifically address 5 thematic co-learning areas (learning pillars):

1. Innovation policy-mix for advanced manufacturing
2. Monitoring and indicators
3. Action-oriented evaluation: how to make use of evaluation for decision-making purposes?
4. Evaluation of innovation policy-mixes: towards an integrated evaluation
5. Evaluation management: means, resources and efficiency in terms of cost/benefit

1. Brief Description of the project

In the 1st LJ a change in the dates of the following two learning journeys was agreed.

The meeting in Lithuania (P2) was exchanged for the meeting in Piedmont (P3).



2. Financial Execution

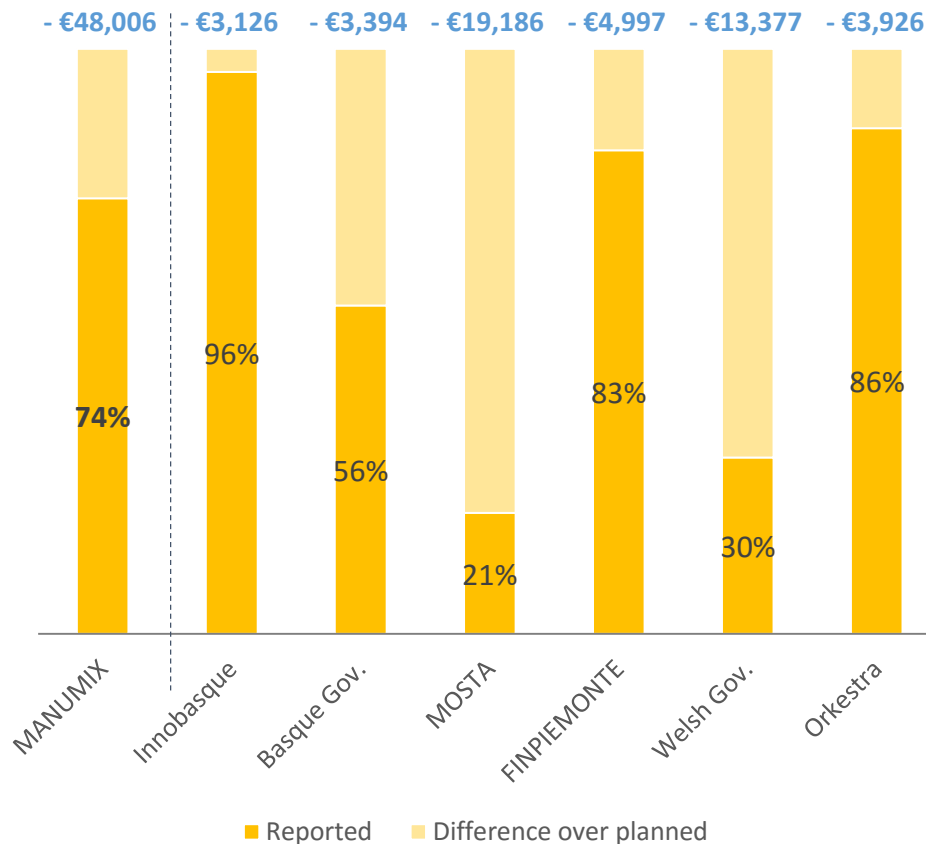
2. Financial Execution

We have only spent the 74% of what we had planned.

This is mainly due to internal reorganisations in some of the partners.

It is necessary that each partner reschedules its budget in order to follow the spending plan. What was not possible to spend can be spent during the following semesters.

Financial execution of the project by partner



Partner	Total budget	Reported	%
Innobasque	283,530	76,204	26.88%
Basque Gov.	37,818	4,347	11.50%
MOSTA	146,064	5,014	3.43%
FINPIEMONTE	180,220	23,846	13.23%
Welsh Gov.	109,700	5,773	5.26%
Orkestra	180,329	24,998	13.86%
TOTAL	937,661	140,182	14.95%

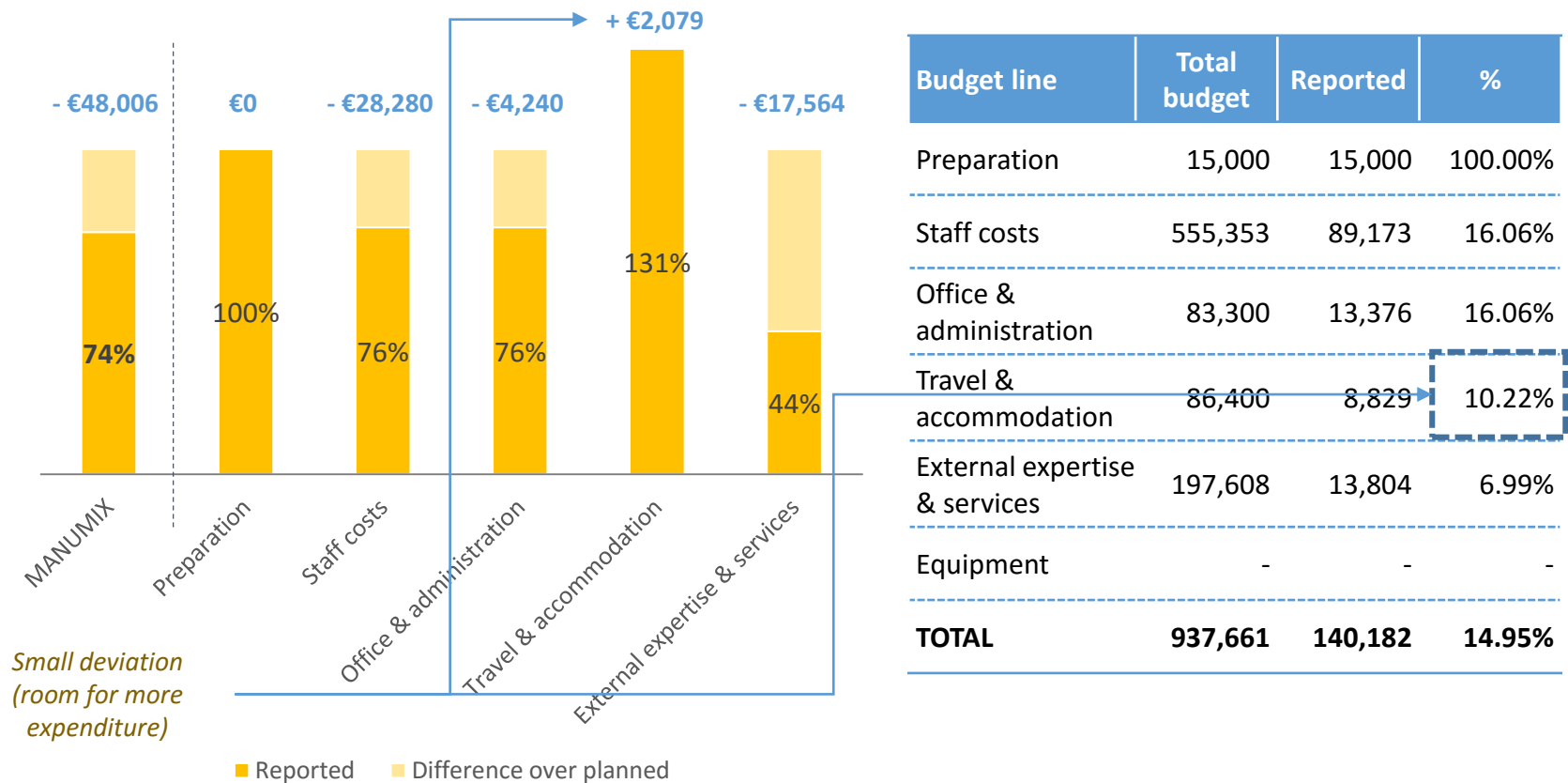
2. Financial Execution

All budget lines are under the planned level, except travel & accommodation.

The expenditure on external expertise and services line is particularly low (44%) as the costs of contracted services are lower than expected and FLC costs will be reported next semester.

The over expenditure in travel & accommodations is owing to compulsory and unexpected trips of the lead partner to courses organised by the Joint Secretariat in Berlin and Barcelona.

Financial execution of the project by budget line



3. Milestones and indicators

3. Milestones and indicators. Milestones

All of the activities to be finished by the end of the first semester have been done.

ACTIVITY		OUTPUTS	Objective	Result
a) EXCHANGE OF EXPERIENCE	Elaboration of the Study	Joint Base-Line Study	1	1 <i>Done</i>
		Project management meeting	7	1 <i>In progress</i>
		Workshop	5	1 <i>In progress</i>
		Study visit	4	1 <i>In progress</i>
	Learning Journey	Minutes from L J	5	1 <i>In progress</i>
		Learning document	5	1 <i>In progress</i>
		Methodology for the peer review	1	1 <i>Done</i>
		Peer review exercises	3	- <i>Starting</i>
	Stakeholders meetings	Stakeholders meetings	20	4 <i>In progress</i>
	b) COMMUNICATION AND DISEMMINATION	Off line activities	Communication strategy	1
Newsletters			5	1 <i>In progress</i>
On line activities		Website update and publications in social networks	8	1 <i>In progress</i>
		Partner's websites update	8	1 <i>In progress</i>
Press communication activities		Press releases	20	15 <i>In progress</i>
Events		High level political dissemination event	1	- <i>In 2020</i>
c) PROJECT MANAGEMENT		Steering Committee meeting	Minutes from the Steering Committee meeting	5
	Partnership agreement		1	1 <i>Done</i>
	Project decision making structure definition		1	1 <i>Done</i>
	Other	Individual progress reports (phases I & II)	30	6 <i>In progress</i>
		Joint progress report (phase I)	4	1 <i>In progress</i>
		Annual joint progress report (phase II)	2	- <i>In 2019-20</i>
		Final project report	1	- <i>In 2020</i>
		Action plans	4	- <i>In 2018</i>

3. Milestones and indicators. Activities

Before the second reporting period, there are new tasks to complete

Some of them should be the result of this meeting

Activity		Outputs	S2						
			7	8	9	10	11		12
a) EXCHANGE OF EXPERIENCE	Elaboration of the Study	Joint Base-Line Study							
		Project management meeting					1		
	Learning Journey	Workshop					1		
		Study visit					1		
		Minutes from L J					1		
		Learning document					1		
		Methodology for the peer review							
		Peer review exercises						1	
Stakeholders meetings	Stakeholders meetings					4		1 PER REGION	
b) COMMUNICATION AND DISSEMINATION	Off line activities	Communication strategy							
		Newsletters						1	
	On line activities	Website update and publications in social networks						1	
		Partner's websites update						1	
		Press communication activities	Press releases						4
	Events	High level political dissemination event							
c) PROJECT MANAGEMENT	Steering Committee meeting	Minutes from the Steering Committee meeting						1	
		Partnership agreement							
	Other	Project decision making structure definition							
		Individual progress report							
		Joint progress report (phase I)						1	
		Annual joint progress report (phase II)							
		Final project report							
Action plans									

3. Milestones and indicators. Programme and indicators

MANUMIX project success is measured by the indicators reflected in the application form

These indicators contribute to the indicators defined by the Interreg Europe Programme

Type of indicators

Pre-defined by the programme

Output indicators

Targets related to the implementation of the project

Result indicators

Achievements of the project

Self-defined performance indicators

Targets related to each policy-instrument

3. Milestones and indicators. Output indicators

The outputs are the tangible deliverables of the project which contribute to the results.

They are directly related to the activities to be developed in the project.

MANUMIX project output indicators

3 Basque Country
1 Lithuania
1 West Wales and the Valleys
1 Piedmont

INDICATORS	TARGET	BASQUE COUNTRY	LITHUANIA	PIEDMONT	WEST WALES & THE VALLEYS	ACHIEVED
Number of policy learning events organised	30					7
Number of good practices identified	8	2	2	2	2	0
Number of people with increased professional capacity due to their participation in interregional cooperation activities	44	14	12	8	10	17
Number of action plans developed	4	1	1	1	1	0-
Number of appearances in media (e.g. press)	28	7	7	7	7	18
Average number of sessions at the project pages per reporting period	6,000					422



3. Milestones and indicators. Result indicators

The results are direct effects of the project.

They should be achieved by the end of the project

MANUMIX project result indicators

INDICATORS	TARGET	DISTRIBUTION	ACHIEVED
Number of Growth & Jobs or ETC programmes addressed by the project where measures inspired by the project will be implemented 100% of policy instruments addressed with structural funds link	4	1 per region	0
Number of other policy instruments addressed by the project where measures inspired by the project will be implemented	0		0
Estimated amount of Structural Funds (from Growth & Jobs and/ or ETC) influenced by the project (in EUR)	4,300,000	Only Lithuania	0
Estimated amount of other funds influenced (in EUR)	0		0

3. Milestones and indicators. Self defined performance indicators

In order to ensure consistency in the programme’s evaluation, each project is required to fill in a certain number of pre-defined result and output indicators

Each partner should develop the activities to reach its self-defined objectives

Partners self-defined performance indicators

INDICATORS		TARGET	ACHIEVED
Policy instrument 1: Basque Country	Number of improved instruments cofounded by ERDF and related with AM	2	0
Policy instrument 2: Lithuania	Number of financed projects, related to advanced manufacturing	5	0
Policy instrument 3: Piedmont	Number of indicators (selected among those of the ERDF ROP 2014-2020) to be applied to the regional evaluation system to assess the policy implementation process, consistency and impact.	3	0
Policy instrument 4: West Wales & the Valleys	Number of enterprises supported to introduce new to the market products	245	0

3. Milestones and indicators

The indicators are the core of the project

All the partners should pay attention to reach the objectives established

Instructions for all the partners

- All partners should monitor the results achieved by their activities.
- The indicators are as important as the financial execution.
- All partners should complete the indicators.
- All the partners must keep evidences of the indicators. This information must be sent to Innobasque.

4. Communication

4. Communication

The communication plan (CP) specifies the communication strategy defined in the application form.

CP was approved in the kick-off meeting of the 1st Learning Journey (LJ).

Objectives

- Change mind-set and disseminate knowledge to policymakers in the participating regions regarding the use of evaluation at policy mix level as a policy learning instrument
- Raise awareness of the importance of evaluation at policy mix level for RIS3 implementation in European regions
- Disseminate knowledge among policy makers and public in general to foster the incorporation of collaboration in policy learning

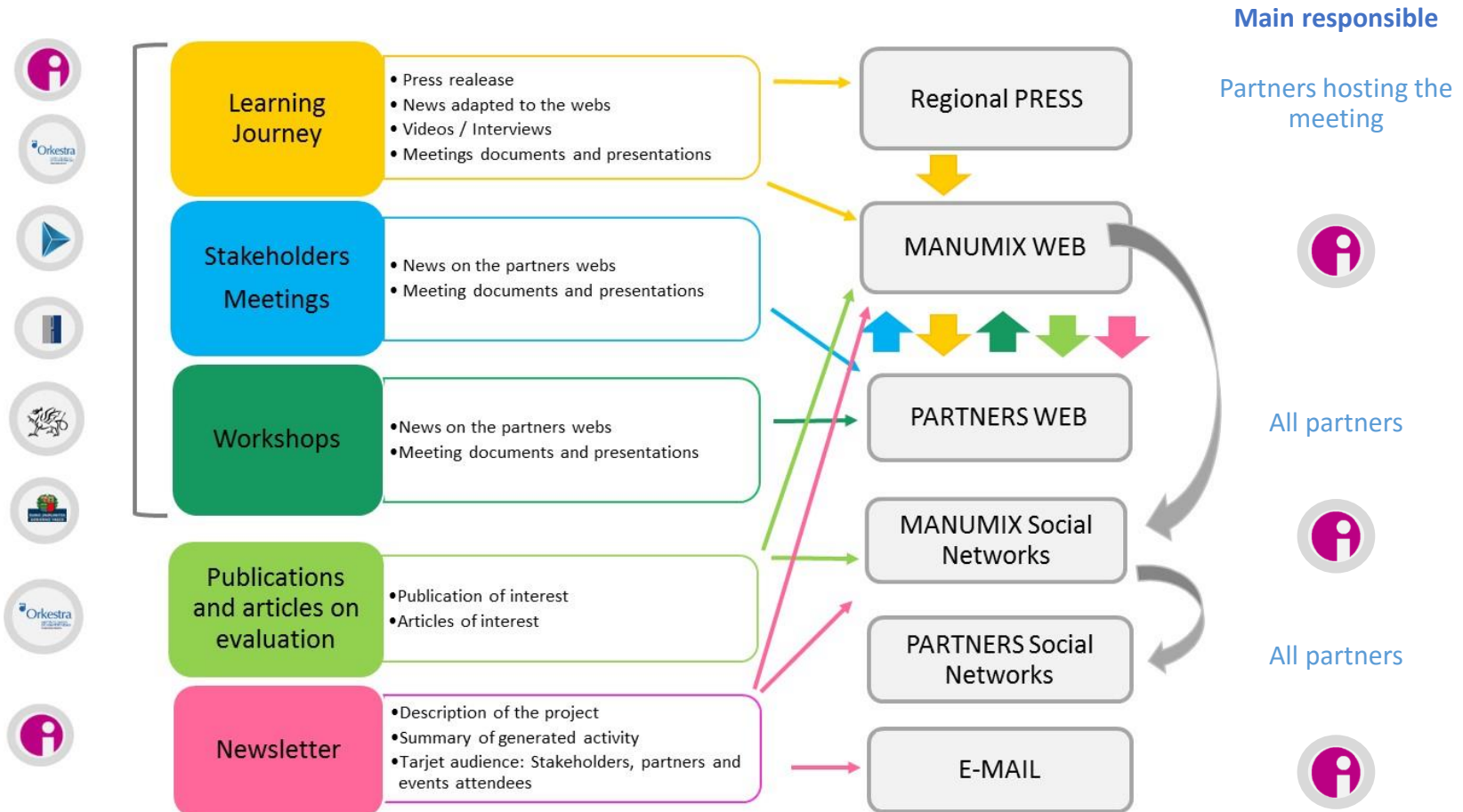
Target groups

- **Internal target group:** policy owners, makers and managers of the participating 4 regions.
- **External target group:**
 - Stakeholders of the participating 4 regions
 - Regional business support organisations, Cluster organisations related to AM, RTOs and academia, and AM companies
 - EU policy owners, makers and managers dealing with innovation policies related to AM
 - Public in general

4. Communication

The procedure for executing the CP was established in the previous meeting.

Each partner is the main responsible for the communication activities related with its LJ.



5. State of situation of the JPR

5. State of situation of the JPR

The Managing Authority (MA) has sent us some questions about the Joint Progress Report (JPR).

We have already answered these questions and the 2nd version of the JPR has been submitted on the 9th of November.

Activities clarifications

- To maintain the quality of the description of the activities and the involvement of the partners in future reports
- To illustrate our experiences in future reports with additional communication tools (e.g. pictures, videos, interviews)
- To review the quantification of the indicator of *Number of policy learning events organised* to quantify the meetings with stakeholders
- To review the quantification of the indicator of *Number of appearances in media* to reflect only the appearances in press, radio, television, online portals, blogs, news website.
- To detail the territorial scope of the policy instruments to be affected by the project.

Financial clarifications

- To clarify the reasons for the underspending in the first reporting period.
- To establish a correct link between the expenses justified and the items included in the project proposal
- To reflect all the contracts even when they are in relation to services not contracted exclusively for the project
- To eliminate some expenses that are not eligible (stamps) because they are covered by the flat rate in the line of office and administrative cost

6. Next administrative steps

6. Next administrative steps

All the partners should write the 2nd progress report by the 15th of January 2018.

Regarding the 1st Joint Progress Report, its approval is expected soon.

Next Steps

1st Joint Progress Report

- Clarifications submitted to MA on the 9th of November.
- Approval of the 1st Joint Progress Report soon → reimbursement of the expenses by the EC.
- Innobasque will transfer the funds to each partner after the reception of the payment.

2nd Progress Report

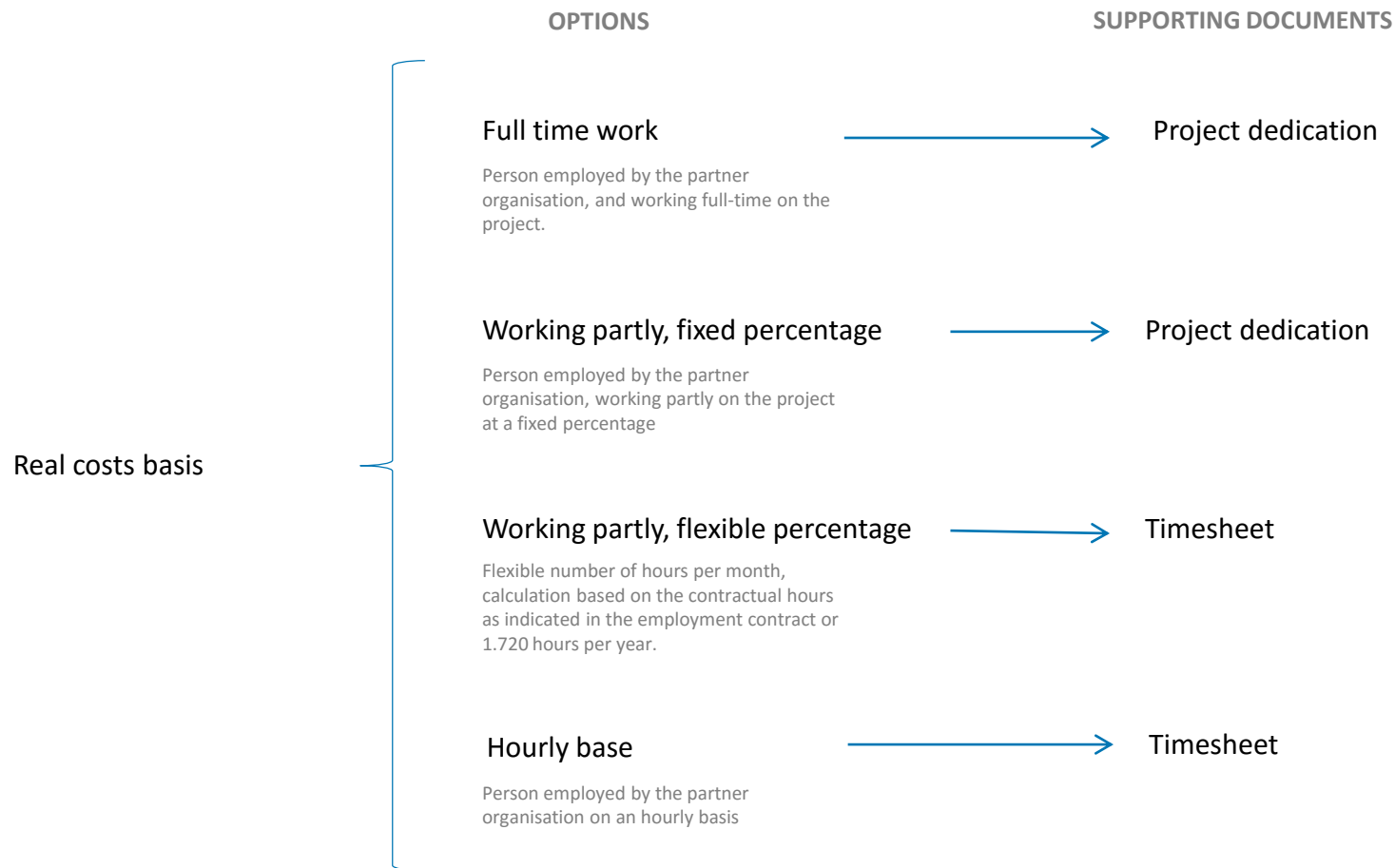
Individual PR to FLC	Individual PR to LP	Joint PR to JS
15 th January 2018	15 th February 2018	1 st April 2018

7. Doubts and answer

7. Doubts and answers

Q. How should we justify the human resources expenses?

A. There are several options. You can choose the one preferred by your organizations. The Working partly, fixed percentage is the simplest one, but it is not the unique alternative



The option selected should be maintained during all the project duration

7. Doubts and answers

Q. Can we justify administrative expenses like courier, stamps, office material, etc.?

- A. No. The administrative expenses are covered by office and administration budget line. This budget line is calculated like a flat rate (15%) of the staff cost.

Thus, don't forget to eliminate those kind of expenses of your progress report

Q. Subsidy payments not requested by each project partner in time and in full as indicated in the spending plan included in annex III may be lost for the concerned project partner. We would like to know, what is in time, meaning, under what exact circumstances the subsidy payments would be lost?

- A. If the projects do not meet their spending plans, the program may also not meet its own. In the event of the program not meeting its spending plan, it will be subject to decommitment, this means that the program budget would be reduced accordingly. This is why projects will be monitored on the basis of their spending plan.

For the reason each partner should review frequently the financial execution of its budget

7. Doubts and answers

Q. Is the monitoring of the project indicators important?

- A. The project indicators are as important as the financial execution because all the EU policies are oriented to results.

Please, remember to monitor your indicators, custody the proofs and send them to Innobasque to fulfill the Joint Progress Report. The MA can ask us for clarifications in relation to the indicators and results achieved by the project.

Q. When is forecasted to receive the first payment?

- A. The first payment will be received once the MA approves the JPR. We estimate that this approval will be soon because we have sent the clarifications to the MA November 9. Innobasque will receive the payment and transfer it to the partners.

Please, send us the IBAN number of your account to facilitate the transfer process

Annexes

Financial execution by budget line and partner over planned expenditure in semester 1

Budget line	Innobasque			Basque Gov.			MOSTA			FINPIEMONTE			Welsh Gov.			Orkestra		
	Planned	Reported	%	Planned	Reported	%	Planned	Reported	%	Planned	Reported	%	Planned	Reported	%	Planned	Reported	%
Preparation	15,000	15,000	100%	0	0	-	0	0	-	0	0	-	0	0	-	0	0	-
Staff costs	38,896	39,433	101%	5,775	3,706	64%	18,000	2,922	16%	18,472	18,328	99%	12,000	4,487	37%	24,310	20,297	83%
Office & administration	5,834	5,915	101%	866	556	64%	2,700	438	16%	2,771	2,749	99%	1,800	673	37%	3,646	3,044	83%
Travel & accommodation	0	2,770	-	0	85	-	1,500	1,654	110%	3,000	2,051	68%	2,250	613	27%	0	1,657	-
External expertise & services	19,600	13,086	67%	1,100	0	0%	0	0	-	4,600	718	16%	3,100	0	0%	968	0	0%
Equipment	0	0	-	0	0	-	0	0	-	0	0	-	0	0	-	0	0	-
TOTAL	79,330	76,204	96%	7,741	4,347	56%	24,200	5,014	21%	28,843	23,846	83%	19,150	5,773	30%	28,924	24,998	86%

Financial execution by budget line and partner over total budget

Budget line	Innobasque			Basque Gov.			MOSTA			FINPIEMONTE			Welsh Gov.			Orkestra		
	Total budget	Reported	%	Total budget	Reported	%	Total budget	Reported	%	Total budget	Reported	%	Total budget	Reported	%	Total budget	Reported	%
Preparation	15,000	15,000	100%	0	0	-	0	0	-	0	0	-	0	0	-	0	0	-
Staff costs	123,418	39,433	32%	20,625	3,706	18%	100,056	2,922	3%	111,148	18,328	17%	64,000	4,487	7%	136,106	20,297	15%
Office & administration	18,512	5,915	17%	3,093	556	18%	15,008	438	3%	16,672	2,749	17%	9,600	673	7%	20,415	3,044	15%
Travel & accommodation	16,500	2,770	12%	7,500	85	1%	12,000	1,654	14%	19,500	2,051	11%	13,500	613	5%	17,400	1,657	10%
External expertise & services	110,100	13,086	12%	6,600	0	0%	19,000	0	0%	32,900	718	2%	22,600	0	0%	6,408	0	0%
Equipment	0	0	-	0	0	-	0	0	-	0	0	-	0	0	-	0	0	-
TOTAL	283,530	76,204	27%	37,818	4,347	12%	146,064	5,014	3%	180,220	23,846	13%	109,770	5,773	5%	180,329	24,998	14%



MANUMIX

Interreg Europe



European Union
European Regional
Development Fund



C/ Jose María Escuza 1-3, 5º Dpto 2
48013 Bilbao, Bizkaia, España
Teléfono: +34 944 050 043
Email: info@cdiconsultoria.com