

**Interreg
Europe**



Co-funded by
the European Union

Reporting activities (Joint progress report)

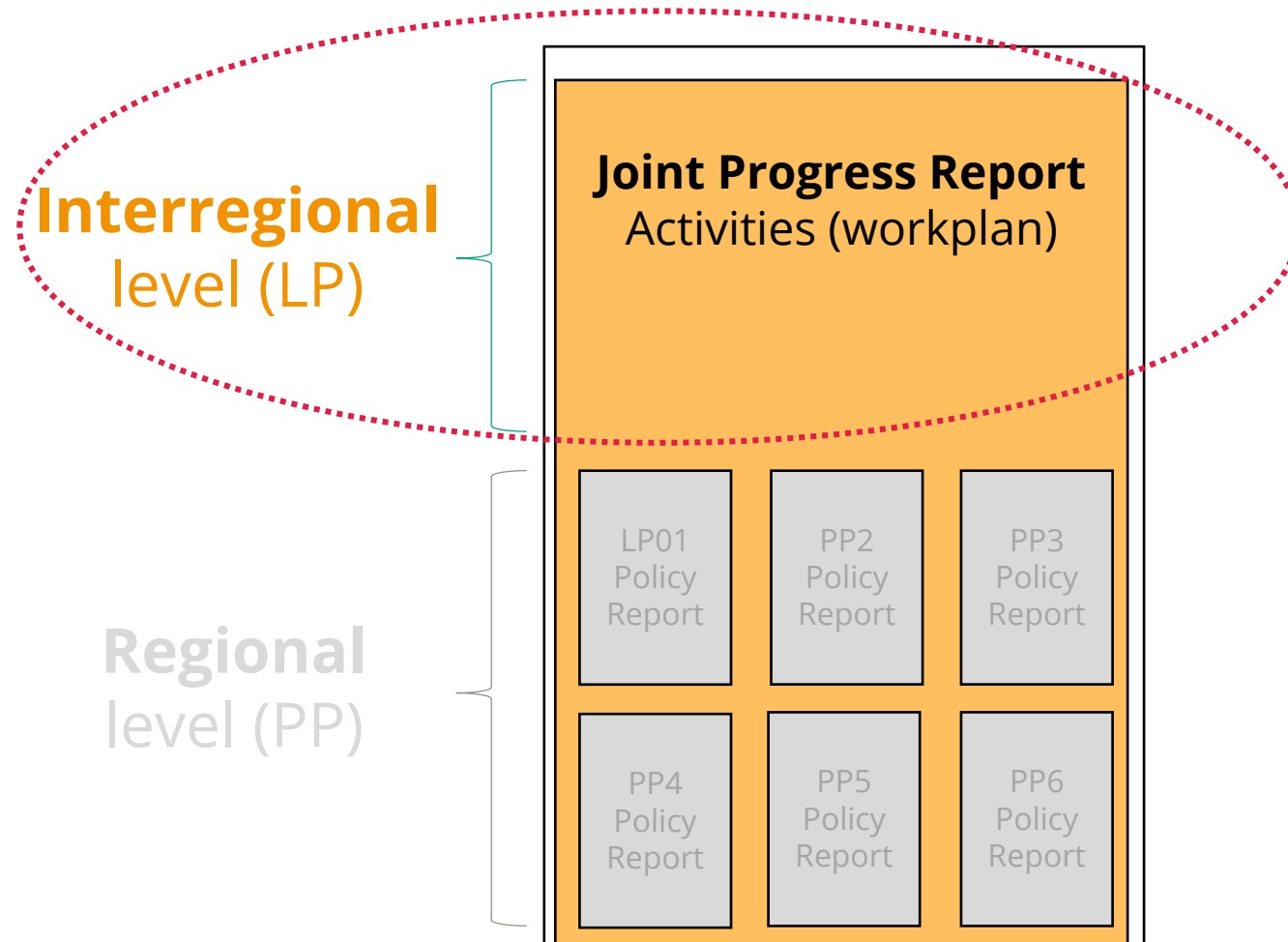
27 September 2023

Projects Training Days
Lille, France

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Reporting: **structure of the PR**



Joint Progress Report

- Project overview prepared by the LP
(also includes policy reports to be validated by the LP)
- Day-to-day implementation following workplan
- **Planned** activities vs **implemented** activities

Content

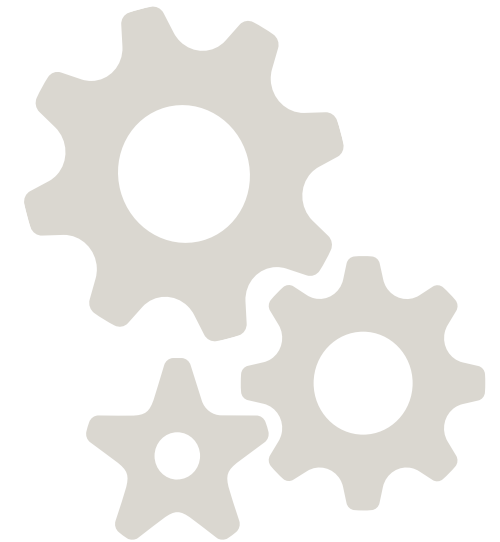
1. Summary of project activities

1.1 **Overview** of project outputs

1.2 **Activities** of the current reporting period

- Exchange of experience
- Pilot action(s)
- Communication

1.3 **Changes** from the original plans



1.1 Overview of project outputs

Code	Title	Target (AF)	Achieved
RC087	N° of organisations cooperating across borders	77	?
RC084	N° of pilot actions developed jointly and implemented in projects	1	?
OI4	N° of policy instruments addressed	7	?
OI5	N° of interregional policy learning events organised	10	?
OI6	N° of good practices identified	24	?

- Tracks the progress of the project (in terms of output indicators)
- Cumulative values (achieved in PR1 + PR2 + PR3 ...)
- Automatically calculated (based on information provided in other sections)

1.2 Activities of the current reporting period

Exchange of experience

Activities as originally planned

CONTEXT

At the beginning of the SPOTLOG project, the concept of socially responsible logistics services and the contribution of urban logistics to carbon-neutral cities may be not clear to all members of the partnership.

Therefore, the first Exchange of Experience (EoE) event will take place in one of the most advanced regions regarding the path to carbon-neutral cities (TAMPERE, Finland) to streamline the learning of the remaining partners. As explained in the project approach, all main interregional events will have a Thematic Seminar (TS), a Capacity Building Workshop (CBW) and a Policy Analysis Session (PAS).

ACTIVITIES

1st Main Interregional Exchange of Experience Event - Tampere Region, Finland, organised by AP05 (2,5 days)

Main topic: "The role of logistics towards climate-neutral regions and cities"

- TS: - The current impact of the logistics sector under the 3 pillars of sustainability
 - Creating an urban logistics plan in cooperation with business life and industry stakeholders
 - Key actions to develop sustainable urban logistics and promote service production opportunities.
- CBW: Institutional barriers towards better integration of mobility and logistics needs and resources.
- Study visits: Micro Logistics Hub
- PAS Definition of future vision created by the regions and private operators in cooperation,
 - General organization and planning of the implementation of stakeholder surveys (LP)
 - Event analysis: guidelines for the preparation of technical documents and policy briefings (LP + AP05);
 - Selection of regional relevant stakeholders to be invited to take part in the SPOTLOG activities and highlighted in SPOTLOG communication channels.

1st set o Regional Stakeholder Meetings (RGMs) for each policy instrument (All PPs except PP05). In countries with more than one partner, the RGMs will be organized alternately.

Topics:

- SPOTLOG Project presentation;
- Stakeholder introduction and discussion of their role;
- Discussion of objectives/outcomes of previous and upcoming interregional events.

Whenever possible, EoE events will be held in a hybrid format to expand the number of participants and reduce the CO2 footprint.

N° of interregional policy learning events organised

2

N° of good practices identified

7

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.

[3000 characters]

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	
--	--

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

N° of good practices identified	
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1.2 Activities of the current reporting period

Exchange of experience

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.

	<i>[3000 characters]</i>
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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	
--	--

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

N° of good practices identified	
---------------------------------	--



Consistency

Description of activities

&

Value of indicators

&

Website
(news, events, GPs)

1.2 Activities of the current reporting period

Exchange of experience - Indicators

N° of interregional policy learning events organised

- Back-to-back events counted as one
- Stakeholder group meetings not counted
- Management or communication meetings not counted

1.2 Activities of the current reporting period

Exchange of experience - Indicators

N° of good practices identified

- GPs to be uploaded on project website by end of core phase
- Only GPs validated by policy officers via the website counts

1.2 Activities of the current reporting period

Partners involvement in main activities

Did all partners participate in the main interregional policy learning events? **YES / NO**

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

[3000 characters]

1.2 Activities of the current reporting period

Pilot action(s)

Pilot action 1

Activities as originally planned

Pilot action 1 Assessing sustainable logistics solutions in the Sea Park area

Kick-off meeting with involved partners (PP03, PP07, PP10)

Summary of added value and difficulties encountered in the region of Mechelen for the implementation of micro consolidation hubs and introduction of cargo bikes and e-vehicles for last-mile deliveries (PP03, PP07)

Possible technical visit to Mechelen within the SPOTLOG staff exchange programme (host PP10 - visitor PP07)

Report addressing key factors for successful implementation - The preliminary study will address potential locations, type of implementation; a detailed list of the involved stakeholders (organisation and participants from each organisation involved in the pilot); Operational and transport provider configuration; last-mile fleet composition; catchment area, spatiotemporal demand patterns (PP07, PP03).

Meeting with local stakeholders to present the SPOTLOG project and its vision (commerce, operators, neighbouring municipalities, regulatory authorities) (PP07).

Procedures for initiating the approval process of the facility installation - micro consolidation hub (see note) (PP07).

NOTE: Micro-consolidation centres have shorter distances to the end customer and a smaller facility footprint appropriate to the spatial constraints in dense environments such as Rimini. Microhubs also allow for a mode shift to sustainable electric and non-motorized transportation modes such as electric cargo bikes and small e-vehicles (thus, small works for charging and protection are needed).

Activities completed during the reporting period

Please describe in detail the activities related to the pilot action

Please click in this box when the pilot action is completed:

[3000 characters]

One field per pilot action

Reminder on **pilot action**

- Included on the agenda of midterm reviews (semester 4) – be prepared!
Call for pilot actions organised in semester 5
- Maximum one pilot per policy instrument / region
- Requirements to be met:
 - Policy **relevance** and **durability**
 - **Interregionality** and contribution to the learning process
 - **Testing character**
 - Additionality
- Further information available: [webinar](#) on pilot actions

1.2 Activities of the current reporting period

Communication

Activities completed during the reporting period.

Activities as originally planned

Communication Strategy (by the Communication Manager (CM), PP03);
 Update the content of the website and creation of social network webpages (CM, PP03);
 1st e-newsletter (CM);
 Dissemination of policy briefings spreading out SPOTLOG's main objectives and conclusions of the interregional event (CM, PP03);
 Dissemination in regional/national media to present the SPOTLOG vision with a special focus on the region of the main event (AP05);
 External participation in European Conferences - Dissemination of SPOTLOG vision in Transport Conferences to disseminate project objectives and involve/attract keynote speakers for upcoming events and IE events (LP, AP05, PP03, PP04);
 Dissemination of material from all events through the website library (CM)
 Dissemination in the SPOTLOG Social Media channels;
 2 Short video interviews with key stakeholders;
 Project poster in the headquarters of PPs and link to the website on the official web pages;
 SPOTLOG video - main goals and vision.

Please describe in detail the activities related to communication

[3000 characters]

Communication outputs to be available on your **project website** (e.g., videos, brochures, newsletters)

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.

[3000 characters]

In case of **minor changes** from original plans (application form):

- Describe the change, and the reason for the change
- Clarify any consequences on project implementation (e.g., on finance)
- Describe solution(s) proposed to face problems/ how to catch-up with delays

Kind reminder

The report should be:

- **self-explanatory**
- **understandable**
- does not repeat information from application form



Closing tips

- Don't take reporting as an administrative burden but as a way to communicate your progress and achievements
Progress report = main tool for policy officers to follow your project
- Pass the word to your partners: you cannot make it without their input
- Never forget why you are cooperating: reporting on results is essential!

Do not hesitate to contact us! We are always available to help.



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Thank you!

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