European Union | European Regional Development Fund

Sharing solutions
for better regional policies

Reporting activities and results

Verena Priem

Policy Officer

Interreg Europe Joint Secretariat

- Reporting activities and results
- Case study
- Final recommendations

REPORTING ACTIVITIES AND RESULTS

Activity & result monitoring

Why?

- to follow the project's progress in terms of activities / outputs and in terms of **results**
- to demonstrate the project's / programme's success and usefulness

Activity & result monitoring

How is it carried out?

- mainly through the **progress reports**
- through project's website, publications and good practices
- through the JS participation in project event(s)

Reporting: basic principles

- Same template for phase 1 and phase 2: only certain sections are adapted according to the phase

- Two parts in the achievements reporting:
    1. Insight into project's implementation
    2. Insight into project's results

- **From the first period**, **project can report on results**

Part 1: implementation

Insight into project's **implementation**

- overview of day-to-day project implementation
- consolidated information
- two sections: overview and report against work plan

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Home > 1. Implementation overview

Status | ✓ 1. Implementation overview | ! 1.3 Activities | ✓ 2. Results/Policy instruments | ! 3. Finance | ! Contact details | Lead partner declaration

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1. Insight into project's implementation

1.1 Overview

Exchange of experience process (phase 1) or Monitoring the action plan implementation (phase 2)

Please describe the involvement of partners during the reporting period. Is this involvement according to the plans?

During this first semester of project activity, the partners have established local stakeholder groups in their respective regions as per the descriptions provided in the application form. First meetings to describe the project and involve local stakeholders in the learning process have taken place in most partner regions as described in the section below. Establishing these groups has been an important first step in the exchange of experience process because the groups consist of project partners and a range of organisations which are responsible for shaping and implementing SME support policies in their regions. Their involvement in SIE will be essential in reviewing good practice from partner regions and having the ability to make recommendations to improve regional policies and programmes.

The first study visit took place in July and this was the first opportunity for the partnership to meet to exchange experience and best practice. Kent County Council, its local stakeholders (DIT, EEN, Kent Invicta Chamber) and some local companies (Abbaltis, Shepherd Neame, Scarab) were able to present the challenges that the county faced regardling SME internationalisation and the joint approach adopted to support SMEs in the area with all aspects of international trade. All of the partners took part in the first study visit with representatives of 6 of the 7 stakeholder groups. The group learned about the 'Kent International Business' programme and the support that has been put in place to implement SME support policy initiatives in Kent.

The local stakeholder groups in each region have all agreed to work to similar terms of reference in order to ensure that they are fully engaged in the learning process throughout the SIE project. They have also been involved in commissioning the comparative study work in each region which will highlight challenges and opportunities for the SME internationalisation support policies in the SIE areas.

1,961 / 2,000 characters

Is the policy learning process progressing as initially planned? Do the partners learn from each other and is there any difficulty encountered in this regards during the reporting period?

So far, the policy learning process has broadly progressed as we envisaged in the initial application form. Project partners have engaged with and met with local stakeholders in each region to explain the aims and objectives of the SIE project and to ensure that colleagues are committed to participating in the SIE project.

All project partners and many local stakeholder group representatives participated in the first study visit to Kent in July 2016. As this was the main learning activity during semester 1, the partners focused on finding out about policies and support mechanisms in Kent and how these operate to tackles the challenges faced by SMEs in Kent. The group found that many of the challenges were very similar in each region and some of the solutions developed in Kent had not been embedded into policies or tried and tested in the partner regions.

1. Implementation overview

1.1. Overview

Exchange of experience process (Phase 1) / Monitoring of action plan (Phase 2)

- involvement of partners
- policy learning process / difficulties
- stakeholders involvement in this process / all regions?
- participation in Policy Learning Platform

1.2. Storytelling

What are you particularly proud of in this reporting period?

NICHE
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Design 4 Innovation
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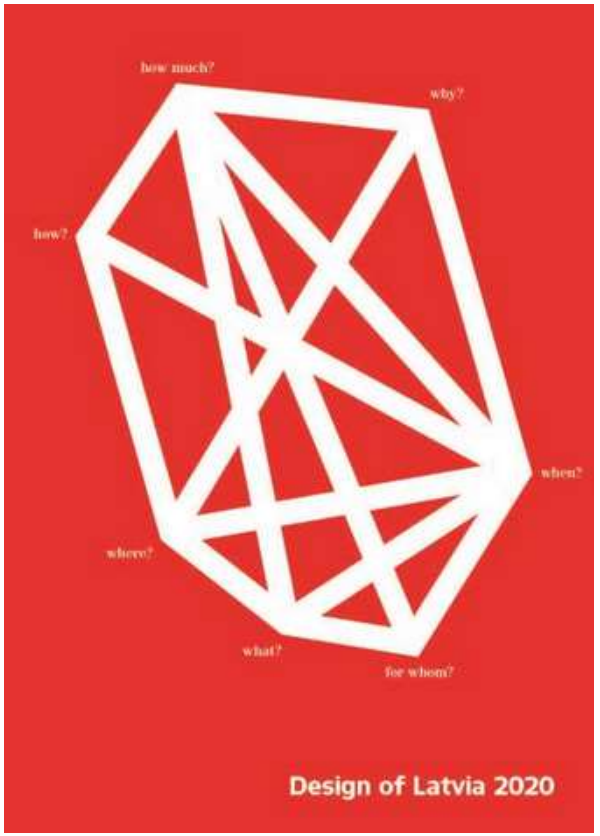
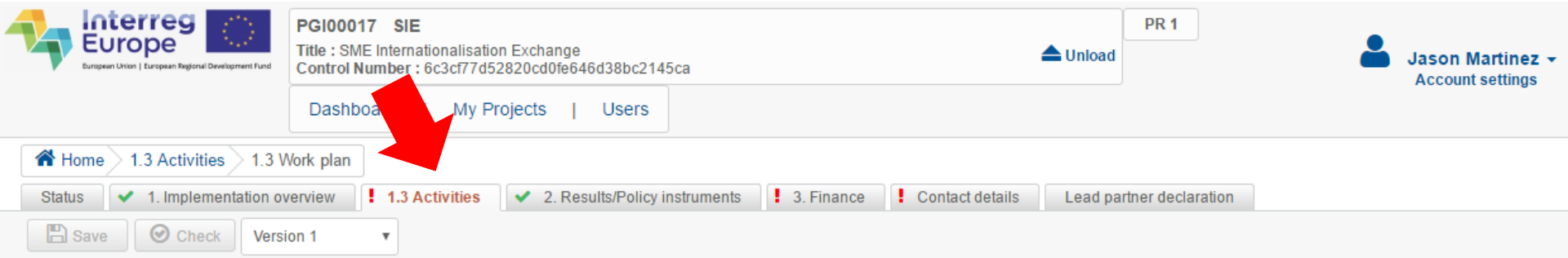




1.3 Work plan

1.3.1 Main outputs

Output indicators	Current period	Achieved so far (cumulative)	Target
Number of policy learning events organised	7	7	55
Number of good practices identified	1	1	7
Number of people with increased professional capacity due to their participation in interregional cooperation activities		0	21
Number of action plans developed		0	7
Please provide a link to the action plans available on project website.			
Number of appearances in media (e.g. press)		0	7
Please gather all media appearances of the project on your project website and provide the link to the respective library folder.			
Average number of sessions at the project pages per reporting period	59	59	300

! 1.3 Activities

1.3. Work plan

Overview of **output** indicators (six indicators only)

Output indicators
Number of policy learning events organised
Number of good practices identified
Number of people with increased professional capacity due to their participation in interregional cooperation activities
Number of action plans developed
Please provide a link to the action plans available on project website.
Number of appearances in media (e.g. press)
Please gather all media appearances of the project on your project website and provide the link to the respective library folder.
Average number of sessions at the project pages per reporting period

Outputs: points of attention (1)

N° of policy learning events organised

- back-to-back events count as one
- include stakeholder group meetings

N° of good practices identified

- upload them on project website

N° of people with increased capacity

- include active members of the stakeholder groups
- do not include advisory partners
- programme provides methodology and template
- *to be reported in the last semester of phase 1 only*

1.3 Activities

Research and innovation | SME competitiveness | Low-carbon economy | Environment and resource efficiency

Good practices from Interreg projects and beyond

Share your good practices

Are you the owner of an inspiring solution to improve regional policies?

Submit a good practice

Connect with good practice owners from Interreg Europe projects and beyond.

Outputs: points of attention (2)

N° of action plans developed

- *to be reported in the last semester of phase 1 only*

N° of appearances in media and press

- only consider earned media coverage
- use google spreadsheet and library folder to keep track

Average n° of sessions at the project pages per…

- consolidated statistics provided in google spreadsheet

! 1.3 Activities

Activities reporting per semester

Progress made in comparison with initial plans described in the application form

Activities of the current reporting period as originally planned

Main outputs of the current reporting period as originally planned

Activities which took place during the reporting period

Describe in detail the activities related to

a) Exchange of experience

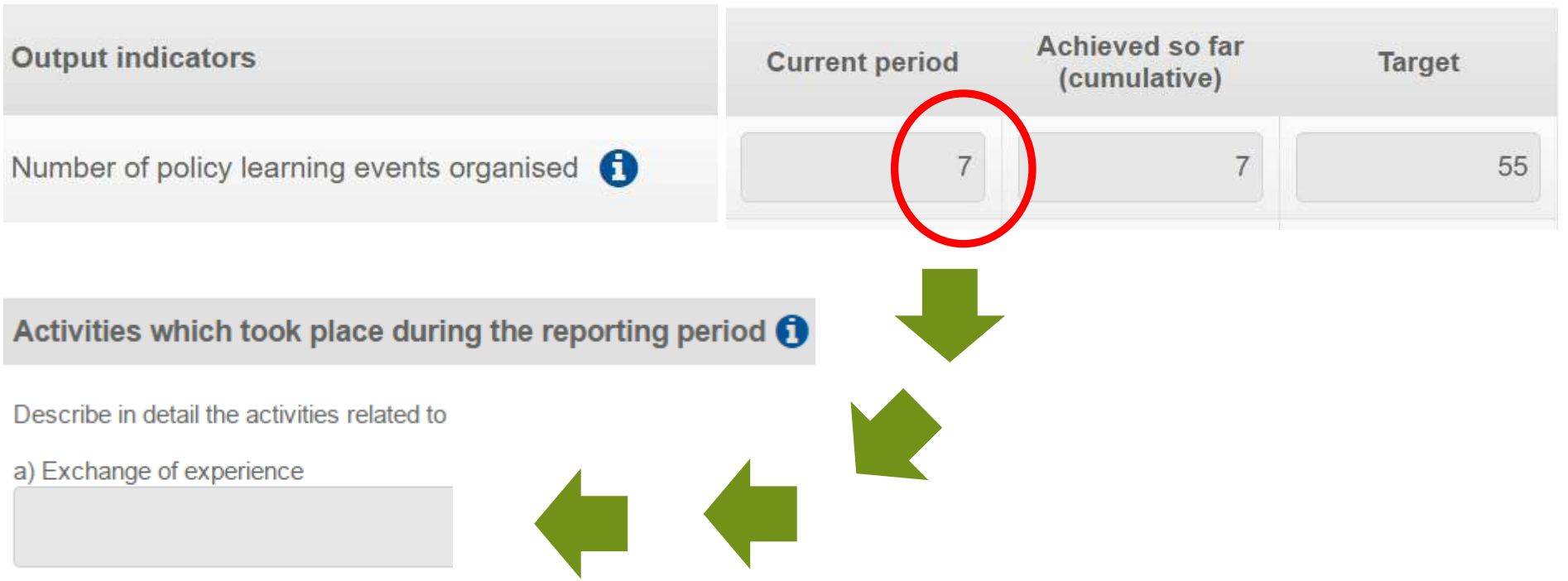
b) Communication and dissemination

c) Project management

1.3 Activities

Ensure consistency of the information provided. Each figure reported needs to be justified:

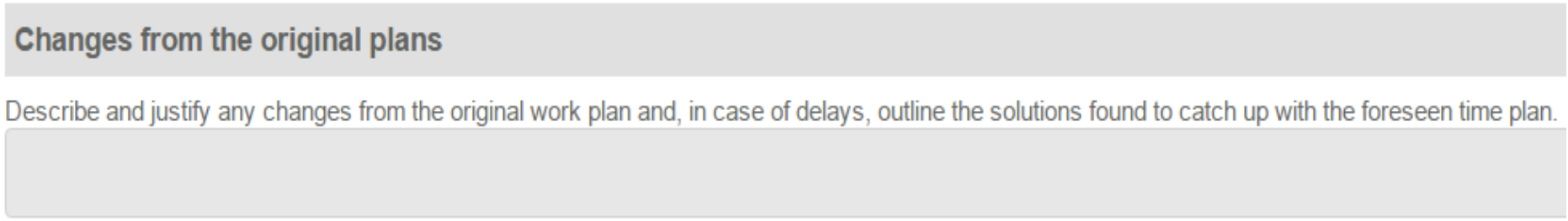
- either through the description of the activities in the report
- or through further information from the project website



1.3 Activities

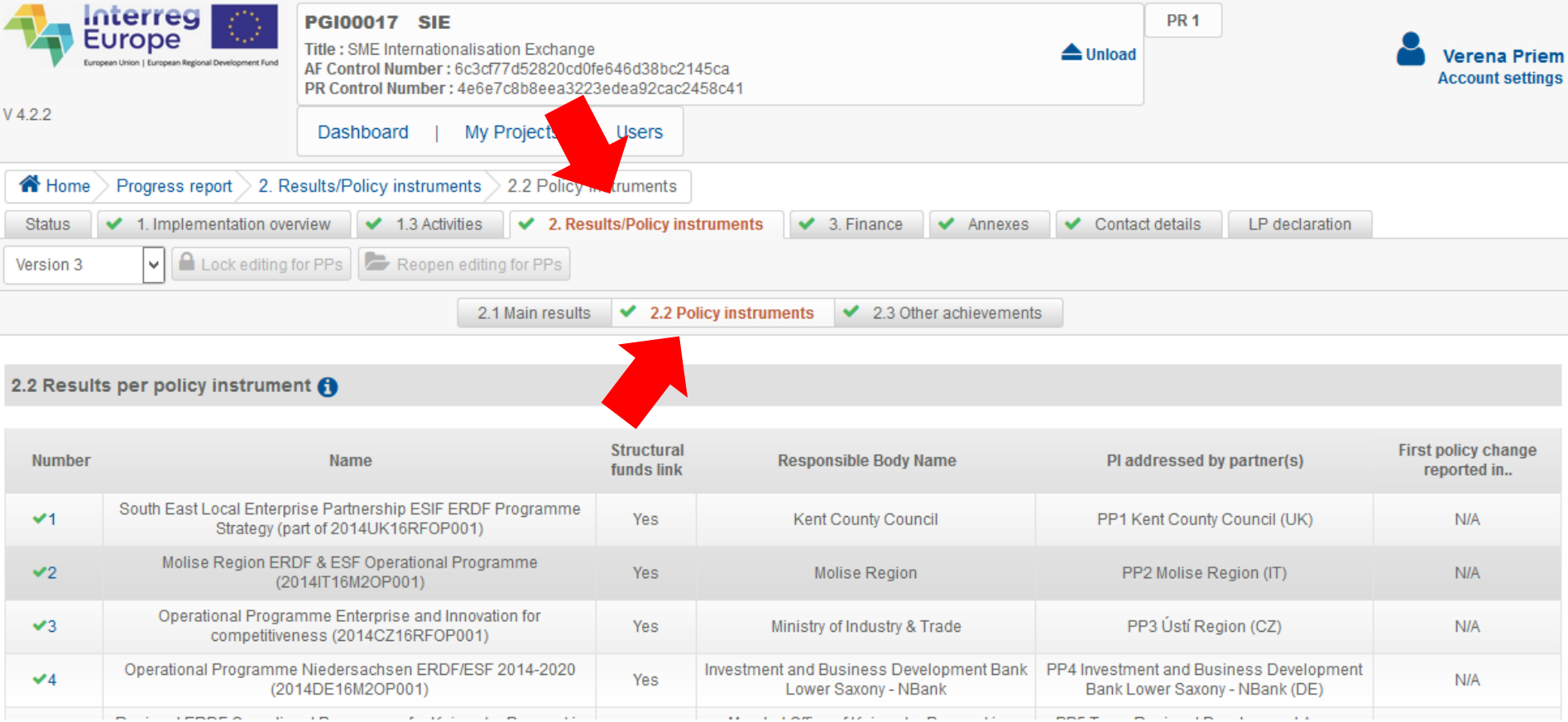
In case of minor changes from the original plans (application form):

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



Part 2: results

- organised per **policy instrument**
- distinction between
  - **‘policy development’**: work in progress
  - **‘policy change’**: direct result of exchange of experience
  - **‘territorial impact’**: longer term results



Number	Name	Structural funds link	Responsible Body Name	PI addressed by partner(s)	First policy change reported in..
✔1	South East Local Enterprise Partnership ESIF ERDF Programme Strategy (part of 2014UK16RFOP001)	Yes	Kent County Council	PP1 Kent County Council (UK)	N/A
✔2	Molise Region ERDF & ESF Operational Programme (2014IT16M2OP001)	Yes	Molise Region	PP2 Molise Region (IT)	N/A
✔3	Operational Programme Enterprise and Innovation for competitiveness (2014CZ16RFOP001)	Yes	Ministry of Industry & Trade	PP3 Ústí Region (CZ)	N/A
✔4	Operational Programme Niedersachsen ERDF/ESF 2014-2020 (2014DE16M2OP001)	Yes	Investment and Business Development Bank Lower Saxony - NBank	PP4 Investment and Business Development Bank Lower Saxony - NBank (DE)	N/A

Information per policy instrument:

A. General features (including geographical scope)

General Features

Is this policy instrument a Structural Funds operational programme?		Yes
Is this policy instrument a European Territorial Cooperation programme?		Please select
Please indicate the geographical coverage of this policy instrument.	Country	Please select
	NUTS 1 level	Please select country first
	NUTS 2 level	Please select NUTS 1 first
	NUTS 3 level	Please select NUTS 2 first

! 2. Results/Policy instruments

B. Policy change

- direct results from the exchange of experience
- was the instrument influenced by the project and how?

→ report on policy development if not

Policy change

Has the project succeeded in influencing this policy instrument?	No	
If no, could you report on any interesting policy development (even though no policy change was achieved yet)?		
	Current period (EUR)	Cumulative (EUR)
If applicable, please estimate the amount of funding influenced by the project.	0.00	0.00
Please explain how the above amount was estimated.		

2. Results/Policy instruments

B. Policy change

- continuous reporting on policy change achieved (“if yes, …”)
- estimate funding influenced

Policy change

Has the project succeeded in influencing this policy instrument?	Yes
If yes, please describe the nature of the change and how the project has contributed to this change.	

	Current period (EUR)	Cumulative (EUR)
If applicable, please estimate the amount of funding influenced by the project.	0.00	0.00
Please explain how the above amount was estimated.		

C. Territorial impact

- concrete impact of the change on the territory
- longer term results
- additional performance indicators can be defined

Territorial Impact

If possible, please describe the impact in the territory (e.g. beneficiaries concerned, results achieved in terms of increased competitiveness or cleaner environment).

In case this influence can be reflected through indicators, please complete the following section.

Self-defined performance indicator

C. Territorial impact

Action plan implementation (phase 2 only)

Please describe the progress made in the implementation of the actions planned for this policy instrument.

Home > Progress report > 2. Results/Policy instruments > 2.2 Policy instruments

Status | Partner Reports | ✔ 1. Implementation overview | ✔ 1.3 Activities | ✔ 2. Results/Policy instruments | ✔ 3. Finance | ✔ Annexes | ✔ Contact details | LP declaration

Version 4 | Lock editing for PPs | Reopen editing for PPs

2.1 Main results | ✔ 2.2 Policy instruments | ✔ 2.3 Other achievements

2.2 Results per policy instrument

Number	Name	Structural funds link	Responsible Body Name	PI addressed by partner(s)	First policy change reported in..
✔1	INTERREG VA 2 Seas (France-Belgium-The Netherlands-United Kingdom)	Yes	Nord – Pas de Calais Region [Région Nord – Pas de Calais]	PP1 Pas-de-Calais County Council (FR), PP2 Kent County Council (UK)	N/A
✔2	INTERREG VA Italy-France (Maritime)	Yes	Region of Tuscany [Regione Toscana]	PP3 Chamber of Commerce and Industry of Bastia and Haute-Corse (FR), PP4 Chamber of Commerce of Maremma and Tirreno [until 31/08/2016 'Chamber of Commerce of Livorno'] (IT)	N/A
✔3	INTERREG VA Greece-Italy	Yes	Greek Ministry of Economy, Infrastructure, Maritime Affairs & Tourism, Managing Auhtority of European Territorial Cooperation Programmes	PP5 Province of Lecce (IT), PP6 InnoPolis: "Centre for Innovation & Culture" (EL), PP7 Region of Ionian Islands (EL)	N/A

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Home > 2. Results/Policy instruments > 2.1 Main results

Status | 1. Implementation overview | 1.3 Activities | 2. Results/Policy instruments | 3. Finance | Contact details | Lead partner declaration

Version 1

2.1 Main results | 2.2 Policy instruments | 2.3 Other achievements

2. Insight into project's results

2.1 Overview of main results

Result indicators	Current period	Achieved so far (cumulative)	Target
Number of Growth & Jobs and/or ETC programmes where measures inspired by the cooperation were implemented in the field tackled by the project.	1	1	6
Amount (EUR) of Structural Funds (from Growth & Jobs and/ or ETC) influenced by the project in the field tackled by the project.	0.00	0.00	30,947,000
Number of other regional policy instruments where measures inspired by the cooperation were implemented in the field tackled by the project.	0	0	1
Amount (EUR) of other funds influenced by the project in the field tackled by the project.	0.00	0.00	2,800,000

Overview of result indicators

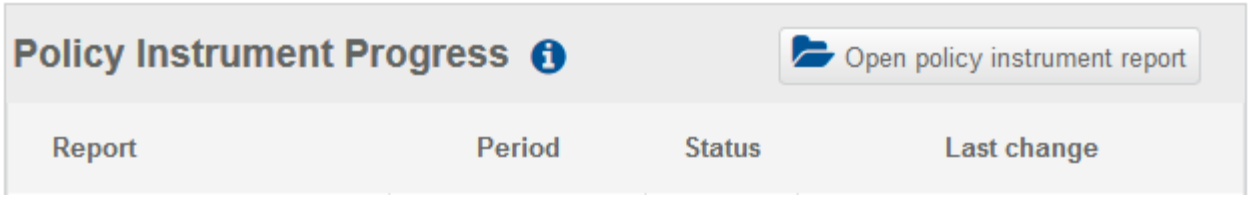
Result indicators
Number of Growth & Jobs and/or ETC programmes where measures inspired by the cooperation were implemented in the field tackled by the projec
Amount (EUR) of Structural Funds (from Growth & Jobs and/ or ETC) influenced by the project in the field tackled by the project.
Number of other regional policy instruments where measures inspired by the cooperation were implemented in the field tackled by the project.
Amount (EUR) of other funds influenced by the project in the field tackled by the project.

Results: points of attention

- indicators: automatically calculated based on the information provided under each policy instrument
- to be completed only if the policy change has already occurred (intention does not count)
- report on ongoing policy developments
- financial impact: funds **directly** influenced by the change

2. Results/Policy instruments

Report on policy instruments can be decentralised



Home > Report on policy instruments

Report on policy instruments

Version 3 | Attach To Valid Project Version

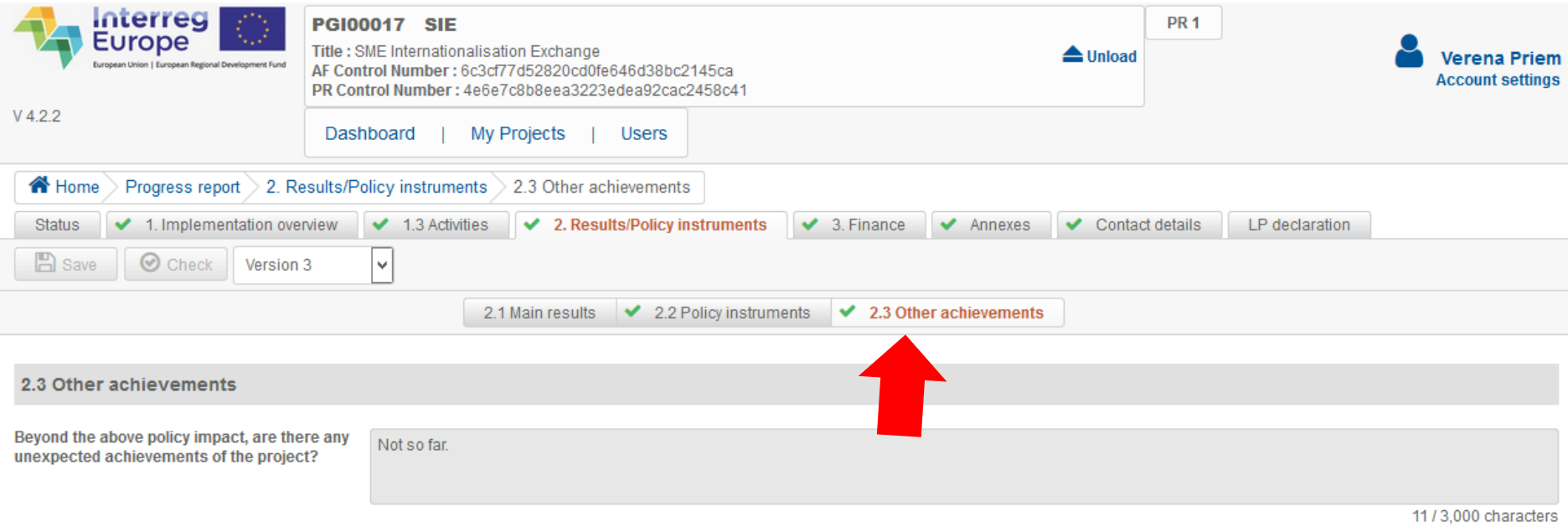
Report on policy instruments for PR 1, 01/04/2016 - 30/09/2016

Number	Name	Structural funds link	Responsible Body Name	PI addressed by partner(s)	First policy change reported in..
✔1	Piano Strutturale Provinciale Di Potenza (In English Language "Provincial Territorial Coordination Master Plan (TCP)". Internet Link: http://psp.provincia.potenza.it/	No	Province of Potenza	PP1 Province of Potenza (IT)	N/A
✔2	Regional Operative Program ERDF Basilicata 2014-2020 (EN) Programma operative FESR Basilicata 2014-2020 (IT) Ref. http://www.pofesr.basilicata.it/fesr2014-20	Yes	Basilicata Region	PP2 Basilicata Region (IT)	N/A
✔3	North Region Operational Program (2014-2020) – Norte2020 Energy efficiency in public infrastructures of local administration http://norte2020.pt/programa/apresentacao.	Yes	Management Authority of the North Region Operational Program (2014-2020)	PP3 Municipality of Vila Nova de Gaia (PT)	N/A

→ see online tutorial video for workflow

2. Results/Policy instruments

Possibility to report any other achievements / spin-offs



Any unexpected achievements of the project?

CASE STUDY

Assignement

- please read the distributed case study
- assess from the Policy Officer’s point of view
- discuss with your neighbour what could be improved

Points of attention

- **geographical coverage of the policy instrument** refers to the NUTS level covered by the policy instrument itself
    - e.g.: ROP Andalusia – NUTS 2
    - e.g.: Municipal Mobility Plan – NUTS 3
- a policy change can be reported only when the **policy instrument has been successfully influenced**
    - implementation of new projects
    - change in the management of the policy instrument
    - change in the strategic focus

Points of attention

- The **policy change** has to be **well described**:
  - what is the change (e.g. new call launched, new measure introduced in the OP, new monitoring system)
  - source of the lessons learnt (Interregional workshops, Study visits, Staff Exchange, etc.)

- **Indicator 'estimated amount of funding influenced':**
  - tangible, already defined and directly related to the change

- The **territorial impact and the self-defined indicators** can evolve during the project lifetime

FINAL RECOMMENDATIONS

Recommendations

- ensure that the report is **self-explanatory**

- ensure that the report is **understandable**
  - even when the theme tackled is quite specialised, non specialists should be able to understand
  - role of the LP to ‘digest’ and summarise information coming from the partners

- ensure **consistency** between output indicators, activities and project website

- to ensure a clear link between **activities** and **finance** reporting

  e.g. external expertise can be linked to described activities

Recommendations

- be as **precise** as possible
  - provide details (dates, location, content, participants of events etc.)

- provide '**qualitative**' information:
  - monitoring of outputs important but not sufficient
  - content-related information is crucial for capitalisation (Policy Learning Platforms)

Conclusion: do’s and don’ts

- be **proactive**: do not wait for the progress report to inform the JS on important issues
- be aware of the **timeline** of the progress report: do not wait for the last minute to prepare it

Let’s build a nice and constructive collaboration!

“Programme’s success relies on projects’ success!”


Reporting, part 1 - Principles
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Suscribirse
62
Eilish O'Loughlin
Interreg Europe Policy Officer
0:06 / 6:18
Project reporting video series
Interreg Europe • 1/4 videos
Reporting, part 1 - Principles
Interreg Europe
2
Reporting, part 2 - Implementation overview
Interreg Europe
3
Reporting, part 3 - Activities
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4
Reporting, part 4 - Results
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Virtual Q&A hour on reporting
Organised By: Interreg Europe

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Sharing solutions
for better regional policies

Thank you!

Questions welcome

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