

**Interreg
Europe**



European Union | European Regional Development Fund



*Sharing solutions
for better regional policies*

Exchange tools and templates

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Interreg Europe

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25 April 2018 | #ExperienceFair



Rationale

Standardised approach of Interreg Europe

- All projects achieve similar objectives
- All projects organise similar activities
- All projects face same requirements (e.g. action plans).

Request from Lead Partners

Possibility to exchange existing tools and templates among projects

Space for you on google drive



Browser address bar: https://drive.google.com/drive/folders/0B_2u8LvpD_lzQndsY19rUFFzSfK

Google Drive Search Drive

NEW Shared with me > Resources for projects

Name ↑	Owner	Last modified	File size
1. Project brand guidelines	Interreg Europe Info	May 19, 2016 Interreg Europe I...	—
2. Powerpoint template	Interreg Europe Info	Apr 12, 2018 Interreg Europe I...	—
3. EU_FLAG	Interreg Europe Info	Mar 13, 2018 Anna Introna	—
4. Project websites	Interreg Europe Info	Jul 1, 2016 Interreg Europe Info	—
5. Project posters (Indesign Packages)	Interreg Europe Info	Oct 19, 2017 Ignacio Rada	—
7. Reporting	Interreg Europe Info	Aug 2, 2017 Interreg Europe Info	—
8. Exchange tools & templates	Interreg Europe Info	Feb 22, 2018 Interreg Europe I...	—
ATM for SMEs	Interreg Europe Info	Feb 27, 2018 Interreg Europe I...	—
Beyond EDP	Interreg Europe Info	Feb 27, 2018 Interreg Europe I...	—

197 MB of 15 GB used

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Get Backup and Sync for Windows

Google drive: exchange tools and templates



Navigation icons: back, forward, refresh, home

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Google Drive logo

Search Drive

NEW

Shared with me > Resources for projects > 8. Exchange tools & templates

Name ↑	Owner	Last modified	File size
_Overview: tools and templates used by projects	me	4:41 PM	–
1_Event agenda template.odt	Interreg Europe Info	Apr 19, 2018	–
2_Editorial calendar.xlsx	Interreg Europe Info	Apr 11, 2018 Interreg Europe I...	–
3_Collaborative tools list	Interreg Europe Info	Apr 11, 2018 Interreg Europe I...	–
4_Overview: Project videos	me	3:41 PM me	–
CIRCE_IE_SOFIA.pdf	Alessandro Dacomo	4:43 PM Alessandro Dacomo	1 MB

197 MB of 15 GB used

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To share a document: 2 steps

1. Add key document in the list of the overview table

_Overview: tools and templates used by projects

Файл Редактиране Преглед Вмъкване Форматиране Данни Инструменти Добавки Помощ Последната редакция бе извършена ...

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A	B	C	D	E	F
Number	File name (use exact name of the file you upload in the folder)	Category	Description of the tool or template (what and who is the tool/ template for)	Submitted by (select your project acronym)	Name, Surname
1	Event agenda template	Communication	Check our event agenda template	Interreg Europe	Ima Astrauskaite
2	Editorial planning calendar	Communication	Table used to have an overview of the news published by different partners	Interreg Europe	Ima Astrauskaite
3	Collaborative tools list	Management	Various online tools used by project partners. Information collected during the Interreg Europe's Communication seminars for approved projects.	Interreg Europe	Josephine Mazy
4	Overview of the project videos	Communication	Various videos produced by the Interreg Europe projects. All project partners are invited to add other created videos to the list.	Interreg Europe	Communication
5	CIRCE_IE_SOFIA	Exchange of experience	A tool for helping the EofE and supporting the finding of lin	CircE	Alessandro Dacomo

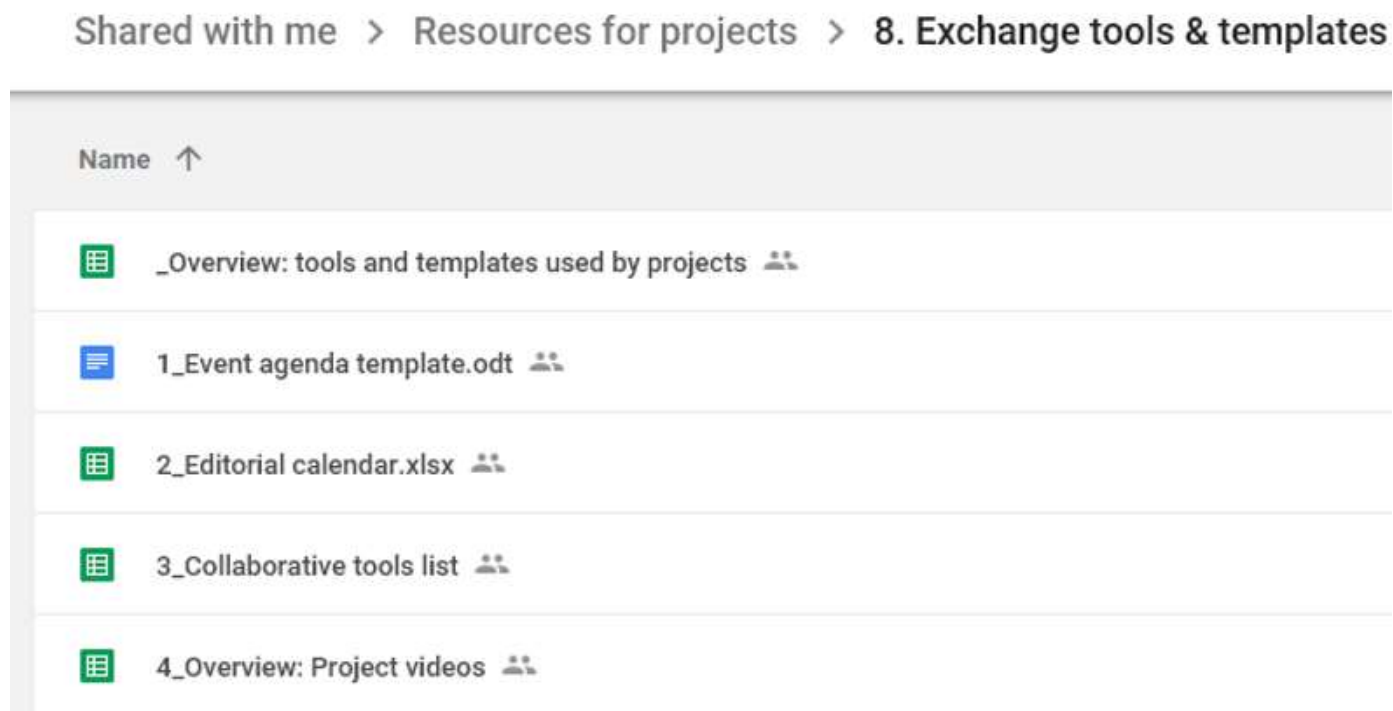
4 categories: Exchange of experience, Communication, Management, Other

To share a document: 2 steps



2. Upload your document in the folder

(or send it to us at projects@interregeurope.eu in case you do not have a google account)



By uploading your document, you agree it can be used and modified by others

To benefit: 1 step



Check available document in the overview table (search through filters)

Browser address bar: <https://docs.google.com/spreadsheets/d/1jxNkJ2x9Xpss3pj5r99uz8r4SinJSFaWIBkO6mLE54/edit#gid=0>

Document title: **_Overview: tools and templates used by projects** ☆

File Edit View Insert Format Data Tools Add-ons Help Last edit was made 42 minutes ago by anon Working...

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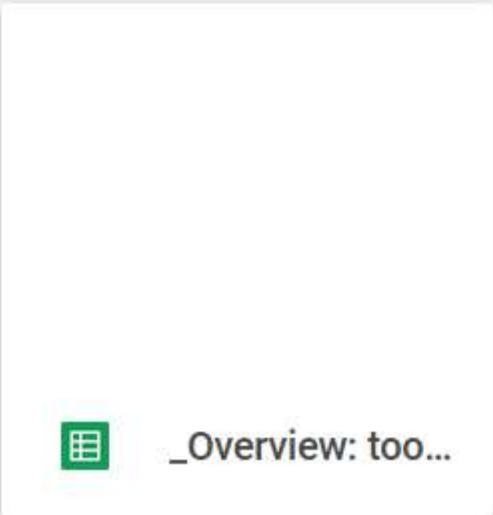
Number	A	B	C	D	E
1	Number	File name (use exact name of the file you upload in the folder)	Category	Description of the tool or template (what and who is the tool/ template for)	Submitted by (select your project acronym)
2	1	Event agenda template	Communication	Check our event agenda template	Interreg Europe
3	2	Editorial planning calendar	Communication	Table used to have an overview of the news published by different partners	Interreg Europe
4	3	Collaborative tools list	Management	Various online tools used by project partners. Information collected during the Interreg Europe's Communication seminars for approved projects.	Interreg Europe
5	4	Overview of the project videos	Communication	Various videos produced by the Interreg Europe projects. All project partners are invited to add other created videos to the list.	Interreg Europe
6	5	CIRCE_IE_SOFIA	Exchange of experience	A tool for helping the EofE and supporting the finding of lir	CircE
7	6				



Collaborative tools

8. Exchange tools & templates

Файлове



_Overview: too...

Additional information
24-25 April 2018, Sofia (Bulgaria)
VCH&Z (address of the venue)

AGENDA

08:00-10:00 **Transferring practices and experiences (BOOM)**
Working groups participants will share their most successful strategies for learning from each other and transferring good practice between regions, in order to identify a set of recommendations, tips and tools that can be used across projects.

- What are the key steps for transferring a good practice between regions?
- How to identify and analyse best practices?
- How to improve exchange between organisations, institutions and actors?
- How to address legal or cultural differences?

10:00-11:30 **Lighter lunch**


11:00-12:00 **Achieving results: action plans and improving policies (ROOM)**
The second set of sessions approaches to drafting, approving, implementing and monitoring action plans. Participants from different stages will share their experiences.

12:00-12:30 **Lunch**

13:00-15:00 **Issue setting workshop (ROOM)**
After the journey through the project activities and aspects, the afternoon is dedicated to planning the next steps to drive the process in short, operational modules or focus on setting project management and communication. Each session will be in parallel.

Topic	Project management	Project communication	Exchange of tools and templates
Workshop	Setting your action plan	Working with partners, finding the right tools, institutionalisation	Developing project results, structured communication
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No.	Name	Owner	Responsible person	Status	Creation	Last Modified
1



3_Collaborativ...



Example: template for event's agenda



Event title

Subtitle

Date, Venue

AGENDA

09:00-10:30	<p>Transferring practices and experiences (ROOM)</p> <p><i>In working groups, participants will share their most successful techniques for learning from each other and transferring good practices between regions in order to identify a set of recommendations, tips and tools that can be shared across projects.</i></p> <ul style="list-style-type: none">▪ <i>What are the key steps for transferring a good practice between regions?</i>▪ <i>How to identify and analyse best practices?</i>▪ <i>How to improve exchange between organisations, institutions and actors?</i>▪ <i>How to address legal or cultural differences?</i>
10:30-11:00	<p><i>Coffee break</i></p>

Example: overview of collaborative tools



3_Collaborative tools list

Файл Редактиране Преглед Вмъкване Форматиране Данни Инструменти Добавки Помощ Последната редакция бе извършена преди ...

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	A	B	C
1	Title	Website	Description
2	Google drive	https://www.google.com/drive/	Platform to store and share documents.
3	Microsoft OneNote	https://www.onenote.com/	The digital note-taking app for your devices.
4	Base camp	https://basecamp.com/	Web-based project management and collaboration tool. To-dos, files, messages, schedules, and milestones.
5	Trello	https://trello.com/	Trello's boards, lists, and cards enable you to organize and prioritize your projects
6	Wiggio	https://wiggio.com/	Wiggio is a completely free, online toolkit to work in groups. You can create shared calendar, polls, to-do-lists, manage
7	Slack	https://slack.com/	Slack brings all your communication together in one place. It's real-time messaging, archiving and search.
8	Sharepoint	https://products.office.com/en-us/sharepoint/	SharePoint is a web-based, collaborative platform that integrates with Microsoft Office. It is a document management and
9	Same page	https://www.samepage.io/	Same page allows messaging, task management, real-time document collaboration. On a single desktop and mobile a
10	Only office / TeamLab	https://www.onlyoffice.com/ http://www.teamlab.com	Online office that enables you to manage documents, projects, team and customer relations in one place.
11	Drop box	https://www.dropbox.com/	Dropbox allows to share your photos, docs, and videos.
12	We transfer		Tool used to share large files up to 2GB for free.
13	Yammer	https://www.yammer.com/	Yammer is an enterprise social networking service used for private communication within organisations.
14	Go to meeting /Go to webinar	https://www.gotomeeting.com	GoToMeeting with HD video conferencing is a tool to collaborate in real time. Go to webinars helps you organise online s
15	Webex	https://www.webex.com/	Online tool to organise your meeting online or your online event
16	Adobe Connect	http://www.adobe.com/products/adohec	Adobe Connect offers web conferencing solutions for webinar, online meeting, mobile elearning, video conferencing and v



Example: overview of project videos

Browser address bar: <https://docs.google.com/spreadsheets/d/1Q-j28ARJlv1W16JpMb6MMKUI4qMMAcw9FbtMny4bxKo/edit#gid=0>

Document title: 4_Overview: Project videos

Menu: File Edit View Insert Format Data Tools Add-ons Help

Toolbar: Undo, Redo, Print, Copy, Paste, 100%, £, %, .0, .00, 123, Arial, 10, Bold, Italic, Underline, Text color, Background color, Fill color, Text background color, Filter, Sum

	A	B	C	D	E	F	G	H
1	Date	Project acronym	Topic	Description of the video	Duration	Language	Type	Link
2	18/04/2018	OSIRIS	Research and innovation	Video summarising a year of the project activities	03:26	EN	Project presentation	https://www.youtube.com/watch?v=cfjwKGF0SC
3	18/04/2018	iEER	SME competitiveness	Several videos on SMEs support, interviews with entrepreneurs	02:00		Other	https://www.interregeurope.eu/ieer/library/
4	18/04/2018	REBORN	SME competitiveness	Dissemination campaign video to change the approach of society about failed entrepreneurs.	01:35	EN	Project presentation	https://www.youtube.com/watch?v=SoLriPTzCFy&feature=youtu.be
5	18/04/2018	SMART-MR	Low-carbon	Animation presenting the project	02:19	EN	Project presentation	https://www.youtube.com/watch?v=xd-aaYBxUk
6	18/04/2018	EV Energy	Low-carbon	Video on television television @RTL7 about 'How to use e	03:07	Dutch with EN subtitles		https://www.youtube.com/watch?v=piHXsQUN5
7	18/04/2018	INTHERWASTE	Environment and resource efficiency	Video about the project	01:33	EN	Project presentation	https://www.youtube.com/watch?v=OWSipDiOQ&feature=youtu.be
8	18/04/2018	BIOREGIO	Environment and resource efficiency	Video about the project	03:05	EN	Project presentation	https://www.youtube.com/watch?v=htF3-b2ZCY
9	18/04/2018	BRIDGES	Environment and resource efficiency	Two videos made during the interregional policy learning meeting	01:42 and 02:04	EN	Other	https://www.youtube.com/watch?v=NfXX07SZ0z https://www.youtube.com/watch?v=TKGs6nwCF
10	18/04/2018	BUILD2LC	Low-carbon	Video made during a study visit about the context and the content of the project, the topic of the meeting which includes interviews with project partners	04:40	EN	Study visit	https://www.youtube.com/watch?v=DcDntPFN8I&t=29s
11	18/04/2018	CLEAN	Low-carbon	Brief video about the project	00:38	EN	Project presentation	https://www.youtube.com/watch?v=b-zfBxBA8Zf
12	18/04/2018	CLEAN	Low-carbon	Brief video made during the kick-off meeting that	00:36	EN	Project presentation	https://www.youtube.com/watch?v=4khuP220QI



Many possibilities for sharing experiences

Examples for ‘Exchange of experience’

Templates / models / guidance for:

- Policy learning event agenda
- Policy learning event report
- Stakeholders management guide
- Action plan template
- Etc.



Up to you now!



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Thank you!

Any questions?

Questions welcome



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