Mid-term review guide

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# Foreword

The mid-term review is an important moment in the life cycle of a project. As explained in section 6.2.3 of the programme manual, the mid-term review allows the programme to have a qualitative discussion with you on the project performance before starting phase 2. In particular, the core aim of the review is to prepare the ground for phase 2 by tackling the following elements:

* What is the state of play of the project in relation to action plan preparation and policy improvement in each participating region?
* What is the state of play of the project in relation to budget spending?

The review is carried out in the following three steps:

1. **Preparation**

**To prepare the meeting, we kindly invite you to complete part 1 of the present document and the excel table included in annex 1 of the present document**. This information will be the basis for discussion during the mid-term review meeting by providing an overview of the state of play of the project implementation and by gathering any possible questions on the steps to come. The more details are provided, the more effective the mid-term meeting will be. Please make sure details are provided not only for you as lead partner but also for each of the participating regions in your project.

The mid-term review is also an opportunity for you to review our performance. You are therefore invited to give feedback on the different services provided by the programme on the following questionnaire:

<https://www.surveymonkey.com/r/TJ8DZDX>

Any suggestions are welcome and could help to further simplify, improve and adapt the programme to your needs.

Part 1 of this document and the excel table included in annex 1 need to be completed and sent back via email to your project, finance and communication officers **at the latest two weeks before the meeting**.

1. **Meeting**

The meeting itself is at the heart of the mid-term review. The checklist provided in section 2 of the present document is for you to have an overview of the points we plan to cover during the meeting. It does **NOT** have to be filled and sent to the JS. Additional points of discussion may of course be included depending on the need.

1. **Follow-up**

In order to ensure a proper follow-up, the conclusions of the meeting will be laid down in a short report including the steps to be taken by the LP and/or JS. It will be sent to you shortly after the meeting.

# Mid-term review preparation: your project’s state of play

Please complete all parts of this section and return it to the JS by the above mentioned deadline.

#### Progress towards the project objectives

**1.1.1 Action plans elaboration**

Please summarise where each region stands with its action plan. For each region, does the action plan exclusively focus on the initial policy instrument addressed or are other policy instruments targeted? When will the action plans be available at the earliest?

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**1.1.2 Content of the action plans**

For each region, please briefly explain the main actions envisaged. What are the chances to see the actions supported in the different regions? Is there any pilot action included in these actions? If yes, please briefly explain the nature of this pilot action

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**1.1.3 Phase 2 activities**

Based on the results of phase 1, how do you envisage to carry out phase 2 activities? Is the planning of the action plan implementation and monitoring clear for all partners? How do you plan to ensure this? If any changes are proposed to the pre-defined activities of phase 2, please justify them.

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#### 1.1.4 Indicators

The mid-term review meeting is also an opportunity to reflect on the indicators of the project performance. Please answer the following questions. If relevant, please indicate any remarks here below:

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| --- | --- | --- |
| **Indicator** | **Questions** | **Answer** |
| “N. of people with increased capacity”  | Is the methodology clear for you? How is the collection of data developing?Do you have questions on this indicator? |  |
| N. of good practices identified | Are the good practices identified during phase 1 submitted on the programme good practice database?  |  |
| “Self-defined performance indicators” | Is there any need to amend them? Do you have questions on this indicator? |  |

#### 1.2 Overall budget spending

The mid-term review meeting is also an opportunity to update the programme on the current state of play of the budget spending. The **excel table “annex 1** **– budget spending”** should give an overview of the spending situation of the project, broken down by partner. It shows the expenditure

* reported so far (pre-filled by the JS)
* expected to be reported in the following semesters (to be filled by the lead partner),
* forecasted in the spending plan in the application form (pre-filled by the JS) for comparison.

Please fill in the excel table included in annex 1 and return it to your project and finance officers via email together with part 1 of the present document at the latest two weeks before the meeting.

If any project partner is facing some underspending or overspending at this stage, please explain below the **reasons** for this. For **partners facing underspending**, please indicate what **measures** will be put in place to catch up with it (before the end of phase 1) and/or which amounts could be returned to the programme (to be reallocated to other projects/calls).

For **partners facing overspending**, please clarify how, despite this overspend, the project will be able to respect the overall planned budget within the limits of the flexibility rule of the programme.

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# Mid-term review meeting

Date/time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Participants: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Introduction (participants, meeting objectives, agenda outline)
* LP overview of progress achieved so far
* Specific issues related to the questions included in the checklist below

***N.B.*** *THIS CHECKLIST* ***FOR YOUR INFORMATION AND PREPARATION PURPOSES ONLY.*** *IT DOES* ***NOT******HAVE TO BE SENT TO JS****. It gives you an overview which points will be covered during the meeting.*

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| --- | --- | --- | --- |
|  | **Yes** | **No** | **Comments** |
| **Questions to be tackled on project performance** |  |  |  |
| **1 Progress towards project’s objectives** |
| 1.1 Is the elaboration of the different action plans progressing well? Will they all be finalised on time before the end of phase 1? When will the JS be able to check the action plans? Will they be in English? Will the policy-responsible body formally adopt/sign the action plans? Are new policy instruments targeted? |  |  |  |
| 1.2 Is the content of the different action plans clear and clearly related to the cooperation? Is it likely that the actions will be implemented in the different regions? In case of pilot action envisaged, does it seem appropriate (i.e. policy relevance, interregionality, additionality)? |  |  |  |
| **2 Indicators** |
| 2.1 Is staff with increased capacity properly monitored? Are the good practices identified submitted on the programme database? Are the self-defined indicators still meaningful? Are new indicators envisaged? |  |  |  |
| **3 Overall budget spending** |
| 3.1 Is the budget spending by partner according to what was planned in the application form? |  |  |  |
| 3.2 Is the overall budget spending according to what was planned in the application form? |  |  |  |
| 3.3 If there is any project partner facing underspending, is the amount expected to be reported in the last semester(s) of phase 1 realistic in light of the previous spending and upcoming activities?  |  |  |  |
| 3.4 If there is any project partner facing underspending, is the amount expected to be reported in phase 2 realistic, in line with the spending plan and the pre-defined activities? If not, is this justified by relevant additional measures or pilot actions?  |  |  |  |
| **Optional questions on project performance** |  |  |  |
| **4 Management**  |
| 4.1 Is the project management and coordination smooth? If not (e.g. delays in implementation, poor quality of reporting, poor project management, non-compliance with reporting deadlines), are proper measures undertaken? |  |  |  |
| **5 Additional measures to improve action plans implementation**  |  |  |  |
| 5.1 If measures are proposed, is it justified and are they in line with the programme’s requirements? |  |  |  |

# Mid-term review follow-up

***N.B.*** *THIS SECTION DOES* ***NOT HAVE TO BE FILLED IN****.*

It will have to be filled by JS after the meeting based on the discussion taken place. It is shared with project afterwards.

Brief report on the conclusions of the meeting:

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Further steps to be taken on both sides (JS and LP) where applicable:

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