**Interreg Europe**

**Guidance on monitoring ‘people with increased capacity’**

The current note gives further guidance on the way to monitor one of the core output indicators of the project: the number of people with increased professional capacity.

Interreg Europe helps practitioners of regional development policies to increase their professional skills thanks to the exchange of experience activities carried out within projects. The indicator *‘number of people with increased professional capacity*’ aims at measuring this essential aspect of the learning process.

The indicator is defined in section 4.3.2 of the programme manual as follows:

*“This indicator measures the number of people whose competence in the field in question has increased thanks to interregional learning. Only persons actively involved in the exchange of experience process (e.g. staff members of the partners, active members of the stakeholder group) should be considered under this indicator and not those who only occasionally participate in the project’s activities. “*

Increased professional capacity means that people have gained new knowledge in their field of expertise, knowledge that helps them to better perform their job.

The template survey included in this guidance note was developed by the programme to ensure a consistent approach across all projects in monitoring the staff with increased capacity. A survey among people involved in the exchange of experience is the most efficient and appropriate way to estimate this indicator.

This survey has to be addressed to all people who were particularly active in the exchange of experience activities of the project (i.e. having participated regularly in the policy learning events at interregional and/ or local levels). This includes **both the staff of the partners’ organisations and the members of the stakeholder groups**. Advisory partners are not concerned by this questionnaire since they do not address any policy instrument.

Lead partners should transfer the questionnaire and the explanation to their project partners. Each partner will then have the responsibility to address the survey to its own stakeholders. The survey may have to be translated in local languages.

Project partners should disseminate the survey on time so that its results can be included in the last progress report of phase 1. The value provided for the indicator will correspond to the total number of people who answered ‘to a small degree’ or ‘to a large degree’ to question 5.2 of the questionnaire. As a supporting document to the last progress report of phase 1, projects will need to complete an overview table that will be generated for each project by the programme. The columns included in this table will derive from the questions of the survey and are compulsory. Finally, it is recommended to use a survey tool (e.g. EU [survey](https://ec.europa.eu/eusurvey/), google forms, survey monkey) to allow the automatic generation of the survey’s results.

The answers to the open questions of the survey may also feed in the storytelling section of the progress report (Section 1.2, Implementation Overview – Storytelling).

For any questions about this indicator and the way to monitor it, projects should not hesitate to contact their policy officer.

Survey template for the measurement of ‘Number of people with increased professional capacity thanks to their participation in interregional cooperation activities’

Dear Madam/Sir,

You have been actively involved in the learning activities of the XX project financed by the Interreg Europe programme. The time has now come to assess to which extent the project has contributed to improve your professional competence. Professional competence refers to the thematic skills gained in the topic of the project. This notion is at the heart of the Interreg Europe programme and we would be very grateful if you could take a few minutes to complete the following questionnaire. This would help us in the evaluation of the project.

*\* Compulsory fields*

1. **Project Acronym\*:** *(predefined by sender*)

**Project Partner sending the survey**: (*predefined by sender*)

1. **Your details\***

Name and surname:

Organisation:

Country:

NUTS 2:

* 1. **Your role in the project\*:**
* Staff member of the lead partner
* Staff member of a partner
* Member of a stakeholder group
	1. **Role of your organisation in relation to the policy instrument addressed by the project in your region\*:**
* Directly responsible for the policy instrument addressed by the project:

If you are a ‘policy responsible organisation’, are you?

* + Managing Authority / intermediate body of a Structural Funds operational programme
	+ Organisation responsible for other regional development policies
* Not directly responsible for the policy instrument addressed in the project
	1. **Evaluation of the learning process**

5.1 Please indicate to which extent you agree with the following statements\*:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Strongly disagree | Disagree | Agree | Strongly agree |
| I felt the need to increase my professional capacity before participating in the project. |  |  |  |  |
| During the project activities, I came across interesting practices and ideas from other regions. |  |  |  |  |

Which project activity did you find the most useful for learning from other regions (only one answer possible)?

* Thematic seminar / workshop
* Study visit
* Peer review
* Stakeholder group meeting
* Staff exchange
* Other
* None

If possible, please indicate which are the practices / ideas you found the most interesting and why (max. 1500 characters):

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5.2 Please indicate to which extent you agree with the following statements\*:

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Not at all** | **To a small degree** | **To a large degree** |
| **Thanks to your participation in the project, do you consider that you have increased your professional competence?** |  |  |  |

If possible, please explain further how the increased competence impacts your daily work and if it is important for the action plan implementation (max. 1,500 characters):

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* 1. **Other information (max. 1,500 characters):**

Please provide any other relevant information related to the learning process:

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**Thank you very much for your contribution!**

In order to comply with article 125 of regulation (EU) No 1303/2013 (Common Provisions Regulation), the Interreg Europe programme is using the present survey to collect information for the purpose of monitoring and evaluating the Interreg Europe output indicator “number of people with increased professional capacity due to their participation in interregional cooperation activities”. The data will be stored securely by the programme until the programme is officially closed. The results of this survey will be accessed by the Joint Secretariat (on behalf of the Managing Authority) and might also be shared with the evaluators of the programme and with auditors mandated by the Audit Authority of the programme to audit the programme and its projects. Rules of confidentiality and compliance with the General Data Protection Regulation (GDPR) also apply to the programme evaluators and auditors.

The survey is carried out by the above-mentioned project partner on behalf of the Interreg Europe Joint Secretariat. For any further information or if you wish to exercise your right to access and / or correct your personal data, please contact the Joint Secretariat at info@interregeurope.eu