**Progress Report template (\*) phase 1**

NB: Grey fields are pre-filled with information from the application form (AF) or from other sections of the progress report (PR)

**1. Insight into project’s implementation**

**1.1 Overview**

**Exchange of experience process**

* Please describe the involvement of partners during the reporting period. Is this involvement according to the plans? (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? (2,000 characters)
* How are the stakeholders involved in this learning process? Is this involvement ensured in all partner regions? (2,000 characters)

**Participation in Policy Learning Platform (2,000 characters)**

* During the reporting period, did you or your partners use any of the PLP services (e.g. expert helpdesk for policy advice, thematic workshops or webinars, good practice database, thematic publications)? (1,000 characters)
* Could you describe any specific benefits gained from using the PLP services (e.g. cooperation with new organisations or with new projects, identification of interesting content for your own project?) (1,000 characters)
* Do you have any specific suggestions related to the PLP services (e.g. topics to be covered, new services that could be offered)? (1,000 characters)

**1.2 Storytelling**

What are you particularly proud of in this reporting period? (4,000 characters)

**1.3 Work plan**

1.3.1 Main outputs

|  |  |  |  |
| --- | --- | --- | --- |
| Output indicators | Current period | Achieved so far (cumulative) | Target |
| 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 |  |  |  |
| Number of appearances in media (e.g. press) |  |  |  |
| Media appearances are justified in a dedicated table, available in the project folder under this link: <https://drive.google.com/drive/folders/0B_2u8LvpD_IzQndsY19rUFFzSFk>. | | | |
| Average number of sessions at the project pages per reporting period |  |  |  |
| Sessions at the project pages are recorded in a dedicated table (one per call), available under this link: <https://drive.google.com/drive/folders/0B_2u8LvpD_IzTnFvOUVwLWxiYjQ>. | | | |

1.3.2 Reporting per semester

*Activities of the current reporting period as originally planned (imported from the AF)*

*Main outputs of the current reporting period as originally planned (imported from the AF)*

**Activities which took place during the reporting period**

Describe in detail the activities related to a) exchange of experience, b) communication and dissemination and c) project management.

a) Exchange of experience (3,000 characters)

b) Communication and dissemination (1,500 characters)

c) Project management (1,500 characters)

**Changes from the original plans**

Describe and justify any changes from the original work plan and, in case of delays, outline the solutions found to catch up with the foreseen time plan. (1,000 characters)

**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. |  |  |  |
| 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. |  |  |  |

**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 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| … |  |  |  |  |  |

2.2.1 Policy instrument 1 *(imported from the AF)*

Policy Instrument addressed by: Partner name, partner number, partner country

**General Features**

Is this policy instrument a Structural Funds operational programme? (Y/N)

Is this policy instrument a European Territorial Cooperation programme? (Y/N)

Please indicate the geographical coverage of this policy instrument. *(PR1 only)*

* Country: *(Select from drop-down menu)*
* NUTS 1 level: *(Select from drop-down menu)*
* NUTS 2 level: *(Select from drop-down menu)*
* NUTS 3 level: *(Select from drop-down menu)*

**Action plan development**

Please describe the progress made in the elaboration / implementation of the action plan for this policy instrument. (3,000 characters)

**Policy change**

Has the project succeeded in influencing this policy instrument? (Y/N)

*Please note that a policy change can be reported only when the following conditions are met:*

* *The nature of the change is clear and can be precisely defined,*
* *The change has taken place (intention is not sufficient)*
* *The change can be clearly attributed to the project.*

**If no,**

could you report on any interesting policy development (even though no policy change was achieved yet)? (2,000 characters)

**If yes,**

Please describe in detail the policy change achieved thanks to the project. Is it related to the implementation of new projects, to an improved management of the policy instrument or to a modification of the policy instrument itself (see also section 4.3.1 of the programme manual)? (2,000 characters)

Please explain why this change would not have happened (fully or partly) without the Interreg Europe project; i.e. what is the link between the change and the activities organised within the project? Which lessons learned from the project were at the origin of this change? Please name the practices, activities or other content source which provided the inspiration. (2,000 characters)

Please describe more precisely how this policy change was achieved; i.e. what were the steps to ensure that the lessons learned from the project were finally implemented in your region? Did you have to organise specific actions to ensure that that these lessons learned were passed within your organisation and/or among the stakeholders (e.g. dedicated meetings with key people)? (2,000 characters)

|  |  |  |
| --- | --- | --- |
|  | Current period (EUR) | Cumulative (EUR) |
| If applicable, please estimate the amount of funding influenced by the project. |  |  |

Please explain how the above amount was estimated. (1,500 characters)

**Territorial impact**

If possible, please describe the effect of this change in the territory (e.g. beneficiaries concerned, results achieved in terms of increased competitiveness or cleaner environment). (2,000 characters)

In case this effect can be reflected through indicators, please complete the following section. Please note that additional self-defined indicators can be proposed when reporting in phase 2.

|  |  |  |  |
| --- | --- | --- | --- |
| Self-defined performance indicator | Current period | Achieved so far (cumulative) | Target |
| *(imported from the AF)* |  |  |  |

In case the partner(s) succeeded in influencing another policy instrument, click on 'New Policy Instrument'.

**2.3 Other achievements**

Beyond the above policy impact, are there any unexpected achievements of the project? (3,000 characters)

*(\*) Disclaimer: This template aims to provide information on the different sections to be filled in in the Progress Report as of June 2019. Nevertheless, only the information included in iOLF and sent through the system will be accepted and monitored by the JS.*

*Section 2 (Insight into project’s results) and section 3 (Finances) are visible at any time in iOLF through the report on policy instrument progress and the financial partner reports.*