

2on partner meeting

Barcelona, 07th of June 2023

PROACTsme is based on smarter and digitized services for SMEs with special attention to the development and provision of personalized and proactive electronic public services.

Agenda 07th of June

12h15	Welcoming and reception of attendees
12h30 – 13h30	Lunch break
13h30 – 17h00	PROACTsme project. Work plan follow up Main topics summary: to prepare intervention in kick-off meeting Next step: Semester 2
18h00	Sagrada Familia Visit
20h00	Firostast Restaurant (83, Gaudí Avenue. Barcelona)

Agenda 08th of June

09h00	Welcoming and reception of attendees
09h15 – 09h45	Institutional welcoming and PROACTsme project
09h45 – 10h45	Main conference
11h00 – 11h30	Coffee break
11h30 – 13h00	Peer review. Round table: Needs detection with the main collaborators and economics agents of Catalonia
13h00 – 14h00	Lunch break
14h00 – 15h20	Round table with the Project partners to identify the work lines and some good practices (study visit)
15h20 – 15h30	Conclusions of the congress

Today we will talk about

1. Project work plan	5
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3. Key topics	24
4. Next steps	28
5. Next events	30

#1.

STATE OF PLAY OF THE PROJECT WORK PLAN

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Exchange of experiences		State of play
Kick-off meeting	LP+PP8	08/06/2023
1 study visit	LP	08/06/2023
1 Interregional Peer Review (PIeR)	LP	08/06/2023
1 report on key findings resulting from exchanges undertaken and gather relevant materials.	LP	Start task : 30/10/2023 Deadline to submit PR1 : 01/12/2023
1 networking session among regional stakeholder group (RSG) representatives	1 for partner	LP : 23/05/2023 The rest of partners? <u>Note : remember to use Teams folders and put relevant information.</u>
Prepare state of the art report (with RSG support)	1 for partner	??
Online follow-up meeting at the end of the semester to track progress	LP	07/06/2023

Communication		State of play
Communication strategy (CS) and social network profiles created	LP	Twitter : @PROACTsme
Project presentation video	LP	Content? Calendar? Deadline : the end of semester 2
First newsletter	LP	Content? Calendar?
First regional dissemination events	LP	08/06/2023
Project poster	LP	Work in progress (waiting to approve Interreg Team)
Project website	LP	Work in progress (waiting to elaboration Interreg team)

Communication		State of play
Update partner's website to include Interreg participation	1 for partner	??
Roll-up displayed in the project presentation events (1 per project territory).	1 for partner	LP offers editable document in english. TEAMS folder
1 external event	1 for partner	<u>Next events :</u> 20 June – Webinar on how to edit your project website 26-28 September – Lead Partner workshop on reporting activities, finances and communication.

Project management		State of play
Subsidy Contract	LP	Approved
Partnership Agreement	all partners	Working in progress
Training materials on Project Management and Financial Administration	1 for partner	
First level controller	all partners	??
Database of regional stakeholders	all partners	
List of good practices	all partners	

First level controller

- <https://www.interregeurope.eu/in-my-country>

The different **control systems**

Centralised control

Belgium (Brussels + Wallonia), Bulgaria, Czech Republic, Croatia, Estonia, Finland, Greece, Hungary, Ireland, Latvia, Luxemburg, Poland, Romania, Slovenia, Slovakia, Sweden

Directly **appointed by control body**

Decentralised control

Austria, Belgium (Flanders), Cyprus, Denmark, France, Germany, Italy, Lithuania, Malta, Netherlands, Norway, Portugal (+ validation), Spain (+ validation)

Controller needs **to be contracted by the PP and approved by Approbation body** (sometimes there is shortlist)

Controllers are granted access to the Portal directly by the Control body/ Approbation body

Country-specific information available on Interreg Europe website (*'In my country'*)

#2.

INFORMATION ABOUT REPORTING PERIOD

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Progress report

Reporting period

Deadline for submission

PR 1	13/12/2022 – 31/08/2023	01/12/2023 (= 3 months after the end of reporting period)
PR 2	01/09/2023 – 28/02/2024	01/06/2024

Online monitoring system

<https://portal.interregeurope.eu/login>

You can find joint progress reports, partner reports and related annexes

Reporting procedure

1. PP's justify their expenditures (**Deadline PR1 : 29/09/2023**)
2. First level controllers review PP's justifications and approve them (**Deadline PR1 : 27/10/2023**).
3. LP compiles PP reports and submit PR to JS (**Deadline PR1 01/12/2023**)
4. JS approves PR if doesn't exist clarifications
5. Accounting body transfer ERDF to LP (1 month)
6. LP transfers ERDF to partners. In this first period, LP needs PP's bank account ownership certificate

Overview of project outputs

Output indicators

Code	Title	Target
RCO87	N° of organisations cooperating across borders	56
RCO84	N° of pilot actions developed jointly and implemented in projects	0
O14	N° of policy instruments addressed	5
O15	N° of interregional policy learning events organised	11
O16	N° of good practices identified	14

Overview of project outputs

Result indicators

Code	Title	Target
RII2	N° of organisations with increased capacity due to their participation in project activities	30
RI3	N° of policy instruments improved thanks to the project	5

Financial **reporting**

STEP 1: find your controller



STEP 2: create and complete your partner report



STEP 3: send your partner report to your controller



Financial reporting: **STEP 1**



1. Find your controller

Centralised systems

- Find out who your control body is

Decentralised systems

- Contract your controller
(check your national requirements, there might be a shortlist)
- Get them appointed by your approbation body

In both cases, controllers get **access** to the Portal by the control/
approbation body **only**

Financial reporting: **STEP 2**



2. Create and complete your partner report

In the Portal:

- Partner report
- List of expenditure
- Supporting documents

Financial reporting: **STEP 3**



3. Send it to your controller

Send completed partner report to controller **early** in advance to ensure it is certified on time.

Certain controller systems have specific deadlines – **check** in advance **with your controller!**

Make sure the expenditure is reported clearly and all supporting documents are provided.

Reporting = fully **online**

Financial reporting

STEP 4: controller checks and certifies partner report



STEP 5: partners send their certified partner report back to lead partner



STEP 6: lead partner submits joint progress report to JS




Financial reporting: **STEP 4**

CERTIFIED

4. Verification + certification by the controller

Expenditure

- Verified and certified by the controller

 In Spain and Portugal: additional step performed by the validation body

Control documents

- Issued by controller directly in the Portal

Financial reporting: **STEP 5**



5. Partner report sent back to the lead partner

- Each project partner sends their certified (and validated for ES and PT) report to LP.
- LP checks them on the basis of the control documents.
- All partner reports are compiled by the lead partner into the joint progress report.

Financial reporting: **STEP 6**



6. Joint progress report submitted to JS by lead partner

- Joint progress report submitted to the JS by the deadline

(that is on 1 December or 1 June)

Financial reporting

STEP 7: joint progress report checked by the JS



STEP 8: payment made by the accounting body to the lead partner



STEP 9: transfer of funds to partners by lead partner



#3. KEY TOPICS

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Agenda 08th of June

14h00 – 15h20

Round table with the Project partners to identify the work lines and some good practices (study visit)

Representatives :

- Government of Catalonia : Mrs. M^a Dolors Triviño
- Møre and Romsdal County Council : Mrs. Daniela Gundersen
- Public Institution Lithuanian Innovation Centre : Mr. Mantas Vilys
- Marshal's Office of the Mazovian Voivodeship : Mrs. Blanka Zienkiewicz (online)
- Mazovia Development Agency Plc : Mrs. Katarzyna Cesarczyk
- Organisation for local development - Anatoliki : Mr. Christos Papantos
- University of Limerick : Mr. Barry Sheehan
- CECOT Innovation Foundation : Laura Sallent

Moderator : Natalia Cantero

Good practices :

- Proactive services in Government of Catalonia
- Help business. CECOT Innovation Foundation

Proactive services - identification of service areas

- Economic : breakdown of business,....
- Administrative procedures
- Professional profiles : offer proactive services in order to detect lack of professionals and therefore adapt training to these new needs that companies may need.....

Proactive services - identification of service areas

PP2 interest :

We want to see digital solutions for reducing the time frames of public services related to business support.

Good ways to collaborate digitally between public authorities and private enterprises

Examples of how to make relevant business data more accessible to target groups

PP8 interest to prevent businesses closure :

Deploying the EU directive 2029/1023 in each EU estate, in particular: give to the business owner access to one or more early warning tools which can include:

- early warning tools in case that the debtor has not been able to make some payments,

- free assessment services, given by public or private institutions,

- and put in place incentives for third parties with relevant information about the debtor, such as accountants, tax and social security administrations, to warn the debtor of any negative developments.

Develop and promote an automatic diagnostic test that all business owners can use to find out how healthy their business is

(<https://saludempresarial.ipyme.org/Home>). This automatic diagnostic may be able to suggest to the business owner some additional steps to move forward and act to prevent business failure.

Set up an attractive system for all SME owners to check their company's health. The same way that we, as physical persons, do a regular health check to make sure that everything is alright, or we are obliged to check the status of our vehicle (in Spain at least one time in two years), once a year, it must be highly recommended to conduct a review of the company, to detect some points of improvement and to redirect the way to avoid the bankruptcy.

Focus not only on the health of the business but the health of the business owner. In Denmark, many business owners have several health problems, related to having to face a lot of pressure to maintain their businesses. Not having a good physical and mental situation may accelerate business failure.

Create tools and methods that are not just dependent on the business owner, but also on the ecosystem and society.

In case that it is not possible to prevent business failure, it is necessary to help the business owner to take the decision to close at the right time and in an appropriate manner to prevent it from keeping a debt that does not make it possible to start over.

#4. NEXT STEPS

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Exchange of experience

- 2 study visit  PP6 + PP4
- 2 Interregional Peer Review (PIeR)  PP6 + PP4
- 1 report on key findings resulting from exchanges undertaken and gather relevant materials.  LP
- 1 networking session among regional stakeholder group (RSG) representatives.  1 for partner
- Prepare state of the art report (with RSG support)  1 for partner
- Online follow-up meeting at the end of the semester to track progress.  LP

#5. NEXT EVENTS

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Webinars

20 June – Online Webinar on how to edit your project website.

Workshops

26-28 September – Lille (France) Lead Partner workshop on reporting activities, finances and communication.

Other events

09-12 October – Brussels Europea Week of Regions and Cities

THANK YOU!
GRÀCIES!

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PROACTsme is based on smarter and digitized services for SMEs with special attention to the development and provision of personalized and proactive electronic public services.



Applied Data-Science and AI
for proactive SME service

Project partners

Lead Partner: Office of Business Management. Generalitat de Catalunya. Spain (Espanya)

Møre and Romsdal County Council. Norway (Norge)
Public Institution Lithuanian Innovation Centre. Lithuania (Lietuva)
Marshal's Office of the Mazovian Voivodeship. Poland (Polska)
Mazovia Development Agency. Poland (Polska)
Development Agency of Eastern Thessaloniki's Local Authorities (ANATOLIKI). Greece (Ελλάδα)
CECOT Innovation Foundation. Spain (Espanya)

Advisory Partner: University of Limerick. Ireland (Éire/Ireland)