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Project training days

Welcome to the second day!



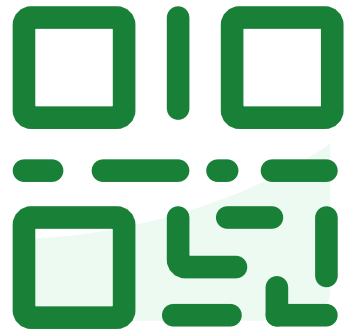
25 September 2024

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Meet the projects and platform team



Laurențiu David

Senior Policy Officer



Ana Mihaljevic

Policy Officer



Kristaps Ročāns

Policy Officer



Verena Priem

Senior Policy Officer



Charo Camacho

Senior Policy Officer



Diane Bulon

Policy Officer



Ilaria Ramaglioni

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Etienne Rodzinka-Verhelle

Policy Officer



Mariame Ammour

Policy Officer



Nicolas Singer

Head of Unit - Projects & Platform



Magdalini Anagnostou

Coordinator - Policy Learning Platform



Jason Martinez

Coordinator - Projects



Foedora Braconne

Senior Projects & Finance Assistant

Agenda of today

09:30-10:00	<i>Magical mystery tour - Introduction to the reporting process</i>		
10:00-11:15	Group 1 <i>What You're Doing</i> Sharing good practices	Group 2 <i>What You're Doing</i> Sharing good practices	Group 3 <i>What You're Doing</i> Sharing good practices
11:15-11:45	<i>Coffee Break</i>		
11:45-13:00	Group 1 <i>Come together</i> Reporting activities	Group 2 <i>Come together</i> Reporting activities	Group 3 <i>Come together</i> Reporting activities
13:00-14:30	<i>Lunch break</i>		
14:30-16:00	Group 1 <i>Getting better</i> Reporting results Wrap-up / Q&A	Group 2 <i>Getting better</i> Reporting results Wrap-up / Q&A	Group 3 <i>Getting better</i> Reporting results Wrap-up / Q&A
16:00 – 16:30	<i>Coffee Break</i>		
16:30 – 17:30 18:00 – 20:00	<i>Walking tour in Lille Networking Cocktail</i>		

What will you get from today?



Insight into good practices, activities & results reporting



Practical exercises through case studies



Answer to your questions (never hesitate!)



Networking opportunities with other lead partners & JS

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Reporting activities & results

Introduction

Jason Martinez

Coordinator Projects | Interreg Europe Secretariat

25 SEP 2024 | 30 min

Project training days 2024
Lille, France



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Content

- 1. Introduction**
- 2. Activities & results reporting – principles**

1. Introduction



Work **with the joint secretariat (JS)**

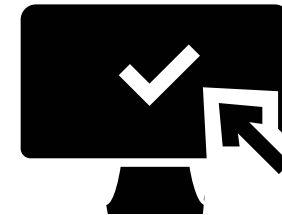
- **Lead partner** principle
- Each project monitored by **2 officers** in the JS
 - Policy officer
 - Finance officer
- **Communication** officer for questions on project communication and website

JS: not only a controlling body but also a partner

Main terminology & abbreviations

- JS = joint secretariat
- MA = Managing Authority
- MC = Monitoring Committee
- LP = lead partner
- PP = project partner
- APA = Associated policy authority
- PR = progress report
- Portal = programme's monitoring system

<https://www.interregeurope.eu/glossary-terms>



2. **Reporting** principles



Activities & results **reporting**



WHY?

- To follow if the project is on track (**activities**)
- To confirm eligibility of expenditure (**finances**)
- To check whether objectives are achieved (**results**)
- To demonstrate the projects / programme **success** and usefulness

Activities & results **reporting / monitoring**



HOW?

- Mainly through **progress reports**
- Through **regular contact** with JS
- Through the **midterm** reviews
- Through **good practices** & project website
- Through participation in **final conferences**

Activities & results reporting

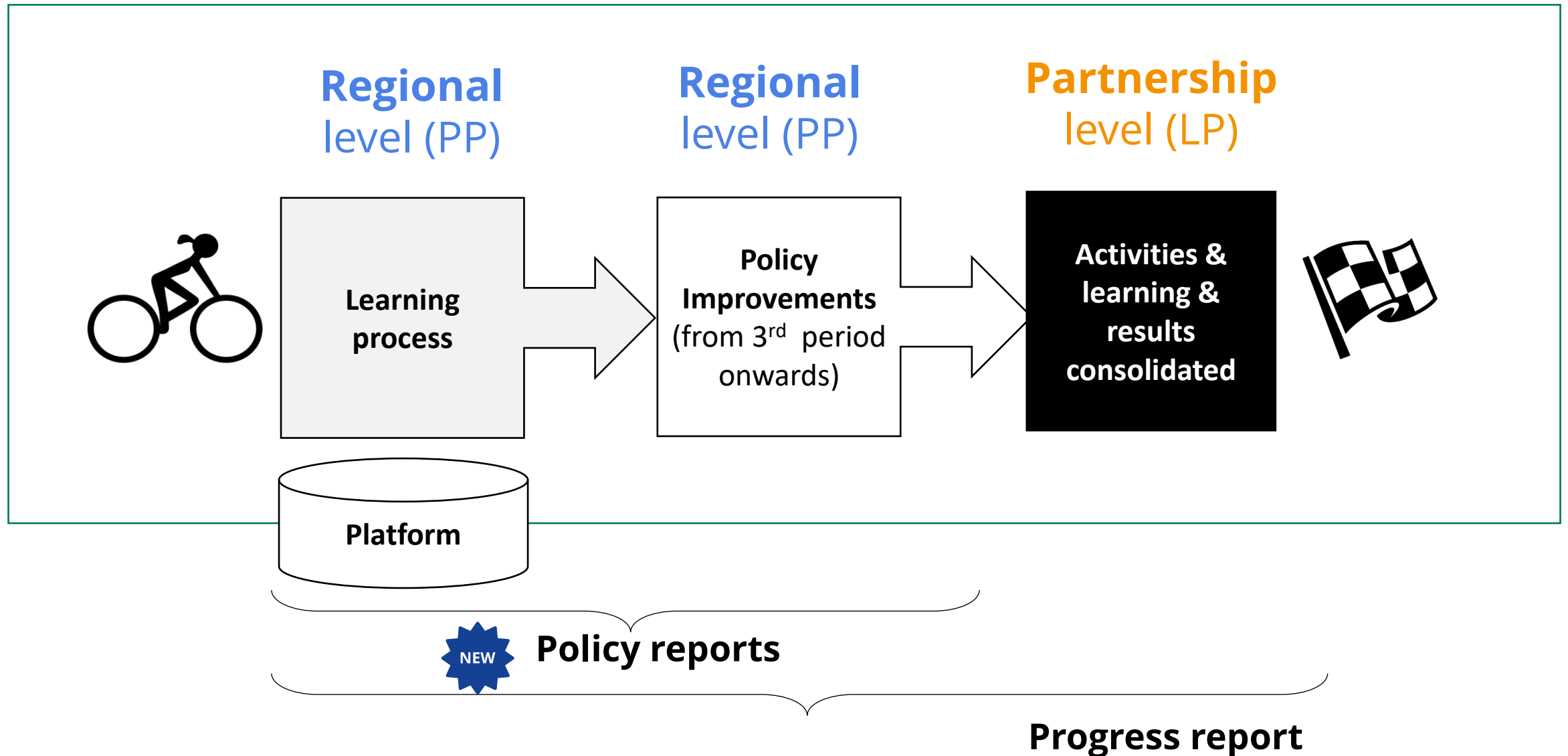
Progress report	Reporting period	Deadline for submission
First (= PR1)	12/12/2023 (*) – 30/09/2024	02/01/2025 (= 3 months after the end of the reporting period)
PR2	01/10/2024 – 31/03/2025 (six months)	01/07/2025
PR3	01/04/2025 – 30/09/2025 (six months)	02/01/2026
PR4	01/10/2025 – 31/03/2026 (six months) Midterm review	01/07/2026
PR5	01/04/2026 – 30/09/2026 (six months)	02/01/2027
PR6	01/10/2026 – 31/03/2027 (six months)	01/07/2027
PR7	01/04/2027 – 30/09/2027 (six months)	02/01/2028
Last (= PR8)	01/10/2027 – 30/06/2028 (**) (nine months)	30/06/2028 (= end of the project = end date of eligibility)



WHEN?

Call for pilot actions*

Reporting: logic of the progress report



Reporting: **structure of the progress report**

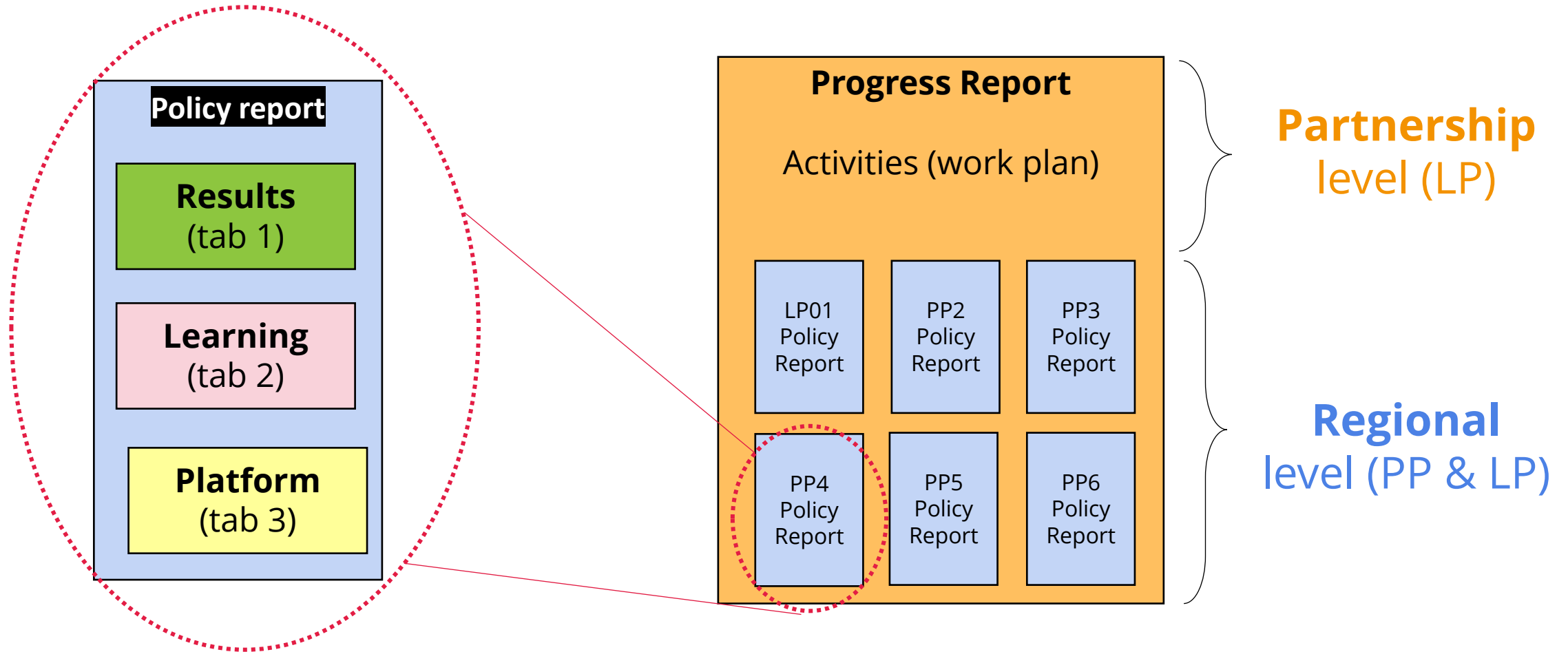
Same template for core phase and follow-up phase

Few sections adapted according to the period and level of achievements (policy improved or action plan)

Two main parts

1. Policy reports (PPs & LPs)
 - Results (tab 1)
 - Learning process (tab 2)
 - Platform (tab 3)
2. Progress report (LP) includes the above + summary of project activities (work plan)

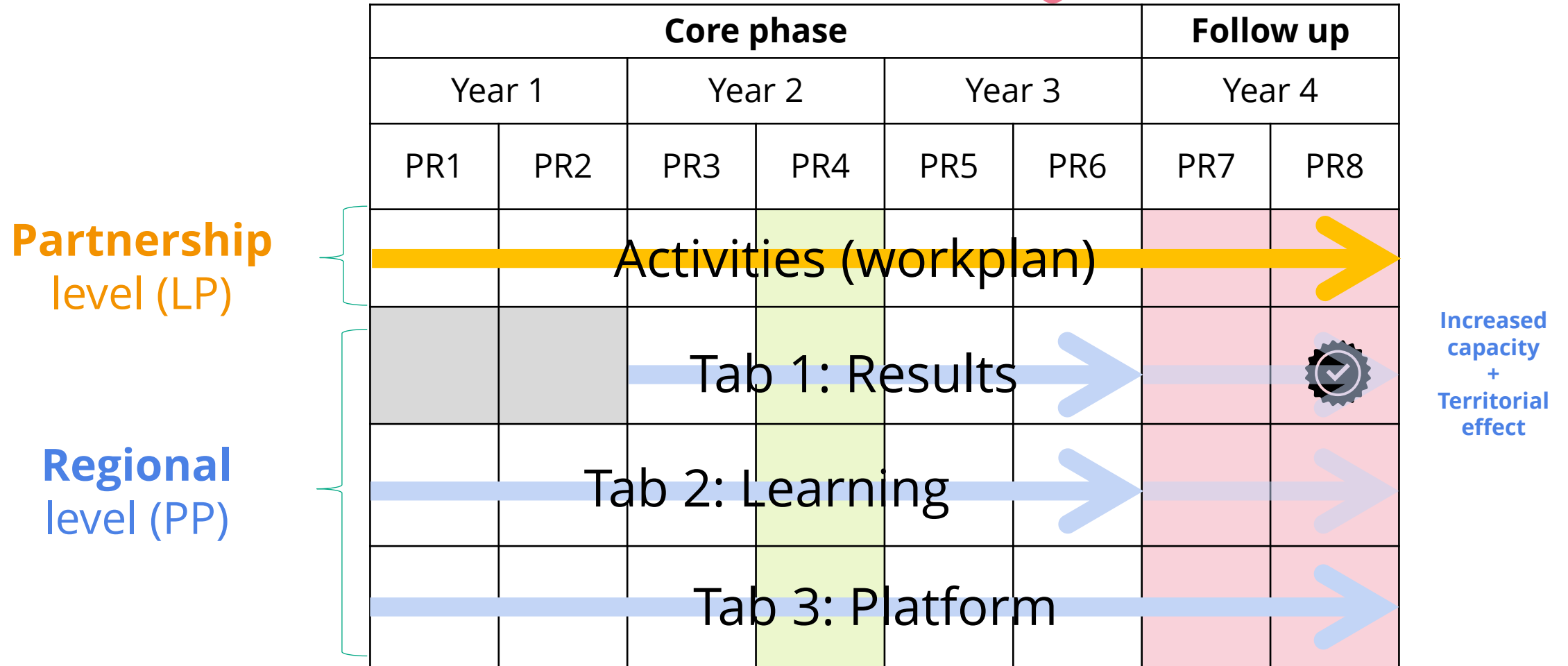
Reporting: **structure of the progress report**



LP can modify policy reports!

Reporting: **Timeline**

Good practices →



Recommendations on activities / results reporting

- **To be taken seriously** (more than just an administrative requirement)
 - Main tool to monitor project's progress
 - Input for programme communication: qualitative information needed!
- **Driving role of the lead partner**
 - To brief partners (policy reports)
 - To check and validate the partners' policy report
 - To prepare the joint progress report

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Thank you!

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Group division (same as yesterday)

Participation by project acronym

- Group 1: A – D (ACROSS – DSBPGovernance) → Flex 1
- Group 2: E – N (EAGER – NEBA) → Workplace 1
- Group 3: O – Y (OpenRegioCulture – YESVolunteer) → Flex 4 (R-1)

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