

**Interreg
Europe**



Co-funded by
the European Union

Lead partner **welcome webinar** First call projects

19 JAN 2023 | 10:00 - 11:30

Follow us on social media



Agenda

1. Welcome & meet the team
2. Steps to come (incl. fulfilment of conditions)
3. Subsidy contract
4. Project partnership agreement
5. Communication requirements
6. Events and resources online

Welcome to
Interreg Europe!

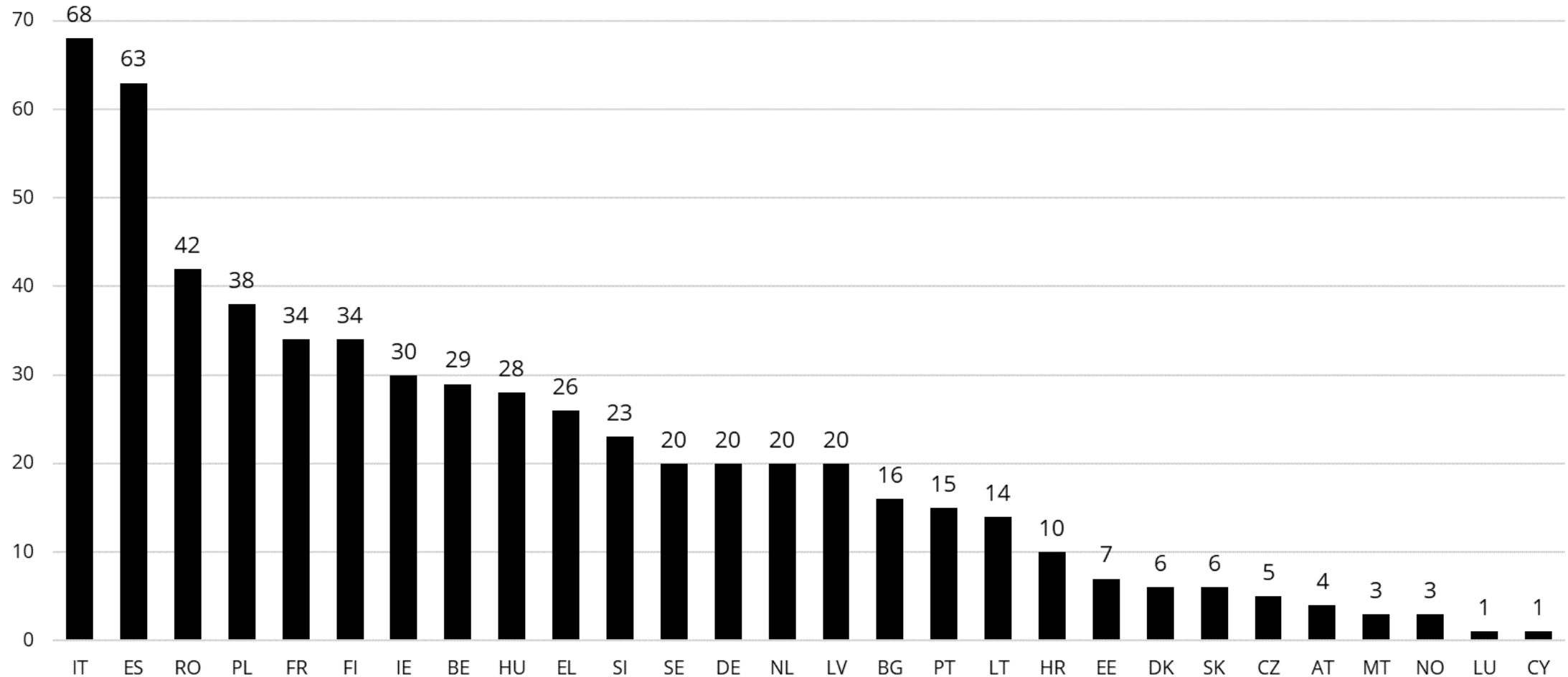


First call **results**

- Call open between 5 April and 31 May 2022

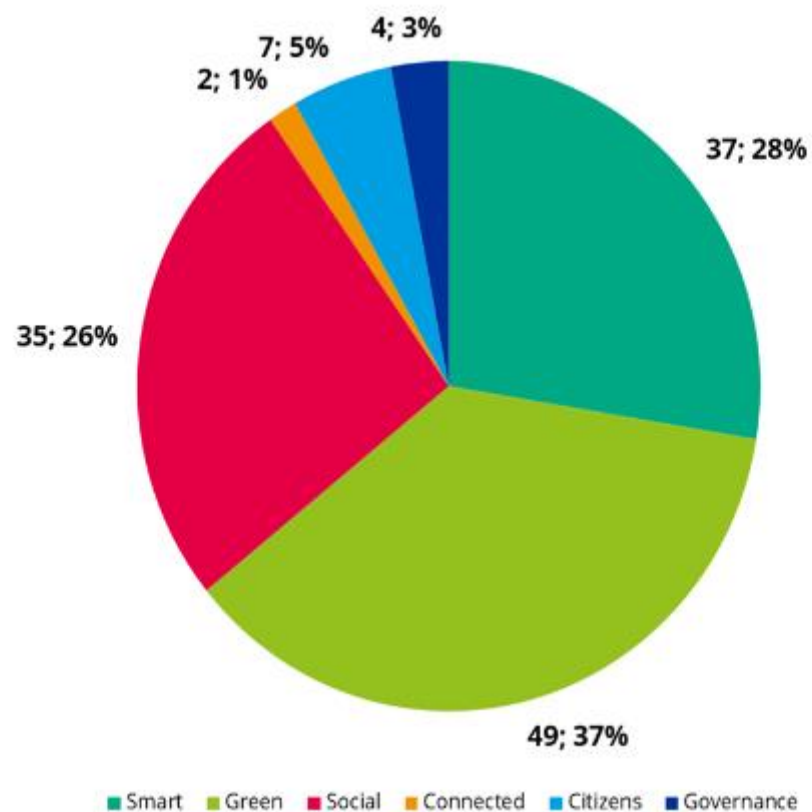


Approved project partners by country

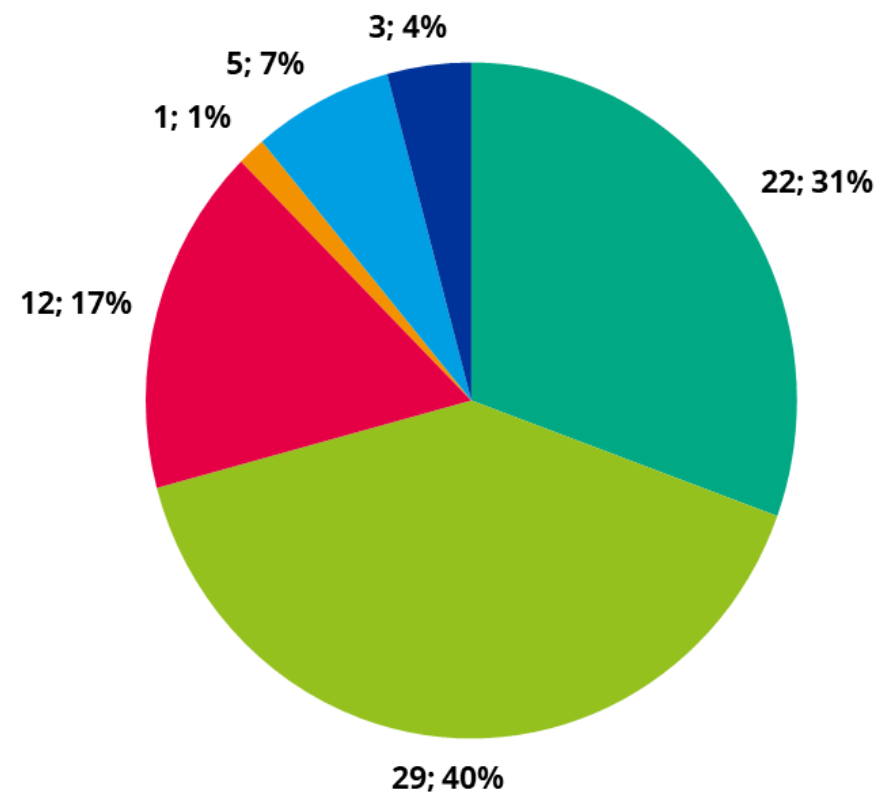


Overview **per topics**

Submitted (134)

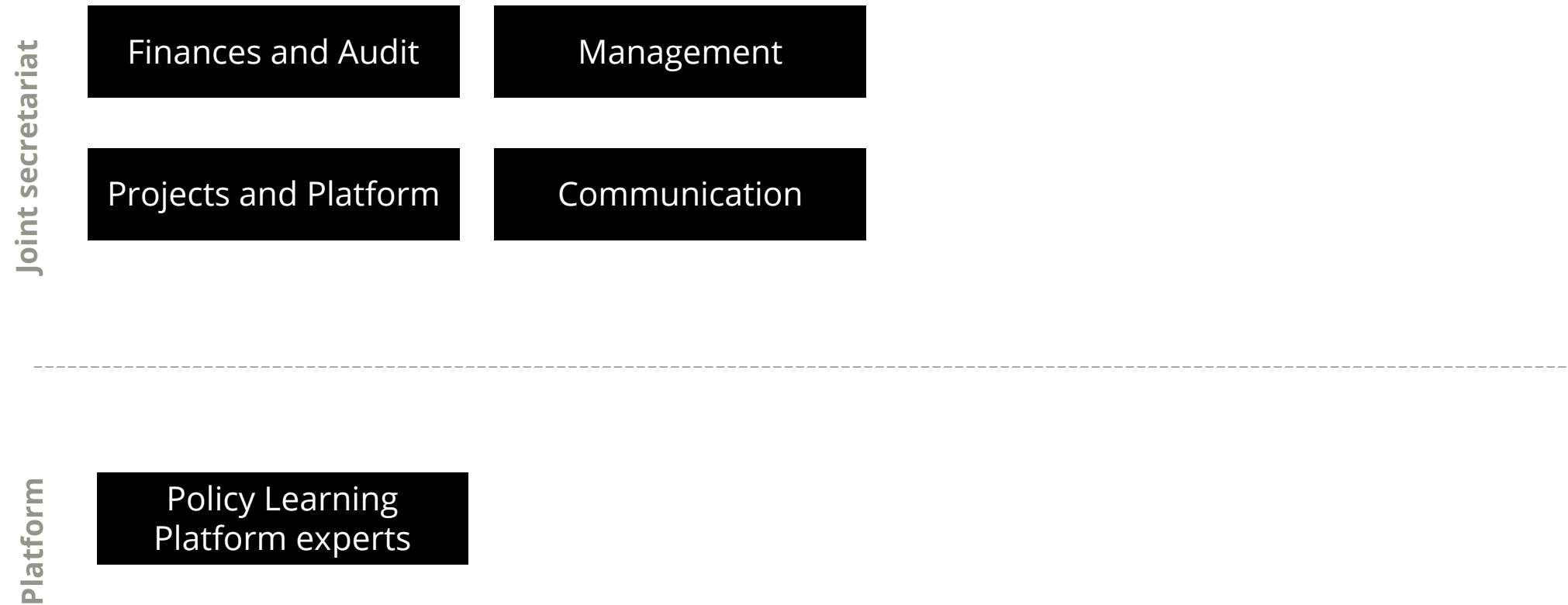


Approved (72)



1. Meet the team

We are at your support



Finance and audit



Petra



Anne-Cécile



Ilaria



Antoine



Aleksandra



Alexis



Camille



Vincenzo



Anne



Ségolène



Ramona



Ruta



Foedora

Projects and the Policy Learning Platform



Nico



Jason



Magda



Ana



Kristaps



Laurentiu



Ilaria



Verena



Charo



Etienne



Mariame



Diane



Brume

Policy Learning Platform experts



Marc



Arnault



Rene



Luc



Mart



Katharina



Simon



Astrid



Magda



Thorsten



Elena



Raluca



Lotte



Eugenie



Soroush

Management



Erwin



Laure



Elodie



Alexandre

Communication



Irma



Petra



Julie



Miia



Josephine



Louise

2. ● **Steps** to come



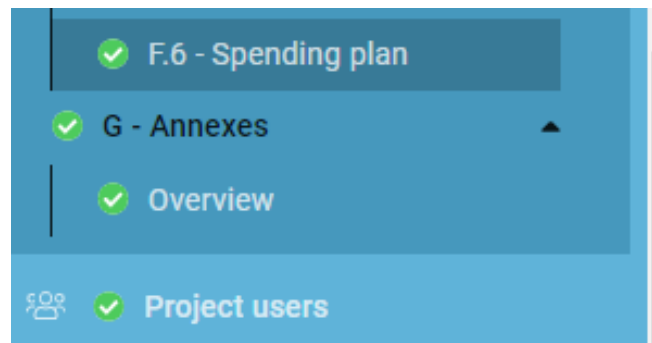
Steps to come

- **13/12/2022** Projects approved under conditions
- **January 2023** Online conditions meetings
- **28/02/2023** Final deadline for fulfilment of conditions
- **01/03/2023** Official start date of your project
- Signature of subsidy contract and partnership agreement

Lead partner (LP) principle

- Joint secretariat (JS) communicates with LP
- LP represents all project partners (PP)
- JS sends emails to all LP portal users
- LP sends **all** emails to policy officer (PO) + finance officer (FO)

Please check and update **LP portal users!**



Project users

Email	First name	Last name	Permitted operations	Roles	Organisation	Receives notifications	Phone number
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3. About **subsidy contract**



Subsidy Contract **structure**

- Contract between the managing authority (MA) (Hauts-de-France) and LP
- 13 articles – harmonised by INTERACT
- Annex 1 - latest approved application form **on the Portal**
- Bilingual document (EN-FR – same legal value)

A standard **document for all**

Amount of the subsidy & **details** of the procedures

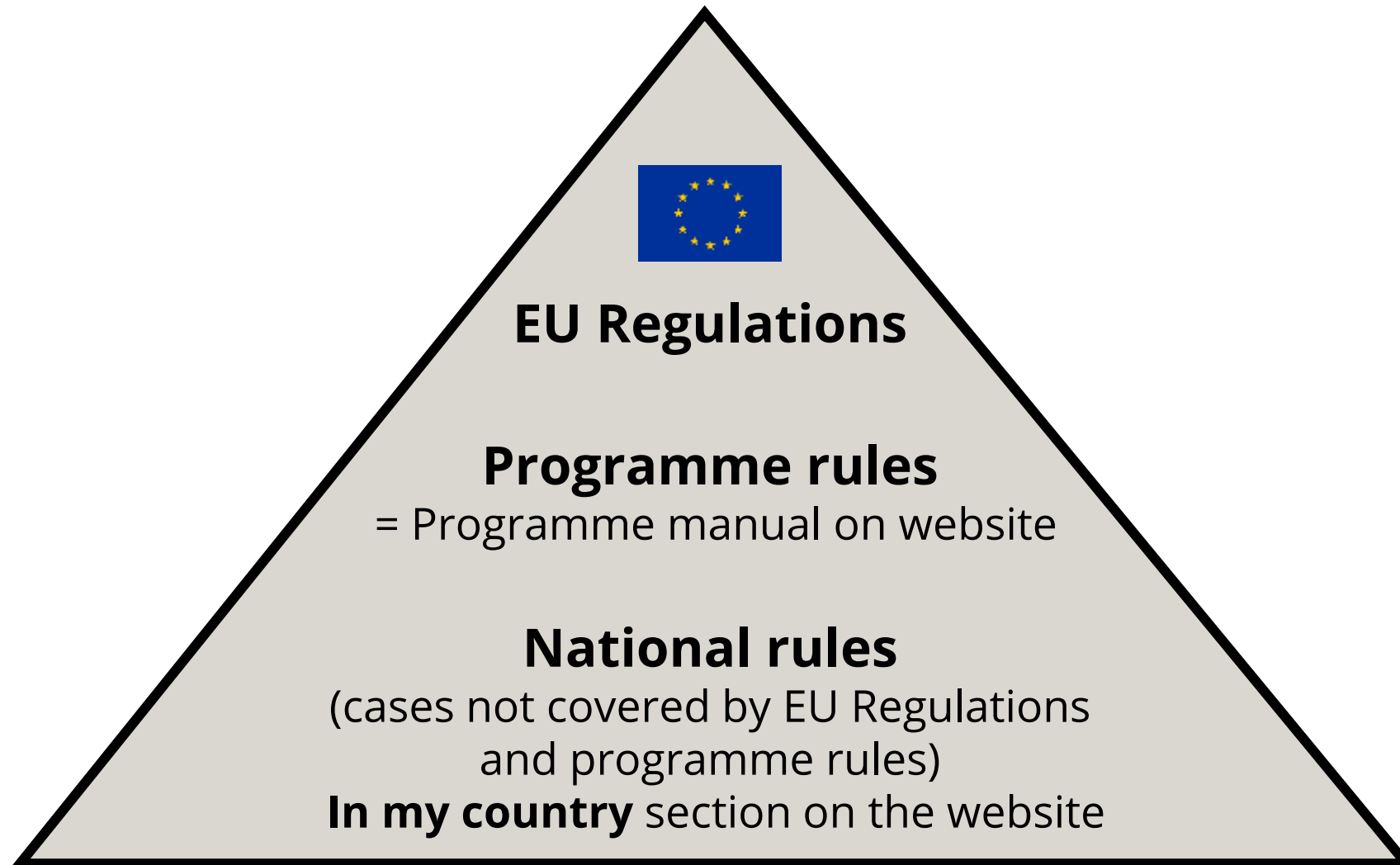


NOT in the subsidy contract



In the **application** form & **programme manual**

Which rules are applicable?



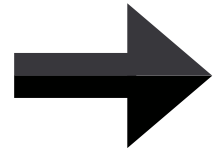


What are my
obligations as LP?

Lead partner **obligations**

- ➔ Implementation of the project as planned in the **project data** (= project info in the Portal) **and applicable rules**
- ➔ **Project coordination & sound financial management**
- ➔ **Compliance with deadlines** (reporting, JS requests)
- ➔ **Transfers ERDF/NO funding to partners**

Lead partner **obligations**

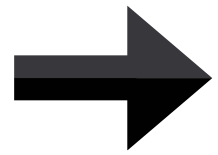


Documents' storage (art.6)

Documents have
to remain available
**for any audit or
evaluation for 5 years
after last payment
made to the project**



Lead partner **obligations**



Inform JS of changes



LP must inform the JS in case of change of:

- **Legal status , legal succession**
- **Contact details**
- **Partnership changes**
- **Any other important change/ issues**

Lead partner **obligations**



Information and communication

All you need to know in

Next presentation!

Lead partner **obligations**



Reporting obligations

- Reporting procedures in **programme manual**
- Further guidance in **LP seminar (March) and Implementation seminar (Sept)**



When to report?

First call **reporting dates**

- **3 months after each semester**
- **Start date:** 1 March 2023
- **1st reporting period:** from MC (13/12/2022) to 31/08/2023
- **1st Progress Report deadline:** 01/12/2023

What if something goes wrong?



Something **goes wrong**

- **If objectives/ outputs are not met:**

➔ Corrective measures may be taken by the MA

- **If budget is not spent as planned:**

➔ Subsidy may be reduced

- **If obligations not complied with:**

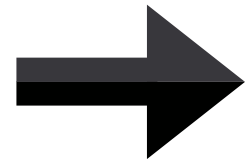
➔ Contract may be ended

In case of of LP or PP **irregularities**

The MA will turn against the LP for:



any breach or default by LP/PP



the total amount concerned (in case of recovery)



BUT the LP can recover from the partners through the **partnership agreement!**

4. Project partnership agreement

Project partnership

**Only partners named in
the application form**

**Only costs paid by these
partners are eligible**



Project **partnership agreement**

Is **compulsory**

- between the lead partner (LP)
- and the project partners (PP)

Project **partnership agreement**

Contains:

- All obligations deriving from the subsidy contract
- Additional provisions agreed between partners (**e.g. decision making, preparation costs,...**)

Project **partnership agreement**

- Template provided by the programme
- Amendments **not contradicting subsidy contract** possible
- **Signed before the submission of the 1st report**



Key documents and resources

- Programme manual
- Subsidy contract
- Project partnership agreement



Interreg
Europe



Co-funded by
the European Union

[Discover the programme](#)

Look for funding

App

About us

What is Interreg Europe ?

Facts and figures

Programme structure

2014-2020 programme

Country specific info

Programme act



Projects

Discover approved projects
inspired



Policy Learning I

Get policy advice and find
your region

5. **Communication** requirements



Checklist of **publicity requirements**

Logo set used	Required
All partner institutions provide project information on their website, if such a website exists, and social media sites	Required
All partner institutions' websites linked to Interreg Europe/ project website	Recommended
All partner institutions place the A3 project poster at a clearly visible to the public visible place on their premises	Required
Plaque or billboard clearly visible to the public at the start of the physical implementation of a pilot involving investment, the purchase of equipment, or the installation of equipment	Required
EU support mentioned on all documents used for the public or the participants in the project's activities	Required
Project website updated at least once every six months	Required
A royalty-free, non-exclusive, and irrevocable license to use all project communication and visibility material and any pre-existing rights attached to it to be granted to the programme/ the European Union	Required

Programme **tools and templates**

- Project branding guidelines
- Main project visual
- A3 poster template
- Plaque/ billboard template
- PowerPoint template
- Social media templates
- Project website

Project **main visual**

**Interreg
Europe**



Co-funded by
the European Union

Sample Project

Project colour = topic



SMART



GREEN



CONNECTED



SOCIAL



CITIZENS



GOVERNANCE

The colour palette

Topics						Logo block		Neutral accent colours		
										
R:0 G:169 B:132	R:149 G:193 B:31	R:243 G:146 B:0	R:229 G:0 B:70	R:0 G:159 B:227	R:0 G:51 B:153	R:159 G:174 B:229	R:255 G:204 B:0	R:26 G:23 B:27	R:150 G:148 B:140	R:216 G:214 B:204
#00a984	#95c11f	#f39200	#e50046	#009fe3	#003399	#9FAEE5	#FFCC00	#1a171b	#96948c	#d8d6cc
C: 80 M: 0 Y: 60 K: 0	C: 50 M: 0 Y: 100 K: 0	C: 0 M: 50 Y: 100 K: 0	C: 0 M: 100 Y: 60 K: 0	C: 100 M: 0 Y: 0 K: 0	C: 100 M: 80 Y: 0 K: 0	C: 41 M: 30 Y: 0 K: 0	C: 0 M: 0 Y: 100 K: 0	C: 0 M: 0 Y: 0 K: 100	C: 5 M: 5 Y: 15 K: 50	C: 5 M: 5 Y: 10 K: 15
PMS: 3268 C	PMS: 368 C	PMS: 151 C	PMS: 192 C	PMS: 2995 C	PMS: Reflex Blue	PMS: 2716 C	PMS: Yellow	PMS: Black	PMS: 403 C	PMS: 400 C

Topic accent					
					
R:74 G:182 B:152	R:173 G:205 B:101	R:247 G:169 B:65	R:235 G:92 B:98	R:50 G:190 B:240	R:58 G:114 B:184
#4ab698	#adcd65	#f7a941	#eb5c62	#32bef0	#3a72b8
C: 68 M: 0 Y: 50 K: 0	C: 40 M: 0 Y: 73 K: 0	C: 0 M: 40 Y: 80 K: 0	C: 0 M: 76 Y: 52 K: 0	C: 67 M: 0 Y: 0 K: 0	C: 80 M: 51 Y: 0 K: 0

Topic accent colours are used for the 3D Star element texture and various other visual elements.

The topic accent colours must only be used in conjunction with the main topic colours and cannot be used as stand-alone colours.

Topic accent colours are not to be used in case of PMS printing.

Additional branding elements: hexagon, colour line & 3D Star element

Hexagon

The hexagon, with slightly rounded corners, is a repetitive element of the visual identity.

It is encouraged to use the hexagon shape in presentations, infographics and even for framing images. **The proportion and rotation of the hexagon must not be altered in any way.**



Interreg Europe topic colour line



The coloured line, composed by the topic and topic accent colour can be used to highlight and reinforce the visual identity on various supports. **The angle in which the two colours are separated must always be 60°.** Projects must never use any other topic colour than their own.

Interreg Europe 3D Star element



The size and proportions of this graphical texture can be dynamically adjusted. In order to create a 3D effect, each second row is composed by mirrored elements. Its usage should be restricted to cover or back pages with a limited amount of text. **In case of borderless printing, please ensure careful trimming and prepare the bleed area correctly.**

Map, asset library + icons

Icons

Assets (extract)

Projects

Policy Learning Platform

Knowledge hub

Expert support

Good practice database

Matchmaking session

Policy helpdesk

Peer review

- Guiana (FR)
- Reunion (FR)
- Martinique (FR)
- Guadeloupe (FR)
- Mayotte (FR)
- Saint-Martin (FR)

- Açores (PT)
- Madeira (PT)

- Canarias (ES)



Project poster

You will need to provide:

- Image
- Sentence to describe your project

Interreg Europe Co-funded by the European Union

SCHOOL CHANCE

SCHOOL CHANCE aims at boosting the biomass as a key element of the transition to a low carbon economy at regional level.

An interregional cooperation project for improving **social economy** policies

Project Partners

- Executive Forest Agency (BG)
- Forest Sciences Centre of Catalonia (CTFC) (ES)
- Government of Catalonia - Directorate General of Forestry (ES)
- Regional Council of North Karelia (FI)
- French Federation of Forest municipalities (FR)
- Abruzzo Region - Rural Development and Fisheries Policies Department (IT)
- Latvian Forest Owners' Association (LV)
- Ministry of Agriculture Republic of Latvia (LV)
- Regional Development Agency Centru (RO)
- Slovenia Forest Service (SI)

SOCIAL

€
1.25 M
EU FUNDING

Apr 2016
Sep 2020

www.interregeurope.eu/bio4eco

Social media

Profile image with profile banner



Project website

The screenshot shows the top part of the project website. At the top left is the 'Interreg Europe' logo with the text 'Co-funded by the European Union'. To the right is a search bar and a 'My account' button. Below the logo is a 'Sample Project' button. A navigation menu includes 'Home', 'News & events', 'Policy instruments', 'Best Practices', 'Library', 'Results', 'CRRF', and 'News & Meet up'. The main content area features a large image of a historic building with a 'Bookmark' and 'Go there' button. Below the image is the project title 'INTENCIVE' and subtitle 'Railways' Industrial & Cultural Heritage - Developing European Sustainable Tourism'. A 'SMART' logo is visible at the bottom of the image. To the left of the main content is a sidebar with 'Project summary' and 'What will this project change?' sections. Below the sidebar is a 'New CLIC' section with social media icons and the text 'Last edited on 3 Jan 2023'. At the bottom of the page is a photo of a group of people in a meeting.

This section is titled 'Take part in our project'. It features a map of Europe with several location pins. Below the map is a 'Join to our survey' button. To the right of the map is a text box with the text 'Express your views on the current situation, opportunities, and challenges in your region. Help us to...'.

This section is titled 'What will this project change'. It contains a list of three items, each with an icon and a brief description. The items are: 'Policy instruments', 'Policy areas', and 'Policy goals/policies'.

This section is titled 'A few numbers'. It displays three statistics: '100,000+ people', '1,000,000+ people', and '10,000+ people'.

This section is titled 'Get the latest news about the project'. It features a map of Europe with location pins and a 'Join to our survey' button. To the right of the map is a text box with the text 'Express your views on the current situation, opportunities, and challenges in your region. Help us to...'. Below the text box are social media icons for Facebook, Twitter, and LinkedIn.

List of key **communication activities**

- Organise one final **project dissemination event**
- Participate in **6 to 10 events at programme level** during the project lifetime
- Create an account in **Interreg Europe's online community** for all project partners involved
- Provide at least **1 high-quality photo** related to the project topic
- Produce and publish **at least two short videos** about the project
- Publish and regularly update **project presentation on achievements** (ppt or similar)

Communication and visibility material

royalty-free, non-exclusive and irrevocable license

REGULATION (EU) 2021/1060 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL

<https://eur-lex.europa.eu/legal-content/EN/TXT/HTML/?uri=CELEX%3A32021R1060#d1e37-479-1>

Article 49

(...) communication and visibility material including at the level of beneficiaries is made available upon request to Union institutions, bodies, offices or agencies and that a royalty-free, non-exclusive and irrevocable licence to use such material and any pre-existing rights attached to it is granted to the Union in accordance with Annex IX. This shall not require significant additional costs or a significant administrative burden for the beneficiaries or for the managing authority.

Annex IX

2. The licence on intellectual property rights referred to in Article 49(6) shall grant to the Union at least the following rights:
 - 2.1. internal use i.e. right to reproduce, copy and make available the communication and visibility materials to Union's institutions and agencies, Member States' authorities, and their employees;
 - 2.2. reproduction of the communication and visibility materials by any means and in any form, in whole or in part;
 - 2.3. communication to the public of the communication and visibility materials by using any and all means of communication;
 - 2.4. distribution to the public of the communication and visibility materials (or copies thereof) in any and all forms;
 - 2.5. storage and archiving of the communication and visibility materials;
 - 2.6. sub-licensing of the rights on the communication and visibility materials to third parties.

Project **videos**



Each video should:

- Be short (up to 3 min)
- Copyright-free material used
- Useful to all project partners
- Not exceed costs of 5,000 euros per video

At least **two** to be produced:

- presenting the project at the **start**
- **achievements** towards the end

Project **presentation**



It should:

- Present achievements, policy changed
- Cover all regions/ project partners involved
- Be regularly updated

Partners' own website + social media



What should be included?

- Short description about the project, its aims and results
- Highlight EU financial support
- Main project visual
- Link to project website

Poster



- 6 months after approval of their project
- Location: readily visible to the public, such as entrance area of the building
- Can't be a roll-up banner
- Could be an electronic display

Plaques/ billboards



If **physical investment** is involved

- Placed at the start of pilot involving investment, the purchase of equipment, or installation of equipment
- Template will be provided by the programme

Useful **links**

- **Implement a project** page 2021-2027

<https://www.interregeurope.eu/help/project-implementation-2021-2027>

- **Programme manual**

- Sign up to our **newsletter**

<https://www.interregeurope.eu/#block-newsletterblock>

Join Interreg Europe's community

interregeurope.eu/community/members

Interreg Europe TYPO3 Webmail iDB - Interreg Europe

interreg Europe Co-funded by the European Union

Discover the programme Look for funding Approved projects Get policy advice Find policy solutions Meet our community

Find the right people

Search for members **Search**

[Tell us more about your need](#) [How to find the right project partners?](#)

Members | Organisations

Topics ▾ Countries ▾ Interested in ▾ Organisation type ▾ Expertise in ▾ Spoken languages ▾ **Apply filters**

5672 results(s) Sort by newest ▾

How & when to **contact us**

Directly – Lead partner / Communication manager

- For any website-related matters
- Within project partnership, all queries channelled through communication manager / lead partner

In CC

- For any communication-related matters

In all cases

- CC your policy officer / finance officer / lead partner

Upcoming events



14 March, Stockholm (SE) - Lead partner seminar

15 March, Stockholm (SE) - Europe, let's cooperate, second call launch event

June - Webinar on project websites

September - Seminar on project implementation (activities, finances, communication)

Thematic events (webinars + workshops) by the Policy Learning Platform

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Europe**



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Thank you!

Follow us on social media



Lead partner welcome webinar
Online

