

**Interreg
Europe**



Co-funded by
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Project Training Days

Day 2: Reporting results & activities

26 September 2023

Interreg Europe training days for 1st call projects
Lille, France

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**Interreg
Europe**



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Reporting activities & results

Introduction

27 September 2023

Project training days
Lille, France

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Content

- 1. Agenda & introduction**
- 2. Activities & results reporting – principles**

1. **Agenda & introduction** of the day

Agenda of the day

| | | | |
|----------------------------|---|---|--|
| 09:00-10:00 | Magical mystery tour - Introduction to the reporting process | | |
| 10:00-11:15 | <p>Group 1</p> <p>What You're Doing: Sharing good practices (Workplace 1)</p> | <p>Group 2</p> <p>Come together: Reporting activities (Verrière)</p> | <p>Group 3</p> <p>Getting better: Reporting results (Flex 4 / R-1)</p> |
| 11:15-11:45 | Coffee break | | |
| 11:45-13:00 | <p>Group 1</p> <p>Getting better: Reporting results (Flex 4 / R-1)</p> | <p>Group 2</p> <p>What You're Doing: Sharing good practices (Workplace 1)</p> | <p>Group 3</p> <p>Come together: Reporting activities (Verrière)</p> |
| 13:00-14:30 | Lunch break | | |
| 14:30-16:00 | <p>Group 1</p> <p>Come together: Reporting activities Wrap-up / Q&A (Verrière)</p> | <p>Group 2</p> <p>Getting better: Reporting results Wrap-up / Q&A (Flex 4 / R-1)</p> | <p>Group 3</p> <p>What You're Doing: Sharing good practices Wrap-up / Q&A (Workplace 1)</p> |
| 16:30-17:30 18:00-20:00 | Walking tour in Lille Networking cocktail | | |

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

Meet the projects and platform team



Nicolas Singer

Head of Unit - Projects & Platform



Jason Martinez

Coordinator - Projects



Magdalini Anagnostou

Coordinator - Policy Learning Platform

Your policy officers:



Charo Camacho



Laurențiu David



Ilaria Ramaglioni



Ana Mihaljevic



Feodora Braconne

Senior Projects & Finance Assistant



Kristaps Ročāns



Mariame Ammour



Diane Bulon



Etienne Rodzinka-Verhelle

Work with the joint secretariat (JS)

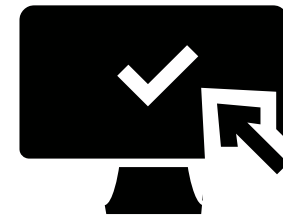
- **Lead partner** principle
- Each project monitored by **2 officers** in the JS
 - **Policy** officer
 - **Finance** officer
- **Communication** officer for questions on project communication and website

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 check whether objectives are achieved (**results**)
- To confirm eligibility of expenditure (**finances**)
- To demonstrate the projects / programme **success** and usefulness

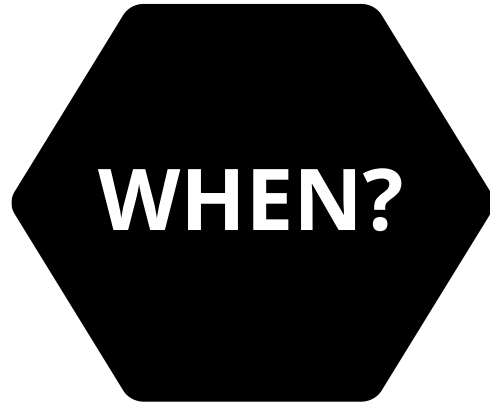
Activities & results **reporting / monitoring**



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

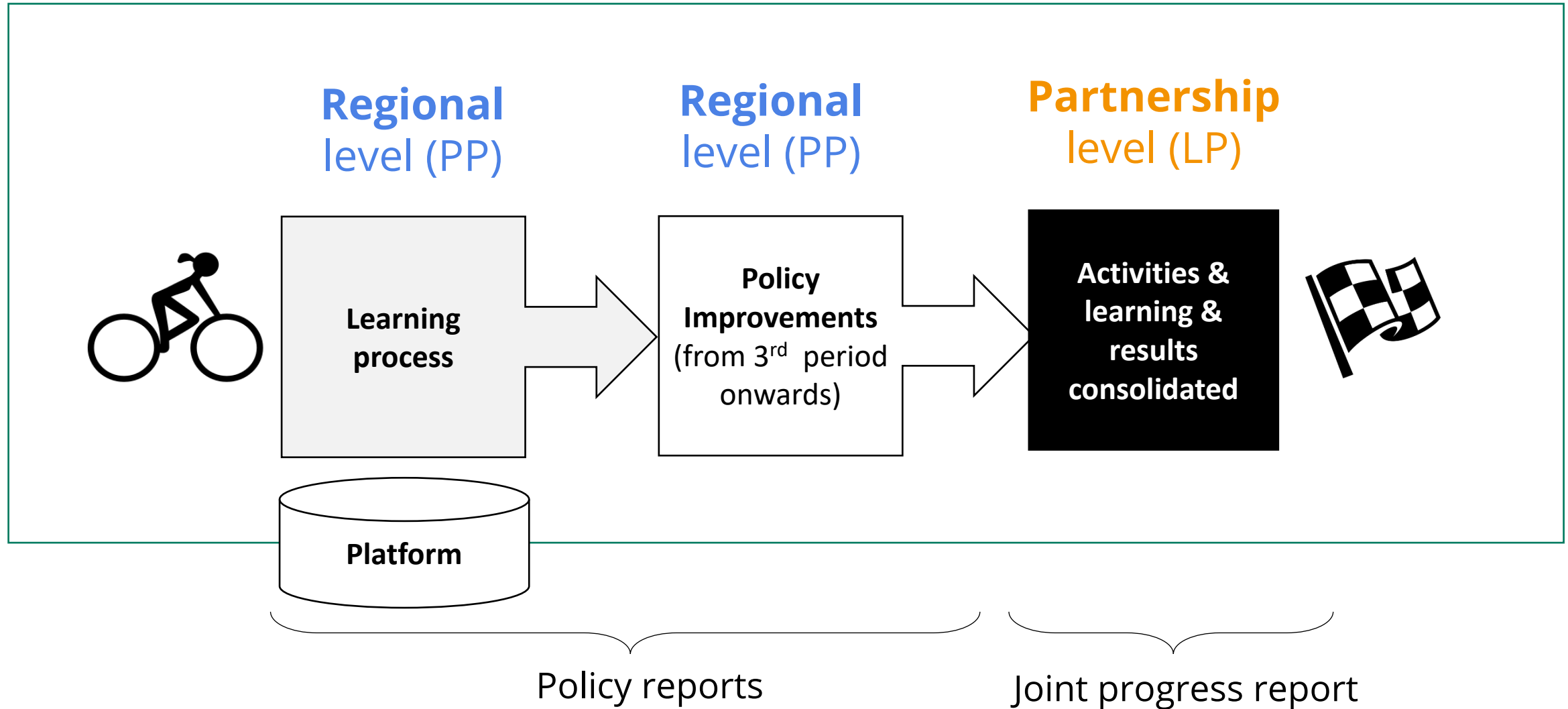


Call for pilot actions

| Progress report | Reporting period | Deadline for submission |
|-----------------|---|---|
| First (= PR1) | 13/12/2022 – 31/08/2023 | 01/12/2023 |
| PR2 | 01/09/2023 – 28/02/2024 (6 months) | 01/06/2024 |
| PR3 | 01/03/2024 – 31/08/2024 (6 months) | 01/12/2024 |
| PR4 | 01/09/2024 – 28/02/2025 (6 months) Midterm review | 01/06/2025 |
| PR5 | 01/03/2025 – 31/08/2025 (6 months) | 01/12/2025 |
| PR6 | 01/09/2025 – 28/02/2026 (6 months) | 01/06/2026 |
| PR7 | 01/03/2026 – 31/08/2026 (6 months) | 01/12/2026 |
| Last (= PR8) | 01/09/2026 – 31/05/2027 (9 months) | 31/05/2027 (end of project = end date of eligibility) |

TBC!

Reporting: logic of the progress report



Reporting: **structure of the progress report**

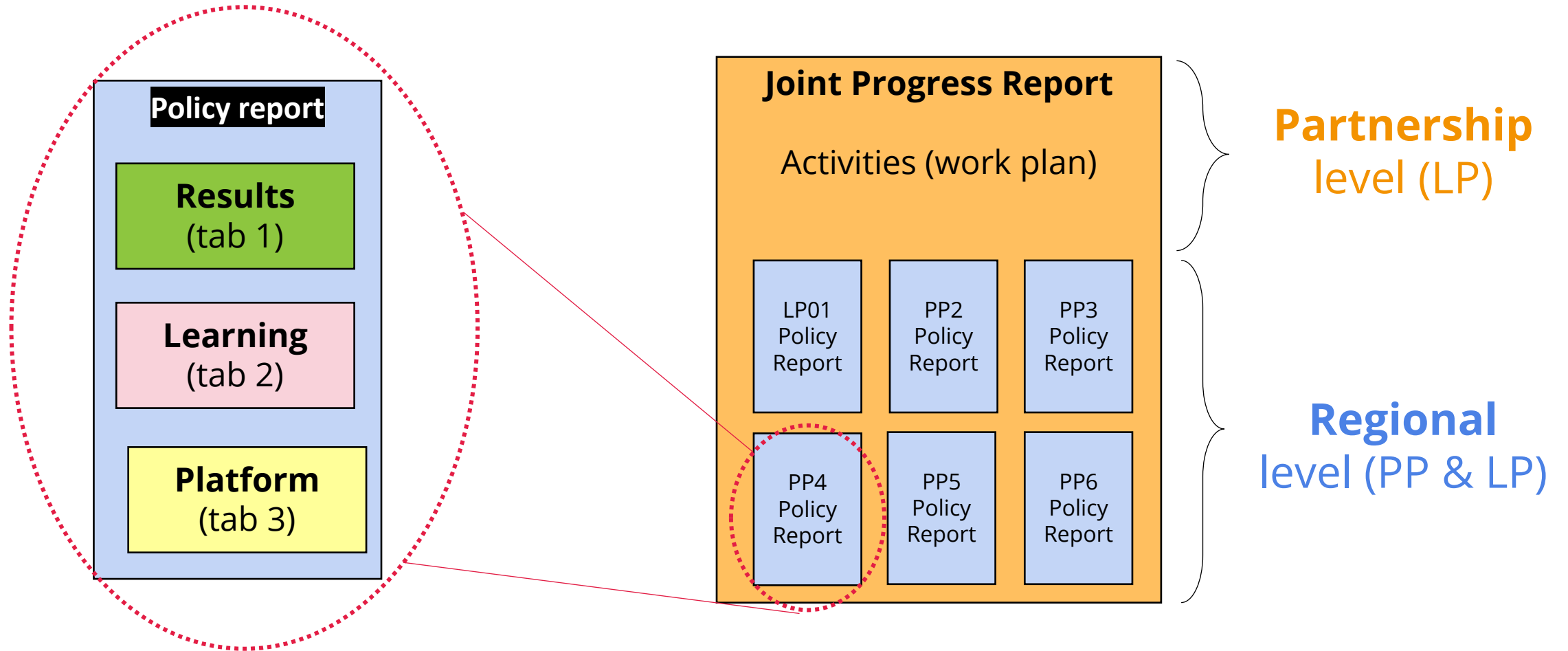
Same template for core phase and follow-up phase

Few sections adapted according to the 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. Joint progress report (LP) includes the above + summary of project activities (work plan)

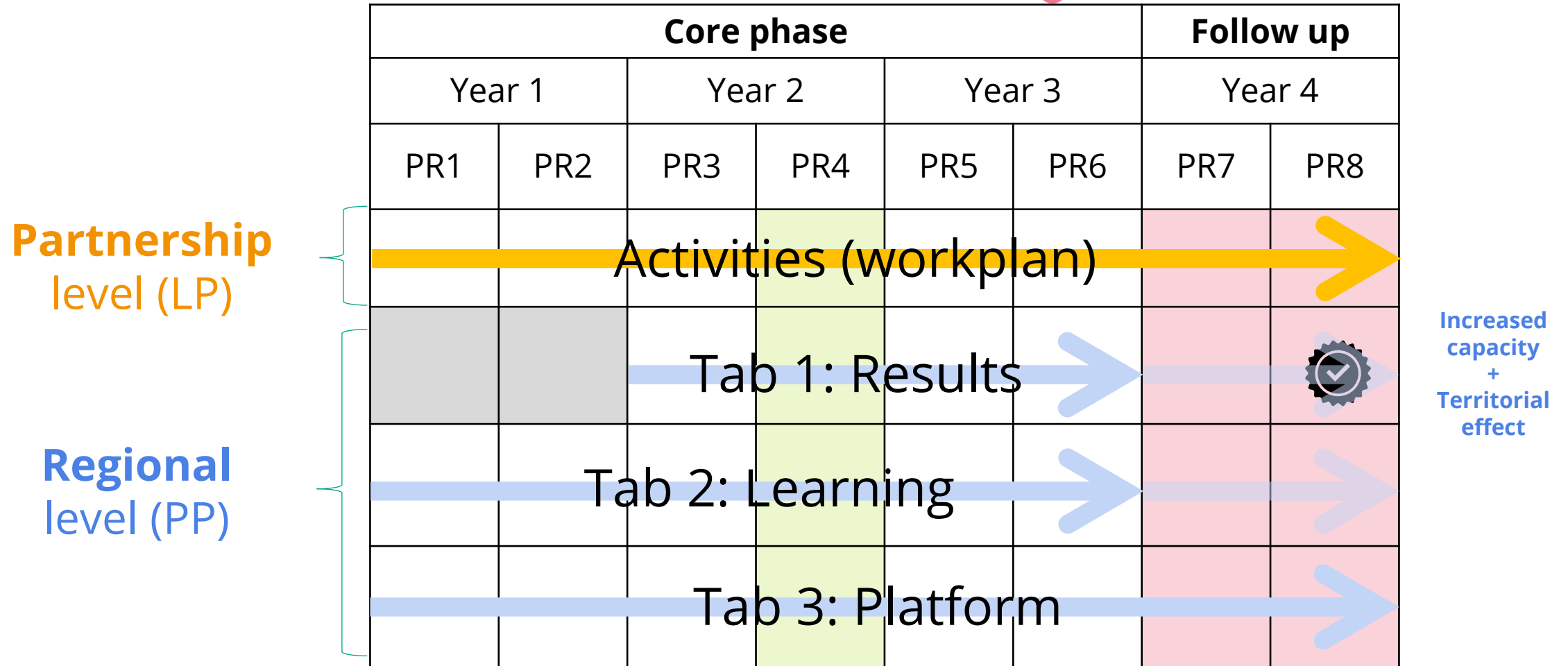
Reporting: **structure of the progress report**



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

Group division

Participation by project acronym

- Group 1: 1-F
- Group 2: G-P
- Group 3: R-Z

| | | | |
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