

**Interreg  
Europe**



Co-funded by  
the European Union

# Good practices

## Submission & validation process



27 September 2023

Lead partner training days  
Lille, France

Follow us on social media :



# WHAT is a **good practice**?

An **initiative** related to **regional development policy**

- **proven successful** in a region (tangible & measurable results)
- **potential for learning** and interest to other regions

# Contents

1. Check practical cases 30'
2. Key feature of good practices 15'
3. Validation process 15'

1.

**Let's check**  
a few practices

# Practical cases

- **5'**: read individually the 3 good practices examples
- **10'**: discuss within your group to agree on
  - what GP should be validated (if any)
  - what GP should be improved
  - what GP should be rejected
- **15'**: open discussion on the solutions

# Good practice 1

## “Contracting: Policy Academy Wiesbaden, Hessen”

- Not self-explanatory title
- Confusing or unclear information on the main sections
- No responsible organisation indicated

**Validation results:** ‘Maybe – to be improved’

**Recommendation:** be clear and specific in the description

# Good practice 2

**“Fix the city - City problem registry platform & application”**

- Resources needed not indicated

**Validation result:** ‘Maybe – to be improved’

**Recommendation:** make sure all sections are completed

# Good practice 3

## “Manufacturing high-quality pasta”

- Private initiative no clear link to policy / public intervention

**Validation result:** 'No - to be removed'

**Recommendation:** ensure relevance of the good practice



# Good practice validation checklist

Questions to be checked	Responsibility	Yes / Maybe / No
1/ Are all sections properly completed?	lead partner / web admin	
2/ Is the information in English?	lead partner / web admin	
3/ Is the description clear / meaningful? It is clearly related to regional development policy?	lead partner / web admin	
4/ Is the good practice one of the practices identified during the exchange of experience process (that is, to be reported under the indicator 'n° of good practices identified')?	lead partner / web admin	



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

# Common pitfalls

- Not actually a good practice (e.g., info on project progress)
- Not already implemented (e.g., refers to a proposal)
- Main features of practice not described in enough detail
- Evidence of success not clearly demonstrated (no quantitative / qualitative measure)
- No clear link with public intervention (e.g., private company's practice)
- No reference to financial resources, staff numbers, equipment etc. needed
- No link to the project's topic

# Time for questions



**Interreg  
Europe**



Co-funded by  
the European Union

Follow us on social media :



# 2. **Good practices**

## Key feature

# WHY submitting your **good practices**?

- Collect information on the **core work** of the programme
- Great **communication** opportunity
  - Practices published on project website
  - Insight into the content of your cooperation
- Source of **inspiration** for others
  - Be part of the good practice database
  - Validated and exploited by Policy Learning Platform experts



# WHY submitting your **good practices**?

- Monitor the related **output indicator**

Good Practice (GP) submission → part of reporting task

Policy officers validate the good practices submitted

**Quality** more important than quantity

→ Submit GP with **real added-value** for partnership

# WHO can submit a **good practice**?

**Registered members** in the Interreg Europe **community**

In particular:

- **Project partners** and/or **stakeholders** who identified good practices during exchange of experience
- **Anyone** with a **relevant** GP

# WHO can submit a **good practice?**

## **The author (person submitting the GP)**

- has its profile linked to the GP
- can be contacted by community members
- remains responsible during the validation process

**In principle:** GP has to be submitted by its owner (**author=owner**)

**Please pass this info to your partnership!**



# WHO can submit a **good practice**?

If the **owner cannot submit** the GP

→ the **author**

(e.g., university partner on behalf of APA):

- can submit on **behalf of the owner** (who has a community account)
- should **indicate** the **responsible organisation**

The indicated owner organisation & person can be contacted by community members

## Author contact information

I am submitting this good practice on behalf of someone else <sup>?</sup>

No

Yes

Email of contact person

## Organisation in charge of the good practice

Is your organisation the main institution in charge of this good practice? \*

Yes  No

Filter by country

Select an organisation \*

Can't find it?

Add a new organisation

# WHEN to submit your **good practice?**

Submit good practices any time before  
last progress report of **core phase**

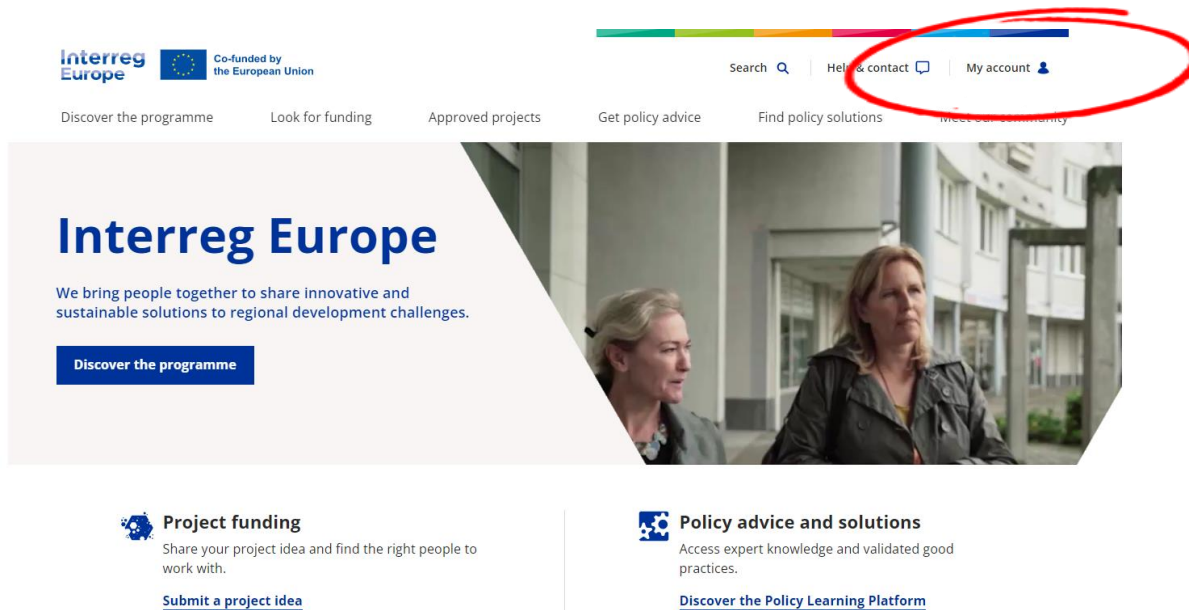
so... **let's get started!**

**HOW** to submit your  
**good practice?**



# 1. Log in

To Interreg Europe **online community**



Interreg Europe Co-funded by the European Union

Search | Help & contact | My account

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

## Interreg Europe

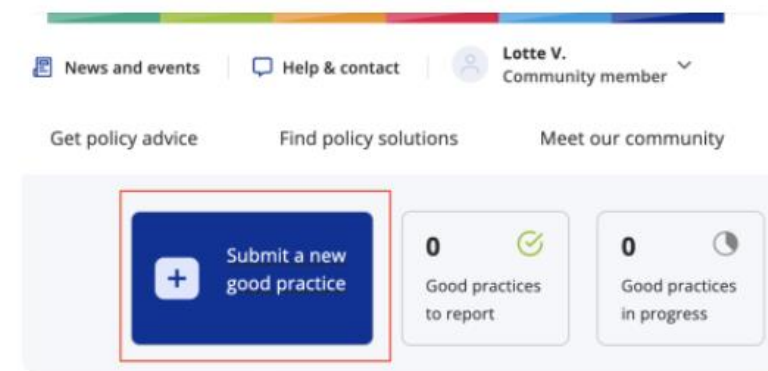
We bring people together to share innovative and sustainable solutions to regional development challenges.

[Discover the programme](#)

**Project funding**  
Share your project idea and find the right people to work with.  
[Submit a project idea](#)

**Policy advice and solutions**  
Access expert knowledge and validated good practices.  
[Discover the Policy Learning Platform](#)

Good practice tab  
**'submit a new good practice'**



News and events | Help & contact | Lotte V. Community member

Get policy advice | Find policy solutions | Meet our community

[+ Submit a new good practice](#)

0 Good practices to report

0 Good practices in progress

# 2.Fill in the good practice form

## Submit a good practice

1. Author    2. Overview    3. Content    4. Files

Ideally, the owner of the good practice should fill in this form, since your personal and organisational profile will be linked to the good practice you submit. If your organisation is not the one in charge of the good practice, you can indicate the relevant organisation below but your contact details will still be visible to other Interreg Europe Policy Learning Platform community members. [Download the good practice template.](#)

### Author contact information


Your First Name \*

Your Last Name \*

E-mail \*

Phone number

Contact information comes from your community profile. For editing, please visit [edit my profile page.](#)

Are you involved in an Interreg Europe project?  \*

Yes  No

Select the project acronym \*



# 2.Fill in the good practice form

## Submit a good practice

**Good practice**

Download as a document to share with your team for advice before submission

[Download in .xlsx/ Excel](#)

1. Author    2. Overview    3. Content    4. Files

### Good practice detailed information

#### Short summary of the practice

Leave blank to use trimmed value of full text as the summary.

Appears as a sub-title and offers a preview of the good practice.

Max 160 characters.

0/160 char

#### Detailed information on the practice ⓘ\*

##### Description

- What is the problem addressed and the context which triggered the introduction of the practice?
- How does the practice reach its objectives and how it is implemented?
- Who are the main stakeholders and beneficiaries of the practice?

Max 1500 characters.

0/1500 char

#### Timescale (start/end date) \*

Start date \*

dd/mm/yyyy

Ongoing

End date \*

dd/mm/yyyy

#### Resources needed ⓘ

##### Description

Amount of funding/financial resources used and/or the human resources required to set up and to run the practice.

Max 300 characters.

0/300 char

#### Evidence of success (result achieved) ⓘ

##### Description

Why is this practice considered “good”?  
Factual evidence that demonstrates success e.g. measurable outputs/results.

Max 500 characters.

#### Potential for learning or transfer ⓘ

##### Description

Which aspects are potentially interesting for others to learn from, if possible, include information on:

- key success factors for a transfer
- potential obstacles to a transfer
- past transfers, specifying the country, if applicable, and how the practice was transferred

Max 1000 characters.

0/1000 char

Provide clear and meaningful information!

Demonstrate GP is successful & highlight what others can learn from it!

# 2.Fill in the good practice form

## Good practice

Download as a document to share with your team for advice before submission

[Download in .xlsx/ Excel](#)

1. Author   2. Overview   3. Content   4. Files

## Good practice files (optional)

The following fields are optional but we encourage you to enrich your good practice with documents, images and a video. Please make sure you own the rights to the content you add in the form below.

### Documents

#### Documents

No media items are selected.

[Add media](#)

### Video

#### Video

No media items are selected.

[Add media](#)

One media item remaining.

#### Video title



## Upload

- image
- documents
- videos

**And submit!**

[< Go back](#)

[Submit good practice](#)



# Time for questions



**Interreg  
Europe**



Co-funded by  
the European Union

Follow us on social media :

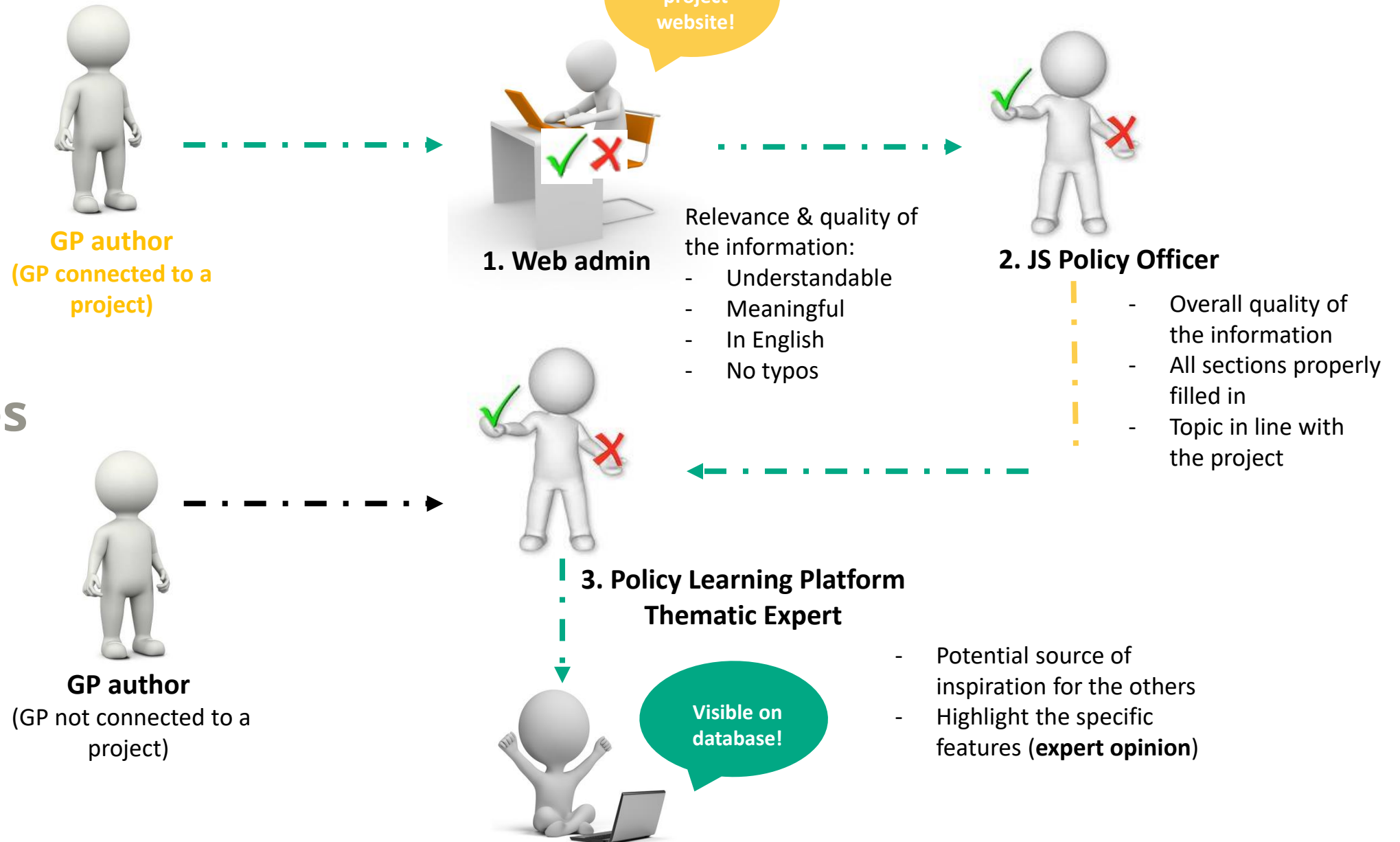




# 3. **Validation** process



## Two scenarios



# Follow the validation process

- through your user dashboard
- different sections according to the action to take
- switch between your role as a GP author or web admin (if applicable)

**Good practices**

0 Good practices to report    0 Good practices in progress

Search    Topic    Status    [Reset filters](#)

View as:  Project web admin     Community member

Title	Topic	Project	Submitted on	Status
<b>TO DO</b>				
Test PO approved - status TM	IMPACT		13 Jun 2022	Requires improvement
Test inouit 9 06 16h30 - GP liée à un projet avec un titre un peu long	IMPACT		09 Jun 2022	Requires improvement
<b>IN PROGRESS</b>				
<b>CLOSED</b>				
Test counter - no project - reject			20 Jun 2022	Declined by thematic expert, not in GP database
Counter TE rejected	IMPACT		20 Jun 2022	Published on project website, not in GP database

Feedback history [View](#)

# Key points to remember

Remember!

- ✓ Important: Connect  
GP to project acronym
- ✓ GPs proven successful  
with potential to  
inspire other regions
- ✓ Provide clear &  
meaningful information
- ✓ Quality over quantity!
- ✓ GP author = GP owner
- ✓ Submit your GPs any  
time before last PR of  
core phase!

**Interreg  
Europe**



Co-funded by  
the European Union

# Thank you!

Follow us on social media :



[www.interregeurope.eu](http://www.interregeurope.eu)



# Closing session

# Any remaining remarks or questions



**Interreg  
Europe**



Co-funded by  
the European Union

Follow us on social media :



# Closing tips

- Don't take reporting as an administrative burden but as a way to communicate your progress and achievements  
Progress report = main tool for policy officers to follow your project
- Pass the word to your partners: you cannot make it without their input
- Never forget why you are cooperating: reporting on results is essential!

**Do not hesitate to contact us! We are always available to help.**





**Interreg  
Europe**



Co-funded by  
the European Union

# Thank you!

Follow us on social media :



[www.interregeurope.eu](http://www.interregeurope.eu)

