*Sharing solutions
for better regional policies*

# Reporting activities and results

6 December 2016 │ lead partner workshop, Berlin

Reporting activities and results

Case study

Final recommendations

# Reporting activities and results

# Activity & result monitoring

**Why?**

- To follow the project's progress not only in terms of activities / outputs but also in terms of <u>results</u>

- To demonstrate the project's / programme's success and usefulness

**How is it carried out?**

- Mainly through the <u>progress reports</u>

- Through project's website, publications and good practices

- Through the JS participation in project event(s)

# Reporting: basic principles

- <u>Same template</u> for phase 1 and phase 2: only certain sections are adapted according to the phase

- Two parts in the achievements reporting:

  1. Insight into project's implementation

  2. Insight into project's results

- **From the first period**, **project can report on results**

# Part 1: implementation

Insight into project's **implementation**

- Overview of day-to-day project implementation

- <u>Consolidated</u> information

- 2 sections: overview and work plan

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🏠 Home 〉 1. Implementation overview

| Status | ✔ 1. Implementation overview | ❗ 1.3 Activities | ✔ 2. Results/Policy instruments | ❗ 3. Finance | ❗ Contact details | Lead partner declaration |

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## 1. Insight into project's implementation

## 1.1 Overview

### Exchange of experience process (phase 1) or Monitoring the action plan implementation (phase 2)

Please describe the involvement of partners during the reporting period. Is this involvement according to the plans?

During this first semester of project activity, the partners have established local stakeholder groups in their respective regions as per the descriptions provided in the application form. First meetings to describe the project and involve local stakeholders in the learning process have taken place in most partner regions as described in the section below. Establishing these groups has been an important first step in the exchange of experience process because the groups consist of project partners and a range of organisations which are responsible for shaping and implementing SME support policies in their regions. Their involvement in SIE will be essential in reviewing good practice from partner regions and having the ability to make recommendations to improve regional policies and programmes.

The first study visit took place in July and this was the first opportunity for the partnership to meet to exchange experience and best practice. Kent County Council, its local stakeholders (DIT, EEN, Kent Invicta Chamber) and some local companies (Abbaltis, Shepherd Neame, Scarab) were able to present the challenges that the county faced regardling SME internationalisation and the joint approach adopted to support SMEs in the area with all aspects of international trade. All of the partners took part in the first study visit with representatives of 6 of the 7 stakeholder groups. The group learned about the 'Kent International Business' programme and the support that has been put in place to implement SME support policy initiatives in Kent.

The local stakeholder groups in each region have all agreed to work to similar terms of reference in order to ensure that they are fully engaged in the learning process throughout the SIE project. They have also been involved in commissioning the comparative study work in each region which will highlight challenges and opportunities for the SME internationalisation support policies in the SIE areas.

1,961 / 2,000 characters

Is the policy learning process progressing as initially planned? Do the partners learn from each other and is there any difficulty encountered in this regards during the reporting period?

So far, the policy learning process has broadly progressed as we envisaged in the initial application form. Project partners have engaged with and met with local stakeholders in each region to explain the aims and objectives of the SIE project and to ensure that colleagues are committed to participating in the SIE project.

All project partners and many local stakeholder group representatives participated in the first study visit to Kent in July 2016. As this was the main learning activity during semester 1, the partners focused on finding out about policies and support mechanisms in Kent and how these operate to tackles the challenges faced by SMEs in Kent. The group found that many of the challenges were very similar in each region and some of the solutions developed in Kent had not been embedded into policies or tried and tested in the partner regions.

## 1.1. Overview

**Exchange of experience process (Phase 1) / Monitoring of action plan (Phase 2)**

- Involvement of partners

- Policy learning process / difficulties

- Stakeholders involvement in this process / all regions?

- Participation in PLP

## 1.2. Storytelling

**What are you particularly proud of in this reporting period?**

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| Status | ✔ 1. Implementation overview | ❗ 1.3 Activities | ✔ 2. Results/Policy instruments | ❗ 3. Finance | ❗ Contact details | Lead partner declaration |

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## 1.3 Work plan

### 1.3.1 Main outputs

| Output indicators | Current period | Achieved so far (cumulative) | Target |
|---|---|---|---|
| Number of policy learning events organised ℹ | 7 | 7 | 55 |
| Number of good practices identified ℹ | 1 | 1 | 7 |
| Number of people with increased professional capacity due to their participation in interregional cooperation activities ℹ | | 0 | 21 |
| Number of action plans developed ℹ | | 0 | 7 |
| Please provide a link to the action plans available on project website. | | | |
| Number of appearances in media (e.g. press) ℹ | | 0 | 7 |
| Please gather all media appearances of the project on your project website and provide the link to the respective library folder. | | | |
| Average number of sessions at the project pages per reporting period | 59 | 59 | 300 |

10

## 1.3. Work plan

Overview of <u>output</u> indicators (6 indicators only)

| 1.3.1 Main outputs |
| --- |

| **Output indicators** |
| --- |
| Number of policy learning events organised  ⓘ |
| Number of good practices identified  ⓘ |
| Number of people with increased professional capacity due to their participation in interregional cooperation activities  ⓘ |
| Number of action plans developed  ⓘ |
| Please provide a link to the action plans available on project website. |
| Number of appearances in media (e.g. press)  ⓘ |
| Please gather all media appearances of the project on your project website and provide the link to the respective library folder. |
| Average number of sessions at the project pages per reporting period |

# Outputs: points of attention

**N° of policy learning events organised**

- Back-to-back events

- Include stakeholder group meetings

**N° of people with increased capacity**

- Include active members of the stakeholder groups

- To be reported in the last semester of phase 1 only

**N° of action plans developed**

- To be reported in the last semester of phase 1 only

## Interreg Europe
European Union | European Regional Development Fund

### Good Practice template

- All Good Practices identified by an Interreg Europe project and reported in the progress reports have to be submitted to the Programme.
- In order to submit a practice, you will have to register in the Interreg Europe website. Online submission will be available the first semester of 2017.
- NB: in orange: 2 optional fields. All other fields are compulsory.

| 1. General information | |
|---|---|
| Title of the practice | [100 characters] |
| Does this practice come from an Interreg Europe Project | Yes or no<br>[Technical: Good Practices outside the IR-E projects relevant to the topics and validated by the Policy Learning Platforms experts will also be included in the database] |

In case 'yes' is selected, the following sections appear:

| Please select the project acronym | Drop down menu with all acronyms |
|---|---|

| | | |
|---|---|---|
| Specific objective | Drop-down list of the 6 specific objectives<br>[Technical: In case a project is selected, the specific objective is automatically completed] | |
| Main institution involved | [Technical: The name of the institution and location of the practice are per default those of the practice author. They remain editable.] | |
| Location of the practice | Country | Drop-down list |
| | NUTS 1 | Drop-down list |
| | NUTS 2 | Drop-down list |
| | NUTS 3 | Drop-down list |

| 2. Detailed description | |
|---|---|
| Detailed information on the practice | [1500 characters] Please provide information on the practice itself. In particular:<br>- What is the problem addressed and the context which triggered the introduction of the practice?<br>- How does the practice reach its objectives and how it is implemented?<br>- Who are the main stakeholders and beneficiaries of the practice? |

## Interreg Europe
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| Resources needed | [300 characters] Please specify the amount of funding/financial resources used and/or the human resources required to set up and to run the practice. |
|---|---|
| Timescale (start/end date) | e.g. June 2012 – May 2014/ongoing |
| Evidence of success (results achieved) | [500 characters] Why is this practice considered as good? Please provide factual evidence that demonstrates its success or failure (e.g. measurable outputs/results). |
| Difficulties encountered/ lessons learned | [300 characters] Please specify any difficulties encountered/lessons learned during the implementation of the practice. |
| Potential for learning or transfer | [1000 characters] Please explain why you consider this practice (or some aspects of this practice) as being potentially interesting for other regions to learn from. This can be done e.g. through information on key success factors for a transfer or on, factors that can hamper a transfer. Information on transfer(s) that already took place can also be provided (if possible, specify the country, the region – NUTS 2 – and organisation to which the practice was transferred).<br>[Technical: A good practice be edited throughout a project life time (e.g. to add information on the transfers that have occurred)] |
| Further information | Link to where further information on the good practice can be found. |
| Contact details | [Technical: the contact details will be visible only to "Policy Learning Platforms registered members"] |
| Name | |
| Organisation | |
| Email | |
| | |
| Expert opinion | [500 characters] [Technical: to be filled in by the Policy Learning Platforms experts] |

13

# Activities reporting per semester

Progress made in comparison with initial plans described in the application form

Activities of the current reporting period as originally planned

Main outputs of the current reporting period as originally planned

Activities which took place during the reporting period ⓘ

Describe in detail the activities related to

a) Exchange of experience

b) Communication and dissemination

c) Project management

# ! 1.3 Activities

**Consistency** of the information provided. Each figure reported needs to be justified:
- either through the description of the activities in the report
- or through further information from the project website

| Output indicators | Current period | Achieved so far (cumulative) | Target |
|---|---|---|---|
| Number of policy learning events organised 🛈 | 7 | 7 | 55 |

**Activities which took place during the reporting period** 🛈

Describe in detail the activities related to

a) Exchange of experience
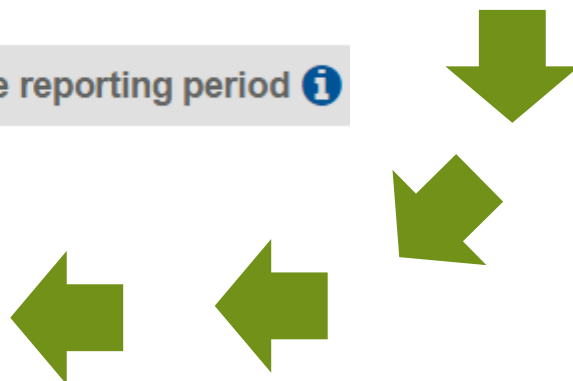
**Possibility to explain changes from these plans**

**Changes from the original plans**

Describe and justify any changes from the original work plan and, in case of delays, outline the solutions found to catch up with the foreseen time plan.

- Description of the change and the reason for the change

- Clarification on its consequence on project implementation (e.g. on finance)

- Solution(s) proposed to face this change

# Part 2: results

Insight into project's **results**

- Organised per <u>policy instrument</u>

- Distinction between

  ✓ '<u>policy change</u>': direct result of exchange of experience

  ✓ '<u>territorial impact</u>': longer term results

# Overview of result indicators

| Result indicators |
|---|
| Number of Growth & Jobs and/or ETC programmes where measures inspired by the cooperation were implemented in the field tackled by the project. |
| Amount (EUR) of Structural Funds (from Growth & Jobs and/ or ETC) influenced by the project in the field tackled by the project. |
| Number of other regional policy instruments where measures inspired by the cooperation were implemented in the field tackled by the project. |
| Amount (EUR) of other funds influenced by the project in the field tackled by the project. |

# Results: points of attention

- Indicators: automatically calculated based on the information provided under each policy instrument

- To be completed only if the policy change has already occurred (intention does not count)

- Financial impact: funds <u>directly</u> influenced by the change

# Information per policy instrument:

# A. General features (including geographical scope)

## General Features

| Is this policy instrument a Structural Funds operational programme? | | Yes ▼ |
|---|---|---|
| Is this policy instrument a European Territorial Cooperation programme? | | Please select ▼ |
| Please indicate the geographical coverage of this policy instrument. ℹ | Country | Please select |
| | NUTS 1 level | Please select country first |
| | NUTS 2 level | Please select NUTS 1 first |
| | NUTS 3 level | Please select NUTS 2 first |

# B. Policy change

- Was the instrument influenced by the project and how?
- Direct results from the exchange of experience

**Policy change**

| | |
|---|---|
| Has the project succeeded in influencing this policy instrument? | Please select |
| If yes, please describe these measures. | |

| | Current period (EUR) | Cumulative (EUR) |
|---|---|---|
| If applicable, please estimate the amount of funding influenced by the project. | 0.00 | 0.00 |
| Please explain how the above amount was estimated. | |

## C. Territorial impact

- What is the concrete impact of the change on the territory?
- Longer term results

**Territorial Impact**

If possible, please describe the impact in the territory (e.g. beneficiaries concerned, results achieved in terms of increased competitiveness or cleaner environment).

In case this influence can be reflected through indicators, please complete the following section.

Self-defined performance indicator

# C. Territorial impact

Last question on action plan implementation (phase 2)

**Action plan implementation (phase 2 only)**

Please describe the progress made in the
implementation of the actions planned for this
policy instrument.

Possibility to report any other achievements

**2.3 Other achievements**

Beyond the above policy impact, are there any
unexpected achievements of the project?

# Case study

# Points of attention

- The **geographical coverage of the policy instrument** refers to the NUTS level covered by the policy instrument itself

  ➡️ ROP Andalusia – NUTS 2

  Municipal Mobility Plan – NUTS 3

- A policy change can be reported only when the **policy instrument has been successfully influenced**

  ➡️ implementation of new projects

  change in the management of the policy instrument

  change in the strategic focus

# Points of attention

- The **policy change** has to be **very well described**:

  - What is the change (e.g. new call launched, new measure introduced in the OP, new monitoring system)

  - Source of the lessons learnt (Interregional workshops, Study visits, Staff Exchange, etc.)

- **Indicator 'estimated amount of funding influenced'**

  Tangible, already defined and directly related to the change

- The **territorial impact and the self-defined indicators** can evolve during the project lifetime

# Final recommendations

# Recommendations

- To ensure that the report is **self-explanatory**

-  To ensure that the report is **understandable**

   - even when the theme tackled is quite specialised, non specialists should be able to understand

   - role of the LP to 'digest' and summarise information coming from the whole partnership

- To ensure **consistency** between output indicators, activities and project website

- To ensure a clear link between **activities** and **finance** reporting
   E.g. description of the external expertise to be in line with activities

# Recommendations

- To be as **precise** as possible
  e.g. activities to be described in details (dates, location, content, participants)

- To provide '**qualitative**' information
  Monitoring of outputs important but not sufficient
  Content-related information also crucial for capitalisation (Policy Learning Platforms)

# Conclusion

- Be proactive: do not wait for the progress report to inform the JS on important issues

- Be aware of the importance of the progress report, do not wait for the last minute to prepare it

Aim of the programme: to build a nice and constructive collaboration with each project

**"Programme's success relies on projects' success"**

![Interreg Europe — European Union | European Regional Development Fund](logo)

European Union | European Regional Development Fund

*Sharing solutions
for better regional policies*

# Thank you!

**Questions welcome**

**Interregeurope**