



Communication requirements & reporting

Irma Astrauskaite

Communication coordinator



MEET THE TEAM

Communications team





Irma Astrauskaitė

Coordinator - Communication and
Contact Points



Petra Polášková
Communication Officer



Raluca Toma

Communication Officer (maternity leave)



Miia Itänen
Communication Officer



Laura Uotila

Communication Officer



Joséphine Mazy

Communication Assistant



How & when to contact us

Directly – LP/Communication manager

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

In CC

For any communication-related matters

In all cases

Cc your PO/FO/LP



COMMUNICATION REQUIREMENTS



Regulation says:

EU regulation 1303/2013 articles 115-117 and Annex XII

- Use EU emblem, ref. to European Union and ERDF
- Short description of project, incl. aims and results, financial support, on beneficiary's website
- A3 poster describing project in "location readily visible to the public"





Checklist of publicity requirements					
 Logo set used 	Required				
 All partner institutions inform about project on their website (if such website exists) 	Required				
 All partner institutions' websites linked to Interreg Europe/ project website 	Recommended				
 All partner institutions place the A3 project poster at a readily visible place at their premises 	Required				
 ERDF support mentioned on all documents used for the public or the participants in the project's operations/activities 	Required				
 Project website updated at least once every six months 	Required				
 Disclaimer present in project publications 	Required				

EU emblem & project logo



2

EU emblem

Use (1) EU emblem, (2) ref to European Union, (3) ref to ERDF



European Union European Regional Development Fund

3



Project brand



European Union European Regional Development Fund

Download brand guidelines: http://www.interregeurope.eu/about-us/logo/

Ω



Project partner's website

Short description of project, incl. aims & results, financial support, on beneficiary's website

Link to your project website!

e.g.

① www.uudenmaanliitto.fi/en/projects/ieer_boosting_entrepreneurial_ecosystems_for_young_entrepreneurs



Poster

A3 poster describing project, in 'location readily visible to the public'

NOT:

- roll-up
- TV screen

You can:

- **Fdit**
- **Translate**
- Add partner logos

DO NOT REMOVE COMPULSORY **INFORMATION**

Poster requirements will be checked by FLC



ClusteriX 2.0 empowers policymakers to help clusters fulfil their strategic roles as drivers of smart regional ecosystems within a competitive Europe in the dynamic environment of global innovation and collaboration

www.interregeurope.eu/clusterix2

An interregional cooperation project for improving innovation delivery policies

ecoplus. The Business Agency of Lower Austria (AT)

Flanders Innovation & Entrepreneurship (BE) Regional Development Agency Ostrava (CZ)

Region of Southern Denmark (DK)

Regional Council of Auvergne (FR) West-Pannon Regional and Economic Development Public Nonprofit Ltd. (HU)

INMA - National Institute of Research - Development for Machines and Installations designed to Agriculture and Food Industry (RO)

North-East Regional Development Agency (RO)

Region Skåne (SE



















transition towards a resource efficient economy through industrial symbiosis, establishing territorial exchange energy and by products as secondary raw resources.



BIO4ECC

Government of Catal

Abrusso Region - Rural Decelopme

An interregional cooperation project for improving resource-efficient economy policies

www.interregeurope.eu/symbi

Municipality of Rosani, Development and Planning Suresu (SL) hornowers and Terrifory Regund Ministry (EQ.)
Foundation PUNDCCYT Scientific and Technological Perk of Extremature (ES)

Regional County of Hilme (Pt).
Pennon Novum West Transforution Regional Innovation Non-Profit Lid 8-10.

Chamber of Commerce of Molite (IT) The Malapoleka Region (PL) Severament Office for Envelopment and European Coffesion Falley (56)





















HIGHER Interreg Europe









































Public has to see it









EU contribution!



Disclaimer



- Article 12 (2) of the subsidy contract
- Not required on any publication presenting information from application
- Required for any project publication presenting new content (eg policy recommendations, good practice guide...)
 - "...reflects the author's views; the programme authorities are not liable for any use that may be made of the information contained therein..."
- Each project website footer: included already

Update your project website





Project summary

INDUSTRIAL SYMBIOSIS FOR A RESOURCE EFFICIENT ECONOMY

SYMBI project will contribute to improve the implementation of regional

The state of the s

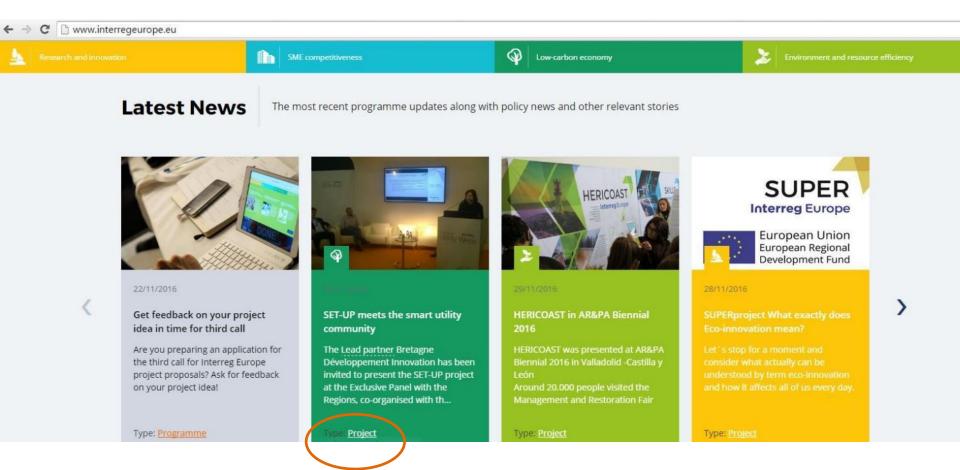
Sign up for the SYMBI newsletter

Subscribe now



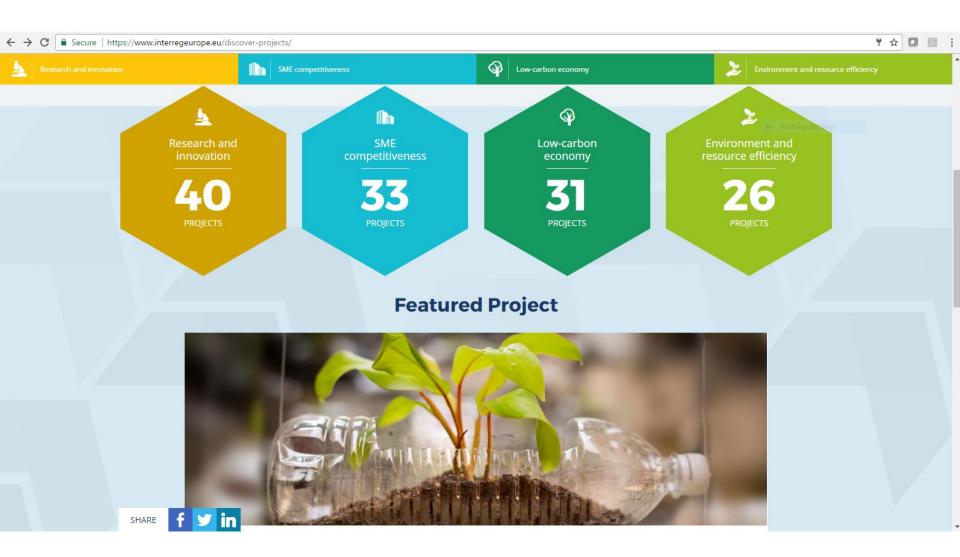
Integrated webspace

Project news visible on home page



Discover projects







Copy rights of your photos





First Stakeholder Meeting of the Le

27/03/2017

The first Stakeholder meeting of the Lead partner

Type: Project



15/02/2017

On February 7th and 8th/2017, the partners of EN

Type: Project



MightLight Photo-Painting-Wo

🗂 Night Light Kick Off Meeting

Programme Kick Off Meeting March 6 - 8

05/05/2017 - 07/05/2017

06/03/2017 - 08/03/2017

Luxembourg invites you! We are organising

Type: Project

Type: Project



🗂 Night Light 2nd Policy Learnin

06/06/2017 - 08/06/2017

Type: Project



REMEMBER



Three clear principles

Harmonised communication

Less visual 'chaos', increased impact on visibility

Integrated communication

- Strategic level: communication integrated into project planning & implementing => AF summary
- Operational level: project & programme communication better integrated esp. online

Sustainable & measurable communication

 Only producing what is necessary to meet comobjectives



Gifts and giveaways

Only produce what is necessary for achieving communication objectives!

'Gifts' e.g. bottle of wine as gift for a speaker, bunch of flowers = NOT ELIGIBLE EXPENDITURE

Adding logo publicity material

'Communication material' = pre-approval from JS required; max EUR 50 per recipient

No branded giveaways unless justified part of communication campaign

Project branding



- Project logo
- Colour of the topic

No need to confirm designs with Secretariat!













About our project

EV Energy is a project under the European Commission's programme for interregional cooperation Interreg Europe. The project's total budget is € 1,049,797 out of which the European Regional Development Fund (ERDF) co-finances 85%.

The project aims to prepare cities for a transition from fossil driven energy towards fair priced, decarbonised, clean and integrated resources and mobility systems in urban areas. It focuses on the integration of electric vehicles and renewable energy through ICT solutions. EV Energy is a partnership of experienced cities and regions, transferring the most appropriate policies and actions to accelerate this transition.







Project brochure v1

Lead partner:



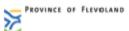
Partners:













Growth and Regional Planning

Contact:

Julie Chenadec Green IT Amsterdam julie.chenadec@greenitamsterdam.nl

www.interregeurope.eu/evenergy

@EVEnergyEU | #EVEnergy



This publication has been produced with the financial assistance of the European Union under the ERDF's Programme for interregional cooperation interreg Europe. The content of this document is the sole responsibility of the EV Energy project consortium and can under no circumstances be regarded as reflecting the position of the European Union or of the funding Programme.





Electric Vehicles for City Renewable Energy Supply

Project brochure v1

Context





In 2014, the European Council agreed on the "2030 Climate and Energy Framework" containing the new EU-wide targets on greenhouse gas reductions, renewable energy consumption and energy efficiency for the period between 2020 and 2030. To achieve these ambitious targets, policy change seeking a decarbonisation of the energy and mobility sector is of prime importance.



Urban challenges

Citles are the main energy consumers, but also offer the greatest opportunities for change. Two Important technologies are currently gaining momentum in European cities: Electric vehicles (EVs) and renewable energies. Both technologies offer a high potential for cilmate change mitigation. Thus, their intelligent integration into the energy and mobility system is crucial.



How does EV Energy address those challenges?

EV Energy analyses and develops Innovative policies that promote renewable energies, electric mobility and the use of ICT for their integration. Through interregional policy learning, the most appropriate policies are transferred to cities, regions and partner countries and subsequently implemented. Identified best practices and policies are further disseminated for the benefit of the widest possible audience.

Tags

Urban Energy Transition
Innovative Technologies
Green Energy Policies
Electric Mobility
Renewable Energy
Transfer of Best Practices



- Establish a network of cooperation among stakeholders within and across regions.
- Identify and assess regional best practices and policies related to electric mobility, renewable energy and ITC solutions for their integration.
- Exchange and transfer best practices and policies in between cities, regions and partner countries.
- Record a set of policies within a framework of topics, along with measured actions and conditions for implementation.
- Create a shortlist of policy options for achieving regional and national objectives.
- Improve policy strategies and implement regional action plans.



Project brochure v2

About our project

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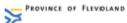
Partners:













Growth and Regional Flamning

Contact:

Julie Chenadec Green IT Amsterdam julie.chenadec@greenitamsterdam.nl

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Electric Vehicles for City Renewable Energy Supply

Electric Vehicles, v9.indd 1 95/17 15:12

Project brochure v2

Context



European targets

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Project Tasks and Objectives

- Establish a network of cooperation among stakeholders within and across regions.
- Identify and assess regional best practices and policies related to electric mobility, renewable energy and ITC solutions for their integration.
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- Record a set of policies within a framework of topics, along with measured actions and conditions for implementation.
- Create a shortlist of policy options for achieving regional and national objectives.
- Improve policy strategies and implement regional action plans.



WHAT AND HOW TO REPORT?



Communication strategy

Communication = a tool to reach puriout objectives

Application form – outline of communation strategy



- urn it to specific communication (work) plan
 - Close link to project activities (site visits, stakeholder meetings, interregional meetings)

Activity	Target group	Time-plan	Budget	Expected results	Responsible partner

Monitor and evaluate your communication activities

2 programme indicators Set your own indicators



Progress reporting

- Required communication indicators
- Storytelling

Internal project communication monitoring





Number of appearances in media (for example the press)

- 'Earned news' not 'own news'
- Media, not social media
- Number: in progress report
- Evidence: on your project website

Media folder on your website













NEWS

EVENTS

CONTACTS

LIBRARY



iEER > Library



Learning camp programs

17/05/2017

iEER learning camp agendas

Type: Project



iEER Leaflet

13/01/2017

iEER key information

Type: Project



03/10/2016

Folder contains IEER media appearances in partner regions

Type: Project



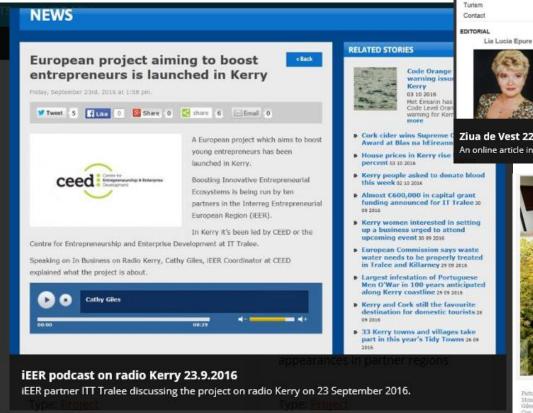
Join the conversation on LinkedIn

What do you think needs to be done to improve services to startups? Join iEER LinkedIn group to discuss and network with others working with startup support.

Click box







Conducerea Camerei de Comert, îndustrie și Agricultură Arad a participat astăzi la o întâlnire cu tineri antreprenori, organizații de sprijin a afacerilor, universități din Regiunea Vest și reprezentanții ai Agenției pentru Dezvoltare Regională, la sediul ADR Vest. Evenimentul a avut loc In contextul In care ADR Vest, In califate de partener in cadrul unui consorțiu format din 10 regiuni europene, derulează inițiativa IEER - Sprijnirea noriatului în rândul tinerilor prin politici la nivel regional, finanțat prin Programul Interreg Europe. Obiectivul este acela de a identifica și implementa soluții care să sprijine dezvoltarea de afaceri noi, în special în rândul tinerilor și creșterea implicită a locurilor de muncă: Cu această ocuzie, Camera de Comert, Industrie și Agricultură Arad și-a manifestat

Ziua de Vest 22.9.2016

Sport Cultura Sănătate Ediția tipărită

An online article in Ziua de Vest (West Region Romania) published 22.9.2016.



Pictured at the launch the Interreg Entrepreneurial European Region (EEER) Project at the Ballygarry House Hotel on Monday were in foreground: Noel Spillane, South Kerry Development and Breadan Griffin TD, Catherine Kenne, Cathy Giles, Project Coordinator - (EER, Anne Looney, MEP Sean Kelly, Brid McElligott, IT Tralee, Oliver Murphy, IT Tralee and

38 iEER launch 4742.jpg Copyright Kerry's Eye Newspaper

19 Sep 2016





Email to a Friend

Kerry's Eye 19.9.2016 An article in Kerry's Eye newspaper 19.9.2016 Lithuania, September 2016

Projektas "SUPER" ekoinovaciju kurimo, pletros bei tarptautiskumo skatinimas

http://www.inovacijos.lt/lt/naujiena/id/projektas super ekoinovaciju kurimo pletros be i tarptautiskumo skatinimas/tp/naujienos/



diegimo veikla ir priemonės, kuriomis sieklama gerokai sumodint neiglamą dkinės veiklos poveikią apinkai, taip pat skatinti pramoninę simbiocę ir udžiannti tęstinį aplinkos apsaugos efektą. Ekologines naujovės apima naujus gamybos procesus, naujus produktus ar pastiaugas bei naujus validymo ir versla metodus. Dauguma Lietuvos versio įmonių neidinaudoja ekoinovacijų sintes galimybių, lačiau bei movacijų, naujovių panaudojimo, neijinanomas ir provertis, o taip pat ir patekimas į tarptautines rinkai tampa sudėtingeants. To pasakoje, Lietuva su dar altuociomis Europos valitybėmis pradėjo įgyvendinti. INTERREG Europe programos financuojamą projekta, SUPERI, kurio tikslas – yystyt, tobulinti ir taikyti tokią negioninė politiką, kuri skatintų tarptautinę mažo ir vidutojo versio įmonių (foliau – MVI) kuriamų ekologiškai tvarnų inovacijų ir apisintai draugiškų produktų komercializaciją.

Projekto metu glaudžiai bendradarbiaujant valdžios, versio ir moksio atstovanis bus siekiama identifikuoti skirtingų tailių paramos poemonių, skirtių į aplinkosauginius sprendimus orientuotomis MVI, titikumai. Taip pat bus siekiama užškirinti efektyvesnius paramos mechanizmus, kurie sudartių palamiesnes salvgas aplinkai draugitkų produktų eksportus ir versio pronių konkurencingumui augit.

Taig pat bus siekiums pagerinti MVI pebējimus versle takyt ekologiškai harias loovacijas. Sunteresuotos šalys, berdinadarbiaudamos tarpusavyje, sieks vystyt kooperacinius verslo paramos modelius, kurtuose pagrindinis dėmerys bus skiriamas galimons verslo vystytno prietronėms bei gebėjimams įsitausiti į ekologiniais principais grincžiamas eksporto snikas stiprinti. Siekiamt šių tikstų, bus kuriamas tarptautinis bendradarbiavimo tinklas, kurio dėka viešasis ir privatorius galės spręsti šiais problemas kartu, kobustinart potitikos, nukreiptos į apinkai draugdiko verslo pileta, įgyvendinima.

Lietuvos inovacijų centro (toliau - LIC) tiksias – stperint Lietuvos inovacijų istolena, kurti aptinka, palankią žinių ir technologijų sklaidai, paskatint įmones aktyviau vyklyti makslinių tyrimų ir eksperimentinis pidėtos bai inovacines (MTEPI) veiklas. Sieklant šio tiksio pagriedinis organizacijos dėmasys yra nukselptas į inovacino versio plėtros aktyvininą, pažangių moksio pasieklimų komecistazvima, inovacijų įgyvendinimo nobles mažinimą teklanti isovacitų paranos pastaugas ir vykdant inovacijų statinimo veiklas. Sieklant labiau paspartint aplinkai draugiškų isovacijų diegimą MVI, naislų ekonovacinių poduktų kūrima, jų piktrą į taiptautinies inkas, LIC pagriedinis siekis įgyvendinimos turptūk inklahva – tekšti eksperinte pagaliai, irodininus, genosios paraktikos pusyvoditus sei tarptautinio holo.

Naujienos

Tikimski įveiklieti subrandieta patirtį (0)

Projektas "Mighur" – regionų plėtros politikos ir programų, skirtų sumanios specializacijos įgyvendinimui ir inovacijų sistemos vystymui, tobulinimas (0)

Registruotiems vartotojams

Paletka

Projektas "SUPER" – ekoinovacijų kūrimo plėtres bei tarptautiškumo skatinimas (0)

A. Jakubevičius apie inevscijų padėtį
 Lietuvoje: "Juk ne svarstyklės kaites, kad parodo sveri" (0)

Lietuvos verstą kviečia jungtis prie Europes tvariosios energetikos lyderiu (0)

Pasiúlymai děl 2014-2020 metų Europea Sąjungas fondų léšų investavimo efektyrumo didinimo (4)

Kriečiame dalyvouti magistro darbų konkurse (19)

Sukurta žemės ūkio vildymo sistema mažinanti produkcijos savikaina ir sąnaudas (16)

Projekto TECHNOSTARTAS rezultatoi: jaurta 50 naujų technologinių verslų ir apdovanoti geriausieji (11)

StartupLithuania Summor Academy, III sesija (11)

Kurtamas Nacionalinis versio konsultantų tinkins (14)

https://www.interregeurope.eu/super/library/





Average number of sessions at the project pages per reporting period

- Measured by Google Analytics, report sent monthly to Web admins (LP, Com manager, etc.)
- Monthly report cumulated, six-monthly figure reported

Storytelling



Think of a story from each reporting period to share with us

Progress report => tell us what you are proud of

Specific activity

Engagement of partners or stakeholders

Testimony from a policymaker

1.2 Storytelling

What are you particularly proud of in this reporting period?

If possible, please develop one aspect of your project you have found particularly interesting during this reporting period (e.g. specific activity, exchange among partners, testimony from a stakeholder). Do not hesitate to use quotes or interviews, or insert a link to a picture, video or any other means which could provide a lively illustration of this aspect.



Internal project monitoring

Evaluation of communication strategy requires further metrics

For example:

- Number and nature of participants at events
- Number of newsletter subscribers
- % of satisfied participants at events
- % of stakeholders aware of project activities
- Session duration on website
- Number of likes, shares, mentions on social media

Be ready to tell us about your communication implementation if we ask!



RESOURCES

Useful links



Implement a project

http://www.interregeurope.eu/projects/implement-a-project/

Programme manual v. 3 (updated Sept 2016)

http://www.interregeurope.eu/fileadmin/user_upload/documents/Call_related_documents/Interreg_Europe_Programme_manual.pdf

Guidance videos on reporting

http://www.interregeurope.eu/projects/implement-a-project/#report-activities

Project communication kit:

https://drive.google.com/drive/folders/0B_2u8LvpD_lzQndsY19rUFFzSFk

Communication toolkit



- Project logo
- Poster
- Powerpoint template
- Website

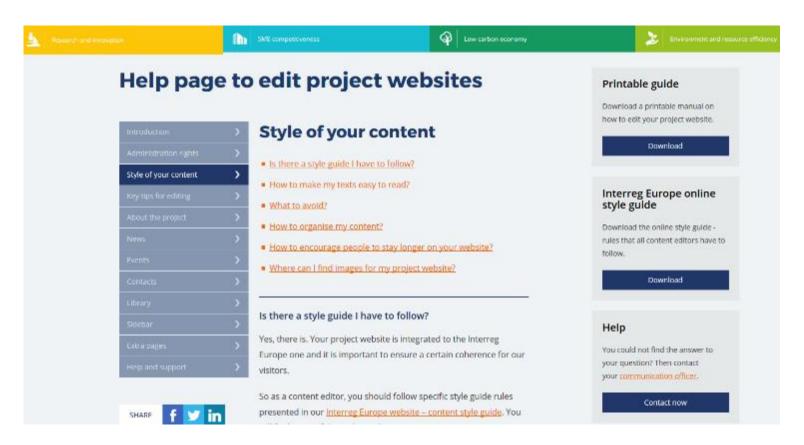
https://docs.google.com/document/d/17HOMVZMT8hF_FKiBI7Z2hyx4tI1_oEwLclUYT92mLgU/edit



Help and support

Frequently asked questions (FAQ) page:

http://www.interregeurope.eu/projects/guidance/project-websites/





Where to find pictures?

- Maybe you or your colleague is a talented photographer and can provide some pictures or could take one for your project needs?
- Maybe your institution has a library of images?
 You can check also EU database:
 http://ec.europa.eu/avservices/photo/index.cfm?sitelang=en
- Use the online databases

Few links to the databases (paid and free) of images:

http://deathtothestockphoto.com/about/

https://www.pexels.com/

https://pixabay.com/

http://www.istockphoto.com/fr

https://eu.fotolia.com/

http://www.stockfreeimages.com/

http://www.freeimages.com/

https://unsplash.com/ (10 high resolution photos download per day)

http://foter.com/



TIME FOR QUESTIONS





European Union | European Regional Development Fund

Thank you!



