Interreg Europe

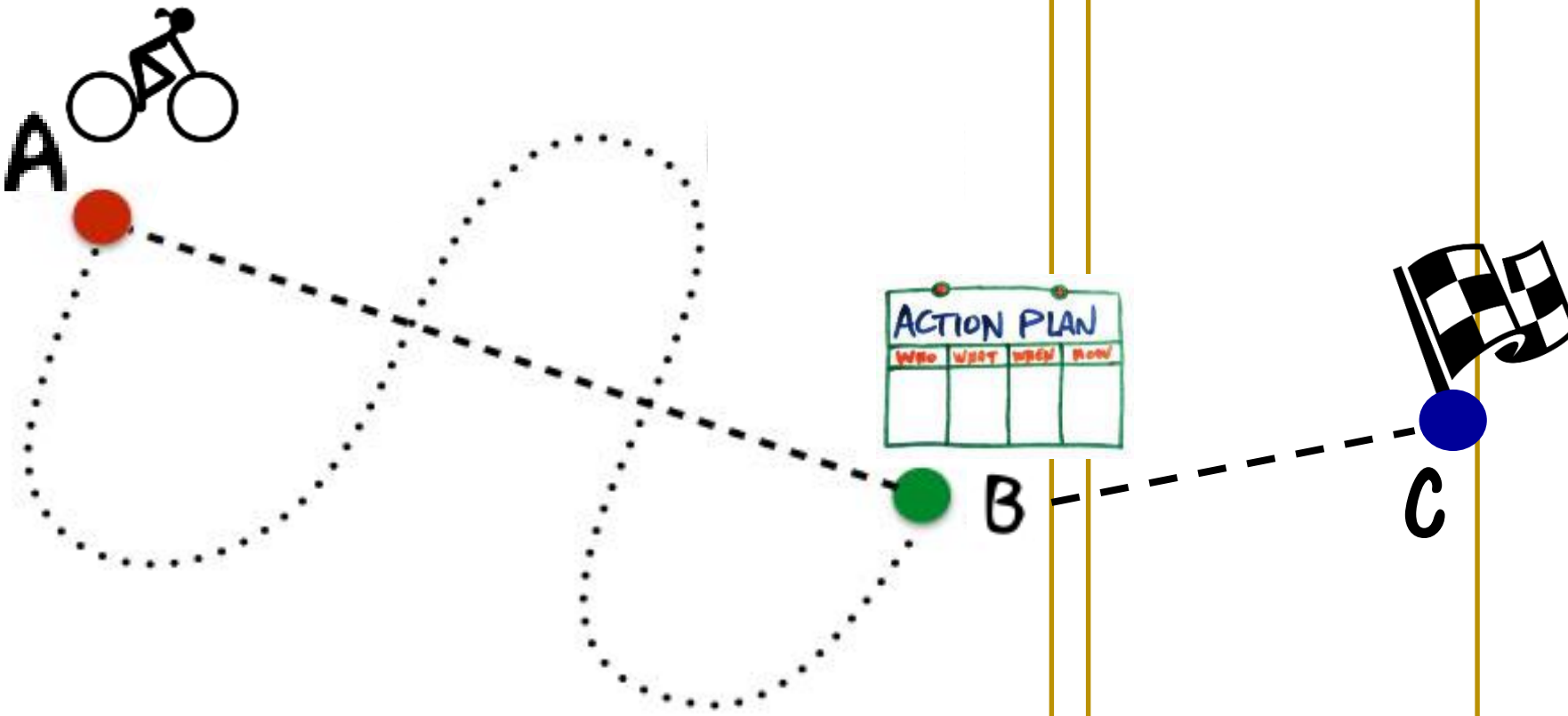
European Union | European Regional Development Fund

Exchange of experience process & action plan development

22 January 2020 | Seminar on activities and results, Budapest

PHASE 1

PHASE 2



Exchange of experience

Monitoring

Exchange of experience process

- No ‘one-size-fits-all’

  Different parameters influencing the process:

  - History of the partnership
  - Number of partners
  - Duration of phase 1
  - Topic addressed
  - ….

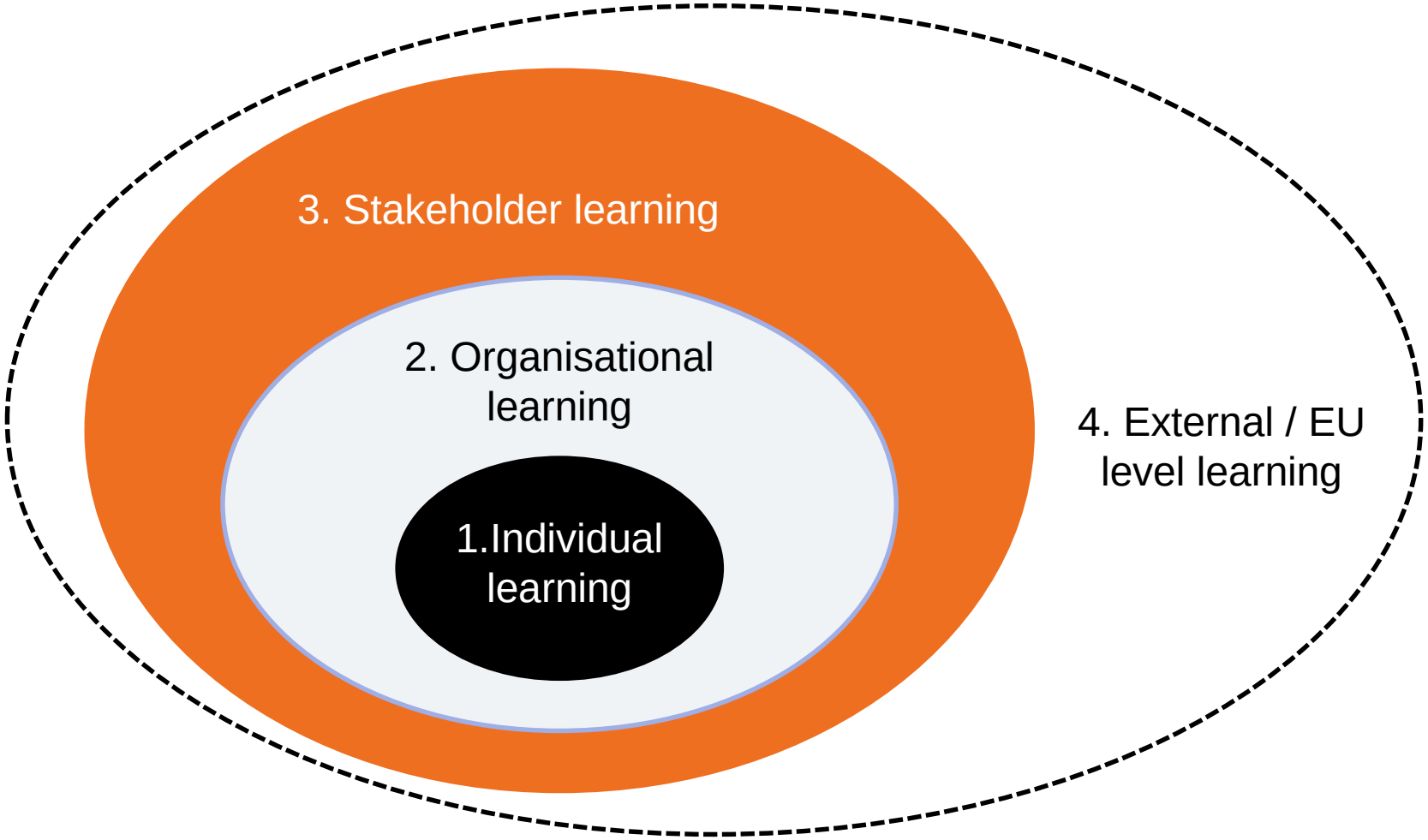
No magic recipe but a few important ingredients:

A. Ensure learning at **different levels**

B. Ensure the **quality** of each learning activity

C. Ensure an **integrated approach**

A. Levels of learning



Go beyond individual / organisational learning!

B. Quality of activities

For all learning activities, importance of:

- Preparation – **Before**

  e.g. agenda and supporting documents clear & sent sufficiently in advance

- Implementation – **During**

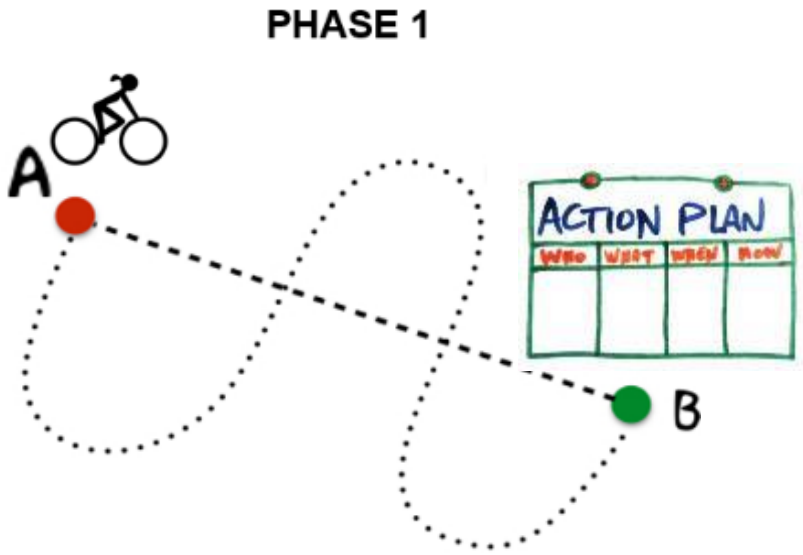
  e.g. quality of speakers / presentations; quality of venues / logistics (translations?)

- Follow-up (documentation and monitoring) - **After**

  e.g. evaluation / satisfaction questionnaire, activities proceedings

C. Integrated approach

- What are the main steps to reach the objectives and ensure the quality of action plans?
- What are the activities needed? In which order?
- How to ensure overall coherence in the learning process?



3 steps commonly adopted:

Step 1

- Analysis of partners' situations and **identification** of valuable experiences

Step 2

- Experience further **analysed** through activities such as study visits and thematic workshops

Step 3

- Preparation for the **transfer** of practices summarised in action plans

Exchange tools & templates

Standardised approach of Interreg Europe

- All projects achieve similar objectives
- All projects organise similar activities
- All projects face same requirements (e.g. action plans).

Request from Lead Partners

Possibility to exchange existing tools and templates among projects

Examples for ‘Exchange of experience’

Templates / models / guidance for:

- Policy learning event agenda
- Policy learning event report
- Stakeholders management guide
- Action plan template
- Etc.

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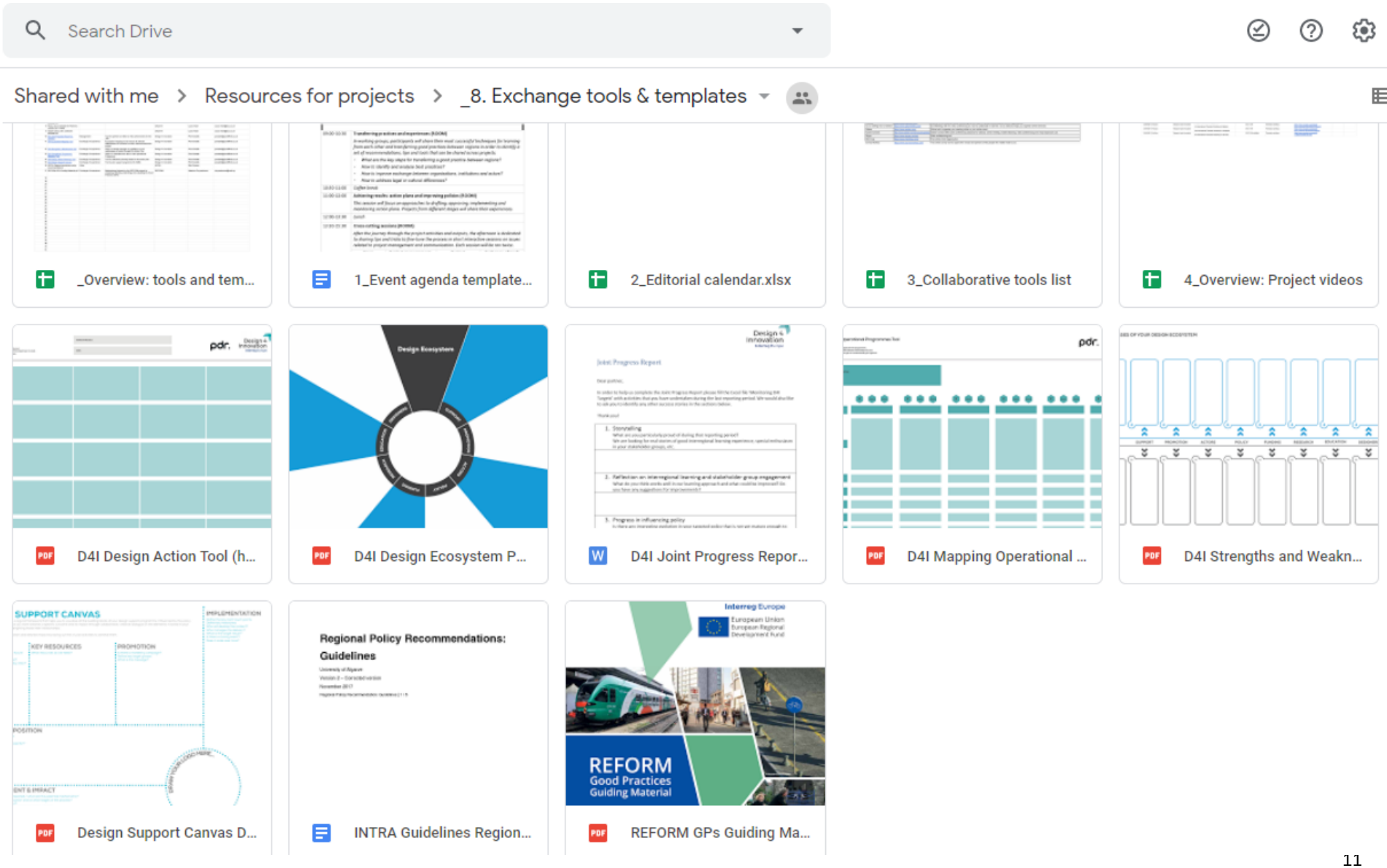


Action plan development

1. Context & definition
2. Action Plan template
3. Recommendations

Context: first lessons learnt

- 570 **action plans** validated (as of mid January 2020)
- 130 projects have finalised Phase 1 (1st and 2nd call)

Recurring issues in relation to design and content

- Further guidance provided : Article, programme manual, mid-term review, webinar

What is an action plan? (I)

- *"Produced by **each region**, a document providing details on how the **lessons learnt** from the cooperation will be implemented in order to improve **the policy instrument** addressed within the region."*

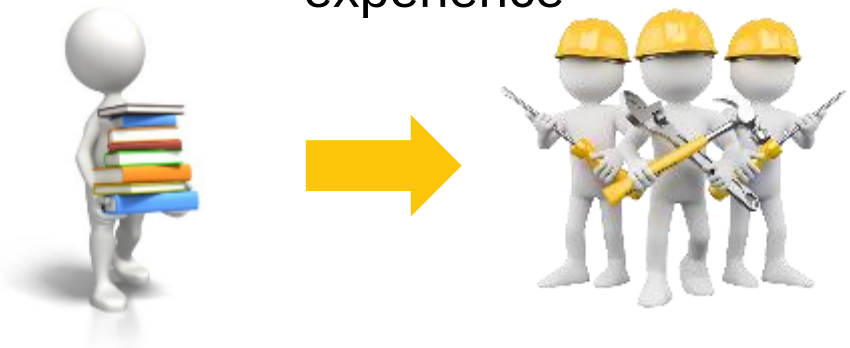
- *"Specifies the nature of the actions to be implemented, their timeframe, the stakeholders involved, the costs and funding sources."*

▶ ***Definition from the programme manual, section 4.1***

What is an action plan? (II)

In each participating region, the action plan specifies **concrete measures:**

- From the interregional exchange of experience



Transforming learning into actions

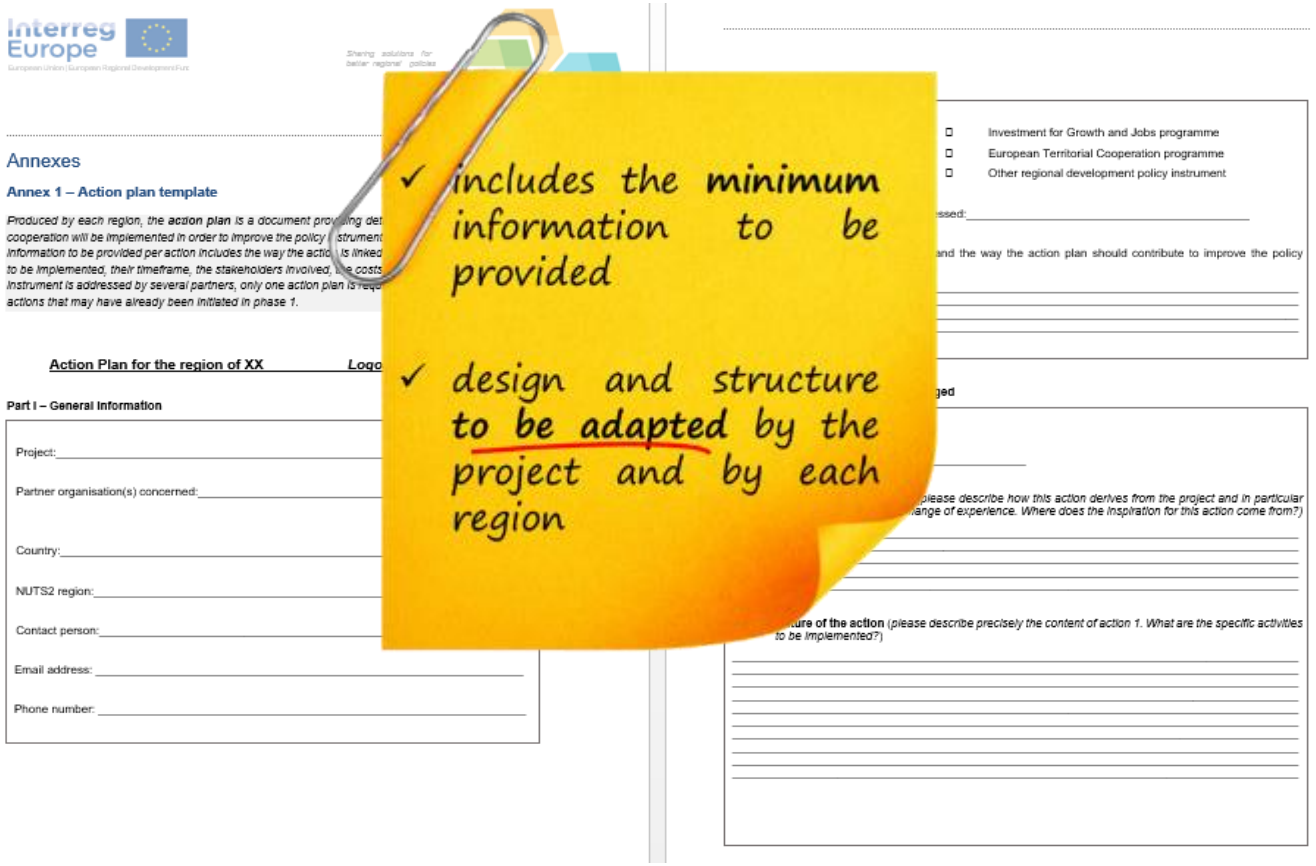
- Implemented during phase 2

With own funds

It can also:

- *Include actions already completed in phase 1 policy change*
- *refer to other relevant policy instruments if needed*

Programme template



Part III – Details on the actions

ACTION 1:

Name of the action: _____

1. **Relevance to the project** *(please describe how this action derives from the project and in particular from the interregional exchange of experience. Where does the inspiration for this action come from?)*

2. **Nature of the action** (*please describe precisely the content of action 1. What are the specific activities to be implemented?*)

Part III – Details on the actions

3. **Stakeholders involved** *(please indicate the organisations in the region who are involved in the implementation of the action 1 and explain their role)*

4. **Timeframe** (*please specify the timing envisaged for action 1*)

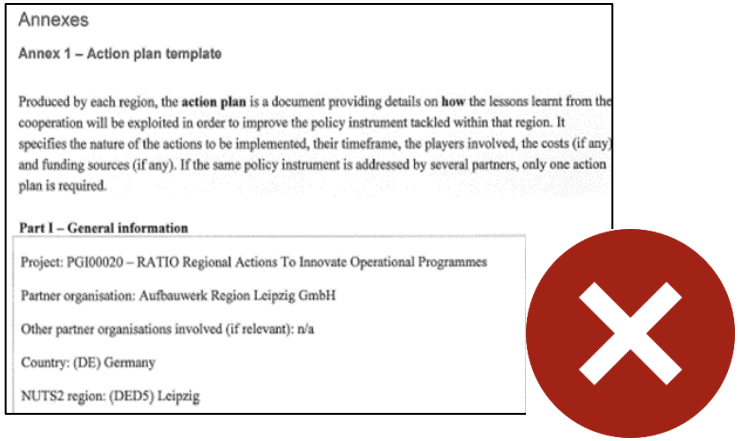
5. **Indicative costs** *(please estimate the costs related to the implementation of action 1)*

6. **Indicative funding sources** *(please describe how action 1 will be financed. Is it through the policy instrument(s) indicated in part II):*

Recommendations

Make it relevant for you

- Adapt the template to your region
- Use project & partner logos


Annexes

Annex 1 – Action plan template

Produced by each region, the **action plan** is a document providing details on **how** the lessons learnt from the cooperation will be exploited in order to improve the policy instrument tackled within that region. It specifies the nature of the actions to be implemented, their timeframe, the players involved, the costs (if any) and funding sources (if any). If the same policy instrument is addressed by several partners, only one action plan is required.

Part I – General information

Project: PGI00020 – RATIO Regional Actions To Innovate Operational Programmes

Partner organisation: Aufbauwerk Region Leipzig GmbH

Other partner organisations involved (if relevant): n/a

Country: (DE) Germany

NUTS2 region: (DED5) Leipzig

- Use language convenient for the partner and stakeholders
- If not English, make a comprehensive **summary in English**

Ensure clear link with project!

- To ensure that the **inspiration** coming from the project is not lost
- Each action should clearly derive from the **cooperation**
- Clarify the **link** with the interregional exchange of experience (beyond the stakeholder group activities)

Be clear and precise

- Actions clearly contribute to improve the **policy instrument(s)**
- Min. level of information required: **Core features** indicated in the template
- Define each action **precisely**
- Focus on **specific implementation-related** actions
- **No min. or max.** number of actions
- Policy **endorsement** of the plan, if needed

Source: https://www.etsy.com/ca-fr/shop/CrossStitchHouse

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Thank you!

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