

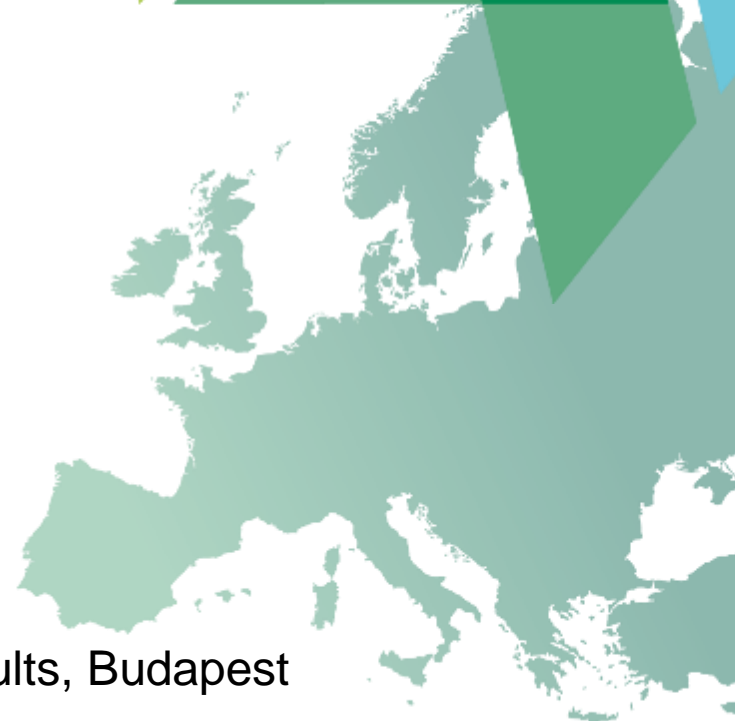
**Interreg  
Europe**



European Union | European Regional Development Fund



# Reporting activities



22 January 2020 | Seminar on activities and results, Budapest

# Why?



- To follow the project's progress in terms of activities / outputs
- To demonstrate the project's / programme's success and usefulness



# How is it carried out?

- Mainly through the progress reports
- Through project's website, publications and good practices
- Through the JS participation in project event(s)



# Basic principles

- Same template 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



# Part 1. Insight into project's implementation

- Overview of day-to-day project implementation
- Consolidated information
- Three sections:
  - 1.1 Overview
  - 1.2 Storytelling
  - 1.3 Work plan

Welcome to the Interreg Europe online application and reporting system.

You can find additional help on how to use IOLF on the Interreg Europe website  
<https://www.interregeurope.eu/projects/guidance/>

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Password

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PGI00017 SIE

Title : SME Internationalisation Exchange  
AF Control Number : 6c3cf77d52820cd0fe646d38bc2145ca  
PR Control Number : 6bdb14c2aa62344b270ce8479530c294

Unload

PR 1

Jason Martinez -  
Account settings

IT's done by **GECKO**

V 6.13.0

Dashboard | My Projects | Users

Home Progress Status

Status ✓ 1. Implementation overview ✓ 1.3 Activities ✓ 2. Results ✓ 3. Finance ✓ Annexes ✓ Contact details LP declaration

Version 1  Download PR as PDF

Status of the current Progress Report


Latest submission deadline

Reporting period  to

ERDF amount reported in this reporting period

History [PR 1](#) [PR 2](#) [PR 3](#) [PR 4](#) [PR 5](#) [PR 6](#)








PGI00017-SIE-PR1-v1 PR Control Number: 6bdb14c2aa62344b270ce8479530c294



### PR 1 PGI00017 SIE

SME Internationalisation Exchange

Version: 1  
Submission Date: 23/11/2016  
Submission user: paul.jordan@gecko.gov.uk  
AF Control number: 6c3cf77d52820cd0fe646d38bc2145ca  
control number: 6bdb14c2aa62344b270ce8479530c294  
Status of the current Progress Report: Submitted  
Reporting period: 01/04/2016 to 30/09/2016  
ERDF amount reported in this reporting period: 63,912.31 €

	Partner name	Partner state	Current report
2-0P	Kent County Council	 GB	88,727.28 €
2-0P	Merke Region	 IT	10,725.88 €
3-0P	East Region	 CZ	11,408.95 €
4-0P	Investment and Business Development Bank Lower Saxony - IBSB	 DE	0.00 €
5-0P	Torun Regional Development Agency	 PL	8,628.28 €
6-0P	Aquino Chamber of Commerce and Industry	 FR	7,312.80 €
7-0P	Cyprus Chamber of Commerce of Industry, Services and Navigation of Cyprus	 CY	8,816.17 €
		Total	156,628.35 €

1/18

## 1. Insight into project's implementation

### 1.1 Overview

#### Exchange of experience process

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 (Abballtis, Shepherd Neame, Scarab) were able to present the challenges that the county faced regarding 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.





## 1. Implementation overview



### 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 Policy Learning Platform
  - Use of PLP services
  - Benefits gained
  - Suggestions related to PLP services



## 1. Implementation overview









### 1.2. Storytelling

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



## 1.3 Work plan

### 1.3.1 Main outputs

Output indicators	Current period	Achieved so far (cumulative)	Target
Number of policy learning events organised 	7	7	55
Number of good practices identified 	1	1	7
Number of people with increased professional capacity due to their participation in interregional cooperation activities 		0	21
Number of action plans developed 		0	7
Please provide a link to the action plans available on project website.			
Number of appearances in media (e.g. press) 	5	5	7
<a href="https://www.interregeurope.eu/sie/library/">https://www.interregeurope.eu/sie/library/</a>			
Average number of sessions at the project pages per reporting period 	59	59	300



## 1.3 Activities

### 1.3.1 Main outputs

#### **N° of policy learning events organised**

- Back-to-back events count as one
- Include stakeholder group meetings

#### **N° of good practices identified**

- Upload them on project website

#### **N° of people with increased capacity**

- Include active members of the stakeholder groups
- Do not include advisory partners
- Programme provides methodology and template
- To be reported in the last PR of phase 1 only



## 1.3 Activities

### **N° of action plans developed**

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

### **N° of appearances in media**

- Only consider earned media coverage
- Use google spreadsheet and library folder to keep track

### **Average n° of sessions at the project pages ...**

- Consolidated statistics provided in google spreadsheet



## 1.3 Activities

### 1.3.2 Reporting per semester

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

#### Activities of the current reporting period as originally planned

##### a) exchange of experience

The following actions have been planned by the partners to begin the exchanging of experience process during semester 1:

- Joint terms of reference will be developed by the partners for a comparative study on internationalisation and work will commence on the joint study & analysis. External experts will be commissioned as necessary to assist project partners in obtaining the relevant information to enable a wider comparative analysis of the findings. The study will focus on:

- Barriers faced by SMEs (perceived vs real)
- Mapping levels of internationalisation in each region
- Mapping key export destinations from each region
- Current policy & support provision for SME internationalisation in each region
- Inter-regional policy & support comparison
- Identification of business support services for internationalisation in each region

- Terms of reference will be developed to define the specific roles and expectations for the local stakeholder groups in the project learning process
- Formation of local stakeholder groups and first meetings will take place in each partner region
- Study visit 1 will take place in Kent (UK)

Each study visit will be organised over 3 calendar days to maximise the time the partners can spend working together and to facilitate travel arrangements. They will enable the partners to:

- Learn more about SME internationalisation policies affecting the hosting partner region
- Examine regional economic data and understand the regional context
- See and learn about best practice examples of SME internationalisation policy implementation
- Meet with and have presentations from key stakeholders, policy-makers and SMEs from the region
- Provide initial input for policy improvement to the hosting partner region

##### Role of partners:

- The Lead Partner will plan, organise and host the first study visit, lead on the development of terms of reference for joint study and the stakeholder groups. It will set up the local stakeholder group in its region and oversee the production of the study visit report.
- The project partners will all participate in the first study visit and contribute to the report, they will establish local stakeholder groups and organise a meeting in their own regions and will contribute to the development of the stakeholder group and study terms of reference. Some partners will commission external experts to contribute to the study work in their respective regions

##### Role of the local stakeholder groups:

The groups will meet for the first time during this semester in order to find out about the planned project implementation schedule and will agree on the local approach to the shared learning process. They will provide input into the study terms of reference and key representatives will take part in the first study visit. The LP's stakeholder group will be involved in hosting the partners and their stakeholder group representatives during the first study visit to the UK.

##### b) communication and dissemination

The partners will work together via email and teleconference and within the first steering group meeting to drive forward the first communication & publicity actions to promote the project and raise awareness among key target groups. Specific actions will include:



## 1.3 Activities

### 1.3.2 Reporting per semester


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

#### Main outputs of the current reporting period as originally planned

- Interregional SME Internationalisation study terms of reference produced
- Local stakeholder groups formalised in each partner region and meeting for the first time (7 meetings, 1 per region)
- 1 study visit organised (to Kent, UK)
- 1 study visit evaluation report drafted
- 1 Best practice case study identified from study visit
- Project web content drafted
- Obligatory A3 communication posters created
- 1 Project steering group meeting



## 1.3 Activities

Activities which took place during the reporting period 

Describe in detail the activities related to a) exchange of experience, b) communication and dissemination and c) project management.

a) Exchange of experience

b) Communication and dissemination

3,000 characters

c) Project management

1,500 characters


1,500 characters





## 1.3 Activities

**Ensure consistency** of the information provided.  
Each figure reported needs to be justified:

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



## 1.3 Activities

### **In case of minor changes from the original plans (application form):**

- Describe the change and the reason for the change
- Clarify on consequences on project implementation (e.g. on finance)
- Describe solution(s) proposed to face problems/ how to catch-up with delays

#### 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.

**And now let's put in practice what  
we just learnt!**

# Submitting a high-quality activity report

PGI00589 – RobinFood -PR2 v1 PR

Control Number: cb7ada1ce7267cfe9a624d8152086a40



## PR 2 PGI00589 RobinFood

*Building an Innovative and Sustainable Regional Agrifood Sector*

Version: 1

Submission Date: **01/01/2020**

Submission User: **robinfood@mrd.lv**






PR Control Number: **cb74da1ce7267cfe9a624d8152086a40**

Control Number: **9ba82516fac74de9ce334ea7532cfdh**

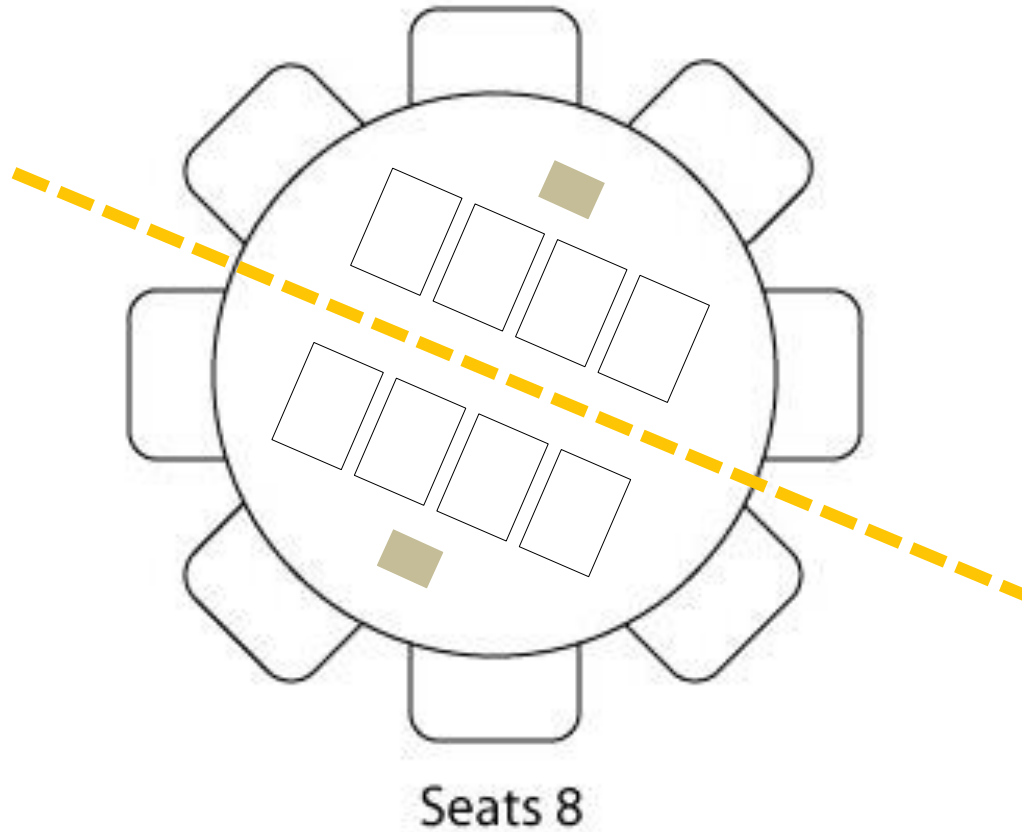
Status of the current Progress Report: **Submitted**

Reporting period **01/04/2019** to **30/09/2019**

ERDF amount reported in this reporting period: **81,487.27 €**

	Partner name	Partner state	Current report
1-LP	Ministry of Regional Development of the Republic of Latvia	 LV	29,655.69 €
2-PP	Development Agency of Asturias	 ES	17,664.24 €
3-PP	Agency for Entrepreneurship, Innovation and Investment	 HR	14,856.64 €
4-PP	Regional Council of South Ostrobothnia	 FI	21,884.72 €
5-PP	Tolna County Development Agency	 HU	11,806.09 €
<b>Total</b>			<b>95,867.38 €</b>

# 1 Progress Report + 4 Cards



**Qualitative  
details**

**Quantitative  
Details**

**Relevant  
information**

**Consistency**

**Ask a nearby Policy Officer in case of  
questions!**



# Recommendations

- Ensure that the report is self-explanatory
- 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 partners
- Ensure consistency between output indicators, activities and project website
- To ensure a clear link between activities and finance reporting
  - e.g. external expertise can be linked to described activities

# Recommendations

- Be as precise as possible
  - provide details (dates, location, content, participants of events etc.)
- Provide '**qualitative**' information:
  - monitoring of outputs important but not sufficient
  - content-related information is crucial for capitalisation (Policy Learning Platforms)





# Thank you!

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