Interreg Europe

European Union | European Regional Development Fund

Sharing solutions for better regional policies

Exchange tools and templates

Miia Itanen, Nicolas Singer

Interreg Europe

m.itanen@interregeurope.eu; n.singer@interregeurope.eu

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Rationale

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

Space for you on google drive

Google drive: exchange tools and templates

To share a document: 2 steps

1. **Add key document** in the list of the overview table

_Overview: tools and templates used by projects

Файл Редактиране Преглед Вмъкване Форматиране Данни Инструменти Добавки Помощ   Последната редакция бе извършена …

СПОДЕЛЯНЕ

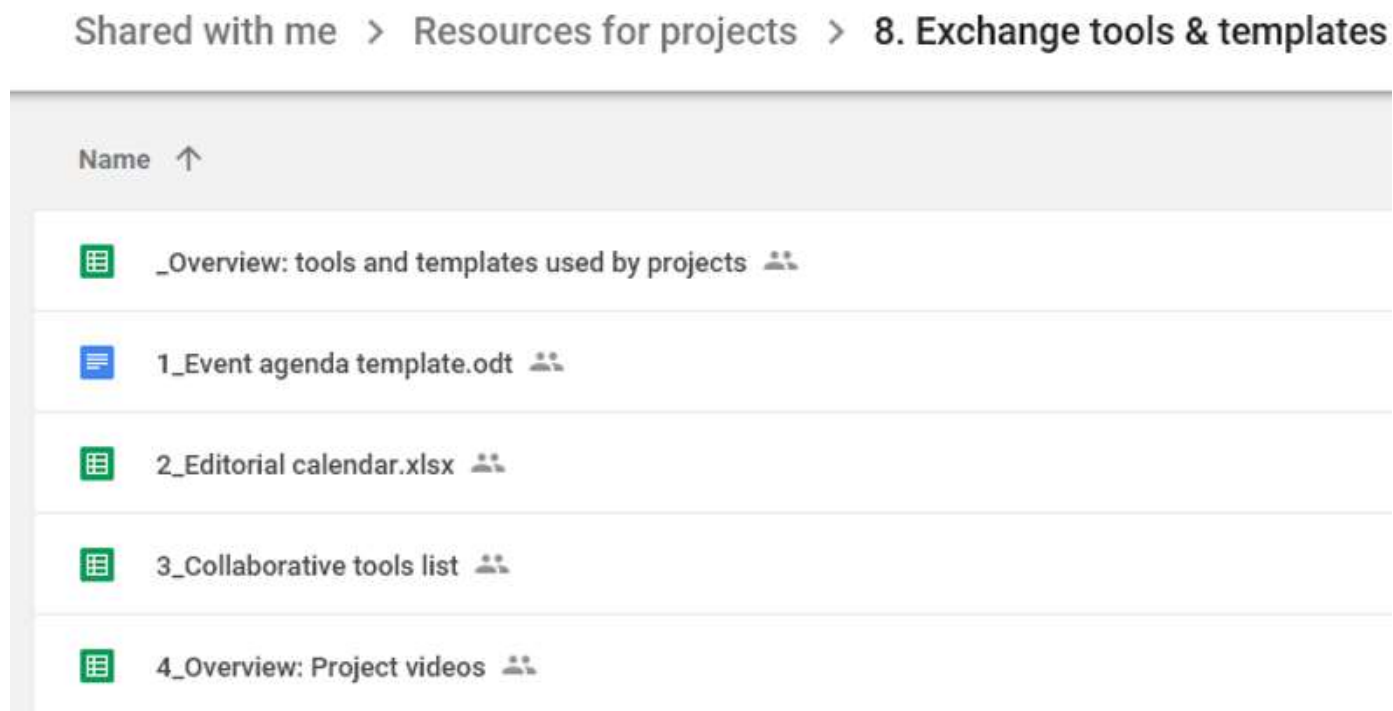| Number	File name (use exact name of the file you upload in the folder)	Category	Description of the tool or template (what and who is the tool/ template for	Submitted by (select your project acronym)	Name, Surname
1	Event agenda template	Communication	Check our event agenda template	Interreg Europe	Irma Astrauskaite
2	Editorial planning calendar	Communication	Table used to have an overview of the news published by different partners	Interreg Europe	Irma Astrauskaite
3	Collaborative tools list	Management	Various online tools used by project partners. Information collected during the Interreg Europe's Communication seminars for approved projects.	Interreg Europe	Josephine Mazy
4	Overview of the project videos	Communication	Various videos produced by the Interreg Europe projects. All project partners are invited to add other created videos to the list.	Interreg Europe	Communication
5	CIRCE_IE_SOFIA	Exchange of experience	A tool for helping the EofE and supporting the finding of lin	CircE	Alessandro Dacomo

4 categories: Exchange of experience, Communication, Management, Other

To share a document: 2 steps

2. Upload your document in the <u>folder</u>

   (or send it to us at projects@interregeurope.eu in case you do not have a google account)

By uploading your document, you agree it can be used and modified by others

To benefit: 1 step

Check available document in the overview table (search through filters)

https://docs.google.com/spreadsheets/d/1jxNkEJ2x9Xpss3pj5r99uz8r4SinJSFaWlBkO6mlE54/edit#gid=0

_Overview: tools and templates used by projects

File   Edit   View   Insert   Format   Data   Tools   Add-ons   Help   Last edit was made 42 minutes ago by anon

Working...

100%   £   %   .0   .00   123   Arial   10   B   I   S   A

Number

	A	B	C	D	E
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6	5	CIRCE_IE_SOFIA	Exchange of experience	A tool for helping the EofE and supporting the finding of lir	CircE	AI
7	6					

Collaborative tools

8. Exchange tools & templates

Файлове

📊 _Overview: too...	📄 1_Event agend...	📊 2_Editorial cal...	📊 3_Collaborativ...

Example: template for event's agenda

ATM for SMEs
Interreg Europe

European Union
European Regional
Development Fund

Event title
Subtitle

Date, Venue

AGENDA

09:00-10:30	**Transferring practices and experiences (ROOM)** *In working groups, participants will share their most successful techniques for learning from each other and transferring good practices between regions in order to identify a set of recommendations, tips and tools that can be shared across projects.* • *What are the key steps for transferring a good practice between regions?* • *How to identify and analyse best practices?* • *How to improve exchange between organisations, institutions and actors?* • *How to address legal or cultural differences?*
10:30-11:00	*Coffee break*

Example: overview of collaborative tools

3_Collaborative tools list

Файл Редактиране Преглед Вмъкване Форматиране Данни Инструменти Добавки Помощ   Последната редакция бе извършена преди …

fx | Title

Title	Website	Description
Google drive	https://www.google.com/drive/	Platform to store and share documents.
Microsoft OneNote	https://www.onenote.com/	The digital note-taking app for your devices.
Base camp	https://basecamp.com/	Web-based project management and collaboration tool. To-dos, files, messages, schedules, and milestones.
Trello	https://trello.com/	Trello's boards, lists, and cards enable you to organize and prioritize your projects
Wiggio	https://wiggio.com/	Wiggio is a completely free, online toolkit to work in groups. You can create shared calendar, polls, to-do-lists, manage
Slack	https://slack.com/	Slack brings all your communication together in one place. It's real-time messaging, archiving and search.
Sharepoint	https://products.office.com/en-us/share	SharePoint is a web-based, collaborative platform that integrates with Microsoft Office. It is a document management an
Same page	https://www.samepage.io/	Same page allows messaging, task management, real-time document collaboration. On a single desktop and mobile a
Only office / TeamLab	https://www.onlyoffice.com/ http://www.teamlab.com	Online office that enables you to manage documents, projects, team and customer relations in one place.
Drop box	https://www.dropbox.com/	Dropbox allows to share your photos, docs, and videos.
We transfer		Tool used to share large files up to 2GB for free.
Yammer	https://www.yammer.com/	Yammer is an enterprise social networking service used for private communication within organisations.
Go to meeting /Go to webinar	https://www.gotomeeting.com	GoToMeeting with HD video conferencing is a tool to collaborate in real time. Go to webinars helps you organise online s
Webex	https://www.webex.com/	Online tool to organise your meeting online or your online event
Adobe Connect	http://www.adobe.com/products/adobec	Adobe Connect offers web conferencing solutions for webinar, online meeting, mobile elearning, video conferencing and

Example: overview of project videos

Browser URL bar: https://docs.google.com/spreadsheets/d/1Q-j28ARJlv1W16JpMb6MMKUl4qMMAcw9FbtMny4bxKo/edit#gid=0

4_Overview: Project videos

File   Edit   View   Insert   Format   Data   Tools   Add-ons   Help   All changes saved in Drive

	Date	Project acronym	Topic	Description of the video	Duration	Language	Type	Link
1								
2	18/04/2018	OSIRIS	Research and innovation	Video summarising a year of the project activties	03:26	EN	Project presentation	https://www.youtube.com/watch?v=cfjwKGF0SC
3	18/04/2018	iEER	SME competitiveness	Several videos on SMEs support, interviews with enrepreneurs	02:00		Other	https://www.interregeurope.eu/ieer/library/
4	18/04/2018 REBORN		SME competitiveness	Dissemination campaign video to change the approach of society about failed entrepreneurs.	01:35	EN	Project presentation	https://www.youtube.com/watch?v=SoLriPTzCfY ature=youtu.be
5	18/04/2018	SMART-MR	Low-carbon	Animation presenting the project	02:19	EN	Project presentation	https://www.youtube.com/watch?v=xd-aaYBxUk
6	18/04/2018	EV Energy	Low-carbon	Video on television television @RTL7 about 'How to use e	03:07	Dutch with EN subtitles		https://www.youtube.com/watch?v=piHXsQUN5
7	18/04/2018	INTHERWASTE	Environment and resource efficiency	Video about the project	01:33	EN	Project presentation	https://www.youtube.com/watch?v=OWSipDiOQ feature=youtu.be
8	18/04/2018	BIOREGIO	Environment and resource efficiency	Video about the project	03:05	EN	Project presentation	https://www.youtube.com/watch?v=htF3-b2ZCY
9	18/04/2018	BRIDGES	Environment and resource efficiency	Two videos made during the interregional policy learning meeting	01:42 and 02:04	EN	Other	https://www.youtube.com/watch?v=NfXX07SZ0z https://www.youtube.com/watch?v=TGKs6nwCF
10	18/04/2018	BUILD2LC	Low-carbon	Video made during a study visit about the context and the content of the project, the topic of the meeting which includes interviews with project partners	04:40	EN	Study visit	https://www.youtube.com/watch?v=DcDntPFN8l t=29s
11	18/04/2018	CLEAN	Low-carbon	Brief video about the project	00:38	EN	Project presentation	https://www.youtube.com/watch?v=b-zfBxBA8Zl
12	18/04/2018	CLEAN	Low-carbon	Brief video made during the kick-off meeting that	00:36	EN	Project presentation	https://www.youtube.com/watch?v=4khuP220Ql

Many possibilities for sharing experiences

Examples for 'Exchange of experience'

Templates / models / guidance for:

- Policy learning event agenda

- Policy learning event report

- Stakeholders management guide

- Action plan template

- Etc.

Up to you now!

Thank you!

Any questions?