



1st year's project monitoring report

May 2019

1. Exchange of experience – Activities implemented

1st semester (1 June 2018 – 30 November 2018)

1.1. Every project partner presented, in the first policy learning event in Vilnius (after the kick-off meeting) their own instruments in an intensive seminar aimed at getting feedback from the other partners. Each partner presented 1 instrument and provided feedback on other partners'. Each partner was responsible to write a report on the learning coming from other partners' feedback and establish a SWOT analysis and related conclusions afterwards. You can see the results of the activity follow-up in the following link:

https://www.interregeurope.eu/fileadmin/user_upload/tx_tevprojects/library/file_1548407246.pdf

1.2. Internal meetings for project partners. In order to make sure that there is organisational commitment and that all the knowledge is shared among the members of the institution, after the kick-off-meeting, each PP organised an internal meeting presenting the first comments coming from activity 1.1 and sharing with the colleagues the objectives and tasks of the project, in order to involve them.. Each partner provided a list of attendees and a summary of the discussion / learnings that was collected by the LP. This information is not available online but you can request to the LP the report that clusters the 7 minutes and lists of attendees.

1.3. Capitalisation of other projects' results. In order to take advantage of the results of previous project's related to iBuy's, an evaluation of the main outputs of a list of projects (from interregional and other European / national projects) will be made, listing those learning activities already developed by other partnerships that can support the project and this info will be taken into account. The activity was developed as described, led by ANI, whose representatives designed the logic of projects revision + a template to collect the information. Each partner reviewed 2-3 projects and the partnership decided which ones to analyse and include in a report. Each partner discussed all the projects reviewed to analyse which information from these projects can be useful for their learning process. See the report of this activity in the following link:

https://www.interregeurope.eu/fileadmin/user_upload/tx_tevprojects/library/file_1548408537.pdf

1.4. The setting-up and undertaking of the first round of stakeholders meeting took place in accordance to the logic defined by the partnership in the kick-off-meeting, fostering the active participation of all the representatives. Each partner provided a list of attendees and a summary of the discussion / learnings that was collected by the LP. This information is not available online but you can request to the LP the report that clusters the 7 minutes and lists of attendees.

1.5. Feedback from stakeholders based on a pre-defined questionnaire designed by the coordinator of the activity and sent to each PP in order to assess the point of view, interests, opinion and possibilities to collaborate in the project from each stakeholder. The results of this questionnaire jointly with the results from 1.1 and 1.2 were organised by the task's coordinator and some conclusions and recommendations on how to develop the further tasks of the project (biased to each PP's context) were made. The questionnaires were designed by LIC and agreed by the partnership. Every partner ensured that their stakeholders filled the questionnaires. It was decided that, if some stakeholders considered they did not have enough information or knowledge to fill the questionnaires, it was better to leave them empty, for it would only provide misleading information to the partner when getting conclusions from them. The individual results for every partner can be found in the iBuy library section in the webpage. Check for 'IPP status in (name of the region/country). Link: <https://www.interregeurope.eu/ibuy/library/>

1.6. First iBuy Workshop in Lamia. Under the title 'RIS3 and IPP' this two-day workshop was centred on assessing the ways in which the RIS3 of each region has possibilities to implement their actions and instruments biasing them towards the promotion of the role as demander of the public authorities through the IPP in their sectors of specialisation. The workshop took place in the third week of November 2018 in Lamia with the presence of all the partners, which presented the way in which IPP is aligned to RIS3 in their regions, and there was a discussion on how these two concepts are to be jointly fostered under the logic of

each instrument in each country/region. It included a study visit, where the mayor of Lamia and his staff discussed with the partners the FABULOS project, an IPP initiative in which the Region of Central Greece is an active partner. This served to analyse the challenges and opportunities of IPP in an applied context.

2nd semester (1 December 2018 – 31 May 2019)

2.1. This activity was developed as foreseen in the application form. Every partner selected best practices from their own territories and – in some cases – from other part of Europe, when considering the experience could be relevant for the partnership. This best practices were presented and discussed in the meeting in Tampere and each partner presented some conclusions on the learnings coming from them.

2.2. In this meeting, a very pro-active discussion about the best practices presented was undertaken, and they will be complemented by very interesting presentations (4) of actual cases linked to IPP in the region of Tampere, which allowed the partners to interact with stakeholders in situ, including the study visit to Tesoma Healthcare and Wellbeing Centre, which was another relevant best practice for the exchange of experience path.

2.3. All stakeholder groups took place successfully, and partners discussed topics related to exchange of experience activities that they undertook within the last months. LIC hosted it on 17 May, with 7 participants + 103 attendees in the context of a larger seminar linked to which the SG meeting took place; 19 stakeholders participated for FBIT on the 10 May; BIF had 9 attendees on the 25 March; on 16 May, ADRBI organised theirs with 20 attendees; RCG SG meeting had 11 participants on the 28 May; the SG meeting in Latvia (MEL) was on 13 March and it had 16 attendees; finally ANI organised their meeting on 29 May with 15 participants.

2.4. This activity took place successfully in Palma de Mallorca on 24-25 June 2019. As it can be seen in the link below, 8 best practices were disseminated and discussed by the partnership, all them regarding topics linked to the funding possibilities for IPP. Additionally, the partnership – internally – discussed the learnings coming from these best practices, as a partnership, and also individually towards the improvement of each partner's policy instruments. In the link below you can also find the videos of the event:

<https://www.interregeurope.eu/ibuy/events/event/2545/funding-ipp-challenges-and-opportunities/>

<https://www.youtube.com/playlist?list=PL08HVw1vmC1LFjbMFfGXx8PWddmiiNYZN>

2. Communication and dissemination – Activities implemented

1st semester (1 June 2018 – 30 November 2018)

C.1.1. Within six months after the approval of the project, each PP placed one poster with information about the project (minimum size A3), including the ERDF financial support and the programme's logo, at a location readily visible to the public.

C.1.2. There was a press conference after the kick-off-meeting in Vilnius in June 2018, and a press release put at disposal of the partners to send to local media and their own websites.

C.1.3. Updating of the project website contents. See the iBuy webpage with all the available contents. Link: <https://www.interregeurope.eu/ibuy/>

C.1.4. Setting up of project communication board composed by the communication manager, from the LP and 1 communication representative from each PP. To contribute to the achievement of the project objectives the communication strategy sees the drawing up of 4.5 years communication plan, including communication messages, target groups, tools, time plan, activities to implement at support of the project activities. The communication plan is available under request. It was distributed within the partnership.

C.1.5. Publication of the first project newsletter devoted to present the project, its goals, characteristics and relevance. It will be sent to all the target stakeholders.. Due to data protection protocols, every partner sent it the stakeholders that had provided permission for that effect and/or they were directed to the link where the newsletter is available:

https://www.interregeurope.eu/fileadmin/user_upload/tx_tevprojects/library/file_1543578044.pdf

2nd semester (1 December 2018 – 31 May 2019)

C.2.1. The webpage of the project was uploaded with news and documents. Additionally 8 best practices were uploaded to the project platform.

C.2.2. This activity links to the logic of what is presented in activity 2.1 in 'exchange of experience' and it has been implemented as presented in the application form. The report is available here:

<https://www.interregeurope.eu/ibuy/library/#folder=1705>

C.2.3. Press was invited and a kit was sent to them about the information of the event, its logic, and the role of the project in promoting IPP. Additionally, as described in the application form, a section of the event was created in the website: <https://www.interregeurope.eu/ibuy/events/event/2545/funding-ipp-challenges-and-opportunities/>

C.2.4. As it was done in the first semester, every partner sent the newsletter to their stakeholders and it was also published in the website.

C.2.5. Every partner informed – as part of the information collection for the progress report – about their communication activities and about the potential possibilities for the next three semesters in order to improve and enlarge the dissemination.

C.2.6. An iBuy project space on LinkedIn was created as part of the dissemination tools. Link: <https://www.linkedin.com/groups/8761712/>

3. Project management – Activities implemented

1st semester (1 June 2018 – 30 November 2018)

M.1.1. It was hold in Vilnius the project KOM at the presence of all PP. In that occasion it was be also formalised the setting up of the Project Management Unit (PRU), composed by a Project Manager and a Financial Manage and of the project Steering Committee appointed members.

M.1.2. It was defined and drawn up by the LP the Project Implementation Plan (PIP) as well as a handbook of internal administrative and financial procedures to be followed by all project partners. The PIP is the main working tool to keep under control the project implementation. The management and financial plan (including the individual statements of work for each partner) is available under request. It was distributed within the partnership.

M.1.3. Together with the PIP it was drawn up the project Monitoring and Evaluation document to be shared among the project partners, describing the monitoring methodology to follow. The monitoring and evaluation plan (added to the management plan) is available under request. It was distributed within the partnership.

M.1.4. Signature of the partnership agreement and the subsidy contract.

M.1.5. The LP attended the Interreg Europe's meeting in Dublin in November 2018.

2nd semester (1 December 2018 – 31 May 2019)

M.2.1. In occasion of the workshop in Tampere, it was organised the 1st Steering Committee meeting.

M.2.2. Each PP in charge for coordinating the exchange of experiences activities drew up and sent to LP a short activity report.

M.2.3. 1st project monitoring and evaluation report related to the 1st year of activity.

M.2.4. Drawing up and submission to the Programme Managing Authority of the 1st project progress report.

M.2.5. 1st certification procedures regarding the previous semester.

4. Main indicators

Number of partner seminars organised	4
Number of stakeholder meetings organised	14
Number of appearances in media	22
Average number of sessions in the webpage	682
Number of best practices uploaded to Interreg Europe's platform	8
Number of exchange of experience activities completed	9
Number of internal organisation meetings held	14

5. Financial aspects

Total budget of the project	€ 1,471,100.00
Spending in the 1 st semester	€ 75,458.95
%	5.13 %
Spending in the 2 nd semester	€ 170,883.47
%	11.62 %
Remaining budget	€ 1,224,757.58



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