



**START EASY**  
Interreg Europe

 European Union  
European Regional  
Development Fund

# 2<sup>nd</sup> Steering Group Meeting

@StartEasyEU #StartEasyEU

Bologna, 28<sup>th</sup> January 2020



# Activities and results



# Main activities – Semester 1

The main goal of this Semester was to set-up the exchange of experience process, and to get the stakeholders involved to start identifying the relevant Good Practices


- Previous kick-off meeting – Brussels (8<sup>th</sup> October 2019)
- Kick-off meeting 1<sup>st</sup> Steering Group Meeting – Barcelona (5<sup>th</sup> and 6<sup>th</sup> November 2019)
- LP: INTERREG Seminars in Brussels, Digitalization SMEs (November) and Budapest, Reporting of 1<sup>st</sup> Semester (January)
- 1<sup>st</sup> Stakeholders Meeting (Winter 2019)
- 2<sup>nd</sup> Steering Group Meeting – Bolonia (28<sup>th</sup> and 29<sup>th</sup> January 2020)
- 2<sup>nd</sup> Stakeholders Meeting (January 2020) – Just for some of the Project Partners

# Stakeholders meetings

- P1 - **CATALONIA:** 1- 1<sup>st</sup> October 2019 2- 16<sup>th</sup> January 2020
- P2 - **BOLONIA:** 1- 19<sup>th</sup> December 2019 2- TBD
- P3 - **LITHUANIA:** 1- 23<sup>rd</sup> January 2020 2- TBD
- P4 - **LUBLIN:** 1- 23<sup>rd</sup> January 2020 2- TBD
- P5 - **EAST FLANDERS:** 1- 28<sup>th</sup> November 2019 2- 12<sup>th</sup> February 2020
- P6 - **MAZOVIA:** 1- 29<sup>th</sup> November 2019 2- TBD
- P7 - **FRANCE:** 1- 16<sup>th</sup> December 2019 2- 30 January
- P8 - **LATVIA:** 1- 20<sup>th</sup> November 2- Next one: Beggining of March

Target: 7 meetings each in 5 semesters

# How to report activities - PP



PGI06110 START EASY  
Title : Smart tools for quick and easy business start-up in Europe: th...  
AF Control Number : e3b0defb9ff76495eaab9114e86de20ef

Unload

ajjosa.ajanovic@gencat.cat  
Account settings

V 6.14.0

Dashboard | My Projects

IT's done by **GECKO**

Home > Partner report > Activities summary

Summary | **! Activities summary** | ! Contact details | ✓ List of contracts | ✓ Expenditure | ✓ External expertise and services | ✓ Equipment | ✓ Financial corrections

Save | Check


Reporting period 1 | Version 1 (Created)

### Activities Summary

Please briefly describe the activities that have taken place in this reporting period

0 / 2,000 characters

# How to report activities – LP



PGI00017 SIE

Title : SME Internationalisation Exchange

AF Control Number : 6c3c177d52820cd0fe646d38bc2145ca

PR Control Number : 6bdb14c2aa62344b270ca8479530c294

PR 1

[Unload](#)

Jason Martine:  
Account settings

IT's done by **GECKI**

V 6.13.0

[Dash](#) | [My Projects](#) | [Users](#)

[Home](#) > [Progress report](#) > [1.3 Activities](#)

Status ✓ [1. Implementation overview](#) ✓ [1.3 Activities](#) ✓ [2. Results](#) ✓ [3. Finance](#) ✓ [Annexes](#) ✓ [Contact details](#) [LP declaration](#)

[Save](#) [Check](#) Version 1

### 1.3 Work plan

#### 1.3.1 Main outputs

# How to report activities

## 1 – OUTPUTS

Which are the main outputs we're looking for?

- **N° of policy learning events organised**  
Back-to-back events count as one  
Include stakeholder group meetings – each one count as one!
- **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 semester of phase 1 only

# Outputs indicators

Output indicators	Target
Number of policy learning events organised	64
Number of good practices identified	40
Number of people with increased professional capacity due to their participation in interregional cooperation activities	100
Number of action plans developed	8
Number of appearances in media (e.g. press)	40
Average number of sessions at the project pages per reporting period	850



# Our progress so far...

Which are the main outputs we're looking for?

- **N° of policy learning events organized**  
Objective: 64  
End of Semester 1: 12
- **N° of good practices identified**  
Objective: 40  
End of Semester 1: 54 → Pending

# How to report activities

## 2 – ACTIVITY REPORT

- **Important:** justify changes in the original work plan from the application
- The activity report will explain the activities realized and the progress made in comparison with initial plans described in the application form.
- It has to be consistent with the figures reported in the indicators report.

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

[Empty text area for reporting activities]

b) Communication and dissemination

3,000 characters

[Empty text area for reporting activities]

c) Project management

1,500 characters

[Empty text area for reporting activities]

1,500 characters

# Communication strategy



# Which are the main outputs?

Which are the main outputs we're looking for?

- **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
  
- **Other things to do:**
  - Brochure
  - E-news flash
  - Roll-up in visible place
  - Article on your participation in the project
  - Use media appearances template

# Our progress so far...

Which are the main outputs we're looking for?

- **N° of appearances in media**

Objective: 40

Reality: 7 (6 CATALONIA, 1 LITHUANIA)

- **Average n° of sessions at the project page - <https://www.interregeurope.eu/starteasy/>**

Objective: 850

End of Semester 1:  $341 + 396 + 187 = 924$

- **Comment on website strategy – maybe content in local languages?**

# Our progress so far...

- **Average n° of sessions at the project page** - <https://www.interregeurope.eu/starteasy/>  
Objective: 850  
End of Semester 1:  $341 + 396 + 187 = 924$
- Comment on website strategy – maybe content in local languages?

# Project Websites

- P1 - **CATALONIA:**

<https://canalempresa.gencat.cat/ca/fue/que-es-la-fue/projectes-en-curs/projecte-start-easy/>

- P2 - **BOLONIA:**

[https://www.cittametropolitana.bo.it/progetti\\_europei/Progetti\\_europei/START\\_EASY](https://www.cittametropolitana.bo.it/progetti_europei/Progetti_europei/START_EASY)

- P3 - **LITHUANIA:**

No website yet

- P4 - **LUBLIN:**

<http://www.lpnt.pl/start-easy-interreg-europe>

- P5 - **EAST FLANDERS:**

<https://www.erov.be/jong-ondernemerschap-stimuleren/starteasy/>

- P6 - **MAZOVIA:**

<https://www.facebook.com/START-EASY-Mazowsze-101679011268778/>

- P7 - **FRANCE:**

<https://www.guichet-entreprises.fr/fr/non-classe/guichet-entreprises-sassocie-au-projet-europeen-start-easy/>

- P8 - **LATVIA:**

No website yet

# Best type of coverage?

## Earned coverage (aka old media):

- Appearance through editorial selection
- In papers, verticals, tv, radio
- Formats: interviews, feature articles, commentary, by-lines
- Pros: Credibility, audience already in place
- Cons: Hard to get → that's why this one gets the outputs!

## Owned coverage (aka new media):

- Appearance through owned media
- News-letter, website & SoMe-sites
- Pros: Easy coverage, no editorial bottleneck
- Cons: Less credibility, hard to build audience



# Useful links

- Project branding guideline
- Resources for projects
- **Lead partner welcome seminar – communication session presentation**
- Web documentary – video guidelines

# Project Management: 1<sup>st</sup> project and financial reporting



# General principles

## CONSISTENT

- Allocated to the right budget line

## JUSTIFIED

- Planned in the application form

## COHERENT

- Matching activities

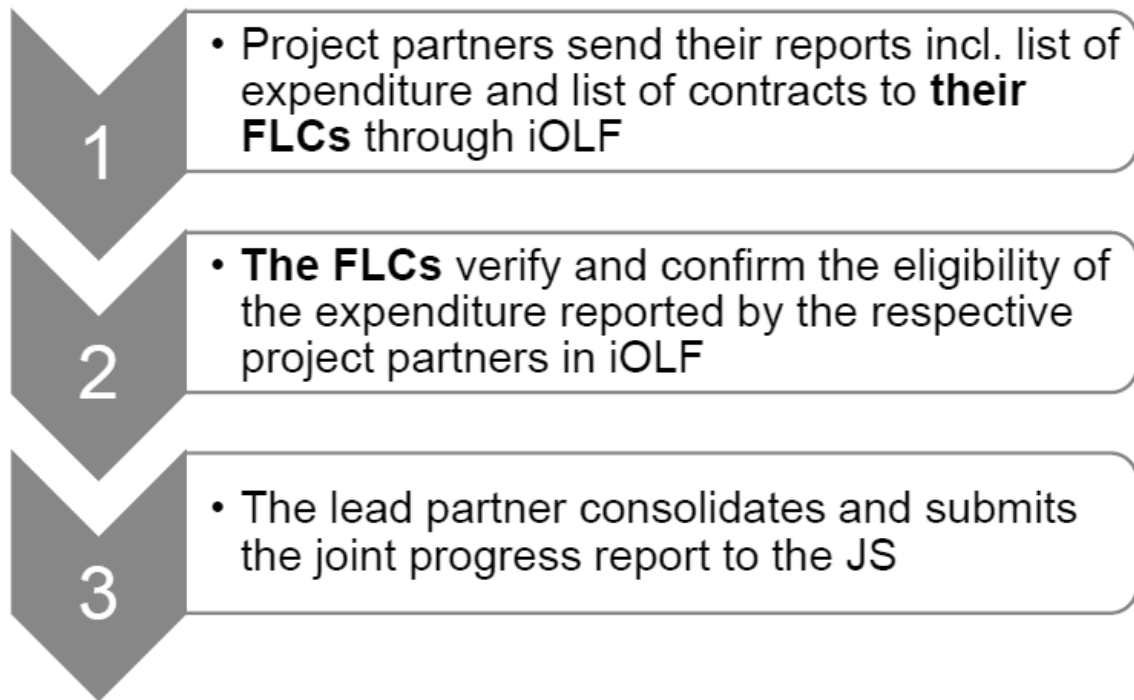
## General principles



- Eligibility of costs is determined by the relevance of the activities!
- Costs **necessary** to:
  - ▶ Carry out the project activities
  - ▶ Achieve the project objectives
- Incurred and paid in the reporting period



# Finance reporting steps



# Step 1 – Send Partner Report to FLC

**Important:** If you don't have an FLC so far, please formalize one ASAP

## Two tasks:

- ONLINE: iOLF reporting
- OFFLINE: supporting documents to FLC

## What does it include?

- Activities Summary (Joint Secretariat doesn't check, so no control; you have to explain in detail all the activities for your FLC)
- List of expenditure (from 26 March 2019 to 31 January 2020)
- List of contracts (all costs for Travel and Accommodation, EE and equipment)

*Submission to the FLC shortly after the end of the reporting periods*

# Steps 2 and 3

## Step 2 – FLC check of the Partner Reports

- FLCs check the expenditure and fills the control report including checklist in iOLF
- **PARTNER REPORTS CERTIFIED!**

## Step 3 - PPs send their certified partner reports to the LP through iOLF.

The Partner Report includes:

- First level control certificate including checklist
- Certified list of expenditure including the list of contracts
- Contact details (updated version if needed)
- PP's activity report (not compulsory)

# Step 4 – Lead Partner Certifies

## The LP has to consolidate the joint progress report (PR)

- The lead partner's FLC does not need to check the partners' reports
- If needed, LP asks partners for clarifications
- Submission of the joint PR to the joint secretariat (JS) within three months after the end of reporting period

**DEADLINE: 1 MAY 2020**

Aftermath: **Clarification** and/or approval of the joint PR, and **payment** by certifying activity



# How to report...

## Recommendations to partners

- Fill in report continuously during the semester
- Submission to the FLC shortly after the end of the reporting periods, so there is time for changes
- Submission of partner reports **early enough** to compile the joint Project Report

## Internal deadlines

- 1 April 2020 – Submit FLC revised Partner Project Report
- Therefore: Talk to your FLC so it's done by then

## References

- Useful information in the **programme manual**:
  - Section 6.2: Reporting
  - Section 7: Financial management
- Tutorials on the reporting process are available online



<https://www.interregeurope.eu/projects/guidance/>

# Issues on financing

## Important things to remember!

- Joint activities – No shared costs!
- Activities outside programme area – Approved ex-ante
- Gifts and promotional material – Approved ex-ante
- Staff costs – Full time or fixed % in project. Mission letter (template)
- Administration costs – No supporting evidence required
- Travel and accommodation – National rules apply. Non-staff: external expertise
- Currency – Programme manual, article 7.5.8.
- EE – How to justify
- Public procurement (contracts) – Internal law applies + EU threshold

## Remember to save:

Agenda

Proof of payment

Daily allowance

Proof of participation (e.g. participants list)

Paid invoices

Boarding passes

# EU threshold

	Threshold for all public law bodies	Threshold for all central government authorities (this is a limited list, if you are on it you usually know it!)
Signed since 2018 Commission Delegated Regulation (EU) No 2017/2365	221,000€ * VAT excl.	144,000€ * VAT excl.
Signed since 2020 Commission Delegated Regulation (EU) No 2019/1828	214,000€ * VAT excl.	139,000€ * VAT excl.



Thresholds applicable during 2 years

# Expenditures control: Semester 1



# Application form figures

Partner	Preparation	Semester 1	Semester 2	Semester 3	Semester 4	Semester 5	Total
1-LP Government of Catalonia	15,000	46,729	61,361	64,717	57,210	52,772	297,789.00
2-PP Metropolitan City of Bologna	0	32,036	36,480	36,930	39,074	36,213	180,733.00
3-PP Lithuanian Innovation Center	0	22,299	28,520	29,696	30,842	41,009	152,366.00
4-PP Lublin Science and Technology Park	0	20,749	25,609	33,269	35,680	42,600	157,907.00
5-PP Economic Council of East Flanders	0	25,228	35,365	38,163	37,721	38,558	175,035.00
6-PP Mazovia Development Agency	0	27,821	30,271	30,222	34,422	36,222	158,958.00
7-PP Directorate General for Enterprise	0	30,650	33,209	35,819	37,979	42,900	180,557.00
8-PP Ministry of Economics of the Republic of Latvia	0	22,036	26,689	32,543	34,480	37,548	153,296.00
<b>Total</b>	<b>15,000.00</b>	<b>227,548.00</b>	<b>277,504.00</b>	<b>301,359.00</b>	<b>307,408.00</b>	<b>327,822.00</b>	<b>1,456,641.0</b>

# Comparison Semester 1

Partner	Planned	Executed	Percentage
<b>P1 – CATALONIA</b>	46.729 EUR	20.180 EUR	43,18%
<b>P2 – BOLONIA</b>	33.036 EUR	In line with forecast	
<b>P3 – LITHUANIA</b>	22.299 EUR	5.769 EUR	25,87%
<b>P4 – LUBLIN</b>	20.749 EUR	19.224 EUR	92,65%
<b>P5 – EAST FLANDERS</b>	25.228 EUR	On schedule	
<b>P6 – MAZOVIA</b>	27.821 EUR	10.575 EUR (- Bologna)	38,01%
<b>P7 – FRANCE</b>	30.650 EUR	Pending	
<b>P8 – LATVIA</b>	22.036 EUR	10.709 EUR (- Bologna)	48,59%

*\* Remember to add staff costs!*

# Flexibility rule

## Flexibility to spend MORE

A 20% budget flexibility for each budget line at project level and per partner: the project is allowed to exceed the budget lines and the partner budgets, as stated in the latest approved application form, by a maximum of 20% of the original total amount.

## Flexibility to spend DIFFERENTLY

B) a budget reallocation above the 20% budget flexibility limit for each budget line at project level and per partner (prior approval by managing authority/ joint secretariat through a request for change procedure)



# Work plan of Semester 2



# Semester 2 – Main Activities

- **Main: Start working on reporting good practices**
- Report 2nd steering group meeting
- Report exchange of experience semester 1
- Regional stakeholder group meeting 2/3
- 3rd steering group meeting (Belgium)
- Regional stakeholder group meeting 3/4
- Peer Review (LP Catalonia) – Share results

# Semester 2 – Communication

- **LP will prepare a promotional video**
- CM actively posts & shares content about interregional learning activities taking place in Bologna
- After the meeting and study visit in Gent, the LP & P5 ensure local media coverage of the event.
- LP will prepare the 2<sup>nd</sup> e-NewsFlash
- P7 France publishes an article focusing on the interregional analysis findings in a relevant Journal or Magazine.

**Next steps**



# Next discussions

- 13 February – Webinar about IOLF platform
- Set a date for the Gent meeting
- Good Practices and how to report them?
- Co-evaluation
- Innnoenergy



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Thank you!

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