

**Interreg  
Europe**



Co-funded by  
the European Union

# Reporting activities (Progress Report)

25 September 2024

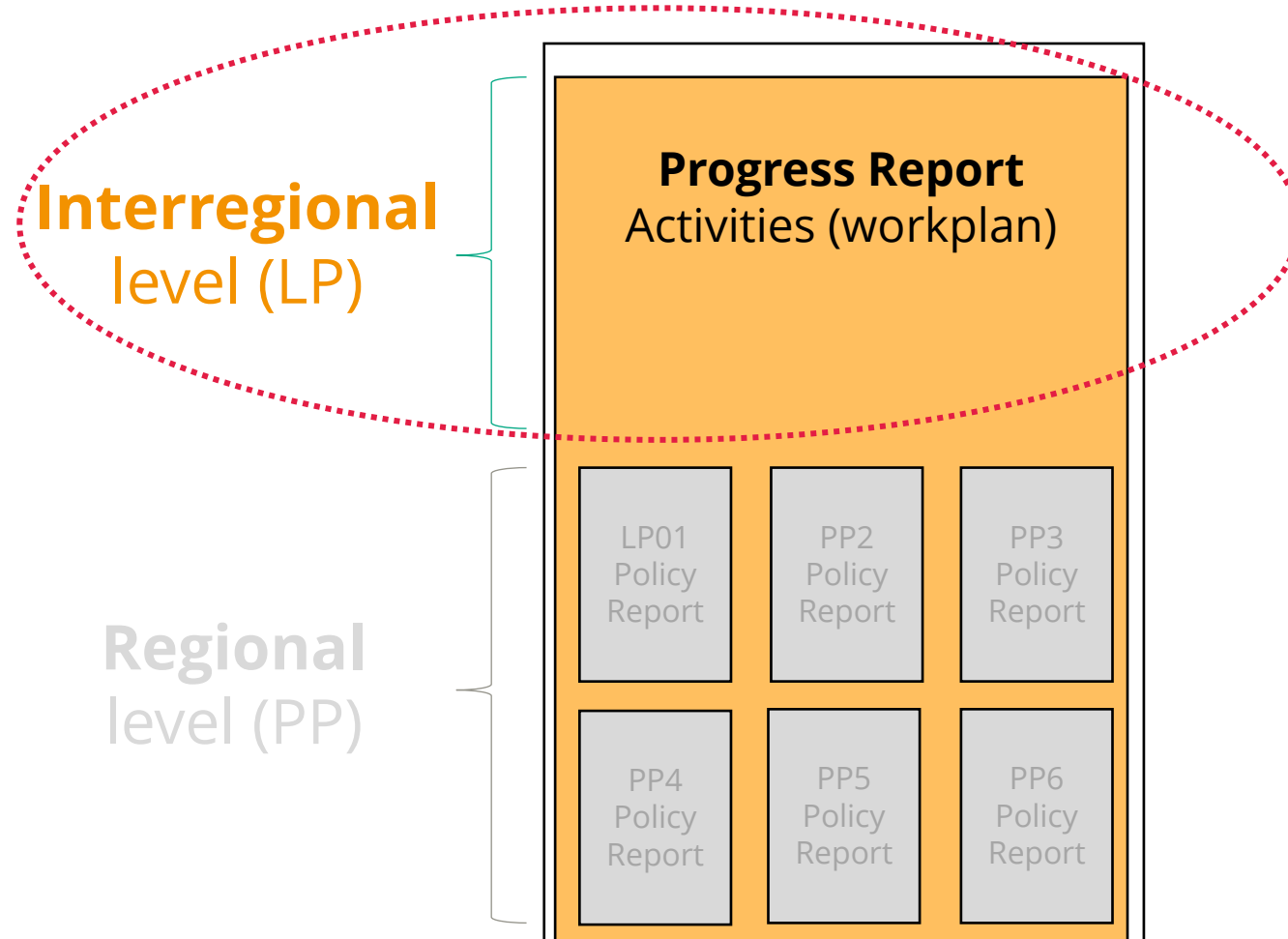
Project Training Days  
Lille, France



Follow us on social media:



# Reporting: **structure of the PR**



# Progress Report

- Project overview prepared by the LP  
(also includes policy reports to be validated by the LP)
- Day-to-day implementation following workplan
- **Planned** activities vs **implemented** activities

# Content

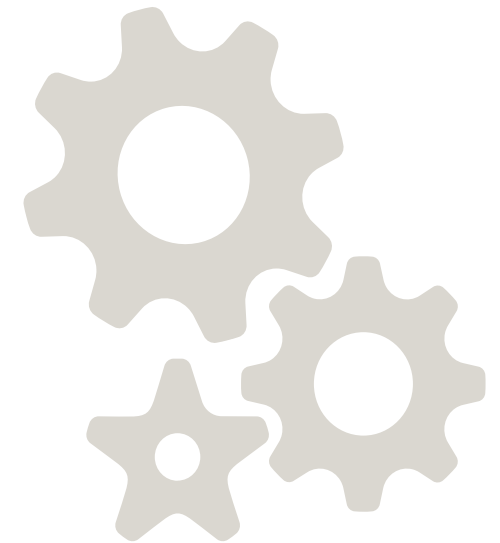
## 1. Summary of project activities

### 1.1 **Overview** of project outputs

### 1.2 **Activities** of the current reporting period

- Exchange of experience
- Pilot action(s) (*if any*)
- Communication

### 1.3 **Changes** from the original plans



# 1.1 Overview of project outputs

Code	Title	Target (AF)	Achieved
RC087	N° of organisations cooperating across borders	77	?
RC084	N° of pilot actions developed jointly and implemented in projects	1	?
OI4	N° of policy instruments addressed	7	?
OI5	N° of interregional policy learning events organised	10	?
OI6	N° of good practices identified	24	?

- Tracks the progress of the project (in terms of output indicators)
- Cumulative values (achieved in PR1 + PR2 + PR3 ...)
- Automatically calculated (based on information provided in other sections)

# 1.2 Activities of the current reporting period

## Exchange of experience

### Activities as originally planned

**CONTEXT**

At the beginning of the SPOTLOG project, the concept of socially responsible logistics services and the contribution of urban logistics to carbon-neutral cities may be not clear to all members of the partnership.

Therefore, the first Exchange of Experience (EoE) event will take place in one of the most advanced regions regarding the path to carbon-neutral cities (TAMPERE, Finland) to streamline the learning of the remaining partners. As explained in the project approach, all main interregional events will have a Thematic Seminar (TS), a Capacity Building Workshop (CBW) and a Policy Analysis Session (PAS).

**ACTIVITIES**

1st Main Interregional Exchange of Experience Event - Tampere Region, Finland, organised by AP05 (2,5 days)

Main topic: "The role of logistics towards climate-neutral regions and cities"

- TS: - The current impact of the logistics sector under the 3 pillars of sustainability
  - Creating an urban logistics plan in cooperation with business life and industry stakeholders
  - Key actions to develop sustainable urban logistics and promote service production opportunities.
- CBW: Institutional barriers towards better integration of mobility and logistics needs and resources.
- Study visits: Micro Logistics Hub
- PAS Definition of future vision created by the regions and private operators in cooperation,
- General organization and planning of the implementation of stakeholder surveys (LP)
- Event analysis: guidelines for the preparation of technical documents and policy briefings (LP + AP05);
- Selection of regional relevant stakeholders to be invited to take part in the SPOTLOG activities and highlighted in SPOTLOG communication channels.

1st set o Regional Stakeholder Meetings (RGMs) for each policy instrument (All PPs except PP05). In countries with more than one partner, the RGMs will be organized alternately.

Topics:

- SPOTLOG Project presentation;
- Stakeholder introduction and discussion of their role;
- Discussion of objectives/outcomes of previous and upcoming interregional events.

Whenever possible, EoE events will be held in a hybrid format to expand the number of participants and reduce the CO2 footprint.

N° of interregional policy learning events organised

2

N° of good practices identified

7

### Activities completed during the reporting period

**Please describe in detail the activities related to the exchange of experience process.** For each interregional event, details such as place, date, number of participants and topic addressed should be provided.

*[3000 characters]*

**Please indicate the number of interregional policy learning events organised during the period** (in line with the above description of the completed activities)

N° of interregional policy learning events organised	
--	--

**Please indicate the number of good practices identified during the reporting period**

N° of good practices identified	
---------------------------------	--

**Consistency**

**Description of activities & Value of indicators & Website**  
(news, events, GPs)



# **1.2 Activities** of the current reporting period

## **Exchange of experience - Indicators**

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

- Back-to-back events count as one
- Stakeholder group meetings do not count
- Management or communication meetings do not count

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

- GPs to be uploaded on project website by end of core phase at the latest
- Only count GPs validated by policy officers via the website

# 1.2 Activities of the current reporting period

## Pilot action(s)

### Pilot action 1

#### *Activities as originally planned*

Pilot action 1 Assessing sustainable logistics solutions in the Sea Park area

Kick-off meeting with involved partners (PP03, PP07, PP10)

Summary of added value and difficulties encountered in the region of Mechelen for the implementation of micro consolidation hubs and introduction of cargo bikes and e-vehicles for last-mile deliveries (PP03, PP07)

Possible technical visit to Mechelen within the SPOTLOG staff exchange programme (host PP10 - visitor PP07)

Report addressing key factors for successful implementation - The preliminary study will address potential locations, type of implementation; a detailed list of the involved stakeholders (organisation and participants from each organisation involved in the pilot); Operational and transport provider configuration; last-mile fleet composition; catchment area, spatiotemporal demand patterns (PP07, PP03).

Meeting with local stakeholders to present the SPOTLOG project and its vision (commerce, operators, neighbouring municipalities, regulatory authorities) (PP07).

Procedures for initiating the approval process of the facility installation - micro consolidation hub (see note) (PP07).

NOTE: Micro-consolidation centres have shorter distances to the end customer and a smaller facility footprint appropriate to the spatial constraints in dense environments such as Rimini. Microhubs also allow for a mode shift to sustainable electric and non-motorized transportation modes such as electric cargo bikes, small e-vehicles (thus, small works for charging and protection are needed).

### *Activities completed during the reporting period*

**Please describe in detail the activities related to the pilot action**

Please click in this box when the pilot action is completed:

*[3000 characters]*

One field per pilot action



# Reminder on **pilot action\***

- Included on the agenda of midterm reviews (semester 4) – be prepared!  
Call for pilot actions organised in semester 5
- Maximum one pilot per policy instrument / region
- Requirements to be met:
  - Policy **relevance** and **durability**
  - **Interregionality** and contribution to the learning process
  - **Testing character**
  - Additionality
- Further information available: [webinar](#) on pilot actions

# Progress Report Exercise - Clarifications

## PR2 RobinFood – Clarifications

1	As far as the activity part of the report is concerned the quality of the information provided is poor. We would appreciate if you could be as specific as possible when it comes to reporting on the project's activities, good practices and main outcomes. This kind of content-related information as well as the description of the main lessons learnt and results achieved will become more and more important as we approach the end of the core phase. This explains some of the clarification requests below.
2	In section 1.2 Exchange of experience, a figure of '2' is reported under the indicator for policy learning events organised. However, back-to-back meetings should be counted as 1. Please update the indicator accordingly. Thank you in advance.
3	In section 1.2 Exchange of experience, we would appreciate if you could include additional qualitative information about the main issues discussed during the interregional meeting. Moreover, we would appreciate if you could provide additional details about the 3 good practices selected (name and country). Please review and edit this section accordingly. Thank you in advance.
4	In section 1.2 Exchange of experience, you mention that PP3 could not attend the interregional meeting. Please justify this in section 'Changes from the original plans'. Thank you in advance.
5	In section 1.2 Communication, the objective of the activity reporting is misunderstood. The text provided is identical to the information in the application form except for the tense of the verb. This is very artificial considering that the application form only gives the overall plans while the progress report should provide a detailed picture on what was actually achieved. This section should therefore be fully revised with concrete and relevant information. In addition, please clarify if the 2nd newsletter was produced as planned. If not, please justify under 'Changes from the original plans'. Thank you in advance.

# Kind reminder

The report should be:

- **self-explanatory**
- **understandable**
- does not repeat information from application form



**Interreg  
Europe**



Co-funded by  
the European Union

# Thank you!

Follow us on social media:



[www.interregeurope.eu](http://www.interregeurope.eu)

