Good practice validation

Guidance note for lead partner / project web admin

Last updated 13/09/2024

Context:

Interreg Europe is a capacity-building programme dedicated to the exchange and transfer of good practices to improve regional development policies. Interreg Europe projects build on the good practices identified within their partnership. They are the main source of inspiration when improving the performance of their policies.

Good practice definition

According to the Interreg Europe **programme manual** (section 3.1.1), a good practice is defined as "*an initiative related to regional development policy which has proved to be successful in a region and which is of **potential interest to other regions***. *'Proved successful' is when the good practice has already provided **tangible and measurable results** in achieving a specific objective.*"

Due to Interreg Europe's focus on policies, a good practice should in principle be related to a **public intervention**. Moreover, as a project builds on the experience of its participating regions, the good practices identified should come from the partnership area.

Good practice validation

The good practice tool is available on the Interreg Europe programme website. This tool allows you and your partners to display the good practices identified within your project on your project website.

Before being visible on the project website, each good practice needs to be validated by the project web administrator(s). This check is related to the relevance and quality of the information provided.

After validation by the web admin(s), the practices will immediately become visible on your project website.

The process

1. The owner of the good practice identified and selected during the exchange of experience process of your project submits it through the online tool. The **project web admin** is notified and can request additional information and validate or decline the good practice. If the project web admin validates the good practice, it is published on the project website.

2. Once validated by the web admin, the good practice will move to the project's **policy officer** for validation. The policy officer can also request additional information and validate or decline the good practice for the project indicator. If the policy office declines the practice, it will no longer be visible on the project website. In terms of validation, the policy officer has two options: either to validate it for the project website only, or to validate it for a possible integration on the programme good practice database (see step 3 below) if he/she considers that the good practice is of particular interest.

3. Once validated by the policy officer for a possible integration in the database, the good practice moves to the **thematic experts** of the Interreg Europe Policy Learning Platform. They will evaluate it based on the relevance to other regions and replicability. The thematic expert can also ask for additional information, validate or decline. Once validated by the thematic experts, the good practice is published in the programme's **good practice's database**.

Good practice validation checklist

Questions to be checked	Responsibility	Yes / No
1. Are **all** sections properly completed? - Is the description clear / meaningful? - Is it in English?	lead partner / web admin	
2. Is the practice clearly related to regional development policy (private initiatives with no clear policy angle are not relevant)?	lead partner / web admin	
3. Is the topic of the practice clearly relevant to the issue addressed by the project?	lead partner / web admin	
4. Has the practice already been implemented successfully (i.e., with tangible and measurable results)?	lead partner / web admin	

Good practice validation options

The web admin has a choice between three options:

- '**YES**'

  If the web admin can answer 'Yes' to all four questions on the validation checklist, s/he can validate the good practice so it will be published on the project website.

- '**MAYBE**'

  This option offers the possibility to request improvements to the good practice in case the information provided is not sufficient. If the answer to any of the above questions on the checklist is 'No', the web admin should click 'Maybe' and describe the changes that need to be made by the user who submitted the good practice.

- '**NO**'
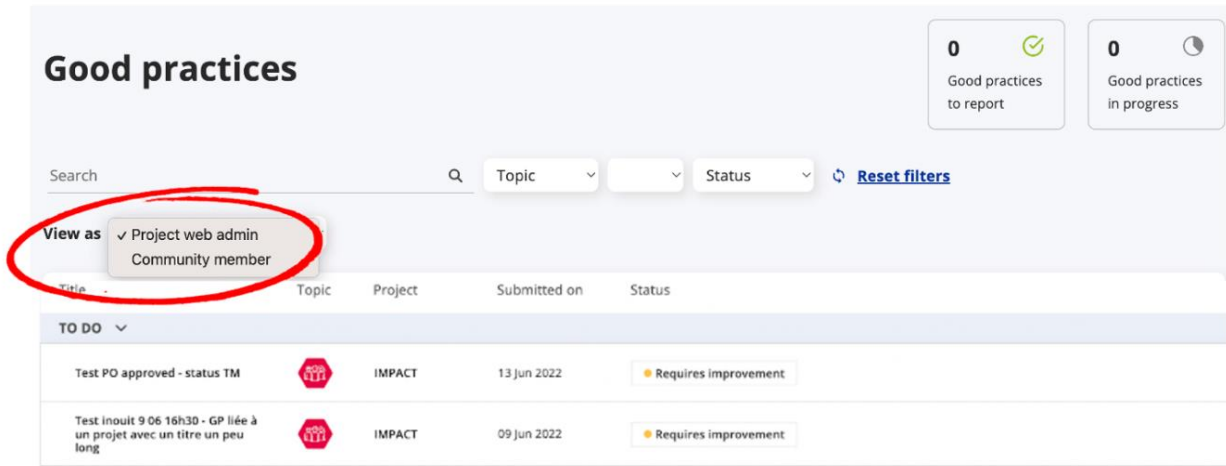
  If the practice is not relevant or poorly described, the web admin should decline it. A short justification needs to be provided. It will be sent automatically via the system to the user who submitted the good practice.

Overview of your good practices

You can follow the validation process and manage the good practices through your user dashboard – 'Good practices' tab of your Interreg Europe profile. The status of the good practice indicates where it is in the validation process. It tells you who is validating it and whether or not you need to take action.
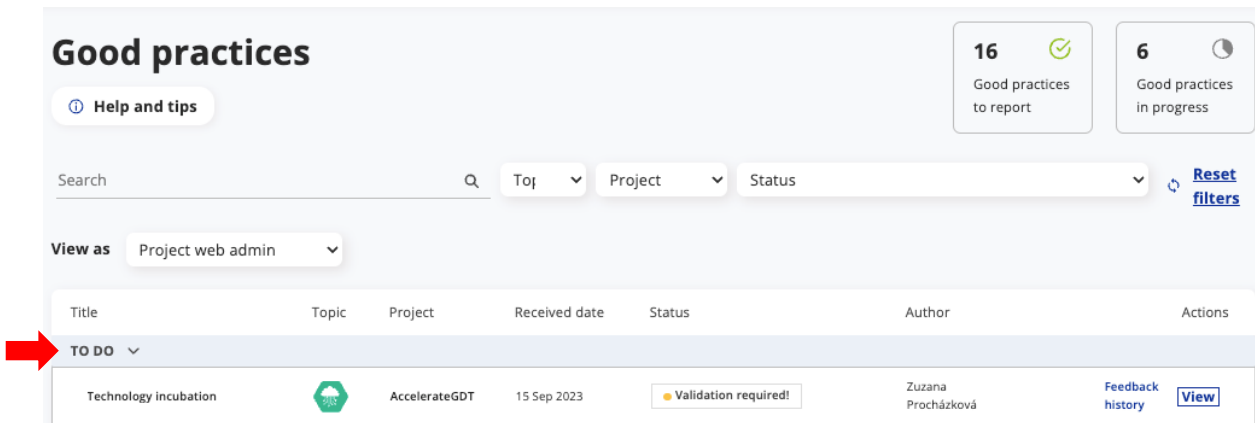
On your user dashboard you can also **switch between your role** as

- **Project web admin** (if applicable): you have an overview of all the good practices of your project(s).
- **Community member**: you have an overview of all the good practices you have submitted.

You will find good practices that **need your attention** in the dedicated **'to do'** section. As web admin, you will find here good practices that need validation, or that have been improved after you have requested improvements from the author.

Good practices that are sent back to the authors for improvements, either by the policy officer or the thematic expert, can be found in the **'in progress'** section. As web admin, you don't need to take action on these good practices, but it allows you to see where the good practices are in the process.

Good practices that are finalised appear in the **'closed'** section. As web admin, you can see from the different statuses, whether the good practice is published on the project website and/or on the good practice database or whether it has been declined by the policy officer or thematic expert.

Counting your good practices

To help you count the good practices to be reported under the project output indicator, we have introduced counters on the top of your dashboard.

- **'Good practices to report'**: it counts the total number of good practices approved by your policy officer since the beginning of your project (N.B. it does not correspond to the reporting period). This number can be reported under the output indicator "N° of good practices identified" at the latest by the end of the core phase of your project[1].

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[1] **Point of attention**: please note that if you are involved as web admin in more than one project, this number counts the total number of approved good practices for **all** your projects.

- **'Good practices in-progress':** it counts the number of good practices that are still pending for validation by the web admin, policy officer, or thematic expert.

History feedback

For each good practice, you can view its history. Meaning, when it has been validated, declined or when additional information was requested and by whom.

For each good practice, you will find the feedback history on the right-hand side.
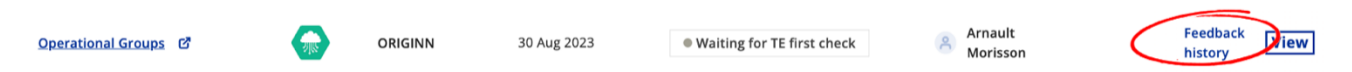
If you click on this tab, a new section will appear with the full history of the good practice's validation process.

The feedback history gives you information concerning any feedback that might have been requested and how long it has taken for the author to submit the revised version. It also gives you information at what stage of the validation process the good practice is.