Interreg Europe

Co-funded by the European Union

Lead partner

seminar

18 March 2025

Lead partner seminar
Krakow, Poland

Follow us on social media:

Interreg Europe

Co-funded by the European Union

Reporting **activities and results**

Follow us on social media:

Outline

1. Reporting principles
2. Reporting your activities
3. Reporting your results
4. Practical exercise
5. Recommendations

1. Reporting **principles**

Activity & result **monitoring**

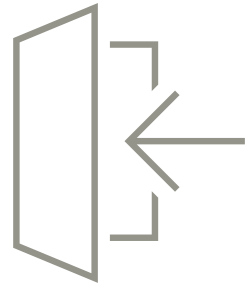
- To make sure the project is on track (**activities**)
- To check whether its objectives are achieved (**results**)
- To demonstrate the project's/ programme success and usefulness

Activity & result **monitoring**

HOW?

- Mainly through progress reports
- Through regular contacts with JS
- Through project website, publications & good practices

Progress report: **key features**



Same template for core phase and follow-up phase

Certain sections adapted according to the level of achievements
(e.g., after a policy improvement is achieved / if an action plan is required)

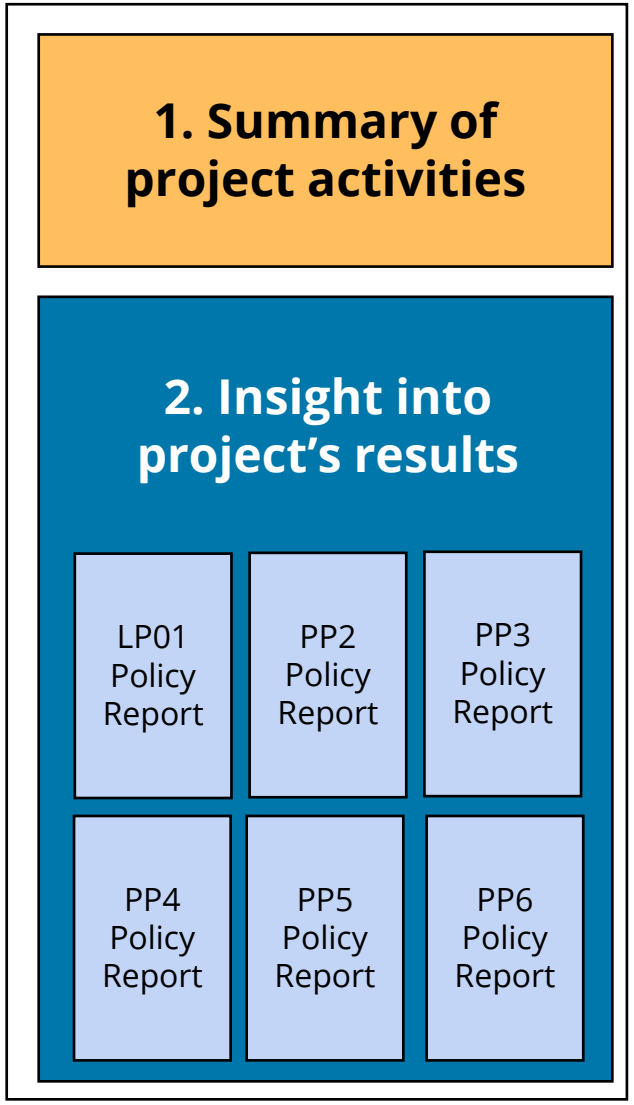
Two main sections

1. Summary of project activities (interregional level)
2. Insight into project's results ('regional' level)

Progress report: **structure**

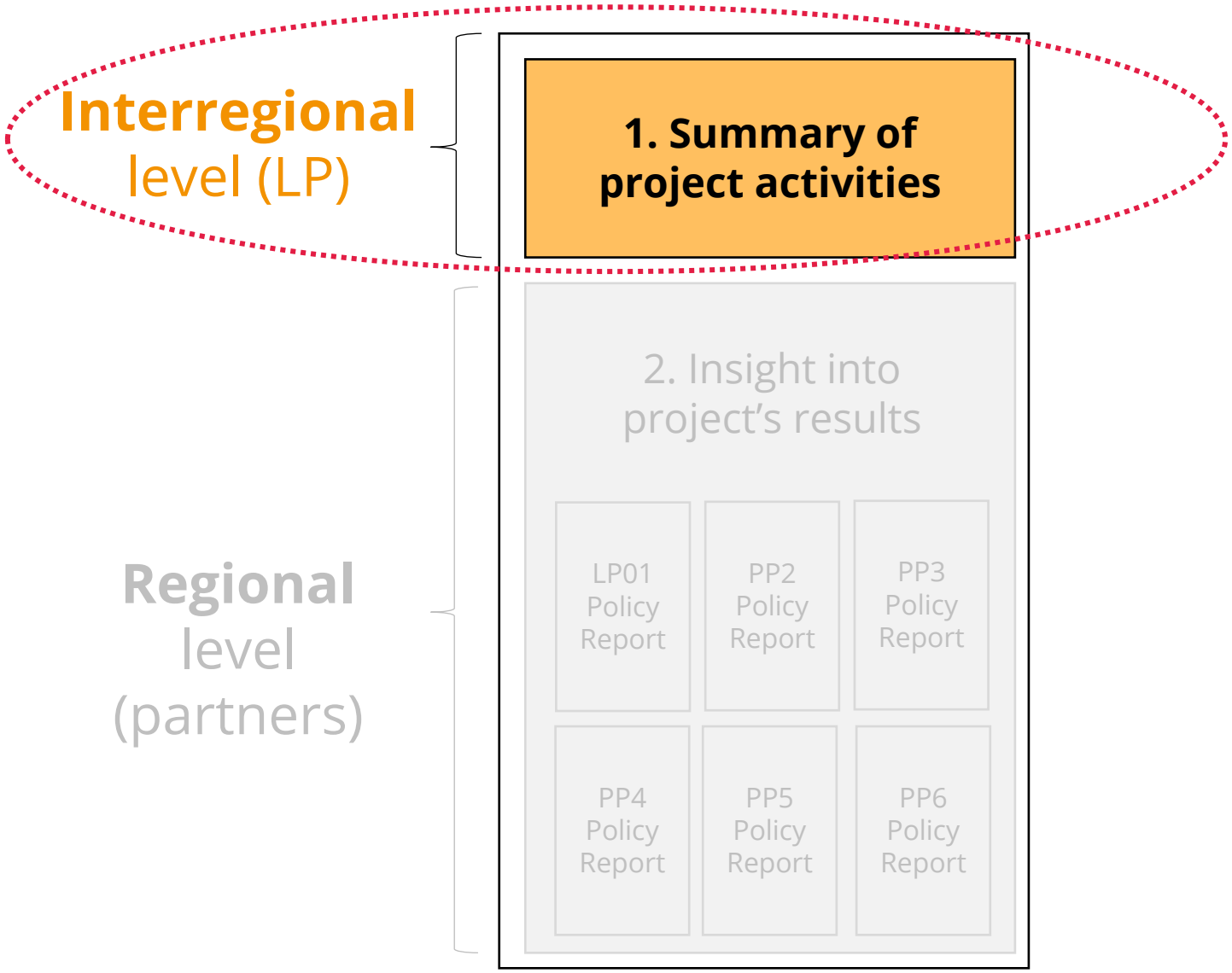
Interregional level (lead partner)

Regional level (partners)



2. Reporting **your activities**

Part 1 : Summary of **project activities**



Part 1 : Summary of **project activities**

- Overview of day-to-day project implementation
- Consolidated information
- Planned activities **vs** Implemented activities

Part 1 : **content**

1.1 **Overview** of project outputs *(indicators)*

1.2 **Activities** of the current reporting period

- Exchange of experience
- Pilot actions (if relevant)
- Communication

1.3 **Changes** from the original plans

Outputs indicators

SKALE2CT / Progress report / Semester 1

Dashboard | 1 Summary of project activities | 2 Insight into project's results | 3 Finance reports | 3.1 Finance overview | 3.2 Spending plan | 3.3 Consolidation

LP bank details | Submit

1.1 Overview of project outputs

Code	Title	Target (AF)	Achieved (cumulative)
RC087	N° of organisations cooperating across borders	61	available from PR8
RC084	N° of pilot actions developed jointly and implemented in projects	0	0
OI4	N° of policy instruments addressed	6	available from PR3
OI5	N° of interregional policy learning events organised	12	1
OI6	N° of good practices identified	12	0

Activities planned

1.2 Activities of the current reporting period

Exchange of experience

Activities as originally planned

Within the first Semester, partners will initiate Step 1 (identification of GPs) and, in parallel, start with transnational E&L activities.
A kick-off project meeting will take place between February-March 2023 in San Sebastián, with the participation of SC members. On that occasion, apart from the overall project activities and management rules, the partners will particularly address the methods of identification, preselection and gathering of homogenous information of the GPs and inspiring solutions.
In both cases, in addition to the usual compulsory information requested in the Interreg Europe GP template (Title, picture, ownership, thematic objectives and subtopics, summary, detailed information, resources needed, timescale, evidence of success, potential for learning or transfer, etc.) the GPs will have to include some complementary information to facilitate matchings, such as...
1) Field & classification of the GP (legal, operational, project)
2) Classification of the services provided (Executive Leadership / Access to infraestructures / Talent)
3) Final Beneficiaries (sectorial classification)
4) Significant operational details
5) Sources of funding
6) Transferrable elements
7) Particular innovative elements

The structure will be explained and discussed at the KO meeting, and some internal specific guidelines will be distributed to help the partners in the development of the GP guide, to be developed between the Lead partner (FSS) and the Advisory partner (SERN). In parallel, FSS will take the opportunity to showcase its scalability services and measures, especially focused on Talent management and attraction (Talent House 1+2, Advanced Entrepreneuship Center).

In addition, at the end of the first semester (May-June 2023), an E&L visit will be organised, to be hosted by partner PBN in Hungary.

On that occasion, apart from visiting some potential GPs and local experiences, a first Hybrid Seminar will take place:

- SEMINAR 1 "EXECUTIVE LEADERSHIP": How to improve scale-up services in business acceleration!
As for the rest of the Seminars, it will have a one day duration and be orientated to the partners and to intermediary organisations, with the objective of involving around 60 experts (+-40% in situ: 12 intermediary organisations/stakeholders and +-12 partners representatives / + 35 digital participants).
The objective will be to exchange around specific GPs covering the issue and knowledge around scaling-up services such as advisory or mentoring, in order to provide participants with new skills and inspiring examples of success stories.
In addition, half-day visit to previously identified GPs and infrastructures (am-LAB and TEF) will be organised, to fully understand in situ the way they are organised and their human, technical and financial resources.

By the end of S1 partners will preselect 3 initial GPs.

One single stakeholder group per region will be set up by the end of the Semester.

N° of interregional policy learning events organised: 2
N° of good practices identified: 0

Information from the application

Activities completed

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.

The project officially started in February with the signature of the Subsidy Contract. The first international policy learning event took place in San Sebastian on the 26th and 27th of April and was organised by the lead partner. This event had 22 participants and mixed the kick-off meeting and the first Steering Committee of the project with study visits to the innovation ecosystem of San Sebastian. At the Steering Committee the partners and the general objectives of the project were presented and the main management tasks and key dates for project reporting were discussed.
Special emphasis was put on the process of identification of potential Good Practices (GPs). In addition to explaining the concept and establishing specific internal guidelines, an initial timetable was presented with the different phases for their selection and a questionnaire was shared for each partner to include four potential GPs. The first study visit was made to the Talent House I , a project developed by FSS that aims to facilitate the arrival of highly qualified people and those who want to develop their innovative project in San Sebastian. The next edition of the project, Talent House II, currently under construction, was also presented. The second exchange and learning activity was a round table with 2 start-ups from acceleration programmes, I2U and Onena Medicines, in which they explained their path with FSS and the impact of their programmes and services.
After this first event, the partners worked on identifying potential best practices and published them in the internal questionnaire provided by the lead partner. They were asked to classify them in three categories related to scalability (executive leadership, access to infrastructure and leadership) as well as in different fields (legal, operational or project) and geographical scope. Regarding the rest of the meetings, work was done on the organisation and contents of Seminar 1 "Executive Leadership" organised by PBN. An agenda was proposed for the event, with study visits, presentations of services of the European Institute of Innovation and Technology and with the participation of project stakeholders. However, in the Seminar was planned (and took place) for September and therefore did not fall within this Semester 1. The identification of over 20 potential GPs was prepared towards such event.
As for stakeholders, each partner established a stakeholder group during this semester. Various meetings were held between the partners and their stakeholders, sometimes bilaterally and sometimes with all of them as a group.

2600/3000

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

1

Did all partners participate in the main interregional policy learning events?

Yes

Please explain which partner(s) could not join and provide a justification?

0/3000

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

N° of good practices identified

0

Activities completed

Communication

Activities as originally planned

SERN will draft an ad hoc project Communication Plan within the kick-off phase of the project, adopting SMART+FAST criteria, to support and plan all communication objectives, messages and activities.

It will include the key principles of the communication activities, with a strong social media focus on a multi-lingual project (with some communication outputs done in several languages), an innovative approach in meeting formats (to transfer the best of the stakeholders meetings), a more sustainable approach (less paper publication), mixing media.

This Plan, will also help partners to clearly understand the bigger picture and in particular to dovetail with the programme's own communication strategy, as well as respecting the key rules linked to the Interreg Europe and ERDF co-funding.
In addition, throughout, the first compulsory deliverables/activities will be ready:
- Visual
- A3 poster
- Website set

Social media, first press impacts and first e-newsletter will be launched.

Activities completed during the reporting period

Please describe in detail the activities related to communication

The Communication Plan has been developed according to what was originally planned. It comprises all dissemination and communication activities and is based on key performance indicators. The Plan sets out a strategy to maximise the impact of the project, to increase its visibility, and ensure its outputs reach a wide variety of relevant stakeholders. Within the communication and dissemination strategy the target groups, communication tools, slogan and key messages and the visual identity of the project are defined. The KPIs established monitor communication progress and impact and they are related to the visits to the website, the number of followers and newsletter subscribers, the press releases, the participants in the project's conferences and workshops, the videos produced, and the number of relevant events attended by the consortium partners. This communication plan has been designed to be adapted as the project progresses so that any necessary changes can be introduced. During this semester, the project website has been set up and updated with the publication of nine news articles on local stakeholder meetings and on partner events and projects related to business acceleration services for SMEs. The visual identity of the project has also been defined, with the selection of an image tailored to the project and the creation of posters to be displayed in each partner's premises. The project's first e-newsletter has also been launched as planned and regarding social media, a Twitter and LinkedIn profile of the project have been set up and a hashtag "#SKALE2CT" has been created.

1608/3000

Changes in the activities

1.3 Changes from the original plans

Please describe and justify any changes from the original work plan. In case of delays, please explain the measure envisaged to catch up with the original time plan.

There were some changes from the original work plan. As the subsidy contract between the MA and the Lead Partner was signed in mid-February, the first project activities took a little longer to get underway. This happened with the kick off meeting that was planned to take place in February-March and finally took place in April. Although it was organised later than planned, the content of the meeting did not change, and all the foreseen topics were discussed. This delay in the first meeting impacted the timing of Seminar 1. It was planned to be held in July-August, but as the summer months meant less availability of the partners, it was finally decided that it would be held in September. In order to catch up with the original time plan, the next reporting period will include Seminar 1 that took place in Hungary together with Seminar 2 that is scheduled to take place in Grenoble between 31st January and 2nd February 2024. This means that for Semester 2 the project times will be in line with the planned schedule.
For that same reason, it was planned that partners would pre-select 3 GPs during Semester 1, but the preselection process was initiated in September 2023 (within Semester 2). However, at the end of Semester 2, it is planned that over 10 GPs will be selected.

1286/3000

3. Reporting **your results**

Part 2 : Insight into **project's results**

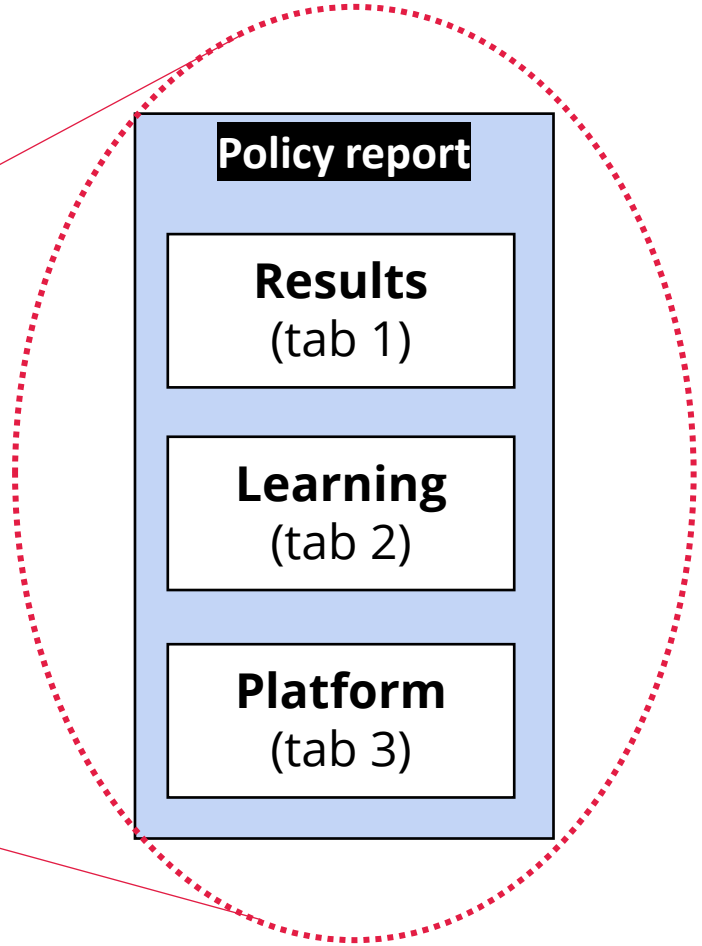
Interregional level (lead partner)

1. Summary of project activities

Regional level (partners)

2. Insight into project's results

LP01 Policy Report	PP2 Policy Report	PP3 Policy Report
PP4 Policy Report	PP5 Policy Report	PP6 Policy Report



Part 2 : Insight into **project's results**

Organised per policy instrument (policy report)

Distinction between:

- policy development: work in progress
- policy improvement: direct result of the exchange of experience
- territorial effect: longer-term effect

Part 2 : **Content**

2.1 **Overview** of project results *(indicators)*

2.2 **Overview** of policy instruments

Policy reports (one per policy instrument)

Results indicators

SKALE2CT / Progress report / Semester 1

Dashboard | 1 Summary of project activities | 2 Insight into project's results | 3 Finance reports | 3.1 Finance overview | 3.2 Spending plan | 3.3 Consolidation | LP bank details | Submit

2.1 Overview of project results

Code	Title	Achieved	Performance
RI2	N° of organisations with increased capacity due to their participation in project activities	available from PR8	available from PR8
RI3	N° of policy instruments improved thanks to the project	available from PR3	available from PR3

Policy reports

2.2 Overview of policy instruments

As lead partner you can read the submitted policy reports. After reading the report and based on the quality of the content provided, you can decide to "include" or "reject" the policy report.

In case you choose to include it, you will still be able to make changes to the policy report until you submit the joint progress report. In case you choose to reject it, the policy report will be reverted back to the partner. The content is not lost, the partner can make changes and submit the report again.

Number	Name of the policy instrument	Partner(s) addressing this instrument	involvement of the policy responsible authority	Country	First policy change reported in		
1	SAN SEBASTIAN DSS ESTRATEGIA 2030 (2030 Strategy)	LP01 San Sebastian Socio-Economic Development Agency	Partner	Spain (España)	N/A	+ Include	Reject
2	Metropolitan Strategic Plan 2021-2023: Strategy 1.3 Stimulate innovation in the system of SMEs and micro-enterprises.	PP02 Metropolitan City of Turin	Partner	Italy (Italia)	N/A	+ Include	Reject
3	Grenoble Local Economic Pact towards a more resilient economic alliance of the territory	PP03 Grenoble-Alpes Métropole	Partner	France (France)	N/A	+ Include	Reject
4	National Smart Specialisation Strategy Portugal 2030	PP04 Portuguese National Innovation Agency	Partner	Portugal (Portugal)	N/A	+ Include	Reject
5	EDIOP PLUS - ECONOMIC DEVELOPMENT AND INNOVATION OPERATIONAL PROGRAM PLUS, CCI: 2021HU16FFPR001, (2021-2027)	PP05 Pannon Business Network Association	AssociatedPolicyAuthority	Hungary (Magyarország)	N/A	+ Include	Reject
6	Law on Aid for the Activities of Start-up Companies	PP06 Ministry of Economics of the Republic of Latvia PP07 Latvia Chamber of Commerce and Industry (LCCI)	Partner	Latvia (Latvija)	N/A	+ Include	Reject

Policy report: content

Tab 1 – Details on policy instrument

1. **General information**
   General features, filled in only in **PR1**
2. **Policy improvements**
   Available **only from PR3**
   Action plan in PR6 – If no policy improvement reached yet
3. **Territorial effect**
   Available **only in the last PR PR8** provided that the policy instrument was improved

Tab 2 – Reporting on the learning process (core) / Monitor results or action plan (follow-up)

A. **Insight into the learning process (core) / Insight into results or action plan monitoring (follow-up)**
   Individual and organisational learning including reporting on the APAs, if any

B. **Achievements**
   Organisations with increased capacity
   Available **only in the last PR8**

Policy report: content

Tab 3 – Policy Learning Platform

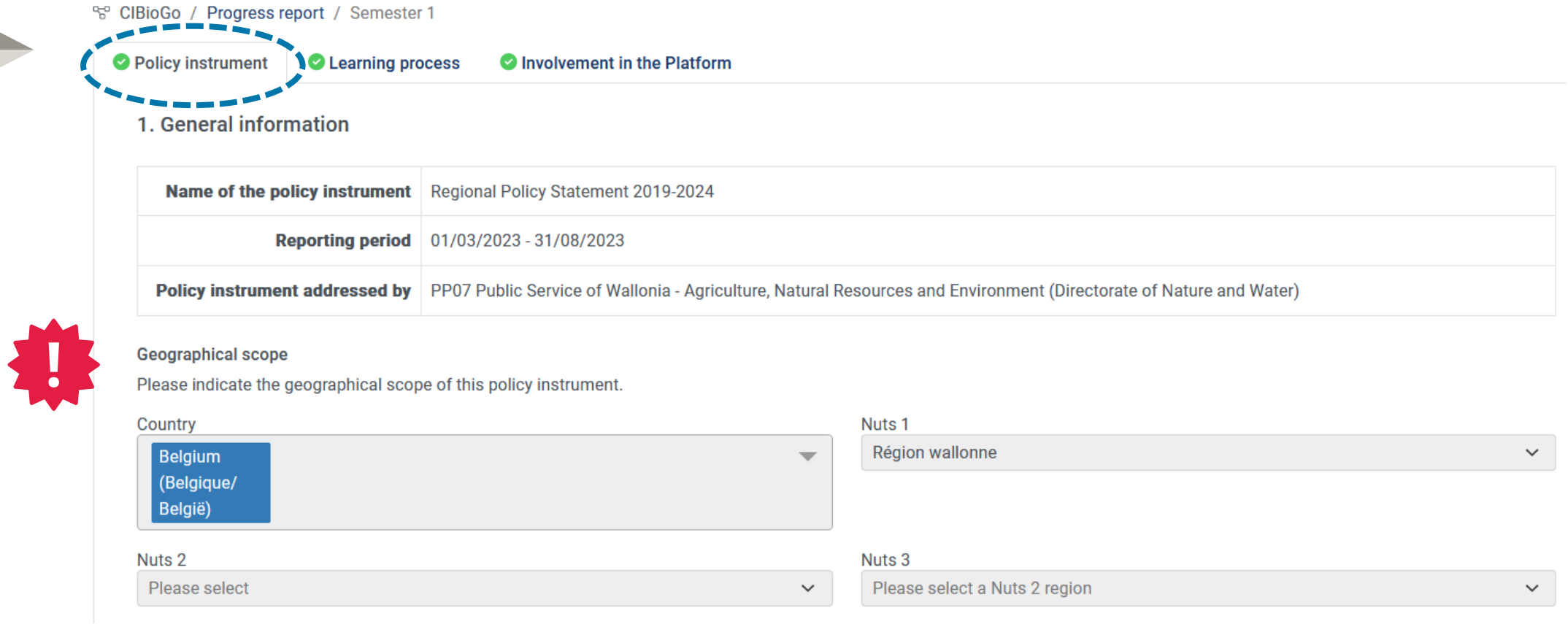
1. **Contribution to PLP**
2. **Use of PLP services and benefit gained**
3. **Suggestions**

PR1 to PR8

Tab 4 – New policy instrument

1. **General information**
   General features
2. **Policy improvements**
3. **Territorial effect**
   Available **only in the last PR8**

Geographical scope of the instrument (PR1)



Is this instrument of local, regional or national scope?

Learning process

SKALE2CT / Progress report / Semester 1

Policy instrument | Learning process | Involvement in the Platform

A. Insight into the learning process (core phase)

Please list the main activities organised in your region contributing to the individual and organisational learning (e.g., stakeholder group meetings, activities within your own organisation) during this period. Who are the main stakeholders involved?

The involvement of the local stakeholders in the learning process was ensured through the organization of more than 15 bilateral meetings with different local stakeholders (Coben Group, Lipigenia, Biodonostia, Spyro, Santander Bank, Elkargi, Safeloc, Linqase, Graphenea, Eyefoil, Tecnalia, etc.) who have the potential to be part of the stakeholder group to be set up in semester 2 and that must play a large role fostering entrepreneurship in different fields: technological research and development, investment, funding, business acceleration, internationalization, skills development, etc.
In parallel, on 05/05/23 FSS organized the "III Talent Fair" in which 46 companies (most of them start-ups) and more than 350 attendees took part. This event led to gather/match young qualified talent with start-ups in need of this talent to foster their businesses.

859/2000

Please describe more specifically the involvement of the associated policy authority during this period.
Please fill in the following field only if there is an Associated Policy Authority involved. Otherwise please indicate "N/A"

N/A

3/2000

Please summarise how your region contributed to the content of the interregional activities and benefited from it during this period.

The main contribution to the learning process was the organization of the Kick-off Meeting. It took place in San Sebastian (ES) on 26-27/04/23. The methodology for the identification of GPs was introduced, but also one study visit was made to the Talent House I project, and the project Talent House II (building under construction) was explained in detail. Besides, two local startups (I2U and Onena Medecines) explained their path along with Fomento (FSS) and the impact of its programmes and services.
FSS also contributed with the preselection of 3 initial Good Practices to be submitted in the PLP: a) Elkargi Guarantee Fund; b) Funds for the growth of innovative business projects; and c) Businesses Centres.
FSS´s attendance to international events showcasing the project and the work to be developed:
-Eurocities Economic Development Forum (Helsinki, 22-24/03/23)
-Lisbon work visit (10-11/05/23). Meetings with different stakeholders of the city working on innovation (Chamber of Commerce, Start-up Lisboa, etc.).
-ICEX International Mission (Viva technology-Paris) (13-14/06/23)
Finally, participation on the co-design and co-organization of the 1st Exchange & Learning (E&L) seminar and visit taking place in Hungary on 27-28/09/23 (S2)

1247/2000

Policy Learning Platform

SKALE2CT / Progress report / Semester 1

Policy instrument | Learning process | Involvement in the Platform

During the reporting period, did you contribute to any of the Policy Learning Platform activities (for example contribution to policy briefs/ stories, speaker in an event, peer in a review)?

No

During the reporting period, did you use any services of the Policy Learning Platform?

No

Please indicate which services you used

- [ ] Find policy solutions (for example use of the good practices database, policy briefs, stories, learnings from events):
- [ ] Meet the community (for example participation in thematic workshops/ webinars/online discussions, finding contacts through the community)
- [ ] Get policy advice (through hosting a peer review/matchmaking session or using the policy helpdesk)

If relevant, please indicate what benefits you gained from using these services:

- [ ] Increased professional capacity
- [ ] Cooperation with new organisations / projects
- [ ] Other

Do you have any suggestions on the Platform activities (e.g., topics to be covered, services to be offered)

0/1000

30 APR 2024

Online

From biowaste to resource II: innovative biowaste treatment solutions

On 30 April 2024, the Policy Learning Platform is hosting the second episode of the webinar series from waste to resource: biowaste collection and treatment. Join us for the first session on innovative biowaste treatment solution from 14:00 to 15:30 CEST.

By Platform

19 MAR 2024

In person | Antwerpen

Lead partner seminar for second call projects

Interreg Europe organises a seminar for the newly approved projects' lead partners from the second call in Antwerp (Belgium) on 19 March 2024.

By Joint secretariat

Policy reports **highlights**

Geographical scope of the instrument
only in **PR1**

Policy improvements
from **PR3**

Action plan
in **PR6** – if no policy improvement achieved yet

Territorial effect
only in **PR8** provided that the policy instrument was improved

Organisations with increased capacity
only in **PR8**

CORE PHASE

FOLLOW UP PHASE

Insight into the learning process - individual and organisational learning

Policy Learning Platform
Contribution, benefits & suggestions

Insight into results or action plan monitoring

Policy Learning Platform
Contribution, benefits & suggestions

4. Final **recommendations**

Recommendations

- Check **instructions** carefully so the right information is in the right place (e.g., confusion on the Platform)
- Be **specific** & do not repeat application form
  (e.g., for each meeting: place, date, participants, topic)
- Provide **qualitative** information (describing outputs is not enough)
- Brief your partners: **key role of the lead partner** to check and validate information

Recommendations

Ensure:

- A clear link between **activities and finance** reporting

  E.g., external expertise related to activities

- Submission **deadlines** are met

  Do not wait for the last minute to prepare the report

- JS **feedback** to be taken into consideration for future reports

Interreg Europe

Co-funded by the European Union

Thank you!

Follow us on social media:

www.interregeurope.eu